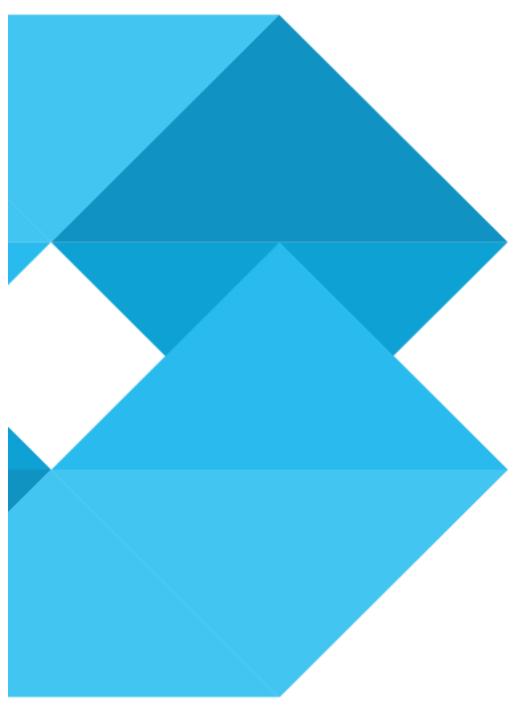
USER GUIDE - CLIENT



With BIZCARGO, you have all for less.



GLOBAL COLLABORATIVE LOGISTICS

DEAR LOGISTICS SERVICES CLIENT, WE'VE CREATED THIS GUIDE JUST FOR YOU.

WE WANT YOU TO TAKE FULL ADVANTAGE OF BIZCARGO.

THE SERVICES YOU CAN CONTRACT HAVE THE BEST CONDITIONS AND THE BEST PRICES IN THE MARKET.

What is BIZCARGO?

BIZCARGO.COM IS AN ONLINE PORTAL TO SEARCH DOOR TO DOOR MULTIMODAL TRANSPORT AND LOGISTICS SOLUTIONS.

USERS CAN REQUEST QUOTATIONS, MANAGE THEIR BOOKINGS AND FOLLOW TRANSPORT EXECUTION.

AN ECOSYSTEM WITH SERVICES, PRODUCTS AND APPLICATIONS FOR ALL THE INTERVENIENTS IN THE LOGISTICS NETWORK. ONLINE COLLABORATIVE LOGISTICS.

On **BIZCARGO.com** you'll do more for much less...

HOW DO I USE BIZCARGO?

WE'LL PROVIDE YOU WITH THE INFORMATION ON THE STEPS TO FOLLOW!

- 1. REGISTER ON BIZCARGO
- 2. SIGNING IN TO BIZCARGO
- 3. SEARCH FOR A DOOR TO DOOR TRANSPORT SOLUTION
- 4. ASK FOR A DIRECT QUOTATION
- 5. REQUEST ONE OR MORE QUOTATIONS
 - 5.1 ANALYZE PROPOSALS AFTER REQUEST FOR QUOTATION
 - 5.2 USING THE CHAT TO NEGOTIATE THE QUOTATION REQUEST
 - 5.3 MY DECISION: SEND, REJECT OR ACCEPT
- 6. BOOK THE SERVICE
- 7. MAKE A DIRECT BOOKING
- 8. ATTACH DOCUMENTS TO THE BOOKING
- 9. VGM
 - 9.1 CREATE A VGM DOCUMENT
 - 9.2 INSERT A WEIGHING
- 10. FOLLOW MY SHIPMENT
- 11. INFORMATION ON CARGO ARRIVAL AT DESTINATION
- 12. EVALUATION OF THE SERVICE PROVIDED
 - 12.1 EVALUATING THE PROVIDER
 - 12.2 EVALUATION ATTRIBUTED BY THE PROVIDER

1. REGISTER ON BIZCARGO

On the main bar you will find the **REGISTER** button;

On the pop-up window select Register;

Enter the e-mail address you wish for your BIZCARGO account.

Indicate whether you are a **PRIVATE** or a **PROFESSIONAL** client;

- i) **Private:** any individual person who is searching for logistics services on a personal basis, with no business interest.
- ii) **Professional:** any company (single-member, society or co-operative) or entity that is searching for services, on a business basis.

Mark the box I agree with the Terms and Conditions;

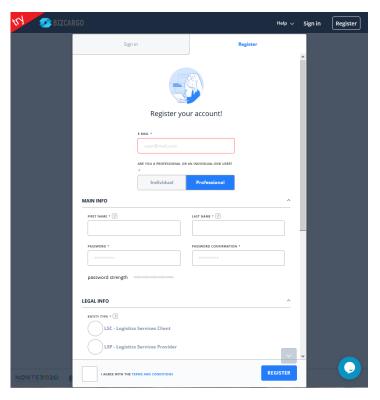
Press CONTINUE and fill in the remaining fields.

If you chose the option **Professional**, on the field ENTITY TYPE, select **Logistics**

Service Client;

Finish with **REGISTER**.

You will receive a register **confirmation** email within 48 hours.

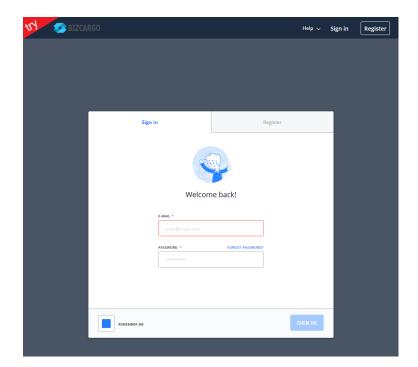


As soon as you **activate** your account, you're registered.

BIZCARGO WELCOMES YOU!

2. SIGNING IN TO BIZCARGO

On the main bar you will find **SIGN IN** button; Fill in your user data – e-mail and password; Select **SIGN IN**.



Mark the **REMEMBER ME** box and on your next visit your browser will automatically sign you in.

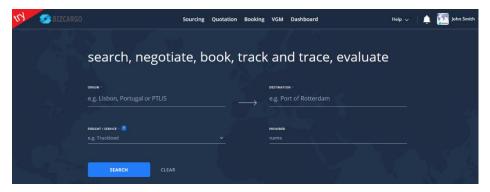
BIZCARGO is by your side! Now, the next step...

3. SEARCH FOR A DOOR TO DOOR TRANSPORT SOLUTION

Important: register and fully benefit of BIZCARGO. Access all features on the platform.

To find transport solutions you only need to identify your service's **origin** and **destination** and **freight** / **service type**.

Press SEARCH



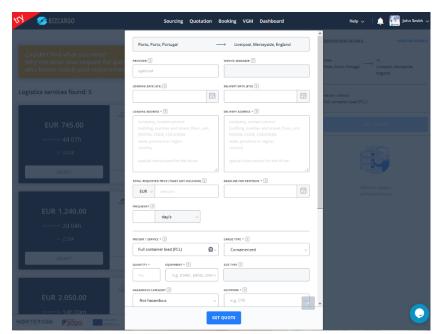
If you prefer, you can aim the search to the services of a particular provider.

4. ASK FOR A DIRECT QUOTATION

You must identify origin, destination and freight.

Then select **DIRECT QUOTATION**.

(If you also enter the Provider when asking for a Direct Quotation, the request will only be sent to him. Otherwise, every provider with the best conditions to accomplish the service will also be getting it. So, if you don't know any providers, leave it empty and we'll choose for you).

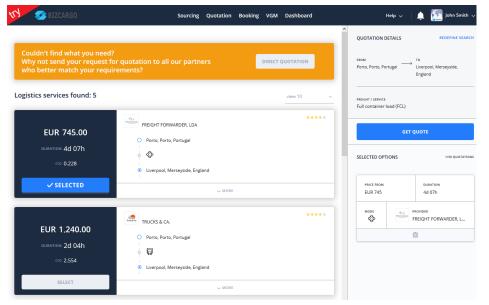


Fill in all required data. We need this information to answer your request! (all mandatory fields are identified with *. If you have any doubt filling in, pass the mouse over ?.)

Press **GET QUOTE**.

5. REQUEST ONE OR MORE QUOTATIONS

Analyze the presented list of solutions and determine the best offers.

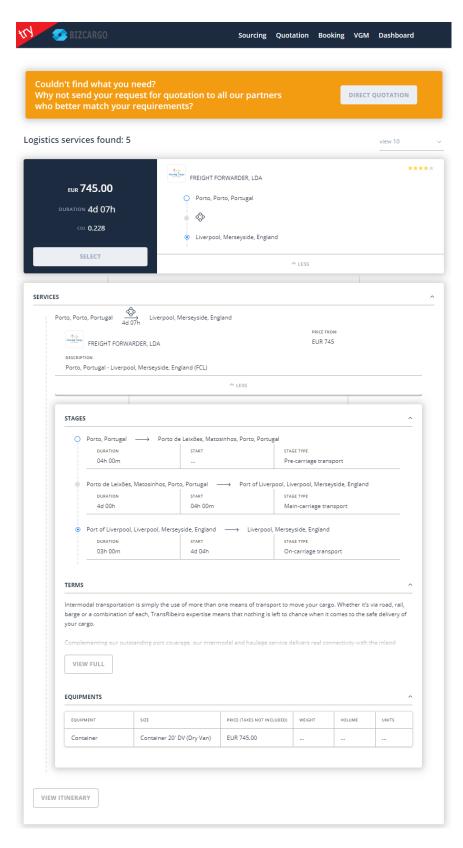


Press

MORE, to find out the details of each solution.

All search data, as well as the solutions you've selected for quotation, are presented on the right-hand sidebar.

BIZCARGO offers you a personalized reply!



Have you noticed how important it is to value factors like journey time, price, service provider (certificates of excellence, quality, evaluation) and other relevant aspects in your decision?

Choose up to four solutions, using the **SELECT** button.

Fill in required data and press **GET QUOTE**.

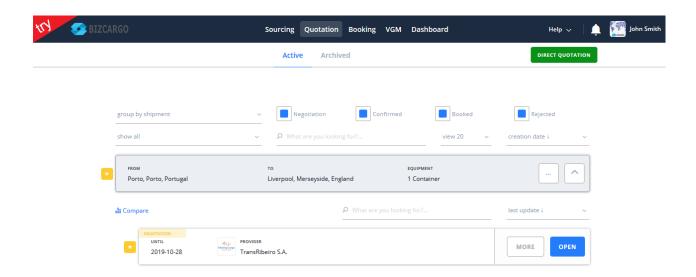
BIZCARGO... and magic happens! We've just saved much of your time!

From the multiple solutions **BIZCARGO** presents you some are **Smart Solution**!



They are the result of optimized service combinations, **Smart Solution** generated by the platform to answer your transport needs.

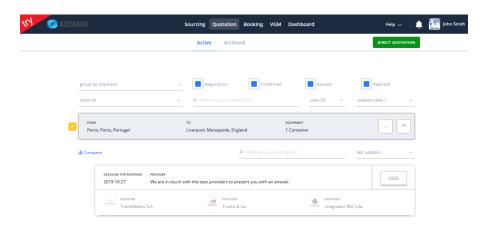
5.1 ANALYZE PROPOSALS AFTER REQUEST FOR QUOTATION



On quotation list you'll find all quotation requests you've placed on the platform, in their different stages. You may filter and/or sort at your convenience.

Your quotations are classified as:

- * new
- with associated answer
- s with proposal
- updated information
- unread chat messages



If you made a request for direct quotation without indicating a provider, you will be able to see the list of those contacted by BIZCARGO to give you an answer.

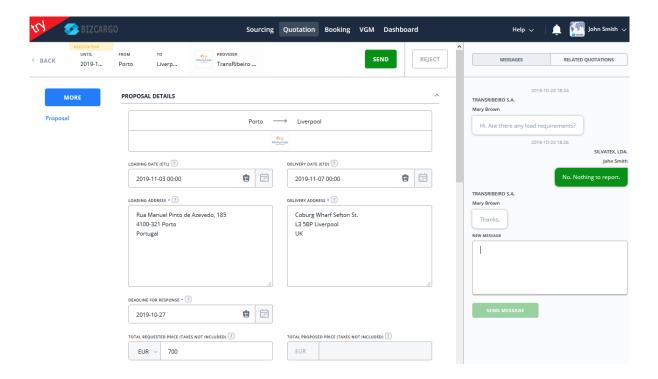
Do you know of any other service where you can request quotations to several providers as fast and simple as on BIZCARGO?

5.2 USING THE CHAT TO NEGOTIATE THE QUOTATION REQUEST

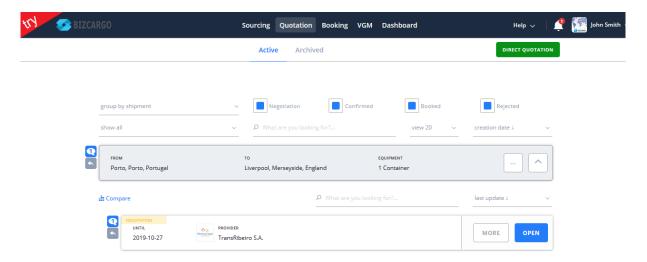
BIZCARGO offers a space for **message exchange**, inside every quotation, on the right-hand side of the screen.

With this feature you can place questions, clear any doubts, etc.

If both client and provider have the quotation opened at the same time, they are able to **chat live**.



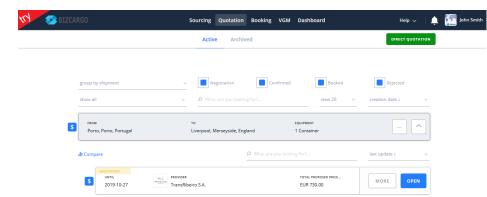
On the other hand, if one leaves a message while the other is offline, the latter will receive it when he opens the quotation anew.



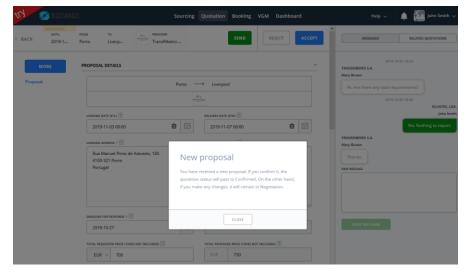
Always remember to press **SEND**, on top of the page, whenever modifications are made to the quotation request.

5.3 MY DECISION: ACCEPT, SEND OR REJECT

After receiving a proposal you have three options at your disposal: **Accept** the proposal, **Send** changes, enabling proposal reevaluation or **Reject** conditions.



Press **OPEN** to access the details of the quotation proposal.



Always bear in mind the validity of the proposal. You may no longer get the same conditions after this period.



Have you received a good proposal? **ACCEPT** its conditions. The provider will be notified of your acceptance. Your quotation passes to **Confirmed Quotations**.



Are you not entirely satisfied? Change the data you wish on the quotation and send it. The provider will be invited to improve the conditions in the quotation.



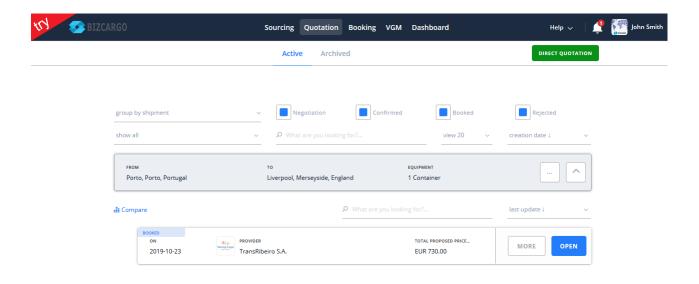
Every time you're not interested in proceeding with the negotiation. In this case, we recommend you resume the search process or make a **DIRECT QUOTATION** request.

6. BOOK THE SERVICE

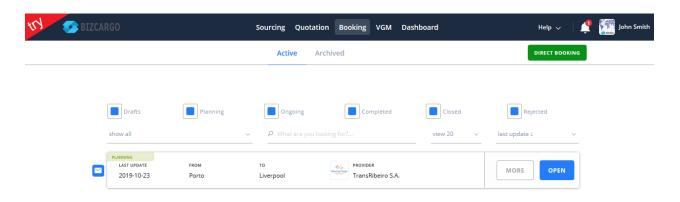
Once accepted, the proposal becomes a **Confirmed** quotation. The provider will create the booking, thus, formalizing service contracting.

The quotation passes to **Booked** status, giving rise to a contractual link with the provider.

The quotation remains available for consultation.



On this stage, the new booking can already be viewed on **Bookings**, in **Planning**.



BIZCARGO connects **providers** and **clients**, preserving **confidentiality!**

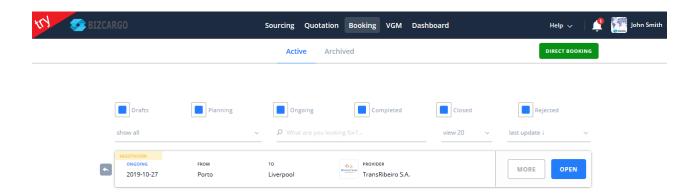
7. MAKE A DIRECT BOOKING

BIZCARGO also lets you place a Direct Booking.

If you already know a Provider with whom you intend to work and the service terms have previously been agreed-upon, BIZCARGO allows you to book directly, without having to search for solutions or request quotations.

When you already have a transport contract with a provider, you can still benefit from all **booking management** features on BIZCARGO.

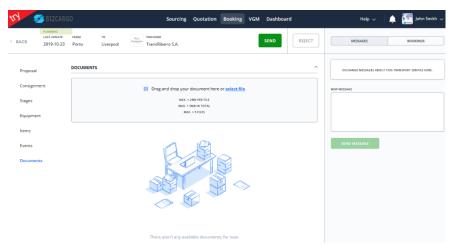
On Booking, at the top of the page you'll find the option **DIRECT BOOKING**.



Planning, execution and evaluation remain available online or in our mobile apps.

8. ATTACH DOCUMENTS TO THE BOOKING

To attach your file, access the tab **Documents** of the booking. To complete it press **UPLOAD DOCUMENTS**.



BIZCARGO provides **documental support** in all aspects of the process.

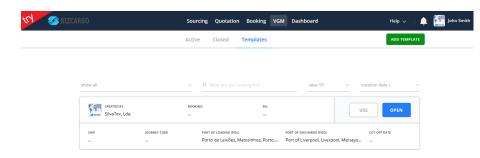
Don't waste any more time looking for documents.

Access all information at a single location – BIZCARGO!

9. VGM

This feature allows the creation of **VGM** and/or **weighings**, whether to associate to a booking on **BIZCARGO** or to use separately.

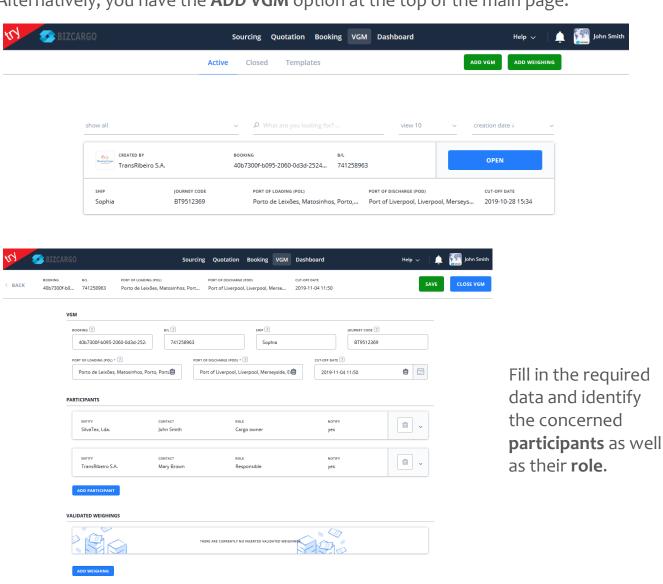
9.1 CREATE A VGM DOCUMENT



Section **Templates** has the added advantage of creating a base document for repeated use, for regular services.

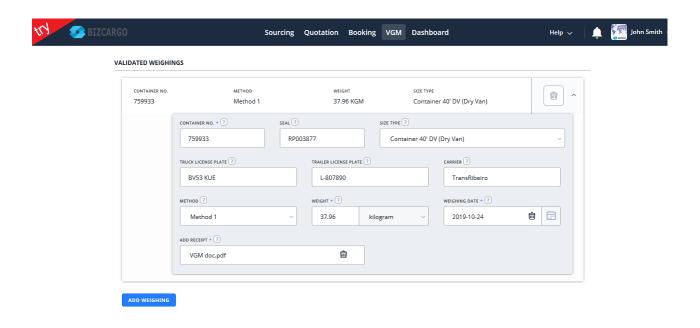
Press **USE** button on the template to generate the new VGM.

Alternatively, you have the ADD VGM option at the top of the main page.



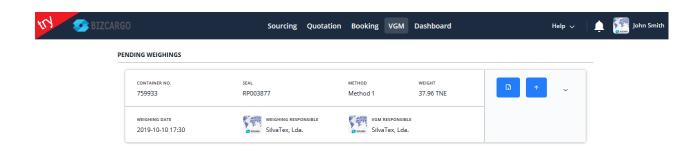
9.2 INSERT A WEIGHING

Still on the VGM page, you can add weighing, inside Validated Weighings section.



On the other hand, if you just want to generate a separate weighing to later on associate to a VGM, you'll find the option **ADD WEIGHING** on the main screen.

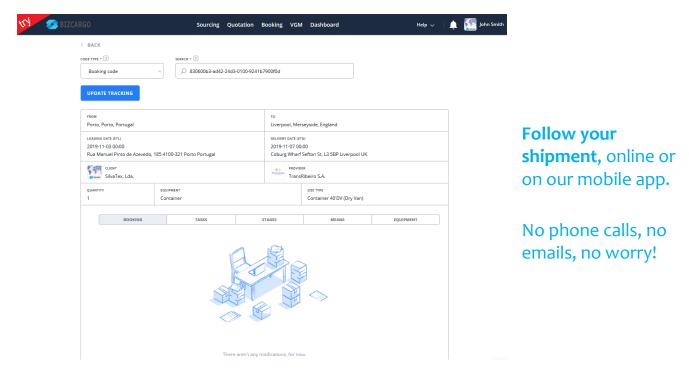
Such weighings remain as **Pending.** Once the corresponding VGM is created you'll be able to pass them to **Validated Weighings.**



10. FOLLOW MY SHIPMENT

Follow the execution of your transport service.

The button **MORE** of your booking presents the option **TRACKING**. Information can be viewed by task, stage, etc. Also at your disposal is the ability of requesting the operator a follow-up on your cargo with **Update tracking**.

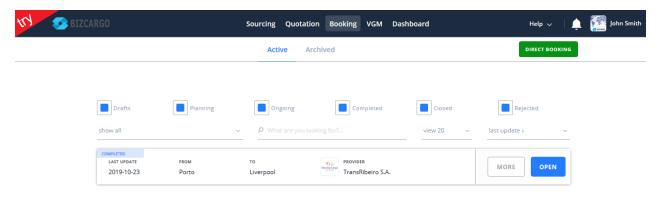


11. INFORMATION ON CARGO ARRIVAL AT DESTINATION

The goods have arrived at their destination!

As soon as operations finish, the provider **completes** the booking, passing it to **Completed** status.

BIZCARGO will send you a notification informing of booking completion.



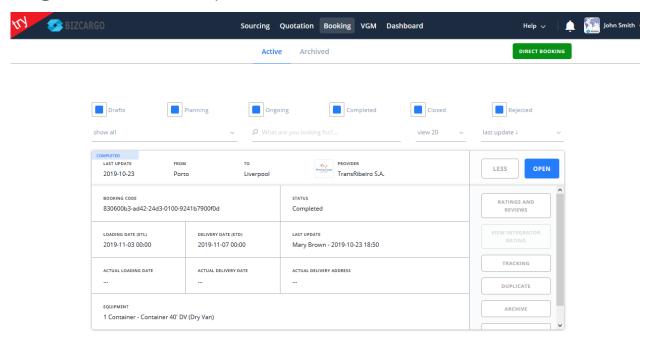
Delivery of the goods is no longer a surprise.

On **BIZCARGO** the client always keeps track of the cargo!

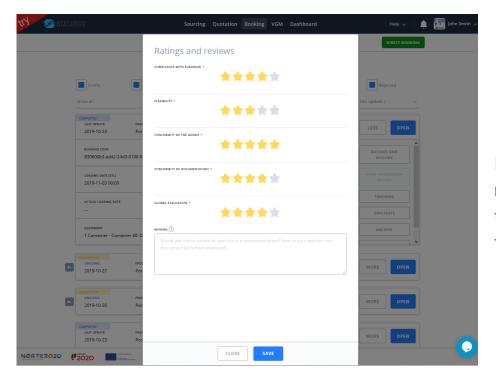
12. EVALUATION OF THE SERVICE PROVIDED

12.1 EVALUATING THE PROVIDER

The time to evaluate the transport service you've been provided has come. Press **Ratings and Reviews** for a quick service evaluation.



The evaluation process consists in attributing 1 to 5 stars to each of the following points: Compliance with planning, Flexibility, Conformity of the goods, Conformity of documentation, Global evaluation.

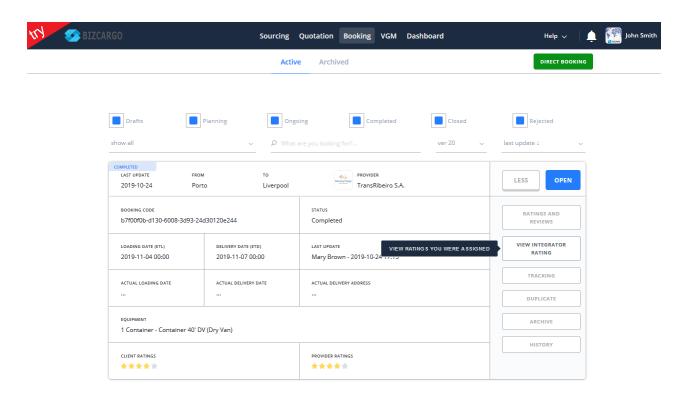


If you change your mind, you can renew the evaluation, with the **Delete** button.

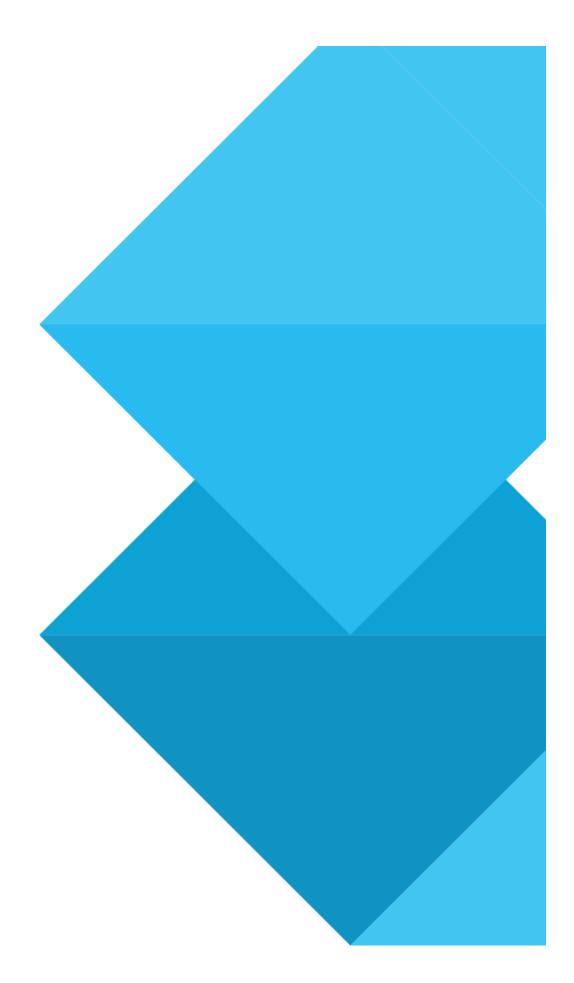
12.2 EVALUATION ATTRIBUTED BY THE PROVIDER

In turn, the provider may also evaluate the Client of the service rendered.

The button **View provider rating** on the booking activates as soon as the provider evaluates the service provided.



Evaluation helps **BIZCARGO** provide a **reputation system** that enhances the levels of reliability in Clients and thus improve user experience.



Co-financed by:





