

# MY ACL MYSHIPMENTS ENHANCED CUSTOMER FEATURES



A new choice of menu is now available to ACL customers for **Export Shipments** under the recently designed *MyShipments* option.

Users will have tons of functionality to view/search/research their shipments with ACL via this screen, including:

- A listing of all recent Shipments (**previous 2 weeks and next 8 weeks**)
- Ability to search by specific Shipment Number.
- Ability to export a list of all Shipments to an Excel Spreadsheet.
- Ability to print a Booking Confirmation or a Bill of Lading for a specific shipment
- Additionally, for UK shipments the ability to enter Export Declaration information on a shipment level.
- The user can now view:
  - Voyage #
  - POL & POD with updated ETA/ETD schedule dates.
  - Shipping Instructions Received Date and an icon ⚠ for Missing Shipping Instructions.
  - View all LOLO and RORO Rail Cutoff dates on a shipment level

As the user clicks on the **Export Shipments Button**, the system momentarily loads, and the screen will populate with a list of recent **Shipments** for the customer, along with helpful screen navigation and **Shipment Search** features.

Export Shipments

Enter Shipment#

Expand Standard Drag a column header here to group by that column

Opt	Voyage	Shipment	Type	Origin	POL	POLETD	POD	POD ETA	Destination	Transshipment	Reference	Commodity	Quote/Contract	Shipper	Forwarder	Consignee
	AST0122	SA-00884910		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/9/2022, 7:00 PM				CONSTRUCTION EQUIPMEN	SC-22-2200#1/26	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00879251		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1455263	JCB 507-42 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883525		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1458395	JCB 930-4 Rough Terrain Forklift	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883522		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1437488	JCB 427 Wheeled Loader	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883518		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1457514	JCB 542-70 LOADALL	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883517		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465147	JCB 512-56 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883516		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465156	JCB 512-56 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883515		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465154	JCB 512-56 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883513		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1466155	JCB 510-56	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00883512		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1466151	JCB 510-56	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00881930		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1423390	JCB 510-56	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00881929		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465951	JCB 509-42 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00881927		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465912	JCB 509-42 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00881925		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465946	JCB 509-42 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC
	AST0122	SA-00881924		Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/10/2022, 8:00 AM			1465949	JCB 509-42 Loadall	SC-22-2200#1/22	JCB 509-42 LTD	JCB 509-42 LTD	JCB INC

Page 1 of 3 (35 items) < 1 2 3 >

ACL provides you with the ability to search for a particular **Shipment** by entering **the Shipment #** and click the **Search** button. You can view a list of recent **Shipments** by clicking the **Show Recent Shipments** button:


## Export Shipments

SA-00884910

Expand Standard Drag a column header here to group by that column

## DATA RESULT SORTING/LAYOUT CAPABILITIES:

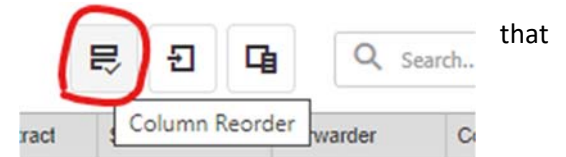
ACL customers can also click on a **Column Heading** and drag to the **right** or **left** to reconfigure the layout of the **Grid**, according to your own preference.




 Drag a column header here to group by that column

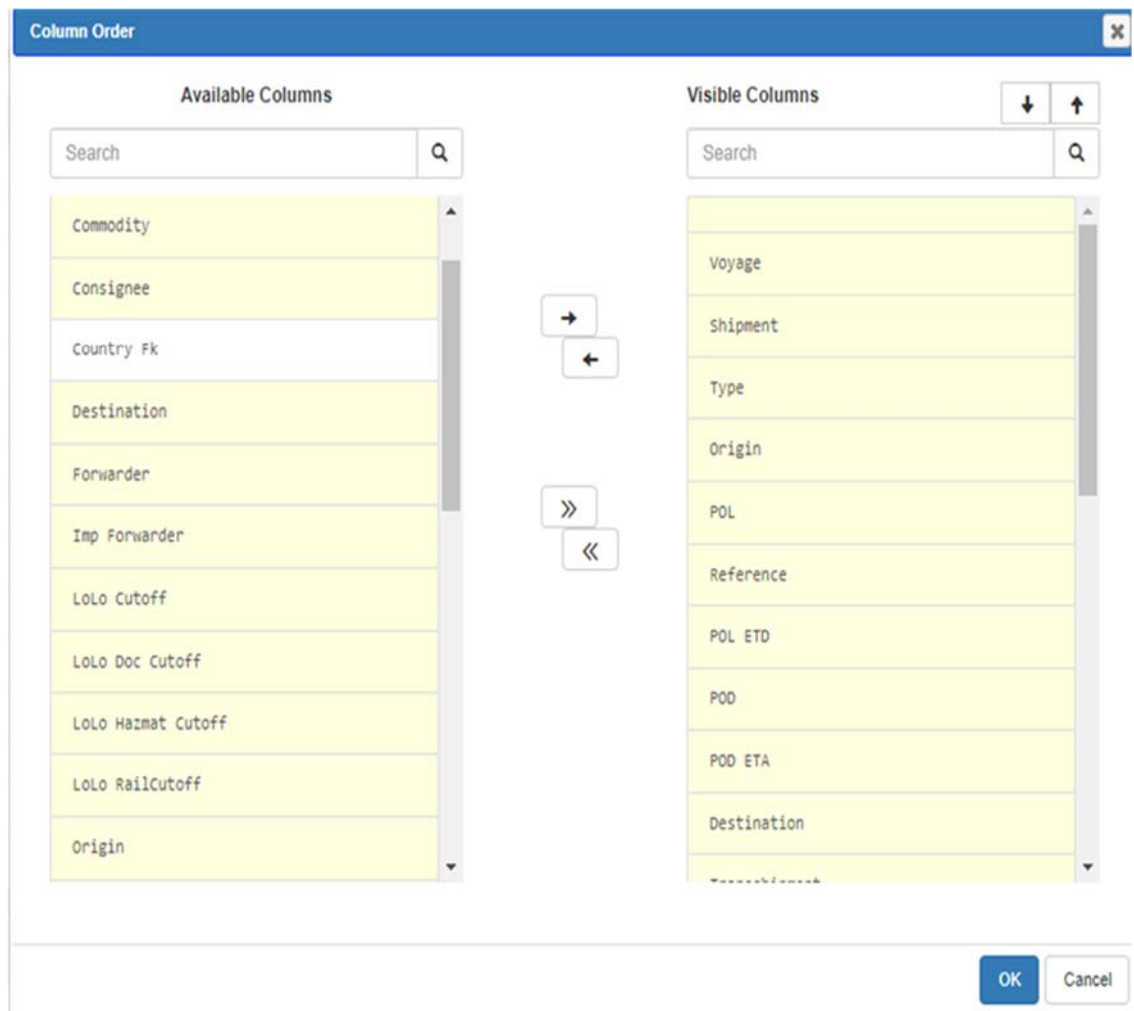
Opt	Voyage	Shipment	Type	Origin	POL	Reference	POL ETD	Reference	DD	POD E
		AST0122	SA-00884910			Liverpool		11/28/2022, 11:30 AM	Baltimore Port	12/9/2
		AST0122	SA-00879251			Liverpool	1465263	11/28/2022, 11:30 AM	Baltimore Port	12/10/

**MYSHIPMENT** also gives you the ability to select only the Column Data you wish to see. Just click on the **Column Reorder** icon.



You can see all **Available Columns** on the **left side** and all **Visible Columns** (columns indicated on the Grid) on the **right**. You can add or remove column heading from **Visible Columns** by clicking and dragging from left to right or right to left or by using the arrows after clicking on the column heading.

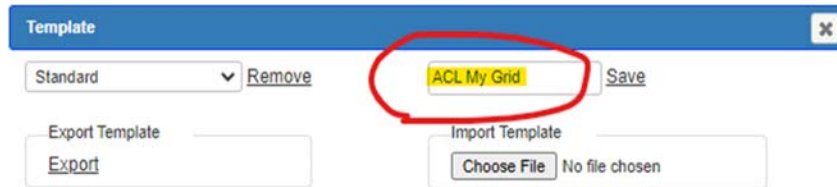
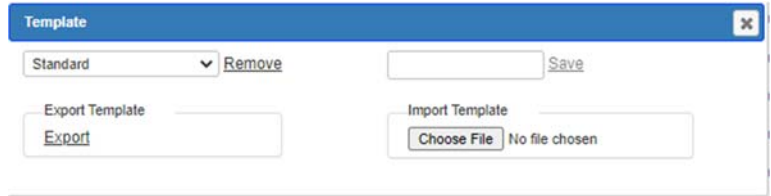
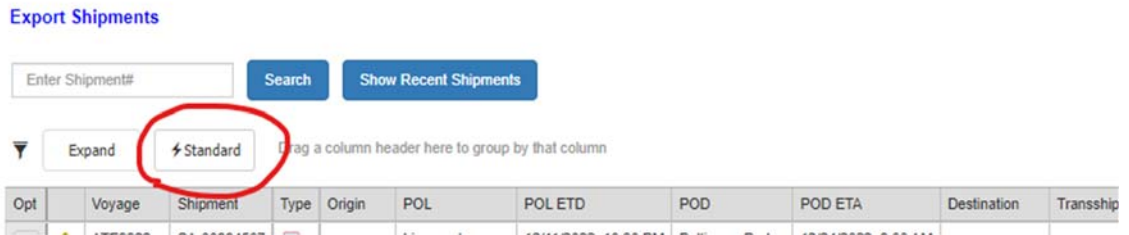
Additionally, you can adjust the order in which the columns appear in the **Visible Columns** section by clicking and dragging a column header up or down.



ACL also provides you with the ability to create and name your own **Grid Layout** for repeated use (**Personal Grid Template**). This allows you to create a **Grid** with only the fields that you normally would want to see, in the order you would like to see them in.

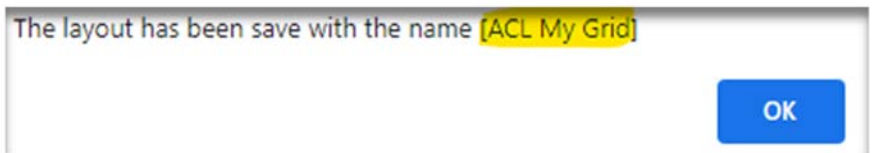
Once you have completed the **Column Order**, to add/remove & rearrange the **Columns**, in the order of your

preference, click on the box at the **top right** next to **Expand Button** called "**Standard**". (This shows the current **Grid** being used on the Screen. By default, this is **STANDARD** until you create your own Grid Name and use that.)

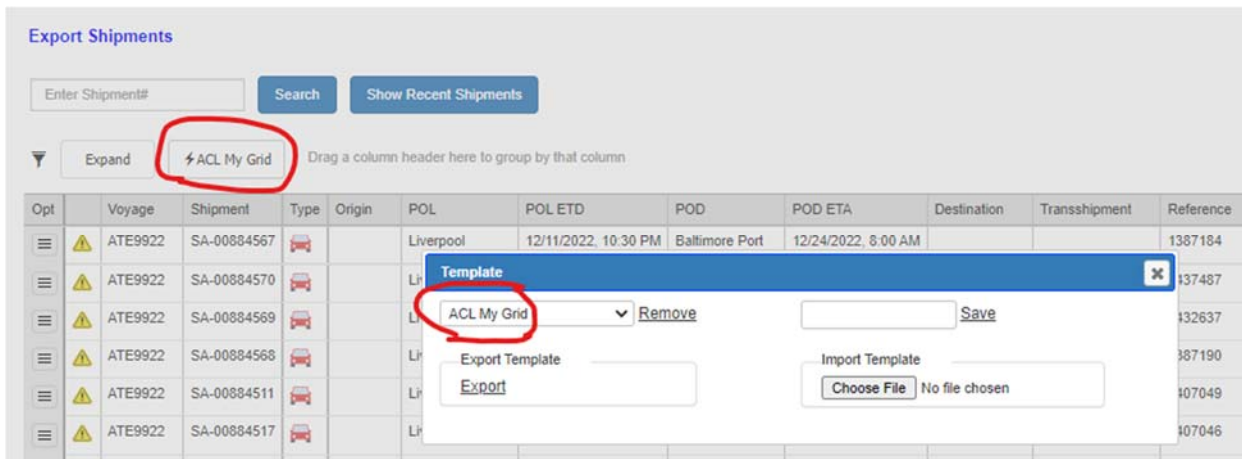


You will then type in the empty box, next to the word **Save** to name your **Personal Grid** any name you prefer and then click **SAVE**.

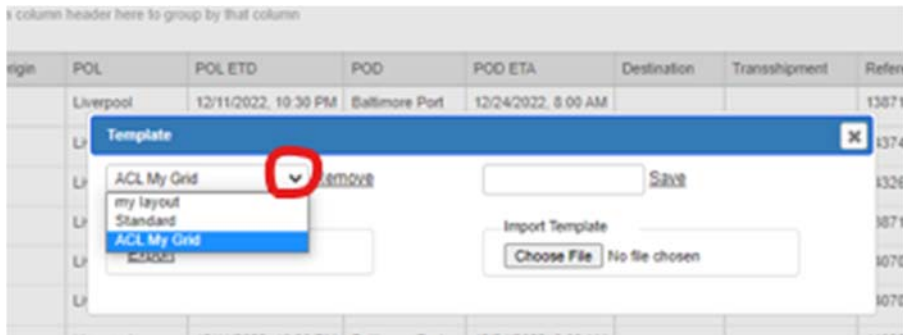
A message will then pop-up, to confirm your new **Personal Grid Layout** has been successfully saved.



The **Grid Template** that you see on the screen will now always default to this newly saved **Grid**.



You can create multiple personal **Grids** and switch between them by clicking on the **Grid Name**, on the main screen (see box next to **Expand**) and in the **Template Window** – click the down **Arrow** and choose another **Grid**.



**MYSHIPMENT** provides the ability to **Group Shipments** by one or more columns. Click the **Column Header** up to the area that states: *“Drag a column header here to group by that column”*.

### Export Shipments

Enter Shipment#

Expand  Drag a column header here to group by that column

Opt	Voyage	Shipment	Type	Origin	POL	POL ETA	POD
<input type="checkbox"/>	ATE9922	SA-00890364			Liverpool	12/11/2022, 10:06 PM	Baltimore Po

As example – Group by POL and POD ETA.

Export Shipments

Enter Shipment#

Expand

Opt	Voyage	Shipment	Type	Origin	POL	POL ETA	POD	Destination	Transshipment	Reference	Commodity	Quote/Contract	Shipper
POL: Halifax													
POD ETA: 12/10/2022, 7:30 PM													
<input type="checkbox"/>	ASU0222	SA-00885491		Dekalb (via Chicago-Harvey/C.N.R.)		12/3/2022, 5:12 AM	Hamburg			CCD32249G	Office & Lab Supplies	SC-05-5642#143/44	3M COMPANY
POD ETA: 12/16/2022, 7:00 PM													
<input type="checkbox"/>	ATS9422	SA-00881958		Dekalb (via Chicago-Harvey/C.N.R.)		12/10/2022, 5:06 PM	Hamburg			CCD96408	Office & Lab Supplies	SC-05-5642#144/44	3M COMPANY / 3M CE
POL: Liverpool													
POD ETA: 12/11/2022, 6:48 AM													
POD ETA: 12/11/2022, 6:48 PM													
POD ETA: 12/17/2022, 8:00 AM													
POD ETA: 12/23/2022, 7:00 PM													

15

Additionally, users can also **Sort by Specific Columns:**

### Export Shipments

Enter Shipment#

Drag a column header here to group by that column

Opt	Voyage	Shipment	Type	Origin	POL	POLETD	POD	POD ETA	Destination	Transshipm
	ATS9422	SA-00881968		Dekalb (via Chicago-Harvey/C.N.R.)	Halifax	12/10/2022, 5:06 PM	Hamburg	12/18/2022, 7:00 PM		
	ASU0222	SA-00885491		Dekalb (via Chicago-Harvey/C.N.R.)	Halifax	12/3/2022, 5:12 AM	Hamburg	12/10/2022, 7:30 PM		
	ASU0222	SA-00885491		Dekalb (via Chicago-Harvey/C.N.R.)	Halifax	12/3/2022, 5:12 AM	Hamburg	12/10/2022, 7:30 PM		
	ATE9922	SA-00884569			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM		
	ATE9922	SA-00884550			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM		
	ATE9922	SA-00890320			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM		
	ATE9922	SA-00890364			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM		
	ATE9922	SA-00884587			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM		

The **Grid** results can be configured on your screen to include your preference for, **Number of Records** seen on the screen, per page.

Opt	Voyage	Shipment	Type	Origin	POL	POLETD	POD	POD ETA	Destination	Transshipment	Reference	Commodity	Quote
	ATS9422	SA-00881968		Dekalb (via Chicago-Harvey/C.N.R.)	Halifax	12/10/2022, 5:06 PM	Hamburg	12/18/2022, 7:00 PM			CCD96488	Office & Lab Supplies	90.48
	ASU0222	SA-00885491		Dekalb (via Chicago-Harvey/C.N.R.)	Halifax	12/3/2022, 5:12 AM	Hamburg	12/10/2022, 7:30 PM			CCD32249G	Office & Lab Supplies	90.48
	ASU0222	SA-00885491		Dekalb (via Chicago-Harvey/C.N.R.)	Halifax	12/3/2022, 5:12 AM	Hamburg	12/10/2022, 7:30 PM			CCD32249G	Office & Lab Supplies	90.48
	ATE9922	SA-00884569			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1432637	JCB 417 Wheelbarrow	90.00
	ATE9922	SA-00884550			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1403586	JCB 400 Wheelbarrow	90.00
	ATE9922	SA-00890320			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1437209	JCB 400 Wheelbarrow	90.00
	ATE9922	SA-00890364			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1407048	JCB 400 Wheelbarrow	90.00
	ATE9922	SA-00884587			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1477900	JCB 400 Wheelbarrow	90.00
	ATE9922	SA-00890350			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1387184	JCB 400 Wheelbarrow	90.00
	ATE9922	SA-00890342			Liverpool	12/11/2022, 10:06 PM	Baltimore Port	12/23/2022, 7:00 PM			1437487	JCB 400 Wheelbarrow	90.00
	ATK9822	SA-00888472			Liverpool	12/5/2022, 7:00 AM	Baltimore Port	12/17/2022, 8:00 AM			1440284	JCB 400 Wheelbarrow	90.00
	ATK9822	SA-00888474			Liverpool	12/5/2022, 7:00 AM	Baltimore Port	12/17/2022, 8:00 AM			1465152	JCB 400 Wheelbarrow	90.00
	ATK9822	SA-00888552			Liverpool	12/5/2022, 7:00 AM	Baltimore Port	12/17/2022, 8:00 AM			1466148	JCB 400 Wheelbarrow	90.00
	ATK9822	SA-00888476			Liverpool	12/5/2022, 7:00 AM	Baltimore Port	12/17/2022, 8:00 AM			1466165	JCB 400 Wheelbarrow	90.00
	AST0122	SA-00885737			Liverpool	11/28/2022, 11:36 AM	Baltimore Port	12/11/2022, 8:48 PM			1465147	JCB 400 Wheelbarrow	90.00

15

The ability to **Export the Grid** to an **Excel Spreadsheet** is available, by clicking the icon to **Export**.

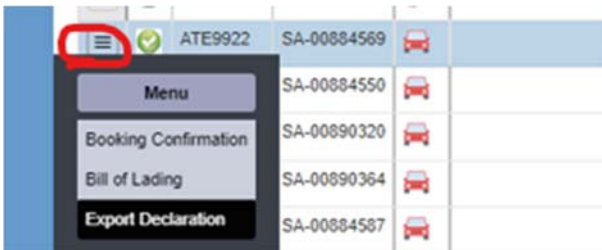
## MYSHIPMENT PRINTING CAPABILITIES:



Click the **Menu Option**, to the **left** of each **Shipment Row**, the ability to **Print a Booking Confirmation** or **Bill of Lading** for that shipment is available.

A **.PDF** will be produced that you can print from your browser.

## 🇬🇧 DECLARATION NUMBER ENTRY FOR UK SHIPMENTS ONLY:



There is an option for customers to add **Declaration Numbers** per shipments.

Click the **Menu Option**, to the **left** of each **Shipment Row** and select **Export Declaration**.

Once **Export Declaration** is selected, another screen will pop-up, allowing you to add **UK Declaration Numbers / Types** by clicking the **“+” button**.

Currently, the Country is fixed to **United Kingdom**.

**Customer Entry Type**, **Decl No.** and **Decl Type** should all be added (Customs Entry Type and Decl. Type can be selected from **dropdown**, by clicking on **lightning bolt**, next to field).

**Add New Records** by clicking **“+” button**. Remove a record, by clicking **Trash Can**, next to row.

Country	Customs Entry	Decl. No.	Decl. Type
UNITED KINGDOM	DUCR	2GB860206942000-A	PSA Carrier

When completed, click **OK Button**.