

Freight Web Bookings USER GUIDE



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|-------------------|-----------------|---------------------|--------------------------|
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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

I

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



2. GETTING STARTED

| 2.1. Finding Freight Web Bookings | |
|-----------------------------------|--------------------------------|
| 2.1. Finding Freight Web Bookings | I hore - Kurkal Freght Hub x + |
| | Request a quote Contact us |



| 2.2. | Signing Up | | | | |
|-----------|---|--|--|--|--|
| | | BOOK FREIGHT TRACK RAIL FREIGHT KIWIR all A Rail freight Interislander CV About us Freight hub News and media Contact Careers recort | | | |
| 1. | To register click ' <i>Sign Up'</i> | Book your rail freight consignment Contrained CV bookings, please call 0800 680 670 or email freight@interislander.com/ Fready a Registered Customer? User name (Email address) Password Sign m Totelde stopment | | | |
| 2. (r | | Register for the KiwiRail Freight Hub Please complete the information below and we'll be in fouch soon with your login details. Company details Company details Company details Street number Breet number Street number Freight Payer codes (all codes separated by comma) | | | |
| | Complete the required details to register | User details Full name Enail address (this will be your user name, maximum of 60 characters) Plasse role: we will also use this enail address for password reset Plassword Our password must be at least 0 characters, maximum 30, containing a mix of numbers, upper and lower case letters. New password Our password Confirm password User security Security gruestion Security gruestion | | | |
| | | Cancel Next > | | | |



| | Register for the KiwiRail Freight Hub | | | |
|---|--|--|--|--|
| | Please check these details are correct and submit your registration. | | | |
| | Company details | Edit section | | |
| | Company name Email address for rail co DR DOOBEY@DOOBEY.CO. | nfirmation NZ | | |
| 3 Review details of registration request | Address Freight Payer codes 1 DOGEEY 2JNL04 Auckland City. | | | |
| and click 'Submit registration' | User details | Edit section | | |
| | Full name Email address BOBBY DOOBEY@DOOBEY.CO. | NZ | | |
| | Phone number (09) 3638230 | | | |
| | Password | Edit section | | |
| | New password Confirm password | | | |
| | User security | Edit section | | |
| | Security question Security answer Name of your first pet DOOBEY | | | |
| | 4 Go back or <u>Cancel</u> | Submit registration | | |
| | | | | |
| | BOOK FREIGHT THACK BAR FREIGHT. | EMERGENCES 0000 800 400 | | |
| | KiwiRail A Rail freight Interistander CV About us Frei FREIGHT | ght hub News and media Contact Careers | | |
| Confirmation of registration submission is | Thank you | | | |
| displayed | Thesis you for registering for the Stavillal Freight Hub, vielt engl you shortly to colle | to your registration. | | |
| | Repetration submitted: Monday 03 May 2021, 13:35 Copy image | Go to those your contrigument | | |
| | | | | |
| | The pending user account registration is received by a KiwiRail Administrator who will validate then approve the registration. | | | |
| Validating and activating account registration (internal process) | If the requester is not a the Administrator decli will send details to the Account Excutive to for | a KiwiRail customer, nes the request and responsible Key llow up as a lead. | | |
| | If the requester is a Kin account registration ca (e.g. incorrect details, discuss with the respo Executive before decli | wiRail customer but annot be activated the Administrator will nsible Key Account ning the request. | | |



| | 🖫 🖄 🔿 🕇 🦆 👻 👻 Welcome to KiwiRail Freight Hub - Message (HTML) 🛛 📼 - 🗆 🗙 | | | | | | |
|---|---|--|--|--|--|--|--|
| | File Message Developer Help 📿 Tell me what you want to do | | | | | | |
| | Image: Septy model Image: Septy | | | | | | |
| | Welcome to KiwiRail Freight Hub | | | | | | |
| | FRWebBookings-UAT@kiwirail.co.nz ← Reply ≪ Reply All → Forward ···· | | | | | | |
| | To Domestic Freight Web Bookings UAT Tue 6/04/2021 3:52 pm | | | | | | |
| | KiwiRail # | | | | | | |
| A confirmation email will be sent once the account has been approved and activated. | Dear BOBBY, | | | | | | |
| | Welcome to the KiwiRail Freight Hub. | | | | | | |
| | Now that you are registered, you can make bookings, review previous bookings and request changes or cancellations online. | | | | | | |
| | Please click here to get started. | | | | | | |
| | If you have any questions or need help, please call us on 0800 351 351. | | | | | | |
| | Kind regards, KwiRail Customer Services Team. | | | | | | |
| | Please do not reply to this message, this email address is automated and unattended. | | | | | | |
| | | | | | | | |
| | | | | | | | |

| 2.3. | Signing In | |
|------|---|---|
| 1. | On the ' <i>KiwiRail Freight Hub</i> ' landing page, enter your registered username and password and click ' <i>Sign In</i> ' | Decomposition of the constraint of the constr |





| 2.4. | Signing Out | | | | | | | |
|---|--|---|--|--------------------|---------------------------------|-------------------------|--------------|--------------------------|
| Click on '<i>Logout</i>' located on the to right-hand corner of the page. | | BOOK FREIGHT TRACK RAIL FREIGH KiwiRail FREIGHT | T Your Dashboard | Create new booking | Booking templates | Contact us | Your profile | EMERGENCIES 0000 808 400 |
| | | | Your Dashboard | I | We | some by JOHN BLOGGS | | |
| | Click on ' <i>I ogout</i> ' located on the top | | H O New booking Drafts 1 | O | | Ce | ontact us | |
| | right-hand corner of the page. | | Your bookings | Last 30 days 👻 | Search bookings | | • | |
| | | | Date Origin No data available in table Showing 0 to 0 of 0 bookings | in Destination | Commodity | Qu First Previous Ne | ent Last | |
| | | | Book Book your consignment | | Track Track your censignment | | | |
| | | | | | | | | |

3. NAVIGATING YOUR DASHBOARD





3.1. Expanded View of Your Dashboard

| All Sub | mitted Draft | Last 30 d | ays 🔻 | Search bookings | | - |
|----------------------------|--|---|--|---|--------------------|--------------------------------|
| Date | c | Drigin | | Destination | Commodity | Quantity |
| Thu 11 Feb 13:10 | Thu 11 Feb 2021, TRL - APP SUPPORT TESTING 13:10 TEAM, WELLINGTON | | | TRL - APP SUPPORT TESTING TEAM, WELLINGTON | Empty container | 1 |
| View | View Print Copy booking Edit booking | | | Cancel booking | Г | 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 |

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Issue date: 06/05/21

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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' | Your Dashboard + 0 0 Drafts 0 Templates |
| Or Select menu | ting ' <i>Create new booking</i> ' from the top bar | <text></text> |
| Or By sel botton | ecting ' <i>Book your consignment</i> ' from the n menu bar | Or Your bookings Image: Submitted Drafts Last 30 days Search bookings Image: Search bookings Date Origin Destruction Commodity Quantity No data available in table Showing 0 to 0 of 0 bookings Image: Showing 0 to 0 of 0 bookings For Previous Next Last Showing 0 to 0 of 0 bookings For Previous Next Last Image: Showing 0 to 0 of 0 bookings |



| | Non-Man II. 19 Your Dashboard Create new booking Booking templates Contact us Your profile |
|--|--|
| | New booking: Your booking details |
| <i>New booking: Your booking details'</i> screen is displayed. The progress bar shows which segment of the new booking is being completed | UserDectails Proceedings of the preserve factors, by access of the second proceeding the action of the boosting. Marken are set of preserve factors, the preserve factors of the decode proceeding the action of the boosting. Excess cases Freight Paryer Total Cases Cases |
| Select 'Freight payer code' then Select 'Next'. | Terms Phracy Copyright © 2020 KonRull Ltd +2.4.11 |
| | '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 |
| <i>'New booking: Freight details'</i> screen is displayed. | Nour Dashboard Create new booking Booking template Contact us Your profile Werene besit 1004/00 (Local) Werene besit 1004/00 (Local) Device booking: Freight details Orga and steriotics deals Booking template Booking template |
| Select product category by clicking on the image. | Please choose a product category |
| 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. | Container Wagon (Supplet by YourRel) Specify your freight Size @ Commedity Heardrow @ Introduct Op Beforms details 1 • |
| Under 'Specify your freight table' | × khá ji v v v v v v klasticka |
| 5. Complete the freight details | (Goback @ General Real 7 |
| 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
- o 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 | KiwiRail A Your Dashboard Create new booking Booking templates Contact us Your profile |
| Select 'Freight origin' and 'Freight Destination' customer, use 'Edit details' to change any of the pre-loaded information | New booking: Origin and destination details |
| 8. Select if 'Pick up' and/or 'Delivery' is required. O Use the 'Special Instructions' box for any further notes or instructions | Pick up by truck required Image: Constructions Special instructions Special instructions |



| Second the state of the sta | | Booking details | | Freigh | t details | Origin and destination details | | Bookin | ng summary |
|---|---|---|-------------------|-----------|-----------|---|------------|----------|------------|
| Set of the set of | | 0 | | |) | • | | | 4 |
| Is a windia transmission of the streed o | | Freight origin | | | | Freight destination | | | |
| IS IS. APP SUPPORT TESTING TEAM TWO SERVICE DELIVERY ROOM 180 TR IT WGTN PICH UPENTON NORTH (19) 788-511 INCLUENT ROUTH REQUIRED INCLUENT ROUTH REGUIRED INCLUENT REGU | | TRL - APP SUPPORT TESTING PALMERSTON NORTH | TEAM | - Edit D | etails | TRL - APP SUPPORT TESTING T WELLINGTON | EAM + | Edit D | etails |
| PALMERSTON NORTH (b) 786551 Fick up by truck required Is Pick up by truck required Is Is Is Is <td></td> <td>TRL - APP SUPPORT TESTING NOW SERVICE DELIVERY ROO</td> <td>TEAM DM 180 TR</td> <td>IT WGTN</td> <td></td> <td>TRL - APP SUPPORT TESTING ROOM 180 TR IT WGTN STATIO</td> <td>TEAM</td> <td>3</td> <td></td> | | TRL - APP SUPPORT TESTING NOW SERVICE DELIVERY ROO | TEAM DM 180 TR | IT WGTN | | TRL - APP SUPPORT TESTING ROOM 180 TR IT WGTN STATIO | TEAM | 3 | |
| IS Price province required Program from the residencial address? Program from the residencial address Program from the residencial | | PALMERSTON NORTH (06) 7896541 | | | | WELLINGTON (04) 498 3168 | | | |
| IS Predigit read/or for pick up by Freight read/or for pick | | Pick up by truck required | ł | | | Delivery by truck require | d | | |
| is Predight ready for pick up by Freight ready for pick up | | Yes O No | | | | Yes O No | | | |
| IS Freight ready for pick up by Image: Freight ready for pick up by Is this a residential address? Is the driveway narrow? Image: Freight ready for pick up by Image: Freight ready for pick up by Is the driveway narrow? Image: Freight ready for pick up by Image: Freight ready for pick up by Is the driveway narrow? Image: Freight ready for pick up thy Image | | Deliver empty container by | | Time | | Freight required to be delivered to | y | Time | |
| IS Freight ready for pick up by True b files a residential address? Yes No can container be stored off the street? Yes No can container be stored off the street? Yes No can container be stored off the street? Yes No b a swinglift truck required? Yes No b a swinglift truck required? Yes No can container be stored off the street? Yes No b a swinglift truck required? Yes No can container be stored off the street? Yes No b a swinglift truck required? Yes No Ste contact name Ste phone number Opening directions? Ste contact name Ste phone number Depould this directions Ste contact name Ste phone number Depoulg hours from to HHMM Special instructions Scheduling Preferences Do you want this booking to be schedule? Oter Yes No Ste contact the booking to be schedule? Oter Yes No Ste contact name Ste contact name Ste phone number Ste contact name Ste | | | 1000 | 1 | • | | - | | |
| IS Integration of the Jack up ty Integration of the Jack up ty Integration of the Jack up ty Is this a residential address? Yes No Is the driveway narrow? Yes No Is the driveway narrow? Yes No Truck to vait while you load the Yes No Truck to vait while you load the Yes No Is the ground stable the container is to be Yes No Is there any overhead power cables or Yes No Are there any overhead power cables or Yes No Site contact name Site phone number Site contact name Site phone number Opening directions? Site phone number Site contact name Site phone number Opening directions? Site phone number 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 schedule? Oyes No | | Ereicht reach: far eich un hu | | Time | | Diele up empty container by | | Time | |
| Is this a residential address? Yes No Is the driveway narrow? Yes No Is the driveway narrow? Yes No Can container be stored off the street? Yes No Track to var while you load the Yes No Is a swinglift truck required? Yes No Is a swinglift truck required? Yes No Are there any overhead power cables or Yes No Are there any overhead power cables or Yes No Ste contact name Ste phone number Ste contact name Ste phone number Opening directions? Ste phone number Ste contact name Ste phone number Opening hours from to HHIMM HHIMM Special instructions Ste phone number Opening hours from to IHHIM IHHIMM HHIMM Special instructions Special instructions | S | Freight ready for pick up by | planet. | 11110 | - | Pick up empty container by | planning | TITLE | |
| Is this a residential address? Yes No Is the driveway narrow? Yes No Can container be stored off the street? Yes No Truck to waik while you load the Yes No Truck to waik while you load the Yes No Truck to waik while you load the Yes No Is a swinglift truck required? Yes No Is the ground stable the container is to be Yes No Are there any overhead power cables or Yes No Are there any special instructions for door Yes No Site contact name Site phone number Site contact name Site phone number Opening hours from to The HH MM HH MM Special instructions Site phone number Opening hours from to Method instructions Too Yes No Special instructions Special instructions Special instructions Do you want this booking to be scheduled? Yes No | | | | | · | | | | |
| Is the driveway narrow? Yes No Can container be stored off the street? Yes No Truck to varial while you load the container? Yes No Is a swinglift truck required? Yes No Is the driveway narrow? Yes No Is a swinglift truck required? Yes No Is the driveway narrow? Yes No Is a swinglift truck required? Yes No Is the ground stable the container is to be Yes No Are there any overhead pover cables or wires? No No Are there any special instructions for door or yes No Site contact name Site phone number Site contact name Opening hours from to HH:MM HH:MM HH:MM HH:MM Special instructions Yes No Stecontact name Site phone number Opening hours from Io HH:MM HH:MM HH:MM Special instructions Yes No Stecontact name Site phone number Opening hours from Io Io HH:MM HH:MM | | Is this a residential address? | | ⊖ Yes | No | Is this a residential address? | | ⊖ Yes | No |
| Can container be stored off the street? \restarch \restarch< | | Is the driveway narrow? | | ⊖ Yes | O No | Is the driveway narrow? | | ⊖ Yes | ⊖ No |
| Truck to waik while you load the container is to be Yes No Is a swinglift truck required? Yes No Is the ground stable the container is to be Yes No Are there any overhead power cables or opening directions? Yes No Site contact name Site phone number Yes No Opening hours from to HH:MM HH:MM Special instructions Site contact name Site phone number Opening hours from to HH:MM HH:MM Special instructions Instructions Scheduling Preferences Do you want this booking to be scheduled? Oyes No | | Can container be stored off the s | treet? 🙆 | ⊖ Yes | ⊖ No | Can container be stored off the s | treet? 🙆 | ⊖ Yes | ⊖ No |
| Is a swinglift truck required? Yes No Is the ground stable the container is to be Yes No Are there any overhead power cables or wives? Yes No Are there any overhead power cables or wives? Yes No Are there any overhead power cables or wives? Yes No Are there any overhead power cables or wives? Yes No Are there any overhead power cables or wives? Yes No Site contact name Site phone number To Opening hours from to To HHMM HHMM HHMM Special instructions Special instructions Special instructions Scheduling Preferences Oyes Oyes Oyes Do you want this booking to be schedule? Oyes Oyes Oyes | | Truck to wait while you load the container? | | ⊖ Yes | ⊖ No | Truck to wait while you unload th container? | 8 | ⊖ Yes | ⊖ No |
| Is the ground stable the container is to be \restrictions? \Ves \No Are there any overhead power cables or vives? \Ves \No Are there any special instructions for door opening directions? \Ves \No Site contact name Site phone number \Ves \No Opening hours from to \Ves \No HHMM HHMM \Ves \Ves \No Special instructions \Ves \Ves \Ves \No Special instructions Instructions \Ves \Ves \Ves \Ves \No Scheduling Preferences Do you want this booking to be scheduled? \Ves \No \Ves \No | | Is a swinglift truck required? | | ⊖ Yes | ⊖ No | Is a swinglift truck required? | | ⊖ Yes | ⊖ No |
| Are there any overhead power cables or vers? Yes No Are there any overhead power cables or vers? Yes No Are there any special instructions for door opening directions? Yes No Site contact name Site phone number Site contact name Site phone number Opening hours from to Site contact name Site phone number HH.MM HH.MM HH.MM Special instructions Special instructions Special instructions Special instructions Scheduling Preferences Over solutions No | | Is the ground stable the container placed on? | er is to be | ⊖ Yes | ⊖ No | Is the ground stable the container placed on? | r is to be | ⊖ Yes | ⊖ No |
| Are there any special instructions for door Yes No Site contact name Site phone number Site contact name Site phone number Opening hours from to HH.MM HH.MM HH.MM Special instructions Opening hours from to HH.MM HH.MM Special instructions Opening hours from to HH.MM HH.MM HH.MM Special instructions Opening hours from to HH.MM HH.MM HH.MM Special instructions Opening hours from to HH.MM HH.MM HH.MM Special instructions Opening hours from to HH.MM HH.MM HH.MM Do you want this booking to be scheduled? Overs ONe No | | Are there any overhead power c wires? | ables or | ⊖ Yes | ⊖ No | Are there any overhead power ca wires? | ibles or | ⊖ Yes | ⊖ No |
| Site contact name Site phone number Opening hours from to IHH.MM HHLMM Special instructions Opening hours from Scheduling Preferences Over Do you want this booking to be scheduled? Over | | Are there any special instruction opening directions? | s for door | ⊖ Yes | ⊖ No | Are there any special instructions opening directions? | for door | ⊖ Yes | ⊖ No |
| Opening hours from to Opening hours from to HH:MM HH:MM Special instructions HH:MM Special instructions Special instructions Scheduling Preferences Over this booking to be scheduled? Do you want this booking to be scheduled? Over this booking to be scheduled? | | Site contact name | Site pho | ne number | | Site contact name | Site phon | e number | |
| Opening hours from to HH:MM HH:MM Special instructions HH:MM Special instructions Special instructions Scheduling Preferences Over this booking to be scheduled? Do you want this booking to be scheduled? Over this booking to be scheduled? | | | | | | | | | |
| HHMM HHMM HHMM Special instructions Special instructions Scheduling Preferences Do you want this booking to be scheduled? OVes | | Opening hours from | to | | | Opening hours from | to | | |
| Special instructions Special instructions Scheduling Preferences Over | | HH:MM | HH:MN | 1 | | HH:MM | HH:MM | | |
| Scheduling Preferences | | Special instructions | | | | Special instructions | | | |
| Scheduling Preferences Do you want this booking to be scheduled? O'Yes O'Ne | | | | | | | | | |
| Do you want this booking to be scheduled? O'Yes O'No | | | | | li. | | | | |
| OYes ONo | | Scheduling Prefere | nces | | | | | | |
| | | Do you want this booking to be s | oneodied? | | ⊖Yes | ⊖No | | | |

'New Booking: Origin & destination details' is displayed

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



| | BOOK FREIGHT TRACK HALL FREIGHT EMERGENT | | | | | |
|--|--|--|--|--|--|--|
| | KiwiRail 4 | | | | | |
| | PREIGN1 Welcome back TARAPAU (Latred) | | | | | |
| | New booking: Booking summary | | | | | |
| | Booking details Pregit details Origin and destination details Booking summary | | | | | |
| | ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° | | | | | |
| | Booking Details Edit section | | | | | |
| 'New booking: Booking summary' screen is | Rail Confirmation Religients Freight Payer MARKLORCK@SLUERFERVARMS CO.X2 27AB04 | | | | | |
| displayed | Freight details Edit section | | | | | |
| | KiwiRui Product type Size Commodity Hazandova Net Gity to sopply weight | | | | | |
| | (i) N General 20° 2548 Sait N 17 1 | | | | | |
| | Origin and destination details | | | | | |
| 11. Check details are correct then | Freight origin Freight destination SLIGER FEIN FARMS LTD POOTO FAR-ER INFORTEX/PORTS PRASER R6 TAXAMUL (MRTH) IMPORTEX/PORT DIVISION IN BELAVAVIER R0, NAPER PORT | | | | | |
| 12 Salaat (Submit Baaking' to graate | (0) 858 692 (0) 838 4002 (0) 838 4000 (0) 83 | | | | | |
| hooking request | Freight available to travel by Freight required at destination by 0665502112:00 - 14:00 20/65022110:00 - 12:00 | | | | | |
| booking request. | Scheduling Preferences Edit section | | | | | |
| | Do you want this booking to be scheduled?: No | | | | | |
| | Go back or <u>Second</u> Submit booking | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Terms Privacy Copyright © 2020 Kwirkai Ltd +2:4:11 | | | | | |
| | | | | | | |
| | | | | | | |
| | FREIGHT Your Dashboard Create new booking Booking templates Contact us Your profile | | | | | |
| | | | | | | |
| | | | | | | |
| | Your request has been sublitted. An enal confirmation will be sent to you shortly. If you have any questions, please cell on on 0000 201-201 | | | | | |
| New booking: Thank You' message is | (IIII) Booking submitted: Turesday 04 May 2021, 11:36 | | | | | |
| displayed upon successful submission of | View booking Create new booking Copy booking Save as template or the to Strate Brokhame | | | | | |
| booking request | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | An email is sent to the KR Customer Delivery team | | | | | |
| | who are responsible for ensuring that the request is | | | | | |
| 'Booking Request Details' email is sent | successfully booked in the KiwiRail system | | | | | |
| | (CTMS) | | | | | |
| | | | | | | |



| 4.2. | Creating Booking Using Template | |
|---------------------------|--|---|
| From 'Booking Templates' | | KiwiRail A Your Dashboard Create new booking Booking templates Contact us Your profile |
| 1. | Select a template to create a new booking request from by clicking 'Templates" on Your Dashboard | |
| 2. | Select 'Use Template' | Showing tip 1 of 1 templates First Previous 1 Next Last |
| ' <i>New k</i> display | oooking: Your booking details screen' is /ed. | |
| 3. | Complete missing details and if required | Refer to 4.1 for instructions on completing individual sections to create new booking request |
| 4. | 'Edit Sections' to change details as desired then | |
| 5. | Select 'Submit booking' | |

| 4.3. | Copying previous booking request | | | | | | |
|-----------------|--------------------------------------|--|-------------------|------------------------------|---|--------------------|---------------------------|
| | | i1. <i>#</i> | Your Dashb | oard Create new b | coking Booking templat | | tus Your pro |
| | | | | | Acting as KiwiRa | il Limited (Return | n to David Reinhardt) |
| From | 'Your Booking' | Your Da | shboard | | | | |
| 1 Iom | Your Deening | + New booking | O Drafts Te | 1 emplates | | | Contact us |
| 1 | Select booking to copy to create new | Your bookin | ıgs | | | | |
| booking request | All Subr | nitted Drafts Origin | Last 30 days | Search bookings Destination | Commodity | Guantity | |
| | • | Wed 05 May 09 53 | 2021, TRL | APP SUPPORT TESTING | TRL - APP SUPPORT TESTING | Empty | 1 |
| 2. | Select 'Copy Booking' | View | Print Copy t | Edit booking | Cancel booking | | Booking Ref 000AVX5841 |
| | | Tue 04 May 23:32 | 2021, TRL TEAM | APP SUPPORT TESTING | TRL - APP SUPPORT TESTING TEAM, AUCKLAND | Empty container | 1 |
| | | Showing 1 to 2 of 2 | l bookings | | | First Prev | rious 1 Next Last |



| | 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 | | | | | | |
| 'New booking from Previous booking' screen is | Rail Confirmation Recipients Freight Payer david reinhardh@kiwrail.co.nz 285101 | | | | | | | |
| displayed | Freight details | Edit section | | | | | | |
| | KliwiRali Product type Size Commodity to supply | Hazardous Net Qty product weight | | | | | | |
| 1. 'Edit Section' as desired | N General 20 8815 Mty containers | N 0T 1 | | | | | | |
| 2. Select 'Submit Booking' | Origin and destination details | | | | | | | |
| | Freight origin Freight destination TRL. APP SUPPORT TESTING TEAM TRL. APP SUPPORT TEST ROOM 180 TF WGTN STATION BUILDING, WELLINGTON NOW SERVICE DELIVERY (04) 498 3188 (04) 498 3000 | ING TEAM KIWRAIL IT WGTN, AUCKLAND | | | | | | |
| | Pick up by truck required: No Delivery by truck required | : No | | | | | | |
| | Special instructions Special instructions TESTESTESTESTESTESTESTESTESTESTESTESTEST | STESTTESTESTESTEST | | | | | | |
| | Scheduling Preferences | Edit section | | | | | | |
| | Do you want this booking to be scheduled?: | | | | | | | |
| | Cancel | Save as draft Submit booking | | | | | | |
| | | | | | | | | |



| 4.4. View Booking Requests | | |
|--|--|--|
| From <i>'Your Bookings'</i> screen 1. Select the booking to be viewed 2. Select 'View' button to see details of booking | Your bookings All submitted Drafts Last 30 days Search bookings. Date Origin Destination Commodity Quantity Very Wed 03 Feb 2021. TRL-APP SUPPORT TESTING TEAM, TRL-APP SUPPORT 1 Search booking General 1 Very Print Copy booking Edit booking Cancel booking General 1 Very Print Copy booking Edit booking Cancel booking General 1 Desching Ref Dooking Cancel booking Desching Ref DOOKING Very Print Copy booking Cancel booking Cancel booking Disching Ref Dooking Cancel booking Desching Ref DOOKING Disching Ref Dooking Cancel booking Desching Ref DOOKING Disching Search colspans Disching Ref DOOKING Disching Search colspans Disching Search colspans <td <="" colspans<="" th=""></td> | |
| "Booking details' screen will be displayed | <section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header> | |



| 4.5. Edit Booking Requests | |
|---|--|
| | KiwiRail A Your Dashboard Create new booking Booking templates Contact us Your profile |
| From 'Your Bookings' screen 1. Select booking that needs to be edited 2. Select 'Edit Booking' button | Our Dashboard Image: Dash Dashboard Image: Dashboard |
| Select 'Edit section' to make changes as desired Select 'Save booking' | Edit booking Bocking Details Lot section Mid Confirmation Registers Yeight Payer Booking Ref Mid Confirmation Registers Ref DODAV/2494 Mid Confirmation Registers Commodity Mazandowa Net Mid Confirmation Registers Not on ono Ono Ono Mid Confirmation Registers Not on ono Not ono Ono Ono Mid Confirmation Registers Not ono Not ono Ono Ono Ono Mid Confirmation Registers Not ono Not ono Ono Ono Ono Mid Confirmation Registers Not ono Not ono Not ono Ono Ono Mid Confirmation Registers Not ono Not ono Not ono Ono </th |
| 'Thank you' message displayed when successfully saved | Your Deathboard Create new booking Booking templates Contact us Your profile Present Create new booking Booking templates Contact us Your profile Under service Create new booking Booking templates Contact us Your profile Under service Create new booking Booking templates Contact us Your profile Under service Create new booking Booking templates Contact us Your profile Under service Create new booking Create new booking Booking templates Create new booking |



| 4.6. C | ancel Bookings | |
|---|--|---|
| | | KiwiRail A Your Dashboard Create new booking Booking templates Contact us Your profile |
| From 'Your Bookings' screen 1. Select booking to be cancelled 2. Select 'Cancel booking' button | Your Dashboard Image: Dashboard Image: Dashboard | |
| | 'Cancel booking: Booking summary' screen swill be displayed 3. Select 'Cancel booking' | <section-header> Concerned booking: Booking summary Booking beals Booking fer Pays <td colspan="4</th></section-header> |
| | 'Thank You' message displayed upon cancellation | Image: Contract to Cont |



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
 - o 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 | |
|----------------------------------|--|
| | BOOK PRODUIT TRACK MAK (REDOIT) DEFENSION DATA KiwiRail # Your Dashboard Create new booking Booking templates Contact us Your profile |
| From "Booking Templates' | Acting as Kowital Linead Generals Card Restored |
| 1. Select 'New Template' | Sort by Frequency Template name Image: Contract on Sort by Frequency Contract on Sort by Frequency Commodity Casetty Commodity |
| 2. Name the template | <text></text> |
| 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. |



| | BOOK FREIGHT TRACK RALL FREIGHT EMERGENCE 10000 80 40 |
|--|---|
| | KiwiRail A |
| | FREIGHT Acting as KwiRail Limited (Return to David Reinhards) |
| | New booking: Your booking details |
| | Booking delate Preight 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 Dometic-UAT (givieral to nz |
| 'New template: Your booking details' screen is | (W) dose, do Edit user details Add addroui ani confirmation registents |
| displayed | Freight Payer |
| | Finight payer code |
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| | Control Heart > |
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| | |
| | Terms Privacy Copyright © 2020 KowRail Lbd v2.4.11 |
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| | |
| | KiwiRall デ Your Dashboard Create new booking Booking templates Contact us Your profile |
| | Acting as KiwiRail Limited (Return to David Reinhardt) |
| | New template: Freight details |
| | Please choose a product category |
| | |
| | |
| | Container Wagon (Supplety KeiRai) |
| 4. Enter the template freight details | |
| | Specify your freight |
| | Multiplie Bendusting the C Assessed in Distance of Malandari Ak |
| | Kivelike its Product type Size Commodily Hazardous Historocut Git Historocut Git Historocut Histor |
| | Number Default Default Default 1 No + 20 General + 20 General + No + 0 1 x 2 - - - - - - 0 1 x |
| | Swiffall is Product type Size Commodify Haserboard High product of y weight of the product |
| | Number Defect type Size Commodify Histardos Mitigradual Office 1 No General • 20 General • Mitigradual 1 x 3 • • • • • • • I x 3 • • • • • • I x 4 • • • • • • • • × |
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| | State Demody Name Name Margination 1 No demod 22 demod MitsMy containes No 0 1 X 2 Image: State MitsMy containes No 0 1 X 2 Image: State MitsMy containes No 0 1 X 3 Image: Image: State MitsMy containes Image: Image: State X 4 Image: I |
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| | BOOK FREIGHT TRACK RALL FREIGHT EMERGENCIES 0000 80 40 | | | | | |
|--|---|--|--|--|--|--|
| | KiwiRail # Your Dashboard Create new booking Booking templates Contact us Your profile | | | | | |
| | Acting as KiwiRail Limited (Return to David Reinhard) | | | | | |
| | New template: Origin and destination details | | | | | |
| | Freight origin Freight destination | | | | | |
| | TRL - APP SUPPORT TESTING TEAM PALMERSTON NORTH ESTING TEAM ALCHARD | | | | | |
| | TRL- APP SUPPORT TESTING TEAM TRL- APP SUPPORT TESTING TEAM NOW SERVICE DELIVERY ROUM 180 TR IT WGTN NOW SERVICE DELIVERY KINRAAL IT WGTN | | | | | |
| | PALMERSTON NORTH AUCKLAND (00) 7585541 (04) 498 3000 | | | | | |
| | Pick up by truck required Delivery by truck required | | | | | |
| Enter origin and destination details | Freight available to travel by (Time) 06.00 • 06.00 • Freight required at destination by (Time) 14.00 • 16.00 • | | | | | |
| | Special instructions Special instructions | | | | | |
| | 00:00 | | | | | |
| | Schaduling Prafarances | | | | | |
| | Do you want this booking to be scheduled? | | | | | |
| | Do you want to waitist if there is no confirmed capacity? O Yes No | | | | | |
| | Do you want to get your height to destination As early as possible O As close as possible to your Freight Required at Destination date and time | | | | | |
| | <pre>C Ge back or <u>Careed</u> Next ></pre> | | | | | |
| | | | | | | |
| | | | | | | |
| | BOOK FREICHT TRACK RAL FREICHT EMERCENCIES 0000 DIR 400 | | | | | |
| | KiwiRail 4 | | | | | |
| | FREIGHT | | | | | |
| | New template: Booking summary | | | | | |
| | New template. Booking summary | | | | | |
| | Booking Details Edit section | | | | | |
| | Kall Committed on Arcigeness Preget Pyrer david reinhardiğikiwail.co.nz 28301 | | | | | |
| Review 'New Template: Booking summary' | Freight details Edit section | | | | | |
| then | Kowitkal Product type Size Commodity Hazardous Ital Ofy to woppy weight | | | | | |
| | 1 N General 20 8815 My containers N 0T 1 | | | | | |
| 6. Select Save Template | Origin and destination details Edit section | | | | | |
| | Height origin THL .4PP Splerkert TESTING TEAM NOW SERVICE DELIVERY ROOM 180 TR IT WSTN, PALMERSTON NOW SERVICE DELIVERY KNIMPAIL (IT WSTN, ALCALAND NOWS (00) T086541 | | | | | |
| | Delivery by truck required: No Prob up by truck required: No Freight available to travel by 06.00 - 06.00 | | | | | |
| | Special instructions 09:00 | | | | | |
| | Scheduling Preferences Edit section | | | | | |
| | Do you want this booking to be scheduled? Yiso Do you want this schedule to be scheduled? Yiso Do you want to get your finight to destinution: As sarly as possible | | | | | |
| | 1 Go back of Central Save temptate | | | | | |
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|---|---------------------------------|---------------------|---------------------|--------------------------------|----------------------------|----------------------------|--------------|
| | | ail <i>.#</i> | Your Dashboard | Create new booking | Booking templates | Contact us | Your profile |
| | | | | | Acting as KiwiRail Limited | (Return to David Rein | hardt) |
| <i>'Thank you'</i> message is displayed when template is successfully saved | | Thank you | u | | | | |
| | | Your template has I | been created. | | | | |
| | | Use template | Create new template | or <u>Go to Your Dashboard</u> | | | |
| | | | | | | | |
| | | | | | | | |

| 5.2. Creati | ng templates based on existing t | templates | | |
|----------------------|----------------------------------|---------------------------------|--|---|
| | | | Your Dashboard Create new booking Booking template | CMERCENCIE'S 0000 808 400 |
| | | PREIGHT | Acting as KiwiRail Lin | nited (Return to David Reinhardt) |
| From " <i>Bookir</i> | ng Templates' | Bookir | ng templates | |
| | | New template | | Contact us |
| 1. Select | 'New Template' | Sort by | Frequency Template name | |
| | | Templat | te name Origin Destination -AUCK TRL-APP SUPPORT TESTING TEAM. TRL-APP SUPPORT TESTING | Commodity Quantity Empty 1 |
| | | View | WELLINGTON TEAM, AUCKLAND Use template Copy template Edit template Delete template | container |
| | | | | |
| | | BOOK FREIGHT TRACK RAIL FREIGHT | | EMERGENCIES 0000 800 400 |
| | | | | lates Contact us Your profile |
| | | | Acting as KowRail | Limited (<u>Seturn to David Reinhard</u>) |
| 2. Name | the template then | Bookir | ng templates | |
| | | + New templat | Create a new booking template | × Contact us |
| 3. Use dı | ropdown to select under "Based | Sort by | Template name | |
| on terr | nplate | Terrer No data a | (40 characters left) Basari on terrolate | Quantity |
| | | Showing 0 | •••••••••••••••••••••••••••••••••••••• | aus Next Last |
| 4. Select | 'Create template' | | Create to | emplate |
| | • | | | |
| | | Terma Privacy | | Convricts @ 2020 KiwiRail Etd v2.4.11 |
| | | | | |
| 5. Compl | ete template details | Refer to see | ction 5.1, step 4.0 for inst | tructions |



| 5.3. | Creating templates using existing temp | olates | | | |
|-------|---|------------------|---|--|---|
| | | KiwiR FREIGHT | lail <i>4</i> | Your Dashboard Create new booking Booking templates (| Contact us Your profile |
| From | 'Booking Templates' | | Booking | g templates | M |
| 1. | Select and expand the template to be used | | New template Sort by Fr Template A PALMY - A | Template name Destination Color name Origin Destination Color NUCK TEL_APP SUPPORT TESTING TEAM, ADUCKNO Color | Contact us |
| 2. | Select 'Copy Template' button | | View Showing 1 to 1 o | Use template Copy template Edit template Delete template f1 templates Frat | Previous 1 Next Last |
| 'Conv | booking template' is displayed | BOOK FREGHT | Rack Kall Freidart Rail 4 Bookin + New template | Your Dashboard Create new booking Booking templates Aairg as Kiwiliai Lumited | Exercicanic 5 660 667 667 Contact us Your profile (Return to David Retract) Contact us |
| 3. | Name the Template | | Sort by F Template FAL | Frequency Template name | Constant X X |
| 4. | Select 'Create template' | | Showing 1 | Template name (40 churaction Inft) Based on template: PALMY - AUCK | 1 Nert Last |
| | | Terms P | Privacy | Create trengtat | ight © 2020 KiwiRait Ltd √2.4.11 |
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| | BOOK FREIGHT TRACK RALL FREIGHT EM |
|--|---|
| | KiwiRail # FREIGHT Your Dashboard Create new booking Booking templates Contact us Your pr |
| | Acting as KiwiRail Limited (Return to David Reinharch) |
| | Edit template |
| | Template name |
| | WELLY-AUCK |
| | Booking Details Edit section |
| <i>'Edit Template'</i> screen is displayed | Rail Confirmation Recipients Freight Payer david reinhardt@kwiral.co.nz 28301 |
| | Freight details |
| | Kowitkali Product type Size Commodity Hazardous Nat Oty to suppy in the support of the support o |
| 5. Change any Freight or Origin and | 1 N General 20 8815 Mty containers N 0T 1 |
| Destination' details as desired then | Origin and destination details Edit section |
| 6. Select 'Save template' | Freight origin TRL - APP SUPPORT TESTING TEAM TRL - APP SUPPORT TESTING TEAM NOW SERVICE DELIVERY ROOM 180 TR IT WGTN, PALMERSTON NORTH (04) 468 3000 (05) 7880541 |
| | Pick up by truck required: No Preight required at destination by Freight available to travel by 14.00 - 16.00 06.00 - 08.00 |
| | Special instructions 00:00 |
| | Scheduling Preferences Edit section |
| | Do you want this booking to be scheduled?: Yes Do you want to walfist if there is no confirmed capacity?: No You want to get your freight to destination: As early as possible |
| | Cancel Save temptate |
| | |

| 5.4. Creating template from submitted boo | king requests |
|--|--|
| | BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCES 0000 000 400 |
| From the 'Thenk you' error ofter a backing | KiwiRail A Your Dashboard Create new booking Booking templates Contact us Your profile |
| request has been submitted | Walkers and TAKAAMA Land |
| | Your request has been submitted. An enail continuation will be sent to you shortly. If you have any quastions, please seal use of 000 241 331. |
| 1. Select 'Save as template' | Beaking submitted: Turnsforg 52 May 2021, 11:32 Were booking Create new booking Copy booking Save as lengtlate or (the light dividence) and the light dividence) |



| | BOOK FREIGHT TRACK RAIL FREIGHT EMERGENCIES 0000 808 400 |
|---|---|
| | KiwiRail 7 |
| | Anny as Kwekai Limmed <u>Report to David Reinston</u> |
| <i>Create a new booking template'</i> screen is | Your request has been submitted. An email continuation will be sort to you shortly if you have any questions, please and is no 6000 2017 201 |
| 2. Name the Template | Create a new booking template × |
| 3. Select 'Save template' | Terms Privacy 19 Kiniffail Ltd v2.4.11 |
| | |
| | |
| | BOOK REDINT TRACK NAL REDINT KIWIRall # FREIGHT Your Dashboard Create new booking Booking templates Contact us Your profile |
| | Adorg as KiveRai Linned <u>Genera to Covid Renhard</u> |
| 'Thank you' message is displayed | панк уос |
| | Your template has been created. |
| | Use feequlatin Create now feequlatin or <inthe automatication<="" th=""></inthe> |
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| | |



| 5.5. Edit a Template | |
|---|--|
| | KiwiRail # Your Dashboard Create new booking Booking templates Contact us Your profile |
| | Acting as KlwRail Limited (<u>Refum to David Reinhandt</u>) |
| From 'Booking Templates' | Booking templates |
| 5 , | + Const us |
| 1 Select template to be edited | Soft by Frequency Templaterame |
| 1. Select template to be edited | Templatiname Origin Distribution Commodely Quantity • VELY ~ ULX |
| | Vezu Use template Copy template Edit template Delete template |
| 2. Select Edit template | PALMY-AUCK TRL-APP SUPPORT TESTING TEAM, TRL-APP SUPPORT TESTING TEAM, TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TRL-APP SUPPORT TESTING Empty TESTING TEST |
| | Showing 1 to 2 of 2 templates First Previous 1 Next Last |
| | |
| | BOOK FREISHT TRUCK MAL FREISHT ELEKTEN EINE AU |
| | REIGHT Your Dashboard Create new booking Booking templates Contact us Your profile |
| | Edit template |
| | Template name |
| | PALMY-AUCK (Sil characters remaining) |
| | Booking Details Edit section |
| 'Edit template' summary screen is displayed | Gavid reinhard@kiviral.co.rz 28001 |
| | Freight details |
| 3 Select "Edit Section' to make changes | to regord to regord the regord to regord to regord the regord to r |
| and | Origin and destination details Edit section |
| | Freight origin TRL-APP SUPPORT TESTING TEAM TRL-APP SUPPORT TESTING TEAM |
| 1 Save Template | NOVISEWICE LEUNER KODIA 150 H. IT WISTI, MALEMISION NOVISEWICE DEUNER KODIA 150 H. IT WISTI, MALEMISION (05) 786541 |
| +. Cave remplate | Pick up by thork required to Pringht required at destination by Freight available to travel by 1+00-16:00 060-0:000 |
| | Special instructions 09:00 |
| | Scheduling Preferences Edit section |
| | Do you want this booking to be scheduler? Yes Do you want to wallist fit there is no confirmed capacity? No You want to get your finight to destanation: As early as possible |
| | Cancel Polish Surveillanguate |
| | |
| | BOOK FREIDHT TRACK BUL FREIDHT EMERCENDES BOS BOS 400 |
| | KiwiRail A Your Dashboard Create new booking Booking templates Contact us Your profile |
| | PREIGHT Acting as KiwRall Limited (<u>Securi to David Reinhard</u>) |
| <i>'Thank you'</i> message is displayed | Thank you |
| | Your template has been oreafed. |
| | Use template Croate new template or <u>Gotts Vise Castoner</u> |
| | |
| | |



| 5.6. | Delete a template | | | | | | |
|------|-------------------------------------|---------------------|--------------------------------|---|--|---|---------------------------|
| | | BOOK FREIGHT TRACH | (RAIL FREIGHT | | | | EMERGENCIE 3 6800 808 400 |
| | | | ii. <i>≇</i> | Your Dashboard C | Create new booking Booking | templates Contact us Yo | our profile |
| | | | | | Acting a | as KiwiRail Limited (Return to David Reinh | hardt) |
| From | 'Booking Templates' | | Booking | templates | | | |
| | | | | | | Conta | act us |
| 1. | Select Template to be deleted | | Sort by Freq | quency Template name | | e | 9 |
| | • | | Template na | me Origin CK TRL - APP SUPPO TEAM, PALMERST | Destination DRT TESTING TRL - APP SUPPORT TON NORTH TESTING TEAM, AUCH | Commodity Quant Empty 2 KLAND container.Empty container 2 | ity |
| 2. | Select delete template | | View | Use template Copy templ | late Edit template Delete templat | 2 | |
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| | | | Showing 1 to 2 of 2 | : templates | | First Previous 1 Next | Last |
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| | | BOOK FREIGHT - TRAC | | | | | EMERGENCIES 0800 808 400 |
| | | | | | | | Your profile |
| | | | | | Activ | g as KwiRail Limited <u>(Return to David R</u> | antard) |
| | | | Booking | g templates | | | |
| | | | + New template | | | | ontact us |
| З | Confirm deletion by selecting 'Ves' | | | | | | |
| 5. | Committee con by selecting Tes | | Templaten | | | | anthy |
| | | | A PALMY - AL | | | T Empty 2 ICKLAND container.Empty container | |
| | | | | Are you st | ure you want to delete this | is x | |
| | | | WELLY - AL | template? | | Smpty container 1 | |
| | | | | 2 temptate | No | First Previous 1 Ne | ed Last |
| | | | | | | | |



6. MANAGING YOUR PROFILE

| 6.1. View Your Profile | |
|--|--|
| | BOOK FREIGHT TRACK RAL FREIGHT EMERGENCES 5000 8/4 40 |
| 1. Select 'Your profile' from the top menu bar | KiwiRail # Your Dashboard Create new booking Booking templates Contact us Your profile |
| | BOOK FREDHT TRACK RAL FREDHT TRACK RAL FREDHT CARE \$ 000 00 40 |
| | KiwiRail 📌 Your Dashboard Create new booking Booking templates Contact us Your profile |
| | Acting as KiwiRail Limited (<u>Return to David Reinhardt</u>) |
| 'Your Profile' screen is displayed | Your profile |
| | KhwiRail Limited at KiwiRail Limited Domesi-Jult@jewail.co.nz (%) dob202 |
| | Charge password Edit contact details |
| | |

| 6.2. Change Password | |
|---|--|
| From ' <i>Your Profile</i> ' 1. Select 'Change password' | CONTRACT TALCOMENT TALCOME |
| 2. Enter New Password 3. Re-enter to confirm New Password 4. Select 'Save new password' | |



| 6.3. | Edit contact details | | | | | | | |
|------------|--|-------------|--|-------------------|--------------------|---|--|---|
| From 1. | ' <i>Your Profile</i> ' Select 'Edit contact details' | REIGHT | KINAL FREDORT Vour pro Kinal Limite Domasio-UAT @skin (09) 303220 Cancel | Your Dashboard () | Create new booking | Booking templates C Arrig as RealFall United | Contact us You Return to David Reinhar dit contact details | rprofile |
| 2. 3. | Change details as desired Select 'Save' | Terms Prive | K KAL PERGET YOUR PRO Constant Co | Your Dashboard | Create new booking | Booking templates Aerg us ReitatLink Charge patwood S | Contact us Ye | DUFICICICU IN IN AN DUF PTOFILE 2021 Rait Lid v2 4, 11 |