

INTERSOFT



Intelligent Shipper

Manifest and Closeout
User Guide

Version 3.0

PUBLIC

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1. Document Control

OWNER	Haroon Shah
APPROVER	Laura Price
CLASSIFICATION	Public
DATE OF ISSUE	30.04.2025
VERSION	3.0
REASON FOR ISSUE/UPDATE	Ready for publication
NEXT REVIEW	30.04.2026
DISTRIBUTION	Ishipper users and customers

VERSION	AUTHOR	AMENDMENTS	DATE
V1.0	Anna Diaz	Final version ready for publication	16.03.2018
V1.1	Laura Lyonette	Added section 4.1 View Shipments Ready for Manifest and Closeout.	20.07.2018
V1.1	Steve Sneath	Reviewed and added comments	31.17.2018
V2.0	Laura Lyonette	Changed example manifest in section 4.2. Added FAQs in Appendix.	01.08.2019
V2.1	Shayne Cabral	Removed references to 'Print Label' button as this has been removed from the system.	09.07.2019
V2.1	Laura Lyonette	Reviewed and added comments	09.07.2019
V2.1	Weronica Kucharska	Reviewed and added comments	11.07.2019
V2.2	Shayne Cabral	Updated following review feedback	11.07.2019
V2.2	Weronica Kucharska	Reviewed and added comments	22.07.2019
V3.0	Laura Lyonette	Final version ready for publication	22.07.2019
V3.0	Haroon Shah	Added the document cover page and classified the document as per the ISO classification policy	30.04.2025

Document release:

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3. Introduction

Once a label has been created for the shipment it will then be available to manifest and close out via the Shipment Processing screens. Manifesting a shipment produces the relevant paperwork and documentation required by the carrier for them to accept and transport your shipments. Closeout sends the electronic data (pre-advice files etc.) required by the carrier for the shipment, so that the carrier can operationally handle the items effectively.

NOTE: Shipments can also be closed out via API, for more information please view the API spec guide.

4. Manifest & Closeout Shipments

4.1. View Shipments Ready for Manifest and Closeout

- To view the shipments ready for manifest and closeout, select the “Shipment Processing” menu option. This will display a list of all shipments that have been processed and are ready to closeout, listed by carrier.

The screenshot shows the 'Shipment Processing' dashboard. At the top, there is a breadcrumb 'Dashboard / Shipment Processing' and a date filter set to 'Today'. The main section is titled 'Processed Shipments (8532)' with a link for 'On Hold (60)'. A status bar indicates 'Last Updated 09 Jul 2019 13:36:38'. Below this, three carrier sections are listed:

Carrier	Shipment Count	Total Weight	Actions
DHL (Express)	16	25.500 KG	Hold all shipments, + View Services, Closeout
DPD	2	6.000 KG	Hold all shipments, + View Services, Closeout
DPD Netherlands	4	0.400 KG	Hold all shipments, + View Services, Closeout

Figure 1 - Processed Shipments Ready for Manifest and Closeout

2. Click the “View Services” link to see a list of the services for that Carrier that have shipments pending Manifest and Closeout.

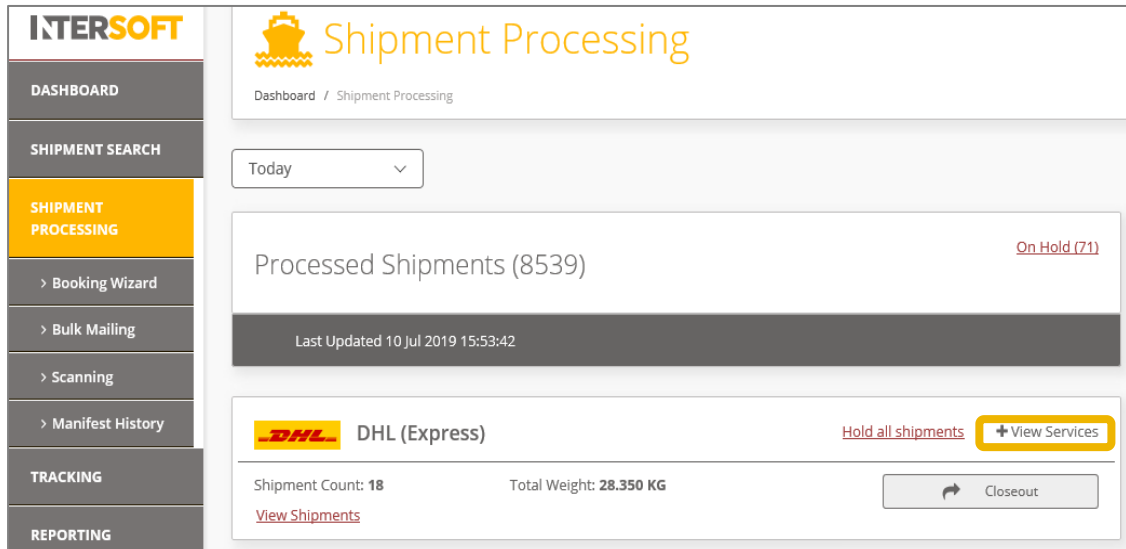


Figure 2 – View Services

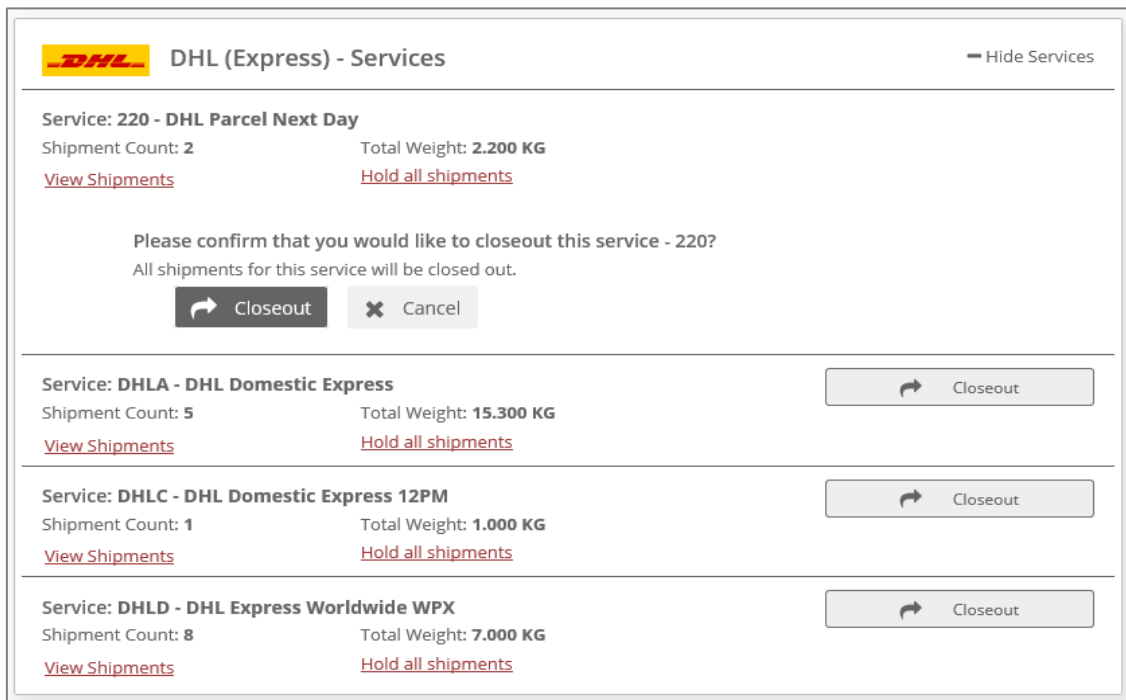


Figure 3- Services List Expanded

3. Depending on your system setup, Royal Mail shipments ready for closeout can be listed in two different ways:
 - a) Royal Mail is listed once, and when expanded all Royal Mail services will be listed, including tracked high volume services.

Royal Mail - Services
Hide Services

Service: PS9 - BUSINESS PARCELS MAX SORT PRIORITY

Shipment Count: 1 Total Weight: **0.200 KG**

[View Shipments](#) [Hold all shipments](#)

Closeout

Service: TPMN - Tracked 24 High Volume No Signature

Shipment Count: **8477** Total Weight: **8053.150 KG**

[View Shipments](#) [Hold all shipments](#)

Closeout

Figure 4 - Royal Mail – all services listed together

- b) Royal Mail tracked high volume services are listed separately to standard services, under the following carrier codes:
- RYHV – Royal Mail high volume services only.
 - RYML – all other Royal Mail services.

RYHV - Royal Mail - Services

Hide Services

Service: TPLS - Tracked 48 High Volume Signature

Shipment Count: 1 Total Weight: **1.000 KG**

[View Shipments](#)

Closeout

Service: TPMN - Tracked 24 High Volume No Signature

Shipment Count: 1 Total Weight: **1.800 KG**

[View Shipments](#)

Closeout

RYML - Royal Mail - Services

Hide Services

Service: TP55 - Tracked 48 Signature

Shipment Count: 1 Total Weight: **1.200 KG**

[View Shipments](#)

Closeout

Figure 5 – Royal Mail – tracked high volume services listed separately to standard services

4.2. Closeout

1. To closeout all shipments for a carrier (across all services), select the “Closeout” button for that Carrier.

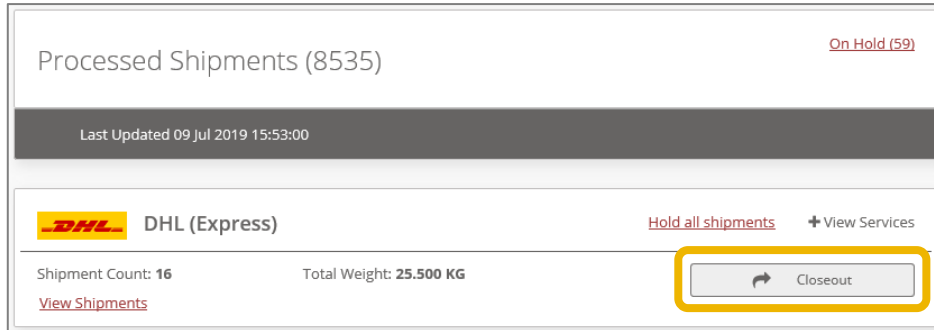


Figure 6 - Closeout by Carrier

2. If you want to close out by service rather than close out all shipments for a carrier, click “View Services” and select the “Closeout” button for the required service.

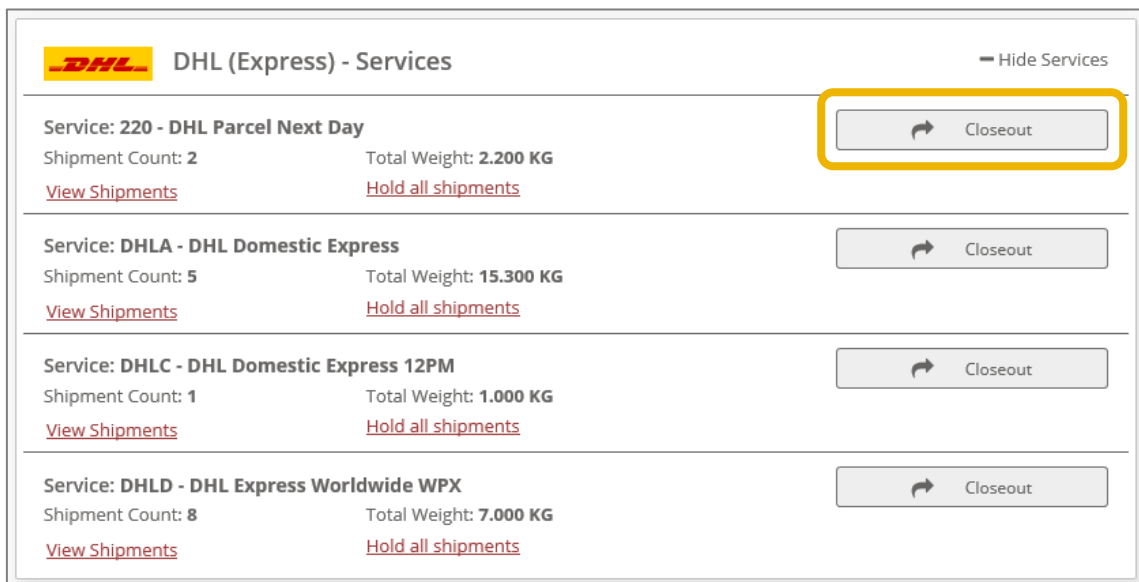


Figure 7 - Closeout by Service

- You will then be prompted to confirm that you want to proceed with closeout for the selected Carrier or service. Select the “Closeout” button to complete the process. Any electronic pre-advise or manifests needed for the shipment will be generated and sent to the Carrier.

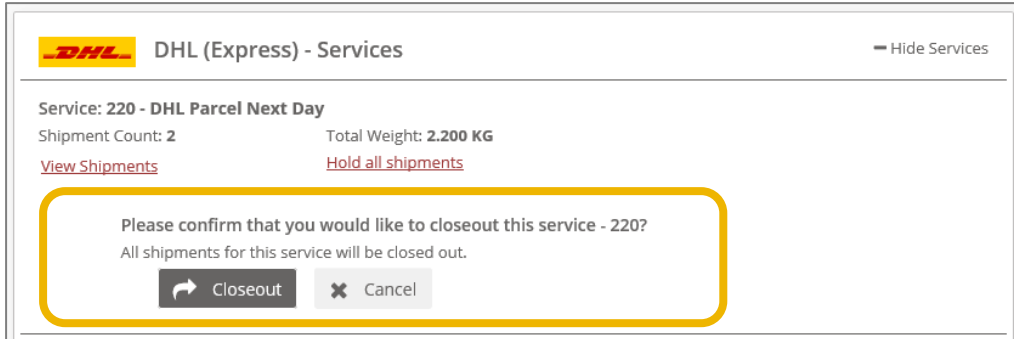


Figure 8- Confirm Closeout

- Once you select the “Closeout” button, a Manifest file will be automatically downloaded.



Figure 9 - Example Manifest File

5. Appendix – Frequently Asked Questions (FAQs)

The table below contains responses to some questions that users frequently ask relating to Manifest and Closeout of shipments.

Category	Question	Answer
Manifest shipment	I've gone to the Shipment Processing screen to manifest my shipment, but it isn't listed. Why is this?	If a processed shipment that you hadn't closed out is no longer showing in the Shipment Processing screen, then it will have been closed out via clean sweep. Clean sweep is a process that can be set to run on set days and times to automatically close out shipments. If clean sweeps have been setup in the system and you not have not closed out any shipments on a day when clean sweep is set to run, then the clean sweep will run at the set time and automatically close out all processed shipment.
Manifest shipment	My shipment has been closed out via clean sweep; how can I print the manifest?	There are 2 ways you can find and print the manifest for shipments closed out via clean sweep: <ol style="list-style-type: none"> 1. Search for the manifest in the Manifest History screen, open and print the manifest. 2. Search for the shipment in the Shipment Search screen, view the shipment then open and print the manifest.