FremanWeb Flowcharts











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HOW TO: ACCESS FREMANWEB AND CREATE YOUR CONSIGNMENT NOTES

- 1. Open your Internet Browser (Internet Explorer, Mozilla Firefox or Google Chrome)
- 2. Go to https://www.mainchain.net
- 3. Log in to Mainchain please contact your Mainfreight sales representative for your username credentials
- 4. Open FremanWeb by going to the ACTIONS menu \rightarrow Select FremanWeb NZ



OR...Drag and drop the "My Con Notes" widget onto your Mainchain dashboard and select the Green plus icon 🕂 to open FremanWeb



	Create New Consignment (Default)	
Actions	Charge & Sender Details, Charge Code: DHDIT, Sender Code: DHDIT (Show Details)	(
Get a Quote New Consignment Note	Code: Mainfreight LCL	•
Consignment Review	Name: • Address: •	
Manual Labels	Subuch	
Change Profile	City:	
Import Consignment Note	Phone:	
	Receiver ref: Sender ref:	
Maintain	Line Num STC Description DC UN M ³ Kgs	
Help	3	

<u> AINFREIGH</u> HOW TO: CREATE A NEW CONSIGNMENT NOTE Go to the ACTIONS menu, Select the following account details: Select New Consignment Note Charge Code – is your account code which consignment freight charges will be billed to. Sender Code – is the code assigned to your pickup location and may be linked to an automatic pickup notification. Return/Nonstandard Sender – select if sending freight from a **Charge & Sender Codes** location which is different to your standard pickup sites. Note: Auto-Pickup notifications do not work for consignments with nonstandard senders. Please call your local branch to arrange a pickup. Code – in the code field select a saved receiver by typing in their name or short code and select from the dropdown list: Otherwise, manually enter the following Receiver Details: **Receiver Details** Name Address Suburb and City Phone (optional) Receiver Ref (optional) Sender Ref (optional) Note: Click 📕 or 🏴 to Save/Edit receiver details for faster data entry Enter the following fields for your Consignment Details: Number of goods/items being sent **Consignment Details** Description of good(s) Cube (M3) Weight (KGS) DG Class (optional, for customers that print their own DGs, otherwise is automatically populated when a DG product is selected) STC (Said to Contain) use to specify the contents of a pallet, carton or crate etc. You can add the following additional details to your consignment note under Additional Details the additional details tab: Notifications Contract type (typically Limited Carriers Risk) DG Signature (name which shows on DG declaration form) Hire Equipment (add No. of CHEP or LOSCAM pallets despatched) **Upload & Preview** Cancel **Upload & Print** Save Quote (PDF)

HOW TO: SAVE A COMMON RECEIVER

To save you some time, save your common receivers in FremanWeb and retrieve this detail on-the-go when creating new consignment notes.

When creating a new consignment note, enter your receiver details then click the 🖾 icon to save these receiver details on-the-go. Alternatively follow the step-by-step instructions below:



HOW TO: EDIT SAVED RECEIVER DETAILS

To edit the details of your saved receivers, you can do this in two different ways similar to creating a new receiver:

- 1. To edit details on-the-fly, enter the receiver code in the new consignment note page then click the *P* icon to open the receiver record.
- 2. Alternatively follow the step-by-step instructions below:



HOW TO: CREATE A NEW PRODUCT

To make creating a new consignment note even easier, save your products or common line descriptions (eg. Pallet, Carton, Crate...etc.) in FremanWeb and retrieve this detail on-the-fly.

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You can save the product description, m3 and kg values per unit, dimensions, and DG details.



HOW TO: MANIFEST YOUR CONSIGNMENTS

A manifest report is a list of consignments which can be printed to summarise all consignments being despatched at a certain time or day.

The manifest report is commonly printed and given to our pickup drivers (in addition to your consignment notes) and used to help them confirm all goods and consignments being picked up. It is also a great document for physical record keeping if required.



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HOW TO: GET A QUOTE

You can easily calculate how much it will cost you to send a consignment from A to B using the Get a Quote feature in FremanWeb.

Note: You must have rates set up against your charge code to obtain a quote. If you require rates to be set up please contact your Mainfreight sales representative or local depot.

