

PTM009

How do I open a Cross Border Shipment?

The video shows you how to open a cross border shipment using the Warehouse App. Complete the activities in this workbook to develop fluency in this topic.

Activity One

Create a virtual container.

1. Open the **Warehouse** App.
2. Click on the **Consolidation** tab, and enter:
 - a. **Container Name**
 - b. **Carrier**
 - c. **Account**
 - d. **Length**
 - e. **Width**
3. Click on the **OPEN** button.

Activity Two

Open a Cross Border Shipment.

1. Following on from **Activity One**.
2. At the top of the window, enter:
 - a. **Search for Order #**
3. Click on the **SEARCH** button.
4. Under the **Ship To** tab, review the populated information.
5. Click on the **Package** tab, and enter:
 - a. **Weight**
6. Moving to the top bar, enter:
 - a. **Service**

Entering a **Service** can be done manually by selecting it from the drop-down menu, or it can be configured to populate automatically upon import.

7. Moving down to the grid, enter:
 - a. **Add to Package**
8. Continue to enter any additional information required.
9. Within the column on the right, enter:
 - a. **Drop-down menu**: select Cross Border Container
10. Click on the **ADD TO CONTAINER** button.

Helpful Hints

Recommended Learning Units:

- [PTM010](#) demonstrates how to process a Cross Border Shipment
- [PTM011](#) demonstrates how to close a container for Cross Border Shipments
- [PTM012](#) demonstrates how to print a Cross Border Shipment