

***MAINCHAIN***

# User Guide



***OWENS***

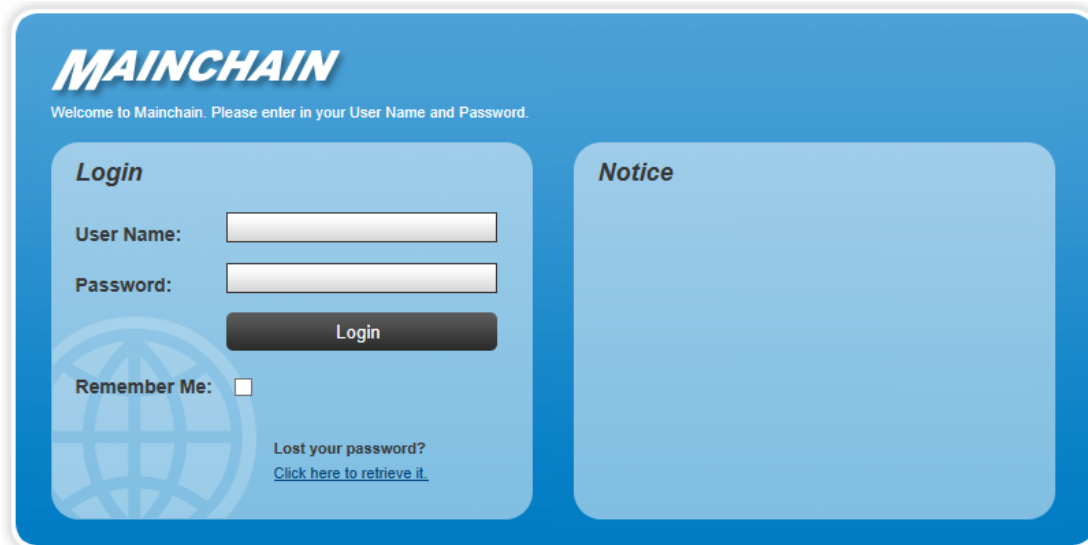
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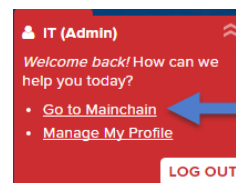
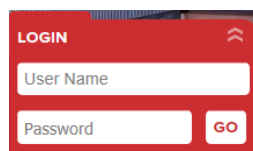
## Introduction to Mainchain

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 such things as: place orders, make bookings, run reports, and track freight – both international and domestic.

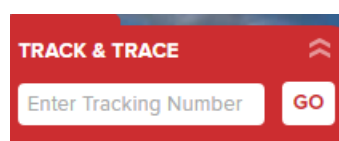
- The web address needed to access Mainchain is [www.mainchain.net](http://www.mainchain.net)



- 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 & Number) Mainchain is provided to you free of charge and supports Internet Explorer 9 or higher, Firefox, Chrome & Edge browsers
- You can also log in to Mainchain via [www.mainfreight.com](http://www.mainfreight.com)



- You can also gain access to Mainchain after using the tracking widget on [www.mainfreight.com](http://www.mainfreight.com)



If you were already signed in you will get the "GO TO MAINCHAIN" button option.

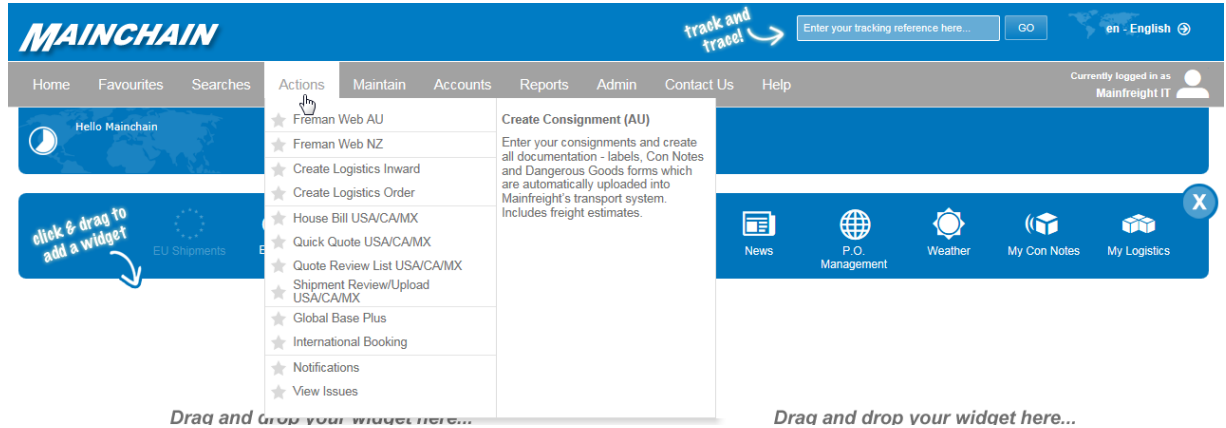


If you were had not already signed in, you will get the opportunity to "LOG IN". Clicking this will allow you to enter your credentials and access Mainchain.

A login form with a blue border and a white background. It contains three yellow input fields. The first field contains the text "itnzsupport". The second field contains a series of dots representing a password. Below the input fields is a blue button with the text "LOG IN" in white, uppercase letters.

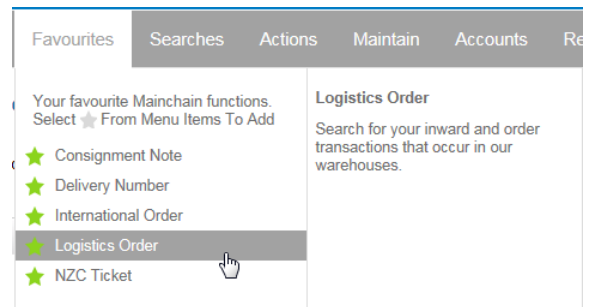
## Site Navigation

The functions available in Mainchain are accessed from the grey menu bar. As you place your mouse pointer over the headings on the menu, a list of all available functions are displayed. Select the option you require, or to find out more place your mouse over an option to view a brief summary displayed in the right panel. To Navigate Back to the home page, click the [Home] icon shown to the left of the menu bar.



## Favorites

You can add frequently used functions by clicking the grey star [★] next to the menu option. The star will then turn green [★] and will be listed on your favourites menu and favourites widget for faster access.



## Quick Track

To view the latest status of your Consignment, Order, House bill or Container, you can use the track and trace function at the top right of the home screen. Simply enter your reference number and click [GO] to begin searching, Mainchain will then find the latest status(s) and retrieve the results.

Note: If the reference is found in multiple systems (e.g. transport, logistics and international) then the last status for each of these will be displayed. To add this item to your watch list select [Add to watchlist](#)

### Tracking Search

[Add to watchlist](#)

**LATEST STATUS**  
**FWM04342319 - Entered: 25 Jan 2016 00:00**

---

**CONSIGNMENT**

FWM04342319    Date: 25 Jan 2016 00:00

---

**DETAILS**

Sender: MAINFREIGHT IT DEPARTMENT    Receiver: MAINFREIGHT HAMILTON

Sender: MAINFREIGHT IT DEPARTMENT <a href="#">[More]</a>	Receiver: MAINFREIGHT HAMILTON <a href="#">[More]</a>	Sender Reference:
Items: 1	Bookin From:	Receiver Reference:
Kilos: 100.00	Bookin To:	Bookin Reference:
Cubic Metres: 1.00	Bookin Comment:	

---

**MILESTONES**

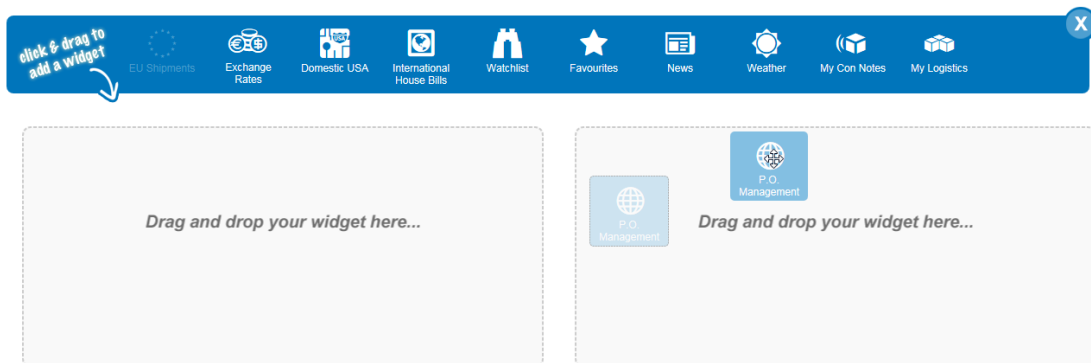
Latest Status: Entered    Estimated Delivery Date:

Status	Date/Time	Location	Driver

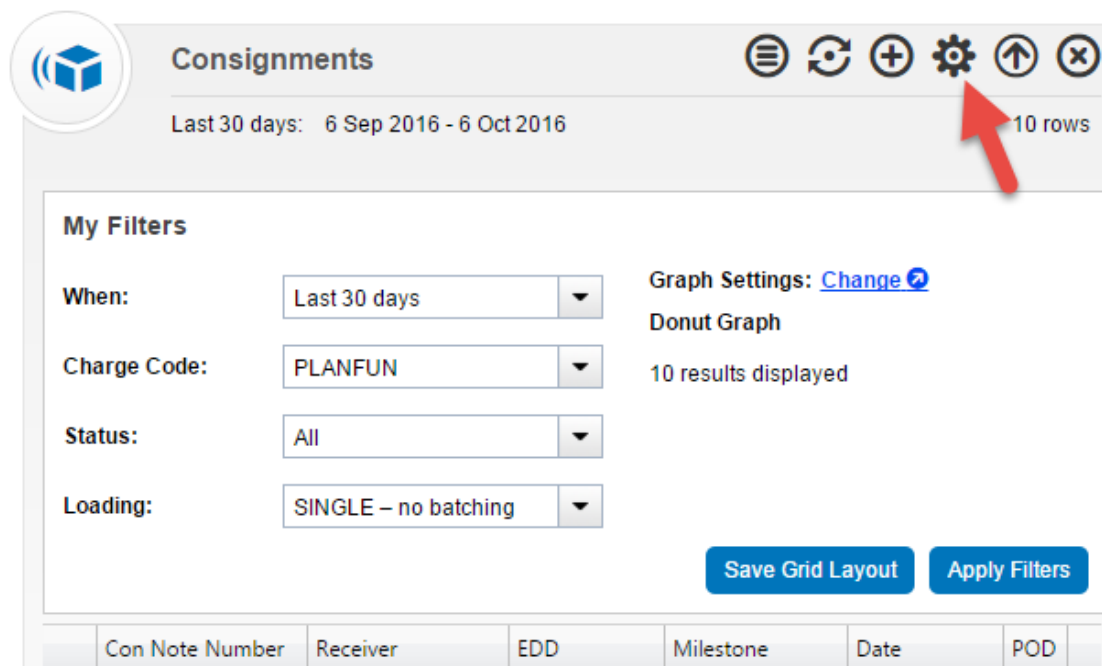
## Dashboard & Widgets

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

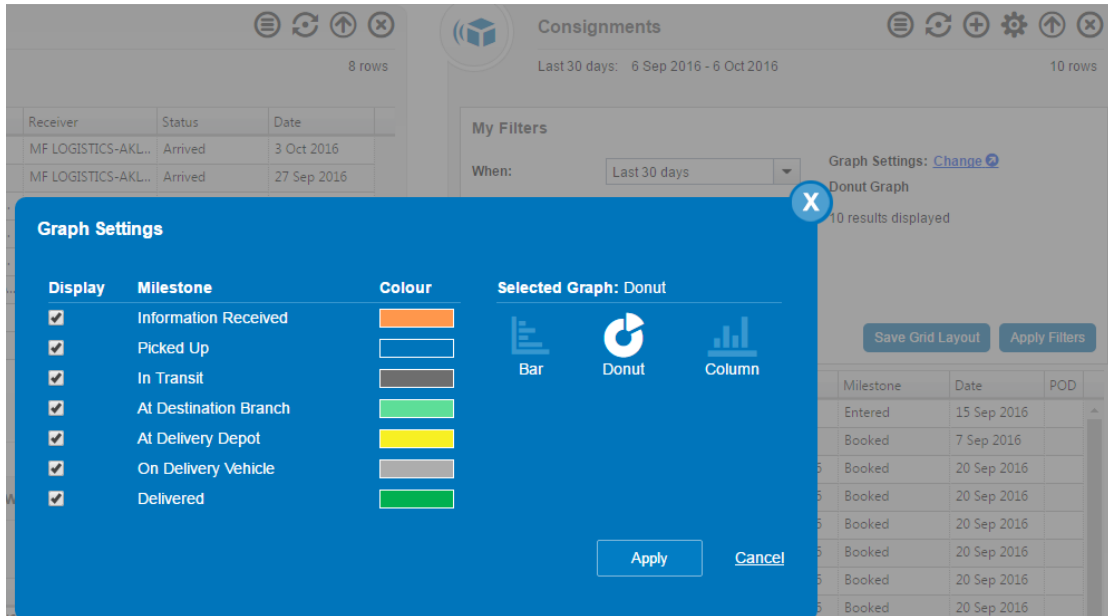
To add a widget to your dashboard, drag a widget from the widget bar and drop it onto the dashboard panel below.



Once added to your dashboard, widget settings can be changed by selecting the filter icon ⚙️ at the top right of the widget. The available filters will then be displayed, allowing you to customise what information the widget presents.

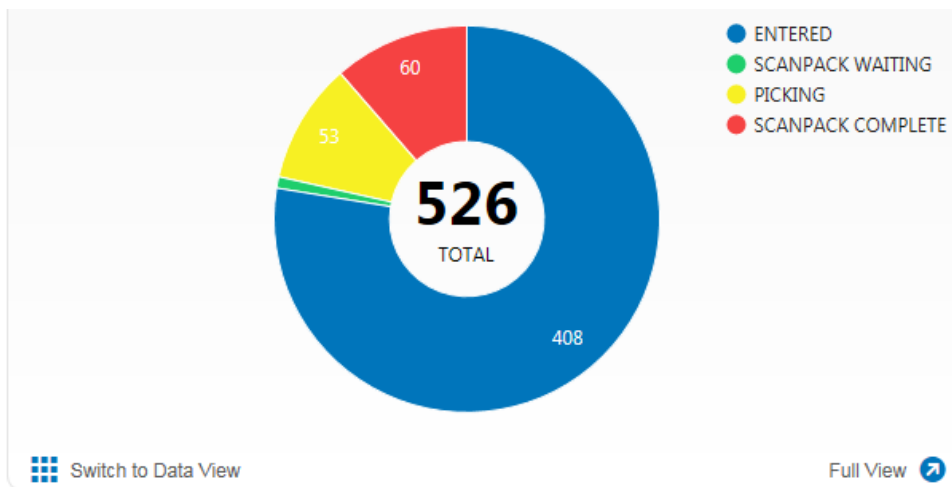


All widgets can now be viewed graphically. To set the graph type and what statuses to display, click: [Graph Settings: Change](#)



Then, click **Apply Filters** to apply the graph settings to the widget.


Note: To switch to Graph view, click **Switch to Graph View** located at the bottom left of the widget. This will now display the graph with your customised settings:




To view more Information on an item in your widget, click the reference number to view more information.

	<a href="#">FWM04341277</a>	MAINFREIGHT H...
	<a href="#">FWM04342319</a>	MAINFREIGHT H...

To add the item to your watch list widget, click the symbol shown to the left of your reference number.

Note: It is also possible to view Proof of Delivery [POD] items where available by clicking the  icon in the POD field:


one	Date	POD
Delivered...	26 Jan 2016	

### Widget Icons:



Refreshes the data in the widget



Minimises the widget. To maximise again, click the  icon



Removes the widget. It can be added again from the widget bar



Creates a new Consignment or Shipment



Displays only recent updates. When activated, the icon appears blue and will configure the widget to **only** show line items that have been updated **after** pressing the icon. Notice that all of the lines will disappear from the widget once activated. As freight reaches certain milestones, the lines will then appear in the widget.



#### Consignments - Last 30 days

28 Dec 2015 - 27 Jan 2016 2 updated








	Con Note Numbe...	Receiver	EDD	Milestone	Date	POD
	<a href="#">FWM04342319</a>	MAINFREIGHT H...		Entered	25 Jan 2016	
	<a href="#">FWM04342320</a>	MAINFREIGHT H...		Entered	25 Jan 2016	

 **Full View** Switches to a larger, more detailed view of the items inside the widget. Search boxes located at the top of each column can be used to search/filter items that are listed within the widget.



Consignments

Last 30 days: 8 Sep 2018 - 8 Oct 2018

10 rows

Date	Con Note Number	Sender	Receiver	Origin	Destination	Items	Volume	Kilos	Milestone	EDD	POD
15 Sep 2018	EU0000189208	PLANET RUN	TEST	AUCKLAND	GDRE	2	2	200	Entered		
17 Sep 2018	EU0000189209	PLANET RUN	THE WAREHOUSE	AGL	AGL	8	7.95	889	Booked	1 Aug 2018	
20 Sep 2018	EU0000189210	PLANET RUN	THE WAREHOUSE	AGL	GD	3	0.22	13	Booked	21 Sep 2018	
20 Sep 2018	EU0000189211	PLANET RUN	THE WAREHOUSE	AGL	AGL	3	0.18	11	Booked	21 Sep 2018	
20 Sep 2018	EU0000189212	PLANET RUN	THE WAREHOUSE	AGL	HAM	1	0.26	28	Booked	21 Sep 2018	
20 Sep 2018	EU0000189213	PLANET RUN	THE WAREHOUSE	AGL	WGN	1	0.21	15	Booked	21 Sep 2018	
20 Sep 2018	EU0000189214	PLANET RUN	THE WAREHOUSE	AGL	WRE	1	0.18	19	Booked	21 Sep 2018	
20 Sep 2018	EU0000189215	PLANET RUN	THE WAREHOUSE	AGL	HAM	1	0.18	15	Booked	21 Sep 2018	
3 Oct 2018	EU0000189216	PLANET RUN	PAPER PLUS - TA...	AGL	AGL	3	5.7	480	Booked	4 Oct 2018	
3 Oct 2018	EU0000189217	PLANET RUN	PAPER PLUS - TA...	AGL	AGL	3	3.2	305	Booked	4 Oct 2018	

Widgets will continue to be added to the Toolbar so if you have suggestions for additional Widgets please let us know by using the feedback form on the site or emailing [feedback@mainchain.net](mailto:feedback@mainchain.net)

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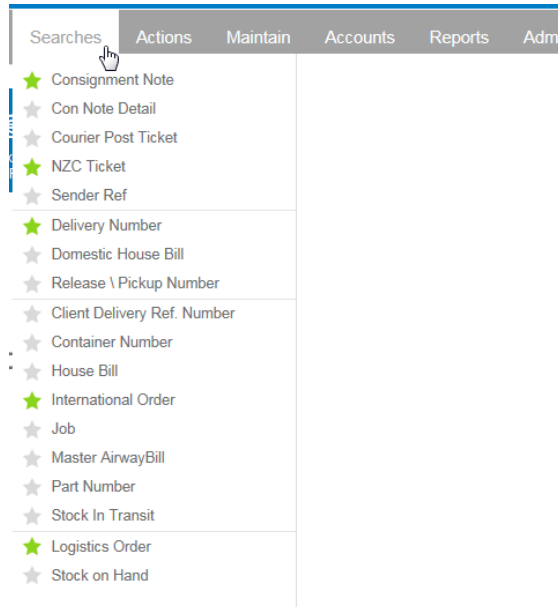


## Searches

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

Navigate to Searches from the menu bar and select your search type from the list.

Note: Your list may look different depending on what you services you use.



**Advanced Search** (default) – Enter your search criteria into the fields provided. The fields will vary, based on search type. After customising the search, click on the **Search** button.

**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
Logistics Order Order: <input type="text" value="Type an Order number..."/> <b>Use Specific Search</b>	Product Code: <input type="text" value="1117630, SP"/> Consignee: <input type="text" value="Type a consignee..."/>	Last 30 days From: <input type="text" value="28 Dec 2015"/> To: <input type="text" value="27 Jan 2016"/>	Direction: <input type="text" value="Both"/> Warehouse: <input type="text" value="2 selected"/>

**Save Search** **Search**

Select **Use Specific Search** to search for an individual item. For this, just enter your reference number in the 'FIND' section and click

**Search**

*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 detailed tracking for the reference typed in:

FIND	WITH	WHEN	WHERE
Logistics Order Order: ezflex1 <a href="#">Use Advanced Search</a>	Product Code: Type product name or code... Consignee: Type a consignee...	Today From: 27 Jan 2016 To: 27 Jan 2016	Direction: Both Warehouse: 2 selected

[Save Search](#) [Search](#)

Tracking Results: ezflex1

[Add to watchlist](#) **LATEST STATUS** ezflex1 - Entered: 13 Aug 2015 03:34

**LOGISTICS** EZFLEX1 Date: 13 Aug 2015 03:34 [Add Notification](#) [Close](#)

**DETAILS** Receiver: JOE TRADER [More](#) Receiver: JOE TRADER ▲

Receiver: JOE TRADER <a href="#">More</a>	Carrier:	Consignment:
Customer Reference Number:	Warehouse: MAINFREIGHT DEMO WAREHOUSE	Items: 45
Pallets:	Hire Pallets:	Type: Outwards
No special instructions available		

**MILESTONES** Latest Status: Entered ▲

To view or hide details in the results window: select the arrows ▼ or ▲ on the right hand side to expand or collapse that section.

**Advanced searches** with multiple results will be displayed as below:

24 results found

Outward Warehouse	Customer	Order	Consignee	Units...	Packs...	Received	Complete	Status	Carrier Reference	Carrier
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	232323	ALSTAIR	1	0	16 Apr 2014		ENTERED		
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	TEST	DEMO	10	0	20 Jul 2014		ENTERED		
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	MARK	ALSTAIR	10	0	08 Oct 2014		ENTERED		

Selecting an item in the grid will open the results in a new tab in your internet browser.

Additional Tracking Search tools available are:



Adds a notification as an Email or SMS text message when an order/shipment reaches a certain point or status.



Redirects to our issue management system, OnIssue (if setup).



Displays all details of the consignment

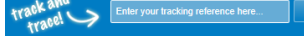



Displays the scanned proof of delivery if available



Creates an enquiry about an international shipment to be sent to the Air & Ocean team.

## Domestic Consignment Tracking

Consignments can be tracked via Quick Track  or by selecting  **Consignment Note** from the **searches** menu. Advanced searches include individual searches or when enabled, additional search criteria including charge code and date range.

- To view all consignments by date range and charge code, use **Advanced Search** (currently the default search)
- Select the applicable charge code or select **All** if unsure
- Enter the date range the note(s) are within
- Click **Search** to return the results

FIND	WITH	WHEN	WHERE
Consignment Note <input type="text"/> Note: <input type="text"/> <input type="button" value="Use Specific Search"/>	Charge Code: <input type="text"/>	Custom Date Range <input type="text"/> From: <input type="text"/> To: <input type="text"/>	Delivery Status: <input type="text"/>
<input type="button" value="Save Search"/>			<input type="button" value="Search"/>

- Consignments can also be tracked by Sender Reference. To do this, select **Sender Ref** from the drop down menu and enter your reference:

FIND
Sender Ref <input type="text"/> Sender Ref.* <input type="text"/>

- Search results will be displayed in a grid with summary information for each consignment.

17 results found

Date	Con Note Number	Sender	Receiver	Origin	Destination	Items	Metres	Kilos	Milestone
22 Jan 2016	FWM04342172			AUCKLAND	CHRISTCHURCH	1	2.5	50	Received: 22 Jan 2016 09:32
22 Jan 2016	FWM04342174			AUCKLAND	WELLINGTON	3	3	50	Received
22 Jan 2016	FWM04342174A			AUCKLAND	WELLINGTON	1	1	20	In Transit: 22 Jan 2016 09:35
22 Jan 2016	FWM04342174B			AUCKLAND	WELLINGTON	2	2	30	In Transit: 22 Jan 2016 09:35
15 Jan 2016	FWM04341582			AUCKLAND	AUCKLAND	1	0.2	5	Entered

- To view a particular consignment, click on the line item and the detailed results will display on another tab in your browser

**Tracking Search**

LATEST STATUS

**FWM06471993 - Received: 28 Jan 2016 14:04**

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**CONSIGNMENT** FWM06471993 Date: 28 Jan 2016 14:04

**DETAILS** Sender: MAINFREIGHT IT DEPARTMENT Receiver: MAINFREIGHT HAMILTON

Sender: MAINFREIGHT IT DEPARTMENT [More]      Receiver: MAINFREIGHT HAMILTON [More]      Sender Reference:  
 Items: 8      BookIn From:      Receiver Reference:  
 Kilos: 800.00      BookIn To:      BookIn Reference:  
 Cubic Metres: 8.00      BookIn Comment:

---

**MILESTONES** Latest Status: Received Estimated Delivery Date: 29 Jan 2016

Status	Date/Time	Location	Driver
Received At	28 Jan 2016 14:04	AUCKLAND (AKL51)	

---

**CONSIGNMENT** 00000000000000 Date: 28 Jan 2016 14:04

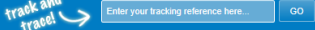
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**CONSIGNMENT** 11111111111111 Date: 28 Jan 2016 14:04

- The tracking information shows who delivered it, what the consignment note number is and who signed for the delivery (if delivered)
- 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
- To view an individual consignment, select [Use Specific Search](#), enter the note number into the Note field and click on **Search**.

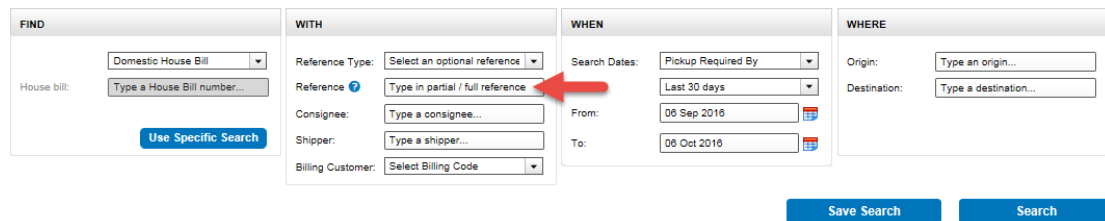
The screenshot displays a search interface with four main sections: FIND, WITH, WHEN, and WHERE. The FIND section is active and contains a 'Consignment Note' dropdown menu and a 'Note:' input field with the placeholder text 'Type a con note number...'. A blue arrow points to this input field. Below the input field is a 'Use Advanced Search' button. The WITH section contains a 'Charge Code' dropdown menu set to 'All'. The WHEN section contains a 'Custom Date Range' dropdown menu and two date pickers: 'From:' set to '03 May 2014' and 'To:' set to '03 Dec 2014'. The WHERE section is currently empty. At the bottom of the interface are three buttons: 'Save Search', 'Search', and 'Search'.

## Domestic Housebill Tracking (USA only)

These can be tracked via Quick Track  or by selecting **Domestic Housebill** from the **Searches** menu. Advanced search includes individual searches or when enabled, additional search criteria.

*Note: additional advanced search criteria will be added on an on-going basis.*

- The default search is advanced search. Here you can search a range of **House Bills** by filling in the **with**, **when** and **where** fields
- By typing in the first or last 3 letters/numbers of a reference into the 'reference field' field, you can now perform 'partial' searches for domestic house bills. Just select the Reference Type' you would like to search and then type the letter/numbers to search into the 'Reference' field.



- Search results will be displayed in a grid with summary information for each Housebill.
- To view a Housebill, click on the line item to obtain details in a separate tab. To return to your search results select the **Tracking Results** tab
- The provided 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
- To view an **individual Domestic Housebill** select **Use Specific Search** and enter the Housebill number into the blank field:

## 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.

Saved Searches:  [Edit Searches](#)

[Reset](#)

Show/Hide Criteria

FIND	WITH	WHEN	WHERE
<input type="text" value="Domestic House Bill"/> House bill* <input type="text"/> <a href="#">Use Advanced Search</a>	Reference Type: <input type="text" value="Select an optional reference"/> Reference: <input type="text" value="Type a reference number..."/> Consignee: <input type="text" value="Type a consignee..."/> Shipper: <input type="text" value="Type a shipper..."/> Billing Customer: <input type="text" value="Select Billing Code"/>	Search Dates: <input type="text" value="Pickup Required By"/> <input type="text" value="Today"/> From: <input type="text" value="3 Dec 2014"/> To: <input type="text" value="3 Dec 2014"/>	Origin: <input type="text" value="Type an origin..."/> Destination: <input type="text" value="Type a destination..."/>

[Save Search](#) [Search](#)

## Logistics Order Number Tracking

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

- The default search is advanced search. Here you can search a range of **Logistics Orders** by filling in the **with**, **when** and **where** fields

## 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.

Saved Searches:  [Edit Searches](#)

[Reset](#)

Show/Hide Criteria

FIND	WITH	WHEN	WHERE
<input type="text" value="Logistics Order"/> Order: <input type="text" value="Type an Order number..."/> <a href="#">Use Specific Search</a>	Product Code: <input type="text" value="Type product name or code..."/> Consignee: <input type="text" value="Type a consignee..."/>	<input type="text" value="Today"/> From: <input type="text" value="3 Dec 2014"/> To: <input type="text" value="3 Dec 2014"/>	Order Type: <input type="text" value="Both"/> Warehouse: <input type="text" value="1 selected"/>

[Save Search](#) [Search](#)

- 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:

## Tracking Search

[Add to watchlist](#) LATEST STATUS  
TYPEANYNUMBERHERE... - Entered: 08 Jan 2015 15:34

---

**LOGISTICS** TYPEANYNUMBERHERE... Date: 08 Jan 2015 15:34 [Add Notification](#) [Close](#)

**DETAILS** Receiver: ABC INDUSTRIES ▲

Receiver: ABC INDUSTRIES [More]	Carrier:	Consignment:
Customer Reference Number:	Warehouse: MAINFREIGHT DEMO WAREHOUSE	Items: 10
Pallets:	Hire Pallets:	Type: Outwards
No special instructions available		

---

**MILESTONES** Latest Status: Entered ▲

Status	Date/Time	Location	Destination
Entered	08 Jan 2015 15:34		

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**PRODUCTS**

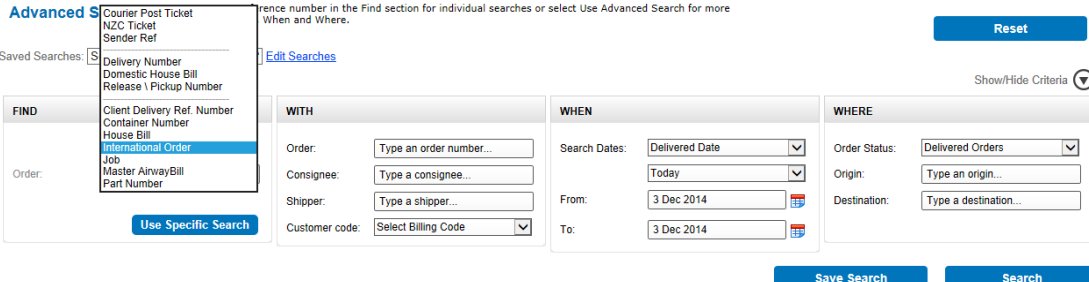
Code	Description 1	Description 2	Total
WIDGETS	WIDGETS - ASSORTED		10

- To return to your results, close the tracking tab to return to the results grid.
- The information shows who delivered it, and who signed for the delivery. You will also have access to any issues associated with the order and the option to add notifications
- To view an **individual Logistics Order** enter the **order number** and click **Search** to initiate the search.



## International Tracking

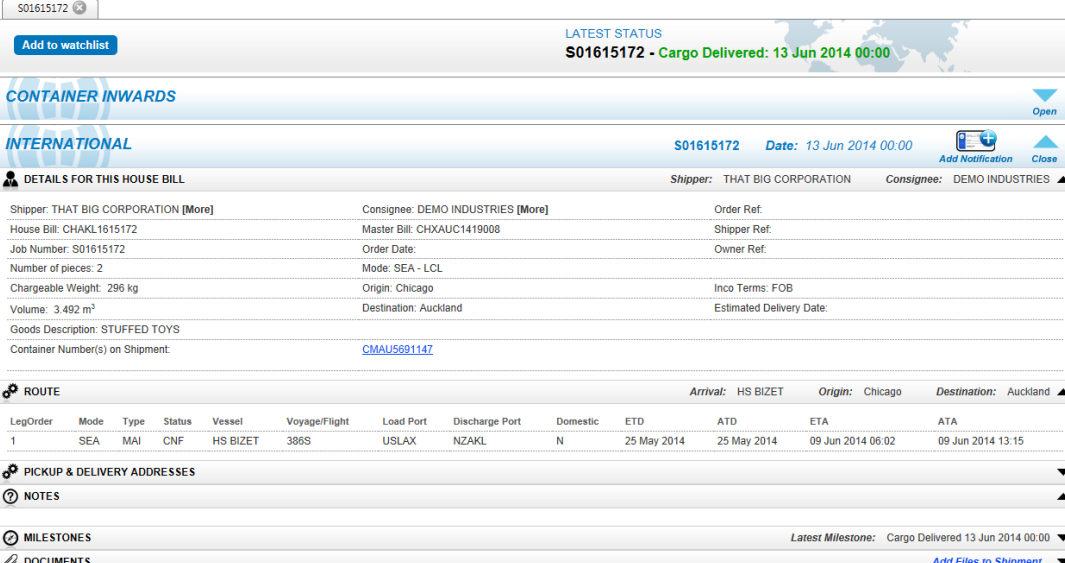
International freight movements can be traced by Housebill, Master Airway Bill, Job Number, Container Number, International Order Number or Client specific Part/Product Number.

International tracking can be done by Quick Track  (Excluding part numbers and master airway bills) or by choosing your search option from the **Searches** menu.



To view an international movement, select the appropriate option from the drop down list (as above) and fill in the **with**, **when** and **where** fields. Click **Search** to begin searching.

- The tracking screen below shows the summary details of an individual Housebill search, as well as the shipping information and all of the associated documentation.
- To view or hide details select the arrows  or  on the right hand side.
- Notes and documents associated with the shipment are also readily available. These can be reviewed, downloaded or printed by expanding the NOTES or DOCUMENTS section



S01615172

**LATEST STATUS**  
S01615172 - Cargo Delivered: 13 Jun 2014 00:00

**CONTAINER INWARDS** Open

**INTERNATIONAL** S01615172 Date: 13 Jun 2014 00:00 Add Notification Close

**DETAILS FOR THIS HOUSE BILL** Shipper: THAT BIG CORPORATION Consignee: DEMO INDUSTRIES ▲

Shipper: THAT BIG CORPORATION <a href="#">[More]</a>	Consignee: DEMO INDUSTRIES <a href="#">[More]</a>	Order Ref:
House Bill: CHAKL1615172	Master Bill: CHXAUC1419008	Shipper Ref:
Job Number: S01615172	Order Date:	Owner Ref:
Number of pieces: 2	Mode: SEA - LCL	
Chargeable Weight: 296 kg	Origin: Chicago	Inco Terms: FOB
Volume: 3.492 m <sup>3</sup>	Destination: Auckland	Estimated Delivery Date:
Goods Description: STUFFED TOYS		
Container Number(s) on Shipment:	<a href="#">CMAU5691147</a>	

**ROUTE** Arrival: HS BIZET Origin: Chicago Destination: Auckland ▲

LegOrder	Mode	Type	Status	Vessel	Voyage/Flight	Load Port	Discharge Port	Domestic	ETD	ATD	ETA	ATA
1	SEA	MAI	CNF	HS BIZET	386S	USLAX	NZAKL	N	25 May 2014	25 May 2014	09 Jun 2014 06:02	09 Jun 2014 13:15

**PICKUP & DELIVERY ADDRESSES** ▼

**NOTES** ▲

**MILESTONES** Latest Milestone: Cargo Delivered 13 Jun 2014 00:00 ▼

**DOCUMENTS** [Add Files to Shipment](#) ▼



## Part Number Search

Select Part Number from the **Searches** menu, or from the drop down menu in the **Find** section of Advanced Search.

From the Advanced Search page, enter your Part/Product Number as detailed on your purchase order.

This will show Products and Part numbers on orders currently in transit, stock in hand (if cargo is being stored at a Mainfreight Logistics Depot) or being customs cleared.

Searches    Actions    Maintain    Accounts    Reports    Adm

- ★ Consignment Note
- ★ Con Note Detail
- ★ Courier Post Ticket
- ★ NZC Ticket
- ★ Sender Ref
- ★ Delivery Number
- ★ Domestic House Bill
- ★ Release \ Pickup Number
- ★ Client Delivery Ref. Number
- ★ Container Number
- ★ House Bill
- ★ Purchase Order Management
- ★ Job
- ★ Master AirwayBill
- ★ **Part Number**
- ★ Stock In Transit
- ★ Logistics Order
- ★ Stock on Hand

**Part Number**  
Search Orders and Clearance Jobs for a particular Part Number.

**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](#)

Saved Searches:  [Edit Searches](#)    Show/Hide Criteria

FIND	WITH	WHEN	WHERE
Part Number <input type="text" value="36179"/> Part: * <input type="text"/>		Custom Date Range <input type="text"/> From: <input type="text" value="28 Jan 2015"/> To: <input type="text" value="28 Jan 2016"/>	

[Save Search](#)    [Search](#)

2 results found

Order Number...	House Bill	Job Number	Containers	Shipper	Consignee	Origin	ETD	Destination	ETA	Qty Ordered	Qty Received	Qty Remain...	Delivered
5597-0	5244L2151585	5244J2151585	SUDU5156736	TY INC	Yantian	Yantian	2015-09-02T0...	Auckland	2015-09-18T0...	3000	0	3000	2015-09-21T1...
5597-2	5244L2151585	5244J2151585	SUDU6241134	TY INC	Yantian	Yantian	2015-09-16T1...	Auckland	2015-10-02T1...	3000	0	3000	2015-10-19T1...

Note: Selecting the blue part number on an **International Order** will display the product/part number information on the order you have selected.

**ORDERS**    Order Details attached to Order # 5725    [Add Files to Order](#)

Line#	Part#	Description	Qty Ordered	Qty Received	Qty Remaining	Unit of Qty	Item Price	Total Price
6	<a href="#">56006</a>	BARBIE DOLLS	8,004	0	8,004		0.00	0.00
7	<a href="#">56002</a>	THOMAS THE TANK ENGINE	8,040	0	8,040		0.00	0.00
8	<a href="#">56003</a>	MY LITTLE PONY	8,004	0	8,004		0.00	0.00
9	<a href="#">56009</a>	SYLVANIAN	3,800	0	3,800		0.00	0.00
10	<a href="#">56008</a>	LEGO - STAR TREK	3,000	0	3,000		0.00	0.00

**NOTES**

Notes:

- 05/03 Booking details noted, pending departure.
- 05/06 PI has confirmed products
- 30/05 Purchase order received, PI to confirm products

**Product Details**

Code:	56002
Description:	THOMAS THE TANK ENGINE
Commodity:	
Stock Unit:	UNT
Decimal Places:	0
Is Active:	Y

	Depth	Width	Height	Unit
Dimensions	0	0	0	
Weight	0	KG	per UNT	
Cube	0	M3	per UNT	
Pallet Size		UNT		
Tariff Item				

Cargo Available

## 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**

Searches	Actions	Maintain	Accounts	Reports
★ Consignment Note				Stock on Hand View stock on hand by product across multiple warehouses.
★ Courier Post Ticket				
★ NZC Ticket				
★ Sender Ref				
★ Client Delivery Ref. Number				
★ Container Number				
★ House Bill				
★ International Order				
★ Job				
★ Master AirwayBill				
★ Part Number				
★ Stock In Transit				
★ Logistics Order				
★ Stock on Hand				
★ Con Note Detail				

Home Favourites Searches Actions Maintain Accounts Reports Admin Contact Us Super Help Currently logged in as

### Stock on Hand

[Reset](#) [Show/Hide Criteria](#)

FIND	WITH	WHERE
Stock on Hand	Start Code <input type="text" value="Type product code or * for all..."/> End Code <input type="text" value="Type an end code..."/>	Warehouse: <input type="text" value="1 selected"/> <input type="checkbox"/> Group by Code, Warehouse

[Search](#)

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

To select all products, enter (\*) in the Start Code field. Then select the warehouse(s) from the warehouse list and click search.

WITH
Start Code <input type="text" value="*"/>

To select a range of products, enter the start and end code to obtain codes within that range. Then select the warehouse(s) from the warehouse list and click search.

WITH
Start Code <input type="text" value="15000"/>
End Code <input type="text" value="15005"/>

To select an individual product, enter the product code in the Start Code field. Then select the warehouse(s) from the warehouse list and click search.

WITH
Start Code <input type="text" value="15002, GELEEZ ACTIVITY PACK (6)"/>
End Code <input type="text" value="Type an end code..."/>

Search results are displayed in a grid. To view detailed information, click the code field containing the line item's code.

Stock on Hand

44 results found

Reset

Show/Hide Criteria

Search

Warehouse	Customer	Code	Description	Pack	Pack Siz...	SOH	Committed...	On O...	He...	Damage...	Available	In Trans...
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	<a href="#">103692</a>	HMI System controller (EPC), Europe	EACH	1	120	0	20			120	11273
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	<a href="#">103693</a>	HMI LVAD Implant Kit (EPC) Europe	EACH	1	80	0	0			80	157
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	<a href="#">103868</a>	Power Module continental Europe	EACH	1	32	0	40			32	
MAINFREIGHT DEMO WAREHOUSE	DEMO INDUSTRIES	<a href="#">2465</a>	Battery Set, 14-volt LI-ION	EACH	1	170	45	0			125	10

After clicking in the code field, a box will display the individual product details belonging to that code as below.

Stock on Hand

44 results found

Reset

Show/Hide Criteria

Search

**Code: 103692**   **HMI System controller (EPC), Europe**   **Controller**

Batch	Serial	Arrival Date	SOH	Commit	On Order	Held	Damaged	Available
1983	1994	07 Dec 2012 11:19	10	0	10	0	0	10
1984	1995	07 Dec 2012 11:19	10	0	0	0	0	10
HIJ	9001	07 Dec 2012 11:17	10	0	0	0	0	10
lot 23	124581112	12 Mar 2011 04:38	2	0	0	0	0	2
	1234	25 Sep 2011 16:59	88	0	0	0	0	88

# Actions

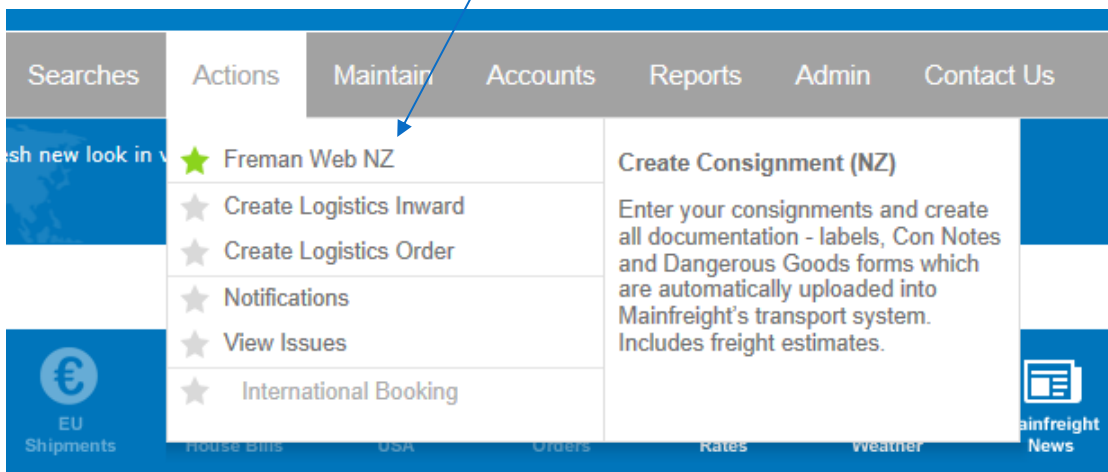
Actions	Maintain	Accounts	Reports	Admin	Contact
★ Freman Web AU	Create Consignment (AU)				
★ Freman Quoting (AU)	Enter your consignments and create all documentation - labels, Con Notes and Dangerous Goods forms which are automatically uploaded into Mainfreight's transport system. Includes freight estimates.				
★ Freman Web NZ					
★ Create Logistics Inward					
★ Create Logistics Order					
★ House Bill USA / CA					
★ Quick Quote USA / CA					
★ Quote USA / CA Review List					
★ Shipment Review / Upload (USA)					
★ E-Shipment					
★ Agents Corner					
★ Global Base Plus					
★ International Booking					
★ Notifications					
★ View Issues					

You are able to carry out a range of Actions via Mainchain including creating Consignments, Domestic/International Housebills, Logistics orders and notifications. You can also Create/Track issues via the Mainfreight issue management system. The options shown above are setup for each customer, depending on services required. If you feel you need additional services, your Sales Representative can grant you access to these and provide you with the manuals/training as required.

## Creating Consignment Notes (Freman Web)

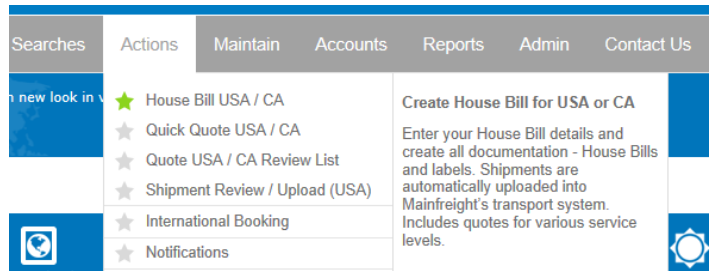
If you are a domestic transport customer in NZ and AU you can create consignment notes and labels online.

Select **Freman Web** from the actions menu (NZ or AU) and you will be redirected to the FremanWeb web page.



## Creating USA Domestic Housebills

If you are a Domestic USA customer you can create Housebill bookings online. Select the **Housebill** option. This will load the Domestic Shipment page.



## USA Domestic Shipment Creation Page

Domestic and Transborder Shipments Shipment Template:  Profile:

---

**CUSTOMER** EDIT DETAILS

**SHIPPER** EDIT DETAILS

Shipper Name: TEST ORG Country: United States Postal/Zip Code: 90746

**CONSIGNEE** HIDE DETAILS

Consignee:  Country:  Contact:   
 Address Line 1:  State:  Phone Number:   
 Address Line 2:  Add Address:  Email:   
 City:   
 Postal/Zip:   
 Customer Code:   
 Consignee Name:  Country: United States Postal/Zip Code:

**SERVICE AND PAYMENT** HIDE DETAILS

Service Level:   
 Payment Type:  Billing Party:   
 Reference Type:  Reference:

**ITEMS** EDIT DETAILS

Total:  Total Volume:  Total Weight:  Dim Weight:  Charged Weight:

**ACCESSORIALS** EDIT DETAILS

0 Accessorials Selected

**ADDITIONAL INFORMATION** HIDE DETAILS

Pickup  
 Pickup Date:  From:  To:   
 Call Required:  From:  To:

Delivery  
 Requested Delivery Date:  From:  To:   
 Call Required:  From:  To:

Cash on Delivery \$:  Type of COD Payment:   Declared Value   Insurance

Special Instructions  
 Shipper  Consignee

**NOTIFY ME WHEN** HIDE DETAILS

Press CTRL+Left-Click to select multiple notifications, or using the keyboard press CTRL+Enter. You can move up and down within the list using the arrow keys.

Email   Booking Confirmation

**PRINT SETTINGS** HIDE DETAILS

Print BDL  Print Label  Mainfreight Label  Copies:   
 Shipper's Label Start at:   1  2  4  6

**DOCUMENTS** HIDE DETAILS

Filename	Description	Document Type	Size
<input type="button" value="+ Add Files"/>			

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.mainfreight-us.com](http://www.mainfreight-us.com)

## Creating Logistics Orders

If you are a Logistics customer you have the ability to enter an inwards or outwards order online.

### Placing an outwards order

- From the **Actions** menu, click on **Create Logistics Order**.
- Enter an Order date and a delivery date
- 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)**

Order date:\*

Delivery date:\*

Warehouses:

Your order:\*  Order number available

Your Customer's Order Number:

**TO DETAILS**

Consignee name or #:

Consignee code:

Delivery name:\*

Address 1:\*

Address 2:

Post code:

Suburb:

City:\*

State:

Country:\*

**ORDER LINES**

Search for product:

**SPECIAL INSTRUCTIONS**

Special instructions:

**NOTIFICATIONS**

Add SMS Add Email

Send notification to	Order Received	Order Picking	Order Complete	
<input type="text" value="info@mainfreight.com"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span>Delete</span>

Submit

- 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 including a short code for the new consignee. Next time you place an order the new consignee will be in the list.

**TO DETAILS**

Consignee name or #:	<input type="text" value="Type consignee name or code..."/>	Post code:	<input type="text"/>
Consignee code:	<input type="text"/>	Suburb:	<input type="text"/>
Delivery name*:	<input type="text"/>	City*:	<input type="text"/>
Address 1*:	<input type="text"/>	State:	<input type="text"/>
Address 2:	<input type="text"/>	Country*:	<input type="text"/>

- 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.

**ORDER LINES**

Search for product:

Product Code	Description One	Description Two
1026275	MC	3185370302071
1032041	MC	
1032110	GLEN	5010494343717
1033732	M&C	3185370316801
1050161	MC	

SPECIAL INSTRUCTIONS

- To view stock on hand information on a particular product select the arrow

Available	Units	Unit Price
33	<input type="text" value="↓"/>	<input type="text"/>
<b>Avail</b>	<b>SOH</b>	
13	13	
20	20	

- Enter the number of units you wish to order, any serial, batch numbers, or colours if required and the unit price.

Units	Batch#	Unit Price
<input type="text" value="↓"/>	<input type="text"/>	<input type="text"/>

- To add another line enter the first few letters of the stock name, or alternatively enter the product number into the **Search for product** field
- 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.

**NOTIFICATIONS**

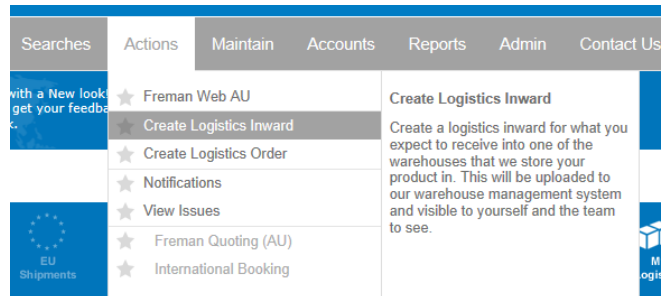
Send notification to	Order Received	Order Picking	Order Complete	
<input type="text" value="yourname@company.co.nz"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

- 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 **Create Logistics Inward**.



### Create Logistics Inward

Please note - Fields with an \* are required fields and must be completed before an Inwards Order can be processed. Any required fields that have not been completed will be highlighted once you submit your order.

[Reset](#)

**LOGISTICS INWARD ENTRY**

Arrival date:\*

Warehouses:

Your reference:\*

Your supplier:

Who will deliver:  Or

Freight reference:

Total items to be received:\*

**INWARD LINES**

Search for product:

**SPECIAL INSTRUCTIONS**

Special instructions:

**NOTIFICATIONS**

Send notification to	Inward Received
	Inward Complete

[Submit](#)

- Select the Warehouse(s) from the drop down menu
- Enter the arrival date and your reference number
- Enter the name of your supplier the stock will be coming from
- Enter the name of the *carrier* who will be delivering the stock
- Enter the freight reference Consignment note/Housebill the stock is coming on
- Enter the total number of items to be received
- Search for a product in the **Product** field and enter the units

**INWARD LINES**

Search for product:

Product Code	Description One	Description Two
Aer0020	Aerator 20lt	

- Enter any special instructions – this will be visible to the Logistics team and your customers
- Create any notifications by selecting Add SMS/Add Email
- Click **Submit**.



## Notifications


In Mainchain from the [notifications] section, you have the ability to create notifications for Consignments, Domestic/International Housebills and Logistics orders.

### Notifications

View and edit your existing notifications, or add new ones.

Create New Notification

#### CURRENT NOTIFICATIONS

HOVER OVER THE  ICON FOR THE NOTIFICATIONS HISTORY.

Completed notifications will remain in the list for 7 days from the last notification date.

	Notification Type	Reference	Recipient	Completed Notifications	Last Notified	Next Notification	Edit
	Order	179849	11@test.com;12@test.com	 0 of 2	Pending	Order Picking	
	Order	179849	15@test.com;16@test.com	 0 of 2	Pending	Order Picking	
	House Bill	HKAKL1922730	jennine@mainfreight.com	 1 of 1	31 Aug 2015	✓	
	House Bill	HKAKL1932784	jennine@mainfreight.com	 1 of 1	31 Aug 2015	✓	
	House Bill	S01881539	test@user.com	 0 of 6	Pending	Booking Confirmed	
	Job	S01942238	jennine@mainfreight.com	 1 of 1	31 Aug 2015	✓	

Delete All Notifications

## Creating notifications

- Click **Create New Notification** to begin, the below screen will show:

Type:

Consignment Note:

Email:

Mobile: +

Notify me When:

Picked Up  Delivered

In Transit

At Delivery Depot

On Delivery Vehicle

I'd like to:


Add to Watchlist

Add all Notifications


SAVE


Please Note: To send to multiple email addresses, separate them with a semicolon

- Select the type of freight movement and enter in the associated reference code in the field – press enter or tab
- Enter in the email or mobile number which the notification(s) will be sent to. To add multiple emails, these can be written in the same notification, separating the emails using the [;] key.
- Select the desired notifications in the centre panel and click [Save]

Once created, the notifications already sent can be viewed by hovering over the  icon, (shown below).

Completed Notifications	Notification Date
✓ Order Picking	30 Aug 2015
✓ Order Complete	30 Aug 2015

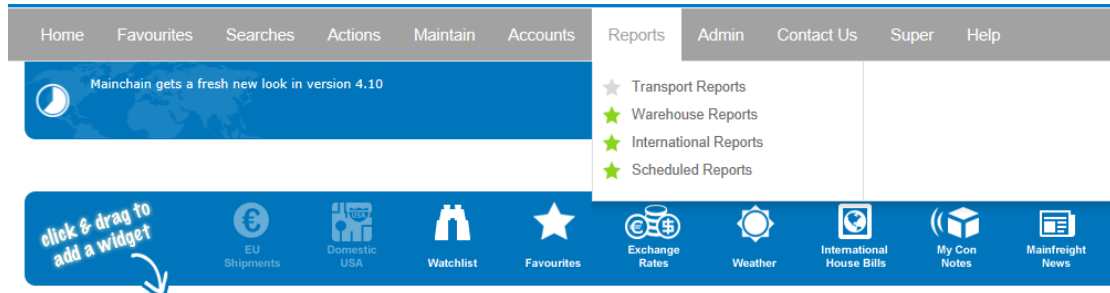
ght.co.nz  2 of 2

ght.co.nz  1 of 1

## 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 **Reports** menu and click on the report option you require.



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

## Transport

Fill in the fields, then click [View Report](#) on the bottom right.

**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 PDF	Customer Code: DHDIT	Dates: Date Range 11 Nov 2014 30 Nov 2014	Destinations: CARTERTON, CHATHAM IS, CHEVIOT, <b>CHRISTCHURCH</b> , CLARENCE, CLEVEDON, CLINTON Regions: AUCKLAND

## Logistics

Fill in the fields including a valid product code under **Product Code**, then click [View Report](#) on the bottom right.

**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: Transaction History PDF	Product Code: Monplat-Sensor, Mounting plate	From: Last month 1 Nov 2014 To: 30 Nov 2014	Warehouse: 1 selected

## International Reports

Fill in the fields, then click [View Report](#) on the bottom right.

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="Job Invoiced Charge Summa"/>	Cust. Code: <input type="text" value="XXXXXXXXXX"/>	Dates: <input type="text" value="Today"/>	Origin: <input type="text" value="Type an origin..."/>
Format: <input type="text" value="PDF"/>	Mode: <input type="text" value="All"/>	From: <input type="text" value="9 Dec 2014"/>	Destination: <input type="text" value="Type an destination..."/>
		To: <input type="text" value="9 Dec 2014"/>	Region: <input type="text" value="Australia"/>

### Report: Job Invoiced Charge Summary

The Job invoiced Charge summary report will list Forwarding and Declaration jobs for a client. The report includes all amounts invoiced for the client on each job listed in the report. The report will also isolate government related charges such as duty or other customs and government charges. This report is used to *regularly update clients* on the status of Forwarding and Declaration jobs handled on their behalf.

### Report: Client Summary Job Analysis

The client summary Job Analysis report provides a detailed listing of shipments and declaration jobs by client. This report is used to summarise trading performance by client and job. It supports a level of client analysis that details key freight information (e.g. weights, volumes, consignees, consignors). Optional modes mean that you can report by Transport mode (e.g. Sea, Air, and Domestic)

### Report: Order Status

The order Status report has been designed to show the status of purchase orders. The report has the option of showing undelivered and delivered orders within a specified timeframe. The report also has the option to include shipments and or bookings that have not had a purchase order assigned to them as yet.

### Report: Shipment Declaration

The shipment declaration report has been designed to generate a list of Forwarding Shipments and Declarations for a single client. The report selects all shipments and standalone declarations where the client is either the Consignee or Consignor. This report is used to update clients on the latest status of freight handled on their behalf.

## Report: Shipment Profile

The shipment profile report has been designed to give a detailed listing of all shipments sent through the Mainfreight freight forwarding network. This report does not show jobs customs cleared by Mainfreight but sent through another forwarder. The report summarises key information for each shipment, including key freight details about the shipment e.g. (Consignee, Consignor, Ports, ETA/ETD, and TEU).

## Report: Transit

The Transit report is designed to show clients a total transit view for their shipments. Depending on the shipment INCOTERM the report will show the breakdown between ex-works and ETD, ETD and ETA, ETA and delivery to client as well as the total transit time. This report is used by clients to gain a greater understanding of the average transit time for their shipments which can help in planning their purchasing and stock replenishment.

## 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

The screenshot shows a 'SCHEDULE' form with the following fields and options:

- Report By:** Weekly (dropdown menu)
- Run report on:** 4 selected (dropdown menu with a list of days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. Tuesday, Wednesday, Thursday, and Friday are checked. There are 'Check all' and 'Uncheck all' buttons above the list.)
- e-mail to:** support@mainfreight.co.nz (text input)
- First run:** 01 Dec 2014 (calendar icon)
- Last run:** 01 Dec 2015 (calendar icon)
- Create Schedule** (blue button)
- Hold down the Ctrl key when you click the View Report button

After entering the reporting frequency, enter the email address(s) that the reports are to be sent to. If there are multiple recipients, make sure you separate each address with a colon e.g. (frank@mainfreight.co.nz;hannah@mainfreight.co.nz)

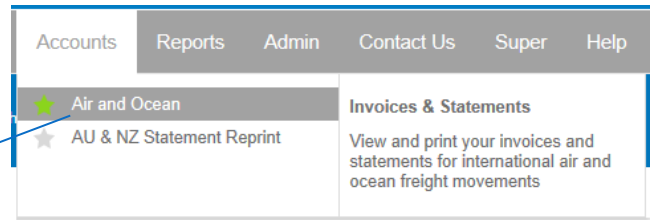
- If you only wish to receive the report for a set period of time make sure you enter a **Last Run** date in the field.
- Once you have entered all details click **Create Schedule**
- Your scheduled reports can be viewed any time by selecting the Scheduled Reports option from the reporting menu. Here you can edit or delete the schedule.

*Please note: You will get receive your reports by email the morning **after** you have requested it.*

# Accounts

## International Invoices and Statements

Select Statement and Invoices from Accounts on the home page.



**Invoices & Statements** View your invoices and statements.

Reset

**INVOICES & STATEMENTS**

International Invoices

Account: [Mainfreight Inc - LAX]

Company: Mainfreight Air & Ocean Limited

Invoice: Leave blank to get all invoices...

View Invoice(s)

This section will **only** show results for outstanding or unpaid invoices.

**Invoices & Statements** View your invoices and statements.

Reset

**INVOICES & STATEMENTS**

International Invoices

Account: MAINFREIGHT INC - LAX MAILAXLAX

Company: Mainfreight International Pty Ltd

Currency: AUD

Invoice: Leave blank to get all invoices...

View Invoice(s)

- Invoices billed in Foreign Currencies can be viewed or downloaded also

After clicking View Invoices on the bottom right, records (if any) will be generated (shown below).

Invoices - MAILAXLAX AUD MEL

View Statement View Invoice(s)

<input type="checkbox"/>	Invoice	Type	Terms	Invoice Date	Due	Job	Housebill	Consignor	Consignee	Amount	Outstanding	Debtor Code
<input checked="" type="checkbox"/>	00147785	CRD	MTH	04 Jul 2014	20 Aug 2014	S01661104	FRORD1661104	VERMOR EQUIPMENT WA AND NT	SUNSOURCE - CEDAR RAPIDS	-\$78.40	-\$78.40	MAILORDORD
<input type="checkbox"/>	00148000	CRD	MTH	09 Jul 2014	20 Aug 2014	S01665960	MELAX1665960	VELLA TERRA PERFECTUME	VELLA TERRA DISTRIBUTION CENTER	-\$233.35	-\$233.35	MAILAXLAX
<input checked="" type="checkbox"/>	00148095	CRD	MTH	11 Jul 2014	20 Aug 2014	S01665960	MELAX1665960	VELLA TERRA PERFECTUME	VELLA TERRA DISTRIBUTION CENTER	-\$5,775.00	-\$5,775.00	MAILAXLAX
<input type="checkbox"/>	00148105	CRD	MTH	11 Jul 2014	20 Aug 2014	S01658971	SY1658971	MAINFREIGHT LOGISTICS (PRESTONS)	WEAVER LEATHER LLC	-\$6.05	-\$6.05	MAILORDORD

- Select the invoice/s required to view or download by ticking the boxes on the left hand column of the line item and then clicking **View Invoice(s)** tab at the top left.
- To produce a current statement select **view statement**


## NZ/AU Statements

To view and print weekly statements, select a statement week and ledger and export a PDF or CSV file to view. This will be for the account code selected from the drop down list.

**Invoices & Statements** View your invoices and statements. Reset

---

**STATEMENT REPRINT**

<input type="text" value="NZ/AU Statement"/>	Account Code: <input type="text" value="demo"/>
	Statement Week: <input type="text" value="04 Dec 2014"/> 
	Ledger: <input type="text" value="DR Mainfreight"/>
	Format: <input type="text" value="PDF"/>

View Statement