

Standard Purchase Order and Invoice Requirements For Import Shipments

Invoicing Procedure: Commercial/Electronic invoices (E-Invoices) will be generated based on Importer Security Filing (ISF) and booking information entered in Expeditors' Order Management Booking (OMB) tool.

- GlobalCompliance@colonybrands.com will email a copy of the E-Invoice to the PO contacts 24 hours after shipment is confirmed on board (COB) a vessel, for vendor approval.
 - Actual factory that produces the goods must be used as the manufacturer for ISF.
 - Vendors **MUST** make updates to booking (i.e. quantities) prior to COB.
 - Payment will be processed based on this information, so accuracy is critical to ensure timely and accurate payment.
 - If changes need to be made to the E-Invoice, please highlight the changes made and notify Global Compliance in your email confirmation.
 - Please add a "Vend Ref Number" if you would like your own unique invoice number for payment tracking purposes.
- Please approve commercial invoice by email confirmation.
 - Include approved invoice and packing list in your response to GlobalCompliance@colonybrands.com within 72 hours of tendering your freight or within 48 hours of the confirmed-on board date.
 - Include any other requested or necessary information (i.e. APHIS, price/weight breakdowns, etc.)

Forwarders Cargo Receipt should include the following:

Notify Party:

Colony Brands, Inc.
1112 Seventh Avenue
Monroe, WI 53566 USA
TEL: 1-608-324-6024
CTC: Stephanie Huber

Also Notify Party:

Expeditors International
849 Thomas Drive
Bensenville, IL 60106 USA
TEL: 1-630-616-2593
CTC: Aaron Engebretson

Consignee:

Colony Brands, Inc.
1112 Seventh Avenue
Monroe, WI 53566 USA

Routing Instructions: Please contact your Production Manager should you have any questions regarding your Purchase Order / shipment instructions.

- See the Supplier Compliance Manual for additional contact information and routing procedures.

Proper Labeling: We have mandatory labeling requirements. (i.e. product must be free of retail price labels) Please refer to the Supplier Compliance Manual for specifics.

QA Requirements: All items that are the subject of each Purchase Order must strictly conform to the Product Specification(s) approved by the Supplier. The Supplier must adhere to the current Product Specification number and date listed in the item description. Any alteration, change, or deviation from the Product Specification, or any change in your suppliers, is strictly prohibited without prior notification to us and receipt of our express prior written consent. Failure to comply with this provision shall be deemed to be a breach of contract for which your company will be liable to us for all costs, expenses, and damages; and you agree to defend (by counsel acceptable to Buyer), indemnify, and hold Buyer and its successors and their representatives harmless from any resulting claims, damages, costs, expenses (including reasonable attorney's fees), or penalties.

NOTE: We reserve the right to cancel any Purchase Orders and/or Releases or the resulting contracts or to reduce the quantities purchased for any shipments that arrive past our in-house due date unless we granted prior written approval for the delays associated with those quantities. We will not be responsible for any costs associated with reduced or canceled Purchase Orders, contracts and/or Releases that result from late shipment and delivery by your company.

Example E-Invoice: Please see below E-Invoice example with the highlighted sections that must be confirmed upon receipt.

1. Full legal company name and address
2. Invoice # can be replaced with your invoice number or you can add your number to the Vend Ref Number field
3. Confirm Qty, Unit Price USD and Total USD (Note: if you make changes, make sure total invoice adds up correctly)
4. Confirm Manufacturer(s) name and address is the actual facility where the goods were produced (Note: do not provide company headquarter address)

ABC COMPANY
ATTN: JANE SMITH
1112 7TH AVENUE
MONROE, WI 53566

Commercial Invoice

Invoice Number: 1829
Vend Ref Number:
Invoice Date: 4/23/2016
Consignee Name: Colony Brands, Inc.
1112 7th Avenue
Monroe, WI 53566

House Bill Number: 61N000123

PO #	PLN #	SC #	Item Descr	CoO	Manufacturer Name	Construction	Material	Gender	Set Breakdown	Qty	Unit Price USD	Total USD
7CN123456	123456	ABCD4	ABC COMPANY ITEM DESCRIPTION	CN	ABC MANUFACTURING COMPANY					400	\$10.00	\$4000.00
7CL123456	123456	ABCD5	ABC COMPANY ITEM DESCRIPTION	CN	ABC MANUFACTURING COMPANY					500	\$15.00	\$7500.00
											Invoice Total:	\$11,500.00

Manufacturer(s):
ABC MANUFACTURING COMPANY
1112 7TH AVENUE
SOME CITY, SOME TOWN, CHINA

We will make payment based on payment terms calculated from the day we receive the product or invoice, whichever is later. Invoices that do not follow the process listed above may be returned for correction/clarification, which could result in delayed payment; provided, however, the availability of discount terms will run from the day that we receive any necessary correction/clarifications.

In addition to foregoing requirements, specific types of merchandise may require more detail. If you would like more information regarding invoicing requirements, please do not hesitate to contact us.

REV: 20171201

Expeditors International Order Management Booking Procedures

In order to ensure a proper E-Invoice is created, please follow the attached procedures when making the booking. NOTE: the booking can be revised until the goods are confirmed on board. If changes need to be made, it will be easier to update the booking than correcting the invoice later.

Page Outline
Saving Your Progress
Purchase Order Tab
Items Tab
Booking Request Tab
Booking Confirmation Tab
Warnings Tab
Tracking Number
Validating Your Booking
Printed Booking Form
Add Message
Booking History

Adding Bookings

If you're logged in as a **Shipper** or **Manufacturer**, the process for adding a new booking requires you to add information on a series of tabs, discussed in detail below. To start adding a new booking, click **Add Booking** from the left navigation bar. The links highlighted below are the tabs you will complete in order to create a booking.

You can also add a new booking by copying an existing booking. See [Copy a Booking](#) (page 13) for more information.

The screenshot displays the 'Order Management Bookings' web application. The main header shows 'BCB13827 - Shpr: Universal Technologies [DRAFT]' and navigation links for 'Purchase Order', 'Items', and 'Booking Request'. The 'Purchase Order' tab is active. The interface includes a left sidebar with navigation options like 'Home', 'What's New', 'Select Customer', and 'Shipper: Universal Technologies Configuration'. The main content area has a 'Add POS' section with a dropdown menu set to 'by PO Number' and a 'Lookup POS' button. Below this is a text input field with instructions: 'Enter PO numbers or Item IDs here, separate each by a comma, then click Add or hit the Enter key.' A 'Download Items' button is also present. To the right is a table with columns 'PO Number', 'Open Date', 'Close Date', and 'Consignee', currently showing 'None Selected'. At the bottom, there are buttons for '<Back', 'Next >', 'Exit', 'Validate', 'Submit Booking', and 'Cancel Booking'.

Figure 1: Shipper Add Bookings - Purchase Order Tab



Figure 1: Manufacturer Add Bookings - Purchase Order Tab

Saving Your Progress

Order Management Bookings will automatically save your progress each time you go to a different tab. You can also click the **Save** icon (Save icon) as necessary. Save your progress before logging out of the system.

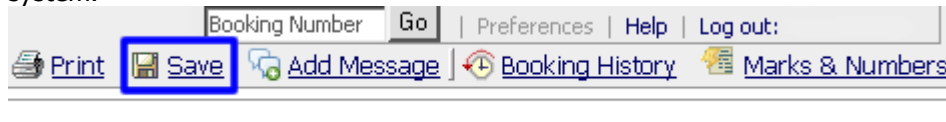


Figure 2: Save Link

Purchase Order Tab

This is where you choose which POs you want to book. You can use **Lookup POs** to find all the POs that are available for booking. POs that are no longer available can be found using the [POs search](#).

Q: I am a manufacturer, and the PO I was working on suddenly disappeared. What happened?

To add POs to the booking:

- 1 Select how you want to add POs by selecting from the drop-down list. To add POs directly, select **by PO Number**. If you want to add POs by finding all POs with the same item, select **by Item ID**.
- 2 Depending on what you chose in step 1, enter the PO number or Item IDs. You can copy and paste multiple POs numbers or Item IDs as long as you separate them with a comma. Click **Add** to add the POs to the booking.

Note: If a PO number has more than one issue date, only the most recent PO will be added here. If you want to use the PO with an older issue date, the **Lookup POs** must be used (step 3).

Add POs

54965-81, 561198-54, 651981-14

Separate multiple **POs** with a **comma**.
Figure 3: Enter PO Numbers or Item IDs

- If you don't know the PO Number, click **Lookup POs** to open a pop-up window where you can search for PO numbers. Select the checkbox next to the PO numbers you want and click **Add selected**.

PO Lookup

PO Number Begins
 Consignee Begins
 Open Date Equals
 Close Date Equals
 Item ID Begins
 Division Begins
 Destination Port Begins

Purchase Orders

<input type="checkbox"/>	PO Number	Consignee	Open Date	Close Date	Destination Port	Division
<input checked="" type="checkbox"/>	ABC540	ABC Auto	2007-01-25	2007-03-26		
<input type="checkbox"/>	ABC541	ABC Auto	2007-01-25	2007-03-26		
<input checked="" type="checkbox"/>	ABC542	ABC Auto	2007-01-25	2007-03-26		
<input type="checkbox"/>	ABC543	ABC Auto	2007-01-25	2007-03-26		
<input type="checkbox"/>	ABC544	ABC Auto	2007-01-25	2007-03-26		
<input type="checkbox"/>	ABC546	ABC Auto	2007-01-25	2007-03-26		
<input checked="" type="checkbox"/>	ABC547	ABC Auto	2007-01-25	2007-03-26		
<input type="checkbox"/>	ABC548	ABC Auto	2007-01-25	2007-03-26		

Figure 4: Lookup PO Pop-up Window

- The POs will show up in field. If you want to remove POs, select the checkbox next to the PO you want to remove and click **Remove selected**. Click **Next** when you are finished to move on to the Items tab.

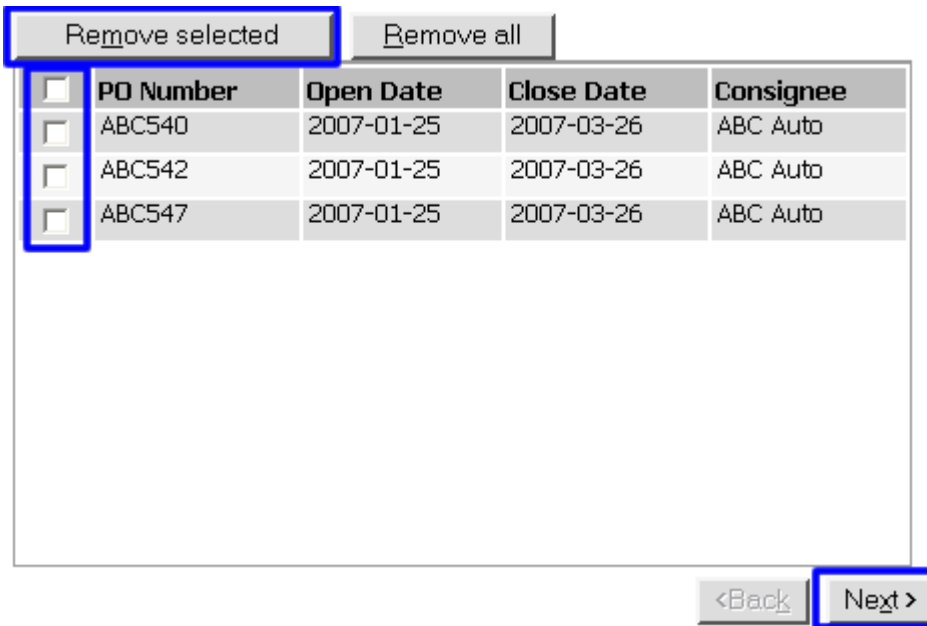


Figure 5: Selected POs

Items Tab

The items from the POs you selected in the **Purchase Order** tab will appear here. You can fill in the **Pieces to be Booked** field as necessary.



Tip: You can also update the information by downloading a spreadsheet from the **Purchase Order** tab and then uploading the spreadsheet to update the booking. See [Upload Items on a Booking](#) for more information.

To remove items, unselect the check box next to the item. Click **Next** to continue to the **Booking Request** tab.



Note: If your consignee has enabled the [auto fill line items feature](#), you would not need to fill in the fields on this tab.

Purchase Order | Items | Booking Request

Print Save Add Message Booking History Marks & Numbers

Items

Filter Items

You can now download all items to a spreadsheet and fill out the booking information offline. Find the Download Items button on the [Purchase Order](#) tab.

PO	Division (PO)	Item ID	Shipper Item ID	Description	Pieces Ordered	Pieces Remaining	Pieces Booked	Piece Unit	Pieces/Case Ordered	Pieces/Case Booked	Pieces/Case Unit	Ca On
<input type="checkbox"/>	PO100410000	SUFFOLK VIRTUAL	CL376-Q	OEM Replacement Diff	300	300	<input type="text"/>	EA	10	<input type="text"/>	CTN	30
<input type="checkbox"/>	PO100410000	SUFFOLK VIRTUAL	CL404-Q	Locking Differential	400	400	<input type="text"/>	EA	10	<input type="text"/>	CTN	40
<input type="checkbox"/>	PO100410000	SUFFOLK VIRTUAL	CL409-Q	Full Synthetic Oil	500	500	<input type="text"/>	EA	10	<input type="text"/>	CTN	50

<Back Next >

Figure 6: Items Tab

Booking Request Tab

The Booking Request tab contains three sections:

- **Order Summary** - Provides an overview of the information you entered on the Items tab. You can click the column headers to sort.
- **Booking Details** - Allows you to enter general booking information. [See below for more details.](#)
- **Attach/Generate Documents** - Upload any booking and shipment-related documents as necessary. [See below for more details.](#)

The screenshot displays the 'Booking Request' tab for a purchase order (PO) with the following details:

PO Number	Open Date (PO)	Close Date (PO)	Terms	Pieces Ordered	Pieces Booked	Cases Ordered	Cases Booked	Volume Ordered	Volume Booked	Weight Ordered	Weight Booked
CC033110001	2010-01-01	2011-01-01		100	50	10	5	1,905	0,953	100,000	50,000

Booking Details:

- *Shipper: Universal Technologies
- *Consignee: ABC Auto Test
- Agent (Notify Party):
- Also Notify Party:
- Shipper Reference:
- *Booking Branch: BER
- *Origin Port Code: AZA
- Dest. Port Code:
- *Final Destination: Bern
- *Shipment Type: Ocean
- Total Weight: 50,000 (KG)
- *Total Volume: 0,953 (CBM)
- *Service Type: CFS
- *BL Type:
- *Delivery Method: Exporter Delivery
- *Date Freight Available: 04/09/2010
- *Time: 05 : 56
- ISF Parties
- *Goods Description: stuff
- *Dangerous Goods: Yes
- *Does this shipment contain solid wood packing materials: No
- Letter of Credit Number:
- Special Instructions/Equipment Request:

Documents:

- *Fields required for generating or attaching documents are displayed with an asterisk (*)
- Generate (using current booking data):
 - Commercial Invoice
 - Packing List
- *Commercial Invoice #: 11tpc2
- Packing List #:
- *Currency: HKD
- *Incoterms: FOB - Free On Board
- *Country of Origin: China
- Additional Charges: 0,00

Attach:

- Document Type: Choose Type...
- Description:
- Attach File
- Maximum of a 5 MB file size per document
- Type of files allowed: BIF, PDF, JPG, GIF, TXT, XLS, TIF, DOC

Verified Gross Mass:

New Container

Buttons: Exit, Validate, Submit Booking, Approve, Reject, Cancel Booking, <Back, Next >

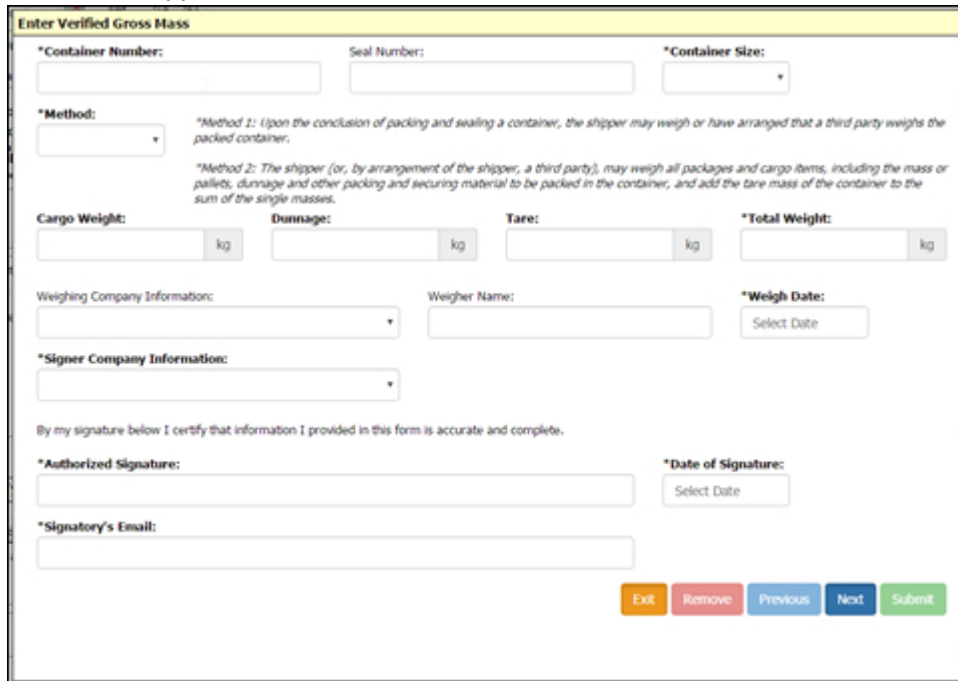
Figure 7: Booking Request Tab

Booking Details

- Bold and starred fields are required.
- Click the lookup icons (🔍) next to a field to search.
- For the **Final Destination** lookup, the destinations are taken directly from the **Final Destination** tab set up in the [Customer's Profile](#).
- If the **Delivery Method** is an **Expeditors Pickup**, you need to supply a pickup location that has been saved in the system. Click the lookup icon (🔍) to choose from a list of available pickups.
- For the **ISF Parties** section, depending on the **Service Type** selected, you can select the **Consolidator**, **Manufacturer**, and **Stuffing Location** for the booking. Parties are taken directly from the [Shipper or Manufacturer Parties](#) (see instructions page 12)

Verified Gross Mass

- 1 First, you must create **Weigher** and **Signer Parties** in your configuration. See [Shipper or Manufacturer Parties](#) for information on how to do that.
- 2 To enter the Verified Gross Mass of a container, click **New Container** in the **Verified Gross Mass** section, immediately below **Documents**. The **Enter Verified Gross Mass** pop-up window will appear.



The screenshot shows a web form titled "Enter Verified Gross Mass". It contains several input fields and dropdown menus. At the top, there are fields for "Container Number", "Seal Number", and "Container Size". Below these is a "Method" dropdown menu with two options: "Method 1: Upon the conclusion of packing and sealing a container, the shipper may weigh or have arranged that a third party weighs the packed container." and "Method 2: The shipper (or, by arrangement of the shipper, a third party), may weigh all packages and cargo items, including the mass or pallets, dunnage and other packing and securing material to be packed in the container, and add the tare mass of the container to the sum of the single masses." Below the method options are four input fields with "kg" units: "Cargo Weight", "Dunnage", "Tare", and "Total Weight". There are also dropdown menus for "Weighing Company Information", "Weigher Name", and "Weigh Date" (with a "Select Date" button). Below these are "Signer Company Information", "Authorized Signature", "Date of Signature" (with a "Select Date" button), and "Signatory's Email" fields. At the bottom right, there are five buttons: "Exit" (orange), "Remove" (red), "Previous" (blue), "Next" (blue), and "Submit" (green). A signature confirmation statement is located above the signature fields: "By my signature below I certify that information I provided in this form is accurate and complete."

Figure 8: Enter Verified Gross Mass

- 3 Enter information about the container.
The **Container Number** should be in AAAA1234567 format. The **Seal Number** is optional. Select the **Container Size**. The **Method** determines how you want to verify the gross mass. Option **1** allows you to enter just the **Total Weight**. Option **2** allows you to enter the **Cargo Weight**, **Dunnage**, and **Tare** and the **Total Weight** will be automatically calculated for you.
- 4 Select the **Weigher Company Information** from the drop-down list, this list is of the Weigher parties you entered in your configuration in Step 1.
- 5 Select the **Signer Company Information** from the drop-down list, this list is of the Signer parties you entered in your configuration in Step 1.
- 6 Electronically sign by entering your signature in the **Authorized Signature** field and entering your email address in the **Signatory's Email** field and selecting the **Date of Signature**.
- 7 If you need to add additional containers to the booking, click **Next**, and repeat Step 3. The **Weigher** and **Signer** and **Signature** information will be carried over to the new container.
- 8 When you are finished adding containers, click **Submit** and an email will be sent to you and the Booking Branch with the container information.



Note: You can review the history of any changes made to the Verified Gross Mass by viewing the [Booking History](#).

If you need to remove a container, click the row of the container you want to remove and click **Remove**, then click **Submit** to save your changes.

Booking Confirmation Tab

The Booking Confirmation tab will not appear when the booking is in draft or cancelled state.

The Booking Confirmation tab shows the booking number and allows the shipment routing information and other booking information to automatically populate. This will show up after you **Submit** the booking. If no information is present yet after you submit the booking, click **Refresh** and wait for the information to be processed.

The **EI Booking No.** and **Vessel Name** fields and **Importer Security Filing** (ISF) section will only appear for Ocean bookings.

BCA00153 - Shpr: ISF DEMO Vendor B [BOOKED]

[Purchase Order](#) | [Items](#) | [Booking Request](#) | **Booking Confirmation** | [Warnings](#) [Print](#) [Refresh](#) [Add Message](#) [Booking History](#)

Shipment

EI Shipment No.: 591000053	
EI Booking No.: 5394287681	
Carrier Code: OOLU	
Carrier Booking No.: YH19989	
Vessel Name: OOL VESSEL	
Flight/Voyage No.: 00023	
CFS Cutoff Date: SHA 10/15/2008 15:00	
CY Cutoff Date:	
Freight Received Date: SHA 10/16/2008	
Current Est. Departure Date: SHA 10/23/2008	
Current Est. Arrival Date: LAX 10/23/2008 original date: 10/18/2008	
Confirmed On Board Date: SHA 10/23/2008	

PO	Orland No.
2000303	F394584152

These are estimated shipping details until the freight is Confirmed On Board.

Importer Security Filing

EI Booking No.: [5394287681](#)

Filing Status: PENDING

US Customs ISF No.:

[<Back](#) [Next >](#)

[Exit](#) [Validate](#) [Approve](#) [Reject](#) [Cancel Booking](#) [Mark as Pending](#)

Figure 9: Booking Confirmation Tab

Warnings Tab

Purchase Order | Items | Booking Request | Booking Confirmation | **Warnings** | Print | Add Message | Booking History | Marks & Numbers

Booking Rule	Submitted	Description	Reference	Messages	Status
All Bookings	5 May 2009 17:15:41 GMT	All bookings require approval.		Add Message	No Action Taken
Booked via OCEAN	5 May 2009 17:15:41 GMT	All bookings with Shipment Type of OCEAN require approval.		Add Message	No Action Taken
Item Quantity Under-booked	5 May 2009 17:15:41 GMT	Item ID 10047-645-041 on PO CC01260901: The booked quantity of 10 pieces is more than 50% below the pieces ordered and requires approval.	Item ID 10047-645-041 on PO CC01260901	05/05/2009 qae-ebccustadmin: Please ship all items. View/Reply	No Action Taken

Exit Validate Cancel Booking

Figure 12: Warnings Tab

The Warnings tab will appear after the booking is submitted and if there are any Booking Rules that require the booking to be approved by the customer.

Click **Add Message** on any of the booking rule warnings to add a message directly into the **Messages** column. The message will also appear in the **Booking Events** page.

Purchase Order | Items | Booking Request | Booking Confirmation | **Warnings** | Print | Save | Add Message | Booking History | Marks & Numbers

Booking Rule	Submitted	Description	Reference	Messages	Status
All Bookings	5 May 2009 17:15:41 GMT	All bookings require approval.		Add Message	Approve
Booked via OCEAN	5 May 2009 17:15:41 GMT	All bookings with Shipment Type of OCEAN require approval.		Add Message	Approve
Item Quantity Under-booked	5 May 2009 17:15:41 GMT	Item ID 10047-645-041 on PO CC01260901: The booked quantity of 10 pieces is more than 50% below the pieces ordered and requires approval.	Item ID 10047-645-041 on PO CC01260901	05/05/2009 qae-ebccustadmin: Please ship all items. View/Reply	Reject

<Back Next >

Figure 13: Add Message to Booking Rule Warning

If you are a customer, you can select the drop-down list in the **Status** column to **Approve** or **Reject** the warning. See [Reviewing Bookings - Processing the Warnings Tab](#) for more information.

Tracking Number

BCA01204 - The system will automatically assign a tracking number to the booking you're creating. If you need to exit the system and complete the booking at a later time, you can use the tracking number to locate your booking.

Mfr: Tires & Traction - If the manufacturer created the booking, "Mfr" will be displayed along with the name of the manufacturer. If the shipper created the booking, "Shpr" will be displayed along with the name of the shipper.

[DRAFT] - When you change the status of the booking, it will automatically display the status (in blue) next to the tracking number.

BCA01204 - Mfr: Tires & Traction [DRAFT]


[Purchase Order](#) | [Items](#) | [Booking Request](#)

Add POs by PO Number

Enter PO numbers or Item IDs here, separate e


Figure 14: Tracking Number, Who Created the Booking (Mfr or Shpr), and Status of Booking

Validating Your Booking

There is a **Validate** button () available on the bottom of each page when in the process for creating a booking. Click **Validate** at any time to have the system validate the Booking. When a Booking is validated, the system checks to see if the information entered meet the required business rules for a complete booking.

For example, the system will check to make sure all the required fields have been filled in. If the system finds required fields that are blank or invalid, they will be indicated in a yellow box at the top of the page.

Printed Booking Form

Once you have completed your booking you can create a Printed Booking Form by clicking the **Print** ( [Print](#)) link in the upper-left corner. The printed booking form will be a PDF document. Print the booking for your records if necessary.

Address and contact information that appears on the printed booking form can be updated by going to your Profile and changing the necessary fields on the Address and Contact tab.


 **Note:** You will need Adobe® Reader® installed on your computer to view the printed booking form. Go to the [Adobe web site](#) to download the free reader.



Figure 15: Print Booking Link

Add Message

Customers, Shippers, and Expeditors can click **Add Message** to exchange notes back and forth on a booking.

Each message can be up to 2000 characters. Once you post a message, it cannot be edited or deleted. You can view the messages by clicking [Booking Events](#).

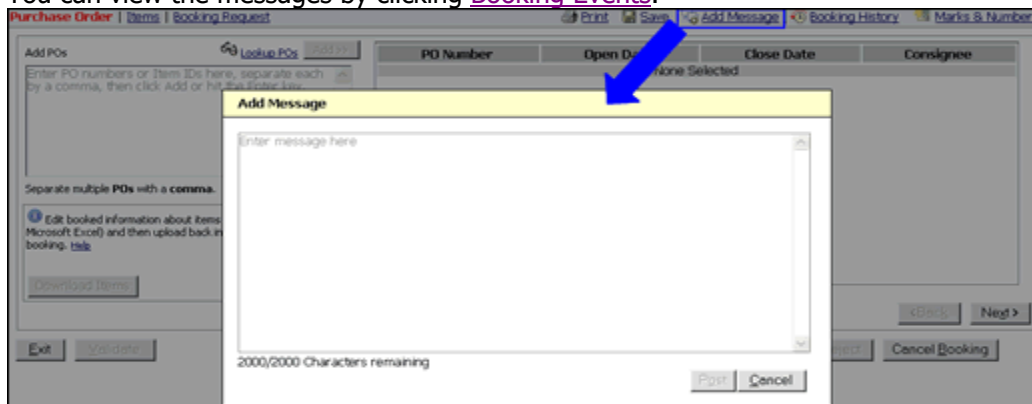



Figure 16: Add Message

You can search for specific messages by adding the **Last Message**, **Last Message Date**, or **Last Message by** fields to a [Custom Filter](#) on any of the searches.

Booking History

Click the **Booking History** () link to open a pop-up window of events and messages for the booking. The events are system-generated and provide a history of actions performed on the booking. Messages are added using the **Add Message** link or through the **Warnings** tab.

If a booking has been reopened, a **Generate Booking Spreadsheet** link will appear allowing you to create and download a spreadsheet that compares the changes made between versions of the booking. Changes are shown in the spreadsheet in **Red**.



Figure 17: Booking History Pop-up Window



Figure 18: Generate Booking Spreadsheet

	A	B	C	D	E
1	BG001305 - Version #3				
2	Status at the time of submission: PENDING EXPEDITORS ACTION				
3	Customer: ABC Auto				
4	Shipper: James Sporting Goods				
5	Submitted by: qae-ebcshipperadmin on 01-Aug-2012 21:36 GMT				
6	Booking Details	Current	Previous (if changed)		
7	Shipper	James Sporting Goods			
8					
9					
10		United States			
11	Consignee	ABC Auto			
12					
13					
14					
15	Booking Branch	HKG			
16	Origin Port Code	LAX	HKG		
17	Final Destination	LAX Test Final Dest			
18	Shipment Type	OCEAN			
19	Service Type	CY	CFS		
20	BL Type	Express BL to consignee FCR to shipper			
21	Delivery Method	[Blank]	EXPORTER_DELIVERY		
22	Date Freight Available	08/14/2012 11:45			
23	Total Weight (KG)	49.500			
24	Total Volume (CBM)	16.500			
25	Containers	Quantity	Type	[Blank]	
26		2	40's		
27	Goods	Current	Previous (if changed)		
28	Goods Description	Change to Goods Description			
29	Dangerous Goods	YES			
30	Wood Packing Materials	NO	YES		
31	Special Instructions/ Equipment Request	Change to Special Instructions/ Equipment Request			

Figure 19: Sample Booking Spreadsheet

Copy a Booking


You can create a new booking by copying an existing booking. The existing booking can have any status.

All of the information in the **Booking Details** section of the [Booking Request tab](#) will be copied except for:

- **Total Weight**
- **Total Volume**
- **Consignee**

Also, no POs or Documents will be copied.

To copy a booking:

- 1 Search for the booking you want to copy. You can use the [Bookings](#), [POs & Bookings](#), or [Booking Warnings](#) searches.
- 2 Click the Copy icon ( Copy) next to the booking you want to copy.



Note: If you are a shipper, you cannot copy the bookings that were created by manufacturers.

Bookings



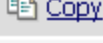
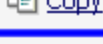
Print Booking Form		Cancel Bookings	
<input type="checkbox"/>	Tracking Number	Shipper Name (BK)	Status
<input type="checkbox"/>	BCA11375  Copy	Universal Technologies	DRAFT
<input type="checkbox"/>	BCA10393  Copy	Universal Technologies	DRAFT
<input type="checkbox"/>	BCA10352  Copy	Universal Technologies	DRAFT
<input type="checkbox"/>	BCA10351  Copy	Universal Technologies	PENDING CUSTOMER ACTION

Figure 1: Copy Icon

- The new booking with the copied information will appear. [Add POs to the booking](#) and it will fill in the **Consignee, Total Weight, and Total Volume** based on the POs you enter.



Note: POs and Documents are not copied over.

- You can change any of the information as necessary and submit the booking when you're ready.

Shipper or Manufacturer Parties

The Shipper Parties feature and Manufacturer Parties feature allows a Shipper (with the appropriate permissions) or Manufacturer user to define their own **Shippers, Consignees, Agents (Notify Parties), Also Notify Parties, Manufacturers, Consolidators, Stuffing Locations, Weighers, and Signers**. With this, Shipper or Manufacturer users have the ability to help align booking documents with the FCR (Forwarder's Cargo Receipt) by resolving spelling discrepancies and select Weighers and Signers for [Verified Gross Mass](#) for containers.

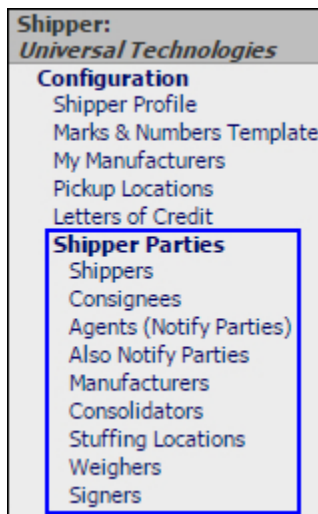


Figure 1: Shipper Parties Feature



Figure 1: Manufacturer Parties Feature

Add/Edit Parties

If you are a **Shipper Administrator** or **Manufacturer**, you will have the ability to add new parties or edit existing parties.

To add a new party:

- 1 Click **Add** from the appropriate party's page under the Shipper or Manufacturer Parties section.
- 2 Assign an **ID** and **Name**.
The Address and Contact information is optional.
For **Weighers** and **Signers**, assign a **Name** and **Address**. the **Contact** information is optional.

 **Note:** Check the **Set as Default** option if you want the party to serve as the default party.

- 3 Set the **Status**:
Active - the party is available to select during the booking creation process

Inactive - the party is not available to select during the booking creation process

- 4** Click **Save** after you have entered the desired information.
- 5** To edit a party, click the row of the party you want to edit.