

Fraktjakt's manual for Companies

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Welcome

Fraktjakt is a free service where anyone can search, buy and book shipping.

Fraktjakt is also a full-scale TA system where you smoothly manage your freight online with booking, shipping labels, tracking, notifications and returns, as well as the option of order connection and integration through our smart API.

Your personal logistics partner

Fraktjakt is your personal logistics partner. We offer innovative solutions that take your transport administration to a new level. Fraktjakt optimizes your transport costs and gives you industry-unique solutions such as self-designed tracking pages, notification mailings and built-in return shipping.

A nicer shipping experience

Shipping should be neither difficult nor time consuming. Therefore, we offer many simplifying solutions such as automatic address registers, parcel templates and the shipping world's simplest order connection for a much faster booking process. You also have the option of a collective invoice even if the freight comes from different shipping companies and a really good service is a matter of course for us where our popular customer service helps you through all possible adventures for your freight. Shipping calmly!

With or without shipping agreement

We offer affordable freight, domestic and international, where you can take advantage of our prenegotiated freight agreements with a large customer discount from the start. If you then want to reduce the cost further, we offer even more advantageous shipping prices through our premium service Fraktjakt+.

If you already have advantageous freight agreements, it is also possible to use your own freight agreements with Fraktjakt's transport administration system.



This manual

This is a short guide that describes how to get started with your business on Fraktjakt.

The document also describes how to book shipping and how you can make settings for easier and smoother shipping management under your account.

We appreciate and like all questions and comments on our services.

Never hesitate to contact us.

http://www.fraktjakt.se/om_fraktjakt/kontakt

Register company account

If you already have a user account, you first log in to it and add a company to your existing account under your settings.

Otherwise, you can create both a user account and a company at the same time by clicking on "Log in / Register an account" in the top left of the screen or any of the "Get started" buttons on the start page.

Create company account

Quick & Free of charge

After registering a company and user account, an activation code will be sent to the email address you provided. Click on the link in the email to activate your company account. You can also copy the code you receive via email and paste it in the box for "Activation code".

If you did not receive an activation email from us, it could be because the email ended up in your spam / junk directory or that you entered an incorrect e-mail address.

Once you have activated your company's account, you can log in and immediately start booking shipping.

At the top right of Fraktjakt, select the account you want to book shipping and work with.

You can add more companies and / or online stores and business systems under your user account. In the same way, you can also link more user accounts to your companies, so that each employee gets their own login.

Calculate shipping prices

How to calculate and book shipping through Fraktjakt

Under the "Shipment / Create" menu, start your transport search.

You do not need your own shipping agreements to book your shipping through Fraktjakt. Right from the start, you have access to negotiated shipping agreements with the various carriers and you can book shipping directly.

Through Fraktjakt, you can also book freight with your own freight agreements, at the same time as you take part in Fraktjakt's other benefits and functions such as price optimization, tracking, zip code checking and tracking.

Calculate price and book shipments I am the sender Address book Mill Testforetogs Webbutik, Testgatan 125, JÖNKÖPING Receiver Residence Company Previous addresses ① -- Previous addresses · Residence Company Street address row 1 Add by Street address row 2 Entry code Longuage Entry code Nortifications in english Pestroade Commodity template -- Choose pockage template --- Choose commodity template -- Choose commodity template -- Choose pockage template - Pediage template -- Choose pockage template -Pediage template -- Choose pockage template -- Choose pocka

For international shipping

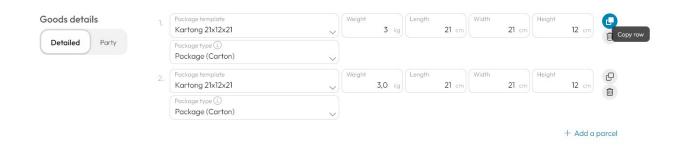
Start by specifying the country in which the recipient lives. The address is automatically adapted to the address format of the selected country . All countries have different postcode formats that Fraktjakt helps you with. Also for those countries that do not use postal codes or require other information such as region etc.



Copy data

If you are sending several packages to the same recipient, you can advantageously use the copy button.

Weight and volume information are important for matching shipping services to be retrieved and the correct price is calculated.

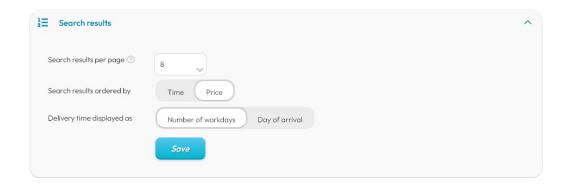


Search results

Depending on how you have made your settings, the result is displayed either at the fastest delivery time or the cheapest shipping price.

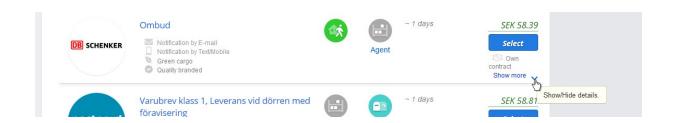


If you want to change the sorting method, the easiest way is to click on either *Time* or *Price*. You can also make settings around this under your user account settings or personal settings.



Detailed information and conditions

When you get the search result, you can read more about each shipping service and see the conditions for the selected service by clicking on 'Show more' as shown below.



Content

Fill in what package et contains, in cases where this is required. There is usually no requirement for domestic shipping, but it is always an advantage if something should happen to the goods during shipping.

You can either choose to enter this information directly in the search or wait to complete it after selecting the shipping service. The advantage of entering them first is that you then come directly to the shopping cart and can skip all the intermediate steps.

Prohibited content

We list common prohibited items in domestic and international shipping, which we recommend all new customers to read through. F straight corporate one, however, has its own rules for its freight services, which are listed under the shipping companies and freight services in their own terms.

Content for international shipping

The content input for international shipping outside the EU looks a little different than for domestic. Here it is important to fill in the correct content and description. Remember to use the language that the recipient country can read. All different items in the package must be specified.



Type of goods

Here you fill in the name of the item (shoes, shirts, etc.)

Click on " + Add commodity" if there are different items in the package. Do this until all the contents of the package are described.

Each registered item / item must also be stated in weight. Do this until the total weight you entered during the search is reached.

Commercial Invoice

Fraktjakt will then create the *commercial invoice* or *Proforma* which you print in connection with the shipping label after your freight purchase. If you have your own commercial invoice for the item to be sent, you can of course use it instead. For shipments in nom EU, you do not need to create or print a commercial invoice.

Commodity code

Commodity codes (also called *tariff codes, taric codes* and *HS codes*) are usually not required, but speeds up and improves the customs process which enables a faster delivery and may avoid unnecessary charges or that your shipments get completely stuck or refused in customs.

The commodity codes are based on *The Harmonized Commodity Description and Coding System*, an international system that more than 200 countries use as a basis for customs purposes and trade statistics.

The first four digits are called HS numbers, the first six are called HS subheadings. In addition to HS numbers and sub-numbers, we in the EU have increased the figures to eight. These eight-digit commodity codes are called the "combined nomenclature" and are the EU tariff to be used for classification.

The EU has built on the combined nomenclature with a tariff called Taric. Taric consists of ten-digit commodity codes. This makes it possible to link provisions on, for example, anti-dumping, licensing and suspension of duties with the combined nomenclature.

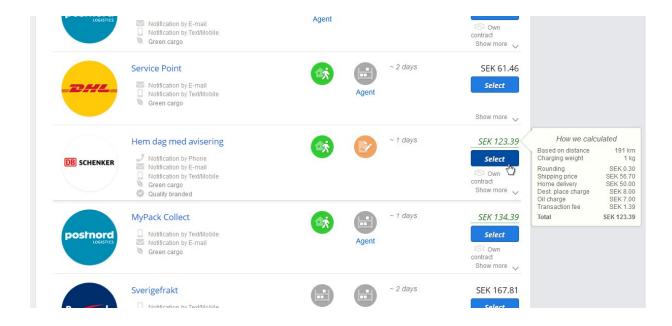
As an importer or exporter, you are responsible for ensuring that your goods are correctly classified. This also applies if you hire a representative who makes the declaration. If you have declared an incorrect product code, it may mean that you have had to pay too little or too much in customs or that an import permit may be required for the product.

Purchasing shipping

NOTE! All shipping require access to a printer for printing shipping documents!

Choice of shipping service

To buy a shipping service, click on the "**Select**" button. The prices you see are the total prices you pay for the shipping (assuming you have entered the correct information).



Complete missing information

If all shipping information is already entered in the search form, you will end up directly in the shopping cart. Otherwise you are offered to supplement the missing information.

Automatic selection of shipping

Even without an integration, you can use Fraktjakt's automation by, for example, letting Fraktjakt automatically choose the cheapest or fastest shipping service for you. Just make sure to fill in the content and other information first and the shipping will be calculated and the shipping service will be selected for you automatically.

The finished shipping is then landed directly in your shopping cart when it is ready. In the meantime, you are free to do whatever you want like entering a new shipment.



Payment method

Now you put your shipping in the shopping cart where you can then choose the payment method. If you have a monthly invoice from Fraktjakt, that button will also appear as an alternative and if you use your own freight agreements, a button will appear called 'book'. You can add as many shipments as you want to the shopping cart before you complete the booking and thus print out all shipping documents at once, like a day end.

Before you can book / pay, you must accept the Shipping Hunting and the carrier's terms.

Alternative

To use the payment methods:

- Direct payment by card, Masterpass or Internet banking (Pay now)
- Daily collective invoice (15/30 days payment terms)
- Weekly invoice (Can you as a company apply for)
- Invoice; As a plus customer with us, you have 30 days payment terms. Under your settings, you choose how you want to receive your invoices. You can choose between letter invoice and PDF invoice by email.

Change receiving agent

If you want to change a recipient's delivery agent, click on 'Show / change details' next to the freight order in the shopping cart and then the edit icon when delivery.

You will then receive suggestions for other agents in the area for the receiving postcode. For example, if your customer would like a different shipping agent than the one closest to the residential address.

Do you also need to change weight, volume or content, packaging and notification. Click on the part of the information that needs to be changed.

Transport booking of pick-up

If you booked a shipping where pickup is included.

We have already preliminarily booked your pick-up. The booking is based on the carrier's stop times for collection on the same day, most carriers have no guarantee that collection will take place on the day you want, but they always try to satisfy the desired day and time for collection.

The carriers' breakpoint for collection on the same day varies from carrier to place. Therefore, we have set the breaking point to 13.00. If you buy and book shipping after this time, it will be an automatic booking for collection the next day.

Change pickup date

You can change the desired pick-up date before the booking has been completed.

Then click on 'View / Change details' when booking a pick-up.

Own submission

If you wish to hand in at a terminal yourself, you can cancel the booking of pick-up already at the checkout by selecting it from the options menu to the right of each booking.

Another sender

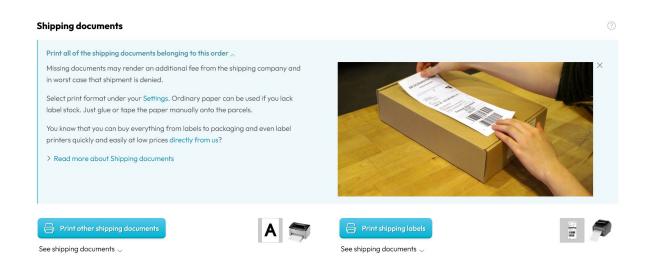
To change if it is a different pick-up / booking address than the return address:

- 1. Click on "View / Change details".
- 2. Change the Sender's name, contact person, contact person's phone and contact person's email. Click Enter other address and add the new address, do not forget to Save.

Print shipping documents

To buy shipping, a printer is required for printing shipping documents!

Once you have paid the shipping, it is time to print out your shipping documents.



Shipping Hunting groups the entire order's labels and associated shipping documents by print format. If you buy several freight at the same time, you can also print out the shipping documents in a single printout. But if you want to print a specific document, you can get a list of each shipping document via the link "Show individual shipping documents".

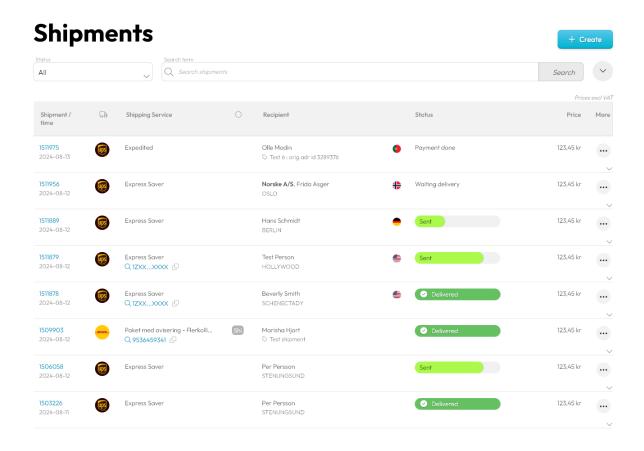
The shipping companies prefer that the shipping labels be printed on so-called "STE labels", which are available both for printing on A4 in ordinary printers or in rolls for dedicated label printers. But if you do not have labels, it usually works well to print on plain paper and attach yourself to the package with, for example, tape. The important thing is that the label is attached and can be read visually and by scanner.

STE labels can be purchased from us, under the tab "Goods" or in a well-stocked stationery store. If you already know that you will buy shipping often, it may also be worthwhile to buy a cheaper label printer (we recommend TSC DA210 and ZebraGK420D). This makes both print handling smoother and the labels cheaper in continuous format.

Some international shipping requires the printing of so-called "commercial invoice" or "trade invoices", which need to be placed in a plastic pocket that is attached to the packages. This plastic pocket can of course also be bought from us but also in well-stocked office stores.

Delivery status

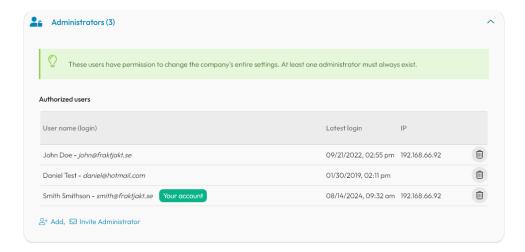
Under your order and shipping pages, you can follow up your shipping and you get ongoing status about where your shipments are. You can directly see which shipments are delivered from the interface.



Administration

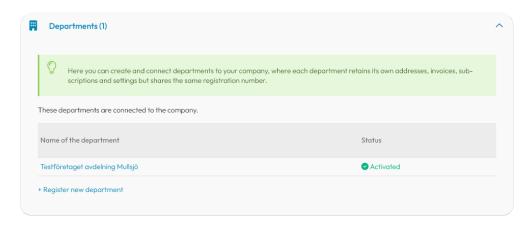
Once you have logged in, you will come to settings and here you can administer your company.

Here you can link several user accounts to the same company, so that each person can log in with their own account when they buy and manage your freight. In this way, you can keep track and sort of who did what with a simple but powerful multi-user system.



Departments

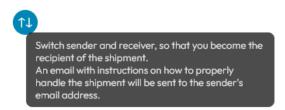
Departments are there to create subdivisions of an existing company, where both the departments and the company share the same organization number. Each department functions in every other way as an independent company with the possibility of its own settings, addresses, shipping agreements, users and so on.



You can add and change contact methods, see statistics on booked shipments, change freight addresses, invoice addresses and more.

Prepaid shipping

If someone other than you as a freight payer is to be the sender, you can use this function. You click on the arrows and the system changes sender / receiver before you make your price calculation.



After shipping booking in this way, the sender will receive an email with a link where the sender can handle the shipping, book any collection and print shipping documents.

Return shipping

If you want to create return shipping for your customer, you do it better and easier by clicking on "Return" under the original shipping's optional menu on the far right. In this way, you also get access to the shipping companies' various return services that are dedicated to return shipping, which requires an original shipping to be created, and access to Fraktjakt's built-in return shipping management for your customers.

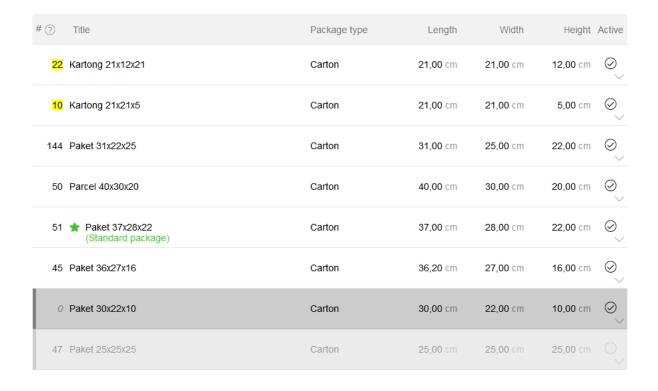
If you do not want to be automatically assigned the default return service when there is one, but actively select a shipping service, you can instead click on "Return with".

Package templates

Use package templates to save time by reusing the dimensions of your most common package sizes. The parcel templates are available as a quick choice when shipping freight. They can also be used in any integrations and order connections for automated package selections.

Starting templates

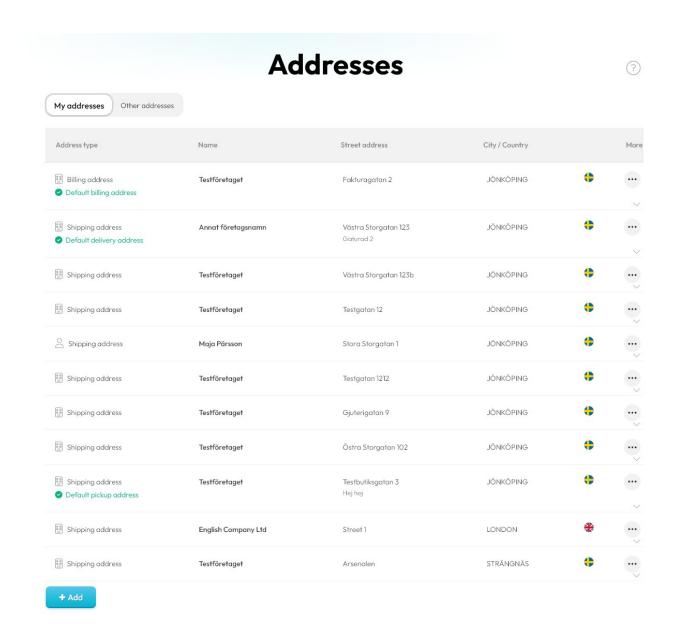
New accounts are assigned a number of startup templates with standard package dimensions, so that you can get started quickly and easily. If you spend a few minutes going over your stock of packaging and entering its dimensions as package templates, then it is well-invested time that you have quickly earned in future shipping purchases. You can also automatically create package templates from your previous shipments.



My addresses

Under "My addresses" you manage your own addresses as sender or recipient of the shipping.

Your default addresses will be pre-filled on the search page. The others can be reached via the list for "My addresses".



Automatic address register

Even if you do not have an integration, Fraktjakt can simplify your address entry through our automatic address book.

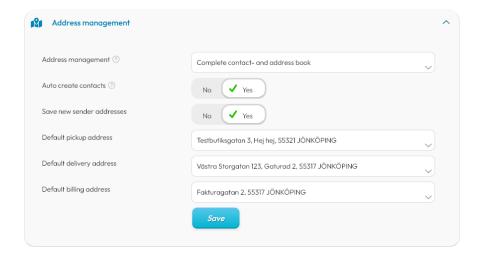
With our automatic address book, you do not have to enter recurring recipient addresses by hand. Many companies have recurring shipments to the same recipient. Therefore, our automatic address book is a real time saver for you who do not have an integration with Fraktjakt.

A simpler list or a complete address book

Free accounts have access to our simpler automatic address register, where you can retrieve your previous addresses to your chosen country and postcode in a simple format.

Our premium customers with Fraktjakt+ are given access to a complete address book divided into contacts. Where each contact can have several addresses linked to it, with contact information and language selection, to further speed up freight entry.

Of course, the contacts are fully searchable, editable and you can also create new contacts automatically from your previous shipments.



Get started with one click!

Through your personal address book, you can quickly and easily add different recipient and / or sender addresses. To make it extra smooth, Fraktjakt can also fill your address book automatically from your previous and future shipments.

There is both a button to import contacts from your existing shipments, as well as a setting to automatically create contacts from shipments whose addresses do not correspond to your current contacts.



Built-in shipping statistics

With the address book, you get access to easy-to-understand statistics on how many shipments you have sent to each contact. You can also click on the number to examine the shipments in more detail in a list of all shipments to and from that contact.

Send directly from the address book

When it's time to book shipping, you can quickly access your addresses, either from the Shipping Hunting send page and / or directly from your address book by clicking on 'send to' or 'send from'.

Link shipping instructions to your addresses

Our smart addresses have full support for all the world's addresses with postcode lookups, c / o addresses, port codes, alternative sender names, default pick-up / delivery and the ability to save customized shipping information directly to your addresses. Enter unique pick-up and delivery information linked to each address and it will be less of a hassle for both you and your recipients. Smarter shipping with smarter addresses.

Individual shipping contracts

Here, you who have your own freight agreement with a carrier can enter your freight agreements and in this way both calculate, compare prices and book shipping. For freight bookings with your own freight agreement, you use Fraktjakt as a pure TA-System where Fraktjakt creates shipping documents, booking, etc. The actual transport invoice for shipping booked on your own shipping agreement will be received directly from your carrier.

More about own fractal: http://www.fraktjakt.se/services/individual_contracts

The shipping services we support: http://www.fraktjakt.se/services/shipping_products

Optimize your shipping with Fraktjakt

By entering from and to addresses as well as weight and volume, Fraktjakt calculates in advance what the price for the shipping will be on all shipping services we support (assumes of course that you have entered correct information) and you can thus optimize your company's freight through our system, which most often entails cost savings for your company.



Track packages

In Fraktjakt, you always have full control over the shipping companies' information about your packages.

You can see the current status of your shipments directly to the right of the order list and you can also click on the tracking link for each shipment directly from the order list, if you want more detailed tracking information.

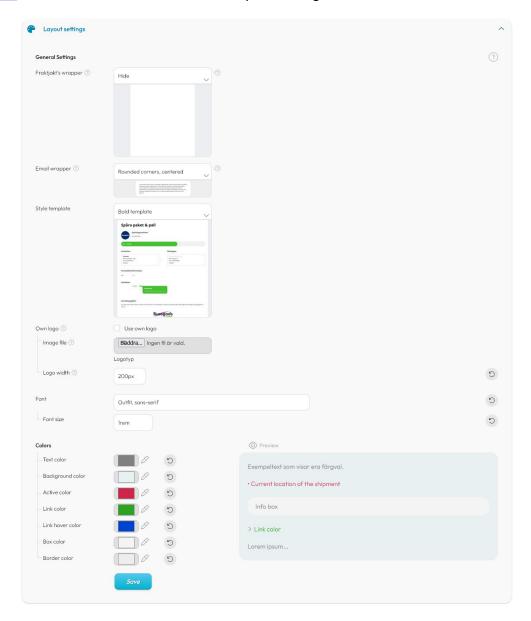
The same applies to the shipping list and each individual order and shipping pages.

Tracking history

In addition, we collect all previous tracking in a tracking history where you are free to write notes about each shipping tracking directly in the list.

Fraktjakt Plus

Fraktjakt+ is a premium service in Fraktjakt, which gives your company and your customers an adfree shipping experience and access to many exclusive benefits such as <u>Personal tracking pages</u>, <u>Personal return shipping</u>, <u>Searchable address book</u>, <u>Custom notifications</u> and <u>Easier order connection</u>. You will find these functions under your settings.



More about Fraktjakt +

http://www.fraktjakt.se/services/support_subscriptions

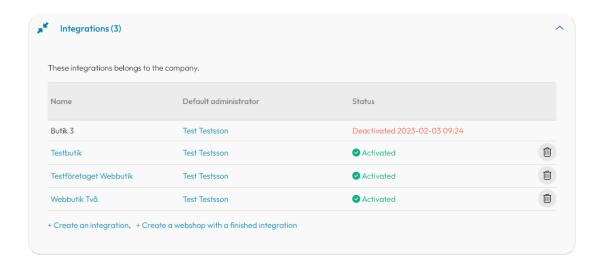
Integration

For those of you who are interested in automating your freight management, you can integrate Fraktjakt with your IT system through Fraktjakt's API. Fraktjakt offers APIs for you who want to connect your own applications with Fraktjakt to book shipping.



We provide several ready-made solutions that you can use for the easiest possible integration from your online store to Fraktjakt's booking system.

With an integration, you can completely automate your freight handling, so that Fraktjakt automatically creates freight directly to your shopping cart. Addresses, contact information and content are automatically sent to Fraktjakt so that you avoid time-consuming entry that can also cause errors. Our packing algorithm calculates the optimal size for the outer packaging and shipping can be automatically assigned to the best or cheapest delivery service for your preset. Quick and easy, which saves you a lot of time and money.



More about integration can be found under the *Services* tab on Fraktjakt and in our manual on integrations for online stores.

Tips and tricks

Of course, there are some tips and tricks in Fraktjakt that can be good to know.

For example, you can add as many shipments as you want to the shopping cart and complete everything at once in order to get a faster booking and print handling.

Here are some more tips for easier shipping handling.

- 1. Copy a shipment from your orders If you have repeat customers who want the same delivery regularly, you can go to your old shipments and click on an order copy button and a new shipment with the same information is added to the shopping cart.
- Copy a shipment in the shopping cart If you send several exactly the same packages to different recipients, you can copy a shipment directly in the shopping cart by clicking the copy button. Then click change and you only need to change the recipient address and notification.
- 3. Send the package to another parcel agent If your customer wants the package to be delivered to a specific parcel agent, you can in the shopping cart click on change the order and choose a different parcel agent than the one that is pre-selected.
- 4. Package templates If you often have the same size of your packages, you can advantageously create your own package templates. This way you do not have to enter the size of the package each time.

If you need help or have questions, do not hesitate to contact us