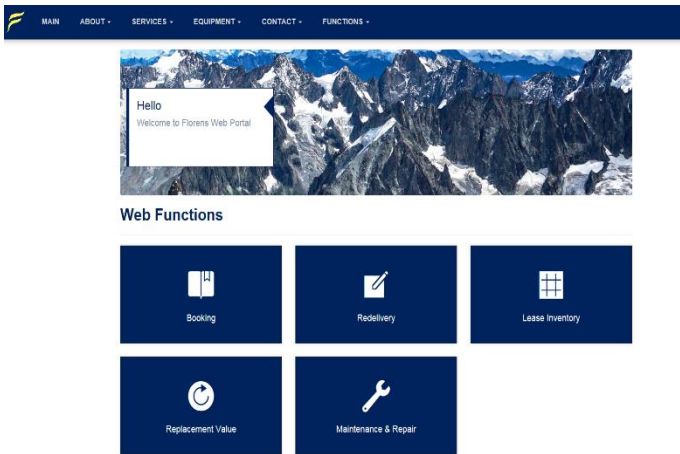


On-Line Services

www.florens.com

Florens is making exciting improvements to our website. You can access our equipment database in real time with Enterprise Portal. With this new platform we have a fresh look to our home page and more functions are available.

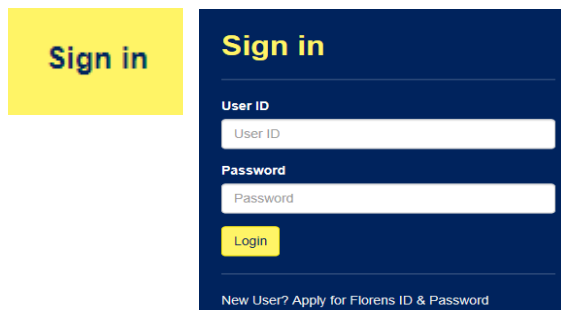
New home page of the customer portal



Our system allows you to access multiple functions over the website from anywhere at anytime. You can check your booking details, lease inventory, apply redelivery, DV and authorize repair estimates and more!

Sign In Procedures:

1. Log on to www.florens.com.
2. Click **Sign In** button on the right top corner of the website.
3. Input your **User ID** and **Password**, Click **Login** button.



Booking

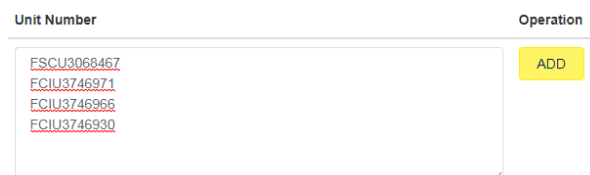
Check Booking Information

1. Choose **Booking** from the Web Functions at User Home.
2. Inquire about booking information by choosing Cust ID and searching with one of the following criteria:
 - Booking No.: Fill in Booking No. and click **Search** button;
 - Advanced Options: Fill in one or a combination of criteria such as Region, Port, etc. and click **Search** button;
3. Booking that fulfills the criteria input by user will be displayed on the page with a summary, which contains information such as Order Date, Equip Type, BKD Qty, etc.
4. Move Detail is available at the right of each booking summary. Unit level movement information will be displayed by clicking the button under Move Details.

Redelivery

Apply Redelivery

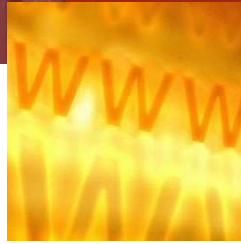
1. Choose **Redelivery** from the Web Functions at User Home.
2. Start Redelivery Application by inputting the following information:
 - Customer ID
 - Port
 - Depot
3. Click **Next** after filling in above information, enter unit number row by row in next page, then click **ADD**.



4. Before moving to confirmation page, customer can delete the unit number by clicking on the 'Remove' button on the right of the unit number or Add more units by repeating step3.
5. Click **Next** to enter confirmation page. User still can delete unit from application at this stage. If all set, click '**Confirm Redelivery Order**' to complete the application.
6. If you wish to redeliver equipment to other locations, repeat step 1-5 above. Redelivery order confirmation will be e-mailed to you, the depot and your local Florens office.

Check Redelivery Status

1. Choose **Redelivery Status** function next to **Apply Redelivery**.



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2. Choose Customer ID and Search by one of the following criteria:
 - Redelivery No.: Fill in Redelivery No. and click **Search** button;
 - Unit No.: Fill in Unit No. and click **Search** button;
 - Advanced Options: Fill in one or a combination of criteria such as Status, Port, etc. and click **Search** button;
3. Redelivery request that fulfills the criteria input by user will be displayed on the page.
4. User can view the details of the request by clicking the '+' button on the right of each result row.
5. User can also void the whole redelivery request by clicking the **Void Order** button.

Lease Inventory

Check Lease Inventory Details

1. Choose Lease Inventory from the Web Functions at User Home.
2. Inquire Lease Inventory details by searching with one of the following criteria:
 - Area: Fill in area name and click **Search** button;
 - Port: Fill in port name and click **Search** button;
3. Lease Inventory Summary that fulfills the criteria input by user will be displayed on the page.
4. User can view detailed information by clicking the **Arrow** on the left of result row.

Replacement Value

Apply New DV

1. Choose **Replacement Value** from the Web Functions at User Home.
2. Start Redelivery Application by inputting the following information:
 - Customer ID
 - Unit No.
 - As of Date
3. Click **Calculate** button to enter the confirmation page.
4. User can change **Location** and **Declaration Type** by choosing from the dropdown list and put in **Comments** in the confirmation page.
5. Click **Declare** to complete the DV application

Check DV Status

1. Choose **DV Status** function next to **Apply DV**.
2. Choose Customer ID and Search by one of the following criteria:
 - DV No.: Fill in DV No. and click **Search** button;
 - Unit ID: Fill in Unit ID and click **Search** button;
3. DV summary that fulfills the criteria input by user will be displayed on the page.

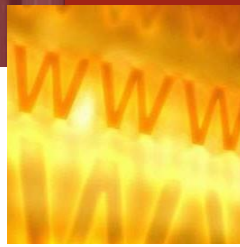
Maintenance & Repair

View and Authorize Pending Estimates

1. Choose **Maintenance & Repair** from the Web Functions at User Home.
2. Inquire about Pending Estimates by choosing Cust ID and searching with one of the following criteria:
 - Unit ID: Fill in Unit ID and click **Search** button;
 - Advance Options: Fill in one or a combination of criteria such as Status, Port, etc. and click **Search** button;
3. Pending Estimates that fulfills the criteria input by user will be displayed on the page.
4. User can authorize the pending estimates by clicking the check box on the left of result row and click **Authorize** button.
5. User can view the activity details pertaining to estimate by clicking on the **Activity Details** button: ⓘ
5. User can also review the breakdown of repair estimates by clicking the **Estimate Details** button ☰ on the right of result row. Here is another place that allows user to authorize the estimates by click on the **Checkmark** after reviewing the estimates details.

Authorized History

1. Choose **Authorized History** function next to **Pending Estimates**
2. Inquire about Authorized History by choosing Cust ID and searching with one of the following criteria:
 - Unit ID: Fill in Unit ID and click **Search** button;
 - Advance Options: Fill in one or a combination of criteria such as Status, Port, etc. and click **Search** button;
3. Authorized History that fulfills the criteria input by user will be displayed on the page.
4. User can review the activity details and breakdown of authorized repair estimates by clicking the **Activity Details** button and **Estimate Details** button on the right of result row respectively.



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SERVICES

Check Depot Contact Information

1. Choose **SERVICES** from the top navigation bar on the website.
2. Choose **Depots** from the dropdown list of **SERVICES**.
3. Inquire Depot Contact Information by searching with one of the following criteria:
 - Area: Fill in area name and click **Search** button;
 - Port: Fill in port name and click **Search** button;
4. Depot that fulfills the criteria input by user will be displayed on the page with detailed contact information.

Check Exchange Rate

1. Choose **SERVICES** from the top navigation bar on the website.
2. Choose **Exchange Rates** from the dropdown list of **SERVICES**.
3. Inquire Exchange Rate by searching with Effective Month
 - Month: Fill in Effective Month and click **Search** button;
4. Exchange Rate that fulfills the criteria input by user will be displayed on the page.

- Unit No.: Fill in Unit No. and click **Search** button;
4. Unit that fulfills the criteria input by user will be displayed on the page with detailed unit specifications.
 5. User can switch between 'Imperial' and 'Metric' by using the switch next to the search button.

EQUIPMENT

Unit Inquiry

1. Choose **EQUIPMENT** from the top navigation bar on the website.
2. Choose **Unit Inquiry** from the dropdown list of **EQUIPMENT**.
3. Inquire Unit Details by entering unit no. row by row then click **Search** button.

Unit Inquiry

DFSU2205600 FSUG1008263 FCJU2868770

Load Details

Reset

4. Unit that input by user will be displayed on the page with a summary of Unit Details.
5. More details of the unit can be found by clicking the **View** button on the right of the result row.

Unit Specifications

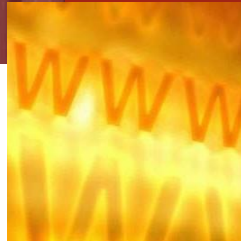
1. Choose **EQUIPMENT** from the top navigation bar on the website.
2. Choose **Unit Specifications** from the dropdown list of **EQUIPMENT**.
3. Inquire Unit Specifications by searching with Unit. No.



Delivering experience, commitment and flexibility.



Florens Asset Management Company Limited



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