



# SHIPPING SOLUTIONS<sup>®</sup>

export documentation software

## USER GUIDE



export documentation software





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# About Shipping Solutions®

Congratulations on your decision to use Shipping Solutions, America's #1 selling export documentation and compliance software. Shipping Solutions is used by thousands of exporters who save time and money every time they prepare a new export shipment.

We are proud to offer three versions of Shipping Solutions: Classic, Professional and Enterprise. Shipping Solutions Classic is a great tool for small companies to begin preparing their export documents faster, easier and cheaper than they ever thought possible.

In addition to providing all the same features as the Classic version, Shipping Solutions Professional gives you more—more forms, more ways to share data and forms, and more ways to ensure that your exports comply with export regulations.

Shipping Solutions Enterprise includes all the features and functionality of the Professional version along with the ability to install the client software on an unlimited number of user's computers.

This User Guide explains the installation and use of the Shipping Solutions Classic, Shipping Solutions Professional, and Shipping Solutions Enterprise software.

The features described in this User Guide that are only found in the Shipping Solutions Professional and Shipping Solutions Enterprise versions are clearly marked as Shipping Solutions Professional version only. All screen shots are taken from Shipping Solutions Professional.



**Shipping Solutions Professional**

# Software Overview

Whether you are an experienced exporter, an experienced computer user, or inexperienced at both, Shipping Solutions is the easy way to enter your export orders and complete your standard export documents.

By utilizing the program's extensive databases and the EZ Start screens, you can reduce the time it takes to enter your export information by up to or more than 80 percent. And because the software allows you to print standard export forms on plain paper from your inkjet or laser printer, it eliminates the need to purchase and stock expensive pre-printed forms.

With Shipping Solutions, you simply enter your export information on the EZ Start screens, select the documents you need to print, and in a matter of just a few minutes your paperwork is done and your products are ready to ship.

To make the program even easier to use, Shipping Solutions allows you to key in or import your product information, customer information, and all the intermediate consignees, forwarding agents and other miscellaneous contacts you ever use into separate databases. For even more efficient use, you can import orders into Shipping Solutions Professional from almost any accounting, order entry, or ERP system.

Current subscribers to the Shipping Solutions Professional Annual Maintenance Program (AMP) can also check to see what documents they need to produce for exporting to specific countries, check the parties in their transaction against the various government and United Nations restricted party lists, and check their products against U.S. Export Regulations to determine if they need to apply for an export license.

**Please Note: After completing your export documents, you must carefully review the printed form(s) before use. Because Shipping Solutions does not restrict or limit the way you enter information into each field, InterMart, Inc. cannot and does not in any way guarantee the accuracy of the completed forms. InterMart strongly recommends that everyone involved in export documentation get thorough and complete training from government or private training companies.**

# Installation

Shipping Solutions files are shipped in compressed format and automatically decompress during the installation process. To install and run Shipping Solutions on a computer, run the installation program. Do not just copy Shipping Solutions files into a directory on the hard disk.

## System Requirements

### Recommended Minimum Hardware:

- Processor 1 GHz
- RAM 1 GB
- Disk Space 3 GB

### Supported Operating Systems:

- Windows 7 or higher.

### Internet Security Options:

In addition, depending on your internet security settings, you may need to whitelist these URLs if you want to use the corresponding services:

- <http://www.shipsolutions.com> – News flashes and Export Compliance Module
- <https://wizards.amberroad.com> – Export Compliance Module (Professional version only)
- <http://www.ibt-articles.com> – Software registration
- <https://ace.cbp.dhs.gov> – ACE/AESDirect
- <http://www.fedex.com> – FedEx (Professional version only)
- <http://www.apps.ups.com> – UPS (Professional version only)



**Shipping Solutions Installation Menu**

## Single-User Installation

The single-user version of Shipping Solutions includes a license to install the software on one computer. Microsoft SQL Express is installed along with the Shipping Solutions program. When doing the installation, it is best to be logged into the computer as the user who will be using the Shipping Solutions software. Otherwise, the user may have trouble accessing the SQL Server database.

If you have the trial version of Shipping Solutions already installed on the computer, you will need to uninstall the trial before continuing with the full single-user installation.

Shipping Solutions is delivered on an installation CD-ROM. Inserting the CD-ROM into your computer should bring up the installation menu, which includes links to the User Guide and Video Tutorials. If the menu does not pop up, browse the CD and double-click on the file, **Shipping\_Solutions\_PRO\_9.exe** or **Shipping\_Solutions\_Classic\_8.exe**.

Click **Install** on the Installation menu. Agree to the license terms and click **Install** again. Once the installation is complete, you will see a Shipping Solutions icon on your desktop.

## Multi-User Installation

Shipping Solutions licenses are seat licenses. You need to purchase a license for each workstation that you are installing Shipping Solutions on.

The exception is the Enterprise version of Shipping Solutions that allows for unlimited installation of the client software with a database hosted on a Microsoft Azure cloud server managed by Shipping Solutions. Enterprise customers will receive a personalized link to download the Shipping Solutions software.

Most companies, however, purchase the number of Shipping Solutions licenses that they need. Additional licenses can be purchased at any time by calling us at **888-890-7447**.

The multi-user version of Shipping Solutions is delivered on two CD-ROMS: the Client CD and the Server CD. Use the Client CD to install Shipping Solutions on each of your user's workstations. The Server CD includes Microsoft SQL Express and the Shipping Solutions database file, which will store all your company's export shipment data created in the software. The database must be run somewhere where all users can access it. There are three options:

- Shipping Solutions can host the SQL database for you on a Microsoft Azure SQL Server in a cloud environment. There is an additional fee for this hosting service except for Enterprise customers. Contact us at **888-890-7447** to setup the cloud hosting of your database.
- If your company has an existing Microsoft SQL Server running version 2008 R2 or higher, you can run the Shipping Solutions database on that server.
- You can install the Server CD that includes Microsoft SQL Server Express 2012 on a shared computer that all users can access.

## Running the Database on Your Company's Existing SQL Server

Browse the Server CD and open the **Database** folder. For SQL Server 2012 or higher, copy the **ssdata\_sql\_01.mdf** and **ssdata\_sql\_10\_log.ldf** files to the desired location on your server. Attach the database to your SQL Server and configure logins and users for the newly attached database. If your company has Microsoft SQL Server Version 2008 R2, unzip the file in the **DB\_Created\_with\_2008R2** folder and attach the mdf and ldf files to your SQL Server.

MS SQL Server offers two ways of implementing security. The first method uses Windows Integrated Security, which allows users in an already existing domain-controlled network to use the SQL Server without a separate login. The users' accounts or user groups can be simply assigned rights to the databases.

The second method uses SQL Server's built in security that will require a separate login from the network or other workstation login.

### Creating SQL Server Logins

While we at Shipping Solutions do not provide support for implementing security on your company's existing SQL Server, the following instructions for creating SQL Server logins are provided as a courtesy for our users:

1. Open SQL Server Management Studio. Expand the **Security** tree.
2. Right click on **Logins** and choose **New Login**.
3. In the **Login name** box enter the user name you want to create.
4. Click the **SQL Server** authentication button. Enter the password, and confirm the password.
5. Decide if you want to enforce the password policy by unchecking the boxes or leaving them checked.
6. In the **Default database** dropdown choose **ssdata\_sql\_01**. Click **OK**.
7. Expand the **Databases** tree. Expand the **ssdata\_sql\_01** tree. Expand the **Security** tree.
8. Right click on **Users** and choose **New User**.
9. Enter a user name. You may want to use the same user name you created in step 3.
10. Next to the **Login Name** box click the browse button and choose the user name created in step 3.
11. In both the **Owned Schemas** and **Role Members** boxes, click the check box next to **db\_accessadmin**, **db\_datareader**, **db\_datawriter**, and **db\_owner**. Click **OK**.





Shipping Solutions Server Installation Menu

## Running the Database Using SQL Express on a Shared Network Computer

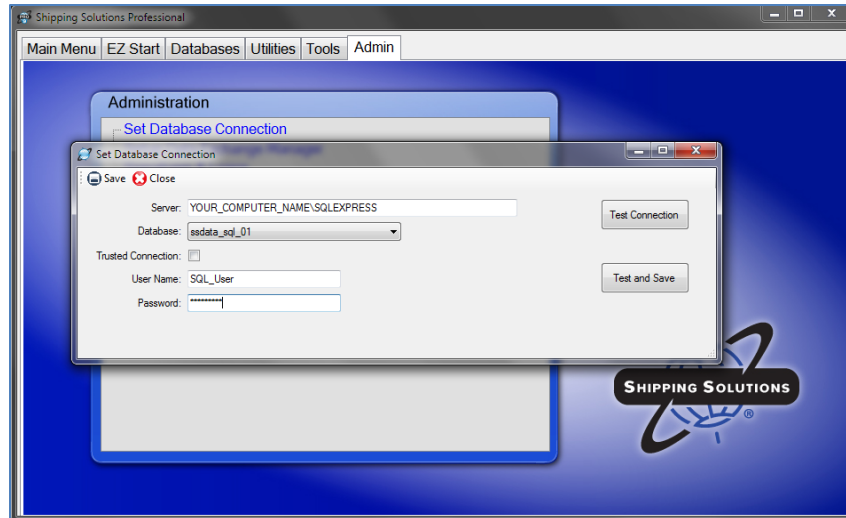
Inserting the Server CD into your computer should bring up the installation menu, which includes a link to the Shipping Solutions User Guide. If the menu does not pop up, browse the CD and double-click on the file, **Shipping\_Solutions\_Pro\_9.exe**. The menu includes two Install buttons. The first button installs Microsoft SQL Express 2012, and the second button copies the Shipping Solutions database to your computer and attaches it to SQL Express.

Click the first **Install** button. Agree to the license terms and click **Install** again. When the installation routine completes, click **Close**, return to the Installation menu, and click the second **Install** button. Agree to the license terms and click **Install** again. When the installation routine completes, click **Close**.

SQL Server Management Studio is installed with SQL Express. It can be opened by the user that installed the SQL Express, but if needed, the sa password is set to ShippingSolutions01.

## Install Shipping Solutions Client Software and Connect to the SQL Server

Inserting the Client CD into your computer should bring up the installation menu, which includes a link to the Shipping Solutions User Guide and Video Tutorials. If the menu does not pop up, browse the CD and double-click on the file, **Shipping\_Solutions\_Pro\_9.exe**. Click **Install**. Agree to the license terms and click **Install** again. When the installation is complete, click **Close**.



### Setting the Database Connection on the Shipping Solutions Multi-User Version

Open Shipping Solutions by double-clicking on the icon on your desktop and click on the **Admin** tab. The registration screen will pop up. You can register the software using the code in the CD-ROM case, or you can click **Register Later**. You have 30 days to register. Click the **Admin** tab again. A message will pop up telling you that you do not have a valid database connection. Click **OK** or **Admin** until the server connection box pops up. Set the server connection string on each client:

1. In the server box, type the name of the SQL Server. If you installed the Shipping Solutions Server CD, the name of the SQL Server will be the name of the computer where the Server CD was installed and then **\SQLEXPRESS**.
2. If you are using SQL Server's built in security (if you are using a Trusted Connection, skip this step):
  - a. Uncheck the **Trusted Connection** box.
  - b. Type in the user name and password you created above.
3. Click **Test Connection**.
4. In the database box, choose **ssdata\_sql\_01**.
5. Click **Test and Save**.

The software will close. When you reopen the software, it should ask you to login. The default User Name is "Admin", and the default Password is "password".

## Configuring the Windows Firewall to Allow Connections to the SQL Database

If you are having trouble connecting to the Shipping Solutions database, it could be that your user does not have rights to the database, or it could be that the user cannot connect to the server.

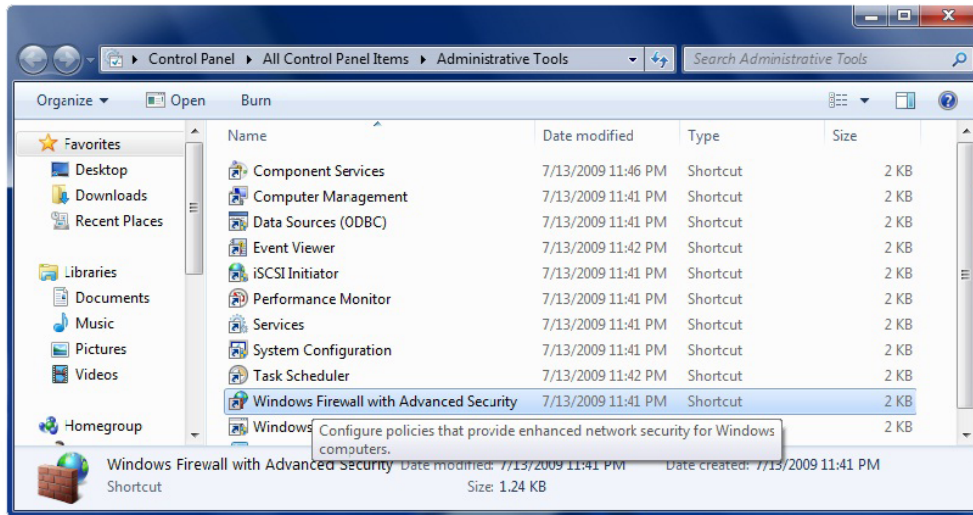
If the error message says that the user does not have access to the database, grant the user the following rights in SQL Server Management Studio: db\_accessadmin, db\_datareader, db\_datawriter and db\_owner.

If the error message says that the server cannot be found, it may help to configure the Windows Firewall to allow for connections using Ports 1433 and 1434. The following steps outline how to open those ports on computers running Windows 7 and higher.

## Opening Ports

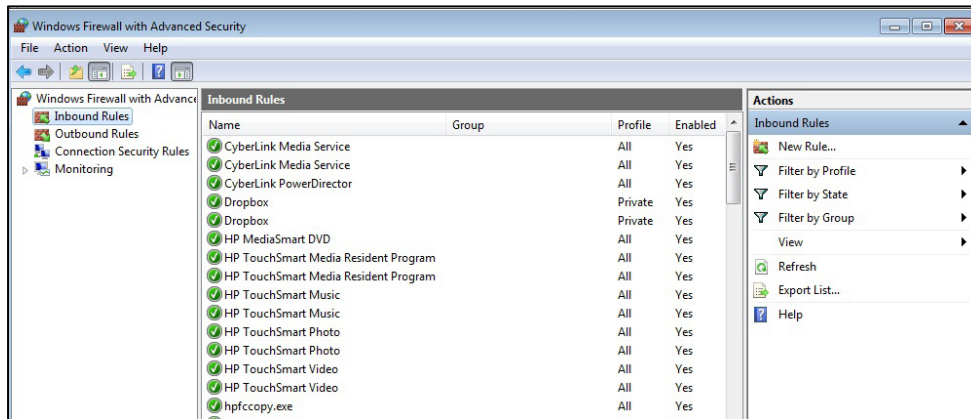
Rules that govern access to the computer's resources need to be created. There are rules that control both incoming and outgoing data, so you must create rules for both directions on the ports and programs where access is needed. You will need to create both inbound and outbound rules for:

- The SQL Server;
- The SQL Browser;
- Port 1433; and
- Port 1434



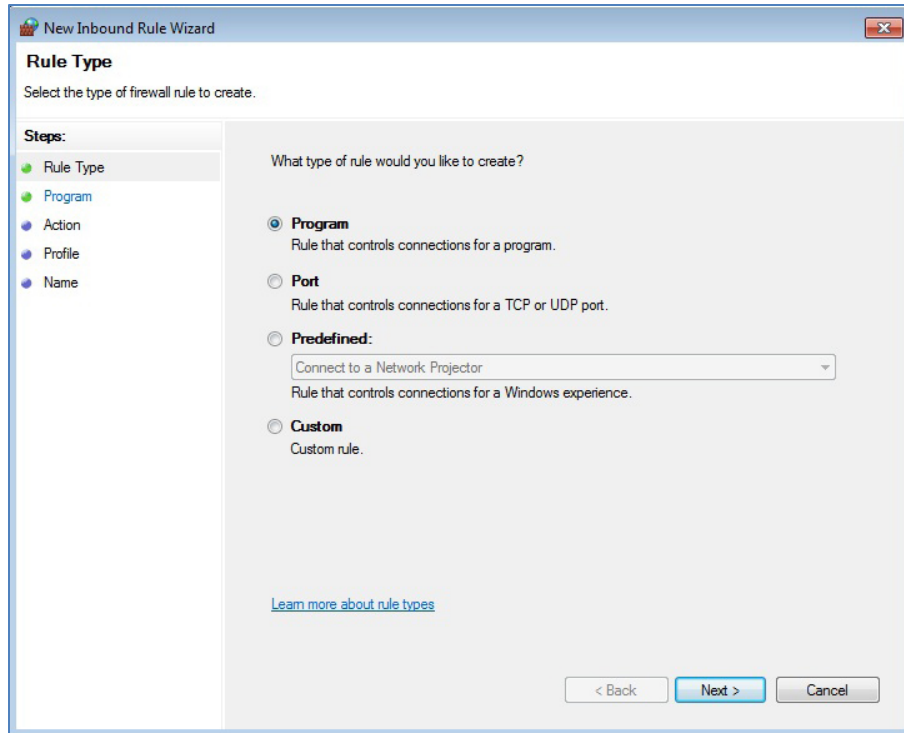
**Windows 7 Administrative Tools**

Begin by setting the inbound and outbound rules for the SQL Server. Navigate to the Start->Control Panel ->Administrative Tools. Double click on **Windows Firewall with Advanced Security**. The window is shown below.



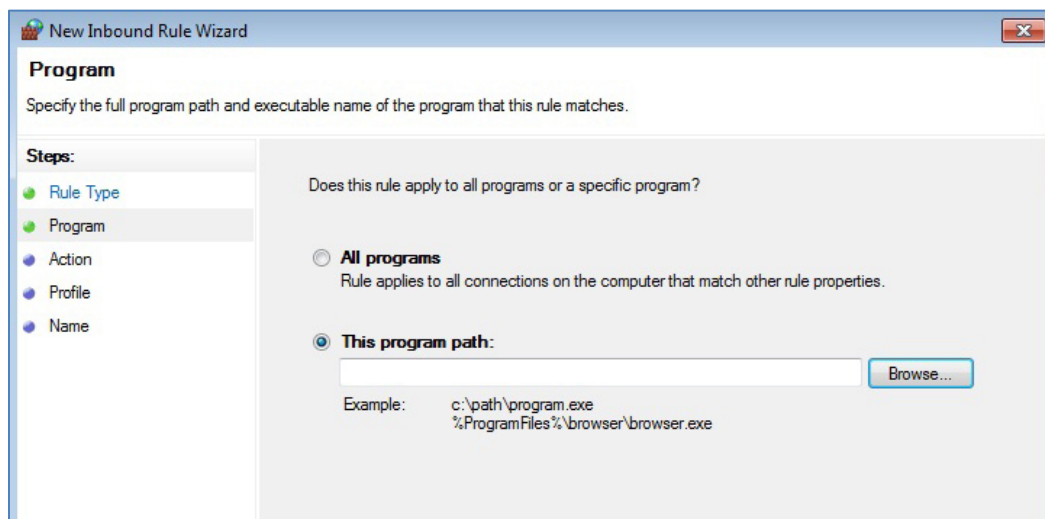
**Windows Firewall with Advanced Security Window**

Begin by selecting **Inbound Rules** from the left column and clicking on **New Rule** from the right column. This will open a New Inbound Rule Wizard window.



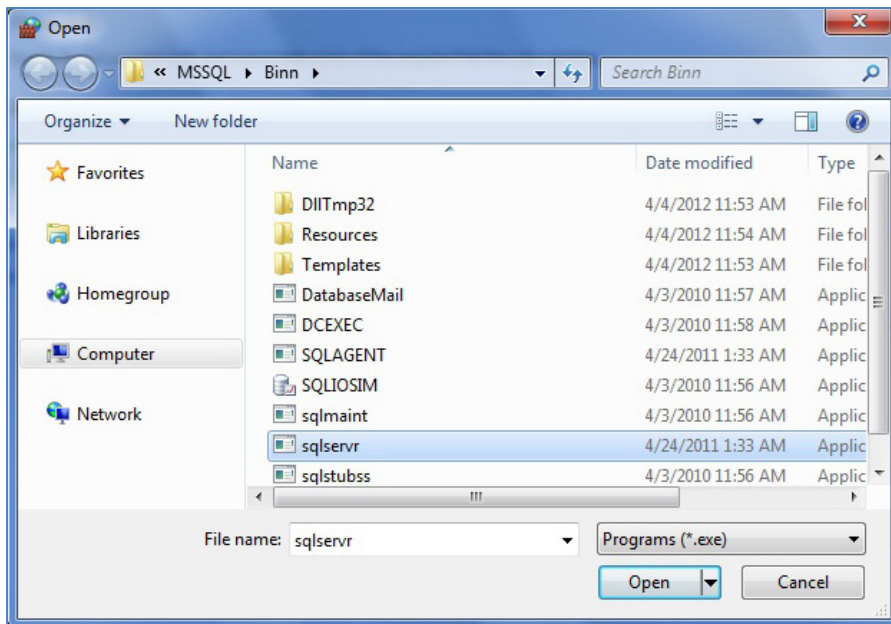
**New Inbound Rule Wizard Window 1**

Select **Program** and then click **Next**. This will open the next window in the Wizard.



**New Inbound Rule Wizard Window 2**

Select **This program path** and click the **Browse** button. This will open the navigation window pictured below.

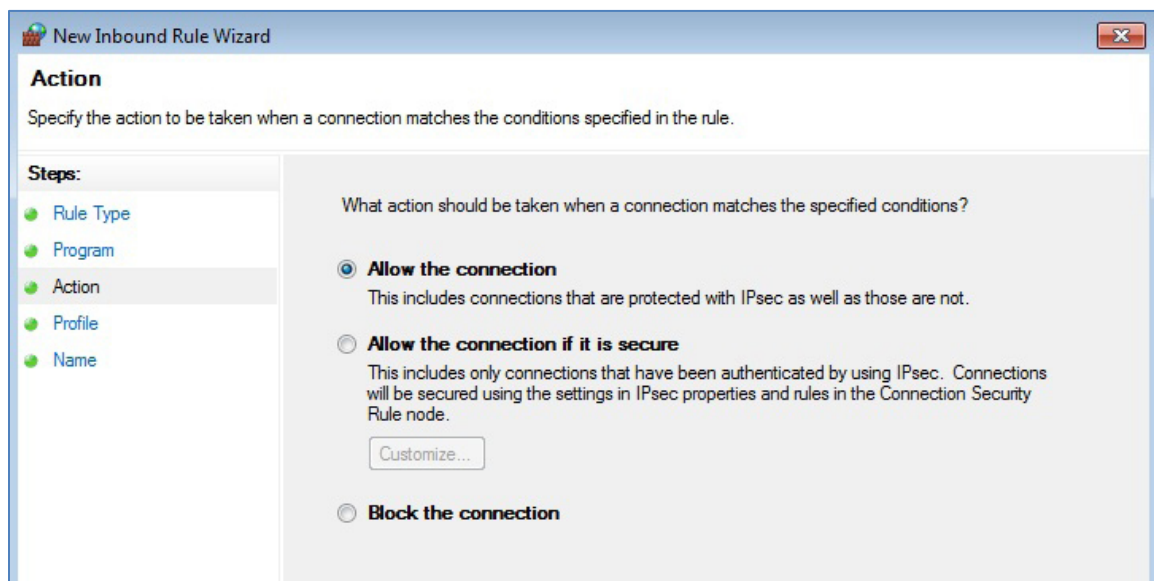


**New Inbound Rule Wizard Window 3**

In the **Open** window, navigate to the following:

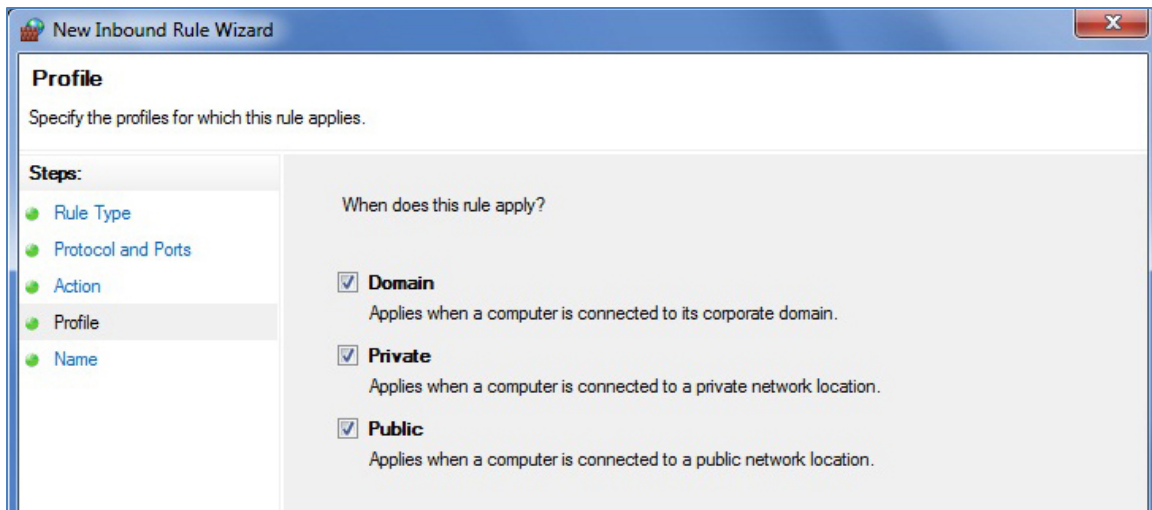
C:\Program Files\Microsoft Sql Server\MSSQL10\_50.SQLEXPRESS\MSSQL\Binn\ (If you have a Windows 7 64-bit computer your path may begin with C:\ProgramFiles (x86)\ instead of C:\Program Files\.)

Click on **sqlservr** (or **sqlsevr.exe**) and click **Open**. The navigation window will close, and you will return to the **New Inbound Rule Wizard Window 2** pictured above. Click on **Next**.



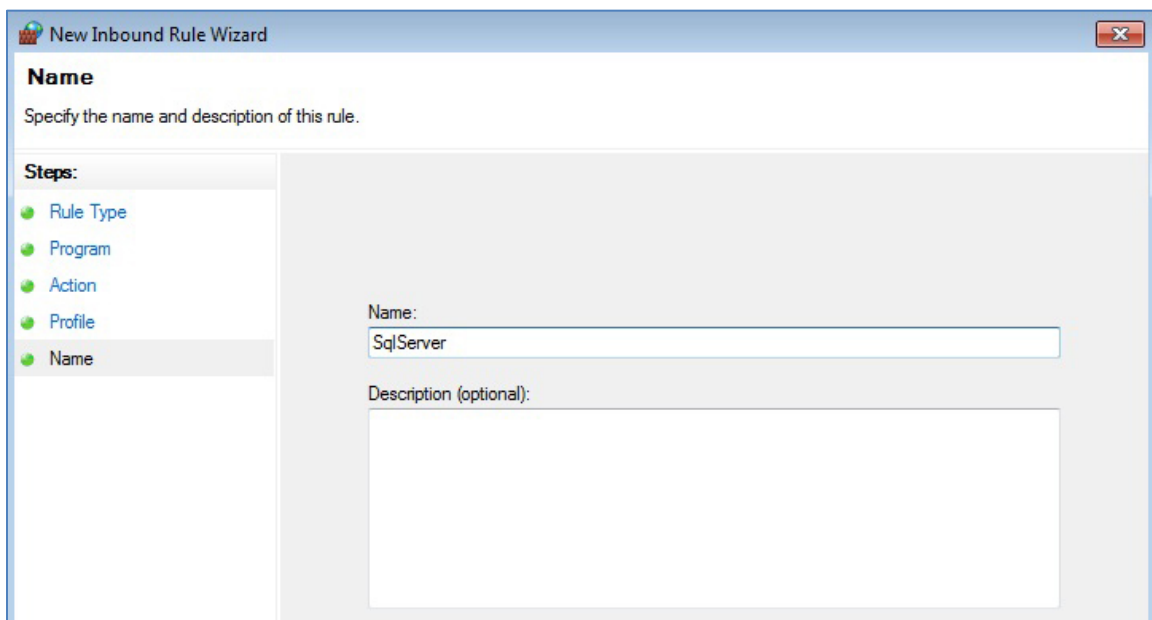
**New Inbound Rule Wizard Window 4**

Make sure **Allow the connection** is selected and click **Next**.



**New Inbound Rule Wizard Window 5**

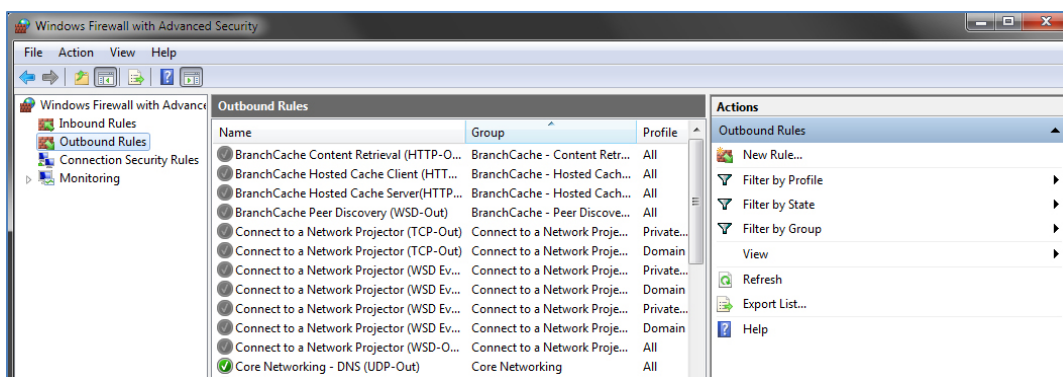
Leave all the boxes checked and click **Next**.



**New Inbound Rule Wizard Window 6**

Enter **SqlServer** as the name. You may also enter an optional description. Click **Finish**, which will return you to the **Windows Firewall with Advanced Security** window where your entry will appear at the top of the main window.

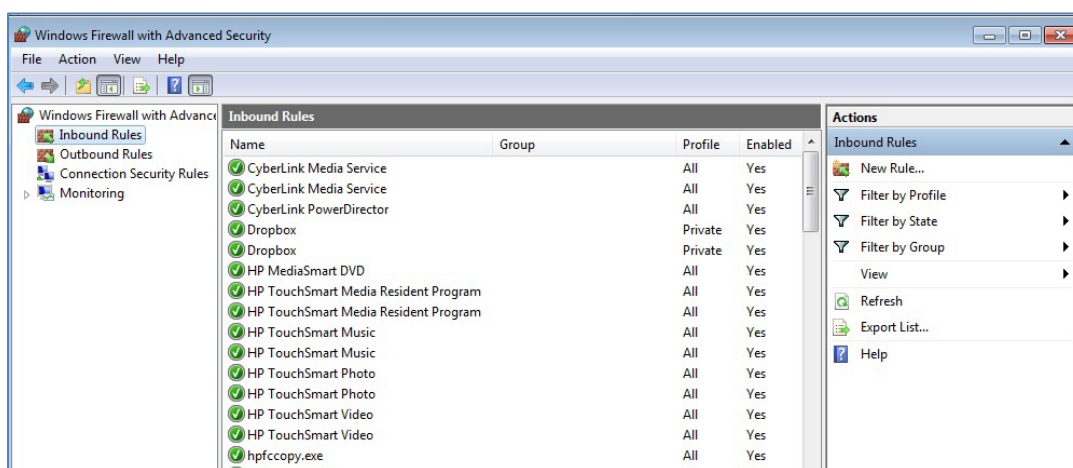




### New Outbound Rules Wizard

Now that you've created the inbound rule for the SQL Server, you need to create the outbound rule. From the **Windows Firewall with Advanced Security** window, click **Outbound Rules** from the left and **New Rule** from the right and repeat the steps you followed when creating the inbound rules:

1. On the **Rule Type** screen, select **Program** then click **Next**.
2. On the **Program** screen, select **This program path** and click the **Browse** button, which will open a search window.
3. From the search window, navigate to the following: C:\Program Files\Microsoft Sql Server\MSSQL10\_50.SQLEXPRESS\MSSQL\Binn\. (If you have a Windows 7 64-bit computer your path may begin with C:\ProgramFiles (x86)\ instead of C:\Program Files\.)
4. Click on **sqlsrver** (or **sqlsevr.exe**) and click **Open**. The navigation window will close. Click on **Next**.
5. On the **Action** screen, make sure **Allow the connection** is selected and click **Next**.
6. On the **Profile** screen, leave all the boxes checked and click **Next**.
7. On the **Name** screen, enter **SqlServer** as the name. You may also enter an optional description. Click **Finish**. This will return to the **Windows Firewall with Advanced Security** window where your entry will appear at the top of the main screen.



### Creating Inbound and Outbound Rules for the SQL Browser

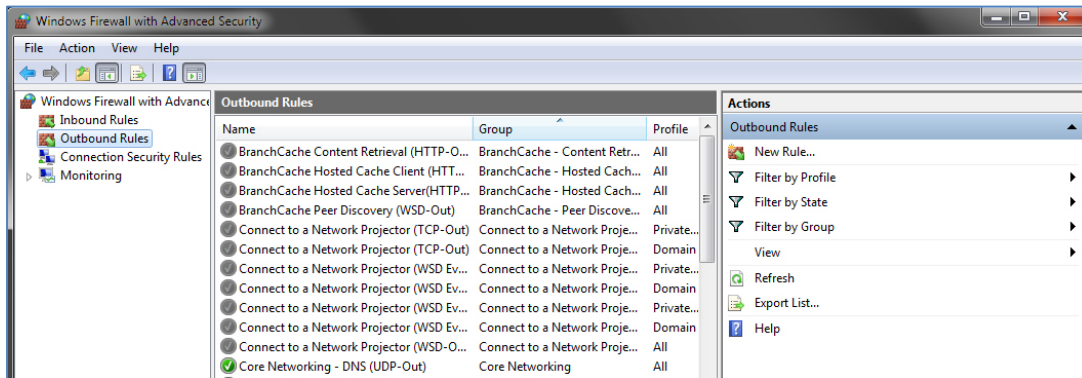
Next, create inbound and outbound rules for the SQL Browser.



Click **Inbound Rules** from the left and **New Rule** from the right and repeat the process:

1. On the **Rule Type** screen, select **Program** then click **Next**.
2. On the **Program** screen, select **This program path** and click the **Browse** button, which will open a search window.
3. From the search window, navigate to the following: C:\Program Files\Microsoft Sql Server\90\Shared\ (If you have a Windows 7 64-bit computer your path may begin with C:\ProgramFiles (x86)\ instead of C:\Program Files\.)
4. Click on **sqlbrowser** (or **sqlbrowser.exe**) and click **Open**. The navigation window will close. Click on **Next**.
5. On the **Action** screen, make sure **Allow the connection** is selected and click **Next**.
6. On the **Profile** screen, leave all the boxes checked and click **Next**.
7. On the **Name** screen, enter **SqlBrowser** as the name. You may also enter an optional description. Click **Finish**. Return to the Windows Firewall with Advanced Security screen where your entry will appear at the top of the main screen.

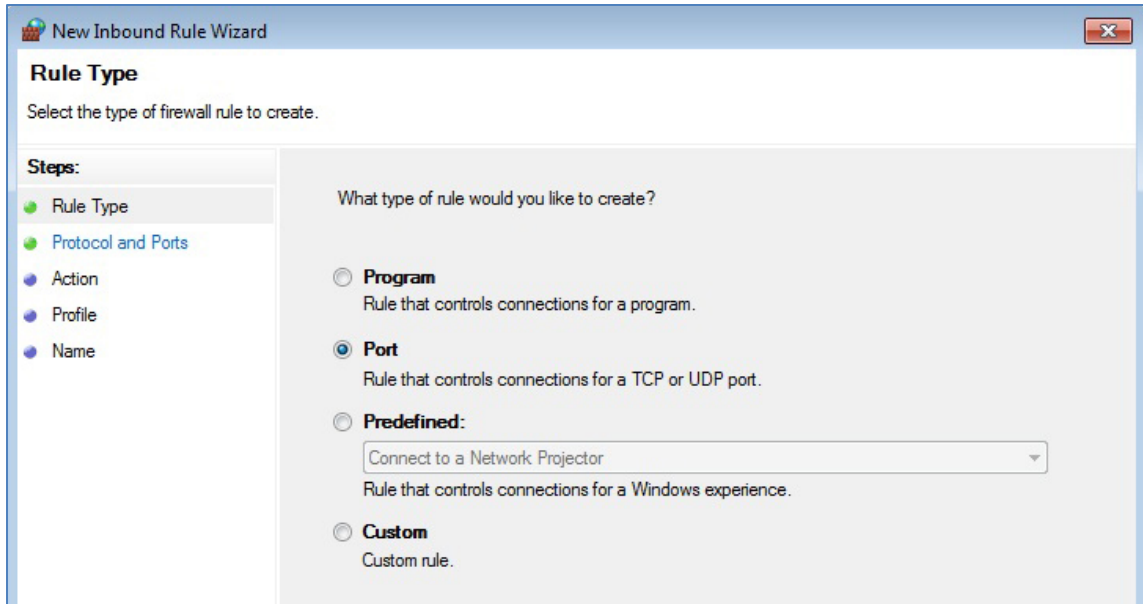
Now click **Outbound Rules** from the left and **New Rule** from the right and repeat steps 1-7 listed above.



### Creating Inbound and Outbound Rules for Port 1433

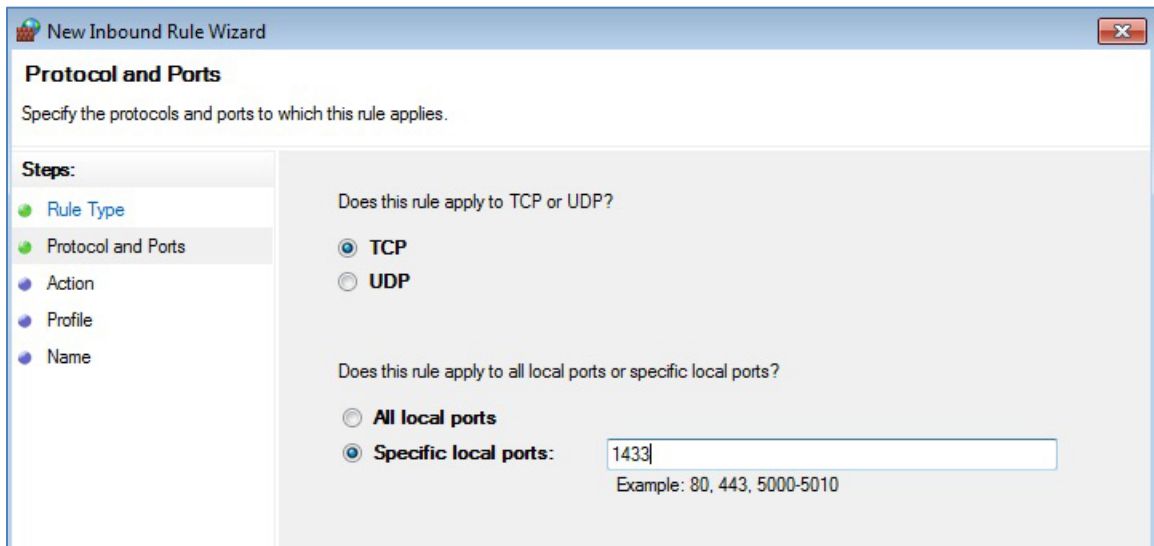
Next, create inbound and outbound rules for the ports of these programs.

Select **Inbound Rules** from the left column, then **New Rule** from the right column. The **Rule Type** window will open.



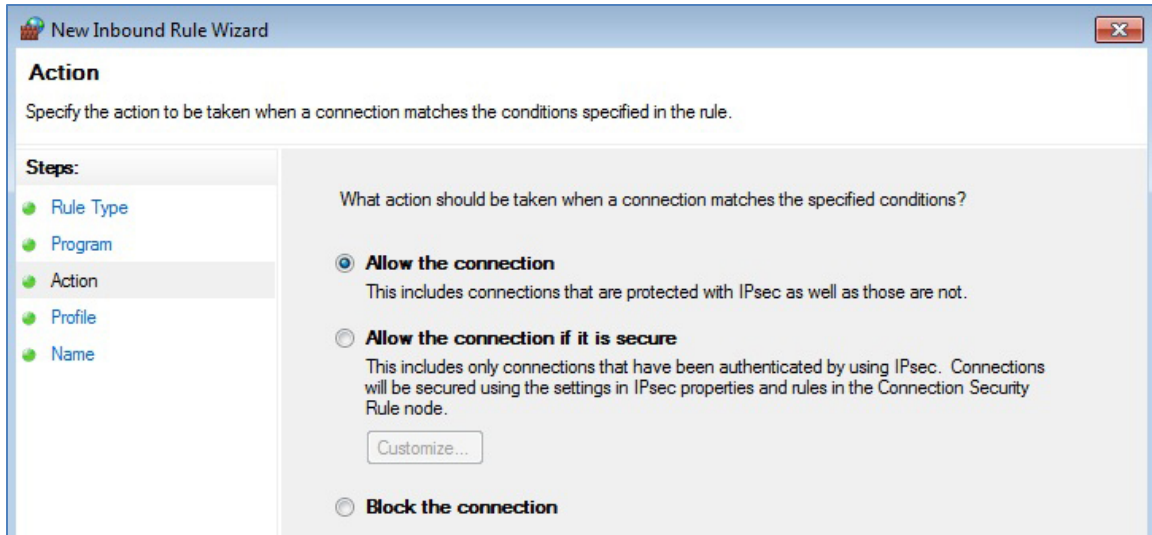
**New Inbound Port Wizard Window 1**

Select **Port** and then click **Next**. This will open the next **Protocol and Ports** window in the Wizard.



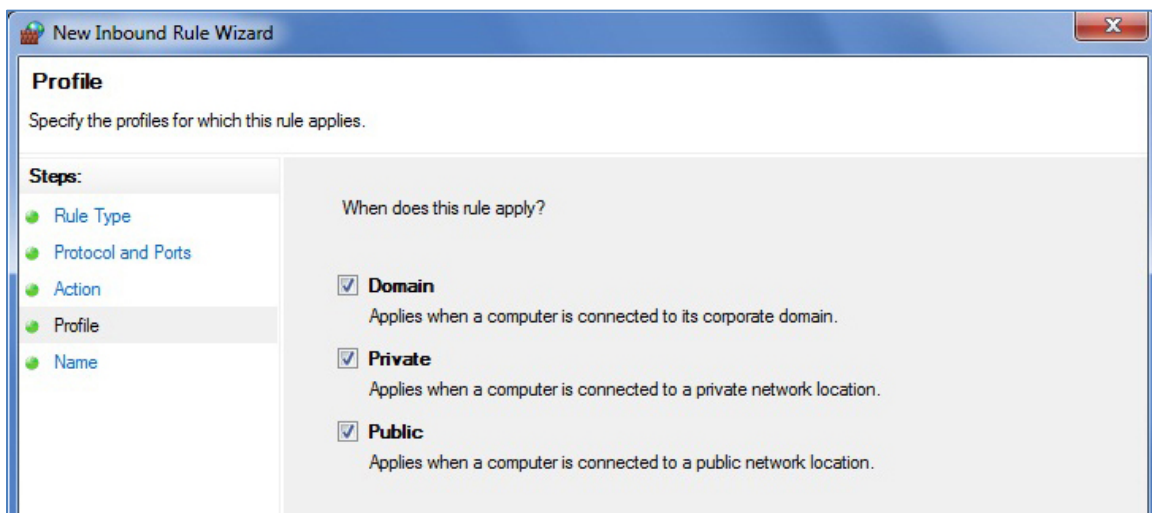
**New Inbound Port Wizard Window 2**

Choose **TCP**. Enter **1433** in the **Specific local ports** field and then click **Next**. This will open the **Action** window.



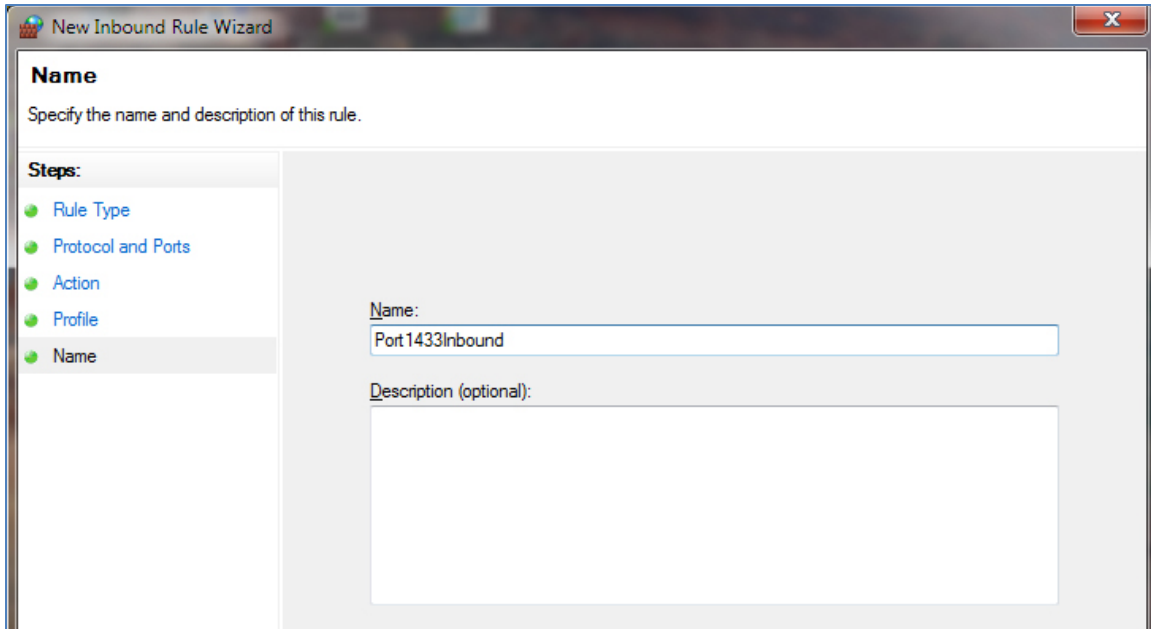
**New Inbound Port Wizard Window 3**

Make sure the **Allow the connection** option is chosen and then click **Next**.



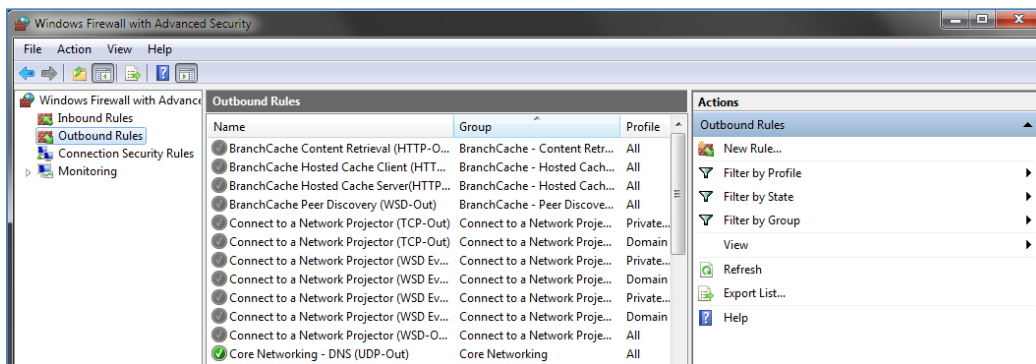
**New Inbound Port Wizard Window 4**

Leave all the boxes checked and click **Next**.



**New Inbound Port Wizard Window 5**

Enter the name as **Port1433Inbound**, an optional description, and click **Finish**. Return to the **Windows Firewall with Advanced Security** window where your entry will appear at the top of the main screen.



**New Outbound Port Wizard**

Now that you've created the inbound rule for Port 1433, you need to create the outbound rule. From the **Windows Firewall with Advanced Security** window, click **Outbound Rules** from the left and **New Rule** from the right and repeat the steps you followed when creating the inbound rules:

1. On the **Rule Type** screen, select **Port** then click **Next**.
2. On the **Protocol and Ports** screen, choose **TCP**. Enter **1433** in the **Specific local ports** box, then click **Next**.
3. On the **Action** screen, make sure **Allow the connection** is selected and click **Next**.
4. On the **Profile** screen, leave all the boxes checked and click **Next**.
5. On the **Name** screen, enter the name as **Port1433Outbound**, an optional description, and click **Finish**. This will return to the **Windows Firewall with Advanced Security** window where your entry will appear at the top of the main screen.

The last set of inbound and outbound rules you'll need to create are for Port 1434.

Click **Inbound Rules** from the left and **New Rule** from the right and repeat the process:

1. On the **Rule Type** screen, select **Port** then click **Next**.
2. On the **Protocol and Ports** screen, choose **UDP**. Enter **1434** in the **Specific local ports** box, then click **Next**.
3. On the **Action** screen, make sure **Allow the connection** is selected and click **Next**.
4. On the **Profile** screen, leave all the boxes checked and click **Next**.
5. On the **Name** screen, enter the name as **Port1434Inbound**, an optional description, and click **Finish**. Return to the **Windows Firewall with Advanced Security** window where your entry will appear at the top of the main screen.

Finally, click **Outbound Rules** from the left and **New Rule** from the right and repeat the process:

1. On the **Rule Type** screen, select **Port** then click **Next**.
2. On the **Protocol and Ports** screen, choose **UDP**. Enter **1434** in the **Specific local ports** box, then click **Next**.
3. On the **Action** screen, make sure **Allow the connection** is selected and click **Next**.
4. On the **Profile** screen, leave all the boxes checked and click **Next**.
5. On the **Name** screen, enter the name as **Port1434Outbound**, an optional description, and click **Finish**.

To ensure that all eight inbound and outbound rules were created properly, go to the **Windows Firewall with Advanced Security** window. Click on **Inbound Rules**. You should see the following rules listed:

- A. Sqlserver
- B. Sqlbrowser
- C. Port1433Inbound
- D. Port1434Inbound

Click on **Outbound Rules** and look for the corresponding outbound rules. If any of the rules are missing, go back to the earlier procedures and add them. You may now close **Windows Firewall with Advanced Security**.



Shipping Solutions Professional Main Menu

## Configuring Shipping Solutions

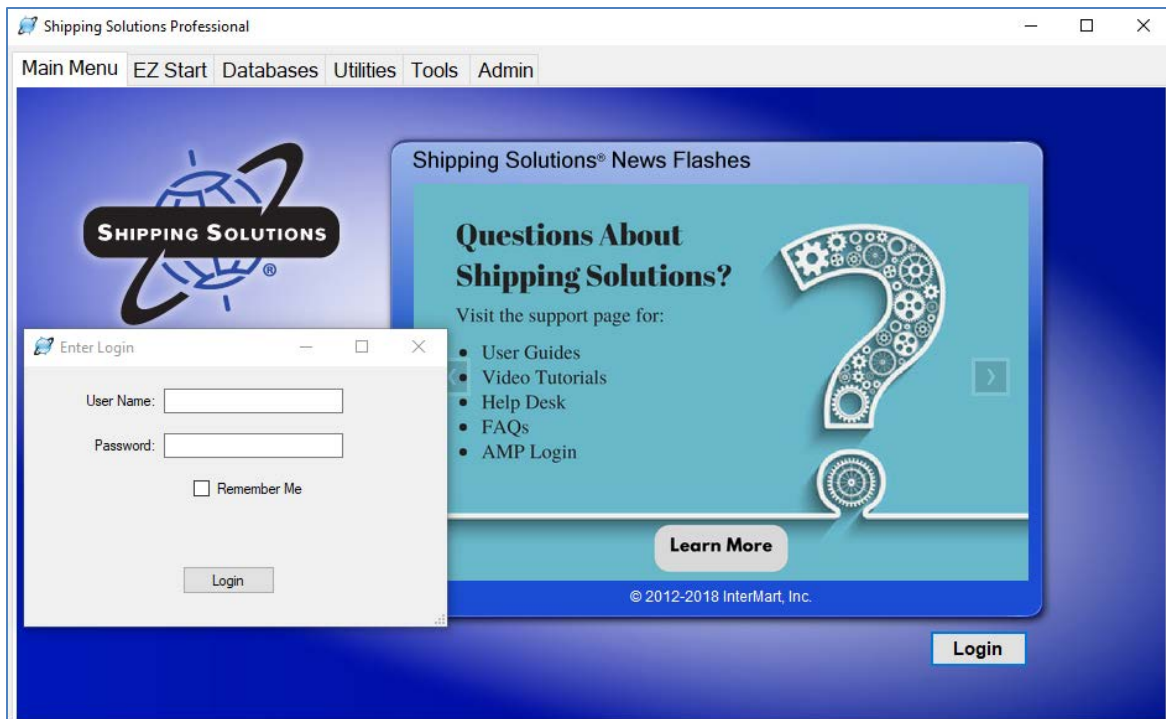
When you start up the Shipping Solutions software, you will see the **Main Menu** tab with the version number of the software, our customer service contact information, and a **News Flashes** box that includes a link to the Shipping Solutions help desk, training videos, and the Annual Maintenance Program (AMP) login page. The tabs across the top of the screen take you to the **EZ Start** tab, where you can create your shipments; the **Databases** tab, where you can store your contact and product information; and the **Utilities**, **Tools** and **Admin** tabs.

The first time you click on one of these tabs, you will be asked to register the Shipping Solutions software. Enter the product serial number located on the CD case as well as your contact information. If you don't have an internet connection, you can click **Register by Phone**. You have 30 days to complete the registration process.

If you installed the multi-user version, you may want to setup user accounts. Shipping Solutions Professional allows you to assign different access rights to different users of the software. So, for example, you can have some users who can enter and change data for each shipment record while other users can only print out the forms. You can proceed to the next section of this User Guide for instructions on logging in and setting up user accounts.

If you have installed the single-user version of Shipping Solutions, the software automatically assigns full administrative rights to the program so the user can access all the functions available in Shipping Solutions. You can skip the next couple sections of the User Guide and go directly to **Adding Signatures and Logos** on page 25.





**Shipping Solutions Professional Multi-User Version Login Screen**

## Shipping Solutions Multi-User Version: Setting Up Logins and User Accounts

When you start up the multi-user version of Shipping Solutions for the first time, a login screen for Shipping Solutions may appear. If not, click on **Login** at the bottom of the main screen. Start by logging in with the default user name of **Admin** and the password of **password**. Click the **Admin** tab and then **User Accounts**. You may want to change the password for the Admin user name.

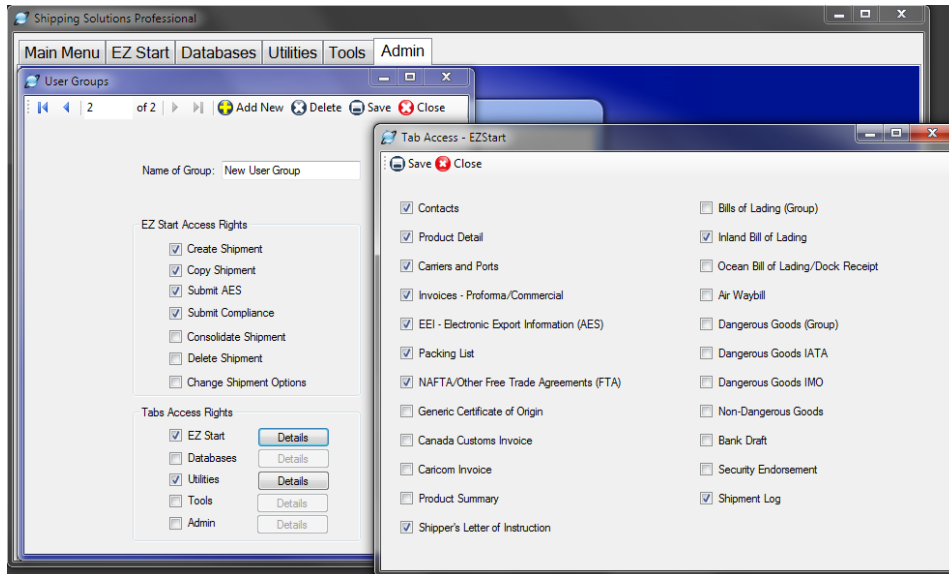
You may now create user accounts for each of your users. By assigning different user accounts you can grant different access rights to each user, and each user can have a different profile where their signature and compliance login can be stored.

On the User Accounts screen, click **Add New**. Enter a user name, first name, last name, and password. Choose the default profile and Admin group. You can come back later to make changes to the Group and Profile, which are discussed in more detail in the next few sections of the User Guide. Click **Save**. Repeat the process for each user.

If, however, you want all users to have the same access rights, use the same signatures and logos, use the same compliance login, and use the same email for AES System responses, then all users can share the Admin user account. If all users are using the Admin login you can skip the section on User Groups because the Admin user is part of the Admin group, and this cannot be changed. Instead you can proceed to the **Add Signatures and Logos** section on page 25.

You can modify these settings and create new user accounts at any time.





**Set Up Access Rights for User Groups on the Admin Tab**

## Setting Up User Groups (Multi-User, Professional Only)

If you want to limit rights for certain users, you can set-up different user groups. Click the **Admin** tab and then **User Groups**. The Admin group is already set-up with full access rights. You cannot change the Admin group. If you want all users to have full access to Shipping Solutions, you do not need to create any additional groups.

If you want different user groups, however, click **Add New**. Enter a group name and check the boxes to allow access to different parts of the software broken out into **EZ Start Access Rights**, which are primarily the various functions available on the EZ Start Toolbar, and **Tabs Access Rights**, which allows access to various screens that are part of each tab.

**EZ Start Access Rights** include:

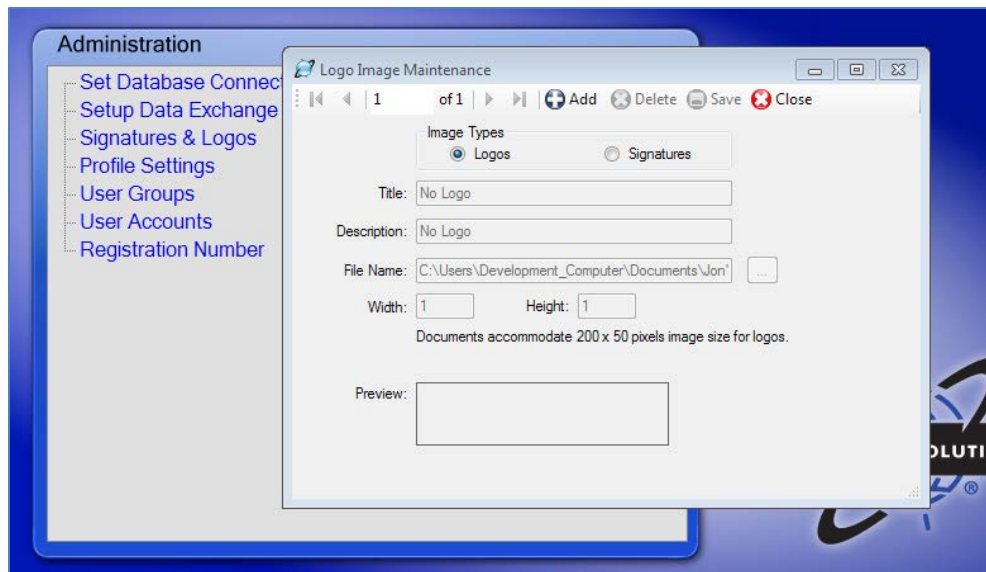
- **Create Shipments**—This allows the user to create a new shipment on the **EZ Start** tab.
- **Copy Shipment**—This allows the user to copy a previous shipment record on the **EZ Start** tab.
- **Submit AES**—This gives the user access to the **AES** button at the top of the **EZ Start** tab. It allows you to file your shipment information with the U.S. Census Bureau via *AESDirect*.
- **Submit Compliance**—This gives the user the ability to run compliance screenings from the **EZ Start** tab if that user has registered for the Export Compliance Module and has received a user name and password and your company has an active Annual Maintenance Program (AMP) subscription. The Export Compliance Module includes Document Determination, Export License Determination, and Restricted Party Screening.
- **Consolidate Shipments**—This gives the user the ability to combine multiple shipment records in Shipping Solutions into a single set of export forms that can be previewed, printed and emailed as well as submitting the data from this consolidated shipment to AES and to run compliance screenings for this shipment.
- **Delete Shipment**—This allows the user to delete a shipment from the **EZ Start** tab.
- **Change Shipment Options**—This allows the user to click on the **Change Shipment Options** button on the **EZ Start** tab and change the **Shipment Number**, **Profile** or **Search Tag**.

**Tabs Access Rights** include a **Details** button next to the name of each Shipping Solutions tab. When you grant access to a specific tab by clicking on the check box for that tab you can further refine access rights by clicking on the **Details** button and granting or denying access to each individual screen within that tab. Those tabs include:

- **EZ Start**—This gives the user access to the various screens located in the **EZ Start** tab, which are used to add, modify or delete data for each individual shipment record.
- **Databases**—This gives the user access to the **Databases** tab where they can add, change or delete contact and product information.
- **Utilities**—This gives the user access to the **Utilities** tab where they can use the **Conversion Calculator**, generate reports, print shipping labels, and generate XML data files for Canadian Customs.
- **Tools**—This gives the user access to the **Tools** tab where they can run the **Data Exchange Manager**, import and export contact and product databases, backup the database, delete blocks of shipments, lock and unlock shipments, and customize the documents.
- **Admin**—This gives the user access to the **Admin** tab where they can set the SQL database connection, setup the **Data Exchange Manager**, add signatures and logos, and create profiles, user groups and user accounts.

Click **Save**. Repeat the process for as many user groups as you need. Then close the **User Groups** screen and click on **User Accounts**. For each user account, choose the proper group from the **Assign to Group** dropdown list.

Anyone who has been granted user rights to the Admin tab will be able to create new user groups or modify existing user group settings at any time.



**Adding Signatures and Logos to Shipping Solutions**

## Adding Signatures and Logos

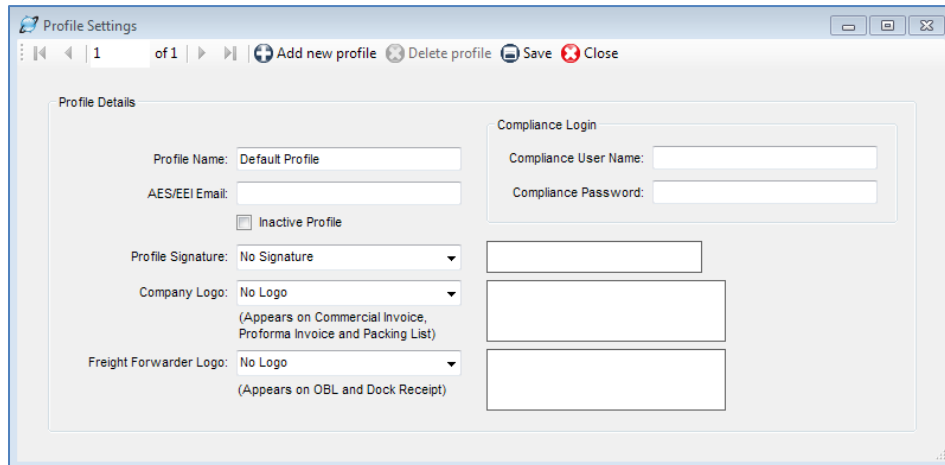
Shipping Solutions gives you the option of adding a company logo and an individual's signature to multiple export documents (see the chart below), but first they must be loaded into the software. To load a signature or logo into Shipping Solutions, click the **Admin** tab and then **Signatures & Logos**. Choose the appropriate image type (Logo or Signature) and click **Add**. Enter a title for the image, an optional description, and then

click on the button next to **File Name** to locate your image. The image can be a .bmp, .jpg, or .png file. The size for the logo file is 200x50 pixels, and the size for the signature file is 180x25 pixels.

| Document   | Signature | Logo                   |
|--|-----------|------------------------|
| Air Waybill (regular & data only)                                | YES       | NO                     |
| Australia FTA Certificate of Origin                              | YES       | NO                     |
| CAFTA-DR FTA Certificate of Origin                               | YES       | NO                     |
| CARICOM Invoice  | YES       | NO                     |
| Certificate of Origin (Generic)                                  | YES       | NO                     |
| Chile FTA Certificate of Origin                                  | YES       | NO                     |
| Columbia FTA Certificate of Origin                               | YES       | NO                     |
| Commercial Invoice (English & Spanish)                           | YES       | Exporter Logo          |
| Dock Receipt (with Product Summary or Product Detail)            | NO        | Freight Forwarder Logo |
| Korea FTA Certificate of Origin                                  | YES       | NO                     |
| Inland Bill of Lading (with Product Summary or Product Detail)   | YES       | NO                     |
| NAFTA Certificate of Origin (all languages)                      | YES       | NO                     |
| Ocean Bill of Lading (with Product Summary or Product Detail)    | NO        | Freight Forwarder Logo |
| Packing List   | YES       | Exporter Logo          |
| Proforma Invoice (English & Spanish)                             | YES       | Exporter Logo          |
| Shipper's Letter of Instruction (in NCBFAA and SED formats)      | YES       | NO                     |
| Shipper's Letter of Instruction (with Product Summary or Detail) | YES       | Exporter Logo          |

### Documents that have Signatures and Logos Available

**Please Note:** The signatures that will appear on your export paperwork are scanned facsimiles of your signature. They do not have the same legal standing as a real signature and should not be used as such. Shipping Solutions provides this option for the convenience of our users. We strongly recommend that you consult an attorney before deciding to use electronic versions of actual signatures.



### Creating User Profiles

## Setting Up Profiles and Assigning Them to Users

Profiles allow you to set logos, signatures and more for each user account. To add a Profile, click the **Admin** tab and then **Profile Settings**. The default profile is already set-up. If you want all users to use the same profile you can simply modify the data fields described below for the default profile. However, if you want to assign different profiles to different user accounts, click the **Add new profile** button, give the profile a name, and modify the following data fields:

- **AES/EEI Email**—This is the email address to which the AES server will send email confirmation of a successful AES filing along with the shipment’s ITN number.
- **Profile Signature**—Choose the signature you want to use with this profile from the drop-down list. The signatures you added earlier using the **Signatures & Logos** screen should appear in the drop-down list. The signature will appear on the documents as shown in the chart on the previous page.
- **Company Logo**—Choose a logo from the drop-down list that you entered earlier using the **Signatures & Logos** screen. This is the logo that will appear on the Commercial and Proforma Invoices, the Packing List and the Shipper’s Letter of Instruction.
- **Freight Forwarder Logo**—Choose a logo from the drop-down list that you entered earlier using the **Signatures & Logos** screen. This is the logo that will appear on the Ocean Bill of Lading and Dock Receipt.
- **Compliance Login**—This is the user name and password that allows you to run the Export Compliance Module available in the Shipping Solutions Professional software. You must have an active Annual Maintenance Program to use the Export Compliance Module. To receive a user name and password, submit a signed subscriber agreement, which can be found on the Annual Maintenance Program website, and email it to info@shipsolutions.com or fax it to (651) 905-1827. You run the Export Compliance Module by clicking on the **Compliance** button on the **EZ Start** tab. You can enter your user name and password directly on that screen, but if you enter it here it will be saved and you won’t need to reenter it again.

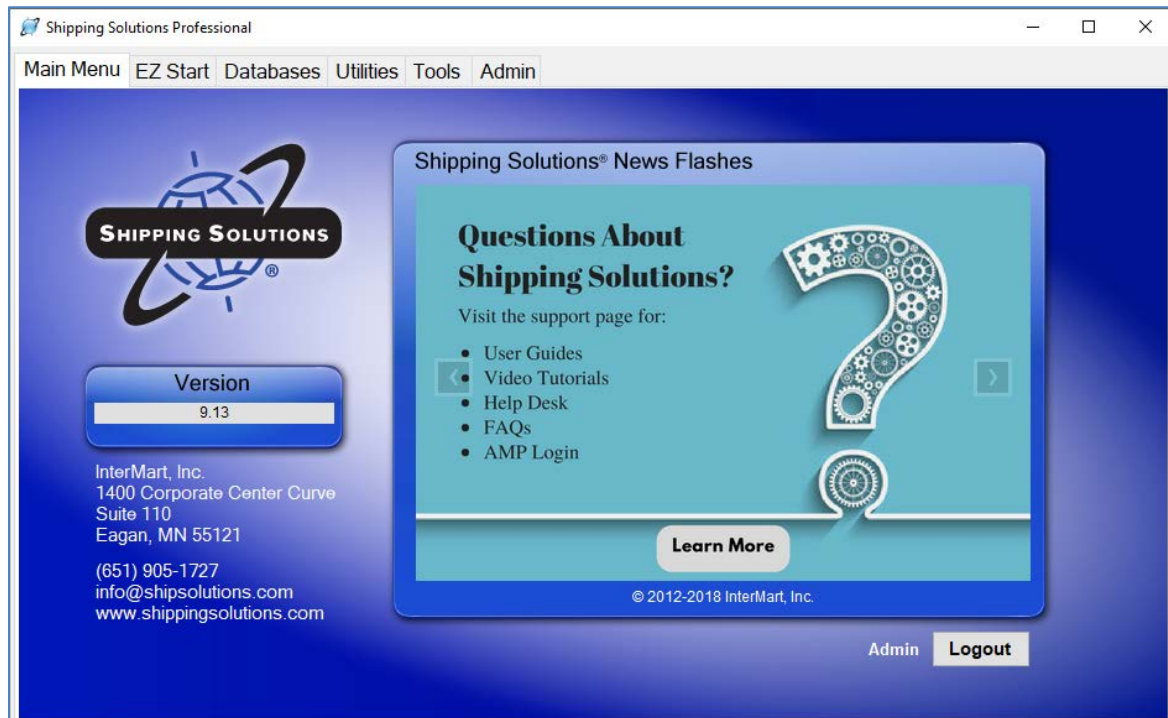
For the profiles to be used, you must go to the **User Accounts** screen and assign each user account the appropriate profile. Each time that user creates a new shipment on the **EZ Start** tab, the profile assigned to that user will be assigned to that shipment.

You can create new profiles any time you have a change; for example, a new company logo. Creating a new profile rather than changing an existing profile will keep older shipments intact with their original profiles. If a profile is no longer needed you can check the **Inactive Profile** box. This is preferable to deleting the profile as it will then remain in effect on any shipments that used the now inactive profile.

Any shipment created by a user account will be given the profile assigned to that user. You can also change the profile assigned to an individual shipment by going to the **EZ Start** screen, finding the shipment, and clicking on **Change Shipment Options**.

# Getting Started with Shipping Solutions

The **Getting Started** section of the Shipping Solutions User Guide is intended to provide you with a brief overview of the most-used features found in the software. By reviewing this section of the User Guide, you will learn the basics of using Shipping Solutions to reduce the time it takes to create and print out your export documents. As you get familiar with the software, you should review the remaining sections of the User Guide to learn more about the additional features and functionality of the program that has made it the #1 selling export software.



**Shipping Solutions Professional Main Menu**

## Main Menu

When you start the Shipping Solutions software you will see the **Main Menu**, which is the starting point for the software. From this screen, you will find the version number for your software in the box below the Shipping Solutions logo; links to the Help Desk, Training Videos, and Annual Maintenance Program (AMP) login screen; and a **News Flashes** box that includes helpful links and news of interest to Shipping Solutions users.

If you have the multi-user version of Shipping Solutions, there will be a **Login** button in the lower right corner of the screen. Use the user name and password provided by your administrator to login. To exit the program, click the red X in the upper right corner of the software.

The **Main Menu** also includes a series of tabs that will take you to various parts of the Shipping Solutions software:

- The **EZ Start** tab is the most frequently used part of Shipping Solutions. This is where you will enter the information you need to build a shipment; where you can preview, print and email your export documents; where you can file your export information through the Automated Export

System (AES); and where Shipping Solutions Professional users can run the Export Compliance Module to ensure that your shipment complies with current U.S. export regulations.

- The **Databases** tab allows you to store information about your company, your customers and your products, so you don't have to manually enter all that information every time you create a new shipment.
- The **Utilities** tab includes a Conversion Calculator so you can quickly and easily convert measurements between Imperial and metric. In addition, the tab allows you to generate reports from your shipment history, print basic shipping labels, and, in the Shipping Solutions Professional version, generate raw data files.
- The **Tools** tab includes utilities for importing data from an existing spreadsheet or database into the various Shipping Solutions databases found on the **Databases** tab; export the data from the Shipping Solutions databases into a text-delimited format; backup your existing shipment and database information; delete selected shipments; and customize certain aspects of the export documents. In addition, the **Tools** tab allows Shipping Solutions Professional users to run the Data Exchange Manager to import shipment data from your company's accounting, order-entry or ERP system, and lock or unlock shipment records.
- The **Admin** tab provides a variety of functions depending on whether you are using the Shipping Solutions Classic or Shipping Solutions Professional version and depending on whether you have the single-user version or the multi-user version of the software. This tab includes setting up the database connection with your SQL server; setting up the Data Exchange Manager for importing orders from your accounting, order-entry or ERP system; storing signatures and logos that will print on your export forms; setting up a profile for each user; setting up User Groups and User Accounts that will allow you to control which users have access to certain features; and registering your software with InterMart.

## Populating the Databases

To get the maximum benefit from Shipping Solutions, the first time you use the program you should spend some time entering information into its various databases. By doing so, you will eliminate the need to retype common data every time you prepare a new shipment as well as reduce the likelihood of errors that can delay shipments or require expensive changes.

To access any of the Shipping Solutions databases, click on the **Databases** tab at the top of the screen.

You can manually enter your contacts and products or import your contacts and products from a text file. More detail on importing your contacts and products from a text file can be found on page 128.

**Contacts Database Screen**

Follow the steps below to manually add items to the **Contacts Database**:

1. Click the **Databases** tab and then click **Contacts**.
2. From the **Select Contacts Type** drop-down list, choose the type of contact you want to enter; for example, **Exporters**.
3. Click the **Add New Contact** button and fill in the boxes with your contact's information.
4. After you have entered that contact's information, click **Save**. The contact will appear in the grid at the bottom of the screen. If you have more contacts to enter, click **Add New Contact** and add the next contact. You can change the contact type to enter a different type of contact.

**Please Note:** You can search for a contact in the **Search Contacts** box. Choose **Starts With** or **Contains** in the **Match** drop-down list. Start typing the company name in the **Search for Company** box. The grid will display any companies matching your search criteria.

5. To delete a contact, click on that contact in the grid and click **Delete**.
6. Closing the **Contacts** screen will return you to the **Databases** menu.



Products Database - SSCLA-S

of 6857 | Add New Product | Delete Product | Save | Close

Invoices/AES | AES DDTC Info | Dangerous Goods

Invoices

Product ID: SSCLA-S | Sales Unit of Measure: Each | Unit Price: 999.00 | Schedule B/HTS Code: 8523.49.2010

Product Description: Shipping Solutions Classic export documentation software

Gross Weight: Lbs 1 | Kgs 0.45359 | Net Weight: Lbs 1 | Kgs 0.45359

Country of Origin: UNITED STATES

AES/EEI

Schedule B Description: Shipping Solutions Classic export documentation software

AES Unit of Measure 1: NO - Number | AES Unit of Measure 2: | License Type: C33 - No License Required (NLR) Part 758

ECCN: EAR99 | License No./Exemption: NLR | License Value: | Origin: Domestic

Hazardous Item?:

Certificate of Origin

Preference Criteria: A | NAFTA | Net Cost: No | Producer: Yes | NAFTA | Country of Origin: US | NAFTA | Israeli COO Criterion:

Search Products

Column: Product ID | Match: Starts With | Search For: | Clear Filter | Update Country Names

| Product ID | Product Description   | Schedule B/HTS Code | Unit Price | ECCN  | License Type |
|------------|---|---------------------|------------|-------|--------------|
| SSCLA-S    | Shipping Solutions Classic export documentation software                      | 8523.49.2010        | 999.00     | EAR99 | C33          |
| SSCLA-N    | Shipping Solutions Classic export documentation software - Additional Netw... | 8523.49.2010        | 500.00     | EAR99 | C33          |
| SSPRO-S    | Shipping Solutions Professional export documentation and compliance softw...  | 8523.49.2010        | 2499.00    | EAR99 | C33          |
| SSPRO-N    | Shipping Solutions Professional export documentation and compliance softw...  | 8523.49.2010        | 1250.00    | EAR99 | C33          |
| SSCLA-ANL  | Shipping Solutions Classic - Annual Maintenance Program subscription rene...  | 8523.49.2010        | 250.00     | EAR99 | C33          |

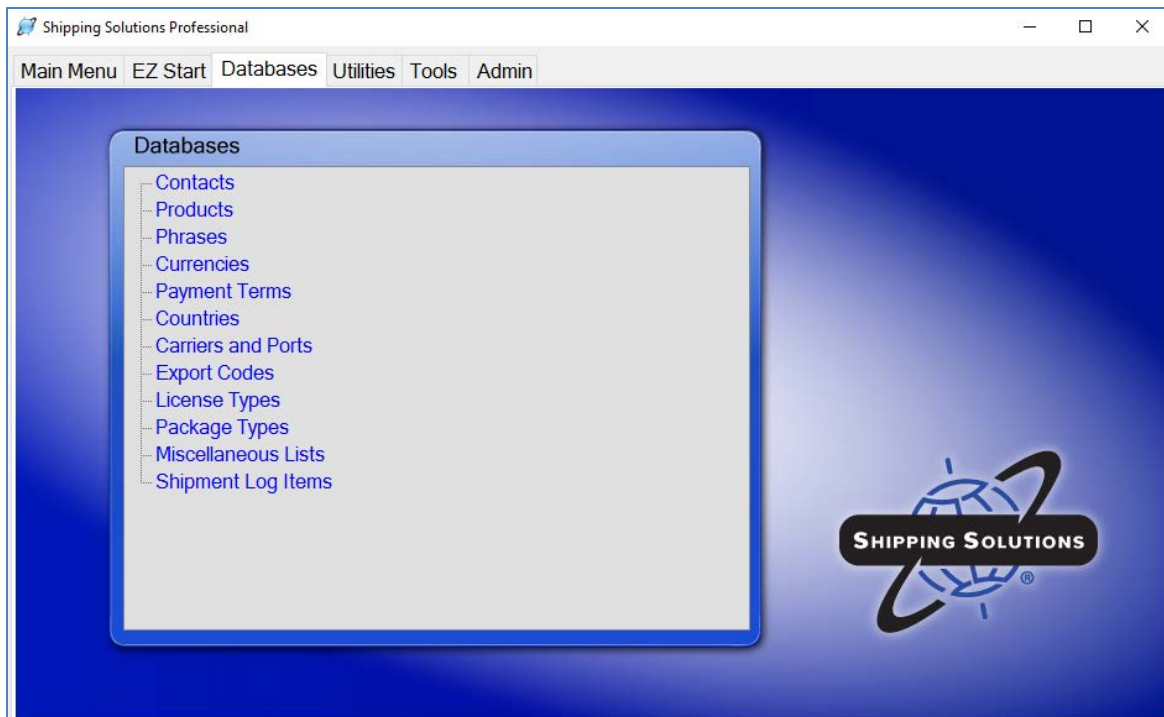
### Products Database Screen

Follow the steps below to manually add items to the **Products Database**:

1. Make sure you are on the **Databases** tab and then click **Products**.
2. Click the **Add New Product** button and fill in the boxes with your product information. Note that there is a second tab for the AES DDTC information, which is only required if a product ships under a DDTC State Department license.
3. After you have entered the information for that product, click **Save**. The product will appear in the grid at the bottom of the screen. If you have more products to enter, click **Add New Product** and add the next product.

**Please Note:** You can search for a product in the **Search Products** box. Choose whether you want to search on **Product ID** or **Description**. Then choose **Starts With** or **Contains** in the **Match** drop-down list. Start typing the product ID or description in the **Search for** box. The grid will display any products matching your search criteria.

4. To delete a product, click on that product in the grid and click **Delete**.
5. You must always click **Save** before closing the screen to save your changes.
6. Closing the **Products** screen will return you to the **Databases** menu.



**List of Databases Available on the Database Tab**

You can now proceed down the list of databases on the **Databases** tab entering any information you have:

- Click **Phrases** to enter any phrases you use often on your documents. Several common phrases are pre-loaded. Click the **Phrase Title** in the grid to see the **Phrase Text** and modify it to meet your company's needs. Click **Add** to enter a new phrase. Enter a title for the phrase in the **Phrase Title** box and enter the actual phrase in the **Phrase Text** box. Click **Save**.
- Click **Currencies** to enter currency exchange rates. These will be used if you choose an **Invoice Currency** or an **Alternate Currency** other than U.S. dollars on the **Invoices-Proforma/Commercial** screen available on the **EZ Start** tab. You can always, however, overwrite these exchange rates on the **EZ Start** screen.
- Click **Payment Terms** to enter any additional payment terms used by your company. To add another term, click **Add**, enter your new payment term, then click **Save** and **Close**.
- The **Countries**, **Export Codes** and **License Types** are preloaded databases, but you can add or modify them if needed. To add an entry, click on the database, click **Add**, enter the new entry, then click **Save** and **Close**.
- The **Carriers and Ports** database also comes preloaded with the four lists of carrier and port names and codes provided by the U.S. Census Bureau for use with the Automated Export System (AES). This list of codes does occasionally change, and you update one or more of the lists by clicking on the database name and then clicking on the **Update AES Codes** button. On the **Download AES Code Files** window that opens, choose which lists you want to update and then click **Run Selected Updates**. Like the other preloaded databases in Shipping Solutions, you can also manually add or modify a specific list by clicking on the list name, clicking on **Add**, typing in the new entry, and then clicking on **Save** and **Close**.
- The **Package Types** database allows you to store commonly used box sizes for use on the Packing List.

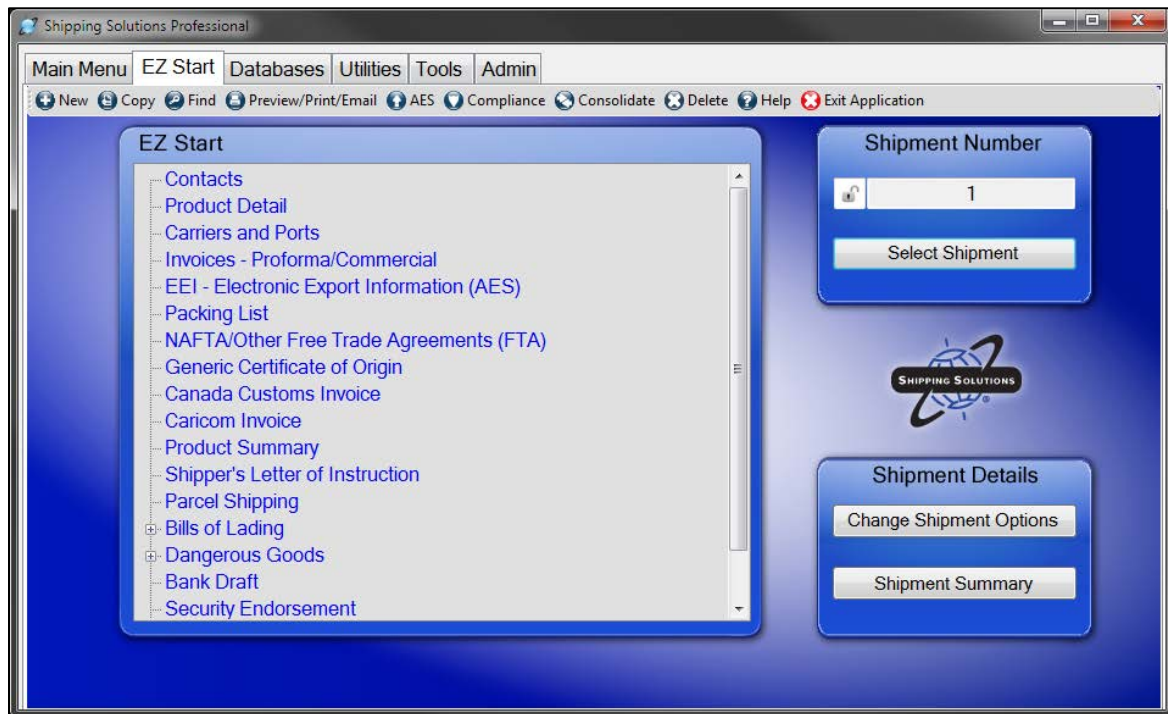
- The **Miscellaneous Lists** database allows you to add additional items to certain drop-down menus on various screens in Shipping Solutions such as the types of packing items on the Inland Bill of Lading form.
- The **Shipment Log Items** screen allows you to add the individual tasks that are part of your export process, often referred to as an Export Management System (EMS) plan, so you can document that they are being followed on every shipment. (See more information about the **Shipment Log** screen on the **EZ Start** tab on page 104.) To ensure compliance with export regulations, the Bureau of Industry and Security (BIS) strongly recommends that companies create a written EMS that clearly outlines what steps your company needs to follow prior to every export shipment to ensure that you haven't violated current export regulations. To add or change a task click **Add** and type the task on the highlighted line. Click **Save** and **Close**.

## Creating a Shipment

Whether you are an experienced exporter or just getting started with exporting, Shipping Solutions makes filling out your export documents fast and easy. Just enter your shipment information into the software, and Shipping Solutions automatically completes the shipping documents, which you can then print out on plain paper.

Shipping Solutions provides two ways to enter your shipment information into the software: (1) manually enter the information into the program's various **EZ Start** screens, or (2) use the program's **Data Exchange Manager** to import the information from your company's accounting, order-entry or ERP system.

This **Getting Started** section of the User Guide will focus on option number one: entering your data into the **EZ Start** screens. You'll find more information about setting up and using the **Data Exchange Manager** beginning on page 137.



**The EZ Start Tab in Shipping Solutions**

To make the program easy to use, **EZ Start** is divided into several different screens each focusing on either certain types of information (e.g. contacts and product detail) or on specific documents (e.g. commercial invoice, NAFTA and packing list). By working your way down the list—skipping those screens or fields you don’t need for a particular shipment—you have completed a set of export documents.

As a general rule, Shipping Solutions recommends that new users pay close attention to the first five screens: **Contacts, Product Detail, Carriers and Ports, Invoices-Proforma/Commercial** and **EI-Electronic Export Information (AES)**. These screens include information that is required on most of the forms. However, none of the fields are required by Shipping Solutions.

As you enter the appropriate information on each of the **EZ Start** screens, Shipping Solutions automatically enters the information in the proper fields on the appropriate documents. So, for example, while your exporter information appears on most of the export forms, you only need to enter the information once.

**Please note:** Shipping Solutions does not guarantee the accuracy of your export documents. You must review each form carefully to ensure that it has been completed fully and accurately.

Follow these steps to create a basic shipment in **EZ Start**:

1. Click the **EZ Start** tab.
2. Click the **New** button to add a new shipment. A message should pop saying, “New Shipment has been Created.”

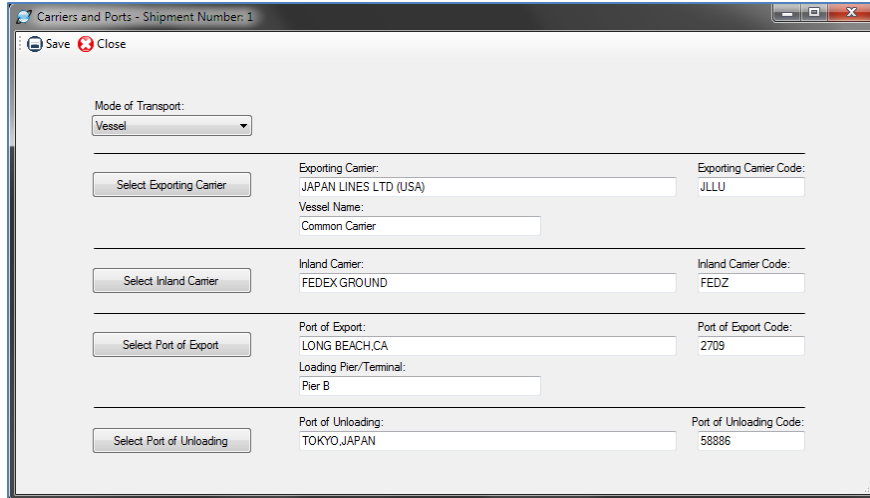
**The Contacts Screen in EZ Start**

3. Click **Contacts**.
  - a. The first screen you see is the **Exporter** window. Type the exporter information in the boxes on the screen or add a contact from the database by clicking **Add Contact From Database**, which is the most efficient way to do it. The **Contacts Database** will open, and you can select an exporter from the grid or search for a contact by choosing between **Starts With** or **Contains** in the **Match** drop-down box and then typing in the **Search For Company** box. Exporters that match your search criteria will appear in the grid. Click on the exporter in the grid and click **Add Contact**. You will be taken back to the **EZ Start Contacts** screen where your exporter information has been filled in.
  - b. Click **Ultimate Consignee** in the box on the left side of the screen. Add your **Ultimate Consignee** the same way you entered your **Exporter**. Continue down the list for any contact that you want to fill in.
  - c. Click the **Save** button and then the **Close** button.

### The Product Detail Screen in EZ Start

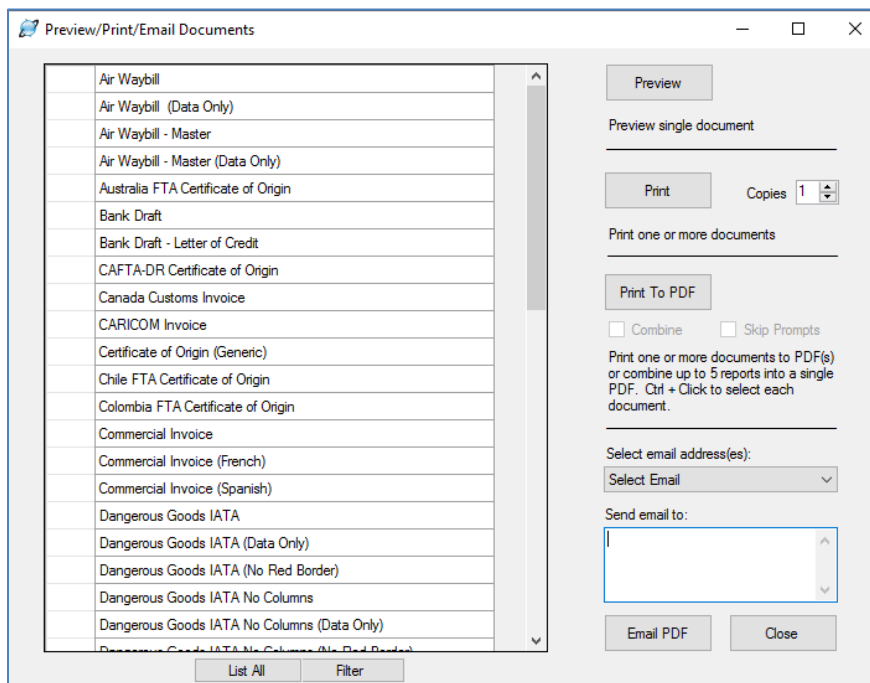
#### 4. Click **Product Detail**.

- a. To type your product information directly on this screen, click **Add New Product** and then start typing. To choose a product from your product database, which is the most efficient way to do it, click **Add Products from Database**.
- b. If you click **Add Products from Database**, the **Products Database** will open where you can select a product from the grid or search for a product. To search choose **ProductID** or **Description** in the **Column** drop-down box and either **Start With** or **Contains** in the **Match** drop-down box. Then type what you are looking for in the **Search For** box. **Products** that match your search criteria will appear in the grid.
- c. Click on the product or products in the grid and click **Add Selected Products to Shipment**. You will be taken back to the **EZ Start Product Detail** screen where your products have been filled in. The counter in the upper left corner shows how many products are in your shipment. You can navigate between the products by using the arrow keys in the upper-left corner of the **Product Detail** window. Click the **Add Products from Database** as many times as needed to add all the products in your shipment.  
**Please Note:** To select more than one product at a time from the Product Database, hold down the **Ctrl** button on your keyboard as you click on each item in the product grid.
- d. Once you have all the products added, fill in quantities and any other missing information. Note that there are separate tabs for vehicle information, DDTC information, and dangerous goods information. Fill in only what is necessary for your paperwork. For example, if you don't need a Certificate of Origin, you do not need to fill in the Certificate of Origin section of the screen.
- e. Click the **Save** button and then the **Close** button.



**The Carriers and Ports Screen in EZ Start**

5. Click **Carriers and Ports**.
  - a. Enter the fields on this screen depending on which documents you need. If you plan to file through AES, you will need to fill in all the fields. If you are not filing through AES, enter the data you know.
  - b. Click **Save and Close**.
6. Now you can work your way down the list entering information only on the screens for the forms you are going to use. For example, if you need a Commercial Invoice, go to the **Invoices—Proforma/Commercial** screen next and fill in the information, but if you do not need a packing list you can skip that screen. More detail on each screen is provided in the **EZ Start** section beginning on page 38.



**The Preview/Print/Email Menu in EZ Start**

7. Once you have entered your shipment information into the various **EZ Start** screens, you view or print your documents by clicking on the **Preview/Print/Email** button located on the toolbar.
  - a. To preview a document, click on the name of the document and then click **Preview**. You can only preview one document at a time.
  - b. To print documents, click on the name of the document and click **Print**. To choose more than one document, hold down the **Ctrl** key as you choose the documents. You can also specify multiple copies of the documents.
  - c. To create a PDF version of your documents, click the document and click **Print to PDF**. Use the **Ctrl** key to choose multiple documents. If you want the documents combined into a single PDF file, click the **Combine** check box. Otherwise the documents will be saved individually in the PDF format. You will be prompted to designate where you want the PDF versions saved and you can change the name of the file or files.
  - d. To email documents select an email address from the dropdown list or type an email in the **Send email to** box. You can enter multiple email addresses, but they must be separated by a semi-colon. You can also choose multiple documents to email by holding down the **Ctrl** key when choosing the documents. They will be attached to your email as separate documents. Click **Email PDF** and an email will open where you can edit the subject line and body of the email and then send it as you would any email.
8. At this point you can also file your shipment with the U.S. Census Bureau through the Automated Export System (AES), check to see if your shipment complies with U.S. export regulations (with the Shipping Solutions Professional version only), or do several other things with your export shipment explained more fully in the **EZ Start** section of the User Guide below.

The following sections provide more detail on all the Shipping Solutions screens.



# Shipping Solutions Software in Detail

## EZ Start Tab

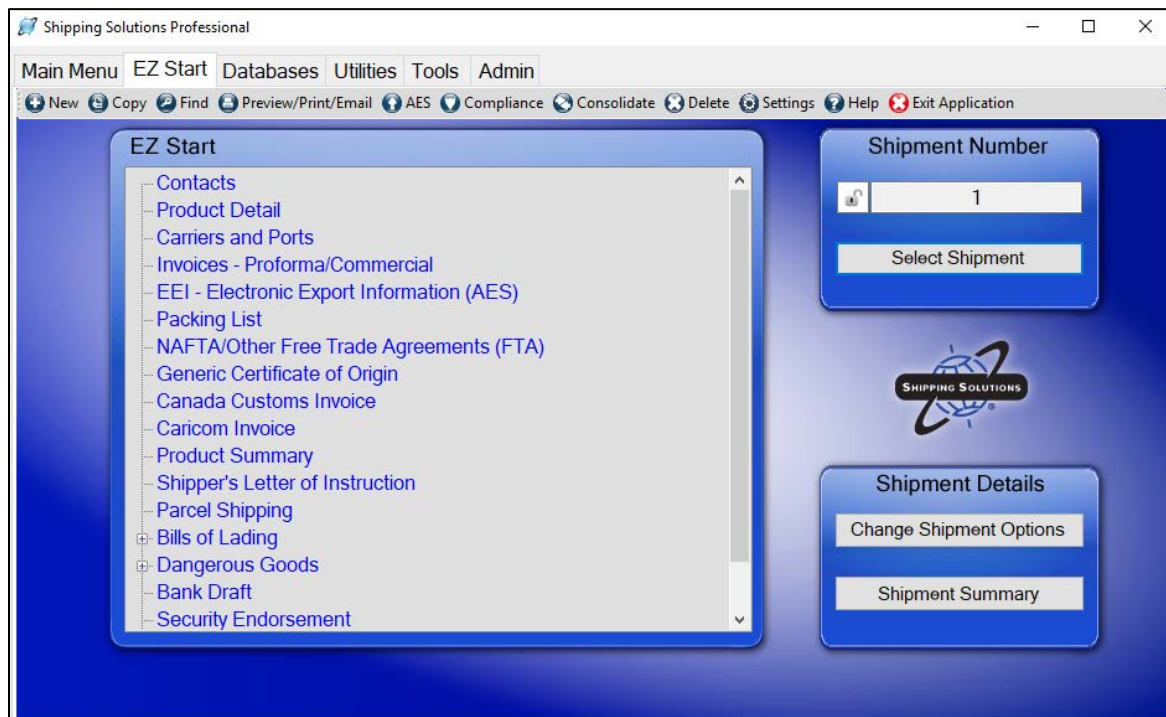
Whether you are an experienced exporter or just getting started, Shipping Solutions makes filling out your export documents fast and easy. From the **Main Menu**, click on the **EZ Start** tab, enter the information about your shipment, and Shipping Solutions automatically completes the shipping documents.

To make the program easy to use, **EZ Start** is divided into several different screens each focusing on either certain types of information (e.g. contacts and product detail) or on specific documents (e.g. commercial invoice, NAFTA and packing list). By working your way down the list—skipping those screens or fields you don't need for a particular shipment—you have completed a set of export documents.

Generally, Shipping Solutions recommends that all users complete the first five screens: **Contacts, Product Detail, Carriers and Ports, Invoices-Proforma/Commercial** and **EEI-Electronic Export Information (AES)**. These screens include information that is required on most of the forms. However, none of the fields are required by Shipping Solutions.

As you enter the appropriate information on each of the EZ Start screens, Shipping Solutions automatically enters the information in the proper fields on the appropriate documents. So, for example, while your exporter information appears on most of the export forms, you only need to enter the information once.

**Please note: Shipping Solutions does not guarantee the accuracy of your export documents. You must review each form carefully to ensure that it has been completed fully and accurately.**

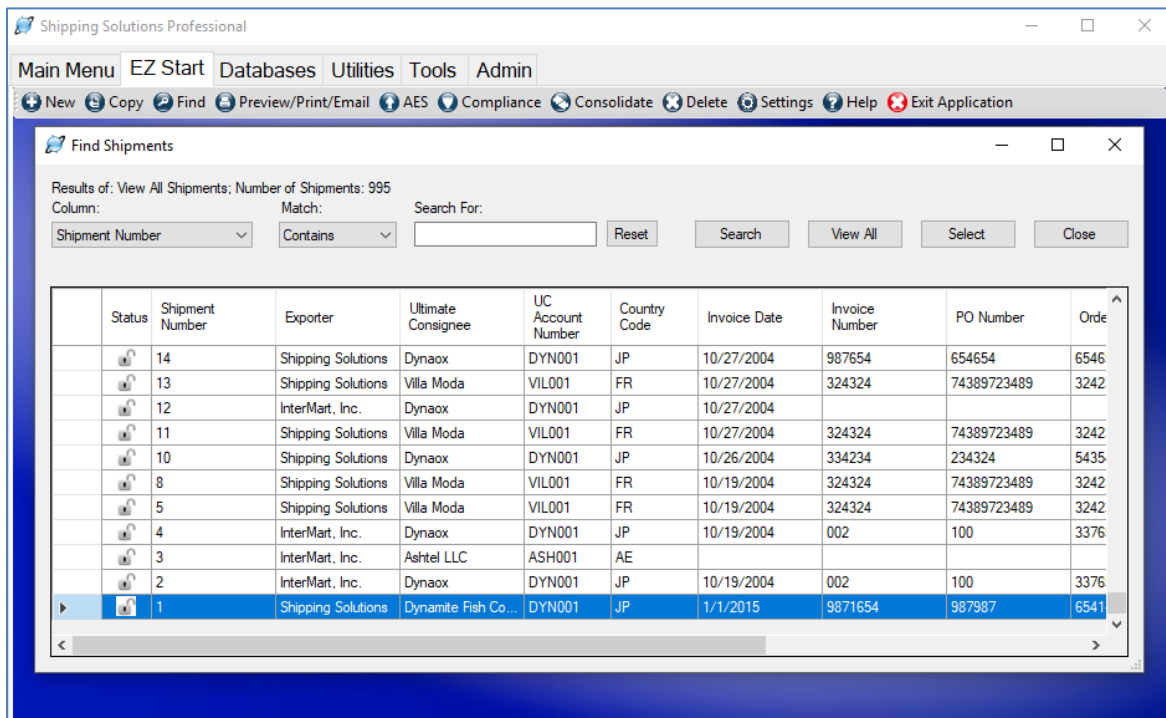


**The EZ Start Screen in Shipping Solutions Professional**

## The EZ Start Toolbar

Across the top of the **EZ Start** tab, are several toolbar buttons that automate various tasks within Shipping Solutions:

- **New**—Click on this button to create a new shipment. Once you've clicked on this button a new **Shipment Number** will appear and all the **EZ Start** screens will be empty, so you can enter new data.
- **Copy**—This button is one of the best time-saving features for companies that make similar shipments to the same consignees. To duplicate all the shipping information from a previous shipment, go to that previous shipment by selecting it using the **Find** button. (See description below.) Click on the **Copy** button and then click **Copy Shipment**. Uncheck the **Copy Product Detail** box if you only want to copy the shipment header information. It is not a good business practice to simply change a previous shipment rather than copying it because it is important to maintain an electronic copy of your previous shipping information.



**The Find Previous Shipment Button in EZ Start**

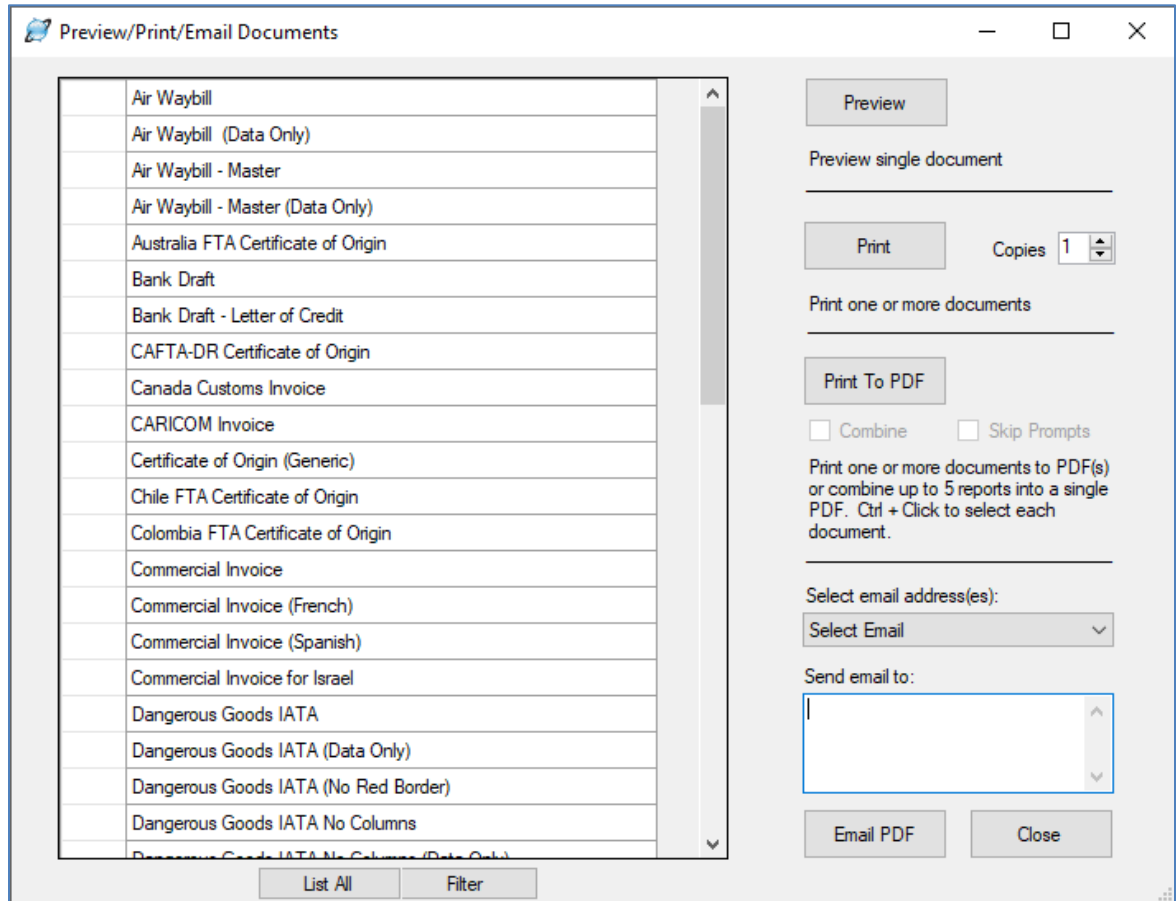
- **Find**—This button allows you to search through all your previous shipments to find one specific shipment. When you first click **Find**, the screen will display your 20 most recent shipments. Click **View All** to see all your previous shipments from newest to oldest.

To narrow your search, select from the **Column** drop-down list the field you want to search, such as the **Invoice Number** or **Invoice Date**. Next, choose whether you want to find a shipment that contains, is equal to, or starts with what you are searching for. Third, enter what you are searching for. Finally, click on the **Search** button, and Shipping Solutions will display the results in the window. Click on the shipment you wish to open, and then click on the **Select** button. The **Shipment Number** you selected will now appear on the **EZ Start** screen.

Alternately, you can click on any of the column headers in the grid to reorder your shipments in alphanumeric order. Click once to reorder the information in the column in ascending order; click a

second time to reorder in descending order.

Your search results will remain in the **Find Shipments** window until you click **Reset** or close Shipping Solutions.



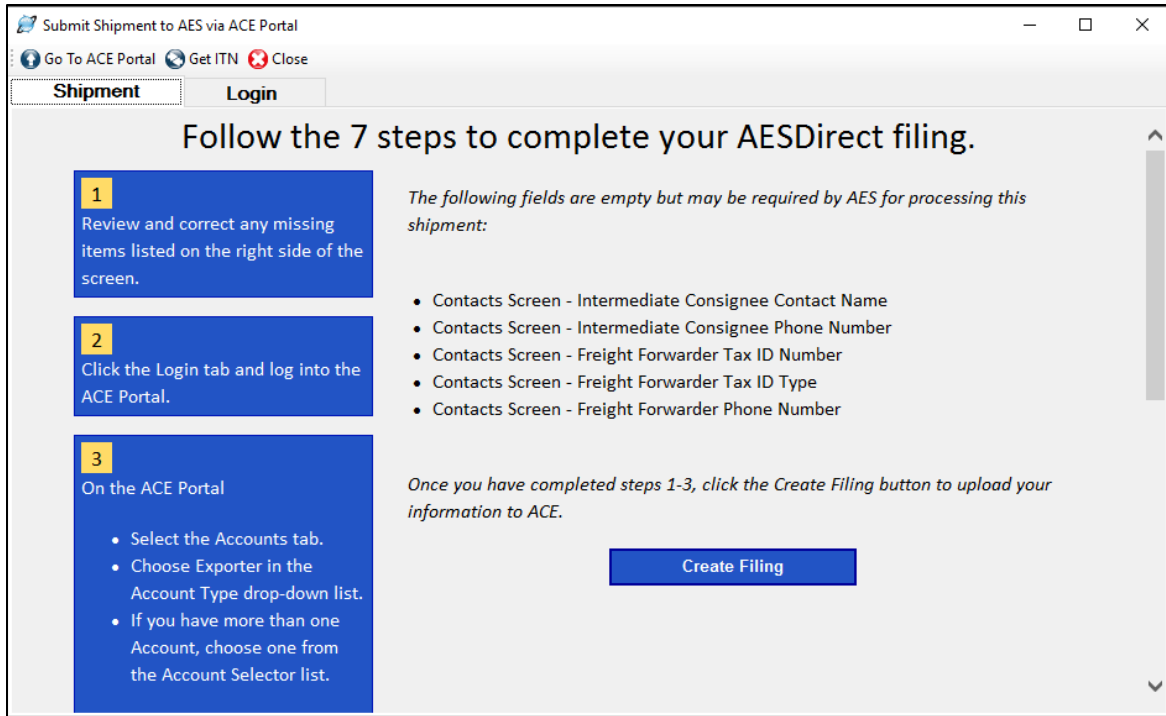
**The Preview/Print/Email Menu Button in EZ Start**

- **Preview/Print/Email**—Click on this button to display all the documents available in Shipping Solutions. (You’ll find a complete list of the documents available in Shipping Solutions and an explanation of their purpose in the Appendix on page 163.) You have the option to preview, print, print to PDF, or email the documents.
  1. **Preview**—Select a document and then click **Preview** to see a preview of the document. The first time you preview a document after opening Shipping Solutions it will take a little longer to open than expected, but the subsequent documents will open quickly. The icons at the top of the **Preview Report** screen allow you to search, zoom or print the document right from the preview screen.
  2. **Print**—Select a document and the number of copies you want to print. Click **Print**. The default printer will be filled in on the **Print** screen, but you have the option to change it to a different printer. To print multiple documents at one time, hold down the **Ctrl** key while selecting multiple documents. The documents will print to the default printer or to the printer specified on the **Tools-Customize Documents** screen. You cannot specify the printer for multiple reports on this screen.
  3. **Print to PDF**—This option allows you to print documents to PDF in three different ways:

- To print a single document to PDF, select the document and click **Print to PDF**. A **Save As** window will open allowing you to select the location where your PDF document will be saved. By default, the PDF file will be saved as [shipment number]\_[document name], or 1\_AirwayBill.pdf if you are trying to create a PDF file of the air waybill on the first shipment. You do have the option of changing the name of the saved document in the **Save As** window.
  - To save multiple documents as individual PDF files, hold the **Ctrl** key down while selecting multiple documents and click **Print to PDF**. A **Save As** window will open allowing you to select the location where your PDF documents will be saved. Each document you selected will be saved as [shipment number]\_[document name], but you can change the name in the **Save As** window as each document is created. If you click the **Skip Prompts** check box, you will only be asked for a location to save the last file selected in the document list, and you can only change the name of that file. The rest of the documents will be saved with their default names to the same location.
  - To print multiple documents to a single PDF file, hold the **Ctrl** key down while selecting documents and click the **Combine** check box. Click **Print to PDF**. The default name will be [shipment number]\_Reports.pdf, but you have the option to change the name.
4. **Email**—To email a document, click on a document, enter an email address in the **Send email to** box and click **Email PDF**. An email window will pop up where you can add a message before clicking **Send**. To send the same document to multiple email addresses, separate the addresses with semi-colons. You can also choose email addresses from the drop-down box. All email addresses listed for this shipment’s contacts will be in the drop-down list. To email multiple documents at one time, hold the **Ctrl** key down while selecting the documents.

Some of the documents are available in more than one format, such as in Spanish or French; as data only so that you can print on pre-printed forms; or with or without their colored borders. If a document name says “(with Product Detail)” it means that the product section of the document will be pulled from the **EZ Start Product Detail** screen. If a document name says “(with Product Summary)” it means that the product section of the document will be pulled from the **EZ Start Product Summary** screen.

If you only ever use certain export forms, you can click the **Filter** button located at the bottom of the window. This will open a **Document Filter** window where you can uncheck any forms you never use, and then click the **Save** and **Close** buttons. You will now only see the forms you selected in the **Preview/Print/Email** window. Keep in mind that you can always click the **List All** button to override the filter and see a list of all the export forms available in the software.



### The AES Button in EZ Start

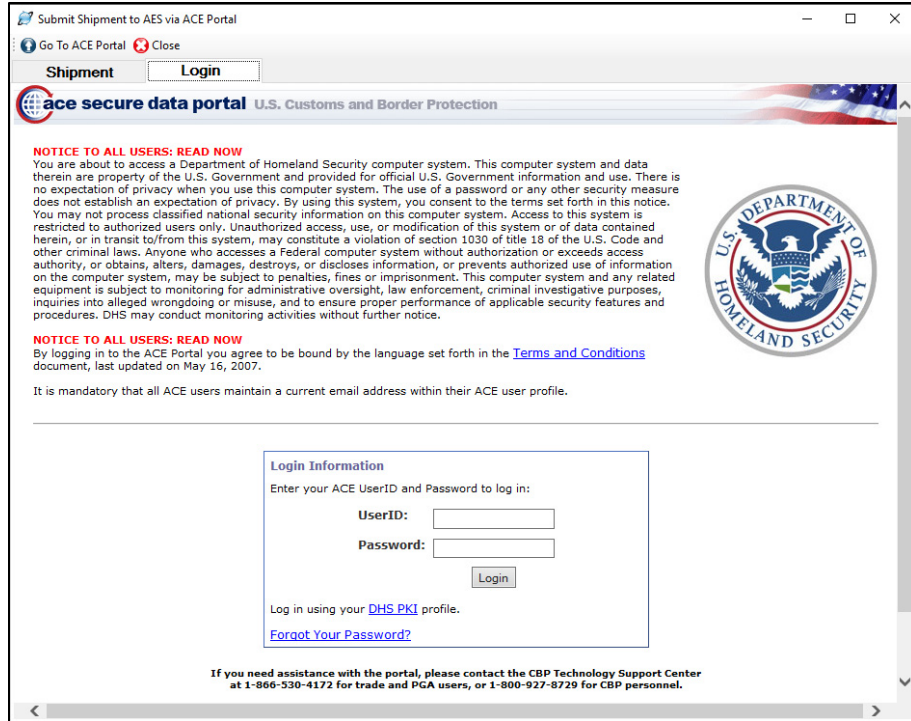
- **AES**—The AES button allows you to transmit your Electronic Export Information (EEI) to the Automated Export System (AES). Generally, U.S. companies and individuals who export one or more items valued at \$2,500 or more to countries other than Canada or include products that require an export license or export used vehicles are required by law to file.

Before you can file your EEI, you must get an Automated Commercial Environment (ACE) account. The ACE account application is on the U.S. Customs and Border Protection (CBP) website. If you already have an ACE account, make sure your account has the Export Account Type. To check this, talk to your company’s Trade Account Owner and, if needed, get the Exporter role added to your account.

### Instructions for Filing your EEI through Shipping Solutions

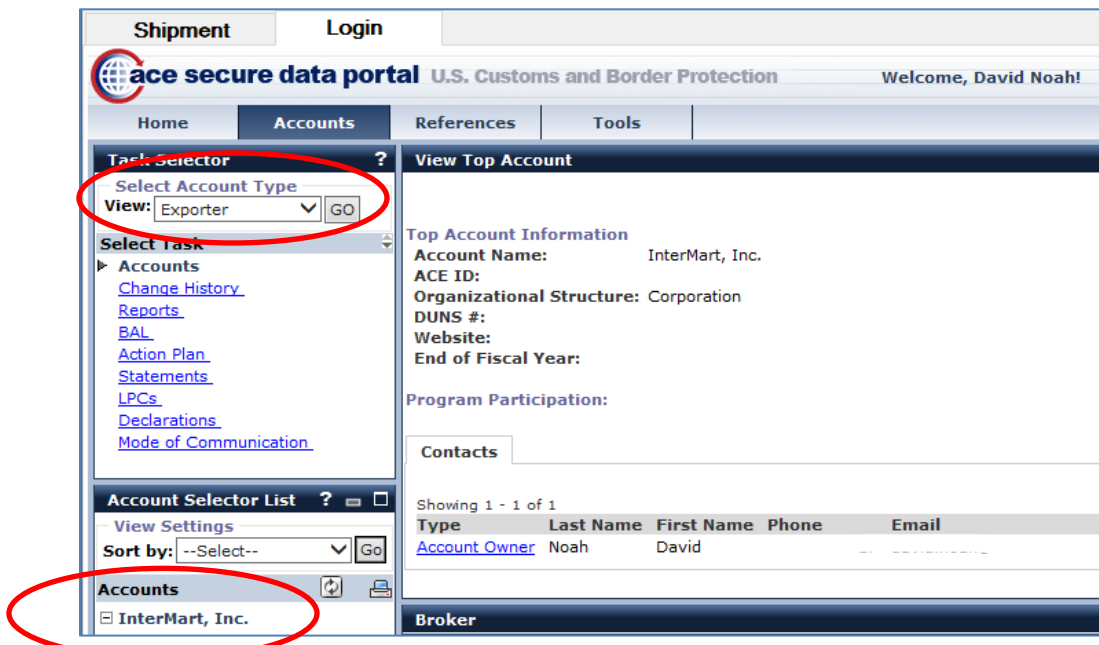
In Shipping Solutions, prepare your shipment as you normally do, and then click the **AES** button on the toolbar of the **EZ Start** screen. A screen will pop up with the seven steps required to complete your ACE filing. (See the image above.)

1. Review and correct any missing items listed on the right side of the screen. The missing items are listed with the **EZ Start** screen where you need to enter them. Close the **AES** screen and return to **EZ Start** to enter the missing information. You can do this as many times as needed to complete your shipment information. When all fields have been entered, the message **All AES data is complete** will appear on the right side of the screen.



The ACE Portal Login Screen

- Log into the ACE Portal. You will notice two tabs at the top of the screen. You are currently on the **Shipment** tab. Click the **Login** tab to get to the ACE login screen. Enter your User Name and Password. (If you don't have one, you need to register with ACE.) You can store your user name and password on the **Profile Settings** screen located on the **Admin** tab, so you don't have to enter it every time.



The Accounts Tab on the ACE Portal

3. On the ACE Portal, click the **Accounts** tab. The tabs on the ACE screen are located below the **ACE Secure Data Portal** heading. Choose **Exporter** in the **Account Type** drop-down list and click **Go**. If you have more than one **Account**, choose one from the **Account Selector** list.
4. Click the **Shipment** tab to return to the screen in Shipping Solutions showing the seven steps, and click the blue **Create Filing** button. A **Filing** tab will be created. After a few seconds, you will see your data pop into the **4-step Export Filing** screen.

The screenshot shows the 'Create Export Filing' screen in the AESDirect system. The interface includes a header with 'U.S. Customs & Border Protection' and 'AESDirect'. The main content area is titled 'Create Export Filing (Filer ID: [redacted], ITN TBD)' and shows a progress bar with four steps: 'Step 1: Shipment', 'Step 2: Parties', 'Step 3: Commodities', and 'Step 4: Transportation'. The 'Step 1: Shipment' section contains several input fields: 'Email Response Address(es)' (DAVEN@SHIPSOLUTIONS.COM), 'Shipment Reference Number' (2016-3763737373), 'Filing Option' (2 - PREDEPARTURE), 'Mode of Transport (MOT)' (40 - AIR), 'Port of Export' (2095 - FEDEX COURIER, MEMPHIS T), 'Port of Unloading', 'Departure Date' (04/07/2016), 'Origin State' (MN - MINNESOTA), 'Country of Destination' (JP - JAPAN), 'Inbond Type' (70 - MERCHANDISE NOT SHIPPED INBOND), 'Foreign Trade Zone', and 'Import Entry #'. There are also three radio button questions: 'Is this a Routed Transaction?' (Yes selected), 'Are USPP1 and Ultimate Consignee companies related?' (No selected), and 'Does shipment contain hazardous material?' (No selected). At the bottom right, there are buttons for 'Close', 'Previous', 'Next', 'Print View', and 'Submit Filing'.

**The 4-Step Export Filing Screen on the ACE Portal**

5. Review the data on the **4-step Export Filing** screen. Then click the green **Submit Filing** button.
6. If there is any data that does not meet AESDirect standards, you will get a **Filing Contains Errors** screen. Small red boxes will appear next to each step in the filing identifying the errors. Read the messages in red identifying what is wrong with the data, fix the data, and click the **Submit Filing** button again. Continue fixing errors until your shipment is accepted.



Submit Shipment to AES via ACE Portal

Go To ACE Portal Get ITN Close

Shipment Filing Login

U.S. Customs & Border Protection AESDirect U.S. Department of Homeland Security Tools Menu David Noah

+ Create Export Filing + Create from Template Amend Legacy Filing

Filings » All

Showing 1 to 10 of 15 entries Search: [ ] Search Reset

| Filer ID | Shipment Ref. # / [Count] | Status   | Last Action | ITN         | Last Updated        | Last Updated By | Export Date | USPPID             | USPPID | Consignee          |
|----------|---------------------------|----------|-------------|-------------|---------------------|-----------------|-------------|--------------------|--------|--------------------|
| +        | 10132016-B / [2]          | Accepted | Cancel      | X2016102044 | 10/20/2016 15:02:51 | DN711BB7        | 10/04/2016  | SHIPPING SOLUTIONS |        | EURO DISNEY        |
| +        | 10132016-A / [2]          | Accepted | Add         | X2016101307 | 10/13/2016 16:14:48 | DN711BB7        | 10/31/2016  | SHIPPING SOLUTIONS |        | EURO DISNEY        |
| +        | 109009302016              | Rejected | Add         |             | 09/30/2016 14:37:31 | DN711BB7        | 09/30/2016  | SHIPPING SOLUTIONS |        | DYNAOX CORPORATION |

### The AESDirect Filing Summary Screen on the ACE Portal

- Click the **Get ITN** button at the top of the screen. When you do, Shipping Solutions will copy it into the box labeled **AES ITN Code or Exemption Statement** on the **EZ Start-EEI-Electronic Export Information (AES)** screen so that it will appear in the appropriate spots on the appropriate forms. You will also need this number to access your record if you need to make any changes to it later. The ITN number will be sent to the email address used when registering with ACE. You can also enter a second email address on the **EZ Start-EEI** screen. If you want this email address to always receive the ITN emails, you can store it on the **Profile Settings** screen on the **Admin** tab.

### The AESDirect Shipment Manager

If you click **Close** on the **4-Step Export Filing** screen you will find yourself on the **AESDirect Shipment Manager**. There you will see a list of your filings from newest to oldest. The Shipment Manager displays a green **Accepted** button if your filing was accepted and a red **Rejected** button if your filing was rejected. If your filing was accepted, you will also see the ITN number. You can copy and paste the ITN number from here to the Shipping Solutions **EZ Start-EEI** screen if you didn't do it earlier.

Any shipments that have not been accepted or rejected yet will be saved as **Drafts**. To continue working on the shipment, click **Edit** under **Shipment Actions**. If you can't see the **Shipment Actions**, click the plus sign next to the **Shipment Ref. #**. The **4-step Export Filing** screen will open and you can enter any missing data and click the **Submit Filing** button. You can also click directly on the **Shipment Ref. #** to open the **4-step Export Filing** screen. However, the green **Submit Filing** button is not available in this view.

If you are using Shipping Solutions to file your shipments, you will want to ignore the **Create Export Filing** and **Create from Template** buttons. However, you may want to use the **Amend AES Filing** button to locate a shipment that was already filed but needs to be amended. You can also find shipments that were filed via the old AESDirect Legacy system using the **Amend AES Filing** button.

## AES Filing Tips

If you want to go to the **AESDirect Shipment Manager** without creating a filing, you can log into the ACE Portal, click the **Accounts** tab, select the **Exporter Account Type** and click **Go**. You will then see a task called **Submit AESDirect Filings**, which will take you to the **AESDirect Shipment Manager**.

If you close the **AES** screen in Shipping Solutions, you will not necessarily be logged out of the ACE Portal. Click the **AES** button and then the **Login** tab. If less than 30 minutes has passed, you will probably still be logged in. To logout of the ACE Portal, click the **Exit** door just to the right of the question mark at the top of the ACE Portal screen. There is no logout button on the **AESDirect Shipment Manager** screen.

## Definitions

Here are the definitions of some commonly used terms in the EEI filing process:

- **4-step Export Filing screen**—This screen is within **AESDirect**, and it is the screen you will be directed to after you have clicked the **Create Filing** button in Shipping Solutions. Each of the four steps includes part of the data you uploaded. The four steps are Shipment, Parties, Commodities and Transportation. Review the data and then click the green **Submit Filing** button to submit the data to **AESDirect**.
- **Accounts Tab**—This tab is in the ACE Portal. Once you are logged in, click this tab to choose the **Exporter Account Type** and your **Account** (if your company has more than one).
- **ACE Portal**—The ACE Secure Data Portal is run by U.S. Customs and Border Protection (CBP). It has always been used for reporting on U.S. imports. In 2016 it was modified to allow for reporting of Electronic Export Information (EEI). You must have a login to the ACE Portal to file your EEI whether you are using Shipping Solutions or filing directly from the ACE Portal website.
- **AESDirect**—**AESDirect** is still the system through which your EEI is filed. It is simply accessed through the ACE Portal now instead of through the **AESDirect Legacy** system. You will not see any reference to **AESDirect** on the ACE Portal, however, until you login, click the **Accounts** tab, select the **Exporter Account Type**, and click **Go**. You will then see a task called **Submit AESDirect Filings**, which will take you to the **AESDirect Shipment Manager**.
- **AESDirect Legacy**—This refers to the old system where EEI information has been filed for years. This system was decommissioned on April 30, 2016.
- **AESDirect Shipment Manager**—This screen is accessed through the ACE Portal and shows you all your shipments whether they have been accepted, rejected or are in draft form. You can edit or delete drafts, and you can amend or cancel accepted shipments. You can also print a summary of the EEI that you entered.
- **Create Filing button**—This button is located on the **Shipment** tab of the **AES** screen in Shipping Solutions. Once all your shipment data is entered in Shipping Solutions, click this button to upload it to **AESDirect**. You must be logged into the ACE Portal before clicking this button.
- **EEI**—This stands for Electronic Export Information. It is the data that exporters are required to file with the U.S. Census bureau for most exports valued at more than \$2,500. The method for filing your EEI is through **AESDirect** via the ACE Portal.
- **Filing Tab**—This tab is located on the **AES** screen within Shipping Solutions. It is the tab you will be directed to after you have clicked the **Create Filing** button. The screen will show the **4-step Export Filing** screen in **AESDirect**.

- **Login Tab**—This tab is located on the **AES** screen within Shipping Solutions. It links to the login page of the ACE Portal. You must login to the ACE Portal before clicking the **Create Filing** button on the Shipment tab.
- **Shipment Tab**—This tab is located on the **AES** screen within Shipping Solutions. It shows the seven steps for filing your EEI through the ACE Portal. It also provides a list of missing data so you can complete your shipment before uploading it to AESDirect. The **Create Filing** button, which will upload your EEI to AESDirect, is located on this tab.
- **Submit Filing button**—This button is located on the **4-step Export Filing** screen for a shipment within AESDirect. Click this button to submit your EEI information to AESDirect.

## AES Resources

For questions about your ACE account, call the ACE Account Service Desk at (866) 530-4172, option 1.

General questions about EEI filings can be directed to the U.S. Census Bureau's Data Collection Branch at (800) 549-0595, option 1.



**Shipping Solutions Professional's Export Compliance Module**

- **Compliance** (Not available in Shipping Solutions Classic)—Shipping Solutions Professional gives Annual Maintenance Program (AMP) subscribers the ability to ensure that their shipments comply with current export regulations. Before taking advantage of these screening and compliance features, you must register for the service. Go to the Shipping Solutions AMP website: [www.shipsolutions.com/amp](http://www.shipsolutions.com/amp). You can then login by entering your company name and your AMP subscriber number.

At the AMP site, click on **Register for Export Compliance Module**. Click on **Download the Export Compliance Subscriber Agreement**, fill it out, sign it, and return it via fax to (651) 905-1827 or by email to [info@shipsolutions.com](mailto:info@shipsolutions.com). You will receive an email back with your user name and password.

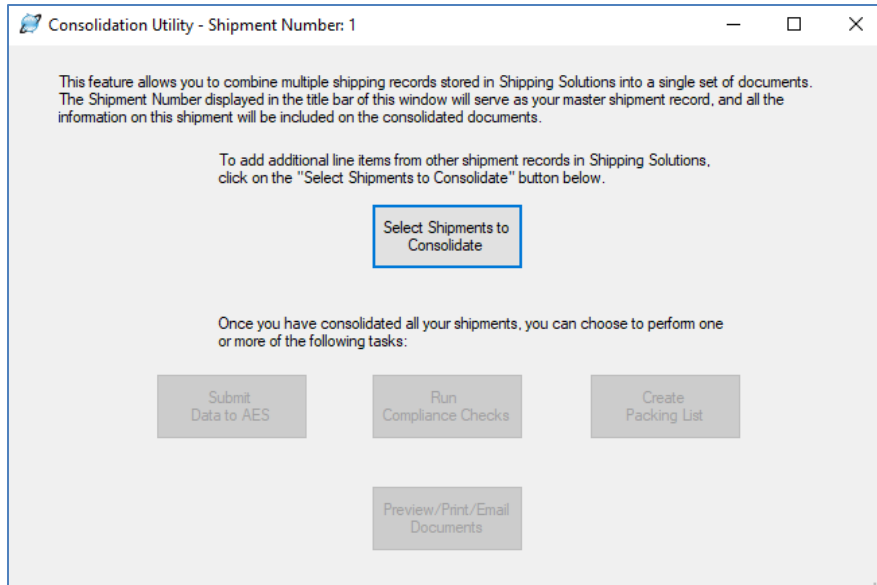
After you have registered for the service, select the shipment you want to screen, click the **Compliance** button and select one of the three screening options:

- **Document Determination**—All international shipments must include the appropriate documentation to ensure Customs clearance at the port of export and the port of entry. Shipping Solutions Professional determines which documents are needed for your shipment to help you ensure that you are complying with export and import regulations. Including appropriate documentation will help ensure your goods aren't delayed at customs, your customers aren't paying higher duty rates than necessary, and your company is paid fully and in a timely manner. For this feature to produce accurate results, make sure you have entered a country code for both the exporter and ultimate consignee on the **Contacts** screen, a **Product ID** for each product entered on the **Product Detail** screen, the **Date of Export** on the **EEI – Electronic Export Information** screen, and the **Mode of Transport** on the **Carriers and Ports** screen.
- **Export License Determination**—The U.S. government restricts or bans the export of certain goods to specific countries or entities to protect natural resources, control the proliferation of arms and nuclear weapons, and to ensure national security and regional stability. Shipping Solutions Professional allows you to screen your products based on their Export Control Classification Number (ECCN) and country of ultimate destination to help you determine if any licenses or license exceptions are needed to ship your goods. Screening your exports against the Export Administration Regulations (EAR) can protect your company from fines, fees and even restrictions on exporting. For this feature to produce accurate results, you must enter a **Product ID** and an **ECCN** code (if appropriate) for each of your products on the **Product Detail** screen, a country code for both the exporter and ultimate consignee on the **Contacts** screen, and the **Date of Export** on the **EEI – Electronic Export Information** screen.
- **Restricted Party Screening**—Various government agencies maintain “bad guy” lists of people and organizations to which it is illegal to export for one or more reasons. Shipping Solutions Professional allows you to screen all the parties in your export transactions against these lists and notifies you of any potential matches. Screening your exports against these lists can protect your company from fines, fees and even restrictions on exporting. Shipping Solutions Professional will check all the names and addresses entered on the **Contacts** screen for the selected shipment by accessing a secure server and matching the appropriate fields in your current shipment against the proper databases of information. In a matter of seconds, you will see a display of all potential matches including the name and address of the potential match, the *Federal Register* notice (if applicable) that added this contact to one of the restricted party lists, the effective date and (if applicable) the expiration date for this listing, and the list on which this match was found.

After you have chosen your screening option, click **Run Compliance**. A box will pop up where you enter your user name and password. If you store your user name and password on the **Profile Settings** screen on the **Admin** tab, they will fill in automatically here. Once the results are returned you can click **Audit Trail** or **Print Results**. Clicking **Audit Trail** will open a box showing all the screenings run for this shipment. You can view or print the results.

Some companies choose to run a pre-screening against the Restricted Party Screening lists when they first get an inquiry or order from a customer. Shipping Solutions' online Restricted Party Screening Wizard allows you to run Restricted Party Screenings from your web browser and outside of the Shipping Solutions Professional software. These companies usually run a final Restricted Party Screening within Shipping Solutions Professional before they ship their products to ensure that the lists, which could potentially be updated every day, haven't changed. Contact Shipping Solutions at (888) 890-7447 for more details.

The information for all three screening modules is monitored and updated within 24 hours of a change, so you always have access to timely information.



### Shipping Solutions Professional's Consolidation Utility

- Consolidate** (Not available in Shipping Solutions Classic)—This feature allows you to combine multiple shipping records stored in Shipping Solutions Professional into a single set of documents. To start the consolidation process, you must first select the shipment record that you want to act as the master record and view it on **EZ Start**. Shipping Solutions Professional will use the contact, invoice, EEI and other information from this master record for the new consolidated shipment. You can select a master record by using the **Find** button described above.

Once you have selected the master record, click the **Consolidate** button, which will open the **Consolidation Utility** window. To add additional product line items from other shipment records in Shipping Solutions Professional to the master shipment, click **Select Shipments to Consolidate**, which will open a new window that will display the 10 most recent shipments created in Shipping Solutions Professional. Click **View All** to see all your shipments from newest to oldest (use the scroll bar to move through the list). To narrow your search, select from the **Field to Search** drop-down list the field you want to search, such as the **Invoice Number** or **Invoice Date**. Next, choose whether you want to find a shipment that contains or is equal to what you are searching for. Third, enter what you are searching for and click the **Search** button. Shipping Solutions Professional will display the results in the window.

Click on the shipments you want to consolidate. To choose multiple shipments hold down the **Ctrl** key while selecting the shipments. Click **Add**. The shipments will be moved to the lower grid. If you want to remove a shipment from the consolidation, click **Remove** or, to start over, click **Remove All**. Click **Close**.

Once you have consolidated your shipments, you can choose to perform one or more of the following tasks:

- Preview/Print/Email Documents**—Click here to preview, print or email documents in the same way you would for a single shipment. See detailed instructions on page 40.
- Submit Data to AES**—Click here to file the consolidated shipment in the same way you would file a single shipment through *AESDirect*. See detailed instructions on page 42.
- Run Compliance Checks**—Click here to run a Restricted Party Screening, Document Determination or Export License Determination screening on the consolidated

shipment in the same way you would a single shipment. See detailed instructions on page 47.

- **Create Packing List**—Click here to load your packages and create a packing list in the same way you would for a single shipment. See detailed instructions on page 70.
- **Delete**—This button deletes your current shipment from the program database. When you delete a shipment, the entire shipment record will disappear as well the **Shipment Number**. You will not be able to use that **Shipment Number** again.
- **Settings**—This button allows you to control whether phrases selected from the Phrases Database replace each other or combine multiple phrases together. By default, the software appends one phrase to another, but you can change the setting to replace one phrase with another by unchecking the **Append Phrase** box. All fields that allow you to select a phrase from the Phrases Database are affected by this setting.
- **Help**—This button takes you to the Shipping Solutions website where you can view the latest version of the User Guide, search through the Help Desk, or watch a video tutorial.
- **Exit Application**—This button will close the Shipping Solutions software.

## Shipment Number & Shipment Details

On the right side of the EZ Start Screen, are boxes showing specific information about your shipment:

- **Shipment Number**
  - The **Shipment Number** box shows the shipment number along with a lock/unlock icon. If the shipment is locked, the icon will be gold and appear closed, and you will not be able to add or change any information connected with this shipment record. If the shipment is unlocked the icon will be gray and appear open. To lock or unlock a shipment, go to the **Tools** tab and click **Lock/Unlock Shipments** (see page 134).
  - The **Select Shipment** button allows you to search through your shipments and select one. It has the same functionality as the **Find** button, described above.
- **Shipment Details**
  - The **Change Shipment Options** button allows you to change the shipment number from the number automatically assigned by the software whenever you create a new shipment to any number you would like. You can also include letters in your shipment number. Use the **Search Tag** field to enter a word or number that will help you find this shipment when using the **Find** or **Select Shipment** buttons. You can also change the **Profile** for this shipment. (For more information on profiles, see page 157.) Click **Update Shipment** to save your changes or **Cancel** to delete the changes.
  - Clicking on the **Shipment Summary** button will display the details about this shipment without having to move through the various EZ Start screens. The summary information includes: Shipment Number, Exporter, Ultimate Consignee, Invoice Number, Invoice Date, Order Number, Status (locked or unlocked), Profile, and AES ITN/Exemption Statement.



**The Contacts Screen in EZ Start**

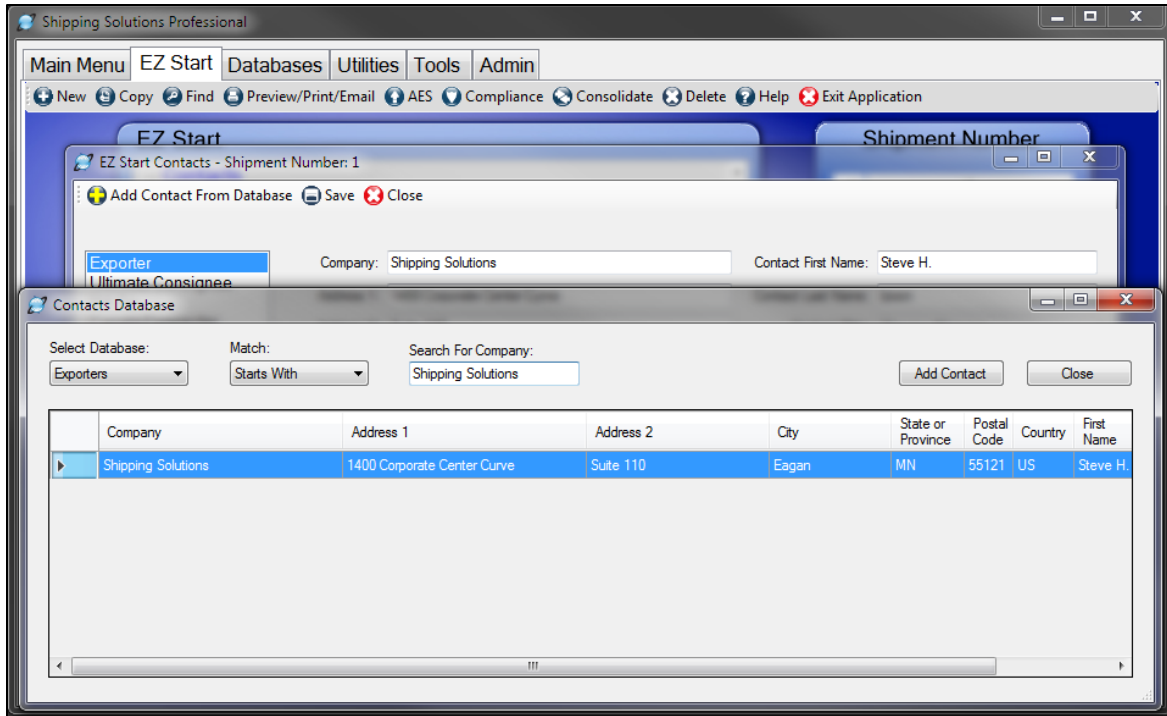
## Contacts Screen

Once you have clicked on the **New** or **Copy** button to create a shipment, you can proceed to the list of **EZ Start** screens. The first screen is the **Contacts** screen, which is where you enter the names and addresses of all the parties involved in your export shipment. You can enter the names and addresses of the parties into the various fields on this screen, or you can select the contacts from the various Shipping Solutions databases you have previously populated with your company and customer information (see page 105 for more details).

The most commonly used types of contacts are always listed in the box on the left side of the screen. Other contacts may be added from other EZ Start screens. For example, the consignee that appears on the Inland Bill of Lading form is entered on the **Bills of Lading—Inland Bill of Lading** screen. However, you can also choose to add other contacts from this screen by placing your cursor in the left-hand box of contacts and clicking on the right mouse button. This will open a menu where you can click **Add Contact** and then choose the type of contact you wish to add. You can also choose **Delete Contact** to delete any of these additional contacts (but none of the first six contact types listed in the box).

The first screen you see is the **Exporter** window. Type the exporter information in the boxes on the screen or add a contact from the database by clicking **Add Contact from Database** (preferred method). The **Contacts Database** will open where you can select an exporter from the grid or search for a contact by choosing between **Starts With** or **Contains** in the **Match** drop-down box and then typing the company you are looking for in the **Search For** box. Exporters that match your search criteria will appear in the grid.





### Adding Contacts to a Shipment from the Contacts Database

You can also sort the contacts by clicking on the column header in the grid. Clicking on the column header once will sort all the contacts in ascending alpha/numeric order; clicking the column header a second time will sort the contacts in descending order. You can sort the contact records by clicking on any of the column headers. For example, clicking on the **Postal Code** column header will arrange all your contacts from the smallest number value to the highest number value. Use the scroll bar on the right side of the grid if you have more records than are visible in the grid.

Once you have found the correct exporter in the grid, simply double-click on the exporter in the grid or highlight the correct exporter and then click **Add Contact**. You will be taken back to the **EZ Start Contacts** screen where your exporter information has been filled in.

Click **Ultimate Consignee** in the box on the left side of the screen and add your **Ultimate Consignee** the same way you entered your **Exporter**. Continue down the list for any contact that you want to fill in. Click the **Save** button and then the **Close** button.

**Please Note:** AES requires one additional piece of data for the Ultimate Consignee, which is not required for any other contact: Ultimate Consignee Type. This mandatory AES field requires that you select from the drop-down menu of choices: **Direct Consumer**, **Government Entity**, **Other/Unknown**, or **Reseller**.

**The Product Detail Screen in EZ Start**

## Product Detail Screen

This screen allows you to enter your product information for each line item you are shipping. You can either enter your information on this screen, or you can select products from the **Product Database**.

- **Add New** or **Add From Database**—Click on one of these two buttons to add the first product to your shipment.

Use the **Add New** button if you want to type your product information directly on the **EZ Start** screen. After you've entered your first product, click this button again to enter a second product. Repeat this process until all your items have been entered.

If you have already entered your products into the Product Database, click on the **Add From Database** button. Clicking this button will open the **Products** database where you can select a product from the grid or search for a product. To search for a product to add to this shipment record, choose **ProductID** or **Description** in the **Column** drop-down box and either **Starts With** or **Contains** in the **Match** drop-down box. Then type what you are looking for in the **Search For** box. Products that match your search criteria will appear in the grid.

You can also sort the products by clicking on the column header in the grid. Clicking on the column header once will sort all the products in ascending alphanumeric order; clicking the column header a second time will sort the products in descending order. You can sort all the product records by clicking on any of the column headers. For example, clicking on the **Schedule B/HTS Code** column header will arrange all your products from the smallest number value to the highest number value. Use the scroll bar on the right side of the grid if you have more records than are visible in the grid.

Once you have found the correct product in the grid, simply double-click on the product in the grid or highlight the correct product and then click **Add Selected Products to Shipment**. You will be

taken back to the **EZ Start Product Detail** screen where your products have been filled in. The counter in the upper left corner shows how many products are in your shipment. You can navigate between the products by using the blue arrow keys. Click **Add From Database** as many times as needed to add all the products in your shipment. To select more than one product at a time from the **Products** database, hold down the **Ctrl** button on your keyboard as you click on each item in the product grid.

- **Add To Database**—Click this button if you have manually entered a product or modified an existing product on the EZ Start screen and now want to save that new or modified product to the Product Database. First, it will ask if you want to save your changes, and you will need to click **Yes** to proceed with adding the product to the database. If the product doesn't exist yet in the Product Database, the software will ask you if you are sure you want to add it to the database. Click **Yes**. If the product already exists in the Product Database, a grid will pop up with any matching products based on the Product ID. To add the product as is, click **Add New Product**. To update an existing product, choose the product to update in the grid and click **Update Selected Product**.
- **Delete**—Click this button to delete the currently displayed line item for your shipment.
- **Reorder Line Items**—By default, Shipping Solutions will print the line items in your shipment in the same order in which they were entered into the **Product Detail** screen with some exceptions for items that get combined together. This button allows you to rearrange the order in which the line items will print on your invoices by clicking the item and entering a new line number for the item. This feature will not rearrange the items on the non-invoice forms.
- **Search Line Items**—Click this button to display all the product line items you've entered for this shipment in a grid box. Select one of the lines to display all its information on the screen. While the blue arrow keys will also allow you to move through the line items in your shipment, this button will make it easier if you have many line items.
- **Save** —You must click **Save** for the data you have entered to be saved. If you enter data into a field but do not move off that field before saving, the data will not be saved.
- **Close**—Click **Close** to exit the **Product Detail** screen. You must click **Save** before closing to save the data.
- **Display Products On**—Because you may not want all the product line items for this shipment to appear on all the documents (you don't want a product manufactured in China to appear on your NAFTA Certificate, for example), Shipping Solutions provides check boxes for some of the documents. Check the box if you want this product to appear on the following document and uncheck the box if you don't: Certificate of Origin, NAFTA/FTA Certificates, Invoices, SLI/Bills of Lading, and Packing List.

If the Packing List check box is grayed out, it means this item has already been packed. Go to the Packing List screen and unpack the item (see page 71). You will then be able to uncheck this box. The AES check box determines if this product is included in the electronic filing to *AESDirect*. By default, all the boxes are checked whenever you add a new line item.

- **Product ID**—Enter your company's product number for this product.
- **Product Description**—Enter your company's description of the product. You have the option to append the Country of Origin and/or the ECCN classification to the Product Description entered here. By default, the Country of Origin will appear; the ECCN won't. Go to the **Tools** tab, **Customize Documents** screen to change these settings.
- **Sales Quantity**—Enter the number of pieces or units of the product you are shipping with this order.
- **Sales Unit of Measure**—Enter the unit of measure for this product as it is calculated for invoicing purposes. This unit of measure will appear on the commercial and proforma invoices.

- **Unit Price**—Enter the per piece or per unit price of the product. Shipping Solutions allows you to enter a unit value with up to five decimal places.
- **Extended Price**—This is the total value for the line item, usually Quantity \* Unit Price. Shipping Solutions will automatically calculate this value for you, although you can overwrite the calculated value with another value if you need to.
- **Schedule B/HTS Code**—Enter the Schedule B Commodity Classification Code or Harmonized Tariff System (HTS) Code for the product. The first six digits of the code will appear on any document used internationally; all 10 digits appear on domestic documents and on your AES filing. Shipping Solutions allows you to adjust the number of digits that appear on many of the forms by going to the **Tools** tab and clicking on **Customize Documents**.
- **Gross Weight**—Enter the total weight for this line item including packaging. Enter this weight in pounds or kilograms, and the program will automatically convert it and fill in the other box.
- **Net Weight**—Enter the weight of the product without any immediate wrappings; e.g., the weight of the contents of a tin can without the weight of the can. You can enter this weight in pounds or in kilograms, and Shipping Solutions will automatically convert it and fill in the other box.
- **Country of Origin**—Shipping Solutions gives you the option of listing a product’s country of origin on your invoices appended to the end of your **Product Description**. If you wish to take advantage of this option, enter the country of origin for this product in this field. (You can turn this option on by going to the **Tools** tab and clicking on the **Customize Documents** screen. Click on the **Commercial Invoice**, **Proforma Invoice**, **Canada Customs Invoice**, or **CAFTA-DR** form, and then make sure the **Add Country of Origin to Product Description** box is checked.)

## AES/EEI Section

The following fields are required when filing your Electronic Export Information (EEI) electronically through the Automated Export System (AES) or if you are creating a Shipper’s Letter of Instruction in either the NCBFAA format or the SED format so a third party (typically a freight forwarder) can file on your behalf.

- **Schedule B Description**—Certain products may require that you use a different description on the EEI/AES filing than on your invoices. This field gives you the opportunity to enter a second product description that will appear only on the Shipper’s Letter of Instruction (in SED or NCBFAA format) and be transmitted to AES. If you wish to use the same description for AES as you do on the invoices, simply click on the **Copy Product Description** button, and Shipping Solutions will copy the first description into this field.
- **AES Quantity 1**—Shipping Solutions will automatically copy the quantity that you entered into the **Sales Quantity** field above into the **AES Quantity 1** field. However, the correct unit of measure for the Shipper’s Letter of Instruction (in SED or NCBFAA format) and AES is determined by the Schedule B or Harmonized Tariff System code for your product. It may very well be different than the unit of measure that you use on your invoices. Shipping Solutions allows you to overwrite the quantity that it automatically copied into this field with a different quantity, if necessary to match a different unit of measure.
- **AES Unit of Measure 1**—The correct unit of measure for the Shipper’s Letter of Instruction (in SED or NCBFAA format) and AES is determined by the Schedule B or Harmonized Tariff System code for your product. It may very well be different than the unit of measure that you use on your invoices. Click on the drop-down menu to select one of the units of measure that is allowed by the U.S. Census Bureau to appear on the Shipper’s Letter of Instruction (in SED or NCBFAA format) and transmitted to AES.
- **AES Quantity 2**—The U.S. Census Bureau requires exporters of certain, limited products to report two quantities and two units of measure when filing their EEI electronically through AES. This

depends on the Schedule B or HTS code of the product. If this product requires two units of measure, enter your second quantity here. Otherwise, leave this field blank.

- **AES Unit of Measure 2**—The U.S. Census Bureau requires exporters of certain, limited products to report two quantities and two units of measure when filing their EEI electronically through AES. This depends on the Schedule B or HTS code of the product. If this product requires two units of measure, select the second unit of measure from the drop-down list. Otherwise, leave this field blank.
- **Origin**—Indicate the type of export:
  - **Domestic**—merchandise that is grown, produced or manufactured in the United States (including imported merchandise that has been enhanced in value or changed from the form in which it was imported by further manufacturing or processing in the United States).
  - **Foreign**—merchandise that has entered the United States and is being re-exported in the same condition as when imported.
- **FAS Value**—U.S. export regulations require that the value of the products that you report on the Shipper’s Letter of Instruction (in SED or NCBFAA format) or transmit to AES include not just their Ex Works value (the value of the goods sitting in your warehouse), but also all additional expenses that are incurred to transport your product to the port of export (such as freight and insurance). Use this field to enter those additional costs for each line item. These additional expenses will be added to the line item totals for AES purposes but not the totals on any of the invoices.
- **Export Code**—An export code is required when filing your EEI electronically through AES. Select the proper code from the drop-down list. If you are not using AES, you can leave this field blank. The most common code is “OS – All Other Exports.” You’ll find a complete description of all the export codes in the Appendix (page 174).
- **ECCN**—Enter the Export Control Classification Number (ECCN), if necessary, for your product. Please Note: EAR99 is not an ECCN number. Entering that code in this field may cause problems if you try to file this shipment through *AESDirect*. If your product is EAR99, you can leave this field blank. To have the ECCN append to the Product Description on the Proforma and Commercial invoices, go to the **Tools** tab, **Customize Documents** screen.
- **License No./Exemption**—When you enter a license type, the license exemption will fill in here if there is one. Otherwise, fill in your license number. You’ll find a complete list of export license types and codes in the Appendix (see page 173).
- **License Value**— For shipments requiring an export license, report the value designated on the export license that corresponds to the commodity being exported. This field was added as part of the April 15, 2014, AES updates.
- **License Type**—Select the license type from the drop-down menu. The most common selection is “C33 – No License Required.” You’ll find a complete list of export license types and codes in the Appendix (see page 174).

## NAFTA/Other FTAs Section

The following fields appear on the NAFTA Certificate of Origin (COO) as well as the Australia Free Trade agreement (FTA) COO, the CAFTA-DR COO, the Chile FTA COO, the Colombia FTA COO, and the Korea FTA COO. You should make sure you understand how to qualify your goods under each of the appropriate free trade agreements before you ever provide a FTA Certificate of Origin to an importer.

You may skip the fields in this section if your shipment does not qualify—or you are not sure it qualifies—for preferred tariff treatment under a U.S. free trade agreement.

| FTA Certificate of Origin Form | Preference Criteria                      | Net Cost  | Producer  | Country of Origin     |
|--------------------------------|--|---|---|-----------------------|
| <b>NAFTA</b>                   | A<br>B<br>C<br>D1<br>D2<br>E<br>FA<br>FB | NC<br>No  | Yes<br>No1<br>No2<br>No3                                | US<br>CA<br>MX<br>JNT |
| <b>CAFTA-DR</b>                | A<br>B1<br>B2<br>C                       | <i>If B2, then indicate:</i><br>RVC<br>ACU<br>DM<br>FGM<br>SG | Yes<br>No1<br>No2                                       | Not Required          |
| <b>Australia</b>               | WO<br>POM<br>PS                          | NC<br>No  | Yes<br>No1<br>No2                                       | US<br>AU              |
| <b>Chile</b>                   | A<br>B<br>C                              | RVC BUILDUP<br>RVC BUILDDOWN<br>No                            | Yes<br>No – Article 4.13 (2a)<br>No – Article 4.13 (2b) | US<br>CL              |
| <b>Columbia</b>                | A<br>B1<br>B2<br>C                       | RVC 1<br>RVC 2<br>RVC 3<br>No                                 | Not Required  | US<br>CO              |
| <b>Korea</b>                   | WO<br>PSR<br>PE                          | Not Required  | Not Required  | US<br>KR              |

#### NAFTA/Other FTA Fields

As you can see from this chart, each of the free trade agreements that the United States has entered with other countries include different data elements to prove that your goods qualify under the rules of origin for that agreement. The chart above lists those options for each of the specific FTA Certificates of Origin.

Each column in the chart is independent from the others for their respective agreements. For example, in the NAFTA COO row, using Preference Criteria “D1” does not mean that you automatically enter “NC” in the Net Cost field, “No1” in the Producer field, and “CA” in the Country of Origin field. The one exception is for the CAFTA-DR COO. In that case, you would only select one of the Net Cost field options if you selected “B2” as the Preference Criteria for your product(s).

For a detailed explanation of each of the agreement’s rules of origin and what the abbreviations and citations represent, visit the U.S. Trade Information’s website, [www.export.gov/FTA/index.asp](http://www.export.gov/FTA/index.asp).

## Bill of Lading Section

Shipping Solutions gives you two options for printing a Shipper's Letter of Instructions, Inland Bill of Lading, Ocean Bill of Lading and Dock Receipt. If you want the same product detail to appear on these export forms as you do on the invoices, you'll need to enter the data shown below. If you want a summary of your products to appear on these export forms rather than a detailed listing of the products, you can leave the fields in the **Bill of Lading** section blank. Instead, you will enter that information on the **Product Summary** screen (see page 80).

The only exception is if you need a Canada Customs invoice or CARICOM invoice; in that case, you will always need to enter the number and type of packages here.

- **Number of Packages**—Enter the number of packages in which this line item is packed. The information will appear on the Canada Customs Invoice, CARICOM Invoice, and Inland Bill of Lading.
- **Type of Packages**—Enter the type of package (e.g. box or pallet). The information will appear on the CARICOM Invoice.
- **Package Measurements**—Enter the dimensions of the package(s) for this line item.
- **Marks and Numbers**—Enter any distinguishing information for your packages for this line item such as a container and seal number.
- **Hazardous Material**—Check this box if this item qualifies as hazardous under Department of Transportation regulations.
- **Inland Bill of Lading Rate**—Enter the rate that should appear on the Inland Bill of Lading for this line item.

The screenshot shows a web application window titled "Product Detail - Shipment Number: 1 Product Id: SSPRO909". The browser address bar shows "Invoices/AES" and the active tab is "AES Vehicle and DDTC Info". The main content area is divided into two sections:

- Additional Information for Products Shipping Under a State Department DDTC License Only:** This section contains several input fields: "Exemption Number" (dropdown), "Registration Number" (text), "Quantity" (text), "Significant Military Equipment" (checkbox), "Certified Party Indicator" (checkbox), "USML Category Code" (dropdown), and "Unit of Measure" (dropdown).
- Additional Information Required for Shipping Used Vehicles:** This section contains four input fields: "Vehicle ID Type" (dropdown), "Vehicle ID Number" (text), "Vehicle Title" (text), and "Vehicle Title State" (dropdown).

**The AES Vehicle and DDTC Info Tab on the Product Detail Screen**

## AES Vehicle and DDTC Info Tab

Certain products shipping under a State Department license are required to include additional DDTC information that can be found on the **AES Vehicle and DDTC Info** tab on the **Product Detail** screen. This requirement doesn't affect most exporters, who should simply skip this section. If it does apply to your company, enter information into the following fields:



- **Exemption Number**—If required by the license type, select the exemption number from the drop-down menu that is the specific citation from the International Traffic in Arms Regulations (ITAR) (22 CFR 120-130) that exempts the shipment from the requirements for a license or other written authorization from DDTC.
- **Significant Military Equipment**—Check this box if this line item appears on the United States Munitions List (USML) for which special export controls are warranted because of their capacity for substantial military utility or capability. See Section 120.7 of the ITAR (22 CFR, 120-130) for a definition of SME and Section 121.1 for items designated as SME articles.
- **USML Category Code**—If required by the License Type, select from the drop-down menu the USML category of the article being exported (22 CFR 121).
- **Registration Number**—If required by the license type, enter the number assigned by DDTC to persons who are required to register per Part 122 of the ITAR (22 CFR, 120-130), that has an authorization from DDTC (license or exemption) to export the article.
- **Certified Party Indicator**—Check this box if the U.S. exporter can certify that the exporter is an eligible party to participate in defense trade. See ITAR (22 CFR 120.1(c)). This certification is required only when an exemption is claimed.
- **Unit of Measure**—If required by the license type, select the unit of measure for this line item from the drop-down menu.
- **Quantity**—If required by the license type, enter the quantity for the line item being shipped. The quantity is the total number of units that corresponds to the Unit of Measure field (see above).

Also on the **AES Vehicle and DDTC Info** tab on the **Product Detail** screen is the information required if you are shipping a used vehicle anywhere except to Puerto Rico:

- **Vehicle ID Type**—Select either VIN (Vehicle Identification Number) or Product ID from the pull-down menu.
- **Vehicle ID Number**—Enter the VIN or ID number for the vehicle.
- **Vehicle Title**—Enter the unique title number issued by the state in which the vehicle title was issued.
- **Vehicle Title State**—Enter the two-digit state code for the state in which the vehicle title was issued.

Once you have filled in all the **Product Detail** fields, click the **Save** button and then the **Close** button.

**The Dangerous Goods Tab on the Product Detail Screen**

## Dangerous Goods Tab

If your item is considered a dangerous good (DG) by either the International Air Transport Association (IATA) or the International Maritime Organization (IMO), you will want to complete the appropriate fields on this screen so that you can prepare the proper documentation for your shipment. The screen is divided into **IATA** and **IMO** sections.

If you have already stored your DG information in the **Products** database, it will automatically populate on this screen when you add the product to your shipment. If not, click **Lookup DG** to search for your item in the IATA Database of Dangerous Goods. You can search the database by UN Number or Proper Shipping Name. When you've located your item, highlight the row and click the **Select** button. The IATA Database will provide the **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group**.

Since your shipment is either an air or ocean shipment, but not both, you do not need to complete both the IATA and IMO sections of this screen. However, if this is an ocean shipment you can click **Copy to IMO** to get this information into the IMO section. The **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group** are not always the same for IATA and IMO, so you may need to edit the IMO information. Continue working in either the IATA or IMO section, whichever pertains to your shipment.

## DISCLAIMER

**Proper training is required under federal and/or state regulations to handle dangerous goods and/or hazardous materials. All persons and entities must comply with all federal regulations, including but not limited to the specific training requirements of 49 C.F.R. (172.000– 172.704).**

**InterMart provides this form and instructions to assist properly trained shippers. The materials provided by Shipping Solutions in no way alter, satisfy or influence any federal or state requirements. The information provided does not meet the training requirements as required in DOT 49 CFR.**

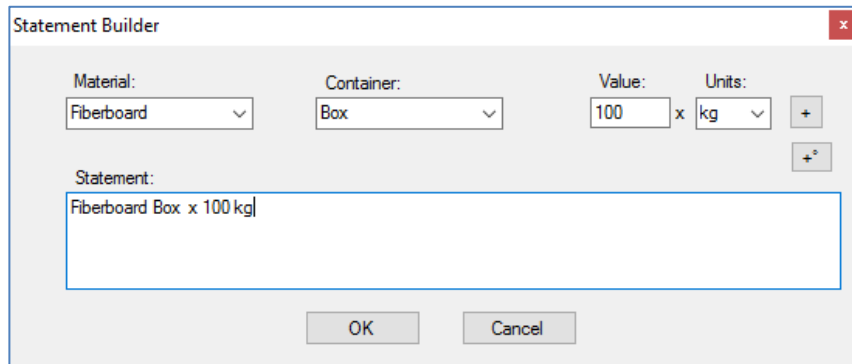
**The study and/or use of Shipping Solutions software does not qualify an individual to prepare, package, transport or otherwise handle dangerous goods or hazardous materials.**

**The information contained in this document is subject to change or update due to changing government regulations. The user of this document assumes responsibility for complying with all applicable laws and regulations regarding the shipment of dangerous goods.**

**InterMart shall not be held responsible for any loss, injury and/or damage caused by errors, omissions, misprints or misrepresentations of the contents of this software, forms or documentation or for any unauthorized or inappropriate use.**

## IATA Section

Enter the **Quantity**. Since this could be different than the commercial invoice quantity, it is not copied from the Invoices tab.



**The Statement Builder Screen for Dangerous Goods**

If you did not enter your packing information in the Product Database, you can type it directly in the **Type of Packing** box, or you can click the **Builder** button. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down lists. Enter the amount in the containers in the **Value** box and either **L** for liters or **kg** for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed. You can also use this box, if needed, to describe an overpack. Click **OK** to return to the DG tab.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

The **Include on IATA** check box will default to checked. If for some reason you do not want to include this item on your Dangerous Goods IATA document, uncheck the box.

## IMO Section

Enter the **Quantity**. Since this could be different than the commercial invoice quantity, it is not copied from the Invoices tab.

Type directly in the **Kind of Packages** box or click the **Builder** button as described in the IATA section. Use the **Additional Description** box to enter any information that you want to follow the **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group**. This information could include a flashpoint, so a degree button is provided to add that symbol.

The **Include on IMO** check box will default to checked. If for some reason you do not want to include this item on your Dangerous Goods IMO document, uncheck the box.

If your DG item requires a **Technical Name**, enter it in the box. Enter the name without parenthesis, which will be added automatically to the document.

The Dangerous Goods IMO document shows **Gross Weight/Volume** and either **Net Weight/Volume** or **Cubic Meters**, and you can enter the values here. Choose which values to display on the **Tools** tab, **Customize Documents**, **Dangerous Goods IMO** screen. You can also change the **Field Labels** on that screen to indicate whether you are showing weight or volume.

Carriers and Ports - Shipment Number: 1

Save Close

Mode of Transport:  
Vessel

Select Exporting Carrier

Exporting Carrier: JAPAN LINES LTD (USA) Exporting Carrier Code: JLLU

Vessel Name:  
Common Carrier

Select Inland Carrier

Inland Carrier: FEDEX GROUND Inland Carrier Code: FEDZ

Select Port of Export

Port of Export: LONG BEACH, CA Port of Export Code: 2709

Loading Pier/Terminal:  
Pier B

Select Port of Unloading

Port of Unloading: TOKYO, JAPAN Port of Unloading Code: 58886

**The Carriers and Ports Screen in EZ Start**

## Carriers and Ports Screen

This screen allows you to specify your shipment's method of transportation and the carriers and ports that will be used to transport your goods. This information is used on various forms and for filing your EEI with AES.

- **Mode of Transport**—Choose the method of transportation for your shipment from the drop-down list of choices supplied by U.S. Customs. For transshipments to Canada, the mode of transport should be that of the border-crossing carrier, not that of the carrier that transports the goods to the country of ultimate destination.
- **Select Exporting Carrier**—Depending on the method of transportation you chose above, either the air (IATA) or ocean and land (SCAC) carriers will become available when you click the **Select Exporting Carrier** button. To search for your carrier, choose either **Code** or **Name** in the **Column** drop-down list, choose **Starts With** or **Contains** in the **Match** drop-down list, and type the corresponding information for your carrier in the **Search For** box. Click on the correct carrier and then click **Select**. The carrier name and code will be filled in on the **Carriers and Ports** screen. For transshipments to Canada, the carrier code should be that of the border-crossing carrier, not that of the carrier that transports the goods to the country of ultimate destination.
- **Vessel Name**—Enter the vessel name for ocean shipments or the carrier name for air, truck and rail shipments. For air shipments, the **Vessel Name** should match the **Exporting Carrier**. If you have selected Air as the **Mode of Transport** before selecting the **Exporting Carrier**, the exporting carrier's name will automatically be entered into the **Vessel Name** field. Enter Unknown for Auto; Pedestrian; Road, Other; Mail; Passenger, Hand Carried or Fixed Transport.
- **Select Inland Carrier**—Click the button and select the carrier that will move your shipment to the port of export. You can search for your carrier as described under **Select Exporting Carrier**.
- **Select Port of Export**—Click the button and select the port of export. For transshipments to Canada, the port of export is the port where your shipment crosses the U.S./Canadian border, not the port from which the goods are shipped to the country of ultimate destination.

- **Loading Pier/Terminal**—Enter the name of the pier or terminal on which your goods are loaded on the export carrier’s vessel.
- **Select Port of Unloading**—Click the button and select the port in which your shipment will be unloaded from the exporting carrier. This field is not required for AES filings when you are shipping by air.

If you cannot locate a specific port, it may be because that port has a different name than you expect. The U.S. Census Bureau has combined certain foreign ports into larger groupings called “All Other Ports....” For example, “All Other Guyana Ports, Guyana.” You can search for a port name in the **Carriers and Ports** database or you can ask your freight forwarder or carrier for the official port name and code.

If you cannot find a specific carrier, ask your forwarder or carrier for the correct code and then add it by going to the **Databases** tab, clicking on **Carriers and Ports**, the type of code you want to add and then **Add New**.

The following list shows which export forms use what data from the **Carriers and Ports** screen:

- Canada Customs Invoice—Mode of Transport, Exporting Carrier, Loading Pier/Terminal
- CARICOM Invoice—Port of Export
- Commercial Invoice—Exporting Carrier, Loading Pier/Terminal
- Dock Receipt (all versions)—Vessel Name, Port of Export, Loading Pier/Terminal, Port of Unloading
- Ocean Bill of Lading (all versions)—Vessel Name, Port of Export, Loading Pier/Terminal, Port of Unloading
- Packing List—Exporting Carrier
- Proforma Invoice—Exporting Carrier, Loading Pier/Terminal
- Shipper’s Letter of Instruction (in SED format)—Mode of Transport, Exporting Carrier, Port of Export, Loading Pier/Terminal, Port of Unloading
- Shipper’s Letter of Instruction (with Product Detail & Summary)—Mode of Transport
- EEI filing through AES—All fields on the Carriers and Ports screen including the codes.

Once you have filled in the necessary information on the **Carriers and Ports** screen, click the **Save** button and then the **Close** button.

**The Invoices Screen in EZ Start**

## Invoices—Proforma/Commercial Screen

This screen allows you to enter information about your shipment that will appear on the proforma and commercial invoices.

- **Proforma Invoice Date**—Enter the date you want to appear on the proforma invoice.
- **Proforma Invoice Number**—Enter the number you want to assign to your proforma invoice for this shipment.
- **Proforma Phrase**—Select the phrases you want to appear on your proforma invoice, most commonly the U.S. Department of Commerce or U.S. Department of State anti-diversion clause. Shipping Solutions includes a database for storing commonly used instructions and phrases that your company uses, so you don't have to retype these instructions on every shipment. Click on the drop-down menu to see a list of phrases that have already been entered into the database. You can add additional phrases by going to the **Databases** tab and clicking on **Phrases**. This field allows you to display up to approximately 600 characters.
- **Special Instructions**—Enter any special instructions you want to appear on the Proforma Invoice. Shipping Solutions includes a database for storing commonly used instructions and phrases that your company uses, so you don't have to retype these instructions on every shipment. Click on the drop-down menu to see a list of phrases that have already been entered into the database. You can

add additional phrases by going to the **Databases** tab and clicking on **Phrases**. This field allows you to enter and display up to 25,000 characters.

- **Commercial Invoice Date**—Enter the date you want to appear on the commercial invoice. This date is also used on the Canada Customs Invoice, the CARICOM invoice, and the various versions of the Shipper’s Letter of Instruction. If you have already entered an invoice date on the Canada Customs Invoice screen, the CARICOM Invoice screen, or the Shipper’s Letter of Instruction screen in EZ, the date will automatically appear on this screen too.
- **Commercial Invoice Number**—Enter the number you wish to assign to your commercial invoice for this shipment.
- **Commercial Phrase**—Select the phrase you want to appear on your commercial invoice, most commonly the U.S. Department of Commerce or U.S. Department of State anti-diversion clause. Shipping Solutions includes a database for storing commonly used instructions and phrases that your company uses, so you don’t have to retype these instructions on every shipment. Click on the drop-down menu to see a list of phrases that have already been entered into the database. You can add additional phrases by going to the **Databases** tab and clicking on **Phrases**. This field allows you to display up to approximately 600 characters.
- **Special Instructions**—Enter any special instructions you wish to appear on the commercial invoice and most of your other documents. Shipping Solutions includes a database for storing commonly used instructions and phrases that your company uses, so you don’t have to retype these instructions on every shipment. Click on the drop-down menu to see a list of phrases that have already been entered into the database. You can add additional phrases by going to the **Databases** tab and clicking on **Phrases**. The information you enter on this screen will not only appear on the Commercial Invoice, it will also print on the Canada Customs Invoice, CAFTA-DR Certificate of Origin, Certificate of Origin (Generic), Dock Receipt, Ocean Bill of Lading, Packing List and Shipper’s Letter of Instruction (with Product Detail and Product Summary). This field allows you to enter up to 25,000 characters.
- **Order Number**—Enter the customer’s order number or numbers for this shipment.
- **PO Number**—Enter the customer’s purchase order number.
- **Terms**—Click on the drop-down menu to choose one of the payment options. To add additional payment terms, go to the **Databases** tab and click on **Payment Terms**.
- **Incoterm**—Maintained by the International Chamber of Commerce (ICC), this codification of terms is used in foreign trade contracts to define which parties incur the costs and at what specific point the costs are incurred. Select the correct term from the drop-down menu. The drop-down menu in this field includes the abbreviations for both the Incoterms® 2000 and the Incoterms® 2010 rules. (For a complete listing of Incoterms 2010, see the Appendix on page 172.)
- **Incoterm Location**—Enter the geographic location at which the Incoterms rule takes place.
- **Incoterm Year**—Choose a statement clarifying whether you are using the Incoterms revised in 2000 or 2010.
- **Fees**—The following six fields are intended to allow you to add any additional charges to the invoices: **Inland Freight Fees**, **Handling Fees**, **Consular Fees**, **Ocean/Air Fees**, **Insurance Fees**, and **Other Fees**. You can customize your commercial and proforma invoices so they only display the additional charges fields that you need. To change these options, go to the **Tools** tab, click **Customize Documents** and choose either the Commercial Invoice or Proforma Invoice. Make sure the boxes are checked next to only those values and fees fields you wish to display on that specific invoice.
- **Country of Ultimate Destination**—Enter the name of the country in which the merchandise will ultimately reside.



- **Point or State of Origin**—Enter the state in which the merchandise starts its journey to the port of export, or the state of the commodity of the greatest value, or the state of consolidation.
- **Show Intermediate Consignee as**—Choose from the drop-down list what you want to display in the Intermediate Consignee box on the proforma and commercial invoices: the intermediate consignee or the bill to.
- **Invoice Currency** (This feature is not available in Shipping Solutions Classic.)—If you want your invoices in U.S. dollars, do nothing with this field. If you would like your invoices to print in a different currency, choose the currency here. The converted amounts, using the **Currency Exchange Rate**, will appear on the proforma and commercial invoices. If the currency has a symbol, the currency symbol will appear in the total price field for each line item, in the fee fields, and in the invoice total price field. The associated three-character ISO currency code (e.g. USD for U.S. dollars) will appear below the total price of the invoice.
- **Currency Exchange Rate** (This feature is not available in Shipping Solutions Classic.)—Once you have chosen a different **Invoice Currency** and tabbed off the field, the **Currency Exchange Rate** field will appear. If you have an exchange rate stored in the currency database for this currency, then it will automatically fill in. Otherwise, you can enter the exchange rate directly on this screen. Shipping Solutions will multiply the exchange rate against the prices entered on the **Product Detail** screen, which should be in U.S. dollars, to get the prices in the new currency. The converted prices will appear on the proforma and commercial invoices. If the amounts on the **Product Detail** screens are in U.S. dollars, however, Shipping Solutions will file your EEI information with AES in U.S. dollars as is required by the U.S. Census Bureau.
- **Alternate Currency** (This feature is not available in Shipping Solutions Classic.)—Use this field only if you want to display a second currency on your invoice as a total only. Select the currency you wish to use from the drop-down menu. The converted total, using the **Alternate Currency Exchange Rate**, will be shown at the bottom of the invoice below the primary currency total. If the currency has a symbol, it will appear with the total. The associated three-character ISO currency code (e.g. USD for U.S. dollars) will also appear.
- **Alternate Currency Exchange Rate** (This feature is not available in Shipping Solutions Classic.)—Once you have chosen an **Alternate Currency** and tabbed off the field, the **Alternate Currency Exchange Rate** field will appear. If you have an exchange rate stored in the currency database for this currency, then it will automatically fill in. If not, you can enter the exchange rate directly on this screen. Shipping Solutions will multiply the exchange rate against the total invoice value and show this amount at the bottom of the commercial and proforma invoices. If the amounts on the **Product Detail** screens are in U.S. dollars, however, Shipping Solutions will file your EEI information with AES in U.S. dollars as is required by the U.S. Census Department.
- **Signature**—If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your commercial and proforma invoices.

Once you have filled in the invoices information, click **Save** and then **Close**. On the **Preview/Print/Email** screen you can print both the commercial invoice and the proforma invoice in either English or Spanish.

EEI - Electronic Export Information (AES) - Shipment Number: 1

Save Close

Shipment Reference Number: 2014-0207001

Date of Export: 2/10/2014

Foreign Trade Zone:

Inbond Type:

Import Entry Number:

Filing Option: Predeparture

State of Origin: MINNESOTA

Parties Are Related:

Containerized:

Hazardous Materials:

Routed Export Transaction:

EEI Email Response: daven@shipsolutions.com

Country of Ultimate Destination: Japan

AES ITN

AES ITN Code or Exemption Statement: Select Phrase

AES X20141014000001

SLI in NCBFAA Format Only

DDTC Applicant Registration Number:

Freight Location Company

Signature: DMN Signature for Software.jpg

\$2500 or Less:

Authorize Forwarder:

Eligible Party Certification:

SLI in SED Format Only

ECCN Code(s):

SED Export License Type:

**The EEI – Electronic Export Information for AES Screen in EZ Start**

## EEI – Electronic Export Information (AES) Screen

The information on this screen is used to complete a Shipper’s Letter of Instruction (in NCBFAA format or in SED format) or to file your EEI information electronically through the Automated Export System (AES).

- **Shipment Reference Number**—Enter a unique reference number up to 17 characters for identification purposes. This shipment reference number must be unique to your company and cannot be re-used for future shipments.
- **Date of Export**—Enter the date the merchandise is scheduled to leave the U.S. for all methods of transportation. If the actual date is not known, report the best estimate of departure. When you know the actual date, log on to *AESDirect* and correct it. The date format should be MM/DD/YYYY.
- **Foreign Trade Zone**—Foreign Trade Zones are specially licensed commercial and industrial areas near ports of entry where foreign and domestic goods may be brought in without being subject to payment of Customs duties. Enter the one- to five-digit alphanumeric code assigned by the Foreign Trade Zone Board.
- **Inbond Type**—This field is used for re-export of imported goods stored in a bonded warehouse. Inbond shipments that involve a warehouse or foreign trade zone may be filed with AES for informational purposes only.

- **Import Entry Number**—Enter the **Import Entry Number** when the export transaction is used as proof of export for import transactions, such as In-Bond, Temporary Import Bond or Drawbacks. If an **Inbond Type** is specified, you must have an entry here.
- **Filing Option**—Select whether this AES filing is being done prior to export (**Predeparture**) or after the export (**Postdeparture**). Because most exporters must file through AES prior to their export, Shipping Solutions defaults to the **Predeparture** option.
- **State of Origin**—Select the state in which the merchandise starts its journey to the port of export. If the shipment is composed of merchandise from more than one warehouse located in different states, provide the state with the commodity of the greatest value or the state where merchandise is consolidated.
- **Parties Are Related**—Check this box if the parties in this shipment are related. A related-party transaction is a transaction between a USPPI and a foreign consignee (e.g., parent company or sister company) where there is at least 10% ownership of each by the same U.S. or foreign person or business enterprise.
- **Containerized**—(For vessel shipments only.) Check this box for cargo originally booked as containerized cargo and for cargo that has been placed in containers at the vessel operator’s option.
- **Hazardous Materials**—Check this box if this shipment is hazardous as defined by the Department of Transportation.
- **Routed Export Transaction**—Check this box if this is a routed export transaction. A routed export transaction is one in which the foreign principal party in interest authorizes a U.S. forwarding or other agent to export the merchandise out of the United States on its behalf.
- **E EI Email Response**—AES will send you an email with your ITN number confirming that your EEI information was accepted by the Census Bureau. By default, this email will be sent to the Systems Administrator that established your company’s ACE account when you registered. If you want the confirmation email to be sent to someone in addition to the Systems Administrator, enter that email address here. You can also store the email address in Shipping Solutions, so you don’t have to enter it here for every shipment. To store an EEI Email Response address, go to the **Admin** tab and clicking on **Profile Settings**. You can enter multiple email addresses by separating each address with a comma.
- **Country of Ultimate Destination**—Enter the name of the country in which the merchandise will ultimately reside. If you have already entered this information on the Invoices screen, this field will be filled in automatically.
- **AES ITN Code or Exemption Statement**—If you are filing your EEI information through the Automated Export System (AES), you must be able to prove that you filed the information through AES or that your shipment was exempt from the filing requirement. To do that, you must enter the correct filing citation or exemption statement in this field.

This field will automatically print on the Shipper’s Letter of Instruction (with Product Detail and Summary) and on the Air Waybill and Ocean Bill of Lading (with Product Detail and Summary). If you will not be providing one or more of these forms to your freight forwarder or to the carrier, you should add this statement to the **Special Instructions** field on the **Commercial Invoice** screen. Even if you will be presenting the SLI or one of the waybills, you might want to include it on the commercial invoice anyway.

After you have filed your EEI information through AES, you’ll receive an email with your Internal Transaction Number (also known as ITN number) as proof that your AES filing was accepted by the Census Bureau. The ITN number is a 15-digit code starting with the letter “X” plus the date the EEI was filed and a six-digit number generated by Census.

You must enter the ITN number into this field after the citation **AES**. For example, a citation will look like this: **AES X20121014000001**.

There are various exceptions that do not require filing your EEI information with AES. For example, if the value of the goods is less than \$2,500 and the goods don't require an export license, you should enter: NO EEI 30.37(a). Shipping Solutions has populated the most common exception statements in the **Phrases** database, and they appear in the drop-down list for this field. If the one you use regularly is missing, you can add it by going to the **Databases** tab, clicking on **Phrases** and then the **Add** button. For a complete list of exceptions see part 30 of the Foreign Trade Regulations found at [www.census.gov](http://www.census.gov).

### SLI in NCBFAA Format Only Section

If you are using the Shipper's Letter of Instruction in the format recommended by the National Customs Broker and Freight Forwarder Association of America (NCBFAA) to provide your forwarder with the EEI information for AES filing, fill in the following fields:

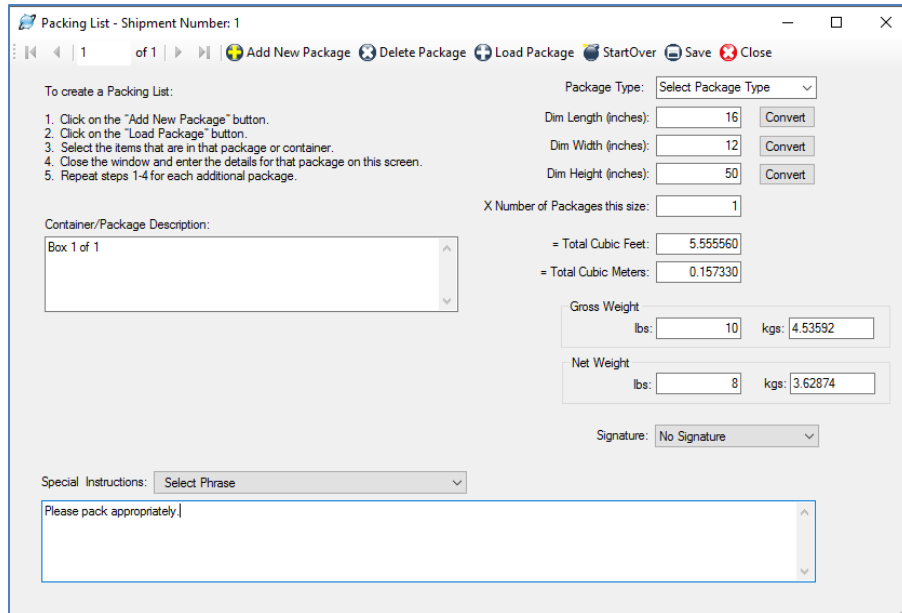
- **DDTC Applicant Registration Number**—For Department of State, DDTC licensed transactions, enter your Directorate of Defense Trade Controls (DDTC) Registration Number (also referred to as the Registration Code). DDTC Registration Numbers should always be exactly six characters.
- **Freight Location Company**—If different from the USPPPI name, which is typically the exporter, enter the company name where the cargo begins its journey to the port of export.
- **\$2500 or Less**—Check this box if your shipment includes items that are valued at \$2,500 or less when grouped by Schedule B or HTS code that you are not including on the SLI and that do not otherwise require AES filing.
- **Authorize Forwarder**—Check this box if you are authorizing the named freight forwarder to file the EEI through AES on your behalf.
- **Eligible Party Certification**—If you are moving cargo against an ITAR exemption, you must select Yes or No to certify that the exporter is an eligible party to participate in defense trade.
- **Signature**—If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your Shipper's Letter of Instruction (in NCBFAA format).

### SLI in SED Format Only Section

Shipping Solutions includes a version of the Shipper's Letter of Instruction based on the paper version of the old Shipper's Export Declaration. This is no longer the format preferred by freight forwarders. (See the SLI in NCBFAA format above.) However, if you wish to continue using the Shipper's Letter of Instruction (in SED format) to provide your forwarder with the information for AES filing, fill in the following fields:

- **ECCN Code(s)**—Re-enter your ECCN number, if applicable, in this field to fit into the limited space allowed on the Shipper's Letter of Instruction (in SED format).
- **SED Export License Type**—Re-enter a license type, if applicable, in this field to fit into the limited space allowed on the Shipper's Letter of Instruction (in SED format).

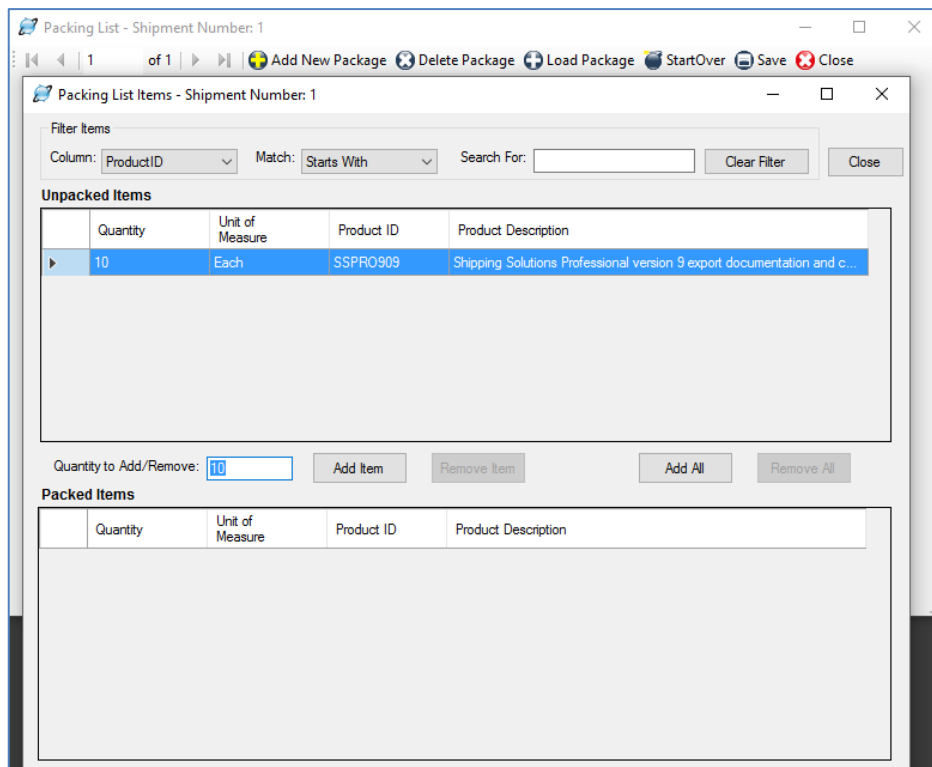
When you have entered all the necessary EEI information, click **Save** and then **Close**.



The Packing List Screen in EZ Start

## Packing List Screen

The Shipping Solutions Packing List screen makes it easy to create a packing list based on each container or other packaging unit. To create a packing list, click on the **Add New Package** button. Then, click the **Load Package** button, and the **Packing List Items** screen will appear.



Loading a Container on the Packing List Screen

The **Unpacked Items** table shows a list of all the products in your shipment displaying the **Quantity, Unit of Measure, Product ID** and **Product Description**. The first time you click **Load Package** all the products you entered into the **Product Detail** screen will be listed in the **Unpacked Items** list (unless you excluded specific products from the packing list on the Product Detail screen – see “Display Products On” on page 54). If you have a very long list of products, you can search for specific products using the **Filter Items** box.

There are several ways to load the packages:

- Click **Add All** to pack all your line items in one package.
- Click on a line item in the **Unpacked Items** list. Click **Add Item** to add the entire amount of that item to this package.
- Click on a line item in the **Unpacked Items** list. Change the **Quantity to Add/Remove** to add a subset of this line item to the current package and then click **Add Item**. For example, although you may have entered a total of 10 widgets on the **Product Detail** screen, you may want only six widgets in the current package. Adding six widgets to this current package will reduce the total number of remaining widgets from 10 to four in the **Unpacked Items** window. You will enter those remaining four items in a different package.

You will see your items move from the **Unpacked Items** list to the **Packed Items** list. If you need to make a change to the packed items, use **Remove All** to move all the items for this package back to the **Unpacked Items** list. Use **Remove Item** along with the **Quantity to Add/Remove** to move a subset of items from packed to unpacked. Click **Close**.

If you did not load all your line items in the first package, click **Add New Package** again to create a second package. Click **Load Package**. You will see the remaining items to pack in the **Unpacked Items** list. You will not see the items you packed in the first container. Load the second package using the same process you used with the first package. Continue adding packages until all your line items appear in the **Packed Items** list for one of the packages.

When you have finished selecting the products you wish to load in each package of your shipment, there shouldn't be any more products in the **Unpacked Items** window. If you leave any products in your **Unpacked Items** list, you will have a discrepancy between your invoices and the packing list.

**Please Note:** Because the process of loading your packing list packages uses the items you previously entered on the **Product Detail** screen, any change in the quantity of items that you entered on that screen could make your packing list inaccurate. If you increase the quantity of one or more of your items on the **Product Detail** screen, you will need to return to the **Packing List=>Load Package** screen to add the additional products to the packing list form.

If you try to lower the quantity of one or more of your items on the **Product Detail** screen, Shipping Solutions will prevent you from doing so. You will first need to return to the **Packing List=>Load Package** screen and unpack the item or items you wish to change from the packing list. Once you have made your change(s) on the **Product Detail** screen, you'll then repack the item on the Packing List screen.

Enter the dimensions and weights for each package. Move between the different packages using the blue arrows in the upper left corner of the **Packing List** screen. The fields are defined below:

- **Package Type**—You can store commonly used package types in the **Package Types** database (see page 122) and select them from the drop-down list.
- **Dimensions**—Enter the length, width and height of an individual package in inches. If you don't have this information available in inches, you may enter the dimensions in whatever measurement you have and then click on the **Convert** button next to each of the dimension fields. The number you entered will be displayed in the **Value to Convert** box and inches will be selected in the **To** box. Choose the measurement of the number you entered (e.g. centimeters) and click **Convert**. The amount you entered converted to inches will be displayed in the dimensions box.
- **X Number of Packages this size**—Enter the number of packages that are of the dimension listed above.

- **Total Cubic Feet and Meters**—Shipping Solutions will automatically calculate the total cubic feet and meters based on the dimensions and quantities entered above. You can display up to five decimal places on the packing list. (You can control this option on the **Tools=>Customize Documents=>Packing List** screen.)
- **Gross and Net Weight**—Enter the gross and net weights of this package in pounds or kilograms, and Shipping Solutions will automatically fill in the other box. You can display up to five decimal places on the packing list. (You can control this option on the **Tools=>Customize Documents=>Packing List** screen.)

Once you have loaded all your packages and entered the dimensions and weight of each, you have the option of adding a signature and special instructions to your packing list:

- **Signature**—If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your packing list.
- **Special Instructions**—Choose any special instructions from the drop-down list or enter them directly in the box. You also have the option to display the Special Instructions that you entered in the **Commercial Invoice** section of the **Invoices – Proforma/Commercial** screen. (You can control this option on the **Tools=>Customize Documents=>Packing List** screen.) If you turn this option on, the Packing List Special Instructions will appear on the Packing List form below the Commercial Invoice Special Instructions.

Use the **Delete Package** button on the toolbar to delete a package from your shipment. Any items that were loaded in that package will be returned to the **Unpacked Items** list.

If you need to make significant changes to your packing list, it may be easier to click the **StartOver** button on the toolbar, which will unpack all your items and delete all your packages for this shipment record. You can then begin the process of creating a new packing list from scratch.

When you have loaded all your packages and entered all the weight and dimension information click **Save** and then **Close**. You can print the packing list on the **Preview/Print/Email** screen.



NAFTA/Other Free Trade Agreements (FTA) - Shipment Number: 1

Save Close

Importer

FTA Date: 1/31/2019

Producer

Blanket Dates

From Date 1/ 1/2019 To Date 12/31/2019

Certified By

Israeli Declaration By: [ ]

Signature: No Signature

The NAFTA/Other FTA Screen in EZ Start

## NAFTA/Other Free Trade Agreements (FTA) Screen

Fill in the information on this screen if you need to complete a NAFTA Certificate of Origin or other Free Trade Agreement certificates.

- Importer**—State the full legal name and address (including country) of the importer. If the importer is not known, state “Unknown.” If multiple importers, state “Various.” To add click the **Importer** button. You can type the name and address here or click **Add Contact from Database**. The **Select Database** field defaults to the **Miscellaneous** database, but you can choose a contact from any database by choosing the database from the **Select Database** drop-down list. To search for a particular contact, choose **Starts With** or **Contains** from the **Match** drop-down list and start typing the contact’s company name in the **Search for Company** box. Click on the contact you want and click **Add Contact**. Click **Save** and **Close**.
- Producer**—State the full legal name and address (including country) of the producer. If more than one producer’s goods are included on the certificate, manually attach a list of the additional producers including the legal name, address and legal tax identification number, cross-referenced to the products you are shipping. If you wish this information to be confidential, you may state “Available to Customs Upon Request.” If the producer and the exporter are the same, enter “Same.” If the producer is unknown, it is acceptable to enter “Unknown.” To add click the **Producer** button. You can type the name and address here or click **Add Contact from Database** and follow the process described under **Importer**.
- Certified By**—Enter the contact information for the company that is completing and signing the NAFTA Certificate of Origin or FTA Certificate for this shipment or for these products. This form can be produced and signed by either the producer or the exporter of the goods, if they are different companies. To add click the **Certified By** button. You can type the name and address here or click **Add Contact from Database** and follow the process described under **Importer**.
- FTA Date**—Enter the date that should appear on the NAFTA Certificate of Origin or another FTA Certificate.

- **Blanket Dates**—Complete these fields if the NAFTA Certificate of Origin or FTA Certificate covers multiple shipments of identical goods exported to a NAFTA or other FTA country for a specified period of up to one year. **From Date** is the date upon which the Certificate becomes applicable to the goods covered by the blanket certificate (it may be prior to the date of signing this Certificate). **To Date** is the date upon which the blanket period expires. The importation of a good for which preferential treatment is claimed based on this Certificate must occur between these dates.
- **Israeli Declaration By**—Choose **Exporter** or **Producer** depending on which party is certifying the goods. This information will appear on the **Commercial Invoice for Israel**.
- **Signature**—If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your FTA forms.

When you have filled in the information for your NAFTA or other FTA certificate of origin, click **Save** and then **Close**. On the **Preview/Print/Email** screen you can print the NAFTA certificate in English, French or Spanish. Some of the other FTA forms include both English and the local language on the same form.

**The Certificate of Origin Screen in EZ Start**

## Generic Certificate of Origin

Fill in this screen if you need to prepare a generic Certificate of Origin. Because most of the information that appears on this certificate of origin was entered on previous screens, you don't need to enter much on this screen.

- **Phrases**—You can select a verifying phrase (if necessary) from the **Phrases Database** drop-down menu. A typical phrase reads: “The Chamber of Commerce of \_\_\_\_\_, a recognized Chamber of Commerce under the laws of the State of \_\_\_\_\_, has examined the manufacturer’s invoice or shipper’s affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.” To modify the phrase for your company, go to the **Databases** tab and click **Phrases**.
- **Dated At**—Enter the location where the company official will sign the certificate of origin.
- **Day/Month/Year**—Enter the date on which the company official will sign the certificate of origin.

When you have filled in all the generic certificate of origin fields, click **Save** and then **Close**. You can print the generic certificate of origin on the **Preview/Print/Email** screen.

The Canada Customs Invoice Screen in EZ Start

## Canada Customs Invoice Screen

Fill in this screen if you need to prepare a Canada Customs Invoice.

- Purchaser (if other than Ultimate Consignee)**—Enter the name and address of the purchaser of your goods if it is different than the ultimate consignee. To add, click the **Purchaser** button. You can type the name and address here or click **Add Contact from Database**. The **Select Database** field defaults to the **Miscellaneous** database, but you can choose a contact from any database by choosing it from the **Select Database** drop-down list. To search for a particular contact, choose **Starts With** or **Contains** from the **Match** drop-down list and start typing the contact's company name in the **Search for Company** box. Click on the contact you want and click **Add Contact**. Click **Save** and **Close**.
- Exporter (if different than exporter on Contacts screen)**—Enter the exporter's name and address if it is different than the exporter listed on the **Contacts** screen. To add, click the **Exporter** button. You can type the name and address here or click **Add Contact from Database** and follow the process described under **Purchaser**.
- Originator (if required)**—When the invoice is completed on behalf of a company, the company's name and address must be indicated. The name of the person completing the invoice may also be indicated. To add click the **Originator** button. You can type the name and address here or click **Add Contact from Database** and follow the process described under **Purchaser**.
- Date of Direct Shipment to Canada**—Enter the date you want to appear on the Canada Customs Invoice. This date is also used on the Commercial Invoice, Caricom Invoice, and the various versions of the Shipper's Letter of Instruction. If you have already entered an invoice date on the Invoices screen, Caricom Invoice screen, or Shipper's Letter of Instruction screen in EZ, the date will automatically appear on this screen too.

- **Other References**—Enter any additional information that refers to this order (such as your commercial invoice number or your customer’s PO number).
- **Country of Transshipment**—Enter the country through which the goods were shipped in transit to Canada under customs control.
- **Country of Origin of Goods**—Enter the country of origin where the goods are grown, produced or manufactured. Each manufactured article on the invoice must have been significantly transformed in the country specified as the country of origin to its present form ready for export to Canada. Certain operations such as packaging, splitting and sorting may not be considered sufficient operations to confer origin.
- **Additional Information for Transportation Field**—Enter the place from which the goods began their uninterrupted journey to Canada. If you entered a **Mode of Transport** and **Exporting Carrier** on the **Carriers and Ports** screen, that information will also appear in this box on the form.
- **Condition/Terms of Sale**—State whether the goods are shipped on a sale basis, consignment shipment, lease, etc. If on sale basis, specify the terms of sale, such as Net 30 Days. Indicate whether the prices shown are FOB, CIF, etc. and details of discounts or any other special arrangements.
- **Currency**—Indicate the currency in which the vendor’s demand for payment is made.
- **If any of field 1 to 17...check this box**—If any of the information in fields 1-17 on the Canada Customs Invoice is included on an attached commercial invoice, check this box.
- **Agency Ruling**—If your products have received a special valuation ruling, enter it here. These rulings generally reduce the Value For Duty rate applied.
- **If fields 23 to 25...check this box**—If you do not need to report additional charges for transporting the goods to Canada, assembling the goods within Canada or for packing the goods, check this box.
- **23. Charges included**—If you need to report any additional charges for transporting the goods to Canada, assembling the goods within Canada, or for packing the goods, enter the information in these fields if they are already factored into the price of each line item.
- **24. Charges not included**—If you need to report any additional charges for transporting the goods to Canada, assembling the goods within Canada, or for packing the goods, enter the information in these fields if they are not factored into the price of each line item.
- **25. Check if applicable**—Check either box if it applies.

When you have filled in all the Canada customs invoice fields, click **Save** and then **Close**. You can print the Canada Customs Invoice on the **Preview/Print/Email** screen.

The screenshot shows a software window titled "Caricom Invoice - Shipment Number: 1". At the top left, there are "Save" and "Close" buttons. The main area contains the following fields and values:

- Invoice Date: 1/1/2015
- CARICOM Certificate Number: 29282
- Other References: Invoice #12345
- Buyer (if Not Consignee):
- Presenting Bank: Wells Fargo
- Country of Origin: USA
- Terms and Conditions: Prepaid
- Currency of Sale: USD
- Gross Weight (Lbs): 250
- Cubic Meters: 16.4
- Marks and Numbers:
- General Description of Goods: America's #1 export documentation software.
- Signature: No Signature

A "Convert" button is located next to the Gross Weight (Lbs) field.

**The Caricom Invoice Screen in EZ Start**

## Caricom Invoice Screen

The Caribbean Community and Common Market (CARICOM) was created to promote a single market and economy within its member states. A CARICOM invoice must be completed when exporting to a member country.

- **Invoice Date**— Enter the date you want to appear on the Caricom Invoice. This date is also used on the Commercial Invoice, Canada Customs Invoice, and the various versions of the Shipper’s Letter of Instruction. If you have already entered an invoice date on the Invoices screen, Canada Customs Invoice screen, or Shipper’s Letter of Instruction screen in EZ, the date will automatically appear on this screen too.
- **CARICOM Certificate Number**—Enter the invoice number.
- **Other References**—Enter references to other documents such as the proforma invoice number and the confirmation of the order.
- **Buyer**—Enter the name of the Ultimate Consignee of the goods.
- **Presenting Bank**—Enter the name of the bank handling the transaction.
- **Country of Origin**—Enter the last country in which significant production or manufacture of the goods took place. Minimal work on goods such as repacking, sorting or grading does not change the country of origin.
- **Terms and Conditions**—Enter the terms of payment and delivery.
- **Currency of Sale**—Enter the currency used to display the value of the goods.
- **Gross Weight (Lbs)**—Enter the gross weight of the goods in pounds. Shipping Solutions will automatically convert it to kilograms. If you don’t have the gross weight available in pounds, you may enter the weight in whatever measurement you have and then click on the **Convert** button. The number you entered will be displayed in the **Value to Convert** box and pounds will be selected in the **To** box. Choose the measurement of the number you entered (e.g. kilograms) and click **Convert**. The amount you entered converted to pounds will be displayed in the gross weight box.

- **Cubic Meters**—Enter the cubic measurement of the outer packages.
- **Marks and Numbers**—Enter the markings and numbers used on the packages.
- **General Description of Goods**—Enter a general description of the contents of the packages.
- **Signature**—If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your Caricom invoice.

When you have filled in all the Caricom invoice fields, click **Save** and then **Close**. You can print the Caricom Invoice on the **Preview/Print/Email** screen.



**The Product Summary Screen in EZ Start**

## Product Summary Screen

Because freight forwarders and carriers don't need to know the line-item-by-line-item details of the products you are shipping, this screen gives you the opportunity to enter a summary of your products. The summary information you enter on this screen will appear in the product sections of the Shipper's Letter of Instruction, Inland Bill of Lading, Ocean Bill of Lading, and Dock Receipt if you choose the option in the **Preview/Print/Email** screen that says "(with Product Summary)." If you want to print the line item details of your products on your documents, you do not need to complete this screen.

If you only want summary information on some of the forms, you can click the radio button to see which fields are required for the form that you want, so you only fill in the information that's needed.

- **No. Pkgs**—Enter the total number of packages in this shipment. This field is used on all four forms.
- **HM**—Mark with an "X" if this shipment includes Hazardous Materials. This field appears on the inland bill of lading, the ocean bill of lading and the dock receipt.
- **Description of Goods**—Enter a general description of the products for each container/package. This field appears on all four forms.
- **Marks and Numbers**—Enter any distinguishing information for your packages such as a container and seal number. This field appears on all four forms.
- **Weight**—Enter the weight for each container/package. This field appears on all four forms.
- **Measurements**—Enter the dimensions of each container/package. This field appears on the ocean bill of lading, dock receipt, and the shipper's letter of instruction.
- **Rate**—Enter the rate that should appear on the inland bill of lading. The field appears only on the inland bill of lading.

When you have filled in all the **Product Summary** fields, click **Save** and then **Close**.

Shipper's Letter of Instruction - Shipment Number: 1

Save Close

Date: 2/10/2014

|                       | Quote  | Y/N                      | Adjustment |
|-----------------------|--------|--------------------------|------------|
| Inland Freight Costs: | 100.00 | <input type="checkbox"/> | 0.00       |
| Ocean/Air Costs:      | 200.00 | <input type="checkbox"/> | 0.00       |
| Handling Fees:        | 300.00 | <input type="checkbox"/> | 0.00       |
| Insurance Costs:      | 400.00 | <input type="checkbox"/> | 0.00       |
| Consular Fees:        | 500.00 | <input type="checkbox"/> | 0.00       |
| Additional Charges:   | 600.00 | <input type="checkbox"/> | 0.00       |

YES. I would like a quote on these charges.  
 YES. Please adjust Invoice with these charges.

Please respond with these costs by:

How do you want the freight billed?

Shipping Details:

Insurance Required? Insurance Type:  License Number/Symbol: EAR99 Forward Documents To: Consignee

SLI Special Instructions:

These documents are attached to this Shipper's Letter of Instruction:

Invoice  Packing List  Attachment  
 NAFTA  Certificate of Origin  Other - See Special Instructions  
 Inland B/L  Bank Draft

Signature:

**The Shipper's Letter of Instruction (SLI) Screen in EZ Start**

## Shipper's Letter of Instruction Screen

Fill out the data on this screen to complete the Shipper's Letter of Instruction (with Product Detail and Product Summary) to present to your freight forwarder along with your other export documents. Please review the instructions at the bottom of this section if you wish to produce a Shipper's Letter of Instruction (in SED format).

- **Date**— Enter the date you want to appear on the Shipper's Letter of Instruction. This date is also used on the Commercial Invoice, Canada Customs Invoice, and Caricom Invoice. If you have already entered an invoice date on the Invoices screen, Canada Customs Invoice screen, or the Caricom Invoice screen in EZ Start, the date will automatically appear on this screen too.
- **Quote, Y/N and Adjustment fields for costs and fees**—Enter any additional transportation fees that your freight forwarder quoted you and if you wish to add these fees to the invoice.
- **YES...check boxes**—Check the first box if you want your freight forwarder to provide you with a quotation for the costs of a variety of different services. If you would like your freight forwarder to add these costs to the invoice, check the second box.
- **Please respond with these costs by**—Choose how you want your freight forwarder to quote you with these additional charges: phone, fax or email.
- **How Do You Want the Freight Billed**—Select either prepaid or collect.
- **Shipping Details**—Choose if you wish to have the freight forwarder consolidate your shipment with other shipments to reduce freight costs or ship them directly to speed up the process.
- **Insurance**—Check the **Insurance Required?** box if you would like the forwarder to insure your shipment and enter the type of insurance in the **Insurance Type** field.
- **License Number/Symbol**—If you are shipping a product that requires a special export license, enter that information here. If not, enter NLR (No Licensed Required).

- **Forward Documents To**—Enter the parties to receive a set of your shipping documents.
- **SLI Special Instructions**—Enter any special instructions you would like to appear on the Shipper’s Letter of Instruction (SLI). Shipping Solutions includes a database for storing commonly used instructions and phrases that your company uses, so you don’t have to retype these instructions on every shipment. Click on the drop-down menu to see a list of phrases you’ve already entered into the database. You can add additional phrases by going to the **Databases** tab and clicking on **Phrases**. This field will display up to approximately 750 characters.
- **These documents are attached...check boxes**—Click on the box next to the export forms you are providing your freight forwarder along with the SLI.
- **Signature** – If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your SLI.

When you have filled in all the SLI fields, click **Save** and then **Close**. You can print the SLI with product summary or product detail from the **Preview/Print/Email** screen.

## Parcel Shipping Screen (Professional Only)

Shipping Solutions Professional allows you to transfer your shipment data to either the UPS WorldShip software and/or the FedEx Ship Manager software so you can create shipping labels without having to retype the information. Once you've submitted the data to UPS or FedEx, you can also track your shipments from within the Shipping Solutions Professional software.

To use this feature, you first need to setup the connection between Shipping Solutions and the UPS WorldShip and/or FedEx Ship Manager depending on which parcel shipping options you use. The Parcel Shipping screen includes two tabs—one for UPS and one for FedEx. Click on the tab you wish to use for this shipment.

The UPS Tab on the Parcel Shipping Screen in EZ Start

## Setting Up the UPS Connection

Begin by copying the data map files included with the Shipping Solutions Professional software to the appropriate folder located on the computer on which you are running UPS WorldShip. If you have installed Shipping Solutions in the default installation location, navigate to **C:\ProgramData\InterMart\SSProfessional\_9\miscdata\ship\UPS** on the computer running Shipping Solutions. Copy all four of the files located in this folder.

Now navigate to the UPS WorldShip folder **C:\ProgramData\UPS\WSTD\ImpExp\Shipment** on the computer running the WorldShip software. Paste the four files you copied into this folder. If UPS WorldShip was installed on a server, even if you are accessing the program from your desktop computer, the WorldShip folder will reside on that server.

Next, you must establish an ODBC connection between the Shipping Solutions database and UPS WorldShip. On the computer hosting UPS WorldShip open the **Control Panel**. Depending on which version of Windows you are using, you may be able to click on **Administrative Tools**; if not search for **ODBC** in the search box located in the upper-right corner of this screen.

From here you'll find an option called **Data Sources (ODBC)** or **Set up Data Sources (ODBC)**. Double-click on this option. If you are given a choice between a 32-bit and 64-bit version, choose the 32-bit version. This will open an **ODBC Data Source Administrator** window. Click the **System DSN** tab, click **Add**, choose **SQL Server** and click **Finish**. In the **Name** box type **ShippingSolutionsRemote**. You must use this name for the connection to work. The Description is optional. You may want to use it to describe this as the UPS connection. Type your SQL Server name in the **Server** box or choose it from the drop-down list.

If you don't know the name of your SQL Server, you can find it in Shipping Solutions on the **Admin** tab=> **Set Database Connection** screen. Now click **Next**. Choose either Windows authentication or SQL Server authentication. Using SQL Server authentication will require a user name and password. On the **Admin** tab=>**Set Database Connection** screen in Shipping Solutions, if you have the trusted connection box checked you can probably use Windows authentication for this as well. Click **Next**. Change the default database, if needed. The default Shipping Solutions database is **ssdata\_sql\_01**. Click **Next** and **Finish**. Then click **Test Data Source**. When the test completes successfully click **OK** until you have exited all the setup screens.

Open **UPS WorldShip**. Click the **Import-Export** tab. Click **Automatic Export** and then **Export After Shipment Processing**. Choose **Multiple Maps**. Click the check box next to the two Shipping Solutions maps (**SSPro Header Only Export** and **SSPro Header and Shipment Export**) and then click the **Export** button. This will allow UPS WorldShip to send the tracking number back to Shipping Solutions when you process a shipment. The maps will not be visible until the ODBC connection is properly configured.

## **Sending Shipment Data to UPS WorldShip**

You are now ready to start using the Parcel Shipping feature in Shipping Solutions, and you will not need to complete the steps above again. The steps below need to be completed for each UPS shipment.

Prepare your shipment in Shipping Solutions as you normally would. To make it available to UPS WorldShip, click on the **EZ Start** tab and click **Parcel Shipping**. Click the **UPS** tab. Click the check box that says **Make shipment available to UPS WorldShip**. Select the **UPS Service** and **Package Type**. Choose who to bill the transportation cost to. If it is someone other than the shipper, enter the UPS account number. Enter a general **Description of Goods**. **Save** and **Close** the screen.

Open UPS WorldShip. Click the **Import-Export** tab and then **Batch Import**. Choose the proper profile. If you have created a Packing List for this shipment in Shipping Solutions, choose the **SSPro Header and Shipment Import** map. Otherwise, choose the **SSPro Header Only Import** map. UPS will then tell you how many shipments are ready to import. Click **Next** and **Save**.

To see your imported shipments, click **Home** and then **History**. Expand the **Imported Shipments** and shipper number trees. Click on the shipment you want to work on and click **Edit/Reconcile**. Fill in any missing information. When you click **Process Shipment**, the tracking number will be sent back to the Parcel Shipping screen in Shipping Solutions.

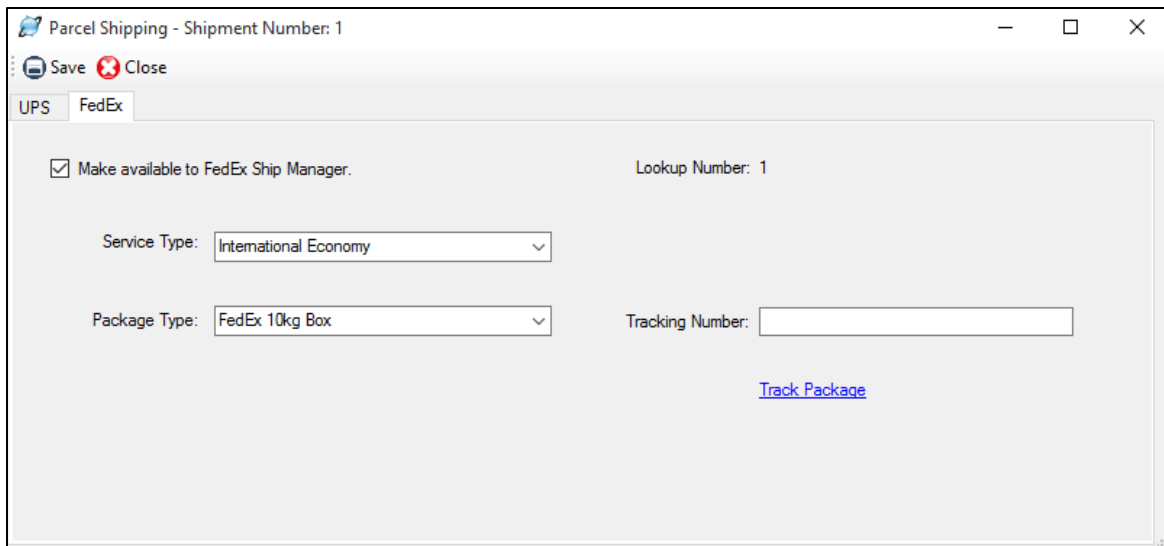
**Please Note:** If you are sending a multi-package shipment, WorldShip will only send the first tracking number back to Shipping Solutions. You will need to manually copy and paste any additional tracking numbers you want to keep in Shipping Solutions.

If UPS WorldShip says there are no records to import, go back to Shipping Solutions and make sure the **Make shipment available to UPS WorldShip** box is checked. Also, make sure there is no tracking number shown on the Parcel Shipping screen. Shipments with tracking numbers in Shipping Solutions will not be visible to UPS WorldShip to avoid duplicate shipments.

Another reason UPS WorldShip may not be able to find your shipment is if you have chosen the wrong map. If you have clicked the **Add New Package** button on the EZ Start-Packing List screen, you must use the **SSPro Header and Shipment Import** map. If not, you must use the **SSPro Header Only Import** map.

## **ODBC Connection to Cloud Database**

If you are using a cloud database hosted by Shipping Solutions, contact us for instructions for setting up the ODBC connection.



**The FedEx Tab on the Parcel Shipping Screen in EZ Start**

## Setting Up the FedEx Connection

Begin by copying the data profile files included with the Shipping Solutions Professional software to the appropriate folder located on the computer on which you are running FedEx Ship Manager. If you have installed Shipping Solutions in the default installation location, navigate to **C:\ProgramData\InterMart\SSProfessional\_9\miscdata\ship\FedEx** on the computer running Shipping Solutions. Copy both files located in this folder.

Now navigate to the **C:\ProgramData\FedEx\Integration\Profiles** folder on the computer running the Ship Manager software. Paste the two files you copied into this folder.

Next, you must establish an ODBC connection between the Shipping Solutions database and FedEx Ship Manager. On the computer hosting Ship Manager open the **Control Panel**. Depending on which version of Windows you are using, you may be able to click on **Administrative Tools**; if not search for **ODBC** in the search box located in the upper-right corner of this screen.

From here you'll find an option called **Data Sources (ODBC)** or **Set up Data Sources (ODBC)**. Double-click on this option. If you are given a choice between a 32-bit and 64-bit version, click on the 32-bit version. This will open an **ODBC Data Source Administrator** window. Click the **System DNS** tab, click **Add**, choose **SQL Server** and click **Finish**. In the **Name** box type **SSEXPORTRemote**. You must use this name for the connection to work. The Description is optional. You may want to use it to describe this as the FedEx connection. Type your SQL Server name in the **Server** box or choose it from the drop-down list.

If you don't know the name of your SQL Server, you can find it in Shipping Solutions on the **Admin** tab=> **Set Database Connection** screen. Now click **Next**. Choose either Windows authentication or SQL Server authentication. Using SQL Server authentication will require a user name and password. On the **Admin** tab => **Set Database Connection** screen in Shipping Solutions, if you have the trusted connection box checked you can probably use Windows authentication for this as well. Click **Next**. Change the default database, if needed. The default Shipping Solutions database is **ssdata\_sql\_01**. Click **Next** and **Finish**. Then click **Test Data Source**. When the test completes successfully click **OK** until you have exited all the setup screens.

## Sending Shipment Data to FedEx Ship Manager

You are now ready to start using the Parcel Shipping feature in Shipping Solutions, and you will not need to complete the steps above again. The steps below need to be completed for each FedEx shipment.

Prepare your shipment in Shipping Solutions as you normally would. To make it available to FedEx Ship Manager, click on the **EZ Start** tab and click **Parcel Shipping**. Click the **FedEx** tab. Click the check box

that says **Make shipment available to FedEx Ship Manager**. Select the **Service Type** and **Package Type**. These fields are optional. Make note of the **Lookup Number**. You will need to know this to pull the correct shipment into FedEx Ship Manager. **Save** and **Close** the screen.

Open FedEx Ship Manager. Click **Integration**. Choose the proper profile. If you have created a Packing List for this shipment in Shipping Solutions, choose **SSProHeaderPackageImportExport**. Otherwise, choose **SSProHeaderOnlyImportExport**. The program will now prompt you for the **Lookup Value**. (If the Lookup Value box does not pop up, click **Integration**, choose **None**, and then click **Integration** again and select the proper profile). Enter the number from the Parcel Shipping screen in Shipping Solutions. The appropriate data will be pulled from Shipping Solutions into FedEx Ship Manager. Review your shipment and complete any missing information. When you click **Ship**, the tracking number will be sent back to Shipping Solutions and stored on the Parcel Shipping screen.

**Please Note:** If you are sending a multi-package shipment, Ship Manager will only send the first tracking number back to Shipping Solutions. You will need to manually copy and paste any additional tracking numbers you want to keep in Shipping Solutions.

If FedEx Ship Manager says it cannot find your lookup number, go back to Shipping Solutions and make sure the **Make shipment available to FedEx Ship Manager** box is checked. Also, make sure there is no tracking number shown on the Parcel Shipping screen. Shipments with tracking numbers in Shipping Solutions will not be visible to FedEx Ship Manager to avoid duplicate shipments.

Another reason FedEx Ship Manager may not be able to find your shipment is if you have chosen the wrong profile. If you have clicked the **Add New Package** button on the EZ Start-Packing List screen, you must use the **SSProHeaderPackageImportExport** profile. If not, you must use the **SSProHeaderOnlyImportExport** profile.

## **ODBC Connection to Cloud Database**

If you are using a cloud database hosted by Shipping Solutions, contact us for instructions for setting up the ODBC connection.



The screenshot shows a software window titled "Inland Bill of Lading - Shipment Number: 1". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there are "Save" and "Close" buttons. The main area contains several input fields and buttons:

- Inland Bill Number:** A text box containing "100".
- Date:** A date picker showing "2/ 1/2012".
- Carrier Number:** A text box containing "100-100".
- Vehicle Number:** A text box containing "200-200".
- Carrier:** A text box containing "Japan Lines Ltd."
- Shipper:** A text box containing "Shipping Solutions".
- COD Amount:** A text box containing "0.00".
- Remit COD To:** An empty text box.
- COD Fee To Be Paid By:** A dropdown menu.
- Received Qty:** A text box containing "10".
- On:** A text box containing "1".
- Box(s):** A dropdown menu.
- Pallets:** A dropdown menu.
- Inland Bill Consignee:** A button.
- Inland Bill To:** A button.
- Special Instructions:** A section with a "Select Phrase" dropdown and a large empty text area.
- Include Anti-Diversion Statement:** A checkbox.
- Freight Charges:** A dropdown menu set to "Prepaid".
- Agreed Upon Value Per lb.:** A text box containing "1.50".
- Signature:** A dropdown menu set to "No Signature".

**The Inland Bill of Lading Screen in EZ Start**

## Inland Bill of Lading Screen

Enter the information on this screen to complete an inland bill of lading for transporting your goods to a port of export. Before you use this bill of lading format (or any bill of lading format), we recommend that you negotiate a transportation contract with your motor carriers.

- **Inland Bill Number**—Enter your inland bill of lading number.
- **Date**—Enter the date the goods leave your facility.
- **Carrier Number**—Enter the license number of the carrier.
- **Vehicle Number**—Enter the number of the vehicle used to transport your goods to the port of export.
- **Carrier**—Enter the name of the firm transporting the goods to their port of export.
- **Shipper**—Enter your company name.
- **COD Amount**—If the carrier is to collect money from the consignee before the goods are to be transferred to the consignee, enter the amount that needs to be collected here.
- **Remit COD To**—Enter the name and address of the company that should receive the COD amount collected.
- **COD Fee To Be Paid By**—Select who, if anyone, should be paying the COD amount.
- **Received Qty and On**—Enter the number and types of packages that will be picked up by the carrier and how they are prepared for shipment. For example, you may have 50 boxes on 2 pallets. Choose the types of packaging from the drop-down menu. You can add additional types of packaging in the **Miscellaneous Lists Database** described on page 122.
- **Inland Bill Consignee**—Select the Consignee for the first leg of your shipment. Since most companies use Shipping Solutions to complete their export documents, the consignee of an inland bill of lading is usually the first delivery point where the international carrier receives the merchandise to transport internationally. Enter the name and address of that company here. To add, click the **Inland Bill Consignee** button. You can type the name and address here or click **Add Contact from Database**. The **Select Database** field defaults to the **Miscellaneous** database, but

you can choose a contact from any database by choosing the database from the **Select Database** drop-down list. To search for a particular contact, choose **Starts With** or **Contains** from the **Match** drop-down list and start typing the contact's company name in the **Search for Company** box. Click on the contact you want and click **Add Contact**. Click **Save** and **Close**.

- **Inland Bill To**—Enter the billing address here if different than the shipping address. To add click the **Inland Bill To** button. You can type the name and address here or click **Add Contact from Database** and follow the process described under **Inland Bill Consignee**.
- **Special Instructions**—Enter any special instructions that need to appear on the inland bill of lading. Shipping Solutions includes a database for storing commonly used instructions and phrases that your company uses, so you don't have to retype these instructions on every shipment. Click on the drop-down menu to see a list of phrases you've already entered into the database. You can add additional phrases by going to the **Databases** tab and clicking on **Phrases**. This field allows you to display up to approximately 750 characters.
- **Include Anti-Diversion Statement**—Check this box if the anti-diversion clause should appear on the inland bill of lading. If you check this box, do not enter the anti-diversion clause in the **Special Instructions** box or it will appear twice.
- **Freight Charges**—Indicate the party responsible for the inland freight charges by selecting from the drop-down list.
- **Agreed Upon Value Per lb.**—Enter the maximum value per pound of your merchandise as negotiated with your carrier.
- **Signature**—If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your inland bill of lading.

When you have filled in all the inland bill of lading fields, click **Save** and then **Close**. You have two options for printing the Inland Bill of Lading on the **Preview/Print/Email** screen. The first option, Inland Bill of Lading (with Product Detail), pulls the product information from the **EZ Start Product Detail** screen with line item-by-line item detail. The second printing option, Inland Bill of Lading (with Product Summary), pulls the product information from the **EZ Start Product Summary** screen, which provides a summary of your products.

Ocean Bill of Lading - Shipment Number: 981

Save Close

Pre-Carriage By:

Pre-Carriage Place of Receipt:

Place of Receipt on Carrier:

Booking Number:

Ocean B/L Number:

**Freight Charges**

|         | Item | Prepaid | Collect |
|---------|------|---------|---------|
| *       |      | 0.00    | 0.00    |
| Totals: |      | \$0.00  | \$0.00  |

Export References:

Domestic Routing/Export Instructions:

Type of Move:

Forwarding Agent

Ocean B/L Also Notify

Number of Original Bills:

Number of Pages and Attachments:

Signature (Agent):

Place:

Date:

Display Ultimate Consignee

On Ocean B/L as:

On Master Ocean B/L as:

The Ocean Bill of Lading/Dock Receipt Screen in EZ Start

## Ocean Bill of Lading/Dock Receipt Screen

Complete the information on this screen to complete an ocean bill of lading and/or dock receipt.

- **Pre-Carriage By**—Enter the name of the carrier who transported the goods to the port of export.
- **Pre-Carriage Place of Receipt**—Enter the place where the pre-carrier received the goods.
- **Place of Receipt on Carrier**—Enter the location where a consignment (shipment) is delivered to the consignee; the place where the carrier's liability ends for the transport venture.
- **Booking Number**—Enter the booking number assigned to your shipment.
- **Ocean B/L Number**—Enter the ocean bill of lading number for your shipment.
- **Freight Charges**—Enter any additional charges for this shipment that have either been prepaid or must be collected.
- **Export References**—Enter any reference numbers assigned to this shipment.
- **Domestic Routing/Export Instructions**—Enter a description of how a shipment will be moved between consignor and consignee or between place of acceptance by the carrier and place of delivery to the consignee.
- **Type of Move**—Enter the method of transportation by which the merchandise is exported.
- **Forwarding Agent**—Enter the contact information for the forwarding agent for this shipment. To add, click the **Forwarding Agent** button. You can type the name and address here or click **Add Contact from Database**. The **Select Database** field defaults to the **Miscellaneous** database, but you can choose a contact from any database by choosing the database from the **Select Database** drop-down list. To search for a particular contact, choose **Starts With** or **Contains** from the **Match**

drop-down list and start typing the contact's company name in the **Search for Company** box. Click on the contact you want and click **Add Contact**. Click **Save** and **Close**.

- **Ocean B/L Also Notify**—Enter the contact information of any additional parties that should be notified when the goods reach the port of destination. To add, click the **Ocean B/L Also Notify** button. You can type the name and address here or click **Add Contact from Database**. The **Select Database** field defaults to the **Miscellaneous** database, but you can choose a contact from any database by choosing the database from the **Select Database** drop-down list. To search for a particular contact, choose **Starts With** or **Contains** from the **Match** drop-down list and start typing the contact's company name in the **Search for Company** box. Click on the contact you want and click **Add Contact**. Click **Save** and **Close**.
- **Number of Original Bills**—Indicate the number of original bills of lading you will be presenting with the shipment.
- **Number of Pages and Attachments**—Enter the number of pages that accompany the completed ocean bill of lading. You may need to preview the form to see the total number of pages.
- **Signature (Agent)**—If you are not going to sign the paper form, you can type in the name of the signatory here.
- **Place**—Enter the location where the ocean bill of lading is signed.
- **Date**—Enter the date when the ocean bill of lading is signed.
- **Display Ultimate Consignee**—This option lets you choose who appears as the ultimate consignee on the Ocean Bill of Lading and the Master Ocean Bill of Lading. You can choose either the Ultimate Consignee or the Intermediate Consignee that you entered on the Contacts screen (see page 51). By default, Shipping Solutions will use the Ultimate Consignee on the Ocean Bill of Lading and the Intermediate Consignee on the Master Ocean Bill of Lading. The difference between the two versions reflects the differences between how a standard and master ocean bill of lading are typically used.

When you have filled in all the ocean bill of lading fields, click **Save** and then **Close**. There are a number of options for printing the Ocean Bill of Lading and the Dock Receipt on the **Preview/Print/Email** screen. For a description of all the export forms, you'll find the **Summary of Export Documents** in the Appendix beginning on page 163.

**Air Waybill - Shipment Number: 1**

Save Close

Shipper Account Number:  Issuing Carrier No:  Air Waybill Number:

Consignee Account Number:  Issuing Carrier Name:

Agent Name:  Issuing Carrier Address:

Agent City:  Issuing Carrier City, Country, Postal:

Agent IATA Code:  Accounting Info:

Agent Account:

---

To: First Carrier:  To:  By:  To:  By:  Currency:

Wgt/Val PP Col Other PP Col Declared Value Camage: Customs: 0.00 0.00

Departure Airport:  Destination Airport:  Flight Date 1:  Flight Date 2:  Insurance Amount:  0.00 SCI:

Handling:

|   | Pieces | Gross Weight | KG /LB | Rate | Commodity Item Number | Chargeable Weight | Rate/Charge | Total | Nature and Quantity of Goods |
|---|--------|--------------|--------|------|-----------------------|-------------------|-------------|-------|------------------------------|
| ▶ |        |              |        |      |                       |                   | 0.00        | 0.00  |                              |
| * |        |              |        |      |                       |                   | 0.00        | 0.00  |                              |

**Prepaid Collect**

Weight Charge:  0.00  0.00

Valuation Charge:  0.00  0.00

Tax Charge:  0.00  0.00

Total Other Charges Due Agent:  0.00  0.00

Total Other Charges Due Carrier:  0.00  0.00

Totals:  0.00  0.00

Other Charges:

Signature:  No Signature

Date Executed:  Place Executed:  Signature Agent:

**The Air Waybill Screen in EZ Start**

## Air Waybill Screen

Enter information on this screen to complete an air waybill.

- **Shipper Account Number**—Enter your company’s account number only if required by the carrier.
- **Consignee Account Number**—Enter the consignee’s (receiver’s) Precise Account Locator (PAL) Number, if applicable.
- **Agent Information**—Enter the name, city, IATA code and account number for the carrier’s agent.
- **Account Number (3 digit)** —Enter the carrier’s three-digit account number.
- **Issuing Carrier Information**—Enter the number, name, and address of the air carrier.
- **Air Waybill Number**—Enter the waybill number for this shipment that was provided by the carrier.
- **Accounting Info**—Enter the accounting information required by your carrier, if any.
- **To (by First Carrier)**—Enter the IATA three-letter code of the airport of destination or the first transfer point of the goods.
- **First Carrier**—Enter either the full name or the IATA two-character code of the first carrier.

- **To (by Second Carrier)**—Enter the IATA three-letter code of the airport of destination or the second transfer point.
- **By (Second Carrier)**—Enter the IATA two-character code of the second airline.
- **To (by Third Carrier)**—Enter the IATA three-letter code of the airport of destination or the third transfer point.
- **By (Third Carrier)**—Enter the IATA two-character code of the third airline.
- **Currency**—Enter the ISO three-letter currency code of the currency applicable in the country of departure (e.g. USD).
- **Wgt/Val PP and Col**—Enter an “X” in the “PP” box if the Weight/Valuation charges are wholly prepaid; enter an “X” in the “Col” box if the charges are wholly collect.
- **Other PP and Col**—Enter an “X” in the “PP” box if the other charges (see below) are wholly prepaid; enter an “X” in the “Col” box if the other charges are wholly collect.
- **Declared Value for Carriage**—Enter in the declared value for carriage. When no value is declared, enter “NVD”.
- **Declared Value for Customs**—Enter the value of the shipment for customs purposes, which may be “NCV,” or leave the box blank.
- **Departure Airport**— Enter the three-digit code for the airport of departure for the first carrier of the goods.
- **Destination Airport**—Enter the airport of destination for the last carrier of the goods.
- **Flight Date 1 and 2**—Enter the requested date(s) of departure.
- **Insurance Amount**—If the issuing carrier offers insurance, enter the amount to be insured. If the shipper doesn’t request any insurance, enter “XXX”.
- **SCI**—When a consignment is loaded or reloaded at an airport in a European Union country that is to be unloaded or reloaded in an airport in another European Union country, enter the Customs Origin Code.
- **Handling**—Enter only clear and concise information as required by the carrier.
- **Pieces**—Enter the number of pieces for the applicable rating entry.
- **Gross Weight**—Enter the gross weight of the pieces for the applicable rating entry.
- **KG/LB**—Enter “K” or “L” for the unit of weight used.
- **Rate**—Enter one of the following codes for the Rate Class:
  - M—minimum charge
  - N—normal rate
  - Q—quantity rate
  - B—basic charge (optional use)
  - K—rate per kilogram (optional use)
  - C—specific commodity rate
  - R—class rate reduction
  - S—class rate surcharge
  - U—unit load device basic charge or rate
  - E—unit load device additional rate
  - X—unit load device additional information
  - Y—unit load device discount
  - W—weight increase
- **Commodity Item Number**—Enter the appropriate IATA item description number.

- **Chargeable Weight**—Enter the chargeable weight calculated according to the applicable rating rules.
- **Rate/Charge**—Enter the total charge or discount for each line entry.
- **Total**—Enter the total charge or discount for each line entry.
- **Nature and Quantity of Goods**—Enter the description of the goods.
- **Prepaid and Collect Charges**—Enter the prepaid and collect charges due the identified parties, if any.
- **Other Charges**—Enter any other charges incurred at origin as either wholly prepaid or wholly collect.
- **Signature**—This is the signature of the shipper or its agent. If you have assigned a signature to the profile used for this shipment, the signature file will be filled in here. However, you can choose a different signature from the drop-down list or choose **No Signature** for your air waybill.
- **Date Executed**—Enter the date the air waybill was executed in the sequence of day, month and year. Please Note: The month should be expressed alphabetically, either abbreviated or in full.
- **Place Executed**—Enter the name of the place (airport or city) where the air waybill was executed.
- **Signature Agent**—If the issuing carrier or its agent is not going to sign the air waybill, you can type the name here.

When you have filled in all the air waybill fields, click **Save** and then **Close**. You have several options for printing the Air Waybill on the **Preview/Print/Email** screen. For a description of all the export forms, you'll find the **Summary of Export Documents** in the Appendix beginning on page 163.

Click row header to reorder; right click to add, delete or edit a row.  Show Excluded Format Computerized

|     | UN Number | Proper Shipping Name | Class or Division | Packing Group | Quantity and Type of Packing | Packing Instructions | Authorization |
|-----|-----------|----------------------|-------------------|---------------|------------------------------|----------------------|---------------|
| ▶ 1 | UN1133    | Adhesives            | 3                 | I             | 100 Fiberboard Box x 100 kg  | 361                  |               |

**The IATA Dangerous Goods Screen in EZ Start**

## Dangerous Goods IATA Screen (Professional Only)

Complete the fields on this screen to enter information on the IATA Dangerous Goods form.

- **Airport of Departure**—Enter the full name of the airport or city of departure (if known). This field is optional.
- **Destination Airport**—Enter the full name of the airport or city of destination (if known). This field is optional.
- **24-Hour Phone**—For shipments to, from or within the U.S., enter a phone number (including area code and international access codes for numbers outside the U.S.) that is monitored at all times while hazardous material is in transport, including storage incident to transport.
- **Transport Type**—Select whether your shipment will comply with limitations for Passenger and Cargo Aircraft or the Limitations for Cargo Aircraft Only.
- **Shipper Name/Title**—Enter the name and title of the person signing the declaration.
- **Place**—Enter the place of signing the declaration.
- **Date**—Enter the date of signing the declaration.
- **Check if Radioactive**—Check this box if the shipment contains radioactive material. Radioactive material must not be included on the same declaration form with other dangerous goods except dry ice when used as a refrigerant.
- **Additional Handling**—Enter additional specific handling information or statement that may be required. You can choose saved phrases from the drop-down list or type handling instructions directly into the box.

Your dangerous goods items will be listed in the grid in the lower section of the screen and will include products from the **EZ Start-Product Detail** screen along with any sub-products. Re-order the items by clicking in the first column. Right click to edit or add an item, which will take you to the **IATA Product Detail** screen.



**The IATA Product Detail Screen for Adding or Editing Products**

The **IATA Product Detail** screen first shows you information from the IATA Database of Dangerous Goods including the packing instructions and maximum net quantity per package for limited quantities, passenger and cargo planes, and cargo planes only. Special provisions from the IATA Database of Dangerous Goods are also displayed.

If you have already stored your DG information in the **Products** database (see page 114), it will automatically populate on this screen when you add the product to your shipment. If you are adding a new item, click **Lookup DG** to search for your item in the IATA Database of Dangerous Goods. You can search the database by UN Number or Proper Shipping Name. The IATA Database will provide the **UN Number**, **Proper Shipping Name**, **Classification**, and **Packing Group**.

Enter the **Quantity**. Since this could be different than the commercial invoice quantity, it is not copied from the Invoices tab.

**The IATA Statement Builder Screen**

Type directly in the **Type of Packing** box or click the **Builder** button for help in entering your packing information. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down lists. Enter the amount in the containers in the **Value** box and either L for liters or kg for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed. You can also use this box, if needed, to describe an overpack. Click **OK** to return to the DG tab.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

The **Include on IATA** check box will default to checked. If for some reason you do not want to include this item on your Dangerous Goods IATA document, uncheck the box.

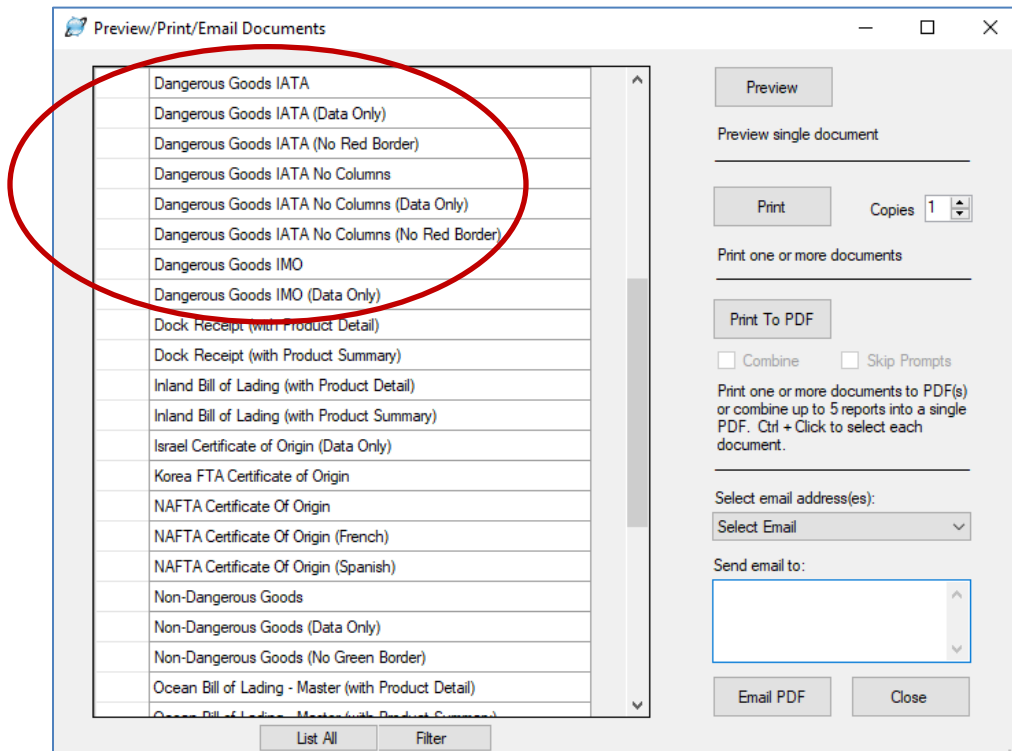
Some items require words in front of or following the **Proper Shipping Name** (PSN). For example, WASTE must precede your PSN if the DG item is being transported for disposal, and “stabilized” must follow the PSN if the DG item must be stabilized for transport. There are many other possible prefixes and suffixes (See the IATA Dangerous Goods regulations 8.1.3 for more details). Any words that you want to precede or follow your PSN can be entered in the **PSN Qualifying Prefix** and **PSN Qualifying Suffix** box.

**Packing Instructions** can be taken from the information shown at the top of the screen. The **Authorization** box should include any Special Provisions shown at the top of the screen and any other needed information.

Click **Save** and **Close** to return to the IATA screen. There are two ways to display your items on the IATA documents. The first is in columns as shown in the grid on the IATA screen. The second is with double slashes between the fields with no columns shown. To get an idea of how your items will look in the non-columnar format, click the **Format Computerized** button. To return to the column view, click **Format Manual**.

If you have unchecked the **Include on IATA** box for some of your items, you can display all items by checking the **Show Excluded** box. This may be helpful in locating items that have been entered but seem to be missing.

The Dangerous Goods functions in Shipping Solutions were updated in version 9.12. For users who had a previous version of Shipping Solutions and upgraded to 9.12, a **Show Legacy** button will be visible. Clicking this button will return you to the method used for dangerous goods prior to version 9.12. We encourage you to transition off the legacy screens as soon as possible as they will be phased out in a future version of Shipping Solutions. Click **Show New** to return to the regular screen.



**The IATA Dangerous Goods Form Options**

There are multiple Dangerous Goods IATA forms listed on the **EZ Start** screen, **Preview/Print/Email** button. The different versions display the data differently and vary what is printed. The product data on the forms will print in columns unless you choose one of the IATA options that include “No Columns” in the name. In that case, the product information will print with double slashes between the fields.

If you are printing the IATA form on a color printer, you can choose to print either the **Dangerous Goods IATA** or **Dangerous Goods IATA No Columns**, and the entire document will print including the required red border on the left- and right-side of the page. If you don't have a color printer, you can print either the columnar or non-columnar version of the form on paper that already has the red border (in which case choose one of the options marked **(No Red Border)**), or print the data on a pre-printed IATA form, in which case choose one of the options marked **(Data Only)**.

Users who upgraded to Shipping Solutions Professional version 9.12 will also see versions of the IATA forms designated as **Legacy**. You should only use these versions of the IATA forms for shipments that were created prior to upgrading to the version 9.12 software. These documents will be phased out in a future version of Shipping Solutions.

## **DISCLAIMER**

**Proper training is required under federal and/or state regulations to handle dangerous goods and/or hazardous materials. All persons and entities must comply with all federal regulations, including but not limited to the specific training requirements of 49 C.F.R. (172.000– 172.704).**

**InterMart provides this form and instructions to assist properly trained shippers. The materials provided by Shipping Solutions in no way alter, satisfy or influence any federal or state requirements. The information provided does not meet the training requirements as required in DOT 49 CFR.**

**The study and/or use of Shipping Solutions software does not qualify an individual to prepare, package, transport or otherwise handle dangerous goods or hazardous materials.**

**The information contained in this document is subject to change or update due to changing government regulations. The user of this document assumes responsibility for complying with all applicable laws and regulations regarding the shipment of dangerous goods.**

**InterMart shall not be held responsible for any loss, injury and/or damage caused by errors, omissions, misprints or misrepresentations of the contents of this software, forms or documentation or for any unauthorized or inappropriate use.**

IMO - Shipment Number: 1

Save Close

Vessel/Flight # and Date:  Transportation Reference Number:

Port/Place Handling:  Shipper Reference Number:

Container ID Number:  Forwarder Reference Number:

Seal Number:  Carrier (by carrier):

Container Size/Type:  Additional Handling Phrase:

Tare Mass (Kg):

Total Gross Mass (Kg):

Show Excluded 24-hr Phone:

|     | Quantity | Kind of Packages | Description of Goods | Net Wt./Vol | Gross Wt./Vol | Cubic M |
|-----|----------|------------------|----------------------|-------------|---------------|---------|
| 1   |          |                  |                      |             |               |         |
| ▶ 2 |          |                  |                      |             |               |         |

**PACKING**                      **HAULER**                      **PREPARER**

Company:                       Name:                       Company:

Name/Status:                       Vehicle Reg No:                       Name/Status:

Place/Date:                       Driver Name/Date:                       Place/Date:

**The IMO Dangerous Goods Screen in EZ Start**

## Dangerous Goods IMO Screen (Professional Only)

Complete this screen to enter information on the IMO Dangerous Goods form.

- **Vessel/Flight# and Date**—Enter the name of the vessel on which your shipment is loaded and the date of departure.
- **Port/Place of Handling**—Enter the port in which your shipment was loaded on the vessel.
- **Container ID Number**—Enter the ID number for your container(s).
- **Seal Number**—Enter the seal number for your container(s).
- **Container Size/Type**—Enter the size and type of container(s).
- **Tare Mass (Kg)**—Enter the mass (or weight) of your empty container(s) including all fittings and appliances used in the container.
- **Total Gross Mass (Kg)**—Enter the mass (or weight) of your container(s) packed with all your products.
- **Transportation Reference Number**—Enter the waybill number for the shipment.
- **Shipper Reference Number**—Enter the shipper’s reference number.
- **Forwarder Reference Number**—Enter the freight forwarder’s reference number, if assigned.
- **Carrier (by carrier)**—Enter the carrier of the goods.
- **Additional Handling**—Enter any additional handling instructions for your shipment. You can choose phrases from the Phrases Database by clicking on the drop-down list or type directly into the box.

- **24-hr Phone**—For shipments to, from or within the U.S., enter a phone number (including area code and international access codes for numbers outside the U.S.) that is always monitored while hazardous material is in transport, including storage incident to transport.
- **PACKING**—Enter the name of the company, person, status, place and date where your products were packed.
- **HAULER**—Enter the name of the company, vehicle registration number, date and driver who hauled the goods to the airport of departure.
- **PREPARER**—Enter the company, person and their status, place, and date where the IMO Dangerous Goods form was prepared.

Your dangerous goods items will be listed in the grid in the middle section of the screen and will include products from the **EZ Start-Product Detail** screen along with any sub-products. Re-order the items by clicking in the first column. Right click to edit or add an item, which will take you to the **IMO Product Detail** screen.

If you have already stored your DG information in the **Products** database (see page 114), it will automatically populate on the **IMO Product Detail** screen when you add the product to your shipment. If not, click **Lookup DG** to search for your item in the IATA Database of Dangerous Goods. You can search the database by **UN Number** or **Proper Shipping Name**. The IATA Database will provide the **UN Number, Proper Shipping Name, Classification** and **Packing Group**. The list of dangerous goods is slightly different for IMO than it is for IATA, so you may need to edit these for IMO shipments.

Enter the **Quantity**. Since this could be different than the commercial invoice quantity, it is not copied from the Invoices tab.

Type directly in the **Kind of Packages** box or click the **Builder** button for help in entering your packing information. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down lists. Enter the amount in the containers in the **Value** box and either L for liters or kg for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed.

Use the **Additional Description** box to enter any information that you want to follow the **UN Number, Proper Shipping Name, Classification** and **Packing Group**. This information could include a flashpoint, so a degree button is provided to add that symbol.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

The **Include on IMO** check box will default to checked. If for some reason you do not want to include this item on your Dangerous Goods IMO document, uncheck the box.

The Dangerous Goods IMO document shows **Gross Weight/Volume** and either **Net Weight/Volume** or **Cubic Meters**, and you can enter the values here. Click **Save** and **Close** to return to the IMO screen.

If you have unchecked the **Include on IMO** box for some of your items, you can display all items by checking the **Show Excluded** box. This may be helpful in locating items that have been entered but seem to be missing.

The Dangerous Goods functions in Shipping Solutions were updated in version 9.12. For users who had a previous version of Shipping Solutions and upgraded to 9.12, a **Show Legacy** button will be visible. Clicking this button will return you to the method used for dangerous goods prior to version 9.12. We encourage you to transition off the legacy screens as soon as possible as they will be phased out in a future version of Shipping Solutions. Click **Show New** to return to the regular screen.

There are multiple Dangerous Goods IMO documents listed on the **EZ Start** screen, **Preview/Print/Email** button. You can print the whole document (no designation) or you can print just the data on a preprinted form (designated as **Data Only**). Users who upgraded to 9.12 will also see versions of the reports designated as **Legacy**. These documents will be phased out in a future version of Shipping Solutions.

## **DISCLAIMER**

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**InterMart provides this form and instructions to assist properly trained shippers. The materials provided by Shipping Solutions in no way alter, satisfy or influence any federal or state requirements. The information provided does not meet the training requirements as required in DOT 49 CFR.**

**The study and/or use of Shipping Solutions software does not qualify an individual to prepare, package, transport or otherwise handle dangerous goods or hazardous materials.**

**The information contained in this document is subject to change or update due to changing government regulations. The user of this document assumes responsibility for complying with all applicable laws and regulations regarding the shipment of dangerous goods.**

**InterMart shall not be held responsible for any loss, injury and/or damage caused by errors, omissions, misprints or misrepresentations of the contents of this software, forms or documentation or for any unauthorized or inappropriate use.**

**The Non-Dangerous Goods Screen in EZ Start**

## **Non-Dangerous Goods Screen (Professional Only)**

Complete this screen to enter information on the Shipper's Declaration of Goods Not Restricted.

- **Airport of Departure**—Enter the full name of the airport or city of departure (if known). This field is optional.
- **Airport of Destination**—Enter the full name of the airport or city of destination (if known). This field is optional.
- **Shipper's Name/Title**—Enter the name and title of the person signing the declaration.
- **Shipment Place**—Enter the place where signing the declaration.
- **Shipment Date**—Enter the date when signing the declaration.
- **Article and Description**—List each non-dangerous product included in this shipment and all the related information.
- **Additional Handling Information**—Enter additional specific handling information or statement that may be required.

When you have filled in all the **Non-Dangerous Goods** fields, click **Save** and then **Close**. You have three options for printing the document on the **Preview/Print/Email** screen. You can print the entire form, print data only on a preprinted form you have purchased, or you can print the form excluding only the green borders on paper you have purchased pre-printed with the green borders.

Bank Draft - Shipment Number: 1

Save Close

Ref No:  Place:  Date: Select Date

At:

Pay to the order of:  U.S.\$

U.S. Dollars:

Drawee:

Drawer:

Documents Comm Inv: Cust Inv: Neg. B/L: No Neg. B/L: Air Way Bill: Insur Cert: Cert Origin: Draft: Pkg List: Miscellaneous:

O/C

**Proceeds:** Advise Payment/Acceptance By:

Advise dishonor by cable giving reasons.

**Charges:** Collection Charges For:

All charges are payable by drawee-waive if refused.

All charges are payable by drawee-do not waive.

A provisional deposit in local currency may be accepted.

**When Paid:**  CREDIT our ACCOUNT NO

Send PAYMENT to us by check, to the address below.

In case of need refer to:

Special Instructions:

**Documents:**  Deliver documents against payment if sight draft.

Deliver documents against acceptance if time draft.

Documents to be mailed in two mails.

Collecting bank may delay presentation until arrival of vessel carrying goods.

**Protest:** Protest Non-Payment/Non-Acceptance. Advise us by:

Do Not Protest:

**Interest:** Collect Interest At  % Per Annum

From:  To:

Who has no authority to change these instructions.

Whose instructions may be followed in every respect.

Whose instructions may be followed except as noted below.

**The Bank Draft Screen in EZ Start**

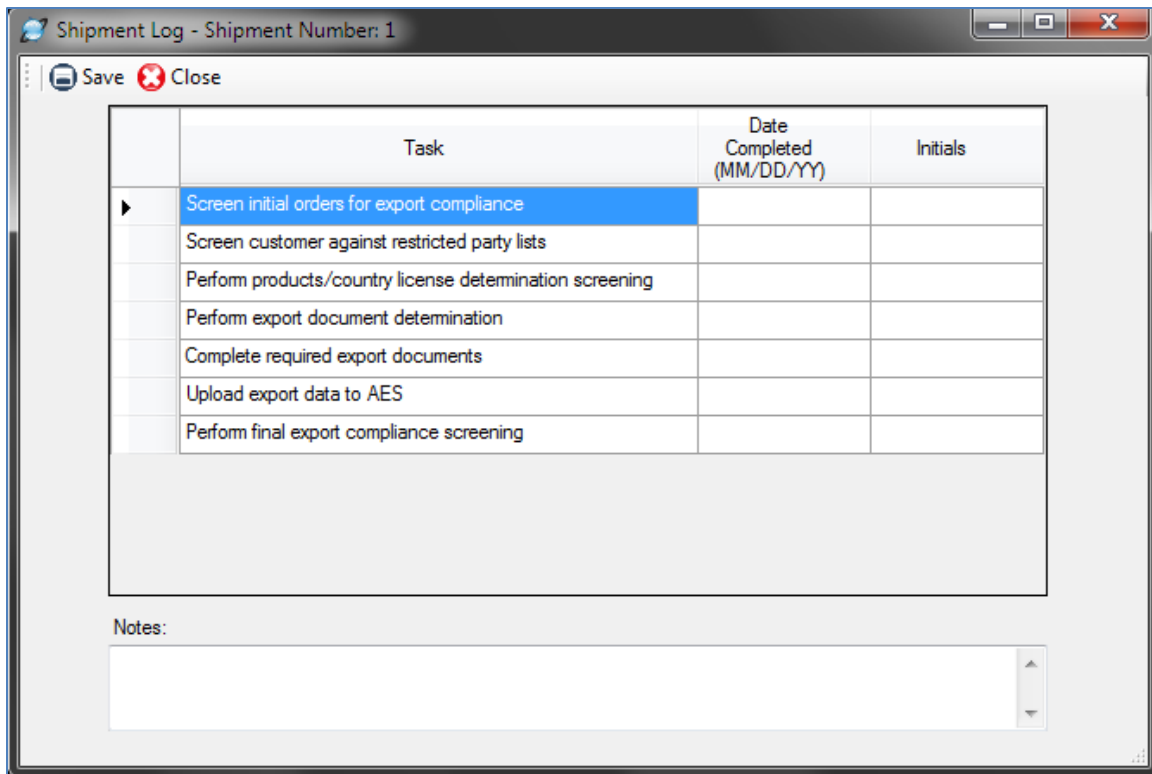
## Bank Draft Screen

Fill in this information to produce a bank draft with or without a transmittal letter.

## Security Endorsement Screen

If you don't regularly ship with certain airlines, they may request an FAA Security Endorsement form that lists two forms of picture ID and includes a statement that the shipment does not contain unauthorized explosives, destructive devices, or hazardous materials.





**The Shipment Log Screen in EZ Start**

## Shipment Log Screen (Professional Only)

To ensure compliance with export regulations, the Bureau of Industry and Security (BIS) strongly recommends that companies create a written Export Management and Compliance Program (EMCP) that clearly outlines what steps your company needs to follow prior to every export shipment to ensure that you haven't violated current export regulations. While an EMCP isn't mandatory, BIS officials say that creating and following such a plan can be an important mitigating factor that could reduce or eliminate penalties if BIS finds that your company accidentally violated export rules and laws.

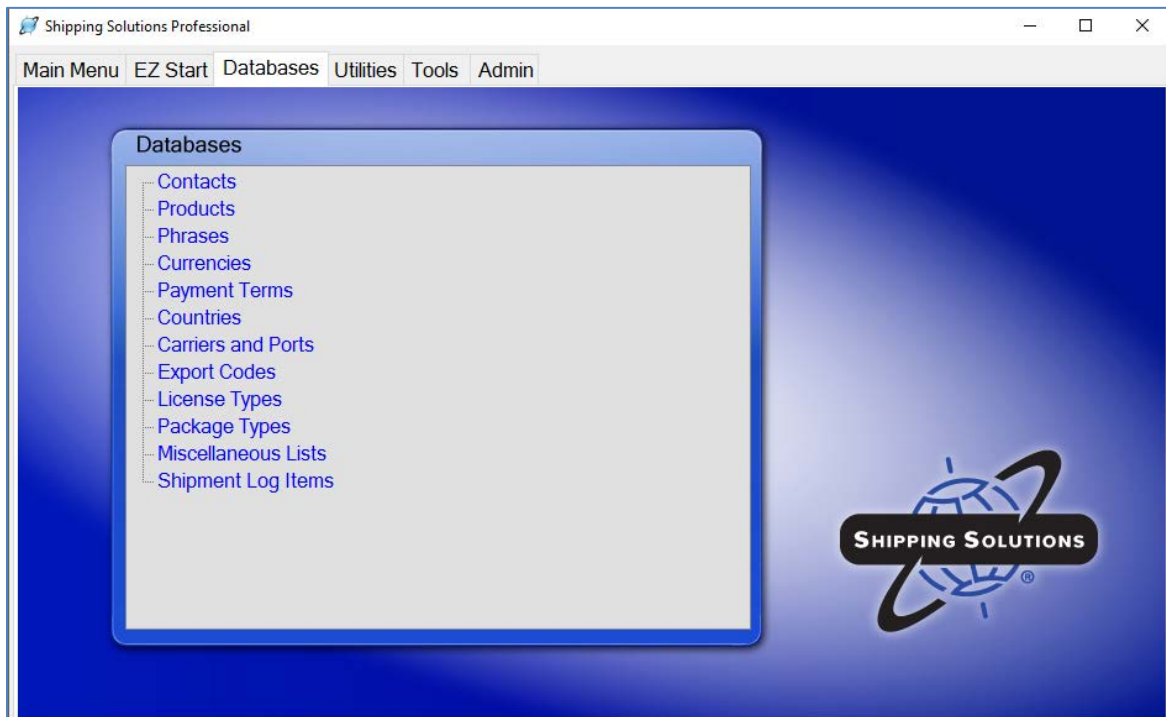
Penalties can run as high as \$250,000 per civil export violation or twice the value of a transaction, whichever is greater. (Criminal violations can result in a fine of up to \$1 million, imprisonment for up to 20 years, or both.) This makes creating and following an EMCP a good investment.

The **Shipment Log** screen allows you to document that each step of your EMCP is being followed. The information entered into this screen does not appear on any of the export forms, but it will automatically be saved in the software and you can print out the shipment log for any shipment from the **Preview/Print/Email** screen.

- **Task**—This is the list of tasks that your company has determined should be followed for every export shipment. This list is preloaded with seven tasks outlined in the sample EMS provided by BIS. You can delete, modify or add new tasks to this list in the **Shipment Log Items** database. Go to the **Databases** tab, click **Shipment Log Items**, then **Add**.
- **Date Completed**—As each task is completed, enter the date.
- **Initial**—Enter the initials of the person or persons completing each task.
- **Notes**—Enter any free-form notes you wish to save with this shipment record.

When you have filled in all the **Shipment Log** fields, click **Save** and then **Close**.

# Shipping Solutions Databases



**The Databases Tab in Shipping Solutions**

To get the maximum benefit from Shipping Solutions, the first time you start the program you should spend some time entering information into its various databases. By doing so, you will eliminate the need to retype common data every time you prepare a new shipment as well as reduce the likelihood of errors that can delay shipments or require expensive changes.

You can either enter information into the various databases one record at a time from within the various database screens as described on the following pages, or you can import a group of records from an existing spreadsheet or database by using the **Import Contact and Product Databases** features on the **Tools** tab (see page 128).

To access any of the Shipping Solutions databases, click on the **Databases** tab at the top of the screen.

| Company                          | Address 1                 | Address 2        | City      | State | Postal Code | Country | Contact First Name |
|----------------------------------|---------------------------|------------------|-----------|-------|-------------|---------|--------------------|
| InterMart, Inc.                  | PO Box 22267              | suite 100        | Eagan     | MN    | 55122       | US      | David              |
| Shipping Solutions               | 4867 Safari Pass suite 11 | PO Box 22267     | Eagan     | MN    | 55122-0267  | US      | Lisa               |
| International Business Traini... | PO Box 22267              | 4867 Safari Pass | Eagan     | MN    | 55122       | US      | Sterling           |
| American Health & Nutrition...   | 3990 Varsity Drive        |                  | Ann Arbor | MI    | 48108       | UM      | Michelle           |
| Test Company                     |                           |                  |           |       |             |         |                    |

**The Shipping Solutions Contacts Database**

## Contacts Database

To view or enter information into the various contact databases, click on **Contacts** from the list of the Shipping Solutions databases. This will open a new window labeled **Contacts Database**. When you first open the **Contacts Database**, the **Exporter** database will appear on screen. From here you can enter your company information in the various fields. If you have more than one company location and/or multiple divisions within your company, you can enter them all as separate records.

To select a different Contacts database, click on the drop-down menu next to the **Select Contacts Type** label. From this drop-down menu, you can view and/or enter contact information into the **Ultimate Consignee**, **Intermediate Consignee**, **Freight Forwarders**, **Bill To**, and **Miscellaneous Contacts** databases in addition to the **Exporters** database.

When you begin preparing a new shipping record on the **EZ Start** tab, every contact record you entered into the Contacts databases will be available from drop-down menus, so you don't have to manually type this information into the shipment record. Select the appropriate contacts for your shipments and Shipping Solutions will automatically enter all the related information.

### Add a New Contact

To manually enter a new contact into one of the Contacts databases, first make sure you select the correct Contacts database from the **Select Contacts Type** drop-down menu. This will bring up the list of existing contacts, if any, that are already in that database. Next, click on the **Add New Contact** button on the toolbar at the top of the window. This will clear out all the data fields on the screen. You can then add information into the fields listed below.

The following fields are part of each of the different Contacts databases:

- **Company**—Enter the company name.

- **Address Fields**—Enter the company’s address information.
- **Tax ID Number**—Enter the company’s identification number, usually the tax ID number.
- **ID Type**—Select the type of ID Number that you used: **D-U-N-S** for a number assigned by Dun & Bradstreet, **EIN** for a U.S. tax identification number, or **Foreign** for a foreign country’s identification number.
- **Account Number**—Enter the company’s account number if you have assigned it one.
- **Contact First Name**—Enter the first name of the contact for this company.
- **Contact Last Name**—Enter the last name of the contact for this company.
- **Contact Title**—Enter the title of the contact person entered above.
- **Phone Number**—Enter the company’s or the contact’s telephone number.
- **Fax Number**—Enter the company’s or the contact’s fax number.
- **Email Address**—Enter the contact’s email address.
- **Contact Note**—This field is provided strictly as a convenience. The information you enter in this field will not appear on any forms.

The Foreign Trade Regulations also required one additional data field for the Ultimate Consignee for all shipments filed through AES. The Ultimate Consignee Database also includes:

- **Ultimate Consignee Type**—Choose the type of consignee that best describes its business: Direct Consumer, Government Entity, Other/Unknown, or Reseller.

Once you have entered all the information you wish to include for this new contact record, click on the **Save** button on the toolbar. This will save all the information you entered, and it will add this new record to the grid of existing contacts that appears at the bottom of the window.

Click on the **Close** button on the toolbar to exit the Contacts database.

**Please Note:** If you are adding multiple contacts into the Contacts database, you can import a list of contacts from an existing spreadsheet or database using Shipping Solutions’ **Import Contact and Product Databases** feature located on the **Tools** tab. (See page 128 for more detail.)

## Search for a Contact

The **Search Contacts** section of the **Contacts Database** screen displays a grid of all the contacts already entered into the database. You can search for an individual record in one of two ways:

1. You can type in the name of the company you are searching for by entering the company name into the **Search For Company** field. By default, this search option will find all company names that **Starts With** the information you entered. If you want to find the company name within the **Company** field, click on the drop-down menu in the **Match** field and choose the **Contains** option. Click on the appropriate company in the contacts grid to have the contact information appear in the individual fields located in the top portion of the window. To clear a previous search, click on the **Clear Filter** button.
2. You can sort the contacts already entered into the database by clicking on the column header in the grid at the bottom of the page. Clicking on the column header once will sort all the contacts in ascending alpha/numeric order; clicking the column header a second time will sort the contacts in descending order. You can sort all the contact records by clicking on any of the column headers. For example, clicking on the **Postal Code** column header will arrange all your contacts in this database from the smallest number value to the highest number value. Use the scroll bar on the right side of the grid if you have more records than are visible in the grid.

## **Delete a Contact**

To remove one or more contacts from a database, find the record you wish to delete by following the search instructions listed above. Once you have found the correct contact, highlight that contact record by clicking on it in the grid located at the bottom of the window. Once you click on a record it should be highlighted in blue. You can select more than one contact record by holding down the **Ctrl** button on your keyboard and clicking on every contact record you wish to delete.

Once you have highlighted one or more contacts, click on the **Delete Contact** button on the toolbar at the top of the window, which will delete the highlighted contact record(s). The deletion will not be permanent until you click on the **Save** button on the toolbar.

Click on the **Close** button on the toolbar to exit the Contacts database.

Products Database - SSCLA-S

of 6857 | Add New Product | Delete Product | Save | Close

Invoices/AES | AES DDTC Info | Dangerous Goods

Invoices

Product ID: SSCLA-S | Sales Unit of Measure: Each | Unit Price: 999.00 | Schedule B/HTS Code: 8523.49.2010

Product Description: Shipping Solutions Classic export documentation software

Gross Weight: Lbs 1 | Kgs 0.45359 | Net Weight: Lbs 1 | Kgs 0.45359

Country of Origin: UNITED STATES

AES/EEI

Schedule B Description: Shipping Solutions Classic export documentation software

AES Unit of Measure 1: NO - Number | AES Unit of Measure 2: | License Type: C33 - No License Required (NLR) Part 758

ECCN: EAR99 | License No./Exemption: NLR | License Value: | Origin: Domestic

Hazardous Item?:

Certificate of Origin

Preference Criteria: A | NAFTA | Net Cost: No | Producer: Yes | NAFTA | Country of Origin: US | NAFTA | Israeli COO Criterion:

Search Products

Column: Product ID | Match: Starts With | Search For: | Clear Filter | Update Country Names

| Product ID | Product Description   | Schedule B/HTS Code | Unit Price | ECCN  | License Type |
|------------|---|---------------------|------------|-------|--------------|
| SSCLA-S    | Shipping Solutions Classic export documentation software                      | 8523.49.2010        | 999.00     | EAR99 | C33          |
| SSCLA-N    | Shipping Solutions Classic export documentation software - Additional Netw... | 8523.49.2010        | 500.00     | EAR99 | C33          |
| SSPRO-S    | Shipping Solutions Professional export documentation and compliance softw...  | 8523.49.2010        | 2499.00    | EAR99 | C33          |
| SSPRO-N    | Shipping Solutions Professional export documentation and compliance softw...  | 8523.49.2010        | 1250.00    | EAR99 | C33          |
| SSCLA-ANL  | Shipping Solutions Classic - Annual Maintenance Program subscription rene...  | 8523.49.2010        | 250.00     | EAR99 | C33          |

**The Shipping Solutions Products Database**

## Products Database

Whether your company exports a dozen different products or 12,000 different products, the **Products Database** will save you an extraordinary amount of time rekeying the information on every shipment. Once you have entered your product information in the **Products Database**, it will be available from a pull-down menu on the **EZ Start** tab every time you prepare a new shipment.

The **Products Database** allows you to edit the information once it has been entered on the **EZ Start** tab. Let's say, for example, that you enter a standard price for a product in the **Products Database**. When you prepare a new shipment, you select that product from the pull-down menu on the **EZ Start** tab and all the product information—including the price—automatically fills in on the screen. However, for this shipment, the customer has negotiated a special lower price for this product. With Shipping Solutions, you can simply edit the price on the **EZ Start** screen *without affecting the price saved in the **Products Database***.

To view or enter information into the **Products Database**, click on **Products** from the list of the Shipping Solutions databases. This will open a new window labeled **Products Database**. From here you can enter your product information in the various fields. You can store each of your products as a separate record in the database.

## Add a New Product

To manually enter a new product into the **Products Database**, click on the **Add New Product** button on the toolbar at the top of the window. This will clear out all the data fields on the screen. You can then add information into the fields listed below.

The **Product Database** is divided into different sections related to the different export forms you can produce in Shipping Solutions: **Invoices**, **AES/EEI**, and **Certificate of Origin**, although the data entered in one section will usually print on other export documents as well.

In addition, the top of the **Products Database** window includes three tabs: **Invoices/AES**, **AES DDTC Info**, and **Dangerous Goods**. All users will need to enter information on the first tab, **Invoices/AES**. If one or more of your products falls under the jurisdiction of the State Department's Directorate of Defense Trade Controls, which is primarily military items and weapons, you will need to click on and enter the information on the **AES DDTC Info** tab. If you are shipping dangerous goods, you will need the **Dangerous Goods** tab.

The following fields are in the **Invoices** section of the **Products Database**:

- **Product ID**—Enter the part number, SKU number or other type of product number that your company has assigned to this product, if any.
- **Product Description**—Enter your company's description of the product as you wish it to appear on the invoices.
- **Sales Unit of Measure**—Enter the unit of measure for this product as it is calculated for invoicing purposes.
- **Unit Price**—Enter the price per piece or per unit for the product. Shipping Solutions allows you to enter a unit value with up to five decimal places.
- **Schedule B/HTS Code**—Enter the Schedule B Commodity Classification or Harmonized Tariff System (HTS) Code for your product. The first six digits of the code are the Harmonized System (HS) code and will appear on any document used internationally; all 10 digits appear on domestic documents such as the Shipper's Letter of Instruction (in SED or NCBFAA format) as well for filings through the Automated Export System (AES). All the codes should be checked and updated at least annually. **Please Note:** Do not enter any periods with your product codes; Shipping Solutions will insert those automatically.
- **Gross Weight**—The total weight for this product including packaging. You can enter this weight in pounds or kilograms, and Shipping Solutions will automatically convert it and fill in the other box.
- **Net Weight**—Enter the weight of the product without any immediate wrappings; i.e., the weight of the contents of a tin can without the weight of the can. You can enter this weight in pounds or kilograms, and Shipping Solutions will automatically convert it and fill in the other box.
- **Country of Origin**—Select the country of origin from the drop-down menu for your product if you wish it to appear on your commercial and proforma invoices as well as on the generic certificate of origin. Otherwise, you can leave this field blank.

## AES/EEI Section

The following fields are in the **AES/EEI** section of the **Products Database**. This information is required for creating an SLI in SED or NCBFAA format and for filing your Electronic Export Information through the Automated Export System (AES).

Typically, the export information for any shipment to a country other than Canada must be filed through AES if the value of any line item (or group of line items with the same Schedule B or Harmonized Tariff Code number) is more than \$2,500, or if any item requires an export license. You may skip these fields if your company isn't required to file through AES:

- **Schedule B Description**—Enter the description for the product as it appears in the HTS or Schedule B Commodity Classification Code published by the U.S. Department of Census. This

description is what will be submitted to Census if you file electronically through AES or if you print an SLI in SED or NCBFAA format. **Please Note:** AES allows a description with a maximum of 45 characters. If you wish to use the same description as it appears in the **Product Description** field in the invoices section of this window, simply click on the **Copy Product Description** button.

- **AES Unit of Measure 1**—The unit of measure that is submitted to AES must match the unit of measure that appears in the Schedule B or HTS codes and may be different than the unit of measure your company uses for invoice purposes. Shipping Solutions provides a drop-down menu with the complete list of acceptable codes. **Please Note:** If you do not select the appropriate unit of measure as indicated in the Schedule B or Harmonized Tariff codes, you will receive an error message when you try to file through AES.
- **AES Unit of Measure 2**—The U.S. Census Bureau requires exporters of certain, limited products to report two quantities and two units of measure when filing through AES. If this product is one of those products, enter your second unit of measure here. Otherwise, leave this field blank.
- **License Type**—Select the license type from the drop-down menu or type it directly into this field. If no license is required, select **C33 - No Licensed Required (NLR)**.
- **ECCN**—Enter the export control classification number, if necessary, for your product. You will find a listing of all the ECCN numbers in the Commerce Control List in the Export Administration Regulations (EAR). You will find the EAR online at the Bureau of Industry and Security’s website: [www.bis.doc.gov](http://www.bis.doc.gov).
- **License No/Exemption**—When you select a License Type in the field above, the appropriate license exemption will automatically fill in here if there is one. Otherwise, fill in your license number. See the Appendix on page 174 for a list of license types and their required codes.
- **License Value**—For shipments requiring an export license, report the value designated on the export license that corresponds to the commodity being exported.
- **Origin**—Indicate the type of export:
  - (D) **Domestic**—Merchandise that is grown, produced, or manufactured in the United States (including imported merchandise that has been enhanced in value or changed from the form in which it was imported by further manufacture or processing in the United States).
  - (F) **Foreign**—Merchandise that has entered the United States and is being re-exported in the same condition as when imported.
- **Hazardous Item**—Check this box if this item qualifies as hazardous under Department of Transportation regulations.

## Certificate of Origin Section

The following fields appear on the NAFTA Certificate of Origin (COO) as well as the Australia Free Trade agreement (FTA) COO, the CAFTA-DR COO, the Chile FTA COO, the Colombia FTA COO, and the Korea FTA COO. You should make sure you understand how to qualify your goods under each of the appropriate free trade agreements before you ever provide a FTA Certificate of Origin to an importer.

You may skip the fields in this section if your shipment does not qualify—or you are not sure if it qualifies—for preferred tariff treatment under a U.S. free trade agreement.



| FTA Certificate of Origin Form | Preference Criteria                      | Net Cost  | Producer  | Country of Origin     |
|--------------------------------|--|---|---|-----------------------|
| <b>NAFTA</b>                   | A<br>B<br>C<br>D1<br>D2<br>E<br>FA<br>FB | NC<br>No  | Yes<br>No1<br>No2<br>No3                                | US<br>CA<br>MX<br>JNT |
| <b>CAFTA-DR</b>                | A<br>B1<br>B2<br>C                       | <i>If B2, then indicate:</i><br>RVC<br>ACU<br>DM<br>FGM<br>SG | Yes<br>No1<br>No2                                       | Not Required          |
| <b>Australia</b>               | WO<br>POM<br>PS                          | NC<br>No  | Yes<br>No1<br>No2                                       | US<br>AU              |
| <b>Chile</b>                   | A<br>B<br>C                              | RVC BUILDUP<br>RVC BUILDDOWN<br>No                            | Yes<br>No – Article 4.13 (2a)<br>No – Article 4.13 (2b) | US<br>CL              |
| <b>Columbia</b>                | A<br>B1<br>B2<br>C                       | RVC 1<br>RVC 2<br>RVC 3<br>No                                 | Not Required  | US<br>CO              |
| <b>Korea</b>                   | WO<br>PSR<br>PE                          | Not Required  | Not Required  | US<br>KR              |

#### NAFTA/Other FTA Fields

As you can see from this chart, each of the free trade agreements that the United States has entered with other countries include different data elements to prove that your goods qualify under the rules of origin for that agreement. The chart lists those options for each of the specific FTA Certificates of Origin.

Each column in the chart is independent from the others for their respective agreements. For example, in the NAFTA COO row, using Preference Criteria “D1” does not mean that you automatically enter “NC” in the Net Cost field, “No1” in the Producer field, and “CA” in the Country of Origin field. The one exception is for the CAFTA-DR COO. In that case, you would only select one of the Net Cost field options if you selected “B2” as the Preference Criteria for your product(s).

For a detailed explanation of each of the agreement’s rules of origin and what the abbreviations and citations represent, visit the U.S. Trade Information’s website, [www.export.gov/FTA/index.asp](http://www.export.gov/FTA/index.asp).

### Search Products Section

The **Search Products** section of the **Products Database** screen displays a grid of all the products already entered into the database. You can search for an individual record in one of two ways:

1. First choose whether you wish to search for a product by its **Product ID** or **Description** in the drop-down menu labeled **Column**. Next click on the **Match** drop-down menu to indicate whether

you wish to search for an item that **Starts With** or **Contains** the information you will be entering into the **Search For** field. Finally, enter what you are looking for in the **Search For** field. As you type in more information, the product grid below will start narrowing down the list of matching products. Click on the appropriate item in the product grid to have the product information appear in the individual fields located in the top portion of the window. To clear a previous search, click on the **Clear Filter** button.

2. You can sort the products already entered into the database by clicking on the column header in the grid at the bottom of the page. Clicking on the column header once will sort all the products in ascending alpha/numeric order; clicking the column header a second time will sort the products in descending order. You can sort all the product records by clicking on any of the column headers. For example, clicking on the **Schedule B/HTS Code** column header will arrange all your products from the smallest number value to the highest number value. Use the scroll bar on the right side of the grid if you have more records than are visible in the grid. Click on the appropriate item in the product grid to have the product information appear in the individual fields located in the top portion of the window.

## Update Country Names

If you had previously used Shipping Solutions Classic 6 or Shipping Solutions Professional 7 and converted your old Product Database to Classic 8 or Professional 9, you may experience a problem getting a product's country of origin to appear on the Commercial Invoice, Proforma Invoice or Certificate of Origin. This is because the Country of Origin might not have included both the full country name and the two-character country code.

If you are experiencing this problem, you can update all the products in your Product Database by clicking on the **Update Country Names** button on this screen. This is something you will only need to do once.

## Delete a Product

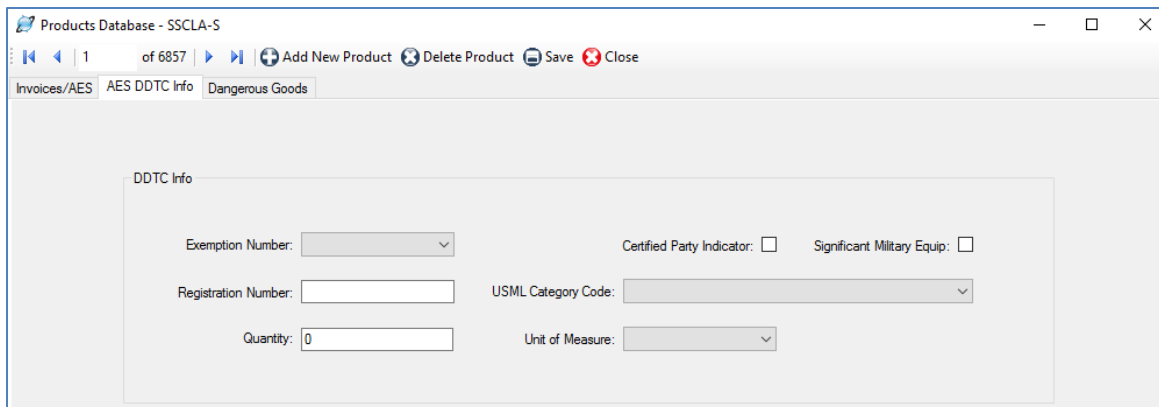
To remove one or more products from the **Products Database**, find the record you wish to delete by following the **Search** instructions listed above. Once you have found the correct product, highlight that product record by clicking on it in the grid located at the bottom of the window. Once you click on a record it should be highlighted in blue. You can select more than one product record by holding down the **Ctrl** button on your keyboard and clicking on every contact record you wish to delete.

Once you have highlighted one or more products, click on the **Delete Product** button on the toolbar at the top of the window, which will delete the highlighted contact record(s). The deletion will not be permanent until you click on the **Save** button on the toolbar.

Click on the **Close** button on the toolbar to exit the **Products Database**.

## Importing Products

If you are adding multiple products into the Products database, you can import a list of products from an existing spreadsheet or database using Shipping Solutions' **Import Contact and Product Databases** feature located on the **Tools** tab. (See page 128 for more detail.)



**The AES DDTC Info Tab on the Products Database Screen**

## AES DDTC Info Tab

The following fields located in the DDTC Info section of the **AES DDTC Info** tab are only required if your product requires a specific DDTC State Department license for export. This section doesn't affect most exporters, who should simply skip these fields:

**Exemption Number**—If required by the license type, select the exemption number from the drop-down menu that is the specific citation from the International Traffic in Arms Regulations (ITAR) (22 CFR 120-130) that exempts the shipment from the requirements for a license or other written authorization from DDTC.

**Registration Number**—If required by the license type, the number assigned by DDTC to persons who are required to register per Part 122 of the ITAR (22 CFR, 120-130), that has an authorization from DDTC (license or exemption) to export the article.

**Quantity**—If required by the license type, enter the quantity for the line item being shipped. The quantity is the total number of units that corresponds to the **Unit of Measure** field (see above).

**Certified Party Indicator**—Check this box if the U.S. exporter can certify that the exporter is an eligible party to participate in defense trade. See ITAR (22 CFR 120.1(c)). This certification is required only when an exemption is claimed.

**Significant Military Equip.**—Check this box if this particular line item appears on the United States Munitions List (USML) for which special export controls are warranted because of their capacity for substantial military utility or capability. See Section 120.7 of the ITAR (22 CFR, 120-130) for a definition of SME and Section 121.1 for items designated as SME articles.

**USML Category Code**—If required by the License Type, select from the drop-down menu the USML category of the article being exported (22 CFR 121).

**Unit of Measure**—If required by the license type, select the unit of measure for this line item from the drop-down menu.

Once you have entered all the information you wish to include for this new product record, click on the **Save** button on the toolbar. This will save all the information you entered into the appropriate database and it will add this new record to the grid of existing contacts that appears at the bottom of the window.

**The Dangerous Goods Tab on the Product Database Screen**

## Dangerous Goods Tab

If your item is considered a dangerous good (DG) by either the International Air Transport Association (IATA) or the International Maritime Organization (IMO), you will want to complete these fields so that you can prepare the proper documentation for your shipment. The screen is divided into **IATA** and **IMO** sections.

### IATA Section

Click the **Lookup DG** button to open the IATA Database of Dangerous Goods. You can search by UN Number or Proper Shipping Name. Find the proper entry for your item and click **Select**. The **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group** will fill in on the DG tab.

**The Statement Builder Screen**

Type directly in the **Type of Packing** box or click the **Builder** button for help in entering your packing information. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down

lists. Enter the amount in the containers in the **Value** box and either L for liters or kg for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed. You can also use this box, if needed, to describe an overpack. Click **OK** to return to the DG tab.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

## IMO Section

Although the list of Dangerous Goods for IMO is slightly different than IATA, a **Copy to IMO** button is provided. You may need to edit the **UN Number**, **Proper Shipping Name**, **Classification**, and **Packing Group** if it is different for IMO than for IATA.

Type directly in the **Kind of Packages** box or click the **Builder** button as described in the IATA section. Use the **Additional Description** box to enter any information that you want to follow the **UN Number**, **Proper Shipping Name**, **Classification**, and **Packing Group**. This information could include a flashpoint, so a degree button is provided to add that symbol.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

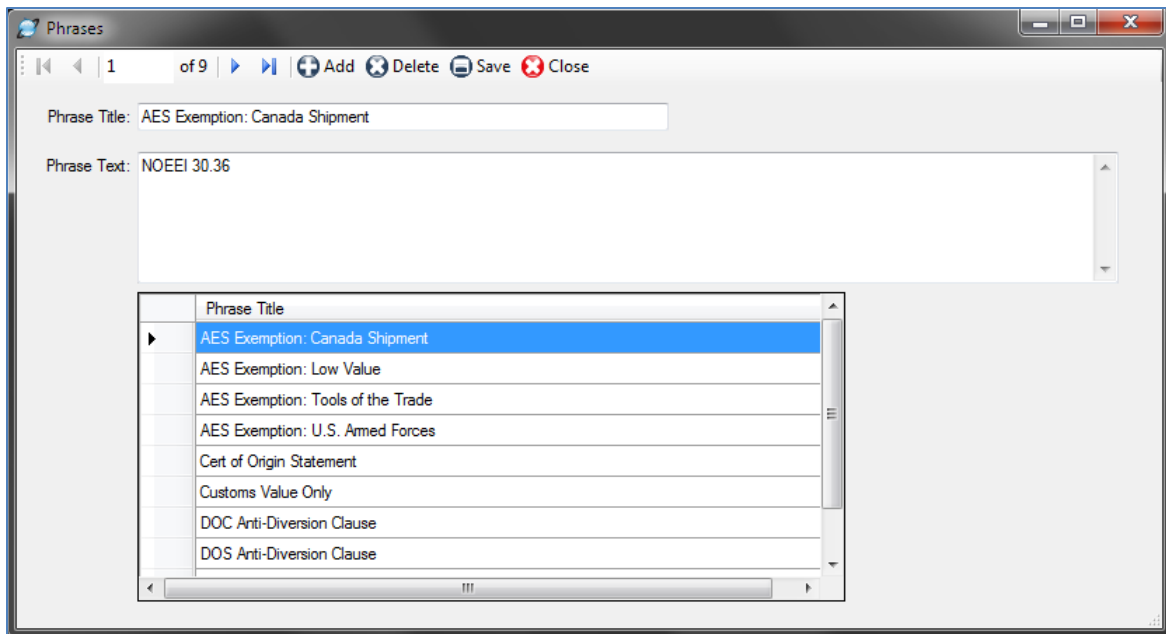
If you know the values, enter the **Gross Weight/Volume**, **Net Weight/Volume**, and **Cubic Meters**. You will be able to display either **Net Weight/Volume** or **Cubic Meters** along with **Gross Weight/Volume** on the DG documents.

## Sub Products

If you have products that include DG items that are not listed separately on your commercial invoice, you can list them as sub products. For example, a machine that includes a lithium battery will probably be listed by the machine name on the Commercial Invoice, but the battery needs to be listed on the dangerous goods document. To add a sub product to an item, first enter the sub product as a product on the **Databases** tab, **Products** screen. Be sure to include a **Product ID** and the fields on the **Dangerous Goods** tab.

Then locate the main product in the **Products** database. On the **Dangerous Goods** tab, click the **Manage Sub Products** button. A screen will come up that will allow you to search the **Products** database for the sub product. Click **Add** and the item will be copied to the lower grid showing that it is a sub product to this product. Repeat the process for as many sub products as needed. Click **Close**.

The **Sub Products** will appear in a grid at the bottom of the IATA and IMO sections. You must enter the sub products separately for IATA and IMO.



**The Shipping Solutions Phrases Database**

## Phrases Database

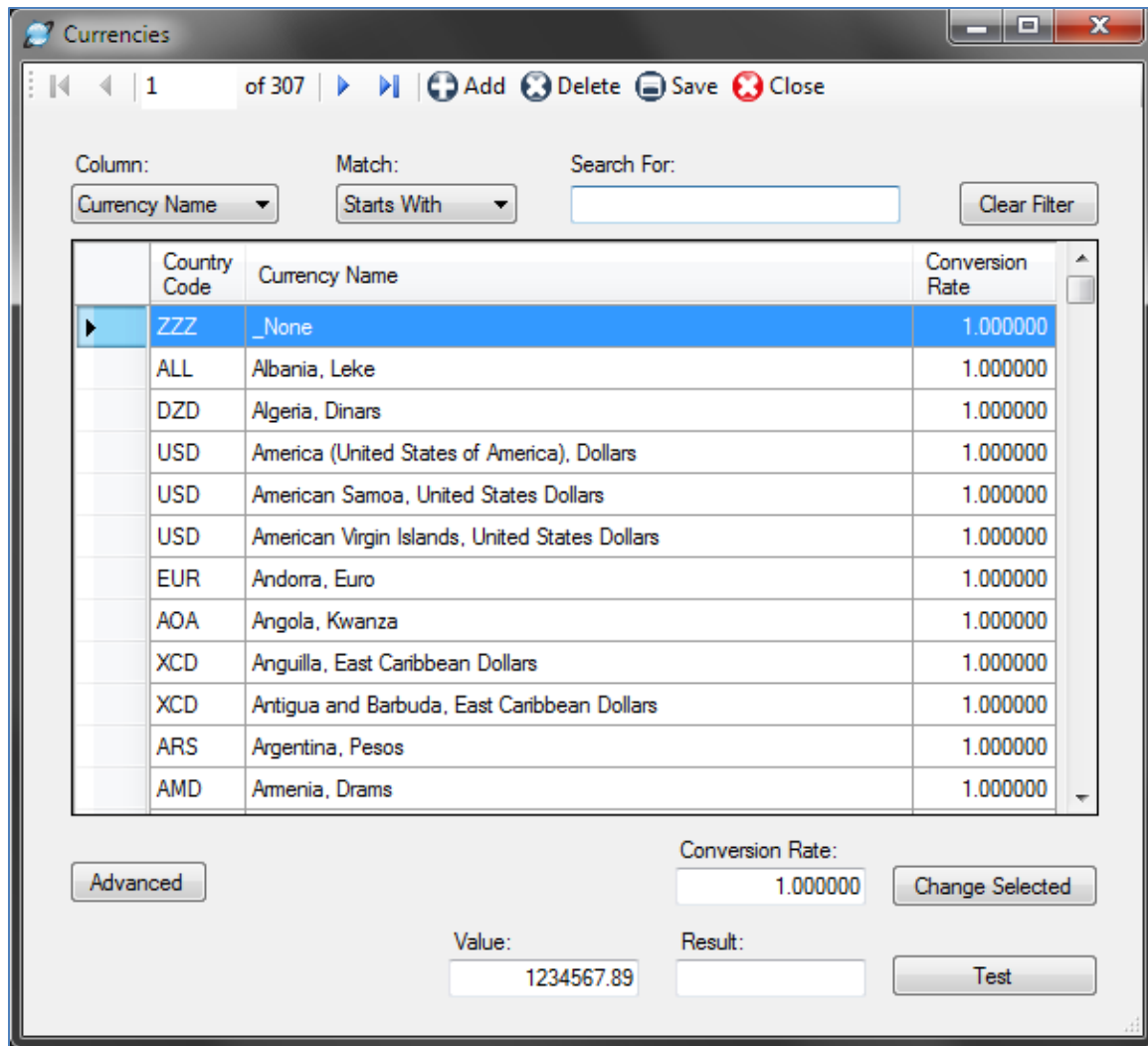
Certain export forms require that certain phrases appear on the documents. For example, most exports (except those shipped under the jurisdiction of the U.S. Department of State) require that the Department of Commerce (DOC) Anti-Diversion Clause appear on the invoices and waybills of a shipment. In other cases, companies may have their own standard statements and phrases that must be added to their export forms.

Shipping Solutions' **Phrases Database** allows you to store your common statements and phrases so that you can access them from a drop-down menu on the **EZ Start** screens rather than retyping them on every form every time you prepare a new set of export documents. Shipping Solutions preloads the Consolidated Destination Control Statement and a standard Chamber of Commerce statement used on a Certificate of Origin to verify the origin of a company's goods. In addition, Shipping Solutions preloads the four most commonly used exemption statements indicating why a company is not required to file through AES for an export shipment.

To add a new phrase to the **Phrases Database**, click on the **Add** button on the toolbar. Enter a **Phrase Title** in the appropriate field. This is the title that will appear in the drop-down menu in the various **EZ Start** screens, so you should make sure to give your new entry a recognizable title. Then enter the entire phrase in the **Phrase Text** box. Click **Save** to save the new entry.

To remove any of the statements from the **Phrases Database**, highlight the one you want to remove and then click on the **Delete** button on the toolbar.

Click on the **Close** button on the toolbar to exit the **Phrases Database**.



**The Shipping Solutions Currencies Database**

## Currencies Database (Professional Only)

Shipping Solutions Professional gives you the flexibility to create commercial and proforma invoices using a currency other than U.S. dollars and/or calculating the total value of both those invoices in two different currencies. In either case, you can use currencies other than U.S. dollars on the two invoices while still filing your Electronic Export Information (EEI) through the Automated Export System (AES) in U.S. dollars, which is what is required by export regulations.

The **Currencies Database** includes a list of most currencies of the world along with the three-character ISO code for each currency and a field for entering an exchange or conversion rate from U.S. dollars to that alternate currency. The exchange rate could be set in a sales contract or may be tied to a specific third-party rate, such as the exchange rate as published in the *Wall Street Journal* on the first Friday of every month. In either case it is up to you to update the exchange rate as necessary to stay accurate.

See the instructions for the **Invoices—Proforma/Commercial** screen in **EZ Start** beginning on page 65 for more information about adding alternate or multiple currencies to those two export forms.

## Modifying a Currency Exchange Rate

You can enter and save exchange rates here so they are available to use on the invoices.

1. Select the alternate currency you wish to use:
  - a. You can search for a currency by using the search tools included in the database. In the drop-down menu labeled **Column**, choose whether you wish to search for a product by its **Currency Name** or **Country Code**. Next click on the **Match** drop-down menu to indicate whether you wish to search for an item that **Starts With** or **Contains** the information you will be entering into the **Search For** field. Finally, enter what you are looking for in the **Search For** field. As you type in more information, the product grid below will start narrowing down the list of matching products. When you see the currency you wish to use, click on it so it is highlighted. To clear a previous search, click on the **Clear Filter** button.
  - b. You can sort through the entire list of currencies in the database by clicking on a column header in the grid. Clicking on the column header once will sort all the currencies in ascending alpha/numeric order; clicking the column header a second time will sort the currencies in descending order. Use the scroll bar on the right side of the grid to work your way up and down the list. When you see the currency you wish to use, click on it.
2. Once you have selected a currency by highlighting it, enter the appropriate exchange rate in the **Conversion Rate** field, and then click the **Change Selected** button. You will see the change reflected in the currency grid.
3. If you wish to change the formatting used by the alternate currency, click on the **Advanced** button. This will display a new column in the **Currencies Database** labeled **Culture Code** and add a new field at the bottom of the window also labeled **Culture Code**. If you wish to change the formatting of this alternate currency, you can enter the correct culture code in this field and then click on the **Change Selected** button again. If nothing appears in the culture code field, this currency will print on the invoice without a currency symbol such as the dollar sign (“\$”) and with two decimal place.
4. To test how the currency will appear on the commercial and proforma invoices, enter a numeric value in the **Value** field and click on the **Test** button. You will see the converted amount with the correct currency formatting and currency symbol in the **Result** field.
5. Make sure to click on the **Save** button on the toolbar to save your changes before exiting this screen.

If the alternate currency you wish to use does not already appear in the **Currencies Database**, click on the **Add** button in the toolbar and enter the correct information in the highlighted fields at the bottom of the grid. Remember to click on the **Save** button on the toolbar before exiting this screen or your new currency information will be lost.

Click on the **Close** button on the toolbar to exit the **Currencies Database**.



## Payment Terms Database

The **Invoices—Proforma/Commercial** screen in **EZ Start** allows you to select the correct payment term for a shipment from the **Payment Terms Database**. Shipping Solutions preloads three common payment terms in the database.

- **Add**—Click this button to add a new payment term to the database.
- **Delete**—To remove an existing payment term from the database, highlight the term you wish to remove in the grid and then click on the **Delete** button.
- **Save**—Click this button to save any changes you made to the database.
- **Close**—Click this button to exit the Payment Terms Database.

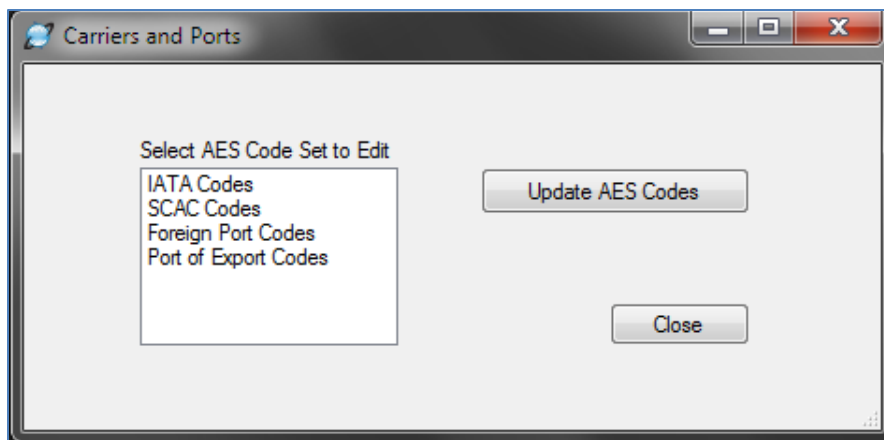
## Countries Database

This database provides a list of countries and their two- and three-character codes to several different country drop-down menus throughout the Shipping Solutions software. The two-digit codes are the official codes provided by the U.S. Census Bureau for use with the Automated Export System (AES) and a variety of export forms.

For the Commercial Invoice, Proforma Invoice, and Packing List, you can choose to display the two-digit, three-digit, or full name of the country. To choose what you want to display on each of these forms, go to the **Tools** tab, **Customize Documents** screen. Click on the form name to open the **Customized Properties** screen. Choose the option you wish to use from the **Display Country As** drop-down menu.

The database allows you to change any of the records by highlighting the name and/or code you wish to change and then typing in the new information. In addition, the toolbar allows you to make other modifications to the database if necessary:

- **Add**—Click this button to add a new country name and code to the database.
- **Delete**—To remove an existing country name from the database, highlight the country you wish to remove in the grid and then click on the **Delete** button.
- **Save**—Click this button to save any changes you made to the database.
- **Close**—Click this button to exit the **Countries Database**.



**The Carriers and Ports Database**

## Carriers and Ports Database

This database comes preloaded with the latest set of carrier and port codes provided by the U.S. Census Bureau for use with the Automated Export System (AES). These lists of carriers and ports and their respective codes may be updated occasionally by the Census Bureau. You will be notified by the Bureau of any changes by email if you have registered as an Account Administrator at your company for AES.

According to the Census Bureau:

*We make every attempt to keep our SCAC/IATA code table current. However, you may be unable to locate SCAC/IATA codes from time to time. If this should happen, please follow the procedures listed below. Try to obtain the SCAC/IATA code from the carrier... If the carrier cannot provide a SCAC/IATA code, you may use the following as a last resort.*

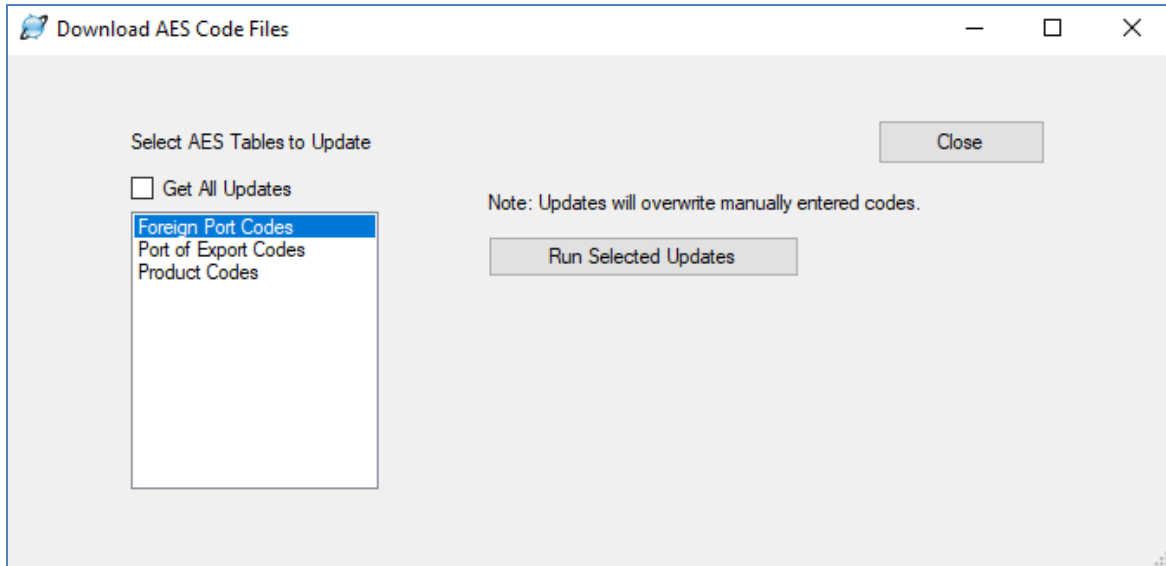
- **99M**—Unknown Mexican Trucker
- **99F**—Unknown Foreign Air Carrier
- **99U**—Unknown U.S. Air Carrier
- **99C**—Unknown Canadian Air Carrier
- **UNKN**—Unknown Carrier: Ocean, Rail and Truck Modes of Transport Only
- **99O**—Aircraft Moving Under Its Own Power (“Flyaway Aircraft”)

Changes to this database can be made manually or by running an update script that will retrieve the latest list of carriers and ports and update them in your copy of the Shipping Solutions software.

## Editing the Carriers and Ports Lists

To manually edit the list of carriers and ports and their respective names, click on the set of codes you wish to modify. This will open a new window that includes all the names and codes for the list you selected. You can change any of the records by highlighting the name and/or code you wish to change and then typing in the new information. In addition, the toolbar allows you to make other modifications to the database if necessary:

- **Add New**—Click this button to add a new carrier or port name and code to the database.
- **Delete**—To remove an existing carrier or port name from the database, highlight the name you wish to remove in the grid and then click on the **Delete** button.
- **Save**—Click this button to save any changes you made to the database.
- **Close**—Click this button to exit any of the **Carriers and Ports Databases**.



**Updating AES Codes on the Carriers and Ports Screen on the Databases Tab**

## Updating the Carriers and Ports Lists

To download and update the latest set of port names and codes provided by the Census Bureau, click on the **Update AES Codes** button, which will open a new window called **Download AES Code Files**. To update all three sets of names and codes, click the **Get All Updates** box. Because the IATA and SCAC codes are no longer provided by the Census Bureau, you can no longer download updates to these codes. You should get any new codes you need from your freight forwarder or directly from the carrier.

To download and update a specific list or lists, click on the lists you wish to update in the **Select AES Tables to Update** grid. The first two sets of codes are part of the **Carriers and Ports Database**; the **Product Codes** selection updates the **Export Codes Database** and the **License Types Database**, as well as the drop-down list of **Units of Measure** and **DDTC Exemption Numbers** that are part of the Product Database.

Click on the **Run Selected Updates** button to download and update the selected lists. A pop-up window will appear when the update is complete. You can then click **Close** to exit out of the updates screens.

## Export Codes Database

This database comes preloaded with the latest set of export codes provided by the U.S. Census Bureau for use with the Automated Export System (AES). These export codes may be updated occasionally by the Census Bureau. You will be notified by the Bureau of any changes by email if you have registered as an Account Administrator at your company for AES.

- **Add**—Click this button to add a new export code to the database.
- **Delete**—To remove an existing export code from the database, highlight the name you wish to remove in the grid and then click on the **Delete** button.
- **Save**—Click this button to save any changes you made to the database.
- **Close**—Click this button to exit the **Export Codes Database**.

You'll find a complete list of all the export codes in the Appendix on page 173.

## License Types Database

This database comes preloaded with the latest set of export license codes provided by the U.S. Census Bureau for use with the Automated Export System (AES). These export license codes may be updated occasionally by the Census Bureau. You will be notified by the Bureau of any changes by email if you have registered as an Account Administrator at your company for AES.

- **Add**—Click this button to add a new license type name and code to the database.
- **Delete**—To remove an existing license type from the database, highlight the name you wish to remove in the grid and then click on the **Delete** button.
- **Save**—Click this button to save any changes you made to the database.
- **Close**—Click this button to exit the **License Types Database**.

You'll find a complete list of export license types in the Appendix on page 174.

## Package Types Database

This database stores your commonly used package types so you can use them on the Packing List screen without retyping the dimensions each time. Click **Add** and enter the **Description** you want to use for this package type. Enter the **Length**, **Width** and **Height** in inches. Click **Save**.

## Miscellaneous Lists Database

This database stores user definable drop-down menus used on miscellaneous screens in EZ Start. These databases come preloaded with generic choices that the user may modify, delete or expand as necessary to match their company's export needs. The current set of lists include:

- **Inland Bill Received On**—Provides options for the types of shipping container the goods are packed on or in and is used on the Inland Bill of Lading (both versions).
- **Inland Bill Received Quantity**—Provides options for how the goods included in a shipment are accounted for and is used on the Inland Bill of Lading (both versions).

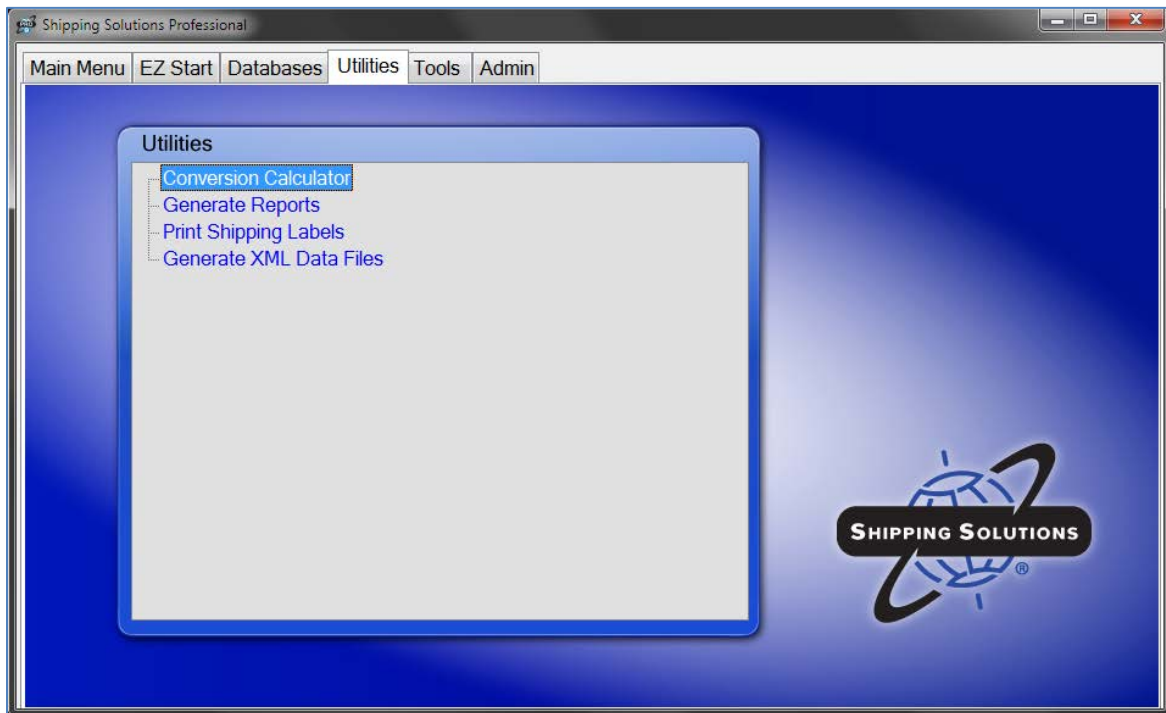
## Shipment Log Items Database (Professional Only)

In order to ensure compliance with export regulations, the Bureau of Industry and Security (BIS) strongly recommends that companies create a written Export Management System (EMS) that clearly outlines what steps your company needs to follow prior to every export shipment. The **Shipment Log** screen on **EZ Start** (see page 103) allows you to document that each step of your EMS plan is being followed.

The **Shipment Log Items Database** comes preloaded with seven tasks outlined in the sample EMS provided by BIS. You can add, modify or delete tasks stored in the **Shipment Log Items** database:

- **Add**—Click this button to add a new task to the database.
- **Delete**—To remove an existing task from the database, highlight the task you wish to remove in the grid and then click on the **Delete** button.
- **Save**—Click this button to save any changes you made to the database.
- **Close**—Click this button to exit the **Shipment Log Items Database**.

# Utilities Tab

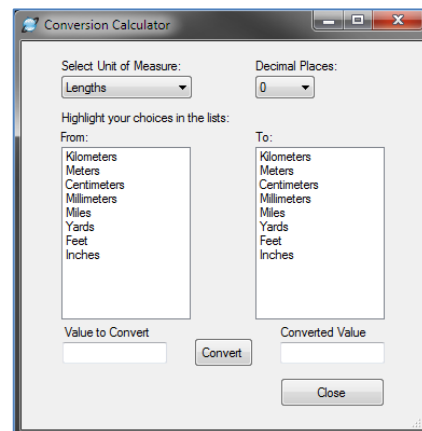


The Utilities Tab in Shipping Solutions

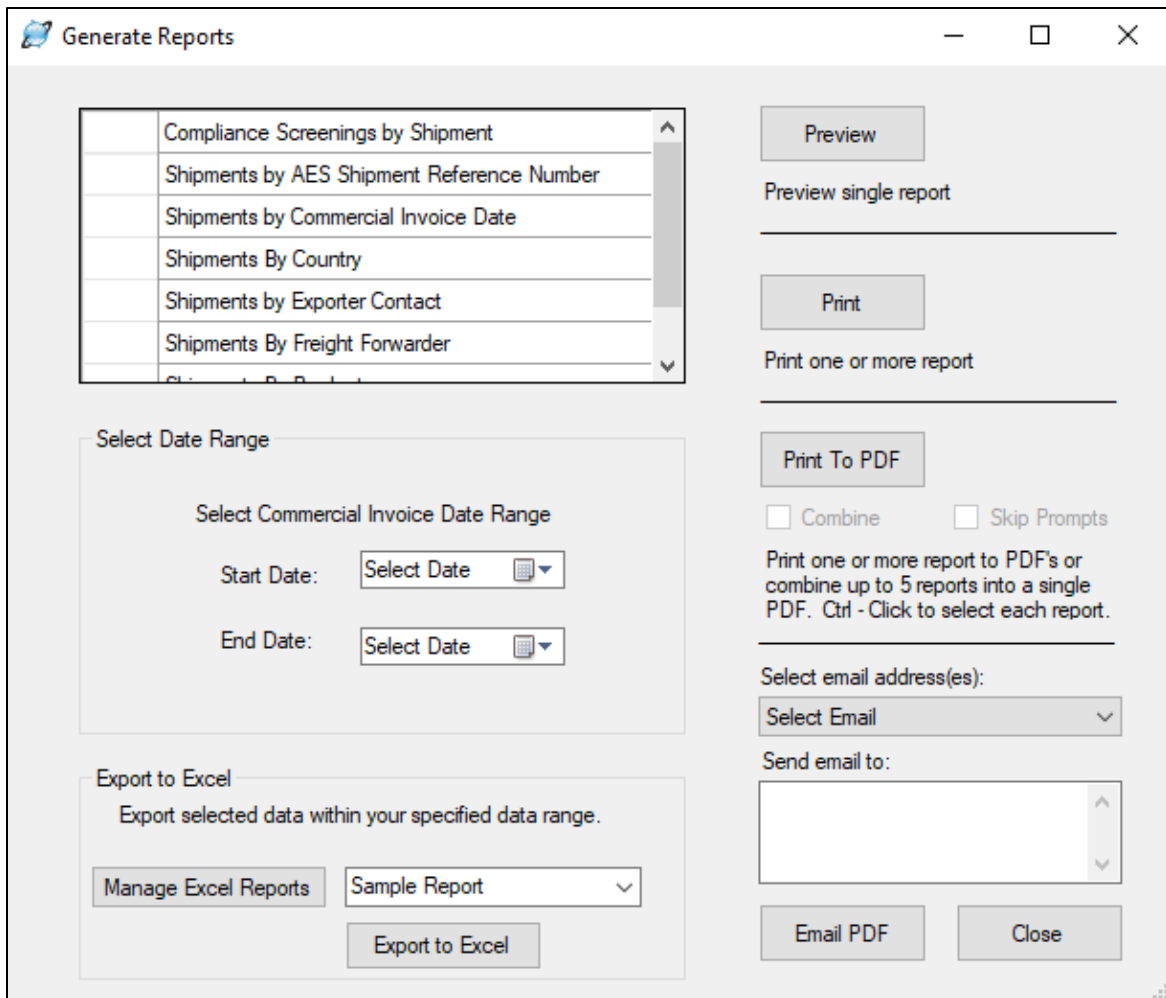
## Conversion Calculator

While many of the measurements used in the United States utilize imperial units, most of the rest of the world relies on the metric system. The Conversion Calculator allows you to convert a variety of measurements back and forth between the imperial and metric systems.

- **Select Unit of Measure**—Click on the drop-down list to select the type of measurement you want to convert.
- **Decimal Places**—Click on the drop-down list to choose how many decimal places to display in the results. The calculator will round up to whatever decimal place you choose.
- **Highlight your choices in the list**—Select the type of measure for which you know the value under **From** and the type of measure for which you want to convert under **To**.
- **Value to Convert**—Enter the value you wish to convert.
- **Convert**—Click this button to calculate the conversion for the value you entered.
- **Converted Value**—The calculator will display the results of the conversion here.
- **Close**—Click this button to close the calculator.



Conversion Calculator



### Creating Reports from Your Shipments in Shipping Solutions

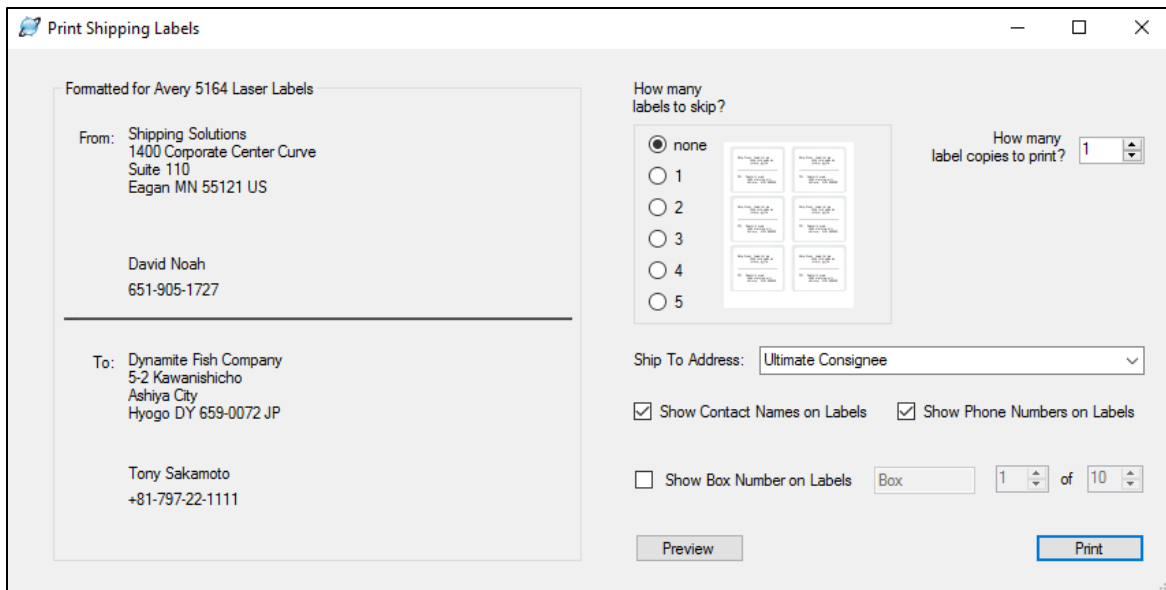
## Generate Reports

This utility allows you to run reports showing shipments by commercial invoice date, country, exporter contact, freight forwarder, ultimate consignee or AES shipment reference number for a selected date range. You can also run a report showing the screenings run in the Export Compliance Module for a selected date range. Choose the report you want and enter the start and end date. The date range is based on commercial invoice date. The **Preview**, **Print**, **Print To PDF** and **Email PDF** buttons work the same way as they do in the **Preview/Print/Email** screen on **EZ Start**. (See page 40 for more detail.)

The **Export to Excel** section of the screen will output all relevant shipment information for the date range selected to an Excel spreadsheet. It is not dependent on which report is chosen.

To start, click **Manage Excel Reports**. The initial report is named **Default**. Click the check boxes in the **Include** column to include a particular field in your report. To create additional reports, click **Add** and give the new report a name in the **Excel Report Name** box. Click on the name in the **Custom Field** name to rename the field in your report. You can drag and drop rows to change the order in which they will appear in your report. Click **Save** and **Close**.

To run the report, click the **Export to Excel** button. You will then be prompted to select a location on your computer for the report.



### Creating Shipping Labels from Shipping Solutions

## Print Shipping Labels

With Shipping Solutions, you can print standard shipping labels on Avery 5164 labels to place on your shipping packages. The **From** and **To** information on the labels automatically pulls from the **Exporter** and **Ultimate Consignee** information entered on the **EZ Start-Contacts** screen. However, you can use the **Ship To Address** drop-down list to change the **To** address to the **Intermediate Consignee** or **Bill To** record from the **EZ Start-Contacts** screen.

Rather than wasting labels whenever you need to print less than a full sheet, click the radio button indicating how many labels to skip. For example, if you want to print on a sheet of labels from which you've already used the top two labels, click the number 2 button, and printing will start with label number 3. You can also indicate how many labels to print.

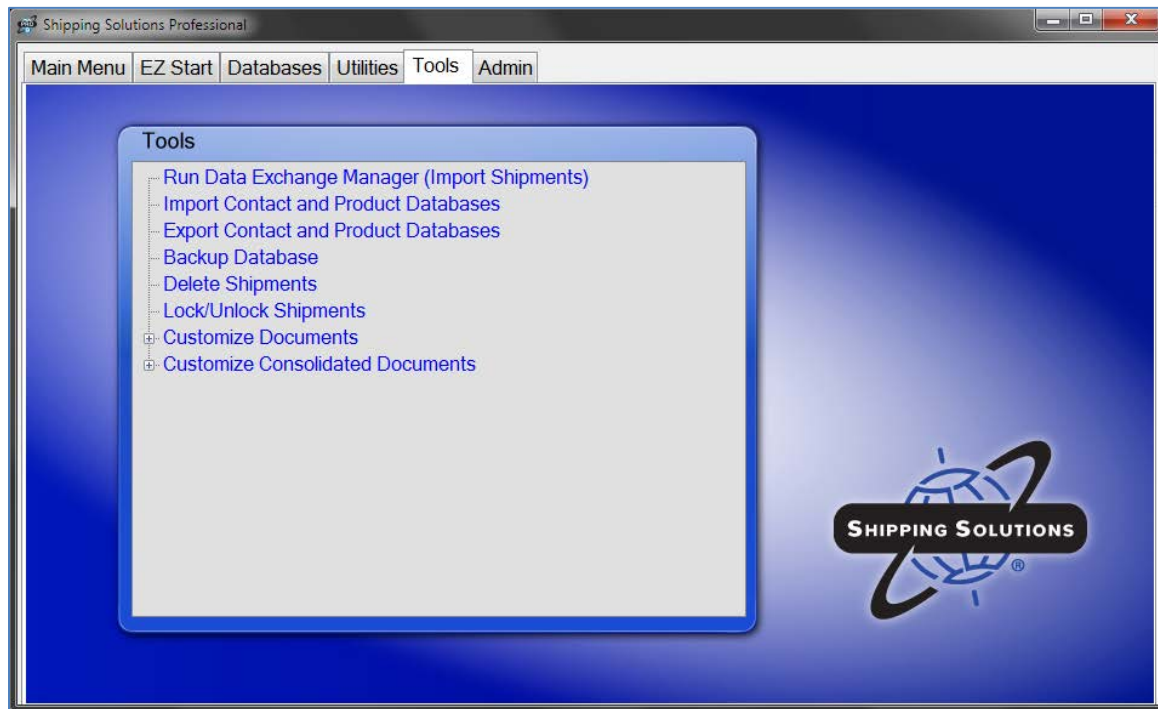
The **Contact First Name**, **Last Name**, and **Phone Number** entered on the **EZ Start-Contacts** screen will print on the labels unless you uncheck the appropriate boxes. You can also show box numbers on the labels by checking the appropriate box and indicating the starting box number (generally 1) and ending box number.

You can **Preview** and **Print** the labels from this screen.

## Generate XML Data Files (Professional Only)

Here you can create an eDoc for filing a Canada Customs Invoice. Click **Generate eDoc File** and a **Save As** screen will open so you can indicate where to save the eDoc file. More eDoc file options will be added in future releases of Shipping Solutions.

# Tools Tab



The Tools Tab in Shipping Solutions

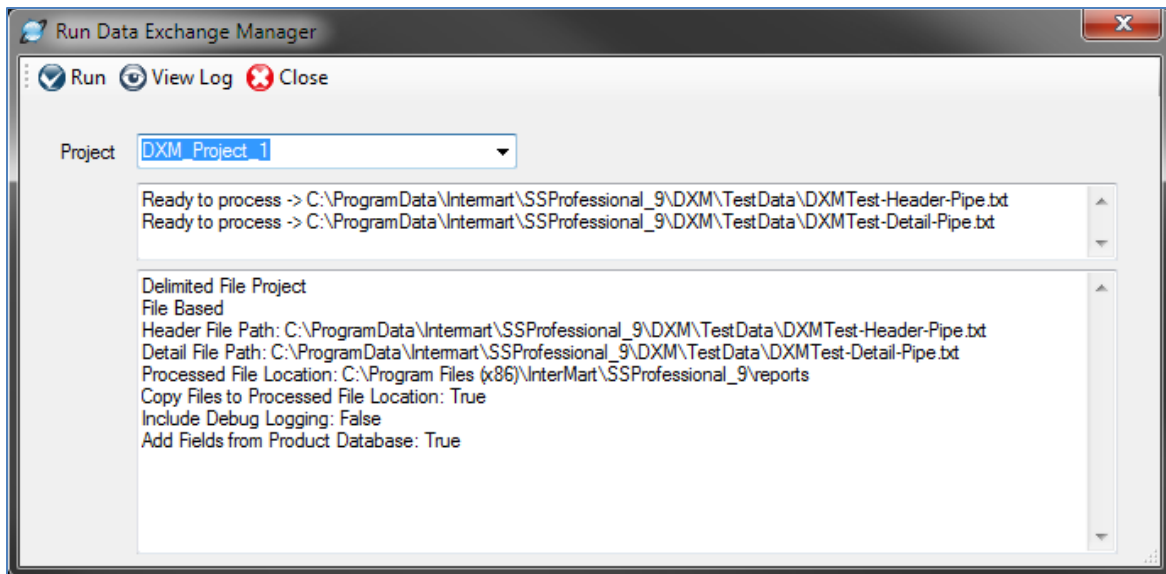
## Run Data Exchange Manager (Import Shipments) (Professional Only)

Shipping Solutions Professional includes a **Data Exchange Manager** that allows you to import an entire order or a set of orders from your accounting system into Shipping Solutions to be able to produce your documents, file electronically through the Automated Export System (AES), and fulfill your export compliance responsibilities.

Before you can run the Data Exchange Manager (DXM), you must first set it up on the **Admin Tab** (see page 137). Once you have set up the DXM, you have three different ways you can run it: (1) manually; (2) from a script that calls the dxmRun.exe file, which will initiate the import process; or (3) as a Windows Service that runs on a schedule and imports files whenever they exist in a pre-determined folder and use the proper naming convention.

This screen on the **Tools** tab allows you to manually run the DXM to import an order into Shipping Solutions Professional. For more information about options #2 and #3, see the instructions on page 136.





### Manually Running the Data Exchange Manager to Import an Order

#### Selecting a Project to Import

When you click on the **Run Data Exchange Manager (Import Shipments)** screen on the **Tools** tab, a **Project** window opens, which allows you to select which project you wish to run. A project will be created when you configure the DXM following the instructions beginning on page 137. While most companies will only create one project, some companies may create multiple projects if they wish to import orders from more than one accounting, order-entry or ERP system.

When you select your project from the **Project** drop-down list, the Run Data Exchange Manager window will tell you if there are either XML or delimited text files ready to process, or, if you select an ODBC project, a **Lookup ID** box will appear. Any other configuration settings you've chosen will also display. If you have selected a folder-based project, a **Process All Files** check box will appear. Check the box to process all the files without stopping.

If one or more files exist, click the **Run** button in the toolbar to import the order or orders. For ODBC projects, enter the **Lookup ID** and click **Run**. The value you enter here is defined in the setup wizard found on the **Admin** tab, **Setup Data Exchange Manager for ODBC** screen.

As the project runs, the bottom window will display the results of the import process and should end with "Shipment ID's Inserted [x]" where "x" is the Shipment Number inserted into your Shipping Solutions database. To see more details of this particular import as well as previous imports you've run, click on the **View Log** button on the toolbar.

To see your imported shipments, go to the **EZ Start** tab and click **Select Shipment**. The most recently imported shipments will be listed at the top.

If there are no files to import into Shipping Solutions, the top window will indicate that your designated folder is missing files to process.

Click **Close** to exit this window.

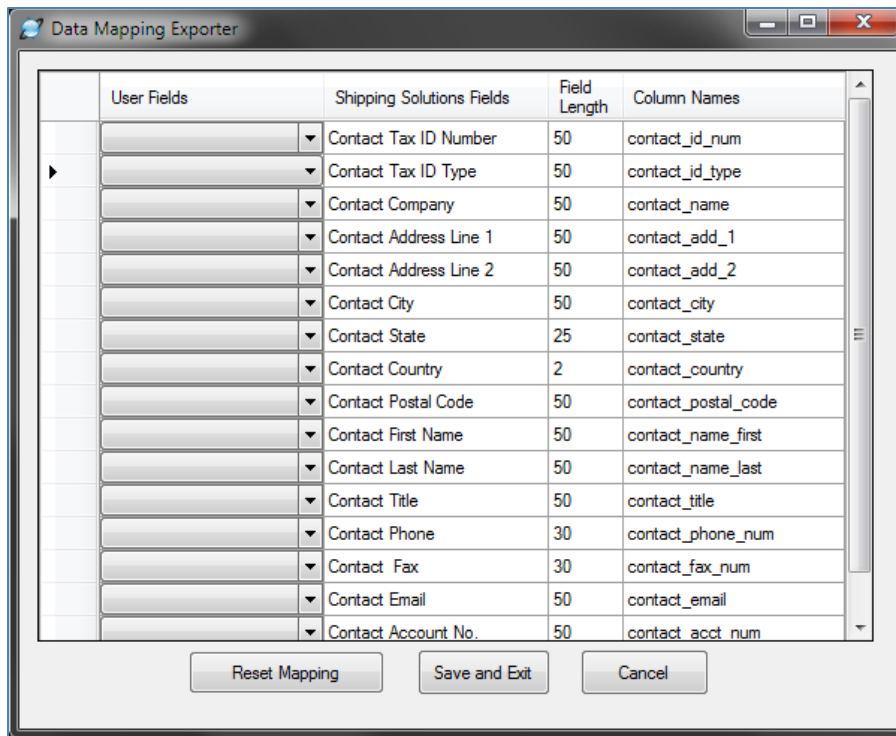
**Import Contacts and Products Database Located on the Tools Tab**

## Import Contacts and Products Databases

A major benefit of using Shipping Solutions is to be able to store your customer and product information in the software's databases, so you don't have to type the addresses and product detail over and over again. If you have the information in another source, such as an ERP system or Excel spreadsheet, you can import the information using this utility rather than typing the addresses and product detail by hand.

You will need to get your data into a text file that is delimited by tabs, commas or pipes. Do not use a comma as your delimiter if your data also includes commas. This can be a problem when importing addresses or product descriptions. After you have prepared your data, follow the steps on the screen to import it into the Shipping Solutions database.

- **What data do you want to import?**—Choose either **Contacts** or **Products**.
- **Which type of contact do you want to import?**—This drop-down menu only appears if you chose **Contacts** above. Choose which type of contact you want to import: exporter, ultimate consignee, intermediate consignee, freight forwarder, bill to or miscellaneous.
- **What type of delimiter does your file use?**—You can choose pipe, comma or tab.
- **Locate the file you want to import**—Click **Locate File** and navigate to the location of your pipe, comma or tab-delimited file.
- **Check box...column names**—Check this box if the first column in your text file includes column names.



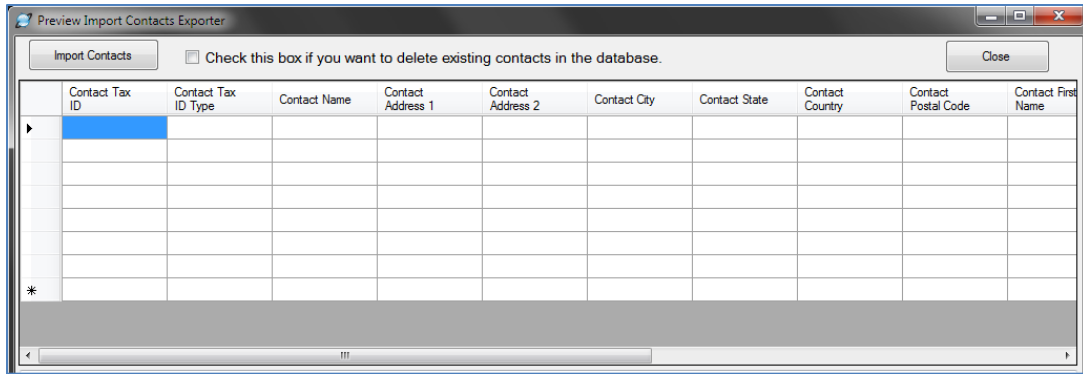
### Mapping Data for Import into Shipping Solutions Databases

- **Map Data**—Clicking this button will open a window that displays all of the Shipping Solutions field names, their lengths, and their system field names. In the **User Fields** column, use the drop-down arrow to see the fields in your file and select which fields correspond to the **Shipping Solutions Fields**. You do not have to map to all of the Shipping Solutions fields. Just map the fields that you have in your text files.

For a detailed list of all the data fields available in each of the databases, see the charts in the Appendix beginning on page 176.

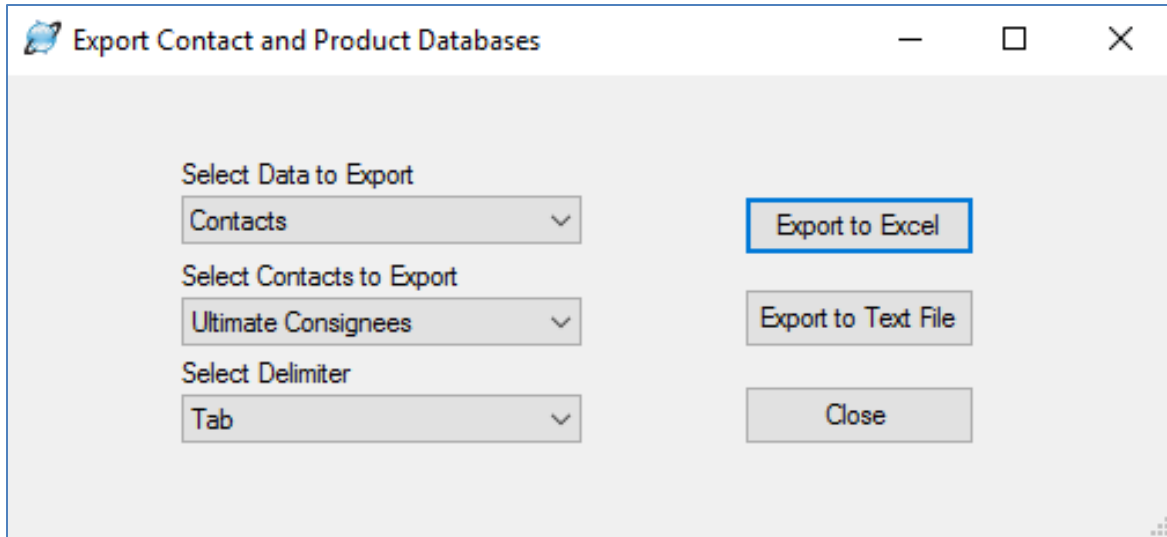
When you have finished mapping your data fields to the Shipping Solutions fields, click **Save and Exit**. To restart the mapping process, click the **Reset Mapping** button. To cancel the mapping process altogether, click the **Cancel** button.

- **Data was exported from Shipping Solutions**—If you used the **Export Contact and Product Databases** feature to export your data (see page 131), and you didn't change the column names, you can check this box and skip the **Map Data** task. Be sure your file is saved as tab or pipe delimited if you have commas in your data fields.



### Previewing Data Before Import into Shipping Solutions Databases

- **Preview and Import Data**—Once you have mapped at least one field, this button will appear. Click on the button to view a grid with the data you are about to import. There is a check box to indicate whether you want to delete the existing items in the database. If you don't check the box the data will be appended to whatever is already in the database. Click **Import Contacts**.
- **Reset Data Mapping**—If you need to start over and want to clear all of your mapping, click this button.
- **Validate**—Before you begin the setup process so you can import your contacts or products into the Shipping Solutions databases, you can validate that the files you wish to import don't include any formatting issues that will prevent them from importing correctly. Clicking this button opens a **Validate Text File** window where you can select the file you wish to scan.
- **Close**—Click here to exit the **Import Contacts and Products Databases** window.

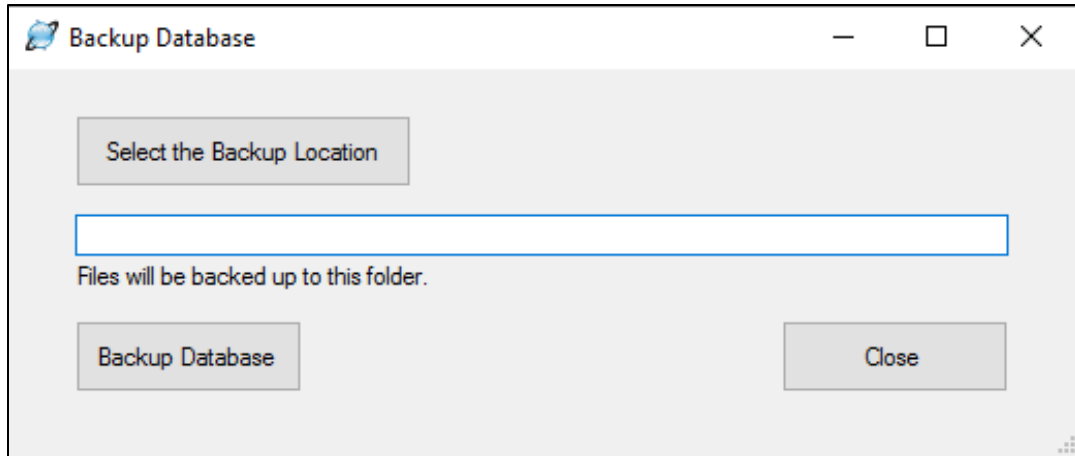


**Exporting Data Out of the Shipping Solutions Databases**

## **Export Contacts and Products Databases**

To export the information you have entered into the various Shipping Solutions contacts and product databases into a comma, tab or pipe-delimited text file, click the **Export Contact and Product Databases** option on the **Tools** tab and follow these procedures:

- **Select Data to Export**—Choose either **Contacts** or **Products**.
- **Select Contacts to Export**—This drop-down menu only appears if you choose **Contacts** above. Choose which type of contact you want to export.
- **Select Delimiter**—You can choose pipe, comma or tab. You don't need to select a delimiter when exporting to Excel. We recommend that you choose a pipe or tab delimiter since the comma delimiter won't work if you have commas in your data fields.
- **Export to Excel**—Click this button and a **Save As** window will open where you can indicate where you want the data to be saved. The name defaults to the type of data being exported, but you can change it here.
- **Export to Text File**—Click this button and a **Save As** window will open where you can indicate where you want the data to be saved. The name defaults to the type of data being exported, but you can change it here.
- **Close**—Click this button to exit the **Export Contact and Product Databases** window.



**Backing Up the Shipping Solutions Database**

## **Backup Database**

### **Single-User Version**

To create a backup of your Shipping Solutions database that is running on your computer, click **Select the Backup Location** and navigate to where you want the backup to be saved. Click **Backup Database** to create the backup. To restore a backup, follow the procedures below:

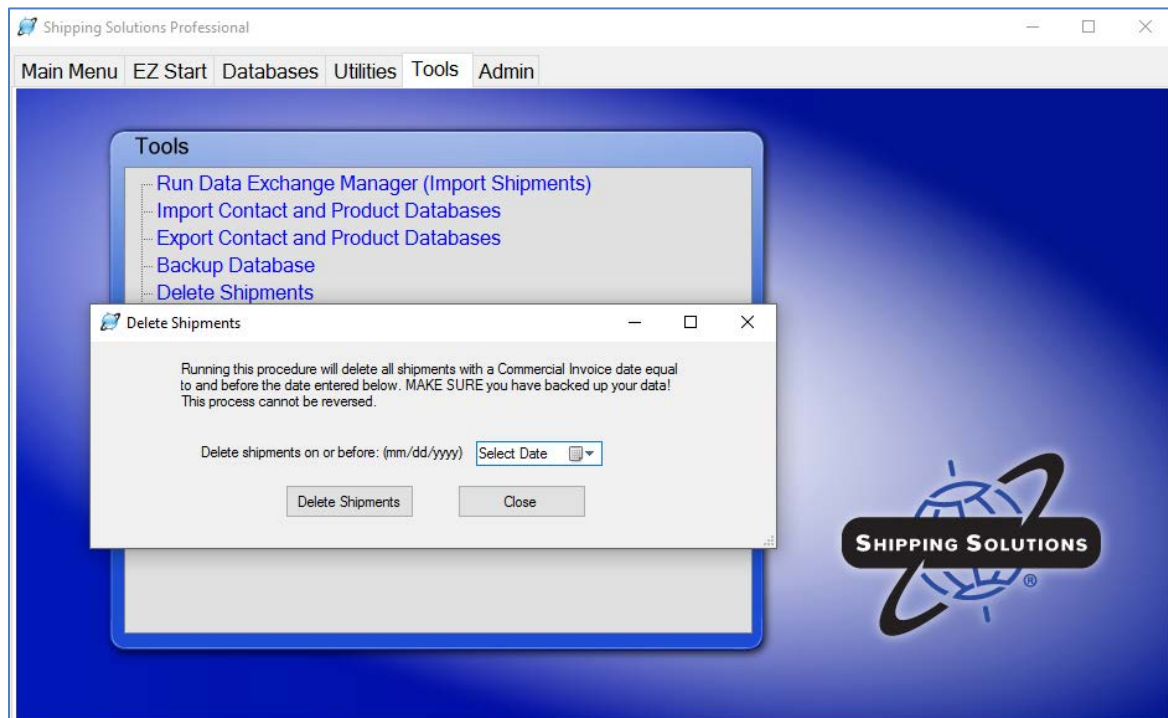
1. Navigate to C:\ProgramFiles(x86)\Intermart\SSProfessional\_9\Applications\DBMaintenance and double on **DbRestore.exe**.
2. The **Database Restore Wizard** will open.
3. Enter the name of your computer (or simply a period (“.”)) and then **\SQLEXPRESS** in the SQL Server box. The period represents the name of your computer, and you can use a dot instead of typing in a name.
4. Click **Next**.
5. Click the box to navigate to the location of your backup file and click **Open**. In most cases you can click **Next**. In some cases, you will have to click the button next to SQL Server Authentication and enter a user name and password.
6. To restore over an existing database, click the **Existing Database** radio button, and choose the database you want to overwrite from the drop-down list. Proceed to step #8.
7. To restore with a new name, choose **New Database** and type in a new name for the database. Click the box to navigate to the location where you want the database restored.
8. Click **Next**.
9. In Shipping Solutions, go to the **Admin** tab and click **Set Database Connection**. Chose the restored database from the drop-down list and click **Test and Save**. You are now connected to the restored database.

### **Multi-User Version**

If you have the multi-user version of Shipping Solutions, you will need to discuss back-up procedures with your database administrator. If the Shipping Solutions database (ssdata\_sql\_01) is housed on a company SQL Server, backup procedures are probably already in place.

If the database is on a shared computer running the SQL Express that we provided to you, you can use SQL Server Management Studio to back-up your database. On the computer running the database, click the **Start** button in the lower left corner of the computer, choose **All Programs** or **All Apps**, **Microsoft SQL Server 2008 R2**, and **SQL Server Management Studio**. Click the plus sign next to Databases, right click ssdata\_sql\_01, and choose **Tasks** and then **Backup**.

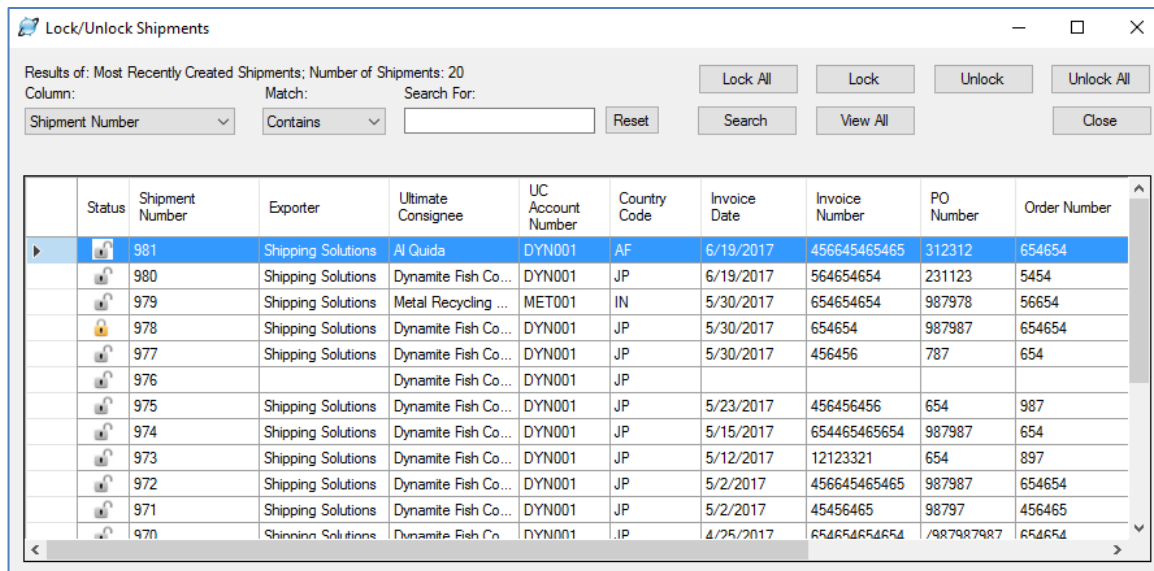
If you need to restore a backup, the process is the same except after choosing **Tasks**, choose **Restore** instead of **Backup**.



**The Delete Shipments Screen on the Tools Tab**

## **Delete Shipments**

Running this procedure will delete all shipments with a commercial invoice date equal to and before the date selected. Make sure to back up your data prior to running this procedure. To run choose the date and click **Delete Shipments**. This process cannot be reversed.



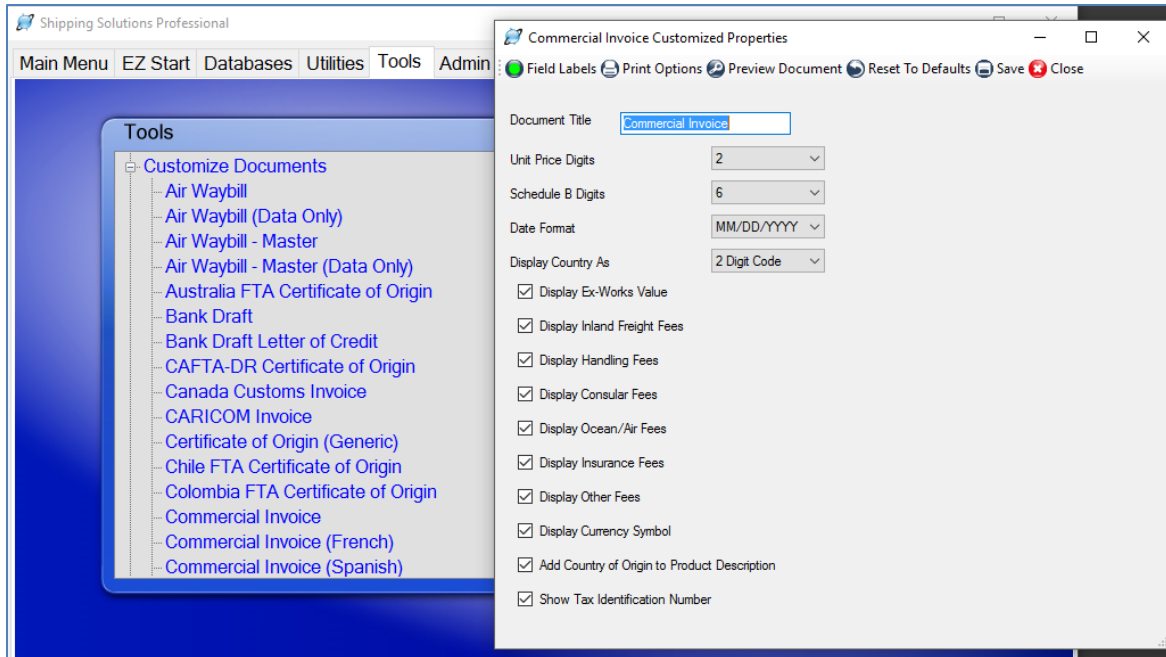
### Lock or Unlock Shipments on the Utilities Tab

## Lock/Unlock Shipments (Professional Only)

This screen allows you to lock or unlock a shipment. If a shipment is locked, users will only be able to preview/print/email documents or copy the shipment. A gold padlock icon will appear next to the shipment number to indicate that it is locked.

When you first open this screen, the last 20 shipments will be shown. Click **View All** to see all your shipments in the grid. To search for certain shipments, choose the field you want to search on in the **Column** drop-down list. Choose **Contains**, **Equals** or **Starts With** in the **Match** drop-down list and type what you are searching for in the **Search For** box. Then click **Search**. Clicking **Lock All** will lock all the shipments in the grid. Clicking **Lock** will lock only the highlighted shipment. **Unlock** and **Unlock All** work the same way.





**The Customize Documents Screens on the Utilities Tab**

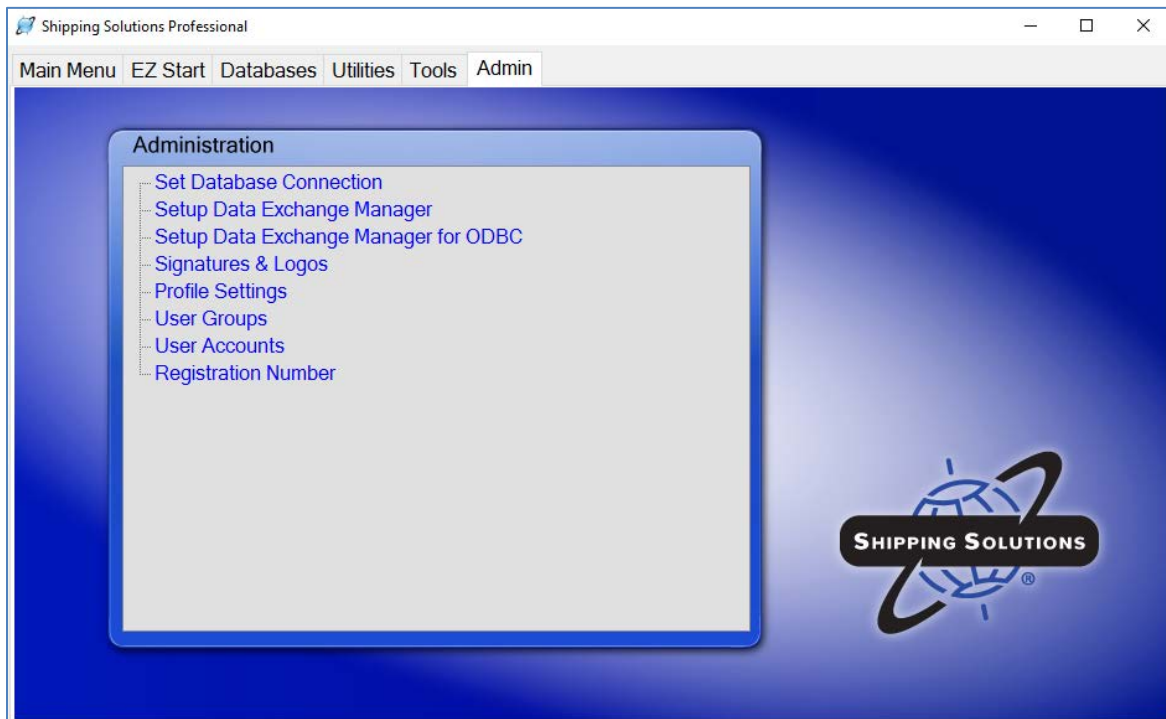
## Customize Documents

Click a particular form to see what is available to customize. On each form you can change the default printer and margins by clicking the **Print Options** button. On some forms you can change the field titles by clicking the **Field Labels** button. Some of the forms give you the option to change the document title, the number of Schedule B digits, the date format, the number of unit price digits and more. Click **Preview Document** to see your changes right away. You can also print documents for the current shipment from the preview screen, but these customizations will also be in effect when printing from the **Preview/Print/Email** button on **EZ Start**. The **Reset to Defaults** button will restore the form to its original settings. To save your changes to any form, click **Save** and then **Close**.

## Customize Consolidated Documents (Professional Only)

This works the same way as **Customize Documents** except you are customizing the consolidated versions of the forms. These versions are printed via the **Consolidate** button on **EZ Start** (see page 49).

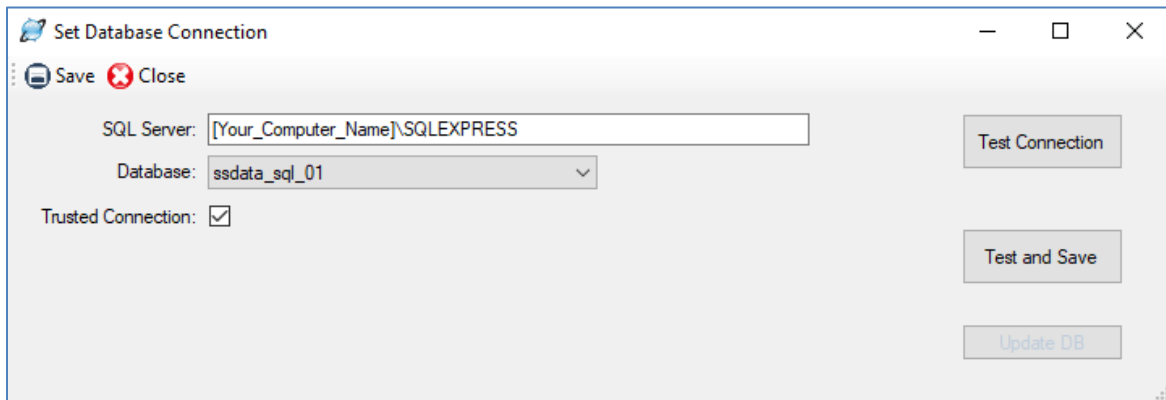
# Admin Tab



The Admin Tab in Shipping Solutions

## Set Database Connection

Here is where the connection is made to your Shipping Solutions database. By default, Shipping Solutions creates a SQL Express database to store your shipment information.



The Set Database Connection Screen

If you have the single user version of Shipping Solutions, the installation will create and fill in your **SQL Server** name, which is **Your Computer Name\SQLEXPRESS**. It will also connect you to and fill in the **Database** name, which is **ssdata\_sql\_01**. The **Trusted Connection** box will be checked.

If you have the multi-user version of Shipping Solutions and your company has its own SQL server, you can copy the database, **ssdata\_sql\_01**, to your SQL server and connect to it there. The process is explained on page 9.

If you have the multi-user version of Shipping Solutions and you do not have or don't want to use your company's existing SQL server, you can install SQLEXPRESS on a shared computer and then connect each user to the database. The entire installation process is explained starting on page 10. Once the multi-user version is correctly installed, the **SQL Server** name will be **Name of Server Computer\SQLEXPRESS**, and the **Database** name will be **ssdata\_sql\_01**. If you are using Windows Integrated Security, the **Trusted Connection** box will be checked. If you are using SQL Server security, the **Trusted Connection** box will not be checked, and the **User Name** and **Password** that you created during the installation process will be filled in.

## Setup Data Exchange Manager (Professional Only)

Shipping Solutions Professional includes a Data Exchange Manager (DXM) that allows you to import orders from your company's accounting, order-entry or ERP system into Shipping Solutions Professional and produce your export documents, file your export information electronically through the Automated Export System (AES), and fulfill your export compliance requirements.

There are three primary advantages of using the DXM:

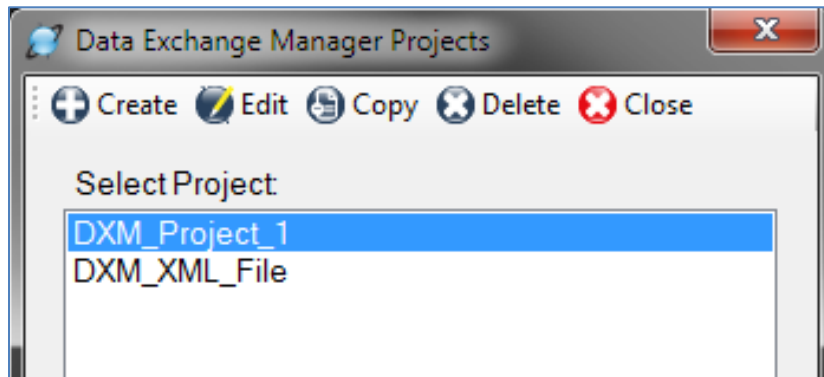
1. Dramatically reduce the time it takes to complete your export documents. By importing one or more orders into Shipping Solutions Professional, a company may import almost all of the data required to complete the various export forms.
2. Eliminate redundant databases. Because you are importing an entire order or orders into Shipping Solutions Professional, you are typically importing all the contact and product information from your company's system. This eliminates the need to import, store and update your contact and product information in the Shipping Solutions databases. Since most accounting, order-entry and ERP systems don't allow you to store intermediate consignee and freight forwarder information, you may still find it advantageous to use those databases in Shipping Solutions Professional.
3. Reduce data-entry errors. Because you are importing data from your company's system, you don't need to retype important information. No retyping means no chance of new typos.

There are three primary ways the DXM can be used:

1. File-based processing requires that you configure your accounting, order-entry or ERP system to generate a single XML file with a specific file name or matching header and detail delimited text files with specific file names. This file or matching files will include one or more orders and can be saved in a specific location that you specify. Whenever you then run the DXM either manually or automatically, it will grab the order information and automatically insert it as a new shipment record or shipment records in Shipping Solutions Professional. At this point you can review the imported data, enter any missing data or change any data that needs to be changed, and then create your export documents, file through AES, and run your export compliance screenings.
2. Folder-based processing allows you to identify a specific folder that the DXM will monitor and, when the DXM is triggered, it will check the folder and import the order information from the single XML file or the matching delimited text files. When you manually or automatically run the DXM, it will grab the order information and insert it as a new shipment record or shipments records in Shipping Solutions Professional.
3. An ODBC connection allows Shipping Solutions to directly communicate with your business application such as your accounting, order-entry, or ERP system. This method is discussed in detail starting on page 144.

Finally, there are three different ways you can run the DXM:

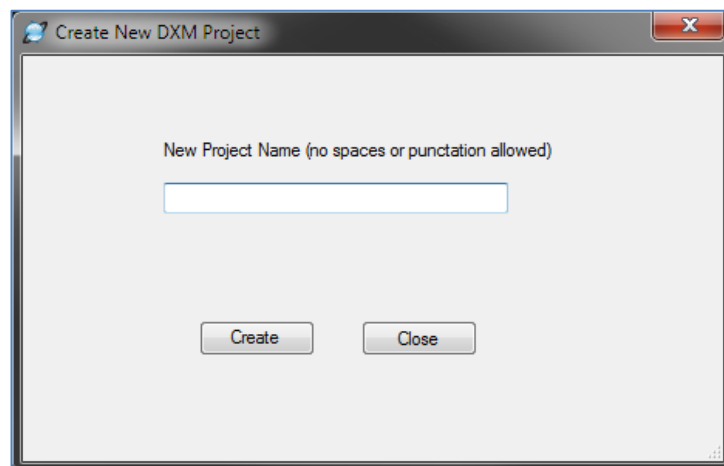
1. You can run the DXM by going to the Shipping Solutions Professional **Tools** tab and clicking on the **Run Data Exchange Manager (Import Shipments)** screen. See the instructions for running the DXM on page 126. This is the only method you can use with an ODBC connection.
2. You can run the DXM from a script that calls the **dxmRun.exe** file, which will initiate the import process. This script could be used to generate the XML file or delimited text files from your accounting or ERP system and then call dxmRun.exe at the end of that process, or it could be part of some other process your company uses.
3. You can create a Windows Service that runs on a schedule and checks the folder you specified in the folder-based processing described above so that whenever a file or files exist in the folder with the proper naming convention, they will be imported into Shipping Solutions Professional.



Setting Up the DXM Starts by Creating or Editing a Project

### Configuring the Data Exchange Manager

Before you can utilize the DXM, you must first configure it to work with your accounting, order-entry or ERP system. Begin by going to the **Admin** tab in Shipping Solutions Professional and clicking on **Setup Data Exchange Manager**. From here you can choose to create a new project by clicking on **Create** on the program's toolbar, or you can choose an existing project from the **Select Project** list. You can create as many different projects as you need, so you can import data from multiple sources if you wish.



Create New Project Screen

If you choose to create a new project, the **Create New DXM Project** window will open. Enter a name for this project without any spaces or punctuation, and click the **Create** button.

Regardless of whether you have decided to create a new project or use an existing project, select that project from the **Select Project** list and click on the **Edit** button. This will open the **Setup Data Exchange Manager** window for this project.

Setup Data Exchange Manager - DXM\_Project\_1

Preview Data Validate Reset Mapping Mapping Save Close

File Type

Text-Delimited  XML  ODBC

Processing Type

File Based  Folder Based

Add Fields from Product Database

Setup

Package

Select Delimiter

Pipe

Check if First Record Contains Column Names

Header File

C:\ProgramData\Intermart\SSProfessional\_9\DXM\TestData\DXMTest-Header-Pipe.txt

Detail File

C:\ProgramData\Intermart\SSProfessional\_9\DXM\TestData\DXMTest-Detail-Pipe.txt

Location of Files After Processing

C:\Program Files (x86)\InterMart\SSProfessional\_9\reports

Copy Processed Files to Folder  Logging in Debug Mode

### Setting Up the Data Exchange Manager

As mentioned above, you can choose to import data from your accounting or ERP system into the Shipping Solutions Professional software using comma-, tab- or pipe-delimited text files, using an XML file, or using an ODBC connection. In the **File Type** box, choose **Text-Delimited**, **XML**, or **ODBC**.

Next choose your **Processing Type**. Choose either File Based or Folder Based. When using an ODBC connection, the only option is File Based. The File Based processing type requires that you generate an XML file with a specific name or two delimited text files (a header and a detail file) with specific names. The DXM allows you to process one file at a time (or one header/detail pair if you're working with text-delimited files) or all the files in one folder. To process one file, choose **File Based**. To process all files in a folder, choose **Folder Based**.

Continue following the setup instructions below depending on which file type you have chosen. Skip ahead to the section titled **Use XML Files** if you are using that option. Skip ahead to the section titled **Use an ODBC Connection** on page 144 if you are using that option.

## Use Text-Delimited Files

In order to import your orders into Shipping Solutions Professional using text delimited files, you need to create two files from your accounting or ERP system: the header file and the detail file. The header file contains all the information that applies to your entire shipment including exporter, consignee and shipping information. The detail file includes information related to each separate line item of your order. Every order can have multiple line items. The file layout shown in the Appendix on page 179 shows the fields available to import and whether they are in the header or detail file. It also shows the acceptable format for each field.

Both the header and detail files must have a linking field that ensures that the line items for a particular order will always stay tied to that order. The linking field must be the first column in both the header and detail file. If you have field titles, the title of the linking field must be the same in both the header and detail file. Possible options for the linking field include the invoice number or the shipment number. The field used as the linking field can also be used for another field. For example, if you use the invoice number as the linking field, you can still also map it to the invoice number field in the header file.

If you are using folder-based processing, it's very important you pay close attention to how the files are named. Either the prefix or the suffix of the name must designate whether it is a header or detail file. The rest of the file name must be identical for both file types; for example, **NewOrder\_Header.txt** and **NewOrder\_Detail.txt**.

Once you have created the header and detail text files from your accounting or ERP system, you can test the files to ensure they will work with the DXM by using the testing tools included with the software. See the section titled **DXM Testing Tools** on page 153 for instructions on running the **Text File Validator**.

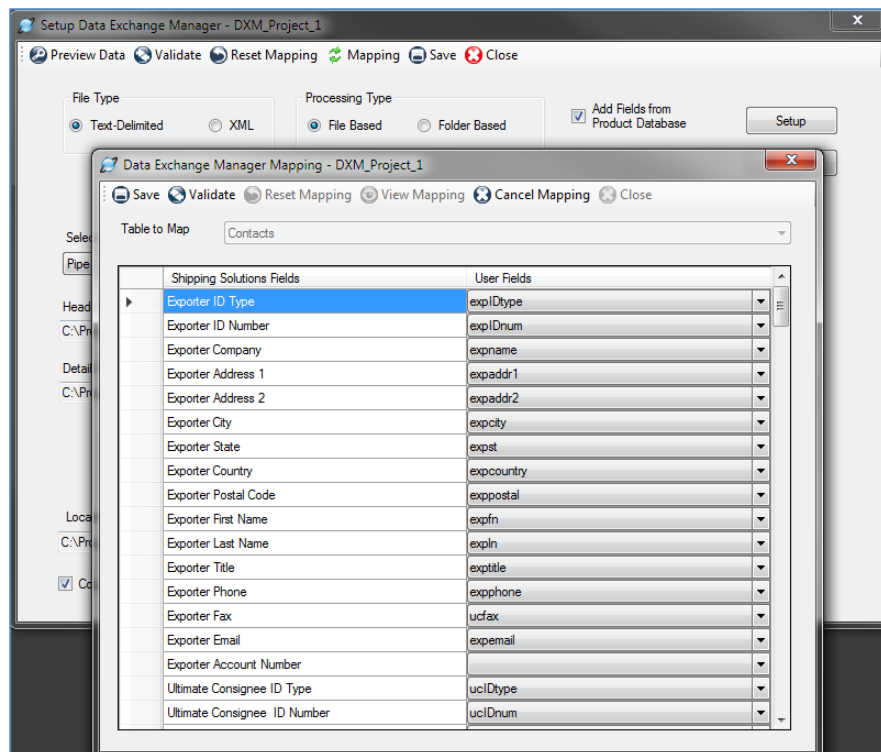
Once you have created your two text files and confirmed they will work with the DXM, complete the Setup screen as described below:

1. **File Type**—Since this is a text-delimited project, click the **Text Delimited** button.
2. **Processing Type**—The DXM allows you to process one set of header and detail files or all the sets of files in a certain folder. If you will only have one header and detail file to process at a time, choose **File Based**. If you want all the properly named files in a specified folder to be processed, choose **Folder Based**.
3. **Add Fields from Product Database**— If you want to supplement the data you are importing from your accounting or ERP system, check this box. Click **Setup** to designate the fields you wish to supplement. See **Supplement Data from the Product Database** on page 150 for more information.
4. **Package**—If you want to zip up the DXM files to be run on a different computer, click **Package** and identify the location where you wish to save the zip file. This should be done after the setup is complete and fully tested.
5. **Select Delimiter**—Select the type of delimiter that divides your data fields: comma, tab or pipe. Tab or pipe delimiters are recommended especially if your data has commas, which will cause the DXM to misread your data.
6. **Check if First Record Contains Column Names**—Check this box if you have column names in your header and detail files. Column names are recommended to make the data mapping process easier.
7. **Header File** (File Based only)—Click on the ellipsis button to display a search window that will allow you to navigate through your computer to locate the header file of your shipment. Once you have located it, click on the file and then click **Open** to select it.
8. **Detail File** (File Based only)—Click the ellipsis button to display a search window that will allow you to navigate through your computer to locate the detail file of your shipment. Once you have located it, click on the file and then click **Open** to select it.
9. **Source Folder** (Folder Based only)—Click the ellipsis button and locate the folder containing the text files to be processed.

10. **File Part** (Folder Based only)—In order for the DXM to know which files contain header information and which files contain detail information, you need to specify the file naming convention you are using. Click either **Prefix** or **Suffix** depending on which part of the file name is used and enter the prefix or suffix in the **Header File Part** box and **Detail File Part** box. For example, if all header files begin “Header” enter “Header” in the Header File Part box.
11. **Location of Files After Processing**—Click the ellipsis button to display a search window that will allow you to navigate through your computer to identify where you would like your text files to be moved after the DXM runs. When moved the processed files will be renamed with the file format YYYYMMDD\_HHMMSSXX<filename> where XX is either AM or PM.
12. **Copy Processed Files to Folder**—When you are first setting up a DXM project, you may need to run the import of the delimited text files more than once to ensure the mapping and other configurations are correct. To make this process easier, you should leave this box unchecked so the files you are using to test the import stay in the designated folder. Once your testing is complete, and you are ready to move to the production phase, check this box so the processed files automatically get moved to the folder identified in Step 11, listed above. For folder-based projects, the box is always checked.
13. **Logging in Debug Mode**—Check this box if you are testing the import process and you want the DXM to write a more detailed log for the file import. The more detailed log may make it easier to diagnose any problems you encounter during the setup process.

You must now map the fields in your text files to the fields in Shipping Solutions Professional. For a detailed list of all the fields available for mapping, go to the **Data Exchange Manager File Structure** pages located in the Appendix on page 179.

If you already have mapping in place and have changed the text files significantly or just want to start over with your mapping, click **Reset Mapping**. This will wipe out all the mapping, so only click this button if you are sure you want to start over. To begin or continue the mapping process click **Mapping**.



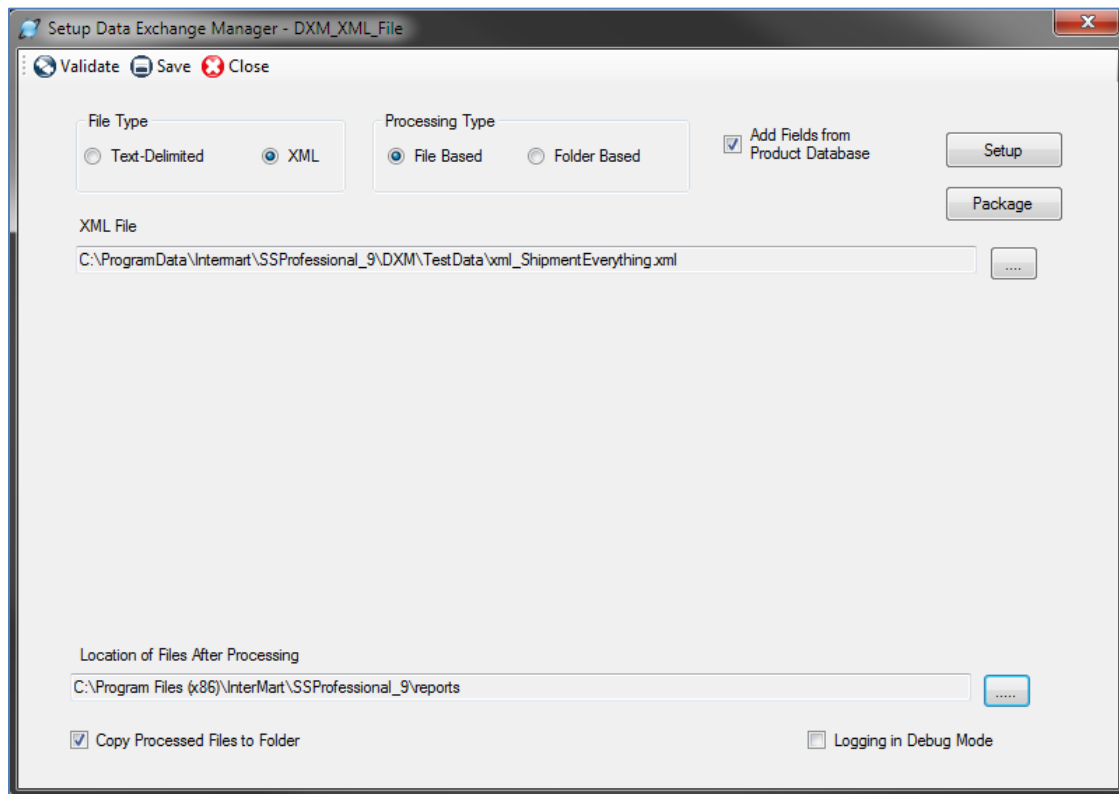
**Mapping Data Fields Using the Data Exchange Manager**

The Shipping Solutions fields are divided into six tables. Begin by highlighting **Contacts** in the **Table to Map** drop-down list. The Shipping Solutions fields are listed in the left column. Click on the drop-down list in the right column. You should see your column headings from your header file. If you do not have column headings, the fields will appear as A0, A1, A2, etc. For each Shipping Solutions field choose the corresponding field in your text file from the drop-down list. You do not need to map every field; only map the fields for which you have data. Click **Save**. You must move off a mapped field before saving in order for that field to be saved. If you want to exit the data mapping screen without saving your changes, click **Cancel Mapping**.

Next select the **Header-Invoice** table and repeat the process. Continue down the list of tables mapping all the information you have in your header and detail text files. You do not have to map all of the tables. Click **View Mapping** to view or print a list of the fields you have mapped. Click **View All Fields** to see all fields available for mapping, and then click **View Mapped Fields** to see just what you've mapped.

Click **Close** to close the Data Mapping screen.

Because you are using text-delimited files with the DXM, you can skip the next section and proceed to Supplement Data from the Product Database section on page 150.



**Configuring the DXM Using a Single XML File**

## Use XML Files

Working with the XML data format in the Data Exchange Manager greatly simplifies the process of moving data from your accounting or ERP system into Shipping Solutions Professional. However, it does require that the files conform to the schema provided with the software.

The schema can be found in the **c:\Program Data\InterMart\SSProfessional\_9\DXM\schemas** folder. The **ssdataDXMschema\_09.xsd** schema provides XML structure validation and validation of elements to correspond to the database's expected data types, and in some cases, the fields' allowed values. You can also see the list of available fields and other information in the Data Exchange Manager file structure on page 179.



If you look at the schema, you will see that the following tables are required: tbl\_doc\_header, tbl\_document\_contacts, and tbl\_item\_details. The other tables are optional. The tables must be in the order that they appear in the schema, but the elements within the tables can be in any order. None of the elements are required.

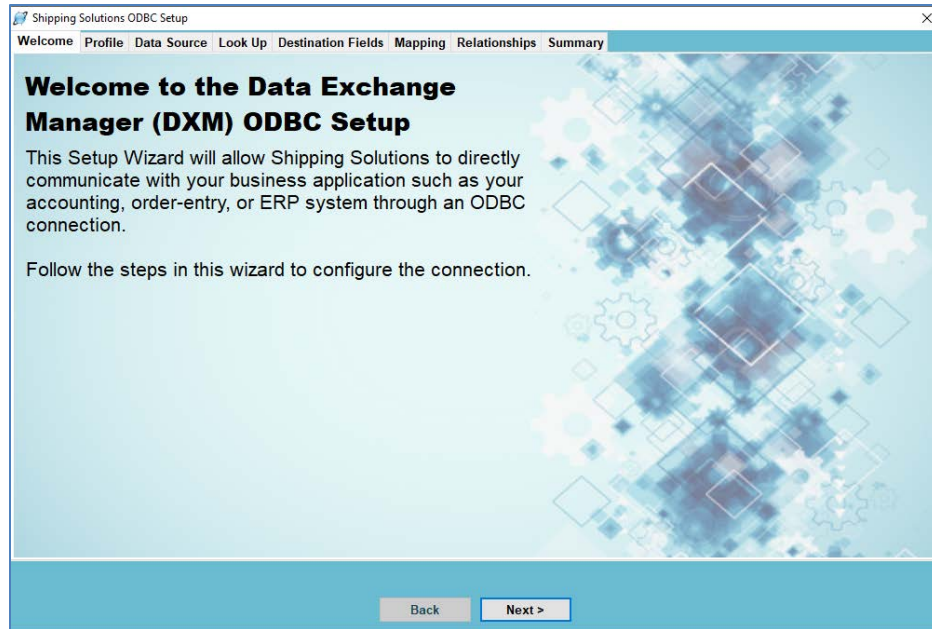
The docsets element must define the schema location and namespace as shown below.

#### XML Header Info

```
<?xml version="1.0" encoding="utf-8"?>
<docsets xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
          xmlns="urn:SsproNamespace"
          xsi:schemaLocation="urn:SsproNamespace:ssdataDXMschema_09.xsd">
<docset>
    Your Document XML as defined by the schema.
</docset>
</docsets>
```

Once you have created your XML file from your accounting or ERP System, you can test the file using the XML File Validator by clicking the **Validate** button (see page 153). Follow the steps below to complete the setup screen:

1. **File Type**—Since this is an XML project, click **XML**.
2. **Processing Types**—The DXM allows you to process one XML file with a consistent name or all files in a folder. If you want to process one file at a time, choose **File Based**. If you want to process all files in a folder, choose **Folder Based**.
3. **Add Fields from Product Database**— If you want to supplement the data you are importing from your accounting or ERP system, check this box. Click **Setup** to designate the fields you wish to supplement. See **Supplement Data from the Product Database** below for more information.
4. **Package**—If you want to zip up the DXM files to be run on a different computer, click **Package** and identify the location where you wish to save the zip file. This should be done after the setup is complete and fully tested.
5. **XML File (file-based only)**—Click the ellipses button and navigate to the location of your XML file.
6. **Source Folder (folder-based only)**—Click the ellipses button and navigate to the location of the folder containing your XML files.
7. **Location of Files After Processing**—Click the ellipsis button to display a search window that will allow you to navigate through your computer to identify where you would like your text files to be moved after the DXM runs. When moved the processed files will be renamed with the file format YYYYMMDD\_HHMMSSXX<filename> where XX is either AM or PM.
8. **Copy Processed Files to Folder**—When you are first setting up a DXM project, you may need to run the import of the delimited text files more than once to ensure the mapping and other configurations are correct. To make this process easier, you should leave this box unchecked so the files you are using to test the import stay in the designated folder. Once your testing is complete, and you are ready to move to the production phase, check this box so the processed files automatically get moved to the folder identified in Step 7, listed above. For folder-based projects, the box is always checked.
9. **Logging in Debug Mode**—Check this box if you are testing the import process and you want the DXM to write a more detailed log entry for the file import. The more detailed log entry may make it easier to diagnose any problems you encounter during the setup process.



### Setting Up the DXM Using an ODBC Connection

#### Use an ODBC Connection

Shipping Solutions Data Exchange Manager (DXM) includes an ODBC connection option, which allows Shipping Solutions to directly communicate with your business application such as your ERP, accounting or order-entry system. Your application must be ODBC-compliant (Open Database Connectivity) and you must first establish an ODBC connection with your business application.

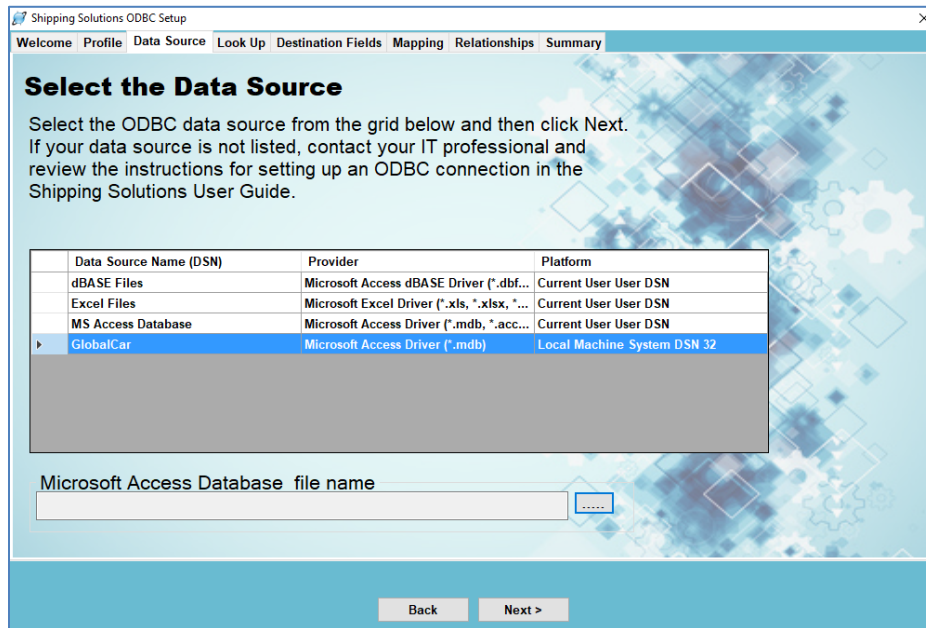
You should consult with your IT department before proceeding with setting up the ODBC connection. In general, the steps to setup the ODBC connection are:

1. On the computer running the Shipping Solutions client, open the **ODBC Data Source Administrator** window.
  - a. On a Windows 8 or 10 machine just click the **Start** button in the lower-left corner of your computer and start typing **ODBC**.
  - b. On older operating systems, open the Control Panel and double-click the option called **Data Sources (ODBC)** or **Setup up Data Sources (ODBC)**.
  - c. If you are given a choice between 32-bit and 64-bit version, choose the 64-bit version.
2. On the **ODBC Data Source Administrator** window click the **System DNS** tab.
3. Click **Add** and choose the correct driver for your data source. You may have to download the correct driver from your ERP system vendor. Click **Finish**.
4. Give your data source a name (a DSN), a description and choose the SQL Server to connect to.
5. Use the ODBC data source wizard to complete the connection.

Once you have created the ODBC connection with your accounting or ERP system, go to the **Admin** tab, **Setup Data Exchange Manager for ODBC** screen. Review the **Welcome** screen and click **Next**. Complete the steps on each of the tabs outlined below to configure the setup with Shipping Solutions Professional.

## Profile Tab

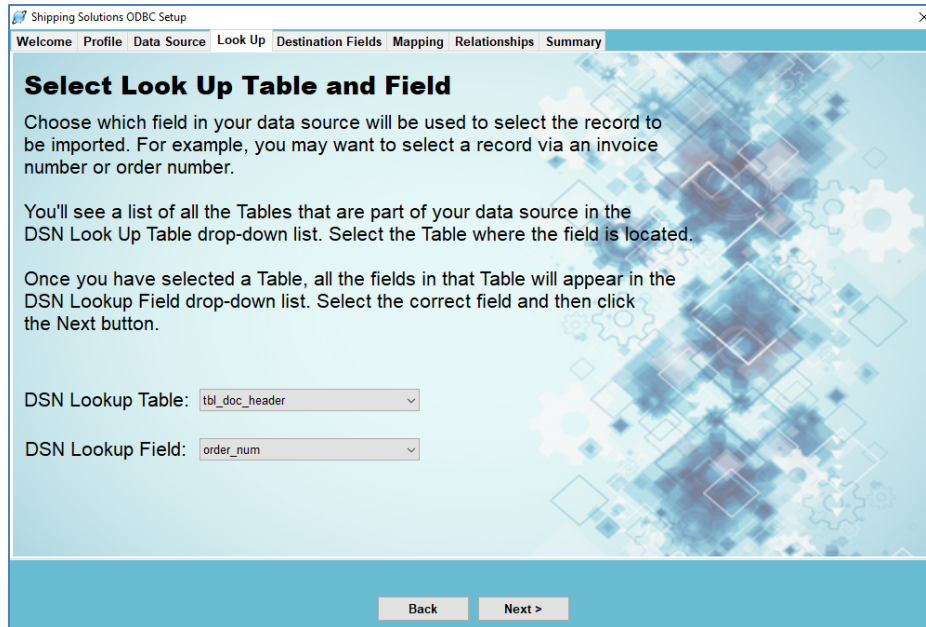
Create a new profile or edit an existing profile. If you choose **Edit an existing profile**, a grid will pop up showing your existing profiles. You can delete existing profiles or select one to edit and click **Next**. If you choose to **Create a new profile**, a box will pop up where you can enter the name of your new profile.



**The Data Source Tab in the Shipping Solutions ODBC Setup Screen**

## Data Source Tab

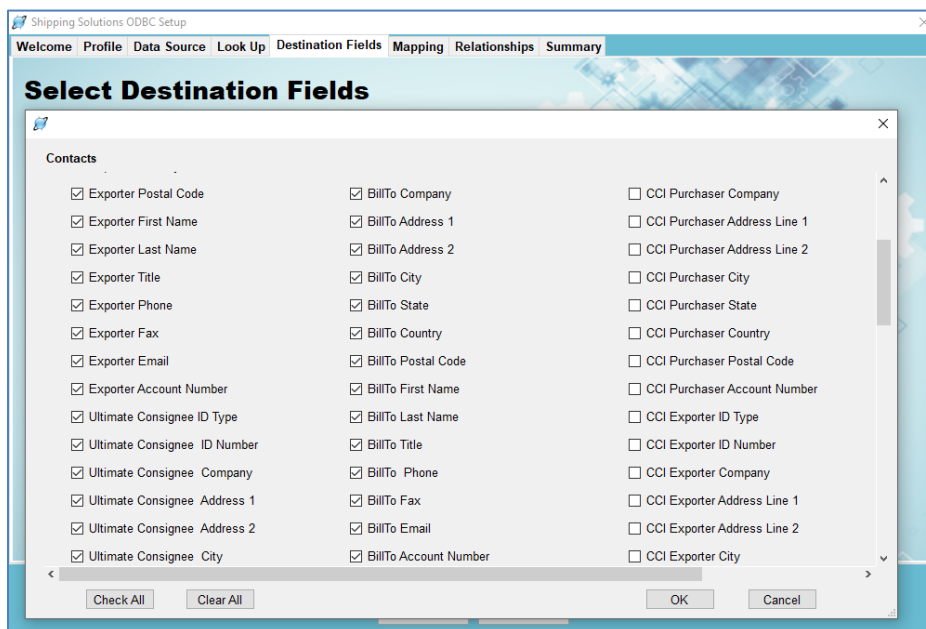
On this tab you identify the source of your shipment information. The databases that you can connect to via ODBC are listed in the box. Select the data source name and click **Next**. If your data source is not listed, contact your IT professional and review the general instructions above for setting up an ODBC connection.



**The Look Up Tab in the Shipping Solutions ODBC Setup Screen**

## Look Up Tab

On this screen you identify the field you want to look up in order to import the correct shipment information. For example, you may want to pull in shipment records via an invoice number or order number. All of the tables and views in your data source are listed in the **DSN Look Up Table** drop-down list. Select the table or view where the field is located. Once you have chosen the table, the possible fields will appear in the **DSN Look Up Field** drop-down list. Select the correct field. Click **Next**.



**Selecting Contact Fields in the ODBC Destination Tab**

## Destination Fields Tab

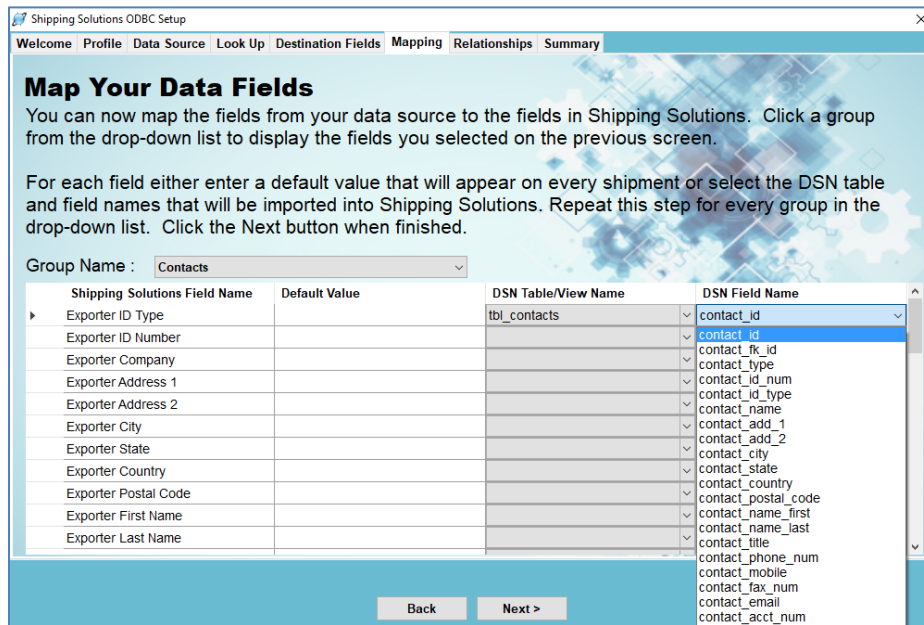
Now you need to identify which fields in Shipping Solutions you will be populating with information from your data source. The fields available in Shipping Solutions are divided into six groups. Click each group and check the boxes next to the fields you want to populate with information from your data source. You can also select fields that you want to populate with a default value.

The **Contacts** group includes names and addresses for all the parties in your shipment from your exporter information to the name and address of the ultimate consignee to the NAFTA producer plus many more. The **Header-Invoice** group includes much of the information needed for your commercial or proforma invoice and your AESDirect filing such as the commercial invoice date, commercial invoice number, and the exporting carrier. The **Product Info** group includes all the information about your line items such as product description, unit price and weight. You must choose at least one field in each of these three groups (Contacts, Header-Invoice, and Product Info.)

The last three groups are used less frequently than the first three because your ERP system may not include fields that are specific to exporting. The **NAFTA/Free Trade/Canada Customs/CARICOM** group includes fields that appear on those documents, such as NAFTA blanket dates, the Condition of Sale that appears on the Canada Customs Invoice and the Presenting Bank shown on the CARICOM invoice. The **Ocean BL/IATA/IMO/Inland BL** group includes fields specific to the ocean and air waybill and the dangerous goods documents. Finally, the **Shipper's Letter of Instruction** group includes fields for that document, such as various fees.

There is a **Check All** box on each group's screen. However, please note that you will need to map every field that is checked and each group contains many fields, so there is probably no circumstance where you would want to use the **Check All** box.

When you have finished selecting the fields, click **Next**.



**The Mapping Tab in the Shipping Solutions ODBC Setup Screen**

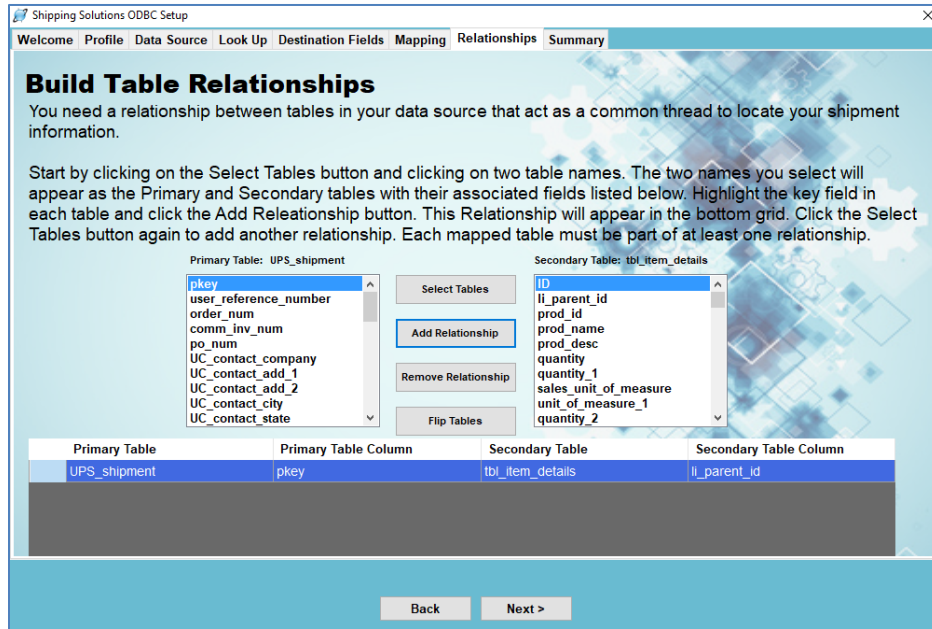
## Mapping Tab

Now you need to identify which field in your data source maps to each field you checked on the Destination Fields tab. The groups you used on the Destination Fields tab will appear in the drop-down list. Select a group. The fields you checked on the Destination Fields tab will appear in the first column.

The second column can be used to enter a default value for this field. For example, you may want to enter a default value for your company name and address. The default value will remain the same for every shipment.

However, most fields will use the third and fourth column only. All the tables and views in your data source will appear in the drop-down list of the **DSN Table/View Name** column. Select the correct table or view for the first field. Field names from the table or view you selected will appear in the **DSN Field Name** column. Select the correct field that corresponds to the **Shipping Solutions Field Name**.

Map each group that appears in the drop-down list. Then click **Next**.



**The Mapping Tab in the Shipping Solutions ODBC Setup Screen**

## Relationships Tab

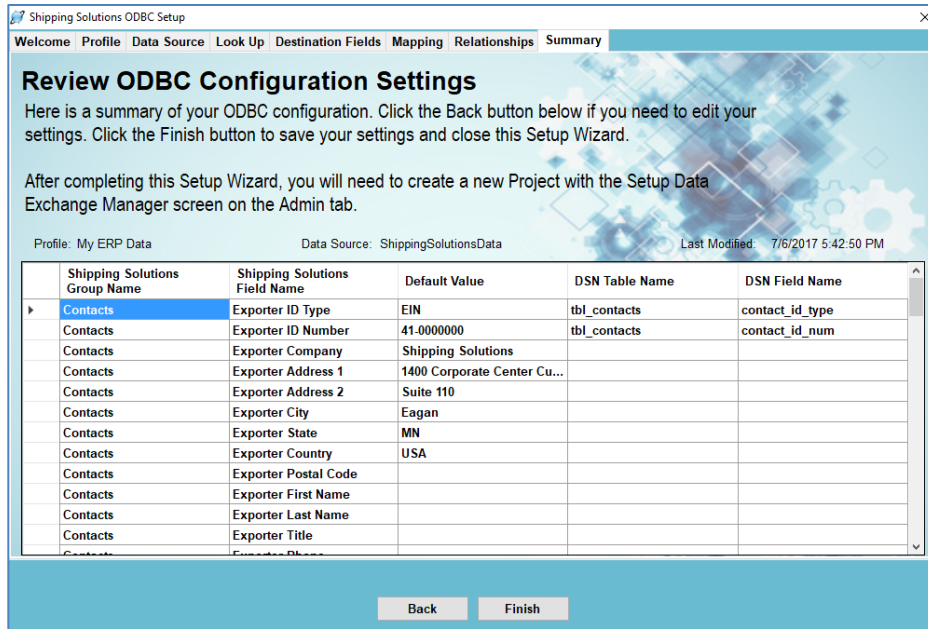
This tab is more complicated than the other tabs and requires a thorough knowledge of your data source, meaning your accounting, order-entry or ERP system.

This screen builds the relationships between the tables. A relationship is built between two matching fields where one field is in each table. For example, the matching field might be the order number, invoice number or another field that is not even part of the shipment data. You will need a relationship between each table in the data source that will act as a common thread to locate the information about a specific shipment throughout the various tables.

To add a relationship, click the **Select Tables** button. Each of the tables you used on the **Mapping** tab will appear in the list. If you need to build a relationship with a table that you did not use on the **Mapping** tab, click the **All** button to see all tables in your data source. Select two tables. One table will appear as the **Primary Table** and the other table will appear as the **Secondary Table**.

If you want to switch the two tables you can use the **Flip Tables** button. Flipping the tables may be necessary if you need to build a bridge between two tables that includes a third table not used in the mapping. The fields in each table will appear in the boxes below the table names. Highlight a field in each box and click **Add Relationship**. The relationship will show up in the grid below. Click **Select Tables** again to add another relationship. You can use a table in more than one relationship, but you must have at least one relationship for each table. Continue building relationships until all tables have been used. Then click **Next**.

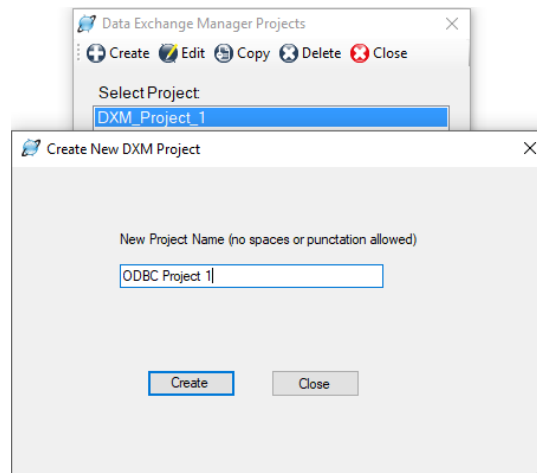




**The Mapping Tab in the Shipping Solutions ODBC Setup Screen**

## Summary Tab

This tab shows a summary of your ODBC configuration. Click the **Back** button to edit any settings. Click the **Finish** button to save your settings and close the **Setup Wizard**.



**Creating a New DXM Project Window**

## Create Your DXM Project

Once you have setup your ODBC connection and setup the ODBC configuration, you must create a Data Exchange Manager (DXM) project. Go to the **Admin** tab, **Setup Data Exchange Manager** screen. Click **Create** to create a new project, **Edit** to edit an existing project or **Copy** to copy an existing project.

In the **File Type** box choose ODBC. In the **Profile** box type the name of the profile you just setup. You can also use the **Add Fields from Product Database** check box to supplement the data from your accounting or ERP system with data stored in the Shipping Solutions Product Database. Continue to the next section for more information.

While you are testing the DXM project, check the **Logging in Debug Mode** box. This will provide more detailed logging in case of errors. **Save** and **Close** your project.

## Supplement Data from the Shipping Solutions Products Database

Many accounting and ERP systems that companies use are biased towards domestic orders and therefore may not include all the product information that may be required on your export forms. For example, the Schedule B or Harmonized Tariff System (HTS) code may not be stored with the rest of your product information.

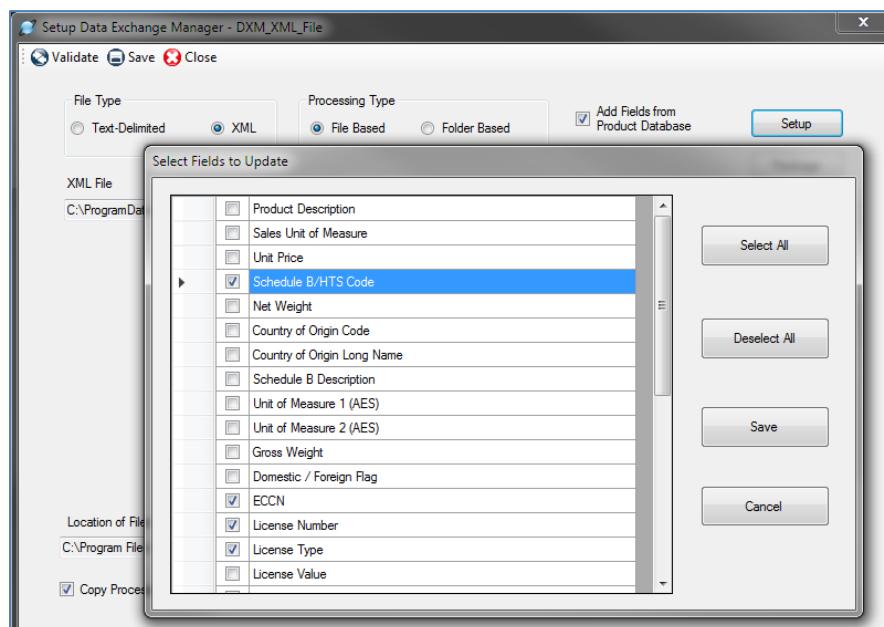
If that is the case, Shipping Solutions Professional software users will need to manually add the missing data for each product on every export shipment imported from your accounting system. Alternately, you can automate the process of supplementing the missing data in one of two ways:

1. You can store the missing data in a table on your server and then reference that table of additional data in the script your company writes to create either the delimited text files or the XML file required for importing your orders into Shipping Solutions Professional using the DXM.
2. You can turn on the feature in the DXM that pulls missing data from the Shipping Solutions Professional's Products Database.

If you choose the second option for adding the missing data, you can import the product data into the Products Database. Refer to page 128 for instructions on importing data into the Shipping Solutions database.

In order for this tool to work and add the selected data fields to any orders you import from your accounting system, the DXM utilizes the Product ID field for each line item imported. The products you reference during the import process must include a Product ID, and that Product ID must be unique for each item.

Once you are sure you have data in the Shipping Solutions Professional Products Database, click the **Add Fields from Product Database** check box, and then click on the **Setup** button in the upper-right corner of the **Setup Data Exchange Manager** window. It will open the **Select Fields to Update** window.



### Select Data to Add to an Export Order Imported through the DXM

From this window, check on the box next to the data fields you want to be added from the Products Database to your orders after importing from your accounting system. Once you have selected one or more fields, click on the **Save** button to close the window and return to the main **Setup** window.



If you are selecting Preference Criteria, Producer Code, or Country of Origin (FTA), be sure to also check the matching key field. For example, in addition to choosing “Preference Criteria,” you also need to select “Preference Criteria Key” or this information won’t correctly appear on the EZ Start screen or the appropriate export forms.

## Running the DXM

Once you have the Data Exchange Manager configured to be able to import your order information from your accounting, order-entry or ERP system, you have three choices for running the DXM: (1) from within Shipping Solutions, (2) from a script, and (3) as a Windows Service. For ODBC projects, you only have the option to run the DXM from within Shipping Solutions.

## Run From Shipping Solutions

A user can run the DXM at any time by going to the Shipping Solutions **Tools** tab and clicking on **Run Data Exchange Manager (Import Shipments)**—(see page 126). From this window, select a **Project** from the drop-down list. Once you select a project, the top window will indicate if there are any files that match the parameters set up in this particular project and are ready to process or if anything is missing. The bottom box will show you the project parameters. If you have selected a folder-based project, a **Process All Files** check box will appear. Check this box to process all the files without stopping.

For ODBC projects, a **Lookup ID** box will appear. Enter the value for the shipment you want to import. The value is defined on the **Admin** tab’s **Setup Data Exchange Manager for ODBC** screen.

To process, click the **Run** button on the toolbar. The bottom box will then display the file as it is being processed and should end with “Shipment ID’s Inserted [x]” where “x” is the Shipment Number inserted into your Shipping Solutions database. If there are errors, you can click the **View Log** button on the toolbar to see all the processing messages.

## Run Using a Script

Another way to run the DXM is to call the dxmRun.exe file from a batch file or a script. This allows you to import orders from your accounting system without any user intervention. For example, you can call the dxmRun.exe file every time you generate a single XML file or a header and detail delimited text file in your accounting or ERP system so there is no lag between the time the files are created and they appear in Shipping Solutions Professional as a new shipment record.

To run the DXM, run the **dxmRun.exe** executable file either from a script or at the DOS command prompt. When running the program, you will need to specify certain parameters depending on what kind of project you are running:

- Text File-Based Project: Project name, User Name (optional)
- XML File-Based Project: Project name, User Name (optional)
- Text Folder-Based Project: Project name, Full path of header file, full path of detail file, User Name (optional)
- XML Folder-Based Project: Project name, Full path of XML file, User Name

The **User Name** parameter is used to specify what Shipping Solutions User is assigned to the imported shipments. The user name parameter is optional and the Admin User Name will be used if not specified. The parameter must be specified as `UserName=user`. Use double quotes if the user name contains spaces, for example, “`UserName=user one`”.

For folder-based projects the full path to the file to be processed needs to be passed in as parameters. If the path contains spaces, it must be enclosed in double quotes so it is seen as a single parameter.

As an example, if you do not move any files from their default locations and you are running a project called Project1, the DOS command would be as follows:

- File-based project:  
*C:\> C:\Program Files\InterMart\SSProfessional\_9\Applications\DXM\dxmrun\dxmRun.exe  
Project1*
- File-based project with user specified:  
*C:\> C:\Program Files\InterMart\SSProfessional\_9\Applications\DXM\dxmrun\dxmRun.exe  
Project1 UserName=user*
- Folder-based text-file project:  
*C:\> C:\Program Files\InterMart\SSProfessional\_9\Applications\DXM\dxmrun\dxmRun.exe  
Project2 c:/DXMFiles/header.txt c:/DXMFiles/detail.txt*
- Folder-based XML project with user specified:  
*C:\> C:\Program Files\InterMart\SSProfessional\_9\Applications\DXM\dxmrun\dxmRun.exe  
Project3 C:/DXM\_XML\_Files/shipment\_1987.xml UserName=myuser*

This command will read the setup files, locate the data files, and insert the shipment records into your Shipping Solutions Professional database. It will also move the data files to the processed file location and write to the `sspro_dxm_logfile.txt` log file in your project directory.

You may also add a line to a script file where you specify the DXM to run after your input has been created in your accounting or ERP system.

## Run with the DXM Windows Service

Another way to run the DXM is by installing a Windows Service. The service will run continuously on your computer checking a specified folder at specified time intervals for any files that are ready for processing. Only folder-based projects can be run using the Windows Service.

To setup the Windows Service, use Windows Explorer to navigate to the following folder on your computer: **C:\ProgramFiles(x86)\InterMart\SSProfessional\_9\Applications\DXMRunService**. Double click on the **setup.exe** file, which will open the **DXMRunService Setup Wizard**. Click **Next**. On the **Start Parameters window**, enter your **Project Name**. This must exactly match the project name you have setup on the Setup Data Exchange Manager screen located on the Shipping Solutions Admin tab. Now enter the **Time Interval in Minutes** and the **User Name**.

The User Name should match one of the User Accounts created on the Shipping Solutions Admin tab. Shipping Solutions will use all the details associated with the Profile associated with that User Name such as the appropriate logo and signatures to place on the export forms for any incoming shipments. If you are using the single-user version of Shipping Solutions Professional, which does not allow you to set up multiple Users, enter "Admin" in this field or leave it blank. Click **Next** until the installation completes. Click **Close**.

The service is now running and will process any files in the specified folder. It will read the setup files, locate the data files, and insert the shipment records into your Shipping Solutions Professional database. Once the import is finished, the Service will move the data files to the processed file location you already identified and write to the `sspro_dxm_logfile.txt` log file in your project directory.

To confirm that the Service is running on your computer, open the **Control Panel** and search for **Services**. It is under **Administrative Tools**. Click **View Local Services** and look for the **DXM Run Service (Shipping Solutions)**.

If you want to change the parameters of the Service, return to the Setup program. Uninstall the Service and then reinstall with the new parameters.

You can review the Service log files in the `C:\ProgramFiles\InterMart\DXMRunService\Logs` folder. Your folder may be called `ProgramFiles(X86)`. The newest log file is `DXMRunService.log`. The older logs are numbered .1, .2, etc. with .1 being the next newest file.

## Moving Your Project Files—XML or Text

If you want to run the DXM either from a script or as a Service on another machine, you will need to package up your DXM project and move it. On the **Admin** tab, **Setup Data Exchange Manager** screen, choose the **Project** you wish to move and then click the **Edit** button on the toolbar. From the **Setup Data Exchange Manager** window, click on the **Package** button. This will create a zip file of all the necessary DXM files in the location you specify. Copy and paste the zip file to the new location and then extract the files. The text or XML files identified in the project must have an equivalent path on the computer you are moving it to.

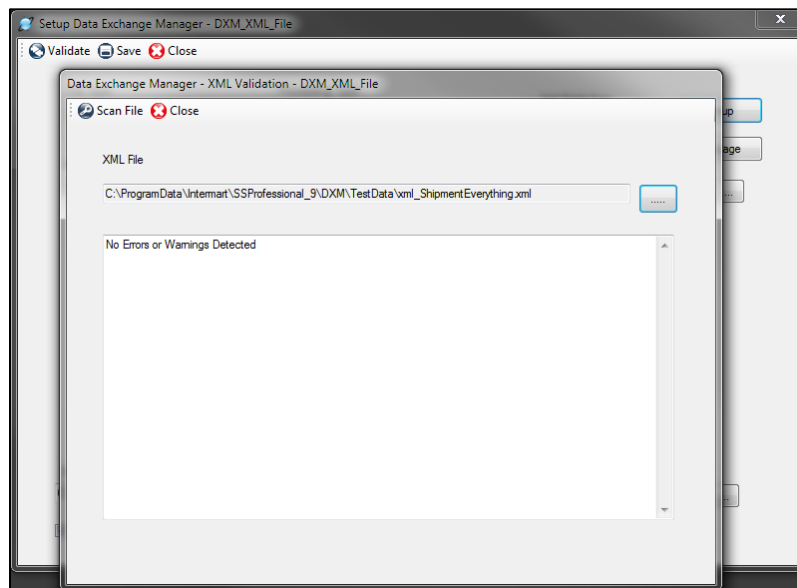
If you want to modify your project, you do not need to go back to Shipping Solutions. You can simply open the **dxmmapping.exe** file located in the **C:\ProgramFiles(x86)\InterMart\SSProfessional\_9\Applications\DXM** folder that was included with the zip file.

## Moving Your Project Files—ODBC

Moving an ODBC project from one computer to another has to be done a little differently than the Text or XML projects. Copy the entire DXM folder from one machine to another. The folder location is **C:\ProgramData\InterMart\SSProfessional\_9\DXM**. This will copy both the project folder and the necessary .dat files. You will also have to setup an ODBC connection from the source system.

## DXM Testing Tools

The Data Exchange Manager includes tools that will review and validate whether or not the files you are generating from your accounting or ERP system are setup correctly to work with the DXM. We have included sample pipe-delimited files as well as an XML file that can be used for testing. You'll find those sample files in the **c:\ProgramData\InterMart\SSProfessional\_9\DXM\TestData** folder.

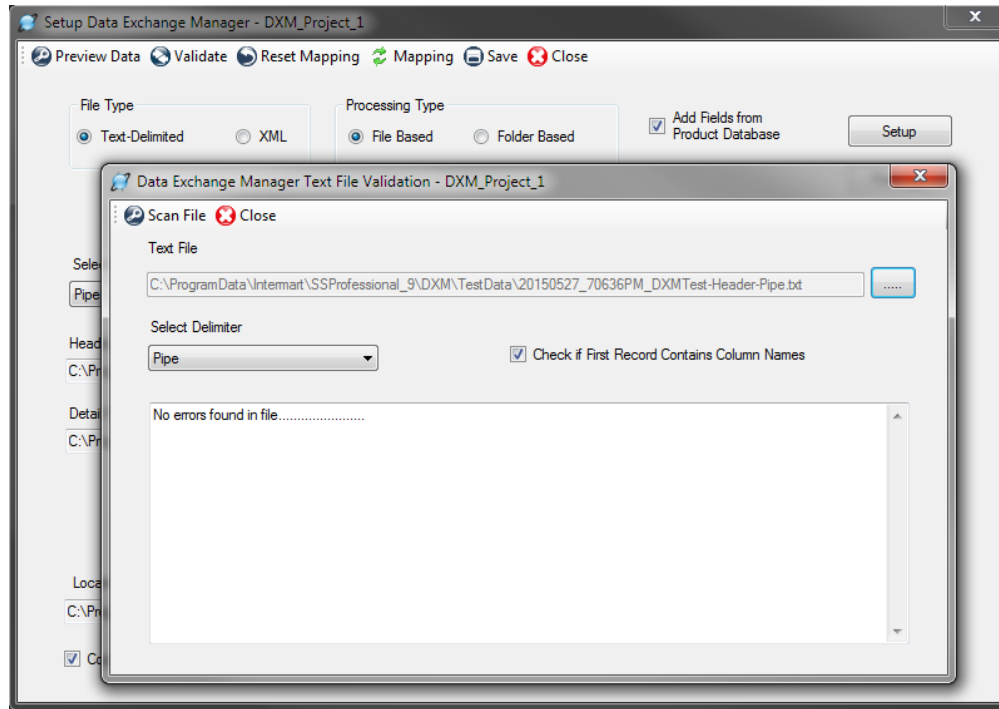


**Validating XML Files**

## XML File Validator

To validate your XML file, open the **Setup Data Exchange Manager** screen on the Shipping Solutions **Admin** tab, click on the **Project** you are working on, and click the **Edit** button on the toolbar. Now click on the **Validate** button on the toolbar. Now click the **Scan File** button. The Validator will run your file against the schema and list any errors it encounters in processing the file.

The XML Validator tends to be a bit pickier than the DXM, so it would be good practice to try running the DXM before reviewing the exceptions generated by the XML File Validator. If you have more than one file you wish to validate, you can click on the ellipsis next to the **XML File** field to search for and choose another file.



**Validating Text Files**

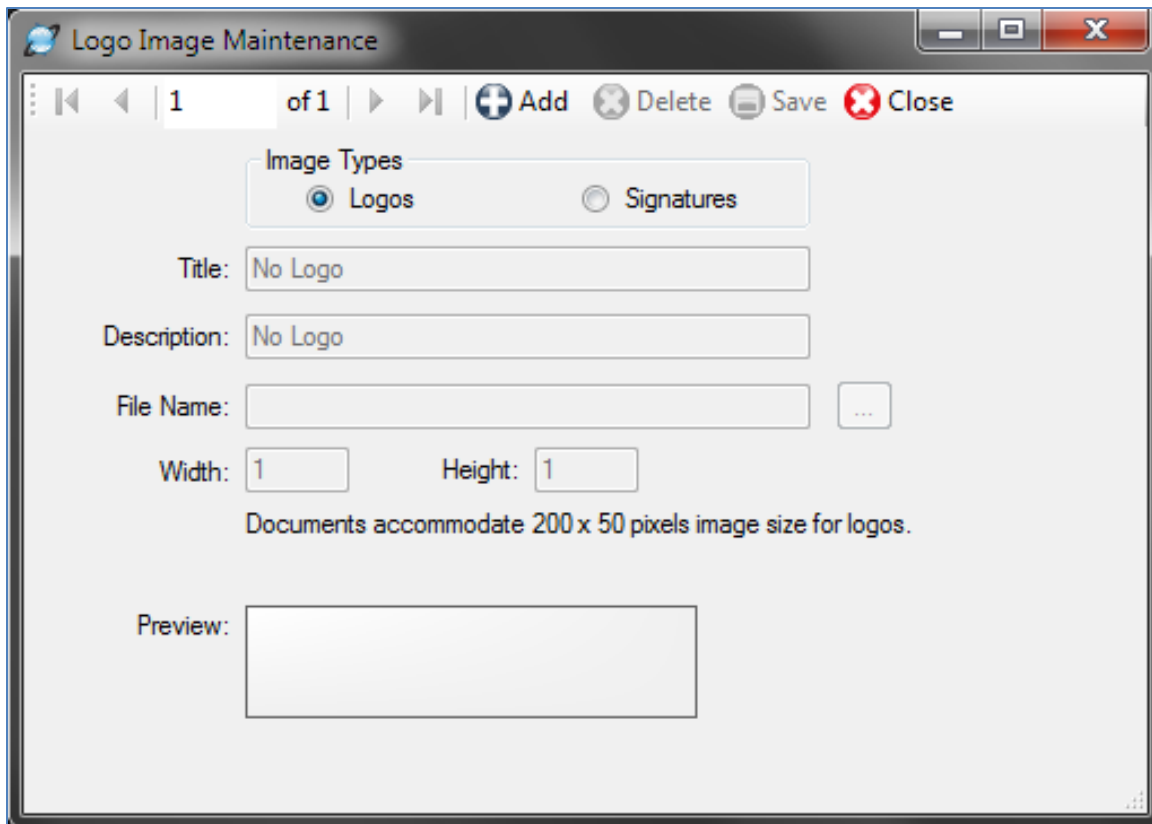
### **Delimited Text File Validator**

The Text File Validator will check your comma-, tab- or pipe-delimited text files generated from your accounting or ERP system to determine if there are any illegal characters or extra line feeds that will cause problems during the process of inserting the data in the Shipping Solutions Professional database.

To validate your delimited text files, open the **Setup Data Exchange Manager** screen on the Shipping Solutions **Admin** tab, click on the **Project** you are working on, and click the **Edit** button on the toolbar. Now click on the **Validate** button on the toolbar. Now click the **Scan File** button. The Validator will run your file against the schema and list any errors it encounters in processing the file.

If you have more than one file you wish to validate, you can click on the ellipsis next to the **Text File** field to search for and choose another file.

There is also a Validate button on the Mapping screen. This will scan the text-delimited files after they have been converted to XML.



**Add Signatures & Logos from the Admin Tab**

## Signatures & Logos

Shipping Solutions allows you to print your export forms with your company logo and/or an electronic version of a signature included on the document. Before you can configure Shipping Solutions to do so, you must store electronic versions of the signatures and logos in this database. For the signature, you can also include a **Contact Title** and **Contact Name** that will appear on certain export forms. If you don't enter a Contact Title or Name with your signature, they will be filled in from the **Contacts-Exporter** record.

Once you've added signatures and logos to the database, you can associate them with **Profile Settings** (see page 157), so that they will automatically appear on the export documents of your choosing. In addition, you will have the ability on many of the **EZ Start** screens to add a signature to a document from a drop-down list, which is pulled from the signatures added here.

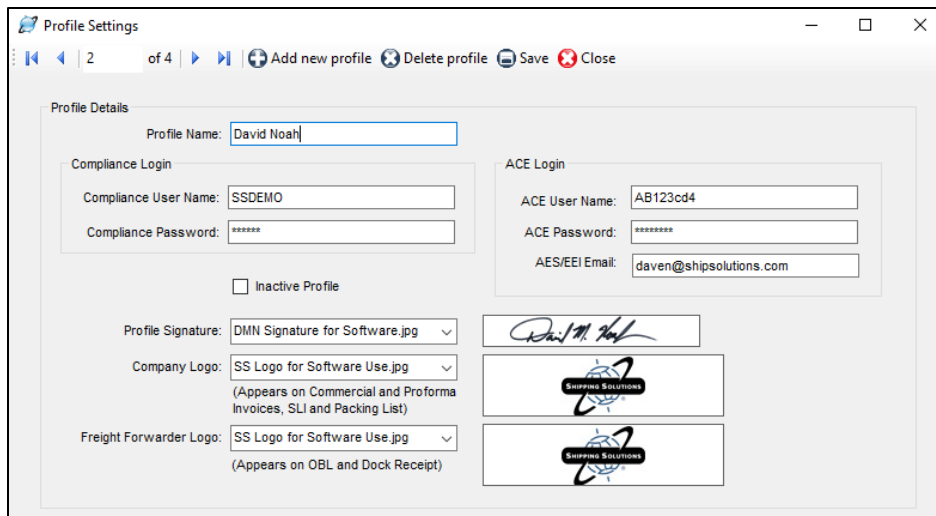
**Please Note:** The signatures that will appear on your export paperwork are scanned facsimiles of your signature. They do not have the same legal standing as a real signature and should not be used as such. Shipping Solutions provides this option for the convenience of our users. We strongly recommend that you consult an attorney before deciding to use electronic versions of actual signatures.

To add a signature or logo, click the radio button for either **Logos** or **Signatures**. Click **Add** and navigate to your file. Documents accommodate 200x50 pixels for logos and 180x25 pixels for signatures. The accepted file formats are \*.bmp, \*.jpg and \*.png. The file name is filled in the **Title** box, but you can change it and add a description. If the **Width** and **Height** of your image exceed the pixels allowed, you will need to edit your image outside of Shipping Solutions Professional and then reload it here, or your image will appear distorted in the **Preview** box and on the documents.

For instructions on how to improve the look of your signature, contact our office at (651) 905-1727.

Signatures, Contact Title, Contact Name, and logos appear on the documents as shown below:

| <b>Document</b>  | <b>Signature</b> | <b>Name</b> | <b>Title</b> | <b>Logo</b>            |
|--|------------------|-------------|--------------|------------------------|
| Air Waybill (regular & data only)                                | YES              | NO          | NO           | NO                     |
| Australia FTA Certificate of Origin                              | YES              | NO          | NO           | NO                     |
| CAFTA-DR FTA Certificate of Origin                               | YES              | NO          | NO           | NO                     |
| CARICOM Invoice  | YES              | NO          | NO           | NO                     |
| Certificate of Origin (Generic)                                  | YES              | YES         | YES          | NO                     |
| Chile FTA Certificate of Origin                                  | YES              | NO          | NO           | NO                     |
| Columbia FTA Certificate of Origin                               | YES              | NO          | NO           | NO                     |
| Commercial Invoice (English & Spanish)                           | YES              | NO          | YES          | Exporter Logo          |
| Dock Receipt (with Product Summary or Product Detail)            | NO               | NO          | NO           | Freight Forwarder Logo |
| Korea FTA Certificate of Origin                                  | YES              | NO          | NO           | NO                     |
| Inland Bill of Lading (with Product Summary or Product Detail)   | YES              | NO          | NO           | NO                     |
| NAFTA Certificate of Origin (all languages)                      | YES              | NO          | NO           | NO                     |
| Ocean Bill of Lading (with Product Summary or Product Detail)    | NO               | NO          | NO           | Freight Forwarder Logo |
| Packing List   | YES              | NO          | NO           | Exporter Logo          |
| Proforma Invoice (English & Spanish)                             | YES              | NO          | YES          | Exporter Logo          |
| Shipper's Letter of Instruction (in NCBFAA and SED formats)      | YES              | YES         | YES          | NO                     |
| Shipper's Letter of Instruction (with Product Summary or Detail) | YES              | NO          | YES          | Exporter Logo          |



**Setting Up User Profiles on the Admin Tab**

## Profile Settings

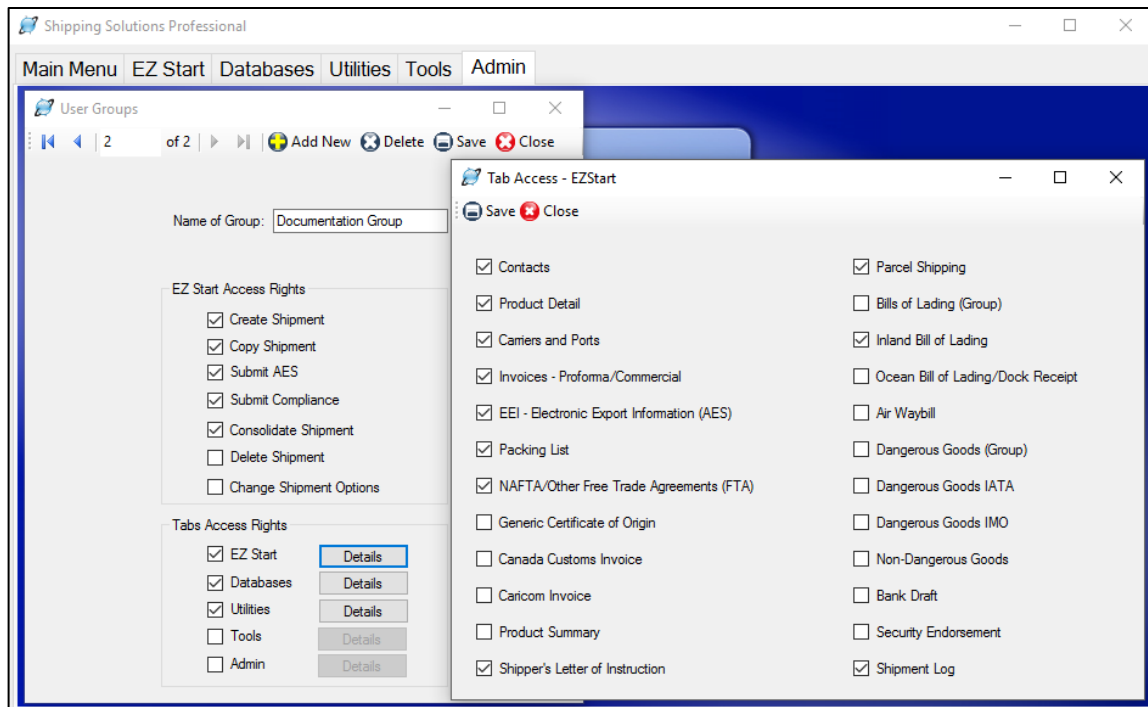
Profiles allow you to set logos, signatures and more for each user account that you create in Shipping Solutions. The **Default Profile** is already set-up. If you want all users to use the same profile you can simply modify the data fields described below for the **Default Profile**. However, if you want to assign different profiles to different user accounts, click the **Add new profile** button, assign a **Profile Name**, and modify the following fields:

- **Compliance Login** (Not available in Shipping Solutions Classic)—This is the user name and password that allows you to run the Export Compliance Module through the Shipping Solutions software (see page 47). You must have an active Annual Maintenance Program to use the Export Compliance Module. To receive a user name and password submit a signed subscriber agreement, which can be found on the Annual Maintenance Program website, and email it to [info@shipsolutions.com](mailto:info@shipsolutions.com) or fax it to (651) 905-1827. You run the Export Compliance Module by clicking on the **Compliance** button on the **EZ Start** screen. You can enter your user name and password directly on that screen, but if you enter it here it will be saved and you won't need to reenter it again.
- **ACE Login**—Enter your user name and password for the ACE portal, so you won't need to type it every time you file through AESDirect. Since ACE requires you to change your password every 90 days, you will need to update it here after changing it.
- **AES/EEI Email**—This is the email address to which the AES server will send email confirmation of a successful AES filing along with the shipment's ITN number. If you want the email sent to multiple email addresses, you can enter them here separated by a comma.
- **Profile signature**—Choose the signature you want to use with this profile from the drop-down list. The signatures you added earlier using the **Signatures & Logos** screen will appear in the drop-down list. The signature will appear on the documents as shown in the chart on the previous page.
- **Company Logo**—Choose a logo from the drop-down list that you entered earlier using the **Signatures & Logos** screen. This is the logo that will appear on the commercial and proforma invoices, the packing list and the shipper's letter of instruction.
- **Freight Forwarder Logo**—Choose a logo from the drop-down list that you entered earlier using the **Signatures & Logos** screen. This is the logo that will appear on the ocean bill of lading and dock receipt.

For the profiles to be used, you must go to the **User Accounts** screen and assign each user account the appropriate profile. Each time that user creates a new shipment on **EZ Start**, the profile assigned to that user will be assigned to that shipment. You can change the profile assigned to an individual shipment by going to the **EZ Start** tab, finding the shipment, and clicking on **Change Shipment Options**.

You can create new profiles any time you have a change; for example, a new company logo. Creating a new profile rather than changing an existing profile will keep older shipments intact with their original profiles. If a profile is no longer needed you can check the **Inactive Profile** box. This is preferable to deleting the profile as it will then remain in effect on any shipments that used the now inactive profile.





**Set Up Access Rights for User Groups on the Admin Tab**

## User Groups (Professional Multi-User Version Only)

User Groups allow you to assign specific capabilities to different groups of users. The **Admin** group comes preset in Shipping Solutions with full access rights; you cannot change this group. If you want all users to have full access to Shipping Solutions you do not need to create any additional groups.

If you want different user groups, however, click **Add New**. Enter a group name and check the boxes to allow access to different parts of the software broken out into **EZ Start Access Rights**, which are primarily the various functions available on the EZ Start Toolbar, and **Tabs Access Rights**, which allows access to various screens that are part of each tab.

**EZ Start Access Rights** include:

- **Create Shipments**—This allows the user to create a new shipment on the **EZ Start** tab.
- **Copy Shipment**—This allows the user to copy a previous shipment record on the **EZ Start** tab.
- **Submit AES**—This gives the user access to the **AES** button at the top of the **EZ Start** tab. It allows you to file your shipment information with the U.S. Census Bureau via *AESDirect*.
- **Submit Compliance**—This gives the user the ability to run compliance screenings from the **EZ Start** tab if that user has registered for the Export Compliance Module and has a user name and password. The Export Compliance Module includes Document Determination, Export License Determination and Restricted Party Screening.
- **Consolidate Shipments**—This gives the user the ability to combine multiple shipment records in Shipping Solutions into a single set of export forms that can be previewed, printed and emailed as well as submitting the data from this consolidated shipment to AES and to run compliance screenings for this shipment.
- **Delete Shipment**—This allows the user to delete a shipment from the **EZ Start** tab.
- **Change Shipment Options**—This allows the user to click on the **Change Shipment Options** button on the **EZ Start** tab and change the **Shipment Number**, **Profile** or **Search Tag**.

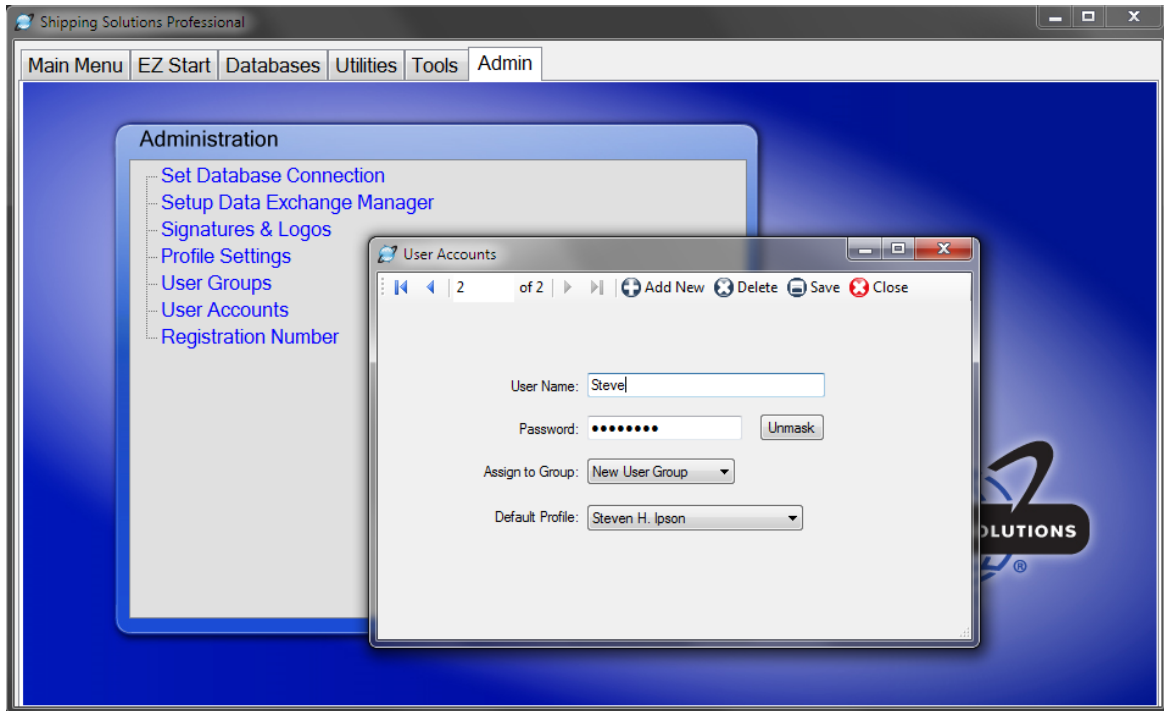
**Tabs Access Rights** includes a **Details** button next to the name of each Shipping Solutions tab. When you grant access to a specific tab by clicking on the check box for that tab you can further refine access rights by clicking on the **Details** button and granting or denying access to each individual screen within that tab.

Those tabs include:

- **EZ Start**—This gives the user access to the various screens located in the **EZ Start** tab, which are used to add, modify or delete data for each individual shipment record.
- **Databases**—This gives the user access to the **Databases** tab where they can add, change or delete contact and product information.
- **Utilities**—This gives the user access to the **Utilities** tab where they can use the **Conversion Calculator**, generate reports, print shipping labels, and generate XML data files for Canadian Customs.
- **Tools**—This gives the user access to the **Tools** tab where they can run the **Data Exchange Manager**, import and export contact and product databases, backup the database, delete blocks of shipments, lock and unlock shipments, and customize the documents.
- **Admin**—This gives the user access to the **Admin** tab where they can set the SQL database connection, setup the **Data Exchange Manager**, add signatures and logos, and create profiles, user groups and user accounts.

Click **Save**. Repeat the process for as many user groups as you need. Then close the **User Groups** screen and click on **User Accounts**. For each user account, choose the proper group from the **Assign to Group** dropdown list.

Anyone who has been granted user rights to the **Admin** tab will be able to create new user groups or modify existing user group settings at any time.



**Setting Up User Accounts on the Admin Tab**

## User Accounts

Here is where you can assign users to groups and set a user's default profile.

- If you have the single user version of Shipping Solutions, your **User Name** will be Admin and the **Assign to Group** box will say Admin. These cannot be changed. You can, however, change your **Default Profile**. Any profiles you created under **Profile Settings** will be listed in the drop-down list. Changing your default profile here will change the profile used for any new shipments, but the profile will not change for any shipments that have already been created.
- If you have the multi-user version of Shipping Solutions you can add **User Accounts** for each of your Shipping Solutions users. Click **Add New** and enter a **User Name**. You can then assign the users to any group you have setup on the **User Groups** screen. If you created other profiles under **Profile Settings** you can change the user's profile here.

## Registration Number

Shipping Solutions requires you to register using the number provided on your CD-ROM case. It is preferable to register via the pop-up screen when you first open Shipping Solutions, but if you don't have internet access, you can register by phone here.

# Technical Support

## Contacting InterMart

If you have any questions about or problems with the Shipping Solutions software, InterMart provides several options for assistance:

### Read the User Guide

The most comprehensive instructions for using the Shipping Solutions software is always contained in the User Guide. You will find the most current version of the User Guide online at [www.shippingsolutions.com/user-guide](http://www.shippingsolutions.com/user-guide).

### Call Us

InterMart customer service representatives are available during normal business days from 8:00 a.m. until 6:00 p.m. Central Time by calling (651) 905-1727. Current Annual Maintenance Program (AMP) subscribers are provided a toll-free number to call for support.

### Email Us

You can send your questions about Shipping Solutions to [help@shipsolutions.com](mailto:help@shipsolutions.com). We will reply to your email questions by the end of the next business day.

### Use the Help Desk

Any questions that you might have about Shipping Solutions may have already been submitted, answered and documented on the Shipping Solutions Help Desk at [www.shipsolutions.com/services/helpdesk/helplist.asp](http://www.shipsolutions.com/services/helpdesk/helplist.asp). The Help Desk allows you to search for issues by category (e.g. printing, export forms, databases, etc.), software version number, or description.

### Watch a Video

InterMart has a video library that explains the various features included within the Shipping Solutions software, which is available at [www.shippingsolutions.com/video-tutorials](http://www.shippingsolutions.com/video-tutorials), or visit our YouTube channel: Shipping Solutions.

## Other Resources

For more information about exporting, export regulations, and export documentation, see page 203 for a list of International Trade Resources. These organizations and individuals provide a range of services related to exporting, but cannot answer questions about the Shipping Solutions software.

## Shipping Solutions Professional Customizations

InterMart often gets requests from Shipping Solutions users who want to customize the program to meet their company's specific needs. InterMart can and will customize the software at a rate of \$225 per hour. If you would like to receive a written quote for a customized version of Shipping Solutions Professional, contact InterMart toll-free at (651) 905-1727.

# Appendix

## Summary of Export Documents

Shipping Solutions export document and compliance software puts dozens of export documents at your fingertips. The following summary includes:

- A description of each document available on the **EZ Start-Preview/Print/Email** screen.
- Charts explaining the differences if there is more than one version of the document.
- What version includes each document (C for Classic, P for Professional, E for Enterprise).
- The **EZ Start** screens where the data is entered to complete each document.
- Whether a document is also available in the Consolidation Utility of Professional and Enterprise.

You'll find a more complete description of the various export documents in the white paper: *The Beginner's Guide to Export Documents*. You can download it for free at [www.shippingsolutions.com/whitepaper-beginners-guide-to-export-forms](http://www.shippingsolutions.com/whitepaper-beginners-guide-to-export-forms).

### Air Waybill

An air waybill serves as a contract between the exporter and the air carrier or its agent to transport merchandise as specified by the shipper. It serves as a receipt for the cargo and a contract stating where to deliver the goods, freight charges to be paid, and who the goods are to be consigned to.

To complete the document, the contact names and addresses are entered on the **EZ Start-Contacts** screen. The ITN number or AES exemption statement is entered on the **EZ Start-EEI** screen. The line items and all other fields come from the **EZ Start-Air Waybill** screen.

| Document Title                   | Versions | What Prints                              | Notes   |
|----------------------------------|----------|--|---|
| Air Waybill                      | C, P, E  | Full Document                            |   |
| Air Waybill (Data Only)          | C, P, E  | Data only for use with pre-printed form. |   |
| Air Waybill – Master             | P, E     | Full Document                            | Shows Freight Forwarder as shipper and Intermediate Consignee as consignee. |
| Air Waybill – Master (Data Only) | P, E     | Data only for use with pre-printed form. | Shows Freight Forwarder as shipper and Intermediate Consignee as consignee. |

## Australia FTA Certificate of Origin (C, P, E)

The Australia Free Trade Agreement Certificate of Origin is used for shipments between the United States and Australia that qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## Bank Draft (C, P, E)

A bank draft is a negotiable instrument containing an unconditional order to pay a sum of money from the drawer to the drawee. It must be signed by the drawer. A bank draft can also include a remittance letter containing complete instructions for payment.

All the fields on the two bank draft documents are entered on the **EZ Start-Bank Draft** screen.

| Document Title                | Notes  |
|-------------------------------|--|
| Bank Draft                    | Includes remittance letter with complete instructions on how documents are to be handled and payment made. |
| Bank Draft – Letter of Credit | Only includes information about the drawer and drawee.   |

## CAFTA-DR Certificate of Origin (C, P, E)

The CAFTA-DR Certificate of Origin is used for shipments between the United States and the Central American countries of El Salvador, Guatemala, Honduras, Nicaragua and Costa Rica as well as the Dominican Republic if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, remarks are entered on the **EZ Start-Invoices** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## Canada Customs Invoice (C, P, E)

Commercial shipments to Canada, regardless of mode of transport, which are valued at over \$2,500 (Canadian funds), are not classified under HTUSA Chapter 9810 (Importations of religious, educational, scientific and other institutions), and are subject to duties and sales taxes, should be accompanied by a Canada Customs Invoice. The invoice must contain all the information currently required by Canada Customs Regulations and can be prepared either by the exporter or importer or their agents.

To complete the document, all the contacts names and addresses can be entered on the **EZ Start-Contacts** screen. The line item information is entered on the **EZ Start-Product Details** screen. Transportation-related information is entered on the **EZ Start-Carriers and Ports** screen, the PO number and any special instructions are entered on the **EZ Start-Invoices** screen, and the rest of the information pulls from the **EZ Start-Canada Customs Invoice** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## **CARICOM Invoice (C, P, E)**

The CARICOM Invoice is used when exporting goods from the U.S. to one of the 15 Caribbean countries that belong to the Caribbean Community & Common Market trade agreement. The CARICOM members are: Antigua & Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Lucia, St Kitts & Nevis, St Vincent & the Grenadines, Suriname, and Trinidad & Tobago.

To complete the document, all the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line item information is entered on the **EZ Start-Product Details** screen, and transportation-related information is entered on the **EZ Start-Carriers and Ports** screen. Invoice information and fees are entered on the **EZ Start-Invoices** screen, and the rest of the information pulls from the **EZ Start-Caricom Invoice** screen.

## **Certificate of Origin (Generic) (C, P, E)**

A generic certificate of origin is used to certify to the importer where the goods were manufactured. Unlike the NAFTA Certificate of Origin, which only pertains to the U.S., Canada and Mexico, or the CAFTA Certificate of Origin, which only pertains to the U.S. and a group of Central American nations, the generic certificate of origin can be used for any country you are exporting to. Virtually every country in the world considers the origin of imported goods when determining what duty to assess.

To complete the document, enter the exporter and importer on the **EZ Start-Contacts** screen. The line items come from the **EZ Start-Product Details** screen, any special instructions can be entered on the **EZ Start-Invoices** screen, and the rest of the information is entered on the **EZ Start-Generic Certificate of Origin** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## **Chile FTA Certificate of Origin (C, P, E)**

The Chile FTA Certificate of Origin is used for shipments between the United States and Chile if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## **Colombia FTA Certificate of Origin (C, P, E)**

The Colombia FTA Certificate of Origin is used for shipments between the United States and Colombia if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, remarks are entered on the **EZ Start-Invoices** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## Commercial Invoice

The Commercial Invoice is a bill of goods from the seller to the buyer. It is the primary shipping document used by customs worldwide for commodity control and valuation.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The transportation-related information comes from the **EZ Start-Carriers and Ports** screen. The line items come from the **EZ Start-Product Detail** screen, and the rest of the information comes from the **EZ Start-Invoices** screen.

These documents are also available in the Consolidation Utility of Professional and Enterprise.

| Document Title                | Version | Language | Notes  |
|-------------------------------|---------|----------|--|
| Commercial Invoice            | C, P, E | English  |  |
| Commercial Invoice (French)   | P, E    | French   | Field labels are in French. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.                           |
| Commercial Invoice (Spanish)  | P, E    | Spanish  | Field labels are in Spanish. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.                          |
| Commercial Invoice for Israel | C, P, E | English  | Choose whether the Producer or Exporter will be certifying the Invoice on the EZStart=>NAFTA screen. If Producer, add contact information as well. |

## Dangerous Goods IATA (P, E)

If your item is considered a dangerous good (DG) by the International Air Transport Association (IATA), you can prepare the proper document for your air shipment using Shipping Solutions.

To complete the documents, enter the contact names and addresses on the **EZ Start-Contacts** screen. The line items are added on the **EZ Start-Product Detail** screen but additional items can be added on the **EZ Start-Dangerous Goods IATA** screen. The commercial invoice number is entered on the **EZ Start-Invoices** screen, and the air waybill number is entered on the **EZ Start-Air Waybill** screen. The remaining information is entered on the **EZ Start-Dangerous Goods IATA** screen.

The chart below outlines the various Dangerous Goods IATA documents.

| Document Name                           | Line Item Display | What Prints  | Notes   |
|---|-------------------|--|---|
| Dangerous Goods IATA                    | Columns           | Full document for use with a color printer on plain paper.       |   |
| Dangerous Goods IATA (Data Only)        | Columns           | Data only for use with pre-printed form.                         |   |
| Dangerous Goods IATA (No Red Border)    | Columns           | Full Document excluding red border to print on red border paper. |   |
| Dangerous Goods IATA Legacy             | Columns           | Full document for use with a color printer on plain paper.       | Older version of the form, use only as transitioning to new method. |
| Dangerous Goods IATA Legacy (Data Only) | Columns           | Data only for use with pre-printed form.                         | Older version of the form, use only as transitioning to new method. |



|   |  |  |   |
|---|--|--|---|
| Dangerous Goods IATA Legacy (No Red Border)     | Columns                                    | Full document excluding red border to print on red border paper  | Older version of the form, use only as transitioning to new method. |
| Dangerous Goods IATA No Columns                 | No columns, data divided by double-slashes | Full document for use with a color printer on plain paper.       |   |
| Dangerous Goods IATA No Columns (Data Only)     | No columns, data divided by double-slashes | Data only for use with pre-printed form.                         |   |
| Dangerous Goods IATA No Columns (No Red Border) | No columns, data divided by double-slashes | Full document excluding red border to print on red border paper. |   |

## Dangerous Goods IMO (P, E)

If your item is considered a dangerous good (DG) by the International Maritime Organization (IMO) you can prepare the proper document for your vessel or ground shipments using Shipping Solutions.

To complete the document, enter the contact names and addresses on the **EZ Start-Contacts** screen. The line items are added on the **EZ Start-Product Detail** screen but additional items can be added on the **EZ Start-Dangerous Goods IMO** screen. The remaining information is entered on the **EZ Start-Dangerous Goods IMO** screen.

The chart below explains the various Dangerous Goods IMO documents.

| Document Name                          | Line Item Display | What Prints  | Notes   |
|--|-------------------|--|---|
| Dangerous Goods IMO                    | Columns           | Full document for use with a color printer on plain paper. |   |
| Dangerous Goods IMO (Data Only)        | Columns           | Data only for use with pre-printed form.                   |   |
| Dangerous Goods IMO Legacy             | Columns           | Full document for use with a color printer on plain paper. | Older version of the form, use only as transitioning to new method. |
| Dangerous Goods IMO Legacy (Data Only) | Columns           | Data only for use with pre-printed form.                   | Older version of the form, use only as transitioning to new method. |

## Dock Receipt (C, P, E)

The dock receipt acts as proof of delivery of the cargo to the carrier in good condition when an inland carrier is used to move the goods to a port for export.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen, any special instructions on the **EZ Start-Invoices** screen, and the transportation-related information on the **EZ Start-Carriers and Ports** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information is entered on the **EZ Start-Ocean Bill of Lading** screen.

| Document Name                       | Line Item Source                | Notes  |
|-------------------------------------|---------------------------------|--|
| Dock Receipt (with Product Detail)  | EZ Start-Product Detail screen  | Also available in the Consolidation Utility (P, E only). |
| Dock Receipt (with Product Summary) | EZ Start-Product Summary screen |  |

## Inland Bill of Lading (C, P, E)

An inland bill of lading is a contract of carriage between the shipper and carrier that it is used within the United States to move the goods to the port for export.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information is entered on the **EZ Start-Inland Bill of Lading** screen.

| Document Name                                | Line Item Source                | Notes  |
|--|---------------------------------|--|
| Inland Bill of Lading (with Product Detail)  | EZ Start-Product Detail screen  | Also available in the Consolidation Utility (P, E only). |
| Inland Bill of Lading (with Product Summary) | EZ Start-Product Summary screen |  |

## Korea FTA Certificate of Origin (C, P, E)

The Korea Certificate of Origin is used for shipments between the United States and Korea if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, remarks are entered on the **EZ Start-Invoices** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## NAFTA Certificate of Origin

The NAFTA Certificate of Origin is used for shipments between the United States and either Canada or Mexico if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

These documents are also available in the Consolidation Utility of Professional and Enterprise.

| Document Title                        | Version | Language | Notes   |
|---------------------------------------|---------|----------|---|
| NAFTA Certificate of Origin           | C, P, E | English  |   |
| NAFTA Certificate of Origin (French)  | P, E    | French   | Field labels are in French. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.  |
| NAFTA Certificate of Origin (Spanish) | P, E    | Spanish  | Field labels are in Spanish. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated. |

## Non-Dangerous Goods (P, E)

If an item could be suspected of being a dangerous good but actually does not meet the criteria of a dangerous good as defined by IATA or IMO, you may want to include a Non-Dangerous Good document to relieve any suspicion.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. Enter the air waybill number (if applicable) on the **EZ Start-Air Waybill** screen, and enter the order number on the **EZ Start-Invoices** screen. All other fields are entered on the **EZ Start-Non-Dangerous Goods** screen.

| Document Title                        | Line Item Display           | What Prints  |
|---------------------------------------|-----------------------------|--|
| Non-Dangerous Goods                   | No columns, free-form entry | Full Document  |
| Non-Dangerous Goods (Data Only)       | No columns, free-form entry | Data only for use with pre-printed form.                             |
| Non-Dangerous Goods (No Green Border) | No columns, free-form entry | Full document excluding green border to print on green border paper. |

## Ocean Bill of Lading

An ocean bill of lading serves as a contract between the exporter and the ocean carrier or its agent to transport merchandise as specified by the shipper. It serves as a receipt for the cargo and a contract stating where to deliver the goods, freight charges to be paid, and who the goods are to be consigned to.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen, any special instructions are entered on the **EZ Start-Invoices** screen, and the transportation-related information on the **EZ Start-Carriers and Ports** screen. The shipment reference number is pulled from the **EZ Start-EEI** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information is entered on the **EZ Start-Ocean Bill of Lading** screen.

The chart below explains the various ocean bills of lading documents.

| Document Name   | Version | Line Item Source         | Notes   |
|---|---------|--------------------------|---|
| Ocean Bill of Lading – Master (with Product Detail)   | P, E    | EZ Start-Product Detail  | Shows Freight Forwarder as exporter and Intermediate Consignee as consignee. Also available in the Consolidation Utility. |
| Ocean Bill of Lading – Master (with Product Summary)  | P, E    | EZ Start-Product Summary | Shows Freight Forwarder as exporter and Intermediate Consignee as consignee.  |
| Ocean Bill of Lading – Rated (with Product Detail)    | C, P, E | EZ Start-Product Detail  | Shows Freight Forwarder as forwarding agent. Also available in the Consolidation Utility (P, E only).                     |
| Ocean Bill of Lading – Rated (with Product Summary)   | C, P, E | EZ Start-Product Summary | Shows Freight Forwarder as forwarding agent.  |
| Ocean Bill of Lading – Unrated (with Product Detail)  | P, E    | EZ Start-Product Detail  | Does not show freight charges. Shows Freight Forwarder as forwarding agent. Also available in the Consolidation Utility.  |
| Ocean Bill of Lading – Unrated (with Product Summary) | P, E    | EZ Start-Product Summary | Does not show freight charges. Shows Freight Forwarder as forwarding agent.   |

## Packing List (C, P, E)

The packing list confirms the contents of the shipment by container and indicates weights, measurements and piece count.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the invoice information (such as invoice date and number, order number, special instructions, etc.) is pulled from the **EZ Start-Invoices** screen. Enter the exporting carrier on the **EZ Start-Carriers and Ports** screen. The rest of the information is entered on the **EZ Start-Packing List** screen.

On the **EZ Start-Packing List** screen, be sure to add as many packages as you need and to load them with the correct line items. See the User Guide for instructions on creating the packing list.

This document is also available in the Consolidation Utility of Professional and Enterprise.

## Proforma Invoice

The Proforma Invoice is a quotation outlining the possible sale. If the order results, the commercial invoice will closely resemble the proforma invoice.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The transportation-related information comes from the **EZ Start-Carriers and Ports** screen. The line items come from the **EZ Start-Product Detail** screen, and the rest of the information comes from the **EZ Start-Invoices** screen.

These documents are also available in the Consolidation Utility of Professional and Enterprise.

| Document Title             | Version | Language | Notes   |
|----------------------------|---------|----------|---|
| Proforma Invoice           | C, P, E | English  |   |
| Proforma Invoice (French)  | P, E    | French   | Field labels are in French. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.  |
| Proforma Invoice (Spanish) | P, E    | Spanish  | Field labels are in Spanish. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated. |

## Security Endorsement (C, P, E)

If you are not a known shipper with some airlines, they may request a Federal Aviation Administration (FAA) Security Endorsement that requires two forms of ID. To complete the document, enter your information on the **EZ Start- Security Endorsement** screen.

## Shipment Log (P, E)

You can use the shipment log to make sure you are following your Export Management Compliance Program (EMCP). Enter the steps of your EMCP on the **Databases-Shipment Log Items** screen. Then with each shipment, log the date each step was completed along with the initials of the person doing the work. When you print the document, it will show the completed steps along with the exporter and ultimate consignee from the **EZ Start-Contacts** screen.

## Shipper's Letter of Instruction (C, P, E)

Shipping Solutions includes two types of Shipper's Letters of Instruction (SLI). One type is used as a cover letter to convey specific instructions from the exporter to the agent, usually an international freight forwarder. The second type of SLI is used to provide to your freight forwarder all the information needed to file your Electronic Export Information (EEI) with AESDirect.

To complete the cover letter version of the document, enter the contact names and addresses on the **EZ Start-Contacts** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information comes from the **EZ Start-Shipper's Letter of Instruction** screen.

To complete the AES filing version of the document, enter the contact names and addresses on the **EZ Start-Contacts** screen. The transportation-related information comes from the **EZ Start-Carriers and Ports** screen, and the line items come from the **EZ Start-Product Detail** screen. Enter the date and any special instructions on the **EZ Start-Shipper's Letter of Instruction** screen. The USPPPI Reference Number will be pulled from either the **EZ Start-Air Waybill** screen or the **EZ Start-Ocean Bill of Lading** screen depending on your mode of transport. The rest of the fields are completed on the **EZ Start-EEI** screen.

The chart below shows the four SLIs available in Shipping Solutions.

| Document Title   | Type         | Line Item Source   | Notes  |
|--|--------------|--|--|
| Shipper's Letter of Instruction (in NCBFAA format)     | AES Filing   | EZ Start-Product Detail with line items combined by Schedule B and D/F Origin. | Recommended by the National Customs Brokers & Forwarders Association. Also available in the Consolidation Utility (P, E only).                                 |
| Shipper's Letter of Instruction (in SED format)        | AES Filing   | EZ Start-Product Detail with line items combined by Schedule B and D/F Origin. | Based on the old Shipper's Export Declaration, this document is not as complete as the NCBFAA format. Also available in the Consolidation Utility (P, E only). |
| Shipper's Letter of Instruction (with Product Detail)  | Cover Letter | EZ Start-Product Detail  | Also available in the Consolidation Utility (P, E only).   |
| Shipper's Letter of Instruction (with Product Summary) | Cover Letter | EZ Start-Product Summary   |  |

## Incoterms® 2010

Maintained by the International Chamber of Commerce (ICC), this codification of terms is used in foreign trade contracts to define which parties incur the costs and at what specific point the costs are incurred.

Terms for any mode of transportation:

- **EXW**—Ex-Works, named place.
- **FCA**—Free Carrier At, named place.
- **CPT**—Carriage Paid To, named place of destination.
- **CIP**—Carriage and Insurance Paid To, named place of destination.
- **DAT**—Delivered at Terminal, named place of destination.
- **DAP**—Delivered at Place, named place of destination.
- **DDP**—Delivery Duty Paid, named place of destination.

Terms for sea and inland waterway transport:

- **FAS**—Free Alongside Ship, named ocean port of shipment.
- **FOB**—Free on Board vessel, named ocean port of shipment.
- **CFR**—Cost and Freight, named ocean port of destination.
- **CIF**—Cost, Insurance and Freight, named ocean port of destination.

You'll find an Incoterms 2010 chart of responsibility at [www.shippingsolutions.com/incoterms-chart-of-responsibilities](http://www.shippingsolutions.com/incoterms-chart-of-responsibilities).

# Export Information Codes

When filing your Electronic Export Information (EEI) with AES, you must select the proper export code. The most common code is “OS—All other exports.” Here is a list and description of all the export codes as they appear in the Foreign Trade Regulations (15 CFR 30):

- **TP**—Temporary exports of domestic merchandise
- **IP**—Shipments of merchandise imported under a Temporary Import Bond for further manufacturing or processing
- **IR**—Shipments of merchandise imported under a Temporary Import Bond for repair
- **CH**—Shipments of goods donated for charity
- **FS**—Foreign Military Sales
- **ZD**—North American Free Trade Agreements (NAFTA) duty deferral shipments
- **OS**—All other exports
- **HV**—Shipments of personally owned vehicles
- **HH**—Household and personal effects
- **TE**—Temporary exports to be returned to the United States
- **TL**— Merchandise leased for less than a year
- **IS**— Shipments of merchandise imported under a Temporary Import Bond for return in the same condition
- **CR**—Shipments moving under a carnet
- **GP**— U.S. Government shipments
- **MS**—Shipments consigned to the U.S. Armed Forces
- **GS**—Shipments to U.S. Government agencies for their use
- **UG**—Gift parcels under Bureau of Industry and Security License Exception GFT
- **DD**—Other exemptions:
  - Currency
  - Airline tickets
  - Bank notes
  - Internal revenue stamps
  - State liquor stamps
  - Advertising literature
  - Shipments of temporary imports by foreign entities for their use
- **IW**—International water shipments
- **CI**—Impelled shipments of goods donated for relief or charity
- **FI**—Impelled Foreign Military Sales Program
- **OI**—All other exports (impelled) (For Manifest Use Only by AES Carriers)

## Export License Types and Codes

Certain products require an export license before they can be exported to certain countries. Here is a list of license types organized by agency as they appear in the Foreign Trade Regulations (15 CFR 30):

| Licensing Agency   | License Type  | License Description   | License No. / Exemption |
|--|---|---|-------------------------|
| <b>Department of Commerce, Bureau of Industry &amp; Security</b> | C30   | Licenses Issued by BIS Authorizing an Export, Re-export, or Other Regulated Activity (License value required) | License No.             |
|  | C33   | No License Required (NLR), Part 758 (All others, including Anti-Terrorism controls only)                      | NLR                     |
|  | C35   | Limited Value Shipments, Part 740.3   | LVS                     |
|  | C36   | Shipments to B Countries, Part 740.4  | GBS                     |
|  | C37   | Civil End Users, Part 740.5   | CIV                     |
|  | C38   | Restrict Technology and Software, Part 740.6  | TSR                     |
|  | C40   | Temporary Imports, Exports, And Re-Exports, Part 740.9  | TMP                     |
|  | C41   | Servicing and Replacement of Parts and Equipment, Part 740.10   | RPL                     |
|  | C42   | Government and International Organizations, Part 740.11   | GOV                     |
|  | C43   | Gift Parcels and Humanitarian Donations, Part 740.12  | GFT                     |
|  | C44   | Technology and Software - Unrestricted Part 740.13  | TSU                     |
|  | C45   | Baggage, Part 740.14  | BAG                     |
|  | C46   | Aircraft and Vessels, Part 740.15   | AVS                     |
|  | C50   | Encryption Commodities and Software, Part 740.17  | ENC                     |
|  | C51   | License Exception Agricultural Commodities, Part 740.18   | License No.             |
|  | C53   | Computers, Part 740.7   | APP                     |
|  | C54   | Short Supply Western Red Cedar, Part 754.4  | SS-WRC                  |
|  | C57   | Authorization for Validated End-User  | VEU                     |
|  | C58   | Consumer Communication Devices  | CCD                     |
|  | C59   | Strategic Trade Authorization   | STA                     |
| C60  | Exports that fall under "600 series" ECCNs with a paragraph ".y." | DY6   |                         |
| C62  | Support for the Cuban People                                      | SCP   |                         |
| <b>Nuclear Regulatory Commission</b>                             | N01   | Nuclear Regulatory Commission (NRC) Form 250/250A   | License No.             |
|  | N02   | NRC General Export License  | CFR Citation Number     |



|  |     |  |   |
|--|-----|--|---|
| <b>Department of State, Directorate of Defense Trade Controls (DDTC)</b> | SAG | Agreements   | N/A   |
|  | SAU | Australia ITAR Exemptions  | Community Member No.  |
|  | SCA | Canadian ITAR Exemptions   | N/A   |
|  | SGB | United Kingdom ITAR Exemptions   | Community Member No.  |
|  | S00 | License Exemption Citation   | N/A   |
|  | S05 | DSP5, Permanent export of unclassified defense articles and services (License value required)  | License No.   |
|  | S61 | DSP 61, Temporary import of unclassified articles (License value required)                     | License No.   |
|  | S73 | DSP73, Temporary export of unclassified articles (License value required)                      | License No.   |
|  | S85 | DSP85, Temporary or permanent import or export of classified articles (License value required) | License No.   |
|  | S94 | DSP 94, Foreign Military Sales (License value required)  | Case ID   |
| <b>Department of Treasury, Office of Foreign Assets Control (OFAC)</b>   | T10 | OFAC Specific License  | Case ID   |
|  | T11 | OFAC General Export License  | CFR Citation or Federal Register Citation or General License Number |
|  | T12 | Kimberley Process Certificate Number (License value required)                                  | KPC No.   |
| <b>Other License Types</b>   | OPA | Other Partnership Agency License   | License No. or OPA  |
| <b>Department of Energy, National Nuclear Security Administration</b>    | E01 | Atomic Energy Act Authorization/Licenses   | AEA   |
| <b>Voluntary Self Disclosures</b>  | VDC | Commerce Department Voluntary Self-Disclosure  | N/A   |
|  | VDS | State Department Voluntary Disclosure  | N/A   |
|  | VDO | Other Partner Government Agency Voluntary Disclosure   | N/A   |

## Database File Structure

Page 128 of this User Guide explains how you can import your list of contacts and products into the various Shipping Solutions databases. The following charts include more specific details about the table structure—including field names, types and size—for each of the databases.

For a definition of the type of information that should appear in each field, reference the specific information about each of these databases located near the beginning of this User Guide.

### Contacts Databases

This table structure applies to all contact databases including the Exporters, Ultimate Consignee, Intermediate Consignee, Freight Forwarder, Bill To, and Miscellaneous databases.

| Shipping Solutions Fields                              | Field Length | Column Names        | Format   |
|--|--------------|---------------------|--|
| Contact Tax ID Number                                  | 50           | contact_id_num      |  |
| Contact Tax ID Type                                    | 50           | contact_id_type     | <b>E</b> for EIN,<br><b>T</b> for Foreign,<br><b>D</b> for D-U-N-S   |
| Contact Company  | 50           | contact_name        |  |
| Contact Address Line 1                                 | 50           | contact_add_1       |  |
| Contact Address Line 2                                 | 50           | contact_add_2       |  |
| Contact City   | 50           | contact_city        |  |
| Contact State  | 25           | contact_state       | 2 digit state code   |
| Contact Country  | 2            | contact_country     | 2 digit country code   |
| Contact Postal Code                                    | 50           | contact_postal_code |  |
| Contact First Name                                     | 50           | contact_name_first  |  |
| Contact Last Name                                      | 50           | contact_name_last   |  |
| Contact Title  | 50           | contact_title       |  |
| Contact Phone  | 30           | contact_phone_num   |  |
| Contact Fax  | 30           | contact_fax_num     |  |
| Contact Email  | 50           | contact_email       |  |
| Contact Account No.                                    | 50           | contact_acct_num    |  |
| Ultimate Consignee Type (only for ultimate consignees) | 1            | contact_user2       | <b>D</b> for Direct Consumer;<br><b>G</b> for Government Entity;<br><b>O</b> for Other/Unknown;<br><b>R</b> for Reseller |

## Products Database

| Shipping Solutions Fields           | Field Length | Column Names               | Format                                |
|-------------------------------------|--------------|----------------------------|---------------------------------------|
| Product ID                          | 50           | prod_id                    |                                       |
| Product Description                 | 4000         | prod_desc                  |                                       |
| Schedule B Description              | 4000         | schbdesc                   |                                       |
| Sales Unit of Measure               | 25           | sales_unit_of_measure      |                                       |
| Unit of Measure 1 (AES)             | 20           | unit_of_measure_1          | Valid AES code                        |
| Unit of Measure 2 (AES)             | 20           | unit_of_measure_2          | Valid AES code                        |
| Gross Weight                        | 8            | sed_gross_weight           |                                       |
| Unit Price                          | 8            | unit_price                 |                                       |
| HTS Code                            | 12           | hts_code                   | Number excluding periods              |
| License Type                        | 50           | license_type               | Valid AES code                        |
| License Number                      | 50           | license_num                |                                       |
| Domestic Foreign Flag               | 1            | domestic_foreign_flag      | D for Domestic, F for Foreign         |
| Nafta Producer                      | 5            | nafta_producer             | Yes, No1, No2, or No3                 |
| Preference Criteria                 | 3            | preference_criteria        | A,B,C,D1,D2,E,FA or FB                |
| Net Cost                            | 15           | net_cost                   |                                       |
| Nafta Country of Origin             | 3            | nafta_c_of_o               | US, MX, CA or JNT                     |
| NetWeight                           | 8            | NetWeight                  |                                       |
| ECCN                                | 50           | ECCN                       |                                       |
| Country of Origin                   | 2            | country_of_origin          | 2 digit country code                  |
| Country of Origin Fullname          | 50           | country_of_origin_fullname | Must map this along with field above. |
| Inlandbl Hazardous Flag             | 1            | inlandbl_hazardous_flag    | True or False                         |
| Israeli COO Criterion               | 50           | israeli_coo_criterion      |                                       |
| DDTC Exemption Number               | 50           | odtc_exempt_num            | Valid AES code                        |
| DDTC Registration Number            | 50           | odtc_registr_num           |                                       |
| DDTC Quantity                       | 50           | odtc_quantity              |                                       |
| DDTC Certified Party Indicator      | 1            | odtc_cert_i_indicator      | True or False                         |
| DDTC Significant Military Equipment | 1            | odtc_eqp_indicator         | True or False                         |
| USML Category Code                  | 50           | odtc_catg_code             | Valid AES code                        |
| DDTC Unit of Measure                | 50           | odtc_uofm                  | Valid AES code                        |
| AES License Value                   | 15           | license_value              |                                       |

|                            |      |                     |  |
|----------------------------|------|---------------------|--|
| IATA UN Number             | 4    | iata_un_number      |  |
| IATA Proper Shipping Name  | 250  | iata_psn            |  |
| IATA Classification        | 50   | iata_classification |  |
| IATA Packing Group         | 50   | iata_packing_group  |  |
| IATA Type of Packing       | 250  | iata_qty_type_pkg   |  |
| IATA Technical Name        | 250  | iata_technical      |  |
| IMO UN Number              | 4    | imo_un_number       |  |
| IMO Proper Shipping Name   | 250  | imo_psn             |  |
| IMO Classification         | 50   | imo_classification  |  |
| IMO Packing Group          | 50   | imo_packing_group   |  |
| IMO Kind of Packages       | 250  | imo_qty_type_pkg    |  |
| IMO Technical Name         | 250  | imo_technical       |  |
| IMO Additional Description | 4000 | imo_additional_desc |  |
| IMO Gross Weight/Volume    | 15   | imo_gross_wt_vol    |  |
| IMO Net Weight/Volume      | 15   | imo_net_wt_vol      |  |
| IMO Cubic Meters           | 15   | imo_cubic_m         |  |

# Data Exchange Manager File Structure

Instructions on page 137 of this User Guide explain how to set up Shipping Solutions Professional's Data Exchange Manager so you can link Shipping Solutions with your accounting, order entry or ERP system. As part of that process, you must map the data fields from your accounting, ERP or order-entry system to the fields in Shipping Solutions Professional.

Below is a detailed file layout of the Shipping Solutions fields available for mapping. The columns are defined as follows:

1. The **Text File** column defines whether the field is in the header or detail text file.
2. The **Mapping Table** column defines in which mapping table the field is located.
3. The **Shipping Solutions Professional Field** column is the user friendly name of the field.
4. The **System Field Name** column is the system field name. You do not need to use this name if you use the **Setup Data Exchange Manager** screen.
5. The **Size** column shows the length of the field.
6. The **EZ Start Screen** column indicates on which **EZ Start** screen the field appears.
7. The **Format** column shows the specific format of the field if there is one.

| <b>Text File</b> | <b>Mapping Table</b> | <b>Shipping Solutions Professional Field</b> | <b>System Field Name</b> | <b>Size</b> | <b>EZ Start Screen</b> | <b>Format</b>                           |
|------------------|----------------------|--|--------------------------|-------------|------------------------|---|
| Header           | Contacts             | Exporter ID Type                             | contact_id_type          | 50          | Contacts               | E for EIN, T for Foreign, D for D-U-N-S |
| Header           | Contacts             | Exporter ID Number                           | contact_id_num           | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Company                             | contact_name             | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Address 1                           | contact_add_1            | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Address 2                           | contact_add_2            | 50          | Contacts               |   |
| Header           | Contacts             | Exporter City                                | contact_city             | 50          | Contacts               |   |
| Header           | Contacts             | Exporter State                               | contact_state            | 2           | Contacts               | 2 digit state code                      |
| Header           | Contacts             | Exporter Country                             | contact_country          | 2           | Contacts               | 2 digit country code                    |
| Header           | Contacts             | Exporter Postal Code                         | contact_postal_code      | 50          | Contacts               |   |
| Header           | Contacts             | Exporter First Name                          | contact_name_first       | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Last Name                           | contact_name_last        | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Title                               | contact_title            | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Phone                               | contact_phone_num        | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Fax                                 | contact_fax_num          | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Email                               | contact_email            | 50          | Contacts               |   |
| Header           | Contacts             | Exporter Account Number                      | contact_acct_num         | 50          | Contacts               |   |

|        |          |                                   |                     |    |          |   |
|--------|----------|-----------------------------------|---------------------|----|----------|---|
| Header | Contacts | Ultimate Consignee ID Type        | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S   |
| Header | Contacts | Ultimate Consignee ID Number      | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Company        | contact_name        | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Address 1      | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Address 2      | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee City           | contact_city        | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee State          | contact_state       | 2  | Contacts | 2 digit state code  |
| Header | Contacts | Ultimate Consignee Country        | contact_country     | 2  | Contacts | 2 digit country code  |
| Header | Contacts | Ultimate Consignee Postal Code    | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee First Name     | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Last Name      | contact_name_last   | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Title          | contact_title       | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Phone          | contact_phone_num   | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Fax            | contact_fax_num     | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Email          | contact_email       | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Account Number | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | Ultimate Consignee Type (AES)     | contact_user2       | 1  | Contacts | <b>D</b> for Direct Consumer; <b>G</b> for Government Entity; <b>O</b> for Other/Unknown; <b>R</b> for Reseller |
| Header | Contacts | Freight Forwarder ID Type         | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S   |
| Header | Contacts | Freight Forwarder ID Number       | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Company         | contact_name        | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Address 1       | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Address 2       | contact_add_2       | 50 | Contacts |   |

|        |          |                                    |                     |    |          |   |
|--------|----------|------------------------------------|---------------------|----|----------|---|
| Header | Contacts | Freight Forwarder City             | contact_city        | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder State            | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | Freight Forwarder Country          | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | Freight Forwarder Postal Code      | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder First Name       | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Last Name        | contact_name_last   | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Title            | contact_title       | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Phone            | contact_phone_num   | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Fax              | contact_fax_num     | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Email            | contact_email       | 50 | Contacts |   |
| Header | Contacts | Freight Forwarder Account Number   | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee ID Type     | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | Intermediate Consignee ID Number   | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Company     | contact_name        | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Address 1   | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Address 2   | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee City        | contact_city        | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee State       | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | Intermediate Consignee Country     | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | Intermediate Consignee Postal Code | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee First Name  | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Last Name   | contact_name_last   | 50 | Contacts |   |

|        |          |                                       |                     |    |          |   |
|--------|----------|---------------------------------------|---------------------|----|----------|---|
| Header | Contacts | Intermediate Consignee Title          | contact_title       | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Phone          | contact_phone_num   | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Fax            | contact_fax_num     | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Email          | contact_email       | 50 | Contacts |   |
| Header | Contacts | Intermediate Consignee Account Number | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | BillTo ID Type                        | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | BillTo ID Number                      | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | BillTo Company                        | contact_name        | 50 | Contacts |   |
| Header | Contacts | BillTo Address 1                      | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | BillTo Address 2                      | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | BillTo City                           | contact_city        | 50 | Contacts |   |
| Header | Contacts | BillTo State                          | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | BillTo Country                        | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | BillTo Postal Code                    | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | BillTo First Name                     | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | BillTo Last Name                      | contact_name_last   | 50 | Contacts |   |
| Header | Contacts | BillTo Title                          | contact_title       | 50 | Contacts |   |
| Header | Contacts | BillTo Phone                          | contact_phone_num   | 50 | Contacts |   |
| Header | Contacts | BillTo Fax                            | contact_fax_num     | 50 | Contacts |   |
| Header | Contacts | BillTo Email                          | contact_email       | 50 | Contacts |   |
| Header | Contacts | BillTo Account Number                 | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | Notify Party ID Type                  | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | Notify Party ID Number                | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | Notify Party Company                  | contact_name        | 50 | Contacts |   |
| Header | Contacts | Notify Party Address 1                | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | Notify Party Address 2                | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | Notify Party City                     | contact_city        | 50 | Contacts |   |



|        |          |                               |                     |    |          |   |
|--------|----------|-------------------------------|---------------------|----|----------|---|
| Header | Contacts | Notify Party State            | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | Notify Party Country          | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | Notify Party Postal Code      | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | Notify Party First Name       | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | Notify Party Last Name        | contact_name_last   | 50 | Contacts |   |
| Header | Contacts | Notify Party Title            | contact_title       | 50 | Contacts |   |
| Header | Contacts | Notify Party Phone            | contact_phone_num   | 50 | Contacts |   |
| Header | Contacts | Notify Party Fax              | contact_fax_num     | 50 | Contacts |   |
| Header | Contacts | Notify Party Email            | contact_email       | 50 | Contacts |   |
| Header | Contacts | Notify Party Account Number   | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer ID Type        | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | NAFTA Importer ID Number      | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer Company        | contact_name        | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer Address Line 1 | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer Address Line 2 | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer City           | contact_city        | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer State          | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | NAFTA Importer Country        | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | NAFTA Importer Postal Code    | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | NAFTA Importer Account Number | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | NAFTA Producer ID Type        | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | NAFTA Producer ID Number      | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | NAFTA Producer Company        | contact_name        | 50 | Contacts |   |
| Header | Contacts | NAFTA Producer Address Line 1 | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | NAFTA Producer Address Line 2 | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | NAFTA Producer City           | contact_city        | 50 | Contacts |   |

|        |          |                               |                     |    |          |   |
|--------|----------|-------------------------------|---------------------|----|----------|---|
| Header | Contacts | NAFTA Producer State          | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | NAFTA Producer Country        | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | NAFTA Producer Postal Code    | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | NAFTA Producer Account Number | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify Company         | contact_name        | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify First Name      | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify Last Name       | contact_name_last   | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify Title           | contact_title       | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify Phone           | contact_phone_num   | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify Fax             | contact_fax_num     | 50 | Contacts |   |
| Header | Contacts | NAFTA Certify Email           | Contact_email       | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser ID Type         | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | CCI Purchaser ID Number       | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser Company         | contact_name        | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser Address Line 1  | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser Address Line 2  | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser City            | contact_city        | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser State           | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | CCI Purchaser Country         | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | CCI Purchaser Postal Code     | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | CCI Purchaser Account Number  | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | CCI Exporter ID Type          | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | CCI Exporter ID Number        | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | CCI Exporter Company          | contact_name        | 50 | Contacts |   |
| Header | Contacts | CCI Exporter Address Line 1   | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | CCI Exporter Address Line 2   | contact_add_2       | 50 | Contacts |   |

|        |          |                               |                     |    |          |   |
|--------|----------|-------------------------------|---------------------|----|----------|---|
| Header | Contacts | CCI Exporter City             | contact_city        | 50 | Contacts |   |
| Header | Contacts | CCI Exporter State            | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | CCI Exporter Country          | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | CCI Exporter Postal Code      | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | CCI Exporter Account Number   | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | CCI Originator ID Type        | contact_id_type     | 50 | Contacts | E for EIN, T for Foreign, D for D-U-N-S |
| Header | Contacts | CCI Originator ID Number      | contact_id_num      | 50 | Contacts |   |
| Header | Contacts | CCI Originator Company        | contact_name        | 50 | Contacts |   |
| Header | Contacts | CCI Originator Address Line 1 | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | CCI Originator Address Line 2 | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | CCI Originator City           | contact_city        | 50 | Contacts |   |
| Header | Contacts | CCI Originator State          | contact_state       | 2  | Contacts | 2 digit state code                      |
| Header | Contacts | CCI Originator Country        | contact_country     | 2  | Contacts | 2 digit country code                    |
| Header | Contacts | CCI Originator Postal Code    | contact_postal_code | 50 | Contacts |   |
| Header | Contacts | CCI Originator Account Number | contact_acct_num    | 50 | Contacts |   |
| Header | Contacts | IBL Consignee Company         | contact_name        | 50 | Contacts |   |
| Header | Contacts | IBL Consignee Address 1       | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | IBL Consignee Address 2       | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | IBL Consignee City            | contact_city        | 50 | Contacts |   |
| Header | Contacts | IBL Consignee State           | contact_state       | 2  | Contacts |   |
| Header | Contacts | IBL Consignee Postal Code     | contact_postal_code | 20 | Contacts |   |
| Header | Contacts | IBL Consignee First Name      | contact_name_first  | 50 | Contacts |   |
| Header | Contacts | IBL Consignee Last Name       | contact_name_last   | 50 | Contacts |   |
| Header | Contacts | IBL Bill To Company           | contact_name        | 50 | Contacts |   |
| Header | Contacts | IBL Bill To Address 1         | contact_add_1       | 50 | Contacts |   |
| Header | Contacts | IBL Bill To Address 2         | contact_add_2       | 50 | Contacts |   |
| Header | Contacts | IBL Bill To City              | contact_city        | 50 | Contacts |   |

|        |                |                             |                     |     |          |  |
|--------|----------------|-----------------------------|---------------------|-----|----------|--|
| Header | Contacts       | IBL Bill To State           | contact_state       | 2   | Contacts |  |
| Header | Contacts       | IBL Bill To Postal Code     | contact_postal_code | 50  | Contacts |  |
| Header | Contacts       | IBL Bill To First Name      | contact_name_first  | 50  | Contacts |  |
| Header | Contacts       | IBL Bill To Last Name       | contact_name_last   | 50  | Contacts |  |
| Header | Contacts       | OBL Also Notify Company     | contact_name        | 50  | Contacts |  |
| Header | Contacts       | OBL Also Notify Address 1   | contact_add_1       | 50  | Contacts |  |
| Header | Contacts       | OBL Also Notify Address 2   | contact_add_2       | 50  | Contacts |  |
| Header | Contacts       | OBL Also Notify City        | contact_city        | 50  | Contacts |  |
| Header | Contacts       | OBL Also Notify State       | contact_state       | 2   | Contacts |  |
| Header | Contacts       | OBL Also Notify Country     | contact_country     | 2   | Contacts |  |
| Header | Contacts       | OBL Also Notify Postal Code | contact_postal_code | 20  | Contacts |  |
| Header | Contacts       | OBL Also Notify First Name  | contact_name_first  | 50  | Contacts |  |
| Header | Contacts       | OBL Also Notify Last Name   | contact_name_last   | 50  | Contacts |  |
| Header | Header-Invoice | Proforma Invoice Date       | proforma_inv_date   | n/a | Invoices | MM/DD/YYYY                                 |
| Header | Header-Invoice | Proforma Invoice Number     | proforma_inv_num    | 50  | Invoices |  |
| Header | Header-Invoice | Commercial Invoice Date     | comm_inv_date       | n/a | Invoices | MM/DD/YYYY                                 |
| Header | Header-Invoice | Commercial Invoice Number   | comm_inv_num        | 50  | Invoices |  |
| Header | Header-Invoice | Order Number                | order_num           | 50  | Invoices |  |
| Header | Header-Invoice | PO Number                   | po_num              | 100 | Invoices |  |
| Header | Header-Invoice | Terms                       | terms               | 50  | Invoices | Any entry in the Terms Database            |
| Header | Header-Invoice | Incoterm                    | incoterm            | 3   | Invoices | 3-character Incoterm                       |
| Header | Header-Invoice | Incoterm Location           | inco_location       | 50  | Invoices |  |
| Header | Header-Invoice | Incoterm Year               | incoterm_year       | 50  | Invoices | Exact phrase from EZ Start Invoices screen |
| Header | Header-Invoice | Inland Freight Fees         | inland_freight_fees | n/a | Invoices | decimal                                    |
| Header | Header-Invoice | Handling Fees               | handling_fees       | n/a | Invoices | decimal                                    |

|        |                |                                 |                                 |     |                              |                                 |
|--------|----------------|---------------------------------|---------------------------------|-----|------------------------------|---------------------------------|
| Header | Header-Invoice | Consular Fees                   | consular_fees                   | n/a | Invoices                     | decimal                         |
| Header | Header-Invoice | Ocean / Air Fees                | ocean_air_fees                  | n/a | Invoices                     | decimal                         |
| Header | Header-Invoice | Insurance Fees                  | insurance_fees                  | n/a | Invoices                     | decimal                         |
| Header | Header-Invoice | Other Fees                      | other_fees                      | n/a | Invoices                     | decimal                         |
| Header | Header-Invoice | Country of Ultimate Destination | country_of_ultimate_destination | 50  | Invoices and EEI Information |                                 |
| Header | Header-Invoice | Point or State of Origin        | state_of_origin                 | 50  | Invoices                     |                                 |
| Header | Header-Invoice | Exporting Carrier               | exporting_carrier               | 50  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Exporting Carrier Code          | exporting_carrier_code          | 10  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Vessel Name                     | vessel_name                     | 50  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Inland Carrier                  | inland_carrier                  | 50  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Inland Carrier Code             | inland_carrier_code             | 10  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Port of Export                  | port_of_export                  | 50  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Port of Export Code             | port_of_export_code             | 10  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Loading Pier / Terminal         | load_pier_terminal              | 50  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Port of Unloading               | port_of_unloading               | 50  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Port of Unloading Code          | port_of_unloading_code          | 10  | Carriers & Ports             |                                 |
| Header | Header-Invoice | Shipment Reference Number       | shipment_ref_num                | 30  | EEI Information              |                                 |
| Header | Header-Invoice | Date of Export                  | date_of_export                  | n/a | EEI Information              | MM/DD/YYYY                      |
| Header | Header-Invoice | Foreign Trade Zone              | inbond_code                     | 50  | EEI Information              |                                 |
| Header | Header-Invoice | Inbond Type                     | Inbond_type                     | 2   | EEI Information              | See chart at end of this table. |
| Header | Header-Invoice | Import Entry Number             | entry_number                    | 50  | EEI Information              |                                 |
| Header | Header-Invoice | Filing Option                   | filing_option                   | 1   | EEI Information              | 2 or 4                          |
| Header | Header-Invoice | State of Origin                 | point_of_origin                 | 2   | EEI Information              | 2 digit state code              |
| Header | Header-Invoice | EEI Email Response              | aes_email_response              | 100 | EEI Information              |                                 |
| Header | Header-Invoice | ECCN (SLI in SED Format)        | eccn_consolidated               | 200 | EEI Information              |                                 |

|        |                |   |                        |          |                              |                                  |
|--------|----------------|---|------------------------|----------|------------------------------|----------------------------------|
| Header | Header-Invoice | SED Export License Type                 | sed_paper_lic_type     | 50       | EEl Information              |                                  |
| Header | Header-Invoice | Related Parties Flag                    | related_parties_flag   | n/a      | EEl Information              | 0 for No, 1 for Yes              |
| Header | Header-Invoice | Containerized Shipment Flag             | containerized_flag     | n/a      | EEl Information              | 0 for No, 1 for Yes              |
| Header | Header-Invoice | Hazardous Shipment Flag                 | hazard_shipment_flag   | n/a      | EEl Information              | 0 for No, 1 for Yes              |
| Header | Header-Invoice | Routed Export Flag                      | routed_export_flag     | n/a      | EEl Information              | 0 for No, 1 for Yes              |
| Header | Header-Invoice | Proforma Invoice Phrase                 | proforma_inv_phrase    | 2000     | Invoices-Proforma/Commercial |                                  |
| Header | Header-Invoice | Proforma Invoice Special Instructions   | proforma_inv_instruct  | 2000     | Invoices-Proforma/Commercial |                                  |
| Header | Header-Invoice | Commercial Invoice Phrase               | comm_inv_phrase        | 2000     | Invoices-Proforma/Commercial |                                  |
| Header | Header-Invoice | Commercial Invoice Special Instructions | comm_inv_instruct      | 2000     | Invoices-Proforma/Commercial |                                  |
| Header | Header-Invoice | Currency Exchange Rate                  | doc_currency_rate      | 50       | Invoices-Proforma/Commercial |                                  |
| Header | Header-Invoice | Invoice Currency                        | doc_currency           | 3        | Invoices-Proforma/Commercial | Must use valid 3-character code. |
| Header | Header-Invoice | Mode of Transport                       | Mode_of_transport      | 50       | Carriers & Ports             | See chart at end of this table.  |
| Header | Header-Invoice | Mode of Transport Code                  | mode_of_transport_code | 2        | Carriers & Ports             | See chart at end of this table.  |
| Header | Header-Invoice | Mode of Transport Type                  | mode_of_transport_type | 1        | Carriers & Ports             | See chart at end of this table.  |
| Header | Header-Invoice | Shipment Number                         | user_reference_number  | 50       | All                          | Not available for ODBC.          |
| Header | Header-Invoice | Search Tag                              | tags                   | 50       | Shipment Summary             | Not available for ODBC.          |
| Detail | Product Info   | Product ID                              | prod_id                | 50       | Prod Detail: Invoices Tab    |                                  |
| Detail | Product Info   | Product Description                     | prod_desc              | No limit | Prod Detail: Invoices Tab    |                                  |
| Detail | Product Info   | Quantity for Invoice                    | quantity               | n/a      | Prod Detail: Invoices Tab    | decimal                          |

|        |              |                             |                            |          |                           |  |
|--------|--------------|-----------------------------|----------------------------|----------|---------------------------|--|
| Detail | Product Info | Quantity for Packing List   | packing_qty                | n/a      | n/a                       | decimal                                    |
| Detail | Product Info | Sales Unit of Measure       | sales_unit_of_measure      | 25       | Prod Detail: Invoices Tab |  |
| Detail | Product Info | Unit Price                  | unit_price                 | n/a      | Prod Detail: Invoices Tab | decimal                                    |
| Detail | Product Info | Extended Price              | ext_price                  | n/a      | Prod Detail: Invoices Tab | decimal                                    |
| Detail | Product Info | Schedule B/HTS Code         | hts_code                   | 12       | Prod Detail: Invoices Tab | Up to 10 digit code with no decimal points |
| Detail | Product Info | Net Weight                  | NetWeight                  | n/a      | Prod Detail: Invoices Tab | decimal                                    |
| Detail | Product Info | Country of Origin Code      | country_of_origin          | 2        | Prod Detail: Invoices Tab | 2-digit country code                       |
| Detail | Product Info | Country of Origin Long Name | country_of_origin_fullname | 50       | Prod Detail: Invoices Tab | Must be mapped along with code.            |
| Detail | Product Info | Schedule B Description      | schbDesc                   | No limit | Prod Detail: Invoices Tab |  |
| Detail | Product Info | Quantity 1 (AES)            | quantity_1                 | n/a      | Prod Detail: Invoices Tab | decimal                                    |
| Detail | Product Info | Unit of Measure 1 (AES)     | unit_of_measure_1          | 50       | Prod Detail: Invoices Tab | Valid AES code                             |
| Detail | Product Info | Quantity 2 (AES)            | quantity_2                 | n/a      | Prod Detail: Invoices Tab | decimal                                    |
| Detail | Product Info | Unit of Measure 2 (AES)     | unit_of_measure_2          | 50       | Prod Detail: Invoices Tab | Valid AES code                             |

|        |              |                                |                       |     |                           |                                    |
|--------|--------------|--------------------------------|-----------------------|-----|---------------------------|------------------------------------|
| Detail | Product Info | Gross Weight                   | sed_gross_weight      | n/a | Prod Detail: Invoices Tab | decimal                            |
| Detail | Product Info | Domestic / Foreign Flag        | domestic_foreign_flag | 1   | Prod Detail: Invoices Tab | D for Domestic, F for Foreign      |
| Detail | Product Info | FAS Value (AES)                | sedFASVal             | n/a | Prod Detail: Invoices Tab | decimal                            |
| Detail | Product Info | AES Export Code                | aes_export_code       | 10  | Prod Detail: Invoices Tab | Valid SED code                     |
| Detail | Product Info | ECCN                           | ECCN                  | 50  | Prod Detail: Invoices Tab |                                    |
| Detail | Product Info | License Number                 | license_num           | 50  | Prod Detail: Invoices Tab |                                    |
| Detail | Product Info | License Value                  | license_value         | 9   | Prod Detail: Invoices Tab | integer                            |
| Detail | Product Info | License Type                   | license_type          | 50  | Prod Detail: Invoices Tab | Valid AES code                     |
| Detail | Product Info | Preference Criteria            | preference_criteria   | 3   | Prod Detail: Invoices Tab | A, B, C, D1, D2, E, FA or FB       |
| Detail | Product Info | Net Cost (FTA)                 | net_cost              | 15  | Prod Detail: Invoices Tab |                                    |
| Detail | Product Info | Producer Code (FTA)            | nafta_producer        | 5   | Prod Detail: Invoices Tab | Yes, No1, No2 or No3               |
| Detail | Product Info | Country of Origin (FTA)        | nafta_c_of_o          | 3   | Prod Detail: Invoices Tab | US, MX, CA, JNT, AU, CL, CO, or KR |
| Detail | Product Info | Israel Cert of Origin Criteria | israeli_coo_criterion | 50  | Prod Detail: Invoices Tab |                                    |



|        |              |                                   |                         |     |                             |                             |
|--------|--------------|-----------------------------------|-------------------------|-----|-----------------------------|-----------------------------|
| Detail | Product Info | BL Number of Packages             | bl_num_of_pkgs          | n/a | Prod Detail: Invoices Tab   | decimal                     |
| Detail | Product Info | BL Type of Packages               | PackageType             | 50  | Prod Detail: Invoices Tab   |                             |
| Detail | Product Info | BL Package Measurements           | dimensions              | 22  | Prod Detail: Invoices Tab   |                             |
| Detail | Product Info | BL Marks and Numbers              | bl_marks_numbers        | 50  | Prod Detail: Invoices Tab   |                             |
| Detail | Product Info | BL Hazardous Material Flag        | inlandbl_hazardous_flag | n/a | Prod Detail: Invoices Tab   | 0 for No, 1 for Yes         |
| Detail | Product Info | Inland BL Rate                    | inlandbl_rate           | 50  | Prod Detail: Invoices Tab   | decimal                     |
| Detail | Product Info | DDTC Exemption Number Code        | odtc_exempt_num         | 25  | Product Detail: Vehicle Tab | Valid AES code              |
| Detail | Product Info | DDTC Registration Number          | odtc_registr_num        | 50  | Product Detail: Vehicle Tab |                             |
| Detail | Product Info | DDTC Quantity                     | odtc_quantity           | 10  | Product Detail: Vehicle Tab |                             |
| Detail | Product Info | DDTC Equipment Indicator Flag     | odtc_eqp_indicator      | n/a | Product Detail: Vehicle Tab | 0 for No, 1 for Yes         |
| Detail | Product Info | DDTC Certification Indicator Flag | odtc_certi_indicator    | n/a | Product Detail: Vehicle Tab | 0 for No, 1 for Yes         |
| Detail | Product Info | DDTC Category Code                | odtc_catg_code          | 10  | Product Detail: Vehicle Tab | Valid AES code              |
| Detail | Product Info | DDTC Unit of Measure Code         | odtc_uofm               | 10  | Product Detail: Vehicle Tab | Valid AES code              |
| Detail | Product Info | Vehicle Flag                      | vehicle_flag            | n/a | Product Detail: Vehicle Tab | 0 for No, 1 for Yes         |
| Detail | Product Info | Vehicle ID Type Code              | vehicle_id_type         | 1   | Product Detail: Vehicle Tab | V for Vin, P for Product ID |

|        |              |                                   |                         |     |                              |                       |
|--------|--------------|-----------------------------------|-------------------------|-----|------------------------------|-----------------------|
| Detail | Product Info | Vehicle ID Number                 | vehicle_id              | 50  | Product Detail: Vehicle Tab  |                       |
| Detail | Product Info | Vehicle Title                     | vehicle_title           | 50  | Product Detail: Vehicle Tab  |                       |
| Detail | Product Info | Vehicle Title State Code          | vehicle_title_state     | 2   | Product Detail: Vehicle Tab  | 2 digit state code    |
| Detail | Product Info | Include on AES                    | include_on_sed          | n/a | Product Details: Invoice Tab | 0 for No<br>1 for Yes |
| Detail | Product Info | Include on Certificate of Origin  | include_on_coforigin    | n/a | Product Details: Invoice Tab | 0 for No<br>1 for Yes |
| Detail | Product Info | Include on NAFTA/FTA Certificates | include_on_nafta        | n/a | Product Details: Invoice Tab | 0 for No<br>1 for Yes |
| Detail | Product Info | Include on Invoices               | include_on_invoices     | n/a | Product Details: Invoice Tab | 0 for No<br>1 for Yes |
| Detail | Product Info | Include on SLI/ Bills of Lading   | include_on_sli_bl       | n/a | Product Details: Invoice Tab | 0 for No<br>1 for Yes |
| Detail | Product Info | Include on Packing List           | include_on_packing_list | n/a | Product Details: Invoice Tab | 0 for No<br>1 for Yes |
| Detail | Product Info | IATA UN Number                    | iata_un_number          | 4   | Product Details: DG Tab      |                       |
| Detail | Product Info | IATA Proper Shipping Name         | iata_psn                | 250 | Product Details: DG Tab      |                       |
| Detail | Product Info | IATA Classification               | iata_classification     | 50  | Product Details: DG Tab      |                       |
| Detail | Product Info | IATA Packing Group                | iata_packing_group      | 50  | Product Details: DG Tab      |                       |
| Detail | Product Info | IATA Quantity                     | iata_quantity           | n/a | Product Details: DG Tab      | integer               |
| Detail | Product Info | IATA Type of Packing              | iata_qty_type_pkg       | 250 | Product Details: DG Tab      |                       |
| Detail | Product Info | IATA Technical Name               | iata_technical          | 250 | Product Details: DG Tab      |                       |
| Detail | Product Info | IATA Qualifying Prefix            | iata_qualifying_prefix  | 250 | Product Details: DG Tab      |                       |

|        |                  |                            |                             |          |                         |                       |
|--------|------------------|----------------------------|-----------------------------|----------|-------------------------|-----------------------|
| Detail | Product Info     | IATA Qualifying Suffix     | iata_qualifying_suffi<br>x  | 250      | Product Details: DG Tab |                       |
| Detail | Product Info     | IATA Packing Instructions  | iata_pkg_instr              | 50       | Product Details: DG Tab |                       |
| Detail | Product Info     | IATA Authorization         | iata_authorization          | 50       | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO UN Number              | imo_un_number               | 4        | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Proper Shipping Name   | imo_psn                     | 250      | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Classification         | imo_classification          | 50       | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Packing Group          | imo_packing_group           | 50       | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Quantity               | imo_quantity                | n/a      | Product Details: DG Tab | integer               |
| Detail | Product Info     | IMO Kind of Packages       | imo_qty_type_pkg            | 250      | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Technical Name         | imo_technical               | 250      | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Additional Description | imo_additional_desc         | 400<br>0 | Product Details: DG Tab |                       |
| Detail | Product Info     | IMO Gross Weight/Volume    | imo_gross_wt_vol            | n/a      | Product Details: DG Tab | decimal               |
| Detail | Product Info     | IMO Net Weight/Volume      | imo_net_wt_vol              | n/a      | Product Details: DG Tab | decimal               |
| Detail | Product Info     | IMO Cubic Meters           | imo_cubic_m                 | n/a      | Product Details: DG Tab | decimal               |
| Detail | Product Info     | IMO Include on IMO         | imo_dg_include              | n/a      | Product Details: DG Tab | 0 for No<br>1 for Yes |
| Detail | Product Info     | IATA Include on IATA       | iata_dg_include             | n/a      | Product Details: DG Tab | 0 for No<br>1 for Yes |
| Header | Nafta/Free Trade | NAFTA Date                 | nafta_date                  | n/a      | NAFTA                   | MM/DD/YYYY            |
| Header | Nafta/Free Trade | NAFTA Blanket From Date    | nafta_blanket_from<br>_date | n/a      | NAFTA                   | MM/DD/YYYY            |

|        |                  |                               |                          |     |                        |                     |
|--------|------------------|-------------------------------|--------------------------|-----|------------------------|---------------------|
| Header | Nafta/Free Trade | NAFTA Blanket End Date        | nafta_blanket_to_date    | n/a | NAFTA                  | MM/DD/YYYY          |
| Header | Nafta/Free Trade | Israel COO Means of Transport | coo_means_of_transport   | 50  | NAFTA                  |                     |
| Header | Nafta/Free Trade | Israel COO Reference Number   | coo_reference_num        | 50  | NAFTA                  |                     |
| Header | Nafta/Free Trade | CCI Other Reference           | cci_otherreferences      | 50  | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Country of Transshipment  | cci_countryoftrans       | 50  | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Country of Origin         | cci_origin               | 30  | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Additional Transportation | cci_misc_info            | 150 | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Condition of Sale         | cci_conditionofsale      | 150 | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Currency                  | cci_currencyofsettlement | 50  | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Box 18 Flag               | cci_18                   | n/a | Canada Customs Invoice | 0 for No, 1 for Yes |
| Header | Nafta/Free Trade | CCI Agency Ruling             | cci_departmental_ruling  | 50  | Canada Customs Invoice |                     |
| Header | Nafta/Free Trade | CCI Box 22 Flag               | cci_22                   | n/a | Canada Customs Invoice | 0 for No, 1 for Yes |
| Header | Nafta/Free Trade | CCI Box 23i Charges           | cci_23i                  | n/a | Canada Customs Invoice | decimal             |
| Header | Nafta/Free Trade | CCI Box 23ii Charges          | cci_23ii                 | n/a | Canada Customs Invoice | decimal             |
| Header | Nafta/Free Trade | CCI Box 23iii Charges         | cci_23iii                | n/a | Canada Customs Invoice | decimal             |
| Header | Nafta/Free Trade | CCI Box 24i Charges           | cci_24i                  | n/a | Canada Customs Invoice | decimal             |
| Header | Nafta/Free Trade | CCI Box 24ii Charges          | cci_24ii                 | n/a | Canada Customs Invoice | decimal             |
| Header | Nafta/Free Trade | CCI Box 24iii Charges         | cci_24iii                | n/a | Canada Customs Invoice | decimal             |

|        |                  |                              |                          |     |                        |                           |
|--------|------------------|------------------------------|--------------------------|-----|------------------------|---------------------------|
| Header | Nafta/Free Trade | CCI Box 25i Flag             | cci_25i                  | n/a | Canada Customs Invoice | 0 for No, 1 for Yes       |
| Header | Nafta/Free Trade | CCI Box 25ii Flag            | cci_25ii                 | n/a | Canada Customs Invoice | 0 for No, 1 for Yes       |
| Header | Nafta/Free Trade | Caricom Certificate Number   | caricom_certificate_num  | 50  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Other References     | caricom_oth_refs         | 50  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Buyer                | caricom_buyer            | 50  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Presenting Bank      | caricom_bank             | 35  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Country of Origin    | caricom_origin           | 35  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Terms and Conditions | caricom_terms            | 50  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Currency             | caricom_currency         | 50  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Gross Weight         | caricom_gross_wght       | 35  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Cubic Meters         | caricom_cubic_meters     | 10  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Marks and Numbers    | caricom_marks_num        | 50  | Caricom Invoice        |                           |
| Header | Nafta/Free Trade | Caricom Description of Goods | caricom_goods_desc       | 50  | Caricom Invoice        |                           |
| Header | OceanBL          | IBL Number                   | ibl_number               | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL Date                     | ibl_date                 | n/a | Inland B/L             | MM/DD/YYYY                |
| Header | OceanBL          | IBL Carrier Number           | ibl_carrier_number       | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL Vehicle Number           | ibl_vehicle_number       | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL Carrier                  | ibl_carrier              | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL Shipper                  | ibl_shipper              | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL COD Amount               | ibl_cod_amt              | n/a | Inland B/L             | decimal                   |
| Header | OceanBL          | IBL Remit COD To             | ibl_remit_cod_to         | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL COD Paid By              | ibl_cod_paid_by          | 50  | Inland B/L             | Shipper or Consignee      |
| Header | OceanBL          | IBL Quantity Received        | ibl_recvd_qty            | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL Unit                     | ibl_recvd_unit           | 50  | Inland B/L             | Options in drop-down list |
| Header | OceanBL          | IBL Container Received       | ibl_recvd_container      | 50  | Inland B/L             |                           |
| Header | OceanBL          | IBL Container Unit           | ibl_recvd_container_unit | 50  | Inland B/L             | Options in drop-down list |

|        |         |  |                              |          |             |                                 |
|--------|---------|--|------------------------------|----------|-------------|---------------------------------|
| Header | OceanBL | IBL Freight Charges Method               | ibl_freight_chgs_pay_method  | 50       | Inland B/L  | Prepaid, Collect or Third Party |
| Header | OceanBL | IBL Value per LB                         | ibl_agreed_value             | n/a      | Inland B/L  | decimal                         |
| Header | OceanBL | IBL Display Anti-Diversion Clause        | ibl_include_anti_div         | n/a      | Inland B/L  | 0 for No, 1 for Yes             |
| Header | OceanBL | OBL Pre-Carriage By                      | obl_pre_carriage_by          | 30       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Pre-Carriage Place of Receipt        | obl_plc_of_recpt_pre_carrier | 30       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Place of Receipt on Carrier          | obl_plc_of_recpt_on_carrier  | 30       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Booking Number                       | obl_booking_num              | 30       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Number                               | obl_num                      | 30       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Export References                    | obl_export_refs              | No limit | Ocean B/L   |                                 |
| Header | OceanBL | OBL Domestic Routing-Export Instructions | obl_domestic_routing         | No limit | Ocean B/L   |                                 |
| Header | OceanBL | OBL Type of Move                         | obl_type_of_move             | 50       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Number of Original Bills             | obl_doc_count                | 10       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Page Count                           | obl_page_count               | 5        | Ocean B/L   |                                 |
| Header | OceanBL | OBL Signature Agent                      | obl_signature_party          | 50       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Signature Place                      | obl_signature_place          | 50       | Ocean B/L   |                                 |
| Header | OceanBL | OBL Signature Date                       | obl_signature_date           | n/a      | Ocean B/L   | MM/DD/YYYY                      |
| Header | OceanBL | AWB Shipper Account No.                  | awb_shipper_account          | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Agent Name                           | awb_agent_name               | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Agent City                           | awb_agent_city               | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Agent Code                           | awb_agent_code               | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Agent Account                        | awb_agent_account_no         | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Number                               | awb_num                      | 30       | Air Waybill |                                 |
| Header | OceanBL | AWB Issuing Carrier No.                  | awb_carrier_num              | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Issuing Carrier Name                 | awb_carrier_name             | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Issuing Carrier Address              | awb_carrier_address          | 50       | Air Waybill |                                 |
| Header | OceanBL | AWB Issuing Carrier City                 | awb_carrier_city             | 25       | Air Waybill |                                 |
| Header | OceanBL | AWB Issuing Carrier Country              | awb_carrier_country          | 25       | Air Waybill |                                 |
| Header | OceanBL | AWB Issuing Carrier Postal Code          | awb_carrier_postalcode       | 25       | Air Waybill |                                 |

|        |         |                                 |                           |          |             |         |
|--------|---------|---------------------------------|---------------------------|----------|-------------|---------|
| Header | OceanBL | AWB Accounting Info             | awb_accounting_info       | No limit | Air Waybill |         |
| Header | OceanBL | AWB Departure Airport           | awb_departure_airport     | 50       | Air Waybill |         |
| Header | OceanBL | AWB Destination Airport         | awb_destination_airport   | 50       | Air Waybill |         |
| Header | OceanBL | AWB Flight Date 1               | awb_flight_date_1         | 15       | Air Waybill |         |
| Header | OceanBL | AWB Flight Date 2               | awb_flight_date_2         | 15       | Air Waybill |         |
| Header | OceanBL | AWB Declared Value Carriage     | awb_declared_val_carriage | 20       | Air Waybill |         |
| Header | OceanBL | AWB Declared Value Customs      | awb_declared_val_customs  | 20       | Air Waybill |         |
| Header | OceanBL | AWB Insurance Amount            | awb_insurance_amount      | 20       | Air Waybill |         |
| Header | OceanBL | AWB SCI                         | awb_sci                   | 50       | Air Waybill |         |
| Header | OceanBL | AWB Handling                    | awb_handling              | No limit | Air Waybill |         |
| Header | OceanBL | AWB Weight Charge Prepaid       | awb_wght_chg_prepaid      | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Weight Charge Collect       | awb_wght_chg_collect      | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Valuation Charge Prepaid    | awb_val_chg_prepaid       | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Valuation Charge Collect    | awb_val_chg_collect       | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Tax Charge Prepaid          | awb_tax_prepaid           | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Tax Charge Collect          | awb_tax_collect           | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Charges Due Agent Prepaid   | awb_due_agent_prepaid     | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Charges Due Agent Collect   | awb_due_agent_collect     | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Charges Due Carrier Prepaid | awb_due_carrier_prepaid   | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Charges Due Carrier Collect | awb_due_carrier_collect   | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Total Prepaid               | awb_total_prepaid         | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Total Collect               | awb_total_collect         | n/a      | Air Waybill | decimal |
| Header | OceanBL | AWB Other Charges               | awb_other_charges         | No limit | Air Waybill |         |
| Header | OceanBL | AWB Date Executed               | awb_executed              | 20       | Air Waybill |         |
| Header | OceanBL | AWB Place Executed              | awb_place                 | 20       | Air Waybill |         |
| Header | OceanBL | AWB Agent Signature             | awb_signature_agent       | 20       | Air Waybill |         |

|        |         |                                  |                          |     |  |                              |
|--------|---------|----------------------------------|--------------------------|-----|--|------------------------------|
| Header | OceanBL | IATA Airport of Departure        | iata_airport_departure   | 50  | Dangerous Goods IATA and Non-Dangerous Goods |                              |
| Header | OceanBL | IATA Destination Airport         | iata_airport_destination | 50  | Dangerous Goods IATA and Non-Dangerous Goods |                              |
| Header | OceanBL | IATA Transport Type Code         | iata_transport_type      | 1   | Dangerous Goods IATA                         | P for Passenger, C for Cargo |
| Header | OceanBL | IATA Shipper Name-Title          | shipper_name_title       | 50  | Dangerous Goods IATA and Non-Dangerous Goods |                              |
| Header | OceanBL | IATA Shipment Place              | shipper_place            | 50  | Dangerous Goods IATA and Non-Dangerous Goods |                              |
| Header | OceanBL | IATA Shipment Date               | shipper_date             | 50  | Dangerous Goods IATA and Non-Dangerous Goods | MM/DD/YYYY                   |
| Header | OceanBL | IATA Radioactive Flag            | iata_radioactive_flag    | n/a | Dangerous Goods IATA                         | 0 for No, 1 for Yes          |
| Header | OceanBL | IATA Additional Handling         | addtnl_handling          | 250 | Dangerous Goods IATA                         |                              |
| Header | OceanBL | IMO Vessel-Flight-Date           | imo_ship_voyagenum       | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Port of Handling             | imo_port_of_handling     | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Container ID Number          | imo_container_id         | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Seal Number                  | imo_seal_num             | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Container Type-Size          | imo_container_size       | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Tare Mass (kg)               | imo_tare                 | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Gross Mass (kg)              | imo_total_gross_mass     | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Transportation Reference No. | imo_reference_num        | 30  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Shipper Reference Number     | imo_shipper_ref_num      | 50  | Dangerous Goods IMO                          |                              |
| Header | OceanBL | IMO Forwarder Reference Number   | imo_fwrdr_ref_num        | 50  | Dangerous Goods IMO                          |                              |



|        |         |                                 |                           |          |                                 |         |
|--------|---------|---------------------------------|---------------------------|----------|---------------------------------|---------|
| Header | OceanBL | IMO Carrier                     | imo_carrier_name          | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Packing Company             | imo_packer_company        | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Packing Name-Status         | imo_packer_name_status    | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Packing Place-Date          | imo_packer_date           | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Hauler Name                 | imo_hauler_name           | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Vehicle Reg Number          | imo_hauler_vehicle_no     | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Hauler Driver-Date          | imo_hauler_name_date      | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Preparer Company            | imo_preparing_company     | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Preparer Name-Status        | imo_preparing_name_status | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | IMO Preparer Place-Date         | imo_preparing_place_date  | 50       | Dangerous Goods IMO             |         |
| Header | OceanBL | Non-Dangerous Goods Description | articles_not_restricted   | No limit | Non-Dangerous Goods             |         |
| Header | OceanBL | IATA 24-Hour Phone Number       | 24hr_phone                | 2000     | Dangerous Goods IATA            |         |
| Header | SLI     | Inland Freight Fees Quote       | sli_if_q                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | OceanAir Fees Quote             | sli_oa_q                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | Handling Fees Quote             | sli_hf_q                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | Insurance Fees Quote            | sli_ic_q                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | Consular Fees Quote             | sli_cf_q                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | Additional Charges Quote        | sli_ac_q                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | Inland Freight Fees Adjustment  | sli_if_a                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | OceanAir Fees Adjustment        | sli_oa_a                  | n/a      | Shipper's Letter of Instruction | decimal |
| Header | SLI     | Handling Fees Adjustment        | sli_hf_a                  | n/a      | Shipper's Letter of Instruction | decimal |

|        |     |                                  |                          |          |                                 |                       |
|--------|-----|----------------------------------|--------------------------|----------|---------------------------------|-----------------------|
| Header | SLI | Insurance Fees Adjustment        | sli_ic_a                 | n/a      | Shipper's Letter of Instruction | decimal               |
| Header | SLI | Consular Fees Adjustment         | sli_cf_a                 | n/a      | Shipper's Letter of Instruction | decimal               |
| Header | SLI | Additional Charges Adjustment    | sli_ac_a                 | n/a      | Shipper's Letter of Instruction | decimal               |
| Header | SLI | Adjust Inland Freight Flag       | sli_if_yn                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Adjust OceanAir Flag             | sli_oa_yn                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Adjust Handling Flag             | sli_hf_yn                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Adjust Insurance Flag            | sli_ic_yn                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Adjust Counsular Flag            | sli_cf_yn                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Adjust Additional Flag           | sli_ac_yn                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Quote on These Charges Flag      | sli_quote                | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Adjust Invoice with Charges Flag | sli_adjust               | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Respond with Costs By Code       | sli_respond_with_costs   | 50       | Shipper's Letter of Instruction | Phone, Fax or Email   |
| Header | SLI | How to Bill Freight Code         | sli_freight_prepaid      | 50       | Shipper's Letter of Instruction | Collect or Prepaid    |
| Header | SLI | Shipping Details Code            | sli_shipping_cons_direct | 50       | Shipper's Letter of Instruction | Consolidate or Direct |
| Header | SLI | Insurance Required Flag          | sli_insurance_required   | n/a      | Shipper's Letter of Instruction | 0 for No, 1 for Yes   |
| Header | SLI | Type of Insurance                | sli_insurance_type       | No limit | Shipper's Letter of Instruction |                       |
| Header | SLI | License Number-Symbol            | sli_lic_num_symbol       | 25       | Shipper's Letter of Instruction |                       |

|        |     |                                     |                 |     |                                 |                     |
|--------|-----|-------------------------------------|-----------------|-----|---------------------------------|---------------------|
| Header | SLI | Forward Documents To                | sli_fwd_docs_to | 40  | Shipper's Letter of Instruction |                     |
| Header | SLI | Invoice Attached Flag               | sli_doc_inv     | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | NAFTA Attached Flag                 | sli_doc_nf      | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | Inland Bill of Lading Attached Flag | sli_doc_ov      | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | Packing List Attached Flag          | sli_doc_pl      | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | Certificate of Origin Attached Flag | sli_doc_co      | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | Bank Draft Attached Flag            | sli_doc_dr      | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | Attachment Flag                     | sli_doc_att     | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |
| Header | SLI | Other Attached Flag                 | sli_doc_Othr    | n/a | Shipper's Letter of Instruction | 0 for No, 1 for Yes |

### Inbond Type Codes for AESDirect

| Codes | Inbond Type                           |
|-------|---------------------------------------|
| 36    | Warehouse withdrawal for IE           |
| 37    | Warehouse withdrawal for T&E          |
| 67    | Foreign Trade Zone withdrawal for IE  |
| 68    | Foreign Trade Zone withdrawal for T&E |
| 70    | Not Sold Inbond                       |

### Acceptable Content for the Mode of Transport Fields

| Mode of Transport                         | Mode of Transport Code | Mode of Transport Type |
|---|------------------------|------------------------|
| Air                                       | 40                     | A                      |
| Air, Containerized                        | 41                     | A                      |
| Vessel                                    | 10                     | S                      |
| Vessel, Containerized                     | 11                     | S                      |
| Barge                                     | 12                     | S                      |
| Rail                                      | 20                     | S                      |
| Rail, Containerized                       | 21                     | S                      |
| Truck                                     | 30                     | S                      |
| Truck, Containerized                      | 31                     | S                      |
| Auto                                      | 32                     | O                      |
| Pedestrian                                | 33                     | O                      |
| Road, Other                               | 34                     | O                      |
| Mail                                      | 50                     | O                      |
| Passenger, Hand Carried                   | 60                     | O                      |
| Fixed Transport (Pipeline and Powerhouse) | 70                     | O                      |

In order for **Mode of Transport** data to be successfully imported into Shipping Solutions Professional, you need to map all three of these data fields.

| Code | Contact Type                      |
|------|-----------------------------------|
| BB   | Inland Bill of Lading Bill To     |
| BC   | Inland Bill of Lading Consignee   |
| BT   | Bill To                           |
| CB   | Not used                          |
| CE   | Canada Customs Invoice Exporter   |
| CO   | Canada Customs Invoice Originator |
| CP   | Canada Customs Invoice Purchaser  |
| EX   | Exporter                          |
| FA   | Forwarding Agent                  |
| FF   | Freight Forwarder                 |
| FL   | Freight Location Company          |
| IC   | Intermediate Consignee            |
| NC   | NAFTA Certified                   |
| NI   | NAFTA Importer                    |
| NP   | NAFTA Producer                    |
| NT   | Notify Party                      |
| OC   | Ocean Bill of Lading Also Notify  |
| UC   | Ultimate Consignee                |

When running the DXM using an XML file, you will need to identify each contact type using these codes. The **EX** contact type is required but can be blank.

# International Trade Resources

If you have questions or concerns about the export process, we recommend you contact one or more of the export resources listed below. **These are not resources for questions or problems with the Shipping Solutions software**, although many of these people, companies and agencies have made valuable contributions to Shipping Solutions:

- CARGOpak Corp., 800-266-0652, [www.cargopak.com](http://www.cargopak.com)
- CJ Petersen & Associates, 651-690-4324, [www.train2export.com](http://www.train2export.com)
- International Business Training, 800-641-0920, [www.i-b-t.net](http://www.i-b-t.net)
- JD Goodrich & Associates, 952-934-4187, [www.jdg-associates.com](http://www.jdg-associates.com)
- The U.S. Bureau of Industry and Security advances U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system and promoting continued U.S. strategic technology leadership. [www.bis.doc.gov/](http://www.bis.doc.gov/)
- The U.S. Census Bureau's Foreign Trade Division is the official source for U.S. export and import statistics and responsible for issuing regulations governing the reporting of all export shipments from the United States. If you're searching for import or export statistics, information on export regulations, commodity classifications, or a host of other trade related topics, this is the place to get the information you need. [www.census.gov/foreign-trade/index.html](http://www.census.gov/foreign-trade/index.html)
- The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. U.S. Commercial Service trade professionals in more than 100 U.S. cities and in more than 75 countries help U.S. companies get started in exporting or increase sales to new global markets. [www.trade.gov/cs](http://www.trade.gov/cs)
- The U.S. International Trade Administration strengthens the competitiveness of U.S. industry, promotes trade and investment, and ensures fair trade through the rigorous enforcement of our trade laws and agreements. It partners with other U.S. government agencies to help U.S. companies export through [www.export.gov](http://www.export.gov).

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