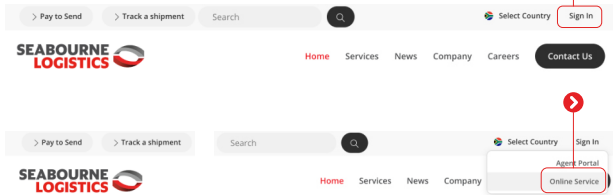


An online web based system where you have access to all your shipments details right at your desk.

- Go to **seabournelogistics.com** using Google Chrome or Firefox.



- Select: **Sign In > Online Service** to access the Seabourne Online login screen:



- Enter your **unique username and password** obtained by sending your name & Seabourne Logistics account number to online@seabourne.co.za.

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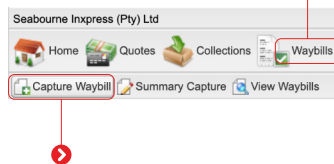
Username:

Password:

Remember me: ☒

4 CAPTURING WAYBILLS

Once you are logged in select **Waybills > Capture Waybill** and press 'tab' key to automatically generate waybill number:



Capture New Waybill

Customer: CPT STATIONERY DELIVERIES Waybill #: <Auto Generate> Service: ZAC

Account: CPTSTA Date: 28/10/2022

From: CPT STATIONERY DELIVERIES To: CPT STATIONERY DELIVERIES

Place: CAPE TOWN Ring: 0 Place: CAPE TOWN Ring: 0

Address: 12 CONCORDE CRESCENT Address: 12 CONCORDE CRESCENT

AIRPORT CITY AIRPORT CITY

CAPE TOWN CAPE TOWN

Contact: Contact:

Telephone: 0833055393 Telephone: 0833055393

Cell: 0833055393 Cell: 0833055393

Email: Email: ☒ Notify Contact ☒ Notify Contact

Due Date: Insurance: Declared Value: N/A

Spec Inst: Reference: Additional Services: N/A

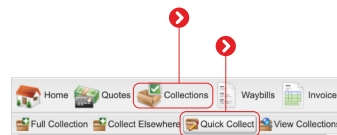
Plates Description Length (cm) Width (cm) Height (cm) Mass (Total kg)

1

- Complete all required info by using 'tab' key to move through various fields, then click SUBMIT at the bottom.
- System will advise that the waybill has been successfully submitted.
- You will be asked "Do you want to print?" – Select YES.
- Click on waybill (3-part) – this will then PRINT TO PDF.
- PLEASE ALWAYS ALLOW 'POP UPS' FROM THIS SITE.**
- Please print 3 copies of the waybill and attach to the shipment.

5 BOOKING COLLECTIONS

To book collections online, select **Collections > Quick Collect** > complete necessary fields & then **Submit**.



Please provide a minimum window of 2 hours between Ready Time & Closing Time. (PLEASE NOTE: Truck collections need to be pre-arranged with your local branch).

Book New Quick Collection

☒ Use Default Collection Address

From: CPT STATIONERY DELIVERIES

Place: CAPE TOWN Ring: 0

Address: 12 CONCORDE CRESCENT

AIRPORT CITY

CAPE TOWN

Contact: Contact:

Telephone: 0833055393 Telephone: 0833055393

Cell: 0833055393 Cell: 0833055393

Email: Email: ☐ Notify Contact ☐ Notify Contact

Date - Times Date - Times

Collect Date: 28/10/2022 Collect Date: 28/10/2022

Ready Time: 11:00 Ready Time: 11:00

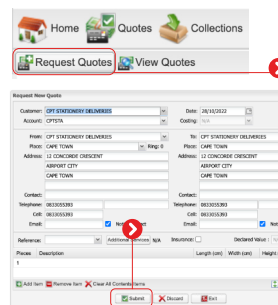
Closing Time: 17:00 Closing Time: 17:00

Destination: Destination:

Notes: Notes:

6 CREATING QUOTES

To create a quote online, select **Quotes > Request Quotes** > complete all necessary fields & then **Submit**.



A block will appear with **Service Options for Quote** > Select the **service type** option you would like to use and then click **Accept**. This will then generate the official quote which will give you the options to either:

Service	Due Date	Due Time	Total	Service	EOC
Normal Delivery Express	01/11/2022	17:00:00	\$7.00	Insurance	0.00
Overnight Express	01/11/2022	17:00:00	\$7.00	Overnight	0.00
Change Mass	01/11/2022	17:00:00	\$7.00	Change Mass	0.00
DO NOT USE - Always COA	28/10/2022	N/A	128.21	Change Mass	0.00
DO NOT USE - Always TRUCK	28/10/2022	N/A	408.05	Change Mass	0.00
				Customers Duties	0.00
				Customers Duties	0.00
				TOTAL (EOC)	\$7.00

ACCEPT TO WAYBILL (attach waybill to shipment) **OR**
ACCEPT TO COLLECTION (books collection only) **OR**
PRINT (which will print to PDF).

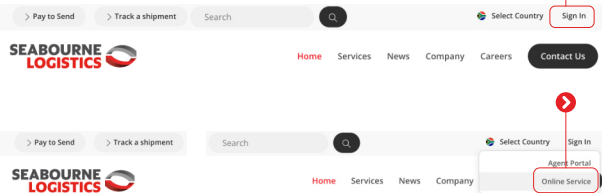
What does the system offer:

- Collections can be booked online and an automated reference number is provided
- Waybills can be created online whereby an A4 page can be printed and attached to your shipment - no more writing out of waybills
- Waybills are created in PDF therefore can be e-mailed to sites if required
- Waybill tracking details can be viewed online
- Verbal and hard copy PODs can be viewed or printed online
- Quotes can be generated online
- Data of all shipments previously sent can be viewed at any time
- Costs of shipments can be viewed online
- Invoices can be accessed online

An online web based system where you have access to all your shipments details right at your desk.

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2 Select: **Sign In > Online Service** to access the Seabourne Online login screen:



3 Enter your **unique username and password** obtained by sending your name & Seabourne Logistics account number to online@seabourne.co.za.

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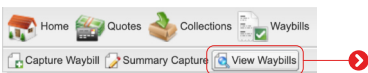
Username:

Password:

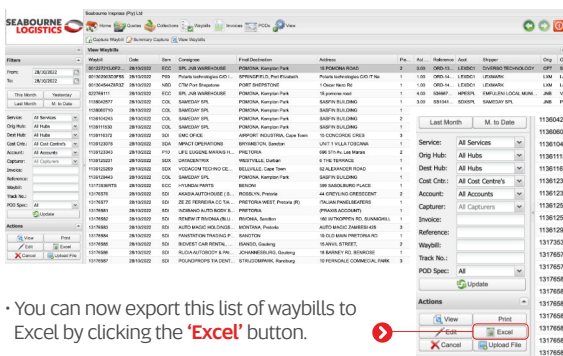
Remember me: ☒

4 VIEWING WAYBILLS

You can view any shipments sent on your account by going to **View Waybills**, selecting a date range or destination on the left and then clicking update.



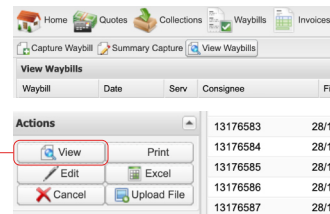
- If you scroll across to the right you will see that all waybills have a status -7; 0; -99, -5 etc. These are used internally as the waybill goes through the verification process for billing.
- The only status that will apply to you is the -99 status. Once a waybill is on a -99 status this means that the waybill has been approved for invoicing. Therefore the costs you see are what you will be invoiced.
- Please keep in mind that there is a very slight chance that the amount on an approved waybill may change, however this will be the exception and not the norm, and will most likely be due to special costs that need to be adjusted of which you would be aware.



- You can now export this list of waybills to Excel by clicking the **'Excel'** button.

5 TRACKING SHIPMENTS

To track a shipment, while viewing a waybill list, click on the waybill number you would like to track & then click **'View'** on the left hand side.

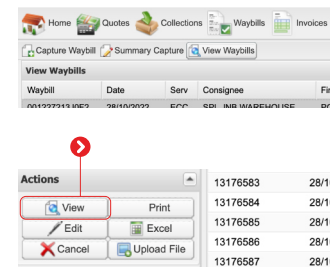


This will bring up a new window with waybill details, then click **'Events'** on bottom left to view tracking events.



6 POD IMAGES

To obtain a domestic POD image, follow the steps to track a shipment & then click **'Images'** for the POD image or **'POD'** for the verbal POD.

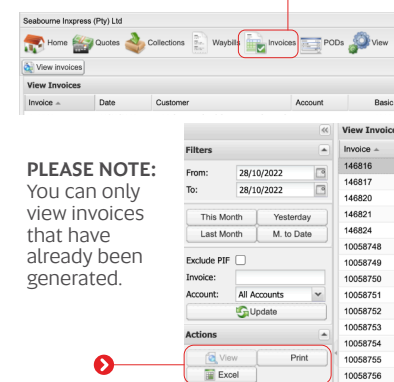


PLEASE NOTE: Domestic POD images are available 2-3 working days after delivery.



7 VIEWING INVOICES

To view invoices, select **Invoices > View Invoices**. Enter the date period of the invoice you require & select **'Update'**. You can now either View, Print or export your invoices to Excel.



PLEASE NOTE: You can only view invoices that have already been generated.