

Tomax Logistics Australia Tomax Live User Guide



Welcome to the Tomax Live tracking system where you can monitor all your consignments from around the globe. Our tracking system provides you with a 24/7 accessible portal to view all manner of information relating to your consignments from around the world.

To access the system you will need a username and password which you can obtain by emailing sales@tomax.com.au or calling 1300 186 629.

Once you have your access details visit our site at www.tomax.com.au as shown below. Your login details consist of a:

Client Code: This is a system generated code from the Tomax internal database. It will usually be 9 characters long – for example: TOMLOGMEL is the code for Tomax Logistics in Melbourne.

Username: The username will be the same as your email address.

Password: At first your password may be randomly generated but you can change it at anytime by contacting Tomax on 1300 186 629 or emailing sales@tomax.com.au with your request, or you can change it online yourself under the USER section.

Enter your login details in the Tomax Live Login box on the right of the screen and then click the LOGIN button.



The Shipments screen will appear after you log in, you can click the FIND button to see a list of all your current orders as per the example below. You may like to customize which columns you can see as there are a large list of available fields. Select the Customize Columns button to make changes.

Shipments

Status (Web) [▼] [] [x] [▼]
 Common Numbers and References [▼] starts with [] [x] [▼]
 Company Name [▼] starts with [] [x] [▼]
 Origin / Destination [▼] Origin: [] [] [x] [▼] Dest.: [] [] [x] [▼]
 Last Completed Milestone [▼] [] [x] [▼]

Manage Layouts Save Layout Reset Layout **Find** [System Default Layout] Clear +

Export to Excel Customize Columns

Shipment#	Bill	Shipper	Consignee	Origin	ETD	Destination	ETA	Declaration Country
B00060537	WL20160822	ELIP - EVERYDAY COUNTRY CO LTD	OZZIE IMPORTS	Ho Chi Minh City	16-OCT-17 00:00	Melbourne	10-NOV-17 00:00	Australia
B00060390	TMX0283727AAA	ECF 1 - SHANGHAI HAOKAI FURNITURE CO LTD	OZZIE IMPORTS	Shanghai Hongqiao International Apt	22-OCT-17 00:00	Melbourne	08-NOV-17 00:00	Australia
S00053729	TLSHA9237272	ABC SUPPLIER CHINA	OZZIE IMPORTS	Nansha Pt	14-OCT-17 00:00	Melbourne	06-NOV-17 00:00	
S00053730	E2832772	XYZ SUPPLIER USA	OZZIE IMPORTS	Los Angeles	22-OCT-17 00:00	Sydney	24-OCT-17 00:00	

Pages: 1
Found 4 record(s).

You can sort the list of orders by clicking the HEADER TAB such as ETD, Destination or Order Number. You can also search for particular orders by entering data into the filter boxes above the order list, and then click the FIND button. You can choose different fields to choose from the drop down list.

Shipments

Status (Web) [▼] [] [x] [▼]
 Common Numbers and References [▼] starts with [] [x] [▼]
 Company Name [▼] starts with [] [x] [▼]
 Origin / Destination [▼] Origin: [] [] [x] [▼] Dest.: [] [] [x] [▼]
 Last Completed Milestone [▼] [] [x] [▼]

Manage Layouts Save Layout Reset Layout **Find** [System Default Layout] Clear +

When you hit FIND and the results are displayed, all the orders in our system are shown. If you would like to see only current orders, or a certain date range, please create a Search Layout, and save it for future use by selecting the Save Layout button and giving it a descriptive name.

From the Shipments list you are able to drill down into a particular order to get more detail. Click on the Shipment # and a new screen will open with comprehensive information about your consignment.

Export to Excel Customize Columns

Owner's Ref#	Shipment#	Bill	Shipper	Consignee	Origin
EYD201609282	B00060537	WL20160822	ELIP - EVERYDAY COUNTRY CO LTD	OZZIE IMPORTS	Ho Chi Minh City
OZZIE-12345	S00053729	TLSHA9237272	ABC SUPPLIER CHINA	OZZIE IMPORTS	Nansha Pt
OZZIE-18278	S00053730	E2832772	XYZ SUPPLIER USA	OZZIE IMPORTS	Los Angeles
SHK20160825	B00060530	TMX0283727AAA	ECF 1 - SHANGHAI HAOKAI FURNITURE CO LTD	OZZIE IMPORTS	Shanghai Hongqiao International Apt

Pages: 1
Found 4 record(s).

On the shipment/order screen you can see information relating to the supplier, cargo details, vessel/flight details, ETD and ETA information.

Shipment # S00053730

Copy Shipment Reverse Shipment

Bill: E2832772 **Origin:** Los Angeles (USLAX) **Destination:** Sydney (AUSYD)
Shipper's Ref#: **ETD:** 22-OCT-17 00:00 **ETA:** 24-OCT-17
Owner's Ref#: OZZIE-18278
Order Ref#: OZZIE-18278
Shipper: XYZ SUPPLIER USA **Pickup:** XYZ SUPPLIER USA THIS IS AN EXAMPLE SUPPLIER FOR THE TRACKING SYSTEM AS A DEMONSTRATION FOR CLIENTS MELBOURNE VIC 3000
Consignee: OZZIE IMPORTS **From:** SYSTEM DEMONSTRATION LOS ANGELES CA 38272 UNITED STATES **Deliver To:** OZZIE IMPORTS THIS IS AN EXAMPLE CLIENT FOR USE IN THE TRACKING SYSTEM AS A DEMONSTRATION FOR CLIENTS MELBOURNE VIC 3000

Size: 5.200 M3 **Weight:** 2102.000 KG
Quantity: 55PKG
Service Level: Standard (STD) **Estimated Pickup:**
Goods Description: CARGO SUPPLIES **Pickup Required By:**
INCO Term: Free On Board **Goods Picked Up:**
Additional Terms:
Release Type: Express Bill of Lading Shipped
On Board:
Charges Apply:

Pickup Agent:
Delivery Agent:
Transport

Leg	Mode	Type	Parent	Bill	Vessel	Voyage/Flight	Load	Discharge	Departure	Arrival	Status	Carrier
1	AIR	Flight 1	C00041695	08138272727	QF1027	Los Angeles	Sydney	22-OCT-17	24-OCT-17	Delayed		QANTAS1

Goods / Packs

Pieces	Pack Type	Length	Width	Height	UD	Weight	UQ	Volume	UQ	Description	Marks and Numbers	Line Price	Currency	Tariff Num.	Container
55	Package	0.000	0.000	0.000	M	2,102.000	KG	5.200	M3	CARGO SUPPLIES		0.00	AUD		

Most of the fields are self explanatory. As an order gets closer to arrival certain fields will populate with information.

1. Customs Entries – this field/display will tell you what the current status on your cargo is with Customs. If no data is shown, then an entry has not yet been prepared. Customs holds and Quarantine issues will display in the Entry Advice field.

Customs entries

Reference #	Entry #	Message Status	Entry advice
S00090546/1	ACYXHHWRS	CFL	Clear - For Payment, refer to 'Entries'

2. Availability and Storage Commences dates – these fields will tell you the date and time the container is available from the wharf and can be used to plan your delivery timings. If a container has not been collected from the terminal by the Storage Commences date then wharf storage may apply.

Availability:	20-OCT-17 00:00
Storage Commences:	25-OCT-17 00:00

In the Documents section you can see a list of what documentation Tomax Logistics currently has on hand for the shipment. You can also download and view certain documents if they have an active link with the word View as shown below.

Documents			
Date	Description	Type	Link
14-SEP-17	TELEX B L 3.msg	House Waybill/Bill of Lading	View
19-SEP-17	MB L AND TELEX B L 6.msg	Airway Bill/Ocean Bill of Lading	View
26-SEP-17	AUCustoms EntryPrint (Portrait) -.pdf	Entry Print	View
26-SEP-17	FW Re FW NR ref 20178471 2.msg	Packing Declaration	View
27-SEP-17	AUCustoms EntryPrint (Portrait) - ACYM3XF4G.pdf	Entry Print	View
12-OCT-17	Outturn Report - S00089892.pdf	Outturn Report	View
21-SEP-17	Commercial Invoice	Commercial Invoice	Not on File
21-SEP-17	Certificate of Origin	Certificate of Origin	Not on File
21-SEP-17	Packing List	Packing List	Not on File
21-SEP-17	Quarantine Packing Declaration	Quarantine Packing Declaration	Not on File

The invoice for the shipment you are viewing can also be downloaded if it is available. Click on the Invoice # link to download and view the invoice.

Related Invoices									
Invoice #	Issuer	Type	Terms	Inv. Date	Due Date	Currency	Amount	Outstanding Amt.	Paid Date
S00089892	Tomax Logistics Australia	INV	MTH	24-OCT-17	30-NOV-17	AUD	2,003.36	2,003.36	

In order to get further information about the cargo and container details, go to the Containers section and click on the container number.

Containers												
Container #	Shipment #	Seal #	Container Type	Container Mode	Empty	Returned On	Tare Weight	Weight	Delivery Mode	Est. Delivery	Est. Return	Act. Return
AMFUJ3159617	S00089241	F8930000	20GP	FCL			2280.000	17959.140	CY/CY		15-SEP-17	
No records found												

A new screen will appear with all the related detail.

TOMAX
LOGISTICS

TOMAXLIVE
GLOBAL WEB TRACKING SYSTEM

"Our mission is to provide high-quality, end-to-end supply chain solutions to our clients in a friendly and supportive manner."

AUSTRALIA: 1300 188 688
SUPPORT SALES: TOMAX@OM.AU
WORLDWIDE: +61 8 9844 4227

Forwarding Customs Warehouse Port Transport Accounts User

Container # AMFU3159617

[Edit Container](#)

Master Bill: APLU 715143712 Status: On Order
Container Status: On Order

Consol Number: C00070288 Container Status: 20239 KG
Weight: 20239 KG

Type: Twenty foot general purpose Quarantine: CLEAR
Port Transport Ref: CLEAR

Packages: 17 Port Transport Ref: CLEAR
Delivery Sequence: 0

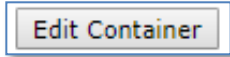
Mode: FCL Delivery Sequence: 0

Required Delivery: Empty Ready for Pickup:
Transport Booked: 04-SEP-17 11:25 Empty Return By: 15-SEP-17 22:00
Empty Returned On:

Actual Delivery:

Load Port: Cat Lai Discharge Port: Brisbane
Vessel: ANL WARRNAMBOOL Voyage: 133

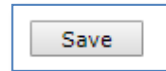
Once in the Container screen, you can perform several actions. Click on the Edit Container button and a wide variety of fields will become editable and you may enter in related information, including a required delivery date.

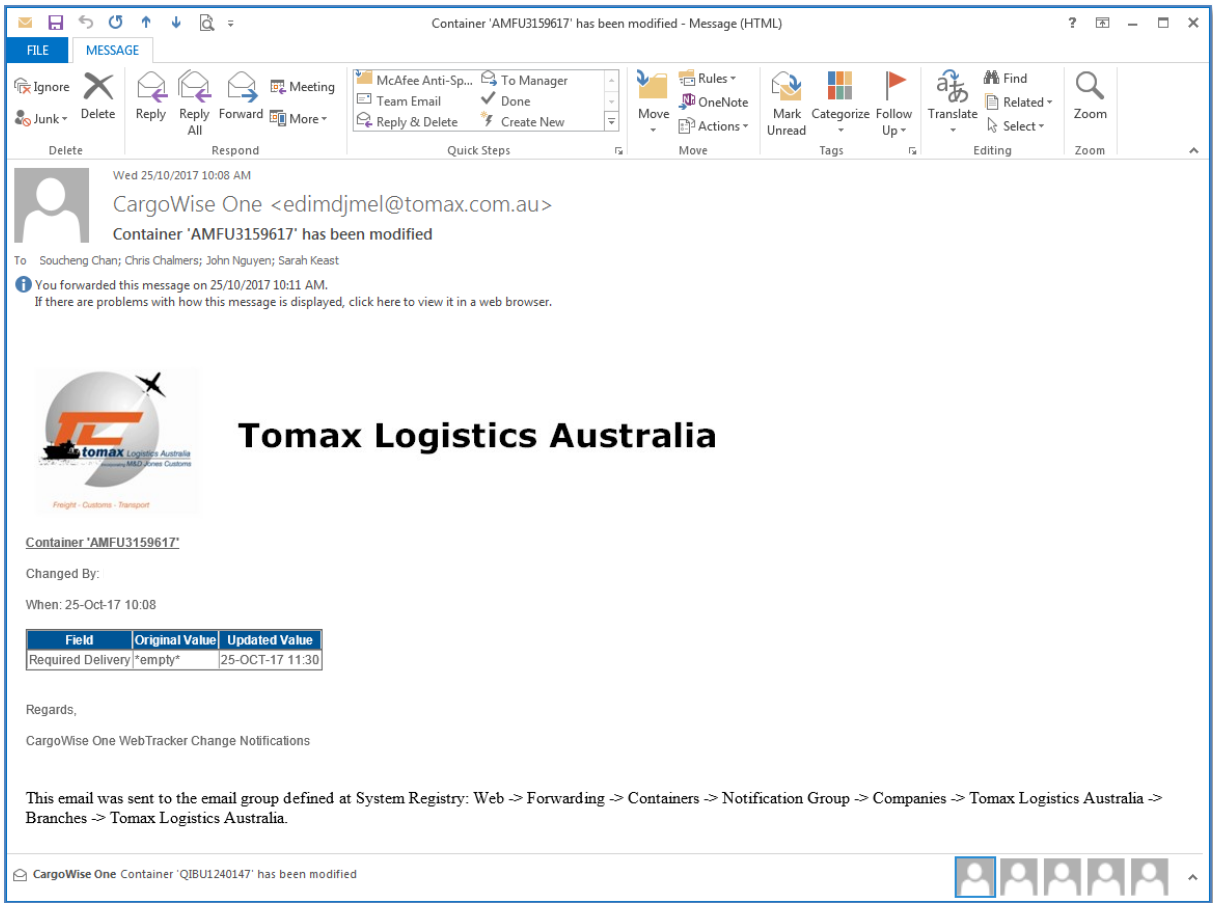


In the Required Delivery field, input the date and time that you would like to have the container delivered.

Required Delivery: 25-OCT-17 11:30

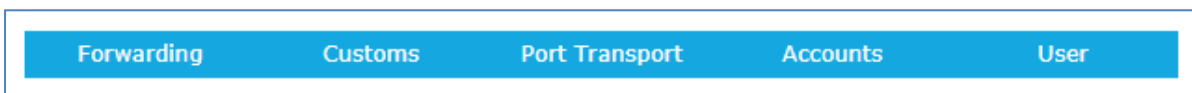
At the bottom of the page is a Save button, click that button and a delivery request email will be emailed to the Tomax Transport Department as per the example below.





Our transport team will make the delivery arrangements accordingly and send you a confirmation email.

There are other menu headers at the top of the page that will allow you to perform other actions.



Click on the Accounts menu button and then select FIND from the Statement of Account screen and you can see a list of all your invoices and download any that you need. Unpaid invoices are shown by default, you can also find any invoice ever issued to you by selecting Display All Transactions under the Payment Status field.

[Forwarding](#) [Customs](#) [Warehouse](#) [Port Transport](#) [Accounts](#) [User](#)

Statement of Account

Company: Tomax Logistics Australia View Statement of Account

Transactions

Numbers: Common Tran. Type: All Transactions
 Dates: All From: To:
 Issued by: All companies
 Payment Status: Display unpaid transactions

Find Clear Get Selected Export to Excel Customize Columns

Invoice #	Issuer	Type	Terms	Inv. Date	Due Date	Currency	Amount	Outstanding Amt.	Paid Date
<input type="checkbox"/> S00088294	Tomax Logistics Australia	INV	MTH	01-SEP-17	30-OCT-17	AUD	2,671.66	2,671.66	
<input type="checkbox"/> S00086334	Tomax Logistics Australia	INV	MTH	01-SEP-17	30-OCT-17	AUD	5,158.16	5,158.16	
<input type="checkbox"/> B00063967	Tomax Logistics Australia	INV	MTH	06-SEP-17	30-OCT-17	AUD	3,774.34	3,774.34	
<input type="checkbox"/> S00089052	Tomax Logistics Australia	INV	MTH	06-SEP-17	30-OCT-17	AUD	6,114.26	6,114.26	
<input type="checkbox"/> B00064171	Tomax Logistics Australia	INV	MTH	06-SEP-17	30-OCT-17	AUD	3,768.28	3,768.28	
<input type="checkbox"/> B00064082	Tomax Logistics Australia	INV	MTH	06-SEP-17	30-OCT-17	AUD	2,237.10	2,237.10	
<input type="checkbox"/> S00088752	Tomax Logistics Australia	INV	MTH	06-SEP-17	30-OCT-17	AUD	3,098.87	3,098.87	
<input type="checkbox"/> S00088522	Tomax Logistics Australia	INV	MTH	07-SEP-17	30-OCT-17	AUD	4,097.25	4,097.25	
<input type="checkbox"/> S00089093	Tomax Logistics Australia	INV	MTH	07-SEP-17	30-OCT-17	AUD	5,251.55	5,251.55	
<input type="checkbox"/> S00088065	Tomax Logistics Australia	INV	MTH	07-SEP-17	30-OCT-17	AUD	2,760.91	2,760.91	
<input type="checkbox"/> S00087016	Tomax Logistics Australia	INV	MTH	08-SEP-17	30-OCT-17	AUD	4,747.94	4,747.94	
<input type="checkbox"/> S00089933	Tomax Logistics Australia	INV	MTH	11-SEP-17	30-OCT-17	AUD	3,083.02	3,083.02	
<input type="checkbox"/> S00089633	Tomax Logistics Australia	INV	MTH	12-SEP-17	30-OCT-17	AUD	5,341.09	5,341.09	
<input type="checkbox"/> S00088449/B	Tomax Logistics Australia	INV	MTH	13-SEP-17	30-OCT-17	AUD	1,363.39	1,363.39	
<input type="checkbox"/> B00064179	Tomax Logistics Australia	INV	MTH	14-SEP-17	30-OCT-17	AUD	2,433.82	2,433.82	

You can also view your current Statement by selecting the View Statement of Account button at the top of the page.

Statement of Account

Company: Tomax Logistics Australia View Statement of Account

Under User you can manage your password settings.



These are all the basics of using our online system. If you would like one of our representatives to come and visit you for an on-site demonstration please do not hesitate to contact us on 1300 186 629 and ask for Marc Regan.

Happy tracking from all of us here at Tomax!!!