

INTRTRA Shipping Instructions User Guide **22-Dec-2020**

A guide for creating, uploading, and editing shipping instructions, and distributing to all Carriers, NVOCCs or 3rd Parties.



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Creating Shipping Instructions

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

To create Shipping Instructions:

1. In the INTTRA portal, navigate to the **Document** menu, where you will find all Shipping Instructions related features.
2. Choose **Create New** from the Document menu.
The **Create Shipping Instruction** page is displayed. You can also access this page by clicking **Create new Shipping Instruction** in **Quick Links** in the home page.
3. Select the shipper and continue to fill in the instructions.
4. The following information is required:
 - a. Shipper
 - b. Carrier (& Carrier Booking Number)
 - c. Consignee
 - d. Vessel
 - e. Move Type
 - f. Port of Load and Port of Discharge
 - g. Container Number and Type
 - h. Package Count and Type
 - i. Cargo Gross Weight and Description
 - j. To send any 3rd party Shipping Instructions, enter email address in the **Partner Notification** field, located at the bottom of page.
5. Click **Submit**.

Saving and Editing Shipping Instruction Drafts

Partially filled Shipping Instructions can be saved as drafts. User can then reopen this draft SI later and complete it.

To save drafts:

1. Enter the SI details as described above.
2. Enter an appropriate name in the **SI Name** field.
3. Click the **Save Draft** button, located at the bottom of the **Create New SI** page.
 - a. Drafts can be saved by name and later retrieved from the **My Drafts** page (**Document > Drafts** menu).
 - b. To filter My Draft list, choose appropriate criteria from the **Filter** drop-down list.



- c. My Drafts list can be sorted by clicking on the field headers.
- d. Click the **SI Name** link to re-open the draft SI, enter missing / new information before submitting.



Searching for Shipping Instructions

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

To search for Shipping Instructions:

1. In the INTTRA portal, navigate to the **Document** menu, and choose **Search**.
The **Shipping Instruction Search** page is displayed.
2. Search by entering the **INTTRA SI Number**, that was provided upon creating the SI.
3. Alternatively, enter the **Search Criteria** using the options provided.
4. Click **Search**.
Shipping Instructions matching the specified criteria are displayed.

Using Templates

Templates can be reused after creating a Shipping Instruction.

To use a template:

1. In the INTTRA portal, navigate to the **Document** menu, and choose **Templates**. The **Company Templates/My Templates** page is displayed.

The screenshot shows the 'Shipping Instructions Workspace' with the 'Company Templates' tab selected. The interface includes a 'Show' dropdown menu set to 'Company Templates', a 'Filter by' dropdown set to 'Carrier', and a table of templates. The table has columns for 'SI Name', 'Creation/Modified Date (GMT)', 'Carrier', 'Vessel', 'Voyage', and 'Port of Load'. A callout points to the 'SI Name' column, indicating that clicking a link in this column opens the template.

SI Name	Creation/Modified Date (GMT)	Carrier	Vessel	Voyage	Port of Load
CU2100_20150828182620_179CONT	2015-08-28 18:58:31	TESTQACARRIER EDIF	-	-	NEW ALBANY, MS, UNITED STATE
CU2100_20190425114147	2019-04-25 11:50:30	TESTQACARRIER EDIF	-	-	KOCHI, INDIA (INMAI)
cu2100d template	-	-	-	-	-
meenu's si	2007-10-28 09:23:01	TESTQACARRIER X12	VESSEL	VOYAGE	NEW YORK, NY, UNITED STATES (
prod template bug	2020-09-24 17:54:20	TESTQACARRIER EDIF	-	-	MUMBAI (EX BOMBAY), INDIA (INB

2. Choose the type of templates, **Company Templates** or **My Templates**, you wish to view from the **Show** drop-down list. The selected type of templates is displayed.
 - a. Use the **Filter** drop-down menu to filter the list of templates.
 - b. The list of Templates can be sorted by clicking on field headers.
3. Click the **SI Name** link to open the template. The **Shipping Instructions - Template** page is displayed.
4. Make required changes to the information in the template.
5. Once done, click **Submit**.