

Quick Guide to Taking a Shipment Through Its Lifecycle



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.

2. 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.

The screenshot shows the One Network System interface. The 'Transportation' menu is open, and the 'Confirmed' option is highlighted. A red box surrounds the 'Confirmed' text, and a red arrow points to it from a 'Confirmed' label. The 'Total Alerts' table is visible, showing counts for various states: Draft (9), Awaiting (103), Tendered (3), Confirmed (0), Pick Ready (0), In-Transit (1), Arrived (0), Delivery Ready (1), and Delivered (0). The 'Shipment State Summary Report' table also shows counts for these states.

State	Count
Draft	9
Awaiting	103
Tendered	3
Confirmed	0
Pick Ready	0
In-Transit	1
Arrived	0
Delivery Ready	1
Delivered	0
Multi Modal	0

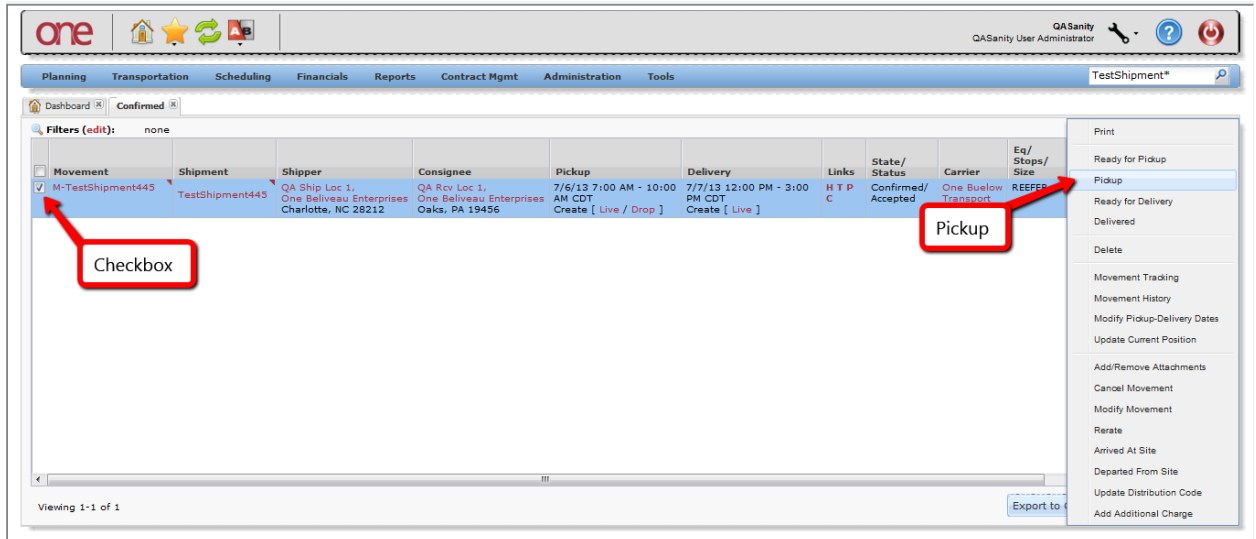
3. The **Confirmed** screen will be displayed with a summary list of the **Shipments**.

The screenshot shows the 'Confirmed' screen with a summary list of shipments. The table includes columns for Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Carrier, Eq/ Stops/ Size, Qty/ Weight/ Volume, Cost, and Dis.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Eq/ Stops/ Size	Qty/ Weight/ Volume	Cost	Dis
M-TestShipment445	TestShipment445	QA Ship Loc 1, One Bellevue Enterprises Charlotte, NC 28212	QA Rcv Loc 1, One Bellevue Enterprises Oaks, PA 19456	7/6/13 7:00 AM - 10:00 AM CDT Create [Live / Drop]	7/7/13 12:00 PM - 3:00 PM CDT Create [Live]	HTP C	Confirmed/ Accepted	One Buelow Transport	REEFER	1 Pallet, 0 / 50 Pound/30 Cuft	190	520

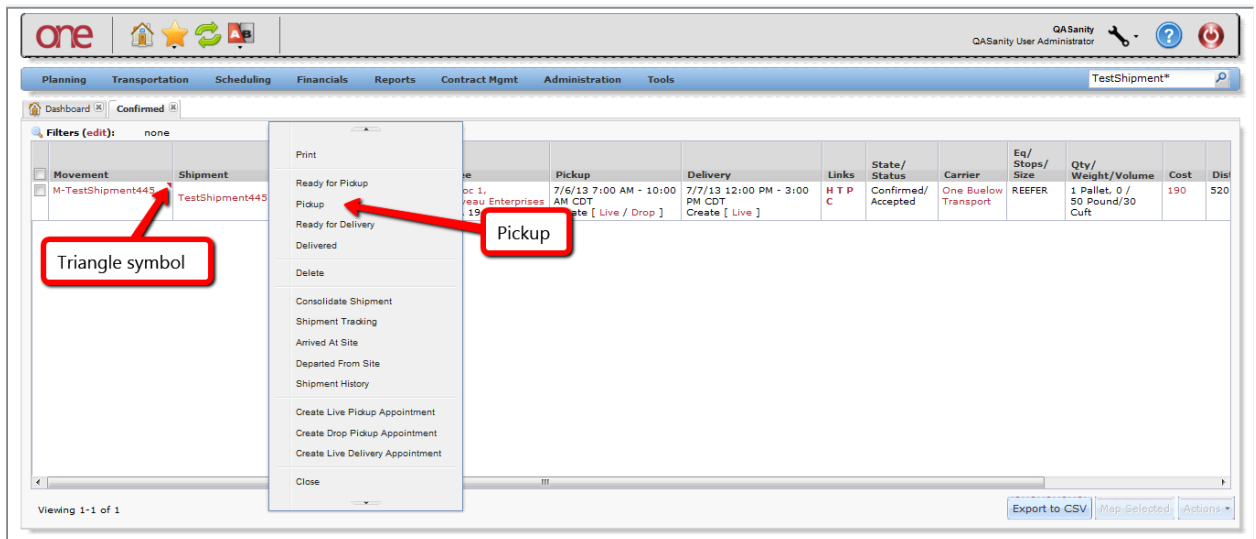
4. To signify that the Carrier has picked up a **Movement/Shipment**, use one of the following two methods:

- 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**.



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.



- 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 :

The screenshot shows the 'one' software interface. The 'Transportation' menu is open, and the 'Intransit' option is highlighted with a red box and an arrow. The background shows a 'Total Alerts' table and a 'Shipment State Summary Report' table.

Alert Name	Total Alerts
Awaiting	9
Tendered	9
Confirmed	16
Pick Ready	1
Intransit	1
Delivery Ready	59
Delivered	3
Multi Modal	28
Shipment Summary	1
Search Shipments	28
Search Movements	10
Non Controlled Shipments	42
Get Rate Quote	23
Rate Movement	
Tracking Event Policies	
Execution Policies	

State	Count
Draft	0
Awaiting	103
Tendered	3
Confirmed	0
Pick Ready	0
In-Transit	1
Arrived	0
Delivery Ready	1
Delivered	0
Multi Modal	0

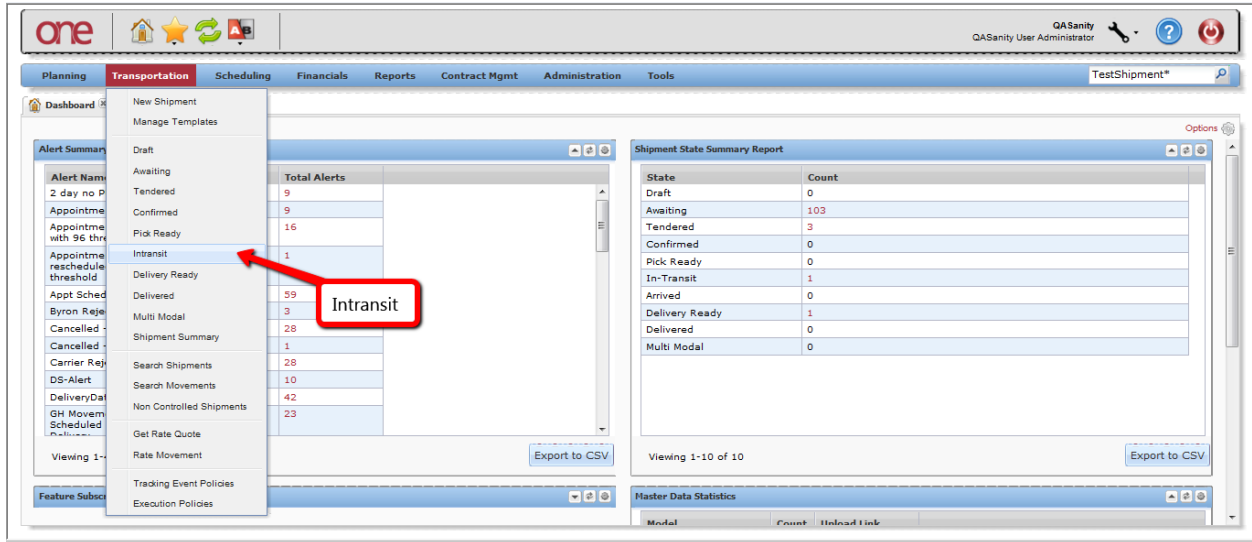
- The **Intransit** screen will be displayed:

The screenshot shows the 'one' software interface with the 'Intransit' screen displayed. The table below shows the details of movements and shipments.

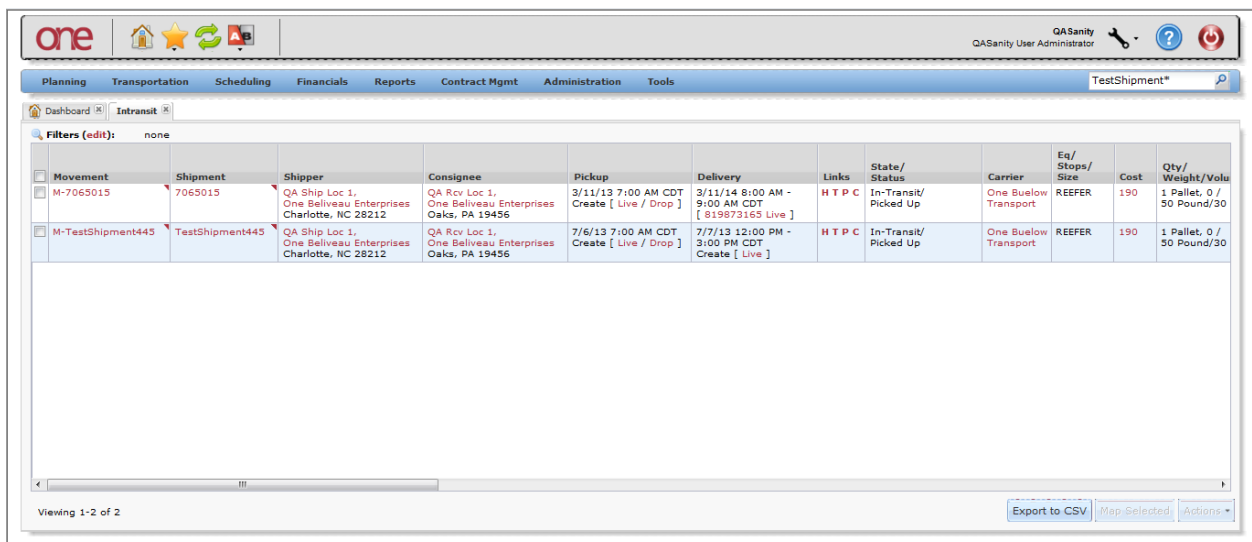
Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Eq/ Stops/ Size	Cost	Qty/ Weight/ Volu
M-7065015	7065015	QA Ship Loc 1, One Bellevue Enterprises Charlotte, NC 28212	QA Rcv Loc 1, One Bellevue Enterprises Oaks, PA 19456	3/11/13 7:00 AM CDT Create [Live / Drop]	3/11/14 8:00 AM - 9:00 AM CDT [819873165 Live]	H T P C	In-Transit/ Picked Up	One Buelow Transport	REEFER	190	1 Pallet, 0 / 50 Pound/30
M-TestShipment445	TestShipment445	QA Ship Loc 1, One Bellevue Enterprises Charlotte, NC 28212	QA Rcv Loc 1, One Bellevue Enterprises Oaks, PA 19456	7/6/13 7:00 AM CDT Create [Live / Drop]	7/7/13 12:00 PM - 3:00 PM CDT Create [Live]	H T P C	In-Transit/ Picked Up	One Buelow Transport	REEFER	190	1 Pallet, 0 / 50 Pound/30

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.

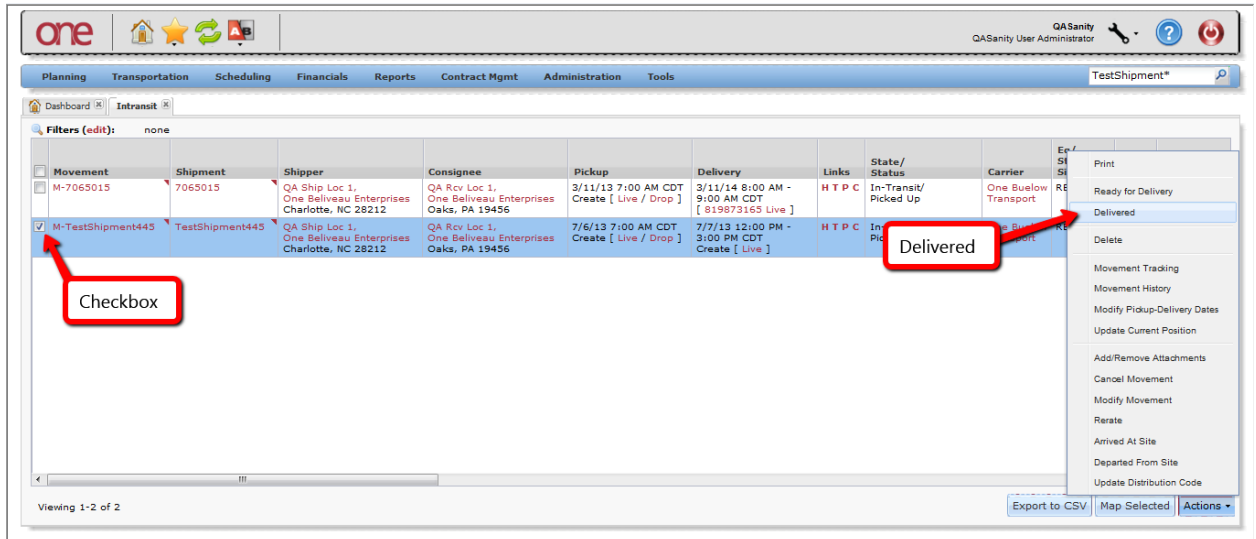


3. The **Intransit** screen will be displayed with a list of the **Movements/Shipments** that have been picked up.



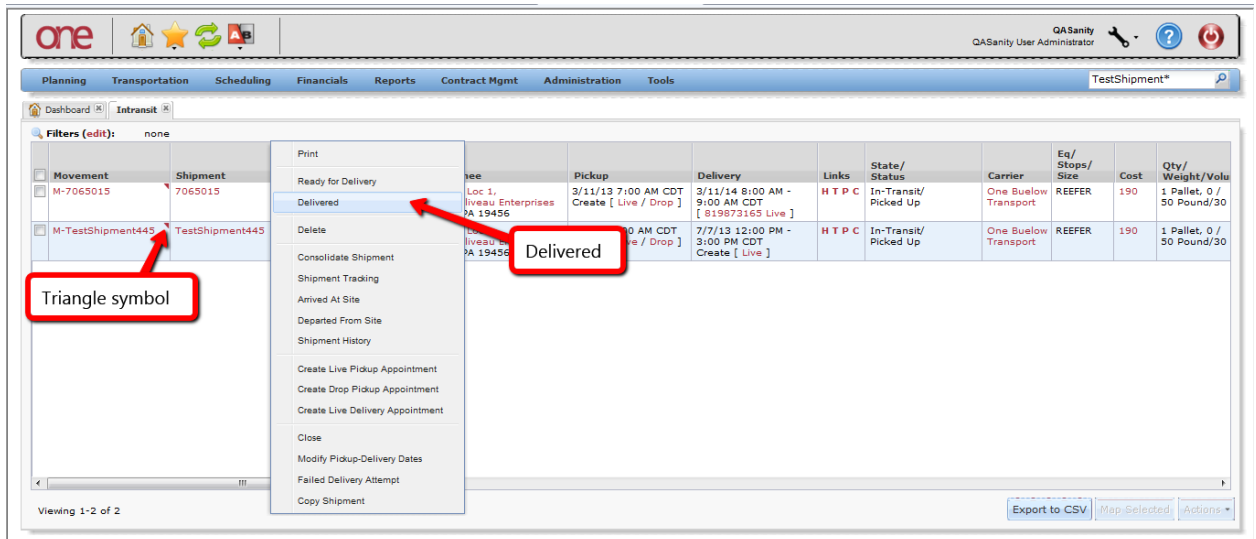
4. To signify that the Carrier has delivered the **Movement/Shipment**, use one of the following two methods:

- 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**.

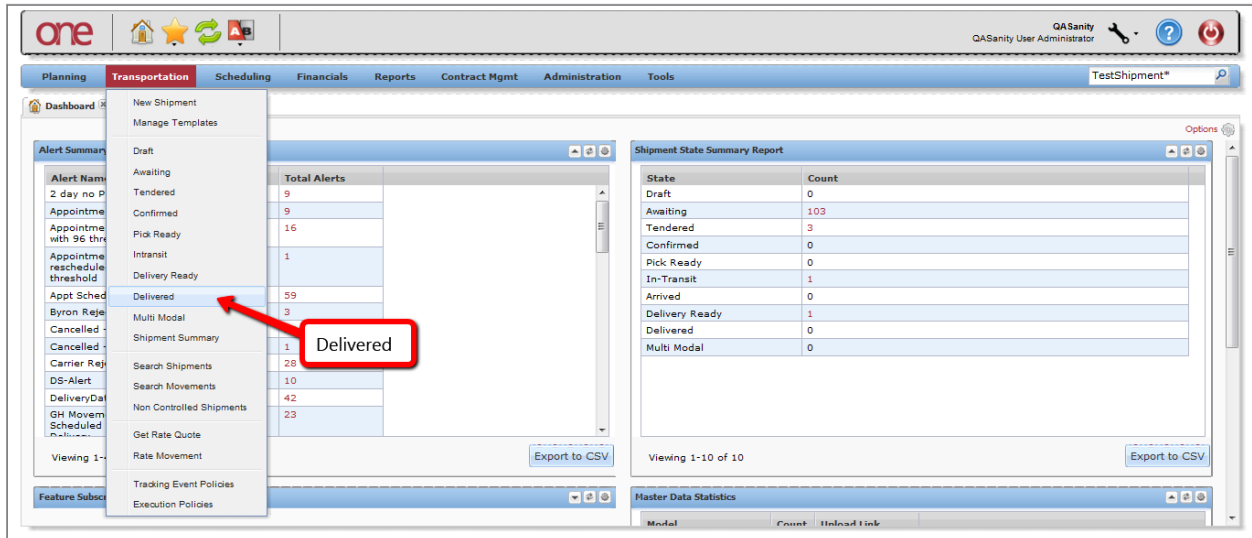


or

- 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.



- 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:



- The **Delivered** screen will be displayed with a summary list of **Shipments**:

