

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."

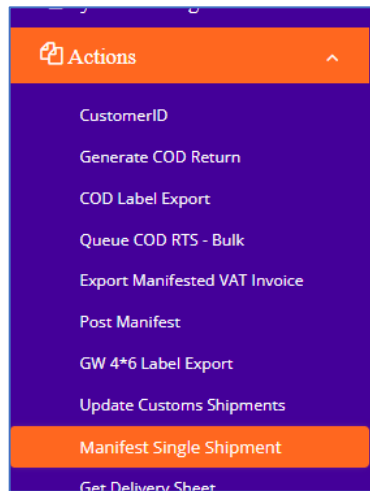
	A	B
1	Waybill	Status
2	210219254388	No data for this shipment
3	210219254399	No data for this shipment
4	210219254405	No data for this shipment
5	210264681222	No data for this shipment
6	210264681410	No data for this shipment
7	210264681592	No data for this shipment

- 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:

- Retrieve the physical AWB copy of the shipment to be manifested
- Go to SPANEL → Actions → Manifest Single Shipment
- Under “Search”, paste the AWB number from the excel file and click on “Search”



Manifest Shipment

Search

AWB Number
210264681410
Search

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

Shipment details

Shipment AWB	210264681410	Master AWB	210264681410
Shipment Account		Shipment Service	Select...
Shipment Packaging	Select...	Contents	
Shipment Value (DV)		Shipment COD	
Shipment Duties		Currency	Select...
Shipment Weight		Shipment Date	
Duty Type	Select...	Delivery Type	Select...
Vat Type	Select...	Order Number	
Sender Name		Sender Company	
Sender address 1		Sender address 2	
Sender Country	Select...	Sender City	
Sender Postal		Sender Phone	
Recipient Name		Recipient Company	
Recipient address 1		Recipient address 2	
Recipient Country	Select...	Recipient City	
Recipient Postal		Recipient Phone	

- 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**.

The screenshot shows a form with two input fields: 'Recipient Postal' and 'Recipient Phone'. Below these fields is a purple button labeled '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.

The screenshot shows the 'Manifest Shipment' page. At the top, there is a purple header with the text 'Manifest Shipment' and a navigation bar with a home icon, 'SMSA Express', and 'Control Panel'. Below the header is a search bar with the text 'Search'. Underneath the search bar is a form with the label 'AWB Number' and a text input field containing '215141974502'. To the right of the input field are two purple buttons: 'Search' and '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.*