



SwiftPac Service Guides

Updated February 2018

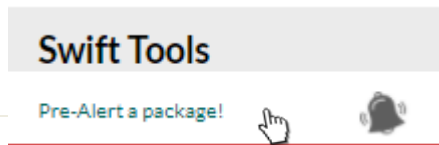
HOW TO SUBMIT A PRE-ALERT

Pre-Alerting involves providing SwiftPac with basic details, tracking information and shipping instructions for incoming packages or cargo. Benefits to customers include fast-tracked processing and 25% discount on shipment insurance cost.

NOTE TO CUSTOMERS: The Pre-Alert must be sent after you receive shipment confirmation and tracking from your supplier and **before** the package arrives at the Miami Warehouse.

1. Log in to your account.

2. Click the Pre-Alert button. *You have several options.*



3. Fill in the Pre-Alert form. *All fields are required.*

4. Click the **SUBMIT** button on the form.

5. Check your email for receipt confirmation.