## Releasing Equipment through the Streamline Customer Portal



To release a container, it must be in '<u>completed or invoiced status</u>' You may complete this process at <u>www.ShipStreamline.com</u>.

## Go to Tools →Customers → My Streamline



Go to Customer Portal → View Existing Shipments



You can search for your empty containers 3 ways:

1. Enter your  $\rightarrow$  Shipment ID <u>OR</u> Load ID and Click on  $\rightarrow$  Search

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|---|--|------------------|---------------|-------------------|-------------|-------------------|--------------|
| С | ustomer Portal 🔻 🕻                       | QuoteLine 🔻 Shij | oment Manager | nent              |             |                   |              |
|   | ⊟ Search Criteria —<br>Choose Search Typ | e                |               |                   |             |                   |              |
|   | All Open Loads                           | Reference ID     | Equipment     | <u>Date Range</u> | <u>Area</u> | Spot Quote Number |              |
|   | →Shipment ID:<br>→Load ID:               |                  |               |                   |             |                   | Search       |

Click on →Equipment Tab and Enter the Equipment ID
 If you do not have your Equipment ID: Click in the empty Equipment ID\* space and Click →Search

| Customer Portal  QuoteLine Shipment Management Search Criteria Choose Search Type All Open Loads Reference ID Equipment Date Range Area Spot Quote Number Equipment ID: EMHU Search | STREAMLINE  | Streamline Portal Shipment Visibility |
|---|---|---------------------------------------|
| Search Criteria  Choose Search Type  All Open Loads Reference ID Equipment Date Range Area Spot Quote Number  Equipment ID:* EMHU Search  | Customer Portal 🔻 QuoteLine 🔻 Shipment Management |                                       |
| All Open Loads Reference ID Equipment Date Range Area Spot Quote Number Equipment ID:* EMHU   | E Search Criteria<br>Choose Search Type           |                                       |
| Equipment ID:* EMHU   | All Open Loads Reference ID Equipment Date Range  | Area Spot Quote Number                |
|   | Equipment ID:* EMHU                               | * Search                              |
|   |   |                                       |
|   |   |                                       |

## **Releasing Equipment through the Streamline Customer Portal**



STREAMLINE

| STREAMLINE Streamline Portal Shipment Visibility  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Customer Portal V QuoteLine V Shipment Management   |  |  |  |  |  |  |
| E Search Criteria   |  |  |  |  |  |  |
| Choose Search Type  |  |  |  |  |  |  |
| All Open Loads Reference ID Equipment Date Range Area Spot Quote Number   |  |  |  |  |  |  |
| Start Date: Date Type: Select Value<br>End Date: Delivery Select Value Search<br>Pickup                           |  |  |  |  |  |  |
| Order         Shipment ID         Status         Equipment         Origin         Destination         Pickup Date |  |  |  |  |  |  |
| Home Customer Portal QuoteLine About Streamline Contact Us Help   |  |  |  |  |  |  |

## The Shipment ID of the load(s) will populate.

Once your Order ID appears and the Status is Completed or Invoiced

Click on  $\rightarrow$  **Release Empty** \*\*If more than one load appears you are able to release all of them.

| Customer Portal V QuoteLine V Shipment Management |
|---|
| Order Information                                 |
| Order ID.<br>Status: Completed                    |
|   |
| Customer Portal 🔻 QuoteLine 🔻 Shipment Management |
| Order Information                                 |
| Order ID:<br>Status: Invoiced                     |