



# **Quick Start Guide for Gap Coverage**

Version 3.5

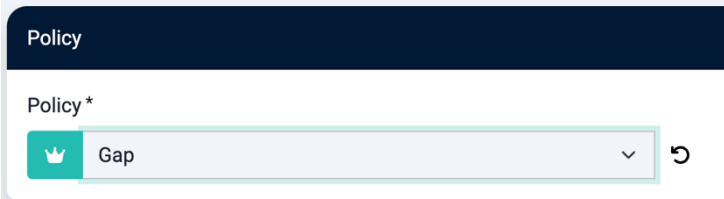
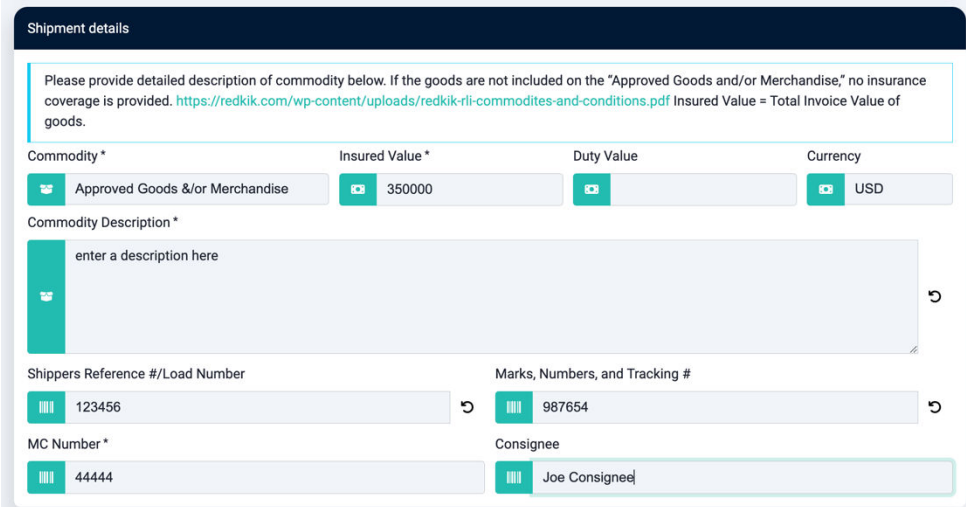
## How to create a Gap booking:

A teal button with a white plus sign and the word "New" in white text.

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 the Gap policy here.

A screenshot of a "Policy" dropdown menu. The menu is dark blue with the word "Policy" in white. Below it, the text "Policy \*" is shown. A dropdown menu is open, showing a teal button with a crown icon and the text "Gap". To the right of the dropdown is a refresh icon.A screenshot of a "Shipment details" form. The form has a dark blue header with the text "Shipment details". Below the header is a blue-outlined box containing a note: "Please provide detailed description of commodity below. If the goods are not included on the 'Approved Goods and/or Merchandise,' no insurance coverage is provided. [https://redkik.com/wp-content/uploads/redkik-rii-commodities-and-conditions.pdf](\"https://redkik.com/wp-content/uploads/redkik-rii-commodities-and-conditions.pdf\") Insured Value = Total Invoice Value of goods." Below this are several input fields: "Commodity \*" with a dropdown menu showing "Approved Goods &/or Merchandise"; "Insured Value \*" with a text input field containing "350000"; "Duty Value" with an empty text input field; "Currency" with a dropdown menu showing "USD"; "Commodity Description \*" with a large text area containing "enter a description here"; "Shippers Reference #/Load Number" with a text input field containing "123456"; "Marks, Numbers, and Tracking #" with a text input field containing "987654"; "MC Number \*" with a text input field containing "44444"; and "Consignee" with a text input field containing "Joe Consignee".

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

- **Commodity** – There is only one choice here: "Approved Goods and Merchandise". You will notice in the blue-outlined box a link to a list of approved commodities and conditions.
- **Insured Value** – Enter the **Total Invoice Value** of your goods. *IMPORTANT: Do not use punctuation of any kind in this field. No commas or decimal points.*
- **Duty Value** – not applicable here, so leave blank (*do not enter "0"*)
- **Currency** – select desired currency type.

- **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 #/Load Number/Marks, Numbers and Tracking** – Additional free form fields for a tracking or reference code that the shipper has assigned to the shipment. *Not required fields.*
- **MC Number** – this is a required field
- **Consignee** – enter consignee name here if applicable (*not required*)

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The screenshot shows a 'Journey details' form with the following fields and values:

- Origin \***: Start typing your address or postcode...
- Destination \***: Start typing your address or postcode...
- Estimated Start Date (mm/dd/yyyy) \***: 05/04/2024
- Estimated End Date (mm/dd/yyyy) \***: 05/05/2024
- Conveyance Type \***: Road/Rail
- Conveyance Descriptor**: Please select...
- Carrier**: Search...

### Enter the journey details:

- **Origin/Destination** – These can be a street address or simply a city name.
- **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** – For Gap coverage, Road/Rail is the only acceptable type.
- **Conveyance descriptor** –selections are offered, but not required.
- **Carrier** – If desired, choose from a list of carriers or you may enter a new one.

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

Select the customer type, either

- Organization/Company or
- Private Individual

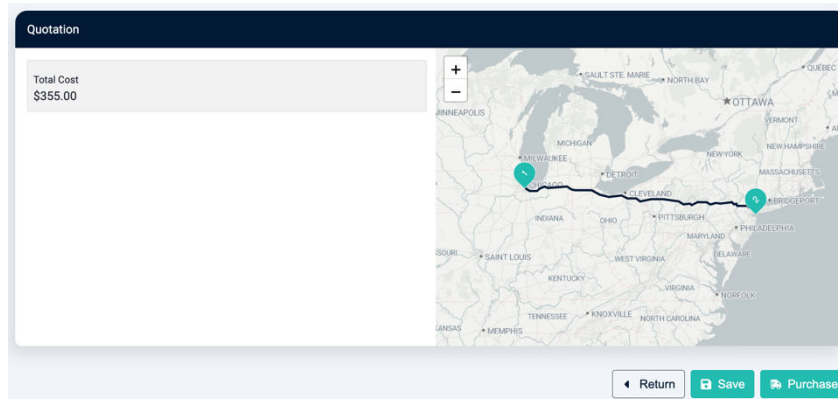
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

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.**

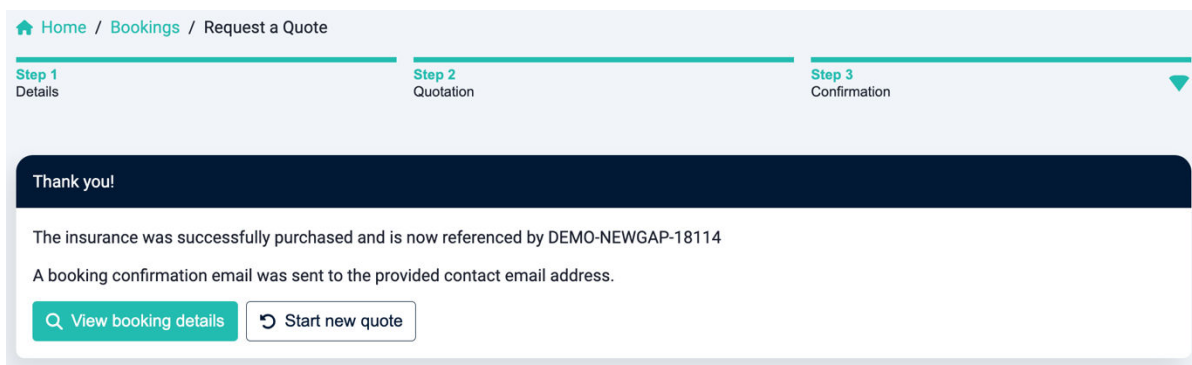
## Step 2: Offers



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. Click 'Save' to save the quote for later purchase.

## 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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