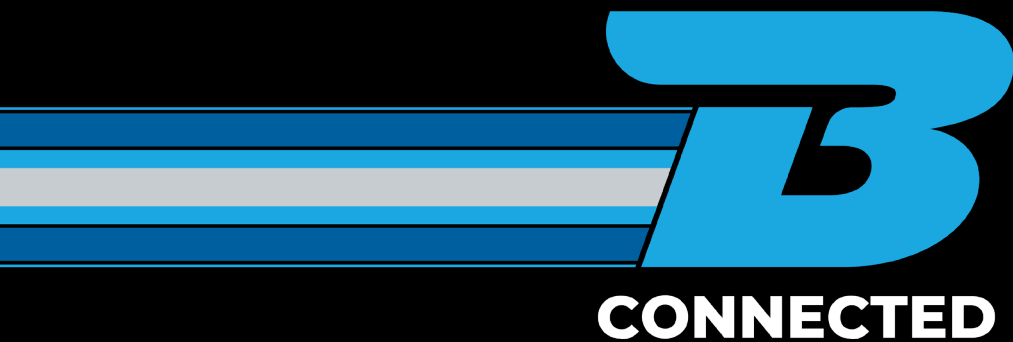
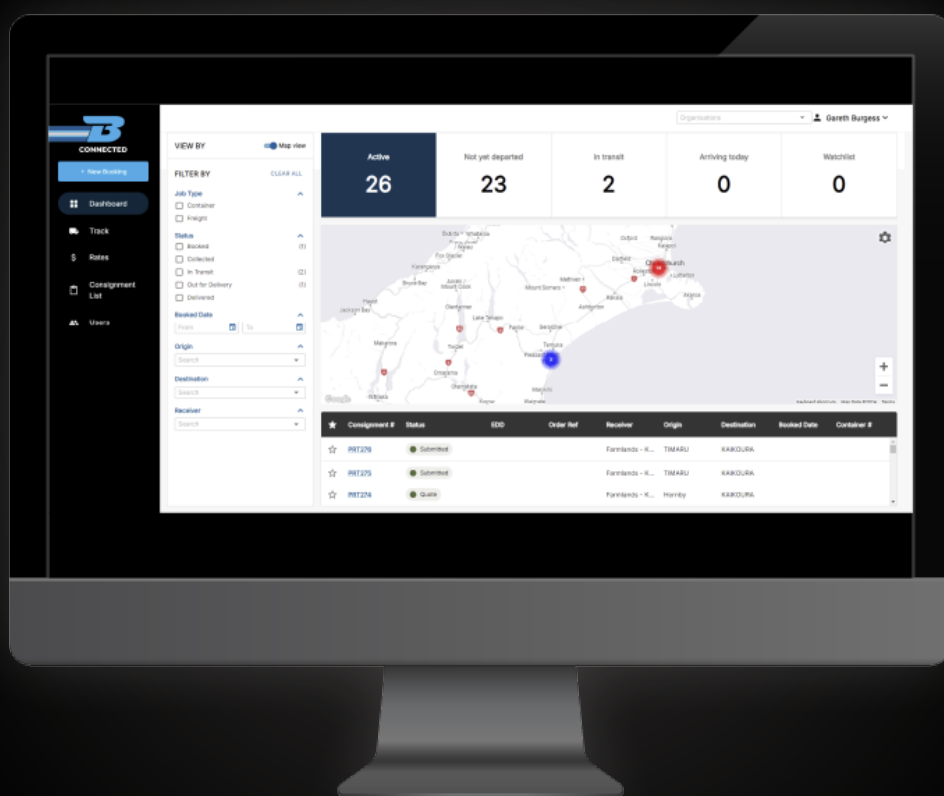




HOW TO GUIDE: Update or cancel a freight job

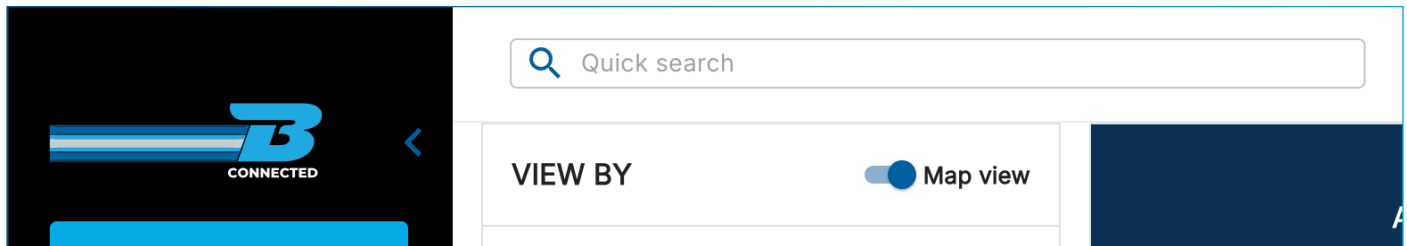


CAN DO. WILL DO.

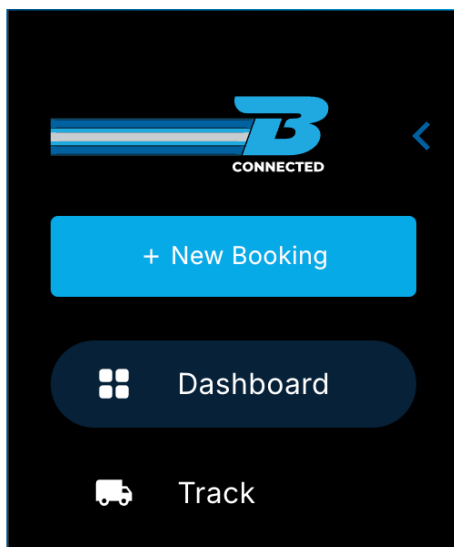
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HOW TO UPDATE OR CANCEL A FREIGHT JOB

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.



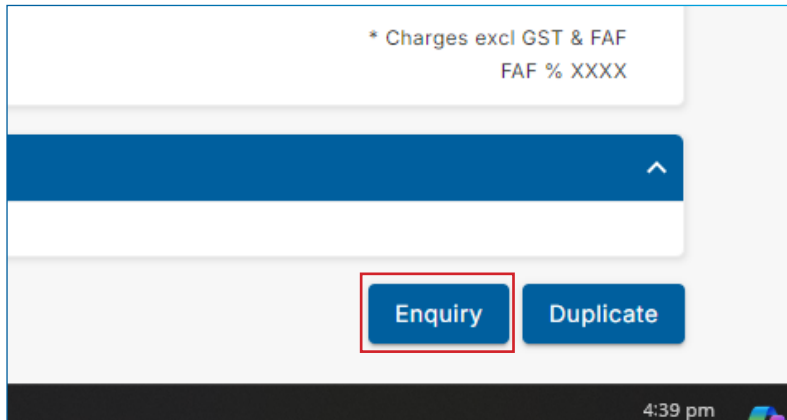
With either option, click the consignment hyperlink which will display the full detail of your consignment with all tracking details.

A screenshot of the B CONNECTED portal tracking screen. At the top, there is a search bar with the text 'Please input your tracking number' and the value 'IPL13608'. Below the search bar is an 'Advanced Search' section with various filters: 'Consignment #' (checked), 'Order Reference' (checked), 'Pickup Reference' (unchecked), 'Receiver' (unchecked), 'Container Number' (unchecked), and 'Delivery Reference' (unchecked). There are also date pickers for 'Booked Date' and 'Delivery Date'. At the bottom, there is a table with the following data:

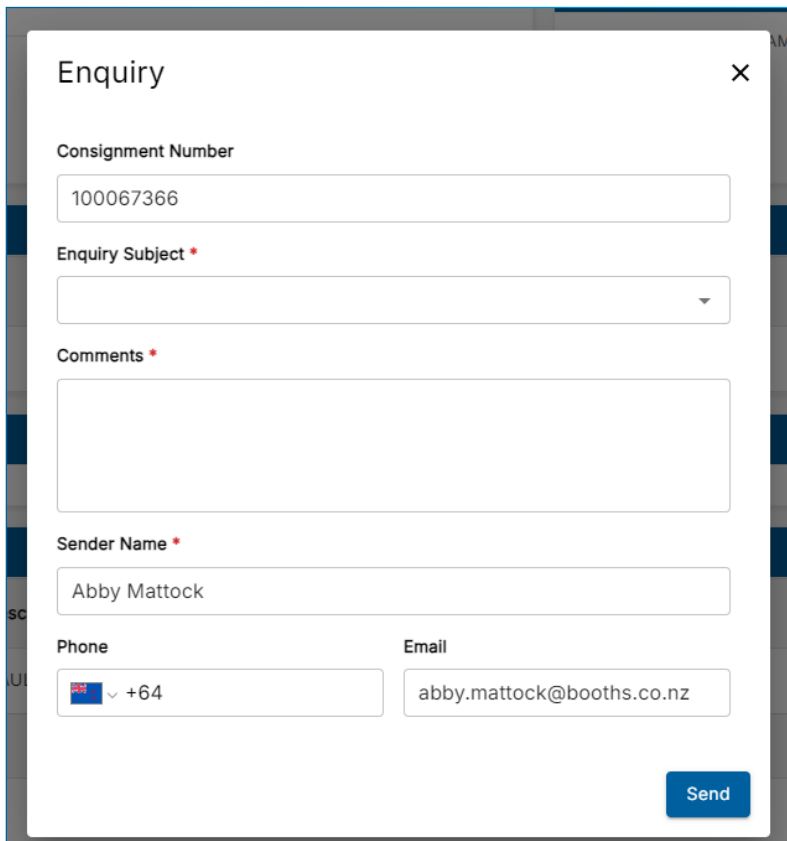
Consignment #	Status	EDD	Order Ref	Receiver	Origin	Destination	Container #
IPL13608	Booked			IPLX CHRISTCHURCH	Palmerston North	CHRISTCHURCH	



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



Click this to send our team an Enquiry.

A screenshot of a web application showing an 'Enquiry' modal form. The form has a title 'Enquiry' and a close button 'X' in the top right corner. The form contains the following fields: 'Consignment Number' with the value '100067366'; 'Enquiry Subject' with a dropdown arrow; 'Comments' with a large text area; 'Sender Name' with the value 'Abby Mattock'; 'Phone' with a dropdown showing '+64' and a New Zealand flag; and 'Email' with the value 'abby.mattock@booths.co.nz'. A blue 'Send' button is located at the bottom right of the form.

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

**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.