Panther
Premium Logistics

INSTRUCTIONS FOR COMPLETING THE ACE ELECTRONIC MANIFEST

TRIP NUMBER: Write full 9-digit PRO number next to PTWT
PLATE #: Write your truck license plate number
DRIVER NAME: Fill in the first and last name of the driver clearing the load

BOX 1: DRIVER INFORMATION
1. Driver Contact Phone: Write your cell phone number
2. Driver ID #: The CDL number for the driver who will is clearing the load
3. Crew ID #: The CDL number for the team driver

BOX 2: SHIPMENT INFORMATION
1. SCN: Shipment Control Number – this is the full number off your PAPS sticker (starts with PTWT)
2. Order #: Write the full 9-digit PRO number (ex: 070312345)
3. Release Type: This will typically be PAPS; if dispatch notifies you that the load is clearing In-Bond or FAST, check the appropriate box (for FAST loads, check "Other", write FAST)
4. Port of Loading: Shipper's city & province
5. Shipment: ___ of ___ - if you have multiple shipments (stop-offs), you will fill out an Electronic Manifest for each one
6. Final Shipment in Trip?: This will usually be "Yes" unless you are making stop-offs; for stop-offs, check "No" for all stops except the final consignee.

BOX 3: TRIP INFORMATION
1. Truck Fleet #: Your truck number
2. Trailer Fleet #: For tractors, write your trailer number
3. Truck Type: Make of your truck (Freightliner, Sterling, Ford, etc)
4. VIN: Write your full Vehicle Identification Number
5. DOT #: If not filled in, write 500737
6. Tractor Plate #: write your truck license plate number
7. Plate State / Province: The state/province that issued your license plate
8. Plate Country: USA or Canada
9. Passenger Aboard: Check this box if you have a passenger.
10. Border ETA Date/Time: Approximate time you will arrive at the border.
11. Time Zone: This will either be EST (Eastern Standard Time) or EDT (Eastern Daylight Savings Time)
12. Port of Arrival: The city and state where you will be clearing the load (ex: Detroit, MI)
13. Destination Address: Write the full address of the consignee

BOX 4: TRAILER INFORMATION
1. Plate #: Trailer plate number
2. Plate State/Province: the state that issued the trailer's license plate
3. Plate Country: USA
4. Trailer Type: Type of trailer