


## Online Data Entry



# Carrier online Data Entry

## MSI LOGIN

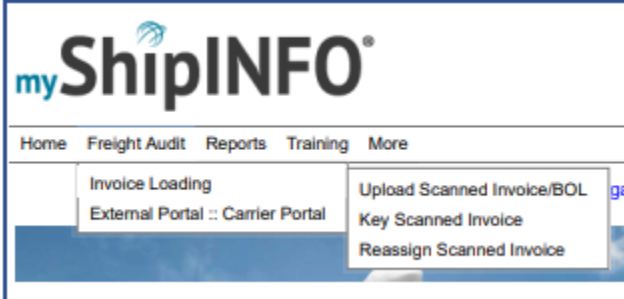
- Obtain login credentials and user guide through [carrierservices@envistacorp.com](mailto:carrierservices@envistacorp.com)
  - User Name
  - Password – Case sensitive



The login form features the 'myShipINFO' logo at the top. Below it are two input fields: 'Username' and 'Password'. At the bottom left is a link for 'Forgot Password?' and at the bottom right is a blue 'Sign In' button.

## NAVIGATION

1. Invoice loading → Key Scanned Invoice



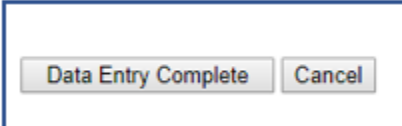
The navigation menu shows 'Invoice Loading' selected, which has opened a dropdown menu. The dropdown menu contains the following options: 'Upload Scanned Invoice/BOL', 'Key Scanned Invoice', and 'Reassign Scanned Invoice'. The 'Key Scanned Invoice' option is highlighted.

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



The 'Key Scanned Invoices' form prompts the user to 'Please click a file name to begin:'. It includes a dropdown menu for 'Customer' with the text '--Select a customer here--' and a blue '+Add New Invoice' button.

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



Two buttons are shown: 'Data Entry Complete' and 'Cancel'.

## REQUIRED DATA ENTRY FIELDS

## Carrier online Data Entry

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@envistacorp.com](mailto:carrierservices@envistacorp.com)