

# 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 UNITED STATES is selected in the **Country** field.

**R** Recipient

Recipient Id

Country: UNITED STATES

Street Address:

Company:

Address 2:

Contact Person:

City:

Tel #:

State / Province: ALABAMA

Email:

Zip / Postal:

Tax Id:

Recipient Type:

Save / Update in Address Book:

Residential:

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.

**C** Customs

Preview  Yes  Yes

Commercial Invoice | Customs Declaration | Importer | Exporter | Sold To | Broker | USMCA

Terms of Sale: Free Carrier

Purpose: Sold

Freight Charge Amount:

Currency: Please select

Insurance Amount:

Additional Charges Amount:

Additional Charges Description:

Invoice #:

Certificate Number:

Comment:

Upload Customs Documents Electronically:

Use Proforma Invoice:

Save as Default:

**MIDLAND**  
Contact Information



100 Midland Drive  
Dieppe, NB E1A 6X4



1-888-MIDLAND



CustomerService@  
midlandtransport.com



midlandtransport.com

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

Carrier	Service	Your \$	Customer \$	Delivery	
Courier	Ground	24.54 CAD	24.54 CAD	02/12/2024 00:00	↩ \$
Courier	Air	74.68 CAD	74.68 CAD	02/12/2024 00:00	↩ \$

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

DATE OF EXPORT		TERMS OF SALE		REFERENCE		PO Number		CURRENCY	
02/09/2024		Free Carrier						CAD	
SHIPPER/EXPORTER				CONSIGNEE					
Midland Head Office Courier MID_Sales.Demo.User 100 Midland Drive Dieppe, NB, E1A 6X4, CA Tel: 1888-857-8770 Tax Id:				test 1897 Allen Rd Macon, GA, 31216, US Tel: 8888888888 Tax Id:					
BROKER				SOLD TO					
				test 1897 Allen Rd Macon, GA, 31216, US Tel: 8888888888 Tax Id:					
COUNTRY OF ULTIMATE DESTINATION		PURPOSE		INTERNATIONAL AIRWAYBILL NUMBER					
US		Sold		191000223					
DESCRIPTION OF GOODS		CoM	HS Code	Weight	Qty	UNIT VALUE	TOTAL VALUE		
Test		CA		0.00 lb	1	0.00	0.00		
SUB-TOTAL				0.00 lb	1	0.00	0.00		
TOTAL NO. OF PACKAGES						FREIGHT COSTS:		0.00	
1						INSURANCE COSTS:		0.00	
						ADDITIONAL COSTS:		0.00	
Comments:				TOTAL INVOICE VALUE: 0.00 CAD					
I hereby certify that this invoice shows the actual price of goods described, that no other invoice has been issued, and that all particulars are true and correct.									
Courier_MID_Sales.Demo.User				10:52:51		02/09/2024			
Shipper Name		Signature		Time		Date			

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