



## Setting Markups, BOL and Package Line Items

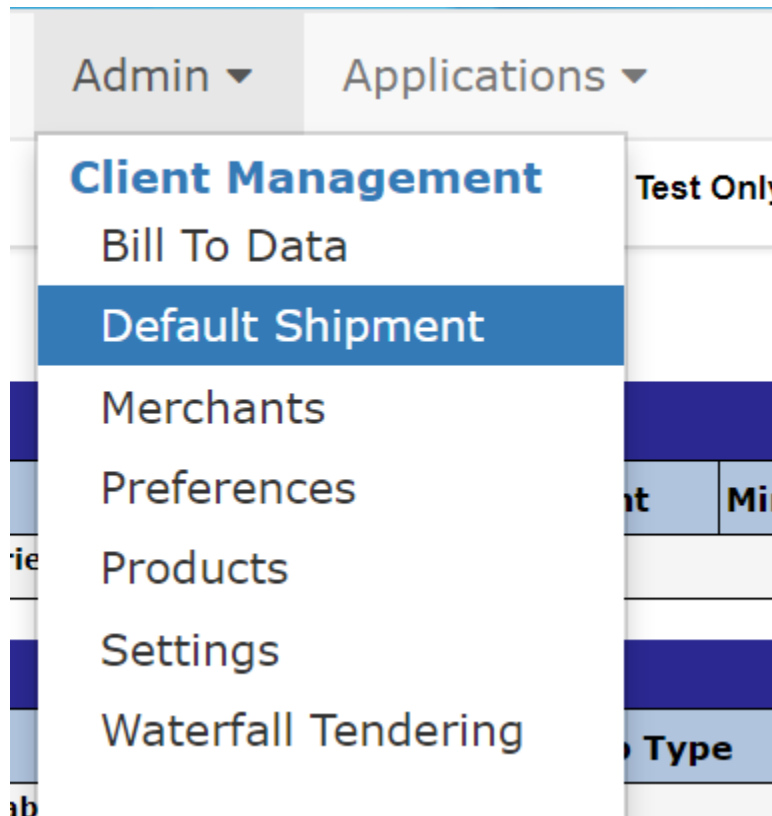
The Default Shipments options found under the Admin section will allow users to set Carrier and Variable Adjustments, also referred to as Markups, as well as BOL numbers, Reference Types, Product and Shipment Data.

### Markups

A markup is an additional charge that is added to the Carriers Pricing. Clients typically use markups to obtain additional revenue from their customers. The Raw Charge is the shipping cost that the carrier is charging the client and never includes Markups. There are three types of Markups Client, Carrier and Variable.

Client Markups are the default for the entire clients account, these will be applied to all of their carriers. This will be seen in the Customer Charge Column when rates are obtained.

These are added into Adcco in the Admin>Default Shipment menu.



In the Defaults section, enter the markup to be applied to every load and if it is to be a flat fee or a percentage.



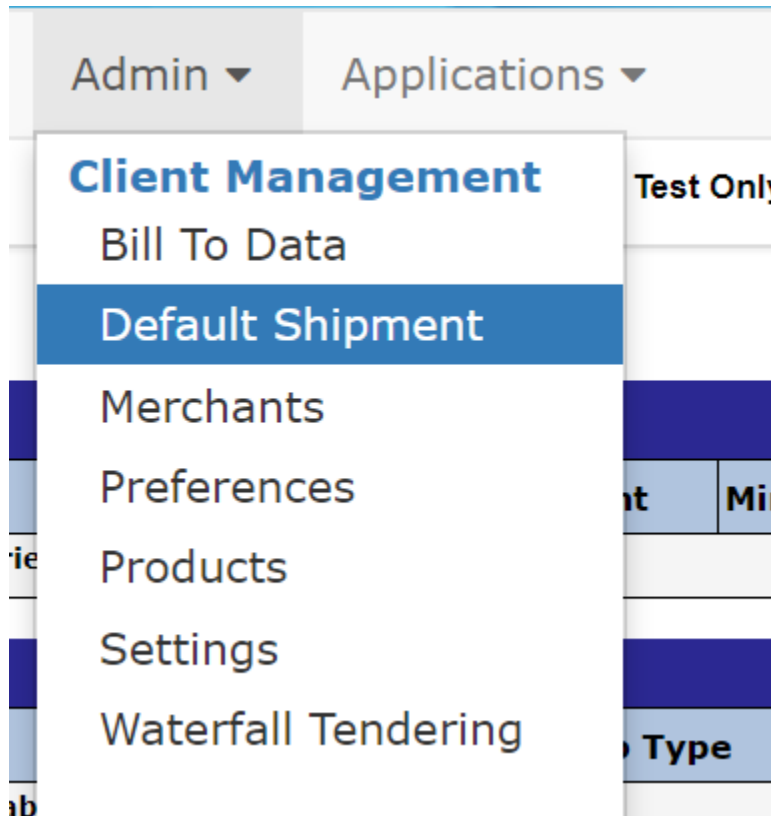
Defaults							
BOL Prefix	Default Markup	Min Markup	Max Markup	Flat Fee	Percent	Transit Time Weighing	
BWS	25.00	0.00	0.00	<input checked="" type="radio"/> Flat Fee	<input type="radio"/> Percent	0.00	%

When reviewing the Customer Charge section within the returned rates you will notice the Customer Markup listed

		04/18/2018 14:56 EST	USPS PriorityMail	11.48	USD	11.48	11.48	USD	11.48	36.48	USD	36.48	PARCEL	2	N
<b>Raw Charge</b>		Minimum	NA	<b>Carrier Charge</b>		Minimum	NA	<b>Customer Charge</b>		Minimum	NA				
Gross Charge		NA	Gross Charge		11.48	Gross Charge		11.48	Gross Charge		11.48				
Freight Charge		11.48	Freight Charge		11.48	Freight Charge		11.48	Freight Charge		11.48				
Fuel Surcharge		0.00	Fuel Surcharge		0.00	Fuel Surcharge		0.00	Fuel Surcharge		0.00				
Net Total		<b>\$11.48</b>	Net Total		<b>\$11.48</b>	Net Total		<b>\$11.48</b>	Default Customer Markup Flat		25.00				
									Net Total		<b>\$36.48</b>				

SAFER Rating: None

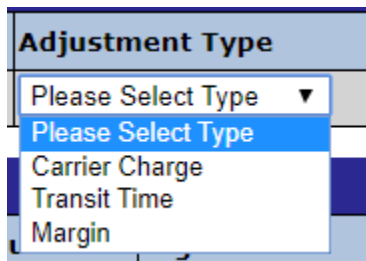
Carrier Markups are tied to the Clients tariff and the corresponding Carrier. This markup will be listed under the Carrier Charge located in the V2 Data. To Add a Carrier Markup navigate to Admin>Default Shipment



Select the green plus sign to the right of Carrier Adjustments.

Carrier Adjustments							
Carrier	Name	Adjustment Type	Adjustment Value	Flat	Percent	Min Markup	Max Markup
-- No Carrier Adjustments Found --							

Select the Carrier who you would like the markup to be applied to as well as provide a Name for this particular Markup, select the Adjustment type



as well as the adjustment value, this value can be a flat rate or a percentage. The user can also set the minimum markup as well as the max markup.

The markup will be visible under the Carrier Charge details of the returned rate V2 data.

Raw Charge		Carrier Charge	
Minimum	NA	Minimum	NA
Gross Charge	112.76	Gross Charge	112.76
Discount 0.00%	(0.00)	Discount 0.00%	(0.00)
Freight Charge	112.76	Freight Charge	112.76
Fuel Surcharge	23.68	Fuel Surcharge	23.68
<b>Net Total</b>	<b>\$136.44</b>	<b>Carrier Markup Flat</b>	<b>500.00</b>
		<b>Net Total</b>	<b>\$636.44</b>

## BOL

Users also have the ability to set their BOL prefix and a default markup to be applied with each shipment. This will be set in the “Defaults” section of Admin>Default Shipment

Defaults						
BOL Prefix	Default Markup	Min Markup	Max Markup	Flat Fee	Percent	Transit Time Weighing
BWS	25.00	0.00	0.00	<input checked="" type="radio"/> Flat Fee	<input type="radio"/> Percent	0.00 %



For this company each BOL will begin with “BWS” and have a markup of 25.00. This markup will be applied to every load. Users can select if they wish for this to be a Flat Fee or Percentage. If a Percentage than Min and Max Markups can be applied.

## Reference Fields

The Bill of Lading section is where users can customize some details that may or may not appear on the Bill of Lading depending on if the users marks it as such. New items can be added by selecting the Green Plus Sign. There are numerous Reference Types to choose from to ensure that your users will be able to populate the data successfully.

**Bill of Lading**  
Customer Data

Add Reference: + Reset:

1. Reference: <input type="text"/>	Reference Type: Assigned Dispatcher	<input checked="" type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	
2. Reference: <input type="text"/>	Reference Type: SO #	<input type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	
3. Reference: <input type="text"/>	Reference Type: Customer Reference #	<input type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	
4. Reference: <input type="text"/>	Reference Type: Select One	<input type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	

Select the Reference type and if you wish for it to print on the BOL or Shipping Label.

Reference Type: Assigned Dispatcher

Reference Type: Select One

Reference Type: QE Shipment #

Reference Type: Sales Rep

Reference Type: Account Manager

Reference Type: Assigned Dispatcher

SO #

Customer Reference #

DS Import Date

DS Load #

DS Selected Carrier

Ref #

The details will show in the Bill of Lading section of the Shipment or Ez Rate

**Bill of Lading**  
Customer Data

Customer PO:  Invoice ID:  Billing ID:

Incoterm:  International Tax Number:

Add Reference: + Reset to Defaults:

1. Reference: This is the assigned Dispatcher	Reference Type: Assigned Dispatcher	<input checked="" type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	
2. Reference: <input type="text"/>	Reference Type: SO #	<input type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	
3. Reference: <input type="text"/>	Reference Type: Customer Reference #	<input type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	
4. Reference: <input type="text"/>	Reference Type: Select One	<input type="checkbox"/> Print on BOL	<input type="checkbox"/> Print on Shipping Label	



To add additional reference types to the list select “add Reference Type”

Reference Types

1. Reference Type:

2. Reference Type: QE Shipment #

3. Reference Type: Sales Rep

4. Reference Type: Account Manager

5. Reference Type: Assigned Dispatcher

6. Reference Type: SO #

7. Reference Type: Customer Reference #

8. Reference Type: DS Import Date

9. Reference Type: DS Load #

10. Reference Type: DS Selected Carrier

11. Reference Type: Ref #

Add Reference Type: Reset:

Select the paper icon to edit the entry

Reference Types

1. Reference Type:

2. Reference Type: QE Shipment #

3. Reference Type: Sales Rep

Add Reference Type: Reset:

## Product and Shipment Data

Product and Shipment data can also be set to default. If your organization ships, or usually ships, on pallets with a certain class, quantity or weight the ability to set these values is here. You can also default to set multiple product lines. The same goes for shipment data. You can set a default Mode or add additional lines.

Product Data

Select All Products  Combine Selected Products

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

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

Shipment Accessorials

User Defined Accessorials

Other Freight Attributes

Declared Liability: \$  COD: \$

Seal #:  Trailer #:  Route #:



# ADCCO

Distribution & Transportation

---

To add additional line items select the “Add a Product” option for Product Data or the Green Plus sign for Shipment Data.

Once your options have been set select “Save Defaults.” Upon building your new EZ Rates and Shipments the data entered here will be automatically populated into the appropriate fields.