

# Global Vendor iPortal Registration User Manual



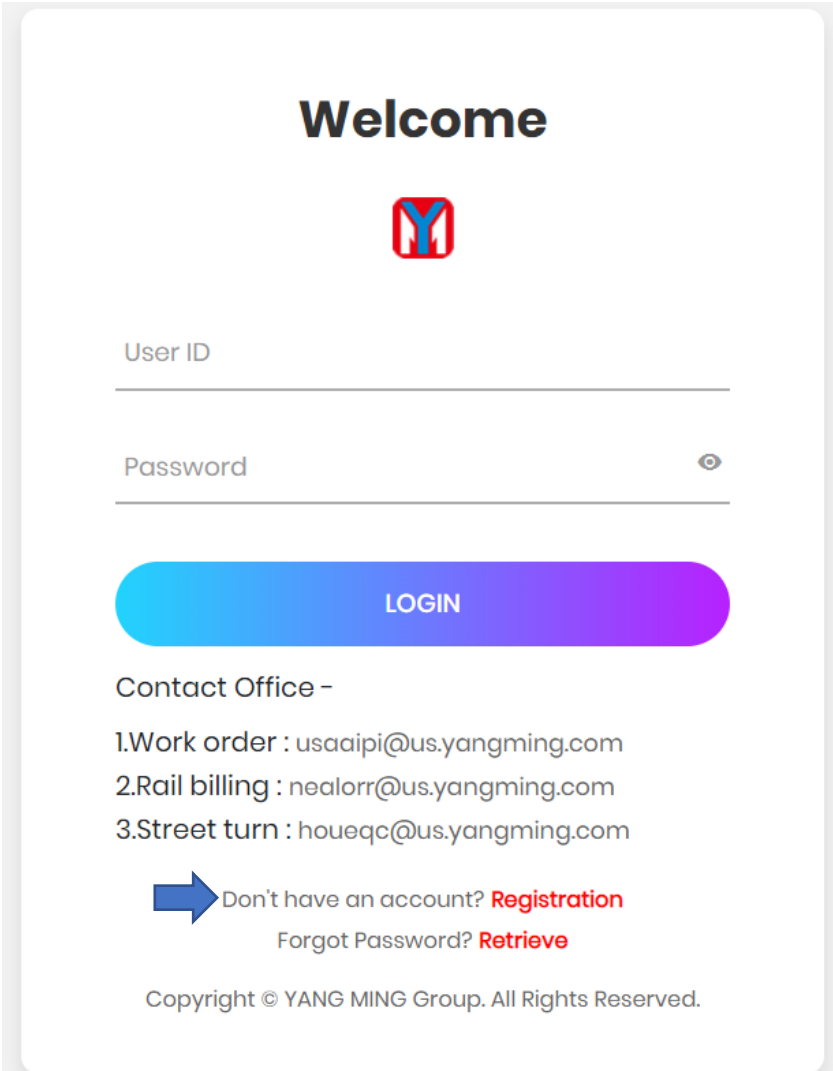
# Yang Ming Global Vendor iPortal Registration Manual

For optimal performance, YM recommends you upgrade to the most recent versions of **Google Chrome**. Clients not using the latest versions of these browsers may experience performance and rendering issues. **Pop-up** and **cookie-blocking software** must be disabled.


**Global Vendor iPortal website:**

[https://eglobal.yangming.com/GBVENDOR\\_IPORTAL/](https://eglobal.yangming.com/GBVENDOR_IPORTAL/)

## How to register a new account




**Welcome**



User ID

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Password 

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**LOGIN**

Contact Office -

- 1.Work order : [usaapi@us.yangming.com](mailto:usaapi@us.yangming.com)
- 2.Rail billing : [nealorr@us.yangming.com](mailto:nealorr@us.yangming.com)
- 3.Street turn : [houeqc@us.yangming.com](mailto:houeqc@us.yangming.com)

 Don't have an account? [Registration](#)  
Forgot Password? [Retrieve](#)

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# Registration

User ID (input your email address)

Password

Repeat your password

Contact Person (First and Last Name)

Enter your company name

Enter your Phone number

Enter your USDOT#

For the U.S. trucker, please input USDOT number; for the Canadian trucker who has no USDOT number, please input "CA".

Enter your Company's SCAC (Main)

**Input you and your company Profile.**

Please see page 4 for details.

## Function List

**Work Order Invoice Input**

extra SCAC code if any

**Street Turn**

extra SCAC code if any

**Rail Bill**

extra SCAC code if any

**Select function(s) you need to apply.**

Please see page 5 for details.

**Agree terms and complete Registration**

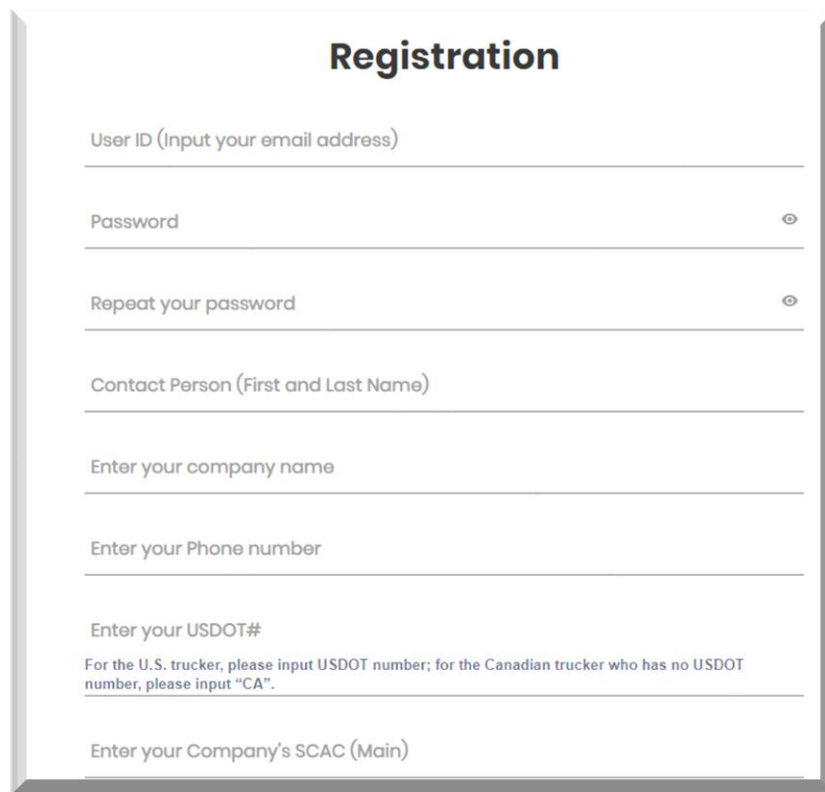
Pls see page 6 for details.

I have read and accept YM Terms of Use, Privacy and Security Statement.

REGISTRATION

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## Step 1: Input your account profile information

A screenshot of a registration form titled "Registration". The form contains several input fields: "User ID (Input your email address)", "Password" (with an eye icon for visibility), "Repeat your password" (with an eye icon), "Contact Person (First and Last Name)", "Enter your company name", "Enter your Phone number", "Enter your USDOT#" (with a note: "For the U.S. trucker, please input USDOT number; for the Canadian trucker who has no USDOT number, please input 'CA'."), and "Enter your Company's SCAC (Main)".

**Registration**

User ID (Input your email address)

Password

Repeat your password

Contact Person (First and Last Name)

Enter your company name

Enter your Phone number

Enter your USDOT#  
For the U.S. trucker, please input USDOT number; for the Canadian trucker who has no USDOT number, please input "CA".

Enter your Company's SCAC (Main)

- 1) User ID: Your email address will be your user ID. If you change email address, please apply a new account.
- 2) Password: Input your password and repeat your password.
- 3) Contact Person (Frist and last name): Input your name.
- 4) Enter your company Name: input company full legal name. If you are a U.S. motor carrier, please use the name your register with UIIA.
- 5) Enter your phone number: a phone number and extension where we can reach you.
- 6) Enter your USDOT#: For the U.S. trucker, please input USDOT number; for the Canadian trucker who has no USDOT number, please input "CA".
- 7) Enter your company's SCAC (Main):
  - a. For U.S Motor Carriers, please input SCAC (Standard Carrier Alpha Code)
  - b. For Canadian Motor Carriers, please input carrier code, a four-character unique identifier that is assigned by Canada Border Services Agency (CBSA).

## Step 2: Selection Function(s) you want to apply.

### Function List

**Work Order Invoice Input**  
extra SCAC code if any  
\_\_\_\_\_

**Street Turn**  
extra SCAC code if any  
\_\_\_\_\_

**Rail Bill**  
extra SCAC code if any  
\_\_\_\_\_

### 1) Work order Invoice Input:

This function is for motor carriers who receive truck work orders from YM. Motor carriers submit invoice number and confirm job completion for YM import door delivery, export door pickup and Empty reposition work orders. If you do not handle YM truck moves and truck work order, please do not apply this function.

- For U.S. Chassis split (non-LAX/LGB area): Please use [Login \(yangming.com\)](http://yangming.com)
- For LAX off-dock invoice, please use [Login \(yangming.com\)](http://yangming.com)

### 2) Street Turn

This function is for U.S street turn request but does not include LAX/LGB area.

- For LAX/LGB street turn request, please contact [laxeqc@us.yangming.com](mailto:laxeqc@us.yangming.com).

### 3) Rail Bill: (This function is still under construction)

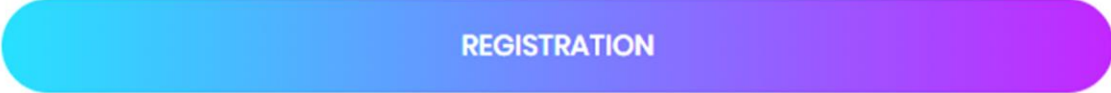
This function is for motor carriers to submit railbilling request for export load.

- For LAX/LGB export loaded railbilling , please contact [sharonduan@us.yangming.com](mailto:sharonduan@us.yangming.com); [georgeyeh@us.yangming.com](mailto:georgeyeh@us.yangming.com); [petertan@us.yangming.com](mailto:petertan@us.yangming.com)

\*If you handle multiple trucking companies' trucking invoices, street turn or Railbilling request, please input these companies' SCAC code besides the Main SCAC in your profile.

### Step 3: complete Registration

I have read and accept YM Terms of Use, Privacy and Security Statement.



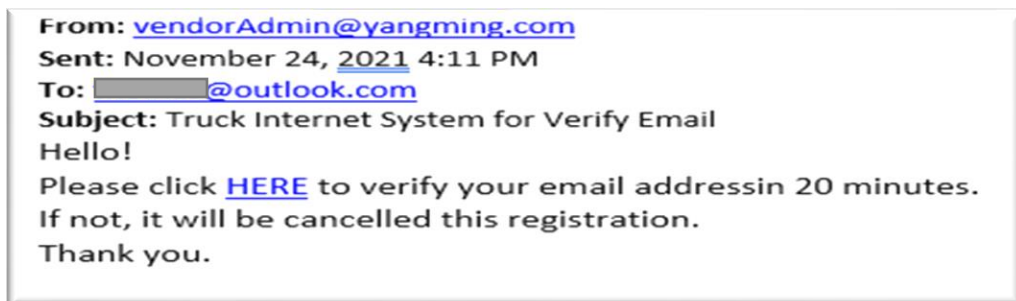
REGISTRATION

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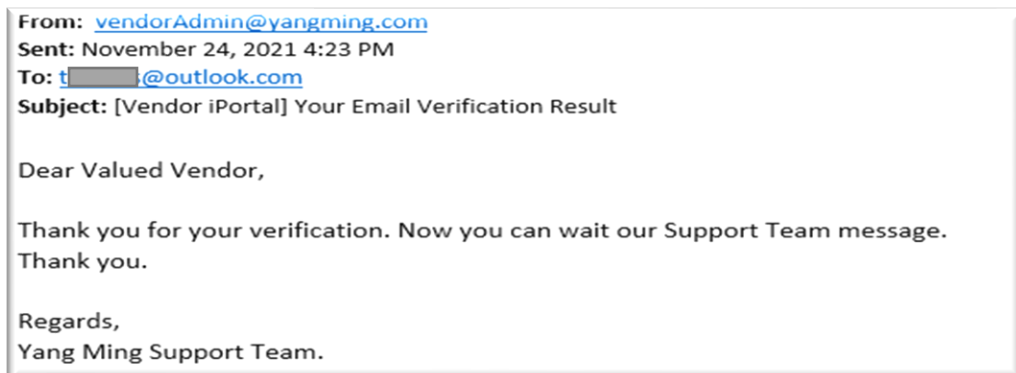
Before Save profile and function list and complete your registration, please read and agree” YM terms of Use” and “Privacy and Security statement”.

### Step 4: Verify your email address

- 1) Our system ([vendorAdmin@yangming.com](mailto:vendorAdmin@yangming.com)) will send you an email to verify mail address after registration is submitted. Please click the link within 20 minutes. If you do not receive the email, please check your junk mail folder.

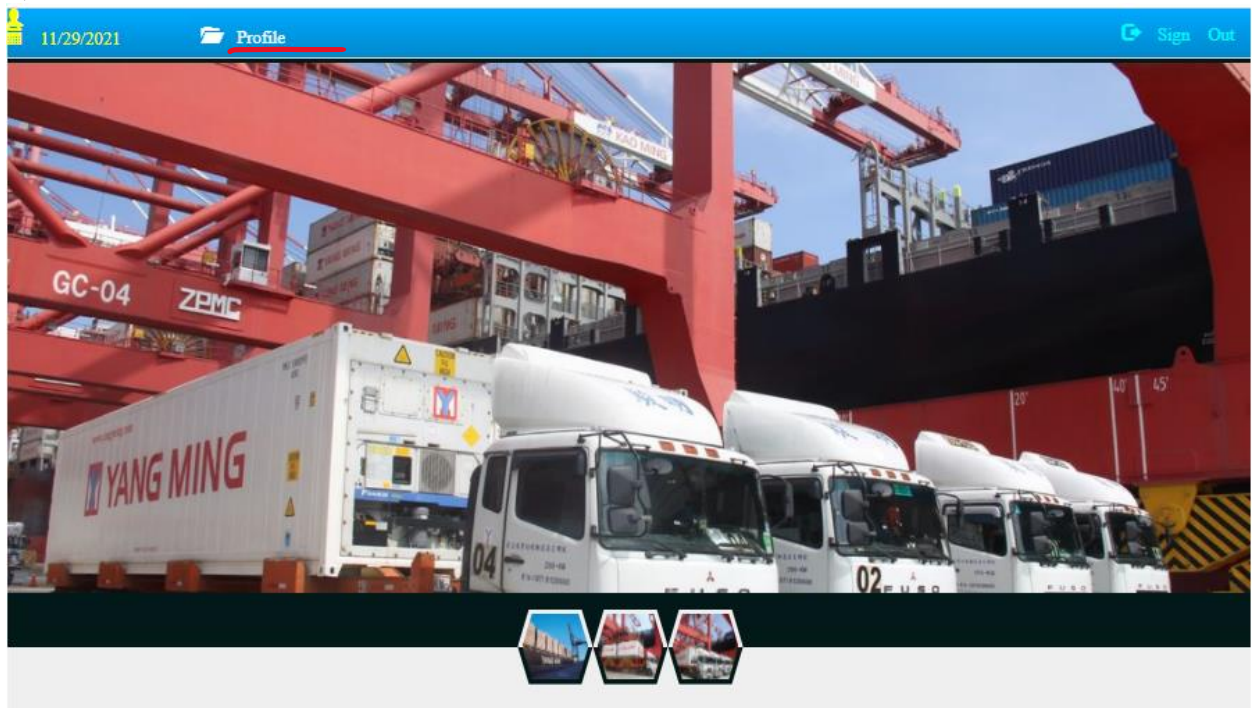


- 2) Once email address is verified, you will receive a confirmation.

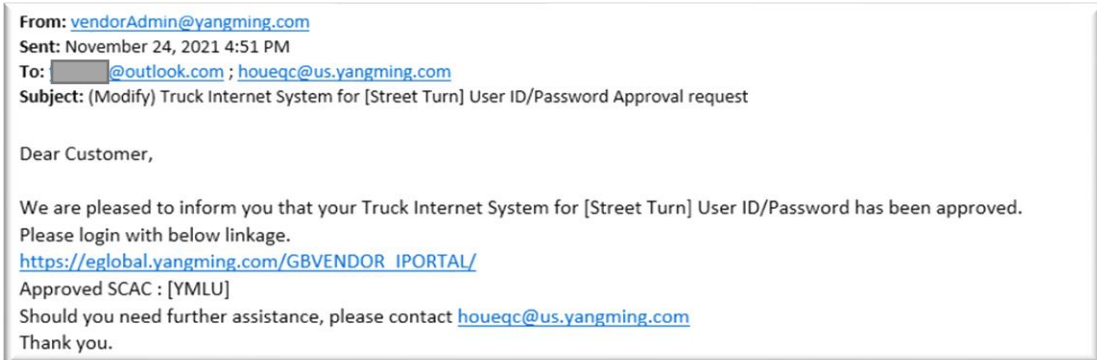


**Step 5: Wait for each function to be confirmed by PIC.**

- 1) Each function PIC or department will review your company profile, check your DOT number, SCAC code against the information on the UIIA. If you have question of each function or have been waiting for the confirmation over 24 hours, contact below PIC.
  - Work order Invoice input: [usaapi@us.yangming.com](mailto:usaapi@us.yangming.com)
  - Rail billing: [nealorr@us.yangming.com](mailto:nealorr@us.yangming.com)
  - Street turn: [houeqc@us.yangming.com](mailto:houeqc@us.yangming.com)
- 2) If your email address is not a business domain or does not match your Main SCAC code's contact information in the UIIA, we will contact the main SCAC code's UIIA contact to verify your account before activating your function(s).
- 3) You will only see "Profile" before function(s) been activated.



- 4) Once a function is approved and activated by YMA PIC or department, you will receive a confirmation for EACH function.



- 5) You will have the access to the approved function after logging in to the portal.

