

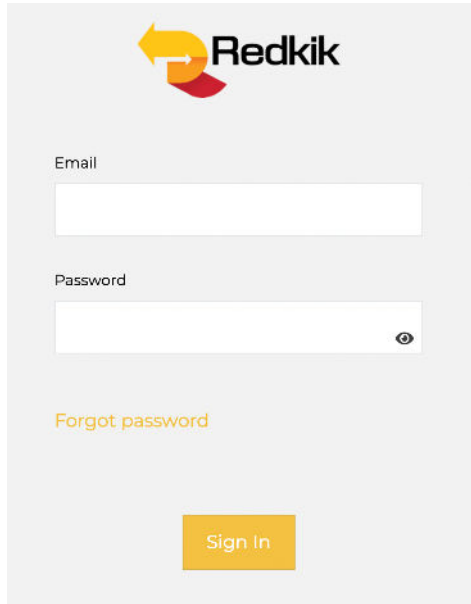


Quick Start Guide

Version 2.2

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

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

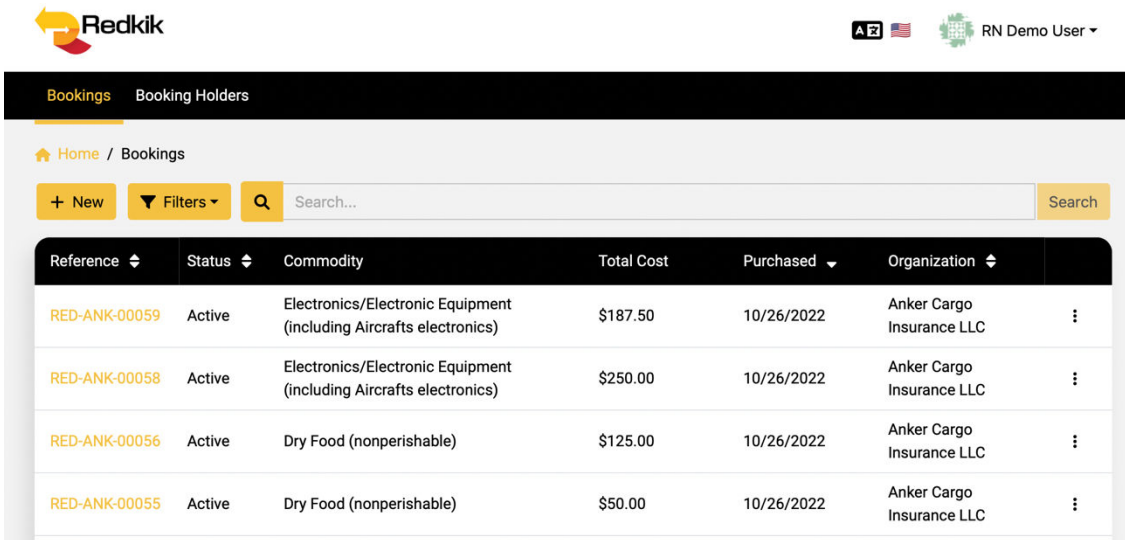


The login form features the Redkik logo at the top left. Below it are two input fields: 'Email' and 'Password'. The 'Password' field includes a toggle icon for visibility. A 'Forgot password' link is positioned below the password field. At the bottom center is a yellow 'Sign In' button.

Login with your credentials.

Click 'Forgot password' if you've forgotten.

You'll be taken directly to the Bookings page.



The screenshot shows the Redkik Bookings page. At the top, there's a navigation bar with 'Bookings' and 'Booking Holders'. Below this is a breadcrumb 'Home / Bookings' and a toolbar with '+ New', 'Filters', and a search bar. The main content is a table with the following data:

Reference	Status	Commodity	Total Cost	Purchased	Organization
RED-ANK-00059	Active	Electronics/Electronic Equipment (including Aircrafts electronics)	\$187.50	10/26/2022	Anker Cargo Insurance LLC
RED-ANK-00058	Active	Electronics/Electronic Equipment (including Aircrafts electronics)	\$250.00	10/26/2022	Anker Cargo Insurance LLC
RED-ANK-00056	Active	Dry Food (nonperishable)	\$125.00	10/26/2022	Anker Cargo Insurance LLC
RED-ANK-00055	Active	Dry Food (nonperishable)	\$50.00	10/26/2022	Anker Cargo Insurance LLC

Note: Some tabs are not available to all users.

How to create a booking:

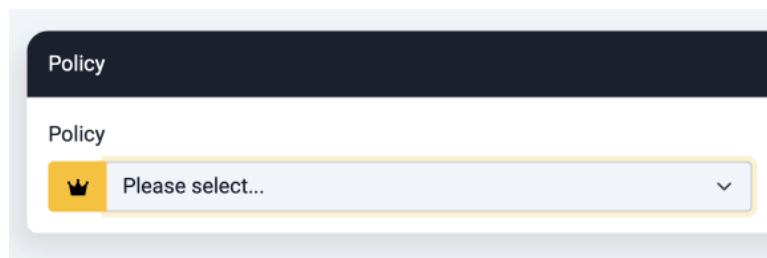


+ New

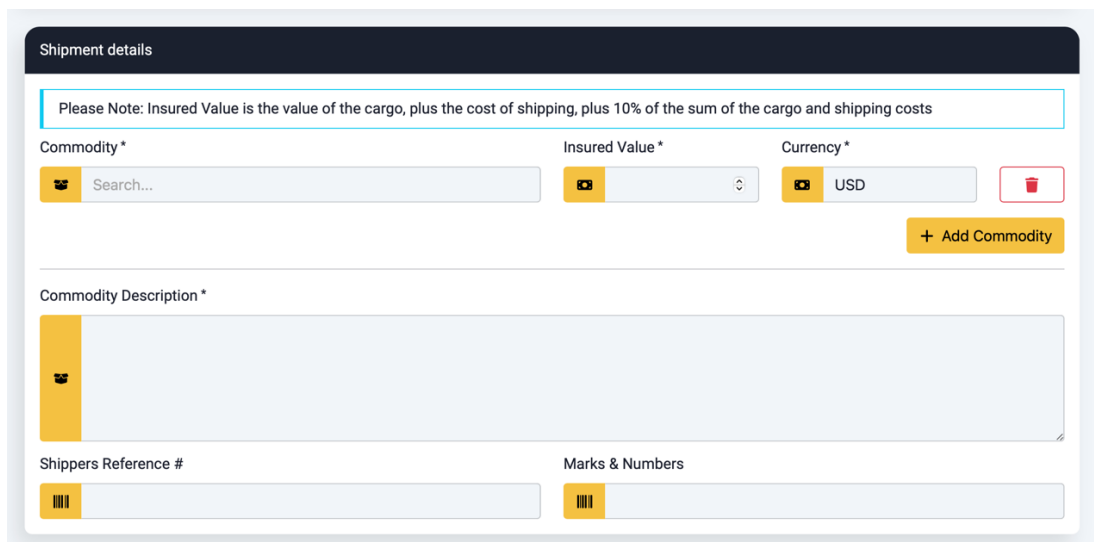
At the top of the Bookings page, you'll find the "New" button. Click here to begin the process.

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 header bar with the word "Policy" in white. Below it, the word "Policy" is repeated in a smaller font. A dropdown menu is open, showing a yellow 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.

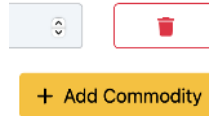


The screenshot shows a form titled "Shipment details" with a dark header. Below the header, there is a text box with a note: "Please Note: Insured Value is the value of the cargo, plus the cost of shipping, plus 10% of the sum of the cargo and shipping costs". The form contains several fields: "Commodity*" with a search box and a trash icon; "Insured Value*" with a currency icon and a dropdown arrow; "Currency*" with a currency icon and the text "USD" and a trash icon; a "+ Add Commodity" button; "Commodity Description*" with a large text area and a trash icon; "Shippers Reference #" with a barcode icon; and "Marks & Numbers" with a barcode icon.

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** – Additional free form fields for a tracking or reference code that the shipper has assigned to the shipment. *Not a required field.*

Journey details

Origin Type ? Address ▼	Origin * 📍 Start typing your address or postcode...
Destination Type ? Address ▼	Destination * 📍 Start typing your address or postcode...
Estimated Start Date (mm/dd/yyyy) * 📅 02/11/2023	Estimated End Date (mm/dd/yyyy) * 📅 02/12/2023
Conveyance Type * 🚚 Please select... ▼	Carrier 🚚 Search...

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.

Conveyance Type * 🚚 Air ▼	Carrier 🚚 Search...
Loading Airport 📍 [BWI] Baltimore/Washington International, Baltimore (MD), USA	Discharge Airport 📍 [YYZ] Toronto Pearson International Airport, Toronto, Canada
Flight Number ✈️ 2112	

Conveyance Type * 🚚 Sea ▼	Carrier 🚚 Search...
Loading Port 📍 [USMIA] MIAMI	Discharge Port 📍 [PTLIS] LISBOA
Vessel 🚢 [9599638] Rush	Voyage Number 📄 1001001

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

Select the customer type, either

- Organization/Company or
- Private Individual

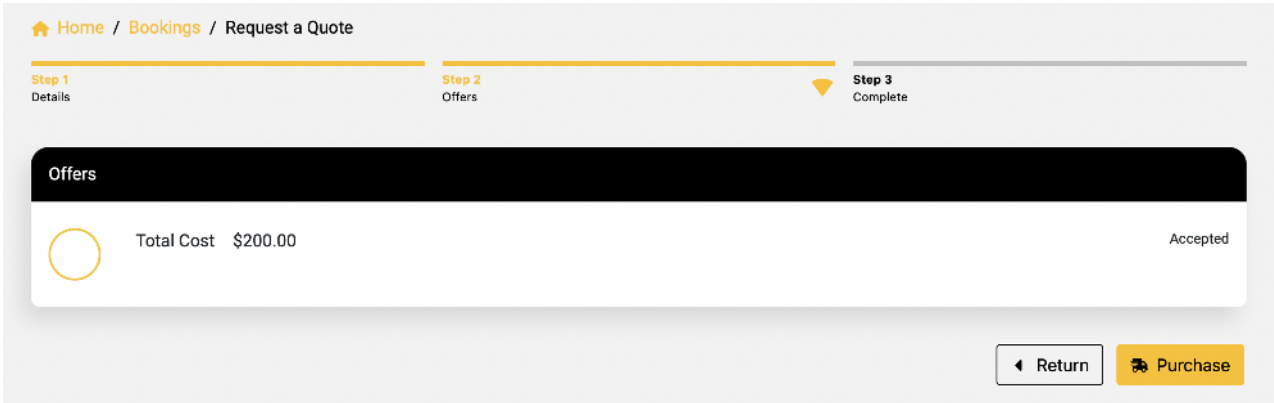
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

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.

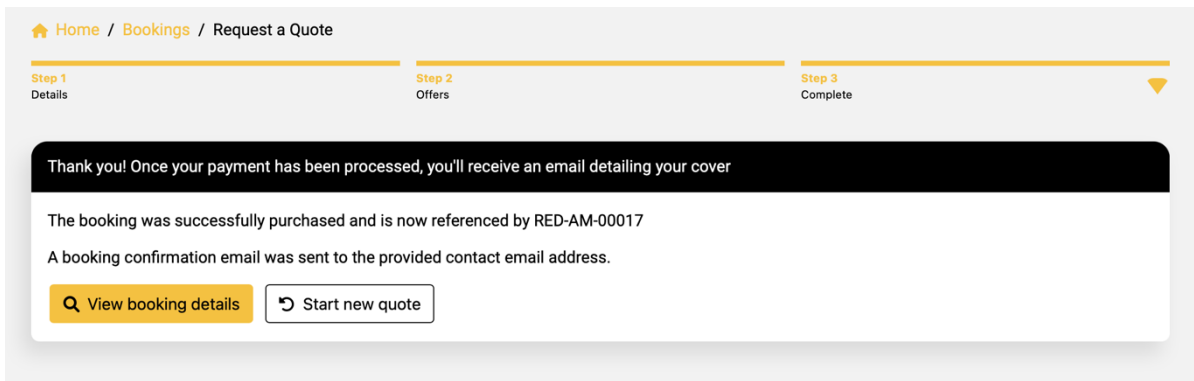
Step 2: Offers



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: Complete



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.

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Thank you.