

Fuji Film / DBL King & Wood Mallesons

Digital Hub User Guide

November 2024

King & Wood Mallesons	Version: 1.3
User Guide	Date: 25/10/2024

Revision History

Date	Version	Description	Author
27 th Feb 2024	1.0	Initial Version	VR / JB / SA
10 th July 2024	1.1	With all of the revisions and revised screens and functions	JB
18 th Sep 2024	1.1.1	Added Multiple Package Function	AL
23 rd Oct 2024	1.2	Added Toll/TGE booking steps	AL
30 th Oct 2024	1.2	Added all scenarios related to courier bookings	AL
25 th Nov 2024	1.3	Added Invoice Recon Function User Guide	AL

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2. Introduction

This document is designed to provide users at King & Wood Mallesons the ability to understand the different functionalities offered by the Digital Mail Room product of the Digital Hub suite of products, by Drake Business Logistics, and to guide users through how to use these functions.

2.1. Purpose

The purpose of the document is to give user a step-by-step guide on how to access the following functions using DHL:

- International Booking

2.2. Scope

The scope of this document will be limited to the specific functionality made available to King and Wood Hub Admins who will use the system to book international documents and parcels using DHL as a carrier.

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3. Logging Into the System

3.1. Logging Into the System

Login to the Digital Hub Platform:

[King & Wood Mallesons - Digital Hub \(dbla.com.au\)](https://dbla.com.au)

Welcome to Digital Hub
Sign in to your account

Your email address:

Password:

Version 3.0.0

Enter your King & Wood email address and Click **Continue with KWM Account**.

The system will take you through to the home screen.

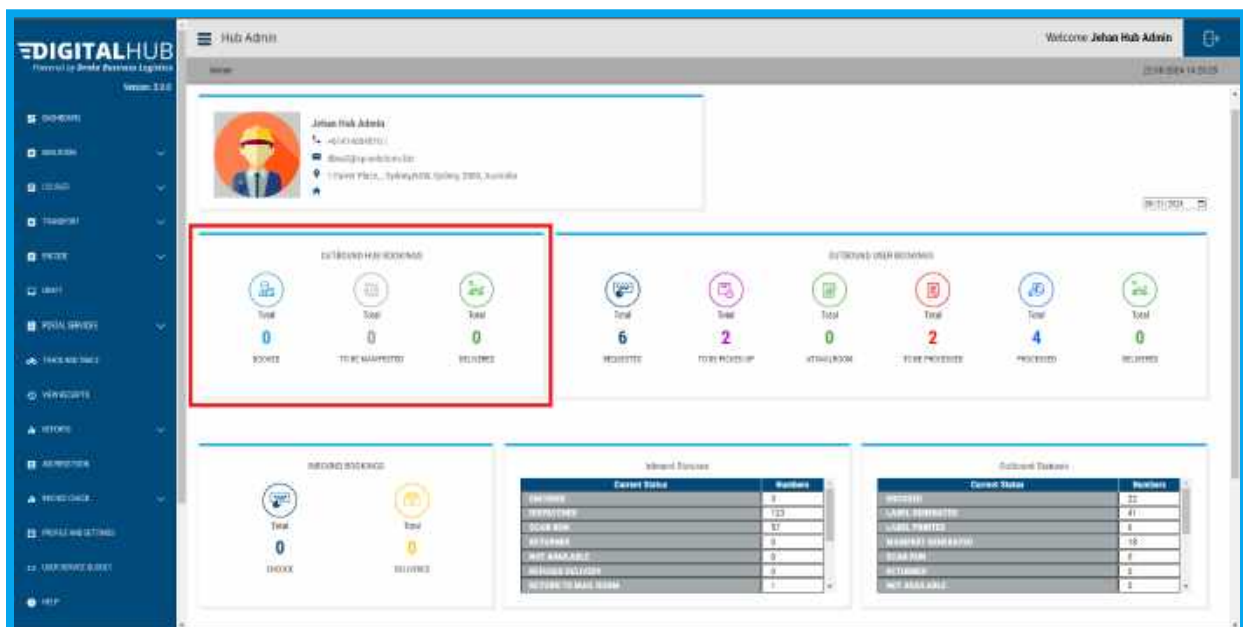


This is the main **Dashboard** that will give you an overview of all the ongoing activities.



Date Filter: You can use this filter to **select any date you wish** and see the details of that specific date.

NOTE: All the below dashboard counters will only show the details for the date selected by this filter.



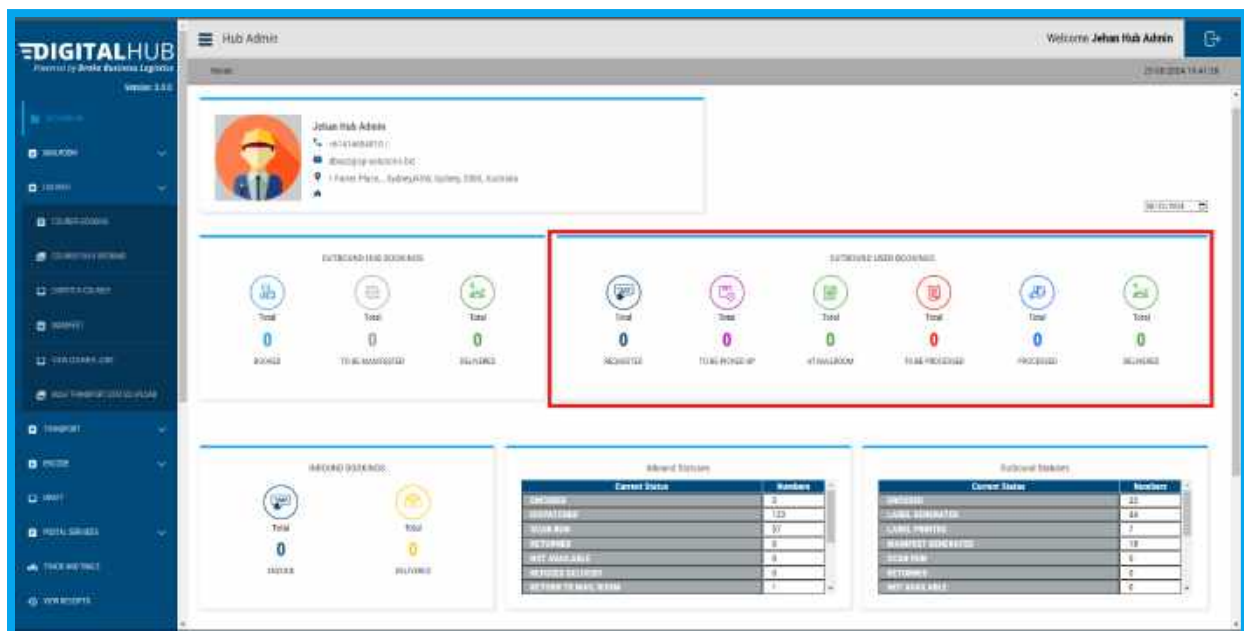
Outbound Hub Bookings

Here you can view the bookings that are directly put from a **Hub Admin** account from the **mailroom**.

Booked – total number of bookings created.

To Be Manifested – Label printed bookings that are yet to manifest.

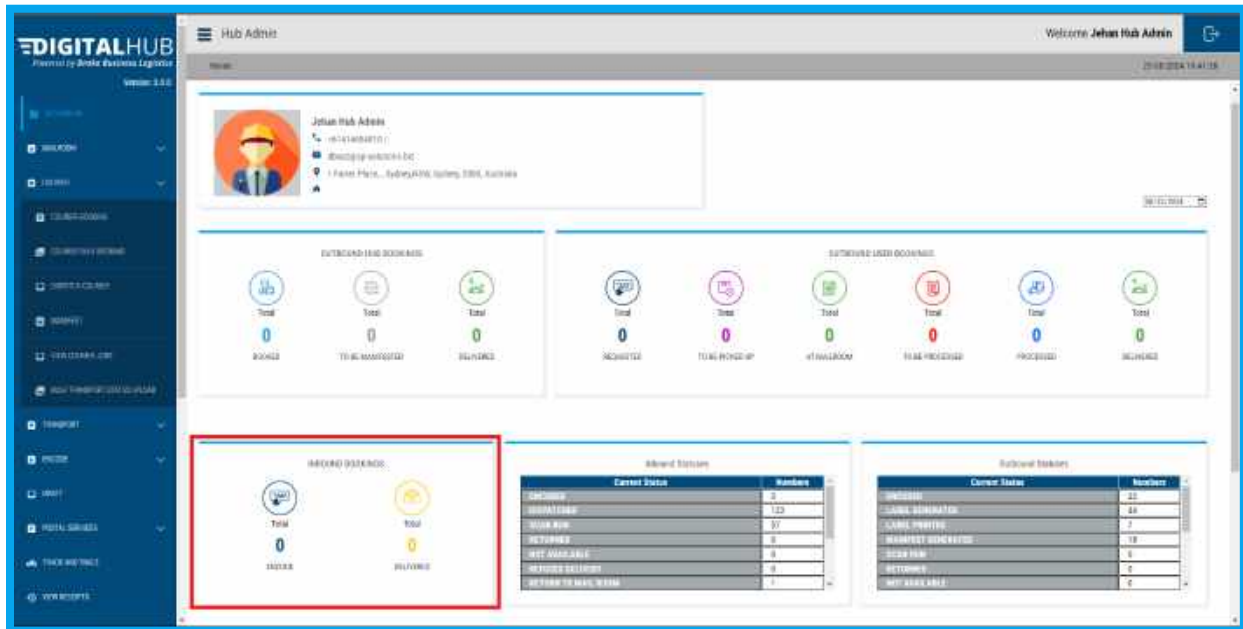
Delivered – Total number of packages that have been delivered.



Outbound User Bookings

Here you can see an overview of outbound bookings that are booked by users.

- **Requested** – Total number of bookings that were created by the users.
- **To Be Picked Up** – Number of packages that is yet to be picked up from the sender (users).
- **At Mailroom** – Number of packages that have been bought down to the mailroom
- **To Be Processed** – Number of bookings that need to be attended
- **Processed** – Number of bookings attended and done printing labels.
- **Delivered** – Bookings that have been delivered



Inbound Bookings

This dashboard section shows an overview of all the messenger jobs.

- **Encoded** – All the packages that are received to the mailroom by a courier, that need to be taken to the specific person.
- **Delivered** – Number of all the packages that have been successfully taken to recipients.



Inbound Statuses & Outbound Statuses

- These Statuses show all the booking details in the past. Use the scroll wheel to see more statuses.

4. Creating Outbound Bookings (Hub Admins)

4.1. Creating an International/DHL Outbound booking from Scratch

4.1.1. Step 01 – Adding booking details

Click on the **Courier** Tab.

When the accordion opens out, select **Courier Booking** – the below interface will open up.

The screenshot displays the 'Hub Admin' interface for creating a courier booking. The sidebar on the left lists various navigation options, with 'COURIER BOOKING' highlighted. The main content area is titled 'START SHIPPING - COURIER BOOKING' and features a 'SELECT SENDER AND RECEIVER' section. This section includes input fields for 'Requester Name' (Jehan Hub Admin), 'Units / Branch' (KWM MDV), and 'Request Date' (20-08-2024). Below this is the 'Pickup Address' section, which has three tabs: 'PICKUP ADDRESS', 'COMPANY ADDRESS BOOK', and 'PERSONAL ADDRESS BOOK'. The 'PICKUP ADDRESS' tab is active, showing a text input field with the address 'Floor# 8, Desk# 4, 1 Farrer Place, Sydney, Sydney, NSW, 2000, Australia'. The bottom section of the form contains several input fields for 'Type of Goods' (Document), 'Service Type' (Messenger), 'Item Weight' (0.25), and various delivery details including 'Delivery Street', 'Delivery Suburb', 'Delivery City', 'Delivery State', and 'Delivery Postcode'.

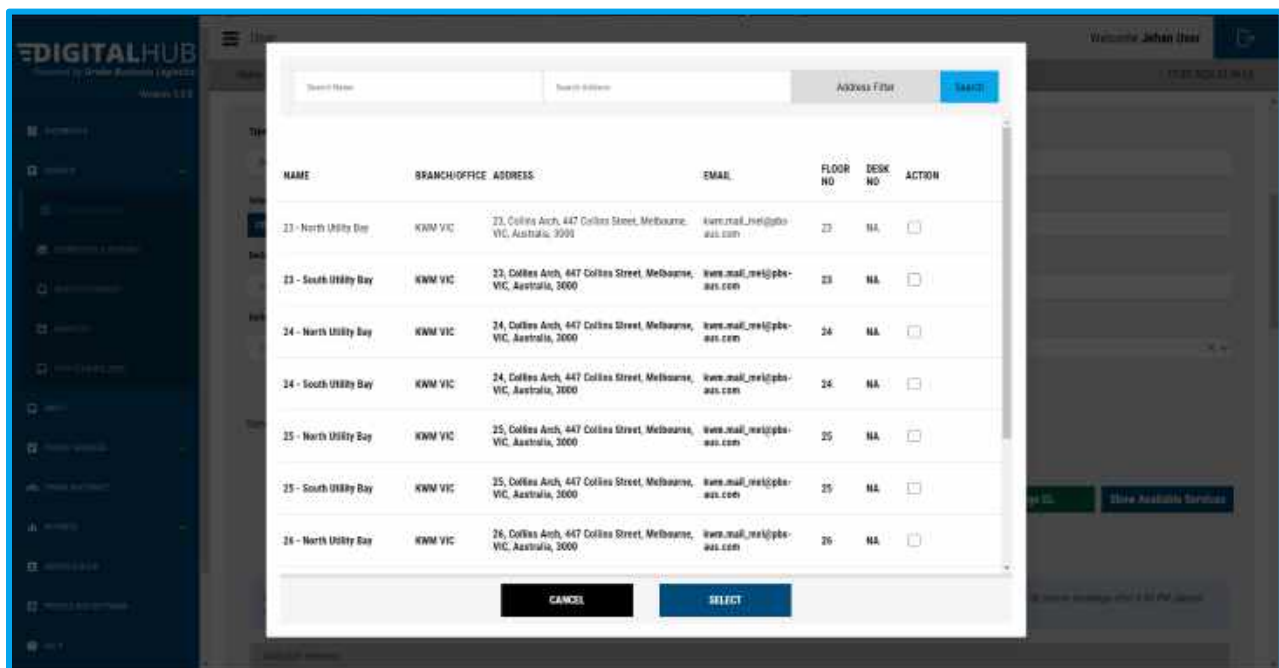
Check that your details are displayed accurately in the requester details.

Make sure the Pickup Address is correct as well. If not, you can choose either the **Company Address Book** or **Personal Address Book** and easily add the pickup address.

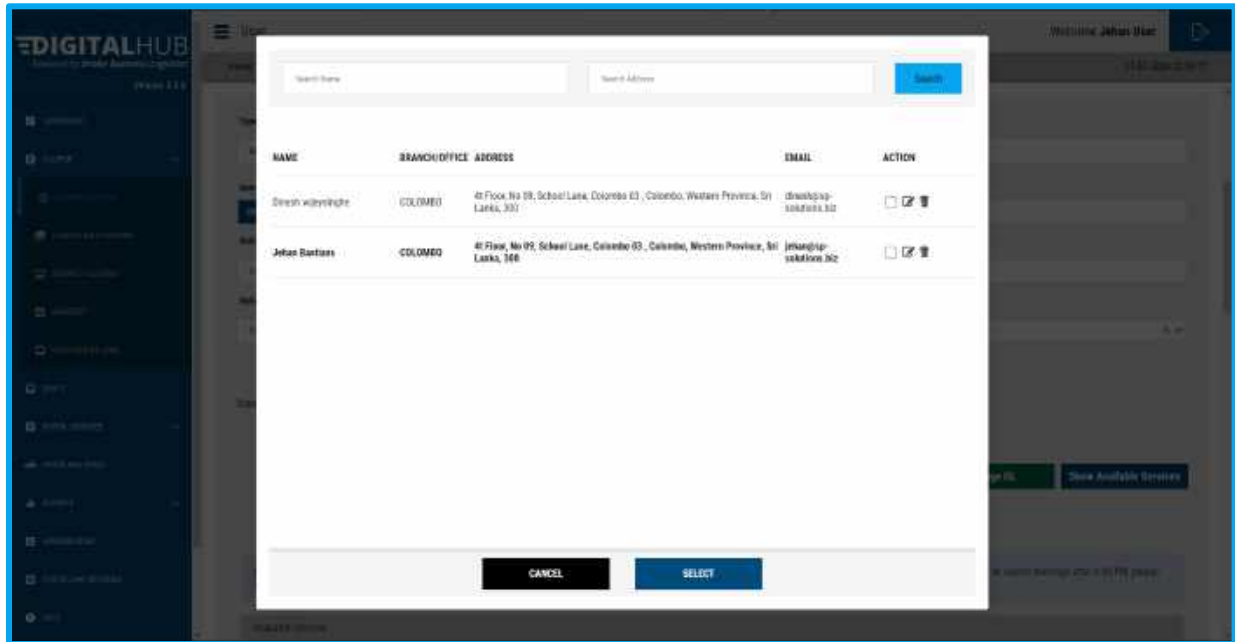
4.1.2. STEP 02 – Add Pickup Address

Then, add the pickup location.

- You can type it in using the **Pickup Address** Tab – this is interfaced with google to validate address and will prompt addresses based on Google maps recognition.
- Use the **Company Address Book** – search for a user desk, a pickup point on any of the KWM floors in your building. Click **Search** to find and tick to select.



- Use your **Personal Address Book** – which will have your frequently sent addresses which may not be a part of the company address book. Click **Search** to find and tick to select.



Please note: If you select a floor other than the 8th floor (which houses the mail room) – a messenger will be assigned to come pick it up.

4.1.3. STEP 03 – Details of Items

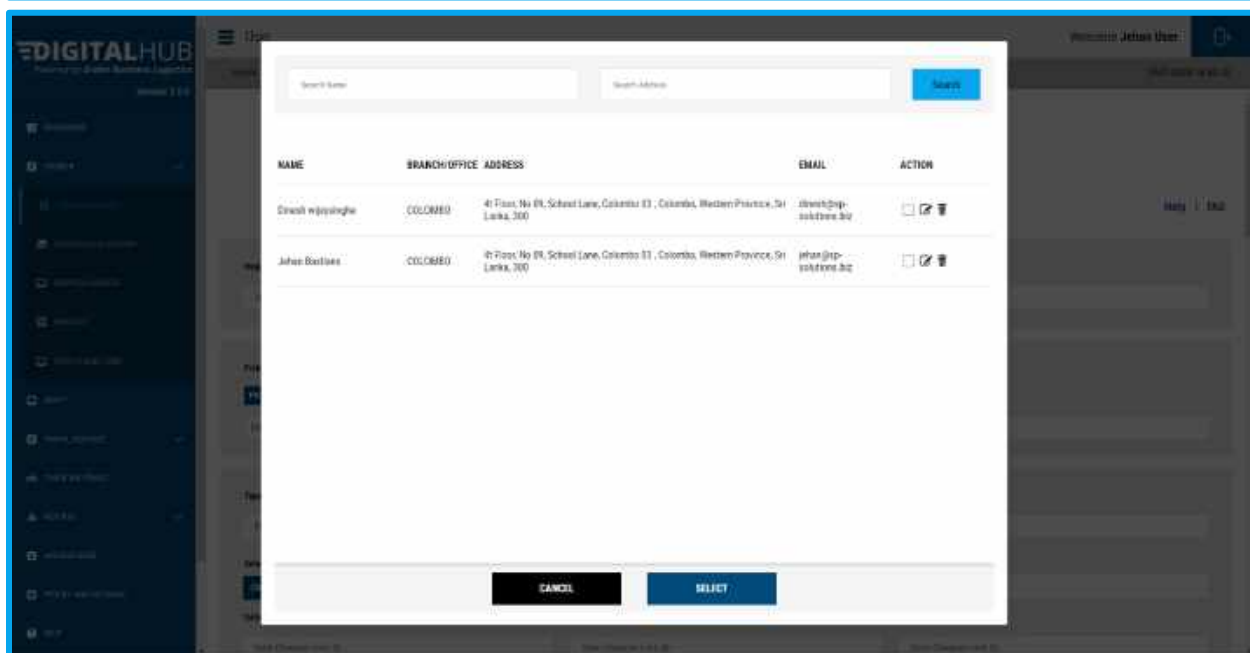
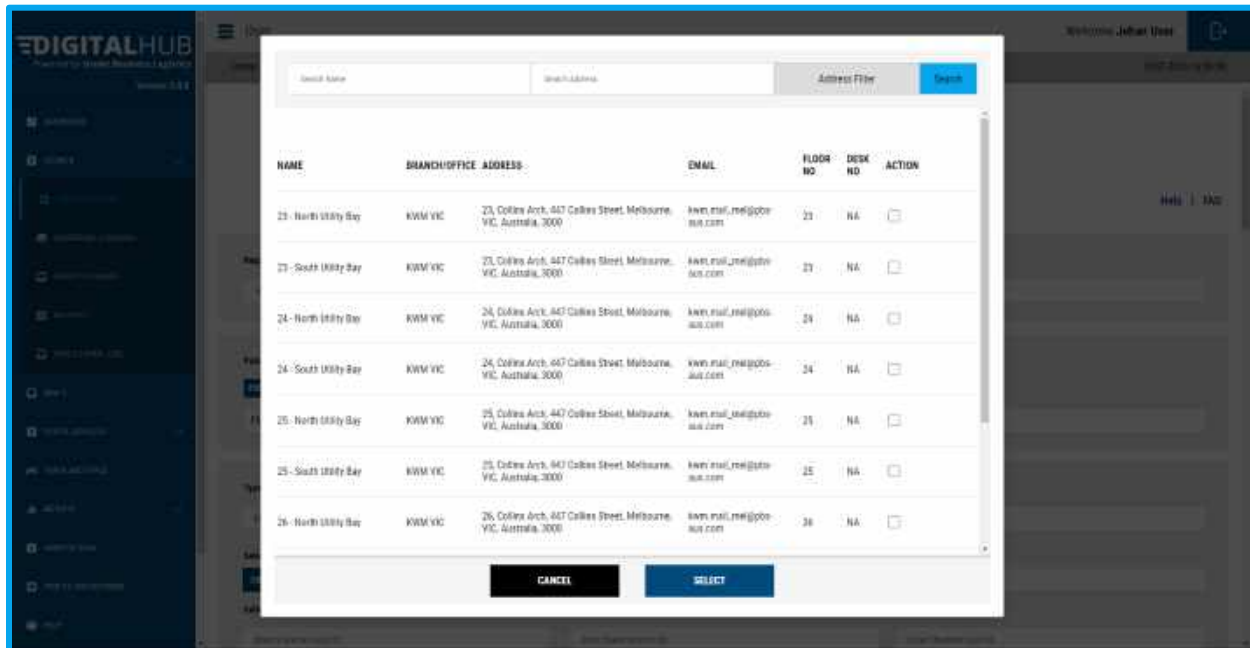
Then, select the details of the items you wish to send.

- Documents
- Parcel

You can type out the delivery address in the **Deliver Street** field and the system will integrate with Google and display matching addresses which you may select. On selecting, the UI will auto complete.

The screenshot shows the 'SELECT SENDER AND RECEIVER' form in the DigitalHub system. The form is divided into sections for Sender and Receiver details. The Receiver section is highlighted with a red box. It includes fields for Type of Goods, Service Type, Delivery Street, Delivery Suburb, Delivery State, Delivery Postcode, Delivery Country, and Delivery Date. There are also buttons for 'SELECT ADDRESS BOOK' and 'PERSONAL ADDRESS BOOK'.

You may select the delivery address from address books(Personal / Company).



4.1.4. STEP 04 – Cost Allocation

Please add the **Matter Number** or the **GL Code** number.

The matter number is a type search list updated daily based on the matter numbers provided.

You can select the same, or you can change the GL code by clicking on the **Select GL** button.

The screenshot displays the 'Hub Admin' interface for 'DigitalHub'. The main section is titled 'Create Booking'. It includes a 'Pickup Address' field with a dropdown menu for 'PERSONAL ADDRESS', 'COMPANY ADDRESS BOOK', and 'PERSONAL ADDRESS BOOK'. Below this is a text input field for the address. The 'Type of Goods' dropdown is set to 'Document'. The 'Service Type' dropdown is set to 'Domestic'. The 'Delivery Street' field contains '100 George Street'. The 'Delivery Suburb' field contains 'Sydney'. The 'Delivery State' field contains 'NSW'. The 'Delivery Postcode' field contains '2000'. The 'Delivery Date' field contains '2024-10-25'. The 'Delivery Time' field contains '10:00 AM'. The 'Delivery City' field contains 'Sydney'. The 'Delivery Country' field contains 'Australia'. The 'Matter Number' field is highlighted with a red box and contains 'No Matter Number'. The 'GL Code' field is empty. The 'PIL Code' field is empty. The 'Select GL' button is visible next to the 'GL Code' field. The 'PACKAGE DETAILS' section is at the bottom.

4.1.5. STEP 05 – Fill the Measurement details and the weight

4.1.5.1. For 'Type of Goods' : Documents

Firstly, fill '**Item**' field with accurate measurements of the item.

Then fill '**Package**' field with the accurate measurements (Width, Height, Length and Weight) of the package. Measurements that are being added to Package field must be equal or higher than what is in the relevant Item field.

The screenshot displays the DigitalHub Hub Admin interface. The top header shows the user is logged in as 'Jahan Hub Admin'. The sidebar on the left contains navigation links for various modules. The main content area is titled 'Hub Admin' and shows a 'Create' button. Below this, there are fields for 'Client' (set to 'KAM'), 'Store Client' (set to 'Personal'), and 'Standard' (set to 'Express'). A 'Select BL' button is visible. The 'PACKAGE DETAILS' section is highlighted with a red box and contains two sub-sections: 'Package' and 'Item'. The 'Package' section has fields for 'Package Dimensions', 'Unit', 'Length', 'Width', 'Height', and 'Weight'. The 'Item' section has fields for 'Item Reference', 'Item Description', 'Quantity', 'Weight (kg)', 'Unit', 'Length', 'Width', 'Height', and 'Weight'. Below these sections are tabs for 'ADDRESS & SHIPMENT DETAILS' and 'PICKUP DETAILS'.

4.1.5.2. For 'Type of Goods' : Parcel

Firstly, fill '**Item**' field with accurate measurements of the item.

Then fill '**Package**' field with the accurate measurements (Width, Height, Length and Weight) of the package. Measurements that are being added to Package field must be equal or higher than what is in the relevant Item field.

For Parcels you are required to add;

Commodity Code Value : You are required to create an account on the [DHL MyGTS](#) site and get **Tariff Codes** relevant to the item in the package.

Customer Reference Type Code:

Customer Reference Code Value:

Commercial Value:

The screenshot displays the 'DIGITALHUB' Hub Admin interface. The 'PACKAGE DETAILS' form is the central focus, outlined in red. It contains the following fields and sections:

- Package Dimensions:** Length, Width, Height, Weight.
- Item:** Item Reference, Item Description, Quantity, Item Weight, Item Length, Item Width, Item Height, Item Weight.
- Export Reason:** A dropdown menu.
- Warehouse:** A dropdown menu.
- Commercial Value:** A text input field.
- Weight Value:** A text input field.
- Commodity Code Value:** A text input field.
- Customer Ref. Type Code:** A dropdown menu.
- Customer Ref. Code Value:** A text input field.
- Unit Measurement:** A dropdown menu.

Buttons for 'ADD ITEM' and 'FIND COUNTRIES' are visible at the bottom right of the form.

4.1.6. STEP 06 – Select the Service “Find Couriers”

The screenshot shows the DigitalHub Hub Admin interface. The left sidebar contains a navigation menu with options like Dashboard, Settings, and various user management tools. The main content area is titled 'Hub Admin' and displays a form for creating a new shipment. The form includes fields for 'Type of Goods', 'Service Type', 'Delivery Status', 'Delivery Address', 'Delivery City', 'Delivery Country', 'Delivery Date', 'Delivery Time', 'Delivery Weight', 'Delivery Volume', 'Delivery Value', 'Delivery Insurance', 'Delivery Notes', and 'Delivery Comments'. A 'FIND COURIERS' button is highlighted in a red box at the bottom right of the form. Below the form, there are sections for 'PACKAGE DETAILS' and 'ADDRESS & SHIPMENT DETAILS'.

Click on the “FIND COURIERS” button, then the system will show you **available services for your booking** – Please select your preferred services based on your urgency and scroll down.

The screenshot shows the DigitalHub Hub Admin interface after clicking the 'FIND COURIERS' button. The main content area displays a 'COURIER OPTIONS' section with a table of available couriers. The DHL option is highlighted in a red box. Below the table, there is an 'INVOICE DETAILS' section with fields for 'Invoice Number', 'Invoice Date', 'Invoice Amount', 'Invoice Currency', 'Invoice Type', 'Invoice Status', 'Invoice Notes', and 'Invoice Comments'. The DHL option in the table includes the DHL logo, a description of the service, and a price of \$177.00.

COURIER NAME	Service Name	Service Type	Service Status	Service Price
DHL	DHL Express is an international logistics operator, connecting cities to deliver across the Americas, Asia Pacific, Europe, and Oceania.	Express	Active	\$177.00

4.1.7. STEP 07 - Address & Shipment Details

Here you need to add the receivers' Name, Company Name, Email, & Phone number.

Address details will be filled in **automatically**.

The screenshot shows the 'ADDRESS & SHIPMENT DETAILS' form in the DIGITALHUB system. The form is split into two columns: 'PICKUP DETAILS' and 'DELIVERY DETAILS'. Each column has the following fields:

- Full Name:** Text input field.
- Company Name:** Text input field.
- Email:** Text input field.
- Phone Number:** Text input field.
- Address Line 1:** Text input field.
- Suburb:** Text input field.
- ZIP:** Text input field.
- State:** Dropdown menu.
- Postal Code:** Text input field.

There are also checkboxes for 'Suburb' and 'ZIP' in each section. The form is titled 'ADDRESS & SHIPMENT DETAILS' and has a sidebar menu on the left with various navigation options.

If there is no **Address Line 2**, please add what is in the **Suburb Field** in the **Address Line 2** field as well.

4.1.8. STEP 08 - Pick up Time and Date

Update the **Pickup Date, & Time**. This should always be a time in the future.

Additionally, you may add the **Office Closing time** too.

The screenshot shows the DigitalHub Hub Admin interface. The left sidebar contains navigation links for various modules. The main content area is titled 'Hub Admin' and 'Create Booking'. It features a form with several sections: 'Pickup Details' (Phone, Mobile, Branch Name), 'Delivery Details' (Phone, Mobile, Branch Name), 'Pickup Date/Time' (24/10/2024, 16:17), 'Office Closing By' (17:00), 'Customer Reference Number', and 'Delivery Instructions' (POD, ATL). Below these are three large text areas for 'Description of Goods', 'Pickup Instructions', and 'Delivery Instructions'. At the bottom are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT & DISPATCH'.

Moreover, admins can add a choice for **POD** (Proof of delivery) vs **ATL** (Authority to Leave).

You may add any additional instructions in the given fields.

This screenshot is identical to the one above, showing the same DigitalHub Hub Admin interface with the booking form. The red box highlights the 'Description of Goods', 'Pickup Instructions', and 'Delivery Instructions' fields, which contain specific text related to 'Drake Business (L447-10)'. The 'Pickup Date' and 'Time' are also visible.

Click **Submit & Dispatch**. Your booking will be created.

You will be redirected to the **View Booking** page.

4.2. Creating an Inter-State & Intra-State Outbound Bookings – Toll/TGE, Star Track & Star Track Courier

Toll/ TGE services are used for Inter-state couriers.(1-2 Business Days)

Star Track services are used for Intra-state couriers. (1-2 Business Days)

Star Track Courier are used for Intra-state immediate couriers. (1-3 hours)

4.2.1. STEP 01 – Details of Items

Then, select the details of the items you wish to send.

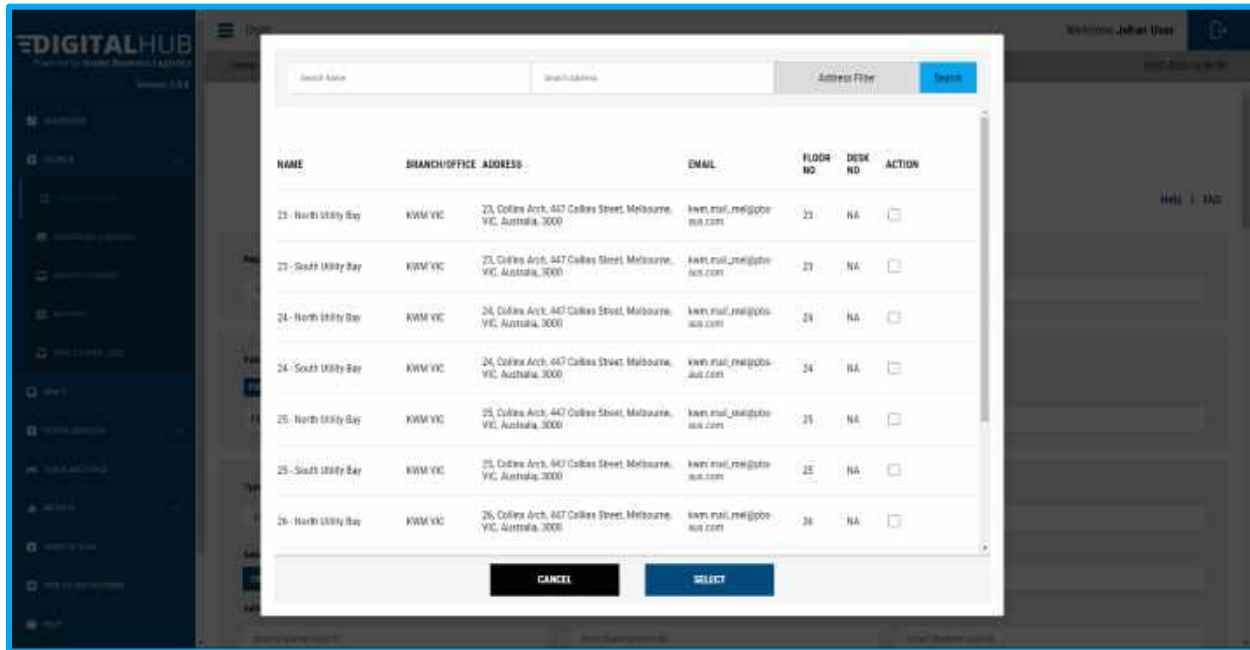
- Documents
- Parcel

You can type out the delivery address in the Deliver Street field and the system will integrate with Google and display matching addresses from which you may select. On selecting, the UI will auto populate.

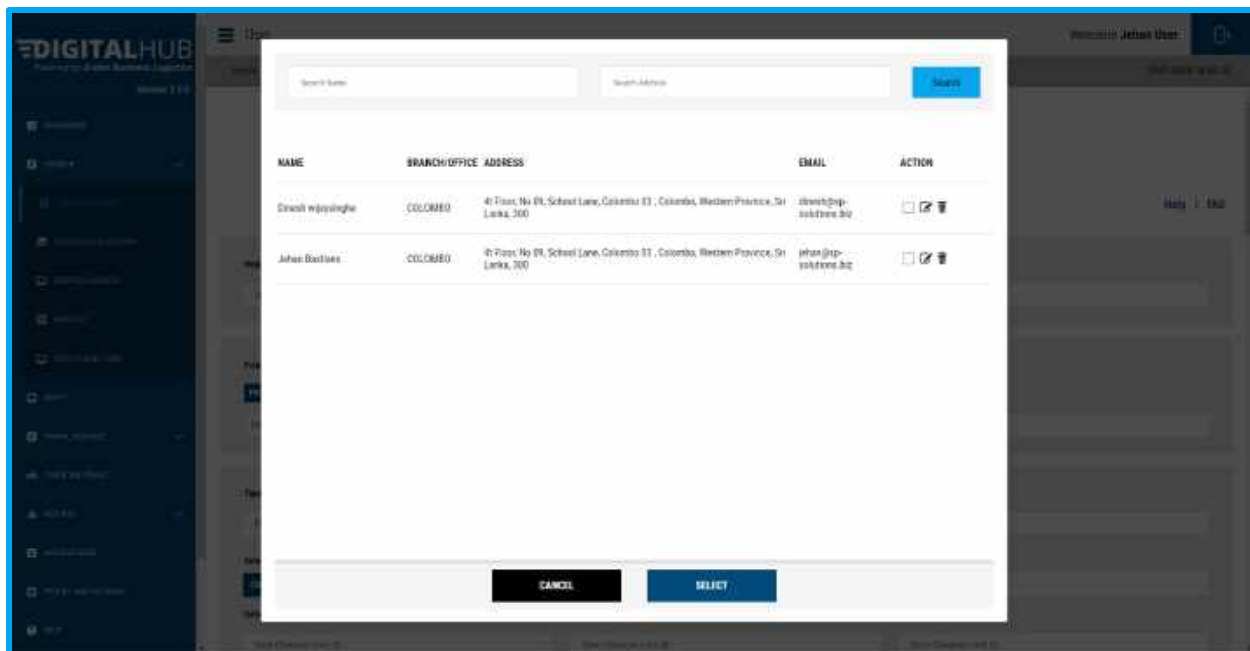
The screenshot displays the 'Hub Admin' interface for creating a booking. The left sidebar contains navigation links: DASHBOARD, MAILBOX, COURSES, COURSE CATALOG, COURSE ALIAS KICK-START, SCHEDULE COURSE, MARKET, NEW COURSE, DATA IMPORT/EXPORT, TRANSPORT, TRACK, DRAFT, POSTAL SERVICES, TRACK AND TIMES, and VIEW RECEIPTS. The main content area is titled 'Hub Admin' and 'Welcome Jehan Hub Admin VIC'. The date and time are '22/10/2024 15:02:05'. The form is titled 'Details of Items' and 'ADD PACKAGE'. The form is divided into sections: 'Type of Goods' (Document), 'Service Type' (Standard), 'Delivery Address' (Delivery Street, Delivery Suburb, Delivery State, Delivery Postcode), 'Delivery Details' (Delivery From Number, Delivery City, Delivery Country, Delivery Postcode), and 'Package Details' (Package Dimension, Weight, Volume, Height, Width, Length, Weight/Vol). The 'Type of Goods' section has a dropdown menu with 'Document' selected. The 'Service Type' section has a dropdown menu with 'Standard' selected. The 'Delivery Address' section has fields for 'Delivery Street', 'Delivery Suburb', 'Delivery State', and 'Delivery Postcode'. The 'Delivery Details' section has fields for 'Delivery From Number', 'Delivery City', 'Delivery Country', and 'Delivery Postcode'. The 'Package Details' section has fields for 'Package Dimension', 'Weight', 'Volume', 'Height', 'Width', 'Length', and 'Weight/Vol'. The form is titled 'Details of Items' and 'ADD PACKAGE'.

You may select the delivery address from address books (Personal / Company).

Company Address Book



Personal Address Book



You have the choice of adding a completely new address as well.

4.2.2. STEP 02 – Cost Center Allocation

Please add the **Matter** or the GL Code number.

The matter number is a type search list updated daily based on the matter numbers provided.

You can select the same, or you can change the GL code by clicking on the **Select GL** button.

The screenshot displays the 'Hub Admin' interface for 'Jehan Hub Admin VIC'. The left sidebar contains a navigation menu with options like 'Dashboard', 'Manage', 'Create', 'Company Profile', 'Delivery Schedule', 'Delivery Location', 'Delivery Status', 'Delivery History', 'Delivery Settings', 'Delivery Reports', 'Delivery Tools', 'Delivery Services', 'Delivery Tracking', and 'Delivery Settings'. The main content area is titled 'Type of Goods' and includes a 'Service Type' dropdown set to 'Domestic'. Below this, there are sections for 'Delivery From Address Book' (with 'Company Address Book' and 'Personal Address Book' tabs), 'Delivery To Address Book', 'Delivery State', 'Delivery City', 'Delivery Country', and 'Delivery Postcode'. A red box highlights the 'Matter Number' field (containing '123456789') and the 'GL Code' field (containing '123456789'). A green 'Select GL' button is located next to the 'GL Code' field. Below the red box, there are radio buttons for 'Client' (selected), 'Shipper', and 'Personal', and a 'Select GL' button. The 'PACKAGE DETAILS' section at the bottom includes fields for 'Package Dimension', 'Unit', 'Length', 'Width', 'Height', 'Weight', and 'Volume'. A 'Find Couriers' button is located at the bottom right.

4.2.3. STEP 03 – Insert Measurements

The screenshot shows the DigitalHub Hub Admin interface. The left sidebar contains navigation links for various modules. The main content area is titled 'Hub Admin' and 'Control Booking'. The 'Type of Goods' dropdown is set to 'Document'. The 'Service Type' dropdown is set to 'Domestic'. The 'Delivery Address' section includes fields for 'Select from Address Book', 'Company Address Book', 'Personal Address Book', 'Delivery Date', 'Delivery Time', 'Delivery Method', 'Delivery Point', and 'Delivery Country'. The 'Package Details' section is highlighted with a red box and contains the following fields:

Package Dimension	Unit	Length	Width	Height	Weight
Select Package Dimension	cm	Other length	Other width	Other height	Other weight

The 'ADD PACKAGE' button is located in the top right corner of the Package Details section. The 'FIND COURIER' button is located at the bottom right of the form.

Add the package measurements and the weight.

The screenshot shows the 'PACKAGE DETAILS' form with the 'Package Dimension' dropdown menu open. The dropdown menu lists the following options:

- Small envelop
- Large envelop
- Small satchel
- Large satchel
- Archive Box
- Bottle
- Custom

The 'Custom' option is highlighted at the bottom of the list.

By clicking on the Package Dimension dropdown, you will be able to select from a list of frequently used package types. Once selected, dimensions relevant to those packages will auto-populate.

If you need to add a custom weight, please choose 'Custom'.

4.2.4. Adding Multiple Packages

If you wish to add multiple packages in one shipment, click on the 'Add Package' button.

The screenshot shows the DigitalHub Hub Admin interface. The left sidebar contains navigation links for Dashboard, Account, Orders, Shipments, Reports, and Settings. The main content area is titled 'Hub Admin' and displays a form for adding a new package. The form includes fields for 'Type of Goods', 'Service Type', 'Delivery Street', 'Delivery Suburb', 'Delivery State', 'Delivery Postcode', 'Delivery City', 'Delivery Country', 'Delivery Pin', 'Delivery Date', 'Delivery Time', 'Delivery Weight', 'Delivery Length', 'Delivery Width', 'Delivery Height', 'Delivery Volume', 'Delivery Weight', 'Delivery Length', 'Delivery Width', 'Delivery Height', 'Delivery Volume', 'Delivery Weight', 'Delivery Length', 'Delivery Width', 'Delivery Height', 'Delivery Volume'. A red box highlights the 'ADD PACKAGE' button in the bottom right corner of the form.

A new field will be added.

The screenshot shows the DigitalHub Hub Admin interface after adding a new package. The 'ADD PACKAGE' button is still highlighted in a red box. Below the button, a new field labeled 'Package Details' has been added, containing a table with columns for 'Package Dimensions', 'Weight', 'Length', 'Width', 'Height', 'Volume', and 'Weight'. The table has three rows, each with a 'Select Package Dimensions' dropdown and input fields for the other dimensions. A red box highlights the new 'Package Details' section.

Then you may add the dimensions.

4.2.5. STEP 04 – Next, click “Find Couriers”

Select **SSIT (Starshipit)** option for Toll/ TGE.

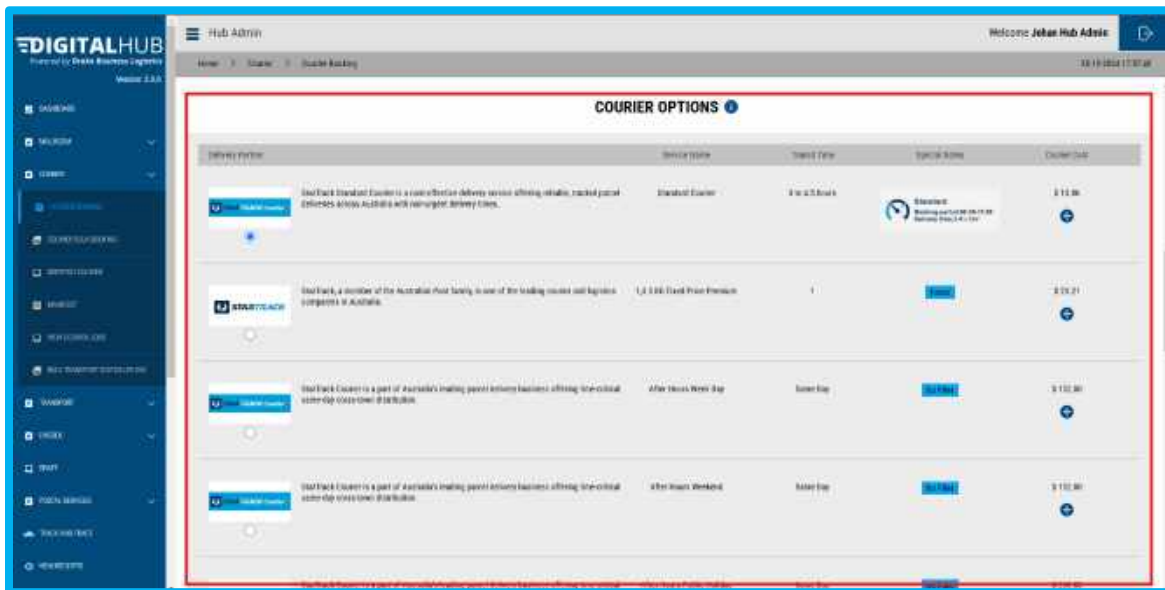
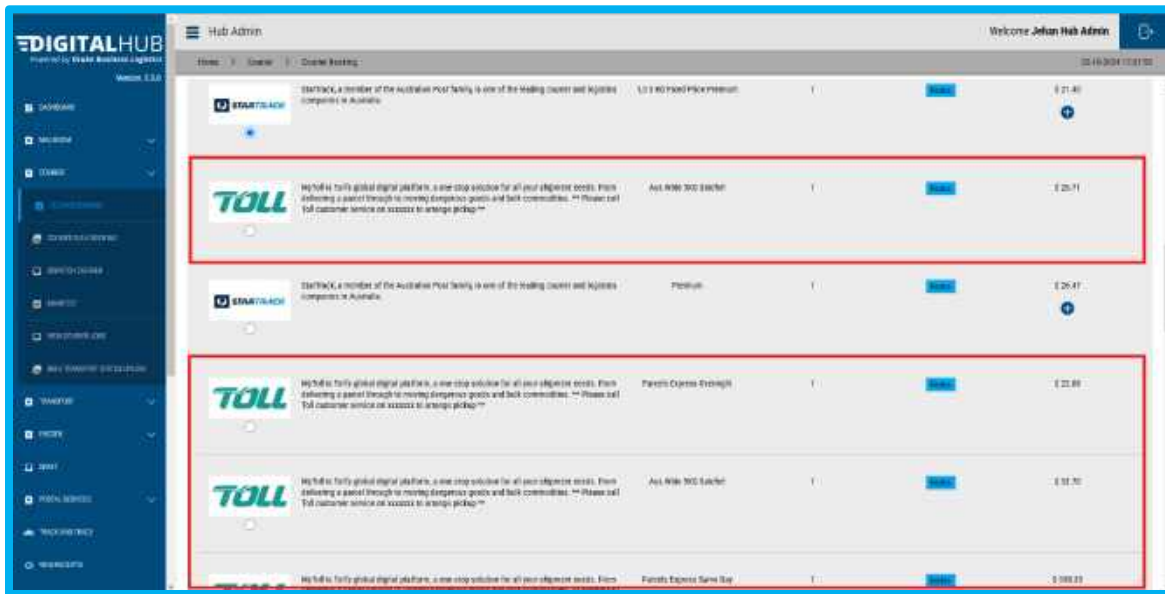
Select **Star Track** for all **Star Track** services.

The screenshot shows the 'Create Booking' form in the DigitalHub Hub Admin interface. The form includes fields for 'Type of Goods', 'Device Type', 'Delivery Street', 'Delivery Suburb', 'Delivery Postcode', 'Delivery State', 'Delivery City', 'Delivery Country', 'Delivery Date', and 'Delivery Time'. A red box highlights the 'Get Policy From' dropdown menu, which shows 'SSIT' and 'TOLL/ TGE' options. The 'Package Details' section is also visible, showing a table with columns for 'Package Dimensions', 'Weight', 'Volume', 'Height', 'Width', 'Depth', and 'Weight/kg'.

Click on the '**Find Couriers**', button.

The screenshot shows the 'Find Couriers' button highlighted with a red box in the DigitalHub Hub Admin interface. The button is located at the bottom right of the 'Create Booking' form. The 'Package Details' section is also visible, showing a table with columns for 'Package Dimensions', 'Weight', 'Volume', 'Height', 'Width', 'Depth', and 'Weight/kg'.

The system will show you **available services for your booking** – Please select the preferred Toll/TGE service based on your urgency and scroll down.



4.2.6. STEP 05 – Address & Shipment Details

Here you need to add the receivers Name, Company Name, Email, & Phone number.

Address details will be filled in automatically.

The screenshot displays the 'ADDRESS & SHIPMENT DETAILS' form within the DigitalHub application. The form is divided into two main sections: 'PICKUP DETAILS' and 'DELIVERY DETAILS'. The 'PICKUP DETAILS' section includes fields for 'Full Name', 'Company Name', 'Email', 'Phone Number', 'Pickup Address', 'Address 1', 'Address 2', 'Suburb', 'City', 'State', 'Postal Code', and 'Country'. The 'DELIVERY DETAILS' section includes fields for 'Full Name', 'Company Name', 'Email', 'Phone Number', 'Delivery Address', 'Address 1', 'Address 2', 'Suburb', 'City', 'State', 'Postal Code', and 'Country'. The form is set against a dark blue sidebar with navigation options and a top header with the user's name and a logout button.

4.2.7. STEP 06 – Pick up Time and Date

Update the pickup date, & time.

Additionally, you can add the Office Closing time too.

The screenshot shows the 'DigitalHub Hub Admin' interface. The 'Create Booking' form is displayed. The 'Delivery Instructions' section is highlighted with a red box, showing 'Pickup Date' and 'Pickup Time' fields. Below this, there are sections for 'DESCRIPTION OF GOODS', 'PICKUP INSTRUCTIONS', and 'DELIVERY INSTRUCTIONS'.

You may choose between ATL (Authority to Leave) vs POD (Proof of Delivery)

The screenshot shows the 'DigitalHub Hub Admin' interface. The 'Create Booking' form is displayed. The 'Delivery Instructions' section is highlighted with a red box, showing 'Pickup Date' and 'Pickup Time' fields. Below this, there are sections for 'DESCRIPTION OF GOODS', 'PICKUP INSTRUCTIONS', and 'DELIVERY INSTRUCTIONS'.

You may add any additional instructions/ comments in the given fields.

The screenshot displays the 'Hub Admin' interface for creating a booking. The form is divided into several sections:

- Pickup Location:** Fields for 'Address' and 'Branch Name'.
- Drop-off Location:** Fields for 'Address' and 'Branch Name'.
- Alignment:** Fields for 'Pickup Date' and 'Drop-off Date', and a 'Pickup Time' field.
- Delivery Instructions:** A section with a 'Delivery Instructions' label and a 'Delivery Instructions' field.
- Description of Goods:** A section with a 'Description of Goods' label and a 'Description of Goods' field.
- Pickup Instructions:** A section with a 'Pickup Instructions' label and a 'Pickup Instructions' field.
- Delivery Instructions:** A section with a 'Delivery Instructions' label and a 'Delivery Instructions' field.

The 'Description of Goods', 'Pickup Instructions', and 'Delivery Instructions' sections are highlighted with a red box. At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT & DISPATCH'.

Click **Submit & Dispatch**. Your booking will be created.

You will be redirected to the **View Booking** page.

Then make sure your **Matter Number** or the **GL Code** is added & is correct.

The screenshot shows the 'DIGITALHUB' 'Create Booking' form. The 'Matter Number' field is highlighted with a red box. The form includes fields for 'Pickup Address', 'Type of Goods', 'Service Type', 'Delivery Street', 'Delivery Suburb', 'Delivery Postcode', 'Delivery Flow Number', 'Delivery City', and 'Delivery Country'. The 'Matter Number' field is currently empty, and the 'GL Code' field is set to '123 34 567 890 101'. A 'Change GL' button is next to the 'GL Code' field. A 'Show Available Services' button is at the bottom right.

Then click on the **'Show Available Services'** button. This will give you a list of available courier services.

The screenshot shows the 'DIGITALHUB' 'Create Booking' form. The 'Show Available Services' button is highlighted with a red box. The form includes fields for 'Pickup Address', 'Type of Goods', 'Service Type', 'Delivery Street', 'Delivery Suburb', 'Delivery Postcode', 'Delivery Flow Number', 'Delivery City', and 'Delivery Country'. The 'Matter Number' field is currently empty, and the 'GL Code' field is set to '123 34 567 890 101'. A 'Change GL' button is next to the 'GL Code' field.

[illegible]

You can choose the preferred service and select it. *This will be shown to the Mailroom operator when processing the booking.*

And scroll down.

Then fill in the missing fields in the delivery address such as **Full Name, Company Name, Phone Numbers etc.**

[illegible]

Then add the **Pick up date and Time**, this should always be a date and time in the future.

The screenshot shows the 'Create Booking' form in the DigitalHub system. The form is divided into several sections: 'Phone 1' and 'Phone 2' (with fields for Name, Mobile, and Email), 'Delivery Instructions' (with radio buttons for 'POD' and 'ATL'), 'Pickup Instructions' (with fields for Pickup Date, Time, and Location), and 'Delivery Instructions' (with fields for Delivery Date, Time, and Location). The 'Delivery Instructions' section is highlighted with a red box, indicating the selection of 'POD' (Proof of Delivery) over 'ATL' (Authority to Leave). The form also includes a 'Description of Goods' section and a 'Submit & Dispatch' button.

You can then choose between **POD (Proof of delivery/ Signature on Delivery)** verses **ATL (Authority to Leave)**.

Default value of this will the **POD**.

This screenshot is similar to the one above, showing the 'Create Booking' form. The 'Delivery Instructions' section is highlighted with a red box, showing the 'POD' (Proof of Delivery) option selected. The form includes fields for 'Pickup Date', 'Pickup Time', 'Pickup Location', 'Delivery Date', 'Delivery Time', and 'Delivery Location'. The 'Submit & Dispatch' button is visible at the bottom right.

Then add any instructions if you wish. Comments/ Instructions can be added under 3 categories;

- Description of Goods
- Pick-up Instructions
- Delivery Instructions

The screenshot shows the 'Create Booking' form in the DIGITALHUB system. The form is divided into several sections. At the top, there are fields for 'From' and 'To' (both with address and postcode), 'Branch Name', 'Weight', 'Volume', and 'Delivery Instructions'. Below these are sections for 'Original Pickup Date', 'Original Pickup Time', 'Pickup Today' (a toggle), 'Office Closed By', and 'Customer Reference Number'. The bottom section is divided into three columns: 'DESCRIPTION OF GOODS', 'PICKUP INSTRUCTIONS', and 'DELIVERY INSTRUCTIONS'. Each column has a 'Date' and a 'Description' field. At the bottom of the form are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT & DISPATCH'.

Then, click on 'SUBMIT & DISPATCH' button.

This will submit the booking, and a mailroom operator will handle the booking.

This screenshot is identical to the previous one, showing the 'Create Booking' form. The 'SUBMIT & DISPATCH' button at the bottom right is highlighted with a red rectangular box, indicating the next step in the process.

5.1. Save as a Draft

If you wish to amend details later and submit later, you can click on **'SAVE AS DRAFT'**.

The screenshot shows the 'Create Booking' form in the DIGITALHUB system. The form is divided into several sections: 'From' and 'To' details, 'Origin' and 'Destination' details, 'Origin Pickup Date' and 'Origin Pickup Time', 'Delivery Instructions', 'Description of Goods', 'Pickup Instructions', and 'Delivery Instructions'. At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT' (highlighted with a red rectangle), and 'SUBMIT & RETURN'.

Once saved as a draft you will be able to view the booking in the **DRAFT** panel.

The screenshot shows the 'Drafts' panel in the DIGITALHUB system. The panel displays a table of draft bookings. The 'DRAFTS' tab is selected in the left-hand navigation menu. The table has the following columns: DATE, SERVICE TYPE, CARRIER, ORIGIN, DESTINATION, PICKUP ADDRESS, DELIVERY ADDRESS, PICKUP BOOKING REFERENCE, and STATUS. A single draft booking is listed with the following details:

DATE	SERVICE TYPE	CARRIER	ORIGIN	DESTINATION	PICKUP ADDRESS	DELIVERY ADDRESS	PICKUP BOOKING REFERENCE	STATUS
25-10-2024	DRIVE	DRIVE	DRIVE	DRIVE	DRIVE	DRIVE	DRIVE	DRAFT

DigitalHub

Empowering the Modern Architecture Ecosystem

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Dashboard

Projects

Timeline

Reports

Settings

Help

Home

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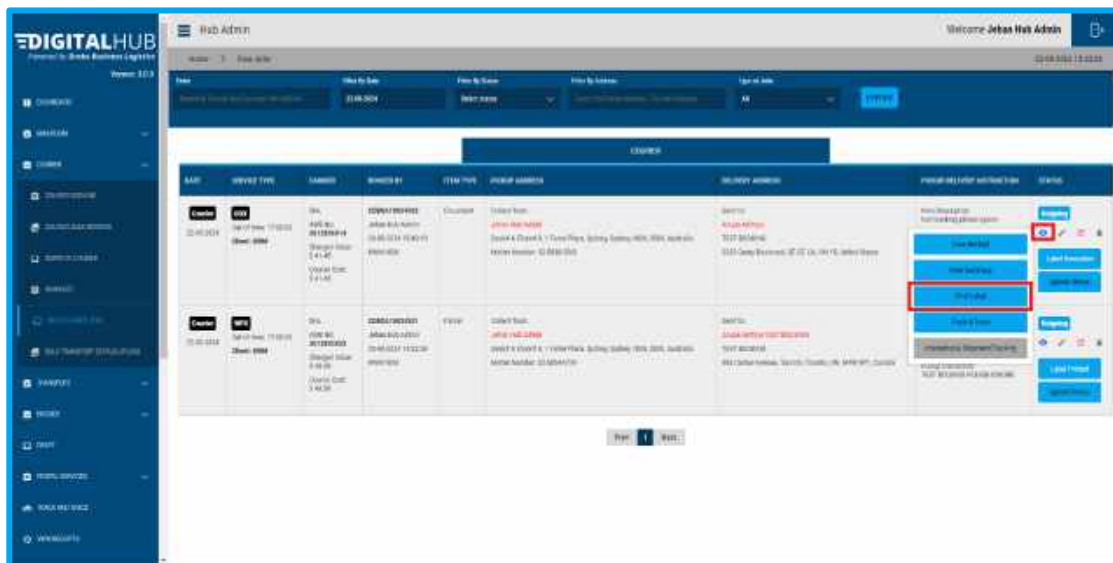
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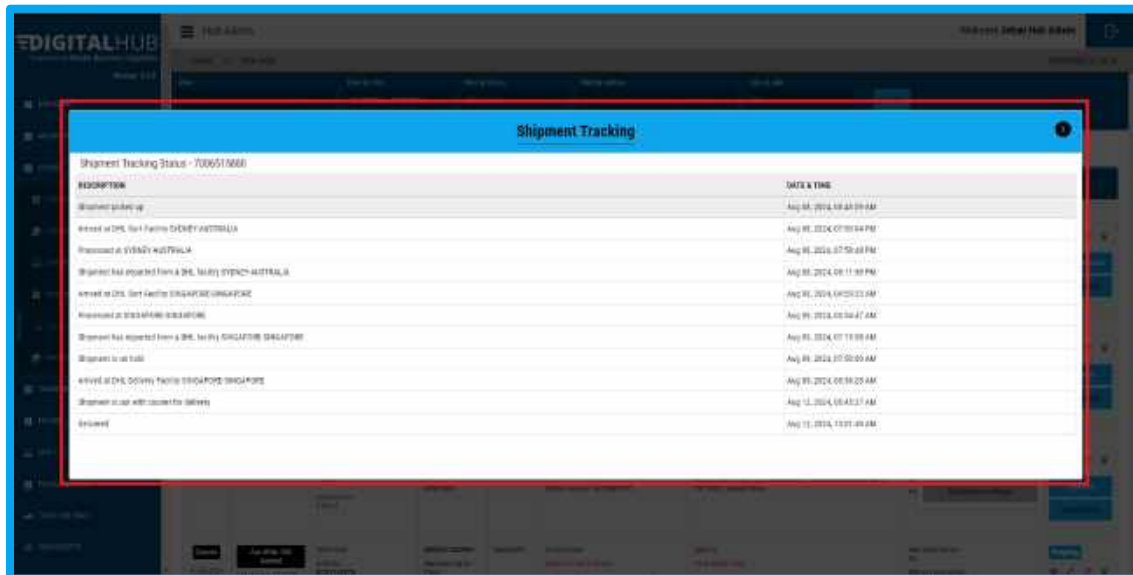
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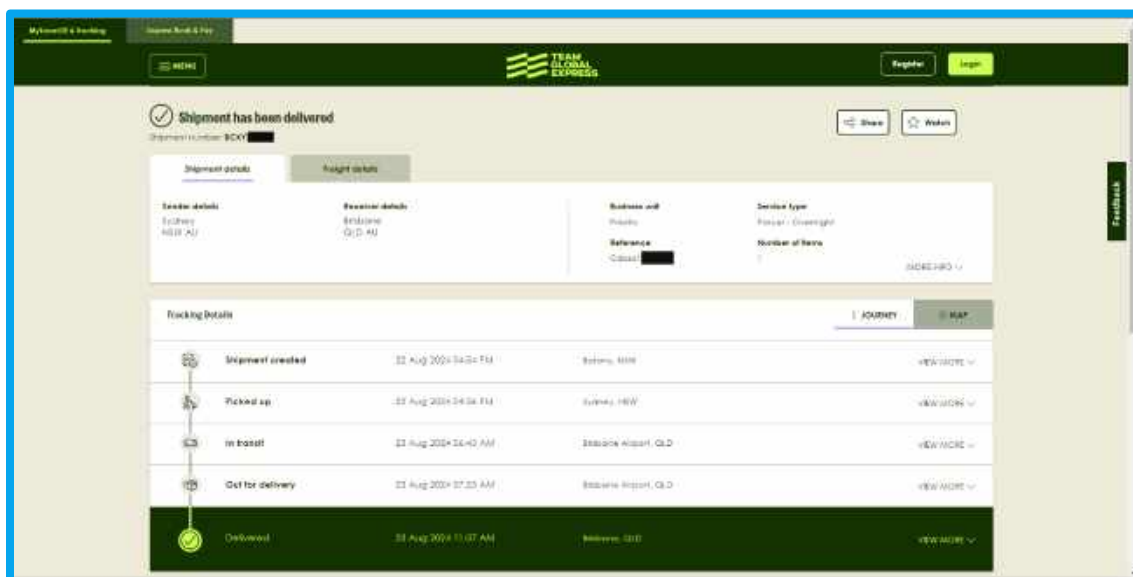
In the **View Booking** page, click on the **EYE** icon & then click on the **Print Label** to print the label.



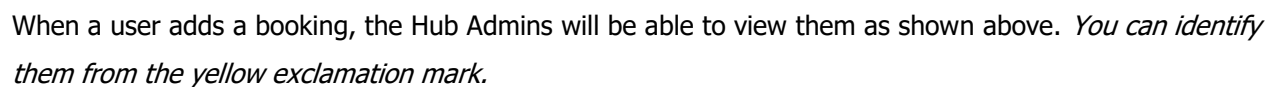
Page 39



For the other courier services (Toll Priority, Star Track , & Aus Post) you will be automatically redirected to the courier's official Tracking page.



8.1. Choose bookings to process



Click on the **Pen** icon to start processing the booking.

Then, the below screen will be opened.

8.2. Edit the booking

Firstly, make sure to select the correct service type. For **DHL** which is **International**.

Then make sure all the address details, Matter number or GL code are added.

Add the measurements & the weight of the package.

The screenshot shows the 'Create Booking' form in the DigitalHub Hub Admin interface. The 'PACKAGE DETAILS' section is highlighted with a red box. It contains the following fields:

Length	Width	Height	Weight
10	10	10	10

Below these fields is a 'FIND COURIER' button.

Then Click on **Find Couriers**.

The screenshot shows the 'Create Booking' form in the DigitalHub Hub Admin interface. The 'FIND COURIER' button is highlighted with a red box.

From the services list, select your preferred one. And scroll down.

DIGITALHUB
Powered by Oracle Business Logistics

PRIME 3.0.0
Welcome Jehan Hub Admin

COURIER OPTIONS ①

Delivery Partner	Service Name	Transit Time	RTE	Special Notes	Current Cost
<p>DHL Express is an international logistics specialist, connecting clients to buyers across the Americas, Asia-Pacific, Europe East and Africa.</p>	DDX	7 days	No	Active	\$ 130.21

Enter Comment for user selected services:

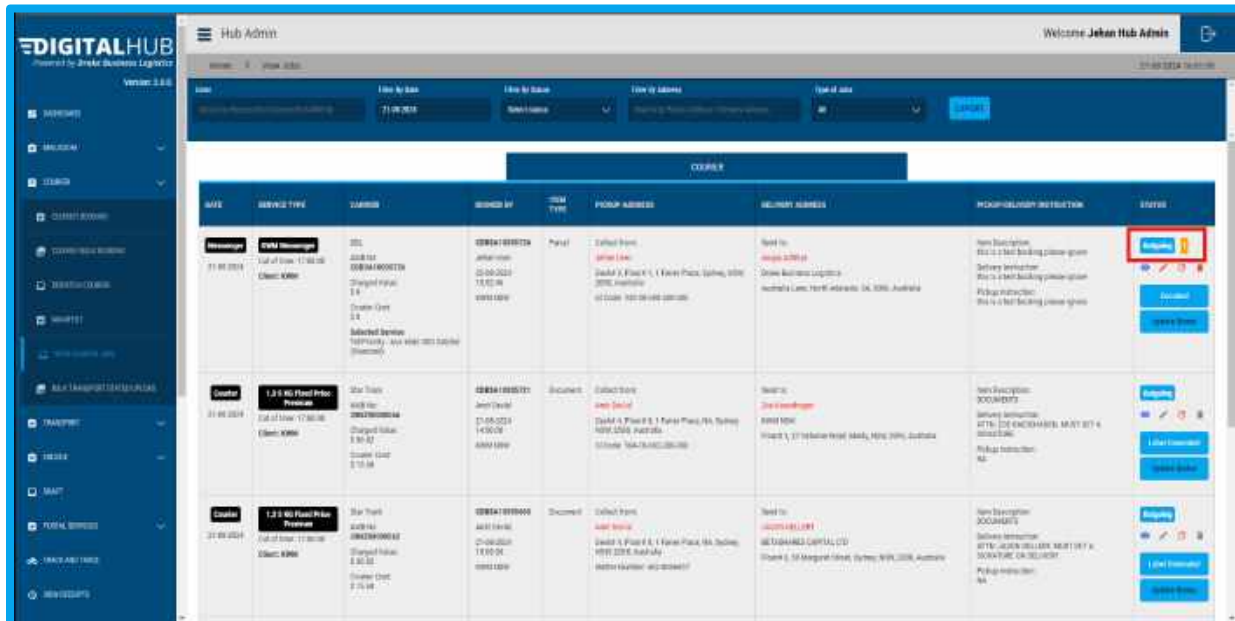
INVOICE DETAILS ②

Payer VAT Number * <input type="text" value="Other VAT Number Here"/>	Original Reference <input type="text" value="Other Original Reference Here"/>	Original Type * <input type="text" value="Other Original Type Here"/>
Signature Name * <input type="text" value="John (Optional) Reason Here"/>	Signature Title * <input type="text" value="User"/>	Gross Weight (kg) <input type="text" value="0"/>
Invoice No * <input type="text" value="Other Invoice Number Here"/>	Invoice Date * <input type="text" value="Other Invoice Date Here"/>	Net Weight (kg) <input type="text" value="0"/>

The rest of the processes is the same as creating a new booking.

9. Processing a User Requested Booking – Toll/ TGE

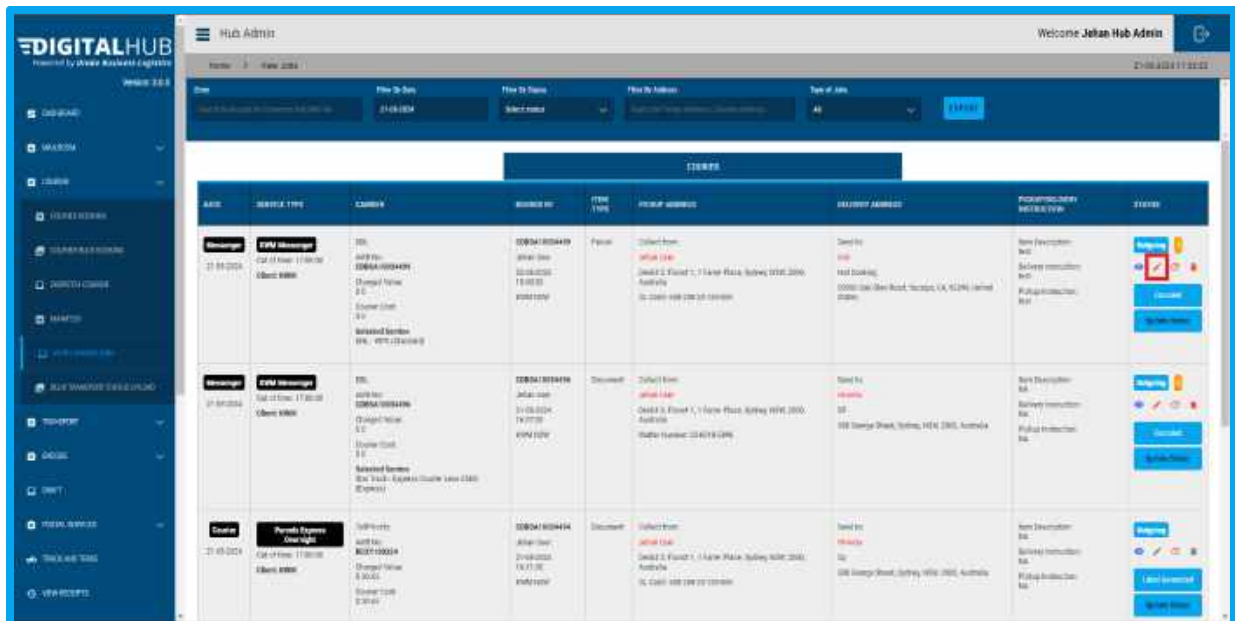
9.1. Choose bookings to process



The screenshot shows the DigitalHub Hub Admin interface. The top navigation bar includes the DigitalHub logo, version 3.0.0, and a welcome message for Jehan Hub Admin. The main content area displays a table of bookings with columns: DATE, SERVICE TYPE, CARRIER, BOOKED BY, ITEM TYPE, PICKUP ADDRESS, DELIVERY ADDRESS, PICKUP/DELIVERY INSTRUCTIONS, and STATUS. The first booking is highlighted with a yellow background and a yellow exclamation mark icon in the STATUS column.

DATE	SERVICE TYPE	CARRIER	BOOKED BY	ITEM TYPE	PICKUP ADDRESS	DELIVERY ADDRESS	PICKUP/DELIVERY INSTRUCTIONS	STATUS
21-09-2024	Full Message	DBL	Jehan Hub	Document	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00
21-09-2024	Full Message	DBL	Jehan Hub	Document	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00
21-09-2024	Full Message	DBL	Jehan Hub	Document	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00

When a user adds a booking, the Hub Admins will be able to view them as shown above. *You can identify them from the yellow exclamation mark.*



The screenshot shows the DigitalHub Hub Admin interface. The top navigation bar includes the DigitalHub logo, version 3.0.0, and a welcome message for Jehan Hub Admin. The main content area displays a table of bookings with columns: DATE, SERVICE TYPE, CARRIER, BOOKED BY, ITEM TYPE, PICKUP ADDRESS, DELIVERY ADDRESS, PICKUP/DELIVERY INSTRUCTIONS, and STATUS. The first booking is highlighted with a yellow background and a yellow exclamation mark icon in the STATUS column.

DATE	SERVICE TYPE	CARRIER	BOOKED BY	ITEM TYPE	PICKUP ADDRESS	DELIVERY ADDRESS	PICKUP/DELIVERY INSTRUCTIONS	STATUS
21-09-2024	Full Message	DBL	Jehan Hub	Document	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00
21-09-2024	Full Message	DBL	Jehan Hub	Document	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00
21-09-2024	Full Message	DBL	Jehan Hub	Document	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00	21-09-2024 18:00:00 21-09-2024 18:00:00 21-09-2024 18:00:00

Click on the **Pen** icon to start processing the booking.

9.2. Edit the booking

Firstly, make sure to select the correct service type.

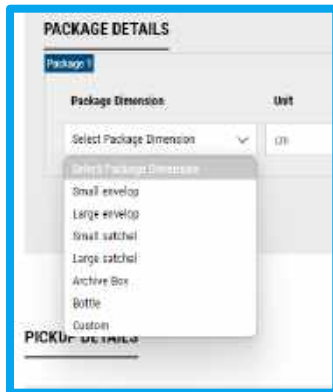
- Domestic
- International

Then make sure all the address details, Matter number or GL code is added.

The screenshot shows the DigitalHub Hub Admin interface. The left sidebar contains navigation links for various modules. The main content area displays the booking form. The 'Type of Goods' dropdown is set to 'Document'. The 'Service Type' dropdown is set to 'Domestic'. The 'Delivery Address' section has 'COMPANY ADDRESS BOOK' selected. The 'Delivery Details' section includes fields for 'Delivery Order Number', 'Delivery Date', 'Delivery State', 'Delivery City', 'Delivery Country', 'Delivery Floor Number', 'Delivery Suburb', 'Delivery Postcode', and 'Delivery County'. The 'Client' section has 'KVM' selected. The 'Matter Number' field contains '221010 0000'. The 'GL Code' field contains '221010 0000'. The 'PACKAGE DETAILS' section is highlighted with a red box and contains fields for 'Length', 'Width', 'Height', and 'Weight'.

Add the measurements & the weight of the package.

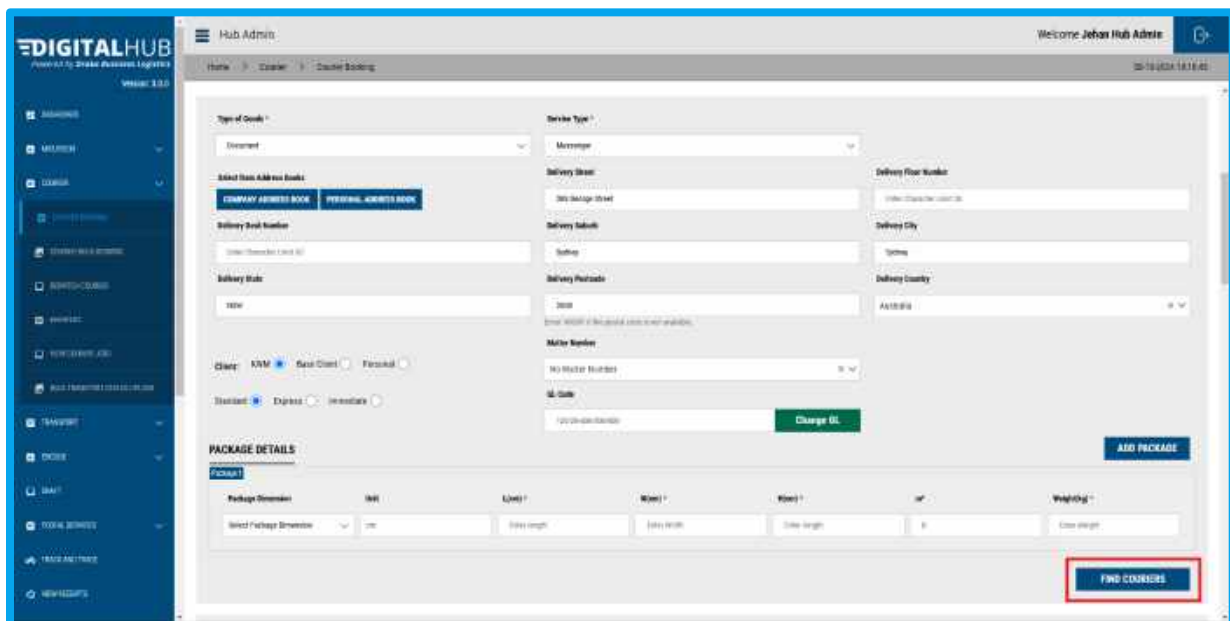
The screenshot shows the DigitalHub Hub Admin interface. The left sidebar contains navigation links for various modules. The main content area displays the booking form. The 'Type of Goods' dropdown is set to 'Document'. The 'Service Type' dropdown is set to 'Domestic'. The 'Delivery Address' section has 'COMPANY ADDRESS BOOK' selected. The 'Delivery Details' section includes fields for 'Delivery Order Number', 'Delivery Date', 'Delivery State', 'Delivery City', 'Delivery Country', 'Delivery Floor Number', 'Delivery Suburb', 'Delivery Postcode', and 'Delivery County'. The 'Client' section has 'KVM' selected. The 'Matter Number' field contains '221010 0000'. The 'GL Code' field contains '221010 0000'. The 'PACKAGE DETAILS' section is highlighted with a red box and contains fields for 'Length', 'Width', 'Height', and 'Weight'.



By clicking on the **Package Dimension** dropdown, you will be able to select from a list of frequently used package types. Once selected, dimensions relevant to those packages will auto-populate.

If you need to add a custom weight, please choose '**Custom**'.

Then Click on **Find Couriers**.



From the services list, select your preferred one. And scroll down.

The screenshot displays the 'DIGITALHUB' Hub Admin interface. The left sidebar contains navigation links: JOURNAL, INQUIRY, CLAIM, COURIER OPTIONS (selected), TRACKING, REPORT, and VENDOR. The main content area is titled 'COURIER OPTIONS' and shows a table of shipping services.

Delivery Partner	Service Name	Transit Time	DD	Special Notes	Current Cost
TOLL	What's Toll is Toll's global digital platform, a one-stop solution for all your shipment needs. From delivering a parcel through to moving dangerous goods and bulk commodities. ** Please call Toll customer service for access to orange pricing **	4-5 Week 1KG Parcel	1 days	No	\$ 17.45
TOLL	What's Toll is Toll's global digital platform, a one-stop solution for all your shipment needs. From delivering a parcel through to moving dangerous goods and bulk commodities. ** Please call Toll customer service for access to orange pricing **	Parcels Express Overnight	1 days	No	\$ 38.45
TOLL	What's Toll is Toll's global digital platform, a one-stop solution for all your shipment needs. From delivering a parcel through to moving dangerous goods and bulk commodities. ** Please call Toll customer service for access to orange pricing **	4-5 Week SMC Parcel	1 days	No	\$ 21.00
ANZAL FRANCE	StarTrack, a member of the Australian Post family, is one of the leading courier and logistics companies in Australia.	1.0 3 KG Fixed Price Premium	1 days	No	\$ 36.42
StarTrack	StarTrack, a member of the Australian Post family, is one of the leading courier and logistics companies in Australia.	Premium	1 days	No	\$ 38.54

9.3. Address & Shipment Details

Here you need to make sure that the users have added the receivers Name, Company Name, Email, & Phone number.

Address details will be filled in automatically.

The screenshot displays the 'ADDRESS & SHIPMENT DETAILS' form within the DIGITALHUB application. The form is organized into two primary columns: 'PICKUP DETAILS' and 'DELIVERY DETAILS'. Each column contains a series of input fields for user information, including 'Full Name', 'Company Name', 'Email', 'Phone Number', and 'Address'. The 'PICKUP DETAILS' section also includes a 'Pickup Address' field. The 'DELIVERY DETAILS' section includes a 'Delivery Address' field. The form is currently in a 'Draft' state, as indicated by the 'Draft' button at the bottom right. The application interface includes a sidebar with navigation options and a top header with the user's name and a logout button.

9.4. Pick up Time and Date

Update the pickup date, & time.

Additionally, you can add the Office Closing time too.

The user selected **Delivery Instruction** (POD vs ATL) can be seen as well.

The screenshot shows the 'Create Booking' form in the DigitalHub Hub Admin interface. The form is divided into several sections. At the top, there are fields for 'Phone', 'Mobile', 'Email', and 'Address'. Below these are fields for 'Signed Pick-up Date', 'Signed Pick-up Time', 'Pickup Today', 'Office Closed By', and 'Customer Reference Number'. The 'Delivery Instructions' section is highlighted with a red box, showing 'POD' and 'ATL' options. Below this are three tabs: 'DESCRIPTION OF GOODS', 'PICKUP INSTRUCTIONS', and 'DELIVERY INSTRUCTIONS', each with a text area for additional instructions. At the bottom are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT & DISPATCH'.

You may add any additional instructions in the given fields.

This screenshot is identical to the one above, showing the 'Create Booking' form in the DigitalHub Hub Admin interface. It highlights the 'Delivery Instructions' section and the three tabs for adding additional instructions: 'DESCRIPTION OF GOODS', 'PICKUP INSTRUCTIONS', and 'DELIVERY INSTRUCTIONS'.

Click **Submit & Dispatch**. Your booking will be created.

You will be redirected to the **View Booking** page.

From here, you can follow the same process to **Print Label, Manifest & Print the manifest**.

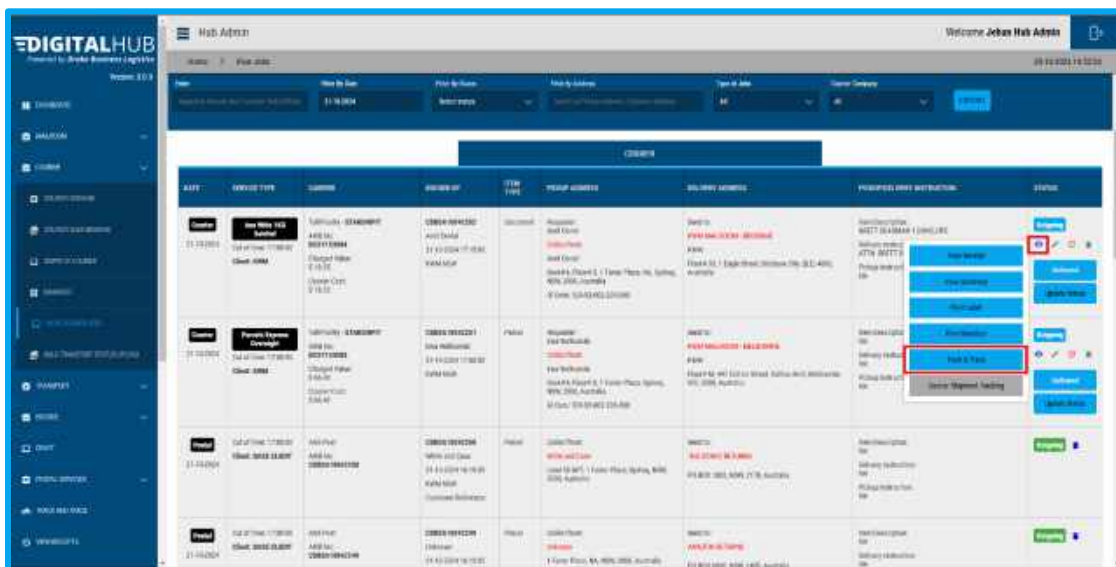
10. Track & Trace

This option allows you to see the track records of the booking, including details such as;

- Person who requested the booking
- Mailroom operator who processed the booking
- Delivery status and related information

On the **View Courier Jobs** page,

1. Click on the **EYE Icon**
2. Then click on the **Track & Trace** icon



Then the below pop-up will be opened.

DIGITALHUB
TRACK AND TRACE

Job Status - CDB6A10942202

STATUS	DATE	TIME	PERFORMED BY	HANDS OVER TO	SIGNATURE	IMAGE	COMMENT
Delivered	21-10-2024	11:00:00	Jeffrey Park, Account	Angela			
Manifest Generated	21-10-2024	11:12:23	Anna Cordell				Manifest: 1724691142.pdf
Label Printed	21-10-2024	11:36:28	Anna Cordell				Label: 1614816
Label Generated	21-10-2024	11:36:22	Digital Hub				Label: 1724691142.pdf
Dispatched	21-10-2024	11:36:28	Anna Cordell				Subscribed

11. INVOICE RECON FUNCTION

11.1. Invoice Reconciliation Function

Once logged in to your Digital Hub account, click on the "INVOICE RECONCILIATION" page on the side panel.



Then you will be redirected to the below page.

11.1.1. File Upload Validations

For Star Track & Star Track Courier, files need to be in the original name to be successfully uploaded. If the naming template has been changed, the system will reject the file.

Below is the expected naming template for the files.

Star Track Invoice File

Electronic Invoice Reporting - Leader Debtor - xxxxxxxx - 2xxx-xx-xx-xx-xx-xx.xlsx

Star Track Courier Invoice File

DBLA_WEEKLY_xxxxxxxx.xlsx

11.1.2. Upload Invoice Files

Click on the dropdown icon and choose the courier company, which you are willing to reconcile the invoice.

INVOICE RECONCILIATION

Select Carrier

DHL

DHL

DHL

DHL

UPLOAD

Reconciliation Tasks

Search: 1 file for Name Carrier: All

Carrier	File	Status	Uploaded		Invoice Break Down								Reconciliation		Action				
			User	Date Time	Uploaded	Matched	Unreconciled	Multiple	Disputed	Initiated	Drapped	User	Date Time						
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/22 17:32	20	12	0	0	0	0	0	0	0	0	0	0	0	0	0
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/21 18:11	15	10	0	0	0	0	0	0	0	0	0	0	0	0	
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/20 20:26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/20 18:33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/19 21:28	22	16	0	0	0	0	0	0	0	0	0	0	0	0	

Then click on **"Browse"**, select the correct invoice file and then click on **"Upload"**.

INVOICE RECONCILIATION

Select Carrier

DHL

DHL

DHL

DHL

Browse

UPLOAD

Reconciliation Tasks

Search: 1 file for Name Carrier: All

Carrier	File	Status	Uploaded		Invoice Break Down								Reconciliation		Action			
			User	Date Time	Uploaded	Matched	Unreconciled	Multiple	Disputed	Initiated	Drapped	User	Date Time					
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/22 17:32	20	12	0	0	0	0	0	0	0	0	0	0	0	0
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/21 18:11	15	10	0	0	0	0	0	0	0	0	0	0	0	0
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/20 20:26	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/20 18:33	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DHL	INVOICE_12812320404.xls	Completed	Jehan Hub Admin	2024/11/19 21:28	22	16	0	0	0	0	0	0	0	0	0	0	0	0

Once clicked, you will be redirected to the below **"Invoice Reconciliation Process"** page.

DIGITALHUB
Powered by Drake Business Logistics
Version: 1.3.3

Hub Admin | Welcome Jetan Hub Admin | 25/11/2024 17:20:49

INVOICE RECONCILIATION PROCESS

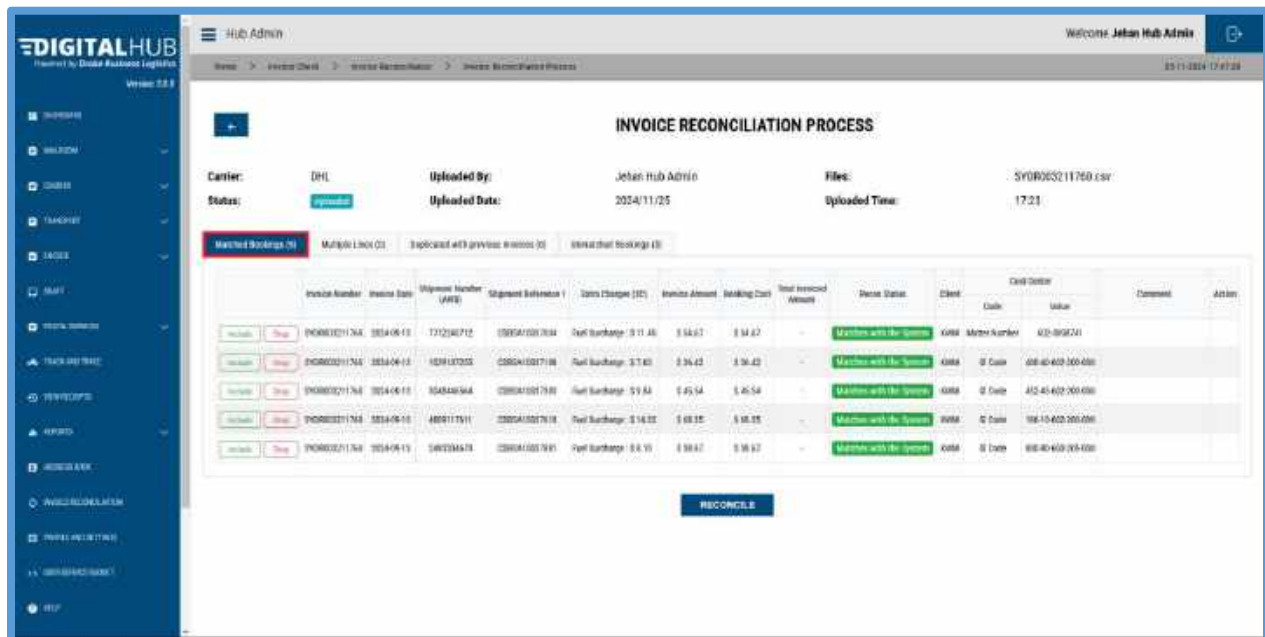
Carrier: DHL | Uploaded By: Jetan Hub Admin | File: SYDR065211760.csv
Status: uploaded | Uploaded Date: 2024/11/25 | Uploaded Time: 17:21

Matched Bookings (5) | Multiple Lines (0) | 3 associated with previous invoices (0) | Unmatched Bookings (0)

Invoice Number	Invoice Date	Shipment Number (AMS)	Shipment Reference	Dates (Origin/To)	Invoice Amount	Booking Cost	Total Invoiced Amount	Invoice Status	Client	Card Order	Comment	Action
PHOR00211760	2024-06-12	712182712	0285A1007604	Rail (London/Paris)	\$ 11.46	\$ 14.87	\$ 14.87	Matched with the System	4088	4088-4088-100-4088		
PHOR00211760	2024-06-12	1038137205	0285A1007198	Rail (London/Paris)	\$ 7.43	\$ 34.42	\$ 34.42	Matched with the System	4088	4088-4088-100-4088		
PHOR00211760	2024-06-12	3543440644	0285A1007198	Rail (London/Paris)	\$ 9.44	\$ 45.54	\$ 45.54	Matched with the System	4088	4088-4088-100-4088		
PHOR00211760	2024-06-12	4808117511	0285A1007198	Rail (London/Paris)	\$ 14.92	\$ 68.35	\$ 68.35	Matched with the System	4088	4088-4088-100-4088		
PHOR00211760	2024-06-12	5462234578	0285A1007198	Rail (London/Paris)	\$ 6.10	\$ 38.67	\$ 38.67	Matched with the System	4088	4088-4088-100-4088		

RECONCILE

On the first tab, you can see the bookings which are in the uploaded invoice, that match with the bookings in the system.



If you wish to reconcile a booking, click on the **"Include"** button.

If you wish a record to not be included in the reconciliation file, click on the **"Drop"** button.

If there is a mismatch in the invoice file and the system, amount from the invoice file will be taken as the final cost of a booking.

You can move to another tab, by clicking on them.

11.1.3. Multiple Lines Tab

This tab contains the bookings which have multiple lines in the same invoice file.

Once included, all the bookings will be shown as one single booking in the reconciliation file, and the amounts will be added together.

Hub Admin | Welcome Jehan Hub Admin | 25/11/2024 15:02:31

Home > Invoice Check > Invoice Reconciliation > Invoice Reconciliation Process

INVOICE RECONCILIATION PROCESS

Carrier: TCE | Uploaded By: Jehan Hub Admin | File: INVOICE.12412.20241115.xls
 Status: Completed | Uploaded Date: 2024/11/19 | Uploaded Time: 21:20

Matched Bookings (18) | **Multiple Lines (4)** | Duplicated with previous Invoices (0) | Unmatched Bookings (0)

Invoice No (AIR)	Year Ref	Invoice Number	Invoice Date	Booking ID	Service	Service Charge	Invoice Amount	Booking Cost	Total Invoice Amount	Invoice Status	Client Code	Client Name	Contract	Action
Included Multiple Lines		P20240809	2024/11/17	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$0.11 Fuel Levy: \$1.23 Domestic Screening Surcharge: \$1.00	\$18.12	\$39.12	\$106.36	Matches with the System	KNM	19 Code: 018 50 403 203 000		
Included Multiple Lines	Excess with on SC0Y1506M	P20240809	2024/11/17	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$1.41 Fuel Levy: \$1.42 Domestic Screening Surcharge: \$1.22	\$23.54	\$36.18	\$168.36	Inv Not in Booking Cost	KNM	19 Code: 018 50 403 203 000	Excess with on SC0Y1506M	
Included Multiple Lines		P20240809	2024/11/14	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$0.07 Fuel Levy: \$1.14 Domestic Screening Surcharge: \$1.04	\$18.89	\$10.89	\$267.71	Matches with the System	KNM	19 Code: 018 50 403 203 000		
Included Multiple Lines	Excess with on SC0Y1506M	P20240809	2024/11/14	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$0.04 Fuel Levy: \$1.15 Domestic Screening Surcharge: \$1.02	\$18.82	\$10.88	\$267.71	Inv Not in Booking Cost	KNM	19 Code: 018 50 403 203 000	Excess with on SC0Y1506M	

[GENERATE PAYMENT APPROVAL FILE](#)

11.1.4. Duplicated with Previous Invoices Tab

This tab will show the bookings that have been included in previous invoice files & reconciled.

If included the amount in this invoice file will be added to the current amount of the booking & show that total in the invoice

EDIGITALHUB | Hub Admin | Welcome Jehan Hub Admin | 25/11/2024 15:02:31

Home > Invoice Check > Invoice Reconciliation > Invoice Reconciliation Process

INVOICE RECONCILIATION PROCESS

Carrier: TCE | Uploaded By: Jehan Hub Admin | File: INVOICE.12412.20241011.xls
 Status: Completed | Uploaded Date: 2024/11/25 | Uploaded Time: 16:27

Matched Bookings (74) | Multiple Lines (2) | **Duplicated with previous Invoices (2)** | Unmatched Bookings (1)

Invoice No (AIR)	Year Ref	Invoice Number	Invoice Date	Booking ID	Service	Service Charge	Invoice Amount	Booking Cost	Total Invoice Amount	Invoice Status	Client Code	Client Name	Contract	Action
Included Multiple Lines		SC0Y10000	2024/10/01	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$1.12 Fuel Levy: \$1.24 Domestic Screening Surcharge: \$1.02	\$18.88	\$10.18	\$10.18	Matches with the System	KNM	19 Code: 018 50 403 203 000		
Included Multiple Lines		SC0Y10004	2024/10/01	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$1.02 Fuel Levy: \$1.24 Domestic Screening Surcharge: \$1.02	\$18.88	\$10.18	\$10.18	Matches with the System	KNM	19 Code: 018 50 403 203 000		
Included Multiple Lines		SC0Y10000	2024/10/02	CB05A1044491	Airway Seg Fee (Overnight)	Security Surcharge: \$1.12 Fuel Levy: \$1.24 Domestic Screening Surcharge: \$1.02	\$18.88	\$10.18	\$10.18	Matches with the System	KNM	19 Code: 018 50 403 203 000		

[GENERATE PAYMENT APPROVAL FILE](#)

11.1.5. Unmatched Bookings Tab

This tab will show bookings that are in the invoice file but is not in the Digital Hub system.

If included, relevant information will be shown in the Invoice Reconciliation file.

INVOICE RECONCILIATION PROCESS

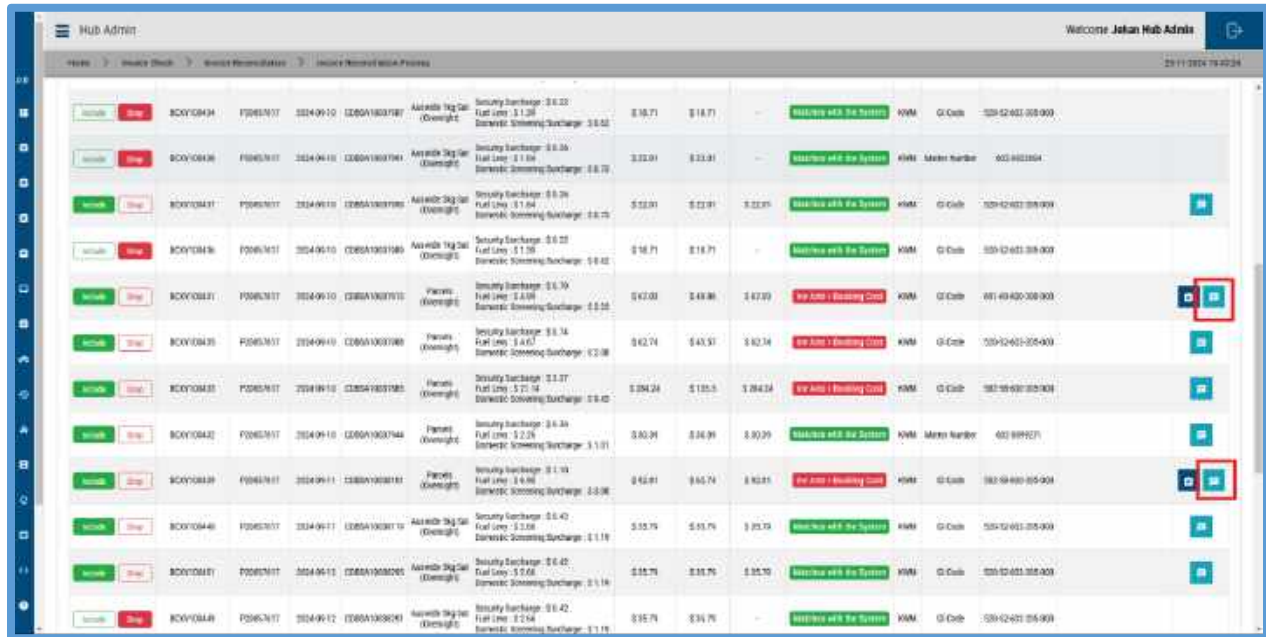
Carrier: TCE Uploaded By: Jekhan Hub Admin File: INVOIC_12412.20241011.xls
 Status: Uploaded Uploaded Date: 2024/11/25 Uploaded Time: 18:27

Unmatched Bookings (1) Multiple Lines (2) Duplicated with previous invoices (0)

Carrier No (4485)	Your Ref	Invoice Number	Invoice Date	Carrier	Charges	Invoice Amount	Total Invoice Amount	Cost Center	Comment	Action
								Code	Value	
4485	2110620000) via 43440 000 000	P2040549	2024-10-06	Australia Tg-Int (Overnight)	Security Surcharge: \$11.22 Fuel Levy: \$11.34 Customs Screening Surcharge: \$0.02	\$128.87	\$128.87			RECONCILE

11.1.6. Reconciling Booking with Amount Mismatches

If the amount does not match in a booking, you will need to add a comment.



Booking ID	Booking Date	Booking Description	Security Surcharge	Fuel Cost	Domestic Sourcing Surcharge	Amount	Status	Comments
BOOK0001	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0002	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0003	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0004	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0005	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0006	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0007	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0008	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0009	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0010	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0011	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0012	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0013	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0014	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0015	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0016	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0017	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0018	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	
BOOK0019	2024-09-10	Alaska Sky Jet (Overnight)	\$0.24	\$1.24	\$0.70	\$22.01	Matched with the System	
BOOK0020	2024-09-10	Alaska Sky Jet (Overnight)	\$0.22	\$1.28	\$0.52	\$18.71	Matched with the System	

11.1.7. Reconciling Unmatched Bookings

If you wish to include and reconcile a booking in the invoice, but not in the Digital Hub system, please add a **Cost Center** and **Comment**.

DIGITALHUB
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Version: 1.3.2

Hub Admin | Welcome Jehan Hub Admin | 25/11/2024 22:18:54

Home > Invoice Check > Invoice Reconciliation > Invoice Reconciliation Process

INVOICE RECONCILIATION PROCESS

Carrier: TGE | Uploaded By: Jehan Hub Admin | File: INVOICE 12412.30241011.xlsx
 Status: Unmatched | Uploaded Date: 2024/11/25 | Uploaded Time: 18:27

Matched Bookings (14) | Multiple Lines (2) | Duplicated with previous versions (1) | **Unmatched Bookings (1)**

Carrier No (HUB)	Your Ref	Invoice Number	Invoice Date	Service	Surcharges	Invoice Amount	Total Invoiced Amount	Cost Center (Code - Value)	Comments	Action
NYT2760338	71181-858037-104-15402-010-000	728862994	2024-10-08	Aussie 1kg Car (Overweight)	Security Surcharge: \$ 0.22 Part-Loss: \$ 1.04 Surprise Storing Surcharge: \$ 0.62	\$ 128.07	128.87	-- --		Reconcile Stop

RECONCILE

11.1.8. Reconciliation

To reconcile the files, click on the **"Reconcile"** button on any tab.

All the bookings must be either included or dropped to reconcile.

DIGITALHUB
Powered by Drake Business Logistics

Hub Admin

Welcome Jehan Hub Admin

Invoice Clerk > Invoice Reconciliation > Invoice Reconciliation Process

25-11-2024 20:16:54

INVOICE RECONCILIATION PROCESS

Carrier: TGE Uploaded By: Jehan Hub Admin File: INVOIC.12412.20241011.xls
Status: **Uploading** Uploaded Date: 2024/11/25 Uploaded Time: 18:27

Matched Bookings (14) Multiple Lines (2) Duplicated w/ previous Invoices (0) Unmatched Bookings (1)

Customer No (JMS)	Your Ref	Invoice Number	Invoice Date	Service	Charges	Invoice Amount	Total Invoiced Amount	Card Order Code	Card Order Value	Comments	Action
MYC2760338	Z11B-80000P H4 15402 283 080	P2086208	2024-10-08	Avonville Tg Car (Overnight)	Security Surcharge: \$ 0.22 Fuel Levy: \$ 1.54 Domestic Sleeping Surcharge: \$ 0.62	\$ 128.97	\$ 128.97	-	-		[Include] [Drop]

RECONCILE

Then, click on the **"Generate Payment Approval File"** button to download the final file.

DIGITALHUB
Powered by Drake Business Logistics

Hub Admin

Welcome Jehan Hub Admin

Invoice Clerk > Invoice Reconciliation > Invoice Reconciliation Process

25-11-2024 20:00:37

INVOICE RECONCILIATION PROCESS

Carrier: TGE Uploaded By: Jehan Hub Admin File: INVOIC.12412.20241115.xls
Status: **Reconciling** Uploaded Date: 2024/11/19 Uploaded Time: 21:28

Matched Bookings (175) Multiple Lines (4) Duplicated w/ previous Invoices (0) Unmatched Bookings (0)

Customer No (JMS)	Your Ref	Invoice Number	Invoice Date	Booking ID	Service	Charges	Invoice Amount	Booking Date	Total Invoiced Amount	Booking Status	Card Code	Card Value	Action
MYC2760338		P2086208	2024-11-11	12305A1004485	Avonville Tg Car (Overnight)	Security Surcharge: \$ 0.71 Fuel Levy: \$ 2.35 Domestic Sleeping Surcharge: \$ 1.61	\$ 36.12	2024-11-11	\$ 36.12	Matched with the System	KMM	025-02-492 205-000	[Include] [Drop]
MYC2760338	Excess Motor Car MYC2760338	P2086208	2024-11-11	12305A1004485	Avonville Tg Car (Overnight)	Security Surcharge: \$ 1.61 Fuel Levy: \$ 4.81 Domestic Sleeping Surcharge: \$ 3.21	\$ 10.24	2024-11-11	\$ 10.24	On Hold - Booking Card	KMM	025-02-492 205-000	[Include] [Drop]
MYC2760338		P2086208	2024-11-14	12305A1004487	Avonville Tg Car (Overnight)	Security Surcharge: \$ 0.27 Fuel Levy: \$ 1.18 Domestic Sleeping Surcharge: \$ 0.64	\$ 10.89	2024-11-14	\$ 10.89	Matched with the System	KMM	025-02-492 205-000	[Include] [Drop]
MYC2760338	Excess Motor Car MYC2760338	P2086208	2024-11-14	12305A1004487	Avonville Tg Car (Overnight)	Security Surcharge: \$ 0.64 Fuel Levy: \$ 1.18 Domestic Sleeping Surcharge: \$ 0.62	\$ 18.83	2024-11-14	\$ 18.83	On Hold - Booking Card	KMM	025-02-492 205-000	[Include] [Drop]

GENERATE PAYMENT APPROVAL FILE