

Contents

Introduction to Quoting.....	2
Login.....	2
Capturing a quote.	3
Quote Details	4
Routing Section	4
Landside Charges:	5
Cargo Details	5
Terms & Conditions.....	6
Confirmation of Quote	6
Portal View	7
Actions for FOB, General Commodity cargo quotes.	7
Actions before quote completed by Controller.	7
Actions after quote completed by Controller.	8
Accepting quote through the portal.	9
Declining quote through the portal.	9
Email Trail for the quoting system	10
Email for Quote Confirmation.....	10
Email for Controller assigned	11
Email for Controller requiring additional information	12
Email for Controller Completing quote.....	13

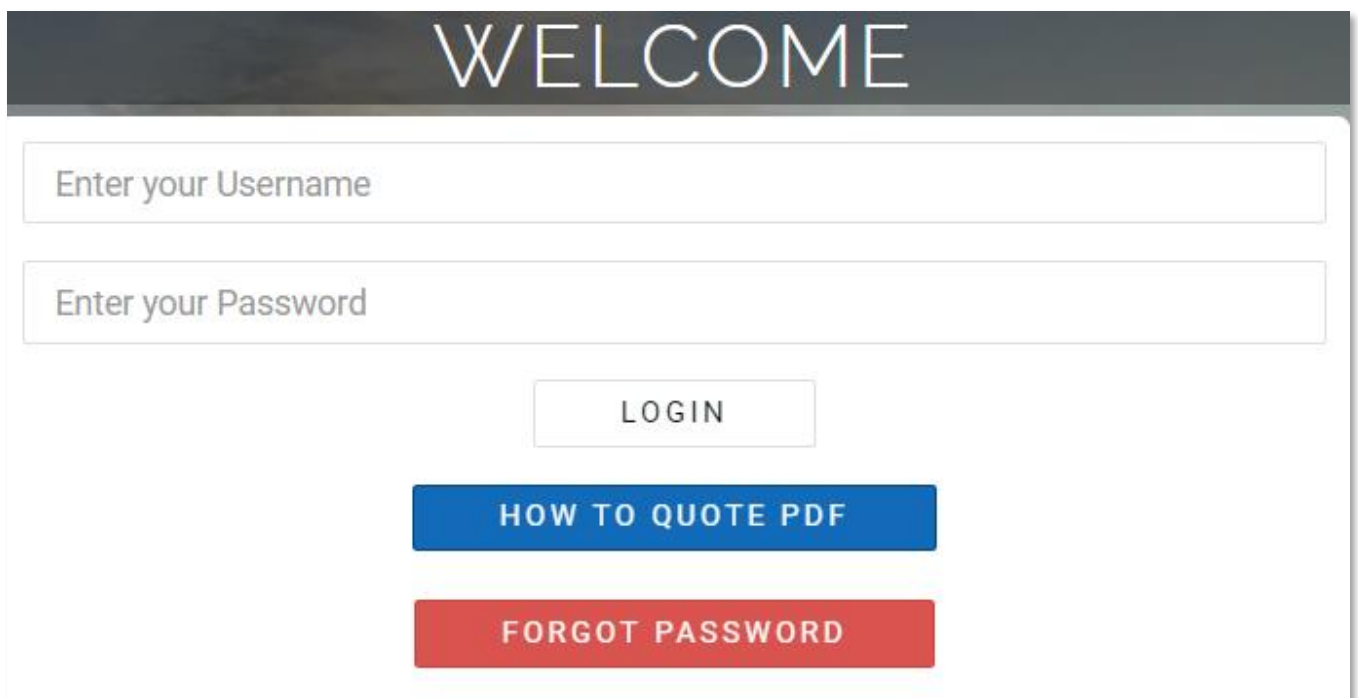
Introduction to Quoting

The CFR Portal is specifically designed and developed with our clients in mind. The quoting section of the portal will give you the ability to create, view and process your own quotes. Below is an overview on how to login and create a new quote as well as the entire process.

Login

Your login details will be supplied by CFR freight which you will use to sign into your CFR portal.

If you have forgotten your password, you can click on the forgot password button and then complete the instructions to obtain your password.



The image shows a login form for the CFR Portal. At the top, there is a dark grey header with the word "WELCOME" in large, white, sans-serif capital letters. Below the header, the form has a white background with a subtle shadow. It contains two input fields: "Enter your Username" and "Enter your Password", both with light grey placeholder text. Below these fields is a white "LOGIN" button. Underneath the login button are two more buttons: a blue "HOW TO QUOTE PDF" button and a red "FORGOT PASSWORD" button, both in white capital letters. The entire form is set against a white background with a blue decorative wave at the bottom of the page.

WELCOME

Enter your Username

Enter your Password

LOGIN

HOW TO QUOTE PDF

FORGOT PASSWORD

Capturing a quote.

Once you have signed in you will be redirected to the quoting section. Clicking on the New quote button will display the Quote information that you will need to complete.

YOUR QUOTES									
NEW QUOTE									
Quote Reference	Quote Date	Valid Until	Origin	Destination	M3	Commodity	Status	Status Date	Actions
CFREQJHAM00445	2020/04/07	2020/05/07	Durban	Hamburg	1,000	Air Freshener	Quote Completed Quote completed please view details	2020/04/07	

Welcome to the CFR Freight On-Line Quoting Facility!



QUOTE DETAILS:

Quote Date	<input type="text" value="2020/04/07"/>	Internal Terms Type	<input type="text" value="DAP"/>
Shipping Address	<input type="text"/>	Shipping Zip Code	<input type="text"/>
Company Name	<input type="text" value="Test Company"/>	Contact Person	<input type="text" value="Adam Rennie"/>
Contact E-mail	<input type="text" value="arennie@cfrfreight.co.za"/>	Quote with CFR Branch	<input type="text" value="Johannesburg"/>
Select Route Type	<input type="text" value="Exports"/>		
Origin	<input type="text" value="Johannesburg"/>	Place of Delivery	<input type="text" value="--Select--"/>
Special Requests / Requirements	<input type="text"/>	Place of Delivery Not Found?	<input type="checkbox"/> Tick to Enter Location Manually

CARGO DETAILS:

TERMS & CONDITIONS

Quote Details

Fill in the main section with the route information for your consignment.

- If Internal Terms Type is DAP or EXW we require an address and a Zip code
- Company Name, Contact Person and Contact email will be your details and won't be able to be changed.
 - Quote with CFR branch is the Branch you wish to have process the quote.

Quote Date	2020/03/27	Internal Terms Type	DAP
Shipping Address		Shipping Zip Code	123
Company Name	Test Company	Contact Person	Adam Rennie
Contact E-mail	arennie@cfrfreight.co.za	Quote with CFR Branch	Johannesburg

Routing Section

Here you will select the route information for your consignment. Dependant on what route you choose you will be shown the Ocean freight for that route. Route Type is either Imports or Export

- Origin and place of delivery will change if it's an export or import.
 - When you select the route information you will see an option for the ocean freight.
 - Hovering over the View All Charges section will also reflect the Surcharges for the routing option selected.
 - If you don't see any ocean freight.
 - The routing option selected is not the option reflecting on our tariff or
 - This Origin (Imports) or Destination (Exports) is not featured in our tariff.
 - You can select the, 'Tick to enter location manually' box for that Origin/Destination and complete the quote. An operator will gladly apply for the rate or give you further feedback.
- Special Requests, if you wish to provide any more information regarding this quote for the controller to action.
- On completion of this information click on the Cargo Details Heading to capture your cargo information.

Select	Packing	Port of Loading	Port of Discharge	Destination	Frequency	Transit Time	Currency	Ocean Freight	View All Charges
<input checked="" type="radio"/>	Durban, SOUTH AFRICA	Durban, SOUTH AFRICA	Singapore, SINGAPORE	Ankara, TURKEY	1/week	12	USD	87,00	
<input type="radio"/>	Durban, SOUTH AFRICA	Durban, SOUTH AFRICA	Hamburg, GERMANY	Ankara, TURKEY	1/week	26	USD	143,00	

Landside Charges:

This section will reflect the most common SA Landside charges. The mandatory charges have been automatically selected. Additional rates will reflect for that can be ticked if applicable e.g. Imports – On-carriage DBN-JHB would be an additional charge applied if cargo is discharged in Durban and released in Johannesburg (Exports: Pre-carriage JHB-DBN would apply if cargo is delivered in Johannesburg).

LANDSIDE CHARGES:

The default Landside charges have been ticked according to your route, please tick any other appropriate Landside charges pertaining to your quote.

If you are unsure, leave the default selected and our experienced controller will rectify any incorrect charges.

- | | |
|--|---|
| <input checked="" type="checkbox"/> FOB Fee Surcharge w/m : R153,00 W/M | <input checked="" type="checkbox"/> Pre-carriage JHB-DBN Fuel Surcharge : R17,44 W/M |
| <input type="checkbox"/> Haz Pre-Carriage JHB-DBN FSC : R3,36 W/M | <input checked="" type="checkbox"/> Pre-carriage JHB-DBN w/m : R436,00 W/M |
| <input type="checkbox"/> Hazardous Pre-carriage W/M : R84,00 W/M | <input checked="" type="checkbox"/> SOLAS VGM Admin Fee : R150,00 L/S |
| <input checked="" type="checkbox"/> Port Cargo Dues W/M : R30,00 W/M | <input checked="" type="checkbox"/> SOLAS VGM Weighing Fee : R238,00 L/S |

Cargo Details

This is where you capture Cargo Details. All fields here need to have a value. You cannot leave any information out.

- The Cube Calculator can be used to calculate M3.
 - Dimensions can be entered in centimetre / metre / inches / feet and the Cube Calculator will convert the measurements into CBM.
- Select the most applicable Commodity Category from the drop-down selection.
- If Commodity is Hazardous then we require the Class and the UN Code
- On completion of the Cargo Details click on the Terms & Conditions Heading.

CARGO DETAILS:

Package Type	Aerosol	No. of Packages	
Gross Kg		M3	
Commodity			

CUBE CALCULATOR

Packages	Length	Width	Height	Unit	CBM
				Centimetre	

Commodity Category

General

Terms & Conditions

Here you will be shown our terms and conditions and the option to accept the quote.

Click the box and then submit your quote.

TERMS & CONDITIONS

This cargo is general cargo, non-hazardous, non-veterinary origin, does not require any certification, not over length, height or weight, stackable and not a restricted commodity for the destination country

☒ I Accept that the Above information is correct.


SUBMIT

Confirmation of Quote

On Completion you will see a screen thanking you for creating a quote and it will provide you with a reference number and an email will be sent to you with the confirmation details.

- FOB and General Commodity cargo quotes for destinations on CFR tariffs will be processed and available instantly.
- For DAP/Exworks and terms other than FOB, a controller at CFR Freight will now begin processing your quote.

Welcome to the CFR Freight On-Line Quoting Facility!



CFR FREIGHT
SHIFTING YOUR WORLD


Thank you for your Quote request, an email with the detailed below has been sent to you.
Your Quote reference number is :CFREQJHAM00306

CREATE NEW QUOTE

Portal View

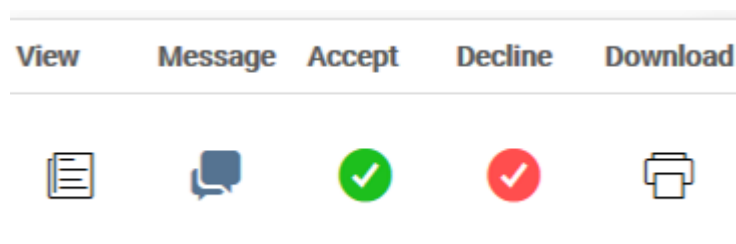
Once you have a quote captured on the CFR Quoting portal it will show in Your Quotes section. We use various statuses for the quote progression, you will be emailed (dealt with later in the manual) when a new status is generated.

- Here you can view the Quote Status.
- Actions – Clicking actions will allow you to perform additional actions to the quote depending on the quote status

YOUR QUOTES									
NEW QUOTE									
Quote Reference	Quote Date	Valid Until	Origin	Destination	M3	Commodity	Status	Status Date	Actions
CFREQJHAM00445	2020/04/07	2020/05/07	Durban	Hamburg	1,000	Air Freshener	Quote Completed Quote completed please view details	2020/04/07	

Actions for FOB, General Commodity cargo quotes.

- View
 - Will give you a high - level summary of the quote you created as well as the Status of the quote.
- Message
 - This will allow you to send a message to the controller if there is information you wish to add.
- Download
 - This will allow you to download a Pdf. version of your quote to view before Accepting or Declining.
- Accept
 - Clicking on the Accept tick will take you to the Accept quote screen
- Decline
 - Clicking on the Decline tick will take you to the Decline screen to decline the quote.
 - Please be aware if you decline the quote a new quote will need to be created.

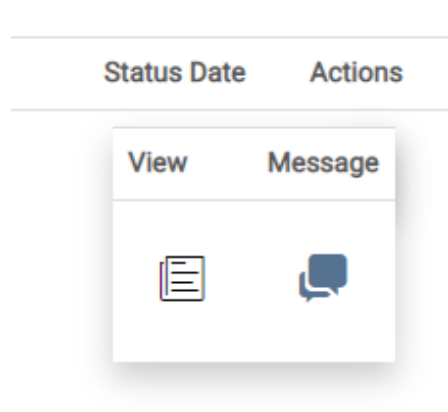


Actions before quote completed by Controller.

When you initially create a quote with terms other than FOB or for Commodities that do not fall into the

General category, it will still need to be completed by a controller and until that has been done you will see only two options under the actions button.

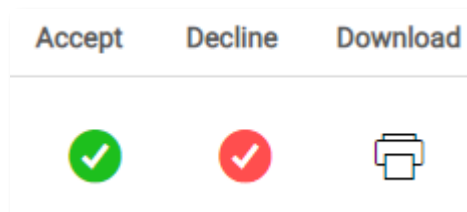
- View
 - Will give you a high - level summary of the quote you created as well as the Status of the quote.
- Message
 - This will allow you to send a message to the controller if there is information you wish to add.



Actions after quote completed by Controller.

Once the controller has completed your quote you will be sent an email (dealt with later in the manual) and you will see more options are available to you when you click the Actions button.

- Download
 - This will allow you to download a Pdf. version of your quote to view before Accepting or Declining.
- Accept
 - Clicking on the Accept tick will take you to the Accept quote screen
- Decline
 - Clicking on the Decline tick will take you to the Decline screen to decline the quote.
 - Please be aware if you decline the quote a new quote will need to be created.



Accepting quote through the portal.

Once you have reviewed your quote you can click on the Accept tick in the actions button.

You will be redirected to an Accept screen. This screen will show you the sailings (Exports) if available and you can select the sailing you wish your consignment to go on. Once you have selected the sailing you can click on accept and Book.

- You have now accepted the quote and it has been converted to a booking on our system.

Please note you are about accept the quote and have your shipment booked on the vessel below.
Do you wish to continue?

Additional Comments

	Vessel	Voyage No	Packing	Closing	Port of Loading	ETD	Destination	ETA
<input type="radio"/>	MSC SOFIA CELESTE	NZ016R	Durban	13/04/2020	Durban	16/04/2020	Hamburg	18/05/2020
<input type="radio"/>	AMERICA	NZ017R	Durban	20/04/2020	Durban	23/04/2020	Hamburg	21/05/2020
<input checked="" type="radio"/>	E.R. Yokohama	NZ018R	Durban	30/04/2020	Durban	03/05/2020	Hamburg	28/05/2020
<input type="radio"/>	MSC Marina	NZ019R	Durban	05/05/2020	Durban	08/05/2020	Hamburg	04/06/2020
<input type="radio"/>	MSC Alessia	NZ020R	Durban	11/05/2020	Durban	14/05/2020	Hamburg	11/06/2020

ACCEPT & BOOK

Declining quote through the portal.

Once you have reviewed your quote you can click on the decline tick in the actions button if you wish to decline the quote.

You will be redirected to a decline screen where you will need to give a reason for declining.

- If you decline a quote it will be cancelled, a new quote will need to be created.
- If you do not wish to cancel but wish to change details on the quote, then please use the message option.

Please provide a reason why you are declining the quote.

Reason

Any additional comments

DECLINE QUOTE

Email Trail for the quoting system

The quoting system also uses emails that are sent to you during the different phases of the quoting process

Email for Quote Confirmation

On your confirmation of the quote you will receive an email with a high-level overview of your quote.

CFR Freight - Quote Details -Testing- - Reference Number: CFREQJHAM00445



no-reply@cfrfreight.co.za
To  Adam Rennie

Dear Adam Rennie

Thank you for allowing CFR Freight to Shift your World. Below you can view the details of your request while an estimator completes your quote.

Quote Details	
Quote Reference Number:	CFREQJHAM00445
Quote Date:	2020/04/07
Company:	Test Company
Contact Person:	Adam Rennie
Contact Email:	arennie@cfrfreight.co.za
Origin:	Johannesburg
Place of Delivery:	ARICA, CHILE
Special Requests/Requirements:	
Cargo Details	
Package Type:	Aerosol
Number of packages:	1
Gross Kg:	0.1
M3:	0.1
Commodity Category:	Batteries

Email for Controller assigned

Once a controller begins working on your quote you will receive an email stating that a controller has been assigned to your quote.

Quote Progress Updated-Testing - Controller Assigned - CFREQJHAM00445



no-reply@cfrfreight.co.za

To ● Adam Rennie

Cc ● Adam Rennie

Dear Adam Rennie

Latest for Quote: CFREQJHAM00445

Quote No:	CFREQJHAM00445	Package Type:	Aerosol
Origin:	Durban, SOUTH AFRICA	M3:	1.000
Destination:	Hamburg, GERMANY	KGs:	1.000
Quote Date:	2020/04/07	Packages:	1
Valid Until:	2020/05/07	Commodity:	Air Freshener
Controller:	Adam Rennie	Controller Email:	arennie@cfrfreight.co.za

Sailing Schedule : Hamburg, GERMANY

Vessel	Voyage No	Packing	Closing	Port of Loading	ETD	Destination	ETA
MSC SOFIA CELESTE	NZ016R	Durban	13/04/2020	Durban	16/04/2020	Hamburg	18/05/2020
AMERICA	NZ017R	Durban	20/04/2020	Durban	23/04/2020	Hamburg	21/05/2020
E.R. Yokohama	NZ018R	Durban	30/04/2020	Durban	03/05/2020	Hamburg	28/05/2020
MSC Marina	NZ019R	Durban	05/05/2020	Durban	08/05/2020	Hamburg	04/06/2020
MSC Alessia	NZ020R	Durban	11/05/2020	Durban	14/05/2020	Hamburg	11/06/2020

Status	Status Date	Status Comments
Controller Assigned	2020/04/07	Controller : Adam Rennie (arennie@cfrfreight.co.za) has been assigned to your Quote.

Email for Controller requiring additional information

If the controller requires additional information, they will add a new status and an email will be sent to you with the request.

Quote Progress Updated-Testing - Additional Information Required - CFREQJHAM00445



no-reply@cfrfreight.co.za

To ● Adam Rennie

Cc ● Adam Rennie

Dear Adam Rennie

Latest for Quote: CFREQJHAM00445

Quote No:	CFREQJHAM00445	Package Type:	Aerosol
Origin:	Durban, SOUTH AFRICA	M3:	1.000
Destination:	Hamburg, GERMANY	KGs:	1.000
Quote Date:	2020/04/07	Packages:	1
Valid Until:	2020/05/07	Commodity:	Air Freshener
Controller:	Adam Rennie	Controller Email:	arennie@cfrfreight.co.za
Accept Quote:	Click to Accept	Decline Quote:	Click to Decline

Sailing Schedule : Hamburg, GERMANY

Vessel	Voyage No	Packing	Closing	Port of Loading	ETD	Destination	ETA
MSC SOFIA CELESTE	NZ016R	Durban	13/04/2020	Durban	16/04/2020	Hamburg	18/05/2020
AMERICA	NZ017R	Durban	20/04/2020	Durban	23/04/2020	Hamburg	21/05/2020
E.R. Yokohama	NZ018R	Durban	30/04/2020	Durban	03/05/2020	Hamburg	28/05/2020
MSC Marina	NZ019R	Durban	05/05/2020	Durban	08/05/2020	Hamburg	04/06/2020
MSC Alessia	NZ020R	Durban	11/05/2020	Durban	14/05/2020	Hamburg	11/06/2020

Status	Status Date	Status Comments
Additional Information Required	2020/04/07	Please can you confirm 100 Cans?

Email for Controller Completing quote.

Once the controller has completed your quote you will receive a quote completed email.

- The emails will contain an attached Pdf of the quote
- You can accept and decline from the email directly.
- Accepting or Declining the quote will redirect you to the same screen that the quoting portal redirects you to.

Quote Progress Updated-Testing - Quote Completed - CFREQJHAM00445



no-reply@cfrfreight.co.za

To ✓ Adam Rennie

Cc ✓ Adam Rennie



CFREQJHAM00445.pdf
58 KB

Latest for Quote: CFREQJHAM00445

Quote No:	CFREQJHAM00445	Package Type:	Aerosol
Origin:	Durban, SOUTH AFRICA	M3:	1.000
Destination:	Hamburg, GERMANY	KGs:	1.000
Quote Date:	2020/04/07	Packages:	1
Valid Until:	2020/05/07	Commodity:	Air Freshener
Controller:	Adam Rennie	Controller Email:	arennie@cfrfreight.co.za
Accept Quote:	Click to Accept		
Decline Quote:	Click to Decline		

Sailing Schedule : Hamburg, GERMANY

Vessel	Voyage No	Packing	Closing	Port of Loading	ETD	Destination	ETA
MSC SOFIA CELESTE	NZ016R	Durban	13/04/2020	Durban	16/04/2020	Hamburg	18/05/2020
AMERICA	NZ017R	Durban	20/04/2020	Durban	23/04/2020	Hamburg	21/05/2020
E.R. Yokohama	NZ018R	Durban	30/04/2020	Durban	03/05/2020	Hamburg	28/05/2020
MSC Marina	NZ019R	Durban	05/05/2020	Durban	08/05/2020	Hamburg	04/06/2020
MSC Alessia	NZ020R	Durban	11/05/2020	Durban	14/05/2020	Hamburg	11/06/2020

Status	Status Date	Status Comments
Quote Completed	2020/04/07	Quote completed please view details
Controller Assigned	2020/04/07	Controller : Adam Rennie (arennie@cfrfreight.co.za) has been assigned to your Quote.