AMWINS™

Quick Start Guide
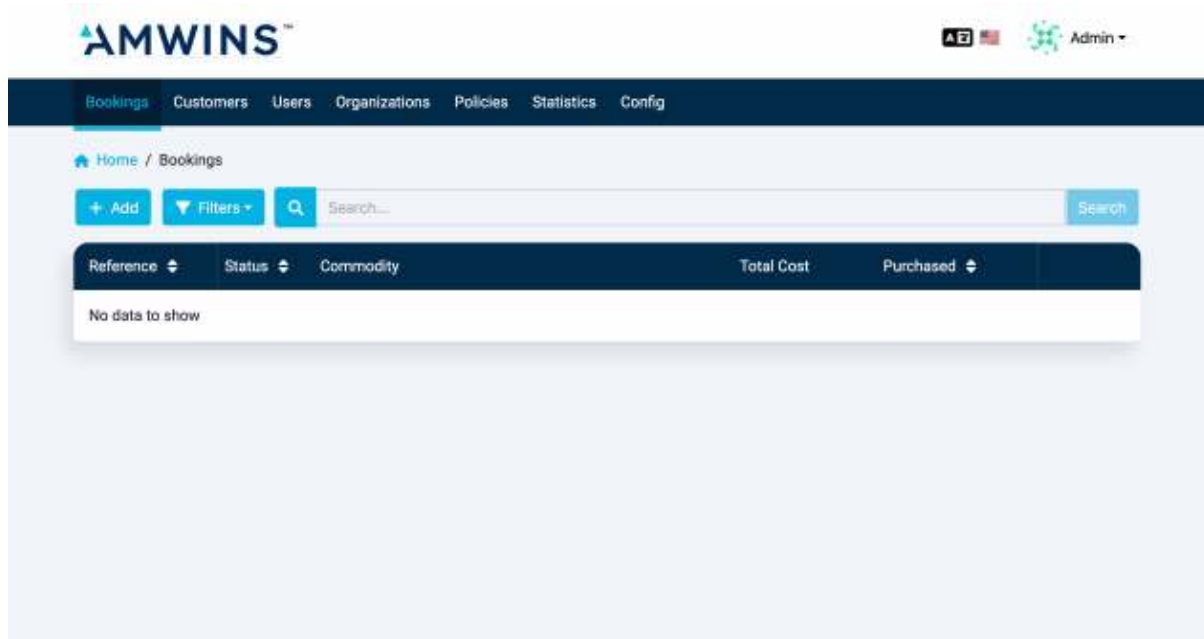
Version 2.0

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

https://amwins.redkik.com

AMWINS™

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.

AMWINS™

Bookings | Customers | Users | Organizations | Policies | Statistics | Config

Home / Bookings

+ Add | ▼ Filters ▾ | Q | Search... | Search

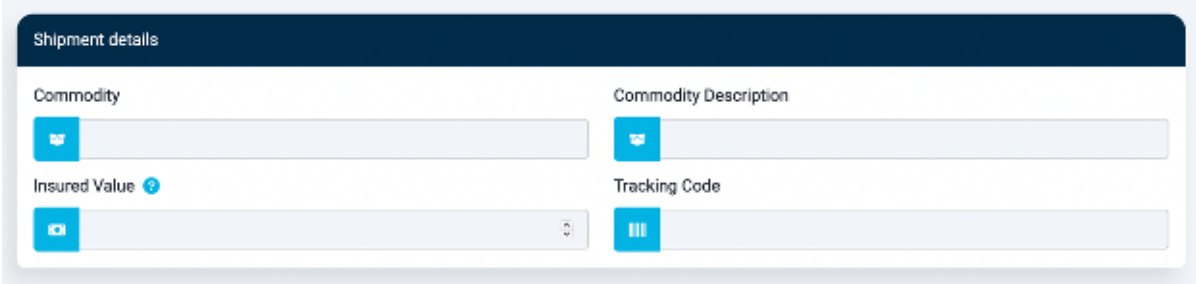| Reference ⬍	Status ⬍	Commodity		Total Cost	Purchased ⬍
No data to show					

Note: Some tabs are not available to all users.

How to create a booking:

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

Step 1: Details

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

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.

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

Courier – Enter courier name here. Previously used couriers will be available via dropdown.

Enter the Customer details:

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.
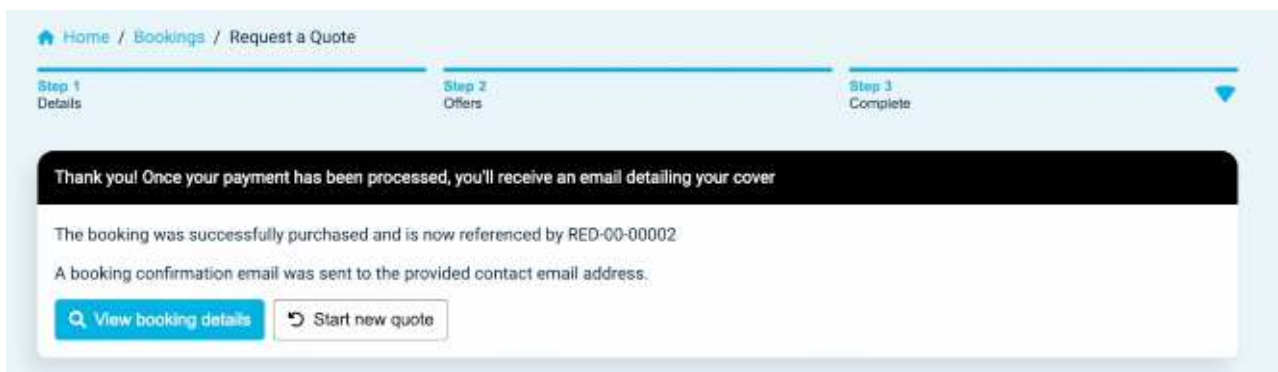
Step 2: Offers
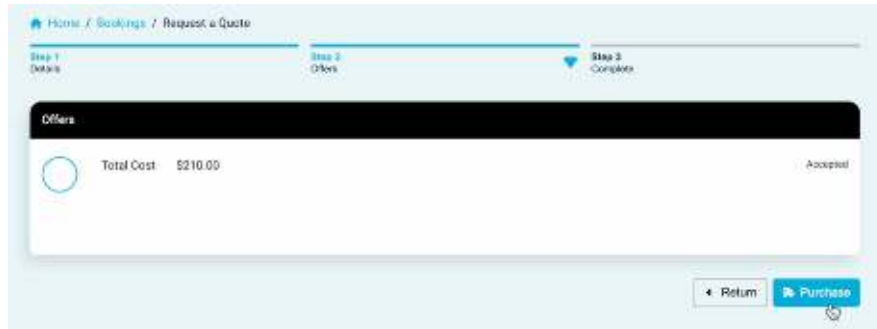
Our system will give you a quote within 30 seconds…
Should changes need to be made, simply click the 'Return' button. To accept the quote, just click the 'Purchase' button.

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 <u>View Booking Details</u> of the booking you just made or <u>Start New Quote</u> to purchase another booking.