Econ System Cheat Sheet – Copy Consignment

Copying consignments is an easy and useful Econ feature and is available for all Econ system users. To copy one of your existing consignments, follow these simple steps.

Copy a Consignment in Econ

1.1.1   Antarctic Applications Online

Open Econ using the external Econ link (or the internal link if accessible)

1.1.2   Open Econ

On the Home Page, click Econ at the bottom of the menu (skip this step if using the internal Econ link)

1.1.3   Econ Menu

Select 'My Consignments' on the left hand side of the Econ Menu

1.1.4   My Consignments

Locate the consignment you wish to copy, and then click on the action 'Copy' as demonstrated below

Note: *now a new number is generated. Other than the consignment number itself, the copied consignment is an exact replicate of the original consignment.*

1.1.5   Review Consignment – no changes

If no changes are required, simply select 'Submit for Packing'. You will be asked to Submit Consignment for processing? Select 'Yes' and your consignment is submitted.

1.1.6   Review Consignment – make changes

If consignment details need to be changed e.g. transport, consignment description, delivery point, cargo requirements etc... Select 'Edit Consignment Details'. Make the required change/s and select 'Save & Next'. You will then be asked to Submit Consignment for processing. Select 'Yes' and your copied consignment is submitted for processing

If consignment contents (items) need to be changed, select 'Edit Packages/Items'. You now have the ability to add new packages to the consignment or add new items to an existing package. To add a new item to an existing package select the package you wish to add an item to (by clicking on the package number highlighted in blue). Then click on 'Add' for the Inner Package details.

Complete the mandatory fields (as demonstrated below), untick the 'Add More Items' box when you are finished adding new items and select 'Apply'

1.1.7   Save Consignment

After adding the new packages and new items or new items to an existing package, select 'Save & Next' to save this information

1.1.8   Submit Consignment

You will be asked to Submit Consignment for processing. Select 'Yes' and your copied consignment is submitted for processing.

*Remember all consignments must be ''submitted'' in Econ before cargo required by date for the nominated voyage or flight.