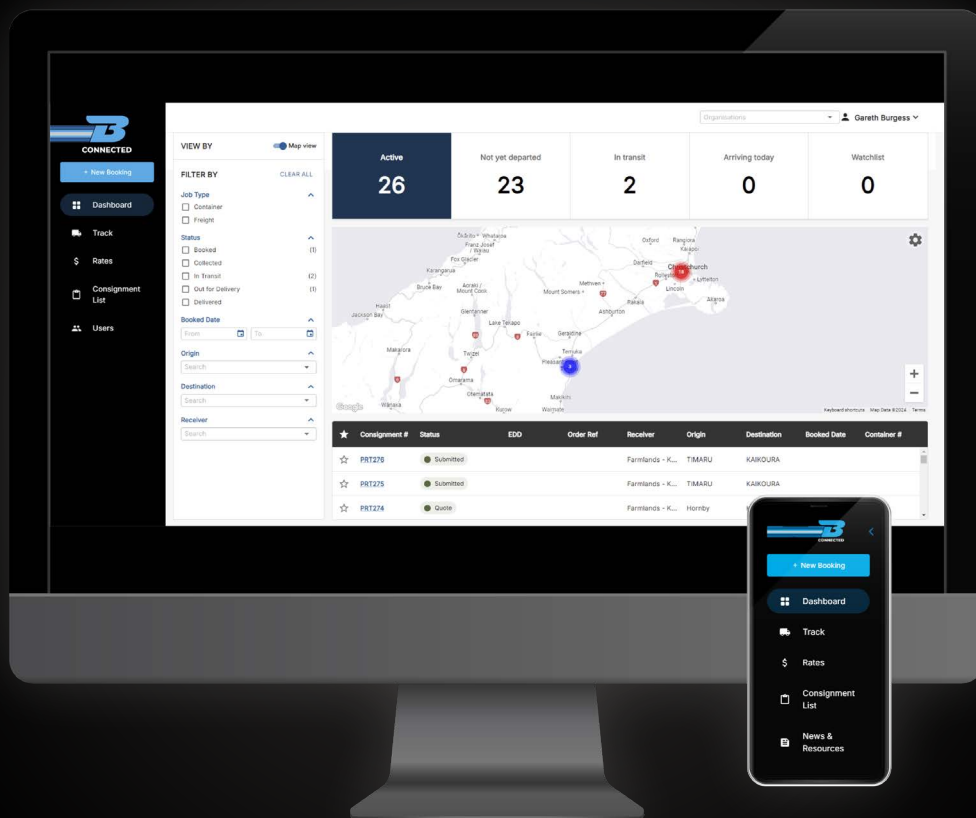




**CONNECTED**

# HOW TO GUIDE: Book a container transport job

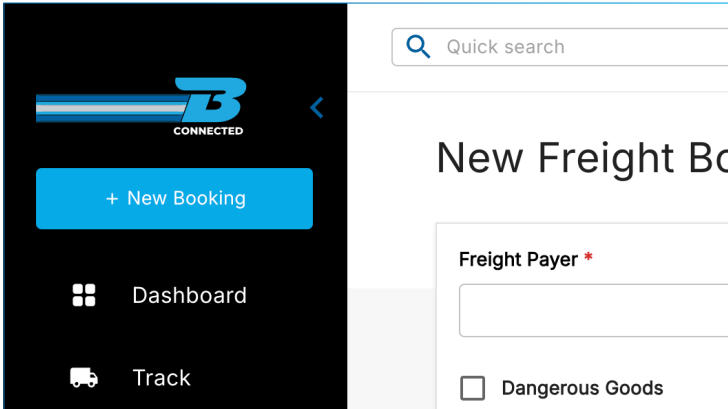


**CAN DO. WILL DO.**

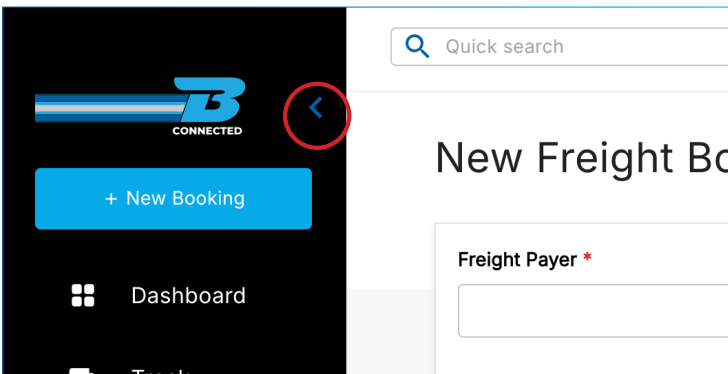
booths.co.nz

# HOW TO BOOK A CONTAINER TRANSPORT JOB

Once you have logged into the B CONNECTED portal you will land on your Dashboard. To book a new job click the + New Booking tab in the top left of your screen.



There is an option to collapse the side panel by using the arrow located by the B on the top left hand side of your screen.



## Filling In The Job Booking - Container

A screenshot of the 'New Container Booking' form. At the top, there are two tabs: 'Freight' and 'Container', with 'Container' selected. Below the tabs are four input fields: 'Freight Payer \*' (a dropdown menu), 'Order Reference \*', 'Pickup Reference', and 'Delivery Reference'. At the bottom left, there is a 'Dangerous Goods' checkbox.

- **FREIGHT PAYER:** Use the drop down list to select the correct freight payer. (If you have multiple accounts, these will display in this list).
- **PICK UP | ORDER REF | DELIVERY REF:** It is important to add any references you require to make collection, delivery and invoicing easy.
- **DANGEROUS GOODS (DG'S):** If the job involves Dangerous Goods please ensure you tick the 'Dangerous Goods' box. It will allow you to enter the UN and class number which populates in the DG column of the dispatch screen for planning. This will also generate a consignment note with DG endorsements. Documents can be uploaded to the job in DG documents. Please note that if the DG box is ticked, then there are mandatory fields that must be completed to create the job and DG is also printed out on the freight labels.



Container Details
^




<p><b>Container Number *</b></p> <input style="width: 95%;" type="text"/>	<p><b>Container Owner</b></p> <input style="width: 95%;" type="text"/>	<p><b>Movement Type *</b></p> <div style="display: flex; gap: 5px;"> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Export</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Import</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Move</span> </div>	
<p><b>Full or Empty</b></p> <div style="display: flex; gap: 5px;"> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Full</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Empty</span> </div>	<p><b>Weight</b></p> <input style="width: 95%;" type="text"/>	<p><b>Size *</b></p> <div style="display: flex; gap: 5px;"> <span style="border: 1px solid #0070C0; padding: 2px 5px;">10ft</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">20ft</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">40ft</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">45ft</span> </div>	
<p><b>Type</b></p> <input style="width: 95%;" type="text"/>	<p><b>Commodity</b></p> <input style="width: 95%;" type="text"/>	<p><b>Vessel</b></p> <input style="width: 95%;" type="text"/>	<p><b>Voyage</b></p> <input style="width: 95%;" type="text"/>
<p><b>Release Number</b></p> <input style="width: 95%;" type="text"/>	<p><b>Pin</b></p> <input style="width: 95%;" type="text"/>	<p><b>Seal No.</b></p> <input style="width: 95%;" type="text"/>	<p><b>Doors</b></p> <input style="width: 95%;" type="text"/>
			<p><b>Load</b></p> <div style="display: flex; gap: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Standard</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Side</span> </div>

- **CONTAINER NUMBER:** This will be assigned to you by the container yard once you select an empty to be packed container, or by shipping line if a full container is selected to be collected from port.
- **CONTAINER OWNER:** This will be either the shipping line or SOC (Self Owned Container).
- **MOVEMENT TYPE:** This will be either an Export, Import or a Move. Depending on the shipment type this will also govern the To and From information.
- **FULL/EMPTY:** This information is only needed for a movement type of MOVE. This is just letting us know whether the container is full or empty.
- **WEIGHT:** This is a total weight of the commodities being moved. This doesn't include the tare weight of a container.
- **SIZE:** This relates to the size of the container that the job is for.
- **TYPE:** This is a drop down option where you can select the type of container from the menu.
- **COMMODITY:** This is the content the container will be holding.
- **VESSEL:** The ship that it will be arriving or departing on.
- **VOYAGE:** Shipping line assigned number per the route and number of sailings that the container will take.
- **RELEASE NUMBER:** Another assigned shipping line number. This will be what the container is released out of container yards on.
- **PIN:** Assigned by shipping line for collection from port if an import.
- **SEAL NUMBER:** Once the container is loaded, it will get a seal number assigned to it for security purposes. This will be after loading is completed.
- **DOORS:** This will be live loads. Telling us the direction the doors will be when loading.
- **LOAD:** It is either loaded / unloaded by customer at their site or loaded / unloaded here depending on what is being exported / imported.

When a movement type has been selected, the To and From details will populate. Each movement type requires different details:




### EXPORT - movement type

**From and To**

Pickup - Name	Pickup Address
<input type="text"/>	<input type="text"/>
Required Pickup	
01/10/2024 	
Pack - Name	Pack Address
<input type="text"/>	<input type="text"/>
Pack Date	Pack Area
DD/MM/YYYY 	<input type="text"/>
Export - Name	Export Address
<input type="text"/>	<input type="text"/>
Export Date	Export Area
DD/MM/YYYY 	<input type="text"/>



### IMPORT - movement type

**From and To**

Pickup - Name	Pickup Address
<input type="text"/>	<input type="text"/>
Required Pickup	
01/10/2024 	
Pack - Name	Pack Address
<input type="text"/>	<input type="text"/>
Pack Date	Pack Area
DD/MM/YYYY 	<input type="text"/>
Export - Name	Export Address
<input type="text"/>	<input type="text"/>
Export Date	Export Area
DD/MM/YYYY 	<input type="text"/>

### MOVE - movement type

**From and To**

Pickup - Name	Pickup Address
<input type="text"/>	<input type="text"/>
Required Pickup	Pickup Area
01/10/2024 	<input type="text"/>
Dropoff - Name	Dropoff Address
<input type="text"/>	<input type="text"/>
Delivery Date	Dropoff Area
DD/MM/YYYY 	<input type="text"/>

## ADDITIONAL DETAILS

**Additional Details** ^

Comments

Upload Documents

Drag & drop files or Browse

Filename	File Type	Upload Date
No documents uploaded		

**Estimated Charge (NZD) \$85**

\*Estimate excl GST, FAF & Surcharges

FAF% 13.76

Save as Quote

Save as Draft

Create Booking

- **ESTIMATED CHARGE:** This is generated from your rate cards. If there are areas in the Export/Import/Move, that are not on the rate card, then this won't populate.
- **SAVE AS ESTIMATE:** If you wanted to cost a job without confirming the booking. Save as quote to get an estimate cost. You will not have to fill out all details again if you choose to proceed with the job.
- **SAVE AS DRAFT:** Again, if you want to exit the job without completing the detail, yet want to come back to it at a later date, then you can save as draft.
- **CREATE BOOKING:** Click this once you have completed all fields and are happy to publish the job.

**For more information, please visit  
[www.booths.co.nz/bconnected](http://www.booths.co.nz/bconnected), or scan the  
QR code below:**



**For any questions please contact us on:  
0800 BOOTHS or  
[customerservice@booths.co.nz](mailto:customerservice@booths.co.nz)**



**CAN DO. WILL DO.**