

1. Login

Populate the login screen for ediWebTracker

- On the **Login Screen**, enter:
 - **Company Code**
 - **E-mail**
 - **Password**
 - Select the **Login** button



Shipment / Housebill Quick View:

An easy quick way to view shipment details without having to login into ediwebTracker. By default this option is enabled

Webtracker – Forwarding

Learn how to view shipment information and create bookings, quotes and orders on line

1. Login
2. Track Shipments
3. Make a Booking
4. Place an Order
5. Manage Containers
6. Get a New Quotation
7. Generate Reports
8. Schedules



Key Features

- ediEnterprise mandatory fields are in **RED**
- Hint boxes with user tips

KEY	DESCRIPTION
A	Forwarding Menu: click to access menu items
B	Search Filters
C	Gridline Results: click hyperlink to open record

Shipments

Registered Date: Last 12 Mths. 19-Jun-11 to 19-Jun-12

Find [System Default Layo] Clear +

Shipment#	Bill	Shipper	Consignee	Origin	ETD	Destination	ETA	Last Milestone Desc.
SES00001238	SES00001238	DEMO CLIENT SYDNEY	UK DEMO COMPANY	Sydney	21-JUN-12	London	03-AUG-12 09:33	All Export Documents Received

Pages: 1
Found 1 record(s).

2. Track Shipments

Select Forwarding > Shipments menu

- Search for shipments using the **Filters** and **Find**
- Along the gridline, select:
 - Shipment Hyperlink: to view read-only shipment details

3. Make a Booking

Select Forwarding > Bookings menu

- Select **Make a Booking** to create new, enter / select:
 - **Pickup Address**
 - **Delivery Address**
 - Origin and Destination Ports
 - **Mode**
 - Shipper's Ref
 - Description
 - Packs, Weight and Volume
 - Enter Flight / Sailing Summary
- Check the **Container Details** link, enter / select:
 - Container #
 - **Type** and Count
- Check the **Enter Goods / Packs Details** link, enter / select:
 - Pieces, Pack Type
 - Dimensions
 - Weight and Volume
- Enter / select:
 - Goods Value
 - Service Level
 - INCO Term
 - Special Instructions
- Select **Save Booking** and take note of the booking number



Notification:

Once the booking has been saved, an email notification will be sent to the assigned customer service representative

4. Place an Order

Select Forwarding > Orders menu

- Select **Place an Order** to create new, enter
 - Supplier
 - Buyer
 - Order Number
 - **Order Date**
 - Req. ExWorks
 - Service Level
 - Req. In Store
 - INCO Term
 - Transport and **Container** Modes
- Check the **Order Lines > Enter Details** link, enter / select:
 - Part # (if applicable)
 - Description
 - Outer Packs
 - Qty Ordered, Received and Remaining
 - Item Price
 - Confirm Number and Date
- Enter / select:
 - Port of Loading
 - Port of Discharge
 - Packs, Volume and Weight
 - Special Instructions
 - Select **Save** and take note of the order number



Edit / Cancel or Copy an Order:

You have the ability to Edit, Cancel or Copy an existing order if you have the correct security access

Switch View:

You have the ability to switch to Regular or Time-line view. Time-line view is color-coded which represents the status



Order Number:

If the order number field is left blank upon saving, ediEnterprise will generate a 'P' reference

5. Manage Containers

Select Forwarding > Containers menu

- Search for container/s using the **Filters** and **Find**
- Along the gridline, select:
 - Container Hyperlink: to view read-only container information



Edit Container:

You have the ability to update container information by selecting 'Edit Container'. This option is security driven

6. Get a New Quotation

Select Forwarding > Spot Quotes menu

- Select **Get a New Quotation**, enter / select:
 - Pickup From
 - Deliver To
 - **Origin** and **Destination** Ports
 - **Transport Mode**
 - INCO Term and Service Level
 - Weight and Volume
 - Commodity
- Check the **Container Details** link, enter / select:
 - **Count** and **Type**
- Check the **Enter Loose Cargo Details** link, enter / select:
 - Count and Pack Type
 - Dimensions
 - Weight and Volume
 - Select **Preview** to view a draft copy
 - Select **Accept** to confirm and submit the quote, take note of the quote number



Compare:

Select this option to compare rates between different modes of transport

7. Generate Reports

Select Forwarding > Reports menu

- Select a report from the drop down menu
- Fill in the Primary Filter Options
- Select **Run Report** to view / print / save



Reports:

Each report will have different filters to be used to customize the report

8. Schedules

Select Forwarding > Flights

Schedules are a read-only field

- Search for flight schedules using the **Filters** and **Find**

Select Forwarding > Sailings

Schedules are a read-only field

- Search for sailing schedules using the **Filters** and **Find**

Select Forwarding > Road

Schedules are a read-only field

- Search for road schedules using the **Filters** and **Find**

Select Forwarding > Rail

Schedules are a read-only field

- Search for rail schedules using the **Filters** and **Find**