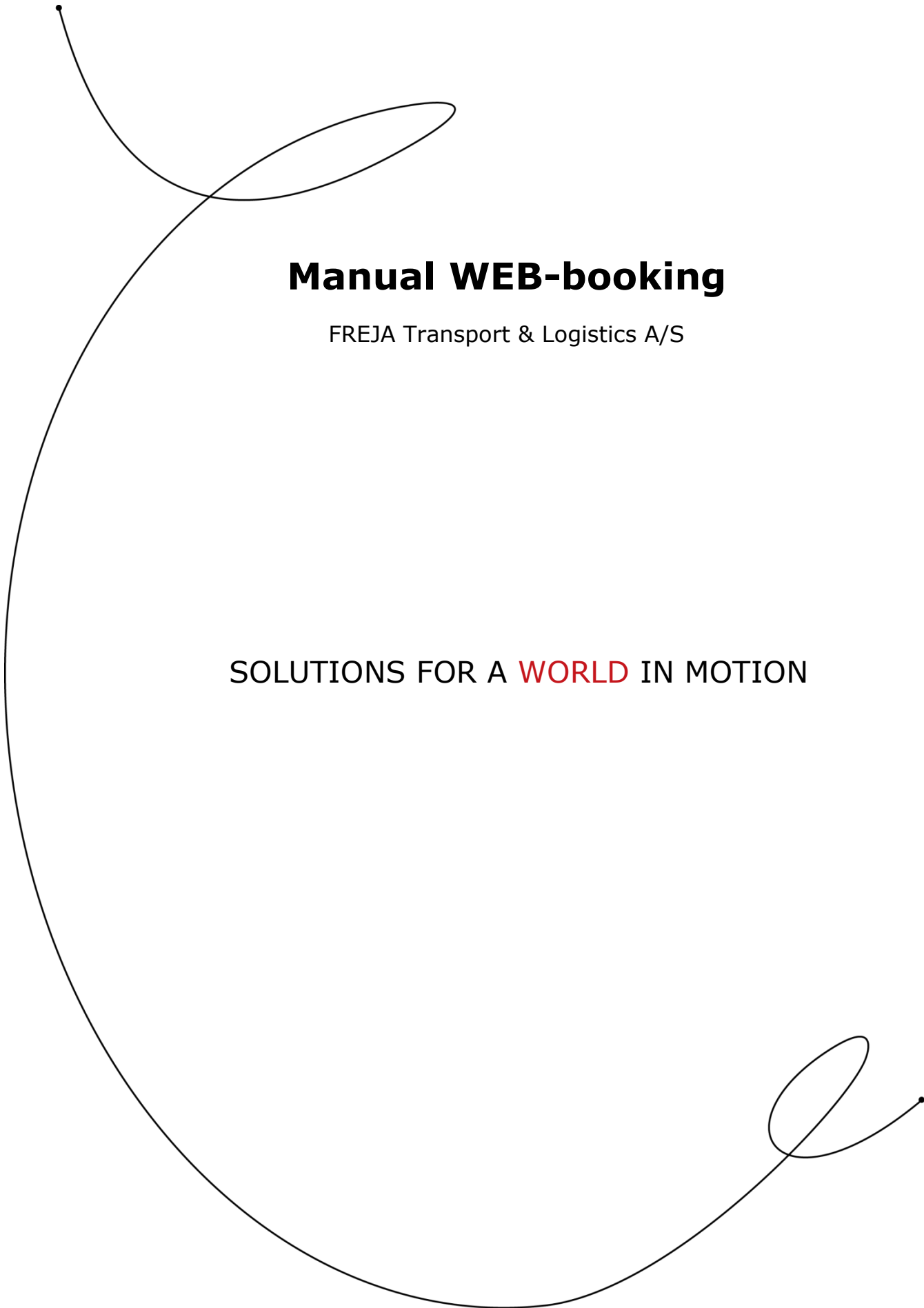
A thin, dark grey line starts at the top left, curves around the left side of the page, loops at the top, and then curves around the bottom right side, ending with a small loop. It serves as a decorative frame for the text.

Manual WEB-booking

FREJA Transport & Logistics A/S

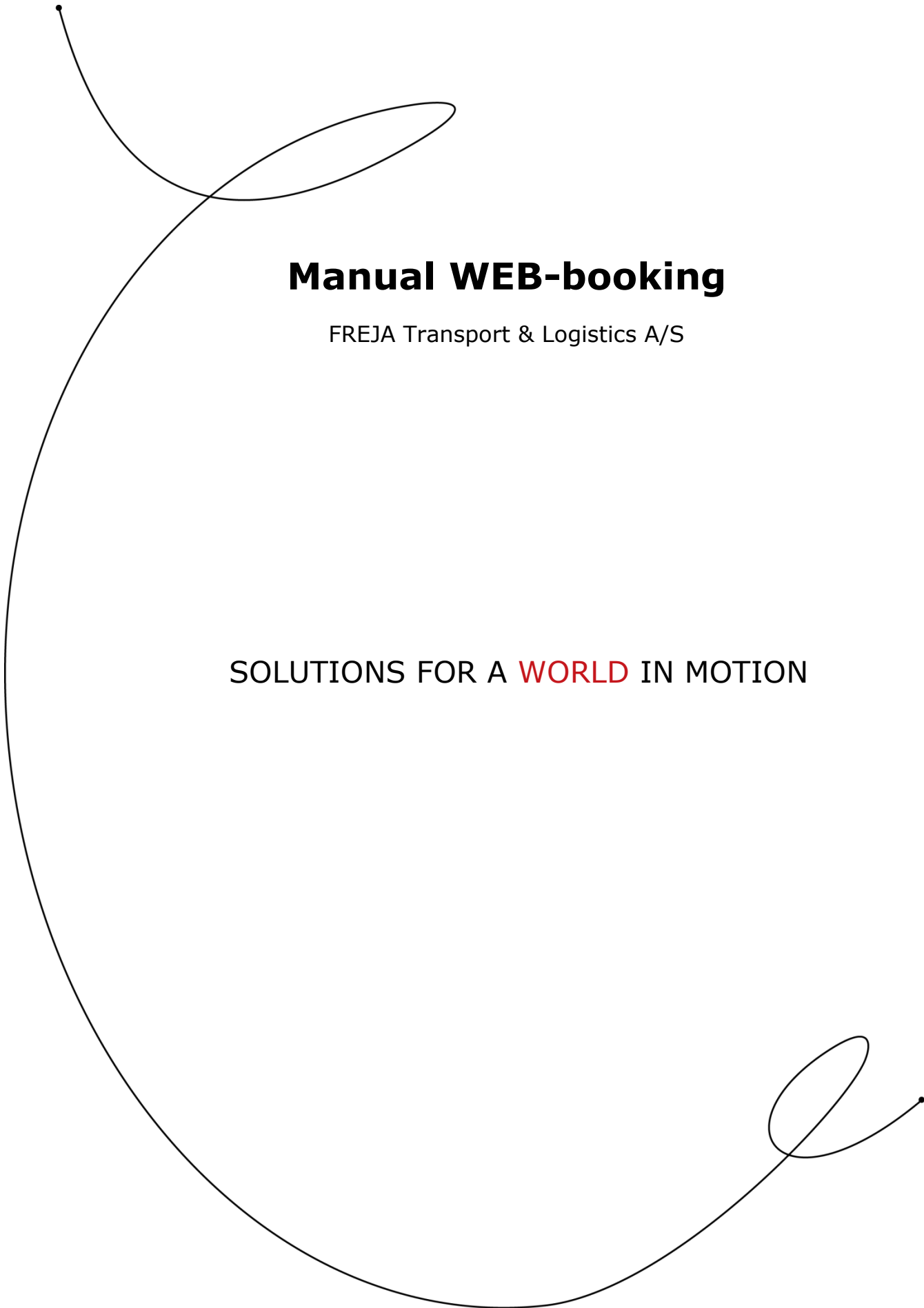
SOLUTIONS FOR A **WORLD** IN MOTION

A thin, dark grey line starts at the top left, curves around the left side of the page, loops at the bottom right, and then curves back towards the top right, ending near the top right corner. It forms a large, open, teardrop-like shape that frames the central text.

Manual WEB-booking

FREJA Transport & Logistics A/S

SOLUTIONS FOR A **WORLD** IN MOTION

A thin, dark grey line starts at the top left, curves around the left side of the page, loops at the bottom right, and ends at the top right, framing the central text.

Manual WEB-booking

FREJA Transport & Logistics A/S

SOLUTIONS FOR A **WORLD** IN MOTION

Log-in FREJA WEB-booking

In order to log into FREJA's Webbooking-System open your internet browser.

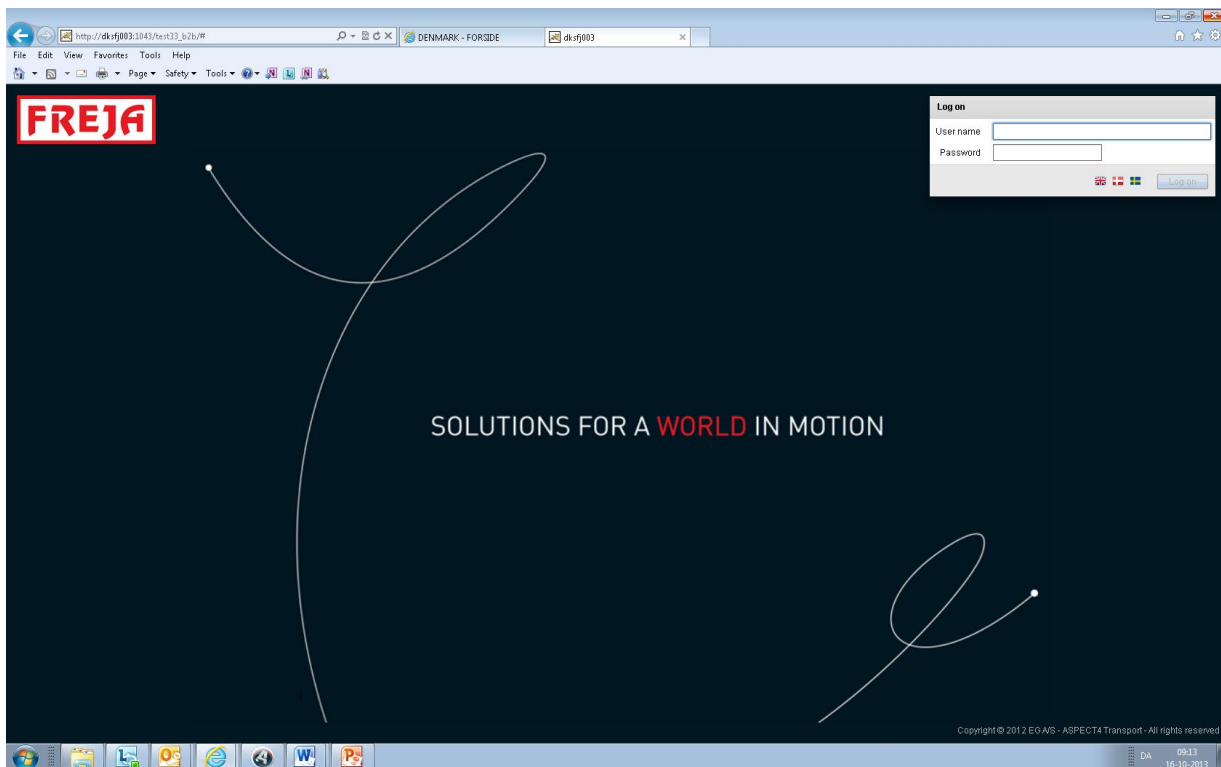
In the process line type in the following address:

www.freja.com

Navigate to Online booking.

Then select: Log-in

Your screen will show the following:



Enter the user name and password which you have received from your contact person in FREJA.

In this window you have the option of choosing between the following three languages Danish 🇩🇰, Swedish 🇸🇪 and English 🇬🇧. Just click on one of the three flags in the login box.

Then click Login.

Update Bookings: In this application it is possible to find all your bookings, make corrections to your bookings (as long as it has not been planned at FREJA) and make various prints.

Shipping Calculator: In this application it is possible to calculate the expected freight cost according to valid quotation.

Invoices: List of all invoices with main information and the possibility to print copies of invoices.

Addresses: In this application you have access to your customer database with all relations possible to select in 'Create Booking'. Furthermore, it is possible to make new addresses, correct or delete already existing customer relations.

Profile: In this application it is possible for you to create a specific customer set-up of your WEB access.

Account

In this application you see basic customer information taken from FREJAs files as well as relevant financial information taken from FREJAs financial system. It is also possible to see the email addresses which have been indicated to receive: invoices/statement of accounts and consignment notes/labels.

FREJA

Frontpage Account Postings Create Booking Track 'n trace Update Bookings Shipping Calculator Invoices Addresses Warehouse Profile

Account Information

Address

Customer Number376921

Customer NameLOUISE
PARADIS/ÆBLEVEJ 1
DK-1000 PÆREBY
Danmark

Contact PersonLOUISE

Telephone004512345678

Operational Responsiblelj@freja.dk

Financial Controller

Consignment Note ConsigneeLJ@FREJA.DK

Finances

Terms of PaymentNetto 10 dage fra faktur

CurrencyDKK

Balance17.708,75

Due17.708,75

0-30 days0,00

>30 days17.708,75

Expected Due0,00

0-30 dage0,00

>30 dage0,00

Postings

By selection: All, Open or Overdue entries it is possible for you to see which financial posts have not yet been paid or which are overdue. Select the desired type of posting and a time frame. Then select 'Search' and the data found will be shown on the screen.


FREJA Log off

Frontpage Account Postings Create Booking Track 'n trace Update Bookings Shipping Calculator Invoices Addresses Warehouse Profile

Postings



All from 01-07-2013 To 30-10-2016 Search Reset

Document	Voucher Date	Voucher No	Voucher Text	Amount	Acc. Balance	Due Date

Addresses may be created by use of the green  next to the address field or by use of the sheet 'Address' (for more information go to page 19). All information must be typed in CAPITAL letters.

Consignor / consignee MUST be filled in!

Reference/Date:

Reference/Date	
Reference	<input type="text"/>
Consignment Note No	<input type="text"/>
Coll. Date/Time *	<input type="text"/>  00:00 - <input type="text"/> 00:00
Coll. Comment	<input type="text"/>
Expected Delv. Date/Time	<input type="text"/>  00:00 - <input type="text"/> 00:00
Delv. Comment	<input type="text"/>

Reference number: This blank is for your own reference. Will be included on the invoice from FREJA. If you fill in information in this blank, it is possible on this page, but also by contact to FREJA, to search for this.

Consignment note No.: If you have already created a consignment note, you have here the possibility of typing in the consignment note number.

Collection date/time: Is used to fill in the desired date/time for collection – the date MUST be filled in.

Collection comments: Is used to give short information to FREJA for example "Collection gate 10". Maximum 20 characters.

Delivery date/time: Is used to indicate the desired time of delivery. Please note that FREJA will not accept this information as being a fixed delivery. In case of time of deliveries which deviate from your agreement (SOP) with FREJA, please contact the department.

Delivery comments: Is used to give short information to FREJA for example "Delivery by tail lift". Maximum 20 characters.

Remarks / CMR instructions:[illegible]

Remarks: In this blank you may give more details about the transport. This information will be visible to FREJA when the consignment has been created. Information which is associated to an address will automatically appear here. For more information see "Addresses" page 19.

CMR instructions: This information will be included on the CMR (consignment note).

Trade information / cargo insurance:[illegible]

Order Type: Do not fill in.

Inco Terms: Pre-set by FREJA with the incoterm agreed between you and your customer. May be changed in the dropdown menu.

Customer Invoice / Amount / COD: To be used if the consignments are COD.
Contact your FREJA contact person for further information.

Insurance: Do you want FREJA to take out an insurance policy on your consignment? If you give us information about insurance sum, own risk and type of goods, FREJA will be able to take out a policy on your transport. Contact your contact person in FREJA for further information.

Basis info:

Fill in as many information as possible here.

Basic Info					
Mark and Number	Number	Type	Content		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="TEST GOODS"/>		
Gross Weight	Net Weight	Volume	Volume Code		
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>		
Temperature	Length	Width	Height	Unit	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	

As a minimum FREJA requires the following blanks to be filled in:

- Number of collies
- Content
- Weight
- Volume

This information must be filled in to guarantee quality in the future flow.

Mark and Number: Does the cargo have a reference? (Will be shown on CMR/delivery note and invoice). Maximum 15 characters.

Number: How many colli on the consignment?

Type: Is it a pallet, a colli etc.?

Content: Content of the consignment.


Weight: How much does the consignment weigh?

Volume/volume code: The volume of the consignment? Cubic (=CBM) or loading meters (=LDM)?

Temperature: Does the consignment need to be transported at a special temperature?

Length/Width/Height/Unit: Measurements of the cargo.

If the consignment contains dangerous goods, the blanks must be filled in with correct information – these will be visual to FREJA

Search in the magnifying glass  for for example UN-No. and all blanks will be filled in automatically.

If you have more goods lines at the consignment click >>, and you will automatically have one more line. Return to previous goods line press <<.

When all information has been filled in, click 'OK' and you are now ready to create the booking.

You will then receive a confirmation that the booking has been received in FREJA. If you have wished to receive consignment notes, labels and/or booking formula press 'PRINT'.

www.freja.com

Here you may fill in the/those email addresses to receive the print. Then 'OK'. If it is always the same email address(es) to receive the print, this may be set-up as standard at the sheet 'Profile' (more info at page 23).

Print [X]

Consignment Note ☒

Label ☒

Booking Form ☒

Show as PDF ☐

[OK] [Cancel]

Within a short period of time you will receive one or more emails including a PDF-file with the desired document.

It is also possible to see the print as PDF directly on the screen. Put enter in the chosen print and in 'Show as PDF' and than 'OK'.

Print [X]

Consignment Note ☒ XX@FREJA.COM

Label ☐ XX@FREJA.COM

Booking Form ☐ XX@FREJA.COM

Show as PDF ☒

[OK] [Cancel]

At last it is also possible to reprint documents from the sheet 'Prints' (more info at page 20).

Track 'n trace

FREJA

Forside

Konto

Poster

Opret booking

Track 'n trace

Opdater booking

Fakturaer

Adresser

Bookinger

Adhæntning

Fra

27-11-2010

Fra

27-02-2011






Til

Eksport



Reference nr

Søg

Nulstil

Bookingnr	Chartequenr	Ref nr	Afh. dato	Lev. dato	Afsender	Mottager	Status	PoD	Mærke og nr	Paller	Palletype	Kolli	Kolltype	Inhold
 2-11-0011028	00 21 00 0000-0000		31-01-2011 00:00	00:00	WEBBOOKING - TESTKUNDE (123) • DOÅEØ 1234567890 • TESTGADE 1 DK-8362 TESTLAND	ARKOPHARMA (LABORATOIRES) 21 - 1ERE AVENUE - SEME FR-86511 CARRROS	31-01-2011 15:10 Booking created	13		0		1	CLL	Testgods
 5-11-0008290	00 55 00 0000-0000	SKAL MED	03-02-2011 00:00	04-02-2011 00:00	WEBBOOKING - TESTKUNDE TESTGADE 1 DK-8362 TESTLAND	ABEKO KONFEKTIONS AB ÅSLANDA SE-872 91 ÅRJÄNG	01-02-2011 11:01 Booking created	123456		10	PLL	0		TEST GOODS
 2-11-0014119	00 21 00 0000-0000		08-02-2011 00:00	00:00	WEBBOOKING - TESTKUNDE (123) • DOÅEØ 1234567890 • TESTGADE 1 DK-8362 TESTLAND	emulsia ex sma 144 CHEMIN DE ST MARC FR-86338 GRASSE CEDEX	08-02-2011 10:20 Booking created	123		0		1	CLL	Testgods
 2-11-0014587	00 21 00 0000-0000		08-02-2011 00:00	00:00	WEBBOOKING - TESTKUNDE (123) • DOÅEØ 1234567890 • TESTGADE 1 DK-8362 TESTLAND	ALTMARK KASIEREI UELZENA OMBH LIEFERORT KÄSBEREI WARTENBERGER CHAUSSEE 12	08-02-2011 09:36 Booking created	123		0		11	CLL	Testgods
 2-11-0014640	00 21 00 0000-0000	TEST	09-02-2011 00:00	00:00	WEBBOOKING - TESTKUNDE (123) • DOÅEØ 1234567890 • TESTGADE 1 DK-8362 TESTLAND	AMTS SYGEHUSET KØGE LYKKEBÆKVEJ 1 DK-4600 KØGE	08-02-2011 10:46 Booking created	123		0		10	CLL	Testgods


As in 'Update Booking' it is possible to search for collection/delivery, date intervals or directly at reference number.

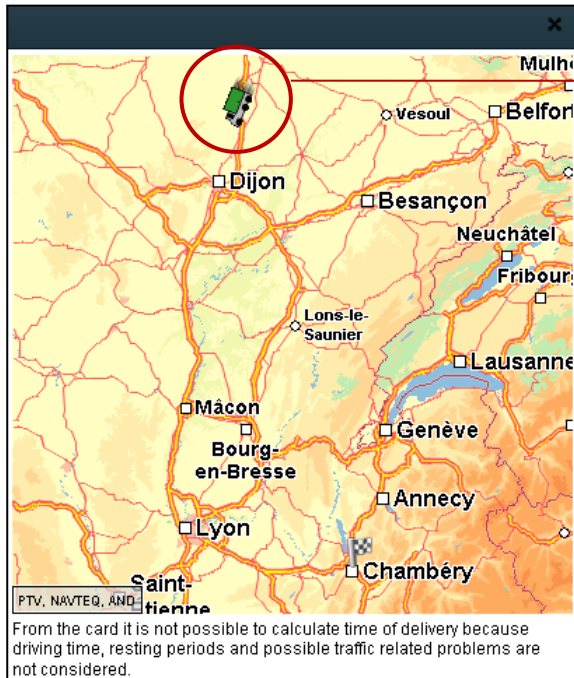
The moment FREJA scans a consignment note into the system it will appear on your web solution. You will see this from a small icon  which will appear in the column PoD (Proof of Delivery). You will see the consignment note by double clicking the icon . It is possible to print or email the consignment note from here.

See status of the booking

If you desire a 'here and now status' for the consignment, you will get this from the column 'Status'. Here you will see the at any time last action at the booking. If you wish a more detailed check of the sequence, click the date-line and the following box will appear.

Log		
Dato tid	Meddelelse	Evt. fil
09-02-2011 10:46	Booking created Login: WEBTEST	

If the consignment is on a trailer with GPS surveillance, it is possible for you to see where in the world the truck is located right now. Press the icon "Map" , and you will see a small map.



Present location of the truck.

Status updated every 15 minutes.

It is an indication of the location of the truck right now, it does not tell the exact time of arrival.

Factors such as driving time, traffic related problems etc. have not been taken into consideration.

Update booking

This feature has more options:

- Find/search existing bookings
- Correction of booking
- Copy booking
- Print booking form and booking list / reprint of CMR/label (more info at page 20 'Prints').
- Estimated freight cost


Find/search for existing bookings


Fill in the desired search period. If you have filled in for example a reference number, when the booking was created, this may also be entered in the search field.

When all information has been filled in, press 'Search'.


FREJA										
Frontpage	Account	Postings	Create Booking	Track 'n trace	Update Bookings	Shipping Calculator	Invoices	Addresses	Warehouse	Profile
Bookings										
Collection	From	01-10-2013	To	31-10-2013	Export	Reference No	Search	Reset	Print list	
Booking No	Dossier No	Ref. No	Coll. Date	Delv. Date	Consignor	Consignee	Price	Status	PoD	
2-13-0001181	13 E 21 10 5002-0090		07-10-2013 00:00-00:00	00:00-00:00	LOUISE PARADISÆBLEVEJ 1 DK-1000 PÆREBY	H&M TØJVEJ 1 SE-123 45 HELSINGBORG	1265,00 Estimate	07-10-2013 14:42 Delivery planned/		
2-13-0001213	00 21 00 0000-0000		10-10-2013 00:00-00:00	00:00-00:00	LOUISE PARADISÆBLEVEJ 1 DK-1000 PÆREBY	ICA C/O FRUGTMANDEN ICA/VEG 10 SE-333 33 GÖTEBORG	2324,00 Estimate	22-10-2013 09:29 Proff of delivery/PDA		
2-13-0001214	00 21 00 0000-0000		10-10-2013 00:00-00:00	00:00-00:00	LOUISE PARADISÆBLEVEJ 1 DK-1000 PÆREBY	ICA C/O FRUGTMANDEN ICA/VEG 10 SE-333 33 GÖTEBORG	2324,00 Estimate	22-10-2013 09:26 Pickup planned/		
2-13-0001220	00 21 00 0000-0000		10-10-2013 00:00-00:00	00:00-00:00	LOUISE PARADISÆBLEVEJ 1 DK-1000 PÆREBY	FREJA HELSINGBORG GATAN 2 SE-22222 HELSINGBORG	1138,50 Estimate	22-10-2013 09:26 Delivery planned/		
2-13-0001230	00 21 00 0000-0000		11-10-2013 00:00-00:00	00:00-00:00	LOUISE PARADISÆBLEVEJ 1 DK-1000 PÆREBY	FREJA HELSINGBORG GATAN 2 SE-22222 HELSINGBORG	20409,24 Estimate	10-10-2013 09:10 Booking updated		

Correction of booking

If you have correction to your booking, find the booking and doubleclick or press the icon "pencil"  left of the booking you want to correct. It is possible to correct the goods line which contains the following: Mark & number, amount, type, content, weight, volumn and ADR information. You may correct the booking until it has been planned by FREJA.

If the icon is a magnifying glass  the booking has been planned by FREJA. If you want to make corrections, please contact the relevant traffic department.

Copy booking

Press the icon 'Copy' . It is now possible to correct the fields 'Reference/date', Comments and gods lines.

Estimated freight cost

If the booking matches a quotation the estimated freight cost will come up here. It is an estimated price which means that no consideration of for example express delivery, fixed delivery, tail lift delivery etc. is taken.

Shipping Calculator

Possibility to calculate the expected freight cost according to valid quotation between you and FREJA.

As a minimum the following must be filled in, in order to calculate price:

- Coll. Date
- Collection
- Delivery
- Quantity
- Unit
- Gross weight
- Volume

FREJA

FrontpageAccountPostingsCreate BookingTrack 'n traceUpdate BookingsShipping CalculatorInvoicesAddressesWarehouseProfile

Shipping Calculator

Main info

Coll. Date: 24-10-2013Delv. Date:Order TypeInco Terms

Collection: Denmark1000

Delivery: Sweden123 45

Temperature:ADR-Class

Freight Lines

Quantity	Unit	Gross weight	Net weight	Volume	Volume code	Length	Width	Height	Unit
4	Pallet	1600		1,6	LDM				

CalculateReset

Press 'Calculate'.

Create Address

N0

Name 1

Name 2

Street

Country

Postcode

City

Telephone

Fax

E-mail

Opening Hours

Contact

Misc

Remark

Optional, eg. No. from your customer file

Name of the customer

Area, eg. industrial area

Select a country in the drop down menu

Postal code (only numbers). Pay attention to for example postal codes in SE: 123 45 (space between 3rd and 4th number)

All these information's/comments will be placed in 'Remarks' in CREATE BOOKING

Create

Cancel

Prints

In the web booking solution it is possible to print a manifest for a single consignment or for consignments in a selected period of time.

Print of more bookings

In order to print a list for a period of time, select the application 'Update Bookings'.

Indicate the period for which you wish a print.

Choose between: Collection/delivery, export/import and reference for a given period of time. Press 'Search'

In order to print this form, go into the application 'Update Bookings'. You may either choose to select FREJA booking Number, reference Number or just select dates. When you have found the booking in question, double click the booking. When doing this the booking will open, and you may select 'Print' in the top, right corner.

You now see this box in which you enter the email address to which the print should be sent as a PDF-file.

It is possible to print the following documents:

- Consignment Note (CMR)
- Label
- Booking Form

Press "OK" and the document will be sent to the indicated email.

