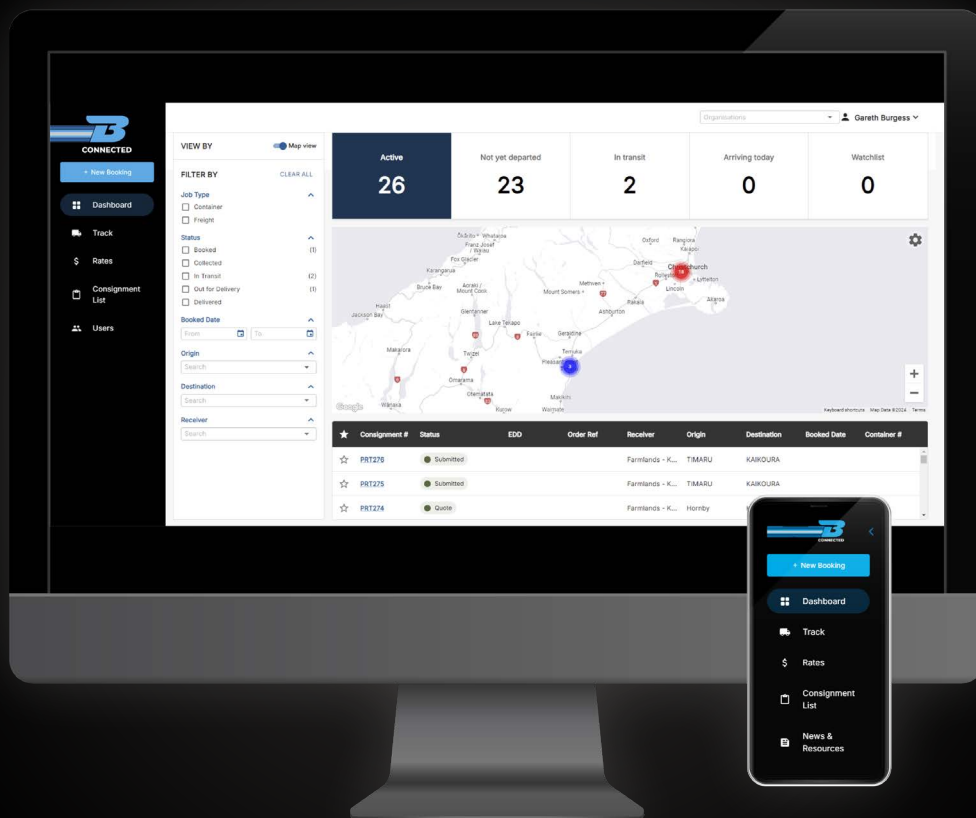




**CONNECTED**

# HOW TO GUIDE: Book a general freight job

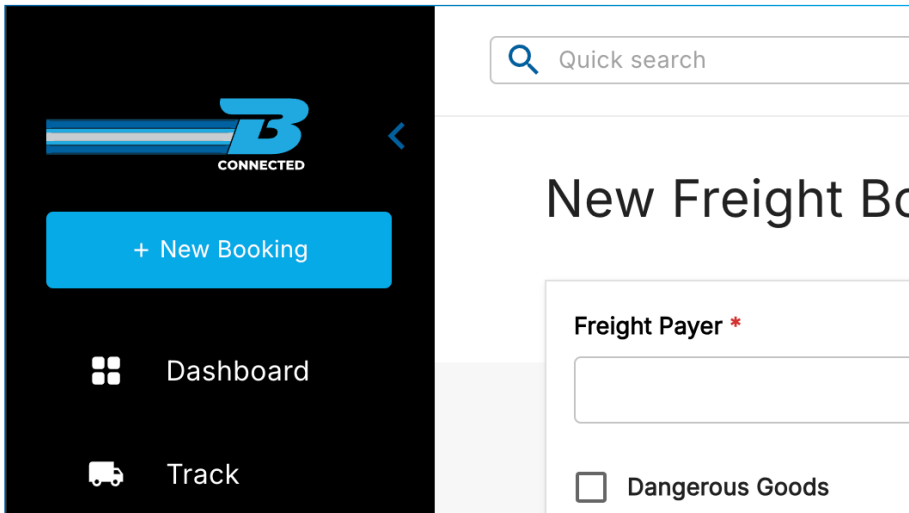


**CAN DO. WILL DO.**

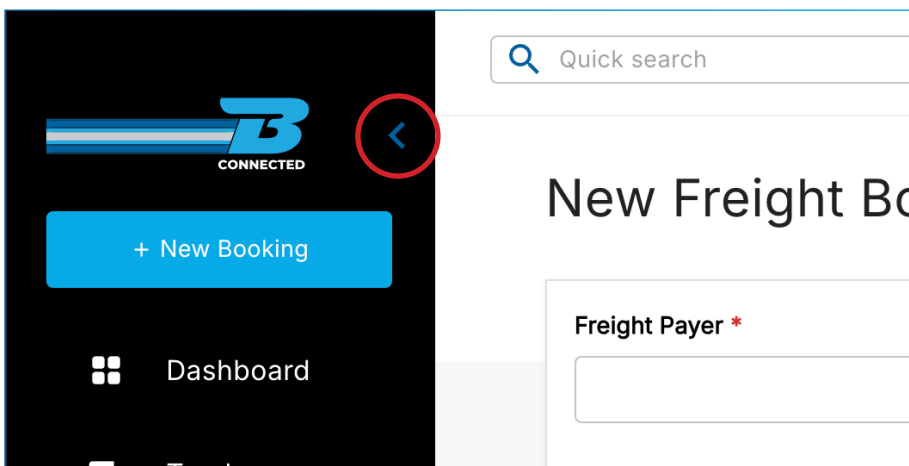
booths.co.nz

# HOW TO BOOK A GENERAL FREIGHT JOB

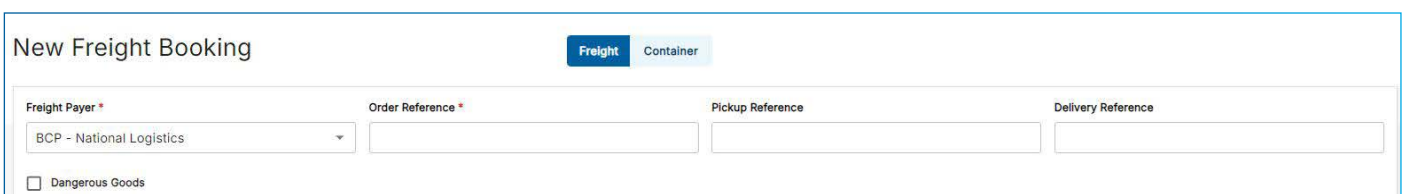
Once you have logged into the B CONNECTED portal you will land on your Dashboard. To book a new job click the + New Booking tab in the top left of your screen.



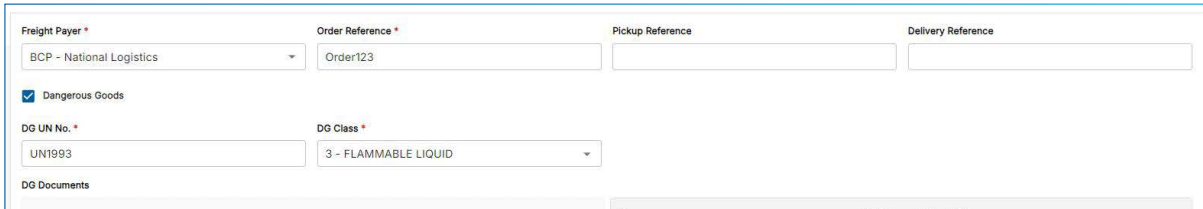
There is an option to collapse the side panel by using the arrow located by the B on the top left hand side of your screen.



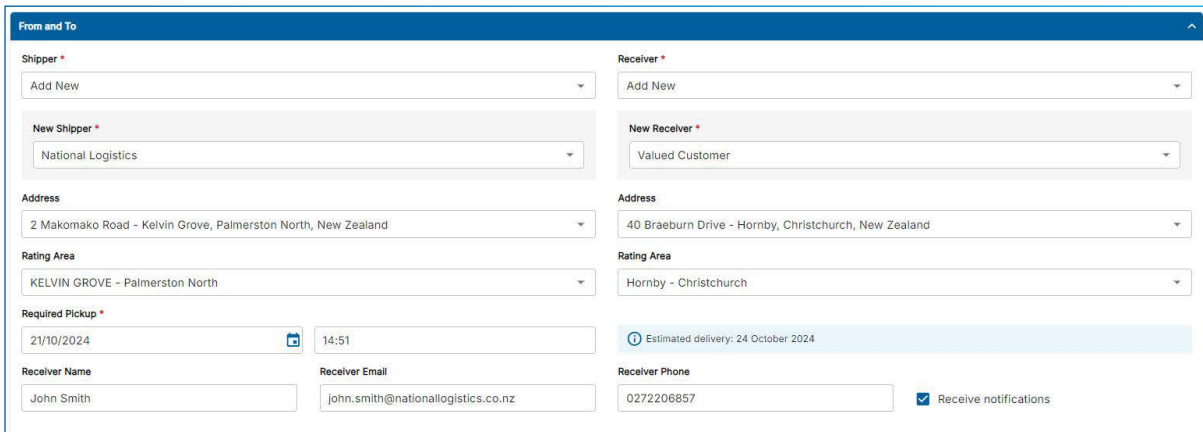
## Filling In The Job Booking - Freight



- **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 | DELIVERY REFERENCE:** This is where you can enter any important references you may require to make collection, delivery and invoicing easy. This can also be searchable by your customers and a tracking reference number using both public track and trace and in the portal login.
- **DANGEROUS GOOD'S (DG's):** If your job is Dangerous Goods please ensure you tick the Dangerous Good's box. This will allow you to enter the UN and class number which populates in the DG column of the dispatch screen for planning. This also generate a consignment note with DG endorsements. Documents can be uploaded to the job in the DG documents box. 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.

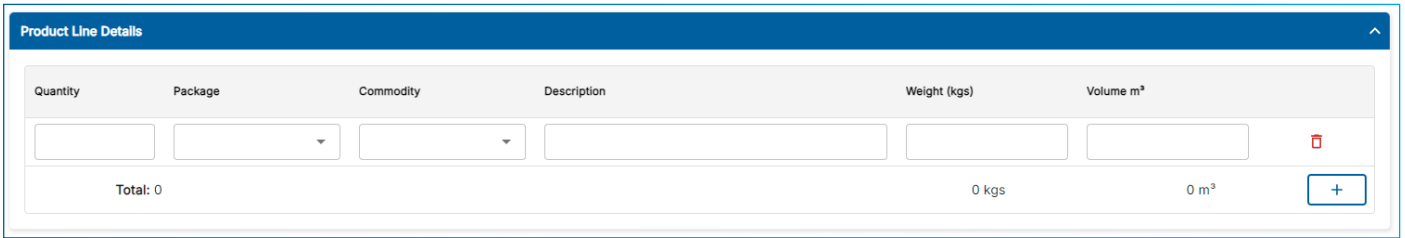


The screenshot shows the 'Dangerous Goods' section of the booking form. It includes a 'Freight Payer' dropdown menu set to 'BCP - National Logistics', an 'Order Reference' field with 'Order123', and empty 'Pickup Reference' and 'Delivery Reference' fields. A 'Dangerous Goods' checkbox is checked. Below this, there are fields for 'DG UN No.' (containing 'UN1993') and 'DG Class' (containing '3 - FLAMMABLE LIQUID'). A 'DG Documents' field is also present at the bottom.



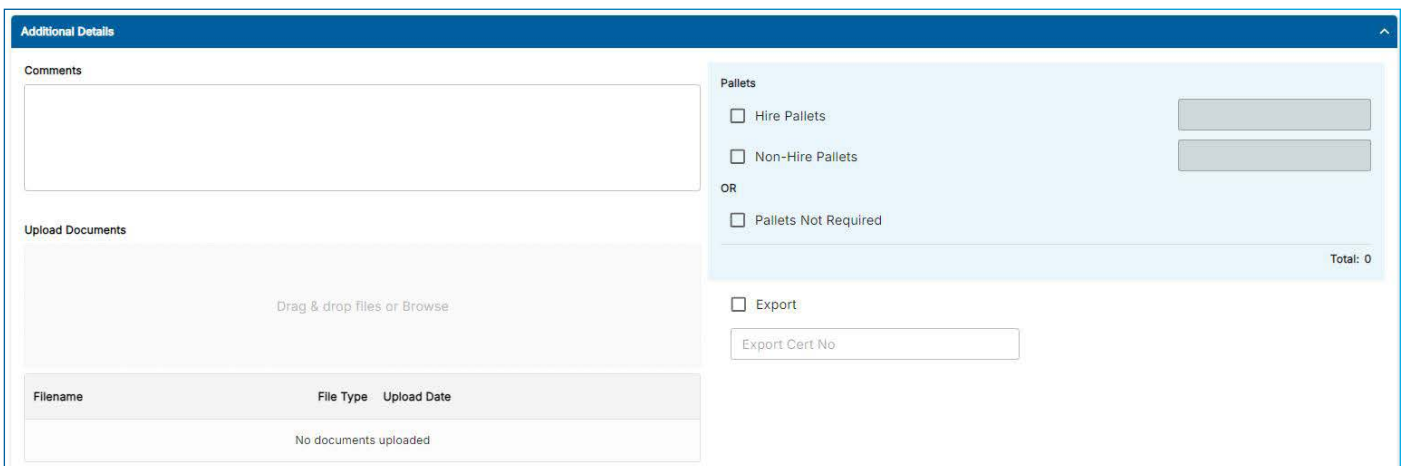
The screenshot shows the 'From and To' section of the booking form. It is divided into 'Shipper' and 'Receiver' columns. The 'Shipper' column has a dropdown for 'Add New' (selected), a 'New Shipper' dropdown with 'National Logistics', an 'Address' field with '2 Makomako Road - Kelvin Grove, Palmerston North, New Zealand', a 'Rating Area' dropdown with 'KELVIN GROVE - Palmerston North', a 'Required Pickup' field with '21/10/2024' and '14:51', and 'Receiver Name' and 'Receiver Email' fields with 'John Smith' and 'john.smith@nationallogistics.co.nz'. The 'Receiver' column has a dropdown for 'Add New' (selected), a 'New Receiver' dropdown with 'Valued Customer', an 'Address' field with '40 Braeburn Drive - Hornby, Christchurch, New Zealand', a 'Rating Area' dropdown with 'Hornby - Christchurch', and a 'Receiver Phone' field with '0272206857'. A 'Receive notifications' checkbox is checked. An 'Estimated delivery' banner at the bottom indicates '24 October 2024'.

- **SHIPPER:** Where the freight is being uplifted from. This will require the senders name or business to be populated. For a new shipper, select 'Add New' from the top of the drop down, then type this below in the New Shipper field.
- **RECEIVER:** Where the freight is being delivered to. This will require the receiver's name or business to be populated. For a new receiver, Select 'Add New' from the top of the drop down, then type this below in the New Receiver field.
- **ADDRESSES:** Both fields will start to pull Google Maps suggestions once you start to type in the fields. It is critical to ensure that your address is entered accurately to ensure it reflects where the freight is starting and ending it's journey for correct planning and rating.
- **RATING AREA:** The region where the pickup and delivery will be made. There will only be laneways available which are associated with your rate card. If these do not populate, you can still book the job, however, the estimated cost wont populate.
- **REQUIRED PICK UP:** Click on the calendar icon to select a date and time. Please note that the time column is in digital metric. Time and dates are essential to help our planner to meet your freight requirements.
- **RECEIVER NAME/EMAIL/PHONE:** These are helpful so our team can organise delivery. However, if you tick the receive notifications check box, these fields will become mandatory for notifications on how the job is progressing.
- **ESTIMATED DELIVERY DATE:** This will display once the order addresses and rating areas have been entered. This is when we expect to make delivery.



Entering **complete** and **accurate** information on the freight line and notes is important to ensure that we are able to plan our freight correctly the first time. This helps out our team:

- Select the correct truck configurations to complete your job
  - Add comments for site and special instructions that can help our planner and driver
  - Allows our team to easily identify the freight
  - Manifests will be accurate to ensure trucks are compliant and utilisation captured
  - Your job will rate correctly
- **QUANTITY:** The amount of packages – i.e. 11 plts.
  - **PACKAGE:** The drop down will give you selections relating to the freight payer you have chosen and should reflect the job freight type – i.e. pallets, coils, items, drums etc
  - **COMMODITY:** Selections of commodity are very important as they drive rate cards – it should always have a valid selection and NOT be left on Pick Rate.
  - **DESCRIPTION:** A clear and accurate description of the freight that is to be transported is important so it can be identified and helps with planning – i.e. 12m long pipe.
  - **WEIGHT KGS:** Weight is ALWAYS to be entered in KG's – i.e. 26T is 26000.
  - **VOLUME M3:** Cubic measurements (m<sup>3</sup>) is ALWAYS entered using decimal points. If you have to calculate cubic measurements - use length (m) x width (m) x height (m).
- After each freight line click on the ADD button to add multiple lines.
- **RED TRASH CAN:** This will delete the row.
  - **PLUS ICON:** This will add rows and also provide an overall total of weight and cube with multiple rows.



- **NOTES AND COMMENTS:** Notes are very useful and should be used to capture important information relating to the job. This could be anything from other contact details, gate codes or warning of driveway conditions. Any and all notes can help.
- **UPLOAD DOCUMENTS:** Any appropriate documents can be added by dragging and dropping.
- **HIRE PALLETS:** The amount of CHEP or LOSCAM pallets that the freight is sitting on for your job should be entered here so the driver is aware. This will help us easily reconcile our CHEP account.

- **NON HIRE PALLETS:** The amount of blank pallets the stock will be sitting on.
- **PALLETS NOT REQUIRED:** If your consignment doesn't have a pallet attached.
- **EXPORT:** Export certification number to be added if the export field is ticked. If this is left blank this becomes a non-mandatory field. This is also to be printed on the freight labels and marked as an export job for MPI purposes.

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

\*Estimate excl GST, FAF & Surcharges

FAF% 13.76

Save as Quote

Save as Draft

Create Booking

- **ESTIMATED CHARGE:** This is based on your rate card, addresses, commodity and line item totals.
- **SAVE AS ESTIMATE:** If you want to cost a job without confirming the booking, save as a quote to view an estimated cost.
- **SAVE AS DRAFT:** If you want to exit the job without completing the detail, but want to come back to it at a later date, then you can save as a draft.
- **CREATE BOOKING:** Once you have completed all fields and are happy to publish the job, click Create Booking.
- **CONSIGNMENT NUMBER:** ICOS will auto-generate a unique Booth's number once the job is booked.

**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.**