

CFI DELIVERY PORTAL

CXT Client Login

Go to

<https://cfidelivery.com>

Click on Client login

- Select San Antonio/Austin link
- Enter your login credentials

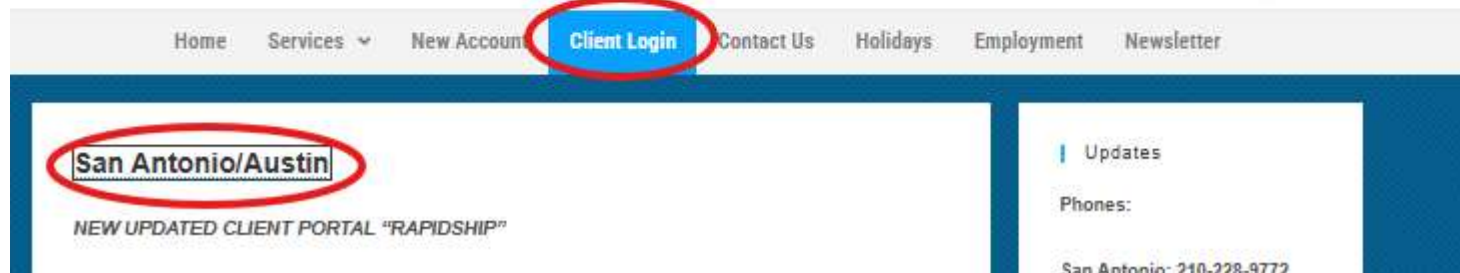


"Let us be your driving force behind your business for same day deliveries"



C.F.I. Delivery the official courier to the Spurs.

Serving:



How to place a New Order

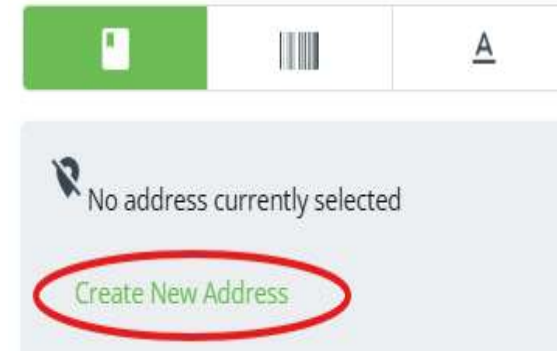
ORIGIN & DESTINATION

(new address)

- Click on create new address (in green letters)
- Enter name of business or individuals name if it's a residential address
- Phone number if available
- Validate
- Save

Origin

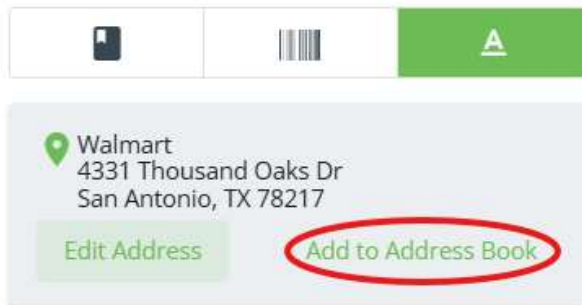
Enter in the Origin information for this order.



The screenshot shows the 'Origin' selection interface. At the top, there are three tabs: a green tab with a location pin icon, a white tab with a barcode icon, and a white tab with an 'A' icon. Below the tabs, a light blue box contains the text 'No address currently selected' and a green button labeled 'Create New Address' which is circled in red.

Origin

Enter in the Origin information for this order.



The screenshot shows the 'Origin' selection interface with a selected address. The address is 'Walmart, 4331 Thousand Oaks Dr, San Antonio, TX 78217'. Below the address, there are two buttons: 'Edit Address' and 'Add to Address Book', which is circled in red. A green arrow points from the text below to this button.

(If this is a commonly used address for your company add to your [address book](#) for easy access in the future)

Search My Address Book

d

CFI Delivery
10620 Sentinel St
San Antonio, TX 78217

Texas Capital Bank
745 E Mulberry Ave
#150
San Antonio, TX 78212

To place a new order (existing address in address book)


- ▶ Click on search my address book
- ▶ Type the first letter your address starts with
- ▶ Drop down list should appear
- ▶ Select the address

*If this order is **ready** at the time of request, select the “ready now option”
It will automatically adjust the times once you select the type of service

Pickup Schedule
 Ready Now Schedule Later

*If this order is **NOT** ready at the time you are submitting your order request, select the “schedule later” adjust time and date

Pickup Schedule
 Ready Now Schedule Later

'Pickup Date' *
2025-02-21 

Select a time *
14:10

14:10
* use arrows (↑↓) to change the time



CANCEL OK

Make sure you select military time

DO NOT change the time in the destination it will automatically update once the type of service is selected

Destination

Repeat same steps from entering Origin address

Pick up and delivery instructions: add any notes needed to help courier find the correct place and POC at pick up & drop off

Pickup Instructions

Pick up at front desk with Martha

Delivery Instructions

Please leave envelope under mat

Phone number

Add a phone number at origin and destination in case we need to reach out to you if we have any questions or trouble delivering

Phone

210-228-9772

Order information:
**add pieces, weight, internal
 billing/reference. Any other details
please add to the delivery
 instructions**

Order Information

Enter in the package/parcel information for this order.

References 5243.001	Reference 2
Billing Group / Cost Center	Service Type None
Total Pieces 1	Total Weight 50

**Order type: Select the order type that best fits
 your needs.. (If return trip needed, it will be
 available in the next screen after placing
 order)**

Order Type

Find and select an order type for your order.

Order Type	Pickup Ready	Deliver By
<input type="checkbox"/> 1 HR-DIRECT	2025-02-21 12:06 PM (CST)	2025-02-21 1:06 PM (CST)
<input type="checkbox"/> 2 HR-HOT SHOT	2025-02-21 12:06 PM (CST)	2025-02-21 2:06 PM (CST)
<input type="checkbox"/> TRUCK/SUV	2025-02-21 12:06 PM (CST)	2025-02-21 2:06 PM (CST)
<input type="checkbox"/> OUT-OF-TOWN	2025-02-21 12:06 PM (CST)	2025-02-21 2:06 PM (CST)
<input type="checkbox"/> Van	2025-02-21 12:06 PM (CST)	2025-02-21 2:06 PM (CST)
<input type="checkbox"/> NOTARY	2025-02-21 12:06 PM (CST)	2025-02-21 1:06 PM (CST)
<input type="checkbox"/> Process Server	2025-02-21 12:06 PM (CST)	2025-02-21 5:06 PM (CST)
<input type="checkbox"/> 4 HR-REGULAR	2025-02-21 12:06 PM (CST)	2025-02-21 4:06 PM (CST)
<input type="checkbox"/> 1 HR-DOWNTOWN	2025-02-21 12:06 PM (CST)	2025-02-21 1:22 PM (CST)

Email notifications: add your email if you want to be notified when order was placed, picked up and delivered.

Email Notifications

Choose up to 10 emails that you would like to receive notifications regarding this order. You can also choose which types of notifications you would like to be sent.

Email Notifications

Enter up to 10 email addresses to receive notifications

Email notification when order is

Confirmed Picked Up Delivered

Calculated Distance

From Origin to Destination: 10.00 miles or 16.09 kilometers

Order Charge	Price
Rate	\$17.50
Shipping Options	\$2.80
Order Total	\$20.30



Place order, if need a return order, continuation it will be on the next screen once order is submitted

Once order is placed, you will have the option to create a round trip, continuation order, print receipt or shipping label and to email label

