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Last update: 2/8/2024



Overview

CoPilot is your online shipping navigator for creating airbills, quotes, reports, and alerts, tracking shipments, printing documents, and more. You can access CoPilot with Google Chrome, MS Edge, Safari, and Firefox.

Registering for an account and logging in

To register for a CoPilot account, go to <u>http://copilot.maersk.com/</u>, click **Register**, and follow the prompts. Your login credentials will be sent to your email.

Note: It usually takes 8 hours for new CoPilot accounts to be activated.

 Once you are registered, go to <u>http://copilot.maersk.com/</u>, enter your login credentials (email and password) and click Log in.

	CoPilot Login	
Email:	com	
Password:	•••••	
Go To:	Home 🔹	
<u>Forgot Pa</u>	ssword?	Log in

Home navigational link

Home allows you to select dropdowns, navigational links, location, and settings, view shipments on the **Tracking quick view** grid, and more.

COPIL ONLINE SHIPPING NAVIO	OT SATOR		Drop	odowns			Current Location:	COPILOT DEMO ACCOUN	T 4713870-0001 🔹
Home Ship -	Quote • Reports	Alerts Tr	ack Admin					S	ettings 🕶 Log out
About us Con	nact Document	s Service	guide H	lelp					
	Navigati	onal links		Track	king quick	view			
	O Recently crea	ted O	Recently up	odated 🔘	Recently delivered	O Active	exceptions O I	Delivering today	
					Fracking Result	s			
	Drag a column header	here to group l	y that column	Manually ad	justable colum	n widths			
	Shipment #	Entry Date	Ship Date	Ship Location	Dest Location	Current Status	Current Status Date	Appointment Wind	
	Т	•	•	T	T	Т	• 7	Т	
					No	data to display			
	•							•	
	Tracking Home	Convert	to Excel	Clear Filter Row	Tracking Set	ttings	All Statuses in US Eas	tern Standard Time (-5)	



Selecting, setting as default, or adding a new location

1. Click the drop-down menu Current Location and select the Location Name.

	Welcome		Curren	t Locat	tion: COPILOT DEMO ACCOL	1	Chata
		Location Name	Master	Site	Address	City	State
Home Ship • Quote • Reports • /	Alerts Track Adi	COPILOT DEMO ACCOUNT	4713870	0001	123 DEMO ST	LIMA	PA
		PILOT FREIGHT SERVICES	2609780	0161	2 BRAXTON WAY STE 400	GLEN MILLS	PA

2. To set a default or new location, click Settings > Locations & Security.

Current Location:	COPILOT DEMO ACCOUNT 47138 🔻
	Settings - Logout
	API Configuration Default settings
	Location & Security
	Web services

 Optionally, you can click Set as Default Location to set your chosen location for your own convenience or add a new location by clicking Add New Location, entering Master # and Site # (provided by account managers) and clicking Verify.

API Configuratio	on Default Settings	Locations & Security	Web	Services	
Locations & Se	curity Settings				
In order to add a n	ew location, click on the "	Add New Location" butto	n below.	Note: New locations may not b	be immediately available.
Available Locations:	4713870-0001 COPILOT E	EMO ACCOUNT	-	Set as Default Location	Add New Lucation

- 4. To receive reports for all sites under a Master #, select the All Sites checkbox(es).
- 5. Click Submit registration.

CoPilot Registr	ration						
Account Inf Email: Contact:	formatic	on					
Phone Numb	ber:						
Add a Loca	tion						
Master #:		Site #:	Verify				
Your Locati	ons						
Master #	Site #	Name	City	State	Zip	Active	All Sites
1.00		100000	1.000				
			12		100	~	
-				-		~	
Submit regi	stration	Cancel					

Ship dropdown

Creating a new shipment/airbill

1. Click Ship > New shipment.



2. Select the applicable Billable Party and Pay Term.

Important:

- If only one billable party and one pay term have been assigned to you, this window will not pop up.
- If the window *Billable Party & Pay Terms Selection* doesn't pop up although it is applicable to your account, send an email to <u>copilothelp_plt@maersk.com</u> to request that a new customer location be added to your account.

COPILOT ONLINE SHIPPING NAVIGATOR			-						Current Location: COPILOT DEMO ACCOUNT 4713870-0001
Home Ship • Quote •	Reports	- Alerts Track	Admin						Settings * Log out
Drafts Products/Catal	og Nev	w Shipment			ory A		pok I		Shipment Defaults Blank HAWB
Maersk Station:	Billable Pa	arty & Pay Term	ns Selection						
Click to hide party informati	Please If you c	select which bil lo not usually p	lable party t rovide a bill defa	his shipme able party, s aulted to wh	nt will be select you at is alre	entered ur own d ady sele	d on beh sustome ected be	alf of and r location a low.	l under which pay terms. and leave the pay terms
Shipper		Name	Address1	Address2	City	State	Zip	Country	Pay Term
Address Book: Sel	0		56		а.,		-	US	Third Party 💌
Address 1:*	o	PILOT FREIGHT	2 BRAXTON WAY STE		GLEN	РА	19342	US	Third Party
Address 2:			400						Prepaid
State:* Sel					Contin	ue			Third Party
Zip:*	Please n	ote if you do not s	ee a customer	you expect to	see in this	s list, plea	se send a	n email to <u>cc</u>	opilothelp@pilotdelivers.com
Country:* UN			fo	r assistance ir	h adding th	e custom	er locatio	n.	



- 3. Click the **Current Location** dropdown and select the location, which will populate in the Shipper and Consignee Address Book dropdown.
- 4. Click the Address Book dropdown and select Shipper and Consignee. All the details for each will populate in the fields.

LINE SHIPPING NAVIGA	Ne We	ednesdav.			C	urrent Location:	CCOUNT 47	13870-0001
		Location N	ame	Master	Site	Address		City
Home Ship ▼ Q	uote • Reports • Alert	COPILOT D	EMO ACCOU	NT 4713870	0001	123 DEMO ST		LIMA
Drafts Products	s/Catalog New Shipm	PILOT FREI	GHT SERVICE	5 2609780	0161	2 BRAXTON WAY	STE 400	GLEN MILLS
hipment Defaults	Blank HAWB							
ersk Station: k to hide party infor	mation	Validat		Save as	: Draft		Submit	
Shipper/Consigne	ee Billable							
Shipper			Con	signee				
Address Book:		, Îm	Add	ress Book:	Select	Address		•
Name:*	Nickname	Company		Address		City		Stat
Address 1.*	** MY CURRENT LOCATIO	COPILOT DEM	O ACCOUN	123 DEMO 5	т	LIMA		PA
	TEST	Test		1111 W Dr		TOOELE		UT
Address 2:	TEST	Test						FL
City:* :k to hide party infor	rmation		City	*				
City:* tk to hide party infor Shipper/Consign	rmation nee Billable		City	*		C ₂		
City:* tk to hide party infor Shipper/Consign Shipper	rmation ree Billable		City:	*		C ₂		
City:* ck to hide party infor Shipper/Consign Shipper Address Book:	rmation ee Billable ** MY CURRENT LOCATIO	0N ** 👻	City: Co Ad	* nsignee dress Book:	TEST	G		•
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:*	rmation ee Billable ** MY CURRENT LOCATIO COPILOT DEMO ACCOUN	ON ** •	City: Co Ad Na	* nsignee dress Book: me:*	TEST Test	k,		•
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:* Address 1:*	rmation ee Billable ** MY CURRENT LOCATIO COPILOT DEMO ACCOUN 123 DEMO ST	ON ** 👻 NT	City Co Ad Na Ad	* nsignee dress Book: me:* dress 1:*	TEST Test 1111	₩ Dr		·
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:* Address 1:* Address 2:	rmation nee Billable ** MY CURRENT LOCATION COPILOT DEMO ACCOUN 123 DEMO ST TEST ONLY	ON ** •	City: Co Ad Ad Ad	* nsignee dress Book: me:* dress 1:* dress 2:	TEST Test 1111	₩ Dr		·
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:* Address 1:* Address 2: City:*	rmation ee Billable ** MY CURRENT LOCATIO COPILOT DEMO ACCOUN 123 DEMO ST TEST ONLY LIMA	ON ** 👻 VT	City Co Ad Ad Cit	* nsignee dress Book: me:* dress 1:* dress 2: y:*	TEST Test 11111 TOO	₩ Dr ELE		·
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:* Address 1:* Address 2: City:* State:*	rmation ee Billable ** MY CURRENT LOCATIO COPILOT DEMO ACCOUN 123 DEMO ST TEST ONLY LIMA PENNSYLVANIA	ON ** •	City Co Ad Ad Ad Cit Sta	* nsignee dress Book: me:* dress 1:* dress 2: v;* te:*	TEST Test 11111 TOOL UTAH	W Dr ELE		·
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:* Address 1:* Address 2: City:* State:* Zip:*	rmation Tee Billable ** MY CURRENT LOCATION COPILOT DEMO ACCOUNT 123 DEMO ST TEST ONLY LIMA PENNSYLVANIA 19037	ON ** •	City Co Ad Ad Cit Sta Zip	* nsignee dress Book: me:* dress 1:* dress 2: v;* te:* ;*	TEST Test 11111 TOOI UTAH 8407	W Dr ELE 4		·
City:* ck to hide party infor Shipper/Consign Shipper Address Book: Name:* Address 1:* Address 2: City:* State:* Zip:* Country:*	rmation Billable ** MY CURRENT LOCATIO COPILOT DEMO ACCOUN 123 DEMO ST TEST ONLY LIMA PENNSYLVANIA 19037 UNITED STATES OF AMER	ON ** • NT	City Co Ad Ad Ad Cit Sta Zip Co	* nsignee dress Book: me:* dress 1:* dress 2: y:* te:* ;* untry:*	TEST Test 11111 TOOI UTAP 8407 UNIT	W Dr ELE 4 ED STATES OF A	MERICA	
City:* ck to hide party infor Shipper/Consign Address Book: Name:* Address 1:* Address 2: City:* State:* Zip:* Country:* Attention:*	rmation Ree Billable ** MY CURRENT LOCATIO COPILOT DEMO ACCOUN 123 DEMO ST TEST ONLY LIMA PENNSYLVANIA 19037 UNITED STATES OF AMER	ON **	City Co Ad Ad Ad Cit Sta Zip Co Att	* nsignee dress Book: me:* dress 1:* dress 2: v;* te:* ;* untry:* ention:*	TEST Test 11111 TOOL UTAH 84077 UNIT Test	W Dr ELE H 4 ED STATES OF A	IMERICA	
City:* ck to hide party infor Shipper/Consign Address Book: Name:* Address 1:* Address 2: City:* State:* Zip:* Country:* Attention:* Phone:*	rmation ee Billable ** MY CURRENT LOCATION COPILOT DEMO ACCOUNT 123 DEMO ST TEST ONLY LIMA PENNSYLVANIA 19037 UNITED STATES OF AMER	ON ** • NT	City Co Ad Ad Cit Sta Zip Co Att	* nsignee dress Book: me:* dress 1:* dress 2: y:* ite:* ite:* ention;* one:*	TEST Test 11111 TOOI UTAH 8407 UNIT Test	W Dr ELE 4 ED STATES OF A	IMERICA	

MAERSK



5. Select **Yes** to consent to the screening of any cargo.

lick to hide services			
Ship date:		Payment type:	Prepaid 💌
Ready time:	12:00	Close time:	17:00
Service:	NEXT PM 👻	Swap Exchange	Original Pilot Pro#
Special Instructions			
Special Instructions		Ŧ	
		I	
	of any care maying air transportat	ion. Failura ta pravida thia concent i	the check boy indicated will result i
your shipment not bei	ng provided air transportation.	on. Failure to provide this consent in	The check box mulcated win result i
•Yes ONo			
●Yes ONo Hazardou, Materials	Hazardous Materials	24 Hr. Contact Phone#:	

6. Enter Pieces, Description, Weight, and dimensions and click Add. If you need to change your entry, click Edit.

nter Proc	duct #: Products & Catalog	👻 Quantit	y: Units	: 💿 in 🔿	cm Load	Product	
	Smart TV 55"	36	17	49	12	31	Add
Pieces	Description	Weight (lbs)	Weight (kg)	Length (In)	Width (In)	Height (In)	#
lick to hid	e line items						
Click to hid	e line items Juct #: Products & Catalog	▼ Quantit	y: Units:	: 💽 in 🔵 c	m Load	Product	

Pieces	Description	Weight (lbs)	Weight (kg)	Length (In)	Width (In)	Height (In)	#
1	Smart TV 55"	36	17	49	12	31	Edit Delete
Total: 1		Total: 36	Total: 17				0

7. You also have the option to enter products to your products catalog, but this is optional.

#	SKU/Key	Description				
#	SKI1/Key	Description				
Drag a column header here to group by that column						
Products and Catalog CoPilot [™] allows you to store the products that you ship in an online catalog. Products are referenced by their "SKU" or "Key" that you assign. To edit a product, select the product and click Edit. To add a new product, click "New". To delete a product, select the product and click Delete.						
Shipment Defaults Blank HAWB						
Drafts Products/Catalog	New Shipment Manifest	Shipment History	Address Book	Instructions		
Home Ship • Quote • Re	ports - Alerts Track Admin			Settings 👻 Log out		
COPILOT ONLINE SHIPPING NAVIGATOR	Welcome		Current Location:	COPILOT DEMO ACCOL 🔻		



- 8. If you are a drop shipper for a third-party billable, please ignore the **Extended Services** section.
- 9. Click Validate.

Navigator Quote Number		
xtended Services :		
	Shipper	Consignee
Attempted PU/Del		
nside PU/Del		
iftgate		
rivate Residence		
Vait Time (Hrs)	· ·	
wo Man PU/Del (Hrs)	•	-
Special PU/Del	-None-	-None-
Other Charges:		
Platinum Guarantee Convention	GBL	
Unpack/Debris Removal Proof Of De	livery Required 🔲 Hold At Airpo	ort for pick-up
O Declared Value		
O Insurance Value Value: \$ 0.00	C.O.D. 0.00)
No Value Declared		
dit International Information		

Important:

If entries are incomplete or incorrect, a message appears with what is still required. Once all the requirements have been addressed and validated, the button **Submit** becomes active. You and the consignee—if their email address is provided—will receive the shipment confirmation emails.

WebAirbill	WebAirbill
Service: NEXT PM Estimated Charges:	Service: NEXT PM Estimated Charges:
Please fill in the highlighted required fields. Please finish Shipper details Please finish Consignee details Please select a valid "Yes or No" for the screening consent. Please enter at least one line item for this shipment.	Your shipment can now be submitted, please click on Submit. No quote amount was available for this shipment.*
If all-cargo aircraft utilization is required for this shipment, the dimensional factor will change from our standard formula of 1 (one) pound for each 194 cubic inches to 1 (one) pound for each 166 cubic inches. This will change your total charges if the chargeable weight is calculated by volume vs. actual weight.	If all-cargo aircraft utilization is required for this shipment, the dimensional factor will change from our standard formula of 1 (one) pound for each 194 cubic inches to 1 (one) pound for each 166 cubic inches. This will change your total charges if the chargeable weight is calculated by volume vs. actual weight.
Validate Save as Draft Submit	



Editing an unsubmitted shipment

1. To create shipments and submit them later, click Save as Draft.



- 2. To edit, duplicate, and submit your unsubmitted shipments, click Ship > Drafts.
- 3. Select the shipment that you wish to submit and click **Complete It.**



Reprinting an airbill or label

Click Ship > Shipment history > Print Pro or Print Label.

COPILOT Welcon ONLINE SHIPPING NAVIGATOR Friday							
Home	Ship - Quote -	Repor	ts 🔻 Alerts	Track Ad	dmin		
Drafts	Drafts Product catalog	1	lew Shipmen	t Man	ifest		
Shipmer	New shipment						
The followi	Manifest	en s	en submitted and are ready to be				
processed	Shipment histo	ry					
	Address book						
Drag a colu	Instructions	y tha	t column				
Ship Date	Default setting	s nt P	· Print Labe	Clone P	Return		
	Blank HAWB						
01/12/202	4 378341172	Print Pro	Print Label	Clone Pro	Return Shipme		



Creating a new address in the address book

1. Click Ship > Address book > New.



2. Enter all the details and click **Update**.

	Nickna	ime	Company Name	Attention	Address
ADDRESS BO	рок				
Nickname:	Test		Company Nar	ne: Test	
Attention:			Address1:		
Address2:			Address3:		
City:			State:	LOCAL	DISPOSAL 👻
Zip:			Country:	UNITED	STATES 🔻
Phone:	1234567890		Ext:		
Email:			Reference:		

3. If you need to edit an entry, click the Nickname field to show Edit/New/Delete and click Edit.

Address Book			A	ddress Book		
Drag a column header here to group by that column				D	rag a column header here to gr	oup by that column
#	Nickname	Company Name	Attention	#	ł	Nickname
	TEST	Test		4	Edit New Delete	TEST



Quote dropdown

Creating a new quote

1. Click Quote > New Quote.

COPILOT		
Home Ship VQuote A Repo About us Co Review quote Service guide	rts - Ale	
COPILOT ONLINE SHIPPING NAVIGATOR	Welcome	Current Location: COPILOT DEMO ACCOL
Home Ship • Quote •	Reports - Alerts Track Admin	Settings - Log out
New Quote Review Qu	otes Service Guide	
Create a Quote		
Ship Date:	Tariff Name:	
2/7/2024	-SELECT-	
Origin Zip:	-SELECT-	
	COPILOT DEMO ACCOUNT	
Last Mile		

- 2. Under Line Items, enter Pieces, Description, Weight, and dimensions and click Add.
 - You may alternatively use the Load Product > Products & Catalog dropdown if you have added the product(s) to your product catalog.

Line Items						
Load Product: Proc	lucts & Catalog	✓ Quantity:	Load Product			
Pieces Descrip	We	ight	Width	Height		Add
Pieces	Description	Weight	Length	Width	Height	#
	No data to display					
Accessorials						
	Shippe	r	0	Consignee		
Attempted PU/Del						
Hotel/Convention	0	Hotel 🔿 Conv 💿 None		O Hotel O Conv	None	



3. Click Rate.

Accessorials			
Attempted PU/Del	Shipper	Con	signee
Hotel/Convention	🔿 Hotel 🔿 Conv 💿 None	C	Hotel 🔿 Conv 💿 None
Inside PU/Del			
Liftgate			
Private Residence			
Wait Time (Hrs)	~		-
Two Man PU/Del (Hrs)	•		•
Special PU/Del	-None-	-No	one- 🔻
Other Charges			
C.O.D. Amount (\$):	Declared Value (\$):	Insurance Value (\$):	
			Unpack/Debris Removal
Not all accessorials are available for	all tariffs. Please contact your local sales	representative for detai	ls.
Rate			

- 4. Scroll down to see the table with total charges based on service levels under Services and rates.
- 5. Click the arrow icon next to the **Service level** list item to see a breakdown of the charges, decide which option to use, and click **Ship It**.

Serv	ervices and rates								
Dra	Drag a column header here to group by that column								
1	Service level	Charge 4	Chg weight	Oversized	Delivery date	+			
>	DELUXE	\$282.66	160		01/26/2024	Ship lt			
>	PREMIER, 2 MAN, LIGHT ASSM	\$262.66	160		01/26/2024	Ship It			
>	HOME ELECTRONICS - 2 MAN	\$262.66	160		01/26/2024	Ship lt			
>	ROOM CHOICE, 2 MAN	\$232.66	160		01/26/2024	Ship It			
>	ECONOMY	\$147.66	160		01/26/2024	Ship lt			
>	HD BASIC - SIGNATURE RELEASE	\$147.66	160		01/26/2024	Ship It			
>	BASIC	\$147.66	160		01/26/2024	Ship lt			



Creating an airbill from a quote

1. Click Quote > Review quotes > View It.

			Welcome				Current Location:	the second second	-
Home Ship •	Quote • Rep	oorts 👻 Alerts Trac	k Admin					Settings *	Log out
New Quote Review Quotes Drag a column head	New Quote New quote Review Quotes service guide								
Quote #	Origin Zip	Orig Airport	Dest Zip	Dest Airport	Pieces	Weight	Quote Date	Tariff	
									+
30259793	33186	MIA	32962	мсо	1	3	1/19/2024 4:02:56 PM		View It
Generate Excel									

2. Click Ship It. You will then be taken to Ship > New Shipment to create your shipment.

	COCPILOT ONLINE SHIPPING MAVIGATOR						
Home	Ship - Quote - Rep	ports - Alerts Track Admin					
New Qu	Drafts Product catalog	Service Guide					
Quote D	New shipment						
Quote Date	Manifest Shipment history	Shipment Date:					
	Address book	1000					
Quote #:	Default settings	Tariff Name:					
30259793	Blank HAWB						

Reports dropdown

Creating a new report

- 1. Click **Reports > New Report**.
- 2. Click the double-arrow button to select all fields.

Home Ship • Quote • Reports • Alerts Trac	k Admin	Settings 👻 Log out
New Report Auto Report		Devent Torre
ase enter the date range as selection criteria for the	report.	Which shipments to pull based on the party associated with your customer identifier.
The second secon	•	Shipper Consignee Billable Party I All Shipments
port Options		
port Options pose from the following options, in the order you we vailable	ould like them to appea	r in the report. Use the Up and Down buttons to properly place options. Selected
Doort Options Doose from the following options, in the order you we vailable	ould like them to appear	r in the report. Use the Up and Down buttons to properly place options. Selected
oort Options oose from the following options, in the order you wo vailable Pro Number Shipper Cust. Num.	ould like them to appear	r in the report. Use the Up and Down buttons to properly place options. Selected Up
cort Options coses from the following options, in the order you we vailable Pro Number Shipper Cust. Num. Shipper Site Num	build like them to appea	r in the report. Use the Up and Down buttons to properly place options. Selected Up Down
boot Options coses from the following options, in the order you we vailable Pro Number Shipper Cust. Num. Shipper Site Num Shipper Name	ould like them to appea	r in the report. Use the Up and Down buttons to properly place options. Selected Up Down
port Options coses from the following options, in the order you we wailable Pro Number Shipper Cust. Num. Shipper Site Num Shipper Name Shipper Address Line 1	ould like them to appea	r in the report. Use the Up and Down buttons to properly place options. Selected Up Down



3. Click **MS Excel compatible format** and **Submit** to will receive the report via email. (Optionally, you can include additional email address(es) to where the report should be sent in the **Send Report to Email Addresses** field.)

Report Frequency:	Next Report runs on:
Once O Daily O Weekly O BiWeekly O Monthly	
Report Output Format	
MS Excel compatible format XML document Text, comma delimited	
Send Report to Email Address(es) (comma-delimited):	
Ex: first@example.com,second@example.com	
Submit Save as	Defaults Reset to Default

Creating/editing an auto report

Click the **Reports** tab, select **Auto Reports**, and click the **Add Report** button.

COPILOT ONLINE SHIPPING NAVIGATOR	
Home Ship - Quote -	Reports - Alerts Track Ad
New Report Auto Repo	New report
·	Auto reports
Current List of Auto Rej	HAWB report
Next Run Date	
Add Report	

Creating a HAWB report

To consolidate HAWBs into one PDF document, click **Reports > HAWB report**.

COPILOT ONLINE SHIPPING NAVIGATOR	Welcome	Current Location:	COPILOT DEMO ACCOUNT 4713870-0001				
Home Ship • Quote • Reports • Al	erts Track Admin		Settings 👻 Log out				
New Report Auto Report							
HAWB Report Creator The HAWB Report Creator allows users to cor PLEASE NOTE: Generating a single PDF from multip further assistance.	isolidate multiple HAWBs into one PDF document er	mailed to the address found on your CoPilo search speed, not all tracking information is includ	account to print, save, and share. ed in the results. Please click the info buttons for				
HAWB Search 🚯							
Manual Entry 🖲	Date Range Recent						
	Date Range:	Shipments:					
	Start Date	▼ ● All ● Active ● Deliver	ed				
Add	Date Range must be less than 31 days. From:						
Selected HAWB(s) 🚯	Current Location All Locations						
No HAWB(s) Selected	Search Reset						
Process Clear							
HAWB Select 🕦							
Housebill Entry	Ship Shipper Name	Shipper Address Consignee Nar	ne Consignee Address				
T T	T	т	Т				
No data to display							



Alerts navigational link

Creating a new alert

To receive an alert on a Pro #, click the **Alerts** tab, scroll down to **Current Alerts**:, and click **Add**. Enter the **Pro #** for which you wish to receive alerts and click **Save**.

ONL				Welcome	Current Location: COPILOT DEMO ACCOUNT 47138
	Home Ship	• Quote	• Reports • Alerts	Track Admin	Settings - Log out
Ale The you Sett	erts CoPilot aler wish to rece tings section	ts page is de eive or add/\ below. If yo	esigned to allow you to view/edit any other recip u wish to change these	control your shipment al pients you wish to also re settings please do so bet	erts very easily. The Alerts section below will allow you to add/view/edit any alert: ceive the same alert. Any alert added will use the settings currently selected in th fore adding another alert so that the changes will be used for the alert entered.
Cur	rent Alerts:				
Cur	rent Alerts: Add	Pro #	Last Event	Last Event Date \downarrow	Description
Cur	Add Pro #:	Pro #	Last Event	Last Event Date $\ \downarrow$	Description
Cur	Add Pro #: Descript	Pro # 09870	Last Event 5554321	Last Event Date ↓	Description
Cur	Add Pro #: Descript	Pro # 09870 cion: (Optio	Last Event 554321 Please enter a des	Last Event Date 4	Description

Setting auto and mobile alerts

The following types of automatic email alerts are available on the Alerts page under Settings:

- Pickup: An email is sent when a shipment is attached to a master airway bill.
- Delivery: An email is sent once the shipment is delivered and signed for.
- Reverse/Out For Delivery: An email is sent when a shipment has arrived at the Pilot destination
- Reweigh/Redim: An email is sent when a shipment's weight and dimensions do not match the submitted airway bill.
- 1. To select the above, scroll down, click the Settings dropdown arrow, and make your selections. Click Save Settings.





Settings 🗸		
Auto Alert Types (Scans or Up	dates to Alert on):	
Pickup	Delivery	Reverse/Out For Delivery Reweigh/Redim
Alternative Recipients:		
		Send only to Alternative Recipients
Alert Subject:		
Pilot Number	< None >>	-
Mobile Alerts 🗸		
Save Settings Rese	t	

2. For mobile alerts, scroll down, click the Mobile Alerts dropdown arrow, and make your selections.

Mobile Alerts 🗸			
Mobile Alert Types:			
Pickup	Delivery	Arrive at Destination Station/O	ut For Delivery
Alert Fields:			
Pilot No.	Service Level	Shipper Name	Pieces
Shipper City, State, Zip	U Weight	Shipper Reference No.	Status Date
Consignee Name	Status Time	Consignee City, State, Zip	Signature
Consignee Reference No.	Estimated Delivery Date	Pickup Date	Description
Mobile Addresses (SMS Address G	i <u>uide)</u> :		
			Send Test Alert
Preview:			
Total Length: 0			
		Ν	
Save Settings Reset		μg	

Track navigational link

Track allows you to track shipments by:

- Recent shipments
- Shipment number
- Date
- Reference number



Admin navigational link

API configuration and web services settings

These **Settings** options are used by developers only.

COPILO ONLINE SHIPPING NAVIGAT		Welcome		Current Location:	COPILOT DEMO ACCOUNT 47138 🔻
Home Ship - Qu	ote • Reports • Alerts	Track Admin			Settings - Log out
API Configuration	Default Settings Lo	cations & Security	Web Services		API Configuration
API Configuration Please use the following) to configure or manage	your API integrations.			Locations & Security Web services
RESTful API Keys Dev/Test:	Producti	n:			
API Configuration	Default Settings	Locations & Security	Web Services		
Web Service Inte	gration(s)				
 Before using inter To use Rating API representative to The details below populate the app Tracking API User 	gration IDs outside of Ma and Shipment Entry API, set up a tariff in Maersk's relate to Current Locatio licable data. Name is not case-sensitiv	ersk's systems, discuss the Control Stn and Ta Tariff Management Sy n (selected at the top r e.	them first with your Mae riffHeaderID values need stem (TMS) for your shipr ight corner of the page).	rsk sales representative. to be in place. If they are n nents to be properly rated For accounts with multiple	ot, request your Maersk sales locations, change the location to
Tracking Service					
UserName:	Passwo	ord:			
	I.COM Please	use this CoPilot accoun	t's password		
Rating/Shipment Entr	y Services				
LocationID:	Addres	sID:			
Tariff Code		Control Stn		TariffHeaderID	
		Please leave Cont	rolStation empty & TariffH	eaderID = 0	
Documentation					
Tracking	Rating	Shipment Entry	Scheduling	Service Guide	Label Creation

For more details, visit https://delivers.maersk.com/technology/web_services/

End of instructions.