
Trade. Create. Elevate.

Forwarder Process

Meraxis – AX4-Portal, V1.0

MERAXIS

Summary

- > The Meraxis AX4 – Portal provides Visibility to Transport Orders thanks to an integrated solution with Meraxis ERP and its connected Forwarders.
- > Transports Orders and Milestones are made available using the AX4 Portal and/or connecting by means of EDI.
- > Data is processed on „near-realtime“ base to Meraxis and its Forwarders.

1. Landing Page
2. Manifest/ Shipment
3. Milestones incl. PoD Document

FYI: A Transport Order relates to a Manifest, with 1-n Shipments.

Landing Page

The screenshot shows the Meraxis Landing Page dashboard. At the top is a red navigation bar with a home icon and menu items: Manifest Overview, Invoice Overview, Tasks, Exceptions, Administration, and Help. Below the navigation bar is a light blue bar with a Refresh button. The main content area is divided into three sections: Tasks, Deviations, and Filter. The Tasks section has two cards: 'Pickup' with the number 18 and a truck icon, and 'Delivered' with the number 23 and a cube icon. The Deviations section shows 'From: 12/07/2021' and a prompt 'Select different date.' with a gear icon. The Filter section shows a prompt 'Select your filters.' with a gear icon.

- > **Manifest Overview** – Start of the Transport Order process for Forwarders
- > **Invoice Overview** – Overview with Invoice information
- > **Tasks** – open Tasks for the Forwarders. Overview presents Milestones which should be provided
 - Pickup – 18 Milestones to be entered (open & pending)
 - Delivered – 23 Milestones to be entered (open & pending)
- > **Exceptions** – Overview of provided Exceptions by the Forwarder
- > **Deviations** – Showing Exception re. Manifest/Shipment/Invoices
- > **Filter** – FW Role can set its customized filters for Manifest overview (-> shortcut)

Manifest Overview I

Level Manifests [Settings](#) [Save as custom filter](#) [Simple search](#)

Dates **References** **Partners** **More**

[Add option](#) [Add option](#) [Add option](#) [Add option](#)

Addresses

[Add option](#)

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Results: 12 (1 - 12) per page Selected: 0 on this page, 0 in total

	Manifest Reference Manifest AX4 ID	Forwarder Reference Truck ID		Planned Departure Date Planned Arrival Date	Creation Date Modification Date	No. of Packages Weight Volume	Exception Impact Indicator	Reached Milestone Delay	Next Step	Milestone Plan	Report Exception	Attachments
<input type="checkbox"/>	0080036460 28103450			14/06/2021	29.06.2021 09:51 29.06.2021 10:24	1		Confirmed 				28103450
<input type="checkbox"/>	0080036465 28102716			18/05/2021	29.06.2021 09:37 29.06.2021 09:37	3		Imported 				28102716
<input type="checkbox"/>	TEST2306-4 28001542			15/03/2021	23.06.2021 06:27 23.06.2021 09:58	1		Pickup 				28001542
<input type="checkbox"/>	TEST2306-4 28001540			15/03/2021	23.06.2021 06:26 25.06.2021 10:51	1		Pickup 				28001540
<input type="checkbox"/>	TEST2306-3 28001509			15/03/2021	23.06.2021 06:24 23.06.2021 06:24	1		Imported 				28001509
<input type="checkbox"/>	TEST2306-1 28001489			15/03/2021	23.06.2021 06:24 23.06.2021 06:24	1		Imported 				28001489
<input type="checkbox"/>	TEST2306-1 28001479			15/03/2021	23.06.2021 06:22 23.06.2021 06:22	1		Imported 				28001479
<input type="checkbox"/>	TEST482774844 27926419			15/03/2021	18.06.2021 06:58 23.06.2021 09:51	1		Pickup 				27926419

> Manifest Overview presents all Manifests related to a Forwarder. Possibility to filter results by: **dates** and **references**.

Manifest Overview II

Manifest AX4 ID												
	Manifest Reference Manifest AX4 ID	Forwarder Reference Truck ID		Planned Departure Date Planned Arrival Date	Creation Date Modification Date	No. of Packages Weight Volume	Exception Impact Indicator	Reached Milestone Delay	Next Step	Milestone Plan	Report Exception	Attachments
<input type="checkbox"/>	0080036460 28103450			14/06/2021	29.06.2021 09:51 29.06.2021 10:24	1		Confirmed 				28103450
<input type="checkbox"/>	0080036465 28102716			18/05/2021	29.06.2021 09:37 29.06.2021 09:37	3		Imported 				28102716
<input type="checkbox"/>	TEST2306-4 28001542			15/03/2021	23.06.2021 06:27 23.06.2021 09:58	1		Pickup 				28001542
<input type="checkbox"/>	TEST2306-4 28001540			15/03/2021	23.06.2021 06:26 25.06.2021 10:51	1		Pickup 				28001540
<input type="checkbox"/>	TEST2306-3 28001509			15/03/2021	23.06.2021 06:24 23.06.2021 06:24	1		Imported 				28001509
<input type="checkbox"/>	TEST2306-1 28001489			15/03/2021	23.06.2021 06:24 23.06.2021 06:24	1		Imported 				28001489
<input type="checkbox"/>	TEST2306-1 28001479			15/03/2021	23.06.2021 06:22 23.06.2021 06:22	1		Imported 				28001479
<input type="checkbox"/>	TEST482774844 27926419			15/03/2021	18.06.2021 06:58 23.06.2021 09:51	1		Pickup 				27926419

- > Link to the connected Shipments
- > Already reached Milestone (status) of the Manifest
- > Next step – Possibility to provide next available Milestone to the Manifest
- > Available Milestone Plan for the Manifest
- > Report Exception to the Manifest

(late) Late		C
(ok) Ok		C
(overdue) Overdue		C

Milestones I



Manifest AX4 ID: 28102716
Manifest Reference: 0080036465
Pick up Address:
Delivery Address:
Planned Loading Date: 20/05/2021

Milestones

Milestone	Actual Date	Requested Date	Partner	Remarks Explanation	Modification date
Imported	29/06/2021 09:37		LLP Controltower - Meraxis project **	Freight Order is created # 28102716	29/06/2021 09:37
Confirmed		29/06/2021 09:37	Corral NV Antwerpen		29/06/2021 09:37
Pickup			Corral NV Antwerpen		29/06/2021 09:37
Delivered			Corral NV Antwerpen		29/06/2021 09:37
POD done			Corral NV Antwerpen		29/06/2021 09:37

1 - Initial Milestone on Manifest level

2 - set on Manifest level

3 - set on Manifest level

4 - set on Shipment level


5 - set on Shipment level

Shipments

Shipment AX4 ID	Shipment Reference	Pickup Date	Total gross weight	Shipper	City	Consignee	City
58436932	0080036465	20/05/2021	8250.00	MERAXIS AG	Steinhausen		Karczew

Milestones II

<input type="checkbox"/>	TEST2306-3 28001509	 	15/03/2021	23.06.2021 06:24 23.06.2021 06:24	1	Imported 				28001509 
<input type="checkbox"/>	TEST2306-1 28001489	 	15/03/2021	23.06.2021 06:24 23.06.2021 06:24	1	Imported 				28001489 
<input type="checkbox"/>	TEST2306-1 28001479	 	15/03/2021	23.06.2021 06:22 23.06.2021 06:22	1	Imported 				28001479 

- > **1- Imported** - All Manifests together with Shipments are imported to the system with Milestone as **Imported**.
 - (automated based on EDI from MX)
- > To confirm the Manifest (provide Confirmed milestone), **Next Step**  should be selected on the overview.

Milestones III



Milestone: **Confirmed**

Remarks:

Manifests

Manifest AX4 ID	Manifest Reference	Forwarder Reference	Truck ID
28001509	TEST2306-3	<input type="text"/>	789456

Shipments

Shipment AX4 ID	Shipment Reference	Forwarder Reference	Container ID
58273530	TEST2306-3	123456	123

✓ Confirm

⊖ Decline

< Back

- > **2 – Confirmed:** The Forwarder confirms the Milestone on Manifest level.
- > Option to provide **Forwarder Reference (HB)**, **Container ID** and **Truck ID**.

<input type="checkbox"/>	TEST2306-3 28001509	123456 789456		15/03/2021	23.06.2021 06:24 13.07.2021 07:26	1 85000.00 0.000	Confirmed
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Milestones IV

Manifest AX4 ID: 28001509
Manifest Reference: TEST2306-3
Planned Loading Date: 15/03/2021
Truck ID*:

Milestone* Actual Date* Remarks

Shipments

Shipment AX4 ID	Shipment Reference	Pickup Date	Total gross weight	Shipper	City	Consignee	City	Container ID
58273530	TEST2306-3	15/03/2021	85000.00	MERAXIS AG	Steinhausen	MERAXIS d.o.o.	Beograd	<input type="text" value="123"/>

- > **3-Pickup** - Forwarder needs confirm the **Pickup** Milestone. 
- > If **Truck ID** and **Container ID** were not provided with the **Confirm** Milestone – they need to be provided here.

<input type="checkbox"/>	TEST2306-3 28001509	123456 789456		15/03/2021	23.06.2021 06:24 13.07.2021 07:31	1 85000.00 0.000	Pickup
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Shipments connected to the manifest

Level Shipments [Settings](#) [Save as custom filter](#) [Simple search](#)

Dates

 [Add option](#)

References

Manifest AX4 ID [Add option](#)

 [Add option](#)

Partners

 [Add option](#)

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Results: 1 (1 - 1) per page Selected: 0 on this page, 0 in total

Shipment AX4 ID														
Shipment Reference Shipment AX4 ID	Forwarder Reference Container ID	Creation Date Modification Date	Pick up Date Supply Date	Terms of Delivery Incoterm Destination	Shipper	Receiver	No. of Packages Weight Volume	Exception Impact Indicator	Reached Milestone Reason Last Tracking Date Delay	Next Step	Milestone Plan	Report Exception	Attachments	
<input type="checkbox"/> TEST2306-3 58273530	123456 123	14.05.2021 00:00 13.07.2021 07:31	15.03.2021 15.03.2021	Beograd	MERAXIS AG Erlenweg 8 8 6312 Steinhausen Switzerland	MERAXIS d.o.o. ul.Francuska br16 11000 Beograd Serbia	1 85000.00		Imported 23.05.2021 06:24	Next	Milestone Plan	Report Exception	Barcode	58273530 Attachment

[Add to watchlist](#)

Similar view as for the Manifest.

Available Milestones for the Shipment

Milestone overview



Delivered > POD done

Shipment Reference: **0080036476**

Shipment AX4 ID: 58132663

Shipper
MERAXIS AG
Steinhausen

Receiver
Craemer UK Ltd.
Telford

Milestones

Milestone Reason	Actual Date	Requested Date	Location	Partner	Explanation	Modification date
Imported	17/06/2021 16:54			LLP Controltower - Meraxis project *	Shipment is created # 58132663	17/06/2021 16:54
Confirmed	18/06/2021 06:48			Corral NV Antwerpen	test remarks	18/06/2021 06:48
Delivered		01/06/2021 14:00		Corral NV Antwerpen		17/06/2021 16:54
POD done				Corral NV Antwerpen		17/06/2021 16:54

Manifests

Manifest AX4 ID	Manifest Reference	Planned Departure Date	Planned Arrival Date	Delay	Reached Milestone	Last status date
27916513	0080036476		01/06/2021		Confirmed	18/06/2021 06:48

> Milestones **Delivered** and **POD done** are set to finish the whole process.

Milestones V



Shipment AX4 ID: 58273530 Container ID*: 123

Shipment Reference: TEST2306-3 Truck ID*: 789456

Shipper: MERAXIS AG 6312 Steinhausen

Consignee: MERAXIS d.o.o. 11000 Beograd

Milestone*

Actual Date*

Remarks

Milestones

	Shipment Reference Shipment AX4 ID	Forwarder Reference Container ID				Creation Date Modification Date	Pick up Date Supply Date	Terms of Delivery Incoterm Destination	Shipper	Receiver	No. of Packages Weight Volume	Exception Impact Indicator	Reached Milestone Reason Last Tracking Date Delay
<input type="checkbox"/>	TEST2306-3 58273530	123456 123				14.05.2021 00:00 13.07.2021 07:34	15.03.2021 15.03.2021	Beograd	MERAXIS AG Erlenweg 8 8 6312 Steinhausen Switzerland	MERAXIS d.o.o. ul.Francuska br16 11000 Beograd Serbia	1 85000.00		Delivered 13.07.2021 00:00

> **4-Delivered** - Forwarder needs to confirm the **Delivered** Milestone

Milestones VI


Upload files
✕

New documents

Title	Type	Filename	File size	Anonymous access
<input type="text" value="POD document"/>	<input type="text" value="POD"/>	<input type="text" value="POD Document"/>	0	<input type="checkbox"/>

✓ Save

✕ Close

> 5 - **Upload** the signed PoD Document as pdf using the **Next Step**  or the  28001479

Shipment AX4 ID ⌵													
	Shipment Reference Shipment AX4 ID	Forwarder Reference Container ID				Creation Date Modification Date	Pick up Date Supply Date	Terms of Delivery Incoterm Destination	Shipper	Receiver	No. of Packages Weight Volume	Exception Impact Indicator	Reached Milestone Reason Last Tracking Date Delay
<input type="checkbox"/>	TEST2306-3 58273530	123456 123				14.05.2021 00:00 13.07.2021 07:35	15.03.2021 15.03.2021	Beograd	MERAXIS AG Erlenweg 8 8 6312 Steinhausen Switzerland	MERAXIS d.o.o. ul.Francuska br16 11000 Beograd Serbia	1 85000.00	Exception Impact Indicator	POD done 13.07.2021 07:35 ✓

Contact.

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