



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 ☐ Product Unit Type
- Class Code ☐ NMFC per line item identified
- Hazmat per line item selected ☐ Shipping Unit Type
- Equipment Type ☐ Mode
- Special Instructions ☐ SKU per line item identified
- Additional Weight ☐ Shipment Accessorials

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.



ADCCO

Distribution & Transportation

Customer Data
Customer PO: Invoice ID: Billing ID:
Incoterm: International Tax Number:
Add Reference: + Reset to Defaults: ↺
1. Reference: Reference Type: ☒ Print on BOL ☐ Print on Shipping Label

Billing Data
I Am The: Pay Type:

Merchant Data

Origin/Shipper Data
City:
State:
* Zip Code:
* Country:

Destination/Consignee Data
City:
State:
* Zip Code:
* Country:

☒ Pickup Accessorials

☒ Deliver Accessorials

Product Data
☐ Select All Products

Code	Qty*	Package Type*	SKU	Description	NMFC	Class*	Weight (LBS)	L x W x H (IN)	HazMat
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Pallets"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Unsp"/>	<input type="text" value="0"/>	<input type="text" value="0"/> x <input type="text" value="0"/> x <input type="text" value="0"/>	<input type="text"/>

+ Add a Product

Shipment Data Set as Default

Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN³)	
<input type="text" value="LTL"/>	<input type="text" value="0"/> <input type="text" value="Pallets"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="Van-standard trailer"/>	<input type="text"/>	<input type="text" value="0.00"/>	

☒ Shipment Accessorials
☒ User Defined Accessorials

Other Freight Attributes
Declared Liability: \$ COD: \$
Seal #: Trailer #: Route #:

Get Rates



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

- ☒ Step 3A: Save Load
 - 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
- ☒ Step 3B: Convert to BOL
 - i. Automatically creates an Extended Load in Pending Status containing the information from the EZ Rate. This can begin the order process in LiveTMS.
- ☒ Step 3C: Cancel Easy Rate
 - i. Just needed a spot quote
 - ii. Do not want to keep a record
 - iii. Not ready to ship the product

Status: QUOTED

EZ-Rate

BOL #: BWS1808000001



Get Rates

Create BOL

Save

Cancel Load

Optional Step: Adding Additional Product Lines

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

Package Data							
Units of Measure: Weight: LBS Size: IN							
Quantity	Units	Weight	Class	NMFC	SKU	Hazmat	Description
1	Attachments	1500.00				Y / N	TEST

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.



Merchant Data	
Origin/Shipper Data	Destination/Consignee Data
City: <input type="text" value="Lorain"/>	City: <input type="text" value="Chicago"/>
State: <input type="text" value="OH"/>	State: <input type="text" value="IL"/>
* Zip Code: <input type="text" value="44053"/>	* Zip Code: <input type="text" value="60606"/>
* Country: <input type="text" value="United States"/>	* Country: <input type="text" value="United States"/>
Pickup Accessorials	Deliver Accessorials
<input type="checkbox"/> Appointment Required	<input type="checkbox"/> Appointment Required
<input type="checkbox"/> Sort and Segregate	<input type="checkbox"/> Sort and Segregate
<input type="checkbox"/> Residential Pickup	<input type="checkbox"/> Residential Delivery
<input type="checkbox"/> Marking and Tagging	<input type="checkbox"/> Marking and Tagging
<input type="checkbox"/> NYC Metro	<input type="checkbox"/> NYC Metro
<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Inside Delivery
<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Pallet Jack
<input type="checkbox"/> Liftgate Pickup	<input type="checkbox"/> Liftgate Delivery
<input type="checkbox"/> Trade Show Pickup	<input type="checkbox"/> Trade Show Delivery
<input type="checkbox"/> Trade Show Delivery	<input type="checkbox"/> Deliver Notification
Limited Access Type: <input type="text" value="None"/>	Limited Access Type: <input type="text" value="None"/>

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 Adcco Modes.

Shipment Data							Set as Default
Mode	Shipping Units	Additional Weight	Total Weight	Equipment Type	Special Instructions		
<input type="text" value="LTL"/>	<input type="text" value="1 Pallets"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="Van-standard trailer"/>	<input type="text"/>	<input type="text" value=""/>	
Shipment Accessorials							
Name	LTL Name	LTL Name	LTL				
<input type="checkbox"/> Guaranteed	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time Definite	<input checked="" type="checkbox"/>	<input type="checkbox"/> Expedited	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Holiday Pickup	<input checked="" type="checkbox"/>	<input type="checkbox"/> Holiday Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/> Weight Determination	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Blind Shipment	<input checked="" type="checkbox"/>	<input type="checkbox"/> Blanket Service	<input checked="" type="checkbox"/>	<input type="checkbox"/> Single Shipment	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Customs In-Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/> Over Dimension	<input checked="" type="checkbox"/>	<input type="checkbox"/> Stackable	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Saturday Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/> Turnkey	<input checked="" type="checkbox"/>	<input type="checkbox"/> Food Grade Products	<input checked="" type="checkbox"/>		
Other Freight Attributes							
Declared Liability: \$	<input type="text" value="0"/>	COD: \$	<input type="text" value="0"/>				
Seal #:	<input type="text"/>	Trailer #:	<input type="text"/>				

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.