Guidelines for Using CCMShipments.com

Shipment Management Portal

Welcome to the Shipment Management Portal. Through this portal, motor carriers and chassis customers can view equipment availability to book bare Co-op chassis, confirm their agreements with chassis providers, select their chassis provider and reserve premium equipment. If you or your company is new to the portal, you will need to register for access. For any questions or concerns please contact CMSSupport@ccmapplications.com.

Please choose a system and sign in

RETURN LOCATIONS
Co-op Chassis Return Locations

BOOKING SYSTEM
Co-op Chassis Pool Bookings

RESERVATION SYSTEM
Premium Chassis Pool Reservations

SHIPMENT PORTAL
Billing Options

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Consolidated
Chassis
Management, LLC

GUIDELINES FOR REGISTERING
for motor carriers and shippers

1. Visit CCMShipments.com and select Register from the top right corner.

2. You can choose to register for the Booking, Reservation or the Shipment Management systems (you must sign up for the Shipment Management module in order to accept and rank your provider agreements.)

3. Motor carriers should select *motor carrier* as their company type and shippers (NVO's/BCO's etc.) will select *Chassis Customer* as their company type.
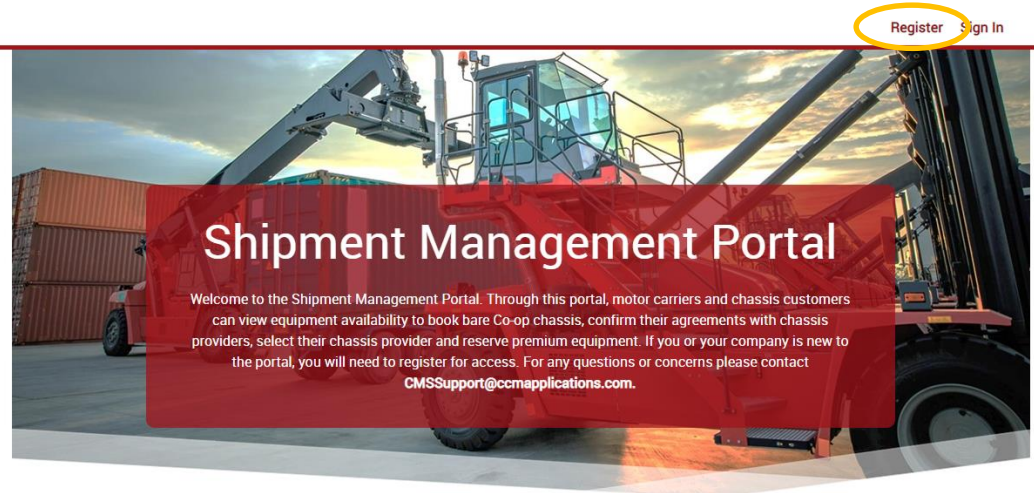

You will receive a new registration email after submitting your registration. Your account will be pending until a CCM Shipments System Administrator can verify your account. You will receive another email once your account has been activated. Please note, if you signed up for the Booking or Reservation System modules, in order for these accounts to be activated you must also sign up for the Shipment Management system (in screen shot above) and have your Provider agreements and rankings in place via the *Shipment Portal for Billing Options.*

Questions or Issues? Contact us at customerservice@ccmpool.com

USING THE SYSTEM

You will be sent an email when your registration is confirmed. When you return to CCMShipments.com, please log in with the information that you have supplied. When you are logged in, you will view the CCM Shipments Portal screen. Click the "Booking System" portal to view inventory.
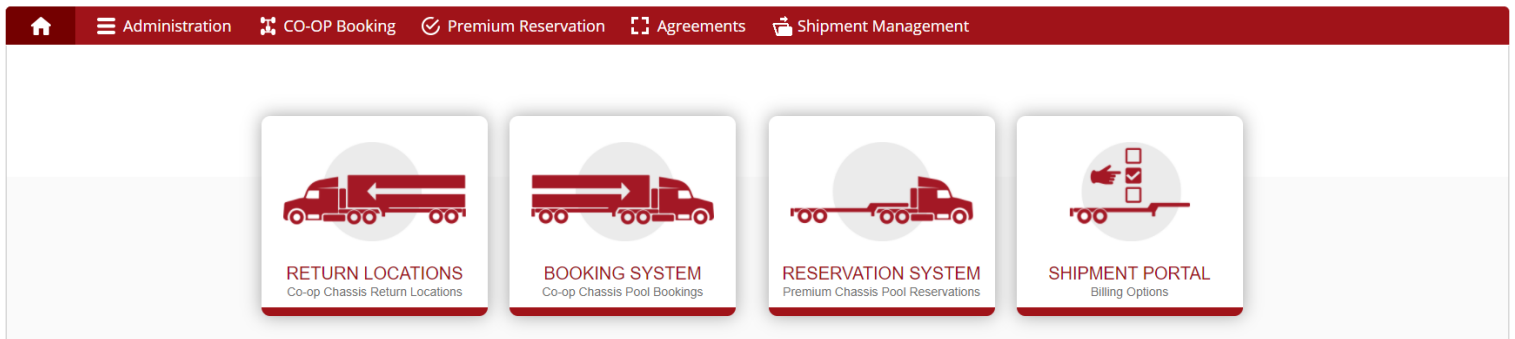
Click to expand the Pool to the left side of the screen, showing the locations and the inventory available to book in each. When you decide where you would prefer to book a chassis from, click on the number under the chassis size to move to the booking screen

Chassis Availability : Co-op Chassis Pool Bookings

Pool	Region	Location	Valid Until Date	20CH	40CH	45CH
DCCD - Denver Consolidated Chassis Pool, LLC (DCCD)	Total		02/08/2021	0	11	1
DCCS - Denver Consolidated Chassis Pool, LLC (DCCS)	Total		02/08/2021	20	0	38
FCCP - Flexi-Van Central Chassis Pool		Book here for FCCP				
MCCM - Mid-South Consolidated Chassis Pool (MCCM)	Total		02/08/2021	65	77	24
MWCK - Midwest Consolidated Chassis Pool, LLC (MWCK)	Total		02/08/2021	0	56	1
MWCS - Midwest Consolidated Chassis Pool, LLC (MWCS)	Total		02/08/2021	38	37	3
SACP - South Atlantic Consolidated Chassis Pool (SACP)	Total		02/09/2021	335	671	167
	ATLANTA	Total	02/09/2021	48	94	9
	BIRMINGHAM	Total	02/08/2021	0	0	0
	CHARLESTON	Total	02/08/2021	213	495	86
	CHARLOTTE	Total	02/09/2021	62	49	47
	JACKSONVILLE	Total	02/08/2021	0	4	10
	Nashville Migration	Total	02/08/2021	0	0	0

Questions or Issues? Contact us at bookinghelp@ccmpool.com

USING THE SYSTEM

The booking screen will auto fill in the pool, location, region, and size that you clicked on in the previous screen. Fill in the Shipping Line and Quantity, and click save to make your booking

Attempting to book more chassis than are available will result in an error message. Lower the booking quantity and click save again

Questions or Issues? Contact us at bookinghelp@ccmpool.com

USING THE SYSTEM

Successfully saving a booking will trigger the system to email a confirmation to you, and inform the facility that a booking has been created. You will receive your pick up number in the email. The system will also display the following confirmation message

Bookings can be edited after they are created. The system will limit each motor carrier to one booking per line per location per day, and so if additional chassis are needed, you will need to increase your booking instead of making a second booking. This can be done even if all chassis on a booking are picked up, as long as there is available chassis to release.

On the Booking screen, you can click the magnifying glass to find a specific booking, and you can click to edit the quantity and container ship line, or cancel the booking if it will not be used, freeing those chassis for use by other motor carriers.

Questions or Issues? Contact us at bookinghelp@ccmpool.com

USING THE SYSTEM

Clicking "Edit" on a booking will bring up the following screen where you can change the booking, or cancel if it is no longer needed. If the booking is close to the expiration time, the system may not allow you to cancel the booking.

ADDING SHIPMENT MANAGEMENT MODULE
for motor carriers and shippers

1. Visit CCMShipments.com and log in to your account.

2. Navigate to Administration > My Account and click on Personal Information
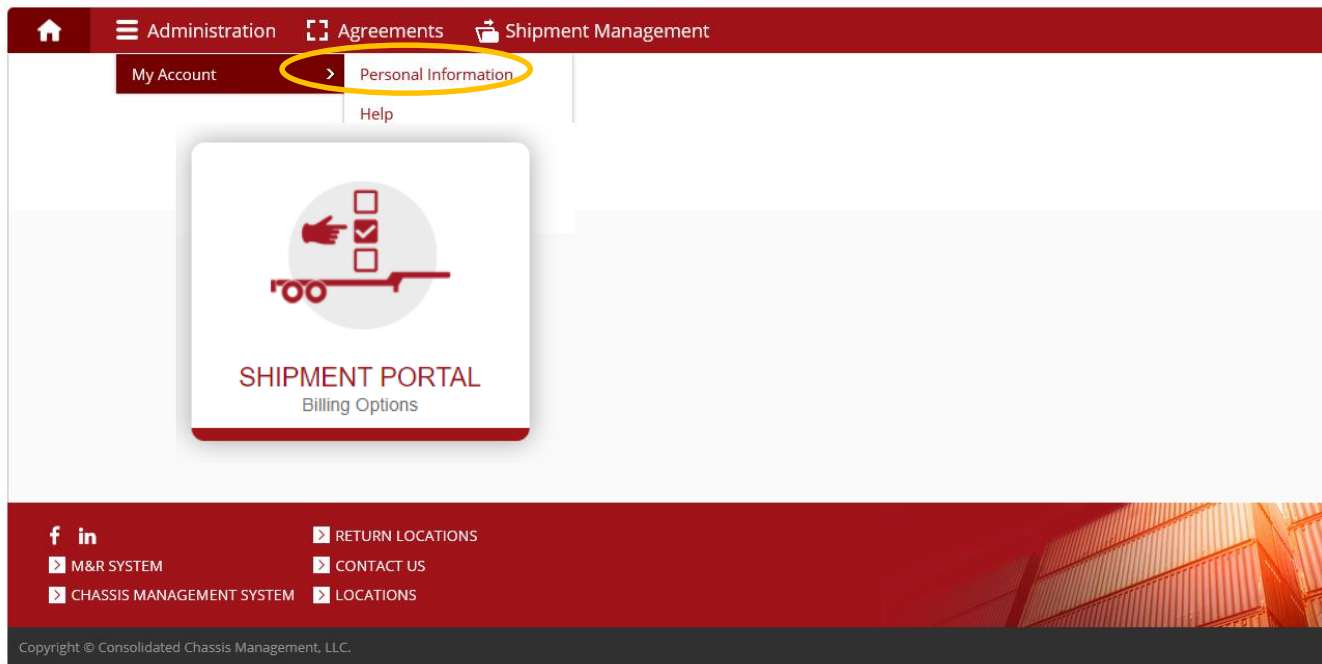
3. From the drop down under Module Status select "Access requested" and click Save. You will receive an email confirming your selection.

Questions or Issues? Contact us at customerservice@ccmpool.com

HOW TO RANK PROVIDERS
for trucking companies

Step 1: Click Agreements and select
Motor Carrier Agreements > Co-Op Pool Agreements
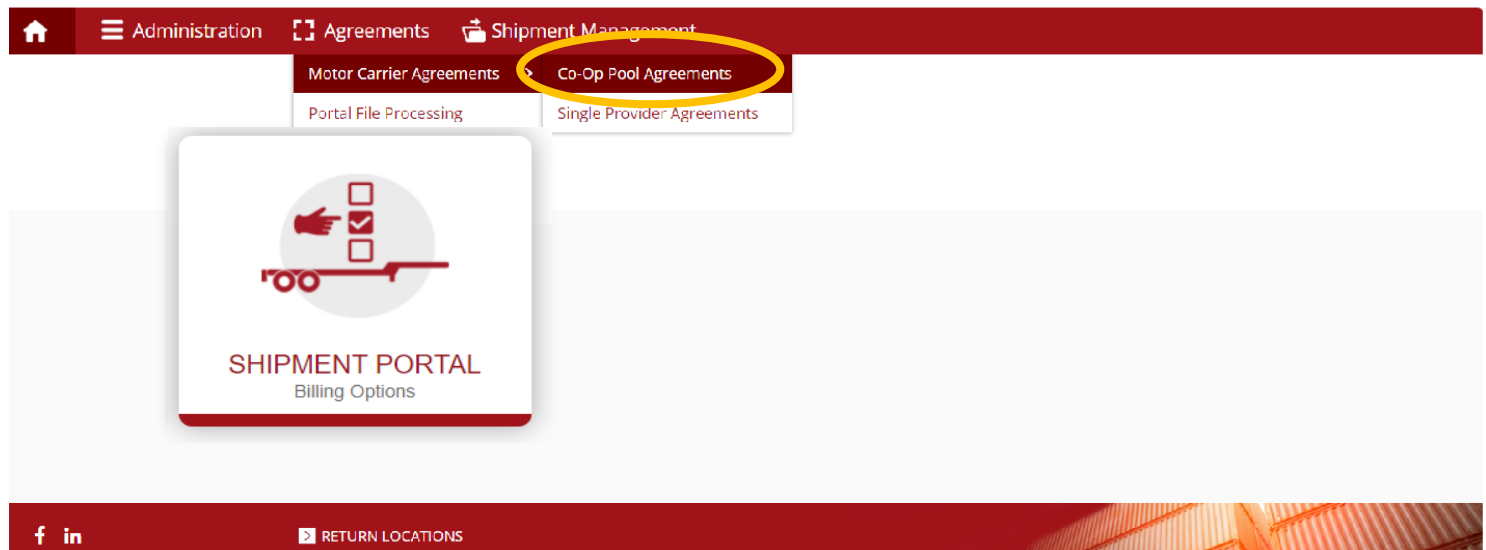
Step 2: Accept an agreement by clicking on *Update agreement and rankings* (under Status the agreement will say *Pending Carrier Confirmation*).

Step 3: Click Confirm to accept the agreement with that Provider.

Step 4: To change the ranking sequence of the provider agreements, first select the row containing the provider agreement that you want to increase or decrease. Next use the up or down arrows to change the ranking. Click the Save Agreement and Rankings button to confirm the change.

Step 5: Once you click save, you will see your updated agreements & rankings

HOW TO UPLOAD EXCEPTIONS
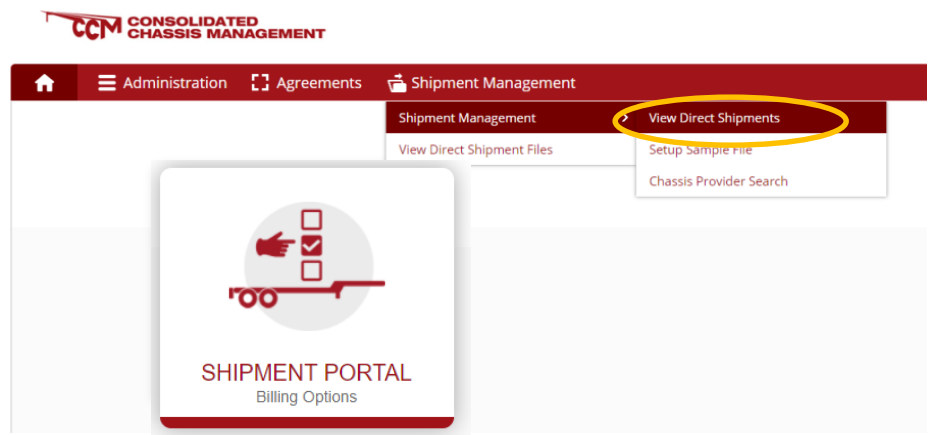## *for multiple ocean lines*

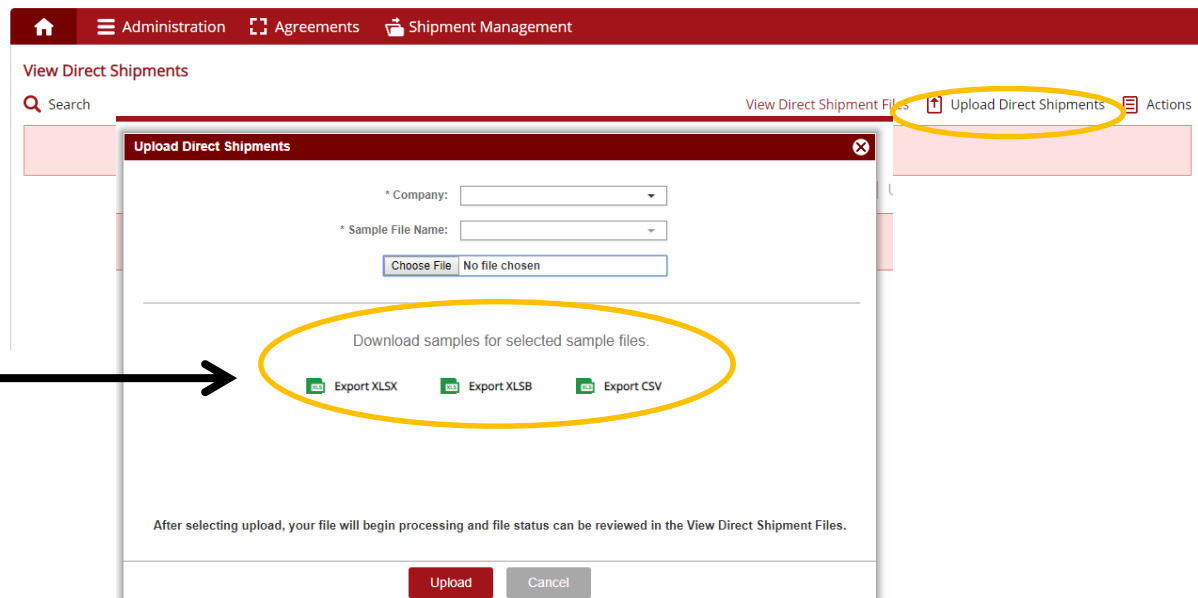1. Log onto *CCMChipments.com* with your credentials and select *Shipment Portal* under the CCM provider tab

Shipment Management Portal

Welcome to the Shipment Management Portal. Through this portal, motor carriers and chassis customers can view equipment availability to book bare Co-op chassis, confirm their agreements with chassis providers, select their chassis provider and reserve premium equipment. If you or your company is new to the portal, you will need to register for access. For any questions or concerns please contact CMSSupport@ccmapplications.com.

SHIPMENT PORTAL
Billing Options

2. Click under Shipment Management

*Shipment Management >
View Direct Shipments*

CCM CONSOLIDATED CHASSIS MANAGEMENT

≡ Administration   [ ] Agreements   🚚 Shipment Management

Shipment Management	>	View Direct Shipments
View Direct Shipment Files		Setup Sample File
		Chassis Provider Search

SHIPMENT PORTAL
Billing Options

3. Click "Upload Direct Shipments".

You will need to download our default template file, populate the mandatory columns with your information.

≡ Administration   [ ] Agreements   🚚 Shipment Management

View Direct Shipments

Q Search   View Direct Shipment Files   ⬆ Upload Direct Shipments   ☰ Actions

Upload Direct Shipments   ✖

* Company: [▼]

* Sample File Name: [▼]

Choose File   No file chosen

Download samples for selected sample files.

📊 Export XLSX   📊 Export XLSB   📊 Export CSV

After selecting upload, your file will begin processing and file status can be reviewed in the View Direct Shipment Files.

Upload   Cancel

CCM Consolidated Chassis Management, LLC

Questions or Issues? Contact us at customerservice@ccmpool.com

4. User can fill out columns A through H. Only columns A, C and D* are required.
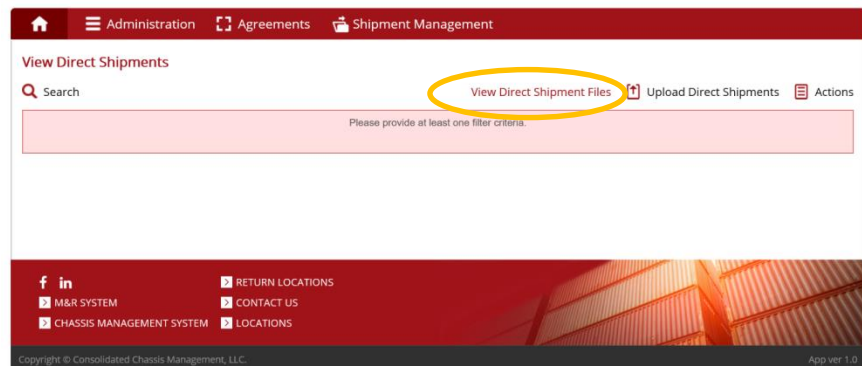*refers to the Bill of Lading or Booking # issued by the ocean line

5. Once the template is filled out, save it and upload it using the Choose File button and click upload to complete.
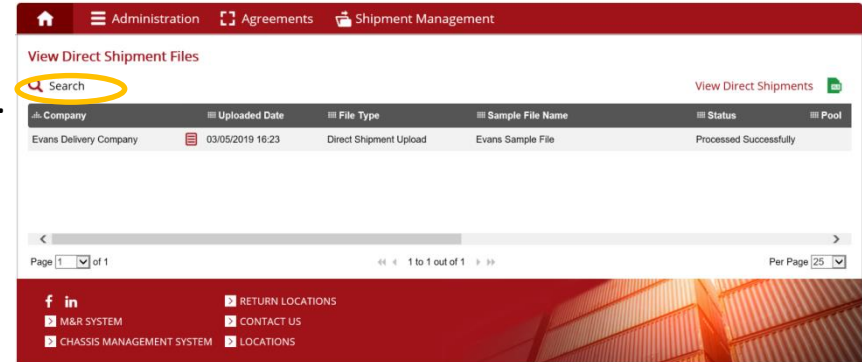

Chassis Provider	SCAC
DCLI	DCLZ
Flexi-Van	FLXC
NACPC	NAPC
TRAC Intermodal	TAXZ

Ocean Carrier	SCAC
ACL	ACLU
APL	APLU
China Shipping	CHNJ
CMA - CGM	CMDU
Cosco	CCLN
Hamburg Sud	SUDU
Hapag-Lloyd	HLCU
Horizon	HRZD
Hyundai	HDMU
Maersk Line	MAEU
MSC	MSCU
Norasia	CSVV
ONE Line	ONEY
OOCL	OOCZ
Pasha Hawaii	PSHI
PIL	PABV
Safmarine	SAFM
SeaLand	SEAU
SM Line	SMLM
Tropical Shipping	TLHR
Turkon Line	TRKU
United Arab Shipping	UASU
Westwood Shipping	WWSU
Yang Ming	YMLU
Zim	ZIMU

Consolidated Chassis Management, LLC

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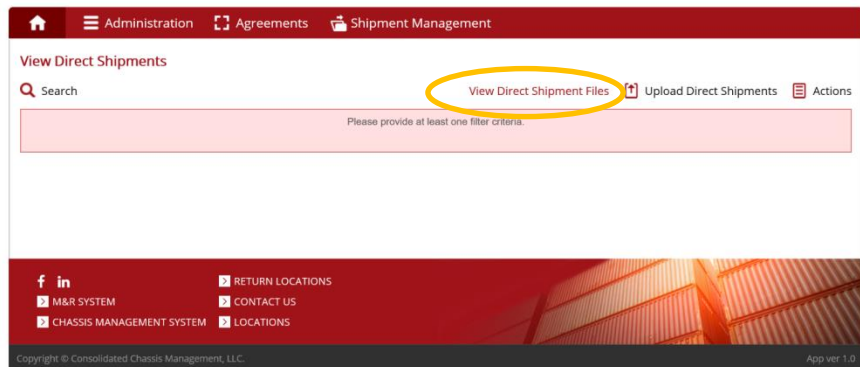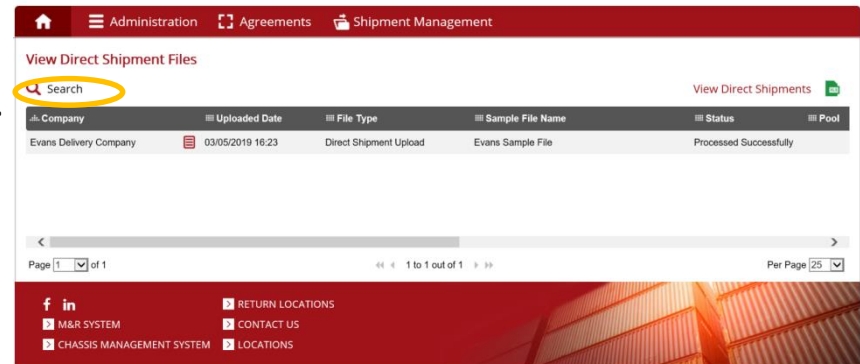
Checking your uploaded exceptions

1. Once you have uploaded your file (below) you will be brought back to the View direct shipments screen (right)

2. Click View Direct Shipment files & select the search function in upper left. To view your most recent file, set the Uploaded date & click find.
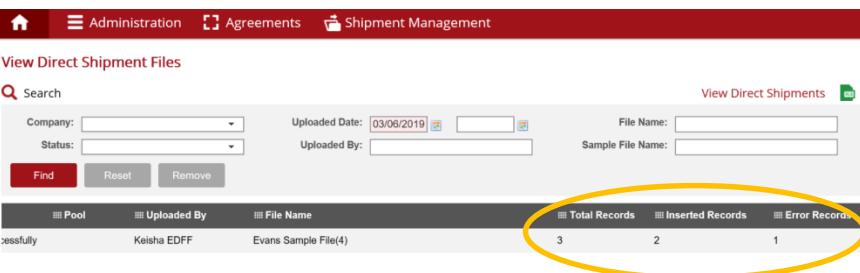
3. Your shipment file status may say "To parse" while being processed. Once it has processed, the status will change. If you see one of the following statuses to the left, you need to take further action.
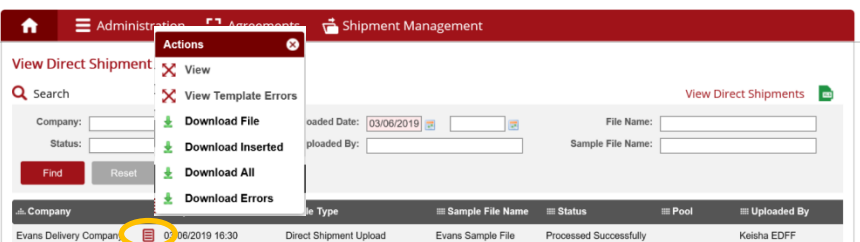
4. Once file has processed, scroll to the right to view more details on the records that were processed. Any records under the "Inserted records" column have been successfully added. Those under "error Records' were rejected & require further action.

5.Scroll back to the left & click the red "action" icon to view or download the errors within the file that requires correction.

For additional Shipment Management help, click [here](#)

Status	ACTION REQUIRED
Unknown Format	Use a valid file type (.xlsx, .xlsb or .csv) in the same format as the default template
Error Parsing	If using Create a Sample File function to upload shipment files, recheck the file just uploaded matches the template mapped of your sample file (includes header names for each column) and/or ensure file is a valid file type (.xlsx, .xlsb or .csv) If are using default template, ensure default template format has not been altered.

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HOW TO ADD EXCEPTIONS
for a single ocean line

1. Log onto *CCMShipments.com* with your credentials and select *Shipment Portal* under the CCM provider tab
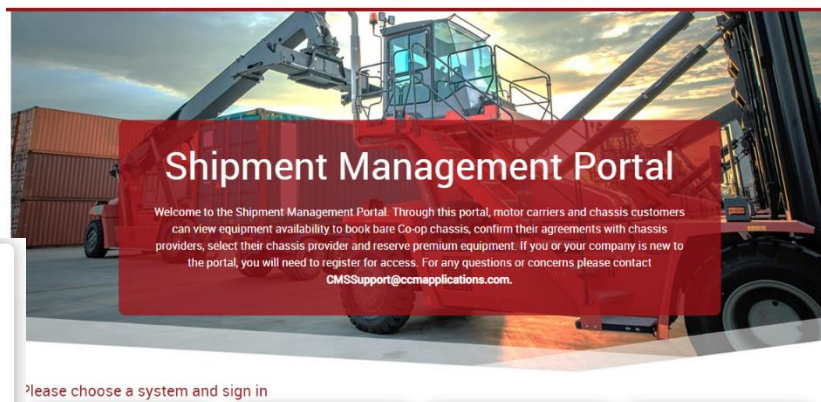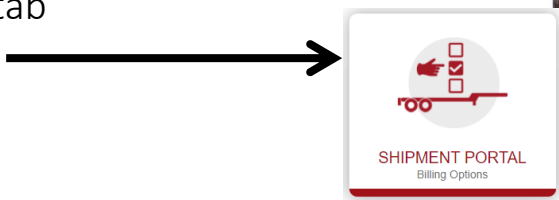
2. Click under Shipment Management *Shipment Management > View Direct Shipments*
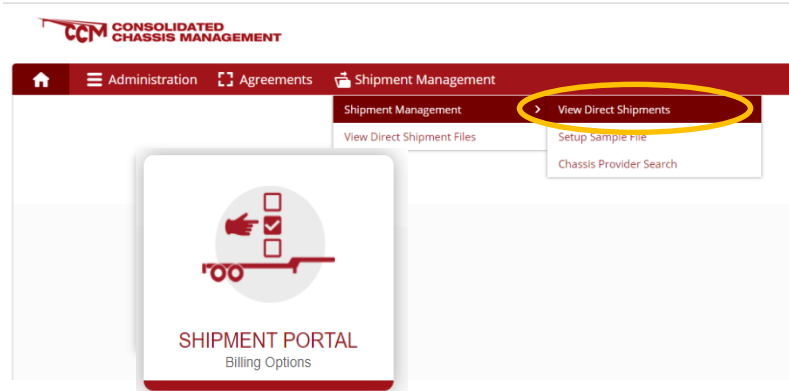
3. Click "Actions" on the right and select *+Add New*
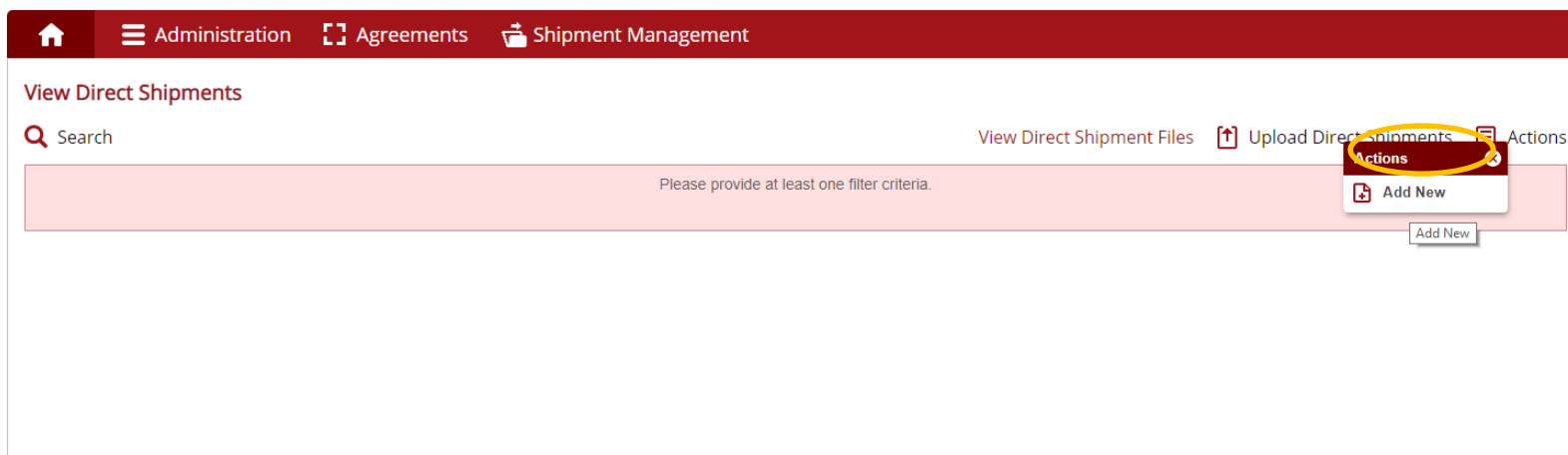
4. Fill out your shipment information

5. Click save to add your exceptions.

Checking your added exceptions

1. Once you have uploaded your file (below) you will be brought back to the View direct shipments screen (right)
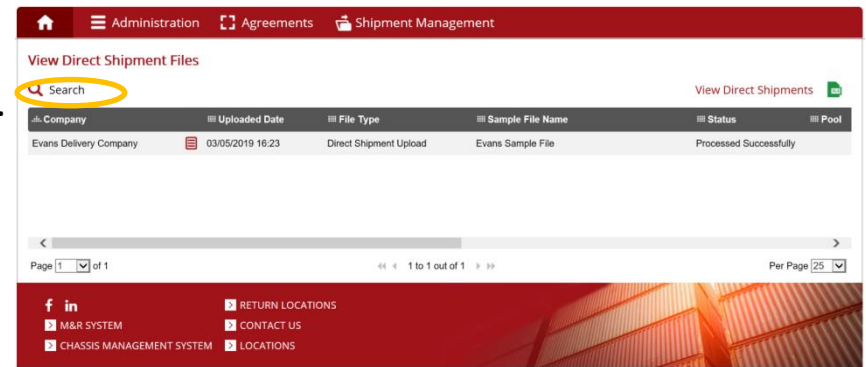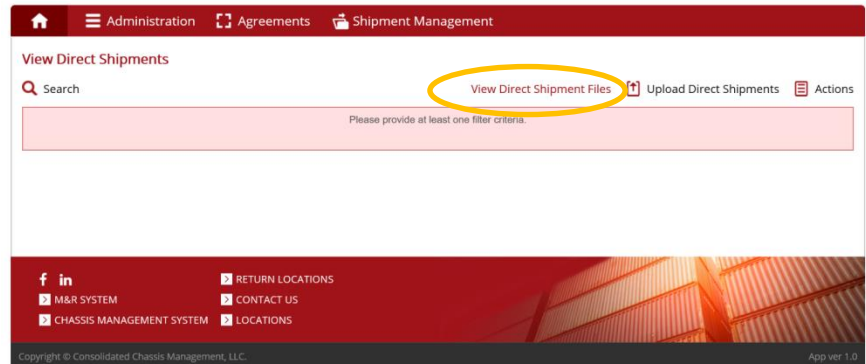

2. Click View Direct Shipment files & select the search function in upper left. To view your most recent file, set the Uploaded date & click find.
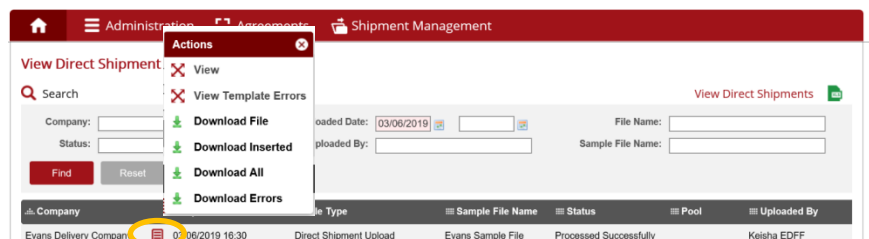
3. Your shipment file status may say "To parse" while being processed. Once it has processed, the status will change. If you see one of the following statuses to the left, you need to take further action.

4. Once file has processed, scroll to the right to view more details on the records that were processed. Any records under the "Inserted records" column have been successfully added. Those under "error Records' were rejected & require further action.

5.Scroll back to the left & click the red "action" icon to view or download the errors within the file that requires correction.

For additional Shipment Management help, click [here](#)

Status	ACTION REQUIRED
Unknown Format	Use a valid file type (.xlsx, .xlsb or .csv) in the same format as the default template
Error Parsing	If using Create a Sample File function to upload shipment files, recheck the file just uploaded matches the template mapped of your sample file (includes header names for each column) and/or ensure file is a valid file type (.xlsx, .xlsb or .csv) If are using default template, ensure default template format has not been altered.

Questions or Issues? Contact us at customerservice@ccmpool.com

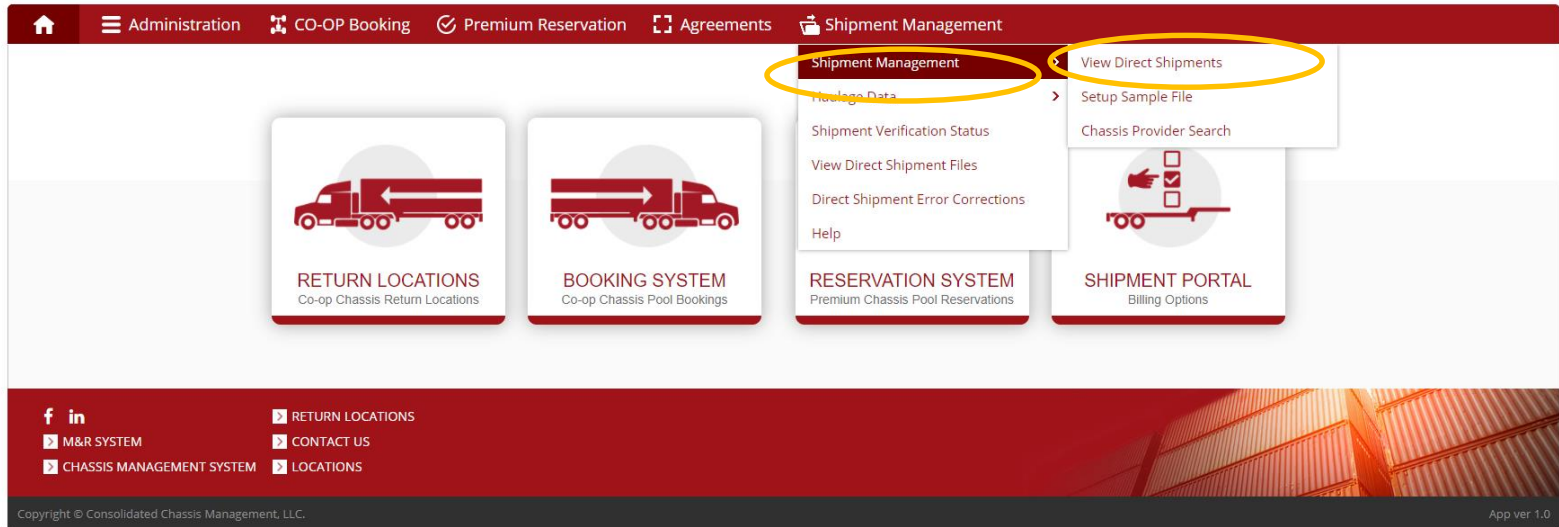# CREATING A SAMPLE FILE
for motor carriers or shippers

1) From the Shipment Management drop down select *Shipment Management > Setup Sample File*
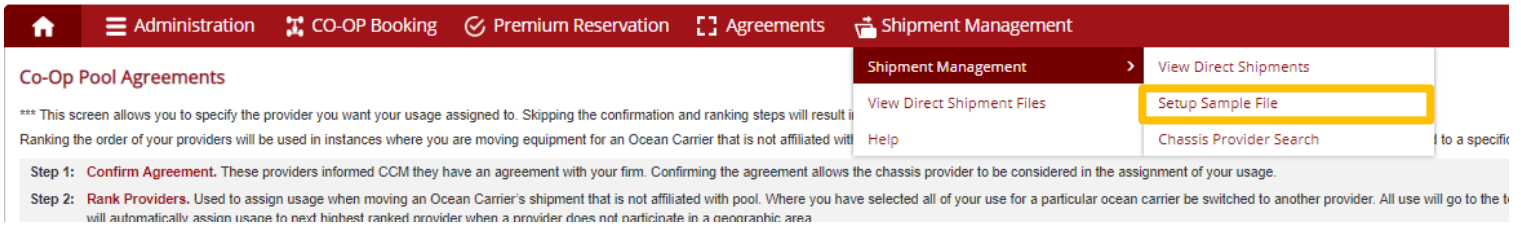
2) In the upper right hand corner select *Actions* from the pop out, select *Add New*.

3) Your company name will be populated in the *Company field*. Then select *Choose File* and select your Sample File that is saved on your computer and click load.
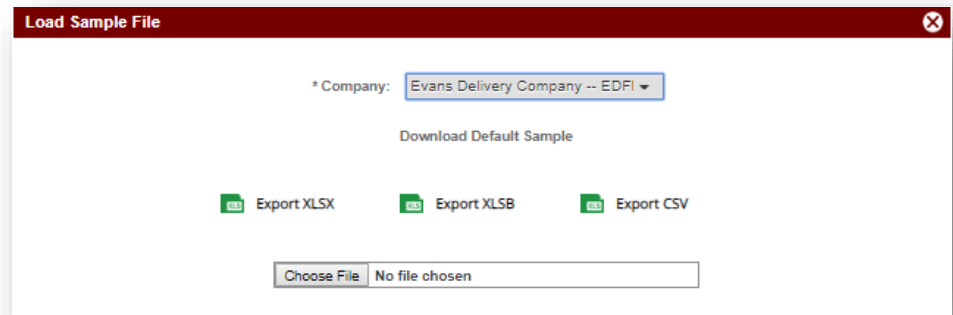
*There are only 3 mandatory fields required to set up your sample file: *Ocean Carrier SCAC, Provider SCAC and Reference Number*

4) For every row in the shipment element column, select matching element from your sample file in the Sample File Column.
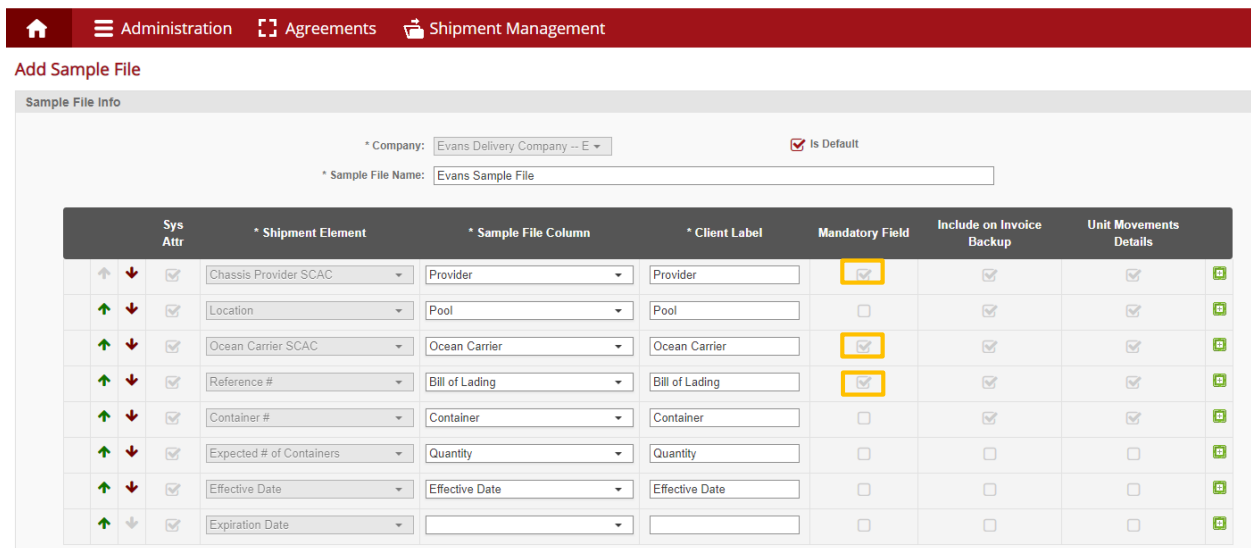
5) Click *Save*.
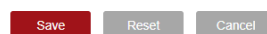
6) Now that your sample file has been set, you can proceed to upload your exceptions. Proceed to *Shipment Management > Shipment Management > View Direct Shipments* and select *Upload Direct Shipments* in the upper right hand corner.

7) From the *Sample File Name* drop down, select your sample file name that you just created. This will be your sample file going forward. You will not need to do a sample file again **UNLESS** your column header names change.

Choose your file, click *Upload*. Refer to the next page for how to *Check your Uploaded Exceptions.*

You will receive an email confirming your upload.

ADDING A USER DEFINED FIELD

A user defined field (UDF) is any extra information relevant to that particular shipment that a BCO may want to tie to it. The portal allows BCO's to search by UDFs. The portal also gives the option for the UDF to be included on invoice back up. (this feature is only applicable to NACPC invoices)

a. To add user defined field, click on the green box in the far right column.
b. Select the sample file name in column
c. Check off the invoice box to include this field on your backup invoice. This is only applicable to NACPC invoicing.
d. Click *Save*

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Checking your uploaded exceptions

1. Once you have uploaded your file (below) you will be brought back to the View direct shipments screen (right)

2. Click View Direct Shipment files & select the search function in upper left. To view your most recent file, set the Uploaded date & click find.

3. Your shipment file status may say "To parse" while being processed. Once it has processed, the status will change. If you see one of the following statuses to the left, you need to take further action.

4. Once file has processed, scroll to the right to view more details on the records that were processed. Any records under the "Inserted records" column have been successfully added. Those under "error Records' were rejected & require further action.

5.Scroll back to the left & click the red "action" icon to view or download the errors within the file that requires correction.

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Status	ACTION REQUIRED
Unknown Format	Use a valid file type (.xlsx, .xlsb or .csv) in the same format as the default template
Error Parsing	If using Create a Sample File function to upload shipment files, recheck the file just uploaded matches the template mapped of your sample file (includes header names for each column) and/or ensure file is a valid file type (.xlsx, .xlsb or .csv) If are using default template, ensure default template format has not been altered.

SEARCHING
Your uploaded shipments

Go to Shipment Management > Shipment Management >View direct Shipments

Click on Search in the upper left and "show more filters" to expand the search fields.

Below are the different elements you can search by and what they represent:

1. **Company**: Motor Carrier, BCO/NVO/3PL
2. **Effective Date**
3. **Ocean Carrier**: shipping line
4. **Location Level**
5. **Commercial status:** Commercial Data or Haulage Flag. CH – Carrier Haulage / MH – Merchant Haulage
6. **Declaration ID**: numeric ID # the portal assigned to the shipment
7. **Chassis Provider**
8. **Expiration Date**
9. **Reference #:** bill of lading or booking number
10. **Location**: pool code, service city name or location name
11. **User Defined Field**: additional information that was loaded as a user defined field when the setup sample file option was created\
12. **Direct Shipment Type:** distinguishes between trucker and BCO/NVO/3PL shipments
13. **Add/Upload Date**
14. **Container #**
15. **Expected # of Containers**

🔍 You can download the searched shipment(s) by selecting the excel icon in the upper right

CANCELLING SHIPMENTS
In CCMShipments.com
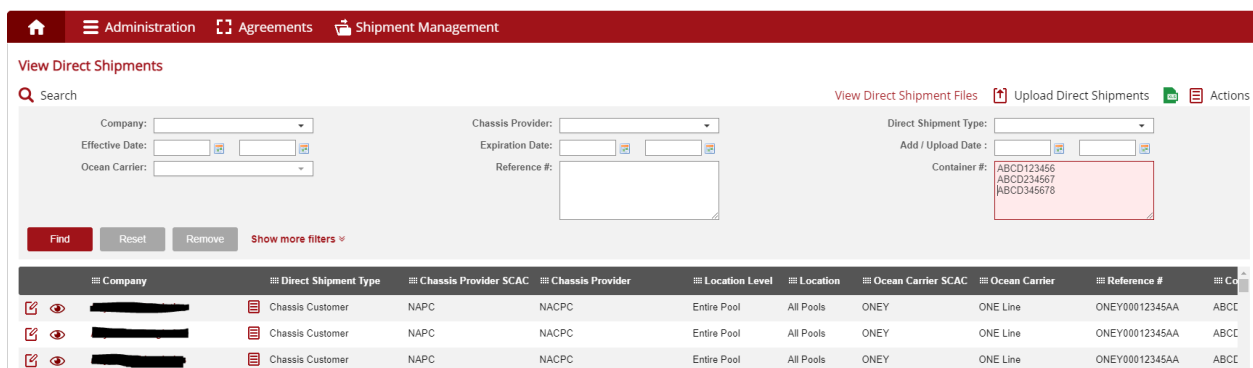
The following walkthrough will show you how to manually cancel shipments that were either incorrect or mistakenly uploaded to the CCM Shipments portal.

Step 1: Opening CCM Shipments and searching shipments.

Go to CCMShipments.com and open the View Direct Shipments screen.

Search for the exceptions you wish to cancel using any or all of the filters provided. For the sake of this walkthrough we are going to use the container# filter because it is the easiest to use when searching exceptions. Multiple containers can be searched, but shipments can only be cancelled one at a time.

UPLOADING EXCEPTIONS
if shipments are delayed at sea

Currently our system defaults to a 120 day duration for your shipment when uploaded. However with the current delays at sea, if you need to extend your shipment duration beyond our 120 day default we are asking that you upload a future expiration date to accommodate the further delay. As a reminder, our system will only look to find matches of data directly corresponding to the elements of which you have provided in your upload file. Please follow the below steps which address effective & expiration date columns when uploading it to www.ccmshipments.com

1. Effective Date (column G) - leave this column blank and the system will assign a seven day backdate from today's date

2. Expiration Date (column H)   - enter a future date that will cover the expected delays of your shipment

A	B	C	D	E	F	G	H
* Chassis Provider SCAC	Location	* Ocean Carrier SCAC	* Reference #	Container #	Expected # of Cont.	Effective Date	Expiration Date
FLXC	SACP	CMDU	CMDU123456789	CMAU987654			

Consolidated Chassis Management, LLC