



CFS Portal User Guide

Table of Contents

- Introduction..... 3**
 - Browser Compatibility..... 3*
 - Obtaining Help..... 3*
 - CFS Portal Access..... 3*
- Getting Started..... 3**
 - Terms and Conditions..... 3*
 - Requesting Access..... 3*
 - Account Activation..... 4*
- Managing Shipments..... 4**
 - Master Bills of Lading (MBLs)..... 4*
 - Finding a Shipment..... 5*
 - Print Over, Short, and Damaged Report (OS&D)..... 5*
 - Pictures and Attachments..... 6*
 - Warehouse Collect Charges (IWCA)..... 7*
 - Entering from the MBL view..... 7*
 - Entering from the HBL view..... 8*
 - Entering the Amount..... 9*
 - House Bills of Lading (HBLs)..... 9*
 - Print Arrival Notice..... 9*
 - Print Pickup Receipt..... 10*
 - Releasing a Shipment..... 10*
 - Marks Hold..... 10*

Shipment Charges..... 12
 E-Guarantee..... 12
 Calculating Demurrage Fees..... 13
 Making Online Payments..... 14
Managing Invoices..... 15

Introduction

Welcome to our user guide! We'll walk you through the basics of how to navigate and use our new online portal to manage CFS shipments.

Browser Compatibility

Our web portal supports the latest desktop versions of [Google Chrome](#), [Microsoft Edge](#), and [Mozilla Firefox](#), and is best viewed on a display of 1440px or larger.

Obtaining Help

Please visit the [CODA Help Desk](#) or email support@codas-usa.com should you require assistance with this site.

CFS Portal Access

Our web portal is accessible to current clients at <https://cfs.codas-usa.com>.

Getting Started

Terms and Conditions

By accessing our web portal, you consent to our Terms and Conditions policy. Please take a moment to review those terms at <https://codas-usa.com/terms-and-conditions>.

Requesting Access

If you have not previously registered for CFS Portal access, please email your request to the CODA Help Desk at support@codas-usa.com. Please include the following in the email:

- Your full name.
- Your unique email address.
- Your contact phone number.
- Your manager's name, email, and phone number (for verification).

You will be notified by email when your account is ready to be activated.

Account Activation

To log in for the first time, you will need to perform a password reset.

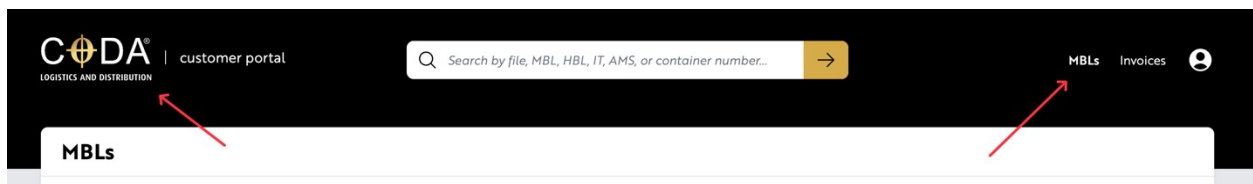
1. Open your web browser to <https://cfs.coda-usa.com>.
2. Click on “Forgot password?”.
3. Enter your email address and press “Continue”.

A password reset email should arrive within a few minutes if the provided email address matches one we have on file. Please check your junk/spam folder if the email has not been received within an hour. Follow the instructions contained in the email to complete your password reset.

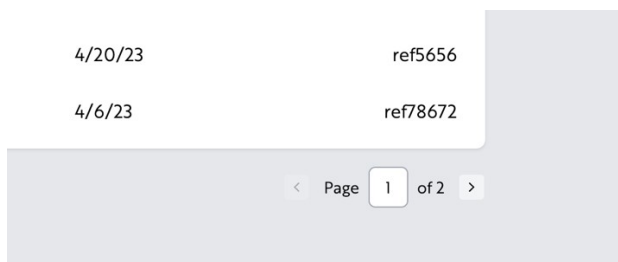
Managing Shipments

Master Bills of Lading (MBLs)

Access your list of MBLs by clicking on “MBLs” in the top-right corner of the main navigation bar or the CODA logo in the top-left corner.



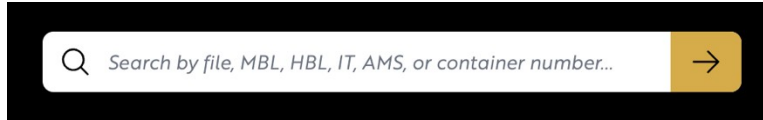
MBLs are sorted newest to oldest. If you have multiple pages of MBLs, you can navigate between them by using the controls at the bottom-right corner of your screen.



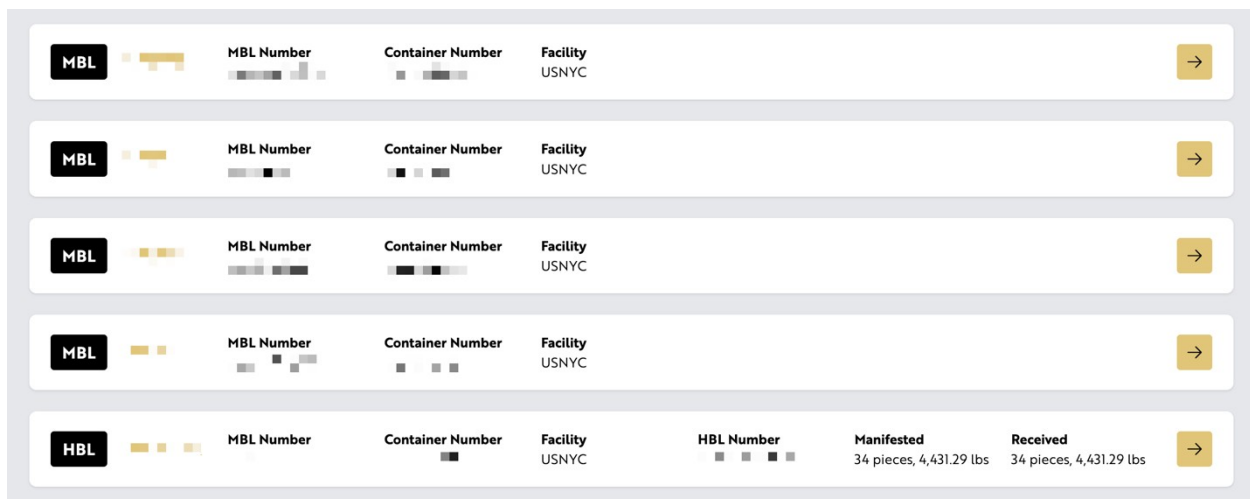
Open any MBL by clicking on its corresponding file number.

Finding a Shipment

Find any MBL or HBL within your account by using the search bar at the top of your screen.



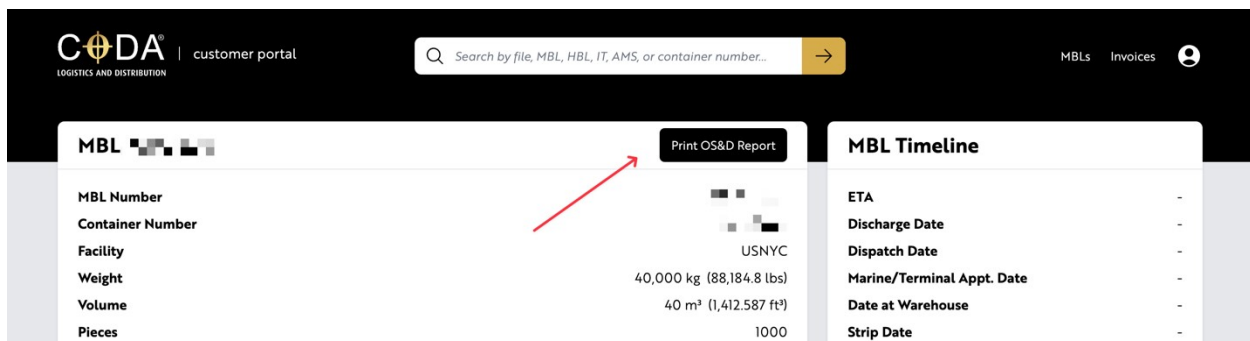
You can find bills of lading by typing three or more characters of their file number, MBL number, HBL number, IT number, AMS number, or container number. Navigate to any bill of lading by clicking on its file number.



If an exact match is found, you'll be taken directly to the corresponding MBL/HBL.

Print Over, Short, and Damaged Report (OS&D)

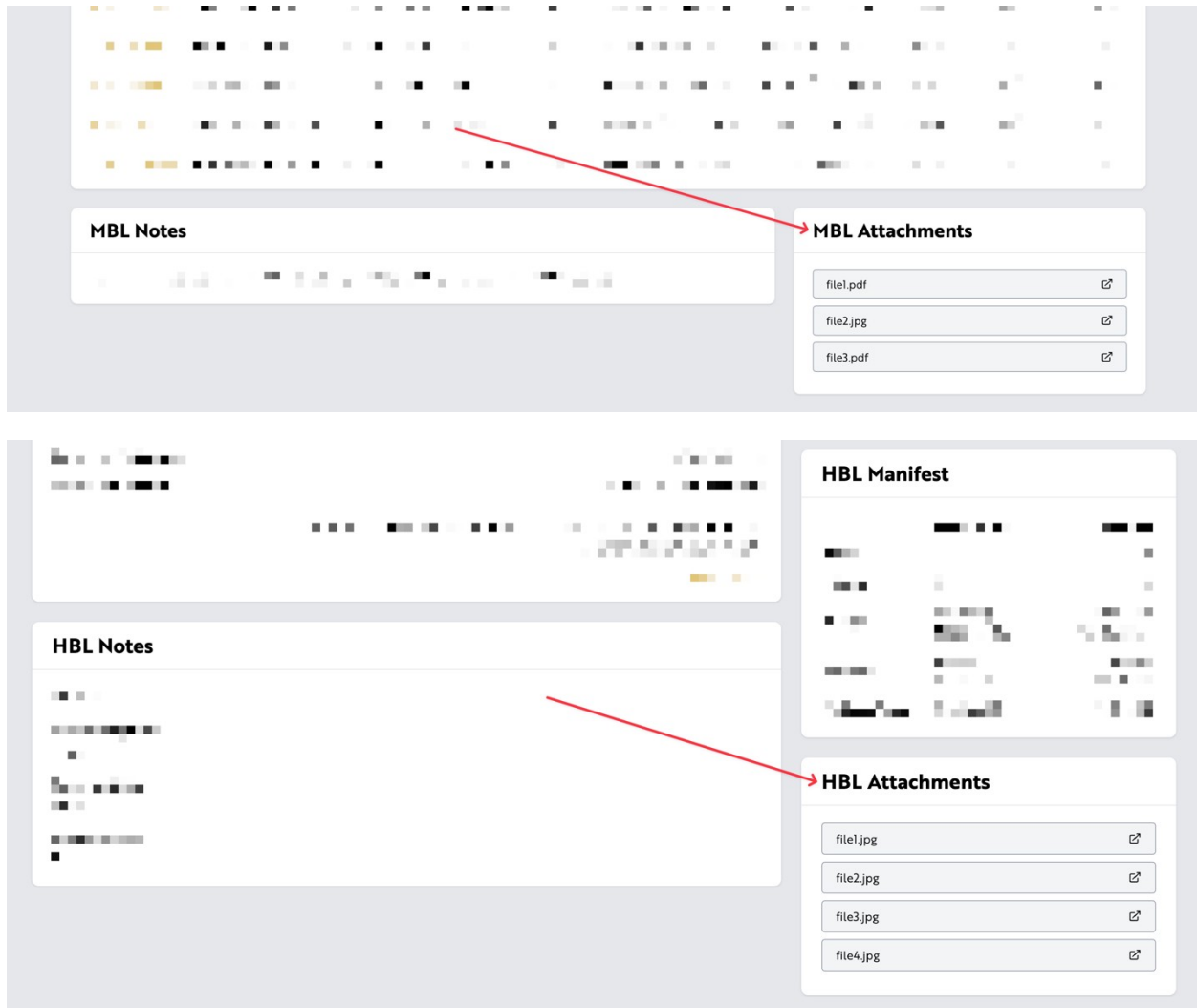
When viewing an MBL, you may generate a PDF OS&D report by clicking on the appropriate button. This document will list the condition of each house bill of lading after devan.



Pictures and Attachments

When available, attachments are accessible on MBLs and HBLs by scrolling to the bottom-right corner of the page.

Clicking on a file name will either open the file for viewing in a new tab of your browser or automatically download to your computer, depending on the attachment type.



Warehouse Collect Charges (IWCA)

You may apply warehouse collect charges on non-IPI shipments prior to an HBL release. Warehouse collect charges can be applied from two views: the MBL view and the HBL view.

Entering from the MBL view

While viewing a MBL, navigate to an HBL in the “HBLs” listing section and click on the corresponding dollar amount in the IWCA column.

The screenshot shows the CODA customer portal interface. At the top, there is a search bar with the text "Search by file, MBL, HBL, IT, AMS, or container number...". Below the search bar, there are two main sections: "MBL" and "MBL Timeline".

The "MBL" section displays the following details:

- MBL Number: [Redacted]
- Container Number: [Redacted]
- Facility: USNYC
- Weight: 40,000 kg (88,184.8 lbs)
- Volume: 40 m³ (1,412.587 ft³)
- Pieces: 1000
- Vessel: -
- Customer Reference: -

The "MBL Timeline" section displays the following details:

- ETA: -
- Discharge Date: -
- Dispatch Date: -
- Marine/Terminal Appt. Date: -
- Date at Warehouse: -
- Strip Date: -
- Available Date: -
- Last Free Date: -

Below these sections is an "HBLs" table with the following columns: File Number, AMS Number, HBL Number, Package Type, Pieces, Weight, Volume, Destination, Ship Date, and IWCA. A red arrow points to the IWCA column, which contains the value "\$20.00".

File Number	AMS Number	HBL Number	Package Type	Pieces	Weight	Volume	Destination	Ship Date	IWCA
[Redacted]	[Redacted]	[Redacted]	CARTON	50	500 kg (1,102.31 lbs)	5 m³ (176.573 ft³)	USNYC	-	\$20.00

The “Warehouse Collect Charges” entry window will appear. Refer to the “Entering the Amount” section below.

Entering from the HBL view

While viewing an HBL, scroll down to the “HBL Charges” section and click the *Warehouse Collect* button.

The screenshot displays the HBL view interface with the following sections:

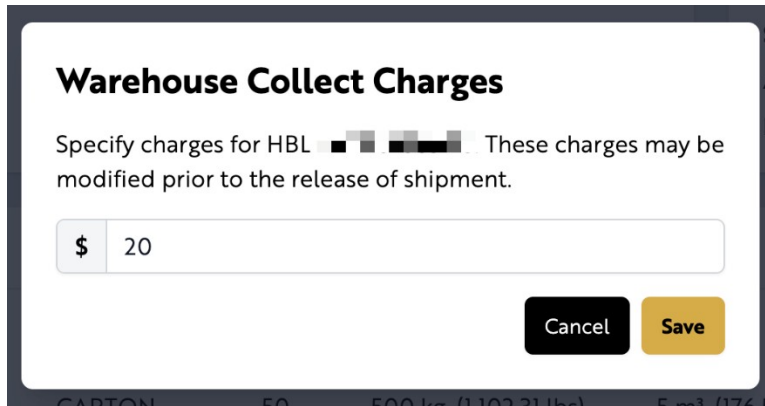
- MBL** (Master Bill of Lading) section with a "Go to MBL" button. Fields include: MBL Number, Container Number, Facility (USNYC), Weight (16,000.48 kg (35,274.98 lbs)), Volume (69.11 m³ (2,440.455 ft³)), Pieces (494), Vessel (COSCO SHIPPING LOTUS), and Customer Reference.
- Lot Number 2029244-06** section with "Print Arrival Notice" and "Release" buttons. Fields include: HBL Number, AMS Number, Destination (USNYC), Destination Facility ([CODA LOGISTICS AND DISTRIBUTION \(NYC\)](#)), Headload (No), Delivery Order (No), Cargo Hold (No), Marks Hold (No), Customer Reference, and Cargo Description.
- HBL Notes** section with sub-sections: None, Accounting Notes (None), E-Guarantee Notes (None), Cargo on Hold Notes (None), and Marks on Hold Notes (None).
- HBL Charges** section with "Warehouse Collect" and "E-Guarantee Selected Charges" buttons. A red arrow points to the "Warehouse Collect" button. A warning message states: "Charges are estimated until last free date is established". Below is a table with columns: Description, Rate, and Amount.

<input type="checkbox"/>	Description	Rate	Amount
<input type="checkbox"/>			
<input type="checkbox"/>			

The “Warehouse Collect Charges” entry window will appear. Refer to the “Entering the Amount” section below.

Entering the Amount

Upon clicking the appropriate MBL or HBL action, the following modal window will appear:



Warehouse Collect Charges

Specify charges for HBL [redacted]. These charges may be modified prior to the release of shipment.

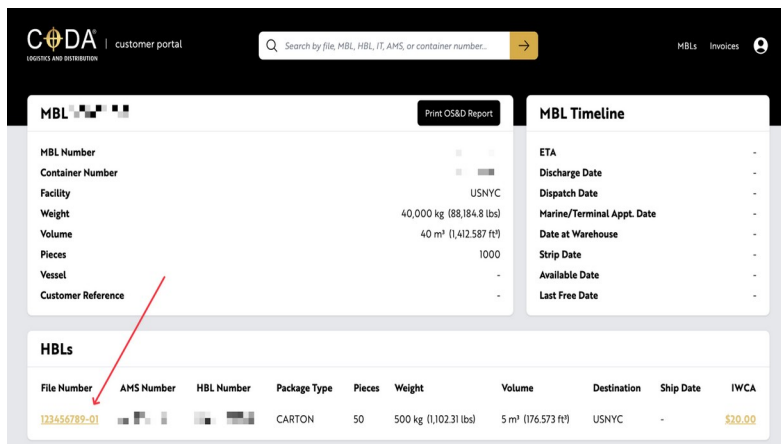
\$ 20

Cancel Save

Enter the desired amount to be collected and click save. Enter a zero (0) dollar amount to remove the warehouse collect charge.

House Bills of Lading (HBLs)

HBLs are accessible by navigating to an MBL and clicking on the corresponding file number beneath the “HBLs” heading.



The screenshot shows the CODA customer portal interface. At the top, there is a search bar and navigation links for 'MBLs' and 'Invoices'. The main content area is divided into two columns: 'MBL' and 'MBL Timeline'. The 'MBL' column displays details for a specific MBL, including MBL Number, Container Number, Facility (USNYC), Weight (40,000 kg), Volume (40 m³), Pieces (1000), Vessel, and Customer Reference. The 'MBL Timeline' column lists various dates such as ETA, Discharge Date, Dispatch Date, Marine/Terminal Appt. Date, Date at Warehouse, Strip Date, Available Date, and Last Free Date. Below these columns is a table titled 'HBLs' with columns for File Number, AMS Number, HBL Number, Package Type, Pieces, Weight, Volume, Destination, Ship Date, and IWCA. A red arrow points to the 'File Number' column in the HBLs table, highlighting the value '123456789-01'.

Print Arrival Notice

You may generate a PDF arrival notice prior to an HBL being shipped. Navigate to an HBL, then click “Print Arrival Notice”.

Print Pickup Receipt

You may generate a PDF arrival notice after an HBL has been shipped. Navigate to an HBL, then click “Print Pickup Receipt”.

Releasing a Shipment

An HBL can be freight released by navigating to it and clicking the “Release” button. You can unrelease a shipment until it has been physically released.

The screenshot displays the CODA customer portal interface. At the top, there is a search bar with the text "Search by file, MBL, HBL, IT, AMS, or container number..." and a "Go to MBL" button. Below the search bar, there are two main sections: "MBL" and "HBL".

The "MBL" section shows the following details:

MBL Number	[Redacted]
Container Number	[Redacted]
Facility	USNYC
Weight	40,000 kg (88,184.8 lbs)
Volume	40 m³ (1,412.587 ft³)
Pieces	1000
Vessel	-
Customer Reference	-

The "HBL" section shows the following details:

HBL Number	[Redacted]
AMS Number	[Redacted]

Below the "HBL" details, there are two buttons: "Print Arrival Notice" and "Release". A red arrow points to the "Release" button. To the right of the "MBL" and "HBL" sections, there are two "Timeline" sections. The "MBL Timeline" section lists various dates, all of which are currently blank (indicated by dashes):

ETA	-
Discharge Date	-
Dispatch Date	-
Marine/Terminal Appt. Date	-
Date at Warehouse	-
Strip Date	-
Available Date	-
Last Free Date	-

The "HBL Timeline" section lists the following dates, all of which are currently blank (indicated by dashes):

GO Date	-
Customs Release	-


Marks Hold

If a shipment cannot be properly identified, it'll be placed into marks hold.

CODA | customer portal
LOGISTICS AND DISTRIBUTION

Search by file, MBL, HBL, IT, AMS, or container number...

MBLs Invoices


MBL 

Go to MBL

MBL Number	
Container Number	
Facility	USNYC
Weight	40,000 kg (88,184.8 lbs)
Volume	40 m³ (1,412.587 ft³)
Pieces	1000
Vessel	-
Customer Reference	-

MBL Timeline

ETA	-
Discharge Date	-
Dispatch Date	-
Marine/Terminal Appt. Date	-
Date at Warehouse	-
Strip Date	-
Available Date	-
Last Free Date	-

HBL 

Print Arrival Notice **Remove Marks Hold** **Release**

HBL Number	
AMS Number	
Headload	No
Delivery Order	No
Cargo Hold	No
Marks Hold	Yes
Cargo Description	FAK
Customer Reference	-


HBL Timeline

GO Date	-
Customs Release	-
Freight Release	-
Ship Date	-
Exchange Pallets	0

HBL Manifest

To remove the hold, press the “Remove Marks Hold” button and confirm. Refer to your “Over, Short, & Damaged Report” for details on discrepancies.

Remove Marks Hold

Are you sure you want to remove the marks hold on HBL ?

Shipment Charges

Charges are available on non-IPI shipments and are listed at the bottom of an HBL page.

E-Guarantee

Check off the charges you would like to guarantee. A total is displayed at the bottom. Then, press “E-Guarantee Selected Charges”.

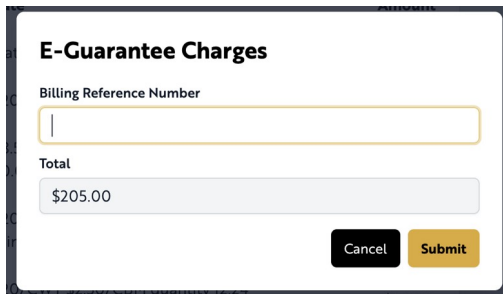
HBL Charges

[Calculate Demurrage](#) [E-Guarantee Selected Charges](#)

<input type="checkbox"/> Description	Rate	Amount
<input checked="" type="checkbox"/> Import Facility Fee	Flat rate 125.00 quantity 1	\$125.00
<input checked="" type="checkbox"/> Import Pallet Purchase	\$20.00/PALLET quantity 4	\$80.00
<input type="checkbox"/> Import Labor/Transportation Charge	\$8.50/CBM \$8.50/800 LBS quantity 20.00	\$170.00
<input type="checkbox"/> Import Demurrage Fee	\$20/CWT \$2.50/CBM quantity 12.24 minimum \$50	\$244.71
<input type="checkbox"/> Import Demurrage Fee	\$20/CWT \$2.50/CBM quantity 12.24 minimum \$50	\$244.71
<input type="checkbox"/> Import Demurrage Fee	\$40/CWT \$5.00/CBM quantity 12.24 minimum \$95	\$489.42
Selected Total		\$205.00

PAY WITH [PayCargo](#) [SprintPay](#)

A dialog will appear with a required “Billing Reference Number” for your records.

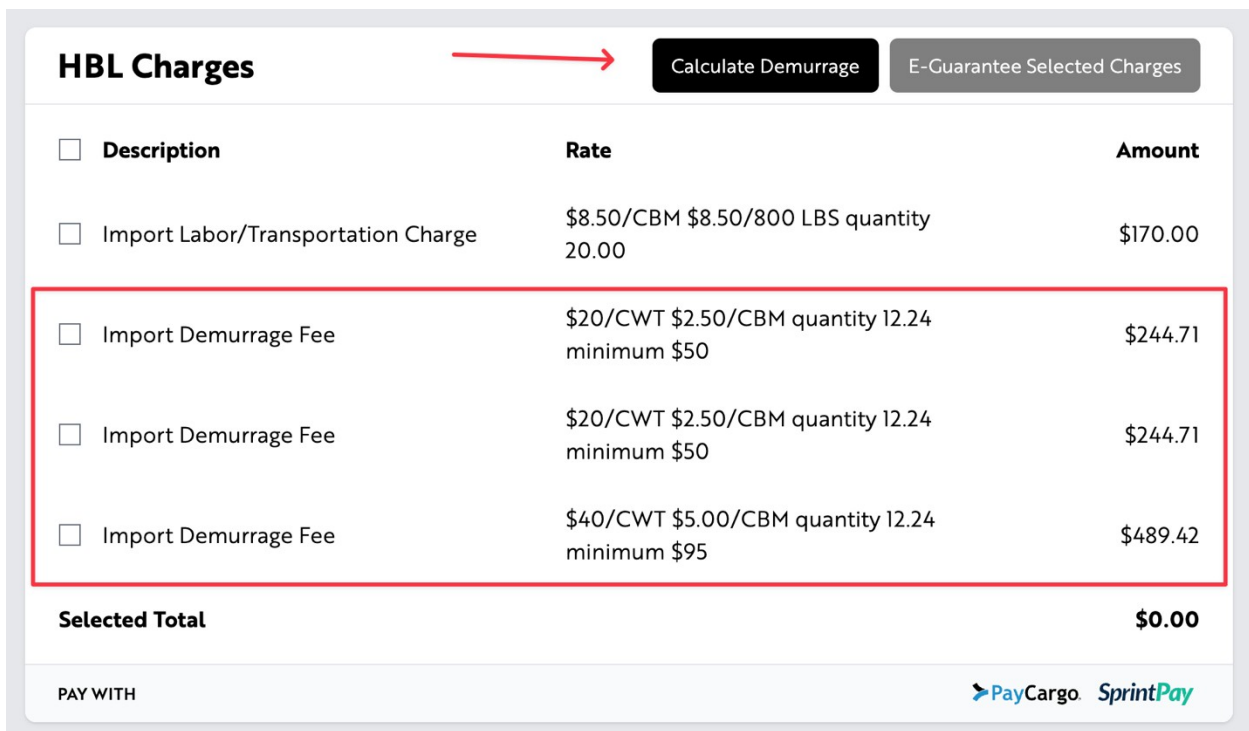


The dialog box is titled "E-Guarantee Charges". It contains a text input field for "Billing Reference Number" which is currently empty. Below it, a "Total" field displays "\$205.00". At the bottom right, there are two buttons: "Cancel" and "Submit".

Press “Submit”. You will see a confirmation screen and receive an email confirmation. These charges will also no longer appear under “HBL Charges”.

Calculating Demurrage Fees

Demurrage fees may be calculated by scrolling to the bottom of the HBL page and clicking “Calculate Demurrage” under “HBL Charges”.

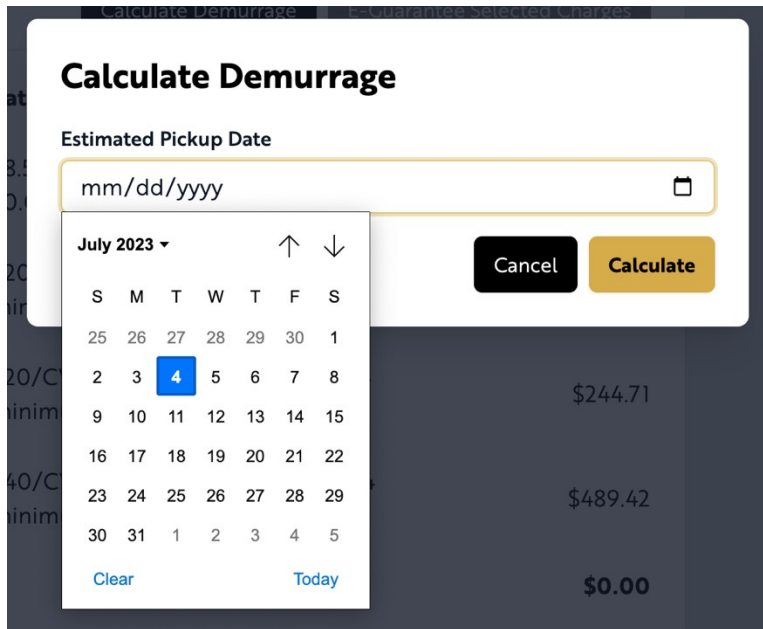



The screenshot shows the "HBL Charges" section of a web portal. At the top, there are two buttons: "Calculate Demurrage" (highlighted with a red arrow) and "E-Guarantee Selected Charges". Below the buttons is a table with columns for "Description", "Rate", and "Amount".

<input type="checkbox"/> Description	Rate	Amount
<input type="checkbox"/> Import Labor/Transportation Charge	\$8.50/CBM \$8.50/800 LBS quantity 20.00	\$170.00
<input type="checkbox"/> Import Demurrage Fee	\$20/CWT \$2.50/CBM quantity 12.24 minimum \$50	\$244.71
<input type="checkbox"/> Import Demurrage Fee	\$20/CWT \$2.50/CBM quantity 12.24 minimum \$50	\$244.71
<input type="checkbox"/> Import Demurrage Fee	\$40/CWT \$5.00/CBM quantity 12.24 minimum \$95	\$489.42
Selected Total		\$0.00



At the bottom of the page, there is a "PAY WITH" section with logos for "PayCargo" and "SprintPay".

You will then be presented with the following dialog to enter your estimated pickup date.



Pressing the  icon will display a date picker. Once you press “Calculate”, the charge list will update to display any applicable demurrage fees.

Making Online Payments

Charges can be paid online through our payment partners. Look for and click on the  and  logos to be taken to the appropriate payment sites.

Managing Invoices

Access your account invoices at any time by clicking on the “Invoices” button in the top-right navigation bar.

The screenshot shows the CODA customer portal interface. At the top left is the CODA logo with the text "LOGISTICS AND DISTRIBUTION" and "customer portal". A search bar is located at the top center with the placeholder text "Search by file, MBL, HBL, IT, AMS, or container number...". In the top right navigation bar, there are links for "MBLs" and "Invoices", with a red arrow pointing to the "Invoices" link. Below the navigation bar is a white box titled "Invoices" containing a table of invoice data. The table has columns for Invoice Number, Invoice Date, Due Date, Amount, Balance Due, and Status. A single row of data is shown: Invoice Number 1000497 (with a red arrow pointing to it), Invoice Date 5/25/23, Due Date 6/24/23, Amount \$935.00, Balance Due \$935.00, and Status Unpaid. At the bottom left of the table area, it says "All currency is USD." At the bottom right, there is a pagination control showing "Page 1 of 1".

Invoice Number	Invoice Date	Due Date	Amount	Balance Due	Status
1000497	5/25/23	6/24/23	\$935.00	\$935.00	Unpaid

Invoices are ordered newest to oldest, and a detailed PDF version of a single invoice is accessible by clicking directly on an invoice number.