



Fallow International Freight Limited
Online Services Guide

March 2011

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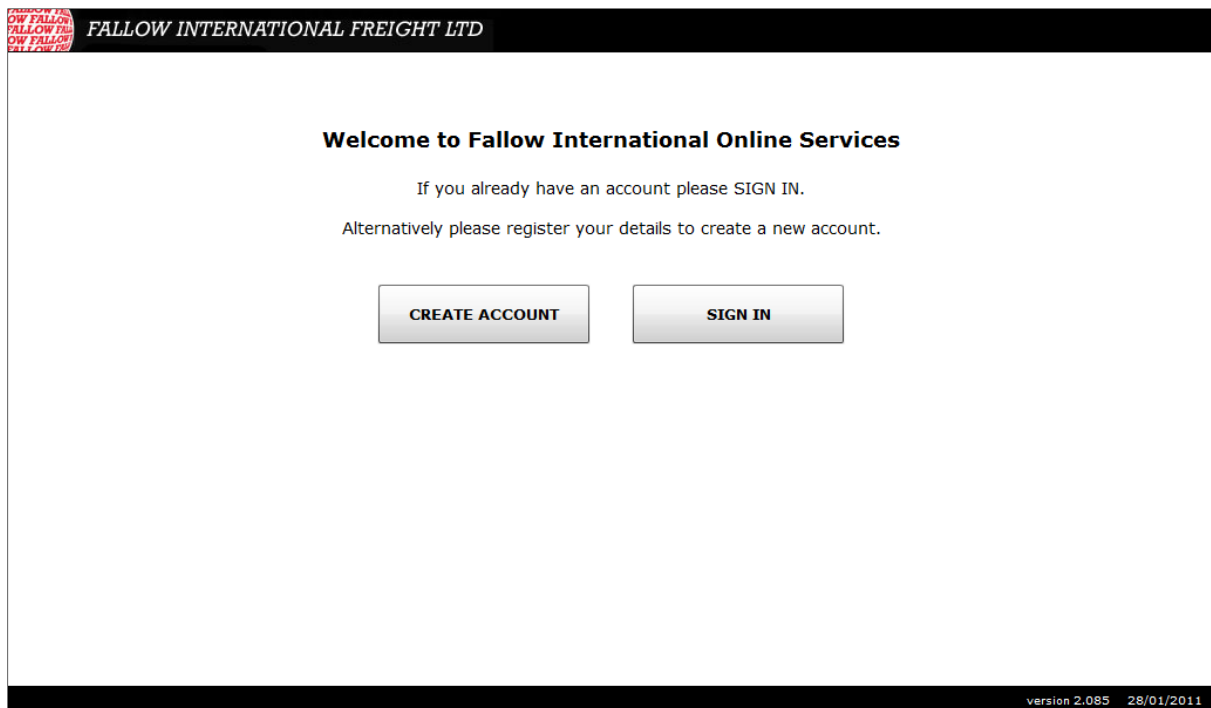
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Accessing Fallow Online Services

Open an internet browser and go to www.fallowonlineservices.co.uk

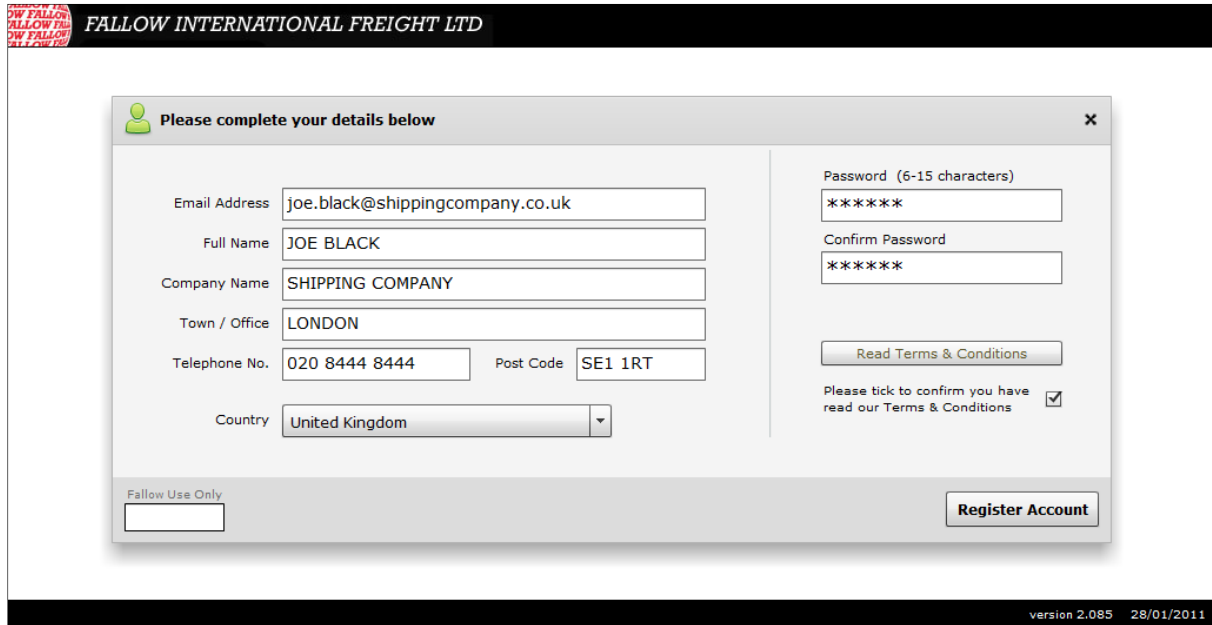
On the welcome screen you will be prompted to '**CREATE ACCOUNT**' or '**SIGN IN**'

If you have not already registered to use the Fallow Online Services you should choose to create an account.



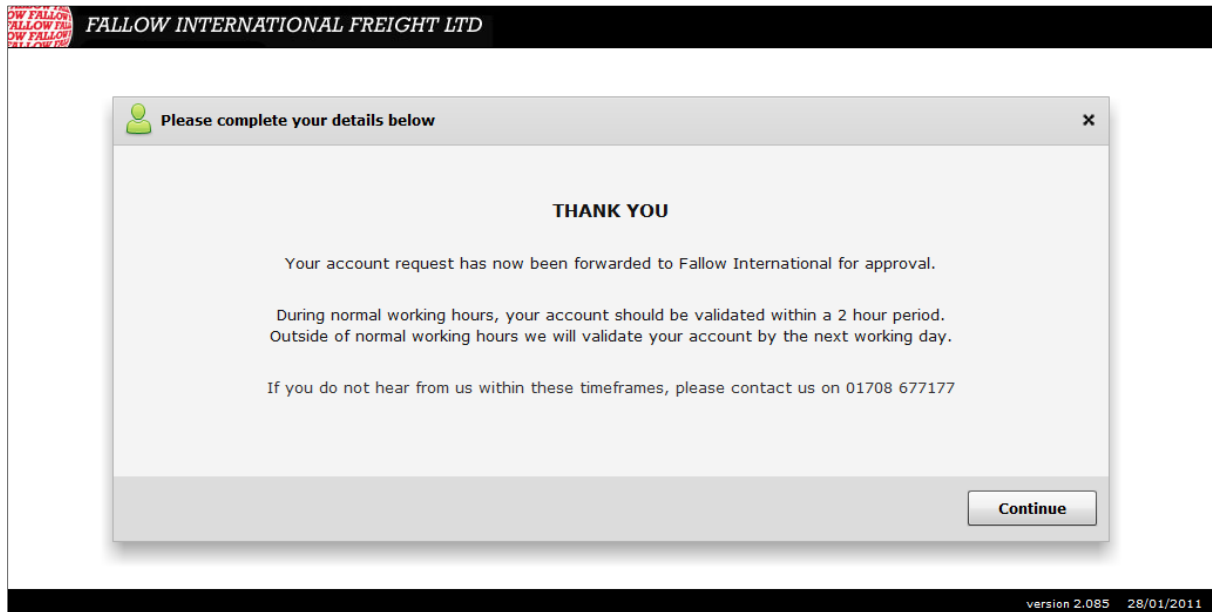
Creating an Account

In order to use the Fallow Online Services you will need to register for an account.



Complete the form with the required information and then click '**Register Account**'

Your details will be forwarded to Fallow for approval and your account confirmed usually within a 2 hour period.



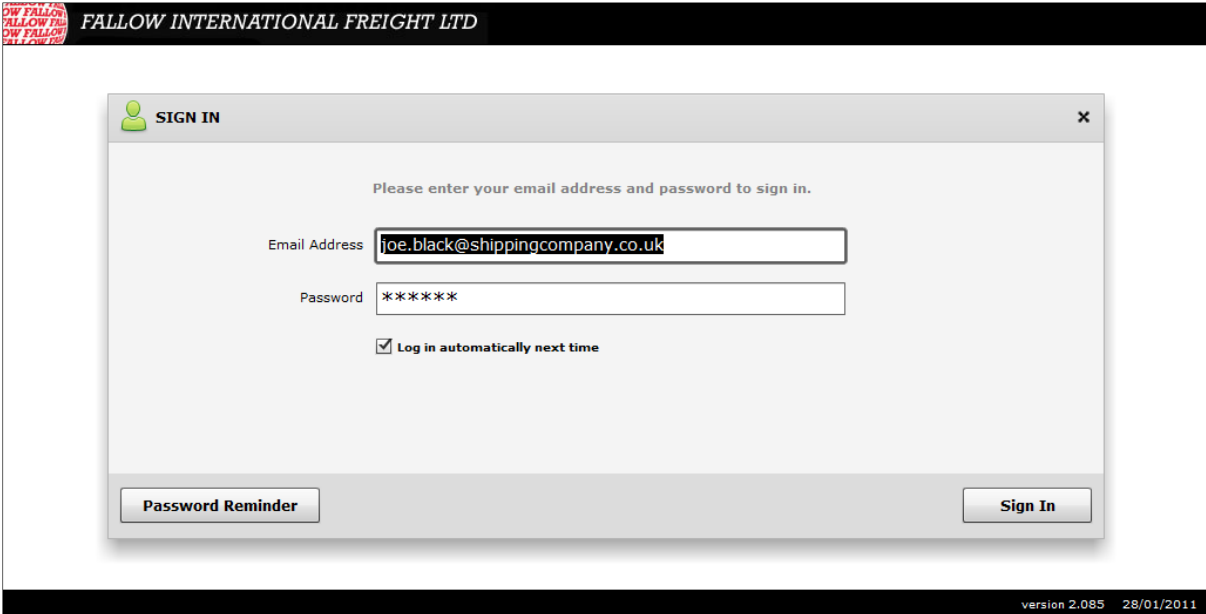
Signing In

On the welcome screen select the button to **'SIGN IN'**

Enter your registered email address and password in the boxes provided.

If you wish your details to be remembered so that you can sign in automatically on subsequent occasions, please tick the relevant box.

Click the **'Sign In'** button.



The screenshot shows a web browser window titled "SIGN IN" for Fallow International Freight Ltd. The window contains a sign-in form with the following elements:

- Header: "FALLOW INTERNATIONAL FREIGHT LTD" and a small logo.
- Instruction: "Please enter your email address and password to sign in."
- Email Address field: Contains the text "joe.black@shippingcompany.co.uk".
- Password field: Contains six asterisks "*****".
- Checkbox: "Log in automatically next time" is checked.
- Buttons: "Password Reminder" and "Sign In".
- Footer: "version 2.085 28/01/2011".

Password Reminder

Should you forget your password you can request an automatic reminder.

Click the **'Password Reminder'** button which will generate an email that will be sent within a few minutes to remind you of your registered password.

Main Menu

Once you have successfully signed in you will see the '**Main Menu**' screen.

From this screen you will be able to access the following:

1. *Quotes & Bookings (create a new quotation or booking)*
2. *Sailing Schedules (view the forthcoming sailing schedule information)*
3. *My Quotes & Bookings (view and manage your previous quotes and bookings)*
4. *Fallow News*
5. *Sign Out*

The screenshot shows the 'Main Menu' interface for Fallow International Freight Ltd. The header includes the company name 'FALLOW INTERNATIONAL FREIGHT LTD' and 'SHIPPING COMPANY' with the user name 'JOE BLACK' and email 'joe.black@shippingcompany.co.uk'. The main content area features three large buttons: 'QUOTES & BOOKINGS' (with 'Fallow Quick Quote' and 'Fallow Quick Book' logos), 'SAILING SCHEDULES', and 'MY QUOTES & BOOKINGS'. A 'SIGN OUT' button is located in the left sidebar. The right sidebar displays 'Latest News' with three items: 'New Export Services to WEST COAST USA from JAN 2011', 'New UK Receiving Depot - BARKING', and 'New Export Services to TUNISIA', each with a 'Details' link. The footer shows 'version 2.107 14/03/2011'.

Select the required option.

Quotes & Bookings

When you click the **‘Quotes & Bookings’** button on the main menu you will be asked to select which region you require from the map.

You can alternatively use the **‘Search by Country’** button to select a specific country that you wish to obtain a quote or make a booking for.

The screenshot displays the 'Quotes & Bookings' interface. At the top, it reads 'FALLOW INTERNATIONAL FREIGHT LTD' and 'SHIPPING COMPANY JOE BLACK (joe.black@shippingcompany.co.uk)'. The main heading is 'For a new Quote or Booking please select a region from the map'. Below this is a world map with yellow callout boxes for various regions: North America, Caribbean, Central America, South America, Mediterranean, Middle East, Africa, India Sub, China, Far East & Asia, and Australia NZ & Pacific. A 'SEARCH by COUNTRY' button is located below the map. On the left side, there are 'GO BACK' and 'HOME' buttons. On the right side, there are logos for 'Fallow QuickQuote' and 'Fallow QuickBook', and a section titled 'APPLICABLE for cargo:' with the following details: 'Less than 3 metres in length', 'Suitable for shipment by groupage container service', 'With UK collections up to 5000 Kgs', and 'Per Package Limits 5000 Kgs / 10 cbm'. It also provides an email address 'mail@fallow.co.uk' and a telephone number '01708 677177'. The footer of the page indicates 'version 2.085 28/01/2011'.

Please Note:

The **‘QuickQuote’** and **‘QuickBook’** services are only available for the following criteria:

1. Cargo must be less than 3 metres in length.
2. Cargo must be suitable for shipment by groupage container service.
3. No one package may exceed 5000 kgs / 10 cbm
4. If a UK collection is required, the limit is 5000 kgs.

For any quotes or bookings outside of this criteria you should contact our offices for further assistance.

Once a region or country has been chosen you will be asked to enter the following information:

1. Your destination port.
2. The number and type of packages.
3. The gross weight and volume of the cargo.
4. Whether you will deliver to one of our depots or require a collection.

FALLOW INTERNATIONAL FREIGHT LTD SHIPPING COMPANY
JOE BLACK (joe.black@shippingcompany.co.uk)

GO BACK HOME RESET FORM

Destination Port
Select...

Number & Type of Packages
1 Select...

Gross Weight (KGS) Volume (CBM)

Deliver to Fallow Depot or Collection from Postal Code
Select...

Please enter the required information and then select an option

Fallow Quick Quote
GET A NEW QUOTE

Fallow Quick Book
Without a Quotation
MAKE A BOOKING

version 2.085 28/01/2011

You should then select whether you wish to **'Get a New Quote'** or **'Make a Booking'**

Get a New Quote

Selecting the **‘Get a New Quote’** option will provide you with a total charge for the job along with a breakdown of freight and UK charges.

You can use the buttons on the left hand side to view details of notes, fallow contacts and information about forthcoming sailing schedule information associated with your quotation.

You will automatically receive an email confirmation of these details along with your QuickQuote reference to your registered email address.

The quotation will be valid until the end of the current calendar month.

FALLOW INTERNATIONAL FREIGHT LTD **SHIPPING COMPANY**
JOE BLACK (joe.black@shippingcompany.co.uk)

BREAKDOWN of CHARGES

Ocean Freight: \$85 w/m	\$	1062.50
BAF: \$20 w/m	\$	250.00
QuickQuote Discount (incl. FAC)	\$	-318.76
Total US	\$	993.74
Converted to GBP @ \$ 1.885	£	527.18
UK CHARGES		
UK THC: £8 w/m	£	100.00
Glasgow DIC: £15 w/m	£	187.50
Documentation Fee	£	15.00
UK Port Security Fee	£	3.00
Export Customs	£	see notes
TOTAL CHARGE	£	832.68

Valid for sailings within the current calendar month
Subject to conditions - please see 'Notes'

Cape Town
South Africa

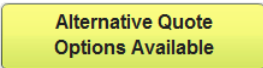
Route **Direct**
From **Glasgow depot**
Packages **7 Crates**
Weight **3.1 kgs**
Volume **12.500 cbm**
F/Tonnes = **12.500**

Standard Tariff
TOTAL CHARGE £ 832.68
QUOTE REF: QQ17547

Alternative Quote Options Available

CREATE A BOOKING

version 2.085 28/01/2011



There may be occasions whereby delivery to another depot or discount options may offer savings on the quoted price.

Select this button to view the alternatives available.



Select this button if you wish to proceed to make a booking at this stage (see next page).

Alternatively your quotation details will be saved and accessible from the **‘My Quotes & Bookings’** option on the main menu if you wish to confirm the booking at a later time.

Create a Booking (from a Quotation)

Selecting the **‘Create a Booking’** from the quotation page will take you to the booking screen where you will need to enter the required booking details.

Once each page is complete, use the **‘NEXT PAGE’** button to progress through the pages for Customs, Vessels, Delivery, Other and finally the Confirm page.

FALLOW INTERNATIONAL FREIGHT LTD **SHIPPING COMPANY**
JOE BLACK (joe.black@shippingcompany.co.uk)

Consignment Details

Destination Port:

Final Destination (if known) :

Leading Marks :

Cargo Description:

Additional Stowage Requirements :

Summary:
 Route: **Direct**
 From: **Glasgow depot**
 Packages: **7 Crates**
 Weight: **3.1 kgs**
 Volume: **12.500 cbm**
 F/Tonnes: **= 12.500**
 Standard Tariff
TOTAL CHARGE £ 832.68
QUOTE REF: QQ17547

Navigation: GO BACK, HOME, CONSIGNMENT, CUSTOMS, VESSELS, DELIVERY, OTHER, CONFIRM

Buttons: Previous, **NEXT PAGE**

Once all pages are completed, use the **‘Submit Booking’** button on the Confirm page to send the details to Fallow.

At this stage you will receive an email to acknowledge your booking details.

Upon receipt of your booking request, we will contact you shortly after to confirm the booking and provide you with a full booking reference number.

Create a Direct Booking (without a Quotation)

If you choose to make a direct booking without first obtaining a quotation you will be taken directly to the booking pages.

You will need to enter the required booking details on each page.

Once each page is complete, use the **'NEXT PAGE'** button to progress through the pages for Customs, Vessels, Delivery, Other and finally the Confirm page.

FALLOW INTERNATIONAL FREIGHT LTD **SHIPPING COMPANY**
JOE BLACK (joe.black@shippingcompany.co.uk)

Consignment Details

Destination Port:

Final Destination (if known) :

Leading Marks :

Cargo Description :

Additional Stowage Requirements :

Cape Town
South Africa

Route: **Direct**

From: **Glasgow depot**

Packages: **7 Crates**

Weight: **3.1 kgs**

Volume: **12.500 cbm**

F/Tonnes: **= 12.500**

No Quotation has been provided for this booking

Previous **NEXT PAGE**

Once all pages are completed, use the **'Submit Booking'** button on the Confirm page to send the details to Fallow.

At this stage you will receive an email to acknowledge your booking details.

Upon receipt of your booking request, we will contact you shortly after to confirm the booking and provide you with a full booking reference number.

Manage Your Quotes & Bookings

If you wish to view previous quotations or bookings that you have made you can do so by selecting the **'My Quotes & Bookings'** option on the main menu.

Details of your recent quotations and bookings will be displayed in the grid.

The screenshot shows the 'My Quotes & Bookings' page. At the top, there is a header for 'FALLOW INTERNATIONAL FREIGHT LTD' and 'SHIPPING COMPANY' with contact information for Joe Black. On the left, there is a 'GO BACK' button and a 'View Reference' button for 'QQ-17544'. The main area contains a table with the following data:

Ref:	Date	Destination	Weight	Volume	Price	Status
QQ-17544	16/02/2011 13:48	Cape Town	3.1 kgs	9,550 cbm	£ 516.27	QUOTED
QQ-17543	16/02/2011 13:47	Cape Town	1.2 kgs	7,800 cbm	£ 372.21	QUOTED
QQ-17541	16/02/2011 13:46	Dammam	1566 kgs	7,500 cbm	£ 276.62	QUOTED
QQ-17540	16/02/2011 13:36	Dammam	1566 kgs	2,340 cbm	£ 126.77	QUOTED

At the bottom right of the screenshot, it says 'version 2.085 28/01/2011'.

To view full details of the quotation or booking, select the required item on the grid and then use the button in the left hand column to open the details page. You can alternatively double click the required item on the grid.

FALLOW INTERNATIONAL FREIGHT LTD **SHIPPING COMPANY**
JOE BLACK (joe.black@shippingcompany.co.uk)

Created by: **JOE BLACK** on 16/02/2011

BREAKDOWN of CHARGES

Ocean Freight: \$85 w/m	\$	663.00
BAF: \$20 w/m	\$	156.00
QuickQuote Discount (incl. FAC)	\$	-298.35
SUB-TOTAL	\$	520.65
Converted to GBP @ \$ 1.885	£	276.21
UK CHARGES		
UK THC: £10 w/m	£	78.00
Documentation Fee	£	15.00
UK Port Security Fee	£	3.00
Export Customs	£	see notes
TOTAL CHARGE	£	372.21

Valid for sailings within the current calendar month
Subject to conditions - please see 'Notes'

Cape Town
South Africa

Route: **Direct**
From: **Birmingham depot**
Packages: **5 Cases**
Weight: **1.2 kgs**
Volume: **7.800 cbm**
F/Tonnes: **= 7.800**

Standard Tariff
TOTAL CHARGE £ 372.21

QUOTE REF: **QQ17543**

CREATE A BOOKING

RE-QUOTE

version 2.085 28/01/2011

CREATE A BOOKING

Use this option if you now wish to proceed to make a booking from your saved quotation.

This option will only be available if you are still within the same calendar month as the original quotation.

RE-QUOTE

If your original quotation is now out of date or if you wish to amend some of the details of the original you can use the 'Re-Quote' option to obtain a new quotation based on the same details that were originally entered.

A new unique reference number will be created for this.

CANCEL BOOKING

If your quotation was subsequently converted to a booking, you can select this button for details of who to contact to cancel the booking.

Signing Out

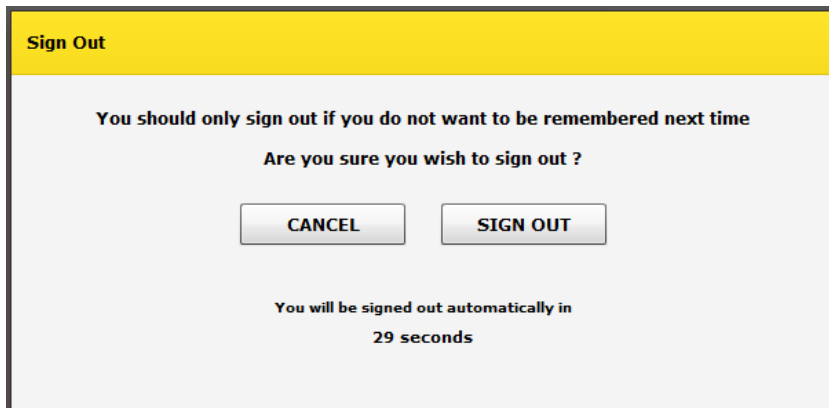
If you wish to sign in automatically the next time you use the Online Services you should **NOT** sign out.

However, if you are using a computer that is open to other people you may wish to sign out and force the input of a username and password to access the program again.

In order to sign out you should return to the main menu and then select the '**Sign Out**' button from the left hand tool area.



You will be prompted to confirm that you wish to sign out.



Click '**Cancel**' to return to the Main Menu

Click '**Sign Out**' to confirm and return to the Sign In window.