



TRUCKSTOP



Redkik

Quick Start Guide

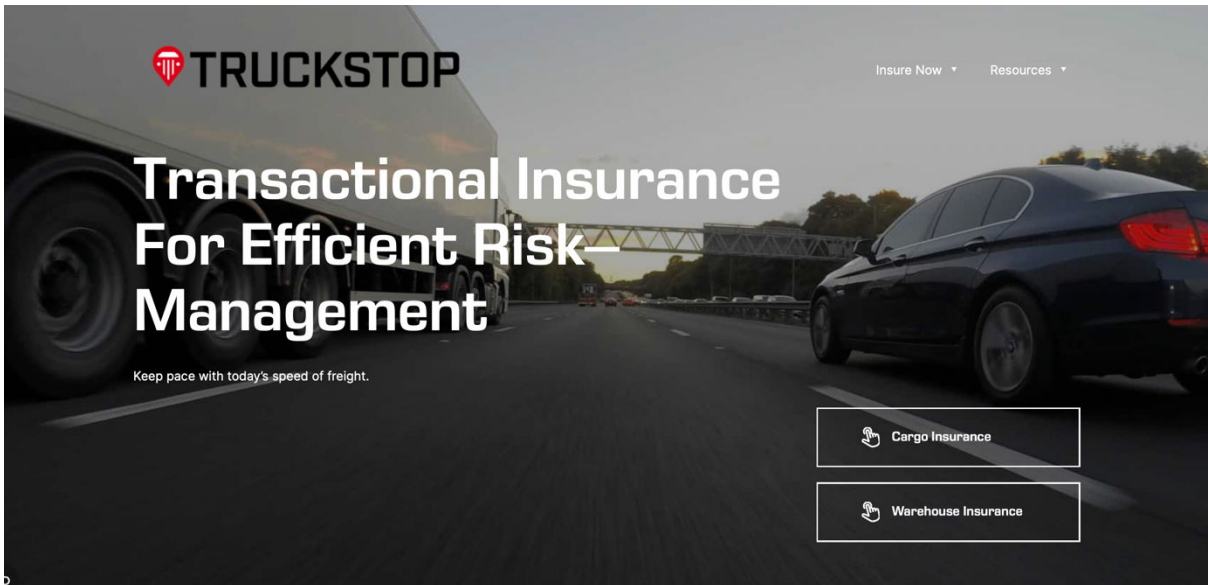
Version 2.1

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

<https://truckstop.redkik.com/quote/truckstop>

This link can also be accessed from the Truckstop landing page

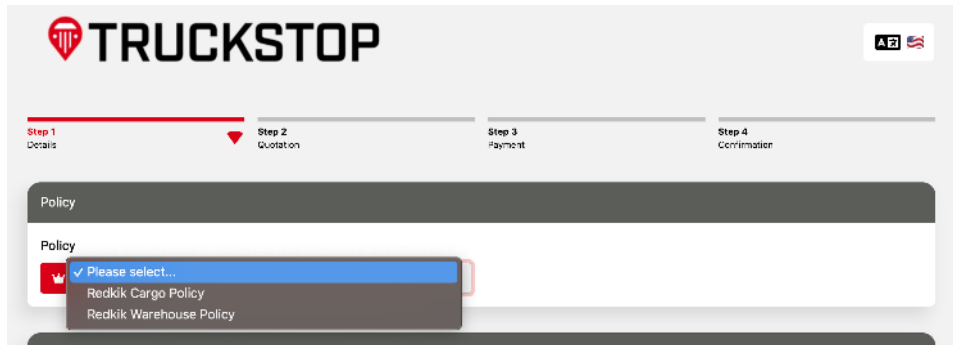
<https://redkik.com/truckstop>



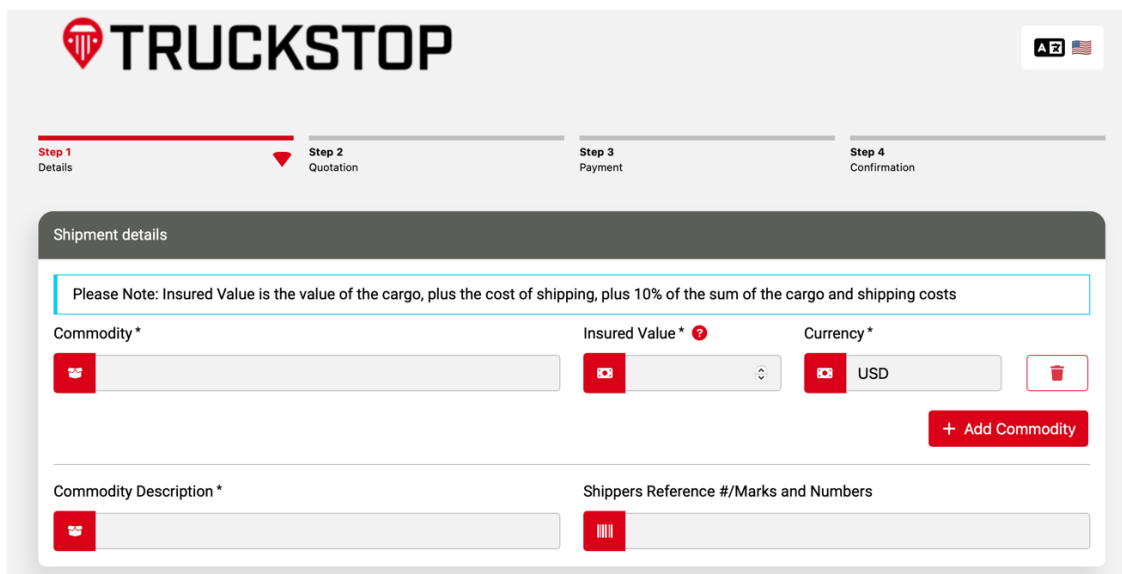
How to create a booking:

Step 1: Details

Note: required fields are marked with an asterisk "*"



Select the desired policy - Choose between Cargo and Warehouse.



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.**
- **Currency** – choose the correct currency type

- To add additional commodities, click this button:



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.

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.

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. The default dates are tomorrow's date, but you may choose today's date or earlier. If you choose an earlier date, the system will prompt you to certify that there are no known losses:

***Special note regarding Warehouse Insurance:**

Warehouse insurance can only be purchased in **30-day increments**. Your End Date must be 30 days from the Start Date and when that time has expired, you would purchase another 30 days.

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 (*not required*)

Transport type *	Carrier
<input type="text" value="Sea"/>	<input type="text"/>
Exit port	Entry port
<input type="text"/>	<input type="text"/>
Vessel	
<input type="text"/>	

Booking holder details (The Insured Party)

Booking Holder type *

Email *

Additional Emails

Phone

Search for an address *

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

Select the customer type, either

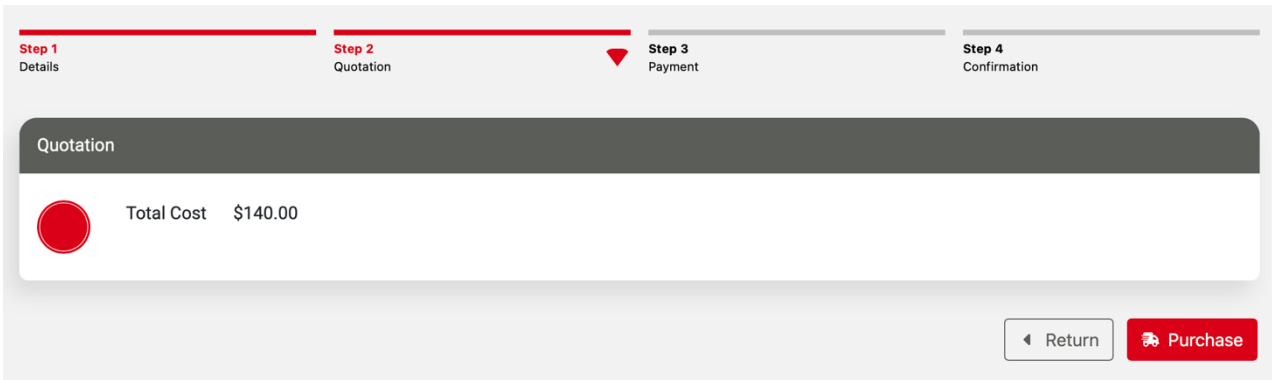
- Organization/Company or
- Private Individual

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.

 **Submit**

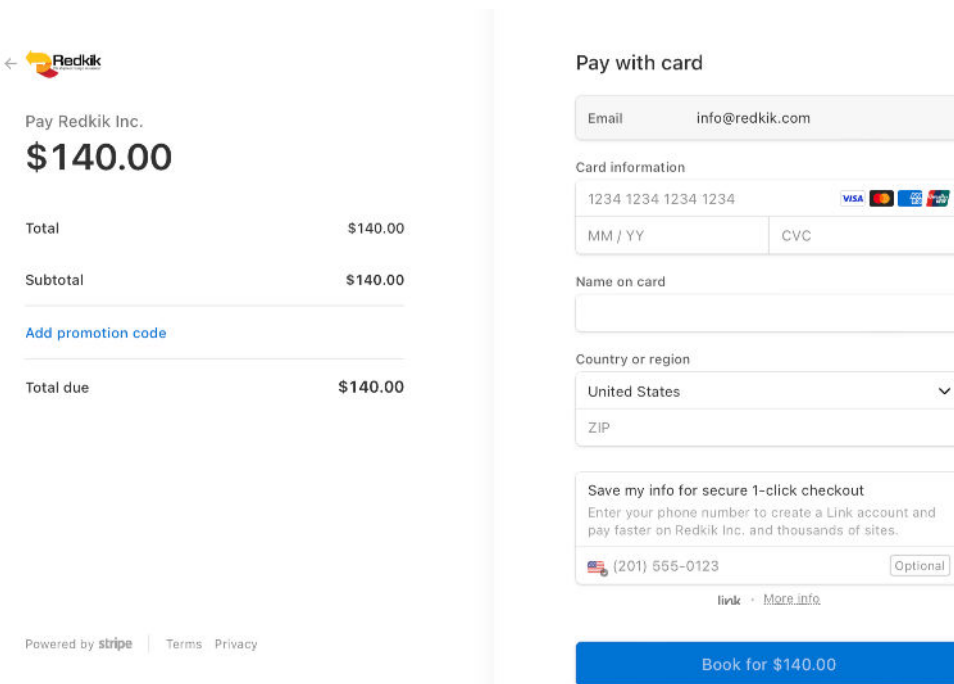
After filling in all the required details, click the 'Submit' button at the bottom to continue with the booking process.

Step 2: Offers



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. You'll be taken to the Payment page to complete your transaction:



After a successful purchase, a purchase confirmation email, along with a Certificate of Insurance, is automatically sent to the booking holder.

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Thank you.