HEARST DELIVERS
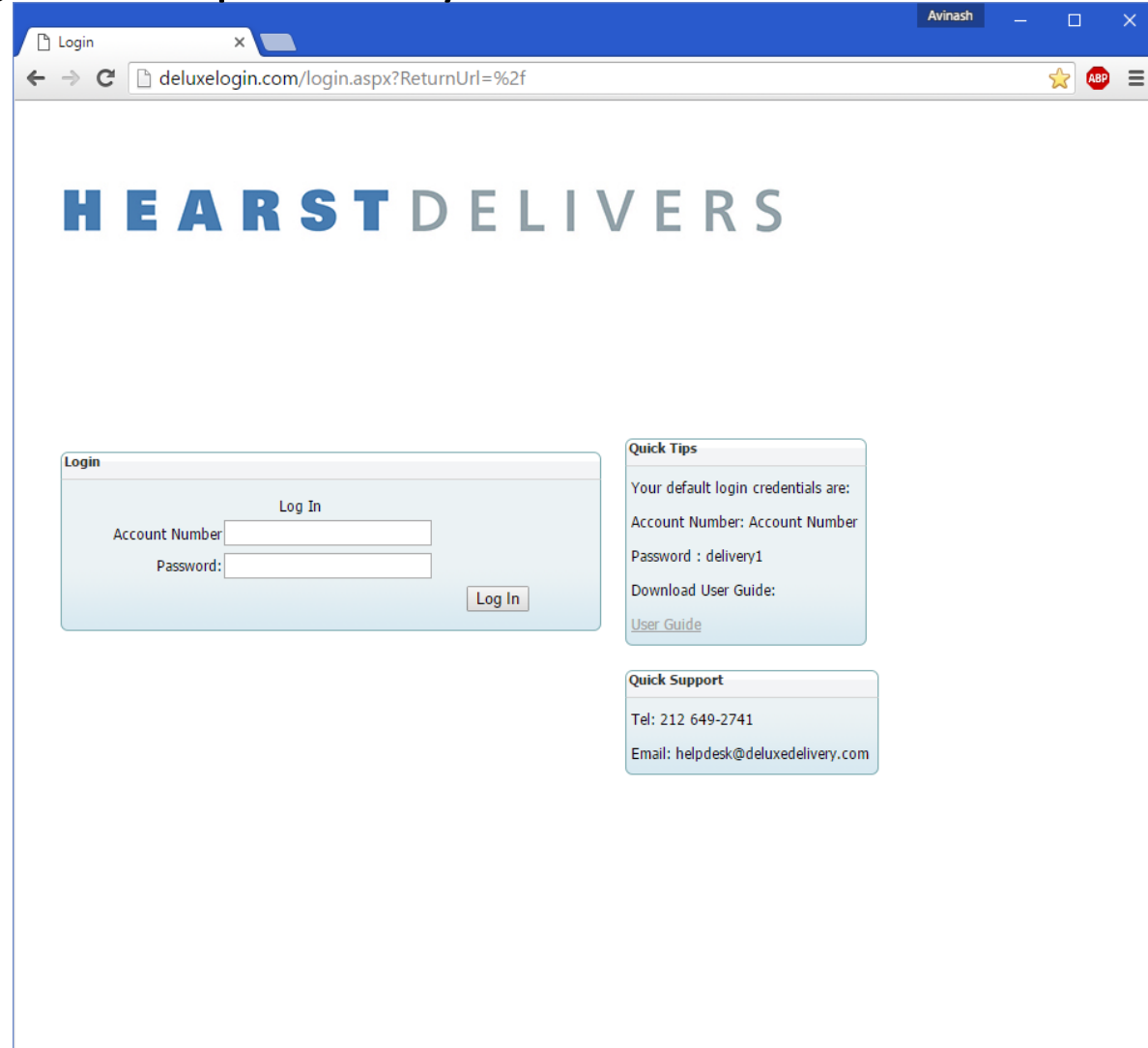
Messenger Request System

Hearst Messenger Request System

- Visit the following URL to request service:

  http://www.deluxelogin.com/

Hearst Messenger Request System

HEARSTDELIVERS
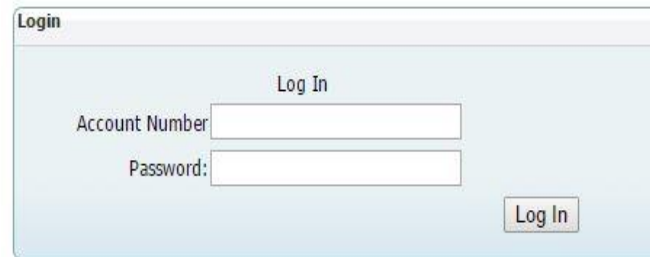
- **Enter User Name**

  Your user name will be your email address.

- **Enter Password**

  Your initial password will be delivery1

- Once you have logged in, you can change your password in the Preferences tab. Instructions on how to change your password are at the end of this presentation.

Login

Log In

Account Number [   ]

Password: [   ]

[Log In]

Quick Tips

Your default login credentials are:

Account Number: Account Number

Password : delivery1

Download User Guide:

User Guide

Quick Support

Tel: 212 649-2741

Email: helpdesk@deluxedelivery.com

Hearst Messenger Request System

- After log on, the **Order** tab will automatically be selected.

HEARSTDELIVERS

My Deluxe	Order	Tracking	Search	References	Addr Book	My Profile

Online Order Entry and Tracking - Provided by Deluxe Delivery Systems,Inc

Hearst Messenger Request System

- User Name is auto populated.
- You can select your recipient from your saved Address Book or enter the destination manually.
- Enter any special instructions in Instructions field.
- The Swap button enables users to schedule pick up from outside locations
- Please note that you will have to manually enter all recipients and destinations initially. You can save these entries to your address book by checking Save DL Address or Save PU Address.

Hearst Messenger Request System

- Enter quantity.
- Enter service type (messenger, van or truck).
- Select Rush if applicable.
- Enter Pickup Time if the piece or pieces are to be sent out at a future date or time.
- Enter the value of the piece or pieces in to the Declared Value field.
- Enter a description of the piece or pieces in to the Description field.

Hearst Messenger Request

- Ref 1 - This field will auto populate based off of your login information.
- Ref 2 - Open for personal preference from user profile set up.
- Ref 3 - Open for user preference.
- Ref 4 - Magazine name.
- Enter any additional instructions in the Special Instructions field.
- If either the shipper or recipient would like to receive an email notification upon delivery, check the Email Notification box and enter email address.
- Click Process Order to dispatch the job immediately to our messenger team.

Field	Value
Total Pieces *	
Weight	
Pickup Date	
	Leave blank if ready now
Pickup Time	10:51 AM
Declared Value *	1
	Additional Charges may apply. Please note that orders valued at $500 or greater will be classified as Van Service
Haz Materials	
Description *	
Email Notification	
Email Addr	
	(Enter up to 5 email addresses separated by spaces.)

Field	Value
Service Type	
Rush	No
Return Req	No
Return Serv Type	Messenger Service
Magazine *	Test
Department *	Test
GL Code *	N/A
	Please enter "N/A" should you not have any of the references above
Reference 4	
Special Instructions	

Process

Shipping Label

- Print the shipping label, and attach it to the outgoing shipment.

- Make note of the reference number, located on the top-left of the form.

- The status of your request can be tracked using the provided reference number.

Deluxe Delivery Systems, Inc

Refno	H0001219		Customerno		Price		
Date	02/17/2010	Time	10:33 AM	Pickup Date	02/17/2010	Pickup Time	10:33 AM
Requestor	Sid Krishnadat		Requestor Phone,Ext		(718) 848-2518		fds

Pickup From			Deliver To	
Company	Hearst Corporation		Company	asfd
Contact	Sid Krishnadat		Contact	sfd
Street	777 8th Avenue		Street	asfd
Flr	2		Flr	asfd
City,St,Zip	New York	NY 10036	City,St,Zip	New York	NY 10036
Phone,Ext	(718) 848-2518		Phone,Ext	asfd
Instructions			Instructions	

Service Type	Messenger Service		Qty	1
Job Type	Delivery		Weight	0
Rush	No		Description	test
Return Req.	No		D.G	False
Ret Serv Type	None		Vehicle	Any

Special Instructions

_____

_____

02/17/2010 14:27

Hearst Messenger Request Tracking

HEARST DELIVERS

| My Deluxe | Order | Tracking | Search | References | Addr Book | My Profile |

Online Order Entry and Tracking - Provided by Deluxe Delivery Systems,Inc

- All users will have the ability to track shipments.
- After logging on, select tracking tab and enter the reference number assigned to your request.

Additional Tracking Options

- Another tracking option is provided:
  - Select date range
  - List of all request for select date will display
  - Expand request to view details of request
  - Click on the reference number to reprint the shipping label.

HEARST DELIVERS

My Deluxe	Order	Tracking	Search	Reports	References

Online Order Entry and Tracking - Provided by Deluxe Delivery Systems,Inc

Tracking

Start 2/17/2010
End 2/17/2010

Search

Drag a column header here to group by that column

	#	RefNo	Date	Time	Deliver To	Street	Status
⊞		H0001219	2/17/2010	10:33 AM	asfd	asfd	New

Hearst Messenger Request

- Here is a sample of the tracking confirmation screen:

Refno	H0001204
Customerno	Price
Requestor	Sid KRISHNADAT
RequestorPhone	(718) 472-5300
Requestor Ext	7164
Date	2/15/2010 12:00:00 AM
Time	9:02 PM
Pickup Date	2/15/2010 12:00:00 AM
Pickup Time	9:02 PM
Pickup From	
Company	Sid
Street	14236
Flr	2
City	New York
State	NY
Zipcode	10036
Contact	Sid
Contact Phone	(718) 472-5300
Instructions	
Deliver To	Computer Resources Of America
Company	777 8th Avenue
Street	2
City	NEW YORK
State	NY

Deliver To	Computer Resources Of America
Company	777 8th Avenue
Street	2
City	NEW YORK
State	NY
Zipcode	10036
Contact	Chico
Contact Phone	212-376-4500
Instructions	
ServiceType	Messenger Service
Job Type	Delivery
Return Req	No
Ret Serv. Type	None
Description	PC
Qty	1
Weight	0
Dangerous Goods	
Classification	Messenger
Declared Value	0.0000
Vechicle	Any
Ref 1	MAZ
Ref 2	REF2
Ref 3	DEPARTMENT
Ref 4	REF4
OutBound Status	New
POD	
Date Delivered	
Time Delivered	

How To Change Your Password

• Under the Preferences tab, take the following steps:

- Select My Profile.
- Select Change Password.
- Enter old password.
- Enter new password.
- Confirm new password.

Thank You