

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.

Creating a Certificate

The screenshot displays the 'Shipment Certificate' form in the nmu system. The form is divided into several sections:

- Menu:** Contains 'Create New Shipment' and 'Back to Shipment Search'.
- Shipment Certificate:**
 - Port of Loading: -- Please Enter --
 - Loading Text To Appear On Certificate: United Kingdom
 - Country of Final Destination *: -- Please Select --
 - Town / City of Final Destination *: [Empty]
 - Destination Text To Appear On Certificate: [Empty]
 - Country of Final Discharge: Same As Country of Destination
 - Discharge Facility: -- Please Enter --
 - Discharge Text To Appear On Certificate: [Empty]
 - Claim Settling Agent *: -- Please Select --
 - Full Description Of Cargo *: [Empty]
 - Marks & Numbers: [Empty]
 - Letter of Credit Conditions: [Empty]
 - Note: [Empty]
 - Override Date of Issue with BL Date:
 - Date of Booking Override: dd/MM/yyyy
 - Select Print Options: Original / Duplicate / 3x non-negotiable copies
- Policy Information:**
 - Effective Date: 01 January 2017
 - Valid Until Date: 31 December 2017
 - Renewal: 2017 NMU Kent
 - Confirmed (Green button)
- Common Screens:**
 - Currency Converter
 - Valuation Clauses

At the bottom right of the form, there are two buttons: 'Verify Coverage' and 'Save'.

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.

Creating a Certificate

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 "Premium". 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 a dropdown menu showing "Institute Cargo Clauses (A) CL252 1/1/82 and/or (Air) CL259 1/1/82 as applicable" and "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". Below this is a "Special and/or Additional Conditions" text input field. A "Certificate" section has a dropdown menu for "Certificate Template" set to "NMU Standard Certificate (2016)". A "Shipment Details" section is partially visible. At the bottom, there 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.