

How to Add Multiple Loading or Delivery Addresses – Multibooking?

Multibooking is used when a single customer order includes multiple pickup or delivery addresses.

Form path: **Client order** → **Multibooking** → **Loading/Delivery address sections** → **Order sub-number**

1. Select **the Multibooking checkbox**. [image-1720785262062.png](#)
2. Click the [image-1720785164462.png](#) icon in the **Loading** section to add another loading address.
3. Click the [image-1720785164462.png](#) icon in the **Delivery** section to add another delivery addresses.
4. The order number will be assigned a **sub-number**. **1** ▾ allows you to switch between multibooking order parts.

Client order

10749

2

4 New

DEMO

Order details

Additional fields

Sent e-mails

Attachment(s)

Price survey

Status history

Order date

18.09.2002

Crg.manager

Crg.manager

Type

Cargo

1

Multibooking

Client

GRUBER LOGISTICS

Contact

Client reference

2025-VR-17105

Reference No.

2025-VR-90598

Ready from

☐ Fix

DD.MM.YYYY

00:00

|

00:00

2

+

Shipper

ELETTROBAR SRL (solo exw)

Contact

Load

ELETTROBAR SRL (solo exw)

VIALE EUROPA 24

IT

37048

S.PIETRO DI LEGNAGO VR

Latitude

/

Longitude

Phone

Working hours

Loading remarks

Loading ref.

Loading

Loading

Delivery until

☐ Fix

DD.MM.YYYY

00:00

|

00:00

3

+

Consignee

KPA COMPANY ApS

Contact

Deliver

KPA COMPANY ApS

ROEMERSVEJ 33

DK

7430

IKAST

Latitude

/

Longitude

Phone

Working hours

Delivery remarks

Delivery ref.

Delivery

Delivery

Direction

Transfer

Vehicle type

Vehicle type

Incoterm

Incoterm

Incoterm location

Carrier notes

Carrier notes

Internal notes

Internal notes

Cargo description

Search..

2

+

☐	Quantity	Package	Dimensions	Gross weight	LDM	T* from	T* to	Import	Cargo description	
☐	1		L:1.00 W:0.50 H:0.50	0.00	0.30	0	0		Articoli Vari	
☐	2		L:0.69 W:0.67 H:0.98	0.00	0.40	0	0		Articoli Vari	
	3			0.00	0.70					

Income

☐ Σ

0

EUR

T1/EX1

Term

Term

Send inv.

By post (with POD)

Invoice

Not order invoice created!

Invoice

Services

+

☒	ord	Service	Load	Deliv	Income	Income t	Costs Eu	Profit Eu	Order for carrier	POD	Incoming invoice	Import/Export	
☒	0	IT-37048, S.PIETRO DI LEGNAGO VR -> DK-7...	New	Existing							New	Existing	PÄRB
					0.00	0.00	0.00	0.00					

Saved: 23.09.2025 13:16 APIMyShipment

Delete

Save

Cancel

Revision #11

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