



Clarke Transport Document Transfer Process for Carriers

Introduction:

This document explains electronic document capture process to be used by Carriers and Agents of Clarke Transport.

Method of Transfer: FTP or Secure FTP over TLS

Document Type: BOL, or POD.

Server Name: <ftp.clarkelink.com>

Note: Carrier can also provide their own server info to Clarke.

User name: <to be provided by Clarke>

Password: <to be provided by Clarke>

Process:

- Connect to server and authenticate
- CD to predefined path (provided by Clarke)
- Upload image with following parameters:
 - Image name must be **ClarkeProNo_DocType_PageNo.tiff** (Clarke pro is 8 digits without special characters)
 - Alternate option is to include Filename.txt file with cross reference to Clarke Pro and Image name.
- The process must be run periodically at predetermined times.
- Images must be sent ASAP delivery is complete.

Next Step:

In order to start the process, Complete and send the following information to Clarke IT dept. by email. itsupport@clarketransport.com. Sample copy of the POD/BOL is required.

Required:

Company Name: _____

Location Name: _____

I.T. Contact Information: _____