



For the attention of the 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: www.btec.co.uk/qa

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@edexcel.com know why this is not possible.
2. Please let your Standards Verifier know when you have booked your collection.
3. Please use the bags provided to send your parcels. If additional bags are required email: btecmaterials@btopenworld.com

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@edexcel.com

Kind Regards

Alisha Collins

Vocational Sector Leader
Vocational Assessment

The Parcelforce Service

Parcelforce offer two options for the collection of your samples:

1. Book a collection online.
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.

You will also need to complete the Proof of Posting Receipt form for every collection, located on our website:

<http://www.edexcel.com/iwantto/1%20want%20to%20%20Tasks/Proof-of-posting-receipt.pdf>

It is important that you follow these instructions explicitly.

Booking a collection online

Go to www.parcelforce.com then click on the 'My Account' tab.

The first screen you will see is the My Account welcome screen. You need to log in as an account holder.

Login: btcschool@edexcel.com
Password: btcschool1

PARCEL FORCE
WORLDWIDE

Home >

Home >

My Account

Account holder?
Existing customers register or log in here

To take advantage of our online services, you first need to register your account online.

Register now >>

Already registered?
Log in here:

Email address:

Password: (case sensitive)

Login

New to online?
The online benefits of managing your account

By registering your account online, you can access flexible solutions for managing your despatches.

Online features:

- book collections
- print documentation
- multiple item tracking
- date range tracking
- despatch reports
- detailed invoices
- documentation
- online claims forms

Like an account?
Tell us a bit more about yourself

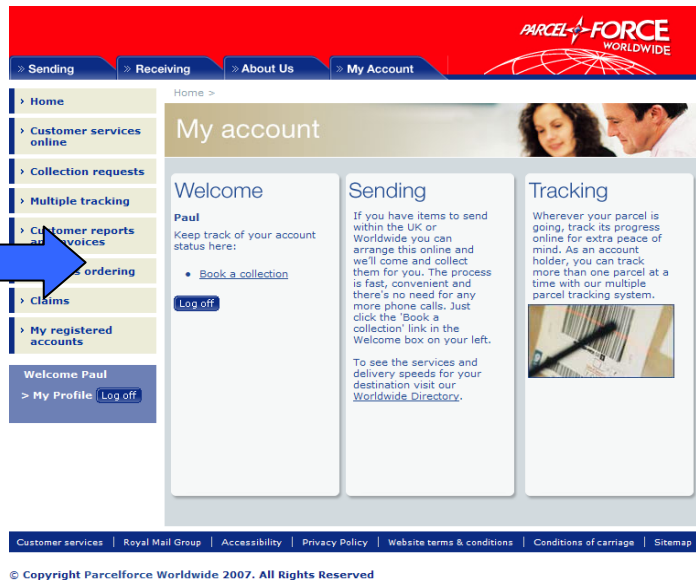
An account gives you special discounted rates, monthly invoices and enhanced online despatch systems.

Call me please >>

Customer services | Royal Mail Group | Accessibility | Privacy Policy | Website terms & conditions | Conditions of carriage | Sitemap

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

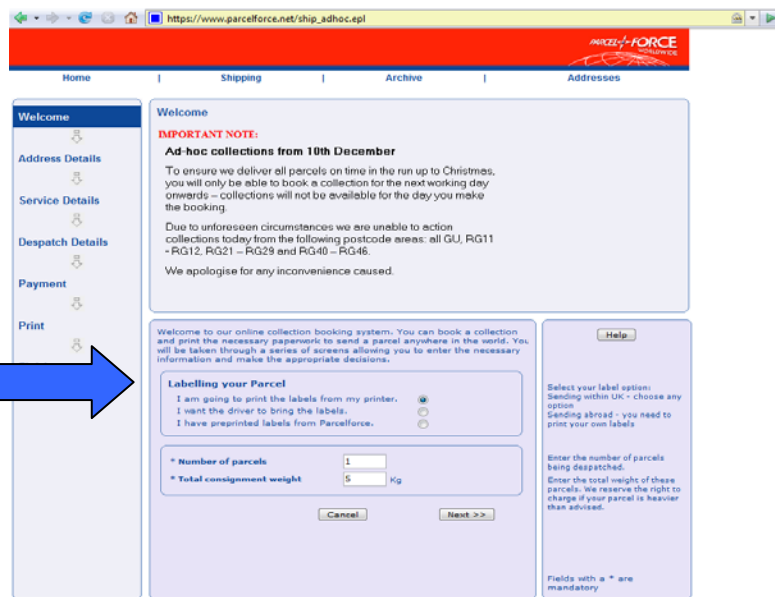


Welcome screen

If you are arranging a collection, you should choose option 1 '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'.

You should not choose option 3.



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. You must do the same for the delivery address.



Please note that parcels will be collected from the 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.**

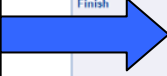
Service and despatch details page

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.



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

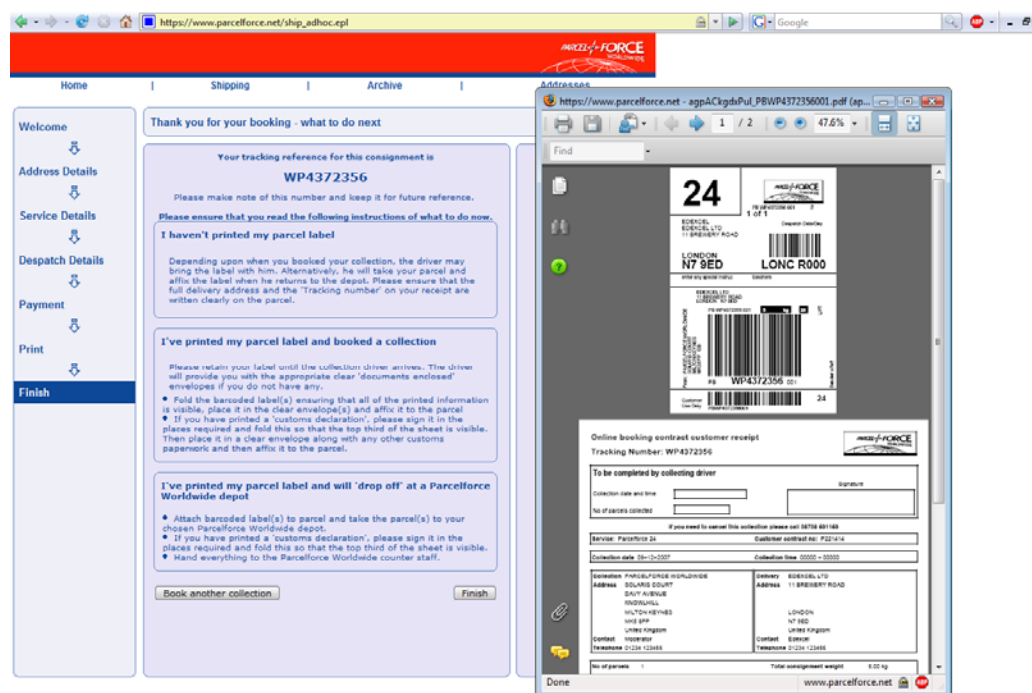
To complete your booking, click on the 'Print my parcel labels and despatch documentation' button

Labels and receipt and finish page

A pop up box appears as below. You need to click on the printer icon to print out your label and receipt.

You should note the tracking number on your Proof of Posting Receipt form which needs to be completed for each separate collection.

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 on it.



The screenshot shows the Parcelforce website interface. On the left is a navigation menu with options: Welcome, Address Details, Service Details, Despatch Details, Payment, Print, and Finish (highlighted). The main content area is titled 'Thank you for your booking - what to do next' and displays the tracking reference 'WP4372356'. It provides instructions for users who haven't printed their label, have printed and booked a collection, or have printed and will drop off at a depot. A 'Book another collection' button is visible. A pop-up window in the foreground shows a shipping label with the tracking number '24' and 'WP4372356', and an 'Online booking contract customer receipt' form with fields for collection date, time, and signature.

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 a Parcelforce depot or Post Office®

Having followed the steps above to produce your labels, you must label and seal all your items and complete the Proof of Posting Receipt form.

You can find details of your local Post Office or Parcelforce depot online at www.parcelforce.com or by calling **0800 783 0023**.

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. They will not complete the Proof of Posting Receipt form.