

THE EVANS NETWORK OF COMPANIES



Intermodal Agent Guide



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Agent Guide Intermodal

v2.02



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Introduction and Resources

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General Information

To access the Agent Portal, go to www.evansdelivery.com and choose the Agents section or go directly to your login page by going to agents.evansdelivery.com

You will be given your Agent Portal login and password from the Evans Tech Deck. If you have not received them yet, please contact the Tech Deck. We can create additional logins for an agent if required.

Technical Support

For technical support please contact the Evans Tech Deck at 1-570-385-9048, option #4 or email us at tech_deck@evansdelivery.com.

Resources

The **Resources** menu in the Evans **Agent Portal** provides access to everything from our current events to snapshots from our past agents meetings. Please refer to the “Agent Portal” section of this guide for information on accessing the Agent Portal.



The Evans Agent Advantage

Cash Flow

- We provide the cash flow
- Weekly agent and driver settlements

Credit and Collections

- Evans manages the credit risk
- Prompt credit decisions
- Professional credit department

National Accounts Sales Program

- Evans has strong relationships with major customers
- Targeted marketing programs
- Regionally domiciled professional sales team that works!

Additional Advantages for Agents

Billing and Paperwork Processing

- Corporate administrative center
- Online access
- Accurate billing to your customers
- State-of-the-art technology

Owner Operator Settlements

- Accurate, easy to read weekly settlements
- Fuel savings clearly shown each week and YTD

Comdata Fuel Cards

- Comdata fuel cards with daily limits for fuel and cash advances
- No transaction fee at preferred stops

Liability and Cargo Insurance

- Evans provides all insurance coverage required by your customers
- Special endorsements are available

Permits and Bonds

- Evans will provide necessary operating permits and bonds.

Fuel and Mileage Tax Reporting

- Evans provides all fuel and road tax compilation and reporting. Evans will pay for all the fuel and road taxes for the independent contractors. We use Comdata and in-house technology for collecting and reporting the necessary information to meet the requirements of the International Fuel Tax Agreement (IFTA).

Owner Operator Insurance

- Evans has excellent programs available for your owner operators including:
- Non-Trucking Liability
- Physical damage
- Occupational/accidental

Technology

- Evans has state-of-the-art technology available at no cost to you.
- Features include:
 - Online processing – access from any computer
 - No special software required
 - Electronic document imaging
 - Electronic data interchange

Operating Authority

- Evans has complete DOT operating authority and licenses including:
- Contract Carrier Authority
- Common Carrier Authority
- Property Broker's License
- US Customs Bond

Interchange Agreements

- Evans maintains interchange agreements with:
- All major steamship lines
- All railroads
- UIIA

Safety and Regulatory Compliance

- Evans maintains a "satisfactory" safety rating with the US DOT compliance and regulatory issues.
- These include:
 - Driver screening
 - State of the art driver processing and setup with online tracking
 - Driver's daily log processing
 - Record keeping
 - Regulatory reporting
 - Safety meetings

The Evans Opportunity for Drivers

Independent Contractor Insurance Programs

Evans has a number of insurance programs available for Independent Contractors. Please refer to the "Safety" section of this guide for information on how to enroll in these programs.

Occupational Accident Insurance

Occupational Accident insurance is mandatory for all independent contractors. This policy provides medical benefits, disability benefits and life insurance benefits if the Independent Contractor is injured on the job. The Safety Department will provide information as to the specific coverage and options available.

Fleet owners or truck owners not driving the truck must maintain a valid Workers' Compensation Insurance policy. Copies of insurance certificates must be furnished to the Evans Safety Department. In certain states where a small fleet owner may not be required to carry Workers' Compensation Insurance, Occupational Accident insurance must be purchased.

Non-Trucking Liability Insurance

This is liability coverage (when you damage another's property or injure someone) while the driver is not under dispatch. Most insurance companies define "under dispatch" as the time en-route to pick up a load, time en-route to the delivery, and the time en-route to the home domicile, as long as the driver does not deviate from the normal course of travel. (Note: A unit under dispatch is covered for liability, cargo, and interchange equipment by your motor carrier's insurance policies.)

Physical Damage Insurance

Physical Damage insurance should be encouraged for all owner operators regardless of the age of the tractor. There are other costs that can be incurred in the event of an accident.

- *Collision.* This is for damage done to the driver's tractor when it collides with other vehicles (driver's fault) or other objects.
- *Comprehensive.* This covers damage to the tractor which results from something other than a collision with another vehicle. For example, damage caused by vandalism or theft.

Chassis Tire Liability Limiter Program

The Evans Network of Companies offers an in-house liability limiter program for chassis tires. Please refer to the "Per Diem, Maintenance & Repair, and Chassis Management" section of this guide for more information.

Drivers Legal Plan

Drivers Legal Plan® was designed by truckers in 1991 to make the highest quality legal representation affordable to the common driver. It is a true National Law Firm, completely dedicated to CDL defense, whose incredible experience and success actually put the odds back in the driver's favor.

Incentives and Awards

Safe Driving Awards

Awards are distributed annually to each driver who is identified by the Safety Department. The type of award will vary by years of service and terminal location.

Incentive Plan

Qualified drivers are eligible to win a prize each month. In order to qualify, the driver must; a. turn in all required paperwork in a timely manner, b. not have any out-of-service incidents for the month, and c. not have any accidents.

Each month thirty (30) driver will be selected, at random, to receive one of the following.

- First Prize (1): Desktop Computer
- Second Prize (4): Digital Camera/GPS
- Third Prize (25): Company Logo Items

Each year, one driver will be selected to receive a Grand Prize of a Harley-Davidson Motorcycle.

Roadside Inspections Rewards

All drivers, who have a clean roadside inspection, will receive one of the following:

- Level 1 Inspection: \$50.00 Gift Card,
- Level 2 Inspection: \$20.00 Gift Card,
- Level 3 Inspection: \$10.00 Gift Card

Driver Guidebook

Each new driver receives a zip binder, with the company logo. The purpose of this is to give the driver all of the information he/she needs to work with our company. It's also a convenient place to keep all required paper work.

BigRoad Electronic Logs

There are many advantages to using electronic logs over paper logs. For more information, please refer to the "Safety" section of this guide or contact the Hours of Service Supervisor Crystal Miller at 1-570-218-3313 or Crystal.Miller@evansdelivery.com.

Fuel Discounts using Fuelbook

Fuelbook is free app for iPhone and Android mobile devices that allows you to search diesel prices and take advantage of the Evans Network of Companies fleet discount, as well as other benefits.

The promotional page for Fuelbook features the following elements:

- Fuelbook™** logo with tagline "Simply Powerful!"
- Download Now!** button with links to the App Store and Google Play.
- 3.5 New Version** badge.
- 5 stars** rating with the text "**Voted Best App for Trucking**".
- FREE Download!** text.
- Fuelbook** heading.
- Search Diesel Prices at over 7,000+ Truck stops, Live Parking Status, GPS Check-in, Fuel Savings and more....**
- If you are an owner operator or drive for a fleet Fuelbook can help you save money every time you fuel. Fuelbook has helped drivers save on fuel over 8 million times which represents an estimated \$3 billion dollars in smart purchasing decisions.**
- Owner Operators and Top Fleets save on fuel with Fuelbook!**
- Evans Network Fuel Code = 8120**
- Screenshots of the Fuelbook app interface showing fuel price lists and maps.

Install Fuelbook

1. Access the *Play Store* from your Android mobile device or the AppStore from your iPhone or iPad.
2. **Search** for and install **Fuelbook**.

Register

1. Open **Fuelbook**. Read and then tap **OK** on the safety reminder.
2. Tap **Fuel Code** (Android) or **Code** (iPhone).
3. Enter the Evans Network of Companies Fuelbook code... **8120** over the letters C O D E.
4. Enter your own name and your own email address; then tap **Submit**.

Use Fuelbook

1. Open the Fuelbook app on your mobile device; then tap **Diesel**.
2. Tap **Quick Nearby Search** or enter whatever search criteria you choose and then tap **Power Search**.
3. Sort by **Price, Distance, or Less IFTA**.
4. Scroll through your results and choose a fueling location.

Get your discount

1. Purchase your fuel using your Comdata Card.
2. Your receipt will show the regular price from the pump, but your weekly settlement will reflect the discount.

Lease2Buy Tractor Purchasing Program

We have several programs designed to assist the owner operators in upgrading their tractors, including the Evans Lease2Buy program.

The Evans Lease2Buy program is a great recruiting tool. We now have more than 300 trucks running on the Lease2Buy program—that is about 10% of our total fleet; and we have committed to expand the program up to 400 units.

Contact the Lease2Buy team at L2B@evansdelivery.com with any questions you might have.

- Stacy Bostian, 1-570-218-3338
- Sue Frantz, 1-570-218-3354

Low Down Payment

- Only \$1,000 due from the driver upon taking delivery of the truck from the dealership.
- Agent escrow of \$1,000 required per truck in case of driver default.

Great Financing Available

- A 48-month lease is typical. (See your lease for actual terms.)
- Approximately \$6,000 due at the end of the lease.
- Implied interest rate on lease is 11.99%
- 2290s include during the lease term.
- Financing provided by ENGS Commercial Finance.

Trucks supplied by International Used Truck Division

- Trucks must meet Lease2Buy criteria.
- Check the Lease2Buy inventory list.



Warranty and Maintenance

- Support for the first 60 days, including free rental if you are out of work for two or more days due to issues with the truck during this time period.
- Warranty (2-year, 200,000 miles) included in purchase price. (Honored at International service centers only.)
- Mandatory maintenance program of \$110 per week (to help keep you running without falling behind on your payments).
- Low Evans administrative fee of \$15 per week.

Sample Estimated Payment

- Truck Payment: \$319 per week
- 2290: \$11 per week
- Mandatory Maintenance: \$110 per week
- Administrative Fee: \$15 per week
- Plates and Insurance are extra.

Tire Discount Programs

The Evans Network of Companies has partnered with both Goodyear and Continental Tire to provide you with discounts on tractor tires. If you have any questions, please contact Brent Smith at 1-570-218-3363 or Brent.Smith@evansdelivery.com.

Goodyear

The Evans partnership with Goodyear provides discounts on more 221 different models/sizes of tires. Each option will save you on average \$532 per tire!



Q: Who can participate in the Evans Goodyear Discount Tire program?

A: All independent contractors currently leased to the Evans Network of Companies as well as Evans agents with their own equipment.

Q: How do I get the discount?

A: The process is very simple.

- Review the tire options and prices.
- Print the “Goodyear Tire Certificate.”
- Go to any Goodyear dealer and present the Goodyear Tire Certificate. (It will instruct the dealer on how to access the discount.)
- You must purchase the tire(s) using a valid credit card or cash.

Q: How do I review the tire options and the discounts?

A: These details are available at the Evans PitStop™ under Information > Maintenance.

- Goodyear and Dunlop Price Book
- Goodyear Decision Tree New Tires
- Goodyear Featured Tires
- Goodyear Retread Pricebook
- Goodyear Roadside Assistance Document

Q: How do I find a dealer?

A: Call 1-844-249-2089 or visit www.fleethq.net/public/DealerLocator.aspx.

Continental Tire

The Evans partnership with Continental Tire provides discounts on more than 281 different models/sizes of tires. Each option will save you on average \$266.59 per tire.



Q: Who can participate in the Evans Continental Tire Discount program?

A: All independent contractors currently leased to the Evans Network of Companies as well as Evans agents with their own equipment.

Q: How can I get approval/authorization to participate?

A: You must go through your terminal manager for authorization.

- The terminal manager will contact the Evans Settlement Department to check the status of the truck and obtain an authorization number and Evans account number to use at the dealership for each purchase.
- If tires are purchased without proper corporate authorization, the contractor will be responsible for the invoice and will not receive the discount.

Q: Are there any restrictions?

A: Yes, there are several restrictions to the Evans Continental Tire Discount Program, including:

- Tire purchases under this program are only for preventative maintenance. No afterhours, no emergency roadside service, no M&R containers, no weekends.
- You must get approval/authorization to participate in the program.
- Program authorizations are only done during regular business hours (i.e., Monday through Friday, 8:00am to 4:30pm eastern time).
- You must have an optional Maintenance Account with enough funds to cover the price of the tires.
- Evans will also accept a certified check or money order. The terminal manager must verify the payment amount prior to calling for authorization.
- You cannot be in the negative or have outstanding debt with Evans.

Q: Where can I view what tires are available and the discounts?

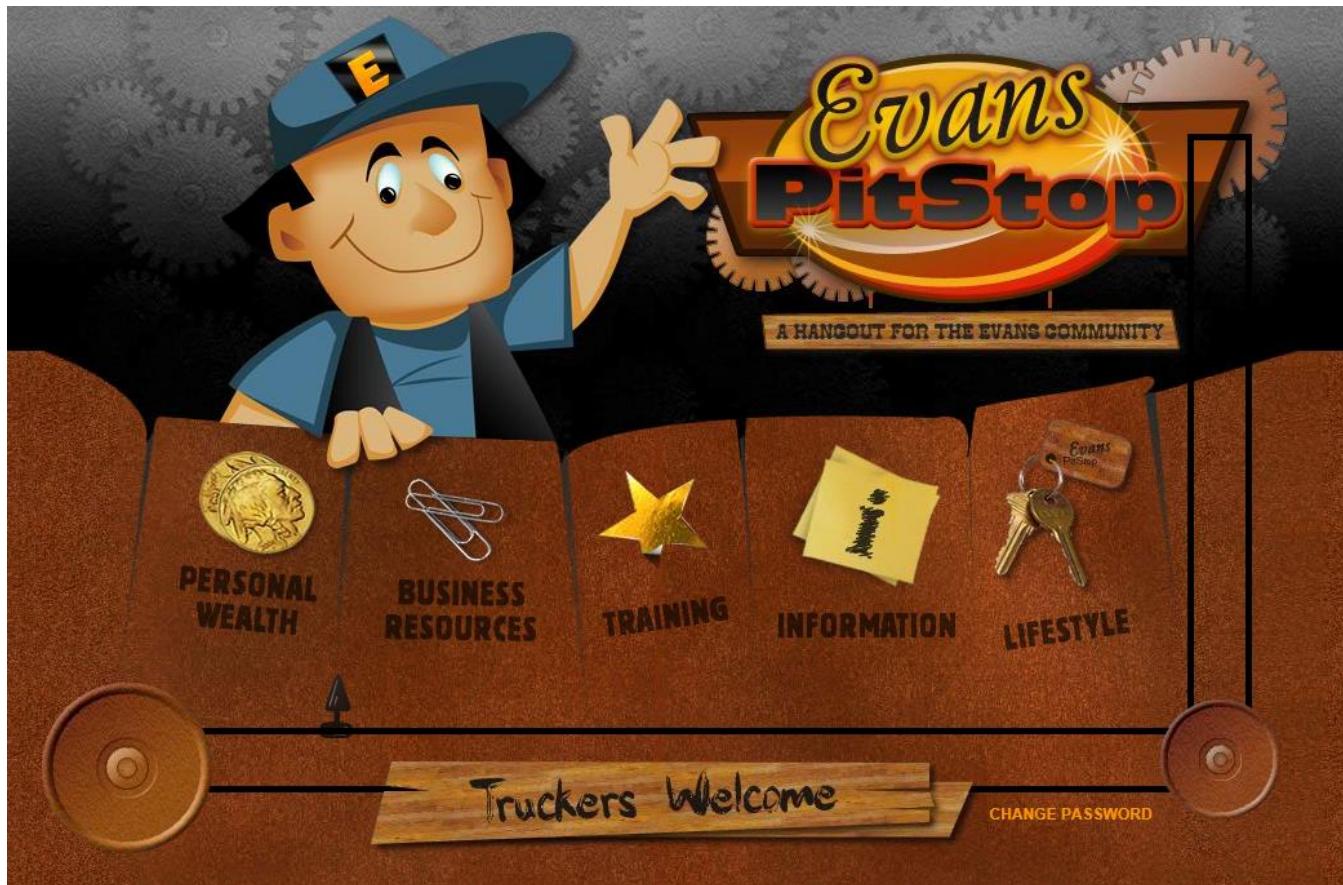
A: The Continental Tire Guide and corresponding Discount Spreadsheet are available at the Evans PitStop™ under Information > Maintenance.

Q: How do I find a dealer?

A: Call 1-877-TRUCK FIX (1-877-878-5349) or visit www.contionline.com/generator/www/us/en/continental/transport/hidden/tools/dealerlocator_en.html.

The Evans PitStop™ (Driver Portal)

The Evans PitStop™ is one of our most popular tools for our owner operators. Drivers can use PitStop to obtain critical and useful training, manage their weekly income, and even plan for the future. When questions arise, Earl is there to assist in every way possible.



PitStop™ Topics

- **Personal Wealth.** This section includes information on managing your direct deposition distribution, financial calculators, and company-sponsored scholarships.
- **Business Resources.** This section includes settlement reports for tractor owners, information on maintenance and escrow accounts, and more.
- **Training.** This section includes both required and supplemental online training. Note that mandatory pre-employment courses are accessible via a guest log-in—no need to wait until the driver has been given PitStop™ credentials.
- **Information.** This section includes important information on various programs, fuel pricing, company policies, and more.
- **Lifestyle.** This section includes information on available discounts, recipes, travel arrangements, and more.

PitStop™ Frequently Asked Questions

Q: I haven't been hired yet, how do I log in to take the required training?

A: Follow these directions:

1. Using Internet Explorer or Chrome as your web browser, visit drivers.evansdelivery.com.
2. Click **Log In As Guest**.
3. Enter your last name, your first name, and the "Location Code" of the terminal at which you have applied. Then click **Go**.

Q: How do I log in and what is my user name and password?

A: Follow these directions:

1. Using Internet Explorer or Chrome as your web browser, visit drivers.evansdelivery.com.
2. Your user name is your "Log ID" and your initial password is your truck's "Unit Number."
3. Enter your user name and password; then click **Log In**.
4. The first time you log in, you'll be prompted to change your password from your truck's unit number to a more secure password.

Q: What's my "Log ID"?

A: Your Log ID is indicated on the first page of your driver binder. It is a four- or five-digit code that identifies you in the Evans systems.

Q: It says my Log ID is 0123. I try logging in with that and it's not working?

A: The Evans PitStop™ does not recognize the zeroes (0s) at the beginning of user names. So in this case, you will use 123 as your user name.

Q: If I get a new truck number, do I need a new user name?

A: No, your user name is based on your Log ID, which does not change. Your account will be directed to your new truck number.

Q: If I forget my password, can you reset it for me?

A: We sure can! Just click **Having Trouble Signing in? Ask Earl for Help** on the log-in screen. This will take you to a screen where you can send an email for assistance in resetting your password. If the issue is urgent, you may contact Mike Rodnick at 1-800-666-7885 ext. 3020.

Q: I am a driver for someone who is leased on at an Evans Network Agency. I can log in but I can't view the settlements, Why?

A: Only the owner of the truck can view the settlement portion.

Q: I own multiple trucks that are all leased to the Evans Network of Companies. Why can't I see the settlements for all of my trucks when I log in?

A: Only one truck can be associated with each user name, so you'll need a separate user name for each of your trucks. Click Ask Earl or contact Mike Rodnick at 1-800-666-7885 ext. 3020.

Q: I get a pop-up message about a Server Application Error? What is wrong with PitStop™?

A: The version of Internet Explorer that you are using is not compatible with the web site; but this is a very easy fix. Follow these directions:

1. Open Internet Explorer
2. Log into the Evans PitStop™ at drivers.evansdelivery.com.
3. Click the **Tools** menu on your Internet Explorer menu bar.
4. Click **Compatibility View Settings**, then click **Add**, and then **Close**.

Q: Who is Earl?

A: Earl is the Evans PitStop™ Guide. You will see the link to **Ask Earl** all over the website. Click that link and Earl will deliver your question to the department that will be able to assist you. Feel free to leave suggestions, questions, and comments with Earl and we will make sure to respond in a timely manner.

Additional Financial and Convenience Advantages for Drivers

Equipment and Supply Items

A supply of lights, cable ties, gloves, and seals are periodically available from the Evans Safety Department. The Supply List order form is available on the Agent Portal. Just complete the form and email it to SafetySupplies@evansdelivery.com.

Discount and Savings Programs

Evans has a number of other programs designed to save the drivers money. These include technology purchases and truck stop services.

Base Plate Rental Program

This is available in the North for \$85 a week and \$50 a week in the South.

IFTA Management

Evans will furnish the IFTA License and decal, as well as coordinate reporting and payment of IFTA taxes, all at no cost to the driver or tractor owner.

Direct Deposit of Settlements

Direct deposit of driver settlement funds is available in accordance with certain guidelines. Please refer to the "Settlements" section of this guide for more information.

Company Store

The Evans website has a "Company Store" through which both agents and drivers may purchase company merchandise such as jackets, shirts, hats, and other accessories.



All items feature either the Evans logo, or your division logo (including All Points Transport, Century Express, Hale, Land Transportation, Phoenix Transit & Logistics, or West).

Visit the Evans corporate web site click **Shop** at the bottom of the screen.

Training Opportunities

Online Training for Agents

The **Training** menu in the Evans Agent Portal provides comprehensive tips and guidance for many operational functions. Please browse the options and utilize them as guidance for yourself and any new employees.



Agent Guide

- **Agent Training.** An electronic version of this guide, with the advantage of clickable links.

Department Presentations

- Credit and Collections
- IT Department
- Per Diem, Maintenance & Repair, Equipment Management
- Safety
- Sales and Single Point of Contact (SPOC)
- Settlements

The Agent Portal

Web Software. This interactive training module is a must for all new agents will serve to reinforce the contents of this guide.

Evans University

The Evans Network of Companies has defined a strategy to provide our agents with the tools and support needed to become and remain successful. We have invested in the development of a group of foundational training modules and continue to build upon these courses.



The creation of Evans University as the learning system and support mechanism for the future is a key strategy to grow agent revenues to meet the company goals, including two primary goals:

- Support and grow the competencies of our existing agents.
- Recruit, identify, and integrate new agent operations into the Evans Network of Companies.

Program Offerings

The Evans University program includes:

- **Agent Training**, including personalized training need assessment, Evans corporate office tour, and classroom training on Evans systems and corporate support resources.
- **Terminal Employee Training**, similar to the Agent Training, and held at the Evans corporate office.
- **Moving from Acceptable to Exceptional**, a workshop held at the Evans corporate office.
- **Driver Recruiting and Retention**, a workshop presented at various regional locations
- **Sales at the Terminal Level**, a one-day workshop with follow-up sales coaching.
- **Strategy and Business Planning**, a weekend workshop held at the Evans corporate office.
- **MBA: Multiple Based Agencies**, a one-day workshop held at the Evans corporate office, with five weekly follow-up conference calls.
- **How to Run My Business (for Owner Operators)**, a one-day workshop with pre-workshop preparation and post-workshop follow-up.
- **Email and Communication**, a workshop held at both the Evans corporate office and various regional locations, as well via teleconference.

Please select **Evans University** on the **Resource** menu of the **Evans Agent Portal** for detailed information on these courses.

Video Training

The Evans University also offers online video courses, including:

- **Billing Module:** A look at the billing and settlements processes. (3:37)
<https://youtu.be/n5AZXw3Bv-o>
- **Exhibit B:** Valuable guidance on determining driver pay rates. (4:20)
<https://youtu.be/pubSTY104cY>

Please visit and subscribe to our **YouTube** channel by clicking the link in the lower right corner of our corporate web site (www.EvansDelivery.com).

Training for Drivers

Both mandatory and supplemental training for drivers is conducted by the Evans Safety Department through online courses, teleconference meetings, and regional workshops. Please refer to the "Safety" section of this guide as well as "The Evans PitStop™ (Driver Portal)" on page 12 of this section for more information.

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Business Information

General Information

The following information is included in your division package:

- Basic company contact information
- Federal ID Number and Form W-9
- Banking Information
 - Duns & Bradstreet Number
 - Trade and Broker/Carrier References
 - Lockbox information
 - Payment Remittance Instructions and "Go Green" Information
- SCAC Code and Certificate of Renewal
 - U.S. DOT Number
 - Federal Highway Administration Number and Permit
- MC Number and Safety Rating
 - Liability Insurance Certificate
 - Hazardous Materials Certificate of Registration

Your Division Package is available on the **Agent Portal** under **Resources**.

- 61 Transport Division Package
- All Points Division Package
- Century Express Division Package
- Commercial Transportation Division Package
- Drayage Express Division Package
- Hale Intermodal Division Package
- Land Transportation Division Package
- Orion Intermodal Division Package
- Phoenix Transit & Logistics Division Package
- Polaris Intermodal Division Package
- Reagan Intermodal Division Package
- West Contract Division Package
- West Motor Freight Package

Liquor Permits

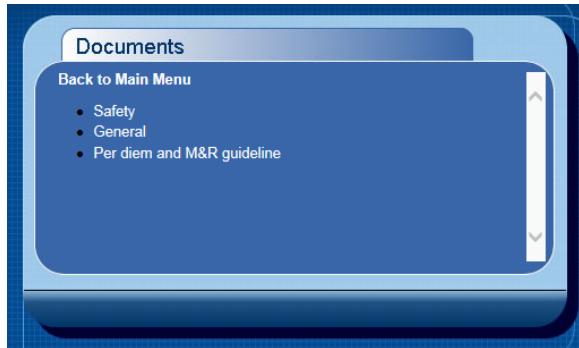
This information coming soon!

U.S. Customs Bond Number

A carrier with a custom bond is authorized to transport goods that are under the control of the U.S. Customs. Evans is a bonded carrier and our bond number is 110304003.

Documents and Forms

The **Document** menu on the Evans **Agent Portal** provides quick access to the documents you will need to run your agency, from driver application forms to guidelines. These documents will not be covered in detail here due to their dynamic nature. Please refer to the “Agent Portal” section of this guide for information on accessing the Agent Portal.



As documents and forms are frequently revised and updated, it's important to always obtain the latest version from the Agent Portal.

Safety

This area includes driver applications, company polices, compliance forms, and more. Please refer to the “Safety” section of this guide or contact the Safety Department for more information regarding these documents.

General

These documents include any literature related to transportation rules/regulations in a general and our agents have asked us to supply for ease of administration. Please contact the Evans Tech Deck if you have any questions regarding these documents.

Per Diem and M&R Guidelines

These documents are specific to Per Diem and M&R Guidelines. Please refer to the “Per Diem, Chassis Management, and Maintenance & Repair” section of this guide or contact the Per Diem or M&R Department for more information regarding these documents.

Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

#

3PL

A third party transportation provider that represents the shipper or consignee and arranges the transportation of their goods.

A

Accessorial Charges

Charges that are not included in a base rate for trucking services such as fuel surcharge, HazMat surcharge, use of a tri-axle chassis, detention time, etc.

Agent

A business partner of the Evans Network of Companies who operates his or her own trucking service center (usually by recruiting owner operators to haul freight for the agent's customers and for customers brought to the agent by Evans). Agents operate under the operating authority, insurance, cash flow, safety compliance, etc. of the Evans Network of Companies.

Agent Code

An agent's three-letter unique identifier (e.g., ABN, MCM, SAV). May also be referred to as the terminal code, domicile, or location.

Agent Commission

The difference between the gross payout on any freight bill less the driver/truck pay.

Agent Portal

A portal on the Evans corporate website where our agent partners log in to book loads, enter billing information, dispatch drivers, etc.

Alcohol Permits

State-issued permits that allow the transportation of alcoholic products to, from, or through that state. Please refer to "Liquor Permits" on page 3 for details.

Appportioned License Tag

License plate for the owner operator tractor that allow the owner operator to run in many states instead of just a single state.

Asset Based Carrier

A trucking company that owns its trucks and hires company drivers as employees to drive them. (See also Non-Asset Based Carrier.)

Auto Liability Insurance

Insurance Provided by Evans to protect the public in the event of an accident caused by an owner operator tractor leased to the Evans Network of Companies. This insurance covers property damage claims and personal injury claims from other parties, but does not pay for damage to the owner operator tractor.

B

Back-Haul

An opportunity to load an empty container or trailer with freight at an origin near the driver's return route and deliver near the equipment termination point, thus being able to create revenue in both directions.

Bill To

The party who will be responsible for payment of services.

Block and Brace

The use of wood blocks nailed to the floor of a container or trailer to brace a product and prevent shifting during transport.

Bobtail

A tractor moving with no trailer or chassis attached.

BOL—Bill of Lading

A document listing items loaded for shipment, usually indicating a description, quantity, and weight.

Bonded Carrier

A carrier with a custom bond is authorized to transport goods that are under the control of the U.S. Customs. Please refer to "U.S. Customs Bond Number" on page 3 for the Evans bond number.

Bridge Formula

A formula which calculates and establishes the maximum weight that any set of motor vehicle axles may carry on the Interstate Highway System.

C

Cargo Insurance

Insurance that covers the value of cargo in case of shortages, theft, and or accidents.

Chassis

A trailer with no body. Containers are removed from trains or ships and mounted on chassis for delivery. Chassis are available in different lengths to accommodate different size containers

Chassis Split

When an empty container is to be returned to one CY (container yard) or depot and the container is removed and the chassis is "split" for return to another location, there is often an additional charge for this.

Comchek®

A system of issuing money to drivers for repairs, fuel, or other purposes approved by the company and the agent. A unique number is issued to the driver, who may "cash" the Comchek at many truck stops by signing and providing the coded number. Please refer to the "Settlements" section of this guide for additional information.

Consignee

The receiver of goods being transported, the destination for unloading.

Container

A rectangular 20-, 40- or 45-foot container. A container may also come in "open top" or "flat rack" configurations to accommodate different types and sizes of cargo; and may also be a refrigerated container.

Container Stripping Service

Service of unloading a container, usually at a warehouse of some type, so that the contents of the container can be shipped out in less-than-full container shipments (i.e., turning one full container load into multiple partially full container shipments.).

Contingent Cargo Liability Insurance

Additional insurance to cover cargo in the event of uninsured parties or other circumstances.

C-TPAT—Customs-Trade Partnership Against Terrorism

A voluntary supply chain security program led by U.S. Customs and Border Protection.

Customs Bond

A custodian of bonded goods that are imported/exported upon which customs collects a duty.

Customs Broker

Companies that file documents on behalf of importers to allow imports to clear customs.

Customs Hold

A container not available for pick up as U.S. Customs is inspecting the container's contents.

Customs Inspection

U.S. Customs inspection of cargo for import or export.

CY—Container Yard

A yard where equipment owners (such as an SSL or IMC) store equipment. Also called a "depot."

D**Day Cab**

A tractor with no sleeping berth, which is generally used for local work and is therefore lighter and capable of handling heavier loads within the GVW legal maximums.

Demurrage

Cost incurred when a container is not removed from port terminal, rail facility, or container depot within the allotted "free time." Charges are per day and are usually costly and escalating with longer terms. (See also LFD—Last Free Day.)

Depot

A yard where equipment owners (such as an SSL or IMC) store equipment. Also called a "CY" (container yard).

Detention

Normally a pre-determined amount of "free time" is established for unloading while a driver waits at a "live unload" consignee. When unloading takes longer, detention is billed at an hourly rate.

Dispatcher

The person who assigns loads to trucks/drivers and monitors the completion of all actions required by the work order from the customer. The dispatcher may also be the person at the customer's location who assigns work orders to trucking companies.

Domicile

An agent's three-letter unique identifier (e.g., ABN, MCM, SAV). May also be referred to as the terminal code, agent code, or location.

Door Move

The term applies to a contract between a shipper or consignee with either a 3PL, SSL, NVOCC, or IMC and implies that the contract is for movement from the shipper's "door" to the consignee's "door," meaning that one provider will arrange all legs of the move, including water, rail, and/or trucking.

DOT—Department of Transportation

Among other responsibilities, the DOT enforces transportation and highway laws and regulations pertaining to safety, hours of operation, vehicle maintenance, etc.

DOT Driver Hours of Service Regulations

The Hours of Service regulations (49 CFR Part 395) put limits in place for when and how long commercial motor vehicle (CMV) operators may drive.

DOT Roadside Inspection

An inspection that includes examination of the operator's driver's license, medical examiner's certificate and waiver, if applicable, alcohol and drugs, driver's record of duty status as required, hours of service, seat belt, vehicle inspection report, brake system, coupling devices, exhaust system, frame, fuel system, turn signals, brake lamps, tail lamps, head lamps, lamps on projecting loads, safe loading, steering mechanism, suspension, tires, van and open-top trailer bodies, wheels and rims, windshield wipers, emergency exits on buses and HM requirements, as applicable.

Drayage

The transport of goods over a short distance.

Driver Portal

The Evans PitStop™ is a driver portal on the Evans corporate website, where drivers may log in and check personal records, take online training courses, and access information regarding discounts and available services. (Please refer to the "Driver Advantages" section of this guide for more information.)

Driver Settlement

A weekly accounting of freight, FSC, and accessorial charges due to the driver minus expenses charged, such as fuel, comchecks, etc.

Drop and Hook

When a driver delivers a loaded container to a site where there are empty containers and he simply unhooks from the loaded container and hooks up to empty for return. No unload wait time needed. Also can happen in reverse on export load.

Dunnage

Any materials left behind after unloading, such as cardboard or bracing material, which must be removed before re-use.

E

EDI—Electronic Data Interchange

Exchange of business documents in standard electronic format. In the transportation industry, EDI consist of invoices, statuses, tender acceptance, and acknowledgments.

Equipment Provider

The owner of intermodal equipment, such as rail trailers, steam ship containers, or chassis) who provides equipment to motor carriers through an interchange agreement. Most steamship lines, railroads, and larger IMCs are equipment providers. (See also UUIA.)

F

FEU

A term to describe volume, 40-foot equivalent unit, either one 40-foot container or two 20-foot containers. See also TEU.

Flat Rack Container

A container shaped like a large U, with a floor and two end walls, but no top or sides. These are used for cargo that may be too tall for a standard container and/or must be loaded and unloaded from the side.

Floor Loaded

A trailer or container that has cargo loaded without pallets. This type of cargo requires manual unloading and takes significantly longer to unload than does palletized freight, which is usually unloaded with a forklift.

FMCSA— Federal Motor Carrier Safety Administration

Formerly a part of the Federal Highway Administration, the primary mission of the Federal Motor Carrier Safety Administration is to prevent fatalities and injuries related to commercial motor vehicles.

Freight Broker

A form of 3PL, who acts as a single point of contact, but has no assets to move freight. Takes the loads and uses carriers like Evans to haul it. A freight broker works on the margin between what sale price of the freight and the fee charged by the motor carrier for transport.

Freight Forwarder

A company that arranges export transportation and the documentation required for shippers.

FSC—Fuel Surcharge

Either a percentage of the base rate for transportation of goods or a cents per mile for same. This fluctuates with price of fuel to compensate the trucker when the price fuel rises and reduce the cost to shipper when fuel prices drop.

G

General Liability Insurance

Insurance which is primarily carrier to cover claims for losses caused by negligent acts and/or omissions resulting in bodily injury and/or property damage on the premises of a business; injury resulting from the use of a product manufactured or distributed by a business; and/or injury occurring in the general course of doing business.

H

HazMat Certification

Certification that one has the authority to haul hazardous materials and are in compliance with federal regulations.

High Cube

A container with a higher top to accommodate more freight, generally used for lighter freight that will allow larger cubic space within legal weight limits.

HM-232

DOT Hazardous Materials Requirements that must be met to haul hazardous materials.

Hours of Service

The DOT Hours of Service regulations (49 CFR Part 395) put limits in place for when and how long commercial motor vehicle (CMV) operators may drive. Drivers must keep a recorded log of their hours of service.

I

IANA—Intermodal Association of North America

A trade group that holds annual meetings and conferences where intermodal providers sell their products to shippers.

IFTA—International Fuel Tax Agreement

Each state differs in the tax it charges on fuel and drivers must pay this tax based on miles traveled within each state to assure proper distribution of tax. For example, if a driver lives in Philadelphia and drives 90% of his miles in Pennsylvania, but travels to another state to purchase fuel because the tax is lower, the Commonwealth of Pennsylvania will recover its loss through IFTA calculation and the driver will be liable for the difference.

IMC—Intermodal Marketing Company

These companies contract with railroads for large volumes of freight space, then market these transportation service to shippers, often as “door” moves by also providing the drayage.

Insurance Certificate

A document, typically issued by an insurance agent, which provide evidence of insurance policies and the limits of those policies. Customers require insurance certificates from motor carriers before they will ship with that motor carrier.

Interchange Agreement

An agreement between two parties to share equipment (such as trailers or chassis) and assigns responsibility and liability to the entity using the equipment at the time of any issue or accident.

Intermodal

The transportation of freight in an intermodal container, using multiple modes of transportation (rail, ship, and truck).

L**LCL—Less than Container Load**

The shipment of loads that only fills a portion of a container. These loads generally have cargo from more than one shipper or consignee, and therefore require multi-stop loading or unloading. (See also LTL.)

Legal Weight / Axle Weight

Generally speaking, this is 80,000 pounds gross vehicle weight, including tractor, trailer, and cargo. However, each state regulates its own maximum weight. (See also Bridge Formula.)

LFD—Last Free Day

Last day possible to pick up container before storage begins at facility.

Live Unload/Load

When a driver arrives at a shipper or consignee site and the cargo is unloaded or loaded while the driver waits. The driver then leaves with the same trailer or container.

Location

An agent's three-letter unique identifier (e.g., ABN, MCM, SAV). May also be referred to as the terminal code, domicile, or agent code.

Logs

Driver are required to record their record of duty status on a log that may be inspected by the DOT. Logs are scanned by the Evans Safety Department for hours of service violations. Logs may be kept on paper forms or drivers may use approved electronic logging software.

LTL—Less Than Truckload

Similar to LCL, but applying only to dry van domestic freight, rather than to import/export containers.

Lumper Service

A third party provider that unloads or loads trailers or containers for a pre-established fee, often paid by the trucking company and then billed as an accessorial on the freight bill.

M**M&R—Maintenance & Repair**

Generally applies to damage or flat tires on chassis while under an interchange agreement (our use) and bill to the trucker for repairs.

MCS-150—Motor Carrier Identification Report

This collection of information is mandatory and is required by 49 CFR Part 385 and authorized by 49 U.S.C. 504 (1982 and Supp. III 1985). The form MCS-150 must be filed by all motor carriers operating in interstate or foreign commerce.

Mini Land Bridge

Import/export shipments that travel by train to or from the port terminal.

MVR—Motor Vehicle Report

A driver's CDL driver record, which is used in determining whether he/she is qualified for hire.

N**Non-Asset Based Carrier**

A trucking company that contracts with independent owner operators. (See also Asset-Based Carrier.)

NVOCC—Non-Vessel Operating Common Carrier

Companies that contract high volumes of space on SSL vessels and then market import/export transportation to shippers, often attempting to provide "door" service by also arranging the drayage.

O**Occ-Acc**

Occupational Accident insurance, which is required for all Evans owner operators to protect them in case of an accident on the job that prohibits them from working. (See also Worker's Compensation Insurance.)

One-Way Move

In intermodal transportation, most shipments are round trip in nature, as the equipment must be returned to the port or rail facility from which it was picked up. When it is possible to terminate the equipment (both chassis and container) at a point near the destination, a customer may

sometimes request a one-way rate. For example, the driver picks up the load at the New Jersey port, delivers to consignee in Detroit, and terminates at an empty Detroit depot.

Open Top

A container configured without a roof in order to accommodate loads that are too tall for normal container, also referred to as "out of gauge."

Operating Authority

DOT authority that licenses a trucking company to operate.

Out of Gauge

See Open Top.

Out of Service

When serious violations are found during a DOT inspection of a truck, the truck is taken "out of service" on the spot.

Overweight Permit

In most states, the GVW limit for the tractor, trailer/container, and freight is 80,000 pounds. An overweight permit allowing up to 90,000 pounds may often be obtained.

Owner Operator

An independent truck driver who owns his/her own tractor. Evans owner operators sign a contractual agreement to operate only for Evans, as we provide for the operating authority, insurance, and other costly business needs.

P

Palletized

Freight that is loaded on wooden pallets. Most freight is palletized and shrink-wrapped to facilitate quicker loading and unloading by forklift.

Per Diem

When a container is "outgated" from a port or rail facility there is a finite amount of "free time" that is allowed, generally a few days but some large shippers get as many as twenty (20) or more days of free time. If the container is returned after free time expires, a per diem charge applies by the day, and may include punitive charges, until returned.

Pickup Number

Reference number identifying us as the trucking company authorized to pick up said box at port.

PitStop™

The Evans PitStop™ is a driver portal on the Evans corporate website, where drivers may log in and check personal records, take online training courses, and access information regarding discounts and available services. (Please refer to the "Driver Advantages" section of this guide for more information.)

POD – Proof of Delivery

A document signed by consignee that cargo has been delivered in full and in good condition.

Port Move

Import/export container transportation agreement that ends and begins at the port, as opposed to at the "door." This means that the shipper or consignee usually selects and pays for the drayage separately.

Pre-Note

Notification that a container is en route, along with an estimated arrival, vessel number, and estimated availability date.

Pre-Trip

Reefer containers require a "pre-trip" before use to ensure proper cooling functions and cleaning. This generally makes street turns difficult.

Pro Number

The term "Pro #" is the Evans internal verbiage for an order number. This terminology is interchangeable with order #, load # and invoice #.

R

Rail Billing

An authorization or reference number confirming the container or trailer being delivered is scheduled to be loaded on a train. Delivery is not allowed without this "rail billing" in place.

Reefer

A temperature controlled container or trailer. In the case of a container a "gen set" or chassis with special generator is required for mounting a reefer.

Round Trip Move

This means exactly what it sounds like... pick up at origin, deliver to load/unload location, and return to origin.

S

SafeStat

SafeStat (short for Motor Carrier Safety Status Measurement System) is an automated, data-driven analysis system designed by the Federal Motor Carrier Safety Administration (FMCSA). SafeStat combines current and historical carrier-based safety performance information to measure the relative (peer-to-peer) safety fitness of both interstate and intrastate commercial motor carriers that transport hazardous materials. This information includes Federal and State data on crashes, roadside inspections, on-site compliance review results, and enforcement history. SafeStat enables the FMCSA to quantify and monitor the safety status of individual motor carriers on a monthly basis and, thereby, focus enforcement resources on carriers posing the greatest potential safety risk.

Safety Rating

A safety rating is determined by a compliance review. An on-site examination of motor carrier operations, such as drivers' hours of service, maintenance and inspection, driver qualification, commercial driver license requirements, financial responsibility, accidents, hazardous materials, and other safety and transportation records is conducted to determine whether or not a motor carrier meets the safety fitness standard.

SCAC—Standard Carrier Alpha Code

Every motor carrier is assigned four-digit alpha code, which is used for identification. As the Evans Network of Companies operator as several motor carriers, we have multiple SCACs. Please refer to refer to your division package for your applicable SCAC. (See "Business Information" on page 3.)

Scales

Permanent and roaming scales are in place to monitor overweight trucks. When found to be overweight on gross or axle, the truck may be fined and/or taken out of service. Some load require "scale tickets" so that the customer can confirm that the weight of the commodity is as shipped.

Seals

To confirm that the load has not been tampered with, numbered seals are to be intact on all loaded containers and matched with seal number provided on delivery order. The seal is not to be removed until the customer is there to confirm and sign off that it is intact at delivery.

Secure Yard

A yard that is guarded and/or fenced, gated, and locked during off hours. Many also have video cameras. No loaded container is ever to be left at any site other than a secure yard or at the consignee.

Shipper

The loading point where a load is picked up.

Short Pay

When a customer pays less than the invoiced amount, often due to a disagreement on what was billed. Please also refer to the "Credit and Collections" section of this guide.

Sleeper Cab

A tractor with a sleeping berth behind the driver that allows the driver to make long hauls without leaving the truck.

Slider Chassis

Standard chassis have a sliding rear axle point that can be used to reduce the axle weight on heavy loads.

SmartWaySM



A partnership among shippers, carriers, and the EPA (United States Environmental Protection Agency) to reduce the carbon emissions of trucks. For more information, click on the **SmartWaySM Transport Partner** logo near the bottom of the Evans corporate website.

SPOC—Single Point of Contact

Sole contact with customer accounts.

SSL—Steamship Lines

These are companies that operate ocean ships that haul import/export containers from port to port. They own the containers that we haul through interchange agreements.

Storage

Rail facilities have a "last free day" that is usually one to three days after arrival/unloading the train. If the container is not picked up by the last free day storage charges accrue and are punitive.

Street Turn

When you have an import load to deliver and can then take the empty directly to an export shipper for loading and then return for export to port. This must be authorized in writing by the SSL that owns the container.

T

Tariff

A rate scale provided to our customers.

Terminal Code

An agent's three-letter unique identifier (e.g., ABN, MCM, SAV). May also be referred to as the agent code, domicile, or location.

TEU

A term used to describe volume, specifically 20-foot equivalent unit (container). See also FEU.

TIR—Terminal Interchange Receipt

Also known as "ingate" or "outgate," this is a "Terminal Interchange Receipt" documenting the taking out and returning of containers and chassis.

Tractor

The actual power unit that pulls the trailer or the chassis-mounted container.

Trailer

An unpowered vehicle, towed by another, such as a dry van trailer or flat bed trailer, in or upon which freight may be loaded for transport.

Trailer Interchange Insurance

Insurance that pays to repair rail trailers/chassis/containers that are being pulled by Evans but that Evans does not own and Evans is using pursuant to an Interchange Agreement (like the UIIA).

Trans-Loading

The proactive of transferring cargo from a domestic trailer or rail trailer to a steamship container at a freight handling terminal. This is usually done near a steam ship port. Imported merchandise may be trans-loaded from a steamship container to a domestic trailer for delivery further inland. Export merchandise may loaded at a shipping site that is far inland and then trans-loaded to an export steamship container, again usually near a port.

Tri-Axle

A chassis with an additional axle to haul heavy loads that would be over legal axle weight on standard chassis.

TWIC—Transportation Worker's Identification Card

Persons who enter into port facilities in the United States must have this federally issued ID in order to gain access to Port Facilities. The TWIC card is an initiative of the Department of Homeland Security.

U

UIIA—Uniform Intermodal Interchange and Facilities Agreement

This agreement establishes the rules by which the owners of intermodal equipment ("Equipment Providers") allow motor carriers to use the equipment in order to deliver shipments to and from the railroads and ports. The equipment includes rail trailers, steam ship containers, and chassis.

W

Work Order

The document sent to us from our customer requesting that we provide drayage for their loads. Also frequently called the "Delivery Order."

Worker's Compensation Insurance

Insurance provided by employers to protect and provide benefits to their employees in the event of an on-the-job injury. Owner operators and other contracted drivers are classified as independent contractors, not employees, and therefore are typically not covered by the Evans Worker's Compensation Insurance Policy. (See also Occ-Acc.)

Agent Portal for Intermodal Agents

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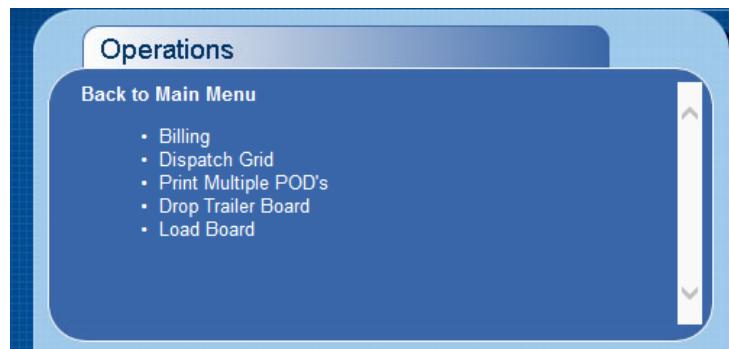
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Agent Portal Main Menu

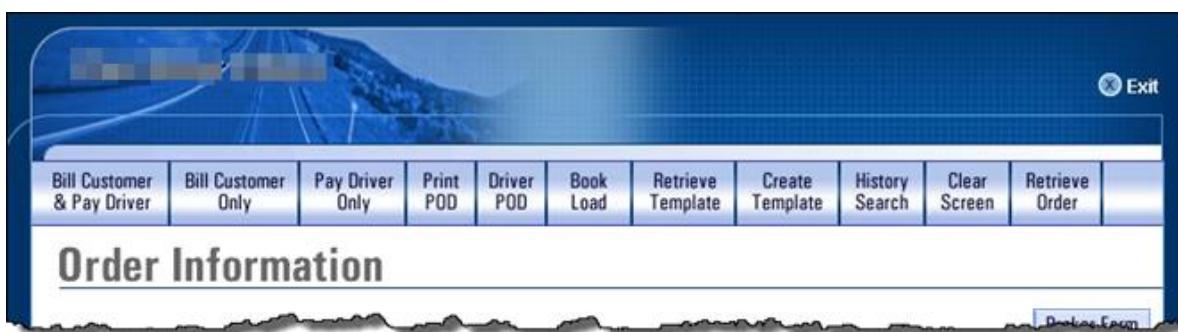


Operations Menu



Order Information (or “Billing”) Screen

All load booking and billing will be performed on your Order Information or “Billing” screen. Preferences can be stored by user login, this can be helpful if you want to restrict certain items such as Agent Commission Reports and sales reports from users. Contact the Evans Tech Deck for any issues related to logins.



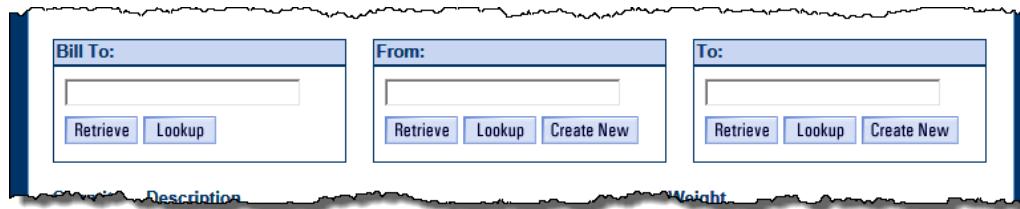
Entering a Load

There are several ways to enter a new load.

- You may be receiving your load via EDI where information will be entered for you automatically. This will be covered more in depth in the dispatch grid area of this guide.
- You can enter a load manually, entering all information directly.
- You can create a load using a pre-defined template. These templates are specific to agent and must be initially created by the agent.

Manual Entry

When entering a bill manually, either enter your bill-to code (if known) and click **Retrieve** or perform a look-up by clicking the **Lookup** button and entering a partial name, city, or zip and clicking the **Go** button. Choose the account you want by clicking **Select**. Your bill-to codes are created by the corporate office and are shared across agencies. If you need a bill-to code created, you must first contact the Credit and Collections Department.



After a Bill-to is selected, there will be a **Switch** button shown on the screen. That allows you to change Bill-to's.

The "From" and "To" (Shipper and Consignee) account codes are specific to agent and are not shared across agencies. You will initially need to build your list account codes for these. Entry is performed either by entering the specific code, performing a lookup, or creating a new code.

Performing Lookups and Creating New Account Codes

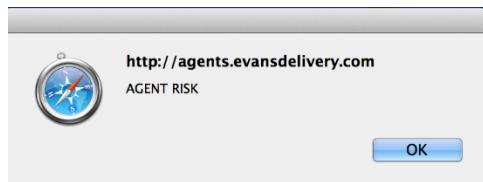
A screenshot of the Order Information screen. At the top, it says 'Order Information'. Below that is a 'Bill To:' field containing 'Acct. # ABCORFL' and three buttons: 'Switch', 'Credit Check', and 'Credit Check'. Below the field is a detailed account record:

Acct. # ABCORFL
ABC CONSULTANTS LLC
250 NORTH ORANGE AVE
SUITE 550
ORLANDO, FL 32801
407-996-7700

After a Bill-to is selected, there will be a **Credit Check** button shown on the screen. That allows the user to check the credit status of a customer. To do that without creating an order, simply

open the billing screen, select the appropriate Bill-to and then click **Credit Check**. The screen can then be cleared.

1. Type in ABC and click **Lookup**. Select ABC Consultants and then click **Credit Check**. That will be an Agent Risk account. (Refer the Credit and Collections section this guide.)
2. Next type in DEJA and click **Lookup**. Select DEJA Foods. That is a credit approved customer.
3. Next type in CHIQ and click **Lookup**. Select Chiquita Brands. That is an over the credit limit customer. When encountering a customer that is over the credit limit please contact the Credit Department. You will have to agree to take the risk when billing the customer if the credit limit is not raised.



When using the lookup functionality, it's best to enter 4 or 5 letters to search. Too few and the results are too many. Too many and you're increasing the odds of not finding. When you have companies that start with initials such as ABC Company, if you don't find the results right away, simply enter A and lookup. Companies like this can be entered as ABC, A B C or A. B. C. Easy to miss.

When entering From and To accounts; Name, Address, City, State and Zip are required. All other fields are optional. The system will validate the city, state and zip to ensure PC Miler can route properly. This is for IFTA purposes.

Two separate search interface boxes. The left box is labeled 'From:' and the right box is labeled 'To:'. Both boxes contain a text input field, three buttons labeled 'Retrieve', 'Lookup', and 'Create New', and a small 'x' icon in the top right corner of the input field.A screenshot of a modal dialog box titled 'Add Account'. The form contains the following fields:

- Name: TEST CONSIGNEE
- Address: 123 MAIN STREET
- City: ALLENTOWN
- State: PA
- Zip: 18104
- Contact: (empty)
- Phone: (empty)
- Directions: (large text area)

At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Entering Load Information

- Quantity, description and weight default to 1 Container – FAK 10,000 lbs. You can change these values or allow the default, these will appear on the invoice to the client.
- Check Haz-Mat if the load is hazmat. This is needed for reporting to insurance companies and government agencies.
- For Intermodal users, street-turn helps make the IFTA calculations more accurate.
- Miles are calculated automatically using the From and To zip codes. Calculations are done using the latest version of PC Miler installed and practical routes miles are used. These miles do not appear on any report or invoice. They are simply used as a reference point for field personnel. (You may request a copy of *PC Miler* to from the Evans Tech Deck.)

This screenshot shows the 'Order Information' screen with the following fields:

Quantity	Description	Weight
1	Trailer - FAK	10000

Below the table are several checkboxes: HAZMAT, Street Turn, Miles : N/A, and Stop Offs : 0. The 'Stop Offs : 0' checkbox is highlighted with a blue rectangle.

- Stop off's can be added using Stop Off button. Your From point should be the first point of pickup and the To point should be the last point of delivery. Stop-off's are those points in the middle. They will appear on the invoice and the dispatch grid.

This screenshot shows the same 'Order Information' screen as above, but the 'Stop Offs : 0' field is circled in red to emphasize it.

This screenshot shows the 'Stop-offs' dialog box, which is a separate window from the main order screen. It has the following interface:

- At the top, there are 'CANCEL CHANGES' and 'SAVE CHANGES' buttons.
- To the right of the buttons are 'Appt. Date' and 'Time' input fields.
- The main area is titled 'To:' and contains a text input field with three buttons below it: 'Retrieve', 'Lookup', and 'Create New'.

References Area

Trailer	Chassis	Empty Trailer
Reference #1	Reference #2	Reference #3
Seal #	Vessel #	In-Bond #

- Your first field will be Trailer or Container; this field is always required, as is chassis number, or when billing daily chassis charges and/or tri-axle charges. The empty container field was designed to be used where people wanted to record the empty pulled in a drop and hook account and they didn't want to use the dispatch grid.
- The standard format for intermodal containers and chassis is four letters and six numbers. There are also check digits on some equipment which is optional and might result in seven digits. Example: APLU123456. Enter equipment with no dashes and no spaces for ease of searching.
- There are many, many different types of reference numbers. Bill of Ladings, POs, Booking #s, Pickup #s, etc. To simplify our screen we simply use Ref 1, Ref 2 and Ref 3. The Ref #1 field is used for billing and should reflect what the billed customer requires. If you are unsure about what value to enter, contact your collections contact. Also note that the reference #1 field can be used with the search functionality (covered later in this guide).
- Reference #1 is required. All others are optional.
- All reference fields print on the invoice.
- **Order Notes** print on the system generated PODs, but not on your invoices. It's a very useful place to put notes if there are any issues on an order such as detention time or equipment breakdown.
- **Driver Notes** (up to 500 characters) may be entered as well. At this time, these are only displayed in the eRIGS™ mobile application for drivers (which is currently in beta testing).

Order Notes / Stop Offs [HIDE]
Customer guarantees that consignee will be available for signature between 8am and 5pm Monday through Friday.

Driver Notes (will be displayed in eRIGS) [HIDE]
Be sure to check at the guard shack for door assignment.

Financial Information Area

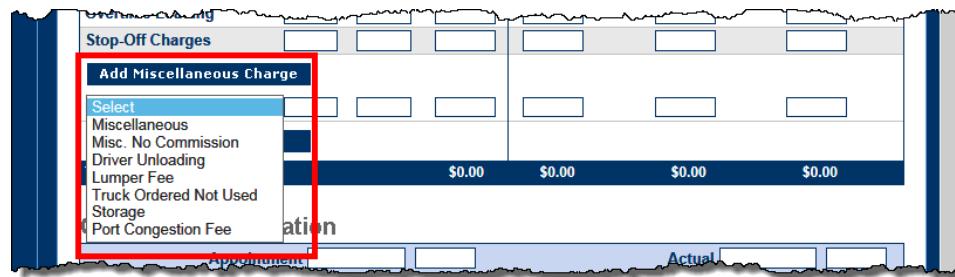
Customer Charges			Independent Contractor Pay		
	Qty	Rate	Total	Tractor 1	Tractor 2
Freight Charges			425.00	Name 16619	Name
Fuel Surcharges			72.25	285.00	
Daily Chassis Charges			0.00		
Overtime Unloading			0.00		
Overtime Loading			0.00		
Stop-Off Charges			0.00		
Add Miscellaneous Charge					
Add Billing Comment					
Totals			\$497.25	\$357.75	\$0.00
				More Tractors ▾	Tractor 3
				Name	

Enter your billing information into your specific fields. To add driver pay, enter the tractor number and their pay. To add miscellaneous charges, click the Add Miscellaneous Charge button and choose your charge from the pull down, then enter the quantity and rate if applicable. All customer information appears on the left side of this screen and driver information is on the right. Totals will be calculated automatically for you.

Tips for Entering Financial Information

- Using templates will minimize data entry and possible errors. (Refer to "Creating and Retrieving Templates" on page 12 of this section.)
- Click **More Tractors** for tractors 4 through 6.
- If you have **Calculate Driver Pay** set for your user credentials, the driver percentage will automatically be entered at 72% of your freight unit.
- The maximum percentage allowed in billing **Fuel Surcharges** is set by Evans. It will not allow fuel to be billed over whatever percentage is established. If an agent has an exception, they should contact the Evans Tech Deck, who will consult with management.
- Detention charges can be added under overtime, in hours or in tenths of hours.
- The maximum daily rate for **Daily Chassis Charges** is set by Evans. It is designed to ensure that multiple days are not entered as one unit and commissions will calculate accurately. A typical max daily rate is around \$25.00

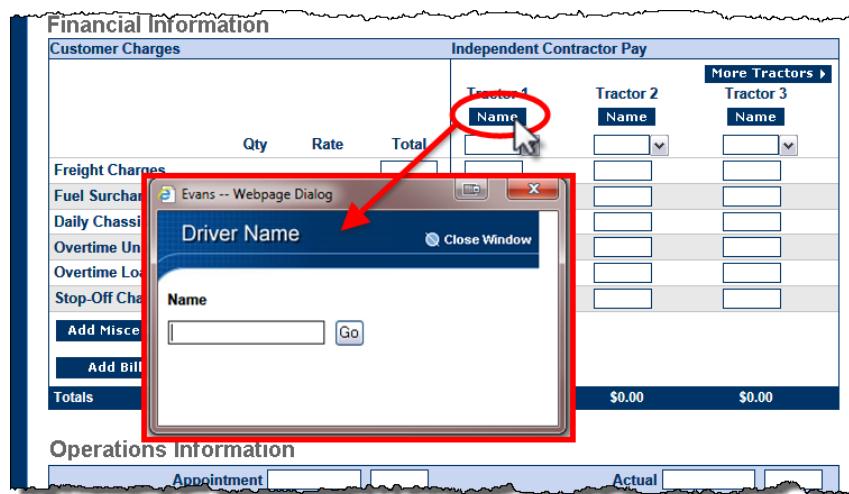
- Less frequently utilized billing line items are contained in the **Add Miscellaneous Charge** pull-down. The wording on the line items can be changed, but this is highly discouraged. It is required that you change the wording on the **Miscellaneous** line item. Security settings determine which billing line items show up for each agent. It is important that an agent understands the commission schedule for each line item. If you have a miscellaneous charge that is not available, please contact the Evans Tech Deck.



- Click **Add Billing Comments** to enter comments that will appear on the invoice to the customer. For example, you might enter the name of the person who authorized detention time.



- The **Name** field above the space where you enter the tractor number is designed to be utilized where tractor owners are slip-seating tractors. (More than one driver using the same tractor.) Names that are entered here will appear on the Driver Settlement Reports.



- The **Tractor** number fields are used to enter tractor numbers assigned to an agent; tractor numbers assigned to another agent; broker carriers; or agent codes where you want to split commission with that agent.
 - The Tractor 1 field will determine the broker commission or standard commission. Calculations are used to determine the agent commission. The system does not accurately calculate commissions where there is a mix of IC's and broker carriers on the same load. Those commissions must be manually adjusted with the AAR.
 - A typical tractor number is five digit (e.g., 20111). A typical broker carrier code would be VAST. An agent code is three characters, such as HNJ or SAV.

This screenshot shows the 'Independent Contractor Pay' section of the Agent Portal. It features three columns for 'Tractor 1', 'Tractor 2', and 'Tractor 3', each with a 'Name' dropdown menu. Below these columns is a large grid area for entering financial information.

- You can either type the tractor number manually -OR- use the drop-down menu to select the tractor number from a list. (The list includes the same tractors that are listed on the right side of your Dispatch Grid.)

This screenshot shows the 'Financial Information' screen. On the right side, there is a 'Customer Charges' section and an 'Independent Contractor Pay' section. The 'Independent Contractor Pay' section contains three 'Tractor' dropdown menus. A cursor is hovering over the 'Tractor 1' dropdown menu.

This screenshot shows the same 'Financial Information' screen as above, but with a red box highlighting the dropdown menu list for 'Tractor 1'. The list contains several names: 11372-JOSEPH FOUNTAIN, 11395-RICHARD SMITH, 11932-TERRY WAYNE LANIER, and 12179-JAMES BENNETT.

Operations Information Area

This area is highly customizable depending upon your agency setting defined by corporate IT. Please contact the Evans Tech Deck if you need more or less information. Depending upon your settings, one or more appointment dates/times and possibly reason codes may be required to complete your load/bill entry.

The screenshot shows a form titled "Operations Information". It contains several input fields and buttons. At the top, there are two sets of input fields: "Appointment" and "Actual", each with two adjacent boxes. Below these are "Last Per Diem Free Day" and "Demurrage Last Free Day" fields. A horizontal line separates these from a "Delivery Date" field with two boxes. Below the delivery date field is a color selection bar with the options: Blue | Slate | Brown | Green | Light Blue | Purple | Red. At the bottom is a row of buttons: Bill Customer & Pay Driver, Bill Customer Only, Pay Driver Only, Print POD, Driver POD, Book Load, Retrieve Template, Create Template, History Search, Clear Screen, and Retrieve Order.

- Your pickup **Appointment** is entered on the left side and **Actual** delivery is entered on the right.
- **Last Per Diem Free Day** is utilized both in the Dispatch Grid and the Drop Trailer Board.
- For the Drop Trailer Board the standard settings for turning yellow and red are determined by the Last Per Diem Free Day. This can be overridden for truckload users. The number of days to turn yellow and red are set by corporate and are easily customized at your request.
- **Last Demurrage Free Day** is utilized in the Dispatch Grid – this denotes the last day a container can stay in a rail or pier before you start to incur charges.
- If you are an EDI user and your customer requires a reason code for late delivery or pickup, you will also see these drop downs available. If your actual delivery is later than your planned delivery you will be required to enter this value if the customer is also requiring it.

Action Buttons Area

The screenshot shows a horizontal row of buttons. Above the buttons is a color selection bar with the same seven options as the previous screenshot: Blue | Slate | Brown | Green | Light Blue | Purple | Red. Below the color bar is a row of twelve buttons: Bill Customer & Pay Driver, Bill Customer Only, Pay Driver Only, Print POD, Driver POD, Book Load, Retrieve Template, Create Template, History Search, Clear Screen, and Retrieve Order.

The following three (3) actions will cause your bill to "gray" out or "close." This prepares the bill for further processing by our billing department. If you order has not yet been processed you may change the information by using the **Open Closed Order** button, discussed further down in this document. Please do not perform any *Bill* or *Pay* functions until you are sure your information is correct.

- **Bill Customer Pay Driver.** This is the most commonly utilized billing function and is used when the driver(s) can be paid and the customer billed at the same time.

- Bill Customer Only.** This is the least commonly utilized function and can be used where the customer is ready to be billed, but drivers should not yet be paid.

When the customer is billed, the agent commission is calculated. So it is important that all driver pays be entered when the customer is billed even if you are not ready to pay the driver. Simply put the pay amounts in the appropriate area and enter "HOLD" where the tractor number should be. That will allow the commission to calculate correctly and reserve driver pay for when it is appropriate to take that action.

- Pay Driver Only.** Very commonly used in drop and hook situations. This bypasses the requirements for paperwork to be scanned. It is not required that all driver pays be entered when clicking Pay Driver for one driver.

The following two (2) actions do NOT close the order.

- Print POD.** This function saves the load while also instantly creating a PDF files that can be used as a proof of delivery document. *No customer is billed and no driver is paid.*
- Book Load.** This function saves the load without taking any further action. You can think of it as a "save" button. *No customer is billed, no driver is paid, and no POD is created.*

Creating and Retrieving Templates

Create Template

Templates are extremely useful when dealing with repetitive business. Values such as your account codes, freight charges, fuel surcharges (this can also be changed by percentage across all templates or a specific template, please refer to "Retrieve Templates" below), miscellaneous charges, and driver pay can be saved into a template and used to create a load in the future. We strongly encourage the use of templates.

To create a template, simply enter your load/billing information and click the "Create Template" button. You will be asked to enter a name (be as specific as possible) and your template will then be accessible for future load creation using the Retrieve Template function. This process takes only slightly longer, so it's a good idea to initially create your orders as templates to save time in the future.

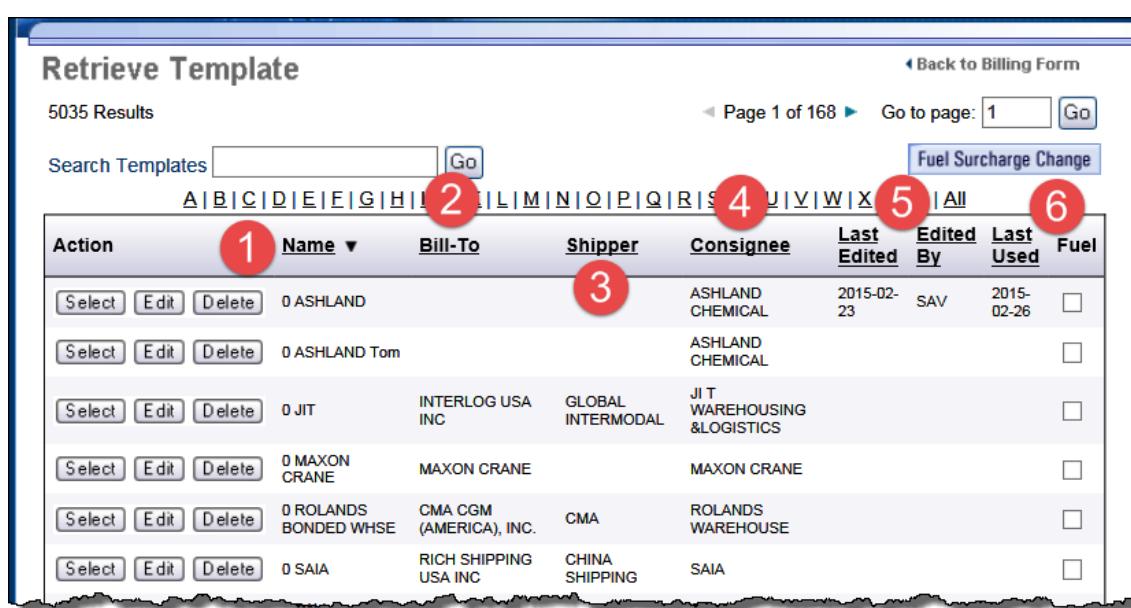
You can optionally have the ability to *Overlay a Template* which will allow you to overwrite specific information entered into a bill. This is discussed in more detail in "Overlay Template" on page 17 of this section.

Retrieve Templates

Allows agents to access previously existing templates for use in creating new loads/bill or to edit existing templates when a value has changed. On the “Order Information” (or “Billing”) screen, click **Retrieve Template**.



The screenshot shows the 'Order Information' screen with various buttons at the top: Bill Customer & Pay Driver, Bill Customer Only, Pay Driver Only, Print POD, Driver POD, Book Load, Retrieve Template (highlighted with a red circle), Create Template, History Search, Clear Screen, and Retrieve Order.



The 'Retrieve Template' screen displays a grid of 5035 results. The columns are labeled: Action, Name ▼, Bill-To, Shipper, Consignee, Last Edited, Edited By, Last Used, and Fuel. Red circles numbered 1 through 6 highlight specific features:

- 1**: The 'Name ▼' column header.
- 2**: The search bar labeled 'Search Templates'.
- 3**: The 'Bill-To' column for the first template row.
- 4**: The 'Last Edited' column for the first template row.
- 5**: The 'Edited By' column for the first template row.
- 6**: The 'Last Used' column for the first template row.

Action	Name ▼	Bill-To	Shipper	Consignee	Last Edited	Edited By	Last Used	Fuel
Select Edit Delete	0 ASHLAND			ASHLAND CHEMICAL	2015-02-23	SAV	2015-02-26	<input type="checkbox"/>
Select Edit Delete	0 ASHLAND Tom			ASHLAND CHEMICAL				<input type="checkbox"/>
Select Edit Delete	0 JIT	INTERLOG USA INC	GLOBAL INTERMODAL	JIT WAREHOUSING & LOGISTICS				<input type="checkbox"/>
Select Edit Delete	0 MAXON CRANE	MAXON CRANE		MAXON CRANE				<input type="checkbox"/>
Select Edit Delete	0 ROLANDS BONDED WHSE	CMA CGM (AMERICA), INC.	CMA	ROLANDS WAREHOUSE				<input type="checkbox"/>
Select Edit Delete	0 SAIA	RICH SHIPPING USA INC	CHINA SHIPPING	SAIA				<input type="checkbox"/>

Within your list of templates, the “Retrieve Template” screen shows you:

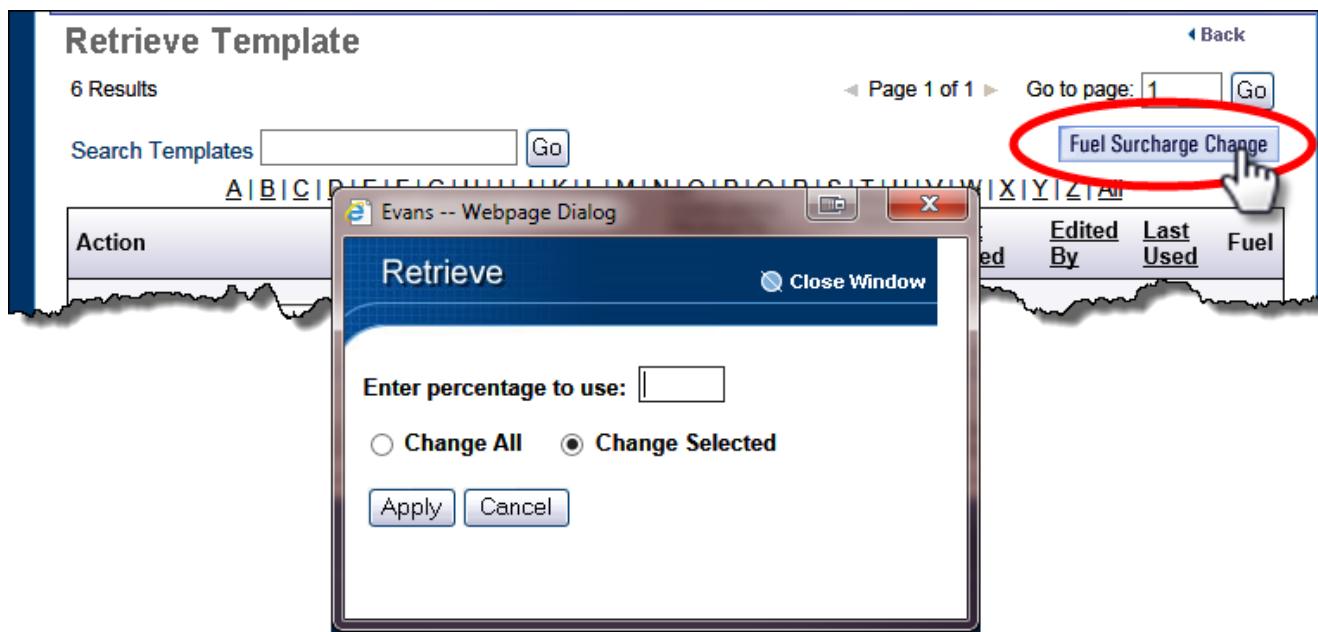
1. The name of the template.
2. The Bill-To, if specified in the template.
3. The Shipper, if specified in the template.
4. The Consignee, if specified in the template.
5. The date the template was most recently edited and the username of the person who last edited the template.
6. What date the template was last used.

NOTE: #5 and #6 above are new features as of 2/26/2015, so you won't see any prior dates.

Fuel surcharge changes can be done for all templates; a group of templates or a single template using the fuel surcharge change functionality in the template screen.

The program will assume that you want to pay the tractor the same amount of fuel surcharge as you did before the change. So if the original template has 100% of the fuel surcharge paid to the driver, then the changed template will also have 100% of the fuel surcharge paid to the driver. Same thing if that original order has 90% of the fuel surcharge paid to the driver. The changed template will also show 90% paid to the driver.

To change your fuel surcharge percentage, click the **Fuel Surcharge** button of your template. Enter the percentage to use and choose either **Change Selected** (this will only change the templates with check marks under their fuel column (shown above) or choose **Change All** to change *all* templates.



Additional Actions

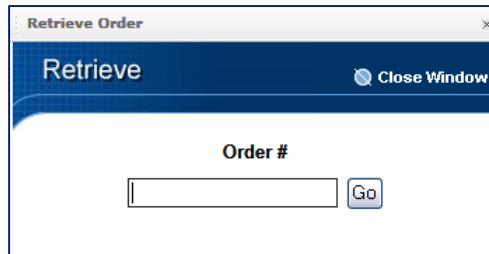


Clear Screen

This button simply clears all data on the screen without saving.

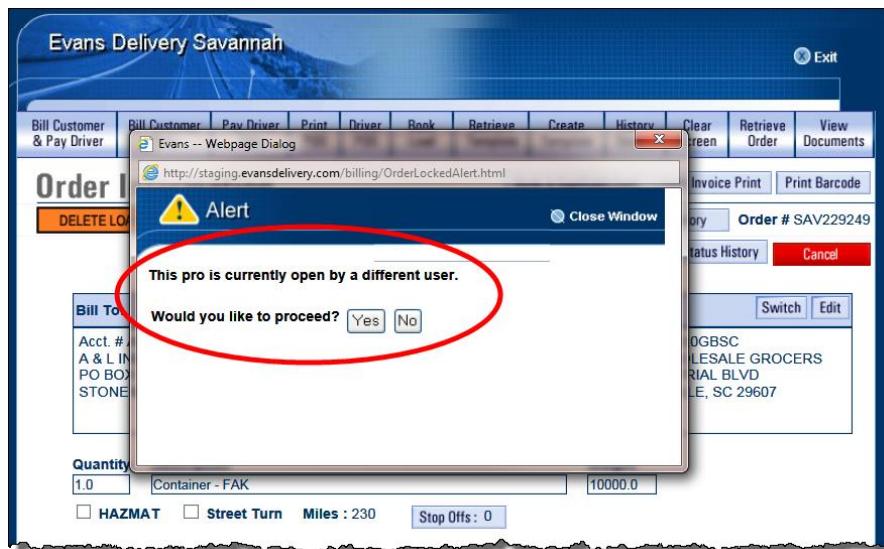
Retrieve Order

Allows you to enter an order/pro number and call up the order. It is quicker than using the History Search screen if you know the order number. When entering your pro number, use only the numeric value. There is no need to precede the value with your agent code.

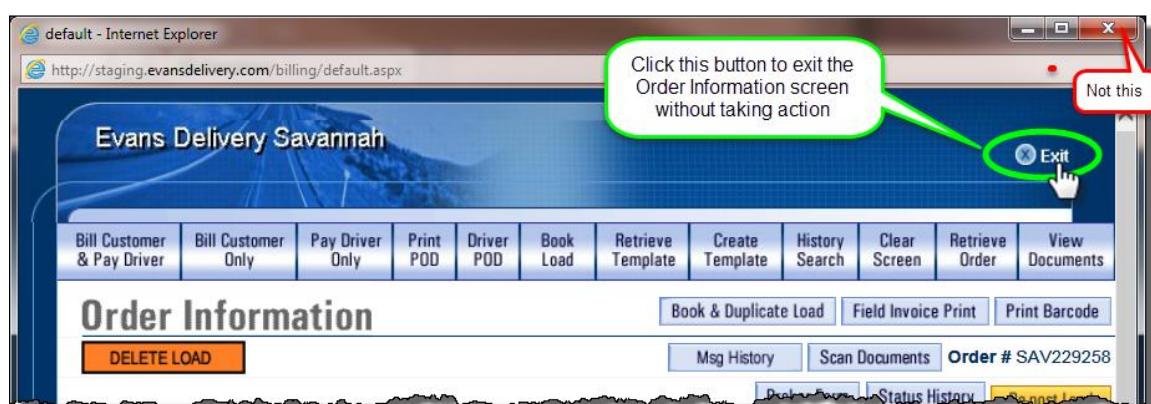


If one of your coworkers is already working in an existing order, you'll be alerted if you try to open it too. This won't stop you from making changes, it's just a "heads up" to let you know someone else has the order open.

When you see this alert, you can choose whether or not to proceed by clicking **Yes** or **No**.

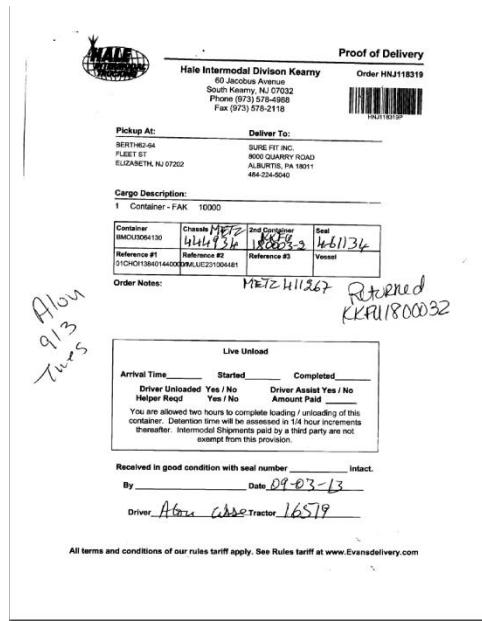


TIP: To exit an order without taking action, always click sure to click the **Exit** button (not the X).



View Documents

The **View Documents** button only appears when an order is displayed (not on a blank Billing screen. Documents are visible shortly after scanning. (Exception: Importation of scanned documents is deferred on Tuesdays in order to allow the billing cycles for the previous week's business to complete.)



Open Closed Order

If an order has been billed, or a driver only paid, but not yet rated by our billing department, you will have the option to open it again for further editing. If the order has already had additional processing an error message will display. Please contact your AAR directly if you need to have information within a load changed.

Status History

Allows agents to view any dispatch statuses entered in the Dispatch Grid from the billing screen. Refer to "Dispatch Grid" on page 24 for more information.

Show History For 122599 -- Webpage Dialog							
Status	Date	Time	Container	Tractor	Contact Info	Location	Comment
Customs Cleared	11/15/2013	17:29	5312	V44405			
Dispatched	11/14/2013	17:24	5312	V44405			
Customs Cleared	11/14/2013	12:51	1325	VPLFA			
Loading	11/14/2013	10:00	5312	V44405			
Assigned	11/13/2013	13:19		VPLFA			
	01/01/1899	13:19					

Optional Settings

Overlay Template

This allows the user to overlay template information over a current bill. This is useful you need to create order numbers, but the actual information on that order might change. So a customer might ask for ten empty containers to be ordered, but not know the destinations at the time of booking. You can enter your bill as necessary and when the actual information is known, the order can be called up and when clicking Retrieve Template the system will ask if you want to overlay the template over the displayed order or create a new order. If you wish to have this capability, please contact the Evans Tech Deck



Broker Agreement Form

For agents who broker freight, this will generate the appropriate form with the necessary information from the load displayed for the broker carrier to sign.

EVANS
Delivery Company, Inc.

CONFIRMATION OF CONTRACT CARRIER VERBAL AGREEMENT

PURSUANT TO THE CONTRACT CARRIER VERBAL AGREEMENT BETWEEN THE PARTIES INC. MC0057691 (BROKER) AND THE CARRIER NAMED BELOW (CARRIER), THE PARTIES AGREE THAT BROKER'S SHIPMENT, INCLUDING ANY INTERMEDIATE STOPS, WILL MOVE AT THE RATE(S) AND CHARGES LISTED BELOW.

Carrier	Pro No.	Date	
<input type="text"/>	TEST1037	9/2/2013	
Code	Equipment		
<input type="text"/>	<input type="text"/>		
Phone	PCS	WT	Rate \$
<input type="text"/>	1	10000	350.00
Fax	Total Agreed and Final Payment to Carrier \$ 500.00		
<input type="text"/>			
Name	EVANS DELIVERY COMPANY, INC Contact		
<input type="text"/>	<input type="text"/> EVANS DELIVERY COMPANY, INC Phone <input type="text"/>		
Email			

Shipper:
7M-TRANSPORT
Address: 10401 LINN STATION ROAD
City: LOUISVILLE State Zip: KY 40223
Contact:
Phone: 800-267-2408
Pickup Date: 01/01/1899 Time:

Consignee:
88 TRADING
Address: 1012 CALLOWHILL STREET
City: PHILADELPHIA State Zip: PA 19123
Contact:
Phone: 215-873-0633
Delivery Date: Time:

Consignee Stop Off# 1:
Address:
City: State Zip:
Delivery Date: Time:

Consignee Stop Off# 2:
Address:
City: State Zip:
Delivery Date: Time:

Notes:
Please send all Freight Bills & Invoices to:
 EVANS DELIVERY COMPANY, INC

LCL Billing

Allows you to bill by the hundred weight and round up or down.

DG Fields

Adds additional fields to the billing screen for fields that were required by Dollar General. This is specific to loads requiring EDI status information and will be available only if it is required.

Dollar General

Carrier Notified	Container Available
------------------	---------------------

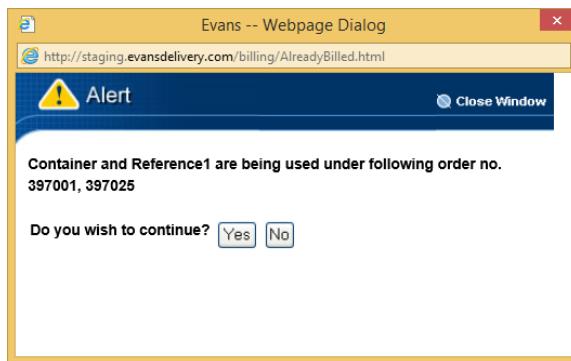
Post Load

If you have an account, you can post loads directly to DAT. (Refer to the "Carrier Logistics" section of this guide for more information about setting up an account.) When this functionality is enabled, additional fields appear on the Billing screen such as **Equipment Type** and **DAT Comments**, as well as either a green **Post Load** button or a red **Cancel Load** button (depending on whether you have already posted the load or not. If you have an account and would like to have this functionality enabled, please contact the Evans Tech Deck.

Seal #	Vessel #	In-Bond #
Equipment Type Select		
DAT Comments		

Preventing Duplication

The "Cross Referencing" features offers an alert to the user when the Container number and Reference number have been used together in the past before continuing. This feature helps prevent billing duplication among other issues.



This feature must be enabled by the Evans Tech Deck for your agency before it will be active. Please contact tech_deck@evansdelivery.com for assistance.

Calculate Driver Pay

Although rarely used, you can have your driver pay automatically calculate at 72%. If you would like to have this function available, contact the Evans Tech Deck

Independent Contractor Pay		
Tractor 1	Tractor 2	Tractor 3
Name	Name	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Calculate Driver Pay"/>		

History Search

This feature is available from your main Operations menu as well as from the Billing Screen. It allows you to search loads by a variety of options.

Date fields are defaulted to the past year but can be changed. All reference fields search by partial matches as well as full matches. For example, if you enter APLU in the equipment field it will search all three equipment fields for anything starting with APLU.

History Search		
Date Range Start Date <input type="text"/> End Date <input type="text"/>		
Bill To: <input type="text"/> <input type="button" value="Retrieve"/> <input type="button" value="Lookup"/>	From: <input type="text"/> <input type="button" value="Retrieve"/> <input type="button" value="Lookup"/>	To: <input type="text"/> <input type="button" value="Retrieve"/> <input type="button" value="Lookup"/>
Reference # <input type="text"/>	Equipment # or Chassis # <input type="text"/>	Tractor # <input type="text"/>
<input type="checkbox"/> Cash Only <input type="checkbox"/> Over Credit Limit <input type="checkbox"/> Hazmat		
<input type="button" value="Search"/>		

When you have entered your search criteria, click the **Search** button and your results will be displayed. Click the **Select** button to retrieve that specific load.

Order #	Date	From	To	Bill To	Container	
000925		7M-TRANSPORT	88 TRADING	4 ELEMENTS INC	APLU11223343	<input type="button" value="Select"/>
001007	5/24/2013	NS HSVAL	CUSTOM POLYMERS PE	ANDICO USA INC	APLU122838	<input type="button" value="Select"/>
000943		MIKE RODNICK	GILLETTE STADIUM	BACCHUS FRESH INTE	APLU123456	<input type="button" value="Select"/>
000957		7M-TRANSPORT	A SECOND TEST LOCA	SMURFIT-STONE CONT	APLU123456	<input type="button" value="Select"/>
000965	6/1/2013	BARBOURS CUT TERM	BLOUNT ISLAND	GAF MATERIALS CORP	APLU123456	<input type="button" value="Select"/>
000972	3/6/2013	JEFF	BO'S YARD	THOROUGHBRED DIREC	APLU123456	<input type="button" value="Select"/>
000973		CAMERON	88 TRADING	84 LUMBER	APLU123456	<input type="button" value="Select"/>

Scanning & Uploading Documents

Many customers require specific documents for billing purposes, such as PODs, BOLs, Interchange documents, etc. You have the ability to scan and/or upload these documents into your specific bill/load in the system. This requires the use of a compatible scanner, which will be provided to you by the Evans Tech Deck when you sign on as an agent with the Evans Network of Companies. When you receive your scanner, please contact the Evan Tech Deck for installation assistance.

Scanning

There are two (2) main ways to scan documents into an order.

Scanning from the Billing Screen

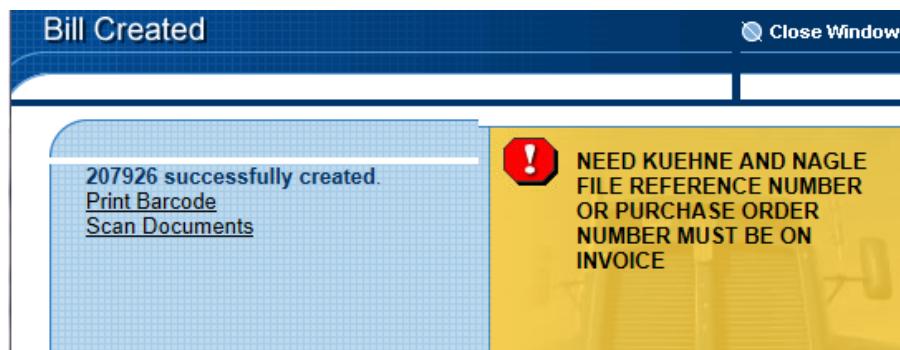
Using the **Scan Documents** button within the billing screen.



You can use this method at any time during the bill entry process once the load has been booked once (by clicking the book load button.) Simply retrieve the correct load and click the Scan Documents button. Please refer to "Scan & File" on page 21 for detailed instructions.

Scanning When Booking a Load

Using the "Scan Documents" after performing a book load.

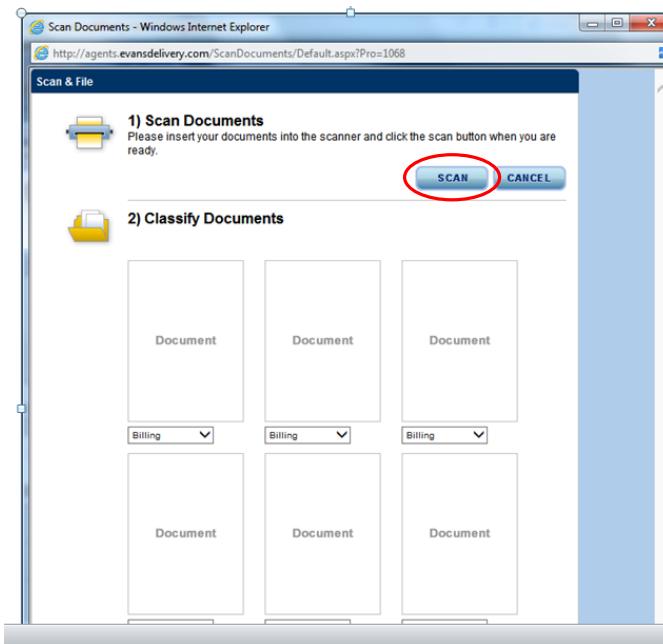


After performing a "book load" from within a bill a screen will popup stating that your load has been properly created and saved. On that screen will be a **Scan Documents** button. Simply click that button and you will be taken to the Scan & File screen.

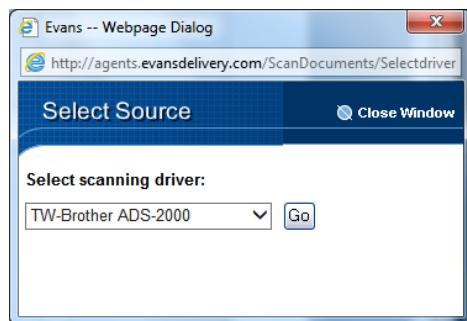
Scan & File

This is where you will actually be performing document scanning and classifying those scans.

Place your documents into the feed area of your scanner and then click the **Scan** button on the Scan & File screen (not on the scanner).



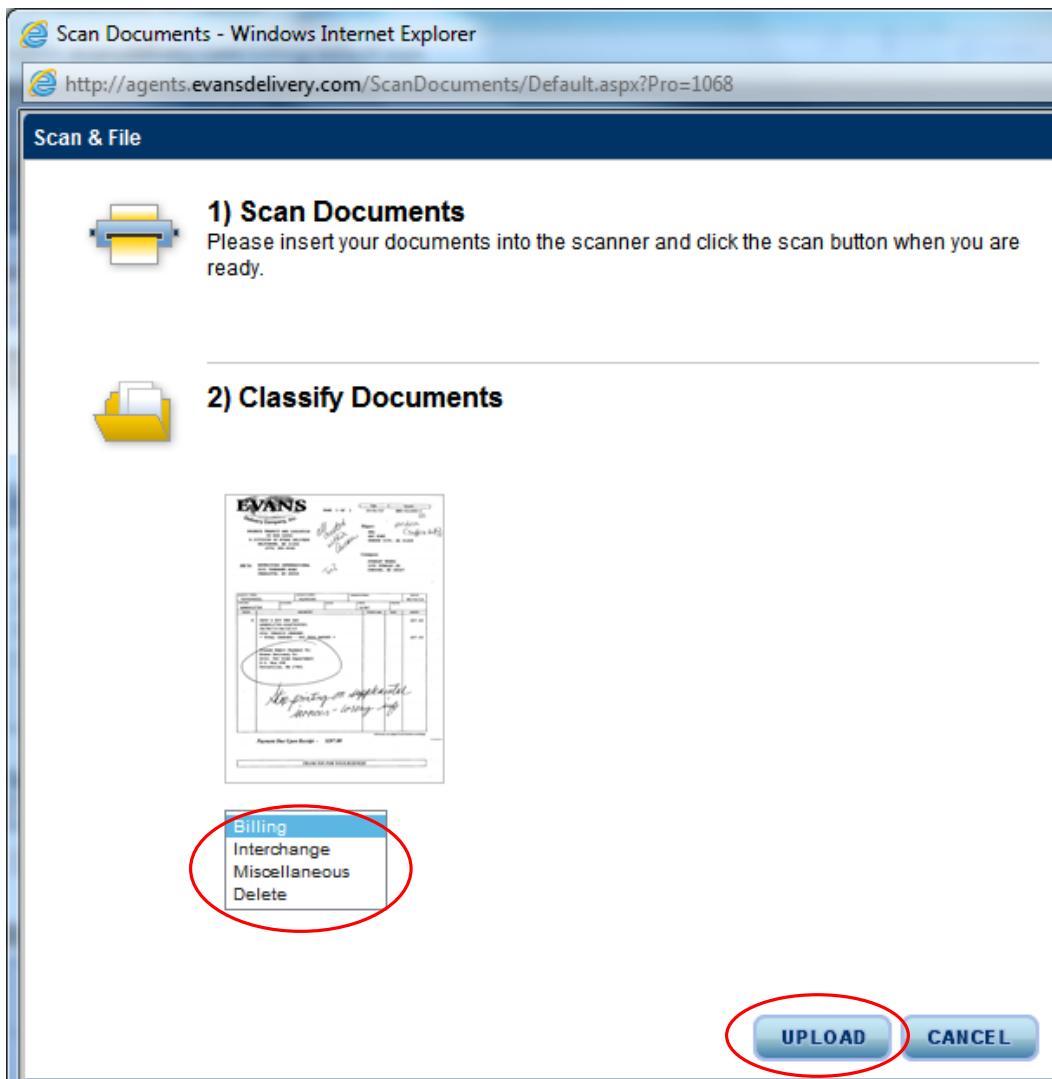
NOTE: If this is your first time using your scanner, you will be prompted to specify your scanner. Please select your scanner and click the Go button.



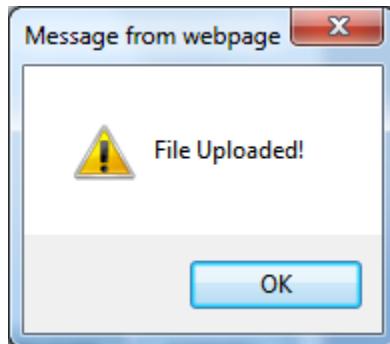
Once the scanning is complete, the documents will be viewable on your form. Please classify each document type by clicking the drop down below each document.

- PODs, BOLs and other billing documents should be classified as Billing.
- Receipts and Interchange documents should be classified as Interchange.
- Other documents can be classified as Miscellaneous.

Please note that some customers will be sent your billing and/or interchange documents when billing occurs. Miscellaneous documents are not sent.



Once you have completed your document classifications, click the **Upload** button located on the lower right side of your Scan & File screen. When the upload is complete, a confirmation message will pop up. **Please make sure to click the OK button on this pop-up.**

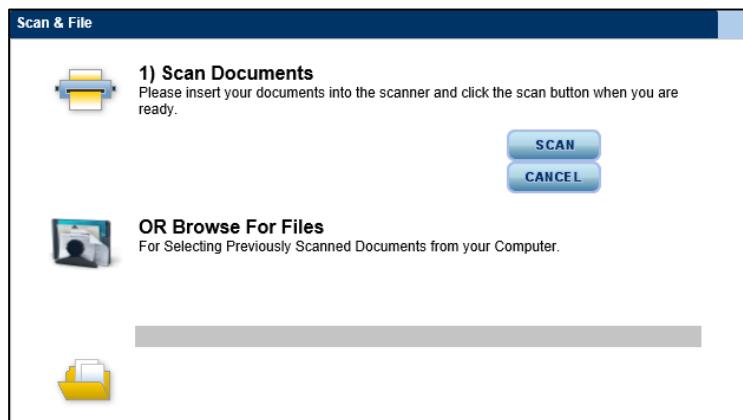


You can view these scanned documents at any time by retrieving the order within the Billing screen and clicking **View Documents** (near the top right).

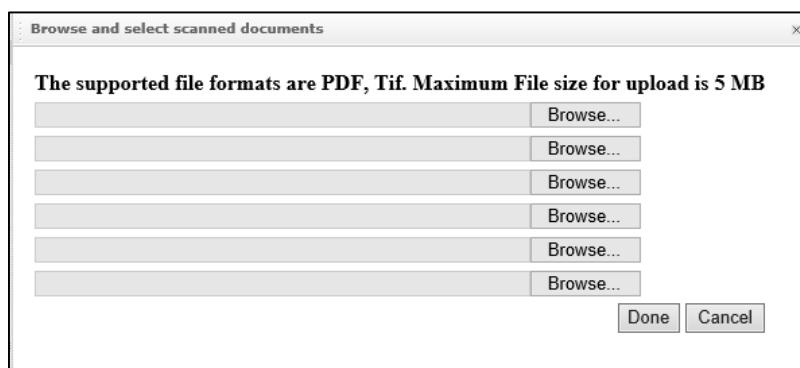
Uploading Documents

“Browse/Upload” is an optional feature. Please contact the Evans Tech Deck if you will like to enable this feature.

1. Retrieve the order for which you have documents to upload.
2. Click the **Scan Documents** button on the billing screen.
3. Once the Evans Tech Deck has enabled this feature for you, you will have the option to either “Scan Documents” or “Browse for Files” to upload.



4. To upload, click the **Browse** button on the right.
5. You may upload as many as six (6) files at a time (maximum size is 5 MB each). For each file, click **Browse**, locate the file, and click **Open**. Repeat until you have selected all the files and then click **Done**.



6. Previews of your uploaded documents will be displayed. Classify each document using the drop-down menu beneath its preview image. Once classification is complete and you are satisfied with the uploaded documents click **Upload** to continue.
7. Click **OK** on the pop-up confirmation to complete the process.

Dispatch Grid

Load Information

The Dispatch Grid displays all loads that have been entered into your agency. This grid allows for an easy glance at your business and can be used for a multitude of functions... from seeing today's scheduled loads to updating the status of your loads.

Order Location	Pro	BII>To	From	To	DeliveryApptDate	Time	Appt	Trac	Status
TEST	001005	ANDICO USA INC	NS HSVAL	CUSTOM POLYMERS PET		08:00	10/04		
TEST	001008	84 LUMBER	CAMERON	88 TRADING		09:00	10/04		
TEST	001014	B & B TRUCKING INC	JLG	DOGS HOUSE		11:00	10/04		
TEST	001022	TRAILER BRIDGE INC	THOMAS	DUPONT		11:00	10/04	11795	Assigned
TEST	001016	ABC CONSULTANTS LLC	BARBOURS CUT TERMIN	AGENT DROP YARD		13:00	10/04	9999	Assigned
TEST	001017	ABC CONSULTANTS LLC	BARBOURS CUT TERMIN	AGENT DROP YARD		15:00	10/04	9998	Loading
TEST	001040	STEIN FIBERS, LTD	HOWLAND HOOK	Core Composite Cinc		17:00	10/04		

Carrier Lookup

11090	MICHAEL FADOL
11706	ROMAN ALONZO RO
11795	JORGE ALVAREZ
8575	
9996	SPENCER COGSWEL
9997	ELROY JETSON
9998	GEORGE JETSON
9999	SAM SPACELY

Action Buttons



Clear Filters

This will clear all filters that have been applied to your columns on your grid. For more information on this, refer to "Apply Filters" on page 26 of this section.

Customize Grid

Any customizations you make to the Dispatch Grid will be saved with your user login; so you can have your Dispatch Grid look one way and your coworkers with different login credentials can have theirs look another way. Simply click **Customize Grid** and you will be shown a list of all available columns to display. Fields that are currently being displayed will be listed first. You can change the order by using the arrow keys to move them "left" (up) or "right" (down) and adjust the size by modifying the field length. Available fields that are not currently displayed are located at the bottom of the Customize Grid pop-up and can be added to the viewable list by clicking the "+" button. To remove a field from your display, simply click the "X" next to it.

The screenshot shows the 'Customize Grid' dialog box on the left side of the interface. This dialog allows users to adjust the size and position of various columns. On the right, there is a main grid view with columns labeled 'Appt', 'Trac', 'Status', and 'Carrier ID (Carr)'. The 'Status' column contains numerical values like 11795, 9999, and 9996, which correspond to the 'Assigned' and 'Loading' statuses mentioned in the text. The 'Carrier ID' column lists various carrier IDs such as 11090, 11706, 11795, 8575, 9996, 9997, 9998, and 9999.

Switch Grid Views

Click **Alternate Grid View** to alternate between a text view of the status of a load to a “Bubble” view of the status of the loads. The *Text View* will show the most current status of the order. The *Bubble View* will show three statuses for Intermodal Users and four statuses for Truckload Users. For more information on how these statuses are entered, please refer to “Updating Statuses” on page 29 of this section.

- Text View

To	Time	Appt	Trac	Status	Tractor Name
CUSTOM POLYMERS PET	08:00	10/04			
88 TRADING	09:00	10/04			
DOGS HOUSE	11:00	10/04			
DUPONT	11:00	10/04	11795	Assigned	JORGE ALVAREZ
AGENT DROP YARD	13:00	10/04	9999	Assigned	SAM SPACELY
AGENT DROP YARD	15:00	10/04	9996	Loading	SPENCER COGSWELL
Core Composite Cinc	17:00	10/04			

- Bubble View

	Time	Appt	Trac	Outgate	Arrival	Completed	
MERS PET	08:00	10/04					STATUS HISTORY
	09:00	10/04					STATUS HISTORY
	11:00	10/04					STATUS HISTORY
	11:00	10/04	11795				STATUS HISTORY
'ARD	13:00	10/04	9999				STATUS HISTORY
'ARD	15:00	10/04	9996		10/04 14:02		STATUS HISTORY

Apply Filters

Each column of the Dispatch Grid can be filtered by clicking on the column header. That will display a pull down list of the values for the loads displayed. Simply click on the value for which you want to column to be filtered and only those loads with that value will be displayed.

Alternatively, you can keep all values showing but order them ascending or descending. To clear all filters, click the **Clear Filters** button located above the Carrier Lookup area.

From	To	Trac	Tractor Name
NS HSVAL	Close Window		
CAMERON	All		
JLG	Ascending		
THOMAS	Descending		
88 TRADING	11795 JORGE ALVAREZ		
BARBOURS CUT TERMIN	9999 SAM SPACELY		
BARBOURS CUT TERMIN	9996 SPENCER COGSWELL		
DOGS HOUSE			
HOWLAND HOOK	DUPONT		

Driver Listing

On the right hand side of the grid, there is a section where drivers are displayed. This list will display all the active drivers assigned to your specific agency. Users are not restricted to only using the drivers displayed. All active drivers can be utilized. This simply allows the user to click and drag the drivers easily to assign them to an order. If you would like to have additional drivers displayed, please contact the Safety Department. By clicking the **Unassigned Drivers Only** checkbox, it will only show those drivers who are not assigned to loads on your dispatch grid.

Carrier Lookup	
11090	MICHAEL FADOL
11706	ROMAN ALONZO RODRIGUEZ
11795	JORGE ALVAREZ
8575	
9996	SPENCER COGSWELL
9997	ELROY JETSON
9998	GEORGE JETSON
9999	SAM SPACELY
<input type="checkbox"/> Unassigned Drivers Only	

Selection Criteria

There are several selection criteria options at the bottom of the screen that allow the user to display a wide variety of loads. Always remember to click the “Refresh” button after changing the criteria.

The screenshot shows a search interface for the Dispatch Grid. On the left, there's a sidebar with sections for 'Load Selection', 'Search By', and 'Date Range'. Under 'Load Selection', there are several checkboxes: 'Loads With Missing Appts' (unchecked), 'Unassigned Only' (unchecked), 'Include Completed' (unchecked), 'Customs Hold' (unchecked), 'Customs Cleared' (unchecked), 'Loaded To Go' (unchecked), and 'Reported Empty' (unchecked). Below these checkboxes is a large orange 'REFRESH' button. Under 'Search By', there are two radio buttons: 'Appointment Date' (selected) and 'Entered Date'. Under 'Date Range', there are three options: 'Today' (unchecked), 'Tomorrow' (unchecked), and 'Range' (selected). The date range input shows '10/04/2013' in both the start and end fields, with calendar icons on either side of the input field.

Appointment Date Searches

Selecting to search for loads by Appointment Date will use the date range selector at the bottom. Loads without appointments entered will not be displayed using this functionality.

Entered Date Searches

The Entered Date search range uses the date the order was initially entered into your system. This selection will also use the date range values. This can be useful if a manager wants to know how much work was done by an employee or trying to find an order that isn't displaying using other search criteria.

Unassigned Orders

This simply displays the orders according to whatever other selection criteria have been chosen and hides those with a driver assigned. This can be useful for busy operations to show which orders are not yet covered. Using this feature in conjunction with the Unassigned Drivers checkbox allows the dispatcher to see not only loads unassigned, but available drivers as well.

Include Completed

Selecting this box will show loads in Completed status in the grid. If you do not select this box, as loads are completed they will drop off the grid. This is designed to be used by a busy dispatch office where a dispatcher wants to focus on what still remains without having completed loads cluttering up the screen.

Customs Hold

Selecting this box will add any load to the grid that has a current status of Customs Hold. It will continue to display whatever loads are selected by the other criteria, and add the Customs Holds loads. While the initial idea of this status and the Customs Cleared one below was to be able to see what loads in the pier had these statuses, it can be used for a variety of features. If a box has to be fumigated prior to delivery, Customs Hold could mean hold for fumigation. And Customs Cleared could mean fumigation is complete.

Customs Cleared

This feature works exactly the same as the Customs Hold feature listed above.

Loaded to Go

This status is designed to designate an empty trailer / container that was dropped at a customer and is now loaded and ready for pickup. This dispatch status is tied to the Dropped Trailer Board, but is also useful for the dispatch grid. This works in a similar manner to the Customs Hold and Customs Cleared checkboxes. If you check the box, any order in that status will be displayed on the grid alongside whatever other parameters you have selected such as loads with appointment dates for today.

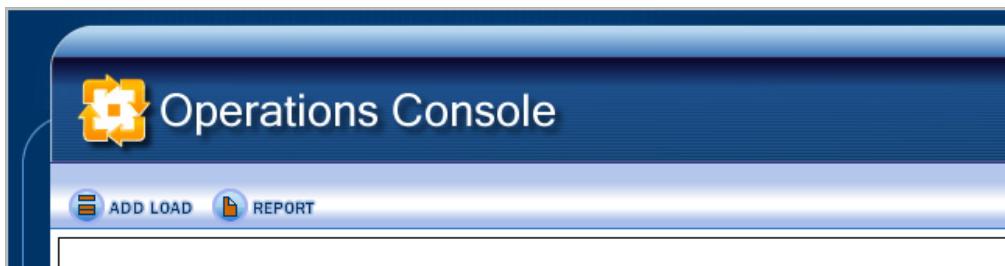
Reported Empty

This status is designed to designate a loaded trailer/container that was dropped at a customer and is now empty and ready for pickup. This dispatch status works exactly the same as the Loaded to Go status in that it was designed to be used with the Dropped Trailer board, but also works in the Dispatch Grid.

Loads with Missing Appointments

Checking this box will override the date selections below and display any loads missing appointments. This is very useful to ensure all loads that have been entered also have had appointments made. It is very common for an order to be received on one day and the appointment made at a later date.

Additional Actions



Add Load

Allows you to add a load by providing a “pro #” to your active Dispatch Grid, regardless of filters or applied search criteria. Essentially, this forces a load to be viewable on today’s grid.

Report

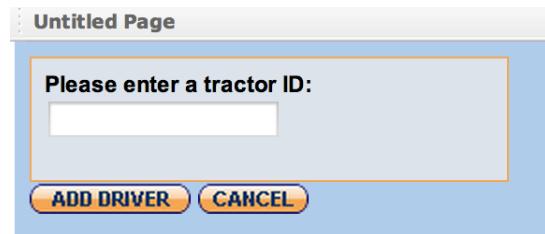
Allows you to create a report of the loads displayed on your Dispatch Grid in either Excel or PDF format. This is very helpful for dispatchers.

Updating or “Working” the Dispatch Grid

Your dispatch grid can provide a great amount of information to you within just a glance. To insure this information is correct, you will need to perform certain tasks on your loads.

Assigning Drivers

Drivers can be assigned to loads in one of two ways. You can click and drag from the drivers shown on the right hand side of the grid screen or simply enter the driver number after you click on the empty tractor box.



Note: You do not need to drag the tractor box exactly over the empty tractor field. As long as the line containing the load you wish to assign the tractor to is highlighted, you can drop the tractor and it will be assigned.

Removing Drivers

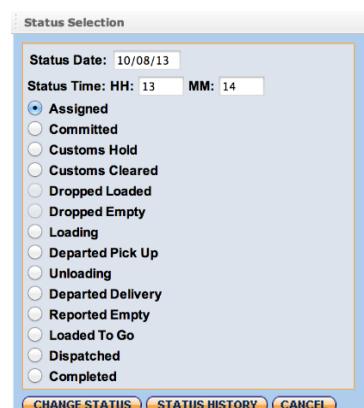
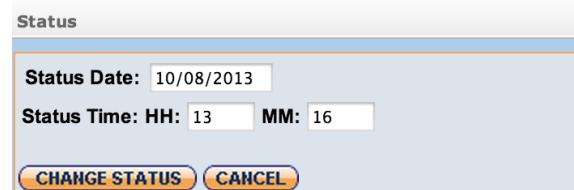
Click on the tractor number and a dialog box will appear asking if you would like to remove this tractor or remove this tractor and replace with another.



Updating Statuses

Statuses are key to seeing what state your load is in and are required when performing EDI functions for EDI customers. Each customer is different when requiring EDI statuses and specialized instructions will be supplied to you in the event you are currently moving loads for those customers.

- Using the Bubble View.** In the bubble view there are either three or four boxes displayed depending on if the user is an intermodal or truckload user. Click on the status you want to update and a box will appear asking for details.
- Using the Text View.** Clicking on the status field will call up a dialog box that will allow you to change statuses.

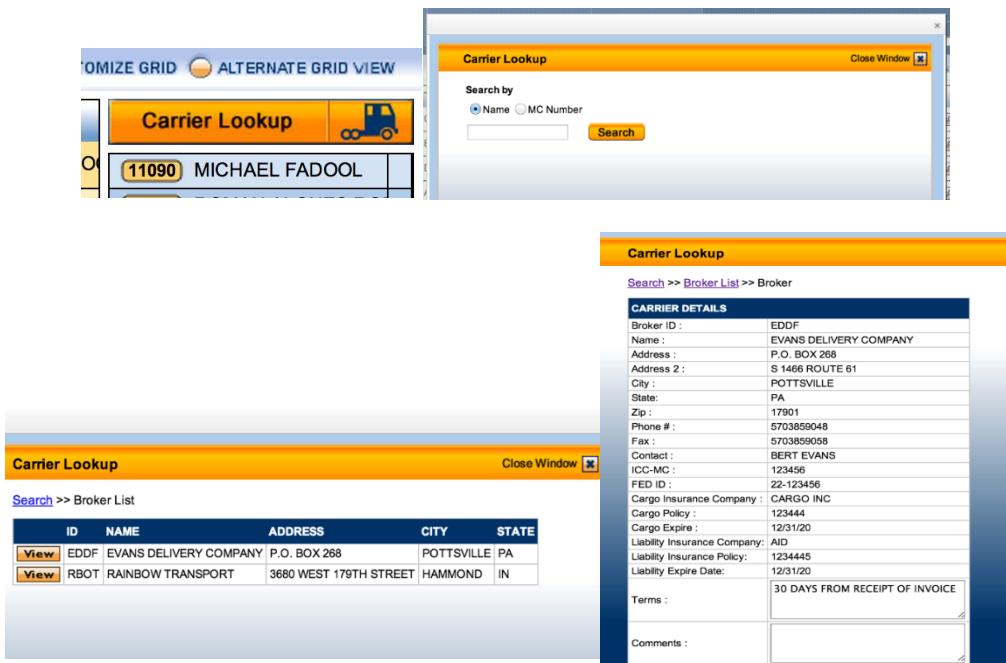


Viewing Order Detail from the Dispatch Grid

To view the main billing screen for any order, click on the pro/order number and the billing screen will appear. You can make any adjustments to the load that are necessary; please remember to click the "Book Load" button.

Broker Carrier Lookup

Located above the driver listing on the right hand side of the grid is a button that allows the user to perform a Broker Carrier Lookup. There are thousands of approved broker carriers in our system. You can search by name or MC #. A list of carriers will appear. When you select the carrier you want, the detailed info will appear. As long as the carrier appears and the insurance is current, you may use that carrier.



For more information, please refer to the "Carrier Logistics" section of this guide.

Driver Texting/Emailing Functionality

Your Dispatch Grid gives you the capability to send an email and/or a text to a specific driver and include detailed load information... without manually typing those details. Please contact the Evans Tech Deck for assistance in setting up this feature.

Some Basics:

- Emails and texts are sent from, and related to a specific order and the information contained in that order. If the appropriate information has not been entered into the bill for that load, the driver will receive incomplete or inaccurate information.
- An email or text can only be sent for orders that are assigned a driver and the driver's information must already have been set up in the messaging system by the Evans Tech Deck.
- Your driver CANNOT respond to you by replying to these texts or emails.
- In order to receive texts, the driver must have a mobile "feature phone" or a "smart phone." To receive emails, the driver must have a "smart phone" (such as an Android, iPhone, or Windows phone).
- Standard text message rates apply. If your drivers do not have a texting package from their cell service providers, they will be charged standard texting rates. These rates generally range from 10¢ to 20¢ per text. Please communicate with your drivers about these potential charges before requesting their setup.
- The configuration of email accounts on smart phones is the responsibility of the driver. Because these setups vary from provider to provider it is difficult for us to assist. Your drivers' cell service providers will usually assist with this process at no charge.
- Please remind your drivers of the laws and also of the Evans policy on the usage of cell phones and other mobile devices while driving. **No communication is ever worth risking the safety of our drivers.** For more information on the Evans policy, please contact the Evans Safety Department.

Customizing Your Dispatch Grid

The texting/emailing functionality is accessible via buttons that can be added to your Dispatch Grid through the "Customize Grid" option on the upper right side of your grid. Your first step will be to add these buttons to your grid.

1. Click **Customize Grid**.

The screenshot shows the Operations Console interface with the title 'Operations Console'. At the top, there's a header bar with 'Inbound EDI' and buttons for '0 New', '0 Changed', '0 Canceled', and 'All'. Below the header is a toolbar with 'ADD LOAD' and 'REPORT' buttons. The main area is a grid titled 'Inbound EDI' with columns: Tractor Name, Status, GridDate, Date, Time, Empty, Chassis, and Carrier Lookup. The 'Carrier Lookup' column displays three names: LUIS ACOSTA, JOSEPH FOUN, and RICHARD SMITH. A red circle highlights the 'CUSTOMIZE GRID' button in the top right corner of the grid header.

2. Choose "EmailDriver" from the list of available fields by clicking the "+" sign next to it.

This screenshot shows the 'Customize Grid' dialog box. It lists several fields with blue '+' icons: Stopcount, DeliveryApptTime, Inbond, EDI Status, LastDemurrageDate, and EmailDriver. The 'EmailDriver' field is highlighted with a red circle. At the bottom of the list is a large orange 'SAVE SETTINGS' button.

3. Now position this field on your dispatch grid by moving it up or down in reference to other fields already showing. For example, if you would like it show as the first column, keep clicking the ▲ up arrow until it is on top of the list.

This screenshot shows the 'Customize Grid' dialog box again, but now the 'EmailDriver' field has been moved to the top of the list. It is circled in red. The 'Move Up' button, located at the bottom of the list, is also highlighted with a red circle. The list includes fields like BillTo, Pro, Date, Equipment, From, To, In-gate, Out-gate, Gate Status, Appt, Trac, Entered, and DeliveryApptDate, each with its own size and position settings.

4. Make sure to click **Save Setting** at the bottom of Customize Grid pop-up to save your changes. Your grid should now look similar to this, depending upon your current customizations:



BillTo	Pro	Date	Equipment	From	To	In-gate
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505088		TCLU8127561	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505089		TTNU9322039	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505090		GESU4646349	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505091		CRXU9362570	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505092		HLXU6366787	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505093		HLXU8053251	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505094		HLXU6349120	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505095		CPSU6219637	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505096		HLXU5265540	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505097		GESU5647329	L738 CONTAINER PORT	Dolgencorp LLC	
MSG DRIVER MSG HISTORY EXPEDITORS INTERNAT	505098		HLXU8079430	L738 CONTAINER PORT	Dolgencorp LLC	

ADD LOAD REPORT

CLEAR FILTERS CUSTOMIZE GRID ALTERNATE GRID VIEW

Carrier Lookup

Texting and Emailing Drivers

The texts and emails that are sent to your driver are formatted by “Templates” or you may choose to type a free form message (meaning you can enter what you want.) Just as in using billing templates, these are designed to be consistent and send the same set of information each time so no errors are made. There are some simple templates that are already designed for you to use. If you require a more specialized template, please contact the Evans Tech Deck.

When entering your information *free form*, please keep in mind that texts should be limited to no more than 160 characters.

If you receive an error that “**Email Address and Text number/carrier have not been assigned for this order**”, please make sure you have assigned a driver and that the driver’s information has been provided to the Evans Tech Deck to be set up in the system accordingly.

To send an email and text for a specific order, simply click the **MSG DRIVER** button located on the row of your Dispatch Grid for that specific order.

The information for the driver assigned to the load will show on the texting/emailing form. Please verify it is the driver you intended for the load.

You can now either choose a template or type a “free form” message.

Free Form Text/Email

1. Do NOT choose a template from the drop-down menu; leave it on <select>.
2. Type in your subject and then your message in the content area.
3. Be sure that you are sending either an email, text, or both and click “Send.”

Lookup Account

Select Template:

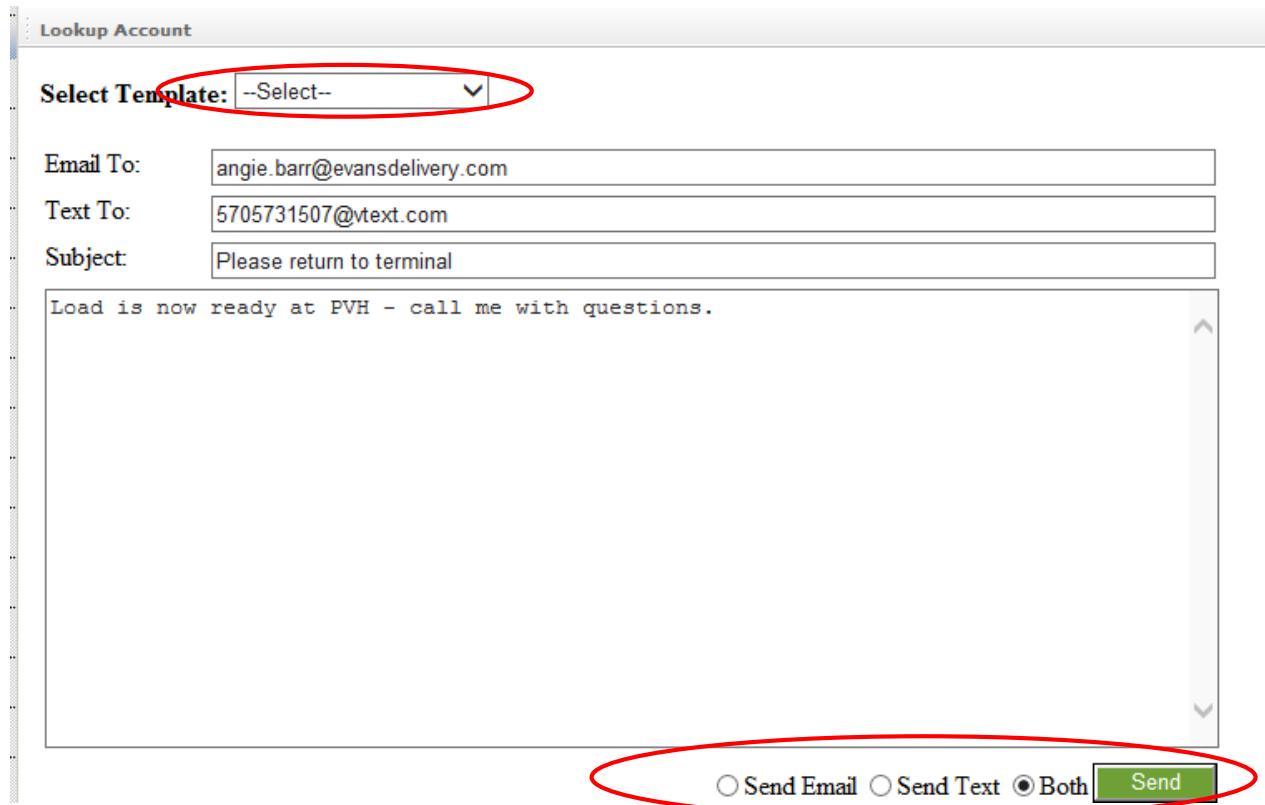
Email To: angie.barr@evansdelivery.com

Text To: 5705731507@vtext.com

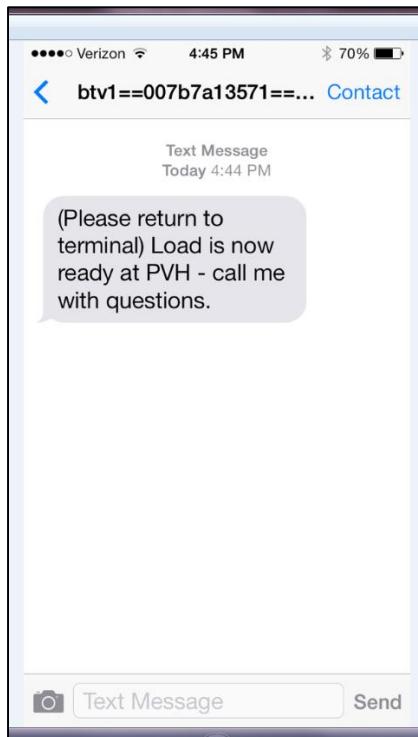
Subject: Please return to terminal

Load is now ready at PVH - call me with questions.

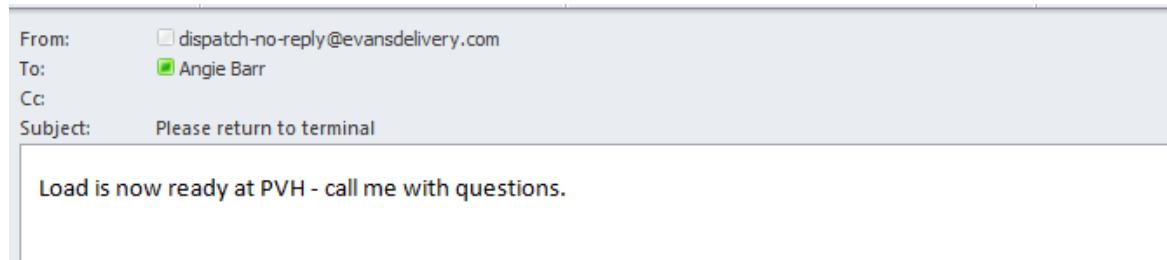
Send Email Send Text Both



From the above example, the text will appear to the driver similar to this:



The email sent will look similar to this:



Using a Template

Choose a template from the “Select Template” drop-down menu. For this example, we will use “Load Tender P-E-APT,” which is configured to include the Pro Number, Equipment ID, and appointments.



After you have selected the template, the information specified for that template will display in the form. Please note that in this example, since no “delivery date” was entered on the Billing screen, the template will just leave that spot blank.

The screenshot shows the “Select Template” form with the following fields:

Select Template: Load Tender P-E-APT

Email To: angie.barr@evansdelivery.com

Text To: 5705731507@vtext.com

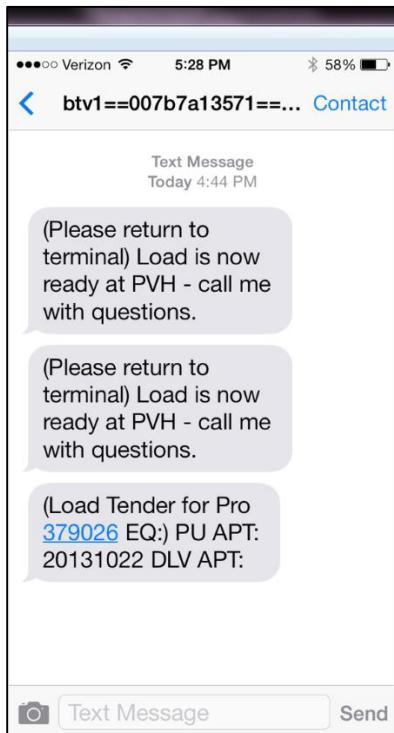
Subject: Load Tender for Pro 379026 EQ:

PU APT: 20131022 **DLV APT:**

Unless you want to add something, there’s no need to type anything else. Remember not to exceed 160 characters.

Be sure that you are sending either an email, text, or both and click **Send**.

From the above example, the text will appear to the driver similar to this (note previous texts also):



The email sent will look similar to this:

From: dispatch-no-reply@evansdelivery.com
 To: Angie Barr
 Cc:
 Subject: Load Tender for Pro 379026 EQ:
 PU APT: 20131022 DLV APT:

Viewing Messaging History

Once you have sent an email or text on a load, you can view the history of all messages sent for that load by clicking the **MSG HISTORY** button. The following form will be displayed and is for information purposes only.

Driver Message History				
Date	Sent To	Method	Message Template	Message Text
10/22/2013 5:27 PM	angie.barr@evansdelivery.com	Email and Text	Load Tender P-E-APT	Subject: Load Tender for Pro 379026 EQ: Content: PU APT: 20131022 DLV APT:
10/22/2013 4:52 PM	angie.barr@evansdelivery.com	Email and Text		Subject: Please return to terminal Content: Load is now ready at PVH - call me with questions.
				Subject: Please return to terminal Content: Load is now ready at PVH - call me with questions.

Driver Email/Texting Information Form

For reference only. Please always obtain the latest version of this item from the Documents or Resources menu on the Agent Portal.

Driver Email/Texting Information Form

Requirements: Utilizing the email/texting function requires agents to use the dispatch grid. All fields are required. Please make sure that all information is accurate. Your driver must minimally have a "smart feature" phone in order to receive texts. Your driver must have a "smart" phone with their email setup to receive emails. Drivers should contact their carriers to set up email. Please note that texting charges do apply where applicable. Most texts cost .10 to .20 cents unless an texting plan is part of their carrier agreement. Please make sure to check with your driver for the above requirements before texting or emailing them.

PLEASE REMIND YOUR DRIVERS OF THE LAWS INVOLVED WITH PHONE USAGE AND DRIVING!

Agent/Terminal Manager Name:

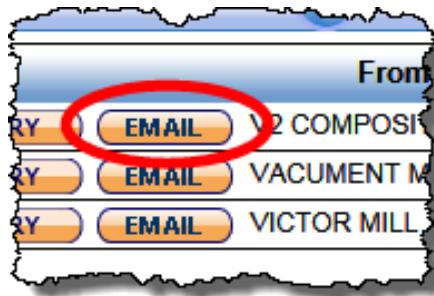
Date:

Emailing Customers

The Agent Portal gives you the ability to email your customers directly from the Dispatch Grid (Operations Console). This works similar to the Message Driver feature as it automatically fills in the customer's email address and includes details from the order information.

Customize the Dispatch Grid

In order to use this functionality, you'll need to customize your Dispatch Grid (Operations Console) to include the "Email" button. (See "Customize Grid" on page 24 for instructions on customization.)



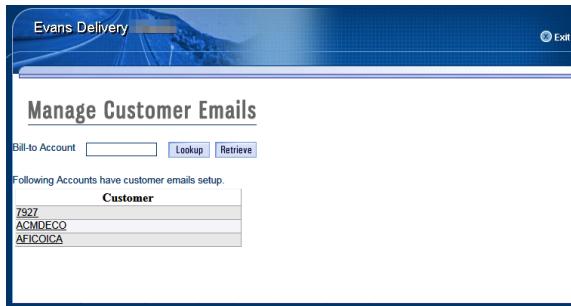
Manage Customer Emails

In order for the system to automatically fill in the email addresses of your customers, you will need to enter them in the system.

Log in to the Agent Portal with your username and password. Click on **Operations**, then click **Manage Customer Emails**.

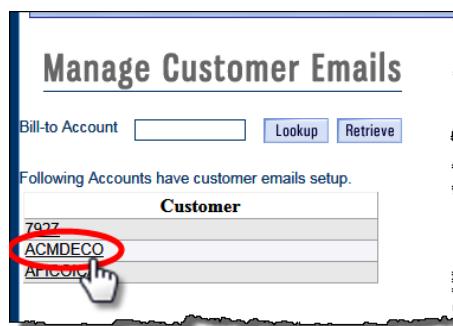


The “Manage Customer Emails” screen allows you to add and update customer email addresses. Please note that any changes you make here are shared with others in your agency.

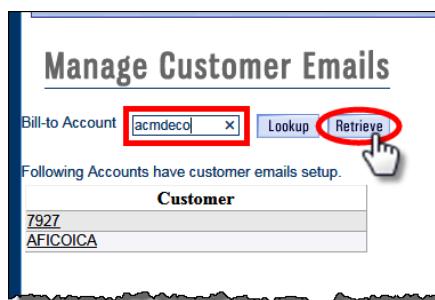


Locate the Customer

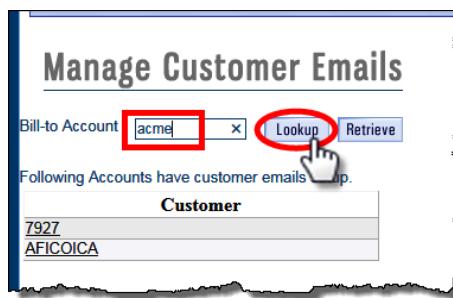
If you see the customer's Account ID in the list, you can simply click on it.



If you know the Account ID of the customer, enter it in the “Bill-to Account” field and click **Retrieve**.



If you don't know the Account ID, just enter part of the name and click **Lookup** to search.



From here you can refine your search if needed by entering the city and/or state, then clicking **Go**.

Scroll through the results and, once you find the customer, click **Select**.

Name	City	State	
ACME			Go
AFSSEWA	ACME FOOD SALES INC	PO BOX 80525 SEATTLE, WA	Select
ACMALNM	ACME IRON & METAL CO.	PO BOX 6605 ALBUQUERQUE, NM	Select
ACMDECO	ACME TOTAL LOGISTICS	PO BOX 101297 DENVER, CO	Select
ACMLUMD	ACMOS INC	ATTN: JAQUI HALL LUTHERVILLE, MD	Select

Now that you have located the customer, you can add, change, or delete any of that customer's email address(es). Remember, this information is shared with others in your agency.

Add a New Email Address

After locating the customer on the "Manage Customer Emails" screen, click **Add New Email**.

Manage Customer Emails

Bill-to Account: ACMDECO [Lookup](#) [Retrieve](#)

Following Accounts have customer emails setup.

Customer
7927
AFICOICA

Account emails for ACMDECO

No email is set for this customer.

[Add New Email](#)

Enter the customer's name, email address, and any notes. Then click **Save**.

Manage Customer Emails

Bill-to Account: ACMDECO [Lookup](#) [Retrieve](#)

Following Accounts have customer emails setup.

Customer
7927
AFICOICA

Account emails for ACMDECO

Name	Email	Notes	Delete
Sheryl Jones	sjones@acme.net	primary contact	Delete

[Add New Email](#)

Change an Email Address

After locating the customer on the “Manage Customer Emails” screen, click **Edit** next to the email address that you wish to change.

The screenshot shows the "Manage Customer Emails" page. At the top, there are buttons for "Bill-to Account" (with a dropdown menu), "Lookup", and "Retrieve". Below this, a section titled "Following Accounts have customer emails setup." lists "Customer" accounts: 7927, ACMDECO, and AFICOICA. The main area is titled "Account emails for ACMDECO" and contains a table:

Name	Email	Notes	
Edit	Sheryl Jones	sjones@acme.net	primary contact
Delete			

A red circle highlights the "Edit" link next to Sheryl Jones's name. A red speech bubble with an arrow points from it to the text: "TIP: If there are multiple entries for the customer, use the arrows to scroll through them."

[Add New Email](#)

Make whatever changes you wish and then click **Update**.

The screenshot shows the same "Manage Customer Emails" page after changes were made. The table now includes a new row for Bob Thompson:

Name	Email	Notes	
Update	Bob Thompson	rthompson@acme.net	primary contact, took Sheryl's place
Cancel			Delete

A red circle highlights the "Update" link next to Bob Thompson's name. A red speech bubble with an arrow points from it to the text: "TIP: If there are multiple entries for the customer, use the arrows to scroll through them."

[Add New Email](#)

Delete an Email Address

After locating the customer on the “Manage Customer Emails” screen, click **Delete** next to the email address that you wish to remove.

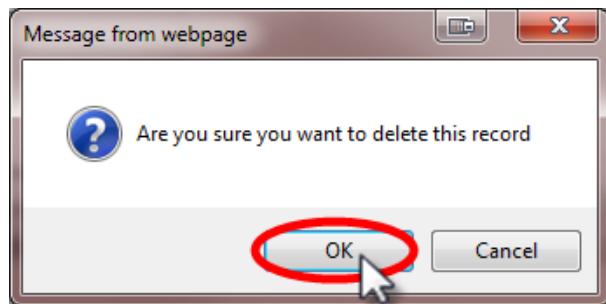
The screenshot shows the "Manage Customer Emails" page with two entries in the table:

Name	Email	Notes	
Edit	Bob Thompson	rthompson@acme.net	primary contact, took Sheryl's place
Edit	Larry Greene	lgreen@acme.net	Sheryl's back-up
Delete			

A red circle highlights the "Delete" link next to Larry Greene's name.

[Add New Email](#)

Then click **OK**.



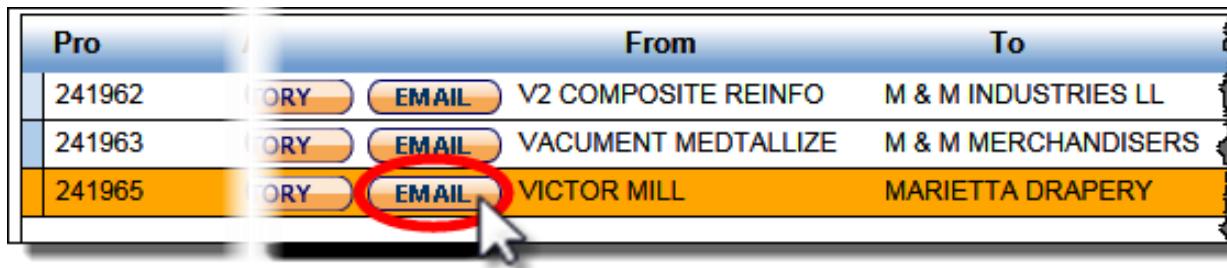
Send an Email to a Customer from the Dispatch Grid

Log in to the **Agent Portal** with your username and password.

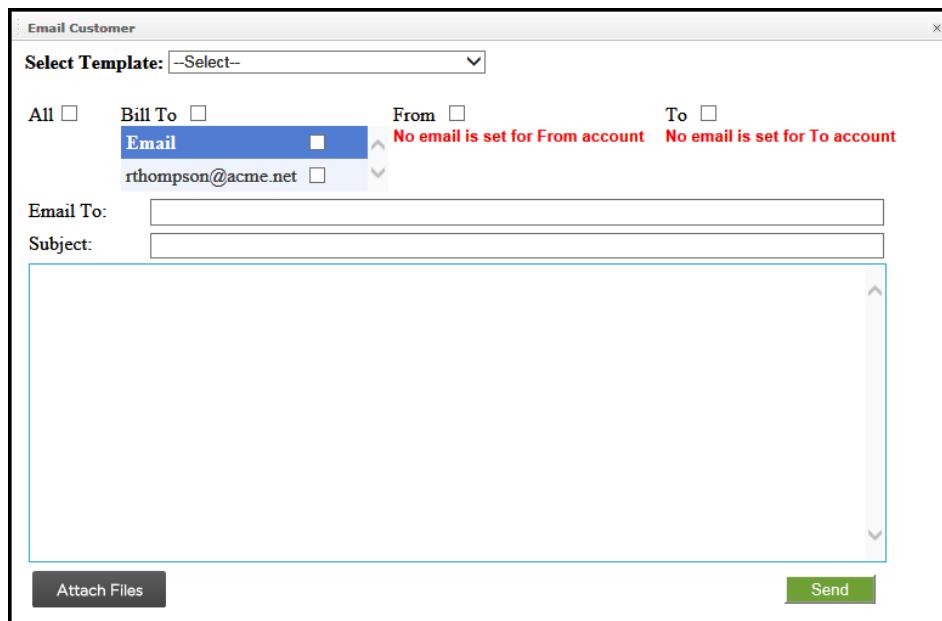
Click **Operations** on the main menu; then click **Dispatch Grid**.

The Dispatch Grid (Operations Console) will open in a new tab.

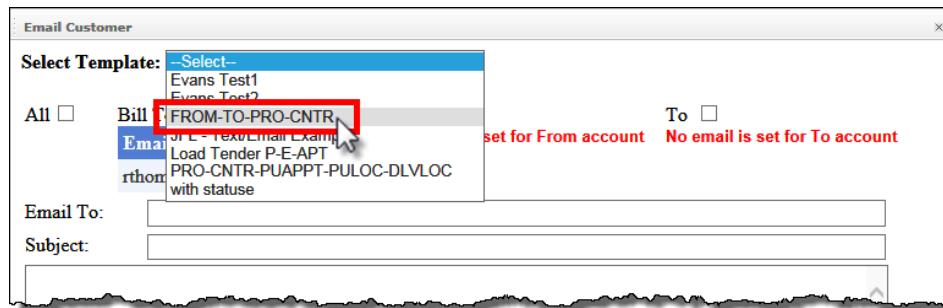
Find the load for which you want to send an email and click the **Email** button.



The Email Customer window will pop up.

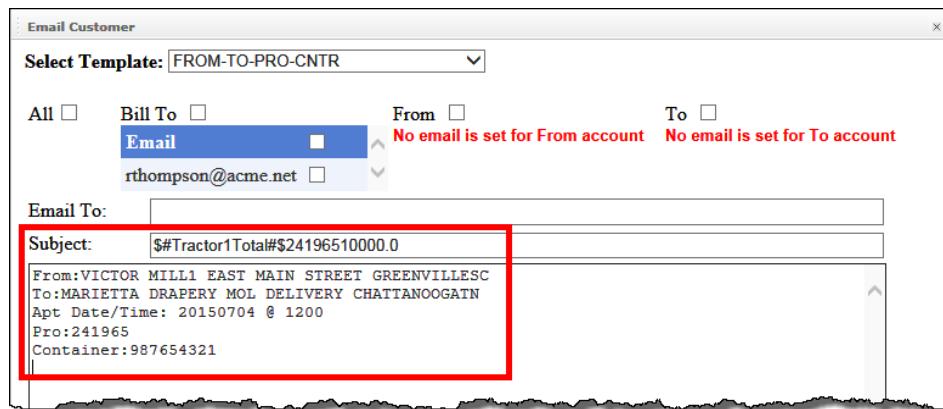


Choose a template from the **Select Template** drop-down menu. (If you want to write a free-form email without merging details from the order information, skip this step.)

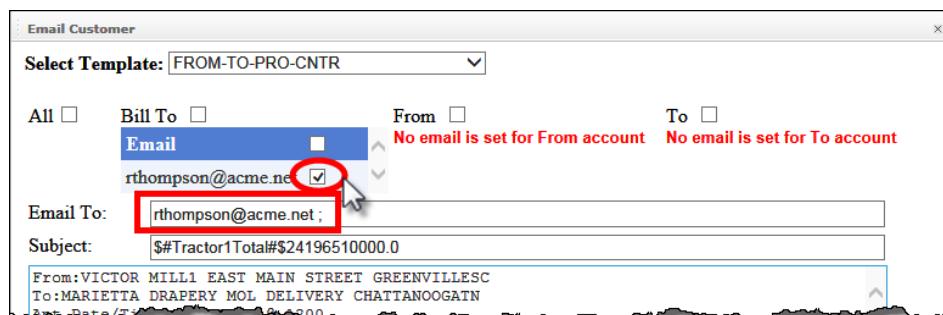


Once you've selected a template, the order details will populate the Subject line and the body of the message. You can edit this text any way you wish; the template is just a starting point!

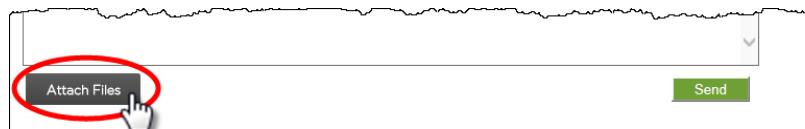
TIP: Templates can be customized to fit your specific needs. Please contact the Evans Tech Deck for assistance.



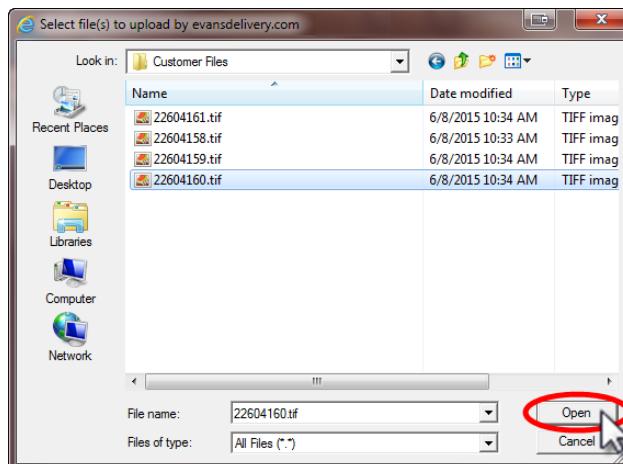
You'll notice that if you have added your customer's email address on the Manage Customer Emails screen, these will automatically be populated on this screen. If there are multiple email addresses for a particular customer, you can either check the box next to just one certain email address, or select them all by checking the box next to **Bill To**, **From**, or **To**. You can also include everyone by checking the box next to **All**. You can even manually type in another email address if you wish.



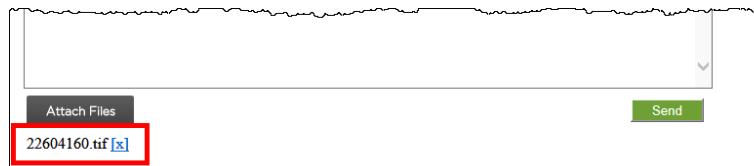
To attach file to your email, click the **Attach Files** button.



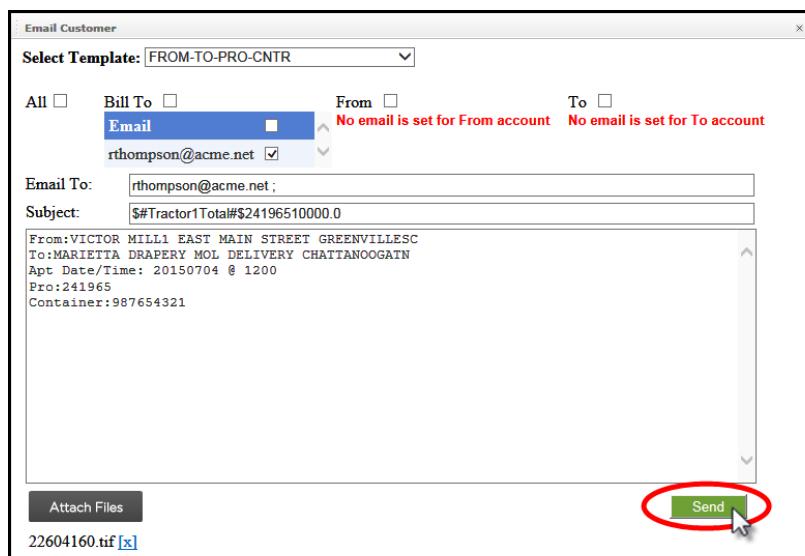
Then browse to find the file you wish to attach; click on the file name, then click **Open**.



The file will load and then the file name will appear in the lower left corner of the Email Customer window. If you wish to attach additional files, just repeat these steps. If you change your mind, just click the [x] next to the file name to remove it.



When you are satisfied with your message, click **Send**.



After it is sent, the message will appear in your Message History. Just click the **MSG HISTORY** button to view it.

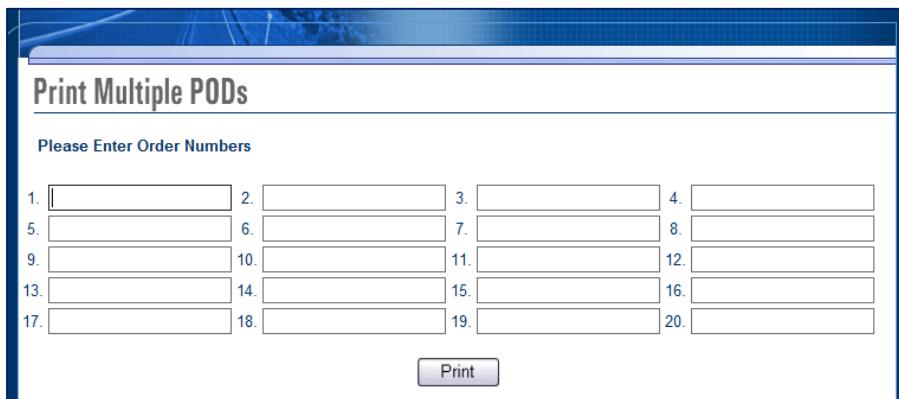


The screenshot shows a top navigation bar with several buttons: ACME TOTAL LOGISITI, MSG DRIVER, MSG HISTORY (which is circled in red), EMAIL, VICTOR MILL, and MARIETTA. Below this is a window titled "Driver Message History" with a table of message details. One message is shown:

Date	Sent To	Method	Message Template	Message Text
08/06/2015 5:15 PM	rthompson@acme.net	Email	FROM-TO-PRO-CNTR	<p>Subject: \$#Tractor1Total#\$24196510000.0 Content: From:VICTOR MILL1 EAST MAIN STREET GREENVILLESC To:MARIETTA DRAPERY MOL DELIVERY CHATTANOOGATN Apt Date/Time: 20150704 @ 1200 Pro:241965 Container:987654321</p>

Print Multiple PODs

This function allows you enter multiple pro #'s (order numbers) and print their corresponding POD documents with one click of a button. Simply enter the pro #'s into the form and click **Print**.



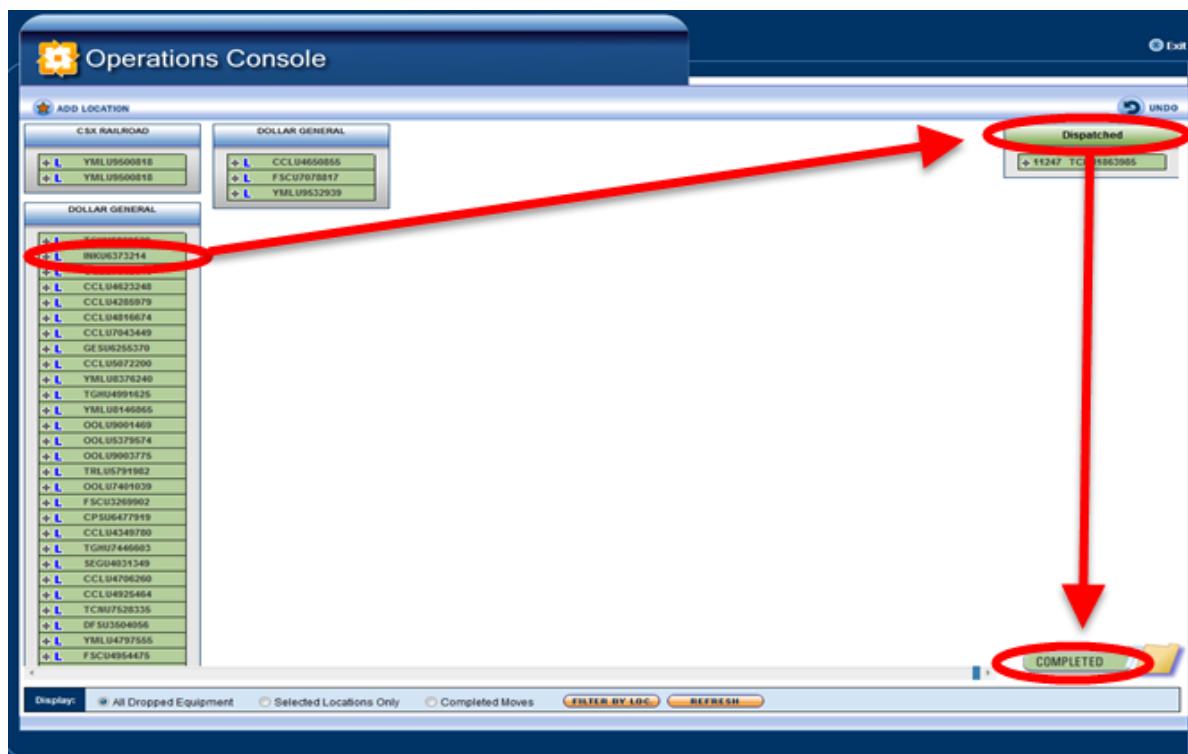
The screenshot shows a form titled "Print Multiple PODs". It has a header "Please Enter Order Numbers" and a grid for inputting 20 order numbers. Each row contains four input fields labeled 1., 2., 3., and 4. followed by a separator line, and then five more input fields labeled 5., 6., 7., 8., 9., 10., 11., 12., 13., 14., 15., 16., 17., 18., 19., and 20. A "Print" button is located at the bottom right of the grid.

Dropped Trailer Board

This board allows agents that are dropping either loaded or empty containers at specific locations to easily track and update those containers.

By utilizing the functionality of the board, statuses are also automatically applied to loads within the dispatch grid. When a status of either “Dropped Loaded” or “Dropped Empty” is performed via the dispatch grid, your containers will be viewable on the Dropped Trailer Board.

- The left side of the board displays equipment dropped and separated by the location that it was dropped.
- The right side will show all dropped equipment that has re-dispatched and also completed.
- If a piece of equipment was “Dropped Loaded”, you will see an “L” before the container number.
- If a piece of equipment was “Dropped Empty,” you will see an “E” before the container number.



Color Coding

Equipment will change from Green to Yellow to Red depending on their last per diem day defined in your billing screen. For intermodal users, your container will be yellow one day before the last per diem free day, and red the day after the last per diem free day. For truckload users, the amount of days can be defined by the IT department.

Choosing What to Display

On the bottom of your dropped trailer board you can choose to display either “All Dropped Equipment”, “Selected Locations Only”, or “Completed Moves” by choosing the option and clicking refresh.

Dispatching Dropped Equipment

Simply drag and drop your equipment from the left side of your screen to the Dispatched area on the right. You will be prompted to enter a tractor number, assign the appropriate tractor. At this time, your Dispatch Grid will show this load as dispatched again.

Completing the Load

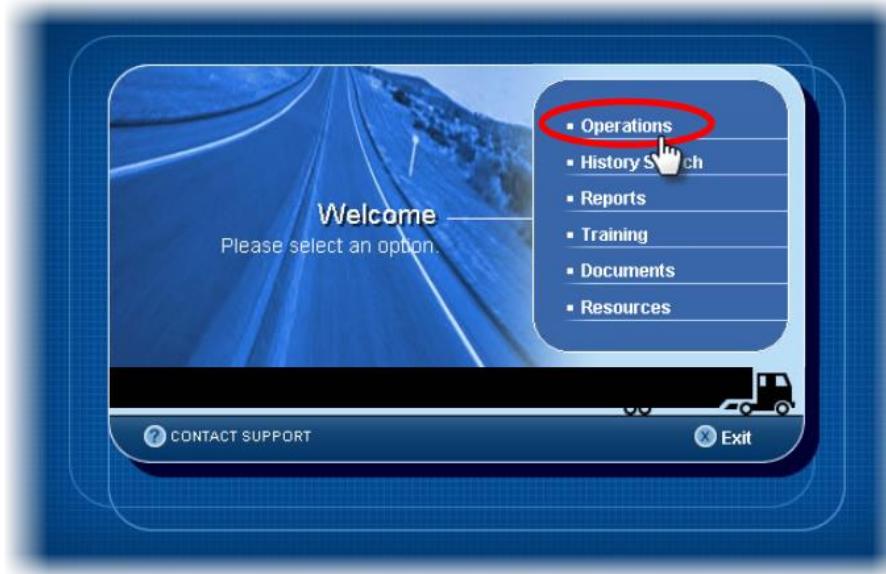
Simply drag and drop your equipment from the Dispatched area of the board to the lower right side Completed area. At this time, your dispatch grid will show this load as completed.

Manage Drivers

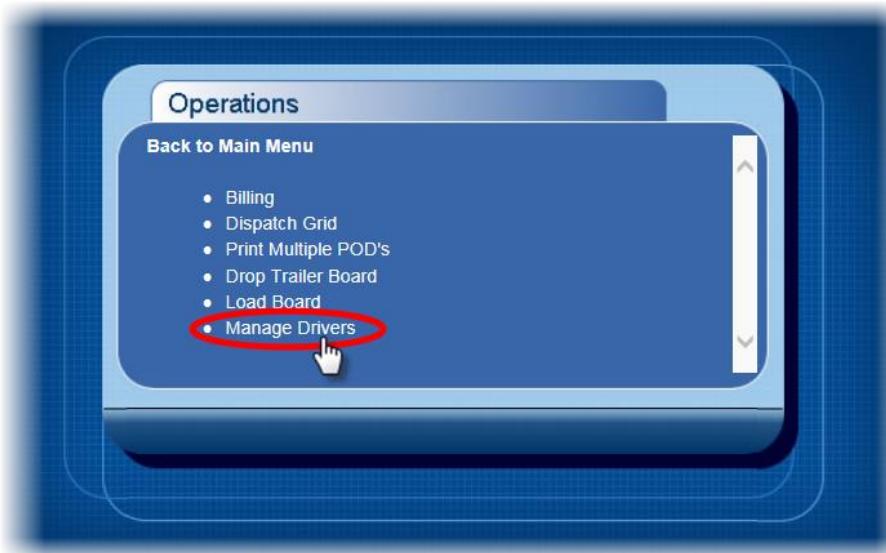
On the Manage Drivers screen, you can easily look up basic information about your drivers, such as their Evans Pitstop™ username and password, their role, and assigned tractor.

You can also change their passwords or roles.

From the **Agent Portal** Main menu, click **Operations**



Now click on **Manage Drivers**



Manage Drivers Screen

Here's your first look at the **Manage Drivers** screen.

This screen shows you the following information:

- the driver's Evans Pitstop™ user name and password;
- the driver's role (Owner or Driver);
- the driver's first and last name;
- the driver's email address (if available); and
- the TractorID number of the equipment assigned to the driver.

If you have ten or fewer drivers, you'll see *all* of them listed here. If you have *more* than ten, you can either page through your list, or search for a specific driver.

The screenshot shows the 'Manage Drivers' screen from the Agent Portal. At the top, there are links to 'Back to Operations' and 'Back to Main Menu'. A blue header bar displays 'Evans Delivery' on the left and an 'Exit' button on the right. Below the header is a table with 10 rows of driver data. The columns are labeled 'User Name', 'Password', and 'Role'. The 'Role' column contains dropdown menus showing 'Owner' or 'Driver'. To the right of the table is another table showing 'First Name', 'Last Name', 'Email', and 'TractorID' for each driver. At the bottom of the page is a search bar with fields for 'User Name', 'Tractor ID', and 'Driver Name', and a 'Search' button. A set of numbered buttons (1-10) is also present at the bottom.

This screen shows up to 10 drivers at a time. If you have more than 10, you can click through the pages...
...or you can search for a specific driver by User Name, Tractor ID, or the driver's first or last name.

User Name	Password	Role	First Name	Last Name	Email	TractorID
1004	8163	Owner	DONALD	LOVEALL		13555
1057	7391	Owner	BRENDA	HOLLIMON		15449
1062	7623	Driver	DOUGLAS	JACKSON		15461
1083	90266	Driver	Sandra	Deal		14541
1085	61062	Owner	ROBERT	ORMANDY JR		12730
1172	25864	Driver	NATHANIEL	GRAHAM		16530
1/3	17901	Owner	MARCUS	LESSEUR		14238
1281	58295	Owner	JAMES	FOUNTAIN		15715
1295	50038	Driver	ROBERT	LLOYD		12057
1328	21574	Driver	ROOSEVELT	BREWTON		15721

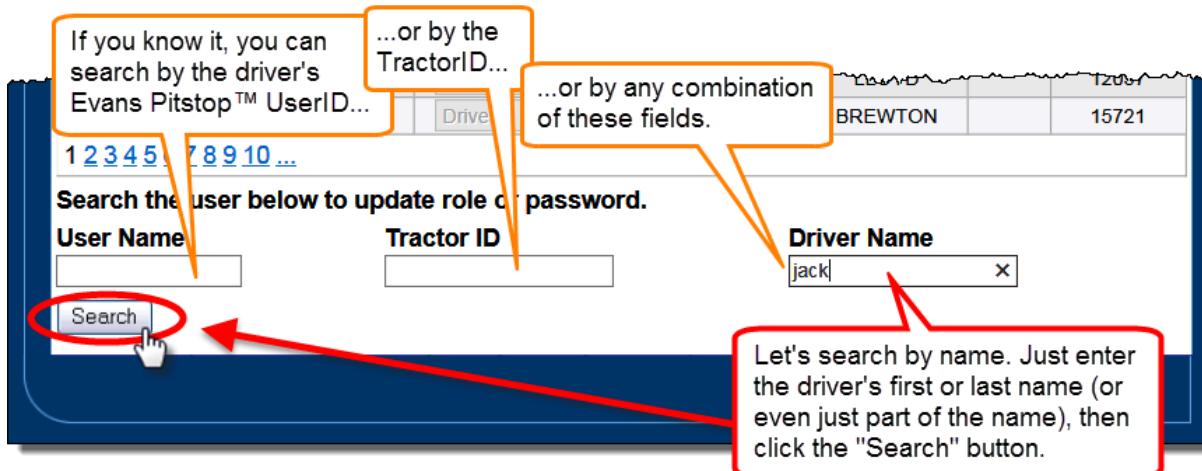
1 2 3 4 5 6 7 8 9 10 ...

Search the user below to update role or password.

User Name	Tractor ID	Driver Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		

Searching for a Driver

Let's try searching for a specific driver.



You don't even have to enter a full name, which is handy when you're not sure how the name is spelled. In this case we are searching for *Douglas Jackson*, so we just entered "jack" in the **Driver Name** field and then clicked the **Search** button. (We could have also searched by the driver's Evans Pitstop™ User Name or the assigned Tractor ID, or by any combination of all three fields.)

Because the letters JACK are present in more than one driver's name, this search returned more than one driver record.

The screenshot shows the search results table. The table has columns: User Name, Password, Role, First Name, Last Name, Email, and TractorID. Three records are listed, each with a yellow box highlighting the 'First Name' and 'Last Name' fields. A red box highlights the 'Edit' link for the first record. Annotations explain: 'Search results are displayed at the bottom of the screen.', 'Notice that this search returned 3 driver records.', and 'That's because the letters JACK are present in all three of these driver's names.'

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Edit	1062	7623	Driver	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

Search Results

Now that we've found the driver, we can make changes.

The screenshot shows the 'Manage Drivers' page with a list of drivers and a search interface.

Main Driver List:

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Edit	1062	7623	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730
Edit	1122	25864	Driver	NATHANIEL	GRAHAM		16530
Edit	113	17901	Owner	MARCUS	LESSEUR		14238
Edit	1281	58295	Owner	JAMES	FOUNTAIN		15715
Edit	1295	50038			LLOYD		12057
Edit	1328	21574			BREWTON		15721

Page Navigation: 1 2 3 4 5 6 7 8 9 10 ...

Search Results:

	User Name	Tractor ID	Driver Name
	<input type="text"/>	<input type="text"/>	<input type="text" value="jack"/>

Search Results List:

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Edit	1062	7623	Driver	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

Notice that *Douglas Jackson* happens to be listed among the ten drivers listed on this page, as well as within our search results. We can make changes in either place.

Changing Passwords

Let's change the driver's password. In this case, we'll use the record displayed in the list of drivers.

First click **Edit** next to the driver's record.

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Edit	1062	7623	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730
Edit	1122	25864	Driver	NATHANIEL	GRAHAM		16530
Edit	113	17901	Owner	MARCUS	LESSEUR		14238
Edit	1281	58295	Owner	JAMES	FOUNTAIN		15715
Edit	1295	50038	Driver	ROBERT	LLOYD		12057
Edit	1328	21574	Driver	ROOSEVELT	BREWTON		15721
1 2 3 4 5 6 7 8 9 10 ...							

Notice that **Edit** has changed to **Update** and **Cancel**. Also the driver's password has changed from being display-only to being a field that we can edit.

Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Update Cancel	1062	7623	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730

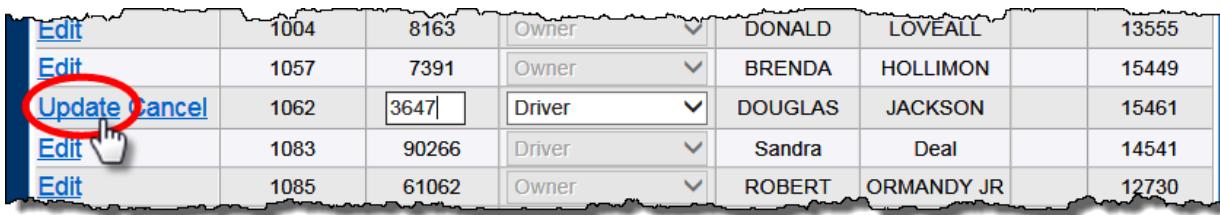
Click in the **Password** field and tap the **Backspace** key on your keyboard until you have removed the current password.

Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Update Cancel	1062	<input type="text"/>	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730

Then type in the new password. In this case, we'll make it "3647."

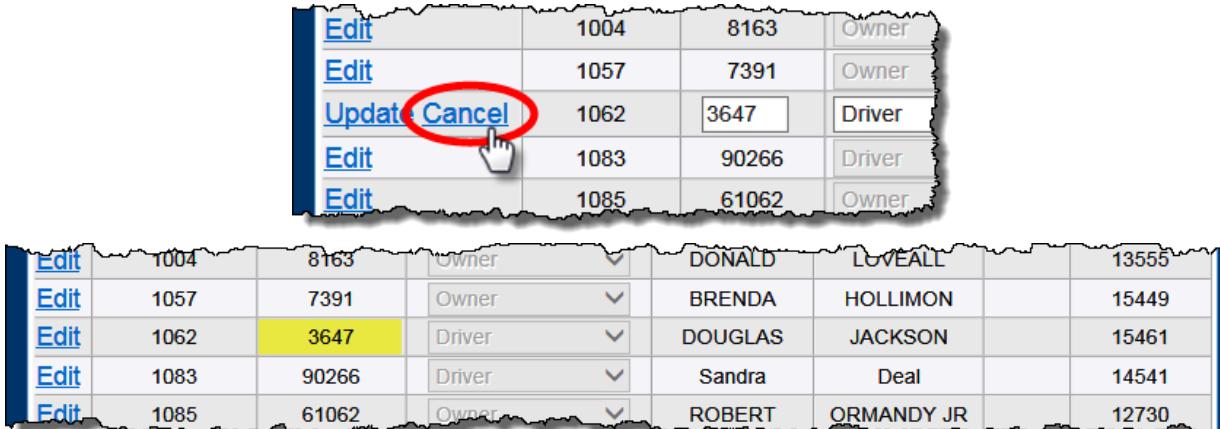
Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Update Cancel	1062	<input type="text" value="3647"/>	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730

Now that you have typed in the new password, click **Update...**



Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Update Cancel	1062	3647	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730

...and we can see that the new password has been saved.

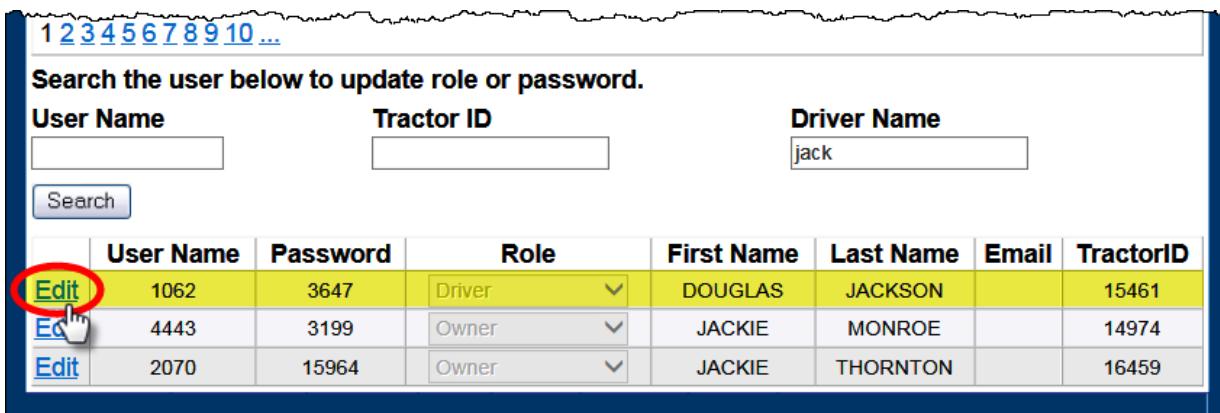


Edit	1004	8163	Owner	DONALD	LOVEALL		13555
Edit	1057	7391	Owner	BRENDA	HOLLIMON		15449
Update Cancel	1062	3647	Driver	DOUGLAS	JACKSON		15461
Edit	1083	90266	Driver	Sandra	Deal		14541
Edit	1085	61062	Owner	ROBERT	ORMANDY JR		12730

TIP! If after typing in the new password, you realize that you don't really want to change it, just click **Cancel** instead of **Update**.

Changing Roles

Now let's change the **Role** for *this driver* from "Driver" to "Owner." In this case, let's change it from within our search results. First click **Edit** next to the driver's record in the search results.



Search the user below to update role or password.

User Name	Tractor ID	Driver Name			
<input type="text"/>	<input type="text"/>	jack			
<input type="button" value="Search"/>					
Edit	1062	Driver	DOUGLAS	JACKSON	15461
Edit	4443	Owner	JACKIE	MONROE	14974
Edit	2070	Owner	JACKIE	THORNTON	16459

Notice that **Edit** has changed to **Update** and **Cancel**. Also the **Role** has changed from gray display-only text to a drop-down menu.

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Update Cancel	1062	3647	Driver	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

Click on the arrow in the **Role** drop-down menu...

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Update Cancel	1062	3647	Driver	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

...and select **Owner**.

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Update Cancel	1062	3647	Driver	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

Now that we have selected **Owner**, we click **Update**...

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Update Cancel	1062	3647	Owner	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

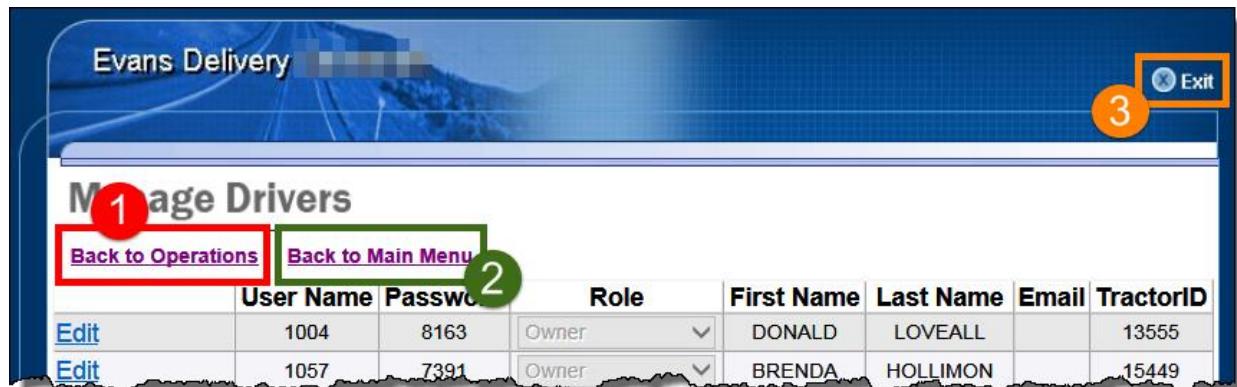
...and we can see that the change has been saved.

	User Name	Password	Role	First Name	Last Name	Email	TractorID
Edit	1062	3647	Owner	DOUGLAS	JACKSON		15461
Edit	4443	3199	Owner	JACKIE	MONROE		14974
Edit	2070	15964	Owner	JACKIE	THORNTON		16459

Exiting the Manage Drivers screen

Once we're done managing drivers, we can either...

1. Return to the **Operations menu**;
2. Return to the **Main menu**; or
3. **Exit** the Agent Portal completely.



Reports

There are many reports available for our agents. Below is a list of the most used reports with their descriptions. If you would like further information on a specific report, please contact the Evans Tech Deck.

Common Reports

Driver Paid Not Billed

This report will display all bills which the agent has clicked the “Pay Driver Only” button on. These are loads in which the driver has been marked for pay but the customer has not been billed.

Orders Not Billed

This report will list all orders which have not yet been billed.

Agent Commission Report

This is a preliminary report which will show the agents current commission. A password is required to view this report. The agent's manager should contact IT for this password.

Final Driver Settlement

This report will show the final settlements for a selected driver and for a pay period.

Hold Driver Pay

This report will show all bills that have a HOLD in the tractor number.

Sales Report

This will display your sales given a date range and other search criteria as seen below.

Unrated Bill Summary

This report will show a summary of all unrated bills within a specified date range that have not been rated by our billing department.

Bills Not Rated (excel)

This report will show a detailed listing in Excel format of all bills that have not been rated by our billing department.

Agent Commission Statements — Final

This will show dated statements that are considered final. These are not available for viewing the current time frame until after 2:00 PM EST on Wednesdays.

Accounts Receivable Reports

For more information on Accounts Receivable reports, refer to the “Credit and Collections” section of this guide.

Driver Profitability Report

You can easily create a Driver Profitability Report:

- Excel format shows weekly settlements
- Includes both the gross and net
- Include all active tractors or just a few
- Uses the date range that you specify

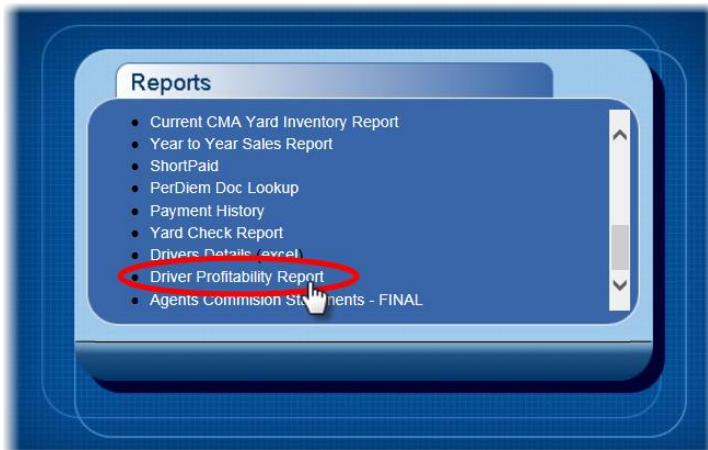
Here's an example...

Driver Profitability								
Agency (XYZ)		05/01/2015		05/08/2015		05/15/2015		
Owner Name	Tractor#	Gross	Net	Gross	Net	Gross	Net	
TONY STARK	21762	\$5626.48	\$472.92	\$4863.17	\$1005.66	\$6684.05	\$2586.64	
ANNIE OAKLEY	35671	\$705.50	\$617.50	\$891.40	\$847.40	\$1383.00	\$1339.00	
SLATE ROCK & GRAVEL COMPANY	36218	\$3638.56	\$593.74			\$4618.70	\$761.60	
SPACELY SPACE SPROCKETS	43586	\$2170.91	\$483.73	\$2142.22	\$324.43	\$3909.02	\$1773.28	

First, log in to the **Agent Portal** with your username and password, then click on **Reports**.



Now scroll down and click on **Driver Profitability Report**.



Choose your selection criteria

First enter a **Start Date** and **End Date** for your report. In this example, we will specify a two-week period. The report will actually show all weekly settlements that include the dates in our range.

A screenshot of the "Driver Profitability Report" form. At the top, it says "Driver Profitability Report". Below that is a "Date Range" section with "Start Date" set to "05/01/2015" and "End Date" set to "05/14/2015". There is also a "Select All" link below the date fields.

Then either **Select All** tractors or just check the box for one or more tractors. For this example, we will select four.

A screenshot of the "Driver Profitability Report" form. It shows the same date range fields as the previous screenshot. Below that is a "Select the drivers -" section. It includes a "Select All" checkbox and a list of driver names, each with its own checkbox. Some checkboxes are checked (e.g., 35671-ANNIE OAKLEY, 43586-GEORGE JETSON) while others are not (e.g., 45502-BUGS BUNNY, 28541-DONALD DUCK). The list includes: 35671-ANNIE OAKLEY, 45502-BUGS BUNNY, 28541-DONALD DUCK, 36218-FRED FLINSTONE, 43586-GEORGE JETSON, 12785-MILHOUSE VAN HOUTEN, 55125-ROCKY BALBOA, 21762-TONY STARK, 33242-WARD CLEAVER.

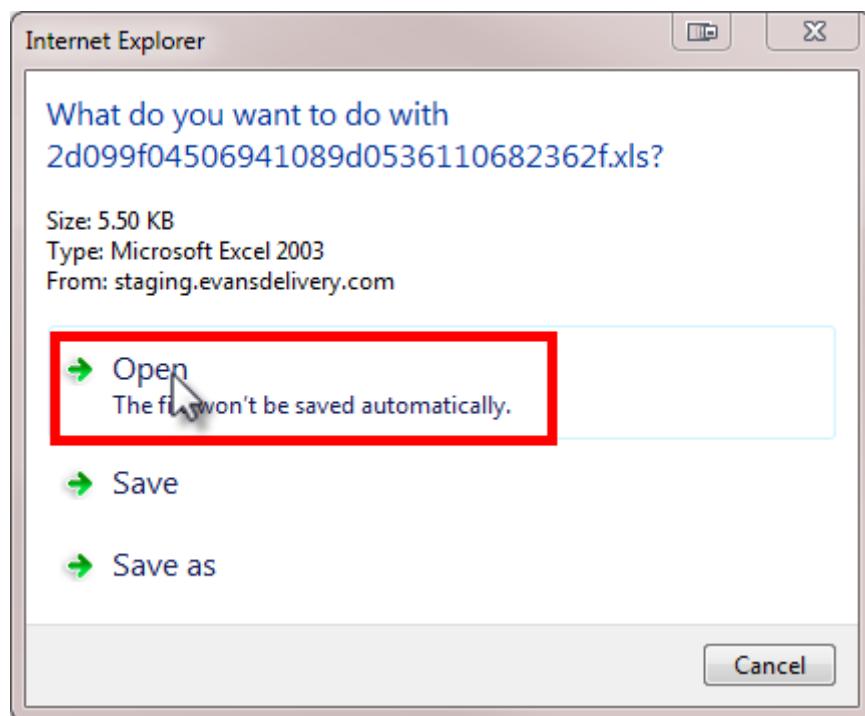
Retrieve the Report

Now, just click **Retrieve Report** and the system will generate your report...



...and export it to an Excel file.

Click **Open**, **Save**, or **Save as**, depending on your preference. In this case, we'll choose **Open**.



TIP: If you don't own a license for Microsoft Excel, you can download a free Excel viewer here: <https://www.microsoft.com/en-us/download/details.aspx?id=10>

View the Report

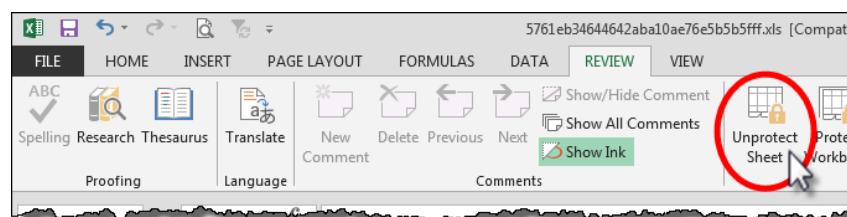
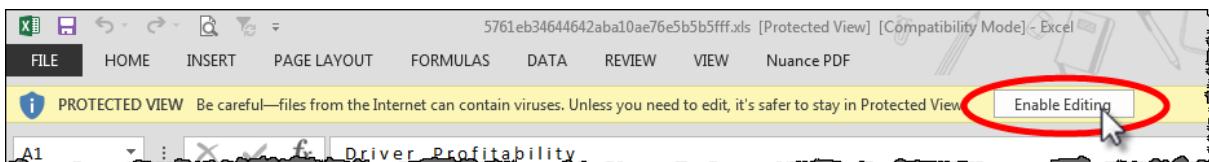
Excel will open in a new window and display the report. Instead of the driver's name, our report will show the tractor owner's name and it will be sorted by tractor number. The report will show all weekly settlements that include the dates in our date range. This means that if the date range we entered included a partial week, our report will still show the full settlement for that week. That's right, you don't have to be too particular about the date range to get the data you want. Both gross and net are shown; and if there was no settlement for a particular week, then nothing will be shown for that week.

Driver Profitability								
Agency (XYZ)		05/01/2015		05/08/2015		05/15/2015		
Owner Name	Tractor#	Gross	Net	Gross	Net	Gross	Net	
TONY STARK	21762	\$5626.48	\$472.92	\$4863.17	\$1005.66	\$6684.05	\$2586.64	
ANNIE OAKLEY	35671	\$705.50	\$617.50	\$891.40	\$847.40	\$1383.00	\$1339.00	
SLATE ROCK & GRAVEL COMPANY	36218	\$3638.56	\$593.74			\$4618.70	\$761.60	
SPACELY SPACE SPROCKETS	43586	\$2170.91	\$483.73	\$2142.22	\$324.43	\$3909.02	\$1773.28	

Save the Report

To save a copy of the report, click the **File** menu, then **Save As**. Choose a location, enter a name for your file, and then click **Save**.

TIP: If you would like to change the formatting of the report before you save or print it, just click **Enable Editing**. Then click **Unprotect Sheet** on the **Review** ribbon.



Carrier Logistics for Intermodal Agents

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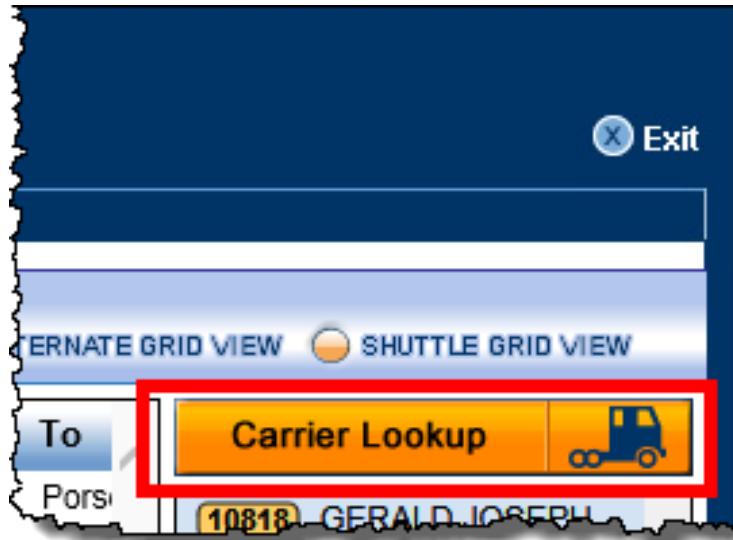
Carrier Set-Up Process

If you have any questions, please contact the Carrier Logistics Department in our Southeast Regional office in Fayetteville, Georgia.

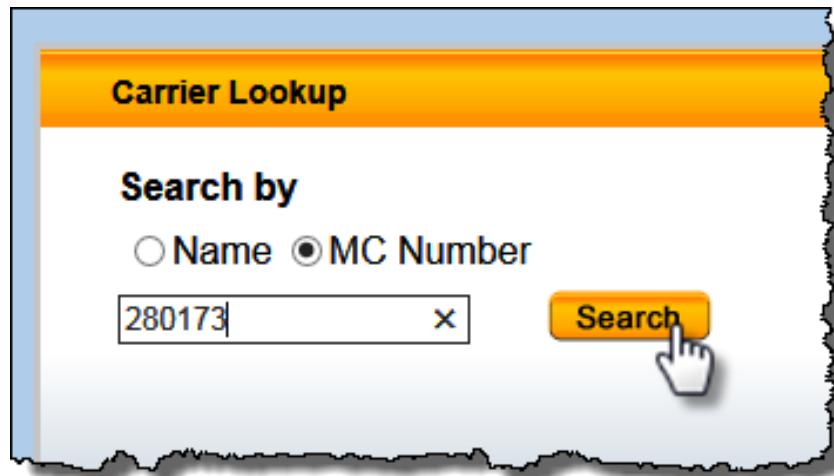
- Email: CarrierPay@evansdelivery.com
- Phone: 1-678-610-3063, extension 2008, 2009, or 2010.

Check to See If the Carrier Is Currently in Our System

1. From the **Agent Portal** main menu, click **Operations**, then click **Dispatch Grid**.
2. Click **Carrier Look Up** near the upper-right corner of the screen.



3. Select search by **MC Number**. (This is more accurate than a name search.) Enter the carrier's MC number and click **Search**.



4. If the carrier is in our system, the **Carrier Details** will be displayed. Check the *expiration dates* for both the *cargo* and *liability* insurance policies.

Cargo Insurance Company :	PENN AMER
Cargo Policy :	\$100000
Cargo Expire :	07/21/16
Liability Insurance Company:	NORTHLAND
Liability Insurance Policy:	WF003519
Liability Expire Date:	07/21/16
Terms :	Pay terms would default to 27 days.
Comments :	

- A. If both insurance policies are valid, you can use the code.
- B. If either insurance policy has expired, contact the Carrier Logistics Department to verify that the carrier is okay. If yes, request a new insurance certificate(s) from the carrier. (Carrier's insurance certificate must show Evans Delivery as certificate holder.)

Obtain Approval of Carrier

1. Email CarrierPay@evansdelivery.com with the MC number and the carrier's name.
2. When you receive approval from the Carrier Logistics Department, send our **Broker Carrier Packet** to the carrier to complete. (The packet is available on the Agent Portal under Documents, General.)
3. When you receive the completed packet from the carrier, forward it to the Carrier Logistics Department at CarrierPay@evansdelivery.com. Be sure to include ALL of the following:
 - A. Completed profile sheet.
 - 1) Both the Fed ID number and the MC# must be listed.
 - 2) Include your agency code.
 - B. Signed contract
 - C. Proof of authority

- D. Completed W9, with either the Social Security *OR* Federal ID number (not both).
 - 1) *Social Security number* is used for carriers running under their personal names.
 - 2) *Federal ID number* is used for carriers running as a business entity.
- E. Current insurance certificate
 - 1) Certificate Evans Delivery must be listed as certificate holder.
 - 2) Cargo insurance must have a minimum of \$100,000 in coverage.
 - 3) Auto liability insurance must have a minimum of \$1,000,000 in coverage.
4. Upon receipt of all required documents listed above, the Carrier Logistics Department will enter the carrier into the system and respond to you with a VCODE for the carrier.
5. All carriers are set up the same day as the completed Broker Carrier Packet is received. Any packets received after 5:00 pm will be processed ASAP the next business morning.

NOTE: We cannot set up a carrier without *all* documents. Please submit *completed* packets only.

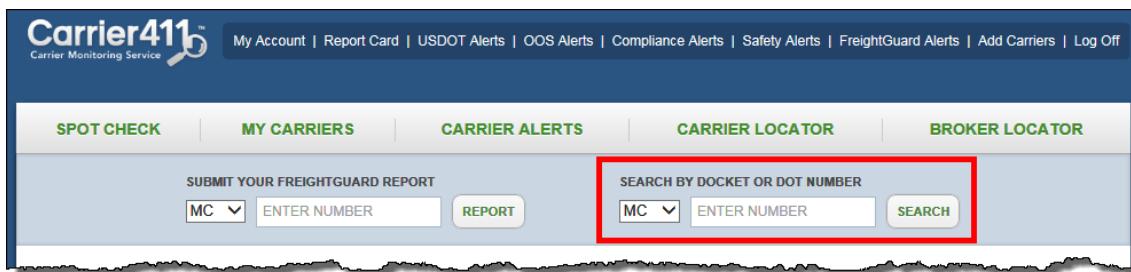
Using Carrier411.com

If you have any questions, please contact the Carrier Logistics Department in our Southeast Regional office in Fayetteville, Georgia.

- Email: CarrierPay@evansdelivery.com
- Phone: 1-678-610-3063, extension 2008, 2009, or 2010.

Access the Carrier411 Website and Locate the Carrier

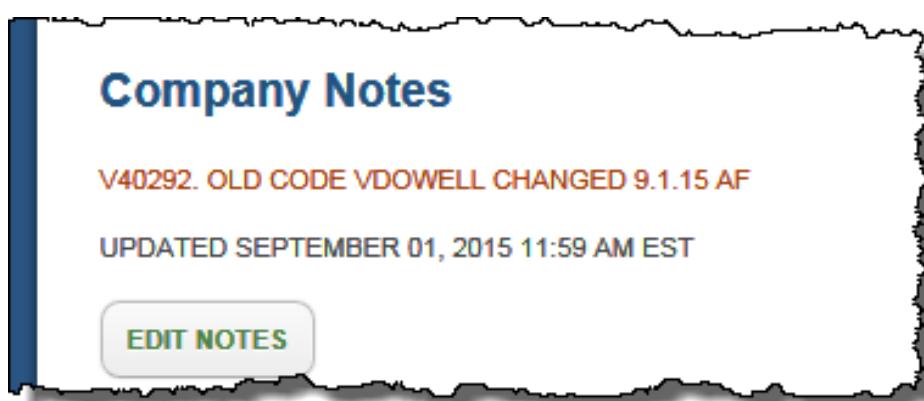
1. Visit <http://www.carrier411.com>.
 - A. **Sign-on:** schoey
 - B. **Password:** EVCQ2015
2. Select **MC** under **Search by Dock or DOT Number**, enter the MC number, and click **Search**.



3. Selecting the carrier from the list of results and click the **MC number**.

Check the Carrier Details

1. Check the following:
 - A. Under **Company Comments**, review any Evans/West comments.



B. Under **Monitoring Status**, check the color of the block.

- 1) If the block is red, the carrier is currently in our system.



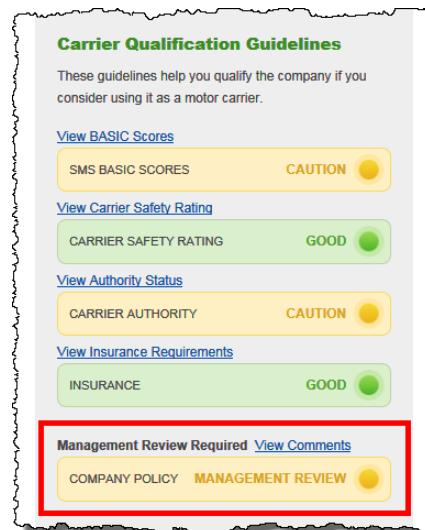
- 2) If it is green, the carrier is not currently in our system. (This does not mean they are active or acceptable.)

C. Again, under **Monitoring Status**, check the "Authority Updates."

- 1) Carrier must have valid authority for a minimum of 1 year.
- 2) Any MC number starting with 8 is not acceptable.
- 3) As of June 2013, numbers 790500 or newer are most likely to new.

2. In the right column, check the status of the **Company Policy** box under **Carrier Qualification Guidelines**.

- A. *Green "Company Policy Acceptable."* The carrier is okay to use.
- B. *Yellow "Management Review."* You must contact the Carrier Logistics Department for approval before using this carrier.



- C. *Red "Not acceptable."* You can not use this carrier. (Contact the Carrier Logistics Department if you have any questions regarding this status.)

3. If approved, email or fax the carrier packet to the carrier to complete.

Paying Carrier Invoices

If you have any questions, please contact the Carrier Logistics Department in our Southeast Regional office in Fayetteville, Georgia.

- Email: CarrierPay@evansdelivery.com
- Phone: 1-678-610-3063, extension 2008, 2009, or 2010.

Receive the Invoice and Bill the Load

1. You receive carrier's invoice with back-up paperwork from the carrier.
2. Make sure you have all required documents to process your load.
3. From the **Agent Portal** main menu, click **Operations**, then **Billing**.
4. Click **Retrieve Order**, enter the PRO number, and click **Go**.
5. Click **Scan Documents** and scan the Bill of Lading and Proof of Delivery documents.
6. Click **Bill Customer & Pay Driver**.

Payment Options

Standard

1. Invoices are paid at thirty (30) days from receipt of the carrier's invoice if no other arrangements are made.
2. For this option, simply:
 - A. Bill the load.
 - B. Email the following to CarrierPay@evansdelivery.com:
 - Carrier's invoice.
 - Rate confirmation.

WeeklyPay Program

1. *WeeklyPay* is offered at a 2% fee.
2. To enroll a carrier in the *WeeklyPay* program:
 - A. Complete the *WeeklyPay* enrollment form for the carrier. (This form is available on the Agent Portal.)
 - B. Email the completed form to CarrierPay@evansdelivery.com.

- C. NOTE: The enrollment form only needs to be submitted once. However, carriers must haul on a regular basis to remain qualified for the *WeeklyPay* program. If a carrier is inactive for more than **six (6) months** they will be dropped and future invoices will be paid via the *Standard* method.
3. Once the carrier is enrolled in the *WeeklyPay* program, process the carrier's invoices the same way you'd process standard invoices:
 - A. Bill the load.
 - B. Email the following to CarrierPay@evansdelivery.com:
 - Carrier's invoice.
 - Rate confirmation.
 - C. Bill the load and email the documents by 12:00 noon on Friday to have a check mailed on the following Monday

QuickPays

1. *QuickPays* are offered for a 5% fee.
2. To request a *QuickPay*:
 - A. Complete the *QuickPay* form EACH TIME this payment option is requested. (The form is available on the Agent Portal.)
 - B. Bill the load.
 - C. Email the following to CarrierPay@evansdelivery.com:
 - Completed *QuickPay* request form.
 - Carrier's invoice.
 - Proof of delivery.
 - Rate confirmation.
3. The request will be processed and a ComChek number will be emailed to you.

Carrier Logistics Forms

For reference only. Please always obtain the latest version of these items from the Agent Portal.

Broker Carrier Packet

First page only shown as reference.



EVANS DELIVERY COMPANY
And all divisions:
Land Transportation, All Points Transport, Century Express,
Hale Intermodal, West Contract, Phoenix Transit & Logistics, CTI Nationwide
235 South Glenn Street
Fayetteville, GA 30214

FAX TRANSMITTAL FOR CARRIER SET UPS

Carrier Name: _____ Carrier Fax: _____

Agent code & contact name: _____

Please fax the following documents:

1. Complete Carrier profile sheet
2. Signed carrier contract
3. Copy of Contract Authority
4. Completed W-9 form
5. Factoring letter if applicable
6. Certificate of Insurance with the following as certificate holder:
Evans Delivery Co Inc
235 South Glynn St
Fayetteville, GA 30214
 - Auto liability must be minimum \$1,000,000.00
 - Cargo coverage minimum \$100,000.00
 - All exclusions must be listed on the cert.

Send all of the above documents to the following:

Email: carrierpay@evansdelivery.com Fax #: 570-385-9126 or 9127

TRANSCORE-DAT360 Access Request Form



TRANSCORE-DAT360 ACCESS

Please complete this form & return to: SUE.SCHOENTHALER@EVANSDELIVERY.COM.

FEES: Multi-user office, 3 to 5 users \$50 per week
2 user office \$40 per week
Single user office \$30.00 per week

Company (circle one): Evans West Motor Freight
Agent Code: _____ Person completing this form: _____
Agent address: _____
Agent City, St Zip: _____
Phone #: _____
Fax #: _____
1st person needing access: _____
Email Address: _____
2nd person needing access: _____
Email address: _____
3rd person needing access: _____
Email address: _____
4th person needing access: _____
Email address: _____
5th person needing access: _____
Email address: _____

WeeklyPay Enrollment Form

CARRIER WEEKLY PAY AGREEMENT & PROCESS

I, _____ agree to the Evans weekly pay plan as follows.
(carrier name)

All paperwork will be turned into the agent office. This includes all load paperwork & the carrier invoice. All loads can be on one invoice or separate invoices as long as the load #'s are listed.

The agent office will forward the carrier invoices to the accounts payable department @ carrierpay@evansdelivery.com. All invoices must be received by the A/P department before noon on Friday. Anything received after noon on Friday will go into the next weeks pay. All checks are mailed on Monday except in the event of a Federal Holiday. Then it will move to Tuesday.

I understand that there is a 2% fee for this service. This fee will be taken off the total amount due.

Comchecks will not be issued to weekly pay carriers unless it is an emergency. In the event that a Comcheck must be issued, there will be a 5% fee.

If the carrier is inactive for more than 90 days, they will be taken off of the weekly pay program & must sign a new agreement to reactivate the program.

By signing this agreement I agree to all conditions above and request to start in the weekly pay program.

Carrier code: _____ Remit to address: _____

Carrier signature: _____

Evans Agent signature: _____ Agent Code: _____ (3 digit)
Date: _____

QuickPay Request Form

**Evans Delivery Network of Companies
Quick Pay/ advance request form**

Complete and return via fax or email to: Carrier accounts payable department
(Only Agent can request)

Attn: Carrier Pay
Email: carrierpay@evansdelivery.com
Fax: 570-385-9126 OR 570-385-9127

Requested by: _____
Email: _____
Fax: _____

Load Number (include agent code): _____
Carrier Code: _____
Carrier Name: _____
Carrier Contact: _____

Advance _____
(*5% fee after advance given)
OR

Quick Pay amount _____
(*note: There is a 5% charge for quick pay taken out of total due)

Carrier Signature: _____
Comdata Express Code: _____

In order to receive payment, a signed proof of delivery must be faxed along with this form

Please allow 1 hour to process quick pays from time it is faxed in.

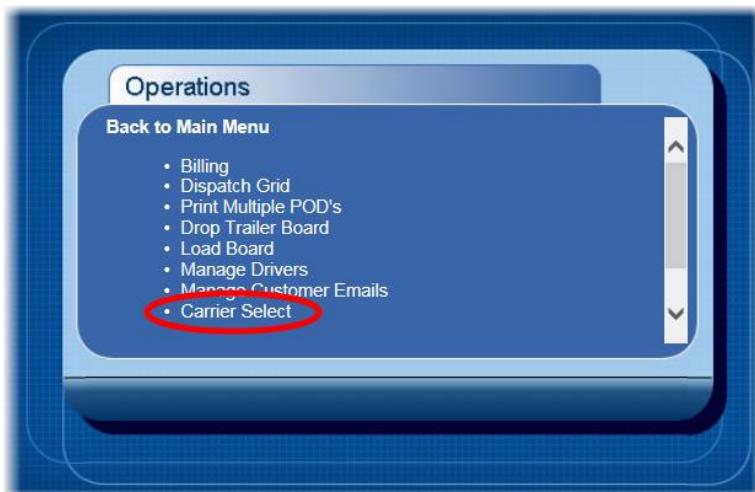
Carrier Select

The Carrier Select tool is designed to allow Domestic Truckload Brokerage Agents to more efficiently source capacity with the best combination of rates and service.

Data from throughout the entire Evans Network of Companies is combined into a single database and made accessible to all agents. (Proprietary commercial data is removed from the information presented so agents are protected.)

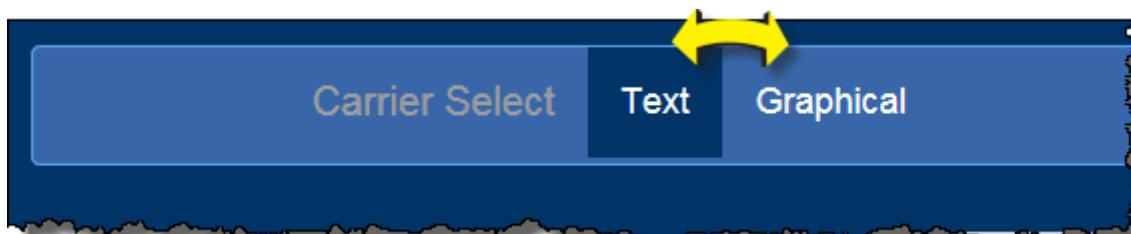
Accessing the Carrier Select Tool

Log in to the **Agent Portal** with your username and password, then click **Operations**. Then click **Carrier Select**.



Home Screen

The Home Screen allows you to enter basic information for the load you wish to move and find carriers who have previously moved loads in those lanes.



You can always choose to use either text mode or graphical mode for your Home Screen. In either mode, you simply select the parameters for the lanes you wish to view and then click Search. Regardless of which mode you use, the data presented is the same.

Text Mode (Search by Zip Code)

Carrier Select Text Graphical

Duration: 30 Days 90 Days 6 Months 1 Year

Origin Zip: 18104

Destination Zip: 07032

Mileage Range: 50

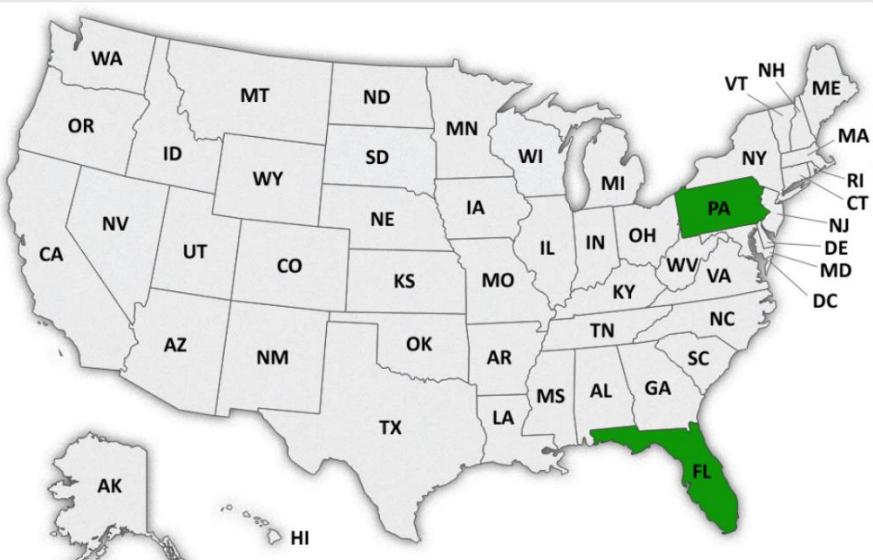
Search Cancel

In text mode you enter an origin zip and a destination zip along with a mileage range. You can also choose to see carriers who have moved loads in this lane in the past thirty days, ninety days, six months, or one year.

Graphical Mode (Search by State)

Carrier Select Text Graphical

Duration: 30 Days 90 Days 6 Months 1 Year



Search Cancel

In *graphical* mode, the date range criterion is the same; however, instead of entering the origin and destination zip codes and mileage range, you select an origin state and a destination state.

Search Results

Lane Summary Screen

After you enter your parameters and click **Search** on the Home Screen, the Lane Summary Screen is displayed.

<input type="checkbox"/> DNG TRANSPORT	1	\$4.29 - \$4.29	Valid					
<input type="checkbox"/> WEST MOTOR FREIGHT	5	\$4.30 - \$9.23	Valid					
Showing 1 to 10 of 51 entries								
	Previous	1	2	3	4	5	6	Next
	Show Details	Email Load Info	Cancel					

The Lane Summary Screen lists all carriers that moved loads in the specified lane during the time period you selected. The following information is displayed:

- The carrier's name
- Total number loads moved
- The range of rates the carrier charged per mile
- Whether the carrier's insurance on file is currently valid
- The rating given to the carrier by other agents, if any

To see the details of loads moved by one or more carriers, simply check the box next to that carrier or carriers and then click **Show Details**.

Lane Detail Screen

Carrier	Origin	Destination	Rate	Miles	RPM	Date	Status	Rating
<input checked="" type="checkbox"/> WEST MOTOR FREIGHT	BREINIGSVILLE, PA 18031	ELIZABETH, NJ 07207	\$500.00	85	\$5.88	5/14/2014	Valid	
WEST MOTOR FREIGHT	BREINIGSVILLE, PA 18031	ELIZABETH, NJ 07207	\$500.00	85	\$5.88	5/13/2014	Valid	
WEST MOTOR FREIGHT	BREINIGSVILLE, PA 18031	BRONX, NY 10474	\$1,025.00	111	\$9.23	3/28/2014	Valid	
WEST MOTOR FREIGHT	BREINIGSVILLE, PA 18031	JERSEY CITY, NJ 07304	\$400.00	93	\$4.30	3/14/2014	Valid	
WEST MOTOR FREIGHT	BREINIGSVILLE, PA 18031	MARLBORO, NJ 07746	\$500.00	99	\$5.05	3/13/2014	Valid	

Showing 1 to 5 of 5 entries

Previous [1](#) Next

[Email Load Info](#) [Cancel](#)

The Lane Detail Screen displays each load moved by the carrier(s) that you selected on the Load Summary Screen. The loads are sorted by carrier and then by date (with the most recent first).

Details shown include the origin city, state, and zip; destination city, state, and zip; the rate charged; the number of miles; the rate per mile (RPM); the date of the move; the carrier's insurance status; and the carrier's rating.

Emailing Load Information to Carriers

Carrier Select gives you the ability to email load information that you have already entered in the Agent Portal directly to the carriers you select. To get started, simply check the box next to a carrier or carriers and then click **Email Load Info** to open a blank email form.

Email Address

First, enter the email address for the carrier you wish to contact. To enter more than one email address, separate them with a semi-colon (;).

The screenshot shows a software interface for sending emails. At the top left is a dropdown menu labeled "Email Template:" with the option "-Choose Your Template--". Below it is an "Order Number:" field containing "Order Number". To the right is a blue "Load Order" button. The next section is labeled "Email:" and contains the text "name@firstcarrier.com; name@secondcarrier.com", which is enclosed in a red rectangular box. Below this is a "Subject:" field with the text "Load Tender Request". A rich-text editor toolbar is visible above a large text area. The text area has a single letter "p" typed into it. On the far right of the email input field is a small "x" icon.

Note: A future release of the *Carrier Select* tool will automatically enter the email addresses for you.

Select a Template

Now, click the arrow on the drop-down menu and select a template.

This screenshot shows the same software interface as the previous one, but the "Email Template:" dropdown menu is now open, displaying a list of available templates. The list includes "Evans Test1", "Load Tender P-E-APT", "Evans Test2", "PRO-CNTR-POAPP1-POLOC-DLVLOC", and "FROM-TO-PRO-CNTR with status". The "FROM-TO-PRO-CNTR with status" option is highlighted with a red rectangular box. The rest of the interface is identical to the first screenshot, including the "Order Number:", "Email:", "Subject:", and rich-text editor.

Selecting a template populates the subject line and the message area with a combination of text and data fields. Text is simply shown as text and the data fields are indicated by a dollar sign and hashtag before and after the field name (e.g., `#$FieldName$`).

TIP: Contact the Evans Tech Deck at tech_deck@evansdelivery.com to have email templates created according to your formatting preferences.

Merge the Order Information

The next step is to merge the load information with the email template.

Enter the order number in the *Order Number* field and click **Load Order**. This will replace field names with the actual information from the order you specified.

If there is no data within your order information for a particular field, the `##FieldName##` will still be displayed.

```
From: ACME PRODUCTS 123 MAIN ST PHILADELPHIA PA
To: BIG BUYER 789 INDUSTRY ROAD ATLANTA GA
Appt Date/Time: 02-14-2012 @ 1100
Pro: 241958 Container: ##Equipment##
Driver Pay:500.00, Driver Pay2: 500.00, Driver Pay3: 0.00
```

Review and Send the Email

You can even edit the email after the order information has been merged. When the message meets your satisfaction, click **Send Email**.

Email Template: FROM-TO-PRO-CNTR

Order Number: 241958

Email: name@firstcarrier.com; name@secondcarrier.com

Subject: 500.00 241958 10000.0

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

From: ACME PRODUCTS 123 MAIN ST PHILADELPHIA PA
To: BIG BUYER 789 INDUSTRY ROAD ATLANTA GA
Appt Date/Time: 02-14-2012 @ 1100
Pro: 241958 |
Driver Pay:500.00, Driver Pay2: 500.00, Driver Pay3: 0.00

Send Email

Carrier Information and Ratings

Just click the carrier's name (in blue) to view details about that carrier, such as Broker ID, address, phone and fax numbers, insurance policies, etc.

Carrier Select also gives you the ability to read carrier ratings posted by other agents, as well as add a rating of your own. Any line that displays a carrier will also display the rating, represented by one to five stars. (Carriers that have not been rated show the stars in gray.) Click the stars to view the individual ratings or add your own.

Carrier	# Loads	Rate per Mile	Status	Rating
PAUL HAND TRUCKING	1	\$1.11 - \$1.11	Valid	★★★★★
BADESCHA TRANSPORT LLC	2	\$1.95 - \$1.99	Valid	★★★★★

Click the name to see carrier information

Click the stars to read ratings or add your own

Carrier Rating Detail Screen

The Carrier Rating Detail Screen shows the date of the individual rating, along with the agent's name and their rating and comments. These individual ratings are averaged to create the score shown on previous screens.

Click the **Previous Rating** and **Next Rating** buttons to scroll through more ratings for this carrier. (If the carrier has only one rating, these buttons will not be available.)

To add your own rating, click **Add Rating**.



Carrier Rating

Carrier: BADESCHA TRANSPORT LLC

User ID: SAV

Name: Joe

Rating: ★★★★☆

Date: 5/26/2015

Comments: Great customer service.

Previous Rating Next Rating

A screenshot of the "Carrier Rating" screen. It displays a single rating entry for "BADESCHA TRANSPORT LLC" by user "SAV" named "Joe" on 5/26/2015. The rating is 4 stars. The comments say "Great customer service." Navigation buttons for "Previous Rating" and "Next Rating" are at the bottom.

Add Rating Screen

Enter your name, select the number of stars you wish to assign, and enter a comment. Then click **Add** to save the rating and update the average score for that carrier.

Add Rating

Carrier Name: BADESCHA
TRANSPORT LLC

User ID: SAV

Name: Kim

Ratings: ★★★★☆

Date: 5/26/2015

Comments: Was not on time.

Add Clear

A screenshot of the "Add Rating" dialog box. It contains fields for "Carrier Name" (BADESCHA TRANSPORT LLC), "User ID" (SAV), "Name" (Kim), "Ratings" (4 stars), "Date" (5/26/2015), and "Comments" (Was not on time.). The "Add" button at the bottom is circled in red.

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Credit and Collections

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Click any subject or page number to jump to it.

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Customer Credit

Credit Department Contact Information

- EMAIL: CreditDepartment@EvansDelivery.com
- FAX: 1-570-385-9139

Credit Request Methods

- Email or fax a completed **Credit Authorization Request** form.
- **Send an email** with company name, address, phone number and credit dollars needed.
- A full **Credit Application** will be requested for large dollar amount credit requests, when credit history doesn't meet minimum standards or is non-existent.

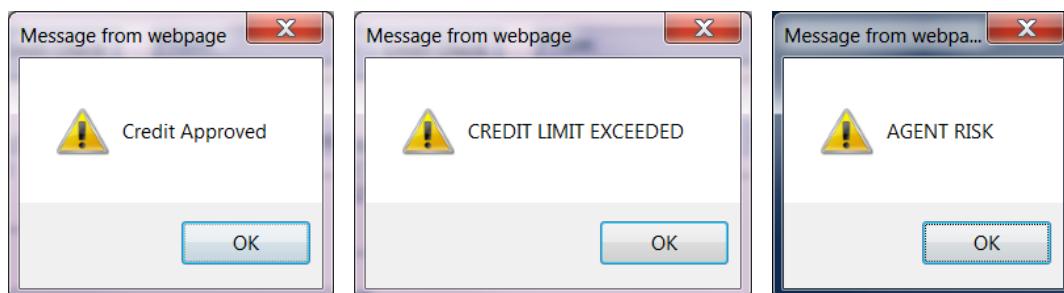
Note that **Customer Billing Requirements** must be completed *by the customer* and sent to the Credit Department prior to account set-up.

Checking the Credit of Existing Customers

1. Using **Internet Explorer**, visit agents.evansdelivery.com and log in with your user name and password.
2. Click **Operations** and then **Billing**, then click **Retrieve Order** and enter the PRO number.
3. Click **Credit Check**.



4. A pop-up message will tell you the customer's current credit status.



Collections Services

The Collections Department will begin calling on customers regarding unpaid invoices at 30 days from the invoice date.

We will request assistance from you for:

- Rejections
- Short Pays
- Missing Paperwork
- Customer Chargebacks

You are responsible for:

- Supporting documentation
- Billing correct rates
- Accessorial approvals must be scanned in to appropriate load.
- Resolving issues with problem loads and invoices.

You may be deducted for:

- Assuming risk on prepaid customers.
- Unapproved accessorial charges.
- Short pays due to incorrect billings.
- Over credit limit.
- Customer chargebacks.

Prior to initiating any deduction, the Collector will communicate with you via phone and email to request your assistance and you notify you of any potential deduction date. Please respond promptly to avoid unnecessary deductions.

If we have supporting documentation *and* the customer is credit approved, Evans will resolve the issues with the customer and absorb any expense.

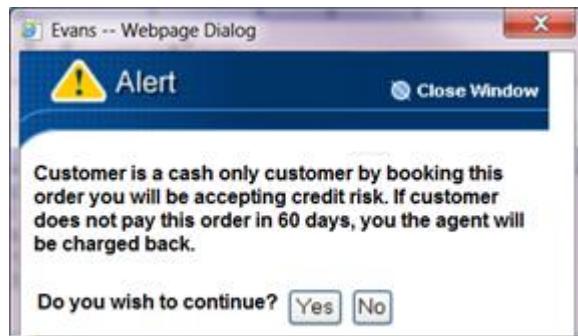
Agent Risk

When you accept orders from customers without credit approval or from customers over the credit limit, *you* assume the risk.

We recommend that you request prepayment by one of the following methods.

- Credit Card Payment (use the Evans Credit Card Payment form)
- Prepaid wire transfer
- ComChek

When you click **Bill Customer** on an order for a customer without credit approval, a pop-up message to prompt you to assume the risk.



- If you do not wish to accept the risk, back out and contact the Evans Credit Department to see if a credit increase is possible.
- If you accept the risk and the customer does not pay within 30 days, the Evans Collection Department will attempt to collect payment. However, if the customer becomes uncollectible, you assumes 100% of the risk at 60 days. The Collections Department will consult with you regarding any actions to be taken.

When all efforts have been exhausted the Collections Department will turn the account over to a third-party collection service and you will be charged back. If/when the third-party service collects any payment, the third-party service's fee will be subtracted and the remaining funds will be paid to you through the regular settlements process.

Accounts Receivable Reports

The Evans Agent Portal provides extensive reporting functionality.

Aging Report

1. Using **Internet Explorer**, visit agents.evansdelivery.com and log in with your user name and password.
2. Click **Reports** and then **Aging Report**.

The screenshot shows the 'Aging Report' page. At the top, there's a header 'Aging Report'. Below it, a section titled 'Accounts' contains ten rows, each with a text input field labeled 'Account' followed by a number (1 through 10), a 'Lookup' button, and a 'Retrieve' button. To the right of these rows is another set of five rows with similar fields. Below this is a 'Detail:' section with radio buttons for 'Summary' (selected) and 'Detailed'. Under 'Format Option:', there's a checkbox for 'Excel'. At the bottom is a large blue 'Retrieve Report' button.

3. Choose **Summary** or **Detailed**.
4. Either enter one or more **Customer Bill To codes** or leave them all blank to run a report for all customers.
5. Check the **Excel** checkbox to export to Excel or leave it unchecked for a PDF report.
6. Click **Retrieve Report**.

Short Paid Report

1. Using **Internet Explorer**, visit agents.evansdelivery.com and log in with your user name and password.
2. Click **Reports** and then **ShortPaid**.

This automatically pulls all short-paid invoices into a report. Note that Short Pays can also be seen by running the Aging Report in Detail.

Credit and Collections Forms

For reference only. Please obtain the most current copy of these forms from the Agent Portal.

Credit Card Receipt

Customer Account Form

	 ALL POINTS TRANSPORT	 CENTURY EXPRESS <small>A Division of Evans Transport Company, Inc.</small>	 WHALE TRANS
 LANDIA			
 PHOENIX			
EVANS DELIVERY COMPANY, INC.			
P.O. Box 268, Pottsville, PA 17501 570-385-9048 570-385-9139 Fax			
Welcome to Evans Delivery Company and its divisions, All Points Transport, Century Express, Hale Intermodal Trucking, Landia Transportation and Phoenix Transit & Logistics. Completion of this form including an authorized signature is necessary to enable us to set-up an account for you. Please fax the completed form to 570-385-9139 or email the Credit Department: CreditDepartment@evansdelivery.com			
Company Name: _____		Attention: _____	
Mailing Address: _____		Phone No. _____ Fax: _____	
City: _____		State: _____ Zip: _____	
Physical Address: _____			
City: _____		State: _____ Zip: _____	
Accounts Payable Contact: _____		Phone No. _____ Fax: _____	
A/P Email Address: _____			
Please specify the type of billing that you require:		Paper Invoices	Spreadsheet
EDI	EDI Contact Name/Phone:	_____	
EDI Contact Email Address:		_____	
Email	Email Address:	_____	
Web	Web Address (URL):	_____	
Please specify the types of documentation that you require. (Check all that apply)			
Rate Confirmation Sheet	Transportation Order Sheet	Signed Accessorial Sheet/Form	
Purchase Order/Work Order	TIR's	Signed Proof of Delivery/Signed Bill of Lading	
If other, please specify: _____			
How are accessorial charges determined, authorized and approved?		Contractual Agreement in accordance with a predetermined schedule	
Customer published schedule		Signed accessorial notification form at the time the accessorial service is performed	
QD/Q method, please explain:			
Please briefly explain your requirements for approval and payment of accessorial charges:			
<p>Credit will be extended on the condition that customer agrees to make payment within 30 days from the date of the invoice. Customer will not delay or withhold payment due to alleged errors in billing or because of any other dispute customer may have with Evans Delivery Company, Inc. or its affiliated companies. Payment will be made to Evans Delivery Company, Inc. or its affiliated companies prior to any claim for adjustment which may result in cancellation of any credit extended. Any action that warranty collection action will be responsible for all associated collection fees, expenses, and costs, but not limited to, attorney's fees, court costs, collection agency fees and interest at the rate of one and one-half percent (1.125%) per month. Applicant hereby acknowledges that it is applying for credit with a Pennsylvania corporation. Applicant agrees that it is availing itself to the jurisdiction and laws of Pennsylvania with respect to the credit application and any claim involving or relating to the extension of credit and payment of bills hereunder. Applicant agrees to submit to the jurisdiction of the courts of Pennsylvania in any action or proceeding arising out of or relating to this application. Applicant agrees to personal and subject matter jurisdiction in Pennsylvania. Applicant agrees to pay Evans attorney fees and costs related to any contest to jurisdiction in Pennsylvania. Applicant agrees that the terms and conditions of Evans' Rules Tariff EDF-100 applies to this application. See www.evansdelivery.com</p>			
<p>Signature of Applicant (Required)</p> <p>Print Name: _____ Title: _____ Date: _____</p>			

Credit Application

APPLICATION FOR CREDIT			
EVANS DELIVERY COMPANY, INC.			
P.O. Box 268, Pottsville, Pennsylvania 17901			
370-385-5049 - 570-385-5135 Fax			
TERM CODE			
Legal Business Name:		Symbol (Public Co)	
DBA		MC or DOT No.	
Address:		City:	State: Zip
Telephone:		In Business Since:	
PLEASE LIST THE OWNERS, STOCKHOLDERS AND OFFICIALS BELOW			
Name		Address	
Name & phone no. of person responsible for payment of freight invoices:			
BANK REFERENCES			
Bank Name & Address			
Bank Contact Name:		Bank Phone No.	
TRUCKING CREDIT REFERENCES (\$5,000 CREDIT OR HIGHER)			
1.			
2.			
3.			
<p>Credit will be extended on the condition that customer agrees to make payment within 30 days from the date of the invoice. Customer will not delay or withhold payment due to alleged errors in billing or because of any other dispute customer may have with Evans Delivery Company, Inc. or its affiliates or subsidiaries. Failure to make timely payments to Evans Delivery Company, Inc. or its affiliates or subsidiaries may result in cancellation of any credit extended. Any account that warrants collection action will be responsible for all associated collection expenses including but not limited to, attorney's fees, court costs, collection agency fees and interest on the balance due and owing at the rate of 11/2% per month or such amount as may be permitted by law in the state of Pennsylvania or otherwise. Applicant agrees that it is available to the jurisdiction and laws of Pennsylvania with respect to this credit application and any claim involving or relating to the extension of credit and payment of bills hereunder. Applicant agrees to submit to the jurisdiction of Pennsylvania with any suit relating to this credit application. In any action brought against Applicant, Plaintiff shall be entitled to recover damages and interest to personal and subject matter jurisdiction in Pennsylvania. Applicant agrees to pay Evans' attorney fees and costs related to any contest to jurisdiction in Pennsylvania. Applicant agrees that the terms and conditions of Evans' Rule 31 TariffEDFF-100 applies to shipments.</p>			
See www.evansdelivery.com			
Signature of Applicant (REQUIRED)			
Print:			
Name	Title		Date

Credit Authorization Form

		
		
		
<h2 style="margin: 0;">Request for Credit Authorization</h2>		
<p style="margin: 0;">Fax to Credit Department: 570-385-9139</p>		
<p style="margin: 0;">Or Email to: CreditDepartment@Evansdelivery.com</p>		
<p style="margin: 0;">Date: _____</p>		
From: _____	Agency: _____	
<p>Please Credit Check the Following Company:</p>		
<p>Billing Name of Customer: _____</p>		
<p>Billing Address of Customer: _____ _____</p>		
<p>Accounts Payable Contact: _____ _____</p>		
<p>Phone Number: _____ _____</p>		
<p>Fax Number: _____ _____</p>		
<p>Is the Company Publicly Traded? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Symbol? _____</p>		
<p>Amount of Credit Requested: _____</p>		
<p>Has customer been notified of our 30 day credit terms? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>If this Credit Check is for a Broker, The following items must accompany this request: Copy of Broker's Authority (MC#) & Surety Bond</p>		
<p>Faxed or Emailed Credit Checks will be returned to the Agent in one Hour</p>		

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Per Diem Chassis Management Maintenance & Repair

Table of Contents

Click any subject or page number to jump to it.

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Chassis Charges

In order to fully recover the cost of providing chassis to customers, we rely on you to clearly communicate with your customers and your staff regarding chassis charges.

Please use this three-step process any time you use a rented chassis to provide drayage service.

1. How much to bill?

We recommend that you invoice your customer \$23.00 to \$30.00 per day for a daily chassis rental. This rate is designed to cover administrate costs such as insurance and M&R as well as increasing rates charged by chassis providers.

The “Daily Chassis Charge” line item on the Agent Portal Billing screen will pay Evans the first \$17.00 to \$22.00; the remaining amount is paid to you, the agent.

Exception for Virginia agents only: Do not use the Daily Chassis Charge line. Instead, click Add Miscellaneous Charges and select “Maersk Chassis Charge” from the drop-down menu.

2. Who bills the customer... the agent or Evans?

- *You do, if...* you know the exact number of days of chassis usage at the time that you are creating the freight bill. IN these cases, please include a line item charge on the freight invoice for that exact number of days using the Daily Chassis Charge drop-down menu.
- *Evans does, if...* you do NOT know the exact number of days of chassis usage at the time you create the freight bill. In these cases, please DO NOT include a chassis line item on the freight bill. The Evans Per Diem department will invoice the customer for any/all chassis charges that are not invoiced at the time of the original freight invoice.

We specifically request that you do NOT create a “chassis charge only” invoice after the original freight invoice has already been billed.

3. Regardless of which chassis provider you use, please use the line item “Daily Chassis Charge” for the recovery of all daily chassis rental fees.

ALWAYS use the “Daily Chassis Charge” line item to bill these items.

Chassis providers send invoices for the daily rental fees directly to Evans for payment. We need to collect enough money to pay these invoices.

If you negotiate a rate other than \$23 to \$30 per day with your customer, your agency will advise us the amount per day to charge your customer. We have an existing list of exceptions, please advise the Evans Per Diem department of any changes you may have.

If you have any questions, please feel free to write to PerDiem@evansdelivery.com.

Per Diem Invoice Retrieval and Review

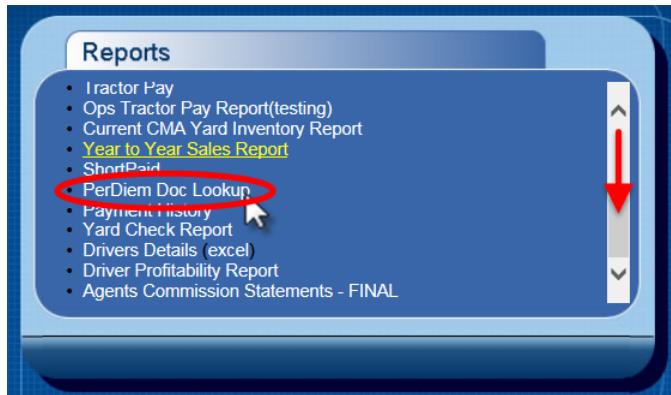
The Agent Portal gives you the ability to view invoices sent directly to Evans by the steamship lines, chassis providers, or any other outside entity that invoices Evans with *per diem* or *maintenance and repair (M&R)* charges.

Each Wednesday, the Evans Per Diem Department will email a spreadsheet to you. As an agent, you need to determine how these charges are covered by your agency. We urge you to email your response to PerDiem@EvansDelivery.com within seven (7) days. Possible answers include: Bill Customer, Dispute, Agent Deduct, or Driver Deduct.

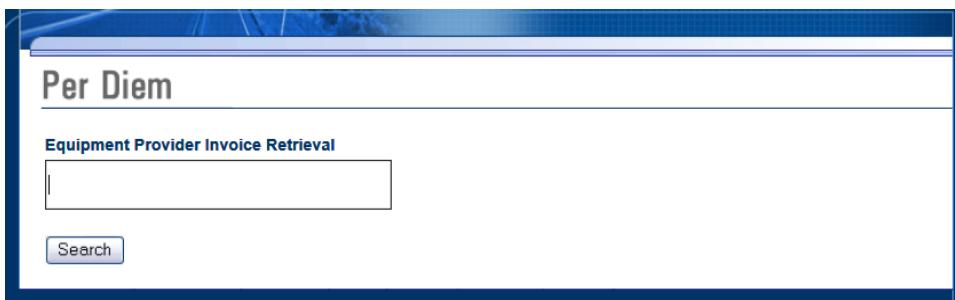
1. Log into the **Agent Portal** with your username and password, then click **Reports**.



2. Scroll down and then click **PerDiem Doc Lookup**.



3. The Per Diem search window will open.

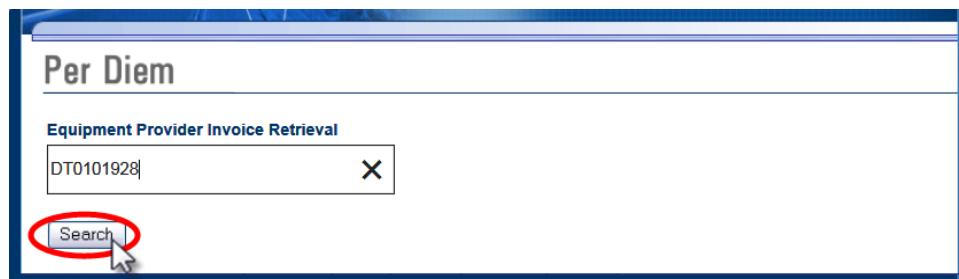


4. Refer to the second column (headed “Steamship Line – Invoice Number”) of your weekly Per Diem/M&R spreadsheet.



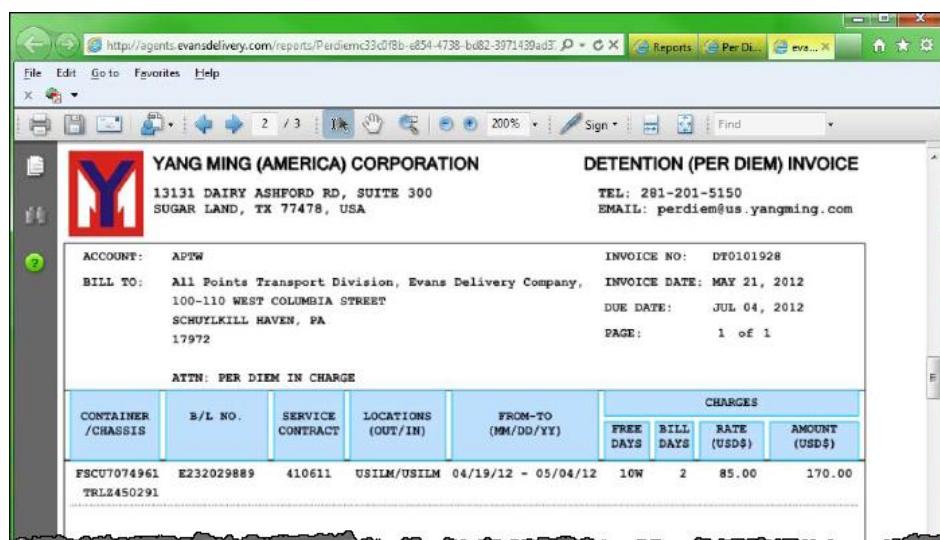
A	B	C	D
Steamship Line	Steamship Line - Invoice Num	Container	Loc
34 YANG MING	DT0101928	FSCU7074961	TIRS
34 HAPAG LLOYD	22387202	GATU4153455	TIRS
35 HAPAG LLOYD	22387202	TEXU7390471	TIRS
50 MAERSK	5245578994	MRKU0711506	TIRS
38 HAPAG LLOYD	22396007	CLHU3814527	TIRS

5. Enter each invoice number in the *Equipment Provider Invoice Retrieval* field and click **Search**.



*TIP: Enter the number exactly as it appears on your spreadsheet;
do not add any spaces, dashes, etc.*

6. The invoice along with any backup documentation will be displayed in a new browser tab.



7. Use this information to determine how your charges should be distributed or covered. Remember to respond to PerDiem@EvansDelivery.com within seven (7) days.

Equipment Console (formerly “Chassis Manager”)

The **Equipment Console** (formerly referred to as the Chassis Manager) is designed to streamline the process of dispositioning *chassis* charges. We are also currently integrating the ability to disposition your *per diem* charges via the **Equipment Console** as well. Over time, charges from more and more equipment providers will be available for dispositioning here as well.

You are expected to invoice chassis charges with the freight under the Daily Chassis Charge line item. (*Exception for Virginia agents only, see Chassis Charges on page 3.*) However, if you are unable to do so, the Equipment Console allows you to easily answer for chassis charges and see the status of each charge.

Please be sure to check the **Equipment Console** weekly for any chassis and per diem charges that require your attention.

1. Using **Chrome**, go to <http://chassis.evansdelivery.com> and log in with same username and password that you use for the Evans **Agent Portal**.

Note: Unlike other Evans portals, the Equipment Console is ONLY compatible with the Chrome web browser. (If you do not already have Chrome installed, you can download it at www.google.com/chrome.)



2. The **Equipment Console** screen initially displays moves within the last 90 days. You can change the date range using the filter at the bottom of the screen. You can also sort or filter the list by any column simply by clicking on its header.

Agent Status	Corp Status	Type Of Bill	Invoice #	Invoice Date	Provider	Billed Days	Billed \$	Agent	Keyword	Pro #	Customer (Bill-To)
Disputed	CorpReview	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	.000		SAV		232557	APL
Disputed	Disputed	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	3.000	\$75.00	SAV	DCC	507796	EXPEDITORS
Disputed	CorpReview	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	.000		SAV		232761	KUEHNE & NAGEL INC
DuplicateMatch	CorpReview	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	.000		SAV		233208	STAPLE COTTON COOPERATIVE ASSO
DuplicateMatch	CorpReview	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	.000		SAV		233457	AMERICAN SIGNATURE INC
DuplicateMatch	CorpReview	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	3.000			DCC	509312	EXPEDITORS INTERNATIONAL
Disputed	CorpReview	Chassis Usage	15M1541188	04/21/2015	FLEXIVAN	.000				232120	KUEHNE & NAGEL INC
DuplicateMatch	DuplicateMatch	Chassis Usage			FLEXIVAN	.000		SAV		231186	AMERICAN FREIGHT LOGISTICS INC
DuplicateMatch	DuplicateMatch	Chassis Usage			FLEXIVAN	.000		SAV		231926	KUEHNE & NAGEL INC
DuplicateMatch	DuplicateMatch	Chassis Usage	15M15410987	05/22/2015	FLEXIVAN	.000		SAV		237821	SCHNEIDER NATIONAL, INC.
DuplicateMatch	DuplicateMatch	Chassis Usage	15M15410987	05/22/2015	FLEXIVAN	.000		SAV		235200	AMERICAN SIGNATURE

Date Range : All Range to REFRESH
 Filters : Invoice # Show Billed Items Pager : Previous | 1 of 10 | Next CLEAR FILTERS

*Note that the **Type of Bill** column will display either “Chassis Usage” or “Per Diem” as appropriate.*

- Click the **Agent Status** column header and then select **AgentReview** to show the items that require your attention.

The screenshot shows a grid of chassis usage records. The columns include Corp Status, Type Of Bill, Invoice #, Invoice Date, Provider, Billed Days, Billed \$, Agent, Keyword, Pro #, and Customer (Bill-To). A red box highlights the 'Agent Status' column header. A red arrow points from the 'AgentStatus' link in the filter dropdown to the 'Agent Status' column header. Another red box highlights the 'AgentReview' link in the filter dropdown.

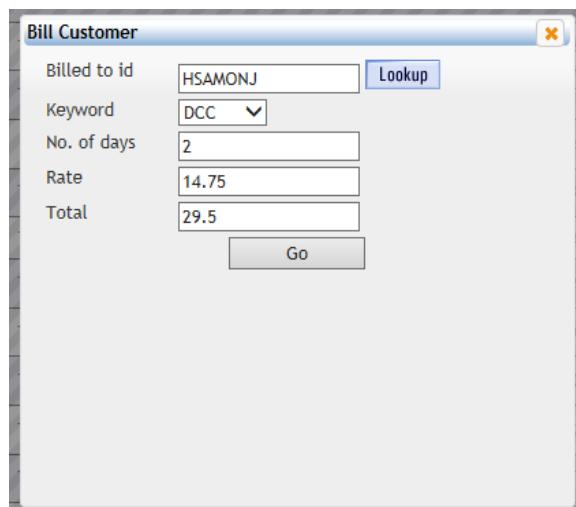
TIP: If "AgentReview" is not among your selections, enter "AgentReview" (all one word) in the Filter field and click **Search All Pages** to filter your list by those items needing review.

- Click the **Agent Review** button in the **Agent Status** column to select a disposition status. (Please note that any selection you make will be reviewed by the Evans Per Diem department and may or may not be approved.)

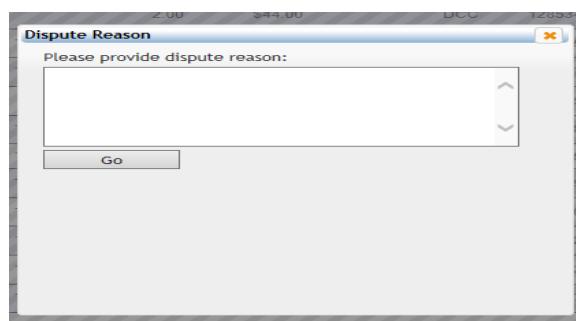
The screenshot shows a grid of chassis usage records with the 'Agent Status' column highlighted. A red circle highlights the 'AgentReview' button in the first row. A red arrow points from the 'AgentReview' button in the first row to the 'AgentReview' button in the second row. A red box highlights the 'AgentReview' button in the second row. A red box also highlights the 'Status' dropdown menu on the right side of the screen, which lists various disposition options like CorpReview, BillCustomer, Disputed, etc.

- If you select **Bill Customer**, **Agent Deduct**, or **Driver Deduct** (or a split agent/driver deduction), you will be prompted to enter the number of days and the rate.
- The system will calculate the total for you.

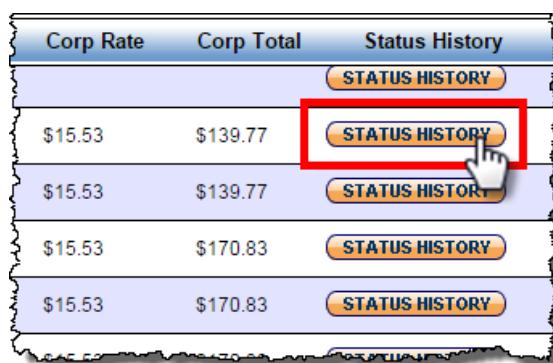
7. The **Bill To ID** defaults to the customer for the freight bill, but you can change it by entering or looking up the code that you prefer to use.
8. Click **Go** to submit your disposition.
9. The charges will be billed and/or deducted from settlements after your disposition is approved by the Evans Per Diem department.



10. If you select **Disputed**, you will be prompted to enter a reason for the dispute and then click **Go**.



11. Scroll to the right and click the **Status History** button to see a history of status/disposition changes.



12. Click the **Refresh** button near the bottom of the screen to update the screen with any changes made.



13. Click the **PDF** or **Excel** icon on the upper left corner to generate a report in either format.



Maintenance and Repair

Driver Education Information

1. **Pre-trip inspection.** MC/driver are responsible for damage not noted at time of outgate. If damage is noted upon ingate, but not on the outgate receipt, we can be charged and held responsible for the repair. AGS facilities will not note on interchanges but invoice based upon pictures.
2. **Proof of prior damage is no longer accepted.** Mark everything on outgate. Demand to see the terminal manager if unable to have damage noted. Check containers thoroughly for all damage and note it. We can be charged for old damage and be held responsible if it is not noted on outgate.
3. **Peeled caps.** If driven on, becomes MC/driver responsibility. Also a peeled cap is MC/driver responsibility if not returned for a casing receipt.
4. **If driver is not given back the peeled/separated tire, immediately contact the service vendor to have them inspect the tire, let them know you need pictures including the DOT number.** Have the driver take pictures. A peeled/separated tire is billable back to the equipment owner, BUT only with a correct casing receipt. Have driver verify the casing receipt for accuracy. It must have the correct equipment, wheel position, cause of failure & a new tire must be used for the replacement. Maximum reimbursement, per incident, is \$350.00.
5. **Know your IEP requirements and preferred vendors when calling for repairs, especially if the repair is IEP responsibility.** Each equipment owner has a dollar amount requiring approval prior to having damage repaired.
6. **A worn tire is normal wear and tear.** We cannot re-bill the equipment owners for worn tires. This cause of failure should be identified by the driver before pulling the equipment. They want to replace the tire at their facility to avoid the cost of road service. This is also the case with weathered tires.
7. **IEP addendums are located on the Agent Portal.**

Take pictures whenever in doubt. Include DOT number and equipment numbers in pictures.

Repair Vendors Contact Information

- Downtime Fleet Services – 866-965-9288 - otr@downtimefleet.com
- Fredericks Roadside Service – 855-777-4585 -
- dispatch@frederickroadside.com
- Interstar – 800-888-1001 - dispatch@interstar.com
- Emergency Breakdown Service – 877-528-4737 - dispatch@ebsoncall.com
- Southern Tire Mart - 404-835-1374(Atlanta, GA) - stmmaintenanceplus.com
- Service Truck & Tire Center - 800-684-TIRE(8473) - sttc.com
- Ricky's Tire Service (Summerville, SC) - 843-709-0218
- Pomp's - 877-953-9053 - extranet.pompstire.com/copers

Always send an email after you call for service

Evans Corporate Office M&R Contacts

- Jane Harig – 570-218-3299 – jane.harig@evansdelivery.com
- Katie Fehr – 570-218-3296 – katie.fehr@evansdelivery.com

Prior Damage

We can no longer dispute based on proof of prior damage. The outgoing carrier is responsible to note any and all damage during the pre-trip inspection. AGS facilities will invoice based on recorded images. We can be charged for old damage and be held responsible if it is not noted on outgate. Please stress with your drivers all damage must be noted on outgate.

UIIA Agreement, Section D.2.

1. Equipment Interchange Receipts

- a. At the time of Interchange, the Parties or their agents shall execute an Equipment Interchange Receipt and/or exchange an electronic receipt equivalent, which shall describe the Equipment and any Damage observable thereon at the time of Interchange, reasonable Wear and Tear excepted. The physical condition of the Equipment may be described by either Party within the EIR or via Recorded Images taken at the time of Interchange. [Revised 05/12/10]
- b. Each Party shall be entitled to receive a copy and/or an electronic receipt equivalent of the Equipment Interchange Receipt as described in D.2.a above without charge. [Revised 11/12/12]
- c. If Recorded Images are taken at the time of Interchange, Damage will not be reported on ingate or outgate EIR. The words "Damage is captured on Recorded Images" will be printed on the Equipment Interchange Receipt. All such Recorded Images will be made available for each Party for a period of 1 year from Interchange without charge. [Revised 11/12/12]

MC is responsible for damage during an interchange period

We are responsible for damage incurred during an interchange period even if we do not ingate the equipment. The outgoing carrier will be responsible for equipment from time of outgate until ingate. This applies to drop and pick accounts.

UIIA Agreement, Section D.3.

1. Equipment Condition

- a. **Warranty:** WHILE PARTIES MAKE NO EXPRESS OR IMPLIED WARRANTY AS TO THE FITNESS OF THE EQUIPMENT, THEY RECOGNIZE AND AFFIRM THEIR RESPONSIBILITIES UNDER THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS.
 - 1) Motor Carriers will conduct a pre-trip inspection prior to departing with interchanged Equipment that will include those items set forth in Exhibit A to this Agreement. [Revised 01/17/05]
- b. Equipment controlled by Provider shall have a valid FMCSA inspection sticker. Provider will re-inspect and recertify the Equipment, at Motor Carrier's request, if the existing inspection will expire during the Addendum free time period of the Motor Carrier's use.
- c. Motor Carrier will re-inspect and recertify the Equipment if the existing inspection will expire prior to the Motor Carrier's return of the Equipment to the Provider
- d. Motor Carrier will return the Equipment to the Provider in the same condition, reasonable Wear and Tear excepted.
 - 1) The responsibility for the repair and/or replacement of equipment items during the Interchange Period are listed in Exhibits B and C of this Agreement. [Revised 07/25/07]
 - 2) Motor Carrier and Provider will not issue an invoice for repair items equal to or less than \$50 per unit per Interchange Period. Provider may, in its Addendum, adopt a different threshold amount as long as that amount is greater than \$50 and applies to both Motor Carrier and Provider. [Revised 07/25/07]

Exhibit A to UIIA

As referenced in Section D.3.a.1 and F.4.b. (Added to UIIA 1/17/08)

The following list sets forth those items, which the Motor Carrier has responsibility for visually or audibly checking prior to use of the Equipment:

1. Chassis Twist Locks and Safety Latches – (Check that twist locks and safety latches are engaged and properly secured.)
2. Slider Pins – (Check that slider pins are engaged for all sliding chassis.)

3. Bolsters (Check that bolsters are not bent and the container can be secured properly.)
4. Landing Legs (Check that Landing legs are in 90 degree position and they move up and down properly.)
5. Sand Shoes (Check that sand shoes or dolly wheels are attached to landing legs and secure.)
6. Crank Handles (Check that handle is attached, secure and operable to move landing legs up and down.)
7. Mud Flaps – (Check that mud flaps are whole and properly secured.)
8. Tires (Check that the following conditions are not present.)
 - a. Tire is flat, underinflated or has noticeable (e.g., can be heard or felt) leak.
 - b. Any tire with excessive wear (2/32nds or less thread depth), visually observable bump, or knot apparently related to tread or sidewall separation.
 - c. Tire is mounted or inflated so that it comes in contact with any part of the vehicle. (This includes any tire contacting its mate in a dual set.)
 - d. Seventy-five percent or more of the tread width is loose or missing in excess of 12 inches (30cm) in circumference.
9. Rims (Check that rims are not cracked and/or bent.)
10. Rear Underride Guard (“ICC Bumper”) (Check that Guard is in place and not bent under the frame.)
11. Electrical Wiring/Lights – (Check that lights are in working order.)
12. Reflectors/Conspicuity Treatments (Check for reflector lenses and presence of conspicuity tape or bar on the 3 visual sides of the chassis.)
13. Brake Lines, Including Air Hoses and Glad Hands – (Check for audible air leaks and proper pressurization only.)
14. Current License Plate (Check to see that it is affixed to equipment.)
15. Proper Display of Hazardous Cargo Placards, In Accordance with Shipping Papers
16. Display of Current Non-expired Federal Placards or Stickers (Check to see that it is affixed to equipment.)

The foregoing list does not include latent defects unless caused by or resulting from the negligent or intentional acts or omissions of the Motor Carrier, its agents, employees, vendors or subcontractors during the Interchange Period. The foregoing list is without limitation of any federal or state legal requirements applicable to Motor Carrier with respect to use or operation of Equipment. [Revised 1/17/05]

Exhibit B to UIIA

Equipment Owners Responsibility (added to UIIA on 07/25/07, Last Revised 4/20/09)

Repairs made to any item listed in Exhibit B that were a result of damage and not normal Wear and Tear, are the responsibility of the Motor Carrier.

- Application for registration papers
- Application of vehicle license plates
- Axle due to insufficient lubrication
- Axle spindle due to insufficient lubrication
- Axles
- Battery Box Covers
- Brake adjustments on trailers or chassis ^{(1) (2)}
- Brake and brake component repairs ⁽³⁾
- Broken Batteries
- Caulking/Sealing of Old Patches
- Caulking/Sealing of Seams
- Cleaning and adjustment of electrical connector socket
- Closed trailer or container roof bows
- Component securements, bolts, rivets, welds
- Conspicuity treatment
- Container Securement Device Handles
- Damage to the first three crossmembers ⁽⁴⁾
- Dolly Axle
- Dolly Wheels
- Door Locking Bar Handles
- Door Tie-backs
- FMCSA Inspections
- Floor or decking
- Heating and/or refrigeration unit repairs
- Hub assembly due to insufficient lubrication
- Initial + Number Markings
- Interior landing gear components
- Interior Lining
- Interior Posts
- Landing Gear Operating Cross shaft
- Lift Pads
- Lights
- Manifest Box
- Mud Flaps + brackets
- PI Certification
- Refrigeration Cabinet Doors
- Repairs, renewals or replacement of tires and/or tubes
- Replacement of dolly crank handle
- Replacement or repair of gladhands
- Roll-up doors
- Safety Latches
- Sand Shoes
- Side doors
- Sign Boards
- Sliding Tandem removable locking bars
- Tank container Components
- Trailer/Chassis locking assemblies

(1) Not equipped with automatic slack adjusters

(2) Upon Drivers Request with Drivers signature required

(3) Except servicing due to accumulation of ice and snow

(4) Located behind the grid section of trailers not originally equipped with grid extension plate.

Exhibit C to UIIA

(Added to UIIA on 07/25/07, Last Revised 09/01/09)

Motor Carrier Responsibility During the Interchange Period

Tires

- Tire has body ply or belt material exposed through the tread or sidewall
- Tire shoulder and/or tread cut/punctured through one or more plies of fabric when such injury is larger than 1/4".
- Slid Flat damage to tire and/or tube - removal of 4/32 of tread or rubber when compared to the remaining tread.
- Run Flat damage to tire and/or tube
- Missing Tire, tube or rim

Removable Items

- Missing chains, binders and cables
- Missing tarpaulins and securements
- Missing tarpaulins bows
- Missing rear header bar
- Missing bulkhead

Cut or Torn (through the thickness of metal)

- Metal door, gate, sheet, post, crossmember, brace or support
- DOT Under Ride Guard

Bent (where proper operation or function of unit is impaired)

- Metal door, gate, sheet, post, crossmember, brace or support
- DOT Under Ride Guard

Missing Items

- DOT Under Ride Guard
- Door or Gate
- Removable side or section
- Refrigeration unit parts

Interior

- Interior not free of dunnage, bracing and/or debris
- Contamination (refer to AAR Rule 81 (g) 1-13)

Other

- Correction of temporary repairs

Citations

- Citations may be rebilled from the owner to the user of the equipment
- The foregoing list does not include Defects as defined in Section B, Definitions of Terms.

[Bullet formatting added for clarity]

Chassis Tire Liability Limiter Program

For reference only. Please always obtain the latest version of this item from the Documents or Resources menu on the Agent Portal.

Frequently Asked Questions

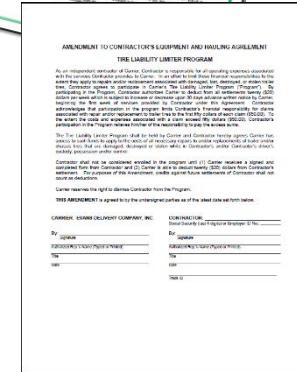
Q: Who can enroll?

A: Any owner operator in The Evans Network and CTI/Drayage Express



Q: How much is it to participate and what does it cover?

A: The enrollment is an automatic \$27.50 deduction from your settlement per week and you will only be responsible for \$50 of the chassis tire bill. The Evans Network will pay for everything else; the tire or tires replaced, labor, mileage, service fee for the repair call.



Q: Does this program cover truck and van trailer tires?

A: No, this program only covers the cost of any chassis tire bill minus the \$50 co-pay.

Q: How do I go about enrolling?

A: Talk with your terminal manager; he or she may already be providing enrollment or splitting the enrollment fees as a benefit to you. Then ask your terminal manager to provide you with the enrollment form (available on the Agent Portal). Once you've completed the enrollment form, ask your terminal manager to send it to TireProgram@evansdelivery.com.

Program Information

The cost of the program is \$27.50 per week. A claim fee of \$50 will be deducted when Evans pays an invoice or agent/driver has the option of paying the invoice at time of repair. This can be done with a Comcheck, credit card, etc. If the invoice is paid by someone other than Evans, submit the paid invoice to tire.program@evansdelivery.com (refer to "Repair Invoice Reimbursement" below for details), and we will process a reimbursement less the \$50 claim fee.

Both the weekly fee and claim fee can be paid by agent, truck, or split. Some agents use it as an incentive. If you don't indicate otherwise, we will automatically deduct the truck.

When a tire is defective and reimbursable, we ask the off-tire be returned for a casing receipt. Email the casing receipt. If we are able to receive reimbursement, we will waive the \$50 claim fee. Replacement tire must be new and casing receipt must be accurate. The Chassis Tire Liability Limiter program is a good-faith program. Casing receipts help keep the overall cost of the program down.

You can access the Chassis Tire Liability Limiter program enrollment form on the Agent Portal under Documents > Per Diem & M&R Guidelines > Tire Liability Limiter Program Enrollment Form. When submitting tire program enrollment form, be sure to complete both sides, the left side is to be completed by the agent or terminal manager. Send all program correspondences to tire.program@evansdelivery.com.

The enrollment is applicable to the truck enrolled, if driver changes trucks, a new form must be completed. Please notify us when enrolled truck is terminated.

- Jane Harig – 570-218-3299 – jane.harig@evansdelivery.com
- Katie Fehr – 570-218-3296 – katie.fehr@evansdelivery.com

NOTE: The Chassis Tire Liability Limiter program covers chassis tires. If you are interested in the Tractor Tire program, contact Brent Smith at 678-610-3063, ext. 2005.

Repair Invoice Reimbursement

The repair invoice must include the following information:

- Repair vendor's name and contact information
- An invoice number
- Repair date
- Chassis number
- Container number, if available
- Cause of failure (e.g., run flat, peeled/separated cap, impact break, etc.)
Note that "blow out" is not a valid cause of failure.

If the cap is defective (for example, peeled/separated), please return the off tire for a casing receipt. Replacement tire must be new and casing receipt must be accurate. If we are able to obtain reimbursement, the claim fee will be waived.

Invoices without this information will not be processed.

Safety

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Click any subject or page number to jump to it.

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Safety Department Contacts

The Evans Safety Department does much more than Driver Qualification; it also handles training, accident and claim reporting, hours of service, permits, and other compliance related matters.

In order to respond as quickly as possible to your requests, we ask that you use the email addresses listed below for all Safety Department matters. Writing a descriptive subject line also assists us tremendously. *Please include the following in your subject line:*

1. Your agent code.
2. Driver Name and LogID
3. Owner Name and Unit Number
4. A simple description of your request. *For example...*
 - Request Permit
 - Request Ins Cert
 - Driver Status
 - Truck Status
 - Training Request
 - Returning Roadside
 - Returning Annual Review
 - Returning Truck Insp
 - Exit Form
 - Cancel Insurance

Accident/Claim Reporting

Make new reports or follow up.

Safety_Accident_Report@evansdelivery.com

Driver Trainers

Training courses, safety meetings, probation.

SafetyDriverTraining@evansdelivery.com

Driver Qualification Team

New hires and rehires (drivers and tractors).

SafetyDriverQual@evansdelivery.com

Safety Management Team

Deb Raymond, Director of Safety; Chrissy Burns, DQ Manager; Kim Lorimer, VP Agent Training.

SafetyManagementTeam@evansdelivery.com

Hours of Service

Questions concerning logs and hours of service rules, submit requested documents.

SafetyLogs@evansdelivery.com

Permits

SafetyPermitRequests@evansdelivery.com

Overweight Permits

SafetyOvrWtPermits@evansdelivery.com

Plates

SafetyPlates@evansdelivery.com

General Safety Information.

SafetyGeneralInfo@evansdelivery.com

Compliance Documents

Submit requested compliance documents, such as annual driver review documents, copies of medical cards, driver's license, etc.

SafetyReturnComplianceDocs@evansdelivery.com

Federal Truck Inspections

SafetyTruckFederal@evansdelivery.com

Roadsides or Fines/Citations

Even if the driver made payment, copies of fines/citations (except parking tickets) and all roadside (vehicle examination) forms are required along with certification of repairs. Also Drivers Legal Plan requests.

SafetyRoadsidesFines@evansdelivery.com

Safety Supply Requests

SafetySupplies@evansdelivery.com

Previous Employer Verification Requests

SafetyPrevEmpRqst@evansdelivery.com

Exit Reports

Driver and/or tractor terminations.

SafetyExitReports@evansdelivery.com

Driver Eligibility Standards

Effective January 2014, we ask that you do not submit applications or paperwork to the Evans Safety Department for drivers who do not meet the standards set forth below.

Basic Criteria

- Contractor must have a current valid driver's license to operate scheduled vehicles.
- Class A: For combination vehicles with Gross Combined Weight > 80,000 lbs/equipment over 26,000 lbs or if hooked up to a 5th wheel
- Minimum age: 23
- Minimum of 18 months verifiable CDL Class A experience. Must also must have some OTR experience in two (2) of the last five (5) years
- Review includes three (3) years moving violations and five (5) years of accidents.

Tier A (1 point each violation)

- Speeding (1 to 10 mph over the limit)
- Seatbelt violation
- Other unspecified violations
- Traffic Control Device
- Failure to yield violation
- Red light or stop sign violation

Tier B (2 points for each violation)

- Speeding (10 mph – 20 mph)
- Following too closely
- Chargeable accident (state deemed or accident report)
- Improper Lane Change
- Improper pass/turn - failure to signal
- Careless Driving
- Improper Cell Phone use/Texting
- An applicant with less than three (3) points per the tier system qualifies for the program.
- All accidents will be charged unless proof of non-fault is provided. Acceptable proof is a copy of police report.
- An applicant with more than two (2) speeding tickets that do not exceed point max in three (3) years will be placed on a one (1) year probation if otherwise approved.
- Tickets dismissed for traffic school are counted without regard for traffic school.

NOTE: The Evans Safety Department reserves the right to determine an acceptable, insurable risk. We will review the MVR, Criminal Background Check, Application, Employer References and all other information available to the company to determine risk and eligibility.

Safety Portal • Driver Qualification

The Evans Safety Portal is designed to let you see where your potential drivers and tractors are within the sign-on process at all times. The system uses green, yellow, and red colors to designate the status of each steps in the sign-on process.

Log In to the Safety Portal

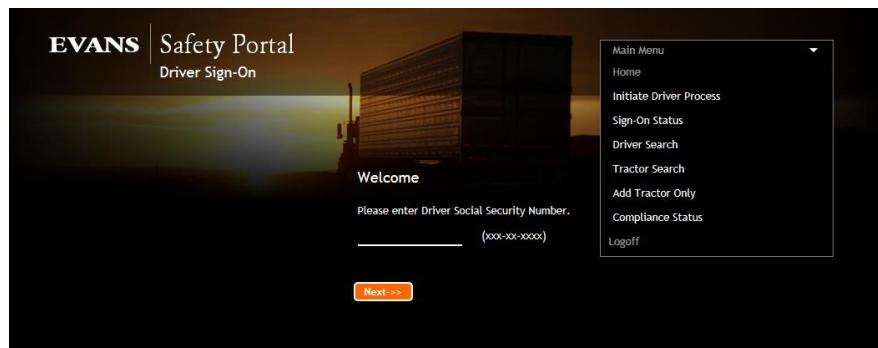
Access the system using Internet Explorer at safety.evansdelivery.com.

Log in with your Safety Portal username and password. (This may be different from your Agent Portal username and password.)



Sign-On Status

You can access the **Main Menu** from the drop down menu in the upper right corner of most pages in the Safety Portal.



This is the **Sign-On Status** screen. Note that you'll need to scroll to the right to see all steps. This screen will let you know where you are in the process of signing on a driver.



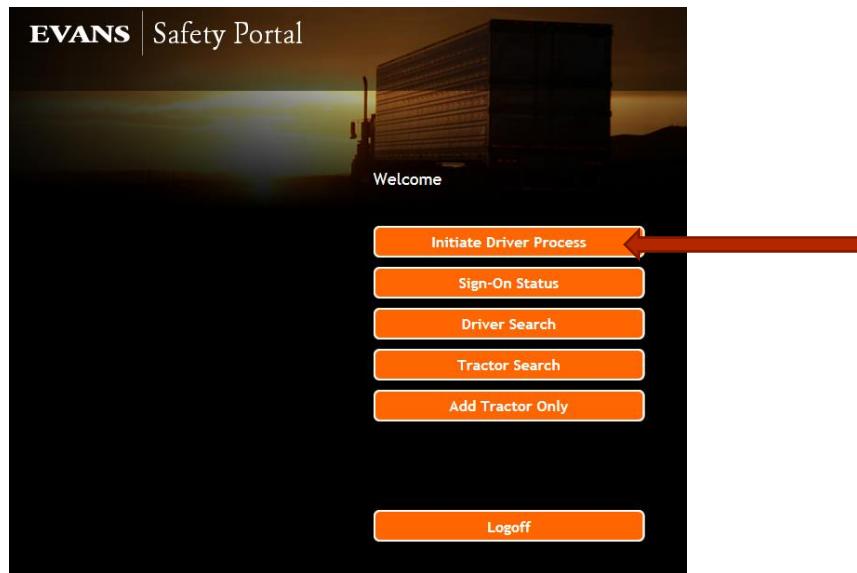
The Sign-On Status screen uses a color coding system similar to traffic lights.

- **Green:** The item has been received and approved.
- **Yellow:** The item has been received, but is incomplete in some way (e.g., waiting on additional information, application on hold, report is expired, in queue for approval, etc.).
- **Red:** The item has been received, but is not approved (e.g., the document wasn't signed or filled in completely, it's a positive drug screen result, it was the wrong document, etc.).

The first three (3) blocks (App, MVR, and REF) must be green in order for the application to move forward and be reviewed by the Safety Driver Qualification team.

Initiate Driver Process

1. Click **Initiate Driver Process** on the Main Menu to start the application process (or from the drop-down menu in the upper-right corner of any other screen.)



2. Enter the applicant's social security number on this screen, then click **Next**. (If the applicant is already in our system, you will be alerted. Please contact the Safety Department if this occurs.)



3. Enter the applicant's information.

4. Fill in as much information as possible.

5. The following information is *required*:

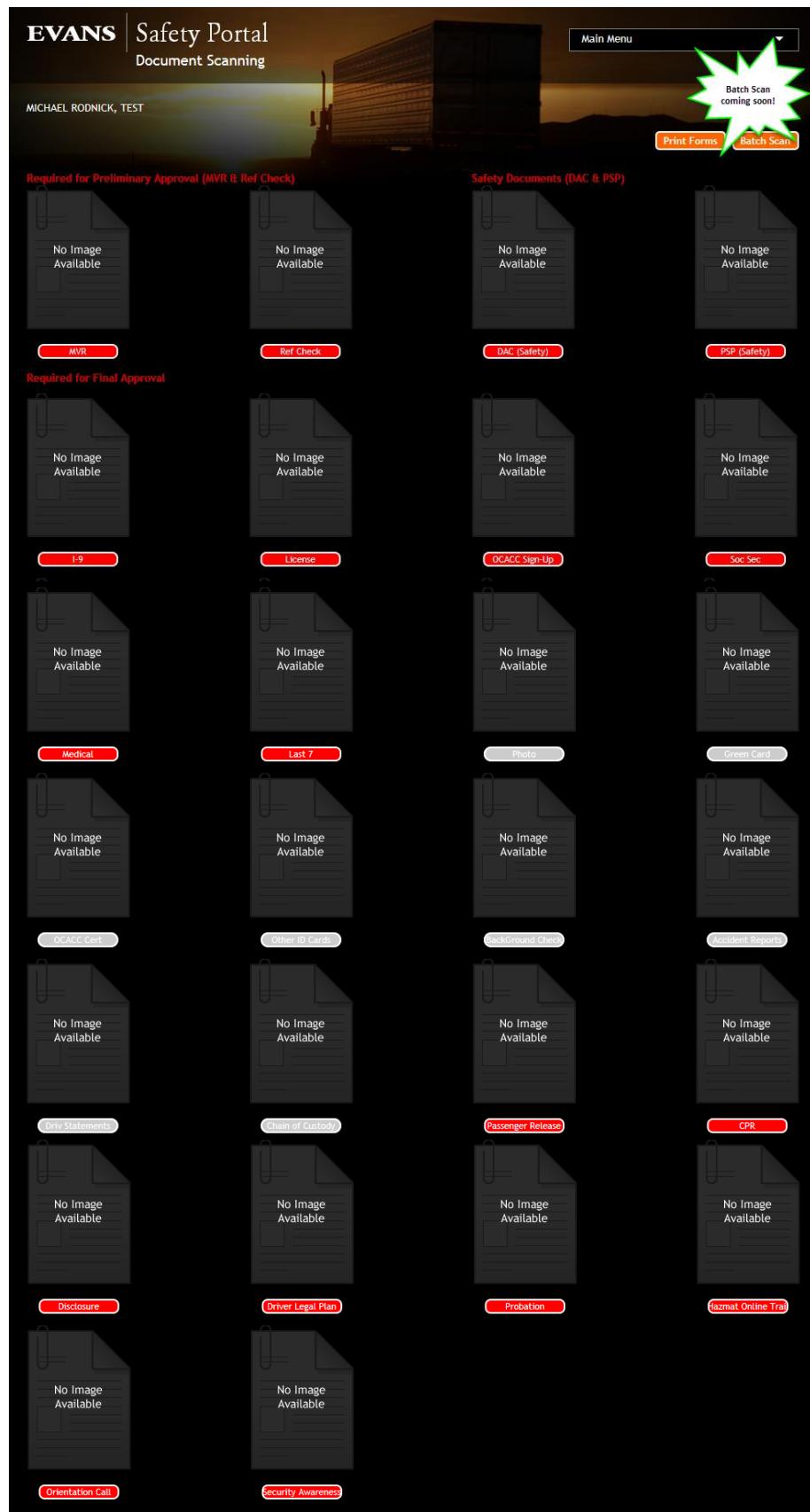
- A. **Basic information:** Full name, middle initial (if any), first name, and suffix (if any); phone number; date of birth; CDL number, expiration date, and state of issue; and citizenship.
- B. **Home Address:** Click **Add Address** to enter the applicant's address.

- C. **Previous Employers:** Click **Add Employer** to enter the applicant's employment history. Any gaps longer than one month must be explained. If the applicant was unemployed during **one** or more gaps, just click **Fill Gaps** to enter a record of unemployment automatically.
 - D. **Accidents and Citations:** All three questions must be answered and any "yes" answers need to be explained in the **Comments** box.
6. While you are entering information, click on **Save for Later** to save your work in case of a time out. You can do this before completing all required information. Once all required information is entered and you are ready, click **Submit**.

Document Scanning Screen

1. After you click Submit, the **Document Scanning** screen will appear; this is where you scan in all driver qualification documents, some required and some optional.
2. For **Preliminary Approval** you must scan the completed "Driver Application Part 1," which is available from the Agent Portal. This includes:
 - **MVR:** Pages 1 through 4 of application plus the PSP consent form.
 - **Ref Check:** Reference Check (remaining pages of the application)
3. The Evans Safety Department scans the following: DAC, PSP, and Drug screen results.
4. To complete the application, you'll also need to scan:
 - A copy of the applicant's CDL
 - Medical Certificate
 - Social Security card
 - Any other identification cards such as a Green Card
 - Any industry related cards like TWIC, Sealink, or Fast.
5. You'll also need to scan other documents (found in the Driver Application Part 2 document on the Agent Portal), such as:
 - Occupational Accident Insurance Enrollment form (OCC Occ Sign-Up) or a copy of the driver's own certificate of coverage (OC ACC Cert)
 - Driver Legal Plan Application (Driver Legal Plan)
 - Applicant's hours of service for the previous seven days (Last 7)
 - Disclosure and Authorization to Obtain Consumer Reports (Disclosure)
 - Acknowledgement of Company Policies Receipt (CPR)
 - Training certificates.

6. Other documentation may be required based on the applicant's particular situation.



Scanning Documents

NOTE: The first time you scan a document in the Safety Portal, you may need to install a TWAIN plug-in and/or select your scanner; this is normal. If you need assistance with this, please contact the Evans Tech Deck.

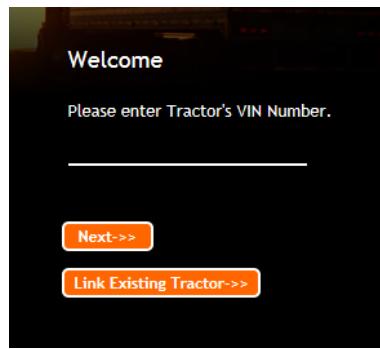
1. To scan a document, click on the red bar with the title of the document. Place the document in your scanner and click **Scan** in the pop-up window



2. Wait for the preview of the scanned document to appear in the pop-up window and then click **Upload**. You'll notice that the red bar is now yellow, indicating that the document has been scanned, but not yet reviewed by the Safety Department. Once it has been reviewed and approved by the Safety Department, the bar will turn green.

Add a Tractor

1. To add a tractor to a driver, find the driver on the **Sign-On Status** screen and click **Add Tractor** beneath his/her name. Then click **Link Existing Tractor** to select one of your existing tractors or (if you believe the tractor is not already in our system) enter the tractor's VIN and then click **Next**.



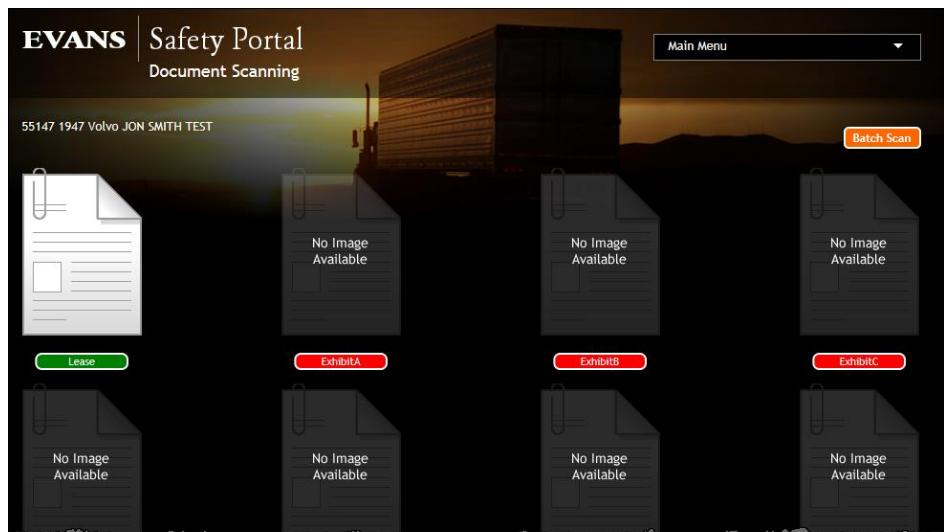
2. If the tractor is not already in the system, you'll need to enter information about it and its owner.
3. Enter the year, make, and color of the tractor in the **Basic Information** section.
4. In the **Owner Information** section, please enter the owner's information, including name, address, city, state, zip, and phone number.

5. Select the **Owner Type** (business or individual) and if the owner is a business entity, enter its Federal ID number. If the owner is an individual, enter the owners Social Security number, CDL number and state of issue, and date of birth.

The screenshot shows the 'Basic Information' section with fields for Location (TEST), Year (1947), Make (Volvo), Color (Pink), UnitID (55147), VIN (EXAMPLE1234567890), and a radio button for 'Is driver an owner operator?'. Below it is the 'Owner Information' section with tabs for 'Pull From Owners' and 'Create New'. It lists details for an owner named 'Example Owner' with address '444 Truck Road' and phone '(570) 555-7777'. The 'Driver History' section shows three entries for Unit ID 55147. The 'Permits/Plates' section indicates no records found. At the bottom, there is a note 'Test from Sign On status screen' with 'Cancel' and 'Submit' buttons.

6. Then click **Submit**.

Document Scanning works the same with tractors as it does for driver information.



Search

From the **Driver Search** and **Tractor Search** screens, you can search drivers and tractors using a variety of selection criteria.

Driver Search

The screenshot shows a search form with the following fields and options:

- Text input fields: LogID, FirstName, LastName, ID Cards, SSN# (with a note "Check to search with last 4 digits"), Agency, Company, Unit#, Start Date, End Date, Email, Phone (with a note "Check to search with last 4 digits").
- Checkboxes: Active Drivers Only, Denied Drivers Only, On Hold Drivers Only, Terminated Drivers Only.
- A "Search" button at the bottom.

Tractor Search

The screenshot shows a search form with the following fields and options:

- Text input fields: Unit#, OwnerName, SSN#/FedID (with a note "Check to search with last 4 digits"), Vin No, Permits, Agency, Permit State, Make, Year, Color, Start Date, End Date, Email, Phone (with a note "Check to search with last 4 digits").
- Checkboxes: Active Tractors Only, Denied Tractors Only, Pending Tractors Only, Terminated Tractors Only.
- A "Search" button at the bottom.

Click **Select** next to a driver's name or a tractor owner's name to view the details.

The top screenshot shows a driver list with one entry:

Name	Agency	Division	LogID	Status	IdCardNo	Email	Phone
Select VICTORIA KIMBALL	TEST	Evans Delivery Company, Inc	31842	On Hold			(999) 999-9999

The bottom screenshot shows a tractor owner list with two entries:

OwnerName	VINno	Agency	Division	UnitID	Status	PermitNo	Phone
Select Test Owner Only	testervlm20150106	TEST	Evans Delivery Company, Inc	56691	Pending		(999) 999-9999
Select testing owner	3333333333333333	TEST	Evans Delivery Company, Inc	56448	Pending		(999) 999-9999

Click the plus (+) sign next to any section header to expand that section.

The screenshot displays two main sections of the EVANS Safety Portal:

- Driver Search Screen (Left):**
 - Social Security:** Shows fields for SSN, LogID, Unit#, Division, Agent, and various personal details like Name, Date of Birth, Gender, and Marital Status.
 - Basic Information:** Shows fields for License Number, Middle Initial, Firstname, Suffix, Phone, Alternate Phone, Email, Start Date, End Date, Medical Exp., LogID, and Agent.
 - Home Address:** Shows a plus sign indicating expandable information.
 - Previous Employers:** Shows a plus sign indicating expandable information.
 - Accidents and Citations:** Shows a plus sign indicating expandable information.
 - Endorsements:** Shows a plus sign indicating expandable information.
 - Insurance:** Shows a plus sign indicating expandable information.
 - Unit History:** Shows a plus sign indicating expandable information.
 - Training:** Shows a plus sign indicating expandable information.
 - Probation:** Shows a plus sign indicating expandable information.
 - Policy:** Shows a plus sign indicating expandable information.
 - Drug Alcohol:** Shows a plus sign indicating expandable information.
 - Hire dates:** Shows a plus sign indicating expandable information.
 - Communications:** Shows a plus sign indicating expandable information.
 - Comments:** Shows a note: "Approved for test purposes".
- Tractor Search Screen (Right):**
 - Status = Denied:** Shows a plus sign indicating expandable information.
 - Basic Information:** Shows fields for Location, UnitID, VIN, Year, Make, Color, and a question about being an owner operator.
 - Owner Information:** Shows fields for OwnerType, Owner Name, Fed ID or SSN, Address, and various contact details.
 - Previous Owners:** Shows a note: "There are no Previous Owners records found."
 - Driver History:** Shows a note: "There are no Driver History records found."
 - Permits/Plates:** Shows a plus sign indicating expandable information.

At the bottom of the page, there are two columns of document links:

MVR	Lease
Ref Check	ExhibitA
DAC (Safety)	ExhibitB
PSP (Safety)	ExhibitC
I-9	ExhibitD
License	ExhibitE
OCACC Sign-Up	ExhibitF
Soc Sec	Insurance Enrollment
Medical	Phys Dam Cert
Last 7	NTL Certificate
Photo	Registration
BackGround Check	Inspection
Accident Reports	W9
Driv Statements	New Settlement
Chain of Custody	Photo
Passenger Release	VCHK
CPR	DDEP
Disclosure	
Driver Legal Plan	
Probation	
Hazmat Online Trainr	
Orientation Quiz	
Orientation Call	
Security Awareness	
Verified Ref	

Scroll to the bottom of the Driver or Tractor screen and you can click on documents with green bars to view them.

Driver Sign-On Steps and Documents

Yellow = Always scanned by Safety Department

- **App.** Basic information filled out in the Safety Portal
- **MVR.** The first 4 pages of the paper application plus the PSP consent form
- **REF.** Reference check pages
- **DAC (Safety).** The motor vehicle report
- **PSP (Safety).** The Pre-employment Screening report
- **Drug (Safety).** Drug screen results
- **I9.** Employment Eligibility Verification (Federal I9 form)
- **Lic.** CDL license
- **Occ Acc Sign up.** Driver Enrollment and Beneficiary Form for Truckers Occupations Accident Insurance
- **Soc Sec.** Social Security card
- **Medical.** Medical card/certificate
- **Last 7.** Driver Statement of On-Duty Hours (for Newly Hired Drivers)
- **Photo.** Upload a jpg photo of the driver.
- **Green Card.** Green Card, if applicable.
- **OcAcc Cert.** Driver's own policy if the driver declines to enroll in the Evans program
- **Other ID Cards.** Use drop-down menu in scanning pop-up to select TWIC, Fast, or Sealink.
- **Background Check.** Any background check information provided by the driver.
- **Accident Report.** To upload accidents
- **Driv Statements.** Any statements by the driver to explain items appearing on MVR
- **Chain of Custody.** Drug test chain of custody document
- **CPR.** Acknowledgement of Company Policies Receipt
- **Passenger Release.** Passenger Policy Release Agreement
- **Disclosure.** Disclosure and Authorization to Obtain Consumer Reports. (This form is for the driver to give us permission to run documents.)
- **Driver Legal Plan.** Driver Legal Plan Application
- **Probation.** Probation Agreement for drivers on probation
- **Hazmat Online Trg.** Hazardous Materials Training Certificate (for drivers with HazMat endorsement)
- **Security Awareness.** Security Awareness Training Certificate.
- **Orientation Call (Safety).** Orientation call attendance
- **Verified Ref (Safety).** Verified reference checks

Tractor Sign-On Steps and Documents

Yellow = Always scanned by Safety Department

- **App.** Basic information filled out in the Safety Portal.
- **Lease.** Equipment and Hauling Agreement.
- **Exhibit A.** Exhibit A of the Equipment and Hauling Agreement
- **Exhibit B.** Exhibit B of the Equipment and Hauling Agreement
- **Exhibit C.** Exhibit C of the Equipment and Hauling Agreement
- **Exhibit D.** Exhibit D of the Equipment and Hauling Agreement
- **Exhibit E.** Exhibit E of the Equipment and Hauling Agreement
- **Exhibit F.** Exhibit F of the Equipment and Hauling Agreement
- **Insurance Enrollment.** Physical Damage and Non-Trucking Liability Insurance Enrollment form
- **Phys Dam Cert.** Physical Damage Certificate
- **NTL Cert.** Non-Trucking Liability Insurance Certificate
- **Registration.** Tractor registration
- **Inspection.** Federal Vehicle Inspection form
- **W9.** Request for Taxpayer Identification Number and Certification (Federal W9 form)
- **New Settlement.** Settlement Clearance form
- **Photo.** Upload a jpg photo of the tractor
- **VCHK.** Voided check for direct deposit
- **DDEP.** Direct Deposit enrollment form

See also “Apportioned Plate Program” on page 17 of this section for information regarding documents required when requesting that base plates be provided by the Evans Network of Companies.

Driver Orientation and Training

Before an approved applicant signs on with the Evans Network of Companies, he or she must complete certain training courses and participate in an orientation call with a trainer from the Evans Safety Department.

Driver Orientation

All drivers must participate in an orientation meeting by telephone with a trainer from the Evans Safety Department. These meetings are held twice a day, at 10:00am and 2:00pm eastern time, Monday through Friday (except holidays).

Later comers will be asked to reschedule, as the orientation meeting covers a variety of subjects including PSP/CSA scorecards, “hot” safety topics, vehicle maintenance, company policies, available training resources, emergency procedures, discount programs, etc. There’s also time for applicants to have any questions or concerns answered.

Prior to directing the applicant to attend the call, please make sure that he or she receives a copy of the Evans company policies as well as the “Orientation Call Information & Agenda” (see sample at right), which includes the call-in instructions. These documents are available on the Agent Portal.

Orientation Call Information & Agenda	
Orientation Call Times are Monday through Friday <ul style="list-style-type: none"> <input type="radio"/> 10 AM EASTERN TIME <input type="radio"/> 2 PM EASTERN TIME <input type="radio"/> Late calls will be rescheduled <p>Be sure this “Orientation Agenda” is in your possession at time of call</p> <p>Call In Phone Number (559) 546-1200 Call in Security Pin # 838-060-449</p>	
QUESTION ANSWER SESSION/ROLLCALL (00:00) <ul style="list-style-type: none"> • Introductions <p>PSP / CSA SCORECARD (00:05)</p> <ul style="list-style-type: none"> • What it is and where to get it <p>EVANS NETWORK CSA STATUS (00:10)</p> <ul style="list-style-type: none"> • The 7 Basics of CSA 1. Unsafe Driving Basic <ul style="list-style-type: none"> 1. Speeding 2. Braking 3. Cellphones 2. Hours Of Service Basic <ul style="list-style-type: none"> 1. Record Duty Status Not Current 2. 30 Minute Break Rule 3. 30 Hour Restar and Recert 4. Drivers must receive 100% inguarntee 5. Review regulations, including 11 hour, 14 hour, 80/70, and the restarts/restarts. 3. Driver Fitness Basic <ul style="list-style-type: none"> 1. Self-Certification Process 2. Physician DOT Certification 4. Drugs & Alcohol Basic <ul style="list-style-type: none"> 1. See policies 5. Vehicle Maintenance Basic <ul style="list-style-type: none"> 1. Tires on passing roadside Inspections 2. Brake 3. Tires 4. Chassis/Tire Pool 5. www.drivers.evansdelivery.com 6. Emergency 7. Cellphone as your alibi 8. Light Program at the terminal 9. Federal DOT Inspection required every 6-months 6. Hazmat Basic <ul style="list-style-type: none"> 1. Driver One-On-One Training courses 2. Security Awareness Training 7. Crash Basic <ul style="list-style-type: none"> 1. Gift Cards for Clean Roadside Inspections 2. Driver Legal Plan 	COMPANY POLICIES (00:40) <ul style="list-style-type: none"> • Company policies and negative effects of violating those policies • Federal Motor Carrier Regulations Pocketbook Title 49 CFR • Hazardous Material Compliance Pocketbook, Emergency Response Guide Pocketbook, §177.816 Driver Training • Drug & Alcohol Policy & Programs • Hours of Service, Log Policy FMCSR Part §395 • Injury Reporting and Return to Work Policy • Distracting Driving Policy (all electronic devices) • Seatbelt Policy • No Pets Policy • Cargo Security Policy • Passenger Policy <p>CONTINUED TRAINING AVAILABLE</p> <ul style="list-style-type: none"> • Online through JJ Keller • One-on-One with a Driver Trainer <p>CONTACT INFORMATION AND PROCEDURES (00:45)</p> <ul style="list-style-type: none"> • Safety – Driver Training • Roadside inspection procedure • Accident, Incident, Injuries all need to be reported. Who to contact, <ul style="list-style-type: none"> ◦ During Business Hours – 800-456-7885 ◦ After Hours – 484-256-9624 <p>EVANS DISCOUNT PROGRAMS</p> <ul style="list-style-type: none"> • Tire Discount Program • Fuel Discount Program <p>CLOSING</p> <p>Answer any questions or concerns you may have</p>

Security Awareness Training

All drivers must pass the online Security Awareness training. The applicant should visit the Evans PitStop™ (drivers.evansdelivery.com) to watch the video and take a brief quiz. A certificate of completion is automatically generated for those who pass and agents are notified via email of the applicant’s training results.

Hazardous Materials Training

Only drivers with a HazMat endorsement are required pass the online Hazardous Materials training. The applicant should visit the Evans PitStop™ (drivers.evansdelivery.com) to watch the video and take the quiz. A certificate of completion is automatically generated for those who pass and agents are notified via email of the applicant’s training results.

Apportioned Plate Program

Independent contractors leasing equipment to the Evans Network of Companies may rent their base plates. There will be a weekly deduction for this service.

In addition to the **Equipment and Hauling Agreement (i.e., the “lease”)** and other tractor documents, the following items are required in order to process a request for base plate rentals:

1. A copy of the **front of the title**. The name on the title must match the name of the contractor on the Evans lease. If it does not:
 - A. If the contractor is in the process of purchasing the truck, also submit:
 - 1) A copy of the **back of the title**, showing that the title is transferring to the contractor’s name.
 - 2) A copy of the **processed title application or title transfer receipt**.
 - 3) A copy of the formal (NOT handwritten) **bill of sale** signed by both parties.
 - B. If the contractor is leasing the truck, also submit a copy of the entire **lease purchase agreement** between the finance company or owner and the lessee.
 - C. If the name on the Evans lease is an *individual’s* name, but the name on the front or back of the title, the bill of sale, and/or the lease purchase agreement is a *business* name (or vice versa), the **Form W-9** must show the relationship between the individual and the business entity.
2. A copy of the current **paid Form 2290** with a legible watermark or DMV stamp showing the date that the tax was paid.¹
 - A. If the contractor is in the process of purchasing the truck, or has recently purchased the truck, this may be in the previous owner’s name.
 - B. If the contractor is leasing the truck, you have 60 days from the date we order the plate to submit this document.
3. A copy of the **contract/agreement between the truck owner and the driver** (if these are not the same person).

¹ The Evans Network of Companies has partnered with an authorized IRS e-file provider to offer a website where truck owners can e-file their 2290s and receive the Form 2290 Schedule 1 proof of payment in just minutes. Visit www.evans2290.com.

Safety Supplies

Basic Safety supplies are available from the Evans Safety Department. If you have any questions, please write to SafetySupplies@evansdelivery.com.

For reference only. Please always obtain the latest version of this item from the Agent Portal.

Agent Code	<input type="text"/>		
 100-110 West Columbia Street, Schuylkill Haven, PA 17972 Phone: 800-666-7885 Fax: 1-570-385-5970			
<u>SUPPLY LIST</u>			
<u>Items</u>	<u>Quantity</u>	<u>Equipment</u>	<u>Quantity</u>
OTR Logs	<input type="text"/> # of Books	2" Marker-Red	<input type="text"/> Single
Local Logs	<input type="text"/> # of Books	2" Marker-Amber	<input type="text"/> Single
Inspection Books	<input type="text"/> # of Books	2" Grommet	<input type="text"/> Single
Seals	<input type="text"/> per 1,000	2 1/2" Marker-Red	<input type="text"/> Single
Zip Ties	<input type="text"/> per 1,000	2 1/2" Marker-Amber	<input type="text"/> Single
Fuel Envelopes	<input type="text"/> per 1,000/Box	2 1/2" Grommet	<input type="text"/> Single
Pre-Paid Envelopes	<input type="text"/> per 500/Box	4" Taillight-Red	<input type="text"/> Single
PODs/BOLs	<input type="text"/> per 1,200/Box	4" Grommet	<input type="text"/> Single
Gloves	<input type="text"/> per dozen	Glad Hand Grommets	<input type="text"/> per 25
Seatbelt Covers	<input type="text"/> Single	Clear Lamp-Rectangle #15200C	<input type="text"/> Single
	S M L		<input type="text"/> Model 15 Tag Light
Vests	XL 2X 3X <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> Tire Pressure Gauge
			<input type="text"/> Tire Depth Gauge
Please complete and E-mail to: SafetySupplies@evansdelivery.com			
			

BigRoad Electronic Logs

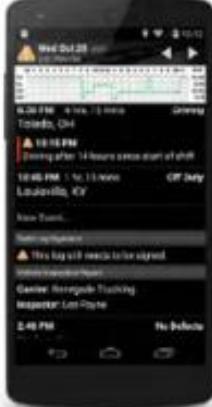
There are many advantages to using electronic logs over paper logs. Evans is currently partnering with BigRoad to provide drivers who wish to transition to electronic logging with the equipment and software to do that. Note that this is a limited time offer, while use of electronic logs is optional. Once this practice becomes mandated by the government, there may be a nominal fee associated with this program.

For reference only. Please contact Crystal Miller in the Evans Safety Department for the latest information.

Sign up now and save \$
contact CRYSTAL MILLER 570-218-3313

BigRoad Driver Logs Done Right

Features for Drivers



Automatically create logs by recording duty status changes. If you make a mistake, editing is even easier than on paper.

- US and Canadian rule sets supported
- Special review mode for roadside inspectors
- Share logs with dispatch via email, or automatically using BigRoad for Fleets
- Clear availability times help you plan ahead
- Take advantage of exceptions like US split sleeper rule

Hours of service rules can be really complicated. BigRoad makes it easy by doing all of the calculations for you.

PLUS

- Streamlined vehicle inspection reports
Complete a DVIR in just a few taps.
- Convenient launcher and traffic map
One-touch access to the most popular apps for drivers.
- Location, photo, and document sharing
Eliminate the cost & hassle of faxing.

★★★★★
Drivers Love BigRoad
4.6 star rating on Google Play and the Apple App Store.
Learn more: [www.bigroad.com/\(driver-home\)](http://www.bigroad.com/(driver-home))

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HazMat Guide to What You Can Haul

§387.9 Financial responsibility, minimum levels

Schedule of limits (Public liability). The minimum levels of financial responsibility referred to in §387.7 of this subpart are hereby prescribed as follows:

Type of carriage	Commodity transported	January 1, 1985
(1) For-hire (In interstate or foreign commerce, with a gross vehicle weight rating of 10,001 or more pounds).	Property (nonhazardous).	\$ 750,000
(2) For-hire and Private (In interstate, foreign, or intrastate commerce, with a gross vehicle weight rating of 10,001 or more pounds).	<p style="color: red; font-weight: bold;">DO NOT HAUL</p> <p>Hazardous substances, as defined in 49 CFR 171.8, transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in <u>bulk</u> Division 1.1, 1.2 and 1.3 (explosives) materials, Division 2.3 (poison gas), Hazard Zone A, or Division 6.1 (<u>poisonous by inhalation</u>), Packing Group I, Hazard Zone A material; in <u>bulk</u> Division 2.1 or 2.2 (<u>flammable & non-flammable gas</u>); or highway route controlled quantities of a Class 7 (radioactive) material, as defined in 49 CFR 173.403.</p>	5,000,000
(3) For-hire and Private (In interstate or foreign commerce, in any quantity; or in intrastate commerce, in bulk only; with a gross vehicle weight rating of 10,001 or more pounds).	Oil listed in 49 CFR 172.101; hazardous waste, hazardous materials, and hazardous substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101, but not mentioned in (2) above or (4) below.	1,000,000
(4) For-hire and Private (In interstate or foreign commerce, with a gross vehicle weight rating of less than 10,001 pounds).	<p style="color: red; font-weight: bold;">DO NOT HAUL</p> <p>Any quantity of Division 1.1, 1.2, or 1.3 (explosives) material; any quantity of a Division 2.3 (poison gas), Hazard Zone A, or Division 6.1, Packing Group I, Hazard Zone A material; or highway route controlled quantities of a Class 7 (radioactive) material as defined in 49 CFR 173.403.</p>	5,000,000

[59 FR 63923, Dec. 12, 1994; 73 FR 76496, Dec. 16, 2008]

§172.504 General placarding requirements

(a) **General.** Except as otherwise provided in this subchapter, each bulk packaging, freight container, unit load device, transport vehicle or rail car containing any quantity of a hazardous material must be placarded on each side and each end with the type of placards specified in Tables 1 and 2 of this section and in accordance with other placarding requirements of this subpart, including the specifications for the placards named in the tables and described in detail in §§172.519 through 172.560.

(b) **DANGEROUS placard**. A freight container, unit load device, transport vehicle, or rail car which contains non-bulk packages with two or more categories of hazardous materials that require different placards specified in Table 2 of paragraph (e) of this section may be placarded with a DANGEROUS placard instead of the separate placarding specified for each of the materials in Table 2 of paragraph (e) of this section. However, when 1,000 kg (2,205 pounds) aggregate gross weight or more of one category of material is loaded therein at one loading facility on a freight container, unit load device, transport vehicle, or rail car, the placard specified in Table 2 of paragraph (e) of this section for that category must be applied.

(c) **Exception for less than 454 kg (1,001 pounds)**. Except for bulk packagings and hazardous materials subject to §172.505, when hazardous materials covered by Table 2 of this section are transported by highway or rail, placards are not required on—

(c)(1) A transport vehicle or freight container which contains less than 454 kg (1001 pounds) aggregate gross weight of hazardous materials covered by Table 2 of paragraph (e) of this section; or

(c)(2) A rail car loaded with transport vehicles or freight containers, none of which is required to be placarded.

The exceptions provided in paragraph (c) of this section do not prohibit the display of placards in the manner prescribed in this subpart, if not otherwise prohibited (see §172.502), on transport vehicles or freight containers which are not required to be placarded.

(d) **Exception for empty non-bulk packages**. Except for hazardous materials subject to §172.505, a non-bulk packaging that contains only the residue of a hazardous material covered by Table 2 of paragraph (e) of this section need not be included in determining placarding requirements.

(e) **Placarding tables**. Placards are specified for hazardous materials in accordance with the following tables:

DO NOT HAUL Table 1		
Category of material (Hazard class or division number and additional description, as appropriate)	Placard name	Placard design section reference (§)
¹ RADIOACTIVE placard also required for exclusive use shipments of low specific activity material and surface contaminated objects transported in accordance with §173.427(b)(4) and (5) or (c) of this subchapter.		
1.1	EXPLOSIVES 1.1	172.522
1.2	EXPLOSIVES 1.2	172.522
1.3	EXPLOSIVES 1.3	172.522
2.3	POISON GAS	172.540
4.3	DANGEROUS WHEN WET	172.548
5.2 (Organic peroxide, Type B, liquid or solid, temperature controlled).	ORGANIC PEROXIDE	172.552
6.1 (material poisonous by inhalation (see §171.8 of this subchapter)) (ALSO SEE 6.1 in Table 2)	POISON INHALATION HAZARD	172.555
7 (Radioactive Yellow III label only)	RADIOACTIVE ¹	172.556

OKAY TO HAUL (EXCEPT BULK) Table 2

Bulk packaging is a packaging (other than a vessel or a barge) with no intermediate form of containment and having a:

- maximum capacity greater than 450 L (119 gallons) as a receptacle for a liquid;
- maximum net mass greater than 400 kg (882 pounds) and a maximum capacity greater than 450 L (119 gallons) as a receptacle for a solid; or
- water capacity greater than 450 kg (1000 pounds) as a receptacle for a gas as defined in §173.115.

Non-bulk packaging is a packaging having a capacity equal to or less than those listed above for bulk packagings.

Category of material (Hazard class or division number and additional description, as appropriate)	Placard name	Placard design section reference (§)
1.4	EXPLOSIVES 1.4	172.523
1.5	EXPLOSIVES 1.5	172.524
1.6	EXPLOSIVES 1.6	172.525
2.1 (NO BULK QTY)	FLAMMABLE GAS	172.532
2.2 (NO BULK QTY)	NON-FLAMMABLE GAS	172.528
3	FLAMMABLE	172.542
Combustible liquid	COMBUSTIBLE	172.544
4.1	FLAMMABLE SOLID	172.546
4.2	SPONTANEOUSLY COMBUSTIBLE	172.547
5.1	OXIDIZER	172.550
5.2 (Other than organic peroxide, Type B, liquid or solid, temperature controlled)	ORGANIC PEROXIDE	172.552
6.1 (other than material poisonous by inhalation)	POISON	172.554
6.2	(None)	
8	CORROSIVE	172.558
9 (see special reference below concerning placards) **** remember if you are hauling a unit displaying any type of placard the driver must have a hazmat endorsement.	CLASS 9 (see §172.504(f)(9))	172.560
ORM-D	(None)	

- (f) **Additional placarding exceptions.** (1) When more than one division placard is required for Class 1 materials on a transport vehicle, rail car, freight container or unit load device, only the placard representing the lowest division number must be displayed.
- (f)(2) A FLAMMABLE placard may be used in place of a COMBUSTIBLE placard on—
- (f)(2)(i) A cargo tank or portable tank.
- (f)(2)(ii) A compartmented tank car which contains both flammable and combustible liquids.
- (f)(3) A NON-FLAMMABLE GAS placard is not required on a transport vehicle which contains non-flammable gas if the transport vehicle also contains flammable gas or oxygen and it is placarded with FLAMMABLE GAS or OXYGEN placards, as required.
- (f)(4) OXIDIZER placards are not required for Division 5.1 materials on freight containers, unit load devices, transport vehicles or rail cars which also contain Division 1.1 or 1.2 materials and which are placarded with EXPLOSIVES 1.1 or 1.2 placards, as required.
- (f)(5) For transportation by transport vehicle or rail car only, an OXIDIZER placard is not required for Division 5.1 materials on a transport vehicle, rail car or freight container which also contains Division 1.5 explosives and is placarded with EXPLOSIVES 1.5 placards, as required.
- (f)(6) The EXPLOSIVE 1.4 placard is not required for those Division 1.4 Compatibility Group S (1.4S) materials that are not required to be labeled 1.4S.
- (f)(7) For domestic transportation of oxygen, compressed or oxygen, refrigerated liquid, the OXYGEN placard in §172.530 of this subpart may be used in place of a NON-FLAMMABLE GAS placard.
- (f)(8) For domestic transportation, a POISON INHALATION HAZARD placard is not required on a transport vehicle or freight container that is already placarded with the POISON GAS placard.
- (f)(9) For Class 9, a CLASS 9 placard is not required for domestic transportation, including that portion of international transportation, defined in §171.8 of this subchapter, which occurs within the United States. However, a bulk packaging must be marked with the appropriate identification number on a CLASS 9 placard, an orange panel, or a white square-on-point display configuration as required by subpart D of this part.
- (f)(10) For Division 6.1, PG III materials, a POISON placard may be modified to display the text “PG III” below the mid line of the placard.
- (f)(11) For domestic transportation, a POISON placard is not required on a transport vehicle or freight container required to display a POISON INHALATION HAZARD or POISON GAS placard.
- (g) For shipments of Class 1 (explosive materials) by aircraft or vessel, the applicable compatibility group letter must be displayed on the placards, or labels when applicable, required by this section. When more than one compatibility group placard is required for Class 1 materials, only one placard is required to be displayed, as provided in paragraphs (g)(1) through (g)(4) of this section. For the purposes of paragraphs (g)(1) through (g)(4), there is a distinction between the phrases *explosive articles* and *explosive substances*. *Explosive article* means an article containing an explosive substance; examples include a detonator, flare, primer or fuse. *Explosive substance* means a substance contained in a packaging that is not contained in an article; examples include black powder and smokeless powder.
- (g)(1) Explosive articles of compatibility groups C, D or E may be placarded displaying compatibility group E.
- (g)(2) Explosive articles of compatibility groups C, D, or E, when transported with those in compatibility group N, may be placarded displaying compatibility group D.
- (g)(3) Explosive substances of compatibility groups C and D may be placarded displaying compatibility group D.
- (g)(4) Explosive articles of compatibility groups C, D, E or G, except for fireworks, may be placarded displaying compatibility group E.

[Amdt. 172-123, 55 FR 52600, Dec. 21, 1990]

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Settlements for Intermodal Agents

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Role of the Settlement Department

The goal of the Evans Settlement staff is to make sure that all of our approximately 180 agents and 3,000 contractors are paid in a timely manner every week. Their responsibilities include:

- Auditing billing documents
- Issuing Comcheks
- Managing fuel cards,
- Resolving settlement issues
- Finalizing weekly settlements

Settlement Schedule

Tuesday 6:00am Billing must be completed. The system locks down for weekly settlements at this time and no documents will be accepted during the lock-down.

Wednesday 5:00pm Driver settlements can be viewed on PitStop™ (the Evans Driver Portal).

Friday 5:00pm..... Settlements made via direct deposit or Comdata card.

Recommendations for Success

Establish a weekly cut off day and time with your contractors for submitting paperwork to you, such as by noon on Thursday or Friday. Scan and bill as much as possible by Friday to avoid last minute issues.

Make sure all paperwork is legible and obtain written approval for all accessorial bills.

Reserve Mondays for working with your Settlement representative regarding any missing paperwork or issues. Run your reports, including Orders Not Billed, Prelim Driver Settlement, and Agent Commission reports. (Note that the Agent Commission and Prelim Driver Settlement reports do not show deductions.)



Confirm that the rate billed matches rate confirmation/delivery order (this includes revisions).

Driver Deductions

Common deductions to driver settlements include:

- Placard/FedEx fee deducted in first settlement.
- Escrow deduction is required; minimum \$50 per week, up to \$1,500 per week.
- NTL insurance deducted weekly at \$8.
- Occupation Accident insurance is deducted weekly.
- Physical Damage insurance is deducted weekly based on tractor value.
- Comdata Fee deducted as charged with a one-week delay (\$1.65 to \$1.90).
- Comcheks deducted in next settlement, minimum \$15 fee.

See also “Settlement Codes” on page 8.

Emergency Comcheks

Comcheks are for emergencies only and your contractors must request them through you, as you assume the credit risk. During business hours, contact your Settlement representative. After hours, call 1-800-456-7885.

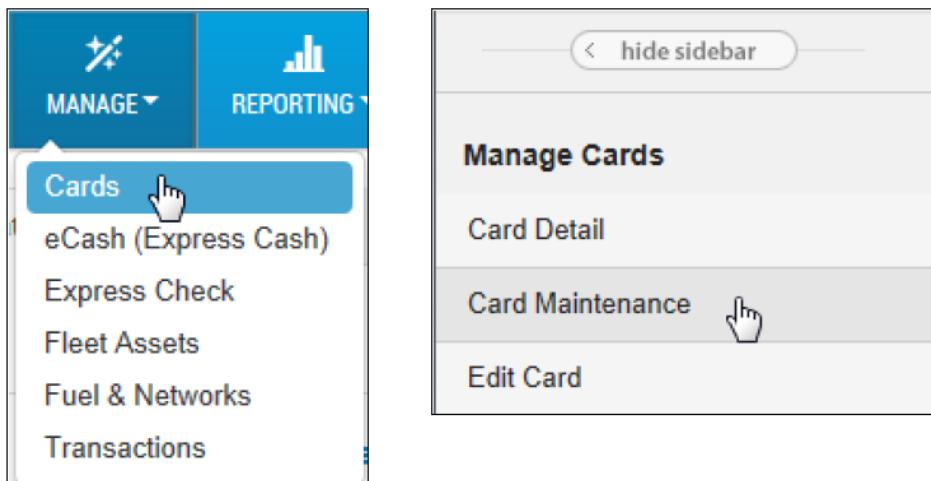
 COMDATA A Comdata Company 5301 Maryland Way • Brentwood, TN 37027		Sent By		Fee Amount \$	Date	Time	FOR ASSISTANCE CALL	
Payee Name				Total Amount \$	\$	\$	U.S. 800-741-2777 CN 888-266-2435	
Customer Number		Sequence Number		Even Amount Code	Odd Amount Code			Fee Code
		+ <input type="text" value="X X X X X"/>	+ <input type="text" value="X X X X X"/>		OR			+ <input type="text" value="X"/>
Payee ID		ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	XX	XX	X - X
Fleet		ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	XX	XX	
Unit		ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	XX	XX	
Trip		ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	XX	XX	
Purpose		ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	XX	XX	
Never give an Express Code to anyone other than the intended receiver. This includes people who represent themselves as Comdata employees.		ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	ヲヲヲ-XXX	XX	XX	
INTERNAL DRIVER FILE COPY								388070003984

The customer number will always be 38007 for Evans and 19225 for West.

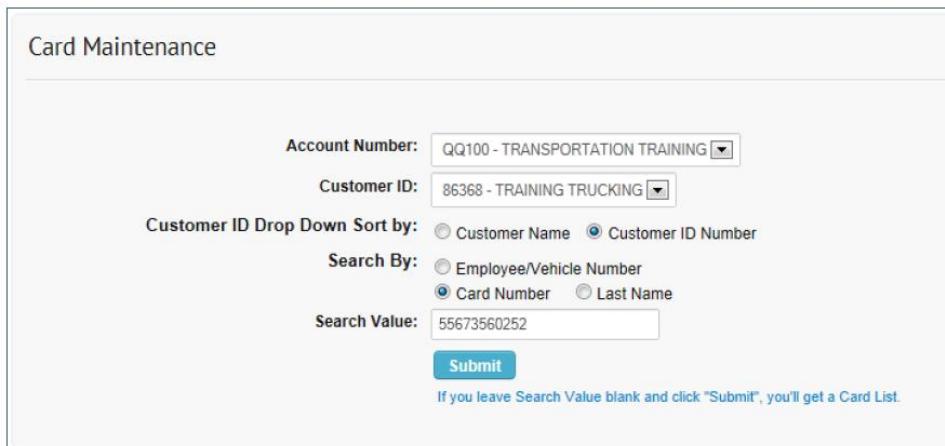
Blocking a Comdata Card

If a driver has misplaced his/her ComData card, you'll need to block the card by following these instructions.

1. **Log in** to the Comdata website at www.iconnectdata.com with your user ID and password.
2. Access the **Card Maintenance** page from the menu bar (**Manage > Cards > Card Maintenance**)



3. You have two options to access the **Edit a Card** screen.



Option 1. Select the appropriate **Account Number** and **Customer ID**. If you know the specific card you want to block, select the **Employee/Vehicle Number**, **Card Number**, or **Last Name** radio button, and enter the corresponding information in the **Search Value** field. Then click **Submit**.

Option 2. If you do not know the specific card you want to block, click **Submit** to open the **Card Listing** screen, which will display all the cards to which you have access under the selected Account Number and Customer ID.

4. On the **Card Listing** screen, click **Edit**, the **Employee Number**, or the **Card Number** link within the appropriate card row to open the **Edit a Card** page.

Card Listing				
Account	Cust ID	Employee Number	Cardholder Name	
EDIT	REPLACE	XD001	58967	201263 MADDEN, GEORGE
EDIT	REPLACE	XD001	58967	1340 MARKS, JOHNNY
EDIT	REPLACE	XD001	56801	123456 VEHICLE, 123456

Card Number	Status	Last Activity Date
5600171576926796	Active	00/00/00
5600171543781340	Active	00/00/00
5567356013080486	Active	00/00/00

5. On the **Edit a Card** screen, select **Block** from the **Status** drop-down menu. Then click **Update Card**.

Edit a Card
* indicates a required field

Card Number:
Employee/Vehicle Number:

Search

[View Card List](#)

Account Code: KP009
Customer ID: 37933
Card Number: 5600171619463302
Employee Number: 3333
First Name: DERRIUS
Last Name: HAMBRICK
Status: Block

Company Standard: Yes
Unit Number: 1
Trip Number:

Update Card

Company Standards
One-time Overrides
Comdata Card Options: \$0.00
Pin Reset
Card Transfer
Move
Recycle Card Limit

6. The message “Update Complete” will display.

Edit a Card
* indicates a required field

Update Complete

Card Number:
Employee/Vehicle Number:

[View Card List](#)

Individual Comdata Transaction Report

For reference only. Please always obtain the latest version of this item from the Resources menu on the Agent Portal.

iConnectData reportQ Reports

 COMDATA
Payment Innovation

TMR Individual Transaction Price Detail

Access: Reporting > reportQ > Quick Reports > Fleet > TMR Individual Transaction Price Detail

Description: View transaction details by card, including card information, fuel type, and any other data captured at the time of the transaction. Use this report to find missing transactions or reconcile your account.

Specifications: This type of report is for only Proprietary customers.

Additional Details: Available in Excel only. See the sample images on the next page.

Settlement Codes

This table will help you decipher the codes on Agent and Driver Settlements. (Rev. 8/24/2015)

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Agent	AC	Accident Claim Deduction	Deduction	Non-Taxable
Evans Agent	AD	Comchek Advances	Deduction	Non-Taxable
Evans Agent	ADDR	Additional Revenue	Payment	Taxable
Evans Agent	AM	Agents Mtg Deduction	Deduction	Non-Taxable
Evans Agent	AN	Agents Mtg Reimbursement	Payment	Non-Taxable
Evans Agent	AP	Administrative Charge	Deduction	Non-Taxable
Evans Agent	AR	Admin Charge Reimbursed	Payment	Non-Taxable
Evans Agent	BA	Overcharge Claims	Deduction	Non-Taxable
Evans Agent	BN	Bonus Deduction	Deduction	Non-Taxable
Evans Agent	BO	Referral/Sign-On Bonus	Payment	Non-Taxable
Evans Agent	BOB	Bobtail	Payment	Taxable
Evans Agent	BR	Broker Commission	Payment	Taxable
Evans Agent	BT	NTL (Bobtail) Insurance Deduction	Deduction	Non-Taxable
Evans Agent	BU	NTL (Bobtail) Insurance Reimb	Payment	Non-Taxable
Evans Agent	CA	Commission Additions	Payment	Taxable
Evans Agent	CC	Chassis Charges (Wheels)	Payment	Taxable
Evans Agent	CD	Commission Deductions	Deduction	Taxable
Evans Agent	CFEE	Comchek Admin Fee	Payment	Taxable
Evans Agent	CH	Chassis Usage Deduction	Deduction	Non-Taxable
Evans Agent	CI	Chassis Usage Reimbursement	Payment	Non-Taxable
Evans Agent	CLTK	Cleartrack	Payment	Taxable
Evans Agent	CR	Cargo Risk Pool Deduction	Deduction	Non-Taxable
Evans Agent	CS	Cargo Risk Pool Reimbursement	Payment	Non-Taxable
Evans Agent	CT	Cargo Claim Deduction	Deduction	Non-Taxable
Evans Agent	CU	Cargo Claim Reimbursement	Payment	Non-Taxable
Evans Agent	CV	Office Equip Lease Deduction	Deduction	Non-Taxable
Evans Agent	CW	CDW Deduction	Deduction	Non-Taxable
Evans Agent	CX	CDW Reimbursement	Payment	Non-Taxable
Evans Agent	CY	CTI Deduction	Deduction	Non-Taxable
Evans Agent	CZ	CTI Reimbursement	Payment	Non-Taxable
Evans Agent	DA	DAT/Transcore Deductions	Deduction	Non-Taxable
Evans Agent	DB	DAT/Transcore Reimbursement	Payment	Non-Taxable
Evans Agent	DCC	Daily Chas Chrg	Payment	Taxable
Evans Agent	DM	Demurrage/Per Diems	Deduction	Non-Taxable
Evans Agent	DN	Per Diems/M&R Reimbursement	Payment	Non-Taxable
Evans Agent	DP	Phone Bill Additions	Payment	Non-Taxable
Evans Agent	DRAY	Drayage	Payment	Taxable
Evans Agent	ECF	Expeditors Chas Fee	Payment	Taxable

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Agent	EI	Escrow Interest	Payment	Taxable
Evans Agent	ER	Escrow Refund	Payment	Non-Taxable
Evans Agent	ES	Escrow Deduction	Deduction	Non-Taxable
Evans Agent	EV	Special Escrow Refund	Payment	Non-Taxable
Evans Agent	EW	Special Escrow Deduction	Deduction	Non-Taxable
Evans Agent	E2	Form 2290 Tax Deduction	Deduction	Non-Taxable
Evans Agent	F3	Form 2290 Tax Reimbursement	Payment	Non-Taxable
Evans Agent	FE	Federal Express Deductions	Deduction	Non-Taxable
Evans Agent	FF	Federal Express Reimbursed	Payment	Non-Taxable
Evans Agent	FI	Fine Deductions	Deduction	Non-Taxable
Evans Agent	FINE	Fine Charge	Payment	Taxable
Evans Agent	FN	Fines Reimbursed	Payment	Non-Taxable
Evans Agent	FRT	Freight Pay	Payment	Taxable
Evans Agent	FSC	Fuel Surch	Payment	Taxable
Evans Agent	FT	Fuel/Road Tax Deduction	Deduction	Non-Taxable
Evans Agent	FU	Fuel Deductions	Deduction	Non-Taxable
Evans Agent	FW	Fuel Reimbursements	Payment	Non-Taxable
Evans Agent	GM	MPG Study	Payment	Non-Taxable
Evans Agent	HAZ	Hazmat	Payment	Taxable
Evans Agent	HH	Health Insurance Hoh	Deduction	Non-Taxable
Evans Agent	HI	Health Insurance	Deduction	Non-Taxable
Evans Agent	HV	HVUT Deduction	Deduction	Non-Taxable
Evans Agent	HW	HVUT Reimbursement	Payment	Non-Taxable
Evans Agent	ID	Insurance Costs	Deduction	Non-Taxable
Evans Agent	IE	Insurance Costs Reimbursed	Payment	Non-Taxable
Evans Agent	IS	Insurance Surcharge	Payment	Taxable
Evans Agent	JQ	Loan Receivable	Payment	Non-Taxable
Evans Agent	JV	Trip Pak Deduction	Deduction	Non-Taxable
Evans Agent	JW	Trip Pak Reimbursement	Payment	Non-Taxable
Evans Agent	KP	King Pin Locks Deduction	Deduction	Non-Taxable
Evans Agent	LB	Engs Lease2Buy Program	Deduction	Non-Taxable
Evans Agent	LC	Lease2Buy Admin Fee	Deduction	Non-Taxable
Evans Agent	LD	Engs Program Reimbursed	Payment	Non-Taxable
Evans Agent	LE	Lease2Buy Admin Fee Reimbursed	Payment	Non-Taxable
Evans Agent	LF	Lumper Fee	Payment	Taxable
Evans Agent	LH	Legal Costs Deduction	Deduction	Non-Taxable
Evans Agent	LP	Driver's Legal Plan Deduction	Deduction	Non-Taxable
Evans Agent	LR	Driver's Legal Plan Reimb	Payment	Non-Taxable
Evans Agent	LW	Loan Deduction	Deduction	Non-Taxable
Evans Agent	LY	Loan Advance	Payment	Non-Taxable
Evans Agent	MA	Driver's Meeting/Recruiting Exp	Payment	Non-Taxable
Evans Agent	MAER	Maersk Chas Chrg	Payment	Taxable

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Agent	ME	Maintenance Escrow Deduction	Deduction	Non-Taxable
Evans Agent	MR	Maintenance Escrow Reimb	Payment	Non-Taxable
Evans Agent	MS	Misc	Payment	Taxable
Evans Agent	MW	Misc O/O Work	Payment	Non-Taxable
Evans Agent	NC	Worker's Comp	Deduction	Non-Taxable
Evans Agent	OA	Occupational Accident Insurance	Deduction	Non-Taxable
Evans Agent	OB	Occ/Acc Insurance Reimbursed	Payment	Non-Taxable
Evans Agent	OT	Overtime	Payment	Taxable
Evans Agent	OVWT	Over Weight	Payment	Taxable
Evans Agent	OW	Overweight Permits	Deduction	Non-Taxable
Evans Agent	OY	Overweight Permits Reimb	Payment	Non-Taxable
Evans Agent	PB	Phone Bill Deductions	Deduction	Non-Taxable
Evans Agent	PCF	Port Congestion Fee	Payment	Taxable
Evans Agent	PD	Per Diem	Payment	Taxable
Evans Agent	PF	Port Fee	Payment	Taxable
Evans Agent	PI	Phys Dam/FTC Insurance Ded	Deduction	Non-Taxable
Evans Agent	PJ	Phys Dam/FTC Insurance Reimb	Payment	Non-Taxable
Evans Agent	PL	Plate Deduction	Deduction	Non-Taxable
Evans Agent	PM	Plate Reimbursement	Payment	Non-Taxable
Evans Agent	PN	Parking Deduction	Deduction	Non-Taxable
Evans Agent	PO	Parking Reimbursement	Payment	Non-Taxable
Evans Agent	RA	Advance Reimbursement	Payment	Non-Taxable
Evans Agent	RCHR	Reefer Charge	Payment	Taxable
Evans Agent	RD	Re-Delivery	Payment	Taxable
Evans Agent	RE	Repairs/Inspections Deductions	Deduction	Non-Taxable
Evans Agent	RF	RFID Tag Deductions	Deduction	Non-Taxable
Evans Agent	RFUL	Reefer Fuel	Payment	Taxable
Evans Agent	RG	RFID Tag Reimbursement	Payment	Non-Taxable
Evans Agent	RR	Repairs/Inspections Reimb	Payment	Non-Taxable
Evans Agent	RT	Rent Deduction	Deduction	Non-Taxable
Evans Agent	RU	Rent Deduction HOH	Deduction	Non-Taxable
Evans Agent	RV	Building Repair Deduction	Deduction	Non-Taxable
Evans Agent	RW	Rent Deduction DET	Deduction	Non-Taxable
Evans Agent	RX	Rent Reimbursement	Payment	Non-Taxable
Evans Agent	RY	Building Repair Reimbursement	Payment	Non-Taxable
Evans Agent	RZ	Bldg Utilities Deduction	Deduction	Non-Taxable
Evans Agent	SK	Supplemental Pay	Payment	Taxable
Evans Agent	SL	Repay Supplemental	Deduction	Non-Taxable
Evans Agent	SO	Stop-off Pay	Payment	Taxable
Evans Agent	SP	Sales/Promotional & Travel	Deduction	Non-Taxable
Evans Agent	SQ	Sales/Promotional Items Reimb	Payment	Non-Taxable
Evans Agent	STGE	Storage	Payment	Taxable

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Agent	TA	Tank Purchase	Deduction	Non-Taxable
Evans Agent	TB	Trailer Purchase	Deduction	Non-Taxable
Evans Agent	TD	Trailer Deduct	Payment	Taxable
Evans Agent	TF	Tire Liability Program	Deduction	Non-Taxable
Evans Agent	TG	Tire Liability Program Reimb	Payment	Non-Taxable
Evans Agent	TH	Interstar Tire Program Deduct	Deduction	Non-Taxable
Evans Agent	TI	Interstar Tire Program Reimb	Payment	Non-Taxable
Evans Agent	TJ	Tractor Rental Deduction	Deduction	Non-Taxable
Evans Agent	TL	Trailer Rents Deduction	Deduction	Non-Taxable
Evans Agent	TLR	Trailer	Payment	Taxable
Evans Agent	TM	Trailer Rents Reimbursed	Payment	Non-Taxable
Evans Agent	TOLL	Tolls	Payment	Taxable
Evans Agent	TONU	Tlr Ordered/Not Used	Payment	Taxable
Evans Agent	TQ	Truck Payments	Payment	Non-Taxable
Evans Agent	TRI	Tri-Axle Fee	Payment	Taxable
Evans Agent	TT	Tractor Rental	Deduction	Non-Taxable
Evans Agent	TX	Real Estate Taxes Deduction	Deduction	Non-Taxable
Evans Agent	UA	Powertrack Fees	Deduction	Non-Taxable
Evans Agent	UL	Driver Unloading	Payment	Taxable
Evans Agent	UR	UTBA Reimbursed	Payment	Non-Taxable
Evans Agent	UT	UTBA Deduction	Deduction	Non-Taxable
Evans Agent	YARD	Yard Pull	Payment	Taxable
Evans Agent	YE	Yard Exposure	Payment	Non-Taxable
Evans Driver	AA	Accessorial Payment	Payment	Taxable
Evans Driver	AB	Accident Retrieval	Payment	Non-Taxable
Evans Driver	AC	Accident Claim Deduction	Deduction	Non-Taxable
Evans Driver	AD	Comchek Advances	Deduction	Non-Taxable
Evans Driver	AE	EFS Advances	Deduction	Non-Taxable
Evans Driver	AF	Freight Charges	Payment	Taxable
Evans Driver	AP	Administrative Charge	Deduction	Non-Taxable
Evans Driver	AR	Admin Charge Reimbursed	Payment	Non-Taxable
Evans Driver	AW	Advance Wire Charges	Deduction	Non-Taxable
Evans Driver	BC	Blue Cross/Blue Shield	Deduction	Non-Taxable
Evans Driver	BN	Bonus Deduction	Deduction	Non-Taxable
Evans Driver	BO	Referral/Sign-On Bonus	Payment	Non-Taxable
Evans Driver	BR	NTL (Bobtail) Insurance Refund	Payment	Non-Taxable
Evans Driver	BT	NTL (Bobtail) Insurance	Deduction	Non-Taxable
Evans Driver	CC	Cargo Claim Deduction	Deduction	Non-Taxable
Evans Driver	CH	Chassis Usage Deduction	Deduction	Non-Taxable
Evans Driver	CI	Chassis Usage Reimbursement	Payment	Non-Taxable
Evans Driver	CR	Cargo Risk Pool Deduction	Deduction	Non-Taxable
Evans Driver	CS	Cargo Risk Pool Reimbursement	Payment	Non-Taxable

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Driver	CY	CTI Deductions	Deduction	Non-Taxable
Evans Driver	CZ	CTI Reimbursement	Payment	Non-Taxable
Evans Driver	DC	ENJ Draft Check	Deduction	Non-Taxable
Evans Driver	DM	Per Diem/M&R Deductions	Deduction	Non-Taxable
Evans Driver	DN	Per Diem/M&R Reimbursements	Payment	Non-Taxable
Evans Driver	DP	Dorian Phone Bills	Payment	Non-Taxable
Evans Driver	DR	Dray Charges	Deduction	Taxable
Evans Driver	ER	Escrow Refund	Payment	Non-Taxable
Evans Driver	ES	Escrow Deduction	Deduction	Non-Taxable
Evans Driver	F2	Form 2290 Tax Deduction	Deduction	Non-Taxable
Evans Driver	F3	Form 2290 Tax Reimbursement	Payment	Non-Taxable
Evans Driver	FE	Federal Express Charges	Deduction	Non-Taxable
Evans Driver	FF	Federal Express Reimbursed	Payment	Non-Taxable
Evans Driver	FI	Fines	Deduction	Non-Taxable
Evans Driver	FN	Fines Reimbursed	Payment	Non-Taxable
Evans Driver	FP	Fuel Tax Penalty	Deduction	Non-Taxable
Evans Driver	FR	Fuel Tax Penalty Reimbursed	Payment	Non-Taxable
Evans Driver	FS	Fuel Surcharge	Payment	Taxable
Evans Driver	FT	Fuel/Road Tax Deduction	Deduction	Non-Taxable
Evans Driver	FU	Comdata Fuel Cards	Deduction	Non-Taxable
Evans Driver	FW	Comdata Fuel/Oil Reimbursed	Payment	Non-Taxable
Evans Driver	FY	Fuel Management Program	Deduction	Non-Taxable
Evans Driver	FZ	Fuel Management Prog Reimb	Payment	Non-Taxable
Evans Driver	GM	MPG Study	Payment	Non-Taxable
Evans Driver	HI	Health Insurance	Deduction	Non-Taxable
Evans Driver	HR	Reimburse Health Insurance	Payment	Non-Taxable
Evans Driver	HV	Hvut Deduction	Deduction	Non-Taxable
Evans Driver	HW	Hvut Reimbursement	Payment	Non-Taxable
Evans Driver	ID	Insurance Costs	Deduction	Non-Taxable
Evans Driver	IE	Insurance Costs Reimbursed	Payment	Non-Taxable
Evans Driver	IR	Settlement Garnishments	Deduction	Non-Taxable
Evans Driver	IS	Insurance Surcharge Fees	Deduction	Taxable
Evans Driver	JP	Loan Payable	Deduction	Non-Taxable
Evans Driver	JV	Trip Pak Deduction	Deduction	Non-Taxable
Evans Driver	JW	Trip Pak Reimbursement	Payment	Non-Taxable
Evans Driver	LB	Engs Lease2Buy Program	Deduction	Non-Taxable
Evans Driver	LC	Lease2Buy Admin Fee	Deduction	Non-Taxable
Evans Driver	LD	Engs Program Reimbursed	Payment	Non-Taxable
Evans Driver	LE	Lease2Buy Admin Fee Reimbursed	Payment	Non-Taxable
Evans Driver	LF	Engs Lease2Buy Maintenance	Deduction	Non-Taxable
Evans Driver	LG	Engs Lease2Buy Maint Reimbursed	Payment	Non-Taxable
Evans Driver	LP	Driver's Legal Plan Deduction	Deduction	Non-Taxable

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Driver	LR	Driver's Legal Plan Reimbursement	Payment	Non-Taxable
Evans Driver	ME	Maintenance Escrow Deduction	Deduction	Non-Taxable
Evans Driver	MR	Maintenance Escrow Reimbursement	Payment	Non-Taxable
Evans Driver	MW	Misc O/O Work	Payment	Taxable
Evans Driver	NC	Worker's Comp	Deduction	Non-Taxable
Evans Driver	OA	Occupational Accident Insurance	Deduction	Non-Taxable
Evans Driver	OB	Occ/Acc Insurance Reimbursed	Payment	Non-Taxable
Evans Driver	OI	Comdata Oil Costs	Deduction	Non-Taxable
Evans Driver	OW	Overweight Permits	Deduction	Non-Taxable
Evans Driver	OY	Overweight Permit Reimburse	Payment	Non-Taxable
Evans Driver	PA	Payment Addition	Payment	Taxable
Evans Driver	PB	Comdata Product Purchases	Deduction	Non-Taxable
Evans Driver	PD	Payment Deduction	Deduction	Taxable
Evans Driver	PG	Physical/Drug Screen Reimburs	Payment	Non-Taxable
Evans Driver	PH	Physical/Drug Screen Deductions	Deduction	Non-Taxable
Evans Driver	PI	Physical Damage Insurance	Deduction	Non-Taxable
Evans Driver	PJ	Phys Damage Insur Reimburs	Payment	Non-Taxable
Evans Driver	PL	Plate Deduction	Deduction	Non-Taxable
Evans Driver	PM	Plate Reimbursement	Payment	Non-Taxable
Evans Driver	PN	Parking Deduction	Deduction	Non-Taxable
Evans Driver	PO	Parking Reimbursement	Payment	Non-Taxable
Evans Driver	PP	Passenger Insurance Deduction	Deduction	Non-Taxable
Evans Driver	PQ	Passenger Insurance Reimbursed	Payment	Non-Taxable
Evans Driver	PR	Permit Reimbursement	Payment	Non-Taxable
Evans Driver	PT	Permit Deductions	Deduction	Non-Taxable
Evans Driver	PW	Placards Deduction	Deduction	Non-Taxable
Evans Driver	PX	Placards Reimbursement	Payment	Non-Taxable
Evans Driver	RA	Comchek Advance Reimbursed	Payment	Non-Taxable
Evans Driver	RB	EFS Advance Reimbursed	Payment	Non-Taxable
Evans Driver	RE	Repairs/Inspections Deductions	Deduction	Non-Taxable
Evans Driver	RF	RFID Tag Deduction	Deduction	Non-Taxable
Evans Driver	RG	RFID Tag Reimbursement	Payment	Non-Taxable
Evans Driver	RR	Repairs/Inspections Reimburs	Payment	Non-Taxable
Evans Driver	SP	Sales/Promotional Items	Deduction	Non-Taxable
Evans Driver	TF	Tire Liability Program	Deduction	Non-Taxable
Evans Driver	TG	Tire Liability Program Reimb	Payment	Non-Taxable
Evans Driver	TH	Interstar Tire Program Deduct	Deduction	Non-Taxable
Evans Driver	TI	Interstar Tire Program Reimb	Payment	Non-Taxable
Evans Driver	TL	Trailer Rents Deduction	Deduction	Non-Taxable
Evans Driver	TM	Trailer Rents Reimbursed	Payment	Non-Taxable
Evans Driver	TP	Truck Payments	Deduction	Non-Taxable
Evans Driver	TQ	Truck Payment Admin Fee	Deduction	Non-Taxable

Type	Code	Description	Pay/Ded	Taxable/Non
Evans Driver	TR	Fuel/Road Tax Reimbursed	Payment	Non-Taxable
Evans Driver	TT	Tractor Rental	Deduction	Non-Taxable
Evans Driver	UA	Powertrack Fees	Deduction	Non-Taxable
Evans Driver	UR	UTBA Reimbursed	Payment	Non-Taxable
Evans Driver	UT	UTBA Deduction	Deduction	Non-Taxable
Evans Driver	VP	Tractor Payments	Deduction	Non-Taxable
Evans Driver	WC	Disability Insurance	Deduction	Non-Taxable
Evans Driver	WR	Disability Insurance Reimbursed	Payment	Non-Taxable
Evans Driver	YD	Yard Exposure/Cleanup/Deduct	Deduction	Non-Taxable
Evans Driver	YE	Yard Exposure/Cleanup	Payment	Non-Taxable

SPOC:

Single Point of Contact

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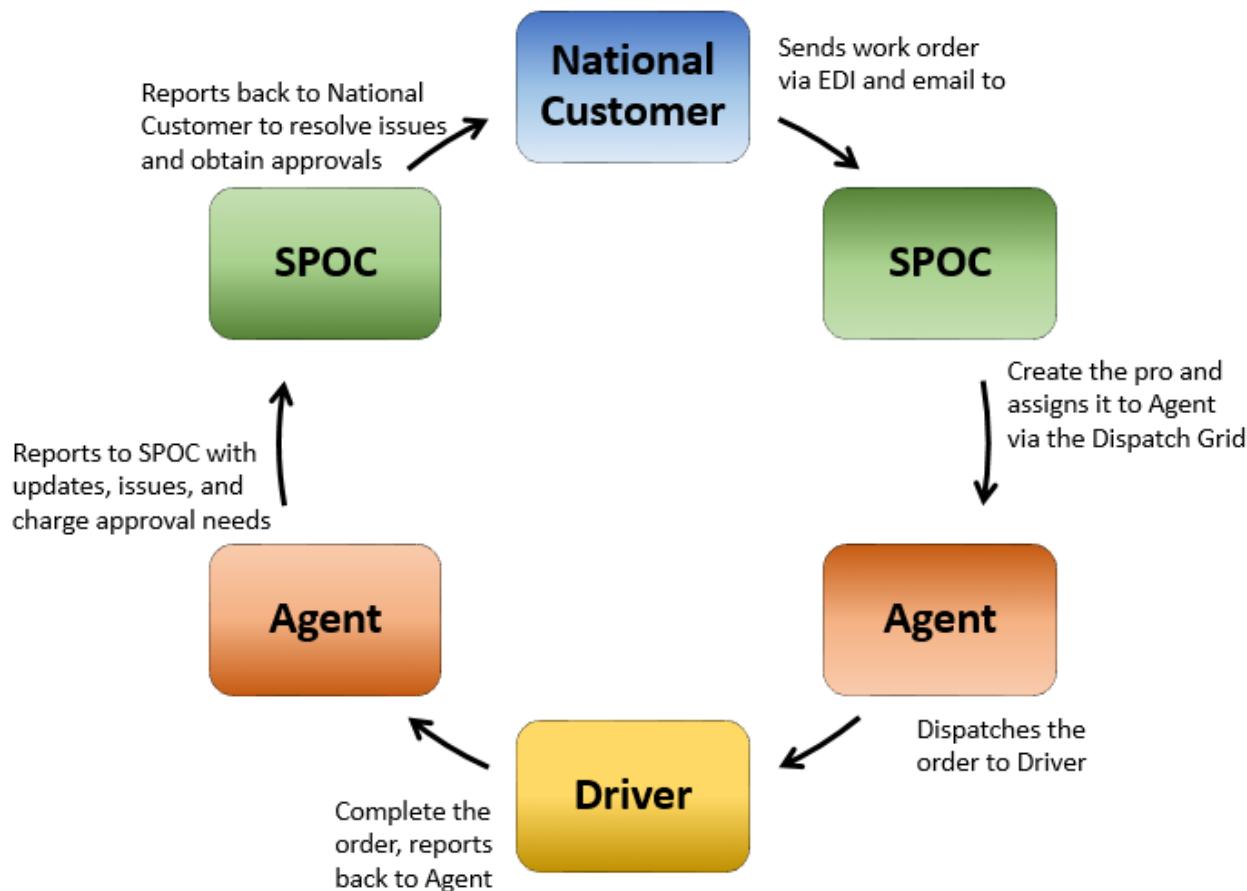
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Single Point of Contact (SPOC) Team

The Single Point of Contact (SPOC) team serves as a central contact point for communication between our national customers and our agents. We currently provide services for five (5) national customers, including Hellman, C.H. Robinson, UPS, Southern Wine & Spirits, and J.C. Penney.

For more information please contact the SPOC team at SPOC@evansdelivery.com.



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