



# Manual for E-service

FREJA Transport & Logistics A/S

LOGISTICS SOLUTIONS FOR A **WORLD** IN MOTION

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## Log-in for FREJA E-Service

To log on FREJAs E-Service, you need to open your Internet-browser and enter the following address:

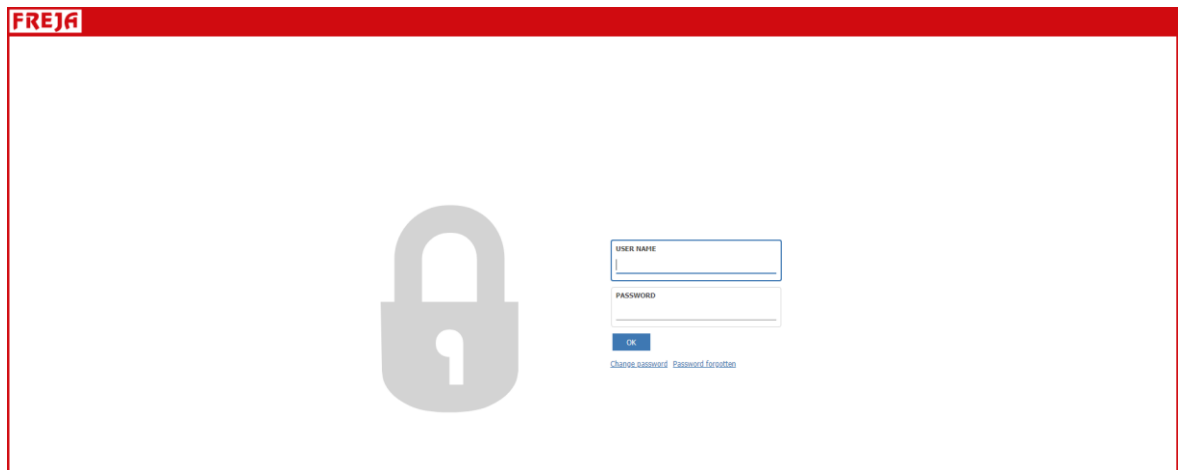
[www.freja.dk](http://www.freja.dk) or [www.freja.com](http://www.freja.com)

We recommend that you use internet browser Google chrome.

Navigate to On-line booking.

Choose: Log-in

Following window will appear on your screen:

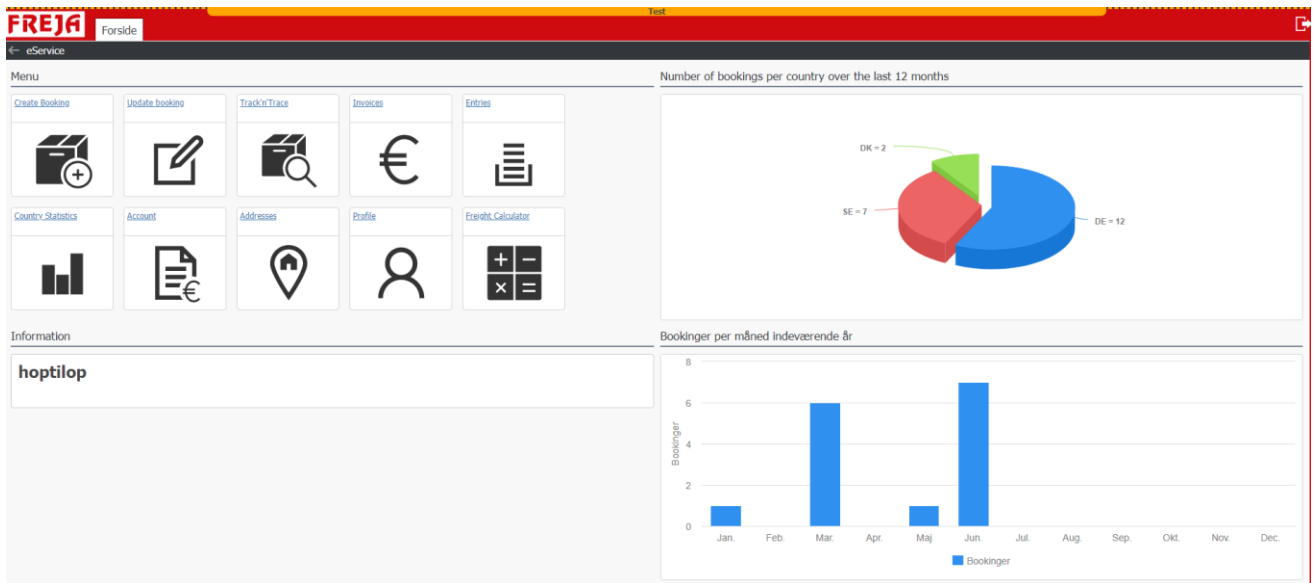


The screenshot shows a login interface for FREJA. It features a red header with the FREJA logo. A large grey padlock icon is centered on the page. To the right of the padlock is a login form with two input fields: 'USER NAME' and 'PASSWORD'. Below the 'PASSWORD' field is a blue 'OK' button. At the bottom of the form, there are two links: 'Change password' and 'Password forgotten'.

Enter your account name and code, which you have been given by your contact person from FREJA.

After this press 'OK'.

# Navigation on E-Service



Above you can see the start picture of FREJA's E-Service.

Following functions are possible ( settings access controlled) and are elaborated on the following pages:

**Booking:** Possibility to create own orders, which immediately will be accessible to FREJA. Creation is acknowledged with booking number and possibility to receive consignment note and label as well as the possibility to attach documents.

**Update booking:** In this tab it is possible to search all of your bookings, edit in already created booking (as long as it is not been predisposed/dispo'ed by FREJA), copy existing bookings and (re)print various prints as well as possibility to attach documents.

**Track 'n Trace:** In this tab it is possible to follow your bookings. Is it predisposed, has a consignment note been scanned etc? Other than that it is possible to find and print receipted consignment note.

**Invoice overview:** Invoice overview with key information about all invoices as well as a possibility to print a copy of the invoice.

**Entries:** In this tab it is possible to see relevant economic data between you as customer and FREJA. Here it is possible to choose between: All entries, Open entries and Dilapidated entries. All possibilities can be controlled by date.

**Country statistic:** Here it is possible to get sending as well as turnover statistic for a given period.

**Account information:** Shows your address and contact information as well as gives you an overview over the current status on various accounts.

**Address overview:** In this tab, you can see your own created customer database with all of the relations that are possible to choose in 'Create booking'. Besides that, it is possible to create new addresses as well as edit / delete in already existing customer relations.

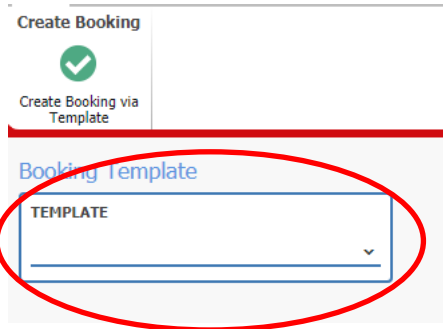
**Profile:** Here you have the possibility to create a specific customer setup on your E-Service access.

**Freight calculator:** Here it is possible to calculate the expected price of freight according to applicable offer.

## **Booking**

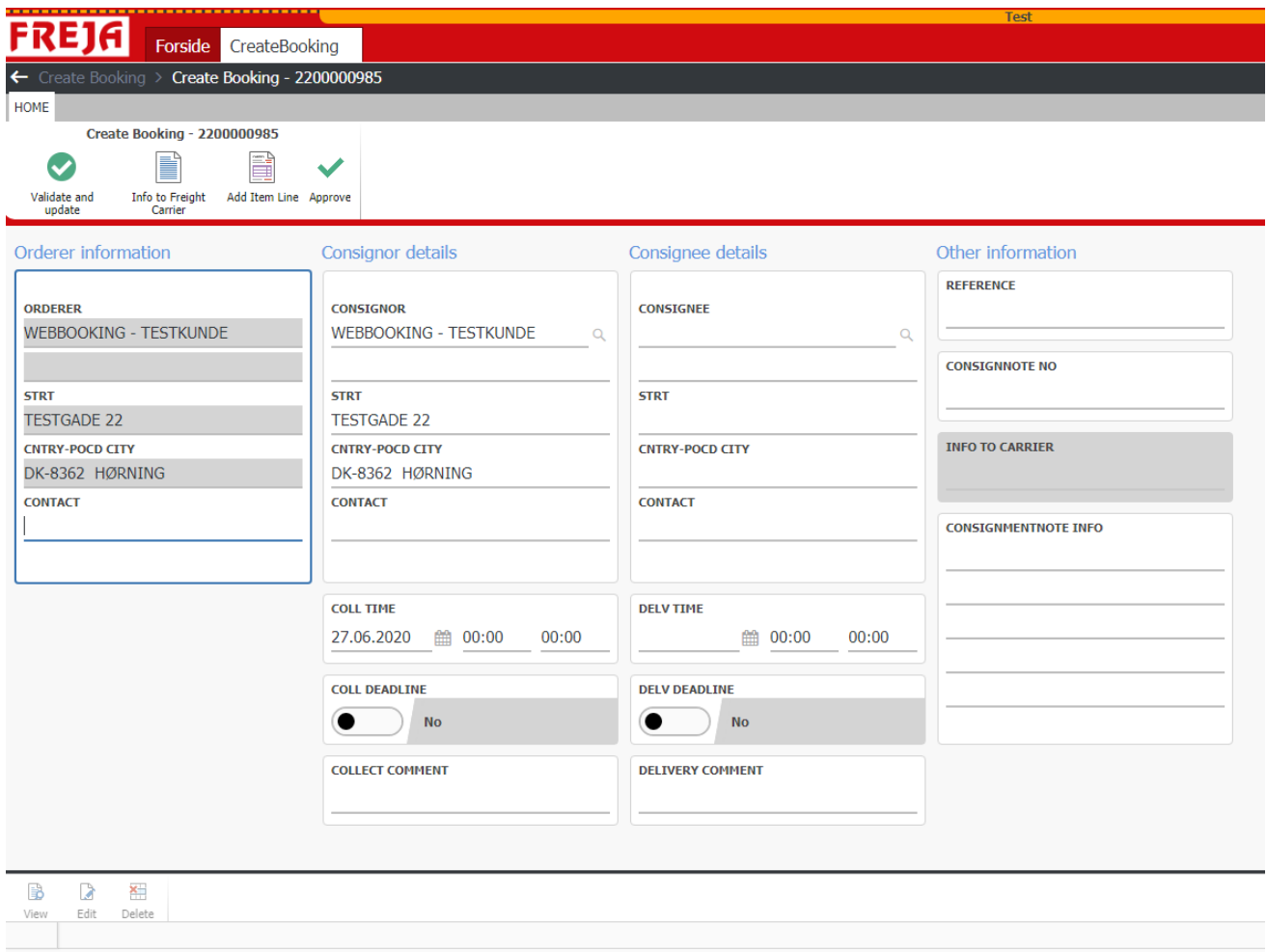
To create a booking, you need to choose the tab: 'Booking'.

E-service team in FREJA have created booking templates to the markets where there is an agreed online-solution . Via drop-down menu the market the market you wish to book to is chosen and after this 'Create booking via template'.



If you wish for more templates contact your contact person at Freja or write at: [webbooking@freja.com](mailto:webbooking@freja.com).


When the template is chosen, you will get this screenshot (for full screenshot, press F11):



**Orderer information:**

Orderer: Prefilled by FREJA

### **Sender information:**


Sender: MUST be filled in and can either be filled in via magnifying glass  by the address field or can be created in here and then 'create' or via the tab 'Addresses' (find more information on page 22). Manual addresses can be typed in as well , but we recommend that you create your customer addresses in the address book for future use.

Pickup date/time interval: Enter the date you wish for/time for pickup – MUST be filled in.

Pickup term: Only visible if there is a special agreement available with FREJA about this. If the goods has to be picked up at a specific date/time, this has to be filled with "yes".

Pickup comment: Can be used as short information for FREJA. Ex. *"Pickup from gate 10"*. Room for 20 characters!

### **Consignee information:**

Consignee: MUST be filled in and can either be filled in via magnifying glass  by the address field or can be created in here and then 'create' or via the tab 'Addresses' (find more information on page 22). Manual addresses can be typed in as well , but we recommend that you create your customer addresses in the address book for future use.

Delivery date/time interval: Enter the delivery as wished for. NOTICE that FREJA do not accept entries in delivery fields as being a term transport, unless this has been agreed with FREJA.

Delivery term: Only visible if there is a special agreement with FREJA.

If the goods has to be picked up after specific date/time, this has to be filled with "yes".

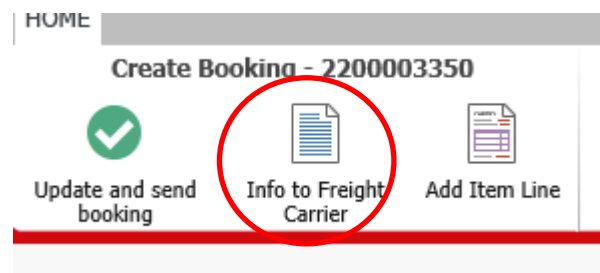
Delivery comment: Can be used for short information to FREJA. Ex. *"Delivery with lift"*. Space for 20 signs!

### **Additional information:**

Reference number: This field is used to fill in your own reference. Will be shown on the invoice from FREJA.

Consignment note: If a consignment note is already filled in at yours this consignment note number can be entered here. Else you skip this.

Info for freight carrier: In this field a little more can be elaborated about the transport. This Field MAY not be typed in, before AFTER you have made a goods line ( otherwise it disappears again)



This information is visible at FREJA, when the sending is created.

Information that are associated an address will automatically appear here, when the goods line is filled in

See more in the section "Addresses" page 22.

Info for consignment note: This information will be on the consignment note / CMR.

Here it is also possible to associate a permanent information on an address.

Information that are associated an address will automatically appear here, when the goods line is filled in

See more in the section "Addresses" page 22.

### **Trade information & cargo insurance:**



Trade information		Item insurance	
ORDER TYPE		SUM INSUR...	0
INCOTERMS	DAP - Delivery at place	EXCESS	0,00
INVOICE NO	DATE	ITEM GRP	
AMOUNT	0,00	CONFIRMED BY CUST	<input type="radio"/> No
COD	0,00		
LIFT			

These are special settings and only available if agreed with FREJA

Order type: Shall **only** be filled in if there is a special agreement with FREJA.

Incoterms: Are prefilled by FREJA with the freight terms, as agreed between you and your customer. Can be changed in the dropdown-menu.

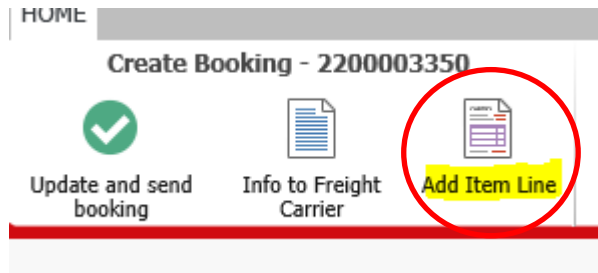
Invoice / Quantity / COD: Used if the consignment is send with COD. Consult your contact at FREJA for further information.

Lift: Shall the goods be picked up / delivered with lift? (only information and must also be agreed otherwise with FREJA for now)

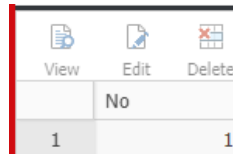
Goods Insurance: Shall FREJA draw up an insurance for your consignment? Consult your contact at FREJA for further information.

### **Goods lines:**

To create a new goods line press the creation icon:



If something is already filled in the "goods line", as ex. collitype or content, this **MUST** be used by pressing edit.



Following window will appear:

Item Line

Save and return Dangerous Goods Save and New Item Line

---

Information

Addresses	Basis	Dimensions	Extra
<b>BOOKING NO</b> 2 20 986	<b>MARK AND NO</b> TEST	<b>GROSSWEIGHT</b> 1500,00 <b>NETWEIGHT</b> 0,00	<b>FROM TEMPERATURE</b> 0,0 <b>TO TEMPERATURE</b> 0,0
<b>LINE</b> 10	<b>QNTITY</b> 2 PACKET	<b>VOLUME</b> 1,000 CBM	
<b>COLLECTION</b> WEBBOOKING - TESTKUNDE	<b>CONTENTS</b> test	<b>L</b> 101 <b>W</b> 10 <b>H</b> 10 <b>UNIT</b> CM	
<b>STRT</b> TESTGADE 22 <b>CNTRY-POCDE CITY</b> DK-8362 HØRNING	<b>ADR</b> No Danger Goods		
<b>DELIVERY</b> DILA LOGISTIK AB			
<b>STRT</b> TORSVIKS V. IND. OMRÅDE <b>CNTRY-POCDE CITY</b> SE-551 13 JØNKØPING			

## Addresses – Collection / Delivery:

AFHENTNING
TEST
VEJ
TESTVEJ 1
LAND-POSTNR BY
DK-1000 TESTBY

LEVERING
FREJA HELSINGBORG
VEJ
MINERALGATAN 11
LAND-POSTNR BY
SE-254 64 HELSINGBORG

If sender and recipient are filled in the will automatically be filled in, in respectively Pick up and Delivery.

If different address than sender / recipient: Find existing address via loop 🔍 next to the address field or create a new address in here.

Manual addresses can be taped in as well , but we recommend that you create your customer addresses in the address book for future use.

## Basis info / Dimensions:

Enter as many informations as possible at all here.

Basis	Dimensions
MARK AND NO TEST	GROSSWEIGHT      NETWEIGHT 1500,00              0,00
QNTITY 2 PACKET	VOLUME 1,000 CBM
CONTENTS test	L    W    H    UNIT 101  10  10  CM
ADR No Danger Goods	

**FREJA demands that at least the following fields are always filled in:**

- Quantity colli/pallets
- Contents
- Weight

- *Volume*

These fields have to be filled in in order for us to guarantee quality in the continuing process.

Mark and nr.: Does the goods have a reference/order, optionally unload reference? (both seen on consignment note and invoice). Space for 15 signs!

Quantity: How many colli/pallets are on the consignment?

Kind: What colli-type (pallet, industrial pallet, colli, package with more)?

Contents: What does the sending contain?

Weight: How much does the consignment weigh in total?

Volume / Volumecode: How much does the consignment fill? Cubic (=CBM) or loading meter (=LDM)? ( Could be pre filled if you ONLY have one volume designation – please contact you E-service contact person by FREJA )

Length / Width / Hight / Unit: Measurements on the goods as well as unit.

The screenshot shows a form titled 'Dimensions'. It has three main sections:

- GROSSWEIGHT** and **NETWEIGHT**: Both fields contain the value '0,00'.
- VOLUME**: The field contains '0,000' and a dropdown menu set to 'LDM'.
- Dimensions Table**: A table with columns L, W, H, and UNIT. The values are 0, 0, 0, and CM respectively.

If there is a setting for filling in measurement (lxwxh) the system will stop if you don't tap that in – and when tapped, the system calculates upon the volume based upon the lxwxh

Two screenshots of the 'Dimensions' form are shown side-by-side to illustrate how the system calculates volume based on dimensions:

- Left Screenshot:** VOLUME is 2,400 LDM. Dimensions are L: 80, W: 180, H: 80, UNIT: CM.
- Right Screenshot:** VOLUME is 1,800 LDM. Dimensions are L: 180, W: 80, H: 80, UNIT: CM.

Be aware off how you tap in L and W – the calculation is based upon this !!

Whether it's possible to load anything next to ( W ) the goods

So if the W is like int this example 180 we will not have room for another pallet next to this = it count 2,4 loading meters

So if W is 80 we will have room next to this pallet for other pallets and therefor the calculation is the 1,8 loading meters

### Temperature:

Extra

FROM TEMPERATURE	TO TEMPERATURE
0,0	0,0

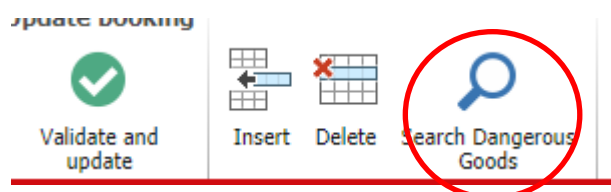
Temperature from /to: If the booking has to be transported with temperature, 'From Temp.' must be filled in with lowest temp. and 'To Temp.' filled in with highest temp.

### Dangerous goods / ADR:

If the consignment contains dangerous goods the fields need to be filled in with correct data – these will be visible for FREJA.



Search via 🔍 on ex UN-nr., and all the fields will be filled in automatically.



### Domestic trading packaging:

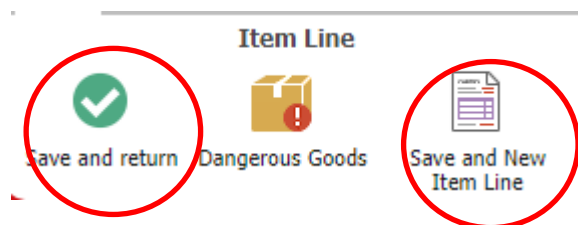
Indenrigs bytte emballage

EX.ALFA1	EX.NUM1	0
EX.ALFA2	EX.NUM2	0

If there is a national exchangeable pallet agreement between you and FREJA, we ask you to note what type of exchangeable pallets it is in this screenshot (EUR-, Halfpallet, Quaterpallet or other type of exchangeable PALLET).

You note the **amount** of pallets that should be exchanged in the respective fields.

**OK to freight lines / Possibility for more freight lines:**

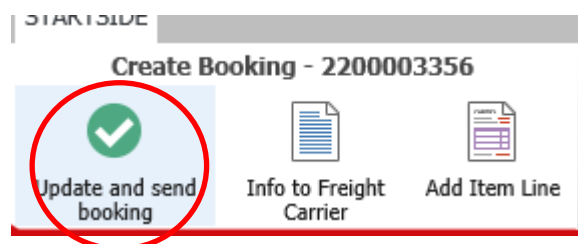


If there are more freight lines on the shipment: press 'save and new product line'.

If the freight line OK: press 'save and return'

**Create booking:**

When all of the information has been entered press, and you are now ready to create booking.



Update and send booking – is a confirmation of booking and a finale creation = FREJA can see the booking an start planning upon it

A confirmation that the booking has been received at FREJA will now appear.

If you wish to receive consignment notes, labels and/or booking formula press 'Send and print booking'.

FREJA booking number.

Expected freight price – relating to applicable freight offer

Print function on:

- Consignment note
- Label
- Booking formula

Have sent on e-mail (Choose 'No') or have shown directly on the screen (Choose 'Yes')

Possibility to attach documents

Here you can fill in the e-mails addresses that should receive the print. After this OK. If it is always the same e-mails that should receive the prints this can be set as default under the tab "profile" (get more information p. 26)

Within short time you will receive one or more e-mails with PDF-fil, which contains the document wished for (optionally check unwanted mails/spam).

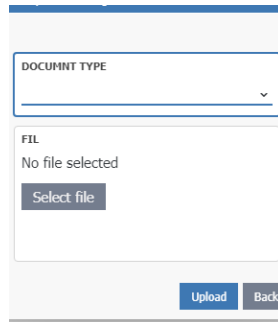
If you wish to have prints shown directly on the screen, browser windows equivalent to the amount of prints wanted shall be opened. From here you can print them.

If you want it to be shown on the screen by default, write to: [webbooking@freja.com](mailto:webbooking@freja.com)

*It is also possible to re-print documents in the tab 'Prints (get more information p. 23).*

## Enclose document:

Press 'Enclose document'



The screenshot shows a web interface for document upload. At the top, there is a dropdown menu labeled 'DOCUMENT TYPE'. Below it is a file selection area labeled 'FILE' which contains the text 'No file selected' and a 'Select file' button. At the bottom right of the form, there are two buttons: 'Upload' and 'Back'.

Choose doc. type via the dropdown-menu and press 'File'.

You can now browse via own local pathfinder and attach wanted doc.

In you want to attach multiple docs. Repeat the function.

After this press 'Upload'.

*It is also possible to attach doc. after the the booking has been sent to FREJA (get more information under 'Prints' on p.23).*

## Update booking

This has multiple options:

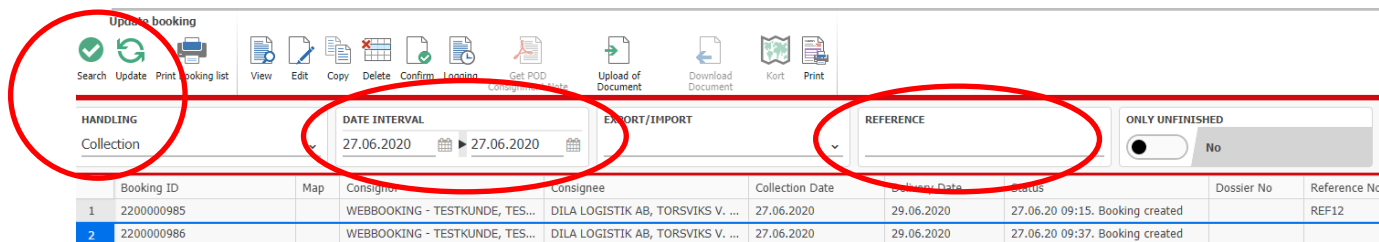
- Find/search existing bookings
- Edit/delete booking
- Copy booking
- Reprint of various doc.: consignment note/label/booking formula
- Create booking list
- Estimated freight price
- Upload of document

### Find/Search existing bookings:

Enter the wished for search period 'Date interval'. If you fx have entered a reference when creating a booking, then this can also be entered in the search field.

When all information has been entered, press 'Search'.



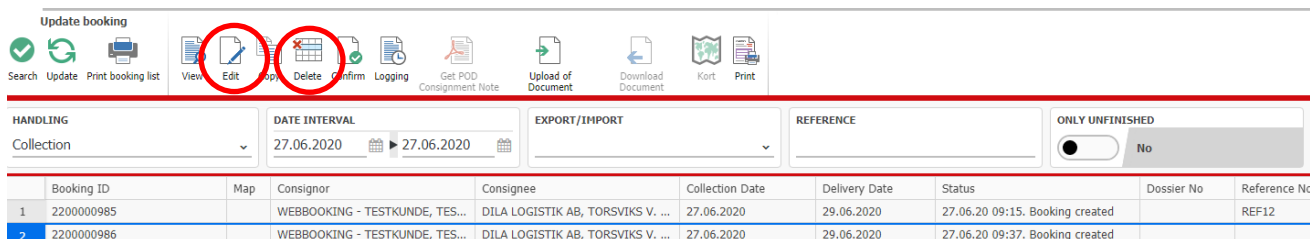


### Edit/Delete booking:

It is possible to edit or delete a booking as long as FREJA has not handled nor pre-disposed the booking.

*You have to contact the traffic if you wish to edit the booking after this has happened .*

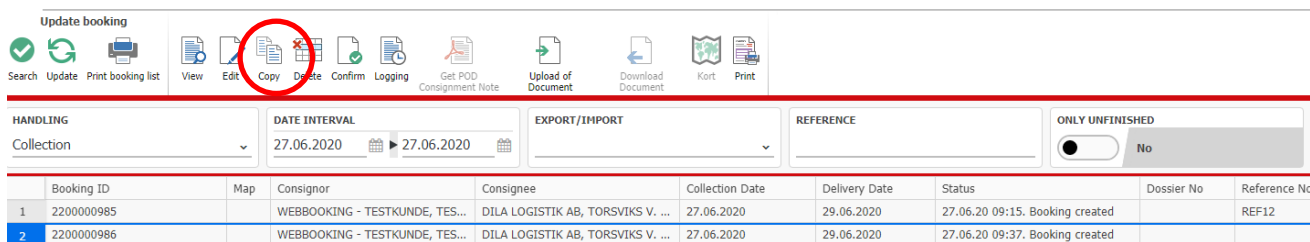
Search for booking using date and opt. reference and if the booking can be edited it is also possible to press edit or delete



It is possible to edit the cargo line which contains the following: Mark and Nr., quantity, kind, contents, weight, Volume and dangerous goods information.

### Copy booking:

It is possible to copy from a previous booking by pressing copy and a copy of an existing booking is created.



You now have the possibility to edit in the fields under Reference/Date, Comments and Cargo lines and after this create a new booking.

## Reprint of various doc.: consignment note / label / booking formula:

More information under 'Prints (p. 23).

## Create booking list:

More information under 'Prints (p. 23).

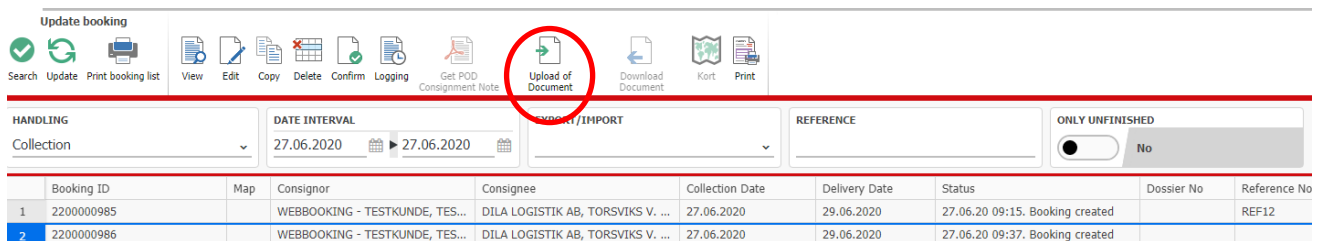
## Estimated freight price:

If the entered booking matches one of your freight offers, this estimated freight price will appear here. It is an estimated price which means it does not account for opt. expresses, time deliveries, lift deliveries etc.

More information under the topic 'Freight calculator' (p. 27).

## Upload of document:

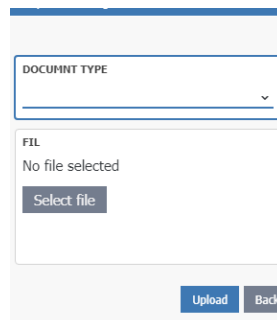
It is also possible to attach doc. after a booking has been sent to FREJA.



The screenshot shows the Freja system interface. At the top, there is a toolbar with various icons. The 'Upload of Document' icon, which shows a document with an upward arrow, is circled in red. Below the toolbar, there are several input fields: 'HANDLING' (set to 'Collection'), 'DATE INTERVAL' (27.06.2020 to 27.06.2020), 'EXPORT/IMPORT', 'REFERENCE', and 'ONLY UNFINISHED' (set to 'No'). Below these fields is a table with columns: Booking ID, Map, Consignor, Consignee, Collection Date, Delivery Date, Status, Dossier No, and Reference No. The table contains two rows of data.

	Booking ID	Map	Consignor	Consignee	Collection Date	Delivery Date	Status	Dossier No	Reference No
1	2200000985		WEBBOOKING - TESTKUNDE, TES...	DILA LOGISTIK AB, TORSVIKS V. ...	27.06.2020	29.06.2020	27.06.20 09:15. Booking created		REF12
2	2200000986		WEBBOOKING - TESTKUNDE, TES...	DILA LOGISTIK AB, TORSVIKS V. ...	27.06.2020	29.06.2020	27.06.20 09:37. Booking created		

Find booking and choose 'Upload of document'



The screenshot shows a dialog box for uploading a document. It has a dropdown menu labeled 'DOCUMENT TYPE'. Below it is a file selection area labeled 'FILE' with the text 'No file selected' and a 'Select file' button. At the bottom of the dialog, there are 'Upload' and 'Back' buttons.

Choose doc. type via the dropdown-menu and press 'File'.

You can now browse via own local pathfinder and attach wanted doc.

In you want to attach multiple docs. Repeat the function.

After this press 'Upload'.

## Track 'n trace

It is possible to follow your bookings by searching for date-intervals and opt. export/import

## See status on booking

If you wish a here-and-now status on a shipment, this can be found via "show log".

The screenshot shows the FREJA Track'n'Trace web application. The 'Logging' icon in the top navigation bar is circled in red. Below the navigation bar, there are filters for HANDLING (Collection), DATE INTERVAL (27.06.2020), EXPORT/IMPORT, REFERENCE, and ONLY UNFINISHED (No). A table below displays booking details:

Booking ID	Map	Consignor	Consignee	Collection Date	Collection Time	Delivery Date	Delivery Time	Status	Dossier No	Refere
1		WEBBOOKIN...	DILA LOGISTIK AB, TORSVIKS V. ...	27.06.2020		29.06.2020	15:30-22:00	27.06.20 09:15. Booking created		REF12
2		WEBBOOKIN...	DILA LOGISTIK AB, TORSVIKS V. ...	27.06.2020		29.06.2020	09:00-15:00	27.06.20 09:37. Booking created		

Here the last action on the booking will always be visible. If you wish for a more detailed examination of the course you can press the date line and the course could look as the following:

The 'Booking log' window shows a table with the following data:

Date	Time	Message	URL if ai	
1	27.06.2020	09:15	Booking created	

If the sending is on a trailer with GPS-surveillance you will have the opportunity to see where the truck is located. Find booking and press on 'Map'.

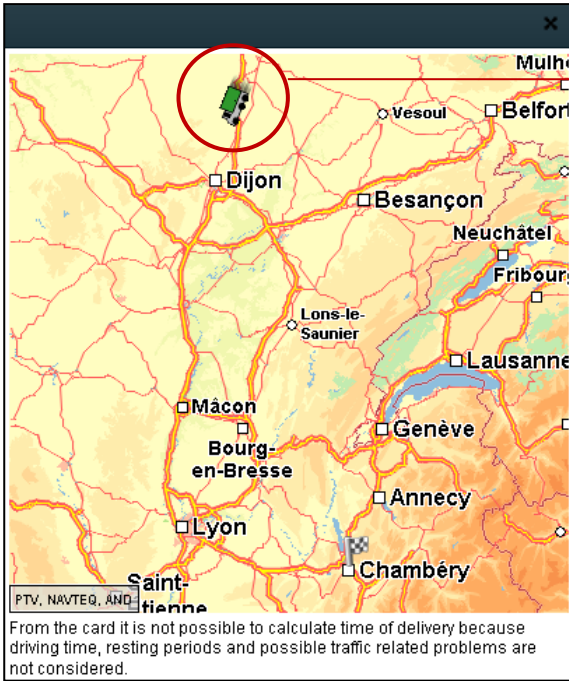
The screenshot shows the FREJA Track'n'Trace web application with the 'Map' icon in the top navigation bar circled in red. Below the navigation bar, there are filters for HANDLING (Collection), DATE INTERVAL (27.06.2020), EXPORT/IMPORT, REFERENCE, and ONLY UNFINISHED (No). A table below displays booking details:

Booking ID	Map	Consignor	Consignee	Collection Date	Collection Time	Delivery Date	Delivery Time	Status	Dossier No	Reference No	Orderer	Price	Can
1		WEBBOOKIN...	DILA LOGISTIK AB, TORSVIKS V. ...	27.06.2020		29.06.2020	15:30-22:00	27.06.20 09:15. Booking created		REF12	WEBBOOKIN...	0,00	DKK
2		WEBBOOKIN...	DILA LOGISTIK AB, TORSVIKS V. ...	27.06.2020		29.06.2020	09:00-15:00	27.06.20 09:37. Booking created			WEBBOOKIN...	0,00	DKK

And country map with the trucks position will be shown:

The screenshot shows a map of Denmark with three truck icons. Below the map is a table with the following data:

Kort	Status	Booking
1	1.11.18 09:04. Pickup departed/W...	219001
2	1.11.18 09:04. Pickup departed/W...	219001
3	1.11.18 09:04. Pickup departed/W...	219001





Here is the truck at the moment.

Status is updated ca. every 15 min.

This is an indication on where the truck is located at the moment – it doesn't tell you the exact time of arrival

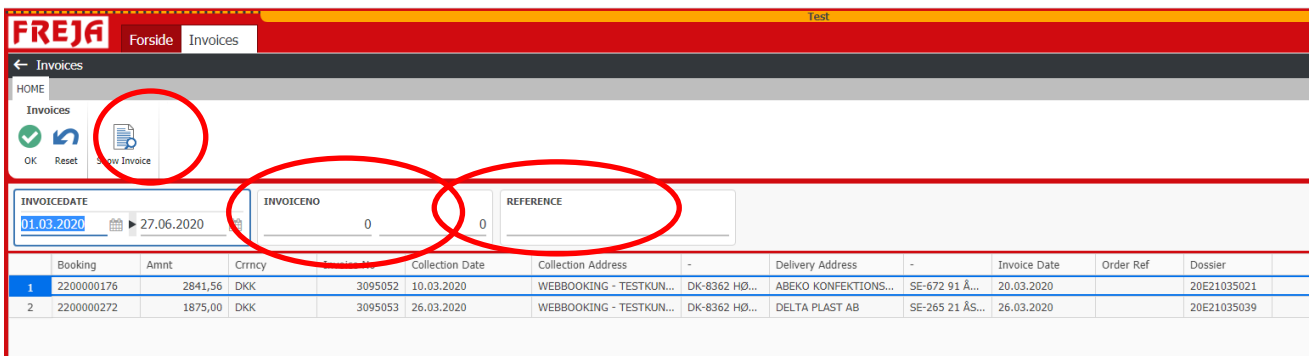
Driving time, traffic problems etc. are not taken into reservation

### Receipted consignment note (PoD)

When FREJA scans a receipted consignment note into the system or a link to this it will be visible at your E-service solution. This is shown with a small PDF-icon  in the column PoD (=Proof of Delivery). You can see the consignment note by double clicking on  or via URL-link which is found under 'show log'.

### Invoice overview

As soon as a shipment has been invoiced, it is possible to get a copy via invoice overview. By using date from/to you can see all of the invoices created.



It is also possible to enter a specific invoice number or reference.

Mark the invoice line and 'show invoice' will appear.

## Entries

Via the drop down menu you can choose between: All entries, open entries or overdue entries. Choose the ent.-type you want and a date interval and 'Ok'.

	Doc	Voucher No	Voucher Date	Voucher Text	Amount	Acc Amount	Due Date
1	✓	3095053	26.03.2020	Invoice	1.875,00	0,00	06.04.2020
2	✓	3095052	20.03.2020	Invoice	2.841,56	-1.875,00	30.03.2020

## Country statistic

Here it is possible to get shipment- as well as turnover statistic for a given period.

Enter the search period you want (year / month) and press 'get for period'.

	FrmCntry	To Cntry	Shipments	GrossWght	TotalPrice	LDM	CBM	Packs 1	Packs 2	Packs 3
1	DK	DE	7	10720,00	0,00	7,200	0,000	3	12	0
2	DK	DK	1	1200,00	0,00	0,000	24,192	0	14	0
3	DK	SE	7	6856,00	3773,25	19,400	1,100	12	22	0
4	--	--	15	18776,00	3773,25	26,600	25,292	15	48	0

## Account

Here your master data will show, replicated from FREJAs files as well as current account information, as they appear in FREJAs financial system.

It is also possible to see which mail addresses have been put up for invoice/account appendix and consignment notes/labels.

The screenshot shows the 'Account' page in the FREJA system. The top navigation bar includes the FREJA logo and 'Forside Account'. Below the navigation bar, there is a 'HOME' button and a 'Account' section with a green checkmark and 'OK' button. The main content area is divided into two sections: 'Master Data' and 'Finance'.

**Master Data**

CUSTOMER NO	208267
CUSTNAME	WEBBOOKING - TESTKUNDE
TESTGADE 22	8362
HØRNING	CONTACT
TEL	004512345678

**OPERATIONAL RSPNSIBLE**

x@freja.com

**FINANCIAL RSPNSIBLE**

CNSGNITECONSIGNEE  
LJ@FREJA.COM

**PAYMENT TERMS**

Netto 10 dage fra fakturadato

**CRRNCY**

DKK

**Finance**

BLNCE	6.591,56
CREDITMAX	100,00

**DUE**

0-30 DAYS	6.591,56
> 30 DAYS	0,00
> 30 DAYS	6.591,56

**EXPECTED DUE**

0-30 DAYS	0,00
> 30 DAYS	0,00
> 30 DAYS	0,00

## Addresses

As a customer you have the full access your own customer file. Here it is possible to create new customers as well as editing or deleting already existing customers.

The screenshot shows the 'Addresses' page in the FREJA system. The top navigation bar includes the FREJA logo and 'Forside Addresses'. Below the navigation bar, there is a 'HOME' button and an 'Addresses' section with a green checkmark and 'OK' button. The main content area features a search bar and a table of customer addresses.

**SEARCH**

	Customer No	Name 1	Name 2	Street	Country Code	Postal Code	City
1	5000				SE		
2	185407	ÅLANDS CEN...		DRITTEL-MA...	FI	22150	JOMALA, ÅLA...

## Create new customer:

The screenshot shows a web form titled 'Address Creation' with the following fields and controls:

- NUMBER (text input)
- TELEPHONE (text input)
- COMMENT (text input)
- NAME 1 (text input)
- FAX (text input)
- INSERT COMMENT IN CMR INSTRUCT (checkbox, currently unchecked)
- NAME 2 (text input)
- EMAIL (text input)
- STREET (text input)
- OPENING HOURS (text input)
- COUNTRY (dropdown menu)
- CONTACT (text input)
- POSTAL CODE (text input)
- CITY (text input)
- MISC INFO (text input)

At the bottom right, there are two buttons: 'Save and return' and 'Back'.

Optional customer number or running number (Contact FREJA if running number)  
Customers name  
Area, ex industry area  
  
Choose country in the dropdown menu  
Only postal code.  
  
Place these comments under "info for transporter" in CREATE BOOKING.  
  
If you want the comment to also appear on the consignment note, REMEMBER "yes"

Telephone, fax, e-mail, opening hours, contact, various info  
And Comment will appear in "Info to freight carrier"

as well as on the consignment note if the function "Insert comment in CMR inst." has been turned on.

## Prints

It is possible to print shipment description on either single shipment or shipments over a further defined period.

### Prints of several bookings / Booking lists:

To print a period list you have to go into the menu "Update bookings". Here you define the date period, optionally also export/import, that you wish a print of.

**FREJA** Forside UpdateBooking Test

← Update booking

HOME

Update booking

Search Update **Print booking list** View Edit Copy Delete Confirm Logging Get POD Consignment Note Upload of Document Download Document Kort Print

HANDLING: Collection

DATE INTERVAL: 31.05.2020 - 27.06.2020

EXPORT/IMPORT: [Dropdown]

REFERENCE: [Text]

ONLY UNFINISHED:  No

Booking ID	Map	Consignor	Consignee	Collection Date	Delivery Date	Status	Dossier No	Refer
1				26.06.2020		26.06.20 09:33. Booking created		
2		WEBBOOKING - TESTKUNDE, TES...	ABEKO KONFEKTIONS AB, ÅSLAN...	25.06.2020	25.06.2020	25.06.20 14:45. Booking created		RE
3		WEBBOOKING - TESTKUNDE, TES...	DILA LOGISTIK AB, TORSVIKS V. ...	16.06.2020	17.06.2020	16.06.20 14:44. Booking created		KUNC
4		WEBBOOKING - TESTKUNDE, TES...	AAGE GLASPUSTERI, LARSENSEJ...	16.06.2020	18.06.2020	16.06.20 14:48. Booking created		
5		WEBBOOKING - TESTKUNDE, TES...	CAMPINA GMBH, GELDERNSTR. 4...	22.06.2020		22.06.20 09:30. Booking created	20E23065007...	
6		WEBBOOKING - TESTKUNDE, TES...	AAGE GLASPUSTERI, LARSENSEJ...	16.06.2020	18.06.2020	16.06.20 14:54. Booking created		
7		WEBBOOKING - TESTKUNDE, TES...		04.06.2020		4.06.20 10:34. Booking created		
8		WEBBOOKING - TESTKUNDE, TES...		18.06.2020		18.06.20 11:13. Booking created		
9		WEBBOOKING - TESTKUNDE, TES...	CAMPINA GMBH, GELDERNSTR. 4...	05.06.2020	12.06.2020	22.06.20 13:03. Booking created	20E23065011...	
10		WEBBOOKING - TESTKUNDE, TES...		18.06.2020	18.06.2020	18.06.20 11:26. Booking created		
11		WEBBOOKING - TESTKUNDE, TES...		13.06.2020		13.06.20 10:50. Booking created		
12		WEBBOOKING - TESTKUNDE, TES...	DELTA PLAST AB, BOX 31, BRONS...	13.06.2020	13.06.2020	13.06.20 10:52. Booking created		
13		WEBBOOKING - TESTKUNDE, TES...		10.06.2020		10.06.20 15:47. Booking created		

After this press "print booking list".

Print List

PRINT EMAIL TO  
x@customer.DK

SHOW AS PDF  
 No

SORT  
3 Booking Order

Print Back

Insert mail if you wish to receive such.

Get a PDF-file shown directly on the screen by choosing "yes"

Choose one of the 5 sorting possibilities via the dropdown menu

After this 'Print'.

**Print/Reprint pf consignment note, Label and/or Booking formula:**

To print one of the the three possible prints, you have to go the menu "update bookings". Here you have to search on dates and optionally write FREJAs booking number or your reference. When the booking you want for has been found, mark the booking and press "edit".



**FREJA** Forside UpdateBooking Test

← Update booking

HOME

Update booking

Search Update Print booking list View Edit Copy Delete Confirm Logging Get POD Consignment Note Upload of Document Download Document Kort Print

HANDLING: Collection

DATE INTERVAL: 31.05.2020 - 27.06.2020

EXPORT/IMPORT: REFERENCE: ONLY UNFINISHED: No

	Booking ID	Map	Consignor	Consignee	Collection Date	Delivery Date	Status	Dossier No	Refer
1	2200000937				26.06.2020		26.06.20 09:33. Booking created		
2	2200000928		WEBBOOKING - TESTKUNDE, TES...	ABEKO KONFEKTIONS AB, ÅSLAN...	25.06.2020	25.06.2020	25.06.20 14:45. Booking created		RE
3	2200000645		WEBBOOKING - TESTKUNDE, TES...	DILA LOGISTIK AB, TORSVIKS V. ...	16.06.2020	17.06.2020	16.06.20 14:44. Booking created		KUNC
4	2200000646		WEBBOOKING - TESTKUNDE, TES...	AAGE GLASPUSTERI, LARSENSEJ...	16.06.2020	18.06.2020	16.06.20 14:48. Booking created		
5	2200000698		WEBBOOKING - TESTKUNDE, TES...	CAMPINA GMBH, GELDERNSTR. 4...	22.06.2020		22.06.20 09:30. Booking created	20E23065007...	
6	2200000647		WEBBOOKING - TESTKUNDE, TES...	AAGE GLASPUSTERI, LARSENSEJ...	16.06.2020	18.06.2020	16.06.20 14:54. Booking created		
7	2200000594		WEBBOOKING - TESTKUNDE, TES...		04.06.2020		4.06.20 10:34. Booking created		
8	5200000291		WEBBOOKING - TESTKUNDE, TES...		18.06.2020		18.06.20 11:13. Booking created		
9	2200000706		WEBBOOKING - TESTKUNDE, TES...	CAMPINA GMBH, GELDERNSTR. 4...	05.06.2020	12.06.2020	22.06.20 13:03. Booking created	20E23065011...	
10	5200000293		WEBBOOKING - TESTKUNDE, TES...		18.06.2020	18.06.2020	18.06.20 11:26. Booking created		
11	2200000635		WEBBOOKING - TESTKUNDE, TES...		13.06.2020		13.06.20 10:50. Booking created		
12	2200000636		WEBBOOKING - TESTKUNDE, TES...	DELTA PLAST AB, BOX 31, BRONS...	13.06.2020	13.06.2020	13.06.20 10:52. Booking created		
13	2200000630		WEBBOOKING - TESTKUNDE, TES...		10.06.2020		10.06.20 15:47. Booking created		

The booking will be opened and choose "send and print booking"

HOME

Create Booking - 2200003350

Update and send booking

Info to Freight Carrier

Add Item Line

A new screen picture will now appear with 3 possible forms of print:

- Consignment note (CMR)
- Label
- Booking formula (This contains information for each booking)

FREJA booking nr.

Expected freight price – according to applicable freight offer

Print function on :

- Consignment note
- Label
- Booking formula

Get sent on e-mail (Choose 'No') or shown directly on the screen (choose 'Yes')

Possibility to attach documents

## Profile

Here you have the possibility to create your own specific user profile.

Add the e-mail addresses that you want to receive consignment note, labels etc. on each booking.

What documents are wanted: Consignment note, Label, Booking list and/or Booking formula? Write your e-mail.

If more than one e-mailadresse, separate the e-mail addresses with: "; " ex [x@freja.com](mailto:x@freja.com); [y@freja.com](mailto:y@freja.com)

Space for 80 signs in e-mail fields

Is it a general item text? This will stand as standard in the booking creation

What kind of colli do you wish to use? Search via "loop" and these will appear in booking creation.

After this 'Ok'.

## Freight calculator

Possibility to calculate the expected freight price, from the applicable freight offer between you and FREJA without booking.

The following shall as minimum be entered, if it has to calculate freight price:

- Pick up Date
- Pick up country + postal code.
- Delivery country + postal code.
- Quantity
- Kind
- Gross weight
- Volume and volume code
- 

Qntity	Type	Gross Weight	Net Weight	Volume	Volume Code	Length	Width	Height	Unit
1	PALLET	120,00	0,00	0,00	LDM	120	120	80	CM
0		0,00	0,00	0,00		0	0	0	
0		0,00	0,00	0,00		0	0	0	
0		0,00	0,00	0,00		0	0	0	
0		0,00	0,00	0,00		0	0	0	

Press 'Calculate'

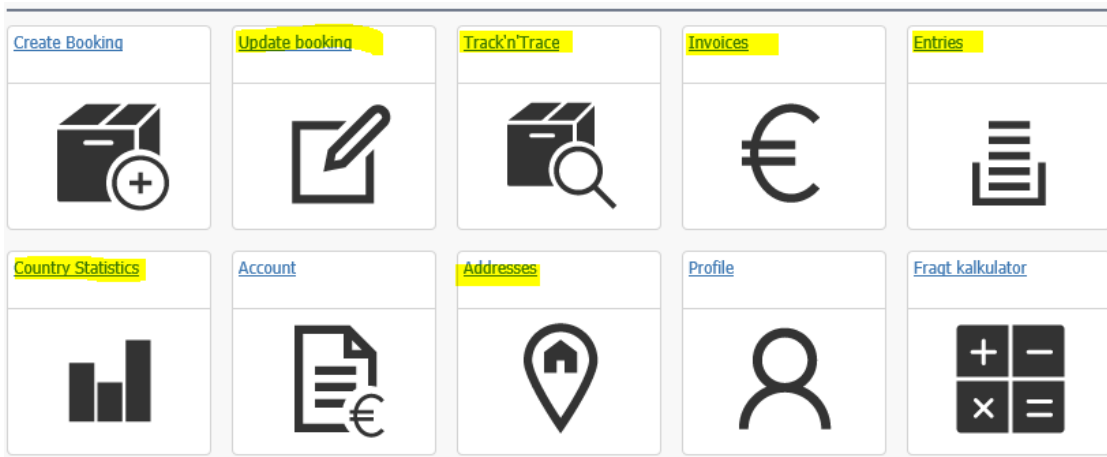
If the booking matches a freight offer the calculated freight price will appear here:

NETTO		PROSPLJETTIO		SKOPIS		TOTAL		VALUTA	
1137,88		0,00		0,00		1137,88		DKK	
Kode	Tekst	Antal	Enhed	Sats	Valuta	Pris pr.	Momsats	Betalt	
1	10 Fragt NO-18...	1,00	V	612,00	DKK	1	0,00	612,00	
2	140 Diesel tilleg	612,00		26,00	DKK	100	0,00	161,40	
3	291 Margol Jylan...	800,00	KG	0,00	DKK	0	0,00	32,28	
4	310 Udforsekgæb...	0,00		0,00	DKK	0	0,00	200,00	
5	340 T-dokument L...	0,00		0,00	DKK	0	0,00	100,00	

It is an estimated price, which means it doesn't take reservation for optionally expresses, time delivery, lift delivery etc.

## Excel

Under the taps: ( yellow marked )



It's possible to send information's to excel –

Do your search and use the function : table and after that open in excel

FREJA
Forside
UpdateBooking x
CreateBooking x

← Update booking

HOME
TABLE

Update booking

Search Update Print booking list View Edit Copy Delete Confirm View Log Get POD Consignment Note Upload of Document Download Document Map Print

HANDLING Collection	DATE INTERVAL 16.10.2020 - 16.10.2020	EXPORT/IMPORT	REFERENCE
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Booking ID	Map	Consignor	Consignee	Collection Date	Delivery Date	Statu
1		WEBBOOKING - TESTKUNDE, TES...	DELTA PLAST AB, BOX 31, BRONS...	16.10.2020		16.10
2		WEBBOOKING - TESTKUNDE, TES...	KARINA LERHØJ LARSEN, TESTGA...	16.10.2020		16.10
3		WEBBOOKING - TESTKUNDE, TES...	B502, LYCKEBY - JEM & FIX, GJU...	16.10.2020		16.10

Booking ID	Map	Consignor	Consignee	Collection Date	Delivery Date	Status	Dossier No	Reference No	Collection Time	Documents
1		WEBBOOKING - TESTKUNDE, TES...	DELTA PLAST AB, BOX 31, BRONS...	16.10.2020		16.10.20 13:18. Booking created			07:00-15:00	
2		WEBBOOKING - TESTKUNDE, TES...	KARINA LERHØJ LARSEN, TESTGA...	16.10.2020		16.10.20 11:23. Booking created			07:00-15:00	
3		WEBBOOKING - TESTKUNDE, TES...	B502, LYCKEBY - JEM & FIX, GJU...	16.10.2020		16.10.20 12:22. Booking created			07:00-15:00	

## Contact

For questions and help for the E-Service system you are always welcome to either contact your contact person at FREJA or contact FREJA E-Service supportteam directly:

**Telephone. 96 70 50 00 – att.: E-service responsible**

**or**

**E-mail: [webbooking@freja.com](mailto:webbooking@freja.com)**