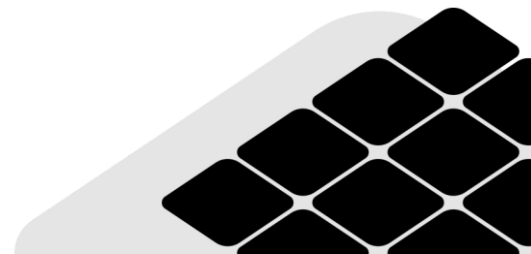




Add Carrier Quick Reference Guide

February 2021



Copyright © 2021 E2open, LLC. All rights reserved.

This document is confidential information of E2open, LLC. You may not reproduce, disclose or distribute any part of any part of this document in any form or by any means, without the written permission of E2open, LLC, nor may you use it to create derivative works.

E2open and the E2open logo are registered trademarks of E2open, LLC. Other product or company names may be the trademarks of their respective owners.

Use of E2open, LLC software is subject to the terms of a master services agreement and applicable export and import restrictions. Restricted rights of U.S. government users.

This documentation may contain links to external websites that E2open does not own or control. E2open neither evaluates nor guarantees the availability of these websites.

Table of Contents

Adding New Carrier Connection4

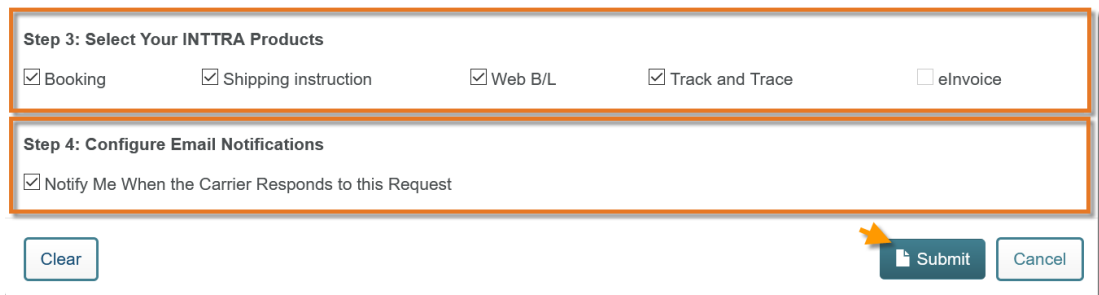
Managing Carrier Connections4

Adding New Carrier Connection

This procedure describes how to add a new carrier connection.

To add a new carrier connection:

1. In the INTTRA portal, navigate to the **Administration** menu and click **New Carrier Connection**.
The **Request New Carrier Connection** window is displayed.
2. Choose the desired carrier from the **Carrier** drop-down menu.
3. In the **Enter Carrier Required Information** section, enter as much information as possible to enable the carrier to easily identify your account.
Some carriers might have mandatory requirements, in which case the required fields will be marked using red asterisk marks.



The screenshot shows a form with two sections highlighted by orange boxes. The first section, titled "Step 3: Select Your INTTRA Products", contains five checkboxes: "Booking" (checked), "Shipping instruction" (checked), "Web B/L" (checked), "Track and Trace" (checked), and "eInvoice" (unchecked). The second section, titled "Step 4: Configure Email Notifications", contains one checkbox: "Notify Me When the Carrier Responds to this Request" (checked). Below the sections are three buttons: "Clear", "Submit" (with a document icon), and "Cancel". An orange arrow points to the "Submit" button.

4. In the **Select Your INTTRA Products** section, select the products you would like to use for the carrier.
If a product is not supported by the chosen carrier, it will not be available for selection.
5. In the **Configure Email Notifications** section, select the **Notify me when the Carrier responds to this Request** check box to receive the update status of your connection request.
6. Finally click **Submit** to send your connection request to the carrier.
A confirmation message is displayed on successful submission.

Managing Carrier Connections

You can manage your carrier connections, check the connection status, or even modify the connection from the manage connection window.

To manage carrier connections:

1. In the INTTRA portal, navigate to the **Administration** menu and click **Carrier Connections**.

The **Carrier Connection** window is displayed.

Carrier Connection

Filter by Status Pending All Clear Filter

[Request New Connection](#) [Add Service to Approved Connection](#)

Show 10 Rows Filter Results: Enter Filter Value...

Carrier	Status	Services	Requested	Las
Maersk Line Limited	Pending Approval	Shipping Instruction,Web BL,Track & Trace,Booking	22-Feb-2021	22-F
COSCO SHIPPING LINES	Pending Approval	Shipping Instruction,Web BL,Track & Trace,Booking	16-Dec-2020	16-I
Diamond Line GmbH	Pending Approval	Shipping Instruction,Web BL,Track & Trace,Booking	16-Dec-2020	16-I
Dole Ocean Cargo Express, Inc	Pending Approval	Shipping Instruction,Track & Trace,Booking	16-Dec-2020	16-I
Bondex Group as Booking Agent	Pending Approval	Shipping Instruction,Booking	30-Nov-2020	30-I
Contargo Wörth-Karlsruhe GmbH	Pending Approval	Track & Trace	27-Nov-2020	27-I
HAPAG-LLOYD USA	Pending Declination		29-Aug-2013	29-I

Showing 1 to 7 of 7 entries (filtered from 113 total entries) Previous 1 Next

- This page displays all the existing connections with various statuses, such as Approved, Declined, Pending All, Pending Approval and Pending Declination.
 - Use the **Filter by Status** drop-down list to filter the carriers using their statuses.
 - You can cancel the filter by clicking the **Clear Filter** button.
 - You can also find any carrier by entering its name in the **Filter Results** box.
2. Click the hyperlink in the **Carrier** column to view the carrier details.
The **Manage Carrier Connections** page is displayed.

Manage Carrier Connections

Connection Request: Pending Approval

Carrier Comments:

Step 1: Select Your Carrier * = Required Field.

Comments for Carrier

Enter Comments...

Step 3: Select Your INTTRA Products

Booking Shipping instruction Web B/L Track and Trace eInvoice

Step 4: Configure Email Notifications

Notify Me When the Carrier Responds to this Request

Clear Resubmit Cancel

- The carrier uses the **Carrier Comments** section to share any comments or request for any additional information from you.
3. You can respond to the carrier comment/request or do a follow up, by entering your comments in the **Comments for Carrier** section.
 4. Once complete, resubmit your request by clicking the **Resubmit** button.