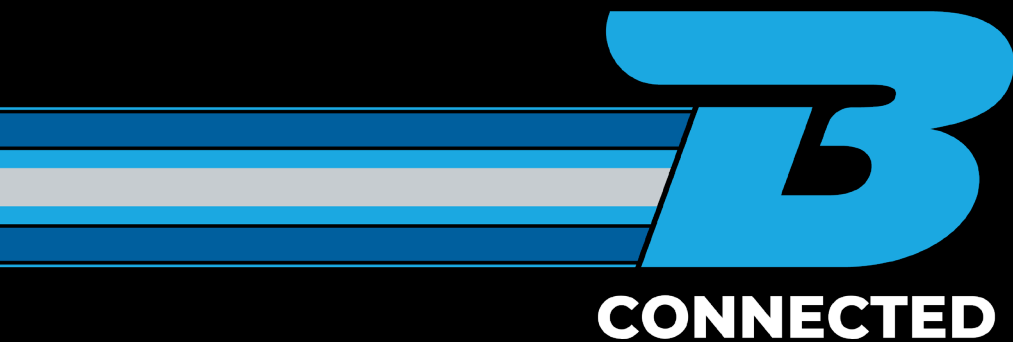
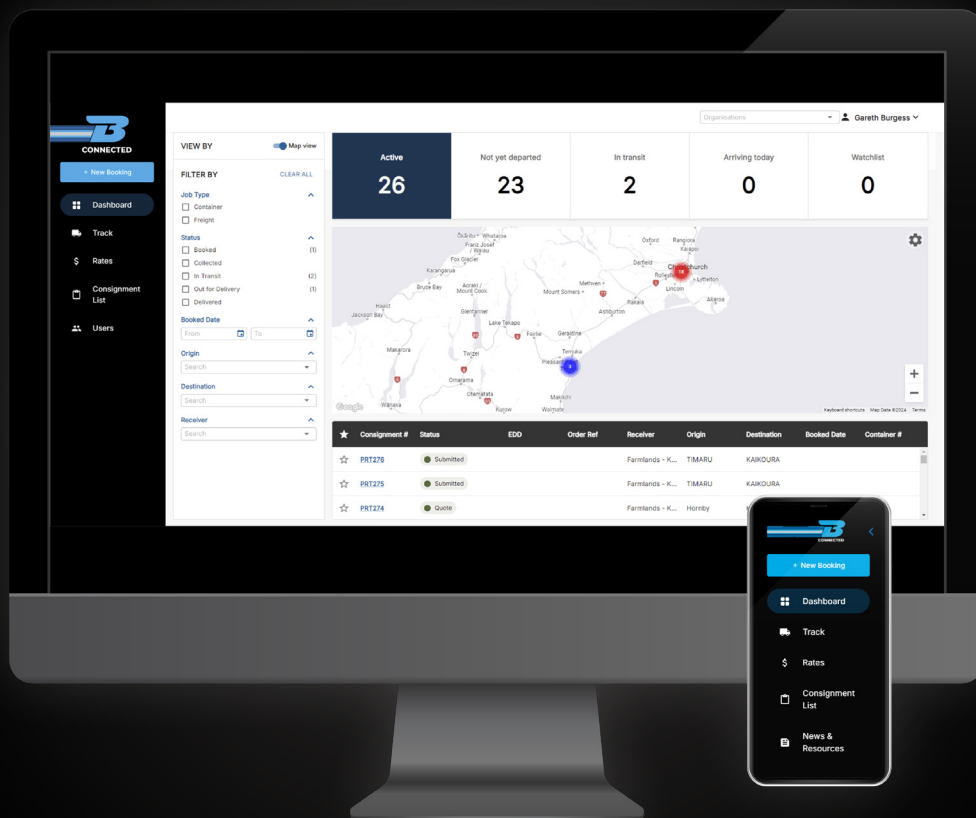




HOW TO GUIDE: Book a container transport job

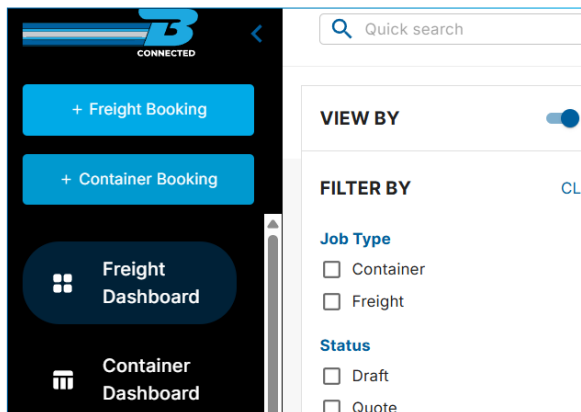


CAN DO. WILL DO.

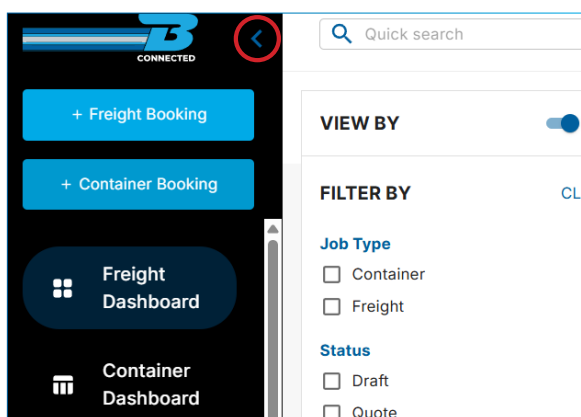
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HOW TO BOOK A CONTAINER TRANSPORT JOB

Once you have logged into the B CONNECTED portal you will land on your Dashboard. To book a new container job click the + Container 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.



Completing the Order Details

Order Details

Client *

Booths Own Freight

Order Type *

Freight

Container

Type *

Select

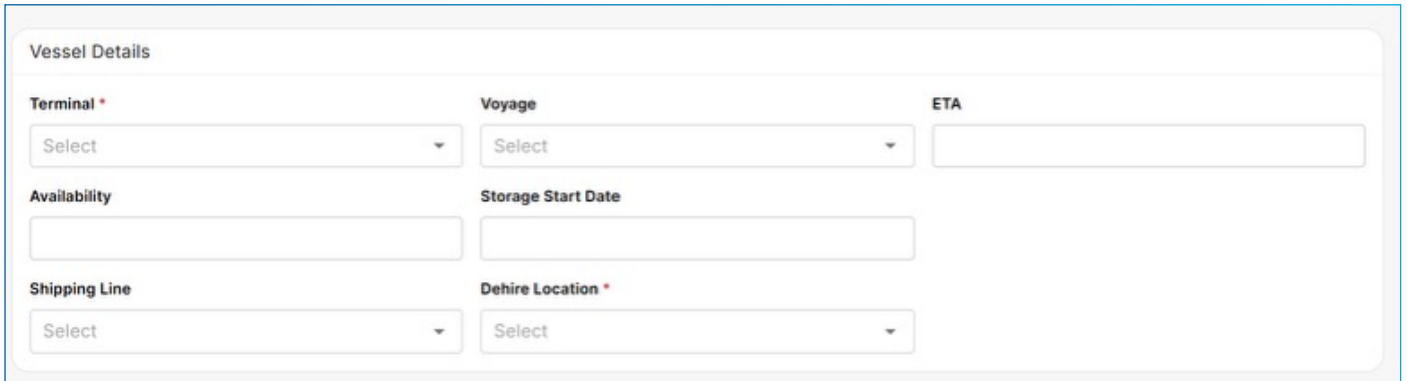
Client PO

Enter

- **CLIENT:** Use the drop-down list to select the correct account (if you have multiple accounts, these will display in this list).
- **ORDER TYPE:** Make sure that Container is selected.
- **TYPE:** Select from the drop-down menu the appropriate option for your container. Export FCL Transport Order, Import FCL Transport Order, or Move Transport Order.
- **CLIENT PO:** It's important to add any reference you require here.

Once you have completed these steps, click Next in the bottom right of your screen.

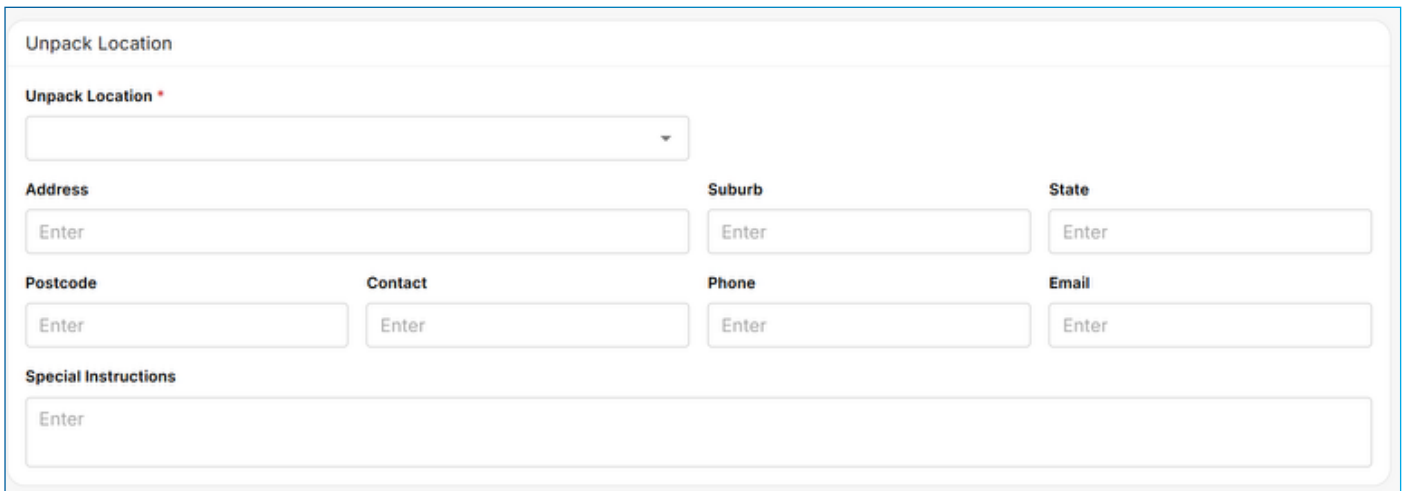
Filling in the Vessel Details – Container



The screenshot shows a form titled "Vessel Details". It contains several input fields and dropdown menus:

- Terminal ***: A dropdown menu with "Select" as the placeholder.
- Voyage**: A dropdown menu with "Select" as the placeholder.
- ETA**: A text input field.
- Availability**: A text input field.
- Storage Start Date**: A text input field.
- Shipping Line**: A dropdown menu with "Select" as the placeholder.
- Dehire Location ***: A dropdown menu with "Select" as the placeholder.

- **TERMINAL:** Use the drop down to select the correct port your container will be arriving/departing.
- **VOYAGE:** Use the drop down to select the correct ship voyage number for your container.
- **ETA:** This will auto populate with the vessels ETA.
- **SHIPPING LINE:** Use the drop down to select where your container will be picked up from.
- **DEHIRE LOCATION:** Use the drop down to select where the empty container will be rehired from.



The screenshot shows a form titled "Unpack Location". It contains several input fields and a dropdown menu:

- Unpack Location ***: A dropdown menu.
- Address**: A text input field with "Enter" as the placeholder.
- Suburb**: A text input field with "Enter" as the placeholder.
- State**: A text input field with "Enter" as the placeholder.
- Postcode**: A text input field with "Enter" as the placeholder.
- Contact**: A text input field with "Enter" as the placeholder.
- Phone**: A text input field with "Enter" as the placeholder.
- Email**: A text input field with "Enter" as the placeholder.
- Special Instructions**: A text input field with "Enter" as the placeholder.

- **UNPACK LOCATION:** Use the dropdown to select the Unpack Location.

Once you have completed these steps, click Next in the bottom right of your screen.

You will now have a summary of your Container order.

Order Details		
Terminal Napier Port	Unpack Location 305 CHURCH STREET 305 CHURCH STREET	Vessel Voyage ANAXAGORAS - ANA619N
Client PO	Shipping Line Master Shipping Carrier	Type Import FCL Order
ETA Mon, 25 May, 2026 • 7:00 pm	Storage Start Date	Availability

You can now enter the technical specifications for each individual shipping container.

Container Number * Enter	Size Type * Select	Pin Enter	Cargo Type * Select						
Seal Number Enter	Gross (kg) Enter	Estimated Charge 							
Requested Full Pickup from Terminal * DD/MM/YYYY  hh:mm	Requested Full Delivery to Unpack Location * DD/MM/YYYY  hh:mm	Estimated Detention Date DD/MM/YYYY  hh:mm	Door Direction Select						
BACC Enter									
Container Comments Enter									
 Drag & drop files or Browse .csv, .doc, .docx, .jpg, .msg, .pdf, .png, .xls or .xlsx		<table border="1"> <thead> <tr> <th>Document Type</th> <th>Filename</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td colspan="3">No documents uploaded</td> </tr> </tbody> </table>		Document Type	Filename	Reference	No documents uploaded		
Document Type	Filename	Reference							
No documents uploaded									
		Reset Add Container							

- **CONTAINER NUMBER:** This is the unique alpha-numerical identifier printed on the container.
- **SIZE TYPE:** In the dropdown select the container type.
- **CARGO TYPE:** Use the dropdown to select the nature of the items in your container. General Cargo, Hazardous Cargo, or Overdimensional.

Optional and Tracking Fields

- **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.
- **HAZARDOUS CARGO:** If you are transporting Hazardous Cargo (available under the Cargo Type dropdown), there will be dropdown options to specify the DG Class and to select the UN Number.

Date and Time Scheduling

- **REQUESTED FULL PICKUP FROM TERMINAL (IMPORT):** This is your preferred date and time for picking up the container from the Terminal.
- **REQUESTED FULL DELIVERY TO UNPACK LOCATION (IMPORT):** This is your preferred date and time to deliver the container to your Unpack location.
- **REQUESTED EMPTY DELIVERY TO PACK LOCATION (EXPORT):** This is your preferred date and time to deliver the container to your Pack location.
- **REQUESTED FULL DELIVERY TO TERMINAL (EXPORT):** This is your preferred date and time to deliver the container to the terminal.
- **ESTIMATED DETENTION DATE:** This is the deadline where the empty container must be returned to the shipping lines designated container park to avoid potential penalties.
- **CONTAINER COMMENTS:** Please add in any specific notes that need to be communicated.
- **DOCUMENT UPLOAD SECTION:** You can upload any files required for your container e.g Custom Clearance paper or Weighbridge certificates.

Once all required fields are complete, click Add Container. You can add multiple containers to your order by completing this process again. View the summary of your order at the bottom of the screen.

Container Num...	Size Type	Cargo Type	Gross (kg)	Estimated Char...	Unpack Location	Dehire Location	
123456	20FT ARGUS - 20F...	Hazardous Cargo			AARON TURNER	Container Co - Hamilton	  
Previous		Totals		Containers: 1	Gross: 0 kg	Estimated Charges: 0	Get Estimate Save as Draft Create Order

Use the icons beside your order to:

- **PEN ICON:** Edit the container information
- **SHEET ICON:** Copy the container information
- **RED BIN ICON:** Delete the container details

In the bottom right on your screen you have the options to:

Previous	Totals	Containers: 1	Gross: 0 kg	Estimated Charges: 0	Get Estimate	Save as Draft	Create Order
--------------------------	---------------	---------------	-------------	----------------------	------------------------------	-------------------------------	------------------------------

- **GET ESTIMATE:** Select this option to request a cost calculation using your contact and shipping details being booked
- **SAVE AS DRAFT:** Select this option to save your progress at any step and return to it later
- **CREATE ORDER:** Select this option to finalise and confirm your booking

**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
customerexperience@booths.co.nz**



CAN DO. WILL DO.