

Creating a Certificate

Use the calendar to select the shipment date.

Enter your reference number for your shipment. This may be any number/word as long as you have not used it before. This will ensure your certificate can be saved as a template.

Importer/Exporter – either select from an existing company or click ‘create new’ and type in the company name. When selecting ‘create new’, you then have the option to save the company for future use by ticking the box which appears.

Select the appropriate currency and type the invoice amount, duty value and/or freight expenses if applicable.

Add any additional values (if required) in the relevant boxes. If the CIF Markup is not required, remove the 10.00. The Total Sum Insured box will populate automatically.

Select the appropriate Subject Matter, Shipment Method, Coverage Option and Conveyance* by choosing one of the options from the drop down menus.

Start by typing in the country name (the country where the shipment begins) and selecting from the drop down menu. The town/city of origin is also required.

You may start typing in the port of loading box and select from the drop down menu.

* If the conveyance is sea, an additional box will pop up. You may search for the vessel by typing in the vessel name or by searching for the vessel with the IMO number.

A helpful currency converter if required.

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The screenshot shows the 'Shipment Certificate' form in the nmu system. The form is titled 'Shipment Certificate' and is part of the 'NMU Kent Policies' section. It includes a 'Menu' on the left with 'Create New Shipment' and 'Back to Shipment Search'. The main form fields are: 'Port of Loading' (dropdown), 'Loading Text To Appear On Certificate' (text), 'Country of Final Destination *' (dropdown), 'Town / City of Final Destination *' (text), 'Destination Text To Appear On Certificate' (text), 'Country of Final Discharge' (dropdown), 'Discharge Facility' (dropdown), 'Discharge Text To Appear On Certificate' (text), 'Claim Settling Agent *' (dropdown), 'Full Description Of Cargo *' (text area), 'Marks & Numbers' (text area), 'Letter of Credit Conditions' (text area), 'Note' (text area), 'Override Date of Issue with BL Date' (checkbox), 'Date of Booking Override' (text), and 'Select Print Options' (dropdown). The 'Print Options' dropdown is set to 'Original / Duplicate / 3x non-negotiable copies'. At the bottom right, there are 'Verify Coverage' and 'Save' buttons. On the right side, there is a 'Policy Information' panel showing 'Effective Date: 01 January 2017', 'Valid Until Date: 31 December 2017', and 'Renewal: 2017 NMU Kent' with a 'Confirmed' status. Below this is a 'Common Screens' panel with 'Currency Converter' and 'Valuation Clauses'.

Fill in the details of the country and town/city of final destination.

Complete the country of final discharge (where the shipment ends) and the discharge facility name. i.e. airport/port.

Claims settling agent – if possible, select the closest agent to the final destination.

Enter the description of the goods being shipped.

These boxes can be typed in if required.

Verify coverage to confirm shipment is insurable prior to booking.

By selecting save, you are able to save the certificate and come back to it if required.

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This message will pop up if your certificate is ready to: print (confirm booking), save, request a quote, save as a template or edit the shipment if required.

If you need to request a quote, you may type in your reason in this box and click request quote at the bottom of the page.

Your quote which has been calculated for this shipment.

The screenshot shows a web form titled "Shipment Certificate". At the top, a green checkmark icon is followed by the text "The shipment is insurable." Below this is a "Quote Request Reason" text input field. A section titled "Premium Information" contains a table with two columns: "Amount (GBP)" and an unlabeled column. The table has two rows: "Cargo Premium" with a value of "10.00" and "Total Premium" with a value of "10.00". Below the table is an "Insuring Conditions" section with two text input fields. The first field contains the text: "Institute Cargo Clauses (A) CL252 1/1/82 and/or (Air) CL259 1/1/82 as applicable", "Institute War Clauses (Cargo) CL255 1/1/82 and/or (Air Cargo) CL258 1/1/82 and/or (Sendings by Post) CL257 1/1/82 as applicable", and "Institute Strikes Clauses (Cargo) CL256 1/1/82 and/or (Air Cargo) CL260 1/1/82 as applicable". Below this is a "Certificate" section with a "Certificate Template" dropdown menu set to "NMU Standard Certificate (2016)". At the bottom of the form is a "Shipment Details" section which is currently empty. At the very bottom of the form are six buttons: "Confirm Booking", "Request Quote", "Save Template", "Save", "Print Draft Certificate", and "Edit Shipment".

	Amount (GBP)	
Cargo Premium	10.00	
Total Premium	10.00	

Confirm the booking if you would like to print your certificate.

Select if you need to request a quote.

You may select this option if you want to save this as a template for future use. This is useful if you do a couple of certificates which are similar.

Select if you need to save to return to the certificate.

Select if you need to print a draft certificate.

You may make changes to your certificate with this option.