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Manufacturers on Platform - Feature Guide

1. Feature Description

1.1 Introduction

This feature guide describes how a manufacturer should use the *Zencargo Platform*.

In order to access the *Zencargo Platform*, you need an invitation which you should've received via email. If you are missing your invite, please contact **urbn@zencargo.com**!

After you've received your invitation, please follow the email link to the *Zencargo Platform* and set your password which you´ll need to use every time you log in.

Our login page can be accessed via **https://app.zencargo.com/login**

There should be only **one PO per shipment / booking**. If more than one PO is attached to a shipment then this will be rejected on the platform.

1.2 Feature Set

As a manufacturer on the *Zencargo Platform*, you have multiple features you can use to provide updates on your purchase orders and place booking requests with all other parties on the platform to increase overall supply chain visibility.
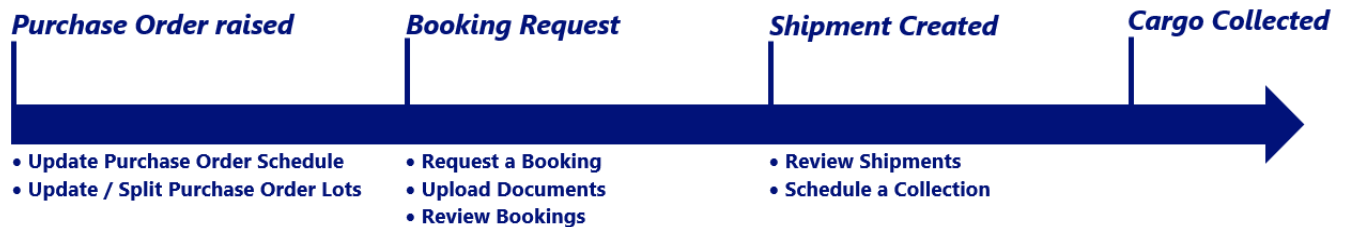
Those features are:
- Purchase Order Management
- Booking Requests
- Shipment Management
- Analytics

These features can be easily accessed through the left sidebar on the *Zencargo Platform*.

The Step-by-Step Guide will take you through the typical journey of a manufacturer on the *Zencargo Platform* from the time a purchase order is raised to the time when the cargo is collected as you can see on the image above.

To guide you through the process we've added example screenshots from the *Zencargo Platform*. For easier visibility, we added numbers to our feature explanations as well as to the screenshots.

2.1 Purchase Order raised

After a customer raises a purchase order with you, they will inform us, and the purchase order will be added to the *Zencargo Platform*. After the purchase order is added to the platform, you can edit the purchase order schedule or quantity.
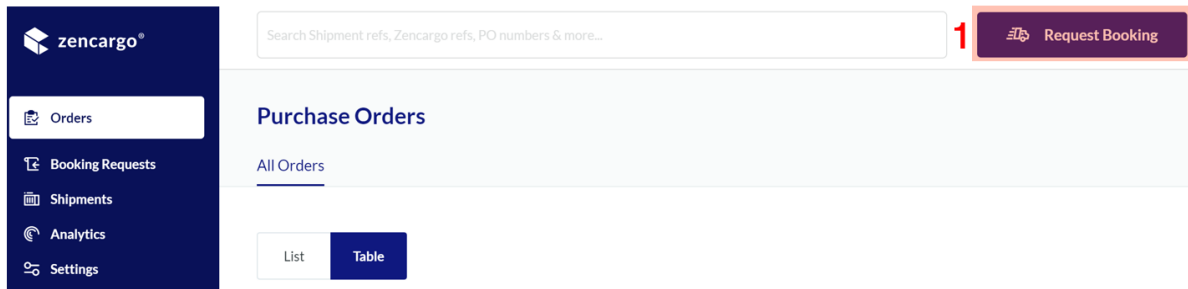
2.2 Booking Request

If you want to book a shipment, you can do so by creating a booking request. This booking request will then, in turn, be forwarded to the customer who can approve your booking request on the *Zencargo Platform*.

All required documentation should be uploaded at the time of booking. This includes the Tradestone packing list and invoice. If Zencargo is required to complete the export clearance the packing list and commercial invoice, if different to the Tradestone documents, will need to be uploaded.

2.2.1 Request a Booking

To request a booking on the *Zencargo Platform,* please click on the **request booking button [1]**.

This will open the booking request page.

You can request a booking for a complete purchase order by clicking on the **checkbox [2]** next to the purchase order number you would like to book. Please make sure you are always creating **one booking per Purchase Order**.

After you've made your selection, proceed by clicking on the **book button [3]** to get to the booking request form for your choice.
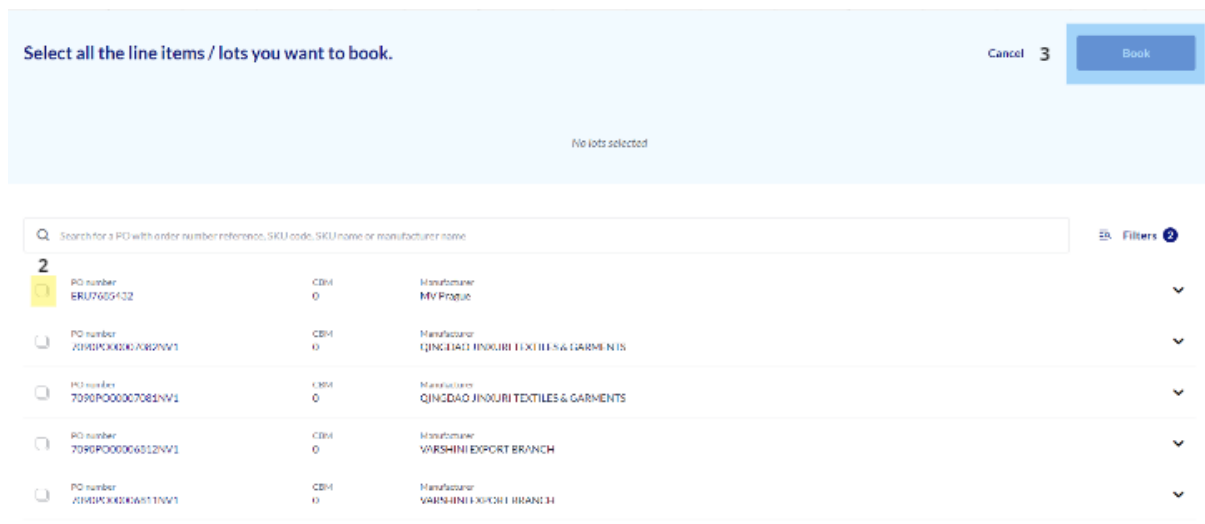
This will open the booking request page.

On the booking process page, please select the ROAD mode of transportation by clicking on the respective icon.

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Select Mode of Transport

Please indicate by which mode of transport how you would like to have your goods shipped.

| Sea | Air | Road ✓ | Rail |

For **road shipments**, you can choose between:
Full Truck Load: Curtain Sided, Boxed Trailer, Express Van
Less Than Truck Load: Pallets, Boxes & Crates, Assorted Shipment

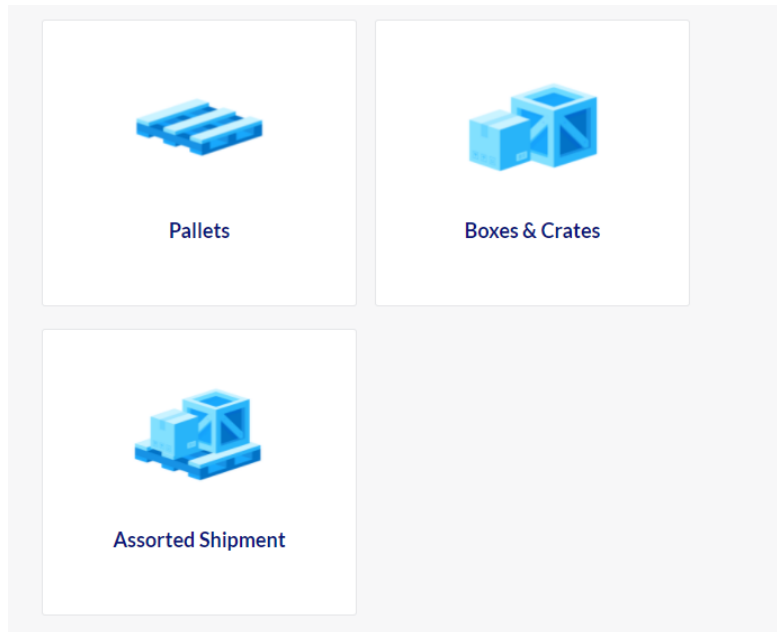Please select the **cargo configuration** by clicking on the corresponding button.

Select cargo configuration

Please determine the cargo configuration of your shipment.

Full truck load | **Less than truck load**

You can then specify your cargo configuration and choose between Pallets, Boxes & Crates and Assorted Shipment.

Please specify the quantity needed through the **quantity text field [5].** If your booking includes hazardous goods, needs to be refrigerated or is overweight, please select the additional **option [6]** by clicking on the button.

Please add the measurements of your cargo - use the Manual input option to enter the measurements of your boxes and the gross weight.

The selected cargo configuration will be displayed below the container selection.
If needed you can also remove them by clicking on the (x) icon.

The next section of the booking request page is the route section.
The route section will be automatically filled from the information available from the purchase order.
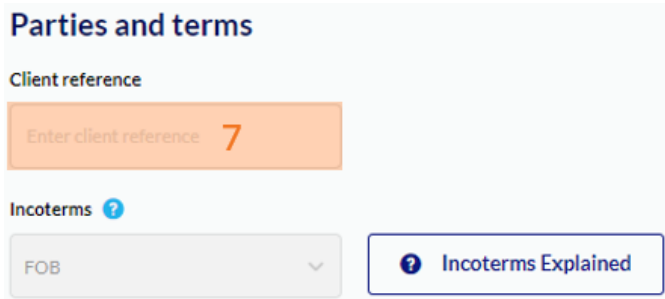
The next section of the booking request page is the parties and terms section.
Within the parties and terms section, it is optional to add a client reference number in the **text field [7].**
The Incoterms will be filled automatically from the purchase order.
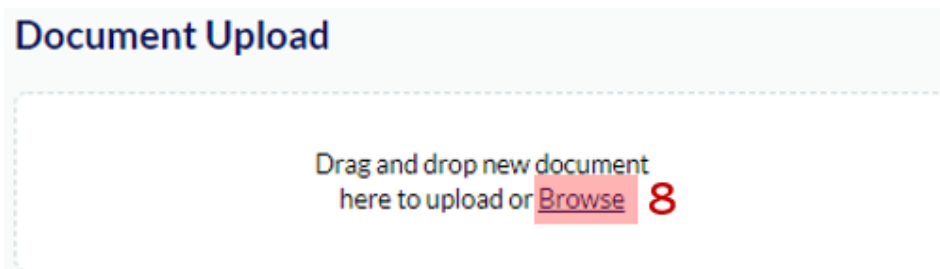
The next section of the booking request page is the document upload section.
Within the document upload section, you are required to upload: *Packing List, Commercial Invoice, EX1.*
For uploading the documents, please click on the **browse button [8]** and select the file from your file explorer.
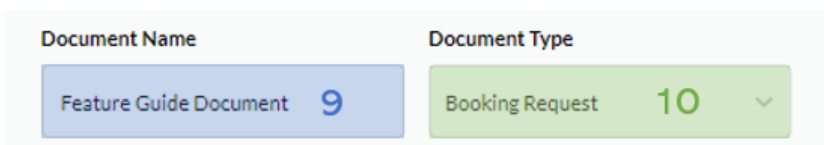
This will upload the selected file to the *Zencargo Platform.*
You can then give the document a name by in the *text field [9]* and select the document type by clicking on the *document type list [10].*

You can select which parties should be able to see the uploaded document by defining the *access rights [11].*

Finalise the upload of the document by clicking on the *submit button [12].*

This will add the document to the uploaded documents section within the booking request page.

Within this section, you can see all documents you've uploaded to the booking request including the *documents name, type and the access right settings [13]*.

You can download the document by clicking on the *download button [14]*.
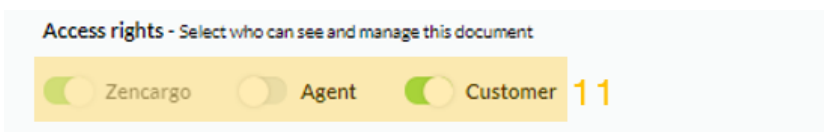
If you need to change the uploaded document, please click on the *document change icon [15]* and select the corresponding option.

Uploaded documents

13

14 15

Feature Guide Document   Agent   Customer
Air Waybill   Visible   Hidden

✏ Edit

🗑 Delete

The last section of the booking request page is the special instruction section.

This section allows you to optionally add special instructions that will help with the booking process.

Special instructions

Please indicate if you have any special instructions as to how we handle your shipment.

Special cargo instructions
Feature Guide Demo Text

After filling out the booking form, the sidebar on the right of the *Zencargo Platform* will give you a summary of the booking data.
Please click on the *request now button [16]* to finalise your booking request.

The new booking request will then move to the bookings menu, where you can review all your open booking requests.

1 booking request found.

Client ref.	Zencargo Ref.	Customer	Origin	Destination	Status Update	Sailing
123	ZDEMO-538	Demo	Demo manufacturer_1, Shanghai Warehouse, Shanghai, China	demo, , London, Unit		No schedule set

2.2.2 Upload additional Documents to a booking request

To upload additional documents to a booking request, please click on the *booking request button [1]* on the *Zencargo Platform* to access the booking overview page.
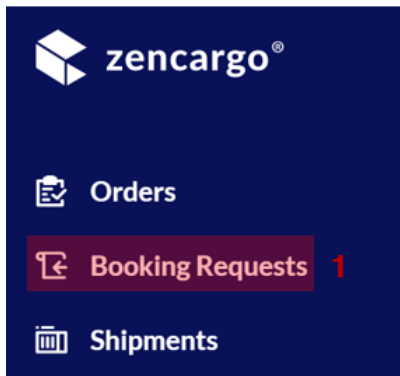
This will open the booking request overview page.
Please click on the *Zencargo reference number [2]* of the booking request you would like to add documents to.

This will open the booking request page on the right side of the *Zencargo Platform*.
Please click on the *documents button [3]* to view the document overview page of the selected booking request.

Within the document overview, you can upload a new document via the *browse button [4]*.

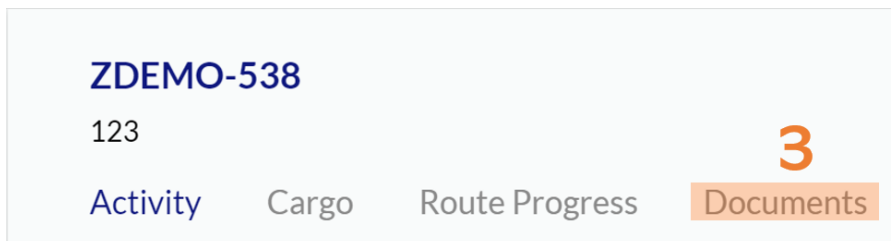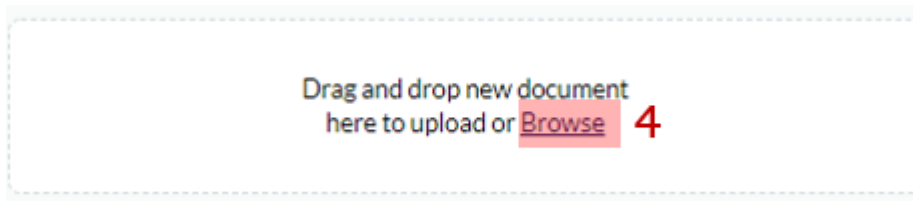

This will upload the selected file to the *Zencargo Platform.*
You can then give the document a name in the *text field [9]* and select the document type by clicking on the *document type list [10]*.
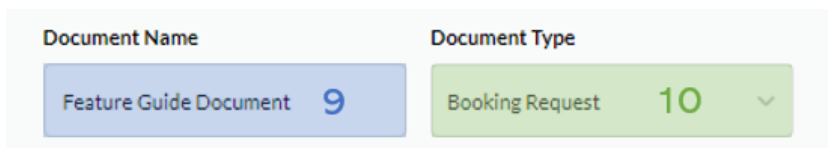
You can select which parties should be able to see the uploaded document by defining the *access rights [11].*

Finalise the upload of the document by clicking on the *submit button [12].*

This will add the document to the uploaded documents section within the booking request page.
Within this section, you can see all documents you've uploaded to the booking request, including the *documents name, type and the access right settings [13].*
You can download the document by clicking on the *download button [14].*
If you need to change the uploaded document, please click on the *document change icon [15]* and select the corresponding option.

2.2.3 Review Booking Requests

To review your open booking requests, please click on the *booking requests button [1].*
The number next to the *booking request button [1]* indicates the number of your open booking requests.
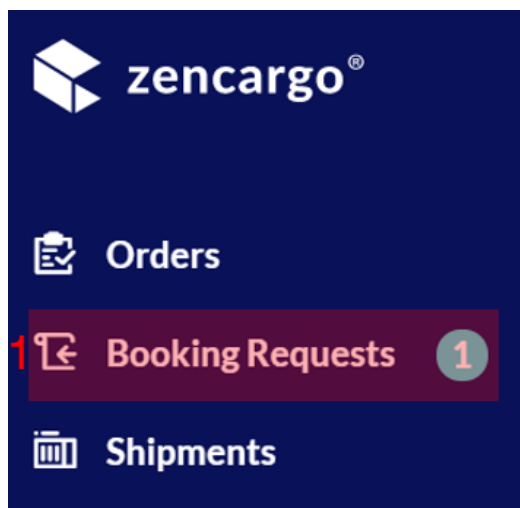
This will open the booking request overview page.
If you´re interested in the details of a booking, you requested, please click on the *Zencargo reference number [2].*

Booking Requests

1 booking request found.

Client ref.	Zencargo Ref. 2	Customer	Origin	Destination	Cargo details	Cargo Ready Date
123	ZDEMO-538	Demo	Demo manufacturer_1, Shanghai Warehouse, Shanghai, China	demo, , London, United Kingdom	1 x 20' ST	Sep 16, 2020

Within the booking request, you can select the following tabs:

ZDEMO-538
123

Activity   Cargo   Route Progress   Documents

Activity: The activity feed displays all actions and milestones of the booking and allows you to chat with other parties.

We automatically create an activity feed for every booking you create so you can keep a log of **all the decisions you make**, **actions that are taken** and **milestones that are hit** in one continuous thread.

Type your message here...

Forwarder
Zencargo

Cargo: The cargo tab links the booking request to the purchase order and lists the cargo details. It also allows you to schedule a collection.

Orders ⌃

PO-AP1123

↓ 900/1000 x Boys T Shirts (Blue)   Est. Delivery: **+2 days**
SKU: 723891

Cargo Details

☐ Select all

1 x 20' ST

☐ Collection   ⋮

Collection from   Scheduled at   Reference
Demo manufacturer_1, Shanghai Warehouse,   -   -
Shanghai, China

Route Progress: The route progress tab shows the collection point and the delivery point based on the data from the purchase order or the booking request.

Collection point
Demo manufacturer_1
Industrial Zone 34201, Shanghai, 10000, China

Delivery point
demo
24 kirby street, London, , United Kingdom

Documents: The document page shows uploaded documents and allows you to add additional documents.

Drag and drop new document
here to upload or Browse
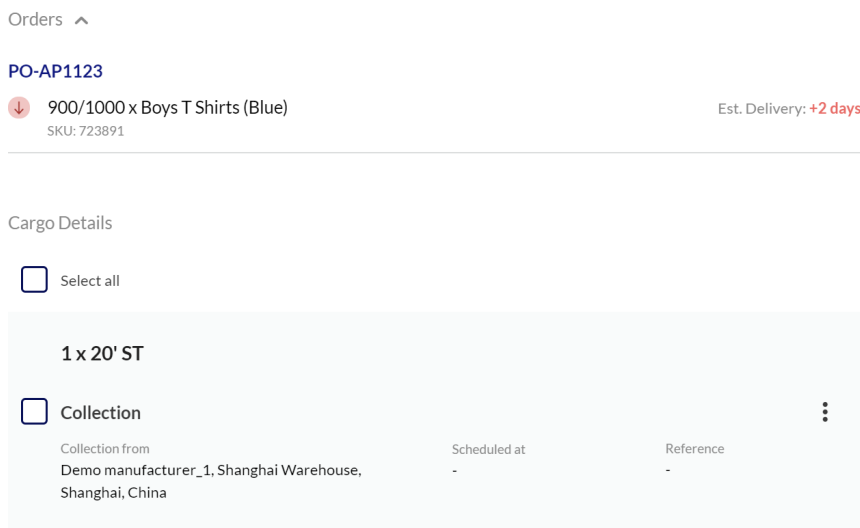
Uploaded documents

Feature Guide Document	Aug 14, 2020 11:31	Agent	Customer	
Air Waybill		Visible	Hidden	↓ ⋮

2.3 Shipment created

2.3.1 Review Shipments

To review the shipments, which have been approved by the customer, please click on the *shipments button [1]* on the *Zencargo Platform* to access the shipment overview page.
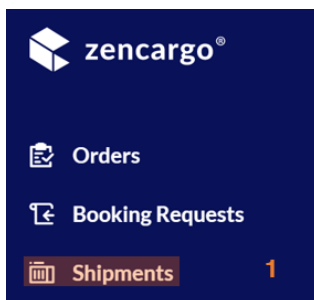
The shipments overview page will show all your accepted shipments.
If you´re interested in the details of any of the shipments, please click on the *Zencargo reference number [2]*.

Shipments

| List | **Table** | Search for a Shipment... |
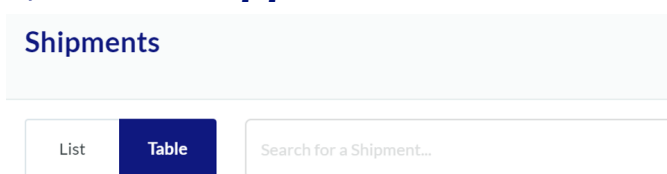
2 shipments found.

Mode ↕	Customer & Ref ↕	Zencargo Ref. ↕	Stage Progress ↕
⚓	Demo 123124	2 ZDEMO-533	Booking Received

Within the shipment view, you can select the following tabs:
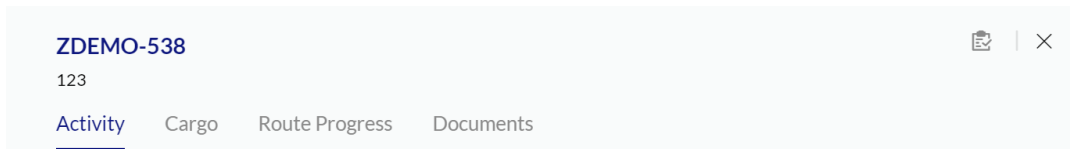
ZDEMO-538
123

Activity   Cargo   Route Progress   Documents

Activity: The activity feed displays all actions and milestones of the booking and allows you to chat with other parties.

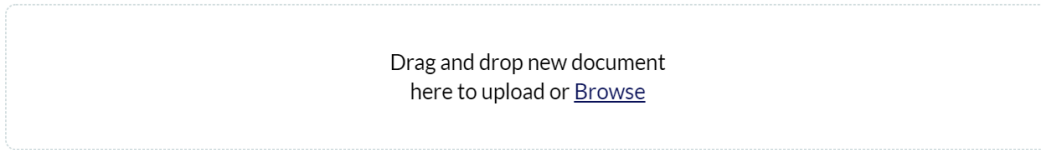We automatically create an activity feed for every booking you create so you can keep a log of **all the decisions you make**, **actions that are taken** and **milestones that are hit** in one continuous thread.

Type your message here...

Forwarder
Zencargo

Cargo: The cargo tab links the booking request to the purchase order and lists the cargo details. It also allows you to schedule a collection.

Orders ⌃

PO-AP1123
↓ 900/1000 x Boys T Shirts (Blue)   Est. Delivery: **+2 days**
SKU: 723891

Cargo Details

☐ Select all

1 x 20' ST

☐ Collection   ⋮

Collection from   Scheduled at   Reference
Demo manufacturer_1, Shanghai Warehouse,   -   -
Shanghai, China

Route Progress: The route progress tab shows the collection point and the delivery point based on the data from the purchase order or the booking request.
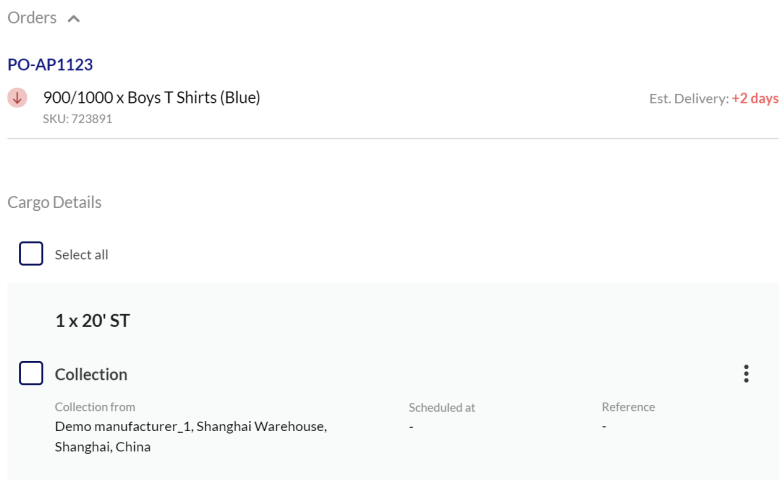
Collection point
Demo manufacturer_1
Industrial Zone 34201, Shanghai, 10000, China

Delivery point
demo
24 kirby street, London, , United Kingdom

Documents: The document page shows uploaded documents and allows you to add additional documents. These must be uploaded at the point of booking.

Drag and drop new document
here to upload or <u>Browse</u>

Uploaded documents

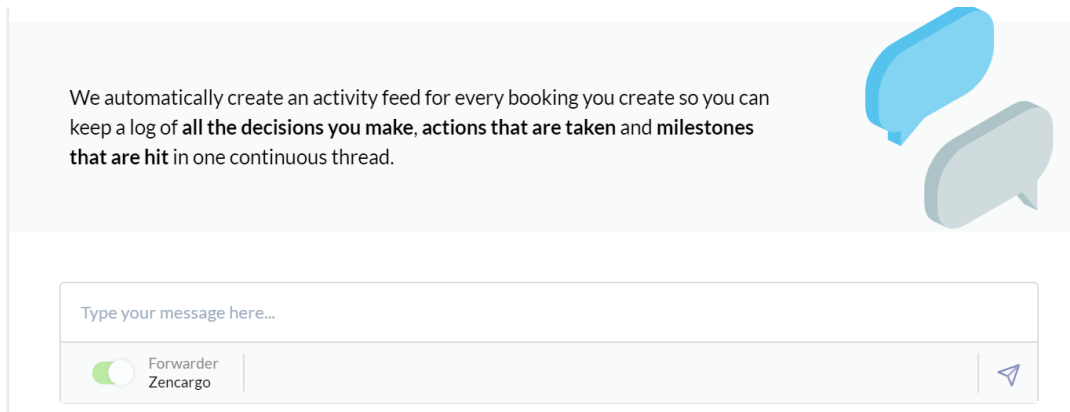|			
Feature Guide Document Air Waybill	Aug 14, 2020 11:31	Agent Visible	Customer Hidden

3. Service Level Agreement

Event	Task	Service-Level
Confirm Cargo Ready Date	Update Purchase Order Schedule	By Booking Request
Request a Booking	Create a Booking Request	At Least 7 days before collection is required
Quantity Change	Update Purchase Order Quantity	By Booking Request
Commercial Invoice available	Upload additional Document (mandatory)	By Booking Request
Packing List available	Upload additional Document (mandatory)	By Booking Request