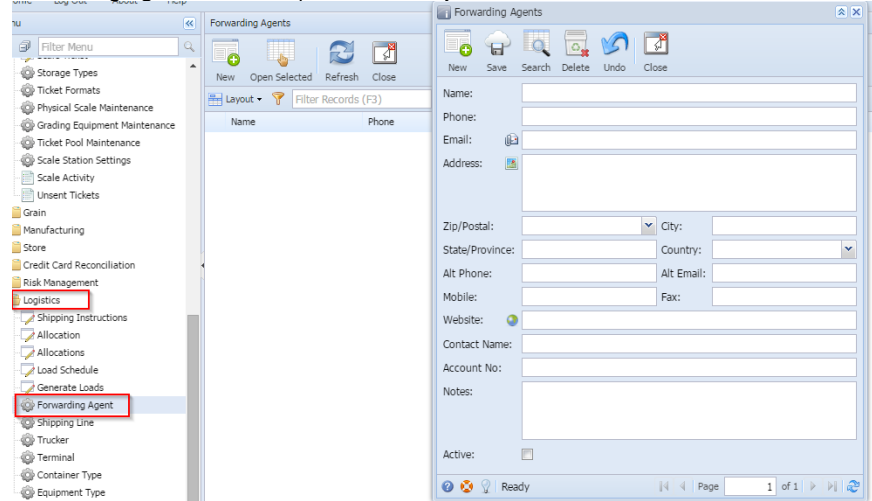


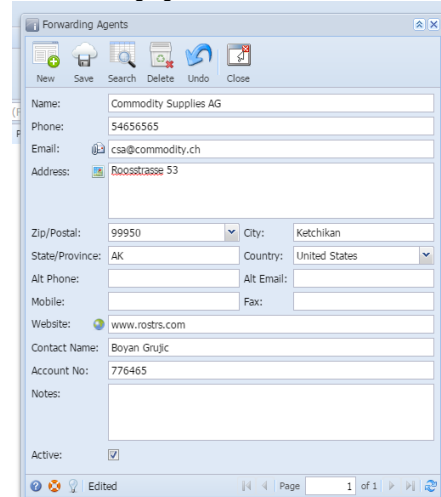
How To Create New Forwarding Agent

Here are the steps on how to create a Forwarding Agent:

1. Go to **Logistics module> Forwarding Agent**. If there's an existing option, **Search Forwarding Agent** screen will open. Otherwise, **New Forwarding Agent** screen will open automatically.



2. If Search Forwarding Agent screen opens, click on New button to open blank Forwarding Agent screen.
3. Enter the name, and other mandatory details in Forwarding Agent screen and select the check box- 'Active'.
The forwarding agent will list in the transaction screen only if the Active check box in the Forwarding Agent screen is selected.



Click on save button to save the record.

To edit an existing record.

1. Open an existing record.
2. Edit the required details and save.