



User Manual

Version | MAY.2024





Introduction

Dear customer,

Welcome to the new way of shipping – making Premium Freight as Easy as never before.

On the following pages we would like to introduce you to the usage of our portal. It will allow you to benchmark suppliers in a fast and easy way. If you have any questions, please don't hesitate to contact us.

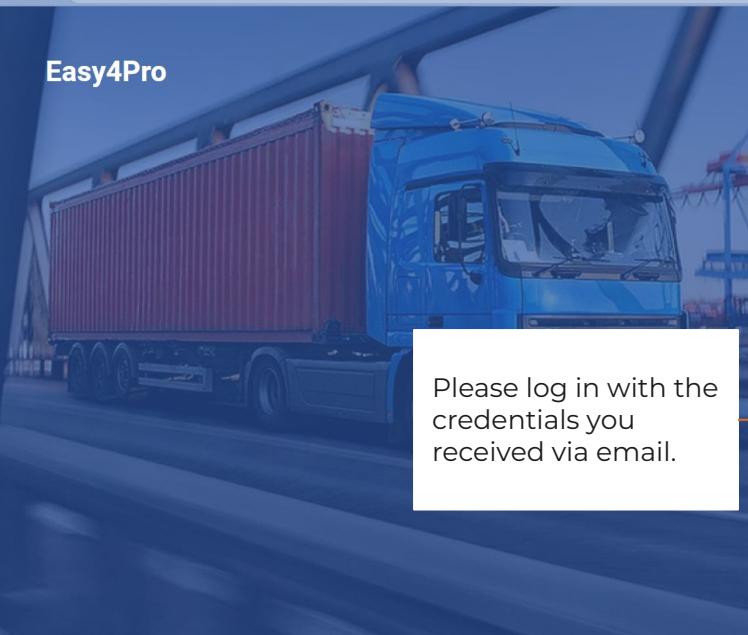
You can access the portal via the link shipper.easy4pro.com

If you don't have an access yet, please request it to
support@easy4pro.zohodesk.eu.

The site is optimized for the use with Google Chrome or Mozilla. If you have the opportunity to use one of these browsers, we strongly recommend this.

Best regards,
Your Easy4Pro Team

Login



Please log in with the credentials you received via email.

Tip! 🌟
Bookmark E4P on your browser

Easy4Pro by redspher

Welcome

to your private marketplace for efficient on-demand transportation.

Username OR Email

Password*

Lost password ?

Sign in

?

Need assistance? Use this button to reach out to Easy4Pro support team

Reset your password

Welcome

to your private marketplace for efficient on-demand transportation.

[Lost password ?](#)

Below the login screen, there is a link to recover your password.

By clicking on this link you will be asked for your username or email address. After entering it, you will receive a mail to the registered address.



Lost password procedure

Please enter your login:

An message has been sent to your email address containing a link to allow you to change you password

Reset your password

The email you received contains a link to a website where you can change your password:

This link is only valid for 20 minutes. If you are too late, please request a new email.

Dear User,

This email was sent to you because you ask to reset your password. If you didn't, please ignore this message. You can click on this link [here](#) to change your password.

If the above link fails, please paste the following link into your web browser:

http://stagingsend.easy4pro.com/changepwd.php?uniqconnect=986d9f55895cf2ba866b317964dd22c4&auth_login=flok

Best regards.

Your Easy4Pro team.

Easy4Pro: Reset password procedure

Please enter a new password

Enter New Password

...

Confirm New Password

...

Password must be 6 characters long

Send your new password

Please have a look at the messages:
Red = something is wrong
Green = just an advice

Confirm New Password

.....

You could make your password even stronger with more capital letters, more numbers and special characters!

Send your new password

Home Page

The screenshot shows the home page of a shipping management application. At the top right, there is a dropdown menu for language selection with "GB" highlighted by a red arrow. A dashed red box encloses the text "Choose the language that suits you best here". Below this, the main interface features a "Welcome" section with the subtext "Your private marketplace" and a globe icon. To the right is a "New order" section with a button to "Create new orders or quotes directly". The central area contains six cards with statistics: "Offers Available" (0), "Draft Pending" (0), "Decision Time Over" (0), "Validation Pending" (0), "Validity Extension" (0), and "Ongoing Quotation" (1). Below these cards are filters for "Last 45 days", "Show Only My Shipments" (unchecked), and "Refresh Interval" (set to "Off"). There are also search fields for "Order No.", "Requestor", and "Status". At the bottom, there are buttons for "View shipment", "Ongoing quotation", "Delivery status", and "Quotation". A green question mark icon is located in the bottom right corner.

The start page shows the **Action Center**, where most of day-to-day actions can be monitored at a glance.

Action Center

Contact the E4P team or consult the manual at any time

Search for shipment... Premium Freight All allowed customers GB Help

E4P manual Support hotline : (+351) 227 728 050 Support email : support_shippers.zoho@easy4pro.com

Welcome Your private marketplace

New Order Create new orders or quotes directly

Order creation button

33 Offers Available 90 Draft Pending 27 Decision Time Over 0 Validation Pending 1 Validity extension 0 Ongoing Quotation

Last 45 days Show My Shipments Refresh Interval Off Refresh

Orders status

Draft pending to be finished Open Draft Delete Draft AP22114AB6 Admin SupFauHQ Draft

Draft pending to be finished Open Draft Delete Draft AP22114AB4 - Draft

Draft pending to be finished Open Draft Delete Draft AP22114AB2 - Draft

Refresh Interval and Manual refresh

The screenshot displays the 'Action Center' interface for managing shipping orders. At the top, there's a search bar for shipments, a language dropdown (GB), and help links for the E4P manual and support. Below the header, a 'Welcome' message and 'Your private marketplace' are shown, along with a world map icon. A prominent orange box highlights the 'New Order' button, which allows users to create new orders or quotes directly. To the right, another orange box highlights the 'Order creation button' on the world map. The main dashboard features six boxes showing current order statuses: 33 Offers Available, 90 Draft Pending, 27 Decision Time Over, 0 Validation Pending, 1 Validity extension, and 0 Ongoing Quotation. Below these boxes is a section titled 'Orders status' with a 'Last 45 days' filter and a 'Show My Shipments' link. A 'Refresh Interval' dropdown is set to 'Off', with a 'Refresh' button nearby. The interface also includes a sidebar with various icons and a bottom navigation bar.

Action Center - Filters

The screenshot shows the Action Center interface with several filter options highlighted by orange boxes:

- Filter by the time period:** A dropdown menu labeled "Last 45 days" is highlighted.
- Filter your orders only:** An "Actions" section includes a "Show My Shipments" checkbox and an "Order No." input field containing "AP22114AB6".
- Filter by Order number:** An input field containing "AP22114AB6" is highlighted.
- Filter by Requestor name:** An input field containing "Requestor" is highlighted.
- Filter by order status:** An input field containing "Status" is highlighted.

Key metrics displayed on the screen:

Category	Value
Offers Available	33
Draft Pending	90
Decision Time Over	27
Validation Pending	0
Validity extension	1
Ongoing Quotation	0

Other visible elements include a "Welcome" banner, a "New Order" button, an "Order creation button", a search bar, and a sidebar with various icons.

Action Center - Pending Actions

Click on each button to visualize the list of shipments pending action according to their status
In red is the list of shipments pending an action from your side.
In blue is the list of shipments awaiting an action from external party (ex : approver, forwarder)

Category	Count	Description
Offer Available	33	Quotation which bidding time is over, offers have been received, pending validation or transfer to upper level of approval
Draft Pending	90	Draft created by system or user pending to be transformed as a quotation
Decision Time Over	27	Quotation which bidding time is over for which no offer have been received. User can cancel & copy as a draft to reiterate the quotation request
Validation Pending	0	Should users be requesters, the list will show them all quotation requests pending upper levels of approval. Should users be approvers, the list will show them the quotations which have been transferred to them pending approval
Validity Extension	1	Quotations for which the offer selected were an expired one and users requested forwarders to confirm that their offers are still valid. Should the forwarders confirm, the shipments will be organized
Ongoing Quotation	0	Quotations which bidding time is still running, no action to be taken

Action Center - Pending Actions

Click on each button to visualize the quotations according to their status

32

Offers Available

86

Draft Pending

28

Decision Time Over

0

Validation Pending

1

Validity extension

0

Ongoing Shipment

Alerts

Choice pending (Offers available)

Choice pending (Offers available)

Choice pending (Offers available)

Actions

Choose Offer

Choose Offer

Choose Offer

Order No.

AP22114A6C

AP22114A11

AP2211494A

Requestor

Admin SupFauHQ

Admin SupFauHQ

Admin SupFauHQ

Status

Quotation

Quotation

Quotation

List of alerts



List of actions to be taken

Order number

Requester Name

Shipments status

Action Center - List of actions

32
Offers Available

Choose Offer

By pressing this button you will be redirected to the quotation awaiting your confirmation

86
Draft Pending

Open Draft
 Delete Draft

Proceed with the opening of the draft and transform it into quotation or cancel the draft

28
Decision Time Over

Cancel shipment & copy as draft

The quotation didn't receive any offer, proceed with its cancellation and copy it as a draft for a new quotation.

0
Validation Pending

Choose Offer
[See email of pending validator](#)
[Escalate L+1](#)

As a validator, you will be redirected to the offer transferred to you awaiting your approval
As a requester, you will have a pop up with the contact details of the validator to whom this offer has been transferred to
As a requester, you will be redirected to the quotation awaiting

1
Validity extension

Contact Carrier
 Choose other solution

Contact the carrier to whom you requested an offer validity extension
or choose the solution proposed by another carrier

0
Ongoing Quotation

View shipment

Bidding isn't ended, you may review the quotation.

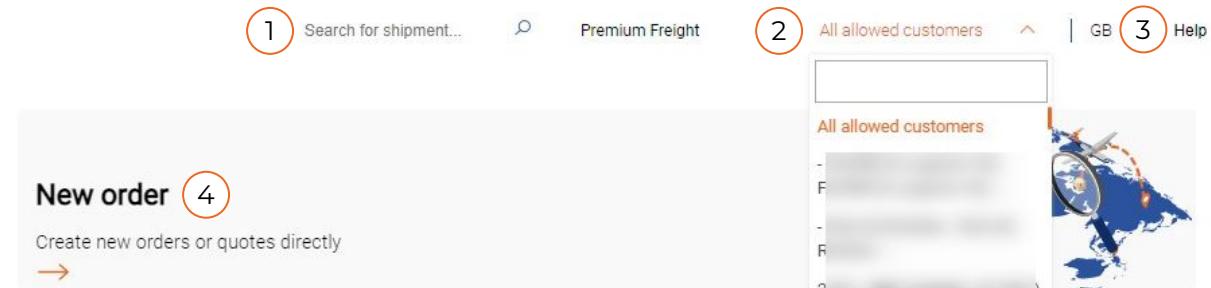
Navigation

The screenshot displays the Easy4Pro application interface with several navigation components:

- Action Center (Left Sidebar):** A vertical sidebar with icons for Home, New order, My marketplace, Monitoring center, Shipments, Business insights, Plant information, My account, and Logout.
- Header:** The header features the "Easy4Pro" logo and a search bar labeled "Search for shipment...".
- Search Bar:** A search bar with dropdowns for "All allowed customers" and "Languages" (set to GB).
- Help Center:** A link to the Help Center.
- Plant selection:** A modal window titled "Plant selection" showing a list of plants: Plant 1, Plant 2, Plant 3, Plant 4, Plant 5, and Plant 6.
- Search Results:** A "New Order" section showing statistics: 27 Decision Time Over, 0 Validation Pending, and 1 Validity extension.
- Table:** A table listing three orders with columns for Order No., Requestor, and Status.
- Footer:** A "Refresh" button and a "Logout" link.

Home Page

- Navigation

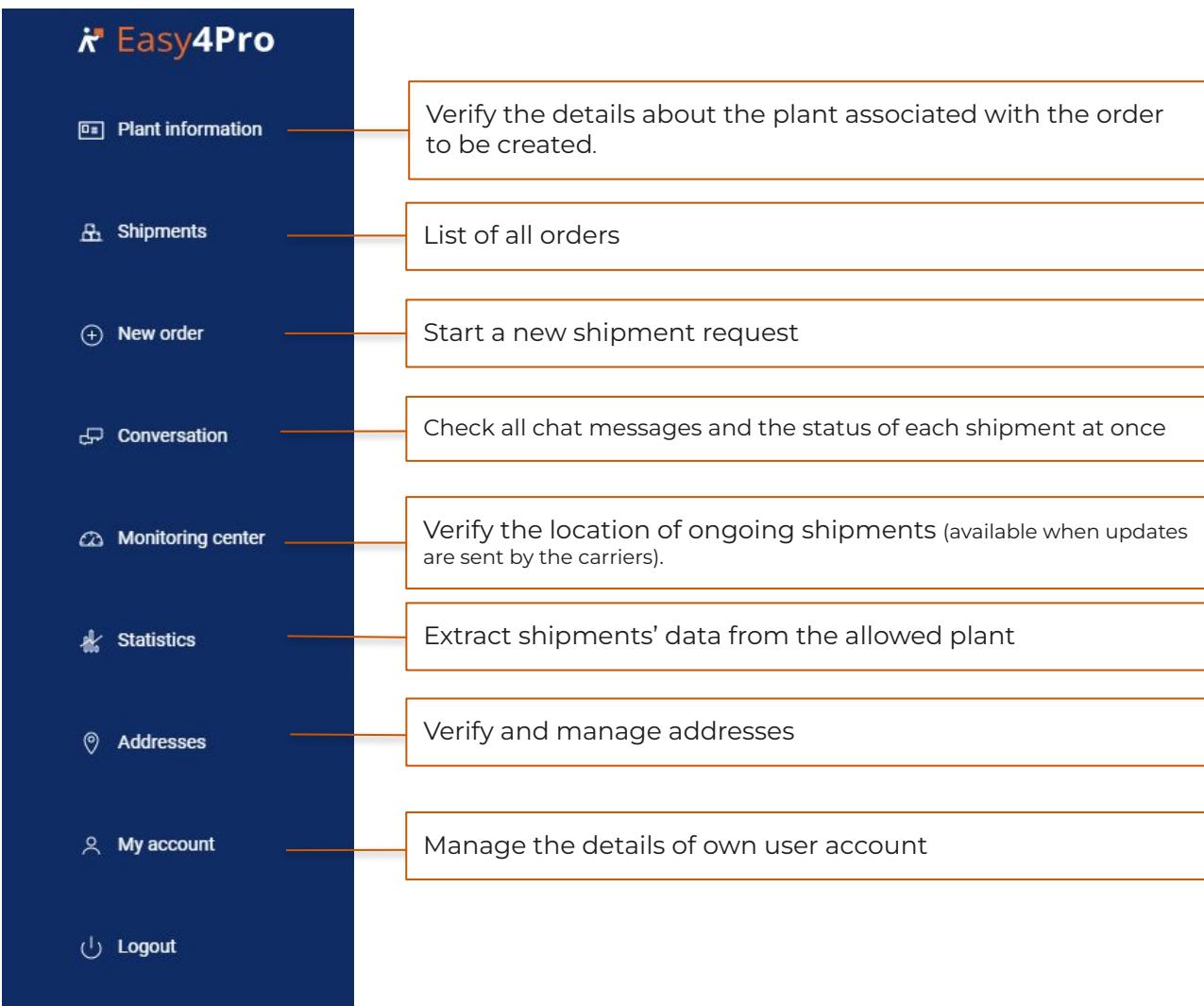


1. **Search bar:** find specific shipments and drafts ^(a)
2. **Plant selection:** selects the plant associated with the order to be created (to be used only if the user is linked to + 1 plant)
3. **Language selector**
4. **New Order:** launcher of the shipment/draft requests

(a) Shipment: order created and validated, where carriers are notified for bidding.
Draft: order created but validation pending, carriers not invited and changes on all the details possible to apply.

Home Page

- Navigation



The image shows the Easy4Pro home page with a dark blue header and a white sidebar. The header features the logo 'Easy4Pro' with a small orange icon. The sidebar contains nine navigation items, each with an icon and a brief description. Orange lines connect the icons to their respective descriptions.

- Plant information** | Verify the details about the plant associated with the order to be created.
- Shipments** | List of all orders
- New order** | Start a new shipment request
- Conversation** | Check all chat messages and the status of each shipment at once
- Monitoring center** | Verify the location of ongoing shipments (available when updates are sent by the carriers).
- Statistics** | Extract shipments' data from the allowed plant
- Addresses** | Verify and manage addresses
- My account** | Manage the details of own user account
- Logout**

 New order

 My marketplace

 Monitoring center

 Shipments

 Business insights

 Plant information

 My account

 Logout

New Order

New order

Create new orders or quotes directly



New Order

The order creation page contains 4 steps to be fulfilled, where all the most important information concerning the freight request is collected.

Start by selecting the plant.

The screenshot shows the 'New order' creation interface. At the top, there's a header with the title 'New order' and a sub-section 'Premium Freight' with the sub-instruction 'Create new orders quotes directly'. To the right of the header is a small icon depicting a laptop displaying a map and several cardboard boxes stacked nearby. Below the header, a large red rectangular callout box highlights the 'All allowed customers' dropdown menu. Inside this menu, the text 'No allowed customers selected. Please select customer below.' is displayed. To the left of the main content area, a vertical sidebar menu is visible, featuring icons and labels for 'Details', 'Steps', 'Packages', and 'Partners'. A thin orange line connects the text 'Start by selecting the plant.' to the 'All allowed customers' dropdown.

New Order



Assign a person for this transport. This person will receive notifications regarding the shipment. Search for a pre-existing contact or create a new one.

Progress bar



The information in these fields can be transferred to the carriers and is designed by the company's management.

Make sure all is properly filled in.

New order
Premium Freight
Create new orders quotes directly

PLANT SELECTED

Details

Admin

+ Add new requester

Transport organiser Receives notification about draft creation/modification

Transport purchaser Receives notification about draft creation/modification + when bidding time is over

Contacts for follow up Receives notification about the updated status of the shipment

a. Field 1

b. Field 2

+ Add reference

Click next to move forward with order creation

X Abort

Next



New Order

- Addresses : Step by Step

Pickup and delivery addresses, in order of execution

Add more steps. Click to add new addresses



Address 01

*Search an address

Additional address (gate, building...)

*Earliest date

dd/mm/aaaa



...:-:



*Earliest time

dd/mm/aaaa

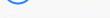


...:-:



*Latest date

dd/mm/aaaa



...:-:



*Latest time

dd/mm/aaaa



...:-:



(In local time of Address)

*Contact Name

I

*Contact Email

I



Add a new Step

Create a new address

Note: Edit the addresses' order through these buttons

Can't find the desired address?
Create a new one

💡 Our addresses are created based on the mapping of Google Maps

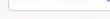
Address 02

*Search an address

Additional address (gate, building...)

*Earliest date

dd/mm/aaaa



...:-:



*Earliest time

dd/mm/aaaa



...:-:



*Latest date

dd/mm/aaaa



...:-:



*Latest time

dd/mm/aaaa



...:-:

(In local time of Address)

*Contact Name

I

*Contact Email

I



Abort



Next



Packages

Click next to move forward with order creation

New Order

Addresses : Create a New Address

Can't find the desired address? Create a new one

 Our addresses are created based on the mapping of Google Maps



Create a new address

"Address Alias" is only necessary for internal and independent address system

Type the address details and click on "Check via Google".
Verify if the address is accurately identified, which is important for Km and ETA calculation.

Add a new address

Address Alias

Street*

Additional address (gate, building ...)

Country*

Zip Code*

City*

 Check via Google

Confirm and add this address

If all good, click this button.
Otherwise, restart the process

Did you mean this address?
Escadaria B R. Daciano Baptista Marques
4400 Vila Nova de Gaia PT

(Example)

Click Check via Google to generate
the new address.

New Order

Addresses : Pick up & Delivery timing & contact

*Search an address

Type here to search for addresses

Favourites

- Willys Logistics srl
- Centro 11
- Off. 01 Roma

Companies
that include: 0

By default, you will find the most used addresses in the top of the dropdown list.

Type keyword(s) of the desired address to find it - city name, zip-code, warehouse name...

Pickup and/or delivery time frame, in local time

*Earliest date
dd/mm/aaaa 

*Earliest time
-:- 

*Latest date
dd/mm/aaaa 

*Latest time
-:- 

(In local time of Address)

*Contact Name

abc

*Contact Phone

*Contact Email

This email will receive a tracking link

Add the contact details of the location by typing the information and pressing "Enter" on your keyboard.

The frequently used contacts of each address will be displayed by default. If there are no frequently used contacts available, your own details will appear pre-populated.

It's important that these details are accurately filled, as the forwarder selected will use them in case of any need during the execution of the transport.

New Order

- Pick up & Delivery Contacts: Tracking Link

The contacts indicated on Pick Up and Delivery addresses will receive a tracking link via email.
They will be able to follow the shipment with all the updates given by the forwarder.



XF2402ABCD

Follow your shipment

Dear Admin,

We would like to inform you that you may follow the shipment :

- **Step 1** : Skladisna hala 1 Zrenjaninski park Lokacija Baglja Aerodrom 1, 23000, Zrenjanin, RS
- **Step 2** : Unterfeldstraße, 3, 4052, Ansfelden, AT

Follow the Shipment

If you can not click on the link, please go to the URL :

<https://tracking.easy4pro.com/?email=support@easy4pro.com&token=e882b8b796913b9a81314c2167ac1aea8e7f966c3c827686e541cfbd1a0649d1>

New Order

- Packages : Overview

Add here the details of all the goods to be transported, which will be transmitted to the carrier.

 Packages

Package 01

Default Options	*Pack				
*Quantity	*Length(cm)	*Width(cm)	*Height(cm)	*Weight(kg/unit)	*Stack non

Load ref 01

Load ref 02

*Dangerous goods
0 - Not subject to ADR regulation

Value(euro)

 Add a new package

Add as many items as needed.

 Be as detailed as possible, to ensure an accurate quote and smooth transport process.

New Order

- Packages : Prefilled options or manual entry

Prefilled Option : Select a pre-filled packing type and correct the weight & dimensions if needed

Default Options

- Custom
- FCL 20FT
- FCL 40FT
- FCL 40FT HC
- Default
- Box L
- Box M
- FTL Semi
- Full Truck 9ton

*Dangerous goods

0 - Not subject to ADR regulation

Manual Entry : Select the packing type and enter the weight & dimensions manually

*Pack

- EUR-Pallet
- Box
- Cardboard Box
- Crate
- Custom Pallet
- Envelope
- Full Vehicle
- Industrial Pallet
- Luggage
- Other

💡 Tip! If you would like to have your own default packages list, it can be shared with Easy4Pro to set it up accordingly and help you to populate the fields!

New Order

- Packages : Multistep shipments

When multiple pickup/delivery locations are used, please indicate from which to which point each package load should be considered.
No lane can be left empty.

Packages

Package 01

Default Options	*Pack
-----------------	-------

*Quantity	*Length(cm)	*Width(cm)	*Height(cm)	*Weight(kg/unit)	*Stack
					non

*From

1	Av. Roger
2	Small
3	Rue d

*To

1	Av. Roger
2	Small
3	Rue d

New Order

- Partners

Select here the type of transportation to be used to move the cargo.

The panels of carriers displayed per each Transport Mode are pre-defined by the company's management.

Partners

Transport Mode

- Air Time Critical
- Road Time Critical
- Road Spot
- Standard Air Freight

Carriers

- A
- E
- F
- G
- G
- G
- J
- K
- X

Each Transport Mode has its pool of carriers, that cannot be edited.



To add new carriers to the list, send E4P Support a request, with your manager's acknowledgment.

Abort

Submit

Click submit to finalize the order

New Order

- Partners : Detection of a rate card

When a rate card is detected for the route of the shipment being created, the contracted carrier will be invited by default to confirm the agreed price.

We have detected that you have agreed upon a price for this route. (Beijing, CHN - Schaerbeek, BEL) This rate card is applied by default.

Transport Modes

- Standard Air Freight
- Urgent Air Freight

Contract carrier

Ratecard vehicle*

STANDARD - Standard Air Freight



C

Fallback Carriers



C



D



E



K



N

The contracted carrier can confirm or not the capacity.

If the capacity is **not** confirmed, a SPOT request will be automatically launched to the fallback carriers

New Order

- Summary Details

In the last step, all inputs are summarized and can be reviewed.



Premium Freight

*Expected currency

If necessary, change the currency expected to receive the price proposals.

*Decision Time

In (minutes)

Inform the decision time (deadline to receive the proposals).

While the timer is running, no offer can be accepted.

When this time ends, the requester of the shipment is notified to choose an offer.

*Incoterm

#1. Customs clearance Export included

#2. Customs clearance Import included

3. Forwarder contact for Import operations

Incoterm and customs details are requested every time a shipment is crossing free trade areas or moved by Ocean or Air freight.

New Order

- Summary when a Rate Card is detected

When an agreed price is detected for the route of the shipment being created, the contracted carrier will be invited by default to confirm the agreed price.

Premium Freight

*Expected currency

EUR

In this case, you will be requested to fill out the Fallback Time and Decision Time

*Fallback Time

15/11/2023 19:09



In (minutes)

20

The Fallback Time is the time that the contracted carrier will have to confirm the capacity for the shipment. When this time ends, if the capacity is not confirmed, a SPOT request is created

*Decision Time

15/11/2023 19:19



In (minutes)

30

The Decision Time is the time that your fallback SPOT carriers will have to quote. When this time ends, you will be able to make a decision on which offer to choose.

Summary

Check the overview of all information submitted during the previous steps before launching your quotation request

Steps

Address 01

Voi	Earliest	Latest	Contact	Contact Info
Av.	2022-12-27 11:57	2022-12-27 13:57	Valéo Admin	SuJ 65

Address 02

Voi	Earliest	Latest	Contact	Contact Info
Sm	2022-12-28 11:57	2022-12-28 13:57	Valéo Admin	SuJ 65

Address 03

Hoi	Earliest	Latest	Contact	Contact Info
Rue	2022-12-30 11:58	2022-12-30 13:58	Valéo Admin	SuJ 65

Packages

Package 01

Quantity	Length (cm)	Width (cm)	Height (cm)	Weight (kg/piece)	Pack
1	120	80	40	600	EUR-Pallet

From To Load reference

Voi	To	Load reference
Av.	Sm	
80	90	

Package 02

Quantity	Length (cm)	Width (cm)	Height (cm)	Weight (kg/piece)	Pack
1	60	40	30	20	Box

From To Load reference

Voi	To	Load reference
Sm	Hoi	
904	Rue	

Total Packages: 2

Total Gross Weight: 620Kg

Partners

Carriers

A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	
S	
T	
U	
V	
W	
X	



Stack non

Stack non

It's possible to return and edit the details of the order at any time, by clicking this button.

Summary

Address 02

9999 Street 000
1. Building 00
00000 Country 00000

Earliest

Latest

Contact

Contact Info

Packages



Package 01

Quantity

1

Length (cm)

40

Width (cm)

30

Height (cm)

20

Weight (kg/piece)

5

Pack

Box

Stack

non

From

Address code :

To

Address code :

Load reference

Partners



Transport Modes

Carriers

Air Time Critical

T

T

T

Additional Comment

Create Shipment

Click on "Create Shipment" to launch your request!

Summary

Address 02

Earliest Latest Contact

Contact Info

Packages

Package 01

Quantity 1

From Address code :

Partners

Transport Modes

Air Time Critical

Additional Comment

Create Shipment

Success!

Shipment XF24020GBC has been created

Go to shipment

Home

This Pop-Up will appear indicating the Shipment ID created.

At this moment, all invited carriers receive an invitation email to participate on this request through the Carrier Portal and the Decision Time defined earlier starts counting.

By then, you can go to the shipment or go back to the Home Page.

 New order My marketplace Monitoring center Shipments Business insights Plant information My account Logout

Shipments

Once the quotation request is submitted, it generates a file with an unique transport reference. All the orders created under a certain entity can be found in this tab.

In this tab, it's also possible to quickly see the details of the shipment as well as its status.

Shipments Page



Once the quotation request is submitted, it generates a file with an unique transport reference. All the orders created under a certain entity can be found in this tab.

In this tab, it's also possible to quickly see the details of the shipment as well as its status.

Search for shipment...

All allowed customers

Copy as Draft - tool to create a pre-populated shipment with the same details as the order before. All details can be edited.

Delete Draft - delete a previously created draft

Check if there are any new messages when searching for a shipment

Order number	Customer	Requester	Your reference	Carrier	Creation date	Pickup	Date	Delivery	Date	Status	Action
XF240	F			-	2024-05-09 12:05:41	PISEK 1	09/05/2024 13:30	Věžní	09/05/2024 14:45	Quotation Time (21 min remaining)	
XF24C	F			-	2024-05-09 12:05:01	São João da Madeira	09/05/2024 13:03	Ben Arous Est	10/05/2024 12:00	Draft	

Shipments Page



Search for a specific shipment reference

If you have access to multiple entities/plants, you may select a specific one to visualize only their shipments

 All allowed customers

Filter your search with the available filters

Home / Shipments

Order number		Customer code		Your reference		Carrier name	
Pickup Location		Pickup Date Start		Pickup Date End		Requester Name	
Delivery Location		Delivery Date Start		Delivery Date End			
Select a context		Select a status		Last 30 days		Reset	

Refresh your search by clicking on “Search”

Filter

Order number	Customer	Requester	Your reference	Carrier	Creation date	Pickup	Date	Delivery	Date	Status	Action
XF240	F			-	2024-05-09 12:05:41	PISEK 1	09/05/2024 13:30	Věšín	09/05/2024 14:45	Quotation Time (21 min remaining)	
XF240	F			-	2024-05-09 12:05:01	São João da Madeira	09/05/2024 13:03	Ben Arous Est	10/05/2024 12:00	Draft	

Shipments



Search for shipment...



Premium Freight

All allowed customers

GB

Help

Shipment ID24

Road Small

From 251 63 STRANCICE, CZ To 05100 TERNI, IT

Total distance 1511 km

Transit time 2 days 15 hours 30 mins

F [redacted]

Consult the details of the shipment, the offers received, the approval flow in place, the tracking of the shipment, invoicing information and the carrier's rating



Shipment ID24

Menu of each section of the page

- Chat
- Shipment details
- Marketplace
- Tracking
- Invoicing
- Vote and star

Go to view shipment V1

Click on the section title or arrow to display or hide each section

Cancel and copy as a draft

Copy as draft

Chat

Shipment details

Marketplace

Live carriers



Shipments

Brief information about the shipment
can be found in the header

Search for shipment...  Premium Freight  All allowed customers 

Shipment reference - reference to be used when contacting Easy4Pro or the carrier

Shipment ID24  Transport mode

Road Small  PU & DE Zip Code, City and Country

From 251 63 STRANICE, CZ To 05100 TERNI, IT 

Total distance 1511 km  Distance of the shipment

Transit time 2 days 15 hours 30 mins  Transit time

 F Entity that created the shipment



Status of the ship

Cancellation of the shipment is available only until the estimated pickup date. After that, only the Support Team can assist.

Once the order is cancelled, no new offers can be submitted. If a carrier was already selected, an email will be sent to alert about the cancellation and asking the partner to contact the requestor directly. If not, all invited partners will be informed about the cancellation.

Only shippers can cancel jobs on E4P. For compliance, cancellations are not available on the carrier platform



Status of the shipment

Cancel the shipment

 Cancel

Cancel the
shipment and
copy it as a draft

 Cancel and copy as a draft

Quotation

Copy as draft

Copy the
shipment as a
draft



The Chat function is still being developed.
You can achieve its full potential on V1

 Chat

We are still working on the chat functionality. You can always access it in our [View shipment V1](#)

Shipment details

Steps

Shipment details

Consult the Address of each step

Steps

Step 1

Address

251 63 STRANCICE - CZE

Step 2

Address

05100 TERNI - ITA

Check the Pick Up and Delivery time ranges

Earliest

2024-04-12 14:00

Latest

2024-04-12 15:00

Planned

2024-04-12 14:30

Consult the contact details for each step.

Contact

maria [REDACTED]

Telephone

[REDACTED] 271

Email

maria [REDACTED]

Contact

Maria [REDACTED]

Telephone

[REDACTED] 271

Email

maria [REDACTED]

```
graph LR; A[Consult the Address of each step] --> B[Step 1]; A --> C[Step 2]; D[Check the Pick Up and Delivery time ranges] --> E[Earliest]; D --> F[Latest]; D --> G[Planned]; H[Consult the contact details for each step.] --> I[Contact]; H --> J[Email]; H --> K[Telephone];
```

Shipment details

Contacts, Comments and Information

Consult the Contact Emails that were set for the shipment

Contacts

Contact organiser

Receives notification about draft creation/modification

Contact purchaser

Receives notification about draft creation/modification + when bidding time is over

Contact to follow up

Receives notification about the updated status of the shipment

Find comments that were added to the shipment

Comments

-

Edit your references till your shipment is delivered by clicking on the pencil.

Check the custom fields filled out (these fields are personalized to your company's needs)

Information

*Freight Rechargeable ? 

NO

Comment 

Initiator 



Shipment details

Packages

Consult the package details of the shipment:

Quantity of goods, dimensions, weight, total weight, references and other information in case of dangerous goods

Packages

From - To	Quantity	Dim LxMxH (cm)	Weight (kg) Total Weight (kg)	Ref 1 Ref 2	Goods value	Goods description	Manufact uring country	HS code	Dangerous Goods UN Code Packing Group
1 - 2	1	120x80x60	50.00 50	- -	0.00 EUR	-	-	-	-

In case of multistep shipments, identify from which step and to which step the package should be transported.

Marketplace

Live carriers

In the Marketplace section, you will find the offers received from your carriers. Each carrier can provide you with up to 4 offers.

The Live Carriers section will show you the status of each one of your carriers.

Marketplace

Live carriers



Working on an offer

A

C

E

Carriers that informed
that are working on an
offer



Offers provided

P

A

C

Carriers that have
provided at least one
offer



Waiting for feedback

A

C

C

Carriers that have not
provided any feedback
yet



No solutions

Carriers that informed
that they have no
solution

Marketplace

Time until decision can be taken and Proposals

Proposals										
Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable weight	Pickup Delivery	Offer validity	Action	Status
 Next Flight Out	Co-load: N 2nd driver: N Comment: N	4 days 20 hours 30 mins	616 EUR 	0.06	6.42		2024-05-09 13:30 2024-05-14 10:00	2024-05-09 22:30		Pending
 AIR ACCELERATED	Co-load: N 2nd driver: N Comment: N	5 days 22 hours 30 mins	990 EUR 	0.10	10.31		2024-05-09 13:30 2024-05-15 12:00	2024-05-09 22:30		Pending
 Standard Air Freight	Co-load: N 2nd driver: N Comment: N	7 days 20 hours 30 mins	1228.8 EUR 	0.13	12.80		2024-05-09 13:30 2024-05-17 10:00	2024-05-09 22:30		Cancelled

Check the time that your carriers still have to quote and after which you can take a decision

Time until decision can be taken

3 Min 36 Sec

Consult the details of the offer sent by your forwarders

In "Proposals", you will find the offers submitted by your forwarders.

Check the Pickup and Delivery times informed by your forwarder

If the Pickup and/or the Delivery dates appear in red, it means that the offer submitted by the forwarder does not respect the time requested for the shipment.

Marketplace

Time until decision can be taken and Proposals

Time until decision can be taken

3 Min 36 Sec

Proposals

Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable weight	Pickup Delivery	Offer validity	Action	Status
 Tracking 0%  Tracking 7%  Tracking 86%	Next Flight Out AIR ACCELERATED Standard Air Freight	Co-load: N 2nd driver: N Comment: N Co-load: N 2nd driver: N Comment: N Co-load: N 2nd driver: N Comment: N	4 days 20 hours 30 mins 5 days 22 hours 30 mins 7 days 20 hours 30 mins	616 EUR 990 EUR 1228.8 EUR	0.06 0.10 0.13	6.42 10.31 12.80	2024-05-09 13:30 2024-05-14 10:00	2024-05-09 22:30	Pending	
							2024-05-09 13:30 2024-05-15 12:00	2024-05-09 22:30	Pending	
							2024-05-09 13:30 2024-05-17 10:00	2024-05-09 22:30	Canceled	

In "Proposals", you will find the offers submitted by your forwarders.

During the quotation process, you will not be able to take any actions and the offers will be marked as "Pending"

Check your carriers' ratings
★ from previous shipments in your company!

Check the tracking ratio of your carriers!

Consult the validity of the offer proposed by your forwarder. After this time, you can still choose their offer, but it will be pending their confirmation.

Marketplace

Proposals

When the decision time is over, you can choose an offer on the action column

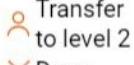
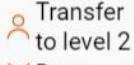
Proposals

Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable weight	Pickup Delivery	Offer validity	Action
 ★★★★☆ ⌚ Tracking 46%	12FT Truck	Co-load: N 2nd driver: N Comment: N	0 days 3 hours 53 mins	795 USD	28.39	0.44	2024-05-09 06:07 2024-05-09 10:00	2024-05-09 12:28	✓ Accept ✗ Deny
 ★★★★★ ⌚ Tracking 40%	Van	Co-load: N 2nd driver: N Comment: N	2 days 13 hours 30 mins	330 EUR	0.33	4.71	2024-04-12 19:00 2024-04-15 08:30	2024-04-13 13:50	Accepted
 ★★★★☆ ⌚ Tracking 42%	Curtain Side Van	Co-load: N 2nd driver: N Comment: N	2 days 14 hours 30 mins	336 EUR	0.33	4.80	2024-04-12 18:00 2024-04-15 08:30	2024-04-12 14:00	Refused

Marketplace

Proposals

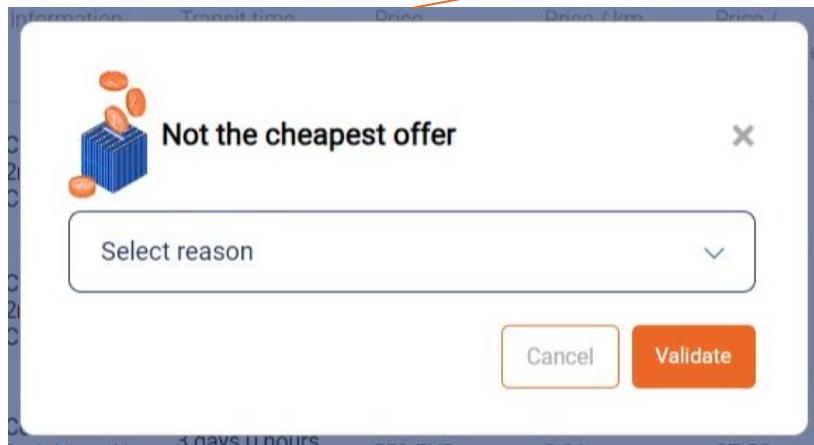
If you would like to select an offer that is not the cheapest active offer, you will be requested to indicate the reason for choosing an offer that was not the cheapest.

Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable	Pickup	Offer validity	Action	Status	
  Tracking 40%	Standard Trailer	Co-load: N 2nd driver: N Comment: N		Not the cheapest offer					24-04-12 :00	 	Pending
  Tracking 40%	Standard Trailer	Co-load: N 2nd driver: N Comment: N		 Not the cheapest offer					24-04-12 :00	 	Pending

Marketplace

Proposals

If you would like to select an offer that is not the cheapest active offer, you will be requested to indicate the reason for choosing an offer that was not the cheapest.



If you select "Other" as the reason for choosing an offer that is not the cheapest, type the reason for it

Not the cheapest offer

Other

Reason

Cancel Validate

Marketplace

Proposals

If you do not have the approval right, you can transfer the chosen offer to the appropriate level, according to the price amount.
The levels were defined by your company's management.

Proposals

Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable weight	Pickup Delivery	Offer validity	Action
 ★★★★☆  Tracking 46%	12FT Truck	Co-load: N 2nd driver: N Comment: N	0 days 3 hours 53 mins	795 USD	28.39	0.44	2024-05-09 06:07 2024-05-09 10:00	2024-05-09 12:28	 Transfer to level 1  Deny

In case of no reply or absence of the approver, you can request approval from upper levels.

 ★★★★☆  Tracking 91%	Curtain Side Van	Co-load: Y 2nd driver: N Comment: N	0 days 18 hours 30 mins	374 EUR	0.46	18.70	2024-04-15 12:30 2024-04-16 07:00	2024-04-12 13:55	 Transfer to level 2  Deny
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------	-------------------------------------------	-------------------------	---------	------	-------	--------------------------------------	------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Transferred to level 1

Marketplace

Proposals

Easy4Pro by redspher

Reference	Created by	Pick up	Delivery	Package
XF24048845	SHIPPER_DEMO_HQ_	LUX, 5326, Contern	GBR, W1D 6AP, Greater London	1 (60.00x40.00x30.00)

[view details](#)

Proposal

Supplier	Vehicle	Price	Currency	Pick up	Delivery	Validity	Status
TESTE4P	LCL-groupage	450	EUR	09/04/2024 12:44	12/04/2024 12:44	13/04/2024 04:07	Pending

[Accept](#) [Decline](#)

When clicking on take care, the approver is redirected to a page where they can Accept or Deny the offer

When an offer is transferred, this is the email received by the approver:



You are requested to approve this offer by Admin.

You can get in touch with Admin :

- shipper_demo+a.goncalves@easy4pro.com
- [12345679](#)

Take care

Order ID	XF24048845
Customer	PLANT A
Pickup	Cont
Delivery	Greater London
Transport mode	Sea Freight
Vehicle	LCL-grouping
Carrier	TESTE4P
Offer price	450 €
Reference price	N/A
Is cheapest price	Yes
Offer validity	2024-04-13 02:07 UTC
Transit time	3 days : 1 hour : 0 min
Average speed	8 km/h
Pre-advise time	3 days : 3 hours : 26 min
Packaging details	1 (60.00x40.00x30.00)
*Freight Rechargeable ?	NO
Root type	Inbound
Root reason	Supplier/carrier responsibility issue
4. Temperature controlled?	NO
Incoterms	Cost and Freight
Incoterms details	

Marketplace

Proposals

Proposals

Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable weight	Pickup Delivery	Offer validity	Action	Status
 ★★★★★ 0% Tracking	Air Freight	Co-load: N 2nd driver: N Comment: Y	5 days 11 hours 30 mins	5825 USD 	0.60	6.18	2024-04-11 10:30 2024-04-16 22:00	2024-04-12 08:14	<input checked="" type="checkbox"/> Pre-approve  Deny	Expired

While waiting for confirmation, this is how the offer looks like.
You can cancel the pre approval request at any time.
If the carrier confirms the price, the shipment is automatically validated. If the carrier denies, you can choose another offer.

 ★★★★★ 0% Tracking	Curtain Side	Co-load: N 2nd driver: N Comment: Y	0 days 21 hours 0 mins	2800 BRL	75.68	0.26	2023-11-07 19:30 2023-11-08 16:30	2023-11-08 02:16	 Cancel request	Awaiting
----------------------------------------------------------------------------------------------------------	--------------	-------------------------------------------	---------------------------	----------	-------	------	--------------------------------------------	---------------------	----------------------------------------------------------------------------------------------------	----------



Marketplace

Proposals

Proposals

Marketplace

Proposals - Detection of a rate card

If a rate card was detected during the order creation, this is the view of the shipment while the contracted carrier has **not yet confirmed** the capacity:

	AIRSTANDA RD	Co-load: N 2nd driver: N Comment: N	3 days 0 hours 0 mins	1755.41 EUR	0.17	2.93	2024-04-15 18:25 2024-04-18 18:25	2024-04-12 16:26	 Cancel request	
----------------------------------------------------------------------------------	--------------	-------------------------------------------	-----------------------	-------------	------	------	--------------------------------------	------------------	----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

If the preferred carrier **confirms** the capacity, the shipment is automatically **validated**.

 Accepted

If the preferred carrier **denies** the capacity, the shipment turns into SPOT automatically and **other carriers** are invited to quote



Working on an offer



Offers provided



Waiting for feedback



No solutions

Time until decision can be taken

26 Min 46 Sec

Proposals

Carrier	Equipment	Information	Transit time	Price	Price / km	Price / chargeable weight	Pickup	Offer validity	Action	Status
---------	-----------	-------------	--------------	-------	------------	---------------------------	--------	----------------	--------	--------



AIRSTANDARD

Co-load: N
2nd driver: N
Comment: N

3 days 0 hours 0 mins

1755.41 EUR

0.17

2.93

2024-04-15 18:25
2024-04-18 18:25

2024-04-12 16:26

 Refused

Marketplace

Approval Flow

Below the list of offers, find the approval flow put in place for the entity of the shipment.

Approval flow

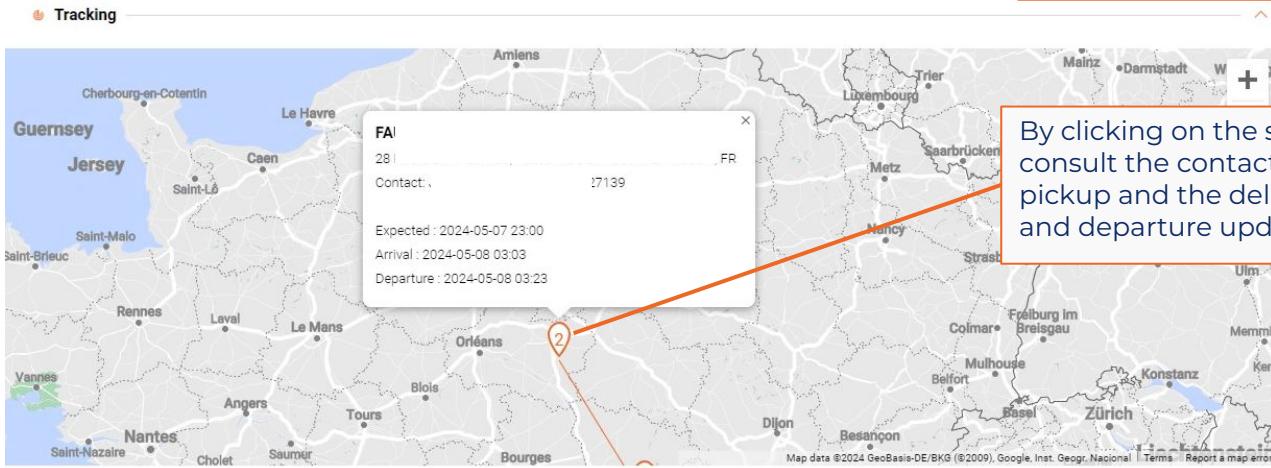
Level	Maximum (EUR)	Email
1	1000	gi[REDACTED]
2	8000	n[REDACTED]
3	20000	[REDACTED].com
4	999999	[REDACTED].com

If your company has set an approval flow, these people are the ones authorized to approve the shipments according to the indicated amount.

Tracking

Consult the tracking of the shipment in the Tracking section!

If the carrier sends tracking updates, those will be visible in this map.



Winning carrier

Carrier name

Email

Telephone

Bidder email

Bidder phone

F [REDACTED]

freight.com

t.com

After a carrier is awarded with the shipment, their email, phone number and the email and phone number of the bidder will be available under "Winning carrier"

Tracking

If the carrier informs their escalation contacts, you will be able to check this information under "Carrier escalation contacts"

Carrier escalation contacts

Level	Title	Name	Email	Telephone
1	Main contact	Main contact	[REDACTED]	[REDACTED]
2	Global service desk	[REDACTED]	[REDACTED]	[REDACTED]
2	Global service desk	[REDACTED]	[REDACTED]	[REDACTED]

The carrier can define the plate number (in case of Road shipment), or the flight number and AWB (in case of Air shipment) and the driver's email and phone.
It will be available under "Transport details"

Transport details

Vehicle plate	Driver email	Driver phone
Flight number	AWB number	Driver email

Invoicing

€ Invoicing

In the Invoicing section, you may consult all the invoicing references, as well as the requester's information and the invoicing address.

Invoicing references

Reference 1 

Requester



.com

Invoicing address



31655 STADTHAGEN - DEU

Reference 2 

Reference 3 

Reference 4 

Reference 5 

Shared documents

All the shared documents will also be stored in this section.

Title

ORDER

Date

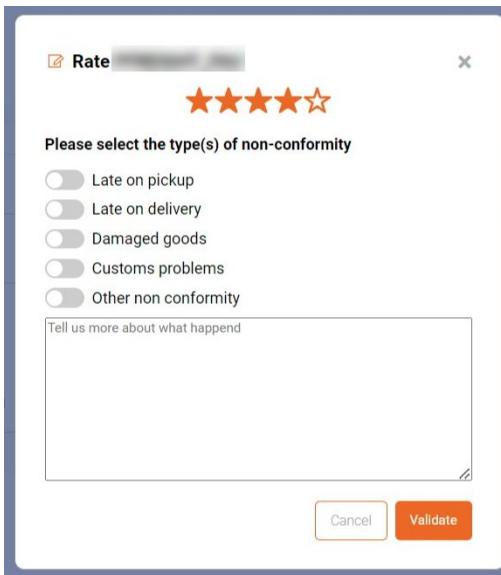
12/04/2024

Vote and Star

★ Vote and star

Rate carrier

Carrier	Rating	Late on pickup	Late on delivery	Damaged goods	Customs problems	Other non conformity	Comment
[REDACTED]	4	No	No	No	No	No	<input checked="" type="checkbox"/>



The Vote and Star section will allow you to rate the carrier that was awarded.

In order to add a rating, click on the pencil button.

The window for rating will appear, where you can select the number of ★ to rate your carrier.

In case you need to report any non-conformity, you can select an option from the list and also leave additional comments.

If no rating is given, it will be ★★★★ by default.

 New order My marketplace Monitoring center Shipments Business insights Plant information My account Logout

Monitoring center

Monitoring Center



Search for shipment...



Premium Freight



All allowed customers



GB



Help

Monitoring Center

You can monitor your shipments here.



Visual monitoring

Click here if you want to use the

Click on each button to visualize the list of shipments pending action according to their status

29

Unread messages

18

PU late / no PU declared

17

DE late / no DE declared

28

No plate / flight number / reservation defined

2

Ongoing Shipments

Unread messages:

Shipments with unread chat messages from your forwarders.

PU late / no PU declared:

Shipments that the Pickup should have already been informed or are late.

DE late / no DE declared:

Shipments that the Delivery should have already been informed or are late.

No plate / flight number / reservation defined

Shipments that have no plate, flight number or reservation defined by the carrier.

Ongoing Shipments:

Shipments that are currently ongoing.

Monitoring Center - Pending Actions

Click on each button to visualize the shipments according to their status

29

Unread messages

18

PU late / no PU declared

17

DE late / no DE declared

28

No plate / flight number / reservation defined

2

Ongoing Shipments

Last 24 hours

Show Only My Shipments

Refresh Interval Off
Refresh is cancelled!



Alerts

Alert message

Unread chat

New unread chat

Go to chat

Unread chat

New unread chat

Go to chat

Actions

Order No.

Requestor

Followers

ID2405EC54

ANGELES Oscar Uriel

ID2405ED4C

TAVARES Alexandre

List of alerts

List of actions to be taken

Order number

Requester Name

Followers of the shipments

Monitoring Center - List of actions

29

Unread messages

 Go to chat

By pressing this button you will be redirected to the chat of the shipment

18

PU late / no PU declared

 Send follow up email

By clicking on this button, it will automatically send an email to the carrier requesting the Pickup confirmation

17

DE late / no DE declared

 Send follow up email

By clicking on this button, it will automatically send an email to the carrier requesting the Delivery confirmation

28

No plate / flight number / reservation defined

 Send follow up email

By clicking on this button, it will automatically send an email to the carrier requesting the plate number, flight number or reservation for the shipment

2

Ongoing Shipments

 View shipment

By pressing this button you will be redirected to the ongoing shipment

Visual Monitoring

Visual monitoring

Click here if you want to use the visual monitoring tab



In this tab you can monitor your own ongoing shipments either leaving or arriving to your plant. The map shows you the actual position of the shipment. With a click on the icon on the map or the small „+“ on the beginning of each line, you see more details regarding the shipment.

Home / Monitoring

Google

All times refer to the local time

Show in monitoring files from : Last 7 days ▾

67 records

Shipment monitoring

#	Orderer	Ref. 1	Supplier	Order	Dep. Zip	Dep. City	Exp. Dep.	Arr. Zip	Arr. City	Exp. Arr.	ETA Km h	Status	Map
1	+ 23564303	31.08245-05.001.0	UP_DHL	WA17121HNF	D:51399	BURSCHEID	02/01 00:00 16:00	D:67657	KAISERSLAUTERN	03/01 00:00 17:00		Waiting(?)	
2	+ 21684311	32.10794-P5.003.0	UP_DHL	WA18011IOL	D:89081	ULM	02/01 00:00 15:00	SK:91105	TRENIN	04/01 00:00 15:00		Delivered - S	

Expand

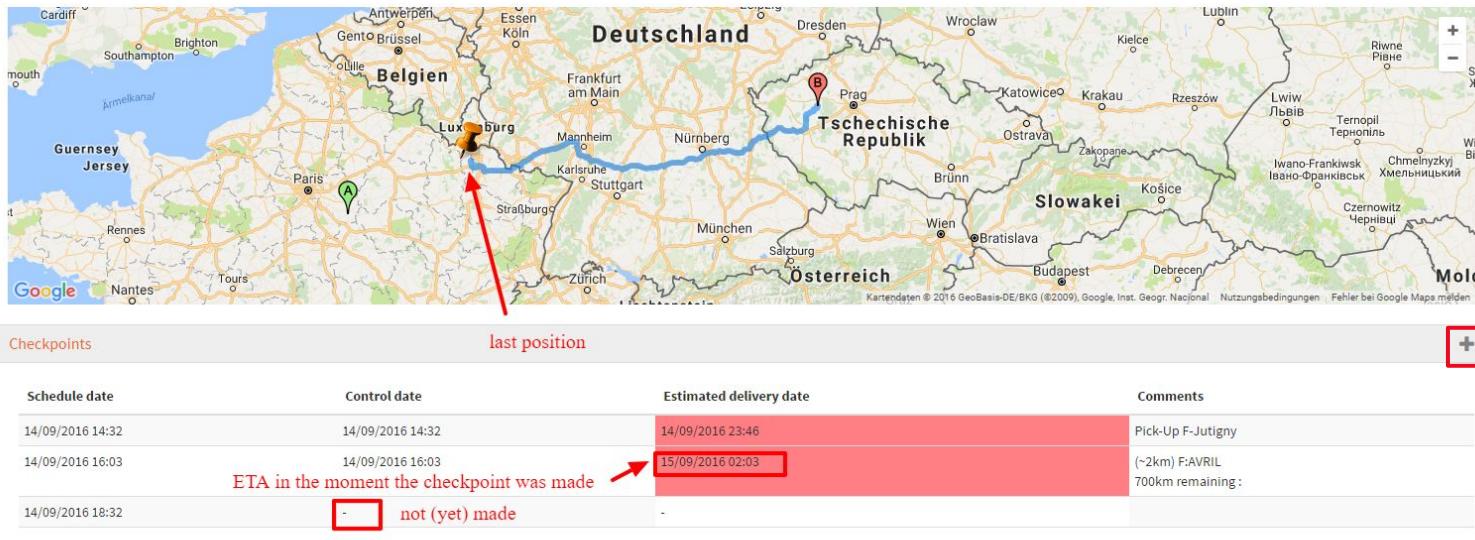
Red if late

In case of expected delays, the truck and the “ETA” turns red. You can filter each column by entering your search term and press enter or sort by clicking on the name of the column



Follow the checkpoints

For better visibility on the shipment progress, it's now possible to see the checkpoints which are requested and/or made. There is an expandable section below the map:



Steps Details (ByBUS_5EP)

The 1st checkpoint is made at the moment that the departure from pick-up is checked. Then the planned checkpoints are created based on the interval you have chosen during order creation.

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Business Insights

Business Insights

This section allows the extraction/export (in CSV) of customized reports.

The screenshot shows the 'Custom reporting' tab selected in the top navigation bar. On the left, a 'Field selection table' lists various fields under 'Available fields'. A red box highlights this list. On the right, a 'Selected fields' list contains 'Date of file creation', 'File number', 'Country of pick up', and 'Country of delivery'. A red box highlights this list. Between them are two orange double-headed arrows used for selection transfer. At the bottom center is a red box containing the 'Save fields selection' button.

Choose the desired columns on the left and move it, with the arrows, to the right field.

You also have the possibility to save your selection for following exports.

On the right side you can filter by date customer code or invoice number.

The right panel includes several filtering sections: 'Month of consultation' (January to December), 'Year of consultation' (2022), 'Customer relations to include' (a blurred dropdown), 'Order's types' (checkboxes for Invoiced, Completed, In progress, Bidding, Draft, Canceled), and a 'Display' button at the bottom right.

Click on Display to see the results and be able to extract them!



Bidding statistics

To get a detailed overview focused on the bids' data, next to the “Custom reporting” tab, there's a second tab which is named Bidding statistics. Here, the fields are predefined and focused on the details of the bids.

Home / Custom reporting

Custom reporting Bidding statistics

Months of consultation :

Year of consultation :

2022

Janvier
Fevrier
Mars
Avril
Mai
Juin
Juillet
Aout
Septembre
Octobre
Novembre
Decembre

CSV Export Display

Order number	Plant	Requester	Ref price	Cheapest offer	Highest offer	Chosen offer	Fastest offer TT	Chosen offer TT	Cheapest offer chosen	Fastest offer chosen	Available time	Load Km	Carrier code	Reason
[REDACTED]	[REDACTED]	[REDACTED]	EUR	8586 EUR	21500 EUR	8586 EUR	170h 50m	179h 59m	Y	N	171h 51m	8866	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	EUR	398 EUR	1955 EUR	398 EUR	169h 49m	169h 49m	Y	Y	221h 41m	8866	[REDACTED]	

All data can also be exported with just one click with our powerful **BI tool**.

 New order My marketplace Monitoring center Shipments Business insights Plant information My account Logout

Plant Information

Plant Information



Plant Information

Check the general information of the selected plant, as the address, code, notification groups, roles, Hierarchy management, amount notification and plant's specific requirements.



General Information

Shipper plant code

Default notification groups

Roles

Hierarchy management

Amount notification

Special requirements

Plant's specific requirements

Plant Information

Plant Information



General Information

Plant

Plant's name and code

Address

Plant's address

Invoicing Address

Invoicing Email

Shipper plant code

Shipper plant code

Plant's BAU

Default notification groups

Transport organiser contacts

Consult the default list of notifications for the shipments

Transport purchaser contacts

Follow up contacts

Roles

Transport scheduler

Material planner

Consult the transport schedulers and material planners

Hierarchy Management

Amount notification

The screenshot shows a user interface for managing plant information. On the left, a sidebar lists various categories: General information, Shipper plant code, Default notification groups, Roles, Hierarchy management, Amount notification, and Special requirements. The 'General information' section is expanded, showing fields for Plant (name and code), Address (address), Invoicing Address, Invoicing Email, and Shipper plant code (BAU and Default notification groups). Below these are sections for Transport organiser contacts, Transport purchaser contacts, Follow up contacts, Roles (Transport scheduler and Material planner), and Hierarchy Management. A callout box highlights the 'Default notification groups' field with the instruction 'Consult the default list of notifications for the shipments'. Another callout box highlights the 'Material planner' role with the instruction 'Consult the transport schedulers and material planners'.

Plant Information

- General information
- Shipper plant code
- Default notification groups
- Roles
- Hierarchy management
- Amount notification
- Special requirements

General Information

Shipper plant code

Default notification groups

Roles

Hierarchy Management

Consult the Approval Flow applied for the plant

Level	Value (EUR)
1	5000
2	15000
3	500000

Emails

Amount notification

Check the list of people who will receive notifications as from a certain amount

Level	Value (EUR)
No data to display	

Emails

Plant's specific requirements

Consult the specific requirements of the plant for the execution of the shipments

No data to display

 New order My marketplace Monitoring center Shipments Business insights Plant information My account Logout

My Account

My Account

Home / User

My Account

Availability

You are available, all requests will be send to you.

Status

Available

Delegated user

No delegated user

Absent after

0

minutes

You set your absence time to 0 minute, so you will never be considered as absent.

General information

Gender

Mrs

First name

Last name

Admin

Preferences

Currency

EUR

Timezone

Europe/Lisbon

Define the default currency for when launching shipments

Contact details

Telephone

0123456789

Fax

Email

support+valeo@easy4pro.com



Maintain your contacts updated to ensure receiving all platform's communications.



Don't forget to save!

Modify and Update your personal information in the page 'My Account'.

Other Features Highlights

- **Parcel module**
- **Conversation center**



Parcel module

To launch Parcel shipments, change from “Premium Freight” to a “Parcel” at the top right of your screen

Then, launch a New Order and follow the steps.

The PU time is selected, but the DE is determined by the offer provided by the Parcel couriers

Beware that PU and DE times are not guaranteed

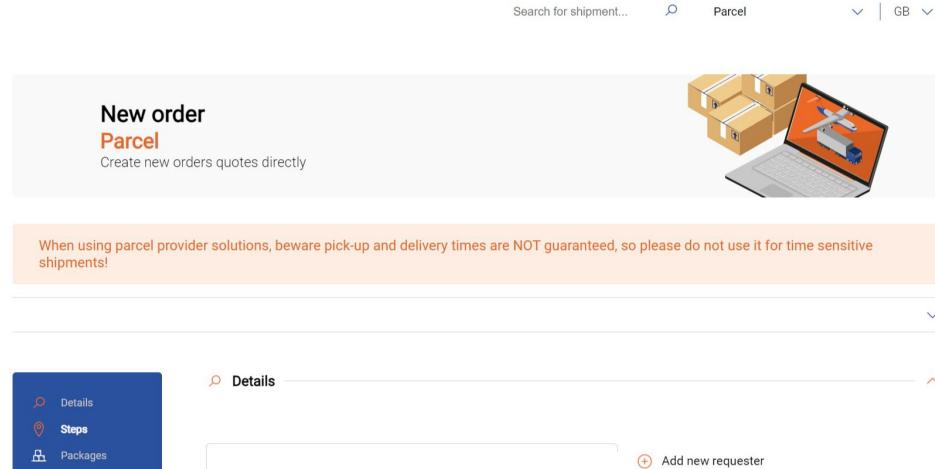


Search for shipment... Premium Freight All allowed customers GB Help

Parcel

New order

Create new orders or quotes directly



Search for shipment... Parcel GB

New order
Parcel

Create new orders quotes directly

When using parcel provider solutions, beware pick-up and delivery times are NOT guaranteed, so please do not use it for time sensitive shipments!

Details

Add new requester

Details

Steps

Packages

Parcel features • Shipment details

Tracking



All tracking information is retrieved directly for the parcel service providers web services for an efficient monitoring of the expeditions.

Link to the waybill, which may also be transferred to the person responsible at the collection site.

Print the waybill & attach it to the goods

Details and price of the shipment

Supplier	Supplier mail	Supplier phone	Offer from	Email	Telephone number	Vehicle	Price	Choice Reason	Waybill
DHL	support@easy4pro.com	+351 227 728 050	UP_DHL				13.79 EUR		<p>686190030988.PDF Send shipment details to (email) : <input type="text"/> <input type="button" value="Send details"/></p>

Conversation center

The screenshot shows the Conversation center interface. On the left is a sidebar with navigation links: New order, Conversation (highlighted), Monitoring, Addresses, My account, and Logout. At the top are several filter buttons: All Context (with a refresh dropdown and Refresh button), Order By, All status, All vehicles, and All flags. Below these are buttons for Manual refresh and Refresh.

The main area is titled "Conversation" and contains a table with columns: Reference, Status, Context, Vehicle, Pickup, Delivery, and Messages. The "Status" column is highlighted with a red border. The table lists six shipment entries:

Reference	Status	Context	Vehicle	Pickup	Delivery	Messages
	OnGoing	PF Air Time Critical	[redacted]	22/12/2022 08:30	02/01/2023 08:30	23/12/2022 09:47 - F [redacted]
+	Accepted	PF Road Time Critical	[redacted]	23/12/2022 12:00	23/12/2022 15:00	22/12/2022 08:42 - mer-raqi [redacted] 22/12/2022 08:45 - System [redacted] 22/12/2022 08:44 - System [redacted]
+	Accepted	PF Road Time Critical	[redacted] GBR-CV3	04/01/2023 11:00	11/01/2023 15:00	23/12/2022 09:00 - kauth [redacted] 23/12/2022 08:59 - System [redacted] 23/12/2022 08:59 - System [redacted] 23/12/2022 08:58 - System [redacted] 23/12/2022 08:57 - System [redacted]
;	Accepted	PF Road Time Critical	[redacted] DEU-32657	03/01/2022 10:45	04/01/2023 12:00	22/12/2022 16:50 - X [redacted] 22/12/2022 16:06 - m [redacted] 22/12/2022 16:05 - m [redacted] 22/12/2022 13:38 - System [redacted]
;	Accepted	PF Road Time Critical	[redacted] ITA-31100	05/01/2023 16:00	09/01/2023 09:30	22/12/2022 15:00 - e [redacted] 22/12/2022 14:59 - System [redacted] 22/12/2022 14:59 - System [redacted] 22/12/2022 14:59 - System [redacted] 22/12/2022 14:50 - System [redacted]
+	Cancelled	PF Road Time Critical	[redacted] FRA-87280	23/12/2022 15:30	26/12/2022 08:30	22/12/2022 14:42 - y [redacted] 22/12/2022 14:33 - y [redacted] 22/12/2022 12:34 - System [redacted] 22/12/2022 12:22 - System [redacted] 22/12/2022 12:22 - System [redacted]

A vertical column on the left of the table header is also highlighted with a red border and labeled "Status".

The conversation center gives you an overview about all ongoing requests. You can set the refresh timer to 1 or 5 min. It will show you the shipments with the latest updates (chat or offers) on top. The filter panel on top allows you to adjust the sight to your needs.

How to create a user in E4P

Only for Admin - In the tab “Users” click on “Add new user”. Then, enter all the information (mandatory: Names and email address).

The screenshot shows the 'User / Edit' page. At the top, there are links to 'Home', 'User', and 'Edit', and a 'Save' button. Below this, there are two main sections: 'General information' and 'Contact details'. The 'General information' section includes fields for Customer code, Title (set to 'Mr.'), First name, Last name, Function, and Involved In (checkboxes for Premium Freight, SPOT, and Parcel). The 'Contact details' section includes fields for Telephone number, Fax, Email, Superior (set to 'No superior'), and Delegated user (set to 'No delegated user'). A 'Hierarchy management' section is also present. An orange box highlights the 'User rights management' section at the bottom. This section contains a table with columns for Customer, Resource, and Rights. The 'Customer' column lists 'Plant_XPTO' with checkboxes for 'Subs sight' and 'Group sight'. The 'Resource' column lists various modules like Active, Invitation rules, Vehicle Definition, Users, Prices, Orders, Conversations, Statistics, and Addresses. The 'Rights' column contains a grid of checkboxes for permissions such as 'yes' or 'no', 'edit', 'manage', 'view', 'create', 'update', 'cancel', 'all caller', 'create address', 'upload', and 'delete'. An orange box highlights the 'User rights management' table. The bottom of the page has a 'Save' button.

Customer	Resource	Rights
Plant_XPTO	Active	<input checked="" type="radio"/> yes <input type="radio"/> no
	Invitation rules	<input type="checkbox"/> edit
	Vehicle Definition	<input type="checkbox"/> edit
	Users	<input type="checkbox"/> manage
	Prices	<input type="checkbox"/> view
	Orders	<input type="checkbox"/> view <input type="checkbox"/> create <input type="checkbox"/> update <input type="checkbox"/> cancel <input type="checkbox"/> all caller <input type="checkbox"/> create address
	Conversations	<input type="checkbox"/> view
	Statistics	<input type="checkbox"/> view
	Addresses	<input type="checkbox"/> upload <input type="checkbox"/> delete

Get help at any time

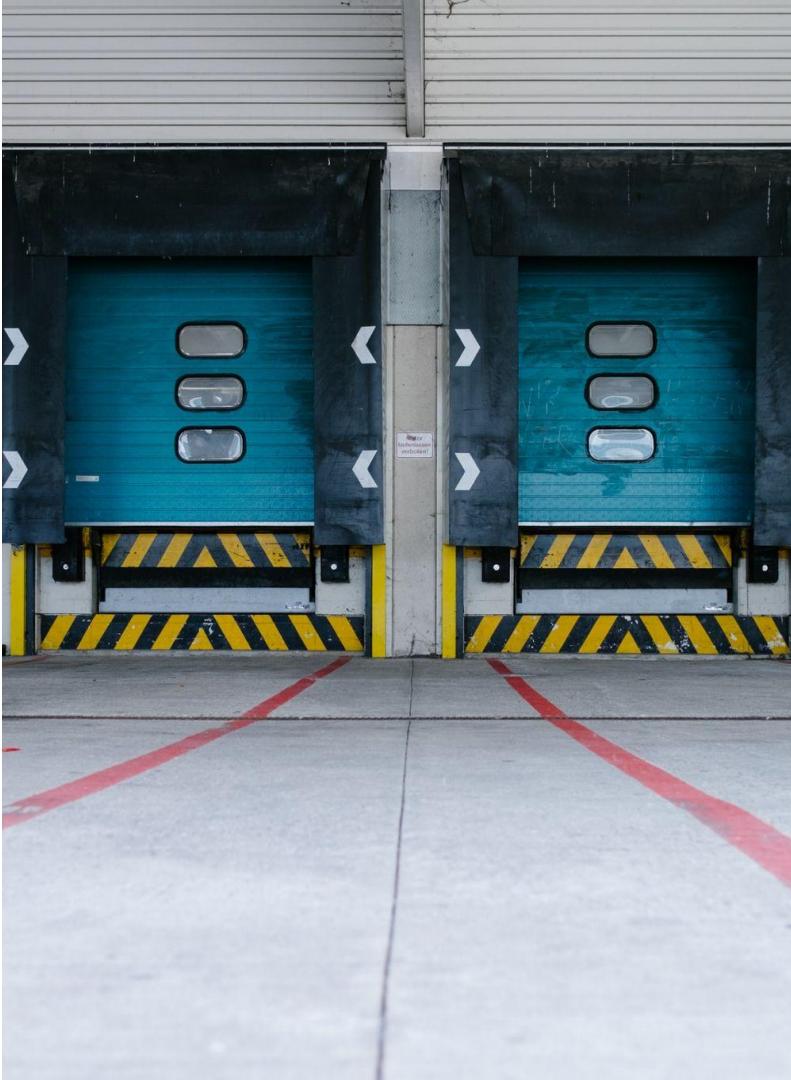
If an issue is occurring or for any additional information, do not hesitate to reach the Easy4Pro Support Center. Choose among these 3 options

1. Create a ticket on the platform



2. Send us an email : support@easy4pro.zohodesk.eu

3. Contact our hotline : (+351) 227 728 050 (available from 9AM to 7PM CET time)



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