

Client User Guide

1 Login with your username and password.

The screenshot shows the MySupreme client portal interface. At the top, there is a navigation bar with the Supreme Freight Services Ltd logo on the left, which includes the text 'INTERNATIONAL SHIPPING & FORWARDING AGENTS'. To the right of the logo are links for IMPORT, EXPORT, ABOUT, INFO, NEWS, and CONTACT. Further right is a 'MySupreme' button and a green 'GET A QUOTE' button. The main content area on the left features the 'MySupreme' logo, the text 'Monitor Your Shipments With Our Online Customer Portal', and two buttons: 'GET AN INSTANT QUOTE' (dark blue) and 'USER GUIDE' (white with a blue border). On the right side of the main content area, there is a white 'Login' modal box. This box contains the text 'Don't have an account? Register' in green. Below this are two input fields: 'Email *' with the placeholder 'John Smith' and 'Password *' with the placeholder 'Example@email.com'. To the right of the password field is a green link that says 'Forgot Password?'. At the bottom of the modal box are two buttons: a green 'LOGIN' button and a white 'LOGIN WITH OFFICE 365' button with a blue border. The background of the page features a decorative wavy line in shades of blue and green.

Supreme
FREIGHT SERVICES LTD

INTERNATIONAL SHIPPING
& FORWARDING AGENTS

IMPORT EXPORT ABOUT INFO NEWS CONTACT

MySupreme GET A QUOTE

MySupreme

Monitor Your Shipments With
Our Online Customer Portal

GET AN INSTANT QUOTE

USER GUIDE

Login

Don't have an account? Register

Email *

John Smith

Password *

Example@email.com

Forgot Password?

LOGIN

LOGIN WITH OFFICE 365

2 This is your dashboard

The dashboard for Supreme Freight Services Ltd features a sidebar with navigation links: Home, Quotations, Bookings, Shipments, Invoices, Reports, and Complaint. The main content area is divided into several sections:

- Active Shipments:** Displays 1-2 of 2 records. The first shipment, SUPIM0050026, is an air freight (MLA / MT) from LHR / GB, scheduled for 24.01.2024 12:00. The second shipment, SUPIM0050025, is a sea freight (CNNBO / CN) from 40HQ CSQU 3054 383 to GBSOU / GB, scheduled for 24.01.2024 12:00 and 13.03.2024 12:00.
- Vehicle Locations:** A map showing the location of vehicles in New York, with labels for Jersey City, New York, and various neighborhoods like East Side, Lenox Hill, and Astoria.
- Weekly Schedule:** A calendar view for January 22nd to 28th. It shows a departure on Wednesday, January 24th.

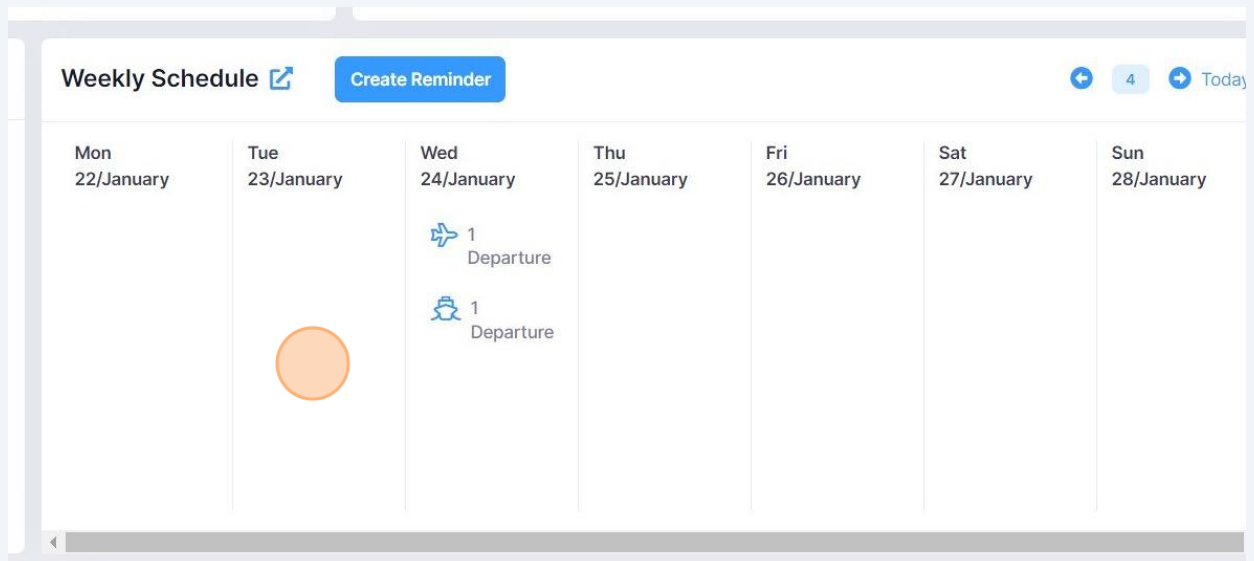
3 The top left quadrant contains active shipments. You can click the blue shipment reference to open the shipment profile

This close-up view of the 'Active Shipments' section shows two records:

- Shipment 1:** SUPIM0050026 (blue link), MLA / MT, LHR / GB, 24.01.2024 12:00. Status: Load on Air. Departure: A.
- Shipment 2:** SUPIM0050025 (blue link), CNNBO / CN, GBSOU / GB, 24.01.2024 12:00 and 13.03.2024 12:00. Status: Load on Sea. Departure: A.

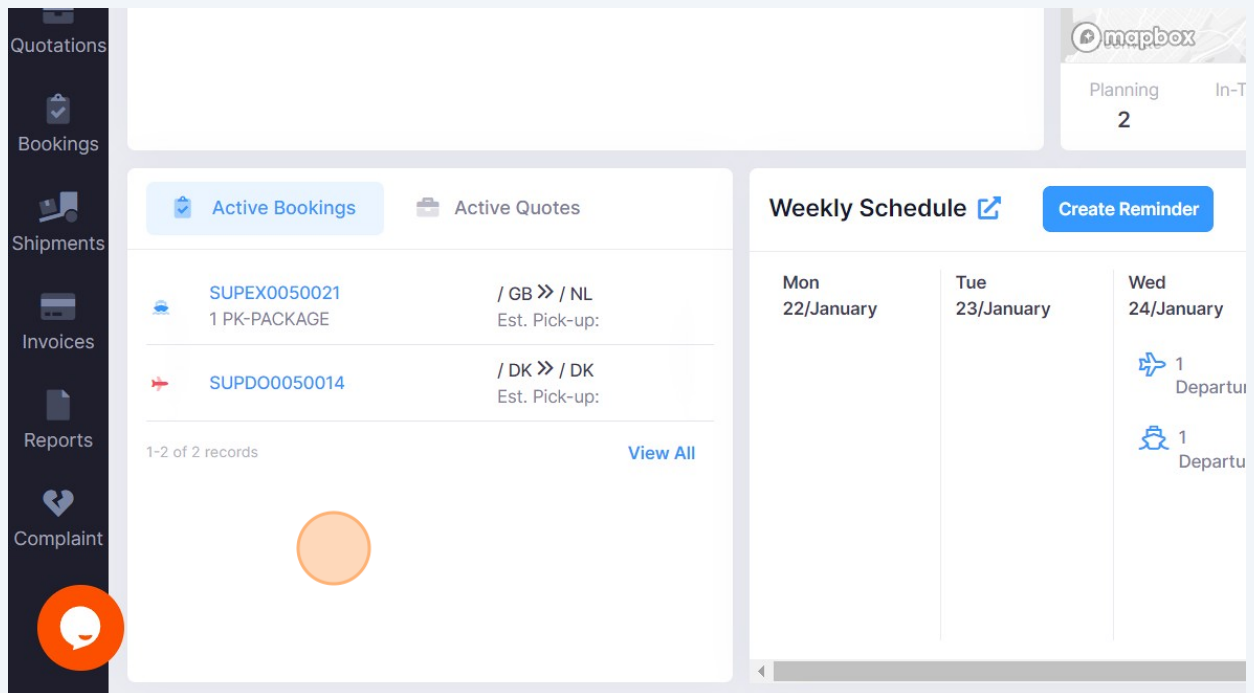
4

The lower right quarter contains a weekly schedule of collections, deliveries, and vessel departures and arrivals



5

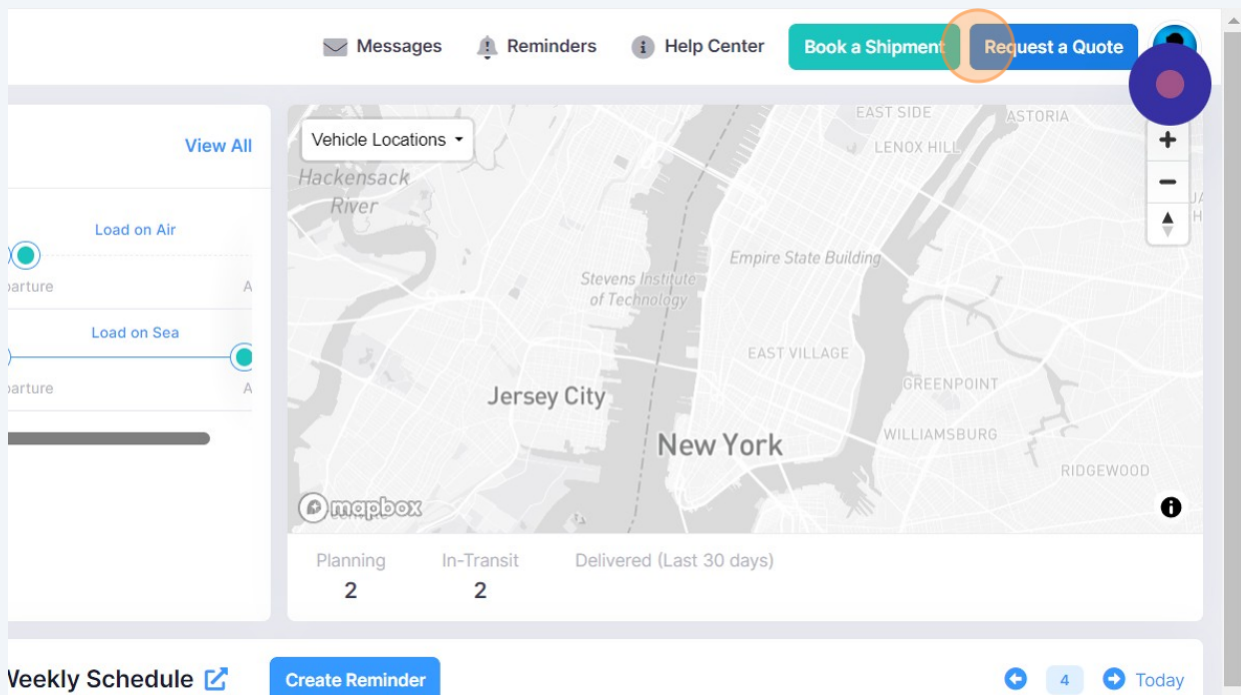
The lower left quadrant contains active bookings and quotes



6

The top right of the dashboard contains the current locations of your shipments.

You can also request a quote at the top right of the page



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Navigating around the different modules using the toolbar on the left-hand side

The screenshot displays the Supreme Freight Services Ltd dashboard. On the left is a vertical navigation toolbar with icons and labels for Home, Quotations, Bookings, Shipments, Invoices, Reports, and Complaint. The main content area is divided into three sections. The top section, 'Active Shipments', shows two records with flight details and timelines. The bottom-left section, 'Active Bookings', shows one record with booking details. The bottom-right section, 'Weekly Schedule', shows a partial view of a calendar for January 22nd and 23rd.

Supreme FREIGHT SERVICES LTD

Active Shipments

1-2 of 2 records [View All](#)

Flight ID	Origin	Destination	Departure	Status
SUPIM0050026	MLA / MT	LHR / GB	24.01.2024 12:00	Load on Air
SUPIM0050025	CNNBO / CN	GBSOU / GB	24.01.2024 12:00	Load on Sea

Active Bookings

1 records [View All](#)

Booking ID	Origin	Destination	Status
OFR240000009	/ DK	ABIDJAN / CI	1 day ago

Weekly Schedule

Day	Date
Mon	22/January
Tue	23/January

8 Click the home icon to return to the dashboard

Supreme FREIGHT SERVICES LTD

Messages

Home

Quotations

Bookings

Shipments

Invoices

Reports

General Information

- Set Main Shipment Parameters
- Cargo Details
 - Define Package or Container Information
- Pick-up & Delivery Addresses
 - Locate Receipt and Delivery Points
- Summary and submit
 - Review Input Before Submit

Transportation Mode

Shipment Type

Origin Port

Destination Port

Additional Services

Cargo

Janua

9 Click "Quotations" to see a full list of current and historic quotes.

Supreme FREIGHT SERVICES LTD

Messages

Home

Quotations

Bookings

Shipments

Invoices

Reports

Active Shipments 1-2 of 2 records

View All

SUPIM0050026 MLA / MT LHR / GB 24.01.2024 12:00

SUPIM0050025 CNNBO / CN GBSOU / GB 24.01.2024 12:00 13.03.2024 12:00

Vehicle Locations

Hackensack River

mapbox

Planning 2 In-T

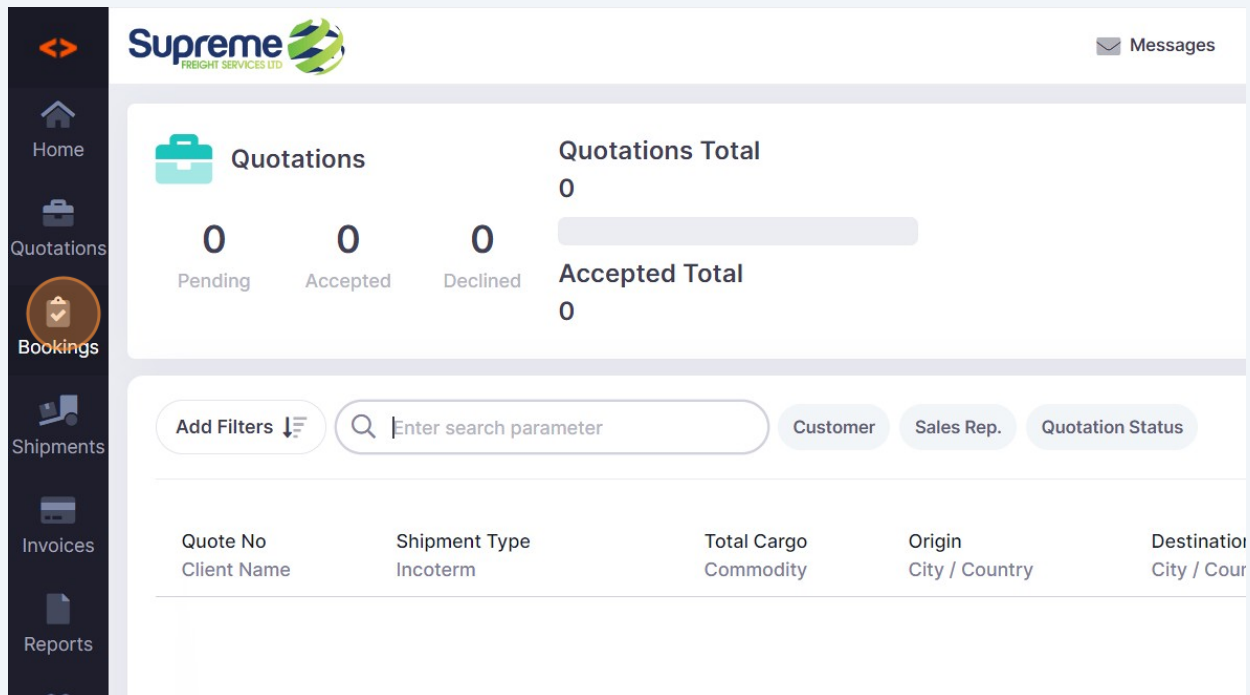
Active Bookings

Active Quotes

Weekly Schedule

Create Reminder

10 Click "Bookings" to view a full list of your bookings



Supreme
FREIGHT SERVICES LTD

Messages

Quotations

Quotations Total
0

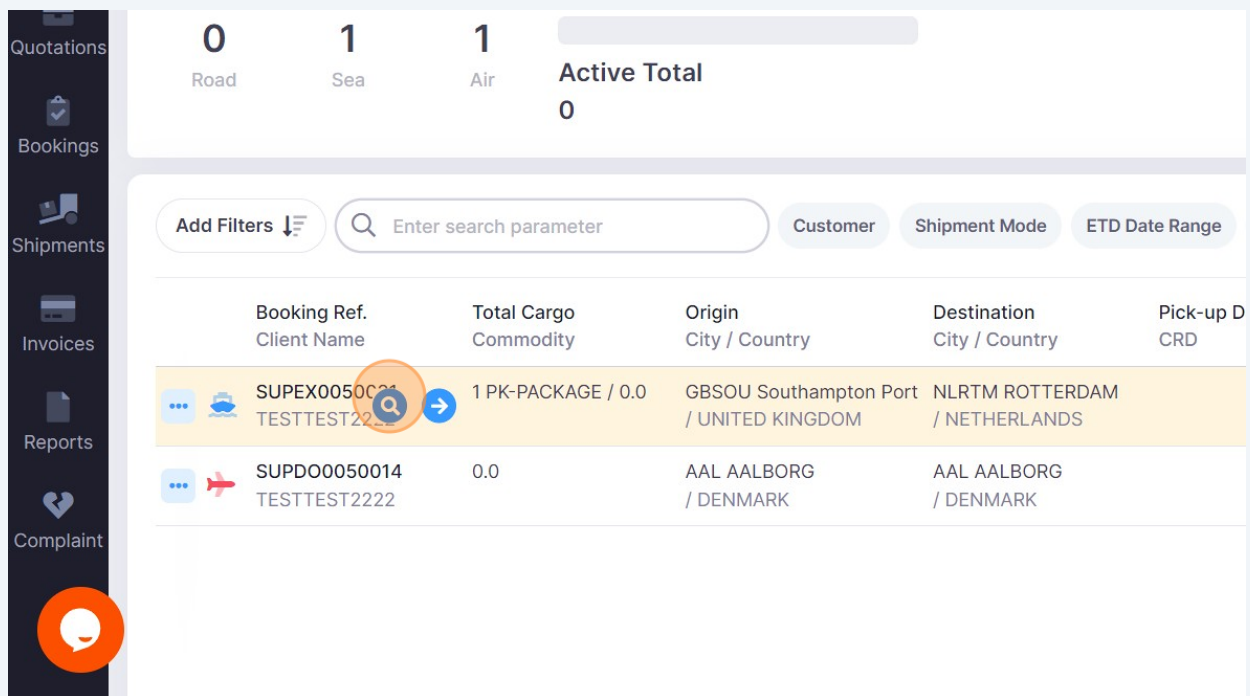
0 Pending 0 Accepted 0 Declined

Accepted Total
0

Add Filters Enter search parameter Customer Sales Rep. Quotation Status

Quote No	Client Name	Shipment Type	Incoterm	Total Cargo	Commodity	Origin	City / Country	Destination	City / Country
----------	-------------	---------------	----------	-------------	-----------	--------	----------------	-------------	----------------

11 The magnifying glass icon allows a quick glance at the booking as a side view on the page



Bookings

0 Road 1 Sea 1 Air

Active Total
0

Add Filters Enter search parameter Customer Shipment Mode ETD Date Range

Booking Ref.	Client Name	Total Cargo	Commodity	Origin	City / Country	Destination	City / Country	Pick-up D	CRD
SUPEX0050021 TESTTEST2222		1 PK-PACKAGE / 0.0		GBSOU Southampton Port / UNITED KINGDOM		NLRTM ROTTERDAM / NETHERLANDS			
SUPDO0050014 TESTTEST2222		0.0		AAL AALBORG / DENMARK		AAL AALBORG / DENMARK			

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Quotations

Bookings

Shipments

Invoices

Reports

Complaint

0 Road 1 Sea 1 Air

Add Filters

Enter search param

Booking Ref.	Client Name	Total Cargo	Commodity
SUPEX0050021	TESTTEST2222	1 PK-PACK	
SUPDO0050014	TESTTEST2222	0.0	

Overview

Customer: TESTTEST2222

Shipping Agent: Supreme Freight Services

Carrier/Line: Modaltrans

GBSOU Southampton Port

ETD:

Cargo Details

13

The blue arrow icon will open the booking in a new tab

Quotations

Bookings

Shipments

Invoices

Reports

Complaint

0 Road 1 Sea 1 Air

Add Filters

Enter search param

Booking Ref.	Client Name	Total Cargo	Commodity
SUPEX0050021	TESTTEST2222	1 PK-PACK	
SUPDO0050014	TESTTEST2222	0.0	

Overview

Customer: TESTTEST2222

Shipping Agent: Supreme Freight Services

Carrier/Line: Modaltrans

GBSOU Southampton Port

ETD:

Cargo Details

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Click "Shipment Details" to view the shipment information including collection and delivery transport info

Supreme
FREIGHT SERVICES LTD

Messages

Bookings
SUPEX0050021 Planning
Supreme Freight Services 23 Jan 12:16 PM

Overview Shipment Details Financials Customs

Overview

Customer	Shipping Agent	Carrier/Liner	BL No	Incoterm
TESTTEST2222				
Company				
No:Modaltrans				

GBSOU Southampton Port / NLRTM ROTTERDAM

ETD: ETA:

15

Click "Financials" to view the price

Supreme
FREIGHT SERVICES LTD

Messages

Bookings
SUPEX0050021 Planning
Supreme Freight Services 23 Jan 12:16 PM

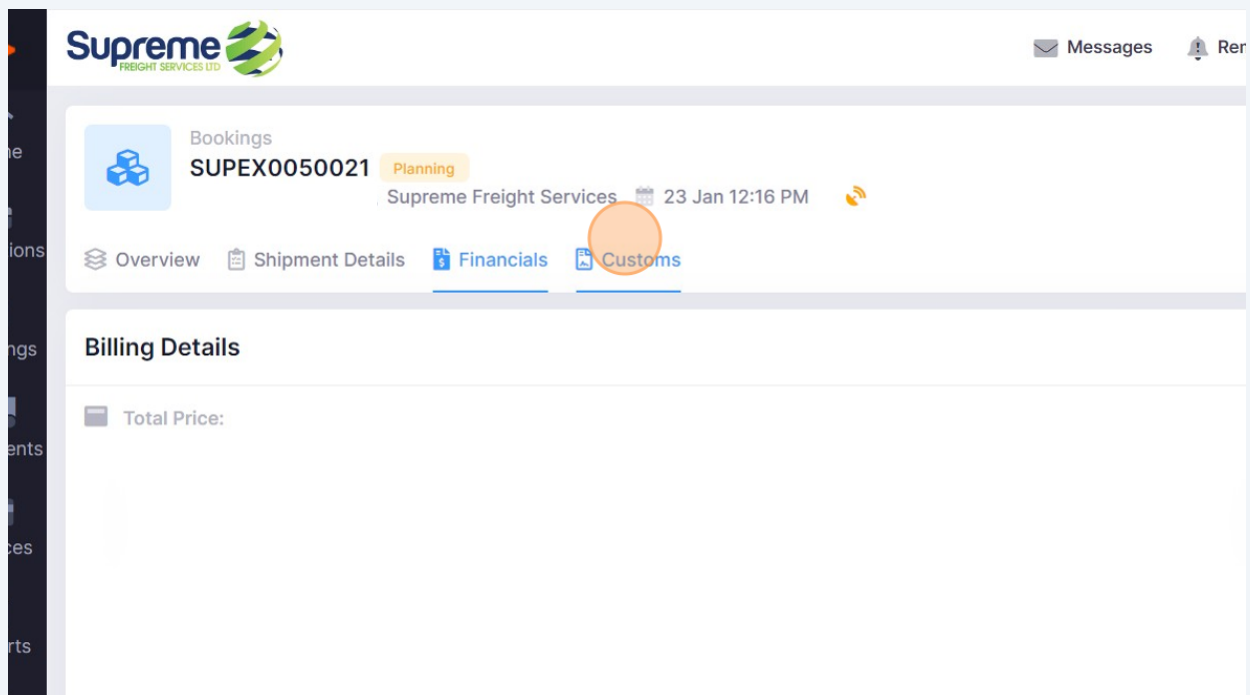
Overview Shipment Details Financials Customs

Main Transport

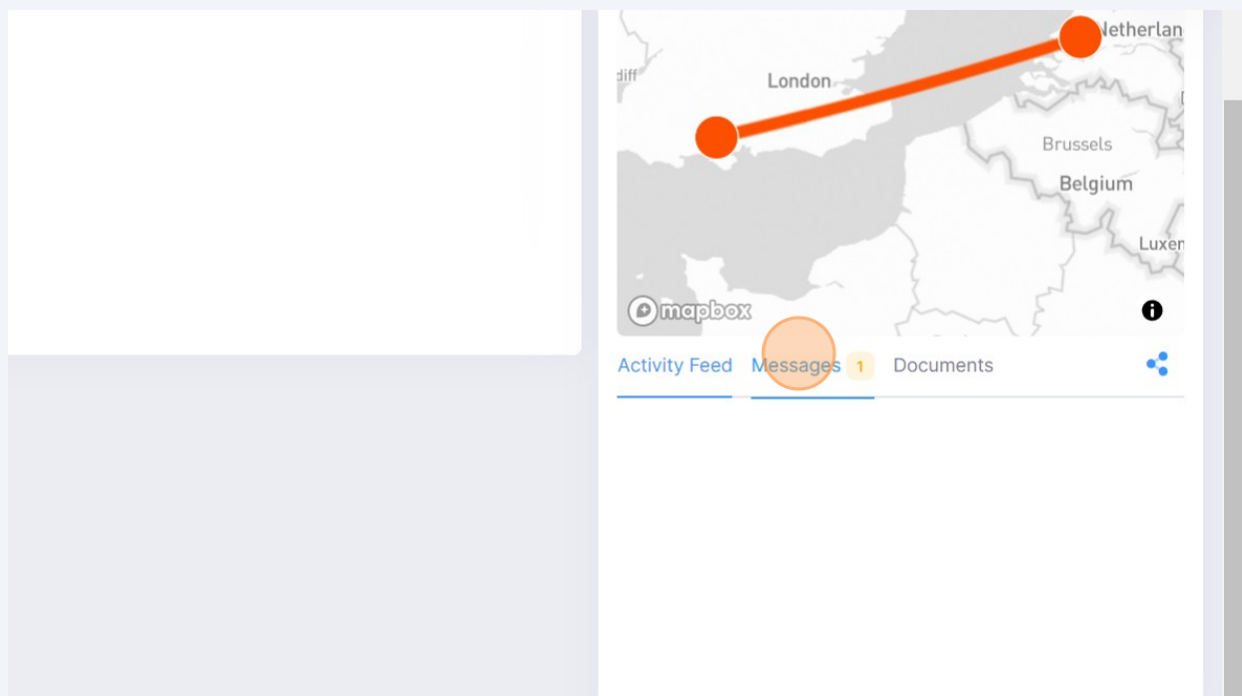
Collection & Delivery

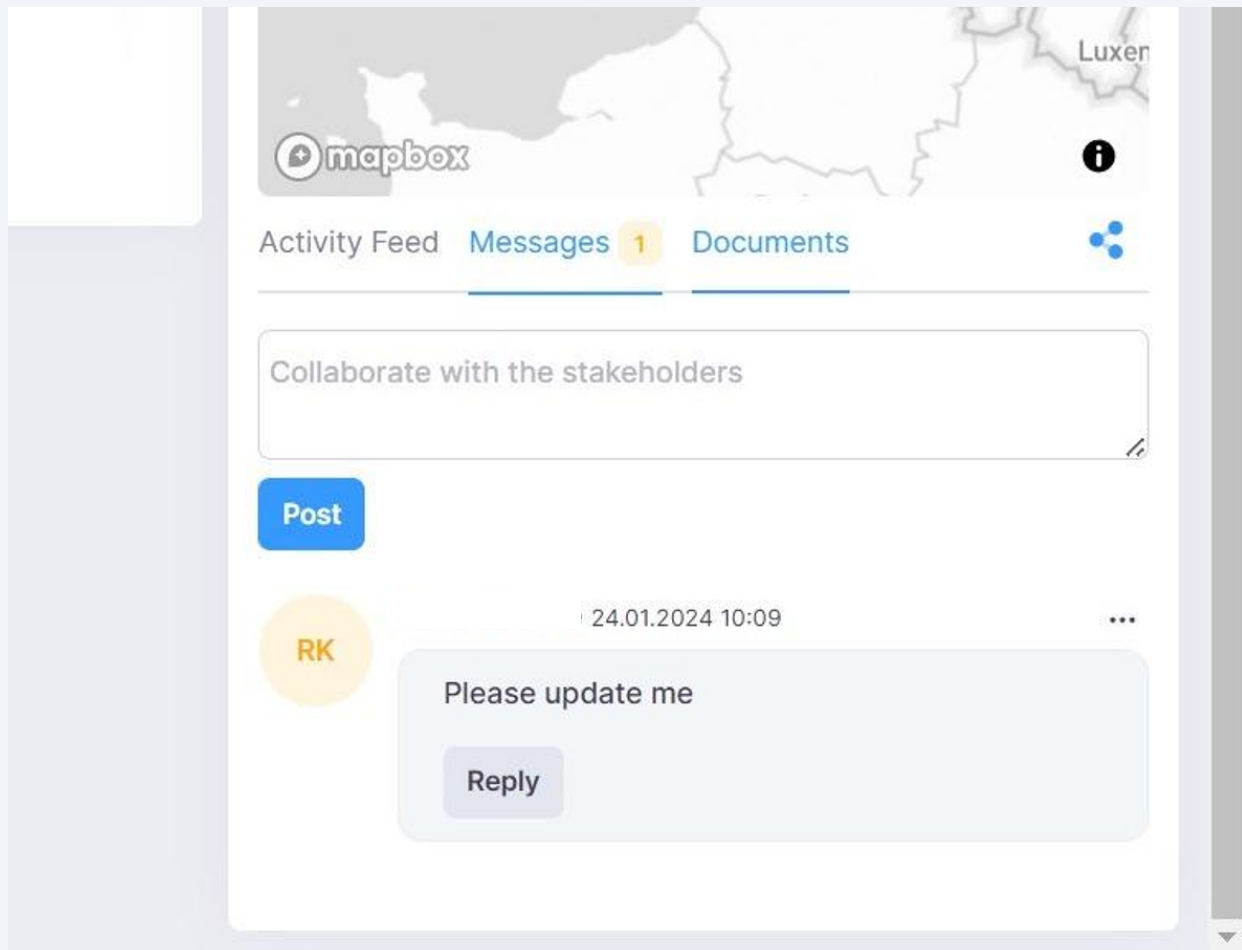
Place of Receipt	Place of Delivery	Pickup or Delivery Ref	Container / Good Info	Run Letter	Carrier & Driver Info	Other
Pickup Date	Delivery Date	Deadline Date	Truck / Trailer No			

- 16 Click "Customs" to view the related customs entries

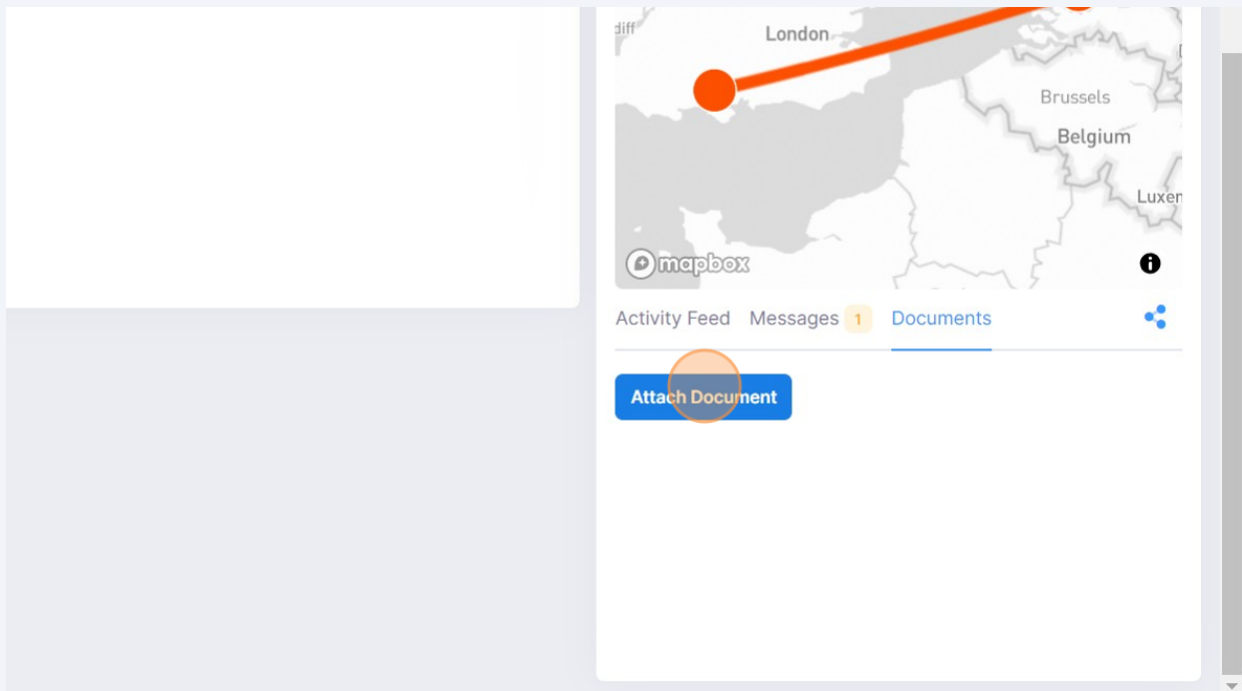


- 17 Use the dialogue box under the map to message your account manager and upload documents

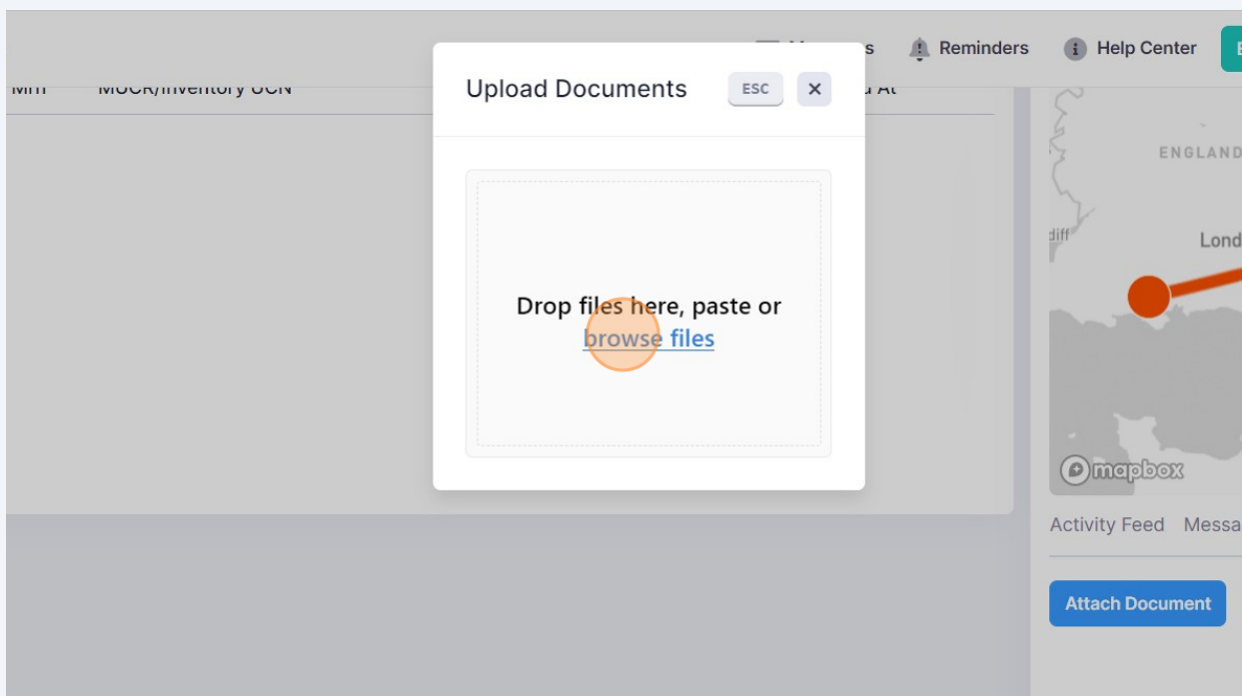




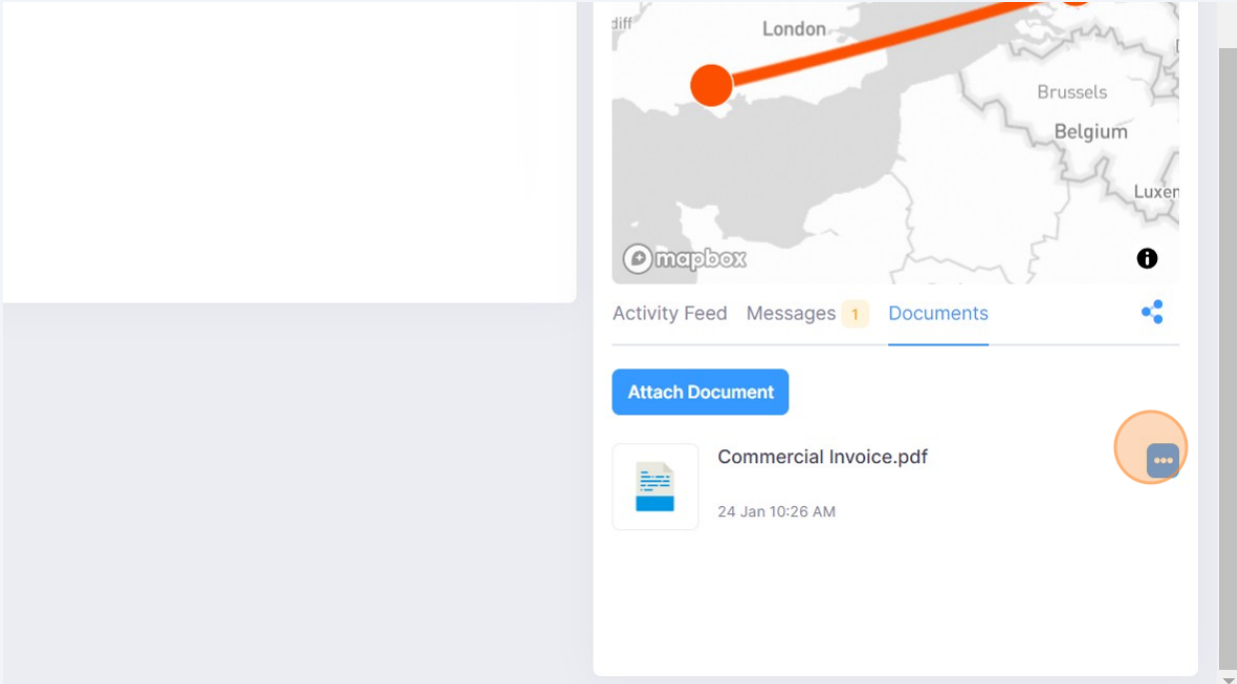
19 Click "Attach Document"



20 Browse for or drag and drop documents



21



22

The Shipments module will show all shipments. Shipments are confirmed bookings which contain MBL or MAWB information.

Home
 Quotations
 Bookings
 Shipments
 Invoices
 Reports
 Complaint

Freight Services Ltd.

Bookings

0 Road

1 Sea

1 Air

Booking Total
2

Active Total
0

Booking Ref. Client Name	Total Cargo Commodity	Origin City / Country	Destination City / Country	Pick-up D CRD
SUPDO0050014 TESTTEST2222	0.0	AAL AALBORG / DENMARK	AAL AALBORG / DENMARK	
SUPEX0050021 TESTTEST2222	1 PK-PACKAGE / 0.0	GBSOU Southampton Port / UNITED KINGDOM	NLRTM ROTTERDAM / NETHERLANDS	

23 Click "Invoices" to view a list of your invoices.

Quotations

Bookings

Shipments

Invoices

Reports

Complaint

0 Road 1 Sea 1 Air 2 Delivered Total 0

Add Filters Enter search parameter Customer Shipment Mode Shipment Status

Booking Ref.	Client Name	Liner / Carrier	BL / Waybill No	Shipment Type	Incoterm	Total Cargo	Commodity	Origin	City / Country	Destination
SUPIM0050026	TESTTEST2222	GLOBAL AIRLINE SERVICES	- 40HQ CSQU 3054 383	Groupage Cargo	CFR	15000.0		MLA MALTA	/ MALTA	LH / U
SUPIM0050025	TESTTEST2222	- 40HQ CSQU 3054 383		Full Cargo	DAP	26 PX-PALLET / 1500...		CNNBO NINGBO	/ CHINA	GE / U

24 Use the icon to open the invoice

Home

Quotations

Bookings

Shipments

Invoices

Reports

Complaint

50.00 GBP

Add Filters Enter search parameter

	Invoice No	Booking Ref.	Job Ref	Amount	VAT	Gross P
1	<input type="checkbox"/> SUPDO0050014A	SUPDO0050014		£ 51,000.00	£ 200.00	£ 51,000.00
2	<input type="checkbox"/> SUPDO0050014B	SUPDO0050014		£ 100,000.00	£ 0.00	£ 100,000.00
3	<input type="checkbox"/> SUPDO0050014	SUPDO0050014		£ 50.00	£ 0.00	£ 50.00

25 The associated bookings/shipments are shown here.

The screenshot displays the Supreme Billing interface. At the top, there's a navigation bar with links for Messages, Reminders, Help Center, Book a Shipment, and Request a Quote. The main content area is divided into two sections. The left section shows the invoice details for 'Invoice To: TESTTEST2222, CHASE ROAD NO 284'. The invoice number is SUPDO0050014A, issued on 23.01.2024, and due on 08.03.2024. The gross total is 51,200.00 GBP, with taxes included. The right section, titled 'Associated Shipments', shows a list of shipments, including SUPDO0050014 AAL AALBORG > AAL AALBORG. Below the invoice details, there's a table listing the items:

Job No	Invoice Item	Description	Quantity	Unit Price	VAT	Total
SUPDO0050014	Air Freight		2.0	500.00 GBP	20.0%	1,200.00 GBP
SUPDO0050014	Agency Fee		1.0	50,000.00 GBP	0.0%	50,000.00 GBP
Sub Total						51,000.00 GBP
VAT Total						200.00 GBP
Gross Total						51,200.00 GBP

26 You can search and filter for invoices at the top of the list.

The screenshot displays the Supreme Billing interface. On the left, there's a sidebar with navigation links: Home, Quotations, Bookings, Shipments, Invoices, Reports, and Complaint. The main content area shows the 'Billing' section with an 'Outstanding Balance' of 151,250.00 GBP and an 'Overdue Balance' of 50.00 GBP. Below this, there's a table of invoices with search and filter options. The table has columns for Invoice No, Booking Ref., Job Ref., Amount VAT, and Gross P. The search bar is highlighted with an orange circle.

	Invoice No	Booking Ref.	Job Ref	Amount VAT	Gross P
1	<input checked="" type="checkbox"/> SUPDO0050014A	SUPDO0050014		£ 51,000.00 £ 200.00	£ 51,000.00 £ 51,200.00
2	<input checked="" type="checkbox"/> SUPDO0050014B	SUPDO0050014		£ 100,000.00 £ 0.00	£ 100,000.00 £ 100,000.00



you can search and filter for bookings, quotes, shipments and invoices.

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Click "Reports" to view relevant reports

Quotations

Bookings

Shipments

Invoices

Reports

Complaint

3

Pending

0

Invoiced

1

Over Due

Overdue Balance

50.00 GBP

Add Filters

Enter search parameter

	<input type="checkbox"/> Invoice No	Booking Ref.	Job Ref	Amount VAT	Gros P
1	<input type="checkbox"/> SUPDO0050014B	SUPDO0050014		£ 100,000.00 £ 0.00	£ 100,0 £ 100,0
2	<input type="checkbox"/> SUPDO0050014A	SUPDO0050014		£ 51,000.00 £ 200.00	£ 51,0 £ 51,0
3	<input type="checkbox"/> SUPDO0050014	SUPDO0050014		£ 50.00 £ 0.00	£ £

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Click "Complaint" to raise any problems or discrepancies with your shipment

The screenshot shows a dashboard with a dark sidebar on the left containing navigation icons for Quotations, Bookings, Shipments, Invoices, Reports, and Complaint. The main content area is divided into two sections: "Deliveries by Destination" and "Deliveries by Mode".

Deliveries by Destination

Destination	Shipments	Percentage
United Kingdom	2 shipments	100.0%

Deliveries by Mode

Mode	Shipments
Sea	1 shipments
Air	1 shipments

Reports

- Spend List** (Green icon with \$): This report allows you to gain insight into your spending on your shipments.
- Booking/** (Red icon with \$): This report...

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The screenshot shows a dashboard with a top navigation bar containing links for Messages, Reminders, Help Center, Book a Shipment, and Request a Quote. A "Raise Claim/Complaint" button is highlighted with an orange circle. Below the navigation bar is a table with the following headers:

Created By	Raised Date	Ref No	Last Update
------------	-------------	--------	-------------

New Claim/Complaint

* Subject * Note Type

Type Ref No

B I

Drop files here, paste or [browse files](#)

Book a Shipment Request a Quote

Raise Claim/Complaint

Last Update

g 1 to 0 of 0 entries