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User Guide

Zajel-FZE User Guide | Ver. 1.0

Document Revision History

| Sr#	Date	Comments
1	28-12-19	Document created by Zajel
2	06-01-20	Revised by Zajel
3	08-01-20	Revised and reviewed by Noqodi

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Compatibility

This describes the web browser compatibility for the use of ZFZE.

1. Google Chrome (Automatically updatable)/24.x.x **[Recommended]**
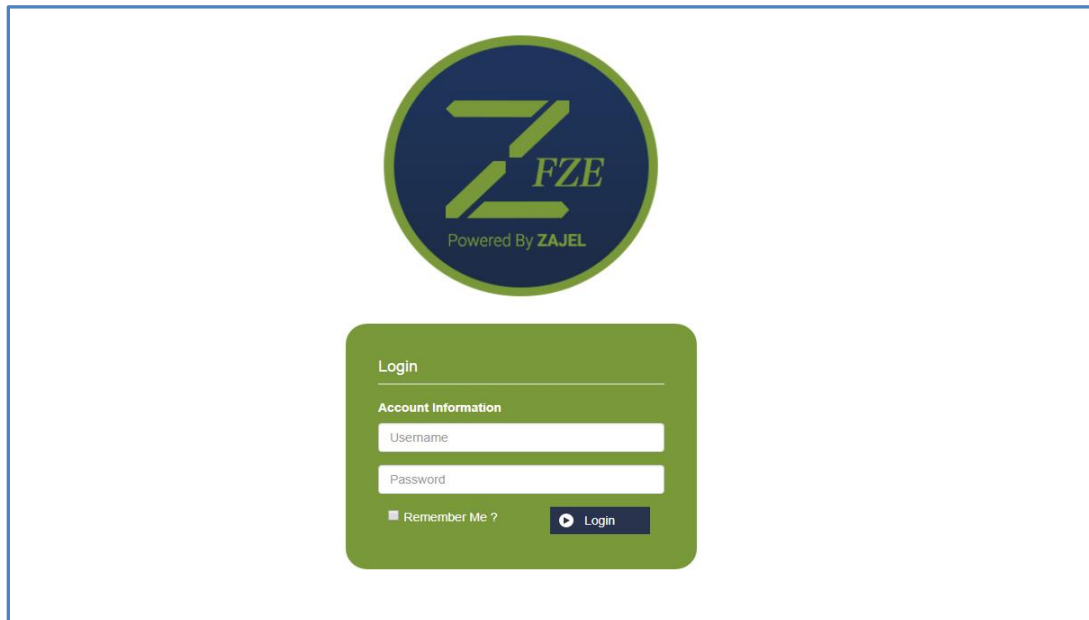
ZFZE Process Flow

This flow chart explains the process flow of noqodi WalletCreation and payments.
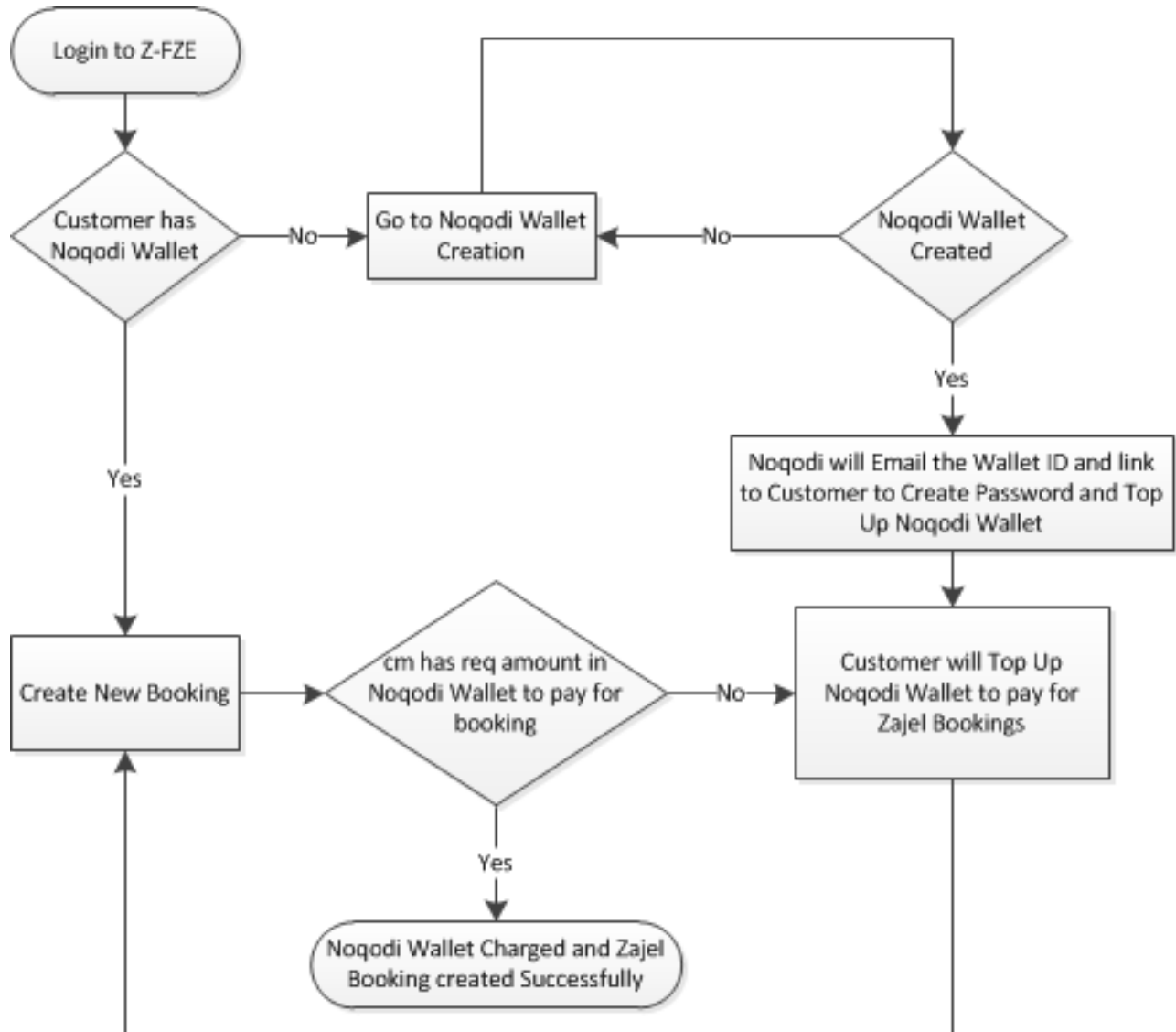
How to Login to ZFZE

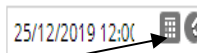*The following steps will help user to log into the ZFZE web application.*

2. Browse to http://zfze.zajel.com/ on web browser, a login page will appear for login and authentication process.
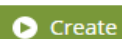3. Enter Username and Password.
4. Click on **Login** button.

How to Create Noqodi Wallet

1. Enter valid details in all the below fields.
   (Company Name, Date of Birth, Nationality, Address, PO.Box, City, Phone, Mobile, Email).
2. Click on the drop down next to Document Type and select either Trade License or Immigration Establishment.

3. Enter the Document Expiry Date by clicking
4. Enter the Document Number.
5. Click on the tab Create.

6. The Noqodi wallet is successfully created message is displayed on the screen.

How to set-up noqodi Wallet Password?

These steps will assist the user in creating the noqodi Wallet password.

1. The user will receive an email after successfully creating the noqodi Wallet.
2. Click on the set password link in the email.
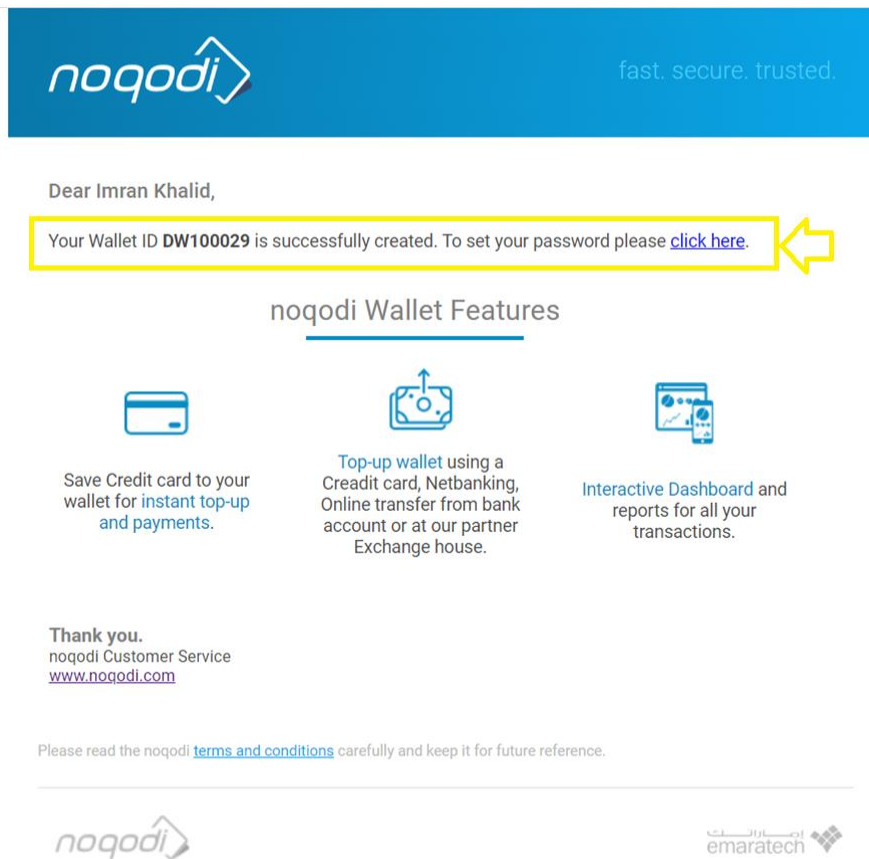
3. Set the password and click on the tab submit.

4. Enter your Wallet ID from your email and the Password and click on login.
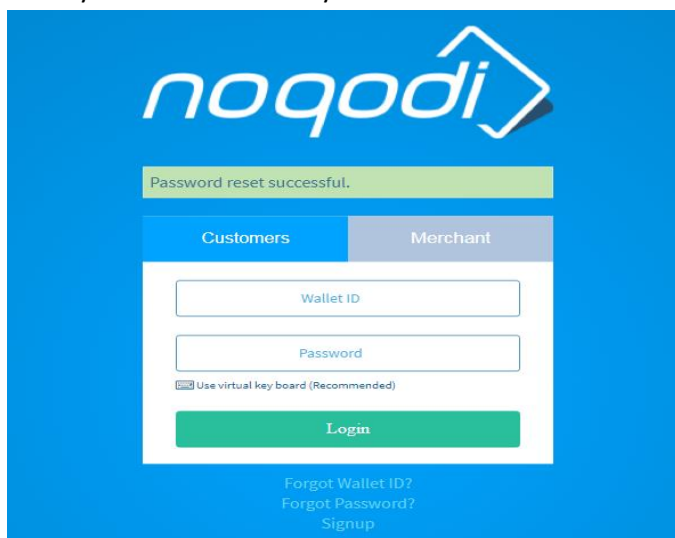
5. After successful login the Wallet dashboard is displayed.
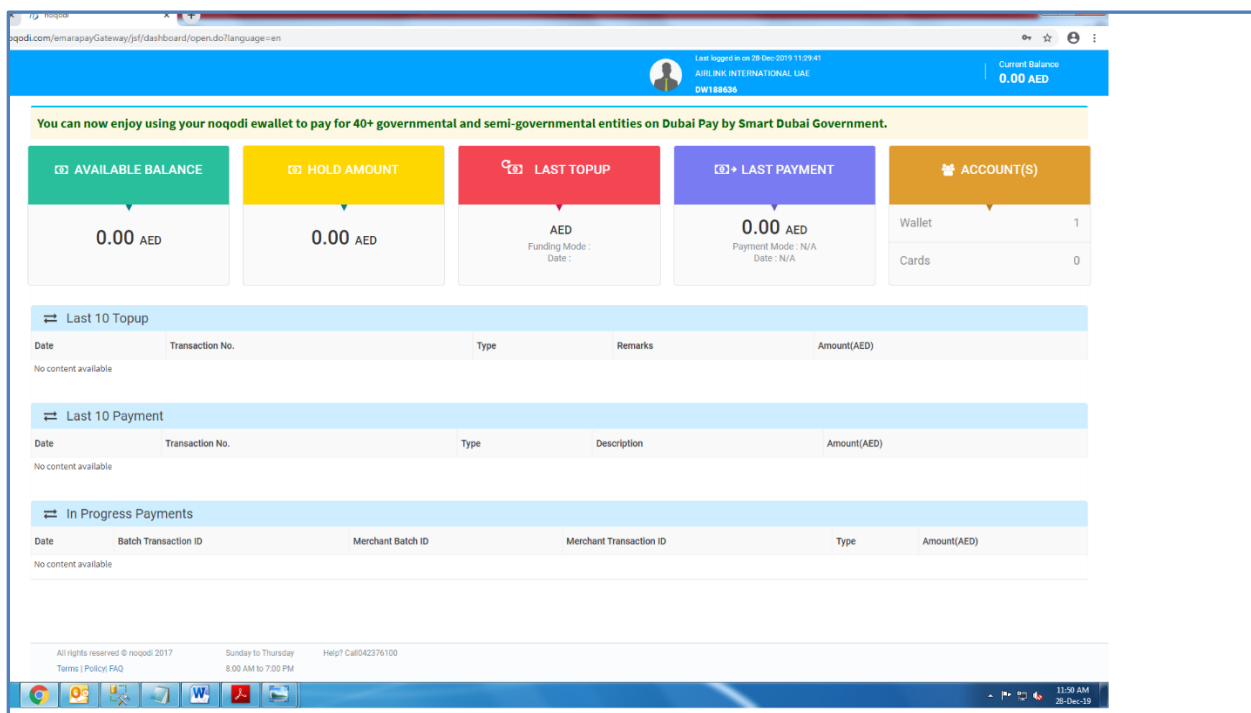
How to Top up noqodi Wallet?

- noqodi Wallet can be funded through various channels:

  Click here for more information.

  o **Direct Debit through Partner Banks**
    - Login to www.noqodi.com
    - Under Topup, select Net banking option
    - Enter Amount and Select Bank
    - Confirm the payment
    - noqodi will redirect the customer to selected bank login page
    - Enter bank details and confirm the payment
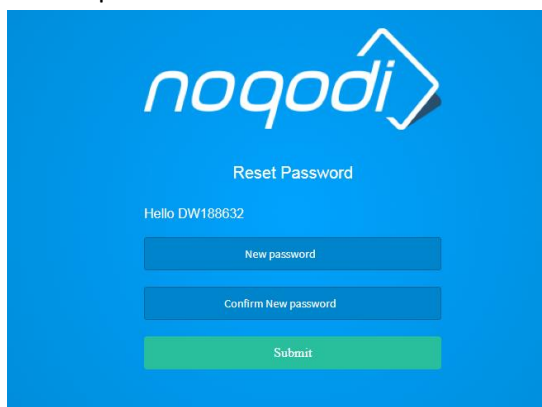   - Based on confirmation received from bank, noqodi will top up customer noqodi wallet for transaction amount on real time basis
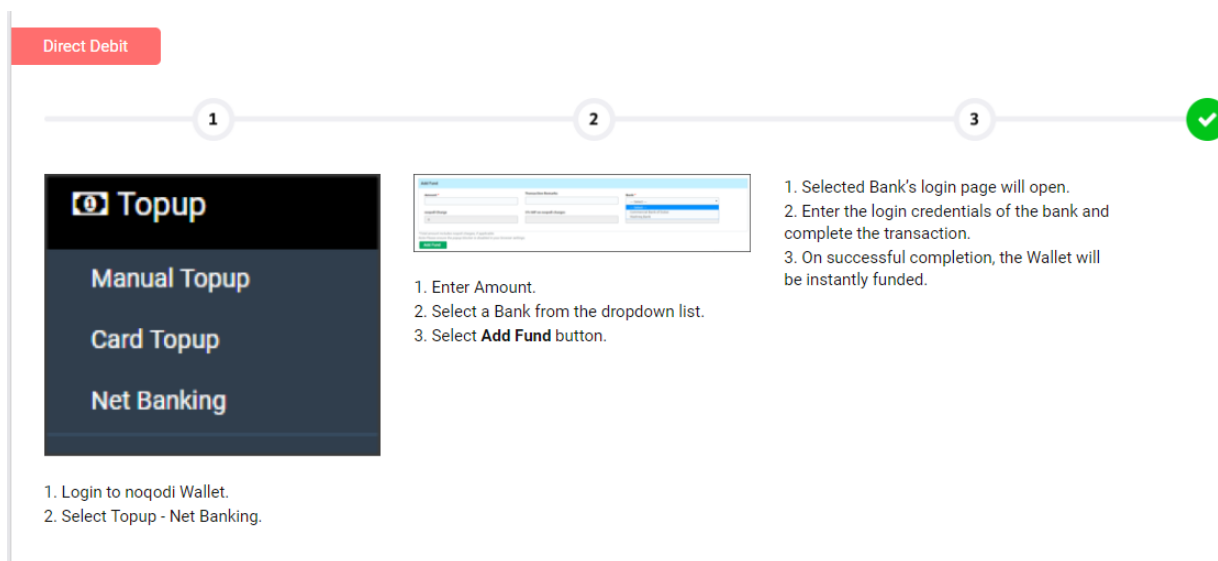
- o **Credit card**
    - Login to www.noqodi.com
    - Under Topup, select **Card Topup** option
    - Enter Amount and Select Option credit card
    - Enter Credit Card details and confirm the payment
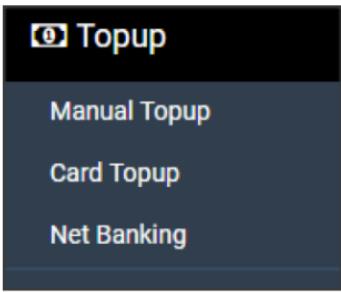   - Based on confirmation, noqodi will top up customer noqodi wallet for the transaction amount on real time basis

- o **Top up through Exchange House**
    - Customer to visit Exchange House and provide his noqodi wallet details
    - Exchange house user to validate wallet details real time
    - Upon customer confirmation, exchange house to collect cash from customer and process the transaction
    - Upon confirmation from Exchange house, noqodi will top up customer noqodi wallet for the transaction amount on real time basis

- o **Top up through Online Banking**
  - ▪ Customer to login to bank internet banking portal.
  - ▪ Add noqodi as beneficiary and Top-up noqodi wallet.
  - ▪ *Note: each bank will have different step to follow.*

Online Banking

There are multiple Online banking integrated with noqodi where you can login to your online bank account and find noqodi as a beneficiary for Funding services.

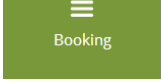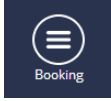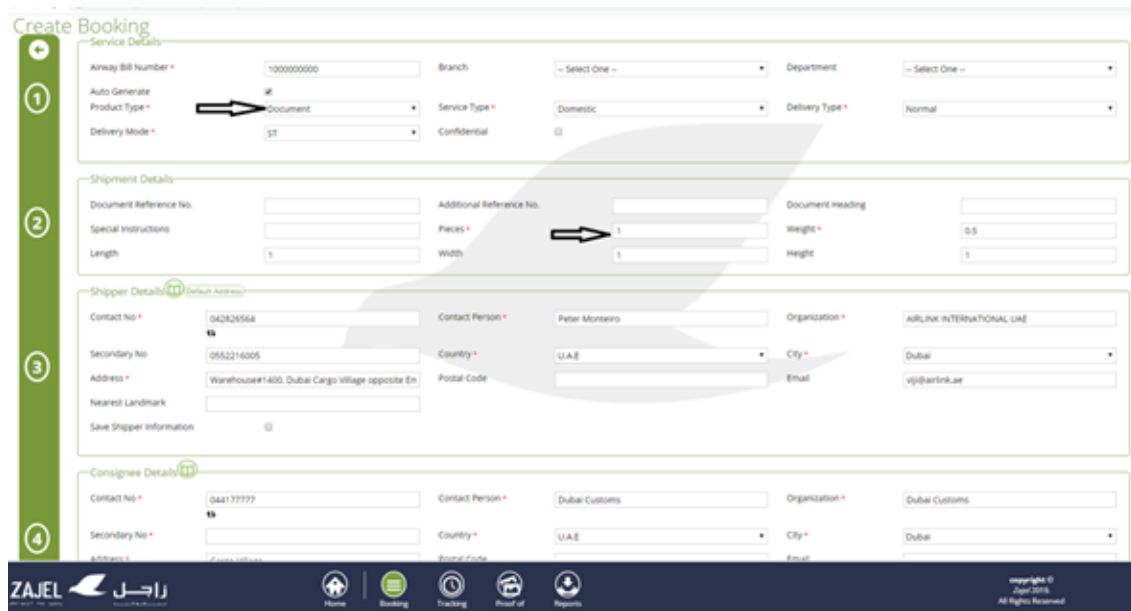Note: Manual top-up can be done via online transfer at your bank and only meant for huge volumes. For more information please visit FAQ

How to Create Booking

User can create bookings using this screen.

1. Booking page can be reached in two ways:
   a. On Home screen click on "Booking" tile.
   b. On any other screen click "Booking" icon on the navigation bar located at the bottom.
2. Booking screen with all the shipments listed will appear.
3. Click on "Create New" to create booking.
4. A screen "Create Booking" will appear with most of the details auto filled.
5. Select the Product Type as Document or Non Docs in Service Details section.
6. Under Shipment Details section enter the number of bill of entries in pieces textbox. Click "Create" to save booking.

7. Booking screen will appear with a "New Booking with Airway Bill Id: XXX has been created successfully" message and your Noqodi Wallet will get charged accordingly and an email will be sent to your registered email address with Noqodi.
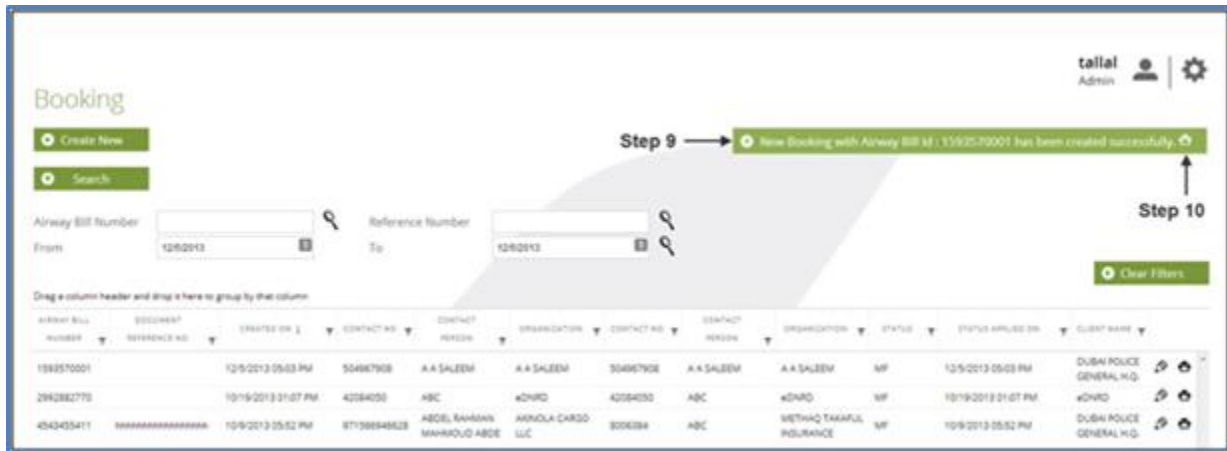
8. To print created booking click print icon on the message.
9. The new generated Airway bill's print preview will be shown and, if required, through which you can take a printout.
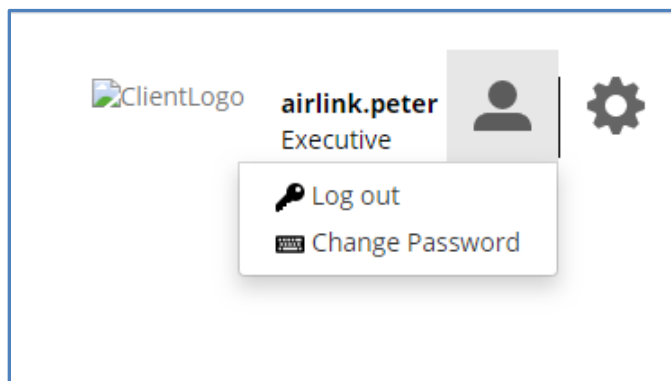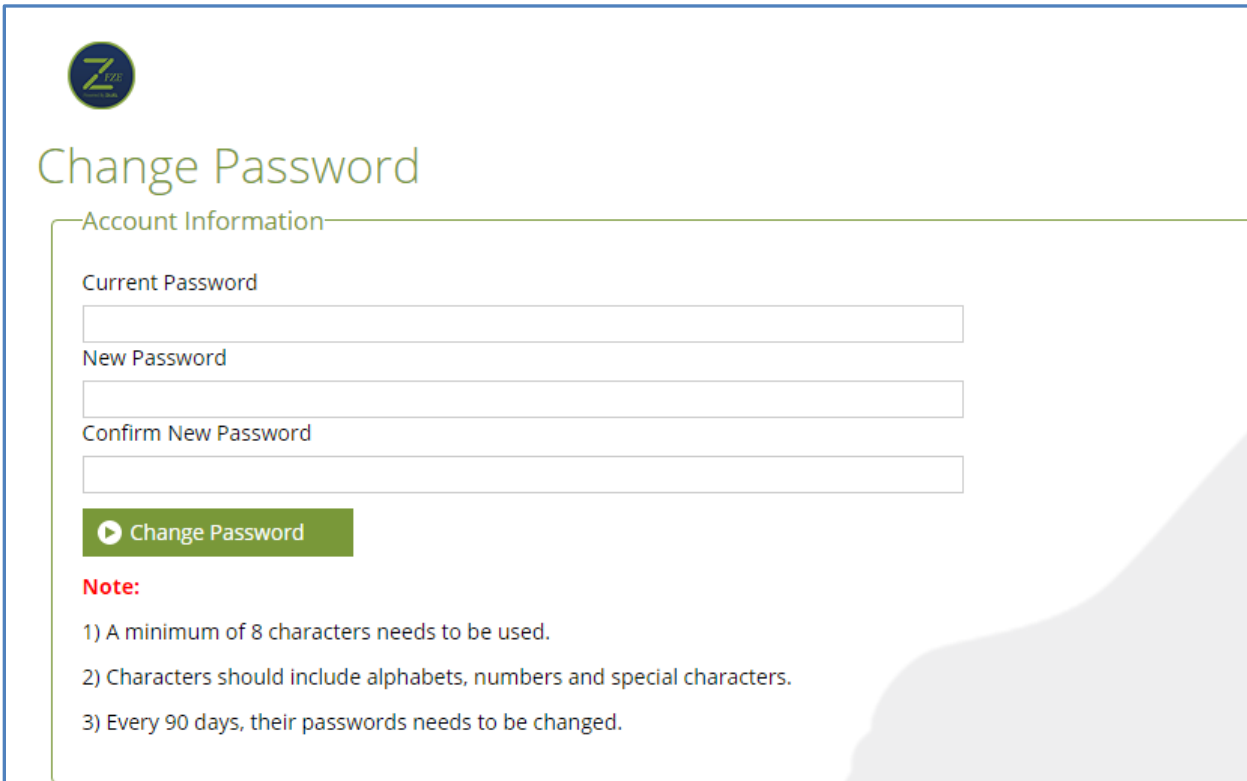
Airway Bill Print Preview:

How to Change ZFZE Password
This method is used to change password.

1. At any screen click user icon, a pop up with "Change Password" will appear
2. Click "Change Password"

3. Change Password screen will appear
4. Enter current password
5. Enter new password and confirm new password
6. Click "Change Password"

7. A screen stating "Your password has been changed successfully" will appear.

How to Logout
This method is used to log out from ZFZE.

1. At any screen to log out click on user icon, a pop up with "Logout" will appear.
2. Click "Logout" to log out of the system.