

## **Creating an EZ Rate**

An Easy Rate provides the ability to instantly obtain accurate rates from all your carriers based on the shipment requirements and displays them in one single view. It can be utilized to provide the freight cost on an order, to determine if you want to ship the order LTL, or identify the carrier and rate you should ship with the order today.

### 1. Complete the Fields

The following fields will display your default settings if set:

- I am the: ☐ Pay Type
- Number of Product Lines Displayed

   \[
   \mathbb{N}
   \]
   Product Unit Ty[e]
- Class Code 

  NMFC per line item identified
- Equipment Type 

  Mode
- Special Instructions
   SKU per line item identified

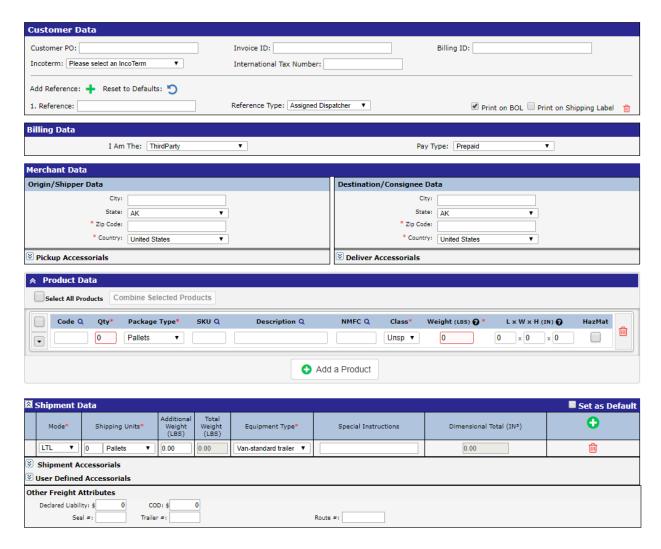
The following non-default fields must be completed at minimum:

- Origin and Destination Zip codes
- 1 Product Line Item Quantity, Weight, Class
- Shipping Unit Quantity

#### 2. Click Get Rates

A Status Wheel will appear as the rate engine processes the request while displaying the rates instantly on the screen. When the wheel disappears, this signifies the rate engine has completed the request and has returned all possible quotes.



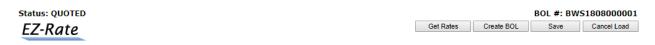


Get Rates



# 3. The 3 Things You Can Do After Rates Have Been Obtained:

- - i. Store a Record of the rates quoted
  - **ii.** Save your work until you are ready to ship the order and create a bill of lading
- - i. Automatically creates an Extended Load in Pending Status containing the information from the EZ Rate. This can begin the order process in LiveTMS.
- - i. Just needed a spot quote
  - **ii.** Do not want to keep a record iii. Not ready to ship the product



## **Optional Step: Adding Additional Product Lines**

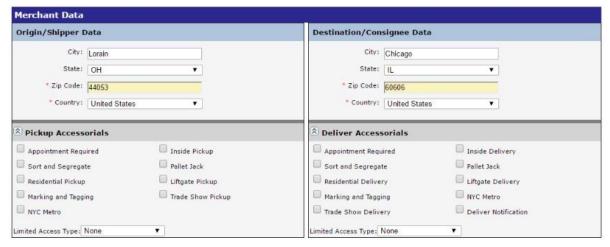
- 1. Click the icon to add an additional line item if required.
- 2. Continue to click the tuntil desired number of lines.



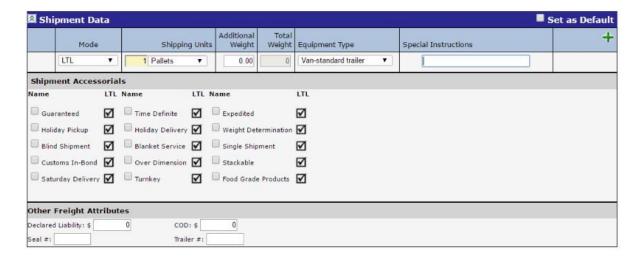
### **Optional Step: Adding Accessorials**

If the load requires Pickup and/or Delivery Accessorials, expand the Accessorial section under the Origin or Destination data by selecting the V2 option. Select the applicable items before obtaining rates.





If the load requires Shipment Accessorials, expand the Accessorial section under Shipment Data by selecting the V2. Choose the applicable items before obtaining rights. Notice, to the right of the accessorial you will see if the selection is supported by the Adco Modes.



### **Defining the Fields**

- 1. I am the identifies if you are the Origin, Destination or Third Party responsible for the shipment
- 2. Pay Type the payment for the shipment: Prepaid or Collect
- **3.** Product Unit Type how the product is individually packaged, i.e. in cases, boxes, cartons, etc.
- **4.** Class Code determines the freight charges and identifies how much weight and space the shipment will occupy on a carrier's trailer



- **5.** NMFC the item number assigned to the product being shipped based on the best description of the product and has a freight class automatically associated to assure the correct rate gets charged universally by carriers every time the product ships
- **6.** Shipping Unit Type how the product unit will be prepared for the carrier to transport i.e. in pallets, skids, etc.
- 7. Equipment Type identifies to the carrier what type of truck is required to transport the shipment.