



CARGO PORTAL SERVICES CHEAT SHEET

How to sign in and register-

- Sign on to www.cargoportalservices.com
- Click on “Want to join? Register now right under the client login
- Register new User-1. Fill out information. 2. Click Register new branch
- Register new Branch- 1. Fill out info for branch. 2. Click on NW for carrier, enter your account number. 3. Click Create Branch
- Remember and make a note of your userid and password info.

You will receive an email from NW Cargo administration shortly with a BRANCH id number. Keep this handy.

Once you receive this information, you are all set to book and track online.

How To Book a shipment-

- On top task bar, click “Create Booking”
- Enter information –
 1. Enter air waybill
 2. Enter Orig and Dest
 3. Already filled in.
 4. Enter flight number if you know it, if not, please click on the small magnifying glass “Find Routing” - this will give you flights to choose from. Click on a flight from the drop down list.
 5. Enter remarks, if any
 6. Click Create Booking

SIMPLE....You will receive an immediate confirmation that the booking is confirmed.

If you have any questions, please do not hesitate to contact me.

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