

MAINCHAIN

Customer Manual



CHEMCOURIERS

DAILY FREIGHT

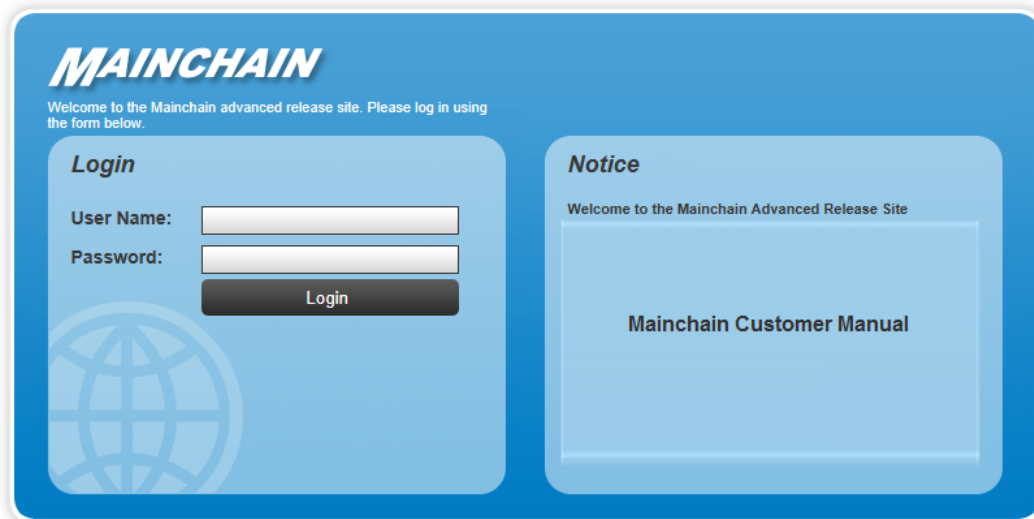
OWENS

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Introduction to Mainchain

Mainchain is designed to be the single point of entry into Mainfreight technologies from the outside world. By logging into one system you can do things such as: place orders, make bookings, run reports, and track freight (international and domestic).



MAINCHAIN

Welcome to the Mainchain advanced release site. Please log in using the form below.

Login

User Name:

Password:

Login

Notice

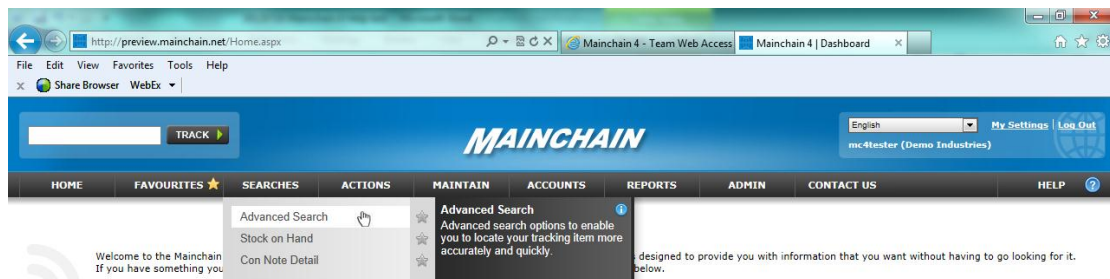
Welcome to the Mainchain Advanced Release Site

Mainchain Customer Manual

- Mainchain is provided to you free of charge. Mainchain supports Internet Explorer Version 8 (IE8) or higher, Firefox and Chrome browsers.
- The web address needed to access the above page is www.mainchain.net
- Your user name and password will be given to you by your Sales Representative. The user name is unique to you, and the password will be Alpha-Numeric (Letters & Numbers).

Site Navigation


The functionality available in Mainchain is accessed via the top menu bar. Place your mouse pointer over the headings on the menu bar and a list of all available functions will be displayed. As you mouse over each item a brief summary will be displayed.



Click on the menu item to select that functionality.

To Navigate Back to the home page click on the **HOME** button

Favorites

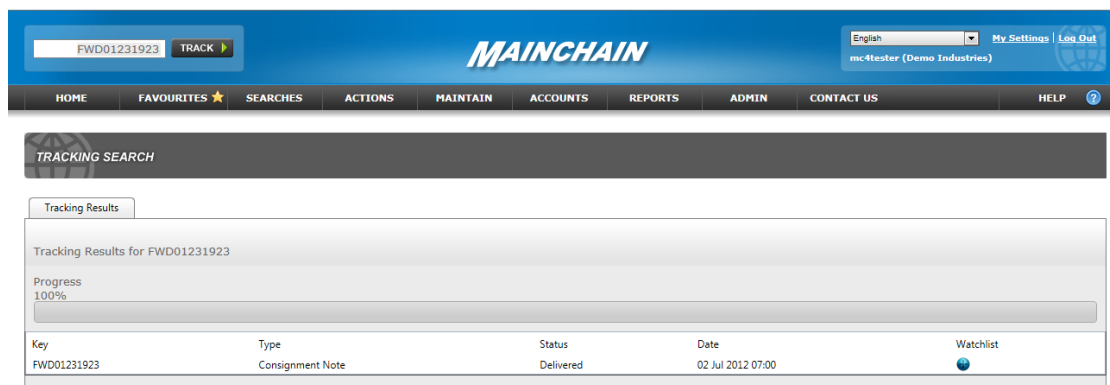
You can build your own menu of the things you do the most by adding them to your favourites **FAVOURITES**. Individual menu items are added to your favourites menu by selecting the  next to the item.

Quick track

To get the latest status of your Consignment, Order, House bill or Container go to TRACK and enter your reference number and select Track.

Mainchain will search all our systems for the latest status(s).

NB If the reference is found in multiple systems – Transport / Logistics / International, then the last status for each of these will be displayed. To view details click on the item. To add this item to your watch list select watch list



Dashboard / Widgets

The Mainchain Home page contains your Dashboard. The dashboard enables you to create a personalised view of your activity with Mainfreight. This is achieved by adding and customising widgets.

To add a widget to your dashboard select the item from the Toolbox and drag it onto the panel below.




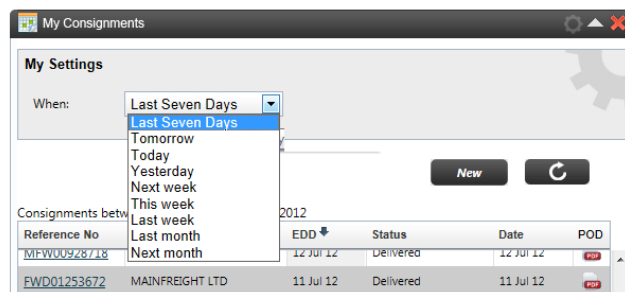
Welcome to the Mainchain Advanced site and your Mainchain dashboard. The dashboard is specific to you and is designed to provide you with information that you want without having to go looking for it. If you have something you would like to be added or changed then just let us know via the beta feedback form below.




Drag & drop widget from toolbox here

Drag & drop widget from toolbox here

Once added to your dashboard, widget settings can be changed by selecting the  icon in the top right of the widget. The available settings will be displayed, which can then be selected and saved.



To view more Information on an item in your widget, select the hyperlink to see the detailed results or the POD image to view the Proof of Delivery.

To remove a widget select, the widget and drag it back to the toolbox panel or select the  on the top right of the widget you want to remove.

Widgets will continue to be added to the Toolbox so if you have suggestions for additional Widgets please do not hesitate in letting us know by using the feedback form on the site or emailing feedback@mainchain.net

Searches

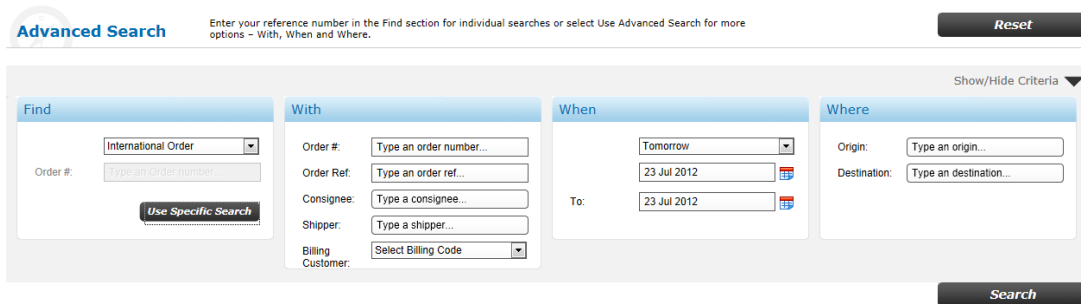
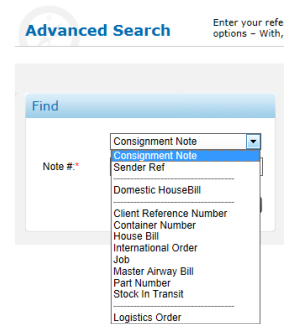
Track and Trace – Find all the detail and the latest status of you freight movement or order. All information is drawn **live** from the freight tracking systems used within the Mainfreight Group.

Go to Searches and select [**Advanced Search**] from the list.

Select your Search type from the Find section

Individual Search - Enter your reference number and click the [**search**] button

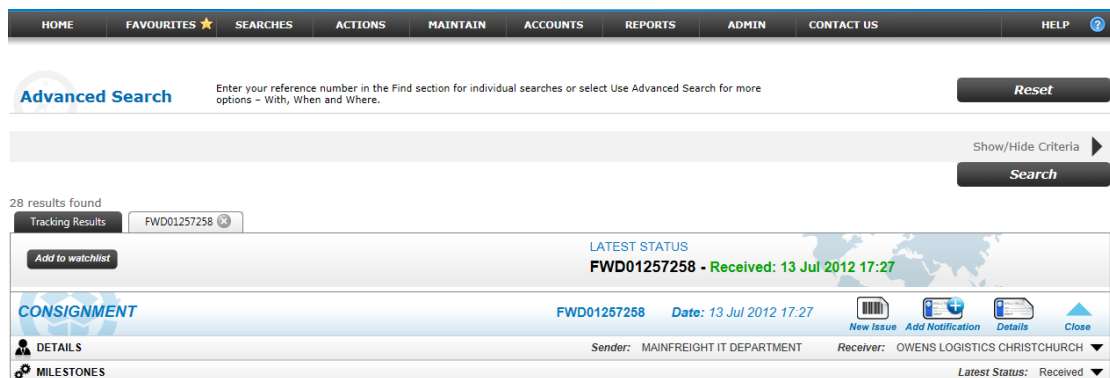
Advanced Search – Select [**Use Advanced Search**] Enter your search criteria (With/When/What). The search criteria will vary based upon search type. Click on the [**Search**] button.



Note: You may not have all the options shown in the screen shots above. If you feel you need some of these options, your Sales Representative can grant you access to these.

Results

Individual searches will display the detailed tracking for the reference.



Advanced search with multiple results will be displayed in a Grid. Selecting an item in the grid will display the detailed results in a separate Tab. Multiple tabs can be opened and you original search results are available in the tracking results tab.

Job Number	Consignee	Shipper	ETA	Departure	Destination	Origin	Vessel	Status
S01090053	TESTLABS PTY	DEMO INDUSTRIES	02 Jun 2012 00:00	28 May 2012 00:00	Melbourne	Auckland		
S01054367	TEST PRODUCTS INTERNATIONAL	DEMO INDUSTRIES	21 Aug 2011 00:00	01 Aug 2011 00:00	Aberdeen	Auckland		

Tracking Results S01090053

[Add to watchlist](#) LATEST STATUS
- BOOKED

INTERNATIONAL S01090053 Date: [New Issue](#) [Add Notification](#) [Close](#)

DETAILS Shipper: DEMO INDUSTRIES Consignee: TESTLABS PTY ▼

ROUTE Arrival: Origin: Auckland Destination: Melbourne ▼

NOTES Latest Status: Booked ETD: 28 May 2012 ETA: 02 Jun 2012 ▼

MILESTONES

DOCUMENTS [Add Files to Shipment](#) ▼

To view more details select the arrow ▼ on the right hand side.

Additional tools available are

Notifications - This service provides Email or SMS text message notification when an order / shipment reach a particular point or status.

Proof of deliver (POD) – This display's a copy of the scanned Proof of delivery.

New Issues – access to the Mainfreight issue management systems

Domestic Consignment Tracking

Con notes can be tracked via Quick Track TRACK or by selecting [Advanced Search] from the Searches menu. Advanced searches included individual searches or when enabled, additional search criteria. Currently this is Date Range searches only.

Additional advanced search criteria will be added on an on-going basis.

- To view an individual consignment, enter the con note number into the Note # field and click on **[Search]**.

The screenshot shows the 'Advanced Search' interface. At the top, there is a 'Reset' button and a header: 'Advanced Search Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options - With, When and Where.' Below this, there are four main sections: 'Find', 'With', 'When', and 'Where'. In the 'Find' section, a dropdown menu is set to 'Consignment Note' and the text 'Note #:' is followed by a text input field containing 'Type a con note number...'. A red box highlights this input field, and a red arrow points from it to the 'Use Advanced Search' button. The 'When' section has a 'From' date of '22 Jul 2012' and a 'To' date of '23 Jul 2012'. A 'Search' button is at the bottom right.

- To view by date range, select **[Consignment Note]** and **[Use Advanced Search]** from the Find section.

This screenshot is similar to the previous one but highlights the 'Use Advanced Search' button with a red box. A red arrow points from this button to the text 'Select to enable advanced search options' located to its right. The 'Find' section still shows 'Consignment Note' selected and 'Type a con note number...' entered. The 'When' section shows the same date range. A 'Search' button is at the bottom right.

- This will enable the with/when and where options. Enter the date range. You can also choose a particular Account Code if your company has more than one. Click on **[Search]** to return results.
- Search results will be displayed in a grid with summary information for each consignment.
- To view a consignment click on the line and the details will display on a separate tab. To return to your results select the Tracking Results tab.

Advanced Search Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options – With, When and Where. [Reset](#)

Show/Hide Criteria [Search](#)

8 results found

Tracking Results: 800020690

1. Click on line / 2. detailed results displayed in the new tab

Date	Con Note Number	Sender	Receiver	Origin	Destination	Items	Metres	Kilos	Status
16 Jul 2012	800020690	MAINFREIGHT TRAINING CENTRE	HCC PACIFIC	AUCKLAND	AUCKLAND	3	4.64	360.00	Delivered: 18 Jul 2012 11:06
17 Jul 2012	FWD01266392	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT LTD	AUCKLAND	WELLINGTON	1	0.03	5.00	Delivered: 18 Jul 2012 14:19
18 Jul 2012	FWD01268460	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT WANGANUI	AUCKLAND	WANGANUI	1	0.01	1.00	Booked
18 Jul 2012	FWD01268504	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT GISBORNE	AUCKLAND	GISBORNE	1	0.01	1.00	Booked
19 Jul 2012	FWM01271035	DEMO LTD	TEST 1	AUCKLAND	WELLINGTON	1	1.00	10.00	Booked
19 Jul 2012	FWD01272002	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT LTD	AUCKLAND	MASTERTON	1	0.01	1.00	Received: 20 Jul 2012 00:39
19 Jul 2012	FWD01272018	MAINFREIGHT IT DEPARTMENT	OWENS ASHBURTON	AUCKLAND	ASHBURTON	1	0.01	1.00	Booked
20 Jul 2012	DEM000033	DEMO INDUSTRIES	ABC INDUSTRIES	AUCKLAND	TIMARU	1	2.50	1250.00	Booked

- Consignments can also be tracked by Sender Reference. To do this select [**Sender Ref**] from the drop down menu and enter your reference.
- You will be taken to the detailed tracking results screen.

Advanced Search Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options – With, When and Where. [Reset](#)

Show/Hide Criteria [Search](#)

8 results found

Tracking Results: FWD01266392

LATEST STATUS
FWD01266392 - Delivered: 18 Jul 2012 14:19

CONSIGNMENT FWD01266392 Date: 18 Jul 2012 14:19 [New Issue](#) [Add Notification](#) [Details](#) [View POD](#) [Close](#)

DETAILS Sender: MAINFREIGHT IT DEPARTMENT Receiver: MAINFREIGHT LTD

Sender: MAINFREIGHT IT DEPARTMENT [More]
Address: C/- DAILYFREIGHT DEPOT
42 O RORKE ROAD
Suburb: PENROSE
City: AUCKLAND

Receiver: MAINFREIGHT LTD [More]
Address: 81 QUAY STREET
Suburb: DEPOT
City: WELLINGTON

Order Number: ATTN: PAUL FINCHAM


Related Notes Original: Parent: Split:
Balance: Book in From: To:
Cubic Metres: 0.03 Kilos: 5.00 Items: 1

MILESTONES Latest Status: Delivered Accepted by: JOHN

Status	Date/Time	Location	Driver
Delivered By	18 Jul 2012 14:19	WELLINGTON (WGN04)	DEPOT PICKUPS
Outturned From	18 Jul 2012 07:41	WELLINGTON (WGN04)	
Arrived At	18 Jul 2012 09:09	WELLINGTON (WGN04)	
Dispatched To	17 Jul 2012	WELLINGTON (WGN04)	
Loaded By	17 Jul 2012	AUCKLAND (AKL51)	
Received At	17 Jul 2012 18:05	AUCKLAND (AKL51)	

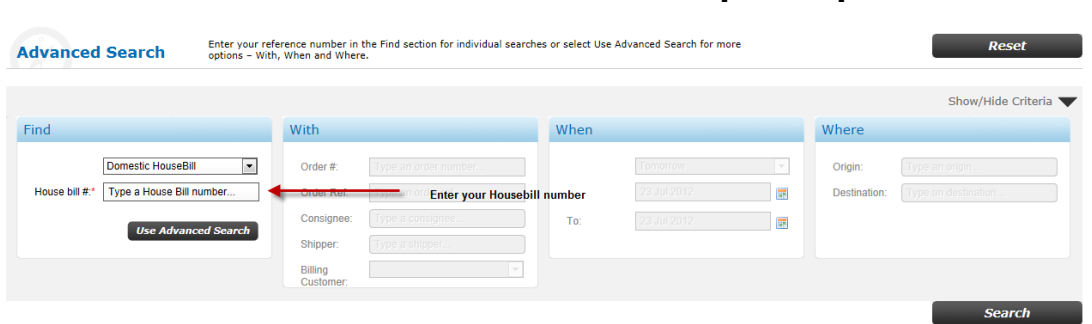
- The information shows who delivered it, what the consignment note number was and who signed for the delivery.
- You will also have access to -
 - A scanned copy of the Proof of Delivery documentation (once the driver has returned this to our delivery branch – which in most cases will be on the same day as delivery).
 - Any Issues associated with the consignment
 - The option to add notifications

Domestic Housebill Tracking (USA)

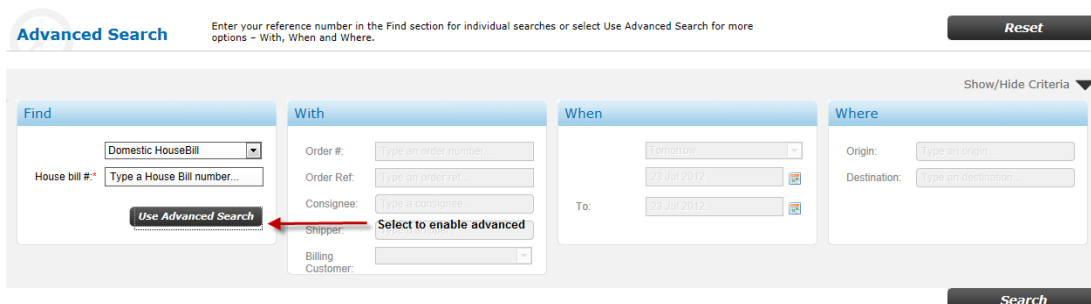
Domestic Housebill's (USA) can be tracked via Quick Track  or by selecting [Advanced Search] from the Searches menu. Advanced search includes individual searches or when enabled, additional search criteria.

Additional advanced search criteria will be added on an on-going basis.

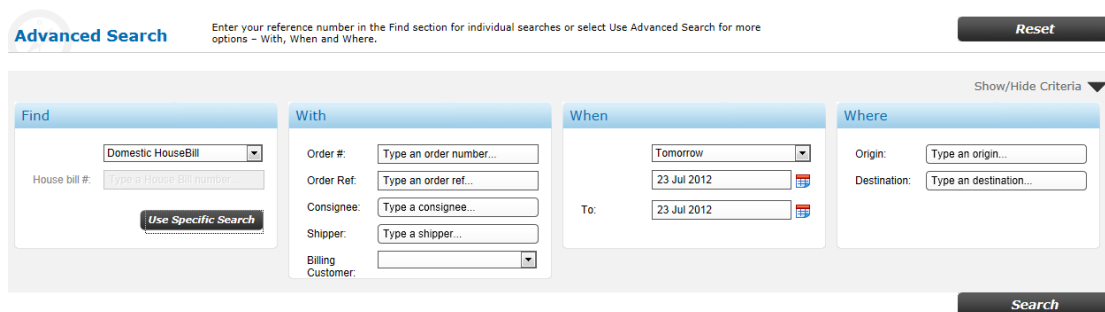
- To view an individual Domestic Housebill, enter the Housebill number into the blank field and click on **[Search]**.



- To view by additional search criteria, select **[Domestic House Bill]** and **[Use Advanced Search]** from the Find section.




- This will enable the with/when and where options. Enter the search criteria. Click on **[Search]**.



- Search results will be displayed in a grid with summary information for each Housebill.
- To view a Housebill click on the line and the details will display on a separate tab. To return to your results select the Tracking Results tab

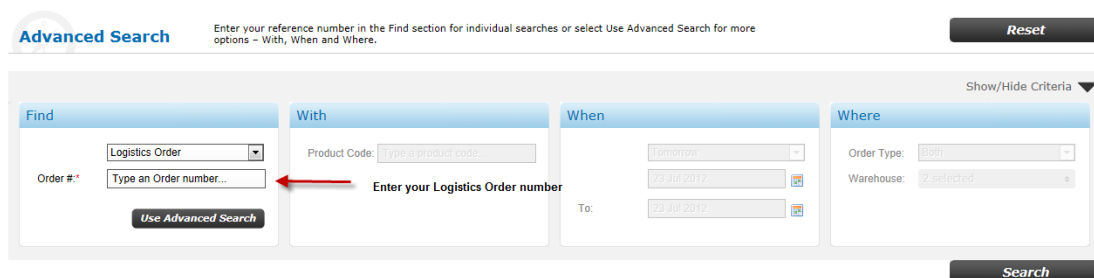
- The information shows who delivered it, and who signed for the delivery. You will also have access to -
 - A scanned copy of the Proof Of Delivery documentation (once the driver has returned this to our delivery branch)
 - Any Issues associated with the Housebill
 - The option to add notifications

Logistics Order Number Tracking

Logistics orders can be tracked via Quick Track  or by selecting [**Advanced Search**] from the [**Searches**] menu. Advanced Search includes individual searches or when enabled, additional search criteria.

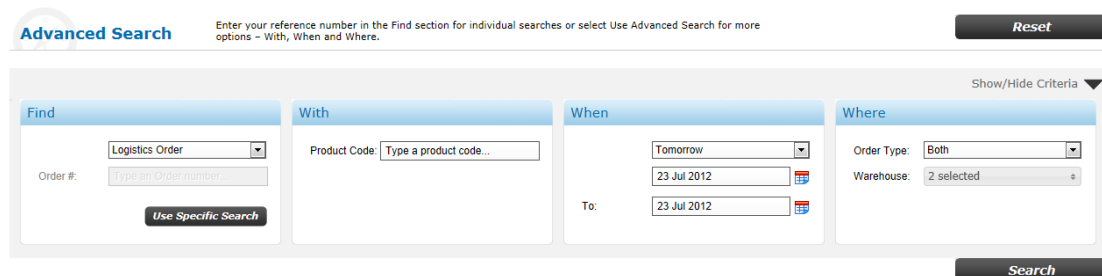
Additional advanced search criteria will be added on an on-going basis.

- To view an individual Logistics Order enter the Order number and click on the [**Search**] option to initiate the search.




The screenshot shows the 'Advanced Search' interface. At the top, there is a 'Reset' button and a note: 'Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options - With, When and Where.' Below this, there are four main sections: 'Find', 'With', 'When', and 'Where'. The 'Find' section has a dropdown menu set to 'Logistics Order' and a text input field labeled 'Order #' with the placeholder 'Type an Order number...'. A red arrow points to this input field with the text 'Enter your Logistics Order number'. Below the input field is a 'Use Advanced Search' button. The 'With' section has a 'Product Code' input field with the placeholder 'Type a product code...'. The 'When' section has a 'When' dropdown set to 'Tomorrow' and two date input fields, both set to '23 Jul 2012'. The 'Where' section has an 'Order Type' dropdown set to 'Both' and a 'Warehouse' dropdown set to '2 selected'. A 'Search' button is located at the bottom right of the form.

- To view by additional search criteria, select [**Logistics Order**] and [**Use Advanced Search**] from the Find section.



The screenshot shows the 'Advanced Search' interface. At the top, there is a 'Reset' button and a note: 'Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options - With, When and Where.' Below this, there are four main sections: 'Find', 'With', 'When', and 'Where'. The 'Find' section has a dropdown menu set to 'Logistics Order' and a text input field labeled 'Order #' with the placeholder 'Type an Order number...'. Below the input field is a 'Use Specific Search' button. The 'With' section has a 'Product Code' input field with the placeholder 'Type a product code...'. The 'When' section has a 'When' dropdown set to 'Tomorrow' and two date input fields, both set to '23 Jul 2012'. The 'Where' section has an 'Order Type' dropdown set to 'Both' and a 'Warehouse' dropdown set to '2 selected'. A 'Search' button is located at the bottom right of the form.

- Search results will be displayed in a grid with summary information for each Logistics Order.
- To View product line information select the  icon
- To view a Logistics Order click on the Order line and the details will display on a separate tab. To return to your results select the Tracking Results tab.

TRACK

MAINCHAIN English My Settings | Log Out
mc4lester (Demo Industries)

HOME FAVOURITES SEARCHES ACTIONS MAINTAIN ACCOUNTS REPORTS ADMIN CONTACT US HELP

Advanced Search Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options – With, When and Where. Full Help Help for this page

Show/Hide Criteria Search

8 results found

Tracking Results 24354534 3245325345

Add to wishlist LATEST STATUS 3245325345 - Entered: 29 Nov 2011 10:51

LOGISTICS 3245325345 Date: 29 Nov 2011 10:51 Add Notification Close

Receiver: ABC INDUSTRIES

DETAILS

Receiver: ABC INDUSTRIES [More]	Carrier:	Consignment:
Customer Reference Number: 45	Warehouse: MAINFREIGHT DEMO WAREHOUSE	Items: 0
Pallets:	Hire Pallets:	Type: Outwards
No special instructions available		

MILESTONES Latest Status: Entered

Status	Date/Time	Location	Destination
Entered	29 Nov 2011 10:51	TIMARU	


PRODUCTS

Code	Description	Total
103693	HMM LVAD Implant Kit (EPC) Europe	5 Implant Kit

- The information shows who delivered it, and who signed for the delivery. You will also have access to -
 - Any Issues associated with the Order
 - The option to add notifications

International Tracking

International freight movements can be traced by Housebill, Master Airway Bill, Job Number, Container Number, International Order Number or Client specific Part/Product Number.

International tracking can be tracked via Quick Track  (Housebill and International Order) or by selecting [**Advanced Search**] from the [**Searches**] menu. Advanced search includes individual searches or when enabled, additional search criteria.



Advanced Search Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options – With, When and Where. Reset

Show/Hide Criteria ▼

Find	With	When	Where
Note #:* Consignment Note Consignment Note Sender Ref Domestic HouseBill Client Reference Number Container Number House Bill International Order Job Master Airway Bill Part Number Stock in Transit Logistics Order		Tomorrow 23 Jul 2012 To: 23 Jul 2012	

Search

To view an international movement select the appropriate option from the drop down list and then enter your reference. Select [**Search**] to begin searching.

- The tracking screen below shows the summary details of a housebill, as well as the shipping information and all of the associated documentation.
- To view more details select the arrow ▼ on the right hand side.

Advanced Search Enter your reference number in the Find section for individual searches or select Use Advanced Search for more options – With, When and Where. Reset

Show/Hide Criteria ▶

Search

1 result found

Tracking Results AKLM0017109

Add to watchlist

LATEST STATUS
Booked

INTERNATIONAL AKLM0017109 Date:

Shipper: DEMO INDUSTRIES Consignee: TESTLABS PTY

Arrival: Origin: Auckland Destination: Melbourne

Latest Status: Booked ETD: 28 May 2012 ETA: 02 Jun 2012

[Add Files to Shipment](#)

DETAILS
ROUTE
NOTES
MILESTONES
DOCUMENTS

- Notes and documents associated with the shipment are also readily available. These can be reviewed, downloaded or printed.

Product/number search

Select Part Number from the drop down list then enter in your Part/Product Number as detailed on your purchase order.

This will show Products and Part numbers on orders currently in transit, orders due to ship or stock in hand if cargo is being stored at a Mainfreight Logistics Depot.

Select the blue hyperlink on an Order will display the product/part number information on the order you have selected.

Select the blue hyper link of product/part number to display information of the stock on hand or other noted status of the product if your products are being stored at a Mainfreight Logistics Depot.

Customs clearance

The International Brokerage tab shows a current and historical view of Shipments with Customs Entries containing the part/product number currently being searched.

Clicking on the Brokerage/House Bill number will view the Supplier invoice detail that was used for Customs Clearance on the selected Shipment along with the Customs Entry information. Note this may contain other part/product numbers.

Logistics - Stock on Hand

If you are a Logistics customer you will be able to view your stock on hand in Mainfreight managed warehouses.

Go to [**Searches**] and select [**Stock on hand**]

Stock on Hand

Reset

Find

Stock on Hand

With

Start Code: Type product code or * for all...

End Code: Type an end code...

Where

Warehouse: 2 selected

Group by Code Warehouse

Show/Hide Criteria

Search

You can search for all products, a range of products or an individual product.

All products

- With - Enter a * in the Start Code
- Where - Select the warehouse(s) from the warehouse list
- Click [**Search**]

A Range of Products

- With – enter the start and end code
- Where - Select the warehouse(s) from the warehouse list
- Click [**Search**]

An Individual product

- With – enter the product code
- Where - Select the warehouse(s) from the warehouse list
- Click [**Search**]

Search results are displayed in a grid. To view detailed information, select the hyper link.

Stock on Hand

Reset

Show/Hide Criteria

Search

22 results found

Warehouse	Customer	Code	Description	Pack	Pack Size	SOH	Committed	Held	Damaged	Available	In Transit
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	103692	HMI System controller (EPC), Europe	EACH	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	103693	HMI LVAD Implant Kit (EPC), Europe	EACH	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	103668	Power Module continental Europe	EACH	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	2465	Battery Set, 14-volt LI-ION	EACH	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	4108100=12000-1	Commode chair,46cm,platform AP model Zin	CARTON	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	4108100=15000	Commode chair,46cm, footplate, AP model	CARTON	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	AR2700R	FRIDGES	EACH	1	0	0	0	0	0	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	FBR47ST	MICROWAVES	EACH	1	0	0	0	0	0	0

Search results are displayed in a grid. To view detailed information, select the hyper link. A box will display the individual product details

TRACK English My Settings Log Out
mc4tester (Demo Industries)

[HOME](#) [FAVOURITES](#) [SEARCHES](#) [ACTIONS](#) [MAINTAIN](#) [ACCOUNTS](#) [REPORTS](#) [ADMIN](#) [CONTACT US](#) [HELP](#)

Stock on Hand

Reset

Show/Hide Criteria

Search

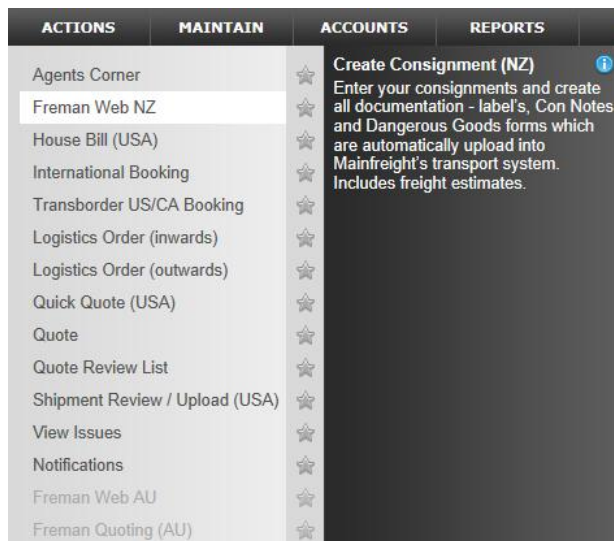
22 results found

WIDGETS WIDGETS ASSORTED

Description	Arrival Date	SOH	Commit	Held	Damaged	Available
WIDGETS ASSORTED	16 Feb 2010 14:47	7516	1	0	0	7515
WIDGETS ASSORTED	16 Feb 2010 15:06	450	0	0	0	450
WIDGETS ASSORTED	17 Oct 2010 18:41	50	0	0	0	50

MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	103692	HMI System controller (EPC), Europe	EACH	1	109	0	0	0	109	0
MF USA - LAX - GLENN CURTISS ST	DEMO INDUSTRIES	103693	HMI LVAD Implant Kit (EPC), Europe	EACH	1	0	0	0	0	0	0

Actions



You are able to carry out a range of Actions via Mainchain including creating Consignments, Domestic and International Housebills, logistics orders and creating/tracking issues via Mainfreight issue management system. You may not have all the options shown in the screen shot above. If you feel you need some of these options, your Sales Representative can grant you access to these and provide you with the manuals/training as required.

Creating Consignment Notes (Freman Web)

If you are a domestic transport customer in NZ and AU you can create consignment notes and labels online.

Select the [**Freman Web**] (NZ or AU) and you will be redirected to the FremanWeb site.



Creating Domestic Housebills

If you are a Domestic USA customer you can create Housebill booking on line. Select the [**Housebill (USA)**] option. This will load the Domestic Shipment page.

Shipment Creation Page.

All quotes and transportation services are strictly subject to Mainfreight, Inc. "Terms & Conditions of Service" as well as Waybill and/or Bill of Lading contract-for-carriage terms, also available for review at www.mainfreightusa.com.

Creating Logistics Orders

If you are a Logistics customer you may also have the ability to enter an inwards or outwards order on line.

Placing an outwards order

- From the [**Actions**] menu, click on [**Logistics Outward Order**].
- From the drop down menu select the correct warehouse.
- Enter your order number and your customer's order number if they require one.
- Enter the first few letters of the consignee's name. It will search the database and bring up a list for you to choose from. The address details will then auto fill.

Create Logistics Order (Outwards) Please note - Fields with an * are required fields and must be completed before an Outwards Order can be processed. Any required fields that have not been completed will be highlighted once you submit your order. Reset

Logistics Order Entry (outwards)

Warehouses: MF USA - LAX - GLENN CURTISS ST - DEMO IN | Order date*: 23 Jul 2012

Your order #: 2012 Order number available

Customer's order #:

To Details

Consignee name or #: all | Address 1*:

Consignee code: ALISTAIR HUGHES AL1 | HOWICK | AUCKLAND

Delivery name*:

Post code:

Suburb:

City*:

State:

Country*:

Feedback

- If you wish to enter a **new consignee**, leave the **Consignee name or #** field blank and move to the next fields to enter the relevant data. Next time you place an order the new consignee will be in the list.

Create Logistics Order (Outwards) Please note - Fields with an * are required fields and must be completed before an Outwards Order can be processed. Any required fields that have not been completed will be highlighted once you submit your order. Reset

Logistics Order Entry (outwards)

Warehouses: MAINFREIGHT DEMO WAREHOUSE - DEMO IN | Order date*: 09 Nov 2012

Your order #:

Customer's order #:

To enter a new Consignee - 1.0 - leave this field blank

To Details

Consignee name or #: Type consignee name or code...

Consignee code:

Delivery name*:

Address 1*:

Address 2:

Post code:

Suburb:

City*:

State:

Country*:

2.0 - Enter a short code for the new consignee

3.0 - Enter Name and Address Details. NB Fields with an * are required fields and must be completed before an Outwards Order can be processed.

Order Lines

Search for product: Type a product...

- To add products to your order enter the first few letters of the stock name, or alternatively enter the product number. It will search the database of your products and bring up a list for you to choose from. Select the stock you wish to order from the drop down menu.

- To view stock on hand information on a particular product select the arrow
- Enter the number of units you wish to order, any serial, batch numbers, or colours if required and the unit price.
- To add another line enter the first few letters of the stock name, or alternatively enter the product number, Select the stock you wish to order from the drop down menu.
- To delete a line before submitting the order click on the **[Remove]** button next to the line you wish to take off the order.
- Keep adding lines until you have all products required.
- Enter any special instructions – this will be visible to the team and your customers.
- Create any notifications by selecting Add SMS or Add Email.

- When you are ready click **[Submit]** a brief summary message will displayed for you to confirm your order.

Placing an inwards order

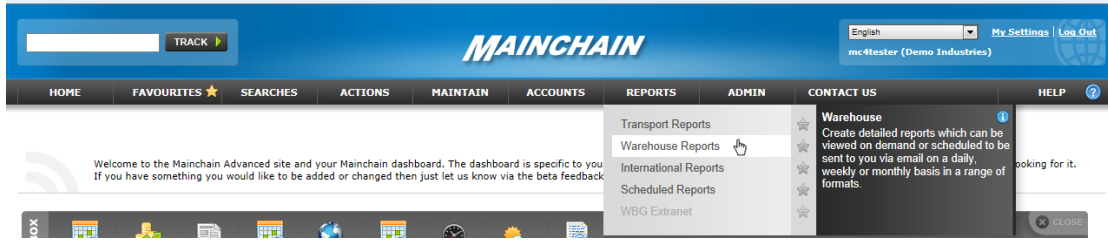
To advise the warehouse that there will be stock arriving in, you can submit an Inward Order online.

- From the [**Actions**] menu, click on [**Logistics Inward Order**].
- From the drop down menu select the correct warehouse.
- Enter the order number
- Enter the date
- Enter the name of the supplier the stock will be coming from
- Enter the name of the carrier who will be delivering the stock
- Enter the freight reference con note / housebill number the stock is coming on
- Enter the number of items to be received
- The 'Order Lines' is exactly the same as for Outwards Orders.
- Enter any special instructions – this will be visible to the team and your customers.
- Create any notifications by selecting Add SMS or Add Email.
- Click [**Submit**].

Reports

If you have been set up with reporting options they will depend on the service you use.

- To run a report, go to the [Reporting] menu, click on the report option [Transport, Warehouse, USA and International].



- Select the report type from the Find section and the details (attributes) you want to be included.

Transport

Reports Fields with a * are required and must be completed before a report can be run. You can also receive reports automatically by entering the schedule information. The report will then be scheduled to run automatically and be delivered by email. Reset

NZ/AU Transport Reports

Find	With	When	Where
Format: NZ Tonnage - Detail Plus Format: PDF	Customer Code: demo	Dates: Today 23 Jul 2012 23 Jul 2012	Destinations: All AKAROA ALBANY ALEXANDRA AMBERLEY ARROWTOWN ARTHURS PASS Regions: All or Select a Region

Schedule View Report Create Schedule

Logistics

Reports Fields with a * are required and must be completed before a report can be run. You can also receive reports automatically by entering the schedule information. The report will then be scheduled to run automatically and be delivered by email. Reset

Warehouse Reports

Find	With	When	Where
Format: Inwards Transactions - Detail Format: PDF	Product code: Type a product code... Reference: Order By: Order Reference Transaction Status: Finalised Only	To: Today 23 Jul 2012 23 Jul 2012	Warehouses: 2 selected

Schedule View Report Create Schedule

International/USA

Reports Fields with a * are required and must be completed before a report can be run. You can also receive reports automatically by entering the schedule information. The report will then be scheduled to run automatically and be delivered by email. **Reset**

International Reports

Find	With	When	Where
Report: <input type="text" value="Order Status"/> Format: <input type="text" value="PDF"/>	Cust. Code: <input type="text" value="DEMINDLAX"/> Include Jobs without Orders: <input type="checkbox"/>	Exclude Deliveries prior to:*	Report for: <input type="text" value="Worldwide"/> Origin: <input type="text" value="Type an origin..."/> Destination: <input type="text" value="Type an destination..."/>

Schedule

View Report **Create Schedule**

Scheduling Reports

If you wish to have a report emailed on a regular basis, you can schedule the report.

- Once you have selected the appropriate report enter the details into the Schedule

Schedule

Report By: <input type="text" value="Weekly"/>	Run report on: 5 selected <input checked="" type="checkbox"/> Check all <input checked="" type="checkbox"/> Uncheck all <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	e-mail to:*	First run: <input type="text" value="23 Jul 2012"/> Last run: <input type="text" value="23 Jul 2013"/>
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Create Schedule

- Monthly (put the date of the month you wish to receive them on in the field below)
- Weekly (tick the day of the week you wish to receive the report)
- Daily (report will be sent each day)
- Once (the report will be sent only once on the specified start date)

Enter the email address(s) that the reports are to be sent to, making sure you put a colon (;) between each address if you have more than one.

- If you only wish to receive the report for a set period of time make sure you enter a 'Schedule End Date'.
- Once you have entered all details click on [**Create Schedule**]
- Your scheduled reports can be view by selecting the Scheduled Reports option from the reporting menu. You can edit or delete the schedule if required at any time.

Note: Please be aware that you will get these reports emailed to you the morning after you have requested it.

Accounts

Invoices and statements can be downloaded from Mainchain.

Select Statement and Invoices from the Accounts option in the Main Menu.

Invoices & Statements View your invoices and statements. [Reset](#)

Invoices & Statements

<input type="checkbox"/> NZ/AU Statement	Account Code: demo
<input checked="" type="checkbox"/> NZ/AU Statement	Statement Week: 16 Jul 2012
<input type="checkbox"/> International Invoices	Ledger: DR Mainfreight
	Format: PDF

[View Statement](#)

NZ/AU Statements

View and print weekly statements.

International Invoices

Invoices billed in Foreign Currencies can be viewed or downloaded.

Select the invoice/s by ticking the boxes on the left hand column that you wish to view or download.

To produce a current statement select view statement.