CargoSmart Bill of Lading Document Manager

CargoSmart Bill of Lading Document Manager lets you manage your B/L process with your carriers* online. Carriers upload draft B/Ls in order for you to quickly view the content, request changes, and accept your documents, reducing additional phone and fax costs. You can then print your original B/Ls, sea waybills, or copy B/Ls conveniently from your own office, eliminating unnecessary courier costs.

Business Benefits
- Improves document turnaround time
- Provides savings on phone, fax, and courier costs

Key Features
- View and Process Drafts
  - View draft B/Ls online
  - Receive draft B/Ls by e-mail
  - Request changes and accept draft B/L
- Print and Request Reprints
  - Print original B/Ls, sea waybills (express), and copy B/Ls one at a time or in batches
  - Print B/Ls on blank paper (copies) or your carriers’ pre-printed stationery (originals)
- Monitor Activity and Receive Alerts
  - Monitor draft B/L and print activity using the History Log
  - Set up e-mail alerts to notify all users when B/Ls are ready for processing
- Share B/Ls with Users and Associates
  - Filter the B/Ls that are available to each user with Shipment Coverage by carrier, party type, location, cargo type, and traffic mode
  - Use Relationship Manager to delegate print privileges to parties who are not on the B/L

Getting Started
To begin using Bill of Lading Document Manager, make sure you have Adobe Acrobat Reader installed on your PC and follow these steps:
1. Request your company administrator to grant you access to B/L Document Manager in your user profile.
2. Request that your carrier upload your B/Ls - under Documentation in the My CargoSmart Center menu, select B/L Document Manager and then Sign-up for B/L Print.
3. Your carrier will call you to confirm your request. If your administrator selects for you to receive B/L upload e-mail notifications, then you will be notified as soon as your B/Ls have been uploaded.

*Product subject to carrier capability