



# Quick Start Guide

Version 2.1

This guide walks you through booking a shipment using the Redkik Broker Portal which can be found at:

<https://brazil.app.redkik.com/>

CHUBB®

Email

Password

[Forgot password](#)

**Sign In**

**Login with your credentials.**

*Click 'Forgot password' if you've forgotten.*

You'll be taken directly to the Bookings page.

CHUBB® AZ   Brazil Broker Demo

**Reservas** Titulares de reserva Usuários Organizações Políticas

🏠 Início / Reservas

**+ Adicionar** **Filtros**  **Procurar**

Referência	Status	Tipo de mercadoria	Custo total	Comprado	Organização	
RED-BP1-00373	Ativo	Automóveis e Motocicletas	R\$235.00	15/11/2022	Brazil Broker	⋮

*Note: Some tabs are not available to all users.*

## How to create a booking:

+ Adicionar

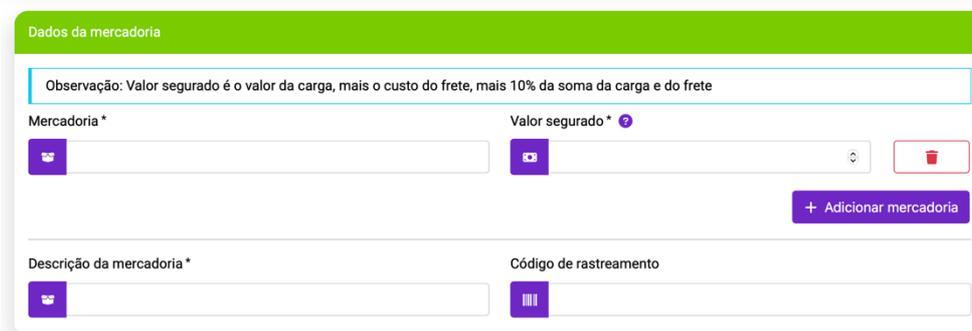
At the top of the Bookings page, you'll find the "New" button. Click here to begin the process.

### Step 1: Policy & Details

If there are multiple policies available to your organization, you will see a drop-down menu at the top of the booking page. Select your desired policy here.



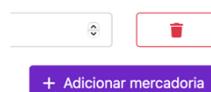
The screenshot shows a green header with the text 'Apólice'. Below it, a dropdown menu is open, displaying 'Apólice' and a selection box with a crown icon and the text 'Selecione...'. A small downward arrow is visible on the right side of the selection box.



The screenshot shows a form titled 'Dados da mercadoria' with a green header. It contains a text area for 'Observação: Valor segurado é o valor da carga, mais o custo do frete, mais 10% da soma da carga e do frete'. Below this are four input fields: 'Mercadoria \*', 'Valor segurado \*', 'Descrição da mercadoria \*', and 'Código de rastreamento'. Each field has a crown icon on the left. To the right of the 'Valor segurado \*' field is a red trash can icon and a '+ Adicionar mercadoria' button.

### Enter the shipment details:

- **Commodity** – You can either scroll through the list of available commodities or simply begin typing and the list will filter for you.
- **Insured Value** - The maximum value which will be covered to the end customer in the event of 'total loss' i.e., if the entire shipment is destroyed or lost. This is calculated using the formula (Cargo Value + Cost of Freight) + 10%. **IMPORTANT: Do not use punctuation of any kind in this field. No commas or decimal points.**
- To add additional commodities, click this button:



The screenshot shows a small input field with a crown icon on the left and a red trash can icon on the right. Below the input field is a purple button with the text '+ Adicionar mercadoria'.

Use the red trash can icon to delete a line.

- **Commodity Description** - This is a free form, but required, field. Be as accurate as possible in your description of the cargo. This information will be important should you need to file a claim.
- **Shippers Reference#/Marks and Numbers** – Another free form field for a tracking or reference code that the shipper has assigned to the shipment. *Not a required field.*

The image shows two identical form sections. The top section is titled 'Local de saída' (Origin) and the bottom section is titled 'Local de chegada' (Destination). Both sections have a green header bar. Below each header is a search bar with the text 'Pesquisar um endereço \*' (Search an address \*). The search bar contains a magnifying glass icon on the left and a dropdown arrow on the right. Below the search bar is a placeholder text: 'Comece a digitar seu endereço ou código postal...' (Start typing your address or postal code...).

#### Enter the origin/destination details:

As you type, the system will search addresses for you; or you may use the down arrow at the right to open all address fields.

The image shows a form section titled 'Detalhes da viagem' (Journey details) with a green header bar. Below the header are four input fields arranged in a 2x2 grid. The top-left field is 'Data de início \*' (Start date) with a calendar icon and the value '22/11/2022'. The top-right field is 'Data final (dd/mm/yyyy) \*' (End date) with a calendar icon and the value '23/11/2022'. The bottom-left field is 'Tipo de transporte \*' (Transport type) with a dropdown arrow and the value 'Selecione...' (Select...). The bottom-right field is 'Correio' (Carrier) with a dropdown arrow and a blank space.

#### Enter the Journey details:

**Start and End dates** – Your start date will be the date your policy is effective. The end date must be after the start date.

**Transport type** – Choose from Land, Sea, or Air.

**Carrier** – Enter carrier name here. *Not a required field.*

If you choose Sea or Air, there are fields to enter Exit/Entry ports and Vessel

This screenshot shows a form section with the following fields:

- Tipo de transporte \***: A dropdown menu with 'Marítimo' selected.
- Correio**: An empty text input field.
- Porto de saída**: An empty text input field.
- Porto de entrada**: An empty text input field.
- Navio**: An empty text input field.

This screenshot shows the 'Dados do segurado' form section with the following fields:

- Dados do segurado**: Section header.
- Cliente existente \***: A dropdown menu with 'Inserir um novo cliente' selected.
- Tipo de cliente \***: A dropdown menu with 'Selecione...' selected.
- E-mail \***: A text input field.
- E-mails adicionais**: A text input field.
- Telefone**: A text input field.
- Referência**: A text input field.
- Pesquisar um endereço \***: A dropdown menu with 'Comece a digitar seu endereço ou código postal...' selected.
- Informações adicionais do beneficiário**: A text input field.

Enter the Booking Holder details (for the Insured Party):

Select the customer type, either

- Organization/Company or
- Private Individual

Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

Once you have entered information for a customer, that customer will be saved and available to you in a drop down. No need to re-enter data



After filling in all the required details, click the 'Submit' button at the bottom to continue with the booking process.

## Step 2: Offers

🏠 Início / Reservas / Solicitar um orçamento

Etapa 1  
Dados do Embarque

Etapa 2  
Ofertas

Etapa 3  
Concluído

Custo do seguro



Custo total R\$235,00

◀ Voltar

📄 Salvar

🛒 Comprar

Our system will give you a quote within 30 seconds...

Should changes need to be made, simply click the 'Return' button. To accept the quote, just click the 'Purchase' button.

## Step 3: Payment

If you are going to Pay Now, you'll be taken to the Payment screen. Here you can choose to pay by Credit Card, Boleto or Pix.

Contact information

Email info@redkik.com

Payment method



Card



Boleto



Pix

Card information

1234 1234 1234 1234



MM / YY

CVC

Name on card

Country or region

United States



ZIP

Save my info for secure 1-click checkout

Enter your phone number to create a Link account and pay faster on Redkik Brazil and thousands of sites.

(201) 555-0123

Optional

link · More info

Book for R\$604.74

**Card** – enter credit card information to complete the purchase

**Boleto** – fill out the form to receive your payment voucher

**Pix** – to receive your QR code for payment

## Step 4: Complete

The screenshot shows a confirmation message in a green box: "Obrigado! Assim que seu pagamento for processado, você receberá um e-mail detalhando sua cobertura". Below this, it states: "A reserva foi adquirida com êxito e a referência agora é feita por RED-BP1-00379" and "Um e-mail de confirmação de reserva foi enviado para o endereço de e-mail de contato fornecido." At the bottom, there are two buttons: "Visualizar detalhes da reserva" (with a magnifying glass icon) and "Iniciar nova cotação" (with a refresh icon).

After a successful purchase, the system will show you the reference number assigned to the shipment and a purchase confirmation email is automatically sent to the booking holder. You can then choose to either [View Booking Details](#) of the booking you just made or [Start New Quote](#) to purchase another booking.

## To create a booking on behalf of another organization:

From the Organization tab, click on the 3 dots near the name of the organization. Then select "quote on behalf of" and follow the same steps as above.

The screenshot shows the 'Organizações' tab selected in the top navigation bar. Below the navigation bar, there is a search bar with 'Chubb' entered. A table lists organizations with columns for 'Nome' and 'Tipo'. Two organizations are listed: 'Chubb Brazil' and 'Chubb Sweden'. A context menu is open for 'Chubb Sweden', showing options: 'Editar', 'Excluir', 'Tokens de API', 'organization.endorsements.title', 'Cotação em nome de' (highlighted in green), and 'Open public quote form'.

© 2022, Redkik

All rights reserved.

Please handle this document electronically if possible. Only print if needed and recycle when done.

Feel free to send an email to [support@redkik.com](mailto:support@redkik.com) for any additional requirements.

Thank you.