



Shipping Instructions Quick Start Guide

2016

INTTRA's online interface allows shipping instructions to be uploaded, edited by co-workers, and distributed to all carriers, NVOCCs or 3rd parties.



Create Shipping Instructions

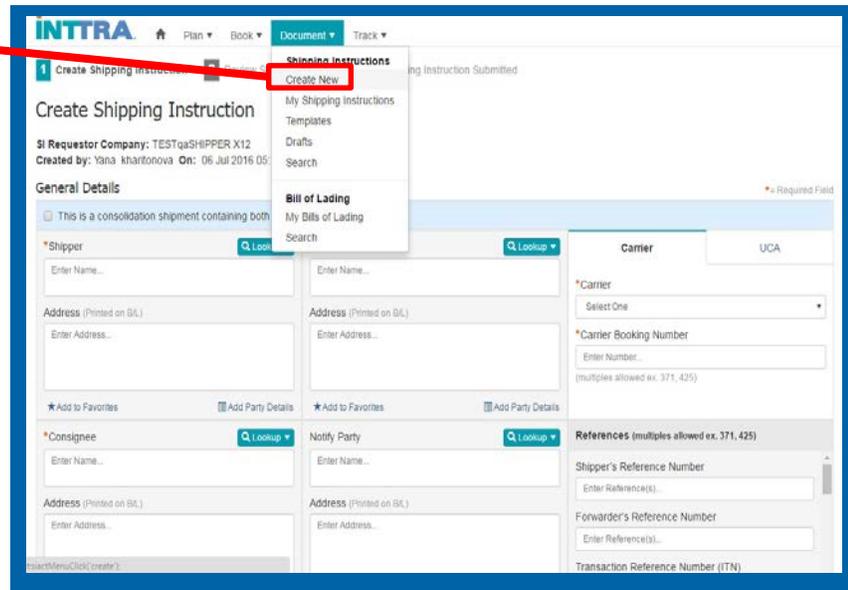
Go to the Document Tab on the top menu of the page.
There you will find all your Shipping Instructions needs.

1. Choose **Create New** from under Shipping Instructions.

2. Select the shipper, and continue to fill in the instructions.

3. The following information **is required**: Shipper, Carrier (& Carrier Booking Number), Consignee, Vessel, Port of Load, Port of Discharge, Container Number and Type, Package Count and Type, Cargo Gross Weight and Description.

4. To send any 3rd party Shipping Instructions, enter email in the **Partner Notification** field at bottom of page.



The screenshot shows the 'Create Shipping Instruction' form in the INTTRA system. A red box highlights the 'Create New' option in the 'Shipping Instructions' dropdown menu. The form includes the following sections and fields:

- Header:** INTRTA logo, Plan, Book, Document, Track.
- Shipping Instructions:** Create New (highlighted), My Shipping Instructions, Templates, Drafts, Search.
- General Details:**
 - SI Requestor Company: TESTQASHIPPER X12
 - Created by: Yana kharitonova On: 06 Jul 2016 05
 - Checkbox: This is a consolidation shipment containing both
- Shipper:** Enter Name, Address (Printed on BL), Enter Address, Add to Favorites, Add Party Details.
- Consignee:** Enter Name, Address (Printed on BL), Enter Address, Add to Favorites, Add Party Details.
- Notify Party:** Enter Name, Address (Printed on BL), Enter Address.
- Carrier:** UCA, Select One, Enter Number (multiples allowed ex. 371, 425).
- References (multiples allowed ex. 371, 425):** Shipper's Reference Number, Forwarder's Reference Number, Transaction Reference Number (ITN).



Save and Edit Drafts

To save drafts click **Save Draft** at the bottom of the Create New SI page.

1. Drafts can be stored by name and later searched for under the **Document** tab.

2. To filter drafts, click on the desired filter information from the drop-down menus.

3. Drafts can also be sorted by clicking on field headers.

4. Click on the name of the draft to enter missing / new information and submit.

The screenshot shows the INTRRA Shipping Instructions Worksp interface. The 'Document' menu is open, highlighting 'Drafts'. A red line points from the 'Drafts' menu item to the 'My Drafts' section of the page. Below the menu, there is a table of drafts with columns for SI Name, Creation/Modification, Vessel, and Voyage.

SI Name	Creation/Modification	Vessel	Voyage
CU1000_20160520063435	2016-05-20 07:00:30	ZIM	-
CU1000_20160520063507	2016-05-20 06:50:13	ZIM	-
CU1000_20160520051017	2016-05-20 05:25:27	ZIM	-
CU1000_20160503084011	2016-05-03 09:30:27	-	-
CU1000_20160503084010	2016-05-03 08:55:23	ZIM	-
CU1000_20160419060659	2016-04-19 06:22:10	ZIM	-
CU1000_20160418133709	2016-04-18 13:57:10	TESTQACARRIER EDIF	-
testtemplateissue	2015-07-16 06:46:35	TESTQACARRIER X12	MUMBAI (EX BOMBAY), INDIA (INBOM) CANADA, SP

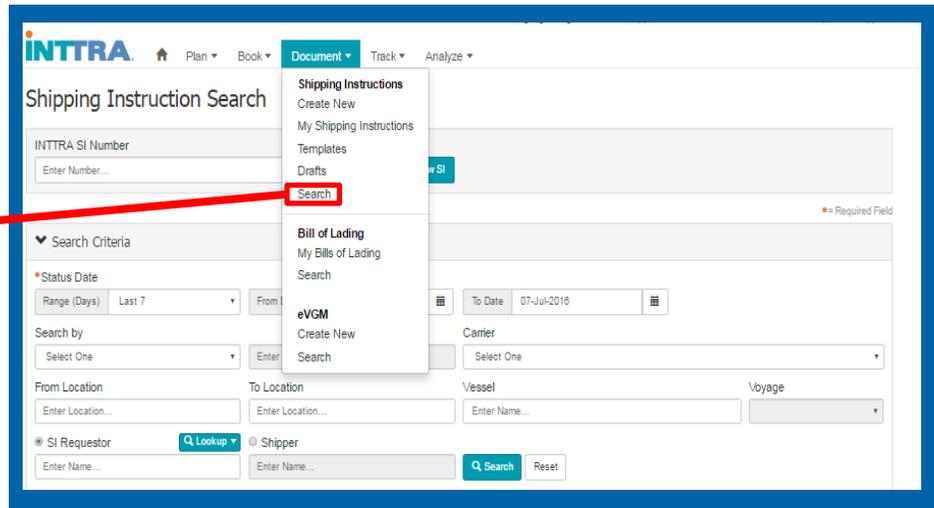


Search for SIs

The Shipping Instruction search screen allows users to search for and manage SIs.

1. Search for Shipping Instructions by clicking on **Search** under **Document** tab.

2. Search INTTRA SI Number, provided upon creating the SI.



3. Or, Using the **Search Criteria** menu that requires the Status Date and any other option field listed below: Location, Carrier, Vessel, Shipper, SI Requestor, SI Name.



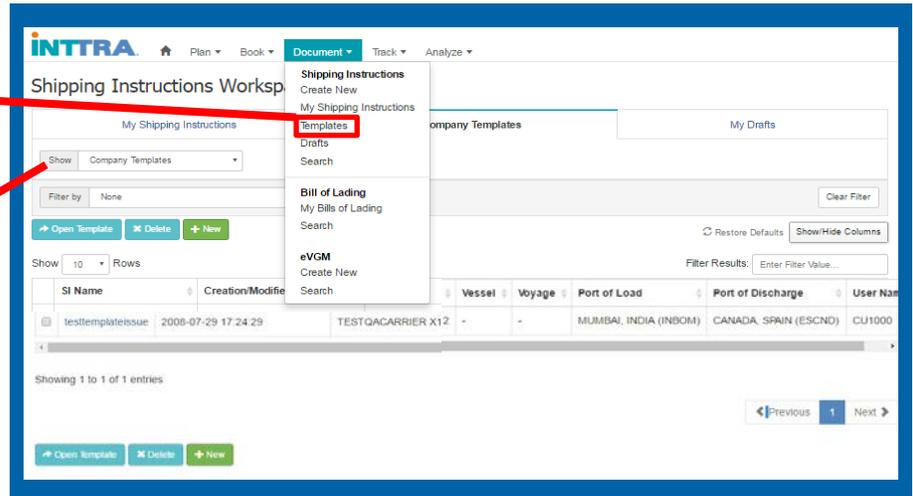
How to Use Templates

Templates can be reused after creating an SI.

1. Saved templates can be accessed through the **Document** tab.

2. Show **Company Templates** or **My Templates**.

3. When the desired template is found, click on the **SI Name**.



4. The template will appear and information can be edited within the template.

5. Submit the SI when the information is updated.

