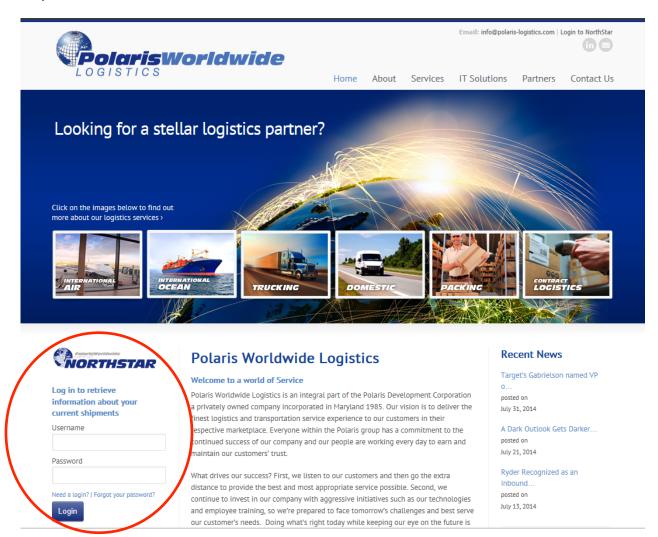
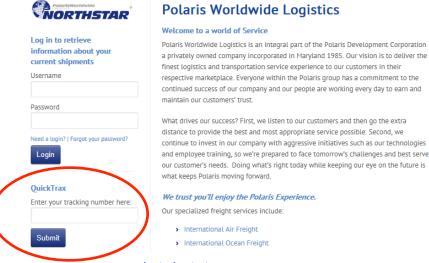
Welcome to Northstar

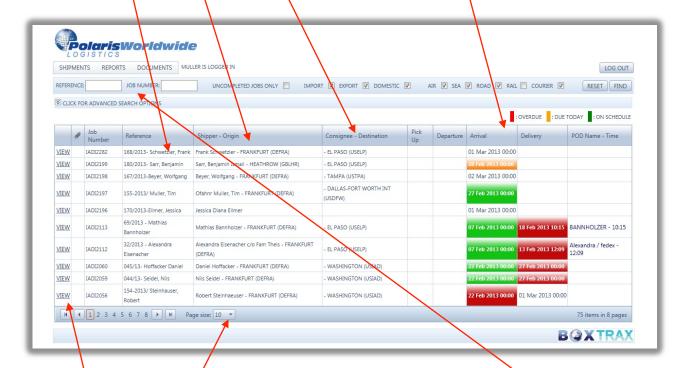
For access to our on line tools please enter your credentials in the fields below and press enter. Your login is XXXXXXX and the password –XXXXXXX



Should you or your customers need to track their shipments, please have them enter their reference, or our waybill number in the "QuickTrax" field below and click the SEARCH button, this will show an online overview of the status of the shipment.



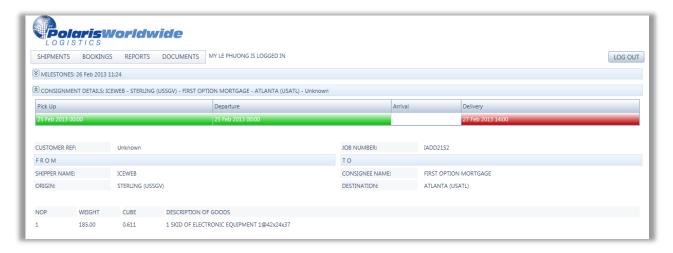
After you first login, you will see the your landing page. This is he shipment page and gives you daily results for current and past shipments, your reference, shipper name, consignee, and then the status of the shipment. This page can be customized.



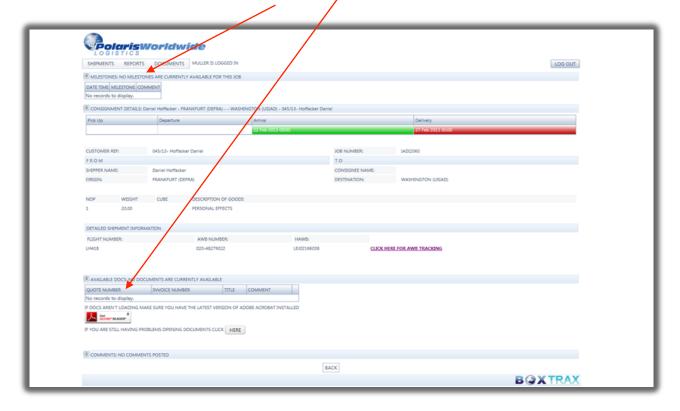
The "Pickup" "Departure" and "Delivery" fields will change from clear to red to green to demonstrate the location and status of each shipment. This information is not real-time, but close, so if you have a concern please do not hesitate to contact us for a more accurate up to the minute status. You can increase the number of shipments on view, or just enter the file number or your reference to find a single shipment.

Click on the "VIEW" field to get the shipment details on a particular routing.

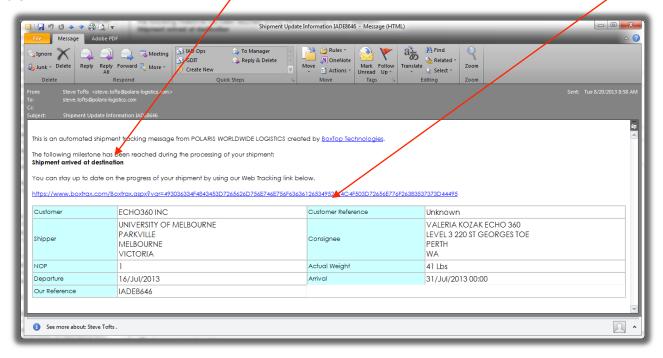
• Pieces, weight, consignee, full file details



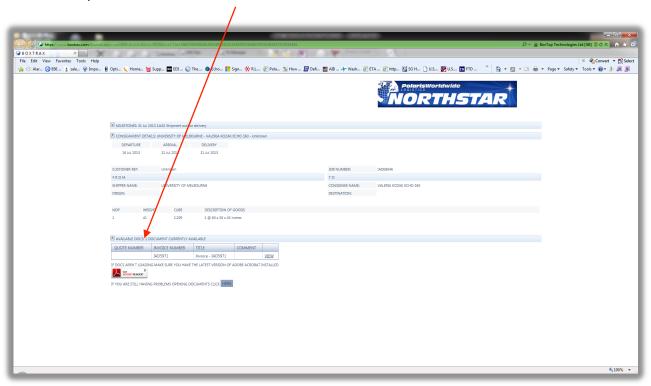
In view, you will be able to retreive documents, including the Domestic BOL; AWB (Exports); invoices and POD's these will be available to you on demand at any time. The is also a set of reports that you are able to create by date range and export to an Excel spreedsheet which will provide you with a file record of all the shipments.



You and your client can receive an 'auto-generated' e-mail up date from our system when a milestone is completed, select the link

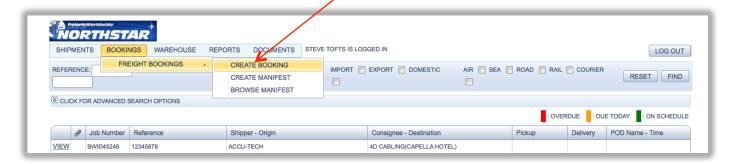


Selecting the link takes you to direct to the shipment tracking in Northstar, and from this page you can retrieve documents that have been 'published' to this file.



Making a booking on line:

Navigate through the menus to the dropdown option for "ROAD", click on the highlighted area for the next screen



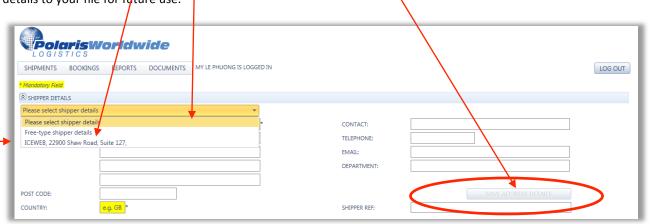
SHIPPER DETAILS

The following fields allow you to choose the following: Shipper (pickup) and Consignee (ship to) locations.

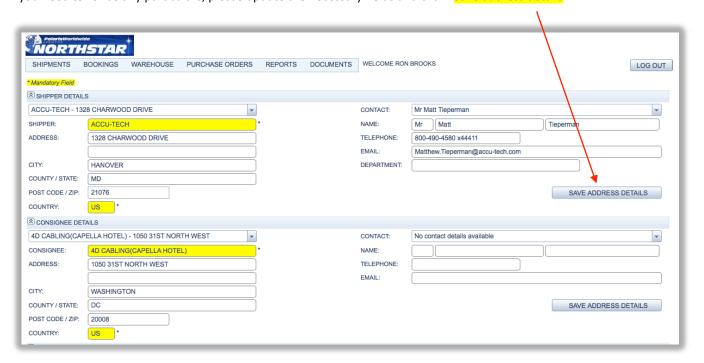
Click on the "double down" arrow to open the address window



Choose the appropriate "SHIPPER" location from the drop down and the information is populated into the fields. Or select < Free Type shipper details > to add a new address and the < Save address details > field will become bold and you can save the details to your file for future use.



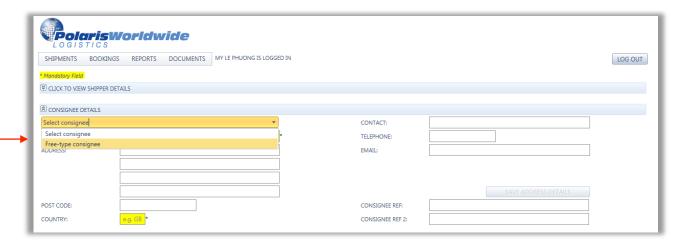
If you need to revise any particulars, please update the necessary fields and click <Save address details>



NOTE: You can enter your reference numbers in the SHIPPER REF field, such as a Purchase order number.

CONSIGNEE DETAILS

Choose the appropriate "CONSIGNEE" location and the information is populated into the fields. If there is a new location, please choose FREE-TYPE and enter the new consignee. Make sure there is a contact with a phone number for each location. Click <Save address details and this will be entered into your contacts address book for future shipments. This will save time for future shipments.



NOTE:

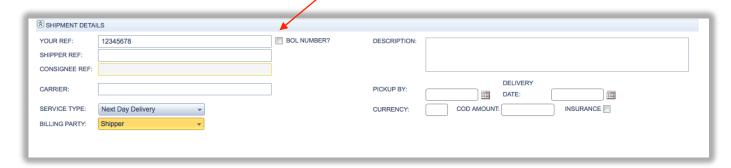
Each address entered will remain in the address book going forward. Each time you create a booking you can select one already saved or enter a new location as required.

If you need to revise any particulars, please update the necessary fields and click <Save address details>

SHIPMENT DETAILS

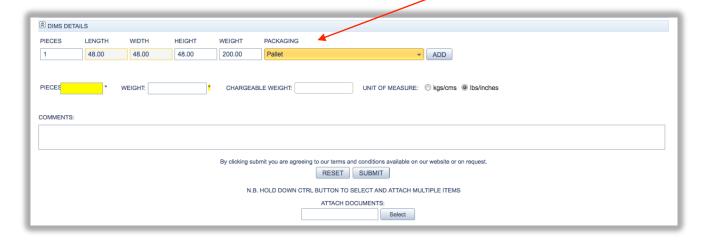
Please enter the necessary shipment details below.

Enter your reference and if you prefer to use this as the actual BOL number as well then check the <BOL NUMBER> box. If not then a number will be pre-assigned by the system.



Enter the shipment details into the calculator and select the type of packing then Select <ADD>

Continue to add more lines as appropriate



Use the attach documents field to select documentation from your local files to attached to the booking

When complete select the <SUBMIT> button and a confirmation will be shown on the screen. A notification will be sent you the client and Polaris. Use the <BQL > and <QR Label> buttons to create pdf versions ready to be printed locally.

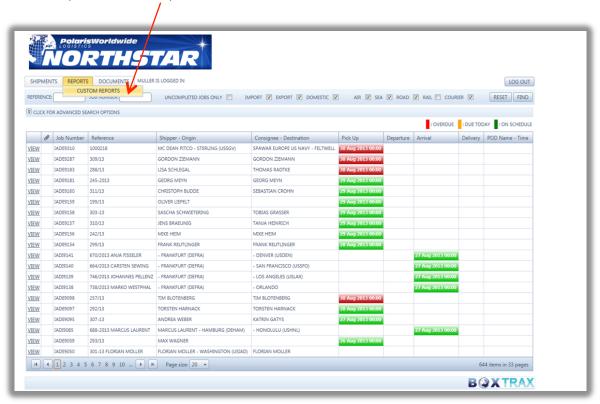


If you are booking a USA domestic shipment by road you will be able to print your BOL directly. This can also be published to the file on *Northstar* for you to retrieve online at any time.

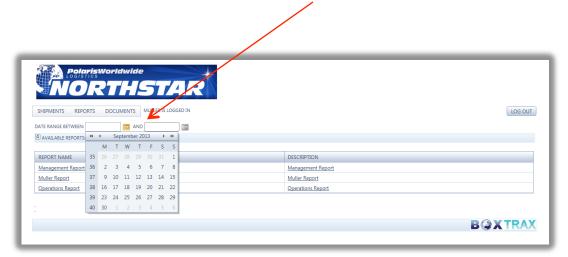
BILL OF LADING	IADD31826
JOBNUMBER IADD31826	CARRIER TOWNE AIR FREIGHT
M 06-Aug-14 DELIVER TO	11-Aug-14
NT ARMOR SOLUTIONS N ST 1052 POCAHONT BLDG V47 NORFOLK IE LARKIN 714-597-6499 NSWC CARDERC 1052 POCAHONT BLDG V47 NORFOLK VA 23511 ATTN: NANCY AL	OCK CCD AS STREET
CONSIGNEE REF	
SCRIPTION OF PIECES & CONTENTS DIMENSIO	ONS WEIGHT DIM WGT
RATES OF ELECTRONIC EQUIPMENT 2 x 82 x 26 x 46 inches 1 x 67 x 26 x 50 inches 1 x 42 x 20 x 20 x 45 inches 2 x 80 x 20 x 35 inches 2 x 68 x 20 x 35 inches	50 Ins 45 Ins
ESTED: Other - See comments INSURANCE REQUIR	ED: No
	TERMS & CONDITIONS In accordance with our Standard Tradling Conditions, copies -forwarding.com
SENDER INSTRUCTIONS / HANDLING INFORMAT	TION
IMPORTANT NOTE: RECEIVED IN GOOD ORDER UNLESS OTH	HERWISE NOTED
RE PRINT NAME RECEIVER'S SIGNATURE	PRINTNAME
TIME RECEIVED LOCATION	

Using the reporting tool:

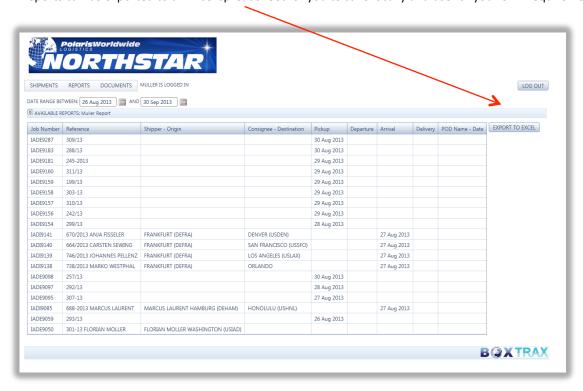
Select the reports from the drop down menu



There is are two reports available as standard; Management and operations reports. We are also able to customise reports for your unique requrements. Select the date ranges and then select the report.

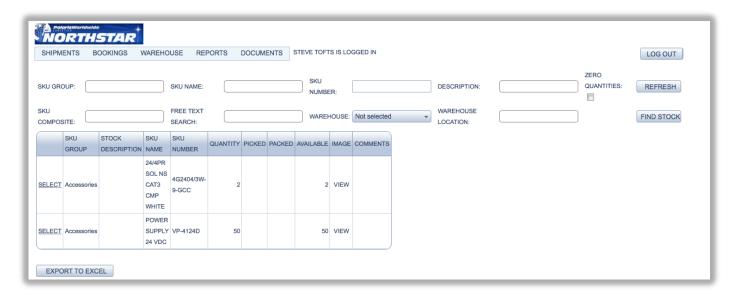


All reports can be exported to an Excel spreadsheet for you to save locally and use for your own requirements.

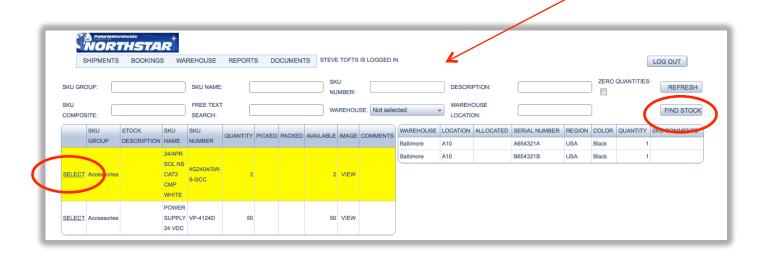


Warehouse Tools

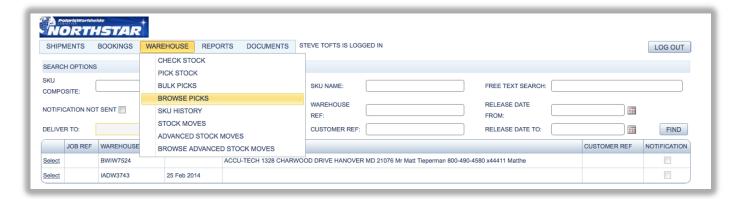
Your landing page can be set to show various levels within the inventory management system including being set to open at the 'pick stock page' in this instance its set to show an over view of the Inventory (Stock)



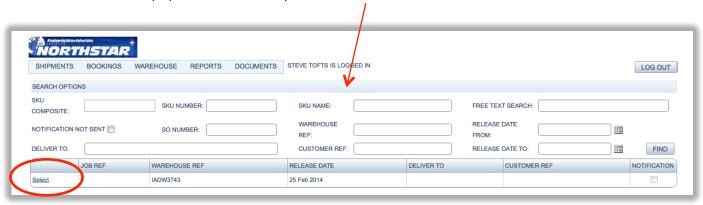
You can drill down to the individual stock items by either choosing <SELECT> or by searching using any of the <SEARCH> fields and selecting <FIND STOCK> This will return the second table on the right showing the details on that stock item.



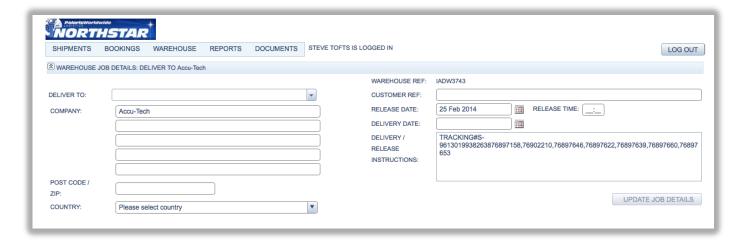
Using the drop down menu you can navigate the various screens The Browse picks will allow you to review all orders created.



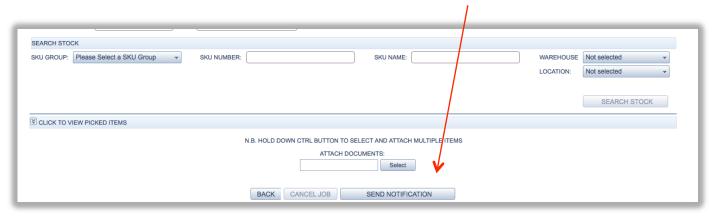
You can choose <SELECT> top open the file or use any of the <SEARCH> fields to drill down into a file.



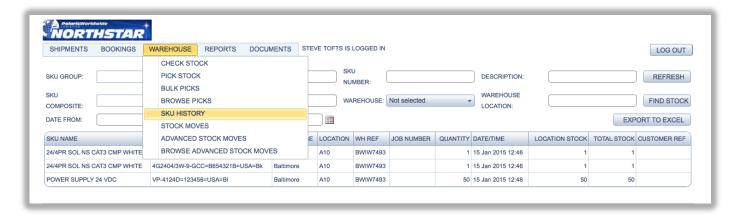
The order file will display all the details created and as long as the 'pick' hasn't been completed in our system and locked changes can be made to the headline details.



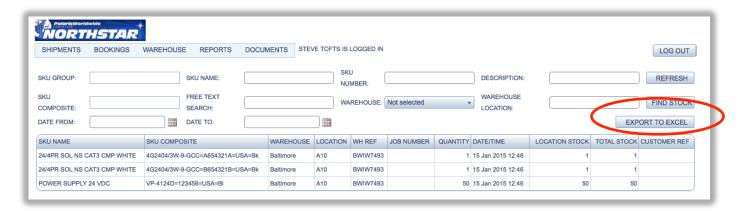
If this is a current order that hasn't been picked and completed in our system then this process can be used to update the pick details and resubmit the order. Make the changes and select <SEND NOTIFICATION> to up date the order value.



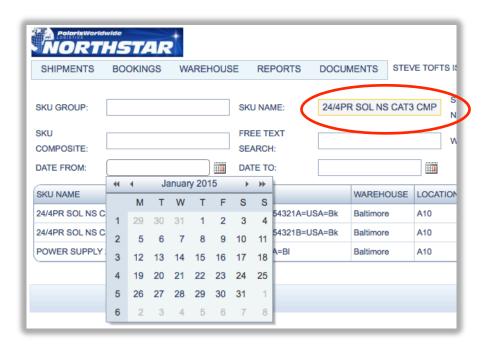
Selecting the SKU history from the menu will return an audit trail of the movement of every SKU from receipt to outbound picks.



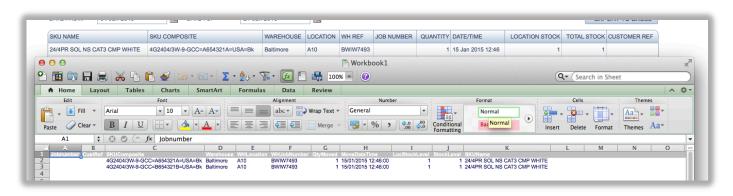
The complete inventory list and audit trail can be exported to an excel spreadsheet.



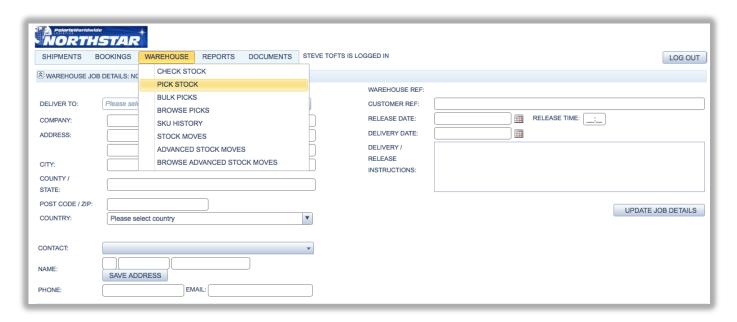
By using the <SEARCH > fields to refine the search data and calendar to create a date range you can drill down to create an audit trail of individual inventory and export this to an excel file for local use.



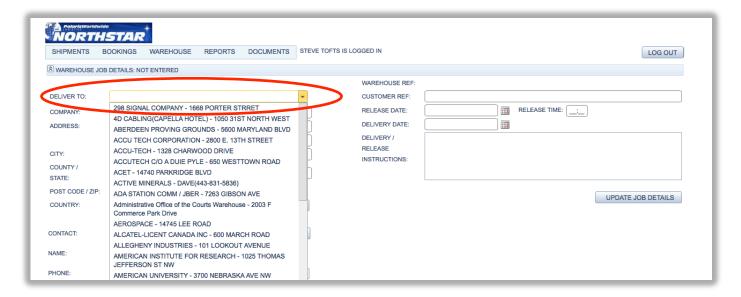
Save the excel file to a local folder and then continue browsing/working on line.



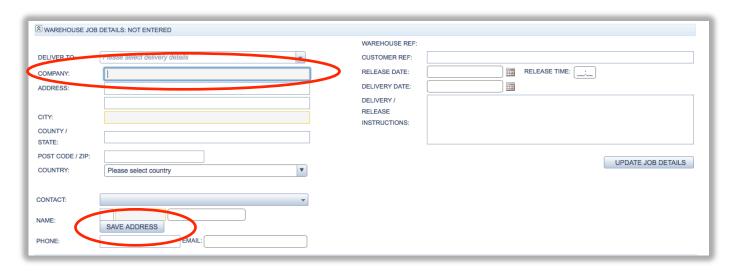
To create an order select <PICK STOCK> from the drop down menu



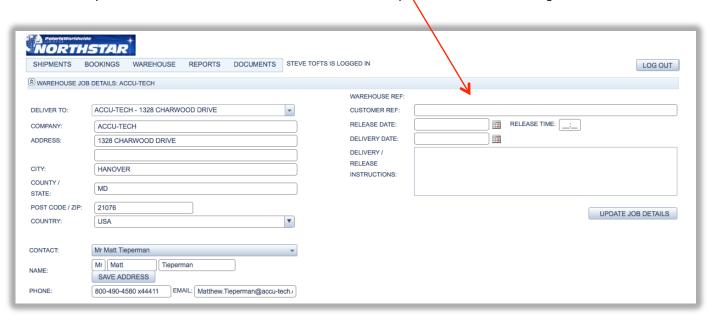
If the clients details are already saved in the address book then select the client from the drop down menu



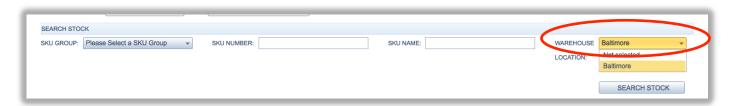
If the address and details need to be added, complete the contact details fields by starting with the company name and select <SAVE ADDRESS> this add the contact details to the system database.



Once the client details have been selected or added complete the order requirements and parameters and add any special instructions. Only use the <UPDATE JOB DETAILS> if the order has already been submitted or if changes have been made.



To begin adding the actual order data to create a 'pick' select the warehouse.

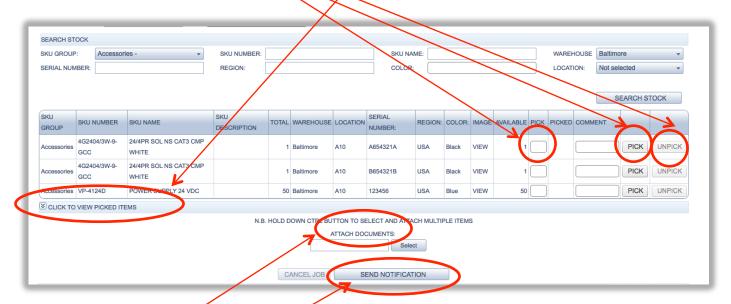


Start by selecting the SKU group to select inventory from



Selecting the SKU group will return the products associated with that group and the items available in stock.

- Add the amount to 'pick'
- Select < PICK
- This will add this to a itemized list appearing in the fields below.
- To deselect elect the <UNPICK> box



- Once complete documents (invoices etc.) can be attached to the online booking by selecting <ATTACH DOCUMENTS>
- Finish by selecting <SEND NOTIFICATION> this will generate an email alert to the user and Polaris and create the pick ticket in our system

Reports and Documents

Selecting reports from the Dashboard menu will allow the user to create and export to excel various reports, including unique reports tailored to the clients needs.

- · Select the date range
- · Select the report required
- View online or export to Excel for local use.



Selecting <DOCUMENTS> from the Dashboard drop down menu will allow the user to search in the on line library for any document that has been published.

