PN – Configure the Hazchem pallet network

This article gives an overview of how to set up the Hazchem pallet network so specific requirements are included by default.

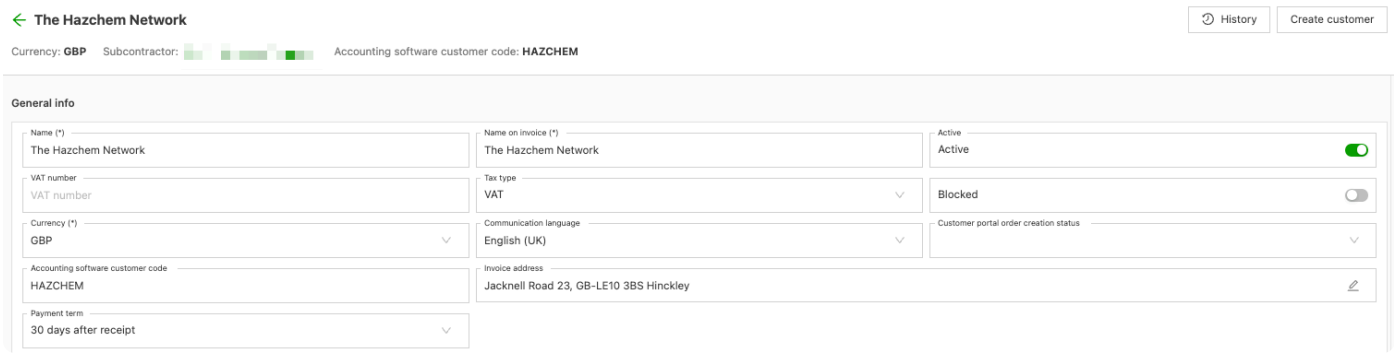
Updated March 17, 2026

To use Hazchem as the pallet network, first complete the steps below.

Add a customer

First, create Hazchem as a customer.

- Navigate to Customers
- Click **Create customer**
- Create a customer named “The Hazchem Network”
- Click **Create contract carrier** to also make Hazchem a contract carrier



Add the order input configuration

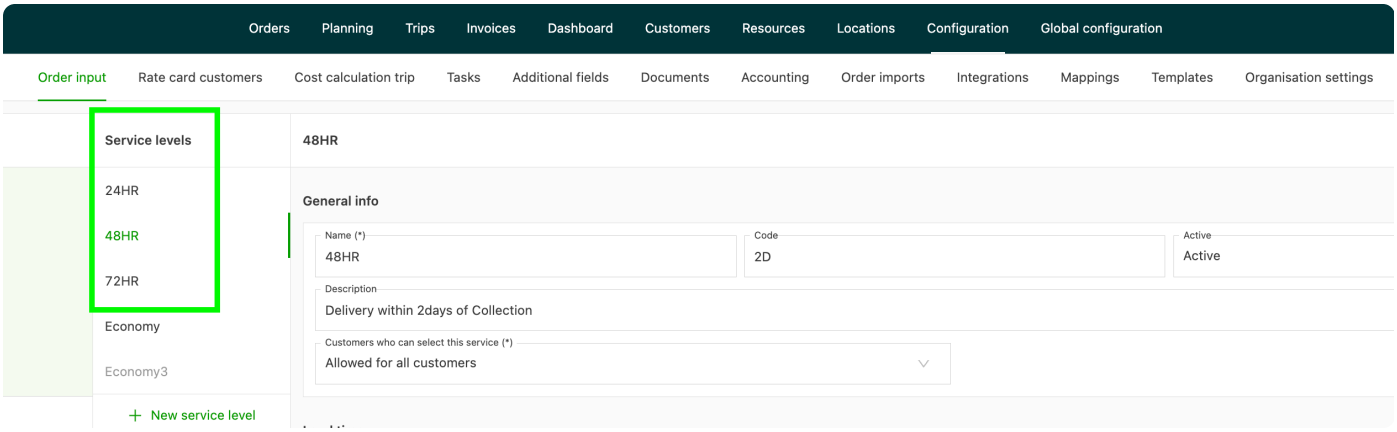
Add a transportation service

- Navigate to Configuration > Order input
- Click Transportation services
- Add a new transportation service. Give the service a name that makes the network easy to identify, for example: Hazchem Network or Hazardous.
- Save it.

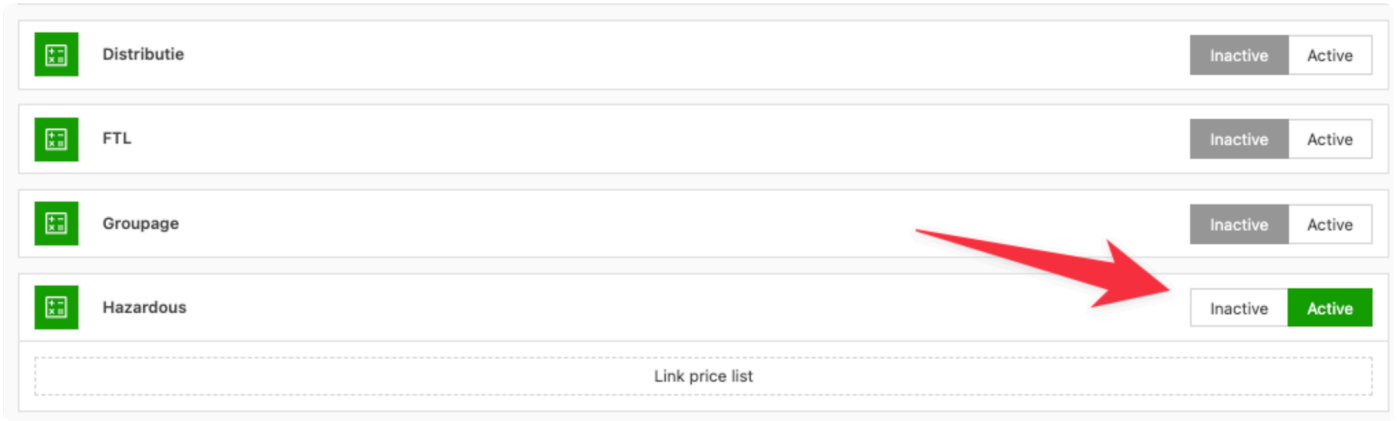
Add service levels

- Navigate to Configuration > Order input
- Once a transportation service is added, click Service levels
- Add the service levels offered, for example:

Name	Code
Next day	1D
2 day pickup/delivery	2D
3 day pickup/delivery	3D



Make the service levels active for the transportation service created for the network.



Add time windows and extras

- Navigate to Configuration > Order input
- Click Time window to create new time windows.
- Click ***Collect/delivery extra*** to add any billable extras, for example: tail-lift.
- Complete any additional required information and click **Save**.

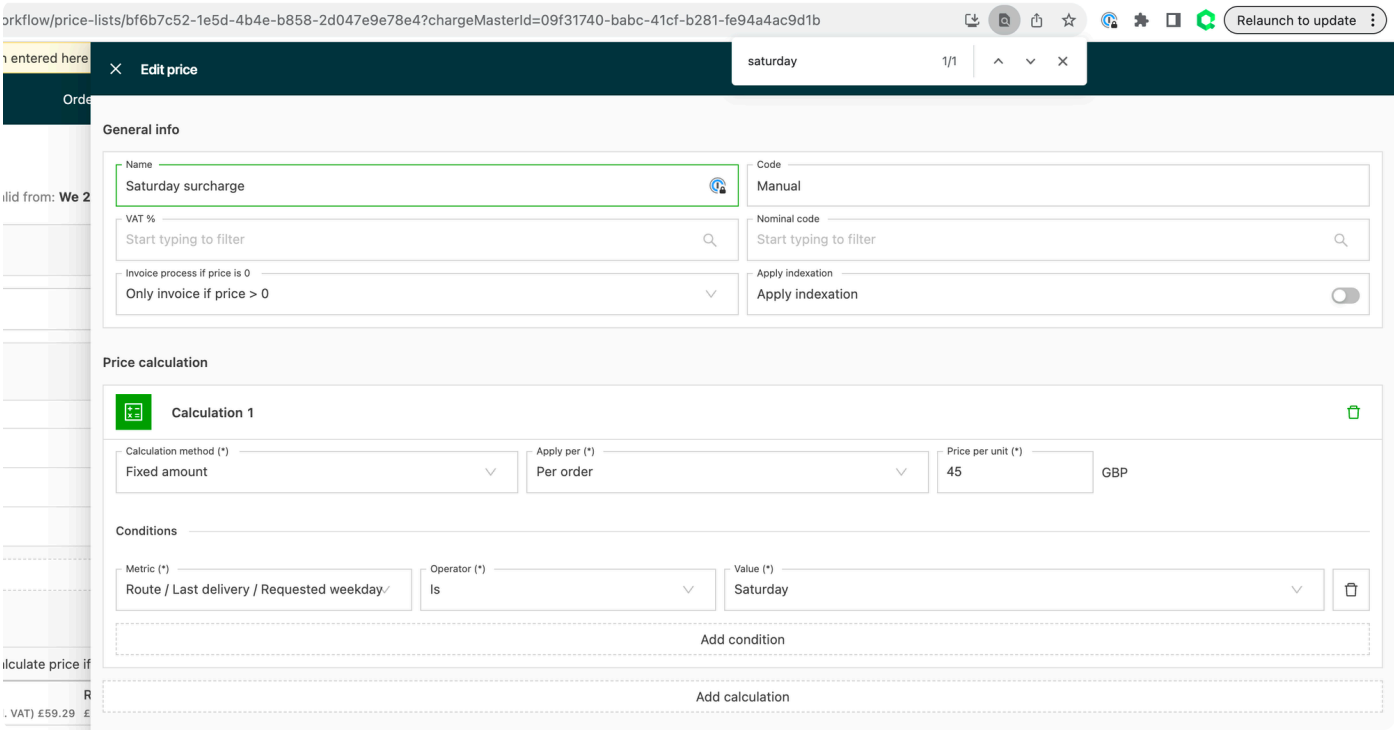
Example setup:

Qargo type	Code	Name	Comments
Time window	PT	Pre 10am	
Time window	AM	Pre 12 am	
Time window	PM	After 12am	
Time window	BI	Book in	
Time window	TS	Timed specific surcharge	For when goods need to be picked up at the same time as a delivery to an address. Note: these are two shipments, one for the delivery and one for the pickup.
Time window	SA	Saturday	
Extra	TL	Tail-lift	

Add surcharge

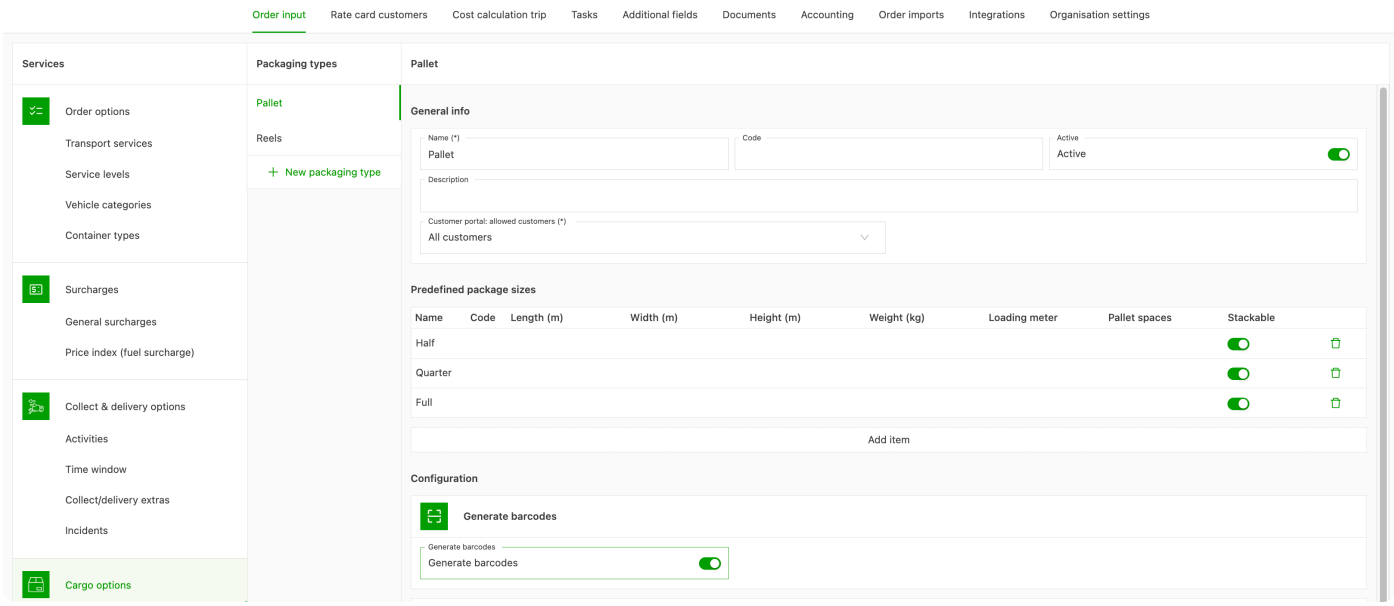
Once the time windows are set up, charges can be added, for example: a Saturday surcharge.

- Navigate to Configuration > Order input
- Click General surcharges
- Click **Add new general surcharge**. Add the relevant details and the price calculation condition: for example, last delivery requested weekday is Saturday

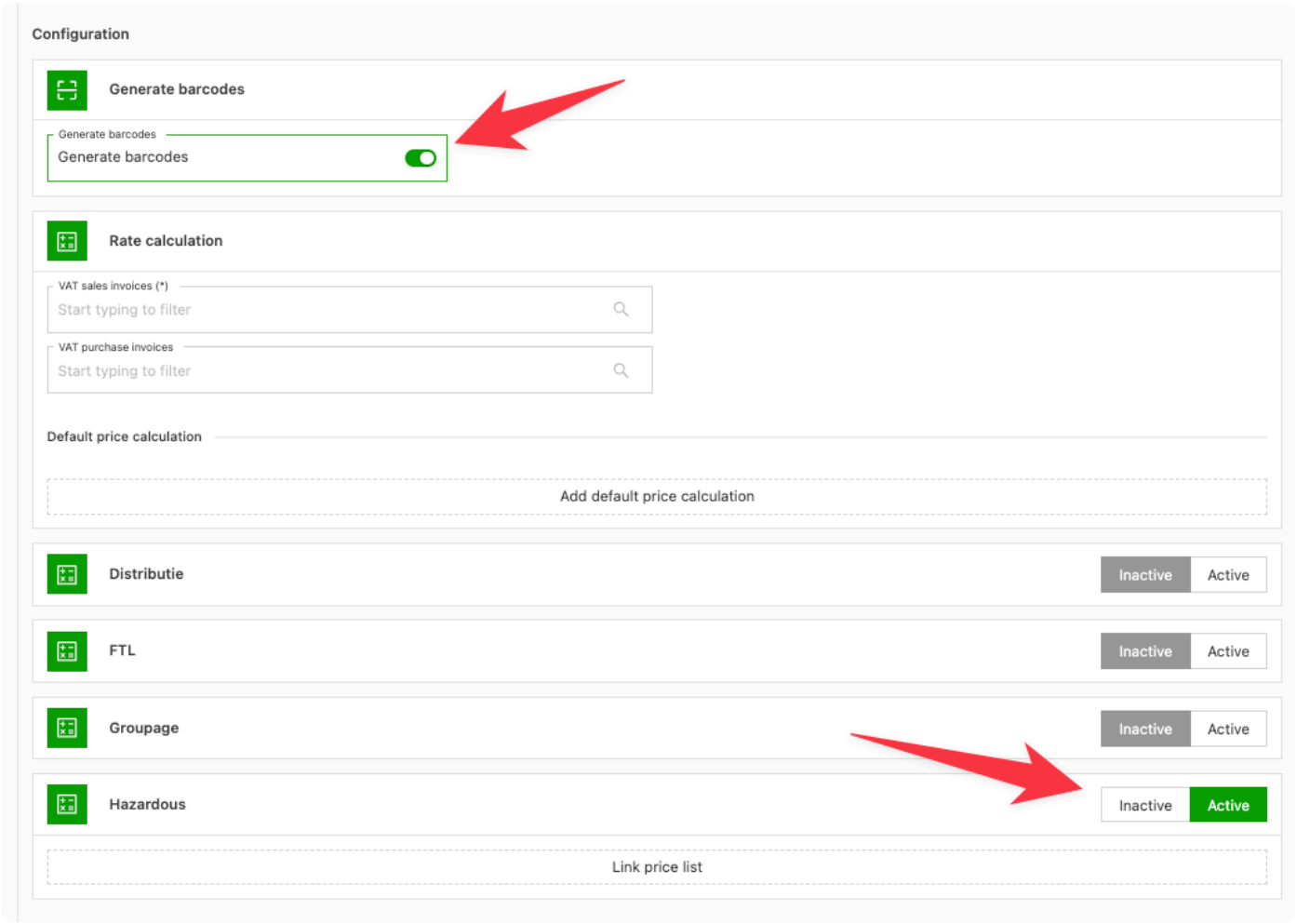


Add a packaging type

- Navigate to Configuration > Order input
- Click Packaging types
- Click **New packaging type**
- Create a packaging type for Pallet
- Add predefined package sizes for
  - Full pallet
  - Half pallet
  - Quarter pallet
- Do not enter weights for these package sizes.
- Turn on **Generate barcodes**
- Make the packaging type active only for the transportation service “Hazardous”



- Click **New packaging type** again
- Create a packaging type for Parcel
- Add a predefined package size for a parcel
- Turn on **Generate barcodes**
- Make the packaging type active only for the transportation service “Hazardous”



Add additional fields

Next, set up the additional fields.

- Navigate to **Configuration**
- Click **Additional fields** in the header

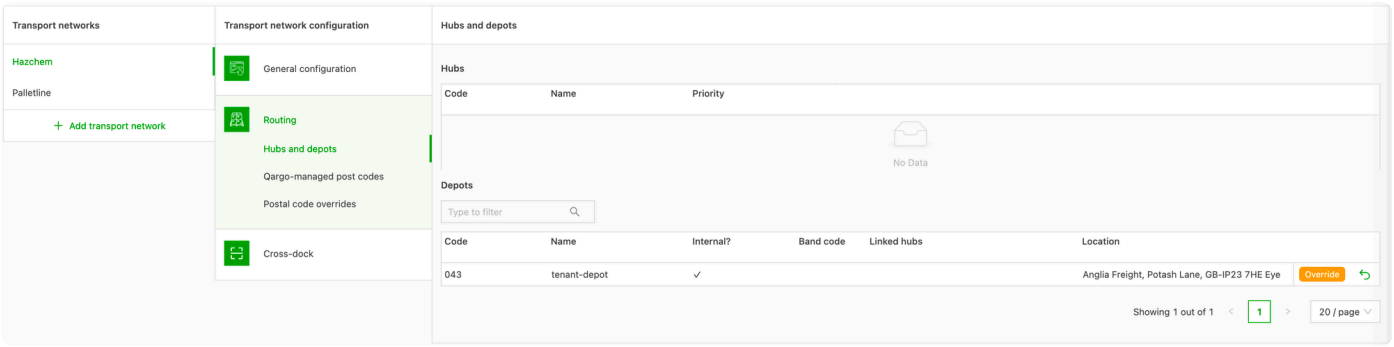
The different categories of additional fields appear on the left side. Make sure the additional fields below are active or inactive as shown.

Additional field category	Additional field name	Status	Comments
Orders	Requested price (order import)	Active	
Shipments	Shipment reference	Active	Shipment reference of the pallet network
Shipments	CMR reference	Inactive	
Freight	Pallet space	Active	
Freight	Loading meters	Inactive	
Freight	ADR	Active	
ADR	*All*	Active	Show by default: Always show

Add a transport network

Add a transport network.

- Navigate to **Locations**
- Click **Transport networks** in the header
- Click **Add transport network** and create a new central network for Hazchem.
- Once it is created, add the Hazchem terminal in the **Hubs and terminals** section, mark it as **internal** and fill in the location, for example:



- In the **Qargo managed ZIP codes** section, enter the terminal code as the default
- Add the transport network to the transportation service as the default