E/L/B070 LSCMS Logistics Gateway



Student Manual

September 2016 Version 1



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E/L/B070 – LSCMS Logistics Gateway

Unit 1 Working in the Logistics Gateway E/L **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

Unit 1 Working in the Logistics Gateway 1.2 Viewing Pending Tenders

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.

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| 1444 | Go I | o: 1 1- | 7 of 7 at 04:36 PM (0 s | selected) | | | | [Default] Fi | lter <u>Filter List</u> |
| | CM | Shipper 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. |
| Apply | | -All- 💙 | New Request | P | <i>P</i> | | | | |
| | N | FEMA <u>CS10003268</u> | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA CS10003269 | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA <u>CS10003271</u> | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA CS10003273 | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01 Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA <u>CS10003275</u> | New Request No response | GA-30324-ARMR-01 Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA CS10003277 | New Request No response | GA-30324-ARMR-01, | FL-33050-OVER-01, | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |

Step Instructions

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

Unit 1 Working in the Logistics Gateway **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.

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| | CM | Shipper 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. |
| Apply | | -All- 💙 | New Request | P | P | | | | |
| | N | FEMA CS10003268 | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA CS10003269 | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA <u>CS10003271</u> | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA C510003273 | New Request No response | GA-30324-ARMR-01 Atlanta, GA 30324 | FL-33050-OVER-01 Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA CS10003275 | New Request No response | GA-30324-ARMR-01 Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA C\$10003277 | New Request No response | GA-30324-ARMR-01, | FL-33050-OVER-01, | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |

| 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. |

6

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

Tip: Multiple Shipments can be selected simultaneously for acceptance.



Unit 1 Working in the Logistics Gateway **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.

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| | CM | Shipper 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. |
| Apply | | -All- 💙 | New Request | P | P | | | | |
| | N | FEMA <u>CS10003268</u> | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA <u>CS10003269</u> | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA <u>CS10003271</u> | New Request No response | GA-30324-ARMR-01, Atlanta, GA 30324 | FL-33050-OVER-01, Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA CS10003273 | New Request No response | GA-30324-ARMR-01 Atlanta, GA 30324.,. | FL-33050-OVER-01 Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | N | FEMA <u>CS10003275</u> | New Request No response | GA-30324-ARMR-01 Atlanta, GA 30324 | FL-33050-OVER-01 Marathon, FL 3305 | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |
| | Ν | FEMA <u>C\$10003277</u> | New Request No response | GA-30324-ARMR-01, | FL-33050-OVER-01, | 6/22/16 11:08 EDT 6/30/16 11:07 EDT | 0 | | |

| 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 . |

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.



Unit 1 Working in the Logistics Gateway 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).

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| | CM | Shipper 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. | | |
| Apply | | -Ali- 🔽 | Booked/Active | P | ٩ | | | | | | |
| | 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 | | | |
| | N | FEMA <u>C\$10000045</u> | 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 | | | |
| | N | FEMA <u>CS10000135</u> | 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 | | | |
| | N | FEMA <u>CS10000146</u> | 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 | | | |
| | N | FEMA <u>CS10000160</u> | 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 | 704116C510000160 | | | |
| | N | FEMA CS10000295 | Booked/Active Accept | ATLDC ATLANTA Atlanta, GA 30354 | GA-30330-MICH-01, | 9/22/15 13:38 EDT 9/29/15 13:38 EDT | 0 | 704116CS10000295 | | | ~ |

Step Instructions

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. |



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



Unit 1 Working in the Logistics Gateway

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.

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| | | Shipper 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. | | |
| Apply | | -All- 💟 | Booked/Active | P | P | | | | | | |
| | 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 | 704116C510000014 | | | |
| | N | FEMA <u>CS10000045</u> | 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 | | | |
| | 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 | | | |
| | N | FEMA <u>CS10000146</u> | 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 | | | |
| | N | FEMA <u>CS10000160</u> | 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 | 704116C510000160 | | | |
| | N | FEMA CS10000295 | Booked/Active Accept | ATL,DC ATLANTA Atlanta, GA 30354 | GA-30330-MICH-01, | 9/22/15 13:38 EDT 9/29/15 13:38 EDT | 0 | 704116CS10000295 | | | ~ |

StepInstructions1Log in as a Carrier.2Click Menu → Logistics Gateway → Web Tenders.3Select Booked/Active under the Tender Status, Carrier Reply dropdown menu.4Click Apply. The Web Tenders page will be displayed with Shipments that fit the filter criteria.

5

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

| Image: Second | 🏄 Web Tenders - Shipr | nent Details | | | | | | C | 9 🗢 |
|--|---|---|--|--|--|--|--|-------------------------------|------------|
| 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 arrived at a Stop. "In Transit" Enter the required information in the <i>required fields</i> , which are denoted by an asterisk. Th 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 Source Torket' The Shipment has arrived at a Stop. "In Transit" Enter the required information in the <i>required fields</i> , which are denoted by an asterisk. Th 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 Source Torket' Which 'I' the event occurred. 1 = In Transit 2 = Delivered Event Source Torket' in the event occurred. 1 = In Transit 2 = Delivered Event Source Torket'' the selected from the calendar button or enter 'MMDD/YY HH:MM' format. Handle: Who is entering the message. Reason Code: Not needed, but can select S-Standard. BOI 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. | | | | | | | | | |
| <pre>by the comment for the set of the set o</pre> | | | | | | | Generate S | ipment Details All Comments | |
| Image: Note: Image: Second | Shipment ID CS100 | 00045 | | | | | | | |
| Winter MA. If the Material Control of the Material Contro of the Material Control of the Material Contro | Reference Number | | | | | | | | |
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| Autor. G. 1993 Under Stare Research. R. 1999 Under Stare Event Section Name: Construction 100000 Sector Land No Construction 100000 Click Add Multiple. No Construction 100000 Current Sector Notation No Construction 1000000 Sector Land No Construction 100000 Construction Sector Message Type Interference No Construction Construction 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" """ """ "Departure: The Shipment has departed from as top. "In Transit" Enter the required information in the <i>required fields</i> , which are denoted by an asterisk. Th 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 | SA Ft. McPherso 1701-99 Michae | n I PI SW | Homestea 29050 Cor | d Air Force Base al Sea Boulevard | | | | | |
| Circk Add Multiple. Add Tacking Message 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" Enter the required information in the <i>required fields</i> , which are denoted by an asterisk. Th fields vary per each event and are listed below. "2" Arrival: The Shipment has departed from a Stop. "In Transit" Enter the required information in the <i>required fields</i> , which are denoted by an asterisk. Th fields vary per each event and are listed below. Type: Select either 'Depart' or 'Arrive'. Stop: Stop: Reason Code: Not needed, but can select S-Standard. BOL Nbr: Same as above. PRO Nor: Identifier used to track the physical location of trailer. Locating Type #: Not needed. Comments: User can enter any additional information that needs to be communicated. | Atlanta, GA 30 | 330 United States | Homestea | d, FL 33039 United States | | | | | |
| Type: 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 arrived at a Stop. "In Transit" Select deliver: Depart or 'Arrive'. Stop: The stop at which the event occurred. 1 = In Transit Particle: Who is entering the message. Reason Code: Not needed, but can select S-Standard. BOD Nor: Same as above. PRO Nor: Identifier used to track the physical location of trailer. Locating Type #: Not needed. Type: Select deliver: Data above. Provide above. Provide above. Body above. Provide above. <td>Carrier Charges</td> <td>1122.21 USD</td> <td>Product Class</td> <td></td> <td></td> <td></td> <th></th> <td></td> <td></td> | Carrier Charges | 1122.21 USD | Product Class | | | | | | |
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| 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" Enter the required information in the required fields, which are denoted by an asterisk. Th fields vary per each event and are listed below. Type: Select either 'Depart' or 'Arrive'. Stop: 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 enter "MMVDD/YY HH:MM" format. Handle: 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. | Commodity Class | No commodities | Weight | | | | | | |
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| Click Add Multiple. Click Theoremather has arrived at a Stop. "Delivered" Click Theoremather information in the <i>required fields</i>, which are denoted by an asterisk. Th fields vary per each event and are listed below. Type: Select either 'Depart' or 'Arrive'. Stop: | Perishable | No | Comments | 1 Comment | | | | | |
| Image: Second | Billing Method | | Event Indicator | | | | | | |
| Click Add Multiple. Mid Tracking Mesages Support D CSI00005 | Event Notification Indicate | л | | | | | | | |
| Click Add Multiple. | Detention List | | | | | | | | |
| Click Add Multiple. | Commodity Description 1 | dars 1 | Commodity Description | an 2 date 2 | | | | | |
| "2" Arrival: The Shipment has arrived at a Stop. "Delivered" "1" Departure: The Shipment has departed from a Stop. "In Transit" Enter the required information in the <i>required fields</i>, which are denoted by an asterisk. Th 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 enter "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. | Shipment ID C\$1000045 | p* Event Date/Time | * Handler | Reason BOL # | PRO # | Loading Type # | Message Source Type | Comment | Save ed |
| 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 ente "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. | "2" Arrival "1" Departu Enter the re fields vary p | : The Ship I re : The Sl quired info per each e | ment has a nipment ha prmation in vent and a | arrived at a S as departed f the <i>required</i> re listed belo | Stop. "Do from a St <i>fields</i> , v ow. | elive top. vhich | red" "In Transit" a are denoted by | an asterisk. T | Гhe |
| | Stop: The s Event Date "MM/DD/YY Handler: W Reason Co BOL Nbr: S PRO Nbr: I Loading Ty Comments | Time: Da Time: Da HH:MM" ho is ente de: Not ne Same as al dentifier us pe #: Not : User car | ch the eve te of Even format. ring the mo eeded, but pove. sed to trac needed. enter any | nt occurred. t, which can essage. can select S k the physica | 1 = In T be selec S-Standal al location formatio | rans ted fi rd. n of t n tha | it 2 = Delivered rom the calenda trailer. at needs to be co | r button or ent | tere |

| Unit 1 Workir | g in the Logistics Gateway | E/L/B070 – LSCMS Logistics Gateway |
|---------------|---|--|
| Step | Instructions | |
| 9 | Click Add to add another line of tracking m | essages. |
| 10 | Repeat Steps 7 and 8 of this section. | |
| 11 | Repeat Steps 9 and 10 until the desired nu | mber of tracking messages have been added. |
| 12 | Click Save . The message(s) have been ad | ded to the Shipment. |

Unit 1 Working in the Logistics Gateway **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.

| My Profile | | | | 00 000 |
|-----------------|---------------------------|---|-------------------------|-------------|
| Details | | | | |
| Information | | Contact | | ^ |
| First Name:* | LEAF × | Address 1:* | 13410 SUTTON PARK DRIVI | |
| Middle Name: | | Address 2: | | |
| Last Name:* | USER01 | Country.* | United States * | |
| Title: | | State/Prov.: | FL. · | |
| Company Name: | LANDSTAR EXPRESS AMERICA, | City:* | JACKSONVILLE | |
| Location | | Postal Code: | 32224 | |
| Locala | | Primary Email:* | test@manh.com | |
| Locale. | Compared Administrator | Alternate Email: | LEAF@MANH.COM | |
| rype: | Corporate Administrator | Phone:* | 800-443-6808 | |
| Channel: | (none) | Fax: | | |
| | | During Business Hours: | E-mail 👻 | |
| | | After Business Hours: | E-mail 👻 | |
| Sign In Details | | an an anna an ann an Anna an An | And Andrews Andrews | |
| SIGHT DEGUS | | | | Save Cancel |

StepInstructionsLog in as a Carrier User.1Note: User must be created as corporate administrator by system admin.
Note: If user does not need to update email address skip to step 6.2Navigate to the solution Master Data Administration.3Click Menu → My Profile.4Update carrier user's email address and click Save.

- 5 Navigate to the solution **Combined Application**.
- 6 Click Menu \rightarrow Logistics Gateway \rightarrow User Settings.

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

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Click Save.

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Activity: Logistics Gateway (See Activity Handout)