

## Introduction

This document provides a quick guide explaining how to take a Shipment through its lifecycle in the One Network System.

The lifecycle or states of a Shipment are primarily as follows:

• Awaiting -> Tendered -> Confirmed -> Intransit – Delivered

The following describes this lifecycle and states in more detail:

1. Shipments will begin in the Awaiting state.

A Shipment in the Awaiting state is one that has just been created and is waiting to be tendered to a Carrier. Hub/Shippers may bypass the tendering process and just save the Shipment directly to a Carrier which would move it to the Confirmed state.

- Tendered Shipments will be in this state when a Shipment is tendered to the Carrier. The Tendered state is a solicitation by the Hub/Shipper to the Carrier offering them the chance to haul their Shipment. Carriers will have the ability to either Accept or Reject this tender.
- 3. Confirmed If a Tender is accepted by the Carrier, the Shipment will then move to a Confirmed state. Confirmed means that the Carrier has agreed to haul the Shipment for the Hub/Shipper and therefore is the confirmed Carrier on the Shipment. Additionally, a Hub/Shipper may bypass the tendering process and save a Shipment directly to a Carrier to the Confirmed state.
- 4. In Transit When a Shipment has been picked up from the Hub/Shipper by the Carrier and a "Picked Up" action has been added to the Shipment, the Shipment will move to an Intransit state. During this state, it is assumed that the freight is in the Carrier's possession. A Carrier may enter status updates by adding tracking events while en route such as Delayed, Update Current Position, etc.
- 5. Delivered This is the end of the Shipment life cycle. When a Shipment has been delivered at the Consignee, a "Delivered" action can be added to the Shipment. The Delivered action means that the Carrier has fulfilled their obligation to haul the Shipment from the Hub/Shipper to the Consignee and that possession of the goods has been given to the Consignee.

## Taking a Shipment through its Lifecycle

Note – The following describes how to add a **Pickup** action to a **Movement/Shipment** in the Confirmed state – this will move the **Movement/Shipment** to the Intransit state (Note – this action is typically performed by the Carrier).

- 1. Login to the One Network System.
- 2. Select Transportation -> Confirmed to see Shipments that have been accepted or have been confirmed to the Carrier.

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3. The **Confirmed** screen will be displayed with a summary list of the **Shipments**.

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Vie	wing 1-1 of 1									Export to	CSV Map Select		

- 4. To signify that the Carrier has picked up a **Movement/Shipment**, use one of the following two methods:
  - Method 1 Select the checkbox next to the Movement Number and then select the Actions button at the bottom of the screen and select Pickup. If there are multiple Shipments under the Movement, the Pickup action will be applied to all the Shipments.

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or

Method 2 - Select the triangle symbol next to the Movement Number and select the Pickup action from the Movement list. If there are multiple Shipments under the Movement, the Pickup action will be applied to all the Shipments. If you want to signify a Pickup action just for a single Shipment, select the triangle next to the Shipment Number and select the Pickup action from the Shipment list.

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5. Once the Movement (and all the Shipments under it) has been physically picked up and the Pickup action applied, the Movement will move to the Intransit state. To view these Movements, select Transportation -> Intransit :

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6. The Intransit screen will be displayed:

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Note – The following describes how to add a **Delivered** action to a **Movement/Shipment** in the Intransit state – this will move the **Movement/Shipment** to the Delivered state (Note – this action is typically performed by the Carrier).

- 1. Login to the One Network System.
- 2. Select Transportation -> Intransit to see **Movements/Shipments** that have been picked up by the Carrier.

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3. The **Intransit** screen will be displayed with a list of the **Movements/Shipments** that have been picked up.

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Vie	wing 1-2 of 2								Export	to CSV		

- 4. To signify that the Carrier has delivered the **Movement/Shipment**, use one of the following two methods:
  - Method 1 Select the checkbox next to the **Movement Number** and then select the **Actions** button at the bottom of the screen and select **Delivered**. If there are multiple **Shipments** under the **Movement**, the **Delivered** action will be applied to all the **Shipments**.

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or

Method 2 - Select the triangle symbol next to the Movement Number and select the Delivered action from the Movement list. If there are multiple Shipments under the Movement, the Delivered action will be applied to all the Shipments. If you want to signify a Delivered action just for a single Shipment, select the triangle next to the Shipment Number and select the Delivered action from the Shipment list.

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ewing 1-2 of 2		Copy Shipment						Export	to CSV		

 Once the Movement (and all the Shipments under it) has been physically delivered and the Delivered action applied, the Movement will move to the Delivered state. To view these Movements, select Transportation -> Delivered:

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Alert Summary	Draft			Shipment State Summary R	eport	65 -
Alert Name	Awaiting	Total Alerts		State	Count	
2 day no P	Tendered	9	*	Draft	0	
Appointme	Confirmed	9		Awaiting	103	
Appointme	Pick Ready	16	E	Tendered	3	
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threshold	Delivery Ready			In-Transit	1	
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DS-Alert	Search Shipments	10				
DeliveryDat	Search Movements	42				
GH Movern	Non Controlled Shipments	23				
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6. The **Delivered** screen will be displayed with a summary list of **Shipments**:

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