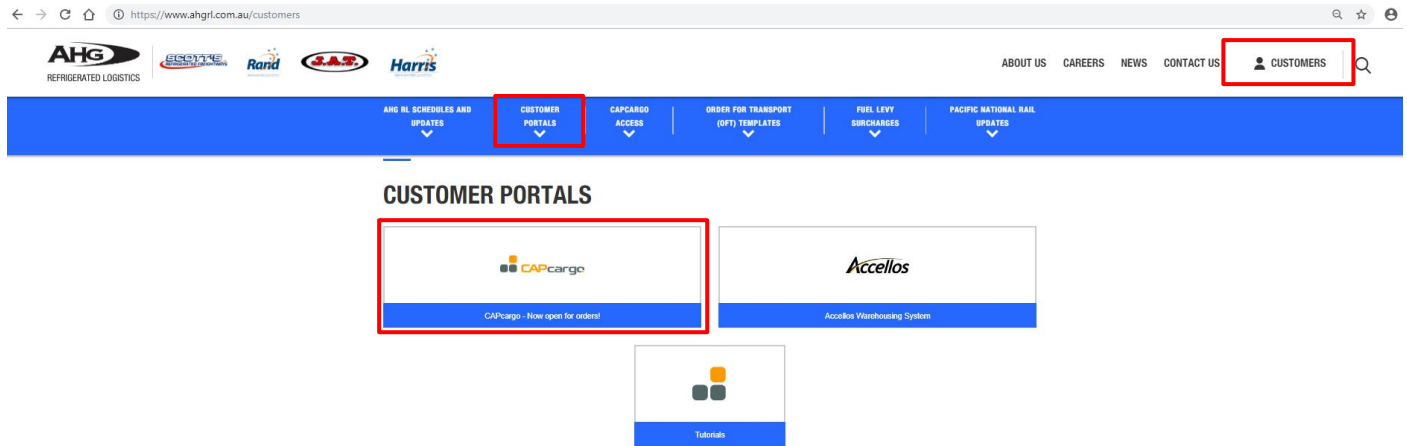
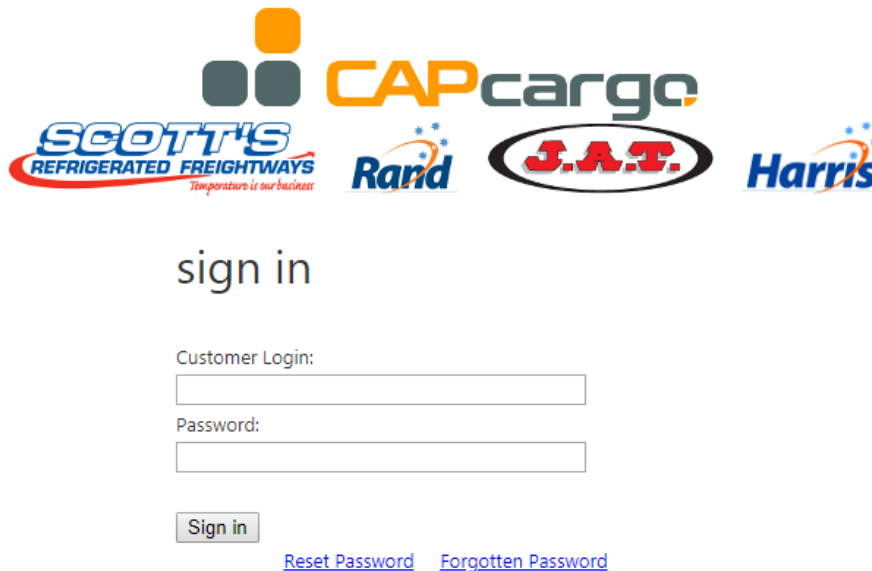


CAPCargo Transport Portal - Quick Reference Guide

CAPCargo Portal is accessible via the AHG RL website www.ahgrl.com.au. Click on the Customers tab, then select the CAPcargo Portal link.



The system will prompt for a Username and Password.



After entering a valid **Username** and **Password** the Home page will appear.

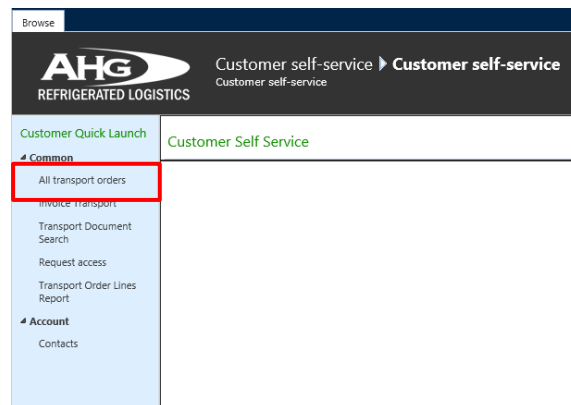
The screenshot shows the AHG Refrigerated Logistics CAPCargo Portal. The top navigation bar includes a 'Browse' button and the text 'Customer self-service' and 'Customer self-service'. Below this, the 'Customer Quick Launch' section is visible, with a 'Common' tab selected. The main content area displays the logos for SCOTT'S REFRIGERATED FREIGHTWAYS, CAPcargo, Rand, J.A.T., and Harris. A welcome message reads: 'Welcome to the AHG Refrigerated Logistics CAPCargo Portal. Please remember to select the **correct company** on the top right of screen'. Below this, three company codes are listed: **8JA** - JAT Refrigerated Road Transport, **8RT** - Rand/Harris Transport (1986), and **8SR** - Scott's Refrigerated Freightways.

- Should your business hold multiple accounts across our 3 companies (JAT, Rand and Scott's), please ensure the user is logged in under the correct company before commencing use of the portal. This can be done by navigating to the top right-hand side of the screen and selecting the relevant company via the drop-down menu.
- Depending on your business account setup, please select between either:
 - **8JA** – JAT Refrigerated Road Transport Pty Ltd
 - **8RT** – Rand Transport (1986) Pty Ltd
 - **8SR** – Scott's Refrigerated Freightways Pty Ltd

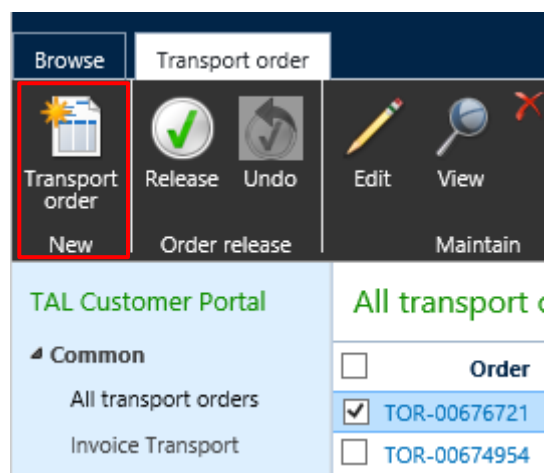


Order Placement

- Navigate to the panel on the left-hand side of the screen. Under the **Common** header, click on *All transport orders*.
- The results on this screen will populate all transport orders created under the Company (**8JA**, **8RT** or **8SR**) selected in the previous step for your customer account.



- To create a new order click on the first button *Transport order (New)*.



- A new **Transport Order (TO)** screen will appear ready to complete. A system generated **Transport Order** number will be generated and appear at the top on the new window. This is the **Transport Order** number relevant to the booking being created. This **Transport Order** reference number can be quoted to an AHG RL staff member when making an enquiry on the order.

Transport order - Order: **TOR-00013294**, ZTESTJ

General

Order: **TOR-00013294** Order type

Transport type: -22

Reference

Invoice Reference:

Sender reference:

Receiver reference:

Customer

Customer account: ZTESTJ Name:

Tax invoice account: ZTESTJ Address:

Contact:

- To ensure the fill entry screen is visible, please maximise the current window. This may be done by clicking on the maximise icon on the top right-hand side of the window.



- Navigate to the **General** header. The *Transport Type* field is used to nominate the temperature service at which the order needs to travel – e.g. frozen, chilled, produce etc. To select the transport type, click the drop down menu and select the relevant 'Transport type'.

*** Please note this is a mandatory field.**

Transport order - Order: TOR-00013294, ZTESTJ

General

Order: TOR-00013294 Order type

Transport type: * -22

Reference

Invoice Reference: *

Sender reference:

Receiver reference:

Customer

Customer account: * ZTESTJ

Tax invoice account: ZTESTJ

Contact:

Details

Delivery terms: LOAD

Transport type dropdown menu:

Transport type	Description
-22	FREEZER
1	CHILLER
10	PRODUCE
15	CONFECTIONERY
18	DRY

OK Cancel

- Proceed to the **Reference** header, input your relevant reference numbers in the corresponding fields below.
- The *Invoice Reference* field is usually the supplier Purchase Order number or required reference which will appear on your company's Transport Invoice.
- * Please note this is a mandatory field.**
- Input any reference numbers required at the collection point in the *Sender reference* field and any references required for delivery in the *Receiver Reference* field. E.g. DC purchase order number.

Transport order - Order: TOR-00013294, ZTESTJ

General

Order: TOR-00013294 Order type

Transport type: * -22

Reference

Invoice Reference: * TEST1

Sender reference: TEST1

Receiver reference: TEST1

- Under the **Customer** header, use the drop down menu to select which customer account and Tax invoice account codes this order is to be charged against in the relevant fields. This account code is located on the invoices your business currently receives. If these account details are unknown, please contact your Account Manager who will provide these details to you.

*** Please note this is a mandatory field.**

Transport order - Order: TOR-00013294, ZTESTJ

General

Order: TOR-00013294 Order type

Transport type: * -22

Reference

Invoice Reference: * TEST1

Sender reference: TEST1

Receiver reference: TEST1

Customer

Customer account: * ZTESTJ

Tax invoice account: ZTESTJ

Contact:

Name:

Address:

- Using the drop down menu, please select your best contact details for the relevant point-of-contact, in case there is an issue with the transport order booking and AHG RL needs to contact your business.

Transport order - Order: TOR-00013317, ZTESTJ

Customer

Customer account: * ZTESTJ

Tax invoice account: ZTESTJ

Contact:

Name:

Address:

Details

Delivery terms:

Service (SLA):

Description:

Address

Sender

Address-No:

Sender address: *

Address:

Receiver

Address-No:

Receiver address: *

Address:

Contact ID

Contact

Contact ID

E-mail

WEB ABC Test Company CT000485

OK Cancel

- Scroll down to the **Address** header. Using the drop down menu for *Sender Address*, please select the company who owns the freight. E.g. Supplier/Manufacturer of the freight which is being collected from a warehouse facility or company is listed as the 'Sender address'.
- * **Please note this is a mandatory field.**
- To search for the sender address code, start by typing the first 2-4 letters of the company followed by an asterisk (*) and press enter. Refer to *Appendix A* for more information on how to search a field and applying shortcuts in CAPcargo.
- Once the desired address has been located, select applicable address code and press OK. If this address is not listed in the drop down menu, Refer to *Appendix B*.

Transport order - Order: TOR-00013295, ZTESTJ

Details

Delivery terms: LOAD

Service (SLA):

Address

Sender

Address-No:

Sender address: *

Address:

Load

Load date: *

From: 0:00

To: 0:00

Load address:

Load name: *

Address:

AB* Location

0ABCCICC ABC TRANSPORT -ALICE SPRINGS GH
N
RO

0ABSWOOL ABSOLUTE COFFEE CH
LTC

0ABSYARR ABSOLUTE COFFEE NT CO
T

GEK
GIN

1 2 3 4 5

OK Cancel

- Load information can be found in the fields below the Sender information. Using the drop-down, select the *Load date* from the calendar to nominate the date for order collection by AHG RL.

* **Please note this is a mandatory field.**

Transport order - Order: TOR-00013295, ZTESTJ

Details

Delivery terms: LOAD

Service (SLA):

Address

Sender

Address-No:

Sender address: * ABC TRANSPORT -ALICE SPRINGS

Address: 23 GHAN ROAD
CICCONE
NT 0870

Recei
Adc
Rec
Adc

Load

Load date: *

From: 0:00

To: 0:00

Load address:

Load name: *

Address:

Unloa
Unlk
Frar
To:
Unlk
Unl
Adc

March 2018

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today is 20/03/2018

Clear date

Never

- In the *From* and *To* fields, enter the booked pickup timeslot or the operating hours at collection address. E.g. If order is booked for an 8am collection enter 08:00 in both the 'From' and 'To' fields. Please complete these fields using time in 24 hour format to ensure correct AM/PM timeslot is applicable.

Transport order - Order: TOR-00013295, ZTESTJ

Details

Delivery terms:

Service (SLA):

Address

Sender

Address-No:

Sender address: *

Address: 23 GHAN ROAD
CICCONE
NT 0870

Load

Load date: *

From:

To:

Load address:

Load name: *

Address:

- Using the drop down menu, select the *Load name* address. This is the address that AHG RL are collecting the freight from or the AHG RL depot address the freight is being delivered to by another logistics company.

*** Please note this is a mandatory field.**

Transport order - Order: TOR-00013325, ZTESTJ

Customer

Customer account: *

Tax invoice account:

Contact:

Details

Delivery terms:

Service (SLA):

Address

Sender

Address-No: 3200FOOT

Sender address: *

Address: 20 PAISLEY STREET
FOOTSCRAY
VIC 3011

Load

Load date: *

From:

To:

Load address: 3200FOOT

Load name: *

Address: 20 PAISLEY STREET
FOOTSCRAY
VIC 3011

LAVERTON DEPOT Location

Address-No	Location	Street	City
31LAVLAVE	LAVERTON DEPOT	WILLI AM ANGL ISS DRIVE	LAVERTON NORTH

OK Cancel

- To select the company who is receiving the freight, use the drop down menu for *Receiver Address*, under the **Address** header. This may also refer to the freight's ultimate destination, whether carried by AHG RL or another provider. E.g. If a nominated individual is collecting from an AHG RL depot, the details of the company/person collecting would be listed. The unload address would be listed as the desired AHG RL depot location.

*** Please note this is a mandatory field.**

- To nominate the *unload date*, use the drop down to select the date from the calendar. This is the date the order is being delivered by AHG RL.

*** Please note this is a mandatory field**

- In the *From* and *To* fields, enter the booked pickup timeslot or the operating hours at collection address. E.g. If order is booked for an 8am collection enter 08:00 in both the 'From' and 'To' fields. Please complete these fields using time in 24 hour format to ensure correct AM/PM timeslot is applicable.

- Using the drop down menu, select the *Unload name* address. This is the address that AHG RL is delivering the freight to or the AHG RL depot address from which the freight is being collected from by another 3PL company.

*** Please note this is a mandatory field**

Receiver

Address-No: 45IVEVER

Receiver address: * SIVESENSES QLD

Address: 16 HEFLIN STREET
EVERTON PARK
QLD 4053

Unload

Unload date: * 26/03/2018

From: 8:00

To: 8:00

Unload address:

Unload name: *

Address:

morningside* Location

4MORMORN MORNINGSIDE DEPOT LYTT ON ROA

4MRSMORN MRS MACS MORNINGSIDE RIVEI SIDE PLAC E

4QUAMORN QUALITY BAKERS MORNINGSIDE LYTT

OK Cancel Close

- Click on the *OK* button at the bottom of the window to proceed to the next screen.

Transport order - Order: TOR-00013325, ZTESTJ

Customer account: * ZTESTJ

Tax invoice account: ZTESTJ

Contact: WEB ABC Test Company

Name: ***ABC Test Company***

Address:

Details

Delivery terms: LOAD

Service (SLA):

Description:

Address

Sender

Address-No: 3200FOOT

Sender address: * 200 VICTORIA P/L

Address: 20 PAISLEY STREET
FOOTSCRAY
VIC 3011

Receiver

Address-No: 45IVEVER

Receiver address: * SIVESENSES QLD

Address: 16 HEFLIN STREET
EVERTON PARK
QLD 4053

Load

Load date: * 23/03/2018

From: 0:00

To: 0:00

Load address:

Load name: * 200 VICTORIA P/L

Address: 20 PAISLEY STREET
FOOTSCRAY
VIC 3011

Unload

Unload date: * 26/03/2018

From: 8:00

To: 8:00

Unload address: 4MORMORN

Unload name: * MORNINGSIDE DEPOT

Address: 470 LYTTON ROAD
MORNINGSIDE
QLD 4170

OK Close

- A new window will appear ,where final updates and review of information entered on the previous screen can be done. This entry screen will also allow for pallet and product information to be entered as required. To view the whole screen, please ensure the window is maximised.

- Under the **Address** header, additional load/unload instructions can be included in the *Description* field. E.g. Hand unload only, rear unload only, SAMPLES, Attn: John & Jane Smith, etc.

- Under the **Date** header, the details can be reviewed and any final amendments made before submitting the order.

- Proceed to the **Lines** header, click on the 'Add line' button to populate your first entry line.

The screenshot shows the 'Lines' section of the software interface. The 'Add line' button is highlighted with a red box. The interface includes fields for Load and Unload addresses, descriptions, and dates. The 'Lines' section is currently empty, with a message 'This grid is empty.' displayed below the header.

Line	Transport quantity	Transport unit	Plan Qty 1	Unit	Plan Qty 2	Unit	Plan Qty 3	Unit	Contract	Pallet Qty	Type
This grid is empty.											

- Once the line appears, update the *Transport Quantity* field with the relevant information regarding the quantity of Transport Units that are required to be transported.
- Commencing at the first field, complete the *Transport quantity* field with the quantity required to book. Then nominate the type of freight in the *Transport Unit* field from the drop-down menu.

*** Please note these are mandatory fields**

The screenshot shows the 'Lines' section of the software interface with a single line added. The 'Add line' button is highlighted with a red box. The line details are as follows:

Line	Transport quantity	Transport unit	Plan Qty 1	Unit	Plan Qty 2	Unit	Plan Qty 3	Unit	Contract	Pallet Qty	Type
10	1.00	PLT	10.00	SPC	2.00	MCD	1000.00	kg		1.00	

- Tab across to the *Plan Qty 1* field, update the with the quantity of spaces to be transported. Ensure this field is updated as required - if this is not populated, an error will be displayed as shown below not allowing the user to proceed with the booking.

*** Please note this is a mandatory field**

Edit - Order: TOR-00676721, FOODBA

Save and close Close Release Undo Attachments

Commit Order release Attachments

Plan Qty must be greater than 0

Load

Load date: 23/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Unload

Unload date: 25/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
10	1.00	PLT	0.00 SPC	0.00 MOD	1000.00 kg		1.00	

- Tab across to the *Plan Qty 2* field, which denotes the quantity of modules to be transported. This field only needs to be updated if applicable to your business account or rate setup. If you are unsure, please consult your Account Manager. Please note: if you do not update this field, it will automatically update based on the value entered in *Plan Qty 1*.

Edit - Order: TOR-00676721, FOODBA

Save and close Close Release Undo Attachments

Commit Order release Attachments

Load

Load date: 23/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Unload

Unload date: 25/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00 SPC	2.00 MOD	1000.00 kg		1.00	

- Tab across to the *Plan Qty 3* field. Ensure this field is updated with the total gross weight including pallet weight in kilograms. Please note, if you do not update this field, it will automatically update based on amount of spaces entered in the *Plan Qty 1* field. E.g. Entered in 1 space, weight will automatically update to 1000kgs.

*** Please note this is a mandatory field**

Edit - Order: TOR-00676721, FOODBA

Load date: 23/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Unload date: 25/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

4 Lines

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00 SPC	2.00 MOD	1000.00 kg		1.00	

- Tab across to the *Pallet Qty* field, update with the total amount of pallets to transfer with AHG RL.

*** Please note this is a mandatory field**

Edit - Order: TOR-00676721, FOODBA

Load date: 23/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Unload date: 25/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

4 Lines

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00 SPC	2.00 MOD	1000.00 kg		1.00	

- Tab across to the *Type* field, from the drop-down menu. Select the type of pallet to transfer with AHG RL.

*** Please note this is a mandatory field**

Edit - Order: TOR-00676721, FOODBA

Load date: 23/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

Unload date: 25/11/2019
From: 0:00
Till: 0:00
Open for: 23:58

4 Lines

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00 SPC	2.00 MOD	1000.00 kg			

Unit Empties Description

- CHEP
- HOOKS
- LOSCAM
- OTHER

- To ensure your line details are saved, click on the Save icon at the very end of the line.

4 Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1	Unit	Plan Qty 2	Unit	Plan Qty 3	Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00	SPC	2.00	MOD	1000.00	kg		1.00	CHEP

- The entire line will turn blue to confirm the line details have been saved successfully.

4 Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1	Unit	Plan Qty 2	Unit	Plan Qty 3	Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00	SPC	2.00	MOD	1,000.00	kg		1.00	CHEP

- If additional information needs to be included at line level for the individual product, click on the **Details** button. This function will allow you to add additional references such as a product details, codes or even Purchase Order numbers.

4 Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1	Unit	Plan Qty 2	Unit	Plan Qty 3	Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00	SPC	2.00	MOD	1,000.00	kg		1.00	CHEP

- A new window will populate. Click on the **Edit** button to amend the line details.

Order line information - Order: TOR-00676721, 10

Default

Edit Close

Default

4 General

Transport unit	Planning qty	Unit
Transport quantity:	1.00	SPC
Description: PALLET	2.00	MOD
Transport unit: PLT	1,000.00	kg
Goods value:	0.00	

Description

Description: PALLET

Close

- Under the **Description** header, update the *description* field with the desired information. Then click on the **OK** button save your updates.

Edit - Order: TOR-00676721, 10

Default

OK Close

Commit

General

Transport unit

Transport quantity: 1.00

Description: PALLET

Transport unit: PLT

Goods value: 0.00

Planning qty

1.00

2.00

1000.00

Unit

SPC

MOD

kg

Description

Description: PALLET

OK Close

- If additional lines need to be added, click on the **Add line** button to populate multiple entry lines. Ensure the previously existing line details fields that are compulsory are all updated.

Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
20	0.00	PLT	0.00 SPC	0.00 MOD	0.00 kg		0.00	
10	1.00	PLT	1.00 SPC	2.00 MOD	1,000.00 kg		1.00	CHEP

- Once your order is complete, click on the **Release** button save your updates. This will allow for the Transport Order to be uploaded into AHG RL's CAPCargo for processing. If you click the *Save and close* button, this will only save the Transport Order record but will not be sent to the AHG RL's CAPCargo and therefore will remain in a *Registered* state instead of *Planable*.

Edit - Order: TOR-00676721, FOODBA

Edit

Save and close Close Release Undo Attachments

Commit Order release Attachments

Load

Load date: 23/11/2019

From: 0:00

Till: 0:00

Open for: 23:58

Unload

Unload date: 23/11/2019

From: 0:00

Till: 0:00

Open for: 23:58

Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1 Unit	Plan Qty 2 Unit	Plan Qty 3 Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00 SPC	2.00 MOD	1,000.00 kg		1.00	CHEP

Save and close Close

- A yellow dialog box will appear to notify you that the Transport Order has been released for further processing. Simply click the 'Close' button to return to the 'All transport orders' screen.

Transport order - Order: TOR-00013351, ZTESTJ

Page View Tariff Manage

Edit Close Offer to Order Release Undo Attachments

Maintain Order release Attachments

You have released the transport order 'TOR-00013351' for further processing.

Date

Load Unload

- If the Transport Order is not released and you click the **Save and close** button the below message will appear to notify you that the Transport Order has not been released.

Edit - Order: TOR-00676721, FOODBA

Edit

Save and close Close Release Undo Attachments

Commit Order release Attachments

Load

Load date: 23/11/2019

From: 0:00

To: 0:00

Open for: 23:58

Unload

Unload date: 23/11/2019

From: 0:00

To: 0:00

Open for: 23:58

Lines

Add line Remove Calculation overview Details

Line	Transport quantity	Transport unit	Plan Qty 1	Unit	Plan Qty 2	Unit	Plan Qty 3	Unit	Contract	Pallet Qty	Type
10	1.00	PLT	1.00	SPC	2.00	MOD	1,000.00	kg		1.00	CHEP

Save and close Close

Order release

Transport order 'TOR-00012988' has not yet been released for further processing!

OK

- In the *All transport order* screen, Transport Orders that have been sent to AHG RL for processing, as the *Order status* will change from *Registered* to *Planable*. From Order Entry it may take up to 10 minutes to update status. Once the order is in a *Planable* status you may print consignment reports and pallet labels. Refer to *Appendix C* on how to print consignment reports and pallet labels.

Home Customer self-service TAL Customer Portal

Site Actions Browse Page Tariff Transport order Tax invoice

Distance and time calculation

Price calculation

Calculate

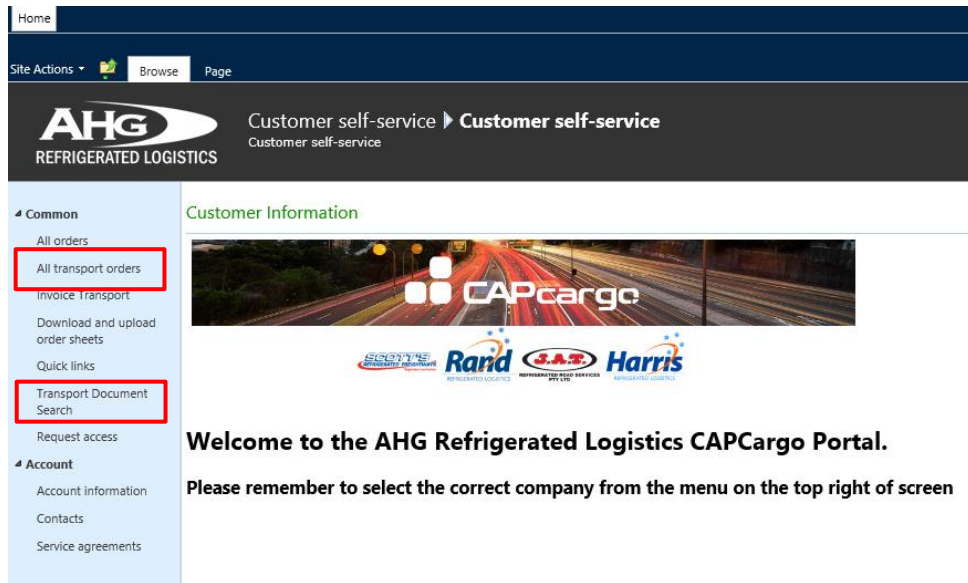
TAL Customer Portal

All transport orders

Order	Customer account	Load name	Load date	Unload name	Unload date	Tax invoice account	Total amount	Currency	Order status	Invoice status	Order type	Created date and time	Claim	Order released EP
<input checked="" type="checkbox"/> TOR-00013351	ZTESTJ	SIVESENSES QLD	23/03/2018	AMBA FRESH FOOD	26/03/2018	ZTESTJ	0.00	AUD	Registered	Registered	Order	22/03/2018 12:05:18 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013325	ZTESTJ	200 VICTORIA P/L	23/03/2018	MORNINGSIDE DEPOT	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 10:48:13 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013324	ZTESTJ	14 DEGREES LOGISTICS	23/03/2018	SIVESENSES QLD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 9:37:23 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013314	ZTESTJ	200 VICTORIA P/L	22/03/2018	SIVESENSES QLD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:50:59 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013312	ZTESTJ	200 VICTORIA P/L	22/03/2018	SIVESENSES QLD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:49:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013310	ZTESTJ	AMBA FRESH FOOD	21/03/2018	14 DEGREES LOGISTICS	22/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:43:52 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013308	ZTESTJ	AMBA FRESH FOOD	21/03/2018	14 DEGREES LOGISTICS	22/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:41:41 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013296	ZTESTJ	ABC TRANSPORT - ALICE SPRINGS	20/03/2018	ABSOLUTE COFFEE	21/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	20/03/2018 12:09:14 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013219	ZTESTJ	ABC TRANSPORT - ALICE SPRINGS	19/03/2018	ABSOLUTE COFFEE	20/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	19/03/2018 11:22:35 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Document Retrieval

- Depending on access level provided, there are two ways to locate a POD (Proof of Delivery) document.
 - Via Transport Document Search (available to Accounts Users only)
 - Via All Transport Orders



Locating a POD via the Transport Document Search

- Navigate to the panel on the left-hand side of the screen. Under the **Common** header, click on *Transport Document Search*.
- To start your search you can use a single filter or any combination of the fields; *Customer Account*, *Delivery Date*, *Transport Order Number*, *Sender Name*, *Receiver Name*, *Transport Invoice Number* & *References*.
- As an example: Use *Customer Account*. Click on the drop down box, choose the correct account for this search and click **OK**
- You can refine your search using additional filters such as expected delivery date. To make your search even easier, add a second date to open a search window of at least a few days.
- Now click on *Search*.

Document Search

Customer Account	<input type="text"/>
Delivery Date (dd/mm/yyyy)	<input type="text"/> to <input type="text"/>
Transport Order Number	<input type="text"/>
Sender Name	<input type="text"/>
Receiver Name	<input type="text"/>
Transport Invoice Number	<input type="text"/>
References	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Reset"/>

- You will now see all the *Transport Orders* that match the search criteria.
- The first column is named *Order*, this column shows a system generated number relevant to each booking. This was previously known as your job or con note number.
- Hover your cursor over any of the headings and a pop up box will appear, giving you a brief description of that item.
- The majority of the information you are now viewing was entered when the original booking or OFT was entered. Let's look at the new information available such as *Order Status* and how you can use it.
- *Registered*, indicates you are in the process of placing an OFT but have not yet Released it to AHG RL. Remember in HOW TO PLACE an order you were asked to SAVE & CLOSE. This will show to us in CAPcargo as *Registered*.
- *Planable*, indicates that you have RELEASED the OFT to us and we will start the Planning process.
- *Dispatched*, indicates that your order is now IN TRANSIT and has left our Depot.
- *Delivered*, indicates that our depot has received all documentation confirming Delivery of your freight and that your POD should now be available for retrieval online.
- Select the check box on the left, next to the POD you wish to view and ensuring that the order status shows as *Delivered*.
- Click on the *Attachment* icon and select *Open Document* to view POD.

Locating a POD via the All Transport Orders Screen

- Navigate to the panel on the left-hand side of the screen. Under the **Common** header, click on *All Transport Orders*.
- To start your search you can either locate the order in question via the main screen or the filter function on the top right-hand side of your screen.

Load date	Unload name	Receiver reference	Sender reference	Load Time	Unload Time	Unload date	Tax invoice account	Order status	Invoice status	Order type	Created date and time	POD	Order released EP
23/11/2019	DERRIMUT COLDSTORE			0:00	0:00	25/11/2019	FOODBA	Registered	Registered	Order	22/10/2019 1:54:47 PM	<input type="checkbox"/>	<input type="checkbox"/>

- Click on the drop-down menu, choose the field you want to use for this search. As an example: Use *Load Name*.

- Enter a value relevant to the drop-down selected and click Enter.
- Click on the order number (TO) in question, a new window will open. Click on *Attachments*.

- Depending on your browser, a pop-up will appear at the bottom of your screen as a download.

Appendix A – Searching a field and applying shortcuts in AX

Address

Sender

Address-No:
Sender address: *
Address:

Load

Load date: *
From: 0:00
To: 0:00
Load address:
Load name: *
Address:

200 vic

Address-No	Location	Street	City	State
3200FOOT	200 VICTORIA P/L PAISL	FOOTSCRAY VIC		

OK Cancel

- To search any character or any number of characters in a field, wildcard search using the asterix (*) symbol. The position of the asterix in relation to the character (s) will define the search results.

* = All records

A* = all records starting with A


*A = all records ending in A

A = all records with an A anywhere in the record

A*B = all records starting with A and ending in B

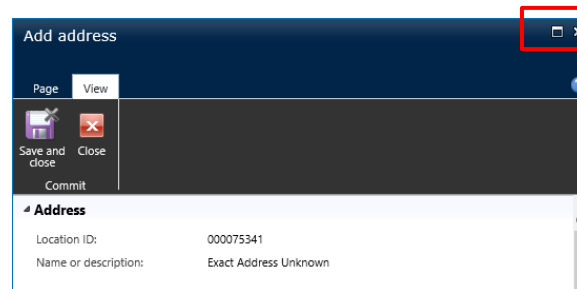
Appendix B – Entering a new address

- Locate and click on the green + symbol (*Add*) to create a new address.



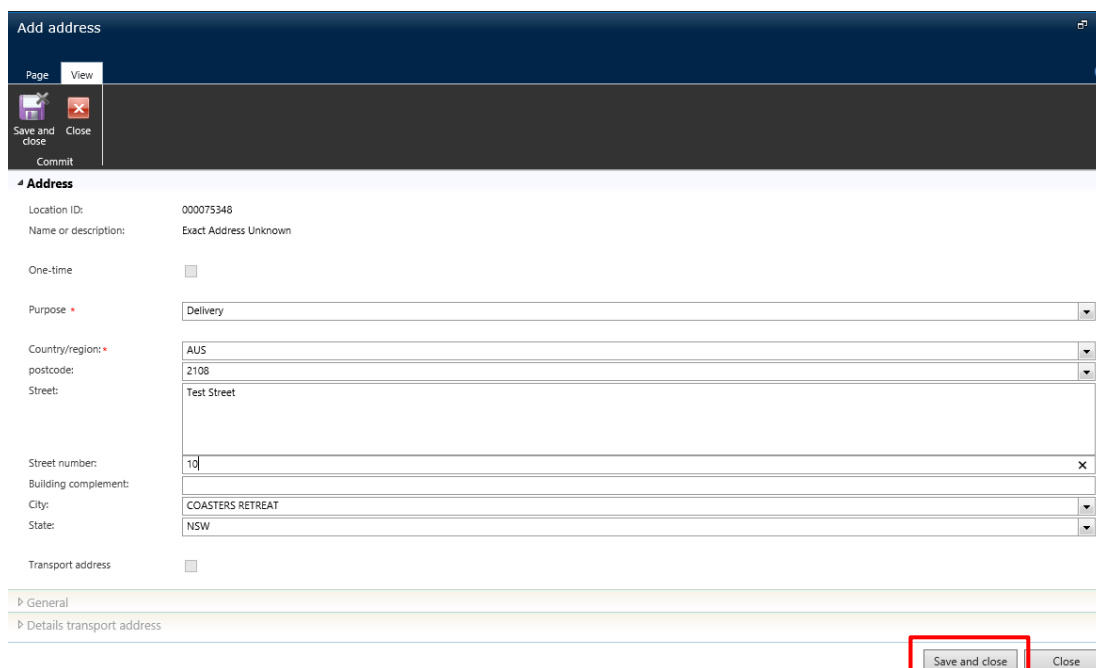
The screenshot shows the 'Address' form with fields for 'Sender', 'Address-No:', 'Sender address:', and 'Address:'. A green plus icon and the word 'Add' are highlighted in a red box in the top right corner.

- A new window will populate, ensure the window is maximised to view the entire entry screen.



The screenshot shows the 'Add address' window. The maximize button (represented by a square icon) is highlighted in a red box in the top right corner. The window contains tabs for 'Page' and 'View', and buttons for 'Save and close', 'Close', and 'Commit'. Below these, the 'Address' section shows 'Location ID: 000075341' and 'Name or description: Exact Address Unknown'.

- Using the drop down menu, select the desired information to complete the below fields:
 - Postcode
 - Street
 - Street number
 - City – will populate automatically if Postcode details were entered correctly
 - State – will populate automatically if Postcode details were entered correctly
- Click the **Save and close** button to save the new address.



The screenshot shows the 'Add address' window with the 'Save and close' button highlighted in a red box. The window displays the 'Address' section with fields for 'Location ID: 000075348', 'Name or description: Exact Address Unknown', 'One-time' checkbox, 'Purpose' dropdown (set to 'Delivery'), 'Country/region' dropdown (set to 'AUS'), 'postcode' dropdown (set to '2108'), 'Street' text field (containing 'Test Street'), 'Street number' text field (containing '10'), 'Building complement' text field, 'City' dropdown (set to 'COASTERS RETREAT'), 'State' dropdown (set to 'NSW'), and 'Transport address' checkbox. At the bottom, there are tabs for 'General' and 'Details transport address', and buttons for 'Save and close' and 'Close'.

- The new address created will appear as 'Exact Address Unknown' until verified in CAPCargo by the AHG RL Bookings team. Note: the order will remain in a *Registered* status until this time.



The screenshot shows the 'Address' form with the 'Sender address' dropdown menu open. The dropdown list shows 'Exact Address Unknown' as the selected option, with a red arrow pointing to it. Below this, the address details are listed: '10Test Street', 'COASTERS RETREAT', and 'NSW 2108'. A green plus icon and the word 'Add' are visible in the top right corner.

Appendix C – Printing consignment report and pallet label report

- Navigate to the left-hand panel. Under the **Common Header**, click on **All transport orders**.
- First select the desired Transport Order you wish to process by clicking on the tick box to the left of the order. Ensure the Transport Order that you have selected is in a *Planable* status as this function will not allow you to process a request for documentation if an order is in a *Registered* status.

The screenshot shows the TAL Customer Portal interface. The top navigation bar includes 'Home', 'Customer self-service', and 'TAL Customer Portal'. Below this is a 'Site Actions' menu with options like 'Browse', 'Page', 'Tariff', 'Transport order', and 'Tax Invoice'. A toolbar contains various icons for actions such as 'Transport order', 'Release', 'Undo', 'Edit', 'View', 'Offer to Order', 'Show Invoices', 'Email consignment report' (highlighted with a red box), 'Email pallet report', 'Order confirmation', 'Export to Microsoft Excel', and 'Attachments'. Below the toolbar, the 'All transport orders' table is displayed. The table has columns for 'Order', 'Customer account', 'Load name', 'Load date', 'Unload name', 'Unload date', 'Tax invoice account', 'Total amount', 'Currency', 'Order status', 'Invoice status', 'Order type', 'Created date and time', 'Claim', and 'Order released EP'. The first row is selected, and the 'Email consignment report' button is highlighted in the toolbar.

Order	Customer account	Load name	Load date	Unload name	Unload date	Tax invoice account	Total amount	Currency	Order status	Invoice status	Order type	Created date and time	Claim	Order released EP
<input checked="" type="checkbox"/> TOR-00013351	ZTESTJ	SIVESENSES QLD	23/03/2018	AMBA FRESH FOOD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	22/03/2018 12:05:18 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013325	ZTESTJ	200 VICTORIA P/L	23/03/2018	MORNINGSIDE DEPOT	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 10:48:13 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013324	ZTESTJ	14 DEGREES LOGISTICS	23/03/2018	SIVESENSES QLD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 9:37:23 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013314	ZTESTJ	200 VICTORIA P/L	22/03/2018	SIVESENSES QLD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:50:59 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013312	ZTESTJ	200 VICTORIA P/L	22/03/2018	SIVESENSES QLD	26/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:49:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013310	ZTESTJ	AMBA FRESH FOOD	21/03/2018	14 DEGREES LOGISTICS	22/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:43:52 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013308	ZTESTJ	AMBA FRESH FOOD	21/03/2018	14 DEGREES LOGISTICS	22/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	21/03/2018 6:41:41 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013296	ZTESTJ	ABC TRANSPORT - ALICE SPRINGS	20/03/2018	ABSOLUTE COFFEE	21/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	20/03/2018 12:09:14 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> TOR-00013219	ZTESTJ	ABC TRANSPORT - ALICE SPRINGS	19/03/2018	ABSOLUTE COFFEE	20/03/2018	ZTESTJ	0.00	AUD	Planable	Registered	Order	19/03/2018 11:22:35 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- For a copy of the consignment report, click on the **Email consignment report** button. An automatic email will be sent to an email address which is based on the details set up on your profile. A yellow dialog box will appear to notify you that the consignment report has been emailed.

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- For a copy of the pallet report, select the desired Transport order you wish to process by clicking on the tick box to the left of the order then click on the **Email pallet report** button. An automatic email will be sent to an email address which is based on the details set up on your profile. A yellow dialog box will appear to notify you that the pallet label report has been emailed.

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