



## QUICK REFERENCE GUIDE

This Quick Reference Guide is designed to save you time and provide you with instructions to successfully use our self-service tools. It's all right here, **exactly what you need to know, step-by-step.**

### REGISTER FOR CARIBTRANS ESERVICES

Please note if you are an existing customer you will need to re-register using your existing partner ID. New customers can register directly. Please follow the following easy steps to register:

**1**

To register click on the login button on the main page and sign up or click LINK

[www.login.caribtrans.com/signin/register](http://www.login.caribtrans.com/signin/register)

**2**

Fill out the New User Registration form

**3**

Watch out for a confirmation email from okta.com

### DashBoard CARGO AT A GLANCE

Welcome to your Caribtrans eServices dashboard. Here you will find easy access to the most commonly used tools. Once logged in you can immediately:

- **SEARCH CARGO BY:** Criteria or Date Range using the tool at the top of the page.
- **VIEW SHIPMENTS:** Both Shipments in Progress and All Total Shipments
- **CREATE/COPY BOOKINGS**
- View Shipments Missing Shipper's Invoices/Proformas Shipper's Invoices or Proforma Letter of Instructions are needed for cargo to sail.
- **VIEW CARGO BY STATUS**
- **VIEW CARGO BY SHIPPER/CONSIGNEE** shows a list of the most recent Shippers and Consignees in the dropdown menus
- **VIEW CARGO BY SAIL DATE**

### CARGO TRACKING

Once logged into Caribtrans eServices, click on the Cargo Tracking menu item. Three separate tabs will be displayed. Select the tab to view all shipments of that type:

- Full Load Container (FLC) Shipments
- Less Than Container Load (LCL) Shipments

### IN CARGO TRACKING

you will be able to view:

- Job/Booking and Shipment Number
- Clicking on the Job/Booking Number will display the Cargo Details
- Job Type
- Job Status
- Shipper
- Consignee
- Available Documents to View icon
- Add Documents icon

### CARGO ON HAND

Cargo on Hand displays all cargo that is currently in a CaribTrans Receiving Warehouse. From here you can see the receipt date, the status and pertinent information

about the Job/Booking, including Reference Numbers and if a Shipper's Invoice has been received. Documents can be added directly from Cargo on Hand using the Add Documents icon.

### CREATE BOOKING

Once logged into Caribtrans eServices, click on the Create Booking menu item.

- 1 Select Your Port of Load and click the Next button
- 2 Select Your Port of Discharge (destination) and click the Next button
- 3 Select a Requested Sale Date from the calendar tool and click the
- 4 Next button. Suggested dates are displayed at the top of the section
- 5 Select Make a new Booking

Selecting Copy Previous Booking will display the most recent bookings for this port pair for selection.

Selecting a booking and clicking Continue will auto populate the booking request screen with the previous voyage information. All information displayed can be tailored to your new voyage requirements.

When creating a new booking, make sure that all the required fields have been completed.

Click the Create Booking link located at the bottom of the page.

Once the Booking has been requested, the system will display a Job Number for your records and tracking.

### FORGOT PASSWORD?

To request a new Password, go to the login screen on Caribtrans.com. Further click on "Click here for login help" and then click on Forgot Password link"

### DOCUMENTS

Once logged into CaribTrans eServices, click on Documents menu item. Once on the page you will see the All recent jobs. Additional Jobs/Bookings can be found using the Search By Criteria option at the top of the page.

- Clicking on the Add Documents icon will allow you to Complete a Fillable PDF Document or upload a Supplemental Document directly to the Job/Booking.
- Clicking on the Export to Excel icon will export the table with available documents to Microsoft Excel.
- Clicking on the Bill of Lading or the Documents icon will open the View Documents page for that Job/Booking. You can then download or print your document.

### MANAGE MY ACCOUNT

Caribtrans.com web users have access to the suite of account management tools listed below:

**Update Your Profile** - Update the profile created at registration right from your web account.

**Manage Event Notifications** - Select cargo-and shipment - related events for automatic email or text message updates.

- Click the Active box next to the desired event(s).
- Specify method of notification (email or SMS) from the dropdown menu.
- Select Time of Delivery from the Dropdown menu.
- Supply email or mobile number in the Address field.
- Click the Update My Notifications link.

**Addresses & CaribBox** - Shipping Less Than Container Load (LCL) Cargo has never been simpler. Locate the CaribBox number associated with your destination address and find instructions on how to use your CaribBox number when shopping online.