

AUTOPORT

USER GUIDE

Contents

Roles	3
Getting Started.....	4
Log in.....	4
Reset a forgotten password.....	4
Switch language	5
Dashboard Overview.....	6
Exporter (Admin / Staff) view	6
Buyer view	7
Vehicles	8
Vehicle list.....	8
Add a vehicle.....	9
Vehicle detail page	10
Shipments	11
Shipment list	11
Add a shipment (5-step wizard)	12
Shipment detail page.....	15
Buyers & Ledgers	16
Add a buyer.....	16
Invite a buyer (send them a login).....	17
Buyer ledger page.....	18
Documents & Media	19
Required documents (per vehicle)	19
Photos & videos	20
Team Management.....	21
Invite a staff member	21
Manage existing members	22
Settings.....	23
General	23
Team	23
Profile	25
Notifications & Activity	26
Notification bell	26
Activity page	27
Buyer Onboarding.....	28
Path A — Invited by the exporter (typical).....	28
Path B — Self-signup	28
What a buyer sees day to day	28

Roles

Role	Can do
Exporter Admin	Everything: vehicles, shipments, buyers, team management, settings
Exporter Staff	Same day-to-day work as Admin, except Team Management
Buyer	Read-only view of their own vehicles, shipments, and ledger

Getting Started

Log in

1. Go to `app.useautoport.com`.
2. Enter your **email**.
3. Enter your **password**.
4. Click **Forgot password?** if you don't remember it.
5. Use the **language** dropdown (top right) to change the UI language before or after signing in.
6. Buyers without an account yet can click **Create one**.

The screenshot shows the login interface. On the left, a 'Sign in' form has fields for 'Email' (callout 1) and 'Password' (callout 2). A 'Forgot password?' link is next to the password field (callout 4). A 'Sign in' button is below (callout 3). At the bottom, a link to 'create one' is highlighted (callout 6). On the right, a language dropdown menu is open (callout 5), showing options for English, Japanese (selected), Urdu, and Arabic.

Reset a forgotten password

1. On the login page, click **Forgot password?**.
2. Enter your email and click **Send reset link**.
3. Check your email for the reset link and set a new password.

The screenshot shows the 'Reset your password' form. It includes a title, a subtitle 'Enter your email and we will send a secure reset link.', an 'Email' label, an input field containing 'name@company.com', a 'Send reset link' button, and a 'Back to sign in' link.

Switch language

The app supports English, 日本語, العربية, اردو.

1. Click the language button (top right of the header, or top right of the login page).
2. Pick a language from the list.

The page reloads in the selected language. Your choice is saved to your account, so it stays the same next time you log in.

The screenshot shows the AUTOPORT dashboard interface. At the top right, a language selection dropdown menu is open, showing options for English, 日本語, اردو, and العربية. The menu is labeled '2. Pick a language' and has a red circle '1' above it. The dashboard itself displays various metrics: ACTIVE VEHICLES (22), OUTSTANDING BALANCE (¥51,599,773), NEEDING ATTENTION (12), and IN TRANSIT (0). Below these are sections for 'Vehicles' and 'Action Required'. The 'Vehicles' section lists several vehicles with their details, including '1996 Toyota Land Cruiser', '2014 Nissan March', '2026 Toyota Land Cruiser Prado', '2022 Toyota Land Cruiser Prado', 'Honda N-Box', and '2018 Toyota Hilux'. The 'Action Required' section lists vehicles with missing documents, such as 'VJA300-00012344', 'TRJ150-0145621', 'JF5-0012345', 'E13-0123456', 'GUN125-0001111', 'GDJ250-0001234', 'GUN125-0000423', and 'JF5-000123'. The bottom left shows the user profile for 'Admin User' with a 'Logout' button.

Note: this only changes what language you see the app in. It does not change the language of automated emails (e.g. shipment notifications) sent to buyers — see [Profile](#) for that setting.

Dashboard Overview

What you see on /dashboard depends on your role.

Exporter (Admin / Staff) view

- 1. **Sidebar** — Jump to Vehicles, Shipments, Ledgers, Settings.
- 2. **Stat tiles** — Active Vehicles, Outstanding Balance, Needing Attention, In Transit, Upcoming Arrivals (next 14 days).
- 3. **Vehicles panel** — your most recent vehicles, with search/filter. Click **View All** for the full list.
- 4. **Action Required panel** — vehicles with missing documents, unpaid balances, or not yet booked. Click a row to jump straight to it.

AUTOPORT

WORKSPACE

Dashboard

Vehicles

Shipments

Ledgers

SYSTEM

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 · 02:59 PM JST

EN

Dashboard

2

ACTIVE VEHICLES

22

Across all stages

OUTSTANDING BALANCE

¥51,599,773

Indicative aggregate - buyer ledger balances

NEEDING ATTENTION

12

Documents · Payments · Booking

IN TRANSIT

0

0 Shipments · 3 Vehicles

UPCOMING ARRIVALS

0

Within next 14 days

3

Vehicles

12

View All →

Vehicle name, chassis number, buyer

All statuses

All buyers

All vehicles

Needs attention

VEHICLES	CHASSIS NUMBER	ETA	SHIPMENT	PRICE	STATUS
1996 Toyota Land Cruiser TEST Auto Gallery	VJA300-00012344	Jun 28, 2026	TCLU1888888	\$68,000.00	Ready to Ship Missing Docs
2014 Nissan March Test Buyer Multi B	E13-0123456	—	—	¥150,000	In Transit Missing Docs
2026 Toyota Land Cruiser Prado Test Buyer Single A	6DJ250-0001234	May 31, 2026	—	\$50,000.00	In Transit Missing Docs
2022 Toyota Land Cruiser Prado FL Motors	TRJ150-0145621	Jul 12, 2026	FSCU9309788	¥4,450,000	Arrived Missing Docs
Honda N-Box Test Buyer Multi A	JF5-0012345	Jun 4, 2026	TCLU1234125	\$15,000.00	Arrived Missing Docs
2018 Toyota Hilux Test Buyer Multi B	GUN125-0001111	Jun 4, 2026	TCLU1234125	¥3,000,000	Arrived Missing Docs

4

Action Required

12

View All →

VJA300-00012344
1996 Toyota Land Cruiser

Missing Docs

Upload →

TRJ150-0145621
2022 Toyota Land Cruiser ...

Missing Docs

Upload →

JF5-0012345
Honda N-Box

Missing Docs

Upload →

E13-0123456
2014 Nissan March

Missing Docs

Upload →

GUN125-0001111
2018 Toyota Hilux

Missing Docs

Upload →

6DJ250-0001234
2026 Toyota Land Cruiser ...

Missing Docs

Upload →

GUN125-0000423
2022 Toyota Hilux

Missing Docs

Upload →

JF5-000123
2026 Honda N-Box

Missing Docs

Upload →

BUYER Test Buyer Multi B

W001179422N404555
Mercedes Benz C180

NOT BOOKED

Assign →

Page 6 of 28

Buyer view

Buyers see a **Buyer Dashboard** scoped to only their own vehicles/shipments/balance.

- 1. **Exporter switcher** — if you're linked to more than one exporter, switch which one's data you're viewing.
- 2. **Stat tiles** — your vehicle count, balance due, in-transit and arriving-soon counts (scoped to you).
- 3. **Vehicles panel** — your vehicles only.
- 4. **Shipments panel** — shipments carrying your vehicles.

AUTOPORT

WORKSPACE

Dashboard

Vehicles

Shipments

Ledger

SYSTEM

Settings

Hamad Waheed

devhamadexe@gmail.c...

Logout

Welcome, Hamad

AUG 5, 2026 · 02:59 PM JST

SESeaLink Exporters2

EN

BUYER DASHBOARD

VIEWING · SEALINK EXPORTERS

Track your assigned vehicles, balances, and incoming shipments.

VEHICLES

2

With this exporter

BALANCE

£1,100

Balance Due

IN TRANSIT

0

0 shipments

ARRIVING

0

Within 14 days

3 Vehicles2

Search by vehicle, chassis number, or shipment

All statuses

All vehicles

Needs attention

VEHICLES	CHASSIS NUMBER	ETA	SHIPMENT	PRICE	STATUS
Aston Martin Vanquish	wdjlbld	—	—	£100.00	Preparing
Alfa Romeo 33	welde	—	—	£1,000.00	Preparing

Showing 1-2 of 2 vehicles Per page: 10

4 Shipments0

Search shipment number / vessel name

All shipments

Arriving soon

All statuses

SHIPMENT NO	VESSEL	BUYERS	VEHICLE	STATUS	ETA
—					

New buyers with no exporter linked yet see an empty state here instead — see [Buyer Onboarding](#).

Page 7 of 28

Vehicles

Admin/Staff only for creating and editing. Buyers see a read-only version of this list scoped to their own vehicles.

Vehicle list

- 1. **Add Vehicle** button — opens the create form.
- 2. **Status tabs** — All Vehicles / Needs Attention / In Transit / Arrived / Delivered.
- 3. **Search + filters** — by chassis, buyer, vehicle name, status, or "Missing docs" issues.

Click any row to open that vehicle's detail page.

AUTOPORT

Workspace

Dashboard

Vehicles

Shipments

Ledgers

System

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 · 03:00 PM JST

EN

Vehicles

23 TOTAL

Update Status

Upload Document

Add Vehicle

All Vehicles

Needs Attention

In Transit

Arrived

Delivered

Chassis, buyer, vehicle...

Filter: All Issues

All Statuses

All Buyers

Show Closed

Clear Filter

VEHICLE	CHASSIS	NUMBER	ETA	SHIPMENT	PRICE	REMARKS	STATUS
☐ 1996 Toyota Land Cruiser TEST Auto Gallery	VJA300	00012344	Jun 28, 2026	TCLU1888888	\$68,000.00	Missing Docs	Ready to Ship
☐ 2014 Nissan March Test Buyer Multi B	E13	0123456	—		¥150,000	Missing Docs	In Transit
☐ 2026 Toyota Land Cruiser Prado Test Buyer Single A	6DJ250	0001234	May 31, 2026		\$50,000.00	Missing Docs	In Transit
☐ 2022 Toyota Land Cruiser Prado FL Motors	TRJ150	0145621	Jul 12, 2026	FSCU9309788	¥4,450,000	Missing Docs	Arrived
☐ Honda N-Box Test Buyer Multi A	JF5	0012345	Jun 4, 2026	TCLU1234125	\$15,000.00	Missing Docs	Arrived
☐ 2018 Toyota Hilux Test Buyer Multi B	GUN125	0001111	Jun 4, 2026	TCLU1234125	¥3,000,000	Missing Docs	Arrived
☐ 2022 Toyota Hilux Test Buyer Multi A	GUN125	0000423	Jul 13, 2026	MEDU7185640	\$22,000.00	Missing Docs	Arrived
☐ 2026 Honda N-Box Test Buyer Multi A	JF5	000123	Jun 15, 2026	MSBU8140418	\$12,000.00	Missing Docs	Arrived
☐ Mercedes Benz C180 Test Buyer Multi B	WDD1179422N	004555	—		¥2,000,000	Not Booked	Ready to Ship
☐ Honda N-Van Test Buyer Single B	JJ1	0000123	Jul 10, 2026		¥1,200,000	Not Booked	Ready to Ship

Add a vehicle

1. Click **Add Vehicle** on the Vehicles list.
2. **Buyer** — pick an existing buyer, or click **+ Add New** to create one inline (see [Buyers & Ledgers](#)).
3. **Make** — searchable list.
4. **Model** — free text.
5. **Chassis Number** — must be unique.
6. **Destination country**.

The screenshot shows a modal window titled "Add Vehicle" with a close button (X) in the top right corner. Below the title is a subtitle: "Add a new vehicle export case. Required fields are marked with *." The form contains several fields, each with a red circular callout number:

- 1** points to the "BUYER" dropdown menu, which has a "+ Add New" link to its right.
- 2** points to the "MAKE" dropdown menu, which has a search bar labeled "Search make..." and a dropdown arrow.
- 3** points to the "MODEL" text input field, which has a placeholder "e.g. Hilux".
- 4** points to the "CHASSIS NUMBER" text input field, which has a placeholder "e.g. JZX100-0012345".
- 5** points to the "DESTINATION" dropdown menu, which has a placeholder "Select country..." and a dropdown arrow.
- 6** points to the "REQUIRES INSPECTION" section, which has two radio buttons: "Yes" and "No" (which is selected).

Below the "REQUIRES INSPECTION" section is a small text note: "Determines required documents and warnings for this vehicle." At the bottom of the form is a section titled "Additional Details (Optional)" with a dropdown arrow. At the very bottom are two buttons: "Cancel" and "Add Vehicle" (which is orange and has a checkmark icon).

Once a buyer is picked, another field appears:

1. **Agreed Price** — in the buyer's currency.

Additional Details are Optional — expand for Current Status, Year, Month, Engine CC, Color, Drive (MT/AT). Also set **Requires Inspection** (Yes/No) — this changes which documents are required later. If the buyer has an email on file, a **Notify Buyer** checkbox appears at the bottom; check it to email them about the new vehicle immediately (off by default).

Click **Add Vehicle** to save. You're taken straight to the new vehicle's detail page.

Vehicle detail page

1. **Edit Case** — edit fields from the create form.
2. **Update Status** — move the vehicle to its next milestone.
3. **Assign Shipment** — attach this vehicle to a shipment (or create one — see [Shipments](#)).
4. **Status Timeline** — full milestone history, current stage highlighted.
5. **Documents** — required documents for this vehicle each with Upload/Download/Delete.
6. **Media** — upload photos/videos (up to 30).

The screenshot displays the 'Vehicle detail page' for a 'Toyota DEMO Corolla'. The page is part of the 'AUTOPORT' application, with a user 'Admin User' logged in. The vehicle's status is 'Preparing'. The page is divided into several sections: a top header with navigation links, a main content area with a status timeline, documents, and media, and a bottom section with shipping details and vehicle information. Red numbered callouts (1-6) highlight specific features: 1. 'Edit Case' button, 2. 'Update Status' button, 3. 'Assign Shipment' button, 4. 'Status Timeline' section, 5. 'Documents' section, and 6. 'Media' section.

Header: AUTOPORT | Welcome, Admin | AUG 5, 2026 · 03:11 PM JST | EN | [User Avatar]

Workspace: Dashboard, Vehicles (selected), Shipments, Ledgers, Settings

Vehicle: Toyota DEMO Corolla | Dev Hammad · DEMO-CHASSIS-0001

1 Edit Case | **2** Update Status

3 Assign Shipment →

4 Status Timeline (1 / 10)

- Purchased (Aug 5, 2026)
- In Transit to Yard
- At Yard
- Shipment Booked
- Loaded
- Shipped
- BL Issued
- Document Sent
- Arrived
- Closed

5 Documents

REQUIRED DOCUMENTS (3)

- Bill of Lading (BL) [Upload in PDF] [Pending] [Download] [Delete]
- Export Certificate [Upload in PDF] [Pending] [Download] [Delete]
- Invoice [Upload in PDF] [Pending] [Download] [Delete]

UPLOADED (0 / 3)

Documents pending

6 Media (0 / 30 Photos · 0 Videos uploaded)

[Add] [All Zip] [Manage]

Shipping Details: PORT: United Arab Emirates

Vehicle Information: MAKE: Toyota DEMO Corolla | CHASSIS NUMBER: DEMO-CHASSIS-0001

Activity: Case created TODAY

User: Admin User | admin@seaLink.local | Logout

Shipments

Admin/Staff only for creating and editing.

Shipment list

- 1. **Add Shipment** button.
- 2. **Live map** — tracked vessel positions. Click a shipment to highlight its route.
- 3. **Active Shipments table** — search, "Show Closed", "Arriving soon", status filter.

AUTOPORT

Workspace

- Dashboard
- Vehicles
- Shipments
- Ledgers

System

- Settings

Admin User
admin@seaLink.local
Logout

Welcome, Admin
AUG 5, 2026 • 03:12 PM JST

EN

8

Shipments

Manage shipments and shipment assignments

1

Add Shipment

2

Full Screen

Click a shipment to highlight its route

TCLU1234125

MAERSK FRANKF...

View Full Details

MONTE... PHILADE... 100%

ETD 13/05/2026 ETA 04/06/2026

VEHICLES

Honda N-Box
JFS-1234567 • Test Buyer Multi B

Honda N-Box
JFS-0012345 • Test Buyer Multi A

3

Active Shipments

5

Search shipment number, vessel name, or buyer

Show Closed

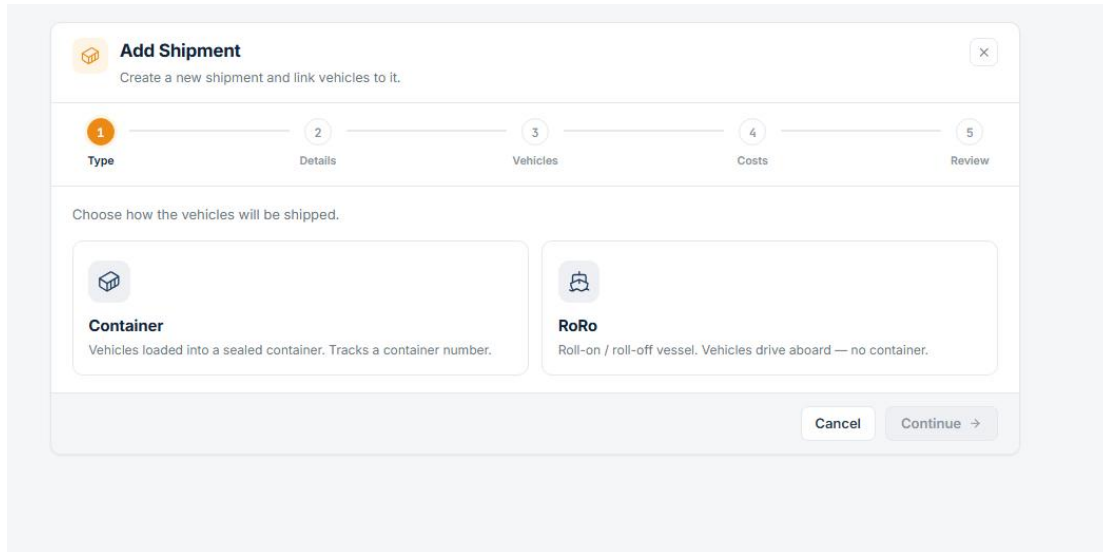
Arriving soon

All statuses

CONTAINER NO	VESSEL	BUYERS	VEHICLES	STATUS	ETA	
TCLU1234125	MAERSK FRANKFURT	2 Buyers	3 vehicles	Arrived	04/06/2026 delivered	Edit Shipment Details
MSBU8140418	JULIE	Test Buyer Multi A	1 vehicles	Arrived	15/06/2026 delivered	Edit Shipment Details
TCLU1888888	TEST VESSEL	TEST Auto Gallery	1 vehicles	Arrived	28/06/2026 delivered	Edit Shipment Details
FSCU9309788	MANET	FL Motors	1 vehicles	Arrived	12/07/2026 delivered	Edit Shipment Details
MEDU7185640	JULIE	Test Buyer Multi A	1 vehicles	Arrived	13/07/2026 delivered	Edit Shipment Details

Add a shipment (5-step wizard)

Step 1 — Type. Choose **Container** (sealed container, tracked by container number) or **RoRo** (drive-aboard, single vehicle, no container).



Add Shipment
Create a new shipment and link vehicles to it.

1 Type 2 Details 3 Vehicles 4 Costs 5 Review

Choose how the vehicles will be shipped.

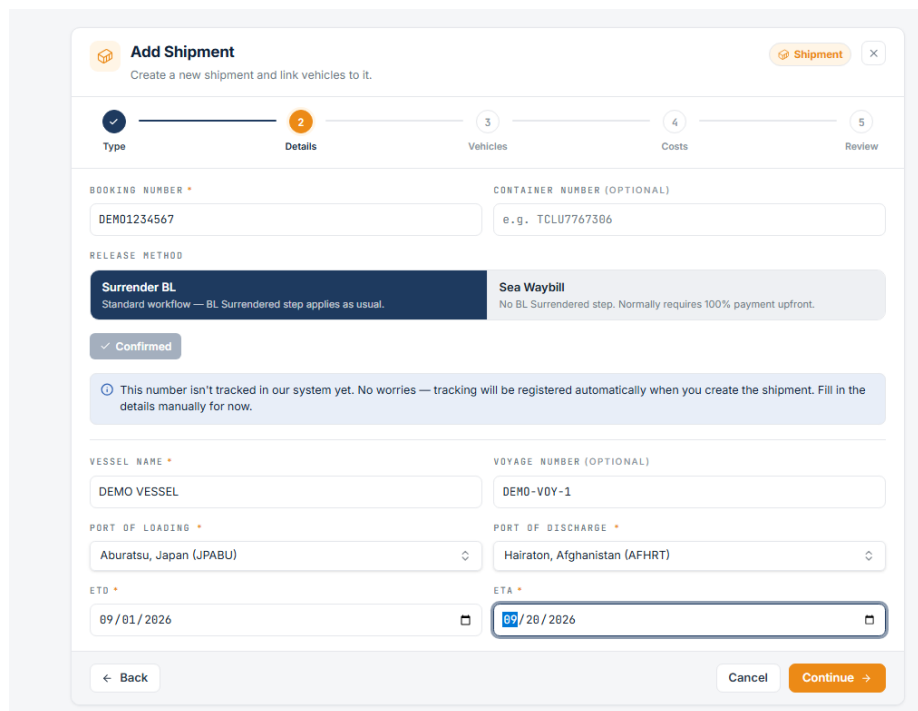
Container
Vehicles loaded into a sealed container. Tracks a container number.

RoRo
Roll-on / roll-off vessel. Vehicles drive aboard — no container.

Cancel Continue →

Step 2 — Details. Booking Number (required), Container Number (optional — must match ISO 6346 format if filled), Release Method (Surrender BL / Sea Waybill), Vessel Name, Voyage Number, Port of Loading/Discharge, ETD/ETA.

Entering a booking number may auto-fill vessel, voyage, ports and dates. You can still edit any of it by hand.



Add Shipment
Create a new shipment and link vehicles to it.

1 Type 2 Details 3 Vehicles 4 Costs 5 Review

BOOKING NUMBER * CONTAINER NUMBER (OPTIONAL)
DEM01234567 e.g. TCLU7767386

RELEASE METHOD
Surrender BL Standard workflow — BL Surrendered step applies as usual.
Sea Waybill No BL Surrendered step. Normally requires 100% payment upfront.

Confirmed

This number isn't tracked in our system yet. No worries — tracking will be registered automatically when you create the shipment. Fill in the details manually for now.

VESSEL NAME * VOYAGE NUMBER (OPTIONAL)
DEMO VESSEL DEMO-V0Y-1

PORT OF LOADING * PORT OF DISCHARGE *
Aburatsu, Japan (JPABU) Hairaton, Afghanistan (AFHRT)

ETD * ETA *
09/01/2026 09/20/2026

← Back Cancel Continue →

Step 3 — Vehicles. Search and select one or more unassigned vehicles to add to this shipment (RoRo allows only one).

Add Shipment
Create a new shipment and link vehicles to it.

Progress: Type (✓) — Details (✓) — **Vehicles (3)** — Costs (4) — Review (5)

Pick vehicles to add to this shipment.

Search: DEMO

Filters: All unassigned 17 | Ready to ship 1 | Purchased 8 | Transit 0 | At Yard 4

VEHICLE	STATUS
☐ Toyota DEMO Corolla DEMO-CHASSIS-0001 · Dev Hammad	Purchased

Showing 1-1 of 1 vehicles | Per page 5 | Page 1 of 1

← Back | Cancel | Continue →

Step 4 — Costs. Freight amount + currency, loading charges. Optional — click **Skip for now** to add later.

Add Shipment
Create a new shipment and link vehicles to it.

Progress: Type (✓) — Details (✓) — Vehicles (✓) — **Costs (4)** — Review (5)

Add freight and loading charges now, or leave them for later.

FREIGHT AMOUNT:

CURRENCY: GBP

LOADING CHARGES:

Uses GBP (same as freight).

← Back | Skip for now | Cancel | Continue →

Step 5 — Review. Confirm everything, optionally set a starting status and loaded date, then click **Create Shipment**.

AUTOPORT

Workspace

Dashboard

Vehicles

Shipments

Ledgers

System

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 • 03:24 PM JST

EN

Add Shipment

Create a new shipment and link vehicles to it.

Type

Details

Vehicles

Costs

Review

Summary

Confirm and set the starting status.

TYPE	BOOKING #
Container	DEM01234567
VESSEL NAME	VOYAGE NUMBER
DEMO VESSEL	DEMO-VOY-1
PORT OF LOADING	PORT OF DISCHARGE
Aburatsu, Japan (JPABU)	Hairaton, Afghanistan (AFHRT)
ETD	ETA
2026-09-01	2026-09-20
VEHICLES	FREIGHT
1 (1 buyers)	GBP 1,500

Toyota DEMO Corolla
DEMO-CHASSIS-0001 • Dev Hammad

UPDATE ALL SELECTED VEHICLES TO (OPTIONAL)

No status update

LOADED DATE

mm/dd/yyyy

Back

Cancel

Create Shipment

Shipment detail page

- 1. **Edit Shipment Details** — edit booking/vessel/ports/dates/costs.
- 2. **Update Status** — advance the shipment (and all its vehicles) to the next milestone.
- 3. **Live vessel tracking** — populated automatically once system has data for the booking/container number.
- 4. **Shipping Details** — read-out of everything entered in the wizard.
- 5. **Status timeline** — Booked → Loaded → Shipped → BL Issued → BL Surrendered → Arrived.

Further down the page (not shown here): a **Documents** panel and a **Gallery** panel, same pattern as the vehicle detail page — see [Documents](#).

AUTOPORT

Workspace

Dashboard

Vehicles

Shipments

Ledgers

System

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 · 03:33 PM JST

EN

Shipment

Purchased

Aburatsu, Japan (JPABU) → Hairaton, Afghanistan (AFHRT)

STATUS

Purchased

ETA · HAIRATON, AFGHANISTAN (AFHRT)

46 days remaining

Arrival 20 Sept 2026

VESSEL

DEMO VESSEL II

Voyage DEMO-VOY-2

VEHICLE COUNT

1

1 buyer

Live vessel tracking

Tracking registered

No live data yet. Update vessel/ETD/ETA manually via Edit Shipment Details.

Refresh tracking

Shipping Details

CONTAINER NUMBER	TYPE
—	Shipment
VESSEL NAME	VOYAGE NUMBER
DEMO VESSEL II	DEMO-VOY-2
PORT OF LOADING	PORT OF DISCHARGE
Aburatsu, Japan (JPABU)	Hairaton, Afghanistan (AFHRT)
ETD	ETA
1 Sept 2026	20 Sept 2026

Activity Feed

Times in JST

Shipment created

5 Aug 2026

Aburatsu, Japan (JPABU) → Hairaton, Afghanistan (AFHRT)

ETA 20 Sept 2026

Booked

Loaded

Shipped

BL Issued

BL Surrendered

Arrived

Buyers & Ledgers

Admin/Staff only. One ledger = one buyer's running balance.

Buyer management lives entirely under **Ledgers** in the sidebar — there is no separate "Buyers" page.

Add a buyer

1. Go to **Ledgers** → click **Add Buyer**.
2. Fill in **Buyer Name** (required), Contact Person, Email, Phone — and **Dealing Currency** (required, locked once set).

Email is optional — you can create a "shell" buyer with no email and add one later easily, when available.

Add Buyer
Create a new buyer account.

BUYER NAME *
e.g. FL Motors

CONTACT PERSON (Optional)
e.g. John Smith

EMAIL (Optional)
name@company.com

PHONE (Optional)
+ 92 300 1234567

DEALING CURRENCY *
Select currency

ⓘ The currency for all transactions with this buyer.
Set once at creation and cannot be changed.

Cancel Add Buyer

Invite a buyer (send them a login)

Creating a buyer does **not** email them automatically — sending the invite is a separate, explicit step:

1. On the **Ledgers** list, find the buyer's row and click the **:** menu.
2. Click **Send Onboarding Link**.

This emails the buyer an invite link. Clicking it lets them set a password and log in — they'll land on their own [Buyer Dashboard](#).

- If the buyer has no email yet, add one first (edit their ledger) — the option won't work without it.
- Already has an account but forgot their password? Use **Send Password Reset** from the same menu instead.
- Shortcut: when adding a vehicle for this buyer, ticking **Notify Buyer** on that form triggers the same invite.

The screenshot shows the AUTOPORT application interface. The top navigation bar includes the logo, user information, and language settings. The left sidebar contains a 'Workspace' section with links to Dashboard, Vehicles, Shipments, and Ledgers, and a 'System' section with a Settings link. The main content area is titled 'Ledgers' and shows a table of buyer ledgers. The table has columns for Buyer, Dealing CCY, Activity, Running Balance, and Account Health. A single entry for 'DEMO Buyer Co' is visible. A dropdown menu is open for this entry, showing two options: 'Send Onboarding Link' (highlighted with a red box) and 'Send Password Reset'. The bottom of the sidebar shows the user is logged in as 'Admin User' with a 'Logout' button.

A buyer can also self-signup at `/auth/signup` without being invited. If their email matches a buyer you've already created, their account links automatically; otherwise they land on an empty dashboard until you link them (e.g. by creating a vehicle under their email).

Buyer ledger page

Click any buyer's row on the Ledgers list to open their ledger.

- 1. **Log Payment** — record a payment received (amount, date, method).
- 2. **Set Opening Balance** — set a starting balance when onboarding a buyer with existing debt.
- 3. **Add Line Item** — add an extra charge ("part") with its own invoice document, optionally linked to a shipment.

The **Overview** tab shows running balance, total charges, total paid, and unallocated credit. Switch to **Statement** for the full transaction history.

AUTOPORT

Workspace

Dashboard

Vehicles

Shipments

Ledgers

System

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 · 03:38 PM JST

EN

Back to Ledgers

DB

DEMO Buyer Co

JPY

0 active shipments · Ledger locked to JPY

Overview

Statement

Add Line Item

Log Payment

Set Opening Balance

RUNNING BALANCE ¥0 Buyer in credit	TOTAL CHARGES ¥0 Vehicles · charges · parts	TOTAL PAID ¥0 Payments received	UNALLOCATED CREDIT ¥0
---	--	--	---

ACTIVE SHIPMENTS

No active shipments.

Documents & Media

Documents live on both the **vehicle detail page** and the **shipment detail page**, in the same pattern.

Required documents (per vehicle)

Always required:

Bill of Lading, Export Certificate, Invoice.

Conditionally required:

- **Inspection Certificate** — only if the vehicle has "Requires Inspection" set to Yes.
- **Surrendered BL** — required once the buyer's balance is cleared (or staff mark it manually), unless the shipment's release method is "Sea Waybill".

Each document row has **Upload / Download / Delete**. You can also add free-form extra documents beyond the required list.

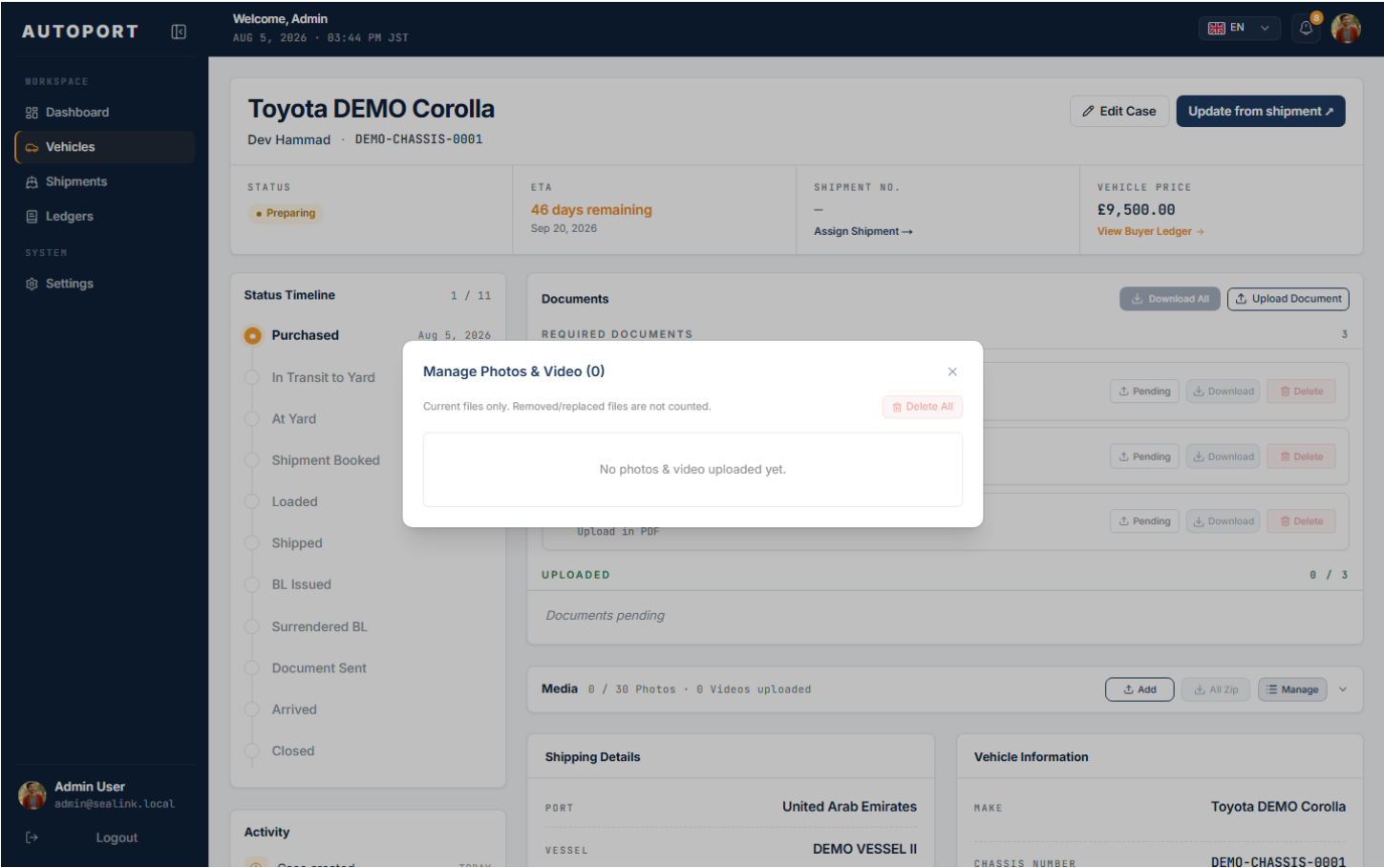
The screenshot displays the AUTOPORT system interface for a vehicle detail page. The top header shows the user is logged in as 'Admin User' on 'AUG 5, 2026' at '03:11 PM JST'. The main content area is titled 'Toyota DEMO Corolla' with the identifier 'Dev Hammad · DEMO-CHASSIS-0001'. The interface is divided into several sections:

- Status Timeline (4):** A vertical timeline showing the vehicle's progress through various stages: Purchased (Aug 5, 2026), In Transit to Yard, At Yard, Shipment Booked, Loaded, Shipped, BL Issued, Document Sent, Arrived, and Closed.
- Documents (5):** A section for managing required documents. It lists 'REQUIRED DOCUMENTS' with three items: 'Bill of Lading (BL)', 'Export Certificate', and 'Invoice'. Each item has an 'Upload in PDF' button and a 'Pending' status. There are also 'Download' and 'Delete' buttons for each document. Below this, there is an 'UPLOADED' section showing '0 / 3' documents pending.
- Media (6):** A section for managing media files. It shows '0 / 30 Photos · 0 Videos uploaded' and includes buttons for 'Add', 'All Zip', and 'Manage'.
- Shipping Details:** A section showing the 'PORT' as 'United Arab Emirates'.
- Vehicle Information:** A section showing the 'MAKE' as 'Toyota DEMO Corolla' and the 'CHASSIS NUMBER' as 'DEMO-CHASSIS-0001'.

Additional features include a 'Status' dropdown set to 'Preparing', an 'ETA' of 'United Arab Emirates', a 'SHIPMENT NO.' field with a 'sign Shipment' button, and a 'VEHICLE PRICE' of '£9,500.00'. There are also buttons for 'Edit Case' and 'Update Status'.

Photos & videos

Click **Manage** under **Media** to view, add, or delete photos/video (up to 30 photos per vehicle). **Add** uploads more; **All Zip** downloads everything at once.



The shipment detail page has its own Documents and Gallery panels, working the same way — useful for shipment-wide paperwork (e.g. the container's own bill of lading) rather than a single vehicle's.

Team Management

Admin only. Go to **Settings** → **Team**.

Invite a staff member

- 1. Click **Invite Member**.
- 2. Enter Full Name and Email, pick a **Role** (Staff or Admin).
- 3. Click **Send Invite**.

AUTOPORT

Workspace

Dashboard

Vehicles

Shipments

Ledgers

System

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 • 03:48 PM JST

EN

Settings

Manage your exporter profile and application preferences

General

Team

Notifications

Team Members

Manage staff access to your exporter account

Full Name

John Doe

Email

john@example.com

Role

1

Staff

Admin

2

Cancel

Send Invite

Admin User (you)

admin@sealink.local

Admin

Test Staff Sealink

xameneb844@itquoted.com

Staff

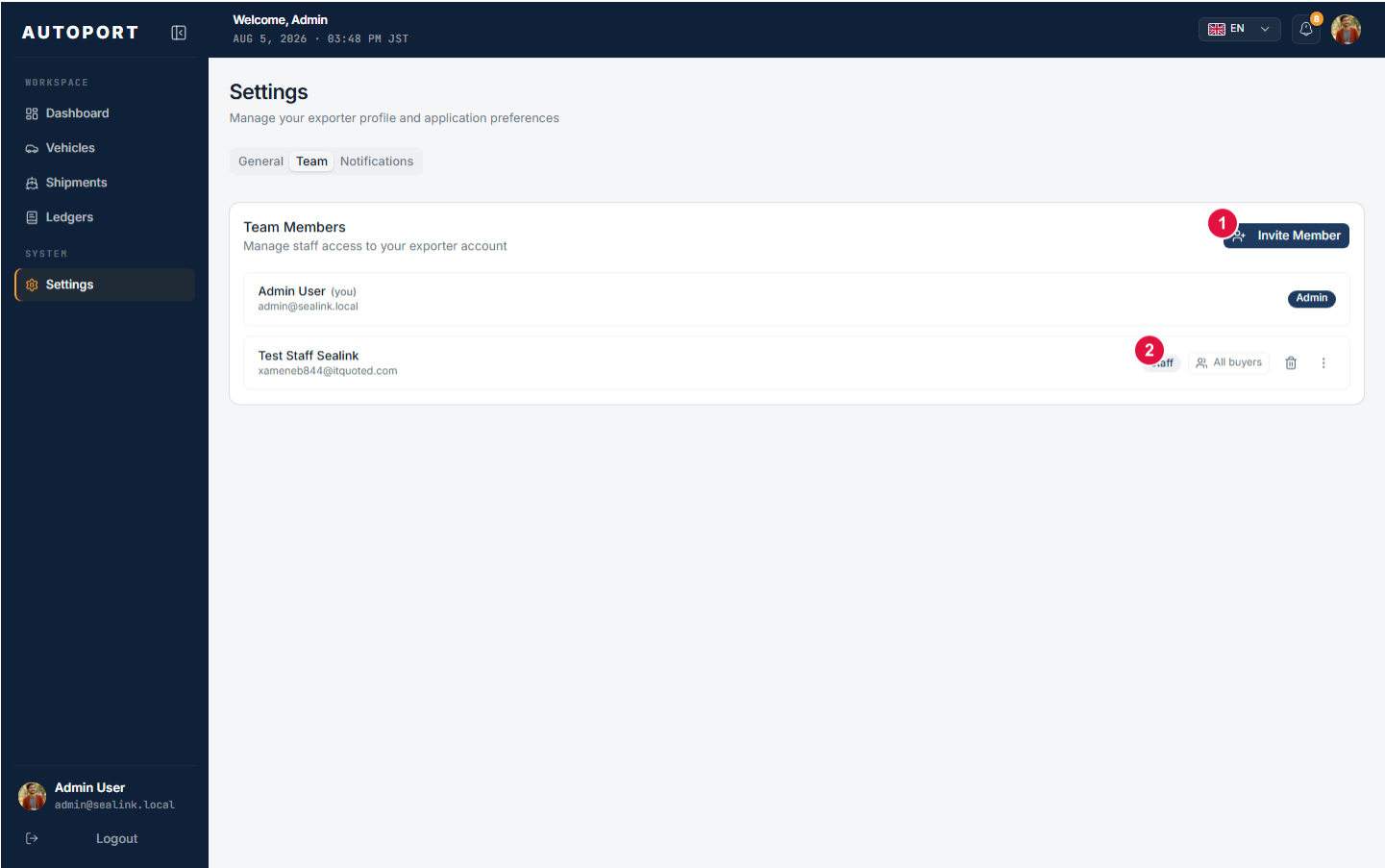
All buyers

Manage existing members

Each member row shows their role and buyer-access scope.

- 1. **Invite Member** button.
- 2. **Buyer access scope** — click to restrict a staff member to only specific buyers ("All buyers" vs a chosen subset). Useful when different staff handle different accounts.

Admins can also change a member's role or remove them from this list. Only Admins can access this tab — Staff can see everything else in Settings except Team.



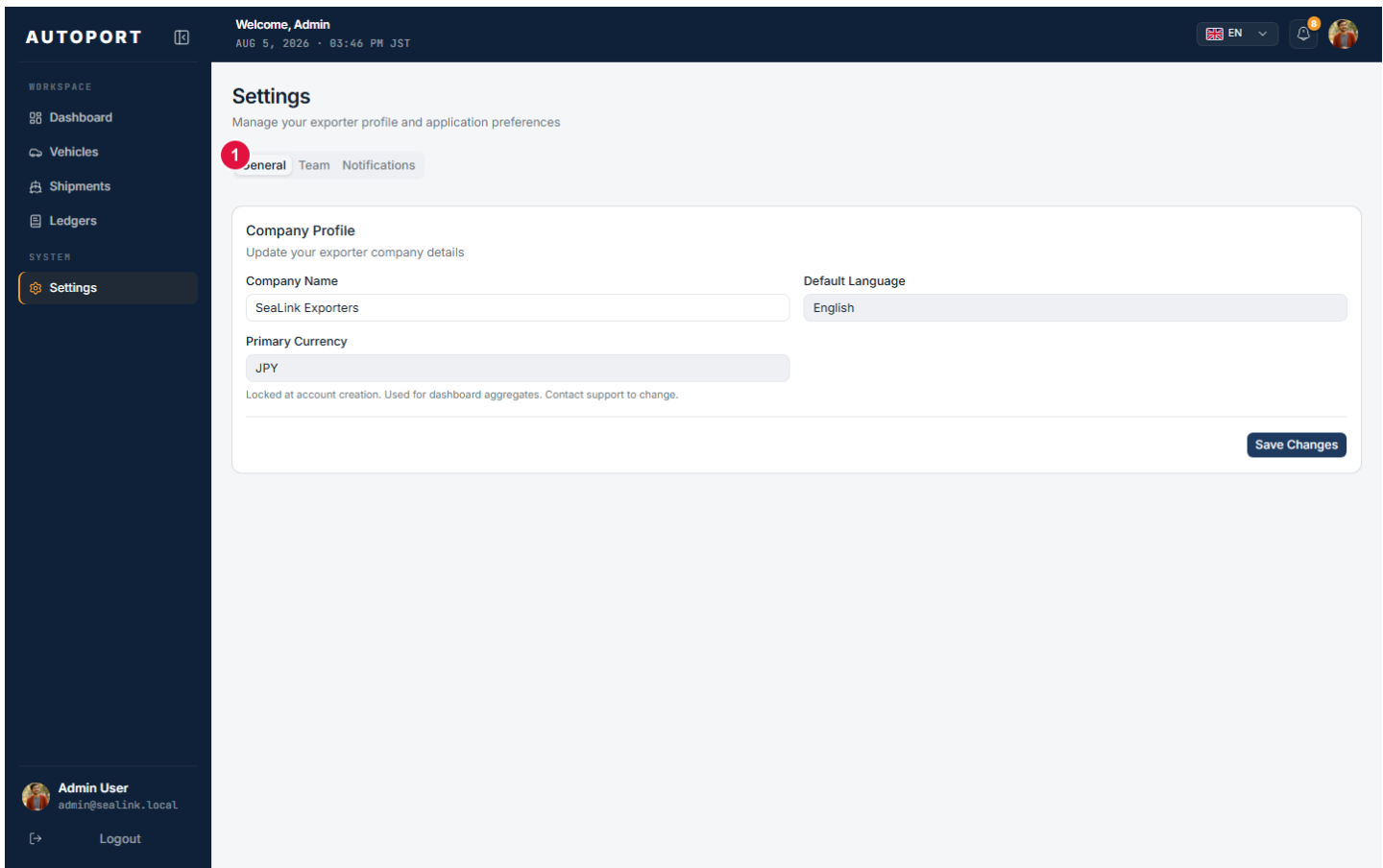
Settings

Go to **Settings** in the sidebar. Buyers see a simplified, notification-only version of this page.

General

- 1. **Tabs** — General / Team / Notifications.

Edit Company Name and Default Language. Primary Currency is locked at account creation.



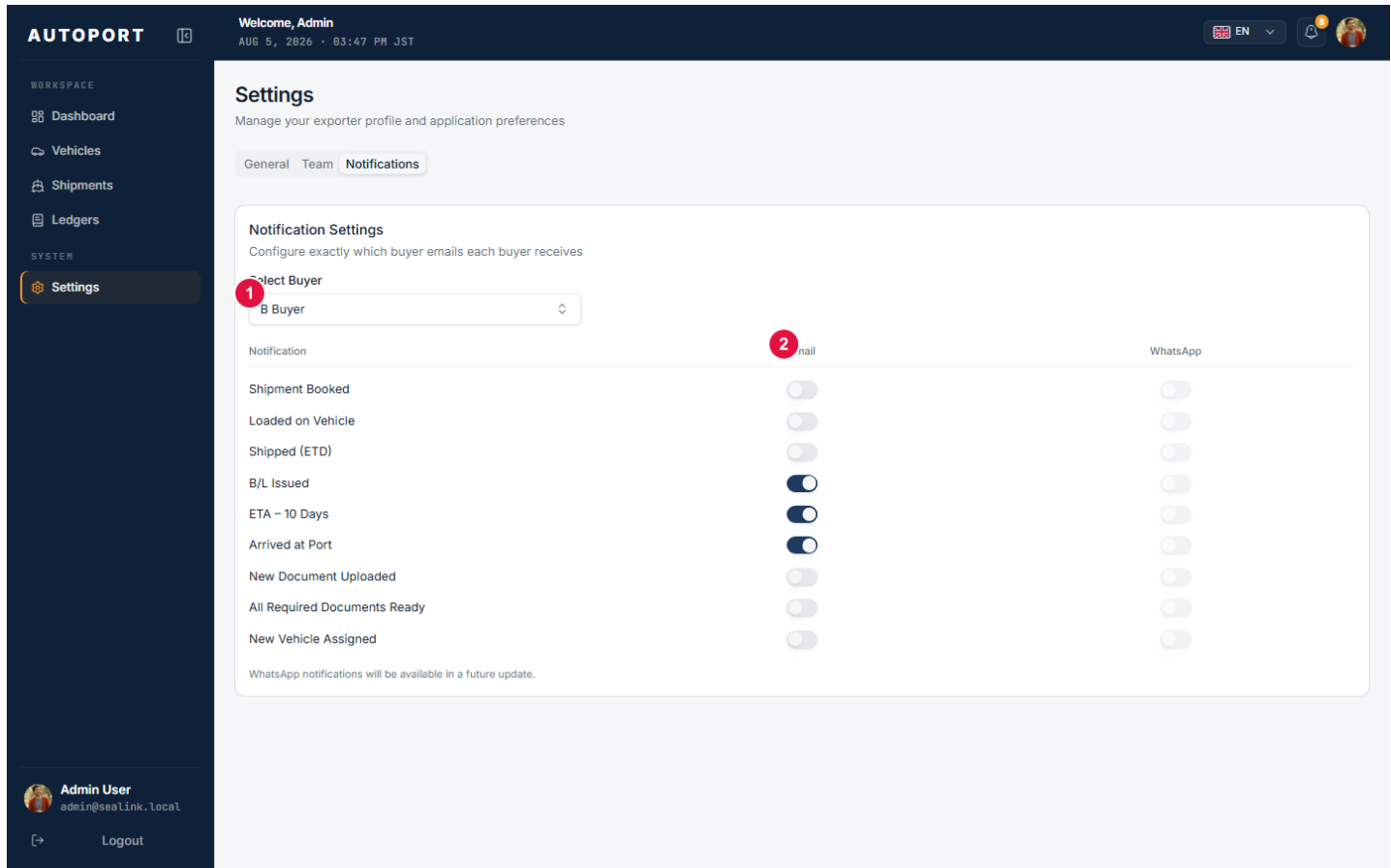
Team

See [Team Management](#) — invite staff, manage roles and buyer-access scope. Admin only.

Notifications

Configure exactly which milestone emails each buyer receives.

- 1. **Select Buyer** — pick which buyer's preferences you're editing.
- 2. **Toggle per milestone:** Shipment Booked, Loaded, Shipped (ETD), B/L Issued, ETA – 10 Days, Arrived at Port, New Document Uploaded, All Required Documents Ready, New Vehicle Assigned.



Profile

Go to your avatar (top right) → **Profile**, or on mobile use the Profile tab.

- 1. **Display Picture** — upload PNG/JPG/WEBP, saves automatically.
- 2. **Language** — your UI language. Same as the [header language switcher](#).
- 3. **Change Password** — enter current + new password.
- 4. **Send Password Reset Link** — use instead if you don't remember your current password.

Full Name and Phone are also editable here; Email is read-only. Click **Save Profile** after editing name/phone/language.

AUTOPORT

WORKSPACE

Dashboard

Vehicles

Shipments

Ledgers

SYSTEM

Settings

Welcome, Admin

AUG 5, 2026 · 03:43 PM JST

EN

Profile

Manage your personal account preferences and details

Personal Information

These details are visible on your account.

Display Picture

1

Choose file

No file chosen

Upload an image (PNG, JPG, WEBP).

Full Name

Admin User

Email

admin@sealink.local

Phone

+81-90-0000-0001

Language

English

Save Profile

Security

Change your password here. If you cannot remember your current password, send a secure reset link from this section.

3

Current Password

New Password

Confirm New Password

Change Password

4

If you forgot your current password, use reset instead. We will send a verification link to your email.

Send Password Reset Link

Admin User

admin@sealink.local

Logout

Page 25 of 28

Notification bell

- AUTOPORT

Welcome, Admin

AUG 5, 2026 • 03:49 PM JST

WORKSPACE

Dashboard

Vehicles

Shipments

Ledgers

SYSTEM

Settings

Admin User
admin@sealink.local

Logout
- ## Dashboard

ACTIVE VEHICLES

23

Across all stages

OUTSTANDING BALANCE

\$53,992,935

Indicative aggregate - buyer ledger balances

NEEDING ATTENTION

12

Documents • Payments • Booking

IN TRANSIT

0

0 Shipments • 3 Vehicles
- Vehicles 12 View All →

Vehicle name, chassis number, buyer

All statuses ▾

All buyers ▾

All vehicles ☒ Needs attention

VEHICLES	CHASSIS NUMBER	ETA	SHIPMENT	PRICE	STATUS
1996 Toyota Land Cruiser TEST Auto Gallery	VJA300-00012344	Jun 28, 2026	TCLU1888888	\$68,000.00	Ready to Ship Missing Docs
2014 Nissan March Test Buyer Multi B	E13-0123456	—	—	\$150,000	In Transit Missing Docs
2026 Toyota Land Cruiser Prado Test Buyer Single A	GDJ250-0001234	May 31, 2026	—	\$50,000.00	In Transit Missing Docs
2022 Toyota Land Cruiser Prado FL Motors	TRJ150-0145621	Jul 12, 2026	FSCU9309788	\$4,450,000	Arrived Missing Docs
Honda N-Box Test Buyer Multi A	JF5-0012345	Jun 4, 2026	TCLU1234125	\$15,000.00	Arrived Missing Docs
2018 Toyota Hilux Test Buyer Multi B	GUN125-0001111	Jun 4, 2026	TCLU1234125	\$3,000,000	Arrived Missing Docs
- Notifications All caught up

 - Shipment created
24 minutes ago
 - New case created
DEMO-CHASSIS-0001
39 minutes ago
 - Profile updated
6 days ago
 - Profile updated
6 days ago
 - Profile updated
8 days ago

View all activity

Activity page

Not in the sidebar — only reachable via the bell dropdown, or directly at `/dashboard/activity`.

- 1. **Filter tabs** — All / Cases / Documents / People.
- 2. **Search** — by chassis number or actor name. Sort Newest/Oldest.

Every vehicle, document, payment, and shipment event across your account shows up here, newest first.

AUTOPORT

15

WORKSPACE

Dashboard

Vehicles

Shipments

Ledgers

SYSTEM

Settings

Admin User

admin@sealink.local

Logout

Welcome, Admin

AUG 5, 2026 • 03:50 PM JST

EN

Activity

Full timeline of recent events across your shipments

Back to dashboard

Recent Activity

1

AllCasesDocumentsPeople

2

Search chassis or actor...

Newest

Shipment created by Admin User

5 Aug 2026, 15:25

New case created by Admin User

5 Aug 2026, 15:10 • DEMO-CHASSIS-0001

Profile updated by Admin User

30 Jul 2026, 16:08

Profile updated by Admin User

30 Jul 2026, 15:56

Profile updated by Admin User

28 Jul 2026, 16:14

Profile updated by Admin User

28 Jul 2026, 16:13

Profile updated by Admin User

28 Jul 2026, 16:08

Profile updated by Admin User

27 Jul 2026, 15:26

Profile updated by Admin User

27 Jul 2026, 15:22

Profile updated by Admin User

17 Jul 2026, 20:21

Payment recorded by Admin User

7 Jul 2026, 19:45

New case created by Admin User

7 Jul 2026, 19:40 • 765767

Payment recorded by Admin User

7 Jul 2026, 19:01

Page 27 of 28

Buyer Onboarding

For buyers, or exporter staff explaining the process to a buyer.

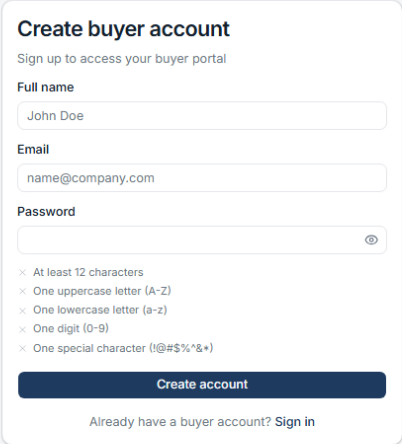
There are two ways a buyer gets access:

Path A — Invited by the exporter (typical)

1. Exporter staff create a buyer profile and click **Send Onboarding Link** (see [Buyers & Ledgers](#)).
2. Buyer receives an email with an invite link.
3. Clicking it takes to set a password.
4. Then buyer is logged in and land on [Buyer Dashboard](#), scoped to that exporter.

Path B — Self-signup

1. Goes to `app.useautoport.com` → Clicking on **Create one** on the login page (or `/auth/signup` directly).
2. Fill in Full Name, Email, and a Password meeting the listed requirements.

A screenshot of a web form titled "Create buyer account". Below the title is a subtitle "Sign up to access your buyer portal". The form contains three input fields: "Full name" with the value "John Doe", "Email" with the value "name@company.com", and "Password". Below the password field are five requirements listed with 'x' icons: "At least 12 characters", "One uppercase letter (A-Z)", "One lowercase letter (a-z)", "One digit (0-9)", and "One special character (!@#%'^&*)". At the bottom of the form is a dark blue button labeled "Create account" and a link that says "Already have a buyer account? Sign in".

3. If the email matches a buyer an exporter already created, then the account links to them automatically.
4. If not, buyer lands on an empty dashboard with no vehicles until an exporter links (e.g. by creating a vehicle under that email).

What a buyer sees day to day

Once linked, the dashboard shows vehicles, shipments, and ledger balance. If linked to more than one exporter, switching between them with the exporter selector in the header. See [Dashboard Overview](#).