



VIATPRO USER CREATION MANUAL

2024

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1. ACCESS TO THE VIATPRO USER CREATION REQUEST

To enter the form for the creation of a new user in ViatPro, please enter the next link:

<https://exl.com.mx/socioscomerciales/Formulario/Inicio.aspx>

We can also access the page by copying and pasting the previous link into the search bar of our preferred browser, it can be Google Chrome, Microsoft Edge or Mozilla Firefox.



2. REQUEST FOR USER CREATION IN VIATPRO

When clicking on the link above, the first view for the user is the next screen:

Request for user creation in ViatPro

Rules/Instructions/Considerations before starting the form

1. You will have a time limit of 10 minutes to complete the form, if the time is over you will have to recapture the information
2. For the data capture in the application, be sure you have full details on the type of access you are going to request

To start capturing your application, enter the email address you want to use to access the platform

The email address must be entered, and the blue button is clicked to start with the data capture.

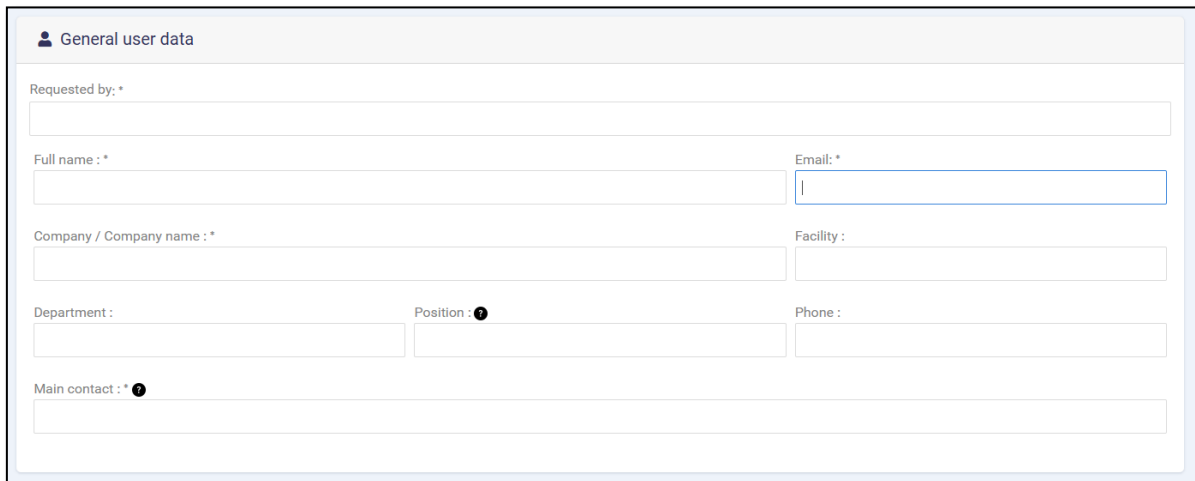
Note: There will be a time limit of 10 minutes to complete the form.

3. USER CREATION REQUEST FORM

3.1 GENERAL USER DATA

When you start the process of creating a new user, you will be directed to the following screen, where you will be asked for the following information:

- Requested by
- Full name
- Email
- Company / Organization name
- Facility
- Department
- Position (Here you will write the position you have within your company or organization)
- Phone
- Main contact (Email of the person at EXL who provided the training)



The screenshot shows a web form titled "General user data" with a user icon. The form contains the following fields:

- Requested by: *
- Full name: *
- Email: *
- Company / Company name: *
- Facility: *
- Department: *
- Position: *
- Phone: *
- Main contact: *

3.2 ACCESS REQUERIMENT

Within this section, information will be requested about the operations that the user will carry out within ViatPro, the fields that must be placed are:

- Operation Type: Import / Export
- Transport: road, road/railway, railway, air, sea
- Project name or account name (Specify the client for whom the request is being made)
- User type: Carrier, Shipper/Consolidator, Logistics, Mexican Customs Broker or Importer.

Access data

Operation Type: * Transport: * Project : *

User Type: * Permissions: * Seals Control (Handling and Administration of Seals) Client Viewer (Read-Only User)

Briefly describe the functions you will do within our system (ViatPro):

3.2.1 ACCESS FOR CARRIER USER

The corresponding SCAC and CAAT must be placed.

Usuario: Carrier
User Carrier

SCAC: * CAAT: *

3.2.2 ACCESS FOR EXPORTER USER

You must place if you require access to the digital file.

Usuario / User: Exporter

Access to digital file: *

Yes No

3.2.3 ACCESS FOR MEXICAN CUSTOMS BROKER

You must place the license plate with which the operations will be carried out.

User Type: *

Mexican Customs Broker

Permissions:

Seals Control (Handling and Administration of Seals) Client Viewer (Read-Only User)

Usuario / User: Mexican Customs Broker

Mexican Customs Broker

Patent: *

3.2.4 ACCESS FOR US CUSTOMS BROKER

You must place the license plate with which the operations will be carried out.

User Type: *

US customs broker

Permissions:

Seals Control (Handling and Administration of Seals) Client Viewer (Read-Only User)

Usuario / User: US customs broker

US customs broker

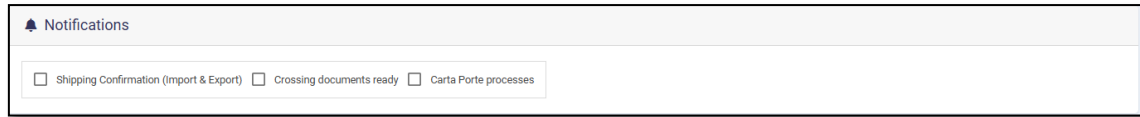
Patent: *

At the end of the filling in of access data and general data, the activities that will be carried out within the ViatPro platform must be described in the functions section.

Briefly describe the functions you will do within our system (ViatPro):

4. NOTIFICATIONS

Within the section, you must select which notifications you want to be received.

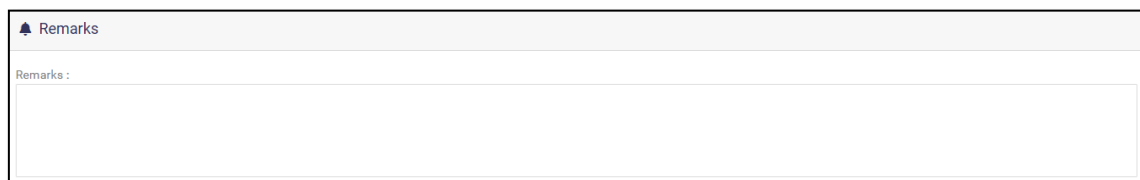


Notifications

Shipping Confirmation (Import & Export) Crossing documents ready Carta Porte processes

5. REMARKS

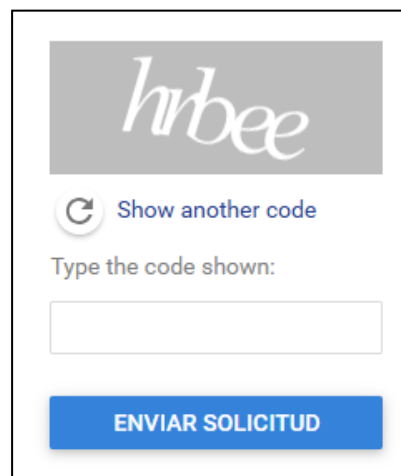
If they have observations, they may be placed within this section.




Remarks

Remarks :

Once the application has been finalized, the security code (captcha) must be filled in.



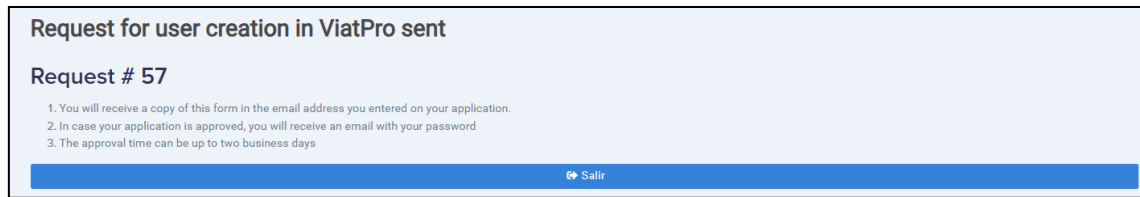
hrbee

 Show another code

Type the code shown:

ENVIAR SOLICITUD

When you finish and click on "Send the application" you will be directed to the following screen:



Request for user creation in ViatPro sent

Request # 57

1. You will receive a copy of this form in the email address you entered on your application.
2. In case your application is approved, you will receive an email with your password
3. The approval time can be up to two business days

Salir

Within the completion screen the application number is provided, as well as by email you will receive a copy of the application.

When the application is approved, the email with your access passwords will be sent.

Note: The approval time can be up to two business days...