

Manual ViaXpress Web App Shipments

Access the website using the following link <https://webclientes.viaxpress.es/>

Enter the credentials provided by the salesperson:

Iniciar sesión.

Utilice su cuenta de ViaXpress para iniciar sesión.

Id Cliente

Usuario

Password

☐ ¿Recordar cuenta?

Once inside, the following home screen appears.

ViaXpress VX client area Home Field Contact

Recipient	Home	Bulted	Date	Reference	Return
There is no data for the selected criterion.					
Filter shipment dates					
From date 03-09-2025 So far 03-09-2025 ↺					
« < Page 0 of 0 > » + ✎ ✕ 🖨					

Function buttons:



Add new shipment



Edit the selected shipment



Cancel the selected shipment



Print the label for the selected shipment

When we click the Add button, the following screen is displayed. A new shipment is created.

New Type Expedition: Send

Referee

Social reason(*) Viapress Home(*) Avd. Comarques Pais Valencia 9 Zip code(*) 46930

Population(*) Barrio del Cristo (Quart de Poblet) Province(*) Valencia Email aaa@bbb.com

Contact Telephone(*) 902307907

Recipient

Select

Name(*) Home(*) Country España

Zip code(*) Population(*) Province(*)

Contact Telephone(*) Email

Service data

Date 03 - 09 - 2025 Bulted *(*) Weight(*)

With return ☐ Blutos return Albaran ship

Text agency With return they will jump ☐ Reimbursement

Comments Print labels after accepting ☒ Cancel Accept and continue

New Type Expedition: Send (standard shipping) or Pick up (you order to pick up)

Referee: The sender data.

Recipient: The receptor information.

Service Data:

Date: shipping date

Bulted: number of packages in the shipment

Weight: kilograms of shipment

With return: when a shipment requires another shipment to return

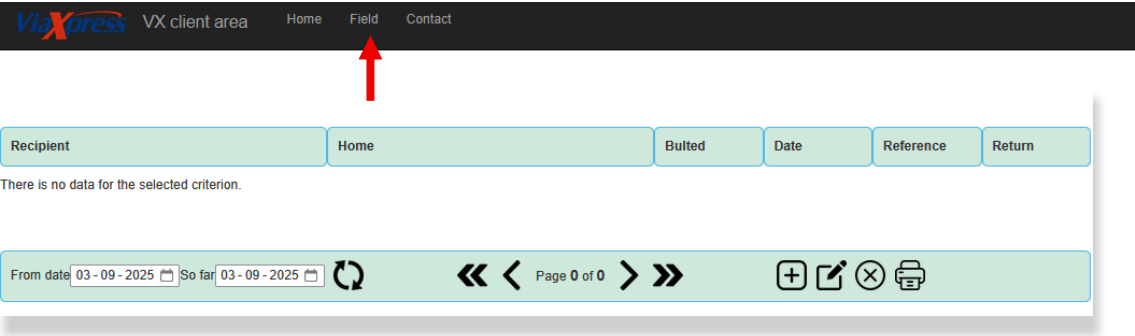
Albaran ship: Only when you want to link the shipment to a delivery note number

With return they will jump: when you want a delivery note back

Reimbursement: When a package is paid for upon delivery and the refund is given to the sender of the shipment. Requires a special type of service (label)

How to check how many service labels you have left to consume?

In the bar above you have to go to the Field



There you can see the number of labels for each service you still have. If you want more labels of any kind, you must contact the person who collects them.

