



# NTI Shipping and Delivery Insurance Manual

## Create Consignment with Insurance

### Consignments / Add New

Fill in the consignment details as normal and hit 'Save'

Hit 'Get Insurance Quote':

Carrier	Service	ZoneFrom	ZoneTo	Freight Cost	Fees	Total Excluding GST	ETA	Insurance	Action
Carrier 1	Road Express	021	001	\$18.00	\$8.00	\$26.00	24/09/2020		Save
Carrier 1	Ovnight	021	001	\$39.00	\$7.00	\$46.00			Save

[Get Insurance Quote](#)

ETA: If you are sending Domestic Goods, the ETA supplied on our webETA are an estimate only, and are calculated based on freight being collected today. If you have express the usual lead for your area you will receive an e-mail for ETA.

Insurance: Insurance is provided based on the [Financial Services Guide \(FSG\)](#), the [Product Disclosure Statement \(PDS\)](#) and the [Policy Terms and Conditions](#). By selecting a freight quotation that includes insurance you are confirming that you have read, understood and accept the [Copy of Disclosure, Insurance Policy Terms and Conditions](#). All insurance pricing includes GST.

Enter the 'Sum Insured (\$)' – please note the max value insurable is \$50,000

Select the 'Category' – the included and excluded items will appear once a category is selected

Hit 'Get Quote' or 'Close' to cancel

'Sum Insured' displays the value entered in the first pop up

'Excess Payable' is the excess payable on the policy

'Category' selected on the first pop up

'Insurance Premium' is the amount that is payable to take out the insurance

Hit 'Proceed' to take you to the final step, or 'Requote' to take you to the previous pop up

Enter first 'Name' and 'Last Name'

'Business Name', 'Email' and 'Phone' are all prepopulated, you can edit these if needed

Recap on 'Sum Insured', 'Excess Payable', 'Insurance Premium' and 'Category'

Enter a 'Description of the Items' – this must be accurate and concise as it relates directly to items insured in the policy

Tick the confirmation boxes

Hit 'Yes, I need insurance' to continue, or 'No, I do not need insurance' to cancel

Insurance	Action
\$6.30	<a href="#">SELECT</a> <a href="#">Remove Insurance</a>
\$6.30	<a href="#">SELECT</a> <a href="#">Remove Insurance</a>
\$6.30	<a href="#">SELECT</a> <a href="#">Remove Insurance</a>
\$6.30	<a href="#">SELECT</a> <a href="#">Remove Insurance</a>
\$6.30	<a href="#">SELECT</a> <a href="#">Remove Insurance</a>

The insurance premium is now displayed on each line of Carrier pricing. Insurance pricing includes GST

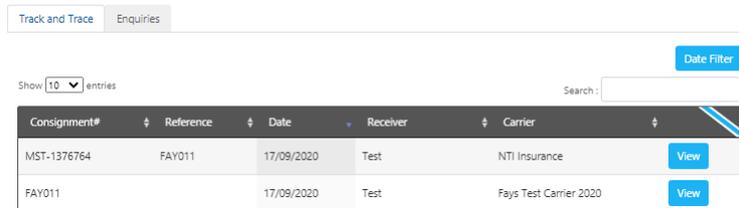
Either hit 'Select' to proceed with insurance on a particular carrier, or hit 'Remove Insurance' to remove the insurance

***Please note that the insurance will only finalise when the consignment is manifested.***

## After Manifesting

Once manifested you will receive an email from NTI confirming the policy details.

The insurance connote will be visible in the tracking screen, insurance connotes start with MST. The MST number is also the insurance reference number, the freight connote number will be shown as the 'Reference':



The screenshot shows a web interface with two tabs: 'Track and Trace' and 'Enquiries'. Below the tabs, there is a 'Show 10 entries' dropdown and a 'Date Filter' button. A search bar is also present. The main content is a table with the following data:

Consignment#	Reference	Date	Receiver	Carrier	
MST-1376764	FAY011	17/09/2020	Test	NTI Insurance	<a href="#">View</a>
FAY011		17/09/2020	Test	Fays Test Carrier 2020	<a href="#">View</a>

The freight connote will show the MST-##### number on the tracking screen:



The screenshot shows an enquiry form with the following elements:

- Insurance Ref: MST-1376764
- Enquiry dropdown menu with 'Select Subject' selected.
- A large text input field.
- A 'Send' button.
- A 'Choose file' button with the text 'No file chosen'.

## How to Make a Claim

Head to <https://kiscorporate.com.au/request-a-credit/> and select the appropriate option.