

Quick Guide to Creating a Carrier Contract

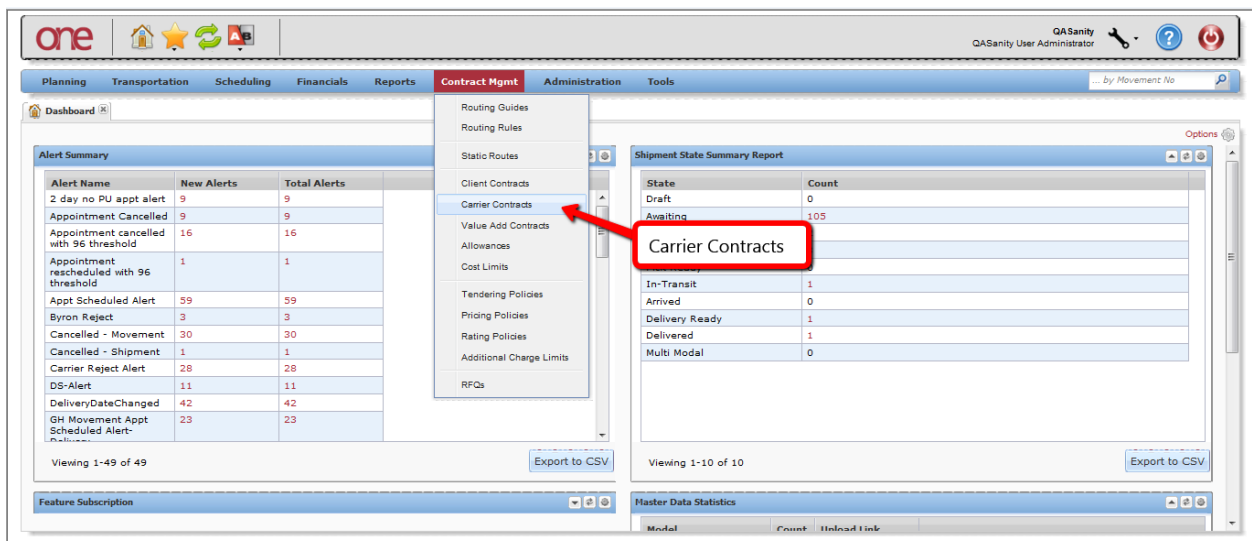


Introduction

This document provides a quick guide explaining how to create and manage a Carrier Contract and associated Rates in the One Network System. A Carrier Contract defines the rate that a Shipper will pay a Carrier to move a shipment from one location to another location.

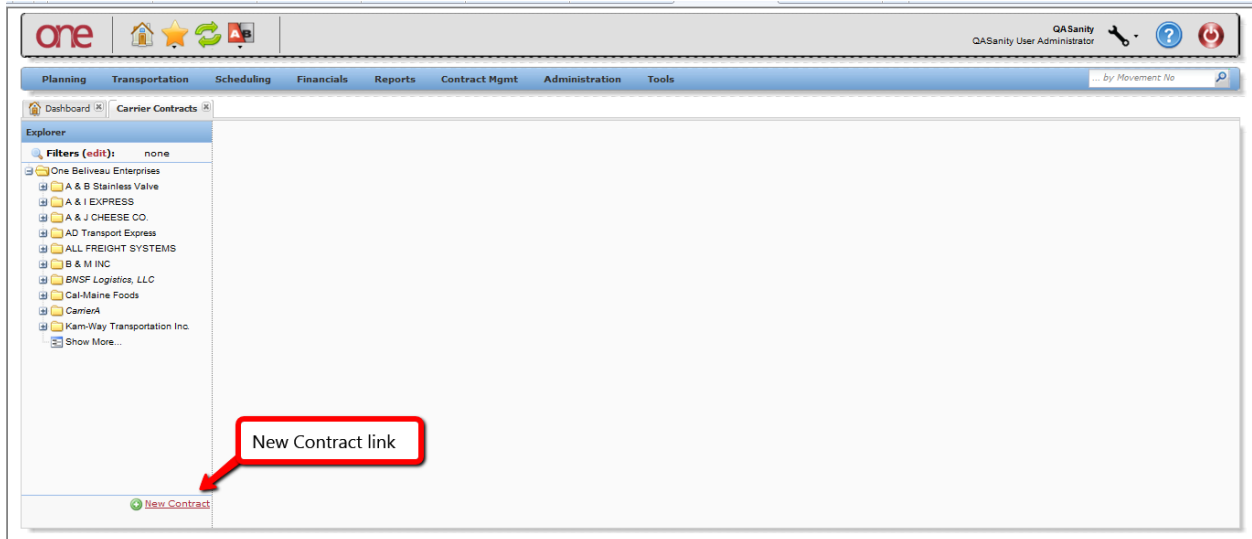
Creating a Carrier Contract and Associated Rates

1. Login to the One Network System.
2. Select Contract Mgmt -> Carrier Contracts.

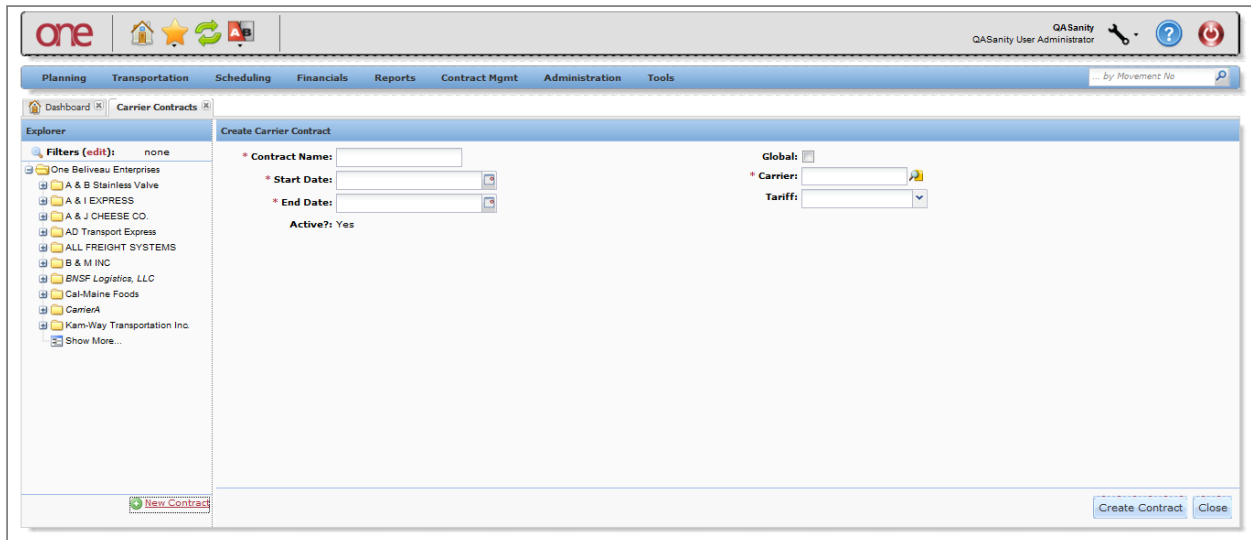


3. The **Carrier Contracts** screen will be displayed. On the left side of the screen is an **Explorer** window that contains a list of existing Carriers and their Contracts. The top item in the list will be the name of your company, the next item in the list will be the name of a Carrier, expanding the Carrier will display a list of the contracts, and expanding a contract will show a list of the rates. Selecting any item in this tree structure will then display that item's details on the right side of the screen.

To add a new Carrier Contract, press the **New Contract** link.



4. The **Create Carrier Contract** screen will be displayed.

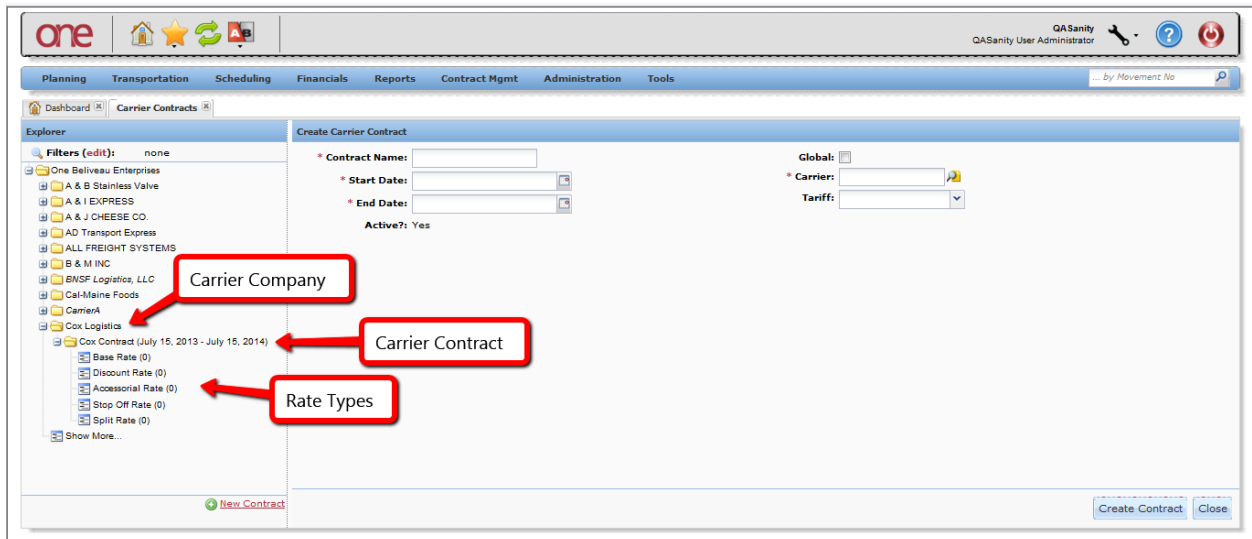


Fill in the information on the screen. Required fields are marked with an asterisk symbol (*).

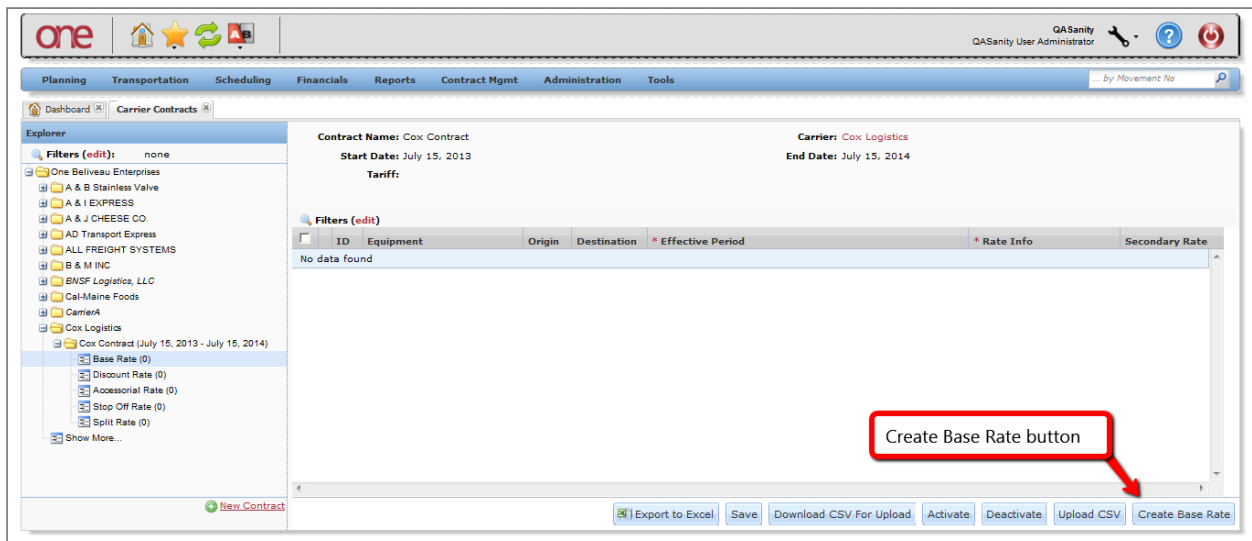
- **Contract Name** field - enter the name for your Carrier Contract
- **Carrier** field - enter the name of the Carrier company. This is an auto complete field. As you start typing the name of your Carrier company, the auto-complete function will show you the first 10 matches which you can select one from or you can continue typing to narrow down your search. There is also a **Search** icon next to this field that allows you to search for a Carrier company.
- **Start** and **End Date** fields - enter the date range that this Carrier Contract would be in effect. Select the **Calendar** icon next to each of these date fields to display a calendar to select the date.
- **Tariff** field – select a Tariff from the drop down list if this contract is based on a specific Tariff

After the information is entered on the screen, press the **Save** button at the bottom of the screen.

- After the **Save** button has been pressed, a success message will be displayed. Refresh the screen and the new Carrier Contract will be displayed in the **Explorer** window for you to enter rate information for this Carrier.
- In the **Explorer** window, expand the Carrier Contract to display the various Rate Types which include **Base Rate, Discount Rate, Accessorial Rate, Stop Off Rate, and Split Rate**.



- Select any of these Rate Types to display the existing rates on the right side of the screen.
- To add a Base Rate, select the Base Rate Type link in the **Explorer** window and then press the **Create Base Rate** button.



9. The Create Base Rate screen will be displayed.

The screenshot shows the 'Create Base Rate' screen in the QASanity system. The interface includes a top navigation bar with tabs for Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The main content area is a form for entering contract details for 'Cox Logistics'. The form includes the following fields and options:

- Contract:** Cox Contract
- Carrier:** Cox Logistics
- * Effective Period:** Two date pickers for start and end dates.
- * Lane:** A text input field with a 'New Lane' link.
- From To:** Two text input fields for origin and destination.
- * Cost Type:** A dropdown menu set to 'Flat', with a 'by Mile' dropdown.
- Rate Upto:** A text input field.
- Rate Min/Max:** Two text input fields with a 'USD' dropdown.
- * Rates:** A checkbox for 'Allow Steps' and a dropdown menu set to 'USD' with 'Per Mile' text.
- * Equipment:** A dropdown menu set to '1Ton'.
- Service Level:** A dropdown menu.
- * Rating Type:** A dropdown menu set to 'Direct'.
- Commodity Code:** A dropdown menu.
- Taxable?:** A checkbox.

At the bottom of the screen, there are buttons for 'Download CSV For Upload', 'Upload CSV', 'Save And Copy', 'Save', 'Deactivate', and 'Close'.

Fill in the information on the screen. Required fields are marked with an asterisk symbol (*).

- **Effective Period** field - enter the date range that this rate will be in effect. The date range must be within the date range of the contract.
- **Lane** field – enter the name of the Lane being used. This is an auto complete field. Note – you can select the **New Lane** link to create a Lane on the fly and manually specify the From and To locations.
- **Cost Type** field – select the cost type from the drop down list. Available cost types include: Flat, Per Distance, Per Weight, Per Dimensional Weight, Per Volume, Supersede Wt/Vol, Per Shipping Unit, Per CWT, RateWare, Per CWT Dimensional Weight, and External Rating.
- **Equipment** field – select the equipment type from the drop down list.

10. After the information is entered on the screen, press the **Save** button at the bottom of the screen.

11. Refresh the Carrier Contract screen and expand the Carrier Contract to see the new Base Rate added to the list.

12. Repeat this process to add the various types of desired Rates.

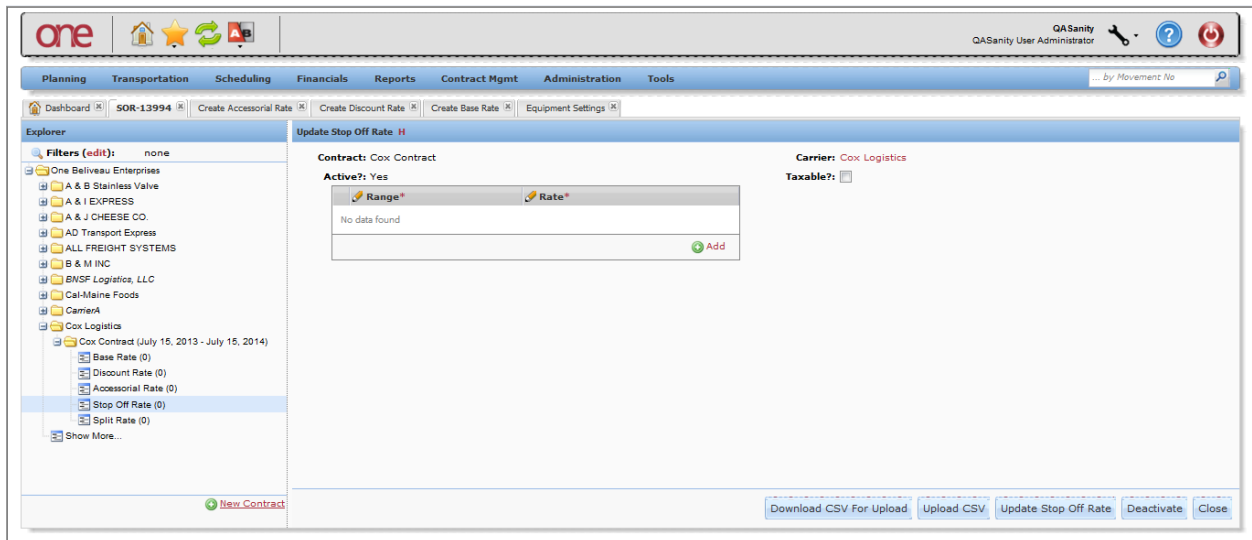
Following is an example of the **Create Discount Rate** screen:

The screenshot shows the 'Create Discount Rate' screen in the ONE system. The interface includes a top navigation bar with the 'one' logo and user information 'QASanity QASanity User Administrator'. Below this is a menu bar with options: Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The breadcrumb trail shows: Dashboard > Carrier Contracts > Create Discount Rate > Create Base Rate > Equipment Settings. The main form area is divided into two columns. The left column contains: Contract: Cox Contract; * Equipment: 1Ton; * Discount Method: Flat; * Lane: (with a 'New Lane' button); and From To: -. The right column contains: Carrier: Cox Logistics; Service Level: (with a help icon); Indirect Discount: (with a help icon); * Discount: (with a warning icon); Accessorial: (with a help icon); and Active?: Yes. At the bottom right, there are four buttons: Save And Copy, Save, Deactivate, and Close.

Following is an example of the **Create Accessorial Rate** screen:

The screenshot shows the 'Create Accessorial Rate' screen in the ONE system. The interface is similar to the previous screen, with the same top navigation and menu bar. The breadcrumb trail is: Dashboard > Carrier Contracts > Create Accessorial Rate > Create Discount Rate > Create Base Rate > Equipment Settings. The main form area is divided into two columns. The left column contains: Contract: Cox Contract; * Accessorial: (with a help icon); * Cost Method: Flat; * Type: Static; Use In Transportation Cost: (checkbox); * Lane: (with a 'New Lane' button); From To: -; Apply Above: (checkbox); and Allow Steps: (checkbox). The right column contains: Carrier: Cox Logistics; * Equipment: 1Ton; Charge Always?: (checkbox); Moving Index: (with a help icon); Rate Min/Max: (with a help icon); * Rate: (with a warning icon); and Taxable?: (checkbox). At the bottom right, there are four buttons: Save And Copy, Save, Deactivate, and Close.

Following is an example of the **Create Stop Off Rate** screen:



Following is an example of the **Create Split Rate** screen:

