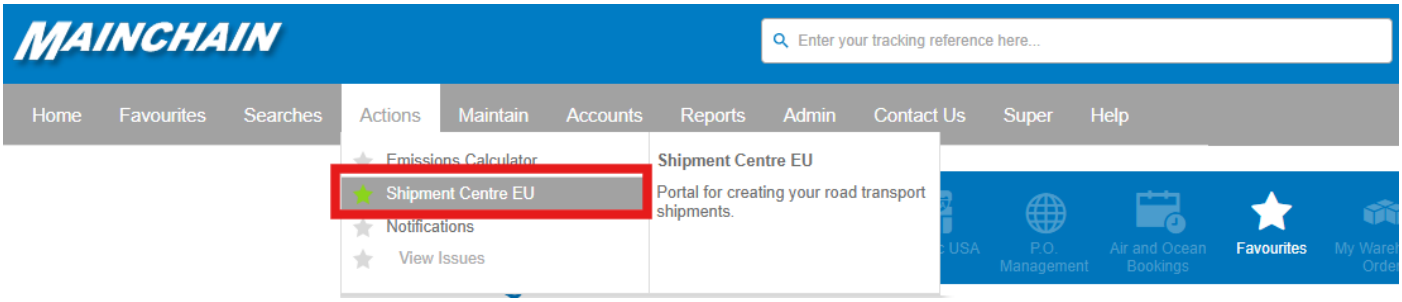
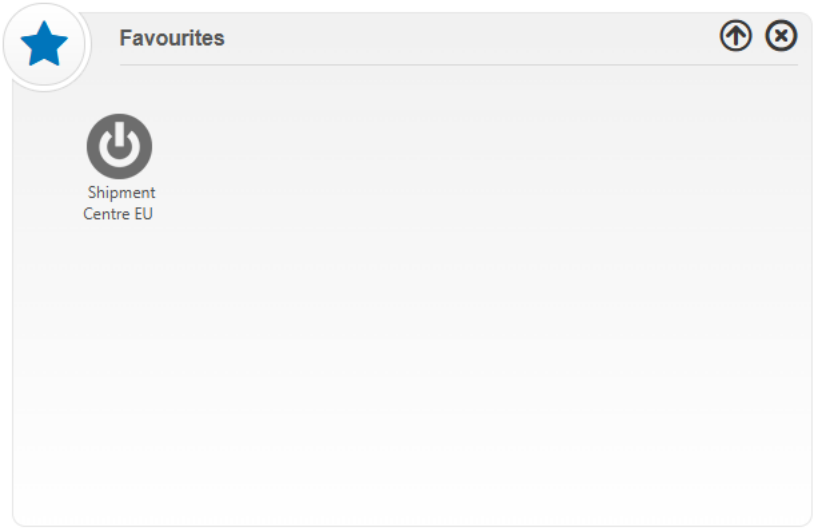
Shipment Centre EU - Manual

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.

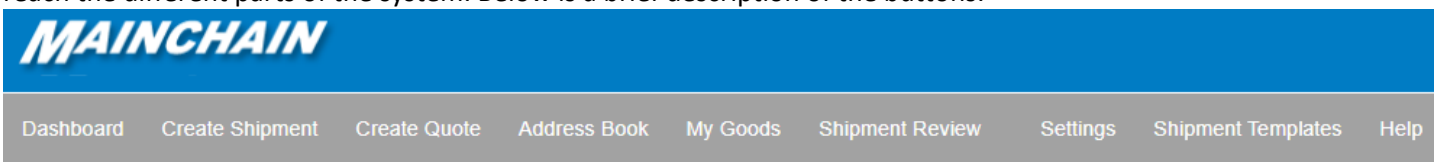


You could also add Shipment Centre to your favourites for a quick shortcut.



2. General

Navigating in Shipment Centre. There are eight buttons at the top of the screen. Through these buttons, you can reach the different parts 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.

Create Quote: Calculate a price based on country, postal code and goods line.

Address Book: Create, modify and delete addresses.

My Goods: Create, modify and delete goods.

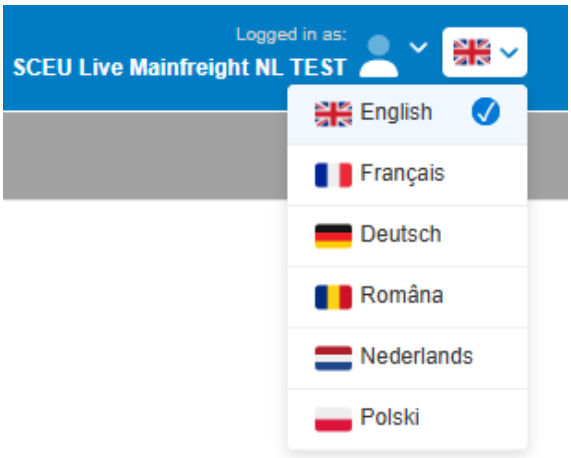
Shipment Review: Overview of saved and uploaded shipments and all loading lists.

Settings: Managing default values and printer settings.

Shipment Templates: Create and manage shipment templates.

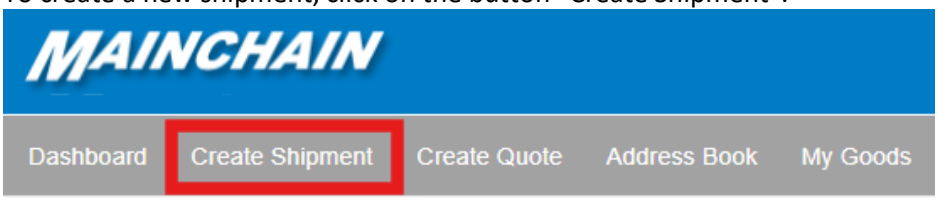
Help: Brings you to our Shipment Centre Support page.

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



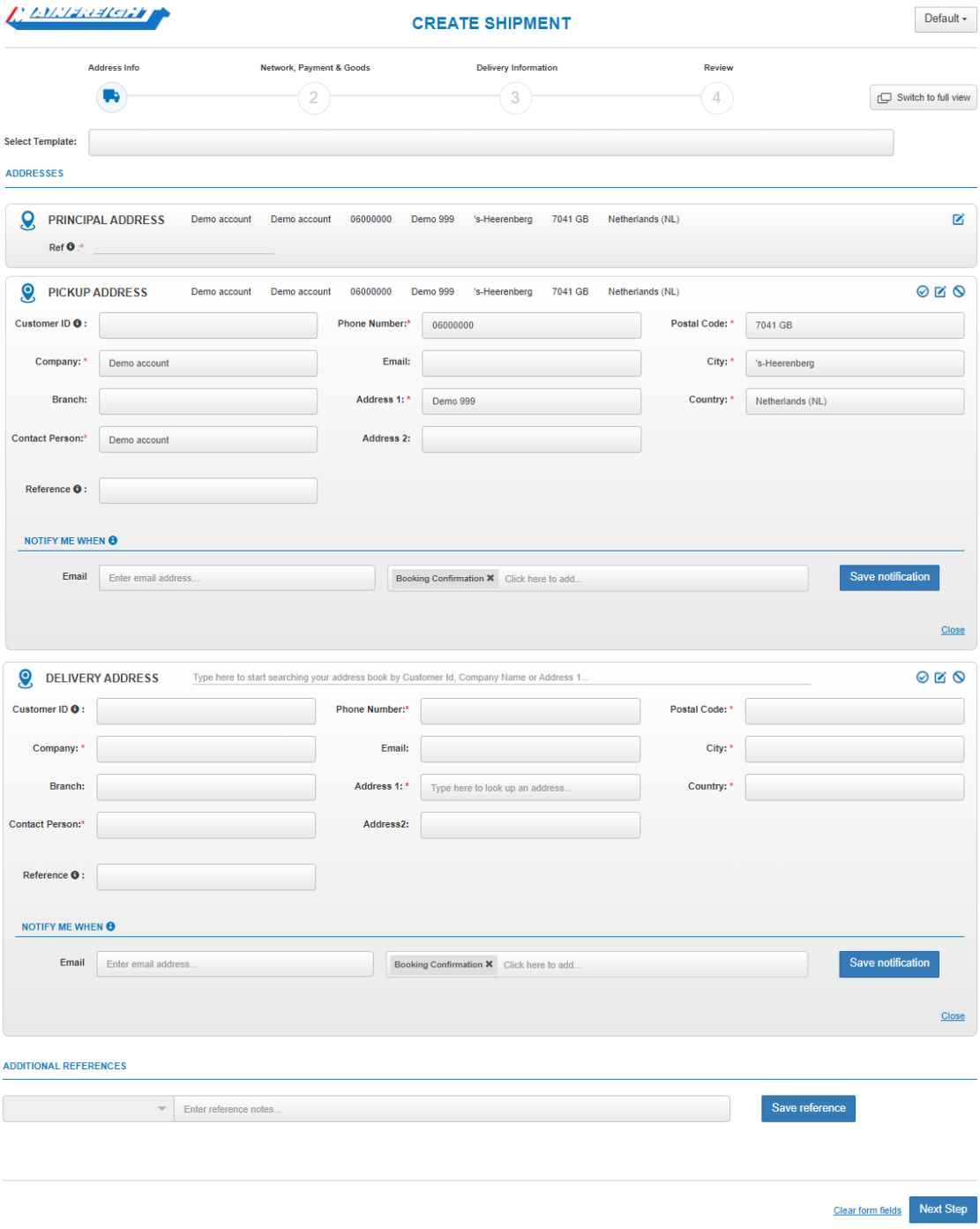
3. Create Shipment

To create a new shipment, click on the button “Create Shipment”.



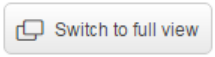
Then you will see the following screen.

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



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

The  symbol indicates the step you are currently located.

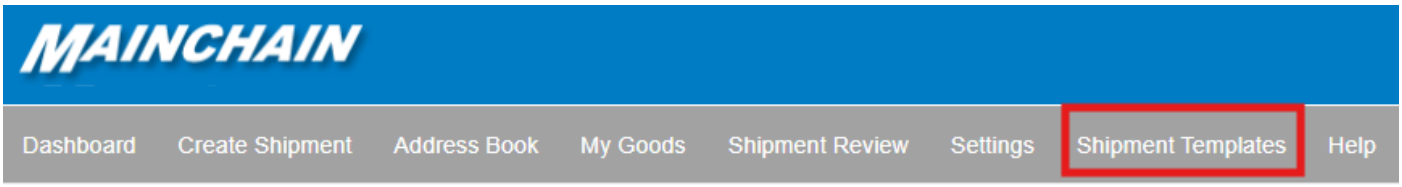
Using the button 

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

3.1 Template

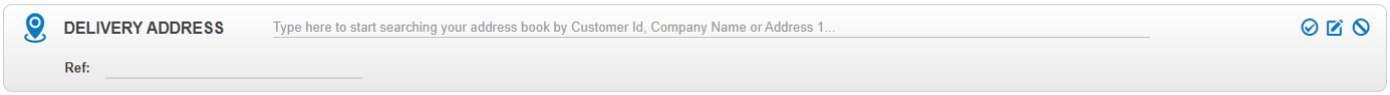
When you previously created a shipment template, you can retrieve it by entering the name of the template.

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.

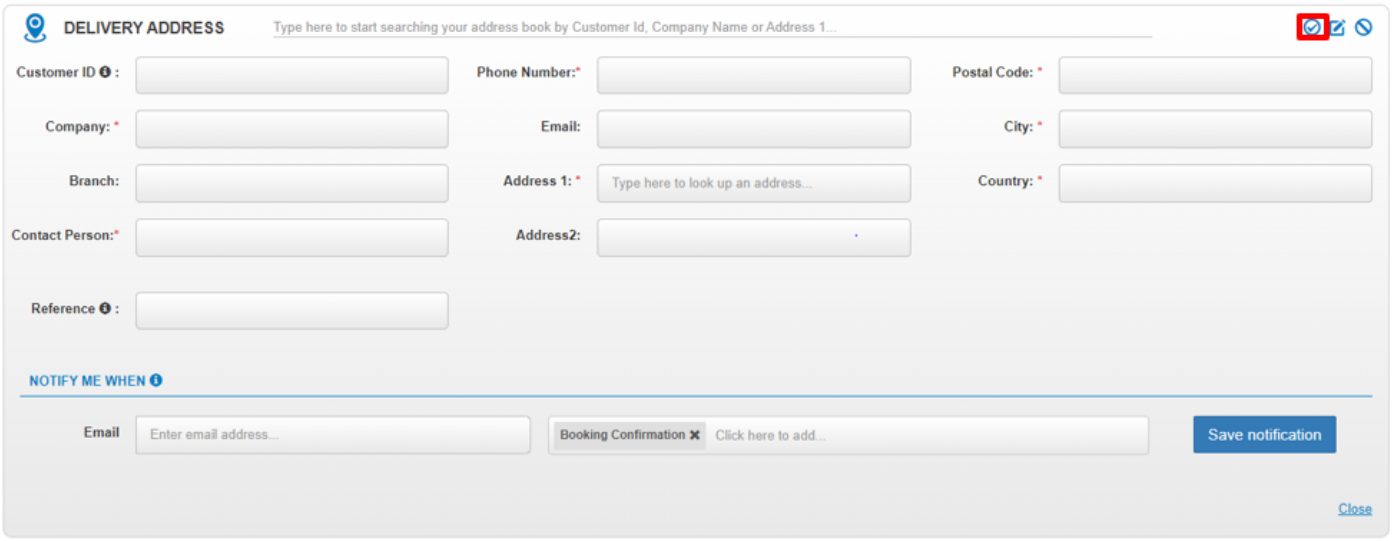


3.2 Address

The address fields are standard folded closed.



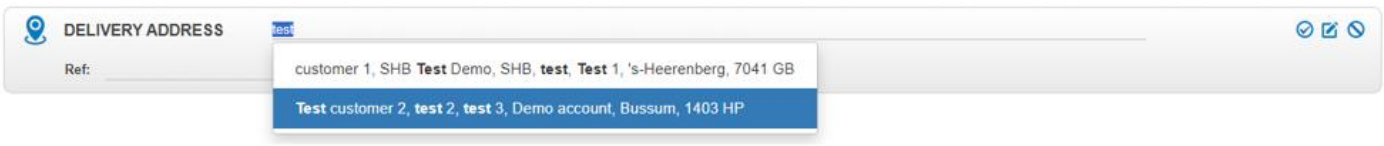
You can unfold the address fields by clicking . The fields below will become visible and can be filled. After you have entered an address, you may want to click on to add the address to your address book.
For this you would first need to fill in the ''Customer ID''. This is the name under which you want to save the address to your address book.



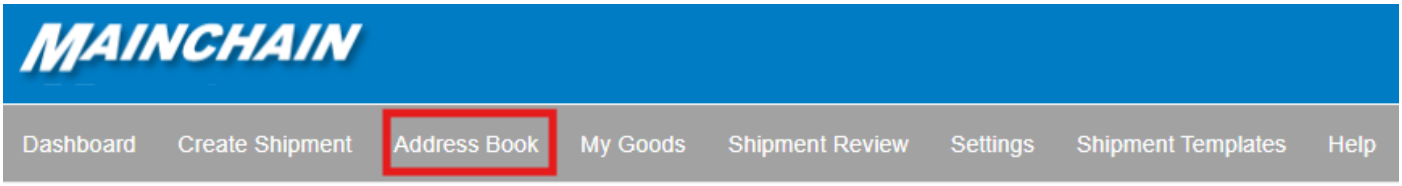
When you would like to retrieve an address from your address book, you can start typing in the red marked field below. You can search on all address fields.

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 three characters are entered.*



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

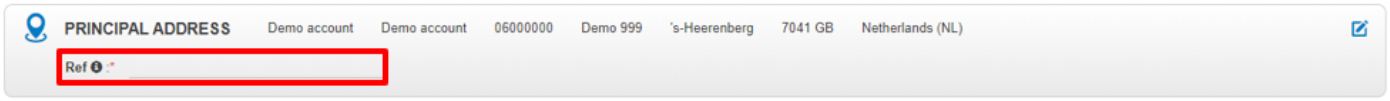


Principal Address (mandatory): This is the address of the principal. Therefore, we have already filled in your address. You cannot change the principal. You can inform the Shipment Centre Support department of structural changes.

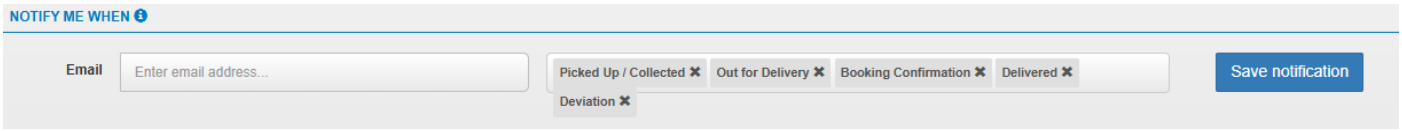
Pickup Address (mandatory): The address of the principal will be filled automatically. When the shipment needs to be loaded at another address, you can change the pick-up address here.

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 you shipment later again in Mainchain (Track and Trace).



At the pick-up address and delivery address, you also have the option ''Notify me when''.



Here you can choose from the options:

Picked Up / Collected: You will be notified when a shipment has been loaded at the pickup address.

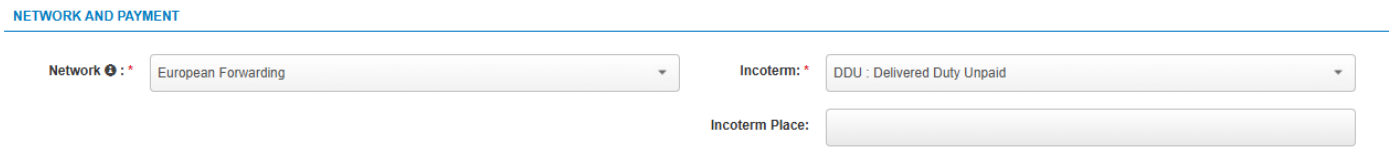
En route to recipient: You will get a notification when the shipment is on its way to the delivery address.

Delivered: You get a notification when the shipment has been delivered to the delivery address.

Deviation: You are notified when a deviation is detected in the shipment. This can be a delay.

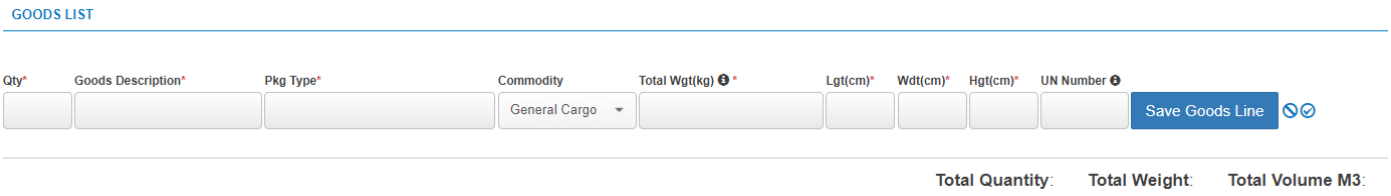
Booking confirmation: You receive an order confirmation of the booking.

3.3 Network and Payment



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

3.4 Goods



In the "Goods" section, you can specify the goods. To process your order properly, some fields are mandatory. You can use the remaining fields for further information.

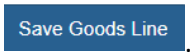
Goods: The number of goods carriers on this goods line
Good description: Short description of the goods

Package Type: Select which type of packaging is involved. Different packaging types distinguish between stackable and non-stackable. A stackable packaging type can be identified by the word "stackable" after the designation.

Commodity: If required, you can specify the commodity type here. By default, this is set to "General Cargo".

Total Wgt(kg): The weight is the total weight of the goods line (e.g. 5 europallets with a total weight of 1500 KG). If it is important for the carrier to know that 1 pallet differs, it is recommended to enter this pallet as a separate goods line.
For example:
4 Europallets with a total weight of 1200 KG
1 Europallet with a total weight of 250 KG.

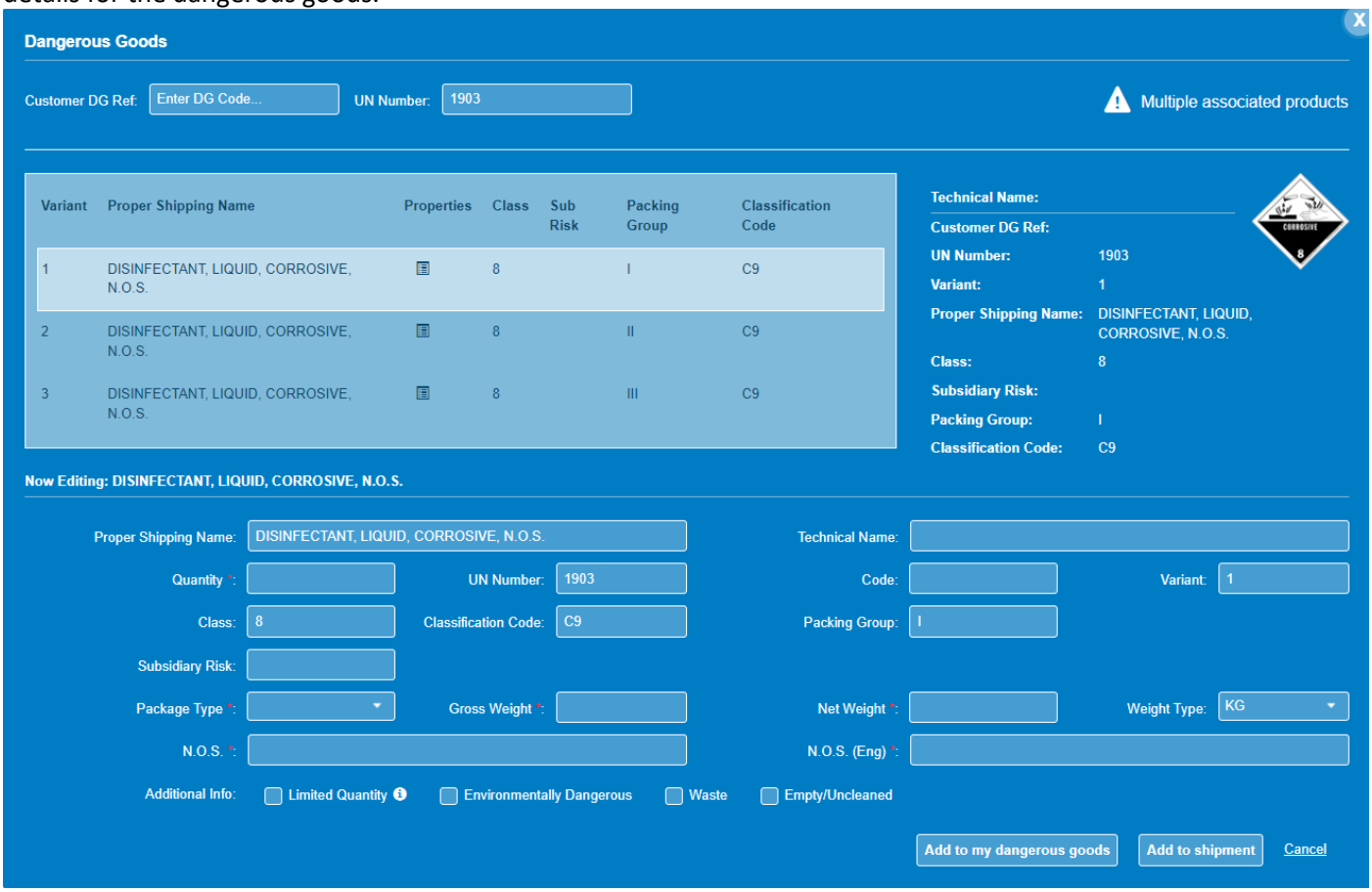
Length: Length in centimetres (120)
Width: Width in centimetres (80)
Hight: Height in centimetres (200)
UN-Number: If the shipment contains dangerous goods (ADR), the UN number must be entered here.

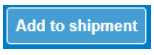
When all required data have been entered in the goods line, you should add the goods line to the consignment. To do so, click on 

. It is now possible to enter a possible second goods line.

When a UN number is entered in the box 

, the pop-up below will be displayed. Here you can enter all the details for the dangerous goods.

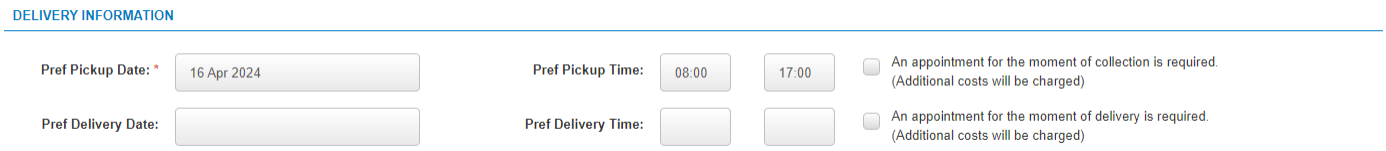


When all data has been entered, click 

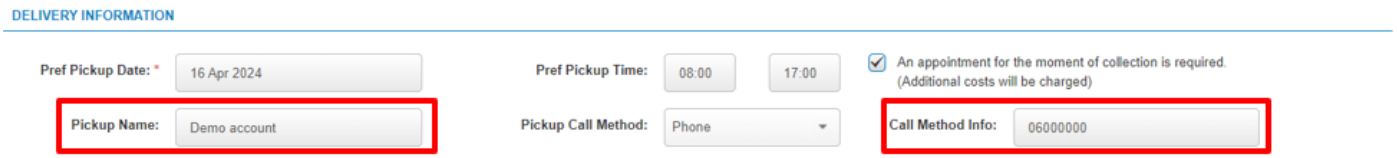
to add the data to the goods line.

Please note: the option to enter dangerous goods in Shipment Centre EU is not available by default and will be able to be activated by us upon customer request.

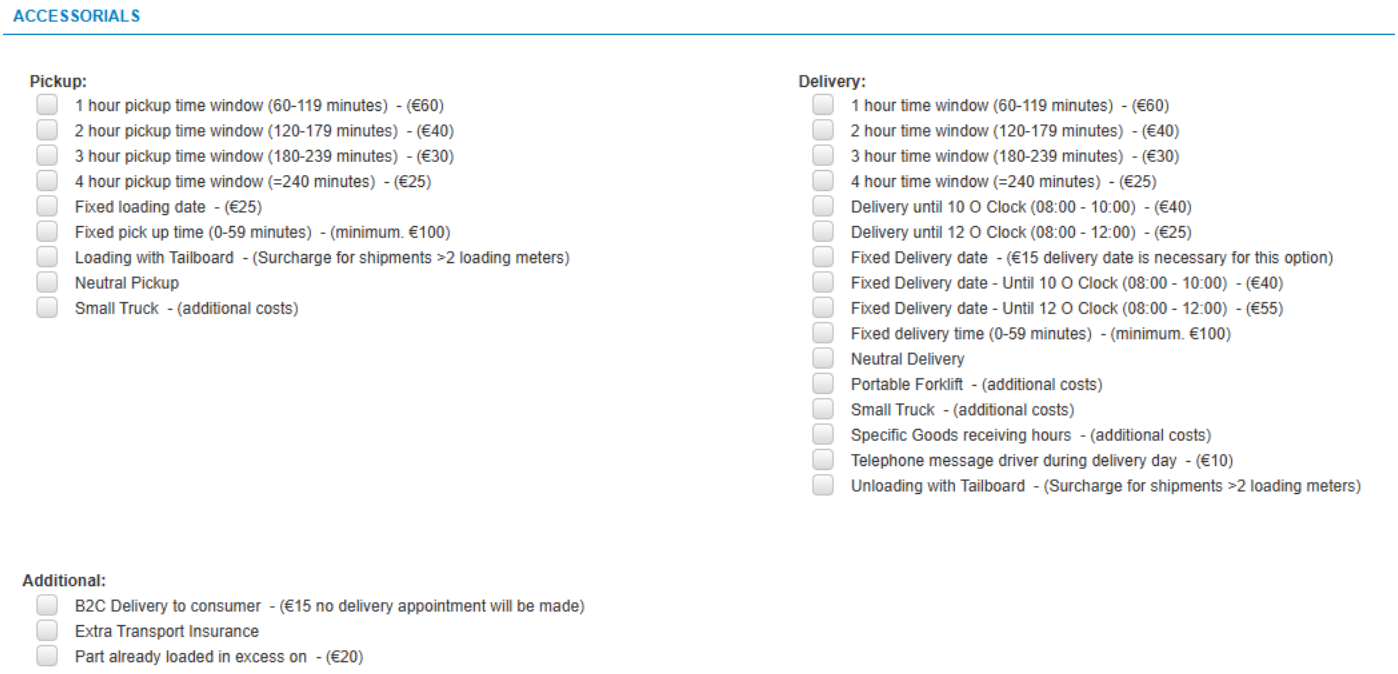
3.5 Delivery information



Here you can enter the desired pick-up and delivery dates and times. In addition, you can specify whether an appointment for the time of loading and/or unloading is required.
If you select the option ''An appointment for the time of pick-up is required'', you are required to enter a contact person and contact details (telephone number or e-mail address).



3.6 Accessorials

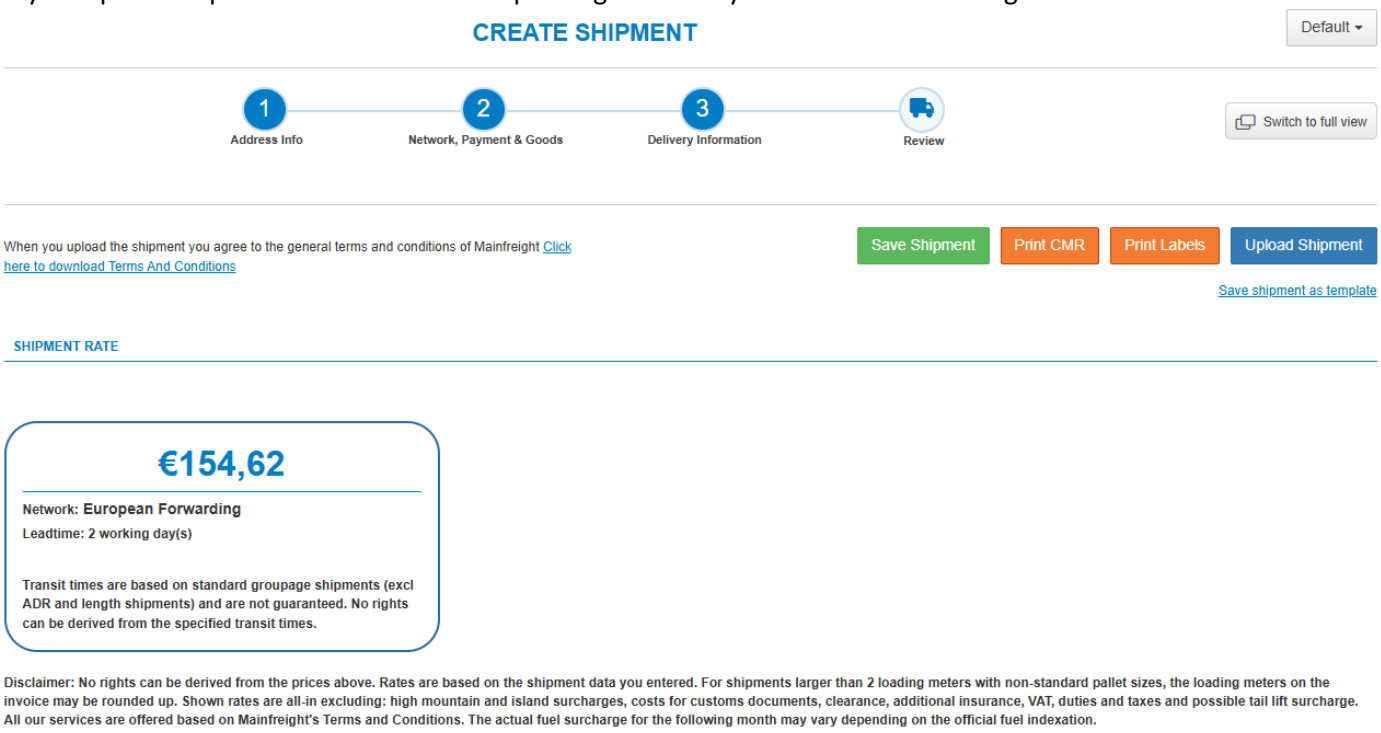


Click on the desired instruction to add the instruction to the shipment. (The instructions to be selected may vary by network, loading and unloading country and postcode area).
The cost of each accessorial can also be found in our general terms and conditions.

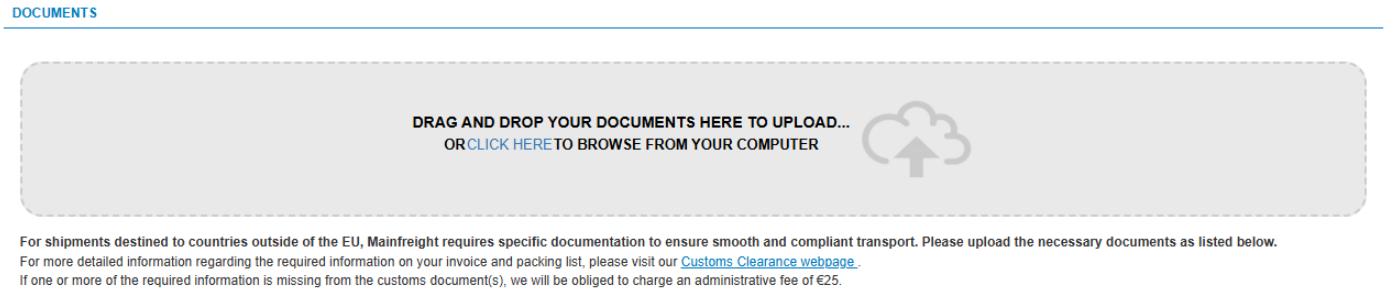
3.7 Review Shipment

When you have filled in all the needed information for the shipment like address, goods, pickup and delivery date and if needed any instructions (accessorials), you can go to the last step ‘’Review’’.

On the review page you get a total overview of the shipment your about to book and a price will be calculated based on you input. This price varies based on the price agreements you have with Mainfreight.



On the review page you also get the option to upload any needed documentation.



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

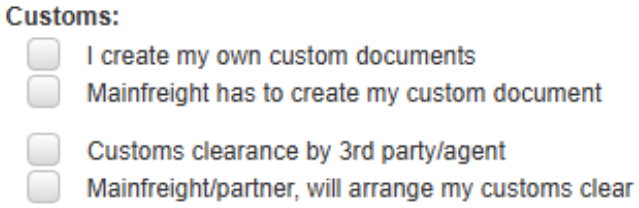
"Upload Shipment" means the shipments is directly uploaded to Mainfreight. Shipment Centre EU also sends a printing order to your printer to print the labels and loading list. If the printer has not been set as default, the labels and loading list will be shown in PDF.
Note: *When the shipment has been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

5. Booking shipments to customs countries (GB, CH, TR, NO, etc.)

When you want to book a shipment to a country outside of the EU and for which the goods need to go through customs clearance, there are some extra mandatory steps that need to be taken.

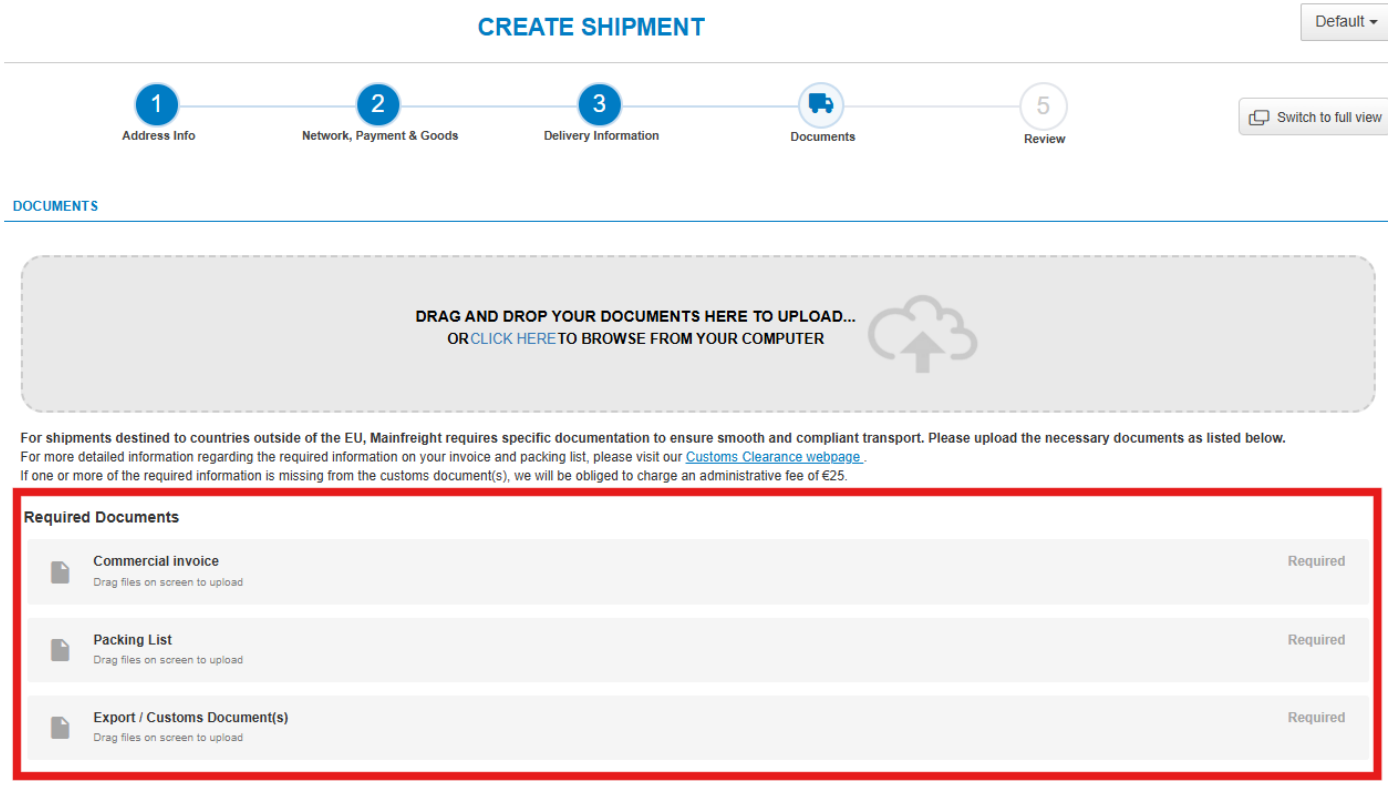
5.1 Mandatory accessorials

For shipment to any customs related country, you need to choose 2 of the 4 mandatory customs accessorials in the Delivery information step (step 3).

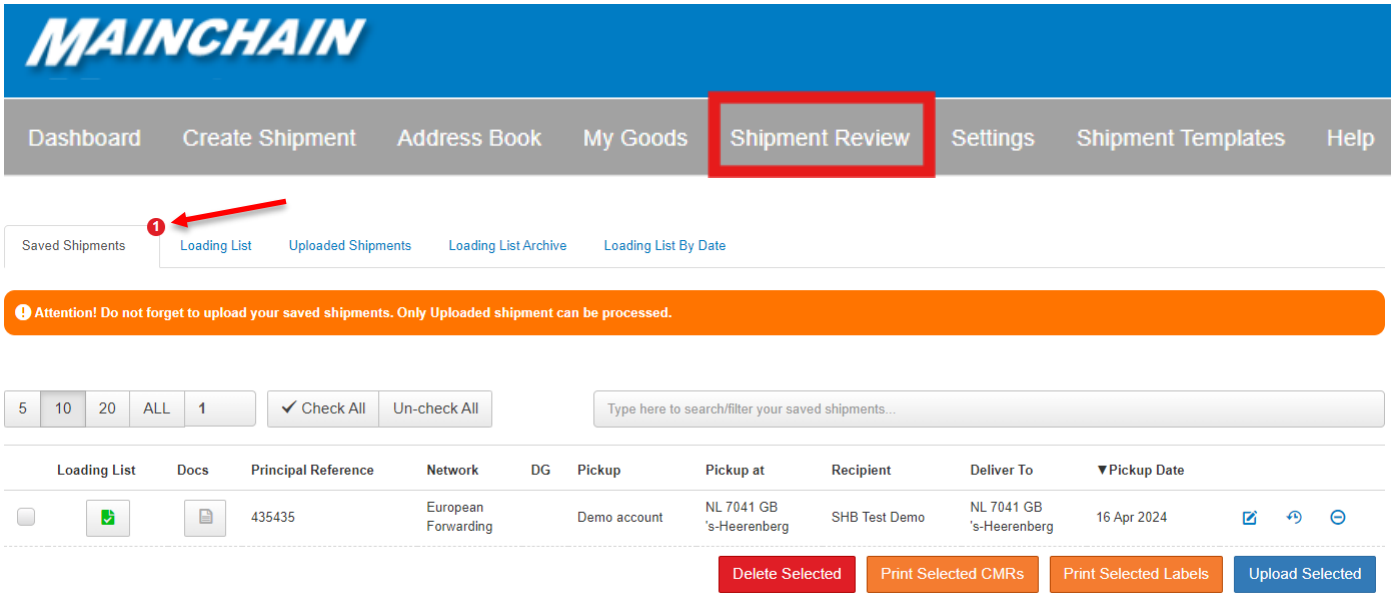


5.2 Mandatory documents

If you choose to book a shipment to a customs related country, you will also get an extra step in your booking process called ''Documents''. Here we will request you to upload any documents which are needed to be able to arrange the transport of your shipment. If these documents are not uploaded, these can cause delays in the transport process of your shipment.



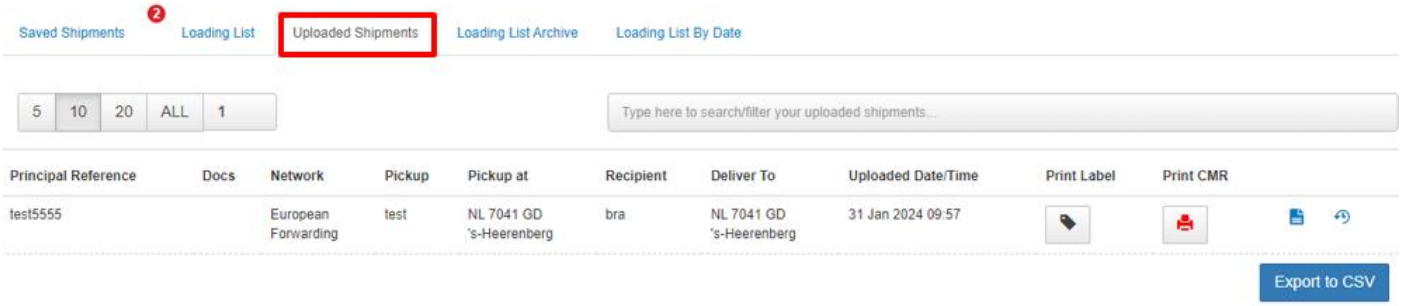
6. Shipment review



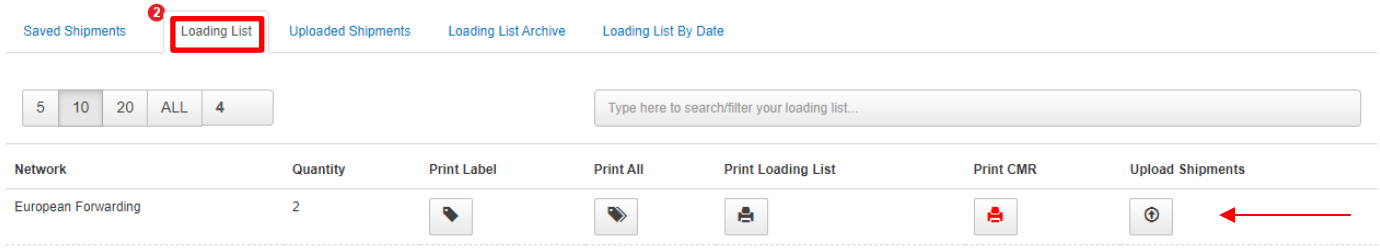
Once "Save Shipment" is clicked from the overview page, the shipment is saved and you can find it on the "Shipment Overview" page. All saved shipments can be found on this page under the tab "Saved shipments" (See the image above).

From this overview, it is possible to delete the shipments, print the labels, print the CMR (not mandatory) or upload the shipment.

When the shipments have been uploaded, they will be moved to the "Uploaded Shipments" tab.

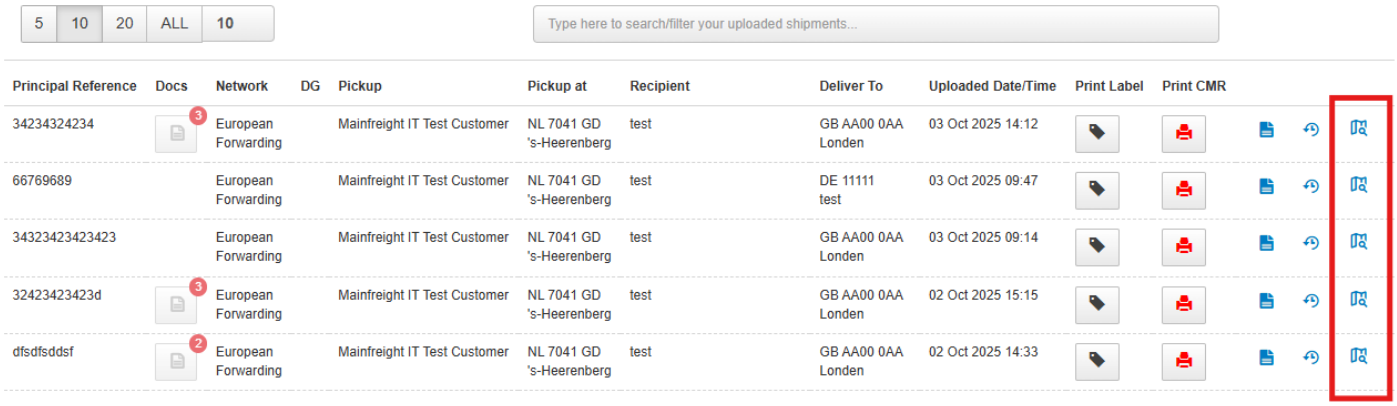


Via the loading list, you also have the options to upload all your saved shipments at the touch of a button.



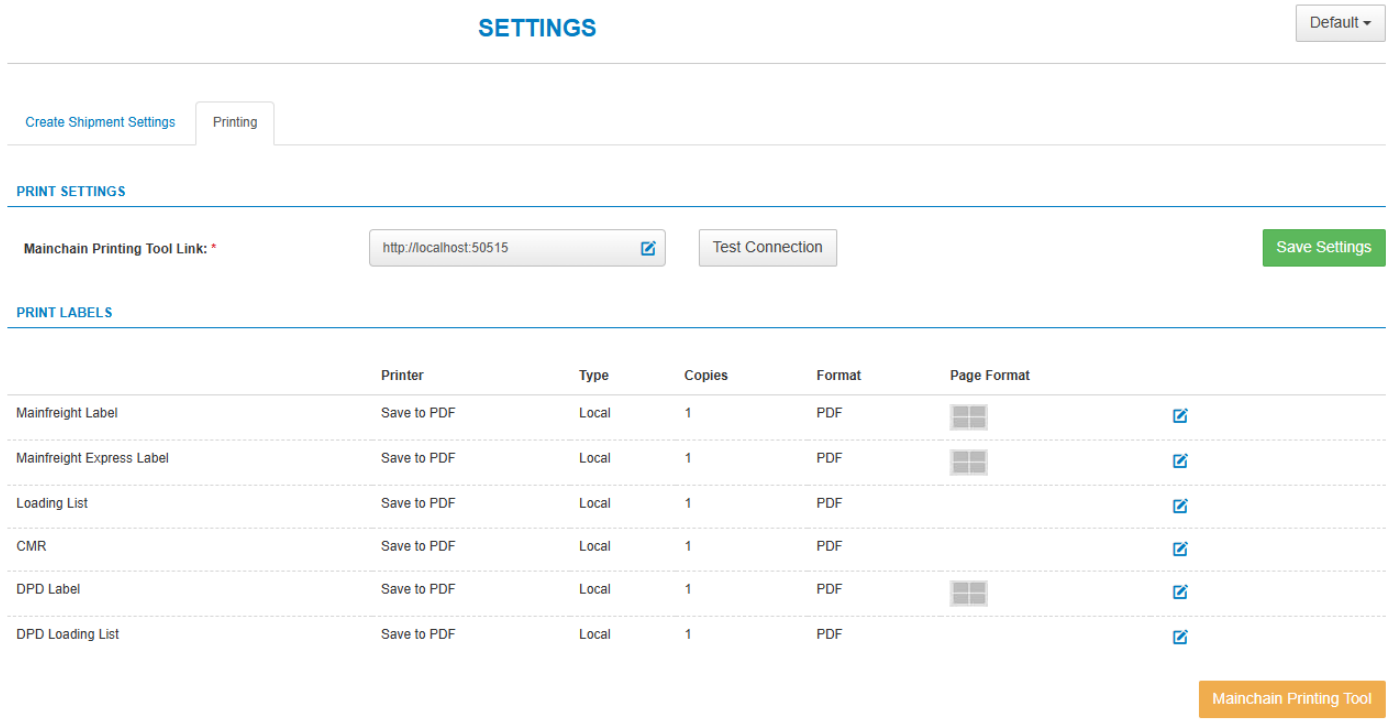
7. Track and Trace within Shipment Centre

In Shipment Centre you also have the option to go to the track and trace of your shipment.
You can find this option by going to Shipment Review -> Uploaded Shipments and then press the map icon.



8. Printer settings

Within Shipment Centre you are able to make changes on how your documents like labels, CMR and loading lists are printed. If you want you can connect your Shipment Centre account to your own label printer to automatically print your labels via a label printer. You can find all these options in the printer settings.



If you want to connect your account to your own printer, you would need to download the Mainchain Printing tool.

Mainchain Printing Tool