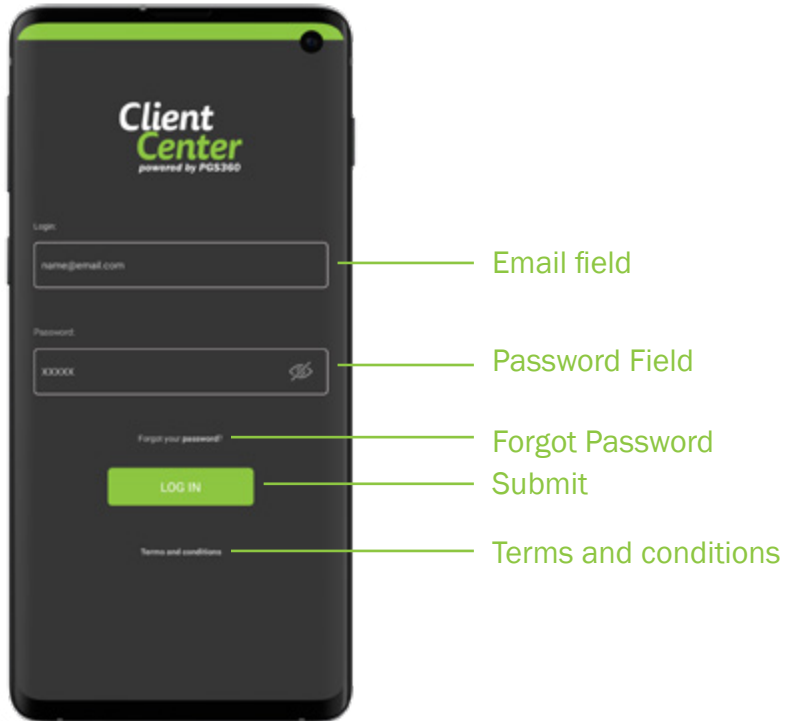# PGS360 APP USER GUIDE

LOGGING IN

- Login with you Client Center credentials (email and password).
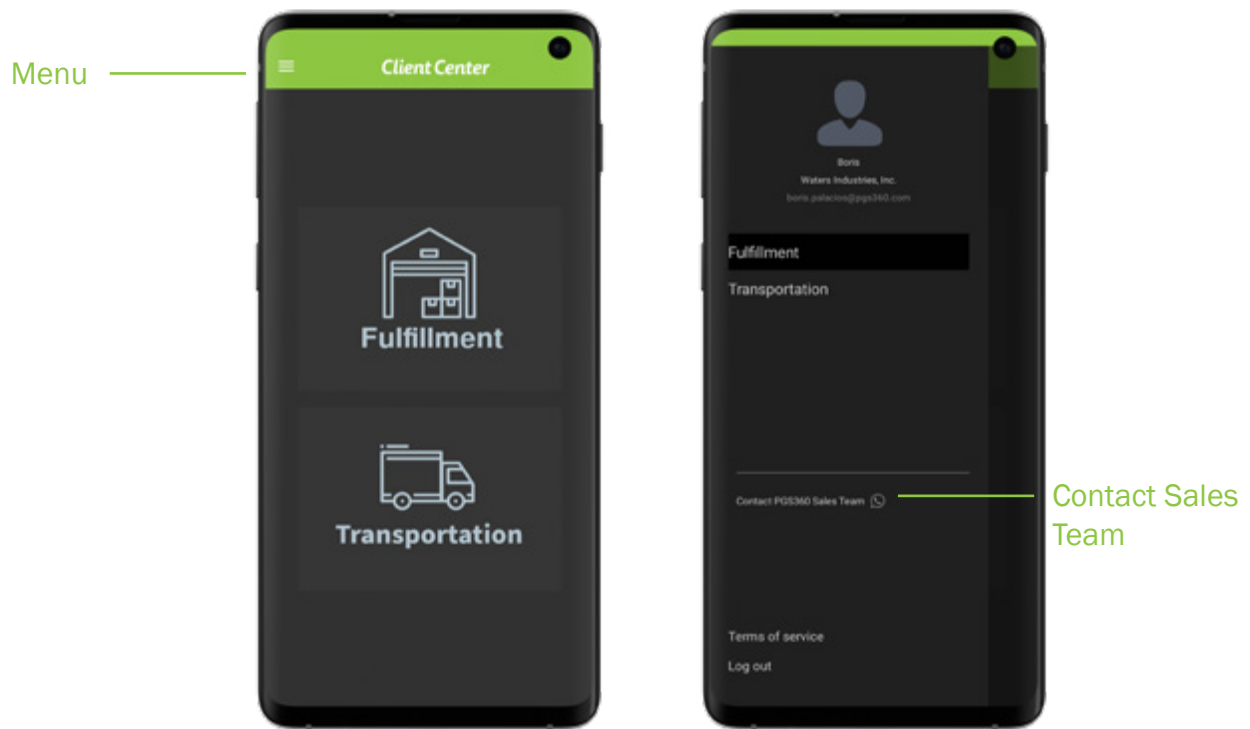
Email field

Password Field

Forgot Password

Submit

Terms and conditions

RESET PASSWORD

1. From the login screen, click the Forgot your password? option.
2. Enter your email address in the flied and click "Send Code". Once completed you will receive an email containing a verification code.
3. Copy and paste the verification code that was sent to your email.
4. Enter your new password and confirm it.
5. Your password must include the following:
   a. Eight characters minimum
   b. One lower case
   c. One upper case
   d. One number
   e. One special character (!,@,#,$,%,&)
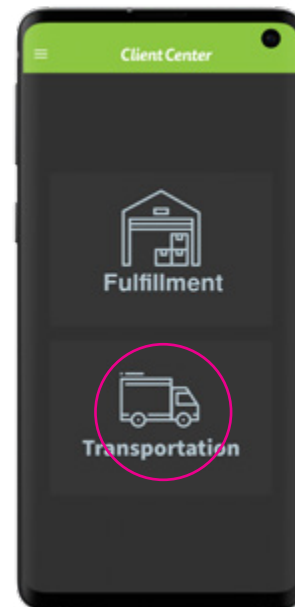6. Login again with your email address and new password.

CONTACT YOUR SALES TEAM

1. From the home screen, open the menu at the top of the screen.
2. Click the "Contact PGS360 Sales Team" option.
3. A WhatsApp conversation screen will open with a sales representative ready to help you.
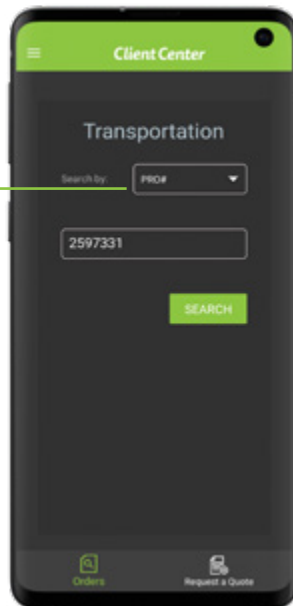
Menu

Contact Sales Team
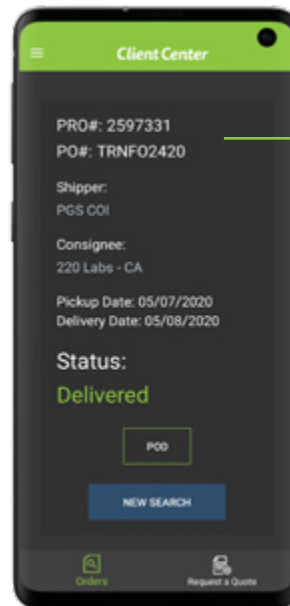
TRANSPORTATION

Check transportation order status

1. Click the Transportation icon on the Home menu.
2. Tap the "Orders" option.
3. Select how you want to search for the order (PRO# or PO#).
4. Enter the PRO# or PO# depending on the option you selected on the previous step and click "Search".
5. Your order information will be displayed automatically.
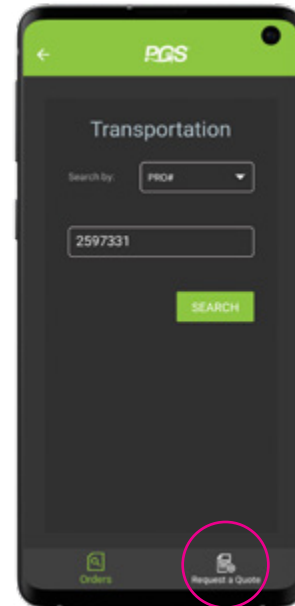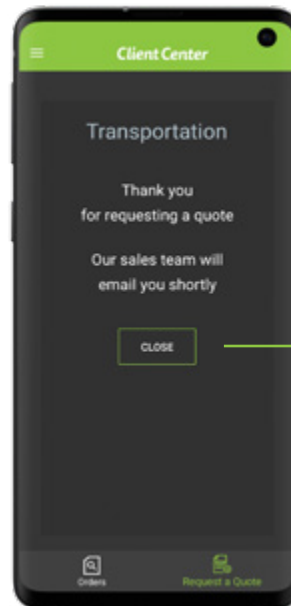

Select PRO# or PO#

Result

TRANSPORTATION

Request a transportation quote

1. From the home menu, click the transportation icon.
2. Tap the "Request a Quote" option.
3. Fill out the information requested (Origin ZIP, Destination ZIP, Weight, Pallets, Class, etc.)
4. Click "Continue".
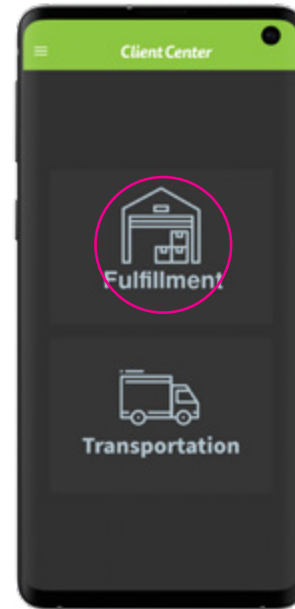5. The estimated cost of your trip will be displayed. *

Fill Form

Result*

* Sometimes the information will not be shown immediately because extra information is required. If this is the case, our sales team will contact you if this is the case.
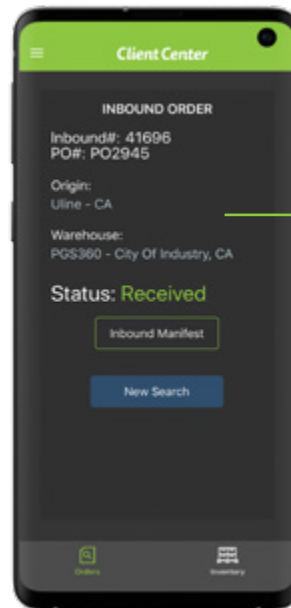
FULFILLMENT

Check Fulfillment order status

1. From the home menu, click the fulfillment icon.
2. Tap the "Orders" option.
3. Select the order type (Inbound or Outbound).
4. Select how you want to search for the order (Order# or PO#).
5. Enter the Order# or PO# depending on the option you selected on the previous step and click "Search".
6. Your order information will be displayed.

Choose Inbound or Outbound

Pick Order# or PO#

Result

Check my Inventory

1. From the home menu, click the fulfillment icon.
2. Tap the "Inventory" option.
3. The total SKUs and Units will be displayed automatically.