

Quick Guide to Accepting a Spot Tender and Configuring Associated Spot Alerts



Introduction

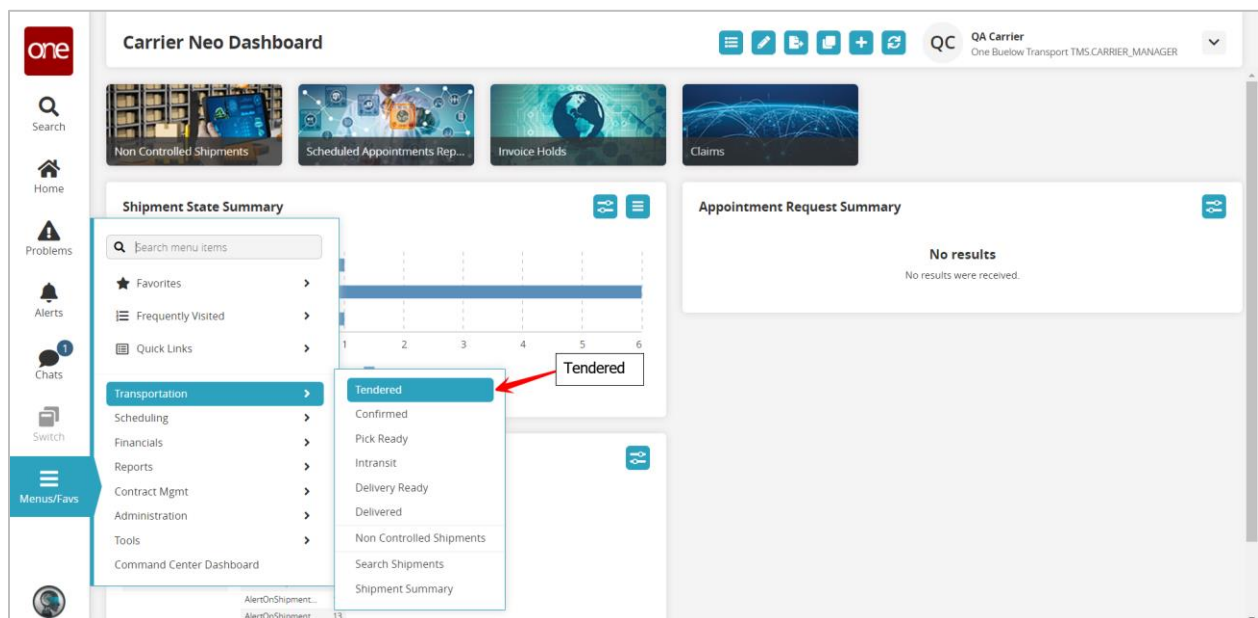
This document provides a quick guide explaining how to accept a Spot Tender using the One Network system.

This guide also provides instructions on how to subscribe to various Spot Bid Alerts including Tendered, Accepted, and Rejected.

Note – this Quick Guide is for the NEO UI

Accepting a Spot Tender

1. Login to the One Network system.
2. Navigate to Menus/Favs -> Transportation -> Tendered.

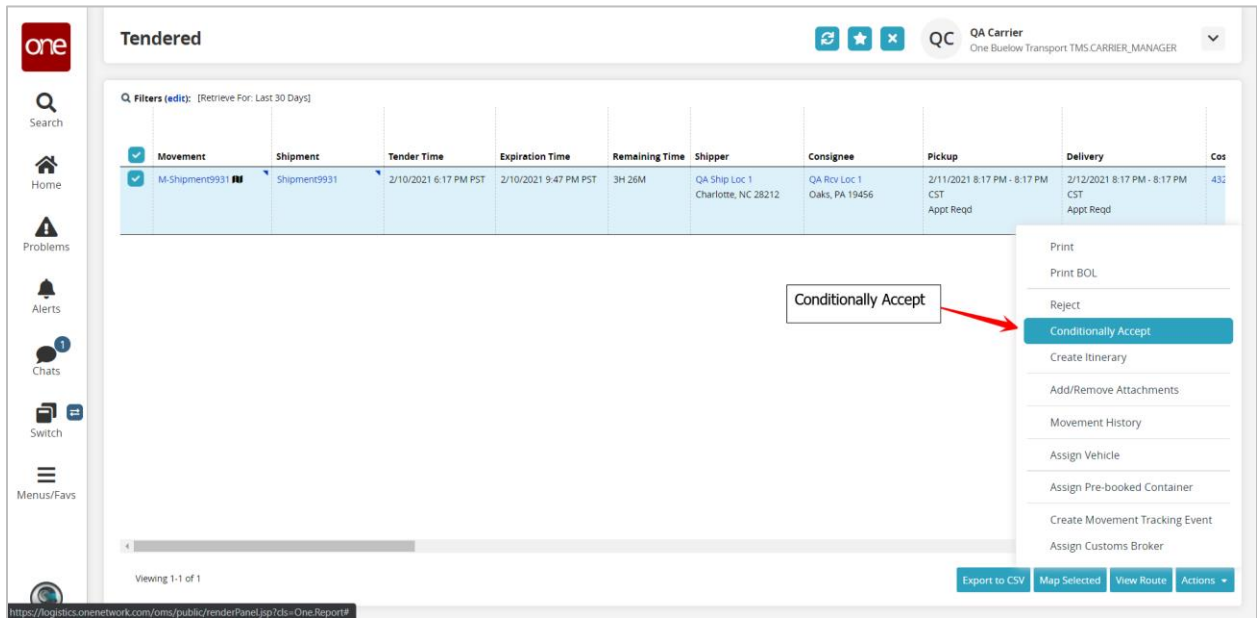


3. The **Tendered** screen displays with a list of the available tenders.

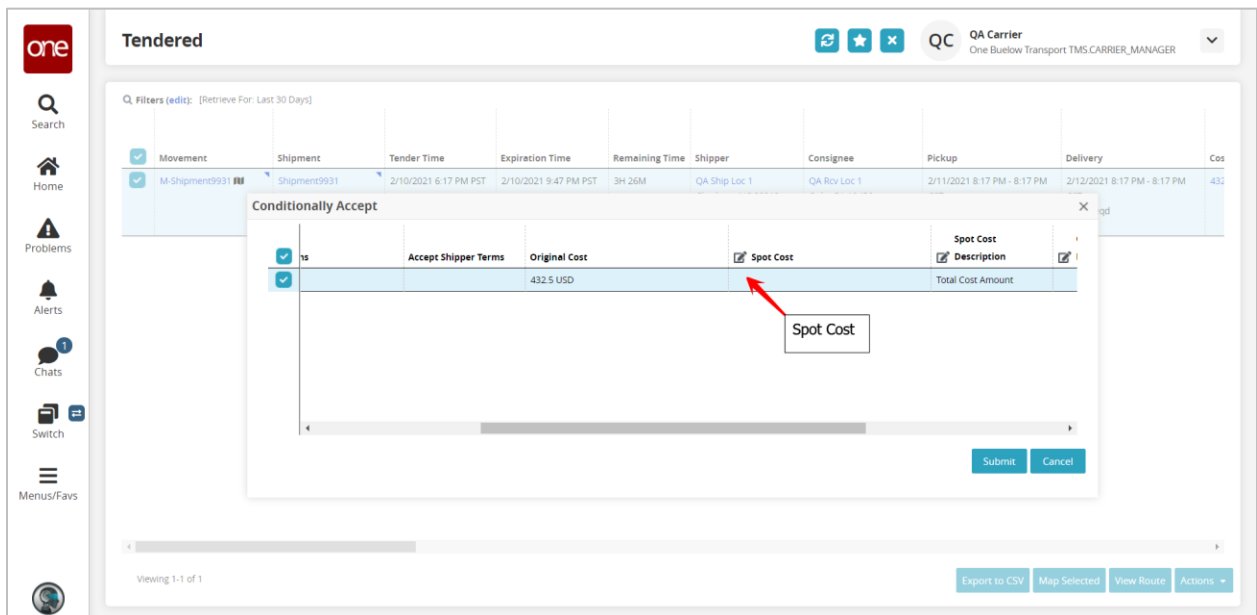
- To accept one of the spot tenders, select the checkbox located next to the tender and then click the **Actions** button on the bottom of the screen.

For a Shipment that has been spot tendered, the action will show as **Conditionally Accept** verses the action shown for a regular tender which is **Accept**.

Select the **Conditionally Accept** action.

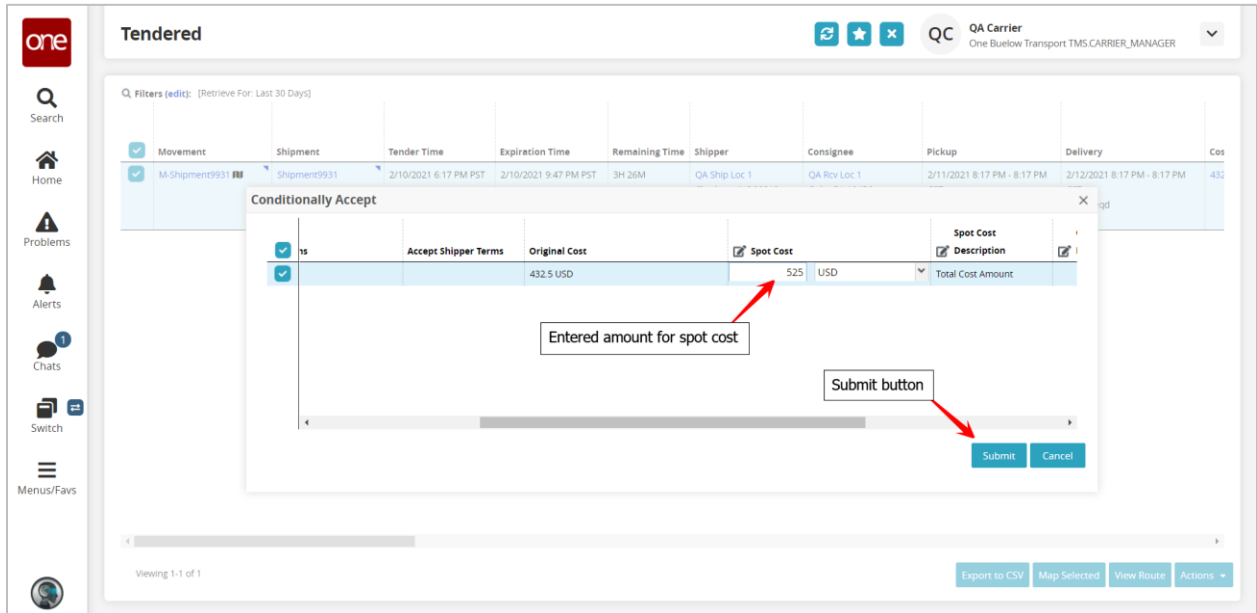


- After selecting the **Conditionally Accept** action, a popup window displays to allow you to enter the Spot Cost for this spot tender.

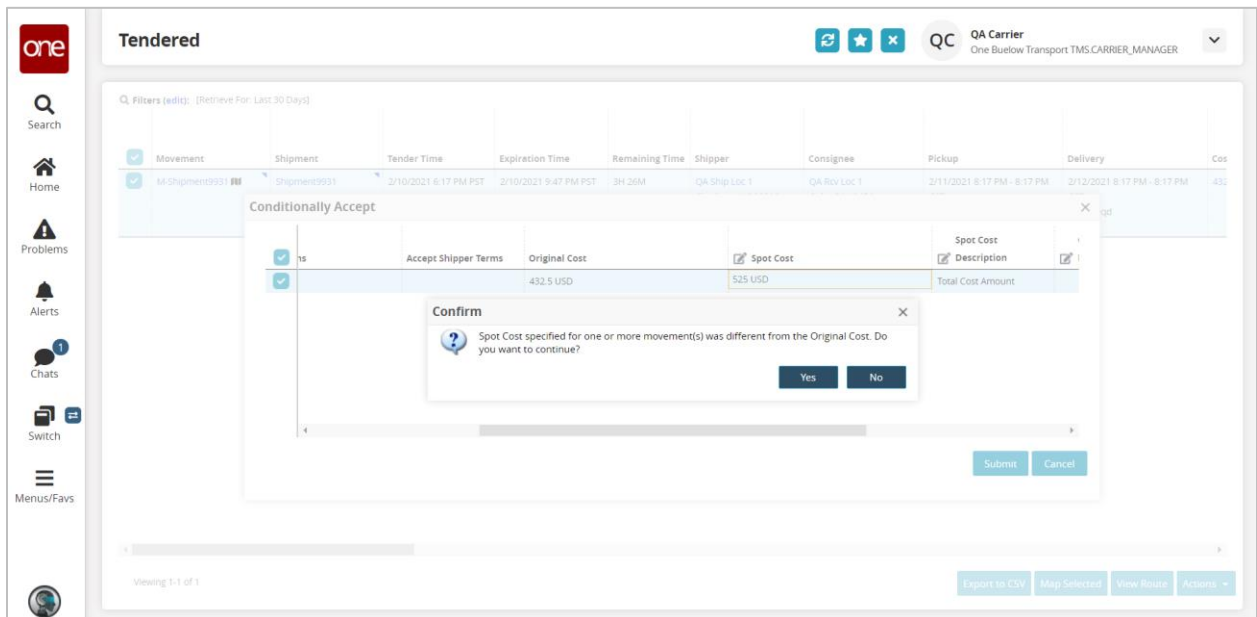


- Click into the **Spot Cost** field and enter the spot cost and then click the **Submit** button on the popup window to conditionally accept the spot tender at that spot cost.

Note: If you click the **Cancel** button on the popup window, this will cancel the acceptance of the spot tender that was in progress and will take you back to the **Tendered** screen.



- Once you click the **Submit** button on the popup window, you will see a **Confirm** popup window, if applicable, stating that the spot cost specified was different from the original cost and asking if you want to continue. Click the **Yes** button on the **Confirm** popup to continue with the spot cost you entered.



8. A **Success** popup window displays. Click the **Close and Refresh** button on the popup to close the popup and to be returned to the **Tendered** screen.

The screenshot shows the 'Tendered' screen in the 'one' system. A 'Conditionally Accept' popup window is displayed in the center, showing a green success message: 'All records were updated successfully'. The popup has a 'Close and Refresh' button at the bottom right. The background shows a table with columns: Movement, Shipment, Tender Time, Expiration Time, Remaining Time, Shipper, Consignee, Pickup, Delivery, and Cos. The table contains one row of data for 'M-Shipments9931'. The interface includes a sidebar with navigation icons (Search, Home, Problems, Alerts, Chats, Switch, Menus/Favs) and a top header with the 'one' logo, 'Tendered' title, and user information 'QA Carrier One Bluetow Transport TMS.CARRIER_MANAGER'.

Movement	Shipment	Tender Time	Expiration Time	Remaining Time	Shipper	Consignee	Pickup	Delivery	Cos
<input checked="" type="checkbox"/>	M-Shipments9931	2/10/2021 6:17 PM PST	2/10/2021 9:47 PM PST	3H 26M	QA SHIP LOC 1	QA RCV LOC 1	2/11/2021 8:17 PM - 8:17 PM	2/12/2021 8:17 PM - 8:17 PM	432

9. You will be returned to the **Tendered** screen which will now be refreshed.

The spot tender you have conditionally accepted with a spot cost will be displayed on the **Tendered** screen with a Status of **Review Response**. This indicates your spot cost/bid has been sent to your Shipper, and the Shipper needs to review and accept it if they agree.

Spot tenders that you have not yet conditionally accepted will show with a Status of **Awaiting Response**.

Note – if you select the **Filters (edit)** link, you can add a filter for **Status** and if you only want to see Spot Tenders that you still need to conditionally accept, you can filter by **Status = Awaiting Response**.

Movement	Shipment	State/Status	Tender Time	Tender Expiration Time	Remaining Time	Shipper	Consignee	Pickup	Deliv
M-Shipments1459	Shipments1459	Tendered/ Review Response	9/27/2022 10:09 AM CDT	9/27/2022 1:39 PM CDT	3H 28M	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	9/28/2022 10:02 AM - 10:02 AM CDT Appt Reqd	9/29/ CDT Appt I
M-Shipments2661	Shipments2661	Tendered/ Awaiting Response	9/27/2022 10:08 AM CDT	9/27/2022 1:38 PM CDT	3H 27M	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	9/28/2022 10:02 AM - 10:02 AM CDT Appt Reqd	9/29/ CDT Appt I
M-Shipments8369	Shipments8369	Tendered/ Awaiting Response	9/27/2022 10:07 AM CDT	9/27/2022 1:37 PM CDT	3H 26M	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	9/28/2022 10:03 AM - 10:03 AM CDT Appt Reqd	9/29/ CDT Appt I

10. If the Shipper accepts your spot cost, the spot tender will then be confirmed to you, and you would be able to see it under your **Confirmed** screen which is seen by navigating to Menus/Favs -> Transportation -> Confirmed.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost	Eq/ Stops/ Size
M-GH-Confirm-Shipment-1	GH-Confirm-Shipment-1	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/4/2021 7:13 PM - 7:13 PM CST Appt Required	2/5/2021 7:13 PM - 7:13 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	432.50 USD	Dry Va
M-GH-Confirm-Shipment-2	GH-Confirm-Shipment-2	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/4/2021 7:16 PM - 7:16 PM CST Appt Required	2/5/2021 7:16 PM - 7:16 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	432.50 USD	Dry Va
MjReturnShip2	jReturnShip2	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/5/2021 11:17 AM - 11:17 AM CST Appt Required	2/6/2021 11:17 AM - 11:17 AM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	432.50 USD	Dry Va
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50 USD	Dry Va
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00 USD	Dry Va

Viewing 1-5 of 5

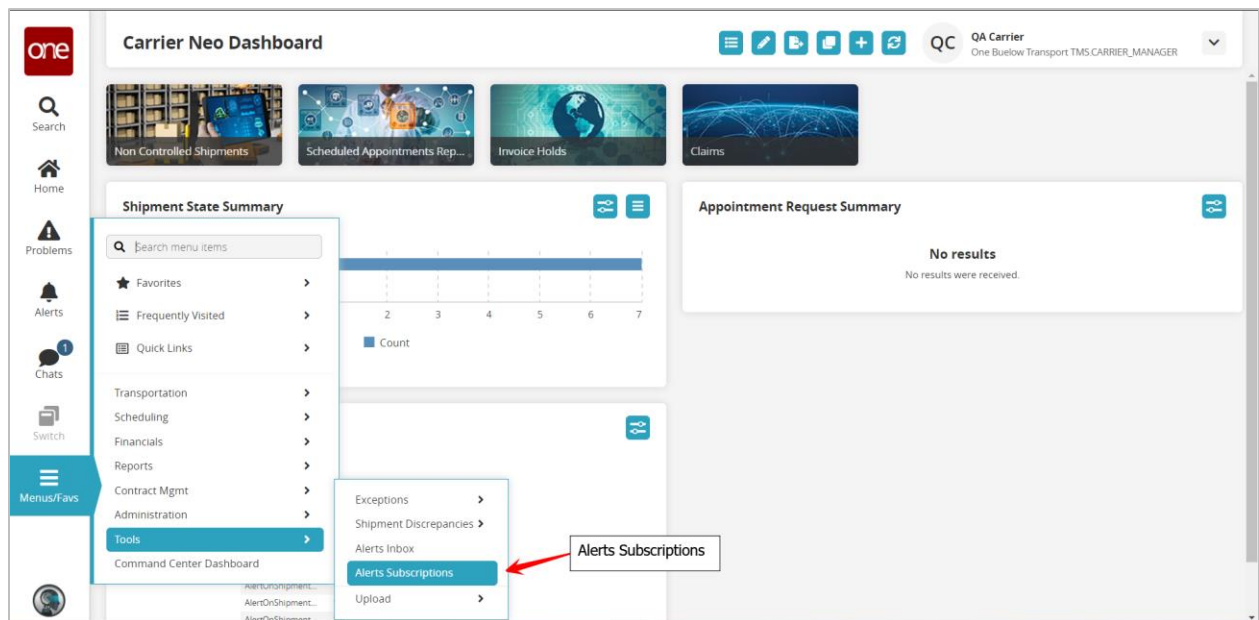
Export to CSV | Map Selected | View Route | Actions

Subscribing to Spot Tender Alerts

A user can subscribe to several different alerts that are specific to spot tendering. For example, a user may want to be notified when a spot tender has been tendered to him, or a user may want to be notified when the Shipper has accepted or rejected the user's spot cost.

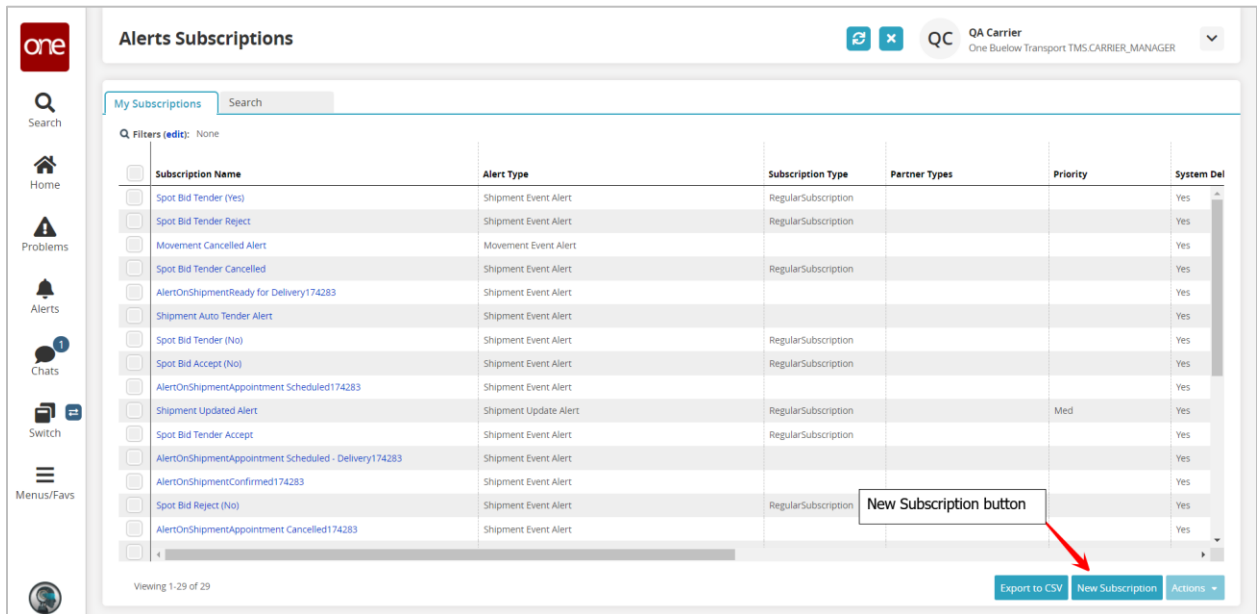
To setup these types of alerts, see the following steps.

1. Login to the One Network system.
2. Navigate to Menus/Favs -> Tools -> Alerts Subscriptions.



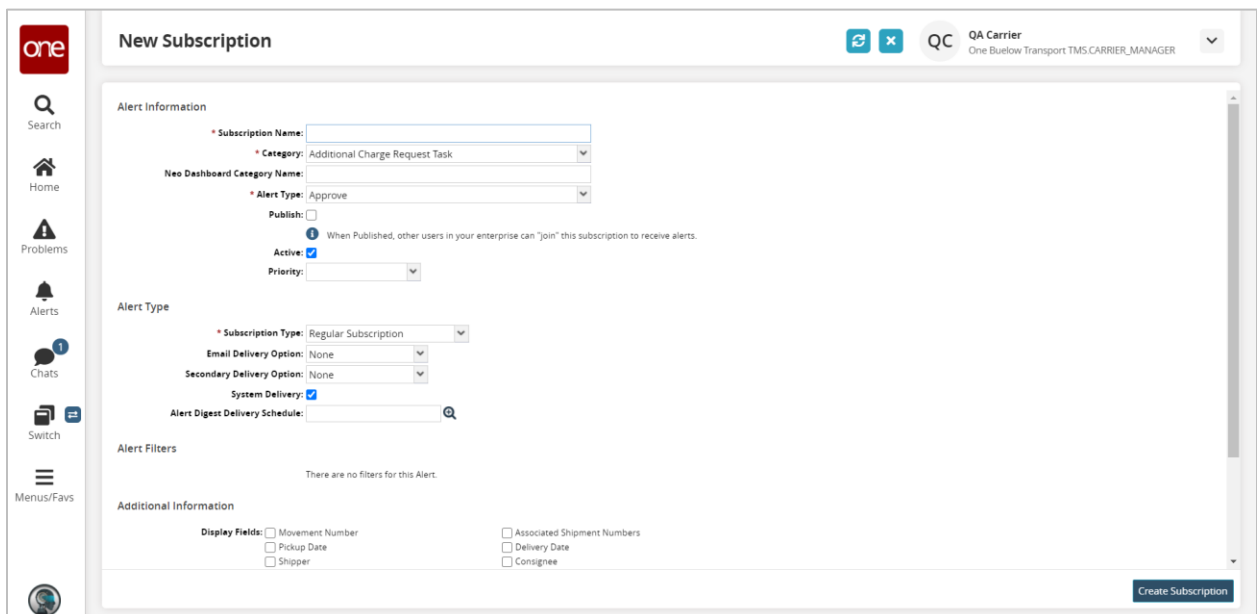
3. The **Alert Subscription** screen displays with a list of your current alerts.

To create a new alert subscription, click the **New Subscription** button.



4. The **New Subscription** screen displays which is divided into 3 sections:

- **Alert Information**
- **Alert Type**
- **Alert Filters**



- To configure an alert subscription to be notified when a spot tender has been tendered to you, fill in the information in the following fields:

Under the **Alert Information** section:

- **Subscription Name** – enter a name for this spot tender alert subscription
- **Category** – select **Movement** to be notified at the movement-level
- **Alert Type** – select **Movement Event Alert** which then displays the available list of Alert Events under the **Alert Filters** section

Under the **Alert Type** section:

- **Subscription Type** – select **Regular Subscription**

Note – configure the Delivery option fields based on how you want to be notified for this alert

Under the **Alert Filters** section:

- **Event** – select **Tendered**
- **Spot Bid** – select **Yes**

The screenshot shows the 'New Subscription' form in the One TMS system. The form is divided into three main sections: Alert Information, Alert Type, and Alert Filters. In the Alert Information section, 'Subscription Name' is 'Spot Tender Alert', 'Category' is 'Movement', and 'Alert Type' is 'Movement Event Alert'. In the Alert Type section, 'Subscription Type' is 'Regular Subscription', 'Email Delivery Option' is 'None', 'Secondary Delivery Option' is 'None', and 'System Delivery' is checked. In the Alert Filters section, 'Event' is 'Tendered' and 'Spot Bid' is 'Yes'. There are also fields for 'Shipment Number', 'Master Shipment Number', and 'Order Number'. A 'Create Subscription' button is at the bottom right.

- Once the information has been entered, click the **Create Subscription** button to create the alert subscription.

7. To configure an alert to be notified when the Shipper has accepted your spot cost, fill in the information in the following fields:

Under the **Alert Information** section:

- **Subscription Name** – enter a name for this accepted spot alert subscription
- **Category** – select **Movement** to be notified at the movement-level
- **Alert Type** – select **Movement Event Alert** which then displays the available list of Alert Events under the **Alert Filters** section

Under the **Alert Type** section:

- **Subscription Type** – select **Regular Subscription**

Note – configure the Delivery option fields based on how you want to be notified for this alert

Under the **Alert Filters** section:

- **Event** – select **Accept**
- **Spot Bid** – select **Yes**

The screenshot shows the 'New Subscription' form in the One Carrier system. The form is divided into three main sections: Alert Information, Alert Type, and Alert Filters. In the Alert Information section, 'Subscription Name' is 'Accepted Spot Alert', 'Category' is 'Movement', and 'Alert Type' is 'Movement Event Alert'. In the Alert Type section, 'Subscription Type' is 'Regular Subscription', 'Email Delivery Option' is 'None', 'Secondary Delivery Option' is 'None', and 'System Delivery' is checked. In the Alert Filters section, 'Event' is 'Accept' and 'Spot Bid' is 'Yes'. There are also fields for 'Shipment Number', 'Master Shipment Number', and 'Order Number'. A 'Create Subscription' button is at the bottom right.

8. Once the information has been entered, click the **Create Subscription** button to create the alert subscription.

9. To configure an alert to be notified when the Shipper has rejected your spot cost, fill in the information in the following fields:

Under the **Alert Information** section:

- **Subscription Name** – enter a name for this rejected spot alert subscription
- **Category** – select **Movement** to be notified at the movement-level
- **Alert Type** – select **Movement Event Alert** which then displays the available list of Alert Events under the **Alert Filters** section

Under the **Alert Type** section:

- **Subscription Type** – select **Regular Subscription**

Note – configure the Delivery option fields based on how you want to be notified for this alert

Under the **Alert Filters** section:

- **Event** – select **Reject**
- **Spot Bid** – select **Yes**

The screenshot shows the 'New Subscription' form in the One system. The form is divided into three main sections: Alert Information, Alert Type, and Alert Filters. In the Alert Information section, 'Subscription Name' is 'Rejected Spot Alert', 'Category' is 'Movement', and 'Alert Type' is 'Movement Event Alert'. In the Alert Type section, 'Subscription Type' is 'Regular Subscription', 'Email Delivery Option' is 'None', 'Secondary Delivery Option' is 'None', and 'System Delivery' is checked. In the Alert Filters section, 'Event' is 'Reject' and 'Spot Bid' is 'Yes'. There are also fields for 'Shipment Number', 'Master Shipment Number', and 'Order Number'. A 'Create Subscription' button is at the bottom right.

10. Once the information has been entered, click the **Create Subscription** button to create the alert subscription.