

Settings

We explain Nexae's advanced features, so you can take advantage of the platform

- Shipping Label's
- International VAT Numbers
- Shipment Rules
- Default CN22: Shipping The Same Item
- User Management: Additional Users & Permissions
- User Management: Sub-Client Accounts

Shipping Label's

We've given you options to customise Nexae generated labels, helping contribute towards your brands image and shipping needs.

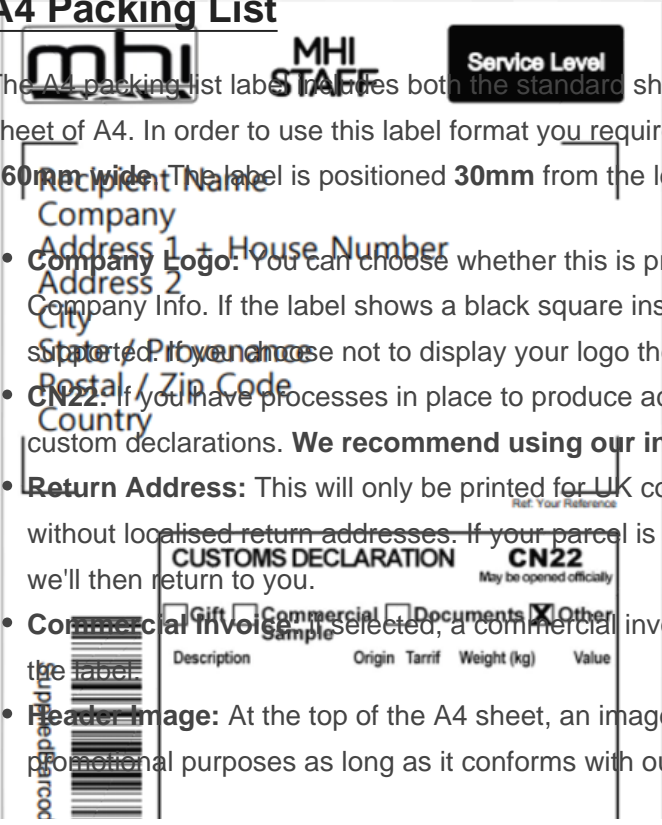
Standard Label

Our standard shipping label consists of the following features compiled onto a **6x4"** printed label. Please see below for an example.

- **Company Logo:** You can choose whether this is printed on your label. This can be uploaded under Company Info. If the label shows a black square instead of your logo, this is because photoshop files are not supported. If you choose not to display your logo then it will be replaced by your default Nexae ID.
- **CN22:** If you have processes in place to produce accurate CN22's, turn this off to avoid confusion of multiple custom declarations. **We recommend using our integrated CN22 to reduce labelling.**
- **Return Address:** This will only be printed for UK consignments - international carriers may reject shipments without localised return addresses. If your parcel is un-deliverable, our carriers will add to our returns, and we'll then return to you.
- **Commercial Invoice:** if selected, a commercial invoice corresponding to the shipment will be appended to the label.

A4 Packing List

The A4 packing list label includes both the standard shipping label (6x4") and the customer invoice on the same sheet of A4. In order to use this label format you require paper with single integrated labels at **105mm deep x 160mm wide**. The label is positioned **30mm** from the left and **9mm** from the bottom of the page.

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- The image shows a template for an A4 packing list label. At the top left is the 'mbi' logo. To its right are the words 'MHI STAFF' and a black box with 'Service Level' in white. Below these are fields for 'Recipient Name', 'Company', 'Address 1 + House Number', 'Address 2', 'City', 'State / Province', 'Postal / Zip Code', and 'Country'. A 'Ref: Your Reference' field is also present. The central part of the label is a 'CUSTOMS DECLARATION CN22' form with a table for 'Description', 'Origin', 'Tarrif', 'Weight (kg)', and 'Value'. At the bottom left is a barcode. On the far left edge, there is vertical text: 'Shipping Label' and 'Barcode'.
- **Company Logo:** You can choose whether this is printed on your label. This can be uploaded under Company Info. If the label shows a black square instead of your logo, this is because photoshop files are not supported. If you choose not to display your logo then it will be replaced by your default Nexae ID.
 - **CN22:** If you have processes in place to produce accurate CN22's, turn this off to avoid confusion of multiple custom declarations. **We recommend using our integrated CN22 to reduce labelling.**
 - **Return Address:** This will only be printed for UK consignments - international carriers may reject shipments without localised return addresses. If your parcel is un-deliverable, our carriers will add to our returns, and we'll then return to you.
 - **Commercial Invoice:** If selected, a commercial invoice corresponding to the shipment will be appended to the label.
 - **Header Image:** At the top of the A4 sheet, an image can be added to the header. this could be used for promotional purposes as long as it conforms with our Terms & Conditions

International VAT Numbers

Within customs information, you can advise us of your international VAT registration numbers for each country. This is crucial for international consignments, to ensure recipients are correctly charged duties and compliance with local regulations.


Shipment Rules


Shipment rules translate your existing service names (e.g. 1st Class) into to MHI's service levels (e.g. Priority).

These rules will alter what is accepted on bulk upload. Instead of changing your shipping products, Nexae will recognise your pre-existing shipping names, minimising any changes to your store.

MHI Service Levels


Service Level


Post DDU 

Post DDP 

Custom Service Names

Your Mapping [Add Another](#)

Untracked DDU 

Untracked DDP 

Default CN22: Shipping The Same Item

You can set standard customs information if you **only ship one type of product**. For example, if you only ship one type of waterproof jacket, the value, description, commodity code and country of origin will always be the same.

This means you will not have to upload customs information with each file – **it will become non-mandatory**.

However, please take care when using this feature. If the shipped product **deviates from that declared on the CN22, customs agencies may return the product**.

User Management: Additional Users & Permissions

You can add multiple sub-users for your company, each with different permission levels, which will reduce the risk of unintentional changes to settings, for example.

It is also recommended you have different logins for each employee, as this will reduce security risk when compared with using one account for all your employees.

To create new sub-users, simply click “**Add New User**” within the User Management tab in settings. Here, you’ll be prompted for mandatory information. Once submitted, an email will be sent to confirm their username and login URL.

There are 4 permission levels that you can choose from:

1. **Standard User:** Access Shipments (Bulk / Manual / History) and Collections (if applicable)
2. **Basic User:** Shipments Only (Bulk / Manual / History)
3. **Collections User:** Collections Only (Advise / Arrange)
4. **Company Administrator:** Access All (**including settings**).

User Levels 1-3 will only have access to settings for their account, such as their password.

Add New User



Username:

Email:

Sub Company:

Enable Two Factor Authentication:

Mappings

Mappings Management:

Shipment Rules Management:

Account Admin

Customs Management:

Company Management:

User Management:

Label Management:

Uploads

Edit Products:

View Documents:

Upload Shipments:

Collections:

View Shipments:

Save New User

User Management: Sub-Client Accounts

If you wish to add subsidiaries or sub-clients to your Nexae profile, then you can do so with the Sub-Client account feature on Nexae. You can control what your sub-client has access to whilst only displaying their shipments, keeping certain features and other shipments hidden.

Adding a Sub-Client

Step 1) Click on '**settings**' and at the bottom of the '**Company Info**' tab you will find the option to add sub-client accounts.



Step 2) Select '**Add New Sub Company**' and fill in the required details. Click '**Save**' and the new sub-client will appear below in the table below.

Step 3) If, at anytime you wish to edit the details of a sub-client, then select the pencil icon to the right of the table.



Adding a User to a Sub-Client

Step 1) Click on '**settings**' and at the top of the '**User Management**' tab you will find the option to add new users.



Step 2) Select '**Add New User**' and fill in the required details. You have the option to choose what user's have access to by **selecting/deselecting** the various features. Make sure, when entering the details **you select the correct** sub company to avoid any issues with other sub-client accounts.

Sub Company:

Open to select

Step 3) Once submitted, an email will be sent to confirm their username and login URL.

If you require further assistance or information then please contact your account handler or email **clientservices@mhi.co** to find out more!