

# Truckload Bid Analyzer

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## 1) Accessing Truckload Bid Analyzer Module

To access the module, first select CalcRate (option 1) from the ARTCMENU screen. Then enter F20 (Shift F8) for the modules and place an 'X' next to "Truckload Bid" and press "Enter."

```

13:06:03                               CalcRate                               2/16/12
                               MAIN MENU

Master File Ma
1. Warehouse Main
2. Carrier Mainte
3. Accessorial Fe
4. Transit Times
5. Mileage Databa
6. Canadian Tax M
7. Equalization -
8. System Control

Rate Maintenan
10. TruckLoad Rat
11. LTL Tariff Ma
12. Parcel Rate Maintenance ->
13. Air Rate Maintenance <CALC20R>

                               Module Name
                               =====
                               _ Manual Entry          * NOT INSTALLED *   <CALC17R>
                               _ Analysis Module        * NOT INSTALLED *   <CALC18R>
                               _ Reporting              * NOT INSTALLED *   <CALC132R>
                               _ Enhanced EDI          * NOT INSTALLED *
                               _ Truck Load Bid        1.0.19
                               _ LTL Bid                * NOT INSTALLED *

                               Bottom <CALC28R>
                               F12=Exit Use -x- to select

                               36. Parcel Posting      <CALC30R>
                               37. EDI Posting ->      <CALC33R>
                               38. B/L History File    <CALC81R>
                               <CALC85R>

Selection ==> 99. Return   F20=Modules   F21=Command Entry
a
02/019

```

## 2) Truckload Bid Analyzer – Overview

AR Traffic Consultants' Truckload Bid Analyzer will help you analyze and compare the various flat and mileage rates offered for your freight by your carriers. You can transmit bid sheets and rate analysis to your prospective carriers.

The carriers offer bids on the lanes they are interested on the spreadsheet that you send. After you upload the carrier bid, the Analyzer will then generate reports comparing the carriers' rates for your freight. This includes reports that you will use internally to compare the individual carriers and reports designed to be shared with the carriers in order to show them how they compare.

Once you are satisfied with the rates from your various carriers, they can be automatically loaded into CalcRate with the press of the enter key, eliminating the need for data entry.

### 3) Generate Shipping History

Select option 1 (Shipping Lanes for Date Range) from the CalcBid Main Menu to create a bid sheet showing lanes to submit to your carriers for bid.

```
13:40:58                               CalcBid                               2/16/12
BIDMENU                                MAIN MENU

          Select one of the following:

1. Shipping Lanes for Date Range        <BID01R>
2. Batch/Lane Maintenance and Email    <BID17R>
3. Load Bid Database                   <BID05R>
4. Report Menu                         <BID09R>
5. Email Address Maintenance           <BID16R>
6. Load Rates                         <BID23R>
7. Preferences                         <BID19R>
8. Bid Maintenance                    <BID27R>

Option ==> 1
99. Return                                F21=Command Entry
a                                          24/017
```

Note: Initially, it is suggested that Preferences (Option 7) be viewed and populated with default values. This will speed the data entry if similar histories are to be obtained regularly. (See Chapter 9 Maintenance – Preferences)

Once in the Shipping Summary screen, choose the desired criteria from the shipping history to create a Bid Sheet.

The starting date will default to Jan 1 of the current year and the ending date to the current date.

An option must be selected for all of the criteria.

```

16:57:19                               CalcBid                               4/27/12
BID01R                                  SHIPPING SUMMARY

Date Range for Report:
  Starting Date 2012/01/01   Ending Date 2012/04/27
Shipments Used to Build Lanes:
  Inbound(I)   Outbound(O)   Both(B)   B
  Accrual(A)   History(H)   Both(B)   B
  Include Multistop(Y or N)   Y
  Whse - All(A) Single(S) Multi(M)   S
  State - All(A) Single(S) Multi(M)   A
  Customer - All (A) Single (S)   A
  3-Digit Zip(3) Full Zip(F)   3
Additional Data: (Y or N)           Sort Options:
  Weight   Y                       Origin(O) Dest(D) 0
  Pallets  N
  Pieces   N
  Points   N
  Cartons  N
  Cubes    N
  Cases    N
=====
F1=Help   F3=Exit
MA a MW 06/018

```

In the example above, freight history is pulled from CalcRate for the period from 1/1/2012 through 4/27/2012.

Both inbound and outbound shipments from both the accrual and history files, including single stop and multi-stop shipments from a single warehouse (see subsequent figure).

The trucking lanes are sorted by 3-digit ZIP codes. There is also the option of using the entire 5-digit (USA) or 6-digit (Canada) postal code by selecting 'F' for the ZIP option.

Total and average weight per shipment would be obtained for each ZIP-to-ZIP lane. Based upon the entries below, other data (pallets, pieces, etc) would not be displayed on the bid sheet.

The data will be sorted by the origin. This is generally more beneficial when most of the shipments are outbound, whereas the destination sort is more intuitive for a predominance of inbound shipments.

Once Enter is pressed, any errors are highlighted.

```

16:58:15                               CalcBid                               4/27/12
BID01R                                  SHIPPING SUMMARY

Date Range for Report:
  Starting Date 2012/01/01   Ending Date 2012/04/27
Shipments Used to Build Lanes:
  Inbound(I)  Outbound(O)  Both(B)      B
  Accrual(A)  History(H)   Both(B)      B
  Include Multistop(Y or N)      Y
  Whse - All(A) Single(S) Multi(M)  S Warehouse Code MAIN          Code Required
  State - All(A) Single(S) Multi(M) A
  Customer - All (A) Single (S)     A
  3-Digit Zip(3) Full Zip(F)        3
Additional Data: (Y or N)           Sort Options:
  Weight      Y                     Origin(O)  Dest(D)  0
  Pallets     N
  Pieces      N
  Points      N
  Cartons     N
  Cubes       N
  Cases       N
=====
F1=Help  F3=Exit  F4=Prompt
MA a MW 11/059

```

In the above example, an entry area is revealed for the name of the warehouse and 'MAIN' was entered. Pressing F4 (Prompt) at this juncture will produce a window listing all available warehouses.

Once Enter is pressed with no errors to correct, the system will generate a batch for Freight History (BID SHEET). See Chapter 4 (Email Shipping History to Carriers) for a description of Option 2 whereby Bid Sheets may be viewed and transmitted to carriers.

## 4) Email Shipping History to Carriers

**To view, edit and transmit Bid Sheets to carriers.**

Select Option 2 (Batch/Lane Maintenance and Email) from the main menu to view each batch created in Option 1.

Each line represents a Bid Sheet and displays: the creation date, the shipment history date range, direction, source of CalcRate data (accrual /history files), lane grouping (3-digit ZIPs or the full postal code) and the included states and warehouses.

```

16:30:02                               CalcBid                               4/27/12
BID17R                                BATCH & LANE MAINTENANCE - BATCH SELECTION

Type Options, Press Enter.
 4=Delete   5=Display Lane Data   6=Display Warehouses
 7=Display States   8=Display Build Criteria

Opt Batch  Date Crtd  Start Date  End Date  I/O A/H ZIP  Whse  State  Customer
=====
-          61 2012/02/28 2011/06/01 2011/06/28 B  A  F  All  NJ
-          62 2012/02/28 2011/06/01 2011/12/31 B  A  F  All  Multi
-          63 2012/03/01 2012/01/01 2012/03/01 I  A  F  All  Multi
-          64 2012/03/06 2012/01/01 2012/03/06 I  A  F  All  NY
-          79 2012/04/12 2012/01/01 2012/04/12 B  B  F  All  All
-          80 2012/04/12 2011/11/01 2011/11/12 B  B  F  All  All

=====
F1=Help   F3=Exit
a                               MW                               10/003

```

To delete an entire batch, select option 4.

Option 6 will display a listing of ALL warehouses pulled for that particular batch, if applicable.

Option 7 will display a listing of ALL states pulled for that particular batch, if applicable.

Option 8 will show all of the criteria used (from Option 1) for a batch.

Option 5 will display the Bid Sheet (see below).

```

08:41:45                               CalcBid                               4/30/12
BID03E                                SHIPPING LANE MAINTENANCE

Batch      33      Created 2011/04/25   Range 2011/01/01 to 2011/04/25
Type Options, Press Enter                Jump To Lane _____
X=Select  2=Change  4=Delete

Opt Lane  Shipper City  St Zip  Consignee City  St Zip  Shpmts  Av Wt
=====
-   1  TEMPE           AZ 852  PHOENIX         AZ 850   23 30759
-   2  TEMPE           AZ 852  SCOTTSDALE      AZ 852   12 29641
-   3  TEMPE           AZ 852  TUCSON          AZ 857   11 30197
-   4  TEMPE           AZ 852  NORCO           CA 928    5 36558
-   5  TEMPE           AZ 852  AURORA          CO 800    3 35539
-   6  TEMPE           AZ 852  COLORADO SPRING CO 809    3 32184
-   7  TEMPE           AZ 852  DENVER          CO 802    6 31075
-   8  TEMPE           AZ 852  GRAND JUNCTION CO 815    1 38236
-   9  TEMPE           AZ 852  LOVELAND        CO 805    2 32479
-  10  TEMPE           AZ 852  PUEBLO          CO 810    1 29882
-  11  TEMPE           AZ 852  BILLINGS        MT 591    1 36985
-  12  TEMPE           AZ 852  ALBUQUERQUE     NM 871    2 28128
=====
More...

F1=Help  F3=Exit  F6=Email  F9=Add Lane  F10=Select All  F11=Deselect All
MA a                                           06/048

```

The above screen shows each lane: the origin and destination ZIPs as well as the total number of shipments and average weight.

Only selected (X) lanes will be transmitted to carriers. All lanes can be selected (F10) or deselected (F11).

The cities can be changed with option 2.

Individual lanes can be deleted with option 4.

**If no lanes are selected, the carrier will receive a blank csv file.**

If you anticipate shipping to of from a new location, additional lanes can be added by selecting F9, which displays a window within the screen.

```

08:41:45                               CalcBid                               4/30/12
BID03E                                SHIPPING LANE MAINTENANCE

Batch      33      Created 2011/04/25   Range 2011/01/01 to 2011/04/25
Type Options, Press Enter                Jump To Lane _____
X=Select  2=Change  4=Delete

Opt Lane  Shipper City  St Zip  Consignee City  St Zip  Shpmts  Av Wt
=====
-   1  TEMPE           AZ 852  PHOENIX         AZ 850   23 30759
-   2  TEMPE           AZ 852  SCOTTSDALE      AZ 852   12 29641
-   3  TEMPE           AZ 852  TUCSON          AZ 857   11 30197
-   4  TEMPE           AZ 852  NORCO           CA 928    5 36558
-   5  TEMPE           AZ 852  AURORA          CO 800    3 35539
-   6  TEMPE           AZ 852  COLORADO SPRING CO 809    3 32184
-   7  TEMPE           AZ 852  DENVER          CO 802    6 31075
-   8  TEMPE           AZ 852  GRAND JUNCTION CO 815    1 38236
-   9  TEMPE           AZ 852  LOVELAND        CO 805    2 32479
-  10  TEMPE           AZ 852  PUEBLO          CO 810    1 29882
-  11  TEMPE           AZ 852  BILLINGS        MT 591    1 36985
-  12  TEMPE           AZ 852  ALBUQUERQUE     NM 871    2 28128
=====
re...

F1=Help  F3=Exit  F6=Email  F9=Add Lane  F10=Select All  F11=Deselect All
MA a                                           18/053

```

This window allows you to add new lanes, one at a time. Valid warehouse, direction, state and ZIP codes are required. Projected shipments and average weight are optional, yet will give the carriers a better picture of your needs. Once all new lanes have been entered, F12 returns the user to the previous screen.



Select F6 to select carriers to receive this Bid Sheet. (see below)

```

14:58:38                               CalcBid                               2/16/12
BID04R                                  EMAIL LIST PREPARATION

Enter email address to change
Type "X" to select carrier(s) and press ENTER key

Sel Carr      Carrier Name      Carrier Email Address
=====
X  AACT AAA Cooper Transportation shipping@AAACooper.com
X  ABFS ABF Freight Systems    jschmoe@ABFS.com
-  ACCO Accord Transportation
-  ACLL ACS Logistics
X  ACLT ACS Logistics          jdoe@ACSlogistics.com
-  ACNB A C Transport
-  AFNW AFN
-  AIR  AIR
-  ALVN Alvan Motor Freight
-  AMSA Amstan Logistics
-  AMST Amstan Logistics
-  APGH All Pro Freight
=====
More...
F1=Help  F3=Exit  F5=Additional Email Addresses

```

If email addresses have been entered previously, they will appear here. To select carriers to receive the Bid Sheet via email, place an X next to the carrier(s).

To add a second email address for a specific carrier, press F5.

Pressing Enter will produce the following screen to confirm the carriers and email addresses. Your company name and email address can be entered with your other preferences, avoiding the need to repeatedly enter that information. (see Chapter 9 regarding Preferences)

```

15:06:03                               CalcBid                               2/16/12
BID04R                                  EMAIL LIST PREPARATION
                                           Selection Confirmation

Enter Your Company Name  RTC
Enter Your E-mail Address priback@artraffic.com
Press Enter to send email to the following carrier(s)
Press F12 to return to previous page

Carr      Carrier Name      Carrier Email Address
=====
AACT AAA Cooper Transportation shipping@AAACooper.com
ABFS ABF Freight Systems    jschmoe@ABFS.com
ACLT ACS Logistics          jdoe@ACSlogistics.com

Bottom

```

The csv the carrier receives will look like this and come as an email attachment:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	FBATCH	FLANE	FSCITY	FSSTE	FSZIP	FCCTY	FCSTE	FCZIP	FMLS	FLOAD	FTOTWGT	FAVGWGT	FFLAT	FMILE
2	135	1	CHANDLER	AZ	85281	CHANDLER	AZ	85225	18	6	1298.36	216.39	0	0
3	135	2	CHANDLER	AZ	85281	GILBERT	AZ	85233	15	2	200	100	0	0
4	135	3	CHANDLER	AZ	85281	GLENDALE	AZ	85308	31	1	538.07	538.07	0	0
5	135	4	CHANDLER	AZ	85281	PHOENIX	AZ	85009	14	12	2068.75	172.39	0	0
6	135	5	CHANDLER	AZ	85281	PHOENIX	AZ	85027	31	2	217.16	108.58	0	0
7	135	6	CHANDLER	AZ	85281	PHOENIX	AZ	85034	10	1	14.05	14.05	0	0
8	135	7	CHANDLER	AZ	85281	PHOENIX	AZ	85040	8	1	45	45	0	0
9	135	8	CHANDLER	AZ	85281	SCOTTSDALE	AZ	85260	16	1	150	150	0	0
10	135	9	CHANDLER	AZ	85281	TEMPE	AZ	85283	4	2	150	75	0	0
11	135	10	CHANDLER	AZ	85281	TUCSON	AZ	85705	106	7	1675.06	239.29	0	0
12	135	11	CHANDLER	AZ	85281	TUCSON	AZ	85714	113	3	1371.3	457.1	0	0
13	135	12	CHANDLER	AZ	85281	NORCO	CA	92860	342	4	3650.42	912.6	0	0
14	135	13	CHANDLER	AZ	85281	ALAMOSA	CO	81101	674	1	25	25	0	0
15	135	14	CHANDLER	AZ	85281	ARVADA	CO	80002	927	3	2716.01	905.33	0	0
16	135	15	CHANDLER	AZ	85281	BROOMFIELD	CO	80021	937	1	775.62	775.62	0	0
17	135	16	CHANDLER	AZ	85281	COLORADO SF	CO	80907	852	3	1381.32	460.44	0	0

The carrier is then responsible for populating the lanes of interest with rates (flat or per mile) and then emailing the spreadsheet back to you.

**It is important that the carrier NOT change the spreadsheet format.**

## 5) Load csv File onto iSeries/AS400

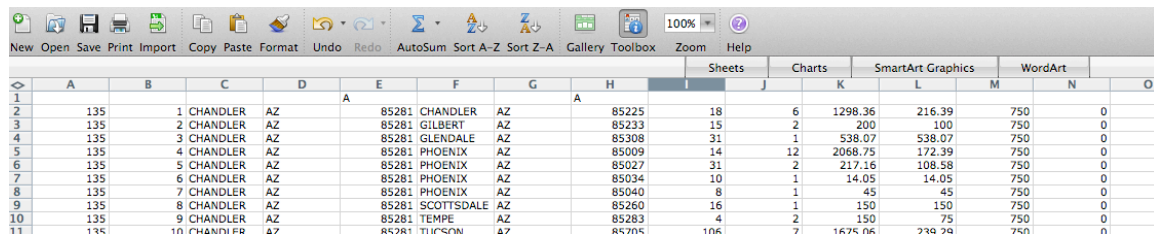
**To upload the carriers' bids from your PC onto the iSeries in preparation to pulling them into the TL Bid Package.**

The carrier will enter their flat and/or mileage rates on the specific lanes of interest. **It is important that the carrier NOT change the spreadsheet format.**

The returned file must first be converted to a database format that the iSeries computer can use.

The csv file from the carrier must be prepared to be uploaded.

First, clear all the contents from Row 1. Then insert any letter into row 1, columns E and H. This will ensure that the ZIP codes are recognized as character fields, which allows the system to also work with Canadian points. (see below)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1					A			A							
2		135	1 CHANDLER	AZ	85281	CHANDLER	AZ	85225	18	6	1298.36	216.39	750	0	
3		135	2 CHANDLER	AZ	85281	GILBERT	AZ	85233	15	2	200	100	750	0	
4		135	3 CHANDLER	AZ	85281	GLENDALE	AZ	85308	31	1	538.07	538.07	750	0	
5		135	4 CHANDLER	AZ	85281	PHOENIX	AZ	85009	14	12	2068.75	172.39	750	0	
6		135	5 CHANDLER	AZ	85281	PHOENIX	AZ	85027	31	2	217.16	108.58	750	0	
7		135	6 CHANDLER	AZ	85281	PHOENIX	AZ	85034	10	1	14.05	14.05	750	0	
8		135	7 CHANDLER	AZ	85281	PHOENIX	AZ	85040	8	1	45	45	750	0	
9		135	8 CHANDLER	AZ	85281	SCOTTSDALE	AZ	85260	16	1	150	150	750	0	
10		135	9 CHANDLER	AZ	85281	TEMPE	AZ	85283	4	2	150	75	750	0	
11		135	10 CHANDLER	AZ	85281	TILICSON	AZ	85284	106	7	1624.06	230.28	750	0	

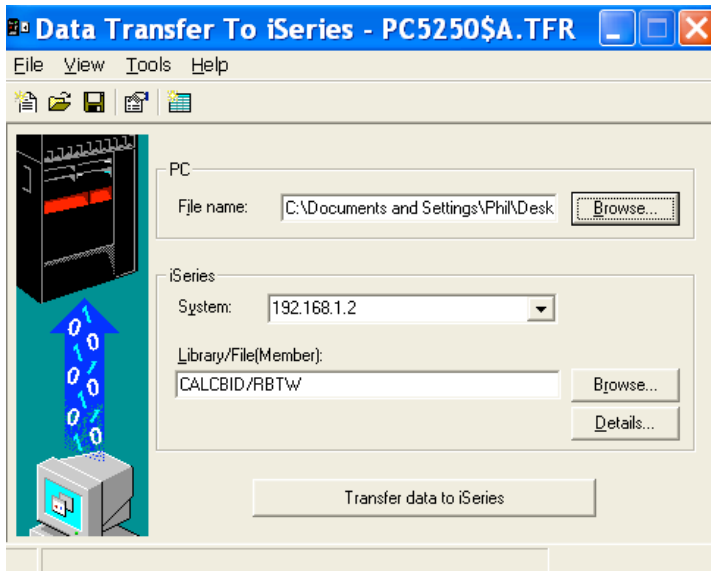
If extended information was collected in the shipping history and transmitted to the carriers (pallets, pieces, points, cartons, cubes or cases), delete columns M-X from the csv file. **Flat rates MUST be in column M and mileage rates in column N.**

Save the file in the following format "XXXX.csv", whereby the XXXX represents the carrier SCAC code defined in CalcRate.

IBM supplies a utility to upload files to your iSeries/AS400. It is located on the upper left hand corner of your 5250 emulation screen.

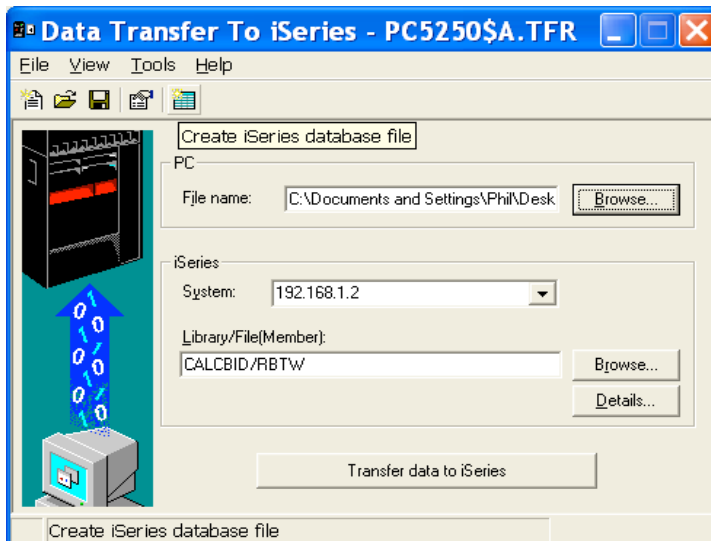


Clicking here will launch this tool. The first screen will look like this.

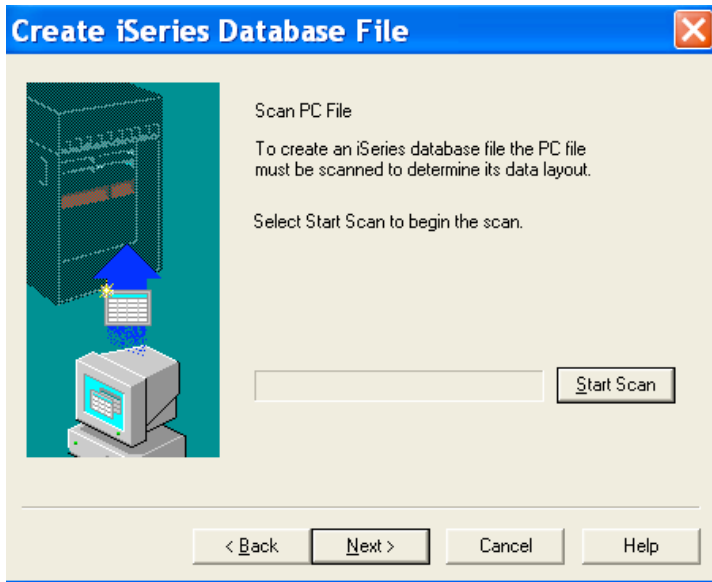


Select the top Browse button (in the PC section) and navigate to and select the csv file that you just prepared. Under Library/File Member, enter “CALCBID/” followed by the SCAC code of the carrier.

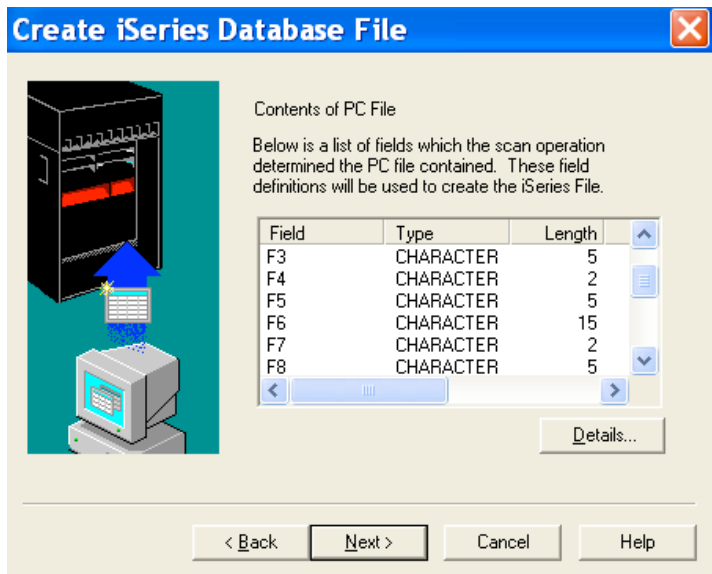
Under the **Tools** menu, select Create iSeries database file.



Then press Next repeatedly until this screen shows:

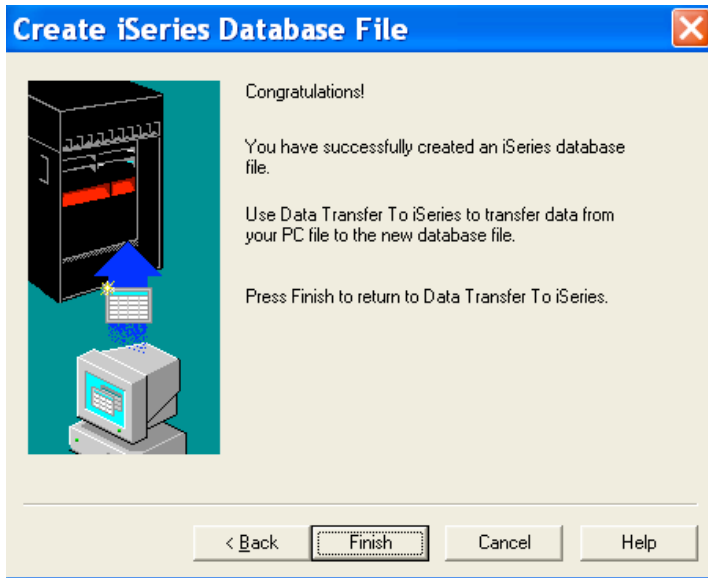


Press Start Scan. The csv will be scanned to determine the data types of each field.

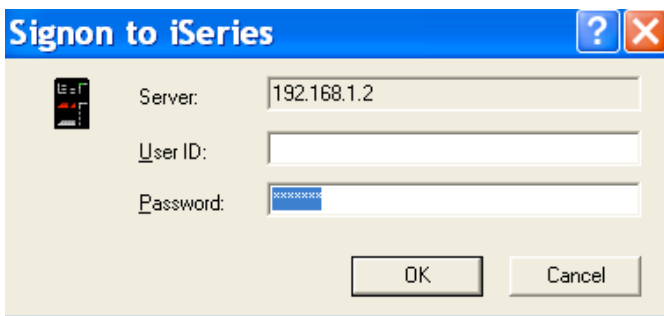


Confirm that fields F5 and F8 are character fields.

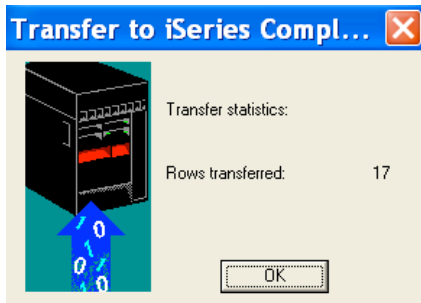
Then press Next repeatedly again until this screen appears:



Select Finish to complete creation of the database file. Depending on the configuration of your system, you may see this screen:



If so, enter your Userid and password. You will then be greeted with this screen and your upload is complete.



**The carrier bid is now an iSeries database file. Go to the next step to pull this file in the TL Bid Package**

## 6) Load Bids into Analyzer

**To pull the carrier bid into the TL Bid Package.**

**Note: Step #5 must be performed before this step to ensure the file has been transferred from your PC to the iSeries.**

You are now ready to load the bids from the iSeries/AS400 into the TL Bid analyzer. From the Main Menu, select option 3 (Load Bid Database) and you will see this screen:

```

16:11:14                               CalcBid                               2/17/12
BID05R                                BID DATABASE ENTRY

Enter Carrier Code   _____
Is this a first (1) or second (2) bid? _

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

```

Enter the 4-digit SCAC code of the carrier. For initial bids, select 1 and for follow-up bids select 2.

You will then see the following screen. If you wish to load another carriers' bid to the analyzer, enter "Y" and repeat the above procedure.

```

16:16:13                               CalcBid                               2/17/12
BID05R                                BID DATABASE ENTRY

File for SCNN loaded
Do you want to load another file? _ (Y or N)

=====
F1=Help  F3=Exit

```

If a bid has already been loaded for that carrier, the following screen will appear, giving you the option of replacing the data.

```
16:18:20                               CalcBid                               2/17/12
BID05R                                  BID DATABASE ENTRY

Enter Carrier Code   SCNN              Bid Data Exist For This Carrier
Is this a first (1) or second (2) bid? 1
Replace Existing Data? █ (Y or N)

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



## 7) Generate Reports

**Option 4 creates the reports used to analyze the carrier bids.**

There are two groups of reports; those designated as General Reports (1-6) and those designated as Internal Reports (11-13).

The General Reports do not identify any of the carriers, but show comparative cost information about the lanes. These reports can be shared with carriers to show how their bids compare to other/existing costs.

The Internal Reports identify carriers by name; as such, caution is recommended when/if you choose to share these.

Select option 4 (Report Menu) from the Main Menu and this screen will appear.

```

16:30:42                               CalcBid                               2/17/12
BID09R                                TRUCKLOAD SHIPMENT CARRIER BID REPORT MENU

General Reports                          Internal Reports
1. Lowest 3 Bids by Lane                  <BID13R>  11. Carrier Ranking by Lane <BID07R>
2. Lowest 5 Bids by Lane                  <BID13R>  12. Ranking by Carrier    <BID11R>
3. Lo/Hi/Avg by Lane                     <BID08R>  13. Carrier Ranking Summary <BID12R>
4. Lo/Hi/Avg All v Low Bids              <BID14R>
5. Lo/Hi/Avg 1st v 2nd Bid               <BID15R>
6. Lane Identification                   <BID26R>

Select Report Number __                 Batch 33
Is this report for First (1) or Second (2) bids? _ (Not Required for Repts 5,6)
Company Name                           ARTC
Sender Email Address                    priback@artraffic.com
Recipient Email Address

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

```

The batch number will default to the most recent batch with bids loaded into the analyzer (from Step #6).

To review other batches, pressing F4 with the cursor in the batch selection area will produce the listing of batches and build criteria seen above in the chapter regarding Batch/Lane Maintenance.

You must select whether to generate the report regarding the data for the first or second bid, except for Report 5 which compares the two sets of data and Report 6 which merely lists the lane information, without corresponding bids.

If your company name and sender's email address have been set up (see below – Maintenance) then they will appear on this screen. Enter the email address(es) to whom you would like to send pdf reports manually or press F4 for a listing of current saved email addresses.

Press enter and the report will be sent.

Note: All reports use a Mileage Equivalent rate taken directly from a mileage rate or created by dividing a flat rate by the published mileage. Additionally, if both mileage and flat rates are provided, the flat rate will be used.

## 8) Load Rates into CalcRate

**This option will automatically transfer the accepted carrier rates contained within a specific bid to CalcRate.**

When you accept bids for one or more carrier, you can load them into CalcRate by selecting option 6 from the Main Menu (Load Rates) producing the following screen.

Note: To delete or modify any part of the bid before activating it, use option 8 (Bid Maintenance ) as described below in Chapter 9.

```

17:23:50                               CalcBid                               2/17/12
BID23R                                LOAD SELECTED CARRIER RATES

Enter Carrier Code      _____
Enter Batch Number      _____ 33 _____
Enter Effective Date    2012/02/17
Enter Expiration Date  9999/12/31
Enter Equipment Code    _____

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

```

Enter the 4-digit carrier SCAC code to load that carrier's rates from the batch selected. The program defaults the batch to the most recent one with rates.

**If a Bid #2 exists for the specified carrier and batch, it will transferred to CalcRate, otherwise it will use the original bid.**

You may edit the effective and expiration dates. The system default dates are to become effective on the current date and to never expire.

Pressing F4 with the cursor in the carrier, batch or equipment entry areas will produce the appropriate screen to help with your selection.

## 9) Maintenance

**Three additional options to facilitate your use of the Truckload Bid Analyzer, as follows.**

### Email maintenance

**This option offers you the ability to enter email addresses.**

Selecting option 5 from the Main Menu (Email Address Maintenance) will produce the following screen.

```

17:36:47                               CalcBid                               2/17/12
BID16R                                CARRIER E-MAIL MAINTENANCE

Type Options, Press Enter.
  2=Change

Opt Carr Carrier Name                    E-mail Address
-- AACT AAA Cooper Transport              _____
-- ABFS ABF Freight Systems              _____
-- ACCO Accord Transportatio             _____
-- ACLL ACS Logistics                    _____
-- ACLT ACS Logistics                    _____
-- ACNB A C Transport                    _____
-- AFNW AFN                              _____
-- AIR AIR                               _____
-- ALVN Alvan Motor Freight              _____
-- AMSA Amstan Logistics                 _____
-- AMST Amstan Logistics                 _____
-- APGH All Pro Freight                  _____
                                          More...
=====
F1=Help  F3=Exit  F5=Additional E-mail

```

Email addresses which have been entered when emailing carriers their bid sheets (Option 2) will also display.

Select option 2 beside a carrier's name and 4-digit SCAC code to change the address.

Press F5 to view and enter a second email address for a carrier.

Pressing Enter will update the file.

### Preferences

**Option 7 (Preferences) allows you to enter default information when building your Bid Sheets (Option 1).**

Note: It is not necessary to use this feature, but will decrease your time making selections to build new batches.

```

17:05:02                               CalcBid                               4/27/12
BID19R                                DEFAULT PREFERENCE SELECTION

Company Name   AR Traffic Consultants
E-mail Address priback@artraffic.com

Shipments Used to Build Lanes:
Inbound(I) Outbound(O) Both(B)      B
Accrual(A) History(H) Both(B)       B
Include Multistop(Y or N)           Y
Whse - All(A) Single(S) Multi(M)    S
State - All(A) Single(S) Multi(M)   A
Single Customer(S) All(A)           A
3-Digit Zip(3) Full Zip(F)         F
Additional Data: (Y or N)           Sort Options:
Weight      Y                        Origin(O) Dest(D) 0
Pallets     N
Pieces      N
Points      N
Cartons     N
Cubes       N
Cases       N
=====
F1=Help    F3=Exit
1A a MW 05/017

```

### Bid maintenance

**Once bids are loaded into the analyzer and prior to loading and activating them for use in CalcRate, they can be modified by selecting option 8 (Bid Maintenance).**

```

17:48:59                               CalcBid                               2/17/12
BID27R                                BID MAINTENANCE

Enter Batch Number      _____
First (1) or second (2) bid? _

=====
F1=Help    F3=Exit
1A a 05/031

```

Use this above screen to select the batch you want to modify.

The following screen will display:

```

17:52:04                               CalcBid                               2/17/12
BID27R                                BID MAINTENANCE - CARRIER SELECTION
                                      Batch Number      33

Type Options, Press Enter.
  4=Delete ALL Lanes for Bid 1  for Carrier
  5=Display Lanes
Opt  Carr
--
--  ADSJ
--  BHDR
--  CEBT
--  CVEN
--  RBTW
--  SCNN

-----
Bottom
=====
F1=Help  F3=Exit

```

If you want to eliminate the entire bid for a carrier, select option 4 next to the carrier's 4-digit SCAC code and press Enter.

To delete or modify part of the bid, select option 5 next to the carrier's 4-digit SCAC code and press Enter producing the subsequent screen:

```

17:58:20                               CalcBid                               2/17/12
BID27R                                BID MAINTENANCE - LANE SELECTION FOR ADSJ
                                      Batch Number      33

Type Options, Press Enter.
  2=Change Bids  4=Delete Bids
--RATES--
Opt  Lane  Origin  Dest  Flat  Mile
--
--   1  852    850    425.00
--   2  852    852    360.00
--   3  852    857     1.26
--   4  852    928     1.26
--   5  852    800     1.26
--   6  852    809     1.26
--   7  852    802     1.26
--   8  852    815     1.26
--   9  852    805     1.26
--  10  852    810     1.26
--  11  852    591
--  12  852    871     1.18

-----
More...
=====
F1=Help  F3=Exit

```

The above screen can be used to modify or delete any lane or combination of lanes for the selected carrier bid.

To change the bid, select option 2 for that lane and change either the Flat or Mileage rate.

**Note: If both flat and mileage rates exist, the system will use the flat rate.**

To delete the rate, select option 4 for that lane.

Pressing Enter will update the file.