Registered Web Users Guide
Page Navigation
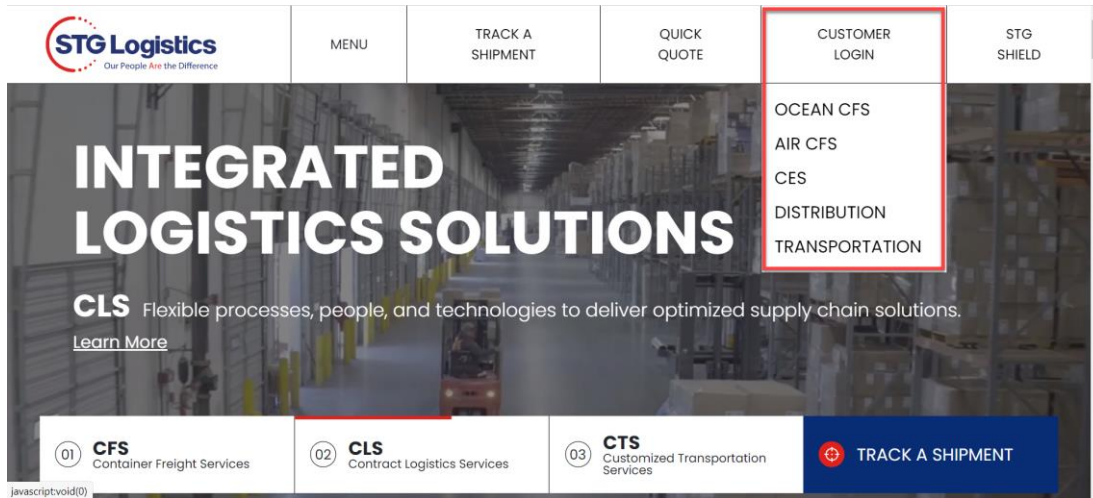
Click ctrl and the page # desired page.

## Contents

Customer Login

Access the Registered Users section of the web site by hovering over the **CUSTOMER LOGIN** button and select the type of Customer: Ocean CFS, Air CFS, CES, Distribution, or Transportation.

You will now be directed to the log-in page to access your account information. Login using the username and password assigned by your account administrator, Click **LOGIN** and the home page will appear.
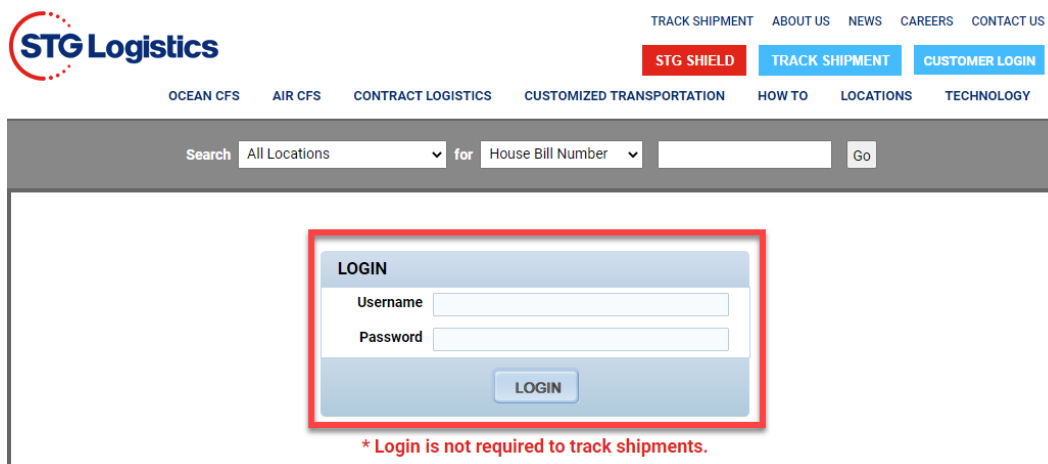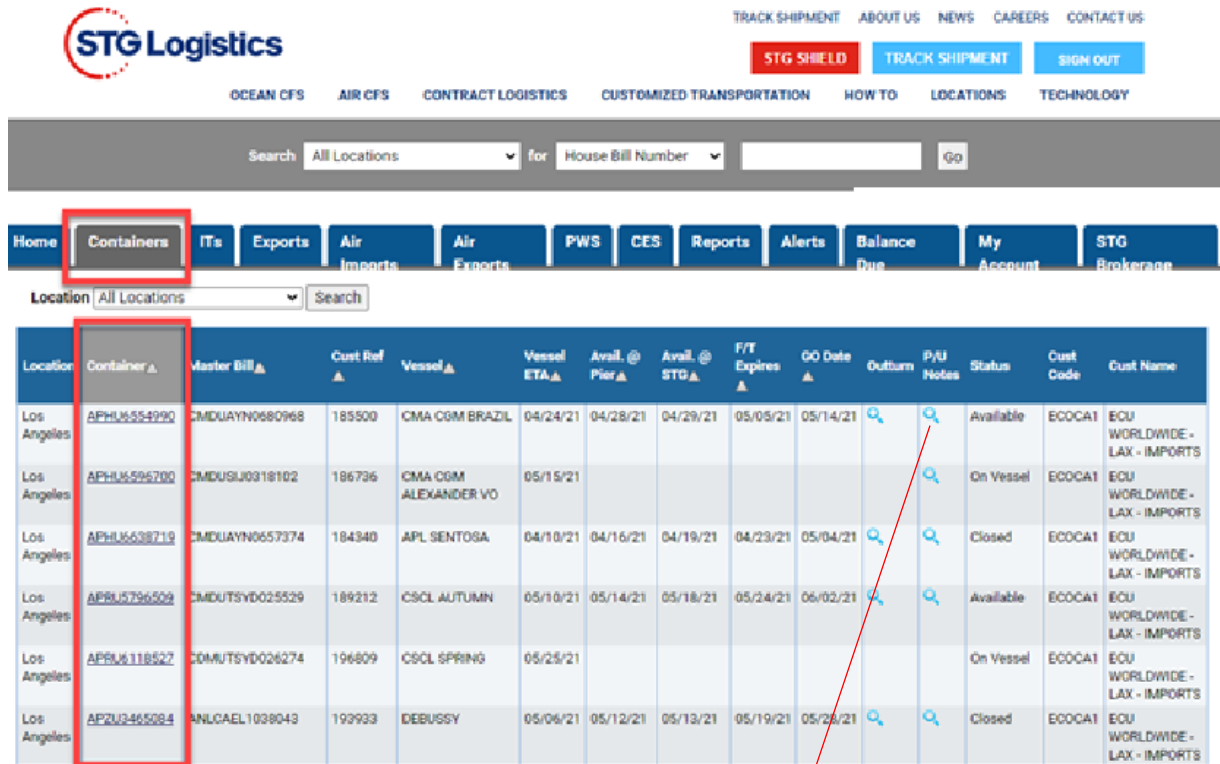

STG Customer Portal homepage.
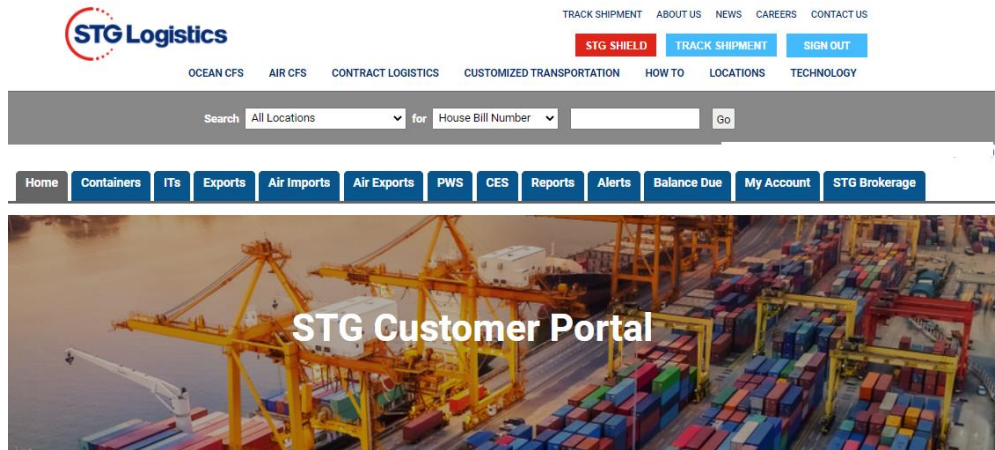
Available Tabs:

Containers	For account using IPI Services
ITs	For accounts using IPI Services
Exports	For accounts using Export Services
Air Imports	For accounts using Air Imports Services
Air Exports	For accounts using Air Exports Services
PWS	Public Warehousing System
CES	Customer Examination Station
Reports	Cargo status reports
Alerts	Set up alerts
Balance Due	Financial information such as invoices, statements
My Account	Look up user account information
STG Brokerage	Manage Transportation

Container

Container Numbers are the active link. By clicking on the **container number** user gets display of container level details.

By selecting the PU Notes the information is displayed for the user.

By selecting any of the AMS HBL, AMS HBL Number is the active link, the user will be directed to the Lot Detail Information Page.

To view **Warehouse Collect** or **View Notes** click blue buttons below.

To view **Print Arrival Notice, View Charges, ePay Receipt, Guarantee Charges, Release, Release Marks Hold, Create Alert, or Insurance Certificate** click on buttons to the right.

IT's

By selecting any of the **House Bill** numbers, House Bill # is an active link, the user will be directed to the Lots Information Detail page.

Exports

Obtain status of Dock Receipts and Outbound Loads.

Tracking

Track cargo receipts using one of the more parameters, such as purchase order or container. Data can be downloaded to Excel.

Container Loading

Select lots from the warehouse and place them into a container.

Air Imports

Track cargo using one of the parameters, such as Master AWB No.

Air Exports

Obtain status of Dock Receipts and Outbound shipments.
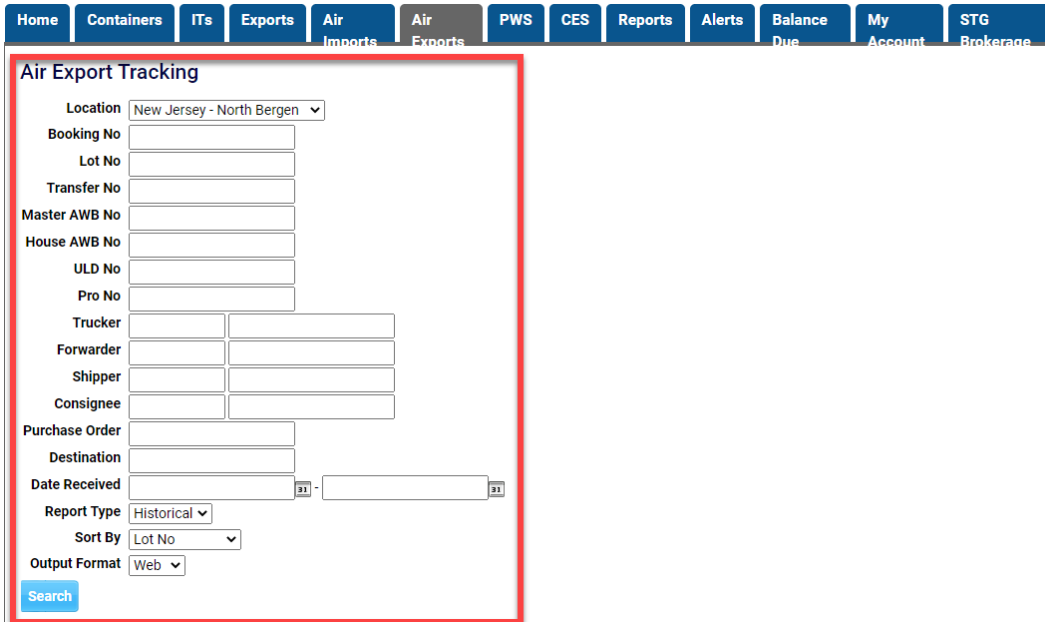
Tracking
Track cargo receipts using one of more parameters, such as purchase order or container. Data can be downloaded to Excel.

Export Transfer
Select lots from the warehouse and place them into a transfer.

Tracking

Track cargo receipts using one of the parameters, such as Purchase Order.
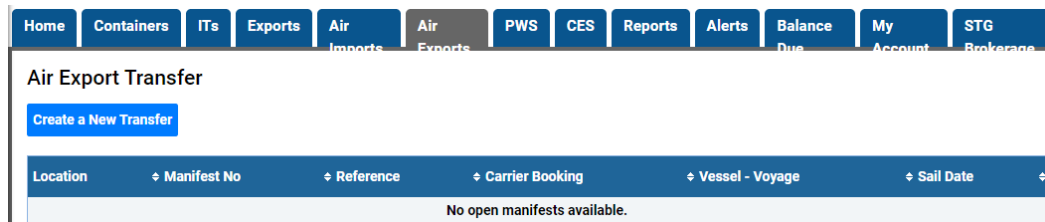
Export Transfer

Obtain transfer status.

PWS (Public Warehousing System)

Manage status of PWS cargo.

Release Order
Create a shipping order from which warehouse will pick items from inventory and ship them out.

Reports
Run reports on your inventory and order history.

Release Order

Enter PWS release orders.

PWS Shipments
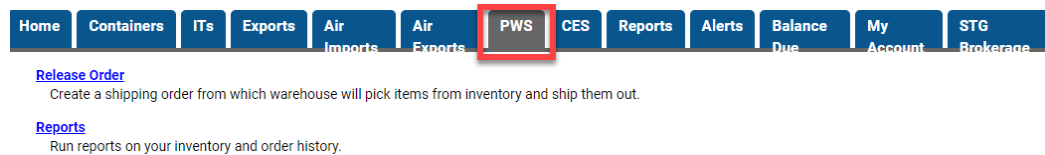
[Create a New Manifest]

Location	⇕ Manifest No	⇕ Reference	⇕ Ship To	⇕ Requested Ship Date	⇕ Carrier	⇕ Input Date	⇕
			No open manifests available.				

Reports

Available PWS storage reports.

Inventory By SKU
This report comes in summary or detail. Summary lists all products by customer with quantities on as of date. Also listed are reserved and expected quantities.
Detial report lists individual pallets with quantities in inventory including any reserved quantities.

Manifest Activity
Listing of all inbound manifest, outbound releases, or both during a specified time period. Once a manifest is displayed other users can drill down to display details.

SKU Activity
Listing of all receipts and shipments for a particular SKU including starting and ending inventory. Details also include manifest, release, and pallet information.

Top Shipto Report
Listing of top shipto codes with quantities.

Top Items Report
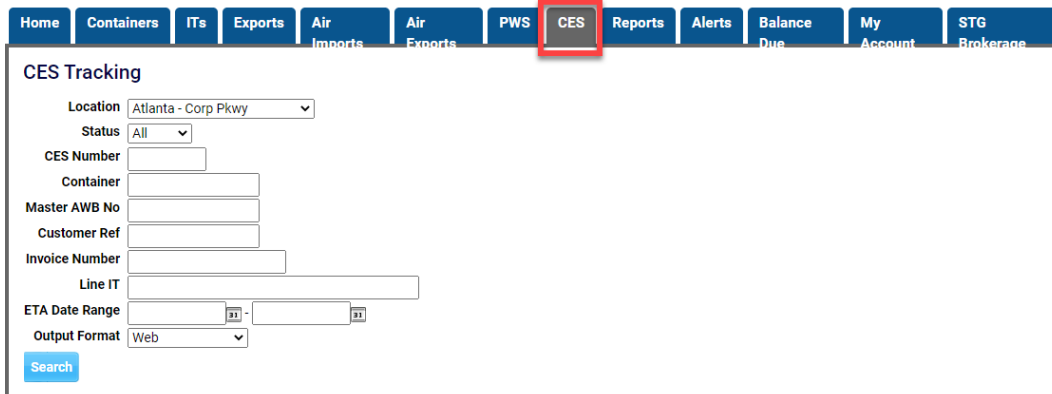Listing of top SKUs shipped during a period.

On Hold
On Hold report

Inventory by Item Reference
Brief description
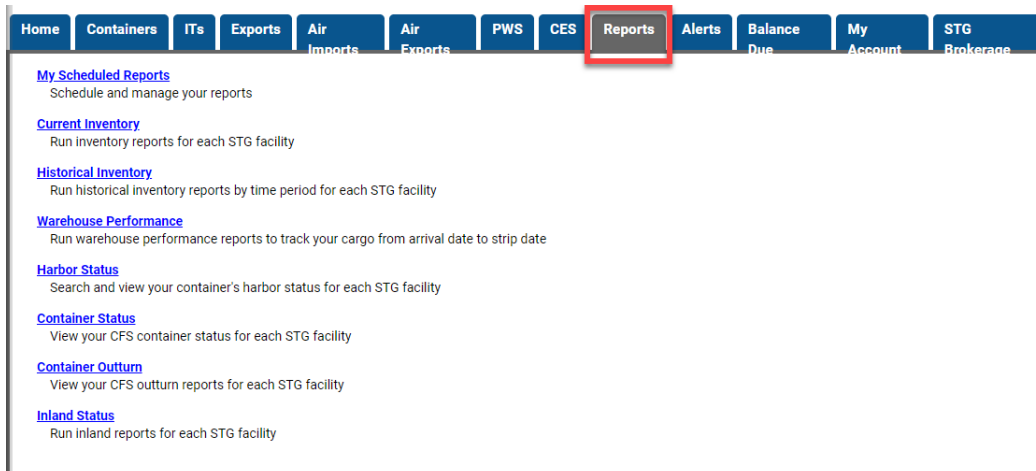
Open Orders/Manifests
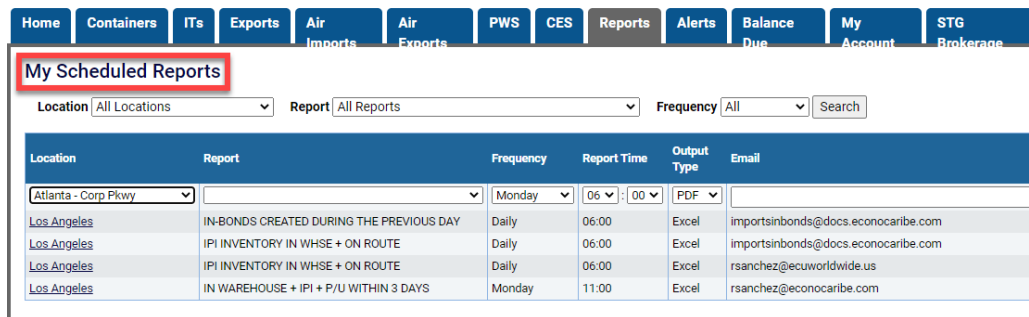Brief description

CES

Obtain status of CES shipments.

Reports

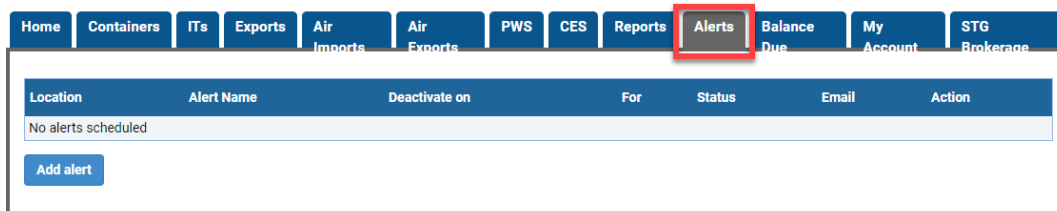Users may run on demand reports or schedule reports.

My Scheduled Reports

Please reference our Reports tutorial for report scheduling instructions. Tutorial are located in STG Logistics Home page. Click on **How To** and scroll down to **Customer Web Tutorials:**
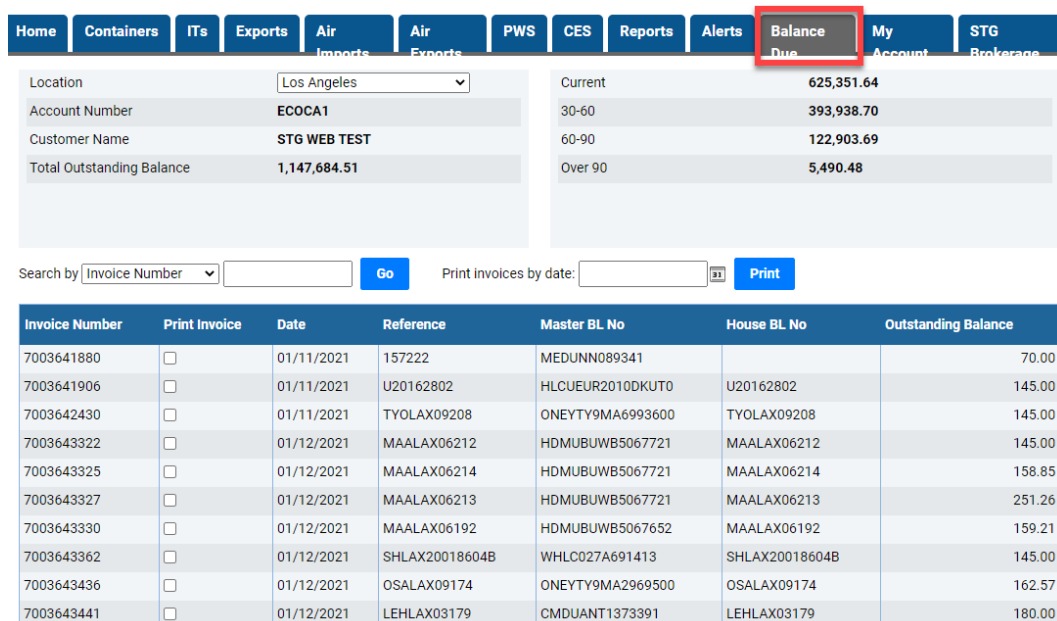

Alerts

Schedule Alerts from the Alerts tab

Balance Due

Balance Due tab will bring you to your invoice statement.

Invoice Number	Print Invoice	Date	Reference	Master BL No	House BL No	Outstanding Balance
7003641880	☐	01/11/2021	157222	MEDUNN089341		70.00
7003641906	☐	01/11/2021	U20162802	HLCUEUR2010DKUT0	U20162802	145.00
7003642430	☐	01/11/2021	TYOLAX09208	ONEYTY9MA6993600	TYOLAX09208	145.00
7003643322	☐	01/12/2021	MAALAX06212	HDMUBUWB5067721	MAALAX06212	145.00
7003643325	☐	01/12/2021	MAALAX06214	HDMUBUWB5067721	MAALAX06214	158.85
7003643327	☐	01/12/2021	MAALAX06213	HDMUBUWB5067721	MAALAX06213	251.26
7003643330	☐	01/12/2021	MAALAX06192	HDMUBUWB5067652	MAALAX06192	159.21
7003643362	☐	01/12/2021	SHLAX20018604B	WHLC027A691413	SHLAX20018604B	145.00
7003643436	☐	01/12/2021	OSALAX09174	ONEYTY9MA2969500	OSALAX09174	162.57
7003643441	☐	01/12/2021	LEHLAX03179	CMDUANT1373391	LEHLAX03179	180.00

Please refer our Balance Due tutorial. Tutorial are located in STG Logistics Home page. Click on **How To** and scroll down to **Customer Web Tutorials:**
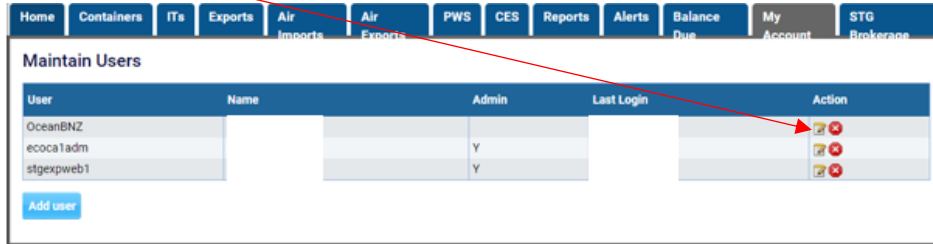

My Account

The **MY ACCOUNT** tab is where you will manage your user access. If you are logged in with admin rights, you will have the ability to "Maintain User List" feature to manage the web accounts for your customer code.

Change Password

Maintain User List

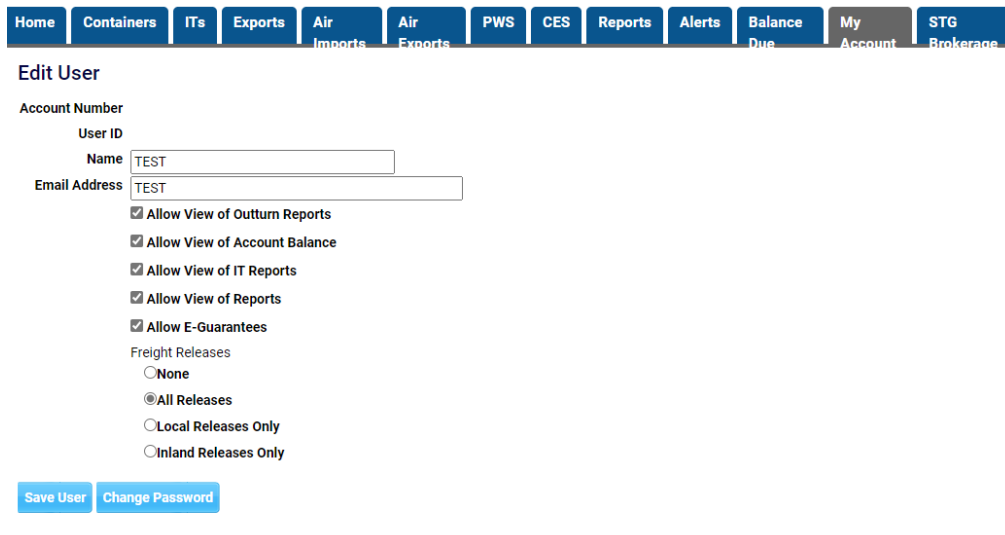Click on the edit button to manager user logins.

NOTE: ONLY ADMIN USERS HAVE THE ABILITY TO EDIT OTHER WEB LOGINS

Grant the appropriate access to your users.

STG Brokerage

Manage Transportation.