

Online Order Entry for NY Minute Messenger
You must have an account with NY Minute to get an online account

Login

Go to www.nyminute.com

Click on “Client Login” button on left nav bar



If you have a user name and password enter it now. And click login.

User ID:
Password:

If you are a first time user and need a user name and password select following link.

Are you a new user?

[Click Here](#) to create a new user login.

Fill out the following form and you will receive a user name and password within 2 hours

User ID:
Name:
Email Address:
Phone:
Customer ID:
Password:
Verify Password:

If you need an online account set up instantly call Mike S at (212)340-7200

Once you login you will automatically be taken to the place order page.

Place an order



To place an order online click on the Place Order button.

Scroll down the following form and fill out your order
You can choose to save addresses for future use

Make sure you include:

1. Suite Numbers
2. Contact phone #'s
3. Items we're picking up
4. Value of Shipment
5. Number of Pieces
6. Billing References if req'd

Origin	<input type="text" value="New"/>
Name*:	<input type="text" value="NY Minute"/>
Address*:	<input type="text" value="13-15 west 28th st"/>
Suite:	<input type="text" value="#500"/>
City*:	<input type="text" value="New York"/> State*: <input type="text" value="NY"/> Zip*: <input type="text" value="10001"/>
Phone:	<input type="text" value="(212)340-7200"/>
What we are picking up (Items, Value):	(You may enter up to 400 characters) <input type="text" value="392"/> characters left <input type="text" value="Envelope"/>
Destination	<input type="text" value="New"/>
Name*:	<input type="text" value="Gordons Cleaning Closet"/>
Address*:	<input type="text" value="528 Broadway"/>
Suite:	<input type="text" value="basement"/>
City*:	<input type="text" value="New York"/> State*: <input type="text" value="NY"/> Zip*: <input type="text" value="10001"/>
Attention To:	<input type="text" value="Mr. Gordon"/>
Phone:	<input type="text" value="212-555-1212"/>
Special Instructions:	(You may enter up to 400 characters) <input type="text" value="378"/> characters left <input type="text" value="call Mr Gordon at drop"/>
	<input type="checkbox"/> Ok to leave at door

Click the **Continue** button to finish you order.

Select the Order Type:

Order Type	Deliver By
<input type="radio"/> Bike Regular	Thu 03/22/07 1:38 PM
<input type="radio"/> Bike Rush	Thu 03/22/07 12:53 PM
<input type="radio"/> Bike RT	Thu 03/22/07 3:38 PM
<input type="radio"/> Bike RUSH RT	Thu 03/22/07 2:08 PM
<input type="radio"/> Walker Needed	Thu 03/22/07 1:38 PM
<input type="radio"/> Vehicle Regular	Thu 03/22/07 2:38 PM
<input type="radio"/> Vehicle Rush	Thu 03/22/07 1:38 PM
<input type="radio"/> Vehicle RT	Thu 03/22/07 2:38 PM
<input type="radio"/> Vehicle RUSH RT	Thu 03/22/07 2:38 PM

If you'd like email confirmations, please enter your email address.

Email notifications to:
(separate addresses with";")

test@nymin.com

Email notifications when order is:

Confirmed Picked Up Delivered

Click Finish to Complete you order

Finish

Tracking and Reporting



To track a package using the order ID click the track button



For Job reports or to review invoices, select the View Reports Button

Select



Fill out time period and report style


Time Period - mm/dd/yy


From:  To: 

Report Style

Condensed Detailed

Report Filter (Optional)





Totals only

Generated Report

Ny Minute Order Summary
Generated: Thursday, March 22 2007 12:11:50 PM
Time Period: 3/22/2007 12:00:00 AM - 3/22/2007 11:59:00 PM
Total Orders: 7

Order	Due Date	Pcs/Wt	Origin	Destination	References	Price
377774	3/22/07 9:00 AM	1/1	United Envelope 4511 33rd St Long Island City NY 11101-2405 (212) 431-7489	United Envelope 4511 33rd St Long Island City NY 11101-2405 (212) 431-7489		\$0.00
377760	3/22/07 10:00 AM	1/1	Ny Minute 15 W 28th St # 500 New York NY 10001-6410	Compupay 1250 Broadway Ste 1801 New York NY 10001-3701		\$10.00
377992	3/22/07 12:28 PM	1/1	Ny Minute 15 W 28th St 5th Fl New York NY 10001-6410 691-9191	B&T Bookbinding 3002 48th Ave Long Island City NY 11101-3401 (718) 786-4530		\$9.00