

# Prepay and Add on Carrier Agreements

Starting at either the **Add/Manage Carriers** tile on the home screen, or the Manage Carriers (1)> Connected Carriers (2) drop down, go to your Carrier Agreements page.

Select the checkbox next to the appropriate carrier agreement (3). If needed, more than one carrier agreement can be checked. All changes will apply uniformly to checked agreements.

Once checked, the **Edit Prepay and Add Values (\$)** option becomes active (4).

Agreement References				Agreement Details			
Apply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier
<input type="checkbox"/>				All	All		
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000101635</a>		Yes	TL Agreement	Sloppy Joes (Key West)	AGX Freight
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000099934</a>		Yes	Spot/Volume Agreement	Sloppy Joes (Key West)	HNRY Logistics (TL)
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000090829</a>		Yes	LTL Agreement	Sauer Brands	Estes Express
<input checked="" type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000087388</a>		Yes	LTL Agreement	Sloppy Joes (West Coast)	Estes Express
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000087172</a>		No	TL Agreement	Sloppy Joes (Key West)	Loadsmart
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000086086</a>		Yes	TL Agreement	Sloppy Joes (West Coast)	C.H. Robinson (TL)
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000085476</a>		Yes	LTL Agreement	Sloppy Joes (Canada)	Day & Ross Freight
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000084890</a>		Yes	Spot/Volume Agreement	Sloppy Joes (Key West)	ShipEx Logistics
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000084418</a>		Yes	LTL Agreement	Sloppy Joes (Key West)	A. Duie Pyle
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000084367</a>		Yes	Parcel Agreement	SulleSuccess - Distribution	FedEx Parcel

Clicking on the **Edit Prepay and Add Values** button brings up a new window.

## Edit Prepay and Add



Select the percentage of the Prepay & Add. Also select the payment types that this upcharge should be applied to. You can, optionally, provide a minimum and maximum upcharge amount.

Prepay & Add Percentage  ← enter as percentage

Prepay & Add Minimum  → enter as \$ amount

Prepay & Add Maximum  → enter as \$ amount

Payment Types

Select to which payment types you'd like this applied. →

Inbound Collect	⇌	
Outbound Prepaid		
Third Party		

Delete Prepay and Add

Save Details

Close

In the first field—**Prepay & Add Percentage**—enter the percentage of the initial rate to be added, e.g., 10% of the total rate amount.

The second and third fields are where you can put a cap on the minimum and maximum amounts to be added. This number must be a dollar amount.

These three fields are not all required; any combination may be used.

The final section—**Payment Types**—allows you to select the shipment types that these Prepay and Add amounts should be applied to. Select which one(s) you would like, then click the right/left arrows to move it into the box on the right. The payment types in the right box are the ones that this prepay value will be applied to. It will not be applied to any payment types in the left box.

When finished, click **Save Details**.

The prepay values entered will now be reflected on any rates from that carrier going forward.