

CBI Vendor – AIT Pickup Scheduling SOP

This Standard Operating Procedure (SOP) outlines the steps for CBI vendors to schedule LTL pickups using the MyAIT online booking system.

Step 1: Log in to the AIT Portal

Navigate to myait.aitworldwide.com and log in using your assigned credentials. From the main menu, select Shipments and then New Booking.



Figure 1: AIT Portal Main Menu

Step 2: Create a New Booking

Select Create Booking. If applicable, you may also use an existing shipment template to speed up the process.

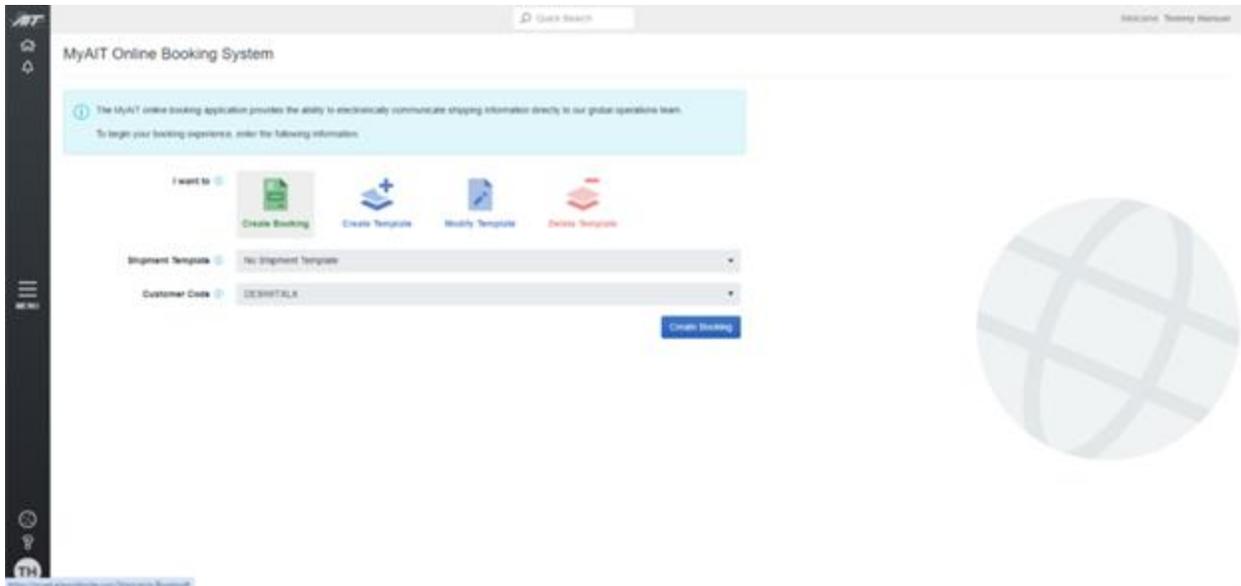


Figure 2: Create Booking Screen

Step 3: Enter Pickup and Delivery Information

Complete all required pickup (shipper) and delivery (consignee) address fields. Ensure contact information is accurate.

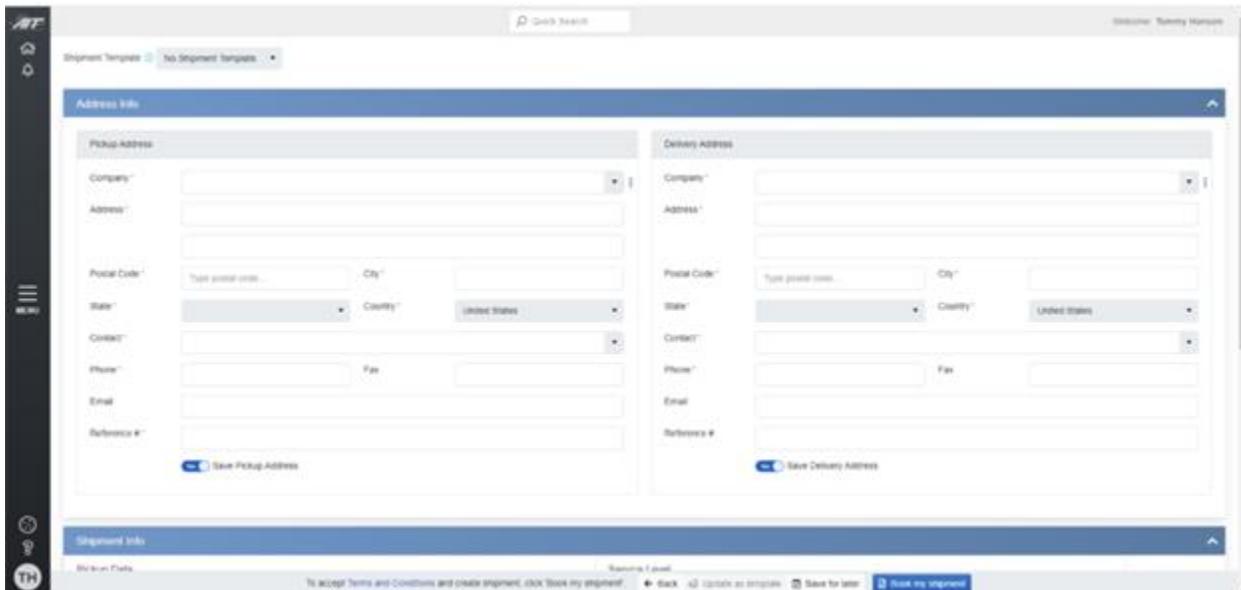


Figure 3: Pickup and Delivery Address Entry

Step 4: Enter Shipment Details

Enter pickup date, service level, payment terms (Prepaid), and complete the Goods/Packs section with accurate piece counts, weights, and dimensions.

Shipment Template: No Shipment Template

Quick Search

Welcome, Testing Mateo

Shipment Info

Pickup Date

Cargo Ready Date: 2024-09-27

Ready: 9:00 AM

Close: 4:30 PM

Service Level: DEFERRED SERVICE

Select Service

Monday Service Day: Monday, 2024-09-02

Pickup Services: Select Pickup Services

Delivery Services: Select Delivery Services

Special Care Service: Select Special Care Services

COD Requested: Select Funds Type

Terms: Prepaid

Goods/Packs

100 new items

This is a warehouse shipment. Please select a warehouse. Product Name

Commodity Description	Pieces	Weight	Length	Width	Height	Declared Value
HOME GOODS	1	200	46	42	55	0

References and Documents

Special Instructions

To accept Terms and Conditions and create shipment, click Work my shipment

Back

Cancel my shipment

Save for later

Work my shipment

TCP

Figure 4: Shipment Details and Goods/Packs Section