FRONTIER

VISUAL IMPORTER: NAVIGATING THE MENU TABS
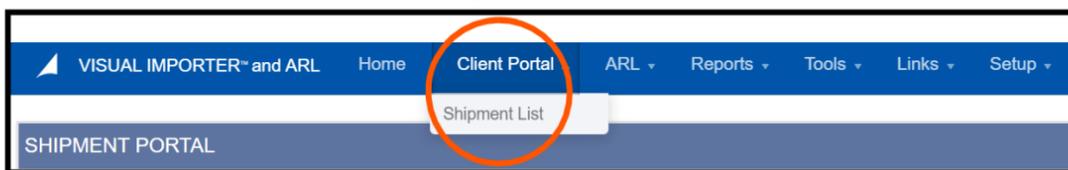
▶ **MSR Visual Importer home screen for client log in:**

The main menu along the top includes the three tabs: "Import Workflow: Shipment Portal", "ARL", & "Reports". Below we will discuss in detail the benefits each tab provides.

▶ **First Tab: Shipment Portal**

As shown as Client Portal and Shipment List once in a module:

Importer's Canadian custom brokerage transactions submitted by Frontier
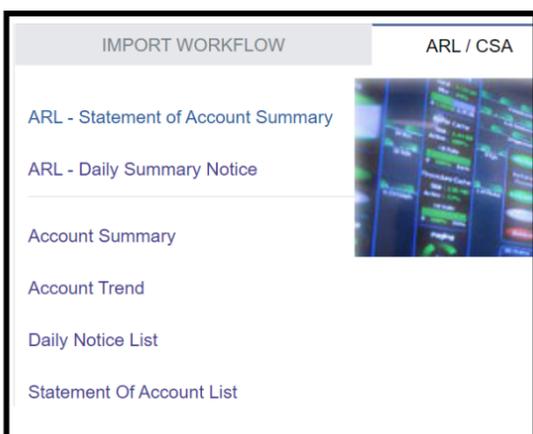**Export to Excel**
- ○ Spreadsheet list of transactions with additional information including invoice numbers, PO number, VFD, GST and Duty amounts, carrier
- ○ Select transaction numbers, search or all

Download selected
- ○ Access imaged documents including Frontier's billing invoice , B3 forms, and release shipment supporting documents

▶ **Second Tab: ARL**
- Gives access to data from CBSA for all of importers activity
- Gives access following completion and CBSA processing of EDI application with Frontier and received log in from Frontier

Account Summary
- ○ Nice dashboard to summarize CBSA transactions
- ○ Month to date summary, average per entry, transactions by port and filer.

Account Trend
- ○ Bar charts of monthly amount and for each tax.

Daily Notice List
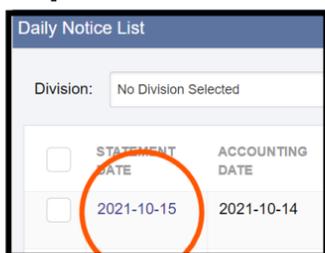- ○ All CBSA transactions by day and importer number

Statement of Account List
- ○ All CBSA transactions by day and importer number

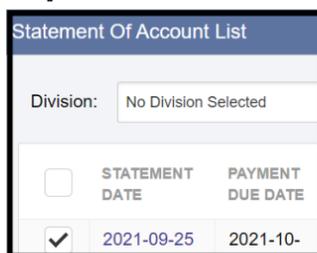**How to retrieve CBSA's DN and SOA:**
- ○ Click on Statement Date to view each individual CBSA's DN or SOA in pdf
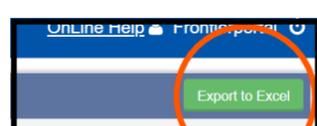
▶ **Export as PDF**

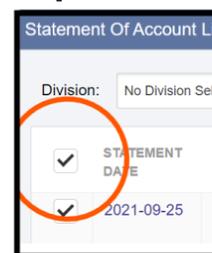Click on Statement Date to view each individual CBSA's DN or SOA

▶ **Export as Excel File**

Select the date you want to export & click "export to Excel in the top right-hand corner.

▶ **Export all shown on page**

Select top check box for all shown on the page

Scroll down to bottom of the page to access more pages

▶ **Third Tab: Reports**
- Named "VI Audit Report"
- Detail listing of Frontier submitted Canadian custom brokerage transactions, by each product, includes consignee information, part number and description and HS code.
- Select criteria to export data to Excel
- Filter by various date options (billing date, release date, etc.), and update date range

Please advise Frontier if you have any questions about navigating the Visual Importer Portal.