





# Pre-Delivery Alerts

If you decide to arrange your own transport into MHI, we need to pre-alert our warehouse, so they know how to handle the goods.

**Step 1)** To get started, click the **'collections tab'** on the left-hand menu.

**Step 2)** From here, click **"Pre-Delivery Alert"** at the top-right of the page. Here, you'll be prompted to enter the haulier, tracking number, and expected delivery date.

Tracking Number *	<input type="text"/>
Courier *	<input type="text"/>
Number of Pallets/Magnums/Boxes	<input type="text"/>
Number of Items	<input type="text"/>
Expected Delivery Date *	<input type="text" value="dd/mm/yyyy"/> 
Expected Pickup Date	<input type="text" value="dd/mm/yyyy"/> 
Expected Pickup Time From	<input type="text" value="--:--"/> 
Expected Pickup Time To	<input type="text" value="--:--"/> 

Advise Collection

**Step 3)** Once you click **'submit'**, our warehouse team will know how to handle your shipment!

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