Quick Start: Creating a Single-Shipment e-Manifest Trip

Single-shipment trips are the most common type of e-Manifest. In these cases, you have <u>one shipment control number (PAPS Sticker)</u>, and most importantly, <u>one deliver-to location</u>.

If in any case you have <u>more than one ship-from or deliver-to</u>, multiple control numbers (PAPS Stickers) are necessary, requiring you to submit a multi-shipment e-Manifest. For those situations, please consult the guide titled **Quick Start: Creating a Multi-Shipment e-Manifest Trip**.

For the purpose of this quick start guide, we're going to assume that you've preloaded your drivers, trucks, trailers, shippers, and consignees on their respective maintenance screens under the *Databases* menu. This is <u>the best way</u> to reduce the chance of errors and speed up the creation of e-Manifest trips, and is highly recommended.

Getting Started

Go to www.emanifest.ca and click on the top of the screen where it says "*Login*". On the sign-in screen, enter your assigned username and password.

After your username and password are verified, you'll be automatically sent to your **Trip History**. This screen shows you a listing of the e-Manifest trips you've already sent, along with their current status for the current day. You can look for trips over a different time span by changing the dates in the *To* and *From* fields.

To create a new trip, click on the **Trips** menu toward the top of the screen and select **Trip Maintenance**.

Creating a Trip on the Trip Maintenance Screen

Here's what you need to know to create and send a single-shipment e-Manifest.

Arrival Date: This tells US Customs when you expect to cross the border. If you're planning on crossing later today, you can leave it as-is. To change the arrival date, click on the "**…**" button to the right of the date.
<u>Please remember that you must arrive on or after the specified date or later</u>. You can cross up to 90 days after the arrival date you choose here.

Trip Number: Customs uses the trip number to uniquely identify your e-Manifest. This one is *very important*. You can choose any number, so long as it is <u>unique for one year</u>. This value <u>can match</u> the value entered for the *Control Number*.
Greeneye recommends using one of the following for your trip number: The invoice number off your invoice, an order number, or the numeric digits off your PAPS sticker.

Arrival State: The U.S. state of the land port where your driver will be crossing at. If you typically cross in the same state, it might already be selected. If not, find the state you're looking for in the drop-down menu.

Arrival Port: The U.S. land port where your driver will be crossing. This list is narrowed down automatically based on the state you picked in the step above. Select the land port you're looking for in the drop-down menu.

Conveyance: If you've already entered the conveyance information under *Conveyance Maintenance*, select the truck used for this trip from the drop-down menu.

Equipment: If you've already entered the equipment information under *Equipment Maintenance*, select the trailer from the drop-down menu.

Driver: If you've already entered the driver information under *Driver Maintenance*, select the driver from the drop-down menu. Please Note: A valid travel document number must be entered for the selected driver, otherwise your trip will probably get rejected.

Shipment Type: Most shipments will be considered "regular", so if that's the case, you don't have to change this option.

Control Number: Enter the numeric portion of your PAPS sticker.

For example, if your PAPS sticker shows *GEYE0001234*, type just the numbers *0001234* in the control number field.

The control number must match the numeric portion of the PAPS number given to the Customs Broker, or you will face delays at the border.

Country of Origin: Select the country where this load was picked up. It should default to Canada automatically.

Port of Lading: Select the Province where the goods were loaded.

Shipper: Select the correct shipper from the drop-down menu. You can also enter one on-the-fly by clicking on the arrows next to *Shipper Info* if it wasn't previously entered in *Shipper Maintenance*.

Consignee: Select the consignee or ship-to from the drop-down menu. You can also enter one on-the-fly by clicking on the arrows next to *Consignee* if it wasn't previously entered in *Consignee Maintenance*.

Description: Enter the general description of what is on this load.

Quantity: Enter the quantity of the <u>smallest exterior packaging</u> for the items on the load.

For example, if you have 2 pallets containing 44 boxes of machinery parts, your quantity would be 44 boxes. In this case, boxes, not pallets, are the smallest exterior package.

Quantity UOM: Select the unit of measure of the smallest exterior packaging entered above from the drop-down menu.

Gross weight: Enter the gross weight for the load.

Gross weight UOM – Select either pounds or kilograms for the gross weight entered above.

Saving, and Sending Your e-Manifest

After you've entered the items above, click the *Save* button at the bottom of the screen.

After your trip is saved, you will be taken to the *Trip Summary Maintenance* screen. Verify that the information you entered is correct, then click the *Send* button to send your e-Manifest to US Customs.

After your e-Manifest is sent, you should see a message at the top of the screen confirming that your trip has been sent successfully to Customs.

Checking the Status of Your e-Manifest

The *Trip Summary Maintenance* screen will be updated with messages from Customs to inform you of the status of your trip. To update the page to show trip accepted and other messages toward the bottom of the screen, click the *Summary* button.

Once the trip shows an *Accepted* message, your trip has been successfully received and verified by Customs.

Printing Your Trip Receipt and Inward Cargo Manifest

The *Trip Summary Maintenance* screen also allows you to print the Trip Receipt and the Inward Cargo Manifest (7533) Click the appropriate buttons toward the top of the screen to open and print them.

Adobe Acrobat Reader is required to view and print these documents. If you don't already have it on your computer, you can download it for *free* from www.adobe.com/reader.