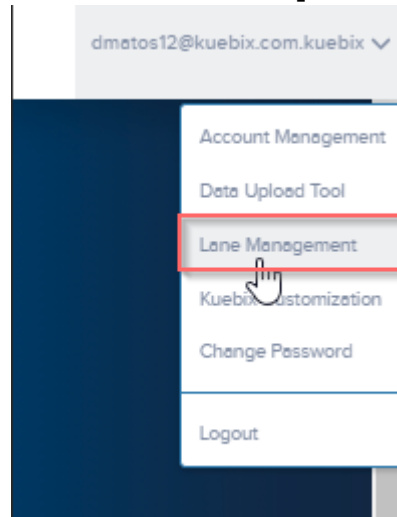


Lane and Rate Management

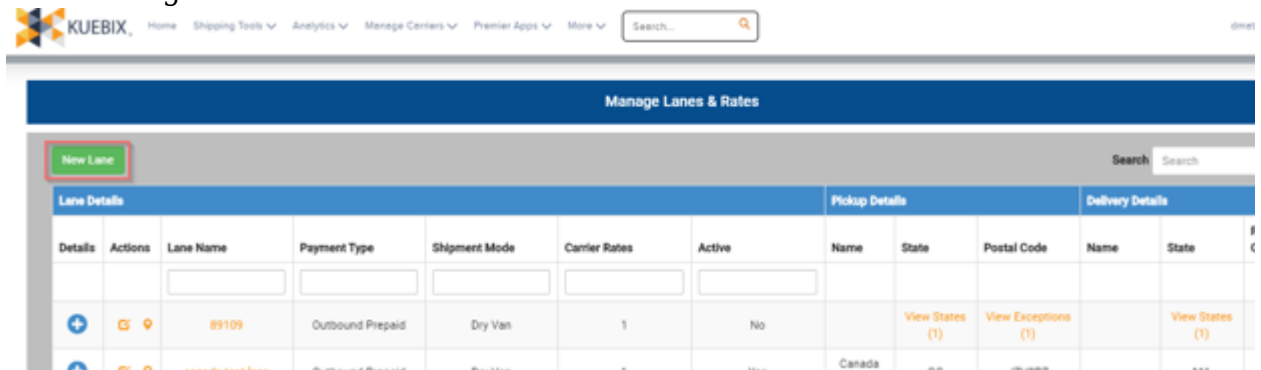
Below you will learn how to create and manage your lanes and rates:

1. Select **Lane Management** from the drop down menu under your username (top right



corner of the screen).

2. Select the green **New Lane** button.



3. Complete the **Settings** tab. Here, you will create a **Lane Name**, **Start Date**, **Expiration Date** (if applicable), **Miles**, **Payment Type** (Outbound Prepaid, Inbound Collect, Third Party), **Shipment Mode**, **Max Weight**, **Max Pallets**, **Temp Controlled** (select if this is a Temperature Controlled lane and the **Temp Range**, if applicable). Also, please make sure to check **Active**.

Lane and Rate Management

The screenshot shows a 'Create New Lane' window with a light blue header and a close button (X) in the top right. Below the header is a tabbed interface with five tabs: 'Settings' (selected), 'Origin', 'Destination', 'Carrier Rates', and 'FSC Charges'. The 'Settings' tab contains two columns of form fields. The left column includes: 'Client' (dropdown), 'Lane Name' (text), 'Start Date' (calendar icon, placeholder 'mm/dd/yyyy'), 'Expiration Date' (calendar icon, placeholder 'mm/dd/yyyy'), 'Service Days' (text), 'Max Cube' (text with a small dropdown arrow), 'Perishable' (checkbox), and 'Team Driver Required' (checkbox). The right column includes: 'Payment Type' (dropdown), 'Shipment Mode' (dropdown), 'Max Weight' (text with a small dropdown arrow), 'Max Pallets' (text), 'Miles' (text), 'Active' (checkbox), 'Temp Controlled' (checkbox), and 'Temp Range From' (text) followed by 'To' (text) and a small dropdown arrow. At the bottom right of the window are two buttons: 'Save Lane' (blue) and 'Close' (red).

4. Move to the **Origin** tab. Here, you will enter the origin information by first selecting the **Stop Type** (Address or State/Postal Code).
 1. For a specific origin address, select Stop Type: **Address**, and fill out the address information. Then click the green **Add Stop** button.

Lane and Rate Management

Create New Lane

Settings | **Origin** | Destination | Carrier Rates | FSC Charges | Stop Charges

Client Account: Support

Search: Support

Company: Support

Address: 123 main st

Address 2:

City: Maynard

State: MA Postal: 01720

Country:

Stop Type: Address (dropdown menu open showing Address, Address, State/Postal Code)

Click Add Stop once fields are complete

Add Stop (button highlighted with a red box)

Stop Details

Stops	Action	Company	City	State	Postal
-------	--------	---------	------	-------	--------

Save Lane **Close**

2. For specific origin State/Postal Code, select Stop Type: **State/Postal Code**. Select the origin **Country**, followed by the state in the available states list. Then, select that state from the **Exception State** drop down. Lastly, enter the **Postal Range** and click the green Include button. If you are entering a single Postal Code, enter it in both fields (i.e. 90210 to 90210).

Lane and Rate Management

Create New Lane

SettingsOriginDestinationCarrier RatesFSC ChargesStop Charges

Client AccountSupport

Stop TypeState/Postal Code

Select States

Available

Kentucky
Louisiana
Maine
Marshall Islands
Maryland
Michigan
Minnesota
Mississippi
Missouri

Assigned

Massachusetts

State Exceptions

Action	State	Exception	Postal Begin	Postal End
	Massachusetts			

Exception State

Massachusetts

Postal Range

01720

To

01757

Include

Exclude

This will drill down
zip code range

Save Lane

Close

5. Move to the **Destination** tab. Perform the same steps for the destination Address or State/Postal Code.

Lane and Rate Management

Create New Lane

Settings

Origin

Destination

Carrier Rates

FSC Charges

Stop Charges

Client Account

Support

Stop Type

State/Postal Code

Select States

Available

Assigned

State Exceptions

	Action	State	Exception	Postal Begin	Postal End
Exception State		CA	Include	00000	99999

Postal Range To

Include

Exclude

Save Lane

Close

6. Move to the **Carrier Rates** tab. Here, you will enter your carrier(s) rates for this lane.
 1. Select the **Carrier** by typing the name and selecting from the carriers that appear.
 2. Select the **Rate Type** (Flat or Per Mile).
 3. Select the **Start Date** for this rate.
 4. Select the **Expiration Date** for this rate, if applicable. Then, click the green **Add** button.
 5. Repeat these steps for any other carrier rates you may have for this lane.

Lane and Rate Management

Create New Lane

SettingsOriginDestinationCarrier RatesFSC ChargesStop Charges

Lane Name

CarrierHartt TransportationAdd Carrier

Rate TypeFlat Rate

Rate1000.00USD

Min Linehaul Rate

Equipment TypeLookup...

Start Date07/26/2021

Expiration Datemm/dd/yyyy

Effective Date TypeBooking

Pause Auto-Tender

Disabled

Sequence Disabled

Add

ActionCarrierRate TypeRateMinStart DateExpiration DateActive?

Save LaneClose

7. If you have an FSC rate for your carrier, you can upload it in the **FSC Charges** tab, using the downloadable FSC Template available on the FSC Charges tab, or at the bottom of this article.
8. If you have specific Stop Charges (Drop Charges) for your carrier(s) for multi-stop shipments, you can enter those charges in the **Stop Charge** tab.
9. Save your lane by clicking the blue Save Lane button on the bottom right of the window.
 1. You can edit your lanes and any carrier rates, anytime. Simply go back into **Lane Management** and click the **Edit Lanes icon** in the **Actions** column for the desired lane.

Lane and Rate Management

Manage Lanes & Rates

New Lane

Search Search

Lane Details							Pickup Details			Delivery Details		
Details	Actions	Lane Name	Payment Type	Shipment Mode	Carrier Rates	Active	Name	State	Postal Code	Name	State	Postal Code
		01700 to 90210										
	 	01720 to 90210	Outbound Prepaid	Dry Van	1	No	Support	MA	01720	test	CA	90210

Click to Edit Lane Details