

CargoSmart Online Shipping Instructions

CargoSmart Shipping Instructions lets you submit shipping instructions to your carriers online through My CargoSmart Center. You can use templates or copy details from current bills of lading details to prepare your shipping instructions quickly. The information is submitted directly into your carriers' system, instead of being re-keyed, which helps improve document accuracy and reduce your document turnaround time. CargoSmart Shipping Instructions also helps you ensure timely manifest submission in compliance with different countries' 24-hour rule requirements.

Business Benefits

- Improves accuracy
- Reduces re-keying and saves time
- Helps you receive your draft B/Ls faster
- Supports global 24-hour rules

Key Features

- Submit all manifest information to your carriers online
- Create and share templates with other users and company associates, through either of CargoSmart's online platforms
- Copy information from active shipments
- Tailor shipment data format to meet Letter of Credit requirements
- Store your commonly used marks and numbers and cargo descriptions
- Request distribution of your B/Ls to your shipping associates
- Print Shipping Instructions for your records

Shipping Instructions Form

Getting Started

In order to begin submitting Shipping Instructions online, your company administrator must grant you access privileges to Shipping Instructions.

1. From the Administration menu option in My CargoSmart Center, select User Profiles and then User Profile Search.
2. Select a user and select Modify User Profile.
3. On the User Profile screen, select the Access tab.
4. Scroll down and under Shipping Instructions, check the box next to SI Creation.
5. Select Save to finish.

Shipping Instructions Templates List

Template Name	Description	Shared	Favorite	Created	Last Modified	Actions
LA/Busan				09 Feb 2009	09 Feb 2009	[Icons]
LA/Hong Kong				27 May 2005	09 Feb 2009	[Icons]
LA/MANLA				09 Feb 2009	09 Feb 2009	[Icons]

Total: 3 Template(s)