

# WIN QUOTES USER GUIDE

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Version 1.1

The screenshot displays the WIN Quotes Dashboard. The interface includes a top navigation bar with the WIN logo and a 'Quotes' tab. A search bar is located below the navigation. The main content area is organized into several sections:

- Filter Section (Left):** A table showing shipment counts for various statuses: All Shipments (1172), RFQ (Created, Received), and Quote (Created, Received).
- Quote Cards (Main Area):** A grid of quote cards for different commodities, each showing origin/destination, quote status, and a required date. The cards are color-coded by status: Awarded (green), Expired (red), Awaiting Confirmation (orange), Draft (blue), and Declined (red).
- New Shipment Button (Top Right):** A green button labeled 'New Shipment' is highlighted with a red box.
- Promotional Banners (Right):** Three banners are visible: 'Best Cargo' (DAP Imports to MXP Milan/ITALY), 'Alenia Exports' (EXW/FOB Charters for Turin TRN Exp), and 'FreightDeadbeats!' (CONNECT TO YOUR GLOBAL AGENT PARTNERS FOR REAL-TIME RATE SHARING).

- Log into your WIN account and proceed to the Quotes tab, you will then see your WIN Quotes Dashboard
- Each box represents a RFQ/Quote and is color coded according to status
- You may filter results on the left hand side
- To create a new RFQ, click the 'New Shipment' button on the top right screen

**Shipment Details**

Shipment reference \*  
 Transport Mode \*  
 Service Type  
 Charges For \*

Movement \*

Local Address

Quick address lookup:  
 Type a free text address here...

Address Line 1...  
 Address Line 2...  
 City...  
 State / Province...  
 Country...  
 Postcode...

Preview of Origin and Destination

Cargo

Cargo Type \*  
 Commodity \*  
 Quantity \*  
 Package Type \*

Gross Weight \*  
 Length \*  
 Width \*  
 Height \*  
 Volume

HS Codes  
 Add HS Code

Additional Cargo Details

Additional Details

Freight Terms  
 Incoterms  
 Cargo Value

Services

Freight  
 Pick up  
 On-carriage  
 Customs Handling  
 Terminal Handling  
 Insurance

Remarks

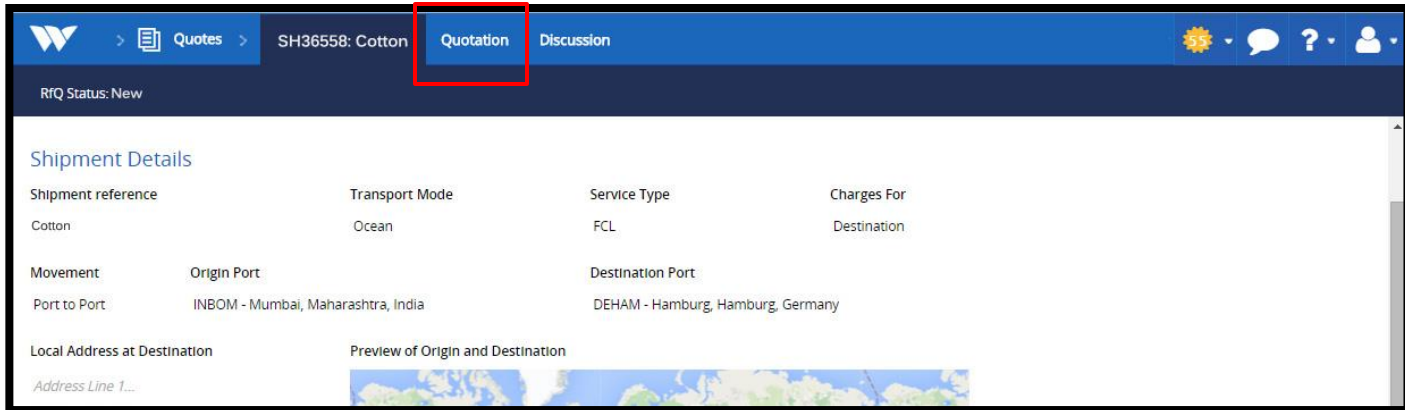
eDocket  
 No documents.  
 Add Document

- Fill in the details of your RFQ
- **eDockets** Attach documents here; attached documents will be received by RFQ recipients
- Once the RFQ draft is complete, click 'Save' (topmost right). Once the RFQ has been saved, you have the option to Discard, Duplicate, Edit and Send for Quote

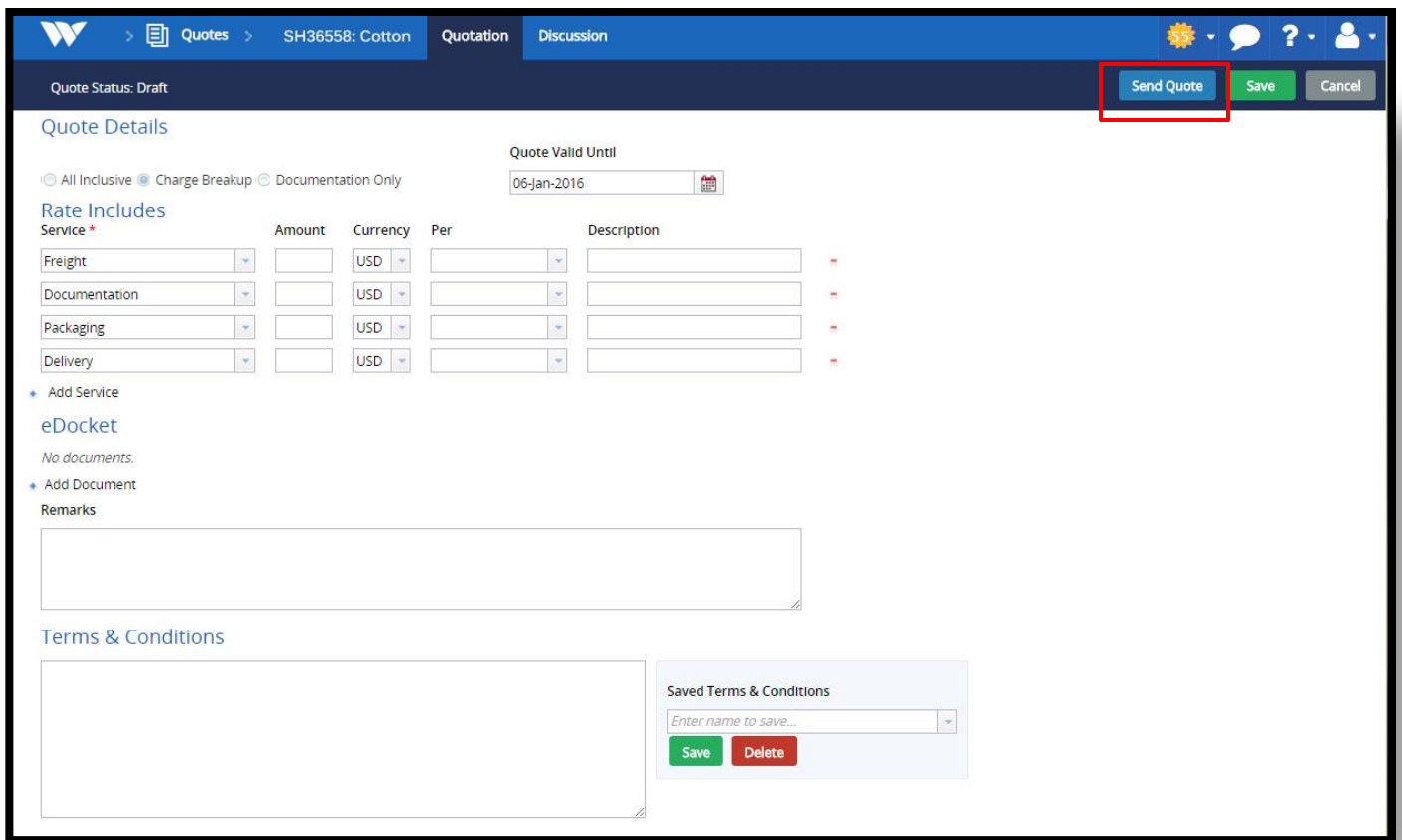
The screenshot shows a software interface for sending an RFQ. The main window is titled 'New Request' and contains a map of Los Angeles with a red box highlighting the 'Address Book' icon. Below the map is a legend and a 'Comments' section. To the right, there is a 'Quote Required By' date field set to 1/6/2016. A 'Contacts' pop-up window is open, displaying a list of agents with checkboxes. The 'Clear Freight, Inc.' agent is selected. The pop-up window also shows details for the selected agent, including address, contact information, and agent statistics. At the bottom of the pop-up, it says '0 agents selected' and has 'Select Agents' and 'Cancel' buttons. The background interface includes a 'Send RFQ' button in the top right corner and a 'Shipment Details' section at the bottom.

- Click on the Address Book feature (boxed in red above) to activate a list of agents to send the RFQ to. You can search for agents by Name, Networks, Country and City.
- Agents with the highest response rates are listed on top
- Tick the box of the agents you would like to send this to-then click 'Select Agents'
- Choose a 'Quote Required By Date' and add any additional comments
- Once you are ready to send, proceed to 'Send RFQ'
- Note: Your recipients will know the number of agents you have sent your request to. Below is an example of what you recipients will see in their RFQ request:

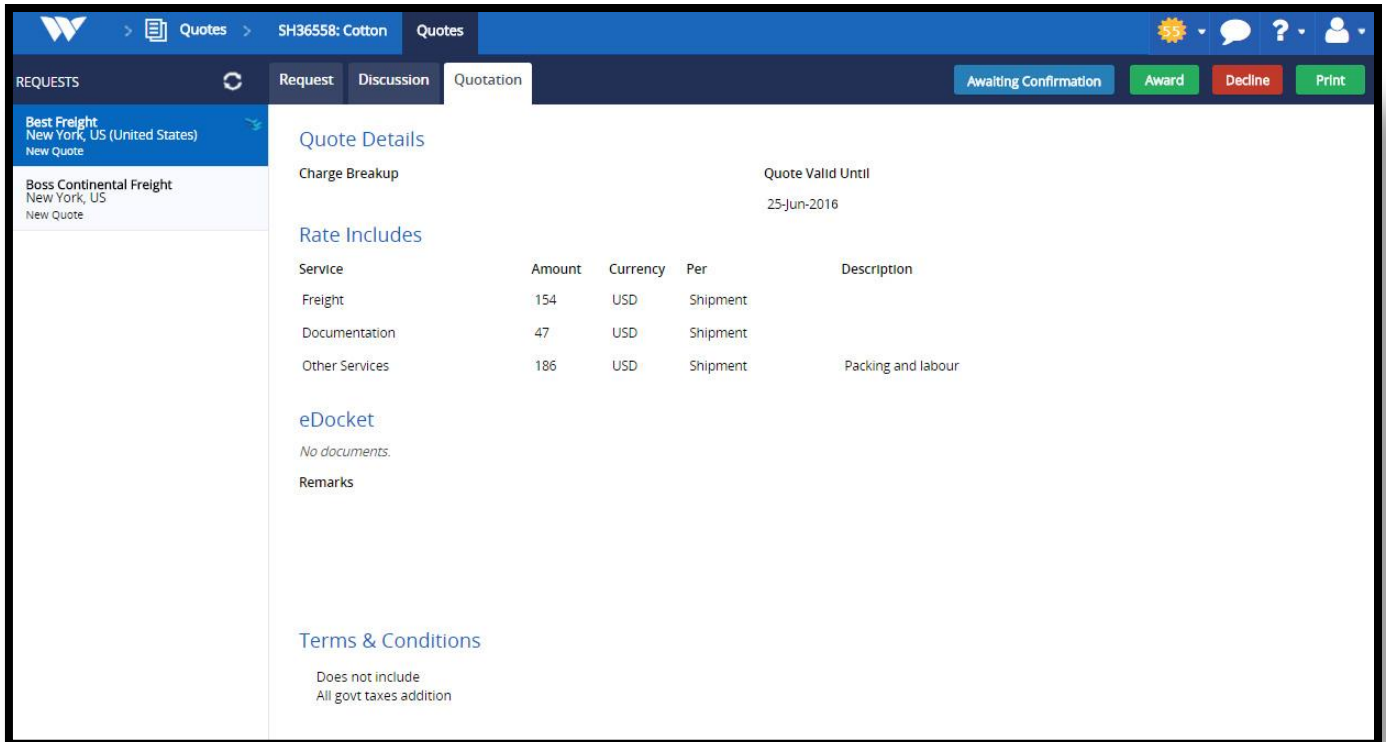
NOTE: This RFQ was sent to 1 agent



- To respond to a received RFQ, click into the RFQ to find the details of the received RFQ and then proceed to the 'Quotation' tab (boxed red)



- Fill in the details of your quote
- You may also attach your Terms and Conditions (Bottom of the form)
- You may also have a discussion with your RFQ sender by clicking the 'Discussion' tab (next to the Quotation tab)
- Once you have filled in the details of your quote, click Send Quote.



- Each agent you have sent the RFQ to will appear on your left hand side.
- When a quote(s) has been received, the status of the agent will change, for example: 'New Quote'
- Click on the agent, proceed to the 'quotation' tab to view their quote
- Click on the 'Discussions' to have or respond to discussions
- Note: If you Award or Decline a quotation, WIN makes it mandatory for you to provide a reason why

See example below:

