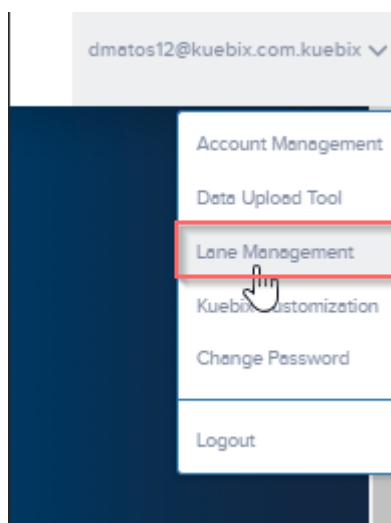


Lane and Rate Management

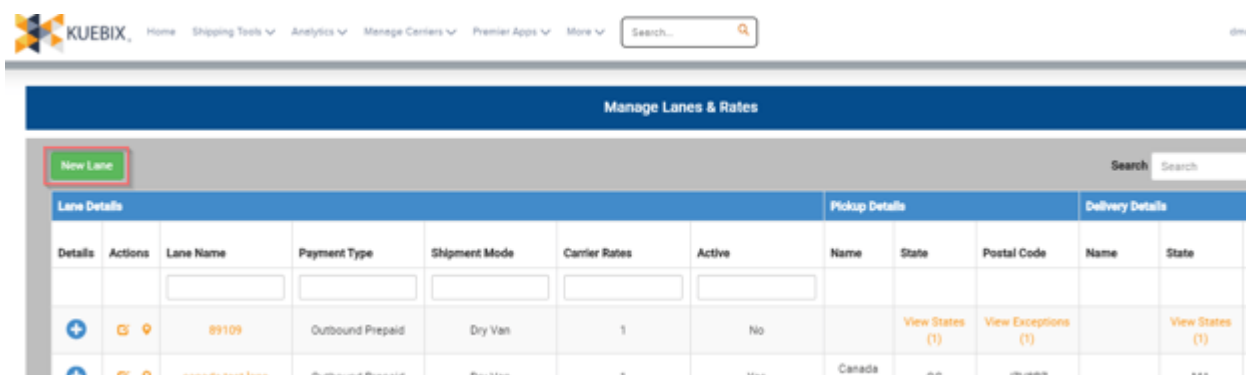
Below you will learn how to create and manage your lanes and rates:

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**.

Create New Lane

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

Client: [Dropdown]
 Lane Name: [Text]
 Start Date: [mm/dd/yyyy] [Calendar]
 Expiration Date: [mm/dd/yyyy] [Calendar]
 Service Days: [Text]
 Max Cube: [Text] [Dropdown]
 Perishable:
 Team Driver Required:

Payment Type: [Dropdown]
 Shipment Mode: [Dropdown]
 Max Weight: [Text] [Dropdown]
 Max Pallets: [Text]
 Miles: [Text]
 Active:
 Temp Controlled:
 Temp Range From: [Text] To: [Text] [Dropdown]

Save Lane Close

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.

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: [Text]
 City: Maynard
 State: MA Postal: 01720
 Country: [Text]

Stop Type: [Address] [Dropdown]
 Address
 State/Postal Code

Click Add Stop once fields are complete

Add Stop

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).

The screenshot shows the 'Create New Lane' window with the 'Origin' tab selected. The 'Client Account' is 'Support' and the 'Stop Type' is 'State/Postal Code'. Under 'Select States', the 'Available' list includes Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Michigan, Minnesota, Mississippi, and Missouri. 'Massachusetts' is in the 'Assigned' list. The 'State Exceptions' section has 'Exception State' set to 'Massachusetts' and 'Postal Range' from '01720' to '01757'. A red box highlights the 'Include' button, and a red note says 'This will drill down zip code range'. At the bottom right are 'Save Lane' and 'Close' buttons.

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

Create New Lane
✕

Settings
Origin
Destination
Carrier Rates
FSC Charges
Stop Charges

Client Account

Stop Type

Select States

Available		Assigned
Alabama	↑	California
Alaska	↓	
American Samoa	↔	
Arizona	↔	
Arkansas	↔	
Colorado	↔	
Connecticut	↔	
Delaware	↔	

State Exceptions

	Action	State	Exception	Postal Begin	Postal End
<p>Exception State <input type="text" value="California"/></p> <p>Postal Range <input type="text"/> To <input type="text"/></p>	✕	CA	Include	00000	99999

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.

Create New Lane ✕

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

Lane Name

Carrier Add Carrier

Rate Type

Rate

Min Linehaul Rate

Equipment Type

Start Date 📅

Expiration Date 📅

Effective Date Type

Pause Auto-Tender

Disabled

Sequence Disabled

Add

Action	Carrier	Rate Type	Rate	Min	Start Date	Expiration Date	Active?
✕							🔍

Save Lane
Close

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.

Manage Lanes & Rates

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
+	✕	01720 to 90210										
	🔍	01720 to 90210	Outbound Prepared	Dry Van	1	No	Support	MA	01720	West	CA	90210

Click to Edit Lane Details