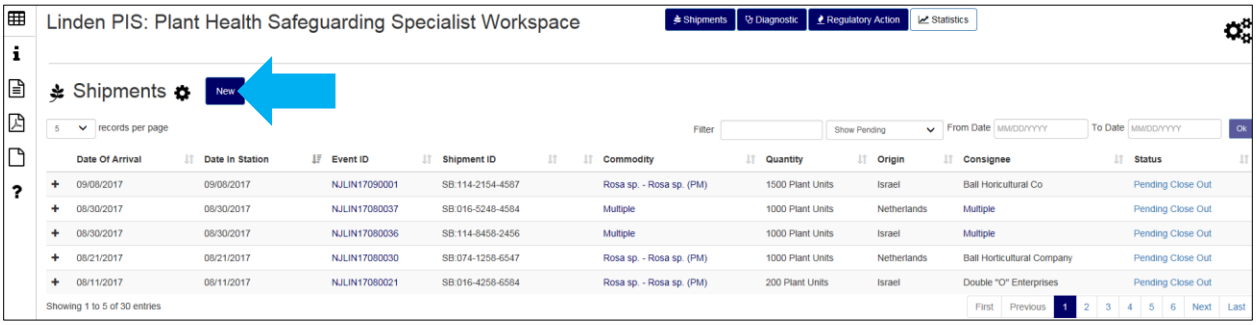
Entering Multiple Bill Numbers

ARM gives you multiple ways to add multiple shipment numbers.

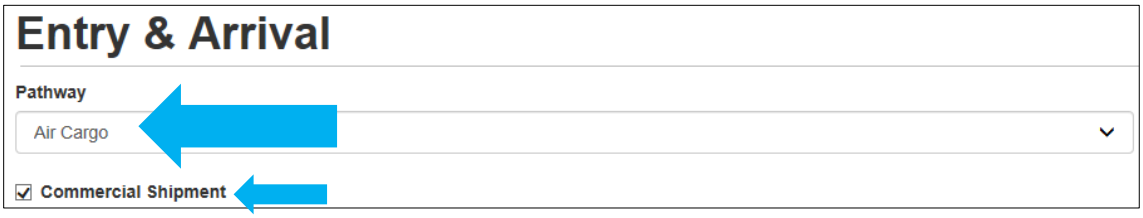
How to Input a New Bill of Lading

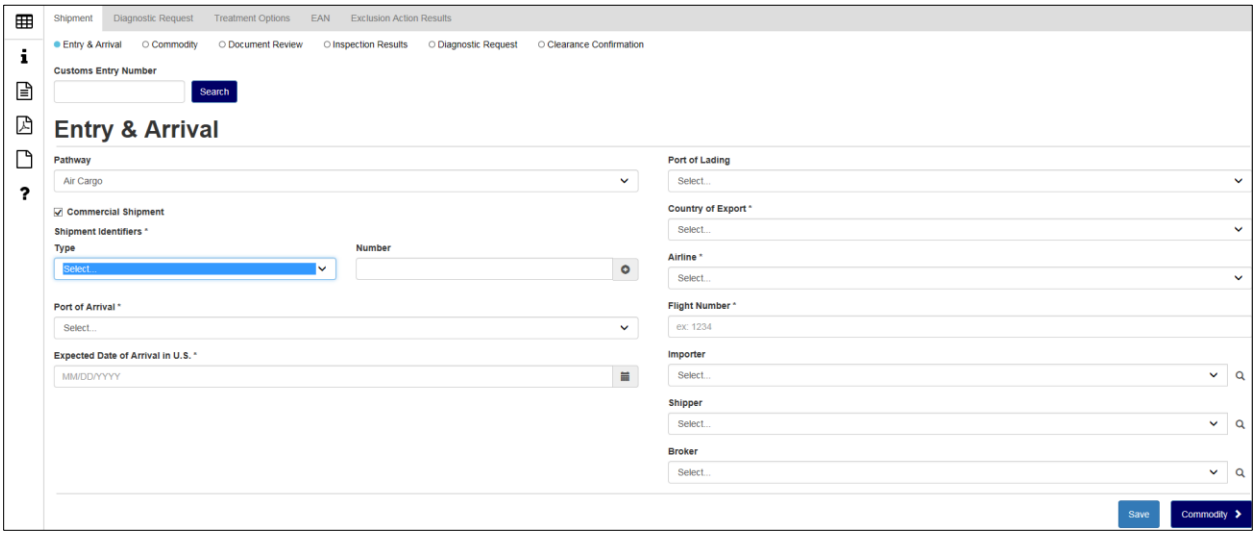
New Click on the button in the upper right corner of your Workspace.



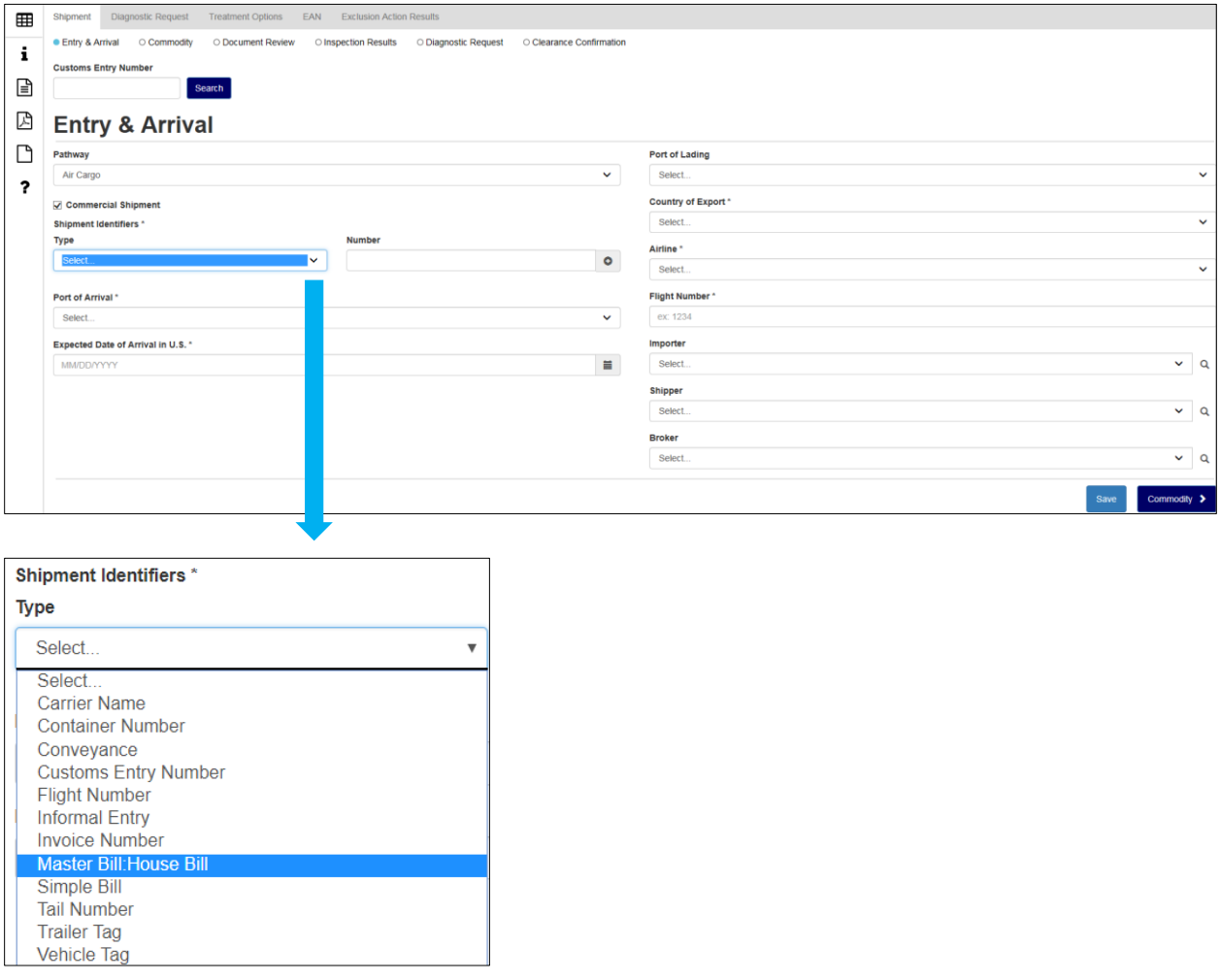
You will be sent to the Entry & Arrival page.

On the Entry & Arrival Page, the default pathway is Air Cargo, and the Commercial Shipment check box is automatically checked. Each pathway has different fields, and differences in fields that are required.



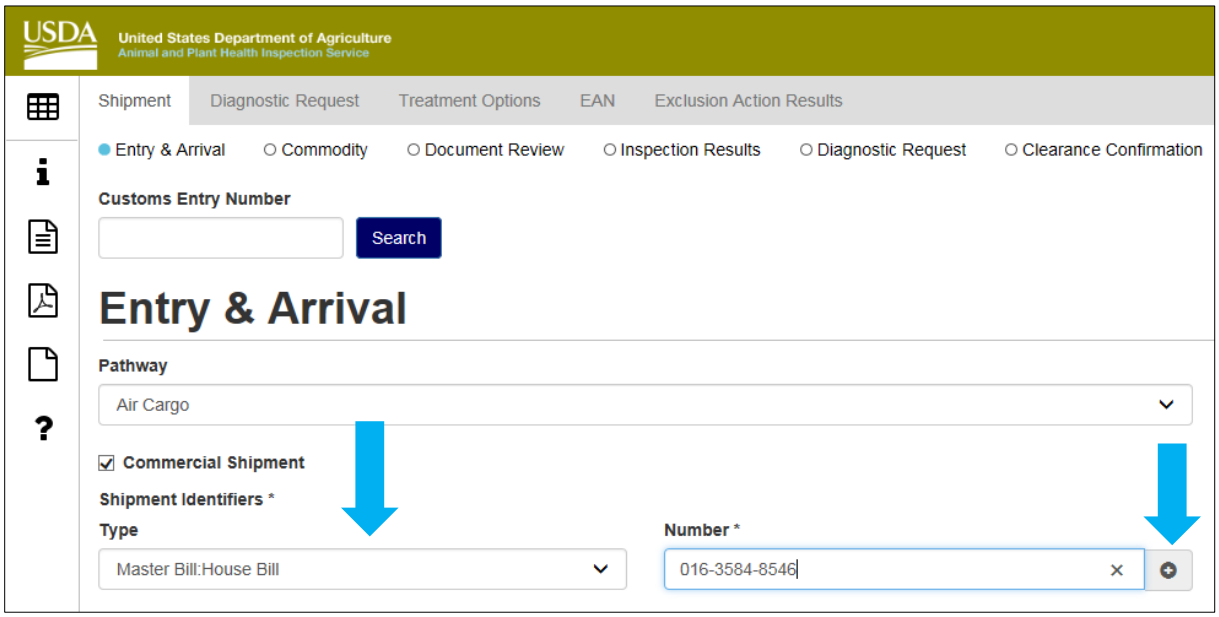


Click on the arrow at the right of the field ⌄ to display the Shipment Identifiers drop-down menu.

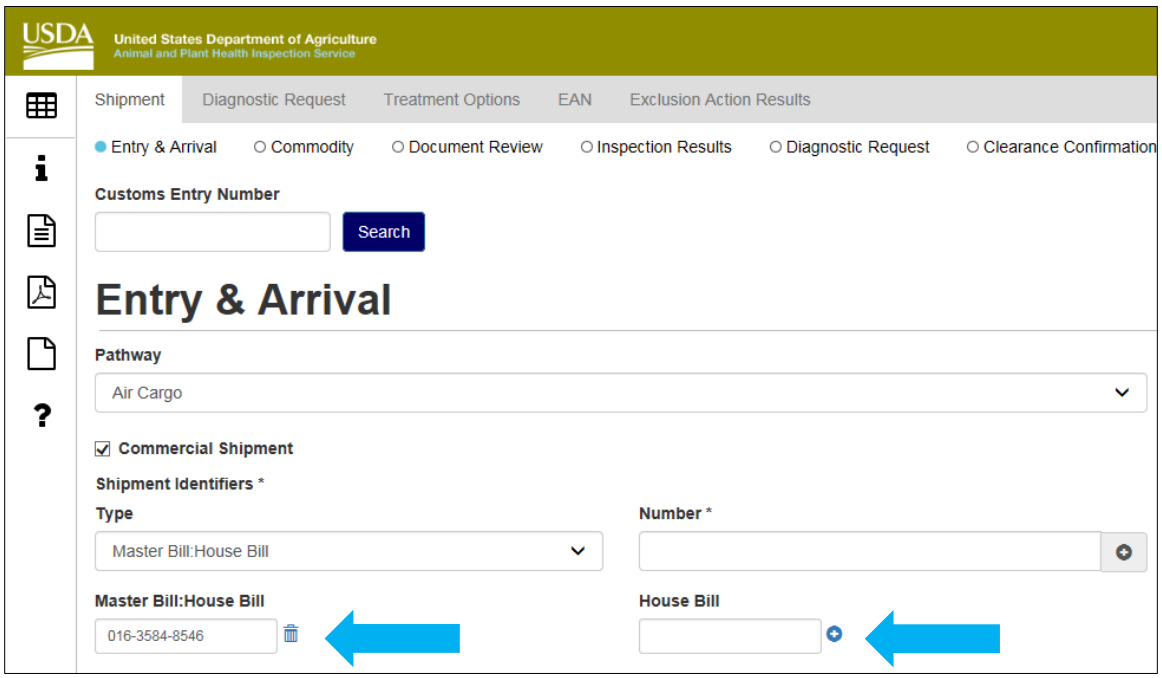


If you have multiple house bills to enter, select "Master Bill: House Bill."

Enter the master bill information into the Number field and click the button.

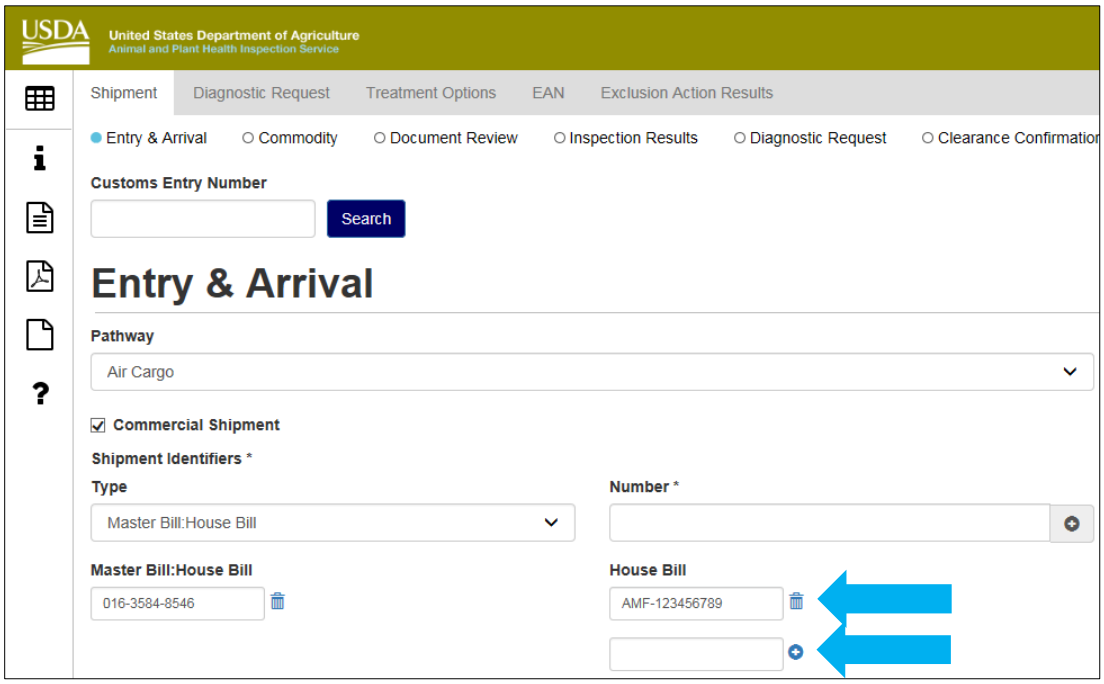


When you click the button, the master bill number is added on the left under the Shipment Identifiers and another field – for House Bill – now appears. You can enter one or more house bills by clicking the button after entering the information for each additional house bill.



To delete a master bill or house bill, click on the trash can button to the right of the field: .

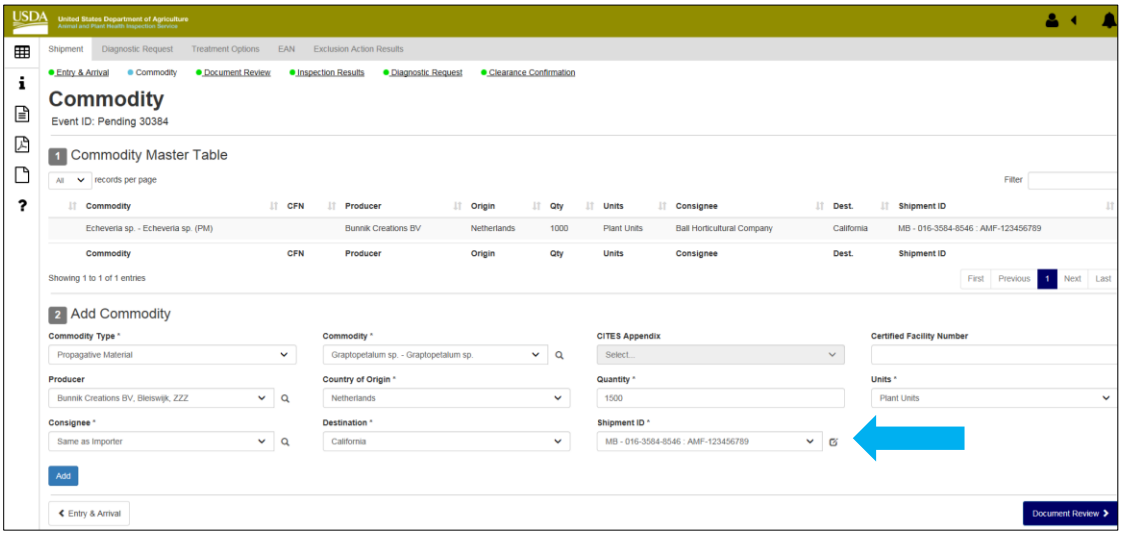
Delete a house bill without affecting the master bill by clicking on the trash can to the right of the House Bill field . Add more house bills by filling in the field and clicking .



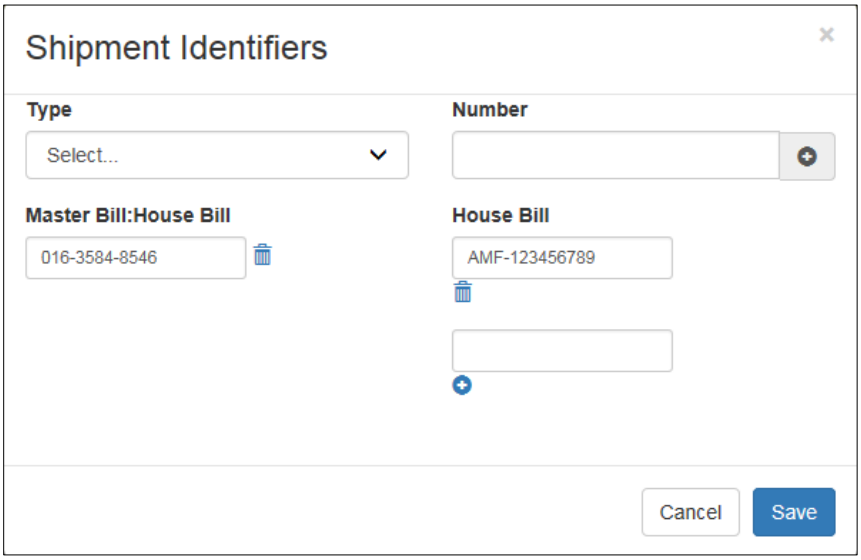
Entering additional bill numbers on the Commodity Page

When you are entering commodities on the Commodity page, and you realize you forgot to enter more house bills or other shipment identifiers, instead of returning to the Entry & Arrival page, you can enter shipment identifiers on the Commodity page.

Click on the button to the right of the Shipment ID field in the "Add Commodity" section.



When you click on the pencil button, a pop-up window displays, which allows you to enter more shipment identifiers, such as more house bills. You can also change the Type and add container numbers, etc., using the drop-down menu.

When you have added all the identifiers needed, click the Save button: Save.

If you click on by mistake, click the Cancel button: Cancel.