

ISF PORTAL

Access

Shapiro 360 is accessible via <https://shapiro360.shapiro.com/> and by entering a valid-secure user name and password. All first time users will be prompted to review and accept Shapiro's Terms and Conditions. The 360 application cannot be used unless (and until) these Terms and Conditions are accepted.

You'll find our system is very intuitive! To get started simply hover your mouse over any of the available categories on the home page and select from the drop-down items available.

Please note dependent upon your login and permissions you may not have access or visibility to all features depicted below.



Home

Hover mouse over any category to access drop down items.



Welcome to **Shapiro 360!**

Use of Samuel Shapiro & Co. Inc. Web Automation systems is under the users agreement to the corresponding **Software License Agreement** and the **Terms and Conditions** of Service.

ISF Portal

Shapiro 360 offers customers the ability to submit their ISF information to Shapiro for filing with U.S. Customs. This feature is accessible via the Other Apps menu item on the home page.

Portal users can create a new ISF (with or without a template), search all ISF filings, and create, copy or modify templates.



shapiro 360TM Home

HOME TRACKING PO MANAGEMENT REPORTS DASHBOARDS OTHER APPS HELP LOGOUT

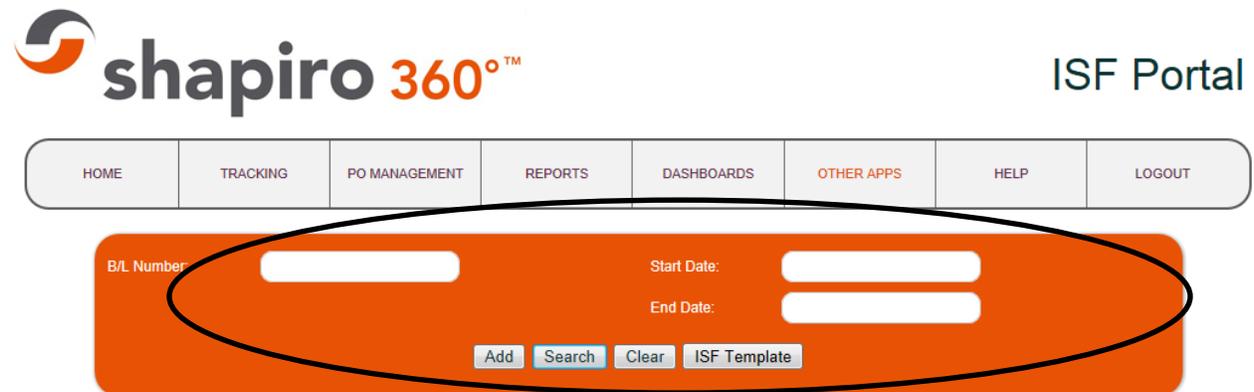
PARTS TABLE
ISF PORTAL
CUSTOMER PROFILE

Welcome to Shapiro 360!

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Search and Search Results

To search by **all** simply select the search button. To **narrow the search**, enter information into one or more of the available fields and select the search button.



shapiro 360TM ISF Portal

HOME TRACKING PO MANAGEMENT REPORTS DASHBOARDS OTHER APPS HELP LOGOUT

B/L Number Start Date:
End Date:

Add Search Clear ISF Template

Search results are summarized in a list and provide the ability to perform other functions. You can select any Shipment ID number in hyperlink to view and access the ISF Filing details. When in the ISF Filing details you will have the ability to make modifications and when finished select the submit button.



ISF Portal

| | | | | | | | |
|------|----------|---------------|---------|------------|------------|------|--------|
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|------|----------|---------------|---------|------------|------------|------|--------|

B/L Number: Start Date:
End Date:

| Shipment Id | Customer Name | Customer Reference | ISF Bill of Lading | ISF Bill of Lading Type | Sailing Date |
|-------------------------|------------------|--------------------|--------------------|-------------------------|--------------|
| 1400096 | BOB'S GOLF WORLD | 1220 | EISU12390222 | OCEAN BILL OF LADING | Dec 27, 2013 |

ISF Filing Portal

Template to Apply:

Shipment ID:

Branch:

Department:

General

B/L Code:

B/L Number:

Sailing Date:

Reference Number:

Importer of Record:

Consignee Number:

Parties

| Seq | Party Type | Name | Address 1 | City | |
|-----|------------|-------------------|-----------|----------|---------------------------------------|
| 1 | SE | Golf Club Factory | 1211 | Shanghai | <input type="button" value="Delete"/> |
| 2 | BY | Bob's Golf | 122 | Essex | <input type="button" value="Delete"/> |
| 3 | IM | | | | <input type="button" value="Delete"/> |
| 4 | CN | | | | <input type="button" value="Delete"/> |
| 5 | ST | Bob'S Golf | 123 | Essex | <input type="button" value="Delete"/> |
| 6 | LG | China Golf Clubs | 1213 | Shanghai | <input type="button" value="Delete"/> |

Party Type:

Name:

Address 1:

Address 1 Qual:

Address 2:

Address 2 Qual:

City:

State:

Zip:

Country:

Country Sub Entity:

Consignee Code:

Entity ID:

Entity ID Qual:

Secondary Name:

Scndry Name Code:

Reference:

Contact:

Phone:

Fax:

Email Address:

Make all modifications here and then select the submit button.



Creating an ISF

Select the Add button to reach the ISF Portal screen. To minimize repetitive data entry you can choose to apply an available template. Rather than use a template, you may also opt to enter all information manually.



ISF Portal

| | | | | | | | |
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|------|----------|---------------|---------|------------|------------|------|--------|

B/L Number: Start Date:
End Date:

ISF Filing Portal

Template to Apply:
Shipment ID:
Branch:
Department: 02

| General | | | | | |
|--|---|--------------------|----------------------|------|------------------------------------|
| B/L Code | <input type="button" value="Please select a BL Type"/> <input type="button" value="v"/> | Reference Number | <input type="text"/> | | |
| B/L Number | <input type="text"/> | Importer of Record | <input type="text"/> | | |
| Sailing Date | <input type="text"/> | Consignee Number | <input type="text"/> | | |
| Parties | | | | | |
| Seq | Party Type | Name | Address 1 | City | |
| <input type="button" value="Please select a Party Type"/> <input type="button" value="v"/> | | | | | <input type="button" value="Add"/> |

There are drop down options for Branch, B/L Code and Party Type, all other fields can be manually entered. Party information can only be input by adding a Party Type. When doing this the system will open a window allowing you to enter specific Party Details. Please refer to the illustrations below.

ISF Filing Portal

Template to Apply:

Shipment ID:

Branch:

Department: 02

General

| | | | |
|--------------|--|--------------------|----------------------|
| B/L Code | <input type="button" value="Please select a BL Type"/> | Reference Number | <input type="text"/> |
| B/L Number | <input type="text"/> | Importer of Record | <input type="text"/> |
| Sailing Date | <input type="text"/> | Consignee Number | <input type="text"/> |

Parties

| Seq | Party Type | Name | Address 1 | City |
|---|------------|------------------------------------|-----------|------|
| <input type="button" value="Please select a Party Type"/> | | <input type="button" value="Add"/> | | |

| | | | |
|--------------------|----------------------|------------------|----------------------|
| Party Type | <input type="text"/> | Consignee Code | <input type="text"/> |
| Name | <input type="text"/> | Entity ID | <input type="text"/> |
| Address 1 | <input type="text"/> | Entity ID Qual | <input type="text"/> |
| Address 1 Qual | <input type="text"/> | Secondary Name | <input type="text"/> |
| Address 2 | <input type="text"/> | Scndry Name Code | <input type="text"/> |
| Address 2 Qual | <input type="text"/> | Reference | <input type="text"/> |
| City | <input type="text"/> | Contact | <input type="text"/> |
| State | <input type="text"/> | Phone | <input type="text"/> |
| Zip | <input type="text"/> | Fax | <input type="text"/> |
| Country | <input type="text"/> | Email Address | <input type="text"/> |
| Country Sub Entity | <input type="text"/> | | |

This window will become available whenever a Party (Type) is entered into the ISF Portal.

When complete select the submit button.

| | | | |
|--------------------|--|------------------|---|
| Name | <input type="text"/> | Party Type | SH |
| Address 1 | <input type="text"/> | Entity ID | <input type="text"/> |
| Address 1 Qual | Select an Address Qual code <input type="text"/> | Entity ID Qual | Select an Entity Qual code <input type="text"/> |
| Address 2 | <input type="text"/> | Secondary Name | <input type="text"/> |
| Address 2 Qual | Select an Address Qual code <input type="text"/> | Scndry Name Code | Select a Name Code <input type="text"/> |
| City | <input type="text"/> | Reference | <input type="text"/> |
| State | <input type="text"/> | Contact | <input type="text"/> |
| Zip | <input type="text"/> | Phone | <input type="text"/> |
| Country | Select a Country <input type="text"/> | Fax | <input type="text"/> |
| Country Sub Entity | <input type="text"/> | Email Address | <input type="text"/> |
| | | Submit | Cancel |

When the customer selects submit from the ISF Portal window one of the following will occur.

- If the ISF Bill of Lading number **does not already exist** in the Shapiro automated system the customer will receive a Shapiro ID number.
- If the ISF Bill of Lading number **does exist** in the Shapiro automated system the customer will receive a pop-up with the existing Shapiro ID number. In this circumstance the newly submitted information will update the existing Shapiro file.
- The Import Analyst or Shapiro group assigned to the customer will receive an email alerting them of the ISF submission.

ISF Templates

To add, modify or delete templates select the ISF Template button from the main ISF Portal screen. A summary list of all existing templates will be provided along with features to add, copy or delete.



ISF Portal

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B/L Number: Start Date:
End Date:



ISF Template

| | | | | | | | |
|------|----------|---------------|---------|------------|------------|------|--------|
| HOME | TRACKING | PO MANAGEMENT | REPORTS | DASHBOARDS | OTHER APPS | HELP | LOGOUT |
|------|----------|---------------|---------|------------|------------|------|--------|

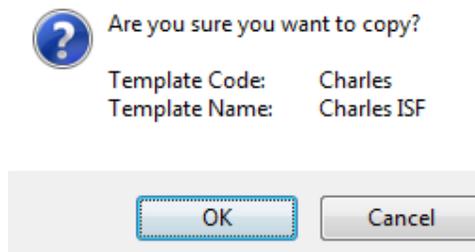
Customer Number:

Select and modify an existing template.

| Template Code | Template Name | Branch | Department | Customer Name | |
|---------------|----------------|--------|------------|---------------|---|
| Charles | Charles ISF | 03 | 02 | | <input type="button" value="Copy"/> <input type="button" value="Delete"/> |
| CharlesII | Charles ISF II | 03 | 02 | | <input type="button" value="Copy"/> <input type="button" value="Delete"/> |
| | | | | | <input type="button" value="Add"/> |

Copy, delete or add a new template.

If you select to **copy a template** you'll receive a pop-up asking to confirm. Upon confirming another window will open asking you to enter the new template name.

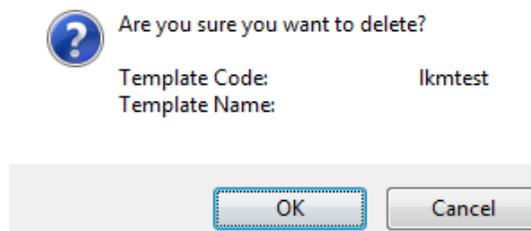


A confirmation dialog box with a blue question mark icon. The text reads: "Are you sure you want to copy?". Below this, it shows "Template Code: Charles" and "Template Name: Charles ISF". At the bottom, there are two buttons: "OK" and "Cancel".

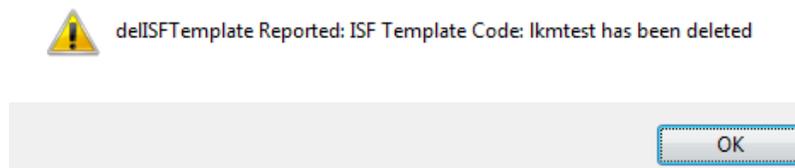


A dialog box with an orange background. The text reads: "New ISF Template Code:". Below this is a white text input field. At the bottom, there are two buttons: "Submit" and "Cancel".

If you select to **delete a template** you'll receive a pop-up asking to confirm. Upon confirming another window will confirm the deletion of the template and remove from the summary list.



A confirmation dialog box with a blue question mark icon. The text reads: "Are you sure you want to delete?". Below this, it shows "Template Code: lkmtest" and "Template Name:". At the bottom, there are two buttons: "OK" and "Cancel".



A message box with a yellow warning icon. The text reads: "delISFTemplate Reported: ISF Template Code: lkmtest has been deleted". At the bottom right, there is an "OK" button.

If you select to **add a template** you'll be taken to a blank template. From here you will create the template code and name, along with other specifics you wish to profile, and when finished select the submit button.

ISF Template

Customer:

Template Code:

Template Name:

Branch:

Department: 02

General

B/L Code: Reference Number:

B/L Number: Importer of Record:

Sailing Date: Consignee Number:

Parties

| Seq | Party Type | Name | Address 1 | City |
|--|----------------------|------------------|----------------------|------|
| <input type="text" value="Please select a Party Type"/> <input type="button" value="Add"/> | | | | |
| Party Type | <input type="text"/> | Consignee Code | <input type="text"/> | |
| Name | <input type="text"/> | Entity ID | <input type="text"/> | |
| Address 1 | <input type="text"/> | Entity ID Qual | <input type="text"/> | |
| Address 1 Qual | <input type="text"/> | Secondary Name | <input type="text"/> | |
| Address 2 | <input type="text"/> | Scndry Name Code | <input type="text"/> | |
| Address 2 Qual | <input type="text"/> | Reference | <input type="text"/> | |
| City | <input type="text"/> | Contact | <input type="text"/> | |
| State | <input type="text"/> | Phone | <input type="text"/> | |
| Zip | <input type="text"/> | Fax | <input type="text"/> | |
| Country | <input type="text"/> | Email Address | <input type="text"/> | |
| Country Sub Entity | <input type="text"/> | | | |

When the customer creates a template, this template is also saved in Shapiro's automated system so the Shapiro Import Analyst can use it. The customer will also be able to see any templates created by Shapiro on their behalf.