<u> AINFREIGH</u>

# FremanWeb User Manual









# **TABLE OF CONTENTS**

| FremanWeb Basics                                    | 4    |
|---|------|
| Logging into FremanWeb                              | 4    |
| Navigation Around FremanWeb                         | 5    |
| Action Tab  | 5    |
| Maintain Tab  | 5    |
| Help Tab  | 5    |
| Reports Tab   | 5    |
| Actions   | 6    |
| Get a Quote   | 6    |
| New Consignment Note                                | 7    |
| Receiver Details                                    | 7    |
| Manual Entry  | 7    |
| DG product information                              | 9    |
| Additional Details                                  | 9    |
| Save and Print                                      | . 10 |
| Save  | . 10 |
| Print   | . 10 |
| Consignment Review                                  | . 11 |
| Editing Consignment Notes                           | . 11 |
| Uploading and Locking of Connote Details            | . 12 |
| Automated Upload                                    | . 12 |
| Actions   | 12   |
| Print   | . 12 |
| Manifest  | . 12 |
| Delete  | 12   |
| EDI INTO FREMANWEB                                  | . 13 |
| What is EDI?  | . 13 |
| What are the Benefits of FremanWeb EDI?             | . 13 |
| EDI Process in FremanWeb                            | . 13 |
| Track and Trace                                     | . 15 |
| Track and Trace information Freight Tracking Screen | . 15 |
| My Notifications                                    | . 16 |
| Manual Labels                                       | . 17 |
| Freeform Labels                                     | . 17 |

| Change Profile                             |
|--|
| Maintain                                   |
| Adding New Receivers                       |
| Editing Current Receivers                  |
| Products                                   |
| Dangerous Goods – Product association list |
| Dangerous Goods Tab                        |
| New Dangerous Goods                        |
| Dangerous Goods Editing                    |
| DG Signatories                             |
| Senders/Charges                            |
| Import File                                |
| Options                                    |
| Note Templates                             |
| Reports                                    |
| To run a report:                           |
| Manifest Report                            |
| Notes Report                               |
| Hire Equip Report                          |
| About the Manifest                         |



# **FREMANWEB BASICS**

FremanWeb allows you to:

- Create consignment notes
- Get quotes
- Review your consignment history
- Create DG paperwork (if required)
- Save receivers, product and DG records (if required)
- Check delivery status of freight
- Keep consignment history for a period of 60 days
- Setup notifications
- Print a summary freight manifest
- Upload your consignments to Mainfreight
- FremanWeb also has the ability to print directly onto standard A4 paper or Thermal Labels

# Logging into FremanWeb

FremanWeb is designed to allow customers to manage and track their freight via Mainchain.

Mainchain is accessed via the Internet at: www.mainchain.net

- Enter your username and password, and then click [Login] to access Mainchain.
- Click on **[Actions]** then click the **[FremanWeb AU]** button to access FremanWeb from Mainchain, this will bring up the FremanWeb screen.

| MAINO           | HAIN   |
|-----------------|--|
|                 |  |
| the form below. | ain advanced release site. Please log in using |
| Login           |  |
|                 |  |
| User Name:      |  |
| Password:       |  |
|                 | Login  |
|                 | Login  |
| Remember Me     | :  |
|                 |  |
|                 |  |
|                 |  |
|                 |  |
|                 |  |





# NAVIGATION AROUND FREMANWEB

FremanWeb has 4 main tabs as seen below, which can be accessed by clicking on them.

| 4 | Actions              |
|---|----------------------|
|   | Get a Quote          |
|   | New Consignment Note |
|   | Consignment Review   |
|   | My Notifications     |
|   | Manual Labole        |

Freeform Labels

Change Profile

#### **Action Tab**

This is the main tab, used for:

Creating consignment notes, labels, manifests

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- Printing, uploading and track & trace
- Referring to previously created consignment notes
- Getting Quotes
- Checking notifications

# **Maintain Tab**

Used to add, modifyand delete records for:

Receivers Products Dangerous Goods DG Signatories Senders/Charges Import File Options Note Template

Maintain

Products

Receivers

- DGs and DG Signatories
- Sender/Charges

# Help Tab

Online Users Manual Remote Support Contact Us Label Printers

Help

This user manual

This is the Help tab, which contains:

- Remote support link
- Mainfreight group contact details
- Label printer information & support

Reports

#### **Reports Tab**

Used to generate manifest, consignment and hire equipment reports

Expanding Help and Details Panels



# Create New Consignment (Default) ⑦ Charge & Sender Details, Charge Code: DHDIT, Sender Code: DHDIT (Show Details...) Ø Receiver Details, (Hide Details...) Ø



Clicking the blue question mark icon opens the expanding help panel. This help information relates to the specific tasks on each page.

Create New Consignment (Default)

Sender Details: If the consignment is being picked up from a different site from that listed, select the correct Sender Code from the list by clicking on the dropdown arrow. For returned goods or pickups from a Sender location not listed, select the returned goods Sender code, and type in the name and address details for the pickup location.

Receiver Details: Start typing the Receiver code and select your saved Receiver details from the list, or type in the receiver name and address details as required.



The 'Hide Details' and 'Show Details' icons expand or minimise sections of the consignment note creation page.

# ACTIONS

# **GET A QUOTE**

- You can get quotes using the [Get Quote] option. You will need to enter in the following information:
- Choose your 'Charge/Sender' code. This will automatically populate the 'Sender' field details.
- Select your 'Carrier and Service Required'
- Select the 'Suburb' and 'City' you would like to send your consignment to
- Enter the quantity, cube and weight

| Get a Q   | )uote | (tes             | t)                      |                   |        |                |         |              |                 |   |   |
|-----------|-------|------------------|-------------------------|-------------------|--------|----------------|---------|--------------|-----------------|---|---|
| Charge:   | 0219  | 210 - M          | AINFREIGH               | T TEST CUS        | TOME 👻 | Service        | e requi | red/Carrier: | Mainfreight LCL | - | • |
| ender:    |       |                  |                         |                   |        | Receiver       | r:      |              |                 |   |   |
| iender:   | 0219  | 210 - M          | AINFREIGH               | T TEST CUS        | TOME 👻 |                |         |              |                 |   |   |
| Suburb:   | PRES  | TONS             |                         |                   |        | Suburb         | . [     | ESSENDON     |                 |   |   |
| PostCode: | 2170  |                  |                         |                   |        | PostCo         | de:     | 3040         |                 |   |   |
| State:    | NSW   |                  |                         |                   |        | State:         | 1       | VIC          |                 |   |   |
|           |       |                  |                         |                   |        |                |         |              |                 |   |   |
|           |       | limensior<br>Num | ns of the con<br>Height | signment<br>Width | Length | M <sup>3</sup> |         | Kgs          |                 |   |   |
|           | 1     | 1                | 0.2                     |                   |        | ).2            | 0.02    |              | ī               |   |   |
|           | 2     | -                | 1                       |                   |        |                |         |              | 1               |   |   |
|           | 2     |                  |                         |                   |        |                |         |              | ]               |   |   |
|           | 3     |                  |                         |                   |        |                |         |              | _               |   |   |
|           | 4     |                  |                         |                   |        |                |         |              |                 |   |   |
|           | 5     |                  |                         |                   |        |                |         |              | ]               |   |   |
|           |       |                  |                         |                   |        |                | 0.02    | 20           | ]               |   |   |

Once you have entered these details you can choose between these options:

- [Quote] will display the quote on screen
- [Email Quote] will send the quote to an email address that you specify in the email address box

Email Address:

• [Print Quote] will print the quote.

Please note: You will need a PDF viewer to view your quote before you can printit

• [Create note] will go to the connote creation screen with the charge/sender, selected suburb and city, and line details that you specified

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You need an active charge code with structured rates to get quotes, if you do not have structured rates please contact your sales representative to get rates setup

# **NEW CONSIGNMENT NOTE**

- To create a new consignment note, click on the [New Consignment Note] option under the [Actions] tab
- Charge and Sender Details
- Your correct Charge and Sender details are setup to automaticallypopulate on each new consignment note
- Because this rarely changes it is minimised, click the S to view
- You can select a different Sender code or enter a Return/Non Standard pickup in required

| Create M   | lew Consignment (test)               |           |                                      | 0 |  |  |  |  |  |
|--|--------------------------------------|-----------|--------------------------------------|---|--|--|--|--|--|
| Charge & Sender Details, Charge Code: 0219210, Sender Code: 0219210 (Hide Details) |                                      |           |                                      |   |  |  |  |  |  |
| Charge   |                                      | Sender    |                                      |   |  |  |  |  |  |
| Code:  | 0219210 - MAINFREIGHT TEST CUSTOME - | Code:     | 0219210 - MAINFREIGHT TEST CUSTOME - |   |  |  |  |  |  |
| Name:  | MAINFREIGHT TEST CUS                 | Name:     | MAINFREIGHT TEST CUS                 |   |  |  |  |  |  |
| Address:   | 50 YARRAWA STREET                    | Address:  | 50 YARRAWA STREET                    |   |  |  |  |  |  |
|  |                                      |           |                                      |   |  |  |  |  |  |
| Suburb:  | PRESTONS                             | Suburb:   | PRESTONS                             |   |  |  |  |  |  |
| Location:  | SYDNEY                               | Location: | SYDNEY                               |   |  |  |  |  |  |
| PostCode:  | 2170                                 | PostCode: | 2170                                 |   |  |  |  |  |  |
| State:   | NSW                                  | State:    | NSW                                  |   |  |  |  |  |  |

# **Receiver Details**

To select a Receiver that has already been saved in FremanWeb:

 Start typing the Receiver Code and Freman will scroll to the first name that matches the details you have typed, select the correct code from the list

Please Note: See Section 3 in this guide on how to setup and save Receiver records in FremanWeb

#### **Manual Entry**

• You can manually enter Receiver details in FremanWeb

**Please Note:** You can store these as a saved Receiver record for future use by entering in the receiver details and click on the 🛃 icon next to the **[Code]** field

- With manual entry, there is no need to type anything in the [Code] field
- Start by typing your Receiver Name in the [Name] field and complete each field below:
  - Address: type in the Address of the receiver. A second Address line is available for additional address details to be entered



- Suburb: type in the in the Suburb. If a Suburb is not available (eg for smaller towns and centres) enter the Town or City name in the **[Suburb]** field and select from the matching results
- City: type in the City
- Phone: type in the receiver's phone number
- Receiver Ref: type in the receiver's reference number
- Sender ref: type in the sender's reference number

| eiver Details , (Hide Details) |  | Receiver      | Details , | (Hide Details) |   |
|--------------------------------|--|---------------|-----------|----------------|---|
|                                |  | Code:         |           |                |   |
| TEST 1                         |  | Name:         | TEST 1    |                | ] |
| TEST                           |  | Address:      | 1 TEST    |                | ] |
|                                |  |               |           |                | ] |
| ENDON                          |  | Suburb:       | BUNDAB    | IERG           |   |
| JRNE                           |  | Location:     | BUNDAB    | ERG            |   |
|                                |  | PostCode:     | 4670      |                |   |
| C                              |  | State:        | QLD       |                |   |
|                                |  | Phone:        |           |                |   |
|                                |  | Receiver ref: |           |                |   |

The fields marked with a red asterisk \* are mandatory fields, you can hover over the red asterisk \* for further details on the specific issue.

- Line Item and Product Details
- Enter the number of pieces being sent in the [Num] column
- Enter the description of the goods being sent in the [Description] column

This can be entered as free text, or chosen from the drop down menu of saved product items that may have been setup. The DG class will also appear if the product has been saved as a Dangerous Good

**Please Note:** See Section 3 in this guide on how to setup and save Product and DG records in FremanWeb

- Enter the total volume (in Metres) and weight (in KG) for each line
- Any general notes can be typed on a separate line in the [Description] column e.g.

"Fragile - Handle With Care"

• You can add extra lines to the connote by clicking the [Add Line] button.

Please Note: The number of lines can be pre-set in the [Options] menu under the [Maintain] tab and can also be set in [Note Template] (Rang

| Line | Num | STC | Description |                  | DC |     | UN    | M <sup>3</sup> | Kgs |
|------|-----|-----|-------------|------------------|----|-----|-------|----------------|-----|
| 1    |     |     | с           |                  |    |     |       |                |     |
| 2    |     |     | C           | CARTON(S)- GLADE | !  | 2.1 | 0.030 | 12.0           |     |
| 3    |     |     | CR          | CRATE(S)         |    | 2.1 |       |                |     |
| 4    |     |     |             |                  |    |     |       |                |     |
| 5    |     |     |             |                  |    |     |       |                |     |
| 6    |     |     |             |                  |    |     |       |                |     |
| 7    |     |     |             |                  |    |     |       |                |     |
| 8    |     |     |             |                  |    |     |       |                |     |
| 9    |     |     |             |                  |    |     |       |                |     |
|      | 0   | ]   |             | DG Class:        |    |     |       | 0              | 0   |



# **DG product information**

| Line | Num | STC | Description | Commodity | DC | UN       |            | M <sup>3</sup> | Kgs       |                                |
|------|-----|-----|-------------|-----------|----|----------|------------|----------------|-----------|--------------------------------|
| 1    | 1   |     | TEST DG     | <b>_</b>  | 2  | 2.1 1950 | $\diamond$ | 0.03           | 20        |                                |
| 2    |     |     |             | -         |    |          | L<br>L     | angerous       | Good : Al | ER1950 , Aerosol Flammable NOS |
| 3    |     |     |             | <b>_</b>  |    |          | 5          | ungerous       |           |                                |

When a product is a DG a small yellow diamond next to the UN column appears, when this is clicked it will show the DG details.

# **Additional Details**

The additional details panel lets you set advanced options for your consignment. This panel is hidden by default, click on 😒 to view. This panel contains:

| Hire equipment: 🗹  |                                 |   |                |   |                         |   |
|--------------------|---------------------------------|---|----------------|---|-------------------------|---|
| Additional Details | (Hide Details)                  |   |                |   |                         | 8 |
| Consignment date:  | 20-Feb-2012                     |   |                |   |                         |   |
| Notifications      |                                 |   | Contract type: |   | Limited Carriers Risk 🔻 |   |
| DG Signature:      | Default - Test customer 🔹       |   |                |   |                         |   |
| Hire company       | From Account no. To Account no. |   | Equipment type |   | No. items               |   |
| CHEP 🔻             | 1234567900 6400245860           | Ø | CHEP PALLET    | • | 1                       |   |
| <b>_</b>           | 1234567900                      | Ø | CHEP PALLET    | • |                         |   |

- Notifications
- Consignment date
- DG Signature (click the dropdown button to choose a different DG signatory if there are more than one)
- Contract Type (click the dropdown button to view other options)
- Hire Equipment (CHEP)
- [Notifications] allows you to enter email addresses and set different statuses to automatically send an email notification when the consignment has reached the selected status

| Email                       |                 |           |           |            |                    |  |
|-----------------------------|-----------------|-----------|-----------|------------|--------------------|--|
| Email address               | Ready for picku | ip Receiv | ed Arrive | ed Out for | Delivery Delivered |  |
| 1 🔲 test@mainfreight.com.au |                 | <b>V</b>  |           | <b>V</b>   |                    |  |
| 2                           |                 |           |           |            |                    |  |
| New Delete                  |                 |           |           |            |                    |  |
|                             |                 |           |           |            |                    |  |
| Save & Close Cancel         |                 |           |           |            |                    |  |

• The [Hire Equipment] checkbox when checked will bring up the Hire Equipment details.

Hire equipment: 🔽

This is where your CHEP account number will be displayed if it has been setup by your sales representative. If you are sending CHEP pallets you can specify the number of CHEP being sent in the No. items field. With Equipment type you can select either CHEP PALLET or NOT RANSFER.



# **Save and Print**

Once you have finished entering your consignment details, you are ready to Save or Print your consignment note.

# Save

Clicking on the [Save] button:

- Saves your consignment to the FremanWeb Review List
- Does not print any consignment documentation
- Consignment documentation can be printed at any time via reopening the consignment note or by marking the note to print via the Review List

#### **Print**

Clicking on the [Print] button:

- Saves your consignment to the FremanWeb Review List
- Prints out the selected documentation for that consignment

FremanWeb allows you to create and print the following:

- Consignment Notes
- A4 (full page) Labels
- Thermal Labels (with a compatible Thermal Label printer)
- DG Forms (If Dangerous goods are being sent)

Consignment Notes, A4 Labels and DG forms are printed directly onto A4 paper using an available

printer.

|   | Save Print V<br>Preview   | 1 Consignmer<br>1 A4 Label<br>1 Thermal Lab | Change  | Printer   |        |
|---|---|---|---|---|--------|
|   |   | 1 DG  |   |   |        |
| to print; then click on have not selected pri | to select which documents<br>the <b>[Print]</b> button. If you<br>nters this will bring up a<br>hoose a printer, click <b>[OK</b> ] |   | Please select     Thermal Label Printe     Label Type | your thermal label options ar Datamax OK Create New Consignment | Cancel |
|   |   | Create another Ma                           | anual Label Cre                                       | eate another Freeform Label                                     |        |

Clicking the [Preview] button will bring up the Note, A4 label, Thermal Label and DG in PDF form which can be viewed with any compatible PDF reader

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# **CONSIGNMENT REVIEW**

The review screen displays saved consignments, allowing you to review and manage your recent consignment notes.

| Actions   |    | nsignment R<br>Note Review Filter: | eview<br>(Show Deta | <u> </u>     | )         | _          | _              |                 | _                            | _      | _        | ( |
|---|----|------------------------------------|---------------------|--------------|-----------|------------|----------------|-----------------|------------------------------|--------|----------|---|
| et a Quote<br>aw Consignment Note<br>onsignment Review<br>y Notifications | Ne | ew Consignment                     | Sh                  | iow All      |           |            | Preview        | □ 1 A4 L        | signment<br>abel<br>mal Labe |        | Change P | C |
| anual Labels<br>eeform Labels   |    | Note                               | Date 🔻              | Receiver     | Location  | Send Ref   | <u>Rcv Ref</u> | Service         | Items                        | Status | POD      |   |
| port Consignment Note   |    | MFW01513194                        | 22 May              | maj test ref | NEWCASTLE | sender ref | rec ref        | Mainfreight LCL | 1                            | ?      |          |   |
| ported Consignment Log  |    | MFW01486818                        | 09 May              | test         | NEWCASTLE |            |                | Mainfreight LCL | 1                            | ?      |          |   |
| Maintain  | Sh | ow Page: 1 (Tota                   | Records:            | 2)           |           |            |                | Re              | cords Pe                     | Page:  | 5 🕶      |   |

To view details of a saved consignment note, click on the note number and the connote details will open onscreen.

# **Editing Consignment Notes**

- Consignment notes that have not been manually uploaded or automatically uploaded (Sent to Mainfreight electronically) can be edited by clicking on the connote number in the Review List.
- You can now revise the connote details as required then click on [Save] or [Print] to save the changes to the connote.

Please Note: Amended connotes must be reprinted.

| Re               | ceiver D | Details ,   | ryan (Hide Details) |        |         |            |            |      |             | 8 |
|------------------|----------|-------------|---------------------|--------|---------|------------|------------|------|-------------|---|
| Code:            |          |             |                     |        | Servio  | e require  | d/Carrier: | Main | freight LCL | - |
| Name:            |          | ryan        |                     |        | Delive  | ry book ir | 1:         | Not  | Required 👻  |   |
| Addres           | is:      | street      |                     |        | Profile |            |            | test |             |   |
|                  |          |             |                     |        |         |            |            |      |             |   |
| Suburb           |          | CARR        | UM DOWNS            |        |         |            |            |      |             |   |
| Locati           |          | MELBO       | URNE                |        |         |            |            |      |             |   |
| PostCo<br>State: |          | 3201<br>VIC |                     |        |         |            |            |      |             |   |
| Phone:           |          | VIC         |                     |        |         |            |            |      |             |   |
|                  | er ref:  |             |                     |        | Sende   | r rofi     |            |      |             |   |
|                  |          |             |                     |        |         |            | -          |      |             |   |
|                  | lum      |             | Description         | Height |         |            |            | Kgs  |             |   |
| 1                | 4        |             | carton              | 0.28   | 0.48    | 0.85       | 0.46       | 152  |             |   |
| 2                |          |             |                     |        |         |            |            |      |             |   |
| 3                |          |             |                     |        |         |            |            |      |             |   |
| 4                |          |             |                     |        |         |            |            |      |             |   |
| 5                |          |             |                     |        |         |            |            |      |             |   |
| 6                |          |             |                     |        |         |            |            |      |             |   |
| 7                |          |             |                     |        |         |            |            |      |             |   |
| 8                |          |             |                     |        |         |            |            |      |             |   |
| - II             |          |             |                     |        |         |            |            |      |             |   |
| (                | 4        |             |                     |        |         |            | 0.46       | 152  | Add Line    |   |

Hire equipment: 🔲



# **Uploading and Locking of Connote Details**

- Uploading is the process of sending consignment details to Mainfreight electronically
- Once a connote is uploaded it can still be edited until it is picked up
- It is possible to reprint any documentation from an uploaded connote provided it is still available from the Review List

Please Note: A connote cannot be uploaded until the connote itself has been printed.

# **Automated Upload**

FremanWeb automatically uploads a connote once it is printed, you can still edit connotes after they have been uploaded until they are picked up.

#### **Actions**

From the Review list, Consignment notes can be printed, manifested, uploaded, or deleted by selecting them using the checkbox to the left of the note number.

- More than one connote maybe selected at a time.
- Selecting multiple consignments allows you to print, manifest or delete several connotes at once

|    | nsignment R   |        |              |           |          |         |                 | -                             | -      | -    |
|----|---------------|--------|--------------|-----------|----------|---------|-----------------|-------------------------------|--------|------|
| Ne | w Consignment | sh     | ow All       |           |          | Preview | 2 1 A41         | signment<br>abel<br>mai Label | _      | hanp |
|    | Note          | Date 🔻 | Receiver     | Location  | Send Ref | Rcv.Ref | Service         | Items                         | Status | POD  |
| 8  | MEW01595049   | 05 Jul | dailyfreight | SYDNEY    |          |         | Mainfreight LCL | э                             | 7      |      |
|    | MFW01593047   | 05 Jul | TEST         | MELBOURNE |          |         | Mainfreight LCL | э                             |        |      |

• To select all items in the review list, click on the [Select All] checkbox at the top left of the Review List

# Print



Click the printer icon to print or reprint selected connotes or labels.

The checkboxes select which documents will print.

# Manifest



Click the manifest icon to print a manifest of selected connotes for dispatch today.

# Delete



Click the delete icon to delete selected connotes. When deleting consignments, a warning alert will ask for confirmation before the note will be deleted.



**Please Note:** Once a consignment has been deleted it cannot be recovered.



# EDI INTO FREMANWEB

# What is EDI?

 EDI stands for Electronic Data Interchange and relates to the process where information such as our consignment note data is transmitted and received between two systems. i.e. your order system and FremanWeb

#### What are the Benefits of FremanWeb EDI?

- Greater accuracythrough reduced data entry
- Saves time for your despatch team in comparison to hand written notes, manually entered notes or double entry of notes
- Better documentation labels, connotes and DG's with barcodes for our team to scan

# **EDI Process in FremanWeb**



- Allows the import of consignment details into FremanWeb and reduces the need to manually type connote details
- Can print out the proper documentation
  - Consignment Notes
  - Labels to go on freight
  - DG paperwork
  - Manifests
- Consignment data is sent to Mainfreight from your order system and imported directly into the your FremanWeb Consignment Review screen
  - Files can be sent to FremanWeb via: Email or FTP
  - Files must be in an XML format and meet our specifications (ask your sales representative or the Freman team on 03 8336 0900 or email IT AUSSUPPORT @mainfreight.co.nz)
- Suburb and City data MUST match our list of supported suburbs and cities

- MAINFREIGHT
- Consignments imported valid will show in the Consignment Review page with the printer icon indicating they are ready to be printed and uploaded.

| FREMAN WEB  | Consignment Review (Default)  |
|---|---|
| Actions   | Note Review Filter: (Show Details)  |
| Get a Quote<br>New Consignment Note<br>Consignment Review<br>My Notifications | New Consignment     Show All     Image: Consignment of the second |
| Manual Labels<br>Freeform Labels  | Note     Date Receiver Location Send Ref Rcv Ref Service Items Status POD   |
| Import Consignment Note   |   |
| Imported Consignment Log  |   |
|   | mewo1593047 05 Jul TEST MELBOURNE Mainfreight LCL 3 🖳 🥌 Notes to Print  |
|   | MEW01595049 05 Jul dailyfreight SYDNEY Mainfreight LCL 3  |
| Maintain  | Show Page: 1 (Total Records: 3) Records Per Page: 5 •   |
| ? Help  | New Consignment Show All  |
| Admin   |   |
| Reports   |   |

- If a consignment has invalid or missing data, the note will show in the Consignment Review screen in RED
  - The note can then be opened  $\rightarrow$  corrected  $\rightarrow$  printed and uploaded

| Receiver D                   | etails , Test   |  |                                 |
|------------------------------|---|--|---------------------------------|
| Code:                        |   | Service required/Carrier: Mainfre  | ight LCL 🔹                      |
| Name:                        | Test  | Profile: Default   |                                 |
| Address:                     | test  |  |                                 |
| [                            |   |  |                                 |
| Suburb:                      | OHALLORAN HILL  | Correct Suburb   |                                 |
|                              | ADELAIDE  | •  |                                 |
|                              | 5158<br>SA  |  |                                 |
| Phone:                       |   |  |                                 |
| Receiver ref:                | test1 receiver refMF  | Sender ref:  |                                 |
|                              |   |  |                                 |
| Line Num S                   | Test  | Height Width         Length M <sup>3</sup> Kgs           0.5         0.3         0.6         0 | a 113 m                         |
|                              |   |  | M <sup>3</sup> K Insert correct |
| 3                            |   | ·/////////   | KGs and m3                      |
| 4                            |   |  |                                 |
|                              | [   |  | Add Line M <sup>3</sup> Kg      |
|                              |   |  |                                 |
| Additional                   |   |  | 8                               |
| Last modified:               | 31/07/2013 12:13:58 p.m.  |  | Created by:                     |
|                              | is invalid.   |  |                                 |
| <ul> <li>Kilograr</li> </ul> | etween 0.01 and 999.99 is required on line<br>ms required on line 1.  | 1.   |                                 |
| <ul> <li>Note tol</li> </ul> | tal metres cannot be less than 0.01.<br>tal kgs must be at least one. |  |                                 |
| • Note to                    | la kgs must be at least one.  |  |                                 |
|                              |   |  |                                 |
|                              | <ul> <li>You can monitor consignation</li> </ul>                      | gnments that import into   | EDI Log Viewer (Default)        |
|                              | FremanWeb by clicking   | g on [Imported Consignment   | EDI Log Viewer (Default)        |
|                              |   |  | Date From: 🛄 09/05/2013         |
|                              |   | menu, choose a date range  |                                 |
|                              | then click the [View Lo   | g] button  | Date To: 10/05/2013             |
|                              |   |  |                                 |
|                              |   |  | View Log                        |



# TRACK AND TRACE

The Status column in the FremanWeb Review list displays the current status of the consignment.

| Actions   |     | nsignment  <br>lote Review Filter: | Show Deta  |          |           | _        |                |  |                |   |                |
|---|-----|------------------------------------|------------|----------|-----------|----------|----------------|--|----------------|---|----------------|
| et a Quote<br>ew Consignment Note<br>onsignment Review<br>y Notifications | Ne  | ew Consignment                     | S          | how All  |           |          | Prev           | Image: Second secon | A4 La<br>Thern | ignment<br>ibel<br>nal Label<br>/ Label | Change Printer |
| anual Labels<br>eeform Labels   |     | Note                               | Date 🔻     | Receiver | Location  | Send Ref | <u>Rcv Ref</u> | Service  | Item           | Statu                                   | IS ROD         |
| nange Profile   |     | MFW00808126                        | 13 Apr     | ryan     | MELBOURNE |          |                | Mainfreight LCL  | 4              |   |                |
|   |     | MFW00785377                        | 26 Mar     | TEST     | NEWCASTLE |          |                | Mainfreight LCL  | 1              | ?                                       |                |
| Maintain  |     | MFW00783021                        | 23 Mar     | Test     | NEWCASTLE |          |                | Mainfreight LCL  | 2              | ?                                       |                |
|   | She | w Page: 1 (To                      | tal Record | s: 3)    |           |          |                | Rec  | ords           | er Page:                                | 5 /            |

- Place the mouse cursor over the status icon to get a description of the current status
- Once the note has been uploaded, the available Track and Trace status of the consignment will be listed

Key Status Indicators for Consignments in the FremanWeb Review list are:

- E Needs to be printed
- **?** No tracking Details available (consignment uploaded but not yet received)
- Picked up (can track your consignment online)
- Received
- Outturned (can track your consignment online)
- Delivered
- S Split
- Proof of Delivery (click on this icon to view your POD)

Click on the status indicator against an individual consignment note in the Review List to show more detailed Track and Trace information

# Track and Trace information Freight Tracking Screen

| NANNERE COM                                |                        |   | НОМЕ   | Americas   | Asia Austra<br>ABOUT | NEWS CONTAC |
|--|------------------------|---|--|------------|----------------------|-------------|
| LOBAL HOME + FREIGHT TRADIONO              |                        |   |  |            | Search               |             |
|  | ack and Tr             | ace   |  |            |                      |             |
| MFW01513194                                | SUMMARY                | Details   |  | ess 🛋      |                      |             |
| Consignment/Housebill     Container     GO | SYDNEY to<br>NEWCASTLE | Consignment MFW01513194<br>Order Number rec (ef<br>Receiver MA) TEST REF<br>Destination NEWCASTLE<br>NEW<br>Terms 1 | Key<br>A = Origin bra<br>B = Dolivery b<br>Out for deliver<br>C = Receiver       | ranch<br>y |                      |             |
|  |                        | Cubic Metres 1.73<br>Kilos 100.00   | Celour Indicators<br>Black Has left here<br>Green Is here<br>Blue Heading this y |            |                      |             |
| User Name                                  | 10                     | Login For More Detail   | and a second second  |            |                      |             |
|  |                        |   |  | iore 💌     |                      |             |

# **MYNOTIFICATIONS**

[My Notifications] allows you to add and view current notifications that you have against your consignments.

Please Note: My Notifications can also be accessed through Mainchain under Actions>Notifications.

Click [Create New Notification] to add a new notification then:

- In the blank field put in your consignment note number
- Choose different notify statuses by clicking on the checkboxes
- Type in the contact details
- Click on the [Save] button to save or the [Cancel] button to cancel
- Existing notifications can be edited or deleted, look for the notification you would like to modify or delete.
- Notifications can be edited by changing the email address or changing the statuses that you would like to be notified of then clicking the [Save Changes] button
- [Delete] will permanently remove it from your list of notifications. You can also click on [Delete All Notifications] to clear all notifications

| www.mainchai | n.net/Notifications/Notifi | cationsList.aspx?res | ponse=0yEuSE3e3o4    |              | (HBHIZwf14LHvd89 | Â      |
|--------------|----------------------------|----------------------|----------------------|--------------|------------------|--------|
| HOME         | FAVOURITES 📩               | SEARCHES             | ACTIONS              | MAINTAIN     | ACCOUNTS         | =      |
| Notificati   | View and                   | edit your existing   | notifications, or ac | dd new ones. |                  |        |
| Create New I | Notification               |                      |                      | F            | eedback          | +<br>} |

AINFREIGH

#### New Notification

| Type:              | Consignment Note (Transport)  |
|--------------------|---|
| Consignment Note : | test12345   |
| Notify me when:    | Received by Sdg Branch     Arrived at Del Branch     Outturned     Outturned     Out for Delivery     Delivered |
| Email:<br>SMS:     | test@mainfreight.com.au<br>+()  |

Delete All Notifi

| create new notification   |                         |                        |                       |           |                  |           |        |
|---------------------------|-------------------------|------------------------|-----------------------|-----------|------------------|-----------|--------|
| Consignment Note - Notifi | cations (for Transport) |                        |                       |           |                  |           |        |
| Consignment Note          | Send notification to    | Received by Sdg Branch | Arrived at Del Branch | Outturned | Out for Delivery | Delivered |        |
| test12345                 | test@mainfreight.com.au |                        |                       |           |                  | <b>V</b>  | Delete |
|                           |                         |                        |                       |           |                  |           |        |



# MANUAL LABELS

[Manual Labels] allows you to create labels manually, this means that it will not be saved as a consignment.

You will need to fill the following fields to create a manual label:

**Please note:** these are not compulsary fields; however the more information you include the more helpful it is when delivering freight.

- Number of labels
- Carrier
- Receiver code
- Receiver name
- Address
- Suburb
- City
- Note number
- Date
- Sender reference
- Receiver reference
- Receiver phone

Once you have filled in the above fields you are able to **[Preview]** or **[Print]** the Manual Label. You are also able to **[change printer]** or save the Manual Label as a template so that you can use it gain next time you click on [Manual Label]

Select [Clear Template] erases all text in the Manual Lavel Template

# **FREEFORM LABELS**

[Freeform Labels] allow you to create labels which have no specific field headings attached to them. It is essentially a text box which you are able to fill in with details.

You will need to fill in the following fields to create a manual label:

- Number of Labels
- Label Text

**Barcode/Text:** by entering in the numbers in the blank box you can then select if you would like these numbers to be converted into a barcode or leave them as numbers.

| reaform Label Drinting (Default)        |                  |                | 0 |
|---|------------------|----------------|---|
| reeform Label Printing (Default)        |                  |                | U |
| mber of Labels: 1 🛛 🗹 Print Label Count |                  |                |   |
| bel text:                               |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
|   |                  |                |   |
| arcode: 🔘 Barcode 🔍 Text                |                  |                |   |
| Contraction Contraction                 |                  |                |   |
|   |                  |                |   |
| Preview Print Change Printer            | Saus As Template | Clear Template | 1 |
| review Princ Change Princer             | Save As Template | Glear remplate |   |

AINFREIGH

Once you have filled in the above fields you are able to [Preview] or [Print] the Freeform Label.

You are also able to [Change Printer] or save the Freeform Label as a template so that you can use it again next time you click on [Freeform Label].

Selecting [Clear Template] erases all text in the Freeform Label Template.

# **CHANGE PROFILE**

[Change Profile] will only be visible for customers who use different profiles/account codes with mainfreight.

You are able to switch between the different profiles by clicking on the **[Change Profile]** tab and selecting the profile you want to work and clicking OK.

This will automatically change the profile you are working in to the one you selected.

Please Note: All profiles can be set up differently with different charge/sender codes as well as having different options selected for example one having Hire Account selected for Chep and one not.

| Select a Profile   |  |
|--------------------|--|
| b2                 |  |
| Default            |  |
| dfgfdgf            |  |
| DG                 |  |
| No Template        |  |
| Really no template |  |
| Test               |  |
| Test5              |  |
| Zhi 1              |  |
| Zhi 2              |  |
|                    |  |
| ок                 |  |



# MAINTAIN

The [Maintain] tab allows you to:

- Add new Receivers and Products as saved records
- Edit and delete existing saved Receivers, Products, DGs and DG Signatories
- Modify a range of general FremanWeb settings and options

# **ADDING NEW RECEIVERS**

Add a new Receiver to the list by clicking on the **[New]** button.

| Receivers (test) |   |                                |  |            |           |                        | <b>Create A New</b> | <b>Receiver</b> (No | Template)           |
|------------------|---|--------------------------------|--|------------|-----------|------------------------|---------------------|---------------------|---------------------|
| N                | ew  | Delete Show All                | Export   |            |           |                        | Code:               |                     |                     |
|                  | <u>Code</u><br>▲  | Name                           | Address  | Suburb     | Location  | Delivery Point<br>Code | Name:               |                     |                     |
|                  | <u>2702B</u>  | 044 REBEL SPORT RUNDLE         | SHOP PO1A PROMENADE LEVEL, THE<br>MYER CENTRE RUND     | ADELAIDE   | ADELAIDE  |                        | Address:            |                     |                     |
|                  | <u>2702D</u>  | 042 REBEL SPORT WODEN<br>PLAZA | SHOP LM 2 WODEN PLAZA, KELTIE<br>STREET                | PHILLIP    | CANBERRA  |                        | Suburb:             |                     |                     |
|                  | <u>2702E</u>  | 035 REBEL SPORT<br>CAROUSEL    | SHOP MM1 WESTFIELD SHOP/TOWN, 1382<br>ALBANY HIGHWAY   | CANNINGTON | PERTH     |                        | City:<br>Phone:     |                     | Fax:                |
|                  | <u>2702F</u>  | 064 REBEL SPORT<br>TOOWOOMBA   | SHOP 121, GRAND CENTRAL CENTRE, CNR<br>MARGARET & DENT | тооwоомва  | тооwоомва |                        |                     | Notifications       | ]                   |
|                  | <u>2702G</u>  | 063 REBEL SPORT<br>CHERMSIDE   | SHOP 301 WESTFIELD S/TOWN, CNR<br>GYMPIE & HAMILTO     | CHERMSIDE  | BRISBANE  |                        | CHEP account:       |                     | Don't transfer CHEP |
| Sho              | how Page: 1 2 3 4 5 6 7 8 9 10 (Total Records: 62) Records Per Page: 5 • Last modified: |                                |  |            |           |                        |                     |                     | Internal Use Only   |
| N                | ew  | Delete Show All                | Export   |            |           |                        |                     |                     |                     |
|                  |   |                                |  |            |           |                        | Save & New          | Save & Exit         | New Cancel          |

This will open the Add Receiver screen where new details can be entered.

| Email                       |             |               |           |              |                    |  |  |
|-----------------------------|-------------|---------------|-----------|--------------|--------------------|--|--|
| Email address               | Ready for p | oickup Receiv | ed Arrive | ed Out for I | Delivery Delivered |  |  |
| 1 🔲 test@mainfreight.com.au |             | <b>v</b>      |           | <b>V</b>     |                    |  |  |
| 2                           |             |               |           |              |                    |  |  |
| New Delete                  |             |               |           |              |                    |  |  |
|                             |             |               |           |              |                    |  |  |
|                             |             |               |           |              |                    |  |  |
| Save & Close Cancel         |             |               |           |              |                    |  |  |

[Notifications] allows you to enter email addresses and set different statuses to automatically send an email notification when the consignment has reached the selected status.

When you have entered all the details required save your record

The [Save & New] button saves the record then blanks the fields so you can enter another new record

The [Save & Exit] button saves the record then exits to the previous menu



# **EDITING CURRENT RECEIVERS**

- To view or amend existing Receiver details, click on the required Code to open the saved Receiver record from the list.
- You can amend any required details by overtyping the info as required
- Click on [Save & New] or [Save & Exit] to confirm the changes made
- To delete a Receiver from the saved list, select the record using the checkbox, then click on the [Delete] button.
- More than one record can be selected by ticking as manyrecords as required

# PRODUCTS

- Add a new Product to the list by clicking on the [New] button.
- This will open the Create A New Product screen where new details can be entered
- For products with a set size and weight it is possible to save the volume (in M<sup>3</sup>) and weight (in KG) so this defaults each time you select the saved product
- For products that are Dangerous Goods, start typing an existing DG code and select the DG from the drop down list or click [New] in the Dangerous Goods Detail pane to create a new DG (see New Dangerous Goods for further instructions), make sure you then type in the newly added DG code into the [Dangerous Goods:] field
- When you have entered all the details required **save** your record

| Update Produ                             | ict (Default)            | 0  |  |
|--|--------------------------|--|--|
| Code:                                    | SPRAYCANS                |  |  |
| Package type and<br>product description: | BOX OF SPRAYCANS         | Dangerous Goods Detail                           |  |
| $H \times W \times L$ :                  | 0.1 0.2 0.3              | Code AER1950                                     |  |
| Cubic metres:                            | 0.006                    | Proper Name Aerosol Flammable NOS                |  |
| Kgs:                                     | 25                       | Common Name Aerosol<br>Hazard Class 2.1          |  |
| Dangerous Goods:                         | AER1950                  | Subsidiary Risk                                  |  |
| Common Name:                             | Aerosol                  | Hazchem Code 2YE                                 |  |
| Last modified:                           | 17/02/2011 11:16:49 a.m. | UN No. 1950<br>Packing Group II<br>Flashpoint 50 |  |
| Save & New                               | Save & Exit New Cancel   | Additional Info<br>Package type                  |  |
|  |                          | Marine Pollutant                                 |  |
|  |                          | Last modified 8/09/2010 2:28:45 p.m.             |  |
|  |                          |  |  |
|  |                          | New Edit List                                    |  |

To view or amend existing product details, click on the product code to open the saved product record from the list.

You can then amend any required details by overtyping the info as required

Click on [Save & New] or [Save & Exit] to confirm the changes made

To delete a product from the saved list, select the record using the checkbox, then click on the [Delete]



# button.

More than one record can be selected by ticking as many records as required

| Pro | Products (Default)                                 |                  |  |  |  |      |    |  |           |  |  |  |  |
|-----|--|------------------|--|--|--|------|----|--|-----------|--|--|--|--|
| 1   | New         Delete         Show All         Export |                  |  |  |  |      |    |  |           |  |  |  |  |
|     | Code   | Description      |  |  |  |      |    |  | UN Number |  |  |  |  |
|     | 1  | test             |  |  |  |      |    |  |           |  |  |  |  |
|     | <u>1-1</u>   | d                |  |  |  |      |    |  |           |  |  |  |  |
|     | B  | BOX(S)           |  |  |  |      |    |  |           |  |  |  |  |
|     | <u>BU</u>  | BUNDLE(S)        |  |  |  |      |    |  |           |  |  |  |  |
|     | <u>C</u>   | CARTON(S)- GLADE |  |  |  | 0.03 | 12 |  |           |  |  |  |  |

**Please Note:** General notes can be saved as product lines rather than having to manually type them into the body of the connote each time e.g.

FR="Fragile - Please handle with care"

# Dangerous Goods – Product association list

Dangerous Goods – Product associations can be viewed by clicking on the [List] button in the Dangerous Goods pane in

| Dangerous Go  | oods Detail       | s Goods - Product Associations ×   |
|---|-------------------|--|
| Code<br>Proper Name<br>Common Name<br>Hazard Class<br>Subsidiary Risk<br>Hazchem Code<br>UN No.<br>Packing Group<br>Flashpoint<br>Additional Info<br>Package type<br>Marine Pollutant<br>Last modified<br>by<br>Last modified | 1993<br>III<br>39 | s Goods<br>: FLAMMABLE LIQUID N.O.S.<br>est<br>MMABLE LIQUID<br>: kpat<br>50 : Aerosol Flammable NOS<br>YCANS : BOX OF SPRAYCANS<br>: test<br>G123 : TEST DG<br>PALL : Pallet of Test DG |

?

# DANGEROUS GOODS TAB

This is located under the **[Maintain]** menu. Here you can view, delete & export your DG list to .CSV, the **[Show All]** tab reveals the full list of your DGs.

**Please Note:** You cannot create new DGs through this screen; you can do this through the **[Product]** tab

| Da | DangerousGoods (Default) |                              |                                    |          |           |         |  |  |  |  |  |  |
|----|--------------------------|------------------------------|------------------------------------|----------|-----------|---------|--|--|--|--|--|--|
| D  | Delete Show All Export   |                              |                                    |          |           |         |  |  |  |  |  |  |
|    | Code                     | Proper Name                  | Common Name                        | HazClass | UN Number | HazCode |  |  |  |  |  |  |
|    | <u>15985</u>             | FLAMMABLE LIQUID N.O.S.      | DEVCON FLEXANE PRIMMER RUBBER FL20 | 3        | 1993      | 3(Y)E   |  |  |  |  |  |  |
|    | 2.2                      | NON FLAMMABLE COMPRESSED GAS | COMPRESSED GAS                     | 2.2      | 1044      | 2YE     |  |  |  |  |  |  |
|    | <u>2014</u>              | HYDROGEN PEROXIDE            | OXY BLEACH                         | 8        | 2014      | 2P      |  |  |  |  |  |  |
|    | <u>3</u>                 | FLAMMABLE LIQUID             | KEROSENE                           | 3        | 1223      | 3(Y)E   |  |  |  |  |  |  |
|    | <u>3MA1170</u>           | Ethanol Solutions            | 3M Avagard 9222                    | 3        | 1170      | 2YE     |  |  |  |  |  |  |

- To delete a DG from the saved list, select the record using the checkbox, then click on the [Delete] button.
- More than one record can be selected by ticking as many records as required

# New Dangerous Goods

Please note: To create new DGs this will need to be done through the [Products] tab.

To add a DG you will need to go to the **[Products]** tab under **[Maintain]** and click **[New]** or click on an existing product record.

| Pro | Products (Default)   |                  |        |       |        |        |     |           |           |         |  |
|-----|--|------------------|--------|-------|--------|--------|-----|-----------|-----------|---------|--|
| 1   | New Delete Show All Export   |                  |        |       |        |        |     |           |           |         |  |
|     | Code   | Description      | Height | Width | Length | Metres | Kgs | Haz Class | UN Number | HazCode |  |
|     | PA   | Pallets          | 1      | 1     | 1      | 1      | 100 |           |           |         |  |
|     | SPRAYCANS  | BOX OF SPRAYCANS | 0.1    | 0.2   | 0.3    | 0.006  | 25  | 2.1       | 1950      | 2YE     |  |
|     | <u>t</u>   | test             |        |       |        |        |     | 3         | 1993      | 3(Y)E   |  |
|     | <u>T12</u>   | AERO BOX         |        |       |        |        |     |           |           |         |  |
|     | <u>test</u>  | test             |        |       |        |        |     | 2.1       | 1950      | 2YE     |  |
| Sho | Show Page: <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> (Total Records: 25) Records Per Page: <u>5</u> - |                  |        |       |        |        |     |           |           |         |  |

To add a new DG click **[New]** in the Dangerous Goods pane:

| Create A New                             | Product (Default)      | 0                      |
|--|------------------------|------------------------|
| Code:                                    |                        |                        |
| Package type and<br>product description: |                        | Dangerous Goods Detail |
| $H \times W \times L$ :                  |                        | New Edit List          |
| Cubic metres:                            |                        |                        |
| Kgs:                                     |                        |                        |
| Dangerous Goods:                         |                        |                        |
| Common Name:                             |                        |                        |
| Last modified:                           |                        |                        |
|  |                        |                        |
| Save & New                               | Save & Exit New Cancel |                        |



- This will open a screen where details can be entered
- All details should be filled in, the mandatoryfields appear with a \* next to them, these fields are the DG code, UN number, Hazard Class, Common name and Proper name
- When you have entered all the details required save your record
- The [Save & New] button saves the record then blanks the fields so you can enter another new record
- The [Save & Exit] button saves the record then exits to the create/edit product screen
- To associate the newly created DG against the new product, type in the DG code in the **[Dangerous Goods:]** field and select it from the drop down list or press the Tab key.

#### **Dangerous Goods Editing**

To view or amend an existing DG select a product with a DG record against it or type in the DG code in the **[Dangerous Goods:]** field then click **[Edit]** in the Dangerous Goods pane.

| Update Produ                             | ict (Default)            | 0                                    |
|--|--------------------------|--------------------------------------|
|  |                          |                                      |
| Code:                                    | SPRAYCANS                |                                      |
| Package type and<br>product description: | BOX OF SPRAYCANS         | Dangerous Goods Detail               |
| $H \times W \times L$ :                  | 0.1 0.2 0.3              | Code AER1950                         |
| Cubic metres:                            | 0.006                    | Proper Name Aerosol Flammable NOS    |
| Kqs:                                     | 25                       | Common Name Aerosol                  |
| -  | AER1950                  | Hazard Class 2.1                     |
| Dangerous Goods:                         |                          | Subsidiary Risk                      |
| Common Name:                             | Aerosol                  | Hazchem Code 2YE                     |
| Last modified:                           | 17/02/2011 11:16:49 a.m. | UN No. 1950                          |
|  |                          | Packing Group II                     |
|  |                          | Flashpoint 50                        |
| Save & New                               | Save & Exit New Cancel   | Additional Info                      |
|  |                          | Package type                         |
|  |                          | Marine Pollutant                     |
|  |                          | Last modified 8/09/2010 2:28:45 p.m. |
|  |                          |                                      |
|  |                          |                                      |
|  |                          |                                      |
|  |                          | New Edit List                        |

You can then amend any required details besides the DG code by typing over the existing info

Click on [Save & New] or [Save & Exit] to confirm the changes made

# **DG SIGNATORIES**

- DG Signatories are what appear on DG forms that you create; you can create one or more DG Signatories if you have more than one dispatcher creating DG forms.
- In this menu you can create, delete and modify existing DG Signatories

**Please note:** For multiple Dispatchers; don't forget to select your DG Signatory Set in the **[Additional Details]** box at the bottom of the connote, this can also be set in **[Options]** 

| New Delete Show All |             |      |      |             |  |                   |
|---------------------|-------------|------|------|-------------|--|-------------------|
|                     | <u>Code</u> |      |      | Location    |  | Emergency Contact |
|                     | 1           | TEST | TEST | TULLAMARINE |  | 0383360900        |

- To create a new DG signatory, click on [New] then enter in your details.
- Code, Title, Location and Emergencyphone number should be entered as these legallyneed to be on DG forms
- Name and Signature fields can be left blank so you can write down your name and sign the DG form yourself. (useful if there is more than one dispatcher)
- Click [Save & Exit] or [Save & New] to create another DG Signatory Set

The example below shows what should appear at the bottom of a DG form:

| Dangerous Goods   |                        |  |  |  |  |  |  |
|-------------------|------------------------|--|--|--|--|--|--|
| DG Code:          | AER1950                |  |  |  |  |  |  |
| Proper Name:      | Aerosol Flammable NOS  |  |  |  |  |  |  |
| Common Name:      | Aerosol                |  |  |  |  |  |  |
| Hazard Class:     | 2.1                    |  |  |  |  |  |  |
| Subsidiary Risk:  |                        |  |  |  |  |  |  |
| Hazchem Code:     | 2YE                    |  |  |  |  |  |  |
| UN No:            | 1950                   |  |  |  |  |  |  |
| Packing Group:    | II                     |  |  |  |  |  |  |
| Flashpoint:       | 50                     |  |  |  |  |  |  |
| Additional Info:  |                        |  |  |  |  |  |  |
| Package Type:     |                        |  |  |  |  |  |  |
| Marine Pollutant: |                        |  |  |  |  |  |  |
| Last modified:    | 8/09/2010 2:28:45 p.m. |  |  |  |  |  |  |
|                   |                        |  |  |  |  |  |  |
| Save & New        | Save & Exit New Close  |  |  |  |  |  |  |

AINFREIGH

#### Create A New DG Signatory Set (Default)

| Code:              |  |
|--------------------|--|
| Name:              |  |
| Title:             |  |
| Location:          |  |
| Signature:         |  |
| Emergency phone #: |  |
| Last modified:     |  |
|                    |  |

Save & Exit

Cancel

New

# SENDERS/CHARGES

- The [Sender/Charges] screen displays your Sender/Charge account details.
- The 'Sender' location is where the consignment is being picked up from.
- Consignments you generate can be assigned to any of the listed Sender/Charge code(s).
- Click on the Sender/Charge Code to view the details.

Browse...

Please Note: If any of the listed details are incorrect, contact your sales rep to have the details amended.

# Import File (Default)

#### Import File

Using the **[Import File]** you are able to bulk import consignees, Dangerous Goods and Products in to the systems.

Save & New

Import

Please Note: You will need to ask your Account Manager for the appropriate templates which will need to be filled before they are imported on to the system.

# **OPTIONS**

- The **[Options]** menu lets you set printer defaults, number of manifests to print, enable carrier branding to be printed on documents, DG Signatories to appear on DG forms, Max lines in a connote (from 1-40 lines) and header colours.
- [Notifications] allows you to add profile specific contacts to your notifications so for every consignment you create under your chosen profile a notification will go out to your specified contacts.(useful if you have more than 1 profile)
- [Change Printer] allows you to view and change your printer choices for Consignment note, A4 Labels, DGs & Thermal labels, when you have made your changes click [Save & Close]

# **Note Templates**

- With this option you can create a Note Template.
- You can set Sender/Charge codes and Receiver codes.
- You can also add a set number of items, products, DGs, notes such as 'FRAGILE', weights, cube, Carrier, Contract type, Service Required, Delivery book in, Receiver reference and Sender reference
- You can add more lines if required by clicking on the [Add Line] tab, this can be preset in the [Options] menu as well
- Don't forget to click [Save] to save your Note Template
- When you create a new connote your saved Note Template will automatically show up with all of the details you have entered and saved
- You can clear the template by clicking the [Reset] button at the bottom of the template

**Please note:** Only one Note T emplate can be setup per profile, if you have multiple profiles you can setup a Note T emplate for each profile.

# REPORTS

FremanWeb offers several basic reporting options for generated consignments.

# To run a report:

Select the required report from the dropdown list

Set the date range by either typing in the dates required eg 25/11/2010 or clicking on the calendar icon to choose the date needed

#### **Options** (Default) Mainfreight Profile Options Set to print by default: Number of Copies to print J 1 - Consignment Notes: 1 - A4 Labels: - Thermal Labels: 1 1 - Dangerous Goods Declaration: 1 - Manifests: - Print Parcel Notes: - Print carrier branding: 1 - DG Signatory Set: code - name - Max Connote Line Items: Header Colour Notifications **Change Printer** Save Cancel

| Reports         |  |
|-----------------|--|
| Manifest 🔹      |  |
| Date From:      |  |
| III 25/11/2010  |  |
| Date To:        |  |
| ···· 25/11/2010 |  |
| Go              |  |
|                 |  |

Click on the [Go] button to run the report

When the report is displayed, it can be printed using the Printer icon onscreen at the top left of the report window

Please note: You will need to have a PDF viewer installed to view reports.

#### **Manifest Report**

The **[Manifest]** report provides a list of all consignments that have been manifested between the selected dates

#### **Notes Report**

The **[Notes]** report provides a list of all consignments that have been created between the selected dates

#### Consignment notes for: 01-Mar-2012 to 27-Apr-2012

| 0219210      | MAIN    | FREIGHT TEST            | CUSTOMER    |              |       |            |       |        |    |         |
|--------------|---------|-------------------------|-------------|--------------|-------|------------|-------|--------|----|---------|
| Sender (     | 0219210 | MAINFR                  |             |              |       |            |       |        |    |         |
| Note         |         | Consignee               | Destination |              | Items | <b>M</b> 3 | Kgs 1 | Equip  | DG | Quote   |
|              |         | Test                    | NEWCASTLE   |              | 2     | 3.770      | 300   | 2 CHEP |    |         |
| MFW007830    | 21      | Test Street, TESTERS HO | LLOW        |              | 23    | -Mar-12    |       |        |    |         |
|              |         | TEST                    | NEWCASTLE   |              | 1     | 1.730      | 100   |        |    |         |
| MFW007853    | 77      | TEST, TESTERS HOLLOW    |             |              | 26    | -Mar-12    |       |        |    |         |
|              |         | ryan                    | MELBOURNE   |              | 4     | 0.460      | 152   |        |    | \$93.31 |
| MFW008081    | 26      | street, CARRUM DOWNS    |             |              | 27    | -Apr-12    |       |        |    |         |
|              |         | test                    | NEWCASTLE   |              | 1     | 1.730      | 2     |        |    |         |
| MFW008100    | 96      | test, TESTERS HOLLOW    |             |              | 16    | -Apr-12    |       |        |    |         |
|              |         |                         |             | Sender Total | 8     | 7.690      | 554   | 2      |    | \$93.31 |
| Total Notes: | 4       |                         | Char        | ge Code Tota | 8     | 7.690      | 554   | 2      |    | \$93.31 |

# **Hire Equip Report**

The **[Hire Equip]** report provides a list of all consignments that have had CHEPs attached to them between the selected dates.

| t Hire by | Date 01-        | Mar-201   | 2 to 27-A   | pr-2012   | ?  |
|-----------|-----------------|---|---|---|--|
| Receiver  |                 | Hire Co   | A/C   | Dest  | No   |
|           |                 |   |   |   |  |
|           |                 |   |   |   |  |
| Test      |                 | CHEP  | 1610202177  | NEW   | 2  |
|           | Total for: 23-I | Mar-2012  |   |   | 2  |
|           | Total for PALI  | ET  |   |   | 2  |
|           | PALLET          | т   | otal  |   | 2  |
|           |                 | Grand T   | otal  |   | 2  |
|           | Receiver        | Receiver<br>Test<br>Total for: 23-1<br>Total for PALI | Receiver     Hire Co       Test     CHEP       Total for: 23-Mar-2012       Total for PALLET       PALLET | Receiver     Hire Co     A/C       Test     CHEP     1610202177       Total for: 23-Mar-2012     Total for PALLET | Receiver     Hire Co     A/C     Dest       Test     CHEP     1610202177     NEW       Total for: 23-Mar-2012     Total for PALLET     Vertical for PALLET |

# **About the Manifest**

A Manifest is a summary sheet that lists all the consignment notes being collected.

The Manifest of a day's consignments can be printed from the Review List

For a pickup, the Mainfreight driver will check the consignment notes against those listed on the Manifest, and signoff the Manifest. The Manifest should be retained by the sender – it is a confirmed record of what the driver has picked up from the premises.