



Quick Start Guide for Warehouse Coverage

Version 3.5

How to create a Warehouse 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 the Warehouse policy here.

The screenshot shows a web interface for creating a warehouse booking. At the top, there is a 'Policy' dropdown menu with 'Warehouse Policy' selected. Below this is the 'Shipment details' section, which includes several input fields: 'Commodity *' (Warehouse Storage), 'Insured Value *' (12500), 'Duty Value' (blank), and 'Currency' (USD). There is also a 'Commodity Description *' text area with the placeholder 'enter a description here'. At the bottom, there are 'Shippers Reference #/Load Number' (12345) and 'Marks, Numbers, and Tracking #' (TRACKING).

Enter the shipment details: *(required fields are marked with “*”)*

- **Commodity** – There is only one choice here: “Warehouse Storage”.
- **Insured Value** – Enter the total 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.*

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

Field	Value
Origin Type	Address
Origin *	111 N West St, EASTON MD 21601-2759, UNITED STATES
Destination Type	Address
Destination *	111 N West St, EASTON MD 21601-2759, UNITED STATES
Estimated Start Date (mm/dd/yyyy) *	11/09/2024
Estimated End Date (mm/dd/yyyy) *	12/09/2024
Conveyance Type *	Road/Rail
Conveyance Descriptor	Please select...
Carrier	Search...

Enter the journey details:

- **Origin/Destination** – This should be the address of the warehouse (origin & destination will be the same in this case).
- **Estimated Start and End dates** – Warehouse coverage is purchased in 30-day increments. If you need additional time, make a second booking for the extra days.
- **Conveyance type** – For Warehouse coverage, Road/Rail is the only acceptable type.
- **Conveyance descriptor** – not applicable.
- **Carrier** – not applicable.

Booking holder details (The Insured Party)

Existing booking holder *

Enter a new booking holder

Booking Holder type *

Please select...

Email * Additional Emails

Phone

Reference

Address *

Start typing your address or postcode...

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

Select the customer type, either

- Organization/Company or
- Private Individual

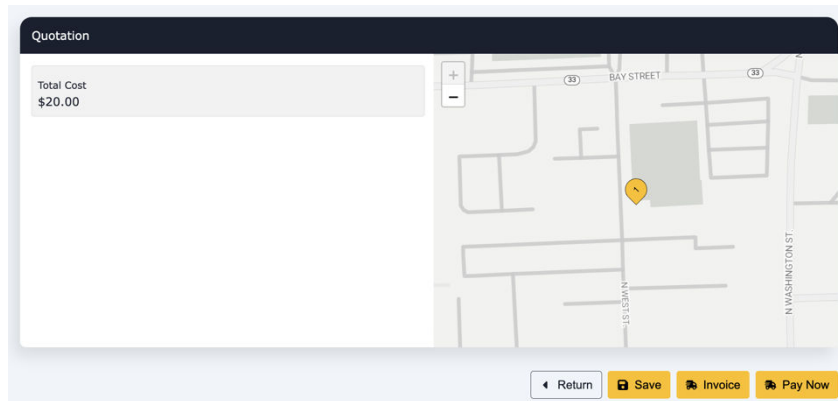
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

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.

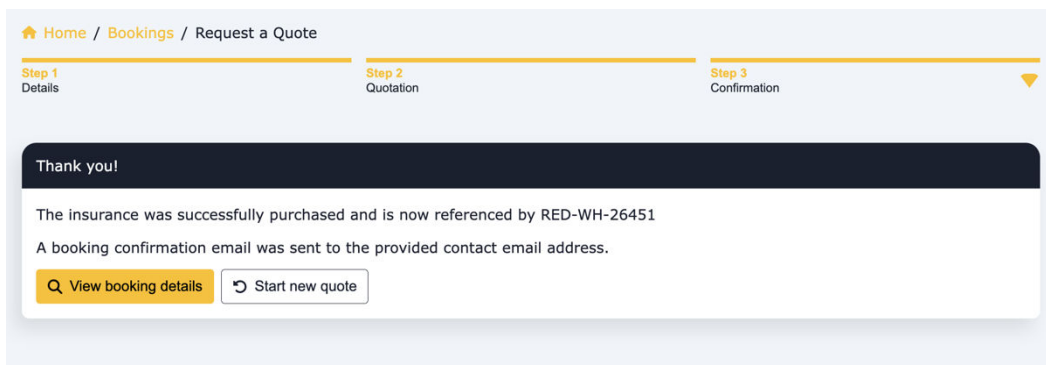
Step 2: Offers



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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