

# FremanWeb Flowcharts



**OWENS**



The logo for CHEMCOURIERS, featuring a stylized graphic of three diagonal stripes (two blue, one red) to the left of the word "CHEMCOURIERS" in a red, italicized, sans-serif font.**CHEMCOURIERS**

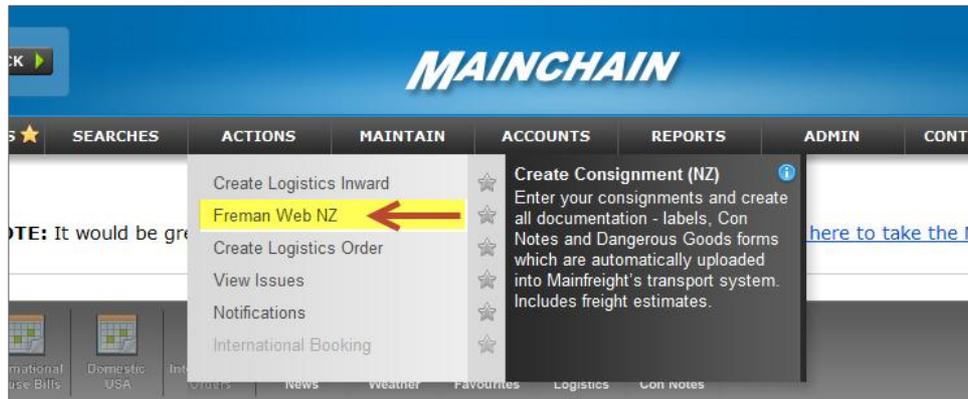
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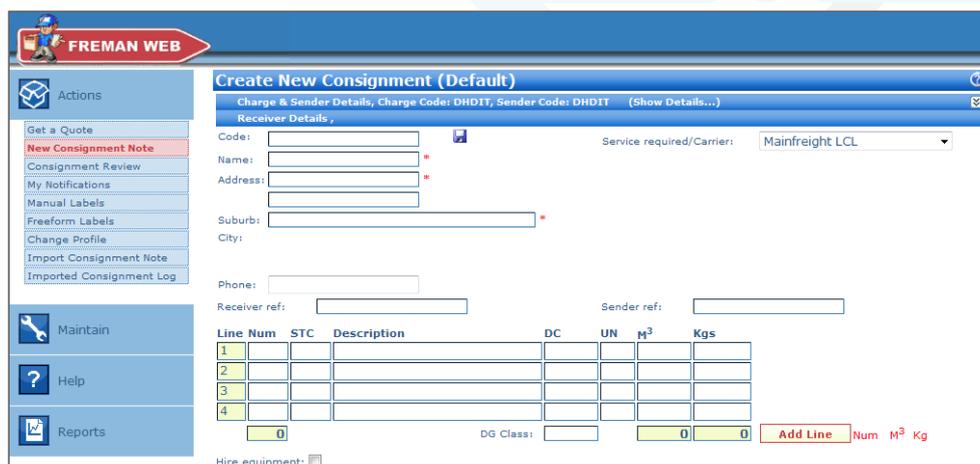
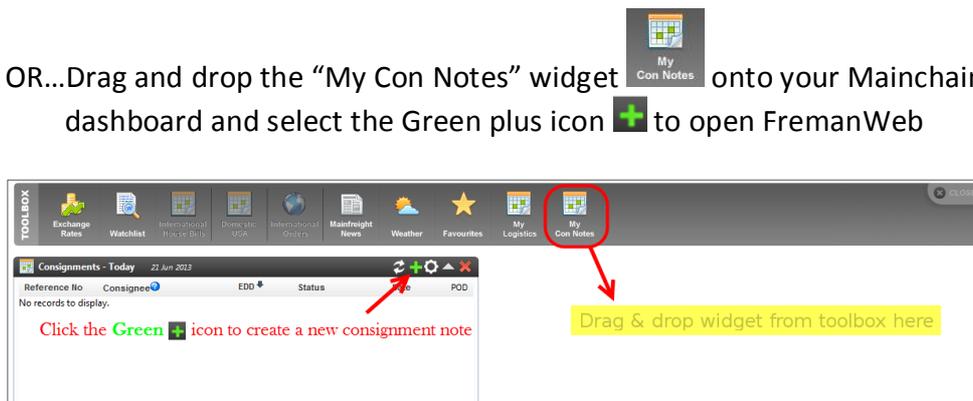


## HOW TO: ACCESS FREMANWEB AND CREATE YOUR CONSIGNMENT NOTES

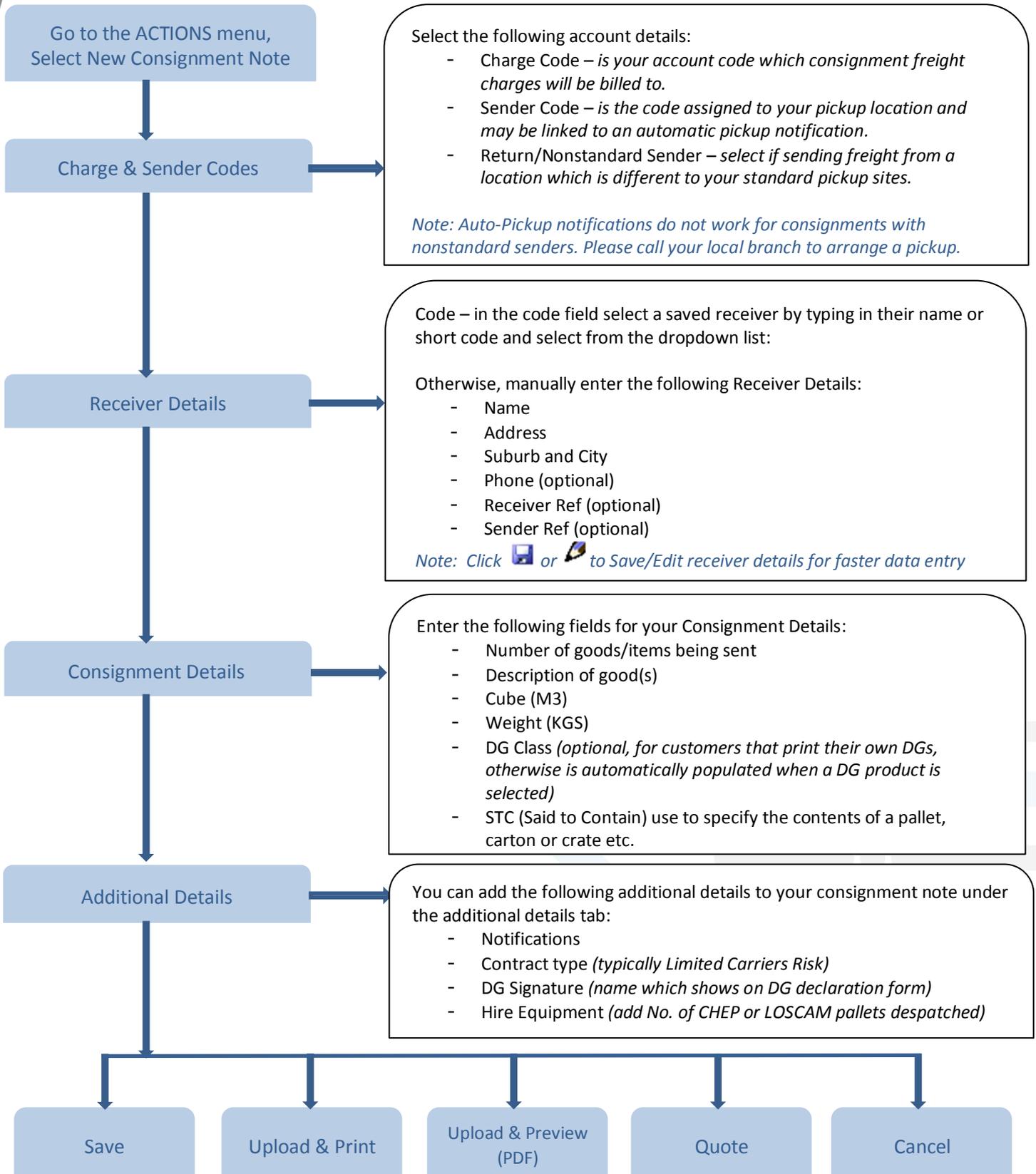
1. Open your Internet Browser (Internet Explorer, Mozilla Firefox or Google Chrome)
2. Go to <https://www.mainchain.net>
3. Log in to Mainchain – *please contact your Mainfreight sales representative for your username credentials*
4. Open FremanWeb by going to the ACTIONS menu → Select FremanWeb NZ



OR... Drag and drop the “My Con Notes” widget onto your Mainchain dashboard and select the Green plus icon  to open FremanWeb



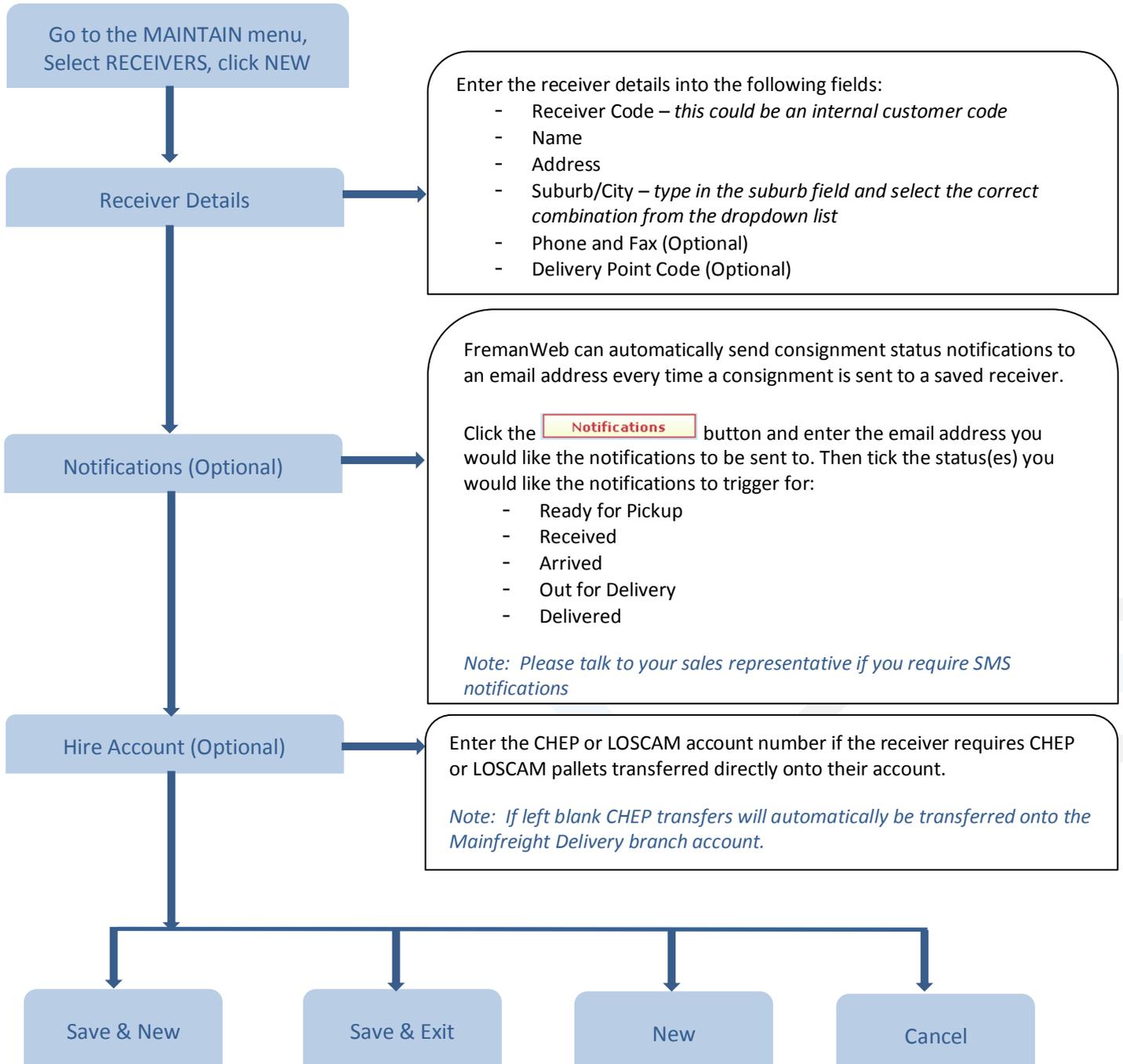
## HOW TO: CREATE A NEW CONSIGNMENT NOTE



## HOW TO: SAVE A COMMON RECEIVER

To save you some time, save your common receivers in FremanWeb and retrieve this detail on-the-go when creating new consignment notes.

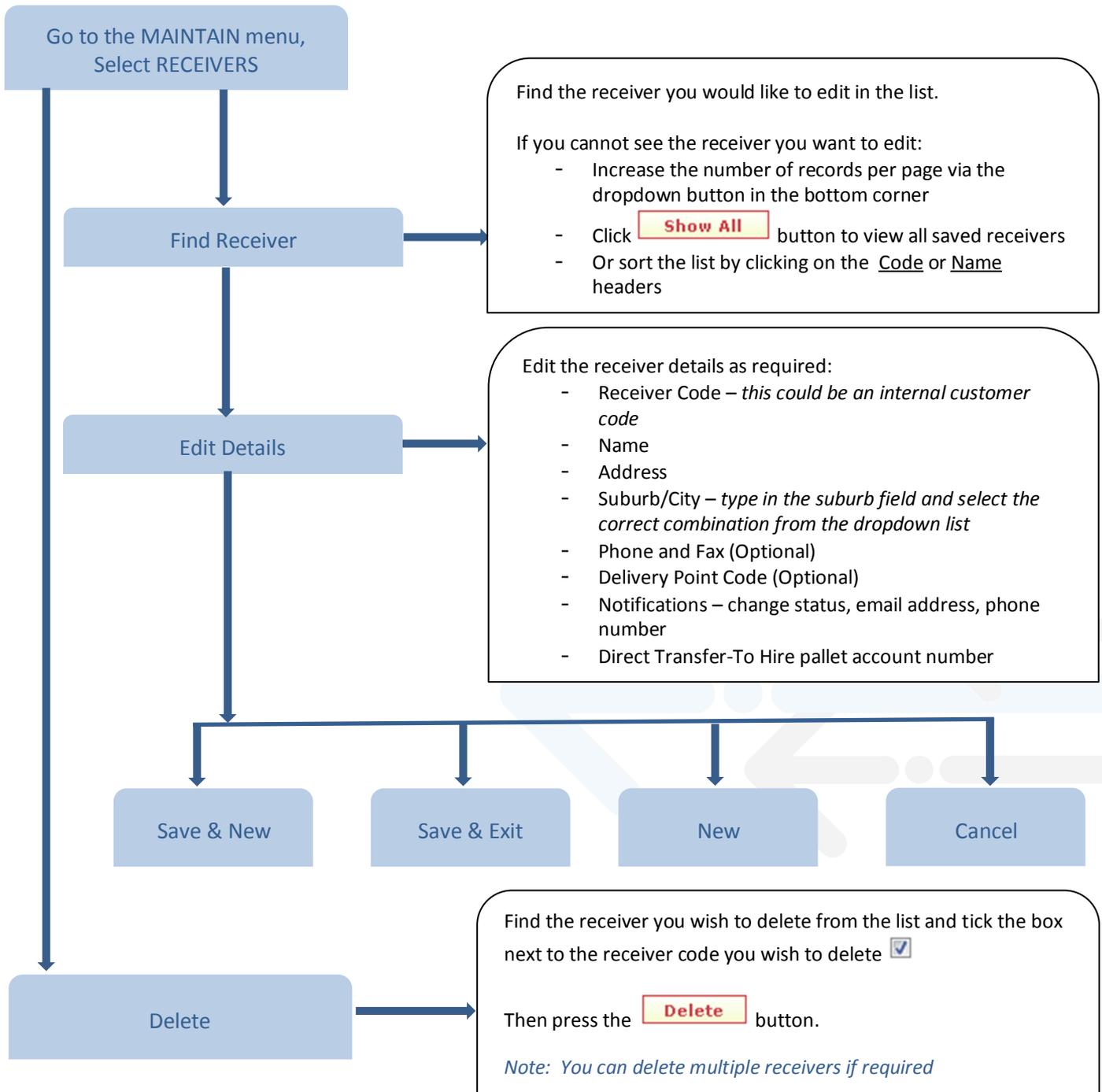
When creating a new consignment note, enter your receiver details then click the  icon to save these receiver details on-the-go. Alternatively follow the step-by-step instructions below:



## HOW TO: EDIT SAVED RECEIVER DETAILS

To edit the details of your saved receivers, you can do this in two different ways similar to creating a new receiver:

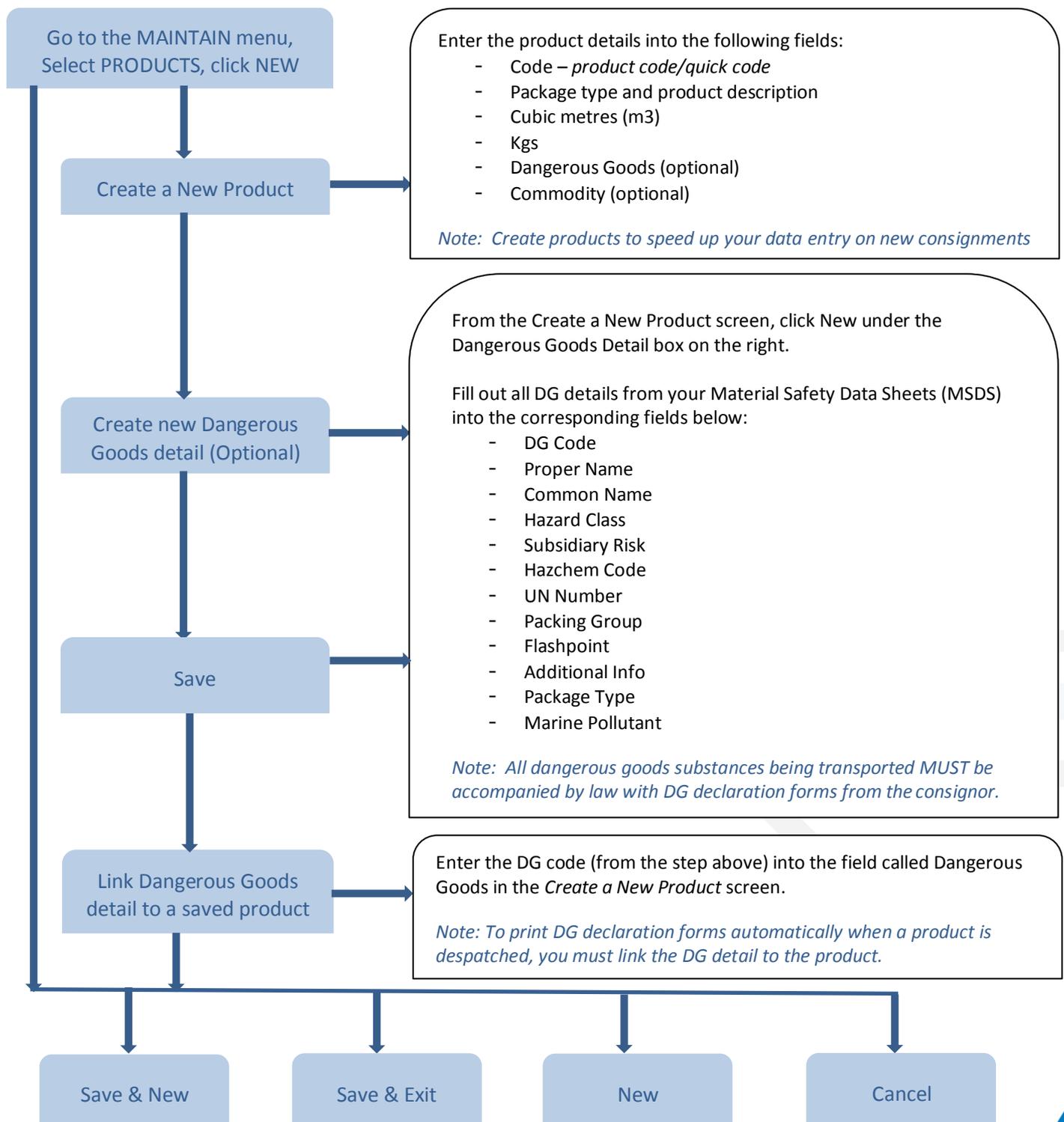
1. To edit details on-the-fly, enter the receiver code in the new consignment note page then click the icon to open the receiver record.
2. Alternatively follow the step-by-step instructions below:



## HOW TO: CREATE A NEW PRODUCT

To make creating a new consignment note even easier, save your products or common line descriptions (eg. Pallet, Carton, Crate...etc.) in FremanWeb and retrieve this detail on-the-fly.

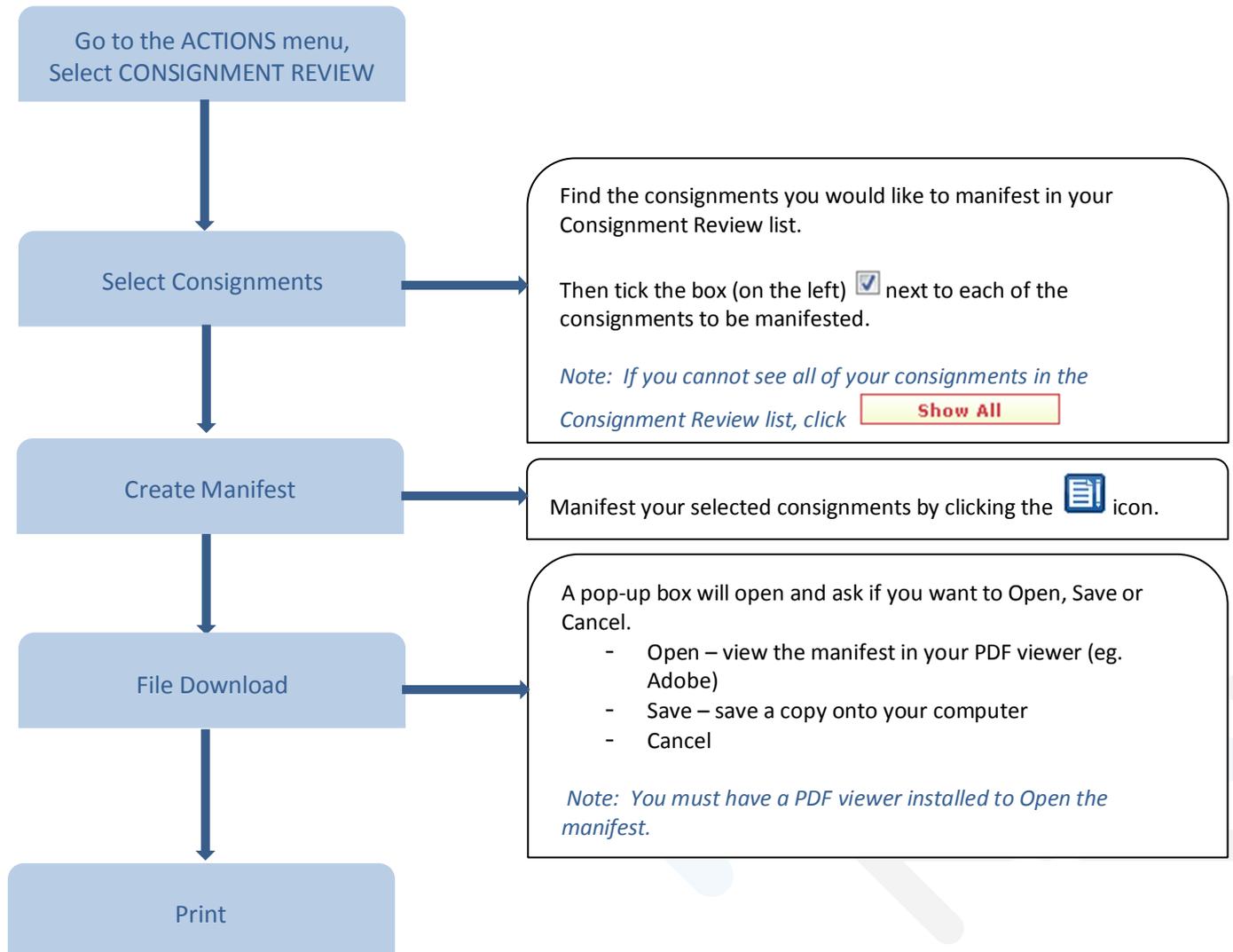
You can save the product description, m3 and kg values per unit, dimensions, and DG details.



## HOW TO: MANIFEST YOUR CONSIGNMENTS

A manifest report is a list of consignments which can be printed to summarise all consignments being despatched at a certain time or day.

The manifest report is commonly printed and given to our pickup drivers (in addition to your consignment notes) and used to help them confirm all goods and consignments being picked up. It is also a great document for physical record keeping if required.



## HOW TO: GET A QUOTE

You can easily calculate how much it will cost you to send a consignment from A to B using the Get a Quote feature in FremanWeb.

*Note: You must have rates set up against your charge code to obtain a quote. If you require rates to be set up please contact your Mainfreight sales representative or local depot.*

