

Automotive Purchase Management System

We developed our web site and purchase management system to simplify the process of buying from the USA and shipping the goods home. In building it we wanted you to have control over the management of your purchases so have given you the access to:

1. Get an estimate of the cost to ship the item home.
2. Create an account and purchase information to notify us of the item/s you have purchased.
3. Check on the status of your purchases and check photo's when it arrives in our warehouse.
4. Tell us when you want it to be shipped – by using the 'request to ship' button.
5. Track the cargo when shipped.

In the following guide we will walk you through the basic functions of the system and the information we need you to enter to enable us to manage your orders.

From the front page of our web site you will see there is a menu bar across the top and those buttons provide specific information for each topic. For this guide we will focus on the 'Get an estimate' and 'Get started'.



Get an Estimate:

Click this section on the web page to take you to an online costing system that will give you an estimate of the costs to ship from our Los Angeles warehouse through to our nearest depot in Australia or New Zealand. The system will allow you to chose the destination, method (Sea or air) and input the details of the package/s you are looking to ship.

The costs provided are based on the costs from our warehouse to the warehouse in the port you have chosen and include the costs for handling, shipping, Customs and Quarantine clearance on arrival. The rates do not include any Governmental charges, inspections, taxes, insurance or additional quarantine fees if and where applicable. Please use this information as a guide. You can contact one of our offices for specific pricing on your particular item/s.



Get Started:

When you have decided to buy from the USA click this button to set up an account that will record and allow you/us to manage and communicate important information about your purchases/cargo. This will take you to the account registration page where you enter your email address, name (business name if applicable) and all your contact information. Please complete all the boxes and be sure to select the correct shipping port as the system uses this as your default destination!

The next time you go to the website you can 'click' the Logon button in the top right corner and from there it will call for the email address and password you used in the registration account set up.

Now that you have checked the costs and created an account we can move onto creating your first purchase.

Create a purchase

When you log into the system it will take you to the 'My Purchases' section and from there you can enter a new purchase, check your current and past purchases, request us to ship an item and get an estimate

To create a new purchase (shipment) click the red 'Add New' button and the Purchase Summary page will open and in this area we ask that you enter the basic information about your purchases. Important fields are:

Purchase Reference: This is YOUR reference so can be any reference that will help you identify the purchase at a glance

Supplier name: The name of the person or company you are buying from.

Supplier details: The seller/suppliers address and if this is the first time buying from them please add their telephone number and email address.

Supplier reference: This may be their sales invoice number, order number or any reference that the supplier will understand in case we have to contact them.

Add New Comment / Comment: This section lets you add a new comment about the order and see older comments. We use this area for general comments. We do not use this as a tool for detailed communication so if you need specific information please contact us via email.

Purchase date: The date you purchased the goods.

Shipping method: Here you can choose to ship the goods by air and sea.

Documents and the 'ADD' button: This section is very important as we MUST have a copy of the supplier/sellers invoice and/or receipt that details what you have purchased and the price paid. If you receive an invoice from a seller please save it to the desktop of your computer and name it invoice. Click the 'add' button and then 'browse' for it on your desktop. Click on the document and save it as document type 'invoice' and we suggest you name it invoice. **NOTE:** This is CRITICAL as the system will not let you (or us!) ship the purchase without an invoice for US Customs export clearance.

Goods Value: This field is mandatory as it lets us know what type of US Customs export clearance process we need to follow. Please enter the correct invoice value as failing to complete this correctly may result in delays/costs should US Customs elect to audit the shipment.

Purchase Items:

In this section we ask that you add the basic information on the purchase you have made.

Purchase Items Please ensure you enter the purchase details in the grid below before you save

Item Id	Qty	Description of Goods	Item Type	VIN	Item Status	
	1	Car parts	Parts			<input type="button" value="Save"/> <input type="button" value="Cancel"/>



We do not need each line of the suppliers invoice entered at this time as you would have, or will later; add the seller's invoice that gives us the details we need. **Important:** When you have completed this section PLEASE PRESS SAVE

When entering details for a vehicle the VIN number box will open so please enter the VIN so we can identify your vehicle on arrival.

Tracking Information:

The tracking number is the transport company/courier company reference for the transport of your goods to us. We use this as the primary reference for your goods so it **VITAL YOU ENTER THE TRACKING NUMBER/S**. when you have completes this section please press save on this line when you have entered information

Tracking Information					
Entering Tracking information as you get it is important to ensure we ship the right goods to you					
No. Cartons	Tracking Reference	Carrier	Carrier - Other	Service	
1	1ZE959600300377712	UPS		2 Day	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

You may need to chase the supplier for the tracking number so please stay on top of them as we need the tracking number to identify your cargo from the hundreds of items we receive each week.

When you have entered all the information into the purchase PLEASE PRESS SAVE at the bottom of the screen.

Instructions to your supplier/s:

When you order your items please instruct the supplier to mark the package/s with your name so we can more easily identify your goods on arrival and in handling in our warehouse. Your supplier should label each package as follows:

Your Name

Kiwi Shipping

14201 Halldale Ave, Suite 5494

Gardena CA 90249-2631

(562) 246-6621

On the bottom of the purchase screen we have a button when the system can create a label for the supplier to affix to each package. After you have created and saved the purchase click that button and it will create a label you can send to the seller. Please ask the seller/s to use that label as it contains information on your purchase that will help us check in your cargo.

Cargo arrives in our LA Warehouse:

When your cargo arrives in our warehouse we will scan the label and tracking barcode to 'match' the package/s to purchases logged in our system. We also measure, weigh (where possible) and check the cargo for obvious damage in transit to us. If you have entered the tracking number and the supplier used the label you will receive an email to notify you that your package/s has arrived in our LA warehouse. You can then log onto the system to check the receipt details, size, weight and view photos of the cargo as it arrived in our warehouse.

If you have purchased multiple items and/or from multiple suppliers and you want them to be shipped together you can wait for the final item to arrival before notifying us that they can be shipped.

Request to Ship:

When YOU are ready for the items to be shipped please click on the request to ship button on the menu bar. This will open a screen that will enable you to 'tick' which orders you want to be shipped on the next available vessel.

We give you the ability and responsibility to tell us what to ship and when, so it's very important you use the request to ship tab to tell us when you want your goods shipped.