Introducing...

CONNECTED
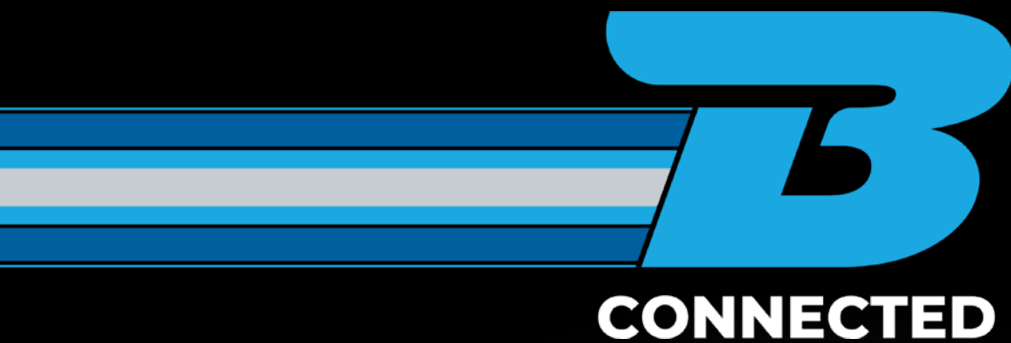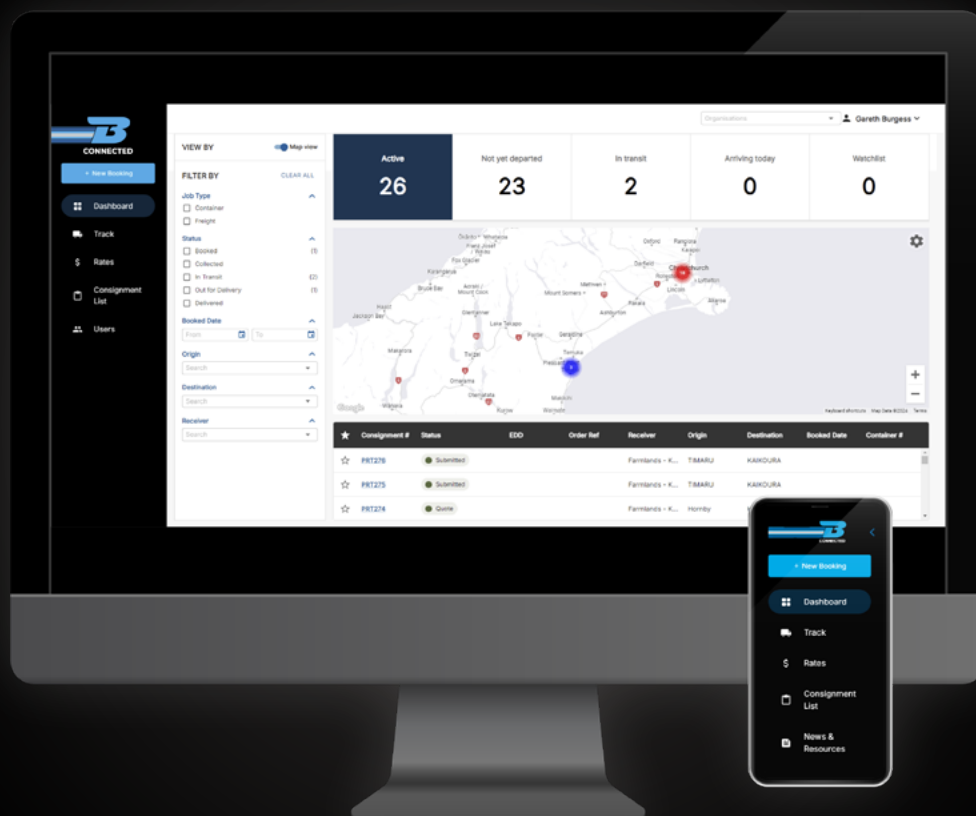
Your portal to the Booth's world
and all things logistics!

CAN DO. WILL DO.

booths.co.nz

To help Kiwi businesses remain competitive, we know our customers need to **B CONNECTED** to powerful tools that help them thrive in today's fast-paced business landscape.

We are pleased to announce the Stage 1 release of our new B CONNECTED customer portal, designed to provide you with one central port of truth for all your general freight and container movements.

B CONNECTED offers you, your team and your customers real time data and makes available all the mission critical customer tools when and where you need them.

- Submit and book new freight jobs including accessing estimates for quoting.
- Get track and trace visibility of the status of all your freight consignments.
- Subscribe to SMS or email notifications for tracking and delivery events.
- Submit enquiries regarding all freight jobs.
- Get details around your freight and transport rates.
- See network status updates including any weather disruptions, ferry delays, etc

Plus, with a full roadmap for even more functionality and features to be added in the future, B CONNECTED is only just getting started!

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FAQs

How do I login to B CONNECTED?

To login simply visit www.booths.co.nz and click on the 'Customer Login' link in the top right-hand corner of the page. From there you will be given the option to select the B CONNECTED portal. Or if you prefer you can access it directly at www.portal.booths.co.nz

What can I currently access inside the B CONNECTED portal?

B CONNECTED in its current form is our purpose-built freight customer portal. Inside the logged in section, you have the ability to:

- Submit and book new freight jobs, including accessing estimates for quoting.
- Submit enquiries regarding all freight jobs.
- Get track and trace visibility of the status of all your freight consignments.
- Get details around your freight and transport rates.
- Subscribe to SMS or email notification for tracking and delivery events.
- See network status updates including any weather disruptions, ferry delays, etc.

How do I request a new freight booking?

Requesting a new general freight or container freight booking is easy, allowing you to book a job directly, or if you prefer request a quote first. To make things easier we have created this simple how to guide. Click here for more detail.

Do I need a login to be able to track my consignments?

No you don't. As a Booth's customer you have the option of using our public track and trace system at www.booths.co.nz, or if you prefer you can track all your companies' consignments inside your B CONNECTED portal.

What do I do if I forget my login details?

No worries. To reset your password simply hit the 'Forgot Password' link located on the B CONNECTED login screen.

Can we get update notifications surrounding the status changes of our freight movements?

Absolutely. Using either the logged in or public track and trace functionality you can sign up for either email or SMS notification to keep you updated on the status changes for your selected freight consignments.

How do my customers track their own consignments?

To save your customers the hassle of having to login to B CONNECTED they can simply use the public track and trace functionality at www.booths.co.nz. For instructions on how to do this, please click here.

How do I give access to B CONNECTED to my team members?

To setup user access for your team members, click here and then click on the 'Register Now' button.

I currently use the ICOS login portal for freight movements, should I be switching over to B CONNECTED?

Yes, in the coming months we will be looking to shutdown customer access to the legacy ICOS portal in favour of getting all customers on to B CONNECTED. If you have any questions about how best to go about this, please contact us on customerservice@booths.co.nz

What about our warehousing services with Booth's Logistics, where can I access this information?

B CONNECTED is currently for freight movements only. For all our warehousing clients, please continue to use your existing customer logins for 3PL Warehouse Manager and Cargowise.

FAQs

Can I access my rates and freight laneway details inside B CONNECTED?

Absolutely. Once logged into the B CONNECTED portal, you will see a 'Rate's tab on the left-hand navigation menu. From here you will be able to see your current rate cards.

Click here for further detail on how to use this.

What are the plans for future functionality to be added to B CONNECTED?

Our vision is to make B CONNECTED the hub for all things logistics here at Booth's. In its current state, it has been purpose built to create a single port of truth for customers utilising our logistics services, however with a full roadmap in play for future functionality B CONNECTED is only just get started!

What reporting options are currently available?

B CONNECTED has configurable excel and PDF report on demand. We also have a suite of PowerBI reporting that can be customised and embedded into the portal, including DIFOT reporting and our carbon emission calculator. To request this, please contact your Booth's Logistics representative to get this setup.

HOW TO BOOK A GENERAL FREIGHT JOB

Once you have logged into the B CONNECTED portal you will land on your Dashboard. To book a new job click the + New Booking tab in the top left of your screen.
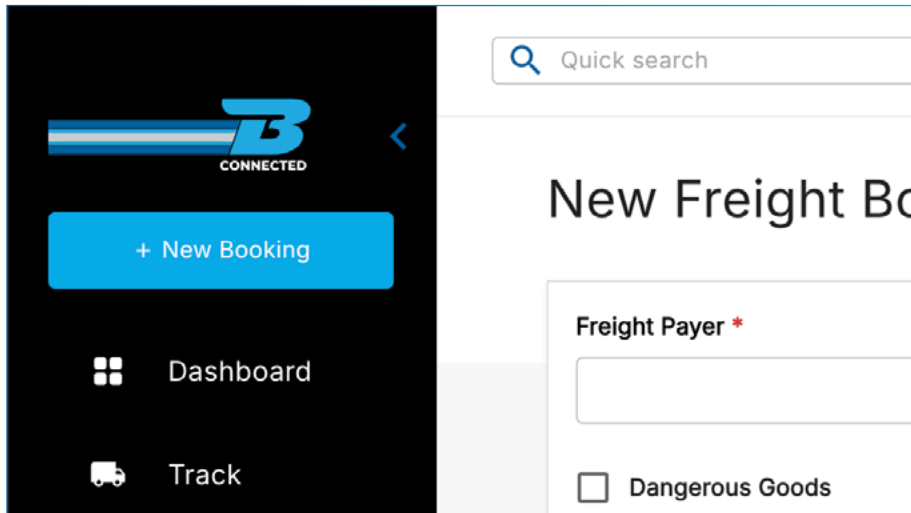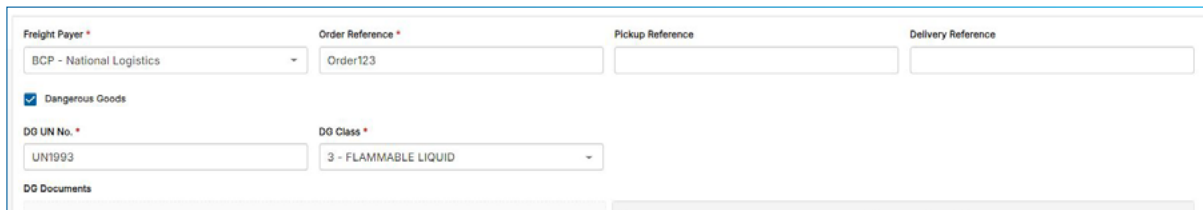
There is an option to collapse the side panel by using the arrow located by the B on the top left hand side of your screen.
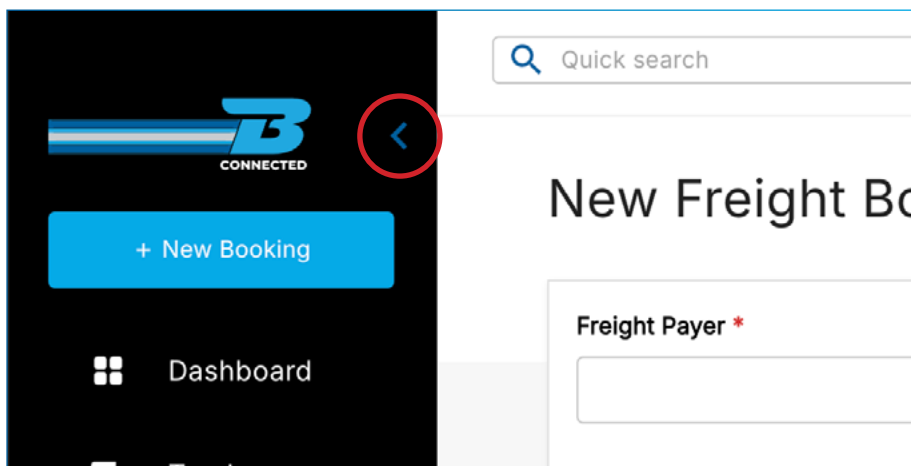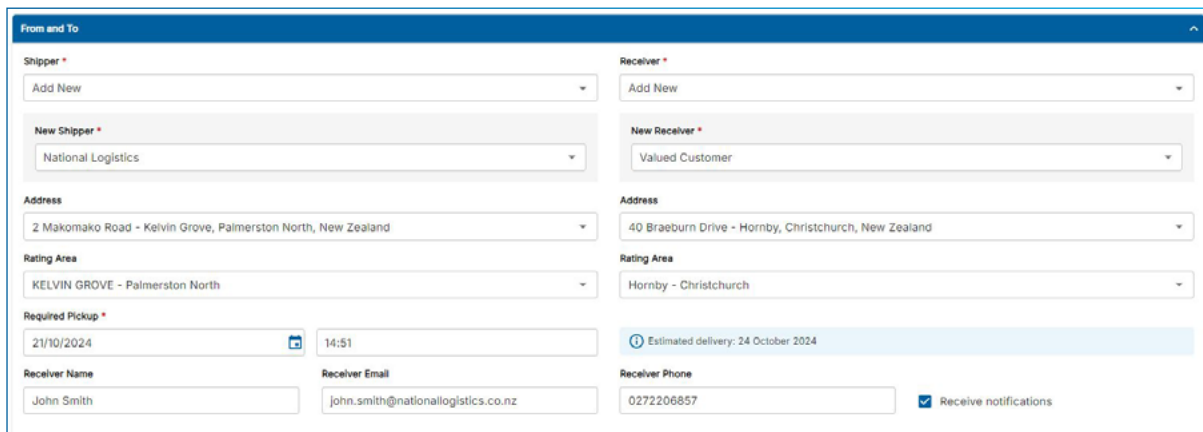

Filling In The Job Booking - Freight

- **FREIGHT PAYER:** Use the drop down list to select the correct freight payer. (If you have multiple accounts, these will display in this list).

- **PICK UP | ORDER | DELIVERY REFERENCE:** This is where you can enter any important references you may require to make collection, delivery and invoicing easy. This can also be searchable by your customers and a tracking reference number using both public track and trace and in the portal login.

- **DANGEROUS GOOD'S (DG's):** If your job is Dangerous Goods please ensure you tick the Dangerous Good's box. This will allow you to enter the UN and class number which populates in the DG column of the dispatch screen for planning. This also generate a consignment note with DG endorsements. Documents can be uploaded to the job in the DG documents box. Please note that if the DG box is ticked, then there are mandatory fields that must be completed to create the job and DG is also printed out on the freight labels.
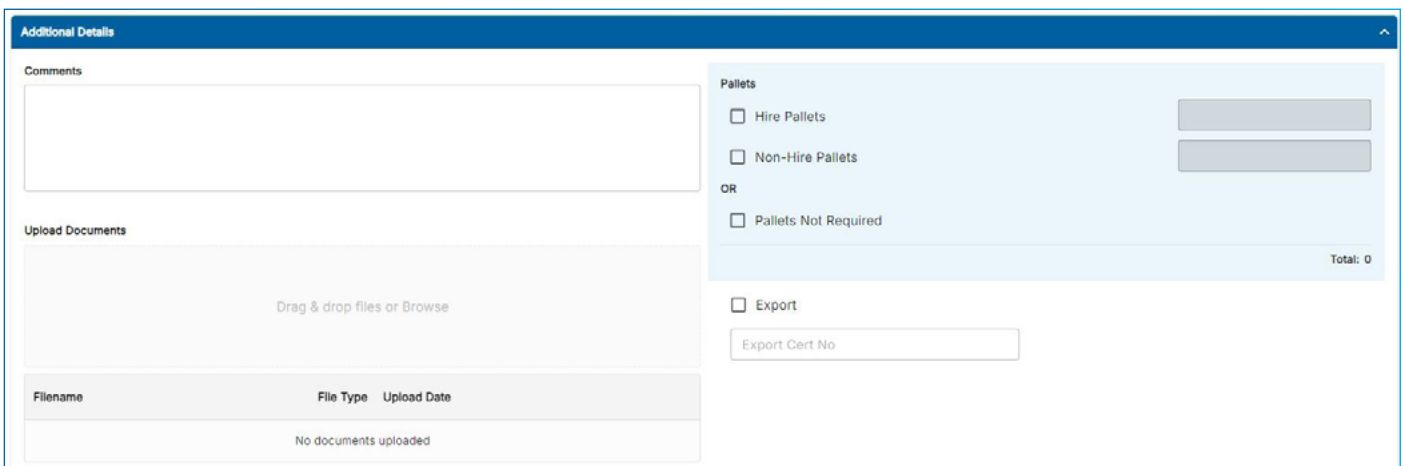

- **SHIPPER:** Where the freight is being uplifted from. This will require the senders name or business to be populated. For a new shipper, select 'Add New' from the top of the drop down, then type this below in the New Shipper field.

- **RECEIVER:** Where the freight is being delivered to. This will require the receiver's name or business to be populated. For a new receiver, Select 'Add New' from the top of the drop down, then type this below in the New Receiver field.

- **ADDRESSES:** Both fields will start to pull Google Maps suggestions once you start to type in the fields. It is critical to ensure that your address is entered accurately to ensure it reflects where the freight is starting and ending it's journey for correct planning and rating.

- **RATING AREA:** The region where the pickup and delivery will be made. There will only be laneways available which are associated with your rate card. If these do not populate, you can still book the job, however, the estimated cost wont populate.

- **REQUIRED PICK UP:** Click on the calendar icon to select a date and time. Please note that the time column is in digital metric. Time and dates are essential to help our planner to meet your freight requirements.

- **RECEIVER NAME/EMAIL/PHONE:** These are helpful so our team can organise delivery. However, if you tick the receive notifications check box, these fields will become mandatory for notifications on how the job is progressing.

- **ESTIMATED DELIVERY DATE:** This will display once the order addresses and rating areas have been entered. This is when we expect to make delivery.

Entering **complete** and **accurate** information on the freight line and notes is important to ensure that we are able to plan our freight correctly the first time. This helps out our team:

- Select the correct truck configurations to complete your job
- Add comments for site and special instructions that can help our planner and driver
- Allows our team to easily identify the freight
- Manifests will be accurate to ensure trucks are compliant and utilisation captured
- Your job will rate correctly

- **QUANTITY:** The amount of packages – i.e. 11 plts.

- **PACKAGE:** The drop down will give you selections relating to the freight payer you have chosen and should reflect the job freight type – i.e. pallets, coils, items, drums etc

- **COMMODITY:** Selections of commodity are very important as they drive rate cards – it should always have a valid selection and NOT be left on Pick Rate.

- **DESCRIPTION:** A clear and accurate description of the freight that is to be transported is important so it can be identified and helps with planning – i.e. 12m long pipe.

- **WEIGHT KGS:** Weight is ALWAYS to be entered in KG's – i.e. 26T is 26000.

- **VOLUME M3:** Cubic measurements (m³) is ALWAYS entered using decimal points. If you have to calculate cubic measurements - use length (m) x width (m) x height (m).

    After each freight line click on the ADD button to add multiple lines.

- **RED TRASH CAN:** This will delete the row.

- **PLUS ICON:** This will add rows and also provide an overall total of weight and cube with multiple rows.

- **NOTES AND COMMENTS:** Notes are very useful and should be used to capture important information relating to the job. This could be anything from other contact details, gate codes or warning of driveway conditions. Any and all notes can help.

- **UPLOAD DOCUMENTS:** Any appropriate documents can be added by dragging and dropping.

- **HIRE PALLETS:** The amount of CHEP or LOSCAM pallets that the freight is sitting on for your job should be entered here so the driver is aware. This will help us easily reconcile our CHEP account.

- **NON HIRE PALLETS:** The amount of blank pallets the stock will be sitting on.

- **PALLETS NOT REQUIRED:** If your consignment doesnt have a pallet attached.

- **EXPORT:** Export certification number to be added if the export field is ticked. If this is left blank this becomes a non mandatory field. This is also to be printed on the freight labels and marked as an export job for MPI purposes.

Estimated Charge (NZD) **$85**

*Estimate excl GST, FAF & Surcharges

FAF%   13.76

Save as Quote   Save as Draft   Create Booking

- **ESTIMATED CHARGE:** This is based on your rate card, addresses, commodity and line item totals.

- **SAVE AS ESTIMATE:** If you want to cost a job without confirming the booking, save as a quote to view an estimated cost.

- **SAVE AS DRAFT:** If you want to exit the job without completing the detail, but want to come back to it at a later date, then you can save as a draft.

- **CREATE BOOKING:** Once you have completed all fields and are happy to publish the job, click Create Booking.

- **CONSIGNMENT NUMBER:** ICOS will auto generate a unique Booth's number once the job is booked.

HOW TO BOOK A CONTAINER TRANSPORT JOB

Once you have logged into the B CONNECTED portal you will land on your Dashboard. To book a new job click the + New Booking tab in the top left of your screen.
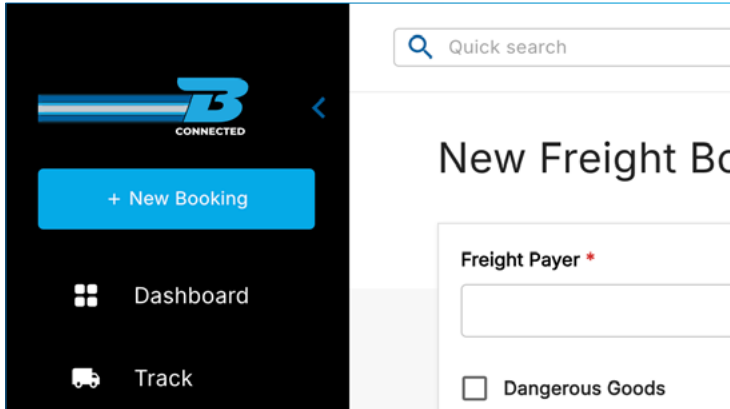
There is an option to collapse the side panel by using the arrow located by the B on the top left hand side of your screen.
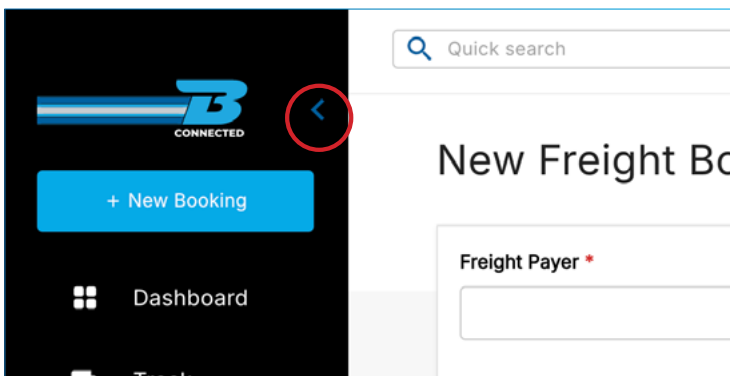
Filling In The Job Booking - Container

- **FREIGHT PAYER:** Use the drop down list to select the correct freight payer. (If you have multiple accounts, these will display in this list).

- **PICK UP | ORDER REF | DELIVERY REF:** It is important to add any references you require to make collection, delivery and invoicing easy.

- **DANGEROUS GOODS (DG'S):** If the job involves Dangerous Goods please ensure you tick the 'Dangerous Goods' box. It will allow you to enter the UN and class number which populates in the DG column of the dispatch screen for planning. This will also generate a consignment note with DG endorsements. Documents can be uploaded to the job in DG documents. Please note that if the DG box is ticked, then there are mandatory fields that must be completed to create the job and DG is also printed out on the freight labels.

- **CONTAINER NUMBER:** This will be assigned to you by the container yard once you select an empty to be packed container, or by shipping line if a full container is selected to be collected from port.

- **CONTAINER OWNER:** This will be either the shipping line or SOC (Self Owned Container).

- **MOVEMENT TYPE:** This will be either an Export, Import or a Move. Depending on the shipment type this will also govern the To and From information.

- **FULL/EMPTY:** This information is only needed for a movement type of MOVE. This is just letting us know whether the container is full or empty.

- **WEIGHT:** This is a total weight of the comodities being moved. This doesnt include the tare weight of a container.

- **SIZE:** This relates to the size of the container that the job is for.

- **TYPE:** This is a drop down option where you can select the type of container from the menu.

- **COMMODITY:** This is the content the container will be holding.

- **VESSEL:** The ship that it will be arriving or departing on.

- **VOYAGE:** Shipping line assigned number per the route and number of sailings that the container will take.

- **RELEASE NUMBER:** Another assigned shipping line number. This will be what the container is released out of container yards on.

- **PIN:** Assigned by shipping line for collection from port if an import.

- **SEAL NUMBER:** Once the container is loaded, it will get a seal number assigned to it for security purposes. This will be after loading is completed.

- **DOORS:** This will be live loads. Telling us the direction the doors will be when loading.

- **LOAD:** It is either loaded / unloaded by customer at their site or loaded / unloaded here depending on what is being exported / imported.

When a movement type has been selected, the To and From details will populate. Each movement type requires different details:

EXPORT- movement type

From and To	^
Pickup - Name ▾	**Pickup Address** ▾
Required Pickup 01/10/2024 📅	
Pack - Name ▾	**Pack Address** ▾
Pack Date DD/MM/YYYY 📅	**Pack Area** ▾
Export - Name ▾	**Export Address** ▾
Export Date DD/MM/YYYY 📅	**Export Area** ▾

IMPORT - movement type

From and To	^
Pickup - Name ▾	**Pickup Address** ▾
Required Pickup 01/10/2024 📅	
Pack - Name ▾	**Pack Address** ▾
Pack Date DD/MM/YYYY 📅	**Pack Area** ▾
Export - Name ▾	**Export Address** ▾
Export Date DD/MM/YYYY 📅	**Export Area** ▾

MOVE - movement type

From and To	^
Pickup - Name ▾	**Pickup Address** ▾
Required Pickup 01/10/2024 📅	**Pickup Area** ▾
Dropoff - Name ▾	**Dropoff Address** ▾
Delivery Date DD/MM/YYYY 📅	**Dropoff Area** ▾

ADDITIONAL DETAILS

Additional Details

Comments

Upload Documents

Drag & drop files or Browse

Filename	File Type	Upload Date

No documents uploaded

Estimated Charge (NZD) **$85**

*Estimate excl GST, FAF & Surcharges

FAF%   13.76

Save as Quote   Save as Draft   Create Booking

- **ESTIMATED CHARGE:** This is generated from your rate cards. If there are areas in the Export/Import/ Move, that arent on the rate card, then this won't populate.
- **SAVE AS ESTIMATE:** If you wanted to cost a job without confirming the booking. Save as quote to get an estimate cost. You will not have to fill out all details again if you choose to proceed with the job.
- **SAVE AS DRAFT:** Again, if you want to exit the job without completing the detail, yet want to come back to it at a later date, then you can save as draft.
- **CREATE BOOKING:** Click this once you have completed all fields and are happy to publish the job.

TRACK A FREIGHT JOB USING PUBLIC TRACK AND TRACE

On the Booth's Logistics website you are able to track your order quickly and easily. In the top header menu find the 'Track' search box and enter your consignment number, pick-up reference, order reference or delivery reference.
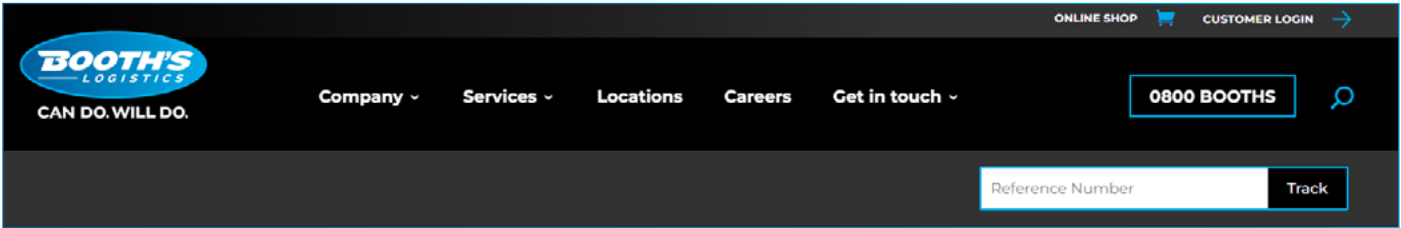
From here a list of all orders related to your reference number will be shown. Select the consignment that relates to your search and click the hyperlink.

The blue line shows a quick visual representation of your freights journey. If your job has been booked and not yet collected, the blue line will be at the beginning. Anywhere in transit from depots or on its way across the Cook Strait will show as In Transit. Estimated delivery will be fully blue when it reaches delivered.
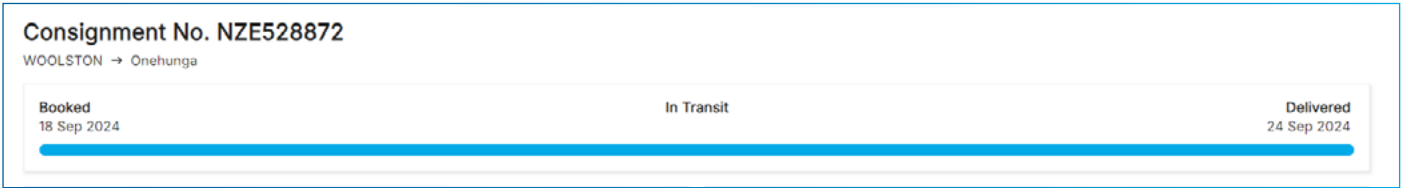
Your Tracking History will guide you on where your order is at any given time of the delivery journey. The various status updates provide you with an accurate update of what stage your consignment is at and where your freight is located throughout our nationwide depots.
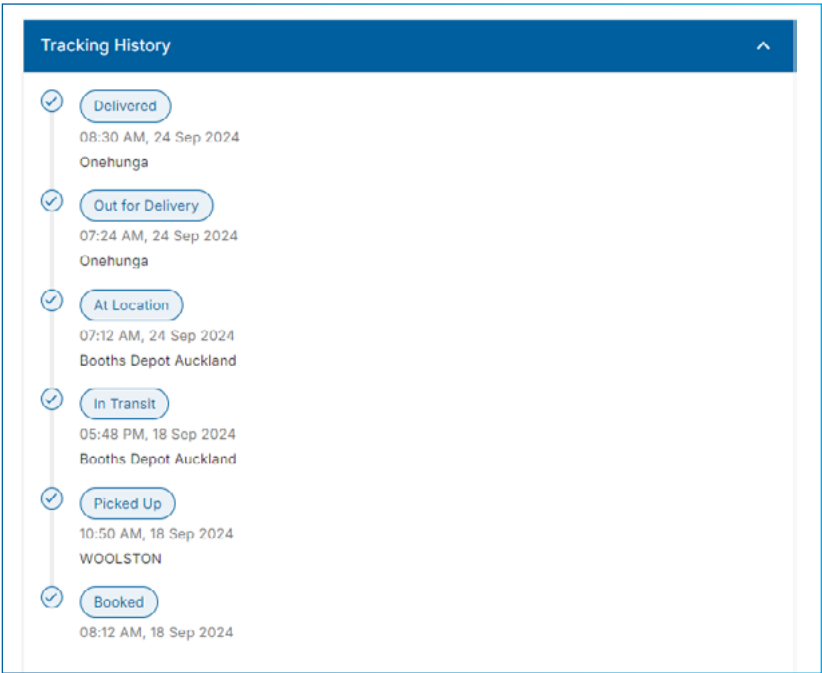
The Shipping and Consignment Details show the basic details of your order including weight, volume, origin, and destination.

Shipment Details

Origin	Destination
WOOLSTON	Onehunga

Required Pickup
18 September 2024

Consignment Details

Weight	92 kg
Volume	0.48 m^3
Quantity	1
Container Type	N/A

The map will show where your goods are located throughout their journey around the country. A solid line represents movements that have been completed. Dotted lines show movements that are in transit.

The Portal Login button will direct you to our Customer Portal login page. This feature is only accessable to Booth's customers.

GET AUTOMATIC NOTIFICATIONS: Receivers and senders can subscribe to automated notifications to update them on events and statuses as freight travels through the Booth's network.

The Contact Us button will direct you to our contact page within the Booth's Logistics website. From there you can see whom best to contact.

TRACK A FREIGHT JOB INSIDE THE B CONNECTED PORTAL

Once you have logged into the B CONNECTED portal you will land on your Dashboard. A quick search box can be found in the top of every screen. Use your consignment number to search.
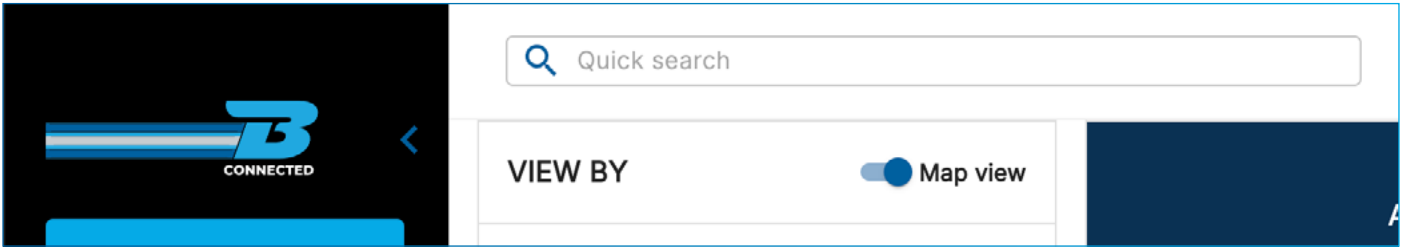
You can also use the Track tab to track your consignment which is located on the left hand side of your screen. There is also the Quick Search function in the top of the page.
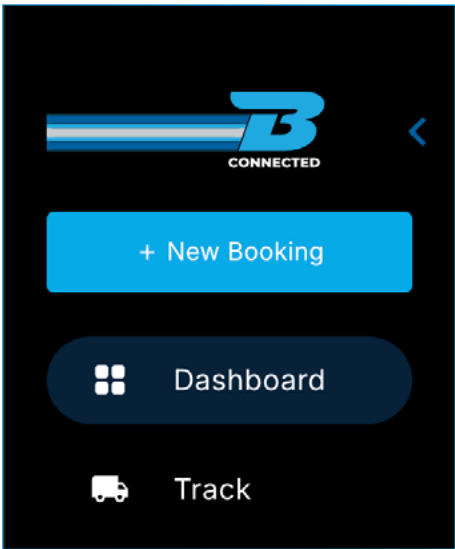
On this page there are six key fields you can use to filter your reference number.

- **CONSIGNMENT NUMBER:** ICOS auto generates a unique Booth's consignment number once your job is booked.

- **PICK UP | ORDER | DELIVERY REFERENCE:** This is where you can enter any of the important references you may require to make collection, delivery and invoicing easy.

- **RECEIVER:** This is the receiver's details for where your freight is being delivered to. This will require the receivers name or business that was populated when you made the booking.

- **CONTAINER NUMBER:** Will only be for container customers.

- **BOOKED BETWEEN DATE:** This is a guide as to when your job was booked.

- **DELIVERY BETWEEN DATE:** This is a guide as to when your job was delivered.

Once one of the above fields has been filled out in the search column, press the magnifying glass to start your search.

If your search is successful it will return the data under the black banner.

If you click into the consignment hyperlink, it will bring up the full details of your consignment with its tracking details.

The blue line shows a quick visual representation of your freights journey. If your job has been booked and not yet collected, the blue line will be at the beginning. Anywhere in transit from depots or on its way across the Cook Strait will show as In Transit. Estimated delivery will be fully blue when it reaches delivered.

Consignment IPL13608
IPLEX PALMERSTON NORTH, → IPLEX CHRISTCHURCH   ☆ 🔔 ⌣

Booked	In Transit	Estimated Delivery
23 Sep 2024		
●		

Your Tracking History will guide you on where your order is at any given time of the delivery journey. The various status updates provide you with an accurate update of what stage your consignment is at and where your freight is located throughout our nationwide depots.

Tracking History   ⌃

📍 (Delivered)

05:10 PM, 20 Sep 2024

Austral Distributors Ltd

✓ (Out for Delivery)

05:10 PM, 20 Sep 2024

To Austral Distributors Ltd

✓ (At Location)

05:08 PM, 20 Sep 2024

Booths Depot Auckland

✓ (In Transit)

05:08 PM, 20 Sep 2024

To Booths Depot Auckland

✓ (Picked Up)

05:08 PM, 20 Sep 2024

Iplex - Palmerston North

✓ (Booked)

10:24 AM, 20 Sep 2024

The map will show where your goods are located throughout their journey around the country. A solid line represents movements that have been completed. Dotted lines show movements that are in transit.

At the bottom of the consignment screen there is the Enquiry button. If you have any questions regarding the tracking information, select the enquiry subject to be "Transit Update" and one of our Customer Service team will get back to you with answers. Please make sure to include any additonal information in the comments box to help our team deal with your enquiry quickly and accurately.
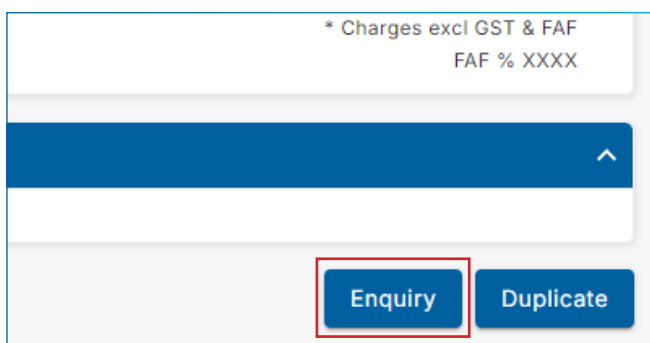
HOW TO UPDATE OR CANCEL A FREIGHT JOB

Once you have logged into the B CONNECTED portal you will land on your Dashboard. Use the Quick Search in the top right hand side of the screen to find the consignment number you are after.
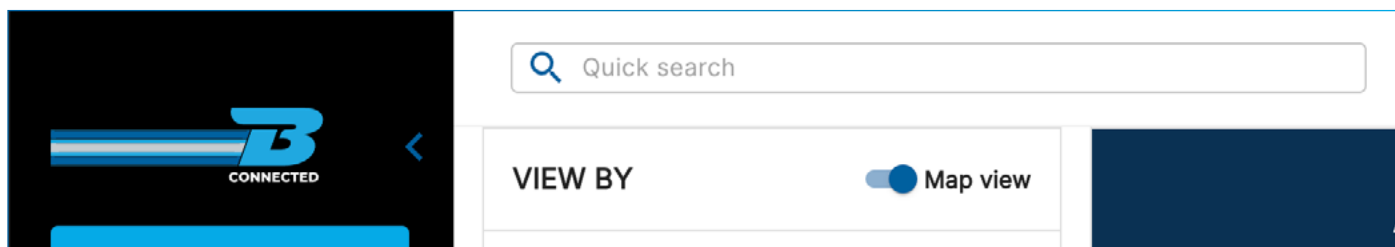
You can also track your consignment through the Track screen which is located on the left hand side of the page. If you need assistance tracking a job, please follow the tracking a job SOP.
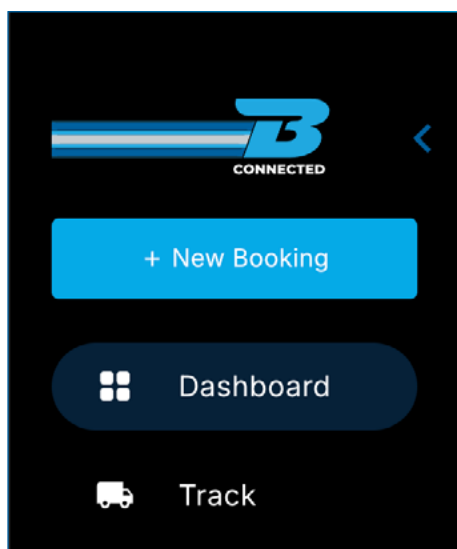
With either option, click the consignment hyperlink which will display the full detail of your consignment with all tracking details.

At the bottom of the consignment screen there is the Enquiry button.

Click this to send our team an Enquiry.

Please make sure to include as much information as possible to help our team answer your enquiry quickly and accurately.

HOW TO ACCESS YOUR RATE CARD

Once you have logged into the B CONNECTED portal you will land on your Dashboard. In the top left hand side of your screen you will find the 'Rates' tab. Click this tab to view your rate card.
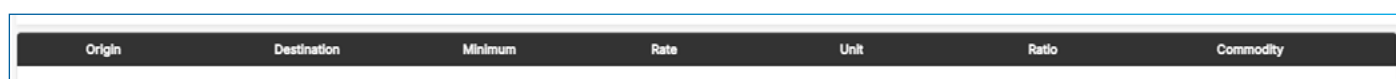
If you are looking for a specific laneway you can use the dropdown filters to find this:
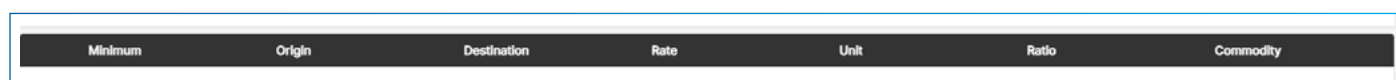
If there is a laneway that is not available to you, please reach out to one of our Sales team to assist you with a quote.

You can also view your rate card data as a pivot table by clicking and dragging the black boxes to arrange the fields to best suit your personal viewing.
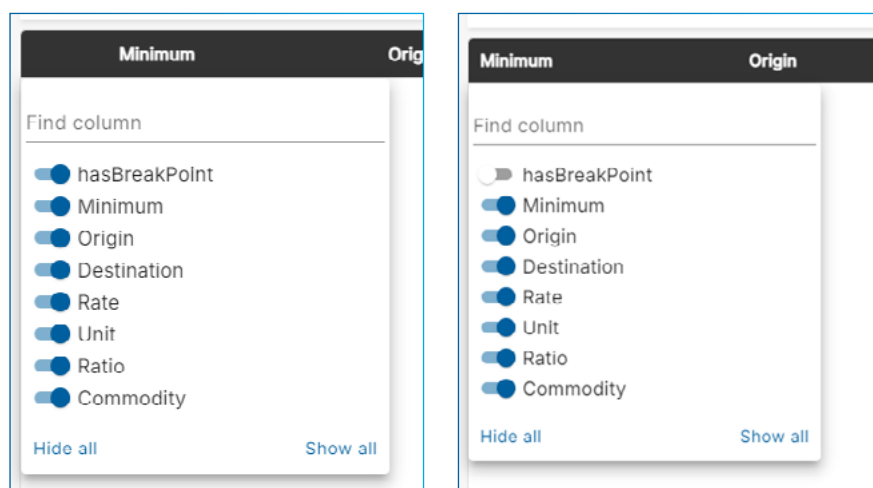
To hide any of the available columns, click the three dots that appear next to each tab, scroll to manage columns, and turn the blue slider to the left.

To turn these back on, select the three dots again, manage the columns button and slide the slider to blue.

If the laneway you are wanting to see has multiple breakpoints in the rate you've been provided, you might not display a rate in the grid. To view these, click the plus icon on the left for an expanded view of all breakpoints.

HOW TO MANAGE YOUR DASHBOARD

Once you have logged into the B CONNECTED portal you will land on your Dashboard. On the top right hand side of the page you will see which account you are logged in with. For customers with several accounts, please make sure that this is displaying the correct account before proceeding. If you have several accounts you can also toggle between them using the dropdown tool.

BCP - National Logistics ▼	👤 James Beckwith ⌄	⚙
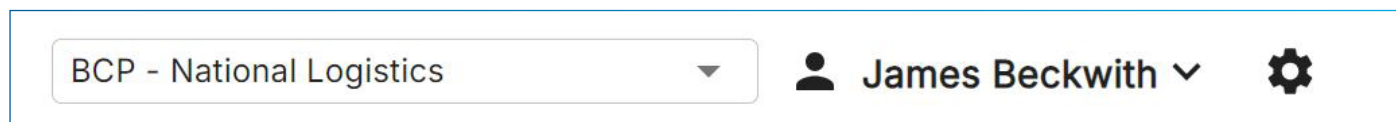
The quick overview section at the top of the page provides an overview of your orders.

Active	Not yet departed	In transit	Arriving today	Watchlist
663	69	52	73	0

- **ACTIVE ORDERS:** Open orders that are not in a delivered or POD status.
- **NOT YET DEPARTED:** New jobs which are yet to be collected by one of our team.
- **ARRIVING TODAY:** All orders with the expected delivery date as the current date.
- **WATCHLIST:** View all your highlighted or urgent orders and track these with ease.

If you click on any one of these headings (huds), the data in the table below the map will filter to show only orders associated with the titles.

Once you click on each of the headings (huds), you will see the map will change also. The map provides a quick visual on where your orders are in the country.
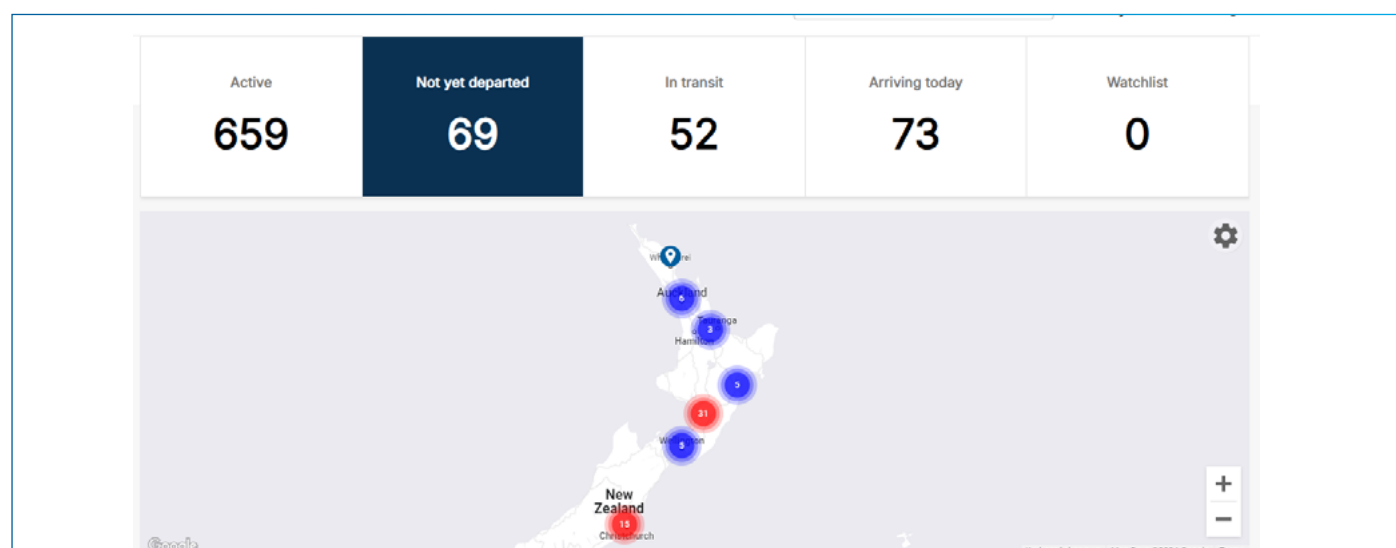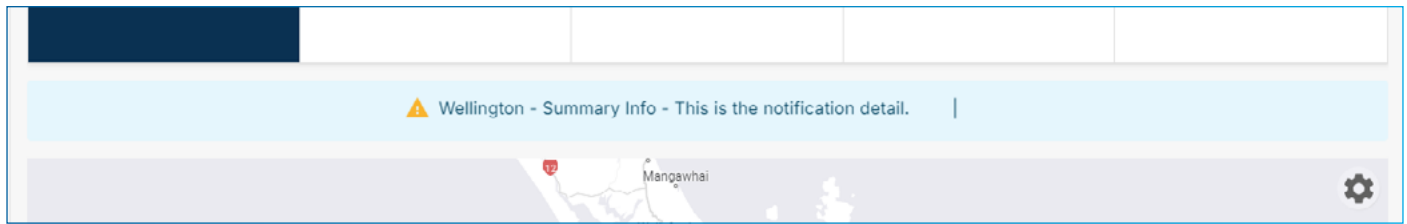
- **NETWORK HEALTH:** We will be informing you of any issues that we are facing due to weather conditions, road closures and accidents. This means that delivery may be impacted in this area.
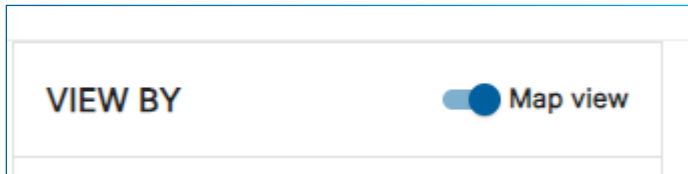
The map view can be turned on and off depending on your preference.

You can use the tick boxes and dropdowns on the display panel to refine your quick overview panel to show more specific data.
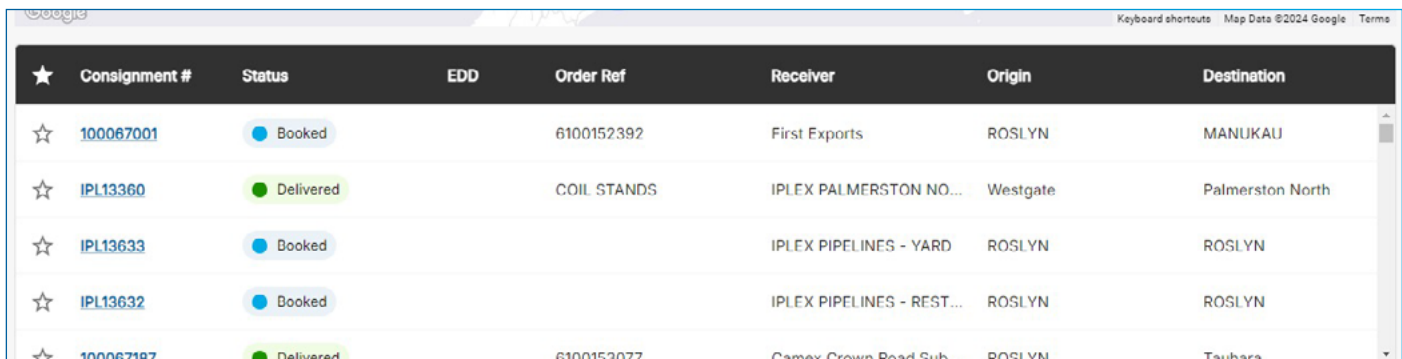
The consignments will all be listed at the bottom of the page.

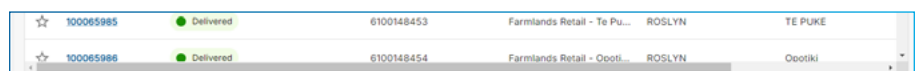By clicking and dragging the black boxes you can arrange the fields to best suit your personal viewing. If you are wanting to hide one of the available columns, click on the three dots that appear next to each tab, scroll to manage columns and this box will appear.

Turning the blue slider to the left will turn off the column from being visible.

To turn these back on, select the three dots again, manage the columns button and slide the slider to blue.
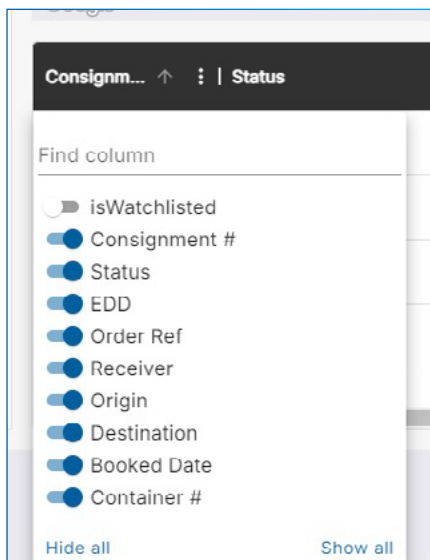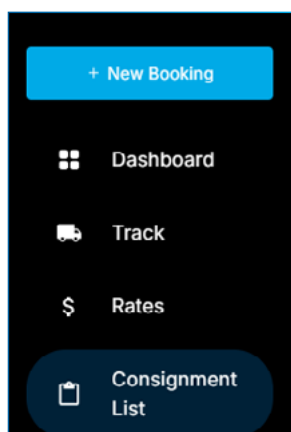

Please note that there is a grey slider at the bottom of the page that can show you all the fields.

If there are fields that you want more detail on or you want to see a more detailed view, head to the consignment list tab located on the left panel.

HOW TO ADD A CONSIGNMENT TO YOUR WATCHLIST

Your watchlist allows you to access and highlight orders that are urgent or require further attention quickly.

There are several ways to do this:

- When looking on the Dashboard at a top level you can quickly add to the watchlist by clicking the star.

- This can also be completed in the same way as above on the consignment list page.
- You can also complete this within an order by clicking the star at the top right-hand side of the page.

To view all your watchlist orders, go to your dashboard or consignment lists screens and click the 'Watchlist' box on the far right which will filter all your orders. Consignments will stay in your watchlist until they are unwatchlisted by you. Unwatchlist your orders when you are finished tracking them.

**For more information, please visit
www.booths.co.nz/bconnected, or scan the
QR code below:**

**For any questions please contact us on:
0800 BOOTHS or
customerservice@booths.co.nz**

CAN DO. WILL DO.