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## **PREFACE**

ShipStar™ is a Windows™ based application designed for processing export and import cargo consolidations when either air or ocean is used as the transportation mode. Its basic design makes navigation throughout the program extremely intuitive. Nevertheless, 2020 recommends that you read this manual thoroughly before using ShipStar for the first time.

Designed as a reference to be consulted at any time, this manual provides detailed procedures and flowcharts for using ShipStar.

### **IF YOU HAVE QUESTIONS**

If you have questions that are not answered in this manual or you need additional assistance, contact 2020 between 8:00 A.M. and 5:00 P.M. Central Time at:

Twenty Twenty, Inc.  
PO Box 26443  
Minneapolis, MN 55426  
(952) 545-1171 or

email: [info@go2020.com](mailto:info@go2020.com)

## **SHIPSTAR**

The SHIPSTAR software and manual ("documentation") are licensed property of Twenty Twenty. Use of the software indicates your acceptance of the following LICENSE STATEMENT, DISCLAIMER OF WARRANTY and CHOICE OF LAW.

### **LICENSE STATEMENT**

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### **DISCLAIMER OF WARRANTY**

We have made every effort to verify that **SHIPSTAR** is an effective tool for generating export/import documentation on a day to day basis. However, you must be aware that SHIPSTAR is sold to you "as is," without any warranty of any kind.

**IN NO EVENT SHALL TWENTY TWENTY BE LIABLE OR RESPONSIBLE FOR ANY PROBLEMS THAT ARISE BECAUSE OF DEFECTS WITH SHIPSTAR.**

### **CHOICE OF LAW**

These statements shall be construed, interpreted, and governed by the laws of the state of Minnesota - United States of America.

## **SYSTEM REQUIREMENTS**

ShipStar has been thoroughly tested by a quality assurance team separate from the developers of the system. However, a specific target environment was used for both development and testing. To ensure compatibility for your installation it is recommended that you adhere to the following hardware and software requirements. *Twenty Twenty can not and will not guarantee compatibility in any installation employing variations to these requirements.*

### **Software**

1. Microsoft Windows 95 / 98 / NT / 2000 / XP
2. Peachtree Accounting 8.0

### **Hardware**

1. 400Mhz Intel Pentium class computer
2. 64 megabytes RAM

### **Printers**

1. Current HP Laserjet class printer

ShipStar creates several of its forms on plain 8½” x 11” paper.

2. Okidata ML320Turbo printer

ShipStar prints pre-printed forms on a tractor feed, dot matrix printer. This printer must be configured to use Epson emulation mode and must use the applicable Okidata printer driver.

3. Eltron TLP2742 printer

ShipStar prints 4 x 6” carton labels on a thermal printer.

### **Forms**

The ShipStar program prints 4 different kinds of paper forms:

- |                             |   |
|-----------------------------|---|
| 1. Plain Paper              | Standard laser printer paper (8½ x 11”)               |
| 2. Master/House Air Waybill | Apperson Business Forms - Warehouse# 06100 (8½ x 12”) |
| 3. Customs I.T.             | Apperson Business Forms - Warehouse# 0751 (8½ x 11”)  |

#### 4. Labels

Thermal, self stick (4 x 6")

All forms except the airbill, IT, and label are printed on a laser printer. Configuration of the dot matrix printers can be to use just 1, switching forms as necessary, or 2, each assigned to printing a different form. ShipStar and Windows don't care what configuration you choose. The deciding factor is what level of convenience you desire.

## **GETTING STARTED**

### **STARTING SHIPSTAR**

1. Start Windows.
2. Using the Windows Start button, drill down and select the ShipStar icon.

The Windows hourglass displays while the program is initializing. After initialization is complete, the ShipStar Main Menu is displayed.

### **PRINTING OVERVIEW**

ShipStar follows a consistent format for printing all documents. With the exception of the Main Menu, a Print Bar displays on the top of each screen immediately below the Menu Bar.

If you are on a screen that allows document printing, the Print Bar displays a button(s) that contains the name of the document. All you need to do is click on the button to print that document. Note that there are two types of printers to which your document may be assigned:

- If your document is assigned to a tractor feed printer, the document is sent directly to that printer. *Examples* of tractor feed documents are the MAWB, HAWB and I.T.
- If the document is assigned to a laser printer, the document is sent directly to that printer. *Examples* of laser documents are the Booking Bill, Invoice, and Export Dec.

### **SHIPSTAR MAIN MENU**

Begin and end the ShipStar program on the Main Menu. There are two methods available for proceeding from the Main Menu into other parts of the program: Menu Bar or File Cabinet.

### **MENU BAR**

The Menu Bar, which is common to all Windows programs, is the white horizontal bar located at the top of the screen. It usually contains words such as *File, Edit, and Help, etc.* However, Menu Bar contents can change from screen to screen and program to program. When you click on one of these words from the Menu Bar, a pull-down menu displays with additional functions available at that point in the program. The ShipStar Menu Bar contains the following pull-down menus:

**File:** *Exit* is the option available on the File Menu. Click on *File* and then *Exit*, to end the ShipStar program and return to the Windows Program Manager.

**Edit:** There are three options available on the Edit Menu.

- *Airline/Steamship* - Select this option to add or change an airline or steamship line.
- *Airport/Port* - Select this option to add or change an airport or ocean port.
- *Customer/Agent* - Select this option to add or change a customer or agent.
- *Printer Assignment* - Select this option to maintain printer assignments for output.

For additional information, refer to the “Look-up Table Maintenance” section in this manual.

**Export:** There are two options available on the Export Menu.

- *Air* - Select this option to access the Air/Export section of ShipStar.
- *Ocean* - Select this option to access the Ocean/Export section of ShipStar. You can also access these sections using the File Cabinets (explained below.)

For additional information, refer to the “Air/Export Processing” and “Ocean/Export Processing” sections in this manual.

**Import:** There are two options available on the Import Menu.

- *Air* - Select this option to access the Air/Import area of ShipStar.
- *Ocean* - Select this option to access the Ocean/Import section of ShipStar. You can also access these sections by using the File Cabinets (explained below.)

For additional information, refer to the “Air/Import Processing” and “Ocean/Import Processing” sections in this manual.

**Report:** There are two options available on the Report Menu.

- *Air* - Select this option to access the Air reports. They include History, Quote and Tracking.

- *Ocean* - Select this option to access the Ocean reports. They include History, Quote and Tracking.

**Help:** *About ShipStar* is the option available on the Help Menu. Click on *Help* and then *About ShipStar* to obtain general information about the program.

## **FILE CABINETS**

The file cabinets graphically represent the four primary functions within ShipStar. There are two file cabinets available: Export and Import. Each file cabinet contains two file drawers: Air and Ocean.

Click anywhere on one of the four drawers to access the functional section of ShipStar you need.

## **AIR/EXPORT PROCESSING**

### **AIR/EXPORT SELECT MASTER SCREEN**

To process house bills, produce documents and cut invoices; create a new master bill or select an existing master bill.

Click on the *Air* file drawer in the *Export* filing cabinet to display the Air/Export Select Master Screen.

**NOTE:** You can also use the Menu Bar by clicking on *Export* and then *Air*.

The Air/Export Select Master Screen contains these buttons:

**New:** To create new master bills-

1. Enter an 11-character master bill number. (No dashes or spaces are required because formatting is done automatically.)
2. Click on the *New* button to create the master bill. The Air Export Master Screen displays for collecting master bill level information.

**Edit:** To edit an existing master bill, select a master bill number from the list and click on the *Edit* button. The Air Export Master Screen displays for editing master bill level information.

**Lookup:** Click on the *Lookup* button to lookup and identify the master bill number for a particular house bill, invoice, or lot number

**Recap:** To print a profit/loss report for a master bill, select a master bill number from the list and click on the *Recap* button. A recap of the selected master bill is presented on-screen. You can then view and print the recap.

**Quote:** To create an air quote click on the *Quote* button.

**Close:** Click on this button to close the Air/Export Select Master Screen and return to the ShipStar Main Menu.

## **AIR EXPORT MASTER SCREEN**

The Air Export Master Screen collects export information for a single master bill. It displays if you do one of the following on the Air/Export Select Master Screen:

- Enter a new master bill number and click on the *New* button; or
- Select an existing master bill and click on the *Edit* button.

This screen contains the following buttons:

**Direct:** To process a direct master bill, click on the *Direct* button. This is a toggle, meaning it can be turned on and off. When it is on, the button is brighter than the rest of the buttons on the screen and the House button is disabled. When it is off, the button is dimmed and the Ex/Dec button as well as the Notice button on the print bar is disabled.

**Detail:** Collects data for the detail section of a master bill including pieces, weight, rate and charges. To enter detail information-

1. Click on the *Detail* button, and the Air Export-Master Detail Screen displays.
2. Input applicable information.
3. Click on the *Close* button to return to the Air Export-Master Screen.

**House:** To enter adjoining house bill information, click on the *House* button. The Air Export-House Screen displays.

For additional information, refer to the “Air Export House Screen” section of this manual.

*NOTE: This button is not active for a direct master bill.*

**Ex/Dec:** To create an Export Declaration for a direct master bill and collect data, click on the *Ex/Dec* button. The Export Dec Screen displays.

For additional information, refer to the “Export Dec Processing” section of this manual.

*NOTE: This button is only active for a direct master bill.*

**Invoice:** To collect data and cut an invoice for the current master bill, click on the *Invoice* button. The invoice Screen displays.

For additional information, refer to the “Invoice Processing” section of this manual.

**Payable:** To collect payable data for the current master bill, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Quick:** To highlight only the fields necessary to process an import, click on the *Quick* button. Required import fields will be yellow.

**Void:** To delete the current master bill-

1. Click on the *Void* button.
2. A message displays asking you to confirm the deletion.

*NOTE: All attached documents must be voided first.*

**Close:** Click on this button to close the Air Export Master Screen and return to the Air/Export Select Master Screen.

## **PRINT BAR**

The print bar on this screen contains the following buttons:

**Manifest:** To print an air cargo manifest for a master bill, click on the *Manifest* button. A manifest corresponding to the selected master bill is sent to the default laser printer.

**MAWB:** To print a master air waybill for the current master bill, click on the *MAWB* button. The master bill is sent to the assigned dot matrix printer.

**Security:** To print a security document for the current master bill, click on the *Security* button. An security document corresponding to the current master bill is sent to the default laser printer.

**Notice:** To print a customer outbound notice for the current master bill, click on the *Notice* button. An outbound notice corresponding to the current master bill is sent to the default laser printer.

*NOTE: This button is only active for a direct master bill.*

**Certificate:** To print a certificate of origin for the current house bill, click on the *Certificate* button. A certificate of origin corresponding to the current house bill is sent to the default laser printer.

*NOTE: This button is only active for a direct master bill.*

## **AIR EXPORT HOUSE SCREEN**

The Air Export House Screen collects export information for one or more house bills. It displays after you click on the *House* button on the Air Export-Master Screen.

This screen contains the following buttons:

**Detail:** Collects data for the detail section of a house bill including pieces, weight, dimensions and rate. To enter detail information-

1. Click on the *Detail* button, and the Air Export House Detail Screen displays.
2. You can enter weight and dimensional information in either metric or standard units.
  - If you enter the weight in kilos, the total cubic measurement (TCM) must be in cubic centimeters.
  - If you enter the weight in pounds, the total cubic measurement (TCM) must be in cubic inches.
  - Click on the *DIM's* button to enter carton dimensions. Carton measurements must be entered in either inches or centimeters. Using this method, total cubic measure is calculated for you.
  - Chargeable weight is calculated for you.
  - If you enter an amount in the Minimum field, the calculated charges are ignored.
3. To print labels for the current house bill, click on the *Label* button located on the print bar. Label numbers are automatically defaulted to print from 1 to the total number of pieces, but can be overridden if desired. Labels are printed to the assigned dot matrix printer.
4. Click on the *Close* button to return to the Air Export House Screen.

The total charges from the Detail Screen automatically transfer back to the House Screen. Charges are inserted into either the prepaid or collect column depending on how you checked the prepaid/collect box for the weight charges.

**New:** To create a new house bill-

1. Click on the *New* button.
2. The system prompts you to enter a new house bill number.

***NOTE:*** *The number cannot already exist.*

**< >**: These are VCR buttons used to move from house bill to house bill when more than one exists for the current master bill.

- To move to the *next* house bill, click on the right-arrow VCR button
- To move to the *previous* house bill, click on the left-arrow VCR button.

**Copy:** To copy another house bill's data as a starting point for the current house bill-

1. Click on the *Copy* button.
2. The Copy House Screen displays. Select the desired house bill and click on OK. Information from the selected house will be assigned to the current house bill.

***NOTE:*** *Detail level information is not included in the copy.*

**Ex/Dec:** To create an Export Declaration and collect data, click on the *Ex/Dec* button. The Export Dec Screen displays.

For additional information, refer to the "Export Dec Processing" section of this manual.

**Invoice:** To collect data and cut an invoice for the current house bill, click on the *Invoice* button. The Invoice Screen displays.

For additional information, refer to the "Invoice Processing" section of this manual.

**Payable:** To collect payable data for the current house bill, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the "Payable Processing" section of this manual.

**Void:** To delete the current house bill-

1. Click on the *Void* button.
2. A message displays asking you to confirm the deletion.

***NOTE:*** *All attached documents must be voided first.*

**Close:** Click on this button to close the Air Export House Screen and return to the Air Export Master Screen.

## **PRINT BAR**

The print bar on this screen contains the following buttons:

**HAWB:** To print the current house bill, click on the *HAWB* button. The house bill is sent to the assigned dot matrix printer.

**Notice:** To print a customer outbound notice for the current house bill, click on the *Notice* button. An outbound notice corresponding to the current house bill is sent to the default laser printer.

**Certificate:** To print a certificate of origin for the current house bill, click on the *Certificate* button. A certificate of origin corresponding to the current house bill is sent to the default laser printer.

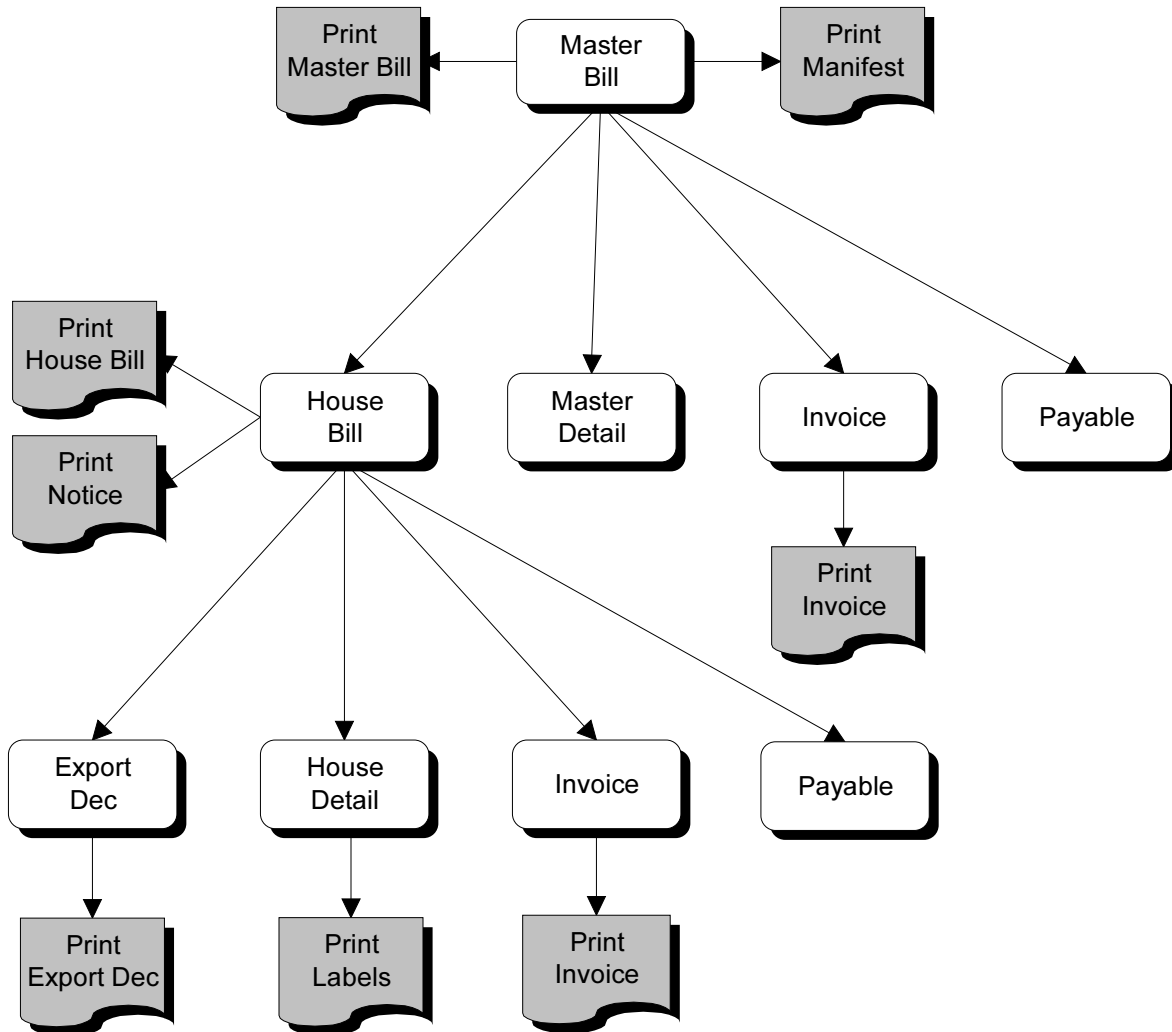
**Warehouse:** To print a warehouse receipt for the current house bill, click on the *Warehouse* button. A warehouse receipt corresponding to the current house bill is sent to the default laser printer.

**Pickup:** To print a pickup notice for the current house bill, click on the *Pickup* button. A pickup notice corresponding to the current house bill is sent to the default laser printer.

***Time-saver:** During export processing, each new house air waybill will have the origin and flight information automatically pre-filled to the values from the master air waybill.*

## AIR/EXPORT FLOWCHART

Below is a graphical representation of the screen and print flow for the Air/Export portion of ShipStar. The white boxes represent screens, the shaded boxes represent print items. Use this flowchart as a road map for navigating through ShipStar.



## **AIR/IMPORT PROCESSING**

### **AIR/IMPORT SELECT MASTER SCREEN**

To process house bills, produce documents and cut invoices; you must first select an existing master bill.

Click on the *Air* file drawer in the *Import* filing cabinet to display the Air/Import Select Master Screen.

**NOTE:** You can also using the Menu Bar by clicking on **Import** and then **Air**.

The Air/Import Select Master Screen contains the following buttons:

**Edit:** To edit an existing master bill-

Select a master bill number from the list and click on the *Edit* button. The Air Import Master Screen displays for editing master bill level information.

**Lookup:** Click on the *Lookup* button to lookup and identify the master bill number for a particular house bill, invoice, or lot number

**Recap:** To print a profit/loss report for a master bill, select a master bill number from the list and click on the *Recap* button. A recap of the selected master bill is presented on-screen. You can then view and print the recap.

**Quote:** To create an air quote click on the *Quote* button.

**Close:** Click on this button to close the Air/Import Select Master Screen and return to the ShipStar Main Menu.

### **AIR IMPORT MASTER SCREEN**

The Air Import Master Screen collects import information for a single master bill. It displays after you select an existing master bill and click on the *Edit* button on the Air/Import Select Master Screen.

The Air Import-Master Screen contains the following buttons:

**House:** Collects import data for adjoining house bills. To enter house bill information, click on the *House* button. The Air Import House Screen displays.

For additional information, refer to the “Air Import House Screen” section of this manual.

**I.T.:** To create a Customs I.T. and collect data, click on the *I.T.* button. The Customs I.T. Screen displays.

For additional information, refer to the “I.T. Processing” section of this manual.

**Invoice:** To collect data and cut an invoice for the current master bill, click on the *Invoice* button. The invoice Screen displays.

For additional information, refer to the “Invoice Processing” section of this manual.

**Payable:** To collect payable data for the current master bill, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Close:** Click on this button to close the Air Import Master Screen and return to the Air/Import Select Master Screen.

## **AIR IMPORT HOUSE SCREEN**

The Air Import House Screen collects import information for one or more house bills. It displays when you click on the *House* button on the Air Import-Master Screen.

The Air Import House Screen contains the following buttons:

**< >:** These are VCR buttons used to move from house bill to house bill when more than one exists for the current master bill.

- To move to the *next* house bill, click on the right-arrow VCR button.
- To move to the *previous* house bill, click on the left-arrow VCR button.

**Invoice:** To collect data and cut an invoice for the current house bill, click on the *Invoice* button. The Invoice Screen displays.

For additional information, refer to the “Invoice Processing” section of this manual.

**Payable:** To collect payable data for the current house bill, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Track:** To collect tracking data for the current house bill, click on the *Track* button. The Tracking Screen displays.

**Close:** Click on this button to close the Air Import House Screen and return to the Air Import Master Screen.

## **PRINT BAR**

The print bar on this screen contains the following buttons:

**Inbound:** To print a customer pre-alert for the current house bill, click on the *Inbound* button. A pre-alert corresponding to the current house bill is sent to the default laser printer.

**Arrival:** To print a customer arrival notice for the current house bill, click on the *Arrival* button. An arrival notice corresponding to the current house bill is sent to the default laser printer.

**Authority:** To print an authority to make entry for the current house bill, click on the *Authority* button. An authority to make entry corresponding to the current house bill is sent to the default laser printer.

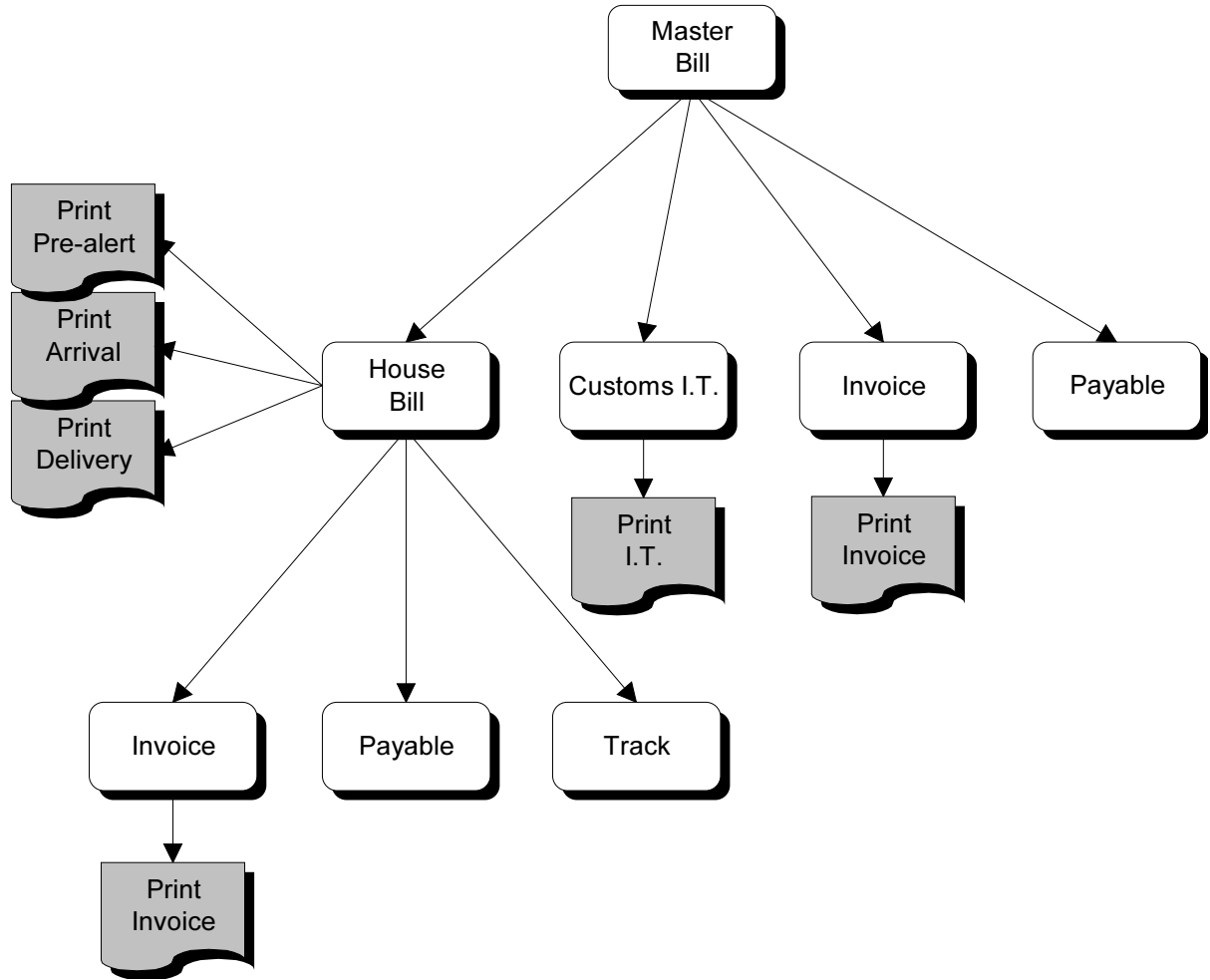
**Release:** To print a release order for the current house bill, click on the *Release* button. A release order corresponding to the current house bill is sent to the default laser printer.

**Deliver:** To print a delivery order for the current house bill, click on the *Deliver* button. A delivery order corresponding to the current house bill is sent to the default laser printer.

***Time-saver:*** Information required to process an import can be quickly entered using the ***Quick*** button on the *Air Export-Master* screen. This button highlights only the fields necessary for processing an import using *ShipStar*.

## AIR/IMPORT FLOWCHART

Below is a graphical representation of the screen and print flow for the Air/Import portion of ShipStar. The white boxes represent screens, the shaded boxes represent print items. Use this flowchart as a road map for navigating through ShipStar.



## **OCEAN/EXPORT PROCESSING**

### **OCEAN/EXPORT SELECT BOOKING SCREEN**

To process house bills, produce documents and cut invoices, create a new booking or select an existing booking.

Click on the *OCEAN* file drawer in the *Export* filing cabinet to display the Ocean/Export Select Booking Screen.

**NOTE:** You can also use the Menu Bar by clicking on *Export* and then *Ocean*.

The Ocean/Export Select Booking Screen contains these buttons:

**New:** To create new bookings-

1. Enter up to an 16-character booking number.
2. Click on the *New* button to create the booking. The Ocean Export Booking Screen displays for collecting booking level information.

**Edit:** To edit an existing booking, select a booking number from the list and click on the *Edit* button. The Ocean Export Booking Screen displays for editing booking level information.

**Lookup:** Click on the *Lookup* button to lookup and identify the booking number for a particular house bill, invoice, or lot number

**Recap:** To print a profit/loss report for a booking, select a booking number from the list and click on the *Recap* button. A recap of the selected booking is presented on-screen. You can then view and print the recap.

**Quote:** To create an ocean quote click on the *Quote* button.

**Close:** Click on this button to close the Ocean/Export Select Booking Screen and return to the ShipStar Main Menu.

## **OCEAN EXPORT BOOKING SCREEN**

The Ocean Export Booking Screen collects export information for a single booking. It displays if you do one of the following on the Ocean/Export Select Booking Screen:

- Enter a new booking number and click on the *New* button; or
- Select an existing booking and click on the *Edit* button.

This screen contains the following buttons:

**Detail:** Collects data for the detail section of a booking including container information, weight, and measurement. To enter detail information-

1. Click on the *Detail* button, and the Ocean Export-Booking Detail Screen displays.
2. Input applicable information.
- 3.
3. Click on the *Close* button to return to the Ocean Export-Booking Screen.

**House:** To enter adjoining house bill information, click on the *House* button. The Ocean Export-House Screen displays.

For additional information, refer to the “Ocean Export House Screen” section of this manual.

**Invoice:** To collect data and cut an invoice for the current booking, click on the *Invoice* button. The invoice Screen displays.

For additional information, refer to the “Invoice Processing” section of this manual.

**Payable:** To collect payable data for the current booking, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Quick:** To highlight only the fields necessary to process an import, click on the *Quick* button. Required import fields will be yellow.

**Void:** To delete the current booking-

1. Click on the *Void* button.
2. A message displays asking you to confirm the deletion.

***NOTE:*** All attached documents must be voided first.

**Close:** Click on this button to close the Ocean Export Booking Screen and return to the Ocean/Export Select Booking Screen.

## **PRINT BAR**

The print bar on this screen contains the following button:

**Book:** To print a booking bill for the current booking, click on the *Book* button. A booking bill corresponding to the current booking is sent to the default laser printer.

**Dock:** To print a dock receipt for the current booking, click on the *Dock* button. A dock receipt corresponding to the current booking is sent to the default laser printer.

## **OCEAN EXPORT HOUSE SCREEN**

The Ocean Export House Screen collects export information for one or more house bills. It displays after you click on the *House* button on the Ocean Export-Booking Screen.

This screen contains the following buttons:

**Detail:** Collects data for the detail section of a house bill including weight, measurement and rate. To enter detail information-

1. Click on the *Detail* button, and the Ocean Export House Detail Screen displays.
2. You can enter weight and dimensional information in either metric or standard units.
  - If you enter the weight in kilos, the total cubic measurement (TCM) must be in cubic centimeters.
  - If you enter the weight in pounds, the total cubic measurement (TCM) must be in cubic inches.
  - Click on the *DIM's* button to enter carton dimensions. Carton measurements must be entered in either inches or centimeters. Using this method, total cubic measure is calculated for you.
  - If the LCL box is checked, cubic meters/feet are calculated for you and transferred to the Charge Basis.
  - If the FCL box is checked, the weight is transferred to the Charge Basis.
  - If you enter an amount in the Minimum field, the calculated charges are ignored.
3. Click on the *Close* button to return to the Ocean Export House Screen.

The total charges from the Detail Screen automatically transfer back to the House Screen. Charges are inserted into either the prepaid or collect column depending on how you checked the prepaid/collect box for the weight charges.

**New:** To create a new house bill-

1. Click on the *New* button.
2. The system prompts you to enter a new house bill number.

***NOTE:*** *The number cannot already exist.*

**< >** : These are VCR buttons used to move from house bill to house bill when more than one exists for the current booking.

- To move to the *next* house bill, click on the right-arrow VCR button
- To move to the *previous* house bill, click on the left-arrow VCR button.

**Copy:** To copy another house bill's data as a starting point for the current house bill-

1. Click on the *Copy* button.
2. The Copy House Screen displays. Select the desired house bill and click on OK. Information from the selected house will be assigned to the current house bill.

***NOTE:*** *Detail level information is not included in the copy.*

**Void:** To delete the current house bill-

1. Click on the *Void* button.
2. A message displays asking you to confirm the deletion.

***NOTE:*** *All attached documents must be voided first.*

**Ex/Dec:** To create an Export Declaration and collect data, click on the *Ex/Dec* button. The Export Dec Screen displays.

For additional information, refer to the "Export Dec Processing" section of this manual.

**Invoice:** To collect data and cut an invoice for the current house bill, click on the *Invoice* button. The Invoice Screen displays.

For additional information, refer to the "Invoice Processing" section of this manual.

**Payable:** To collect payable data for the current house bill, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Close:** Click on this button to close the Ocean Export House Screen and return to the Ocean Export Booking Screen.

## **PRINT BAR**

The print bar on this screen contains the following buttons:

**HB/L:** To print the current house bill, click on the *HB/L* button. The house bill is sent to the default laser printer.

**Notice:** To print a customer outbound notice for the current house bill, click on the *Notice* button. An outbound notice corresponding to the current house bill is sent to the default laser printer.

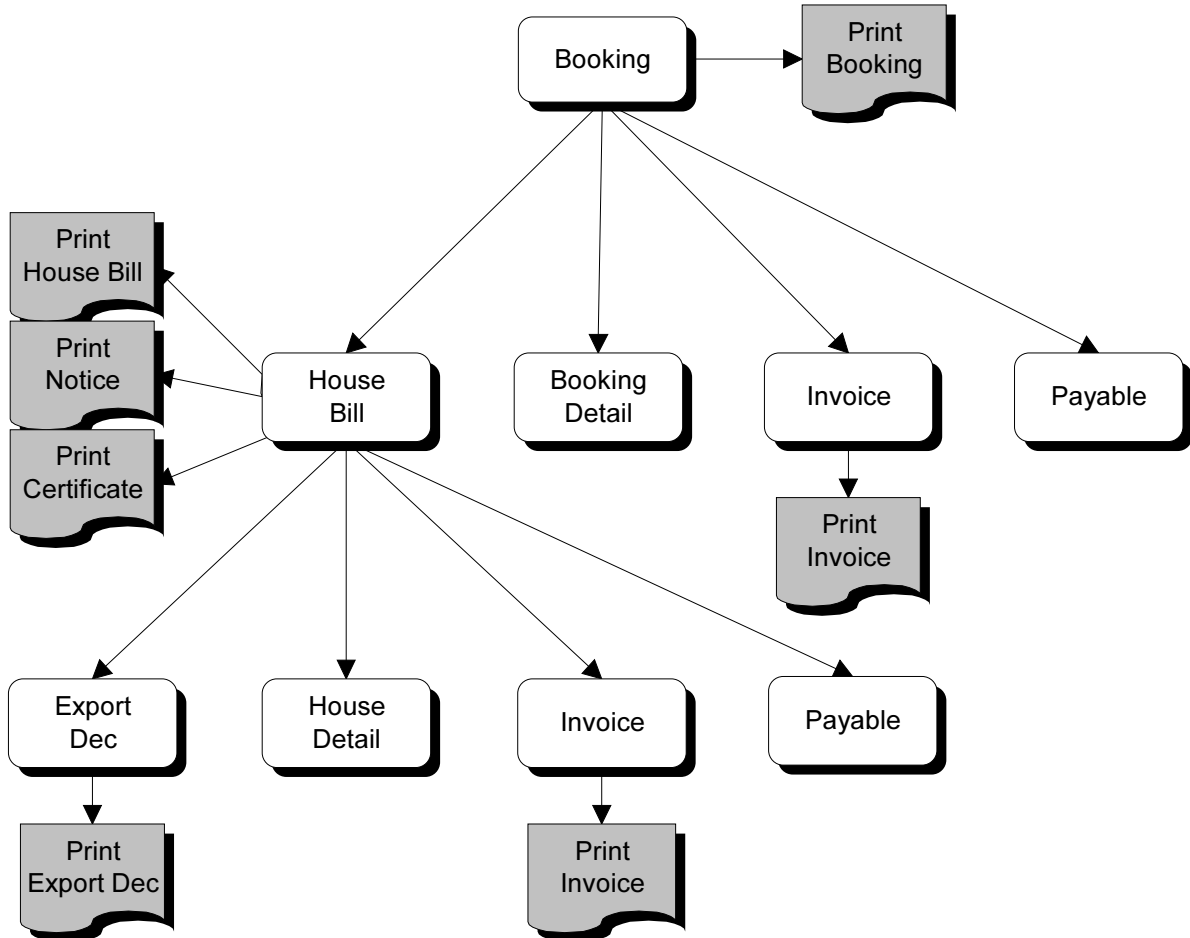
**Certificate:** To print a certificate of origin for the current house bill, click on the *Certificate* button. A certificate of origin corresponding to the current house bill is sent to the default laser printer.

**Warehouse:** To print a warehouse receipt for the current house bill, click on the *Warehouse* button. A warehouse receipt corresponding to the current house bill is sent to the default laser printer.

***Time-saver:*** *During export processing, each new house bill of lading will have the loading port, discharge port and voyage information automatically pre-filled to the values from the booking.*

## OCEAN/EXPORT FLOWCHART

Below is a graphical representation of the screen and print flow for the Ocean/Export portion of ShipStar. The white boxes represent screens, the shaded boxes represent print items. Use this flowchart as a road map for navigating through ShipStar.



## **OCEAN/IMPORT PROCESSING**

### **OCEAN/IMPORT SELECT BOOKING SCREEN**

To process house bills, produce documents and cut invoices, you must first select an existing booking.

Click on the *Ocean* file drawer in the *Import* filing cabinet to display the Ocean/Import Select Booking Screen.

**NOTE:** You can also using the Menu Bar by clicking on **Import** and then **Ocean**.

The Ocean/Import Select Booking Screen contains the following buttons:

**Edit:** To edit an existing booking-

Select a booking number from the list and click on the *Edit* button. The Ocean Import Booking Screen displays for editing booking level information.

**Lookup:** Click on the *Lookup* button to lookup and identify the booking number for a particular house bill of lading, invoice, or lot number

**Recap:** To print a profit/loss report for a booking, select a booking number from the list and click on the *Recap* button. A recap of the selected booking is presented on-screen. You can then view and print the recap.

**Quote:** To create an ocean quote click on the *Quote* button.

**Close:** Click on this button to close the Ocean/Import Select Booking Screen and return to the ShipStar Main Menu.

### **OCEAN IMPORT BOOKING SCREEN**

The Ocean Import Booking Screen collects import information for a single booking. It displays after you select an existing booking and click on the *Edit* button on the Ocean/Import Select Booking Screen.

The Ocean Import-Booking Screen contains the following buttons:

**House:** Collects import data for adjoining house bills. To enter house bill information, click on the *House* button. The Ocean Import House Screen displays.

For additional information, refer to the “Ocean Import House Screen” section of this manual.

**I.T.:** To create a Customs I.T. and collect data, click on the *I.T.* button. The Customs I.T. Screen displays.

For additional information, refer to the “I.T. Processing” section of this manual.

**Invoice:** To collect data and cut an invoice for the current booking, click on the *Invoice* button. The invoice Screen displays.

For additional information, refer to the “Invoice Processing” section of this manual.

**Payable:** To collect payable data for the current booking, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Close:** Click on this button to close the Ocean Import Booking Screen and return to the Ocean/Import Select Booking Screen.

## **OCEAN IMPORT HOUSE SCREEN**

The Ocean Import House Screen collects import information for one or more house bills. It displays when you click on the *House* button on the Ocean Import-Booking Screen.

The Ocean Import House Screen contains the following buttons:

**< >:** These are VCR buttons used to move from house bill to house bill when more than one exists for the current booking.

- To move to the *next* house bill, click on the right-arrow VCR button.
- To move to the *previous* house bill, click on the left-arrow VCR button.

**Invoice:** To collect data and cut an invoice for the current house bill, click on the *Invoice* button. The Invoice Screen displays.

For additional information, refer to the “Invoice Processing” section of this manual.

**Payable:** To collect payable data for the current house bill, click on the *Payable* button. The Payable Screen displays.

For additional information, refer to the “Payable Processing” section of this manual.

**Track:** To collect tracking data for the current house bill, click on the *Track* button. The Tracking Screen displays.

**Close:** Click on this button to close the Ocean Import House Screen and return to the Ocean Import Booking Screen.

## **PRINT BAR**

The print bar on this screen contains the following buttons:

**Inbound:** To print a customer pre-alert for the current house bill, click on the *Inbound* button. A pre-alert corresponding to the current house bill is sent to the default laser printer.

**Arrival:** To print a customer arrival notice for the current house bill, click on the *Arrival* button. An arrival notice corresponding to the current house bill is sent to the default laser printer.

**Authority:** To print an authority to make entry for the current house bill, click on the *Authority* button. An authority to make entry corresponding to the current house bill is sent to the default laser printer.

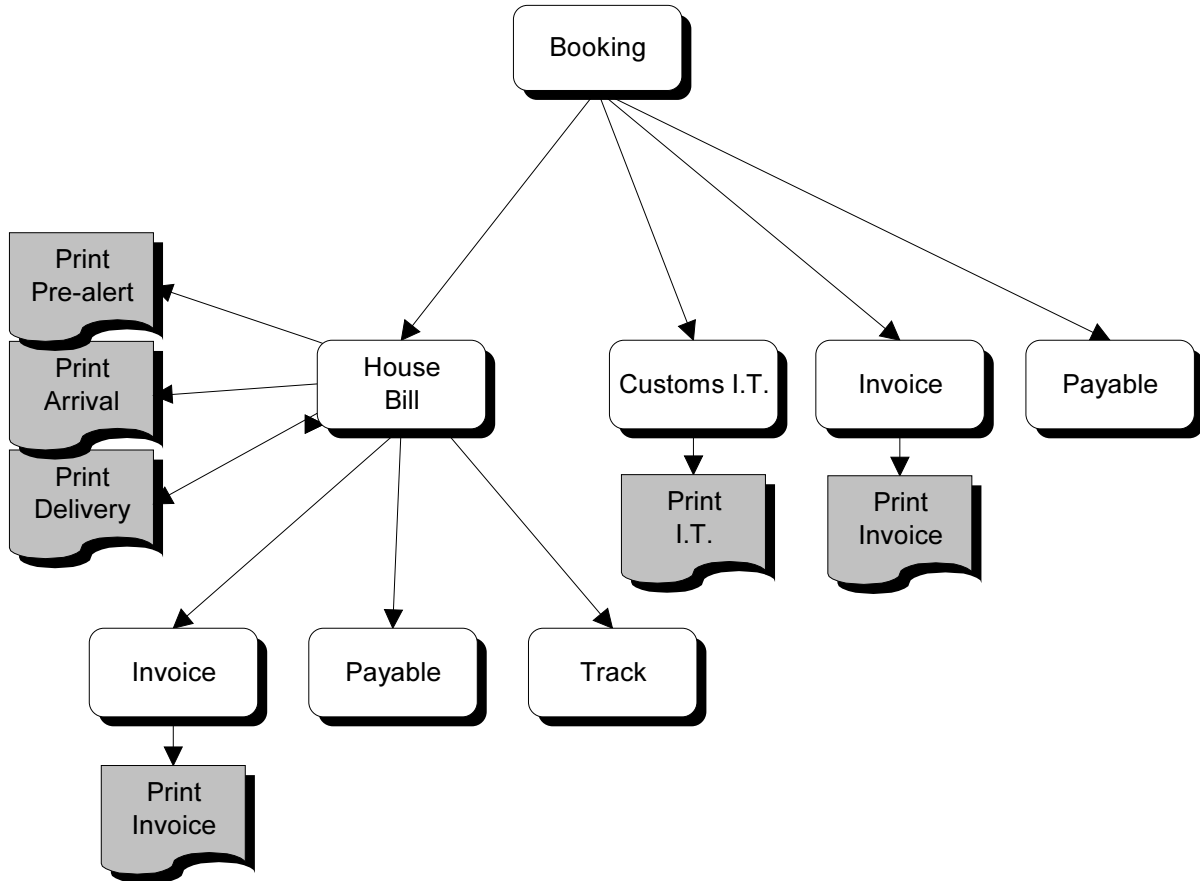
**Release:** To print a release order for the current house bill, click on the *Release* button. A release order corresponding to the current house bill is sent to the default laser printer.

**Deliver:** To print a delivery order for the current house bill, click on the *Deliver* button. A delivery order corresponding to the current house bill is sent to the default laser printer.

***Time-saver:*** Information required to process an import can be quickly entered using the ***Quick*** button on the *Ocean Export-Master* screen. This button highlights only the fields necessary for processing an import using *ShipStar*.

## OCEAN/IMPORT FLOWCHART

Below is a graphical representation of the screen and print flow for the Ocean/Import portion of ShipStar. The white boxes represent screens, the shaded boxes represent print items. Use this flowchart as a road map for navigating through ShipStar.



## **LOOK-UP TABLE MAINTENANCE**

ShipStar stores all of your customers, agents, carriers, origins, destinations etc. in look-up tables. There are three look-up tables incorporated into the ShipStar data collect process. The look-up maintenance screens are detailed below.

### **AIRLINE/STEAMSHIP SCREEN**

The Airline/Steamship Screen collects information for your airlines and steamship lines. It displays when you click on the word *Edit* on the Menu Bar and then click on *Airline/Steamship* from anywhere in ShipStar. ShipStar stores all of your airline and steamship lines in the Airline/Steamship table. Each Airline entry requires a 2-character “shortname,” which is used in ShipStar to select air carriers. Each Steamship line entry requires a 4-character (SCAC) “shortname,” which is used in ShipStar to select ocean carriers. The shortname is also used as a unique identifier.

The Airline/Steamship Screen contains the following button:

**Close:** Click on this button to close the Airline/Steamship Screen and return to the screen where you clicked on *Edit* and then *Airline/Steamship*.

### **PRINT BAR**

The print bar on this screen contains the following button:

**Report:** To print an alphabetical listing of all the airlines and steamship lines in ShipStar, click on the *Report* button. An Airline/Steamship report is sent to the default printer.

### **AIRPORT/PORT SCREEN**

The Airport/Port Screen collects information for your airports and ocean ports. It displays when you click on the word *Edit* on the Menu Bar and then click on *Airport/Port* from anywhere in ShipStar. ShipStar stores all of your origin and destination airports and ocean ports in the Airport/Port look-up table. Each entry requires a 3-character “shortname,” which is used in ShipStar to select origins and destinations. The shortname is also used as a unique identifier.

The Airport/Port Screen contains the following button:

**Close:** Click on this button to close the Airport/Port Screen and return to the screen where you clicked on *Edit* and then *Airport/Port*.

## **PRINT BAR**

The print bar on this screen contains the following button:

**Report:** To print an alphabetical listing of all the airports and ocean ports in ShipStar, click on the *Report* button. An Airport/Port report is sent to the default printer.

## **CUSTOMER/AGENT SELECT SCREEN**

The Customer/Agent Select Screen collects information for your customers and agents. It displays when you click on the word *Edit* on the Menu Bar and then click on *Customer/Agent* from anywhere in ShipStar. ShipStar stores all of your customers, agents, brokers, truckers and breakdown agents in the Customer/Agent table. Each entry requires a 16-character (or less) “shortname,” which is used in ShipStar to select items such as shippers and consignees. The shortname is also used as a unique identifier.

***NOTE:** Because information may be transferred from the exporter to the importer(s) via the internet, it is important to make your shortnames unique on a worldwide basis.*

The Customer/Agent Select Screen contains these buttons:

**New:** To create new customer/agents-

1. Enter up to a 16-character customer/agent code.
2. Click on the *New* button to create the customer/agent. The Customer/Agent Screen displays for collecting customer/agent information.

**Edit:** To edit an existing customer/agent, select a customer/agent code from the list and click on the *Edit* button. The Customer/Agent Screen displays for editing customer/agent information.

**Close:** Click on this button to close the Customer/Agent Select Screen and return to the ShipStar Main Menu.

## **CUSTOMER/AGENT SCREEN**

The Customer/Agent Screen contains the following buttons:

**Delete:** To delete the current customer/agent-

1. Click on the *Delete* button.
2. A message displays asking you to confirm the deletion.

***NOTE:** Deleting a customer/agent can “orphan” consolidation information that may exist for that customer/agent.*

**Notes:** Click on this button to enter freeform notes for the current customer/agent.

**Lanes:** Click on this button to enter up to 10 sets of origin, destination, rate and minimum information for the current customer/agent. This information will be used for automatic rating of air and ocean bills when origin/destination criteria are satisfied

**Close:** Click on this button to close the Customer/Agent Screen and return to the screen where you clicked on *Edit* and then *Customer/Agent*.

## **PRINT BAR**

The print bar on this screen contains the following button:

**Report:** To print an alphabetical listing of all the customers and agents in ShipStar, click on the *Report* button. A Customer/Agent report is sent to the default printer.

***IMPORTANT:** It is recommended that you do NOT enter data into the look-up tables as all uppercase. Uppercase letters take up more space on a printed page than lowercase. This can impact printouts that have limited space for name and address information.*

## INVOICE PROCESSING

ShipStar allows one or more invoices to be cut for a master or house bill. The invoice process is the same for export, import, air and ocean. Shipment and billing information is merged during printing to produce the final invoice.

### INVOICE SCREEN

The Invoice Screen collects information for one or more invoices. It displays when you click on the *Invoice* button on the Air Export Master Screen, the Air Import Master Screen, the Air Export House Screen, the Air Import House Screen, the Ocean Export Master Screen, the Ocean Export House Screen or the Ocean Import House Screen.

The Invoice Screen contains the following buttons:

**New** : To create a new invoice, click on the *New* button. A new Invoice Screen displays with the invoice number generated automatically.

**< >** : These are VCR buttons used to move from invoice to invoice when more than one exists for the current bill.

- To move to the *next* invoice, click on the right-arrow VCR button.
- To move to the *previous* invoice, click on the left-arrow VCR button.

**Void**: To delete the current invoice, click on the *Void* button. A message displays asking you to confirm the deletion.

**Close**: Click on this button to close the Invoice Screen and return to the screen where you clicked on the *Invoice* button.

### **PRINT BAR**

The print bar on this screen contains the following button:

**Invoice**: To print the current invoice, click on the *Invoice* button. An invoice corresponding to the current bill is sent to the assigned dot matrix printer.

***Time-saver***: *During export processing, for air master and house bills and ocean house bills, the prepaid charges are automatically pre-filled on the first invoice cut for that bill.*

## **PAYABLE PROCESSING**

ShipStar allows one or more payables to be cut for a master or house bill. The payable process is the same for export, import, air and ocean.

### **PAYABLE SCREEN**

The Payable Screen collects information for one or more payables. It displays when you click on the *Payable* button on the Air Export Master Screen, the Air Export House Screen, the Air Import House Screen, the Ocean Export Master Screen, the Ocean Export House Screen or the Ocean Import House Screen.

The Payable Screen contains the following buttons:

**New** : To create a new payable, click on the *New* button.

**< >** : These are VCR buttons used to move from payable to payable when more than one exists for the current bill.

- To move to the *next* payable, click on the right-arrow VCR button.
- To move to the *previous* payable, click on the left-arrow VCR button.

**Void**: To delete the current payable, click on the *Void* button. A message displays asking you to confirm the deletion.

**Close**: Click on this button to close the Payable Screen and return to the screen where you clicked on the *Payable* button.

### **PRINT BAR**

The print bar on this screen contains the following button:

There are no printouts available on this screen.

## **EXPORT DEC PROCESSING**

ShipStar allows an export declaration to be cut for a house bill or a direct master air waybill. The export dec is available only on the export side of ShipStar. The process of cutting an export dec is the same for air and ocean. House/Master bill and export dec specific information is merged during printing to produce the final export dec.

### **EXPORT DEC SCREEN**

The Export Dec Screen collects information for an export declaration for the current house bill or direct master air waybill. It displays when you click on the *Ex/Dec* button on the Air Export House Screen, the Ocean Export House Screen, or after clicking on the *Direct* button and then the *Ex/Dec* button on the Air Export Master Screen.

The Export Dec Screen contains the following buttons:

**Void:** To delete the current Export Dec-

1. Click on the *Void* button.
2. A message displays asking you to confirm the deletion.

**AES:** Click on this button to prepare the Export Dec information for upload to the AESDirect website. Once prepared, a pop-up screen with a link to the website will appear. Clicking on the link will take you directly to the AESDirect login page. A “live” internet connection is required to take advantage of this functionality. In addition, you need to have a login/password assigned to you by AESDirect.

**Close:** Click on this button to close the Export Dec Screen and return to either the Air Export House Screen, the Ocean Export House Screen, or the Air Export Master Screen (direct MAWB).

### **PRINT BAR**

The print bar on this screen contains the following button:

**Ex/Dec:** To print the current Export Dec, click on the *Ex/Dec* button. An export dec corresponding to the current house bill or direct master air waybill is sent to the assigned laser printer.

**NOTE:** The **Quantity2** and **Unit2** data collect fields are used only for electronic submission of the Export Dec via the optional link to AESDirect. The standard Export Dec (Form 7525-V) does not support these fields.

**NOTE:** ShipStar does not support data collect of VIN numbers. There Export Dec creation for shipment of automobiles, etc. is not supported.

## **CUSTOMS I.T. PROCESSING**

ShipStar allows one or more customs I.T.s to be cut for a master bill or booking. The I.T. is available only on the import side of ShipStar; however, the process of cutting an I.T. is the same for air and ocean. Master bill or booking, house bill, and I.T. specific information is merged during printing to produce the final I.T.

### **CUSTOMS I.T. SCREEN**

The Customs I.T. Screen collects import information for one or more I.T.s. It displays when you click on the *I.T.* button on the Air Import-Master Screen or the Ocean Import-Booking Screen.

The Customs I.T. Screen contains the following buttons:

**New:** To create a new I.T., click on the *New* button. You are prompted to enter a new entry number.

***NOTE:*** *The number cannot already exist.*

**< >** These are VCR buttons used to move from I.T. to I.T. when more than one exists for the current master bill.

- To move to the *next* I.T., click on the right-arrow VCR button.
- To move to the *previous* I.T., click on the left-arrow VCR button.

**Close:** Click on this button to close the Customs I.T. Screen and return to either the Air Import-Master Screen or the Ocean Import-Booking Screen.

### **PRINT BAR**

The print bar on this screen contains the following button:

**I.T.:** To print the I.T., click on the *I.T.* button. The I.T. is sent directly to the assigned dot matrix printer.