

FremantleWeb User Manual



OWENS

CHEMCOURIERS



DAILY FREIGHT

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FREMANWEB BASICS

FremanWeb allows you to:

- Create consignment notes
- Get quotes
- Review your consignment history
- Create dangerous goods (DG) paperwork (if required)
- Validate your DG Records
- Save receivers, product and DG records (if required)
- Check delivery status of freight
- Keep consignment history for a period of 60 days
- Setup notifications
- Print a summary freight manifest
- Upload your consignments to Mainfreight
- Print directly onto standard A4 paper or Thermal Labels



LOGGING INTO FREMANWEB

FremanWeb is designed to allow customers to manage and track their freight via Mainchain.

Mainchain is accessed via the Internet at: www.mainchain.net

- Enter your username and password, and then click **[Login]** to access Mainchain.
- Hover over the **[Actions]** menu then click the **[Freman Web AU]** button to access FremanWeb from Mainchain, this will open FremanWeb in a new window.

MAINCHAIN
Welcome to Mainchain. Please enter in your User Name and Password.

Login

User Name:

Password:

Remember Me: ☐

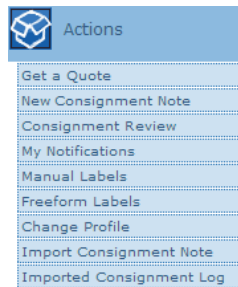
Lost your password?
[Click here to retrieve it.](#)

Notice

Actions	Maintain	Accounts	Reports	Admin	Contact U
★ Freman Web AU	Create Consignment (AU)				
★ Freman Quoting (AU)	Enter your consignments and create all documentation - labels, Con Notes and Dangerous Goods forms which are automatically uploaded into Mainfreight's transport system. Includes freight estimates.				
★ Notifications					
★ View Issues					
★ Create Logistics Inward					
★ Create Logistics Order					
★ International Booking					

NAVIGATION AROUND FREMANWEB

FremanWeb has 4 main tabs as seen below, which can be accessed by clicking on them.



Actions Tab

This is the **main** tab, used for:

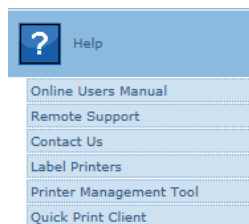
- Creating consignment notes, labels, manifests
- Printing, uploading and track & trace functions
- Referring to previously created consignment notes
- Getting Quotes
- Checking notifications
- Importing consignment notes



Maintain Tab

Used to add, modify and delete records for:

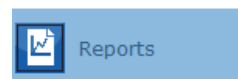
- Receivers
- Products
- DGs and DG Signatories
- Sender/Charges



Help Tab

This is the Help tab, which contains:


- This user manual
- Remote support link
- Mainfreight group contact details
- Label printer information & support
- Printer Management Tool and Quick Print Client links



Reports Tab

Used to generate manifest, consignment and hire equipment reports

Expanding Help and Details Panels


Clicking the blue help icon  will expand a help panel. The help information relates to the specific task on each page

Create New Consignment (Default) 

Charge & Sender Details, Charge Code: MFT QLD, Sender Code: MFT SA (Show Details...)

Receiver Details HPV, DARTMOOR DEPOT

Below is what will display when clicking the help icon in the [Create New Consignment] screen.

Create New Consignment (Default) 

Sender Details: If the consignment is being picked up from a different site from that listed, select the correct Sender Code from the list by clicking on the dropdown arrow.

For returned goods or pickups from a Sender location not listed, select the returned goods Sender code, and type in the name and address details for the pickup location.

Receiver Details: Start typing the Receiver code and select your saved Receiver details from the list, or type in the receiver name and address details as required.

A suburb is required for any consignments travelling to Auckland, Hamilton, Wellington, Christchurch or Dunedin.

Enter the number of items, description of goods, weight and cube. Multiple lines can be used to list different products as required.

To select a saved Product, start typing the Product name in the description field and select your product from the matching results displayed.

Extra lines can be added to a consnote by clicking on the 'Add Line' button.



The 'Hide Details' and 'Show Details' icons expand or minimise sections of the consignment note creation page.

ACTIONS

Get a Quote

- You can get quotes using the **[Get Quote]** option. You will need to enter in the following information:
- Choose your 'Charge/Sender' code. This will automatically populate the 'Sender' field details.
- Select your 'Carrier and Service Required'
- Select the 'Suburb' and 'City' you would like to send your consignment to
- Enter the quantity, cube and weight

Charge: SYDTRSPT - Mainfreight Transport - Sydi

Service required/Carrier: Mainfreight LCL

Sender:

Sender: SYDTRSPT - Mainfreight Transport - Sydi

Suburb: PRESTONS

PostCode: 2170

State: NSW

Receiver:

Suburb: EAGLE HEIGHTS

PostCode: 4271

State: QLD

Enter dimensions of the consignment

Line	Num	Height	Width	Length	M ³	Kgs
1	1	0.5	0.5	0.5	0.13	15
2						
3						
4						
5						
					0.13	15

Once you have entered these details you can choose between these options:

- **Quote** Displays the quote on screen
- **Email Quote** Sends the quote to the specified email address in the Email Address field
- **Print Quote** Prints the quote in PDF form (you will need a PDF viewer to view)
- **Create Note** Takes you to the connote creation screen with the charge/sender, selected suburb and city, and line details that you specified

Note: You need an active charge code with structured rates to get quotes, if you do not have structured rates please contact your sales representative to get rates set up.

New Consignment Note

- To create a new consignment note, click on **New Consignment Note** under Actions
- Your correct Charge and Sender details are setup to automatically populate on each new consignment note
- As charge/sender details don't change often, they appear minimised. They can be displayed by clicking the button. From here you can select a different Sender code or enter a Return/Non Standard pickup if required

Receiver Details

To select a Receiver that has already been saved in FremanWeb:

- Start typing the Receiver Code and Freman will display the first name that matches the details you have typed, along with similar alternatives (if available). Click the desired code to populate the details in the fields

Note: See Section 3 in this guide on how to setup and save Receiver records in FremanWeb

Manual Entry

- You can manually enter receiver details in FremanWeb also, if no receivers are saved for that receiver.

Note: You can store receivers for future use by entering in the receiver details then clicking on the icon next to the [Code] field to save. This will bring up a window to enter in extra detail.

- With a manual entry, there is no need to type any text in the **[Code]** field
- Start by typing your receiver name in the **[Name]** field and complete each field below:
- **Address:** type in the Address of the receiver. A second Address line is available for additional address details
- **Suburb:** type in the Suburb. If a Suburb is not available, in the case of smaller towns and centres, enter the town name in the **[Suburb]** field and select from the matching results
- **City:** type in the city
- **Phone:** type in the receiver's phone number
- **Receiver Reference:** type in the receiver's reference number
- **Sender Reference:** type in the sender's reference number
- **Service Required/Carrier:** Select the carrier for your freight

Receiver Details BB, BB TEST

Code: BB

Name: BB TEST

Address: 77 TEST STREET

Suburb: BELAIR

Location: ADELAIDE

PostCode: 5052

State: SA

Phone: 03 768 2039

Distribution Centre (DC): ☐ Yes ☒ No

Receiver ref:

Service required/Carrier: Mainfreight LCL

Delivery BookIn: Not Required

Required date:

Start time:

End time:

Reference:

Sender ref:

- **Description:** This text can be entered as free text, or chosen from the drop down menu of saved product items that may have been setup. The DG class will also appear if the product has been saved as a Dangerous Good

Line	Num	STC	Description	DC	UN	Height	Width	Length	M ³	Kgs	
1	2		DRUM OF CLEANER CONCENTRATE	8	1760	0.5	0.5	1.5	0.76	180	
2	1		FLAT STEEL BUNDLE			0.5	0.5	6	1.5	150	
3											
4			HD CLEANER	DRUM OF CLEANER CONCENTRATE		8	0.375	90.0			
			PASTE	CONTAINER		8	0.450	12.0			
			STEEL	FLAT STEEL BUNDLE			1.500	150.0			
			TESTDG	TEST DG PRODUCT		2.2	0.010	1.0			
	3								2.26	330	Add Line

Hire equipment: ☐

Please Note: See the Product and Dangerous Goods sections in this guide on how to setup and save Product and Dangerous Goods (DG) records in FremanWeb

- Enter the total volume (in Metres) and weight (in KG) for each line
- Any general notes can be typed on a separate line in the **[Description]** column e.g.
"Fragile – Handle With Care"
- You can add extra lines to the connote by clicking the **[Add Line]** button.

Note: The number of lines can be pre-set in the **[Options]** menu under the **[Maintain]** tab and can also be set in **[Note Template]** (Max lines is 40)

Dangerous Goods (DG) Product Information

Line	Num	STC	Description	DC	UN	M ³	Kgs
1	1		CHEMICAL TOILET DEODORISER 2			0.05	20
2	10		EMPTY PALLETS			17	1000
3	1		CAUSTIC SODA PEARL 25KG	8	1823	0.05	25
4							
5							
12						17.1	1045

Click here to validate Customer DG Ref CAUSTIC

Add Line

When a product is a DG, a small green or red diamond next to the UN column appears. Hovering over it, shows information about it. Clicking on it will bring up detailed information. The diamond is green if it has been validated against our DG database. If it is red, it needs validation. Please refer to the DG section for more information regarding DG validation.

Additional Details

The additional details panel lets you set advanced options for your consignment. This panel is hidden by default, click on the icon to view. This panel contains:

Additional Details (Hide Details...)

Consignment date: 22-Jul-2014

DG Signature: Default

Contract type: Limited Carriers Risk

Hire company: CHEP

From Account no.: 6400123456 To Account no.: 6400446076

Equipment type: PALLET

No. items: 10

Notifications (Hide Details...)



- Consignment date
- DG Signature (click the dropdown button to choose a different DG signatory if there are more than one)
- Contract Type (click the dropdown button to view other options)
- Hire Equipment (CHEP or LOSCAM)
- The **Hire equipment:** ☒ checkbox when checked will bring up the Hire Equipment details as above

This is where your CHEP or LOSCAM account number will be displayed if it has been setup by your sales representative. If you are sending CHEP or LOSCAM pallets you can specify the number of CHEP or LOSCAM being sent in the No. items field. With Equipment type you can select either PALLET or NOTTRANSFER.

Save Consignment Notes

Once you have finished entering your consignment details, you have the option to Save your consignment notes.

- Clicking on the **Save & New** button saves your consignment to the Consignment Review list and opens a new note. This does not print any consignment documentation. Saving will not upload the note to be processed.

- Clicking on the **Save & Exit** button saves your consignment to the Consignment Review list and takes you to the Consignment Review screen.
- Saved notes display the  icon, meaning the consignment needs printing and has not been uploaded to Mainfreight.
- Consignment documents can be printed at any time by reopening the consignment note and clicking **Print** or by ticking the note and clicking the  icon in Consignment Review

Print Consignment Notes

Once you have finished entering your consignment details, you have the option to Print your consignment notes.

- Clicking on the **Print** button saves your consignment to the Consignment Review list and prints out the selected documentation for that consignment to your printer, depending on which options are ticked:

<input checked="" type="checkbox"/>	1	Consignment
<input checked="" type="checkbox"/>	1	A4 Label
<input checked="" type="checkbox"/>	1	Thermal Label
<input checked="" type="checkbox"/>	1	Avery Label
<input checked="" type="checkbox"/>	1	DG

Note: If you have not added any printers from the Maintain>Options menu, a box will display allowing you to choose a printer. Here you can select the correct connected printer, then click **Print** (as below).

Printers not configured for items below. Please select one.

Consignment Notes	Please select	▼
Thermal Labels	Datamax	▼
	Please select	▼

Print
Cancel

- Clicking on the **Print Preview** button will load the selected documentation for that consignment in PDF form which can be viewed with a PDF reader, then printed off.
- Printing notes automatically uploads your consignment electronically to Mainfreight.
 - To save time, an **automatic pickup job** can be sent to the despatcher so a driver can be sent to pickup your freight. Please contact your sales representative if you want to be set up for this service or to check if you are already set up

FremanWeb allows you to create and print the following:

- Consignment Notes
- A4 (full page) Labels
- Thermal Labels (with a compatible Thermal Label printer)
- Avery Labels (either 2 labels per A4 or 4 labels per A4)
- DG Forms (If Dangerous goods are being sent)

Note: Consignment Notes, A4 Labels, Avery Labels and DG forms are printed directly onto A4 paper using an available printer, while Thermal Labels will print on adhesive labels.

Consignment Review

Consignment Review (Default)

Note Review Filter: (Show Details...)

New Consignment

Show All

Print Preview

☒ 1 Consignment
☒ 1 A4 Label
☐ 1 Thermal Label

Change Printer

<input type="checkbox"/>	Note	Date	Receiver	Location	Send Ref	Rcv Ref	Service	Items	Status	POD	Notify Me
<input type="checkbox"/>	MFW02558065	09 Sep	DEPOT	MELBOURNE			Mainfreight LCL	1			
<input type="checkbox"/>	MFW02558051	08 Sep	Brisbane Mainfreight	BRISBANE			Mainfreight LCL	1			
<input type="checkbox"/>	CFW02558048	08 Sep	Test receiver	BALLARAT			ChemCouriers LCL	1			

Show Page: 1 (Total Records: 3)

Records Per Page: 5

New Consignment

Show All

The Consignment Review screen displays saved consignments, allowing you to review and manage your recent consignment notes.

To view details of a saved consignment note, click on the note number and the consignment note details will open onscreen.

Editing Consignment Notes

- Consignment notes automatically sent to Mainfreight (electronically) can still be edited by clicking on the note number in Consignment Review given that they haven't been picked up by the driver. It will be apparent if this is happened as the status will display a truck icon
- You can now revise the connote details as required then click on **[Save]** **[Print]** or **[Print Preview]** to save the changes to the connote

Please Note: Amended connotes must be reprinted.

Update Consignment Note# MFW01882605 (Default)

Status: **Printed, Uploaded**

Charge & Sender Details, Charge Code: 0219757, Sender Code: 0218608 (Show Details...)

Receiver Details MFT SYDNEY, Mainfreight Sydney

Code: MFT SYDNEY

MFT SYDNEY

Service required/Carrier: Mainfreight LCL

Name: Mainfreight Sydney

Profile: Default

Address: 50 Yarrowa Street

Prestons

Suburb: SYDNEY

Location: SYDNEY

PostCode: 2000

State: NSW

Phone:

Distribution Centre (DC): ☐ Yes ☒ No

Receiver ref:

Sender ref:

Line	Num	STC	Description	DC	UN	Height	Width	Length	M ³	Kgs
1	1		Bundle of Mail			1.8	1.8	1.2	3.89	62
2										
3										
4										
									3.89	62

1

Add Line

Hire equipment: ☐

Uploading and Locking of Connote Details

- Uploading is the process of sending consignment details to Mainfreight electronically
- Once a connote is uploaded it can still be edited until it is picked up
- It is possible to reprint any documentation from an uploaded connote provided it is still available from the Review List

Important: Once a consignment has been deleted it cannot be recovered.

Automated Upload

FremanWeb automatically uploads a connote once it is printed, however you can still edit connotes after they have been uploaded until they are picked up.

Actions

From the Review list, consignment notes can be printed, manifested, uploaded, or deleted by selecting them using the checkbox to the left of the note number.

- More than one connote may be selected at a time.
- Selecting multiple consignments allows you to print, manifest or delete several connotes at once
- To select all items in the review list, click on the **[Select All]** checkbox on the top left

Consignment Review (Default)

Note Review Filter: (Show Details...)

☐ New Consignment ☐ Show All

☒ 1 Consignment
☒ 1 A4 Label
☐ 1 Thermal Label

<input type="checkbox"/>	Note	Date	Receiver	Location	Send Ref	Rcv Ref	Service	Items	Status	POD	Notify Me
<input checked="" type="checkbox"/>	MF02558065	09 Sep	DEPOT	MELBOURNE			Mainfreight LCL	1	U		+
<input checked="" type="checkbox"/>	MF02558051	08 Sep	Brisbane Mainfreight	BRISBANE			Mainfreight LCL	1	U		+
<input type="checkbox"/>	CFW02558048	08 Sep	Test receiver	BALLARAT			ChemCouriers LCL	1			+

Show Page: 1 (Total Records: 3) Records Per Page: 5

Print



Click the Printer or Print Preview icon to print or reprint selected connotes or labels. The checkboxes select which documents will print.

Manifest

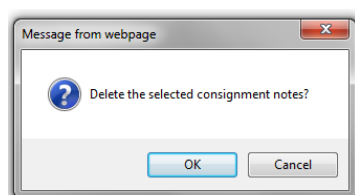


Click the manifest icon to print a manifest of selected connotes for dispatch today.

Delete



Click the delete icon to delete selected connotes. When deleting consignments, a warning alert will ask for confirmation before the note will be deleted.



Note: Once a consignment has been deleted it cannot be recovered.

Electronic Data Interchange Relationship to FremanWeb

What is EDI?

- EDI stands for Electronic Data Interchange and relates to the process where information such as our consignment note data is transmitted and received between two systems. An example of this is your order system and FremanWeb.

What are the Benefits of FremanWeb EDI?

- Greater accuracy through reduced data entry
- Saves time for your despatch team in comparison to hand written notes, manually entered notes or double entry of notes
- Better documentation – labels, connotes and DG's with barcodes for our team to scan

EDI Process in FremanWeb




- Allows the import of consignment details into FremanWeb and reduces the need to manually type consignment note details
- Can print out the proper following documentation:
 - Consignment Notes
 - Labels to go on freight
 - DG paperwork
 - Manifests
- Consignment data is sent to Mainfreight from your order system and imported directly into the your FremanWeb Consignment Review screen
 - Files can be sent to FremanWeb via: Email or FTP
 - Files must be in an XML format and meet our specifications (ask your sales representative or the Freman team on 09 525 8848 or email freman@mainfreight.co.nz)
- Suburb and City data **must** match our list of supported suburbs and cities

Valid consignments imported will show in the Consignment Review page with the printer icon, indicating they are ready to be printed and uploaded

Consignment Review (Default)										
Note Review Filter: (Show Details...)										
New Consignment		Show All		Print Preview		Change Printer				
<input type="checkbox"/>	Note	Date	Receiver	Location	Send Ref	Rcv Ref	Service	Items	Status	POD
<input type="checkbox"/>	MAINFREIGHT1	09 Sep	Test Receiver	SYDNEY			Mainfreight METRO	2		
<input type="checkbox"/>	CFW02558048	08 Sep	Test receiver	BALLARAT			ChemCouriers LCL	1		

Invalid Status

If a consignment has invalid or missing data, as shown above in the image, the note will show in the red with this icon () . The note can then be opened and corrected to fix the issue (below)

Update Consignment Note# CFW02558048 (Default)

Charge & Sender Details, Charge Code: test, Sender Code: test (Show Details...)

Receiver Details, Test receiver

Code:

Name:

Test receiver

Address:

C/- MFT MEL DEPOT

Suburb:

DEPOT

Location:

BALLARAT

PostCode:

3350

State:

VIC

Phone:

Service required/Carrier:

ChemCouriers LCL

Delivery BookIn:

Not Required

Required date:

Start time:

End time:

Reference:

Profile:

Default

Distribution Centre (DC):

☐ Yes
☒ No

Receiver ref:

Sender ref:

Line Num	STC	Description	Height	Width	Length	M ³	Kgs
1		box	0.5	0.5	0.5	0.13	5
2							
3							
4							

1

0.13

5

Add Line

Delivery instructions:

Hire equipment:

0/150

Additional Details (Show Details...)

Notifications (Hide Details...)

Press CTRL+Left-Click to select multiple notifications, or using the keyboard press CTRL+Enter. You can move up and down within the list using the arrow keys.

Email

E.g. freman@freman.co.nz

Please select one or more notifications...

Add

Last modified: 8/09/2015 12:08:57 p.m. Created by: ITAUS

Save

Print

Print Preview

☒ 1 Consignment
☒ 1 A4 Label
☐ 1 Thermal Label

Cancel

Change Printer

Quote

Email Quote

Print Quote

Email Address:

- You can monitor consignments that import into FremanWeb by clicking on **[Imported Consignment Log]** under the Actions menu, choose a date range then click the **[View Log]** button

EDI Log Viewer (Default)

Date From:

21/07/2014

Date To:

22/07/2014

View Log

Timestamp	FileName	Message
22-Jul-2014 12:10:20	FWM30082013 - valid.xml	Starting XML Import
22-Jul-2014 12:10:21	FWM30082013 - valid.xml	Please supply the charge name.
22-Jul-2014 12:10:21	FWM30082013 - valid.xml	Please supply the sender name.
22-Jul-2014 12:10:21	FWM30082013 - valid.xml	Please select a valid receiver suburb.
22-Jul-2014 12:10:21	FWM30082013 - valid.xml	XML Import complete. 1 Record(s) processed, 3 error(s) occurred

Log entries found: 5

TRACK AND TRACE

The Status column in the FremanWeb Review list below, displays the current status of the consignment.

Consignment Review (Default)
Note Review Filter: (Show Details...)

New Consignment **Show Paged**

Print Preview **Change Printer**

Note	Date	Receiver	Location	Send Ref	Rcv Ref	Service	Items	Status	POD
MFW01882607	25 Jul	BHP BILLITON	MELBOURNE			Mainfreight LCL	1	R	
MFW01882605	25 Jul	Mainfreight Sydney	SYDNEY			Mainfreight LCL	1	U	
MFW01882604	25 Jul	ANZ BANK	SYDNEY			Mainfreight LCL	1		
CFW01882603	25 Jul	EXCO ENGINEERING	SYDNEY			ChemCouriers LCL	1	R	
MFW01882602	25 Jul	DARTMOOR DEPOT	GERALDTON			Mainfreight LCL	1	U	
MFW01882601	25 Jul	EXCO ENGINEERING	SYDNEY			Mainfreight LCL	1	A	
MFW01882600	25 Jul	BHP BILLITON	MELBOURNE			Mainfreight LCL	1	D	

New Consignment **Show Paged**

Move the mouse cursor over the status icon to get a description of the current status.

- Once the note has been uploaded, the available Track and Trace status of the consignment will be listed

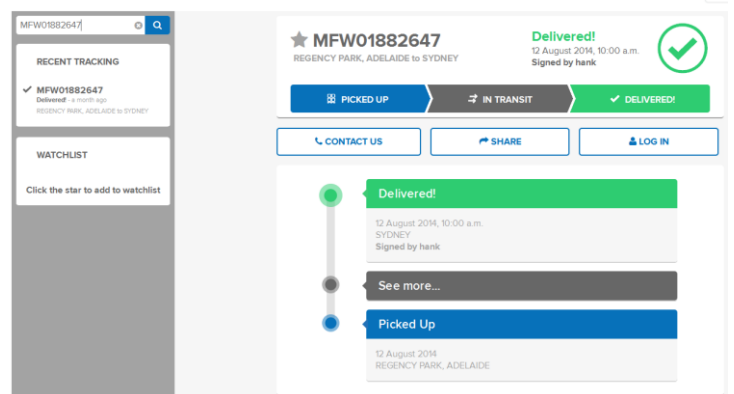
1	U	
1	R	
1		
1		
3	D	
5	D	

Pickup Requested - Track your consignment online

Key Status Indicators for Consignments:

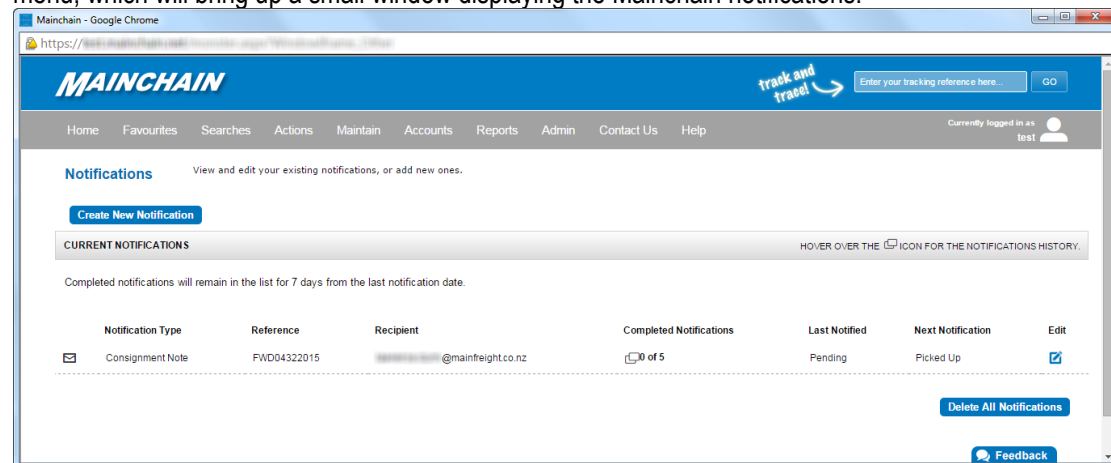
- Needs to be printed
- U** Uploaded (you can track your consignment online from this point onwards)
- Pickup requested. Request is created (requires auto-pick up and delivery set up in Maintrak)
- Pickup allocated. A driver is on their way (requires auto-pick up and delivery set up)
- R** Received by Sending Depot
- A** Arrived at Depot
- O** Out for Delivery
- D** Delivered
- S** Split
- Proof of Delivery (click on this icon to view your proof of delivery)

Click on the **key status indicator** beside an individual consignment note in the consignment list to show more detailed information using the public tracker tool on the Mainfreight.com website. The image to the right is an example of what may show.



My Notifications

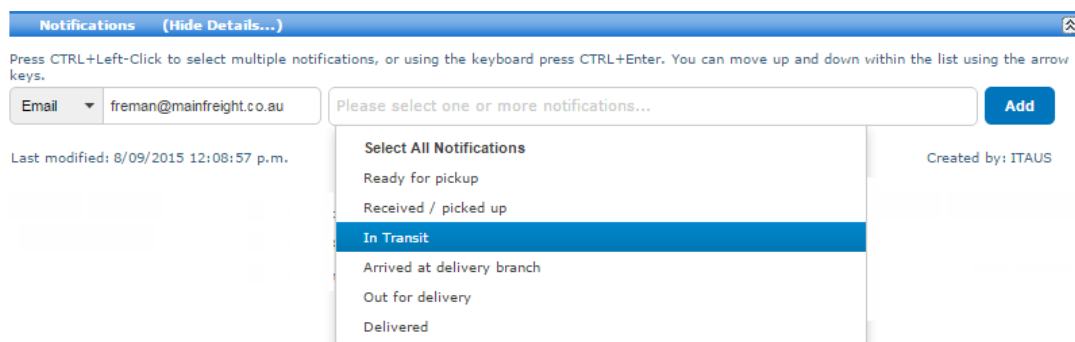
Viewing current notifications in Mainchain is possible by clicking **My Notifications** from the Actions menu, which will bring up a small window displaying the Mainchain notifications.



My Notifications can **also** be accessed through Mainchain in the **Actions** menu without accessing FremanWeb.

Notifications can be created in four different ways from FremanWeb:

- In the window shown above, accessed from **My Notifications** under Actions
- By clicking the icon in the **Notify Me** column found in the Consignment Review screen
- From the New Consignment Note screen under the Notifications heading (shown below)
- From the **Create New Receiver** section (see the Maintain section) where this is explained



Manual Labels

This feature allows you to create labels manually, this means that it will not be saved as a consignment.

You will need to fill the following fields to create a manual label:

Please note: these are not compulsory fields, however the more information you include the more helpful it is when delivering freight.

- Number of labels
- Carrier
- Receiver code
- Receiver name
- Address
- Suburb
- City
- Note number
- Date
- Sender reference
- Receiver reference
- Receiver phone

Manual Label Printing (Default)

Number of Labels	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Print Label Count
Carrier:	<input type="text" value="ChemCouriers"/>	<input type="checkbox"/>	Print Carrier
Receiver Code	<input type="text"/>		
Receiver Name	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
Suburb:	<input type="text"/>		
Location:	<input type="text"/>		
Post Code:	<input type="text"/>		
State:	<input type="text"/>		
Note Number:	<input type="text"/>		
Date:	<input type="text" value="08-Sep-2015"/>	<input checked="" type="checkbox"/>	Print Date
Sender Reference:	<input type="text"/>		
Receiver Reference:	<input type="text"/>		
Receiver Phone:	<input type="text"/>		

Once you have filled in the above fields you are able to **[Preview]** or **[Print]** the Manual Label. You are also able to **[change printer]** or save the Manual Label as a template so that you can use it again next time you click on **[Manual Label]**

Select **[Clear Template]** erases all text in the Manual Label Template

Freeform Labels

[Freeform Labels] allow you to create labels which have no specific field headings attached to them. It is essentially a text box which you are able to fill in with details.

You will need to fill in the following fields to create a manual label:

- Number of Labels
- Label Text

Barcode/Text: by entering in the numbers in the blank box you can then select if you would like these numbers to be converted into a barcode or leave them as numbers.

Freeform Label Printing (Default)

Number of Labels: ☒ Print Label Count

Label text:

Barcode: ☒ Barcode ☐ Text

Once you have filled in the above fields you are able to **[Print to PDF]** or **[Print]** the Freeform Label.

You are also able to **[Change Printer]** or save the Freeform Label as a template so that you can use it again next time you click on freeform label.

Selecting **[Clear Template]** erases all text in the Freeform Label Template.

Change Profile

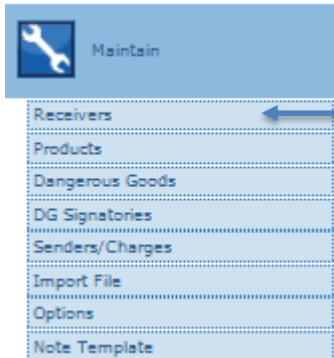
Select a Profile

Brisbane Mainfreight Transport

Default

- **[Change Profile]** will only be visible for customers who use different profile/account codes with mainfreight.
- You are able to switch between the different profiles by clicking on the **[Change Profile]** tab under **[Actions]** and selecting the profile you want to apply, and clicking OK. This will automatically change the profile you are working in to the one you selected.
- **Please Note:** All profiles can be set up differently with different charge/sender codes as well as having different options selected for example one having Hire Account selected for Chep and one not.

MAINTAIN



The **[Maintain]** tab allows you to:

- Add new Receivers and Products as saved records
- Edit and delete existing saved Receivers, Products, DGs and DG Signatories
- Modify a range of general FremanWeb settings and options

Adding New Receivers

Receivers (Default)

[New](#) [Delete](#) [Show All](#) [Export](#)

<input type="checkbox"/>	Code ▲	Name	Address	Suburb	Location
<input type="checkbox"/>	DEPOT ONLY	DEPOT	152 Thames Crescent	TULLAMARINE	MELBOURNE
<input type="checkbox"/>	MFT OLD	Mainfreight Queensland	12 Mulbury Street	GAETA	CHILDERS
<input type="checkbox"/>	MFT TRSPT	Mainfreight Transport	225 queens parade	IPSWICH	BRISBANE

Show Page: 1 (Total Records: 3) Records Per Page: 5 ▼

[New](#) [Delete](#) [Show All](#) [Export](#)

- Add a new receiver to the list by clicking on **[receivers]** under the **Maintain** menu. Then click **[new]** to create a new receiver.

This will open the **add receiver** screen where new details can be entered.

Create A New Receiver (Default)

Code:

Name:

Address:

Suburb:

Location:

PostCode:

State:

Phone: Fax:

Delivery instructions:

0/150

Press CTRL+Left-Click to select multiple notifications, or using the keyboard press CTRL+Enter. You can move up and down within the list using the arrow keys.

Email ▼ E.g. freman@freman.co.nz Please select one or more notifications... [Add](#)

CHEP account: ☐ Don't transfer CHP

Loscarn account:

Distribution Centre (DC): ☐ Yes ☐ No

Delivery BookIn:

BookIn Start:

BookIn End:

Delivery Point Code: Internal Use Only

Last modified:

[Save & New](#) [Save & Exit](#) [New](#) [Cancel](#)

Receiver Maintenance

Update and edit your list of receivers. These will be available to you when you are creating consignment notes.

Remember to save your changes before leaving the form

The **[Notifications]** section allows you to enter email addresses or mobile phone numbers to set different statuses, automatically sending an email notification when the consignment has reached the selected status.

Mobile

E.g. 642712345678

Please select one or more notifications...

Add

	Recipient	Reference	Edit
	freman@mainfreight.com	Ready for pickup, Received / picked up, In Transit, Arrived at delivery branch, Out for delivery, Delivered	
	freman1@mainfreight.com	In Transit, Delivered	
	0123456789	Delivered	

When you have entered all the details required click **Save and Exit** or **Save and New** to save the details.

The **Save & New** button saves the record then blanks the fields so you can enter another new record.

The **Save & Exit** button saves the record then exits to the previous menu.

Editing Current Receivers

- It is possible to update receivers by clicking on the receiver code or name to display the stored information

Receivers (Default)							
<div> New Delete Show All Export </div>							
<input type="checkbox"/>	Code ▲	Name	Address	Suburb	Location	Delivery Point Code	Status
<input type="checkbox"/>	DEPOT ONLY	DEPOT	152 Thames Crescent	TULLAMARINE	MELBOURNE		
<input type="checkbox"/>	MFT OLD	Mainfreight Queensland	12 Mulbury Street	GAETA	CHILDERS		
<input type="checkbox"/>	MFT TRPT	Mainfreight Transport	225 queens parade	IPSWICH	BRISBANE		
Show Page: 1 (Total Records: 3) Records Per Page: 5 ▼							

- You can amend any required details by editing any or all details stored in the fields
- Click on **Save & New** or **Save & Exit** to confirm the changes made
- To delete a Receiver from the saved list, select the record using the checkbox, then click on the **Delete** button.
- More than one record can be selected by ticking as many records as required

Products

Add a new Product to the list by clicking on **[Products]** under the **Maintain** menu. Then click **[New Product]** to create a new product.

Products (Default)

New Product **Delete** **Show All** **Export**

<input type="checkbox"/>	Product Code	Product Description	Height	Width	Length	Metres	Kgs	Class	UN Number	HazChem
<input type="checkbox"/>	ACID1000	DET DELAVAL ACIDWASH 1000L				1.2	1225			
<input type="checkbox"/>	ACID20	DET DELAVAL ACIDWASH 20L				0.05	24	8	1760	2X
<input type="checkbox"/>	ACID200	DET DELAVAL ACIDWASH 200L				0.3	240	8	1760	2X
<input type="checkbox"/>	ACID60	DET DELAVAL ACIDWASH 60L				0.15	72	8	1760	2X

This will open the Create A New Product screen where new details can be entered

Product Code:

Package type and product description:

H x W x L:

Cubic metres:

Kgs:

Customer DG Ref:

Technical Name:

New DG **List DG**

Last modified:

Product Maintenance

Update and edit your list of products. These will be available to you when you are creating consignment notes.

Remember to save your changes before leaving the form

Save & New **Save & Exit** **New Product** **Cancel**

- For products with a set size and weight it is possible to save the volume (in M³) and weight (in KG) so this defaults each time you select the saved product
- When you have entered all the details required, click **Save & Exit**

Dangerous Goods Products Only

For products that are Dangerous Goods, start typing an existing Customer DG Ref and select the DG from the drop down list. A dialogue box will pop up to confirm that this is the correct DG for your product.

Customer DG Ref:

Technical Name:

Last modified:

ABC2000	ABC2000	2.2	1950
UN1120	BUTANOL	3	1120
UN1197	FOOD & DRINK FLAVOURING	CLASS 3	1197
UN1210	PRINTER INK	3	1210
UN1263	Paint	3	1263
UN1903	FLOOR CLEANER	8	1903
UN1950	BLACK SPRAYPAINT	2.1	1950
UN2927	TOXIC LIQUID	61	2927

Save & New **Save & Exit** **New Product** **Cancel**

- Select the appropriate product dangerous goods product and click yes when the dialogue box appears with the details

Under dangerous goods regulations, a transport document must state all relevant information and be given in paper format to the driver. It is an offence not supplying accurate information and you could be fined.

Click 'Yes' to confirm these DG details are correctly associated.
Click 'No' to create a new DG record or select another.

- If creating a new DG record, click the **New DG** button. Details for DG records should be found on the product's Safety Data Sheet. To find out how to create a new DG, see page 23

Create A New Product (Default)

Product Code:

Package type and product description:

H x W x L:

Cubic metres:

Kgs:

Customer DG Ref:

Technical Name: **AEROSOL**

Last modified:

Dangerous Goods Detail

Customer DG Ref: 1950
UN No.: 1950
Variant:
Proper Shipping Name: AEROSOLS (above 1L)
Technical Name: AEROSOL
Class: 2.1
Subsidiary Risk:
Hazchem Code:
Packing Group:
Flashpoint: 23°C
Marine Pollutant: Yes ☒ No ☐
Acid ☐ Alkali ☐
Additional Info: DONT SPRAY EVERYWHERE
Package Type: CAN
Package Instruction:
Last modified by:
Last modified: 19/05/2014 1:58:36 p.m.

- To view or amend existing product details, click on the **product code** to open the saved product record from the list.
- You can then amend any required details by editing any or all of the fields.
- Click on **Save & New** or **Save & Exit** to confirm the changes made.
- To delete a product from the saved list, select the record using the checkbox, then click on the **Delete** button.

More than one record can be selected by ticking as many records as required

Products (Default)										
<input type="button" value="New Product"/> <input type="button" value="Delete"/> <input type="button" value="Show All"/> <input type="button" value="Export"/>										
<input type="checkbox"/>	Product Code	Product Description	Height	Width	Length	Metres	Kgs	Class	UN Number	HazChem
<input checked="" type="checkbox"/>	ACID1000	DET DELAVAL ACIDWASH 1000L				1.2	1225			
<input checked="" type="checkbox"/>	ACID20	DET DELAVAL ACIDWASH 20L				0.05	24	8	1760	2X
<input type="checkbox"/>	ACID200	DET DELAVAL ACIDWASH 200L				0.3	240	8	1760	2X

Please Note: General comments can be saved as product lines rather than having to manually type them into the body of the connote each time.

e.g. FR= Fragile – *Please handle with care*

Dangerous Goods – Product association list

Dangerous Goods – Product associations can be viewed by clicking on the **List DG** button.

Create A New Product (Default)

Product Code:

Package type and product description:

H x W x L:

Cubic metres:

Kgs:

Customer DG Ref:

Technical Name:

New DG **List DG**

Last modified:

Save & New **Save & Exit** **New**

Dangerous Goods – Product Associations

- ZZACIDET 20 : ACIDET P 20L
- ACIDSAN 1000L : CORROSIVE LIQUID, N.O.S.
- ACSAN1000 : DET ACIDSAN ULF 1000L
- ACIDSAN 1L : CORROSIVE LIQUID, N.O.S. (contains Sulphuric Acid & Hydroxyacetic Acid)
- ZZDETSAN1 : DET ACIDSAN 1L
- ACIDSAN 200L : CORROSIVE LIQUID, N.O.S. (contains Sulphuric Acid & Hydroxyacetic Acid)
- ACSAN200 : DET ACIDSAN ULF 200L
- ACIDSAN 20L : CORROSIVE LIQUID, N.O.S.
- ACSAN20 : DET ACIDSAN ULF 20L
- ACIDSAN 60L : CORROSIVE LIQUID, N.O.S. (contains Sulphuric Acid & Hydroxyacetic Acid)
- ACSAN60 : DET ACIDSAN ULF 60L
- ACIDWASH20 : CORROSIVE LIQUID, N.O.S. (contains Phosphoric Acid & Sulphuric Acid)
- ACID20 : DET DELAVAL ACIDWASH 20L
- ACIDWASH200 : CORROSIVE LIQUID, N.O.S. (contains Phosphoric Acid & Sulphuric Acid)
- ACID200 : DET DELAVAL ACIDWASH 200L
- ACIDWASH60 : CORROSIVE LIQUID, N.O.S.
- ACID60 : DET DELAVAL ACIDWASH 60L
- ACIDWASHZZW1 : CORROSIVE LIQUID, N.O.S. (contains Phosphoric Acid & Sulphuric Acid)
- ZZDETA/W1 : DET DELAVAL ACIDWASH 1L
- ACIDWASHZZW5 : CORROSIVE LIQUID, N.O.S. (contains Phosphoric Acid & Sulphuric Acid)
- ZZDETA/W5 : DET DELAVAL ACIDWASH 5L
- ACIGEL 50 BRITE : CORROSIVE LIQUID, TOXIC, N.O.S.
- EZE : EZE BRITE GEL
- ACIGEL 50 WASH : CORROSIVE LIQUID TOXIC NOS

Dangerous Goods (DG)

This is located under the **[Maintain]** menu. Here you can view, delete & export your Dangerous Goods list to a .CSV file, the **Show All** tab reveals the full list of your Dangerous Goods.

Please Note: You cannot create new DGs through this screen; you must do this through the **[Products]** tab.

DangerousGoods (Default)						
<input type="button" value="Delete"/> <input type="button" value="Show Paged"/> <input type="button" value="Export"/>						
<input type="checkbox"/>	Customer DG Ref	Proper Shipping Name	Technical Name	Class	UN Number	HazChem
<input type="checkbox"/>	ACIGEL 50 WASH	CORROSIVE LIQUID TOXIC NOS	ACIGEL 50. EZE WASH GEL	8	2922	2X
<input type="checkbox"/>	AHDCOL 2	FORMIC ACID	AHD-F/TECH COLOSTRUM PRESERVER 2L	8	1779	2X
<input type="checkbox"/>	AHDCOL200L	FORMIC ACID	AHD-COLOSTRUM PRESERVER 200L	8	1779	2X
<input type="checkbox"/>	AHDCOL20L	FORMIC ACID	AHD-COLOSTRUM PRESERVER 20L	8	1779	2X
<input type="checkbox"/>	AL SOFT	METHYLATED SPIRITS	ALSOFT	3	1170	2(5) E

- To delete a DG from the saved list, select the record using the checkbox, then click on the **Delete** button.
- More than one record can be selected by ticking as many records as required

New Dangerous Goods

Please note: To create new DGs this will need to be done through the **[Products]** tab.

To add a DG you will need to go to the **[Products]** tab under **[Maintain]** and click **[New]** or click on an existing product record.

Products (Default)										
<input type="button" value="New Product"/> <input type="button" value="Delete"/> <input type="button" value="Show All"/> <input type="button" value="Export"/>										
<input type="checkbox"/>	Product Code	Product Description	Height	Width	Length	Metres	Kgs	Class	UN Number	HazChem
<input type="checkbox"/>	ACID1000	DET DELAVAL ACIDWASH 1000L				1.2	1225			
<input type="checkbox"/>	ACID20	DET DELAVAL ACIDWASH 20L				0.05	24	8	1760	2X
<input type="checkbox"/>	ACID200	DET DELAVAL ACIDWASH 200L				0.3	240	8	1760	2X

Update Product (Default)

Product Code:

Package type and product description:

H x W x L:

Cubic metres:

Kgs:

Customer DG Ref:

Technical Name:

Last modified: 19/05/2014 9:24:11 a.m.

- To add a new DG click new DG.

- This will open the Validate DG Detail screen where details can be entered.

- Customer DG Ref – enter an internal reference code for your DG
- UN Number – enter the UN Number of your product, then click TAB on your keyboard
- If there are multiple variants, carefully select the DG variant which matches the DG detail on your product's Safety Data Sheet (SDS or MSDS). This will automatically fill the fields in blue below with information retrieved from the DG database. The non-blue boxes need to be filled in, but the mandatory fields appear with around the field. These fields include Technical Name, and other fields depending on the DG's requirements e.g. Acid/Alkali.
- When you have entered all the details required Save your DG record
- You can create additional DG records by clicking **[New DG]**

Dangerous Goods Editing



- To view or amend an existing DG, select a product with the DG record against it then click Edit DG

- You can then amend any required details besides the Customer DG Ref by editing the existing information in the fields
- Click on **[Save]** to confirm the changes made


- If there are multiple products associated with the DG, a dialogue box will pop up to confirm that you are applying the change to all of them.
- If the change does not apply to other products e.g different package type, a new Customer DG Ref would have to be created for the other products

Validating your Dangerous Goods







What do the different DG Icons mean?

There are two DG icons which will indicate if your Customer DG Ref has been **Validated**  or is currently **Un-validated** .

- A DG record is deemed valid **after** you have checked, confirmed and saved the details in the Validate DG Detail window.
- Once a DG record has been validated, you will not have to validate it again for future consignments.


Products (Default) 

[New Product](#) [Delete](#) [Show All](#) [Export](#) [Validate](#)


<input type="checkbox"/>	Product Code ▲	Product Description	Height	Width	Length	Metres	Kgs	Class	UN Number	HazChem	
<input type="checkbox"/>	ACID1000	DET DELAVAL ACIDWASH 1000L				1.2	1225				
<input type="checkbox"/>	ACID20	DET DELAVAL ACIDWASH 20L				0.05	24	8	1760	2X	
<input type="checkbox"/>	ACID200	DET DELAVAL ACIDWASH 200L				0.3	240	8	1760	2X	
<input type="checkbox"/>	ACID60	DET DELAVAL ACIDWASH 60L				0.15	72	8	1760	2X	
<input type="checkbox"/>	ACSAN1000	DET ACIDSAN ULF 1000L				1.2	1200	8	1760	2X	
<input type="checkbox"/>	ACSAN20	DET ACIDSAN ULF 20L				0.05	25	8	1760	2X	
<input type="checkbox"/>	ACSAN200	DET ACIDSAN ULF 200L				0.3	230	8	1760	2X	
<input type="checkbox"/>	ACSAN60	DET ACIDSAN ULF 60L				0.15	72	8	1760	2X	
<input type="checkbox"/>	AHDCOL 2	AHD-F/TECH COLOSTRUM PRESERVER 2L				0.05	20	8	1779	2X	
<input type="checkbox"/>	AHDCOL200L	AHD-COLOSTRUM PRESERVER 200L				0.3	210	8	1779	2X	

Show Page: 1 2 3 4 5 6 7 8 9 10 ... (Total Records: 257) Records Per Page: 10 ▼

[New Product](#) [Delete](#) [Show All](#) [Export](#) [Validate](#)

To validate your DG details, simply click on the **Un-validated**  icon anywhere it displays. This will then open the Validate DG Detail window for you to review its' details.

- Where there are many DG records to validate, it is possible to tick the tick-boxes beside the line items and click the Validate button (shown below) to validate more than one at once. Note: This will only validate if the details match those which are stored in the database.

Products (Default) 

[New Product](#) [Delete](#) [Show All](#) [Export](#) [Validate](#)

<input type="checkbox"/>	Product Code ▲	Product Description	Height	Width	Length	Metres	Kgs	Commodity	Class	UN Number	HazChem
<input checked="" type="checkbox"/>	SPP HARDNER x 2L	Spartan Primer Hardener X 2 Litre					1				
<input checked="" type="checkbox"/>	1234	1							5.2	3105	2WE
<input checked="" type="checkbox"/>	285-150 ETC PR 4L	285-150 ETC PR Primer 2 X 4Ltrs				0.02	10		6.1	1750	2X
<input checked="" type="checkbox"/>	285-150 ETC PR 4LT	285-150 ETC PR Primer 4Ltrs				0.04	5		3	1170	2Y
<input checked="" type="checkbox"/>	285-150 RAP FILL 4L	285-150 RAP FILL 4L				0.03	7		3	1170	2YE

Validating your Dangerous Goods from the New Consignment Note page

When creating a New Consignment Note, the DG icons will display as you enter a DG product into the consignment note.

Line	Num	STC	Description	DC	UN	M ³	Kgs
1	1		DET DELAVAL ACIDWASH 20L	8	1760	0.05	24
2	3		EMPTY PALLETS			5.1	75
3	1		EZE WASH GEL	8/6.1	2922	0.05	20
4	1		AHD-COLOSTRUM PRESERVER 200	8	1779	0.3	210
	6					5.5	329

Add Line

Hire equipment: ☒

- Click on the **Un-validated** icon to validate your DG record before completing the consignment note
- When clicking Save, Print or Preview we'll notify you if a DG on that consignment note is **Un-validated**
- Click **[Validate]** and refer to your Safety Data Sheet (SDS)

Note: This consignment note contains DangerousGoods records that have not been validated.

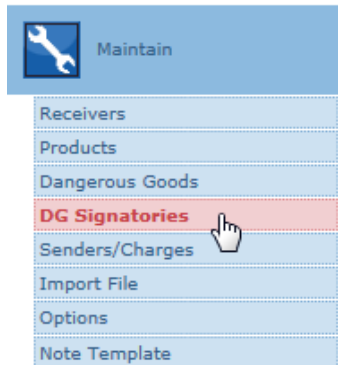
We recommend you validate these records to comply with dangerous goods rules and regulations.

Validate now, or proceed and validate your dangerous goods later in the Product or Dangerous Goods maintenance pages.

- Otherwise click **[Later]** and validate this Customer DG Ref once you have your Safety Data Sheet to refer to. Clicking later will continue saving, printing or previewing your consignment.

Please Note: We will require all dangerous goods records to be validated at a future date (to be confirmed).

DG Signatories



- DG Signatories are what appear on DG forms that you create; you can create one or more DG Signatories if you have more than one dispatcher creating DG forms.
- In this menu you can create, delete and modify existing DG Signatories

Please note: For multiple Dispatchers; don't forget to select your DG Signatory Set in the **[Additional Details]** box at the bottom of the connote, this can also be set in **[Options]**

DG Signatories (Default)

New **Delete** **Show All**

<input type="checkbox"/>	Code	Name	Title	Location	Signature	Emergency Contact
<input type="checkbox"/>	0219418	TEST	IT SUPPORT	MELBOURNE	Bill	IT TEST
<input type="checkbox"/>	0219417	Peter	CEO	SYDNEY	Pete312	0123456789
<input type="checkbox"/>	0219416	George	Operations Manager	Perth	GG556	01234678549

Show Page: 1 (Total Records: 3) Records Per Page: 5

- To create a new DG signatory, click on **New** then enter in your details.

Create A New DG Signatory Set (Default)

Code:

Name:

Title:

Location:

Signature:

After Hours Emergency Contact:

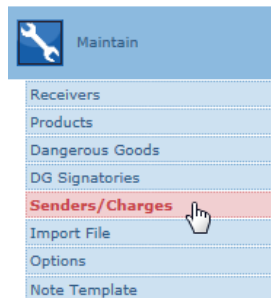
Last modified:

Save & New **Save & Exit** **New** **Cancel**

- Code, Title, Location and Emergency phone number must be entered in the forms to the left, as these are legally required on DG forms
- The Name and Signature fields can be left blank so you can write down your name and sign the DG form yourself (this is useful if there is more than one dispatcher).

- Click **[Save & Exit]** or **[Save & New]** to create another DG Signatory Set

Senders/Charges



The **[Sender/Charges]** screen displays your Sender/Charge account details

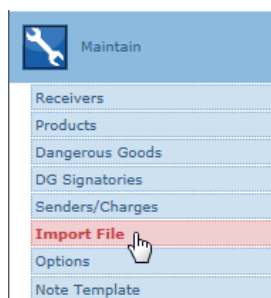
The 'Sender' location is where the consignment is being picked up from

Consignments you generate can be assigned to any of the listed Sender/Charge code(s)

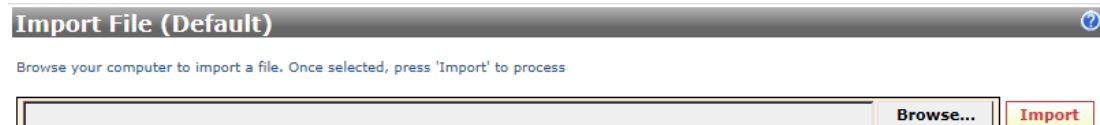
Click on the Sender/Charge Code to view its' details

Please Note: If any of the listed details are incorrect, contact your sales representative to have the details amended.

Import File



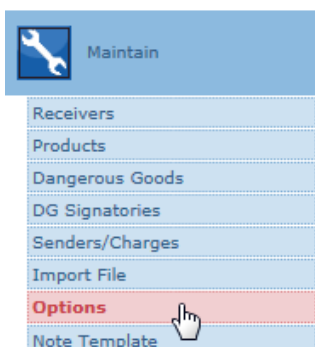
Using the **[Import File]** you are able to bulk import consignees, Dangerous Goods and Products into FremanWeb.



- The files must be in the right format to import correctly. This option is good when you have large quantities of items stored in your database that need to be loaded. If you would like to do this, please contact your Mainfreight representative to obtain the appropriate XML templates.

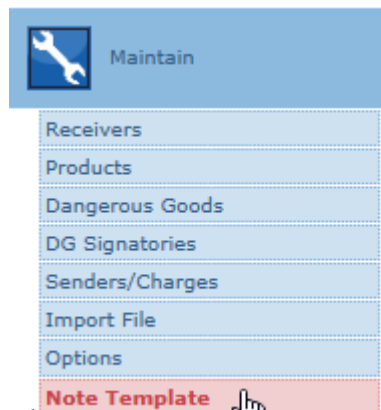
Options

The options menu lets you set printer defaults, number of manifests to print, enable carrier branding to be printed on documents, DG Signatories to appear on DG forms, Max lines in a connote (from 1-40 lines) and header colours



- **[Notifications]** allows you to add profile specific contacts to your notifications so for every consignment you create under your chosen profile a notification will go out to your specified contacts.(useful if you have more than 1 profile)
- **[Change Printer]** allows you to view and change your printer choices for Consignment note, A4 Labels, DGs & Thermal labels, when you have made your changes click **[Save & Close]**

Note Templates



- With this option you can create a Note Template
- You can set Sender/Charge codes and Receiver codes.
- You can also add a set number of items, products, DGs, notes such as 'FRAGILE', weights, cube, Carrier, Contract type, Service Required, Delivery book in, Receiver reference and Sender reference
- You can add more lines if required by clicking on the **[Add Line]** tab, this can be preset in the **[Options]** menu as well

Update Note Template (Default)

Status: Charge & Sender Details, Charge Code: SYDTRSPT, Sender Code: SYDTRSPT (Hide Details...)

Charge		Sender	
Code:	SYDTRSPT - Mainfreight Transport - S1	Code:	SYDTRSPT - Mainfreight Transport - S1
Name:	Mainfreight Transport - Syd	Name:	Mainfreight Transport - Syd
Address:	50 Yarra St	Address:	50 Yarra St
Suburb:	PRESTONS	Suburb:	PRESTONS
Location:	SYDNEY	Location:	SYDNEY
Post Code:	2170	Post Code:	2170
State:	NSW	State:	NSW

[Refresh Details](#)

Receiver Details 016841368 - BRTR, Brisbane Mainfreight Transport		(Hide Details...)	
Code:	016841368 - BRTR	Service required/Carrier:	Mainfreight LCL
Name:	Brisbane Mainfreight Transp	Delivery BookIn:	Not Required
Address:	10 Distribution Lane	Required date:	
Suburb:	LARAPINTA	Start time:	
Location:	BRISBANE	End time:	
Post Code:	4110	Reference:	
State:	QLD		
Phone:			
Distribution Centre (DC):	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Receiver ref:		Sender ref:	

Line	Num	STC	Description	Height	Width	Length	M ³	Kgs
1	1		Container	2.1	2.6	12	65.52	250
2		100	Boxes of toys	0.1	0.2	0.1	0.2	
3								
4								
							65.52	250

[Add Line](#)

Delivery instructions:

Hire equipment: ☐ 0/150

Additional Details (Show Details...)

Notifications (Hide Details...)

Press CTRL+Left-Click to select multiple notifications, or using the keyboard press CTRL+Enter. You can move up and down within the list using the arrow keys.

Email	Recipient	Reference	Edit
E.g. freman@freman.co.nz	freman@mainfreight.co.au	Ready for pickup, Received / picked up, In Transit, Arrived at delivery branch, Out for delivery, Delivered	<input checked="" type="checkbox"/>

Last modified: 8/09/2015 3:01:46 p.m. Created by: ITAUS

[Save](#) [Cancel](#) [Reset](#)

- When you create a new connote your saved Note Template will automatically display your preset details
- The notifications section allows adding multiple email/SMS details for notifications to be sent to, and the type of notification sent
- You can clear the template by clicking the **Reset** button at the bottom of the template

Please note: Only one Note Template can be setup per profile, if you have multiple profiles you can setup a Note Template for each profile.

REPORTS

Reports

Manifest

Date From: 07/09/2015

Date To: 08/09/2015

Go

- FremanWeb offers several basic reporting options for generated consignments

To run a report:

- Select the required report from the **dropdown list**
- Set the date range by either typing in the dates required e.g. 01/09/2015 or clicking on the calendar icon to choose the date needed
- Click on the **[Go]** button to run the report

Reports (Default)

[Download Report](#)

- Download the PDF

Return to Review List	Create New Consignment
Create Manual Label	Create Freeform Label

Please note: You will need to have a PDF viewer installed to view reports.

Manifest Report

The **[Manifest]** report provides a list of all consignments that have been manifested between the selected dates.

Notes Report

Consignment notes for: 07-Sep-2015 to 08-Sep-2015

SYDTRSPT Mainfreight Transport - Sydney								
Sender	SYDTRSPT Mainfreight Transport - Sydney							
Note	Consignee	Destination	Items	M3	Kgs	Equip	DG	Quote
	Test Receiver	BALLARAT	1	0.010	12			
MFW02558044	C/- MFT MEL Depot, DEPOT			08-Sep-15				
S:		R:						
Sender Total			1	0.010	12	0		\$0.00
Total Notes: 1			Charge Code Total					
			1	0.010	12	0		\$0.00

test FMP GROUP (AUSTRALIA) PTY LTD								
Sender	test FMP GROUP (AUSTRALIA) PTY LTD							
Note	Consignee	Destination	Items	M3	Kgs	Equip	DG	Quote
	Receiver Name	BALLARAT	1	0.120	12			
CFW02558047	C/- MEL DEPOT, DEPOT			08-Sep-15				
S:		R:						
	Test receiver	BALLARAT	1	0.130	5			
CFW02558048	C/- MFT MEL DEPOT, DEPOT			08-Sep-15				
S:		R:						
Sender Total			2	0.250	17	0		\$0.00
Total Notes: 2			Charge Code Total					
			2	0.250	17	0		\$0.00

- The [Notes] report provides a list of all consignments that have been created between the selected dates.

Hire Equip Report

The [Hire Equip] report provides a list of all consignments that have had CHEPs attached to them between the selected dates.

Equipment Hire by Date 07-Sep-2015 to 08-Sep-2015

Note/Num	Receiver	Hire Co	A/C	Docket No	Dest	No
PALLET						
08-Sep-15						
CFW02558047	Receiver Name	CHEP			BAL	2
MFW02558051	Brisbane Mainfreight Transport	CHEP	1610400717		BNE	1
MFW02558051	Brisbane Mainfreight Transport	LOSCAM			BNE	1
Total for: 08-Sep-2015						4
Total for PALLET						4
CHEP		PALLET	Total	3		
LOSCAM		PALLET	Total	1		
Grand Total						4

About the Manifest

- A Manifest is a summary sheet that lists all the consignment notes being collected.
- The Manifest of a day's consignments can be printed from the Review List
- For a pickup, the Mainfreight driver will check the consignment notes against those listed on the Manifest, and signoff the Manifest. The Manifest should be retained by the sender – it is a confirmed record of what the driver has picked up from the premises.