jan krediet
GLOBAL LOGISTIC SOLUTIONS | A MATTER OF
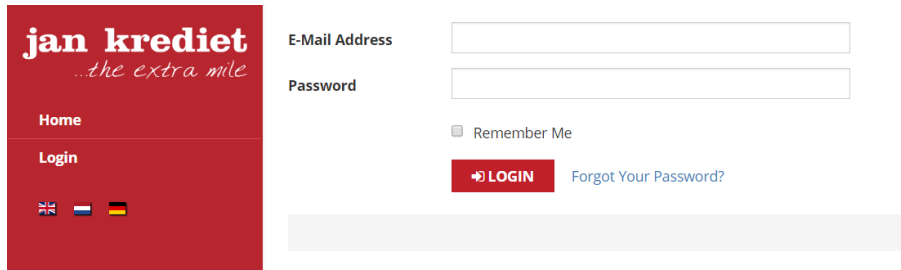THE RIGHT TEAM

Dear customer,

Thank you for using the MyJanKrediet portal. Below you'll find a short instruction manual including screenshots of the most commonly used sections.

The following components are covered. For a shortcut click on the relevant topic that you want to know more about.

1. Log in

You can log in to the portal via the website https://my.jankrediet.nl/. You will then immediately go to a login page where you can log in using your email address and password you received from us.

2. Overview screen

After logging in you will see a welcome screen. Here you can enter, view, change and search for transport orders via the menu on the left. You can also view your inventory and change some settings as well as the language in which the portal is displayed.
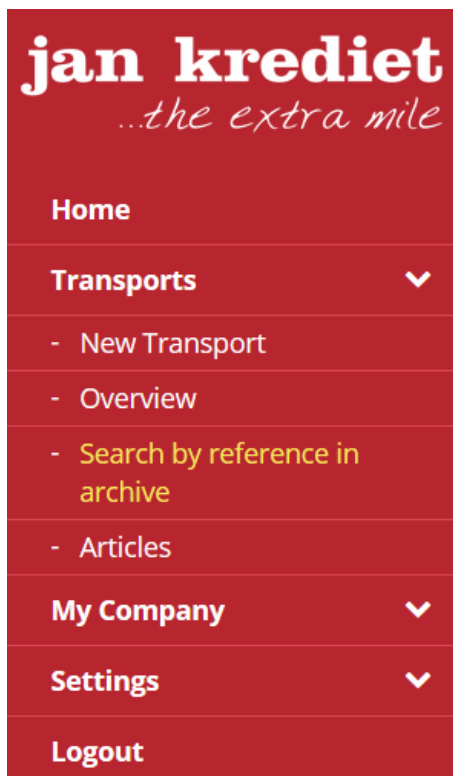
3. Transports

You can choose the "Transports" button in the menu on the left. This includes some menu items, namely: "New Transport", "Overview", "Search by reference in archive" and "Articles". These menu items are discussed below.

3.1 NEW TRANSPORT ORDER

You can enter a new order here. This screen is divided into parts. The first part contains your company name and some references.

New Transport

EXPLANATION			
Company Name	Jan Krediet ▼		
Order reference		❓	
Commission			
Invoice reference		Unloading reference	
Order insured	☐	Private delivery	☐
On hold until further notice	☐	Time delivery	☐
Return transport order	☐		

> Order reference: enter your reference here
> Commission: enter a possible commission here
> Invoice reference: enter your reference here
> Unloading reference: enter your reference here
> Order insurance: tick the box if you want extra insurance cover for your order *
> On hold …: tick the box if your job needs to be put on hold following collection *
> Private delivery: tick the box if your order includes a private delivery *
> Time delivery: tick the box if your order needs to be delivered on a specific time *
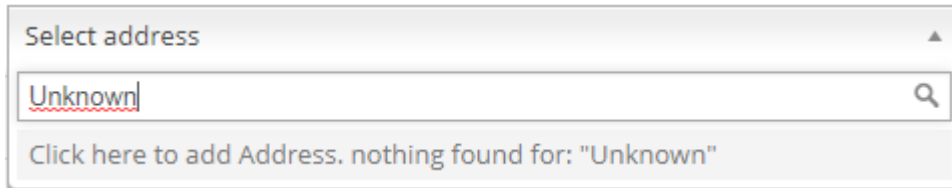> Return transport order: tick the box if your transport order is a return order

Note: as mentioned this may incur additional costs

You can enter the pick-up and delivery address in the second part of this form.

Loading	Select address ▼	Unloading	Select address ▼
Company Name		Company Name	
Address		Address	
Address (optional)		Address (optional)	
Zip Code		Zip Code	
City		City	
Country		Country	
		Consignor	☐

Enter the details for the pick-up address on the left and the delivery address on the right. If you've previously created addresses, you can select them by clicking on "Select an address". A menu then

pops up with the last ten addresses used. You can easily search for other addresses. The system automatically recognises a known address. If an address is unknown, the following message will appear:
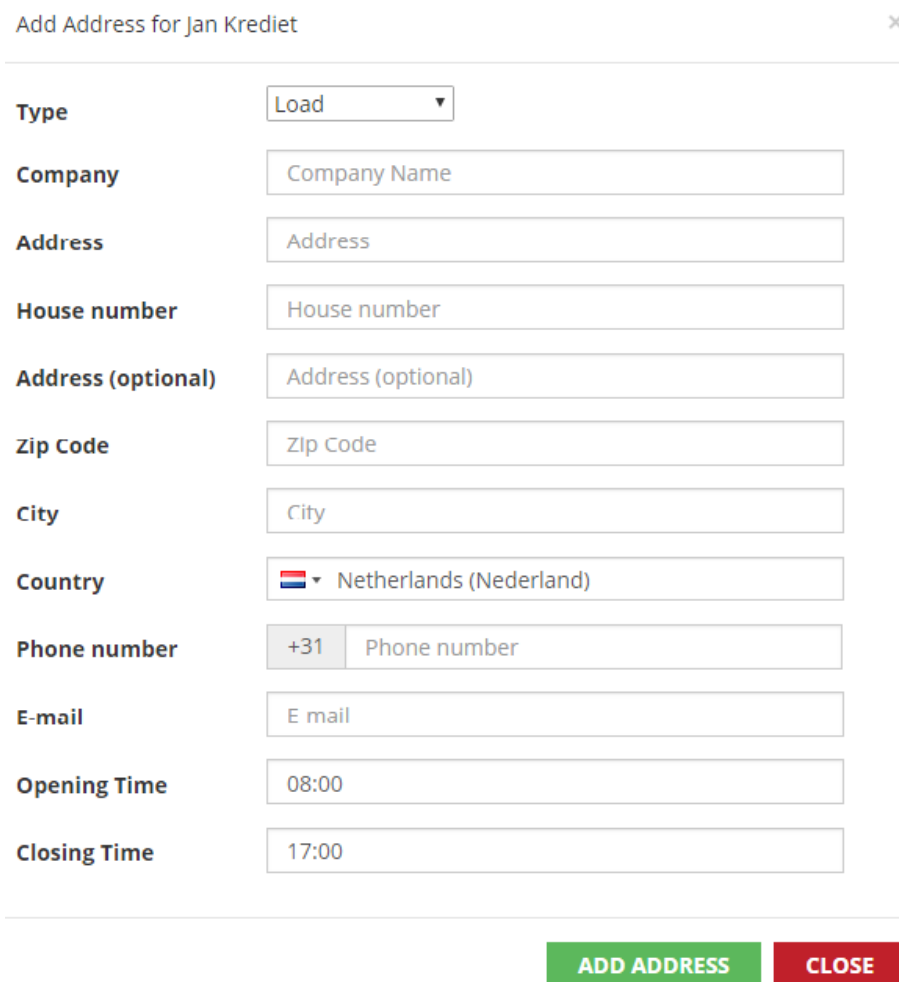
Select address ▲

Unknown 🔍

Click here to add Address. nothing found for: "Unknown"

You can then simply click on the bar to make the address fields available. Enter the new address in the pop-up that becomes available after that:

Add Address for Jan Krediet ✕

Type	Load ▼
Company	Company Name
Address	Address
House number	House number
Address (optional)	Address (optional)
Zip Code	Zip Code
City	City
Country	🇳🇱 ▼ Netherlands (Nederland)
Phone number	+31 Phone number
E-mail	E mail
Opening Time	08:00
Closing Time	17:00

ADD ADDRESS   CLOSE

>	Type:	choose whether the address is just a collection or delivery address or both
>	Company:	enter the customer name here
>	Address:	enter the street name and house number here
>	Address 2:	enter any additional address information here
>	Postcode:	enter the postcode address here
>	City:	enter the place name here
>	Country:	choose the country in which the address is located
>	Telephone:	enter the telephone number for us to be able to reach the customer
>	Email address:	enter the email address for us to be able to reach the customer
>	Opening time:	enter the earliest possible time when we can offer the shipment
>	Closing time:	enter the latest possible time when we can offer the shipment

Once all details have been entered you can click on "Add address". If you do not want to add the address you can click on the "Close" button.

You can also enter a different delivery address if it is different from your own address information. In order to do this, simply tick the "Sender" box below the delivery address.

With existing addresses, the known email addresses and telephone numbers are automatically loaded in the third part of the form. It is possible to change these per order:

Loading phone number		**Unloading phone number**	
Loading e-mail		**Unloading e-mail**	
		Registration method	⚪ Phone ⚪ Mail

Specify the collection date in the next section:

Loading Date   14 February 2019

You can also send us a memo for the collection or delivery address:

Load memo   _____   **Unload memo**   _____

Here it is possible to add / upload your own documents to your order. Multiple file types are possible up to a size of 10MB per document. For example, you can add packing slips and invoices for customs clearance.

Document Uploader

Only JPEG, JPG, PNG, PDF, Word and Excel files smaller than 10 MB.

No documents

[Add documents]

Please inform us what we can transport for you in the final part of the form:

Transport items

Amount	Transport unit	Length x Width x Height (cm)	CBM ❓	Itemcode	Total weight (Kgs)
	Colli ▼	x x			
	Colli ▼	x x			

[ADD ROW] [SAVE ORDER]

>   Quantity: enter the number of items that are to be transported here
>   Transport unit: choose the unit here (for example colli), L x W x H: enter the dimensions of the goods to be transported in centimetres, the number of cubic meters is calculated automatically
>   Article: enter the description of the article here
>   Total weight: enter the weight in kilograms here
>   Add row: add an extra row to the form

You can then forward your order to us via the "Save Transport Order" button.

You'll now enter a screen where you can check the assignment and correct it if necessary. If the order is correct then you can confirm the order (and print it for your own administration if required) and it will be processed in our system.

Please note that as of the beginning of 2019 the order will no longer be instantly visible in the overview for all your orders. You will also be informed of this in the portal via the following message after entering your order:

✔ Thank you for your transport order. Your order is being processed in our system.
It may take a few minutes before the order is visible in the overview.
If you have any questions, please contact our Customer Service Department.

3.2 OVERVIEW TRANSPORT ORDERS

In the menu on the left you will find the "Overview" button under the heading "Transport order".
Here you can find an overview of your entered orders. You can also search here:

Column selection
With the button "column selection" you can determine yourself which columns you want to have visible.
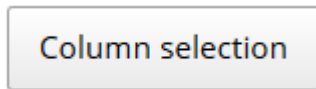
All columns are checked by default. Columns that do not have to be displayed can be clicked so that the checkmark disappears. By clicking next to the column selector, the column selector will disappear and the new column setting will apply / be active.

Of course it is also possible to have all columns visible; you can use the scroll bar to move the overview from left to right and vice versa to gain insight into all columns.

Search function per column
Above most columns you will find a search window through which you can search for specific data applicable to the relevant column.

#	Return transport order	Order reference	Invoice reference	Unloading reference	Loading address
Search	Search Return	Search Order	Search Invoice	Search Unload	Search Loadi

You will also find the overview of transport orders under "My Company> My Transport orders".

At the end of each line is the "Edit Transport Order" option. The option "Edit Transport order" is displayed if the status of the order allows processing. You can communicate changes to us up to that time, for example in the number of packages to be transported.

You can request details of your order by clicking on the order line itself. You can also edit your assignment in the screen that now opens via the "edit" button. If change is no longer possible, this button will not be visible.

BACK TO TRANSPORT OVERVIEW   EDIT

You can request the signed CMR (bill of lading) per order. If available, you can download the CMR by clicking on the following button.

CMR

If the CMR is not yet available digitally, there will be no button available to download the CMR.

You will find the button at the bottom right in the first part of the order details.

This is the order page to review your transport. Viewing transport #1043870

Transport information

Company Name	Jan Krediet		Status	Delivered
Order reference	67261		Planned Date	-
Commission	-		Delivery Date	02-01-2019 10:49 uur
Invoice reference	-		Unloading reference	-
On hold until further notice	☐		Documents	⬇ CMR

3.3 SEARCH BY REFERENCE

With the help of this search function you can search all your transport orders based on the order reference (at least three characters).
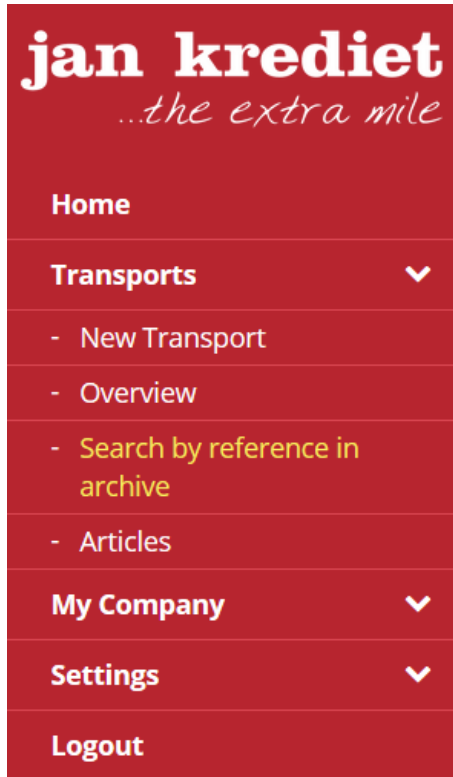
Search by reference in archive

Below you can search all transport orders from ..... Clicking on an order will give a detailed result.

| Order reference | **SEARCH** |

Enter at least three characters

3.4 ARTICLES

This button allows you to view the details of the items that you have in stock with us. In the stock inventory overview you can also search for a specific item by entering the article number in the top right.

Articles overview

Show [10] entries   Search: [   ]

Article code	Reference	Description (1)	Description (2)	Unit	Available	Reserved	Blocked	To be received	To be dispatched	
PM690647	PM690647	Vintage Oak table top grey	metal cross leg 280 KD	ST	10	10	0	0	10	Stock mutations Stock lot Stock drager
PM690646	PM690646	Vintage Oak table top grey	metal cross leg 200 KD	ST	10	10	0	0	10	Stock mutations Stock lot Stock drager

The overview contains the following information:

>   Article code: the article number we use for your article
>   Reference: the reference specified for your item
>   Description (1): the first 35 characters of the description of the article

>   Description (2): the second 35 characters of the description of the article
>   Unit: the unit used to register your item in the inventory
>   Stock: the current number of items we have in stock
>   Reserved: the current number of items we need to retrieve from stock to ship
>   Blocked: the current number of items that are blocked and therefore can not be sent
>   To be stored: the current number of items that we expect to receive
>   To be shipped: the current number of items ready for shipment

You subsequently have three options:

>   Stock transactions: here you can see when we received or sent your items for each article

>   Stock per lot: here you can see under which batch number we registered your item. A batch of items always arises upon receipt and is therefore an extra tool in determining the duration of the stock

>   Stock per carrier: here you can see which carrier registered your item. This way we can quickly find your articles in our warehouse

Export data to Excel

At the bottom of the overview you will find a button with which you can export the displayed items to Excel.

After pressing the button above a screen will open with which you can open Excel (unfortunately the image below is not available in English).
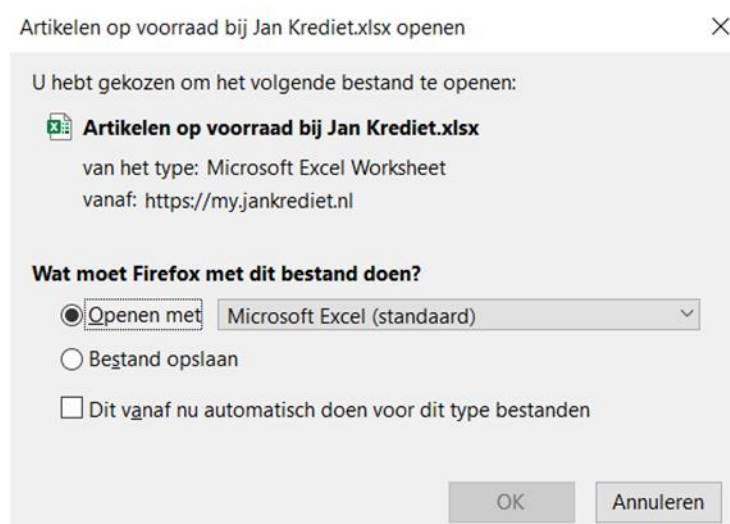
By clicking on OK, Excel is started and opened and an Excel tab is filled with your inventory items.

4. My company

This menu item includes a "My Company" button next to all your transport orders where you can add addresses and change a number of default settings.

> Standard transport unit: choose the standard unit for the order lines in your transport orders

> Prefix for shipment note: you can enter a prefix here (optional) that will always be added to your reference

> Pick-up address: choose the default pick-up address for an order

> Delivery address: choose the default delivery address for an order

This overview can also be found under "My company> Standard order settings".

5. Settings

You can change your own information under "Settings" in the menu. Here you can enter a different email address and password. Attention! If you change your email address you must also log in with that new email address: