



MyBTX User Guide

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Overview

BTX Global Logistics is excited to present Phase 1 of the New MyBTX. This User's Guide was developed as a quick reference guide with step-by-step instructions for each tab.

The original MyBTX platform was rolled out in 2002 providing customers with an intuitive, online platform they could use to get quotes, enter and track shipments, and create reports. The New MyBTX offers all of that, plus so much more as it was designed based on feedback received from our valued customers.

MyBTX Phase I rollout features a sleek new look to the Platform that mirrors the look of the BTX Website.

New Features include:

Dashboard tab - The enhanced Dashboard tab allows users of the system to drill down by various shipment types and statuses giving users of the system the capability to easily display shipment information as they desire. A click on the "Show Reference" button will display all reference fields relating to each shipment for transparency into shipment details.

Quote tab - Quoting has never been easier and more informative. Upon entering shipment details into the Quote tab, MyBTX will return a quote for service options based on the customer's tariffs. Non-tariff customers have the option to request a single service quote at the touch of button. Once a shipment decision is made, the quote can easily be turned into a shipment at the press of a button.

Ship tab - The Ship tab has some new features that allows the MyBTX user to enter shipments in a way that best fits their needs. Users can now create a return shipment at the time of shipment entry as well as start a shipment and then complete it at a later time. The Shipper Address book, Consignee Address Book and Product Lists managed in the new Tools tab are readily available in the Ship tab when entering a shipment.

Tracking tab - In addition to tracking shipments in the Dashboard, users of MyBTX can also use the Tracking tab to track a shipment by any tracking number, invoice number, quote number or reference field.

Report tab - The Report tab allows users of the system to view the MyBTX Shipment Report by a specified pickup date range and also have the ability to customize that report by selecting additional reference, shipper and consignee fields available.

Accounting tab - The new accounting tab not only provides credit limit and account balance information by bucket, but also allows users to review invoice information by Airbill # and select all or certain invoices for payment.

Tools tab – The new Tools tab houses the Shipper Address Book, Consignee Address Book and Product Lists. Users of the system have the ability to manage their addresses and products in this tool for easy use when creating quotes and shipments.

Admin tab - The new Admin tab allows administrators of each account to easily add new users to MyBTX as well as manage the specific rights of all users in the system for that account.

My Account tab - The My Account tab allows each user to view their user profile, edit personal information, select preferences and switch between accounts if they have access to more than one MyBTX account.

User Guide tab - The User's Guide tab contains documentation on the various tabs within MyBTX.

Mobile Capabilities - In addition, the New MyBTX has Mobile Device Access for all MyBTX functions.

Welcome to the new MyBTX!

Registering as a MyBTX User

There are two ways to Register as a MyBTX user, through BTX's website and through MyBTX.com. A BTX customer number and billing zip code are required to register. If you do not know your BTX customer number and billing zip code, please refer to your BTX invoice or contact your Sales Representative for assistance.

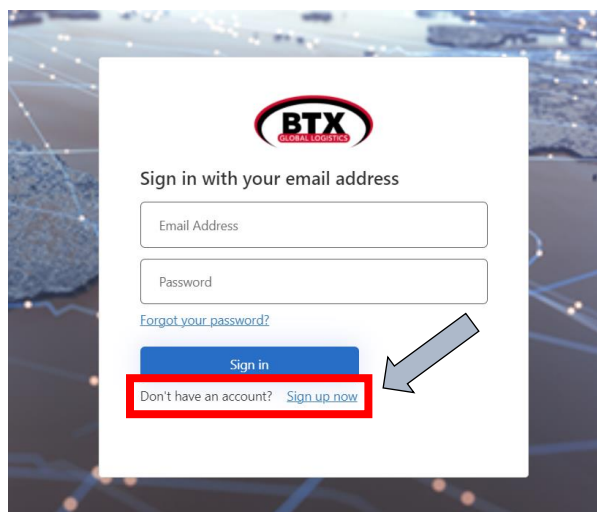
The first user from a company that registers in MyBTX becomes the administrator for the account. Additional administrators can be added or changed after the initial setup in the **Admin** tab is completed. It is recommended to have at least two administrators for a MyBTX account. The company's administrators are responsible for setting up/approving new users, updating existing users, and disabling users for the company.

Registering as a MyBTX user through BTX's website, www.btxglobal.com

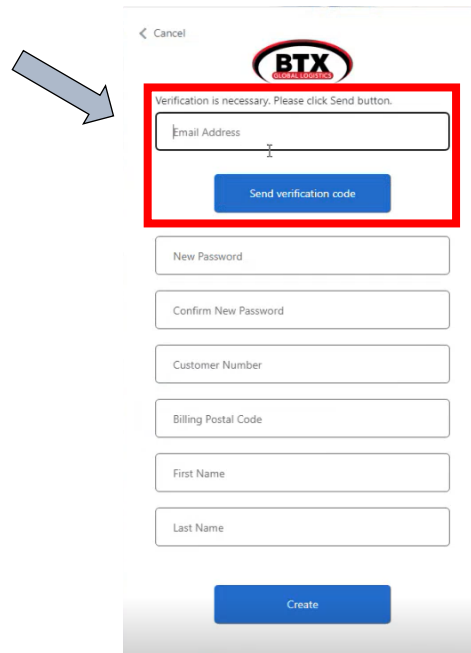
To register with MyBTX using BTX's website, go to www.btxglobal.com and select **Register** from the upper right side of the screen.



Once clicked, the following screen will appear. Select **Sign up Now**.



Once clicked, a popup window will appear where the user will need to enter their email address and then click **Send verification code**.



< Cancel

BTX
Global Logistics

Verification is necessary. Please click Send button.

Email Address

Send verification code

New Password

Confirm New Password

Customer Number

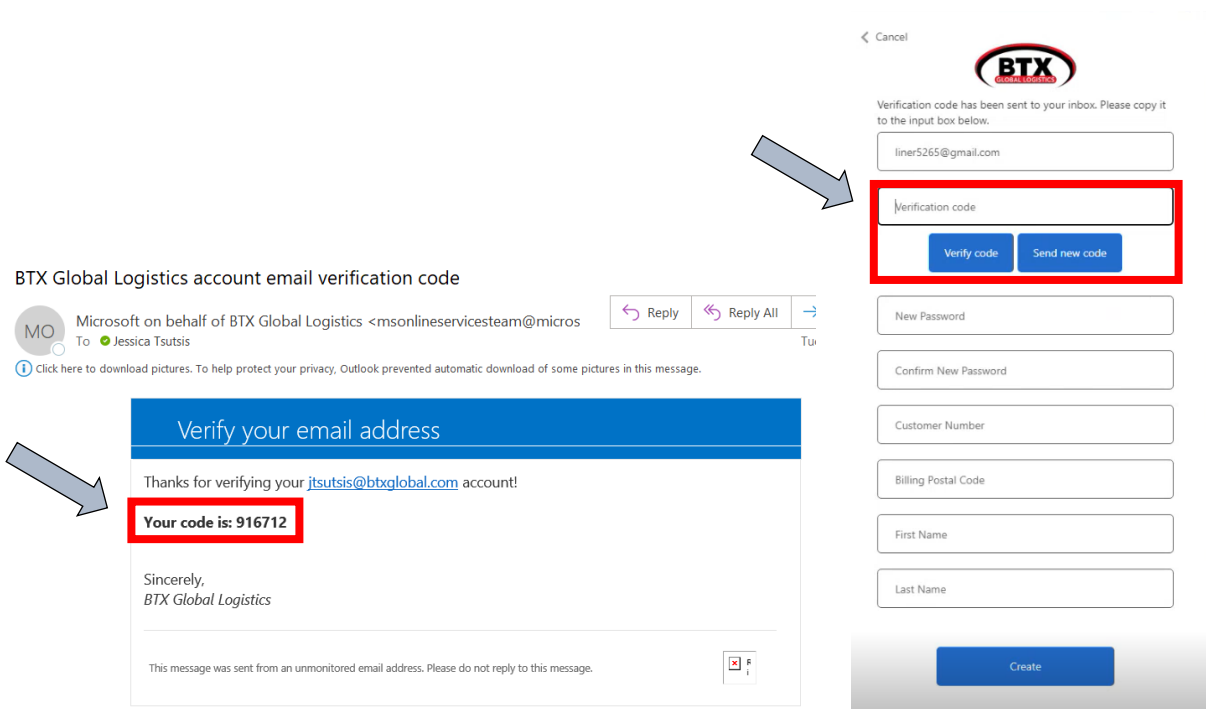
Billing Postal Code

First Name

Last Name

Create

The user will then receive an email to the address entered above with a verification code. Enter the verification code sent and click **Verify code**. If an email with a verification code is not received in a reasonable amount of time, click **Send new code** to receive an email with a verification code to be used.



BTX Global Logistics account email verification code

Microsoft on behalf of BTX Global Logistics <msonlineserviceteam@micros>
To: Jessica Tsutis

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Verify your email address

Thanks for verifying your jtsutis@btxglobal.com account!

Your code is: 916712

Sincerely,
BTX Global Logistics

This message was sent from an unmonitored email address. Please do not reply to this message.

< Cancel

BTX
Global Logistics

Verification code has been sent to your inbox. Please copy it to the input box below.

liner5265@gmail.com

Verification code

Verify code Send new code

New Password

Confirm New Password

Customer Number

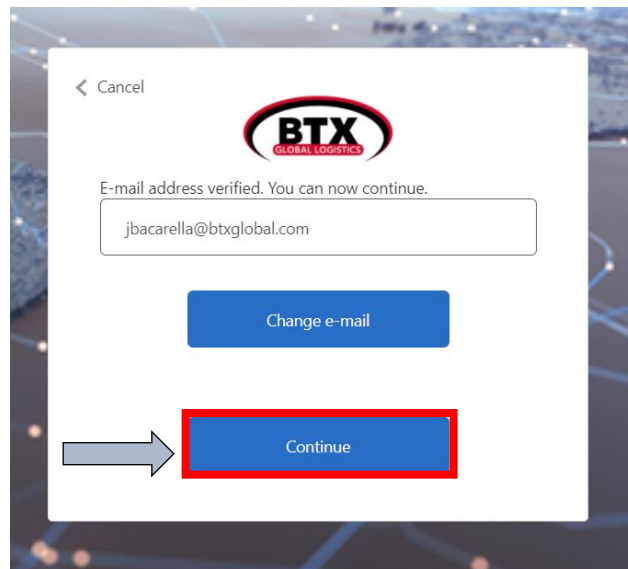
Billing Postal Code

First Name

Last Name

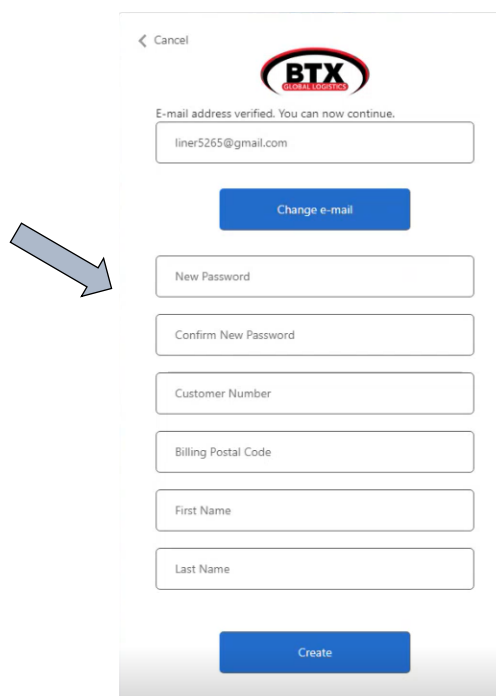
Create

The user's email address will now be verified. Click **Continue** to enter the remaining information to setup the account.



A screenshot of a mobile application interface for BTX Global Logistics. At the top left is a back arrow and the word "Cancel". In the center is the BTX Global Logistics logo. Below the logo, the text "E-mail address verified. You can now continue." is displayed. Underneath this text is a text input field containing the email address "jbacarella@btxglobal.com". Below the input field is a blue button labeled "Change e-mail". At the bottom is another blue button labeled "Continue", which is highlighted with a red rectangular border. A grey arrow points from the left towards the "Continue" button.

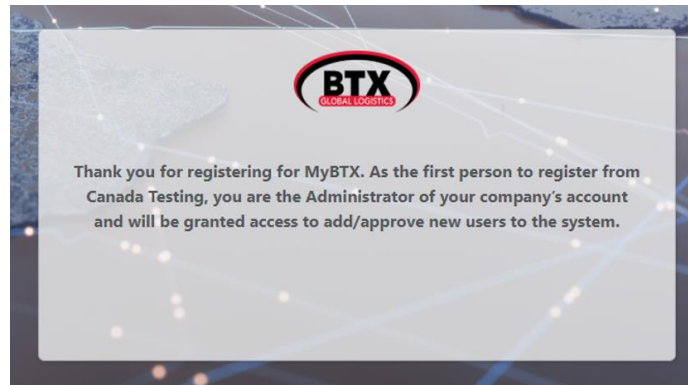
Next, the user must complete the following fields: **New Password, Confirm New Password, Customer Number, Billing Postal Code, First Name, and Last Name.** Once complete, click the **Create** button.



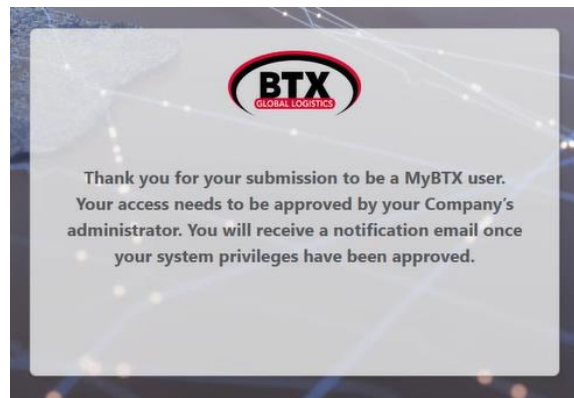
A screenshot of a mobile application interface for BTX Global Logistics, showing the registration form. At the top left is a back arrow and the word "Cancel". In the center is the BTX Global Logistics logo. Below the logo, the text "E-mail address verified. You can now continue." is displayed. Underneath this text is a text input field containing the email address "liner5265@gmail.com". Below the input field is a blue button labeled "Change e-mail". Below this button are six text input fields stacked vertically, labeled "New Password", "Confirm New Password", "Customer Number", "Billing Postal Code", "First Name", and "Last Name". At the bottom of the form is a blue button labeled "Create". A grey arrow points from the left towards the "New Password" field.

Once created, a confirmation popup will show on the screen.

The first user from a company that registers in MyBTX becomes the administrator for that account and will receive the below confirmation popup message. This user setup is now complete and the user is the Administrator for the account.



All subsequent users to register will receive the below confirmation popup message.



The new user will also receive a confirmation email that the request has been submitted to the Company's System Administrator for approval.

MyBTX App User Access Request

Your request has been submitted for review to the following administrator:

- Administrator Email: lzhang@btxglobal.com

Once access is granted, you will receive a confirmation email message.

If you did not request access to the MyBTX app, please ignore this message.

Sincerely,
BTX Global Logistics

Once the Company's system administrator approves the new user request, a confirmation email will be sent to the new user letting them know they have been approved and can now login and begin using MyBTX.

MyBTX App User Administration

Welcome to MyBTX! Your access has been verified and you now have access to the MyBTX app!

- Administrator Email: liner5265@gmail.com

Please sign into the [MyBTX](#) app and click on the *MY ACCOUNT* tab to view your profile and set your preferences.

If you have any issues or questions on access to the MyBTX app, please contact your administrator above.

Sincerely,
BTX Global Logistics

This message was sent from an unmonitored email address. Please do not reply to this message.

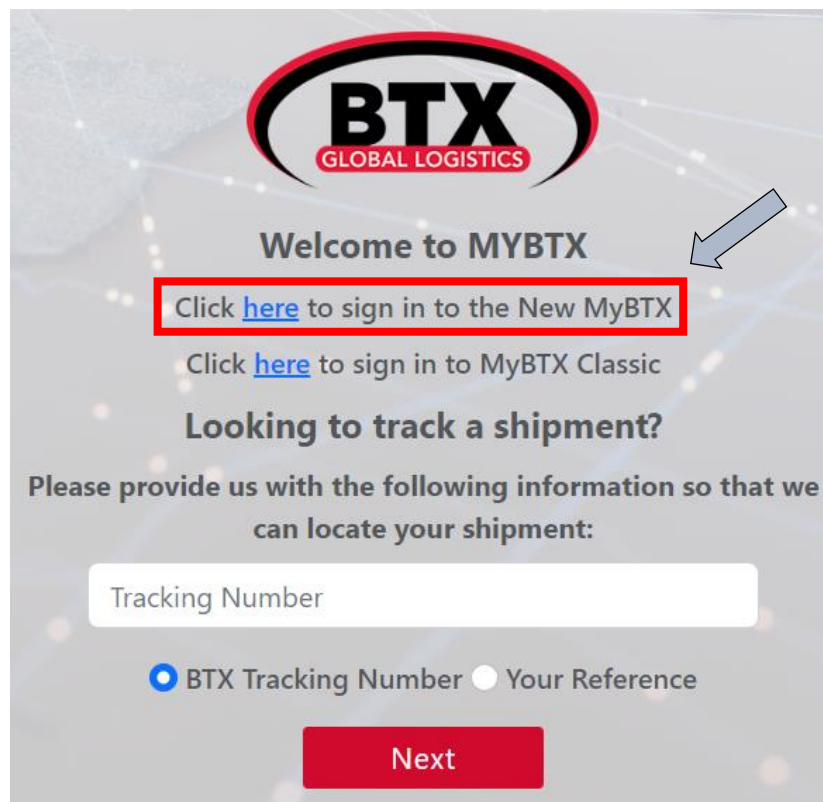


All future sign ins can be done from the MyBTX Login screen at <https://mybtx.com/MyBTX>. Users can simply enter their email address and password to login. Users can also click **Forgot your password** if they can't remember their password.

A screenshot of the MyBTX login interface. At the top, there is a BTX Global Logistics logo. Below the logo, the text "Sign in with your email address" is displayed. There are two input fields: "Email Address" and "Password". Below the "Password" field, there is a link that says "Forgot your password?". At the bottom of the form, there is a blue "Sign in" button. Below the button, there is a link that says "Don't have an account? Sign up now". A grey arrow points to the top-left corner of the login form.

Registering as a MyBTX user through www.mybtx.com

Go to www.mybtx.com and click on **Click here to sign in to the New MyBTX**.



BTX
GLOBAL LOGISTICS

Welcome to MYBTX

Click [here](#) to sign in to the New MyBTX

Click [here](#) to sign in to MyBTX Classic

Looking to track a shipment?

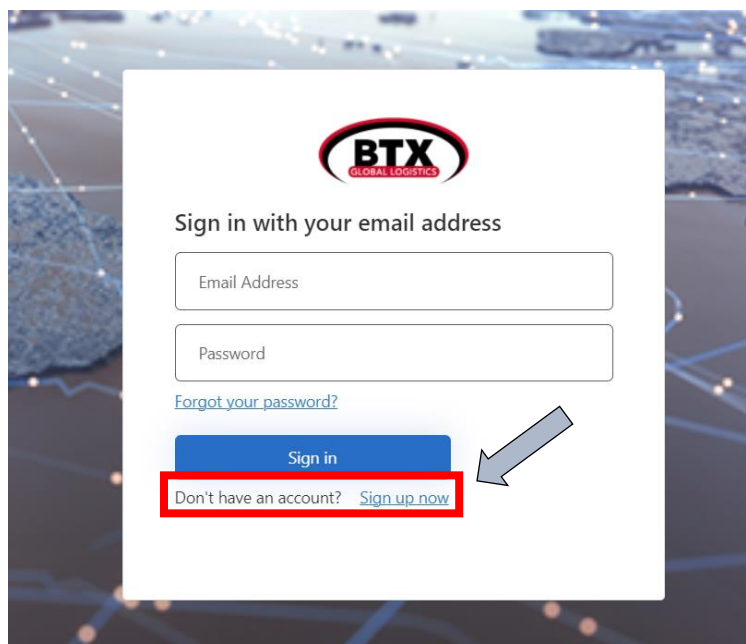
Please provide us with the following information so that we can locate your shipment:

Tracking Number

☒ BTX Tracking Number ☐ Your Reference

Next

The following screen will appear. Select **Sign up now**.



BTX
GLOBAL LOGISTICS

Sign in with your email address

Email Address

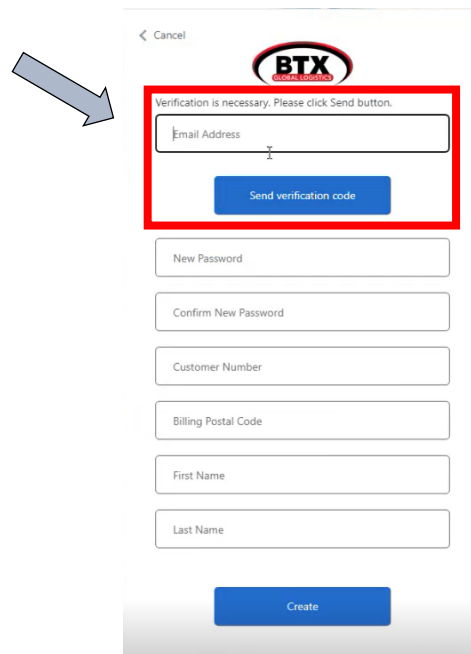
Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Once clicked, a popup window will appear where the user will need to enter their email address and then click **Send verification code**.



Cancel

BTX
Global Logistics

Verification is necessary. Please click Send button.

Email Address

Send verification code

New Password

Confirm New Password

Customer Number

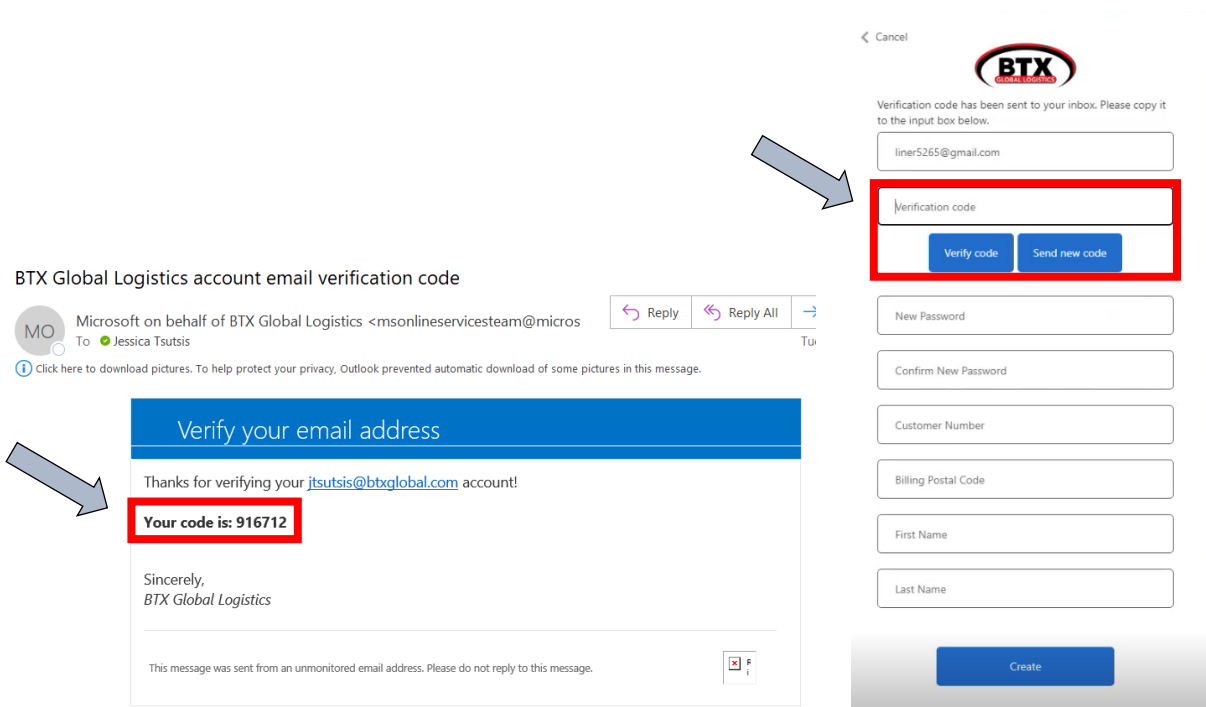
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Last Name

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BTX Global Logistics account email verification code

MO Microsoft on behalf of BTX Global Logistics <msonlineserviceteam@micros>
To Jessica Tsutis

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All

Tu

Verify your email address

Thanks for verifying your jtsutis@btxglobal.com account!

Your code is: 916712

Sincerely,
BTX Global Logistics

This message was sent from an unmonitored email address. Please do not reply to this message.

Cancel

BTX
Global Logistics

Verification code has been sent to your inbox. Please copy it to the input box below.

liner5265@gmail.com

Verification code

Verify code Send new code

New Password

Confirm New Password

Customer Number

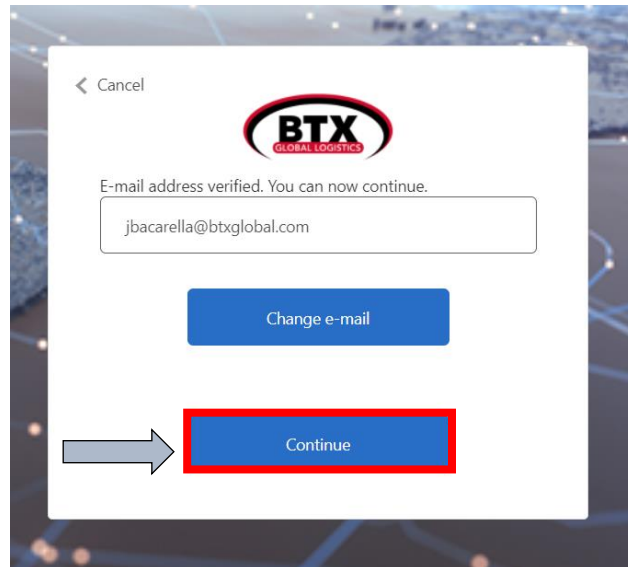
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First Name

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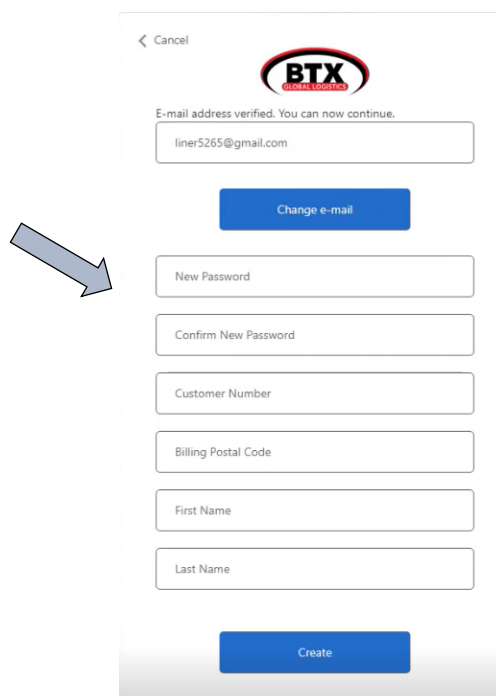
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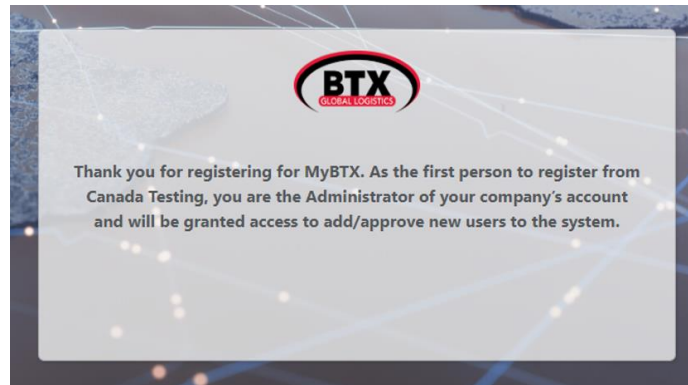
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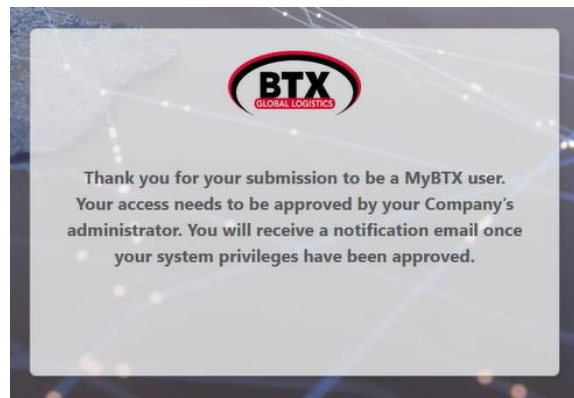
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Admin Tab

The **Admin** tab allows administrators to manage user access to MyBTX for their company and is only visible to administrators in the main menu bar. It is recommended to have at least two administrators for a MyBTX account. The company's administrators are responsible for setting up new users, updating existing users, and disabling terminated users for the company. Administrators are also responsible for determining the user type and privileges for each user.

The main screen shows users categorized under various user types: **Employees**, **Administrators**, **Vendors** (trusted), **Unconfirmed**, and **Disabled**. Each user type has default permissions which can be changed by going in and editing each user's profile.

Following are instructions for the various functions performed by the system's administrator.

Adding an Employee or Administrator User

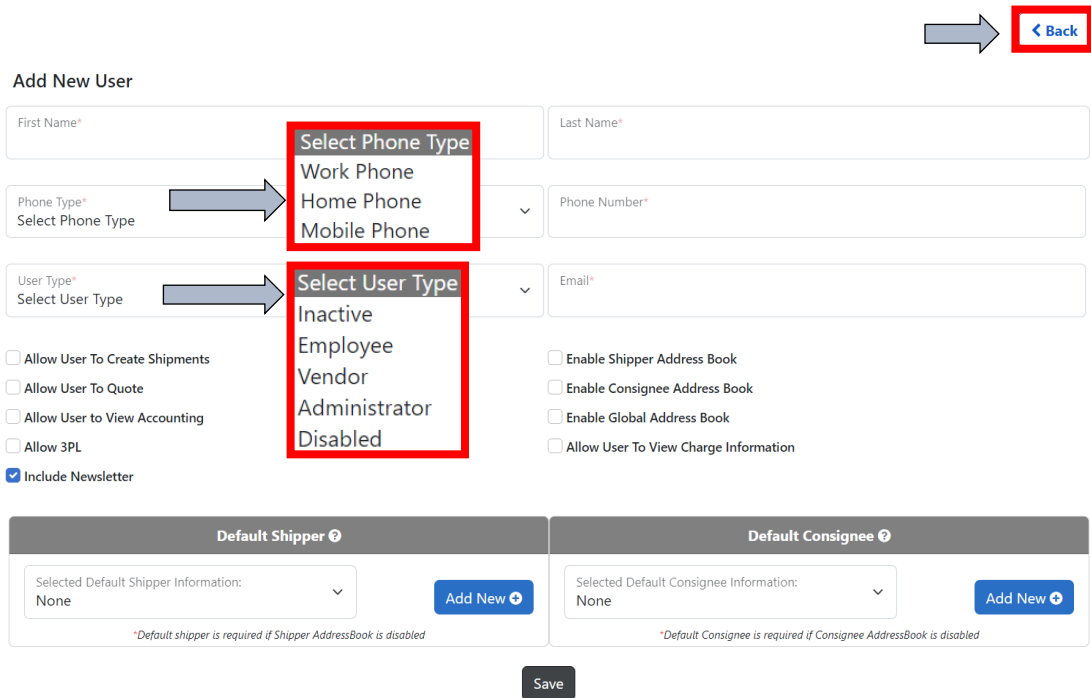
To add a new user or administrator to an account, click on the **Add New User** button in the **Admin** tab.

The screenshot shows the MyBTX Global Logistics website interface. At the top, there is a header with the BTX logo, a world map, and navigation links: JOIN THE TEAM, NEWSROOM, and CONTACT. Below the header, there is a user profile section for Jessica (400034) with a Sign out button. A search bar for BTX Tracking Number is also present. The main navigation bar includes DASHBOARD, QUOTE, SHIP, TRACKING, REPORT, ACCOUNTING, TOOLS, ADMIN (highlighted in red), and MY ACCOUNT. The ADMIN tab is active, showing a list of users categorized into Employees and Administrators. A red box highlights the 'Add New User' button, with a blue arrow pointing to it. The user list includes columns for Customer #, User Name, Email Address, Billing Post Code, and User Role. The Employees section shows one user, Kevin Test, with a View/Edit button and a Disable button. The Administrators section shows four users: Lin Zhang, Jimmy Song, Demo User, and Jessica Tsutis, each with a View/Edit button.

Customer #	User Name	Email Address	Billing Post Code	User Role
400034	Kevin Test	kev.michaud@gmail.com	33467	Employee
400034	Lin Zhang	lzhong@btxglobal.com	33467	Admin
400034	Jimmy Song	jsong@btxglobal.com	33467	Admin
400034	Demo User	sdf@btxair.com	33467	Admin
400034	Jessica Tsutis	jtsutis@btxglobal.com	33467	Admin

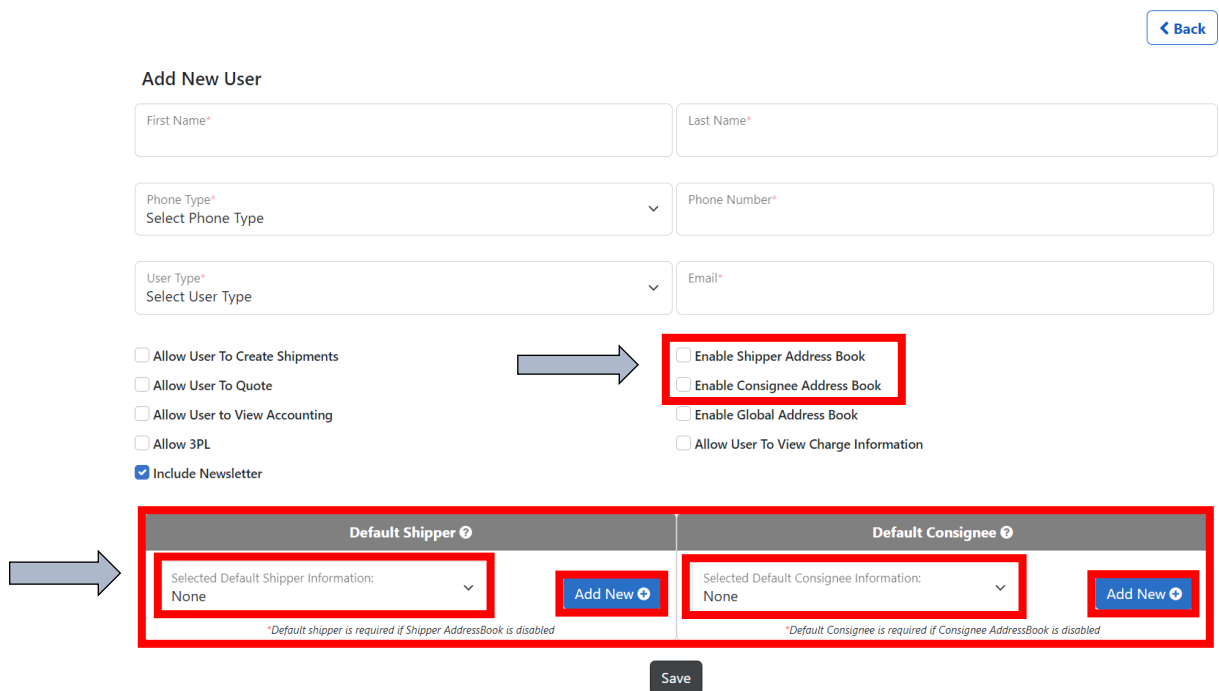
Once clicked, an administrator can add the new user's information for **First Name**, **Last Name**, **Phone Type** (dropdown), **Phone Number**, **User Type** (dropdown), **Email**, **User**

Rights checkboxes, the **Default Shipper**, and the **Default Consignee**. To go back to the previous screen, click the **Back** button.



The screenshot shows the 'Add New User' form. At the top right, a blue arrow points to a red-bordered button labeled '< Back'. The form includes fields for 'First Name*', 'Last Name*', 'Phone Type*' (with a dropdown menu open showing 'Work Phone', 'Home Phone', and 'Mobile Phone'), 'Phone Number*', 'User Type*' (with a dropdown menu open showing 'Inactive', 'Employee', 'Vendor', 'Administrator', and 'Disabled'), and 'Email*'. Below these are checkboxes for permissions: 'Allow User To Create Shipments', 'Allow User To Quote', 'Allow User To View Accounting', 'Allow 3PL', 'Include Newsletter' (checked), 'Enable Shipper Address Book', 'Enable Consignee Address Book', 'Enable Global Address Book', and 'Allow User To View Charge Information'. At the bottom, there are two sections: 'Default Shipper' and 'Default Consignee', each with a dropdown menu set to 'None' and an 'Add New +' button. A 'Save' button is at the very bottom.

If the user rights are not selected for **Enable Shipper Address Book** and/or the **Enable Consignee Address Book**, the **Default Shipper** and **Consignee** must be chosen from the dropdown menu that is saved in the address book or can be added by clicking the **Add New +** button.



This screenshot shows the same 'Add New User' form, but with different annotations. A blue arrow at the top right points to a blue-bordered button labeled '< Back'. A blue arrow points from the 'Include Newsletter' checkbox to the 'Enable Shipper Address Book' and 'Enable Consignee Address Book' checkboxes, which are highlighted with a red border. Another blue arrow points from the left to the 'Default Shipper' section, which is also highlighted with a red border. The 'Default Shipper' section includes a dropdown menu set to 'None' and an 'Add New +' button. The 'Default Consignee' section is also highlighted with a red border and includes a dropdown menu set to 'None' and an 'Add New +' button. A 'Save' button is at the bottom.

By clicking the **Add New +** button, a user can enter the information for **Company Name, First Name, Last Name, Pickup/Delivery Type** (drop down), **Address, Phone Number, Phone Type** (drop down), **Status Notification** (drop down), **Open/Close times**, and **Location Instructions**. Once complete, click **Save**. To cancel and go back to the previous screen click the **Back** Button.

The image shows two side-by-side forms: 'Default Shipper' and 'Default Consignee'. Both forms have a 'Back' button at the top right and a 'Save' button at the bottom right. The 'Default Shipper' form includes fields for Pickup Location, First Name, Last Name, Company Name, Street Address, Apt. Floor, Suite, etc., Select Country (United States), Postal Code, City, State, Phone Type, Phone Number, Select Email Type (No Alerts), Open Time (09:00 AM), Close Time (05:00 PM), and Location Instructions. The 'Default Consignee' form includes fields for Delivery Location, First Name, Last Name, Company Name, Street Address, Apt. Floor, Suite, etc., Select Country (United States), Postal Code, City, State, Phone Type, Phone Number, Select Email Type (Email Alerts(Optional)), Open Time (09:00 AM), Close Time (05:00 PM), and Location Instructions. Annotations include arrows pointing to the 'Back' and 'Save' buttons, and red boxes highlighting the 'Select Location' dropdown (listing Commercial, Government Office PU, Hospital PU, Construction Site PU, Hotel PU, Military Base PU, Union PU, School/University PU, Mall PU, Coliseum PU, Post Office PU, Arena PU, Church PU), the 'Select Phone Type' dropdown (listing Work Phone, Mobile Phone), and the 'Select Email Type' dropdown (listing No Alerts, POD Only, Updates & POD).

Once all information has been entered for the new User, click the final **Save** button at the bottom of the screen.

[< Back](#)

Add New User

Select Phone Type

Select User Type

☐ Allow User To Create Shipments
☐ Allow User To Quote
☐ Allow User to View Accounting
☐ Allow 3PL
☒ Include Newsletter

☐ Enable Shipper Address Book
☐ Enable Consignee Address Book
☐ Enable Global Address Book
☐ Allow User To View Charge Information

Default Shipper ⓘ

Selected Default Shipper Information:

None

[Add New ➕](#)

*Default shipper is required if Shipper AddressBook is disabled

Default Consignee ⓘ

Selected Default Consignee Information:

None

[Add New ➕](#)

*Default Consignee is required if Consignee AddressBook is disabled

Save

After clicking **Save**, an email notification will go out to the new user to login and setup a new password.

MyBTX App User Administration

Welcome to MyBTX! Your access has been verified and you now have access to the MyBTX app!

- User Email Address: liner5265@gmail.com
- Temporary Password: ViCpS1%cZpEy

Please sign into the [MyBTX](#) app with the Email Address and Temporary Password above.
You are required to change your password during the authentication process

If you did not request access to the MyBTX app, please ignore this message.

Sincerely,
BTX Global Logistics

This message was sent from an unmonitored email address. Please do not reply to this message.

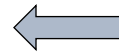
Adding a Trusted Vendor User

The **Vendor** user, better known as a **Trusted Vendor**, is a vendor that a company trusts and allows to process and handle shipments on the company's behalf. The vendor at time of setup by default only has rights to create and view their shipments.

This rest of the setup process is the same as a new Employee user, however, a vendor can have additional rights given to view other shipments by checking the checkbox for **Allow Vendor to View All Shipments**.

Add New User

First Name*	Last Name*
Company Name BTX Global Logistics - (SDF)	
Phone Type* Select Phone Type	Phone Number*
User Type* Vendor	Email*
<div><div><input checked="" type="checkbox"/> Allow User To Create Shipments <input type="checkbox"/> Allow User To Quote <input type="checkbox"/> Allow User to View Accounting <input type="checkbox"/> Allow 3PL <input checked="" type="checkbox"/> Include Newsletter</div><div><input type="checkbox"/> Enable Shipper Address Book <input type="checkbox"/> Enable Consignee Address Book <input type="checkbox"/> Enable Global Address Book <input type="checkbox"/> Allow User To View Charge Information <input type="checkbox"/> Allow Vendor View All Shipments</div></div>	



New User Notifications

When a new user registers for MyBTX through <https://mybtx.com/MyBTX>, an email notification will be sent to the company's administrator prompting them to go in and confirm a user's registration.

MyBTX App User Administration

The following user has requested verification for access to the MyBTX app:

- User Email Address liner5265@gmail.com

Please sign into the [MyBTX](#) app, click on the **ADMIN** tab and verify this user for access.

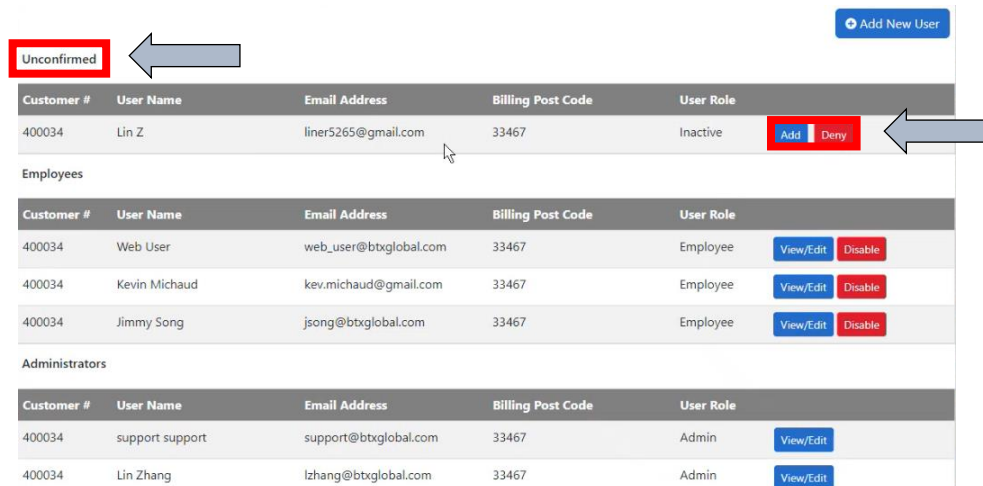
If you do not recognize this user, please do not verify their access!

Sincerely,
BTX Global Logistics

This message was sent from an unmonitored email address. Please do not reply to this message.



When this happens, the **Admin** tab will show an **Unconfirmed** listing at the top of the user list. Administrators can **Add** or **Deny** the user. Any unconfirmed users will remain as inactive until they are added by the administrator.



Customer #	User Name	Email Address	Billing Post Code	User Role	
400034	Lin Z	liner5265@gmail.com	33467	Inactive	Add Deny

Employees

Customer #	User Name	Email Address	Billing Post Code	User Role	
400034	Web User	web_user@btxglobal.com	33467	Employee	View/Edit Disable
400034	Kevin Michaud	kev.michaud@gmail.com	33467	Employee	View/Edit Disable
400034	Jimmy Song	jsong@btxglobal.com	33467	Employee	View/Edit Disable

Administrators

Customer #	User Name	Email Address	Billing Post Code	User Role	
400034	support support	support@btxglobal.com	33467	Admin	View/Edit
400034	Lin Zhang	lzhang@btxglobal.com	33467	Admin	View/Edit

Once the system's administrator adds a new user, the default user profile should be reviewed to verify if any changes need to be made with regard to user type and privileges.

Once the user has been approved, an email notification will be sent to the new user confirming they have been set up. The new user can now login at <https://mybtx.com/MyBTX>.

MyBTX App User Administration

Welcome to MyBTX! Your access has been verified and you now have access to the MyBTX app!


- **Administrator Email:** liner5265@gmail.com

Please sign into the [MyBTX](#) app and click on the **MY ACCOUNT** tab to view your profile and set your preferences.

If you have any issues or questions on access to the MyBTX app, please contact your administrator above.

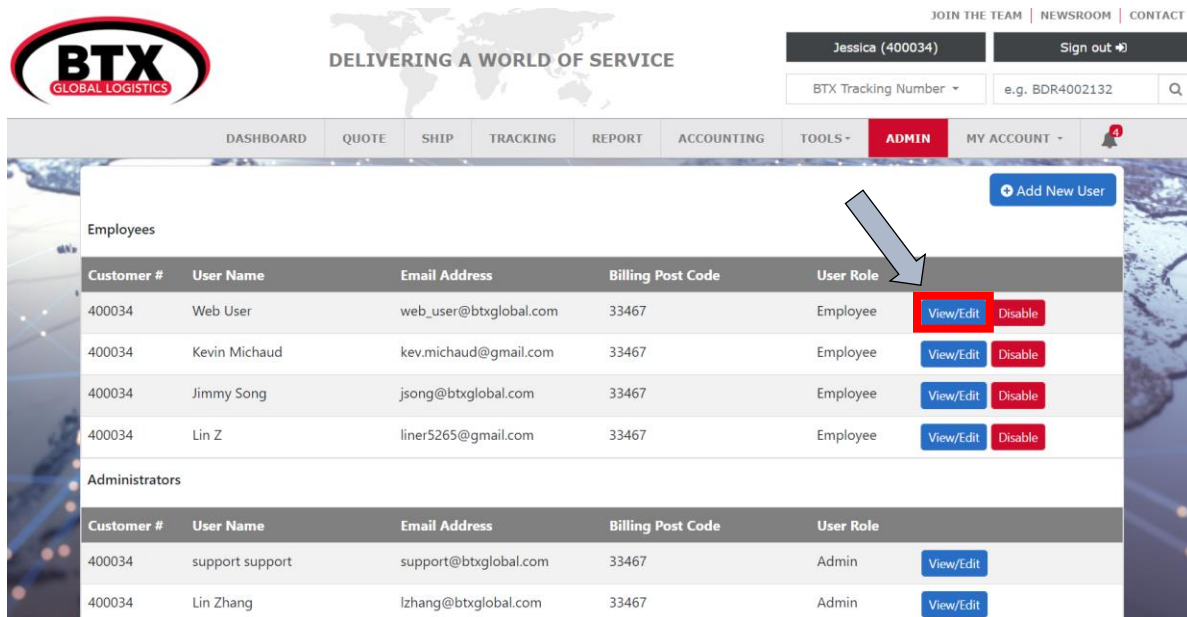
Sincerely,
BTX Global Logistics

This message was sent from an unmonitored email address. Please do not reply to this message.



View/Editing a User or Administrator

An administrator can view or edit an existing user or administrator by clicking the **View/Edit** button to the right of the user's listing.



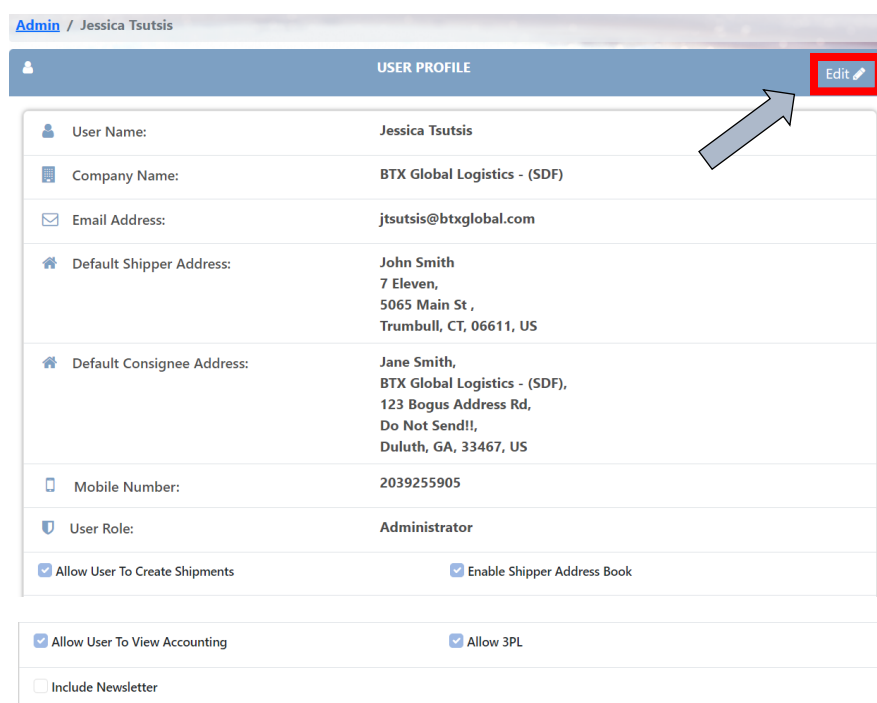
The screenshot shows the BTX Global Logistics Admin interface. At the top, there's a header with the BTX logo, the tagline "DELIVERING A WORLD OF SERVICE", and navigation links for "JOIN THE TEAM", "NEWSROOM", and "CONTACT". Below this is a user profile bar for "Jessica (400034)" with a "Sign out" button. A search bar for "BTX Tracking Number" is also present. The main navigation menu includes "DASHBOARD", "QUOTE", "SHIP", "TRACKING", "REPORT", "ACCOUNTING", "TOOLS", "ADMIN" (highlighted), and "MY ACCOUNT".

The "ADMIN" section displays a table of users, categorized into "Employees" and "Administrators". An arrow points to the "View/Edit" button for the first employee, "Web User".

Customer #	User Name	Email Address	Billing Post Code	User Role	View/Edit	Disable
400034	Web User	web_user@btxglobal.com	33467	Employee	View/Edit	Disable
400034	Kevin Michaud	kev.michaud@gmail.com	33467	Employee	View/Edit	Disable
400034	Jimmy Song	jsong@btxglobal.com	33467	Employee	View/Edit	Disable
400034	Lin Z	liner5265@gmail.com	33467	Employee	View/Edit	Disable

Customer #	User Name	Email Address	Billing Post Code	User Role	View/Edit
400034	support support	support@btxglobal.com	33467	Admin	View/Edit
400034	Lin Zhang	lzhang@btxglobal.com	33467	Admin	View/Edit

When the **View/Edit** button is clicked a pop up window will display the user's profile. The user's profile shows the **User Name**, **Company Name**, user's **Email Address**, **Default Shipper Address**, **Default Consignee Address**, the user's **Mobile Number**, **User Role**, and their permissions in MyBTX. To edit the user profile, click **Edit** to the right of the profile.



The screenshot shows the "USER PROFILE" page for "Jessica Tsutsis". An arrow points to the "Edit" button in the top right corner. The profile details are as follows:

- User Name:** Jessica Tsutsis
- Company Name:** BTX Global Logistics - (SDF)
- Email Address:** jtsutsis@btxglobal.com
- Default Shipper Address:** John Smith, 7 Eleven, 5065 Main St, Trumbull, CT, 06611, US
- Default Consignee Address:** Jane Smith, BTX Global Logistics - (SDF), 123 Bogus Address Rd, Do Not Send!!, Duluth, GA, 33467, US
- Mobile Number:** 2039255905
- User Role:** Administrator

Permissions are listed at the bottom:

- ☒ Allow User To Create Shipments
- ☒ Enable Shipper Address Book
- ☒ Allow User To View Accounting
- ☒ Allow 3PL
- ☐ Include Newsletter

The administrator can now update the user's information for **First Name**, **Last Name**, **Phone Type** (dropdown), **Phone Number**, and **User Type** (dropdown). The user's permissions can be updated by checking or unchecking the check boxes next to each permission.

The **Default Shipper** and **Default Consignee** can be updated here as well.

Once finished, click **Save**. A user's email address cannot be changed because that is the user's login name. To cancel without saving click the **Back** button.

The screenshot shows the 'Edit User' form with several annotations. A red box highlights the '< Back' button at the top right, with a grey arrow pointing to it. Another red box highlights the 'Select Phone Type' dropdown menu on the left, with a grey arrow pointing to the 'Work Phone' option. A third red box highlights the 'Select User Type' dropdown menu on the left, with a grey arrow pointing to the 'Employee' option. A fourth red box highlights the permissions section, which includes checkboxes for 'Allow User To Create Shipments', 'Allow User To Quote', 'Allow User To Bill', 'Allow 3PL', 'Include Newsletter', 'Enable Shipper Address Book', 'Enable Consignee Address Book', 'Enable Global Address Book', and 'Allow User To View Charge Information'. A grey arrow points to this section. A fifth red box highlights the 'Default Shipper' and 'Default Consignee' sections, which each have a dropdown menu and an 'Add New +' button. A grey arrow points to this section. Finally, a red box highlights the 'Save' button at the bottom center, with a grey arrow pointing to it.

Annotations in the image:

- Red box around '< Back' button.
- Red box around 'Select Phone Type' dropdown menu.
- Red box around 'Select User Type' dropdown menu.
- Red box around the permissions section.
- Red box around the 'Default Shipper' and 'Default Consignee' sections.
- Red box around the 'Save' button.

The **Default Shipper** and **Consignee** can be chosen from the dropdown menu that is saved in your address book or can be added by clicking the **Add New +** button.

To select a saved **Default Shipper** or **Default Consignee** simply click the dropdown menu and choose the company. Once chosen, click the **Save** button to save the selected address.

[< Back](#)

Add New User

First Name*	Last Name*
Phone Type* Select Phone Type	Phone Number*
User Type* Select User Type	Email*

☐ Allow User To Create Shipments
☐ Allow User To Quote
☐ Allow User To View Accounting
☐ Allow 3PL
☒ Include Newsletter

☐ Enable Shipper Address Book
☐ Enable Consignee Address Book
☐ Enable Global Address Book
☐ Allow User To View Charge Information

Default Shipper ?	Default Consignee ?
<div>Selected Default Shipper Information: None</div> <div>Add New +</div> <div><small>*Default shipper is required if Shipper AddressBook is disabled</small></div>	<div>Selected Default Consignee Information: None</div> <div>Add New +</div> <div><small>*Default Consignee is required if Consignee AddressBook is disabled</small></div>

Save

By clicking the **Add New +** button, a user can enter the information for **Company Name, First Name, Last Name, Pickup/Delivery Type** (drop down), **Address, Phone Number, Phone Type** (drop down), **Status Notification** (drop down), **Open/Close times**, and **Location Instructions**. Once complete, click **Save**. To cancel and go back to the previous screen click the **Back** Button.

Default Shipper ?	Default Consignee ?
<div><div>Back</div><div>Pickup Location* Select Location</div><div>First NameLast Name</div><div>Company Name*</div><div>Street Address*</div><div>Apt, Floor, Suite, etc..(Optional)</div><div>Select Country* United StatesPostal Code*</div><div>City*State*</div><div>Phone Type* Select Phone TypePhone Number*</div><div>Select Email Type No AlertsEmail</div></div>	<div><div>Back</div><div>Delivery Location* Select Location</div><div>First NameLast Name</div><div>Company Name*</div><div>Street Address*</div><div>Apt, Floor, Suite, etc..(Optional)</div><div>Select Country* United StatesPostal Code*</div><div>City*State*</div><div>Phone Type* Select Phone TypePhone Number*</div><div>Select Email Type Email Alerts(Optional)</div></div>

Select Location
Commercial
Government Office PU
Hospital PU
Construction Site PU
Hotel PU
Military Base PU
Union PU
School/University PU
Mall PU
Coliseum PU
Post Office PU
Arena PU
Church PU

Select Phone Type
Work Phone
Mobile Phone

No Alerts
POD Only
Updates & POD

Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions

*Default shipper is required if Shipper AddressBook is disabled

Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions

*Default Consignee is required if Consignee AddressBook is disabled

Once all information has been updated for the user, click the Save button at the bottom of the screen.

Disabling a User or Administrator

To disable a user, simply click the **Disable** button next to the user's listing, and click **OK** to confirm.

The screenshot shows the BTX Global Logistics Admin interface. The 'ADMIN' tab is selected. The 'Employees' section is active, displaying a table with columns: Customer #, User Name, Email Address, Billing Post Code, and User Role. The first user, 'Web User', has a 'Disable' button next to their name. An arrow points to this button.

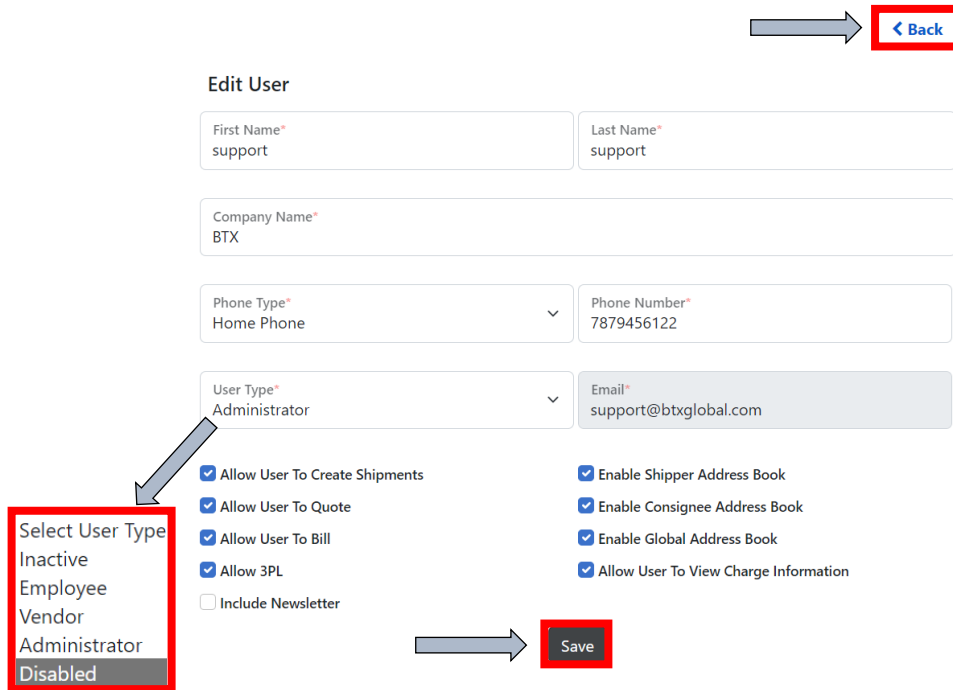
Customer #	User Name	Email Address	Billing Post Code	User Role
400034	Web User	web_user@btxglobal.com	33467	Employee
400034	Kevin Michaud	kev.michaud@gmail.com	33467	Employee
400034	Jimmy Song	jsong@btxglobal.com	33467	Employee
400034	Lin Z	liner5265@gmail.com	33467	Employee

To disable an administrator, since there is no disable button, the administrator will need to click the **View/Edit** button in the administrator's name listing.

The screenshot shows the BTX Global Logistics Admin interface. The 'ADMIN' tab is selected. The 'Administrators' section is active, displaying a table with columns: Customer #, User Name, Email Address, Billing Post Code, and User Role. The first administrator, 'support support', has a 'View/Edit' button next to their name. An arrow points to this button.

Customer #	User Name	Email Address	Billing Post Code	User Role
400034	support support	support@btxglobal.com	33467	Admin
400034	Lin Zhang	lzhang@btxglobal.com	33467	Admin

Next, click the **Edit** button to the right of the administrator profile, and then manually change the **User Type** to **Disabled** and click **Save**. To Cancel, click the **Back** button.



Edit User

First Name* support

Last Name* support

Company Name* BTX

Phone Type* Home Phone

Phone Number* 7879456122

User Type* Administrator

Email* support@btxglobal.com

☒ Allow User To Create Shipments

☒ Enable Shipper Address Book

☒ Allow User To Quote

☒ Enable Consignee Address Book

☒ Allow User To Bill

☒ Enable Global Address Book

☒ Allow 3PL

☐ Include Newsletter

☒ Allow User To View Charge Information

Select User Type

- Inactive
- Employee
- Vendor
- Administrator
- Disabled

Save

Once the user has been disabled, the user will now show up under a listing called **Disabled**. To enable the user again, simply click the **Enable** button.

[Add New User](#)

Employees

Customer #	User Name	Email Address	Billing Post Code	User Role	
400034	Kevin Michaud	kev.michaud@gmail.com	33467	Employee	View/Edit Disable
400034	Jimmy Song	jsong@btxglobal.com	33467	Employee	View/Edit Disable

Administrators

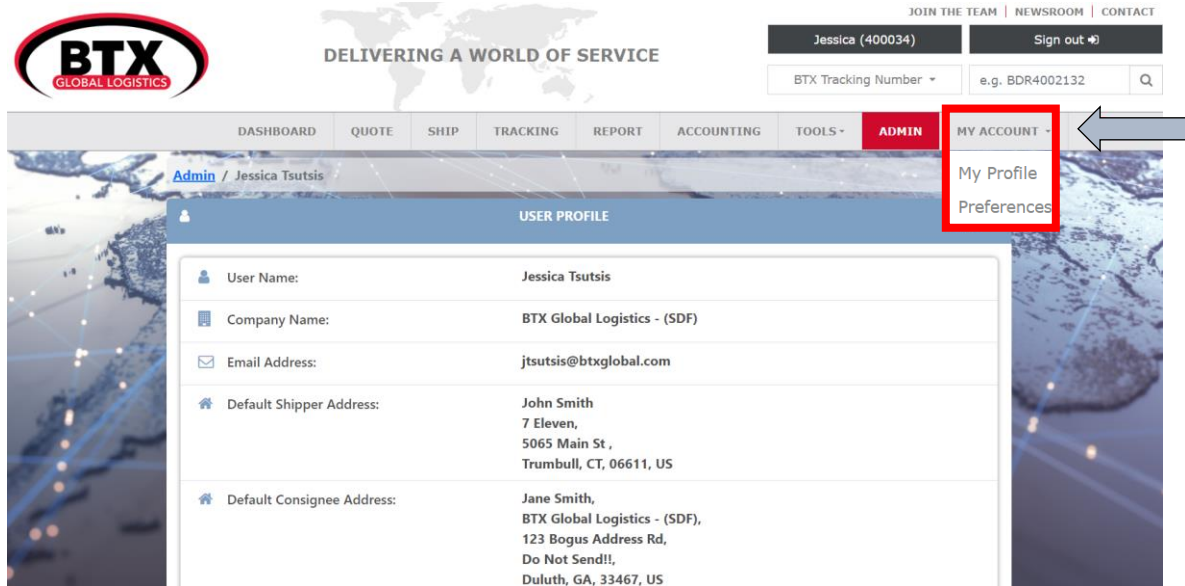
Customer #	User Name	Email Address	Billing Post Code	User Role	
400034	support support	support@btxglobal.com	33467	Admin	View/Edit
400034	Lin Zhang	lzhang@btxglobal.com	33467	Admin	View/Edit
400034	User Test	ibestiane@btxglobal.com	33467	Admin	View/Edit
400034	Kevin Michaud	kmichaud@btxglobal.com	33467	Admin	View/Edit
400034	Demo User	sdf@btxair.com	33467	Admin	View/Edit
400034	Jessica Tsutsis	jtsutsis@btxglobal.com	33467	Admin	View/Edit
400034	User	development@btxglobal.com	33467	Admin	View/Edit

Disabled

Customer #	User Name	Email Address	Billing Post Code	User Role	
400034	Web support	web_user@btxglobal.com	33467	Disabled	View/Edit Enable

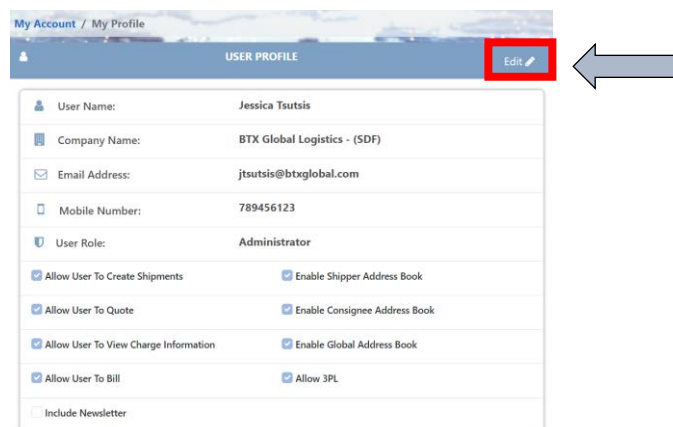
My Account Tab

The **My Account** tab is located to the right of the screen and has two selections, **My Profile**, and **Preferences**. This tab allows users to update their own profile, and allows preferences to be saved in the system for shippers, consignees, dashboard, and other preference options.



My Profile

Clicking on **My Profile** will take users to their own profile screen. The profile will show their **User Name**, **Company Name**, **Email Address**, **Mobile Number**, **User Role**, and the preferences set for their user profile. Here users can edit their information by clicking the **Edit** button to the right.



Once clicked, the user can update their information for **First Name**, **Last Name**, **Phone Type** (dropdown), and **Phone Number**. The **User Type** and **Permissions** can only be updated by the system's administrator, and the email address cannot be changed

because that is the user's login name. Once finished, click **Save**. To cancel without saving click the **Back** button.

Preferences

Preferences that are set for **Shippers**, **Consignees**, and in the **Other Preferences** section, will default into quotes and shipments where applicable. If the **Default Shipper** and **Default Consignee** were designated during the user setup process, these defaults will show here. If the **Default Shipper** and **Default Consignee** were not designated during the user setup process, they can be selected from the drop down or added here.

To change the **Default Shipper** or **Default Consignee** simply click the drop down menu and choose another company. Once chosen, click the **Save** button to save the selected address.

To add a new **Default Shipper** or **Default Consignee**, click the **Add New +** button in the section.

The screenshot displays the 'My Preferences' form. It is divided into three main sections: 'Default Shipper', 'Default Consignee', and 'Other Preference'. The 'Default Shipper' and 'Default Consignee' sections each contain a dropdown menu labeled 'Selected Default Shipper Inform...' and 'Selected Default Consignee Infor...' respectively, both currently set to 'None'. Next to each dropdown is a blue 'Add New +' button. Red boxes highlight these buttons, and blue arrows point to them from below. The 'Other Preference' section contains several settings: 'Dashboard Filter Days: Display Past 30 Days', 'Status Method: None', 'Status Type: None', 'Label Printing: Thermal 4x6', and 'Address Book: View All Contacts'. There are also two checkboxes: 'Enable Calendar View in Dashboard' (checked) and 'View My Shipments Only' (unchecked). A red 'Save' button is located at the bottom right of the form, with a blue arrow pointing to it from the left.

Once the **Add New +** button is clicked, the user can enter the new shipper or consignee information by entering the **Pickup/Delivery Location** (dropdown), **First Name**, **Last Name**, **Company Name**, **Street Address**, **Country** (dropdown), **Postal Code**, **City**, **State**, **Phone Type** (dropdown), **Phone Number**, **Email Type** (dropdown), **Email**, **Open Time** (dropdown), **Close Time** (dropdown), and **Location Instructions**.

Once finished, check off the **Save for Shipper and Consignee Address Book** checkbox and then click **Save** to save to the shipper or consignee to the address book. Click the **Back** button cancel.

My Preferences

Default Shipper

[← Back](#)

Pickup Location*
Select Location

First Name Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States

Postal Code*

City* State*

Phone Type*
Select Phone Type

Phone Number*

Select Email Type
No Alerts

Email

Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions

☐ Save for Shipper and Consignee Address book

[Save](#)

Default Consignee

[← Back](#)

Delivery Location*

First Name Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States

Postal Code*

City* State*

Phone Type*
Select Phone Type

Phone Number*

Select Email Type
Email Alerts(Optional)

Email

Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions

☐ Save for Shipper and Consignee Address book

[Save](#)

Select Location

- Commercial
- Government Office PU
- Hospital PU
- Construction Site PU
- Hotel PU
- Military Base PU
- Union PU
- School/University PU
- Mall PU
- Coliseum PU
- Post Office PU
- Arena PU
- Church PU
- Basement PU
- Casino PU
- Boardwalk PU
- Fairgrounds PU
- Refinery PU

Work Phone

Home Phone

Mobile Phone

[Save](#)

No Alerts

POD Only

Updates & POD

The **Other Preference** section allows users to set preferences for how their dashboard will display information.

Default Shipper

Selected Default Shipper Inform...
None

[Add New](#)

Default Consignee

Selected Default Consignee Infor...
None

[Add New](#)

Other Preference

Dashboard Filter Days:
Display Past 30 Days

Status Method:
None

Status Type:
None

Label Printing:
Thermal 4x6

Address Book:
View All Contacts

☒ Enable Calendar View in Dashboard

☐ View My Shipments Only

[Save](#)

None

- Shipper POD
- Shipper Status & POD
- Consignee POD
- Consignee Status & POD
- Shipper & Consignee POD
- Shipper Status Consignee POD
- Consignee Status Shipper POD
- All

The **Dashboard Filter Days** allows the user to choose between the last **10 days, 20 days, 30 days, 40 days, 50 days, 60 days, 70 days, 80 days, and 90 days** of shipments to show on their dashboard. By default, the last 10 days are displayed.

The **Status Method** drop down can be set for **Email**, and **SMS(text)** will be available soon. **Please note that** The **Status Type, Label Printing**, and **Address Book** can also be set. Checking off **Show Calendar View in Dashboard** will show the calendar on the user's dashboard.

Checking off **View My Shipments Only** will show only the user's shipments, quotes, templates, and unfinished shipments in MyBTX. Unchecking the **View my Shipments Only** checkbox will display every user's shipments, quotes, templates, and unfinished shipments in the customer's account.

The screenshot shows the MyBTX Dashboard interface. At the top, there's a header with the BTX logo and navigation links. Below the header is a navigation bar with tabs for various functions. The main dashboard area is divided into several sections. A red box highlights the 'SPOTLIGHT' and 'QUICK CALENDAR VIEW/BY PICKUP DATE' sections. The 'SPOTLIGHT' section displays key metrics: Total Shipments (9), Active(In-transit) Shipments (0), Delivered (0), and Exceptions (0). The 'QUICK CALENDAR VIEW/BY PICKUP DATE' section shows a calendar for June 2024. Below the calendar is a table of shipments with columns: Pickup Date, Airbill, Pieces, Weight, and Status. A blue arrow points to the 'SPOTLIGHT' section.

Dashboard Tab

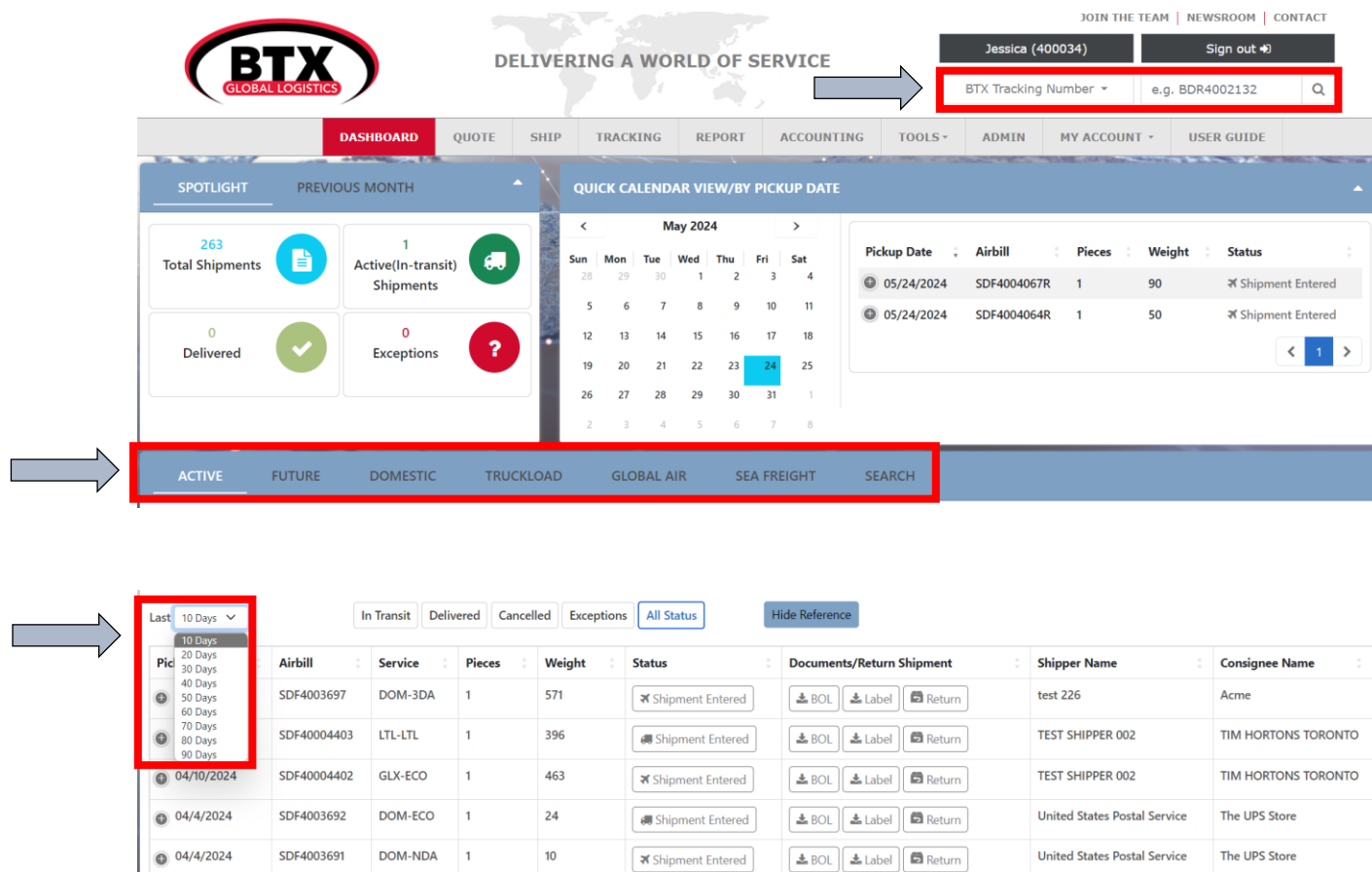
When logging into MyBTX, the page will default to the **Dashboard** tab. Upon logging in, a small popup will briefly appear in the lower left corner of the screen to remind the user how many unfinished shipments need to be completed. Clicking the word **View** in this popup will take you to the **Ship** tab to finish those shipments.

The screenshot shows a table of shipments. The table has columns: Pickup Date, Airbill, Service, Pieces, Weight, Status, Documents/Return Shipment, Shipper Name, Consignee Name, and Shipper Address. A red box highlights a row with a yellow warning icon and the text 'You have 1 Unfinished Shipments. View'. A blue arrow points to this row.

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Shipper Name	Consignee Name	Shipper Address
04/4/2024	SDF4003692	DOM-ECO	1	24	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store	
04/4/2024	SDF4003691	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store	
04/4/2024	SDF4003690	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store	
04/4/2024	SDF4003690	DOM-NDA	1	33650	Shipment Entered	BOL Label Return	Inogen	INSPIAIR CANADA INC.	

The **Dashboard** tab allows users to look at shipments that are **Active, Future, Domestic, Truckload, Global Air, Sea Freight**, and also offers a **Search** feature to search for a specific shipment using the **Search Box** or by clicking on the **Search** tab and entering the shipment information.

By clicking the **Last** dropdown menu, the user can choose to see the last **10 days, 20 days, 30 days, 40 days, 50 days, 60 days, 70 days, 80 days, and 90 days** of shipments. By default, the last 30 days are displayed by **In Transit** and the default sorting is by newest to oldest shipments.



JOIN THE TEAM | NEWSROOM | CONTACT

Jessica (400034) Sign out

BTX Tracking Number e.g. BDR4002132

DASHBOARD QUOTE SHIP TRACKING REPORT ACCOUNTING TOOLS ADMIN MY ACCOUNT USER GUIDE

SPOTLIGHT PREVIOUS MONTH

263 Total Shipments

1 Active(In-transit) Shipments

0 Delivered

0 Exceptions

May 2024

Pickup Date Airbill Pieces Weight Status

05/24/2024 SDF4004067R 1 90 Shipment Entered

05/24/2024 SDF4004064R 1 50 Shipment Entered

ACTIVE FUTURE DOMESTIC TRUCKLOAD GLOBAL AIR SEA FREIGHT SEARCH

Last 10 Days

10 Days 20 Days 30 Days 40 Days 50 Days 60 Days 70 Days 80 Days 90 Days

In Transit Delivered Cancelled Exceptions All Status Hide Reference

Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Shipper Name	Consignee Name
SDF4003697	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme
SDF40004403	LTL-LTL	1	396	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
SDF40004402	GLX-ECO	1	463	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/4/2024 SDF4003692	DOM-ECO	1	24	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/4/2024 SDF4003691	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store

Shipment Statuses

The user has the ability to view shipment statuses that show if the shipment was **In Transit, Delivered, Cancelled**, has **Exceptions**, or shipments can be searched by **All Status**. By default, **In Transit** is displayed.

The color key at the bottom of the screen corresponds with the status updates listed above. Each one of these selections has their own color code key at the bottom of the screen based on status type.



DELIVERING A WORLD OF SERVICE

JOIN THE TEAM | NEWSROOM | CONTACT

Jessica (400034)

Sign out

BTX Tracking Number

e.g. BDR4002132



DASHBOARD

QUOTE

SHIP

TRACKING

REPORT

ACCOUNTING

TOOLS

ADMIN

MY ACCOUNT

ACTIVE

FUTURE

DOMESTIC

TRUCKLOAD

GLOBAL AIR

SEA FREIGHT

3PL

SEARCH

Last 10 Days

In Transit | Delivered | Cancelled | Exceptions | All Status

Hide Reference

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Shipper Name	Consignee Name
04/9/2024	SDF4003697	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme
04/10/2024	SDF40004403	LTL-LTL	1	396	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/10/2024	SDF40004402	GLX-ECO	1	463	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/4/2024	SDF4003692	DOM-ECO	1	24	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/4/2024	SDF4003691	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/2/2024	SDF4003683	DOM-NDA	1	667	Shipment Entered	BOL Label Return	7 Eleven	7-UP
04/2/2024	SDF40004395	DOM-NDA	2	23	Shipment Entered	BOL Label Return	SHIPCONSOLE	A. C. NETWORKS
04/8/2024	SDF4003682	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme

Show 25 entries

Showing 1 to 20 of 20 entries

Pending In transit/Out for delivery Delivered Exceptions Cancelled

< 1 >

To view more or less results, click the **Show entries** dropdown at the bottom of the screen and choose from **10**, **25**, or **50** more entries. By default, 25 entries are displayed. Users can navigate through the list using the arrows, or page numbers on the lower right side of the screen.

04/3/2024	SDF40004397	LTL-LTL	2	23	Shipment Entered	BOL Label Return	SHIPCONSOLE	JUSTICE LEAGUE
04/3/2024	SDF40004396	LTL-LTL	2	23	Shipment Entered	BOL Label Return	SHIPCONSOLE	JUSTICE LEAGUE
04/2/2024	SDF4003685	DOM-ECO	1	443	Cancelled	BOL Label	7 Eleven	7-UP
04/2/2024	SDF4003684	DOM-NDA	1	667	Shipment Entered	BOL Label Return	7 Eleven	7-UP
04/2/2024	SDF4003683	DOM-NDA	1	667	Shipment Entered	BOL Label Return	7 Eleven	7-UP
04/2/2024	SDF40004395	DOM-NDA	2	23	Shipment Entered	BOL Label Return	SHIPCONSOLE	A. C. NETWORKS
04/8/2024	SDF4003682	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme

Show 25 entries

Show 10 of 20 entries

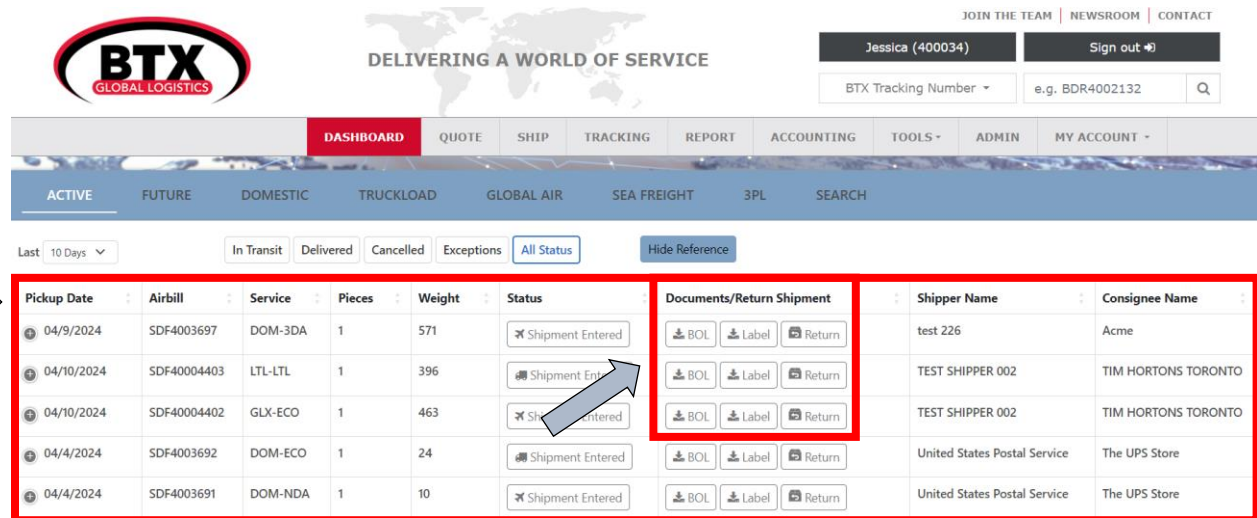
Pending In transit/Out for delivery Delivered Exceptions Cancelled

< 1 >

The main information on the Dashboard tab for all shipment types show the **Pickup Date**, **Airbill**, **Service**, **Pieces**, **Weight**, **Status**, **Documents/Return Shipment**, **Shipper Name**, and **Consignee Name**. This information is listed in order by newest to oldest shipment.

All columns can be resorted from A-Z, Z-A, smallest to largest, largest to smallest, etc by clicking on the column heading.

Clicking the **Documents/Return Shipment** section will show the **BOL**, **Labels**, and a **Return** shipment can be created from here.



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Jessica (400034) Sign out

BTX Tracking Number e.g. BDR4002132

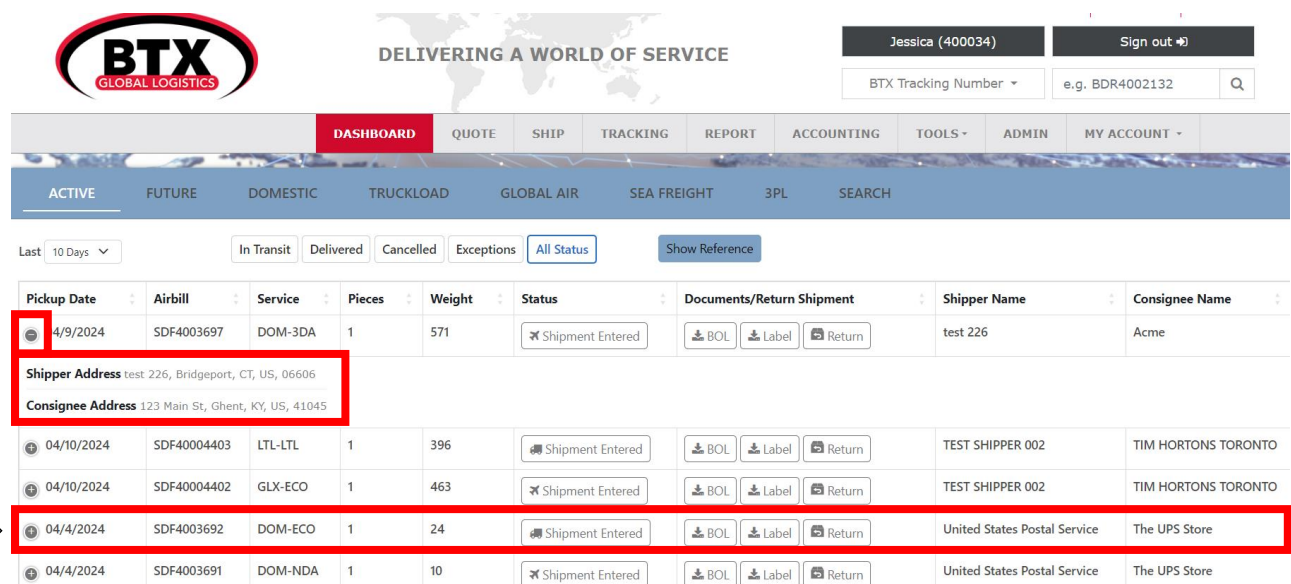
DASHBOARD QUOTE SHIP TRACKING REPORT ACCOUNTING TOOLS ADMIN MY ACCOUNT

ACTIVE FUTURE DOMESTIC TRUCKLOAD GLOBAL AIR SEA FREIGHT 3PL SEARCH

Last 10 Days In Transit Delivered Cancelled Exceptions All Status Hide Reference

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Shipper Name	Consignee Name
04/9/2024	SDF4003697	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme
04/10/2024	SDF40004403	LTL-LTL	1	396	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/10/2024	SDF40004402	GLX-ECO	1	463	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/4/2024	SDF4003692	DOM-ECO	1	24	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/4/2024	SDF4003691	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store

Clicking on the + icon next to a shipment's pickup date, will display the **Shipper and Consignee Addresses** for that shipment. Clicking on any other information on a shipment line will take you directly to the tracking status of the shipment and into the **Tracking** tab.



BTX GLOBAL LOGISTICS DELIVERING A WORLD OF SERVICE

Jessica (400034) Sign out

BTX Tracking Number e.g. BDR4002132

DASHBOARD QUOTE SHIP TRACKING REPORT ACCOUNTING TOOLS ADMIN MY ACCOUNT

ACTIVE FUTURE DOMESTIC TRUCKLOAD GLOBAL AIR SEA FREIGHT 3PL SEARCH

Last 10 Days In Transit Delivered Cancelled Exceptions All Status Show Reference

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Shipper Name	Consignee Name
04/9/2024	SDF4003697	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme
Shipper Address test 226, Bridgeport, CT, US, 06606 Consignee Address 123 Main St, Ghent, KY, US, 41045								
04/10/2024	SDF40004403	LTL-LTL	1	396	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/10/2024	SDF40004402	GLX-ECO	1	463	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/4/2024	SDF4003692	DOM-ECO	1	24	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/4/2024	SDF4003691	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store

Clicking on the **Show Reference** button will display all reference fields relating to each shipment for transparency into shipment details.

The screenshot shows the BTX Global Logistics dashboard. At the top, there's a header with the BTX logo, a world map, and navigation links like 'JOIN THE TEAM', 'NEWSROOM', and 'CONTACT'. Below this is a user profile section for 'Jessica (400034)' with a 'Sign out' button. A search bar for 'BTX Tracking Number' is also present. The main navigation bar includes 'DASHBOARD', 'QUOTE', 'SHIP', 'TRACKING', 'REPORT', 'ACCOUNTING', 'TOOLS', 'ADMIN', and 'MY ACCOUNT'. Below this is a sub-navigation bar with 'ACTIVE', 'FUTURE', 'DOMESTIC', 'TRUCKLOAD', 'GLOBAL AIR', 'SEA FREIGHT', '3PL', and 'SEARCH'. The 'ACTIVE' tab is selected. On the left, there's a filter for 'Last 10 Days' and buttons for 'In Transit', 'Delivered', 'Cancelled', 'Exceptions', and 'All Status'. The 'Show Reference' button is highlighted with a red box and an arrow pointing to it. Below this is a table with columns: Pickup Date, Airbill, Service, Pieces, Weight, Status, Documents/Return Shipment, Shipper Name, and Consignee Name. The table contains six rows of shipment data.

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Shipper Name	Consignee Name
04/9/2024	SDF4003697	DOM-3DA	1	571	Shipment Entered	BOL Label Return	test 226	Acme
04/10/2024	SDF40004403	LTL-LTL	1	396	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/10/2024	SDF40004402	GLX-ECO	1	463	Shipment Entered	BOL Label Return	TEST SHIPPER 002	TIM HORTONS TORONTO
04/4/2024	SDF4003692	DOM-ECO	1	24	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/4/2024	SDF4003691	DOM-NDA	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store
04/4/2024	SDF4003690	DOM-NFO	1	10	Shipment Entered	BOL Label Return	United States Postal Service	The UPS Store

References will show **Pets, Reference 2, Brand Name, PO Number, Invoice Number, and SO Number**. To hide the reference fields again, click the **Hide Preference** button.

The screenshot shows the BTX Global Logistics dashboard with the 'Hide Reference' button highlighted with a red box and an arrow pointing to it. Below this is a table with columns: Pickup Date, Airbill, Service, Pieces, Weight, Status, Documents/Return Shipment, Pets, Reference 2, Brand Name, PO Number, and Invoice Number. The table contains five rows of shipment data. The 'Pets', 'Reference 2', 'Brand Name', 'PO Number', and 'Invoice Number' columns are highlighted with a red box, and an arrow points to them.

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Pets	Reference 2	Brand Name	PO Number	Invoice Number
03/11/2024	SDF4003577	DOM-ECO	1	111	Shipment Entered	BOL Label Return			Le Labo	MyBTX Test Ship	
03/11/2024	SDF4003576	DOM-ECO	1	308	Shipment Entered	BOL Label Return	Mouse		Beauty Bank	12345	
03/11/2024	SDF4003578	DOM-ECO	1	443	Shipment Entered	BOL Label Return			Le Labo	MyBTX Test Ship	
03/11/2024	SDF4003581	DOM-ECO	1	1000	Shipment Entered	BOL Label Return			Jo Malone	MyBTX Prod Test	
03/11/2024	SDF4003580	DOM-ECO	3	546	Shipment Entered	BOL Label Return			Frederick Malle	MyBTX Prod Ship save	

After the References are showing for the shipment list, clicking on the **+** icon next to a shipment's pickup date, will show the **SO Number, Shipper and Consignee Name**, and will also now show the **Shipper and Consignee address**.



DELIVERING A WORLD OF SERVICE

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Jessica (400034)

Sign out

BTX Tracking Number

e.g. BDR4002132



DASHBOARD

QUOTE

SHIP

TRACKING

REPORT

ACCOUNTING

TOOLS

ADMIN

MY ACCOUNT

ACTIVE

FUTURE

DOMESTIC

TRUCKLOAD

GLOBAL AIR

SEA FREIGHT

3PL

SEARCH

Last 10 Days

In Transit

Delivered

Cancelled

Exceptions

All Status

Hide Reference

Pickup Date	Airbill	Service	Pieces	Weight	Status	Documents/Return Shipment	Pets	Reference	Brand Name	PO Number	Invoice Number
4/9/2024	SDF4003697	DOM-3DA	1	571	Shipment Entered				Jo Malone	sdf	
<div>SO Number AutoDefaultSO</div> <div>Shipper Name test 226</div> <div>Consignee Name Acme</div> <div>Shipper Address test 226, Bridgeport, CT, US, 06606</div> <div>Consignee Address 123 Main St, Ghent, KY, US, 41045</div>											
04/10/2024	SDF40004403	LTL-LTL	1	396	Shipment Entered						
04/10/2024	SDF40004402	GLX-ECO	1	463	Shipment Entered						

Once a shipment from the list has been clicked on, the shipment status screen will pop up from the **Tracking** tab and shows the status of the shipment, estimated delivery date, and has the option to send status updates via email. There are two tabs on the shipment status screen, **Travel History** and **Shipment Facts**.

Shipment Travel History

The **Travel History** tab will show the **Status Date**, **Status**, and **Notes** throughout the shipping process. Users have the option to send an email of the status of the shipment by entering the email address and adding an optional message to send.

[Track Another Shipment](#)

SDF004002517

Shipment Entered

Estimated Delivery Date: Pending

Pickup Completed

From
ACM Mags
123 TEST Ave
Bartlett, IL 60103 US

In Transit

Out for Delivery


To
AUS Mags
456 over there
Austin, TX 78758 US

Delivered

Travel History

Shipment Facts

Status Date	Status	Note
Monday, 12/11/2023 9:06 AM	Shipment Entered	New Shipment Added
Monday, 12/11/2023 9:05 AM	Shipment Created	



ADD NOTIFICATION RECIPIENT (OPTIONAL)

Email

Add Recipient

EMAIL CURRENT TRACKING RESULTS (OPTIONAL)

Email

ADD A MESSAGE TO THIS EMAIL. (UP TO 1000 CHARACTERS)

Send

QUESTIONS ABOUT THIS SHIPMENT? PLEASE CALL BTX LOUISVILLE (203) 925-5905

Shipment Facts

The **Shipment Facts** tab will show the details of the shipment for **Service, Pcs, Weight, PO Number, SO Number, Invoice Number, Reference Number 1, 2,** and **Brand Name**. Users have the option to send an email of the status of the shipment by entering the email address and adding an optional message to send.

Track Another Shipment

SDF4003577

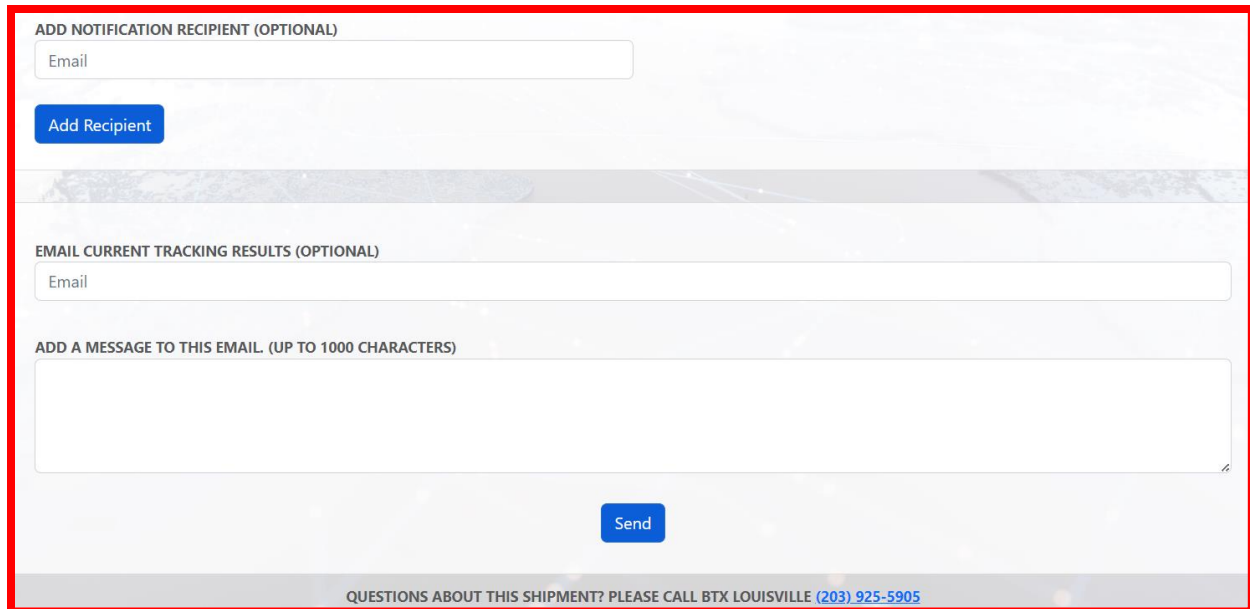
Shipment Entered

Estimated Delivery Date: Pending

Pickup Completed From Columbus, MT 59019 US In Transit Out for Delivery To Simpsonville, SC 29680 US Delivered

Travel History Shipment Facts

TRACKING NUMBER SDF4003577		
SERVICE Economy (3-5 Day)	PCS 1 pc(s)	WEIGHT 111 lbs/ 51 kgs
PO NUMBER MyBTX Test Ship	SO NUMBER AutoDefaultSO	INVOICE NUMBER
REFERENCE NUMBER 1	REFERENCE NUMBER 2	BRAND NAME Le Labo



ADD NOTIFICATION RECIPIENT (OPTIONAL)

Email

Add Recipient

EMAIL CURRENT TRACKING RESULTS (OPTIONAL)

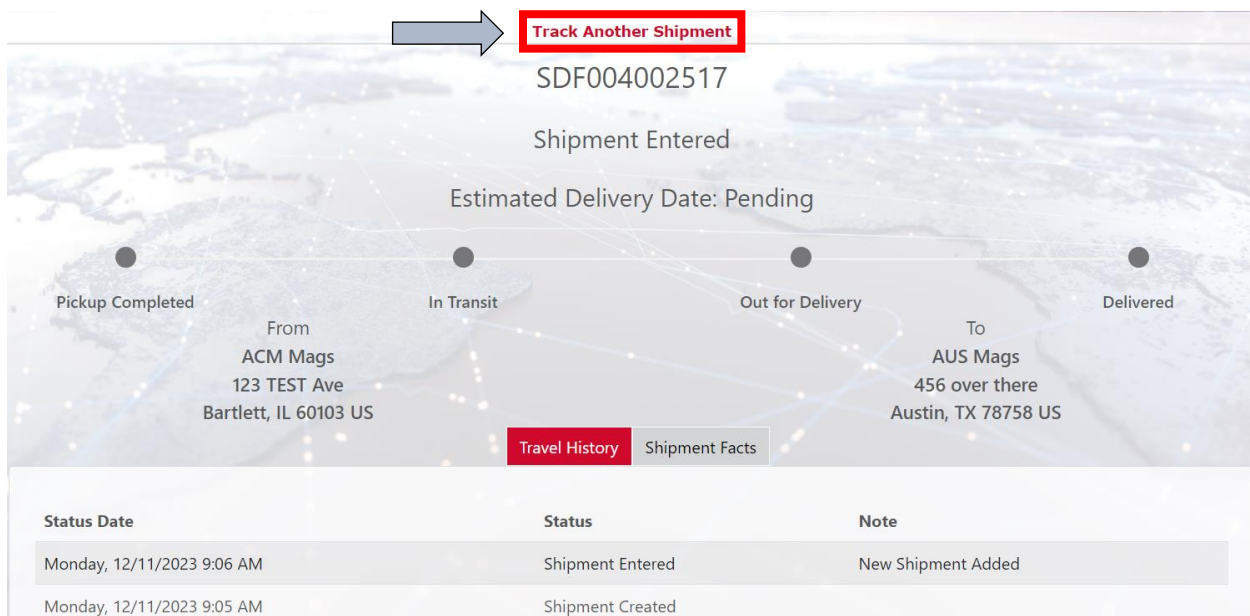
Email

ADD A MESSAGE TO THIS EMAIL. (UP TO 1000 CHARACTERS)

Send

QUESTIONS ABOUT THIS SHIPMENT? PLEASE CALL BTX LOUISVILLE (203) 925-5905

Once finished, to track another shipment by the shipment's tracking number, users can click the **Track Another Shipment** link.



Track Another Shipment

SDF004002517

Shipment Entered

Estimated Delivery Date: Pending

Pickup Completed

From
ACM Mags
123 TEST Ave
Bartlett, IL 60103 US

In Transit

Out for Delivery

To
AUS Mags
456 over there
Austin, TX 78758 US

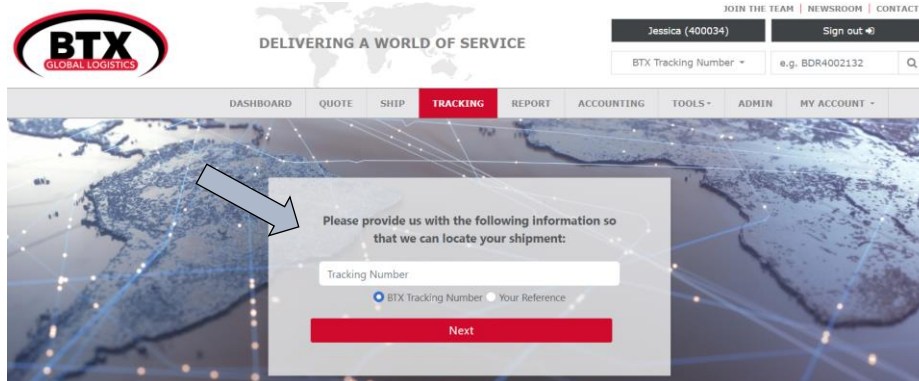
Delivered

Travel History

Shipment Facts

Status Date	Status	Note
Monday, 12/11/2023 9:06 AM	Shipment Entered	New Shipment Added
Monday, 12/11/2023 9:05 AM	Shipment Created	

When clicked, users will be taken to another screen to provide information to track another shipment. A shipment can be tracked from here by entering the **Tracking Number** then choosing either the **BTX Tracking Number** or **Your Reference** and then clicking **Next**.



Quote Tab

The Quote tab allows the user to create a quote or to look at current quotes in the system. Quotes are good for 30 days, and ship dates are available to book 2 weeks out.

Blue highlighted quotes in the system reflect quotes that have pricing requests and have not been completely quoted yet. Green highlighted quotes in the system reflect quotes that had pricing requests, have gotten pricing, and are complete. All other quotes have been completed. There is a color key located at the bottom of the screen.

For quotes currently in the system, the user has the option to select the last 10, 25, 50, or 100 entries which can be selected from the dropdown.

The information displayed is in order by most recent Pickup date showing first. All columns can be resorted from A-Z, Z-A, smallest to largest, largest to smallest, etc. by clicking on the column heading. To see more quotes, the user can click the **Previous**, **Next**, and **page numbers** to navigate through the quotes listed.

Pickup	Airbill	Pcs	Weight	Origin	Destination
3/18/2024	Q10001702SDF	1	80	Emporia, KS 66801	New York, NY 10001
4/14/2024	Q10001659SDF	1	80	Emporia, KS 66801	Denver, CO 80216
4/1/2024	Q10001611SDF	1	10	Denver, CO 80216	Simpsonville, SC 29680
3/21/2024	Q10001753SDF	1	400	Trumbull, CT 06611	Beverly Hills, CA 90210
3/21/2024	Q10001754SDF	1	400	Trumbull, CT 06611	Beverly Hills, CA 90210
3/21/2024	Q10001755SDF	1	400	Trumbull, CT 06611	Beverly Hills, CA 90210
3/20/2024	Q10001750SDF	1	100	New York, NY 10001	Shelton, CT 06484
3/20/2024	Q10001751SDF	1	5000	Trumbull, CT 06611	Emporia, KS 66801
3/20/2024	Q10001752SDF	1	80	Victoria, TX 77901	Pittsburgh, PA 15203
3/19/2024	Q10001717SDF	1	20	New York, NY 10001	Fairfield, CT 06825







Showing 1 to 10 of 130 entries

Previous 1 2 3 4 5 ... 13 Next







Requested NOT Quoted
Requested and Quoted

Quote Lookup

The current quote list in the system displays the **Quote Date**, **Airbill**, **Pcs**, **Weight**, **Origin**, and **Destination**. For a quick search, the quote number can be entered in the **Quote Number Search** and then click the search icon.

QUOTES						CREATE QUOTE
Show 10 entries						Quote Number Search 
Quote Date	Airbill	Pcs	Weight	Origin	Destination	
5/27/2024	Q110001869SDF 	1	100	Omaha, NE 68106	Jerome, ID 83338	
5/24/2024	Q110001985SDF 	1	100	Kokomo, IN 46901	Piedmont, SC 29673	
5/23/2024	Q110001977SDF 	1	100	Shelton, CT 06484	Beverly Hills, CA 90210	
5/23/2024	Q110001978SDF 	1	100	Shelton, CT 06484	Beverly Hills, CA 90210	
5/23/2024	Q110001980SDF 	1	350	Shelton, CT 06484	Duluth, GA 30096	

When users click on a quote number in the results list, the quote will open.

QUOTES						CREATE QUOTE
Show 10 entries						Quote Number Search 
Quote Date	Airbill	Pcs	Weight	Origin	Destination	
5/27/2024	Q110001869SDF 	1	100	Omaha, NE 68106	Jerome, ID 83338	
5/24/2024	Q110001985SDF 	1	100	Kokomo, IN 46901	Piedmont, SC 29673	
5/23/2024	Q110001977SDF 	1	100	Shelton, CT 06484	Beverly Hills, CA 90210	
5/23/2024	Q110001978SDF 	1	100	Shelton, CT 06484	Beverly Hills, CA 90210	
5/23/2024	Q110001980SDF 	1	350	Shelton, CT 06484	Duluth, GA 30096	

Once displayed, the quote shows the **Quote#**, the **Quote Date**, the **Customer name**, **Pickup Location**, **Quote Expiration**, **Delivery location**, and any **Additional Instructions**.

QUOTE: Q110001883SDF

QUOTE DATE: 05/13/2024

Quote Customer: BTX Global Logistics - (SDF)

Quote Expires: 06/09/2024

Pickup Location: Billings, MT 59101 / Z

Delivery Location: Danville, MO 63361 / G

ADDITIONAL INSTRUCTIONS:
test instructions

References

PO Number	SO Number	Invoice Number	Pets	Reference 2	Brand Name
12345	AutoDefaultSO	Inv12345	Mouse	Ref23456	Beauty Bank

Users can also see quotes for shipping options based on assigned tariffs.

Quote Customer: BTX Global Logistics - (SDF) Pickup Location: Duluth, GA 30096 / C
Quote Expires: 01/06/2024 Delivery Location: Beverly Hills, CA 90210 / A

References					
Items					
QTY	WGT	LEN	WID	HGT	DESCRIPTION
1	300	96	48	17	BP Pump Signs
Next Day 1 PCS. @ 472 LBS. \$1,518.05					
Two Day 1 PCS. @ 472 LBS. \$1,178.11					
Three Day 1 PCS. @ 404 LBS. \$399.27					
Economy (3-5 Day) 1 PCS. @ 314 LBS. \$811.30					

Download Quote

Clicking on the drop downs next to each service option will allow users to see detailed information on the quoted service option. If a service option has no detailed information listed, a **Request Quote** button will be available for a user to request a quote for this service option. Users can download the quote by clicking the **Download Quote** button.

Items					
QTY	WGT	LEN	WID	HGT	DESCRIPTION
1	100	48	48	48	Servers
Next Day					
If you would like to be quoted for this service, please click on the Request Quote button.					
Two Day					
Three Day					
Economy (3-5 Day) 1 PCS. @ 443 LBS. \$638.04					

Download Quote

Once a service option is selected, check the box next to **“By Checking this box you agree to BTX’s Term of Contract and allow BTX to Screen Your Cargo”** and click the **Create Shipment** button to create the Shipment.

Next Day 1 PCS. @ 472 LBS.
\$1,518.05

DESCRIPTION	AMOUNT
Freight	\$585.28
Fuel	\$149.25
Cargo Screening Fee	\$47.20
Oversize Fee	\$708.00
Security Fees	\$28.32
TOTAL:	\$1,518.05

By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#). ☒
Create Shipment

Two Day 1 PCS. @ 472 LBS.
\$1,178.11

Three Day 1 PCS. @ 404 LBS.
\$399.27

Economy (3-5 Day) 1 PCS. @ 314 LBS.
\$811.30

Next, the Shipper and Consignee must be selected. If the **Default Shipper** and **Default Consignee** have been assigned in your account under preferences, the addresses will automatically populate into the shipment.

To select a different shipper or consignee that is saved in your address book, click the **Shipper Address Booke** or **Consignee Address Book** buttons.

SHIPPER - CONSIGNEE ADDRESS

Ship Date: 05/24/2024
Select Ready Time...

Shipper Address Book
Consignee Address Book

Shipper Name
Consignee Name

Shipper Address
Consignee Address

Shipper Address - Line 2
Consignee Address - Line 2

Shipper City
Shelton
Consignee City
Beverly Hills

Shipper State
CT
Consignee State
CA

Shipper Postal Code
06484
Consignee Postal Code
90210

Pickup Instructions
Delivery Instructions

To select a new shipper or consignee, click the **Select** button next to the shipper or consignee desired.

Show entries

Search:

Company	Address	City	State	Zip Code	
7 Eleven	5065 Main St	Trumbull	CT	06611	SELECT
BTX Air	111 2nd street	Trumbull	CT	06611	SELECT
My Company	1234 80th St	Trumbull	CT	06611	SELECT
Ross Bacarella	123 Main ST	Trumbull	CT	06611	SELECT

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) **1** [Next](#) [Last](#)

[Close](#)

Once a shipper and consignee are selected, the contact information can be modified by clicking the **Add/Modify Contact** buttons. Once finished click the **Continue to Ship** button. To cancel, click the **Cancel** button.

SHIPPER - CONSIGNEE ADDRESS

Ship Date: 05/24/2024	Select Ready Time...
Shipper Address Book	Consignee Address Book
Shipper Name	Consignee Name
Shipper Address	Consignee Address
Shipper Address - Line 2	Consignee Address - Line 2
Shipper City	Consignee City
Shipper State	Consignee State
Shipper Postal Code	Consignee Postal Code
Pickup Instructions	Delivery Instructions
Shipper Open/Close Time	Consignee Open/Close Time
Add/Modify Contact	Add/Modify Contact
First Name	First Name
Last Name	Last Name
Work	Work
Phone	Phone
No Alerts	No Alerts
Email	Email
Continue to Ship	Cancel

Once a shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded to the user's computer by clicking the **BOL** or **Label(s)** buttons.

A Document can be uploaded if by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded to a shipment and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, **Create a return Shipment**, and **Create a new Shipment** buttons are available at the bottom.



Return Shipments

To create a **Return Shipment**, click the **Create a Return Shipment** button. You will be taken to the **Pickup Date** field.

Before proceeding, verify that the shipper and consignee information in the **Address** section above is accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Shipper and Consignee Addresses in Quotes, Shipments, and Return Shipments.**)*

Enter the **Pickup Date** and make any needed modifications to the **Service Section** fields. Once finished click **Next Steps**.



The last section for the Return shipment is the **Freight** section. Before proceeding, verify that the products listed in the **Freight** section are accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Products in Quotes, Shipments, and Return Shipments**).*

Next, check off **BTX's Terms and Conditions** and click **Complete the Return Shipment** button. Users can also finish later by clicking the **Finish Later** button. To cancel any changes, click the **Cancel** button.

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).

Buttons: Cancel, Finish Later, Complete the Return Shipment

Once the **Return Shipment** has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded to the user's computer by clicking the **BOL** or **Label(s)** buttons.


A document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded to a shipment and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, and **Create a new Shipment** are listed at the bottom.


 Tracking Number
SDF4003231R
 Thank you!

Download a Document



 BOL
  Label(s)

Upload a Document



Choose File
 No file chosen



[Back to Dashboard](#)
[Create a new Shipment](#)





IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US!
 STATION LOCAL: (203) 925-5905
 EMAIL ADDRESS: IT@BTXGLOBAL.COM

Create a New Quote

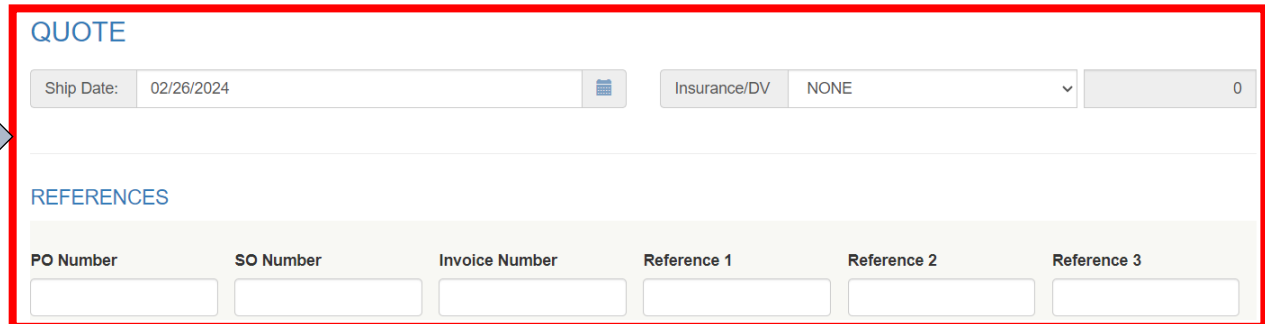
In Phase 1 of MyBTX, customers with tariffs on file will receive pricing immediately in the system for those services types with tariffs.

Non-Tariff customers will be prompted to request a quote based on one service type. Once quoted, the customer will receive a notification that the quote can be reviewed in MyBTX for further action.



To create a quote in MyBTX, simply click the **Create Quote** button on the upper right side of the screen.

QUOTES						CREATE QUOTE
Show 10 entries		0002953SDF				
Pickup Date	Airbill	Pcs	Weight	Origin	Destination	
12/6/2023	0002953SDF 	1	200	Tampa, FL 33613	Austin, TX 78758	
12/5/2023	0002948SDF 	1	300	Bensenville, IL 60106	Bismarck, ND 58501	
12/4/2023	0002935SDF 	1	350	Duluth, GA 30096	trumbull, CT 06611	

The system will default the current date as the **Ship Date**. To change this date, choose a new date in the calendar icon. Enter **Insurance/DV** if applicable. The **References** section contains 6 reference fields - **PO Number**, **SO Number**, **Invoice Number**, **Reference 1**, **Reference 2**, and **Reference 3**. Enter reference info as desired.




QUOTE

Ship Date: 02/26/2024  Insurance/DV: NONE  0

REFERENCES

PO Number	SO Number	Invoice Number	Reference 1	Reference 2	Reference 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The next sections of the quote creation are the **Service Selection** and **Additional Services**. Users can query pricing for **Next Day**, **Two Day**, **Three Day**, and **Economy**. Users can deselect a service by unchecking the box to the right of the service type if pricing is not desired for that service type.

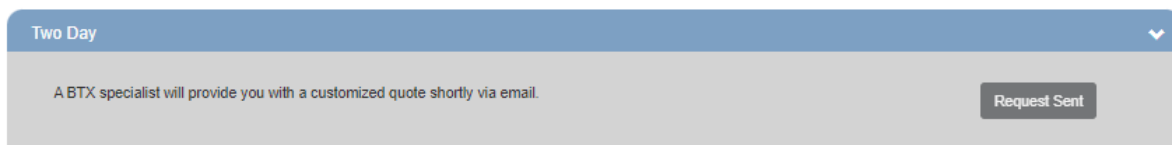



SERVICE SELECTION		ADDITIONAL SERVICES	
Next Day	<input checked="" type="checkbox"/>	Appointment	NONE 
Two Day	<input checked="" type="checkbox"/>	Inside	NONE 
Three Day	<input checked="" type="checkbox"/>	Liftgate	NONE 
Economy (3-5 Day)	<input checked="" type="checkbox"/>	2 Man	NONE 

Non-tariff customers will have a radio button available to request one service type rather than multiple service types. Once requested, the user will get a notification that the request has been sent.



SERVICE SELECTION		ADDITIONAL SERVICES	
Next Day	<input type="radio"/>	Appointment	NONE 
Two Day	<input type="radio"/>	Inside	NONE 
Three Day	<input type="radio"/>	Liftgate	NONE 
Economy (3-5 Day)	<input type="radio"/>	2 Man	NONE 



Two Day 

A BTX specialist will provide you with a customized quote shortly via email.

Request Sent

Next, **Additional Services** can be added to the quote starting with the drop downs for **Appointment**, **Inside Delivery**, **Liftgate**, and **Two Man**. Each additional service has a drop menu to choose between **Pickup**, **Delivery**, or **Both**.

QUOTE

Ship Date: 02/26/2024 Insurance/DV: NONE 0

REFERENCES

PO Number	SO Number	Invoice Number	Reference 1	Reference 2	Reference 3

SERVICE SELECTION

Next Day	<input checked="" type="checkbox"/>
Two Day	<input checked="" type="checkbox"/>
Three Day	<input checked="" type="checkbox"/>
Economy (3-5 Day)	<input checked="" type="checkbox"/>

ADDITIONAL SERVICES

Appointment	NONE
Inside	NONE
Liftgate	NONE
2 Man	NONE

NONE
Pickup
Delivery
Both

In the **Origin/Destination** section, users will select the **Shipper** and **Consignee** for the quote by clicking on the **Select Shipper** or **Select Consignee** buttons.

ORIGIN/DESTINATION

Select Shipper	United States	PC	City	Select State...	Select PU Loc
Select Consignee	United States	PC	City	Select State...	Select DL Loc

Select PU Loc
Commercial
Arena
Basement
Boardwalk
Casino
Church
Coliseum
Construct Site

Once selected, the shipper or consignee popup window appears, the user can then select the company to use for the shipment. To show more options, click the **Show** drop down menu to view 10 or 25 entries. All columns can be resorted from A-Z, Z-A, smallest to largest, largest to smallest, etc. by clicking on the column heading.

Users can also search for a company using the **Search** box. Results will be displayed with navigation tools located at the bottom of the page. To choose a company click the **Select** button to the right of the company's information.

Search:

	Address	City	State	Zip Code	
A. C. NETWORKS	3405 EAST BAY BLVD.	PROVO	UT	84606	SELECT
Anne Hathaway	10215 Tabor St	Round Rock	TX	78664	SELECT
anthem	41 Honeybee Ln	Monroe	NY	10950	SELECT
APF Mags	123 Overhere	Naples	FL	34102	SELECT
Apple Apple New York	20 W 34th St.	New York	NY	10001	SELECT
Apple Jacks	400 Berding St	Ferndale	CA	95536	SELECT
apple seeds for planting	123 fruit	Stow	OH	44224	SELECT
ARM	222 Ave	Des Moines	IA	50301	SELECT
ARTCO-BELL CORP	1302 INDUSTRIAL BLVD	TEMPLE	TX	76504	SELECT
Arvato/apple Channel	11500 80th Avenue	Bartlett	IL	60103	SELECT

Showing 1 to 10 of 190 entries

First Previous **1** 2 3 4 5 ... 19 Next Last

Once selected, the information will appear in the **Origin/Destination** section. To remove the selection simply click the **Clear** button.

ORIGIN/DESTINATION

[Select Shipper](#)
United States
60103
Bartlett
Illinois
Commercial
[Clear](#)

[Select Consignee](#)
United States
PC
City
Select State...
Select ...

In the **Shipment Items** section, users can enter the **Qty**, choose the **Container** type (dropdown), **Weight**, **Ext Weight**, **Length**, **Width**, **Height**, and **Item Description** of the shipment being quoted. Multiple items can be listed.

If users have products already saved in the system, users can click the **Product** button and select the product from the Product list.

SHIPMENT ITEMS

QTY	CONTAINER	WGT	EXT WGT	LEN	WID	HGT	ITEM DESCRIPTION	
0	Pallet	0	0	0	0	0		Product

[Add Item](#)

[Compute Quotes](#)
[Start Over](#)

Clicking the **Product** button will show all saved products. The product list shows the **Item ID, UPC/SKU, Description, Container, Units, Pcs, Wgt, Len, Wid, and Hgt**. From here users can simply select an Item by clicking the **Select** button to the right of the item.

To add a new product to your pre-saved directory, users can click the **+Item** button on the right side of the screen. Once clicked, a blank Item Line will appear for data entry. Here the user will enter the **Item ID, UPC/SKU, Description, Container** (dropdown), **Pcs, Wgt, Len, Wid, and Hgt**. Once finished, click **Save** to save the product to the Product List.

SHIPMENT ITEMS

The screenshot shows a table with columns: ITEM ID, UPC/SKU, DESCRIPTION, CONTAINER, WGT, LEN, WID, HGT, and a 'Select' button. A red box highlights the first row for data entry, and another red box highlights the 'CONTAINER' dropdown menu. A blue box highlights the '+ Item' button at the top right. Arrows point to the '+ Item' button and the 'Select' button for the 'Corn Oil' item.

ITEM ID	UPC/SKU	DESCRIPTION	CONTAINER	WGT	LEN	WID	HGT	
			Pallet					Save Cancel
Industrial	1000	anvils	Carton	1000	48	48	48	Select
Food	2387	Corn Oil	Drum	80	12	12	36	Select
Tech	23948	Servers	Other	100	48	48	48	Select
Food	3998r79	Bananas	Pallet	30	24	24	48	Select
			Reel					
			Crate					
			Case					
			Crate					

To add multiple shipment items to a quote, click the **Add Item** button at the bottom of the screen. This will add another line item to the quote and the user can follow the same instructions above.

Once all information has been entered and complete, click the **Compute Quotes** button. To cancel the current quote and start over, simply click the **Start Over** button.

ORIGIN/DESTINATION

The screenshot shows the ORIGIN/DESTINATION section with fields for Select Shipper, United States, PC, City, Select State..., Select PU Loc, Select Consignee, United States, PC, City, Select State..., and Select DL Loc.

SHIPMENT ITEMS

The screenshot shows the SHIPMENT ITEMS section with fields for QTY, CONTAINER, WGT, EXT WGT, LEN, WID, HGT, ITEM DESCRIPTION, and a 'Product' button. A red box highlights the 'Add Item' button at the bottom right. An arrow points to the 'Add Item' button.

QTY	CONTAINER	WGT	EXT WGT	LEN	WID	HGT	ITEM DESCRIPTION	
0	Pallet	1000	0	48	48	48	anvils	Product

The screenshot shows the 'Compute Quotes' and 'Start Over' buttons. A red box highlights the 'Compute Quotes' button, and an arrow points to it.

After the **Compute Quote** button is clicked, tariff customers will have service options returned for the service type tariffs on file. For non-tariff customers, a service type must be selected and the **Request** button clicked. Once clicked, an email notification will be sent to the customer once a quote has been completed.

QUOTE: Q110001883SDF
QUOTE DATE: 05/13/2024

Quote Customer: BTX Global Logistics - (SDF)
 Quote Expires: 06/09/2024

Pickup Location: Billings, MT 59101 / Z
 Delivery Location: Danville, MO 63361 / G

References					
PO Number	SO Number	Invoice Number	Pets	Reference 2	Brand Name
	AutoDefaultSO				

[Update References](#)

Items					
QTY	WGT	LEN	WID	HGT	DESCRIPTION
1	10	48	48	48	arvils

Next Day 1 PCS. @ 667 LBS.
\$800.93
▼

Two Day
▼

Three Day 1 PCS. @ 571 LBS.
\$477.71
▼

Economy (3-5 Day) 1 PCS. @ 443 LBS.
\$466.41
▼

Additional Quote Request: Q110002025SDF

noreply@btxglobal.com

To **BTX Louisville Employees**; ○ Chuck Enright

Retention Policy 1 Week Delete (1 week)

i This item will expire in 7 days. To keep this item longer apply a different Retention Policy.

Expires 6/7/2024

Fri 5/31/2024 12:16 AM

Customer: BTX Global Logistics - (SDF) has requested additional quote request for service: 2DA from the BTX MULTI-QUOTE. Please log into Ship and quote the additional service from the BTX MultiQuote tool.

Clicking on the drop downs next to each service type will allow users to see detailed information on each available service type. If a service type has no detailed information listed, a **Request Quote** button will be available for a user to request a quote for this service type.

Items					
QTY	WGT	LEN	WID	HGT	DESCRIPTION
1	56	31	18	26	Artwork

Next Day
▲

If you would like to be quoted for this service, please click on the Request Quote button.
Request Quote

Two Day
▼

Three Day
▼

Economy (3-5 Day)
▼

Page | 50

Once a service type is decided, simply go the chosen service type and check off the **Agreement to BTX's Term of Contract and allow BTX to Screen Cargo** and click the **Create Shipment** button to create the shipment.

Next Day 1 PCS. @ 472 LBS.

\$1,518.05

DESCRIPTION	AMOUNT
Freight	\$585.28
Fuel	\$149.25
Cargo Screening Fee	\$47.20
Oversize Fee	\$708.00
Security Fees	\$28.32
TOTAL:	\$1,518.05

By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#). ☒

Create Shipment

Two Day 1 PCS. @ 472 LBS.

\$1,178.11

Three Day 1 PCS. @ 404 LBS.

\$399.27

Economy (3-5 Day) 1 PCS. @ 314 LBS.

\$811.30

Once clicked, the **References** popup will appear for the shipment for users to enter the **PO Number**, **SO Number**, **Invoice Number**, **Reference 1**, **Reference 2**, and the **Reference 3**. Once updated, click **Save**. To cancel, click **Cancel**.

REFERENCES

PO Number	Reference 1
<input type="text"/>	<input type="text"/>
SO Number	Reference 2
<input type="text"/>	<input type="text"/>
Invoice Number	Reference 3
<input type="text"/>	<input type="text"/>

Save

Cancel

Next, the Shipper and Consignee must be selected. If the **Default Shipper** and **Default Consignee** have been assigned in your account under preferences, the addresses will automatically populate into the shipment.

To select a different address that is saved in your address book, click the **Select Existing Shipper** or **Select Existing Consignee** buttons.

*(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Shipper and Consignee Addresses in Quotes, Shipments, and Return Shipments.**)*

SHIPPER - CONSIGNEE ADDRESS

Ship Date:	03/27/2024	2:00 AM	
Select Existing Shipper		Select Existing Consignee	
Shipper Name	7 Eleven	Consignee Name	7-UP
Shipper Address	5065 Main St	Consignee Address	2961 Howe Lane
Shipper Address - Line 2		Consignee Address - Line 2	
Shipper City	Trumbull	Consignee City	Emporia
Shipper State	CT	Consignee State	KS
Shipper Postal Code	06611	Consignee Postal Code	66801
Pickup Instructions	Delivery Instructions		

Once complete, click the **Continue to Ship** button.

Shipper Open/Close Time	9:00 AM	5:00 PM	Consignee Open/Close Time	9:00 AM	5:00 PM
Add/Modify Contact		Add/Modify Contact			
John	Smith	Jane	Smith		
Work	2034564564	Work	2034564564		
No Alerts		No Alerts			

Please correct the following before submitting:

- Ready Time must be within Shipper's open and close time

Continue to Ship **Cancel**

Once a shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded by clicking the **BOL** or **Label(s)** buttons.

A document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, **Create a return Shipment**, and **Create a new Shipment** buttons are listed at the bottom.



Return Shipments

To create a **Return Shipment**, click the **Create a Return Shipment** button. You will be taken to the **Pickup Date** field.

Before proceeding, verify that the Shipper and Consignee information in the **Address** section above is accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Shipper and Consignee Addresses in Quotes, Shipments, and Return Shipments.**)*

Enter the **Pickup Date** and make any needed modifications to the **Service Section** fields. Once finished click **Next Steps**.

Service Type*

Economy (3-5 Day)

Pickup Date*

2/26/2024

Shipment Ready Time*

Please Select

Notification

No Status Notification

Insurance/DV*

Please Select

Additional Service Options:

Appointment

Inside

Liftgate

Two Man

Reference Fields:

PO Number

Invoice Number

Reference 2

Additional Shipment Instructions:

SO Number

Reference 1

Reference 3

Max 110 Characters

Next Step »

The last section for the Return shipment is the **Freight** section. Before proceeding, verify that the products listed in the **Freight** section are accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Products in Quotes, Shipments, and Return Shipments**).*

Next, check off **BTX's Terms and Conditions** and click **Complete the Return Shipment** button. Users can also finish later by clicking the **Finish Later** button. To cancel any changes, click the **Cancel** button.

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#)

Buttons: Cancel, Finish Later, Complete the Return Shipment

Once the return shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and Label can be downloaded to the user's computer by clicking the **BOL** or **Label(s)** buttons.

A document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded to a shipment and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, and **Create a new Shipment** are listed at the bottom.

Tracking Number
SDF4003231R

Thank you!

Download a Document

Upload a Document

Choose File No file chosen

Back to Dashboard Create a new Shipment

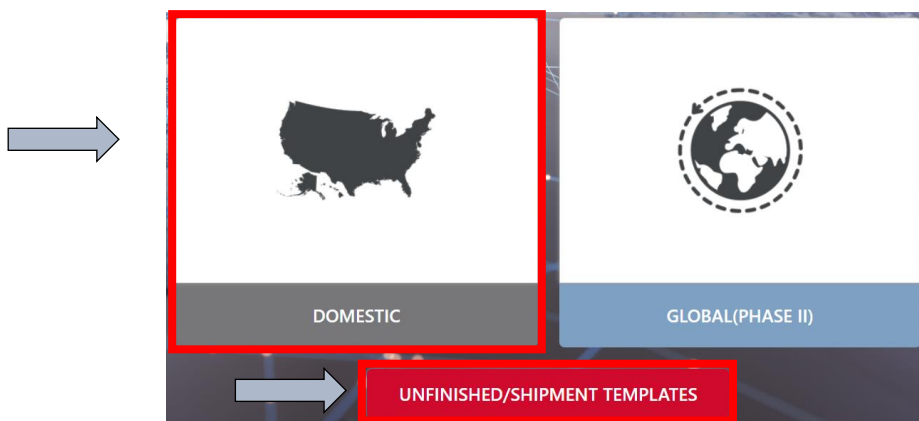
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US!
STATION LOCAL: (203) 925-5905
EMAIL ADDRESS: IT@BTXGLOBAL.COM

Ship Tab

The Ship tab has three categories for shipping. Phase 1, in this User Guide, will walk through **Domestic** Shipments and completing **Unfinished/Shipment Templates**.

Domestic Shipments

To get started with domestic shipments, click the **Domestic** icon.



Next, users will choose the **Service Type** for the shipment such as **Next Flight Out**, **Next Day**, **Two Day**, **Three Day**, **Economy (3-5 Day)**, and click the **Continue** button.

Choose Service Type

Next Flight Out	<input type="checkbox"/>
Next Day	<input type="checkbox"/>
Two Day	<input type="checkbox"/>
Three Day	<input type="checkbox"/>
Economy (3-5 Day)	<input checked="" type="checkbox"/>

[< Back](#)
[Continue >](#)

The Shipment detail screen will appear where information for the shipment can be entered. Enter the shipment locations for the **Shipper Address**, and **Consignee Address**.

If the **Default Shipper** and **Default Consignee** have been assigned in your account under preferences, the addresses will automatically populate into the shipment.

To select a different address that is saved in your address book, click the **Address Book** button on the right of each section to find and add the address into the shipment. To clear an address that was selected, simply click the **Clear** button at the bottom of the page.

SHIPPER ADDRESS

[Address book](#)

Select Pickup Location*
Select Location ▼

First Name Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States ▼

Postal Code*

City* State*

Phone Type*
Select Phone Type ▼

Phone Number*

Status Notification
No Alerts ▼

Email Address

CONSIGNEE ADDRESS

[Address book](#)

Select Delivery Location*
Select Location ▼

First Name Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States ▼

Postal Code*

City* State*

Phone Type*
Select Phone Type ▼

Phone Number*

Status Notification
No Alerts ▼

Email Address

If a new shipper or consignee needs to be added, click the **Address Book** button and then select the **Create New +** button on the left. Enter the information into the require fields, check off the **Save for Shipper and Consignee Address Book** if you want to save for future use, and then click **Save**. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Shipper and Consignee Addresses in Quotes, Shipments, and Return Shipments.**)*

The next section is the **Service** section. Make selections from the drop downs for **Service Type**, **Shipment Ready Time**, **Notification**, and **Insurance/DV** (if applicable). The **Pickup Date** will be populated, but can be modified by clicking on the **Calendar** icon.

Enter **Additional Service Options** if applicable starting with the drop downs for **Appointment**, **Inside Delivery**, **Liftgate**, and **Two Man**.

SERVICE

Service Type* Economy (3-5 Day) | Pickup Date* 2/26/2024 | Shipment Ready Time* Please Select | Notification No Status Notification | Insurance/DV* Please Select

Additional Service Options:

Appointment | Inside | Liftgate | Two Man

Reference Fields:

PO Number	SO Number
Invoice Number	Reference 1
Reference 2	Reference 3
Additional Shipment Instructions:	

Max 110 Characters

Next Step »

Next, enter the **Reference Fields** for the shipment such as the **PO Number**, **SO Number**, **Invoice Number**, **Reference 1**, **Reference 2**, **Reference 3**, and finally **Additional Shipment Instructions** if needed.

SERVICE

Service Type* Economy (3-5 Day) | Pickup Date* 2/26/2024 | Shipment Ready Time* Please Select | Notification No Status Notification | Insurance/DV* Please Select

Additional Service Options:

Appointment | Inside | Liftgate | Two Man

Reference Fields:

PO Number	SO Number
Invoice Number	Reference 1
Reference 2	Reference 3
Additional Shipment Instructions:	

Max 110 Characters

Next Step »

Next in the **Freight** section, information can be populated by selecting the **Show Products** button and selecting an entry from the listing or by manually entering the information.

To manually enter freight information, choose the packaging type such as **Pallet**, **Crate**, **Carton**, **Case**, **Drum**, **Reel**, or **Other**. Next, enter the **Pcs**, **Weight**, **Ext Wgt**, **dimensions**, and **Item description**.

The screenshot shows the 'FREIGHT' section of a software interface. At the top, there's a 'Show Products' button with a plus icon, highlighted with a red box and an arrow. Below this is a row of buttons for packaging types: Pallet, Crate, Carton, Case, Drum, Reel, and Other. The 'Pallet' button is selected. Below these buttons are input fields for 'PCS*', 'WGT*', 'EXT WGT', 'LEN*', 'WID*', and 'HGT*', followed by a larger 'ITEM DESCRIPTION*' field. A 'Save' button is at the bottom right, also highlighted with a red box and an arrow. At the bottom left is a 'Cancel' button. A red asterisk note indicates that required fields are marked with an asterisk. A checkbox at the bottom right is for agreeing to terms of contract.

To populate freight information via the **Show Products** button, select the **Product** button, select the products to add to the shipment by clicking on the **Select** button and add the **Piece** count, and click **Save**. (For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Products in Quotes, Shipments, and Return Shipments**).

Once finished, check off **BTX's Terms and Conditions** and click **Complete the Shipment** button. Users can also finish later by clicking the **Finish Later** button or can save the shipment as a template to use in the future by clicking the **Save As Template** button. To cancel any changes, click the **Cancel** button.

This screenshot shows the bottom portion of the 'FREIGHT' form. It includes the same 'By Checking this Box you agree to BTX's Terms of Contract and allow BTX to Screen Your Cargo' checkbox, which is highlighted with a red box and an arrow. Below this are four buttons: 'Cancel', 'Finish Later', 'Save As Template', and 'Complete the Shipment'. The 'Complete the Shipment' button is highlighted with a red box and an arrow. The 'Finish Later' and 'Save As Template' buttons are also highlighted with a red box and an arrow.

Once a shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded by clicking the **BOL** or **Label(s)** buttons.

A document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded and cannot be deleted

once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, **Create a return Shipment**, and **Create a new Shipment** buttons are listed at the bottom.

Tracking Number
SDF4003231

Thank you!

Download a Document

Upload a Document

Choose File No file chosen

Back to Dashboard Create a return Shipment Create a new Shipment

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US!
STATION LOCAL: (203) 925-5905
EMAIL ADDRESS: IT@BTXGLOBAL.COM

Return Shipments

To create a **Return Shipment**, click the **Create a Return Shipment** button. You will be taken to the **Pickup Date** field.

Before proceeding, verify that the Shipper and Consignee information in the **Address** section above is accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Shipper and Consignee Addresses in Quotes, Shipments, and Return Shipments.**)*

Enter the **Pickup Date** and make any needed modifications to the **Service Section** fields. Once finished click **Next Steps**.



The last section for the return shipment is the **Freight** section. Before proceeding, verify that the products listed in the **Freight** section is accurate and make any necessary changes. (For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Products in Quotes, Shipments, and Return Shipments**).

Next, check off **BTX's Terms and Conditions** and click **Complete the Return Shipment** button. Users can also finish later by clicking the **Finish Later** button. To cancel any changes, click the **Cancel** button.

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).

Cancel Finish Later Complete the Return Shipment


Once the return shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded to the user's computer by clicking the **BOL** or **Label(s)** buttons.


A Document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded to a shipment and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, and **Create a new Shipment** are listed at the bottom.



 Tracking Number
SDF4003231R
 Thank you!

Download a Document



 BOL |  Label(s)

Upload a Document



Choose File | No file chosen

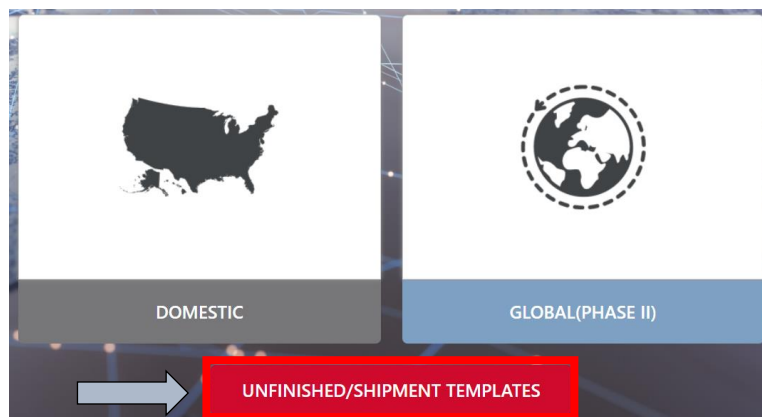


Back to Dashboard | Create a new Shipment

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US!
 STATION LOCAL: (203) 925-5905
 EMAIL ADDRESS: IT@BTXGLOBAL.COM

Unfinished/Shipment Templates

To complete an unfinished shipment or use an existing template for a new shipment from the **Ship** tab, select the **Unfinished/Shipment Templates** button.



Any shipment templates or unfinished shipments will be displayed in their respective sections. Start by checking off a **Shipment template** or an **Unfinished Shipment** and click **Continue**. This will take the user to the shipment detail screen to enter additional information required for the shipment. To delete an existing **Shipment Template** or

The diagram illustrates two parallel flows, each starting with a grey arrow pointing to a red-bordered box containing the title. The left flow, 'Choose Shipment Template', lists five options: T1, T1, Template 1, Template1, and Test Template, each with a checkbox. The right flow, 'Choose Unfinished Shipment', lists two options: Later and Later2, each with a checkbox. Both flows end with a grey arrow pointing to a red-bordered box containing three buttons: 'Back' (with a left arrow), 'Delete' (with a trash icon), and 'Continue' (with a right arrow).

The next section is the **Service** section. Make selections from the drop downs for **Service Type**, **Shipment Ready Time**, **Notification**, and **Insurance/DV** (if applicable). The **Pickup Date** will be populated, but can be modified by clicking on the **Calendar** icon.

Page | 65

Enter **Additional Service Options** if applicable starting with the drop downs for **Appointment**, **Inside Delivery**, **Liftgate**, and **Two Man**.

SERVICE

Service Type* Economy (3-5 Day) | Pickup Date* 2/26/2024 | Shipment Ready Time* Please Select | Notification No Status Notification | Insurance/DV* Please Select

Additional Service Options:

Appointment | Inside | Liftgate | Two Man

Reference Fields:

PO Number | Invoice Number | Reference 2 | Additional Shipment Instructions: Max 110 Characters

SO Number | Reference 1 | Reference 3

Appointment PU, Appointment DL, Both | Inside DL, Inside PU, Both | Liftgate PU, Liftgate DL, Both | Two Man DL, Two Man PU, Both

Next Step »

Next, enter the **Reference Fields** for the shipment such as the **PO Number**, **SO Number**, **Invoice Number**, **Reference 1**, **Reference 2**, **Reference 3**, and finally **Additional Shipment Instructions** if needed.

SERVICE

Service Type* Economy (3-5 Day) | Pickup Date* 2/26/2024 | Shipment Ready Time* Please Select | Notification No Status Notification | Insurance/DV* Please Select

Additional Service Options:

Appointment | Inside | Liftgate | Two Man

Reference Fields:

PO Number | Invoice Number | Reference 2 | Additional Shipment Instructions: Max 110 Characters

SO Number | Reference 1 | Reference 3

Next Step »

Next in the **Freight** section, information can be populated by selecting the show products button and selecting an entry from the listing or by manually entering the information.

To manually enter freight information, choose the packaging type such as **Pallet**, **Crate**, **Carton**, **Case**, **Drum**, **Reel**, or **Other**. Next, enter the **Pcs**, **Weight**, **Ext Wgt**, **dimensions**, and **Item description**.

Item 1

Pallet ☒ Crate ☐ Carton ☐ Case ☐ Drum ☐ Reel ☐ Other ☐

PCS* WGT* EXT WGT LEN* WID* HGT* ITEM DESCRIPTION*

[Show Products](#)

[Save](#)

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).

[Cancel](#)

To populate freight information via the **Show Products** button, select the **Product** button, select the products to add to the shipment by clicking on the **Select** button and add the **Piece** count, and click **Save**. (For detailed instructions, please reference **Section 10 of this User's Guide - the Tools tab - Adding/Making Changes to Products in Quotes, Shipments, and Return Shipments**).

Once finished, check off **BTX's Terms and Conditions** and click **Complete the Shipment** button. Users can also finish later by clicking the **Finish Later** button or can save the shipment as a template to use in the future by clicking the **Save As Template** button. To cancel any changes, click the **Cancel** button.

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).

[Cancel](#) [Finish Later](#) [Save As Template](#) [Complete the Shipment](#)

Once a shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded by clicking the **BOL** or **Label(s)** buttons.

A document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, **Create a return Shipment**, and **Create a new Shipment** buttons are listed at the bottom.



Return Shipments

To create a **Return Shipment**, click the **Create a Return Shipment** button. You will be taken to the **Pickup Date** field.

Before proceeding, verify that the shipper and consignee information in the **Address** section above is accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Shipper and Consignee Addresses in Quotes, Shipments, and Return Shipments.**)*

Enter the **Pickup Date** and make any needed modifications to the **Service Section** fields. Once finished click **Next Steps**.



The last section for the return shipment is the **Freight** section. Before proceeding, verify that the products listed in the **Freight** section are accurate and make any necessary changes. *(For detailed instructions, please reference **Section 10** of this User's Guide - the **Tools** tab - **Adding/Making Changes to Products in Quotes, Shipments, and Return Shipments**).*

Next, check off **BTX's Terms and Conditions** and click **Complete the Return Shipment** button. Users can also finish later by clicking the **Finish Later** button. To cancel any changes, click the **Cancel** button.

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).

Buttons: Cancel, Finish Later, Complete the Return Shipment

Once the return shipment has been completed, a popup will show the tracking number assigned to the shipment. The BOL and label can be downloaded to the user's computer by clicking the **BOL** or **Label(s)** buttons.

A document can be uploaded by clicking the **Choose File** button and then attaching the document. Please note only one document can be uploaded to a shipment and cannot be deleted once uploaded. A user must contact their Operations Representative to remove the file and upload another.

Buttons for **Back to Dashboard**, and **Create a new Shipment** are listed at the bottom.


 Tracking Number
SDF4003231R
 Thank you!

Download a Document



BOL
 Label(s)

Upload a Document



Choose File
No file chosen

Back to Dashboard
Create a new Shipment

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US!
 STATION LOCAL: (203) 925-5905
 EMAIL ADDRESS: IT@BTXGLOBAL.COM

Tracking Tab

In addition to tracking shipments in the **Dashboard** tab, users of MyBTX can also use the **Tracking** tab to track a shipment. From the **Track By** drop down, select the method to track by: **BTX Tracking Number**, **BTX Invoice number**, **BTX Quote Number**, or **Any Reference**. Once the **Track By** method is selected, in the field to the right enter the required information to lookup shipment information. Once finished, click **View Results**.

Filters

Batch Tracking


Track By:
 BTX Tracking Number


BTX Tracking Number
 BTX Invoice Number
 BTX Quote Number
 Any Reference
 PO Number
 Pets
 Brand Name


Tracking numbers
Enter up to 5 tracking numbers, one per line.

View Results

Additional Tracking Options

Start Date 

End Date 

Selected Month 

Shipment Status:
All Shipments

Selecting a Month will override a Date Range

View Results

Additional Tracking Options can be entered to filter results in a range by **Start Date**, **End Date**, **Selected Month**, and **Shipment Status**. Please note: selecting the Month

will override a **Date Range**. Once finished, click **View Results**. All results can be downloaded as an Excel file.

Once **View Results** has been clicked, the filtered results will populate. The list of shipments will display showing information on each shipment such as the **Pickup Date**, **Airbill**, **Pieces**, **Weight**, **Status**, **Reference**, **Shipper Address**, **Consignee Address**, and **Service Type**. On the far right of the screen there is a **Download Excel** button to download the filtered listing to Excel.

All columns can be resorted from A-Z, Z-A, smallest to largest, largest to smallest, etc. by clicking on the column heading. To view more of the filtered shipments displayed on the screen, click the arrows or page #s at the bottom right of the screen.

Lastly, clicking on information in a shipment listing will bring you to the shipment's status screen of that shipment.

Pickup Date	Airbill	Pieces	Weight	Status	Reference	Shipper Address	Consignee Address	Service
01/3/24	SDF4002635	3	30	Shipment Entered		testing zip	testn zip	NFO-DOM
01/2/24	SDF4002606	2	20	Shipment Entered		11111 new hospital company	123 fake con	NFO-DOM
01/2/24	SDF4002605	2	792	Shipment Entered		11111 new hospital company	11111 new hospital company	NFO-DOM
01/2/24	SDF4002633	1	10	Shipment Entered		LONG ZIP TEST	LONG ZIP TEST	NFO-DOM
01/2/24	SDF4002596	1	10	Shipment Entered		11111 new hospital company	11111 new hospital company	ECO-DOM
01/2/24	SDF4002632	1	571	Shipment Entered		4WALL DC	11111 new hospital company	NDA-DOM
01/2/24	SDF4002595	1	314	Shipment Entered		11111 new hospital company	11111 new hospital company	ECO-DOM
01/2/24	SDF4002631	1	571	Shipment Entered		11111 new hospital company	11111 new hospital company	NFO-DOM
01/2/24	SDF4002594	3	1212	Shipment Entered		11111 new hospital company	11111 new hospital company	NFO-DOM
01/2/24	SDF4002622	2	20	Shipment Entered		11111 new hospital company	11111 new hospital company	NFO-DOM

Showing 1 to 10 of 698 entries

● Pending
● In transit/Out for delivery
● Delivered
● Exceptions
● Cancelled

Once a shipment from the list has been clicked on, the shipment status screen will pop up from the **Tracking** tab and shows the status of the shipment, **Estimated Delivery Date**, and has the option to send status updates via email. There are two tabs on the shipment status screen, **Travel History** and **Shipment Facts**.

Shipment Travel History

The **Travel History** tab will show the **Status Date**, **Status**, and **Notes** throughout the shipping process. Users have the option to send an email of the status of the shipment by entering the email address and adding an optional message to send.

The screenshot displays the shipment tracking interface for shipment SDF004002517. At the top, there is a link "Track Another Shipment" and the shipment ID "SDF004002517". Below this, it says "Shipment Entered" and "Estimated Delivery Date: Pending". A map shows the shipment route from "ACM Mags, 123 TEST Ave, Bartlett, IL 60103 US" to "AUS Mags, 456 over there, Austin, TX 78758 US". The route includes stops for "Pickup Completed", "In Transit", "Out for Delivery", and "Delivered". Below the map, there are two tabs: "Travel History" (highlighted with a red box and an arrow) and "Shipment Facts".

The "Travel History" tab shows a table with the following data:

Status Date	Status	Note
Monday, 12/11/2023 9:06 AM	Shipment Entered	New Shipment Added
Monday, 12/11/2023 9:05 AM	Shipment Created	

Below the table, there is a red-bordered box containing an email notification form. An arrow points to this box from the left. The form includes:

- A section titled "ADD NOTIFICATION RECIPIENT (OPTIONAL)" with an "Email" input field and an "Add Recipient" button.
- A section titled "EMAIL CURRENT TRACKING RESULTS (OPTIONAL)" with an "Email" input field.
- A section titled "ADD A MESSAGE TO THIS EMAIL. (UP TO 1000 CHARACTERS)" with a text area.
- A "Send" button at the bottom.

At the very bottom, there is a footer link: "QUESTIONS ABOUT THIS SHIPMENT? PLEASE CALL BTX LOUISVILLE (203) 925-5905".

Shipment Facts

The **Shipment Facts** tab will show the details of the shipment for **Service, Pcs, Weight, PO Number, SO Number, Invoice Number, Reference Number 1, 2, and Brand Name**. Users have the option to send an email of the status of the shipment by entering the email address and adding an optional message to send.

[Track Another Shipment](#)

SDF4003577

Shipment Entered

Estimated Delivery Date: Pending

Pickup Completed

From
Columbus, MT 59019 US

In Transit

Out for Delivery

To
Simpsonville, SC 29680 US

Delivered

Travel History

Shipment Facts

TRACKING NUMBER
SDF4003577

SERVICE Economy (3-5 Day)	PCS 1 pc(s)	WEIGHT 111 lbs/ 51 kgs
PO NUMBER MyBTX Test Ship	SO NUMBER AutoDefaultSO	INVOICE NUMBER
REFERENCE NUMBER 1	REFERENCE NUMBER 2	BRAND NAME Le Labo

ADD NOTIFICATION RECIPIENT (OPTIONAL)

Email

Add Recipient

EMAIL CURRENT TRACKING RESULTS (OPTIONAL)

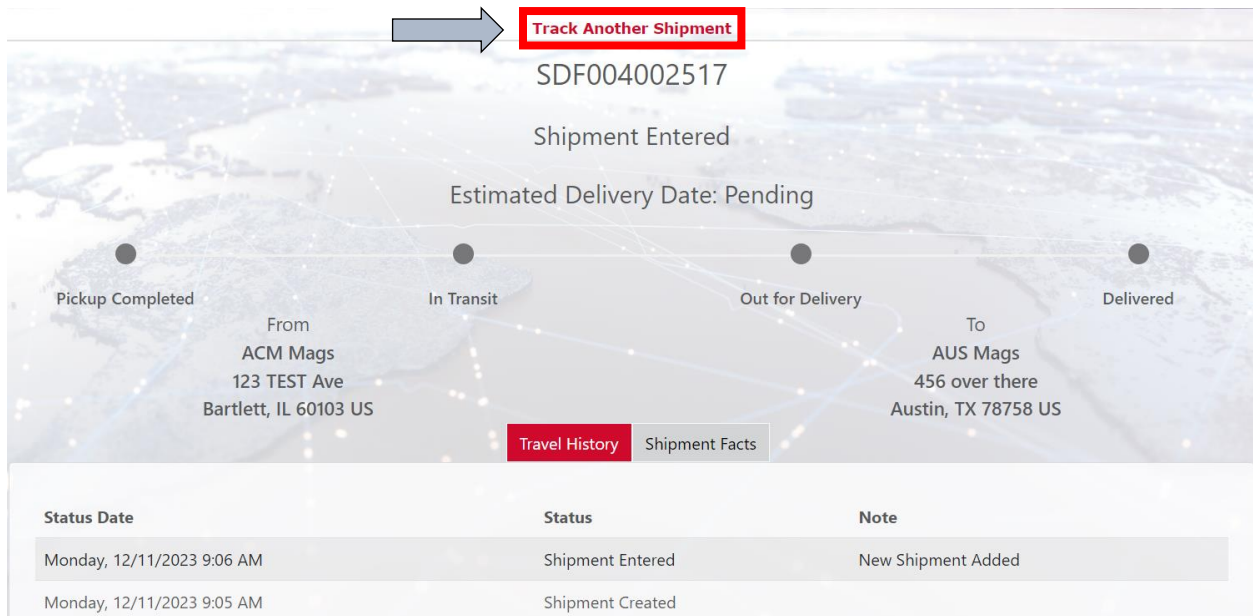
Email

ADD A MESSAGE TO THIS EMAIL. (UP TO 1000 CHARACTERS)

Send

QUESTIONS ABOUT THIS SHIPMENT? PLEASE CALL BTX LOUISVILLE (203) 925-5905

Once finished, to track another shipment by the shipment's tracking number, users can click the **Track Another Shipment** link.



Track Another Shipment

SDF004002517

Shipment Entered

Estimated Delivery Date: Pending

Pickup Completed

From
ACM Mags
123 TEST Ave
Bartlett, IL 60103 US

In Transit

Out for Delivery

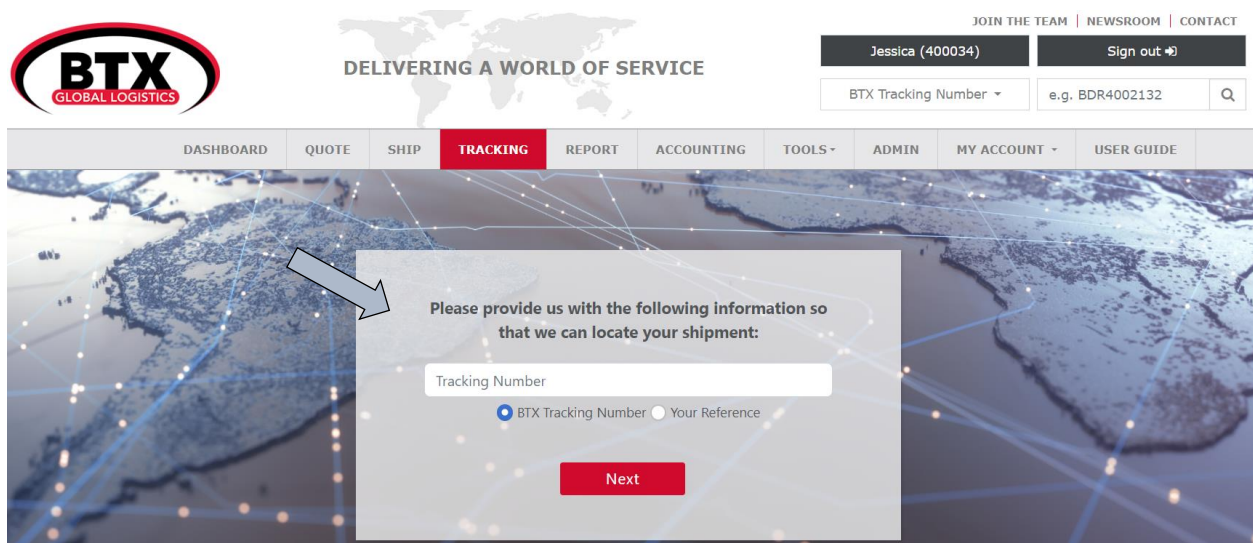
To
AUS Mags
456 over there
Austin, TX 78758 US

Delivered

Travel History Shipment Facts

Status Date	Status	Note
Monday, 12/11/2023 9:06 AM	Shipment Entered	New Shipment Added
Monday, 12/11/2023 9:05 AM	Shipment Created	

When clicked, users will be taken to another screen to provide information to track another shipment. A shipment can be tracked from here by entering the **Tracking Number** then choosing either the **BTX Tracking Number** or by **Your Reference** and then clicking **Next**.



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Jessica (400034) Sign out

BTX Tracking Number e.g. BDR4002132

DASHBOARD QUOTE SHIP **TRACKING** REPORT ACCOUNTING TOOLS ADMIN MY ACCOUNT USER GUIDE

Please provide us with the following information so that we can locate your shipment:

Tracking Number

☒ BTX Tracking Number ☐ Your Reference

Next

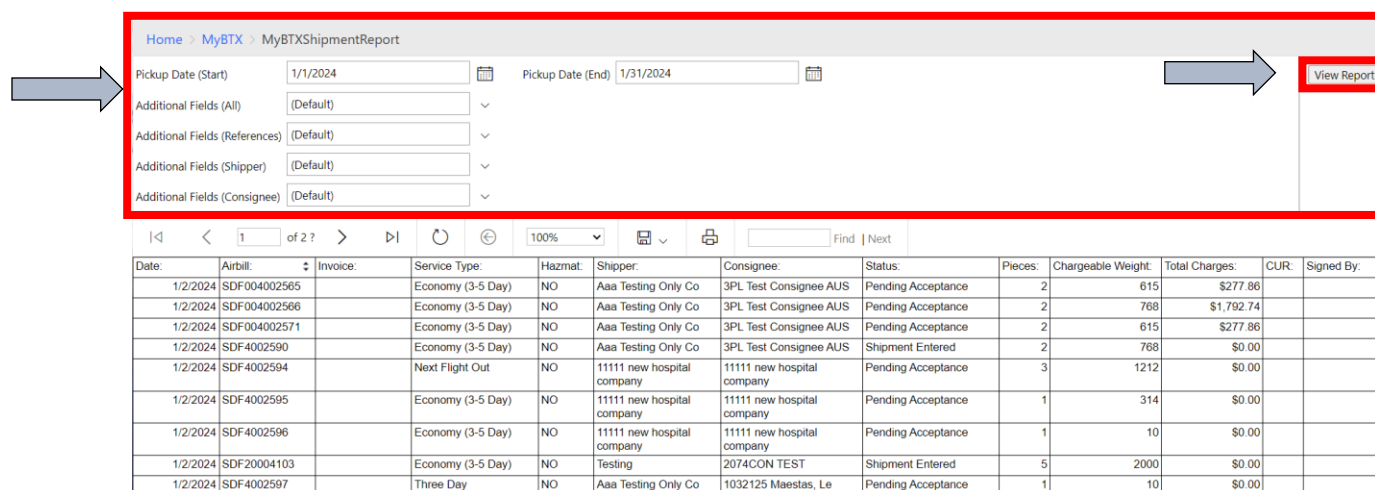
Report Tab

The **Report** tab allows users of the system to select the stock report and create a custom report using specific fields from a pick list. The file can be downloaded in Excel. Currently there is one stock report available and filter options can be selected to view the company's information. In the future additional report options will be added to this tab.

To begin report generation, click on the **MYBTXShipmentReport** link.



From here users can select filter criteria for the report. Options to filter are by **Pickup Date (Start)**, **Pickup Date (End)**, **Additional Fields (All)**, **Additional Fields (References)**, **Additional Fields (Shipper)**, and **Additional Fields (Consignee)**. Once filters have been set, click the **View Report** button.



The results for the filters chosen will display. To navigate through the results, users can click the left or right arrows, or the beginning or end arrows. Users also have options to **Zoom**, **Refresh**, **Save** (drop down), **Print**, and **Search**.

Home > MyBTX > MyBTXShipmentReport

Pickup Date (Start) 1/1/2024 Pickup Date (End) 1/31/2024 View Report

Additional Fields (All) (Default) Additional Fields (References) (Default) Additional Fields (Shipper) (Default) Additional Fields (Consignee) (Default)

1 of 2 ? 100% Find Next

Date	Airbill	Invoice	Service Type	Hazmat	Shipper	Consignee	Status	Pieces	Chargeable Weight	Total Charges	CUR	Signed By
1/2/2024	SDF004002565		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Pending Acceptance	2	615	\$277.86		
1/2/2024	SDF004002566		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Pending Acceptance	2	768	\$1,792.74		
1/2/2024	SDF004002571		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Pending Acceptance	2	615	\$277.86		
1/2/2024	SDF4002590		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Shipment Entered	2	768	\$0.00		
1/2/2024	SDF4002594		Next Flight Out	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	3	1212	\$0.00		
1/2/2024	SDF4002595		Economy (3-5 Day)	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	1	314	\$0.00		
1/2/2024	SDF4002596		Economy (3-5 Day)	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	1	10	\$0.00		
1/2/2024	SDF20004103		Economy (3-5 Day)	NO	Testing	2074CON TEST	Shipment Entered	5	2000	\$0.00		
1/2/2024	SDF4002597		Three Day	NO	Aaa Testing Only Co	1032125 Maestas, Le	Pending Acceptance	1	10	\$0.00		

Word Excel PowerPoint PDF TIFF file MHTML (web archive) CSV (comma delimited) XML file with report data Data Feed

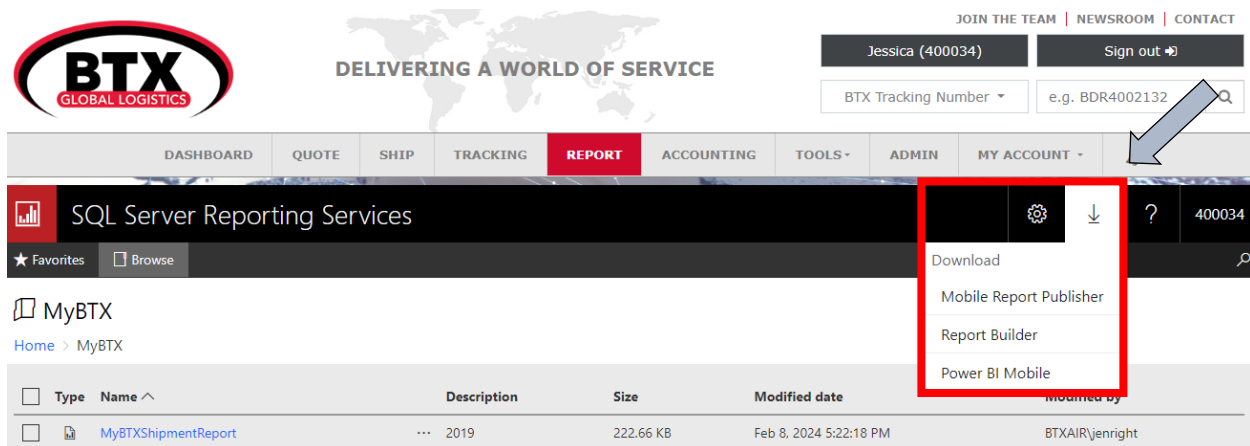
The default fields for the Report are **Custno, Date, Airbill, Invoice Date, BTX Invoice, Service Type, Hazmat, Shipper, Consignee, Status, Pieces, Chargeable Weight, Total Charges, Currency, Signed By, Delivery Date, and Delivery Time**. Any custom fields selected during filtering of the report will also appear.

All columns can be resorted from A-Z, Z-A, smallest to largest, largest to smallest, etc. by clicking on the column heading.

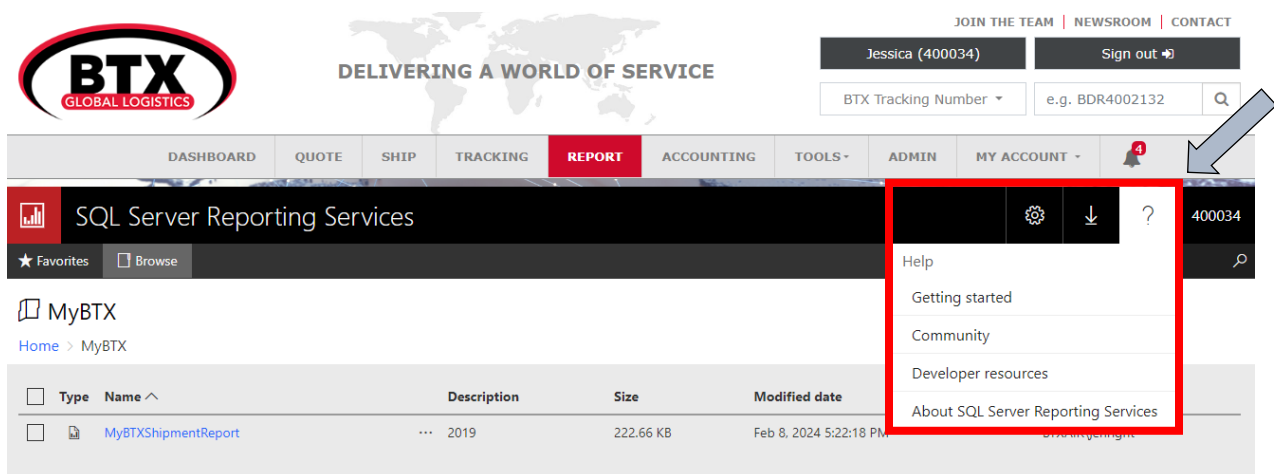
1 of 2 ? 100% Find Next

Date	Airbill	Invoice	Service Type	Hazmat	Shipper	Consignee	Status	Pieces	Chargeable Weight	Total Charges	CUR	Signed By
1/2/2024	SDF004002565		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Pending Acceptance	2	615	\$277.86		
1/2/2024	SDF004002566		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Pending Acceptance	2	768	\$1,792.74		
1/2/2024	SDF004002571		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Pending Acceptance	2	615	\$277.86		
1/2/2024	SDF4002590		Economy (3-5 Day)	NO	Aaa Testing Only Co	3PL Test Consignee AUS	Shipment Entered	2	768	\$0.00		
1/2/2024	SDF4002594		Next Flight Out	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	3	1212	\$0.00		
1/2/2024	SDF4002595		Economy (3-5 Day)	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	1	314	\$0.00		
1/2/2024	SDF4002596		Economy (3-5 Day)	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	1	10	\$0.00		
1/2/2024	SDF20004103		Economy (3-5 Day)	NO	Testing	2074CON TEST	Shipment Entered	5	2000	\$0.00		
1/2/2024	SDF4002597		Three Day	NO	Aaa Testing Only Co	1032125 Maestas, Le	Pending Acceptance	1	10	\$0.00		
1/2/2024	SDF4002598		Three Day	NO	Aaa Testing Only Co	1032125 Maestas, Le	Pending Acceptance	1	10	\$0.00		
1/2/2024	SDF4002599		Three Day	NO	Aaa Testing Only Co	1032125 Maestas, Le	Pending Acceptance	1	10	\$0.00		
1/2/2024	SDF4002600		Next Flight Out	NO	Triforce	DC	Pending Acceptance	1	396	\$0.00		
1/2/2024	SDF4002604		Next Flight Out	NO	11111batman	1032125 Maestas, Le	Pending Acceptance	1	10	\$0.00		
1/2/2024	SDF4002605		Next Flight Out	NO	11111 new hospital company	11111 new hospital company	Pending Acceptance	2	792	\$0.00		

At the top of the screen, there is additional functionality. The **Download Arrow** allows users to download various report builders such as **Mobile Report Publisher, Report Builder, and Power BI Mobile**.



The ? Help button provides additional information about reporting using the SQL Server Reporting Services.



Accounting Tab

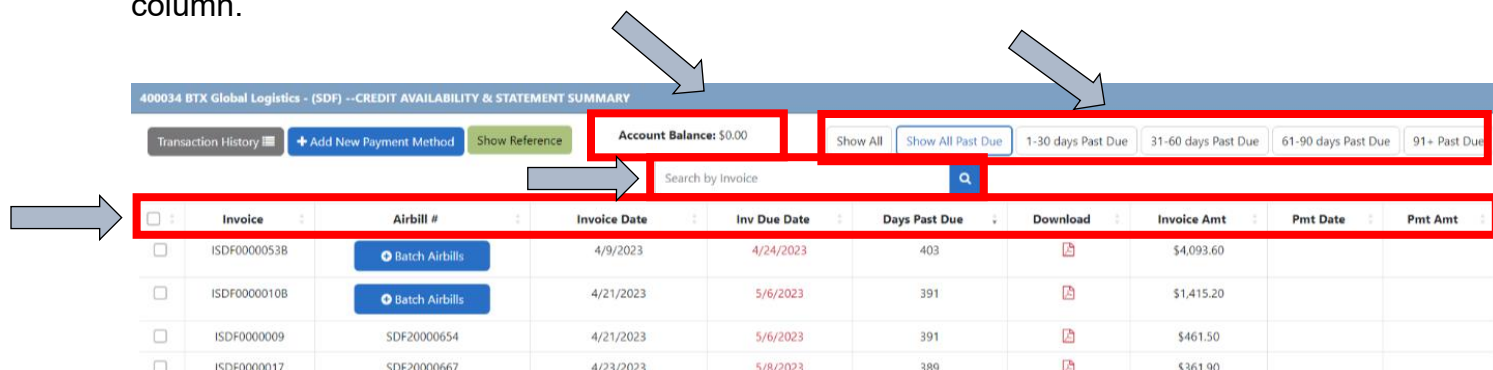
The new accounting tab provides account balance information by bucket, and allows users to review invoice information by Airbill # and select all or certain invoices for payment.

Open Invoices

The Accounting tab shows open invoices for the company with the **Account Balance** at the top of the screen. Invoices can be filtered by the various buckets: **Show All** (shows all open invoices), **Show All Past Due** (shows all past due invoices), **1-30 Days Past**

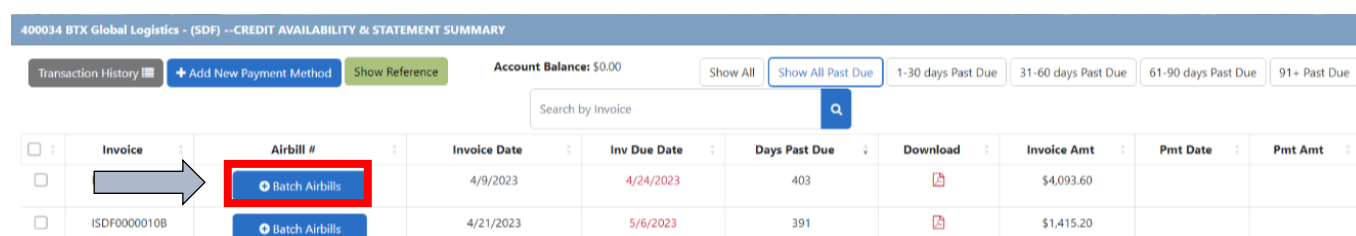
Due, 31-60 Days Past Due, 61-90 Days Past Due, and 91+ days Past Due. Users can also search for a specific Invoice but using the **Search by Invoice** field.

Once a bucket is selected, the system returns the following information for each invoice: **Invoice#**, **Airbill #**, **Invoice Date**, **Inv Due Date**, **Days Past Due**, **Invoice Amt**, **Pmt Date**, **Pmt Amt**. To view or download an invoice, click the PDF icon from the **Download** column.



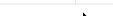

	Invoice	Airbill #	Invoice Date	Inv Due Date	Days Past Due	Download	Invoice Amt	Pmt Date	Pmt Amt
<input type="checkbox"/>	ISDF00000538	Batch Airbills	4/9/2023	4/24/2023	403		\$4,093.60		
<input type="checkbox"/>	ISDF00000108	Batch Airbills	4/21/2023	5/6/2023	391		\$1,415.20		
<input type="checkbox"/>	ISDF0000009	SDF20000654	4/21/2023	5/6/2023	391		\$461.50		
<input type="checkbox"/>	ISDF0000017	SDF20000667	4/23/2023	5/8/2023	389		\$361.90		

Invoices with batched airbills are identified by the **Batch Airbills** button in the **Airbill #** column. Click on the **Batch Airbills** button to view airbills in that batch.




	Invoice	Airbill #	Invoice Date	Inv Due Date	Days Past Due	Download	Invoice Amt	Pmt Date	Pmt Amt
<input type="checkbox"/>		Batch Airbills	4/9/2023	4/24/2023	403		\$4,093.60		
<input type="checkbox"/>	ISDF00000108	Batch Airbills	4/21/2023	5/6/2023	391		\$1,415.20		

Once clicked, invoices in that batch will show above the **Batch Airbill** button.


			<div>SDF20000675</div> <div>SDF20000673</div>	4/27/2023	5/12/2023			\$348.80
				4/27/2023	5/12/2023			\$430.00
<input type="checkbox"/>	ISDF0000022B	<div>Batch Airbills</div>		4/27/2023	5/12/2023	369		\$778.80





All columns can be resorted from A-Z, Z-A, smallest to largest, largest to smallest, etc. by clicking on the column heading.

Clicking the **Show Reference** button will display the various reference fields for the shipment such as **PO Number**, **SO Number**, **Invoice Number**, **Ref1**, **Ref2**, and **Ref3**.



Trans  **Hide Reference** Account Balance: \$0.00

Show All **Show All Past Due** 1-30 days Past Due 31-60 days Past Due 61-90 days Past Due
91+ Past Due


Search by Invoice 






	Invoice	Airbill #	Invoice Date	Inv Due Date	Days Past Due	Download	Invoice Amt	Pmt Date	Pmt Amt	PO Number	SO Number	Invoice Number	Ref1	Ref2	Ref3
<input type="checkbox"/>	ISDF00000108	 Batch Airbills	4/21/2023	5/6/2023	367		\$1,415.20								
<input type="checkbox"/>	ISDF0000014	SDF20000666	4/23/2023	5/8/2023	365		\$466.50								
<input type="checkbox"/>	ISDF0000018	SDF20000668	4/24/2023	5/9/2023	364		\$327.40								

The **Transaction History** button shows the most recent transactions made on the account.

 **Transaction History**  Add New Payment Method **Show Reference** Account Balance: \$0.00

Show All **Show All Past Due** 1-30 days Past Due 31-60 days Past Due 61-90 days Past Due 91+ Past Due




Search by Invoice 

	Invoice	Airbill #	Invoice Date	Inv Due Date	Days Past Due	Download	Invoice Amt	Pmt Date	Pmt Amt
<input type="checkbox"/>	ISDF00000538	 Batch Airbills	4/9/2023	4/24/2023	403		\$4,093.60		
<input type="checkbox"/>	ISDF00000108	 Batch Airbills	4/21/2023	5/6/2023	391		\$1,415.20		
<input type="checkbox"/>	ISDF0000009	SDF20000654	4/21/2023	5/6/2023	391		\$461.50		

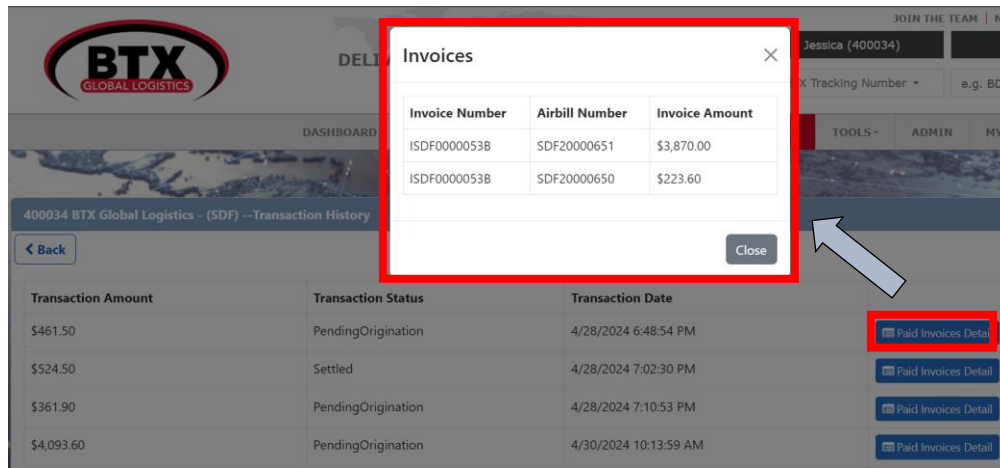
Once clicked, a popup window will display payment transactions along with the **Transaction Amount**, **Transaction Status**, and **Transaction Date**. To view invoices paid in a transaction, click the **Invoice Detail** button.

400034 BTX Global Logistics - (SDF) --Transaction History

[< Back](#)

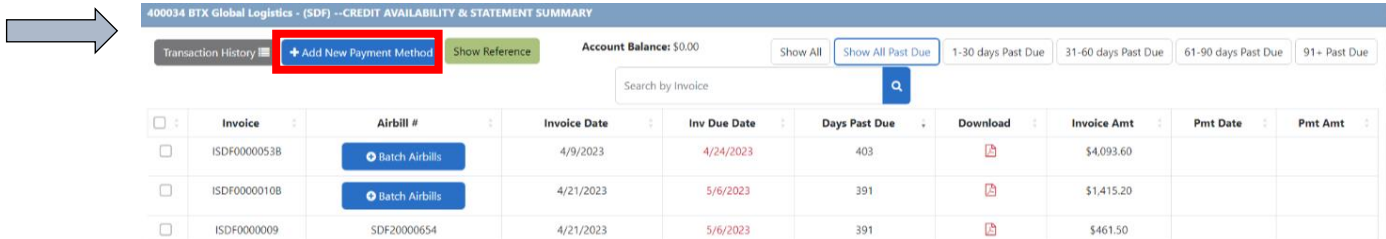
Transaction Amount	Transaction Status	Transaction Date	
\$778.80	Pending	5/31/2024 3:38:09 PM	 Paid Invoices Detail
\$823.40	Pending	5/31/2024 3:37:19 PM	 Paid Invoices Detail
\$2,454.01	Pending	5/31/2024 3:38:31 PM	 Paid Invoices Detail

Once clicked, the invoices paid in that transaction will be displayed. To return to the previous screen, click **Close**.



+Add New Payment Method – Payment method will be saved for future use

This feature allows the user to save a payment method as an option for paying invoices in the future. Select the **+Add New Payment Method** button.



Once the **Add New Payment** button has been selected, a window will popup to enter the new payment type. Enter the required information for the **Account Holder Name**, **Account Type**, **Business/Personal Account**, **Routing Number**, and **Account Number** and then click **Submit**. Once submitted, the payment method will now appear as a payment option for paying invoices in the future.



Payment Method

< Back

Account Holder Name *

Test Account

Account Type *

Checking

Savings

Business/Personal Account *

Personal

Business

Routing Number *

Account Number *

Billing Street Address

Billing City

Billing State

Billing Zip Code

Phone Number

Submit

Paying Invoices

To pay an invoice, select the checkbox next to each invoice to be paid. To select all invoices for payment, check the box at the top next to the Invoice column. Please note the maximum invoices allowed to be paid in a single payment is 30.

The **Pay Selected** field will display the number of invoices selected for payment and total amount to be paid. Click the **Pay Selected** button to proceed with payment.



<input type="checkbox"/>	Invoice	Airbill #	Invoice Date	Inv Due Date	Days Past Due	Download	Invoice Amt	Pmt Date	Pmt Amt
<input type="checkbox"/>	ISDF0000023	SDF20000674	4/27/2023	5/12/2023		360			\$1,850.00
<input type="checkbox"/>	ISDF0000022B	<div>Batch Airbills</div>	4/27/2023	5/12/2023		360			\$778.80
<input checked="" type="checkbox"/>	ISDF0000020B	<div>Batch Airbills</div>	4/27/2023	5/12/2023		360			\$2,454.01
<input checked="" type="checkbox"/>	ISDF0000019	SDF20000669	4/27/2023	5/12/2023		360			\$553.90



Total Invoices: 7 Items Total Amount: \$7,845.81
Pay Selected: 2 Invoice(s) \$3,007.91

After the **Pay Selected Invoices** button has been clicked, a popup will appear where the user can enter payment information and view the invoice summary.

The user has the option to pay using a payment method already on file, or by adding a new payment method.

Select Account - Payment Methods already on file

If there are Payment types already on file, the user can select which payment account they would like to use and click the **Submit Payment** button. Users can also delete a saved payment type by clicking the **Trash Can** next to the payment type.

Payment Method

☒ Select Account ☐ Use New Account

ACH	Account Holder:	Account Ending In:	Trash Can
<input checked="" type="radio"/>	sdf	7895	<input checked="" type="checkbox"/>
<input type="radio"/>	ACCT Checking	0001	<input type="checkbox"/>

Submit Payment

Invoice Summary

Invoice Number	Invoice Date	Invoice DueDate	Invoice Amount	Trash Can
ISDF0000009	04/21/2023	05/06/2023	\$461.50	<input type="checkbox"/>
ISDF0000010B	04/21/2023	05/06/2023	\$1,415.20	<input type="checkbox"/>
Total: 2 Invoice(s) \$1,876.70				

Use New Account

To add a new payment method, select the **Use New Account** button and then click the **Submit Payment** button.

Payment Method

☒ Select Account ☒ Use New Account

ACH	Account Holder:	Account Ending In:	Trash Can
<input checked="" type="radio"/>	sdf	7895	<input type="checkbox"/>
<input type="radio"/>	Use New ACCT Checking	0001	<input type="checkbox"/>

Submit Payment

Invoice Summary

Invoice Number	Invoice Date	Invoice DueDate	Invoice Amount	Trash Can
ISDF0000009	04/21/2023	05/06/2023	\$461.50	<input type="checkbox"/>
ISDF0000010B	04/21/2023	05/06/2023	\$1,415.20	<input type="checkbox"/>
Total: 2 Invoice(s) \$1,876.70				

Once the **Use New Account** button has been selected, a window will popup to enter the new payment information. Enter the required information for the **Account Type**, **Account Holder Name**, **Routing Number**, **Account Number**, **Billing Address**, and **Email**. There is an option to **Save for Future Use** if the user decides to save the Payment info.

Please note if there is no payment saved on file, the popup will default to this page to enter new payment information.

Finally, check off I'm not a robot and check off Authorizing the transaction and click the **Submit Payment** button.

Payment Method

Back

Account Type *

Checking

Savings

Account Holder Name *

Routing Number *

Account Number *

Billing Street *

Billing Street

Billing City *

Billing City

Billing State *

Billing State

Billing Zip *

Billing Zip

Billing Phone

Email *

Save for Future Use

I'm not a robot

INCAPTCHA

Privacy - Terms

By authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) transaction or paper draft, and to debit this account for the amount of the transaction. Additionally, in the event this draft or EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or draft. In the event you choose to revoke this authorization, please do so by contacting the merchant directly. Please note that processing times may not allow for revocation of this authorization.

Submit Payment

Once submitted, a confirmation page will appear and an email notification will be sent to the user.

Fw: Payment Receipt - BTX GLOBAL LOGISTICS

JB

Joseph Bacarella

To BTX IT Employees: Sharon Hoffman; Jessica Tsutsis

Follow up.

Start by Tuesday, May 28, 2024.

Due by Tuesday, May 28, 2024.

Reply

Reply All

Thank you!

Amount: \$10.00

Payment Type: ACH

Account Ending In: 8293

BTX

GLOBAL LOGISTICS

www.btxglobal.com

The following payment has been processed by BTX GLOBAL LOGISTICS:

Contact Name:

Joseph Bacarella

Account Holder Name:

Joseph Bacarella Chase ACH

Payment Amount:

\$6.00

Description:

Transportation Services

Transaction Status:

Pending-origination

Account Last Four:

8293

Auth #:

AUTH NUM 936-114

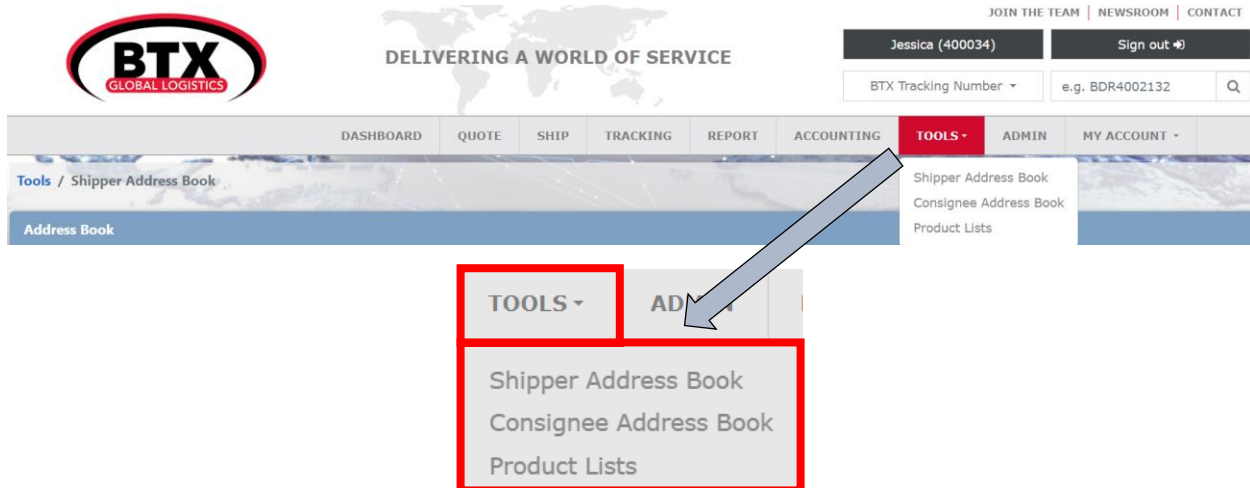
Date/Time:

05/28/2024 03:26:06 pm

Page | 84

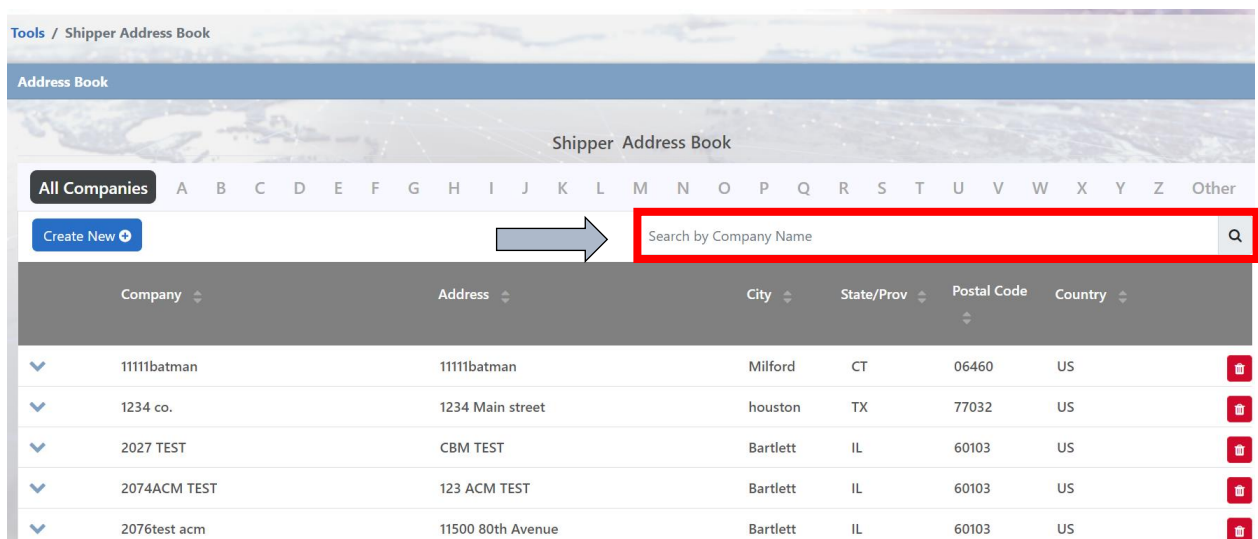
Tools Tab

The **Tools** Tab allows users to access to their company's **Shipper Address Book**, **Consignee Address Book**, and **Product Lists**.



Shipper Address Book

The **Shipper Address Book** allows users to maintain shipper addresses to use for quotes and shipments. All shipping address are listed alphabetically and users can search for a specific shipper by using the **Search box** on the right side of the screen.



To view a specific shipper's address details, click the arrow on the left of the screen next to the shipper name. Once clicked, the shipper's information will display their **Location Type**, **Company Name**, **Shipper Address**, **Mobile Number**, **Email**, **Location Instructions**, **Business Hours**, **Contact Name**, **Phone Type**, and **Email Alerts**.

To collapse the information simply click the arrow again to close the shipper's information and return to the shipper List. To delete a shipper from the address book, click the trash can next to the shipper's listing.

The screenshot shows the 'Shipper Address Book' interface. At the top, there's a navigation bar with 'All Companies' and a list of letters A-Z. Below this is a 'Create New +' button and a search bar. The main table lists shippers with columns: Company, Address, City, State/Prov, Postal Code, and Country. One shipper, '1234 co.', is selected, and its details are expanded below the table. The details section includes fields for Location Type, Business Hour, Company Name, Contact Name, Shipper Address, Mobile Number, Phone Type, Email, and Email Alert. A red box highlights this details section. An arrow points to the collapse arrow (upward arrow) on the left of the details section, and another arrow points to the trash can icon on the right of the shipper's row in the table.

Add a New Shipper

To add a new shipper to the shipper address book, click the **Create New +** button. A new window will pop up and prompt the user to enter the new shipper.

This screenshot shows the 'Shipper Address Book' interface with the 'Create New +' button highlighted by a red box and an arrow. The interface includes a navigation bar with 'All Companies' and a list of letters A-Z. Below this is a 'Create New +' button and a search bar. The main table lists shippers with columns: Company, Address, City, State/Prov, Postal Code, and Country. The table contains several entries, including '1111batman', '1234 co.', '2027 TEST', '2074ACM TEST', and '2076test acm'. Each row has a trash can icon on the right for deletion.

Once clicked, the user can enter the new shipper information by entering the **Pickup/Delivery Location** (drop down), **First Name**, **Last Name**, **Company Name**, **Street Address**, **Country** (drop down), **Postal Code**, **City**, **State**, **Phone Type** (drop down), **Phone Number**, **Email Type** (drop down), **Email**, **Open Time** (drop down),

Close Time (drop down), and **Location Instructions**. Once finished, click **Save** to save the shipper or consignee to the list.

Create Shipper Address

Pickup Location*
Select Location

First Name Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc..(Optional)

Select Country*
United States

Postal Code*

City* State*

Phone Type*
Select Phone Type

Phone Number*

Select Email Type*
No Alerts

Email

Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions

☐ Save for Shipper and Consignee Address book

Required fields are indicated by a red asterisk *

Save

Consignee Address Book

The **Consignee Address Book** allows users to maintain consignee addresses to use for quotes and shipments. All consignee address are listed alphabetically and users can search for a specific consignee by using the **Search box** on the right side of the screen.

Tools / Consignee Address Book

Address Book

Consignee Address Book

All Companies A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Create New

Search by Company Name

Company	Address	City	State/Prov	Postal Code	Country
10223 Mc Donald's	840 E Rainbow Blvd	Salida	CO	81201	US
1032125 Maestas, Le	3108 N Boundary Blvd	Tampa	FL	33621	US
10681 Mc Donald's	5725 Florence Ave	Bell Gardens	CA	90201	US
1111111 123 Rush Hour	1111111 123 Rush Hour	Shelton	CT	06484	US
1111111 Hollywood	1111111 Hollywood	Beverly Hills	CA	90210	US

To view a specific consignee's address details, click the arrow on the left of the screen next to the consignee name. Once clicked, the consignee's information will display their **Location Type, Company Name, Shipper Address, Mobile Number, Email, Location Instructions, Business Hours, Contact Name, Phone Type, and Email Alerts**. To collapse the information simply click the arrow again to close the consignee's information and return to the consignee list. To delete a consignee from the address book, click the trash can next to the consignee's listing.

The screenshot shows the 'Consignee Address Book' interface. At the top, there's a navigation bar with 'All Companies' and a search bar. Below it, a table lists consignees. The first row is selected, and its details are expanded. A red box highlights the details section, which includes fields for Location Type, Company Name, Shipper Address, Mobile Number, Email, Location Instructions, Business Hours, Contact Name, and Phone Type. Arrows point to the expand/collapse arrow on the left and the delete button (trash can icon) on the right.

Company	Address	City	State/Prov	Postal Code	Country
10223 Mc Donald's	840 E Rainbow Blvd	Salida	CO	81201	US
1032125 Maestas, Le	3108 N Boundary Blvd	Tampa	FL	33621	US

Add a New Consignee

To add a new consignee to the consignee address book, click the **Create New +** button. A new window will pop up and prompt the user to enter the new consignee.

The screenshot shows the 'Consignee Address Book' interface. A red box highlights the 'Create New +' button, and an arrow points to it. Below the button is a table listing consignees.

Company	Address	City	State/Prov	Postal Code	Country
10223 Mc Donald's	840 E Rainbow Blvd	Salida	CO	81201	US
1032125 Maestas, Le	3108 N Boundary Blvd	Tampa	FL	33621	US
10681 Mc Donald's	5725 Florence Ave	Bell Gardens	CA	90201	US
1111111 123 Rush Hour	1111111 123 Rush Hour	Shelton	CT	06484	US
1111111 Hollywood	1111111 Hollywood	Beverly Hills	CA	90210	US

Once clicked, the user can enter the new consignee information by entering the **Pickup/Delivery Location** (drop down), **First Name, Last Name, Company Name,**

Street Address, Country (drop down), **Postal Code, City, State, Phone Type** (drop down), **Phone Number, Email Type** (drop down), **Email, Open Time** (drop down), **Close Time** (drop down), and **Location Instructions**. Once finished, click **Save** to save the shipper or consignee to the list.

Create Consignee Address

12:00 AM
01:00 AM
02:00 AM
03:00 AM
04:00 AM
05:00 AM
06:00 AM
07:00 AM
08:00 AM
09:00 AM
10:00 AM

Delivery Location*
Select Location

First Name
Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States

Postal Code*

City*

State*

Phone Type*
Select Phone Type

Phone Number*

Select Email Type
No Alerts

Email

Open Time*
09:00 AM

Close Time*
05:00 PM

12:00 AM
01:00 AM
02:00 AM
03:00 AM
04:00 AM
05:00 AM
06:00 AM
07:00 AM
08:00 AM
09:00 AM
10:00 AM

Commercial
Government Office PU
Hospital PU
Construction Site PU
Hotel PU
Military Base PU
Union PU
School/University PU
Mall PU
Coliseum PU
Post Office PU
Arena PU
Church PU
Basement PU
Casino PU
Boardwalk PU
Fairgrounds PU
Refinery PU
Prison PU

No Alerts
POD Only
Updates & POD

Location Instructions

☐ Save for Shipper and Consignee Address book
Required fields are indicated by a red asterisk *
Save

Adding/Making Changes to Shipper & Consignee Addresses in Quotes, Shipments, & Return Shipments

Users can start by clicking on the **Edit Address** button to edit an address in the shipment.

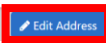
DASHBOARD QUOTE SHIP TRACKING REPORT ACCOUNTING TOOLS ADMIN MY ACCOUNT

ADDRESS SERVICE FREIGHT COMPLETE

⚠ Please Complete or Cancel This Return Airbill : SDF4003231R

Shipper Address		Consignee Address	
Location Type:	Commercial	Location Type:	Commercial
Business Hour:	09:00 AM -- 05:00 PM	Business Hour:	09:00 AM -- 05:00 PM
Contact Name:	Jane Smith	Contact Name:	John Smith
Company Name:	7-UP	Company Name:	7 Eleven
Shipper Address:	2961 Howe Lane, Emporia, KS, 66801, US	Consignee Address:	5065 Main St., Trumbull, CT, 06611, US
Status Notification:	No Alerts	Status Notification:	No Alerts

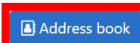
Email Address:	
Mobile Phone :	2034564564
Location Instruction:	



If the **Default Shipper** and **Default Consignee** have been assigned in your account under preferences, the addresses will automatically populate into the shipment.

To select a different address that is saved in your address book, click the **Address Book** button on the right of each section to find and add the address into the shipment. To clear an address that was selected, simply click the **Clear** button at the bottom of the page.

SHIPPER ADDRESS



Select Pickup Location*
Select Location

First Name

Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States

Postal Code*

City*

State*

Phone Type*
Select Phone Type

Phone Number*


Status Notification
No Alerts

Email Address


Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions



CONSIGNEE ADDRESS



Select Delivery Location*
Select Location

First Name

Last Name

Company Name*

Street Address*

Apt, Floor, Suite, etc...(Optional)

Select Country*
United States

Postal Code*

City*

State*

Phone Type*
Select Phone Type

Phone Number*


Status Notification
No Alerts

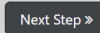
Email Address

Open Time*
09:00 AM

Close Time*
05:00 PM

Location Instructions





If it is a new shipper or consignee, click the **Clear** button and then enter the information for **Company Name**, **First Name**, **Last Name**, **Pickup/Delivery Type** (drop down), **Address**, **Phone Number**, **Phone Type** (drop down), **Status Notification** (drop down), **Open/Close times**, **Location Instructions**. At the bottom of the screen check the checkbox to **Save to the Address Book** if the address will be used for shipments in the future. Once done, click the **Next Step** button.

The image shows two side-by-side forms: **SHIPPER ADDRESS** and **CONSIGNEE ADDRESS**. Each form has an **Address book** button in the top right. Arrows point from the **Select Location** dropdown in the Shipper form to a list of location types (Commercial, Government Office PU, Hospital PU, Construction Site PU, Hotel PU, Military Base PU, Union PU, School/University PU, Mall PU, Coliseum PU, Post Office PU, Arena PU, Church PU). Another arrow points from the **Select Phone Type** dropdown to a list (Work Phone, Mobile Phone). A third arrow points from the **No Alerts** dropdown to a list (POD Only, Updates & POD). At the bottom of each form, an arrow points to a **Save to the Address Book** checkbox. A final arrow at the bottom right points to a **Next Step >** button.

In the **Shipper** and **Consignee Address Book**, users can search by clicking on a letter the begins with the company's name or users can search for a specific company using the **Search** box.

Users can enter a new company by selecting the **Create New +** button on the left. To choose an existing company click the **Select** button next to that listing. To delete an existing company click the **Trash Can** icon next to that listing. To go to the previous screen, click the **Back** button.

The image shows the **Shipper Address Book** interface. At the top is a blue header with **ADDRESS**. Below it is a **< Back** button. The main section has a **All Companies** button and a row of letters (A-Z) for filtering. A **Create New +** button is on the left. A search bar labeled **Search by Company Name** with a magnifying glass icon is on the right. Below these is a table with columns: **Company**, **Address**, **City**, **State/Prov**, **Postal Code**, and **Country**. The table lists three companies: **111 company**, **321 Fake Company**, and **3PL Test Consignee AUS**. Each row has a **Select** button and a **Trash Can** icon. Arrows point to the **Search by Company Name** box, the **Create New +** button, and the **Select** button in the first row.

To add a new address to the **Shipper or Consignee address book** here, instead of the previous screen, simply click the **Create New +** button.

The next screen will allow the user to enter the new address to be saved. The user can enter the new shipper or consignee information by entering the **Pickup/Delivery Location** (dropdown), **First Name**, **Last Name**, **Company Name**, **Street Address**, **Country** (dropdown), **Postal Code**, **City**, **State**, **Phone Type** (dropdown), **Phone Number**, **Email Type** (dropdown), **Email**, **Open Time** (dropdown), **Close Time** (dropdown), and **Location Instructions**.

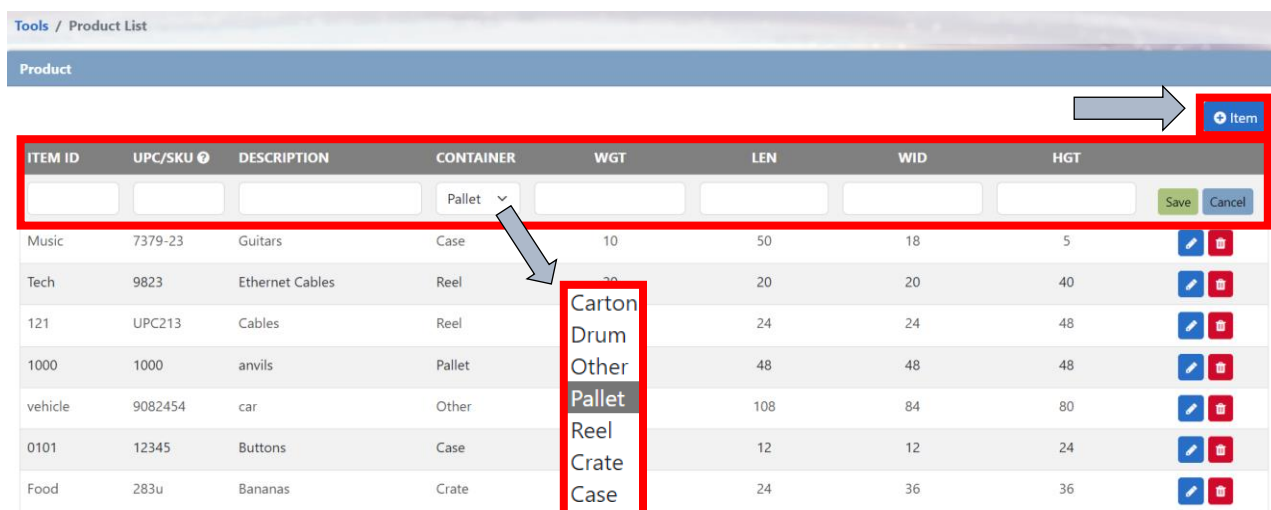
Once finished, check off the **Save for Shipper and Consignee Address Book** checkbox and then click **Save** to save to the Shipper or Consignee to the address book. Click the **Back** button cancel.

Products List

The **Products List** allows users to maintain a listing of products used for quotes and shipments. All products are listed alphabetically and show the **Item ID**, **UPC/SKU**, **Description**, **Container**, **Units**, **Pcs**, **Wgt**, **Len**, **Wid**, and **Hgt**. To view more products simply click the arrows or page numbers at the bottom of the screen.

Add a new Product















To add a new product, users can click the **+Item** button on the right side of the screen. Once clicked, a blank item line will appear for data entry. Here the user will enter the **Item ID**, **UPC/SKU**, **Description**, **Container** (dropdown), **Wgt**, **Len**, **Wid**, and **Hgt**. Once finished, click **Save** to save the product to the **Product List**. Once finished, click **Save**.



Tools / Product List

Product

+Item

ITEM ID	UPC/SKU	DESCRIPTION	CONTAINER	WGT	LEN	WID	HGT	
			Pallet					Save Cancel
Music	7379-23	Guitars	Case	10	50	18	5	 
Tech	9823	Ethernet Cables	Reel	20	20	20	40	 
121	UPC213	Cables	Reel	24	24	24	48	 
1000	1000	anvils	Pallet	48	48	48	48	 
vehicle	9082454	car	Other	108	84	80	80	 
0101	12345	Buttons	Case	12	12	24	24	 
Food	283u	Bananas	Crate	24	36	36	36	 



















Update an Existing Product

To update an existing product in the **Product List**, users can click the **pencil icon** to the right of the product listing. Once clicked, the product listing can be updated in all fields. Once updated, click **Save**. To delete a product from the **Product** list, simply click the **Trash can** icon to the right of the product listing.

Tools / Product List

Product

Item



ITEM ID	UPC/SKU	DESCRIPTION	CONTAINER	UNITS	PCS	WGT	LEN	WID	HGT	
		stuff	Carton	lb/in	1	1	1	1	1	 
		tes	Pallet	lb/in	1	44	44	44	44	 
		1	Pallet	lb/in	1	1	1	1	1	 
test Item	TEST	test-boulders	Carton	lb/in	1	99999	999	999	999	 
122333	0110110	Canadian Hammers	Carton	kg/cm	1	10	12	12	12	 
100000000	100000000	BP Pump Signs	Carton	lb/in	1	300	96	48	17	 
010101010	100100100	Canadian tables	Pallet	kg/cm	1	20	48	48	48	 
100	100	100	Pallet	lb/in	1	100	100	100	100	 
01012	12345	Standard Pallet	Pallet	lb/in	1	250	48	40	40	 

< 1 2 >

Adding/Making Changes to Products in Quotes, Shipments, & Return Shipments

To edit this section, click the **Edit icon** or the **Trash can icon**.

FREIGHT

ITEM #	CONTAINER	PCS	WGT	EXT WGT	DIM WGT	LEN	WID	HGT	ITEM DESCRIPTION	
1	Drum	2	80	160	54	12	12	36	Corn Oil	 
Total:		2		160	Chargeable Weight: 160					



Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).








Cancel Finish Later Complete the Return Shipment

If users have products already saved in the system they wish to add, users can click the **Show Product** button and select the product from the **Product** list.

FREIGHT

ITEM #	CONTAINER	PCS	WGT	EXT WGT	DIM WGT	LEN	WID	HGT	ITEM DESCRIPTION	
1	Pallet	1	100	100	443	48	48	48		 
Total:		1		100	Chargeable Weight: 443					

Item 1

Pallet  ☒ Crate  ☐ Carton  ☐ Case  ☐ Drum  ☐ Reel  ☐ Other  ☐

PCS* WGT* EXT WGT LEN* WID* HGT* ITEM DESCRIPTION*

1 100 100 48 48 48 test

Cancel Save

Required fields are indicated by a red asterisk *

☐ By Checking this Box you agree to BTX's [Terms of Contract](#) and allow BTX to [Screen Your Cargo](#).

Cancel Finish Later Complete the Return Shipment

When the **Product** button is selected, users can select the products to add to the shipment by clicking on the **Select** button and then adding the **Piece** count. To add a new product to your pre-saved directory, users can click the **+Item** button on the right side of the screen.

FREIGHT

ITEM #	CONTAINER	PCS	WGT	EXT WGT	DIM WGT	LEN	WID	HGT	ITEM DESCRIPTION
1	Drum	2	80	160	54	12	12	36	Corn Oil
Total:		2		160	Chargeable Weight: 160				

Item 1 Hide Products

+ Item

ITEM ID	UPC/SKU	DESCRIPTION	CONTAINER	WGT	LEN	WID	HGT	
Industrial	1000	anvils	Pallet	1000	48	48	48	Select
Food	2387	Corn Oil	Drum	80	12	12	36	Select
Food	3998r79	Bananas	Crate	30	24	24	48	Select
Tech	9823	Ethernet Cables	Reel	20	20	20	40	Select
Music	0924u50	vinyl records	Carton	30	18	18	30	Select

☐ Pallet
 ☐ Crate
 ☐ Carton
 ☐ Case
 ☒ Drum
 ☐ Reel
 ☐ Other

PCS*
WGT*
EXT WGT
LEN*
WID*
HGT*
ITEM DESCRIPTION*

Cancel
Save

Once the **Add Item+** button is clicked, a blank item line will appear for data entry. Here the user will enter the **Item ID**, **UPC/SKU**, **Description**, **Container** (dropdown), **Wgt**, **Len**, **Wid**, and **Hgt**. Once finished, click **Save** to save the product to the **Product List**.

Item 1 Hide Products

+ Item

ITEM ID	UPC/SKU	DESCRIPTION	CONTAINER	WGT	LEN	WID	HGT	
			Pallet					Save Cancel
Industrial	1000	anvils	Pallet	1000	48	48	48	Select
Food	2387	Corn Oil	Drum	80	12	12	36	Select
Food	3998r79	Bananas	Crate		24	24	48	Select
Tech	9823	Ethernet Cables	Reel		20	20	40	Select
Music	0924u50	vinyl records	Carton		18	18	30	Select

Carton
 Drum
 Other
 Pallet
 Reel
 Crate
 Case

Welcome to the New MyBTX and stay tuned for future development phases which will include new features as well as the ability to do Truckload, Global Air, Sea Freight and Trade Show shipments on the platform.

Thank you for using MyBTX and selecting BTX Global Logistics as your logistics partner. We value your business and look forward to providing you with superior service for all of your shipping needs.