



# VISUAL IMPORTER

## INSTRUCTION GUIDE FOR THE VISUAL IMPORTER SHIPMENT PORTAL



Presented By Frontier Supply Chain Solutions r



02

# TO RETRIEVE B3, COMMERCIAL INVOICES, ETC.

1. Go to: <https://vi.msrcustoms.com> OR  
Click the "Visual Importer" page under the  
Shipment Tracking tab on  
<https://www.frontierscs.com>

2. Enter your user name & password

A login form with two input fields. The top field is for the username, and the bottom field is for the password. To the right of the username field is a link that says "Forgot Username?". To the right of the password field is a link that says "Forgot Password?". Below the password field is a blue button with the text "LOGIN" in white capital letters.

If you do not have one, email: [ar@frontierscs.com](mailto:ar@frontierscs.com)

3. Click on Shipment Portal in Import Workflow  
tab

A screenshot of the "IMPORT WORKFLOW" tab. It shows three options: "Shipment Portal", "Item Portal", and "Trade Partner Portal". The "Shipment Portal" option is highlighted with a blue background. The "Item Portal" and "Trade Partner Portal" options have a light blue background. There is a blue vertical bar on the right side of the tab.



# 03

**4. Filter By - None, K84 date, Release date or (Broker) invoice date. You can search by "Frontier invoice number" OR "customs transaction number"**

SHIPMENT PORTAL

Filter By: None From: YYYY-MM-DD To: YYYY-MM-DD Search Transactions / Identifiers

Broker Invoice No

Entry Type ☒ ALL ☐ HVS ☐ LVS

**5. You can also sort each column by clicking the header of the column**

TRANSACTION NUMBER CCNO / IDENTIFIER B3 TYPE RELEASE DATE K84 DATE MODE OF TRANSPORTATION IMPORTER INVOICE NO INVOICE DATE

**6. Select: "one, all, or multiple" shipments by clicking on the check boxes**

|                                     |                    |
|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | TRANSACTION NUMBER |
| <input checked="" type="checkbox"/> | 12237-30003888-5   |
| <input checked="" type="checkbox"/> | 12237-30003927-2   |
| <input checked="" type="checkbox"/> | 12237-30004375-7   |

**Select all by clicking on the check box at the top**

|                                     |                    |
|-------------------------------------|--------------------|
| <input type="checkbox"/>            | TRANSACTION NUMBER |
| <input type="checkbox"/>            | 12237-30003888-5   |
| <input checked="" type="checkbox"/> | 12237-30003927-2   |
| <input type="checkbox"/>            | 12237-30004375-7   |

**Select all individually by each check box beside the transaction number**



# 04

**7. Click "Download Selected" on the right hand side. Then click on items to be downloaded. (ex. LVS documents are for "F" B# types**

LVS Form : ☐

LVS Worksheet : ☐

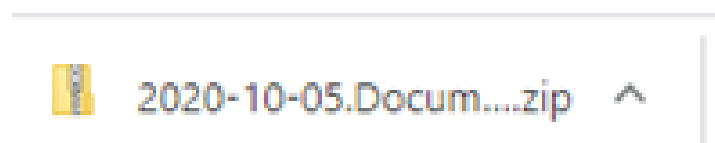
LVS Identifiers Summaries : ☐

B3 Form : ☐

Recap Sheet : ☐

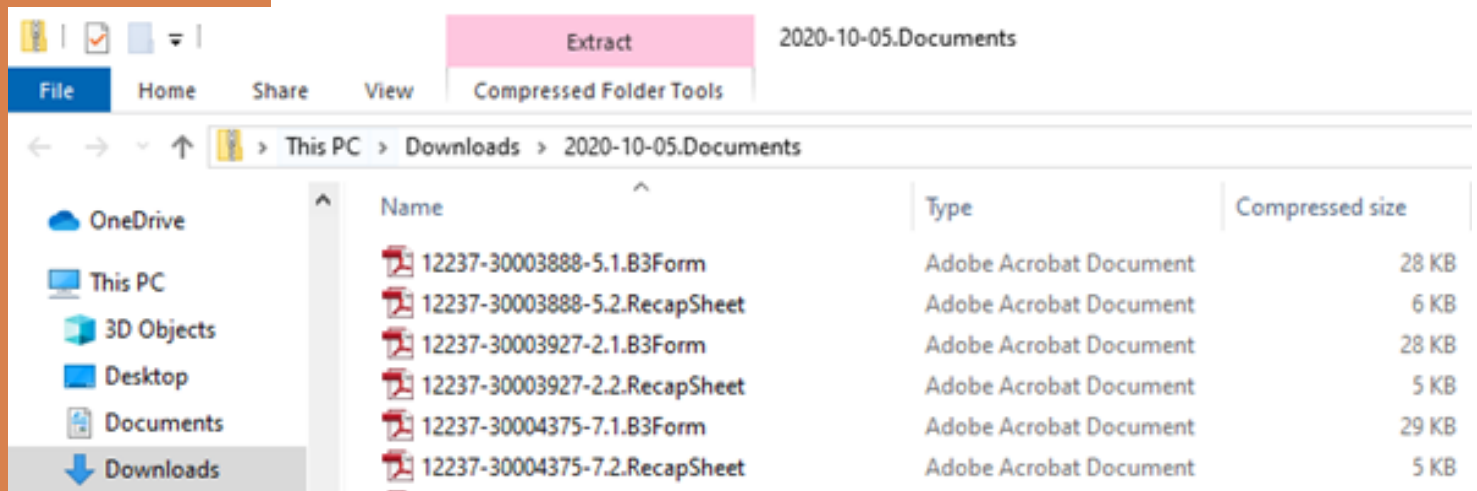
Attached Documents : ☐

**8. Open the zip file tab at the bottom of the screen and see all of the download attachments:**



# 05

**8. Files are names by the shipment transaction number, a suffix in case of multiple. and document type.**



**9. Save your attachments, or print at needed.**