

Introduction

This document provides a quick guide explaining how to add a Carrier or Supplier Partner.

Adding a Partner

- 1. Login to the One Network System.
- 2. To add a Partner, select Administration -> Partners .

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					Sites		159	Upload				
					Routes		108	Upload				
					Carrier Contract	s	31	Jpload				
					Base Rates		111	Upload				
					Accessorial Rate	s	44	Upload				
					Stop Off Rates		13	Jpload				
					Discount Rates		17	Upload				

3. Under the list of Partners, select the type of Partner you want to add (Carrier or Supplier). In this example, we will add a Carrier Partner.

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				Base Rates	111	Upload		
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				Stop Off Rates	13	Upload		
				Discount Rates	17	Upload		
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4. After selecting Carrier Partners, the **Carrier Partners** screen will be displayed with a list of your existing Carrier Partners.

P	anning Transportat	ion Scheduling Financ	ials Order Mgmt Reports	Contract Mgmt Admini	stration Tools		by Shipment No	
) D	ashboard 🗵 Carrier Partne	ers 🗵						
I, F	ilters (edit): [Active?	: Yes]						
	Partner Name	Type Name	Enterprise	Organization	Partner Ent	Partner Org	Is Active	
3	1st Express	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	1st Express	1st Express	Yes	
3	1st Express1	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	1st Express	1st Express	Yes	
3	A & J SALES	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	A & J SALES	A & J SALES	Yes	
3	A& I Express	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	A & I EXPRESS	A & I EXPRESS	Yes	
3	AD Transport Express	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	AD Transport Express	AD Transport Express	Yes	
3	ALL FREIGHT SYSTEMS	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	ALL FREIGHT SYSTEMS	ALL FREIGHT SYSTEMS	Yes	
3	APL	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	APL	APL	Yes	
3	CarrierB	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	CarrierB	CarrierB	Yes	
3	CarrierC	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	CarrierC	CarrierC	Yes	
3	Central Transport	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	Central Transport	Central Transport	Yes	
8	CMA CGM	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	CMA CGM	CMA CGM	Yes	
8	G AND P TRUCKING	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	G AND P TRUCKING	G AND P TRUCKING	Yes	
*	Kam Way	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	Kam-Way Transportation Inc.	Kam-Way Transportation Inc.	Yes	
3	NOC Carrier C - Carrier	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	NOC Carrier C	NOC Carrier C	Yes	
3	NOC Company Carrier	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	NOC Company	NOC Company	Yes	
\$2	One Buelow Transport	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	One Buelow Transport	One Buelow Transport	Yes	

5. To add a new Carrier Partner, press the Add Partner button.

Planning Transpo	rtation Scheduling	Financials Order Mgmt F	Reports Contract Mgmt	Administration Tools	5	by Shipment No	۶
Dashboard 🙁 Carrier Pa	irtners 🗵						
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CarrierB	Carrier Partner	One Beliveau Enterprises	One Beliveau Enterprises	CarrierB	CarrierB	Yes	
						× 1	
							_

6. The **New Carrier Partner** screen will be displayed. Enter the Carrier Partner information (Note – Required fields are marked with an asterisk "*" symbol). After entering the information, press the **Save** button.

Planning Transportation	Scheduling	Financials	Order Mgmt	Reports	Contract Mgmt	Administration	Tools	by Shipment No	Q
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Allowed Freight Terms:		*							
Business Category:		~							
Permission To Add Charges:									
Carrier Number:									
								N	
									-
								Save	an

7. After pressing the **Save** button, a success message will be displayed. This indicates your Carrier Partner has been added. Your Carrier Partner will now have access to your associated shipments .

Planning Transp	ortation	Scheduling	Financials	Order Mgmt	Reports	Contract Mgmt	Administration	Tools	by Shipment No	P
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Partner: CarrierC Ty	pe Name:	Carrier Partner								
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