

## "How To"?

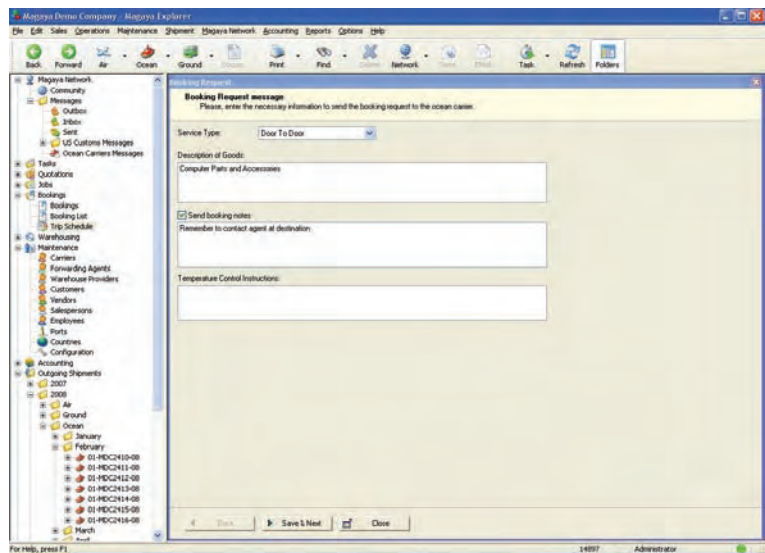
### Magaya Ocean Carrier Interface with INTTRA

This month we bring you an in-depth guide on how to utilize the Magaya Ocean Carriers Interface with INTTRA. This plug-in will drastically improve the way your company interacts with your ocean carriers. We explain in detail how to process your shipments from the very beginning with a booking, and confirmation until the very end when the shipping instructions are acknowledged. Being integrated with INTTRA means your cargo will be traced real time as your ocean carrier processes it, and in this month's issue you learn just how to use this feature.

#### Section 1: SENDING A BOOKING REQUEST

Typically, the first step in any ocean shipment is the booking request. This is the step that requires the exporter to reserve or "book" the desired equipment for a specific voyage with an ocean carrier. If you are using the Magaya Software as an NVOCC or Freight Forwarder, your booking with the shipping line is what is called "Trip" under your Bookings folder. To send a booking request to a shipping line with INTTRA use the following steps:

1. Create the Trip. This can be done from the "Bookings" entry at the left of your Magaya Explorer. Select the "Trip Schedule" list, click on "Add" at the bottom and click on "Ocean Trip Export".
2. Fill all the necessary fields to complete the trip and click ok.
3. Once completed, you send your booking request to your ocean carrier from that trip. Simply right click over the trip you want to request with your mouse hovered over "Ocean Carrier Messages" choose "Booking Request".

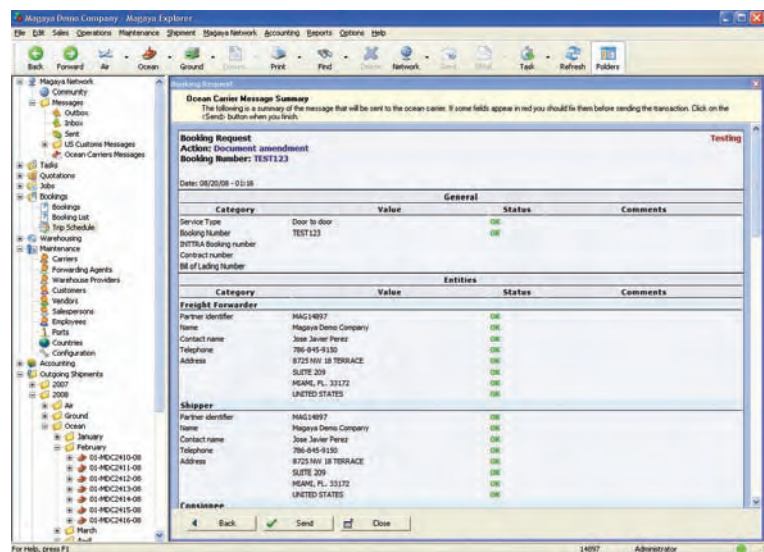


4. You will be directed to a window where you will be prompted to enter the type of service you are interested in, enter booking notes if necessary, and enter instructions for temperature controlled cargo if applicable. Once ready, click on "Save & Next" at the bottom of the screen.

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**Magaya Ocean Carrier Interface with INTTRA (cont.)**

- The following screen will summarize all of the information you are transmitting to your ocean carrier. There are some fields that are mandatory, they appear in red in the summary, so take a moment and ensure that you have entered the required information on your trip. For your convenience, the table below is a checklist of mandatory fields, and where to enter them in order to request a booking.



<u>Field Name on Magaya Trip</u>	<u>Tab location of Field (Tabs from Trip)</u>
Carrier	General
Max Pieces/Weight/Volume	General
Shipper	Entities
Consignee	Entities
Place of receipt by Pre-Carrier	Routing
Place of delivery by On-Carrier	Routing
Equipment (Must be a container type)	Equipments

- After you have filled out all required fields click on the "Send" button at the bottom of this screen. The system runs a validation procedure before sending the transaction to INTTRA. If everything is correct the transaction will be posted to INTTRA and you will see a window that says, "Your message has been successfully posted to the Magaya Network Servers".

Once you send a booking request, INTTRA also validate the transaction and send it to the specified ocean carrier, which is the one that actually processes the booking and answers back to INTTRA. In this process the carrier checks such things as equipment/spacing availability, and verifies that the booking can be confirmed based on the limited criteria you sent in the booking request. The answer will return with one of three statuses:

- Accepted** - if the carrier confirmed all the criteria you requested,
- Rejected** - if the booking request was not confirmed along with due explanations for the rejection, or
- Conditional Accept** - when the carrier changed some of the criteria you requested originally in order to accommodate your booking request. Such conditional changes may include, but are not limited to, rolling the sailing date you requested over to a different date due to space availability.

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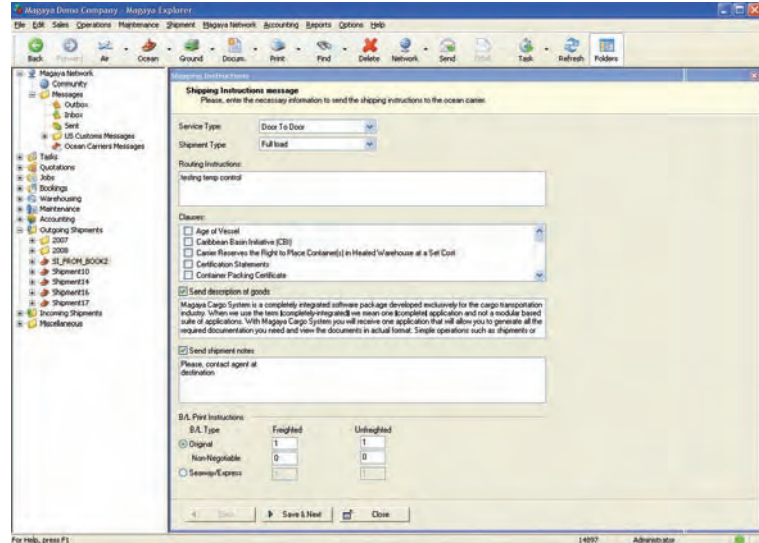
Once your booking has been confirmed, the system will automatically sync all of the data that your carrier sent you regarding the booking with your Magaya trip. This is to ensure shipment accuracy, guaranteeing that from the beginning your data matches that of your ocean carriers "to the letter".

#### Section 2: Sending Shipping Instructions

After an ocean carrier confirms a booking with an exporter, the next step is to transmit the "Shipping Instructions", in other words, an electronic "Bill of Lading". To transmit shipping instructions first create a shipment as you normally do and then follow the steps bellow. In the case of having a previous booking request it is recommended to use the previous Trip as a base to create the shipment.

To send the booking request do the following:

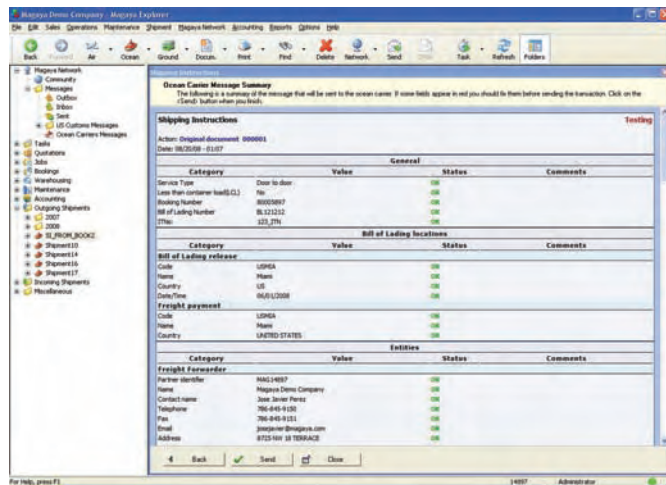
1. With the master of that shipment selected, you click once on the arrow next to "Actions". Hover your mouse over "Ocean Carrier Messages" and choose "Shipping Instructions".
2. You will see a screen asking you to complete several fields pertinent to the shipping instructions. Do so and click next.



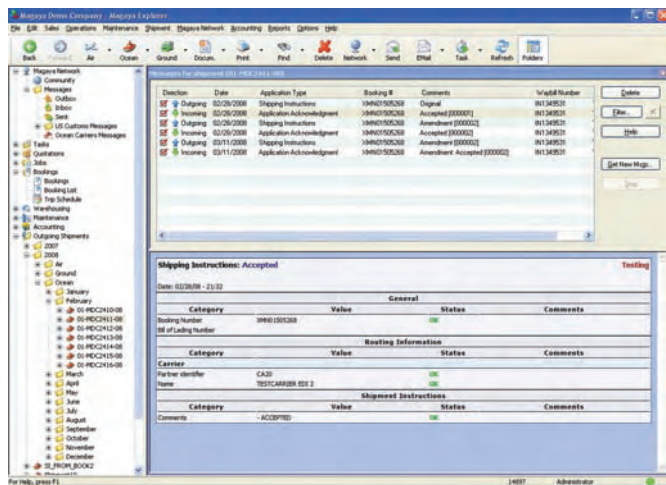
3. A validation procedure will run and a summary screen will appear with the information that is going to be sent to INTTRA. If there are required fields missing you may have to go back to the shipment ensuring that they are correctly entered.
4. Once done, you may click the "Send" button. This will transmit your shipping instructions to the designated ocean carrier for approval.

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To view the status of your shipping instructions, and to ensure that it is being processed, you may view the messages sent back from your ocean carrier through your "Results" screen. With the master of the shipment selected, click once on the arrow next to "Actions". Hover your mouse over "Ocean Carrier Messages" and choose "Results".



All INTRRA messages, related to this shipment, will appear on this screen automatically but you can retrieve recent messages manually at any time by clicking on "Get New Messages". When your shipping Instructions are accepted by the ocean carrier you will receive an acknowledgment message as an "Incoming Message" and will show "Application Acknowledgment" on the "Application Type" column.

Should you want to make a correction to the shipping instructions you just sent, just wait for the acknowledgement from INTTRA and resend the transaction.

If the carrier you are using is integrated with the WebBL service from INTTRA you will receive a "draft" of their Bill of Lading in PDF format in the "attachments" tab of your shipment. If the draft BL contains errors you can amend it by sending the shipping instructions again. At the end of this process you will receive the final Bill of Lading in PDF format.

**"How To"?****Magaya Ocean Carrier Interface with INTTRA (cont.)****Section 3: Tracking your ocean shipment**

Using the Magaya Ocean Carriers Interface with INTTRA offers you the added benefit of being able to track your containers progress as your carrier is processing it in real time. This ensures that both your customer and your employees are up to date on the latest events for that container.

These events include but are not limited to the following:

1. In-Gate: This reflects the container's arrival in the yard. From here the container will be loaded onto a vessel for transit to final destination.
2. Loaded On Vessel: This reflects your container being loaded onto the designated vessel.
3. Vessel Departure: This updates you on the vessel's departure that was carrying your container to its destination.
4. Vessel Arrival: This notifies you about the vessel's arrival at destination. Unloaded From Vessel: Reflecting the containers status once it is unloaded from the vessel at origin.
5. Out-Gate: This reflects the container leaving out of the gate at its final destination's point. Normally this will signify the last leg of the trip where the container is taken to the warehouse where it will be further processed.
6. Return Container: This reflects when your equipment is returned to its ocean carrier.

Once the ocean carrier receives your shipping instructions the majority of the work is concluded. From that point forward your carrier will have detailed instructions on how to proceed, and thanks to the Magaya Tracking your customer will be updated every step of the way.

**Tracking Details**

Date/Time	Event	Location	Details
Apr/10/2008 05:58 PM	Booked, waiting for documents	VITORIA	Shipment booked, waiting for draft from exporter
Apr/24/2008 04:01 AM	Cargo Status Update	BRVDX, BRAZIL	IN-GATE, Container No.: TPHU6494591
Apr/26/2008 11:15 AM	Cargo Status Update	BRVDX, BRAZIL	LOADED ON VESSEL, Container No.: TPHU6494591
Apr/26/2008 03:00 PM	Cargo Status Update	BRVDX, BRAZIL	VESSEL DEPARTURE, Container No.: TPHU6494591
May/02/2008 04:31 PM	Original House BL - Printed	VITORIA	
May/02/2008 04:31 PM	Original House BL - Delivery Date	VITORIA	
May/12/2008 12:47 PM	Cargo Status Update	USCHS, UNITED STATES	CUSTOMS RELEASED, Container No.: TPHU6494591
May/22/2008 06:00 AM	Cargo Status Update	BSFPO, BAHAMAS	UNLOADED FROM VESSEL, Container No.: TPHU6494591
May/22/2008 10:00 AM	Cargo Status Update	BSFPO, BAHAMAS	UNLOADED FROM VESSEL, Container No.: TPHU6494591
May/25/2008 01:00 AM	Cargo Status Update	BSFPO, BAHAMAS	LOADED ON VESSEL, Container No.: TPHU6494591
May/26/2008 09:18 AM	Cargo Status Update	USCHS, UNITED STATES	UNLOADED FROM VESSEL, Container No.: TPHU6494591
May/28/2008 02:40 PM	Cargo Status Update	USCHS, UNITED STATES	OUT-GATE, Container No.: TPHU6494591
May/28/2008 02:41 PM	Cargo Status Update	USCHS, UNITED STATES	COMPLETED UNLOADING AT DELIVERY LOCATION, Container No.: TPHU6494591
May/30/2008 11:04 AM	Cargo Status Update	USCHS, UNITED STATES	RETURN CONTAINER, Container No.: TPHU6494591