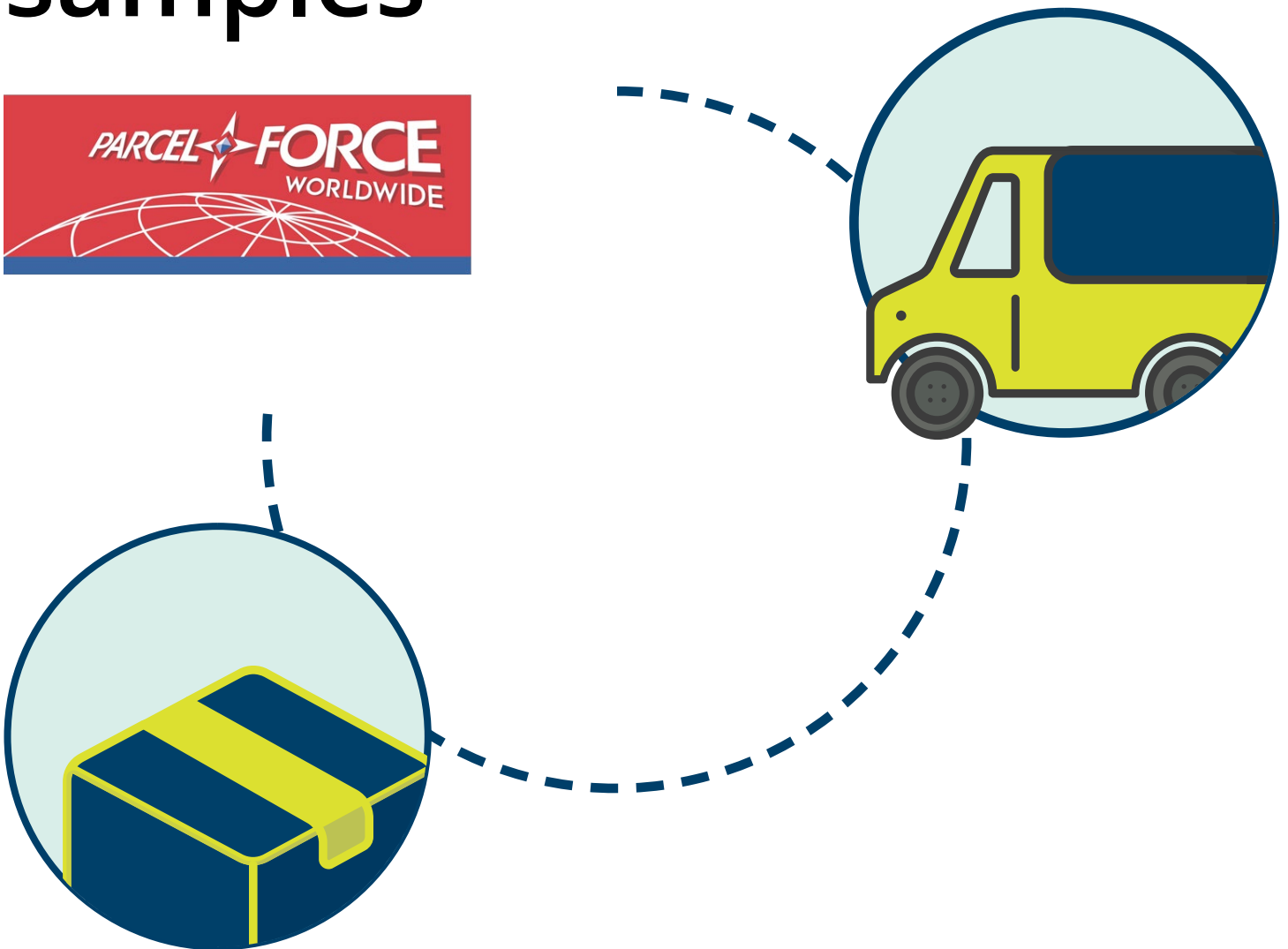


Parcelforce instructions for sending postal samples



**Free, secure and trackable collection
and delivery service for sending
BTEC postal samples**

For the attention of BTEC Quality Nominee
and BTEC Programme Leaders

Parcelforce instructions for sending postal samples

Full guidance relating to Standards Verification and BTEC Quality Assurance is on [our website](#).

There is a free, secure and trackable collection and delivery service for sending your BTEC postal samples. This service is only available to centres posting samples to BTEC Standards Verifiers. This leaflet explains how to use this service.

This service must not be used for other qualifications or unrelated dispatches.

Key points for using the Parcelforce service

1. When you send samples to your Standards Verifier please ensure that the items of learner work are copies, not originals. If not, you must let btecdelivery@pearson.com know why this is not possible.
2. Please let your Standards Verifier know when you have booked your collection.
3. If you need bags for packing your samples, please order them from <http://www.pearson-centre-materials.com/shop>

If you need further support and guidance on this matter, or have any comments or issues relating to the Parcelforce service you have received, please contact btecdelivery@pearson.com.

The Parcelforce Service

Parcelforce offer two options for the collection of your samples:

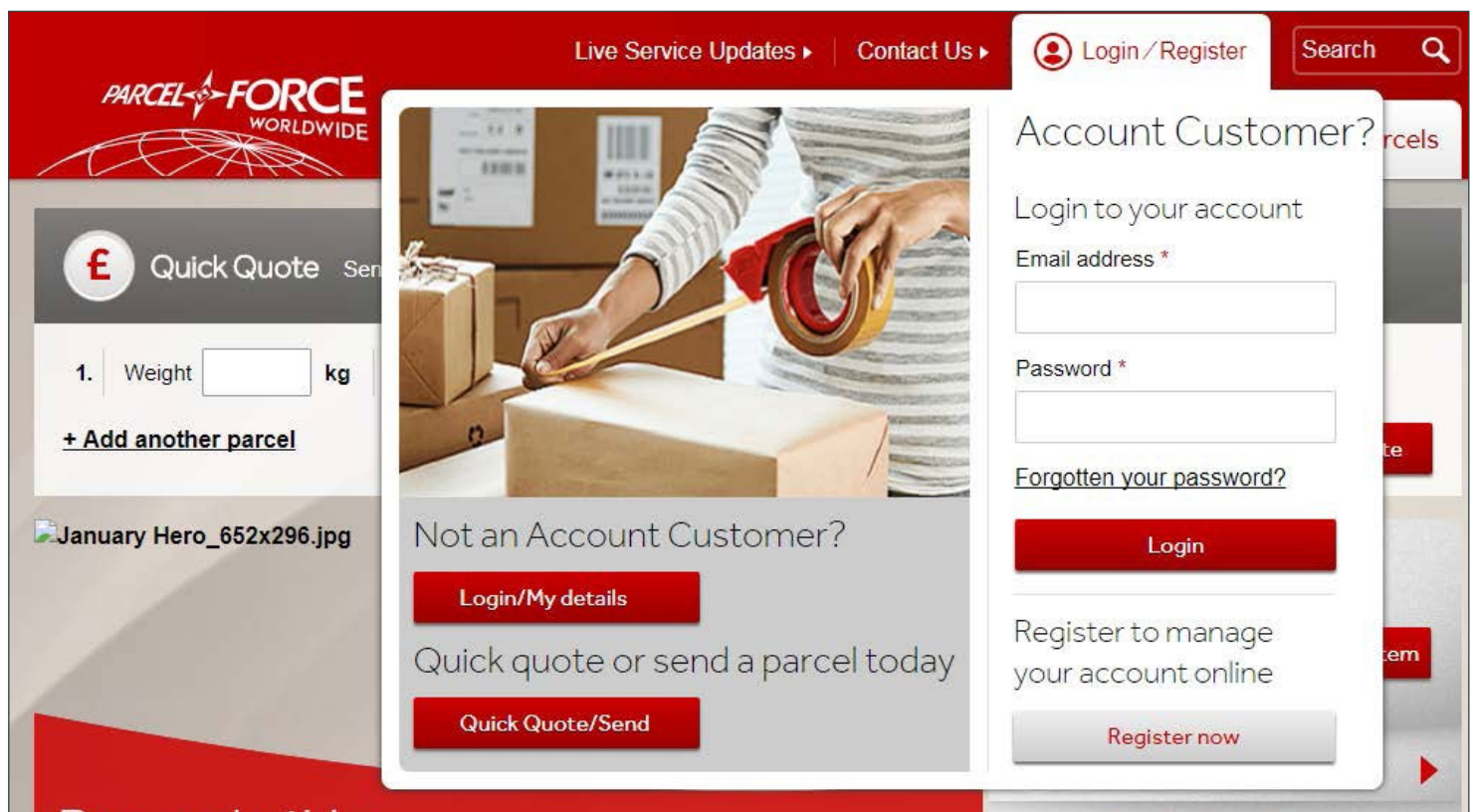
1. **Book a collection**
2. **Drop your items off at a depot or Post Office® counter** after you have registered the collection online and printed the labels.

For both options you should use the online service to enter the details of the collection and delivery and to print the labels required.

Booking a collection online

Go to www.parcelforce.com then click on the Login/Register tab. You will then need to log in as an account holder:

Email address: btecschool@edexcel.com
Password: btecschool1



The screenshot shows the Parcelforce website interface. At the top, there is a red navigation bar with 'Live Service Updates', 'Contact Us', and 'Login/Register' (with a user icon). A search bar is also present. The main content area features a 'Quick Quote' section with a weight input field and a '+ Add another parcel' button. A central overlay window titled 'Account Customer?' offers options for 'Login/My details' and 'Quick Quote/Send'. To the right, a detailed login/register form is visible, including fields for 'Email address *' and 'Password *', a 'Forgotten your password?' link, and buttons for 'Login' and 'Register now'.

To access the *collection* booking facility, click the **Book a collection** button.



The screenshot shows the bottom navigation bar of the Parcelforce website. It features a red background with white icons and text. From left to right, the navigation items are: 'Home' (with a left arrow icon), 'Book a collection' (with a parcel icon), 'My profile' (with a person icon), and 'Logout' (with a right arrow icon). The text 'Welcome BTEC' is displayed on the right side of the bar.

If you are arranging a collection, you should choose Option 1 from the Labelling your Parcel box and choose I am going to print the labels from my printer.

If you want to take the items to a Post Office, you must choose Option 1.

If you are having difficulties printing, you can choose Option 2 I want the driver to bring the labels.

PARCEL FORCE WORLDWIDE

Home Shipping Archive Addresses

Welcome

New Label design from Monday 12th September

We have acted on feedback from customers about the need to make enhancements to our address labels. The layout of our barcoded labels produced from all of our online shipping systems will change following our development release late on Friday night. The primary changes you will see are the postcode barcode being turned through 90 degrees and a change in the font from all upper case to title text, as well as the address entry fields increasing from 30 to 40 characters.

Please see our [service update page](#) where some services are either suspended completely or have had their delivery guarantee suspended.

View [International Bank Holidays](#) for key destinations. (Please note there are a high number of Bank Holidays in May.)

Welcome to our online collection booking system. You can book a collection and print the necessary paperwork to send a parcel anywhere in the world. You will be taken through a series of screens allowing you to enter the necessary information and make the appropriate decisions.

***Labelling your Parcel**

I am going to print the labels from my printer.

I want the driver to bring the labels.

I have preprinted labels from Parcelforce.

*** Number of parcels**

*** Total consignment weight** Kg

Cancel Next >>

Help

Select your label option:
Sending within UK - choose option
Sending abroad - you need to use your own labels

Enter the number of parcels despatched.

Enter the total weight of these parcels. We reserve the right to charge if your parcel is heavier than advised.

You also need to indicate the number of parcels you have, and the approximate weight of the items. If you are booking deliveries to different addresses, you will need to repeat this process for each separate delivery address, and should enter the number of parcels for each address as required.

Collection and delivery address details page

You need to enter your collection address in the **Collection/Sender's Details** section. If you enter the postcode and click **Complete from Postcode**, it will populate the fields with the correct address for you.

The screenshot shows a web interface for managing addresses. The top navigation bar includes 'Home', 'Shipping', 'Archive', and 'Addresses'. A left sidebar contains 'Welcome', 'Address Details', 'Service & Despatch Details', 'Print', and 'Finish'. The main content area is titled 'Address Details' and contains two sections: 'Collection/Sender's details' and 'Delivery Address'. Both sections have a 'Complete from postcode' button and an 'Address Book...' link. The 'Collection/Sender's details' section includes fields for Country (United Kingdom), Post Code (MK5 8PP), Name (Moderator), Phone (01234 123456), Business Name (PARCELFORCE WORLDWIDE), Address (SOLARIS COURT, DAVY AVENUE, KNOWLHILL), and Town (MILTON KEYNES). It also has checkboxes for 'Keep this as my normal address/collection address' and 'Clear my default address/collection address'. The 'Delivery Address' section includes fields for Country (United Kingdom), Post Code (N7 9ED), Name (Edexcel), Phone (01234 12456), Business Name (EDEXCEL LTD), Address (11 BREWERY ROAD), and Town (LONDON). It has checkboxes for 'Add this to my address book' and 'SMS Notification'. A callout box on the left points to the 'Delivery Address' section with the text 'You must do the same for the delivery address.' On the right, there are instructions: 'Click to select an address. Help', 'Enter postcode, click on button and select address to complete the fields below.', 'We need this in case we need to contact you. Enter these details in full if you haven't used the option to complete them automatically.', 'Enter the destination country and/or the delivery postcode. Enter postcode, click on button and select address to complete the fields below.', and 'Enter the name and telephone number of the recipient. (Please note that a telephone number is needed when using the Global Express service.)'

Please note that parcels will be collected from your centre's main site only.

Remember, if you are sending items to several addresses, you must complete this process for each different delivery address you are sending to, so you can produce an address label for each item.

You must not tick the **Keep this as my normal collection address** box. If you do this, your address details will be visible to all subsequent centres who log on to the system.

Please click the **Clear my default address/collection address** box.

Service and despatch page

This page confirms the collection and delivery details you have entered. This is also where you should arrange a collection or, in exceptional circumstances, indicate that you will take items to a Parcelforce Worldwide depot or Post Office counter. Simply choose one of the options.

The screenshot displays the 'Service & Despatch Details' page on the Parcelforce Worldwide website. The page is divided into several sections:

- Navigation:** Home, Shipping, Archive, Addresses.
- Left Sidebar:** Welcome, Address Details, Service & Despatch Details (highlighted), Print, Finish.
- Service & Despatch Details:**
 - Collection/Sender's Details:** PARCELFORCE WORLDWIDE, Moderator, 01234 123456, SOLARIS COURT, DAVY AVENUE, KNOWLHILL, MILTON KEYNES, MK5 6PP, United Kingdom.
 - Delivery address:** EDEXCEL LTD, Edexcel, 01234 12456, 11 BREWERY ROAD, LONDON, N7 9ED, United Kingdom.
 - Parcel Details:** No of parcels: 1, Total consignment weight: 5.00 Kg.
 - Sending your parcel:** Two radio button options: 'I would like Parcelforce Worldwide to collect.' (selected) and 'I would like to drop off my parcel at a Parcelforce Worldwide depot.'
 - Cancel Note:** 'If you need to cancel this collection after this point, please call 03448 004466'.
 - Buttons:** << Previous, Cancel, Send Details >>
- Service & Contract:** Service: Please select a service, Contract: P273988.
- Compensation:**
 - Inclusive compensation:** £200, cost: none (selected).
 - Enhanced compensation:** £500 (£4.00), £1000 (£8.00), £1500 (£12.00), £2000 (£16.00), £2500 (£20.00).
- Special Instructions:** Text input field.
- Sender Reference:** Text input field.

This page confirms the collection and delivery details you have entered. This is also where you should arrange a collection or, in exceptional circumstances, indicate that you will take items to a Parcelforce Worldwide depot or Post Office counter.

Simply choose one of the options.

You must choose the default Express 24 hour service under Service & Contract.

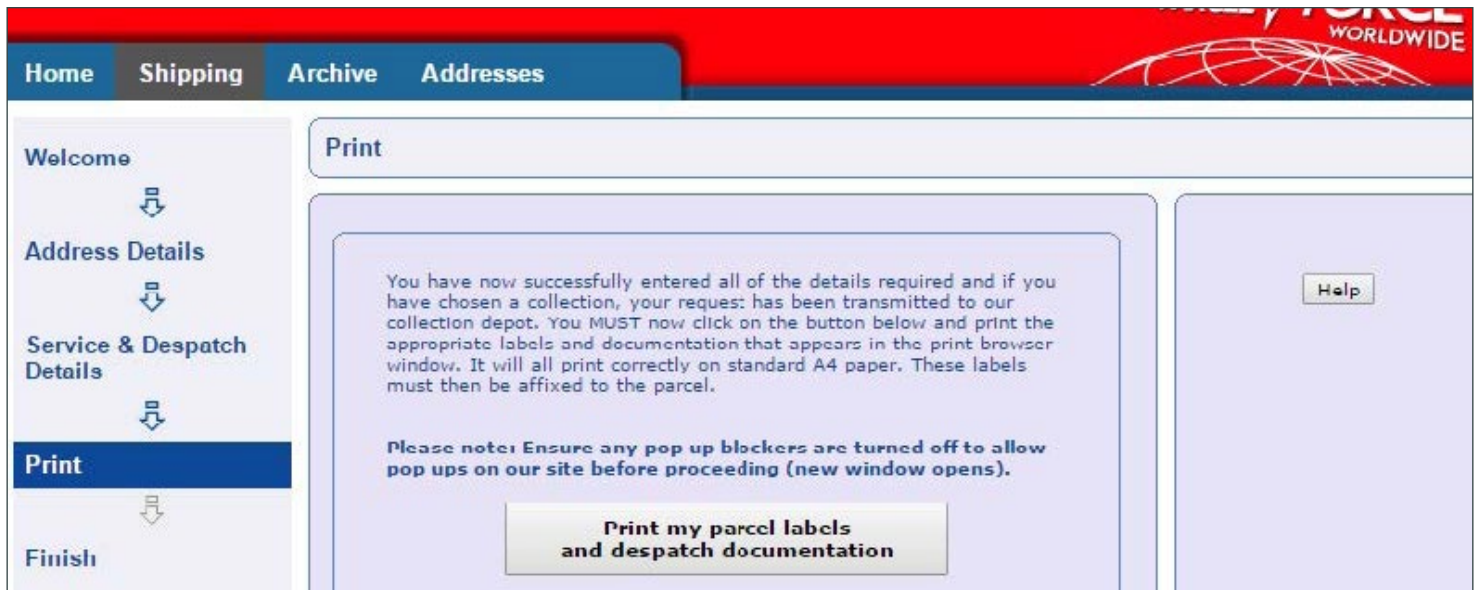
You must not choose any additional compensation.

You can also enter any special instructions you feel are relevant for the delivery driver to know and a reference number for the collection.

The reference number should be entered as centre number/programme title, e.g. **54321/Business**. If you have chosen to have the parcel collected this screen also allows you to choose the date and time window of your collection.

Print Page

To complete your booking, click on the **Print my parcel labels and despatch documentation** button.



A pop up box will appear. You need to click on the printer icon to print out your label and receipt.

You should not use the same label on more than one item. Each item must have its own unique label with the correct address details.

Your tracking reference for this consignment is
WW4840306

Please make note of this number and keep it for future reference.

Please ensure that you read the following instructions of what to do now.

I haven't printed my parcel label

Depending upon when you booked your collection, the driver may bring the label with him. Alternatively, he will take your parcel and affix the label when he returns to the depot. Please ensure that the full delivery address, and the 'Tracking number' on your receipt are written clearly on the parcel.

I've printed my parcel label and booked a collection

Please retain your label until the collection driver arrives. The driver will provide you with the appropriate clear 'documents enclosed' envelopes if you do not have any.

- Fold the barcoded label(s) ensuring that all of the printed information is visible, place it in the clear envelope(s) and affix it to the parcel
- If you have printed a 'customs declaration', please sign it in the places required and fold this so that the top third of the sheet is visible. Then place it in a clear envelope along with any other customs paperwork and then affix it to the parcel.

PARCELFORCE WORLDWIDE
LONDON N7 9ED
0021 LONC BTHC

Free PARCELFORCE WORLDWIDE
PARCEL FORCE
MKS BPP 28

PS 10040028 001 030 001 24 LFT

PAR WW4840306 0011

Customer Use Only 99000000000000000000000000000000 24

Online booking contract customer receipt
Tracking Number: WW4840306

To be completed on acceptance by ParcelForce Worldwide Depot/Post Office Ltd

Signature _____

Collection date and time _____

No of parcels collected _____

Service: Express 24 Customer contract no: 12/3988

Collection Address PARCELFORCE WORLDWIDE SOLARIS COURT DAVY AVENUE KNOWLHILL MILTON KEYNES MKS BPP United Kingdom Contact: 01234 123456 Telephone: 01234 123456	Delivery Address EDEXCEL LTD 11 BREWERY ROAD LONDON N7 9ED United Kingdom Contact: 01234 123456 Telephone: 01234 123456
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No of parcels 1 Total consignment weight 5.00 kg
Compensation Up to £100.00 Saturday delivery No
Cost - £0.00

Your reference _____
Special instructions _____

If you need to produce more than one label, the process should be repeated for each separate parcel you have. You should choose the same date and time for each subsequent collection booking, or as near as possible.

If the driver brings the labels with them, make sure each item is correctly addressed, so they know which labels go on which items.

Dropping items off at Parcelforce depot or Post Office

You can find details of your local Post Office or Parcelforce depot online at www.parcelforce.com or by calling 0344 800 4466.

Take the items to the preferred location, and they will accept the items for delivery. If you take these to a Post Office they will provide you with another posting receipt which you need to keep for your records.

ALWAYS LEARNING