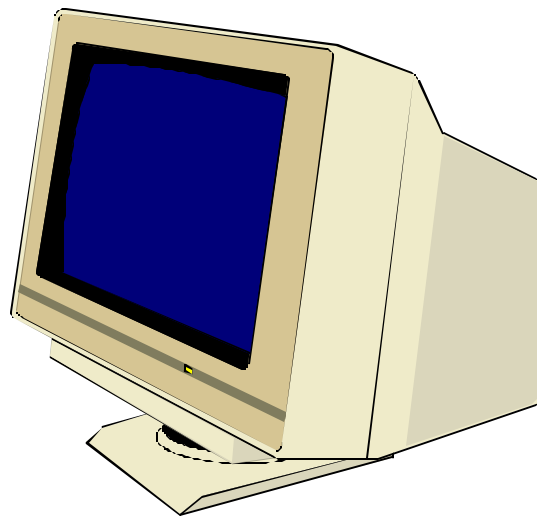


AR Traffic Consultants, Inc.

*The source for transportation software
and logistics solutions.*

CalcRate User's Manual

Version 3 Release 1 Mod 00 (3.1.00)



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INTRODUCTION

CalcRate enables you to perform many transportation management procedures in-house without trained traffic personnel. The standard CalcRate program is composed of two distinct operating modules, a rating module and a freight payment module. CalcRate can stand alone or interface to your current primary business system.

This User's Manual will describe each option within the standard CalcRate system, excluding any modifications made by the user. The options which are necessary for all users in the CalcRate system are options 1, 2 and 3 on the AR Traffic Consultants Main Menu and options 1 and 2 on the CalcRate Main Menu.

Most fields in CalcRate require the user to enter in information:

Mandatory fields are shown in **blue.**

Optional fields are displayed in **purple.**

For more information or questions on CalcRate, please call ARTC.

HOW TO ENTER THE CALCRATE SYSTEM

The following Exhibit shows the AR Traffic Consultants Main Menu. The User may enter CalcRate, as well as CalcPak and CalcRoute after entering companies and creating members for these companies in Options 1 and 2.

Exhibit 1-1

AR Traffic Consultants MAIN MENU	
Select one of the following:	
1. Company Maintenance	
2. Create Members For Companies	
3. CalcRate	3.1.00
4. CalcPak	2.0.00
5. CalcRoute	1.3.00
6. CalcBOL	* NOT INSTALLED *
7. CalcTrak	* NOT INSTALLED *
8. CalcCost	* NOT INSTALLED *
Selection ==> _____ Company ==> _____	

STEP 3: If you have chosen to add a company to the database, type a **9** in the OPT field, then enter the following information:

Number

Enter the number you wish to assign to this company. This can be any number between 1 and 999.

Company Name

Enter the name of the company you wish to add to the database.

Mode

Enter a **W** in this field if you would like CalcRate to default to a “warehouse” based system. Enter a **Z** if you would like CalcRate to default to a “Zip Code” based system.

NOTE: The members created column will show an **X** once members have been created for the

CREATE MEMBERS FOR COMPANIES:

This option is used to create members for the companies entered in Option 1. It is necessary to create members for a company to access the CalcRate system.

STEP 1: Select Option 2 From The AR Traffic Consultants Main Menu

YOU ARE NOW READY TO ENTER THE CALCRATE SYSTEM. TO DO SO, SELECT OPTION 3 FROM THE AR TRAFFIC CONSULTANTS MAIN MENU AND SELECT THE NUMBER OF THE COMPANY YOU WISH TO WORK WITH.

The following Exhibit shows the CalcRate Main Menu. Options available in CalcRate are shown on this screen. Red arrows indicate that there are subset options available for the corresponding option.

Exhibit 1-3

ABC COMPANY
CalcRate
MAIN MENU

Select one of the following:

Master File Maintenance	Carrier Selection
1. Warehouse Maintenance	20. Routing Preferences ->
2. Carrier Maintenance ->	21. LTL Rate Inquiry
3. Accessorial Fees ->	22. Rate Comparison
4. Transit Times ->	
5. Mileage Databases ->	Billing
6. Canadian Tax Maintenance ->	30. Pro Number Assignment
7. Equalization ->	31. Payment Tolerance
	32. Customer Invoice Adjustment
Rate Maintenance	33. B/L Accrual File
10. TruckLoad Rate Maintenance ->	34. B/L Posting
11. LTL Rate Maintenance	35. EDI Posting ->
12. Parcel Rate Maintenance ->	
13. Air Rate Maintenance	

What You Need To Get Started

- 1) A list of your company's shipping addresses/warehouses (Postal Zip Codes required)
- 2) A list of carriers and the corresponding modes that your company now employs
- 3) A compilation of carrier tariffs (rate pony's) to be entered into the system.

NOTE: A number of tariffs have been pre-loaded by AR Traffic Consultants, Inc. See Option 2-1 for more information on how to obtain a complete list.

Important Key Strokes

Tab

The **Tab** key is used to move from one field to another on a screen. To move to the previous field, hold down **Shift** and press **Tab**.

WARNING: Some entries, such as zip codes, must be right justified. Press the **Field Exit** key (as explained below) to right justify.

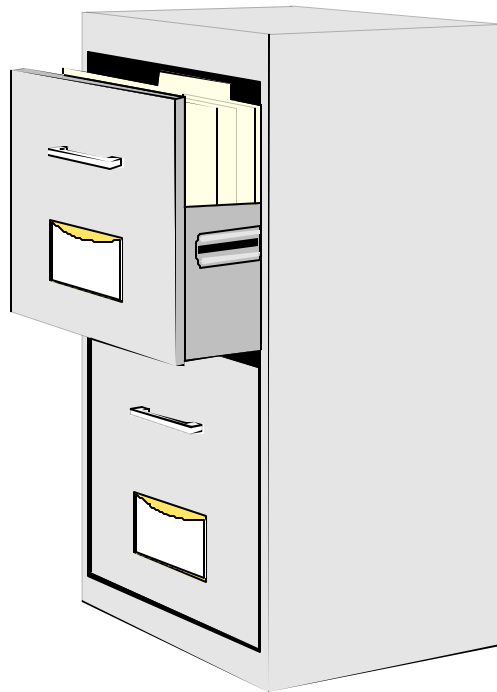
Field Exit (+)

This key is used to right justify certain fields (zip codes). Like the **Tab** key, it enables you to move from one field to another on a screen.

NOTE: Be careful when using this key. If the cursor is not at the end of the data when the **Field Exit** key is pressed, that data will be erased.

Section 1

Master File Maintenance



WAREHOUSE MAINTENANCE:

This option is used to input/update/maintain warehouse address information. Several screens in CalcRate will prompt the user to enter a warehouse code.

STEP 1: Select Option 1 From The CalcRate Main Menu (See Exhibit 1-4)

Exhibit 1-4

ABC COMPANY
CalcRate
CALC01R WAREHOUSE MAINTENANCE
Enter Warehouse Code _____

STEP 2: Enter the following information when the above screen appears:

Warehouse Code

To add a new warehouse, type the code and hit **Enter**.

A blank screen will be displayed and the address information can be entered.

The key item in this file is the Zip/Postal code; it must be on file and correct for CalcRate to work properly.

For a previously entered warehouse, type in the warehouse code or hit **F4** for a window.

When using the window, type an **X** in the warehouse to be selected and hit **Enter**. Once the warehouse code has been entered or selected from the window, hit **Enter**. The current address and Zip code for that warehouse will be displayed (See Exhibit 1-5).

To delete a warehouse, type the warehouse code or select it from the window and hit **Enter**.

Once the complete warehouse record is displayed hit **F23** to delete.

NOTE: If you are using either the Rand McNally Milemaker PC or the Rand McNally Milemaker 400 mileage data base you must complete the Household Goods Warehouse Set Up by pressing **F6** to enter the correct state, city and county codes. It is only required to enter in the county code if there is another city with the same name in that state.

Exhibit 1-5

ABC COMPANY	
CalcRate	
CALC01R	WAREHOUSE MAINTENANCE
Enter Warehouse Code 11	<u>Warwick</u>
Address 1	<u>1425 Valley Road</u>
Address 2	<u>W. Warwick, Rhode Island</u>
Zip Code	<u>02893</u>

F1=Help F3=Exit F6=Household Goods Set Up F23=Delete	

CARRIER MAINTENANCE

Step 1:

From the CalcRate Main Menu, select Option 2 (Carrier Maintenance). You should see the following sub-menu:

13:50:45	CalcRate	10/29/98
CARRIER MAINTENANCE		
Select one of the following:		
1. Carrier Master File	<CALC02R - CARRIER >	
2. Floor Charge Exceptions	<CALC02R - MINIMUM >	
3. Discount Level Exceptions	<CALC02R - DISCOUNT>	

CARRIER MASTER FILE:

This option serves three purposes:

- Purpose 1 To assign carriers to specific warehouses.
- Purpose 2 To assign the logic used by CalcRate for determining the appropriate rate for each carrier. i.e. each carrier, from each specific warehouse, must have a base tariff. Other rate affectations, like discount, FAK level, floor charge, and stop-off fees reside here as well.
- Purpose 3 If desired, to set up the self invoicing feature for specific carrier/warehouse combinations.
See Exhibit A-5 in the Appendix if you choose to use the self-invoicing feature.

NOTE: LTL rates are stored by tariff, while TruckLoad rates are stored by carrier.

STEP 1: Select Option 2 From The CalcRate Main Menu

Exhibit 1-6

```
ABC COMPANY
CalcRate
CALC02R          CARRIER MAINTENANCE

Enter Carrier & Warehouse Code  _____  _____  W

-----
```

STEP 2: When the above screen appears, select a carrier you wish to begin with and enter the code in the appropriate field. This code is four positions in length and may include letters and/or numbers. Most companies use the SCAC (Standard Carrier Alpha-Code) to describe their carriers. For a list of published SCAC codes, call AR Traffic Consultants.

If the company is “Warehouse” based, press **F4** once the cursor is in the warehouse field. A window list of warehouse codes, entered in Warehouse Maintenance, will display (See Exhibit 1-5). If no codes appear, go back to Warehouse Maintenance (Option 1 from the CalcRate Main Menu). Place an **X** next to the warehouse for which you wish to enter rates, and press **Enter**.

If the company is “warehouse” based, press **F4** once the cursor is in the warehouse field. A window list of warehouse codes, entered in Warehouse Maintenance, will display (See Exhibit 1-5). If no codes appear, go back to Warehouse Maintenance (Option 1 from the CalcRate Main Menu). Place an **X** next to the warehouse for which you wish to enter rates, and press **Enter**.

If the Company is “Zip” based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

NOTE: ARTC updates and maintains all parcel tariffs; the most recent base rates come pre-loaded on CalcRate:

RPSG (RPS Ground), RPS2 (RPS 2nd Day Air), UPSC (UPS Ground Service Commercial), UPS1 (UPS Next Day Air), UPS2 (UPS 2nd Day Air), UPTC (UPS Ground Track Commercial), RPSD (RPS Deferred Air), UPSR (UPS Ground Service Residential), UPS3 (UPS 3 Day Select), UPTR (UPS Ground Track Residential), UPXD (UPS WorldWide Expedited), UPXS (UPS WorldWide Express), UP1L (UPS Next Day Letter), UP2L (UPS Second Day Letter)

Exhibit 1-7

ABC COMPANY

CalcRate

CALC02R CARRIER MAINTENANCE

Enter Carrier & Warehouse Code _____

	Code	Location
	====	=====
<u>X</u>	11	West Warwick, RI
—	21	Chicago, IL
—	31	Los Angeles, CA
—	41	Charlotte, NC

F12=Exit Use -x- to select

STEP 3: When a carrier is first entered into the CalcRate system, the user will be prompted to enter in certain rate affecting information (see Exhibit 1-8). If rates already exist for this carrier-warehouse combination, skip to Step 6.

Exhibit 1-8

ABC COMPANY											
CalcRate											
CALC03R					CARRIER MAINTENANCE						
OVNT	<u>Overnite Transportation C 11</u>				W. Warwick, Rhode	02893	Eff Dte	<u>6/18/94</u>			
Mode	<u>L</u>	Inter	Tariff	<u>OVNT</u>	Trf Date	<u>1/01/95</u>	Intra	Tariff	<u>OVNT</u>	Trf Date	<u>1/01/95</u>
From	To	FAK	IOB	Inter/Intra=E/A/B	Inbound		Outbound				
_____	-	_____	_____	_____			Intra	Inter	Intra	Inter	
_____	-	_____	_____	_____	Floor	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>		
_____	-	_____	_____	_____	Ceilg	_____	_____	_____	_____		
_____	-	_____	_____	_____	Srchg	_____	_____	_____	_____		
		Inbound		Outbound		Interline					
Discounts		Intra	Inter	Intra	Inter	Intra	Inter				
Minimum	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>					
1-499		<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>				
500-999		<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>				
1,000-1,999		<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>				
2,000-4,999		<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>				
5,000-9,999		<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>				
10,000-19,999		<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>30.00</u>	<u>30.00</u>				
20,000-29,999		_____	_____	_____	_____	_____	_____				
30,000-39,999		_____	_____	_____	_____	_____	_____				
40,000-Over		_____	_____	_____	_____	_____	_____				
Stop Off Charges		_____	_____	_____	_____	_____	_____				
=====											

STEP 4: Enter the following information when the above screen appears:

Carrier Name

Enter the carrier name you wish to add, or change the name of an existing carrier.
If the carrier is on file for another warehouse, the name will be pulled from that record.

Effective Date

Enter the date that this pricing information becomes effective. The date is entered in a MMDDYY format.

Mode

Enter the mode of transportation for this carrier. e.g. **L** for LTL; **T** for TruckLoad; **P** for Parcel; **A** for Air. CalcRate will validate only these four modes.

Interstate Rate Tariff

Enter the global tariff that should be used when rating all shipments for this carrier (if a separate tariff exists for intrastate shipments, enter this tariff in the Intrastate Rate Tariff field described below). The global tariff is a four position alpha numeric code and may, like the carrier code, be the SCAC. The first character of an LTL tariff name **may not** be a numeric digit. TruckLoad tariff names **must be** valid TruckLoad carrier codes. For a window list of tariffs loaded by either ARTC or the user (see Options 10 and 11), press **F4**.

NOTE 1: Each carrier may have its own specific rate tariff or several carriers may use one tariff as a base. For example, if Roadway Express is using the Roadway Express rate tariff, the interstate tariff used would be **RDWY**. However, if Roadway Express is using the Yellow Freightways rate tariff, the interstate tariff used would be **YFSY**. There is no limit on the number of carriers that may use the same tariff.

NOTE 2: If only an intrastate tariff applies to this carrier, enter "XXXX" in this field. The system will then to the rate entered in the Intrastate Rate Tariff field.

Interstate Rate Tariff Effective Date

Enter the effective date of the interstate rate tariff to be used. This is the effective date of the rates, not the effective date of the discounts. The date is entered in a MMDDYY format.

NOTE: Even though Truckload Carriers do not use this field, entry is still required.

The following fields are optional for LTL and TruckLoad carriers:

NOTE: These fields will be ignored for Parcel and Air carriers.

Intrastate Rate Tariff

Enter the intrastate tariff that should be used when rating shipments for this carrier, . This is usually the carrier's SCAC code. Any tariffs entered in this field are for shipments within a particular state. If this field is left blank, CalcRate will automatically default this tariff to the **interstate** tariff.

NOTE: The first character of an LTL tariff name may not be a numeric digit.

Intrastate Rate Tariff Effective Date

Enter the effective date of the intrastate rate tariff to be used. This is the effective date of the rates, not the effective date of the discounts. This date is entered in a MMDDYY format.

To (FAK High Range)

CalcRate allows up to four different FAK levels. Enter the high range of the FAK in this field. Entries must be valid NMFC classifications.

FAK

Enter the commodity class for shipments that fall into the corresponding FAK range. Commodity codes must be valid NMFC classifications.

FAK - IOB

The FAK can either be **I** which will only apply to inbound shipments, **O** which will only apply to outbound shipments, or **B** which applies to both inbound and outbound shipments.

FAK - EAB

The FAK can either be **E** which will only apply to interstate shipments, **A** which will only apply to intrastate shipments, or **B** which applies to both interstate and intrastate shipments.

Inbound Intrastate Floor

Enter the floor charge for an inbound intrastate shipment. This floor is the absolute minimum a carrier will charge after the discount is applied. Exceptions to this minimum are loaded in Option 2-3.

Inbound Interstate Floor

Enter the floor charge for an inbound interstate shipment. This floor is the absolute minimum a carrier will charge after the discount is applied. Exceptions to this minimum are loaded in Option 2-3.

Outbound Intrastate Floor

Enter the floor charge for an outbound intrastate shipment. This floor is the absolute minimum a carrier will charge after the discount is applied. Exceptions to this minimum are loaded in Option 2-3.

Outbound Interstate Floor

Enter the floor charge for an outbound interstate shipment. This floor is the absolute minimum a carrier will charge after the discount is applied. Exceptions to this minimum are loaded in Option 2-3.

Inbound Intrastate Ceiling

This field is used to enter the maximum ceiling charge for an inbound intrastate shipment, if it applies.

Inbound Interstate Ceiling

Enter the maximum ceiling charge for an inbound interstate shipment.

Outbound Intrastate Ceiling

Enter the maximum ceiling charge for an outbound intrastate shipment.

Outbound Interstate Ceiling

Enter the maximum ceiling charge for an outbound interstate shipment.

Surcharge Amount

The CalcRate system allows fuel surcharges to be added to the freight rate calculation. The surcharge can be a percentage, a flat dollar value, or cents per mile. An \$8.25 surcharge is entered as **8.25**; an 8.25% surcharge is also entered as **8.25**. A surcharge of **8.25** cents per mile is entered the same way.

NOTE: See Exhibit A-6 in the Appendix if a minimum applies on fuel charges.

Surcharge Type

This field is used to define how the fuel surcharge is to be calculated. Type a **P** for across-the-board percentage increases, a **D** for flat dollar increases, or an **M** for increases by cents per mile.

WARNING: The following discount information will be ignored if the carrier is a Parcel or Air mode. See Option 12-2 to maintain parcel discounts.

Inbound Intrastate discount

Enter the inbound discount that would apply on intrastate shipments for that specific weight break. A 50% discount is entered as **50**; a 45.5% discount is entered as **45.50**.

Inbound Interstate discount

Enter the inbound discount that would apply on interstate shipments for that specific weight break.

Outbound Intrastate discount

Enter the outbound discount that would apply on intrastate shipments for that specific weight break.

Outbound Interstate discount

Enter the outbound discount that would apply on interstate shipments for that specific weight break.

Interline Intrastate discount

Enter the interline discount that would apply on intrastate shipments for that specific weight break.

Interline Interstate discount

Enter the interline discount that would apply on interstate shipments for that specific weight break.

NOTE: If a discount is applied to the minimum charge in the base tariff, it will be compared to the absolute floor charge. The shipper will be billed at the higher of the two amounts.

Stop-off Charges

These fields are used to determine stop-off charges for Multi-stop truckload moves. There are six stop-off charge fields available. The first field is the cost for the first

STEP 5: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2. The following screen will

Exhibit 1-9

```

ABC COMPANY
CalcRate
CALC02R          CARRIER MAINTENANCE
OVNT Overnite Transportation C 11  W. Warwick, Rhode I 02893

Type Options, Press Enter.
3=Copy 5=Display

Opt Eff Date
5 6/18/94
_ 1/1/93
=====
    
```

STEP 6: If you want to display this rate-affecting information, type a **5** in the OPT field (as shown on the above screen), then hit **Enter**.

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

FLOOR CHARGE EXCEPTIONS:

This option is used to update/maintain floor charge exceptions by Zip code and state. The floor charge found in this file will override the floor charges found in the carrier maintenance file.

NOTE: Floor charge exceptions for Air and Parcel carriers will be ignored if they are entered in this option.

STEP 1: Select Option 2 From The CalcRate Main Menu

Select Option 2 From The Carrier Maintenance Menu (See Exhibit 1-10)

Exhibit 1-10

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC02R      FLOOR CHARGE EXCEPTION MAINTENANCE

Enter Carrier & Warehouse Code  _____

-----
=
```

STEP 2: Enter the following information when the above screen appears. If rates do not already exist for this carrier-warehouse combination, the floor effective date will not be shown in Exhibit 1-9 (below).

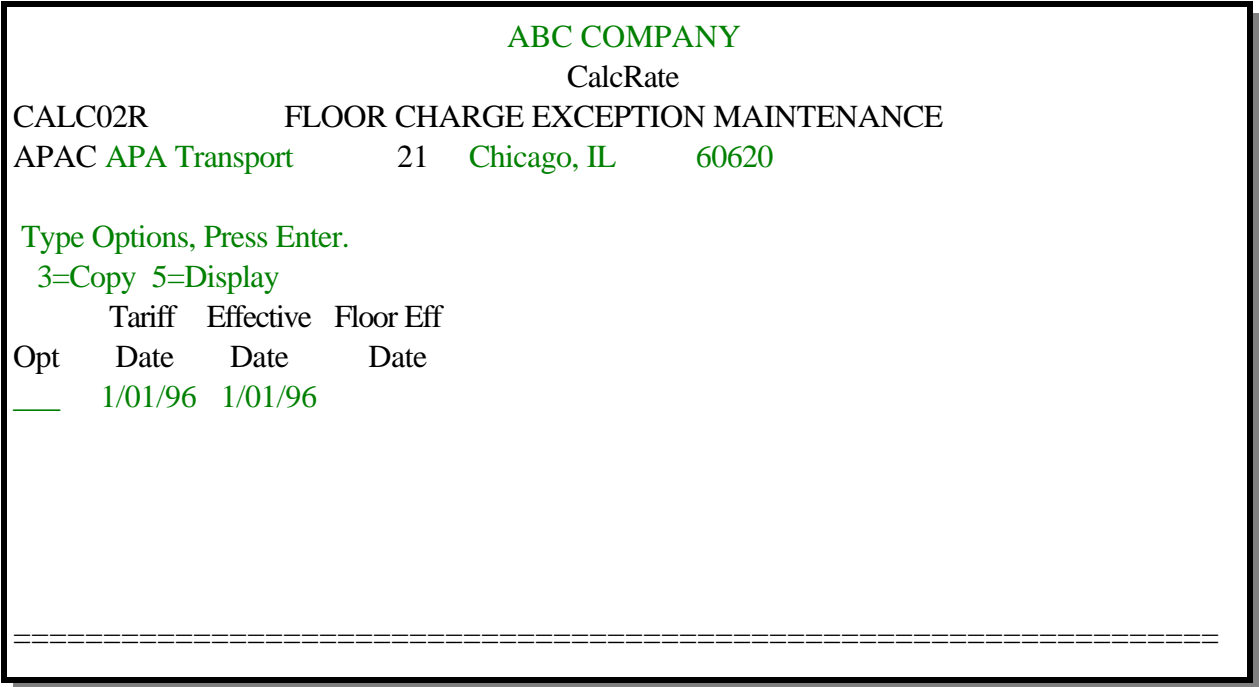
Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is “Zip” based, then leave the Warehouse Code Field blank (See

Exhibit 1-11



STEP 3: When the above screen appears, type a **5** in the OPT field or hit F9 to display the screen for floor charge exception information (see Exhibit 1-12 below). If rates already exist for the carrier-warehouse combination, the floor effective date will display.

NOTE: The following “ZIP” fields are only applicable if a point or portion of a state is affected:

Low Zip

Enter the lower range of the city Zip. If the charge applies to the whole state leave the field blank and the states low Zip code range will automatically be defaulted.

High Zip

Enter the higher range of the city Zip. If the charge applies to the whole state leave the field blank and the states high Zip code range will automatically be defaulted.

Inbound Intrastate Floor

Enter the inbound intrastate floor amount.

Inbound Interstate Floor

Enter the inbound interstate floor amount.

Outbound Intrastate Floor

Enter the outbound intrastate floor amount.

Outbound Interstate Floor

Enter the outbound interstate floor amount.

Interline Intrastate Floor

Enter the interline intrastate floor amount.

Interline Interstate Floor

Enter the interline interstate floor amount.

STEP 5: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2. The following screen will display:

Exhibit 1-13

```

                                ABC COMPANY
                                CalcRate
CALC02R          FLOOR CHARGE EXCEPTION MAINTENANCE
APAC APA Transport      21  Chicago, IL      60620

Type Options, Press Enter.
 3=Copy 5=Display
   Tariff Effective Floor Eff
Opt  Date   Date   Date
___ 1/01/96 1/01/96 1/01/96

=====
=
    
```

STEP 6: If you want to display floor charge exception information, type a **5** in the OPT field, then hit **Enter**. (See Exhibit 1-14 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

Exhibit 1-14

ABC COMPANY									
CALC04R		FLOOR CHARGES EXCEPTION MAINTENANCE							
OVNT		Overnite Transportation C 11		W. Warwick, Rhode		02893		Eff Dte 1/01/96	
Type Options, Press Enter.									
2=Change 4=Delete									
Dest Range		Inbound		Outbound		Interline			
Opt	St	From	To	Intra	Inter	Intra	Inter	Intra	Inter
___	NY	09000	14999	50.00	_____	_____	_____	_____	_____
=====									

STEP 7: Enter the following information:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

DISCOUNT EXCEPTIONS MAINTENANCE:

This option is used to update/maintain discount exceptions by Zip code and state. The discount found in this file will override the discounts found in the carrier maintenance file.

NOTE: Discount exceptions for Air and Parcel carriers will be ignored if they are entered in this option (See Option 12-2 for information on entering discounts for Parcel carriers).

STEP 1: Select Option 2 From The CalcRate Main Menu

Select Option 3 from Carrier Maintenance Menu (See Exhibit 1-15)

Exhibit 1-15

```
ABC COMPANY
CalcRate
CALC02R          DISCOUNT EXCEPTION MAINTENANCE

Enter Carrier & Warehouse Code  _____

-----
```

STEP 2: Enter the following information when the above screen appears. If discount exceptions do not already exist for this carrier-warehouse combination, the floor effective date will not display in Exhibit 1-16 below.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

Exhibit 1-16

```

                                ABC COMPANY
                                CalcRate
CALC02R                DISCOUNT EXCEPTION MAINTENANCE
APAC APA Transport      31  Los Angeles, CA  90042

Type Options, Press Enter.
 3=Copy 5=Display
      Tariff Effective Disc Eff
Opt   Date   Date   Date
___  1/01/96 1/01/96
    
```

STEP 3: When the above screen appears, type a **5** in the OPT field or hit **F9** to display the screen for discount exception information (see Exhibit 1-17 below). If rates already exist for the carrier-warehouse combination, the floor effective date will display.

ABC COMPANY						
CalcRate						
CALC05R	DISCOUNT EXCEPTIONS MAINTENANCE					
OVNT	Overnite Transportation C 11 W. Warwick, Rhode 02893 Eff Dte _____					
Tariff	OVNT	Eff Date	1/01/95	Mode	L	State _____ - _____
				Inbound	Outbound	Interline
Discounts				Intra Inter	Intra Inter	Intra Inter
Minimum	_____	_____		_____	_____	_____
1-499	_____	_____		_____	_____	_____
500-999	_____	_____		_____	_____	_____
1,000-1,999	_____	_____		_____	_____	_____
2,000-4,999	_____	_____		_____	_____	_____
5,000-9,999	_____	_____		_____	_____	_____
10,000-19,999	_____	_____		_____	_____	_____
20,000-29,999	_____	_____		_____	_____	_____
30,000-39,999	_____	_____		_____	_____	_____
40,000-over	_____	_____		_____	_____	_____

STEP 4: Enter the following information when the above screen appears:

Effective date

Enter the date that these exception discounts become effective. Date is entered in an MMDDYY format.

State

Type in a state code or hit **F4** for a window. When using the window type an **X** in the state to be selected and hit **Enter**. Once a state code has been entered or selected from the window, hit **Enter**.

Low Zip

Enter the low range of the city Zip. If the discount applies to the whole state leave the field blank and the states low Zip code range will automatically be defaulted.

High Zip

Enter the high range of the city Zip. If the discount applies to the whole state leave the

Inbound Intrastate

Enter the inbound intrastate discount amount for the specified weight break.
A 50% discount is entered as **50**; a 45.5% discount is entered as **45.50**.

Inbound Interstate

Enter the inbound interstate discount amount for the specified weight break.

Outbound Intrastate

Enter the outbound intrastate discount amount for the specified weight break.

Outbound Interstate

Enter the outbound interstate discount amount for the specified weight break.

Interline Intrastate

Enter the interline intrastate discount amount for the specified weight break.

Interline Interstate

Enter the interline interstate discount amount for the specified weight break.

STEP 5: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 6.


```

                                ABC COMPANY
                                CalcRate
CALC02R                        DISCOUNT EXCEPTION MAINTENANCE
APAC APA Transport             21 Chicago, IL      60620

Type Options, Press Enter.
3=Copy 5=Display
    Tariff Effective Floor Eff
Opt  Date   Date   Date
___ 1/01/96 1/01/96 1/01/96

=====
=
    
```

STEP 6: If you want to display discount exception information, type a **5** in the OPT field when the above screen appears, then hit **Enter**. (See Exhibit 1-19 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

Exhibit 1-19

```

                                ABC COMPANY
                                CalcRate
CALC05R          DISCOUNT EXCEPTIONS MAINTENANCE
APAC APA Transport      41  Charlotte, NC  28754

Type Options, Press Enter.
 5=Display
      Dest Range
Opt St  From  To  Eff Date
___ NY  09000 14999 1/01/96

=====
=

```

STEP 7: When the above screen appears, type a **5** in the OPT field or hit **F9** to display the screen for discount exception information (see Exhibit 1-20 below).

ABC COMPANY						
CalcRate						
DISCOUNT EXCEPTIONS MAINTENANCE						
CALC05R						
OVNT	Overnite Transportation C 11	W. Warwick, Rhode 02893 Eff Dte _____				
Tariff	OVNT	Eff Date	1/01/95	Mode	L	State _____ - _____
	Inbound		Outbound		Interline	
	Intra	Inter	Intra	Inter	Intra	Inter
Discounts						
Minimum	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>
1-499	_____	_____	_____	_____	_____	_____
500-999	_____	_____	_____	_____	_____	_____
1,000-1,999	_____	_____	_____	_____	_____	_____
2,000-4,999	_____	_____	_____	_____	_____	_____
5,000-9,999	_____	_____	_____	_____	_____	_____
10,000-19,999	_____	_____	_____	_____	_____	_____
20,000-29,999	_____	_____	_____	_____	_____	_____
30,000-39,999	_____	_____	_____	_____	_____	_____
40,000-over	_____	_____	_____	_____	_____	_____

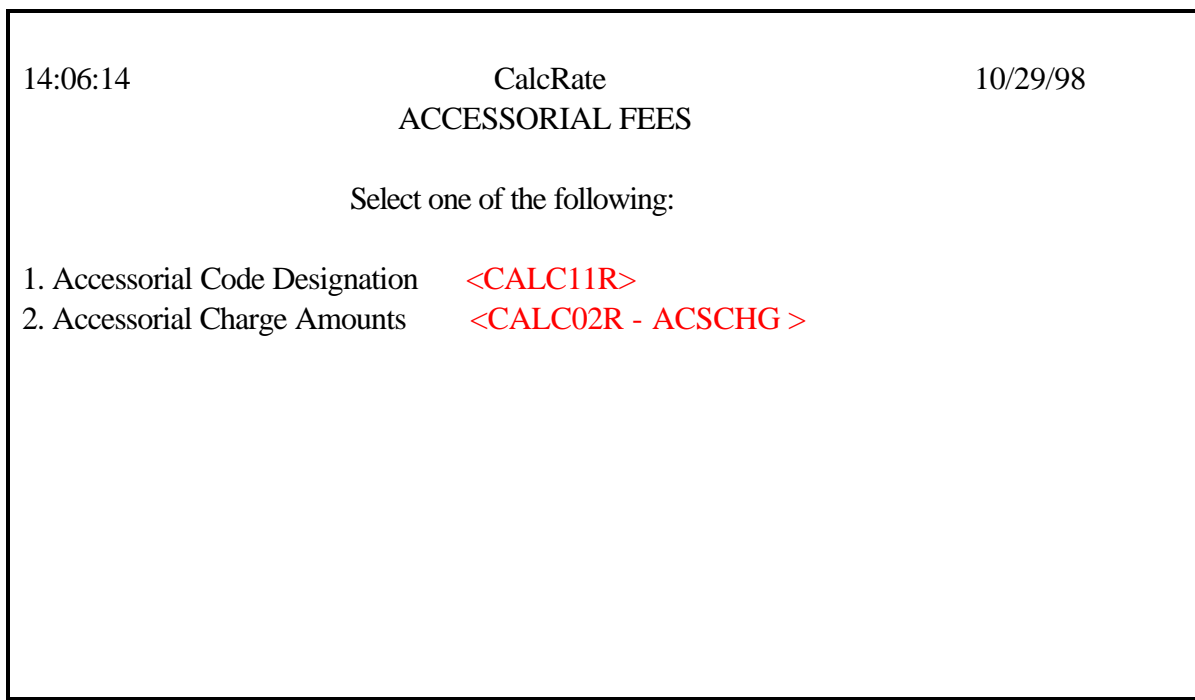
=====

=

ACCESSORIAL FEES:

Step 1:

From the CalcRate Main Menu, select Option 3 (Accessorial Fees). You should see the following sub-menu:



ACCESSORIAL CODE DESIGNATION:

This option is used to define/maintain the codes used to describe possible accessorial fees that a carrier(s) may charge.

STEP 1: Select Option 3 From The CalcRate Main Menu
 Select Option 1 From The Accessorial Fees Menu (See Exhibit 1-21)

Exhibit 1-21

```

                                ABC COMPANY
                                CalcRate
CALC11R                        ACCESSORIAL CODE MAINTENANCE

Type Options, Press Enter.
 2=Change 4=Delete 9=Add

Opt  Cd      Description
___  CC      Call Charge
___  HF      Handling Fee
___  ID      Inside Delivery
___  ___
___  ___
=====
    
```

STEP 2: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add a new record:

Type a **9** in the OPT field, and then proceed to Step 3.

STEP 3: If you have chosen to add a new record to the database, type a **9** in the OPT field, then enter the following information:

Accessorial code

Enter the accessorial code. The accessorial code is a 2 position code assigned to each accessorial charge. For example, the code for inside delivery can be **ID** or **01**.

Description

Enter the description for the code. For example, the description for the accessorial charge code **ID** can be entered as “**Inside Delivery**”.

ACCESSORIAL CHARGE AMOUNTS:

This option is used to assign specific charges to accessorial codes (entered in 3-1). The charges are carrier and warehouse specific.

STEP 1: Select Option 3 From The CalcRate Main Menu
Select Option 2 From the Accessorial Fees Menu (See Exhibit 1-22)

Exhibit 1-22

```

                                ABC COMPANY
                                CalcRate
CALC02R                        ACCESSORIAL CHARGES MAINTENANCE

Enter Carrier & Warehouse Code  _____

=====

```

STEP 2: Enter the following information when the above screen appears. If accessorial charges already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.
If the Company is “Zip” based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

ABC COMPANY								
CalcRate								
CALC09R			ACCESSORIAL CHARGES MAINTENANCE					
HJBT JB Hunt Transportation			11	West Warwick, RI		02893	Eff Dte _____	
Cd	Flat \$	Cwt \$	Min \$	Max \$	St	Low Zip	High Zip	Description
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

F1=Help F2=Previous Screen F4=Prompt

STEP 3: Enter the following information when the above screen appears:

Effective date

Enter the date that these accessorial charges become effective. The date is entered in a MMDDYY format.

Accessorial code

Enter the accessorial code. The accessorial code is a 2 position code that identifies each accessorial charge. The codes are stored in Option 3-1.

NOTE: Enter one of the two following fields:

Flat Rate

If the accessorial charge is a flat amount, enter it in this field. For example, a notification charge of \$17.50 would be entered in this field as **17.50**.

or

Hundredweight Rate

If the accessorial charge is calculated per hundredweight, enter it in this field. For example, if inside delivery is \$6.50 per hundredweight **6.50** would be

Minimum Amount

Enter the minimum amount that this accessorial code will be charged. For example, if inside delivery is \$6.50 per hundredweight with a \$25.00 minimum, **25.00** would be entered in this field.

Maximum Amount

Enter the maximum amount that this accessorial code will be charged. For example, if inside delivery is \$6.50 per hundredweight with a \$25.00 minimum and a \$150.00 maximum, **150.00** would be entered in this field.

State

Type in a state code or hit **F4** for a window. When using the window type an **X** in the state to be selected and hit **Enter**. Once a state code has been entered or selected from the window, hit **Enter**.

Low Zip

Enter the low range of the city Zip. If the discount applies to the whole state leave the field blank and the states low Zip code range will automatically be defaulted.

High Zip

Enter the high range of the city Zip. If the discount applies to the whole state leave the field blank and the states high Zip code range will automatically be defaulted.

NOTE: If the state, low zip, and high zip fields are left blank, the charge will apply to all points served. This is the only Option within CalcRate where the state field may be left blank.

Description

This field will automatically default to the description (entered in Option 3-1) for the

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

```

                                ABC COMPANY
                                CalcRate
CALC02R                        ACCESSORIAL CHARGES MAINTENANCE
HJBT JB Hunt Transportation 11  West Warwick, RI  02893

Type Options, Press Enter.
 3=Copy 5=Display

Opt  Eff Date
___  1/01/96

```

STEP 5: If you want to display accessorial charge information, type a **5** in the OPT field when the above screen appears, then hit **Enter**. (See Exhibit 1-25 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

```

                                ABC COMPANY
                                CalcRate
CALC09R                        ACCESSORIAL CHARGES MAINTENANCE
HJBT JB Hunt Transportation 11  West Warwick, RI 02893 1/01/96

Type Options, Press Enter.
 2=Change 4=Delete

Opt Cd Flat $ Cwt $ Min $ Max $ Description
___ ID 15.00      30.00 75.00 Inside Delivery

```

STEP 6: Enter the following information:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

TRANSIT TIMES

Step 1:

From the CalcRate Main Menu, select Option 4 (Transit Times). You should see the following sub-menu:

14:33:30	CalcRate	10/29/98
TRANSIT TIMES		
Select one of the following:		
1. Transit Times by Zip Code	<CALC02R - TRANSIT1 >	
2. Transit Times by Miles	<CALC02R - TRANSIT2 >	
Selection ==>	F3=Exit	F21=Command Entry

TRANSIT TIMES BY ZIP CODE:

This option is used to input/maintain transit time information by a carrier from a warehouse, to specific Zip codes or Zip code ranges. If a carrier transit tape has been loaded, this will be used as an exception file.

NOTE: The complete pre-loaded transit time database, received on tape and loaded by ARTC, may not be accessed through CalcRate (except through Rate Comparisons - Option 22)

STEP 1: Select Option 4 From The CalcRate Main Menu

Exhibit 1-26

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC02R      TRANSIT TIME BY ZIP MAINTENANCE
Enter Carrier & Warehouse Code  _____
```

A dashed line is visible at the bottom of the terminal window.

STEP 2: Enter the following information when the above screen appears. If transit times by zip codes already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field (See Appendix C for a further explanation).

Exhibit 1-27

ABC COMPANY						
CalcRate						
CALC07R		TRANSIT TIMES BY ZIP MAINTENANCE				
RDWY	Roadway Express	21	Chicago, IL	60620	Eff Dte	_____
	Dest Range					
St	From	To	Days			
—	_____	_____	_____			
—	_____	_____	_____			
—	_____	_____	_____			
—	_____	_____	_____			
—	_____	_____	_____			
—	_____	_____	_____			
—	_____	_____	_____			
—	_____	_____	_____			

STEP 3: Enter the following information when the above screen appears:

Effective date

Enter the date that these transit times become effective. The date is entered in an MMDDYY format.

State

Type in a state code or hit **F4** for a window. When using the window type an **X** in the state to be selected and hit **Enter**. Once a state code has been entered or selected from the window, hit **Enter**.

Low Zip

Enter the lower range of the city Zip. If the transit time applies to the entire state leave

High Zip

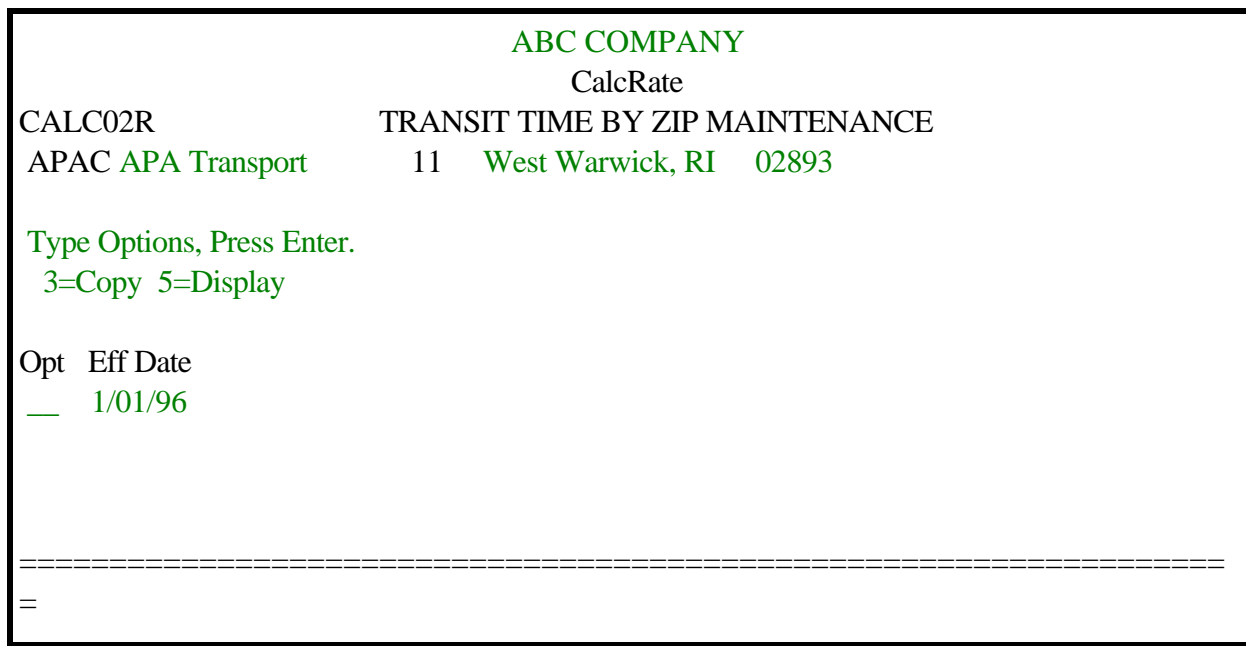
Enter the higher range of the city Zip. If the transit time applies to the whole state, leave the field blank and the range will be defaulted automatically.

Days

Enter the number of days it will take the carrier to deliver the shipment.

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 1-28



STEP 5: If you want to display transit time by Zip code information, type a **5** in the OPT field when the above screen appears, then hit **Enter**. (See Exhibit 1-29 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

```

                                ABC COMPANY
                                CalcRate
CALC07R          TRANSIT TIMES BY ZIP MAINTENANCE
APAC APA Transport      11  West Warwick, RI 02893 1/01/96

Type Options, Press Enter.
  2=Change  4=Delete
  Dest Range
Opt St From  To Days
___ NY 09000 14999 4
=====
=
```

STEP 6: Enter the following information:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

TRANSIT TIMES BY MILES MAINTENANCE:

This option is used to input/maintain transit time information provided by a carrier, from a warehouse, based upon distance (miles) traveled. The CalcRate hierarchy will first look for transit times by Zip code in Option 4-1, then will look for transit times by miles.

NOTE: The miles used are those loaded in the mileage database (See Option 5).

STEP 1: Select Option 4 From The Main Menu

Exhibit 1-30

```
ABC COMPANY
CalcRate
CALC02R      TRANSIT TIME BY MILES MAINTENANCE

Enter Carrier & Warehouse Code  _____

=====
```

STEP 2: Enter the following information when the above screen appears. If transit times by miles already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field (See Appendix C for a further explanation).

Exhibit 1-31

ABC COMPANY		
CalcRate		
CALC08R	TRANSIT TIMES BY MILES MAINTENANCE	
HJBT	JB Hunt Transportation	31 Los Angeles, CA 90042 Eff Dte _____
Miles Range		
From	To	Days
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STEP 3: Enter the following information when the above screen appears:

Effective date

Enter the date that these transit times become effective. The date is entered in an MMDDYY format.

Low Miles Range

Enter the low mileage range. For example, if the transit time for a carrier traveling between 1 and 100 miles is 2 days, type **1** in this field.

High Miles Range

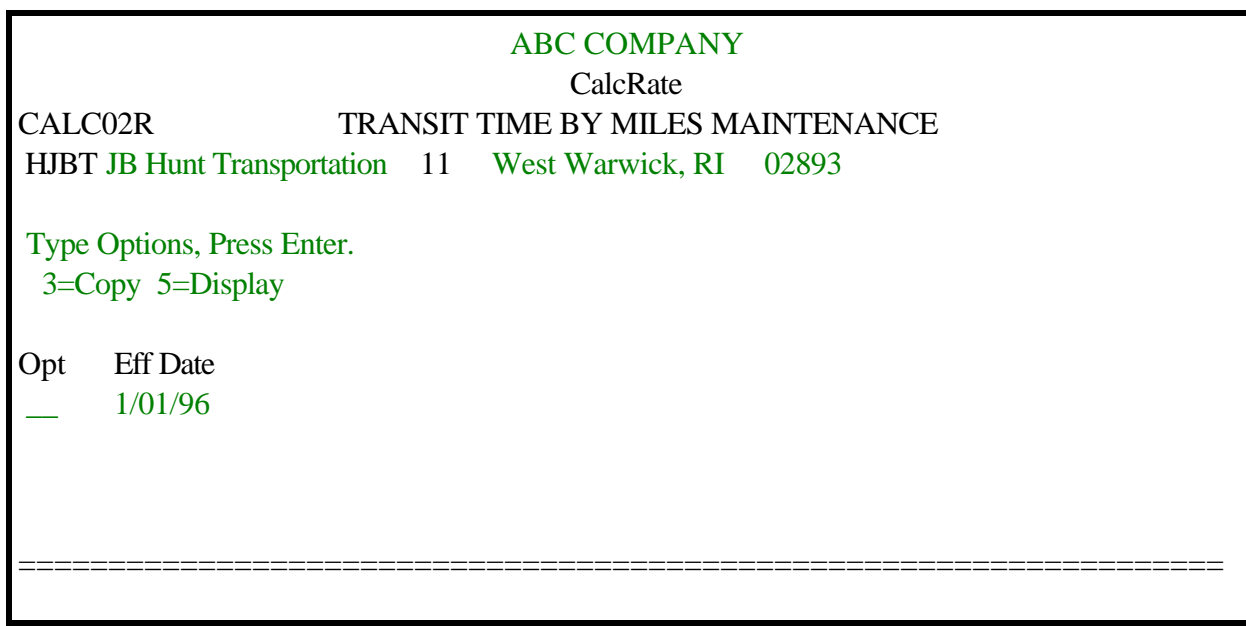
Enter the high mileage range. For example, if the transit time for a carrier traveling between 1 and 100 miles is 2 days, type **100** in this field.

Days

Enter the number of days it will take the carrier to deliver the shipment.

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 1-32



STEP 5: If you want to display transit time by miles information, type a **5** in the OPT field when the above screen appears, then hit **Enter**. (See Exhibit 1-33 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

```

                                ABC COMPANY
                                CalcRate
CALC08R          TRANSIT TIMES BY MILES MAINTENANCE
HJBT JB Hunt Transportation  11  West Warwick, RI 02893 1/01/96

Type Options, Press Enter.
  2=Change  4=Delete
Miles Range
Opt From   To   Days
___  1     100   1
___ 101    200   2

=====
=
F1=Help  F3=Exit  F9=Add
    
```

STEP 6: Enter the following information:

Opt

To update a record:

 Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

 Type a **4** in the OPT field and hit **Enter**.

MILEAGE DATABASES

Step: 1

From the CalcRate Main Menu, select Option 5 (Mileage Databases). You should see the following sub-menu:

14:38:24	CalcRate	10/29/98
MILEAGE DATABASES		
Select one of the following:		
1. CalcRate Mileage File	<CALC12R>	
2. Mileage Database Maintenance	<CALC41R>	
3. Mileage Inquiry	<CALC39R>	

CALCRATE MILEAGE FILE:

This option is used to input/maintain mileages (by Zip code) between two points (or areas). If you subscribe to a mileage database that currently interfaces to the CalcRate system, this CalcRate Mileage File is used to store the exceptions only. If you do not use a mileage database, this file must be maintained in order calculate certain truckload rates (See Option 10) and also to utilize transit times by distance (See Option 4-2).

STEP 1: Select Option 5 From The CalcRate Main Menu

Exhibit 1-34

ABC COMPANY	
CalcRate	
CALC12R	MILEAGE MAINTENANCE
Enter Whse/Origin and Destination Zip Code _____	
=====	

STEP 2: Enter the following information when the above screen appears. If mileage information already exists for this warehouse/origin-destination zip code combination, skip to Step 5 after completing this information.

NOTE: If the company is “warehouse” based, either a warehouse code or an origin Zip code may be entered before entering the destination Zip code. You may not enter both. If the company is “Zip” based, only the origin Zip-Code should be entered.

Warehouse code

Type in a warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. Once a warehouse has been entered or selected from the window, hit **Enter**. If the warehouse needed is not found, refer to Option 1 on the CalcRate Main Menu.

or

Origin Zip

Type in the origin Zip code.

Destination Zip

Enter the destination Zip code.

Press **Enter** and CalcRate will show all miles previously entered from that origin point, starting from the

Exhibit 1-35

ABC COMPANY			
CalcRate			
CALC12R		MILEAGE MAINTENANCE	
11	West Warwick, RI	02893	
Dest Range			
From	To	City Name	Miles
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STEP 3: Enter the following information when the above screen appears:

Low Zip

Enter the low range of the Zip code for the city. For example, if the Zip code range for Chicago, IL is '60601' through '60699' type **60601** in this field.

High Zip

Enter the high range of the Zip code for the city. For example, if the Zip code range for Chicago, IL is '60601' through '60699' type **60699** in this field. **City Name**

Enter the city name. This is for reference only. The CalcRate system will use the Zip code to get the mileage.

Miles

Enter the miles to this point.

Press **Enter** to save this information and then **F2** to verify that this data has been stored properly. (See

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 1-36

```

                                ABC COMPANY
                                CalcRate
CALC12R                        MILEAGE MAINTENANCE
11  West Warwick, RI  02893

Type Options, Press Enter.
  2=Change  4=Delete
  Dest Range
Opt  From  To  City Name  Miles
___ 62100 62199 ST LOUIS   900

=====
F1=Help  F3=Exit  F9=Add
    
```


STEP 5: Enter the following information:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add:

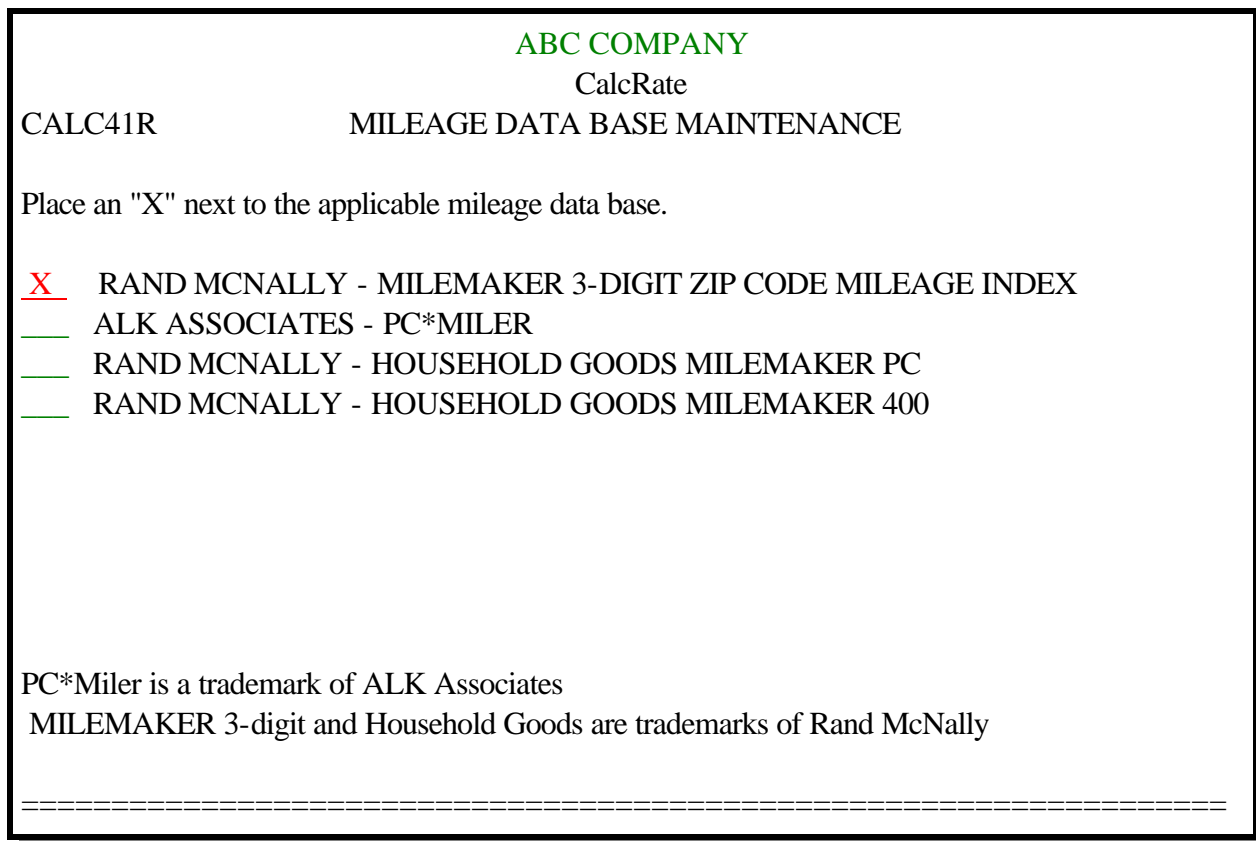
MILEAGE DATABASE MAINTENANCE:

This option is used to designate which mileage data base will be used to determine the mileage between zip codes for a shipment. The mileage databases listed must be purchased and installed separately from CalcRate. Call ARTC for more details.

WARNING: Placing an **X** in any field without prepurchasing the corresponding database may cause system failure.

STEP 1: Select Option 5 From The CalcRate Main Menu
Select Option 2 From The Mileage Databases Menu (See Exhibit 1-37)

Exhibit 1-37



ABC COMPANY
CalcRate
CALC41R MILEAGE DATA BASE MAINTENANCE

Place an "X" next to the applicable mileage data base.

- RAND MCNALLY - MILEMAKER 3-DIGIT ZIP CODE MILEAGE INDEX
- ALK ASSOCIATES - PC*MILER
- RAND MCNALLY - HOUSEHOLD GOODS MILEMAKER PC
- RAND MCNALLY - HOUSEHOLD GOODS MILEMAKER 400

PC*Miler is a trademark of ALK Associates
MILEMAKER 3-digit and Household Goods are trademarks of Rand McNally

STEP 2: Choose one of the following, as shown on the screen above:

Rand McNally - Milemaker - 3-Digit Zip Code Mileage Index

If you are using Rand McNally 3 digit, place an **X** here (see Exhibit 1-37).

ALK Associates - PC*Miler

If you are using PC Miler Mileage, place an **X** here.

Rand McNally - Household Goods Milemaker PC

If you are using Rand McNally Household Goods Milemaker for the PC, place an **X** here.

Rand McNally - Household Goods Milemaker 400

If you are using Rand McNally Household Goods Milemaker for the AS/400, place an **X** here.

NOTE: Call ARTC to obtain more information on the price and performance of these systems.

MILEAGE INQUIRY:

This option is used to retrieve the mileages between a point of origin, up to ten destinations.

STEP 1: Select Option 5 From The CalcRate Main Menu

Select Option 3 From The Mileage Databases Menu (See Exhibit 1-38)

Exhibit 1-38

ABC COMPANY			
CalcRate			
MILES INQUIRY			
CALC39R	St	City Name	Ct
Enter Origin Zip Code	_____	—	_____
Enter Stop 1 Zip Code	_____	—	_____
Enter Stop 2 Zip Code	_____	—	_____
Enter Stop 3 Zip Code	_____	—	_____
Enter Stop 4 Zip Code	_____	—	_____
Enter Stop 5 Zip Code	_____	—	_____
Enter Stop 6 Zip Code	_____	—	_____
Enter Stop 7 Zip Code	_____	—	_____
Enter Stop 8 Zip Code	_____	—	_____
Enter Stop 9 Zip Code	_____	—	_____
Enter Stop 10 Zip Code	_____	—	_____

STEP 2: Enter the following information when the above screen appears:

Origin

Enter the origin zip code.

WARNING: If you are using the Rand McNally 3 Digit system or the PC*Miler ALK Associates system, only the zip code must be entered to enable CalcRate to calculate the mileage. If you are using either of the Rand McNally Household Goods systems, you must enter the state, city name and county to enable CalcRate to calculate the mileage between the entered points.

State

Enter the origin state code as based in Rand McNally Household Goods mileage database.

City

Enter the origin city name as based in Rand McNally Household Goods mileage database.

County

Enter the origin county code as based in Rand McNally Household Goods mileage database.

Stop (1-10)

Enter the destination zip code.

Destination state

Enter the destination state code as based in Rand McNally Household Goods mileage database.

Destination city

Enter the destination city name as based in Rand McNally Household Goods mileage database.

Destination county

Enter the destination county name as based in Rand McNally Household Goods mileage database. This field is only required if there is another city with the same name in that state.

CANADIAN TAX MAINTENANCE:

Step 1:

From the CalcRate Main Menu, select Option 6 (Canadian Tax Maintenance). You should see the following sub menu:

14:43:25	CalcRate	10/29/98
CANADIAN TAX MAINTENANCE		
Select one of the following:		
1. Goods Sales Tax Maintenance	<CALC56R>	
2. Provincial Tax Maintenance	<CALC57R>	

GOOD SALES TAX MAINTENANCE:

This option is used to update/maintain Canadian good sales tax (GST) rates.

STEP 1: Select Option 6 From The CalcRate Main Menu

Select Option 1 from the Canadian Sales Tax Maintenance Menu. (See Exhibit 1- 39)

Exhibit 1-39

ABC COMPANY		
CalcRate		
CALC56R	GOODS SALES TAX MAINTENANCE	
Type Options, Press Enter.		
2=Change 4=Delete 9=Add		
Opt	Tax Date	Tax Rate
___	<u>19970101</u>	<u>4.00</u>
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____

=		

STEP 2: Enter the following information when the above screen appears:

Opt

To add a rate for a different date to the database:
Type a **9** in the OPT field, and then proceed to Step 3.

To change a record:
Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

STEP 3: If you have chosen to add a rate to the database, type a **9** in the OPT field, then enter the following information:

Tax Date

Enter the date in YEAR/MONTH/DAY format. For example, the date December 15, 1996 should be entered as **19961215**.

NOTE: DATES EARLIER THAN JANUARY 1, 1996 ARE NOT ALLOWED.

Tax Rate

Enter the tax rate that should be used for the given date.

PROVINCIAL SALES TAX MAINTENANCE:

This option is used to update/maintain Canadian provincial sales tax (TVQ) rates.

STEP 1: Select Option 6 From The CalcRate Main Menu

Select Option 2 from the Canadian Sales Tax Maintenance Menu. (See Exhibit 1- 40)

Exhibit 1-40

ABC COMPANY				
CalcRate				
CALC56R		PROVINCIAL SALES TAX MAINTENANCE		
Type Options, Press Enter.				
2=Change 4=Delete 9=Add				
Opt	Province		Tax Date	Tax Rate
___	<u>ON</u>	ONTARIO	<u>19970101</u>	<u>5.00</u>
___	<u>PQ</u>	QUEBEC	<u>19970101</u>	<u>6.00</u>
___	___		_____	_____
___	___		_____	_____
___	___		_____	_____
___	___		_____	_____
___	___		_____	_____
___	___		_____	_____
___	___		_____	_____

=				

STEP 2: Enter the following information when the above screen appears:

Opt

To add a rate for a different date to the database:

Type a **9** in the OPT field, and then proceed to Step 3.

To change a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

STEP 3: If you have chosen to add a rate to the database, type a **9** in the OPT field, then enter the following information:

Province code

Enter the province code. The province code is a 2 character code that identifies the province that uses the tax rate being entered. For example, to enter a provincial tax rate for Quebec, enter **PQ** into this field. Press F4 for a list of province codes.

Tax Date

Enter the date in YEAR/MONTH/DAY format. For example, the date December 15, 1996 should be entered as **19961215**.

NOTE: DATES EARLIER THAN JANUARY 1, 1996 ARE NOT ALLOWED.

Tax Rate

Enter the tax rate that should be used for the given date.

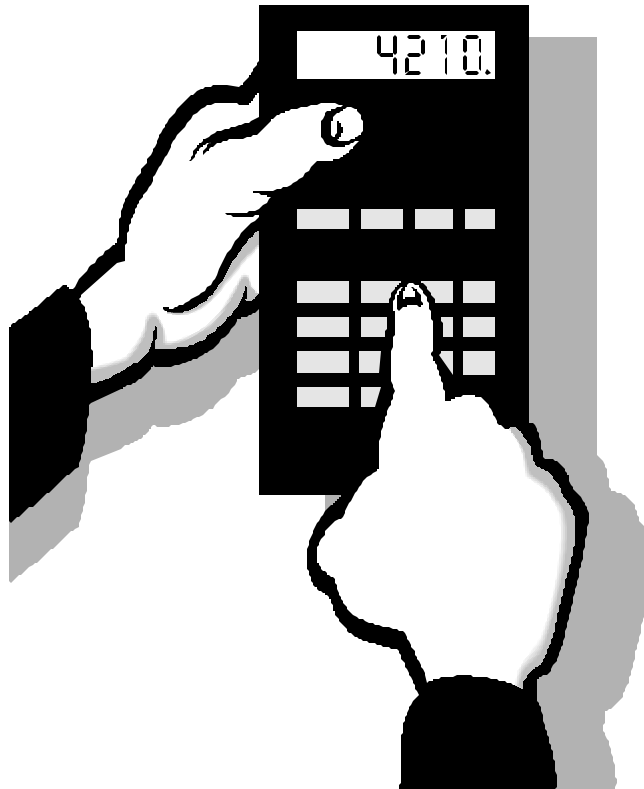
EQUALIZATION:

This option is used to equalize costs when invoicing freight to they consignee.

A deatiled description is not included herein. Please contact AR Traffic Consultants directly if you are interested in learning more about this function. .

Section 2

Rate Maintenance



TRUCKLOAD RATE MAINTENANCE

Step 1:

From the CalcRate Main Menu, select Option 10 (Truckload Rate Maintenance). You should see the following screen:

14:52:50	CalcRate	10/29/98
TRUCKLOAD RATE MAINTENANCE		
Select one of the following:		
1. Equipment Code Designation	<CALC10R>	
2. Point to Point Rates	<CALC16R>	
3. State Rates	<CALC14R>	
4. Weight Range Rates		
5. Range of Miles Rates	<CALC15R>	

EQUIPMENT CODE DESIGNATION:

This option is used to update/maintain equipment codes for use in the TruckLoad/Intermodal rate system.

STEP 1: Select Option 10 From The CalcRate Main Menu

Select Option 1 From The TruckLoad Rate Maintenance Menu (See Exhibit 2-1)

Exhibit 2-1

ABC COMPANY				
CalcRate				
CALC10R		EQUIPMENT MAINTENANCE		
Type Options, Press Enter.				
2=Change 4=Delete 9=Add				
Opt	Cd	Description	Wgt Lmt	Cbe Lmt
—	**	<u>Default Description</u>	<u>42000</u>	_____
—	AB	<u>ABF Trucking.</u>	<u>24000</u>	_____
—	RF	<u>Refrigerated Truck</u>	<u>45000</u>	_____
—	48	<u>48 High Cube</u>	<u>42000</u>	_____
—	—	_____	_____	_____
—	—	_____	_____	_____
—	—	_____	_____	_____
—	—	_____	_____	_____

STEP 2: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

WARNING: CalcRate should be pre-loaded with the code “***” which will have the description, “default description.” This code should not be deleted.

To add a new record:

Type a **9** in the OPT field, and then proceed to Step 3.

STEP 3: If you have chosen to add a new record to the database, type a **9** in the OPT field, then enter the following information:

Equipment code

Enter the equipment code. The equipment code is a 2 digit code that describes the type of equipment e.g. A 45 foot trailer can be **45** and a flatbed truck can be **FB**.

Description

Enter a description for the code e.g. **FB** may stand for **Flatbed Truck**.

Wgt. Lmt

Enter the maximum shipment weight for this type of equipment if one applies.

Cbe. Lmt.

Enter the maximum cube limit for this type of equipment if one applies.

POINT TO POINT RATES:

This option is used to update/maintain truckload rates from/to a warehouse to/from a specific point.

Rates stored in this file are first in the hierarchy of TL rates. The CalcRate system will first look for TL rates by point in this option, then look for rates by state/region in Option 10-3 and finally look for rates by range of miles in Option 10-4.

STEP 1: Select Option 10 from the CalcRate Main Menu

Select Option 2 From TruckLoad Rate Maintenance Menu (See Exhibit 2-2)

Exhibit 2-2

ABC COMPANY

CalcRate

CALC16R TRUCK LOAD POINT TO POINT RATE MAINTENANCE

Enter Carrier & Warehouse Code _____ Enter I/O Code O Equip Code _____

F1=Help F3=Exit F4=Prompt F5=File Contents

STEP 2: Enter the following information when the above screen appears. If truckload point to point rates already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier code

Type in the carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. Once the carrier has been entered or selected from the window, move to the warehouse code. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field (See Appendix C for a further explanation).

I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment. The system will automatically default to an **‘O’**.

Equipment Code

Type in an equipment code or hit **F4** for a window. When using the window type an **X** in the equipment to be selected and hit **Enter**. Once the equipment code has been entered or selected from the window, hit **Enter**. If no entry is made in this field, it will automatically default to **“***”**.

NOTE: Only use an equipment code if rates apply for a specific equipment type.

High Zip

Enter the higher range of the Zip code for the city. For example, if the rate being entered is for Chicago, IL and the Zip codes for Chicago are '60601' through '60699' type **60699** in this field. If the charge applies to the whole state, leave the field blank and the states high Zip code range will automatically be defaulted.

NOTE: CalcRate will validate the entry to ensure the Zip codes are contained in the associated state/province.

Effective Date

Enter the effective date of the rates. The date is entered in a MMDDYY format.

Enter one of the following:

CPM Rate

Type in the cost per mile. A rate of \$1.61 per mile is entered as **1.61**.

or

CWT Rate

Type in the cost per hundredweight. A rate of \$1.10 per hundredweight is entered as **1.10**.

or

Flat Rate

Type in the flat rate. A flat ate of \$750 is entered as **750.00**.

The following are optional fields to be used in conjunction with CWT rates only:

Minimum Weight

Enter the minimum weight for which the CWT rate applies. If a weight under this amount is being rated, CalcRate will automatically rate the shipment according to the minimum weight entered in this field. A minimum weight of 10,000 lbs. is entered as **10,000**. This amount is multiplied by the CWT to rate the shipment.

Maximum Weight

Enter the maximum weight for which the CWT rate applies. If a weight above this amount is being rated, CalcRate will automatically rate the shipment according to the maximum weight entered in this field. A maximum weight of 55,000 lbs. would be entered as **55000**. This amount is multiplied by the CWT to rate the shipment. An additional charge might be added to this shipment for any weight above the maximum weight, as explained below.

Additional Charge

Enter the rate that would apply per hundredweight for all weight above the maximum weight. A rate of \$0.50 would be entered as **.50**. The additional amount would be the charge multiplied by each hundred pounds over the maximum weight. This would then be

STEP 4: To store this information, hit **Enter**, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 2-4-A

```

                                ABC COMPANY
                                CalcRate
CALC16R  TRUCK LOAD POINT TO POINT RATE MAINTENANCE
Carrier HJBT JB Hunt Transportation Whse 11  West Warwick, RI  02893
Outbound Rates      Equipt Code **
Type Options, Press Enter.  Current Rates
2=Change 4=Delete

Opt St  City      From  To  Eff Dte  CPM  CWT  Flat Rte Mn Wt Mx Wt Add$
-----
___ CT  BRISTOL  06000 06499 010196          75.00
___ CT  PUTNAM   06500 06599 010196          75.00
___ MA  BELMON   01000 01999 010195 1.10
___ MA  NEW BE   02000 02799 010195 1.20
___ RI  PROVID   02800 02900 010196          50.00
=====
=
    
```

STEP 5: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

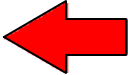
Type a **4** in the OPT field and hit **Enter**.

To add a record:

Hit **F9** and an entry screen will be displayed.

To toggle between current effective rates and all previously entered rates:

Hit **F6**; a message will appear on the screen indicating whether the rates are "current rates" or "all rates" (See Exhibit 2-4-A above and Exhibit 2-4-B

ABC COMPANY												
CalcRate												
CALC16R TRUCK LOAD POINT TO POINT RATE MAINTENANCE												
Carrier <u>HJBT JB Hunt Transportation</u> Whse <u>11</u> <u>West Warwick, RI</u> <u>02893</u>												
Outbound Rates Eqpmt Code **												
Type Options, Press Enter. All Rates 												
2=Change 4=Delete												
Opt St	City	From	To	Eff Dte	CPM	CWT	Flat Rte	Mn	Wt	Mx	Wt	Add\$
___	CT BRISTOL	06000	06499	010196			75.00					
___	CT BRISTOL	06000	06499	010195	1.00							
___	CT PUTNAM	06500	06599	010196			75.00					
___	CT PUTNAM	06500	06599	010195	.90							
___	MA BELMONT	01000	01999	010195	1.10							
___	MA NEW BEDFORD	02000	02799	01019	1.20							
___	RI PROVIDENCE	02800	02900	010196			50.00					
___	RI PROVIDENCE	02800	02900	010195	.80							

This screen will display all rates for all effective dates. This feature allows you to automatically compare a carrier's current rates against previously entered rates.

STATE RATES:

This option is used to update/maintain truckload rates from/to a warehouse from/to a specific state or Zip code region.

Rates stored in this file are second in the hierarchy of TL rates. The CalcRate system will first look for TL rates by points in Option 10-2, then look for rates by state/region and finally look for rates by range of miles in Option 10-4.

STEP 1: Select Option 10 from the CalcRate Main Menu

Exhibit 2-5

```

                                ABC COMPANY
                                CalcRate
CALC14R                        TRUCK LOAD STATE RATE MAINTENANCE

Enter Carrier & Warehouse Code _____   Enter I/O Code O Equip
Code _____
=====
    
```

STEP 2: Enter the following information when the above screen appears. If truckload state rates already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier code

Type in the carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field (See Appendix C for a further explanation).

I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment. The system will automatically default to an **O**.

Equipment Code

Type in the equipment code or hit **F4** for a window. When using the window type an **X** in the equipment to be selected and hit **Enter**. Once the equipment code has been entered or selected from the window, hit **Enter**. If no code is entered, the equipment code will automatically default to "***".

NOTE: Only use the equipment code if the rates apply for a specific equipment type.

High Zip

Enter the higher range of the Zip code for the city. For example, if the rate being entered is for Chicago, IL and the Zip codes for Chicago are '60601' through '60699' type **60699** in this field. If the charge applies to the whole state, leave the field blank and the states high Zip code range will automatically be defaulted.

NOTE: CalcRate will validate the entry to ensure the Zip codes are contained in the associated state/province.

Effective Date

Enter the effective date of the rates. The date is entered in a MMDDYY format.

Enter one of the following:

CPM Rate

Type in the cost per mile. A rate of \$1.61 per mile is entered as **1.61**.

or

CWT Rate

Type in the cost per hundredweight. A rate of \$1.10 per hundredweight is entered as **1.10**.

or

Flat Rate

Type in the flat rate. A flat ate of \$750 is entered as **750.00**.

The following are optional fields to be used in conjunction with CWT rates only:

Minimum Weight

Enter the minimum weight for which the CWT rate applies. If a weight under this amount is being rated, CalcRate will automatically rate the shipment according to the minimum weight entered in this field. A minimum weight of 10,000 lbs. is entered as **10,000**. This amount is multiplied by the CWT to rate the shipment.

Maximum Weight

Enter the maximum weight for which the CWT rate applies. If a weight above this amount is being rated, CalcRate will automatically rate the shipment according to the maximum weight entered in this field. A maximum weight of 55,000 lbs. would be entered as **55000**. This amount is multiplied by the CWT to rate the shipment. An additional charge might be added to this shipment for any weight above the maximum weight, as explained below.

Additional Charge

Enter the rate that would apply per hundredweight for all weight above the maximum weight. A rate of \$0.50 would be entered as **.50**. The additional amount would be the

STEP 4: To store this information, hit **Enter**, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 2 - 7

ABC COMPANY								
CalcRate								
CALC14R TRUCK LOAD STATE RATE MAINTENANCE								
Carrier HJBT JB Hunt Transportation Whse 11 West Warwick, RI 02893								
Outbound Rates Equipt Code **								
Type Options, Press Enter. Current Rates								
2=Change 4=Delete								
Opt St	From	To	Eff Dte	CPM	CWT	Flat Rte	Mn Wt	Mx Wt
___	AL	35000	36999	040994	1.01			42000
___	AR	71600	72999	050193	1.01			
___	AZ	85000	86599	050193	1.01			
___	CA	90000	96699	050193	1.01			
___	CO	80000	81699	050193	1.51			20000
___	CT	06000	06999	090195		500.00		20000
___	DC	20000	20599	050193	1.92			
___	DE	19700	19999	050193	1.92			
___	FL	32000	34999	050193	1.11			
___	GA	30000	31999	050193	.96			

STEP 5: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add a record:

Hit **F9** and an entry screen will be displayed.

To toggle between current effective rates and all previously entered rates:

Hit **F6**; a message will appear on the screen indicating whether the rates are “current rates” or “all rates”. See pages 10-2-E and 10-2-F for a full

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field (See Appendix C for a further explanation).

I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment. The system will automatically default to an **O**.

Equipment Code

Type in the equipment code or hit **F4** for a window. When using the window type an **X** in the equipment to be selected and hit **Enter**. Once the equipment code has been entered or selected from the window, hit **Enter**. If no code is entered, the equipment code will automatically default to “**”.

Enter one of the following:

CPM Rate

Type in the cost per mile. A rate of \$1.61 per mile is entered as **1.61**.

or

CWT Rate

Type in the cost per hundredweight. A rate of \$1.10 per hundredweight is entered as **1.10**.

or

Flat Rate

Type in the flat rate. A flat rate of \$750 is entered as **750.00**.

The following are optional fields to be used in conjunction with CWT rates only:

Minimum Weight

Enter the minimum weight for which the CWT rate applies. If a weight under this amount is being rated, CalcRate will automatically rate the shipment according to the minimum weight entered in this field. A minimum weight of 10,000 lbs. is entered as **10,000**. This amount is multiplied by the CWT to rate the shipment.

Maximum Weight

Enter the maximum weight for which the CWT rate applies. If a weight above this amount is being rated, CalcRate will automatically rate the shipment according to the maximum weight entered in this field. A maximum weight of 55,000 lbs. would be entered as **55000**. This amount is multiplied by the CWT to rate the shipment. An additional charge might be added to this shipment for any weight above the maximum weight, as explained below.

Additional Charge

Enter the rate that would apply per hundredweight for all weight above the maximum weight. A rate of \$0.50 would be entered as **.50**. The additional amount would be the charge multiplied by each hundred pounds over the maximum weight. This would then be

STEP 4: To store this information, hit **Enter**, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 2 - 10

ABC COMPANY									
CalcRate									
CALC15R TRUCK LOAD RANGE OF MILES RATE MAINTENANCE									
Carrier		SCNN Schneider National		Whse 11		West Warwick, RI		02893	
Outbound Rates				Equipt Code **					
Type Options, Press Enter.				Current Rates					
2=Change 4=Delete									
Opt	From	To	Eff Dte	CPM	CWT	Flat Rte	Mn Wt	Mx Wt	Add \$
___	1	300	1/10/94			531.00		44,000	
___	301	400	1/10/94			714.00		44,000	
___	401	500	1/10/94			823.00		44,000	
___	501	600	1/10/94			935.00		44,000	
___	601	700	1/10/94			1,049.00		44,000	
___	701	800	1/10/94			1,100.00		44,000	

STEP 5: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add a record:

Hit **F9** and an entry screen will be displayed.

To toggle between current effective rates and all previously entered rates:

Hit **F6**; a message will appear on the screen indicating whether the rates are "current rates" or "all rates". See pages 10-2-E and 10-2-F for a full description of this function key.

LTL TARIFF MAINTENANCE:

This option is used to update/maintain LTL rate tariffs on a Zip to Zip basis. LTL rates that have been added by ARTC via carrier tape are not accessible in this option. Only those LTL rates that had been manually entered are accessible.

STEP 1: Select Option 11 From The CalcRate Main Menu (See Exhibit 2-11)

Exhibit 2-11

```

                                ABC COMPANY
                                CalcRate
CALC38R                        LTL TARIFF MAINTENANCE

Enter Tariff & Warehouse Code _____
                                Enter I/O Code O

=====
F1=Help F3=Exit F4=Prompt

```

STEP 2: Enter the following information when the above screen appears. If LTL rates already exist for this tariff-warehouse combination, skip to Step 6 after completing this information.

Tariff code

Type in a tariff code for the rates you want to update/maintain. The tariff code is usually the carriers SCAC code i.e. Roadway Express is **RDWY** and Yellow Frt. is **YFSY**.

WARNING: The first character of an LTL tariff name may not be a numeric digit.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin Zip code in the Warehouse Code Field (See Appendix C for a further explanation).

I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment. The system will

Exhibit 2 - 12

```

                                ABC COMPANY
                                CalcRate
CALC38R                        LTL TARIFF MAINTENANCE

Enter Tariff & Warehouse Code CFWY 11 Enter I/O Code O

                                LTL Weight Breaks Maintenance

Break 1      Break 2     
Break 3      Break 4     
Break 5      Break 6     
Break 7      Break 8     
Break 9     

                                F1=Help F12=Exit

=====
F1=Help F3=Exit F4=Prompt
    
```

STEP 3: Enter the following information when the above window appears. Enter a **C** for hundredweight rates or an **F** for flat rates. This field automatically defaults to a **C**. See Exhibit 2-13-A below if the rates are by hundredweight or 2-13-B if they are flat rates:

Break 1

Enter the minimum weight for which this rate applies.

Break 2

Enter the minimum weight for which this rate applies.

Break 3

Enter the minimum weight for which this rate applies.

Break 4

Enter the minimum weight for which this rate applies.

Break 5

Enter the minimum weight for which this rate applies.

Break 6

Enter the minimum weight for which this rate applies.

Break 7

Enter the minimum weight for which this rate applies.

Break 8

Enter the minimum weight for which this rate applies.

Break 9

Enter the minimum weight for which this rate applies.

STEP 4: Enter the following information when either of the preceding screens appear:

Effective Date

Enter the effective date of the rates. The date is entered in a MMDDYY format.

From

Enter the low range zip code that applies to these rates.

To

Enter the high range zip code that applies to these rates.

Class

Type in the NMFC class for the rates to be entered. Class 50 is entered as **50.0**, class 77.5 is entered as **77.5** etc.

NOTE: The 18 valid classes are: 50, 55, 60, 65, 70, 77.5, 85, 92.5, 100, 110, 125, 150, 175, 200, 250, 300, 400, and 500.

Minimum Charge 1

Type in the minimum charge for shipments weighing less than 100 pounds.

Minimum Charge 2

Type in the minimum charge for shipments weighing equal to or over 100 pounds.

Rate 1

Type in the rate per hundredweight or the flat rate for shipments between the first and second weight break.

Rate 2

Type in the rate per hundredweight or the flat rate for shipments between the second and third weight break.

Rate 3

Type in the rate per hundredweight or the flat rate for shipments between the third and fourth weight break.

Rate 4

Type in the rate per hundredweight or the flat rate for shipments between the fourth and fifth weight break.

Rate 5

Type in the rate per hundredweight or the flat rate for shipments between the fifth and sixth weight break.

STEP 5: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, entering in the same carrier-warehouse combination, then go to Step 5.

Exhibit 2-14

```

                                ABC COMPANY
                                CalcRate
CALC38R                        LTL TARIFF MAINTENANCE
Enter Tariff & Warehouse Code RDWY 11 West Warwick, RI 02893
                                I/O Code O
Type Options, Press Enter.
    5=Display

Opt  Trf Date
___  1/01/96

=====
F1=Help F3=Exit F9=Add

```

STEP 6: Type a **5** in the OPT field or hit **F9** to display the screen for LTL tariff information when the above screen appears (see Exhibit 2-15 below).

```

                                ABC COMPANY
                                CalcRate
CALC38R                        LTL TARIFF MAINTENANCE
Enter Tariff & Warehouse Code RDWY 11      West Warwick, RI  02893
Hundredweight                 Trf Dte 1/01/96      I/O Code O
Type Options, Press Enter.
  2=Change  4=Delete

Opt  From   To   Class  M/C   M/C   1   100  200  300  500
___  11746 11746  55.0 100.00 100.00 10.00 10.00 10.00 10.00 10.00

=====
=
F1=Help  F3=Exit  F5=Fold  F9=Add
    
```

STEP 7: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add a new record:

Hit **F9**, key in new data and hit **Enter**.

PARCEL RATE MAINTENANCE:

Step 1:

From the CalcRate Main Menu, select Option 12 (Parcel Rate Maintenance). You should see the following sub-menu:

15:00:47	CalcRate	10/29/98
PARCEL RATE MAINTENANCE		
Select one of the following:		
1. Rate Maintenance	<CALC21R>	
2. Discounts	<CALC22R>	
3. Multi-Weight Rates	<CALC23R>	
4. Purolator Rate Maintenance	<CALC71R>	
Selection ==>>	F3=Exit	F21=Command Entry

PARCEL RATES MAINTENANCE:

This option is used to update/maintain parcel carrier rates. If your carrier charges a rate based upon the weight of a particular parcel to a particular destination, use this option.

NOTE: This is the only option in which parcel rates may be entered.

STEP 1: Select Option 12 From The CalcRate Main Menu

Select option 1 from the Parcel Rate Maintenance Menu (See Exhibit 2-16)

Exhibit 2-16

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC21R          PARCEL PACKAGE GROUND RATES MAINTENANCE

Enter Carrier & Warehouse Code _____ Enter Destination Zip _____

-----
```

STEP 2: Enter the following information when the above screen appears:

Carrier Code

Type in a parcel carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin Zip code in the Warehouse Code Field (See Appendix C for a further explanation).

Zip


```

                                ABC COMPANY
                                CalcRate
CALC21R      PARCEL PACKAGE GROUND RATES MAINTENANCE
Carr PARC  Parcel      Whs 11  West Warwick, RI  02893
Destination Zip 19876
Type Options, Press Enter.
  5=Display

Opt  Trf Date  Eff Date
___  1/01/96  1/01/96

=====
=
```

STEP 3: Enter a **5** to display rates for this effective date when the above screen appears. If Parcel rates already exist for this carrier-warehouse combination, skip to Step 6 after completing this information

Exhibit 2-19

```

                                ABC COMPANY
                                CalcRate
CALC21R      PARCEL PACKAGE GROUND RATES MAINTENANCE
Carr UPS2    UPS 2nd Day Air      Whs 11   W. Warwick, Rhode Is 02893
Destination 10001 This is a zone 12 Shipment Trf Dte 2/04/95 Eff Dte 2/05/95
Type Options, Press Enter.
  2=Change  4=Delete

Opt  Wgt  Rate
___  1    6.25
___  2    7.25
___  3    8.00
___  4    8.50
___  5    9.25
___  6   10.50
___  7   12.00
___  8   13.25
___  9   14.50
___ 10   15.50
___ 11   17.00
___ 12   18.25

```

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add:

Hit **F9** and an entry screen will be displayed.

DISCOUNTS:

This option is used to update/maintain discount levels for parcel rates.

NOTE: This is the only option in which parcel discounts may be entered.

STEP 1: Select Option 12 From The CalcRate Main Menu

Exhibit 2-20

The screenshot shows a terminal window with the following text:

```
                ABC COMPANY
                CalcRate
CALC22R          PARCEL PACKAGE DISCOUNT MAINTENANCE

Enter Carrier & Zone _____

-----
F1=Help F3=Exit F4=Prompt
```

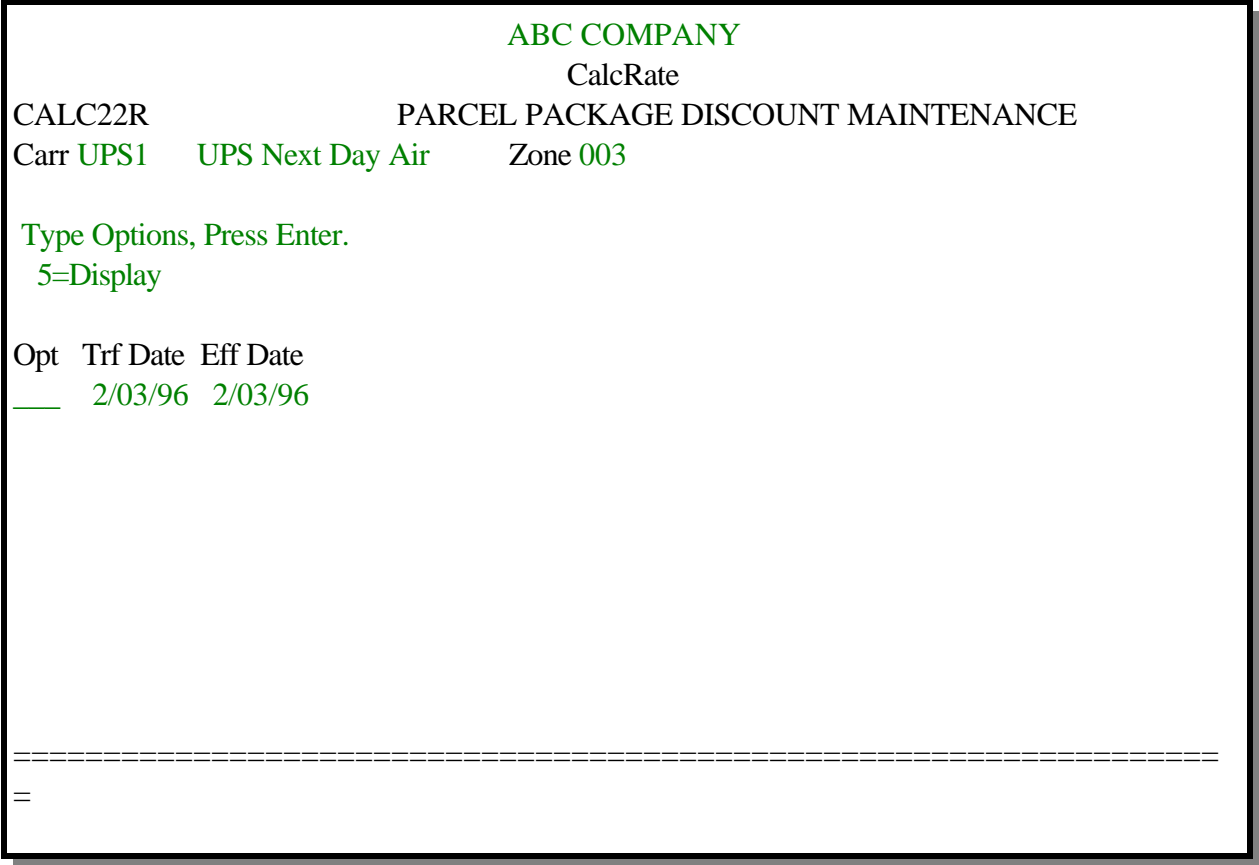
STEP 2: Enter the following information when the above screen appears:

Carrier code

Type in a carrier code or hit **F4** for a window. When using the window type an **X** in the carrier to be selected and hit **Enter**. Once a carrier has been entered or selected from the window, hit **Enter**. If the Carrier needed is not found, refer to Option 2.1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Zone

Enter the zone for which the discount will be applied.



STEP 3: Enter a **5** when the above screen appears to display rates for this effective date. If Parcel discounts already exist for this carrier-warehouse combination, skip to Step 6 after completing this information.

Exhibit 2-23

```

                                ABC COMPANY
                                CalcRate
CALC22R                        PARCEL PACKAGE DISCOUNT MAINTENANCE
Carr UPS1    UPS Next Day Air    Zone 003
Trf Dte 2/03/96 Eff Dte 2/03/96
Type Options, Press Enter.
  2=Change  4=Delete

Opt Pckge Wgt Dscnt
___  1 - 100 10.00
___ 101 - 200 20.00

=====
=
```

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add:

Hit **F9** and an entry screen will be displayed.

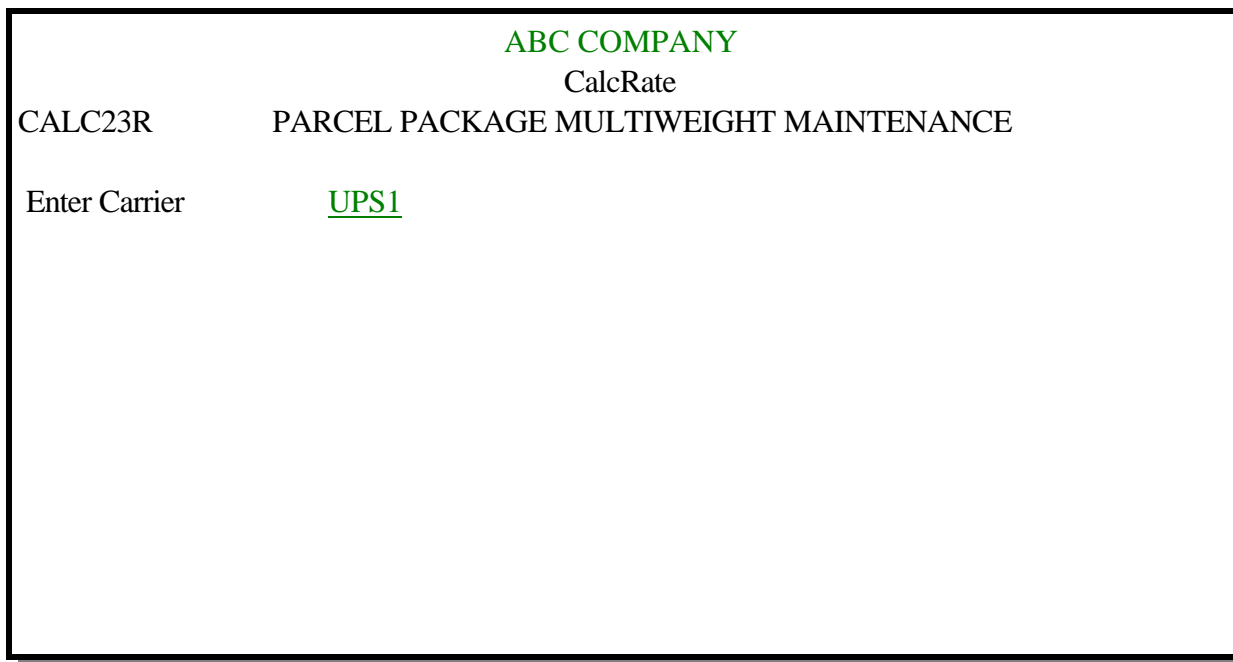
MULTIWEIGHT RATES:

This option is used to update/maintain parcel carrier multiweight rates such as UPS hundredweight and RPS multiweight.

NOTE: This is the only option in which parcel multiweight rates may be entered.

STEP 1: Select Option 12 From The CalcRate Main Menu
Select Option 3 From The Parcel Rate Maintenance Menu (See Exhibit 2-24)

Exhibit 2 - 24



STEP 2: Enter the following information when the above screen appears:

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

ABC COMPANY
CalcRate

CALC23R PARCEL PACKAGE MULTIWEIGHT MAINTENANCE
Carr **PARC** **Parcel**

Type Options, Press Enter.
5=Display

Opt	Trf Date	Eff Date
___	1/01/96	1/01/96

STEP 3: Enter a **5** when the above screen appears to display rates for this effective date. If Parcel Multiweight rates already exist for this carrier, skip to Step 6 after completing this information.

ABC COMPANY			
CalcRate			
CALC23R	PARCEL PACKAGE MULTIWEIGHT MAINTENANCE		
Carrier UPS1	UPS Next Day Air	Trf Dte 2/04/95	Eff Dte 2/05/95
Zone	Weight Range		CWT
	From	To	Rate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STEP 4: Enter the following information when the above screen appears:

Zone

Enter the zone for the corresponding rate.

Low Weight

Enter the lower weight range for this rate. For example, if this rate applies on shipments between '150' and '500' pounds, type **150** in this field.

High Weight

Enter the higher weight range for this rate. For example, if this rate applies on shipments between '150' and '500' pounds, type **500** in this field.

CWT Rate

Enter the rate. For example, a rate of \$14.65 per hundredweight would be entered as **14.65**.

STEP 5: Hit **Enter** to store the information, then exit to the CalcRate Main Menu. If you would like to check to make sure that the information was stored correctly, redo Steps 1,2 and 3, then go to Step 6.

Exhibit 2-27

ABC COMPANY				
CalcRate				
CALC23R		PARCEL PACKAGE MULTIWEIGHT MAINTENANCE		
Carrier	UPS1	UPS Next Day Air		
Trf Dte	2/03/96	Eff Dte	2/03/96	
Type Options, Press Enter.				
2=Change 4=Delete				
	Weight Range	CWT		
Opt	Zone	From	To	Rate
___	102	100	499	85.00
___	102	500	9999	80.00
___	103	100	499	105.00
___	103	500	9999	100.00
___	104	100	499	125.00
___	104	500	9999	120.00
___	105	100	499	135.00
___	105	500	9999	130.00
___	106	100	499	145.00
___	106	500	9999	140.00
___	107	100	499	155.00
___	107	500	9999	150.00

F1=Help F3=Exit F9=Add

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

To add:

Hit **F9** and an entry screen will be displayed.

AIR RATE MAINTENANCE:

This option is used to update/maintain air carrier rates that are zone based.

NOTE: This is the only option in which air rates may be entered.

STEP 1: Select Option 13 From The CalcRate Main Menu (See Exhibit 2-28)

Exhibit 2-28

ABC COMPANY
CalcRate
AIR RATES MAINTENANCE

CALC20R

Enter Carrier & Warehouse Code _____

STEP 2: Enter the following information when the above screen appears.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field (See Appendix C for a further explanation).

Exhibit 2-29

```

                                ABC COMPANY
                                CalcRate
CALC20R                        AIR RATES MAINTENANCE
Carr AIRT  air test            Whse 11  West Warwick, RI  02893

Type Options, Press Enter.
5=Display

Opt  Trf Date  Eff Date
___  1/01/96  1/01/96

-----
=
```

STEP 3: Enter a 5 when the above screen appears to display rates for this effective date.

Exhibit 2-30

```

                                ABC COMPANY
                                CalcRate
CALC20R                        AIR RATES MAINTENANCE
Carr AIRT  air test           Whs 11  West Warwick, RI  02893
Trf Dte 1/01/96 Eff Dte 1/01/96
Type Options, Press Enter.
  2=Change  4=Delete

Cd  St  State Name/Zone      Cd  St  State Name/Zone      Cd  St  State Name/Zone
__ AB ALBERTA  1           __ AZ ARIZONA  __      __ CT CONNECTICUT  __
__ AK ALASKA  __           __ BC BRITISH COL __      __ DC DISTRICT OF COL __
__ AL ALABAMA __           __ CA CALIFORNIA __      __ DE DELAWARE  __
__ AR ARKANSAS __          __ CO COLORADO __      __ FL FLORIDA  __
                                More...

Opt Zn Wght Amount Type
-----
-----
-----
-----
-----
-----
-----
                                More...
    
```

NOTE: When assigning zones to states, press the **Page Down** key to obtain additional states. When entering in rates by weight breaks and zones, press the **Page Down** key for additional fields.

STEP 4-A: Enter the following information, when the above screen appears, to assign a zone for a state:

CD

To update zones for this effective date, type a **2** in the CD field, change the zones and hit **Enter**.

Zone

Enter the zone assigned to this state. It is one position and may be alpha or numeric.

NOTE: These air zones are different from the zones for Parcel Carriers in

STEP 4-B: Enter the following information, when Exhibit 2-30 appears above, to enter in rates by weight breaks and zones:

Opt

To update rates for this effective date:

Type a **2** in the OPT field, change the rates and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

Zone

Enter the zone assigned to this rate.

Weight

Enter the weight break for this zone and rate. For example, if the rate only applies for shipments, in a certain zone, weighing 500 lbs. or more, type **500**. If it is a minimum, type a **1** in this field.

Amount

Enter the rate.

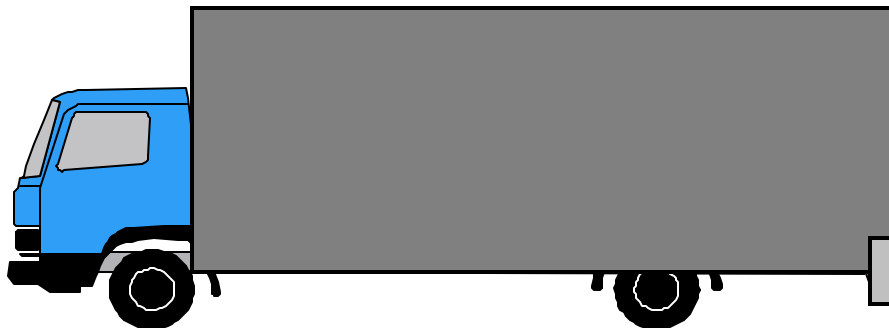
Type

Enter **C** if the rate is per hundredweight or **F** if the rate is a flat charge. For example,

STEP 5: Hit **Enter** to store the information, then exit to the CalcRate Main Menu. If you would like to check to make sure that the information was stored correctly, redo Steps 1,2, and 3.

Section 3

Carrier Selection



ROUTING PREFERENCES

Step 1:

From the CalcRate Main Menu, select Option 20 (Routing Preferences). You should see the following sub menu:

15:09:50	CalcRate	10/29/98
ROUTING PREFERENCES		
Select one of the following:		
1. Routing by Customer		<CALC42R>
2. Routing by Zip Code		<CALC26R>
3. Routing Exception by Customer		<CALC43R>
4. Routing Exception by Zip Code		<CALC02R - MARKET >
Selection ==>>	F3=Exit	F21=Command Entry

ROUTING BY CUSTOMER:

This option is used to update/maintain routing guides from warehouses to specific customers.

Information stored in this Option is third in the hierarchy of routing preferences. Before displaying rates CalcRate will first look for routing exceptions in Options 20-3 and 20-4. If no exceptions are found, CalcRate will display the preferences in this option before looking at the Routing by Zip code file (Option 20-2).

NOTE: The information stored in this file displays when a rate comparison (Option 22) is performed.

STEP 1: Select Option 20 From The CalcRate Main Menu

Select Option 1 From The Routing Preferences Menu (See Exhibit 3-1)

Exhibit 3-1

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC42R      CUSTOMER ROUTING MAINTENANCE

Enter Warehouse Code and Customer Number _____
```

STEP 2: Enter the following information when the above screen appears. If primary and secondary carriers by customer already exist for this warehouse-customer number combination, skip to Step 5 after completing this information.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is “Zip” based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

Customer Number

Type in the customer number. This is an alpha-numeric field which may include up to 10

Enter at least one of the following:

Primary LTL Carrier

Enter the primary LTL carrier or use **F4** to display a window of LTL carriers.

Primary TL Carrier

Enter the primary TL carrier or use **F4** to display a window of TL carriers.

Primary PRCL Carrier

Enter the primary parcel carrier or use **F4** to display a window of parcel carriers.

Primary AIR Carrier

Enter the primary air carrier or use **F4** to display a window of air carriers.

Secondary LTL Carrier

Enter the secondary LTL carrier or use **F4** to display a window of LTL carriers.

Secondary TL Carrier

Enter the secondary TL carrier or use **F4** to display a window of TL carriers.

Secondary PRCL Carrier

Enter the secondary parcel carrier or use **F4** to display a window of parcel carriers.

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 3-3

```

                                ABC COMPANY
                                CalcRate
CALC42R                        CUSTOMER ROUTING MAINTENANCE
11  West Warwick, RI  02893
1111111111 ABC Toy Company
Type Options, Press Enter.
  3=Copy 5=Display

Opt  Eff Date
__  1/01/96

=====
=
```

STEP 5: If you want to display the routing information, type a **5** in the OPT field when the above screen appears, then hit **Enter**. (See Exhibit 3-4 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

Exhibit 3-4

```

                                ABC COMPANY
                                CalcRate
CALC42R                        CUSTOMER ROUTING MAINTENANCE
11  West Warwick, RI  02893      Eff Dte 1/01/96
132355021  ABC Toy Company
Type Options, Press Enter.
  2=Change  4=Delete

                                -Primary Carriers-    -Secondary Carriers-
Opt  St  Lozip  Hizip      City      LTL  TL  PRCL  AIR    LTL  TL  PRCL  AIR
___  NY  09000  14999  NEW YORK  _____

-----
=
    
```

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

ROUTING BY ZIP CODE:

This option is used to update/maintain routing preferences from a warehouse, to a state range of Zip codes or a specific Zip code.

Information stored in this Option is fourth in the hierarchy of routing preferences. Before displaying rates CalcRate will first look for routing exceptions in Options 20-3 and 20-4. If no exceptions are found, CalcRate will display routing preferences in Option 20-1 before looking at the Routing by Zip code file in this option.

NOTE: The information stored in this file displays when a rate comparison (Option 22) is performed.

STEP 1: Select Option 20 From The CalcRate Main Menu

Exhibit 3-5

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC26R          WAREHOUSE ROUTING MAINTENANCE
Enter Warehouse Code _____
```

STEP 2: Enter the following information when the above screen appears. If primary and secondary carriers by Zip code already exist for this warehouse, skip to Step 5 after completing this information.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**.
If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.
If the Company is “Zip” based, then enter the origin state in the Warehouse Code Field
(See Appendix C for a further explanation).

City Name

Enter the city name. This is for reference only. The CalcRate system will use the Zip codes to determine the routing.

Enter at least one of the following:

Primary LTL Carrier

Enter the primary LTL carrier or use **F4** to display a window of LTL carriers.

Primary TL Carrier

Enter the primary TL carrier or use **F4** to display a window of TL carriers.

Primary PRC Carrier

Enter the primary parcel carrier or use **F4** to display a window of parcel carriers.

Primary AIR Carrier

Enter the primary air carrier or use **F4** to display a window of air carriers.

Secondary LTL Carrier

Enter the secondary LTL carrier or use **F4** to display a window of LTL carriers.

Secondary TL Carrier

Enter the secondary TL carrier or use **F4** to display a window of TL carriers.

Secondary PRC Carrier

Enter the secondary parcel carrier or use **F4** to display a window of parcel carriers.

Secondary AIR Carrier

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 3-7

```

                                ABC COMPANY
                                CalcRate
CALC26R                        WAREHOUSE ROUTING MAINTENANCE
11  West Warwick, RI  02893

Type Options, Press Enter.
  3=Copy  5=Display

Opt  Eff Date
___ 11/01/95
___  1/01/95

```

STEP 5: If you want to display the routing information, type a **5** in the OPT field when the above screen appears, then hit **Enter**. (See Exhibit 3-8 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

Exhibit 3-8

```

                                ABC COMPANY
                                CalcRate
CALC13R                          WAREHOUSE ROUTING MAINTENANCE
11  West Warwick, RI  02893      Eff Dte 11/01/95

Type Options, Press Enter.
  2=Change  4=Delete

Opt St  Lozip  Hizip  City      -Primary Carriers-      -Secondary Carriers-
      LTL  TL  PRCL  AIR      LTL  TL  PRCL  AIR
__  KY  40000  42799      APAC  ___  ___  ___  ___  ___  ___  ___  ___
__  NY  09000  14999  NEW YORK  CFWY  ___  ___  ___  ___  YFSY  ___  ___  ___
__  OH  43000  45899      APAC  ___  ___  ___  ___  ___  ___  ___  ___

-----
F1=Help  F3=Exit  F4=Prompt  F9=Add
    
```

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

ROUTING EXCEPTION BY CUSTOMER:

This option is used to exclude specific carriers from being selected and/or displayed for a specific customer, from a warehouse, in CalcRate.

Information stored in this Option is first in the hierarchy of routing preferences. Before displaying rates CalcRate will first look for routing exceptions this option, then Option 20-4. If no exceptions are found, CalcRate will display routing preferences in Option 20-1 before looking at the Routing by Zip code file in Option 20-2.

NOTE: The information stored in this file excludes the carrier from the display when a rate comparison (Option 22) is performed.

STEP 1: Select Option 20 From The CalcRate Main Menu

Exhibit 3-9

```

                                ABC COMPANY
                                CalcRate
CALC43R                CUSTOMER MARKET LANE PROVISION MAINTENANCE

Enter Carrier & Warehouse Code  _____

-----
F1=Help  F3=Exit  F4=Prompt

```

STEP 2: Enter the following information when the above screen appears. If routing exceptions by customer already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is “Zip” based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

Exhibit 3-10

ABC COMPANY					
CalcRate					
CALC43R		CUSTOMER MARKET LANE PROVISION			
MAINTENANCE					
APAC APA Transport	11	West Warwick, RI 02893 Eff Dte			
		Dest Range			
Customer	Customer Name	St	From	To	
_____	_____	__	_____	_____	
_____	_____	__	_____	_____	
_____	_____	__	_____	_____	
_____	_____	__	_____	_____	
_____	_____	__	_____	_____	

STEP 3: Enter the following information when the above screen appears:

Customer Number

Type in the customer number. This is an alpha-numeric field which may include up to 10 positions.

NOTE: The same customer number may be used more than one time for exceptions to different locations.

Customer name

Type in the customer name. This is for reference only. CalcRate will use the customer number to store this routing exception.

State

Type in a state code or hit **F4** for a window. When using the window type an **X** in the state to be selected and hit **Enter**. Once the state code has been entered

From (Low Zip)

Enter the low range of the city Zip. If the exclusion applies to the whole state leave the field blank and the state's low Zip code range will automatically be defaulted.

To (High Zip)

Enter the higher range of the city Zip. If the exclusion applies to the whole state leave

STEP 4: Hit **Enter** to store this information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 3-11

```

                                ABC COMPANY
                                CalcRate
CALC02R                        MARKET LANE PROVISION MAINTENANCE
HJBT JB Hunt Transportation 11  West Warwick, RI 02893

Type Options, Press Enter.
 3=Copy 5=Display

Opt Eff Date
___ 1/01/96

=====
=
```

STEP 5: If you want to display the exception information, type a **5** in the OPT field when Exhibit 3-11 appears, then hit **Enter**. (See Exhibit 3-12 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on copying information.

Exhibit 3 - 12

```

                                ABC COMPANY
                                CalcRate
CALC06R          MARKET LANE PROVISIONS MAINTENANCE
CFWY Consolidated Freightways 11  W. Warwick, Rhode 02893 1/10/94

Type Options, Press Enter.
 4=Delete
  Dest Range
Opt  St   From  To
---  CT   06000 06999
    
```

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

ROUTING EXCEPTION BY ZIP CODE MAINTENANCE:

This option is used to exclude specific carriers, shipping from warehouses to certain state Zip ranges and specific Zip code ranges, from being selected and/or displayed in CalcRate.

Information stored in this Option is second in the hierarchy of routing preferences. Before displaying rates CalcRate will first look for routing exceptions by customer in Option 20-3, then will look in this option. If no exceptions are found, CalcRate will display routing preferences in Option 20-1 before looking at the Routing by Zip code file in Option 20-2.

NOTE: The information stored in this file excludes the carrier from the display when a rate comparison (Option 22) is performed.

STEP 1: Select Option 20 From The CalcRate Main Menu

Exhibit 3-13

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC02R          MARKET LANE PROVISION MAINTENANCE

Enter Carrier & Warehouse Code  _____

=====
```

STEP 2: Enter the following information when the above screen appears. If routing exceptions by customer already exist for this carrier-warehouse combination, skip to Step 5 after completing this information.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is “Zip” based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

Exhibit 3-14

ABC COMPANY			
CalcRate			
CALC06R	MARKET LANE PROVISIONS MAINTENANCE		
HJBT	JB Hunt Transportation	11	West Warwick, RI 02893 Eff Dte _____
	Dest Range		
St	From	To	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

STEP 3: Enter the following information when the above screen appears:

Effective date

Enter the date that these exclusions become effective. The date is entered in a MMDDYY format.

State

Type in a state code or hit **F4** for a window. When using the window type an **X** in the state to be selected and hit **Enter**. Once the state code has been entered or selected from the window, hit **Enter**.

From (Low Zip)

Enter the low range of the city Zip. If the exclusion applies to the whole state leave the field blank and the state’s low Zip code range will automatically be defaulted.

To (High Zip)

Enter the higher range of the city Zip. If the exclusion applies to the whole state leave the field blank and the state’s high Zip code range will automatically be defaulted.

STEP 4: Hit **Enter** to store the information, then exit to the CalcRate Main Menu. If you would like to verify that the information was stored correctly, redo Steps 1 and 2, then go to Step 5.

Exhibit 3-15

ABC COMPANY	
CalcRate	
CALC02R	MARKET LANE PROVISION MAINTENANCE
HJBT JB Hunt Transportation 11	West Warwick, RI 02893
Type Options, Press Enter.	
3=Copy 5=Display	
Opt	Eff Date
___	1/01/96

STEP 5: If you want to display the exception information, type a **5** in the OPT field when Exhibit 3-15 appears, then hit **Enter**. (See Exhibit 3-16 below)

NOTE: If you want to copy the information to a different warehouse, type a **3** in the OPT field, then hit **Enter**. See Appendix B for more detailed information on the “copy” command.

Exhibit 3-16

```

                                ABC COMPANY
                                CalcRate
CALC06R                MARKET LANE PROVISIONS MAINTENANCE
HJBT JB Hunt Transportation  11  West Warwick, RI  02893  1/01/96

Type Options, Press Enter.
4=Delete
      Dest Range
Opt St  From  To
___ NY 09000 14999

=====
F1=Help  F3=Exit  F9=Add
    
```

STEP 6: Enter the following information when the above screen appears:

Opt

To update a record:

Type a **2** in the OPT field, change the data and hit **Enter**.

To delete the information:

Type a **4** in the OPT field and hit **Enter**.

LTL RATE INQUIRY:

This option is used to perform single LTL carrier rate inquiries.

STEP 1: Select option 21 From The CalcRate Main Menu (See Exhibit 3-17)

Exhibit 3-17

ABC COMPANY	
CalcRate	
CALC17R	LTL RATE INQUIRY
Enter Carr & Whse Code	Zip Customer Number
I/O <input type="radio"/> Add Accessorial Charges- Y/N <input type="radio"/> N	Date 7/09/96 Far- Y/N <input type="radio"/> Y
=====	
F1=Help F3=Exit F4=Prompt	

STEP 2: Enter the following information when the above screen appears:

Carrier code

Type in a carrier code or hit **F4** for a window. When using the window type an **X** in the carrier to be selected and hit **Enter**. Once the carrier has been entered or selected from the window, hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin Zip code in the Warehouse Code Field (See Appendix C for a further explanation).

Zip

Enter the destination Zip code if this is an outbound shipment, or the origin Zip code if this is an inbound shipment.

Customer Number

Enter the customer number. This is an alpha-numeric field which may include up to 10 positions.

NOTE: This optional field is used by CalcRate to determine if a market lane provision (See Options 20-3 and 20-4) condition exists.

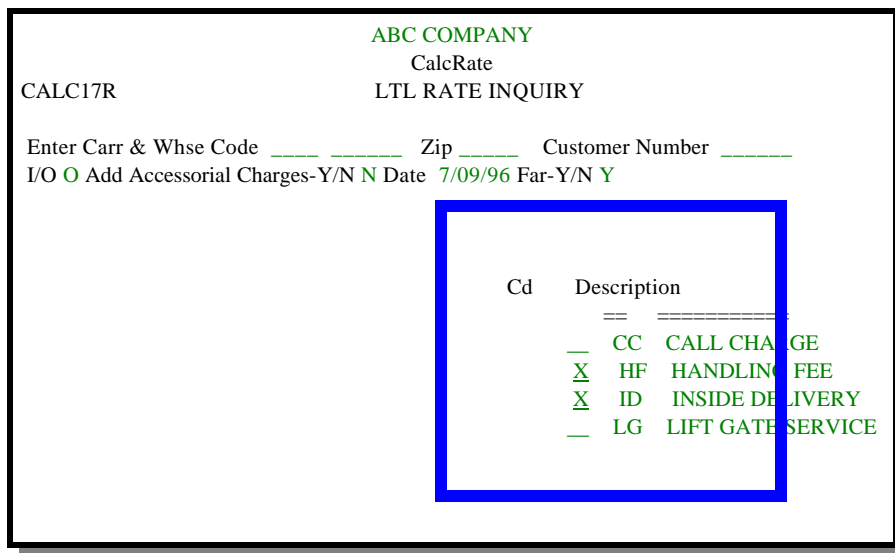
I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment. This field will automatically default to an **O**.

Add Accessorial Charges- Y/N

Enter a **Y** to add accessorial charges to the calculated rates or an **N** to omit accessorial charges. This field will automatically default to an **N**.

NOTE: If a **Y** is entered in this field, the user will be prompted to enter an accessorial charge before going to Step 3. The prompt window will display all codes entered in Option 3-1. Place an



Date

Enter the shipment date in an MMDDYY format. The date will automatically default to today's date if no date is entered.

FAK Y/N

Enter a **Y** to use the FAKs from the carrier masterfile in Option 2 or **N** to rate the

ABC COMPANY				
CalcRate				
CALC17R	LTL RATE INQUIRY	Outbound Rates From		
Carrier APAC	APA Transport	Whse 11	West Warwick, RI 02893	
I/O O	Fak-Y/N Y	Date 7/09/96		
To Zip 11746	Floor	Discount	Surcharge	
Class	Weight			
=====	=====			
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			
=====				

STEP 3: Enter the following information when the above screen appears:

Class

Enter the class(es) for the shipment.

NOTE: The 18 valid classes are: 50, 55, 60, 65, 70, 77.5, 85, 92.5, 100, 110, 125, 150, 175, 200, 250, 300, 400 and 500.

Weight

Enter the weight of the shipment.

Exhibit 3-19

ABC COMPANY			
CalcRate			
CALC17R	LTL RATE INQUIRY		Outbound Rates From
Carrier APAC	APA Transport	Whse 11	West Warwick, RI 02893
I/O O	Fak-Y/N Y	Date 7/09/96	
To Zip 11746	Floor 50.00	Discount 42.00	Surcharge
Tariff Applied RDWY 96/01/01 Transit Time 4 Days			
Class	Weight	Rate	Extension
100.0	990	49.75	492.53
DEFICIT	10	49.75	4.98
			208.95 DISCOUNT
TOTAL WGT	990		288.56 <==TOTAL CHARGE

F1=Help F3=Exit			

NOTE: CalcRate automatically calculates and displays the deficit weight, i.e. the amount of weight you may add to the trailer without increasing the total charge.

RATE COMPARISON:

This option is used to compare rates of all carriers on a point to point basis.

STEP 1: Select option 22 from the CalcRate Main Menu (See Exhibit 3-20)

Exhibit 3-20

```

                                ABC COMPANY
                                CalcRate
CALC18R                          RATE COMPARISON

Enter Warehouse Code _____ Destination 10001 _ Customer Number _____
I/O O Add Accessorial Charges- Y/N N Date 11/28/95 Transit Level ____

=====
=
F1=Help F3=Exit F4=Prompt

```

NOTE: If you are using the Rand McNally Household Goods Mileage Database,

Exhibit 3-21

```

                                CalcRate
CALC18R                          RATE COMPARISON

Enter Warehouse Code _____ Destination _____ _ Customer Number _____
I/O O Add Accessorial Charges- Y/N N Date 7/10/96 Transit Level ____
Destination State __ City _____ County _____

=====
F1=Help F3=Exit F4=Prompt

```


STEP 2: Enter the following information (as seen above in Exhibits 3-20 and 3-21), then see Exhibit 3-23:

Warehouse code

If the company is “warehouse” based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is “Zip” based, then enter the origin Zip code in the Warehouse Code Field (See Appendix C for a further explanation).

Destination

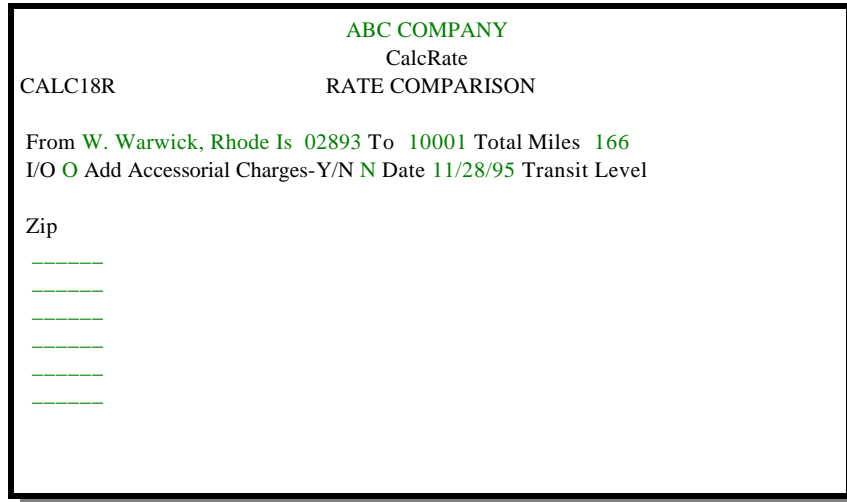
Enter the destination Zip code if this is an outbound shipment, or the origin Zip code if this is an inbound shipment. If this is a multi-stop move enter the zip code of the 1st stop. Press the **Field Exit** key.

“ ”

Enter a “+” if you are shipping a muti-stop truck.

NOTE: This is an optional field which is used to determine the freight charges to multiple destinations. If left blank, skip to Exhibit 3-23. If a “+” is entered, the following screen will appear:

Exhibit 3-22



When Exhibit 3-22 appears enter the zip codes of the stops beginning with the second stop. Eg. 1st zip code equals the 2nd stop, 2nd zip code equals the 3rd stop, etc. Press **Field Exit** after each zip code. Once you have entered in all of the stops see Exhibit 3-23.

Customer Number

Enter the customer number. This is an alpha-numeric field which may include up to 10 positions.

I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment. The system automatically defaults to an **O**.

Add accessorial charges Y/N

Enter a **Y** to add accessorial charges to the calculated rates or an **N** to omit accessorial charges. The system automatically defaults to an **N**.

NOTE: If a **Y** is entered in this field, the user will be prompted to enter an accessorial charge before going to Step 4. The prompt window, as seen in Exhibit 3-23 will display all codes entered in Option 3-1. Place an **X** in the appropriate field, then press **Enter**.

Exhibit 3-23

ABC COMPANY
CalcRate
RATE COMPARISON

CALC18R

Enter Warehouse Code 11 Destination 10001 Customer Number _____
I/O O Add Accessorial Charges-Y/N Y Date 6/26/97 Transit Level ____

Cd	Description
<input type="checkbox"/>	CC CALL CHARGE
<input checked="" type="checkbox"/>	HF HANDLING FEE
<input checked="" type="checkbox"/>	ID INSIDE DELIVERY
<input type="checkbox"/>	LG LIFT GATE SERVICE

F12=Exit Use -x- to select

Date

Enter the shipment date in an MMDDYY format. The date will automatically default to today's date if no date is entered.

Transit Level

If needed, enter the maximum number of days it may take for the shipment to be delivered e.g. Enter a **3** and CalcRate will display all carriers that will deliver the shipment within 3 days.

NOTE: Leaving the transit level field blank will display all carriers. If the carrier does not have transit information in the system and the user specifically requests a time, that carrier will not be shown. Go to Option 4 to enter transit information, or consult ARTC who can maintain transit levels.

If you are using the Rand McNally Household Goods mileage database, also enter the following information:

Destination state

Enter the destination state code as based in Rand McNally Household Goods mileage database.

Destination city

Enter the destination city name as based in Rand McNally Household Goods mileage database.

Destination county

Enter the destination county name as based in Rand McNally Household Goods mileage database. This field is only required if there is another city with the same name in that state.

ABC COMPANY		
RATE COMPARISON		
CALC18R		
From W. Warwick, Rhode Is 02893 To 10001 Total Miles 166		
I/O O Add Accessorial Charges-Y/N N Date 11/28/95 Transit Level		
Additional Stops		
Class	Weight	Ctns
<u>55.0</u>	<u>500</u>	<u>10</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
=====		
F1=Help F3=Exit		

STEP 4: Enter the following information when the above screen appears:

Class

Enter the class(es) for the shipment.

NOTE: The 18 valid classes are: 50, 55, 60, 65, 70, 77.5, 85, 92.5, 100, 110, 125, 150, 175, 200, 250, 300, 400 and 500.

Weight

Enter the weight of the shipment.

Cartons

Enter the number of cartons in the shipment.

NOTE: This field will automatically default to **1** if nothing is entered.

Exhibit 3-25

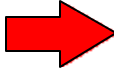
ABC COMPANY									
CalcRate									
CALC18R RATE COMPARISON									
From West Warwick, RI 02893 To 10001 Total Miles 100									
I/O O Add Accessorial Charges-Y/N N Date 6/24/96 Transit Level									
Additional Stops									
Class	Weight	Ctns	Type Options, Press Enter.						
55	100	1	5=Display						
		Dsp	Mde	Rte	Carrier Name	Amount	Days	D/I	
		-	L		ABF	125.61	4	D	
		 D	-	L	SEC Roadway Express	155.00	2	2	
		D	<u>5</u>	L	Overnight Express	156.08	4	4	
		P	PRI	RPS	Second Air	158.44	2	D	
		-	L		APA Transport	165.05	4	I	
		-	T		JB Hunt Transport	168.74	3	D	
		-	L		Consolidated Freight	170.00	2	D	
		-	A		Air Express	1405.00	1	D	
		-	T		Schneider National TT	1428.55	2	D	
		-	T		Schneider National **	1531.00	2	D	

Exhibit 3-24 will show the following information:

Display (Dsp)

Enter a **5** to display detailed information about that carrier's rate calculation e.g. discount, rate, deficit, etc.

NOTE: This function is not permitted for parcel and air carriers.

Mode (Md)

This field will display a **T** for a truckload carrier, an **L** for an LTL carrier, a **P** for parcel or an **A** for air.

NOTE: If shipping a multi-stop TL, only carriers designated by a **T** will display in Exhibit 3-24.

Routing (Rte)

This field will display **PRI** for any primary carriers entered in Option 20 or **SEC** for any secondary characters entered in Option 20.

Carrier Name

This field will display the carrier's name.

NOTE: A carrier may be listed more than once if it has rates for more than one equipment type.

Amount

This field will display the cost (net amount to be paid) of the shipment as rated by CalcRate.

Days

This field will display the number of days it will take to deliver the shipment, if known.

Direct or Interline (D/I)

This field will display a **D** if the shipment will be a direct shipment or an **I** if it will be an interline shipment.

NOTE: ARTC receives and updates this information from carrier tapes. Call ARTC for more information.

General Information

Only carriers servicing a specific point will display.

If the weight exceeds the capacity of a certain equipment type, the corresponding rate will not display.

Parcel rates are calculated by dividing the total weight by the number of cartons, and then multiplying the rate for one carton by the total number of cartons. Parcel hundred weight rates (Option 12-3) will display if they are cheaper.

If shipping a multi-stop truck, the zip codes of the stops will display. Only carriers with a mode of **T** will appear for a multi-stop move.

STEP 5: If you want more detailed information about how the carrier's rates were calculated (after discount, rate, deficit, etc), enter a **5** next to these carriers in the DSP field (see Exhibit 3-24) and press **Enter** (See Exhibit 3-26).

Exhibit 3-26

ABC COMPANY			
CalcRate			
CALC27R	LTL RATE INQUIRY		Outbound Rates From
Carrier RDWY Roadway Express	Whse 11	W. Warwick, Rhode	02893
I/O <input type="radio"/> Fak- Y/N Y	Date 8/21/96		
To Zip 10001	Floor	Discount 50.00	Surcharge
Tariff Applied RDWY 96/01/01		Transit Time 4 Days	
Class	Weight	Rate	Extension
=====	=====	=====	=====
55.0	100		112.16
Minimum Charge			
		56.08	DISCOUNT
TOTAL WGT	100	56.08	

PRO NUMBER MAINTENANCE:

This option will be used to update/maintain pro numbers for automatic pro number assignment at shipment verification time. Before you use this option, you are required to get a block of pro numbers from the carriers. See ARTC for more information.

STEP 1: Select option 30 From The CalcRate Main Menu (see Exhibit 4-1)

Exhibit 4 - 1

```

                                ABC COMPANY
                                CalcRate
CALC34R                        PRO NUMBER MAINTENANCE

Enter Carrier Code _____

=====

```

STEP 2: Enter the following information when the above screen appears:

Carrier code

Type in a carrier code or hit **F4** for a window. When using the window type an **X** in the carrier to be selected and hit **Enter**. Once the carrier has been entered or selected from the window, hit **Enter**, then see Exhibit 4-2. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

ABC COMPANY
CalcRate
PRO NUMBER MAINTENANCE

CALC34R

Enter Carrier Code AIRT air test
Type Options, Press Enter.
2=Change

Opt	Whse	Warehouse Location	Last Pro Number	Chg Dte Act
___	11	West Warwick, RI	_____	0/00/00
___	21	Chicago, IL	_____	0/00/00
___	31	Los Angeles CA	_____	0/00/00
___	41	Charlotte, NC	_____	0/00/00

=====

=

PAYMENT TOLERANCE MAINTENANCE:

This option is used to update/maintain payment tolerances by carrier. These tolerances are used in Option 34 (B/L Posting) and Option 35 (EDI Posting) i.e. if the billed amount falls within the payment tolerance established for the carrier, it will be passed for payment. If it does not, a message will be displayed and the user must determine the amount to be paid.

NOTE: If nothing is entered in this option, the freight amount must match the rated amount exactly for the bill to be passed for payment.

STEP 1: Select Option 31 From The CalcRate Main Menu (See Exhibit 4-3)

Exhibit 4-3

```

                                ABC COMPANY
                                CalcRate
CALC28R                        PAYMENT TOLERANCE MAINTENANCE

Enter Carrier Code _____

=====
=

```

STEP 2: Enter the following information when the above screen appears:

Carrier code

Type in a carrier code or hit **F4** for a window. When using the window type an **X** in the carrier to be selected and hit **Enter**. Once the carrier has been entered or selected from the window, hit **Enter**, then see Exhibit 4-4. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

ABC COMPANY	
CalcRate	
CALC28R	PAYMENT TOLERANCE MAINTENANCE
Enter Carrier Code RDWY Roadway Express Inc.	
Over/Under Charge	*
Dollar Amount	1.00
Percentage Amount	_____
Up To Dollar Amount	_____

=	

STEP 3: Enter the following information when the above screen appears:

Over/Under Charge

Type a “+” to set a tolerance for overcharges only, type a “-” to set a tolerance for undercharges only or type a “*” to set a tolerance for both undercharges and overcharges.

Enter one of the following:

Dollar Amount

Enter the dollar amount of the undercharge or overcharge that can be passed for payment. For example, if you want to pass all bills that have a discrepancy of \$5.00 or less, type **5.00** in this field.

NOTE: If you enter in a dollar amount, do not enter in a percentage amount.

or

Percentage Amount

Enter the percentage amount of the undercharge or overcharge that can be passed for payment. For example, if you want to pass all bills that have a discrepancy of 5% or less, type **5.00** in this field.

NOTE: If you enter in a dollar amount, do not enter in a percentage amount.

Up to Dollar Amount

Enter the maximum dollar amount of the discrepancy for a percentage tolerance. For example, if you want to pass all bills that have a discrepancy of 5% or less up to \$50.00, type **50.00** in this field.

NOTE: This field should only be used in conjunction with percentage tolerances.

CUSTOMER INVOICE ADJUSTMENT:

This option is used to store freight adjustment charges by carrier and warehouse. These charges are added to the rated amount when invoicing the customer for "Pre-Pay and Add" shipments.

STEP 1: Select Option 32 From The CalcRate Main Menu (See Exhibit 4-5)

Exhibit 4 - 5

The screenshot shows a terminal window with the following text:

```
ABC COMPANY
CalcRate
CALC24R          FREIGHT ADJUSTMENT MAINTENANCE

Enter Carrier & Warehouse Code  _____

=====
=
```

STEP 2: Enter the following information when the above screen appears:

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. If the carrier needed is not found, refer to Option 2-1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Warehouse code

If the company is "warehouse" based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu.

If the Company is "Zip" based, then leave the Warehouse Code Field blank (See

Exhibit 4-6

ABC COMPANY	
CalcRate	
CALC24R	FREIGHT ADJUSTMENT MAINTENANCE
CFWY Consolidated Freightways 11	W. Warwick, Rhode I 02893
Adj. Type <u>D</u>	
Adj. Amt <u>10.00</u>	

STEP 3: Enter the following information when the above screen appears:

Adjustment Type

Type a **D** for dollar adjustments or a **P** for percentage adjustments.

Adjustment Amount

Enter the amount of the adjustment. A \$10 adjustment would be entered as **10.00** and a 5% adjustment would be entered as **5.00**.

In the above example, ARTC would add \$10 to the actual cost of the freight. This new “freight adjusted” total is used to invoice the customer on “Pre-Pay & Add” bills only. The “actual freight charges” are accrued and displayed in Option 33.

B/L ACCRUAL FILE:

This option is used to display all open bills of lading by carrier in date sequence.

STEP 1: Select option 33 from the CalcRate Main Menu (See Exhibit 4-7)

Exhibit 4 - 7

```

                                ABC COMPANY
                                CalcRate
                                B/L INQUIRY
CALC30R
Enter Carrier Code _____
=====
=
```

STEP 2: Enter the following information when the above screen appears:

Carrier code

Type in the carrier code or hit **F4** for a window. When using the window type an **X** in the carrier to be selected and hit **Enter**. The system will display all open bills of lading of this carrier in date sequence (See Exhibit 4-8). The carrier code can also be left blank and the system will display all open bills of lading in alpha sequence by carrier. If the carrier needed is not found, refer to Option 2-1 to verify it was entered as a valid carrier. Consult ARTC if there are any problems.

Exhibit 4-8

ABC COMPANY							
CalcRate							
CALC30R							
B/L INQUIRY							
Type Options, Press Enter. Position To Carr/Date/BL _____							
1=Rerate 2=Change 4=Delete 5=Display 7=Comments 9=Post							
Opt	Whse	Ship Dte	Carr	Dest	B/L Number	Pro Number	Frt Amount
___	11	94/08/18	RDWY	92069	1100102000	<u>1089810343</u>	643.36
___	11	94/08/18	RDWY	80222	1100107600	<u>1089810839</u>	39.80
<u>5</u>	11	94/08/19	RDWY	61455	1100107900	<u>1089810848</u>	47.92
___	11	94/08/22	RDWY	61354	1100112000	<u>1089810949</u>	528.21
___	11	94/08/22	RDWY	49507	1100112300	<u>1089810976</u>	73.54
___	11	94/08/24	RDWY	84401	1100118700	<u>108037502X</u>	287.09
___	11	94/08/24	RDWY	68501	1100118800	<u>1080375039</u>	85.78
___	11	94/08/24	RDWY	90039	1100118900	<u>1080375048</u>	138.83
___	11	94/08/24	RDWY	27801	1100119000	<u>1080375057</u>	113.88
___	11	94/08/24	RDWY	33916	1100119500	<u>1080375102</u>	118.13
___	11	94/08/24	RDWY	54912	1100119900	<u>1080375149</u>	70.72
___	11	94/08/24	RDWY	28256	1100120000	<u>1080375158</u>	115.90
=====							
=							

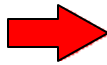


Exhibit 4-8 will show the following detail information:

Warehouse

This field will display the warehouse from which the shipment was made.

Shipment Date

This field will display the date on which the shipment was made.

Carrier

This field will display the carrier which made the shipment.

Destination

This field will display the destination of the shipment.

B/L Number

This field will display the bill of lading number of the shipment, which is passed by the user to the CalcRate system.

Pro Number

This field will display the pro number of the shipment, if it is available. It may be blank.

Freight Amount

This field will display the actual amount which the user expects to be billed for the shipment.

STEP 3: Enter the following information to position to a specific group of bills:

Position to Carrier

If you want to look at shipments of a specific carrier, enter that carrier's name in this field.

Date

If you want to look at shipments starting from a specific date, enter that date in this field.

BL

If you want to look at shipments starting from a specific Bill of Lading number, enter that number in this field.

STEP 4:

Options

Rerate (1)

To rerate the shipment:

Type a **1** in the OPT field. (See Step 5-A for a full explanation)

Change (2)

To change the pro number:

Type a **2** in the OPT field, change the data, then hit **Enter**.

Delete (4)

To delete a bill:

Type a **4** in the OPT field, then press **Enter**.

Display (5)

To display information about how that charge breaks down by class and/or item number:

Type a **5** in the OPT field, then hit **Enter** (See Steps 5-B and 5-C for a full explanation).

Comments (7)

To add a comment about the shipment:

Type a **7** in the OPT field, then hit **Enter** (See Step 5-D for a full explanation).

Post (9)

To post the shipment and pass the shipment for payment:

Type a **9** in the OPT field, then hit **Enter**. The bill gets expunged from the

STEP 5-A (Rerating): To rerate the shipment using a different carrier and/or equipment code, press a 1 in the OPT field in Exhibit 4-8 and change the pro number (if necessary).

Exhibit 4-9

ABC COMPANY			
CalcRate			
CALC48R	RERATE SHIPMENT		
Carr	APA Transport	B/L 1100112800	Pro 18681605 Amt 51.65
Enter Carr/Equip To Rerate Shipment			
— —			
=====			

Enter the following information when the above screen appears:

Carrier

Enter the carrier for which you would like to rate the bill.

Equipment

Enter the equipment code for the shipment, if applicable.

Press **Enter**, CalcRate will rerate the shipment for the new carrier and keep the shipment in the accrual file.

WARNING: The original carrier will be lost.

STEP 5-B (Displaying): To display information about how that freight charge breaks down by class, type a **5** in the OPT field, then hit **Enter**.

Exhibit 4 - 10

ABC COMPANY

CalcRate
B/L INQUIRY

CALC31R

Bill of Lading 1100107900 Ship Date 94/08/19

Warehouse W. Warwick, Rhode Is Total Weight 242.00 Due Date 0/00/00

Carrier Roadway Express Inc. Pro Number 1089810848 Frght Amt 47.92

Order 206399-00 Customer 163251 Dest 61455 IL

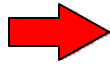
Type 5=Display, Press Enter. Stop\$ Srch\$ Accs\$

Opt	Cls	Weight	Carton	Cube	Pieces	Frnt Amount
	77.5	6	30		30	1.08
<u>5</u>	85.0	236	24		24	46.84

=====

=

F1=Help F3=Exit F5=Nxt Purchase Order F6=Prv Purchase Order



NOTE: All of the following are passed from the user to the CalcRate system except **freight amount**.

Total Weight

This field will display the total weight of the shipment.

Due Date

This field will display the latest date on which the shipment is expected to reach its destination.

Order

This field will display the order number of the shipment.

Customer

This field will display the customer number of the shipment.

Stop \$

This is an optional field which will contain any stop-off charges for the shipment.

Srch \$

This is an optional field which will contain any surcharges for the shipment.

Accs \$

This is an optional field which will contain any accessorial charges for the shipment.

Class (Cls)

This field will display each class type for this shipment.

Weight

This field will display the weight broken down by class for the shipment.

Carton/Cube/Pieces

These fields will display the number of carton, cubes or pieces for the shipment.

Freight Amount

STEP 5-C (Displaying): To display information about how that freight charge breaks down by item number, type a **5** in the OPT field, then hit **Enter**.

Exhibit 4-11

ABC COMPANY						
CalcRate						
CALC32R						
B/L INQUIRY						
Bill of Lading 1100107900				Ship Date 94/08/19		
Warehouse W. Warwick, Rhode Is		Total Weight	242.00	Due Date		0/00/00
Carrier Roadway Express Inc.		Pro Number	1089810848	Frght Amt		47.92
Order 206399-00		Customer 163251	Dest 61455	IL		
Class 85.0		Stop\$	Srch\$	Accs\$		
Sku/Item Number	Value	Weight	Carton	Cube	Pieces	Frft Amount
102-1	52.92	26		3	3	5.16
141-43	584.20	177		20	20	35.13
141-123	313.78	33		1	1	6.55

F3=Exit

Exhibit 4-11 displays the following new information:

NOTE: All of the following information is passed from the user to the CalcRate system except freight amount.

Sku/Item Number

This field will display the Sku/item number of each of the products for the shipment.

Value

This field will display the value which corresponds to each Sku/item number for the shipment.

Freight Amount

This field will display the charges broken down by item number, within the class, for this shipment.

B/L POSTING:

This option is used to pass individual shipments for payment. The bill gets expunged from the Accrual File (Option 33) and gets passed to the Freight History File.

STEP 1: Select Option 34 From The CalcRate Main Menu (See Exhibit 4-14)

Exhibit 4-14

<p>ABC COMPANY CalcRate B/L POSTING</p>		
<p>CALC33R</p>		
<p>B/L Number _____</p>	<p>Charge _____</p>	<p>Pro Number _____</p>
<p>=====</p>		

STEP 2: Enter the following information when the above screen appears, then see Exhibits 4-15 and 4-16.

Bill of lading

Enter the master bill of lading number for the shipment that you want to pass for payment.

Freight Charge

Enter the freight amount billed on the carrier's invoice.

Pro Number

Enter the pro number for the shipment that you want to pass for payment. If pro numbers are captured at shipment notification, the system will validate this entry. If pro numbers are not present, the pro will be accepted without validation.

Exhibit 4 - 15

```

                                ABC COMPANY
                                CalcRate
CALC33R                          B/L POSTING

B/L Number 1111111111111111 Charge 10.00 Pro Nbr 1111111111111111

    CHARGES DO NOT MATCH!!! Rated Amount 237.60 Approved Amount

                Pass For Payment? (Y/N) ____

Carrier Roadway Express Pro Number 1111111111111111 Ship Date 95/10/24
Warehouse West Warwick, RI Destination 10001 Weight 1000

=====
=

```

Step 3-A: To approve and pass a bill for payment, enter the following information when the above screen appears:

Approved Amount

If the billed amount does not fall within the tolerances established in Option 31, you must enter the amount to be paid in this field.

Pass

Enter a **Y** to pass the bill for payment.

Press F4 to show how the charges break down by class and/or item number (See pages 33-F to 33-

Exhibit 4-16

```

                                ABC COMPANY
                                CalcRate
CALC33R                          B/L POSTING

B/L Number 1100111300             Charge 18.03             Pro Nmbr 18681543

BILL OF LADING NOT FOUND!!! PREVIOUSLY PAID !!! Approved Amount _____

                                Pass For Payment? (Y/N) _

                                Paid Amount 51.97 Rated Amount 51.97
                                Cust Adj. Amt 65.10 Carr Bill Amt 70.00

Check Number      Check Date 0/00/00  Check Amount

Carrier APA Transport  Pro Number 18681543  Ship Date 94/08/22
Warehouse West Warwick, RI  Destination 12401  Weight 331

=====
F1=Help F3=Exit
    
```

STEP 3-B: Enter the following information when the above screen appears:

Approved Amount

If the billed amount does not fall within the tolerances established in Option 31, you must enter the amount to be paid in this field.

Pass

Enter a **Y** to pass the bill for payment or a **N** to not pass the bill.

The following new information will appear on the above Exhibit:

Paid Amount

This is the amount that the user paid the carrier for the shipment.

Rated Amount

This is the amount rated for the shipment by the CalcRate System.

Customer Adjusted Amount

This is the amount that was billed, as a separate line item, by the user to the customer for freight, on a "Pre-pay and Add" shipment.

Carrier Billed Amount

This is the original amount billed to the user by the carrier.

The following fields are part of the CalcRate Freight History File. If you choose to update the information from your payables system, it will display here:

Check Number

This is the check number that was used for the original payment of this freight bill.

Check Date

This is the date that the check for this bill was created.

Check Amount

This is the total check amount that was written for this bill and possibly other bills to APA Transport.

EDI POSTING

Step 1:

From the CalcRate Main Menu, select Option 35 (EDI Posting). You should see the following sub-menu:

15:17:27	CalcRate	10/29/98
	EDI POSTING	
Select one of the following:		
1. Copy Freight Bills to CalcRate	<CALC34C>	
2. Process Match/Pay Records	<CALC35C>	
3. Match/Pay Maintenance	<CALC37R>	

COPY FREIGHT BILLS TO CALCRATE:

This option is used to copy and convert EDI freight information (received by the user) to readable information for CalcRate. Selecting this option loads the CalcRate "Match Input" EDI File.

STEP 1: Select Option 35 From The CalcRate Main Menu (See Exhibit 4-17)

Select Option 1 From The EDI Posting Menu

Exhibit 4-17

ABC COMPANY
CalcRate
EDI POSTING

Select one of the following:

1. Copy Freight Bills to CalcRate
2. Process Match/Pay Records
3. Match/Pay Maintenance

PROCESS MATCH/PAY RECORDS:

This option creates a hard copy "EDI Freight Edit" report.

STEP 1: Select Option 35 From The CalcRate Main Menu (See Exhibit 4-18)

Select Option 2 From The EDI Posting Menu

Exhibit 4-18

The screenshot shows a terminal window with the following text:

```
CALC35R  
ABC COMPANY  
CalcRate  
MATCH PAY  
  
Do you want to update/delete files? N
```

A dashed horizontal line is visible at the bottom of the terminal window.

STEP 2: Entering a **Y** in this field will automatically pass all bills *within payment tolerance* to the history file. The passed bills will be expunged from both the accrual and the "Match Input" files.

NOTE: Regardless of whether an "N" or a "Y" is placed in this field, two reports, "Match-Pay Errors" and "Match-Pay Accepted", are generated if the user hits Enter (See Exhibits 4-19 and 4-20).

Exhibits 4-19 and 4-20 will show all freight bill information, including the following fields:

Rated Amount

This is the amount rated for the shipment by the CalcRate System.

Billed Amount

This is the amount billed by the carrier.

Difference

This is the difference between the billed amount and the rated amount.

NOTE: If the rated amount exceeds the billed amount, a “-” will appear next to the difference.

Reason

This field explains why the bill did or did not match the record in the accrual file.

NOTE: If the billed amount matches the rated amount, the reason column will be blank; it will say “W/IN TOL” if the billed amount falls within the tolerance guidelines established in Option 31. If the billed amount does not match the rated amount, the following reasons may appear:

BL NOT FND

The bill was not found in the CalcRate system.

BL IN HIST

The bill was already sent to the History File.

CARR DIFF

A different carrier was used to rate the shipment.

O/SIDE TOL

The billed amount was outside of the tolerance guidelines established in Option 31.

MATCH/PAY MAINTENANCE:

This option displays all bills currently in the "Match Input EDI" File. See Option 35-1 for instructions on loading this file.

STEP 1: Select Option 35 From The CalcRate Main Menu
Select Option 3 From The EDI Posting Menu (See Exhibit 4-21)

NOTE: It is recommended that the user print an edit report (See Option 35-2) before modifying or

Exhibit 4-21

```

                                ABC COMPANY
                                CalcRate
CALC37R                        MATCH PAY MAINTENANCE

Enter Warehouse/IO/Carrier/BL _____

-----

```

STEP 2: You may choose to:

1) Leave these fields blank, then press **Enter**, for an alphabetical listing of carriers (sorted by bill of lading number),

or

2) Enter any of the following information described below when the above screen appears, then press **Enter**, to point to a specific shipment.

Warehouse code

If the company is "warehouse" based, type in the warehouse code or hit **F4** for a window. When using the window, type an **X** in the warehouse to be selected and hit **Enter**. If the warehouse is not found, refer to Option 1 on the CalcRate Main Menu. If the Company is "Zip" based, then leave the Warehouse Code Field blank (See Appendix C for a further explanation).

I/O

Enter **I** for an inbound shipment or **O** for an outbound shipment.

Carrier Code

Type in a carrier code or hit **F4** for a window. When using the window, type an **X** in the carrier to be selected and hit **Enter**. Once a carrier has been entered or selected from the window, move to the warehouse code. If the Carrier needed is not found, refer to Option 2.1 to verify that it was entered as a valid carrier. Consult ARTC if there are any problems.

Bill of lading

Enter the master bill of lading number for the shipment that you want to pass for payment.

Exhibit 4-22

ABC COMPANY						
CalcRate						
Match Pay Maintenance						
CALC37R						
Type Options, Press Enter.						
2=Change 4=Delete 9=Post						
Opt	Whse	Carr	B/L Number	Pro Number	Frft Amount	
___	11	RDWY	1100102000_ _ _ _	1089810343	643.36	
___	11	RDWY	1100107600_ _ _ _	1089810839	39.80	
___	11	RDWY	1100107900_ _ _ _	1089810848	47.92	
		Previously Paid				
___	11	RDWY	1100112000_ _ _ _	1089810949	528.21	
___ -	11	RDWY	1100112300_ _ _ _	1089810976	73.54	
___	11	RDWY	1100118700_ _ _ _	108037502X	287.09	Previously Paid
___	11	RDWY	1100118800_ _ _ _	1080375039	85.78	
___	11	RDWY	1100118900_ _ _ _	1080375048	138.83	



NOTE: Bills that were already paid are indicated by the phrase “Previously Paid” appearing on the right of the bill (as shown above in Exhibit 4-22).

STEP 3: Enter the following information:

OPT

To change the bill of lading number:

Type a **2** in the OPT field, enter the correct number, then hit **Enter**.

To delete a bill:

Type a **4** in the OPT field and hit **Enter**.

To expunge the bill from both the Accrual File and the EDI File, and write it to the History File:

Type a **9** then hit **Enter**.

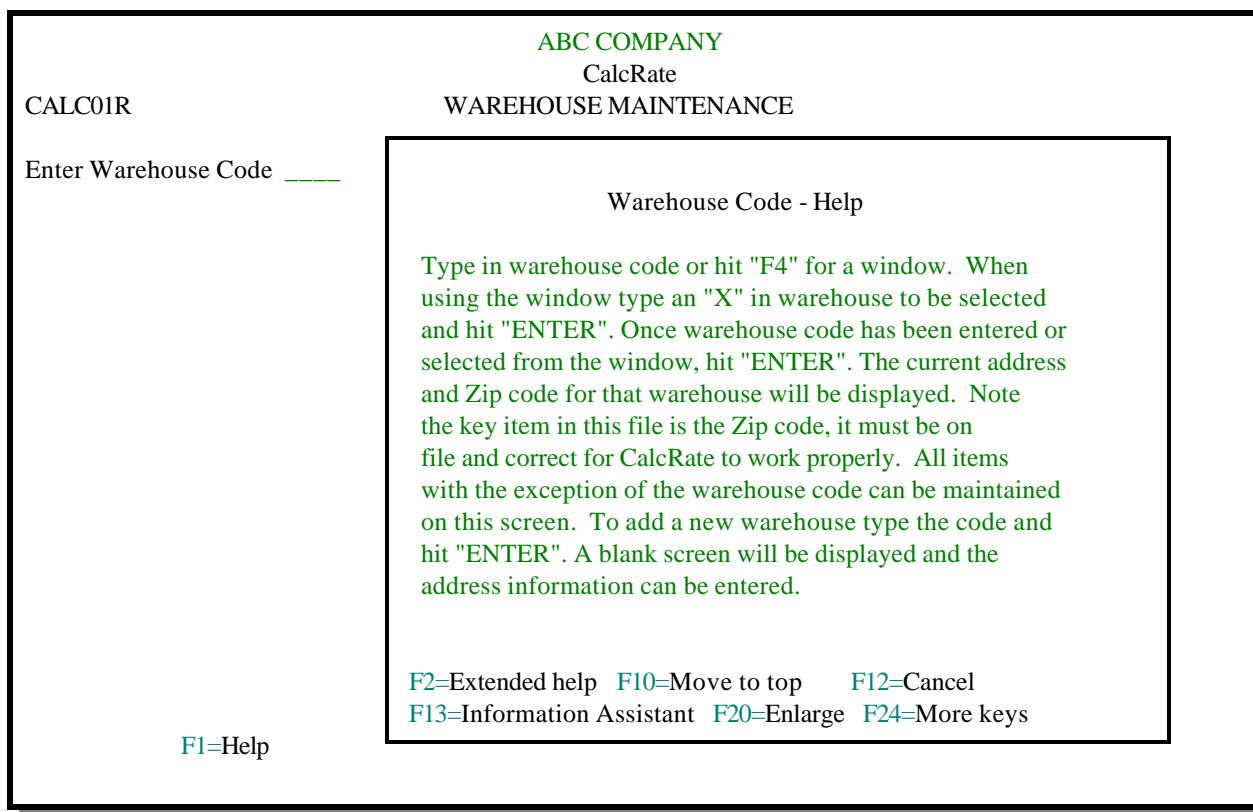
APPENDIX

APPENDIX A - FUNCTION KEYS

F1

The **F1** key serves as a help utility and will give you information **about the field where the cursor is located**. (See Exhibit A-1 below) Look at the bottom of the screen to see if this option is available.

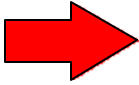
Exhibit A-1



F2

This key is used **when you are in a Help screen** and provides a detailed explanation of **that option's use** within CalcRate. (See Exhibit A-2 below)

Exhibit A-2



ABC COMPANY

Warehouse Maintenance - Help

This option is used to update/maintain warehouse address information. Each option in the CalcRate system will prompt the user to enter a warehouse code among other items. This is the masterfile of those codes and corresponding addresses.

Warehouse code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". The current address and Zip code for that warehouse will be displayed. Note the key item in this file is the Zip code, it must be on file and correct for CalcRate to work properly. All items with the exception of the warehouse code can be maintained on this screen. To add a new warehouse type the code and hit "ENTER".

F3=Exit help F10=Move to top F12=Cancel F13=Information Assistant F14=Print help

F5

This key is used to pull up information which was previously entered into this option. In most cases, this may be used when asked for a carrier-warehouse combination. Press **F5** to bring up a "file contents" window (as seen in Exhibit A-4 below), place an **X** in the appropriate carrier-warehouse combination, then press **Enter** twice.

Exhibit A-4

```

                                ABC COMPANY
                                CalcRate
CALC02R                          DISCOUNT EXCEPTION MAINTENANCE
Enter Carrier & Warehouse Code _____

                                Carr      Name      Whse
                                =====
                                ___ APAC APA Transport 41
                                ___ HJBT JB Hunt Transpo 11

                                F12=Exit Use -x- to select

```

F1=Help F3=Exit F4=Prompt F5=File Contents

F6

This key is used in Option 2.1 and designed to facilitate direct payments to carriers without receiving a freight bills. The user specifies a specific number of days (after the ship date) to age the freight bills for that carrier/warehouse combination. When that number has been reached, CalcRate will automatically move the record to a history file for payment.

Exhibit A-5

ABC COMPANY									
CalcRate									
CALC03R CARRIER MAINTENANCE									
OVNT <u>Overnite Transportation C</u> 11 <u>W. Warwick, Rhode</u> 02893 Eff Dte <u>6/18/94</u>									
Mode <u>L</u> Inter Tariff <u>OVNT</u> Trf Date <u>1/01/95</u> Intra Tariff <u>OVNT</u> Trf Date <u>1/01/95</u>									
From	To	FAK	IOB	Inter/Intra=E/A/B	Inbound		Outbound		
					Intra	Inter	Intra	Inter	
_____	-	_____	_____	_____					
_____	-	_____	_____	_____					
<u>38.00</u>	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>						
_____	-	_____	_____	_____					
_____	-	_____	_____	_____					
_____	-	_____	_____	_____					
					Inbound		Outbound		
					Intra	Inter	Intra	Inter	
Discounts									
Minimum	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>					
1-499	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>			
500-999	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>			
1,000-1,999	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>			
2,000-4,999	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>			
5,000-9,999	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>			
10,000-19,999	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>			
20,000-29,999	_____	_____	_____	_____	_____	_____			
30,000-39,999	_____	_____	_____	_____	_____	_____			
40,000-Over	_____	_____	_____	_____	_____	_____			
Stop Off Charges	_____	_____	_____	_____	_____	_____			

Self Pay Maintenance

Aging Factor 20

Self Invoice Y

F1=Help F12=Exit

F12

This key is used to exit a Help or Prompt (window) screen. When in an Extended Help screen, pressing the **F12** key will bring you back to the first Help screen while pressing the **F3** key will exit Help entirely.

F22

Though this key is not displayed, it is used, in the CalcRate Main Menu Screen only, to show the Version and Release of the system. The Version and Release will appear in the top corner of the screen (See Exhibit A-7 below)

Exhibit A-7

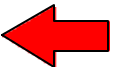
ABC COMPANY **3.1.00**

CalcRate

MAIN MENU

Select one of the following:

<p>Master File Maintenance</p> <ul style="list-style-type: none"> 1. Warehouse Maintenance 2. Carrier Maintenance -> 3. Accessorial Fees -> 4. Transit Times -> 5. Mileage Databases -> 6. Canadian Tax Maintenance 7. Equalization <p>Rate Maintenance</p> <ul style="list-style-type: none"> 10. TruckLoad Rate Maintenance -> 11. LTL Rate Maintenance 12. Parcel Rate Maintenance -> 13. Air Rate Maintenance 	<p>Carrier Selection</p> <ul style="list-style-type: none"> 20. Routing Preferences -> 21. LTL Rate Inquiry 22. Rate Comparison <p>Billing</p> <ul style="list-style-type: none"> 30. Pro Number Assignment 31. Payment Tolerance 32. Customer Invoice Adjustment 33. B/L Accrual File 34. B/L Posting 35. EDI Posting ->
--	--



APPENDIX B - COPYING

Occasionally, the user may find it necessary to copy carrier rates from one warehouse to another. CalcRate allows the User to duplicate these rate files to 1 or many warehouses. Rates can be copied when "3=Copy" appears on the screen.

Exhibit B-1

```

                                ABC COMPANY
                                CalcRate
CALC02R                FLOOR CHARGE EXCEPTION MAINTENANCE
APAC APA Transport      41  Charlotte, NC    28754

Type Options, Press Enter.
 3=Copy 5=Display
   Tariff Effective Floor Eff
Opt  Date      Date      Date
___  1/01/96   3/28/96   1/01/96
=====
=
    
```

STEP 1: Type a **3** in the OPT field and hit **Enter**. A list of all warehouse locations (stored in Option 1) will be displayed (See Exhibit B-2 below).

```

                                ABC COMPANY
                                CalcRate
CALCDUPR                        Create Duplicate Carrier Master
HJBT JB Hunt Transportation 11  West Warwick, RI 02893
Eff Date 1/01/96
Type Options, Press Enter.
 3=Copy

Opt   Whse      City
____ 21      Chicago, IL      Records exist for this whse
____ 31      Los Angeles, CA   Records exist for this whse
____ 41      Charlotte, NC      Records exist for this whse
    
```


STEP 2: Type a **3** next to the warehouses to which you want the rates copied and press **Enter**.

NOTE: If rates have been previously entered for this carrier-warehouse combination, the screen will display "Records exist for this whse." You may still overwrite information to this warehouse for that effective date by typing a **3** in the OPT field. You will be asked to confirm this choice by pressing **Enter**.

APPENDIX C - "WAREHOUSE" BASED VS "ZIP" BASED

Whenever the user must enter a warehouse in the CalcRate system, there will be a W or Z as shown in Exhibit C-1 below. The **W** indicates that the location from which you are shipping is "Warehouse" based, while a **Z** indicates that it is "Zip" based.

Exhibit C-1

ABC COMPANY	
CalcRate	
CALC02R	CARRIER MAINTENANCE
Enter Carrier & Warehouse Code	_____ <u>W</u>
	

If there is a **W**, meaning that the company is "warehouse" based, then the user should always enter the appropriate warehouse code in the **Warehouse Code** field. If there is a **Z**, meaning that the company is "Zip" based, then the information entered into the **Warehouse Code** field will vary, depending on the option which you are in. When a **Warehouse Code** field appears with a "Z" next to it, enter the following for the options listed on the next page.

<u>Option</u>	<u>What Should Be Entered</u>
2-1	Leave the field blank
2-2	Leave the field blank
2-3	Leave the field blank
3-2	Leave the field blank
4-1	Enter the origin state
4-2	Enter the origin state
10-2	Enter the origin state
10-3	Enter the origin state
11	Enter the origin Zip
12-1	Enter the origin Zip
13	Enter the origin Zip
20-1	Enter the origin state
20-2	Enter the origin state
20-3	Leave the field blank
20-4	Leave the field blank
21	Enter the origin Zip
22	Enter the origin Zip