



## INSTRUCTIONS FOR BOOKING AND TRACKING ONLINE

### TO BOOK SHIPMENT ON LINE AND ATTACH PAPERWORK

1. Go to [www.otexp.com](http://www.otexp.com) (save to favorites).
2. Click on **Booking and Tracking**.
3. **Log in with (this is new!)**  
User ID: your email address  
Password: this will be emailed to you
4. For Booking on line
  - Click on **FORWARDING**, select **BOOKINGS**
  - Click on the **MAKE A BOOKING** button in the lower left
  - Scroll down and click **Agree to the Terms and Conditions** at the bottom of the page.  
*This will come up each time you login in case there are many users under the same ID & password*
  - Choose information for shipper and consignee by click on the [...] button or add these and save to database
  - Enter in all shipment information
  - Treat the **Estimated Pickup** as the earliest time the shipment will be available, while the **Pickup Required By** is the latest the shipment may be picked up
  - Treat the **Estimated Delivery** as the earliest that it may be delivered, while the **Delivery Required By** is when the shipment must be delivered
  - Add in any special instructions
  - Click on **SAVE BOOKING**
5. On the next screen, attach paperwork per requirements.
  - To attach paperwork, click on **ADD DOCUMENTS**, and choose the required paperwork (PDF file format preferred, however, DOC files can be used)
  - Give description of file (i.e., Packing List 03/03/10) and click **upload**
6. You will be able to print the bill of lading/shipping labels at this time using the links above.

### FOR TRACKING SHIPMENTS ON LINE

Click on **FORWARDING** and select **SHIPMENTS**.

Opens to the shipment page, type the HAWB# in the quick search box and click search, this opens to the page with the bill of lading, choose option shipment status.