

Unishippers Freight Manager How-To Guide



Ship Freight Faster for Less with Unishippers Freight Manager

Welcome to Unishippers, the shipping company that works for you. As a Unishippers customer, you have access to our powerful online freight management system designed to meet your freight distribution needs. Freight Manager is designed to get your products to customers faster and more economically. This user guide will help make your shipping experience easy and worry-free by helping answer your Freight Manager technical questions.

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System Requirements

The following minimum system requirements are needed to run Freight Manager:

- High speed Internet access (i.e. DSL, cable, T-1 or above).
- Internet Explorer 6.0 and above, available for free from Microsoft Corp.
- Adobe Acrobat Reader (v. 7.0), available for free from Adobe.com.
- Windows 2000 or better (Windows XP recommended).




Note: Netscape, AOL, and Mac browsers are not supported.

How to check what version of Internet Explorer you are running:

- Open Internet Explorer.
- Click “Help” button located at top of page.
- Click “About Internet Explorer.”
- Under Internet Explorer logo, the version should display as 6.0 or above. If the version is not 6.0 or higher, download the free Internet Explorer update by clicking “Tools>Windows Update>Scan for Update Links.”

How to check if you have Adobe Acrobat Reader:

- Select the computer “Start” located at bottom left of the computer screen.
- Select “All Programs.”
- Look for “Adobe Reader” name and icon  on the list.
- If it is there, select Adobe to open the program.
- Click the “Help” button located at the top of the screen.
- Click “About Adobe Reader.”
- This will display the version of Adobe Reader currently downloaded on your computer.
- If Adobe Acrobat Reader is not on the list, it is easy to download. Download it at Adobe.com. The following is the link to the download www.adobe.com/products/acrobat/readstep2.html.

Login

To log into Unishippers Freight Manager, open Internet Explorer and type www.unishippers.com in the address field.

When the Unishippers home page displays, go to the Online Shipping Login window, enter your user name and password, select "Freight Manager" from the drop down window and click Go.

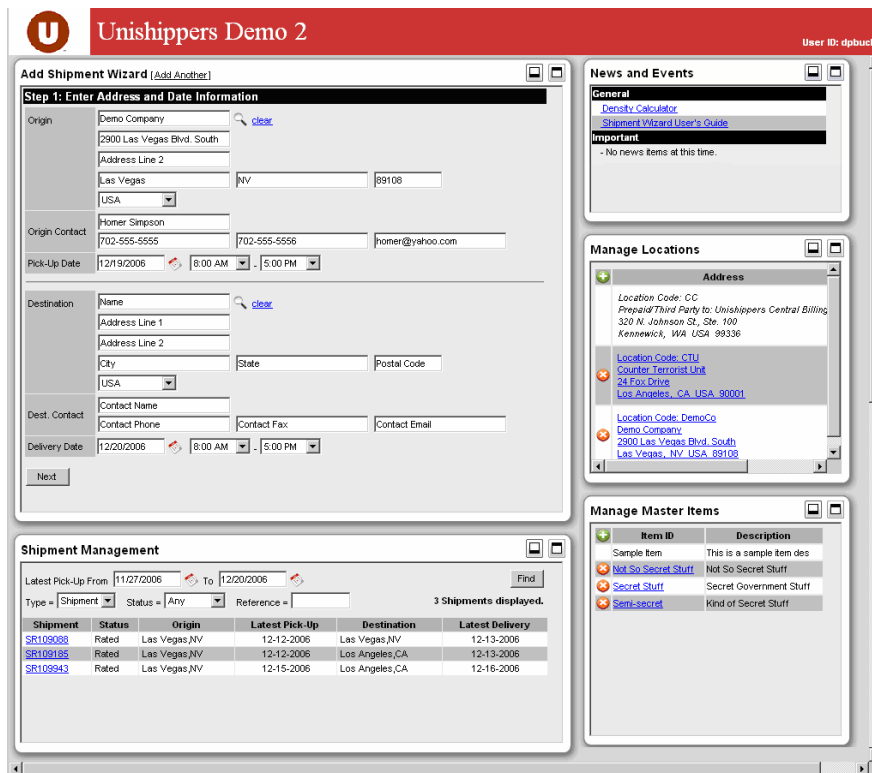
 **Note: User Name and Password is case sensitive.**

The screenshot shows the Unishippers website home page. At the top left is the Unishippers logo with the tagline "THE SHIPPING COMPANY THAT WORKS FOR YOU.™". To the right of the logo is a link for "Not a Unishippers Customer? Click here for a Price Quote" and a "Price Quote" button. Below the logo is a navigation menu with tabs for SHIP, TRACK, CUSTOMER SERVICE, ABOUT US, CAREERS, CONTACT US, and FRANCHISING. The main content area features a search bar, a "START" section with links like "Find a Local Office" and "Get a Price Quote", a "TRACK IT" section with a tracking number input field, and a testimonial from Jenni Brown-Owan. On the right side, there is an "ONLINE SHIPPING LOGIN" section with fields for Username and Password, a "Login to ..." dropdown menu (showing "Express Manager for DHL" selected), and a "NEWS" section with links for "DHL Announces New West Coast Distribution Facility" and "New Year to Bring New Tools". At the bottom, there is a copyright notice and a link to "Right click here to create a desktop shortcut".

Application Page

Take a minute to familiarize yourself with the different parts of the Freight Manager home page. The different parts are explained below.













Note: The Internet Explorer toolbar buttons are not used. You need to click on an icon in each window to navigate that window.



Company Name	Displays your name and/or customer names. User ID displays in the right-hand corner.
Shipment Wizard	Shipment processing window.
Shipment Management	History list of quotes and shipments.
News and Events	Helpful links and announcements are posted here.
Manage Locations	Address book window for adding/editing saved addresses.
Manage Master Items	Commodity book for adding/editing/deleting shipping items.

Action Icons

Following are the functions of the action icons used throughout the application.

	Icon for looking up addresses and master items while processing
	Pop-up calendars
	Icon for adding
	Icon for deleting or removing
add more items	Link for adding additional item lines while processing
[Add Another]	Link for adding another quote or shipment
	Cancel button during processing
	Back button used to go backward while processing
	Next button used to go forward while processing
	Edit button used to edit saved Quotes/Shipments, as well as to turn saved Quotes into Bill of Ladings
	Copy button to duplicate an existing Quote/Shipment
	Generates printable Quote Form and Bill of Ladings
	Complete the current process and return to the beginning
	Buttons to Minimize and Maximize the portal windows

Shipment Processing

The add shipment wizard is very easy to use with a very simple, step-by-step process to follow.

Enter Shipping Address

The default page is the entry page for entering shipment addresses.

Add Shipment Wizard [Add Another]

Step 1: Enter Address and Date Information

Origin

Name [clear](#)

Address Line 1

Address Line 2

City State Postal Code

USA

Origin Contact

Contact Name

Contact Phone Contact Fax Contact Email

Pick-Up Date 8:00 AM - 5:00 PM

Destination

Name [clear](#)

Address Line 1

Address Line 2

City State Postal Code

USA

Dest. Contact

Contact Name

Contact Phone Contact Fax Contact Email

Delivery Date 8:00 AM - 5:00 PM

1. Enter desired address information or select from the address book by clicking on the icon to open the address book, and then select the desired item by checking the circle next to the desired location.

Add Shipment Wizard [Add Another]

Search Results: Choose A Location

Location Code	Name	Line 1	Line 2	City	State	Postal Code
<input type="radio"/> CC	Prepaid/Third Party to: Unishippers Central Billing	320 N. Johnson St., Ste. 100		Kennewick	WA	9933
<input checked="" type="radio"/> CTU	Counter Terrorist Unit	24 Fox Drive		Los Angeles	CA	9000
<input type="radio"/> DemoCo	Demo Company	2900 Las Vegas Blvd. South		Las Vegas	NV	8910

2. Repeat this same process for both the ship from and ship to address. Once all the desired address information is entered click the icon to go to the next page.

Note: To generate a quick quote you can enter as little information as origin zip code and destination zip code.

Enter Items and Services

1. Page 2 is the special services and shipping items area.

Add Shipment Wizard [Add Another]

Step 2: Enter Item(s) and Service Information

From: Counter Terrorist Unit,24 Fox Drive,Los Angeles,CA 90001 USA
To: Flancrest Enterprises,742 Evergreen Terrace,SPRINGFIELD,MO 65742 USA
Weight: 0 lbs

Services

- COD
- Construction Site
- Convention
- LTL Guarantee
- HazMat
- Inside Delivery
- Inside Pick Up
- Origin Lift Gate
- Dest Lift Gate
- Excess Length
- Notify Prior to Del
- Residential Pick Up
- Residential Delivery

Item Id [clear](#) Class

Weight Total Quantity

Dimensions x x \$ Value

NMFC Code

Description

[add more items](#)

Back Next Cancel

2. Select special services, also known as accessories, by checking the box next to the desired special service. Next enter in the desired shipping items or select from the saved Master Item list by clicking on the icon, then select the desired item by checking the circle next to the item.

Add Shipment Wizard [Add Another]


Search Results: Choose An Item


Item ID	Description	Freight Class	NMFC	Weight	Quantity	Dimensions
<input type="radio"/> Not So Secret Stuff	Not So Secret Stuff	125.0	18520	500.0	1.0 PALLETS	48.0 X 48.0 X 24.0
<input checked="" type="radio"/> Sample Item	This is a sample item description	70.0	12345	1100.0	2.0 PALLETS	48.0 X 48.0 X 48.0
<input type="radio"/> Secret Stuff	Secret Government Stuff	70.0		1100.0	1.0 PALLETS	48.0 X 48.0 X 48.0
<input type="radio"/> Semi-secret	Kind of Secret Stuff	200.0	158260	550.0	1.0 PALLETS	48.0 X 48.0 X 48.0


Back

3. For additional shipping lines click the [add more items](#) link. This can be repeated. Shipping items areas cannot be left blank, if you click the [add more items](#) link you must enter information. Click the [clear](#) link to remove the extra item line(s).

Once all desired shipping item information is entered click the [Next](#) icon.

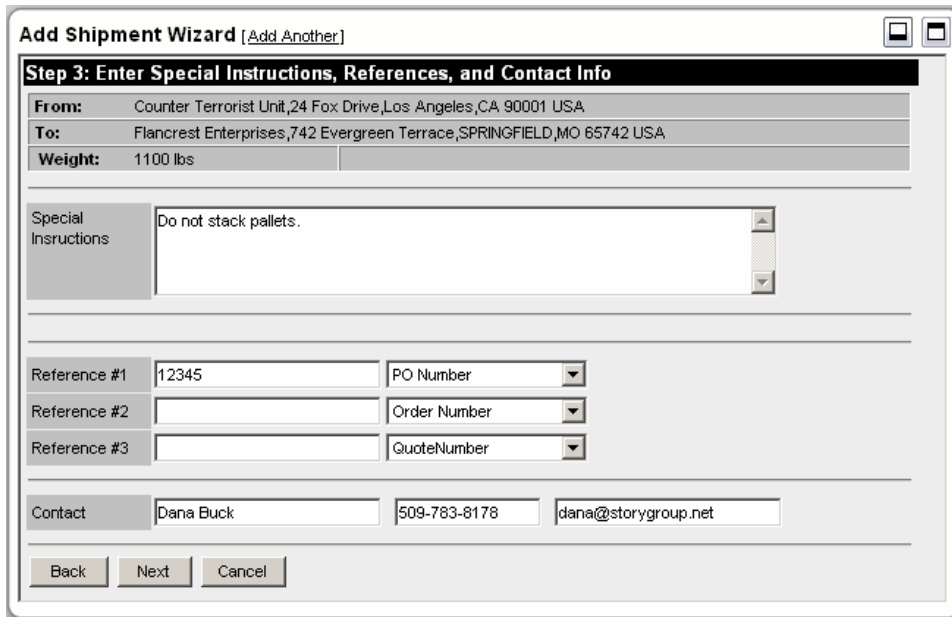
 Note: At a minimum, weight, number of pieces and packaging type are required. Freight Class is required for LTL shipments.

 Note: You can also go back by clicking the [Back](#) icon throughout processing. While moving forward and back all information is retained.

 Note: You can also cancel by clicking the [Cancel](#) icon throughout processing. This will take to step one to start over again. At this point in the process, no information is saved when using the [Cancel](#) button.

Enter Special Instructions and Reference Numbers

1. Page 3 is for entering special instructions and adding any reference numbers that are needed.



Add Shipment Wizard [[Add Another](#)]

Step 3: Enter Special Instructions, References, and Contact Info

From: Counter Terrorist Unit,24 Fox Drive,Los Angeles,CA 90001 USA
To: Flancrest Enterprises,742 Evergreen Terrace,SPRINGFIELD,MO 65742 USA
Weight: 1100 lbs


Special Instructions: Do not stack pallets.

Reference #1: 12345 PO Number
Reference #2: Order Number
Reference #3: QuoteNumber

Contact: Dana Buck 509-783-8178 dana@storygroup.net

[Back](#) [Next](#) [Cancel](#)

Enter special instructions by typing in the special instructions box. Special instructions need to be limited to 120 characters or less. Add references by selecting a reference name in the drop down box and typing the reference number in the box next to the name you selected. You can add up to 3 references, they can have the same name if needed. Bill of Lading numbers are automatically added at the end of processing. Once all desired information is entered, click [Next](#). This will automatically rate the shipment.

 Note: Contact us if you need additional reference names added.

Rates

1. Page 4 is the rate return page. This page displays the carriers, rates and transit times.

Add Shipment Wizard [Add Another]

Search Results: Choose A Rate

From: Counter Terrorist Unit,24 Fox Drive,Los Angeles,CA 90001 USA
To: Flancrest Enterprises,742 Evergreen Terrace,SPRINGFIELD,MO 65742 USA
Weight: 1100 lbs

	Rate	Carrier	Service Days
<input type="radio"/>	\$299.62	Bullet Freight Systems (BLLF) Service: Standard	3.0
<input type="radio"/>	\$302.22	USF Bestway (USFB) Service: Standard	3.0
<input type="radio"/>	\$302.22	USF Reddaway (RETL) Service: Standard	4.0
<input type="radio"/>	\$327.28	SAIA (SAIA) Service: Standard	4.0
<input type="radio"/>	\$344.09	Roadway (RDWY) Service: Standard	4.0
<input type="radio"/>	\$380.03	Central Transport Intl (CTII) Service: Standard	4.0

Back Next Cancel

Select the desired carrier by clicking on the circle next to the rate. Now you can decide to print the quote form by clicking on the [here](#) link. Otherwise, click **Next** to continue. Note that from this point forward, if you hit **Cancel** a quote will be saved.

Complete Shipping

1. Clicking takes you to the Terms and Conditions for shipment page. Please pay close attention to the information on this page. Note that you cannot advance past this screen without agreeing to these Terms and Conditions.

Add Shipment Wizard [Add Another]

Shipping Confirmation

From:	Counter Terrorist Unit,24 Fox Drive,Los Angeles,CA 90001 USA		
To:	Flancrest Enterprises,742 Evergreen Terrace,SPRINGFIELD,MO 65742 USA		
Weight:	1100 lbs	Cost:	\$299.62 Bullet Freight Systems (BLLF)

Attn: Clicking the **NEXT** button constitutes billing of this shipment. Once agreeing to the [Terms & Conditions](#) and clicking **NEXT**, you agree to pay all applicable charges associated with this shipment.

If the LTL shipment is over 5 Pallets and/or 5000lbs, or exceeds 12 feet in length in any direction, it constitutes an [Overdimension Shipment](#). You should call your Unishippers office for a volume quote.

Transit Days are **NOT** guaranteed. Call your Unishippers office for [LTL Guarantee](#) rates.

If you desire any extra [insurance](#) for your shipment, that requires a call to your Unishippers office.

Terms & Conditions

freightmanager.com is the free service that simplifies shipping heavy freight. This application provides an instant comparison of numerous freight carriers or shipping companies and allows automated transport via ground, air, rail or ocean.

You **must** agree to the [Terms & Conditions](#) before creating your Bill of Lading document.

I agree to the above terms and conditions.

Check the box next to *I agree to the above terms and conditions*, then click .

Printing Bill of Lading

Clicking brings up the Bill of Lading in Adobe pdf format.

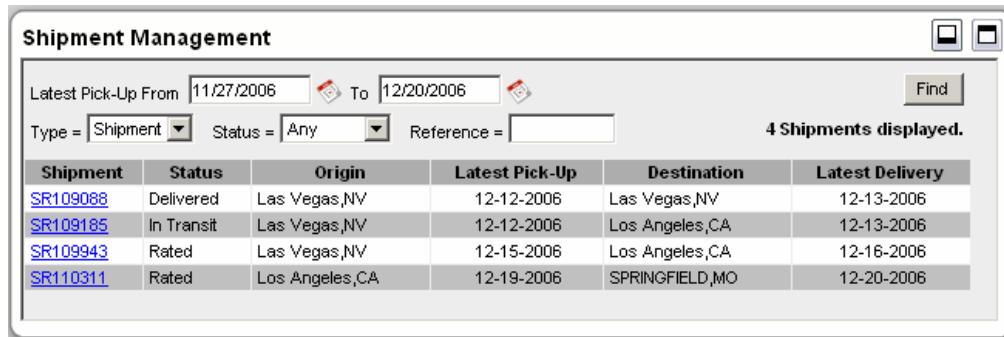
					BOL NO: 617925		
BILL OF LADING					Carrier: Bullet Freight Systems		
Ship From					Pickup Date: 12-19-2006		
Counter Terrorist Unit 24 Fox Drive Los Angeles, CA 90001 Jack Bauer, 949-555-5555 F: 949-555-5556					Origin Terminal		
					LOS ANGELES CA P:888-506-7437 F:714-948-7580		
Ship To					Destination Terminal		
Flancrest Enterprises 742 Evergreen Terrace SPRINGFIELD, MO 65742 Homer Simpson, 888-765-4321 F: 888-765-4322					ST LOUIS MO P:888-506-7437 F:714-948-7580		
3rd Party Freight Charges Bill To:					PO Number: 12345		
Prepaid/Third Party to: Unishippers Central Billing 320 N. Johnson St., Ste. 100 Kennewick, WA 99336							
Special Instructions: Do not stack pallets.					Freight Terms: Prepaid: <input type="checkbox"/> Collect: <input type="checkbox"/> 3rd Party: <input checked="" type="checkbox"/>		
Accessorial: Origin Lift Gate							
Qty	Type	Weight	HM (X)	NMFC	Item Description	LTL Class	
2	PALLETS	1100		12345	This is a sample item description Dimensions: 48.0 X 48.0 X 48.0	70.0	
2		1100			GRAND TOTALS:		
<small>Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."</small>							
Remit COD to:							
Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> Customer check acceptable <input type="checkbox"/> COD Amount: \$							
<small>Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC 14706(e)(1)(A) and (B).</small>							
<small>Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.</small>				Trailer Loaded: <input type="checkbox"/> by Shipper <input type="checkbox"/> by Driver	Freight Counted: <input type="checkbox"/> by Shipper <input type="checkbox"/> by Driver	<small>The carrier shall not make delivery of this shipment without payment of and all other lawful charges. Shipper: _____</small>	
Shipper Signature/Date				Carrier Signature/Pickup Date			
<small>This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.</small>				<small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in vehicle. Property described above is received in good order, except as noted.</small>			
Shipper: _____				Carrier: _____			

Note: Carrier terminal phone and fax number print on the Bill of Lading for LTL shipments. See the top right hand corner of the Bill of Lading.

Other documents, including a quote form and a pallet label, are available in the **Select a Document** dropdown list at the top of the Add Shipment Wizard. Click to return to the beginning and start another shipment.

Shipment Management

The Shipment Management window displays saved quotes and previous shipments.



The screenshot shows the 'Shipment Management' window with the following details:

- Latest Pick-Up From: 11/27/2006 To: 12/20/2006
- Type = Shipment Status = Any Reference =
- 4 Shipments displayed.


Shipment	Status	Origin	Latest Pick-Up	Destination	Latest Delivery
SR109088	Delivered	Las Vegas,NV	12-12-2006	Las Vegas,NV	12-13-2006
SR109185	In Transit	Las Vegas,NV	12-12-2006	Los Angeles,CA	12-13-2006
SR109943	Rated	Las Vegas,NV	12-15-2006	Los Angeles,CA	12-16-2006
SR110311	Rated	Los Angeles,CA	12-19-2006	SPRINGFIELD,MO	12-20-2006

Saved Quotes

To find saved quotes, change the “Type” from shipment to Quote, pick a date range by using the pop-up calendars, then click the “Find” button. A historical list of saved quotes will display. Select the quote by clicking on the quote number, which is a hot link.

Previous Shipment

To find previous shipments, change the “Type” to Shipment, pick a date range by using the pop-up calendars, then click the “Find” button. A historical list of Shipments will display. Select a Shipment by clicking on the Shipment number, which is a hot link.

 Note: Shipments can also be filtered by status, such as in transit, delivered, etc. Quotes only have one status, so this filter is not available.

When, clicking on a quote or shipment, the summary page opens. Here you can print another copy of your bill of lading document, edit the information for this shipment, or copy the information of this shipment to create a new shipment.

Clicking the **Edit** button enables you to make any changes to the quote or shipment that you need to. You will be stepped through the same screens as creating a shipment. **If you have not already created the shipment, then you will use this action to turn a saved quote into a shipment.**

Once a shipment has moved into “In Transit” status, you will no longer be able to make any changes. You can update references, but you can no longer change any other information, including addresses, item details, and services/accessorials.

Shipment Management

Reference Edit: Shipment SR37652

The Shipment status does not permit editing. Only references may be modified at this time.

Reference #1	<input type="text" value="15264223"/>	PO Number	▼
Reference #2	<input type="text" value="CENF"/>	SCAC	▼
Reference #3	<input type="text"/>	Item ID	▼

Clicking on the **Copy** button creates an exact duplicate of the shipment, enabling you to save time when creating multiple similar shipments. You will be stepped through all the same steps for creating a new shipment, but all of the information from the copied shipment will be automatically populated for you.

Clicking the **Print** button brings you back to the summary screen where you can select which documents you want to print.

Clicking the **Cancel All QUOTES/BOLs** will cancel any Bill of Ladings associated with this shipment. Once a shipment has moved into “In Transit” status, you will not be able to cancel it.

Clicking the **Finish** button takes you back to the shipment list.

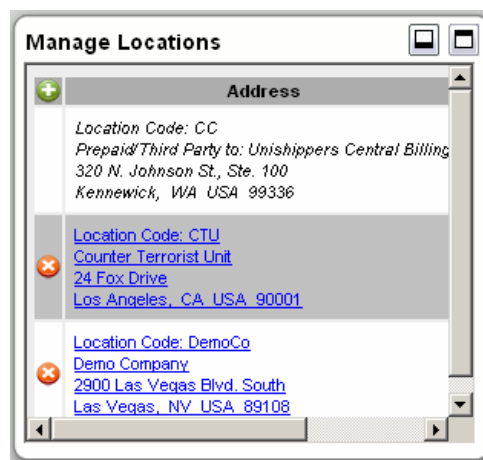
Locations

The Locations (addresses) window contains the address book of the application. The list contains addresses and contact information for previous consignors, consignees and bill-to addresses.




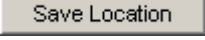
Locations List

The Locations list window displays all addresses in the address book.


The following is a sample of the Locations list window.




Add a Location

1. Click  and enter the necessary information for the address and contact information that you want to save. Enter any information you want for this location. Click  to advance screens within this process. Click  to drop this location and return to the beginning. When finished, click .

Edit a Location


1. Edit Name, Address, etc.
 - a. To edit a name, alias or address for a location from the Locations list screen, click the blue hyperlink to make any changes necessary.
 - b. Click  to save your changes.

Delete a Location

- a. To delete the Location from the Locations list screen, click the  icon next to the Location. This will deactivate the location from the Locations list.

Master Items

The Master Items window is a list of the items that a user may add to a shipment during processing. The details of an item are saved in this list, thereby, reducing the necessity of re-entering the information each time a shipment is created. This list behaves exactly like the locations list


 Note: You may have heard this referred to as the commodities list.


Master Items List

The Master Items windows is displayed below.



Add a Master Item

1. To add to the Master Items list click the  icon. Enter the relevant information for the item and click . Click to drop this item without saving.

 Note: The weight and pieces are generally not saved in the Master Item as they are prone to change on each shipment. Based on your individual shipping patterns you can save weight and pieces within the Master Item if you wish.

Edit a Master Item

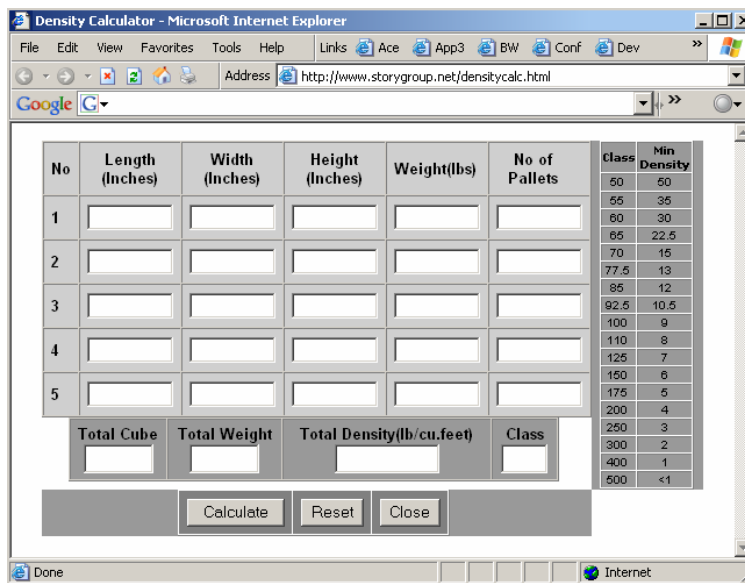
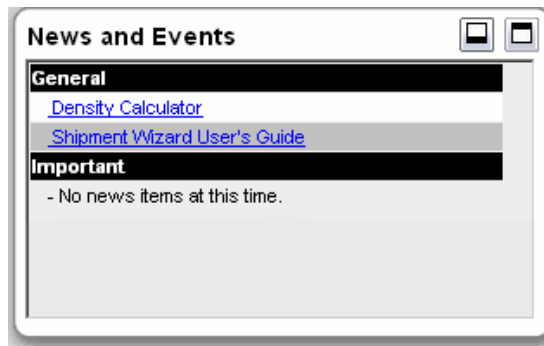
1. From the Master Items list screen, click the hyperlink for the item to edit it.

Delete a Master Item

From the Master Items list screen, click the  icon of the item to be deleted. The item is immediately and permanently removed.

News and Events

The Links window is used for links to additional information such as the Density Calculator shown below:



To use the density calculator, enter the dimensions for your shipment, along with the weight, and click **Calculate**. This will give you a density based Freight Class in the **Class** box. Note that this is the density-based class, and you should still consult and NMFC guide for the correct freight classification. Consult us if you have any questions on this.