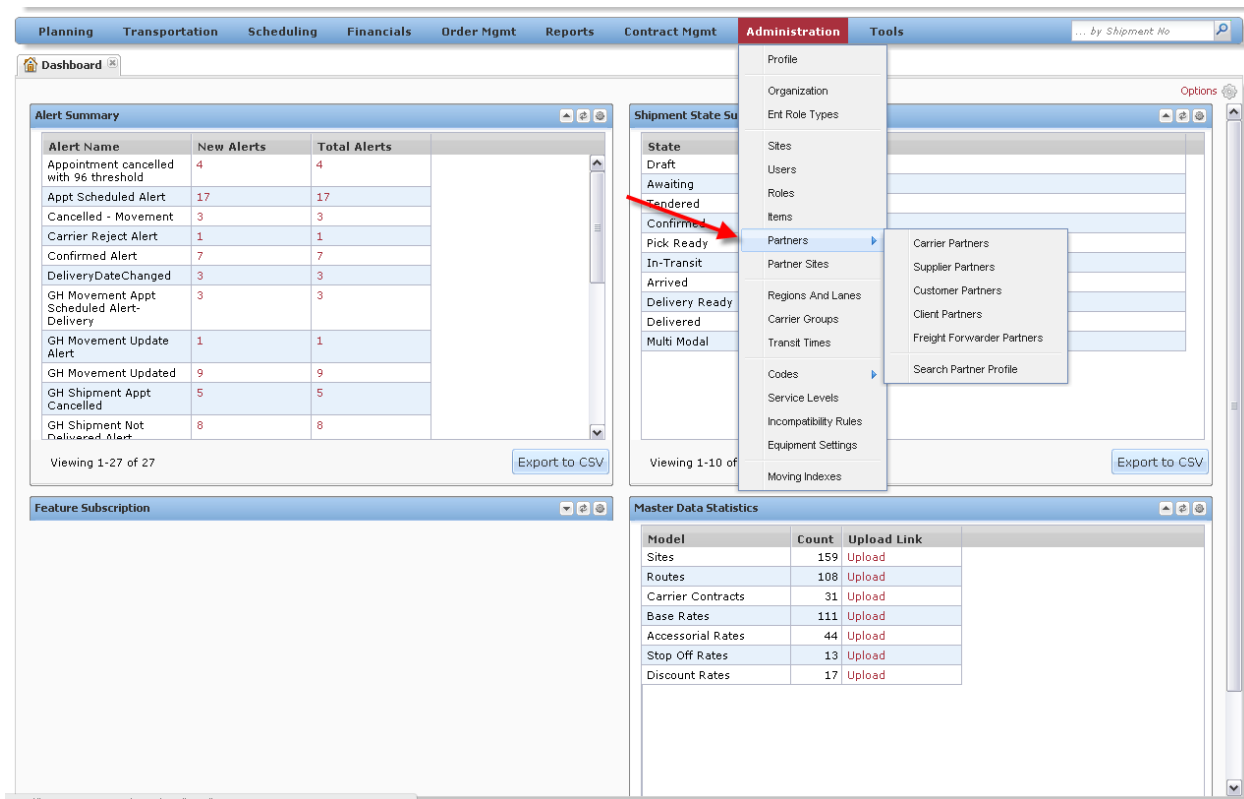


Introduction

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 .

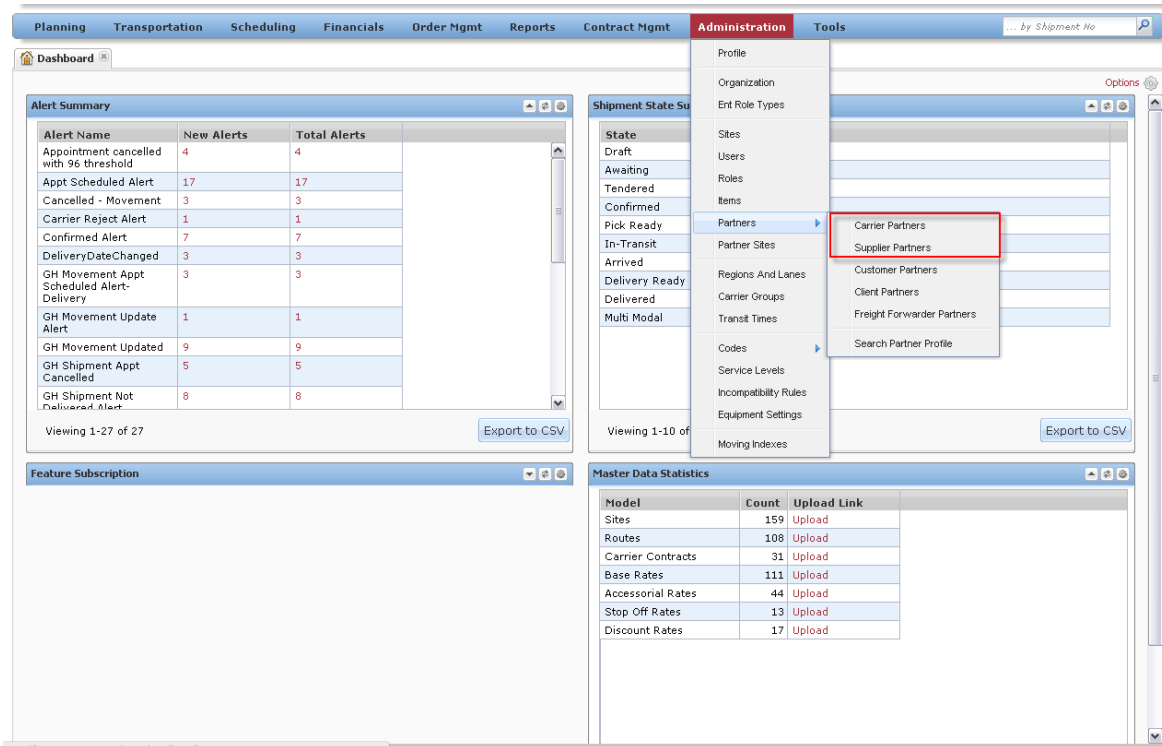


The screenshot shows the One Network System interface. The top navigation bar includes Planning, Transportation, Scheduling, Financials, Order Mgmt, Reports, Contract Mgmt, Administration, and Tools. The Administration menu is open, showing a list of options: Profile, Organization, Ent Role Types, Sites, Users, Roles, Items, Partners, Partner Sites, Regions And Lanes, Carrier Groups, Transit Times, Codes, Service Levels, Incompatibility Rules, Equipment Settings, and Moving Indexes. The Partners option is highlighted, and a sub-menu is visible with the following items: Carrier Partners, Supplier Partners, Customer Partners, Client Partners, Freight Forwarder Partners, and Search Partner Profile. A red arrow points to the Partners option in the main menu.

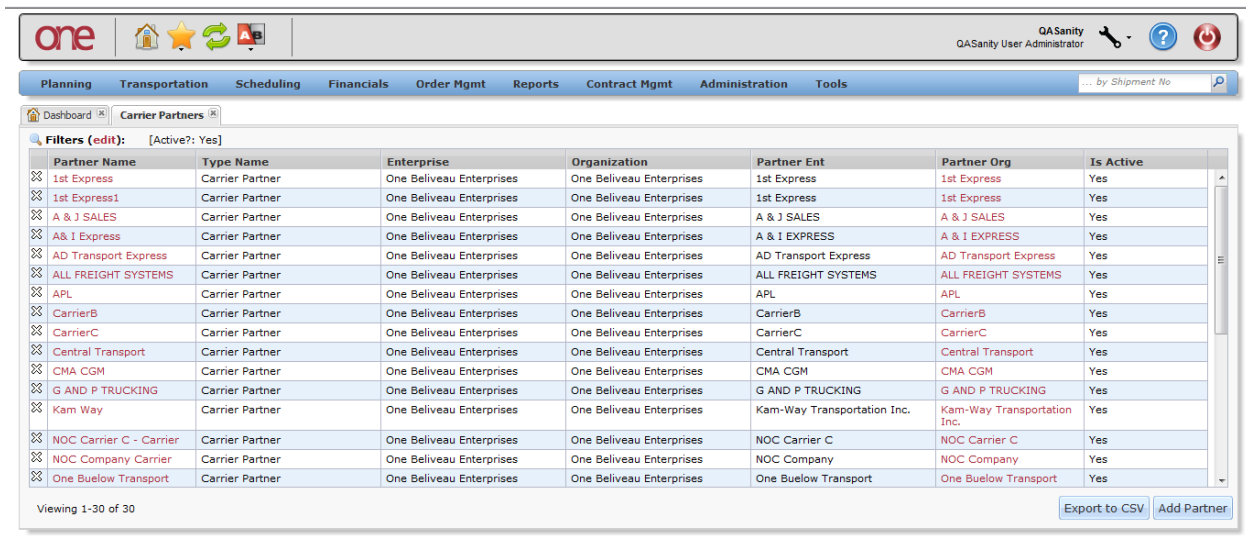
Alert Name	New Alerts	Total Alerts
Appointment cancelled with 96 threshold	4	4
Appt Scheduled Alert	17	17
Cancelled - Movement	3	3
Carrier Reject Alert	1	1
Confirmed Alert	7	7
DeliveryDateChanged	3	3
GH Movement Appt Scheduled Alert-Delivery	3	3
GH Movement Update Alert	1	1
GH Movement Updated	9	9
GH Shipment Appt Cancelled	5	5
GH Shipment Not Delivered Alert	8	8

Model	Count	Upload Link
Sites	159	Upload
Routes	108	Upload
Carrier Contracts	31	Upload
Base Rates	111	Upload
Accessorial Rates	44	Upload
Stop Off Rates	13	Upload
Discount Rates	17	Upload

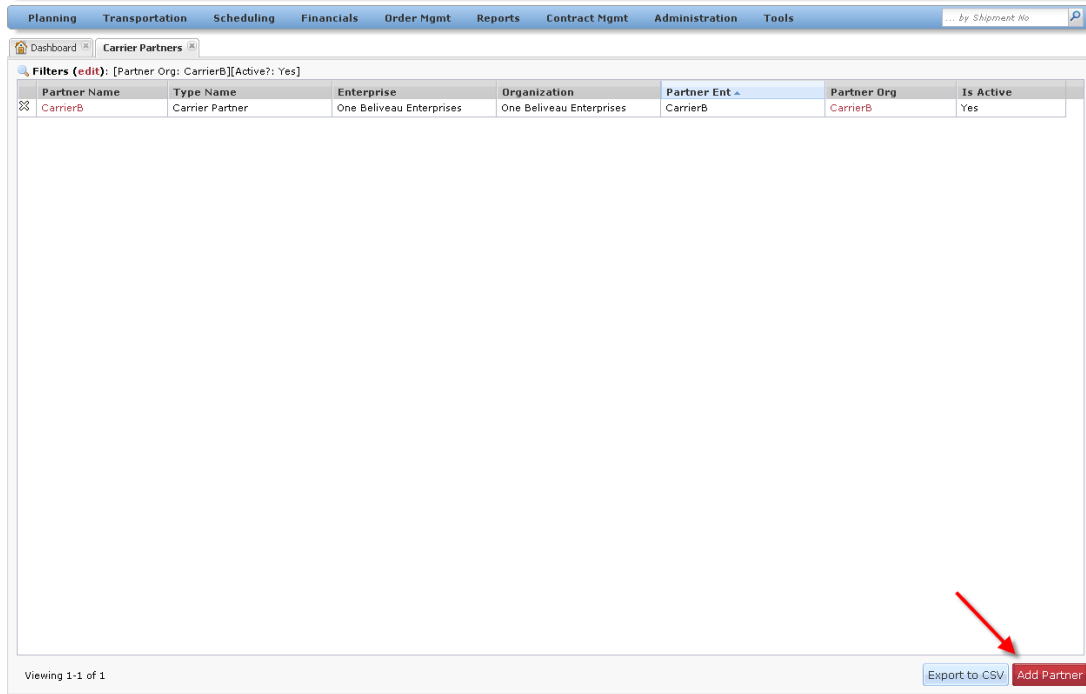
- Under the list of Partners, select the type of Partner you want to add (Carrier or Supplier). In this example, we will add a Carrier Partner.



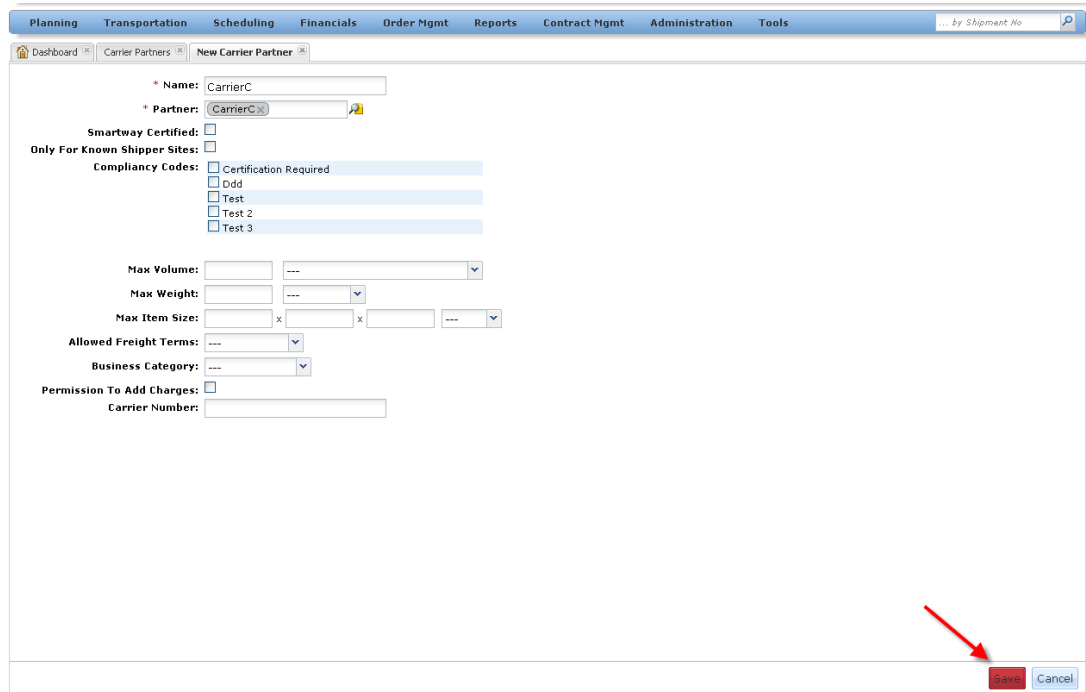
- After selecting Carrier Partners, the **Carrier Partners** screen will be displayed with a list of your existing Carrier Partners.



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



- 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.



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 .

The screenshot shows a web application interface for managing carrier partners. The top navigation bar includes tabs for Planning, Transportation, Scheduling, Financials, Order Mgmt, Reports, Contract Mgmt, Administration, and Tools. The breadcrumb trail is Dashboard > Carrier Partners > Partner: CarrierC. The main content area is titled 'Partner: CarrierC Type Name: Carrier Partner' and has two tabs: 'General' (selected) and 'Partner Profile'. A red-bordered box highlights a green checkmark icon and the text 'Successfully created'. Below this, the form fields for 'Partner: CarrierC' are visible, including checkboxes for 'Smartway Certified' and 'Only For Known Shipper Sites', a list of 'Compliance Codes' (Certification Required, Ddd, Test, Test 2, Test 3), and input fields for 'Max Volume', 'Max Weight', 'Max Item Size', 'Allowed Freight Terms', 'Business Category', 'Permission To Add Charges', and 'Carrier Number'. At the bottom right, there are 'Deactivate' and 'Save' buttons.