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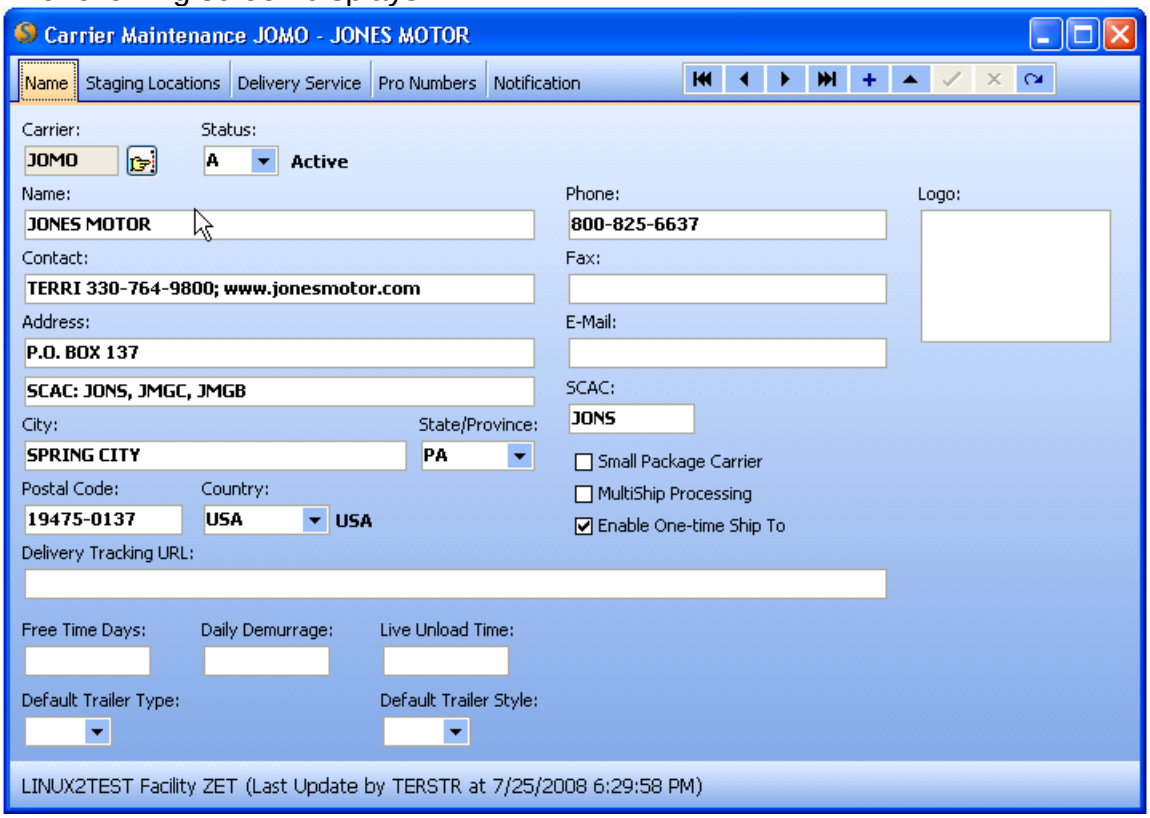
CHAPTER 27 – SETUP CARRIER CODE

Note: More extensive documentation on Carrier Code processing including Pro # assignment and setup is available in the Concepts Manual.
Use these screens to view and maintain the carrier codes and associated service codes. The carrier codes are used for both inbound and outbound orders. Carrier codes are valid for all customers.

- From the Setup Menu, select Carrier.

The following screen displays:



Carrier Lookup

- All carrier codes must be unique. To view a list of existing carrier codes, use the lookup button on the Carrier Maintenance/Name screen.

The following screen appears:

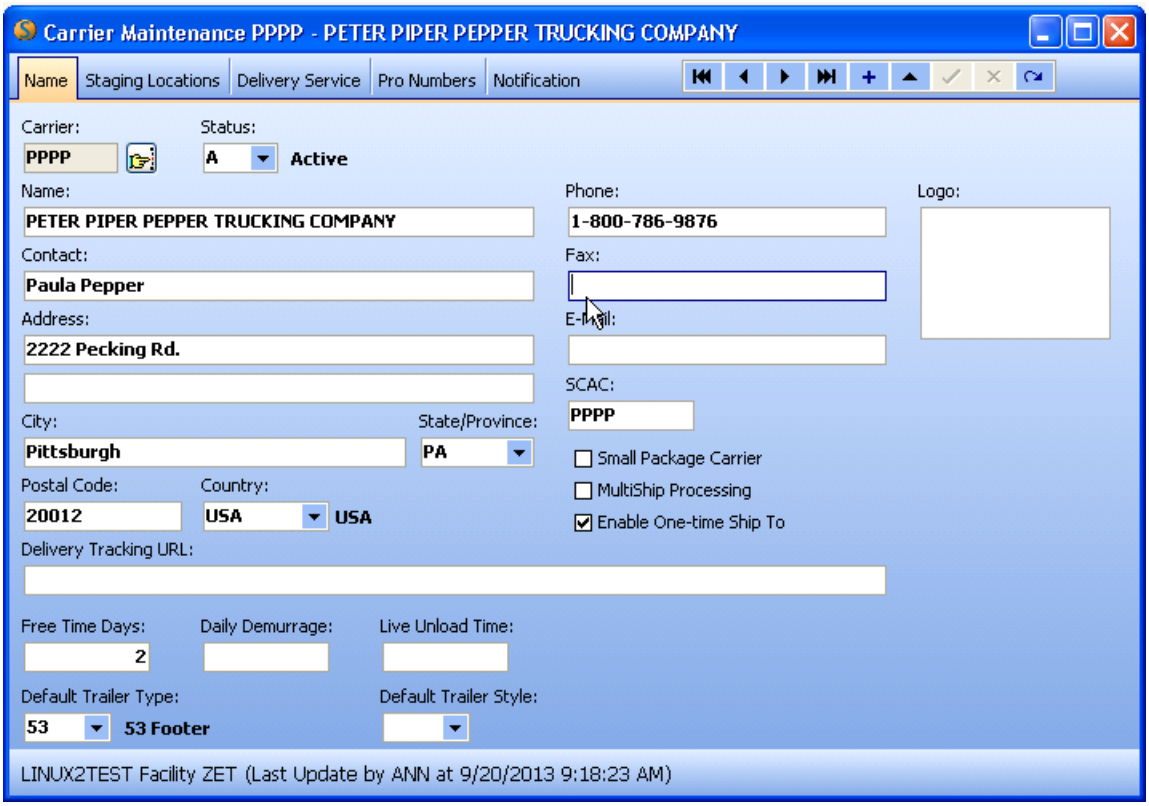
Carrier ID	Name	Contact	Phone	Status	State	SCAC	Min Prono Count	Unused Prono Count
3WAY	3WAY TRANSPORT	Mary Smith		Active	TN	3WAY	1	22
42FR	42 FREIGHT			Active		42FR	0	0
4SEA	FOUR SEASONS			Active		4SEA	0	0
905C	905 LOGISTICS % C H ROBINSON %			Active		905C	0	0
905L	905 LOGISTICS			Active	SC	905L	0	0
99TR	99 TRANSPORT			Active		99TR	0	0
A&I	A&I			Active		A&I	0	0
AACT	AAA COOPER			Active		AACT	0	0
AANM	A AND M			Active		AANM	0	0
ABBB	ABILENE TRANSPORTATION			Active		ABBB	0	0
ABER	ABERDEEN EXPRESS	1.800.248.2441, ext 11 for Dispatch	1-800-248-2441, ext 11	Active	OH	ABER	0	0
ABF	ABF FREIGHT SYSTEMS	PH-330-673-8545 / FX 330-673-3277	330-673-8545	Active		ABFS	0	0
ABFR	A & B FREIGHT LINES	KAY	800-231-2235/815-874-4700	Active	IL	ABFL	0	0
ABFT	ABERDEEN FREIGHT			Active		ABFT	0	0
ABIL	ABILENE TRANSPORTATION			Active		ABIL	0	0

You can use the search fields at the top of the screen to locate a specific carrier or narrow down the number of carriers on the list.

- If the desired carrier code does not exist, close the Carrier Lookup screen and return to the Carrier Maintenance/Name screen.

Adding a Carrier

- To add a Carrier Code, click the insert record button +.
- Enter a four-character (alpha-numeric) code for the carrier.
- Enter all appropriate information for the carrier.



NOTE: Entries in the Name and SCAC fields are required.

If a One-time Ship To is allowed for the carrier, click the check box next to Enable One-time Ship To.

NOTE: An order cannot have a One-time Stop To or a One-Time Bill Freight To if this box is not checked.

For carriers that have the MultiShip Processing box checked, easy access to the tracking support URL's is allowed. In the Delivery Tracking URL field, enter the appropriate URL link and a left and right curly brace set ({}) where the tracking number should be inserted.

Example - UPS

Http://www.apps.ups.com/WebTracking/processInputRequest?HTMLVersion=5.0&sort by=status&tracknums_displayed=5&TypeOfInquiryNumber=T&loc=en_US&InquiryNumber1={}&AgreeToTermsAndConditions=yes&track.x=37&track.y=9

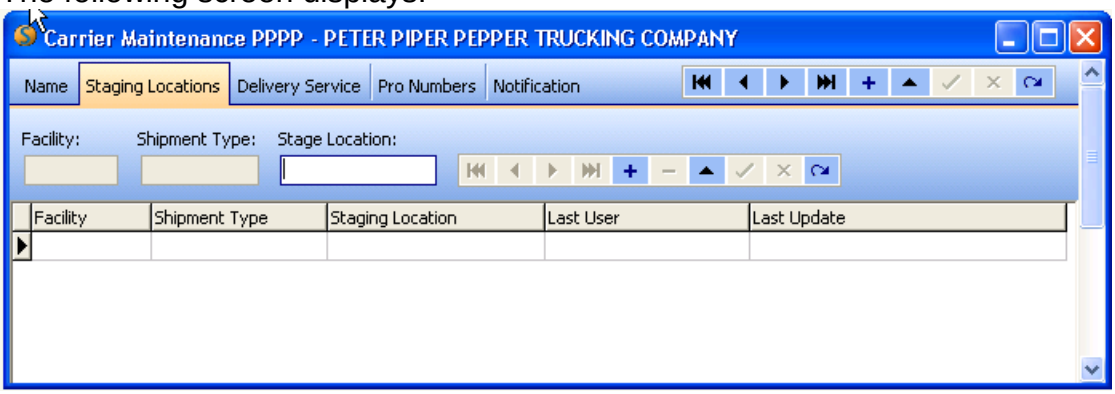
Carrier links can be obtained by looking up a tracking ID at the carriers web site, noting the full address, and substituting a curly brace set for the tracking ID in the address. These addresses are subject to change by the carrier at any time.

NOTE: When the proper URL is added for a carrier and the tracking number is recorded on a shipping plate, you will be able to right click on a shipping plate lookup (or directly from the shipping plate screen) and, with appropriate internet access available, link to the carrier's tracking data for the tracking ID associated with the shipping plate.

Save the data by clicking on the save changes button .

Click on the Staging Locations tab.

The following screen displays:

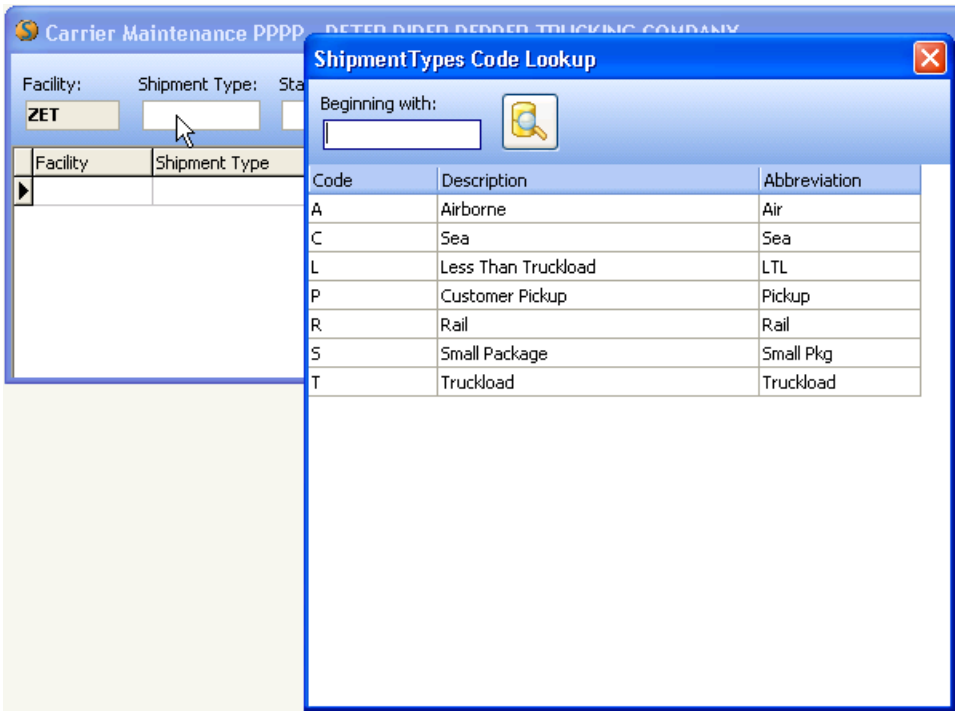


Carrier Maintenance/Staging Locations

Use this screen to link specific staging locations with a carrier and shipment type. The staging location must already exist in the facility.

NOTE: A specific staging location would be set up in this screen if orders for the selected carrier are always processed in the same location.

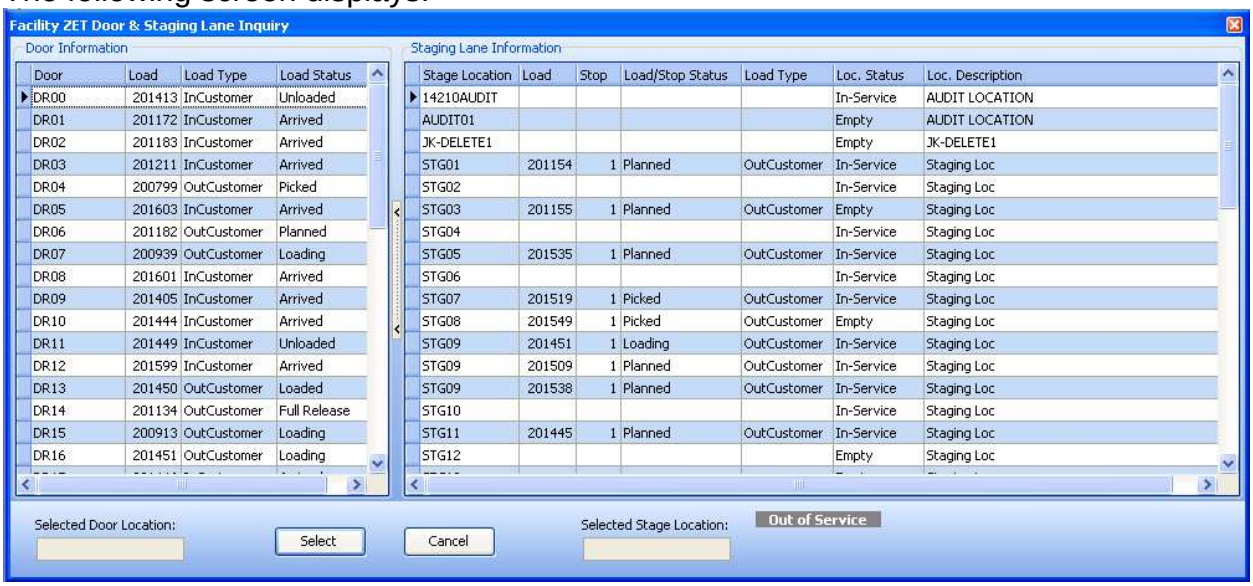
- To add an additional Staging Location, click the insert record button .
- Double click in the Shipment Type box and select a specific shipment type for the carrier/staging location combination.



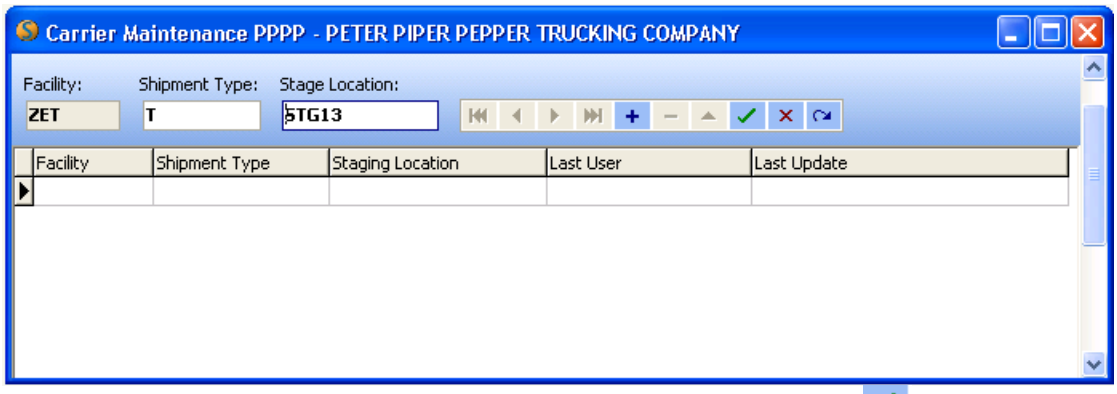
Facility Door & Staging Lane Inquiry

- To view the staging locations for the facility, double click the Staging Location field.

The following screen displays:



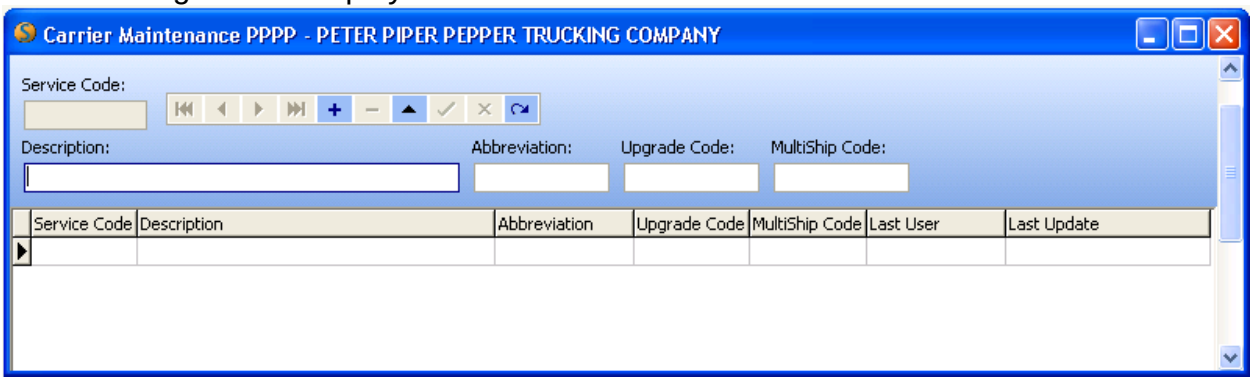
- Double-click to select the appropriate Stage Location and then click on the Select button Select. If you want to cancel, click on the Cancel button Cancel. The Carrier Maintenance/Staging Locations Screen appears.



- Save the data by clicking on the save changes button ✓. Continue adding staging location/shipment type combinations as needed.

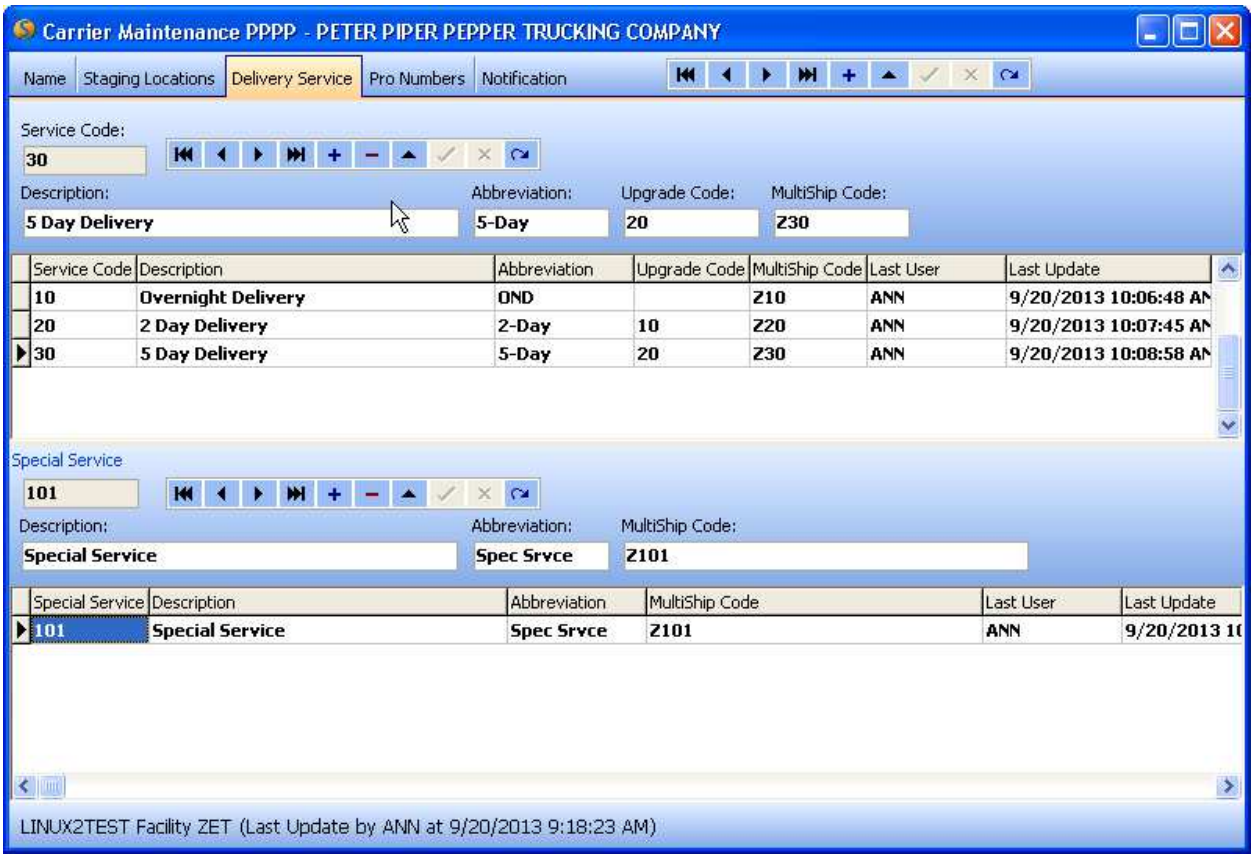
- Click on the Delivery Service tab.

The following screen displays:



Carrier Maintenance/Delivery Service

Delivery service codes, the associated upgrade code and multiship translation code are entered on this screen. All delivery service codes and special service codes are associated with a specific carrier.
If a delivery service is upgradeable on the Order Lookup screen, the upgrade code must be entered here for the carrier.
Additionally, valid Special Services Codes for the carrier are entered and maintained in the lower part of this screen.

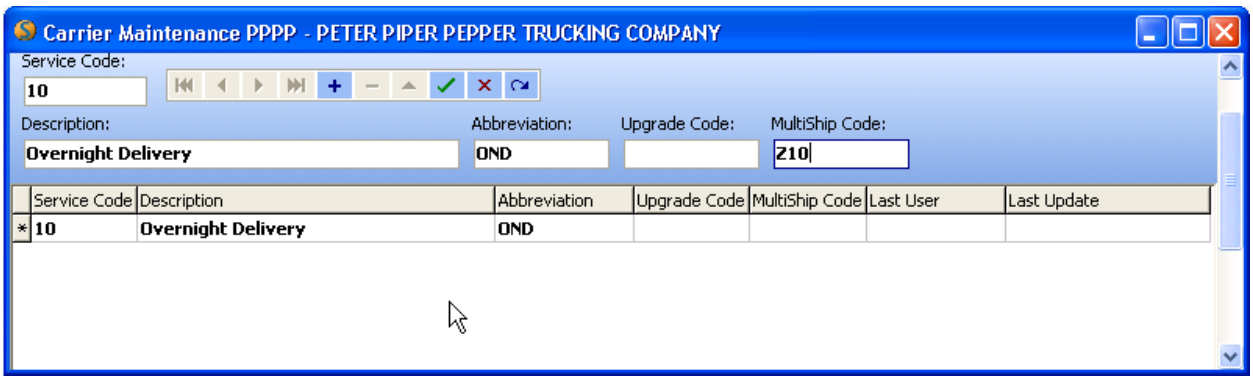


Entering Delivery Service Codes

- Click the insert record button + in the service code section of the screen.

HINT: When entering this data for a carrier, enter the highest upgradeable service code first and then the rest of the codes in descending order. This insures that the higher service types are available for entry in the Upgrade Code field for the lower service types.

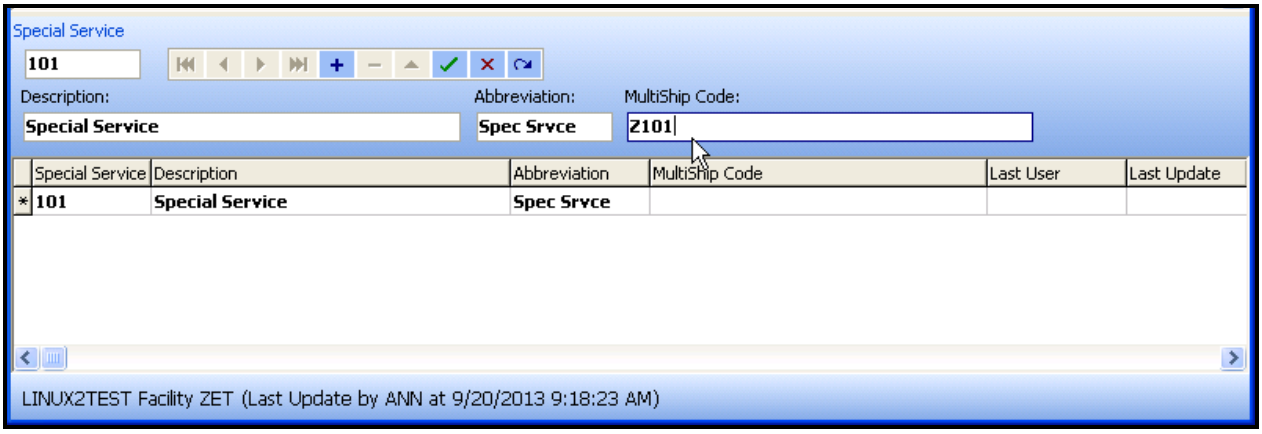
- Enter a unique Service Code for the carrier, a Description and Abbreviation.
- Enter an Upgrade Code, if applicable. This must be an existing service code for this carrier.
- Enter the MultiShip translation code for this Service Code.



- Save the data by clicking on the save changes button . Note the data will now appear in the grid portion of the screen. Continue the steps above until all Delivery Service codes have been added for this carrier.

Entering Special Service Codes

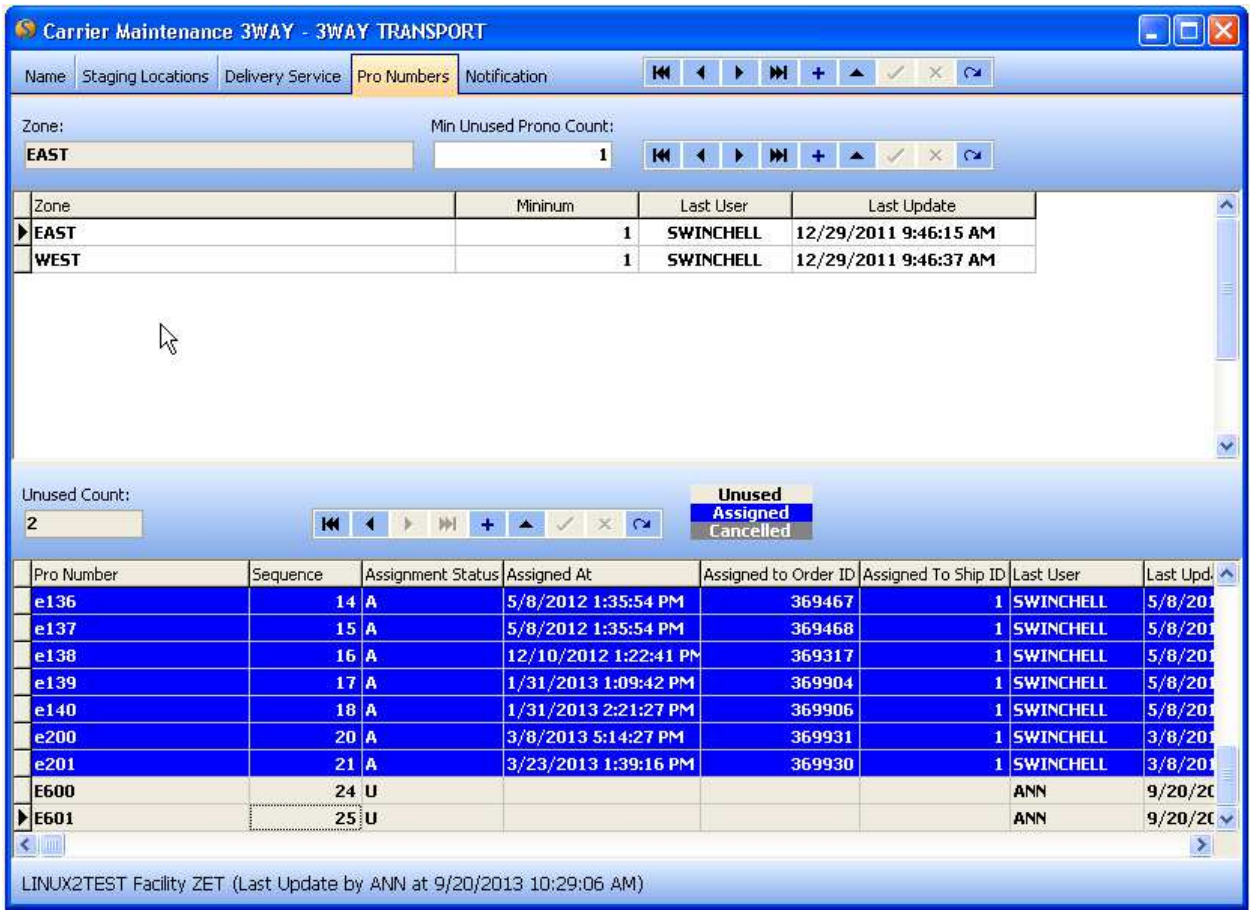
- Click the add button in the special service code section of the screen.
- Enter a unique Special Service Code for the carrier, a Description and Abbreviation.
- Enter the MultiShip translation code for this Service Code.



- Save the data by clicking on the save changes button . Note the data will now appear in the grid portion of the screen. Continue the steps above until all Special Service codes have been added for this carrier.

Carrier Maintenance/Pro Numbers

This screen is used as part of the set-up to generate automatic Pro numbers. Refer to the Synapse Concept Manual for more information regarding Pro number set-up.



Carrier Maintenance/Notification

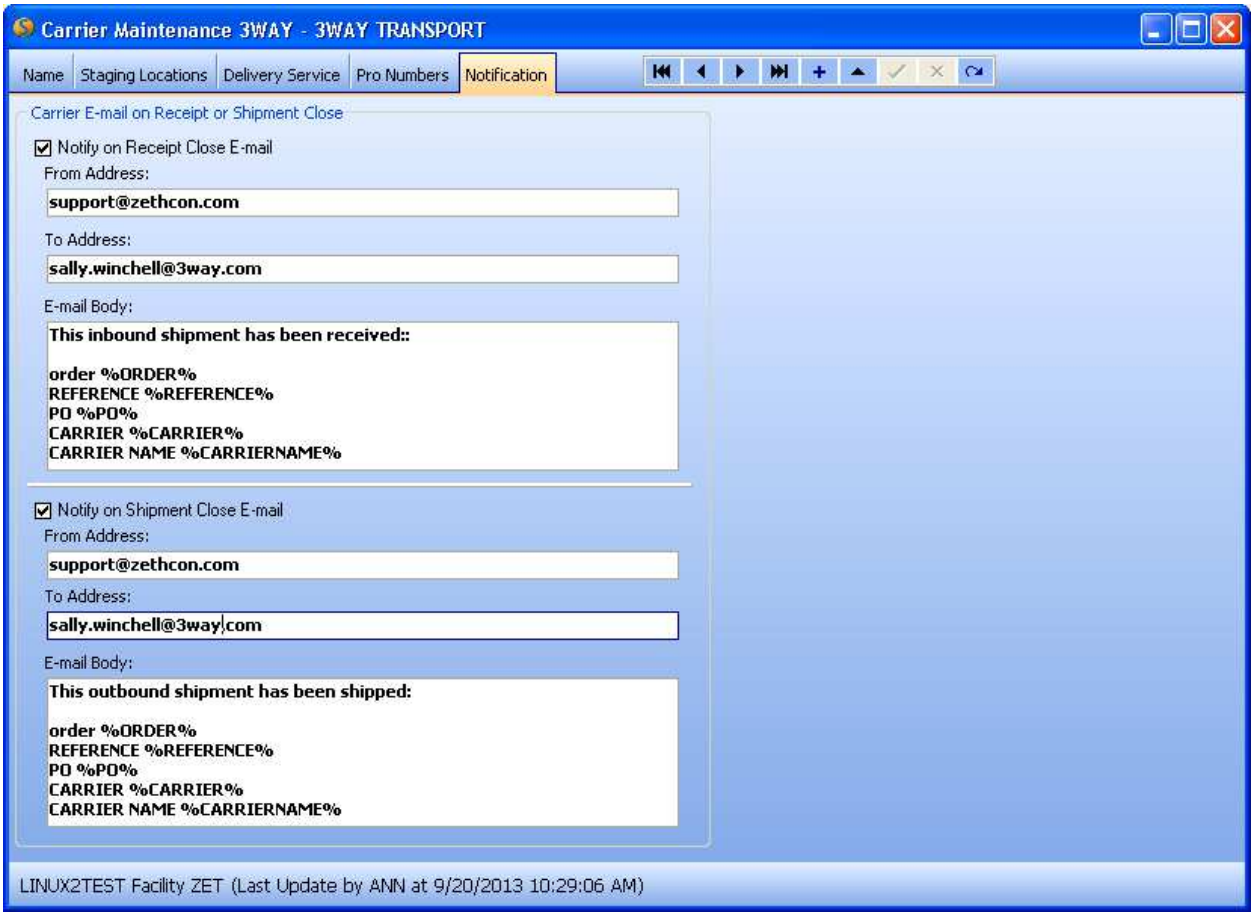
Use the Notification tab to set-up an inbound or outbound receipt E-mail notification to the carrier. An E-mail to the carrier will be sent each time a receipt and/or receipt shipment is closed.

Note: The functionality for E-mail notification must be available and set-up at your site for the carrier notification to be available.

The Email Body will accept the following wildcards:

%CARRIER% - carrier code from the load closed
%CARRIERNAME% - full name of carrier from load
%TRAILER% - trailer number for load closed
%LOADBOL% - entered BOL number
%SEAL% - seal from load
%PRO% - pro from load
%CLOSEDDATE% - date load was closed in mm/dd/yyyy format
%CLOSEDTIME% - time load was closed in 24hr:mm format.
%REFERENCE% - reference from order(s) associated with load. If multiples, will return comma separated list.

%PO% - PO from order(s) associated with load.



Notes:

- If there are multiples of an option, the email will display a comma separated list.
- When these options are configured for a carrier, an email will be sent to the email address or addresses (comma separated lists will be supported in the To Address) specified when a load of the appropriate type is closed.
- The list of wildcards for this function is less comprehensive than for some other emails so note the list above.