



User Guide v1.1 / Courier Booking Version

Content

Registering To Use BoxTrax

Logging Into BoxTrax

Landing Page (Your Home Page)

Viewing Your Shipments / Tracking

Making A New Booking;

- Shipper Details
- Consignee Details
- Consignment Details
- Entering Dimensions
- Selecting Terms Of Your Consignment

Attaching Documents/Files

Submitting Booking / Label Creation



Registering To Use BoxTrax

BoxTrax is our brand new customer automation system. It is designed for clients who already have an account with ONE Integrated Logistics Limited and wish to create their booking requests on-line.

If you would like to have your account activated please email us at; expressteam@one-ill.com or complete our on-line registration form (available on our new web-site, August 2014)

Logging Into BoxTrax



Not Logged In

LOG OUT

LOGIN

USERNAME:

PASSWORD:

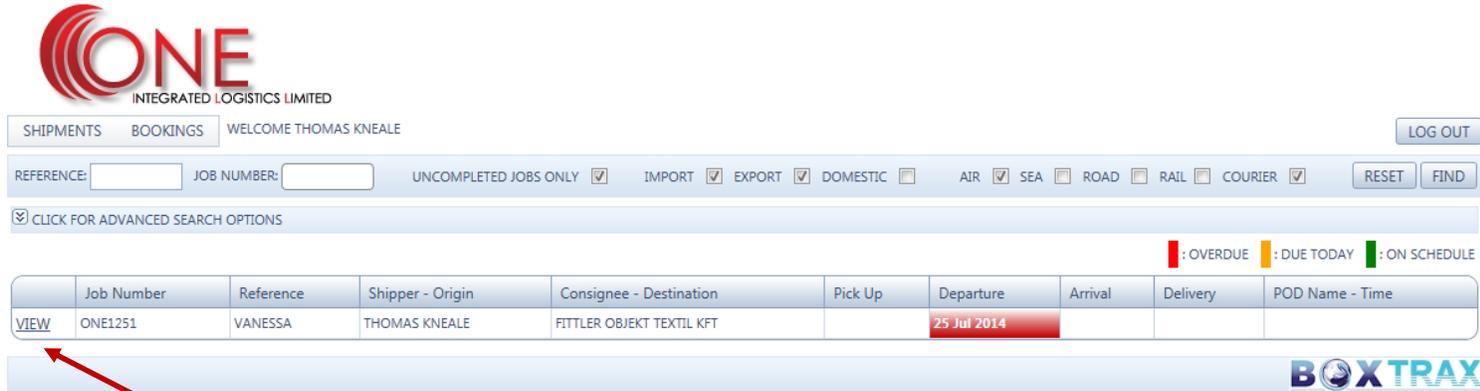
ENTER



Enter Username and Password, bearing in mind the fields are case sensitive.

If you have forgotten your log on credentials please email us and we will have them reset.

Landing Page (Your Home Page)



The screenshot shows the ONE BOXTRAX landing page. At the top left is the ONE logo. Below it are tabs for 'SHIPMENTS' and 'BOOKINGS', and a welcome message 'WELCOME THOMAS KNEALE'. A 'LOG OUT' button is on the right. Below this is a search bar with fields for 'REFERENCE:' and 'JOB NUMBER:'. To the right of these fields are checkboxes for 'UNCOMPLETED JOBS ONLY', 'IMPORT', 'EXPORT', 'DOMESTIC', 'AIR', 'SEA', 'ROAD', 'RAIL', and 'COURIER'. 'RESET' and 'FIND' buttons are also present. Below the search bar is a link 'CLICK FOR ADVANCED SEARCH OPTIONS'. A legend indicates status colors: red for 'OVERDUE', yellow for 'DUE TODAY', and green for 'ON SCHEDULE'. A table displays shipment data with columns: Job Number, Reference, Shipper - Origin, Consignee - Destination, Pick Up, Departure, Arrival, Delivery, and POD Name - Time. The first row shows Job Number ONE1251, Reference VANESSA, Shipper THOMAS KNEALE, Consignee FITTLER OBJEKT TEXTIL KFT, and a red '25 Jul 2014' in the Departure column. A 'VIEW' button is in the first cell of the table. The BOXTRAX logo is at the bottom right of the page.

	Job Number	Reference	Shipper - Origin	Consignee - Destination	Pick Up	Departure	Arrival	Delivery	POD Name - Time
VIEW	ONE1251	VANESSA	THOMAS KNEALE	FITTLER OBJEKT TEXTIL KFT		25 Jul 2014			

Your Landing Page list all recent shipment activity related to your account (imports/export/domestic). Shortly we will have EDI linkage which will pull through tracking events/updates.

By clicking the “View” button, you can see shipment information (please see next page).

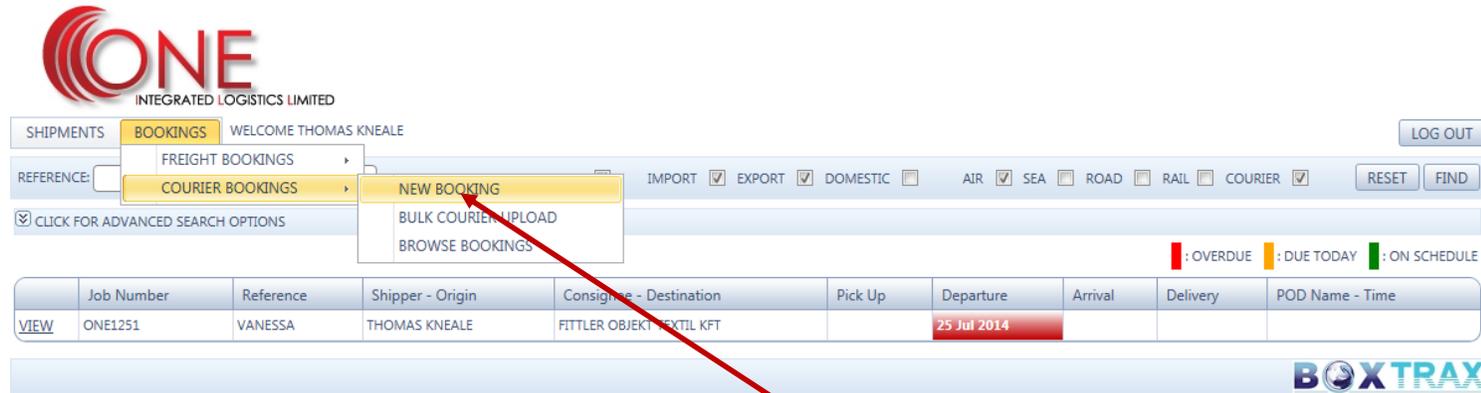
Viewing Your Shipments / Tracking

The screenshot shows the ONE BoxTrax interface. At the top, there are navigation tabs for 'SHIPMENTS' and 'BOOKINGS', and a 'LOG OUT' button. A message states: 'MILESTONES: NO MILESTONES ARE CURRENTLY AVAILABLE FOR THIS JOB'. Below this is a table with columns 'DATE TIME', 'MILESTONE', and 'COMMENT', containing the text 'No records to display.'. A section for 'CONSIGNMENT DETAILS: THOMAS KNEALE - FITTLER OBJEKT TEXTIL KFT - VANESSA' contains a table with columns 'Pick Up', 'Departure', 'Arrival', and 'Delivery'. The 'Departure' cell contains '25 Jul 2014'. Below the table are fields for 'CUSTOMER REF: VANESSA', 'JOB NUMBER: ONE1251', 'FROM', 'TO', 'SHIPPER NAME: THOMAS KNEALE', 'CONSIGNEE NAME: FITTLER OBJEKT TEXTIL KFT', and 'ORIGIN:'. A table lists goods with columns 'NOP', 'WEIGHT', 'CUBE', 'TERMS', and 'DESCRIPTION OF GOODS', showing one item: '1', '0.70', 'FABRIC SAMPLE'. At the bottom, a message says 'COMMENTS: NO COMMENTS POSTED' and a 'BACK' button is visible.

Milestones will be populated with tracking updates when we have the EDI feeds completed.

Consignment Details will advise shipper/receiver and shipment particulars. The “Customer Reference” field is going to be changed to act as a hyperlink to the tracking pages of carrier used (DHL/FedEx).

Making A New Booking; Courier



The screenshot shows the ONE BOXTRAX web application interface. The top navigation bar includes the ONE logo, a 'BOOKINGS' menu, and a 'LOG OUT' button. The 'BOOKINGS' menu is expanded, showing 'FREIGHT BOOKINGS', 'COURIER BOOKINGS', and 'NEW BOOKING'. The 'COURIER BOOKINGS' menu is further expanded, showing 'NEW BOOKING', 'BULK COURIER UPLOAD', and 'BROWSE BOOKINGS'. A red arrow points from the 'NEW BOOKING' option in the expanded menu to the text below. The main content area features a search bar with a 'REFERENCE' field, a 'CLICK FOR ADVANCED SEARCH OPTIONS' checkbox, and a 'RESET' button. Below the search bar is a table of bookings with columns for Job Number, Reference, Shipper - Origin, Consignee - Destination, Pick Up, Departure, Arrival, Delivery, and POD Name - Time. The table contains one row with the following data: Job Number: ONE1251, Reference: VANESSA, Shipper - Origin: THOMAS KNEALE, Consignee - Destination: FITTLER OBJEKT TEXTIL KFT, Departure: 25 Jul 2014. A legend below the table indicates: Red square: OVERDUE, Yellow square: DUE TODAY, Green square: ON SCHEDULE. The BOXTRAX logo is visible in the bottom right corner of the interface.

To make a new courier booking, select;

- Bookings
- Courier Bookings
- New Booking

Making A New Booking; Shipper Details

Shipper Details;

*** Mandatory Field**

SHIPPER DETAILS: THOMAS KNEALE, ARBRY HOUSE (CLICK TO EDIT)

COUNTRY: UNITED KINGDOM *

SHIPPER: THOMAS KNEALE *

ADDRESS: ARBRY HOUSE
6 PICCADILLY TRADING ESTATE
MANCHESTER
LANCASHIRE

POST CODE / ZIP: M1 2NP *

CONTACT: Vanessa

NAME: Vanessa *

TELEPHONE:

EMAIL:

DEPARTMENT:

SAVE SHIPPER DETAILS

RESET SUBMIT

N.B. HOLD DOWN CTRL BUTTON TO SELECT AND ATTACH MULTIPLE ITEMS

CLEAR ATTACHMENTS ATTACH DOCUMENT

- Shipper details will automatically be available in the drop down box.

- Yellow fields are mandatory and must be populated.

- Any changes please click "Save Shipper Details" and changes will be updated.

Making A New Booking; Consignee Details

Consignee Details;

ONE
INTEGRATED LOGISTICS LIMITED

SHIPMENTS BOOKINGS WELCOME THOMAS KNEALE LOG OUT

Mandatory Field

SHIPPER DETAILS: THOMAS KNEALE, ARBRY HOUSE (CLICK TO EDIT)

CONSIGNEE DETAILS

COUNTRY: *

*

CONSIGNEE: *

ADDRESS:

POST CODE / ZIP: *

CONTACT:

NAME: *

TELEPHONE: *

EMAIL:

CLICK TO VIEW CONSIGNMENT DETAILS

CLICK TO VIEW DIMS DETAILS

NOP: * WEIGHT: * CHARGEABLE WEIGHT:

CLICK TO ENTER TERMS OF SHIPMENT

COMMENTS:

N.B. HOLD DOWN CTRL BUTTON TO SELECT AND ATTACH MULTIPLE ITEMS

Previously populated consignee details will automatically be available in the drop down box.

Yellow fields are mandatory and must be populated.

Any changes or new consignees entered for the first time, please click "Save Consignee Details" and changes/additions will be saved.

Making A New Booking; Consignment Details

Consignment Details;

The screenshot shows the 'Create Booking' page on the Boxtrax website. The 'Consignment Details' section is expanded, showing various input fields. The 'CUST REF 1' field is highlighted in yellow and has a red arrow pointing to it from the text on the right. The 'WEIGHT' field is also highlighted in yellow and has a red arrow pointing to it from the text on the right. Other fields include 'SHIPPER DETAILS', 'CONSIGNEE DETAILS', 'COLLECT BY', 'DOCUMENTS ONLY', 'INSURANCE', 'DESCRIPTION', 'DELIVERY DATE', 'TIME', 'CURRENCY', 'VALUE', 'NOP', 'CHARGEABLE WEIGHT', and 'COMMENTS'. A 'LOG OUT' button is visible in the top right corner of the page.

- At least one customer reference is needed. If you don't have a specific reference please enter any characters.

- Yellow fields are mandatory and must be populated.

- Always include a full description of goods (this soon to be a mandatory field).

Making A New Booking; Entering Dimensions

Entering Dimensions;

ONE INTEGRATED LOGISTICS LIMITED

SHIPMENTS BOOKINGS WELCOME THOMAS KNEALE LOG OUT

Mandatory Field

SHIPPER DETAILS: THOMAS KNEALE, ARBBY HOUSE (CLICK TO EDIT)

CONSIGNEE DETAILS:

CLICK TO VIEW CONSIGNMENT DETAILS

DIMS DETAILS

DIMENSION UNITS IN: CM INCHES

NOP	LENGTH	WIDTH	HEIGHT	WEIGHT	PACKAGING
<input type="text"/>	<input type="text" value="Please select packaging details"/>				

NOP: * WEIGHT: * CHARGEABLE WEIGHT:

CLICK TO ENTER TERMS OF SHIPMENT

COMMENTS:

N.B. HOLD DOWN CTRL BUTTON TO SELECT AND ATTACH MULTIPLE ITEMS

BOXTRAX

- It is not essential to provide dimension of your shipment, but it is helpful to ensure accurate and correct chargeable weights are assessed.

Making A New Booking; Selecting Terms Of Your Consignment

The screenshot shows the ONE INTEGRATED LOGISTICS LIMITED booking interface. At the top, there are navigation tabs for 'SHIPMENTS' and 'BOOKINGS', and a user greeting 'WELCOME THOMAS KNEALE' with a 'LOG OUT' button. Below this, a yellow box indicates a '* Mandatory Field'. The form contains several sections: 'SHIPPER DETAILS: THOMAS KNEALE, ARBRY HOUSE (CLICK TO EDIT)', 'CONSIGNEE DETAILS', 'CLICK TO VIEW CONSIGNMENT DETAILS', and 'CLICK TO VIEW DIMS DETAILS'. There are input fields for 'NOP:', 'WEIGHT:', and 'CHARGEABLE WEIGHT:'. The 'TERMS OF SHIPMENT' section is expanded, showing a list of terms with checkboxes: 'CIP - CARRIAGE AND INSURANCE PAID TO', 'DAT - DELIVERED AT PLACE' (which is checked and has a red arrow pointing to it), 'DDP - DELIVERED DUTY PAID', 'FCA - FREE CARRIER', 'CPT - CARRIAGE PAID TO', 'DAT - DELIVERED AT TERMINAL', and 'EXW - EX WORKS'. Below the terms is a 'COMMENTS:' text area. At the bottom, there are 'RESET' and 'SUBMIT' buttons, a note 'N.B. HOLD DOWN CTRL BUTTON TO SELECT AND ATTACH MULTIPLE ITEMS', and 'CLEAR ATTACHMENTS' and 'ATTACH DOCUMENT' buttons. The ONE and BOXTRAX logos are visible at the bottom of the page.

Terms;

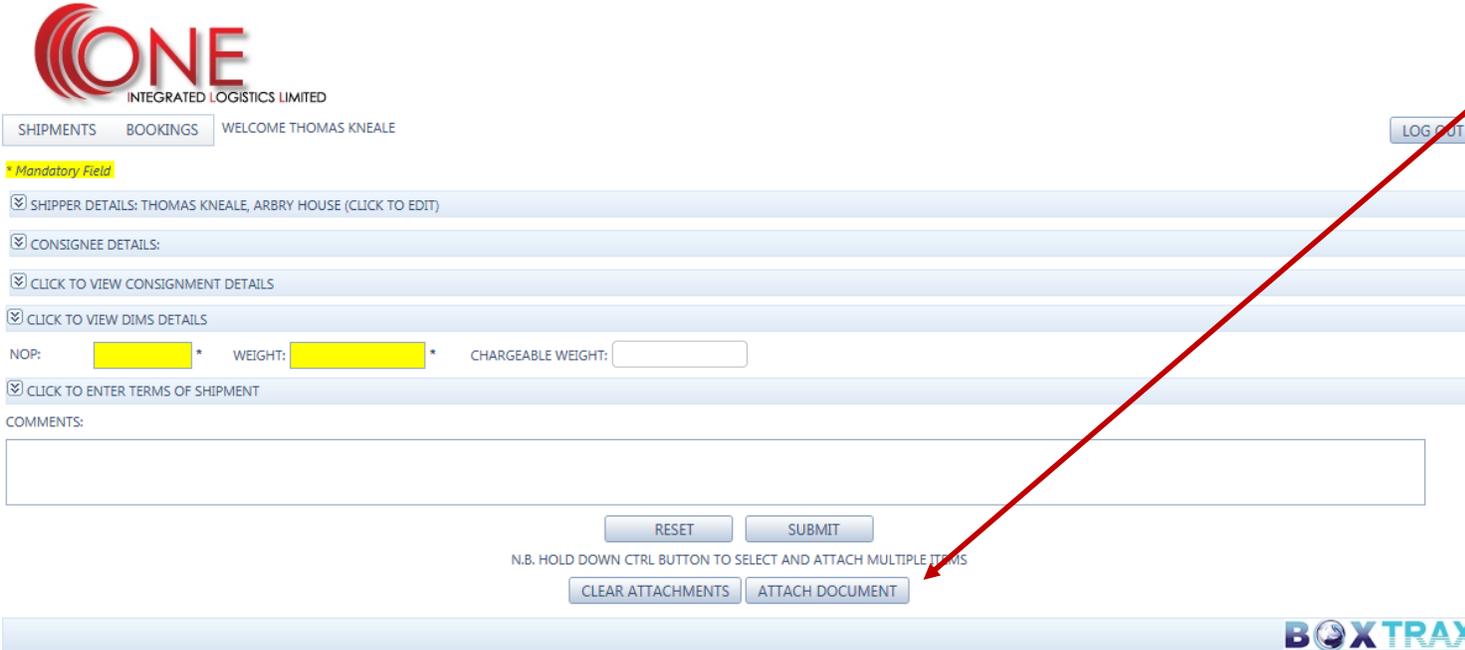
- In most cases, shipments sent courier will be under DAP terms. For a full list of current Incoterms and their definition please click/follow the below link;

http://en.wikipedia.org/wiki/Incoterm_s

- If a term is not selected, then it will default to DAP terms.

Attaching Documents / Files

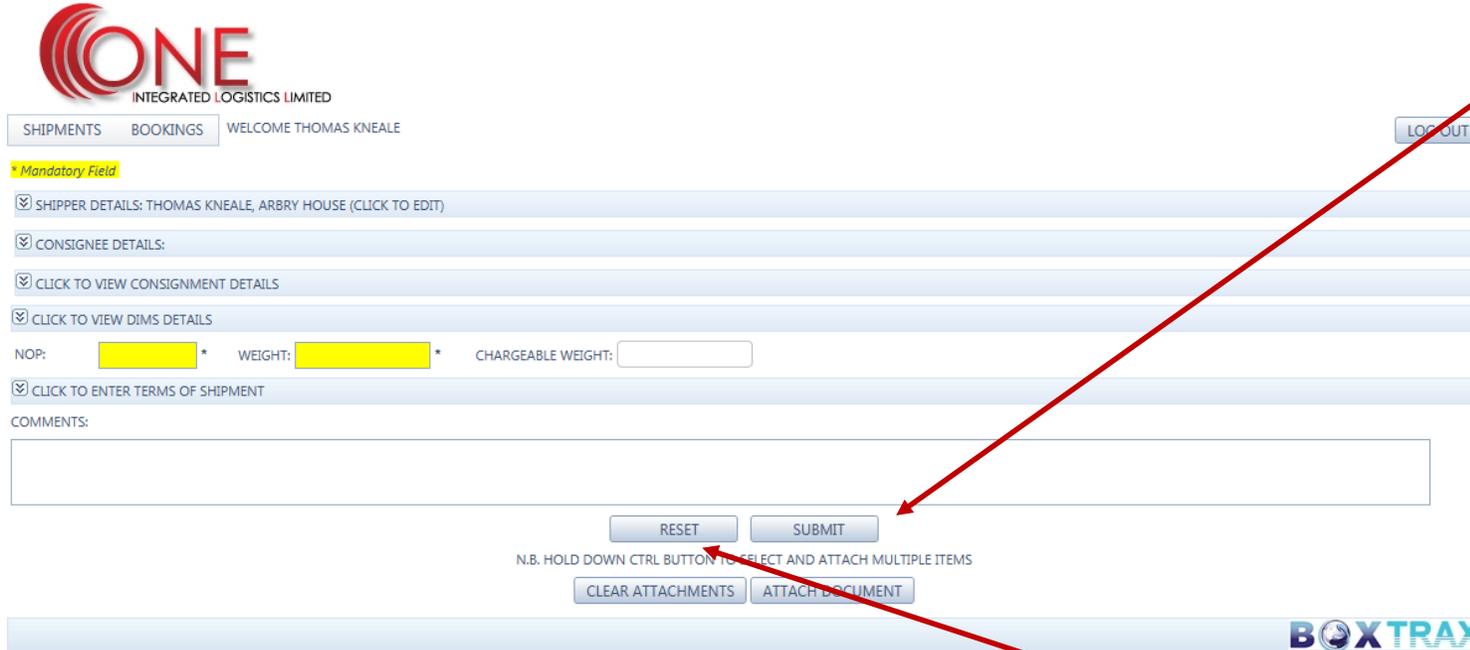
Attachments;



The screenshot shows the ONE BoxTrax user interface. At the top left is the ONE logo and 'INTEGRATED LOGISTICS LIMITED'. Below it are navigation tabs for 'SHIPMENTS' and 'BOOKINGS', and a user greeting 'WELCOME THOMAS KNEALE'. A 'LOG OUT' button is in the top right. A yellow box highlights the text '* Mandatory Field'. The form contains several sections: 'SHIPPER DETAILS: THOMAS KNEALE, ARBRY HOUSE (CLICK TO EDIT)', 'CONSIGNEE DETAILS:', 'CLICK TO VIEW CONSIGNMENT DETAILS', and 'CLICK TO VIEW DIMS DETAILS'. Below these are input fields for 'NOP:', 'WEIGHT:', and 'CHARGEABLE WEIGHT:'. There is also a 'CLICK TO ENTER TERMS OF SHIPMENT' link and a 'COMMENTS:' text area. At the bottom of the form are 'RESET' and 'SUBMIT' buttons. Below the form, a note reads 'N.B. HOLD DOWN CTRL BUTTON TO SELECT AND ATTACH MULTIPLE ITEMS'. At the very bottom of the form area are two buttons: 'CLEAR ATTACHMENTS' and 'ATTACH DOCUMENT'. A red arrow points from the text on the right towards the 'ATTACH DOCUMENT' button. The BOXTRAX logo is in the bottom right corner of the page.

- If you produce your own shipping invoices these can be attached to your booking for the purpose of record keeping.

Submitting Booking / Label Creation



The screenshot shows the ONE BOXTRAX web interface for submitting a booking. At the top left is the ONE logo and 'INTEGRATED LOGISTICS LIMITED'. Below it are navigation tabs for 'SHIPMENTS' and 'BOOKINGS', and a user greeting 'WELCOME THOMAS KNEALE'. A 'LOGOUT' button is in the top right. A yellow box highlights the text '*Mandatory Field'. The form contains several sections: 'SHIPPER DETAILS: THOMAS KNEALE, ARBRY HOUSE (CLICK TO EDIT)', 'CONSIGNEE DETAILS', 'CLICK TO VIEW CONSIGNMENT DETAILS', and 'CLICK TO VIEW DIMS DETAILS'. Below these are input fields for 'NOP:', 'WEIGHT:', and 'CHARGEABLE WEIGHT:'. There is also a 'CLICK TO ENTER TERMS OF SHIPMENT' link and a 'COMMENTS:' text area. At the bottom of the form are buttons for 'RESET', 'SUBMIT', 'CLEAR ATTACHMENTS', and 'ATTACH DOCUMENT'. A note below the buttons reads 'N.B. HOLD DOWN CTRL BUTTON TO SELECT AND ATTACH MULTIPLE ITEMS'. The BOXTRAX logo is in the bottom right corner of the form area.

Submission;

- Once you have completed all necessary steps/fields, please click on the “Submit” button. This will send the booking to the team at ONE Logistics and will also keep a copy for yourself if you entered your email address in the shipper field. It will also auto generate a shipping label for your own records. Upon receipt of the booking we will send back to you the necessary DHL/FedEx label.
- To create a new booking/shipment, please click the reset button.



Any questions or need further assistance please contact us;

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