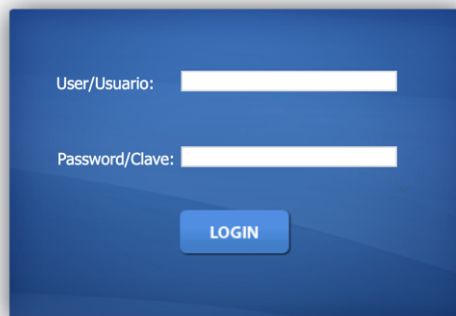


## How to use EZ-Freight Tracking Portal – Remote User Operating Instructions

The EZ-Freight Webtracking portal is a powerful tool designed for the client who needs 24/7 access to cargo information from their Freight Forwarder or Cargo Consolidator company on a real-time basis. Clients/Agents can search, print, or export reports and forms directly from their computers, via a secure web page.



**EZ-Freight WebTracking**

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### Access instructions

- Visit <https://venex.com> or visit website of company offering EZ-Freight Webtracking portal access
- Click “WebTracking” button
- At **EZ-Freight Webtracking** portal main page, enter User and Password provided



EZ-Freight Webtracking portal can provide searches for:

- Warehouse Receipts
- Air Freight
- Ocean Freight
- Warehouse Courier
- Warehouse Distribution
- Invoices (*Optional*)
- Delivery Orders (*Optional*)

**Warehouse Receipt** searches: Open - All Active, Open (by date range), Closed (by date range), Open-Closed (by date range), WR#, Reference #, and Tracking # (partial or complete tracking #).

**Warehouse Receipt**

Single Search

Warehouse Receipt

Reports

Open - All Active

03/23/2020  03/23/2020

[Home](#) [Logout](#)

---

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Go to Page #:

Select	WR	Date	Reference	Shipper	Consignee	Pcs	WtLbs	WtKgs	VolWtLbs	VolWtKgs	CB	Chm	Description	Dest	Has	Closed	Attach	Track No
<input type="checkbox"/>	C-00001	05/11/2018		VENEX SYSTEMS	VENEX SYSTEMS	1	5	2.27	6	2.68	0.57	0.0161	utility judiciary hndf ghdaf	SDO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	C-00002	05/11/2018		GENERAL ELECTRIC CORP	GENERAL ELECTRIC CORP	1	1	0.45	95	42.52	9.09	0.2574			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	C-00003	01/23/2020		BENDIX BRAKE SYSTEMS	VENEX SYSTEMS	1	1	0.45	4	2.72	0.58	0.0164	ROPA	CCB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WR-200	01/03/2014	PO.# 4203116-2014	VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME	105	20919	9489.00	14075	6387.00	1346.40	38.1258	ELECTRONICS AND PARTS	MA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WR-418R	05/07/2012	NONE	VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	34	3000	1360.79	3832	1738.18	368.00	10.4231	DONATIONS	BOG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WR-832	06/21/2012	INV. 8886168	VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	12	400	181.44	1387	615.53	130.00	3.8906	MEDICAL EQUIPMENT	BOG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

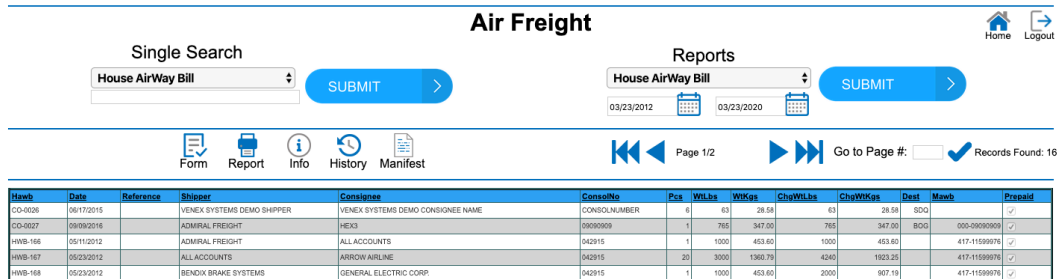
Print forms, export reports to PDF and Excel formats, view-print attachments, view history information of closed WRs. Make WR selection and send via e-mail.

## To search in **Warehouse Receipts**:

- 1- Select **Warehouse Receipts** from Option menu screen. Click Submit.
- 2- **Warehouse Receipt** screen is displayed. From here chose either Single Search or Report Search
- 3- **Single Search** options are:
  - a. Warehouse Receipt, Customer Reference, Tracking # Partial and Tracking # complete.
  - b. Selecting one of the options, enter a single value in the field below and click Submit.
  - c. Results will display below.
  - d. To open a form, double-click on the line for the WR # needed. Form will display in screen. Form can be printed or saved to local computer.
  - e. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - f. To view attachments, single click desired WR #, click Attachments button on toolbar. Attachments can be viewed or saved to local computer.
  - g. History of closed Warehouse Receipts can be viewed by single click desired WR #, click History button on toolbar.
- 4- **Reports** options are:
  - a. Open – All Active, Open, Closed and Open – Closed.
  - b. If Open – All Active is selected, a date range is not required as system will search for all available warehouse receipts regardless of date and that are available or “open” in EZ-Freight.
  - c. If Open is selected, system will display warehouse receipts that have not been shipped, within a selected date range. Date range required.
  - d. If Closed is selected, system will display warehouse receipts that have been shipped, within a selected date range. Date range required.
  - e. If Open-Closed is selected, system will display warehouse receipts that haven’t been shipped, and warehouse receipts that have been shipped, in a selected date range. Date range required.
  - f. After date selection is done, click on Submit.
  - g. Result will display below.
  - h. To open a form, double-click on the line for the WR # needed. Form will display in screen. Form can be printed or saved to local computer.
  - i. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - j. To view attachments, single click desired WR #, click on Attachments button on toolbar. Attachments can be viewed or saved to local computer.
  - k. History of closed Warehouse Receipts can be viewed by single click desired WR #, click History button on toolbar.

## Air Freight searches:

House & Master Airwaybills (by date range), House & Master Airwaybills by number and Reference number.



The screenshot shows the 'Air Freight' software interface. It features two search options: 'Single Search' and 'Reports'. Both have a dropdown menu set to 'House AirWay Bill' and a 'SUBMIT' button. The 'Reports' section includes date range pickers for '03/23/2012' and '03/23/2020'. Below the search area is a toolbar with icons for 'Form', 'Report', 'Info', 'History', and 'Manifest'. Navigation controls include 'Page 1/2', 'Go to Page #', and 'Records Found: 16'. A table of search results is displayed below the toolbar.

Head	Date	Reference	Shipper	Consignee	Consignee	ConsolNo	Pcs	WtLbs	WtKgs	ChgWtLbs	ChgWtKgs	Dest	Mawb	Preaid
CD-0026	06/17/2015		VENEX SYSTEMS DEMO SHPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME	CONSOLNUMBER	6	63	28.58		63	28.58	BDG		✓
CD-0027	08/09/2016		ADMIRAL FREIGHT	HEX3	00000009	1	785	347.00		785	347.00	BDG	000-0000009	✓
HWB-166	05/11/2012		ADMIRAL FREIGHT	ALL ACCOUNTS	042915	1	1000	453.60		1000	453.60		417-11599976	✓
HWB-167	05/23/2012		ALL ACCOUNTS	ARROW AIRLINE	042915	20	3000	1360.79		4240	1923.25		417-11599976	✓
HWB-168	05/23/2012		BENDIX BRAKE SYSTEMS	GENERAL ELECTRIC CORP	042915	1	1000	453.60		2000	907.19		417-11599976	✓

View/print forms, export reports to PDF and Excel formats, view/print Manifests (Agents only).

## To search in Air Freight:

1. Select **Air Freight** from Option menu screen. Click Submit
2. **Air Freight** screen is displayed

From here chose either Single Search or Report Search

3. **Single Search** options are:
  - a. House Airwaybill, Master Airwaybill, and File Control #
  - b. After selecting one of the options, enter a single value in the field and click Submit.
  - c. Results will display below.
  - d. To open a form, double-click on the line for the document. Form will display in screen. Form can be printed or saved to local computer.
  - e. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - f. History of document can be viewed by single click desired document #, click History button on toolbar.
  
4. **Report options** are:
  - a. House Airwaybill and Master Airwaybill
  - b. After selecting one of the options, enter a date range. System will display documents in a specific date range. Date range required.
  - c. Results will display below.
  - d. To open a form, double-click on the line for the document. Form will display in screen. Form can be printed or saved to local computer.
  - e. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - f. History of document can be viewed by single click desired document #, click History button on toolbar.

## Ocean Freight searches:

House & Master Bill of Lading by date range, House & Master Bill of Lading by #, Booking # and Reference

### Ocean Freight

Single Search

House Bill of Lading

Reports

House Bill of Lading

03/23/2012  03/23/2020

Form  Report  Info  History  Manifest

Page 1/2   Go to Page #:   Records Found: 22

HblNo	Trans	Date	FileNumber	Shipper	Consignee	ConsoNo	Pcs	WtLbs	WtKgs	CB	Cnt	Deat	Mbl
HBL-00193		03/27/2012		VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	K032712	3	35	15.88	9.00	0.2540		MBL-0117
HBL-00194		04/24/2012		VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	042412	3	35	15.88	9.00	0.2540		MBL-0118
HBL-00195		04/26/2012		VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	042612	45	9500	4306.17	547.00	15.4884		MBL-0119
HBL-00196		05/17/2012		VENEX SYSTEMS DEMO SHIPPER	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	051712	10	1000	453.60	153.00	3.1998		MBL-0002
HBL-00197		06/05/2012		SPRING WATER CO.	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	062712	12	1000	453.60	86.00	2.4353		MBL-0004
HBL-00198		06/13/2012		SEABOARD MARINE	SEABOARD MARINE	062712	12	4000	1814.39	123.34	3.4920	EDQ	

To search in **Ocean Freight**:

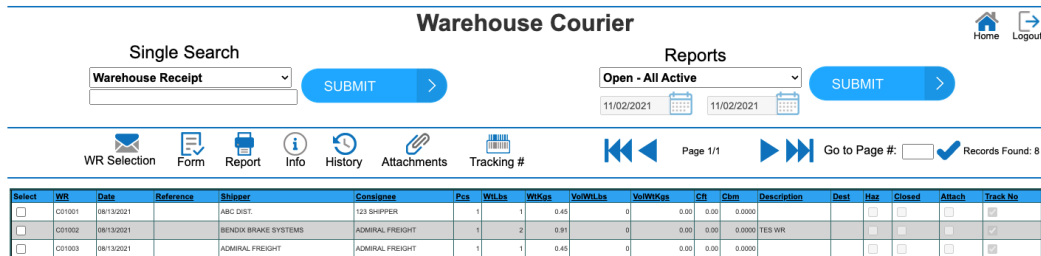
1. Select **Ocean Freight** from Option menu screen. Click Submit
2. **Air Freight** screen is displayed

From here chose either Single Search or Report Search

3. **Single Search** options are:
  - a. House Bill of Lading, Master Bill of Lading, Transaction #, Booking # and File Control #
  - b. After selecting one of the above options, enter a single value in the field and click Submit.
  - c. Results will display below.
  - d. To open a form, double-click on the line for the document. Form will display in screen. Form can be printed or saved to local computer.
  - e. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - f. History of document can be viewed by single click desired document #, click History button on toolbar.
  
4. **Report** options are:
  - a. House Airwaybill and Master Airwaybill
  - b. After selecting one of the options, enter a single value in the field and click Submit.
  - c. Results will display below.
  - d. To open a form, double-click on the line for the document. Form will display in screen. Form can be printed or saved to local computer.
  - e. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - f. History of document can be viewed by single click desired document #, click History button on toolbar.

**Warehouse Courier** searches: Open - All Active, Open (by date range), Closed (by date range), Open-Closed (by date range), WR#, Reference #, and Tracking # (partial or complete tracking #).

Print forms, export reports to PDF and Excel formats, view-print attachments, view history information of closed WRs. Make WR selection and send via e-mail.



Select	WR	Date	Reference	Shipper	Consignee	Pcs	WtLbs	WtKgs	VolWtLbs	VolWtKgs	Ctl	Cbm	Description	Dest	Haz	Closed	Attach	Track No
<input type="checkbox"/>	CD1001	08/13/2021		ABC DIST.	123 SHIPPER	1	1	0.45	0	0.00	0.00	0.0000			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	CD1002	08/13/2021		BENDIX BRAKE SYSTEMS	ADMIRAL FREIGHT	1	2	0.91	0	0.00	0.00	0.0000	YES WR		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	CD1003	08/13/2021		ADMIRAL FREIGHT	ADMIRAL FREIGHT	1	1	0.45	0	0.00	0.00	0.0000			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To search in **Warehouse Courier**:

- 1- Select **Warehouse Courier** from Option menu screen. Click Submit.
- 2- **Warehouse Courier** screen is displayed. From here chose either Single Search or Report Search
- 3- **Single Search** options are:
  - a. Warehouse Courier, Customer Reference, Tracking # Partial and Tracking # complete.
  - b. Selecting one of the options, enter a single value in the field below and click Submit.
  - c. Results will display below.
  - d. To open a form, double-click on the line for the WR # needed. Form will display in screen. Form can be printed or saved to local computer.
  - e. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.
  - f. To view attachments, single click desired WR #, click Attachments button on toolbar. Attachments can be viewed or saved to local computer.
  - g. History of closed Warehouse Courier can be viewed by single click desired WR #, click History button on toolbar.
- 4- **Reports** options are:
  - a. Open – All Active, Open, Closed and Open – Closed.
  - b. If Open – All Active is selected, a date range is not required as system will search for all available warehouse receipts regardless of date and that are available or “open” in EZ-Freight.
  - c. If Open is selected, system will display warehouse receipts that have not been shipped, within a selected date range. Date range required.
  - d. If Closed is selected, system will display warehouse receipts that have been shipped, within a selected date range. Date range required.
  - e. If Open-Closed is selected, system will display warehouse receipts that haven’t been shipped, and warehouse receipts that have been shipped, in a selected date range. Date range required.
  - f. After date selection is done, click on Submit.
  - g. Result will display below.
  - h. To open a form, double-click on the line for the WR # needed. Form will display in screen. Form can be printed or saved to local computer.
  - i. Report in screen can be exported in PDF or MS Excel formats by clicking on Report button in toolbar.

- j. To view attachments, single click desired WR #, click Attachments button on toolbar. Attachments can be viewed or saved to local computer.

History of closed Warehouse Courier can be viewed by single click desired WR #, click History button on toolbar.

### Warehouse Distribution searches:

Open-All Active, Open, and History and search by individual Part #.

Select	PartNum	Description	WrDistNum	Comsignee	Shipper	Date	ShpAcct	ConsAcct	UnitsOnHand	WeightOnHand	ChgOnHand
<input type="checkbox"/>	1001	DESCRIPTION	WRD-0010	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG FOR	ARROW AIRLINE	11/30/2006	ARRAIR1	VENYS2	100	400	600.00
<input type="checkbox"/>	101-001	DRESS	WRD-0015	ORANGE COUNTY	GENERAL ELECTRIC CORP	11/24/2009	GENE1	ORACOU1	4	40	14.88
<input type="checkbox"/>	101-001	DRESS	WRD-0016	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG FOR	GENERAL ELECTRIC CORP	04/28/2010	GENE1	VENYS2	150	150	55.20
<input type="checkbox"/>	101-001	DRESS	WRD-0019	FEDERAL EXPRESS	BENDIX BRAKE SYSTEMS	08/01/2017	BENBRA1	FEDEXP1	660	660	295.72
<input type="checkbox"/>	101-102	DRESS	WRD-0016	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG FOR	GENERAL ELECTRIC CORP	04/28/2010	GENE1	VENYS2	12	120	23.00
<input type="checkbox"/>	103-001	DRESS	WRD-0012	TRI COUNTY CARGO SHIPPING INC.	PACIFIC SHIPPING	07/09/2009	PACSH1	TRICOU1	5	0	0.00
<input type="checkbox"/>	103-001	DRESS	WRD-0014	VENEX SYSTEMS DEMO AIRLINE	VENEX SYSTEMS DEMO SHIPPER	08/26/2009	VENYS1	VENYS4	100	500	10.42
<input type="checkbox"/>	103-001	DRESS	WRD-0016	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG FOR	GENERAL ELECTRIC CORP	04/28/2010	GENE1	VENYS2	50	250	5.00

### To search in Warehouse Distribution:

1. Select **Warehouse Distribution** from Option menu screen. Click Submit
2. **Warehouse Distribution** screen is displayed

From here chose either **Single Search** or **Report Search**

3. **Single Search** options are:
  - a. Part Number
  - b. Enter a single value in the field and click Submit.
  - c. Results will display below.
  - d. Report in selection can be exported in PDF or MS Excel formats by clicking Report button in toolbar.
  - e. History of Part # can be viewed by single click desired Part #, click History button on toolbar.
4. **Report** options are:
  - a. Open – All Active, Open, and History.
  - b. If Open–All Active is selected, a date range is not available as the system will search only for Inventory that is available or “open” in EZ-Freight. Date range not available.
  - c. If Open is selected, system will display Inventory of parts that have not been shipped, within a specific date range. Date range required.
  - d. If History is selected, system will display Inventory of parts that have been shipped, within a specific date range. Date range required.
  - e. After selection is done, click on Submit.
  - f. Result will display below.
  - g. Report in screen can be exported in PDF or MS Excel formats by clicking Report button in toolbar.
  - h. History of Part # can be viewed by single click desired Part #, click History button on toolbar.

## Invoice searches:

Open, closed and by individual Invoice #.

**Invoices**

Single Search

Invoice #

**Reports**

Open

03/27/2012  03/27/2020

[Home](#) [Logout](#)

---

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Go to Page #:

Records Found: 15

Invoice	Date	TotalAmount	FileNumber	BillToName	ConsigneNo	MasterMtl	Posted	Printed
INV-00235	03/29/2012	625.00		VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	030912	101-11318230	<input type="checkbox"/>	<input checked="" type="checkbox"/>
INV-00236	03/29/2012	668.76		VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	030912	101-11318230	<input type="checkbox"/>	<input checked="" type="checkbox"/>
INV-00239	04/26/2012	1082.00		VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	040812		<input type="checkbox"/>	<input type="checkbox"/>
INV-00240	05/09/2012	1490.00		VENEX SYSTEMS DEMO SHIPPER			<input type="checkbox"/>	<input type="checkbox"/>
INV-00241	05/17/2012	1795.00		VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	051712		<input type="checkbox"/>	<input type="checkbox"/>
INV-00248	07/12/2012	5304.87		VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	00082010	101-20000082	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## To search for an Invoice:

- 1- Select **Invoice** from the Options menu, click Submit
- 2- **Invoice** screen is displayed

From here select either Single Search or Reports

### 3- **Single Search** options are:

- a. Invoice #
- b. Enter a single value in the field and click Submit.
- c. Results will display below.
- d. To open an Invoice #, double-click on the line for the document. Invoice will display in screen. Form can be printed or saved to local computer.
- e. Report in screen can be exported in PDF or MS Excel formats by clicking Report button in toolbar.

### 4- **Report** options are:

- a. Open and Closed
- b. If Open is selected, system will display Invoices within a specific date range. Date range required.
- c. If Closed is selected, system will display Invoices within a specific date range. Date range required.
- d. After selection is done, click on Submit.
- e. To open an Invoice #, double-click on the line for the document. Invoice will display in screen. Form can be printed or saved to local computer.
- f. Report in screen can be exported in PDF or MS Excel formats by clicking Report button in toolbar.

## Delivery Order searches:

Delivery Order by date range or single search by Delivery Order #.

**Delivery Order**
Home Logout

**Single Search**

Delivery Number  SUBMIT

**Reports**

Delivery Order  SUBMIT

11/01/2010  11/02/2021

Form Report Info History Attachments

Page 1/2 Go to Page #:  Records Found: 20

Delivery	Date	PickupDate	ReceiptDate	PickupName	DeliveryTo	Carrier	Destination	Reference	BL#WB	Pcs	Lbs	Kgs	CB	CubM	Attach
DEL-0042	07/07/2011	07/07/2011	07/07/2011	VENEX SYSTEMS DEMO AGENT		GENERAL ELECTRIC CORP				20	2000	907.19	313.00	8.8632	<input type="checkbox"/>
DEL-0043	07/27/2011	07/27/2011	07/27/2011	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F		VENEX SYSTEMS DEMO TRUCKING				14	3000	1360.79	228.00	6.4563	<input type="checkbox"/>
DEL-0044	09/16/2011	09/16/2011	09/16/2011	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F	SPRING WATER CO.	YELLOW FREIGHT				18	1200	544.32	204.00	5.7767	<input type="checkbox"/>
DEL-0045	09/16/2011	09/16/2010	09/16/2010	VENEX SYSTEMS DEMO CONSIGNEE NAME LONG F		YELLOW FREIGHT				0	0	0.00	0.00	0.0000	<input type="checkbox"/>

### To search for a Delivery Order:

- 1- Select **Delivery** from the Options menu, click Submit
- 2- **Delivery Order** screen is displayed

From here select either Single Search or Reports

#### 3- **Single Search** options are:

- a. Delivery Order #
- b. Enter a single value in the field and click Submit.
- c. Results will display below.
- d. To open a Delivery Order #, double-click on the line for the document. Delivery Order will display in screen. Form can be printed or saved to local computer.
- e. Report in screen can be exported in PDF or MS Excel formats by clicking Report button in toolbar.

#### 4- **Report** options are:

- a. Delivery Order
- b. Select a date range to display results.
- c. After selection is done, click on Submit.
- d. To open a Delivery Order #, double-click on the line for the document. Delivery Order will display in screen. Form can be printed or saved to local computer.
- e. Report in screen can be exported in PDF or MS Excel formats by clicking Report button in toolbar.