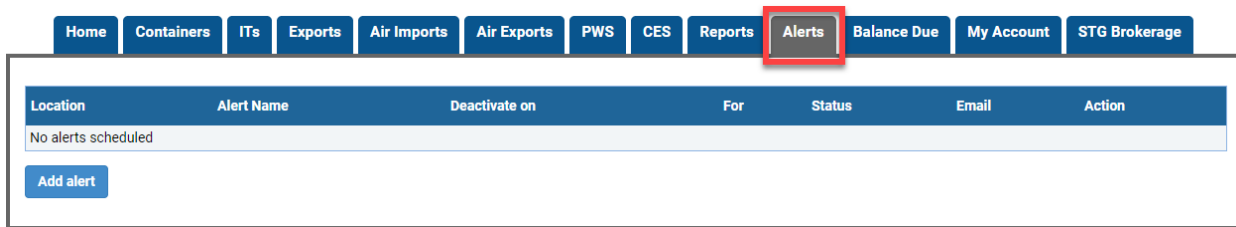


Shipment Tracking Reporting

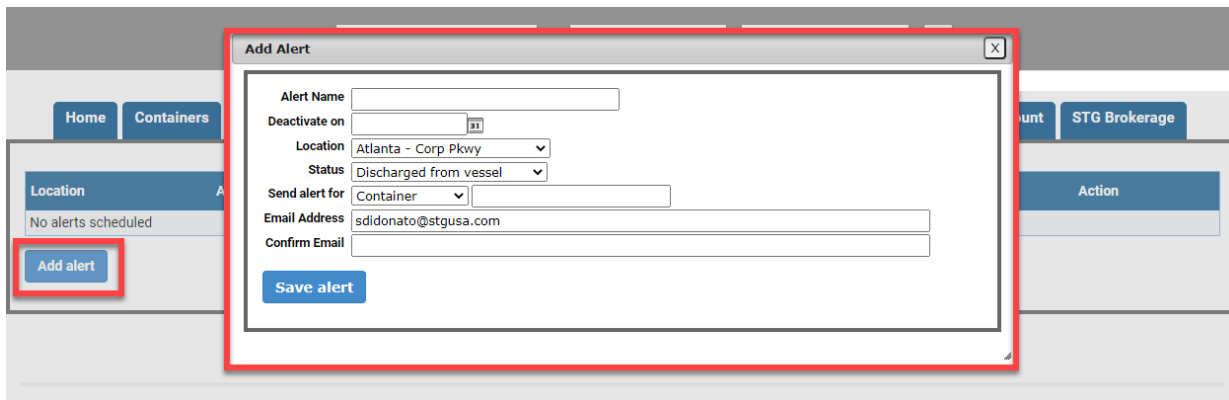
To complete these processes, you will need to Login.

Click the Alerts tab.



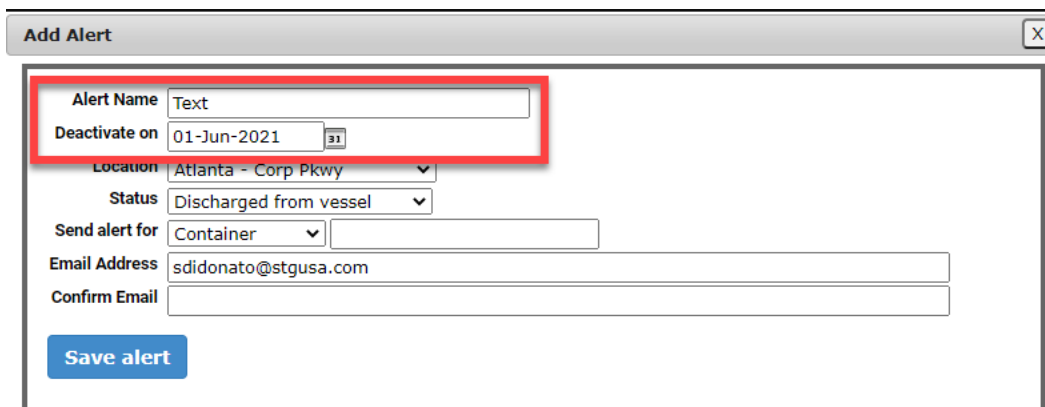
The screenshot shows the top navigation bar with tabs: Home, Containers, ITs, Exports, Air Imports, Air Exports, PWS, CES, Reports, Alerts, Balance Due, My Account, and STG Brokerage. The 'Alerts' tab is highlighted with a red box. Below the navigation bar is a table with the following columns: Location, Alert Name, Deactivate on, For, Status, Email, and Action. The table contains one row with the text 'No alerts scheduled'. Below the table is a blue button labeled 'Add alert'.

Click **Add Alert** button and the Add Alert window will appear.



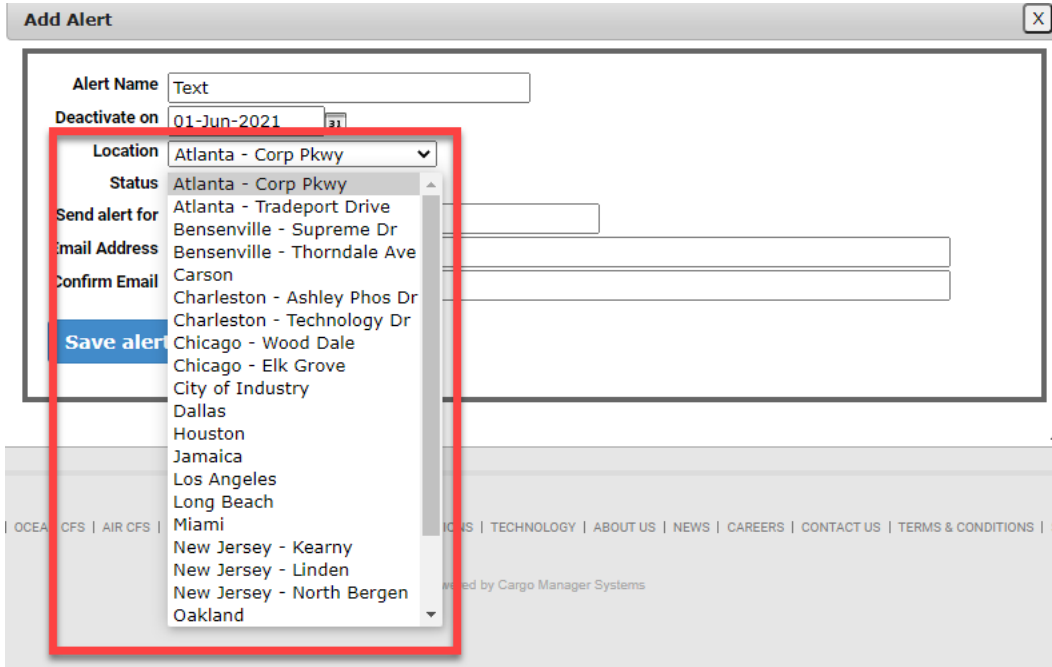
The screenshot shows the 'Add Alert' window. The window has a title bar with 'Add Alert' and a close button. The form contains the following fields: Alert Name (text input), Deactivate on (calendar icon), Location (dropdown menu with 'Atlanta - Corp Pkwy' selected), Status (dropdown menu with 'Discharged from vessel' selected), Send alert for (dropdown menu with 'Container' selected), Email Address (text input with 'sddonato@stgusa.com'), and Confirm Email (text input). A blue 'Save alert' button is at the bottom. The 'Add alert' button from the previous screenshot is also highlighted with a red box.

Enter name for the **Alert** and **Deactivate** date.



This is a close-up of the 'Add Alert' window. The 'Alert Name' and 'Deactivate on' fields are highlighted with a red box. The 'Alert Name' field contains the text 'Text'. The 'Deactivate on' field shows a calendar icon and the date '01-Jun-2021'. Other fields include 'Location' (Atlanta - Corp Pkwy), 'Status' (Discharged from vessel), 'Send alert for' (Container), 'Email Address' (sddonato@stgusa.com), and 'Confirm Email'. A blue 'Save alert' button is at the bottom.

Enter the pickup **Location**.



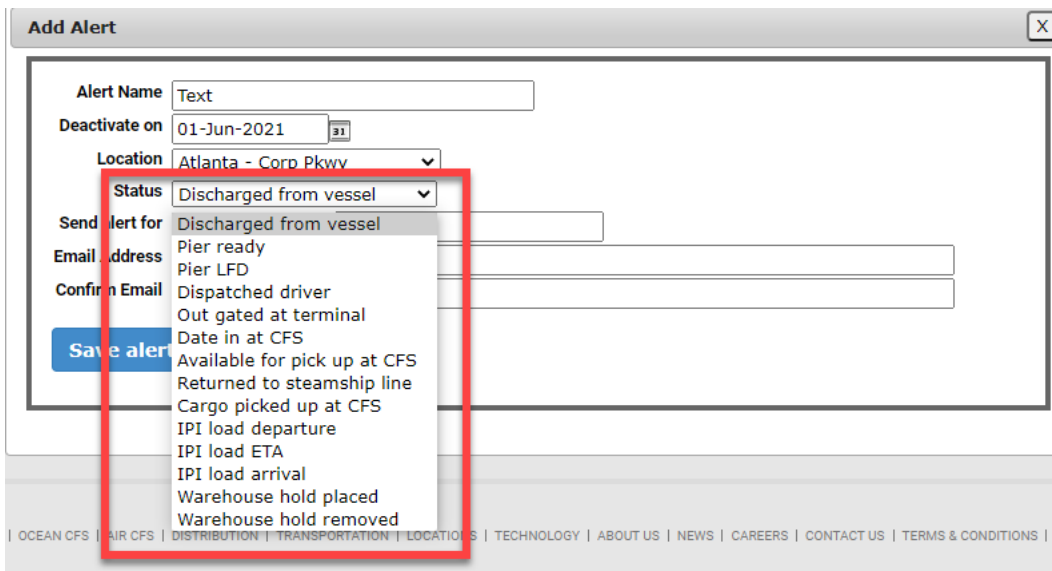
The screenshot shows the 'Add Alert' form with the 'Location' dropdown menu open. The menu lists various locations, and the 'Save alert' button is highlighted in blue. A red box highlights the dropdown menu and the 'Save alert' button.

Alert Name	Text
Deactivate on	01-Jun-2021
Location	Atlanta - Corp Pkwy
Status	Atlanta - Corp Pkwy
Send alert for	Atlanta - Tradeport Drive
Email Address	Bensenville - Supreme Dr
Confirm Email	Bensenville - Thorndale Ave

- Atlanta - Corp Pkwy
- Atlanta - Tradeport Drive
- Bensenville - Supreme Dr
- Bensenville - Thorndale Ave
- Carson
- Charleston - Ashley Phos Dr
- Charleston - Technology Dr
- Chicago - Wood Dale
- Chicago - Elk Grove
- City of Industry
- Dallas
- Houston
- Jamaica
- Los Angeles
- Long Beach
- Miami
- New Jersey - Kearny
- New Jersey - Linden
- New Jersey - North Bergen
- Oakland

Save alert

Enter the **Status** change/trigger for the alert.



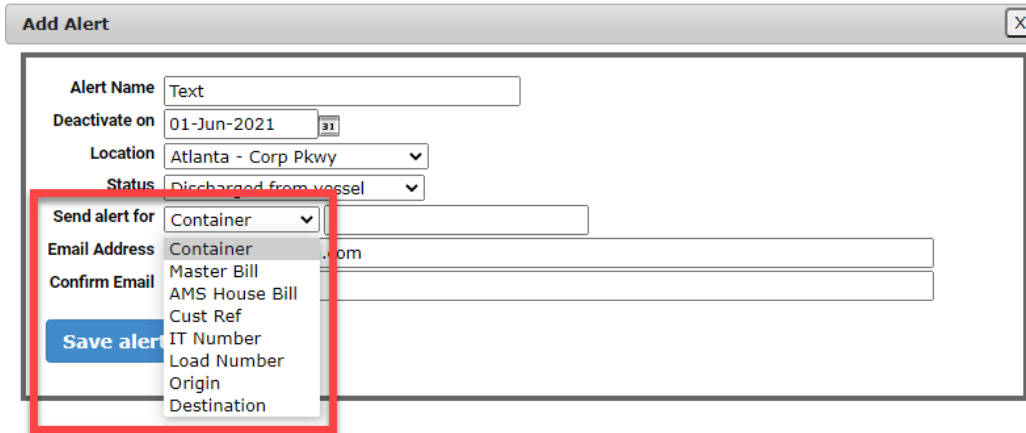
The screenshot shows the 'Add Alert' form with the 'Status' dropdown menu open. The menu lists various status change/trigger options, and the 'Save alert' button is highlighted in blue. A red box highlights the dropdown menu and the 'Save alert' button.

Alert Name	Text
Deactivate on	01-Jun-2021
Location	Atlanta - Corp Pkwy
Status	Discharged from vessel
Send alert for	Discharged from vessel
Email Address	Pier ready
Confirm Email	Pier LFD

- Discharged from vessel
- Pier ready
- Pier LFD
- Dispatched driver
- Out gated at terminal
- Date in at CFS
- Available for pick up at CFS
- Returned to steamship line
- Cargo picked up at CFS
- IPI load departure
- IPI load ETA
- IPI load arrival
- Warehouse hold placed
- Warehouse hold removed

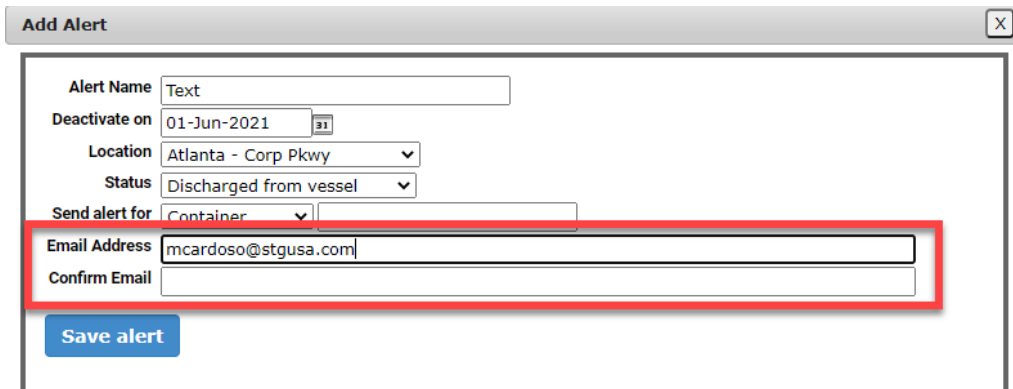
Save alert

Define the alert criteria in the **Send alert for** area.



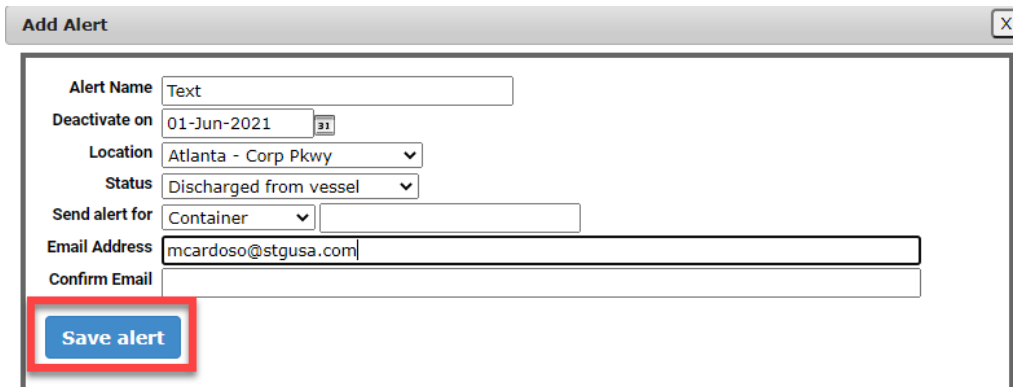
The screenshot shows the 'Add Alert' form with the following fields: Alert Name (Text), Deactivate on (01-Jun-2021), Location (Atlanta - Corp Pkwy), Status (Discharged from vessel), Send alert for (Container), Email Address (Container), Confirm Email (Master Bill), and a Save alert button. The 'Send alert for' dropdown menu is open, showing options: Container, Master Bill, AMS House Bill, Cust Ref, IT Number, Load Number, Origin, and Destination. A red box highlights the dropdown menu and the Save alert button.

Enter and **confirm** the **Email Address**.



The screenshot shows the 'Add Alert' form with the following fields: Alert Name (Text), Deactivate on (01-Jun-2021), Location (Atlanta - Corp Pkwy), Status (Discharged from vessel), Send alert for (Container), Email Address (mcardoso@stgusa.com), and Confirm Email (empty). A red box highlights the Email Address and Confirm Email fields.

Click **Save Alert** to save the alert



The screenshot shows the 'Add Alert' form with the following fields: Alert Name (Text), Deactivate on (01-Jun-2021), Location (Atlanta - Corp Pkwy), Status (Discharged from vessel), Send alert for (Container), Email Address (mcardoso@stgusa.com), and Confirm Email (empty). A red box highlights the Save alert button.