



## LEAVE SAFE SETTINGS

1. Select My Accounts > Accounts.
2. Press the Edit button.
3. Change the Safeplace default as required, by selecting one of the options in the Order Entry section as shown in the image below: -

T&C's - Customer accepts liability for this shipment

4. By selecting "Consignee Choice" it will enable an option in **APC Choice** for your customers to choose to Leave Safe. When your customer makes this choice, they will be accepting responsibility for the shipment and removing the ability to claim for non-delivery.
5. Then press Save. Your default will now be set and applies to all your shipments.

### **Please note: -**

- If you book your shipments via Dataplug or API bookings, please see attached for further information.
- There will be some services and locations whereby the leave safe option *will not* be available.
- Once a consignment is manifested, or a PUR has been confirmed, you will not be able to amend the Leave Safe preference for a consignment.
- The APC will always attempt to deliver your parcel to the address and gain a photo as Proof of delivery of your parcel being delivered. The above will only be used when you have set up to allow the item to also be left safe if no one is available to accept the item.
- You can change your default setting at any time. However, regardless of the option you decide as your default, you can also override this option for individual shipments should you need to. You can modify any individual shipment in the booking screen and override the default setting as shown below.