

MAINCHAIN

User Guide



DAILY FREIGHT

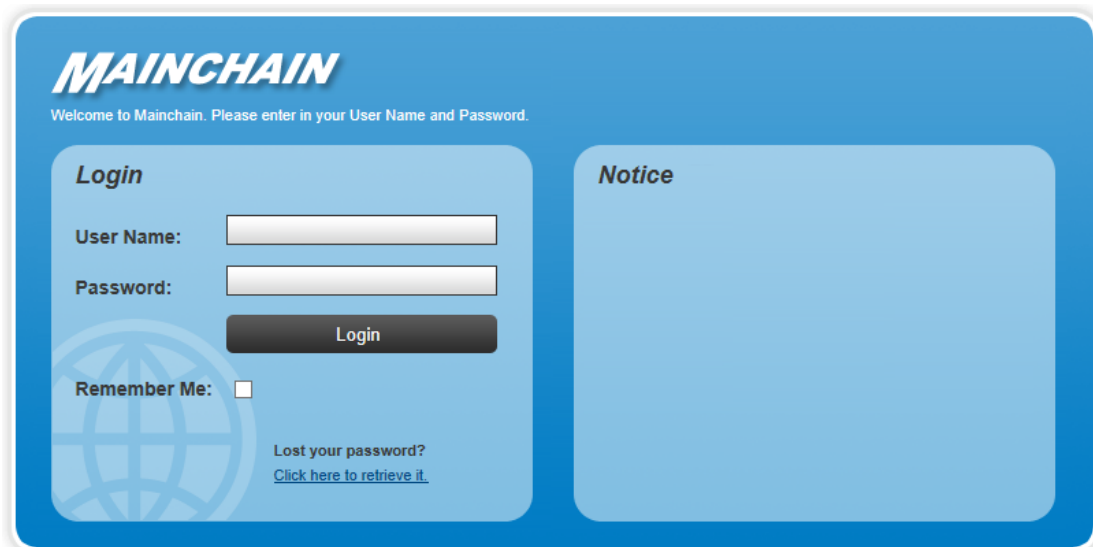
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Table of Contents

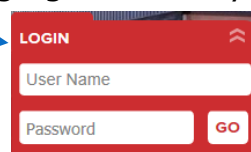
Introduction to Mainchain	3
Site Navigation	4
Favorites	4
Quick Track	4
Dashboard & Widgets.....	5
 Searches.....	 7
Track and Trace.....	7
Domestic Consignment Tracking	9
Domestic Housebill Tracking (USA only)	11
Logistics Order Number Tracking	12
International Tracking	13
Logistics - Stock on Hand	15
 Actions	 17
Creating Consignment Notes (Freman Web)	17
Creating Domestic Housebills.....	18
Creating Logistics Orders.....	19
Placing an outwards order	19
Placing an inwards order	21
 Reports	 22
Transport	22
Logistics	22
International Reports	23
Scheduling Reports	24
 Accounts.....	 25
International Invoices and Statements	25
NZ/AU Statements	26

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 image shows the Mainchain login page. At the top left is the 'MAINCHAIN' logo in a stylized font. Below it, a message says 'Welcome to Mainchain. Please enter in your User Name and Password.' The page is divided into two main sections. The left section is titled 'Login' and contains a 'User Name:' label with a text input field, a 'Password:' label with a text input field, a 'Login' button, a 'Remember Me:' checkbox, and a link that says 'Lost your password? Click here to retrieve it.' The right section is titled 'Notice' and is currently empty.

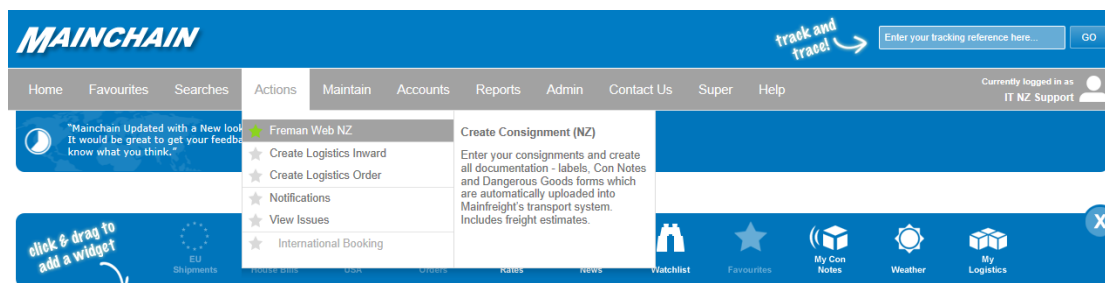
- Mainchain is provided to you free of charge and supports Internet Explorer Version 8 or higher, Firefox and Chrome browsers
- The web address needed to access Mainchain is www.mainchain.net or by logging into the system via www.mainfreight.com

A small red login pop-up window is shown. It has a title bar that says 'LOGIN'. Inside, there are two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a red button with the word 'GO' in white. A blue arrow points from the text 'www.mainfreight.com' in the list above to this pop-up.

- 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 functions available in Mainchain are 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 option, a brief summary will be displayed to the right.

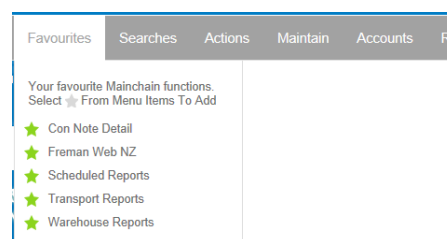


Click on the menu option you require.

To Navigate Back to the home page click on [Home](#)

Favorites

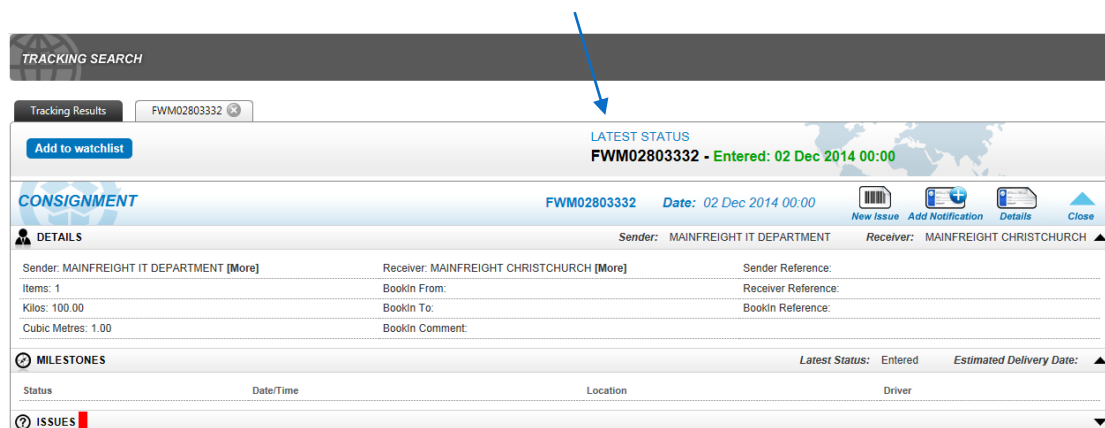
You can add the things you do the most, by clicking the ★ next to the menu option. The star will then turn green and the item will appear in your favourites menu (shown to the right).



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. Enter your reference number and click GO. Mainchain will then search all systems for the latest status(s).

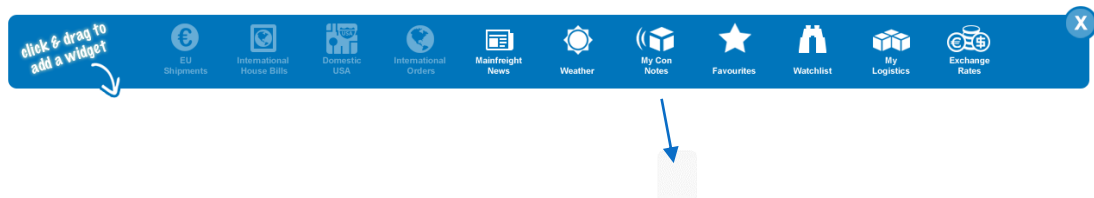
Note: If the reference is found in multiple systems (e.g. transport, logistics and international) then the last status for each of these will be displayed. To add this item to your watch list select [Add to watchlist](#)



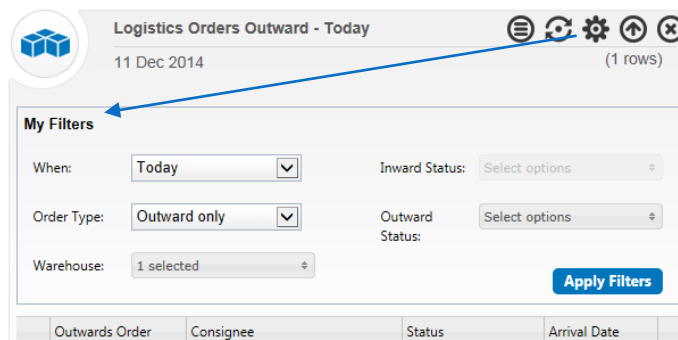
Dashboard & Widgets

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.

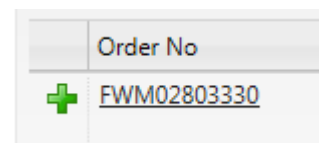
To add a widget to your dashboard, select the widget from the toolbar and drag it onto the dashboard panel below.



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.



To view more Information on an order or line item in your widget, click it to see the detailed results, or the 'POD' image to view the Proof of Delivery. To add it to your watch list, click the plus symbol shown next to the order.





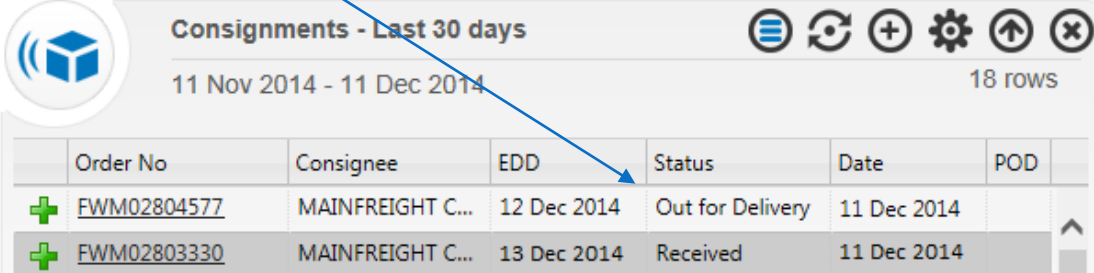
To refresh the data in the widget, click the refresh icon ↺️




To minimise the widget, click the collapse icon ⬆️




Clicking the show recent updates icon  →  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. This will then update over time as freight reaches milestones, the status will display for that line item as shown below.



	Order No	Consignee	EDD	Status	Date	POD	
+	FWM02804577	MAINFREIGHT C...	12 Dec 2014	Out for Delivery	11 Dec 2014		↑
+	FWM02803330	MAINFREIGHT C...	13 Dec 2014	Received	11 Dec 2014		

To add a new consignment or domestic housebill, click the **new consignment icon**  and this will bring up a new window.

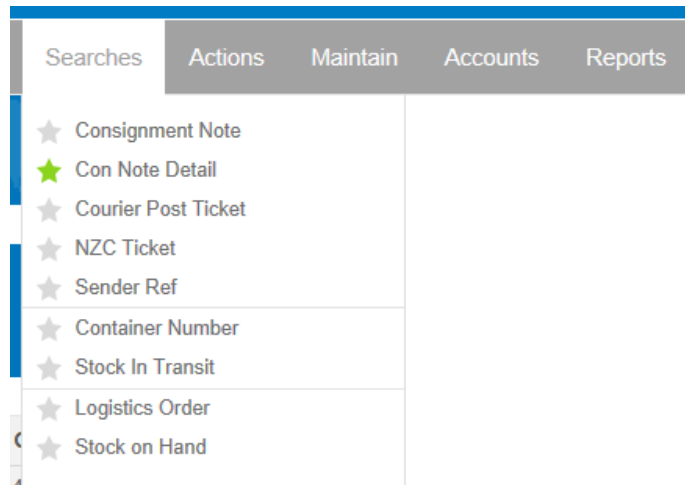
To remove a widget select the  icon at the top right of the widget, or drag the widget back to the widget toolbar.

Widgets will continue to be added to the Toolbar 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 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 and select your search type from the list.



Advanced Search (default) – Enter your search criteria (With/When/Where). The search criteria will vary based upon search type. After this, 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.

Saved Searches: Select a saved search [Edit Searches](#) Reset

Show/Hide Criteria ⌵

FIND	WITH	WHEN	WHERE
<div>Consignment Note ⌵</div> <div>Note: <input type="text" value="Type a con note number..."/></div> <div>Use Specific Search</div>	<div>Charge Code: All ⌵</div>	<div>Custom Date Range ⌵</div> <div>From: <input type="text" value="3 Dec 2014"/> 📅</div> <div>To: <input type="text" value="10 Dec 2014"/> 📅</div>	

Save Search Search

Select **Use Specific Search** to search for an individual item. 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.

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: [Select a saved search](#) [Edit Searches](#) [Show/Hide Criteria](#)

FIND	WITH	WHEN	WHERE
Consignment Note Note*: FWM02803330 Use Advanced Search	Charge Code: All	Custom Date Range From: 01 Dec 2014 To: 03 Dec 2014	

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

FWM02803330 [Add to watchlist](#)

LATEST STATUS
FWM02803330 - Entered: 02 Dec 2014 00:00

CONSIGNMENT FWM02803330 Date: 02 Dec 2014 00:00 [New Issue](#) [Add Notification](#) [Details](#) [Close](#)

DETAILS Sender: MAINFREIGHT IT DEPARTMENT Receiver: MAINFREIGHT CHRISTCHURCH [▲](#)

MILESTONES Latest Status: Entered Estimated Delivery Date: [▼](#)

ISSUES [▼](#)

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. Selecting an item in the grid will show the detailed results in a separate tab. Multiple tabs can be opened with your original search results still available in the tracking results tab.

8 results found

Tracking Results FWM02803330 [Add to watchlist](#)

LATEST STATUS
FWM02803330 - Entered: 02 Dec 2014 00:00

CONSIGNMENT FWM02803330 Date: 02 Dec 2014 00:00 [New Issue](#) [Add Notification](#) [Details](#) [Close](#)

DETAILS Sender: MAINFREIGHT IT DEPARTMENT Receiver: MAINFREIGHT CHRISTCHURCH [▲](#)

Date	Con Note Number	Sender	Receiver	Origin	Destination	Items	Metres	Kilos	Milestone
02 Dec 2014	FWM02803330	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803331	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803332	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered

8 results found

Tracking Results FWM02803330 [Add to watchlist](#)

LATEST STATUS
FWM02803330 - Entered: 02 Dec 2014 00:00

CONSIGNMENT FWM02803330 Date: 02 Dec 2014 00:00 [New Issue](#) [Add Notification](#) [Details](#) [Close](#)

DETAILS Sender: MAINFREIGHT IT DEPARTMENT Receiver: MAINFREIGHT CHRISTCHURCH [▲](#)

Sender: MAINFREIGHT IT DEPARTMENT [More] Receiver: MAINFREIGHT CHRISTCHURCH [More] Sender Reference: Receiver Reference:

Items: 1 Bookin From:

Additional tools available for the results are:



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



Links to the Mainfreight issue management systems.





Shows all details of the consignment

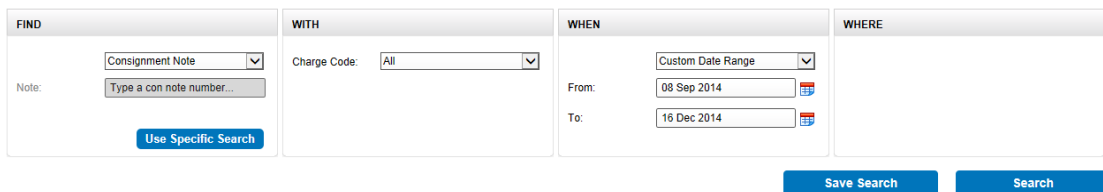


Displays a copy of the scanned Proof of delivery if available

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



The Advanced Search form is divided into four main sections: FIND, WITH, WHEN, and WHERE. The FIND section has a dropdown for 'Consignment Note' and a text input for 'Note:'. The WITH section has a dropdown for 'Charge Code'. The WHEN section has a dropdown for 'Custom Date Range' and two date input fields for 'From' and 'To'. The WHERE section is empty. At the bottom right are 'Save Search' and 'Search' buttons.

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

21 results found

Tracking Results FWM02803330

Date	Con Note Number	Sender	Receiver	Origin	Destination	Items	Metres	Kilos	Milestone
02 Dec 2014	FWM02803330	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803331	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803332	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803333	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803334	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered
02 Dec 2014	FWM02803335	MAINFREIGHT IT DEPARTMENT	MAINFREIGHT CHRISTCHURCH	AUCKLAND	CHRISTCHURCH	1	1.00	100.00	Entered

- To view a particular consignment, click on the line item and the details will display on a separate tab. To return to your results, select the **Tracking Results** tab
- 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 then be taken to the detailed tracking results:

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: [Select a saved search](#) [Edit Searches](#) [Show/Hide Criteria](#)

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

FWM02803336 [Add to watchlist](#)

LATEST STATUS
FWM02803336 - Entered: 02 Dec 2014 00:00

CONSIGNMENT FWM02803336 Date: 02 Dec 2014 00:00 [New Issue](#) [Add Notification](#) [Details](#) [Close](#)

DETAILS Sender: MAINFREIGHT IT DEPARTMENT Receiver: [\[More\]](#) Sender Reference: [\[More\]](#)

Items: 1 Bookin From: [\[More\]](#) Receiver Reference: [\[More\]](#)

Kilos: 100.00 Bookin To: [\[More\]](#) Bookin Reference: [\[More\]](#)

Cubic Metres: 1.00 Bookin Comment: [\[More\]](#)

MILESTONES Latest Status: Entered Estimated Delivery Date: [\[More\]](#)

Status	Date/Time	Location	Driver
Delivered By	01 Dec 2014 08:00	NEW PLYMOUTH (NPY13)	NEW PLYMOUTH DEPOT
Outturned From	02 Dec 2014 07:43	NEW PLYMOUTH (NPY13)	
Arrived At	02 Dec 2014 06:39	NEW PLYMOUTH (NPY13)	
Dispatched To	01 Dec 2014	NEW PLYMOUTH (NPY13)	
Loaded By	01 Dec 2014	AUCKLAND (AKL51)	
Received At	01 Dec 2014 18:00	AUCKLAND (AKL51)	

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

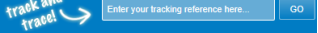
FIND **WITH** **WHEN** **WHERE**

Consignment Note [\[More\]](#) Charge Code: [All](#) [\[More\]](#) Custom Date Range [\[More\]](#)

Note: Type a con note number... From: 03 May 2014 To: 03 Dec 2014

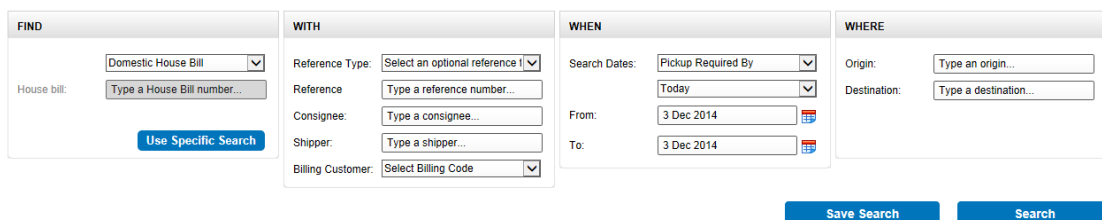
[Use Advanced Search](#) [Save Search](#) [Search](#)

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.

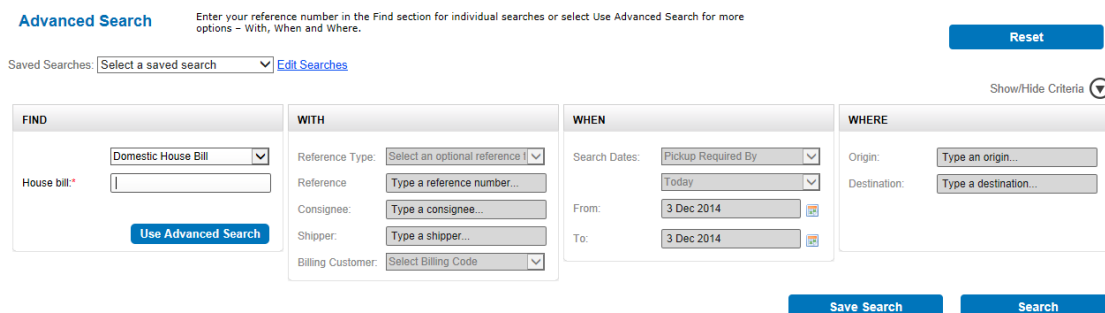
Note: additional advanced search criteria will be added on an on-going basis.

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




The form is divided into four main sections: FIND, WITH, WHEN, and WHERE. The FIND section has a dropdown for 'Domestic House Bill' and a text input for 'House bill:'. The WITH section includes fields for Reference Type, Reference, Consignee, Shipper, and Billing Customer. The WHEN section includes Search Dates, Pickup Required By, and From/To dates. The WHERE section includes Origin and Destination. There are 'Save Search' and 'Search' buttons at the bottom right.

- 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:



This form is similar to the one above but includes a 'Use Advanced Search' button in the FIND section. It also features a 'Reset' button at the top right and a 'Show/Hide Criteria' dropdown at the top right. The 'WITH' section has a 'Reference' field that is currently empty.

Logistics Order Number Tracking

Logistics orders can be tracked via Quick Track  or by selecting **Logistics Order** 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.


- 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. Reset

Saved Searches: Select a saved search [Edit Searches](#) Show/Hide Criteria

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

74 results found Tracking Results 50024186

LOGISTICS 50024186 Date: 18 Jul 2013 15:18 Add Notification Close

DETAILS Receiver: STOCK DESTRUCTION

Receiver: STOCK DESTRUCTION [More]	Carrier: COLLECTED	Consignment:
Customer Reference Number:	Warehouse: MF LOGISTICS-SYD-PRESTONS	Items: 1728
Pallets:	Hire Pallets:	Type: Outwards
No special instructions available		

MILESTONES Latest Status: Entered

Status	Date/Time	Location	Destination
Entered	18 Jul 2013 15:18		

PRODUCTS

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

The screenshot shows the 'Advanced Search' interface. On the left, a dropdown menu is open, listing search criteria: Courier Post Ticket, NZC Ticket, Sender Ref, Delivery Number, Domestic House Bill, Release \ Pickup Number, Client Delivery Ref. Number, Container Number, House Bill, **International Order** (highlighted), Job, Master Airway Bill, and Part Number. Below this is a 'Use Specific Search' button. The main search area is divided into four sections: 'WITH' (Order, Consignee, Shipper, Customer code), 'WHEN' (Search Dates, From, To), and 'WHERE' (Order Status, Origin, Destination). A 'Reset' button is at the top right, and 'Save Search' and 'Search' buttons are at the bottom right.

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

The screenshot shows the tracking details for S01615172. At the top, it says 'LATEST STATUS S01615172 - Cargo Delivered: 13 Jun 2014 00:00'. Below this is a section for 'CONTAINER INWARDS' and 'INTERNATIONAL'. The main section is 'DETAILS FOR THIS HOUSE BILL', which includes fields for Shipper (THAT BIG CORPORATION), Consignee (DEMO INDUSTRIES), 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 m³), Destination (Auckland), Estimated Delivery Date, Goods Description (STUFFED TOYS), and Container Number(s) on Shipment (CMAU5691147). Below this is a 'ROUTE' section showing the arrival at HS BIZET, origin in Chicago, and destination in Auckland. The 'PICKUP & DELIVERY ADDRESSES' section is also visible. At the bottom, there are sections for 'NOTES', 'MILESTONES' (Latest Milestone: Cargo Delivered 13 Jun 2014 00:00), and 'DOCUMENTS' (Add Files to Shipment).

Part Number Search

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

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

★ Consignment Note

★ Con Note Detail

★ 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

Actions

Maintain

Accounts

Reports

Adm

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:

Select a saved search

Edit Searches

Show/Hide Criteria

FIND

Part Number

Part*

12005

WITH

WHEN

Custom Date Range

From: 05 Dec 2013

To: 05 Dec 2014

WHERE

Save Search

Search

2 results found

Order Number	House Bill	Job Number	Containers	Shipper	Consignee	Origin	ETD	Destination	ETA	Qty Ordered	Qty Received	Qty Remaining	Qty Delivered
5537	HKAKL1499320	S01499320	SUDU1072771	THAT BIG CORPORATION	DEMO INDUSTRIES	Hong Kong	11 Jan 2014 12:24	Auckland	31 Jan 2014 06:50	13000	0	13000	04 Feb 2014 07:52
5564	HKAKL1513568	S01513568	SUDU1144819	THAT BIG CORPORATION	DEMO INDUSTRIES	Hong Kong	01 Feb 2014 00:29	Auckland	15 Feb 2014 09:03	2400	2400	0	17 Feb 2014 12:26

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	56002	BARBIE DOLLS	8.004	0	8.004		0.00	0.00
7	56002	THOMAS THE TANK ENGINE	8.040	0	8.040		0.00	0.00
8	56003	MY LITTLE PONY	8.004	0	8.004		0.00	0.00
9	56006	SYLVANIANS	3.600	0	3.600		0.00	0.00
10	56008	LEGO - STAR TREK	3.000	0	3.000		0.00	0.00

NOTES

Notes:

05/08 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

Dimensions

Weight

Cube

Pallet Size

Tariff Item

Depth

Width

Height

Unit

0

0

0

0

KG

M3

per UNT

per UNT

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**

The screenshot shows the Mainfreight system interface. At the top, there is a navigation bar with tabs: Home, Favourites, Searches, Actions, Maintain, Accounts, Reports, Admin, Contact Us, Super, and Help. The 'Searches' tab is selected. A dropdown menu is open, showing various search options. A blue arrow points from the 'Searches' tab to the 'Stock on Hand' option in the dropdown menu. The 'Stock on Hand' option is highlighted with a green star. Below the dropdown menu, the 'Stock on Hand' search form is shown. It has three main sections: 'FIND', 'WITH', and 'WHERE'. The 'FIND' section has a dropdown menu with 'Stock on Hand' selected. The 'WITH' section has two input fields: 'Start Code' and 'End Code'. The 'WHERE' section has a 'Warehouse' dropdown menu with '1 selected' and a 'Group by Code, Warehouse' checkbox. There are 'Reset' and 'Search' buttons. A 'Show/Hide Criteria' link is also present.

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.

The screenshot shows the 'WITH' section of the search form. It has a 'Start Code' input field with an asterisk (*) entered.

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.

The screenshot shows the 'WITH' section of the search form. It has two input fields: 'Start Code' with '15000' entered and 'End Code' with '15005' entered.

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.

The screenshot shows the 'WITH' section of the search form. It has two input fields: 'Start Code' with '15002, GELEEZ ACTIVITY PACK (6)' entered and 'End Code' with 'Type an end code...' entered.

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

Stock on Hand

Reset

Show/Hide Criteria

Search

536 results found

Warehouse	Customer	Code	Description	Pack	Pack Size	SOH	Committed	Held	Damaged	Available	In Transit
MF LOGISTICS-AKL-RAILWAY LANE	DAILY FREIGHT CLOTHING	DF BEANIES	DF BEANIES	UNIT	1	20	0	0	0	20	0
MF LOGISTICS-AKL-RAILWAY LANE	DAILY FREIGHT CLOTHING	DF BUM BAG	DF BUM BAG	UNIT	1	15	0	0	0	15	0
MF LOGISTICS-AKL-RAILWAY LANE	DAILY FREIGHT CLOTHING	DFBAGS	DF GEAR BAG	EACH	1	13	0	0	0	13	0
MF LOGISTICS-AKL-RAILWAY LANE	DAILY FREIGHT CLOTHING	DFBUCKET 59CM	DF ADULT BUCKET HATS L/XL 59CM	EACH	1	123	0	0	0	123	0
MF LOGISTICS-AKL-RAILWAY LANE	DAILY FREIGHT CLOTHING	DFC	DAILY FREIGHT COMPENDIUM	EACH	1	4	0	0	0	4	0
MF LOGISTICS-AKL-RAILWAY LANE	DAILY FREIGHT CLOTHING	DFCAPSA	DF COTTON CAPS - ADULT	EACH	1	14	0	0	0	14	0

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

536 results found

Code: DF BEANIES

DF BEANIES

Arrival Date	SOH	Commit	Held	Damaged	Available
13 Aug 2013 08:00	20	0	0	0	20

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 and Logistics orders. 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)

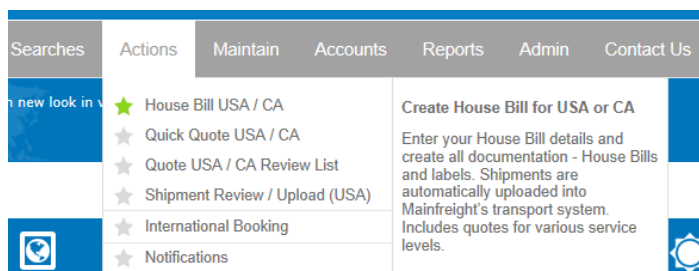
If you are a domestic transport customer in NZ and AU you can create consignment notes and labels online.

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

Searches	Actions	Maintain	Accounts	Reports	Admin	Contact Us
sh new look in v	★ Freman Web NZ	Create Consignment (NZ)				
	★ Create Logistics Inward	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.				
	★ Create Logistics Order					
	★ Notifications					
	★ View Issues					
	★ International Booking					

Creating Domestic Housebills

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



Shipment Creation Page

Domestic and Transborder Shipments

Shipment Template - Select Shipment Template -

CUSTOMER		EDIT DETAILS	
SHIPPER		EDIT DETAILS	
Shipper Name: BLACKHAWK NETWORK Country: United States Postal/Zip Code: 94588			
CONSIGNEE		EDIT DETAILS	
Consignee:	Country: United States of America	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		EDIT DETAILS	
Service Level:	3 - 5 DAY		
Payment Type:	3rd Party	Billing Party:	- Select Billing Party -
Reference Type:	Shipper Ref	Reference:	
ITEMS		EDIT DETAILS	
Measurement / Weight Unit <input checked="" type="radio"/> English (lb, in) <input type="radio"/> Metric (kg, cm)			
Line:	Pieces:	Description:	Weight: Length: Width: Height: Motor Class:
1			
2			
Total:	0	Total Volume:	0 Total Weight: 0 Dim Weight: 0 Charged Weight: 0
ACCESSORIALS		EDIT DETAILS	
0 Accessorials Selected			
ADDITIONAL INFORMATION		EDIT DETAILS	
Pickup		Delivery	
Pickup Date:	Dec/02/2014	Requested Delivery Date:	
From:	15:00	By:	17:00
Call Required:		Call Required:	
Cash on Delivery \$:		Type of COD Payment:	Cashier's Check
Special Instructions			
Shipper	Consignee		
NOTIFY ME WHEN		EDIT DETAILS	
Send Notification To	Notifications		
	Booking Confirmation		
Reset Create Template Preview Rates Save/Upload Save/Draft			

Creating Logistics Orders

If you are a Logistics customer you may 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:*
09 Dec 2014

Delivery date:*
21 Dec 2014

Warehouses:
MF LOGISTICS-AKL-RAILWAY LANE - (MAIN FREIGHT CLOTHING)

Your order:*
12976BT

Your Customer's Order Number:

Order number available

TO DETAILS

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

Consignee code:

Delivery name:*

Address 1:*

Address 2:

Post code:

Suburb:

City:*

State:

Country:*

ORDER LINES

Search for product:
Type a product...

SPECIAL INSTRUCTIONS

Special instructions:

NOTIFICATIONS

Add SMS
Add Email

Send notification to
info@mainfreight.com

Order Received
☒

Order Picking
☐

Order Complete
☐

Delete

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..."/>
Consignee code:	<input type="text"/>
Delivery name:*	<input type="text"/>
Address 1:*	<input type="text"/>
Address 2:	<input type="text"/>
Post code:	<input type="text"/>
Suburb:	<input type="text"/>
City:*	<input type="text"/>
State:	<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:	<input type="text" value="ac"/>	<input type="button" value="X"/>
Product Code	Description One	Description Two
1026275	MC	3185370302071
1032041	MC	
1032110	GLEN	5010494343717
1033732	M&C	3185370316801
SPECIAL INSTRUCTIONS	1050161	MC

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

available	Units	Unit Price
33	<input type="text" value="33"/>	<input type="text"/>
Avail	SOH	
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"/>	<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.

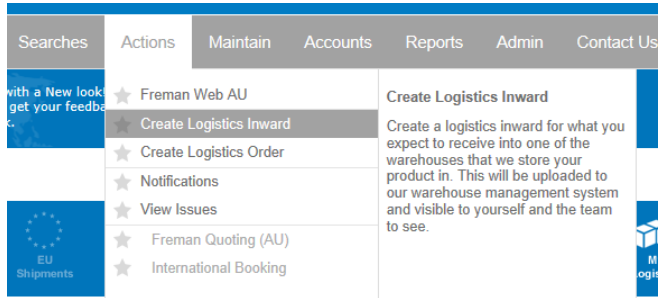
NOTIFICATIONS				
<input type="button" value="Add SMS"/>	<input type="button" value="Add Email"/>			
Send notification to	Order Received	Order Picking	Order Complete	<input type="button" value="Delete"/>
<input type="text" value="yourname@company.co.nz"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>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

- 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**.



- From the drop down menu select the correct warehouse
- 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 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 as previous
- Click **Submit**.

LOGISTICS INWARD ENTRY

Arrival date:*

09 Dec 2014

Warehouses:

MF LOGISTICS-AKL-RAILWAY LANE - DAILY FREIGHT CLOTHING

Your reference:*

Your supplier:

Who will deliver:*

Freight reference:

Total items to be received:*

INWARD LINES

Search for product:

Type a product...

SPECIAL INSTRUCTIONS

Special instructions:

NOTIFICATIONS

Add SMS

Add Email

Send notification to

Inward Received

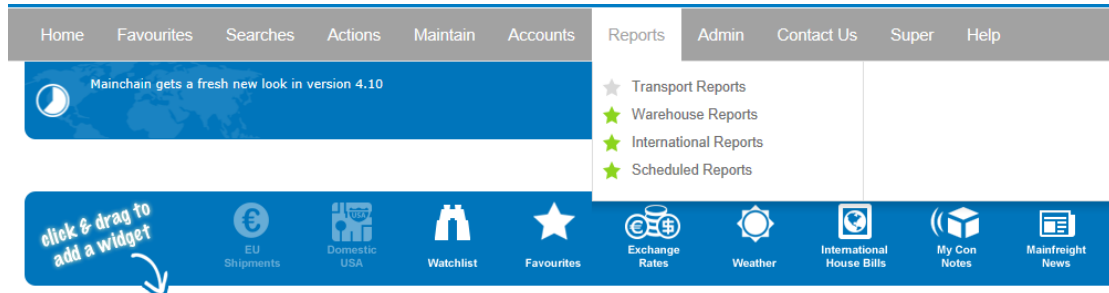
Inward Complete

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 **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
Find: NZ Tonnage - Detail Format: PDF	Customer Code: DHDIT	Dates: Date Range 11 Nov 2014 30 Nov 2014	Destinations: CARTERTON, CHATHAM IS, CHEVIOT, CHRISTCHURCH, 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
Find: Transaction History Format: 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="Remittance"/>	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 web interface titled "SCHEDULE". It contains several input fields and a list of days. On the left, "Report By:" is set to "Weekly". In the center, "Run report on:" shows "4 selected" with a dropdown menu open listing days from Monday to Sunday; Tuesday, Wednesday, Thursday, and Friday are checked. To the right, "e-mail to:" is set to "support@mainfreight.co.nz". Further right, "First run:" is "01 Dec 2014" and "Last run:" is "01 Dec 2015". A blue "Create Schedule" button is at the bottom right. A small note at the bottom center says "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.

Accounts Reports Admin Contact Us Super Help

★ Air and Ocean
★ AU & NZ Statement Reprint

Invoices & Statements
View and print your invoices and statements for international air and ocean freight movements

Invoices & Statements View your invoices and statements.

Reset

INVOICES & STATEMENTS

International Invoices

Account:

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	VERMIDER EQUIPMENT WA AND NT	SUNSOURCE - CEDAR RAPIDS	-\$78.40	-\$78.40	MAIORDORD
<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	MAIORDORD

- 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

NZ/AU Statement

Account Code: demo

Statement Week: 04 Dec 2014

Ledger: DR Mainfreight

Format: PDF

View Statement