



Customer Portal Manual

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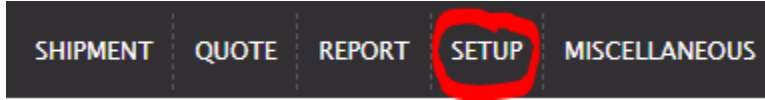
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Adding New Shipper & Consignee to Address Book

To add a new shipper or consignee to the address book, go to “SETUP” then “Maintain Names and Addresses” then select “New”.

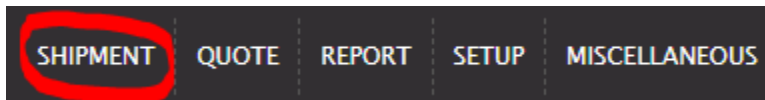


From here enter the details of the shipper’s or consignee’s address. Then click “Create” to save.

A form titled "Create new entry" with a dropdown arrow. Below the title are radio buttons for "Type: Shipper", "Consignee", and "Both". The form contains several input fields: Name, Address 1, Address 2, City, State (dropdown), Zip, Country (dropdown), Phone, Fax, Contact, and Email(s). An example email address is provided: "eg.john@csasoftware.com, bill@complex.com". A "Create" button is located at the bottom right of the form.

Entering a Domestic Shipment in Customer Portal

From the main menu select “SHIPMENT” then “Domestic Shipment”, then select “Add Shipment” and then choose the type of shipment (Domestic, Truckload). From here details for a shipment can be entered.



The first fields to be filled out will be the Shipper and Consignee. From this screen, you can search the address book by selecting the Get Shipper or Get Consignee buttons, or you can enter the data manually. The required fields are:

- Name
- Address
- City
- State
- Zip
- Country
- Phone Number
- Contact

***Shortcut: When entering a new shipper or consignee, check off the Add Shipper or Add Consignee box below the entry fields. This will automatically add them to the address book.

The next field to enter is the bill-to. The default is the customer's bill-to address. If that is correct disregard this section, if it is not click "Get Bill-to" and choose the correct bill-to from the address book.

In the Shipment Transit Information field, the shipment's details can be entered. The required fields are:

- Service Level
- Shipment Date
- Shipment Time

*Any special instructions and/or additional services about the shipment can be entered in the Special instructions field as well as the Additional Services field. Notate any piece of information that is required for the shipment to be shipped properly.

Shipment Transit Information

Housebill: 408624 Status: Online

Shipment / Quote

* Service Level: <-- Select one -->

Insurance / DV Type: Choose Type Enter Amount COD Amount: _____

* Ship Date: 2/17/2023 * Ship Time: _____ * Close Time: 17:00

Project Code: _____

Instructions

Special Instructions: _____

Additional Services

▼ Add

In the Add Freight Information field enter any information about exactly what is being shipped. Required fields are:

- Pieces
- Type
- Description
- Weight
- Dimensions

To add another line item, click the Add More button.

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height	Class
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->

I have read and agree to the [Terms and Conditions](#)

Submit

When all information is entered, **click the SUBMIT button.**

Once the shipment has been entered, the customer now has access to a variety of tools such as the ability to request email notifications, print out Bill of Ladings, and attach documents for operations to use.

Entering a Truckload Shipment

All of the steps for entering a truckload shipment are the exact same as entering a domestic shipment (as seen above), with the exception of the “Add Freight Information” section.

The requirements for this field are:

- Pieces
- Total Weight (lb.)

Fields that can also be included are types of equipment required, load types, load lengths, and commodities.

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height	
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Truckload Information

Equipment Types: <-- Select one --> Handling Units: Handling Type: <-- Select one --> Load Type:

Entering an International Air Shipment

From the main menu select “SHIPMENT” then “International Shipment”, then choose “Add Shipment” and then choose the type of shipment (Air Export or Import). From here, details for a shipment can be entered.



The first fields to be filled out will be the Shipper and Consignee. From this screen, you can search the address book by selecting the Get Shipper or Get Consignee buttons, or you can enter the data manually. The required fields are:

- Name
- Address
- City
- State
- Zip
- Country
- Phone Number
- Contact

Shipment Parties

Shipper Details	Consignee Details
*Name: <input type="text"/> <input type="button" value="Get Shipper"/>	*Name: <input type="text"/> <input type="button" value="Get Consignee"/>
*Address 1: <input type="text"/>	*Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
*City: <input type="text"/>	*City: <input type="text"/>
State: <-- Select one -->	State: <-- Select one -->
*Zip: <input type="text"/>	*Zip: <input type="text"/>
*Country: US	*Country: <input type="text"/>
*Phone: <input type="text"/>	*Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>
*Contact: <input type="text"/>	*Contact: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Reference: <input type="text"/>	Reference: <input type="text"/>
Ref Type: <input type="text"/>	Ref Type: <input type="text"/>
<input type="button" value="Add More"/>	<input type="button" value="Add More"/>
Add Shipper? <input type="checkbox"/> (check box to add)	Add Consignee? <input type="checkbox"/> (check box to add)
<input type="button" value="Trade Show"/>	<input type="button" value="Trade Show"/>

In the Shipment Transit Information Section, the following information is required:

- Service Level
- Shipment Date
- Shipment Time

*Any special instructions and/or additional services about the shipment can be entered in the Special instructions field as well as the Additional Services field. Notate any piece of information that is required for the shipment to be shipped properly.

Shipment Transit Information

Housebill: 408630 Status: Online

Shipment/Quote

* Service Level: <-- Select one --> Rate Cover: <-- Select one -->

Customs Value: COD Amount:

* Ship Date: 2/17/2023 * Ship Time: * Close Time: 17:00

Inco Terms: Project Code:

Instructions

Special Instructions:

Additional Services

▼ Add

Within the “Add Freight Information” field, the following areas are required:

- Pieces
- Type
- Description
- Weight
- Dimensions

Freight Information

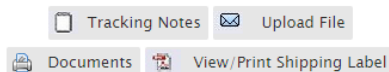
More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height
	<-- Select one -->	<input type="checkbox"/>			lb	in	
	<-- Select one -->	<input type="checkbox"/>			lb	in	
	<-- Select one -->	<input type="checkbox"/>			lb	in	

I have read and agree to the [Terms and Conditions](#)

Submit

When all information is entered, **click the SUBMIT button.**



Once the shipment has been entered, the customer now has access to a variety of tools such as the ability to request email notifications, see tracking notes, and attach documents for operations to use.

Entering an International Ocean Shipment

From the main menu select “SHIPMENT” then “International Shipment”, then choose “Add Shipment” and then choose the type of shipment (Ocean Export or Import). From here details for a shipment can be entered.

The first fields to be filled out will be the Shipper and Consignee. From this screen, you can search the address book by selecting the Get Shipper or Get Consignee buttons, or you can enter the data manually. The required fields are:

- Name
- Address
- City
- State
- Zip
- Country
- Phone Number
- Contact

The screenshot shows a form titled "Shipment Parties" with two main sections: "Shipper Details" and "Consignee Details". Each section contains fields for Name, Address 1, Address 2, City, State (dropdown), Zip, Country, Phone, Fax, Contact, Email, Reference, and Ref Type (dropdown). There are "Get Shipper" and "Get Consignee" buttons above the respective Name fields. At the bottom of each section are "Add More" and "Trade Show" buttons. Below the Shipper section are checkboxes for "Add Shipper?" and "Trade Show".

In the Shipment Transit Information Section, the following information is required:

- Service Level
- Shipment Date
- Shipment Time
- Must specify if shipment is Full Container Load (FCL) or Less than Container Load (LCL)

*Any special instructions and/or additional services about the shipment can be entered in the Special instructions field as well as the Additional Services field. Notate any piece of information that is required for the shipment to be shipped properly.

The screenshot shows a form titled "Shipment Transit Information". It includes fields for Housebill (40840), Status (Online), Service Level (dropdown), Rate Cover (dropdown), Customs Value, COO Amount, Ship Date (2/17/2023), Ship Time, and Close Time (17:00). There are also fields for Inco Terms, Project Code, Container Count, Container, MORA, Steamship, Vessel / Voyage, Sail Date, ETA Discharge, ETA Final Destination, Origin (HAWA), and Last Free Date. Below these are sections for "Instructions" with a "Special Instructions" text area and "Additional Services" with an "Add" button.

Within the "Add Freight Information" field, the following areas are required:

- Pieces
- Type
- Description

- Weight
- Dimensions

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height
<input type="text"/>	<< Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> lb	<input type="text"/> in	<input type="text"/>	<input type="text"/>
<input type="text"/>	<< Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> lb	<input type="text"/> in	<input type="text"/>	<input type="text"/>
<input type="text"/>	<< Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> lb	<input type="text"/> in	<input type="text"/>	<input type="text"/>

Override

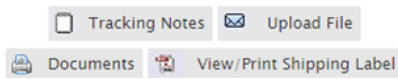
Billing Information

Total Estimated Charges:

I have read and agree to the [Terms and Conditions](#)

Submit

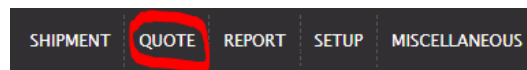
When all information is entered, click the **SUBMIT** button.



Once the shipment has been entered, the customer now has access to a variety of tools such as the ability to request email notifications, see tracking notes, and attach documents for operations to use.

Entering a Domestic Quote

From the main menu select “QUOTE” then Domestic Quote, then choose “Add Estimate” and then choose the type of estimate (Domestic, Truckload). From here details for a quote can be entered.



The first fields to be filled out will be the Shipper and Consignee. From this screen, you can search the address book by selecting the Get Shipper or Get Consignee buttons, or you can enter the data manually. The required fields are:

- Name
- Address
- City
- State
- Zip
- Country
- Phone Number
- Contact

Shipper Details	Consignee Details
*Name: <input type="text"/> Get Shipper	*Name: <input type="text"/> Get Consignee
*Address 1: <input type="text"/>	*Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
*City: <input type="text"/>	*City: <input type="text"/>
State: << Select one -->	State: << Select one -->
*Zip: <input type="text"/>	*Zip: <input type="text"/>
*Country: US	*Country: US
*Phone: <input type="text"/>	*Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>
*Contact: <input type="text"/>	*Contact: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Reference: <input type="text"/>	Reference: <input type="text"/>
Ref Type: <input type="text"/>	Ref Type: <input type="text"/>
Add More	Add More
Add Shipper? <input type="checkbox"/> (check box to add)	Add Consignee? <input type="checkbox"/> (check box to add)
Trade Show	Trade Show

The next field to enter is the bill-to. The default is the customer’s bill-to address. If that is correct disregard this section, if it is not, click “Get Bill-to” and choose the correct bill-to from the address book.

Bill-To Details

PrePaid Collect Third Party

Bill-To: 2742

Name: SPECIALTY FREIGHT SERV

Contact:

Address 1: 2 POULSON AVE.

Address 2:

Email:

City: ESSINGTON

State: PA

Zip: 19029

Country: US

Phone: 610-521-7650

Fax:

Reference#:

Ref Type:

Shipment Transit Information

Quote#: 7089406 Shipment/Quote

* Service Level: <- Select one ->

Insurance/DV Type: Choose Type Enter Amount

COO Amount:

* Ship Date: 2/26/2023 * Ship Time: * Close Time: 17:00

Project Code:

Instructions

Special Instructions:

Additional Services

In the Shipment Transit Information field, the shipment's details can be entered. The required fields are:

- Service Level
- Shipment Date
- Shipment Time

*Any special instructions and/or additional services about the shipment can be entered in the Special instructions field as well as the Additional Services field. Notate any piece of information that is required for the shipment to be shipped properly.

In the Add Freight Information field enter any information about exactly what is being shipped.

Required fields are:

- Pieces
- Type
- Description
- Weight
- Dimensions

To add another line item, click the Add More button.

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height	Class
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-- Select -->

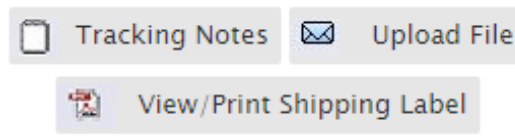
Billing Information

Total Estimated Charges:

I have read and agree to the [Terms and Conditions](#)

Submit Cancel

When all information is entered, **click the SUBMIT button.**



Once the shipment has been entered, the customer now has access to a variety of tools such as the ability to request email notifications, print out Bill of Ladings, and attach documents for operations to use.

Entering a Truckload Quote

All of the steps for entering a truckload quote are the exact same as entering a domestic quote (as seen above), with the exception of the “Add Freight Information” section.

The requirements for this field are:

- Pieces
- Total Weight (lb.)

Fields that can also be included are types of equipment required, load types, load lengths, and commodities.

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<-- Select one -->	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Truckload Information

Equipment Types: <-- Select one --> Handling Units: Handling Type: <-- Select one --> Load Type: <-- Select one -->

Entering an International Air Quote

From the main menu select “QUOTE” then International Quote, then choose “Add Estimate” and then choose the type of estimate (Air Export or Import). From here details for a quote can be entered.

The first fields to be filled out will be the Shipper and Consignee. From this screen, you can search the address book by selecting the Get Shipper or Get Consignee buttons, or you can enter the data manually. The required fields are:

- Name
- Address
- City
- State
- Zip
- Country
- Phone Number
- Contact

In the Shipment Transit Information Section, the following information is required:

- Service Level
- Shipment Date
- Shipment Time

*Any special instructions and/or additional services about the shipment can be entered in the Special instructions field as well as the Additional Services field. Notate any piece of information that is required for the shipment to be shipped properly.

Within the “Add Freight Information” field, the following areas are required:

- Pieces
- Type
- Description
- Weight
- Dimensions

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height
<input type="text"/>	<< Select one >>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> lb	<input type="text"/> in	<input type="text"/>	<input type="text"/>
<input type="text"/>	<< Select one >>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> lb	<input type="text"/> in	<input type="text"/>	<input type="text"/>
<input type="text"/>	<< Select one >>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> lb	<input type="text"/> in	<input type="text"/>	<input type="text"/>

Billing Information

Total Estimated Charges:

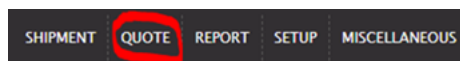
I have read and agree to the [Terms and Conditions](#)

Submit Cancel

When all information is entered, **click the SUBMIT button.**

Entering an International Ocean Quote

From the main menu select “QUOTE” then International Quote, then choose “Add Estimate” and then choose the type of estimate (Ocean Export or Import). From here details for a quote can be entered.



The first fields to be filled out will be the Shipper and Consignee. From this screen, you can search the address book by selecting the Get Shipper or Get Consignee buttons, or you can enter the data manually. The required fields are:

- Name
- Address
- City
- State
- Zip
- Country
- Phone Number
- Contact

Shipper Details	Consignee Details
*Name: <input type="text"/> Get Shipper	*Name: <input type="text"/> Get Consignee
*Address 1: <input type="text"/>	*Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
*City: <input type="text"/>	*City: <input type="text"/>
State: << Select one >>	State: << Select one >>
*Zip: <input type="text"/>	*Zip: <input type="text"/>
*Country: US	*Country: <input type="text"/>
*Phone: <input type="text"/>	*Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>
*Contact: <input type="text"/>	*Contact: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Reference: <input type="text"/>	Reference: <input type="text"/>
Ref Type: <input type="text"/>	Ref Type: <input type="text"/>
Add More	Add More
Add Shipper? <input type="checkbox"/> (check box to add)	Add Consignee? <input type="checkbox"/> (check box to add)
Trade Show	Trade Show

In the Shipment Transit Information Section, the following information is required:

- Service Level
- Shipment Date
- Shipment Time
- Must specify if shipment is Full Container Load (FCL) or Less than Container Load (LCL)

*Any special instructions and/or additional services about the shipment can be entered in the Special instructions field as well as the Additional Services field. Notate any piece of information that is required for the shipment to be shipped properly.

Shipment Transit Information

Quote#: 7089418 Status: Online

Service Level: <-- Select one --> Shipment/Quote

Rate Cover: <-- Select one -->

Customs Value: COD Amount:

Ship Date: 2/29/2023 Ship Time: Close Time: 17:00

Inco Terms: Project Code:

Container Count: Container:

MOBL: Steamship: Vessel/Voyage:

Sail Date: ETA Discharge: ETA Final Destination:

Origin HAWB: Last Free Date:

Instructions

Special Instructions:

Additional Services

< Add

Within the “Add Freight Information” field, the following areas are required:

- Pieces
- Type
- Description
- Weight
- Dimensions

Freight Information

More

Pieces	Type	Haz	Description	Total Weight	Length	Width	Height
	<-- Select one -->	<input type="checkbox"/>		lb	in		
	<-- Select one -->	<input type="checkbox"/>		lb	in		
	<-- Select one -->	<input type="checkbox"/>		lb	in		

Override

Billing Information

Total Estimated Charges:

I have read and agree to the Terms and Conditions

Submit Cancel

When all information is entered, **click the SUBMIT button.**

Tracking a Domestic & Truckload Shipment

To track the status of a Domestic or Truckload shipment, choose “SHIPMENT” then “Domestic Shipment” from the main menu. This will bring you to the main shipment board (Below). From here you can choose which shipment you would like to check the status of.

Print PDF CSV Column Visibility

Show 15 entries

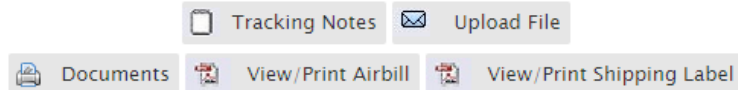
Search Reset

	Sta	Housebill	Origin	Dest	ShipAlpha	ConAlpha	Ship Date	SV	Status	Mode	Charges		
	Search X	Search X	Search X	Search X	Search X	Search X	From Date To Date X	Sea X	Search X	Search X	Search X		
+	ARI	408556	PHL	MDT			2/17/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408618	PHL	CVG			2/17/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408622	PHL	YYZ			2/17/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408625	PHL	BNA			2/17/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408643	PHL	RDU			2/17/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408645	PHL	MEM			2/17/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408504	PHL	ATL			2/16/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408507	PHL	STL			2/16/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408513	PHL	EWB			2/16/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408543	PHL	CVG			2/16/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408416	PHL	TOL			2/15/2023	DF	ARV	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408418	PHL	BNA			2/15/2023	DF	INT	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408269	PHL	ATL			2/14/2023	DF	DEL	Domestic		<input type="checkbox"/>	<input type="checkbox"/>
+	ARI	408279	PHL	STL			2/14/2023	DF	DEL	Domestic		<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 15 of 21 entries

First Previous Page 1 of 2 Next Last

To view details of the shipment click on the shipment. Once at the Update Shipment page, no changes can be made, however you have the available options at the bottom of the page seen below.



To Track the shipment choose “Tracking Notes”. This shows the current status of the shipment. The tracking notes are also presented below.

Tracking Note

Event Date Time	User	Note
Search.. x	Search.. x	Search.. x
2/17/2023		Shipment Status changed to: In Transit to Destination
2/17/2023		Shipment Status changed to: Dispatched for Pick Up

Tracking an International Shipment

To track the status of an International shipment, choose “SHIPMENT” then “International Shipment” from the main menu. This will bring you to the main shipment board (Below). From here you can choose which shipment you would like to check the status of.

To view details of the shipment click on the shipment. Once at the Update Shipment page, no changes can be made, however you have the available options at the bottom of the page seen below.

To Track the shipment choose “Track”. This shows the current status of the shipment. The tracking notes are also presented below.

Shipment Inquiry	
Tracking Number:	_____
Housebill Number:	_____
Shipment Date/Time:	_____
Scheduled Delivery Date/Time:	_____
Signed For By:	_____
Shipment Received On:	_____
Service Level:	_____
Pieces:	_____
Chargeable Weight:	_____
Shipper Reference:	_____
Consignee Reference:	_____
Shipment Mode:	_____
Load Port:	_____
Destination Port:	_____
Status:	_____
SPECIALTY FREIGHT SERVICE- INTAIRW, 610-521-7650, Station Info: intl@specialty-freight.com	

Tracking Notes	
Status Updated On	Note

POD Reporting

To run a POD reports, from the main menu choose “REPORT then “POD Report”.

Then select the criteria of the report searching by date, service level, and shipment type.

Report Menu > POD Report

From Date:

To Date:

Service Level: <-- Select one -->

Include Non POD Shipments: Yes

Shipment Type: All

Report Manager

To run custom reports, from the main menu choose “REPORT” then “Report Manager”. Then select criteria for the report and click “Save” for future use.

Report Criteria

Date Type:

From Date:

To Date:

Shipment Type:

Destination Airport:

Show references on separate row on CSV?

Shipper Ref#:

Choose Field(s): Use the Ctrl key to select multiple fields

- Handling Station
- Housebill
- POD Name
- POD Date
- POD Time
- Scheduled Delivery Date
- Scheduled Delivery Time
- Scheduled Delivery Time Range
- Status
- Charges
- Shipment Date
- Service Level
- Consignee Name
- Consignee Address
- Consignee City
- Consignee Zip
- Consignee State
- Consignee Ref#
- Shipper Name
- Shipper Address
- Shipper City
- Shipper Zip
- Shipper State

Layout Name: <-- Select one -->

Default Special Instructions

If there are special instructions that are required for every shipment to be completed, you can create a shortcut here for the instructions to auto-populate within each shipment or quote that is entered. To set up this shortcut, choose “SETUP” then “Default Special Instructions” from the main menu. Then enter the instruction in the field provided. Then click “Submit”.