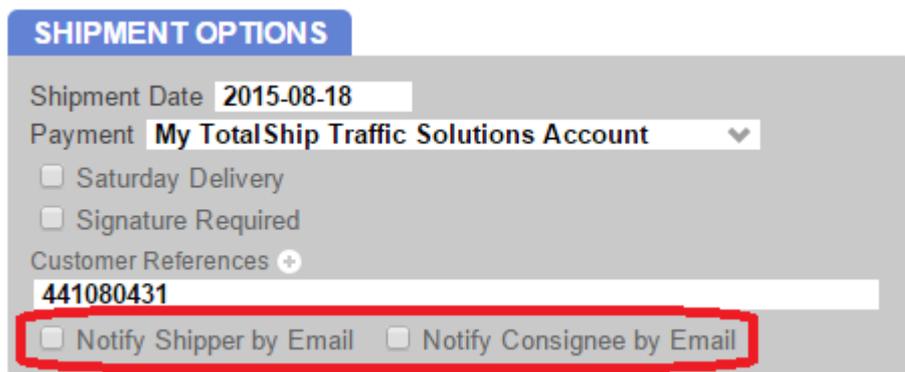


Shipment Notifications

We now have two additional e-mail notification options for shipments. These are per-shipment options that result in an e-mail being sent to the shipper and/or consignee at the time the shipment is submitted to the carrier.



The screenshot shows a form titled "SHIPMENT OPTIONS" with the following fields and options:

- Shipment Date: 2015-08-18
- Payment: My TotalShip Traffic Solutions Account
- Saturday Delivery
- Signature Required
- Customer References +
- 441080431
- Notify Shipper by Email
- Notify Consignee by Email

The two notification checkboxes at the bottom are highlighted with a red box.

There are two types of notification covered here: **Shipper** and **Consignee**. Both messages are templates can be customised at the associate level.

The **Shipper** notification is intended to provide instructions for the shipping and will include all documents that need to be included with the shipment.

the **Consignee** notification is intended to provide the receiver of the shipment a link so they can track the shipment progress. The consignee will also be shown their address so it can be verified.

Contact Reference Field

It is now possible to use a Reference field in Address Books. Any text can be placed into this field but ideally it should be a short unique code.

Company Name

City

Contact Name *

Province

Postal Code

Country

Telephone Number *

Extension

Address *

Email Address

Tax ID

Residential Address

Reference

Enter this exact text into the search field for a shipment to retrieve this specific contact

This field serves a special purpose in that if you search using text that matches the reference field of a contact then only that contact will be shown.

CONSIGNEE 

JOE BLOGGS, EXAMPLE CORPORATION
 123 MAIN STREET, MONTREAL, Quebec H4B1Z2, Canada

Postal Code | Province

City

Street Address

Street Address

Street Address

Telephone | Email

Tax ID Residential