



Carrier online Data Entry

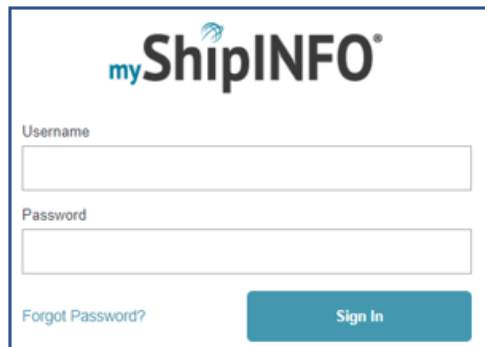
Online Data Entry



Carrier online Data Entry

MSI LOGIN

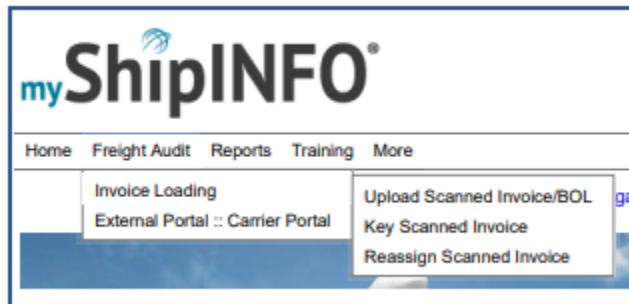
- Obtain login credentials and user guide through carrierservices-env@koerber-supplychain.com
 - User Name
 - Password – Case sensitive



The image shows the login page for myShipINFO. It features the logo at the top, followed by two input fields for 'Username' and 'Password'. Below the password field is a 'Forgot Password?' link and a blue 'Sign In' button.

NAVIGATION

1. Invoice loading → Key Scanned Invoice



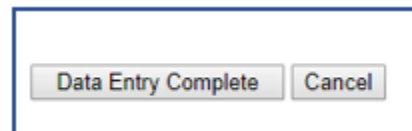
The image shows the navigation menu of the myShipINFO portal. The 'Invoice Loading' option is selected, which has opened a dropdown menu. The dropdown menu contains three options: 'Upload Scanned Invoice/BOL', 'Key Scanned Invoice', and 'Reassign Scanned Invoice'. The 'Key Scanned Invoice' option is highlighted.

2. Select Key Scanned Invoice hyperlink
3. Select Customer and Carrier then select Add New Invoice



The image shows the 'Key Scanned Invoices' form. It includes the heading 'Key Scanned Invoices' and the instruction 'Please click a file name to begin:'. Below this is a dropdown menu for 'Customer:' with the text '--Select a customer here--'. To the right of the dropdown is a blue link that says '+Add New Invoice'.

4. Key all required data elements (outlined below)
5. Upload all required documentation
6. Finally select Data Entry Complete



The image shows two buttons: 'Data Entry Complete' and 'Cancel'.



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REQUIRED DATA ENTRY FIELDS

1. Invoice Number
2. Pro Number
3. BOL Number
4. All Shipping Dates (Invoice Date, Ship Date, & Delivery Date)
5. Bill To Information
6. Shipper Information
7. Receiver Information
8. Line Item Detail
9. Unit of Measurement Detail
10. Billed Weight
11. Quantity
12. Invoice Charges

| Custom Defined Fields | |
|-----------------------|----------------------|
| Load Number | <input type="text"/> |
| Sales Order | <input type="text"/> |

TRAINING

- Please reach out to carrier services to schedule a training session.
 - carrierservices-env@koerber-supplychain.com