|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | AR-02 Cargowise New Customer Set up | | |
| **sop #:** | BIS-05 | **revision #:** | 1 |
| **EFFECTIVE DATE:** | May 20, 2020 | | |
| **OWNER:** | Jonathan Lutz | | |

## REVIEWERS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Fraser Greig | Solution Design Manager | Signed | May 20, 2020 |

## APPROVER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Jonathan Lutz | Director, Solutions Design and BI | Signed | May 20, 2020 |

# 1.0 purpose

New customer account set-up

# 2.0 SCOPE

Covers process to setup new customers

# 3.0 equipment

N/A

# 4.0 definitions

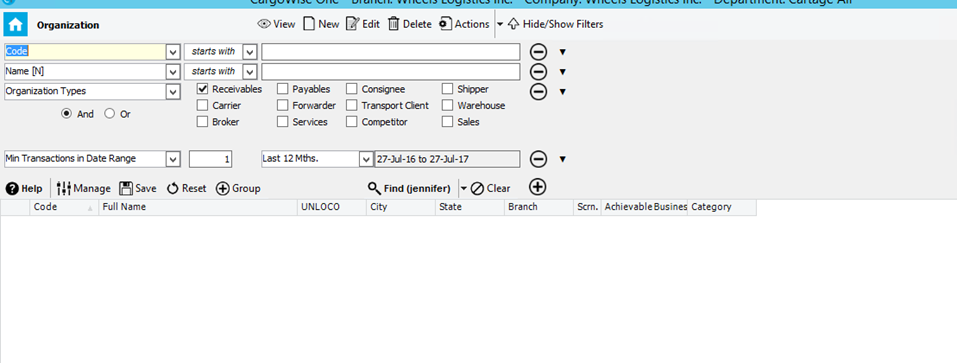
|  |  |
| --- | --- |
| **Definition** | **Explanation** |
|  |  |

# 5.0 Responsibility

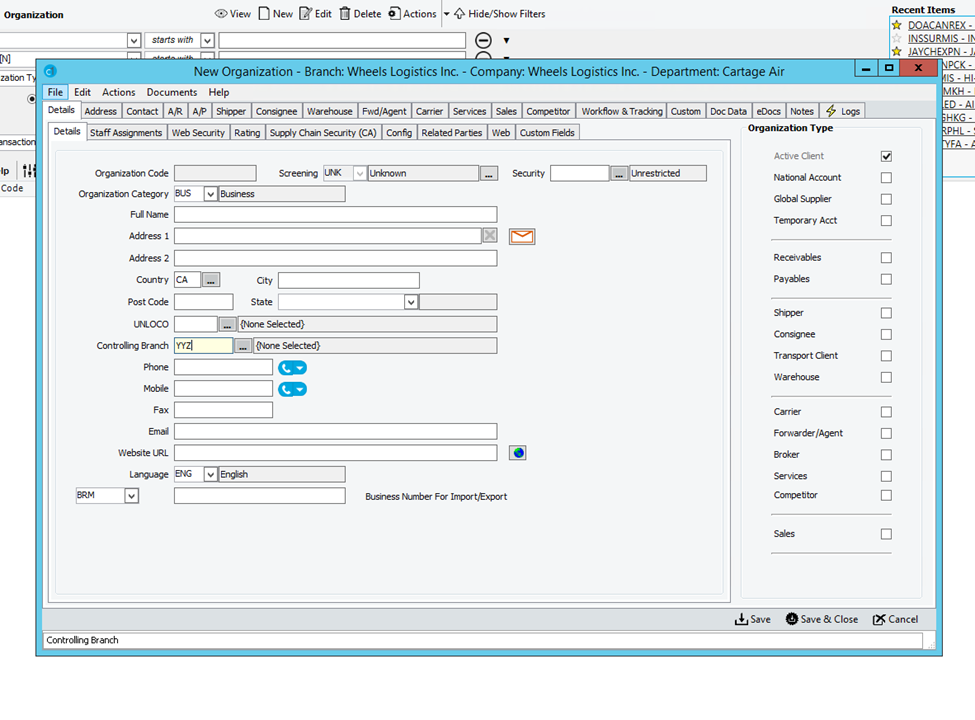
|  |  |
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| **Responsibility** | **Activity** |
|  |  |

# 6.0 policy

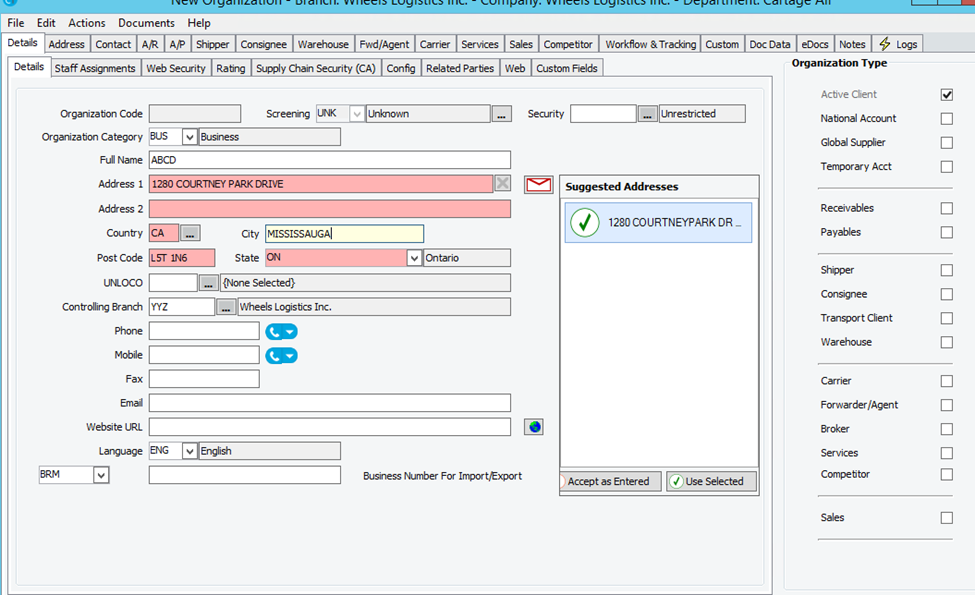
## 6.1 GENERAL



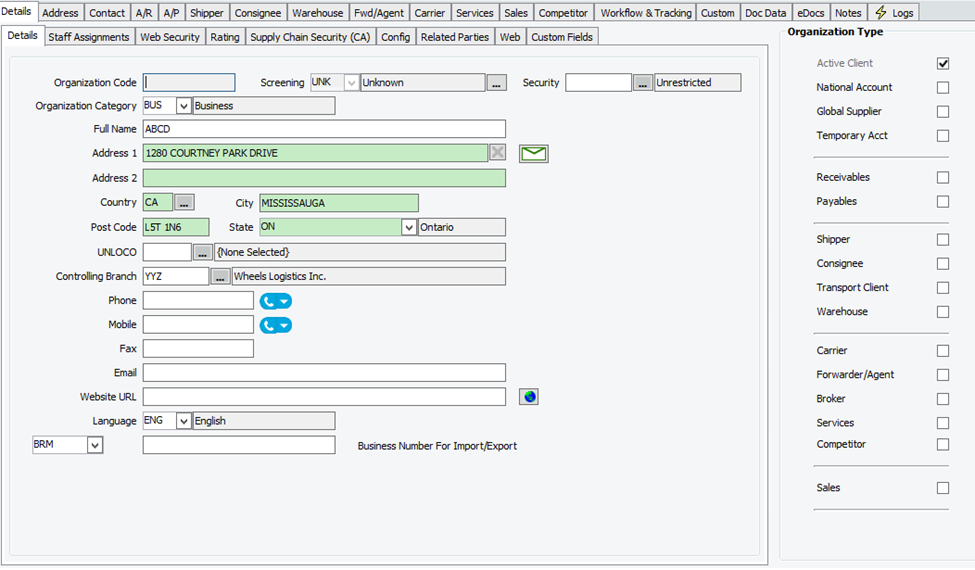
1. Controlling Branch: Always “YYZ” – Fill in all related information and check off “receivables”



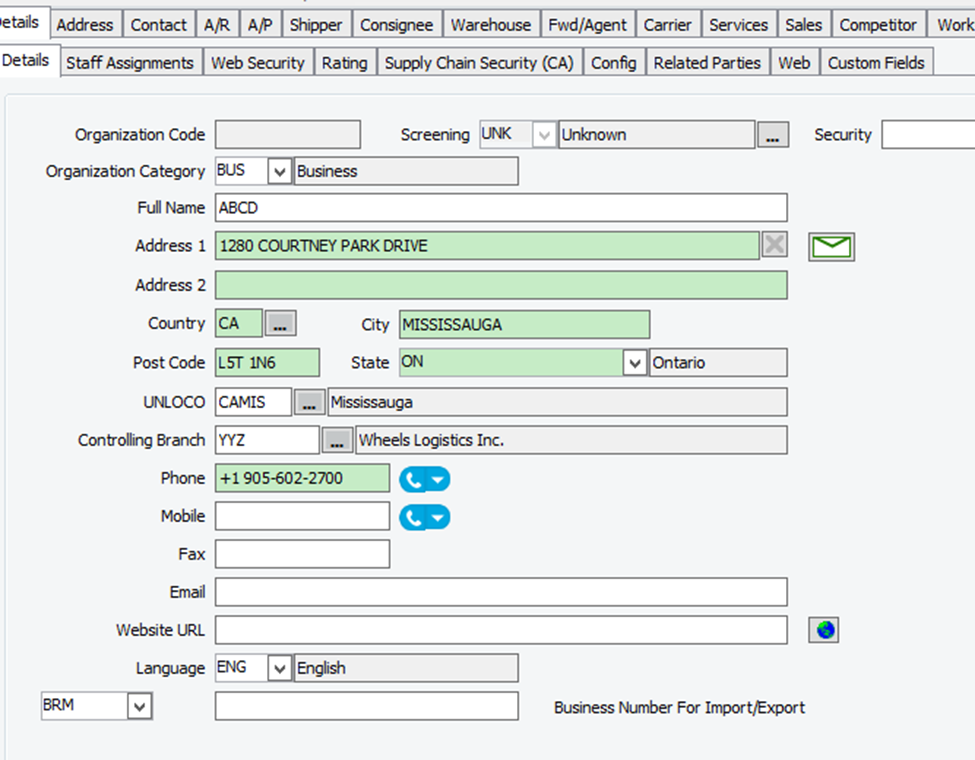
1. “Accept as Entered”



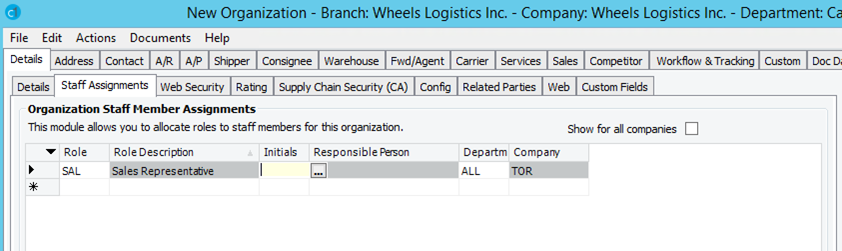
1. Now Click UNLOCO … and ender City under Port Name and Click Find

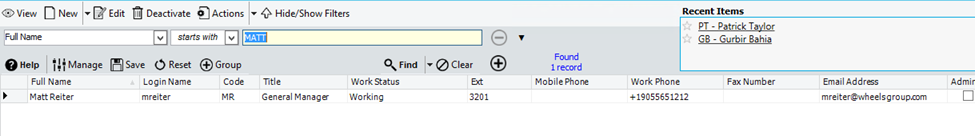


1. Go To Staff Assignments



1. Enter SAL, under initial click the …

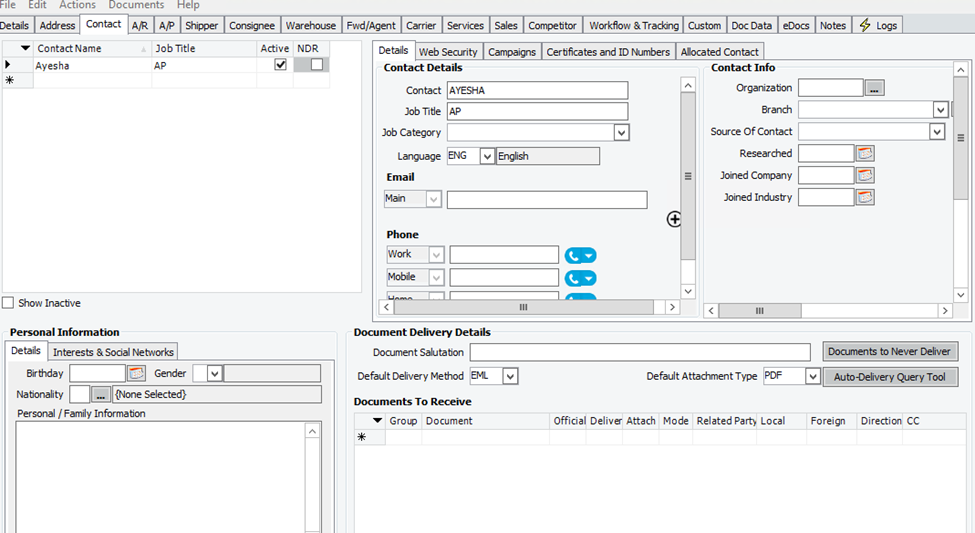




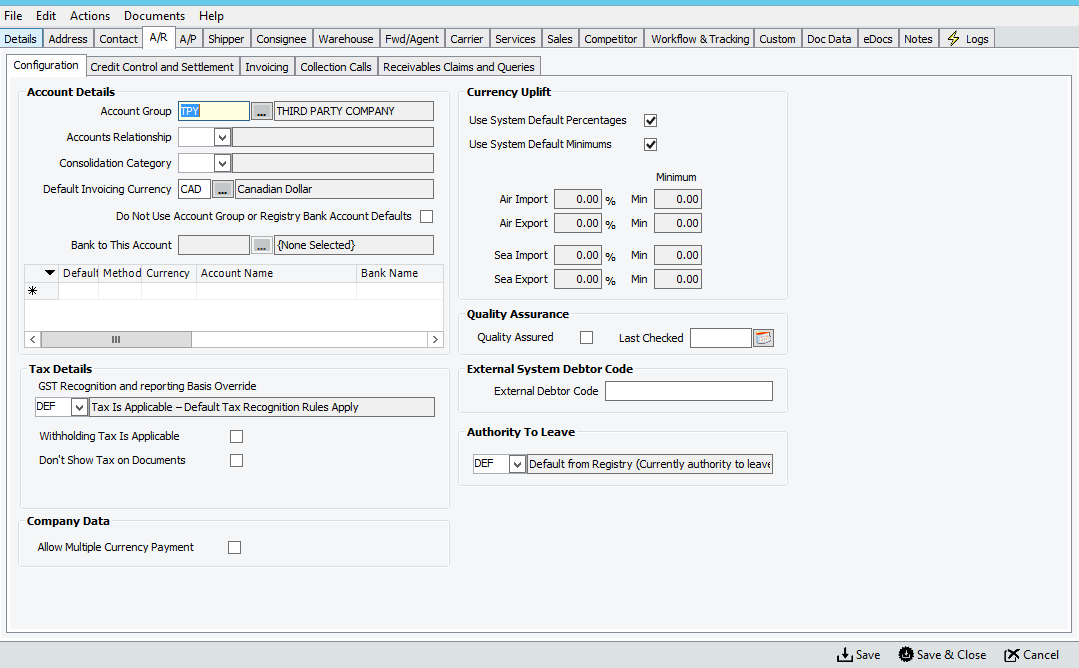
1. Double click – it will take you to the original screen

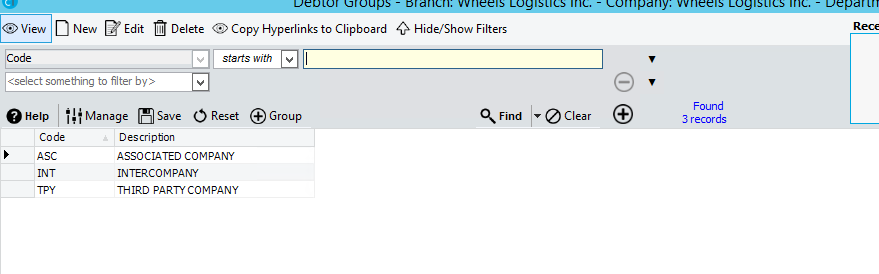


1. Click Contact: Enter information (All contacts)

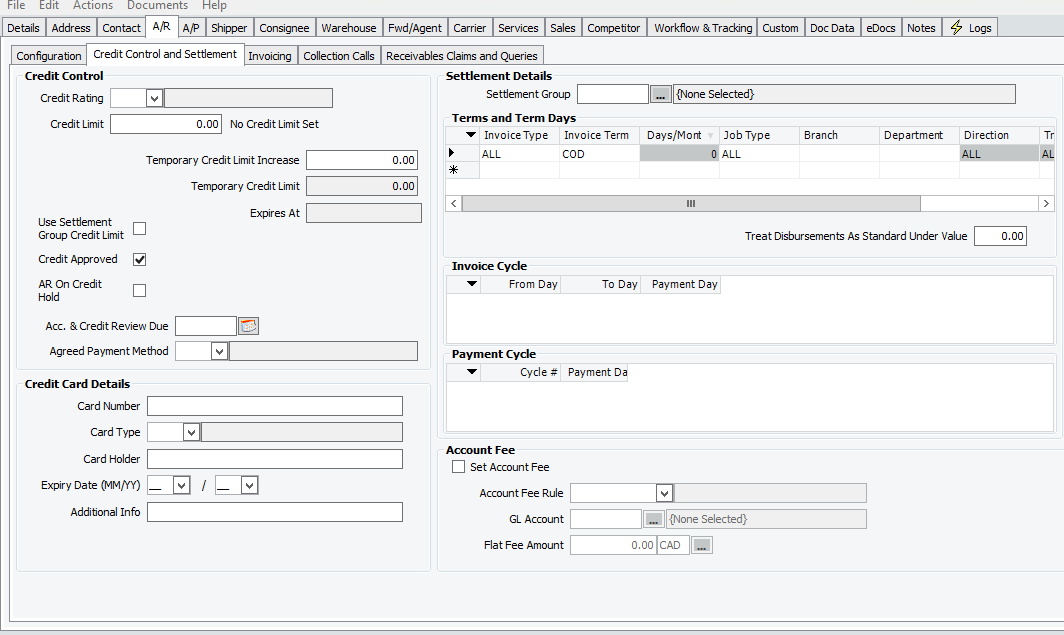


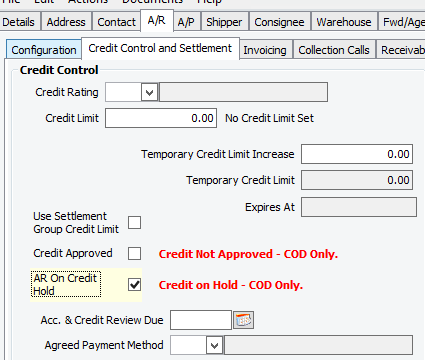
1. Enter Currency



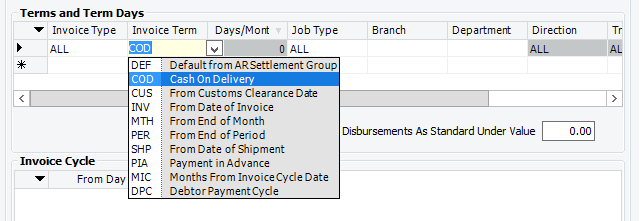


1. Click Credit Control and Settlement – Enter credit limit/COD information as required

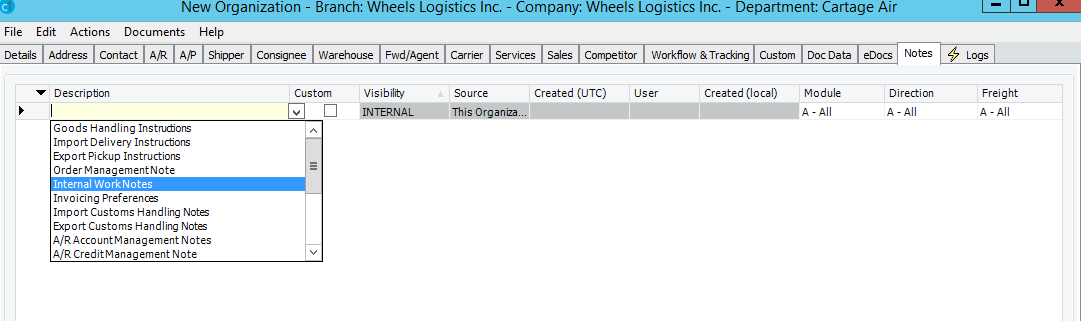




1. Change terms and term days



1. Click Notes: Internal Notes (Terms, any special instructions for OPS)



1. Enter credit limit

# 7.0 references

# 8.0 revision history

|  |  |  |
| --- | --- | --- |
| **Revision #** | **Revision Date** | **Description** |
|  |  |  |