

E/L/B070

LSCMS Logistics Gateway



FEMA

Student Manual

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Version 1



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1. Working in the Logistics Gateway

The Logistics Gateway is a web-based portal through which Carriers accept/decline Shipment assignments against pre-established rates and submit tracking messages. Logistics Gateway allows Carriers to accept or reject Shipments and create tracking messages for Shipments. Each Carrier will have its own access to Logistics Gateway, and will only be able to view and take action upon Shipments that have been assigned to it. Carriers can also add tracking messages to Shipments who's Tender has been accepted. Carriers can enter tracking messages for the Shipments they have accepted. These tracking messages are entered on a Shipment-by-Shipment basis and are used to track status updates to the Shipment (e.g., arrival, departure).

Unit Objectives

By the end of this unit, a user will be able to:

- View Pending Tenders
- Accept a Tender
- Reject a Tender
- Print the Bill of Lading (BOL)
- Add tracking messages to Shipments
- Set up email alerts for Carriers

Tender Statuses:

New Request: Tender message that has just been received and not yet acted on

Booked/Active: Status given to an accepted Tender

Delivered: Transportation has been completed

Recalled: Status given to a rejected or abandoned Tender message

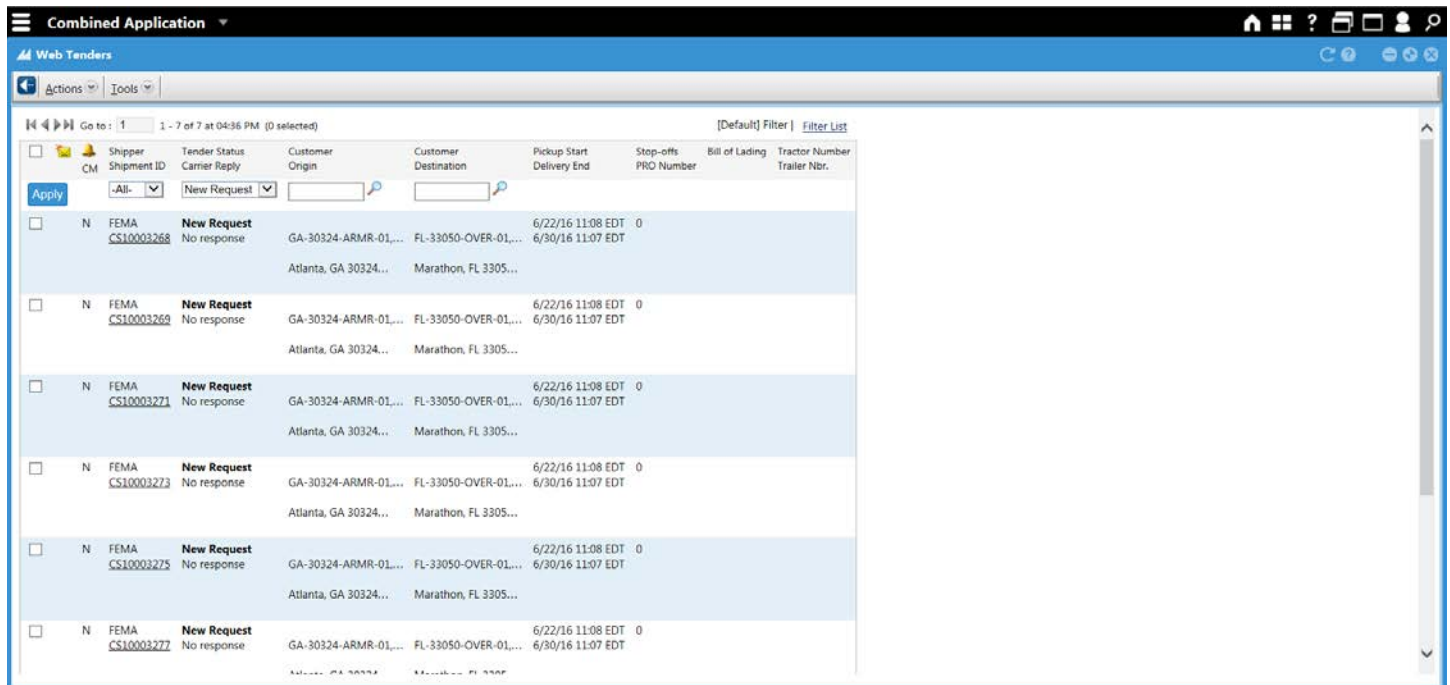
Carrier Reply Statuses:

No Response: Tender has not been accepted or rejected within the desired timeframe and has been recalled

Accept: Tender has been accepted

Reject: Tender has been rejected

As the FEMA TMB users Tender Shipments, they will become available for review on the *Web Tenders* page. Below are the steps to view the new Shipment Tenders.

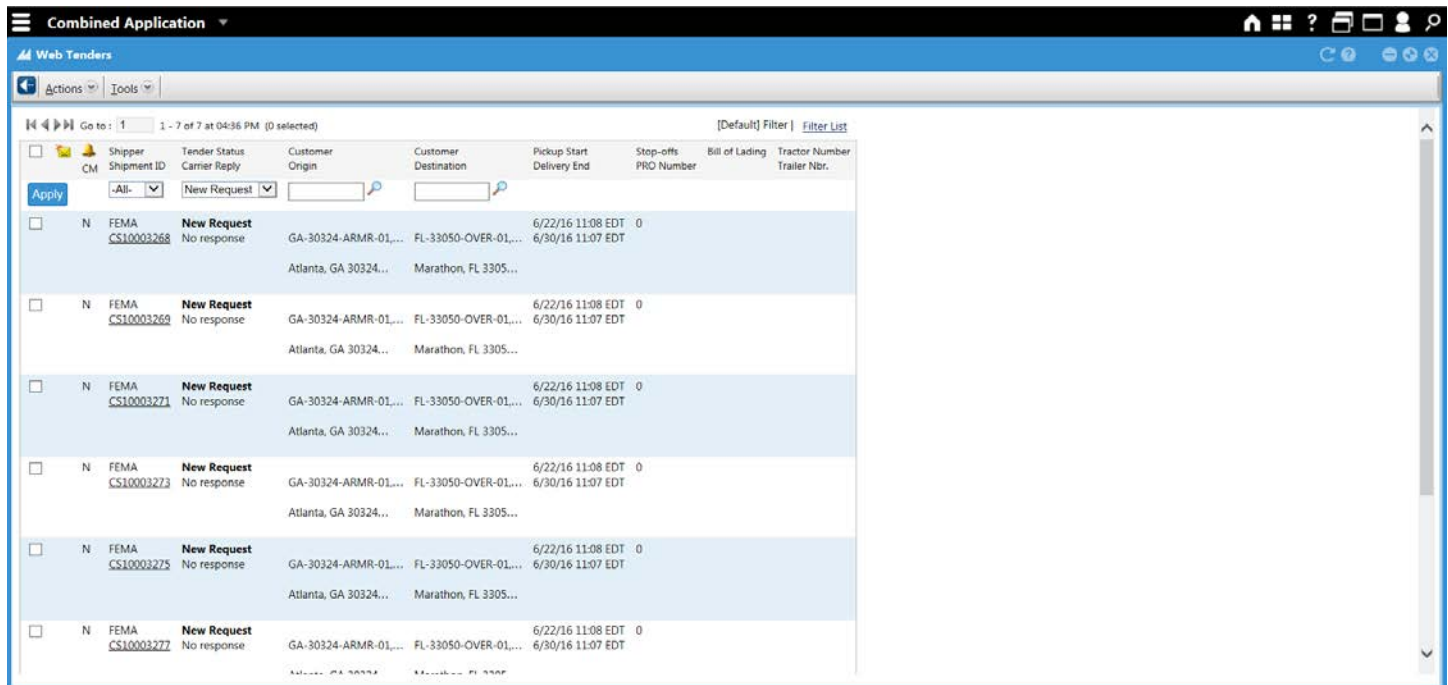


Step Instructions

- 1 Log in as a Carrier.
- 2 Click **Menu** → **Logistics Gateway** → **Web Tenders**.
- 3 Select **New Request** under the *Tender Status, Carrier Reply* dropdown menu.
- 4 Click **Apply**. This will populate the results table with the new Tender Requests for the Carrier.

1.3 Accept a Tender

When the Shipment Tender is acceptable and is available to be taken on, the Tender can be accepted through the *Web Tenders* page. Below are the steps to do so.



Step Instructions

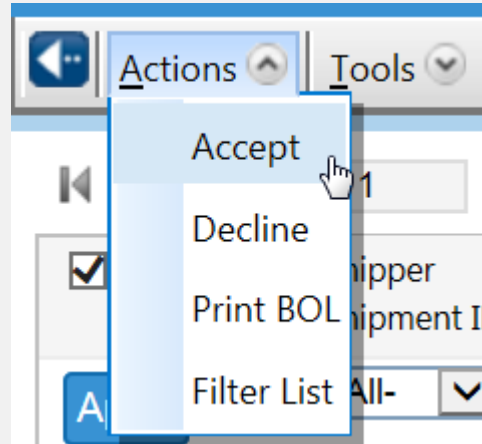
- 1 Log in as a Carrier.
- 2 Click **Menu** → **Logistics Gateway** → **Web Tenders**.
- 3 Select **New Request** under the *Tender Status, Carrier Reply* dropdown menu.
- 4 Click **Apply**. This will populate the results table with the new Tender Requests.
- 5 Select the checkbox next to a **Shipment ID**.

Step Instructions

Click **Actions** and select **Accept**. The Tender has been Accepted.

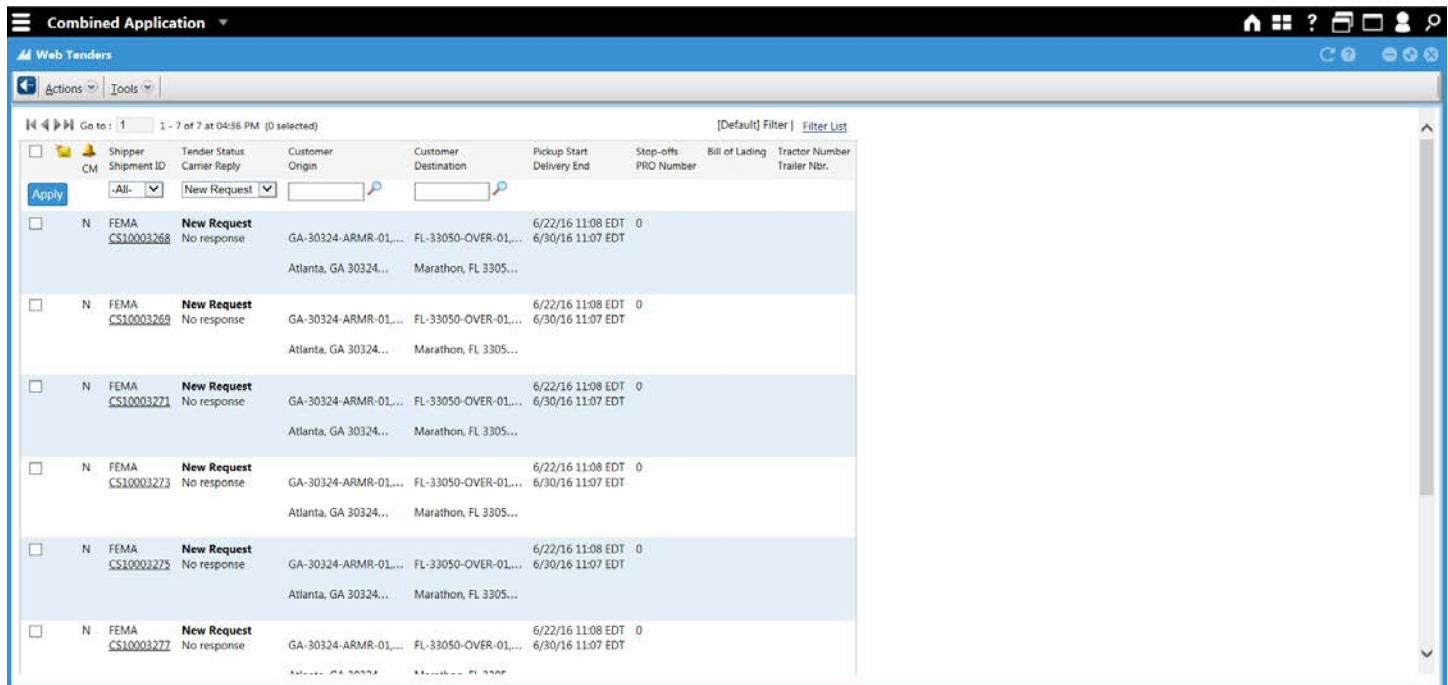
Tip: Multiple Shipments can be selected simultaneously for acceptance.

6



1.3 Reject a Tender

When the Shipment Tender is not sufficient or is not available to be taken on, the Tender can be rejected through the *Web Tenders* page. Below are the steps to do so.



Step Instructions

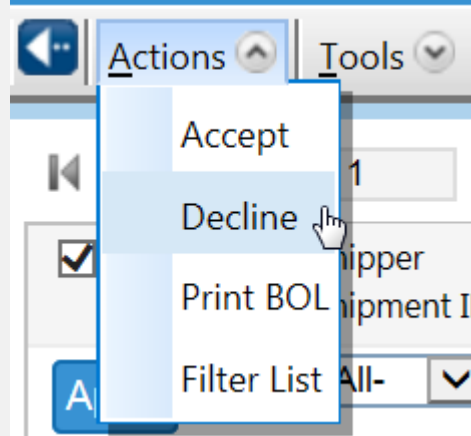
- 1 Log in as a Carrier.
- 2 Click **Menu** → **Logistics Gateway** → **Web Tenders**.
- 3 Select **New Request** under the *Tender Status, Carrier Reply* dropdown menu.
- 4 Click **Apply**.
- 5 Select the checkbox next to a **Shipment ID**.

Step Instructions

6

Click **Actions** and then **Decline**. The *Web Tenders* page will be refreshed and the selected Shipment ID will no longer be displayed.

Tip: Multiple Shipments can be selected simultaneously for rejection.



1.4 Print the Bill of Lading (BOL)

After a shipment has been placed in Accepted status, either by the Carrier or by the TMB, carriers have the option to view the BOL on the *Web Tenders* page. Below are the steps to Accept a shipment and view the Bill of Ladings (BOLs) for the new Shipment Tenders. This document contains general information about the Shipment (e.g. Pickup Date time, Delivery Date Time, Gross Weight).

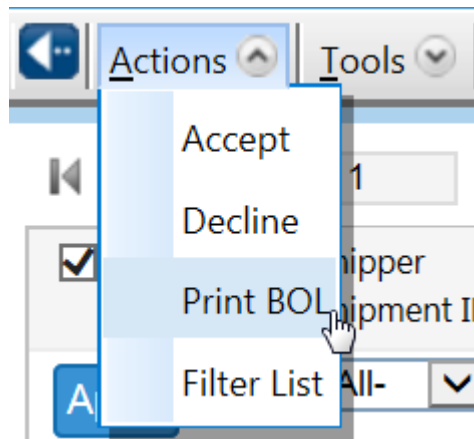
CM	Shipment ID	Tender Status Carrier Reply	Customer Origin	Customer Destination	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.
<input type="checkbox"/>	N FEMA CS10000014	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	7/14/16 17:19 EDT 12/22/16 17:19 EST	0	704116CS10000014	
<input type="checkbox"/>	N FEMA CS10000045	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	4/28/16 08:22 EDT 4/29/16 08:22 EDT	0	704116CS10000045	
<input type="checkbox"/>	N FEMA CS10000135	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	3/17/16 10:10 EDT 5/3/16 10:10 EDT	0	704116CS10000135	
<input type="checkbox"/>	N FEMA CS10000146	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	3/17/16 10:10 EDT 5/3/16 10:10 EDT	0	704116CS10000146	
<input type="checkbox"/>	N FEMA CS10000160	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	3/21/16 10:10 EDT 4/27/16 14:46 EDT	0	704116CS10000160	
<input type="checkbox"/>	N FEMA CS10000295	Booked/Active Accept	ATLDC ATLANTA Atlanta, GA 30354...	GA-30330-MICH-01... Atlanta, GA 30330...	9/22/15 13:38 EDT 9/29/15 13:38 EDT	0	704116CS10000295	

Step Instructions

- 1 Log in as a Carrier.
- 2 Click **Menu** → **Logistics Gateway** → **Web Tenders**.
- 3 Select **Accept** under the *Tender Status, Carrier Reply* dropdown menu.
Note: The BOL can only be printed for Shipments with a Tender status in 'Accept.'
- 4 Click **Apply**.
- 5 Select the checkbox next to a **Shipment ID**.

Step Instructions

- 6** Click **Actions** and select **Print BOL**. The BOL will be displayed in a new PDF window.



1.5 Add a Single or Multiple Tracking Messages

Shipment tracking messages can be added through the *Shipment Details* page (accessible through the *Web Tenders* page). These tracking messages are also visible to the FEMA users, and they inform them of the Shipment progress.

The screenshot shows the 'Web Tenders' application interface. At the top, there is a navigation bar with 'Web Tenders' and an 'Actions' dropdown menu. Below the navigation bar, there is a search and filter area with a 'Go to' field showing '1 - 20 of 72 at 04:40 PM (0 selected)'. The main area displays a table of shipments with the following columns: Shipper (FEMA), Tender Status (Booked/Active), Customer Origin (Atlanta, GA 30330...), Customer Destination (Homestead, FL 330...), Pickup Start (7/14/16 17:19 EDT), Stop-offs (0), Bill of Lading (704116CS10000014), and Tractor Number (704116CS10000014). The table contains six rows of shipment data.

Shipper	Tender Status	Customer Origin	Customer Destination	Pickup Start	Stop-offs	Bill of Lading	Tractor Number
FEMA CS10000014	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	7/14/16 17:19 EDT 12/22/16 17:19 EST	0	704116CS10000014	
FEMA CS10000045	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	4/28/16 08:22 EDT 4/29/16 08:22 EDT	0	704116CS10000045	
FEMA CS10000135	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	3/17/16 10:10 EDT 5/3/16 10:10 EDT	0	704116CS10000135	
FEMA CS10000146	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	3/17/16 10:10 EDT 5/3/16 10:10 EDT	0	704116CS10000146	
FEMA CS10000160	Booked/Active Accept	GA-30330-MICH-01... Atlanta, GA 30330...	FL-33039-CORA-01... Homestead, FL 330...	3/21/16 10:10 EDT 4/27/16 14:46 EDT	0	704116CS10000160	
FEMA CS10000295	Booked/Active Accept	ATLDC ATLANTA Atlanta, GA 30354...	GA-30330-MICH-01... Atlanta, GA 30330...	9/22/15 13:38 EDT 9/29/15 13:38 EDT	0	704116CS10000295	

Step Instructions

- 1 Log in as a Carrier.
- 2 Click **Menu** → **Logistics Gateway** → **Web Tenders**.
- 3 Select **Booked/Active** under the *Tender Status, Carrier Reply* dropdown menu.
- 4 Click **Apply**. The *Web Tenders* page will be displayed with Shipments that fit the filter criteria.

Step Instructions

5

Double-Click a **Shipment ID** to display the Shipment Details.

Web Tenders - Shipment Details

Shipment ID: CS10000045
Reference Number

Shipper: FEMA
Load At: GA-30330-MICH-01
SA Ft. McPherson
1701-99 Michael PI SW
Atlanta, GA 30330 United States

Bill To: [Bill-to Information](#)
Consignee: FL-33039-CORA-01
Homestead Air Force Base
29050 Coral Sea Boulevard
Homestead, FL 33039 United States

Carrier Charges: [1122.21 USD](#)
Equipment: TRAILER
Service Level: General
Mode: TL
Commodity Class: No commodities
Special Handling
Hazmat: No
Perishable: No
Billing Method
Event Notification Indicator
Detention List

Product Class
PRO Number
PO Number: 100045
Distance: 674 MI
Weight
Quantity
Volume
Comments: [1 Comment](#)
Event Indicator

Commodity Description 1: [View](#) Commodity Description 2: [View](#)

6

Click **Add Multiple**.

Add Tracking Messages

Shipment ID: CS10000045

#	Type*	Stop*	Event Date/Time*	Handler	Reason Code	BOL #	PRO #	Loading Type #	Message Source Type	Comments
<input type="checkbox"/> 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7

Select **Message Type** in the new pop-up window. The available message types are listed below.

"2" Arrival: The Shipment has arrived at a Stop. ["Delivered"](#)

"1" Departure: The Shipment has departed from a Stop. ["In Transit"](#)

8

Enter the required information in the *required fields*, which are denoted by an asterisk. These fields vary per each event and are listed below.

Type: Select either 'Depart' or 'Arrive'.

Stop: The stop at which the event occurred. [1 = In Transit](#) [2 = Delivered](#)

Event Date/Time: Date of Event, which can be selected from the calendar button or entered in "MM/DD/YY HH:MM" format.

Handler: Who is entering the message.

Reason Code: Not needed, but can select S-Standard.

BOL Nbr: Same as above.

PRO Nbr: Identifier used to track the physical location of trailer.

Loading Type #: Not needed.

Comments: User can enter any additional information that needs to be communicated.

Note: If only one tracking message is desired, skip to Step 12.

Step Instructions

9

Click **Add** to add another line of tracking messages.

10

Repeat Steps 7 and 8 of this section.

11

Repeat Steps 9 and 10 until the desired number of tracking messages have been added.

12

Click **Save**. The message(s) have been added to the Shipment.

1.6 Set up Email Alerts

The system can also provide email alerts as to when Shipment Tenders are changed (for example: received, recalled, cancelled, updated, etc.). Below is the process to opt into these alerts.

The screenshot shows the 'My Profile' page in the Master Data Administration system. The page is divided into two main sections: 'Information' and 'Contact'. The 'Information' section includes fields for First Name (LEAF), Middle Name, Last Name (USER01), Title, Company Name (LANDSTAR EXPRESS AMERICA, INC), Location (LEAF), Locale (English (US)), Type (Corporate Administrator), and Channel ((none)). The 'Contact' section includes fields for Address 1 (13410 SUTTON PARK DRIV), Address 2, Country (United States), State/Prov. (FL), City (JACKSONVILLE), Postal Code (32224), Primary Email (test@manh.com), Alternate Email (LEAF@MANH.COM), Phone (800-443-6808), Fax, During Business Hours (E-mail), and After Business Hours (E-mail). At the bottom of the page, there are 'Save' and 'Cancel' buttons.

Step Instructions

Log in as a Carrier User.

1 *Note: User must be created as corporate administrator by system admin.*

Note: If user does not need to update email address skip to step 6.

2 Navigate to the solution **Master Data Administration**.

3 Click **Menu** → **My Profile**.

4 Update carrier user's email address and click **Save**.

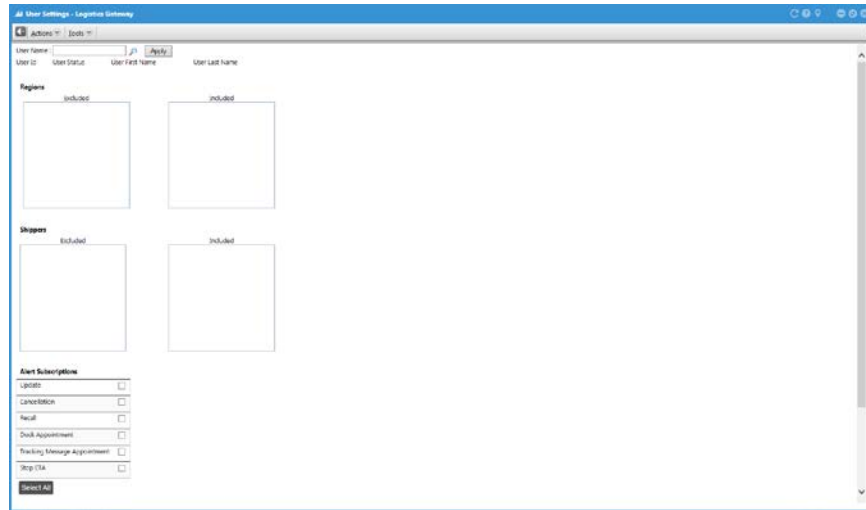
5 Navigate to the solution **Combined Application**.

6 Click **Menu** → **Logistics Gateway** → **User Settings**.

Step Instructions

Filter for the User(s) name to send alerts.

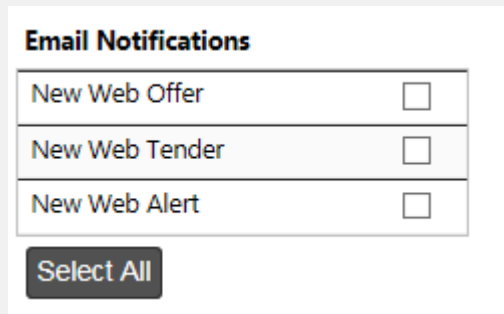
3



Select desired email notifications.

New Web Tender: A Tender has been issued.

4



5

Click **Save**.

Activity: Logistics Gateway (See Activity Handout)