Mainchain Quick Start Guide



Welcome to Mainchain - Our global supply chain portal.

For more detailed information, please download or print a manual from the help section of Mainchain.

In this Mainchain manual you will find a short instruction on the basic functionalities related to your road shipments within Mainchain. Modalities such as Warehousing and Air & Ocean are not covered in this manual.

Mainchain can be accessed at the following web address: <u>https://eu.mainchain.net/</u>

Several search options are available in Mainchain.

1. Track and Trace searchbar

The track and trace search bar is located at the top right.



You can search here for:

- Mainfreight Shipment number
- Your own reference numbers
- A barcode number

2. Search option "Road transport EU"

Using the menu button "Search" \rightarrow "Road Transport EU" you can perform a search in various ways.

Searches	Actions	Maintain	Accounts	Reports	ļ
Road trans	port EU		European Shipr Advanced search transport shipme	nents n options for ro nts	ad

You can search here by a part of your order number, with a certain date range, or by a certain destination.

Advanced Search

					Reset
					Show/Hide Criteria 文
FIND	WITH	WHE	N	WHERE	
EU Shipment • Shipment: Type a Shipment number Order: Type an Order number	Order (partial): Type an order number Reference: Type a reference number Barcode: Type a barcode number	From:	Today • 8 Jul 2021 Image: Compare the second seco	Status: Origin: Country	Select options
Use specific search				Postal code: Destination Country Postal code:	Eg: Belgium or BE
				Save Search	Search





3. "Road transport EU" widget

You can create your own dashboard by dragging the different widgets form the blue bar to the dashboard as shown below.

The widget "Road Transport EU" displays the road transport shipments from the period you selected (maximum 30 days). If the shipment is further in the past, you can use one of the 2 other search options described earlier.

To remove a widget from your dashboard, you can drag it back to the w	vidget toolbar or click in the widget on 🛞
elick & drag to add a widget My Con Notes Air and Ocean Domestic USA PO. House Bills Domestic USA Management Bookings My V	Archhouse Whart Cartage News Watchlist Road transport Favourites
Drag and drop your widget here	Drag and drop your widget here
Using the filter button you can apply certain filters.	
My Filters	
When: Last 30 days Graph Settings: Change 📀 Donut Graph	
Status: Select options 👻	
Country: Select options	
Loading: SINGLE – no batching 👻	
	Apply Filters

The "full view" option gives you a more comprehensive view with a number of additional columns. In addition, from here it is also possible to search in any column.

<u>33957</u>	12 Apr 2024	POD online	15 Apr 2024	
33933	12 Apr 2024	POD online	12 Apr 2024	
O 33952	12 Apr 2024	POD online	12 Apr 2024	
4	40.1 0001		40.0 0000	•
Advanced Search Q		Full View 죋	Switch to Graph	View (





4. User Management

Under the menu button "Admin" you will find the option "User Management".

Here, main users (created by Mainfreight) can create, modify or delete users themselves. You can authorize users individually for certain functionalities within Mainchain.



You can see within the "User management" option which sub-users are currently active, and for each account you can see what rights each user has.

User Management

User List	My Profile						
Start typing H	nere to filter the user list				Show active users	Show all users	
Nar	ne	Username	Email	Last Login			
					Reset Password	Active) Edit 🗹
					Reset Password	Active) Edit 🗹
_					Reset Password	Active) Edit 🗹
					Reset Password	Active) Edit 🗹

When you press the edit option next to the profile, you can assign various rights to a user. Such as which customer numbers the profile may view shipments from and whether this profile may also book shipments via Shipment Centre EU.

test test te	st					Reset Password	Active 🧲	Cancel
Username: test@testmf.com ☑ Mainchain User ☐ Admin								Admin User
Title:	test	First Name:*	test	Middle Name:		Last Name:*	test	
Email Address:*	test@testmf.com	Contact Phone:		Mobile Phone:				
Permissions								
RANSPOR	т							
Is able to		Can repo	ort on		Can view account codes			
Create shipments v	via Shipment Centre EU				NL00200200			
					NL83992600			
					NL15413200			
					BE82844200			
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					1094313			
					1103033			





5. Notificaties

Under the "Applications" menu button, you will find the "Notifications" option.

MAINCHAIN		track tra
Home Favourites Search	es Actions Maintain Accounts	Reports Admin Contact I
	🔶 🛧 Shipment Centre EU	Notifications
a trad to	+ Notifications	Create and manage your notifications
click & dr widget add a widget My Con Notes	Air a Ho	Or status updates for your Consignments, House Bills and Orders.

Here, master users can set notifications for shipments. There are four options of notifications that can be switched on:Picked Up / Collected:You will be notified when a shipment has been loaded at the pick-up address.

Out for delivery:	You will be notified when the shipment is on its way to the delivery address.
Delivered:	You will be notified when the shipment has been delivered to the delivery address.
Deviation:	You are notified when a deviation is detected in the shipment. This could be a delay, for example.

Notifications

Notifi	ications Subsc	riptions							
Refe	rence 401208	08812	\bigcirc					Add to	watchlist
Туре		Recipient	Sta	itus					
Email	~	test@MFtest.nl	S	Select Status				~	Add
Complete	d notifications will rem	ain in the list for 7 days from	the last notification d	elect all Picked Up / Collected Dut for Delivery					
Туре	Notification Typ	e Reference	Recipient	Delivered Deviation					Delete
	Shipment Numbe	r 40120808812	test@mftest.nl	0 of 2	Pendi	ng Picke	ed Up / Collected	1	Θ
								Delete All Na	tifications
n the no	otification overv	view, you will also s	ee the notification	ns you saved in Sh	ipment Centre v	vhile booking a	shipment.		
🧕 РІ	CKUP ADDRESS	Demo account Demo	o account 06000000	Demo 's-Heerenberg	7041 GB Netherlands	(NL)			020
Customer	ID 🔁 :		Phone Number:*	0600000		Postal Code: *	7041 GB		

					1041 05
Company: *	Demo account	Email:		City: *	's-Heerenberg
Branch:		Address 1: *	Demo	Country: *	Netherlands (NL)
Contact Person:*	Demo account	Address 2:			
Reference 🖯 :					
NOTIFY ME WHE	EN 🔁				
Email	Enter email address	Booki	ng Confirmation X Click here to add		Save notification





6. Subscriptions

Under the "Applications" menu button, you will find the "Subscriptions" option in addition to the Notification option.

Here, master users can set up notifications at account level. So, this means when you add an email here, this email address will receive the chosen notification for all shipments.

Notifications

Notific	ations Subscriptions						
Subscri	ption Type EU Shipment 🗸	Account Code	1094313 🗸				
Type Email	Recipient	t@test.nl	Status Select Status Picked Up / Collecte	ed X Out for Delivery X	Delivered X	Deviation X	Add
Туре	Subscription Type	Account Code	Recipient	Status	Warehous	ie Edit	Delete
	Shipment Number	1010575	Mainfreighttest@mf.cor	n Picked Up / Coll Out for Delivery Delivered Deviation	ected	Delete All S	Gubscriptions



