

How to book a Courier

NB: This role has historically sat with the admins in each dept, but anyone can book a courier if required.

NB: Consult with Finance to setup a PO for your Dept, if already setup Finance will provide your departmental PO number. Ensure to GRN immediately once invoiced, do not procrastinate on the GRN process, as the supplier is at liberty to place the account on hold, be respectful of colleagues who wish to use the service.

NB: All packages are to be bubble wrapped, boxed, and labelled with the reference number and destination address.

Couriers can be booked via Telephone or Online. Our preferred partner is City Sprint (now under the umbrella of World Couriers).

Telephone Process

Call 02078801000 and select option for *Same day* or *UK Overnight* booking via the City Sprint telephone audio.

UK Sport Account number – **OGC005**

Provide the Booking assistant with *Account No*, *Dept name*, *departmental PO number*. Provide the booking assistant with clear concise instructions of the pickup location **i.e. rear of building, 2nd Floor apartment etc.**

The Booking assistant will guide you through the booking process before providing the reference number. Ensure the package is at reception in Loughborough and Manchester ready for collection at the allocated time. Ensure the package is with Logistics in 10SC ready for collection at the allocated time and notify 10SC security of the date/time of collection/delivery

10SC Logistics email address - 10sc.logistics@uk.issworld.com

10SC Security email address - 10sc.security@uk.g4s.com

Online Process

To setup online access go to <https://www.citysprint.co.uk/account/sign-in> and *Request Online Access*.

To login go to <https://www.citysprint.co.uk/account/sign-in>, select *sign-in*, once signed in select *Book* and choose required option for *Same day* or *UK Overnight*. Then complete all field clearly and concisely. Online instructions available at:

<https://www.citysprint.co.uk/support/resources/great-reasons-to-book-online>