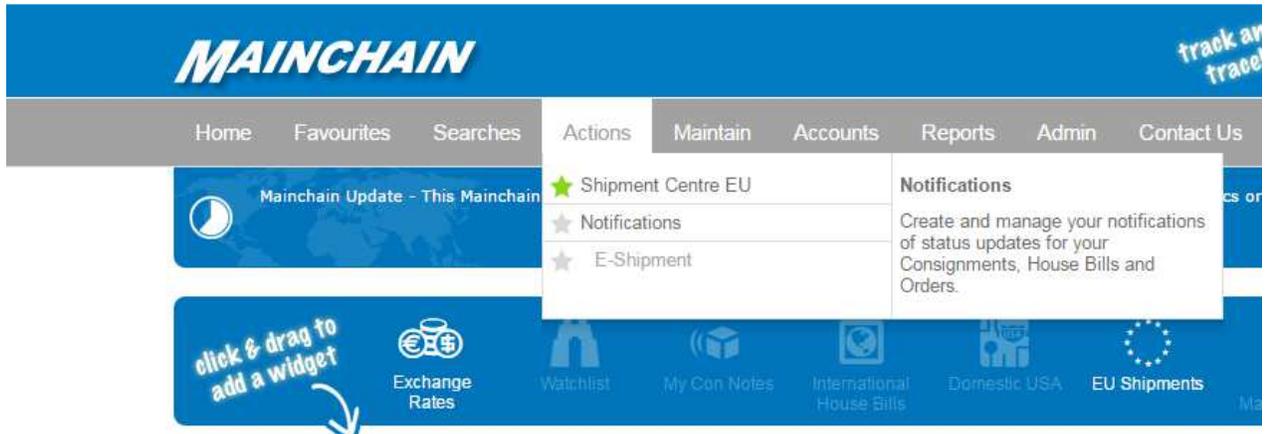


# Shipment Centre EU briefly explained.

## 1. Register

You can log into Shipment Centre EU with your login data provided by Mainfreight on <https://mainchain.net>. Once logged in, select the top menu for Actions and then for Shipment Centre EU. You will be automatically redirected to Shipment Centre EU.



## 2. General

There are seven buttons in the top menu. Using these buttons you can reach the different components of the system. Below is a brief description of the buttons:



- Dashboard:** Welcome screen with buttons for commonly used functions.  
*(Note: some features are not yet available.)*
- Create Shipment:** Create a new shipment and enter specific details of the shipment.
- Address Book:** Create, modify and delete addresses.
- Goods:** Create, modify and delete goods.
- Shipment Review:** Overview of saved and uploaded shipments and all loading lists.
- Settings:** Managing default values and printer settings.
- Shipment Templates:** Create and manage shipment templates.

Shipment Centre EU is currently available in four languages. By clicking  on the top right, you can change the language to English, Dutch, French or German.



### 3. Create Shipment

To create a new shipment, click on the button “Create Shipment”. Then you will see the following screen.

**Note:** fields marked with an asterisk sign (\*) are mandatory.

Address Info      Network & Payment      Goods      Review

1      2      3      4

Select Template:

ADDRESSES

Simply click on a tile and start typing to search for an address from your contacts list. You can also click "edit" to modify an existing address, or clear an existing address by clicking the "clear" icon.

	<b>PRINCIPAL ADDRESS</b>	1002356	Mainfreight IT Test Customer	Mainfreight IT	0314 678444	shipmentcentre@nl.mainfreight.com	Industriestraat 10	's-Hee	
	Ref: *								
	<b>PICKUP ADDRESS</b>	1002356	Mainfreight IT Test Customer	Mainfreight IT	0314 678444	shipmentcentre@nl.mainfreight.com	Industriestraat 10	's-Hee	
	Ref:								
	<b>DELIVERY ADDRESS</b>	Type here to start searching your address book by Customer Id, Company Name or Address 1...							
	Ref:								

The above screen is gradually displayed. You will see the four steps to be followed.

The  symbol indicates the step you are currently located.

Using the button  it is possible to see the entry screen in full view.

#### 3.1 Template

Select Template:

When you previously created a shipment template, you can retrieve it by entering the name of the template.

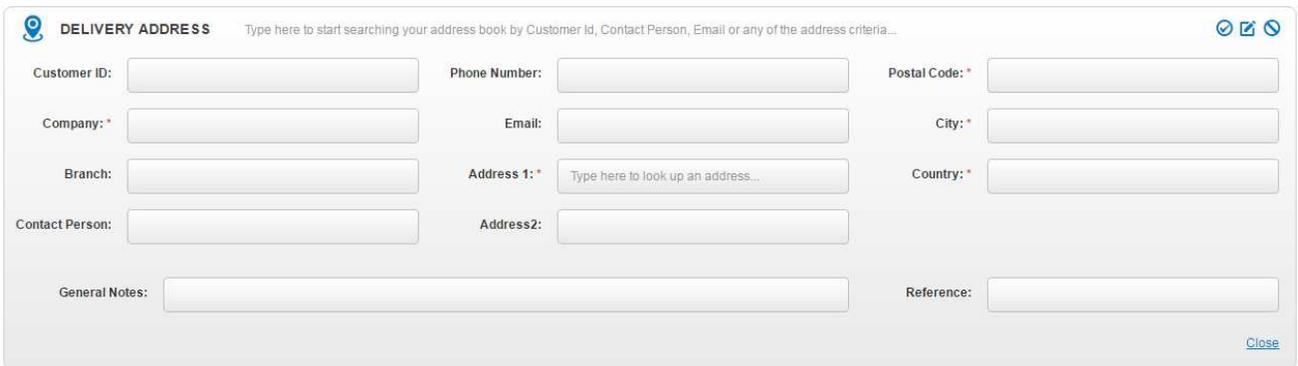
Shipment templates can be created by clicking on “Save shipment as template” in step four as described above. Your shipment will be saved as a template so you can easily re-book this shipment in the future. Via the button “Shipment Templates” it is also possible to manage the created templates.

### 3.2 Address

The address fields are standard folded.



You can unfold the address fields by clicking . The fields below will become visible and can be filled. After you have entered an address, you may want to click on  to add the address to your address book.



When you would like to retrieve an address from your address book, you can start typing in the red marked field below. You can search on all address fields.



In the example below we are looking at all fields where “test” appears in. Shipment Centre EU then shows two results from the address book where “test” is found in one of the address fields.

**Note:** *Shipment Centre EU shows results when minimal four characters are entered.*



It is also possible to create or manage addresses via the button “Address Book” in top of the menu.

**Principal Address (mandatory):** This is the address of the principal. Therefore, we have already filled in your address. You cannot change the principal. You can inform the Shipment Centre Support department of structural changes.

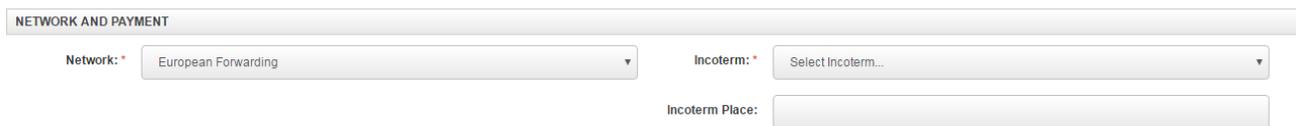
**Pickup Address (mandatory):** The address of the principal will be filled automatically. When the shipment needs to be loaded at another address, you can change the pick-up address here.

**Delivery Address (mandatory):** Here you must specify the address of the delivery address.

In order to process your shipment, we always need your reference number. You can enter your reference number in the field of the principal address, as shown in the figure below. The reference number must be unique and therefore cannot be used twice. With this number you can find your shipment later again in MainChain (Track and Trace).

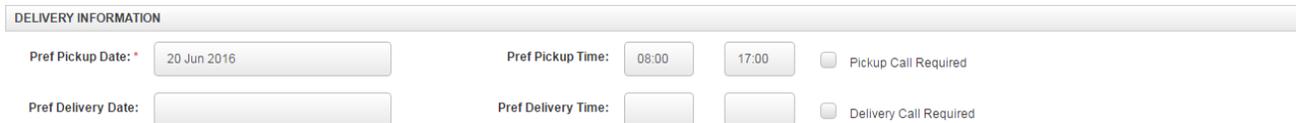


### 3.3 Network and Payment



Choose the desired network, the Incoterms and incoterm place when applicable.

### 3.4 Delivery Information



Here you can enter the desired pick-up and delivery date and time. In addition, you can specify whether you prefer a call before pick-up or delivery.

### 3.5 Accessorials

ACCESSORIALS

Pickup:

Delivery:

- Pick-up already planned
- Loading with tailboard
- Temperature

When you click on the field behind Pickup or Delivery, you will see the possible additional instructions. Click on the desired instruction to add the instruction to the shipment. The possible accessorials may vary by network, country and postal code.

### 3.6 Notify me when

NOTIFY ME WHEN

Email

Booking Confirmation

- Delivered
- Out for Delivery
- Received

Add

If you would like to receive notifications for a shipment, it is possible to enter an email address. You will be notified by email for example when the shipment is picked up or delivered.

### 3.7 Goods

**Please Note:** Any dimensions below 0.5 will be rounded up to the next whole number.

Qty*	Goods Description*	Pkg Type*	Commodity	Wgt (kg)*	Lgt (cm)*	Wdt (cm)*	Hgt (cm)*	UN Number		
	test goods		General Cargo							
Line	Qty	Goods Desc	Pkg Type	Commodity	Wgt	Lgth	Width	Hght	DG	Edit

Total Quantity: 0    Total Weight: 0.000    Total Volume M3: 0.000

At the section “Goods” you can specify your goods. To process your shipment in a correct way, there are a number of mandatory fields. The other field you can use for additional information.

- Quantity:** The amount of goods in the line.
- Goods Description:** Short description of the goods.
- Package Type:** Select the package type. The different packaging types distinguishes between stackable and non-stackable. A stackable packaging type is recognizable by the “S” behind the name. A “N” on the other hand means non-stackable.
- Commodity:** If desired you can specify your type of goods here. There is a default on “General Cargo”.
- Weight:** Weight is the total weight of the goods in the line (e.g. 5 europallets with a total weight of 1500 KG). When it is important for the carrier that one pallet differs, we suggest to enter this pallet in a different line.  
For example  
4 Europallets with a total weight of 1200 KG  
1 Europallet with a total weight of 250 KG.

**Length:** Length in centimeters  
**Width:** Width in centimeters  
**Height:** Height in centimeters  
**UN Number:** When the shipment contains dangerous goods (ADR), you need to enter the UN code in here.

When all the necessary information has been entered, you need to add the goods line to the shipment.

To do so, click on **Add**. Now you can also enter a second goods line

When the box  is filled with a UN number, below pop-up will appear. You can enter all specifics for the dangerous goods.

The screenshot shows a 'Dangerous Goods' pop-up window. At the top, there are input fields for 'Customer DG Ref.' (with a placeholder 'Enter DG Code...') and 'UN Number' (with the value '1920'). Below this is a table with columns: Variant, Proper Shipping Name, Class, Sub Risk, and Packing Group. The table contains one row: Variant 1, Proper Shipping Name NONANES, Class 3, Sub Risk III, and Packing Group III. To the right of the table is a 'Technical Name' section with a red diamond hazard label for 'COMBUSTIBLE 3'. Below the table, it says 'Now Editing: NONANES'. The editing section contains several input fields: Proper Shipping Name (NONANES), Quantity, UN Number (1920), Code, Variant (1), Class (3), Classification Code (F1), Packing Group (III), Subsidiary Risk, Package Type (dropdown), Gross Weight, Net Weight, and Weight Type (dropdown). At the bottom right, there are three buttons: 'Save as New Variant', 'Add to List', and 'Cancel'.

When all the necessary information has been entered, click on **Add to List** to add the data to the goods line.

## 4. Upload shipment

When you have completed entering the shipment, you can click on [Next Step](#) at the bottom right. You will be redirected to a page where you can check the complete shipment, save it, or upload the shipment. When necessary you can make changes to a shipment by clicking on [edit](#). Furthermore, you can save your shipment as a template, so you can use it for a next booking with the same shipment details.

You can now choose the following options:

### Save Shipment

“Save Shipment” means the shipment is being saved and added to the other saved shipments under “Shipment Review”. **Note:** *when the shipment is saved, it needs to be uploaded later on via “Shipment review” (see chapter 5).*

### Print Labels

“Print Labels” means the shipment is being saved and the labels open in PDF or are being printed via the printer you have set as a default in “Settings”.

### Print CMR

“Print CMR” means the shipment is being saved and the CMR open in PDF or are being printed via the printer you have set as a default in “Settings”.

### Upload Shipment

“Upload Shipment” means the shipments is directly uploaded to Mainfreight. Shipment Centre EU also sends a printing order to your printer to print the labels and loading list. If the printer has not been set as default, the labels and loading list will be shown in PDF. **Note:** *When the shipment has been uploaded, you cannot change the shipment. When the shipment needs to be changed, please contact our support department.*

## 5. Shipment review

Saved Shipments | **Loading List** | Uploaded Shipments | Loading List Archive

### Saved Shipments

5 10 20 ALL 2  Check All  Un-check All

Loading List	Principal Reference	Network	DG	Entry Date	Recipient	Deliver To			
<input type="checkbox"/>	 testshipment	European Forwarding		17 Jun 2016	Testklant Wim Bosman	NL 7041 DG's-Heerenerbg			
<input type="checkbox"/>	 test	European Forwarding		08 Jul 2016	Testklant Wim Bosman	NL 7041 DG's-Heerenerbg			

First < 5 of 6 > Last

When you are located in “Shipment review” and you click on “Save Shipment”, the shipment is saved and will become visible under “Saved Shipments”. On this page you will see all saved shipments which are not uploaded yet.

The icon  shows a shipment has been added to the loading list.

The icon  shows the shipment has been removed from the loading list. Click on the icon to add the shipment to the loading list or to delete the shipment from the loading list.

Saved Shipments | **Loading List** | Uploaded Shipments | Loading List Archive

### Loading List

5 10 20 ALL 3

Network	Quantity	DG	Print Label	Print All	Print Loading List	Print CMR	Upload Shipments
European Forwarding	2						
SystemPlus Export	0						
Urgent Courier & Special Services	1						

To upload the saved shipments, click in the “Shipment review” screen on “Loading List”. Here is an overview per network with the total amount of shipments added to the loading list. When you click on  the shipments will be uploaded to Mainfreight.