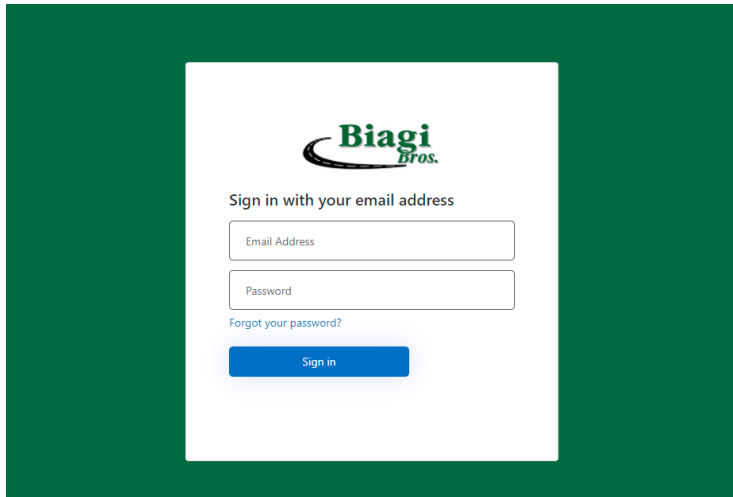


## General Information

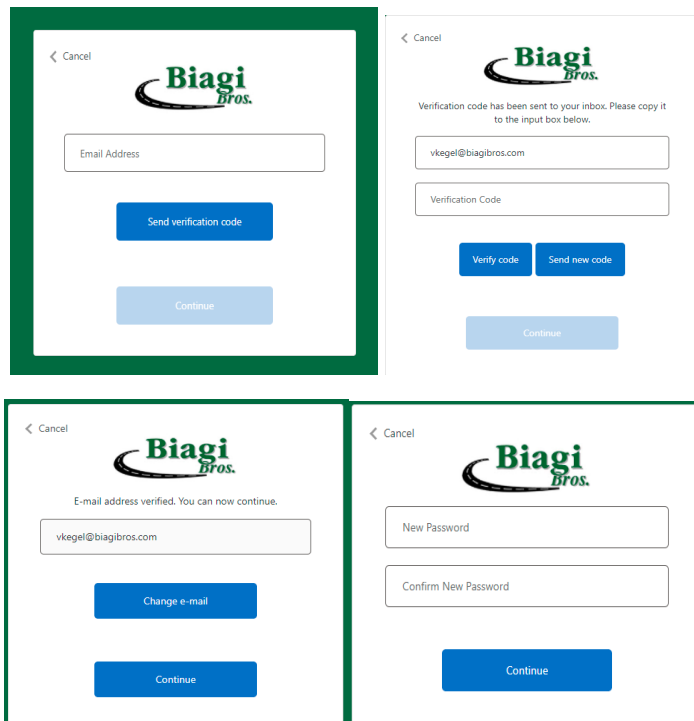
### Login

To access the Biagi Portal, go to <https://customerportal.biagibros.com/> within your web browser. Enter your assigned user name and password to enter the site. Selecting “Remember me” will keep you logged into the system on subsequent visits to the site

The image shows the Biagi Bros. login interface. It features the Biagi Bros. logo at the top. Below the logo, the text "Sign in with your email address" is displayed. There are two input fields: "Email Address" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom is a blue button labeled "Sign in".

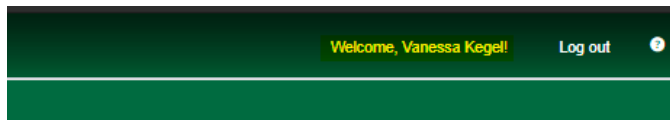
### Forgot Password

If you have forgotten your password, click on the “Forgot your password” link. Enter your email address and click on “Send verification code”. A verification code will be emailed to you. When received enter the code and select “Verify Code”. You can then enter a new password and log-in. You can always change your password on the “Settings” tab.

The image displays a sequence of four screenshots showing the forgot password process. 1. The first screenshot shows the "Forgot your password" screen with an "Email Address" input field, a "Send verification code" button, and a "Continue" button. 2. The second screenshot shows the verification step with a "Verification code" input field, "Verify code" and "Send new code" buttons, and a "Continue" button. 3. The third screenshot shows the email verification step with the text "E-mail address verified. You can now continue.", the email address "vkegel@biagibros.com", a "Change e-mail" button, and a "Continue" button. 4. The fourth screenshot shows the password reset step with "New Password" and "Confirm New Password" input fields, and a "Continue" button.

## Settings

Selecting your name at the top right will take you to the Settings pop up. This allows you to update your contact details as well as your password.



**Profile Settings**

First name  
Vanessa

Last name  
Kegel

Password  Confirm Password

Warehouse  
130 - Napa Warehouse - 787 Airpark

Default appointment type  
Outbound

Address  Daytime phone

City  Evening phone

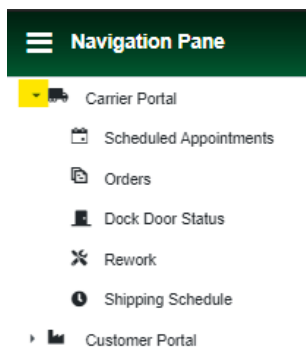
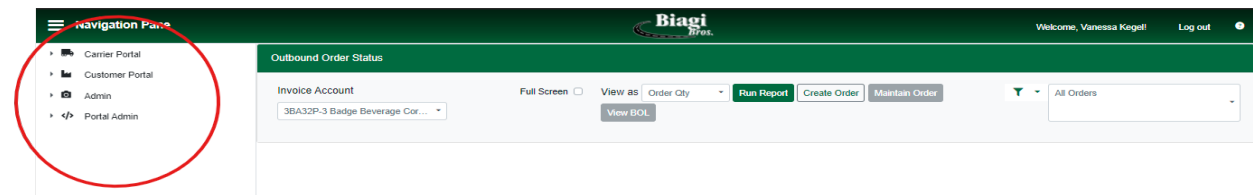
State  Mobile phone

ZipCode

**Save**

## Navigation Panes

Depending on your access, you will see a list of menus to the left of the screen. When selecting the menu arrow, a drop down of pages will be listed. Selecting the page will open the page where you can review and action as needed.



Navigation Pane

- Carrier Portal
- Scheduled Appointments**
- Orders
- Dock Door Status
- Rework
- Shipping Schedule
- Customer Portal

Biagi Bros.

Appointments

125 - Napa Warehouse - 80 Tech

☒ Outbound
 ☐ Inbound

August 24, 2021

Today Day Week Month Agenda

## Page Filter

Applying a filter can be done on the right side of the page under Filters. This can be useful to pull reports. Select a filter you would like to apply and the report page will automatically update.

Full Screen ☐ Run Report

All Open Orders

Select all	Outbound	Select all	Open order	Shipped	Special Handling				
ty	Weight	Apt #	Sched Date/Time	Status	Order Date	Reqst Ship Date	Ship Confirm Date	Customer	SK
2	44.00			Open order	7/23/2021	8/6/2021		Badge Beverage Corporation	Mi
2	44.00			Open order	7/27/2021	8/10/2021		Badge Beverage Corporation	Mi
5	115.00			Open order	7/20/2021	8/3/2021		Badge Beverage Corporation	OR
19	416.00			Open order	7/26/2021	8/9/2021		Badge Beverage Corporation	Mi
6	137.00			Open order	7/28/2021	8/11/2021		Badge Beverage Corporation	OR
1	27.00			Open order	8/9/2021	8/23/2021		Badge Beverage Corporation	IO
420	9,159.97			Open order	8/9/2021	8/23/2021		Badge Beverage Corporation	RN
3	66.00			Open order	8/11/2021	8/24/2021		Badge Beverage Corporation	IO
192	5,184.00			Special Handling	8/18/2021	8/30/2021		Badge Beverage Corporation	Cr
3	60.00			Special Handling	8/23/2021	9/6/2021		Badge Beverage Corporation	Mi
2	44.00			Special Handling	8/10/2021	8/25/2021		Badge Beverage Corporation	IO
1972	3,312,551.77								

Filters

Search

Filters on all pages

# of Lines is (All)

APT # is (All)

Carrier is (All)

Customer is (All)

Order # is (All)

PO # is (All)

Requested Ship Date is (All)

To clear a filter, find the existing filter, select the eraser icon and the report page will automatically update

Filters

Search

Filters on all pages

# of Lines is (All)

APT # is (All)

Carrier is BIAGI

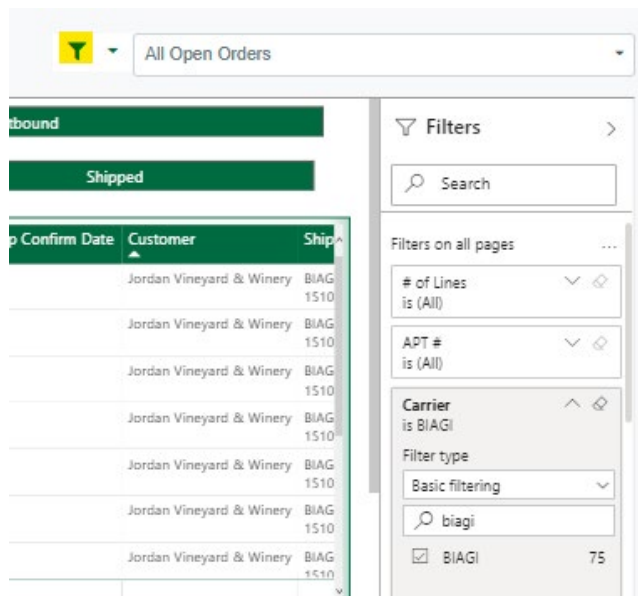
Filter type

Basic filtering

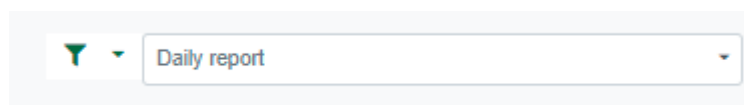
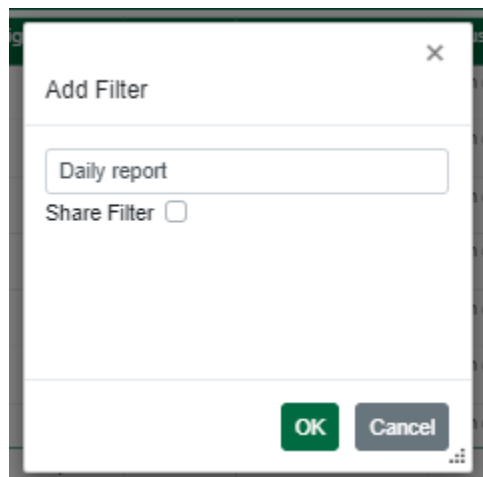
biagi

☒ BIAGI 75

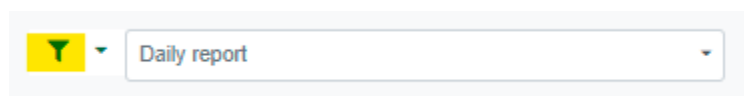
Filters can also be saved. Apply the filter, select the filter icon, a drop down will appear, then select Add Filter



An Add Filter pop up will appear, name your filter, then select Ok. You can then view all saved filters in the filter drop down



To delete a saved filter, select the filter icon, and delete filter



## Exporting to Excel

Every report page in the portal will have the ability to export to excel. Move your mouse over the report needed, select the ellipsis, then select Export data

Quick Search

Search

Select all

Outbound

Select all

Filters

Search

Order #	PO #	Ref #2	Ref #1	Qty	Weight	Apt #	Sched Date/Time	Status	Order Date	Reqst Ship Date	Ship Confirm Date	Customer
SO-0142530	S161809			2	44.00			Open order	7/23/2021	8/6/2021		Badge Beverage Corporation
SO-0142606	S151906			2	44.00			Open order	7/27/2021	8/10/2021		Badge Beverage Corporation
SO0720OLCC	171788	Portal	STANDARD	5	115.00			Open order	7/20/2021	8/3/2021		Badge Beverage Corporation
SO0726MONT	S1482391552	Portal	STANDARD	19	416.00			Open order	7/26/2021	8/9/2021		Badge Beverage Corporation
SO0728OLCC	171947	Portal	STANDARD	6	137.00			Open order	7/28/2021	8/11/2021		Badge Beverage Corporation
SO0809IOWA	S1033	Portal	STANDARD	1	27.00			Open order	8/9/2021	8/23/2021		Badge Beverage Corporation

Export data

Show as a table

Spotlight

Sort descending

Sort ascending

Sort by

## Chat

When you have any questions, or comments, please use our chat feature at the bottom of the page. This will notify our support team and will be the fastest way to get the support needed.

Navigation Pane

Carrier Portal

Customer Portal

Admin

Portal Admin

Biagi Bros.

Orders

Warehouse: 125 - Napa Warehouse - 80 Tech

Full Screen

Quick Search

Search

Select all

Select all

Open order

Select Orders

Order #	PO #	Ref #2	Ref #1	Qty	Weight	Apt #	Sched Date/Time	Status
SO-0142530	S161809			2	44.00			Open c
SO-0142606	S151906			2	44.00			Open c
SO0720OLCC	171788	Portal	STANDARD	5	115.00			Open c
SO0726MONT	S1482391552	Portal	STANDARD	19	416.00			Open c
SO0728OLCC	171947	Portal	STANDARD	6	137.00			Open c
SO0809IOWA	S1033	Portal	STANDARD	1	27.00			Open c
SO0809LIVONIA	109750	Portal	STANDARD	420	9,159.97			Open c
SO0810IOWA	S1057	Portal	STANDARD	2	44.00			Open c
SO0810MONT	202107261454	Portal	STANDARD	129	2,675.99			Open c
SO0810OLCC	167913A	Portal	STANDARD	9	198.00			Open c
SO0810OLCCA	172316	Portal	STANDARD	3	51.33			Open c
Total				82116	3,317,511.72			

Page 1

Selected Orders

Selected Weight: 0

Schedule Apt

Add to Apt

Chat with us, we are online!

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