



# Quick Start Guide

Version 2.2

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

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



Email

Password

[Forgot password](#)

**Login with your credentials.**

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

Sign In

You'll be taken directly to the Bookings page.



AZ Howden Demo

Bookings | Saved Offers | Booking Holders

Home / Bookings

+ New | Filters | Search... | Search

Reference	Status	Commodity	Total Cost	Purchased	Organization	
<a href="#">LCK-HOW-00811</a>	Active	Lumber	€135.00	15/02/2023	Lockton EU	⋮
<a href="#">RED-HOW-00804</a>	Active	Boats & Yachts in purpose built cradles	€51.00	15/02/2023	Howden Sales	⋮
<a href="#">RED-HOW-00787</a>	Active	Hemp	€121.83	14/02/2023	Howden Sales	⋮
<a href="#">HOW-HOW-00778</a>	Active	Televisions & Monitors	€114.75	14/02/2023	Howden Sales	⋮
<a href="#">RED-HOW-00714</a>	Active	Boats & Yachts in purpose built cradles	€51.00	08/02/2023	Howden Sales	⋮
<a href="#">RED-HOW-00682</a>	Active	Beer, Wine & Spirits	€51.00	07/02/2023	Howden Sales	⋮

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

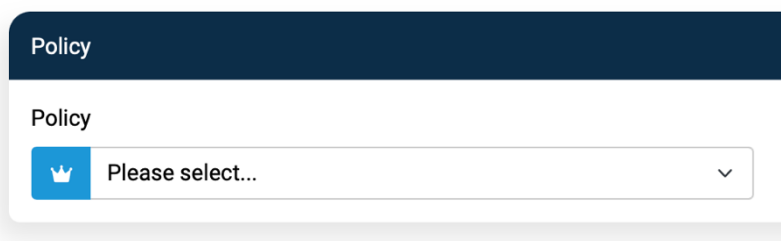
## How to create a booking:

+ New

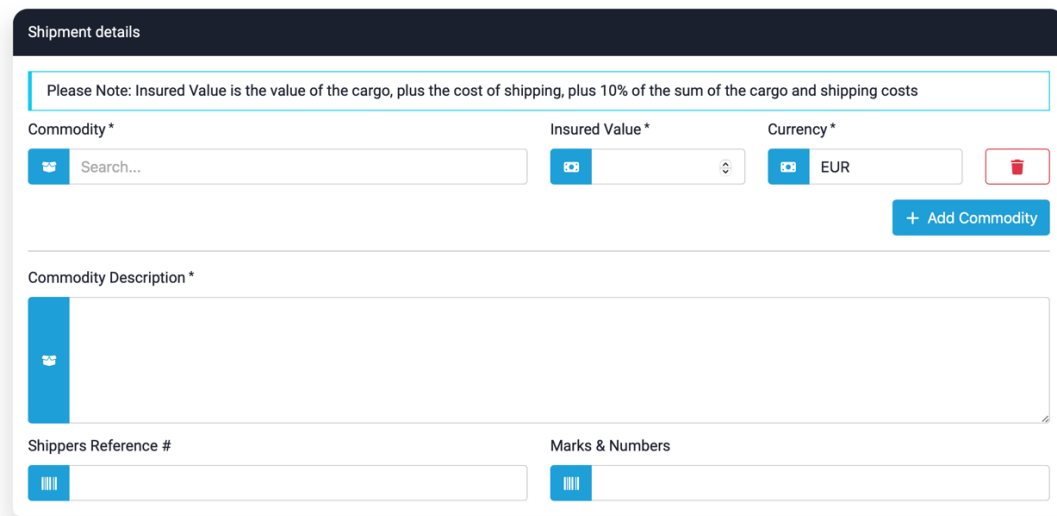
At the top of the Bookings page, you'll find the "New" button. Click here to begin the process.

### 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 dark blue header with the word "Policy" in white. Below the header is a white dropdown menu with a blue crown icon on the left and the text "Please select..." in the center. A small downward arrow is visible on the right side of the dropdown.



The screenshot shows a "Shipment details" form with a dark blue header. Below the header is a text box containing a note: "Please Note: Insured Value is the value of the cargo, plus the cost of shipping, plus 10% of the sum of the cargo and shipping costs". The form has three main sections: "Commodity\*" with a search input field and a "+ Add Commodity" button; "Insured Value\*" with a numeric input field; and "Currency\*" with a dropdown menu showing "EUR" and a trash icon. Below these is a "Commodity Description\*" text area. At the bottom, there are two input fields: "Shippers Reference #" and "Marks & Numbers", each with a barcode icon on the left.

Enter the shipment details: *(required fields are marked with "\*")*

- **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** – select desired 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. *Not a required field.*

### Enter the journey details:

- Origin/Destination** – The “Origin Type/Destination Type” fields offer a drop down of choices: Address, IATA Airport Code, or Port Location Code
- Estimated Start and End dates** – Your start date will be the date your policy is effective. The end date must be after the start date.
- Conveyance type** – Choose from Land, Sea, or Air. Based on your choice, there can be fields to add loading/discharge ports and vessel/flight numbers.

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

Select the customer type, either

- Organization/Company or
- Private Individual

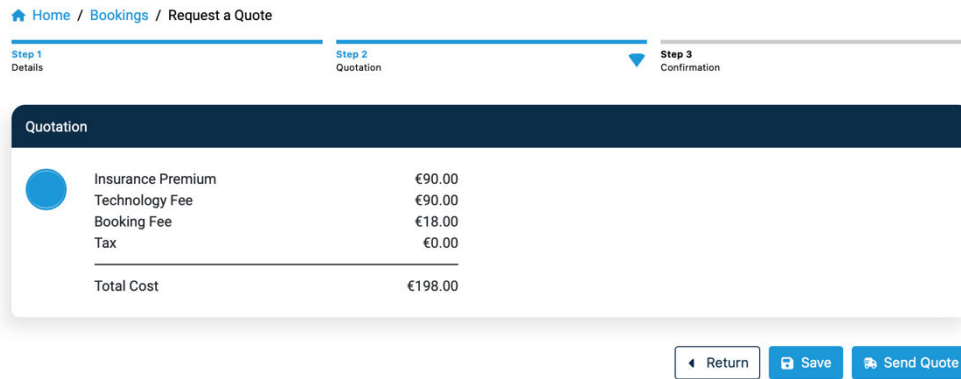
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

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

 Submit

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

## Step 2: Offers



Home / Bookings / Request a Quote

Step 1 Details | Step 2 Quotation | Step 3 Confirmation

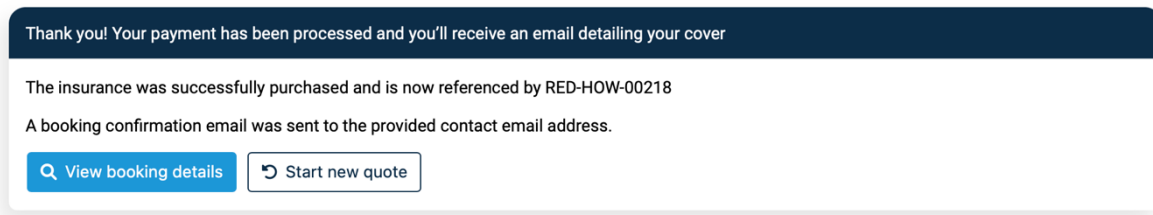
Quotation	
Insurance Premium	€90.00
Technology Fee	€90.00
Booking Fee	€18.00
Tax	€0.00
<hr/>	
Total Cost	€198.00

Return Save Send Quote

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

Should changes need to be made, simply click the 'Return' button. Click 'Save' to save the quote for a later purchase. To accept the quote, just click the 'Send Quote' button.

## Step 3: Complete



Thank you! Your payment has been processed and you'll receive an email detailing your cover

The insurance was successfully purchased and is now referenced by RED-HOW-00218

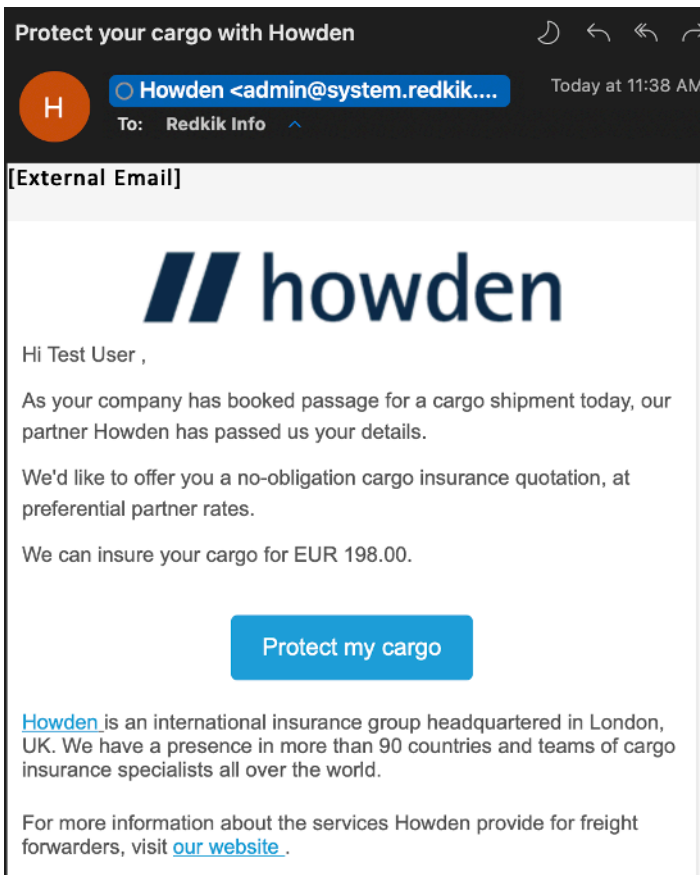
A booking confirmation email was sent to the provided contact email address.

View booking details Start new quote

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.

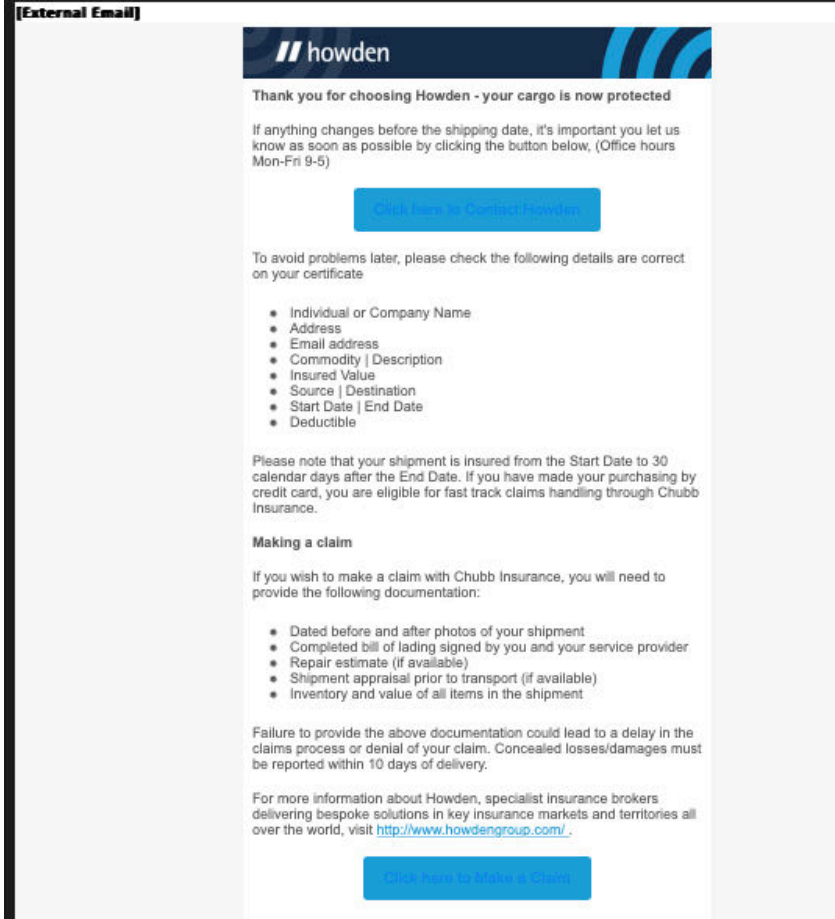
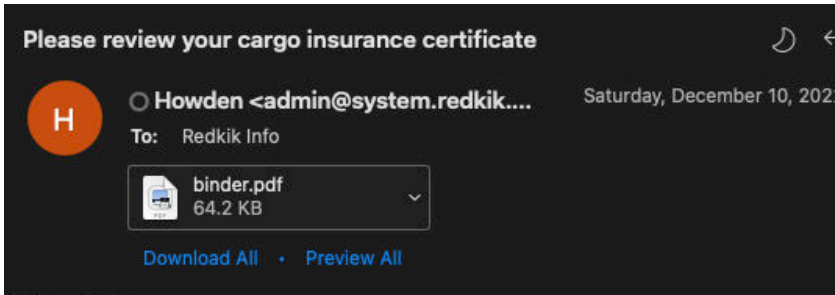
### Quotation Email

The status of the booking is set to "Pending" until confirmed by the customer. The owner of the shipment will receive a quotation email from [Howden admin@system.redkik.com](mailto:Howden admin@system.redkik.com) which informs them who the insurance provider is and the total cost of insurance for the shipment.



To proceed, the customer needs to click "Protect My Cargo". They will then be taken to a page which summarizes the shipment details and the terms and conditions of the coverage offered.

After agreeing to the terms and conditions, clicking "Continue" takes them to the payment page. If they choose to Pay Now, they are directed to a secure page to provide payment details. Or they may choose to Pay Later via invoice. After finishing payment, they will receive a purchase confirmation email, including the certificate of insurance.



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*Thank you.*