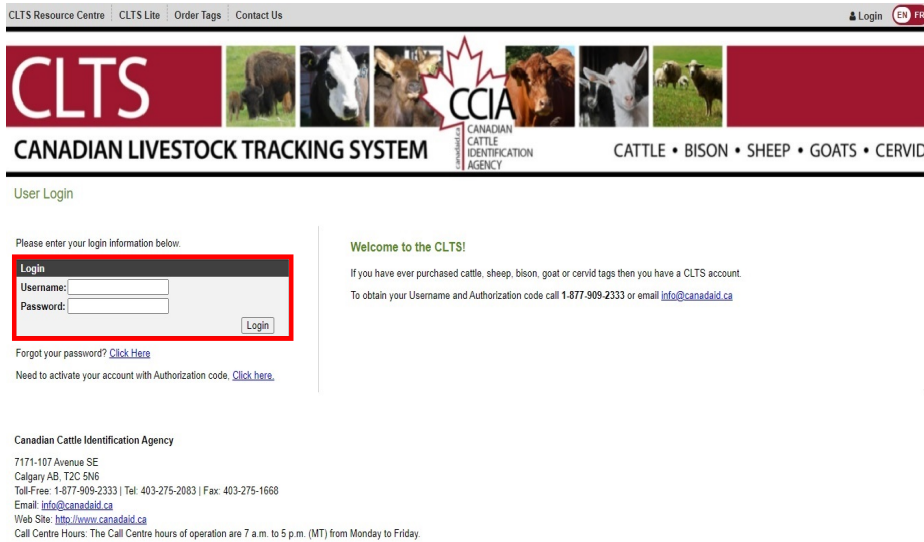


**Export Manifest:** This document provides instructions on how to create an export manifest on the Canadian Livestock Tracking System (CLTS). There are two types of export manifests, one for General Export and one for Direct to Slaughter.

**Login to [clts.canadaid.ca](http://clts.canadaid.ca).** If you do not know your username or password, contact CCIA at [info@canadaid.ca](mailto:info@canadaid.ca) or **1-877-909-2333**.



CLTS Resource Centre | CLTS Lite | Order Tags | Contact Us | Login EN FR

## CLTS

CANADIAN LIVESTOCK TRACKING SYSTEM

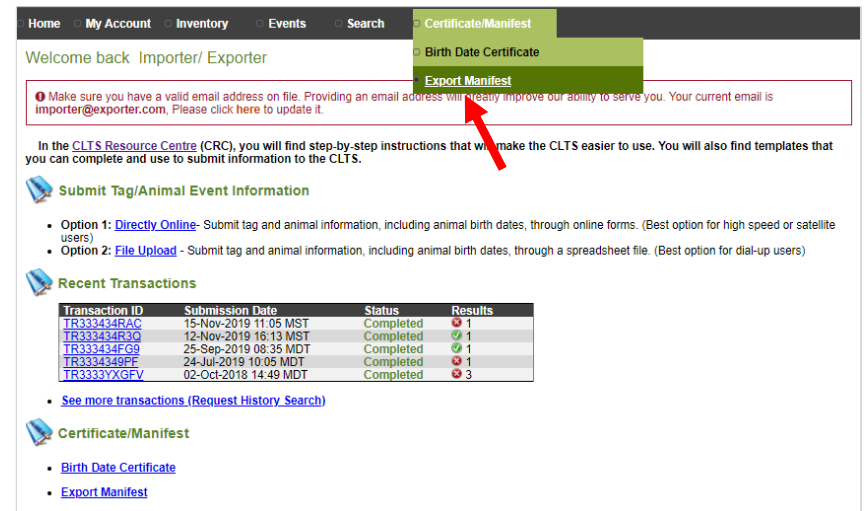
CATTLE • BISON • SHEEP • GOATS • CERVID

Canadian Cattle Identification Agency

7171-107 Avenue SE  
Calgary AB, T2C 5N6  
Toll-Free: 1-877-909-2333 | Tel: 403-275-2083 | Fax: 403-275-1668  
Email: [info@canadaid.ca](mailto:info@canadaid.ca)  
Web Site: <http://www.canadaid.ca>  
Call Centre Hours: The Call Centre hours of operation are 7 a.m. to 5 p.m. (MT) from Monday to Friday.

On the home screen, there are two ways to begin creating an **Export Manifest**. Go to the heading **Certificate/Manifest** and click **Export Manifest** from the drop-down menu.

Click **Export Manifest** under the **Certificate/Manifest** heading.



Home | My Account | Inventory | Events | Search | Certificate/Manifest

Welcome back Importer/ Exporter

- Birth Date Certificate
- Export Manifest**

Make sure you have a valid email address on file. Providing an email address will greatly improve our ability to serve you. Your current email is [importer@exporter.com](mailto:importer@exporter.com). Please click here to update it.

In the [CLTS Resource Centre \(CRC\)](#), you will find step-by-step instructions that will make the CLTS easier to use. You will also find templates that you can complete and use to submit information to the CLTS.

**Submit Tag/Animal Event Information**

- Option 1: [Directly Online](#) - Submit tag and animal information, including animal birth dates, through online forms. (Best option for high speed or satellite users)
- Option 2: [File Upload](#) - Submit tag and animal information, including animal birth dates, through a spreadsheet file. (Best option for dial-up users)

**Recent Transactions**

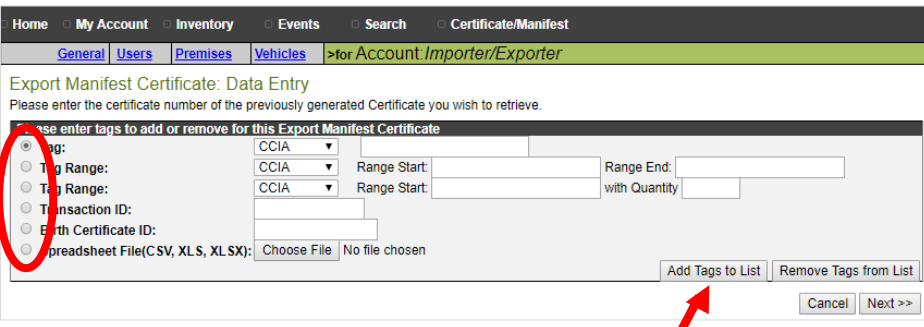
Transaction ID	Submission Date	Status	Results
TR33344RAC	15-Nov-2019 11:05 MST	Completed	0/1
TR33344R30	12-Nov-2019 16:13 MST	Completed	1/1
TR333434FC9	25-Sep-2019 08:35 MDT	Completed	1/1
TR3334349PF	24-Jul-2019 10:05 MDT	Completed	1/1
TR3333YXGFV	02-Oct-2018 14:49 MDT	Completed	3/3

[See more transactions \(Request History Search\)](#)

**Certificate/Manifest**

- [Birth Date Certificate](#)
- [Export Manifest](#)

There are **six** options to choose from to add tags/indicators to your list. All of the options can be used to create your list, but only one option can be used at a time. **Enter tag/indicator number(s)**, then click **Add Tag to List**.



Home | My Account | Inventory | Events | Search | Certificate/Manifest

General | Users | Premises | Vehicles | >for Account Importer/Exporter

### Export Manifest Certificate: Data Entry

Please enter the certificate number of the previously generated Certificate you wish to retrieve.

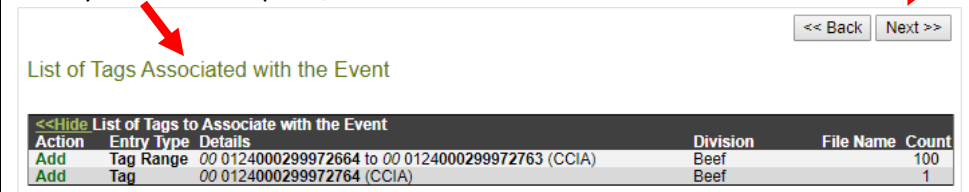
Please enter tags to add or remove for this Export Manifest Certificate

- Tag: CCIA
- Tag Range: CCIA Range Start: Range End:
- Tag Range: CCIA Range Start: with Quantity
- Transaction ID:
- Birth Certificate ID:
- Spreadsheet File(CSV, XLS, XLSX): Choose File No file chosen

[Add Tags to List](#) [Remove Tags from List](#) [Cancel](#) [Next >>](#)

The tags/indicators numbers will appear at the bottom of the screen under **List of Tags Associated with the Event**.

Once your list is complete, click **Next**.



<< Back Next >>

### List of Tags Associated with the Event

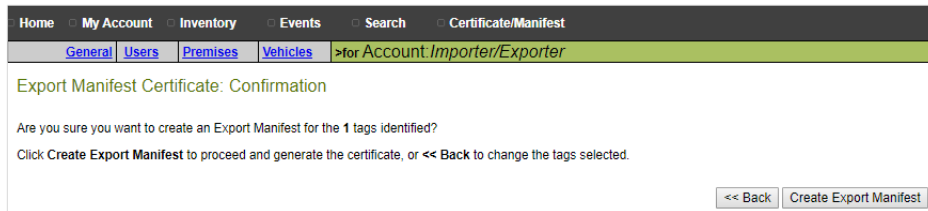
<<Hide List of Tags to Associate with the Event

Action	Entry Type	Details	Division	File Name	Count
Add	Tag Range	00 0124000299972664 to 00 0124000299972763 (CCIA)	Beef		100
Add	Tag	00 0124000299972764 (CCIA)	Beef		1

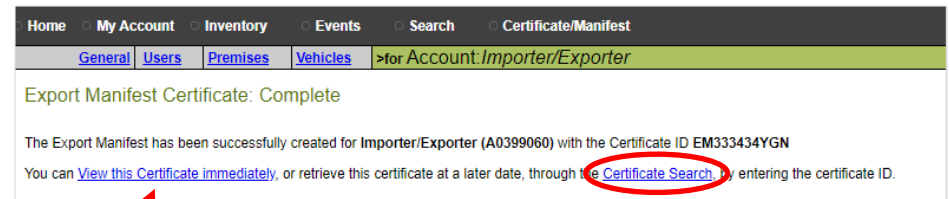
On the **Create Export Manifest: Confirmation** screen, review the list of tags/indicators shown to ensure all tags/indicators entered in the previous step appear.

If the information is correct, click **Create Certificate**.

Note: Tags/indicators will be listed in sequential order and will be grouped into ranges on this screen.



The **Export Manifest Certificate: Complete** screen will appear. Take note of the **Certificate ID number**. Click the link to **View the Certificate immediately**.



For more CLTS database user guides, visit [support.canadaid.ca](http://support.canadaid.ca)