Instructions for International Airbill Entry with Pilot Freight Services

1. Log in to CoPilot and choose SHIP *(a new blank airbill will appear).*

2. Make sure the Shipper and Third Party (if needed) are correct.
3. **Enter Consignee information** *(the shipment converts to an International Shipment when the consignee country is changed to a foreign country).*
4. Enter Shipper/Consignee Reference Numbers

**NOTE:** Entering multiple reference numbers is allowed, please enter one number on each line.

**Shipper Reference Number:**
- Reference 1
- Reference 2
- Reference 3

**Consignee Reference Number:**
- Reference 1
- Reference 2
- Reference 3

Click to Hide Party Information...

Pilot Station: PHL

Click to Hide Services...

Ship Date: 06/02/2014
Ready Time: 14:00
Service:
Payment Type: THIRD PARTY

Special Instructions:

I consent to screening of any cargo moving air transportation. Failure to provide this consent in writing may result in the cargo not being accepted for transportation.

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5. Confirm the (Ship) Date, Ready Time, Payment Type, and Close Time are correct.

Pilot Station: PHL

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- Note: Service option is not available for International Shipments. Refer to section title “Edit International Information” to select the service associate with International.
6. **Complete the following items:**
   a. Special Instructions if more information needs to be instructed to Pilot Freight Services
   b. Acknowledge the Consent to Screening in order for your shipment to move via air transportation
   c. Indicate all Hazardous Materials included in the shipment
7. If you have a Products Catalog, select an item from the catalog by clicking the Catalog button or by typing the Product # and Quantity and then select Load Product button. 
**Note:** You should see the line item listed on your waybill when this is done.

**NOTE:** Entering multiple reference numbers is allowed, please enter one number on each line.
8. Choose the Tariff Name or Navigator Quote Number (if applicable).
9. Enter any Extended Services applicable from the predefined list.
10. Select Edit International Information and enter Service, Customs Value, and Incoterms. All items in RED are required fields regardless of value. Shipment defaults can be set for these items in the section titled Settings then Shipment Defaults.

Note: A detailed explanation of the items in RED is available in the following section titled Shipper’s Letter of Instruction. Refer to the items marked with an Asterisk (*) for CoPilot entry requirements.
11. If an AES (Automated Export System) Entry is required for export then select Edit Schedule B Lines.

Other Charges:
- Platinum Guarantee
- Proof Of Delivery Required
- Convention
- Unpack/Debris Removal
- Declared Value
- Insurance Value
- C.O.D.
- Hold At Airport for pickup
- Value: $900.00

Click to Hide International Information...
- Service: SELECT -
- Incoterm:
- Customs Value
- Select -

International Documentation

In order to complete the required international shipment documentation, please fill out the following information completely. You will be required to print and sign all documents that are required for an international shipment. Please give all original documents to the driver that will pick up your shipments.

1b) USPPT’s EIN (IRS) No. or ID No.:
1c) Parties to Transaction:
- Related
- Non-related

4b) Intermediate Consignee:
9) Method of Transportation:
- SELECT -
- Consolidate
- Direct

Pilot Freight Services is Filing AES
15) Shipment Reference No.:
16) Entry Numbers:
17) Hazardous Materials:
- Yes
- No
18) In Bond Code:
19) Reused Export Transaction:
- Yes
- No
27) License No. / License Exception Symbol:
28) ECCN (When Required):

Please fill out your Schedule B Description of Commodities. Please note that for any item with a value greater than $2,500.00 you must enter a Schedule B Number for that commodity. Use the Schedule B lookup utility to find your Schedule B Numbers. Click on the row to populate the Schedule B Number.

Drag a column header here to group by that column:
- Origin
- Schedule B
- Quantity
- Weight (Kg)
- Value
- Vin Number

No data to display

Note: All defaults can be overridden during entry of a shipment.

Validate  Save as Draft  Submit

Note: This section does not need to be completed if an AES entry is not required for export. AES is required for all exports if the commodity code value is $2,500 or greater or on a U.S. Government issued license (regardless of value).
12. Select Add and enter the Commodity Code, Quantity, Origin, Weight, and Value. Commodity Code (Schedule B) lookup is available by selecting Lookup or by contacting the U.S. Census Bureau for commodity code assistance (800-549-0595 – Option 2 Commodity Code Support).

International Line Items

Please fill out your Schedule B Description of Commodities. Please note that for any item with a value greater than $2500.00 you must enter a Schedule B Number for that commodity. Use the Schedule B lookup utility to find your Schedule B Numbers. Click on the row to populate the Schedule B Number.

Note: Select Update and/or Add after each commodity code is entered.

13. When you have completed your airbill, click Validate. Any necessary changes will be listed in a pop-up box.

Note: If you need to make changes, close the box (incomplete fields will be noted in RED).

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14. After all changes/edits are complete, then select the Submit button.

**International Documentation**

In order to complete the required international shipment documentation, please fill out the following information completely. You will be required to print and sign all documents that are required for an international shipment. Please give all original documents to the driver that will pick up your shipments.

1b) USPPI's EIN (IRS) No. or ID No.: [Redacted]

1c) Parties to Transaction:  
- Related  
- Non-related

4b) Intermediate Consignee

9) Method of Transportation:  
- Consolidate  
- Direct

**Pilot Freight Services is filing AES**  
- Yes  
- No

15) Shipment Reference No.:  

16) Entry Number:

17) Hazardous Materials:  
- Yes  
- No

18) In Bond Code:  
- Foreign Trade Zone withdrawal for

19) Routed Export Transaction:  

20) ECCN (When Required):  
- Ageements

Please fill out your Schedule B Description of Commodities. Please note that for any item with a value greater than $2500.00 you must enter a Schedule B Number for that commodity. Use the Schedule B lookup utility to find your Schedule B Numbers. Click on the row to populate the Schedule B Number.

<table>
<thead>
<tr>
<th>#</th>
<th>Origin</th>
<th>Schedule B</th>
<th>Quantity</th>
<th>Weight (Kg)</th>
<th>Value</th>
<th>Vin Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

No data to display

[Edit Schedule B Lines]

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**Note:** No changes can be made online once the airbill has been submitted. Please contact your local Pilot station to make changes.
15. The shipment is now complete and the shipment information will be transmitted to Pilot Freight Services. Please select Print Airway Bill and sign the document prior to the Pilot driver’s arrival.

You have successfully submitted shipment # 062097217

Please do not use your browser’s back button to edit this shipment. You cannot edit a shipment once it has been submitted. Please click New Shipment to prepare another online shipment.

Thank you for shipping with Pilot Freight Services. Your shipment has been tendered and your shipping documents are ready to be created. Click on the links below to create your shipping documents. Remember that you can reprint any of your recent shipping documents by clicking on “Reprint” from the “SHIP” toolbar.

<table>
<thead>
<tr>
<th>Print Airway Bill</th>
<th>Print Labels</th>
<th>Create Manifest</th>
<th>Create Return Shipment</th>
<th>Create a New Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proforma Invoice</td>
<td>Packing Lists</td>
<td>Certificate of Origin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>