



Redkik Warehouse Coverage User Guide

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Redkik Warehouse Coverage

USER GUIDE



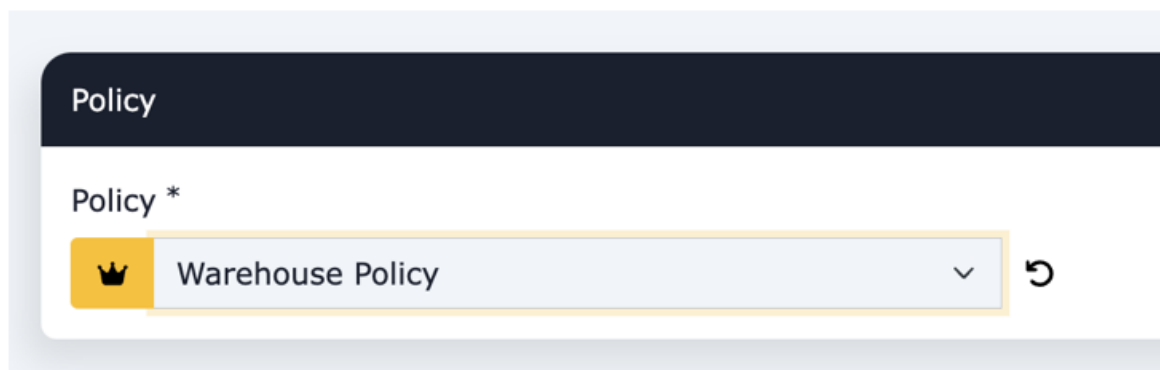
How to create a Warehouse booking:

+ New

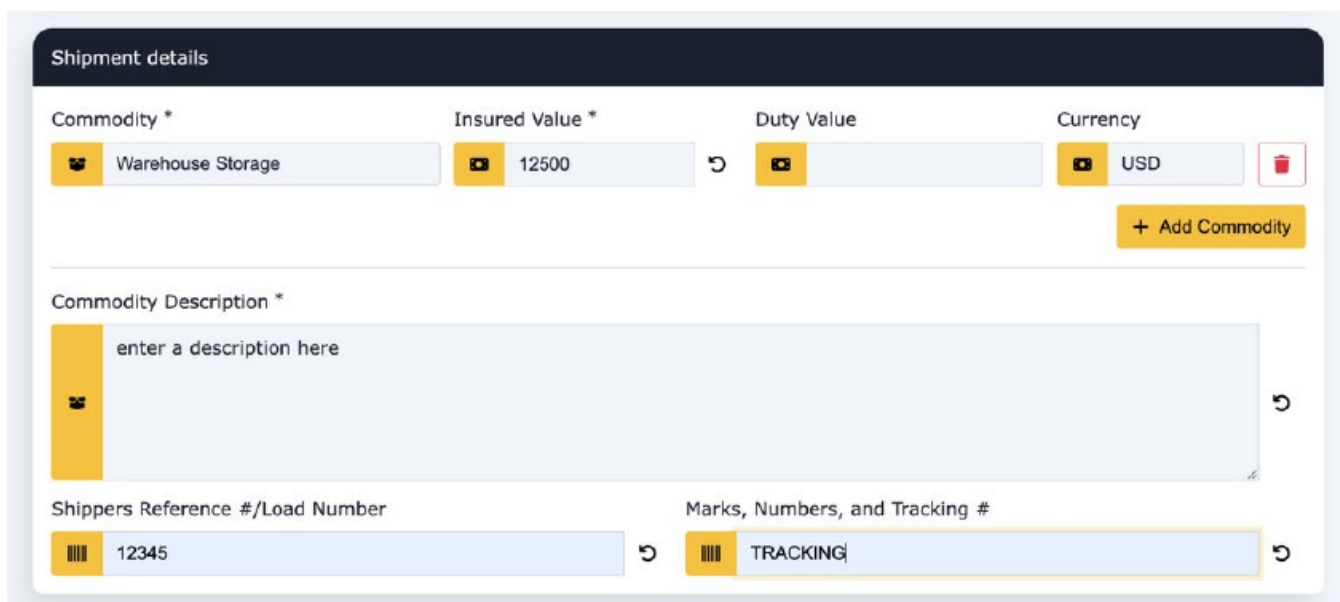
At the top of the Bookings page, you'll find the "New" button. Click here to begin the process.

Step 1: Policy &Details

If there are multiple policies available to your organization, you will see a drop down menu at the top of the booking page. Select the Warehouse policy here.



The screenshot shows a dark blue header bar with the word "Policy" in white. Below it, the label "Policy *" is followed by a dropdown menu. The dropdown menu is open, showing a yellow crown icon and the text "Warehouse Policy". A small downward arrow is visible on the right side of the dropdown. To the right of the dropdown is a circular refresh icon.



The screenshot shows a form titled "Shipment details" with a dark blue header. The form contains several fields:

- Commodity ***: A dropdown menu with "Warehouse Storage" selected.
- Insured Value ***: A text input field with "12500" entered.
- Duty Value**: A text input field with a yellow crown icon.
- Currency**: A dropdown menu with "USD" selected.
- + Add Commodity**: A yellow button.
- Commodity Description ***: A large text input field with the placeholder text "enter a description here".
- Shippers Reference #/Load Number**: A text input field with "12345" entered.
- Marks, Numbers, and Tracking #**: A text input field with "TRACKING" entered.

Enter the shipment details: (required fields are marked with "**")

- Commodity – There is only one choice here: "Warehouse Storage".
- Insured Value – Enter the total value of your goods.

IMPORTANT:

- Do not use punctuation of any kind in this field. No commas or decimal points.
- Duty Value – not applicable here, so leave blank (do not enter “0”)
- Currency – select desired currency type.
- Commodity Description – This is a free form, but required, field. Be as accurate as possible in your description of the cargo. This information will be important should you need to file a claim.
- Shippers Reference #/Load Number/Marks, Numbers and Tracking – Additional free form fields for a tracking or reference code that the shipper has assigned to the shipment. Not required fields.

Journey details

Origin Type

?
Address

Origin *

111 N West St, EASTON MD 21601-2759, UNITED STATES

Destination Type

?
Address

Destination *

111 N West St, EASTON MD 21601-2759, UNITED STATES

Estimated Start Date (mm/dd/yyyy) *

11/09/2024

Estimated End Date (mm/dd/yyyy) *

12/09/2024

Conveyance Type *

Road/Rail

Conveyance Descriptor

Please select...

Carrier


Search...

Enter the journey details:

- Origin/Destination – This should be the address of the warehouse (origin & destination will be the same in this case).
- Estimated Start and End dates – Warehouse coverage is purchased in 30-day increments. If you need additional time, make a second booking for the extra days.
- Conveyance type – For Warehouse coverage, Road/Rail is the only acceptable type.
- Conveyance descriptor – not applicable.
- Carrier – not applicable.


Booking holder details (The Insured Party)

Existing booking holder *




Enter a new booking holder


Booking Holder type *




Please select...




Email *




Additional Emails




Phone



Reference



Address *



Start typing your address or postcode...

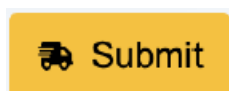
Enter the Booking Holder details (for the Insured Party):

Select the customer type, either

- Organization/Company or
- Private Individual

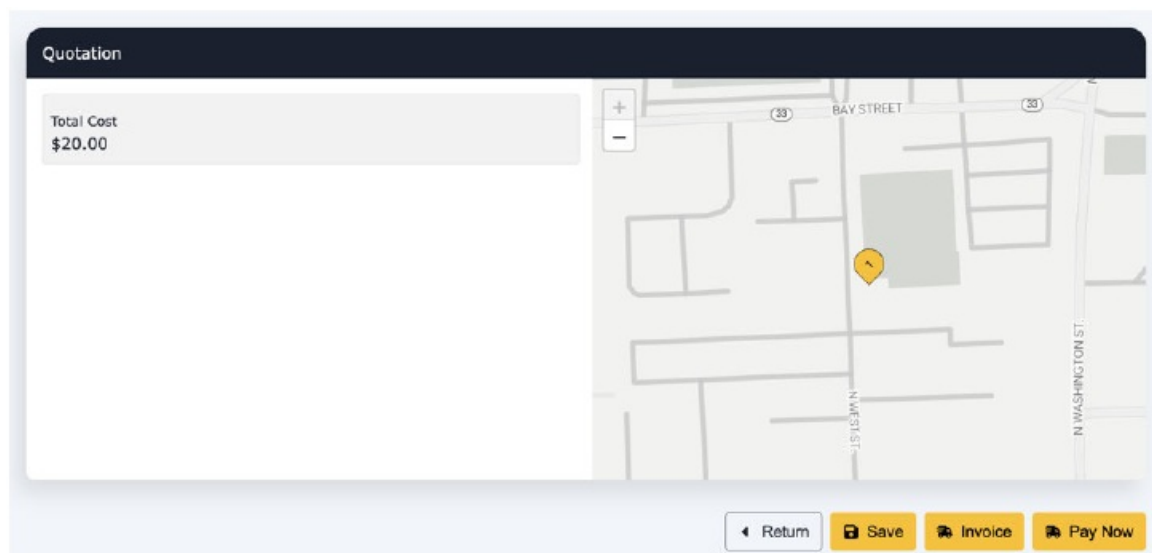
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

Once you have entered information for a customer, that customer will be saved and available to you in a drop down the next time you create a booking. No need to re-enter data.



After filling in all the required details, click the 'Submit' button at the bottom to continue with the booking process.

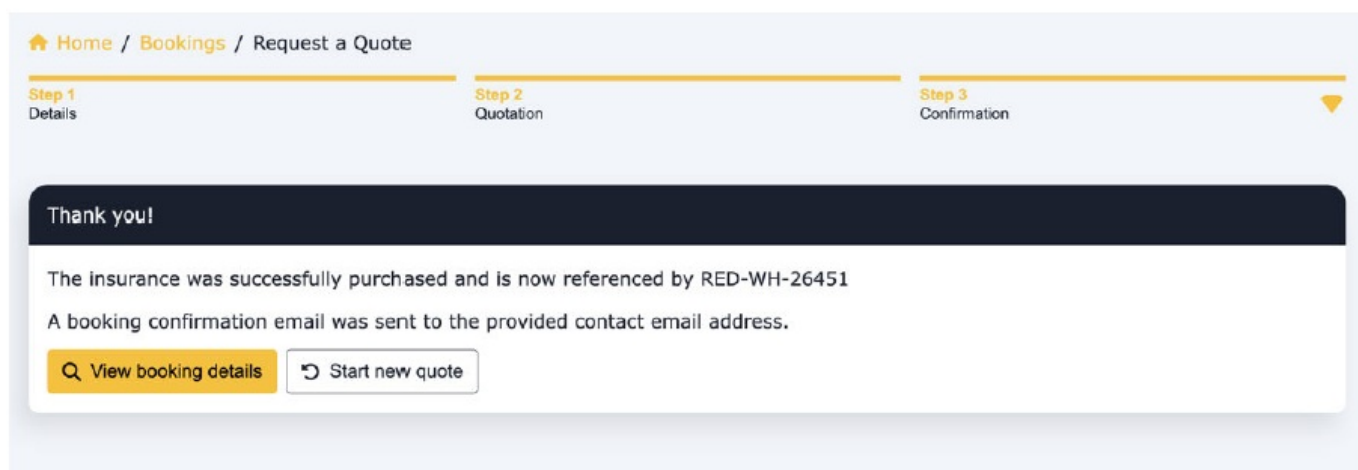
Step 2: Offers



Our system will give you a quote within 30 seconds...

Should changes need to be made, simply click the 'Return' button. To accept the quote, just click the 'Purchase' button. Click 'Save' to save the quote for later purchase.

Step 3: Complete



After a successful purchase, the system will show you the reference number assigned to the shipment and a purchase confirmation email is automatically sent to the booking holder. You can then choose to either View Booking Details of the booking you just made or Start New Quote to purchase another booking.

Specifications:

- Product Name: Warehouse Coverage
- Version: 3.5

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Please handle this document electronically if possible. Only print if needed and recycle when done.

Feel free to send an email to support@redkik.com for any additional requirements.

Thank you.

FAQ

Q: How long does it take to receive a quote?

A: Our system provides a quote within 30 seconds of initiating the process.


Q: Can I save a quote for later purchase?

A: Yes, you can save a quote by clicking on the 'Save' button during the booking process.

Q: What happens after a successful purchase?

A: After a successful purchase, you will receive a reference number for the shipment and a confirmation email will be sent to the booking holder.

Documents / Resources

 Quick Start Guide for Warehouse Coverage	Redkik Warehouse Coverage [pdf] User Guide WH Generic Quick Start Guide 3.5, Warehouse Coverage, Warehouse, Coverage
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References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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