



CargoSmart Online Shipping Instructions

CargoSmart Shipping Instructions lets you submit shipping instructions to your carriers online through My CargoSmart Center and CargoSmart Desktop. 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 U.S. Customs' 24-hour rule requirements.

Business Benefits

- Improves accuracy
- Reduces re-keying and saves time
- Helps you receive your draft B/Ls faster
- Supports U.S. Customs' 24-hour rule

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

Click to Select	Template Name	Description	Favorite Templates	Shared Templates	Created	Last Modified
<input checked="" type="radio"/>	apple		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27 Feb 2003	27 Feb 2003
<input type="radio"/>	apple2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	06 Dec 2003	06 Dec 2003
<input type="radio"/>	dave4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27 Jun 2004	27 Jun 2004
<input type="radio"/>	orange		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 May 2003	10 May 2003