NAQEL EXPRESS
LOGISTICS with care

ناقل اكسبرس
خدمات لوجستيه بعناية

NAQEL

Online User Guide

Table of Contents

1 Navigation 4

2 Login 5

3 Forgot Password 7

4 Home Page 10

5 Booking 11

6 Booking List 13

7 Waybill 14

8 Waybill List 16

9 Printing Waybill 17

10 Printing Sticker 18

11 Track your shipment 19

12 Contact 20

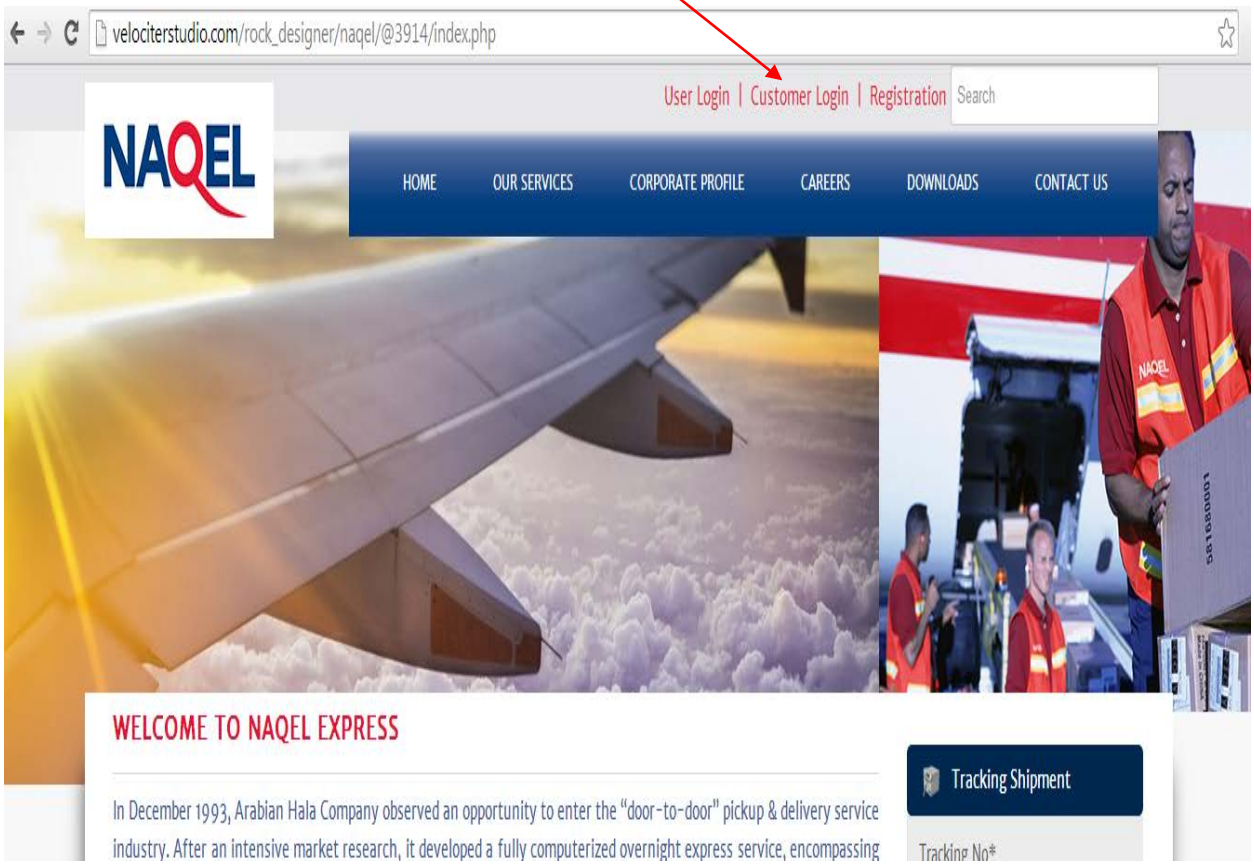
1 NAVIGATION

To log in to the Naqel Website:

1. Open www.naqel.com.sa
2. Login site in your browser.

   TIP: For convenience, you should bookmark the Naqel Login page in your browser.

3. Click on Customer Login link.



2 LOGIN

1. Enter your Customer ID number in the Customer ID field.
2. Enter your password in the Password field.
3. Click Login. When you click the Login button, it opens with your International Booking Page.

4. To log out of the NAQEL Customer Login at any time, click the Logout tab in the upper right corner of the screen. When you click Logout, you are immediately logged out of the NAQEL Customer Login and returned to the Login screen.

3 FORGOT PASSWORD

If you have forgotten your password please select "**Forgot your password**" Add the email address to which the new password should be forwarded.

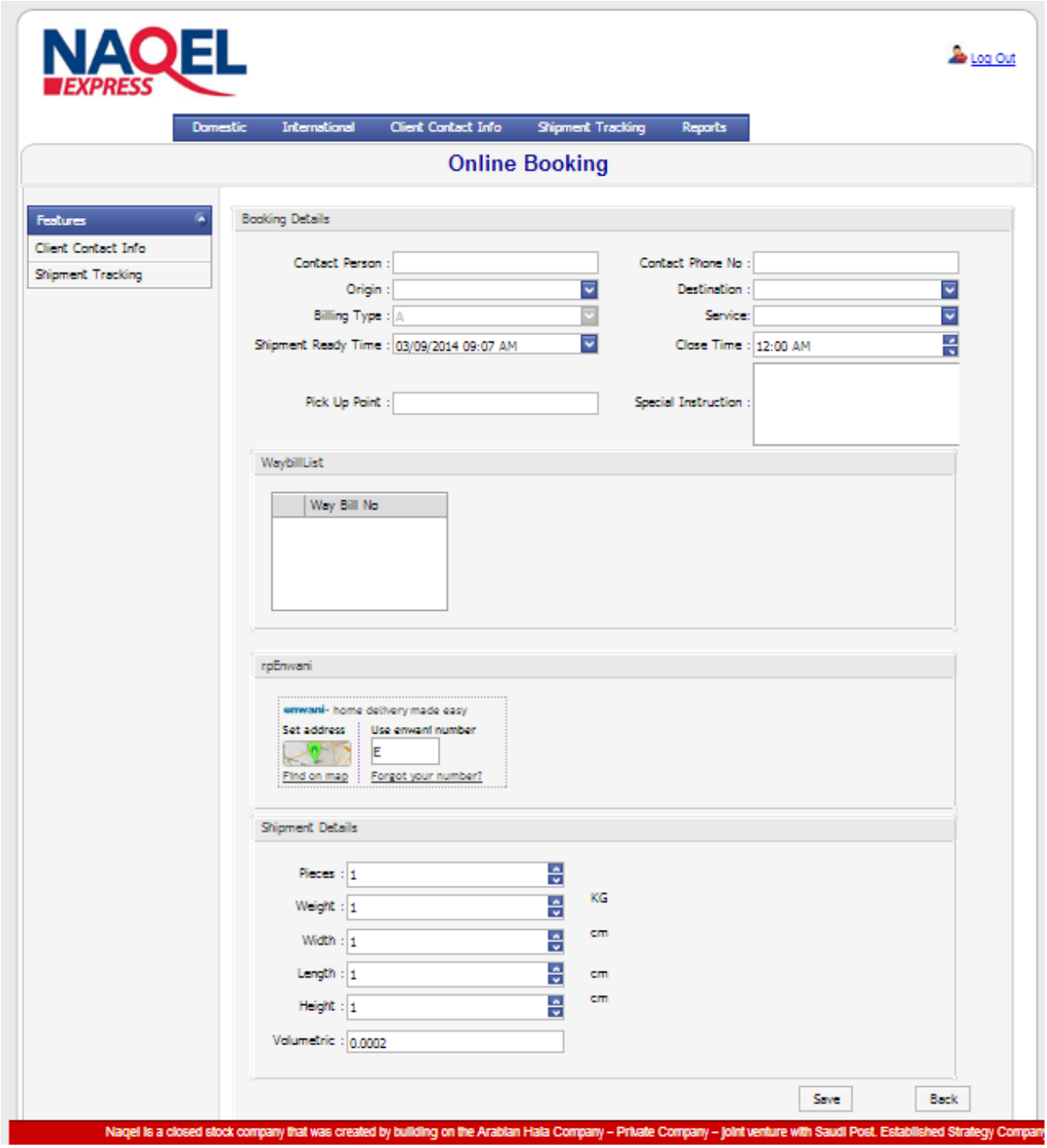
The password will be sent to you via provided email, as long as the email address is registered to the user name.

If you are unsure please contact your NAQEL Customer Service.

4 HOME PAGE

NAQEL
EXPRESS
Log Out
Domestic
International
Client Contact Info
Shipment Tracking
Reports
Booking
Booking List
Waybill
Waybill List
Generate Waybills
Home
Features
Client Contact Info
Shipment Tracking
Fast logistics,
work of Saudi Post kingdom wide and government relations firm roots, to form an integrated network in land transport and distribution of private sector in Saudi Arabia. Taking thi

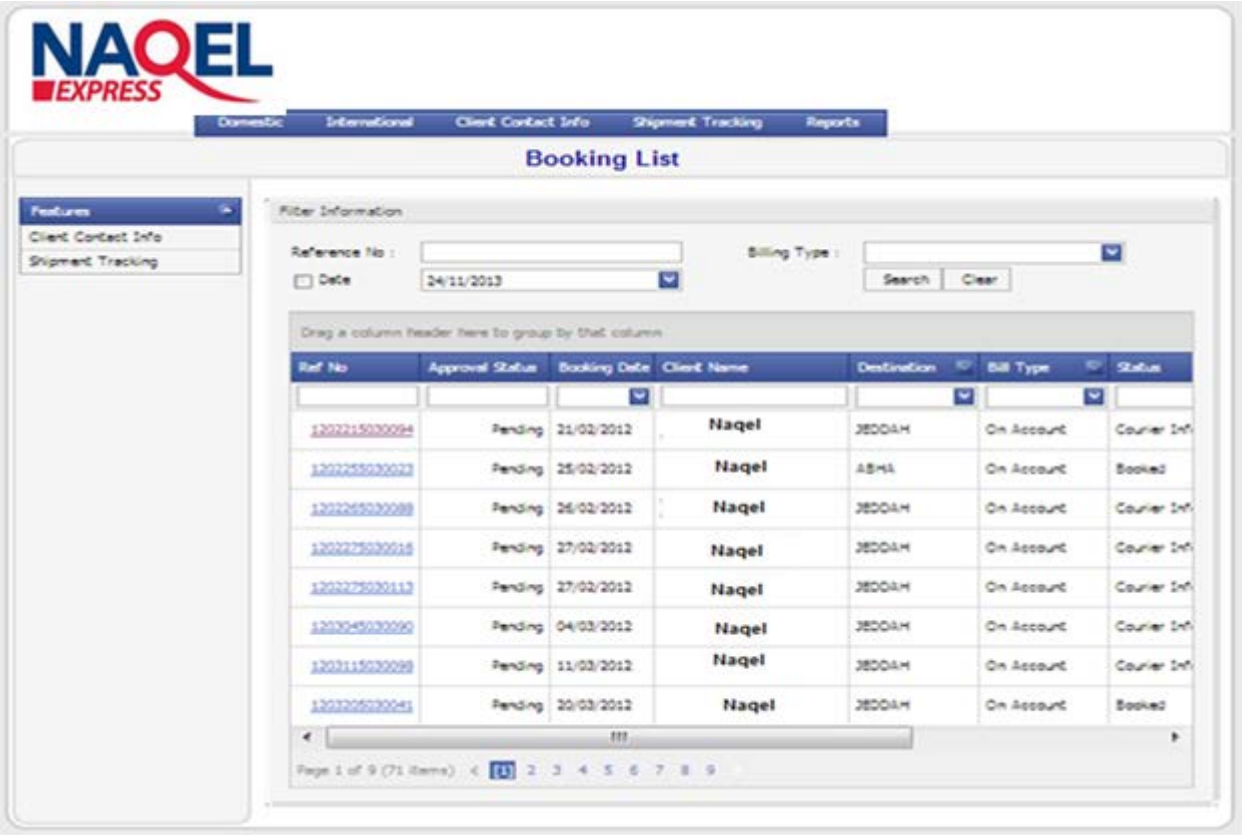
5 BOOKING



- **Contact Person:** Enter the contact person name.
- **Contact Phone Number:** Enter the contact person phone number.
- **Origin:** Select the Station from where you are sending the shipment
- **Destination:** Select the Station where the delivery is to be made.

- **Shipment Ready Time:** Select Shipment ready Date and time.
- **Close Time: Close time.**
- **Pick Up Point:** This is where the pickup is to be made.
- **Special Instructions:** Enter any special instructions related to shipment**.**
- **Contents:** Enter shipment information.
- **Waybill:** Select the existing waybill you want to add in this booking.
- **Pieces:** Enter the no. of pieces.
- **Weight and Dimensions:** Enter the weight and dimensions of Shipment.

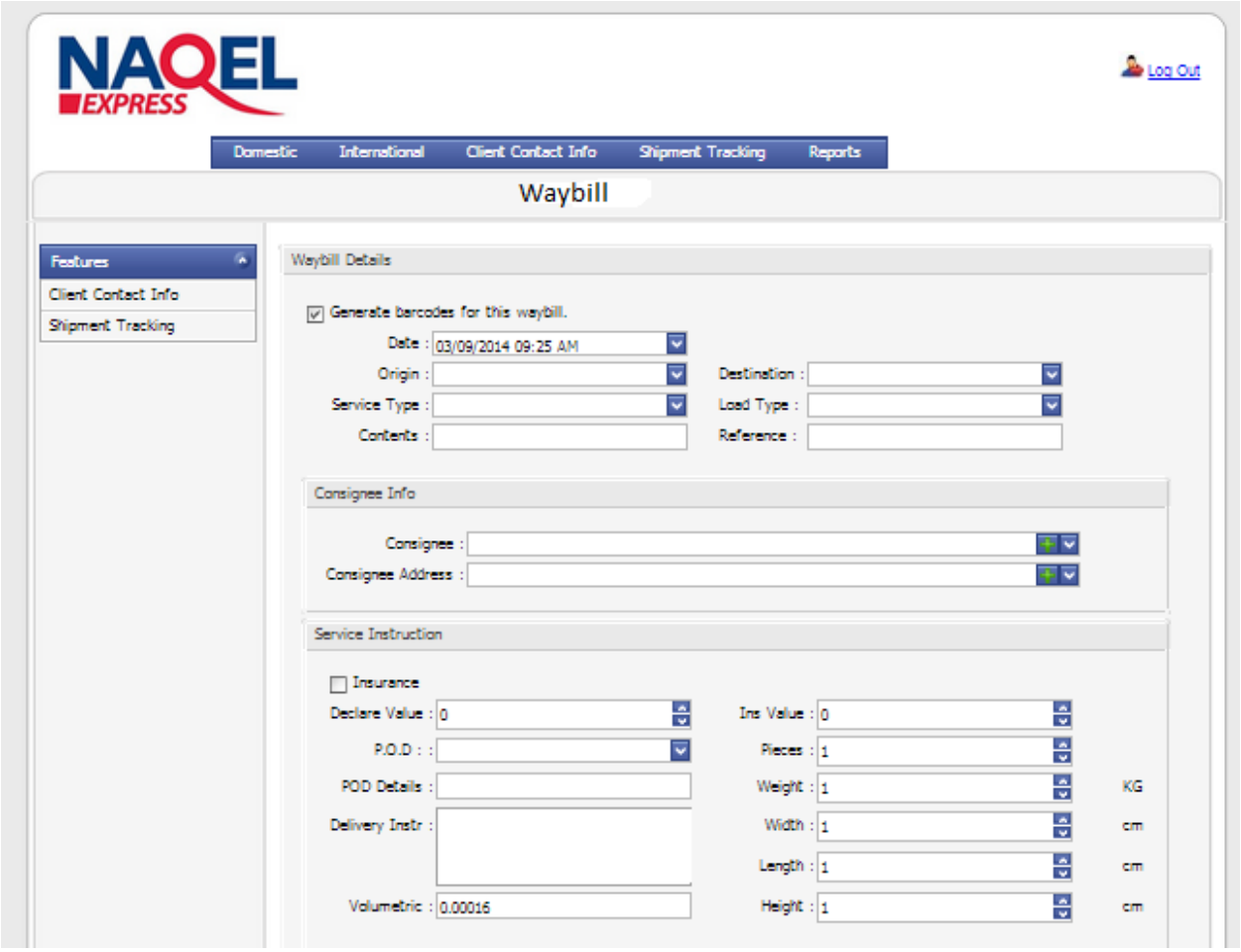
6 BOOKING LIST



To view the shipments already created please select the ‘Booking List’ tab

Shipment data will be listed, select the Reference Number to view the details if required.

7 WAYBILL



- **Origin:** Select the Station from where you are sending the shipment
- **Destination:** Select the Station where the delivery is to be made.
- **Service Type:** Select the type of the Service.
- **Load Type:** Select the type of the Load.
- **Contents:** Enter shipment information.

To enter new address details, complete the Consignee Details, as required.

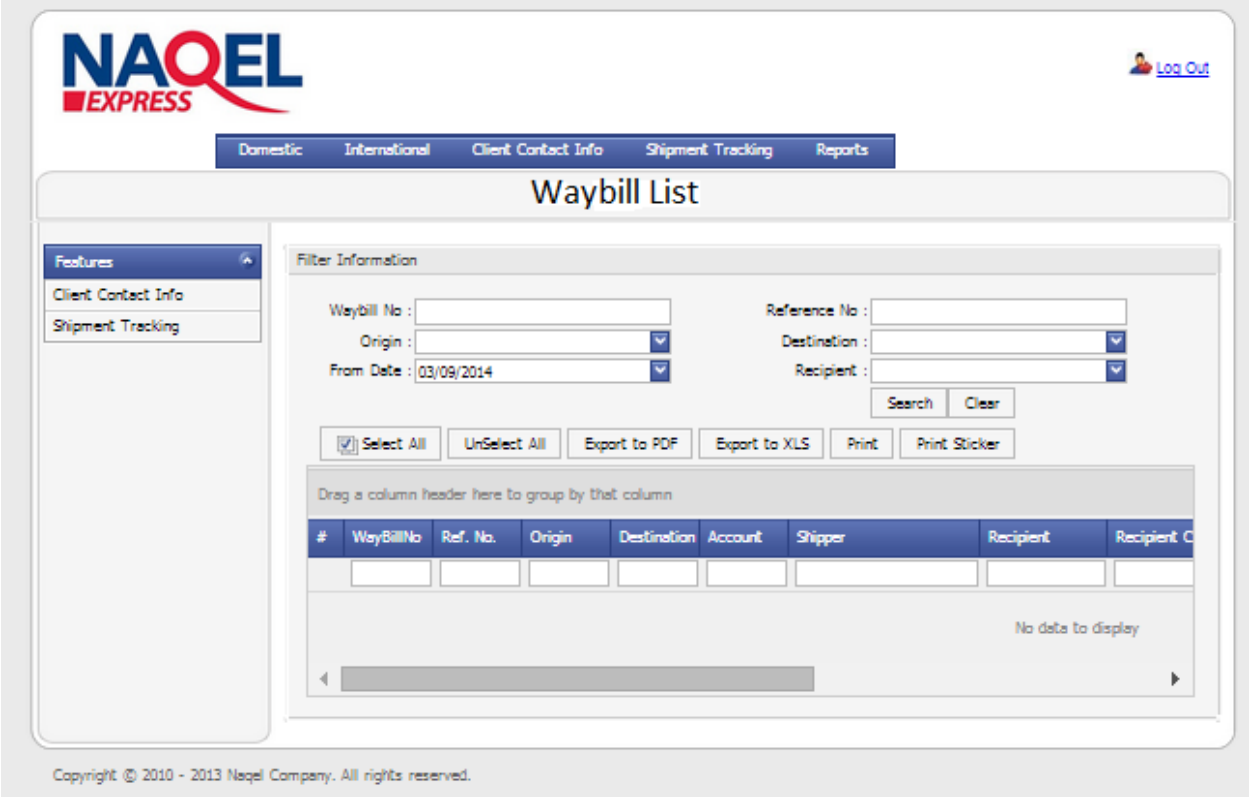
- **Consignee:** It shows the Customer information.
- **Consignee Address:** Here shipper can select or add a new consignee address.

- **Insurance Value:** Enter Insurance value.
- **P.O.D:** Select Proof of delivery.
- **POD Details:** Enter Proof of delivery details.
- **Delivery Instructions:** Enter any delivery instructions.
- **Pieces:** Enter the no. of pieces.
- **Weight and Dimensions:** Enter the weight and dimensions of Shipment.

8 WAYBILL LIST

To view the waybill already created please selects the ‘Waybill List’ tab

Shipment data will be listed.

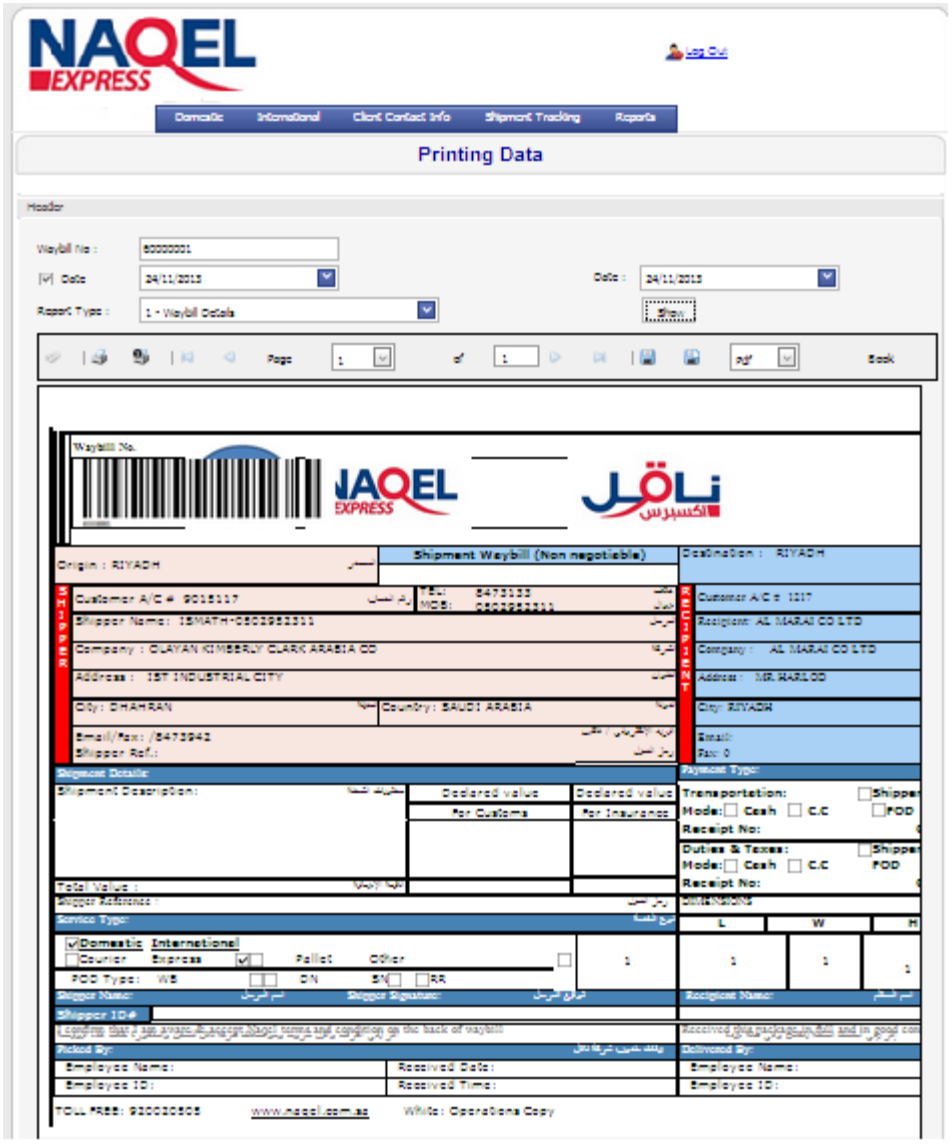


Here Customer can see his waybill list and he can print the waybill and sticker by waybill number.

To print the waybills select the waybills from the list and click on **Print** button and download the waybills.

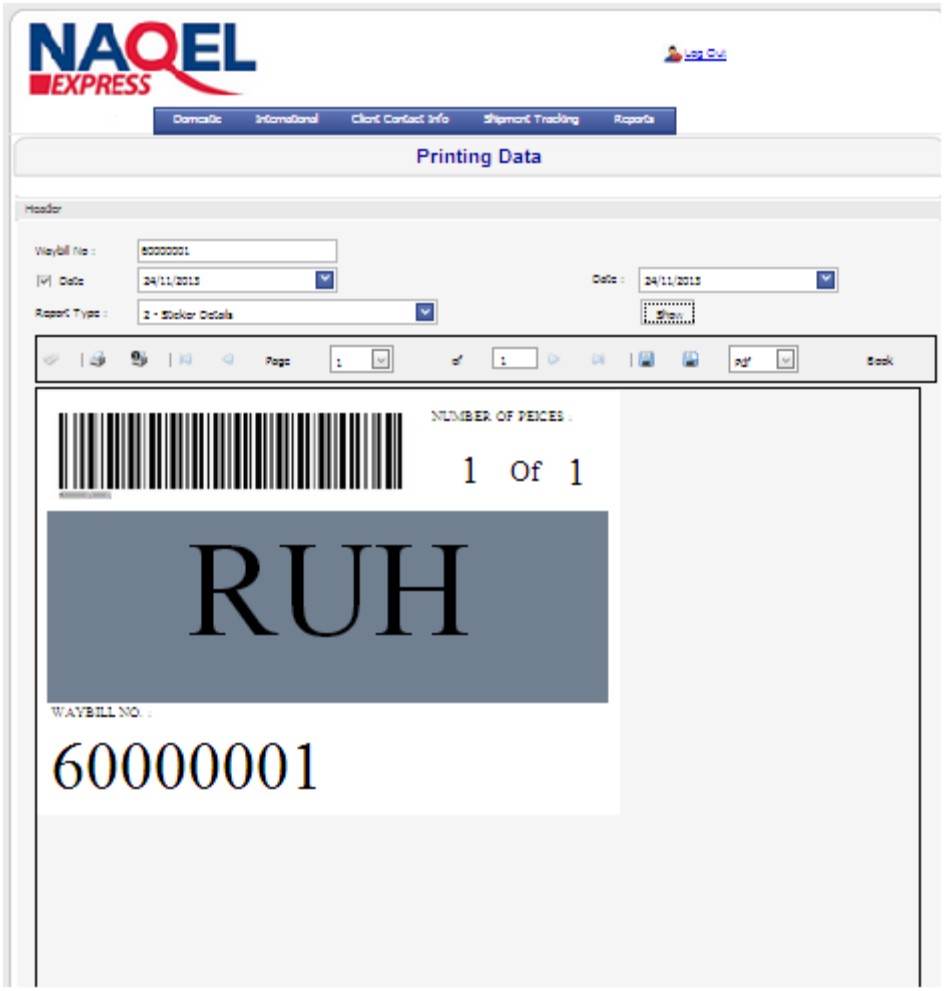
9 PRINTING WAYBILL

Click **Show** button to view/print the Waybill

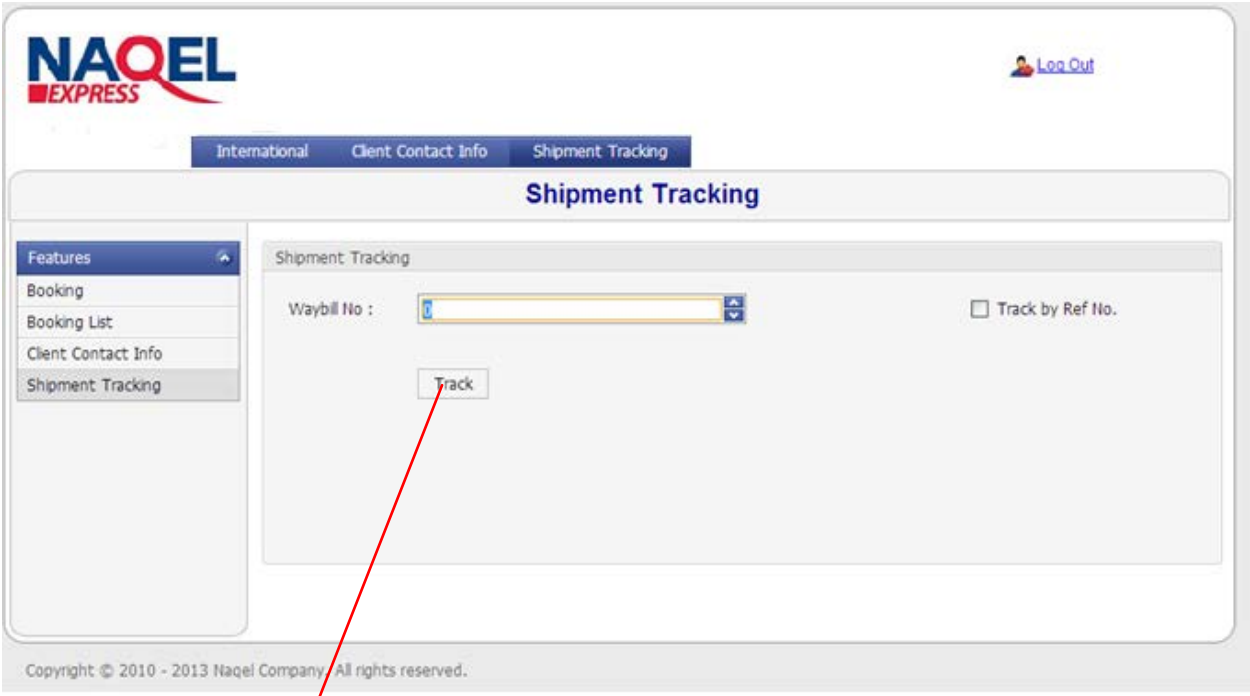


10 PRINTING STICKER

Click **Show** button to view/print the Sticker.



11 TRACK YOUR SHIPMENT



Once you have booked your pick-up online, your shipment is automatically entered into the NAQEL system. You can check the status of your shipments across the world in real time, stage by stage, through to delivery. You just need your Waybill number on your Waybill.

12 CONTACT

Contacting NAQEL:

Phone
Call Customer Service on **9200-20-505**

Visit For more Information www.naqel.com.sa.