

## HOW TO GUIDE: Track a freight job inside the B CONNECTED portal

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## TRACK A FREIGHT JOB INSIDE THE B CONNECTED PORTAL

Once you have logged into the B CONNECTED portal you will land on your Dashboard. A quick search box can be found in the top of every screen. Use your consignment number to search.

<b>Q</b> Quick search		
VIEW BY	Map view	Þ

You can also use the Track tab to track your consignment which is located on the left hand side of your screen. There is also the Quick Search function in the top of the page.



On this page there are six key fields you can use to filter your reference number.

Please input your track	ing number					Q
Advanced Search Consignment # Receiver	Order Reference Container Number	Pickup Reference Delivery Reference	Booked Date Delivery Date	DD/MM/YYYY DD/MM/YYYY	DD/MM/YYYY	
Consignment #	Status EDD	Order Ref	Receiver No rows	Origin	Destination	Container #

- **CONSIGNMENT NUMBER:** ICOS auto generates a unique Booth's consignment number once your job is booked.
- **PICK UP | ORDER | DELIVERY REFERENCE:** This is where you can enter any of the important references you may require to make collection, delivery and invoicing easy.
- **RECEIVER:** This is the receiver's details for where your freight is being delivered to. This will require the receivers name or business that was populated when you made the booking.
- CONTAINER NUMBER: Will only be for container customers.
- BOOKED BETWEEN DATE: This is a guide as to when your job was booked.
- DELIVERY BETWEEN DATE: This is a guide as to when your job was delivered.

Once one of the above fields has been filled out in the search column, press the magnifying glass to start your search.

If your search is successful it will return the data under the black banner.

ig number					Q	
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✓ Order Reference	Pickup Reference	Booked Date DD/MM/	YYYY	DD/MM/YYYY		
Container Number	Delivery Reference	Delivery Date DD/MM/	YYYY	DD/MM/YYYY		
Status EDD	Order Ref	Receiver	Origin	Destination	Container #	
Booked		IPLEX CHRISTCHURCH	Palmerston North	CHRISTCHURCH		
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If you click into the consignment hyperlink, it will bring up the full details of your consignment with its tracking details.





The blue line shows a quick visual representation of your freights journey. If your job has been booked and not yet collected, the blue line will be at the beginning. Anywhere in transit from depots or on its way across the Cook Strait will show as In Transit. Estimated delivery will be fully blue when it reaches delivered.

Consignment IPL13608 IPLEX PALMERSTON NORTH, → IPLEX CHRISTCHURCH		☆ ¢ <b>&lt;</b>
Booked 23 Sep 2024	In Transit	Estimated Delivery

Your Tracking History will guide you on where your order is at any given time of the delivery journey. The various status updates provide you with an accurate update of what stage your consignment is at and where your freight is located throughout our nationwide depots.

Track	ing History
۲	Delivered 05:10 PM, 20 Sep 2024 Austral Distributors Ltd
$\oslash$	Out for Delivery 05:10 PM, 20 Sep 2024 To Austral Distributors Ltd
$\oslash$	At Location 05:08 PM, 20 Sep 2024 Booths Depot Auckland
Ø	In Transit 05:08 PM, 20 Sep 2024 To Booths Depot Auckland
$\oslash$	Picked Up 05:08 PM, 20 Sep 2024 Iplex - Palmerston North
$\oslash$	Booked 10:24 AM, 20 Sep 2024



The map will show where your goods are located throughout their journey around the country. A solid line represents movements that have been completed. Dotted lines show movements that are in transit.



At the bottom of the consignment screen there is the Enquiry button. If you have any questions regarding the tracking information, select the enquiry subject to be "Transit Update" and one of our Customer Service team will get back to you with answers. Please make sure to include any additonal information in the comments box to help our team deal with your enquiry quickly and accurately.

* Charges excl GST & FAF FAF % XXXX	Enquiry	×
	Consignment Number	
<u>^</u>	100066701	
	Enquiry Subject *	
	Transit Update	•
Enquiry Duplicate	Comments *	
	Where is my order now?	
	Sender Name *	
	Abby Mattock	
	Phone	Email
	<sup>₩</sup> · ~ +64	abby.mattock@booths.co.nz
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## For more information, please visit <u>www.booths.co.nz/bconnected</u>, or scan the QR code below:



For any questions please contact us on: 0800 BOOTHS or <u>customerservice@booths.co.nz</u>



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