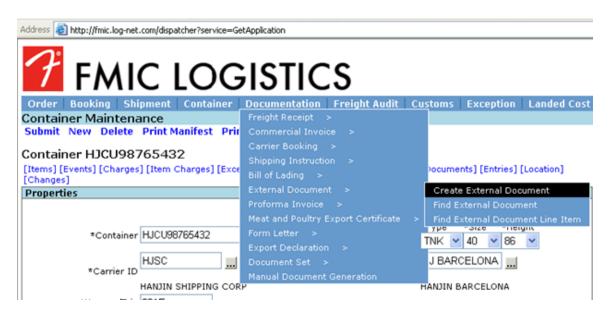
#### CREATE EXTERNAL DOCUMENT

You can add shipping documents to the cargo in LOG-NET. You can also use that same process to attach any other documentation such as digital photos of damage. Entering documents in LOG-NET is done by selecting the **Documentation** header, then selecting **External Document**, and finally clicking on *Create External Document*.

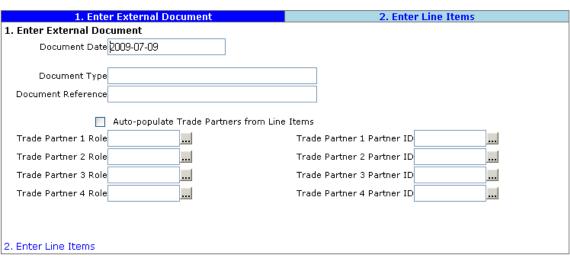


There are three steps to Create External Documents. They are:

- 1. Enter the External Document
- 2. Enter Line Items
- 3. Image Entry

Submit Search

# External Document Entry Submit Search



Last Changed On: 25-JUN-2010 Last Changed By: cdurnell Page 1 of 7

#### **Enter External Document**

You need to complete only two fields: Document Type and Document Reference.

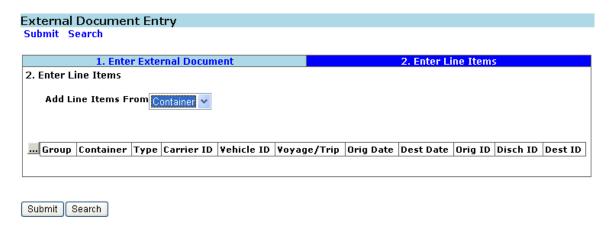
For document type, enter "Shipping Documents." For Document Reference, enter the BL #.

After you are done, click 2. Enter Line Items.

#### **Enter Line Items**

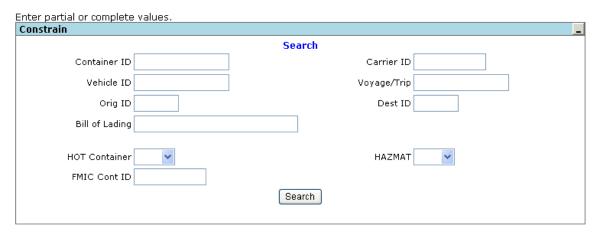
The first thing to do is go to the **Add Line Items From** field and select **Container**. The **Add Line Items From** field determines what your line items will be. In this case, we want the Line Items to be our containers.

Be sure to select **Container!** The **Add Line Items From** field defaults to **Shipment**. If you leave it at Shipment, users will not be able to see the documents at the container level.



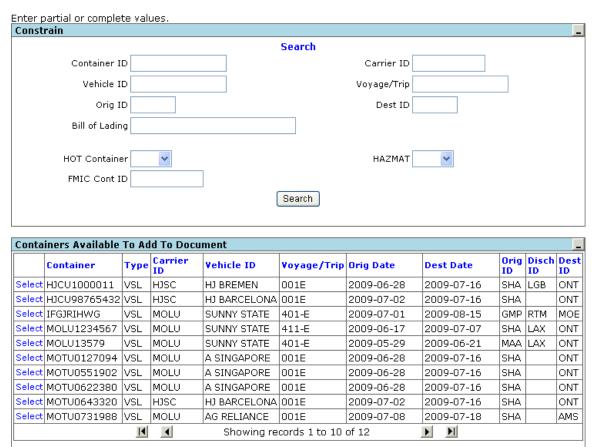
Then select the ellipse button so you can select which containers you want to refer to. You will see this Search screen.

#### Add Containers To Document



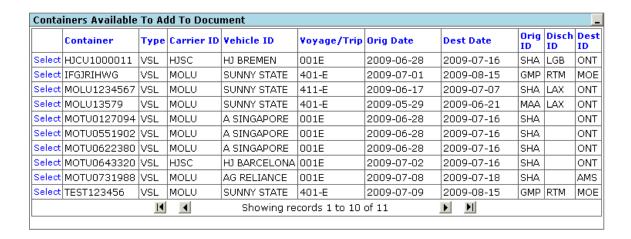
Enter any criteria you desire to limit the Search, and then hit the Search button. It will show you all containers available to you. Select all containers that are listed in your shipping documents. You can select more than one.

#### Add Containers To Document



If you have selected a container by mistake, you can select **Delete** at the right end of the line item and remove that container.

Last Changed On: 25-JUN-2010 Last Changed By: cdurnell Page 3 of 7



#### Select All

Containers currently assigned to document											
Group	Container	Туре	Carrier ID	Vehicle ID	Voyage/Trip	Orig Date	Dest Date	Orig ID	Disch ID	Dest ID	
1	HJCU98765432	VSL	нјѕс	HJ BARCELONA	001E	2009-07-02	2009-07-16	SHA		ONT	Delete
	Show Filter										

#### Delete All

OK

After you have selected all the containers, hit the **OK** Button.

You will now see what containers you have selected. If you need to add or remove any containers, hit the ellipse button again and use the Search screen to add or delete containers. After you confirm you have all the containers you want, you can now hit Submit.

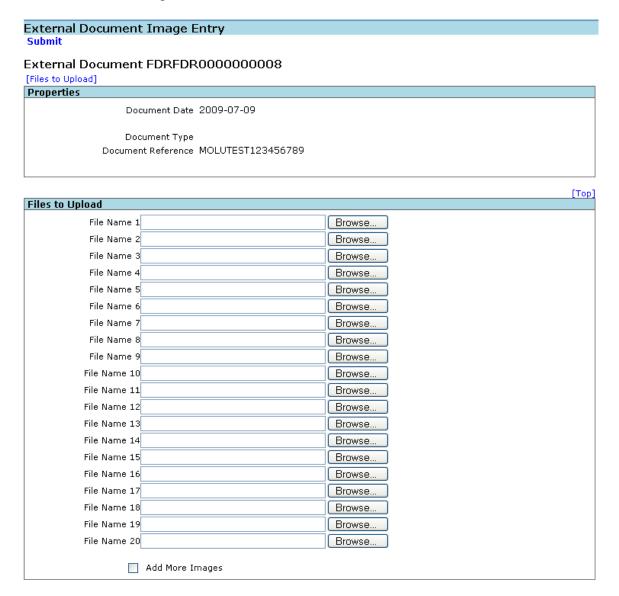
## External Document Entry



## **Image Entry**

Submit | Search

Hitting Submit will take you to Image Entry. You can now add files to LOG-NET. You may add up to 20 documents. If you need to add more than 20 documents, you must check Add More Images.



To add files, hit the **Browse** button and select the file you want. If all your shipping documents are in one file (a PDF file for example), then you can add that single document. However, if you have additional files (a packing list in MS Excel format for example), you can add that as a second document.

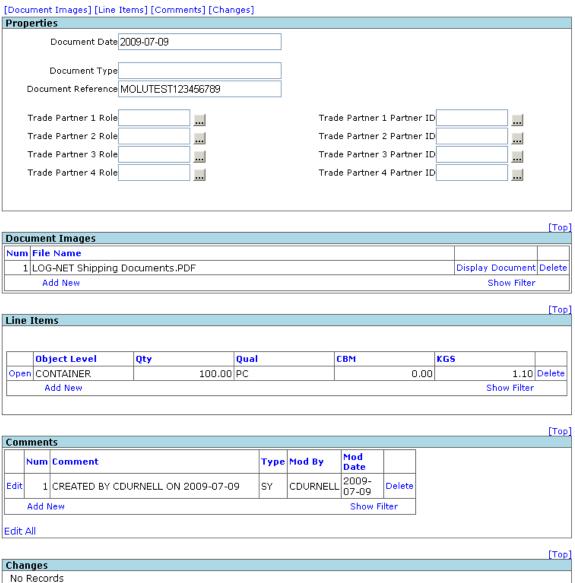
After you have loaded all your documents, hit the Submit button. You should see a popup telling you that you have successfully loaded your documents.

Last Changed On: 25-JUN-2010 Last Changed By: cdurnell Page 5 of 7



#### External Document FDRFDR0000000008

Submit New Delete Print Screen Search



You will now see the External Document you have created. In the section labeled Document Images, you will see all the documents you have uploaded. By selecting Display Document, you will see that document.

In addition, any documents will now be available to anyone looking at the containers we selected in step 2 (Enter Line Items).

With shipments having been created, the shipments loaded into the container, and shipping documentation uploaded, the shipper is now done with LOG-NET.

Last Changed On: 25-JUN-2010 Last Changed By: cdurnell Page 7 of 7