



Freight Web Bookings USER GUIDE

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Freight Web Bookings

1. BACKGROUND

Freight Web Bookings is a platform that enables KiwiRail customers to request bookings and manage their bookings online. Using Web Bookings customers are able to:

- Create booking requests
- View booking reference
- Edit Online bookings
- Cancel Online bookings
- View Online booking request history

Create Booking Requests

Customers can create and submit online booking requests

View Booking Reference

Customers can view an online bookings KiwiRail reference via their dashboard

Edit Bookings

Customers can request a change to any of their online booking information – equipment types, origin/destination and the times their freight is available or required

Cancel Bookings

Customers can request cancellation of their online bookings

View booking history

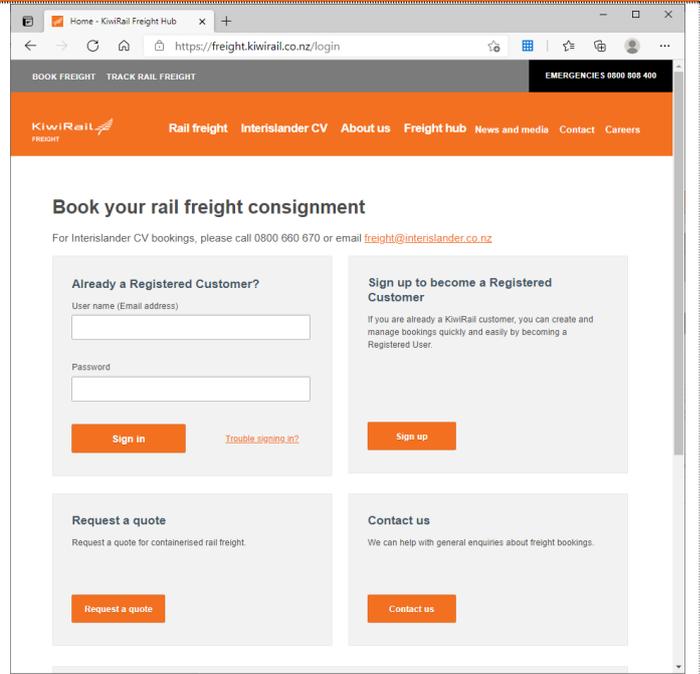
Customers can view their online bookings request history

This document provides a step-by-step guide on how to use Freight Web Bookings.

2. GETTING STARTED

2.1. Finding Freight Web Bookings

Go to <https://freight.kiwirail.co.nz/login>



The screenshot shows the login page for the KiwiRail Freight Hub. The page title is "Book your rail freight consignment". Below the title, there is a note: "For Interislander CV bookings, please call 0800 660 670 or email freight@interislander.co.nz".

The page is divided into four main sections:

- Already a Registered Customer?**: This section contains a "User name (Email address)" input field, a "Password" input field, a "Sign in" button, and a "Trouble signing in?" link.
- Sign up to become a Registered Customer**: This section contains a "Sign up" button and a note: "If you are already a KiwiRail customer, you can create and manage bookings quickly and easily by becoming a Registered User."
- Request a quote**: This section contains a "Request a quote" button and a note: "Request a quote for containerised rail freight."
- Contact us**: This section contains a "Contact us" button and a note: "We can help with general enquiries about freight bookings."

2.2. Signing Up

1. To register click 'Sign Up'

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 688 400

KiwiRail FREIGHT Rail freight Interislander CV About us Freight hub News and media Contact Careers

Book your rail freight consignment

For Interislander CV bookings, please call 0800 680 670 or email freight@interislander.co.nz

Already a Registered Customer?

User name (Email address)

Password

[Sign in](#) [Trouble signing in?](#)

Sign up to become a Registered Customer

If you are already a KiwiRail customer, you can create and manage bookings quickly and easily by becoming a Registered User.

[Sign up](#)

2. Complete the required details to register

Register for the KiwiRail Freight Hub

Please complete the information below and we'll be in touch soon with your login details.

Company details

Company name Email address for rail confirmation

Address

Street number Street name Suburb City

Freight Payer codes (all codes separated by comma)

User details

Full name Email address (this will be your user name, maximum of 60 characters)

Please note: we will also use this email address for password reset notifications.

Area code Phone number

Password

Your password must be at least 6 characters, maximum 30, containing a mix of numbers, upper and lower case letters.

New password

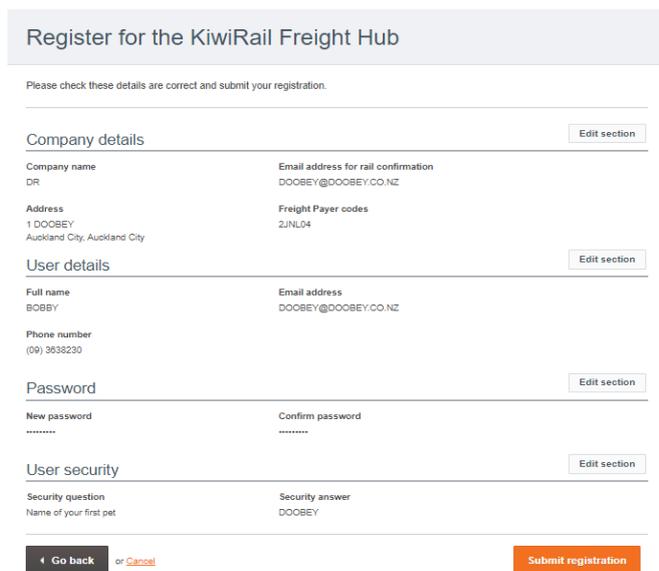
Confirm password

User security

Security question Security answer (your answer is case-sensitive)

[Cancel](#) [Next >](#)

3. Review details of registration request and click 'Submit registration'



Register for the KiwiRail Freight Hub

Please check these details are correct and submit your registration.

[Edit section](#)

Company details

Company name: DR
 Email address for rail confirmation: DOOBEY@DOOBEY.CO.NZ

Address: 1 DOOBEY, Auckland City, Auckland City
 Freight Payer codes: ZJNL04

[Edit section](#)

User details

Full name: BOBBY
 Email address: DOOBEY@DOOBEY.CO.NZ

Phone number (09) 3638230

[Edit section](#)

Password

New password: *****
 Confirm password: *****

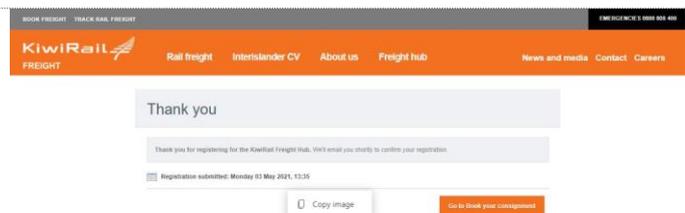
[Edit section](#)

User security

Security question: Name of your first pet
 Security answer: DOOBEY

[Go back](#) or [Cancel](#) [Submit registration](#)

Confirmation of registration submission is displayed

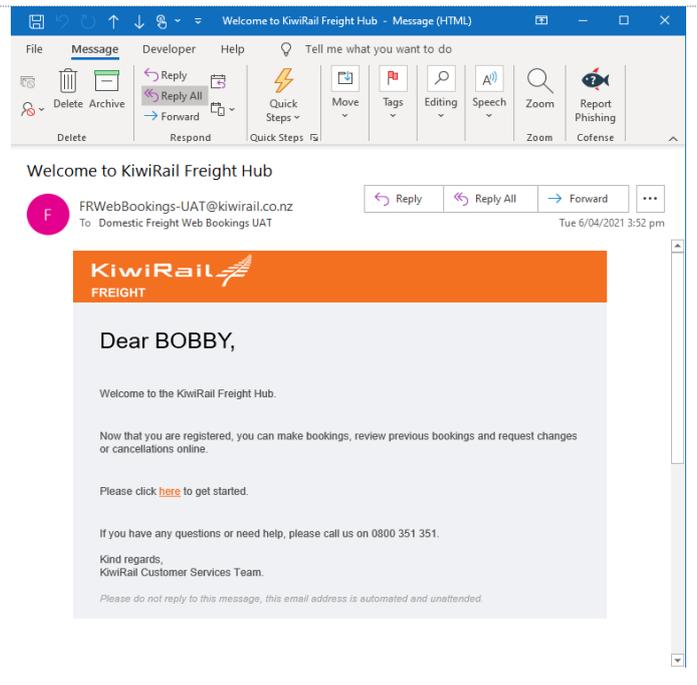


Validating and activating account registration (internal process)

The pending user account registration is received by a KiwiRail Administrator who will validate then approve the registration.

- If the requester is not a KiwiRail customer, the Administrator declines the request and will send details to the responsible Key Account Executive to follow up as a lead.
- If the requester is a KiwiRail customer but account registration cannot be activated (e.g. incorrect details, the Administrator will discuss with the responsible Key Account Executive before declining the request.

A confirmation email will be sent once the account has been approved and activated.



2.3. Signing In

1. On the '*KiwiRail Freight Hub*' landing page, enter your registered username and password and click '*Sign In*'

Book your rail freight consignment

For Interislander CV bookings, please call 0800 660 670 or email freight@interislander.co.nz

Already a Registered Customer?

User name (Email address)

Sign up to become a Registered Customer

If you are already a KiwiRail customer, you can create and manage bookings quickly and easily by becoming a Registered User.

[Sign up](#)

Request a quote

Request a quote for containerised rail freight.

[Request a quote](#)

Contact us

We can help with general enquiries about freight bookings.

[Contact us](#)

Once signed in, you will land on
'Your Dashboard'

Your Dashboard

+ New booking
 0 Drafts
 1 Templates
 Contact us

Your bookings

Date	Origin	Destination	Commodity	Quantity
Thu 28 Jan 2021, 18:04	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	Empty container	2
Thu 28 Jan 2021, 15:35	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	1
Thu 28 Jan 2021, 15:34	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	15
Thu 28 Jan 2021, 15:28	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	1
Thu 28 Jan 2021, 15:09	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	2
Thu 28 Jan 2021, 15:02	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	2

Showing 1 to 6 of 6 bookings

First Previous 1 Next Last

Book Track

2.4. Signing Out

1. Click on 'Logout' located on the top right-hand corner of the page.

The screenshot shows the KiwiRail Freight dashboard. At the top, there is a navigation bar with the following items: 'Your Dashboard', 'Create new booking', 'Booking templates', 'Contact us', and 'Your profile'. A 'Logout' link is circled in the top right corner of this navigation bar. Below the navigation bar, the dashboard content is visible, including the 'Your Dashboard' summary, 'Your bookings' table, and 'Book' and 'Track' buttons.

3. NAVIGATING YOUR DASHBOARD

Your Dashboard

- New booking** (+): Used to create a 'New Booking'
- Drafts** (0): Displays number of draft bookings, acts as filter to display all drafts when selected
- Templates** (1): Opens 'Booking templates'
- Contact us** (envelope icon): Creates an email to the KiwiRail Service Team

Your bookings

Sort by type | Sort by timeframe | Search by keywords

Date	Origin	Destination	Commodity	Quantity
Thu 28 Jan 2021, 18:04	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	Empty container	2
Thu 28 Jan 2021, 15:35	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	1
Thu 28 Jan 2021, 15:34	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	15
Thu 28 Jan 2021, 15:28	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	1
Thu 28 Jan 2021, 15:09	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	2
Thu 28 Jan 2021, 15:02	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	2

Showing 1 to 6 of 6 bookings

First Previous 1 Next Last

Book Book your consignment | **Track** Track your consignment

Opens print function

3.1. Expanded View of Your Dashboard

Date	Origin	Destination	Commodity	Quantity
Thu 11 Feb 2021, 13:10	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	Empty container	1

View	Print	Copy booking	Edit booking	Cancel booking	Booking Ref 000AVJ2494
View Booking Details	Print Booking Details	Request to copy the selected booking	Request changes to booking details	Request booking cancellation	Online Booking Reference

4. MANAGING BOOKING REQUEST

A booking request can be created by:

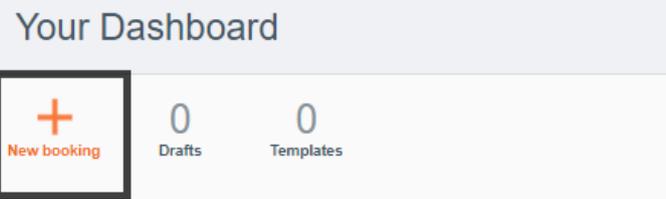
- Creating from New
 - By using the new booking function, a booking request can be made by manually completing all fields.
- Using Templates
 - Templates can be used to form the basis of new booking requests by completing the fields left blank in the template
- Copying previous booking request
 - By using the copy booking function, a new booking request can be submitted using the same details of a previous booking

When creating a new booking request:

- Only one origin and one destination can be set for each booking request
- Only one product category can be set for each booking request
- A booking request can be created and saved as a draft to be submitted later.
 - The draft booking will be deleted after 10 days if not submitted.
 - The draft booking can be cancelled by the customer at any time.

4.1. Creating Booking From New

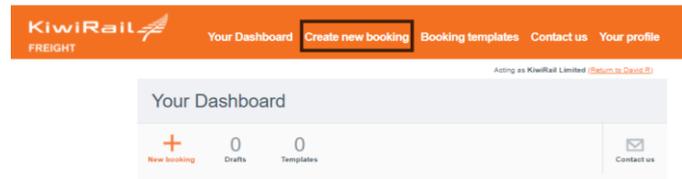
1. From 'Your dashboard' select 'New Booking'



Or

Or

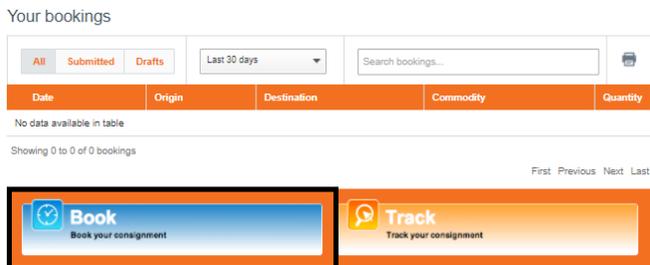
Selecting 'Create new booking' from the top menu bar



Or

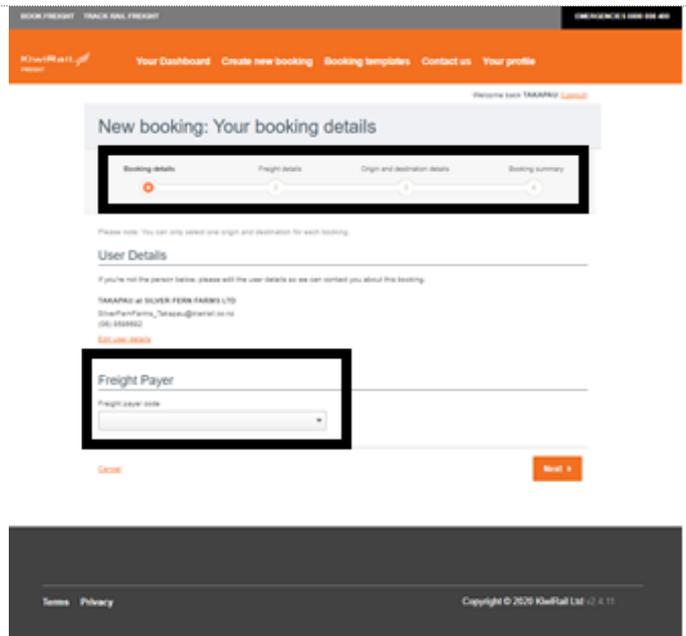
Or

By selecting 'Book your consignment' from the bottom menu bar



'New booking: Your booking details' screen is displayed.

- The progress bar shows which segment of the new booking is being completed
2. Select 'Freight payer code' then
 3. Select 'Next'.



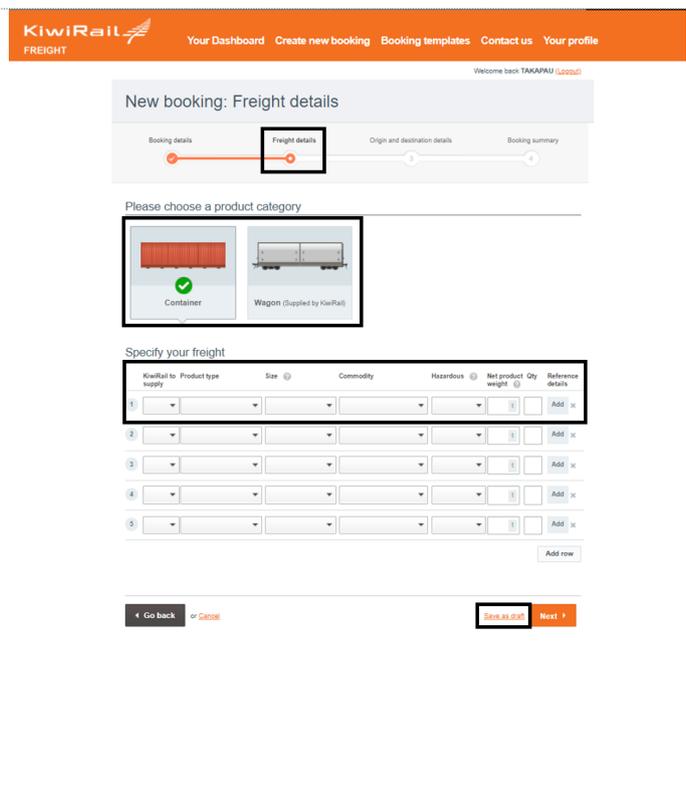
- 'Edit user details' – User details can be edited if the person completing the Booking request is different from the displayed user.
- 'Add additional rail confirmation recipients' – Up to 5 email addresses can be added

'New booking: Freight details' screen is displayed.

4. Select product category by clicking on the image.
- A booking request can be either for containers OR wagons. A separate booking request can be completed where both product categories need to be booked.

Under 'Specify your freight table'

5. Complete the freight details
6. Select 'Next'



Refrigerated Freight

If the Product type is 'Refrigerated', the Refrigeration details screen is displayed.

- Select '*Non-operating*' if no active refrigeration and no KiwiRail monitoring required
- Select '*Operating*' if active refrigeration and monitoring is required.
- Enter the '*Set temperature*' - '+' or '-' symbol must be entered
- Indicate if a generator is required

Hazardous Freight

If Hazardous selection is Yes, the Hazardous details screen is displayed.

- Entering the class code and UN number is recommended but optional.
- If details are entered, select '*Save*', if details are not entered, select '*Skip*' or '*x*'

Reference

If reference details are required, select the 'Add' button. The Reference details screen is displayed.

- If the same reference applies to all lines, select the 'copy all reference details' checkbox in row 1. All details entered will be copied to all freight details lines (will also be copied to any lines that are added).

Additional

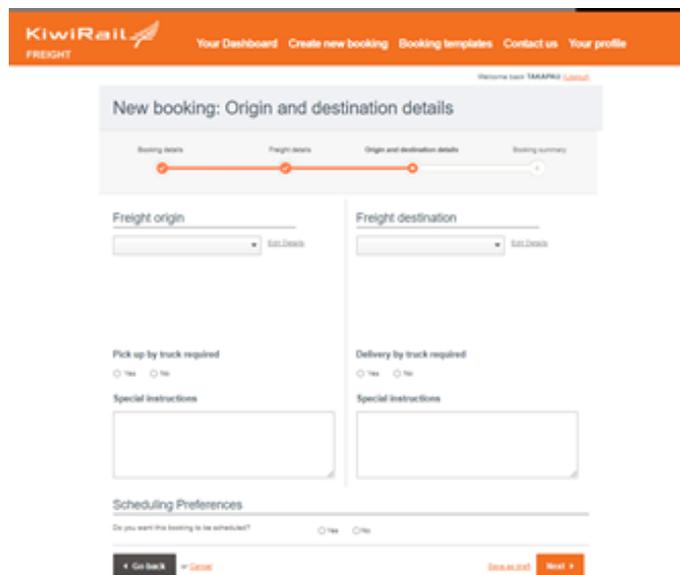
- At any time during booking creation the booking can be saved as a draft to be completed later by selecting 'Save as draft'.
- If Refrigeration, Hazardous or Reference details are added, button changes to '*Edit*'

button. Can be selected to change the details.

- To change the original selection, select the down arrow to change.
- Selecting 'Add row' adds one blank row.
- Selecting 'x' beside a row will delete the row. A warning message will be displayed before the row is deleted. Where only one row is left, the data is cleared and an empty row will remain.

'New booking: Origin & destination details' screen is displayed

7. Select 'Freight origin' and 'Freight Destination' customer, use 'Edit details' to change any of the pre-loaded information
8. Select if 'Pick up' and/or 'Delivery' is required.
 - Use the 'Special Instructions' box for any further notes or instructions



'New Booking: Origin & destination details' is displayed

9. Complete all Pick Up and Delivery details then
10. Select 'Next'

New booking: Origin and destination details

Booking details
Freight details
Origin and destination details
Booking summary

1
2
3
4

Freight origin

TRL - APP SUPPORT TESTING TEAM PALMERSTON NORTH [Edit Details](#)

TRL - APP SUPPORT TESTING TEAM
NOW SERVICE DELIVERY ROOM 180 TR IT WGTN
PALMERSTON NORTH
(06) 7896541

Pick up by truck required

Yes No

Deliver empty container by Time

Freight ready for pick up by Time

Is this a residential address? Yes No

Is the driveway narrow? Yes No

Can container be stored off the street? Yes No

Truck to wait while you load the container? Yes No

Is a swinglift truck required? Yes No

Is the ground stable the container is to be placed on? Yes No

Are there any overhead power cables or wires? Yes No

Are there any special instructions for door opening directions? Yes No

Site contact name Site phone number

Opening hours from to

HH:MM HH:MM

Special instructions

Freight destination

TRL - APP SUPPORT TESTING TEAM WELLINGTON [Edit Details](#)

TRL - APP SUPPORT TESTING TEAM
ROOM 180 TR IT WGTN STATION BUILDING
WELLINGTON
(04) 498 3168

Delivery by truck required

Yes No

Freight required to be delivered by Time

Pick up empty container by Time

Is this a residential address? Yes No

Is the driveway narrow? Yes No

Can container be stored off the street? Yes No

Truck to wait while you unload the container? Yes No

Is a swinglift truck required? Yes No

Is the ground stable the container is to be placed on? Yes No

Are there any overhead power cables or wires? Yes No

Are there any special instructions for door opening directions? Yes No

Site contact name Site phone number

Opening hours from to

HH:MM HH:MM

Special instructions

Scheduling Preferences

Do you want this booking to be scheduled? Yes No

[Go back](#) or [Cancel](#)
[Save as draft](#) [Next](#)

'New booking: Booking summary' screen is displayed

11. Check details are correct then
12. Select 'Submit Booking' to create booking request.

'New booking: Thank You' message is displayed upon successful submission of booking request

'Booking Request Details' email is sent

An email is sent to the KR Customer Delivery team who are responsible for ensuring that the request is successfully booked in the KiwiRail system (CTMS).

4.2. Creating Booking Using Template

From 'Booking Templates'

1. Select a template to create a new booking request from by clicking 'Templates' on Your Dashboard
2. Select 'Use Template'

Acting as KiwiRail Limited [Return to David Reinhardt](#)

Booking templates

New template Contact us

Sort by: Frequency Template name

Template name	Origin	Destination	Commodity	Quantity
WELLY - AUCK	TRL-APP SUPPORT TESTING TEAM WELLINGTON	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container	1

View Use template Copy template Edit template Delete template

Showing 1 to 1 of 1 templates First Previous 1 Next Last

'New booking: Your booking details screen' is displayed.

3. Complete missing details and if required
4. 'Edit Sections' to change details as desired then
5. Select 'Submit booking'

Refer to 4.1 for instructions on completing individual sections to create new booking request

4.3. Copying previous booking request

From 'Your Booking'

1. Select booking to copy to create new booking request
2. Select 'Copy Booking'

Acting as KiwiRail Limited [Return to David Reinhardt](#)

Your Dashboard

New booking 0 Drafts 1 Templates Contact us

Your bookings

All Submitted Drafts Last 30 days Search bookings...

Date	Origin	Destination	Commodity	Quantity
Wed 03 May 2021, 09:53	TRL-APP SUPPORT TESTING TEAM WELLINGTON	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container	1
Tue 04 May 2021, 23:52	TRL-APP SUPPORT TESTING TEAM WELLINGTON	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container	1

View Print Copy booking Edit booking Cancel booking Booking Ref: 005AV25841

Showing 1 to 2 of 2 bookings. First Previous 1 Next Last

'New booking from Previous booking' screen is displayed

1. 'Edit Section' as desired
2. Select 'Submit Booking'

New booking from previous booking

Use previous booking:

Wed 05 May 2021, 09:53, TRL - APP SUPPORT TESTING TEAM, WELLINGTON - TRL - APP SUPPORT TESTING TEAM, AUCKLAND

Booking Details

Edit section

Rail Confirmation Recipients
david.reinhardt@kiwirail.co.nz

Freight Payer
28501

Freight details

Edit section

	KiwiRail to supply	Product type	Size	Commodity	Hazardous	Net product weight	Qty
1	N	General	20'	8015 Mty containers	N	0T	1

Origin and destination details

Edit section

Freight origin

TRL - APP SUPPORT TESTING TEAM
ROOM 180 TR IT WGTN STATION BUILDING, WELLINGTON
(04) 498 3168

Freight destination

TRL - APP SUPPORT TESTING TEAM
NOW SERVICE DELIVERY KIWIRAIL IT WGTN, AUCKLAND
(04) 498 3000

Pick up by truck required: No

Delivery by truck required: No

Special instructions

TESTESTESTESTESTESTESTESTESTESTEST

Special instructions

TESTESTESTESTESTESTESTESTESTESTEST

Edit section

Scheduling Preferences

Do you want this booking to be scheduled?:

[Cancel](#)

[Save as draft](#)

[Submit booking](#)

4.4. View Booking Requests

From 'Your Bookings' screen

1. Select the booking to be viewed
2. Select 'View' button to see details of booking

Your bookings

Last 30 days

Date	Origin	Destination	Commodity	Quantity
Wed 03 Feb 2021, 12:06	TRL - APP SUPPORT TESTING TEAM, BRYNDWR, CHRISTCHURCH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	General	1

Booking Ref 000AVH6313

View your created bookings!

For bookings you create online, you can view the booking reference on your dashboard, a booking confirmation will be sent to your accounts email address.

"Booking details" screen will be displayed

Booking details

Rail Confirmation Recipients
 david.reinhardt@kiwirail.co.nz

Freight Payer
 285101

Booking Ref
 000AVJ2494

Freight details

KiwiRail to supply	Product type	Size	Commodity	Hazardous	Net product weight	Qty
1	N	General	20' Hi Cube	8615 Mty containers	N	OT 1

Origin and destination details

Freight origin
 TRL - APP SUPPORT TESTING TEAM
 ROOM 180 TR IT WGTN STATION BUILDING, WELLINGTON
 (04) 498 3188

Freight destination
 TRL - APP SUPPORT TESTING TEAM
 ROOM 180 TR IT WGTN STATION BUILDING, WELLINGTON
 (04) 498 3188

Pick up by truck required: No
Freight available to travel by
 18/02/2021 08:00 - 08:00

Delivery by truck required: No
Freight required at destination by
 19/02/2021 12:00 - 14:00

Scheduling Preferences

Do you want this booking to be scheduled?: Yes
 Do you want to waitlist if there is no confirmed capacity?: Yes
 You want to get your freight to destination: As early as possible

4.5. Edit Booking Requests

From 'Your Bookings' screen

1. Select booking that needs to be edited
2. Select 'Edit Booking' button

3. Select 'Edit section' to make changes as desired
4. Select 'Save booking'

'Thank you' message displayed when successfully saved

4.6. Cancel Bookings

From 'Your Bookings' screen

1. Select booking to be cancelled
2. Select 'Cancel booking' button

Your Dashboard

Acting as KiwiRail Limited (Return to David B)

New booking: 0 | Drafts: 0 | Templates: 0 | Contact us

Your bookings

Date	Origin	Destination	Commodity	Quantity	Booking Ref
Thu 11 Feb 2021, 13:16	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	Empty container	5	000AVJ2495
Thu 11 Feb 2021, 13:09	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	Empty container	1	

Showing 1 to 2 of 2 bookings | First | Previous | Next | Last

'Cancel booking: Booking summary' screen will be displayed

3. Select 'Cancel booking'

Cancel booking: Booking summary

Booking Details

Rail Confirmation Recipients david.reinhardt@kiwirail.co.nz	Freight Payer 28501	Booking Ref 000AVJ2495
--	------------------------	---------------------------

Freight details

KiwiRail to supply	Product type	Size	Commodity	Hazardous	Net product weight	Qty	
1	N	General	20' HI Cube	8615 Mty containers	N	0T	5

Origin and destination details

Freight origin TRL - APP SUPPORT TESTING TEAM ROOM 180 TR IT WGTN STATION BUILDING, WELLINGTON (04) 498 3168	Freight destination TRL - APP SUPPORT TESTING TEAM ROOM 180 TR IT WGTN STATION BUILDING, WELLINGTON (04) 498 3168
Pick up by truck required: No Freight available to travel by 16/02/2021 06:00 - 08:00	Delivery by truck required: No Freight required at destination by 19/02/2021 12:00 - 14:00

Scheduling Preferences

Do you want this booking to be scheduled?: Yes
 Do you want to waitlist if there is no confirmed capacity?: Yes
 You want to get your freight to destination: As early as possible

[Cancel](#) **Cancel booking**

'Thank You' message displayed upon cancellation

Thank you

Your request has been submitted. An email confirmation will be sent to you shortly. If you have any questions, please email us on 0800 311 381.

Cancel booking submitted: Thursday 11 Feb 2021, 13:17

[Create new booking](#) [Go to Your Dashboard](#)

5. MANAGING TEMPLATES

A booking template can be used to save details for future booking requests. Using templates to create new booking requests:

- Is less time consuming
- Reduces amount of information that needs to be completed each time

Users can:

- Create new templates
- Edit existing templates
- Cancel existing templates

The following details **cannot** be saved when creating templates:

- Booking details: Edit user Details
- Freight details: Reference/ Export vessel details
- Origin & Destination details:
 - Deliver empty container date/time
 - Freight ready for pick up by date/time
 - Freight available to travel by date/time
 - Freight required to be delivered by date/time
 - Pick up empty container by date/time
 - Freight required at destination by date/time

Templates can be created:

- Creating from New
- Using Existing Templates
- Copying previous booking request

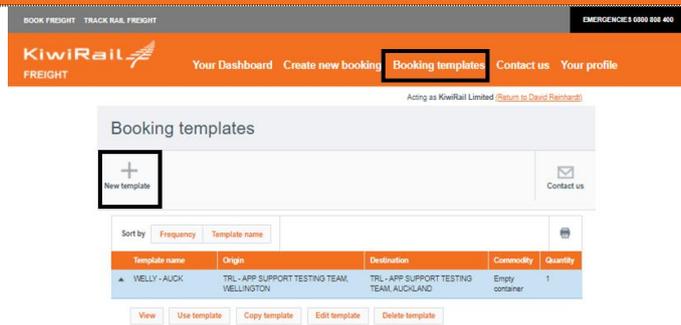
Additional

- Mandatory field rules do not apply when creating a template, i.e. a customer can choose whether to enter all or some information into the template.
- Templates name can be no longer than 40 characters.
 - All characters are permissible for use
- Template names must be unique within the customers' account.

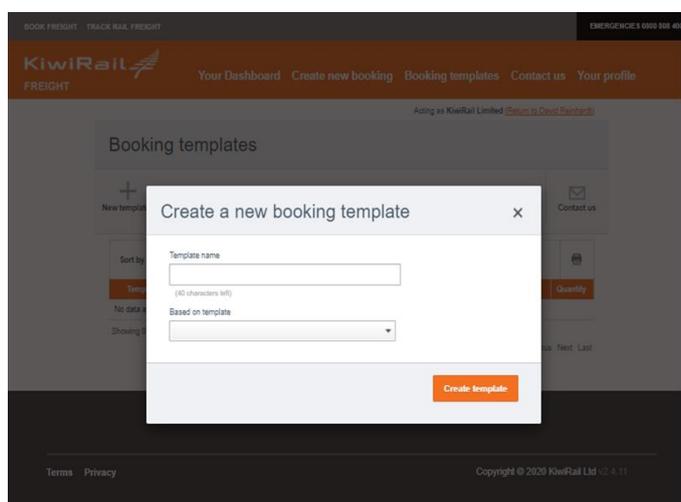
5.1. Creating templates from new

From “*Booking Templates*”

1. Select ‘New Template’



2. Name the template



3. Select ‘Save template’

Enter a name in the ‘Template name’ field.

You can select an existing template to use as a blueprint for your new booking template.

Or

You can leave the ‘Based on template’ blank to create a new template from scratch.

'New template: Your booking details' screen is displayed

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 808 400

KiwiRail FREIGHT Your Dashboard Create new booking Booking templates Contact us Your profile

Acting as KiwiRail Limited [Return to David Reinhardt](#)

New booking: Your booking details

Booking details
Freight details
Origin and destination details
Booking summary

Please note: You can only select one origin and destination for each booking.

User Details

If you're not the person below, please edit the user details so we can contact you about this booking.

KiwiRail Limited at KiwiRail Limited
 Domain: UAT@kiwirail.co.nz
 (09) 3536230
[Edit user details](#)
[Add additional rail confirmation recipients](#)

Freight Payer

Freight payer code

[Cancel](#) [Next >](#)

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4. Enter the template freight details

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 808 400

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New template: Freight details

Please choose a product category



Container



Wagon (Supplied by KiwiRail)

Specify your freight

	KiwiRail to supply	Product type	Size	Commodity	Hazardous	Net product weight	Qty
1	No	General	20' General	8E15 My containers	No	0	1
2							
3							
4							
5							

[Add row](#)

[Go back](#) or [Cancel](#) [Next >](#)

5. Enter origin and destination details

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New template: Origin and destination details

Freight origin

TRL - APP SUPPORT TESTING TEAM
PALMERSTON NORTH

TRL - APP SUPPORT TESTING TEAM
NOW SERVICE DELIVERY ROOM 180 TR IT WSTN
PALMERSTON NORTH
(06) 789541

Pick up by truck required
 Yes No

Freight available to travel by (Time)

Special instructions

Freight destination

TRL - APP SUPPORT TESTING TEAM
AUCKLAND

TRL - APP SUPPORT TESTING TEAM
NOW SERVICE DELIVERY KIWRAIL IT WSTN
AUCKLAND
(04) 498 3000

Delivery by truck required
 Yes No

Freight required at destination by (Time)

Special instructions

Scheduling Preferences

Do you want this booking to be scheduled? Yes No

Do you want to waitlist if there is no confirmed capacity? Yes No

Do you want to get your freight to destination
 As early as possible
 As close as possible to your Freight Required at Destination date and time

[Go back](#) or [Cancel](#) [Next](#)

Review 'New Template: Booking summary' then

6. Select Save Template

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 808 400

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New template: Booking summary

Booking Details [Edit section](#)

Rail Confirmation Recipients: david.reinhardt@kiwirail.co.nz Freight Payer: 28561

Freight details [Edit section](#)

KiwiRail to supply	Product type	Size	Commodity	Hazardous	Net product weight	Qty
1	N	General	20'	8015 lity containers	N	0T 1

Origin and destination details [Edit section](#)

Freight origin

TRL - APP SUPPORT TESTING TEAM
NOW SERVICE DELIVERY ROOM 180 TR IT WSTN PALMERSTON NORTH
(06) 789541

Pick up by truck required: No
Freight available to travel by: 08:00 - 08:00

Special instructions
00:00

Freight destination

TRL - APP SUPPORT TESTING TEAM
NOW SERVICE DELIVERY KIWRAIL IT WSTN AUCKLAND
(04) 498 3000

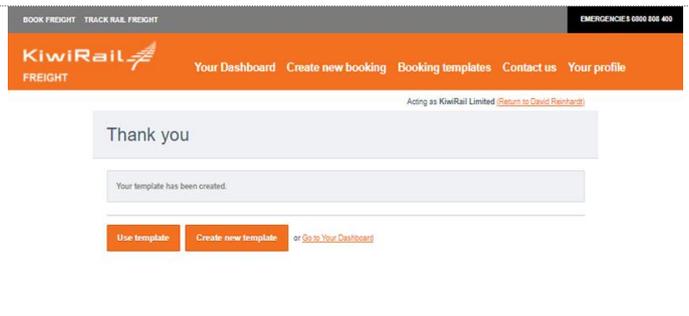
Delivery by truck required: No
Freight required at destination by: 14:00 - 16:00

Scheduling Preferences [Edit section](#)

Do you want this booking to be scheduled?: Yes
Do you want to waitlist if there is no confirmed capacity?: No
You want to get your freight to destination: As early as possible

[Go back](#) or [Cancel](#) [Save template](#)

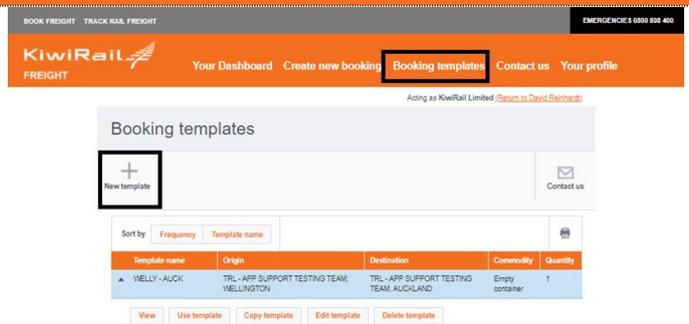
'Thank you' message is displayed when template is successfully saved



5.2. Creating templates based on existing templates

From "Booking Templates"

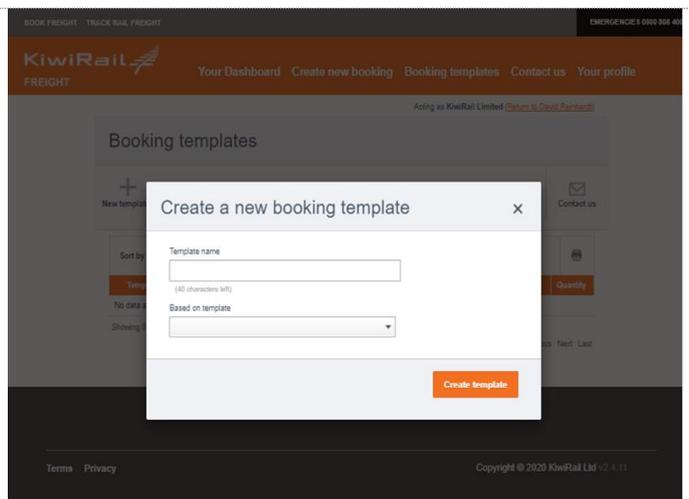
1. Select 'New Template'



2. Name the template then

3. Use dropdown to select under "Based on template"

4. Select 'Create template'



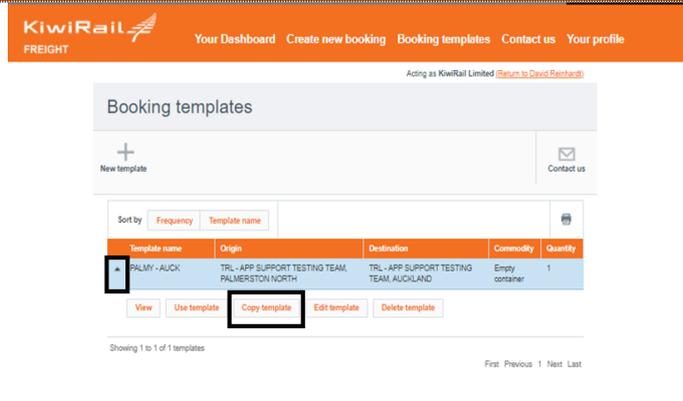
5. Complete template details

Refer to section 5.1, step 4.0 for instructions

5.3. Creating templates using existing templates

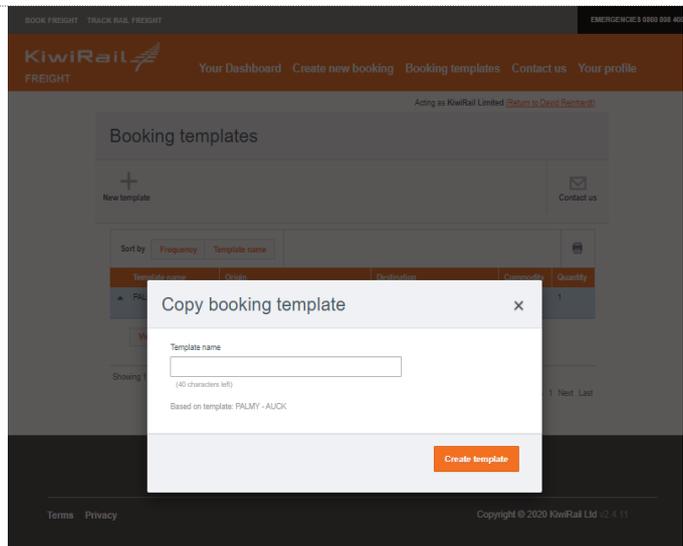
From 'Booking Templates'

1. Select and expand the template to be used
2. Select 'Copy Template' button



'Copy booking template' is displayed

3. Name the Template
4. Select 'Create template'



'Edit Template' screen is displayed

5. Change any 'Freight or Origin and Destination' details as desired then
6. Select 'Save template'

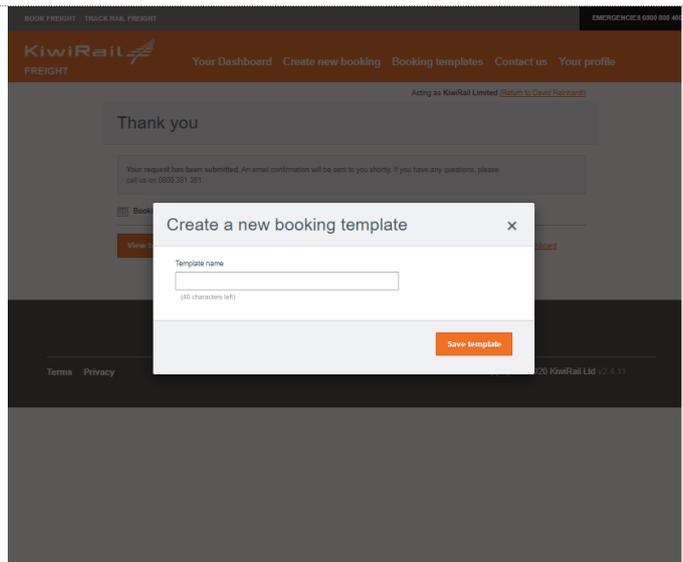
5.4. Creating template from submitted booking requests

From the 'Thank you' screen after a booking request has been submitted

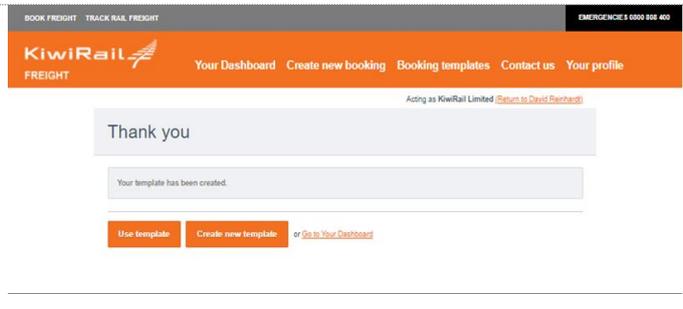
1. Select 'Save as template'

'Create a new booking template' screen is displayed

2. Name the Template
3. Select 'Save template'



'Thank you' message is displayed



5.5. Edit a Template

From 'Booking Templates'

1. Select template to be edited
2. Select Edit template

Acting as KiwiRail Limited [Return to David Reinhardt](#)

Booking templates

+ New template Contact us

Sort by: Frequency Template name

Template name	Origin	Destination	Commodity	Quantity
WELLY - AUCK	TRL - APP SUPPORT TESTING TEAM, WELLINGTON	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	Empty container	1
PALMY - AUCK	TRL - APP SUPPORT TESTING TEAM, PALMERSTON NORTH	TRL - APP SUPPORT TESTING TEAM, AUCKLAND	Empty container	1

Showing 1 to 2 of 2 templates First Previous 1 Next Last

'Edit template' summary screen is displayed

3. Select "Edit Section" to make changes and
4. Save Template

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 808 400

Acting as KiwiRail Limited [Return to David Reinhardt](#)

Edit template

Template name: PALMY - AUCK (28 characters remaining)

Booking Details Edit section

Rail Confirmation Recipients: david.reinhardt@kiwirail.co.nz Edit section
 Freight Payer: 20361

Freight details Edit section

Quantity to supply	Product type	Size	Commodity	Hazardous	Net product weight	Qty
1	N	General	20'	8515 Mt containers	N	0T 1

Origin and destination details Edit section

Freight origin: TRL - APP SUPPORT TESTING TEAM, NOW SERVICE DELIVERY ROOM 180 TR IT WGTN, PALMERSTON NORTH (06) 7395641
 Freight destination: TRL - APP SUPPORT TESTING TEAM, NOW SERVICE DELIVERY KIWI RAIL IT WGTN, AUCKLAND (04) 498 3000

Pick up by truck required: No
 Freight available to travel by: 08:00 - 08:00
 Special instructions: 08:00
 Delivery by truck required: No
 Freight required at destination by: 14:00 - 10:00

Scheduling Preferences Edit section

Do you want this booking to be scheduled?: Yes
 Do you want to waitlist if there is no confirmed capacity?: No
 You want to get your freight to destination: As early as possible

[Cancel](#) [Delete template](#) Save template

'Thank you' message is displayed

Acting as KiwiRail Limited [Return to David Reinhardt](#)

Thank you

Your template has been created.

[Use template](#) [Create new template](#) or [Go to Your Dashboard](#)

5.6. Delete a template

From 'Booking Templates'

1. Select Template to be deleted
2. Select delete template

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 838 403

KiwiRail FREIGHT Your Dashboard Create new booking Booking templates Contact us Your profile

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Booking templates

+ New template Contact us

Sort by Frequency Template name

Template name	Origin	Destination	Commodity	Quantity
PALMY - AUCK	TRL-APP SUPPORT TESTING TEAM PALMERSTON NORTH	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container/Empty container	2
WELLY - AUCK	TRL-APP SUPPORT TESTING TEAM WELLINGTON	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container	1

Showing 1 to 2 of 2 templates

First Previous 1 Next Last

3. Confirm deletion by selecting 'Yes'

BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0800 838 403

KiwiRail FREIGHT Your Dashboard Create new booking Booking templates Contact us Your profile

Acting as KiwiRail Limited [Return to David Rankin](#)

Booking templates

+ New template Contact us

Sort by Frequency Template name

Template name	Origin	Destination	Commodity	Quantity
PALMY - AUCK	TRL-APP SUPPORT TESTING TEAM PALMERSTON NORTH	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container/Empty container	2
WELLY - AUCK	TRL-APP SUPPORT TESTING TEAM WELLINGTON	TRL-APP SUPPORT TESTING TEAM AUCKLAND	Empty container	1

Showing 1 to 2 of 2 templates

First Previous 1 Next Last

Are you sure you want to delete this template?

Yes No

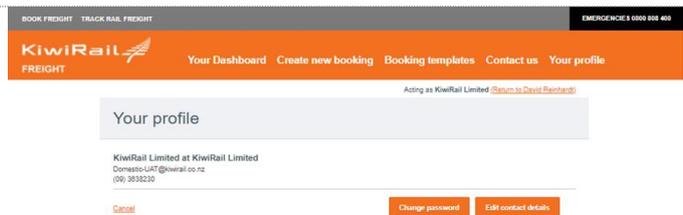
6. MANAGING YOUR PROFILE

6.1. View Your Profile

1. Select 'Your profile' from the top menu bar



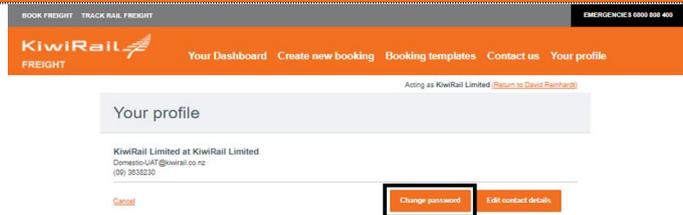
'Your Profile' screen is displayed



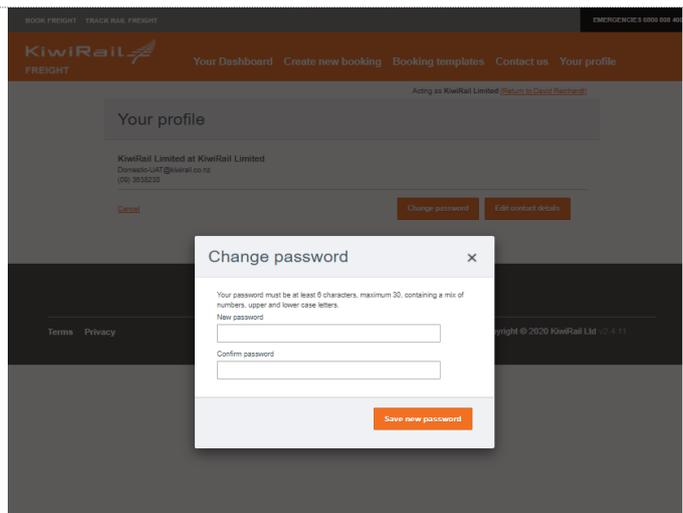
6.2. Change Password

From 'Your Profile'

1. Select 'Change password'



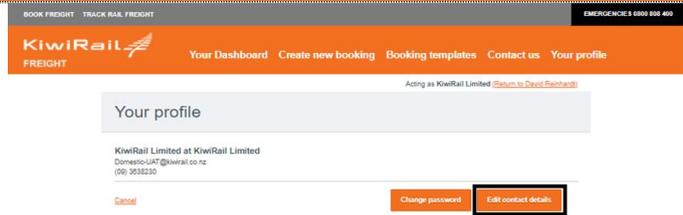
2. Enter New Password
3. Re-enter to confirm New Password
4. Select 'Save new password'



6.3. Edit contact details

From 'Your Profile'

1. Select 'Edit contact details'



2. Change details as desired
3. Select 'Save'

