International Shipment Data Manifestation Process

Description	This Job aid highlight the process for manifesting international shipments that lack crucial data in CORE. The same process will be applied for entering and declaring correct data such as shipment weight, value, commodity, origin/destination details and packing information. Accurate input of information is pivotal for ensuring a seamless flow of shipments.
Responsibility	All SMSA origins exporting International Shipments
Individuals responsible	HUB & Linehaul Managers, HUB & Linehaul Supervisors, Export Coordinators, Gateway Managers, Gateway Supervisors, Clearance Coordinators

Below is the step-by-step process:

1. Identifying AWBs with Missing Data

First step is to identify AWBs which have no data in CORE. For this, manifest all export shipments in SPANEL and check if any AWB have missing data.

    a. Navigate to SPANEL → System Management → Generate Air Manifest

    b. Paste all export AWBs in the "Air Waybill" section and click "Check AWB Validity."

    c. Click on Learn More and then Export to CSV

    d. An Excel file will download. Open the file and filter by the "Status" column, selecting "**No data for this shipment**."
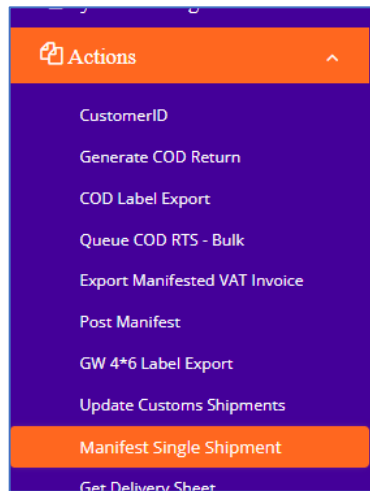
	A	B
1	Waybill	Status
2	210219254388	No data for this shipment
3	210219254399	No data for this shipment
4	210219254405	No data for this shipment
5	210264681222	No data for this shipment
6	210264681410	No data for this shipment
7	210264681592	No data for this shipment

    e. These are the AWBs missing CORE data. Copy each AWB from the file for individual manifesting using the following process.

2. Manifesting AWB data in SPANEL

Now the next step is to manifest the AWB in SPANEL. For this, follow below steps:

a. Retrieve the physical AWB copy of the shipment to be manifested
b. Go to SPANEL → Actions → Manifest Single Shipment
c. Under "Search", paste the AWB number from the excel file and click on "Search"

d. All AWB-related data will populate in the fields below.

Confidential Document

e. Enter the data as per the AWB. Note that you must mention the correct and actual details such commodity, weight and declared value. **Ensure all other data (account number, packing information, shipper/consignee details) is accurate and error-free.**

f. When selecting Duty and VAT types, "**Cash on Delivery**" refers to DDU (Delivery Duty Unpaid) and "**Paid**" refers to DDP (Delivery Duty Paid). Ensure adherence to instructions associated with the account number and liaise with the respective regional accounts team if any clarification is needed.

g. For currency, adhere to the currency requirements of the destination.

h. Once the AWB details are entered, click on **Save details**.

Recipient Postal		Recipient Phone	

Save Details

i. The page will reload after saving, displaying a "Print AWB" option. Click "Print AWB" and print the updated SMSA AWB using the Zebra printer.

Manifest Shipment   🏠 / SMSA Express / Control Panel

Search   ▾

AWB Number   215141974502   Search   Print AWB

j. Once printed, affix the label to the shipment and remove the old AWB.

3. **Data Update and Manifest Generation:**
   a. Allow approximately 20-25 minutes for the data to reflect in CORE after updating shipment details.
   b. Once all shipment data is updated, proceed with connecting the load to the destination as usual.
   c. After 30 minutes from manifesting the last shipment, recheck for data availability in CORE.
   d. When all data is available, generate the SPANEL manifest and share it with the destination for further processing

Note: *It is crucial to ensure that all entered data is accurate and correct. Inaccurate data can result in penalties and delays in shipment processing. To mitigate these risks, always double-check all data entries before saving the shipment details. This simple precaution can help maintain efficiency and compliance throughout the shipment process.*