MyMidland FAQ - How can we help?

Q: Can I create a U.S. shipment in MyMidland?

A: Yes, you can create U.S. shipments in MyMidland. Please follow the instructions below.

Note: At this time, U.S. shipment creation is only available for Courier shipments.

Click on **Ship Screen** in the **Recipient** widget. Ensure <u>UNITED STATES</u> is selected in the **Country** field.

Enter required shipment details **Pieces**, **Weight** and **Service**. Proceed to the **Customs** widget and select the **Currency**.

Note: The Currency will autofill for future use, based on the initial selection.

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Return to the **Rates** widget and click **Refresh Rates** then select the preferred service.

In the **Contents** widget a **Document** or a **Commodity** needs to be completed.

• **Documents** – Choose the appropriate document, the **description field** will auto populate based on the selection. This selection will populate in the **Description of Goods** field on the **Customs Paperwork**.

• **Commodities** – Enter the **Description** and **Quantity** then select **Add**. This selection will populate in the **Description of Goods** field on the Customs paperwork.

*Note: **Documents** and **Commodities** can be created in advance for easy selection when creating a shipment. This option can be found under **Lists** at the top of the page.*

Click **Ship** once the shipment has been finalized to generate and print the shipping label and commercial invoice