

Consignee Search Page (ACI eManifest)



This article is part of the [BorderConnect Software User Guide](#).

The **ACI Shipper/Consignee Search Page** is a page in BorderConnect [ACI eManifest software](#) allows the user to manage the Shipper and Consignee Profiles used by ACI Shipments, commonly to remove duplicates or correct errors. It can be accessed under the ACI eManifests menu by clicking 'Shippers & Consignees'.

[How to create ACI shippers and consignees in BorderConnect.](#)

[+ Create New](#) [Search By](#) [Export](#) [Import \(JSON\)](#) Show All

Search for Shipper/Consignee/Delivery Destinations/Notify Parties

Type:

Name:

[Search](#) [Reset](#) [Clear](#)

Shipper/Consignee/Delivery Destination/Notify Parties - Results 1 - 50 of 150. Page 1 of 3

TYPE	NAME	ADDRESS	CONTACT INFO	COMMENT
Shipper	2Kool Transportation LLC	5918 Centennial Rd Sylvania, Ohio 43560 United States		
Shipper	345345	654654 Rh Htrhr, Alabama 90210 United States		
Shipper	345345	654654 Rh Htrhr, Alabama 97651 United States		
Shipper	46 Logistics	120 Caroline Way Gallatin, Tennessee 37066 United States		
Shipper	ABW Logistics	1825 North Theobald St Greenville, Mississippi 38703 United States		

Create New Button

Used to add a new Shipper, Consignee, Delivery Destination or Notification Party. Although normally this is done automatically while entering an ACI Shipment, which is generally more efficient. Moving the mouse over this button will display the choice between creating a Shipper, Consignee, Delivery Destination or Notify Party. Clicking on one of these options will bring the user to a separate page (shown below) where the name and address can be entered. Once entered, clicking 'Save' will add the Profile and return the user to the ACI Shipper/Consignee Search Page.

Save Cancel Show All

Add New Shipper

Name:

Address:

City:

State/Province:

Postal Code:

Search By Button

Used to select which type of Profile to search for. By default the search will display only Shippers. Moving the mouse over this button will display the choice between Shippers, Consignees, Delivery Destinations, or Notify Parties.

Export Data (CSV)

Exports the currently displayed search results to a spreadsheet in CSV format.

Search Section

This section of the page allows the user to search for Shippers, Consignees, Delivery Destinations and Notify Parties by Type, Name, Address or Comments. By default it will display all Shippers.

Search Button

Used to search using search options listed above. Once the desired search options have been entered, clicking on this button will search for matching results and display them in the Results Section below.

Reset Button

Used to reset the search options to the default setting. Clicking on this button will set the Type to Shipper and clear all other search options to display all Shippers.

Clear Button

Used to clear all search options. Clicking on this button will set all search options to blank so the user can enter new search options instead.

Results Section

This section of the page displays the search results generated by the search options in the Search Section. Each result will include an 'Edit' and 'Delete' link. If more than one page of results is displayed, the arrow icons can be used to view the other pages.

Edit

Used to edit a Shipper, Consignee, Delivery Destination or Notify Party. Clicking on this button link will bring the user to a separate page where the changes can be made. Clicking 'Save' from there will update the Profile and return the user to the ACI Shipper/Consignee Search Page.

Delete

Used to delete a Shipper, Consignee, Delivery Destination or Notify Party. Clicking on this link will remove the Profile from the system.