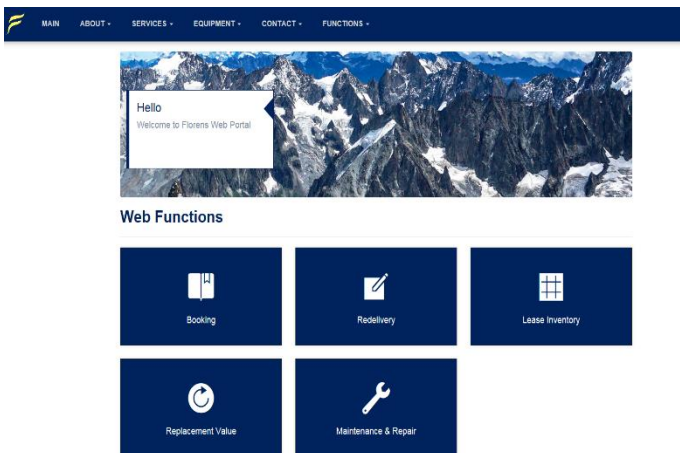


## On-Line Services

www.florens.com

**F**lorens 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.

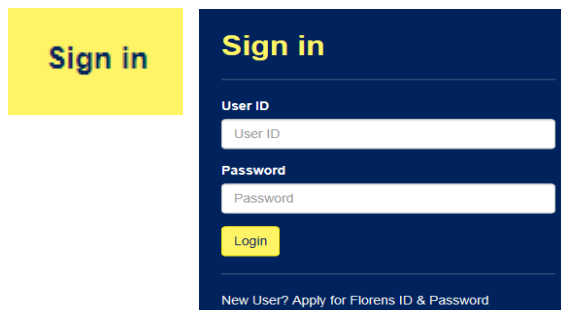
New home page of the customer portal



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](http://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

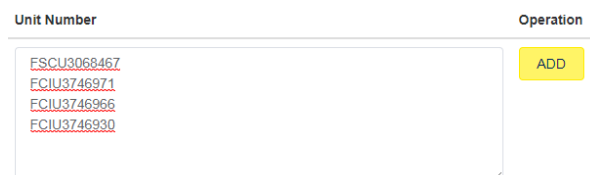
### Check Booking Information

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

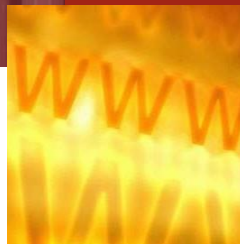
1. Choose **Redelivery** from the Web Functions at User Home.
2. Start Redelivery Application by inputting the following information:
  - Customer ID
  - Port
  - Depot
3. Click **Next** after filling in above information, enter unit number row by row in next page, then click **ADD**.



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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- 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;
- Redelivery request that fulfills the criteria input by user will be displayed on the page.
- User can view the details of the request by clicking the '+' button on the right of each result row.
- User can also void the whole redelivery request by clicking the **Void Order** button.

### Lease Inventory

#### Check Lease Inventory Details

- Choose Lease Inventory from the Web Functions at User Home.
- 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;
- Lease Inventory Summary that fulfills the criteria input by user will be displayed on the page.
- User can view detailed information by clicking the **Arrow** on the left of result row.

### Replacement Value

#### Apply New DV

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

#### Check DV Status

- Choose **DV Status** function next to **Apply DV**.
- 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;
- DV summary that fulfills the criteria input by user will be displayed on the page.

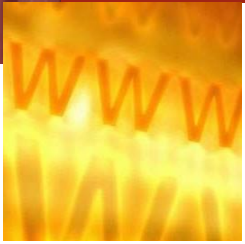
### Maintenance & Repair

#### View and Authorize Pending Estimates

- Choose **Maintenance & Repair** from the Web Functions at User Home.
- 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;
- Pending Estimates that fulfills the criteria input by user will be displayed on the page.
- User can authorize the pending estimates by clicking the check box on the left of result row and click **Authorize** button.
- User can view the activity details pertaining to estimate by clicking on the **Activity Details** button: ⓘ
- 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

- Choose **Authorized History** function next to **Pending Estimates**
- 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;
- Authorized History that fulfills the criteria input by user will be displayed on the page.
- 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.



## On-Line Services

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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.

### 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  
 FCIU2868770

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



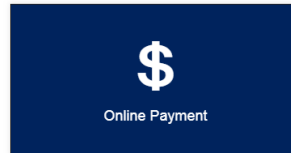
### EQUIPMENT.

3. Inquire Unit Specifications by searching with Unit No.
  - 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.

### Online Payment

#### Pay Bill of Sales for Container Trading Business by Credit Card

1. Choose **Online Payment** from the Web Functions at User Home.



2. Inquire about Bill of Sales (BOS) information by filling in BOS Number and click **Search** button.

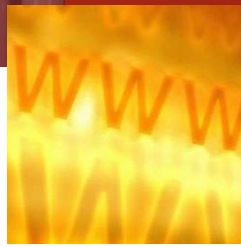
Please enter BOS Number  🔍 Search

3. BOS details will be displayed on the page. Click Check out.

BOS Details	
BOS Number:	ZPA17105
Sale Price Total:	USD \$1,500.00
Subtotal:	USD \$1,500.00
Bank Charges (3%):	USD \$45.00
<b>Total:</b>	<b>USD \$1,545.00</b>

Check out

4. The billing information will be displayed for review and update. Click Next.



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5. Fill in Payment Details such as Card Type (accept Visa or Mastercard), Card Number and Expiration Date. Click Next.

The screenshot shows a web form titled "Payment Details" with a lock icon in the top right corner. At the top, there are two tabs: "Billing" (highlighted in green) and "Payment". The form contains the following fields and options:

- Card Type \***: A label with an asterisk and the text "\* Required field". Below it are two radio button options: "VISA Visa" and "Mastercard Mastercard".
- Card Number \***: A text input field with an asterisk.
- Expiration Date \***: Two dropdown menus for selecting the month and year, both with asterisks.
- Buttons**: "Back" and "Next" buttons.
- Link**: A blue link labeled "Cancel Order" at the bottom left.

6. Review your Order. Click Pay to confirm the payment.
7. One may see Payment Success when the transaction completes successfully.

[User Home](#) / [Payment Success](#)

## Payment Success

8. Then our sales representative will send you a release order.