



FREIGHT FORWARDING

WELCOME TO STRAITNZ – FREIGHT FORWARDING WEB PORTAL

Accessing the StraitNZ Freight Forwarding Web Portal

To access the Web Portal go directly to the web address <http://online.straitnz.co.nz/>.

A screenshot of the login page for the StraitNZ Freight Forwarding Linehaul web portal. The page features the StraitNZ logo at the top, followed by the text "FREIGHT FORWARDING LINEHAUL". Below this, there are two input fields: "Login :" and "Password :". A blue "Login" button is positioned below the password field.

STRAITNZ
FREIGHT FORWARDING
LINEHAUL

Login :

Password :

Login

The login details will be specific to your account with StraitNZ Freight Forwarding. Please use **FF-xxxxx** for both your username and password. (xxxxx represents your Account number)

Once you have logged in, you will enter the Query Connote Tab by Default.

IMPORTANT: If you have any issues with your login please contact your Account Manager or email freightforwardinginfo@straitnz.co.nz.

Web Portal Menu Bar

The tabs across the top of the page show the main options within the Web Portal.



Enter Connote

Use this tab to create a connote. Please ensure you record if your item is a DG and the relevant UN number. You will also need to complete the correct DG paperwork to hand to our driver and attach to the freight. Once you have filled in all fields press save.

IMPORTANT: A truck will not be dispatched until you book a pick up in the **Book Pickup Tab**.

STRAITNZ

FREIGHT LINES LTD

Track Connote Enter Connote Connote listing Query Connotes Addresses Book Pickup Print Manifest FAQ Logout

Enter Consignment

Date: Contact: Reference 1: Reference 2:

Pickup Address		Delivery Address	
Company	<input type="text" value="ABC"/>	Company	<input type="text" value="CBA"/>
Address	<input type="text" value="20 lines road"/>	Address	<input type="text" value="46 Wiamaru"/>
Suburb	<input type="text"/>	Suburb	<input type="text" value="WELLINGTON CENTRAL"/>
Email	<input type="text" value="xxxxxx@gmail.co.nz"/>	Email	<input type="text" value="xxxxxx@gmail.co.nz"/>
Instructions	<input type="text" value="Tail lift please"/>	Instructions	<input type="text" value="Ph Mike on 021xxxxxx prior to delivery"/>

Goods

Order No	Qty	Product	Kilograms	Cubic	DG Class	UN Number	Remove
123456	1	GENERAL FREI <input type="text" value="GENERAL FREIGHT"/>	1000	1	9	1950	<input type="button" value="Remove"/>

Equipment

Note - Only the first entry will print out on the connote.

Type	Qty	Reference	Account	Instructions	Remove
<input type="text" value="CHEP PLT"/>	1	<input type="text" value="kdk"/>	<input type="text" value="123456"/>	<input type="text" value="DEHIRED BACK TO CHEP"/>	<input type="button" value="Remove"/>

IMPORTANT: If you are allocating Chep instructions these must be entered into the equipment part of the connote.

Once a connote is entered, you must print a label using the “Print Labels” option below and attach it to the freight. This can also be used as your address label. It is not necessary to print a connote.



Book Pickup

Once you have entered all connotes in the Enter Connote Tab and your items are ready for collection, you will need to book a pick up. Enter the address details, and in the instruction field, type in the number of pallets/cartons and any other information specific to your requirements. Press save.

A vehicle will be dispatched to uplift your freight.

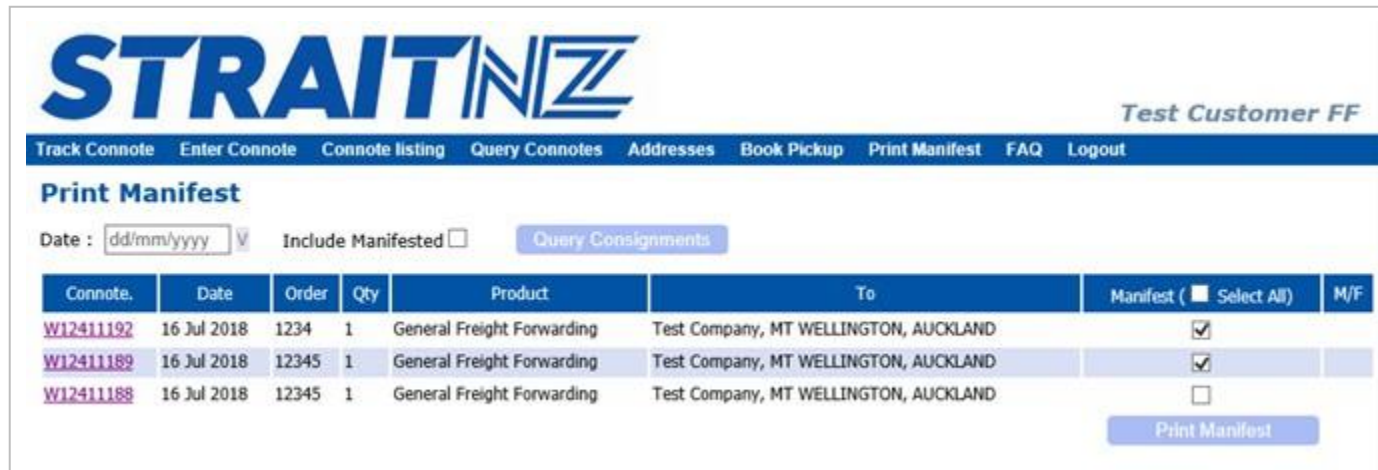
A screenshot of the STRAITNZ 'Book Pickup' form. The form is titled 'Book Pickup' and includes a 'Date and Time' field with the date '25/7/2018'. Below this is a 'Pickup Address' section with fields for 'Company' (ABC Company), 'Address' (21 Druces Road), and 'Suburb' (WIRI, AUCKLAND). The 'Instructions' field contains the text '2 Pallets will need tail lift'. At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Cancel'. The 'Save' button is circled in red. The STRAITNZ logo and 'Test Customer FF' are visible at the top of the page.

IMPORTANT: If you have a scheduled daily pickup you do not need to book a pick up. You will only be required to enter connotes in Enter Connote Tab.

Print Manifest

A manifest can be printed and provided to the driver to verify the items being uplifted. Select connotes of the freight being uplifted by ticking the manifest box and pressing print.

Our driver will scan the freight on pick up and confirm it matches the manifest.



STRAITNZ *Test Customer FF*

Track Connote Enter Connote Connote listing Query Connotes Addresses Book Pickup Print Manifest FAQ Logout

Print Manifest

Date : Include Manifested [Query Consignments](#)

Connote.	Date	Order	Qty	Product	To	Manifest (<input type="checkbox"/> Select All)	M/F
W12411192	16 Jul 2018	1234	1	General Freight Forwarding	Test Company, MT WELLINGTON, AUCKLAND	<input checked="" type="checkbox"/>	
W12411189	16 Jul 2018	12345	1	General Freight Forwarding	Test Company, MT WELLINGTON, AUCKLAND	<input checked="" type="checkbox"/>	
W12411188	16 Jul 2018	12345	1	General Freight Forwarding	Test Company, MT WELLINGTON, AUCKLAND	<input type="checkbox"/>	

[Print Manifest](#)

Track Connote

Searching the status of a particular connote will return either “No such Consignment”, “Booked”, “In Transit”, “Cancelled” or “Delivered” depending on what actions have been undertaken.



The screenshot shows the STRAITNZ website interface. At the top left is the STRAITNZ logo. To the right of the logo is the text "Test Customer FF". Below the logo and text is a blue navigation bar with the following links: Track Connote, Enter Connote, Connote listing, Query Connotes, Addresses, Book Pickup, Print Manifest, FAQ, and Logout. Below the navigation bar is the "Track Consignment" section. It contains the text "Please enter your Consignment Number." followed by a text input field and a "Track" button.

Connote Listing

The Connote Listing tab offers a different format to search and print connote lists.

Addresses

The pickup and delivery addresses that can be chosen when entering a new booking or connote are housed in the Addresses tab. They can be modified and added in this menu.

Query Connote

This screen displays connotes and shows details along with the current status. Searches for particular periods, connotes or order numbers can be made in this Tab.

Prit	Lbl	Connote.	Date	Order	Qty	Weight	Product	Instructions	Status	POD	POD Date	Price
		W12411265 ✖	24 Jul 2018	123	1	1	General Freight Forwarding		Booked			\$0.00
		W12411192 ✖	16 Jul 2018	1234	1	500	General Freight Forwarding	Del: Please call on approach	Booked			\$0.00
		W12411189 ✖	16 Jul 2018	12345	1	3000	General Freight Forwarding		Booked			\$0.00
		W12411188 ✖	16 Jul 2018	12345	1	3000	General Freight Forwarding		Booked			\$0.00
		W12411187 ✖	13 Jul 2018	1	1	0	General Freight Forwarding		Booked			\$0.00
		W12411186 ✖	13 Jul 2018	1	1	0	General Freight Forwarding		Booked			\$56.55

You can only delete a connote note if it is at booked status and/or has a red cross next to it. Clicking on the connote number lets you enter into a summary of the connote details, and allows you to edit any details by clicking the pencil icon

IMPORTANT: If you need to cancel a connote note or make any changes inside the con note that is at a status other than booked you will need to contact us by emailing freightforwardingcustomerservice@straitnz.co.nz. Please put "cancel connote" in the subject line.

FAQ

A list of frequently asked questions are displayed in the FAQ Tab.