



GUIDE TO MAKING INBOUND BOOKINGS

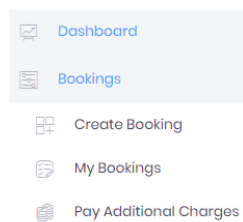
If you have an Inbound account and you need to make an Inbound booking to pick up or drop off freight at a participating Inbound facility, please follow the instructions below.

HOW TO MAKE AN INBOUND BOOKING

- 1. Go to www.inboundconnect.com and click on the green 'Log In' button.**



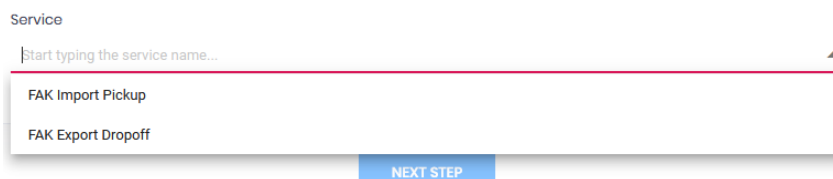
- 2. Use your email and password credentials to log in. If you are unable to login please contact Inbound Support on 1300 803 873 or email support@inboundconnect.com**
- 3. Click 'Create Booking' button under booking tab of dashboard**



- 4. Use the first dropdown box to select the facility you wish to drop off to, or pick up from.**

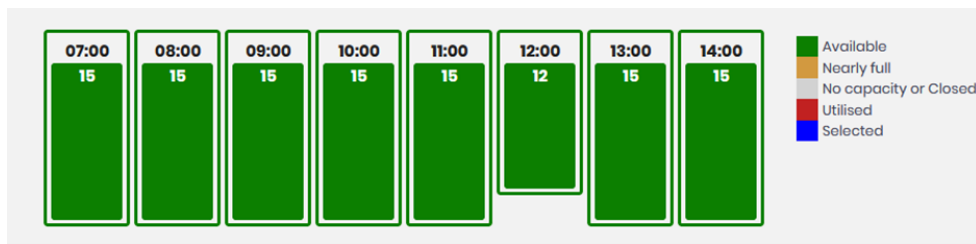


- 5. Use the second dropdown box to choose the service your vehicle requires**

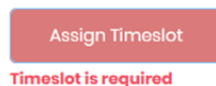


- 6. Click 'Next Steps'**

7. Click on the date and time that you expect your vehicle to arrive at the facility



8. Click the red 'Assign Timeslot' button to confirm



9. Enter the mandatory fields required

10. Enter any optional fields if you wish to do so

11. Upload all required documents (any documents the driver would previously have brought to the facility in paper form need to be uploaded. E.g. delivery orders for FAK import pickup, interim receipts for FAK export dropoff, or delivery orders for breakbulk services – call Inbound Support on 1300 803 873 if not sure)

Upload Files

At least 1 file is required.

12. Press the green Save button

13. If you have insufficient funds to make the booking, you will be promoted to top up your Inbound account using a credit card.

HOW TO EDIT OR CANCEL A ONE-OFF BOOKING

Once you save your booking, you will be taken automatically to the 'My Bookings' screen. To edit or cancel that booking, simply right click on it and these options will appear. Please note that a cancellation fee may apply in some circumstances.

NEED MORE HELP?

If you need more help, please email support@inboundconnect.com or call us on 1300 803 873