

# 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](mailto: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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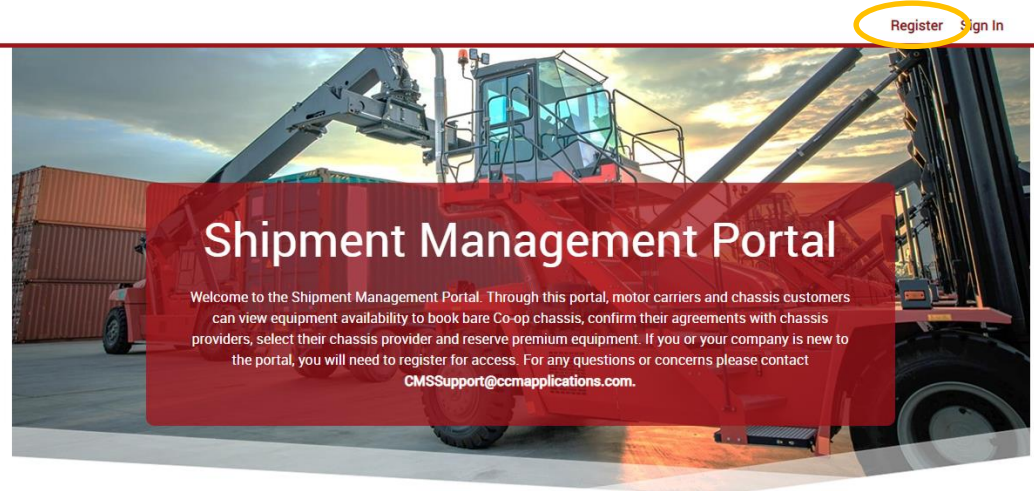
# GUIDELINES FOR REGISTERING

## *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.



2. SYSTEM \* ☐ Booking  
☐ Reservation  
☐ Shipment Management

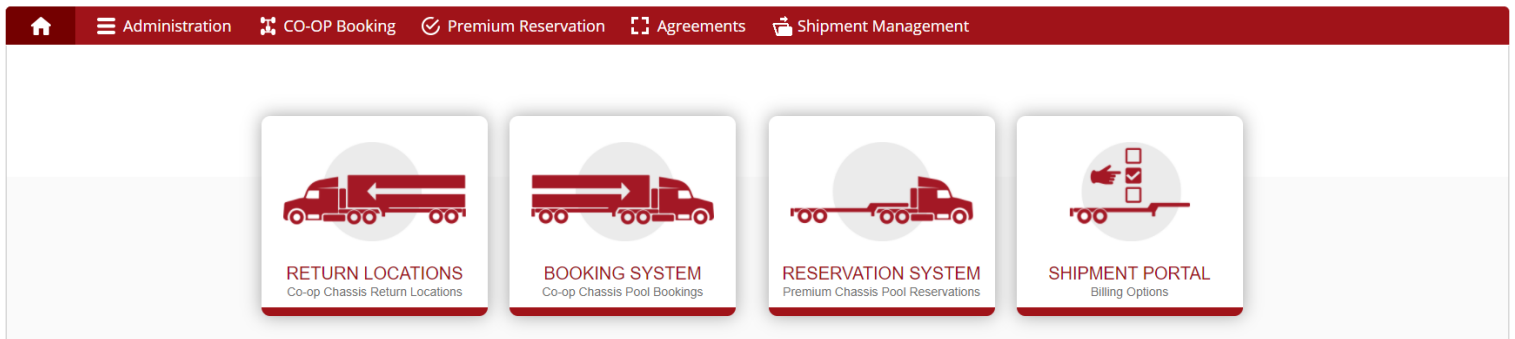
3. COMPANY TYPE \*   
EMAIL \*   
CONFIRM EMAIL \*

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*.



# 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

# 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

Home Booking Personal Info

Add Bookings

Bookings Info

Motor Carrier: GCCP Pool: COCP  
Region: Cincinnati \* Pick Up Location: CSX - Cincinnati (Western Ave)

No Contact Information

* Equipment Group	* Shipping Line	* Quantity	* From Date	Return Location
40CH			09/25/2017	

Save Reset Cancel

Add Bookings

Bookings Info

Motor Carrier: Container Port Group Pool: COCP  
Region: Detroit \* Pick Up Location: Classic Trans Yard - Grand Raj

No Contact Information

* Equipment Group	* Shipping Line	* Quantity	* From Date	Return Location
20CH	Kline	3	09/27/2017	

Save Reset Cancel

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

Please correct the following errors and resubmit the form:  
Requested quantity not available for selected location: Quantity

Motor Carrier: Container Port Group Pool: COCP  
Region: Detroit \* Pick Up Location: Classic Trans Yard - Grand Raj

No Contact Information

* Equipment Group	* Shipping Line	* Quantity	* From Date	Return Location
20CH	Kline	3	09/27/2017	

Save Reset Cancel


# USING THE SYSTEM



The screenshot shows an email interface with a red header bar containing navigation icons and the text 'Welcome Greg Snook' and 'Logoff'. Below the header, a message says 'Thank you for your Booking' and 'Return to Open Bookings'. The main content is a table with booking details.

Booking Number	Motor Carrier	Pick Up Location	Shipping Line	EQT	Quantity	From Date	Valid Until	Return Location
KKLU09271701	Container Port Group	Classic Trans Yard - Grand Rapids	Kline	20CH	2	09/27/2017	09/27/2017	

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



Subject: CCM Booking Confirmation: COCP Classic Trans Yard - Grand Rapids - KKLU09271701

**CCM Booking Confirmation to User**

Hello,


The following booking has been created:

Pickup Location: Classic Trans Yard - Grand Rapids  
Booking Number: KKLU09271701  
Motor Carrier: Container Port Group  
Shipping Line: Kline  
Equipment Group and Quantity: 20CH - 2  
From Date: 09/27/2017  
Valid Until Date: 09/27/2017  
Return Location (optional):


*This is a post-only mailing. Replies to this message are not monitored or answered.*

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.



The screenshot shows the 'Open Bookings' section of the system. It features a search bar with a magnifying glass icon and a 'Search' button. Below the search bar are several input fields for filtering bookings: Booking Number, Motor Carrier, Region, Pick Up Location, Pool, Shipping Line, Return Location, and EQT. There are 'Find' and 'Reset' buttons at the bottom.



The screenshot shows the 'Open Bookings' table with a search bar and a table of bookings. The table has columns for Booking Number, Motor Carrier, Region, Pick Up Location, Pool, Shipping Line, EQT, Quantity, From Date, Valid Until, Return Location, and a 'Gre' column. The first row shows a booking with ID KKLU09271701, Motor Carrier Container Port Group, Region Detroit, Pick Up Location Classic Trans Yard - Grand Rapids, Pool COCP, Shipping Line Kline, EQT 20CH, and Quantity 2. There are 'Edit' and 'Add Booking' buttons. The page number is 1 of 1, and the per page count is 25.

Booking Number	Motor Carrier	Region	Pick Up Location	Pool	Shipping Line	EQT	Quantity	From Date	Valid Until	Return Location	Gre
KKLU09271701	Container Port Group	Detroit	Classic Trans Yard - Grand Rapids	COCP	Kline	20CH	2	09/27/2017	09/27/2017		Gre

# 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.

**CCM CHASSIS MANAGEMENT**

Home Booking Administration Welcome Greg Snook Logoff

### Edit Bookings

Bookings Info

Booking Number: KKL09271701 Valid Until: 09/27/2017

Motor Carrier: Container Port Group Pool: COCP

Region: Detroit \* Pick Up Location: Classic Trans Yard - Grand Rapids

No Contact Information

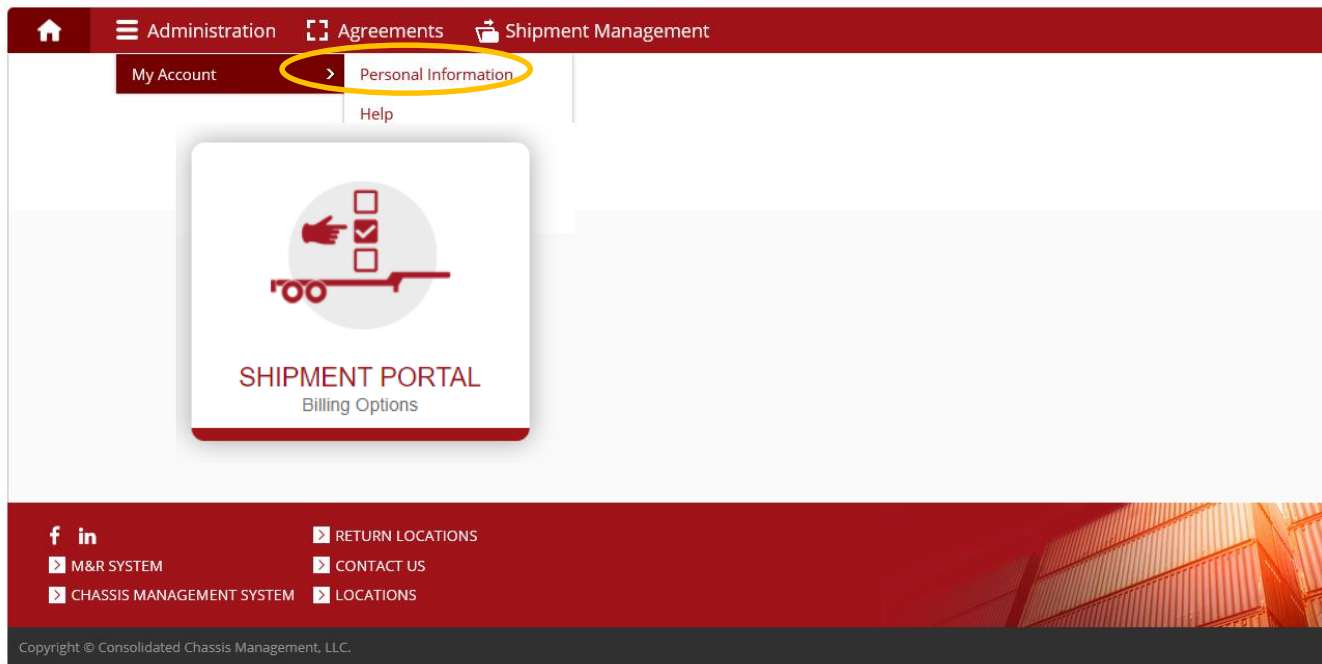
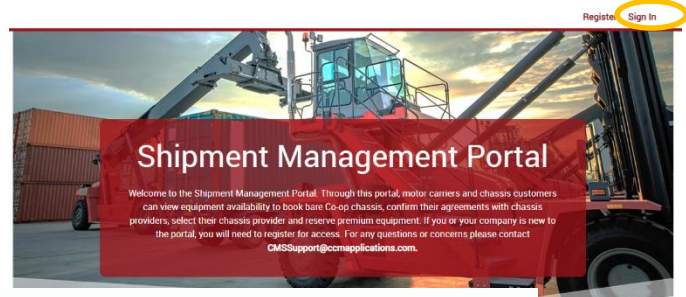
* Equipment Group	* Shipping Line	* Quantity	* From Date	Return Location
20CH	Kline	2	09/27/2017	

Save Cancel Booking Reset Cancel

# 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.

Module	Module Status	Reason
Administrative	Access	
Booking	Access	
Reservation	Access	
Shipment Management	Access	

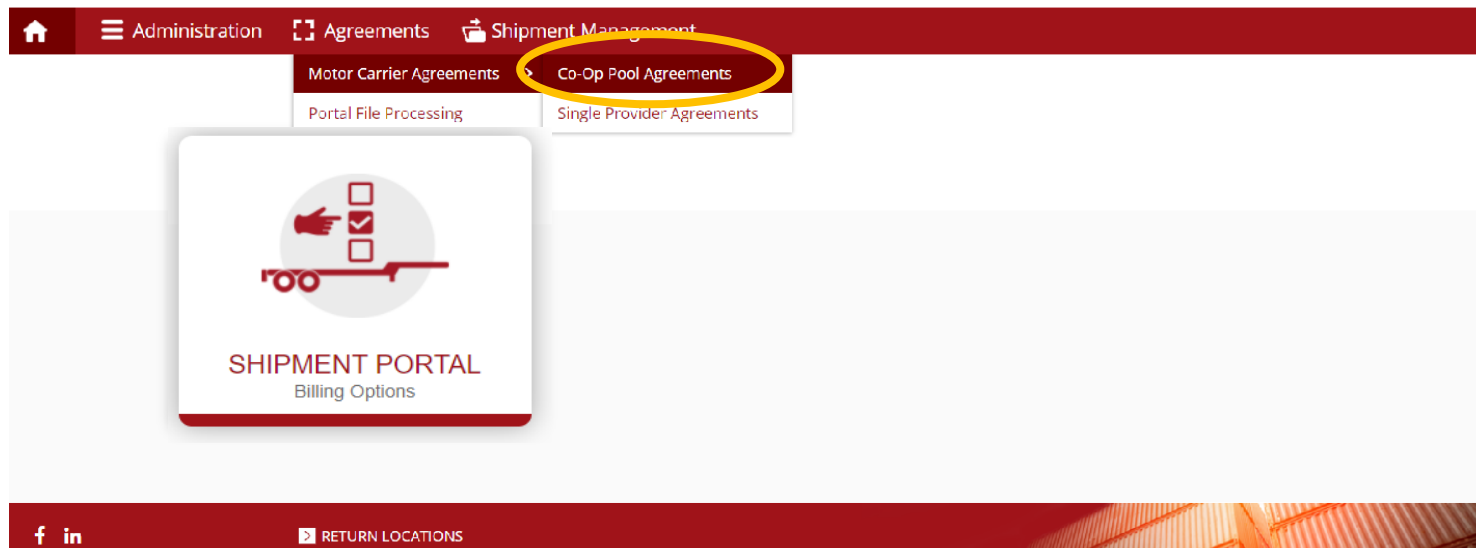
**Save** Reset Cancel



# 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*).

Co-Op Pool Agreements

\*\*\* This screen allows you to specify the provider you want your usage assigned to. Skipping the confirmation and ranking steps will result in all usage being assigned to the Ocean Carrier's specified provider.\*\*\*

Ranking the order of your providers will be used in instances where you are moving equipment for an Ocean Carrier that is not affiliated with the chassis pool or if you are designating that all moves for an Ocean Carrier are to be assigned to a specific chassis provider.

**Step 1: Confirm Agreement.** These providers informed CCM they have an agreement with your firm. Confirming the agreement allows the chassis provider to be considered in the assignment of your usage.

**Step 2: Rank Providers.** Used to assign usage when moving an Ocean Carrier's shipment that is not affiliated with pool. Where you have selected all of your use for a particular ocean carrier be switched to another provider. All use will go to the top ranked provider operating in that location. System will automatically assign usage to next highest ranked provider when a provider does not participate in a geographic area.

**Step 3: Create Direct Shipment Exceptions.** Used to re-direct specific shipments to another provider. Used to re-direct usage to another provider in specific markets.

Contact CCM or visit our website for more information about exception provision and overrides. <https://www.ccmpool.com/Chassis-Pool/Using-CCM-Pools.aspx>

Search Motor Carrier: A & A CONTRACT CUSTOMS BROI History

Rank #	Has Rank	Motor Carrier SCAC	Motor Carrier	Provider	Status Date	Status	Status Reason	Usage Ban	Contract Date
1	yes	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	DCLI	12/19/2018 13:56	Active		no	12/19/2018
2	yes	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	Trac	01/28/2019 15:26	Active		no	12/19/2018
3	yes	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	NACPC	12/19/2018 14:49	Active		no	12/18/2018
4	yes	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	Flexi-Van	12/26/2018 15:24	Active		no	12/20/2018

Page 1 of 1

1 to 4 out of 4

Update Agreements and Rankings

Per Page 25

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

Administration Agreements Shipment Management

#### Co-Op Pool Agreements Ranking Update

If agreements are not active, you must first confirm the agreement before you can rank. 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.

Ranking #	Action	Provider	Motor Carrier SCAC	Motor Carrier	Status Date	Status	Status Reason	Usage
		Irac	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	01/28/2019 14:36	Pending Carrier Confirmation		no

Ranking #	Action	Provider	Motor Carrier SCAC	Motor Carrier	Status Date	Status	Status Reason	Usage Ban	Contract
1		DCLI	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	12/19/2018 13:56	Active		no	12/19/201
2		NACPC	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	12/19/2018 14:49	Active		no	12/18/201
3		Flexi-Van	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	12/26/2018 15:24	Active		no	12/20/201

RETURN LOCATIONS  
 M&R SYSTEM CONTACT US  
 CHASSIS MANAGEMENT SYSTEM LOCATIONS

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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.

Administration Agreements Shipment Management

#### Co-Op Pool Agreements Ranking Update

If agreements are not active, you must first confirm the agreement before you can rank. 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.

Ranking #	Action	Provider	Motor Carrier SCAC	Motor Carrier	Status Date	Status	Status Reason	Usage
1		Irac	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	01/28/2019 14:36	Pending Carrier Confirmation		no
2		DCLI	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	12/19/2018 13:56	Active		no
3		NACPC	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	12/19/2018 14:49	Active		no
4		Flexi-Van	AABI	A & A CONTRACT CUSTOMS BROKERS LTD	12/26/2018 15:24	Active		no

RETURN LOCATIONS  
 M&R SYSTEM CONTACT US  
 CHASSIS MANAGEMENT SYSTEM LOCATIONS

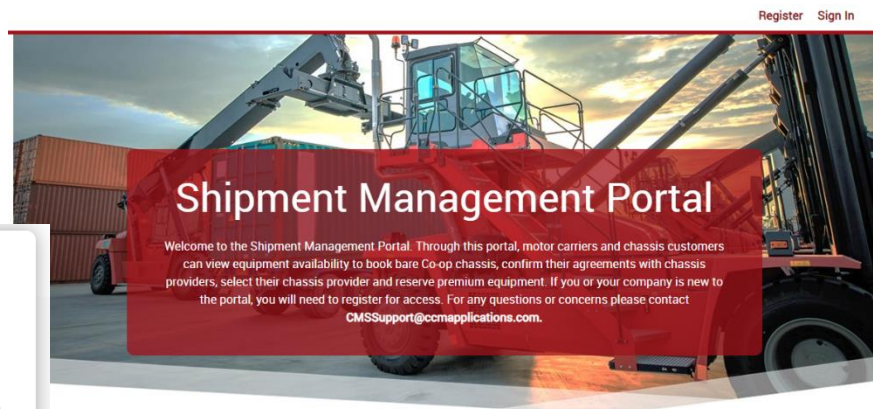
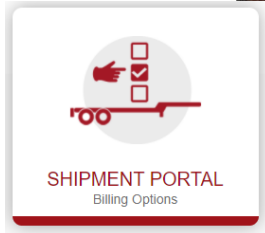
Copyright © Consolidated Chassis Management, LLC. App ver 1.0

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

# HOW TO UPLOAD EXCEPTIONS

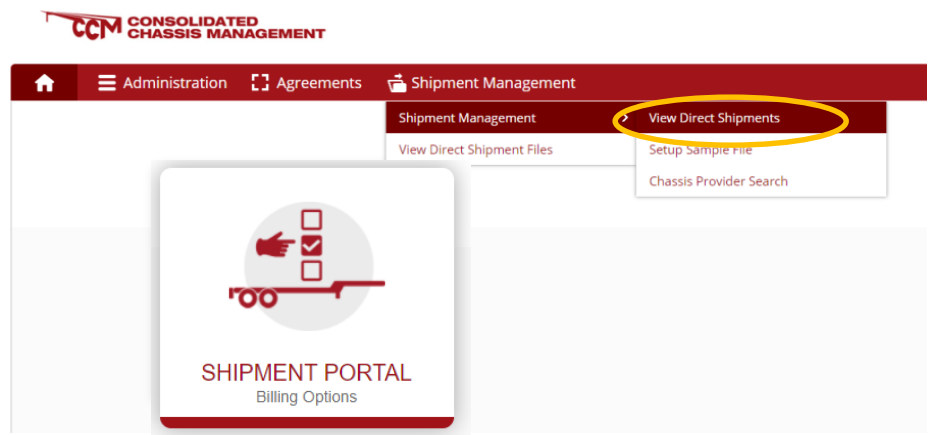
*for multiple ocean lines*

1. Log onto [CCMChipments.com](https://CCMChipments.com) with your credentials and select *Shipment Portal* under the CCM provider tab



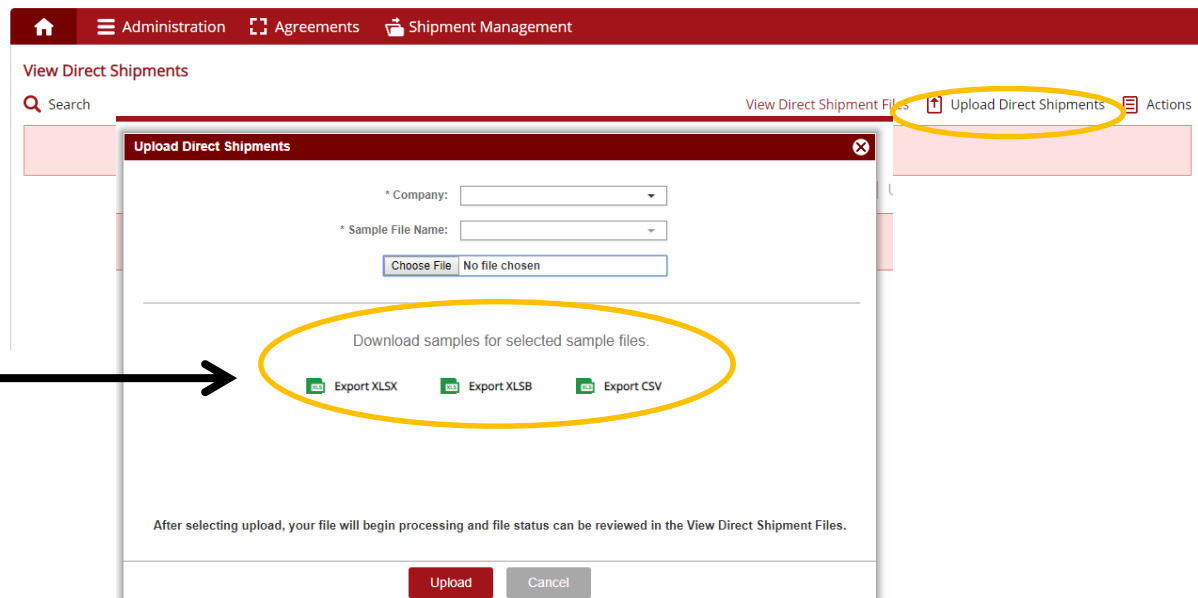
2. Click under Shipment Management

*Shipment Management > View Direct Shipments*

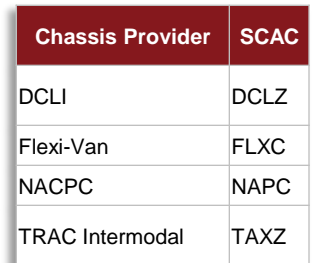


3. Click "Upload Direct Shipments".

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



\*refers to the Bill of Lading or Booking # issued by the ocean line



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

Upload Direct Shipments

\* Company:

\* Sample File Name:

Choose File

No file chosen

Download samples for selected sample files.

XLS

Export XLSX

XLS

Export XLSB

XLS

Export CSV

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

Upload

Cancel

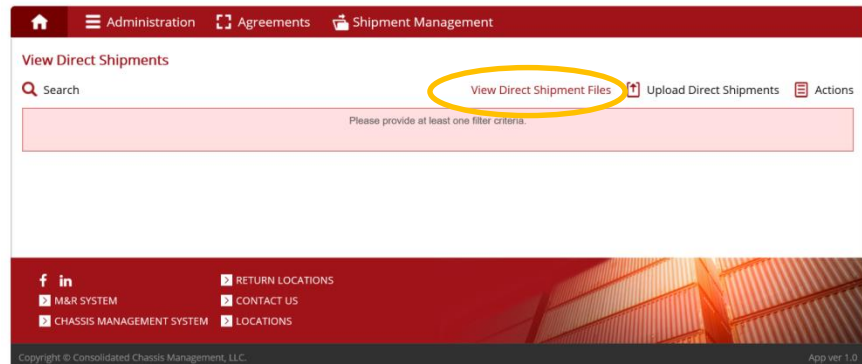


# Checking your uploaded exceptions

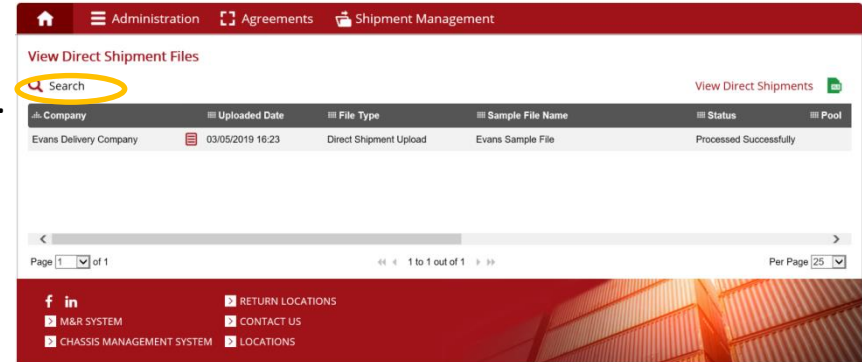
1. Once you have uploaded your file (below) you will be brought back to the View direct shipments screen (right)



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.



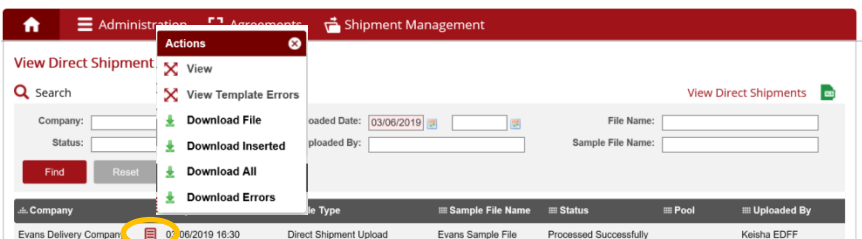
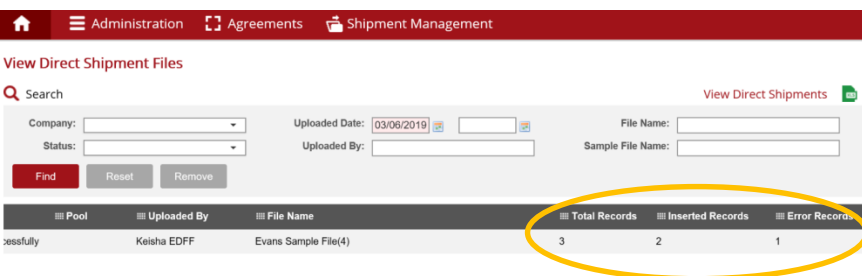
3. Your shipment file status may say “To parse” while being processed. Once it has processed, the status will change. If you see one of the following statuses to the left, you need to take further action.



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.

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.

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



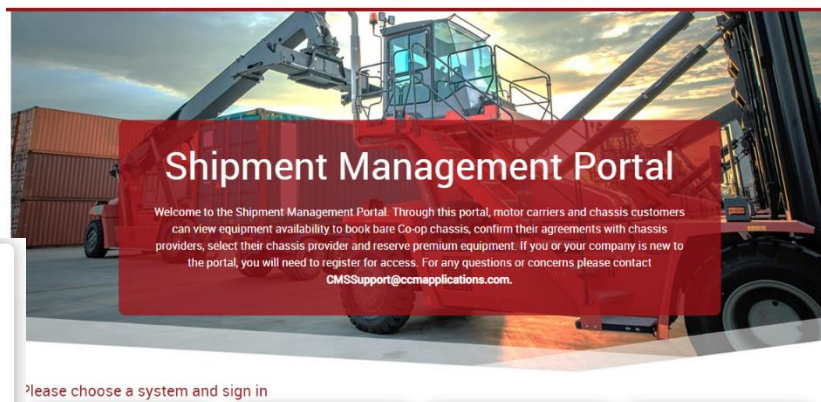
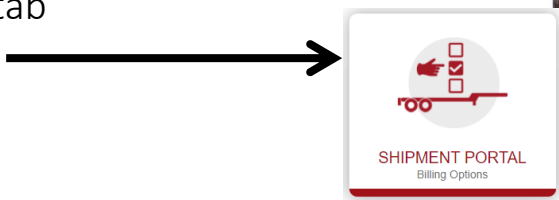
For additional Shipment Management help, click [here](#)



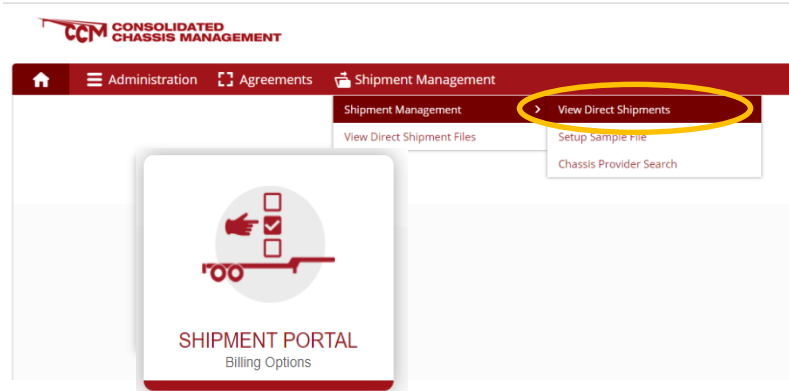
# HOW TO ADD EXCEPTIONS

## for a single ocean line

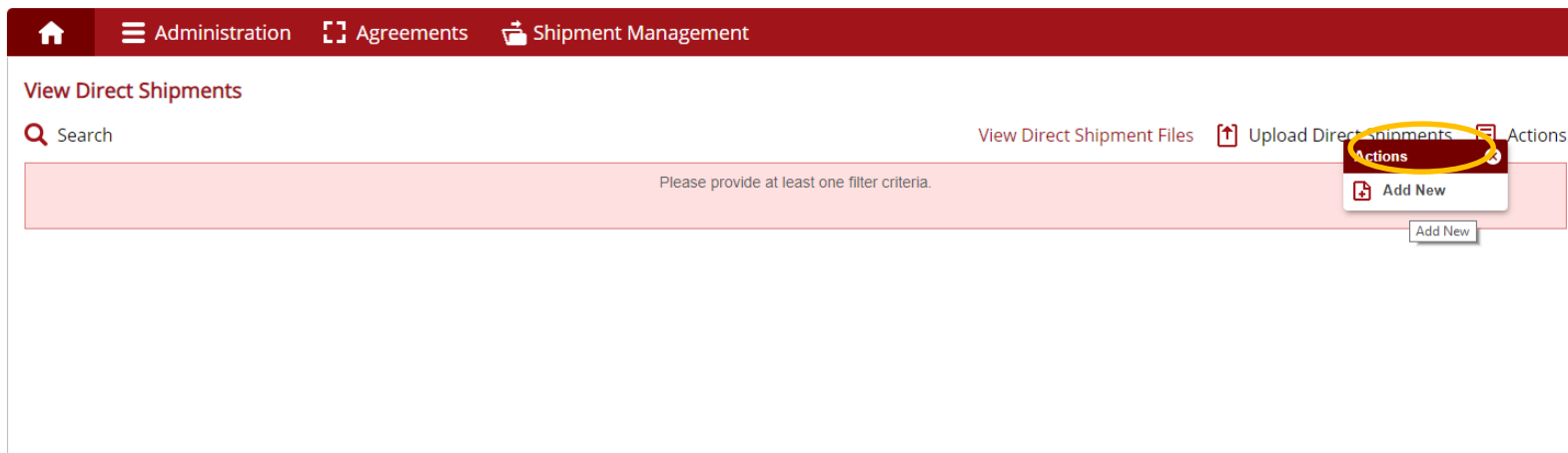
1. Log onto [CCMShipments.com](https://CCMShipments.com) with your credentials and select *Shipment Portal* under the CCM provider tab



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

### Tips to filling out your shipment information

**Chassis Provider SCAC:** DCLZ = DCLI, FLXC = Flexi-Van, NAPC = NACPC, TAXZ = TRAC

**Chassis Provider:** will automatically populate once you select the SCAC

**Reference #** (your Booking # or BOL) you can list multiple reference #'s

**Pool:** by default, this will apply to all pools, or you can apply at the pool level

**Ocean Carrier SCAC:** If you do not know, fill out ocean carrier field first and their SCAC will auto populate

Administration Agreements Shipment Management

### Add Direct Shipment

Direct Shipment Info

\* Direct Shipment Type:  \* Company:

\* Chassis Provider SCAC:  \* Ocean Carrier SCAC:

\* Chassis Provider:  \* Ocean Carrier:

Effective Date:  Expiration Date:

☐ Perpetual Flag Expected # of Containers:

\*\* Reference #:

\* Pool:  ☐ Multiple Pools

\* Location Level:

f in RETURN LOCATIONS  
M&R SYSTEM CONTACT US  
CHASSIS MANAGEMENT SYSTEM LOCATIONS

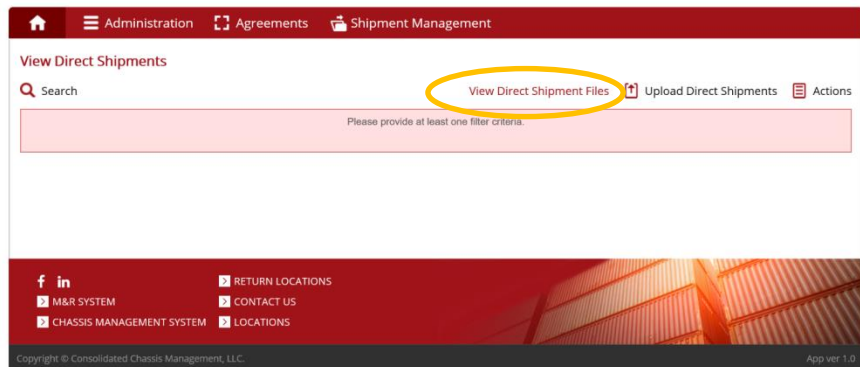
#### 5. Click save to add your exceptions.

# Checking your added exceptions

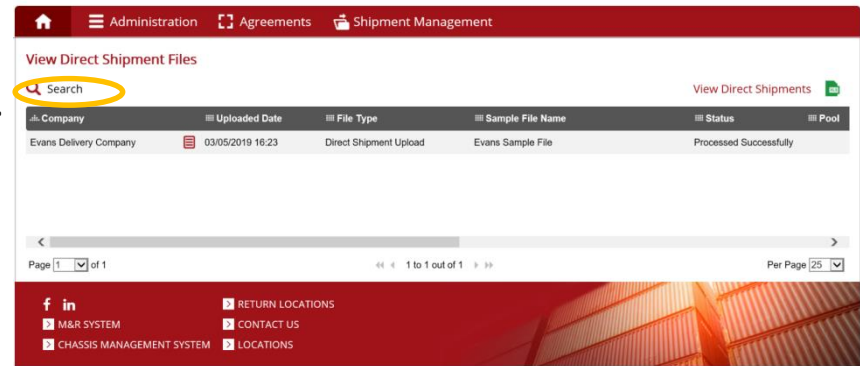
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2. Click View Direct Shipment files & select the search function in upper left. To view your most recent file, set the Uploaded date & click find.



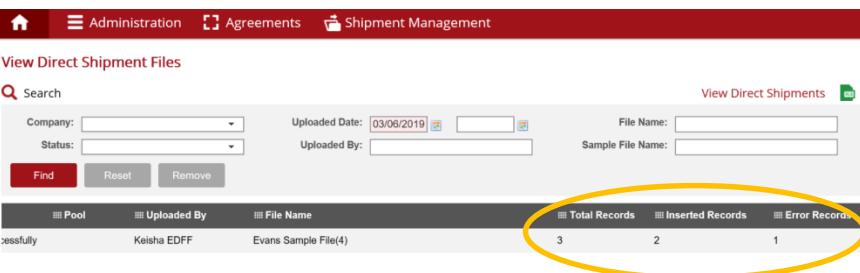
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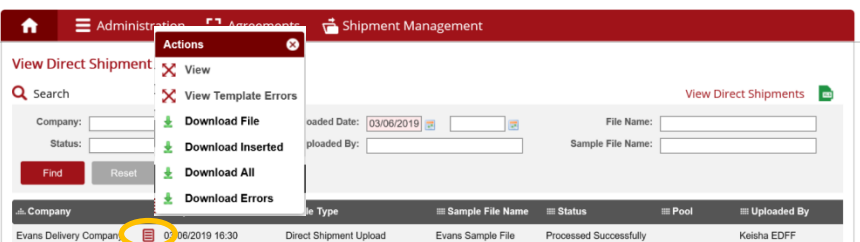
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Status	ACTION REQUIRED
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5. Scroll back to the left & click the red “action” icon to view or download the errors within the file that requires correction.



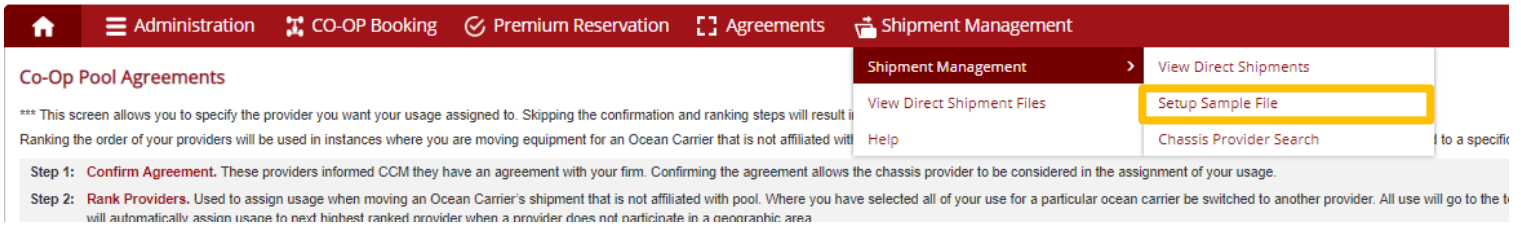
For additional Shipment Management help, click [here](#)



# CREATING A SAMPLE FILE

## for motor carriers or shippers

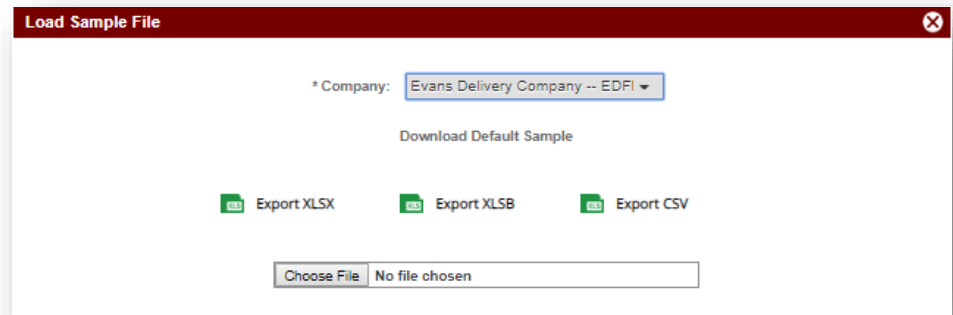
1) From the Shipment Management drop down select *Shipment Management > Setup Sample File*



2) In the upper right hand corner select *Actions* from the pop out, select *Add New*.

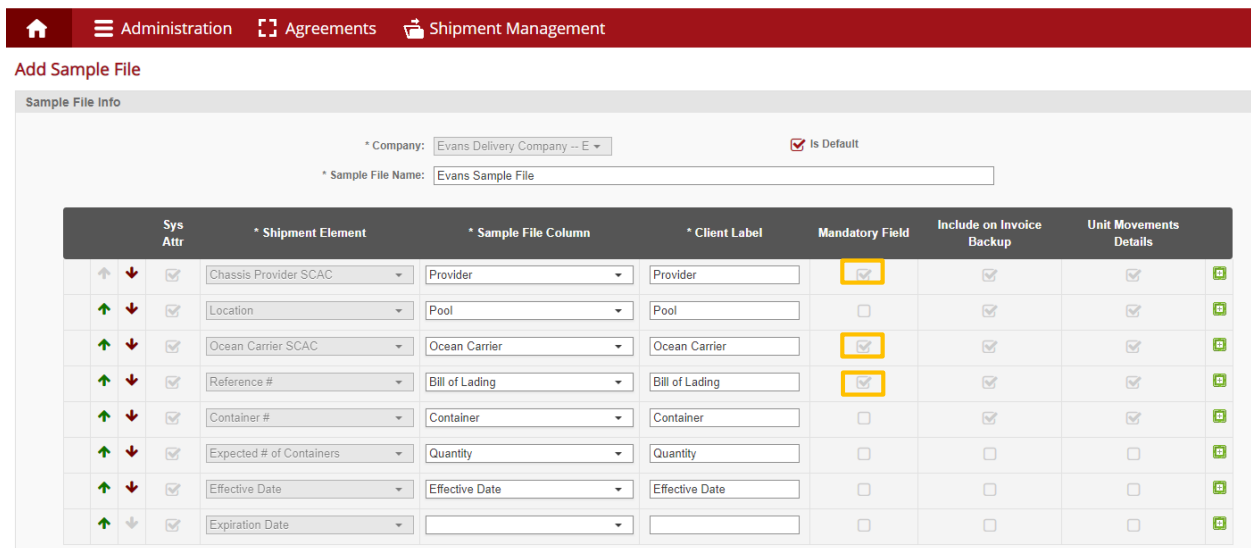


3) Your company name will be populated in the *Company field*. Then select *Choose File* and select your Sample File that is saved on your computer and click load.

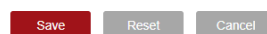


\*There are only 3 mandatory fields required to set up your sample file: *Ocean Carrier SCAC, Provider SCAC and Reference Number*

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.*

Upload Direct Shipments

\* Company: Evans Delivery Company -- EDFI

\* Sample File Name: Evans Sample File

Choose File

Download sample

Default System Template

Evans Sample File

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

# 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)

\* Company: Evans Delivery Company -- E

☒ Is Default

\* Sample File Name: Evans Sample File

Sys Attr	* Shipment Element	* Sample File Column	* Client Label	Mandatory Field	Include on Invoice Backup	Unit Movements Details
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Chassis Provider SCAC	Provider	Provider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div><input checked="" type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Location	Pool	Pool	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div><input checked="" type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Ocean Carrier SCAC	Ocean Carrier	Ocean Carrier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div><input checked="" type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Reference #	Bill of Lading	Bill of Lading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div><input checked="" type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Container #	Container	Container	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div><input checked="" type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Expected # of Containers	Quantity	Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<div><div><input type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Effective Date	Effective Date	Effective Date	<input type="checkbox"/>	<input type="checkbox"/>	<div><div><input type="checkbox"/></div><div></div></div>
<div><div>↑</div><div>↓</div><div><input checked="" type="checkbox"/></div></div>	Expiration Date			<input type="checkbox"/>	<input type="checkbox"/>	<div><div><input type="checkbox"/></div><div></div></div>
<div><div><input checked="" type="checkbox"/></div><div>↑</div><div>↓</div><div><input type="checkbox"/></div></div>	User Defined	Customer Name	Customer Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div><input checked="" type="checkbox"/></div><div></div></div>

Save

Reset

Cancel

- 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*



# Checking your uploaded exceptions

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

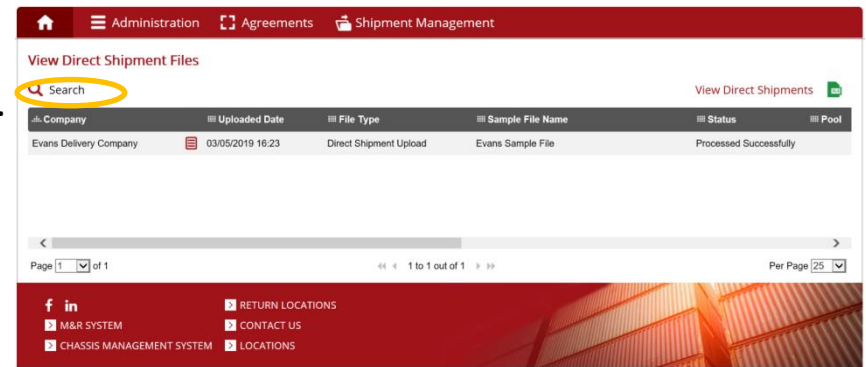
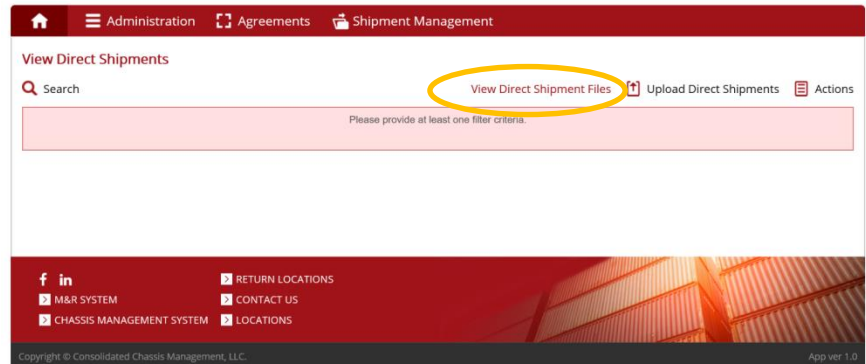


2. Click View Direct Shipment files & select the search function in upper left. To view your most recent file, set the Uploaded date & click find.

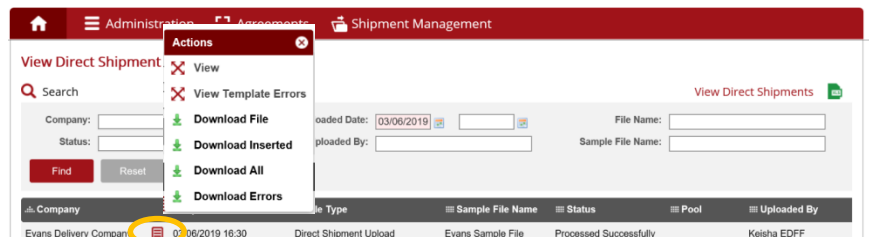
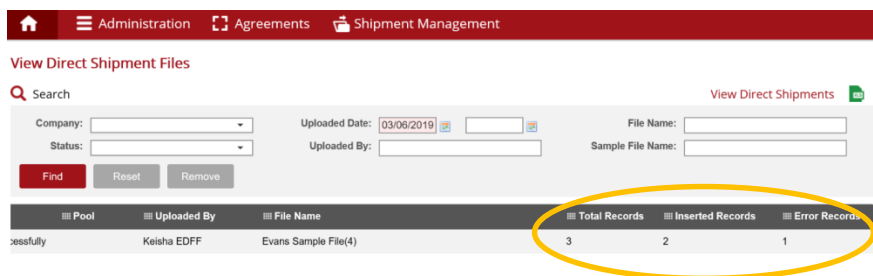
3. Your shipment file status may say “To parse” while being processed. Once it has processed, the status will change. If you see one of the following statuses to the left, you need to take further action.

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.



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.

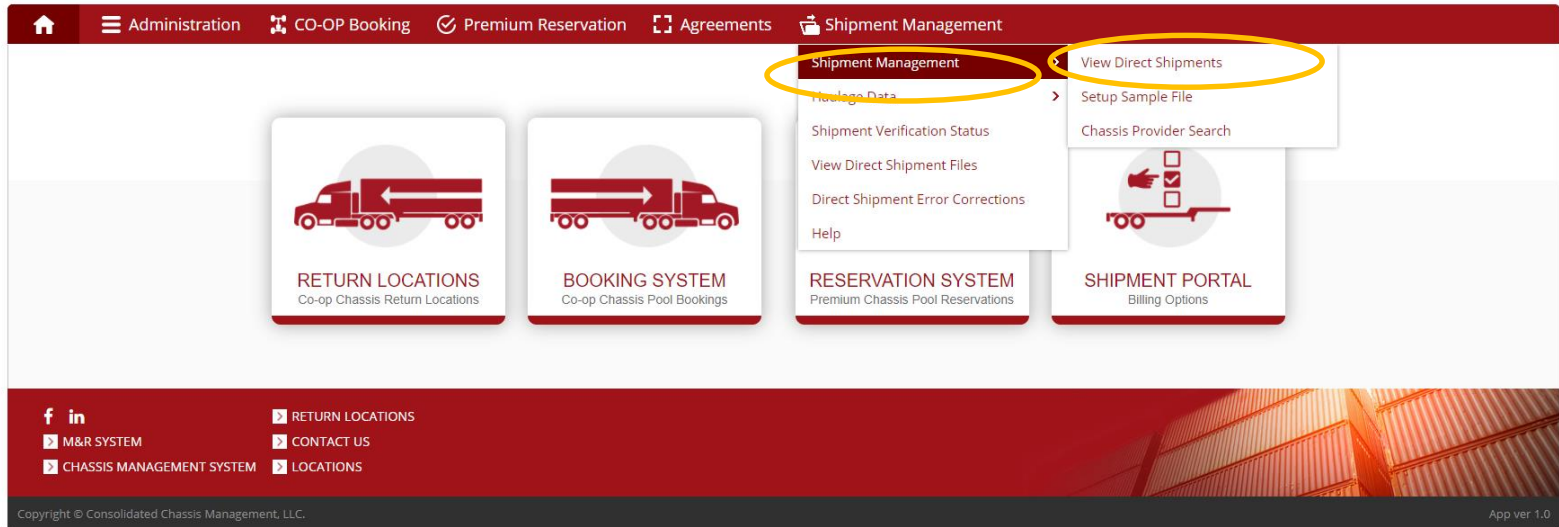


For additional Shipment Management help, click [here](#)

# 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.

A screenshot of the 'View Direct Shipments' search form. The form is titled 'View Direct Shipments' and includes a search bar with a magnifying glass icon. Below the search bar, there are several filter fields: Company (dropdown), Effective Date (date range), Ocean Carrier (text input), Location Level (dropdown), Commercial Status (dropdown), Chassis Provider (dropdown), Expiration Date (date range), Reference # (text input), Location (text input), User Defined Field (text input), Direct Shipment Type (dropdown), Add / Upload Date (date range), Container # (text input), and Expected # of Containers (text input). At the bottom of the filter section, there are three buttons: 'Find', 'Reset', and 'Show less filters ^'. The 'Show less filters ^' button is highlighted with a yellow circle. Below the filter section, there is a red message box that says 'Please provide at least one filter criteria.'




## 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




 Administration
  CO-OP Booking
  Premium Reservation
  Agreements
  Shipment Management

### View Direct Shipments









 Search
 View Direct Shipment Files
 Upload Direct Shipments
 Actions

Company: 
 Effective Date:    
 Ocean Carrier:

Chassis Provider: 
 Expiration Date:    
 Reference #:

Direct Shipment Type: 
 Add / Upload Date :    
 Container #:

Find
Reset
Remove
Show more filters

	Company	Direct Shipment Type	Chassis Provider SCAC	Chassis Provider	Location Level	Location	Ocean
	AG Container Transport LLC -- AGGK	 Trucker	DCLZ	DCLI	Entire Pool	All Pools	CCLN
	AG Container Transport LLC -- AGGK	 Trucker	DCLZ	DCLI	Entire Pool	All Pools	CCLN
	AG Container Transport LLC -- AGGK	 Trucker	DCLZ	DCLI	Entire Pool	All Pools	CCLN
	AG Container Transport LLC -- AGGK	 Trucker	DCLZ	DCLI	Entire Pool	All Pools	CCLN

Page  of 40  
 Total Count: 28637 (first 1000 records displayed)

<< 1 to 25 out of 1000 >>

Per Page

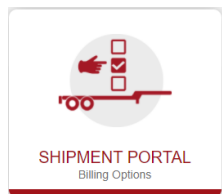
# CANCELLING SHIPMENTS

*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.



The screenshot shows the "View Direct Shipments" search interface. At the top, there's a navigation bar with "Administration", "Agreements", and "Shipment Management". Below the navigation bar, the title "View Direct Shipments" is followed by a search icon and the word "Search". To the right, there are links for "View Direct Shipment Files", "Upload Direct Shipments", and "Actions". The search form contains several fields: "Company:" (dropdown), "Effective Date:" (calendar icon), "Ocean Carrier:" (dropdown), "Chassis Provider:" (dropdown), "Expiration Date:" (calendar icon), "Reference #:" (text area), "Direct Shipment Type:" (dropdown), "Add / Upload Date:" (calendar icon), and "Container #:" (text area). Below the fields are "Find", "Reset", and "Show more filters" buttons. A red message bar at the bottom says "Please provide at least one filter criteria."

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.

The screenshot shows the search results for the "View Direct Shipments" screen. The search criteria are: Company: [redacted], Effective Date: [redacted], Ocean Carrier: [redacted], Chassis Provider: [redacted], Expiration Date: [redacted], Reference #: [redacted], Direct Shipment Type: [redacted], Add / Upload Date: [redacted], and Container #: ABCD123456, ABCD234567, ABCD345678. The results table has columns: Company, Direct Shipment Type, Chassis Provider SCAC, Chassis Provider, Location Level, Location, Ocean Carrier SCAC, Ocean Carrier, Reference #, and Co. The table contains three rows of results, all with "Chassis Customer" as the Direct Shipment Type and "NAPC" as the Chassis Provider.

Company	Direct Shipment Type	Chassis Provider SCAC	Chassis Provider	Location Level	Location	Ocean Carrier SCAC	Ocean Carrier	Reference #	Co
[redacted]	Chassis Customer	NAPC	NACPC	Entire Pool	All Pools	ONEY	ONE Line	ONEY00012345AA	ABCC
[redacted]	Chassis Customer	NAPC	NACPC	Entire Pool	All Pools	ONEY	ONE Line	ONEY00012345AA	ABCC
[redacted]	Chassis Customer	NAPC	NACPC	Entire Pool	All Pools	ONEY	ONE Line	ONEY00012345AA	ABCC

*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](http://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

[illegible]