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](ftp://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](mailto:itsupport@clarketransport.com). Sample copy of the POD/BOL is required.

Required:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I.T. Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_