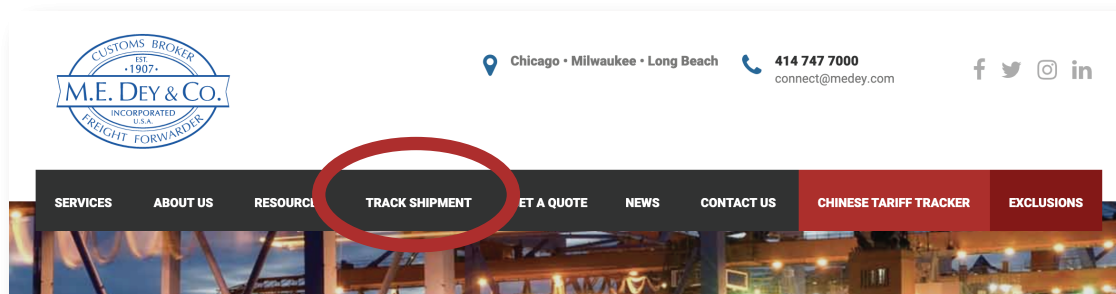


# M.E. DEY WEBTRACKER



The following is a step by step guide for accessing our online shipment tracking system. Our WebTracker allows you to view status updates on both your import and export shipments, as well as view documents and download reports for current, future and historic transactions.

1. Go to [www.medey.com](http://www.medey.com) and click on **TRACK SHIPMENT** in the menu bar at the top of the page. This will take you to a login screen.



2. Once you have access to the login screen, enter your account login information that we provided for your company. Numerous individuals within your organization can share the same login detail. Or we can provide individual access.

User Name	<input type="text"/>
Password	<input type="password"/>

Once you are logged in, you will gain access to the following options:

- ▶ Track individual shipments
- ▶ Customize and run reports
- ▶ View Customs entry & PGA status
- ▶ Confirmation of AES & ISF filings
- ▶ View bookings and bills of lading
- ▶ Upload, Download or view shipment documents via eDocs
- ▶ Check dates for current, past and future shipments.
- ▶ Format search filters and save for future use.
- ▶ Customize search features, export to Excel
- ▶ Download your billing statement.
- ▶ Extract current and historic shipment & cost details

# 3.

There are 4 main sections/tabs found at the top of WebTracker. Each tab allows the user to filter data, pull reports and view Shipment details.

## Forwarding

- ▶ Instant Import and Export Booking Visibility
- ▶ Routing Details
- ▶ Shipping Documents

## Customs

- ▶ Custom Entry Details
- ▶ PGA Release, ISF, and Duty Details
- ▶ Entry Documentation

## Accounts

- ▶ M.E. Dey Invoices
- ▶ Statement of Account

## User

- ▶ Manage Account
- ▶ Update Password
- ▶ View Other Related Companies

# 4.

The Forwarding and Customs tabs allow you to customize your filter options (search features) as well as the details that display within your search results.

Filters allow you to broaden your search options to include everything from the last year for all origins/destinations or narrow your search by a specific supplier, destination/origin and/or time frame (e.g. ETA for the next 7 days). Choose specific search criteria by utilizing the drop down arrows.

*Note: Saving your search templates allows for easier search options in the future*

# 5.

You can choose which data appears in the display and build custom reports by using the Customized Columns Tab. This information can then be converted and exported into an Excel spreadsheet.

Export to Excel   Customize Columns   Download eDocs										
Shipment#	Type	Origin	Destination	ETD	ETA	Current Vessel	ENT	EPR	All	eDocs
B00085334		Falkenstein	Chicago		18-Dec-20 00:00	MONTREAL EXPRESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0061635	STD	Hamburg	Chicago	17-Feb-20 00:00	09-Mar-20 00:00	ATLANTIC SUN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0062015	STD	Hamburg	Chicago	15-Feb-20 00:00	03-Mar-20 00:00	OOCL MONTREAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0061993	BCN	Hamburg	Chicago	15-Feb-20 00:00	03-Mar-20 00:00	OOCL MONTREAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0061674	STD	Hamburg	Chicago	10-Feb-20 00:00	03-Mar-20 00:00	ATLANTIC SKY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0061942	STD	Hamburg	Chicago	08-Feb-20 00:00	28-Feb-20 00:00	QUEBEC EXPRESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0061897	STD	Hamburg	Chicago	08-Feb-20 00:00	28-Feb-20 00:00	QUEBEC EXPRESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMKEI0061845	BCN	Hamburg	Chicago	08-Feb-20 00:00	28-Feb-20 00:00	QUEBEC EXPRESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B00085198		Neutraubling	Baltimore	10-Feb-20 00:00	26-Feb-20 00:00	S SANTIAGO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HAM1715440
B00085780		Gremsdorf	Chicago	01-Feb-20 00:00	20-Feb-20 00:00	BESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GB70001221