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).

\$			Carrier Relation	arriers			
Agreement References							Agreement Details
ply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier
				All 🗸	All 👻		
	Quick Actions	A-0000101635		Yes 🗸	TL Agreement	Sloppy Joes (Key West)	AGX Freight
2	Quick Actions	<u>A-0000099934</u>		Yes 🗸	Spot/Volume Agreement	Sloppy Joes (Key West)	HNRY Logistics (TL)
	Quick Actions	A-0000090829		Yes 🗸	LTL Agreement	Sauer Brands	Esles Express
2	Quick Actions	A-0000087388		Yes 🗸	LTL Agreement	Sloppy Joes (West Coast)	Estes Express
	Quick Actions	<u>A-0000087172</u>		No 🗸	TL Agreement	Sloppy Joes (Key West)	Loadsmart
כ	Quick Actions	<u>A-0000086086</u>		Yes 🗸	TL Agreement	Sloppy Joes (West Coast)	C.H. Robinson (TL)
2	Quick Actions	<u>A-0000085476</u>		Yes 🗸	LTL Agreement	Sloppy Joes (Canada)	Day & Ross Freight
2	Quick Actions	<u>A-0000084890</u>		Yes 🗸	Spot/Volume Agreement	Sloppy Joes (Key West)	ShipEx Logistics
7	Quick Actions	A-0000084418		Yes ¥	LTL Agreement	Sloppy Joes (Key West)	A. Duie Pyle

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.

X

Prepay & Add Percentage	0 enter a	as percentage			
Prepay & Add Minimum		ar as \$ amount			
Prepay & Add Maximum					
Payment Types	Inbound Collect				
Select to which	Outbound Prepaid				
payment types you'd like this applied.	Inird 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.