

Engage

vCurrent

2023-11-03

Introduction

Engage.Bid is an online subscription product that allows trucking companies to process bids, also known as Requests for Proposals (RFPs), from shippers. The basic procedure is:

1. Create the shipper associated with the bid (if it does not already exist in the database)
2. Map a template using the shipper's RFP file
3. Create a new bid
4. Upload the shipper's RFP file and attach it to the bid
5. Price the RFP
6. Generate a return file for the shipper
7. Price bids through multiple bidding rounds
8. Upload shipper lane file with award data as needed
9. If needed, review bid history


Logging into Engage.Bid

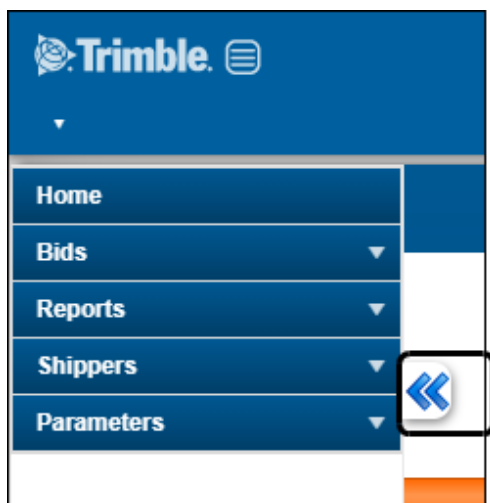
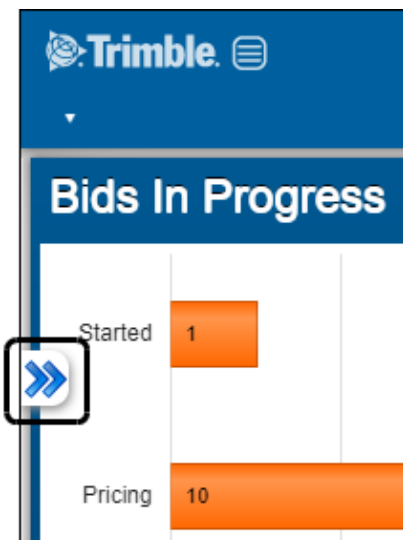
To log into Engage.Bid:

1. Go to the Engage.Bid web address,
<https://www.tmwbi.com/Login.aspx>
2. Click **Login**.
The login page opens.
3. Enter the **User name** and **Password** that was given to you.
4. Click **Sign In**.
The landing page opens.
5. Go to **Menu > Engage > Carrier**
The **Engage.Bid Home** page opens.



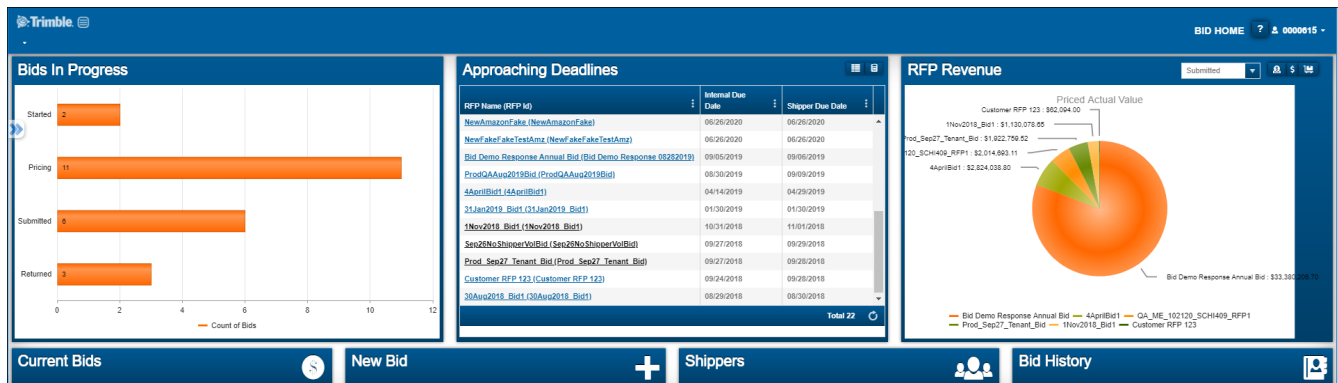
If you cannot login, contact your company's system administrator or your Support representative.

On all Engage.Bid pages, you can click  **Open Menu** to access an options menu. Click  **Close Menu** to close the menu.



Layout of the Bid Home page

The Bid Home page contains the following sections and buttons.

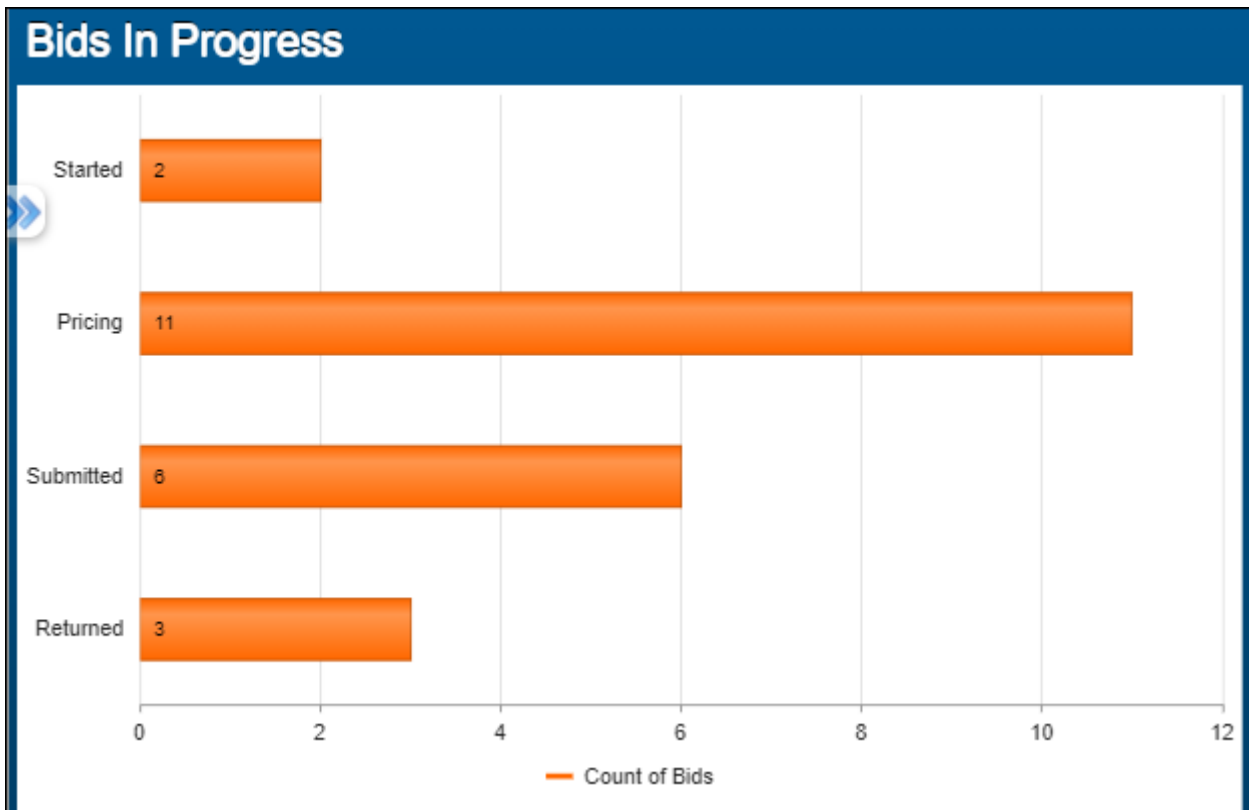


Bids in Progress

The **Bids in Progress** section displays the number of bids in each of these status groups:

- *Started*
An RFP has been created in Engage.Bid for visibility purposes. No RFP has been uploaded.
- *Pricing*
An RFP has been uploaded and is currently in the pricing phase. It has not yet been submitted to the shipper.
- *Submitted*
A response has been generated in Engage.Bid for sending to the shipper.
- *Returned*
The shipper has provided a response file for the current pricing round. This file has been uploaded to Engage.Bid against the RFP.

Clicking on a bar in the chart opens the Bids page with bids that meet the selected bid status. For example, clicking on the *Returned* bar displays returned bids on the Bids page.



Note: The **Status** filter on the Bids page includes these additional statuses not found on the Home page:

- *Approved*
- *Published*
- *Completed*

Approaching Deadlines

The **Approaching Deadlines** section shows all active, incomplete RFPs. For each RFP, an internal and external due date appears. You can view information in a list (default) or a calendar.

Approaching Deadlines			
RFP Name (RFP Id)	Internal Due Date	Shipper Due Date	
Bid Demo Response Annual Bid (Bid Demo Response 08282019)	06/26/20	06/26/20	
ProdQAAug2019Bid (ProdQAAug2019Bid)	08/30/20	09/09/20	
4AprilBid1 (4AprilBid1)	04/14/20	04/29/20	
31Jan2019 Bid1 (31Jan2019 Bid1)	01/30/20	01/30/20	
1Nov2018 Bid1 (1Nov2018 Bid1)	10/31/20	11/01/20	
Sep26NoShipperVolBid (Sep26NoShipperVolBid)	09/27/20	09/29/20	
Prod Sep27 Tenant Bid (Prod Sep27 Tenant Bid)	09/27/20	09/28/20	
Customer RFP 123 (Customer RFP 123)	09/24/20	09/28/20	
30Aug2018 Bid1 (30Aug2018 Bid1)	08/29/20	08/30/20	
Total 22			

RFP Revenue

The **RFP Revenue** section shows a pie chart showing total revenues per bid. There are two types of filters you can use to create different views of the data. The two filter types work together.

You can filter by bid status.

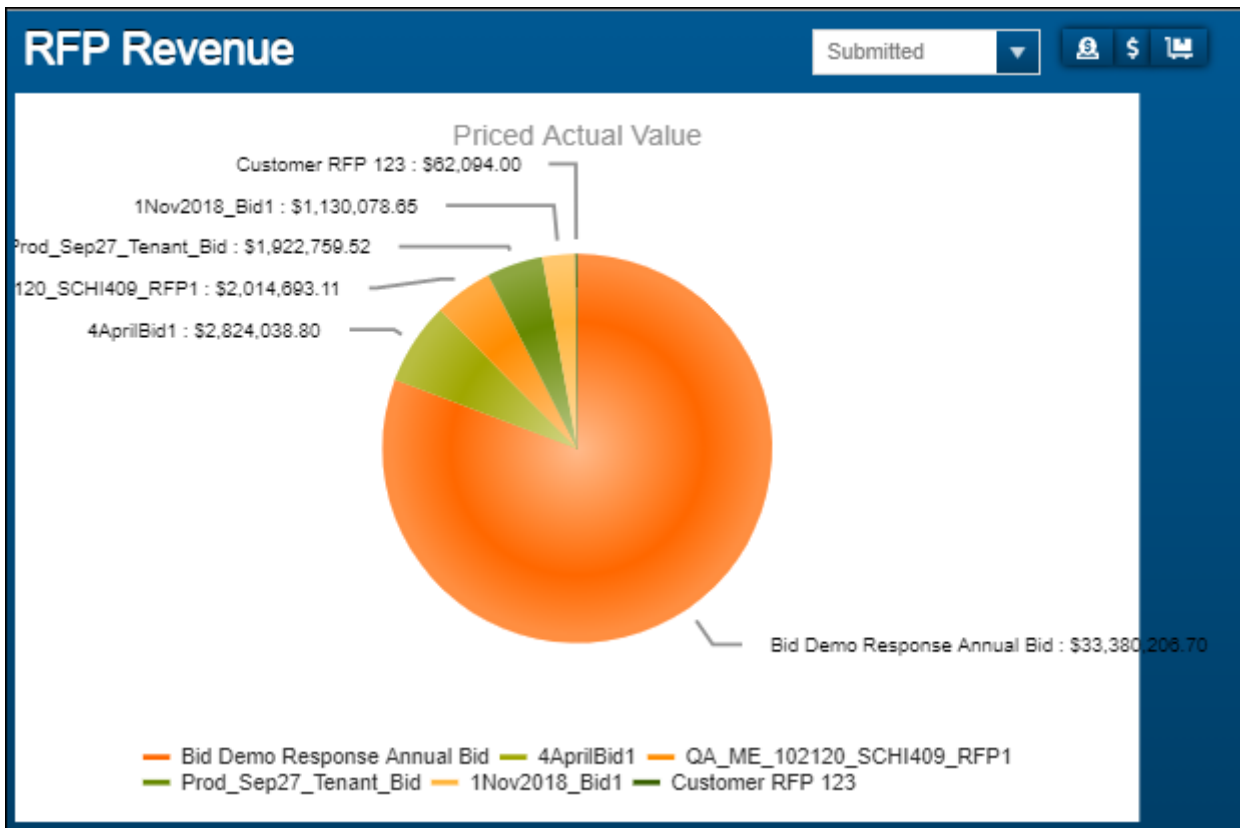
Use the status field at the top of the section to filter the view by bid status:

- *Submitted*
- *Returned*
- *Pricing*
- *Completed*

You can also filter by revenue type.

The three buttons to the right of the status field let you specify the type of revenue used to calculate the chart.

- **Priced Actual Value** (first button reading left to right)
The actual value of the lanes priced by the carrier
Calculated as [Bid RPM (the carrier's rate)] x [Bid Volume (the carrier's volume)]
- **Priced Market Value** (second button reading left to right)
The market value of the lanes priced by the carrier
Calculated as [Bid Volume (the carrier's volume)] x [MRI (the lane's Market Rate Index)]
- **Potential Market Value** (third button reading left to right)
The revenue available in the RFP (lane file)
Calculated as [Shipper Volume (expected annual orders)] x [MRI (the lane's Market Rate Index)]



Current Bids

Click **Current Bids** to open the Bids page. It lists all incomplete bids.

RFP Id	RFP Name	Shipper Name	Status	Internal Due Date	Shipper Due Date	Bid Source	Actual Shipper Name	Potential Market Value	Priced Actual Value	Priced Market Value	Master Agreement Effective Date	Master Agreement Termination Date	Award Implementation Date	Award Expiration Date	Last Modified	Last User
Bid Demo Response 08282019	Bid Demo Response A...	Bid Demo Response Shipper	Submitted	09/05/2019	09/06/2019	External	Bid Demo Re...	\$29,011,491.85	\$33,380,206.70	\$29,011,491.85	04/01/2019	08/29/2020	09/15/2019	08/31/2020	11/19/2019...	0000615
QA_ME_102120_SCHI409_RFP1	QA_ME_102120_SCHI4...		Submitted	10/11/2020	10/28/2020	Internal		\$6,323,605.57	\$2,014,693.11	\$3,477,963.06	10/07/2020	10/19/2020	10/26/2020	10/30/2020	10/22/2020...	0000615
QA_ME_102120_SCHI409_RFP2	QA_ME_102120_SCHI4...		Returned	10/18/2020	10/25/2020	Internal		\$6,323,605.57	\$6,327,264.20	\$6,323,605.57	10/11/2020	10/20/2020	10/27/2020	10/21/2020	10/21/2020...	0000615
4AprilBid1	4AprilBid1	April4Shipper	Submitted	04/14/2019	04/29/2019	Internal	April4Shipper	\$6,272,810.61	\$2,824,038.80	\$6,272,810.61			04/21/2019	04/29/2019	11/10/2020...	0000615
1Nov2018_Bid1	1Nov2018_Bid1	1Nov2018_Shipper1	Submitted	10/31/2018	11/01/2018	External	1Nov2018_Sh...	\$1,196,960.66	\$1,130,078.65	\$1,196,960.66			11/01/2018	11/01/2018	11/01/2018...	0000615
Prod_Sep27_Tenant_Bid	Prod_Sep27_Tenant_Bid	Prod_Sep27_Tenant_Shipper	Submitted	09/27/2018	09/28/2018	Internal	Prod_Sep27_...	\$1,131,917.79	\$1,922,759.52	\$2,263,335.57			09/29/2018	09/30/2018	09/27/2018...	0000615
21Jan2019_Bid1	21Jan2019_Bid1	31Jan2019_Shipper1	Pricing	01/30/2019	01/30/2019	Internal	31Jan2019_S...	\$1,130,547.46					01/28/2019	01/30/2019	01/31/2019...	0000615



You can also access the Bids page by clicking **Open Menu** and selecting **Bids > Current Bids**.

New Bid

Clicking **New Bid** displays the Bids page and activates the fields on the **Bid Information** tab.

Bid Information

Process Documents

Miscellaneous

RFP Id:

RFP Name:

RFP Name

Shipper Name:

Select Shipper Name

Actual Shipper Name:

Select Actual Shipper Name

Bid Source:

Select Bid Source

Status:

Started

Internal Due Date:

Internal Due Date

Shipper Due Date:

Shipper Due Date

Last Modified:

Last User:

0000615

Master Agreement Effective Date:

Master Agreement Effective Date

Master Agreement Termination Date:

Master Agreement Termination Date

Award Implementation Date:

Award Implementation Date

Award Expiration Date:

Award Expiration Date

Save

Cancel

New

Edit

Open Bid

Map Lanes

Delete

Show Deleted Bids

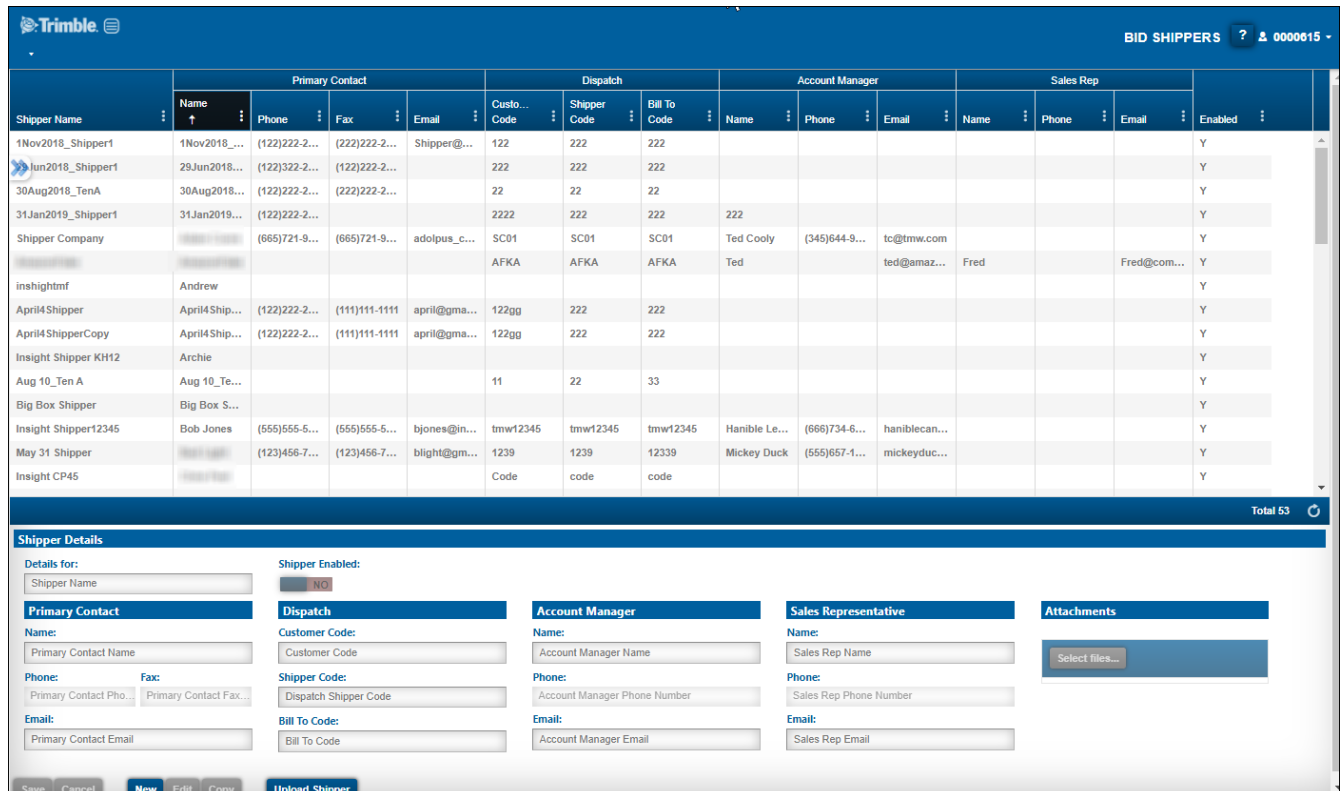
You can also access these fields by clicking  **Open Menu** and selecting **Bids > New Bid**.

Shippers

Click **Shippers** to display the [Bid Shippers](#) page. It lists all shippers in the system.

To view a shipper's details, click its row in the grid. The **Shipper Details** section at the bottom of the page shows the details.

You also enter new shippers on this page.



Shipper Name	Primary Contact				Dispatch			Account Manager			Sales Rep			Enabled
	Name	Phone	Fax	Email	Custo Code	Shipper Code	Bill To Code	Name	Phone	Email	Name	Phone	Email	
1Nov2018_Shipper1	1Nov2018_...	(122)222-2...	(222)222-2...	Shipper@...	122	222	222							Y
29Jun2018_Shipper1	29Jun2018_...	(122)322-2...	(122)222-2...		222	222	222							Y
30Aug2018_TenA	30Aug2018_...	(122)222-2...	(222)222-2...		22	22	22							Y
31Jan2019_Shipper1	31Jan2019_...	(122)222-2...			2222	222	222	222						Y
Shipper Company		(665)721-9...	(665)721-9...	adolpus_c...	SC01	SC01	SC01	Ted Cooly	(345)644-9...	tc@tmw.com				Y
					AFKA	AFKA	AFKA	Ted		ted@amaz...	Fred		Fred@com...	Y
inshightmf	Andrew													Y
April4Shipper	April4Ship...	(122)222-2...	(111)111-1111	april@gma...	122gg	222	222							Y
April4ShipperCopy	April4Ship...	(122)222-2...	(111)111-1111	april@gma...	122gg	222	222							Y
Insight Shipper KH12	Archie													Y
Aug 10_Ten A	Aug 10_Te...				11	22	33							Y
Big Box Shipper	Big Box S...													Y
Insight Shipper12345	Bob Jones	(555)555-5...	(555)555-5...	bjones@in...	tmw12345	tmw12345	tmw12345	Hanible Le...	(666)734-6...	haniblecan...				Y
May 31 Shipper		(123)456-7...	(123)456-7...	blight@gm...	1239	1239	12339	Mickey Duck	(555)657-1...	mickeyduc...				Y
Insight CP45					Code	code	code							Y

Shipper Details
Details for: Shipper Name
Shipper Enabled: NO
Primary Contact
Name: Primary Contact Name
Phone: Primary Contact Phone... Fax: Primary Contact Fax...
Email: Primary Contact Email
Dispatch
Customer Code: Customer Code
Shipper Code: Dispatch Shipper Code
Bill To Code: Bill To Code
Account Manager
Name: Account Manager Name
Phone: Account Manager Phone Number
Email: Account Manager Email
Sales Representative
Name: Sales Rep Name
Phone: Sales Rep Phone Number
Email: Sales Rep Email
Attachments
Select files...

Save Cancel New Edit Copy Upload Shipper



You can also access the Bid Shippers page by clicking  **Open Menu** and selecting **Shippers > View/Edit Shippers**.

Bid History

Click **Bid History** to display the [Bid History Reporting](#) page. You can set filters on the **Quick Filters** tab to restrict the bids retrieved.

BID HISTORY REPORTING ? 0000615 -

Quick Filters

Awarded Bids: YES

Not Awarded Bids: NO

Published Rates: NO

SCAC:

Status: Returned

Geoset: Select Geoset Filter

Origin Area/State: ☐ Area ☐ State

Destination Area/State: ☐ Area ☐ State

Award Implementation Date:

Award Expiration Date:

Create Date From:

Create Date To:

Shippers: Select Shipper Filter

Apply Filter Reset

Export Template: Default Export Edit Export

	Origin City	Origin State	Dest City	Dest State	Shipper Miles	Carrier Miles	Shipper Volume	Bid Volume	Bid RPM	Bid Flat Rate	Bid Min Charge	RPM	Adjusted RPM	Flat Rate	Adjusted Flat Rate	Min Charge	Adjust Chai
N	BURLINGTON	VT	YORK	PA	447	448	1,012	1,012	3.11	945	-211	\$1.22		\$1,080		\$1,070	
N	BURLINGTON	VT	NASHVILLE	TN	1,127	1,104	661	661	2.15	1,269	-1,651	\$1.48		\$2,285		\$2,275	
N	BURLINGTON	VT	RICHARDSON	TX	1,771	1,761	122	122	3.29	2,272	-2,295	\$1.44		\$3,783		\$3,773	
N	BURLINGTON	VT	RENO	NV	2,831	2,775	158	158	5.38	9,378	2,054	\$1.66		\$4,712		\$4,702	
N	BURLINGTON	VT	SEATTLE	WA	2,987	2,986	138	138	5.38	10,094	2,407	\$2.01		\$294		\$284	
N	MONTPELIER	VT	YORK	PA	501	495	49	49	4.08	1,029	-272	\$1.15		\$983		\$973	
N	NEWARK	NJ	YORK	PA	166	165	59	59	4.01	332	-106	\$2.66		\$485		\$475	
N	NEWARK	NJ	NASHVILLE	TN	863	874	88	88	3.12	978	-1,241	\$1.31		\$1,181		\$1,171	




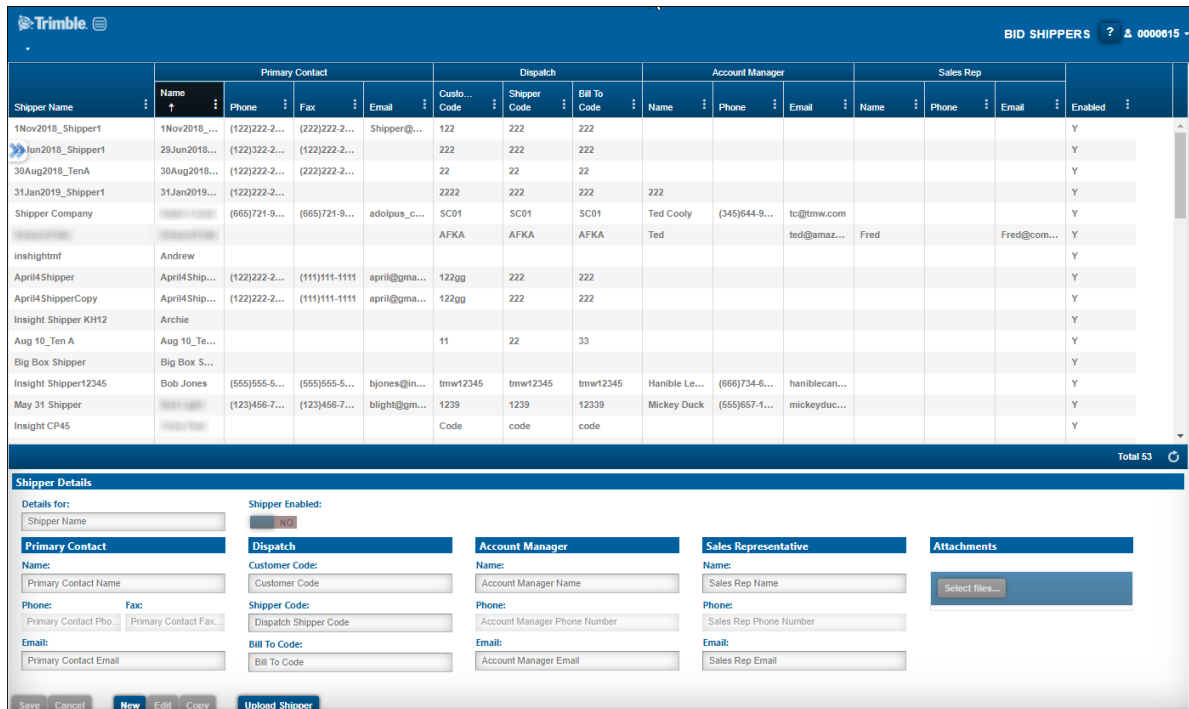
You can also access the Bid History Reporting page by clicking **Open Menu** and selecting **Reports > Bid History**.

Creating and editing shippers

Creating a new shipper

Bids are associated with shippers. So, you must create the shipper record before you can create a bid for the shipper.

1. Click  **Open Menu** and go to **Shippers > View/Edit Shippers**.
The Bid Shippers page opens. Available shippers appear in the grid.



Shipper Name	Name	Phone	Fax	Email	Custo... Code	Shipper Code	Bill To Code	Name	Phone	Email	Name	Phone	Email	Enabled
1Nov2018_Shipper1	1Nov2018...	(122)222-2...	(222)222-2...	Shipper@...	122	222	222							Y
Jun2018_Shipper1	29Jun2018...	(122)322-2...	(122)222-2...		222	222	222							Y
30Aug2018_TenA	30Aug2018...	(122)222-2...	(222)222-2...		22	22	22							Y
31Jan2019_Shipper1	31Jan2019...	(122)222-2...			2222	222	222	222						Y
Shipper Company		(665)721-9...	(665)721-9...	adolpus_c...	SC01	SC01	SC01	Ted Cooly	(345)644-9...	tc@tmw.com				Y
					AFKA	AFKA	AFKA	Ted		ted@amaz...	Fred		Fred@com...	Y
inshightmf	Andrew													Y
April4Shipper	April4Ship...	(122)222-2...	(111)111-1111	april@gma...	122gg	222	222							Y
April4ShipperCopy	April4Ship...	(122)222-2...	(111)111-1111	april@gma...	122gg	222	222							Y
Insight Shipper KH12	Archie													Y
Aug 10_Ten A	Aug 10_Te...				11	22	33							Y
Big Box Shipper	Big Box S...													Y
Insight Shipper12345	Bob Jones	(555)555-5...	(555)555-5...	bjones@in...	tmw12345	tmw12345	tmw12345	Hanible Le...	(666)734-6...	haniblecan...				Y
May 31 Shipper		(123)456-7...	(123)456-7...	blight@gm...	1239	1239	1239	Mickey Duck	(555)657-4...	mickeyduc...				Y
Insight CP45					Code	code	code							Y

Shipper Details
Details for:
Shipper Name:
Shipper Enabled: ☐ NO
Primary Contact
Name:
Primary Contact Name:
Phone: Fax:
Primary Contact Pho...: Primary Contact Fax...:
Email:
Primary Contact Email:
Dispatch
Customer Code:
Shipper Code:
Bill To Code:
Bill To Code:
Account Manager
Name:
Account Manager Name:
Phone:
Account Manager Phone Number:
Email:
Account Manager Email:
Sales Representative
Name:
Sales Rep Name:
Phone:
Sales Rep Phone Number:
Email:
Sales Rep Email:
Attachments

Save Cancel **New** Edit Copy **Upload Shipper**

2. In the **Shipper Details** section, click **New**.
3. Enter shipper details.
Note: Make entries in as many fields as you feel are relevant. These fields are required:
 - **Shipper Name**
 - **Shipper Code**
 - **Customer Code**
 - **Bill To Code**
4. When you are done, click **Save**.


Once the record is saved, you can attach files or edit shipper details as needed.

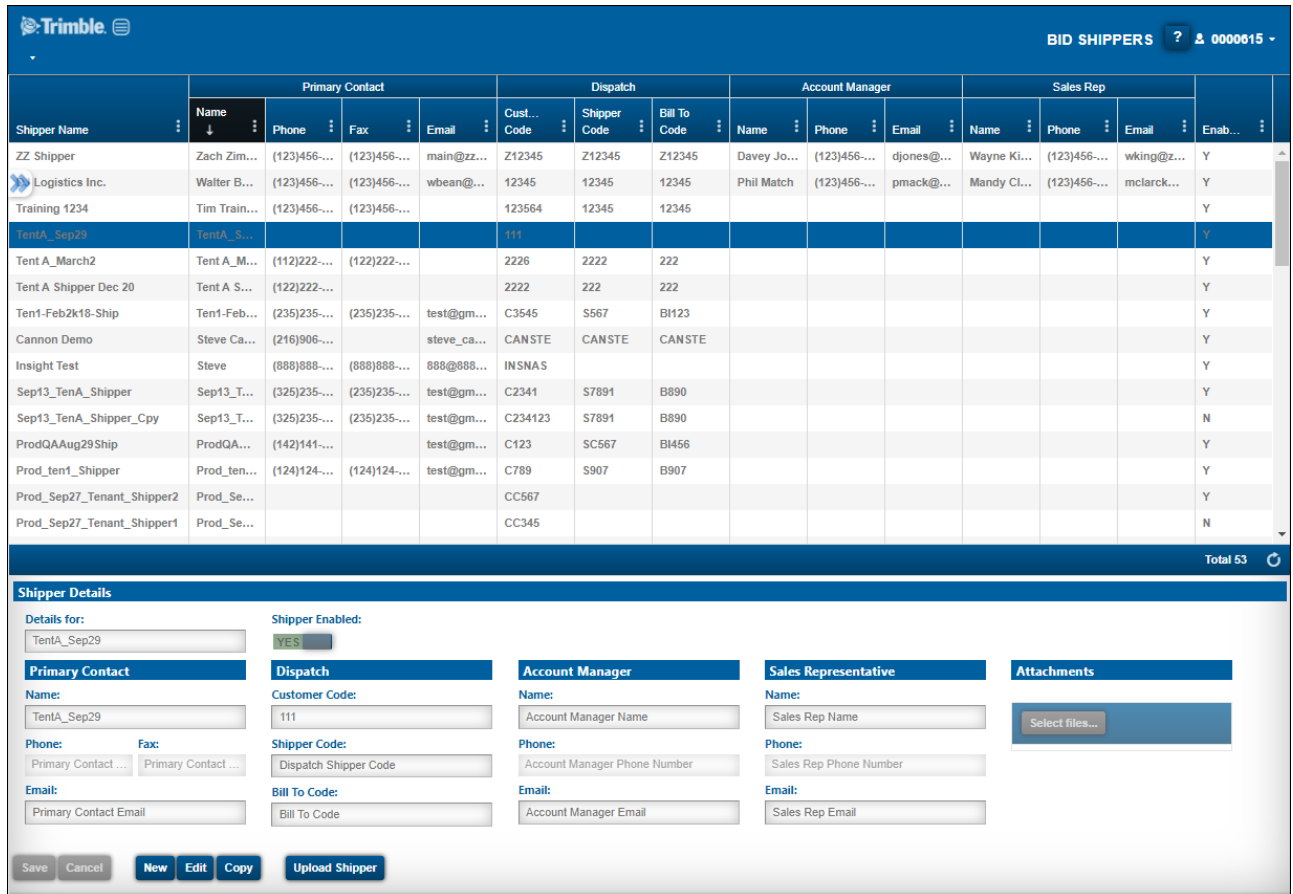


You can also access the Bid Shippers page by clicking **Shippers** on the Bid Home page.

Editing shipper details

To edit shipper information:

1. Click  **Open Menu** and go to **Shippers > View/Edit Shippers**.
The Bid Shippers page opens. Available shippers appear in the grid.



The screenshot shows the Trimble BID SHIPPERS interface. At the top, there's a header with the Trimble logo and a user profile. Below is a grid of shippers with columns for Shipper Name, Primary Contact, Dispatch, Account Manager, and Sales Rep. The grid lists various shippers like 'ZZ Shipper', 'Logistics Inc.', and 'TentA_Sep29'. Below the grid, the 'Shipper Details' section is visible for 'TentA_Sep29'. It includes fields for Name, Phone, Fax, Email, and a 'Shipper Enabled' toggle set to 'YES'. There are also sections for Primary Contact, Dispatch, Account Manager, Sales Representative, and Attachments. The Attachments section has a 'Select files...' button. At the bottom, there are buttons for Save, Cancel, New, Edit, Copy, and Upload Shipper.

Shipper Name	Name	Phone	Fax	Email	Cust... Code	Shipper Code	Bill To Code	Name	Phone	Email	Name	Phone	Email	Enab...
ZZ Shipper	Zach Zim...	(123)456-...	(123)456-...	main@zz...	Z12345	Z12345	Z12345	Davey Jo...	(123)456-...	djones@...	Wayne Ki...	(123)456-...	wking@z...	Y
Logistics Inc.	Walter B...	(123)456-...	(123)456-...	wbean@...	12345	12345	12345	Phil Match	(123)456-...	pmack@...	Mandy Cl...	(123)456-...	mclarck...	Y
Training 1234	Tim Train...	(123)456-...	(123)456-...		123564	12345	12345							Y
TentA_Sep29	TentA_S...				111									Y
Tent A_March2	Tent A_M...	(112)222-...	(122)222-...		2226	2222	222							Y
Tent A Shipper Dec 20	Tent A S...	(122)222-...			2222	222	222							Y
Tent1-Feb2k18-Ship	Tent1-Feb...	(235)235-...	(235)235-...	test@gm...	C3545	S567	BI423							Y
Cannon Demo	Steve Ca...	(216)906-...		steve_ca...	CANSTE	CANSTE	CANSTE							Y
Insight Test	Steve	(888)888-...	(888)888-...	888@888...	INSNAS									Y
Sep13_TenA_Shipper	Sep13_T...	(325)235-...	(235)235-...	test@gm...	C2341	S7891	B890							Y
Sep13_TenA_Shipper_Cpy	Sep13_T...	(325)235-...	(235)235-...	test@gm...	C234123	S7891	B890							N
ProdQAAug29Ship	ProdQA...	(142)141-...		test@gm...	C123	SC567	BI456							Y
Prod_tent1_Shipper	Prod_ten...	(124)124-...	(124)124-...	test@gm...	C789	S907	B907							Y
Prod_Sep27_Tenant_Shipper2	Prod_Se...				CC567									Y
Prod_Sep27_Tenant_Shipper1	Prod_Se...				CC345									N

Shipper Details

Details for: TentA_Sep29

Shipper Enabled: **YES**

Primary Contact

Name: TentA_Sep29

Phone: Primary Contact ...

Fax: Primary Contact ...

Email: Primary Contact Email

Dispatch

Customer Code: 111

Shipper Code: Dispatch Shipper Code

Bill To Code: Bill To Code

Account Manager

Name: Account Manager Name

Phone: Account Manager Phone Number

Email: Account Manager Email

Sales Representative

Name: Sales Rep Name

Phone: Sales Rep Phone Number

Email: Sales Rep Email

Attachments

Select files...

Save Cancel New Edit Copy Upload Shipper

2. In the grid, select the shipper you want to edit.
The shipper's details appear in the **Shipper Details** section.
3. In the **Shipper Details** section, click **Edit**.
4. Make any necessary changes.
5. If you want, [attach](#) one or more files.
6. When you are done, click **Save**.

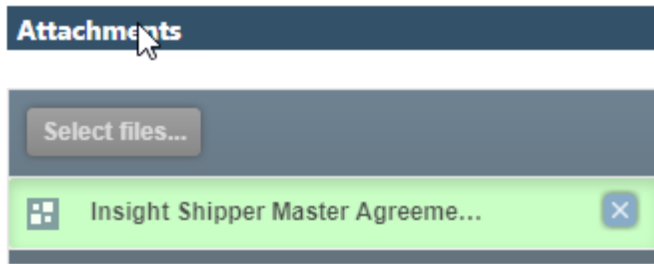
Using attachments with shippers

You can attach files, such as a letters, contracts, historical data, to the shipper record.

1. Select the shipper you want to edit in the grid.
2. In the **Shipper Details** section, click **Edit**.
3. To attach a document:
 - a. In the **Attachments** section, click **Select files**.
 - b. In the window that opens, go to and select the file(s) you want to attach.

c. Click **Open**.


The file names appear in the **Attachments** section.

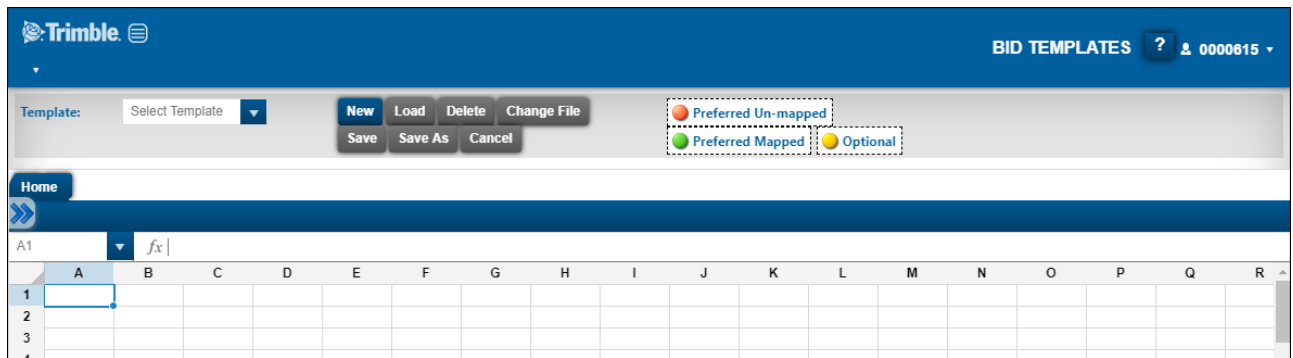


4. To view an attached document, click on it in the **Attachments** section.

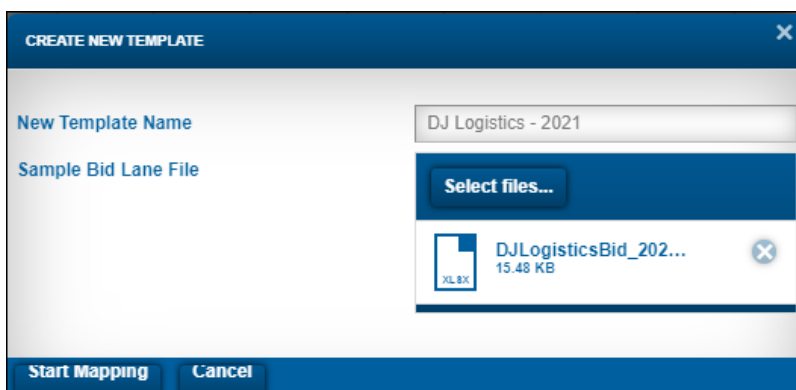
Mapping a template

Shippers provide RFPs as Microsoft Excel (.xlsx) files. These files detail the lanes and loads on which you will bid. Lane details can include rates, volumes, and other information. The files follow the shipper's specific format. To standardize different formats, you map the important fields in the template to the corresponding fields in Engage.Bid.

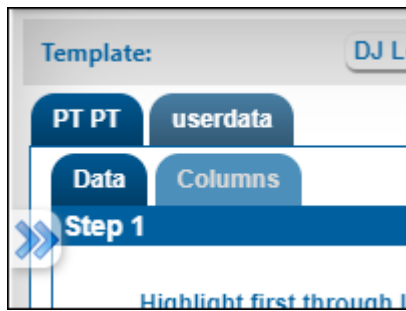
1. Click  **Open Menu** and go to **Shippers > Bid Import/Export Templates**.
The Bid Templates page opens.



2. Click **New**.
The Create New Template window opens.
3. In the **New Template Name** field, enter a name for the template.
4. In the **Sample Bid Lane File** field,
 - a. Click **Select files**
 - b. In the Open window, select the RFP file you want to map to the template.
Note: The file must be in .xlsx format
 - c. Click **Open**.
The Create New Template window is shown again.



5. Click **Start Mapping**.
The imported file appears on the **Home** tab.
Step 1 is shown on the **Data** tab.



6. On the **Data** tab, enter the first and last row where lane data appears in the file. In this illustration, the first lane is in Row 2 and the last lane is in Row 19.

Notes:

- Do not select the header row of the file.
- Also, you can select the first row and drag down to the last row to make the selection.

Template: DJ Logistics - 2021

New Load Delete Change File Save

PT PT userdata

Data Columns

Step 1

Highlight first through last row of data. Then click Map Data

First Row of Data: 2 Last Row of Data: 19

Mapped First Row of Data Mapped Last Row of Data

Home

A2:AX2, A19... fx '20

	A	B	C	D	E	F	G	H	
1									
2	Lane	LaneType	Direction	Business Unit	Origin	Origin City	Origin State/Province	Origin Postal Code	
3	3	5-5	IP	HOME CARE	Richardson	Richardson	TX	75081	US
4	4	5-5	IP	HOME CARE	Mayfield Heights	Mayfield Heights	OH	44124	US
5	5	5-5	IP	HOME CARE	Austin	Austin	TX	78759	US
6	6	5-5	IP	HOME CARE	Dallas	Dallas	TX	75201	US
7	7	5-5	IP	HOME CARE	San Antonio	San Antonio	TX	78201	US
8	8	5-5	IP	HOME CARE	Denver	Denver	CO	80123	US
9	9	5-5	IP	HOME CARE	Miami	Miami	FL	33101	US
10	10	5-5	IP	HOME CARE	Chicago	Chicago	IL	60290	US
11	11	5-5	IP	HOME CARE	Atlanta	Atlanta	GA	30301	US
12	12	5-5	IP	HOME CARE	New York City	New York City	NY	10001	US
13	13	5-5	IP	HOME CARE	Pittsburgh	Pittsburgh	PA	15201	US
14	14	5-5	IP	HOME CARE	Los Angeles	Los Angeles	CA	90001	US
15	15	5-5	IP	HOME CARE	San Francisco	San Francisco	CA	94101	US
16	16	5-5	IP	HOME CARE	Salt Lake City	Salt Lake City	UT	84101	US
17	17	5-5	IP	HOME CARE	Nashville	Nashville	TN	37115	US
18	18	5-5	IP	HOME CARE	Portland	Portland	OR	97201	US
19	19	5-5	IP	HOME CARE	Seattle	Seattle	WA	98101	US
20	20	5-5	IP	HOME CARE	Kansas City	Kansas City	KS	64101	US

7. Click **Map Data**.

8. Click **Next**.

The page refreshes:

- The top set of tabs represent the sheets in the Excel File.
- **Step 2** is shown on the **Columns** tab.
- Each field has a color-coded indicator:
 - Orange indicates a *preferred unmapped* field.
They are important to the system. It is best that you map them, but not mapping them will not necessarily break the system.
 - Green indicates a *preferred mapped* field.
The fields are already mapped, or a better field has been mapped in their place. If you want, you can map them.
 - Yellow indicates an *available* field.
You can map them, but they are not critical.
These fields allow for more advanced features.

9. On the **Columns** tab, do the following:

a. On the **Input** sub tab, map fields from the source RFP.

You do this by left-clicking the source RFP column heading and dragging it to the corresponding fields. When dragging a heading, be sure the destination field has a green outline before dropping it, as shown in this illustration.

Notes:

1. For Market Rate Index (MRI) matching, be sure to map the equipment type.
2. When possible, map 5-digit postal codes.

The screenshot shows the Trimble BID TEMPLATES interface. At the top, there's a header with the Trimble logo and 'BID TEMPLATES' with a user ID '0000615'. Below the header, there's a template selection area with 'Template: DJ Logistics - 2021' and buttons for 'New', 'Load', 'Delete', 'Change File', 'Save', 'Save As', and 'Cancel'. A 'Ready for use:' status is shown with a red dot and 'No'. A legend indicates 'Preferred Un-mapped' (red dot), 'Preferred Mapped' (green dot), and 'Optional' (yellow dot). The main interface has tabs for 'PT', 'PT', 'userdata', 'Data', and 'Columns'. The 'Data' tab is active, showing 'Step 2' with 'Input', 'Output', and 'Metadata' sub-tabs. The 'Input' sub-tab is selected, showing a list of fields to be mapped. An arrow points from the 'Origin Postal Code' field in the 'Input' list to the 'Origin Postal Code' field in the 'Output' list. The 'Output' sub-tab shows a list of fields to be mapped, including 'Origin Postal Code', 'Origin City', 'Origin State/Province', 'Origin Country', 'Origin Street', 'Origin Info', 'Hazmat', 'Live Load', 'Live Unload', 'Shipper Miles', 'Carrier Miles', 'Shipper Volume', 'Mode', 'Rd2 Rank', 'Rd2 Award Volume', 'Rd2 Award RPM', 'Rd2 Award Mode', 'Rd2 Award Flat Rate', 'Rd2 Award Min', 'Rd2 Award Status', 'Round 1', 'Round 3', and 'Rd3 Feedback'. The 'Metadata' sub-tab shows a list of fields to be mapped, including 'Origin Postal Code', 'Origin City', 'Origin State/Province', 'Origin Country', 'Origin Street', 'Origin Info', 'Hazmat', 'Live Load', 'Live Unload', 'Shipper Miles', 'Carrier Miles', 'Shipper Volume', 'Mode', 'Rd2 Rank', 'Rd2 Award Volume', 'Rd2 Award RPM', 'Rd2 Award Mode', 'Rd2 Award Flat Rate', 'Rd2 Award Min', 'Rd2 Award Status', 'Round 1', 'Round 3', and 'Rd3 Feedback'. The 'Mapping Status' bar at the bottom shows 'Input' at 5%, 'Output' at 0%, and 'Metadata' at 0%. Below the mapping interface is a spreadsheet view showing data for 'Origin Postal Code' and other fields.

b. On the **Output** sub tab, map rates and volume data from the lane file.

c. On the **Metadata** tab, you can map non-standard lane data.

10. Click **Save** when you are done mapping.

A **Confirm** window opens. **Note:** The message may state that "The template is not mapped to be ready to use. Do you want to override this value and mark it ready for use?"

You can save a template that is in progress and finish the mapping later.

11. Click **Yes** to continue.




1. Ready for use indicates all required fields have been mapped. It is not necessary to map all fields to create a template.
2. Clicking **New**, **Load**, **Delete**, **Save**, **Save As**, or **Cancel** performs the corresponding function.

Working with bids

Creating a new bid

You can create a new bid after you have created the shipper and mapped its template.

1. Click  **Open Menu** and go to **Bids > New Bid**.

The Bids page opens. The fields on the **Bid Information** tab should be editable. If they aren't, click **New**.

2. On the **Bid Information** tab, enter all relevant RFP information.

When you save the bid, the system saves this information as the Bid Header, and it links the bid to the shipper's RFP file you specified. The data in the RFP file generates the bid details.

- **RFP Id**
- **RFP Name**
- **Shipper Name**
- **Actual Shipper Name**
The name of the lane-level shipper site
- **Bid Source**
 - *Internal*
The pricing exercise originates from the carrier
 - *External*
The pricing exercise originates from the shipper
- **Status**
- **Internal Due Date**
Due date set by your company
- **Shipper Due Date**
- **Last Modified**
- **Last User**
- **Master Agreement Effective Date**
The effective date of your contract with the shipper
- **Master Agreement Termination Date**
The termination date of your contract with the shipper
- **Award Implementation Date** The date the bids on this RFP go into effect
- **Award Expiration Date** The date the bids on this RFP expire

Trimble BIDS ? 0000615

Bid Information Process Documents Miscellaneous

RFP Id: SpecialtyProducts_2021_10012020.xlsx

RFP Name: Specialty Products 2021

Shipper Name: Specialty Products

Actual Shipper Name: Specialty Products

Bid Source: External

Status: Started

Internal Due Date: 11/01/2020

Shipper Due Date: 11/06/2020

Last Modified:

Last User: 0000615

Master Agreement Effective Date: 01/01/2018

Master Agreement Termination Date: 12/31/2022

Award Implementation Date: 01/01/2021

Award Expiration Date: 12/31/2021

Save Cancel New Edit Open Bid Map Lanes Delete Show Deleted Bids

- When you are done, click **Save**.

Editing a bid

After creating a bid, you can edit the bid header or the bid details. You can edit bids until they have a *Completed* status.

Editing the bid header

To edit a bid header on the Bids page:

- Click **Open Menu** and go to **Bids > Current Bid**.
The Bids page opens showing a list of current bids.

RFP Id	RFP Name	Shipper Name	Status	Internal Due Date	Shipper Due Date	Bid Source	Actual Shipper Name	Potential Market Value	Priced Actual Value	Priced Market Value	Master Agreement Effective Date	Master Agreement Termination Date	Award Implementation Date	Award Expiration Date	Last Modified	Last User
1Nov2018_Bid1	1Nov2018_Bid1	1Nov2018_S...	Submitted	10/31/2018	11/01/2018	External	1Nov2018_S...	\$1,198,960.66	\$1,130,078.65	\$1,198,960.66			11/01/2018	11/01/2018	11/01/2018 8...	0000615
30Aug2018_Bid1	30Aug2018_Bid1	30Aug2018_...	Pricing	08/29/2018	08/30/2018	Internal	30Aug2018_...	\$1,511,393.30	\$1,198,300.46	\$1,511,393.30			08/28/2018	08/30/2018	09/21/2018 8...	0000615
31Jan2019_Bid1	31Jan2019_Bid1	31Jan2019_...	Pricing	01/30/2019	01/30/2019	Internal	31Jan2019_...	\$1,130,547.46					01/28/2019	01/30/2019	01/31/2019 8...	0000615
4AprilBid1	4AprilBid1	April4 Shipper	Pricing	04/14/2019	04/29/2019	Internal	April4 Shipper	\$6,272,810.61	\$2,824,038.80	\$6,272,810.61			04/21/2019	04/29/2019	08/28/2019 1...	0000615

- For the bid you want to edit, click in any column **other than RFP Id**.
The bid information appears in the **Bid Information** tab.
- Click **Edit**.
- Make any necessary changes.
- When you are done, click **Save**.


Editing bid details

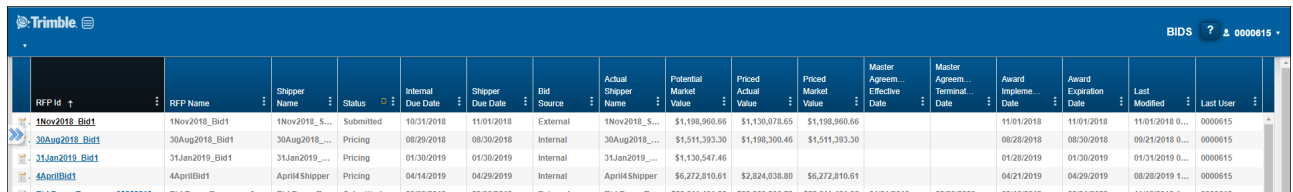
You can edit bid details in a grid on the Bid Edit page.



You also use the Bid Edit page when [pricing the RFP](#).

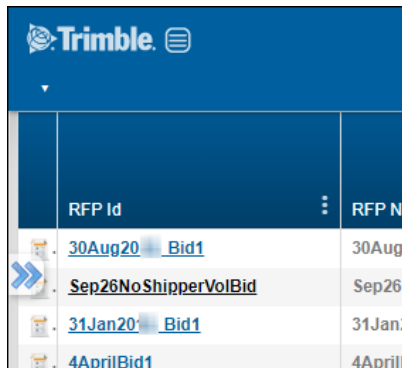
To retrieve the bid in the Bid Edit page:

1. Click  **Open Menu** and go to **Bids > Current Bid**.
The Bids page opens showing a list of current bids.





RFP Id	RFP Name	Shipper Name	Status	Internal Due Date	Shipper Due Date	Bid Source	Actual Shipper Name	Potential Market Value	Priced Actual Value	Priced Market Value	Master Agreement Effective Date	Master Agreement Termination Date	Award Implementation Date	Award Expiration Date	Last Modified	Last User
1Nov2018_Bid1	1Nov2018_Bid1	1Nov2018_S...	Submitted	10/31/2018	11/01/2018	External	1Nov2018_S...	\$1,198,960.66	\$1,130,078.65	\$1,198,960.66			11/01/2018	11/01/2018	11/01/2018 6...	0000615
30Aug2018_Bid1	30Aug2018_Bid1	30Aug2018_...	Pricing	08/29/2018	08/30/2018	Internal	30Aug2018_...	\$1,511,393.30	\$1,198,300.46	\$1,511,393.30			08/28/2018	08/30/2018	09/21/2018 6...	0000615
31Jan2019_Bid1	31Jan2019_Bid1	31Jan2019_...	Pricing	01/30/2019	01/30/2019	Internal	31Jan2019_...	\$1,130,547.46					01/28/2019	01/30/2019	01/31/2019 6...	0000615
4AprilBid1	4AprilBid1	April4Shipper	Pricing	04/14/2019	04/29/2019	Internal	April4 Shipper	\$6,272,810.61	\$2,824,038.80	\$6,272,810.61			04/21/2019	04/29/2019	08/28/2019 1...	0000615

2. Click the link of the bid you want to edit in its **RFP Id** column.




RFP Id	RFP Name
30Aug2018_Bid1	30Aug2018_Bid1
Sep26NoShipperVolBid	Sep26NoShipperVolBid
31Jan2019_Bid1	31Jan2019_Bid1
4AprilBid1	4AprilBid1

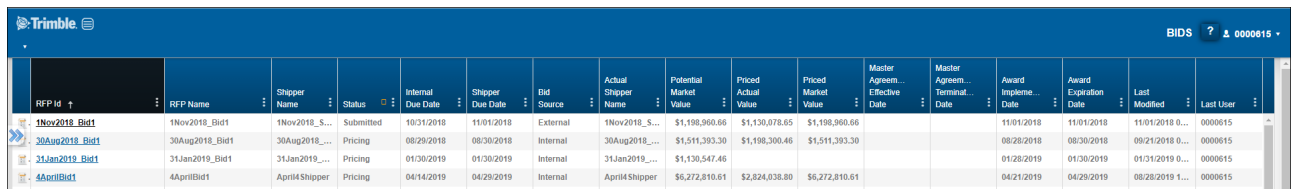
3. The bid opens on the Bids Edit page.
4. Click in any cell with an  **Edit** icon to edit its contents.
5. Click  **Save**.



You can also access the Bid Edit page by clicking on a bid's **RFP Id** link on the Bid Home page.

Deleting a bid

1. Click  **Open Menu** and go to **Bids > Current Bid**.
The Bids page opens showing a list of current bids.




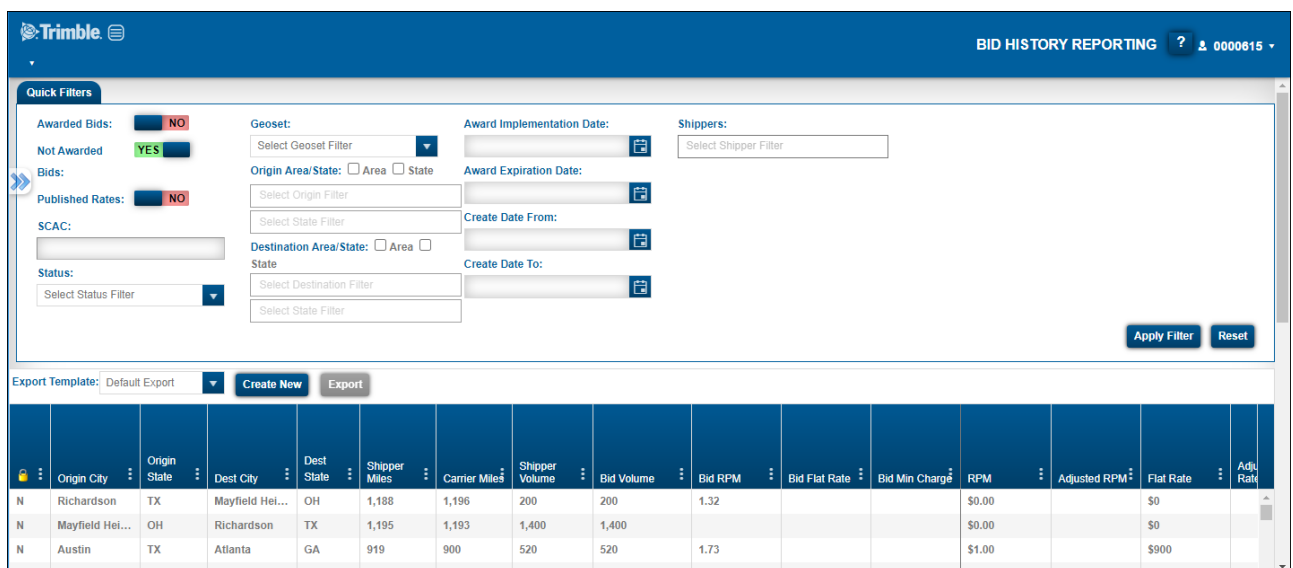
RFP Id	RFP Name	Shipper Name	Status	Internal Due Date	Shipper Due Date	Bid Source	Actual Shipper Name	Potential Market Value	Priced Actual Value	Priced Market Value	Master Agreement Effective Date	Master Agreement Termination Date	Award Implementation Date	Award Expiration Date	Last Modified	Last User
1Nov2018_Bid1	1Nov2018_Bid1	1Nov2018_S...	Submitted	10/31/2018	11/01/2018	External	1Nov2018_S...	\$1,198,960.66	\$1,130,078.65	\$1,198,960.66			11/01/2018	11/01/2018	11/01/2018 6...	0000615
30Aug2018_Bid1	30Aug2018_Bid1	30Aug2018_...	Pricing	08/29/2018	08/30/2018	Internal	30Aug2018_...	\$1,511,393.30	\$1,198,300.46	\$1,511,393.30			08/28/2018	08/30/2018	09/21/2018 6...	0000615
31Jan2019_Bid1	31Jan2019_Bid1	31Jan2019_...	Pricing	01/30/2019	01/30/2019	Internal	31Jan2019_...	\$1,130,547.46					01/28/2019	01/30/2019	01/31/2019 6...	0000615
4AprilBid1	4AprilBid1	April4Shipper	Pricing	04/14/2019	04/29/2019	Internal	April4 Shipper	\$6,272,810.61	\$2,824,038.80	\$6,272,810.61			04/21/2019	04/29/2019	08/28/2019 1...	0000615

2. For the bid you want to edit, click in any column **other than RFP Id**.
The bid information appears in the **Bid Information** tab.
3. Click **Delete**.
A delete confirmation message appears.
4. Click **Yes**.
The bid is removed from the grid.

Reviewing bid history

To review the bid history:

1. Click  **Open Menu** and go to **Reports > Bid History**.
The Bid History Reporting page opens.
2. Click the **Quick Filters** tab.
3. Choose one or more filter options.
 - Bids awarded/not awarded
 - Published rates
 - SCAC
 - Status
 - Origin and/or destination state/area
 - Award implementation date
 - Award expiration date
 - RFP completion date(s)
 - Shipper names
4. To apply the selected filter option(s), click **Apply Filter**.
Note: You can clear the selected option(s) by clicking **Reset**.



	Origin City	Origin State	Dest City	Dest State	Shipper Miles	Carrier Miles	Shipper Volume	Bid Volume	Bid RPM	Bid Flat Rate	Bid Min Charge	RPM	Adjusted RPM	Flat Rate	Adj. Rate
N	Richardson	TX	Mayfield Hei...	OH	1,188	1,196	200	200	1.32			\$0.00		\$0	
N	Mayfield Hei...	OH	Richardson	TX	1,195	1,193	1,400	1,400				\$0.00		\$0	
N	Austin	TX	Atlanta	GA	919	900	520	520	1.73			\$1.00		\$900	

5. To export the data as an Excel spreadsheet:
 - a. Select a template in the **Export Template** field.
 - b. Click **Export**.
The system saves the file to the **Downloads** folder on your machine.

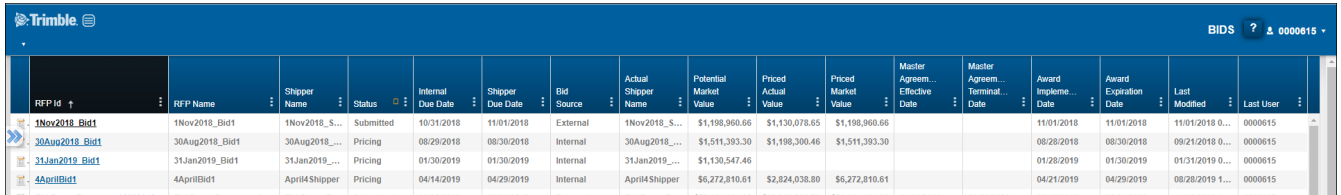


You can also access the Bid History Reporting page by clicking **Bid History** on the [Bid Home](#) page.

Working with RFPs

Uploading an RFP

When you create a bid, it appears in the grid on the Bids page.



RFP Id	RFP Name	Shipper Name	Status	Internal Due Date	Shipper Due Date	Bid Source	Actual Shipper Name	Potential Market Value	Priced Actual Value	Priced Market Value	Master Agreement Effective Date	Master Agreement Termination Date	Award Implementation Date	Award Expiration Date	Last Modified	Last User
1Nov2018_Bid1	1Nov2018_Bid1	1Nov2018_S...	Submitted	10/31/2018	11/01/2018	External	1Nov2018_S...	\$1,198,960.66	\$1,130,078.65	\$1,198,960.66			11/01/2018	11/01/2018	11/01/2018 0...	0000615
30Aug2018_Bid1	30Aug2018_Bid1	30Aug2018_...	Pricing	08/29/2018	08/30/2018	Internal	30Aug2018_...	\$1,511,393.30	\$1,198,300.46	\$1,511,393.30			08/28/2018	08/30/2018	09/21/2018 0...	0000615
31Jan2019_Bid1	31Jan2019_Bid1	31Jan2019_...	Pricing	01/30/2019	01/30/2019	Internal	31Jan2019_...	\$1,130,547.46					01/28/2019	01/30/2019	01/31/2019 0...	0000615
4AprilBid1	4AprilBid1	April4Shipper	Pricing	04/14/2019	04/29/2019	Internal	April4Shipper	\$6,272,810.61	\$2,824,038.80	\$6,272,810.61			04/21/2019	04/29/2019	08/28/2019 1...	0000615

To upload the actual lane file associated with the bid:

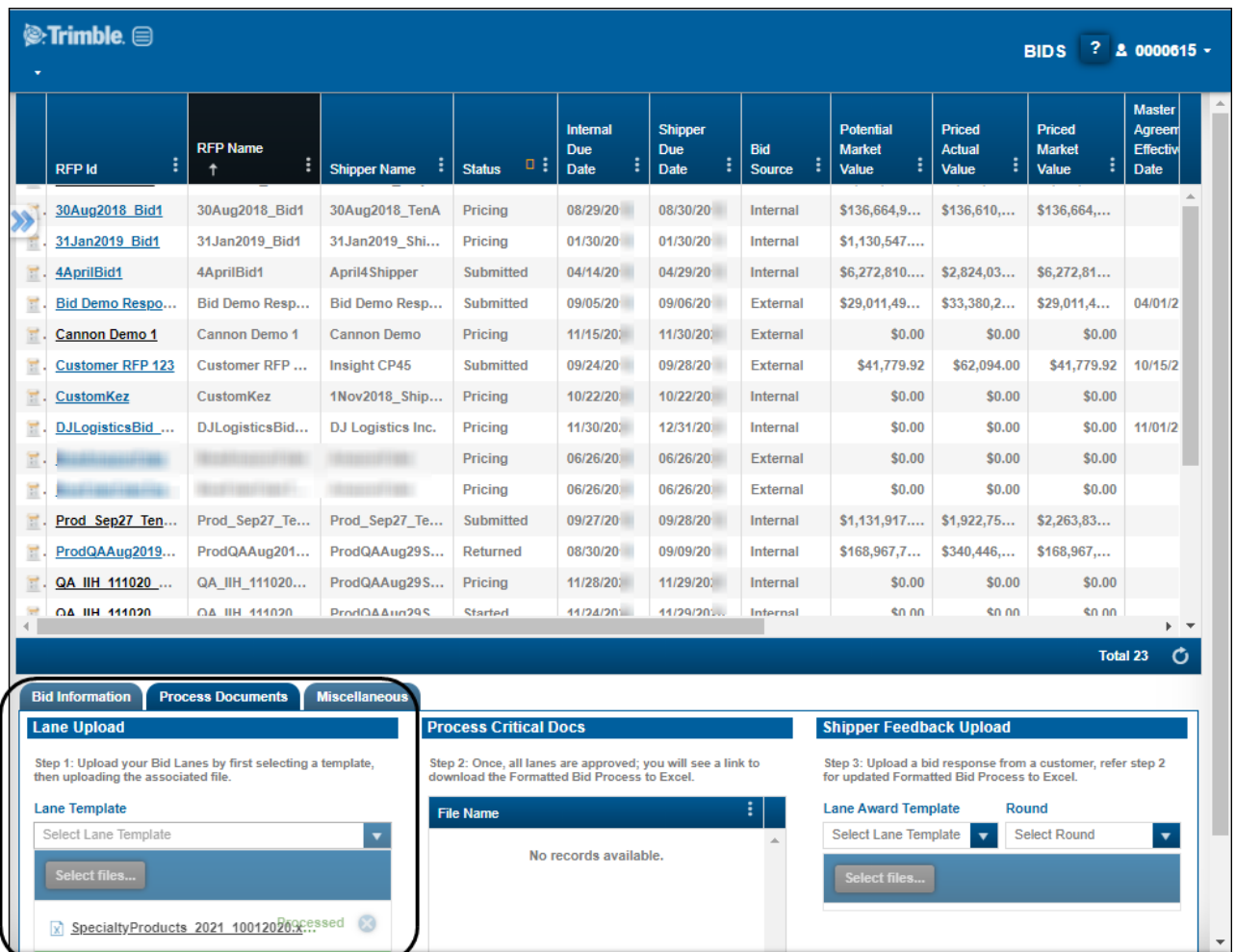
1. If you are not already on the Bids page, click  Open Menu and go to **Bids > Current Bid**. The Bids page opens showing a list of current bids.

2. For the bid you want to edit, click in any column *other than* RFP Id.

3. Select the **Process Documents** tab.

Note: The Process Documents upload will run a Trimble Maps validation so that mileage and toll data is updated accurately.

4. In the **Lane Template** field, select the shipper's **template**.



The screenshot shows the Trimble BIDS page with the 'Process Documents' tab selected. The 'Lane Upload' section is highlighted, showing a 'Lane Template' dropdown menu and a 'Select files...' button. Below the dropdown, a file named 'SpecialtyProducts_2021_10012020...' is shown as 'Processed'. The 'Process Critical Docs' section shows 'No records available.' The 'Shipper Feedback Upload' section shows a 'Lane Award Template' dropdown and a 'Select Round' dropdown, with a 'Select files...' button below them.

5. Click **Select Files**.

6. In the window that opens, select the RFP file provided by the shipper and click **Open**.

If the file upload is:

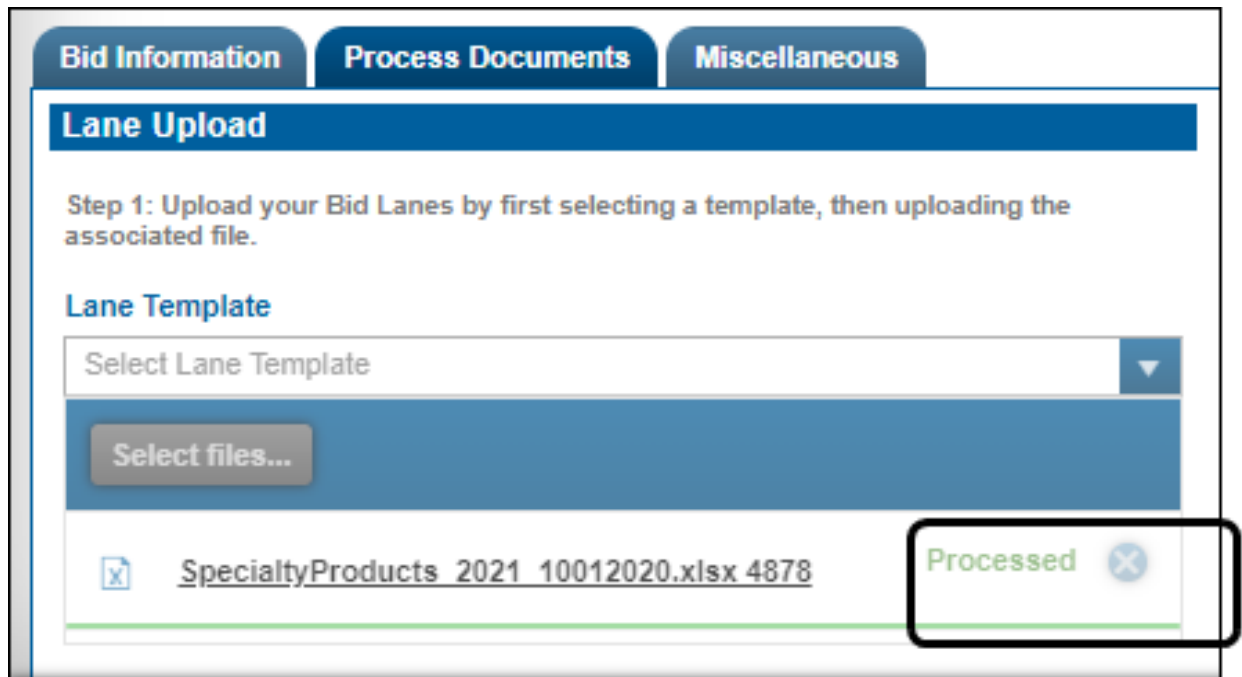
- Successful

The indicator text *Processed* displays in green.

- Not successful

The indicator text remains red.

Note: The problem is probably an invalid value in one or more of the fields that identify the lane itself. For example, a postal code found in the **Origin City** field, or a state name found in the **Destination Postal** field, etc. If you need assistance , contact TMW Support.



The screenshot shows a web interface with three tabs: "Bid Information", "Process Documents", and "Miscellaneous". The "Process Documents" tab is active. Below the tabs is a section titled "Lane Upload". Inside this section, there is a step instruction: "Step 1: Upload your Bid Lanes by first selecting a template, then uploading the associated file." Below this, there is a "Lane Template" section with a dropdown menu labeled "Select Lane Template" and a "Select files..." button. Below the button, there is a file upload area showing a file named "SpecialtyProducts 2021 10012020.xlsx 4878" with a green progress bar. To the right of the file name, the word "Processed" is displayed in green, and a red 'X' icon is visible, indicating a successful upload.

7. Click the link in the **RFP Id** column for the selected bid.

The [Bid Edit](#) page opens.


8. Continue with pricing the RFP.

Pricing the RFP

You price the RFP on the [Bid Edit](#) page. The Bid Edit page contains numerous columns. You can them use as a worksheet to calculate prices for the various lanes.

The data in these fields map back to the shipper lane file:

- **Bid Volume**
- **Bid RPM**
- **Bid Flat Rate**
- **Bid Min Charge**



BID EDIT ? 0000615


Bid Header Information Shipper Parameters


Lookup ALK Miles Lookup MRI Lookup Network Info Tolls & Empty Global Update Copy Values Map Lanes

Auto Save: NO

Origin Area	Origin City	Origin State	Origin Postal	Dest Area	Dest City	Dest State	Dest Postal	Shipper Miles	Carrier Miles	Shipper Volume	Bid Volume	Bid RPM	Bid Flat Rate	Bid Min Charge	RPM	Adjus... RPM
VT-BUR	BURLINGTON	VT	054	WA-SEA	SEATTLE	WA	980	2,987	2,987	138	138	3.17			\$3.17	\$
VT-BUR	MONTPELIER	VT	056	PA-HAR	YORK	PA	174	501	495	49	49	2.27			\$2.27	\$
NY-NY	NEWARK	NJ	070	PA-HAR	YORK	PA	174	166	165	59	59	1.96			\$1.96	\$
NY-NY	NEWARK	NJ	070	TN-NAS	NASHVILLE	TN	370	863	873	88	88	1.05			\$1.05	\$

To retrieve a bid in the Bid Edit page:


- Click  **Open Menu** and go to **Bids > Current Bid**.
The Bids page opens showing a list of current bids.





BIDS ? 0000615

RFP Id	RFP Name	Shipper Name	Status	Internal Due Date	Shipper Due Date	Bid Source	Actual Shipper Name	Potential Market Value	Priced Actual Value	Priced Market Value	Master Agreement Effective Date	Master Agreement Termination Date	Award Implemen...	Award Expiration Date	Last Modified	Last User
1Nov2018_Bid1	1Nov2018_Bid1	1Nov2018_S...	Submitted	10/31/2018	11/01/2018	External	1Nov2018_S...	\$1,198,960.66	\$1,130,078.65	\$1,198,960.66			11/01/2018	11/01/2018	11/01/2018 6...	0000615
30Aug2018_Bid1	30Aug2018_Bid1	30Aug2018_...	Pricing	08/29/2018	08/30/2018	Internal	30Aug2018_...	\$1,511,393.30	\$1,198,300.46	\$1,511,393.30			08/28/2018	08/30/2018	08/21/2018 6...	0000615
31Jan2019_Bid1	31Jan2019_Bid1	31Jan2019_...	Pricing	01/30/2019	01/30/2019	Internal	31Jan2019_...	\$1,130,547.46					01/28/2019	01/30/2019	01/31/2019 6...	0000615
4AprilBid1	4AprilBid1	April4Shipper	Pricing	04/14/2019	04/29/2019	Internal	April4Shipper	\$6,272,810.61	\$2,824,838.80	\$6,272,810.61			04/21/2019	04/29/2019	08/28/2019 1...	0000615

- Click the link of the bid you want to edit in its **RFP Id** column.



RFP Id	RFP Name
30Aug2018_Bid1	30Aug2018_Bid1
Sep26NoShipperVolBid	Sep26NoShipperVolBid
31Jan2019_Bid1	31Jan2019_Bid1
4AprilBid1	4AprilBid1

- The bid opens on the Bids Edit page.
- Click in any cell with an  **Edit** icon to edit its contents.
- Click  **Save**.

For calculated columns, move your pointer over a heading to see the calculation used for the values.

RPM	Adjus... RPM	Flat Rate	Adj of T

$$\text{AdjustedRPM} = \frac{(((\text{RPM} + \text{CarrierFSC}/\text{Mi})) / (1 + \text{Shipper}\% \text{Rev})) * \text{CarrierMiles}}{\text{ShipperMiles}}$$

Viewing bid header information

Click the **Bid Header Information** tab to view bid header information. Click the **Bid Header**

Information tab again to remove the information from view.

BID EDIT ? 0000615

Bid Header Information Shipper Parameters

RFP

Shipper Name: Specialty Products Date: 11/11/2020 21:07:53

Actual Shipper: Specialty Products Shipper Due Date: 11/06/2020

Id: SpecialtyProducts_2021_10012020.xlsx Internal Due Date: 11/01/2020

Name: Specialty Products 2021

Master Agreement

Effective Date: 01/01/2018

Termination Date: 12/31/2022

Award

Implementation Date: 01/01/2021

Expiration Date: 12/31/2021

Lookup ALK Miles Lookup MRI Lookup Network Info Tolls & Empty Global Update Copy Values Map Lanes

Auto Save: NO

Approved	Origin Area	Dest Area	Origin City	Origin State	Dest City	Dest State	Shipper Miles	Carrier Miles	Bid Volume	Bid	RPM
N	Y	TX-DAL	OH-CLE	Richardson	TX	Mayfield Hei...	OH	1,188			
N	Y	OH-CLE	TX-DAL	Mayfield Hei...	OH	Richardson	TX	1,195			

Viewing shipper information

Click the **Shipper** tab to view shipper information. Click the **Shipper** tab again to remove the information from view.

BID EDIT ? 0000615

Bid Header Information **Shipper** Parameters

Primary Contact

Name: Jimmy Matlock

Phone: (123)456-7890

Fax: (123)456-7891

Email: jmatlock@specialtyproducts.com

Dispatch

Customer Code: SPEC_1001

Shipper Code: SPEC_1001

Bill To Code: SPEC_1001

Account Manager

Name: Walter Cooney

Phone: (123)456-7892

Email: wcooney@specialtyproducts.com

Sales Representative

Name: Melinda Concar

Phone: (123)456-7893

Email: mconcar@specialtyproducts.com

Lookup ALK Miles Lookup MRI Lookup Network Info Tolls & Empty Global Update Copy Values Map Lanes

Auto Save: NO

Approved	Origin Area	Dest Area	Origin City	Origin State	Dest City	Dest State	Shipper Miles	Carrier Miles	Bid Volume	Bid	RPM
N	Y	TX-DAL	OH-CLE	Richardson	TX	Mayfield Hei...	OH	1,188			
N	Y	OH-CLE	TX-DAL	Mayfield Hei...	OH	Richardson	TX	1,195			

Copying values

The Copy Values feature lets you copy data from one field to another quickly.

1. Click **Copy Values** to display the Copy Values window.
2. Enter values in the fields and click **Apply**.

COPY VALUES

Copy From Field:

Shipper Miles

▼

Update Field:

Carrier Miles

▼

Fill Method:

Fill Blanks

▼

Adjustment:

%

▼

1.00

▲▼

Apply

Cancel

Field	Definition
Copy From Field	Source field containing data you want to copy
Update Field	Destination field where you want to put copied data
Fill Method	<p>Select how the system will update the destination field.</p> <ul style="list-style-type: none"> • <i>Fill Blanks</i> Update the destination field if it is blank • <i>Overwrite All</i> Replace the contents of the destination field with the source data
Adjustment	<p>Specify how you want the system to adjust the values you are copying. Some options add a field for you to enter an amount.</p> <ul style="list-style-type: none"> • <i>No adjustment</i> Do not adjust the values • <i>%</i> Increase or decrease the values by the specified percentage • <i>Add/Subtract</i> Add or subtract the specified amount to the values • <i>Multiply By</i> Multiply the values by the specified amount • <i>Divide By</i> Divide the values by the specified amount

3. When finished, click **Save** on the Bid Edit page.

Performing a global update

The Global Update feature allows you to update a single field's values across all lanes.

GLOBAL UPDATE

Select Field:

Publish Date

▼

01/30/20

Fill Method:

Fill Blanks

▼

Apply

Cancel

1. Make entries in these fields.

Field	Definition
Select Field	Field to be updated Only fields that can be updated are available. Depending on the field you selected, an additional field appears in which you can enter the new data.
Fill Method	Specify how you want the system to update the field. <ul style="list-style-type: none"> • <i>Fill Blanks</i> If the field is blank, update it with the new data • <i>Overwrite All</i> Replace the contents of the field with the new data

2. Click **Apply**.
3. When finished, click **Save** on the Bid Edit page.

Adjusting mileage

You can update the Carrier miles or the Shipper miles based on the options you specify. This process updates:

- **Lane level toll cost**
- **Est Retail Toll Cost**

1. On the Bid Edit page, click **Lookup ALK Miles**.
The ALK Mileage Lookup page opens.

ALK MILEAGE LOOKUP

Update Carrier Miles:

NO

Update Shipper Miles:

YES

PC Miler Version:

PCM30

Routing Type:

Practical

Borders Open:

NO

Use Custom Roads:

NO

Override Restrictions:

NO

Use Highway Only:

NO

National Network:

YES

Toll Discouraged:

YES

53' Trailer or Twins:

YES

Fill Method:

Overwrite All

Hazmat:

NO

Apply

Cancel

2. Select the ALK PC Miler parameters you want to apply to shipper and/or carrier miles.
3. Click **Apply**.
The system applies shipper and/or carrier miles across all lanes in the bid based on the selected parameters.
4. When finished, click **Save** on the Bid Edit page.

Applying pricing parameters

Pricing parameters enable automatic cost calculations on the Bid Edit page. They are available on the **Parameters** tab.

Bid Header Information

Shipper

Parameters

Carrier FSC/Mi:

\$0.29

Carrier LH Cost/Mi:

\$0.85

Shipper FSC/Mi:

CPM

Carrier Total Cost/Mi:

\$1.14

Shipper % Rev:

0.25

Currency Conversion Rate:

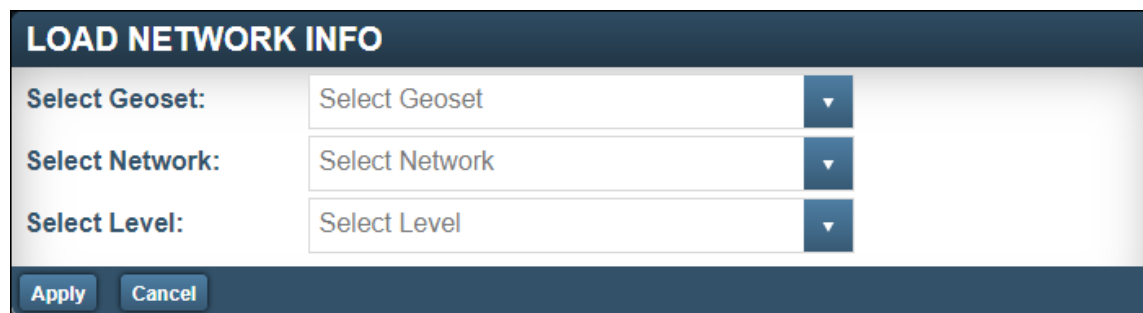
1.00

1. In the **Carrier FSC/Mi** field, enter your target fuel surcharge rate.
2. In the **Shipper FSC/Mi** field, enter the fuel surcharge rate provided by the shipper.
3. The system calculates the adjusted RPM from the values entered in these fields.
Note: Adjusted RPM and Adjusted Flat Rate reconcile differences in fuel surcharge and mileage between shipper and carrier.
4. In the **Currency Conversion Rate** field, enter the current currency conversion rate to apply to all rates.

Applying network definitions

1. On the Bid Edit page, click **Lookup Network Info**.

The Load Network Info window opens.



LOAD NETWORK INFO

Select Geoset: Select Geoset ▼

Select Network: Select Network ▼

Select Level: Select Level ▼

Apply Cancel


2. Make entries in the following fields.

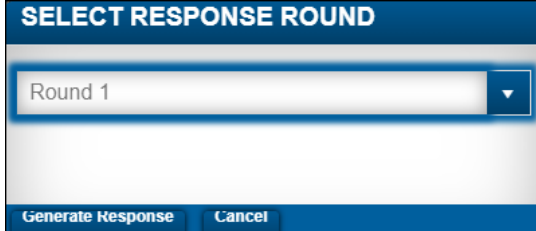
Field	Definition
Select Geoset	If you created custom geography definitions, select the one you want to use. If you did not create them, select <i>Default Geography</i> .
Select Network	Select the network from which the system will retrieve predefined rates.
Select Level	Select one of the following: <ul style="list-style-type: none">• Any• Area to Area• State to State

3. Click **Apply**. The system sets guidepost rates in the pricing table.

Generating a return file for the shipper

After you have approved one or more rates, you can generate a response to the shipper.

1. On the [Bid Edit](#) page, click  **Generate Response**.
2. Select the round for which you are responding.



SELECT RESPONSE ROUND

Round 1

Generate Response Cancel

3. Click **Generate Response**.
The system saves the response file to the **Downloads** folder on your machine.

Release notes

2019

The versions listed in the navigation pane were released in 2019. Select a version to view release notes.

Version 2019.Aug

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Improved Landing page chart data

- **ENG-1776**
 - Updated the name of the "Potential Revenue" chart to display "RFP Revenue".
 - Added a new drop-down list for Status selection.
 - Added three new buttons:
 - **Potential Market Value**
 - **Priced Market Value**
 - **Priced Actual Value**
 - The new Circle chart will show shipper-level information. For Example: "Potential Market Value" of all lanes of Company A, Company B, Company C etc.

Improved Landing page calculations

- **ENG-1777**

Modified the calculations behind the three new buttons added to chart data

- Potential Market Value

The calculation is $(mriRpm * shipperMiles * shipperVolume)$

- Priced Market Value

The calculation is $(mriRpm * shipperMiles * commitVolume)$

- Priced Actual Value.

The calculation is $(bidRpm * shipperMiles * commitVolume)$

Resolved issues

Application

- **ENG-1781**

When building a template from an uploaded RFP, the column heading of the RFP would randomly disappear. Dragging columns from the template and dropping them in an open space left the column header as a 'blank value', essentially producing bad data. Now when you drag a column and accidentally drop it in a place that it shouldn't be, it doesn't move the column. It will leave the data that exists in that column and you will have to move it to a correct location.

Version 2019.Mar

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid template

ENG-1768

Template page now requires confirmation when you delete a template and when you change the file.

Resolved issues

Geography page

ENG-1773

Unable to turn on "Published flag" when unassigned areas are present.

Bid template

ENG-1774

Create new template pop-up window not clearing cache/file after creating a fresh template.

Version 2019.Feb

This section contains resolved issues (application improvements) for the latest version.

We have updated our company name and logo to the Trimble brand.

Resolved issues

Application

ENG-1758

Removed the scrolls from all pop-up windows.

Bid edit

ENG-1756

Fixed an issue where users couldn't update/remove values in editable columns. Users are now able to update and save changes without an error message being displayed. Values in calculated column and editable columns area exportable to Microsoft® Excel.

These fields were affected by the change.

Field name	Field name	Field name
RPM	Flat Rate	Seasonality 2
Min Charge	Price by Margin	Periodicity 2
PM Notes	Mgr Comments	Commit Vol 2
Publish Date	Publish User	Surge
SCAC	Transit Days	Surge 2
Transit Hours	Sales person code	Periodicity
Award Status	Min	Seasonality
Volume	Commit Vol	

Bid history

ENG-1759

Fixed an issue where users were unable to add a new row in the existing export template.

Bid management

ENG-1760

Fixed an issue where users could not access the lane template drop-down after processing the lane upload.

Bid template

ENG-1755

Fixed an issue where the "Please enter a name" warning message is not displaying when loading existing templates.

Landing page

ENG-1752

Fixed an issue with the **RFP Name** column not working correctly.

Security

ENG-1747

Fixed security issues with TSDLC.

Version 2019.Jan

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

We have updated our company name and logo to the Trimble brand.

Enhancements

Bid Edit page

Bid Edit screen changes (ENG-1681)

Updated two field names so that they are more consistent with the header values.

Old field name	New field name
Total Bid Revenue	Bid Total Revenue
Total Bid LH Revenue	Bid LH Revenue

Resolved issues

Bid management

ENG-1597

Previously, when the web browser was not full-size, it would shrink some non-critical columns to fit them to the sized screen. This caused columns to be illegible. A new horizontal slider has been added so the columns are still legible when the screen is not full size.

Bid edit

ENG-1734

Resolved an issue on the Bid Edit page where the Lookup MRI feature was displaying incorrect values. When users click **Lookup MRI**, the system displays correct values.

2018

These release notes give high-level summaries of product updates and resolved issues.

A PDF version of these release notes is available [here](#).

Version 2018.Dec

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid Edit page

Bid Edit Screen - corrected data populated from shipper lane file (ENG-1683)

Altered the calculation of the **Total Bid Revenue** column. The calculations are set as the product of Total Bid LH Revenue + (Shipper FSC/Mi * Shipper Miles).

Resolved Issues

Bid Edit page

- **ENG-1719**

Origin and destination cities were previously failing to populate the Bid Edit page even though they were supplied by the shipper lane file, specifically NJ cities. After the fix, all cities are populated for Origin/Dest State of NJ. Also, the Lane Type was failing to populate exclusively as 3-3 postal codes. The Lane Type is derived from the origin and destination centroid ZIP Code fields rather than from **Origin Zip** and **Destination Zip** fields that come from the template mapping.

- **ENG-1718**

Clicking on the **Tolls & Empty** button will populate the value in the **Tolls** column, along with the **RPM** and **Min Charge** columns based on the tolls operation.

- **ENG-1722**

If the shipper file presents data in the correct format, MRI returns expected results.

- **ENG-1678**

Corrected the **Lane Type** field so it displays the correct value. When **City**, **State**, and **Postal** are not available in the lane file, the **Lane Type** field will display **NA-NA**.

- **ENG-1470**

Updated the validation message when entering an invalid date to display more user-friendly message.

Bid Template page

ENG-1726

Resolved an issue on saved templates. Mapping additional fields on templates will save the template without an error.

Version 2018.Oct

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid Edit page

Exporting and re-importing templates in the Bid Edit page (ENG-1641)

On the Bid Edit page, you create a Request for Proposal (RFP) template with prices.

Now, you can export the template to Microsoft® Excel and make changes.

When you enable the **Accept Overwrite** option on the Bid Edit page, you can choose to re-import the edited RFP to the Bid Edit page, overwriting the original values.

The feature does not modify the columns, only the values.

Bids page

Importing the Excel report exported from the Bid Edit page (ENG-1642)

On the Bids page, you can now import the Excel report exported from the Bid Edit page. Any modifications overwrite the current values on the Bids page. You can use the RFP ID to specify the RFPs to be updated by the Excel file.

The feature does not modify the columns, only the values.

Resolved Issues

Bid Network page

ENG-1562

On the Bid Network page, a network error occurs when adding a new record without completing the previous record.

Bid Edit page

- **ENG-1652**

On the Bid Edit page, incorrect values were showing in the **Equip Type** column for the Export Grid to Excel functionality. The values now display and export correctly.

- **ENG-1653**

On the Bid Edit page, you can now sort the values under the **Equip Type** column correctly in both ascending and descending order.

Version 2018.Sept

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid Edit page

Invalid columns ignored when importing Excel spreadsheet data (ENG-1587)

Sometimes users populate the fields in Excel with a variety of numbers and text. We have relaxed the requirements in our system to be more forgiving of format variations. For example, previously, the fields that accept numbers rejected numbers that are not whole. For example, 124 was acceptable, but 123.95 was not. Now if an Excel spreadsheet has invalid columns, the data will be accepted by the system without producing an error. The invalid cells are ignored and the valid cells are saved to the database.

Resolved Issues

Bid Management

- **ENG-1633**

Bid Edit page: 5-digit ZIP Codes are supplied and populate the Area label or the origin and destination.

- **ENG-1673**

Bid Wise - Global Update: Issues observed when selecting the *Fill Blanks* from Fill method.

The *Fill Blank* option will not overwrite existing values. Existing values are retained.

Version 2018.Aug

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid Edit page

New calculation for Total Bid LH Revenue column (ENG-1676)

The Bid Edit page has a field labeled **Total Bid LH Revenue**. The value represents the amount of line haul revenue based on the bid rate and bid volume. The bid rate could be Bid RPM, Bid Flat Rate, and/or Bid Min Charge. Therefore, our process will recognize what to calculate if any or all are present.

Resolved Issues

Bid Management

ENG-1687

Map Lanes frequently freezes and is unresponsive to controls or mouse clicks.

Due to adjustments of the window's height and width, the Bid Lanes Map window is displayed as expected.

The **Minimize** and **Maximize** buttons added to the Bid Lanes Map window function as expected.

Bid Edit

ENG-1688

Incorrect values were being copied when copying values in the Bid Edit page from **Network Min**, **Other Rate 01**, **Other Rate 02** to **Flat Rate**.

Now, the expected values are copied to the **Flat Rate** column from the **Network Min**, **Other Rate 01**, and **Other Rate 02** columns as expected.

Version 2018.July

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid Edit page

Lane geography enhancement (ENG-1366)

When a valid 3-digit ZIP Code is recorded, the area/city/state loads as expected. If an invalid 3-digit ZIP Code is recorded, the area/city/state remains blank.

Added a Lane Type label for 3-digit ZIP Codes (ENG-1532)

The **Lane Type** is determined by the lane geography format found in the shipper lane file. The system uses the following labels for **Lane Type**:

- **PT**
5-digit ZIP Code or city/state
- **ST**
State only
- **ZR**
A range of ZIP Codes
- **REG**
ZIP Codes that include more than one state

Now, a new **Lane Type** label of **3** (three) indicates that a 3-digit ZIP Code is used.

Current Bids page

A new display (ENG-1657)

In previous versions, *Completed* bids were shown on the **Current Bids** page.

Now, only bids with a *Current* status are shown on the **Current Bids** page. *Completed* bids are not shown.

Version 2018.May

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid History Page

Sorting and filtering enhancements (ENG-1462)

Enabled the ability to multi-select origin/destination and area/state columns when filtering and sorting.

Resolved Issues

ENG-1654

On the Bid Edit page, the Copy Values function was producing unreliable results.

This was fixed to make the copied field value the same as the original field value.

Version 2018.Apr

This section contains the following for the latest version:

- Enhancements (new or updated features)
- Resolved issues (application improvements)

Enhancements

Bid Edit page

Sorting and filtering enhancements (ENG-1529)

The sort and filter functionality on the Bid Edit page has been enhanced.

Now you can:

- Specify multiple options for the filter. In the past, you were limited to filtering by one option at a time.
- Set filters on multiple columns at the same time.
- Set up multi-level sorts based on up to three levels. Multi-level sorting is available on the following columns:
 - Origin Area
 - Dest Area
 - Shipper Volume
 - Carrier Miles
 - Shipper Miles
 - Origin City
 - Dest City
 - Origin State
 - Dest State

Bid Shippers page

Uploading a list of shippers (ENG-1534, ENG-1614)

Now, you can create shipper records in Engage by uploading a bulk file of shippers.

The feature allows you to download a *Shipper Template* in which you record shipper data. Then, you can use the new **Upload Shippers** button to upload the list of shippers.

Bid Templates page

Adding equipment type of *Other* (ENG-1634)

In the **Equipment Type** field, added a new option of *Other* to the existing options of *VN*, *RF*, and *FB*.

Resolved Issues

- **ENG-1105**

Fixed the **Expiration Date** filter to include records that are *equal to* or *less than* the specified date.

- **ENG-1596**

Fixed the back-end script for new signup customers that sets up security pages, other application pages, and theme content. It now runs automatically when adding a new customer for the first time.

- **ENG-1638**

Fixed blue Bid columns to display blank instead of 0 (zero). Users can now use Lookup ALK Miles, Lookup MRI, Lookup Network Info, Copy values and update the blue columns without error.