



ECM CONTRACTS AND QUOTATIONS

This manual describes how to enter, upload and extend contracts and explains how to amend and copy contracts and quotations.

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CHANGE LOG

Version	Date	Author	Topic
7.5.1	03.11.2016	NH	Revised and new structure
(RN)7.5.2	02.12.2016	NH	<ul style="list-style-type: none"> ▪ Add on chapter Seafreight full, Rate Condition, Surcharges, Sideletter ▪ Add on chapter Download Contract
7.5.1	14.12.16	NH	Correction in chapter eRate Sheets from GSAs
3 (RN)7.5.2	27.02.17	NH	<ul style="list-style-type: none"> ▪ Add Chapter Use terminal and terminal regions ▪ Add on chapter Railfreight ▪ Add on chapter Dates ▪ Add in chapter Rate Conditions and Rate Sideletter ▪ Change of chapter Dowload Contract ▪ Add on chapter Rail
3 (RN) 7.5.3	27.02.2017	NH	<ul style="list-style-type: none"> ▪ Add new chapter IATA Rates ▪ Add in chapter Rail freight ▪ Add new chapter GSA Surcharges ▪ Add new Chapter Ratio ▪ Add new chapter Condition purchase order count
4 (RN) 7.5.3	14.03.2017	NH	Add in chapter 3.2.4-6 Location Qualifier
4 (RN) 7.5.4	29.03.2017	NH	<ul style="list-style-type: none"> ▪ Add Chapter general + Basic rate plus scale ▪ Add on chapter (Rule) packing ▪ Change of chapter Excel Upload (Location qualifier)
	30.06.2017	CH	<ul style="list-style-type: none"> ▪ Add. to chapter 2.3.1.1 Rule Qualifier ▪ New chapter 2.4.1.2 Freight ton Ratio
4 (RN) 7.6.1	03.07.2017	NH	<ul style="list-style-type: none"> ▪ Add release notes 7.6.1 ▪ Add on chapter Search for Contracts
4	05.07.2017	CH	<ul style="list-style-type: none"> ▪ New chapter 2.4.4.2 DG incl. transit location ▪ New chapter 2.4.3.5 FCL Out Of Gauge
5	06.07.2017	NH	Add chapter 2.4.1.3 Surcharges and Sideletter per Shipment...
6 (RN) 7.6.2	13.07.2017	NH	Add release notes 7.6.2
	01.09.2017	NH	Change in Chapter Erates: DG Type 'NO'
7	12.10.2017	NH	Addition in chapter MOT Service charge
8 (RN 7.6.3)	01.12.2017	NH	Add release notes 7.6.3, Change of chapter Quotation
9 (RN 7.6.4)	18.12.2017	NH	Add release notes 7.6.4
10 (RN 7.6.4)	12.01.2018	NH	Add release notes 7.6.4
11 (RN 7.6.5)	13.02.2018	NH	Add release notes 7.6.5
12 (RN 7.7.1)	06.03.2018	NH	Add release notes 7.7.1
13	09.04.2018	NH	Add in chapter General upload functions
14 (RN 7.7.2)	30.07.2018	NH	Add release notes 7.7.2
15 (RN 7.7.3)	23.08.2018	NH	Add release notes 7.7.3
16	23.08.2018	NH	Change in chapter ERatesheets fron GSAs
17	24.08.2018	NH	Add chapter 2.4.1.7 No amount

18	16.10.2018	NH	Add Chapter Transitlocation in Surcharges
19 (RN 7.7.5)	13.11.2018	NH	Add release notes 7.7.5 Change in chapter 2.4.2.3 Add Chapter Rates per time of day Remove chapters 3.4 and 5.2.2.1 MOT Service Charge
20	12.12.2018	NH	Change chapter 2.4.7 Railfreight
21 (RN 7.8.1)	19.12.2018	NH	Add release notes 7.8.1

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1 CONTRACTS IN GENERAL

The tab contracts shows all contracts that exist in the system.

A contract consists of the contract header and 5 tabs: Rates, Surcharges, Sideletters, Remarks and Documents.

1.1 BUYING AND SELLING CONTRACTS

You have the option to enter buying rates as well as selling rates into the system. The difference in entering a buying or selling contract is the owner and holder.

1.1.1 BUYING CONTRACT

In a buying contract the owner is the carrier that means the company that provides the rates to the forwarder (= usually the system owner).

The holder of the buying contract is the forwarder (= usually the system owner) that received the rates from the carrier and will book the cargo.

Holder	Owner
<p>Company</p> <p>Name: CS Spedition GmbH (D26)</p> <p>Address: CS Spedition GmbH (D26) Linzer Str. 3 28357 Bremen Germany</p>	<p>Company</p> <p>Name: Maersk (Deutschland) A/S & Co. KG (K5)</p> <p>Address: Maersk (Deutschland) A/S & Co. KG (K5) Am Sandtorkai 37 20457 Hamburg Germany</p>

Contracts > Buying Contract: Companies

1.1.2 SELLING CONTRACT

In a selling contract the **Owner** is the forwarder (= usually the systems owner) who provides selling rates to his customers. The Company is set by default when creating a new selling contract and can be amended manually. Only companies with the function *Rate Contract Owner Selling* can be set as owner of selling contracts.

The holder of the buying contract is the **Customer** of the forwarder (= usually the system owner) who will receive the rates and will book the cargo with the forwarder.

Customer	Owner
<p>Company</p> <p>Name: Schabernack GmbH (D2)</p> <p>Address: Schabernack GmbH (D2) Martinistr. 1a 28195 Bremen Germany</p>	<p>Company</p> <p>Name: CS Spedition GmbH (D26)</p> <p>Address: CS Spedition GmbH (D26) Linzer Str. 3 28357 Bremen Germany</p>

Contracts > Selling Contract: Companies

Enter the company label or the Address Number. Companies are suggested when data are entered in the box.

You can open the Company list via the label right next to the box. Companies with the function *Rate Contract Holder Selling* are displayed.

Leave the customer blank if the contract is applicable for all customers without individual selling contracts.

Contracts > Selling Contract: blank Contract Holder

You have the option to enter selling contracts manually (see chapter [Enter Contracts manually](#)) or base them on rates already entered in the system (see chapter [Referenced Contracts/Quotations](#)).

1.2 STATUS

The status shows if a contract is active = ready to use in the search or not.

- Green tick = active
- Red exclamation mark = not active
- Green Ball with red exclamation mark = active but contract end date in the past

Status	MOT	Number	Owner	Holder	Mode	Valid from	Valid to
✓		TestQueryMultipleBAFs	BERNER	CS Sped. IA	Buying	01/07/15	31/07/15
✓		ImkeLCL-2-2015	SACO	CS Sped. IA	Buying	17/07/15	17/07/15
✓		NH FCL 07/2015	HANJIN	CS Sped. IA	Buying	01/07/15	31/07/15
!		TESTHENDRIKSIDELETTER	APL	CS Sped. IA	Buying	01/05/15	01/12/18
✓		NH FCL NL EKB	EKB	CS Sped. IA	Buying	07/11/14	31/12/15

Contracts: Status

1.3 DATES

You have to use the following format in your contracts: DD/MM/YYYY or DD/MM/YY

You may either enter the date manually or choose it via the calendar that will pop up when you click on the calendar symbol .

Valid From is automatically filled with current date but can be changed.

1.4 BILLING CATEGORIES

The billing categories that you want to enter into contracts have to exist in the Master Data. A couple of boxes in the billing categories are mandatory.

Depending on the conditions ticked in the Master Data > billing categories you see these additional options in the contract.

1.4.1 CONDITIONS OF THE BILLING CATEGORIES

The condition type *Yes or No Based* will give you a DropDown menu with the following options when entering a contract:

- *Empty/No entry* that means that the amount is applicable for both kinds of transports, the ones that matches the condition and the ones that don't.
e.g. **DG: [empty]** = the rate is applicable for dangerous as well as non-dangerous goods
- *No* that means that the amount is not applicable for transports that don't match this condition.
e.g. condition **DG: [No]** = the rate/surcharge/sideletter is not applicable for non-dangerous goods
- *Only* that means that the amount is applicable for this relevant condition only.
e.g. condition **DG: [Only]** = the rate/surcharges/sideletter is applicable for dangerous goods only

The following condition types will give you an additional box to enter further details to the rate:

- Volume Based
- Dimension Based
- Basicdata Based
- Weight Based
- Time Based
- Distance Based
- Quantity Based
- Value Based

The following condition types will give you a DropDown to select further details to the rate:

- Selection Based

1.4.1.1 CONDITION PURCHASE ORDER COUNT

A new condition, PurchaseOrderCount ' must be assigned to the Billing Category BASIS. (See documentation E_ECM Basic Data.)
The new condition is then available.

In the rate, enter Min. Purch.order count or Max. Purch.order count. Use rate qualifier 'per unit'.

1.5 SEARCH FOR CONTRACTS

When you click on the tab Contracts you will get the search mask at first. You will see some search criteria by default. Via the Plus Sign you can add further criteria to your search.

Contracts: Search Mask

Click on the additional search criteria in order to add to the search.

Contracts > Search Mask: additional search criteria

Via the little red cross at the end of the line you can delete the added criteria.

Mode: All
MOT Search mode: Base MOT Only
MOT: All
Number:
Owner: All
Carrier: All
Holder: All
Date: 18/12/2017 -
Status: All
Issued:

Status MOT Number Original number

Contracts > Search Mask: delete search criteria

Enter or select via the DropDown menu all relevant search criteria.

If you want to restrict your search to the MOT you have two options:

MOT Search Mode = **Base MOT only** means you will only find all quotations having just the one MOT you selected in DropDown MOT.

MOT Search Mode = **Included** means you will find all quotations having the selected MOT only and quotations having more than one MOT.

Click on the button **Search**.

Mode: All
MOT Search mode: Base MOT Only
MOT: Sea
Number:
Owner: HANJIN
Carrier: All
Holder: All
Date: 18/12/2017 -
Status: All

Search
Reset
New
Upload

Status	MOT	Number	Original number	Named account	Owner	Holder	Mode	Valid from	Valid to
✓	NH FCL EXP 2017 HJS				HANJIN	CS SPED. IA	Buying	01/01/17	
✓	NH FCL 2017 HJS				HANJIN	CS SPED. IA	Buying	01/01/17	31/12/17

Contracts > Search Mask: enter search criteria. Get result.

With a click on the button Reset all previously entered search criteria will be removed ready to enter the new details for the next search.

1.5.1 ADDITIONAL INFORMATION: ISSUED AND ISSUER

Add additional colums 'Issued' and Issuer' by ticking the Button.

Mode: All
MOT Search mode: Base MOT Only
MOT: All
Number:
Owner: All
Carrier: All
Holder: All
Date: 18/12/2017 -
Status: All

Search
Reset
New
Upload

MOT	Number	Original number	Named account	Owner	Holder	Mode	Valid from	Valid to
NH FCL EXP 2018 LUSD				LUSD		CS SPED. IA	Buying	01/01/18
NH FCL EXP 2018 HJS				Hanjin Shipping Company (D-22103 Hamburg)		CS SPED. IA	Buying	01/01/18
NH FCL BFP 2018 HJS, GSH, GTH				Hanjin Shipping Company (D-22103 Hamburg)		CS SPED. IA	Buying	01/01/17
NH FCL BFP 2018 HJS, GSH, GTH				Hanjin Shipping Company (D-22103 Hamburg)		CS SPED. IA	Buying	01/01/17
NH FCL BFP 2018 HJS				Hanjin Shipping Company (D-22103 Hamburg)		CS SPED. IA	Buying	01/01/17
NH FCL EXP 2018 HJS				WIERIK		CS SPED. IA	Buying	01/01/18
NH FCL BFP 2018 HJS			Originalnummer HJS 4711		Hanjin Shipping Company (D-22103 Hamburg)	CS SPED. IA	Buying	01/01/18

Issued
Issuer

Contracts Overview: Additional information

Status	MOT	Number	Original number	Issued	Issuer	Named account	Owner	Holder	Mode	Valid from	Valid to
✓	🚢	NH FCL EXP 2018 UASC		22/02/18	nadine.herweg	UASC					
✓	🚢	NH FCL EXP 2018 HJS		01/01/18	cargosupport	Hanjin Shipping Company (D-22135 Hamburg)		CS SPED. IA	Buying	01/01/18	31/12/18
✓	🚢	NH FCL IMP 2018 HJS_4711		01/01/18	nadine.herweg	Hanjin Shipping Company (D-22135 Hamburg)		CS SPED. IA	Buying	01/01/17	31/12/18
✓	🚢	NH FCL IMP 2018 HJS INKL. GOH		01/01/18	cargosupport	Hanjin Shipping Company (D-22135 Hamburg)		CS SPED. IA	Buying	01/01/17	31/12/18
✓	🚢	NH FCL IMP 2018 HJS		01/01/18	cargosupport	Hanjin Shipping Company (D-22135 Hamburg)		CS SPED. IA	Buying	01/01/17	31/12/18
✓	🚢	NH FCL EXP 2018 MAE		21/02/18	nadine.herweg	MAERSK		CS SPED. IA	Buying	01/01/18	31/12/18
✓	🚢	NH FCL RCP 2018_2 HJS	Originalnummer HJS 4711	01/03/18	cargosupport	Hanjin Shipping Company (D-22135 Hamburg)		CS SPED. IA	Buying	01/01/18	31/12/18

Contracts: Columns Issued and Issuer

1.6 CONTRACT DETAILS

In order to see the details of the contract click on the contract.

Status	MOT	Number	Owner	Holder	Mode	Valid from	Valid to
✓	🚢	ImkeFCL-17-2016	APL HAM	CS Sped.	Buying	01/02/16	31/03/16
✓	🚢	ImkeFCL-19-2016	MOL	CS Sped.	Buying	01/02/16	31/03/16
✓	🚢	ImkeFCL-18-2016	MAERSK BRE	CS Sped.	Buying	01/02/16	29/02/16
✓	🚢	ImkeFCL-21-2016	MOL	CS Sped.	Buying	15/02/16	29/02/16
✓	🚢	ImkeLCL-1-2016	SACO BRE	CS Sped.	Buying	05/01/16	31/03/16

Contract: Selection

Contract info Number: ImkeFCL-18-2016 Mode: Buying Aktiv: Yes Closed for No combination: Different Owners Yes Allowed: Issued Date: 04/01/2016 Commodities: --- Equipment: 20' BOX CONT Currencies: USD		Holder Company Name: CS Spedition GmbH Mandant IA (D26) Address: CS Spedition GmbH Mandant IA (D26) Buschhöhe 10 28367 Bremen Germany	Owner Company Name: MAERSK DEUTSCHLAND GMBH (K7013) Address: MAERSK DEUTSCHLAND GMBH (K7013) HANSEATENHOF 6 28195 Bremen GERMANY																																										
Transportation Info Mode of Transport: Sea Contract Type: FCL Valid from: 01/02/2016 Valid to: 29/02/2016 Diesel index provider: Default drive type: Weekdays: Mo, Tu, We, Th, Fr, Sa, Su																																													
<table border="1"> <thead> <tr> <th>RK</th> <th>Leg</th> <th>MOT</th> <th>Valid from</th> <th>Valid to</th> <th>Origin</th> <th>Destination</th> <th>Service</th> <th>Transit Time</th> <th>Equipment</th> <th>Commodity</th> <th>Conditions</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>●</td> <td>Main</td> <td>🚢</td> <td>01/02/16</td> <td>29/02/16</td> <td>BREMERHAVEN (DEBRV, GERMANY)</td> <td>SYDNEY (AUSYD, AUSTRALIEN)</td> <td></td> <td></td> <td>20' BOX CONT</td> <td></td> <td>Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing</td> <td>1,450.00 USD</td> <td>BASIS (Basis)</td> </tr> <tr> <td>●</td> <td>Main</td> <td>🚢</td> <td>01/02/16</td> <td>29/02/16</td> <td>BREMERHAVEN (DEBRV, GERMANY)</td> <td>MELBOURNE (AUMEL, AUSTRALIEN)</td> <td></td> <td></td> <td>20' BOX CONT</td> <td></td> <td>Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing</td> <td>1,450.00 USD</td> <td>BASIS (Basis)</td> </tr> </tbody> </table>				RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type	●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)	●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)
RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type																																
●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)																																
●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)																																

Contract: Details

Depending on the tab (rates, surcharges etc) you will see the relevant contract lines. In order to see all details of one contract line click on that line.

RK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
●		01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,450.00 USD	BASIS (Basis)
●		01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,450.00 USD	BASIS (Basis)

Valid from: Valid to: Booking Reference: Remarks:

Type: Amount: Ranking:

Incl. Type: per: Service:

POL: BREMERHAVEN, GERMANY (Seaport) POD: SYDNEY, AUSTRALIEN (Seaport) Frequency:

Transit Locations: Transit Location: Transit Time:

Origin: Destination: Excl. DG class:

Equipment: Commodity:

Min. Weight: Max. Weight: DG:

Temperature Controlled: Out of Gauge: Not Stackable:

Shippers Own: FMC Filing: Hanging Garment:

Created: 13/02/2016 15:07 by mke.anderschak

Contract Details: Rate line

1.7 FILTER FUNCTION

In the contracts and quotations you have a filter function that will help you to search for details within your contract.

This function is only for rates, surcharges and sideletters. In order to get the filter click on the triangles underneath the contract tabs.

The screenshot shows the 'Contract' window with tabs for 'Rates', 'Surcharge', 'Sideletters', 'Remarks', and 'Documents'. The 'Rates' tab is active, displaying a table with columns: RK, Leg, MOT, Valid from, Valid to, Origin, Destination, Service, Transit time, Equipment, Commodity, Conditions, Amount, and Type. A red box highlights a filter icon (four downward-pointing triangles) above the table header.

RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit time	Equipment	Commodity	Conditions	Amount	Type
●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)
●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)

Contract > Filter: fade in

The screenshot shows the 'Contract' window with the 'Rates' tab active. A red box highlights the filter function area, which includes dropdown menus for Leg, Service, Commodity, Origin, Equipment, Amount, Destination, Transit Time, and Type, along with 'Filter' and 'Reset' buttons.

RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)
●	Main	🚢	01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	1,450.00 USD	BASIS (Basis)

Contract > Filter: function in contracts

Type in or select details via the DropDown menu and confirm your filter with the **Filter** button.

RK.	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Rates Surcharge Sideletters Remarks Documents </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Leg: <input type="text"/> Origin: <input type="text"/> Destination: <input type="text" value="sydney"/> </div> <div> Service: <input type="text"/> Equipment: <input type="text"/> Transit Time: <input type="text"/> - <input type="text"/> </div> <div> Commodity: <input type="text"/> Amount: <input type="text"/> - <input type="text"/> Type: <input type="text"/> </div> <div style="text-align: right;"> <input type="button" value="Filter"/> <input type="button" value="Reset"/> </div> </div> </div>												

Contract > Filter: enter criteria

You will get your filter result.


With a click on the button **Reset** all filter criteria will be removed to be ready for the next filter. With a click on the triangles the filter will close.

RK.	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Rates Surcharge Sideletters Remarks Documents </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Leg: <input type="text"/> Origin: <input type="text"/> Destination: <input type="text" value="sydney"/> </div> <div> Service: <input type="text"/> Equipment: <input type="text"/> Transit Time: <input type="text"/> - <input type="text"/> </div> <div> Commodity: <input type="text"/> Amount: <input type="text"/> - <input type="text"/> Type: <input type="text"/> </div> <div style="text-align: right;"> <input type="button" value="Filter"/> <input type="button" value="Reset"/> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Valid from: <input type="text" value="01/02/2016"/> Valid to: <input type="text" value="29/02/2016"/> Booking Reference: <input type="text"/> Remarks: <input type="text"/> </div> <div style="display: flex; justify-content: space-between;"> <div> Type: <input type="text" value="BASIS (Bas)"/> Included: <input type="text"/> POL: BREMERHAVEN, GERMANY (Seaport) </div> <div> Amount: <input type="text" value="1,450.00"/> <input type="text" value="USD"/> Incl. Type: <input type="text"/> POD: SYDNEY, AUSTRALIEN (Seaport) </div> <div> Ranking: <input type="text" value="Core"/> per: <input type="text" value="Equipment"/> Service: <input type="text"/> Frequency: <input type="text"/> Transit Time: <input type="text"/> </div> <div style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Save Copy"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> </div> </div> <div style="margin-top: 10px;"> Transit Locations: <input type="text"/> Transit Location: <input type="text"/> </div> <div style="display: flex; justify-content: space-between;"> <div> Equipment: <input type="text" value="20' BOX CONT"/> Min. Weight: <input type="text"/> Max. Weight: <input type="text"/> DG: <input type="text" value="No"/> </div> <div> Temperature Controlled: <input type="text" value="No"/> Out of Gauge: <input type="text" value="No"/> Not Stackable: <input type="text" value="No"/> </div> <div> Shippers Own: <input type="text" value="No"/> FMC Filing: <input type="text" value="No"/> Hanging Garment: <input type="text" value="No"/> </div> </div> <div style="font-size: small; margin-top: 5px;"> Excl. DG class: <input type="text"/> Weekdays: Mo, Tu, We, Th, Fr, Sa, Su </div> </div> </div>												

Contract > Filter: result

2 ENTER CONTRACTS MANUALLY

In order to enter new contracts use the button **New**.



Manual Contract: Creation

A mask for the contract creation opens.
The functions and details are explained in the following chapters.

2.1 CREATE CONTRACT HEADER

Enter the **contract number**. The contract number is restricted to 100 characters. Select the Mode of the contract – you have the choice between buying and selling contract. The contract number must be unique. It is used by the system to identify the contract for upload of rate sheets.

Filling field **original number** is optional. It can be used in addition to the field contract number, e.g. when a carrier using the same contract number with different validity.

Tick the box behind **Active** once the contract is completely entered and ready to find all charges from the contract in the rate search (that means you entered all necessary details). Rates from an inactive contract won't be found in the rate search/calculation.

Tick the box behind **Closed for combination** if you don't want to combine the contract with further contracts from the same owner (= yes) only. If you want to find this contract in combination with other contracts from the same carrier do not tick (=no).

Different owners allowed: Only available for Buying contracts.

Tick the box behind **Different owners allowed** (= yes) if you want to find this contract in combination with contracts from other carriers (e.g. for road contracts). If you don't want to combine the contract with other owners do not tick (= no).

That means that the contracts for main carriages (e.g. MOT sea, air) need that box ticked. For inland haulage contracts (e.g. MOT road, rail, barge) you have to differentiate. For Carriers Haulage contracts where you want to combine contracts of the same carrier only leave that box blank. For Merchants Haulage contracts where you want to combine the contract with other carrier contracts tick that box.

The **Issued Date** will be suggested with today's date. You can change the date manually or via the calendar function.

Select the **Mode of Transport** and the **contract type**: Full load or Less load.

The MOT in contract header is not mandatory. You can either use it in contract header or in billing lines.

Enter the Start of Transport and End of Transport Date (= validity of the contract).

If surcharges in the contract base on a diesel floater select the provider of the diesel floater via the DropDown. Keep in mind that the provider as well as the diesel indexes have to exist in the basic data.

Diesel Index provider is applicable for MOT road.

The **default drive type** is applicable for MOT rail and barge only.

Surch./sidel. As per outlay: select one or several MOT, if all Surcharges and Sideletters should be marked as per outlay. You don't have to enter Surcharges and Sideletters into this contract. As a result of the rate search, the information is displayed: *Additional [MOT] surcharges / sideletters as per outlay*. Pls. also see chapter [Surcharges / Sideletters as per Outlay](#).

Tick the **weekdays** on which the contract is applicable. If you don't tick any of the weekdays the system will set the weekdays on "all". That means it is the same as if all checkboxes have been ticked. A contract with no weekdays ticked won't be found in the rate search and therefore can not be saved in the system.

You have following options to enter the **holder, owner and named account:**

- Click on the box behind the name. All available companies will be shown. Select the needed one.
- Enter the customer number.
- Start entering the company name and select from the suggestion box.

Save your entry via the button **Create**.

Field **Contact (Owner)** is available for Buying contracts. Select a person from the dropdown list (persons must be added to Masterdata > Company > Person before).

The contact person can be displayed in the **search result**, a symbol appears next to the contract documents and the name of the contact person is displayed via the ToolTip. For this, the authorization 'function_rateSearch_showContactOwner' is required.

Manual Contract: Header

2.2 CONTRACT DETAILS

Select the MOT (if you already selected the MOT in contract header, it will already be displayed) and the Type (Billing Category). It depends from the settings in Masterdata > Billing Category which fields are applicable.

2.2.1 LOCATIONS

Depending from MOT the fields for locations can differ:

Air	Departure at Arrival at
Sea	POL POD
Road	Origin Destination
Rail	Departure at Arrival at
Barge	Origin Destination
KEP	Origin Destination


To enter locations (POL, POD, Transit Location) start to type in the name and a suggestion appears in a drop down bar.

Manual Contract > Functions: enter POL

Select the location (here: POL).

The screenshot shows a detailed contract configuration form. At the top, there are tabs for 'Rates', 'Surcharge', 'Sideletters', 'Remarks', and 'Dokumente'. Below these are input fields for MOT, Origin, Destination, Amount, Valid from, Valid to, and Equipment. A table with columns 'RIK', 'MOT', 'Valid from', 'Valid to', 'Origin', 'Destination', 'Carrier', 'Service', 'Transit Time', 'Equipment', 'Commodity', 'Conditions', 'Amount', and 'Typ' is visible. The 'POL' field is highlighted with a red box and contains 'HAMBURG, GERMANY (seaport)'. The 'Remarks' section is empty. The bottom part of the form contains various technical specifications like 'Min. Length', 'Max. Length', 'Min. Width', 'Max. Width', etc.

Manual Contract > Functions: add locations

If the rate is applicable for further locations you can add them with a click on the button  behind the box. For further information about the multiselect function see chapter [Function Multiselect](#).

For Surcharges and Sideletters, the locations, e.g. POL and POD, must not be filled both. But to avoid leaving them empty by mistake, the check mark next to the locations must be removed.

The screenshot shows a contract configuration form for a surcharge or sideletter. At the top, there are tabs for 'Rates', 'Surcharge', 'Sideletters', 'Remarks', and 'Dokumente'. Below these are input fields for MOT, Type, Valid from, Valid to, Amount, No amount, Inc. Type, POD, Transit Location, Destination, Equipment, and Commodity. The 'POL' field is highlighted with a red box and is empty. The 'POD' field contains 'DEUTSCHLAND'. The 'Remarks' section is empty. The bottom part of the form contains various technical specifications like 'Min. Length', 'Max. Length', 'Min. Width', 'Max. Width', etc.


Surcharges/ Sideletter without locations

2.2.2 EQUIPMENT

Select the equipment type via the DropDown menu.

The screenshot displays the 'Equipment' configuration window in the CargoSoft software. The 'Equipment' dropdown menu is highlighted with a red box and shows the selection '20' CONT'. The interface includes various input fields for contract details such as 'Valid from', 'Valid to', 'Amount', 'Origin', 'Destination', 'Carrier', 'Service', 'Transit Time', 'Commodity', and 'Conditions'. There are also checkboxes for 'Pre-Carriage', 'Post carriage', 'Incl. empty pickup', 'Incl. empty return', and 'As per outlay'.

Manual Contract > Functions: Select equipment

If the rate is applicable for further equipment types add the selected type with a click on the button  behind the box.

You have to use the plus button only if you want to enter more than one equipment type. (= Multiselect , see chapter [Function Multiselect](#) and [Locations](#))


If you have the same rate for several package types, you can also use package type groups in order to combine into one rate line. For further information check our documentation E_ECM Basic Data, chapter Package Type Groups.

2.2.3 INCL. TYPE

You can select surcharges and sideletters that are included in the base rate.

Select the surcharge via the DropDown in box **Incl. Type**.

Manual Contract > Functions: Incl. Type

If applicable add further surcharges that are included in the rate with a click on the button  behind the box.

In order to select sideletters and include them to the base rate tick the check box behind **Incl. Type**.

Now you will get the surcharges as well as the sideletters in the DropDown menu.

Manual Contract > Functions: Checkbox

Manual Contract > Functions: Select Surcharges

Manual Contract > Functions: Select Sideletters

Add further surcharges and/or sideletters the same way. Enter all further relevant rate details. Once finished save your entry via the **Add** button. The system will save the rate line showing all included surcharges/sideletters to the rate in the column Type.

Manual Contract > Functions: Added Surcharges

RR	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,450.00 USD	BASIS (Basis = Ocean Freight Rate) ❌
		13/02/16	29/02/16	HAMBURG (DEHAM, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,450.00 USD	BASIS (Basis = Ocean Freight Rate) ❌
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUADL, AUSTRALIEN)			40' Box Cont.		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,800.00 USD	BASIS (Basis = Ocean Freight Rate) (Bunker Adjustment Factor, Currency Adjustment Factor, Terminal Handling Charge) ❌

Manual Contract > Functions: Rate with included surcharges

Included Surcharges and/or sideletters always have to be added via the plus symbol (if applicable).

If you added a wrong surcharge or sideletter delete it in the same way via the minus button behind the box.

Valid from: 13/02/2016	Valid to: 29/02/2016	Booking Reference:	Remarks:	Save
Type: BASIS (Bas)	Amount: 1,800.00 USD	Ranking: Undefined		Save Copy
Included: Bunker Adjustment Factor, Currency Adjustment Factor, Terminal Handling Charge	Incl. Type: BAF (Bunk)	per: Equipment		Delete
POLs:	POL: BREMERHAVEN, GERMANY (Sea)	Service:	Weekdays: Mo Tu We Th Fr Sa Su	Cancel
PODs:	POD: Adelaide, AUSTRALIEN (Seaport)	Frequency:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Transit Locations:	Transit Location:	Transit Time:	Excl. DG class:	
Origin:	Destination:	Equipment: 40' Box Cont.		
Equipments:				
Commodity:				
Min. Weight:	Max. Weight:	DG: No		
Temperature Controlled: No	Out of Gauge: No	Not Stackable: No		
Shippers Own: No	FMC Filing: No	Hanging Garment: No		

Manual Contract > Functions: Delete surcharges

Valid from: 13/02/2016	Valid to: 29/02/2016	Booking Reference:	Remarks:	Save
Type: BASIS (Bas)	Amount: 1,800.00 USD	Ranking: Undefined		Save Copy
Included: Currency Adjustment Factor, Terminal Handling Charge	Incl. Type:	per: Equipment		Delete
POLs:	POL: BREMERHAVEN, GERMANY (Sea)	Service:	Weekdays: Mo Tu We Th Fr Sa Su	Cancel
PODs:	POD: Adelaide, AUSTRALIEN (Seaport)	Frequency:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Transit Locations:	Transit Location:	Transit Time:	Excl. DG class:	
Origin:	Destination:	Equipment: 40' Box Cont.		
Equipments:				
Commodity:				
Min. Weight:	Max. Weight:	DG: No		
Temperature Controlled: No	Out of Gauge: No	Not Stackable: No		
Shippers Own: No	FMC Filing: No	Hanging Garment: No		

Manual Contract > Functions: Amended result


2.2.4 USEFUL FUNCTIONS

2.2.4.1 FUNCTION MULTISELECT

You have the option to enter more than one location, equipment type or included surcharge in the freight rate when entering a rate line via + or - buttons. As a result the system will save the equivalent numbers of rate lines in the contract.

To enter locations (POL, POD, Transit Location) start to type in the name and a suggestion appears in a drop down bar.

Manual Contract > Functions: enter POL

Select the location (here: POL). If the rate is applicable for further locations you can add them with a click on the button  behind the box, e.g. POL. The location will be added.

Manual Contract > Functions: add locations

That means the box POL on the right side will be cleared and the chosen POL appears on the left side under POLs.

Once the line has been saved you will see POL and/or POD only in each rate line (Field POLs and/or PODs is empty again).

Manual Contract > Functions: added locations

You can add further locations the same way.


Manual Contract > Functions: several POL in one line

Enter all further relevant rate details. Once finished save your entry via the **Add** button. The system will save one rate line for each location. In the example all entered POL will be shown in a separate line.

PK	MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Typ
1	Sea	04/07/17	31/07/17	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)	HAPAG BRE			20' CONT		Per Equipment	650.00 USD	BASIS (Basis = Ocean Freight Rate) ✗
2	Sea	04/07/17	31/07/17	HAMBURG (DEHAM, GERMANY)	SYDNEY (AUSYD, AUSTRALIEN)	HAPAG BRE			20' CONT		Per Equipment	650.00 USD	BASIS (Basis = Ocean Freight Rate) ✗

Manual Contract > Functions: Save rates

For the POL and POD use the plus button only if you want to enter more than one location. If you have one location only enter the location and add the rate line via the **Add** button.

If you entered a wrong location you can delete it in the same way. Chose the location and use the minus button  behind the box (e.g. POL).

Manual Contract > Functions: Delete location

Manual Contract > Functions: Amended result

For using multiselect box for equipment and including surcharge proceed the same way.

Transit Locations always have to be added via the plus button (if applicable).

RK	MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Typ
	Sea	04/07/17	31/07/17	BREMERHAVEN (DEBRV, GERMANY)	SYDNEY (AUSTRV, AUSTRALIEN)	HAPAG BRE			20' CONT		Per Equipment	650,00 USD	BASIS (Basis)

Manual Contract > Functions: Transit Locations

To delete Transit Locations use the red cross behind it.

2.2.4.2 CHECKBOX TWO WAY (FOR MOT ROAD, RAIL & BARGE)

In Road contracts you have the option **Two Way**. Tick the check box if the rate is applicable for both ways, e.g. from Syke to Malaga and from Malaga to Syke. If you save the Two-Way rate the system will create 2 rate lines.

If you have entered a pick up depot (= Empty Out) for full Transports when using the two way check box the system will enter this depot as the drop off depot (= Empty In) for the way back. Once you have saved the line in both rate lines the box won't show the tick anymore.

Manual Contracts > Checkbox Two way

PK	MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Typ
1	🚛	04/07/17	31/07/17	Syke (DESYK, D-28857, GERMANY)	Malaga (ESAGP, SPANIEN)				Gigaliner		Per Equipment	905,00 EUR	BASIS (Basis) ✗
2	🚛	04/07/17	31/07/17	Malaga (ESAGP, SPANIEN)	Syke (DESYK, D-28857, GERMANY)				Gigaliner		Per Equipment	905,00 EUR	BASIS (Basis) ✗

Manual Contracts > Checkbox two way > Rates

2.2.5 ENTER FURTHER CONTRACT LINES

Enter all relevant details of your base rate or surcharge or sideletter and save your entry via the **Save** button.

If you want to enter further rates stay in the new rate proposal. Change all relevant details and click on the **Add** button so your amended rate details will be saved. Use the **Clear** button only if you don't want to keep the proposed entries but to enter new details.

Manual Contract > Functions: Add additional lines

You also have the option to copy contract lines (e.g. from 20' to 40'). Click on the relevant contract line. Change the details accordingly and save your entry via the button **Save Copy**.

RK.	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	BRISBANE (AUBNE, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,800.00 USD	BASIS (Basis)
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUADL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,800.00 USD	BASIS (Basis)

Valid from: 13/02/2016 Valid to: 29/02/2016

Type: BASIS (Bas) Amount: 2950 USD

Included: Incl. Type: Booking Reference: Remarks:

POL: BREMERHAVEN, GERMANY (Sea) POD: Adelaide, AUSTRALIEN (Seaport) Ranking: Undefined Save

Transit Locations: Transit Location: per: Equipment Save Copy

Origin: Destination: Service: Update

Equipment: 40' Box Cont. Excl. DG class: Frequency: Cancel

Min. Weight: Max. Weight: DG: No Weekdays: Mo Tu We Th Fr Sa Su

Temperature Controlled: No Out of Gauge: No Not Stackable: No

Shippers Own: No FMC Filing: No Hanging Garment: No

Created: 20/02/2016 11:30 by imke.anderschak

Manual Contract > Functions: Copy rates

RK.	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	BRISBANE (AUBNE, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,800.00 USD	BASIS (Basis) ✗
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUADL, AUSTRALIEN)			20' BOX CONT		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	1,800.00 USD	BASIS (Basis) ✗
		13/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUADL, AUSTRALIEN)			40' Box Cont.		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing, No Hanging Garment	2,950.00 USD	BASIS (Basis = Ocean Freight Rate) ✗

Manual Contract > Functions: Original contract line with the copy

2.2.6 SAVE THE CONTRACT

Once you entered the rates you may save the contract via the **Save** button in the contract header.

You have different options how to enter the rates. Either you enter the rates only (either all or only one if you want to use the download sheet) and then save the contract. Then you add the surcharges, sideletters, remarks and documents step by step.

Or you enter all rates, surcharges and sideletters in one go and then save the contract.

Manual Contract > Functions: Save Contract

If you saved the contract and want to add further rates or surcharges etc. click on the button **Edit** in the contract header and enter the next contract lines.

Manual Contract > Functions: Edit Contract

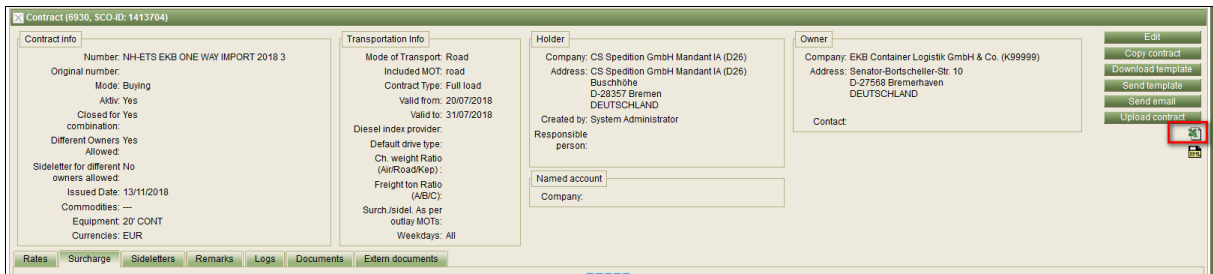
Once you have enter all contract lines confirm your entry via the **Save** button in the contract header.

2.2.7 DOWNLOAD CONTRACT VIA EXCEL

Once you have entered and saved a contract you have the option to download the contract via the **Excel** button.

You will get your contract in the CargoSoft standard excel sheet format incl. rates.

For downloading the contract **without rates** chose button **Download template**.

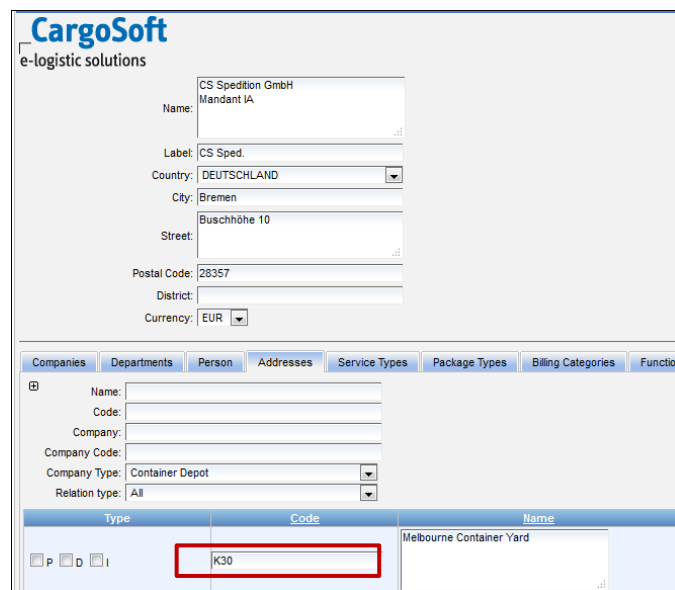


Manual Contract > Functions: Download via Excel

If you download a seafreight contract, the Excel file contains only the tabs that were filled with rates in the contract.

Billing categories for Surcharges and Sideletters will be downloaded in two different columns: Code and Text. In case of using numeric billing categories the column text will help to identify the billing category.

When downloading a contract containing a depot, the code number is identified by the entry on tab Addresses in the System Owner company.



Manual Contract > Functions > Download Depot: Address Code

2.2.8 DOWNLOAD CONTRACT VIA XML

Once you have entered and saved a contract you have the option to download the contract via the **XML** button.

Manual Contract > Functions: Download via XML

2.3 EXPLANATION AND DETAILS OF FIELDS

In the following chapter, the available fields on the tabs **Rates**, **Sucharges** and **Sideletters** are explained in detail. Fields can depend on MOT and used conditions in each Billing category. For special depending on the MOT see chapter [Specials per MOT](#).

2.3.1 GENERAL FIELDS FOR RATES, SURCHARGES AND SIDELETTER

Enter all relevant details of your base rate. Depending on the MOT you have to fill different boxes. Save your entry via the **Add** button.

Valid from	Mandatory - start date of the rate (default from the contract header). You have the option to change the date if applicable.
Valid to	Mandatory - end date of the rate (default from the contract header). You have the option to change the date if applicable.
Remarks	If necessary, enter remarks to the rate.
Type	Mandatory – select the billing category via the DropDown menu: BASIS or LUMPSUM only Use LUMPSUM for MOT Sea for door-door rates only.
Amount and Currency	Mandatory – enter the amount and select the currency via the DropDown menu.
Weekdays	Tick the weekday on which the rate is applicable.
Per (Rule (packing)) *for explanation of qualifier please see	Mandatory – enter the amount (if applicable) and select the qualifier via the DropDown menu.

Chapter *Rule (Packing) qualifier (amount per)	
Carrier	<p>In case of entering the contract manually, the carrier is initialized with the owner under the following conditions:</p> <ul style="list-style-type: none"> -The owner has the respective carrier function for the chosen MOT (Oceancarrier, Airline, Courier, Trucker, Bargecarrier, Railcarrier). -the owner is not IATA <p>If a company has the function 'GSA' and 'contract owner' only, this company is NOT initialized as carrier.</p>
DG class(es)	If the rate is applicable for special dangerous goods classes enter the class or more than one class separated by a comma.
Excl. DG class(es)	Activate the checkbox if the DG classes entered in field DG class(es) should not be applicable for the rate.
Equipments	Shows if the rate is applicable for more than one equipment type and that the system has to save more than one rate line (see chapter Equipment).
Equipment	Select the equipment via the DropDown menu.

Locations (vary depending on the MOT):

POLs Departure ats Origins	Sea Air Rail Road Barge	Shows if the rate is applicable for more than one location and that the system has to save more than one rate line (see chapter Locations).
POL Departure at Origin	Sea Air Rail Road Barge	Mandatory - depending on the MOT enter/select the seaport, the airport, the city, the region, the district or the postal code.
PODs Arrival ats Destinations	Sea Air Rail Road Barge	Shows if the rate is applicable for more than one location and that the system has to save more than one rate line (see chapter Locations).
POD Arrival at Destination	Sea Air Rail Road Barge	Mandatory - depending on the MOT enter/select the seaport, the airport, the city, the region, the district or the postal code.

Further locations (vary depending on the MOT):

Empty In	Road Rail Barge	If the surcharge is based on a drop off depot – select the depot via the DropDown.
Empty Out	Road Rail Barge	If the surcharge is based on a pick up depot – select the depot via the DropDown.

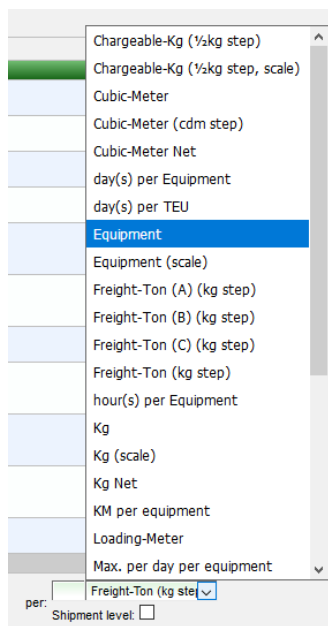
Depending on the conditions (on the MOT) ticked in the billing categories you may get further options – e.g.:

Service	If applicable, select the service via the DropDown menu (Basisdata Based conditions).
Commodity	If applicable, select the commodity via the DropDown menu (Basicdata Based conditions).
DG	Select via the DropDown menu the options (Yes or No Based conditions): [Allowed/No/Only]

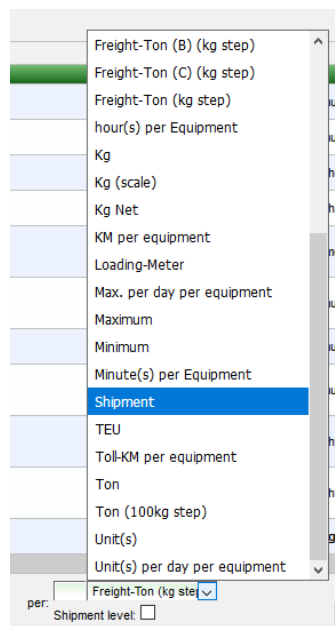
2.3.1.1.1 *RULE (PACKING) QUALIFIER (AMOUNT PER)

Chargeable-kg (1/2 kg step)	Self-explanatory
Chargeable kg (1/2 kg step, scale)	Used for Scale prices (in connection with a base rate)
Cubic-Meter	Self-explanatory
Cubic-Meter (cdm step)	Cubicmeter, rounded by cubicdecimeter step
Cubic-Meter Net	Net cubic-meters
Day(s) per Equipment	Used in conjunction with time based billing conditions
Day(s) per TEU	Used in conjunction with time based billing conditions
Equipment	Depends on chosen equipment
Equipment (scale)	Used for Scale prices (in connection with a base rate)

<i>Freight-Ton (kg step)</i>	Self-explanatory
<i>Hour(s) per Equipment</i>	Used in conjunction with time based billing conditions
<i>Kg</i>	Kilogram
<i>Kg (scale)</i>	Used for Scale prices (in connection with a base rate)
<i>Kg Net</i>	Net kilogram
<i>KM per equipment</i>	Self-explanatory
<i>Lbs</i>	Self-explanatory
<i>Loading-Meter</i>	Self-explanatory
<i>Max per day per equipment</i>	Self-explanatory
<i>Minimum</i>	Self-explanatory
<i>Maximum</i>	Self-explanatory
<i>Minute(s) per Equipment</i>	Used in conjunction with time based billing conditions
<i>Road-KM per equipment</i>	Calculates rates only for Road per km
<i>Shipment</i>	Self-explanatory
<i>TEU</i>	Per Twenty-foot Equivalent Unit
<i>Toll-KM per equipment</i>	Self-explanatory
<i>Ton</i>	Self-explanatory
<i>Ton (100kg step)</i>	Self-explanatory
<i>Unit(s)</i>	Self-explanatory
<i>Unit(s) per day per equipment</i>	Self-explanatory condition



Rate Qualifier 1 (amount per)



Rate Qualifier 2 (amount per)

2.3.2 RATES

Enter all relevant details of your base rate. Depending on the MOT you have to fill different boxes. Save your entry via the **Add** button.

Booking Reference	If applicable, enter the booking reference.
Ranking	Select via the DropDown menu.
Included	Shows if the rate includes any surcharges (see chapter Incl. Type).
Incl. Type	If applicable, select the surcharge that is included in the rate and add via the plus sign (see chapter Incl. Type).
Frequency	Enter the number and select the qualifier via the DropDown menu.
Transit time	Enter the number and select the qualifier via the DropDown menu.

Locations:

Transit locations	All MOTs	Shows if the rate is applicable for more than one location and that the system has to save more than one rate line (see chapter Locations).
Transit location	All MOTs	If applicable, enter/select the transit location for this transport (see chapter Locations).

Further locations (vary depending on the MOT)

Origin	Sea	If the base rate includes the inland haulage at origin enter the pick up place.
	Rail	Usually applicable for door-door-rates with the Type LUMPSUM. If the rate is for a combined transport (that means main transport by rail and delivery to the loading place by truck) enter the city or the region.
Destination	Sea	If the base rate includes the inland haulage at destination enter the delivery place.
	Rail	Usually applicable for door-door-rates with the Type LUMPSUM. If the rate is for a combined transport (that means main transport by rail and delivery to the unloading place by truck) enter the city or the region.

Depending on the conditions (on the MOT) ticked in the billing categories you may get further options – e.g.:

Min. weight/Min. Chg. weight	If the rate is based on a minimum weight (or chargeable weight) enter the weight (Weight Based conditions).
Max. weight/Max. Chg. Weight	If the rate is based on a maximum weight (or chargeable weight) enter the weight (Weight Based conditions).
Min./Max. Loading Meter	If the rate is based on a minimum/maximum loading meter enter the loading meter (Dimension Based conditions).
Min./Max. Distance	If the rate is based on a minimum/maximum distance enter the loading meter (Distance Based conditions).
<ul style="list-style-type: none"> ▪ Temperature controlled ▪ Out of Gauge ▪ Not Stackable ▪ Shippers Own 	Select via the DropDown menu the options (Yes or No Based conditions): [Allowed/No/Only]

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: BASIS (Bas) Amount: 2,950.00 USD
 Included: Incl. Type: Booking Reference: Remarks:
 POLs: BREMERHAVEN, GERMANY (Sea) Ranking: Undefined
 PODs: POD: Adelaide, AUSTRALIEN (Seaport) per: Equipment
 Transit Locations: Transit Location: Service: Frequency: Weekdays: Mo Tu We Th Fr Sa Su
 Origin: Destination: Transit Time: Excl. DG class:
 Equipments: Equipment: 40' Box Cont.
 Min. Weight: Max. Weight: DG: No
 Temperature Controlled: No Out of Gauge: No Not Stackable: No
 Shippers Own: No FMC Filing: No Hanging Garment: No

Manual Contracts > Rates > MOT Sea: no additional included, direct shipment

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: BASIS (Bas) Amount: 2,950.00 USD
 Included: Bunker Adjustment Factor Incl. Type: BAF (Bunk) [+ -]
 POLs: POL: BREMERHAVEN, GERMANY (Sea) [+ -]
 PODs: POL: Adelaide, AUSTRALIEN (Seaport) [+ -]
 Transit Locations: SINGAPORE Transit Location: SINGAPORE, SINGAPUR [+ -]
 Origin: Destination:
 Equipments: Equipment: 40' Box Cont. [+ -]
 Commodity:
 Min. Weight: Max. Weight: DG: No
 Temperature Controlled: No Out of Gauge: No Not Stackable: No
 Shippers Own: No FMC Filing: No Hanging Garment: No
 Booking Reference: Remarks: [Add Clear]
 Ranking: Undefined per: Equipment Service:
 Frequency: Transit Time: Excl. DG class:
 Weekdays: Mo Tu We Th Fr Sa Su [x x x x x x]
 Created: 20/02/2016 11:30 by imke.anderschak

Manual Contracts > Rates > MOT Sea: additional included, transshipment

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: LUMPSUM (L) Amount: 2,950.00 USD
 Included: Incl. Type: [+ -]
 POLs: POL: BREMERHAVEN, GERMANY (Sea) [+ -]
 PODs: POL: MELBOURNE, AUSTRALIEN (Sea) [+ -]
 Transit Locations: Transit Location: [+ -]
 Origin: Syke, GERMANY Destination: Dandenong, AUSTRALIEN
 Equipments: Equipment:
 Commodity:
 DG: No
 Booking Reference: Remarks: [Add Clear]
 Ranking: Undefined per: Equipment Service:
 Frequency: Transit Time: Excl. DG class:
 Weekdays: Mo Tu We Th Fr Sa Su [x x x x x x]
 Created: 20/02/2016 11:30 by imke.anderschak

Manual Contracts > Rates > MOT Sea: door-door rate

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: BASIS (Bas) Amount: 0.19 EUR
 Included: Empty out: Incl. Type: [+ -]
 Origin: GERMANY Destination: GERMANY
 Transit Locations: Transit Location: [+ -]
 Equipment: Commodity:
 Min. Loading Meter: Max. Loading Meter: Min. Weight:
 Max. Weight: 100.0 Kg(s) Min. Chg. Weight: Max. Chg. Weight:
 Min. Package Weight: Max. Package Weight: DG: No
 Min. Distance: Max. Distance: 20 Kilometer Min. Equipment Quantity:
 Max. Equipment Quantity:
 Two way: [] Booking Reference: Remarks: [Save Save Copy Delete Cancel]
 Ranking: Undefined per: Kg Service:
 Frequency: Transit Time: Excl. DG class:
 Weekdays: Mo, Tu, We, Th, Fr, Sa, Su
 Created: 21/02/2016 10:06 by imke.anderschak

Manual Contracts > Rates > MOT Road

Rates | Surcharge | Sideletters | Remarks | Dokumente

Leg: [] Service: [] Commodity: [] Filter
 Origin: [] Equipment: [] Amount: [] Reset
 Destination: [] Transit Time: [] Typ: []

RK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Typ
		21/12/16	25/12/16	GERMANY (DE)	SPANIEN (ES)					Per 0.5 Kg (scale), Min. Weight 20 Kg(s)	0.30 EUR	BASIS (BASIS)
		21/12/16	25/12/16	GERMANY (DE)	SPANIEN (ES)					Per 0.5 Kg (scale), Min. Weight 0.5 Kg(s)	0.50 EUR	BASIS (BASIS)
		21/12/16	25/12/16	GERMANY (DE)	SPANIEN (ES)					Per Shipment	15.00 EUR	BASIS (BASIS)
		21/12/16	25/12/16	GERMANY (DE)	FRANKREICH (FR)					Per Kg (scale), Min. Weight 15 Kg(s)	1.20 EUR	BASIS (BASIS)
		21/12/16	25/12/16	GERMANY (DE)	FRANKREICH (FR)					Per Shipment	330.00 EUR	BASIS (BASIS)

Valid from: 21/12/2016 Valid to: 25/12/2016
 Type: BASIS (BASIS) No amount: [] Amount: 0.30 EUR
 Included: Incl. Type: [+ -]
 Origin: GERMANY Destination: SPANIEN
 Transit Locations: Transit Location: [+ -]
 Min. Weight: 20.0 Kg(s) Max. Weight: Min. Chg. Weight:
 Max. Chg. Weight: Min. Equipment Quantity: Max. Equipment Quantity:
 Booking Reference: Remarks: [Speichern Save Copy Löschen Abbrechen]
 Ranking: Undefined per: 0.5 Kg (scale) Service:
 Frequency: Transit Time: Excl. DG class: []
 Weekdays: All

Manual Contracts > Rates > MOT KEP

2.3.3 SURCHARGES

Enter all relevant details of your surcharges (additional) to the base freight. Depending on the MOT you have to fill different boxes. Save your entry via the **Add** button.

Locations (vary depending on the MOT):

Transit locations	All MOTs	Shows if the rate is applicable for more than one location and that the system has to save more than one rate line (see chapter Locations).
Transit location	All MOTs	If applicable, enter/select the transit location for this transport (see chapter Locations).

Manual Contracts > Surcharges > MOT Sea

2.3.4 SIDELETTERS

Enter all relevant details of your additional fees. Depending on the MOT you have to fill different boxes. Save your entry via the **Add** button.

Site	Mandatory - select via the DropDown menu if the fee is applicable at the origin or destination of the transport.
-------------	------------------------------------------------------------------------------------------------------------------

Manual Contracts > Sideletters > MOT Sea

2.4 SPECIALS

The entry of the contracts is very similar for each MOT. But for each MOTs some further details have to be considered. The additional fields and the exceptions are described per MOT in the following chapters, including images of the available fields in contracts.

2.4.1 GENERAL

2.4.1.1 TRANSITLOCATIONS IN SURCHARGES

Transitlocations in Surcharges is used as an additional condition for the rate. It don't have to be between start and end location, it also can be put in front. E.g. an airfreight surcharge is valid from city Bremen to Airport BRE and Destination LAX.

The screenshot displays the 'Contract' window in CargoSoft. It is divided into several sections: 'Contract info', 'Transportation info', 'Holder', and 'Owner'. Below these is a navigation bar with tabs for 'Rates', 'Surcharge', 'Sideletters', 'Remarks', 'Documents', and 'Extern documents'. The 'Rates' tab is active, showing a table with columns: MOT, Valid from, Valid to, Origin, Transit Location, Destination, Carrier, Service, Equipment, Commodity, Conditions, Amount, and Type. A single rate is listed with an amount of 65.00 EUR. Below the table, there are input fields for MOT (Air), Type (TRANS (Transport)), Valid from (29/05/2018), Valid to, Amount (65.00 EUR), and Carrier (NH AIRLINE4711). A red box highlights the 'Transit Locations: Bremen' field. Other fields include 'Departure at BREMEN, DEUTSCHLAND (airport)', 'Arrival at LOS ANGELES, CA, U S A (airport)', and 'Transit Location:'. The bottom left corner shows 'Created: 16/10/2018 11:49 by nadine.herweg'.

Transitlocation in Surcharges

2.4.1.2 BASIC RATE PLUS SCALE

In order to calculate the basic prices plus a further price per kg use one of the following qualifier:

- **Chargeable kg (1/2 kg step, scale)**
- **Equipment (scale)**
- **Kg (scale)**

The basic price must be deposited with the qualifier *per shipment*. The basic price does not need min / max. Restriction.

The new qualifiers (scale) mark the additional (scale) prices. The scale prices must be limited by a condition (Min. Weight, min. Chargeable weight or min. Equipment).

E.g. Base price = 330 EUR per shipment
PLUS 1.20 EUR / kg for each additional kg (scale)
Min. Weight 15.01 kg

A consignment of 16kg costs 330 EUR plus 1,20 = 331,20 EUR

The screenshot shows a table with columns: RIC, MOT, Valid from, Valid to, Origin, Destination, Service, Transit Time, Equipment, Commodity, Conditions, Amount, and Type. Two rows are visible, both with a 'BASIS (BASIS)' type and a red 'X' icon. Below the table is a detailed configuration form for a special rate, including fields for Valid from/to, Amount (1.20 EUR), Booking Reference, Ranking, Frequency, Transit Time, and various checkboxes for included/excluded items and equipment.

Specials: Basic Rate plus scale

2.4.1.3 FREIGHT TON RATIO

A different freight ton ratio per rate can be chosen by a special calculation base (pls. see [E ECM Basic Data.pdf](#))

This screenshot shows a similar table to the previous one, but with a 'Per Freight-ton (kg step)' condition and a 23.00 USD amount. The configuration form below includes a 'Calculation per' dropdown menu where 'Freight-ton (kg step)' is selected. A sub-menu is open, showing options like 'Chargeable-Kg (1/2kg step)', 'Cubic-Meter', and 'Freight-ton (Ratio 250, kg step)', which is highlighted with a red box. Other options include 'Freight-ton (Ratio 333, kg step)'.

Specials > Freight ton Ratio: Rates

2.4.1.4 SURCHARGES AND SIDELETTERS PER SHIPMENT (WEB-SERVICE)

Tick the checkbox 'Shipment Level' in Surcharges or Sideletters.

ECM> Contracts> Surcharge: Shipment Level

When starting a search query from the TMS via web-service with several lines of goods description, this surcharge is then calculated only once per shipment.

2.4.1.5 EXCLUSIONS: PER RATE LINE

An exclusion can be recorded for a rate line by having a special surcharge "NOT_POSSIBLE". If this surcharge will be found, the rate is valid for all other possibilities, but not for the location of the Surcharge "NOT_POSSIBLE".

In this way, exceptions, for otherwise valid rates, can be captured with little effort.

E.g. an airfreight rate is valid from BRE to entire Germany except of MUC.

Rate:

Origin = BRE

Destination = Germany

Exceptions: Rate

Surcharge with code NOT_POSSIBLE:

Origin = ./

Destination = MUC

Exceptions: Surcharge

A search from BRE to MUC will not find this otherwise valid for all Germany rate.

2.4.1.6 EXCLUSIONS: SEPARATE CONTRACT

It is also possible to work with a separate contract for exclusions. For this, the contract number must be NOT_POSSIBLE. The owner does not necessarily have to be filled. Enter the surcharge NOT_POSSIBLE. It records the exception: Relation + e.g. Dangerous Goods = Only and Class 1.

MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
RAIL	30/01/18	31/01/18	N/A		Nuernberg Hafen UBF (80224535, DEUTSCHLAND)					Per Equipment, DG Only, IMDG 1	No amount	NOT_POSSIBLE (Ausnahme)

Exceptions: contract

That means that the rate to Nuernberg-Hafen is valid for all DG classes, except of Class1.

2.4.1.7 CONSIDERATION OF THE ROAD DISTANCE FOR THE DETERMINATION OF DEPOT AND KILOMETER-DEPENDENT RATES

Add a Region. The region must contain the terminal as a Referenced Location, for example:

Type	Name	Code	Distance	Toll distance	
city	Leverkusen	DELEV, D-51371	12	3	X
city	Kolin	DECGN, D-50668	9	5	X
postalCode	Kolin	D-50668	9	5	X

Region: Distances

In the contract, enter the max. allowed distance from the arrival or from the Referenced Location of the region into Condition **Road Distance**.

The contract runs on Arrival = Terminal. Germany eg.:

BK	MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
	🚚	09/03/18	31/12/18	Rotterdam (NIEDERLANDE)	Germany (DE) (CTS Terminal (CTS))	Germany (DE) (CTS Terminal (CTS))	CTS			20' CONT		Per Equipment, Drive type Lastlauf, Max. Road Dist. 10 Kilometer(s), Empty in Depot: CTS	290.00 EUR	BASIS (BASIS)
	🚚	09/03/18	31/12/18	Rotterdam (NIEDERLANDE)	Germany (DE) (CTS Terminal (CTS))	Germany (DE) (CTS Terminal (CTS))	CTS			20' CONT		Per Equipment, Drive type Lastlauf, Max. Road Dist. 20 Kilometer(s), Empty in Depot: CTS	300.00 EUR	BASIS (BASIS)
	🚚	09/03/18	31/12/18	Rotterdam (NIEDERLANDE)	CTS Terminal (CTS)	CTS Terminal (CTS)	CTS			20' CONT		Per Equipment, Drive type Rundlauf, Max. Road Dist. 20 Kilometer(s), Empty in Depot: Rotterdam Terminals	405.00 EUR	BASIS (BASIS)
	🚚	09/03/18	31/12/18	Rotterdam (NIEDERLANDE)	CTS Terminal (CTS)	CTS Terminal (CTS)	CTS			20' CONT		Per Equipment, Drive type Rundlauf, Max. Road Dist. 10 Kilometer(s), Empty in Depot: Rotterdam Terminals	390.00 EUR	BASIS (BASIS)

Contract: Read Distance

Rate search:

If a region exists for a company, the region is always checked to see if the requested location exists and contains distances. This happens regardless of whether the region was explicitly used in the contract or not.

If you are looking for a place that does not exist in the region or for which no distances have been entered, the distance is calculated using the distance service. If the place is within the distance in the rate, a result is found.

2.4.1.8 No Amount

Use the Checkbox 'No Amount' if you want to show a rate in rate result, but want make sure that this costs do not have a value. Additionally, you can change the way this is displayed in the rate result by using the field 'Remark'. Instead of 'no amount' the remark will be deployed.

Contract	Valid from	Valid to	Location	Conditions	I	OID	Type	Amount	Base	Quantity	Value	Value
NH ENDTST 7.7.3_7	01/01/18	31/12/18	SHANGHAI via HONG KONG to Hamburg	No DG			BASIS (Basis = Ocean Freight Rate)	900.00 USD	Per Equipment	1	900.00 USD	
NH ENDTST 7.7.3_7	01/01/18	31/12/18	CHINA to DEUTSCHLAND				CAF (Currency Adjustment Factor)	5 %	of BASIS	900	45.00 USD	
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND	Container Rent Time from 9.0 Day(s)		D	DEM (Demurrage (at Site))	75.00 EUR	Per Demurrage in days per TEU			
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND	Container Rent Time from 2.0 Day(s)		D	DEM (Demurrage (at Site))	50.00 EUR	Per Demurrage in days per TEU			
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND, Empty in: BK9			D	DROP (Drop Off charges)	0.00 EUR	Per TEU	2		
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND, Empty in: CTT			D	DROP (Drop Off charges)	0.00 EUR	Per TEU	2		
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND, Empty in: Frankenbach			D	DROP (Drop Off charges)	25.00 EUR	Per TEU	2		
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND, Empty in: CTA			D	DROP (Drop Off charges)	5.00 EUR	Per TEU	2		
NH ENDTST 7.7.3_7	01/01/18	31/12/18	To DEUTSCHLAND, Empty in: ROLU			D	DROP (Drop Off charges)	15.00 EUR	Per TEU	2		
NH ENDTST 7.7.3_7	01/01/18	31/12/18	SHANGHAI to DEUTSCHLAND				LSF (Low Sulphur Surcharge)	30.00 USD	Per Equipment	1	30.00 USD	
NH ENDTST 7.7.3_7	01/01/17	31/12/18					OVL (Overlength Additional)	ON DEMAND	Per Equipment	1		

No Amount with remark

2.4.1.9 RATES PER TIME OF DAY

Rates can have different validities depending on the time of day. Using the Condition 'Hour of day' (Masterdata > Billing Categories > Condition Types – the ID **must** be 'hourOfDay')

Name	ID	Type	Multi selection	Excluded on default	Is attribute	Level	Availability	Sort order
Hour of day	hourOfDay	Quantity Based			false		Optional	1

Condition Type Details	
Type:	Quantity Based
ID:	hourOfDay
Name:	Hour of day
Default (Rate search):	
Level:	
Availability (Rate search):	Optional
Sort order:	
Abbreviations	
Minimum,English (United States):	Min. Hour of day
Minimum,Deutsch:	
Maximum,English (United States):	Max. Hour of day
Maximum,Deutsch:	

Masterdata > Billing Categories > Condition Types: Hour of day

The Rates must be added as follows, the rate must be created twice in the contract. Once with the Condition Min Hour of Day, and a second time with the Condition Max Hour of Day:

Contract	Transportation info	Holder	Owner
Number: NH Hour of Day Min Max Original number: Mode: Buying Active: Yes Closed for Yes combination: Different Owners: Yes allowed Sideletter for different No owners allowed: Issued Date: 29/11/2018 Commodities: --- Equipment: 20' CONT Currencies: EUR	Mode of Transport: Rail Included MOT: rail Contract Type: Full load Valid from: 27/11/2018 Valid to: 30/11/2018 Diesel index provider: Default drive type: Ch. weight Ratio (Air/Road/Kap): Surch./sidel. As per outlay MOTs: Weekdays: All	Company: CS Spedition GmbH Mandant IA (D26) Address: Buschhöhe D-28357 Bremen DEUTSCHLAND Created by: Nadine HG - NH Herweg Responsible person: Named account: Company:	Company: WBT Weets-Bahn GmbH (K51) Address: Eichstr. 2 D-26725 Emden DEUTSCHLAND Contact:

Rate	Surcharge	Sideletters	Remarks	Documents	Extern documents																																																																											
<table border="1"> <thead> <tr> <th>Rate</th> <th>MOT</th> <th>Valid from</th> <th>Valid to</th> <th>Origin</th> <th>Transit Location</th> <th>Destination</th> <th>Carrier</th> <th>Service</th> <th>Transit Time</th> <th>Equipment</th> <th>Commodity</th> <th>Conditions</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>Rail</td> <td>27/11/18</td> <td>30/11/18</td> <td>Hamburg (DEHAM, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>WBT</td> <td></td> <td></td> <td></td> <td>20' CONT</td> <td>Per Equipment, Min. Hour of day 22.1</td> <td>888.00 EUR</td> <td>BASIS (BASIS)</td> </tr> <tr> <td></td> <td>Rail</td> <td>27/11/18</td> <td>30/11/18</td> <td>Hamburg (DEHAM, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>WBT</td> <td></td> <td></td> <td></td> <td>20' CONT</td> <td>Per Equipment, Max. Hour of day 22</td> <td>777.00 EUR</td> <td>BASIS (BASIS)</td> </tr> <tr> <td></td> <td>Rail</td> <td>27/11/18</td> <td>30/11/18</td> <td>Hamburg (DEHAM, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>WBT</td> <td></td> <td></td> <td></td> <td>20' CONT</td> <td>Per Equipment, Max. Hour of day 5.9</td> <td>888.00 EUR</td> <td>BASIS (BASIS)</td> </tr> <tr> <td></td> <td>Rail</td> <td>27/11/18</td> <td>30/11/18</td> <td>Hamburg (DEHAM, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>Ulm UBF (80334979, Ulm, DEUTSCHLAND)</td> <td>WBT</td> <td></td> <td></td> <td></td> <td>20' CONT</td> <td>Per Equipment, Min. Hour of day 6</td> <td>777.00 EUR</td> <td>BASIS (BASIS)</td> </tr> </tbody> </table>	Rate	MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type		Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Min. Hour of day 22.1	888.00 EUR	BASIS (BASIS)		Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Max. Hour of day 22	777.00 EUR	BASIS (BASIS)		Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Max. Hour of day 5.9	888.00 EUR	BASIS (BASIS)		Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Min. Hour of day 6	777.00 EUR	BASIS (BASIS)					
Rate	MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type																																																																		
	Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Min. Hour of day 22.1	888.00 EUR	BASIS (BASIS)																																																																		
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	Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Max. Hour of day 5.9	888.00 EUR	BASIS (BASIS)																																																																		
	Rail	27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT				20' CONT	Per Equipment, Min. Hour of day 6	777.00 EUR	BASIS (BASIS)																																																																		

MOT: Rail Type: BASIS (BASIS) Valid from: 27/11/2018 Valid to: 30/11/2018 No amount: <input type="checkbox"/> Amount: 888.00 EUR Included: Empty out: Departure at: Hamburg, DEUTSCHLAND (seaport) <input type="checkbox"/> Arrival at: Ulm UBF, DEUTSCHLAND (railstation) <input type="checkbox"/> Transit Locations: Origin: Equipment: 20' CONT Road Dist.: Equipment Quantity: Hour of Day: 22.1 Drive type: DG Class: UN Number: Weight: DG:	Two way: <input type="checkbox"/> Booking Reference: Ranking: Undefined Calculation per: Equipment Shipment level: Carrier: WBT Service: Frequency: Transit Time:	Remarks: Weekdays: All Pre-Carriage: Post carriage: Pre carriage included: Post carriage included: As per outlay:
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

Created 29/11/2018 14:39 by nadine.herweg, Last Change: 30/11/2018 09:28 by nadine.herweg

Contract: Min Hour of day

RK	MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT			20' CONT		Per Equipment, Min. Hour of day 22.1	888.00 EUR	BASIS (BASIS)
		27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT			20' CONT		Per Equipment, Max. Hour of day 22	777.00 EUR	BASIS (BASIS)
		27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT			20' CONT		Per Equipment, Max. Hour of day 5.9	888.00 EUR	BASIS (BASIS)
		27/11/18	30/11/18	Hamburg (DEHAM, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	Ulm UBF (80334979, Ulm, DEUTSCHLAND)	WBT			20' CONT		Per Equipment, Min. Hour of day 6	777.00 EUR	BASIS (BASIS)

Contract: Max Hour of day

2.4.1.10 SIDELETTERS FROM DIFFERENT OWNERS (SERVICE CHARGES)

They may be offered by a transport company or a third party, that not involved in the transport.

Enter Service charges from transport companies as Sideletters in the respective contract for MOT Air, Road, Sea, Rail, Barge, KEP.

For Service charges from a third party, create a separate contract including only sideletters for the desired MOT Air, Road, Sea, Rail, Barge, KEP. Tick the field *Sideletter for different owners allowed* in the contract header. This ensures that these sideletters are also combined with rates from other owners.

Field *Closed for combination* is not relevant in this case.

Field *Different Owners allowed* not relevant in this case.

MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
✈	20/11/18	31/01/19	FRANKFURT (FRA, Frankfurt am Main, DEUTSCHLAND)		N/A					Per Shipment	35.00 EUR	SCAN (SCAN)

Contract for service charge: Sideletter for different owners allowed

Enter the service charge on tab Sideletter.

The field carrier must remain empty. If the field carrier code is filled in the upload data sheet, the upload will be aborted.

Site is mandatory.

MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
✈	20/11/18	31/01/19	DEUTSCHLAND (DE)		N/A					Per Hour per kg. Max. Weight 500 Kg(s)	12.00 EUR	AL (Animal Lounge)
✈	20/11/18	31/01/19	FRANKFURT (FRA, Frankfurt am Main, DEUTSCHLAND)		N/A					Per Shipment	35.00 EUR	SCAN (SCAN)
✈	20/11/18	31/01/19	DEUTSCHLAND (DE)		N/A					Per Hour per kg. Max. Weight 50 Kg(s). Animal lounge time from 0.0 Day(s)	1.50 EUR	AL (Animal Lounge)
✈	20/11/18	31/01/19	DEUTSCHLAND (DE)		N/A					Per Hour per kg. Max. Weight 100 Kg(s). Animal lounge time from 0.0 Day(s)	3.00 EUR	AL (Animal Lounge)

Contract for service charge: Sideletter

2.4.2 AIRFREIGHT

Enter rates manually as described from chapters Create Contract Header to 2.3.4.

For entering rates eg. from all german airports select the country Germany in field Departure at. Other possibility is to use a Region for all german airports. For further information see documentation E_ECM_Basic Data.

Select [Yes/No] from the Dropdowns *Airfreight collect/prepaid* to enter the rate as prepaid/collect.

Select one of the following entries from the Dropdown Airfreight DG type:

Manual Contracts > Specials > Air: DG type

You have the option to choose between chargeable weight (chargeable-kg) and actual weight (= kg).

But as most airlines provide eRate Sheets we recommend to upload those eRate Sheets via the eRate sheet importer/upload function (see chapter [Airfreight](#)).

2.4.2.1 RATE FROM AIRLINES

If you enter or upload rates from the airline the owner in the contract is the airline.

Manual Contracts > Specials > Air: Owner Airline

2.4.2.1.1 RATIO

Airfreight rates are normally calculated with a ratio of 1: 6.

For air freight contracts, there is now the possibility to deposit a different ratio per contract. Use the new field *Ch. weight Ratio* in the contract header.

For a ratio of 1: 4 enter 4000.

Ratio

The ratio refers only to the calculation basis 'chargeable weight'.
 If a ratio is entered in the Contract header, it has priority to ratio in the carrier company.
 If the "chargeable weight" search criterion is filled in the search, this is used for the calculation and the ratio will be ignored.

2.4.2.2 RATES FROM GSAs

If you enter or upload rates from a GSA based on an airline the owner of the contract is the GSA.
 The Airline can be entered in Field Carrier.

Manual Contracts > Specials > Air: Owner GSA

In the search result on tabs rate Calculation and eRates you see the GSA as well as the airline.

Owner	Carrier	Origin	Destination	Service	Valid from	Valid to	Currency	Minimum	Normal Flat Rate	45 Kg	100 Kg	250 Kg	300 Kg	500 Kg	1000 Kg	MY	SC
IGLU	GA	BREMEN(BRE)	MELBOURNE(MEL)		30/07/15	30/07/15	EUR	100.00									
IGLU	SQ	BREMEN(BRE)	MELBOURNE(MEL)	GCR	30/07/15	30/07/15	EUR	100.00									
IGLU	GA	BREMEN(BRE)	MELBOURNE(MEL)		30/07/15	30/07/15	EUR		2.65	2.55	2.35			2.25			
IGLU	SQ	BREMEN(BRE)	MELBOURNE(MEL)	GCR	30/07/15	30/07/15	EUR		2.65	2.55	2.35			2.25			
IGLU	LH	BREMEN(BRE)	MELBOURNE(MEL)	td Pro	30/07/15	30/07/15	EUR	100.00									
IGLU	LH	BREMEN(BRE)	MELBOURNE(MEL)	td Pro	30/07/15	30/07/15	EUR		2.65	2.55	2.35			2.25			

Manual Contracts > Specials > Air: Search result eRates incl. Airline and GSA

Ranking	Routing	Transit Time	Owner	Carrier	Valid from	Valid to	Service	Equip.	Conditions	Origin	POL	POD	Destination	Amount
			IGLU	LH HQ (LH--020)	30/07/15	30/07/15	td.Pro		Min. Chg. Weight 45.0 Kg(s)	BREMEN, DE		MELBOURNE, AU		⚠
			IGLU	SIA (SQ--618)	30/07/15	30/07/15	GCR		Min. Chg. Weight 0.0 Kg(s)	BREMEN, DE		MELBOURNE, AU		⚠
			IGLU	GARUDA (GA--126)	30/07/15	30/07/15				BREMEN, DE		MELBOURNE, AU		⚠
			IGLU	SIA (SQ--618)	30/07/15	30/07/15	GCR		Min. Chg. Weight 45.0 Kg(s)	BREMEN, DE		MELBOURNE, AU		⚠
			IGLU	GARUDA (GA--126)	30/07/15	30/07/15			Min. Chg. Weight 0.0 Kg(s)	BREMEN, DE		MELBOURNE, AU		⚠

Manual Contracts > Specials > Air: Search result Rate calculation incl. Airline and GSA

2.4.2.3 GSA CONTRACT: SURCHARGES

Charges and incidental costs of the carriers no longer have to be maintained in the GSA EK contract. These can be stored in a separate carrier contract and are combined with the corresponding GSA contract on the rate calculation tab.

Caution: Carrier and owner must be the same in the carrier contract.

If there existing two contracts for Sideletters, surcharges from GSA and Surcharges from Carrier, GSA Surcharges has priority and will be shown only when searching for rates.

If surcharges in the GSA contract are already included in the freight rate, they are not calculated additionally from the carrier contract.

For further information please see chapter [Surcharges / Sideletters as per Outlay](#)

2.4.2.4 SURCHARGES AND SIDELETTERS

As the carriers don't allow to amend their eRate sheets the surcharges and sideletters need a separate contract that can be entered manually or uploaded with standard rate sheet.

2.4.3 SEAFREIGHT FCL

Enter rates manually as described from chapters [Create Contract Header](#) and [Explanation and details of Fields](#).

2.4.3.1 CARRIER OCEAN FREIGHT RATES

For the MOT seafreight you have to fill **POL (port of loading)** and **POD (port of destination)** for rates/surcharges/sideletters from port to port.

Manual Contracts > Specials > Sea full: POL and POD

It is also possible to work with Regions or Terminals instead of seaports. Precondition is the existence of Regions or Terminals in basic data. For further information check our documentation E_ECM Basic Data.

2.4.3.2 CARRIER DOOR-DOOR RATES

For door-door rates use the type LUMPSUM only and fill **Origin** and **Destination** in addition to the port of loading (**POL**) and port of destination (**POD**).

Manual Contracts > Specials > Sea full: door-door rates

2.4.3.3 ADDITIONALS FOR MERCHANT'S HAULAGE TRANSPORTS EG. DROP OFF/ PICK UP CHARGES

You have the option to specify if surcharges or sideletters are applicable for inland haulage transports based on *merchant's haulage* or on *carrier's haulage*. Second qualifier is the transport way – either *pre-* or *postcarriage*.

For charges based on merchant's haulage (e.g. Drop off/Pick up charges) select the qualifier *Merchant haulage* via the DropDown.

Surcharges or sideletters with the qualifier merchant's haulage will only be combined with inland transport contracts from owners other than the owner of the sea freight contract.

If the owner of the inland transport contract is the same one as the owner of the seafreight contract the surcharge will be ignored.

Manual Contracts > Specials > Sea full: Merchant's Haulage Additional

2.4.3.4 USE TERMINAL AND TERMINAL REGIONS

Instead of using seaports or seaport regions as POL/ POD you also can use terminals or terminal regions.

User Terminals for POL/POD

The terminal must exist as a location in the master data. Please see our documentation [E_ECM Basic Data.pdf](#)

2.4.3.5 OUT OF GAUGE

In the following chapters, different options of entering OOG-FCL rates are explained.

2.4.3.5.1 OPTION 1: SURCHARGE WITH DIMENSIONS

First, the dimension based **Conditions** need to be created and added to the **Billing Category**.

Type	Name	ID
Dimension Based	width	
Dimension Based	length	
Dimension Based	height	

Manual Contracts > Specials > Sea full: OOG – Condition option 1

Enter the *freight rates* without dimensions in the contract.

RK	MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
	🚢	20/06/17	20/06/17	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)	MOL			20'Flat		Per Equipment	850.00 USD	BASIS (Basis)
	🚢	20/06/17	20/06/17	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)	MOL			20' OT		Per Equipment	850.00 USD	BASIS (Basis)
	🚢	20/06/17	20/06/17	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)	MOL			40' Flat		Per Equipment	1,500.00 USD	BASIS (Basis)
	🚢	20/06/17	20/06/17	BREMERHAVEN (DEBRV, GERMANY)	MELBOURNE (AUMEL, AUSTRALIEN)	MOL			40' OT		Per Equipment	1,700.00 USD	BASIS (Basis)

Manual Contracts > Specials > Sea full: OOG – Rates option 1

Enter the min. and max. dimensions in the *surcharge* (OOG Additional).

MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
	20/06/17	20/06/17	GERMANY (DE)	AUSTRALIEN (AU)	MOL		40' OT		Per Equipment, max. height 2.32 Meter(s)	0.00 USD	OOG (OOG Additional)
	20/06/17	20/06/17	GERMANY (DE)	AUSTRALIEN (AU)	MOL		40' OT		Per TEU, min. height 2.33 Meter(s), max. height 2.45 Meter(s)	325.00 USD	OOG (OOG Additional)
	20/06/17	20/06/17	GERMANY (DE)	AUSTRALIEN (AU)	MOL		40' OT		Per TEU, min. height 2.46 Meter(s), max. height 3.4 Meter(s)	500.00 USD	OOG (OOG Additional)

Manual Contracts > Specials > Sea full: OOG – Surcharges overview option 1

MOT: Sea
 Type: OOG (out of gauge additional)
 Valid from: 20/06/2017
 Valid to: 20/06/2017
 No amount:
 Amount: 500.00 USD
 POL: GERMANY
 Transit Locations:
 Equipment: 40' Flat
 min. height: 2.24 Meter(s)
 max. height: 3.4 Meter(s)
 Max. Width: 2.35 Meter(s)
 Out of Gauge:
 per: TEU
 Carrier: MOL
 DG class(es):
 Excl. DG class:
 Remarks: overweight only = 1 lost slot
 Weekdays: All
 Pre-Carriage:
 Post carriage:
 As per outlay:

Buttons: Save, Save Copy, Cancel, Delete

Manual Contracts > Specials > Sea full: OOG – Surcharges details option 1

When searching with the dimensions, the OOG additional is calculated accordingly. The remark is shown in the result.

2.4.3.5.2 OPTION 2: RATE WITH DIMENSIONS

First, the dimension based **Conditions** need to be created and added to the **Billing Category**.

Billing Categories | Condition Types | Calculation Bases

Name:
 Type based: Dimension Based
 Internal id:

Buttons: Search, New

Type	Name	ID
Dimension Based	Width	width
Dimension Based	Length	length
Dimension Based	Height	height

Manual Contracts > Specials > Sea full: OOG – Condition option 2

Add the amount of the OOG charge to the freight rate and enter the min. and max. dimensions in the **rate** – valid for the rate including the OOG additional.

RK.	MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		21/06/17	21/06/17	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUJADL, AUSTRALIEN)	MOL			20Flat		Per Equipment, max. height 2.23 Meter(s), Min. Width 2.35 Meter(s)	1,000.00 USD	BASIS (Basis)
		21/06/17	21/06/17	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUJADL, AUSTRALIEN)	MOL			20Flat		Per Equipment, max. height 2.23 Meter(s), Min. Width 2.36 Meter(s), Max. Width 2.45 Meter(s)	1,500.00 USD	BASIS (Basis)
		21/06/17	21/06/17	BREMERHAVEN (DEBRV, GERMANY)	Adelaide (AUJADL, AUSTRALIEN)	MOL			20Flat		Per Equipment, min. height 2.24 Meter(s), max. height 3.4 Meter(s), Max. Width 2.35 Meter(s)	1,500.00 USD	BASIS (Basis)

Manual Contracts > Specials > Sea full: OOG – Rates option 2

When searching with the dimensions, the particular rate (including the OOG additional) is calculated accordingly. The remark is shown in the result.

2.4.3.5.3 OPTION 3: WITHOUT DIMENSIONS (YES-/NO-CONDITION)

First, the Yes or No based **Condition** need to be created and the Quantity based **Condition Lost Slot** and added to the **Billing Category**.

Type	Name	ID
Yes or No Based	OutOfGauge	outOfGauge

Manual Contracts > Specials > Sea full: OOG – Condition OOG option 3

Type	Name	ID
Quantity Based	Lost Slot	lostSlot

Manual Contracts > Specials > Sea full: OOG – Condition Lost Slot option 3

When entering the freight rates, select if the rate is valid for OOG (*Only/No/Empty(=allowed)*). The surcharge is entered *per Unit(s)*. The *unit* is calculated on the number-based condition entered in the surcharge, e.g. the condition *Min. Lost Slots* = 1.

MOI	Valid from	Valid to	Origin	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
Sea	21/06/17	21/06/17	GERMANY (DE)	AUSTRALIEN (AU)	MOL				Per Unit(s), Out of Gauge Only , Min. lost slot 1	500.00 USD	OOG (OOG Additional)

Manual Contracts > Specials > Sea full: OOG – Surcharges details option 3

In the rate search, users need to enter the number of lost slots to the search criteria.

2.4.4 SEAFREIGHT LCL

Enter rates manually as described from chapters [Create Contract Header](#) and [Explanation and details of Fields](#).

As the less rates are based on weight/measurement with a minimum you have to enter 2 rates lanes, one for the W/M rate (= per freight ton) and one for the minimum rate.

Manual Contracts > Specials > Sea less: Enter w/m rate

Manual Contracts > Specials > Sea less: Enter minimum rate

RK.	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
1	Main	🚢	24/07/15	31/08/15	Bremen (DE - DEBRE)	Melbourne (AU - AUMEL)					Per Freight-Ton, DG Allowed	46.00 EUR	BASIS (Basis = Ocean Freight Rate)
2	Main	🚢	24/07/15	31/08/15	Bremen (DE - DEBRE)	Melbourne (AU - AUMEL)					Per Minimum, DG Allowed	46.00 EUR	BASIS (Basis = Ocean Freight Rate)

Manual Contracts > Specials > Sea less: lines for w/m rate and minimum

2.4.4.1 WHARFAGE

You have the option to enter wharfage charges depending either on the weight or on the cubic meter (over 5 times measuring) under consideration of a minimum and port dues.

This example is the HHLA tariff.

Package weight under 20 kgs per pack (upto 5 time meas.)

EUR 58,00 per Ton

Package weight over 20 kgs per pack (upto 5 times meas.)

EUR 45,50 per Ton

Over 5 times measuring (regardless of package weight)

EUR 9,35 per cbm

Minimum

EUR 52,00 per shipment

Harbour dues

1,5% on wharfage

Manual Contracts > Specials > Sea less > Wharfage: per ton/pkg weight up to 20 kgs

Manual Contracts > Specials > Sea less > Wharfage: per ton/pkg weight over 20 kgs

Manual Contracts > Specials > Sea less > Wharfage: per cbm over 5x measuring

Manual Contracts > Specials > Sea less > Wharfage: Minimum

Valid from: 05/01/2016 Valid to: 31/03/2016 per: Minimum

Type: KAI (KAIGE) Amount: 52.00 EUR Remarks:

POL: POD: GERMANY

Site: Destination

Weekdays: Mo Tu We Th Fr Sa Su

DG Class: Min. Weight: Max. Weight: DG: No

Min. Package Weight: Max. Package Weight: Min. meas.: Max. meas.:

Created: 07/01/2016 15:45 by imke.anderschak

Manual Contracts > Specials > Sea less > Wharfrage: Harbour dues

Leg	MOI	Valid from	Valid to	Origin	Destination	Service	Equipment	Commodity	Conditions	Amount	Type
Main		05/01/16	31/03/16	N/A	GERMANY (DE)					1.5 % of KAI	HF (hafenfond)
Main		05/01/16	31/03/16	N/A	GERMANY (DE)				Per Ton (100kg step), No DG, Min. Package Weight 21.0 Kg(s), Max. meas. 5	42.00 EUR	KAI (KAI)
Main		05/01/16	31/03/16	N/A	GERMANY (DE)				Per Ton (100kg step), No DG, Max. Package Weight 20.0 Kg(s), Max. meas. 5	48.80 EUR	KAI (KAI)
Main		05/01/16	31/03/16	N/A	GERMANY (DE)				Minimum, No DG	52.00 EUR	KAI (KAI)
Main		05/01/16	31/03/16	N/A	GERMANY (DE)				Per Cubic-Meter (cdm step), No DG, Min. meas. 5.001	9.35 EUR	KAI (KAI)

Manual Contracts > Specials > Sea less > Wharfrage: Rate lines in Contract

2.4.4.2 LCL SERVICE CHARGES

If several surcharges of the same billing category have been created with different "per" qualifiers, only the surcharge with the highest price will be charged.

e.g. LCL Service Charges are calculated as follows: the program calculates both, the price per ton and per cbm. The resulting higher amount is checked against the minimum.

If minimum is not used, the higher calculated amount (per ton or per cbm) is valid.

Add three rate lines: the rate per minimum, the rate per ton (100kg step) and the rate per cbm (cbm step):

Rates Surcharges Sideletters Remarks Documents

MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
	25/07/17	31/12/17	N/A		GERMANY (DE)	SACO BRE				Per Ton (100kg step)	30.00 EUR	LSC (LSC)
	25/07/17	31/12/17	N/A		GERMANY (DE)	SACO BRE				Per Minimum	30.00 EUR	LSC (LSC)
	25/07/17	31/12/17	N/A		GERMANY (DE)	SACO BRE				Per Cubic-Meter (cdm step)	15.00 EUR	LSC (LSC)

MOT: Sea Type: LSC (LCL Service Charges) per: Cubic-Meter (cdm)

Valid from: 25/07/2017 Valid to: 31/12/2017 Carrier: SACO BRE

Amount: 15.00 EUR POD: GERMANY DG class(es): Excl. DG class:

Transit Locations: Transit Location:

Weekdays: All
 Pre-Carriage: Post-carriage: As per outlay:

Created: 25/07/2017 08:05 by nadine.herweg, Last Change: 25/07/2017 08:06 by nadine.herweg ID: (1677502)

Manual Contracts > Specials > Sea less > LCL Service Charges

2.4.4.3 DANGEROUS GOODS ADDITIONAL INCL. TRANSIT LOCATION

For DG surcharges including transit locations and an inland place region as final destination, the contract entering must be done as in the following example.

RK.	MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
	Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	HALIFAX (CAHAL, KANADA)						Per Minimum	69.00 USD	BASIS (Basis)
	Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	HALIFAX (CAHAL, KANADA)						Per Freight-Ton (kg step)	69.00 USD	BASIS (Basis)
	Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	MONTREAL (CAMTR, KANADA)						Per Minimum	69.00 USD	BASIS (Basis)
	Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	MONTREAL (CAMTR, KANADA)						Per Freight-Ton (kg step)	69.00 USD	BASIS (Basis)

Manual Contracts > Specials > Sea less > DG incl. transit location: Rates overview

MOT: Sea
Type: BASIS (Basis = Ocean Freight F...)
Valid from: 12/06/2017 Valid to: 12/06/2017
Amount: 69.00 USD
Incl. Type:
Empty out: POL: Bremen, GERMANY (seaport)
Transit Locations: MONTREAL
Origin:
Destination:
Booking Reference:
Ranking: Undefined
per: Freight-Ton (kg ste...
Carrier:
Service:
DG class(es):
Excl. DG class:
Remarks:
Weekdays: All
Pre-Carriage:
Post carriage:
Pre carriage included:
Post carriage included:
Incl. empty pickup:
Buttons: Save, Save Copy, Delete, Cancel

Manual Contracts > Specials > Sea less > DG incl. transit location: Rate details (transit location)

MOT: Sea
Type: BASIS (Basis = Ocean Freight F...)
Valid from: 12/06/2017 Valid to: 12/06/2017
Amount: 69.00 USD
Incl. Type:
Empty out: POL: Bremen, GERMANY (seaport)
Transit Locations:
Origin:
Destination: MONTREAL, KANADA (seaport)
Booking Reference:
Ranking: Undefined
per: Freight-Ton (kg ste...
Carrier:
Service:
DG class(es):
Excl. DG class:
Remarks:
Weekdays: All
Pre-Carriage:
Post carriage:
Pre carriage included:
Post carriage included:
Incl. empty pickup:
Buttons: Save, Save Copy, Delete, Cancel

Manual Contracts > Specials > Sea less > DG incl. transit location: Rate details (direct)

The following Dangerous Goods Additional entered as surcharges to the contract:

MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
Sea	12/06/17	12/06/17	GERMANY (DE)	KANADA (CA)					Per Freight-Ton (kg step)	12.00 USD	BAF (BAF)
Sea	12/06/17	12/06/17	GERMANY (DE)	KANADA (CA)					Per Minimum	12.00 USD	BAF (BAF)
Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	MONTREAL (CAMTR, KANADA)					Per Shipment, DG Only	50.00 USD	DGR (Dangerous Goods Additional)
Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	Canadian Inland Places with Saco (SacoCAInland)					Per Minimum, DG Only	50.00 USD	DGR (Dangerous Goods Additional)
Sea	12/06/17	12/06/17	Bremen (DEBRE, GERMANY)	Canadian Inland Places with Saco (SacoCAInland)					Per Freight-Ton (kg step), DG Only	20.00 USD	DGR (Dangerous Goods Additional)

Manual Contracts > Specials > Sea less > DG incl. transit location: Surcharges overview

Example 1: Dangerous Goods directly to Montreal

Enter **POD = Montreal**

Manual Contracts > Specials > Sea less > DG incl. transit location: Surcharge details (direct)

Example 2: Dangerous Goods to several inland places via Montreal

Enter the **transit location = Montreal**

As **POD**, enter a *region* including all the inland places.

Manual Contracts > Specials > Sea less > DG incl. transit location: Surcharge details (transit location)

For entering a different freight ton ratio, see chapter [Freight ton Ratio](#).

2.4.4.4 NEGATIVE RATES AND SURCHARGES

Negative rates or discounts (negative surcharges) must be entered with the rate qualifier **Per Maximum**.

Example:

Rate = -10.00 \$ w / m and -10.00 \$ m / m (in ECM = **Per Maximum**)

500 kg: -10,00 \$ (m/m rate = in ECM per max.)

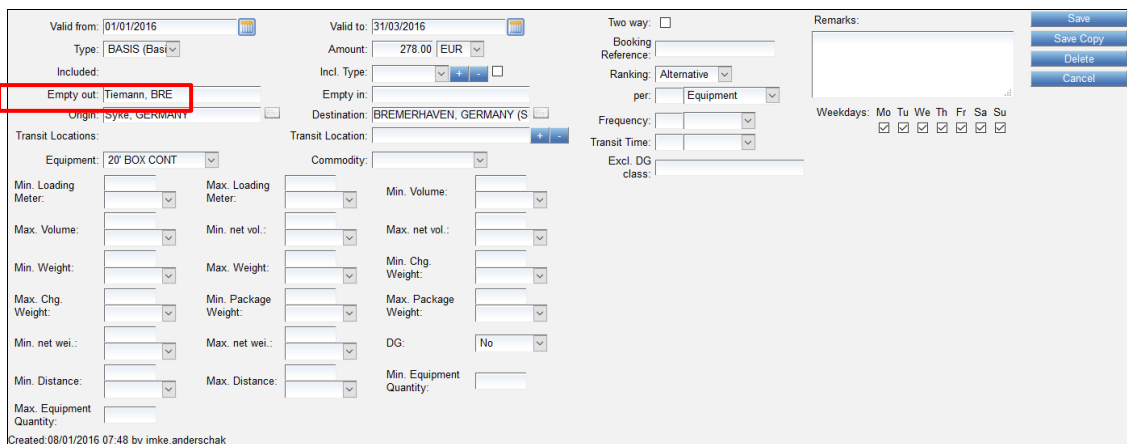
5000 kg: -50,00 \$ (w/m rate = in ECM per FRT: -10,00 \$ * 5 FRT)

2.4.5 ROADFREIGHT FTL

Enter rates manually as described from chapters [Create Contract Header](#) and [Explanation and details of Fields](#).

For the MOT road you have to fill **origin** and **destination** for rates/surcharges/sideletters from door to door transports for the equipment **trailer** and from port to door or from door to port for the equipment **container**.

If containers have to be picked up or dropped off at a depot select the name of the depot (*Company*) via the DropDown in the boxes **Empty In** or **Empty Out** with the name of the depot.



[Manual Contracts > Specials > Road full: Pick up depot](#)

The price for full transports can base on equipment and two fix points of transport or alternatively on one fix point and a distance.

2.4.5.1 EQUIPMENT BASED WITH 2 POINTS OF TRANSPORT

For full rates please use the qualifier **Per Equipment**: The equipment type select from the type **Trailer** or **Container**.

Enter the Origin and Destination.

Valid from: 01/02/2016 Valid to: 29/02/2016
 Type: BASIS (Ba) Amount: 905.00 EUR
 Included: Empty in: Empty out: Ranking: Undefined
 per: Equipment
 Booking Reference: Frequency: Transit Time: Excl. DG class:
 Remarks: Add Clear
 Weekdays: Mo Tu We Th Fr Sa Su
 [x] [x] [x] [x] [x] [x] [x]
 Equipment: Equipment: Gigaliner
Trailer
 Container
 Sprinter
 Tautliner
Container
 20' BOX CONT
 20' Flat
 20' Flat OOG
 20' H.T.
 20' OT
 20' Platform
 20' Reefer Container
 20' Tank-Container
 20' Ventilated Container
 20Gruppe
 40' Box Cont.

Manual Contracts > Specials > Road full: Equipment

RK.	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
Main			01/02/16	29/02/16	Malaga (ESAGP, SPANIEN)	Syke (DESYK, GERMANY)			Gigaliner		Per Equipment, No DG, No Merchants Haulage	905.00 EUR	BASIS (Basis) X
Main			01/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Gigaliner		Per Equipment, No DG, No Merchants Haulage	905.00 EUR	BASIS (Basis) X
Main			01/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Sprinter		Per Equipment, No DG, No Merchants Haulage	255.00 EUR	BASIS (Basis) X
Main			01/02/16	29/02/16	Malaga (ESAGP, SPANIEN)	Syke (DESYK, GERMANY)			Sprinter		Per Equipment, No DG, No Merchants Haulage	255.00 EUR	BASIS (Basis) X

Manual Contracts > Specials > Road full: Equipment based rates

2.4.5.2 EQUIPMENT AND DISTANCE BASED

For full rates use the qualifier **Per Equipment**. The equipment type select from the type **Trailer** or **Container**. Also enter the qualifier **Min. Distance** and/or **Max. Distance**.

In the boxes origin and destination select the point where the transports starts and the country/region where the distance based price is applicable.

Valid from: 01/02/2016 Valid to: 29/02/2016
 Type: BASIS (Ba) Amount: 75.00 EUR
 Included: Empty in: Empty out: Ranking: Undefined
 per: Equipment
 Booking Reference: Frequency: Transit Time: Excl. DG class:
 Remarks: Add Clear
 Weekdays: Mo Tu We Th Fr Sa Su
 [x] [x] [x] [x] [x] [x] [x]
 Equipment: Equipment: 20' BOX CONT
Trailer
 Gigaliner
 Sprinter
 Tautliner
Container
 20' BOX CONT
 20' Flat
 20' Flat OOG
 20' H.T.
 20' OT
 20' Platform
 20' Reefer Container
 20' Tank-Container
 20' Ventilated Container
 20Gruppe
 40' Box Cont.
 Min. Distance: Max. Distance: 10 Kilomete

Manual Contracts > Specials > Road full: Equipment and Distance

RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
	Main		01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	GERMANY (DE)			20' BOX CONT		Per Equipment, No DG, No Merchants Haulage, Max. Distance 10 Kilometer(s)	75.00 EUR	BASIS (Basis) ✗
	Main		01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	GERMANY (DE)			20' BOX CONT		Per Equipment, No DG, No Merchants Haulage, Max. Distance 20 Kilometer(s)	95.00 EUR	BASIS (Basis) ✗
	Main		01/02/16	29/02/16	BREMERHAVEN (DEBRV, GERMANY)	GERMANY (DE)			20' BOX CONT		Per Equipment, No DG, No Merchants Haulage, Max. Distance 30 Kilometer(s)	110.00 EUR	BASIS (Basis) ✗

Manual Contracts > Specials > Road full: Distance based rates

2.4.5.3 SURCHARGE BASED ON DIESEL FLOATER

If the contract contains surcharges based on a diesel floater select the diesel index provider in the contract header.

Transportation Info

Mode of Transport: Road

Contract Type: FTL

Valid from: 01/01/2016

Valid to: 31/03/2016

Diesel index provider: MWV (vor 2 Monater)

Default drive type:

Weekdays:
 Mo Tu We Th Fr Sa Su

Manual Contracts > Specials > Road full: Diesel index provider

Enter the fuel addition in combination with the **Min. Diesel Index** and/or **Max. Diesel Index**.

Valid from: 01/01/2016 Valid to: 31/03/2016

Type: FUE (Diesel) Amount: 2 %

Origins: GERMANY Destination: GERMANY

Transit Locations: Equipment:

Min. Distance: Max. Distance: Min. Diesel Index: 101.0

Max. Diesel Index: 102.5

Two way: of: BASIS Service:

Remarks:

Weekdays: Mo Tu We Th Fr Sa Su

Manual Contracts > Specials > Road full: Surcharges (Diesel floater)

MOT	Valid from	Valid to	Origin	Destination	Service	Equipment	Commodity	Conditions	Amount	Type
	01/01/16	31/03/16	GERMANY (DE)	GERMANY (DE)				Min. Diesel Index 101.0 Max. Diesel Index 102.5	2 % of BASIS	FUE (Dieselzuschlag) ✗
	01/01/16	31/03/16	GERMANY (DE)	GERMANY (DE)				Min. Diesel Index 102.6 Max. Diesel Index 104	3 % of BASIS	FUE (Dieselzuschlag) ✗
	01/01/16	31/03/16	GERMANY (DE)	GERMANY (DE)				Min. Diesel Index 104.1 Max. Diesel Index 105.5	4 % of BASIS	FUE (Dieselzuschlag) ✗

Manual Contracts > Specials > Road full: Fuel surcharges

In the rate search the system will check the diesel index of the provider in the contract header and will apply the relevant fuel surcharge.

2.4.6 ROADFREIGHT LTL

Enter rates manually as described from chapters [Create Contract Header](#) and [Explanation and details of Fields](#).

For the MOT road you have to fill **origin** and **destination** for rates/surcharges/sideletters from door to door.

2.4.6.1 EQUIPMENT BASED RATES LTL

There are 2 options to enter equipment based rates.

Option 1:

Enter a lumpsum price per shipment based on numbers of equipment.

- e.g. for 1 pallet EUR 75,00 per shipment
- for 2-3 pallets EUR 95,00 per shipment
- for 4-5 pallets EUR 115,00 per shipment

Select the qualifier **shipment**, the **equipment type** and fill **Min. Equipment Quantity** and/or **Max. Equipment Quantity**.

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: BASIS (Bas) Amount: 75.00 EUR
 Included: Incl. Type: Empty in: Empty out: Two way:
 Booking Reference: Ranking: Undefined
 Remarks:
 Origin: Syke, GERMANY Destination: Malaga, SPANIEN
 Frequency: Transit Time: Excl. DG class:
 Equipment: Euro Pal
 Commodity:
 Min. Loading Meter: Max. Loading Meter:
 Max. Volume: Min. net vol.:
 Min Weight: Max. Weight:
 Max. Chg. Weight: Min. Package Weight:
 Min. net wei.: Max. net wei.:
 Min. Distance: Max. Distance:
 Min. Equipment Quantity: 1
 DG: Allowed

Manual Contracts > Specials > Road full: Details (1)

RK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 1 ; Max. Equipment Quantity 1	75.00 EUR	BASIS (Basis) X
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 2 ; Max. Equipment Quantity 3	95.00 EUR	BASIS (Basis) X
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 4 ; Max. Equipment Quantity 5	110.00 EUR	BASIS (Basis) X

Manual Contracts > Specials > Road full: Equipment based rates (1)

Option 2:

Enter a price per equipment, e.g. EUR 37,50 per pallet. Select the qualifier **equipment** and the **equipment type**.

Manual Contracts > Specials > Road LTL: Details (2)

RIK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 1, Max. Equipment Quantity 1	75.00 EUR	BASIS (Basis) X
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 4, Max. Equipment Quantity 5	110.00 EUR	BASIS (Basis) X
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 2, Max. Equipment Quantity 3	95.00 EUR	BASIS (Basis) X
		13/02/16	13/02/16	Syke (DESYK, GERMANY)	Madrid (ESMAD, SPANIEN)			Indu. Pal.		Per Equipment, No DG	37.50 EUR	BASIS (Basis) X

Manual Contracts > Specials > Road LTL: Equipment based rates (2)

2.4.6.2 LOADING METER BASED RATES

There are 2 options to enter equipment based rates.

Option 1:

Enter a lumpsum price per shipment based on loading meters.

- e.g. for 1 LM EUR 80,00 per shipment
- for 2 LM EUR 110,00 per shipment
- for 3 LM EUR 150,00 per shipment

Select the qualifier **shipment** and fill either the **Min. Equipment Quantity** and/or **Max. Equipment Quantity**.

Valid from: 13/02/2016 Valid to: 13/02/2016 Two way: Remarks:

Type: BASIS (Bas) Amount: 80 EUR Booking Reference: Ranking: Undefined per: **Shipment** Weekdays: Mo Tu We Th Fr Sa Su

Included: Incl. Type: Empty in: Frequency: Transit Time: Excl. DG class:

Origins: Syke, GERMANY Destination: Barcelona, SPANIEN Equipment:

Destinations: Transit Locations: Equipment:

Equipments: Commodity:

Min. Loading Meter: **Max. Loading Meter: 1 Meter(s)** Min. Weight:

Max. Weight: Min. Chg. Weight: Max. Chg. Weight:

Min. Package Weight: Max. Package Weight: DG: No

Min. Distance: Max. Distance: Min. Equipment Quantity:

Max. Equipment Quantity:

Manual Contracts > Specials > Road LTL: Details loading meter based per shipment

Option 2:

Enter a price per loading meter, e.g. EUR 42,50 per LM. Select the qualifier **Loading Meter**.

Valid from: 13/02/2016 Valid to: 29/02/2016 Two way: Remarks:

Type: BASIS (Bas) Amount: 42.50 EUR Booking Reference: Ranking: Undefined per: **Loading-Meter** Weekdays: Mo Tu We Th Fr Sa Su

Included: Incl. Type: Empty in: Frequency: Transit Time: Excl. DG class:

Origins: Syke, GERMANY Destination: Sevilla, SPANIEN Equipment:

Destinations: Transit Locations: Equipment:

Equipments: Commodity:

Min. Loading Meter: Max. Loading Meter: Min. Weight:

Max. Weight: Min. Chg. Weight: Max. Chg. Weight:

Min. Package Weight: Max. Package Weight: DG: No

Min. Distance: Max. Distance: Min. Equipment Quantity:

Max. Equipment Quantity:

Created: 20/02/2016 13:24 by imke.anderschak

Manual Contracts > Specials > Road LTL: Details loading meter based on loading meter

Rates	Surcharge	Sideletters	Remarks	Documents										
RK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type		
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 1, Max. Equipment Quantity 1	75.00 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 4, Max. Equipment Quantity 5	110.00 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESAGP, SPANIEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 2, Max. Equipment Quantity 3	95.00 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Madrid (ESMAD, SPANIEN)			Indu. Pal.		Per Equipment, No DG	37.50 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Barcelona (ESBCN, SPANIEN)					Per Shipment, No DG, Max. Loading Meter 1 Meter(s)	80.00 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Barcelona (ESBCN, SPANIEN)					Per Shipment, No DG, Max. Loading Meter 3 Meter(s)	150.00 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Barcelona (ESBCN, SPANIEN)					Per Shipment, No DG, Max. Loading Meter 2 Meter(s)	110.00 EUR	BASIS (Basis)	✗	
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Sevilla (ESSVO, SPANIEN)					Per Loading-Meter, No DG	42.50 EUR	BASIS (Basis)	✗	

Manual Contracts > Specials > Road LTL: Loading meter based rates

2.4.6.3 DISTANCE AND WEIGHT BASED RATES

For a rate based on the combination of weight and distance under consideration of a minimum rate for a kilogram based rate enter the minimum rate first. Therefore select the qualifier Per **shipment** and fill either **Min. Weight** or **MaxWeight** as well as either **Min. Distance** or **Max. Distance**.

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: BASIS (Bas) Amount: 17.50 EUR
 Ranking: Undefined
 per: Shipment
 Max. Weight: 10 Kg(s)
 Max. Distance: 10 Kilometer(s)

Manual Contracts > Specials > Road LTL: Details minimum distance and weight based

RK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Time
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Shipment, No DG, Max. Weight 10.0 Kg(s), Max. Distance 10 Kilometer(s)	17.50 EUR	BASIS (Basis) X
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Shipment, No DG, Max. Weight 10.0 Kg(s), Max. Distance 20 Kilometer(s)	19.81 EUR	BASIS (Basis) X
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Shipment, No DG, Max. Weight 10.0 Kg(s), Max. Distance 30 Kilometer(s)	21.00 EUR	BASIS (Basis) X
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESA/GP, SPANEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 1, Max. Equipment Quantity 1	75.00 EUR	BASIS (Basis) X
		13/02/16	29/02/16	Syke (DESYK, GERMANY)	Malaga (ESA/GP, SPANEN)			Euro Pal.		Per Shipment, DG allowed, Min. Equipment Quantity 4, Max. Equipment Quantity 5	110.00 EUR	BASIS (Basis) X

Manual Contracts > Specials > Road LTL: Minimum rates distance and weight based

For the kilogram rate select the qualifier Per **kg** and fill either **Min. Weight** or **MaxWeight** as well as either **Min. Distance** or **Max. Distance**.

Valid from: 13/02/2016 Valid to: 29/02/2016
 Type: BASIS (Bas) Amount: 0.17 EUR
 Ranking: Undefined
 per: Kg
 Max. Weight: 100 Kg(s)
 Max. Distance: 10 Kilometer(s)

Manual Contracts > Specials > Road LTL: kg details

RK.	MOI	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Kg, No DG, Max. Weight 100.0 Kg(s), Max. Distance 10 Kilometer(s)	0.17 EUR	BASIS (Basis) ✗
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Kg, No DG, Max. Weight 100.0 Kg(s), Max. Distance 20 Kilometer(s)	0.19 EUR	BASIS (Basis) ✗
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Kg, No DG, Max. Weight 100.0 Kg(s), Max. Distance 30 Kilometer(s)	0.21 EUR	BASIS (Basis) ✗
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Shipment, No DG, Max. Weight 10.0 Kg(s), Max. Distance 10 Kilometer(s)	17.50 EUR	BASIS (Basis) ✗
		13/02/16	29/02/16	GERMANY (DE)	GERMANY (DE)					Per Shipment, No DG, Max. Weight 10.0 Kg(s), Max. Distance 20 Kilometer(s)	19.81 EUR	BASIS (Basis) ✗

Manual Contracts > Specials > Road LTL: Distance and weight based rates

2.4.6.4 ZONE AND WEIGHT BASED RATES

You have the option to enter contracts based on a zone (either postal codes or districts). For these kind of contracts the zones have to exist in the system (= regions).

Enter the start point of the transport (either seaport, airport, city or region) in the box origin. Fill the box destination with the region (either the postal code or district one). Or vice versa. Select the qualifier shipment and enter either the **Min. Weight** or **MaxWeight**.

Valid from: 07/02/2016 Valid to: 29/02/2016 Two way: Remarks:

Type: BASIS (Bas) Amount: 18.00 EUR Booking Reference: Ranking: Undefined

Included: Incl. Type: per: Shipment

Empty out: Origin: BREMEN, GERMANY (Seaport) Frequency: Weekdays: Mo Tu We Th Fr Sa Su

Destinations: Destination: Saco Zone1 Transit Time: Excl. DG class:

Transit Locations: Transit Location: Equipment: Min. Loading Meter: Max. Loading Meter: Min. Weight: Max. Chg. Weight:

Equipments: Commodity: Max. Weight: 100 Kg(s) Min. Chg. Weight: Max. Package Weight: DG: Allowed Min. Package Weight: Max. Package Weight: Min. Distance: Max. Distance: Min. Equipment Quantity: Max. Equipment Quantity:

Manual Contracts > Specials > Road LTL: Details zone and weight based

RK.	MOI	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		07/02/16	29/02/16	Saco Zone1 (Saco Z1)	BREMEN (DEBRE, GERMANY)					Per Shipment, DG allowed, Max. Weight 100.0 Kg(s)	18.00 EUR	BASIS (Basis)
		07/02/16	29/02/16	Saco Zone1 (Saco Z1)	BREMEN (DEBRE, GERMANY)					Per Shipment, DG allowed, Max. Weight 120.0 Kg(s)	19.00 EUR	BASIS (Basis)
		07/02/16	29/02/16	Saco Zone1 (Saco Z1)	BREMEN (DEBRE, GERMANY)					Per Shipment, DG allowed, Max. Weight 140.0 Kg(s)	21.00 EUR	BASIS (Basis)
		07/02/16	29/02/16	Saco Zone1 (Saco Z1)	BREMEN (DEBRE, GERMANY)					Per Shipment, DG allowed, Max. Weight 180.0 Kg(s)	23.00 EUR	BASIS (Basis)
		07/02/16	29/02/16	Saco Zone1 (Saco Z1)	BREMEN (DEBRE, GERMANY)					Per Shipment, DG allowed, Max. Weight 200.0 Kg(s)	25.00 EUR	BASIS (Basis)

Manual Contracts > Specials > Road LTL: Rates zone and weight based

2.4.7 RAILFREIGHT

Enter rates manually as described from chapters [Create Contract Header](#) and [Explanation and details of Fields](#).

Railfreight can be used for Contract type full or less.

Rail freight must be recorded using the Departure/ Arrival fields. Only railstations or terminals must be used.

If you have a combined transport (that means main transport by rail and delivery to the loading or unloading place by truck) enter the city or the region in the boxes **Origin** or **Destinaton** additional to the fields Departure and Arrival.

If containers have to be picked up or dropped off at a depot select the name of the depot via the DropDown in the boxes **Empty In** or **Empty Out**.

In order to calculate a route containing a depot, the Location Destination or Origin has to be filled, too.

If Empty In or Empty Out is recorded in the contract, Destination or Origin is automatically filled by the system from the master data of the depot company.

If DriveType 'Empty load' is set in the contract, Destination or Origin is not editable.

BK	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Typ
		20/10/16	31/12/16	Muenchen Riem UBF (80205179, Muenchen, GERMANY)	HAMBURG-WALTERSHOF (80010884, Hamburg, GERMANY)			20' CONT		Per Equipment, Max. Weight 2.250 Kg(s)	555,00 EUR	BASIS (BASIS)

Drive Type Empty load: Depot and Destination

For further specifications of the rate use:

Drive type: select via the DropDown if the rate is applicable either for empty (Leer) or full (Last) container or roundtrip (Rundlauf).
If not applicable leave the box blank

Incl. empty pickup/

Incl. empty return: The distance from Destination back to the station is included in the rate for drive type load (or the other way round for export).
These checkboxes are only available for Full load and for all MOT except of road, kep.

RL	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Typ
	Rail	20/10/16	31/12/16	Necoss Terminals (NecossTerminals)	Affing (DEAGG, GERMANY) (Muenchen-Riem UBF (80205179, Muenchen, GERMANY))			20' CONT		Per Equipment, Drive type Lastleaf, Incl. empty return	444,00 EUR	BASIS (BASIS)

Manual Contracts > Specials > Rail: Details rate line

2.4.8 BARGEFREIGHT

Enter rates manually as described from chapters [Create Contract Header](#) and [Explanation and details of Fields](#).

Barge freight must be recorded using the POL / POD fields, only real seaports, inland ports or terminals must be used.

The same applies to barge/truck transports, in addition to POL/ POD the fields Origin / Destination must be filled (Cities, Districts or Postal Codes are allowed).

If empty containers have to be picked up or dropped off at a depot fill the boxes **Empty In** or **Empty Out** with the name of the depot.

You have the option for further specifications of the rate:

- 1) Drive type: select via the DropDown if the rate is applicable either for empty (Leer) or full (Last) container
If not applicable leave the box blank
- 2) Round trip: select via the DropDown if the rate is applicable for the round trip only
If not applicable leave the box blank

RK.	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
		13/02/2016	31/03/2016								471.00 EUR	
Type:		BASIS (Gru)		Origin:		ROTTERDAM, NIEDERLANDE (Equipment:		20' BOX CONT		Remarks:
Included:		Incl. Type:		Destination:		Grevenbroich, GERMANY		Ranking:		Undefined		Add
Empty out:		Empty in:		Transit Location:				per:		Equipment		Clear
Origins:								Frequency:				Weekdays: Mo Tu We Th Fr Sa Su
Destinations:								Transit Time:				☑ ☑ ☑ ☑ ☑ ☑ ☑
Transit Locations:								Excl. DG class:				
Equipments:												
Drive type:		Last		Round trip:				G:		No		
Temperature Controlled:		No		Out of Gauge:		No						

Manual Contracts > Specials > Barge: Details rate line

3 ENTER CONTRACTS BY EXCEL UPLOAD

3.1 GENERAL UPLOAD FUNCTIONS

To upload contracts in the system you have to use the CargoSoft standard upload excel sheet. The only exception is for airfreight base rates the eRates Sheet from the airlines.

The current RateSheetImporter and the IATARateSheetImporter are operated by default in LowMemory mode. For this purpose, the rate sheets must be in Excel format "xlsx" (xml-based). The outdated xls format is not supported in LowMemory mode.

How to download a contract from the system, see chapter [Download Contract](#).

3.1.1 UPLOAD A NEW CONTRACT

To upload a new contract use the button **Upload**.

Upload Contracts: New Contract

You will get a new window where you can select the type of the rate sheet:

- RateSheet = for sea- and roadfreight
- eRateSheet_air = for airfreight only

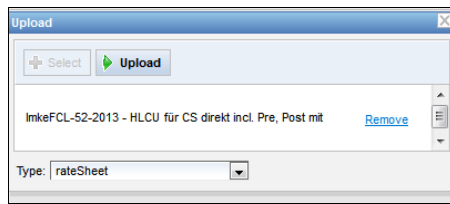
Upload Contracts: Select Type

If you select the eRateSheet_air you also have to select the holder of the contract.

Click on the **Select** button in order to select the contract from your computer.

Upload Contracts: Select eRate sheet

Click on the **Upload** button and the import of the contract starts.



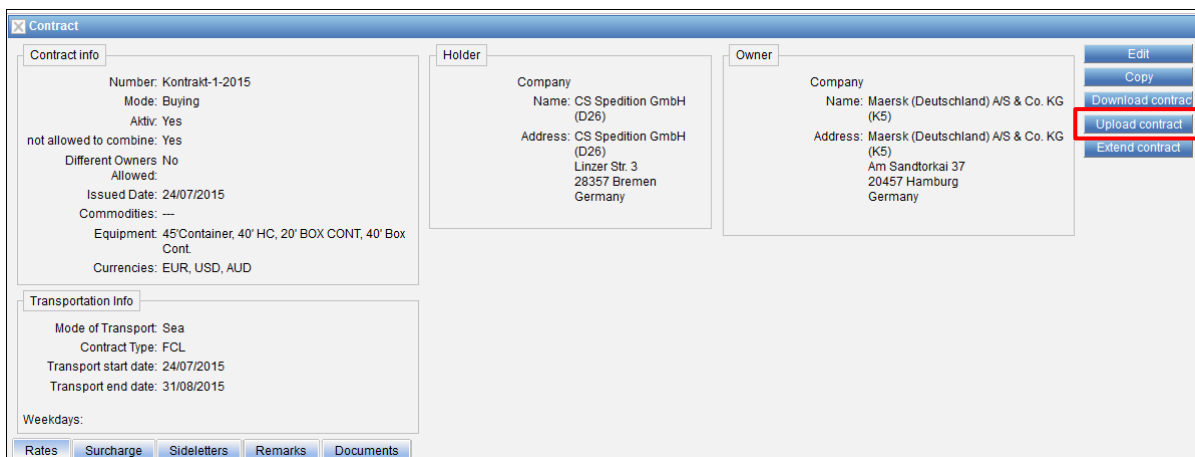
Upload Contracts: Upload rate sheet

3.1.2 UPLOAD AN AMENDED CONTRACT

To amend a contract you can download the contract and work within the Excel file (see chapter [Download the Contract](#)).

To upload an amended contract that already exists in the system search for that contract and use the **Upload Contract** button in the contract header.

The function is the same as for the upload of a new contract (see chapter [Upload a New Contract](#)) with the exception that you cannot select the type of the rate sheet.



Upload Contracts: Amended Contract

3.1.3 UPLOAD-NOTIFICATION

If your upload sheet contains incorrect data the system will not import the contract. You will receive an e-mail informing you accordingly. Amend your rate sheet and upload it again.

```
The import of rate sheet 'ImkeLTL-17-2013 DSV LM Variante 2 v. 04.11.13.xlsx' failed!

Import failed
Unknown surcharge type 'FUS'

-----
This email was generated automatically. Please do not reply.
```

Upload Contracts > Notification: negative mail

With the mail you will receive an error excel sheet. On the tab errors you will see all listed errors. With a click on the error text you will get to the column with the error highlighted in yellow.

Upload Contracts > Notification: Error tab

SHIPPER'S OWN	MAKING GARMENT	OUT OF GAUGE	TEMPERATURE CONTROLLED	Currency ISO Code	Unit (packing)	FACTOR (MULTI PACKING)	C2	C4	M4
NO	NO	NO	NO	USD	container		350,00	450,00	450,00
NO	NO	NO	NO	USD	container		350,00	450,00	450,00
NO	NO	NO	NO	USD	container		350,00	450,00	450,00

Upload Contracts > Notification: highlighted Errors

Once the contract has been imported you will receive a confirmation by e-mail.

```
Rate sheet 'ImkeLTL-17-2013 DSV LM Variante 2 v. 04.11.13.xlsx' successfully imported.

Rates: 1
Surcharges: 1
Sideletters: 0
Haulages: 0
Rate contract 'IMKELTL-17-2013' imported.

-----
This email was generated automatically. Please do not reply.
```

Upload Contracts > Notification: positive mail

3.1.4 ARCHIVE

Administration > System > File System > eRates Archiv

For all contracts that have been amended via the upload function the system stores the previous version of the contract in the archive.

To find the previous version of the contracts enter the date of the upload by Issued date and click on the button **Search**.

Type	Name	ID
InternalFileSystem	Uploaded files	upload
InternalFileSystem	Documents on Doc Tab in Rate Contracts	rateContractDocuments
InternalFileSystem	System files	system
InternalFileSystem	Incoming files	incoming
InternalFileSystem	Outgoing files	outgoing
InternalFileSystem	Extern Documents on Doc Tab in Contracts	contractExternDocuments
InternalFileSystem	Documents on Doc Tab in Contracts	contractDocuments
InternalFileSystem	eRates Archiv	rateArchiv

Filename	Type	Size	Sender ID	Receiver ID	Issued	Received	Sent	Processed
IMKEFCL-6-2015.xlsx	eRateSheet_sea	11 kB	imke.anderschak		18/08/2015 21:02	18/08/2015 21:04:02	18/08/2015 21:04:02	
IMKEFCL-6-2015.xlsx	eRateSheet_sea	11 kB	imke.anderschak		18/08/2015 20:47	18/08/2015 20:52:05	18/08/2015 20:52:05	

Upload Contracts: Rate Archive

You will get your search result. Click on the excel symbol at the end of the line and you will get your uploaded contract excel sheet.

Filename	Type	Size	Sender ID	Receiver ID	Issued	Received	Sent	Processed
IMKEFCL-6-2015.xlsx	eRateSheet_sea	11 kB	imke.anderschak		18/08/2015 21:02	18/08/2015 21:04:02	18/08/2015 21:04:02	
IMKEFCL-6-2015.xlsx	eRateSheet_sea	11 kB	imke.anderschak		18/08/2015 20:47	18/08/2015 20:52:05	18/08/2015 20:52:05	

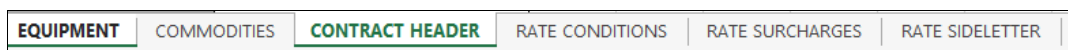
Upload Contracts: Contracts in Rate Archive

3.1.5 DATE FORMAT

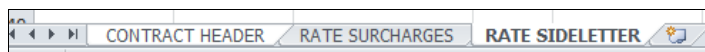
You have to use the German date format in your upload sheets: DD.M.YY or DD.MM.YY or DD.MM.YYYY

3.2 CARGOSOFT UPLOAD EXCEL SHEET

The upload sheet contains usually the same tabs. The exception is an airfreight surcharge contract. This contract doesn't contain the rate conditions.



Upload Contracts: upload sheet tabs



Upload Contracts: upload sheet tabs - airfreight additional

Depending on the kind of the contract and the additional charges you have to fill only one page of the rate sheet or all (in addition to the contract header).

It is possible to change positions of the columns within the rate sheet page. Also you may delete unnecessary columns. But there are a couple of columns that are mandatory and have to be filled.

The Excel sheet tabs and the columns and fields are explained in detail in the following chapters.

3.2.1 EQUIPMENT

With a download of an existing contract the system will fill the page. The equipment is not mandatory for the upload of the rate sheet.

The page is showing the details of the containers (for full) or the trailers (for full) entered in your MASTER DATA > PACKAGE as well as the TMS Reference Code from the system owner (MASTER DATA > COMPANIES > PACKAGE). For less and full cargo this page is empty.

CONTAINER CATEGORY	CONTAINER TYPE	CONTAINER DESCRIPTION	TMS REFERENCE CODE	ISO REFERENCE CODE	VENDOR REFERENCE CODE	OWNERSHIP TYPE	SPECIAL EQUIPMENT
	Container	40' Box Cont.	C4	42G0			
	Container	20' Box Cont.	C2	20G0			
	Container	40' HC	H4	45G0			

Upload Contracts: Equipment - full

3.2.2 COMMODITY

Without any function at the moment.

3.2.3 CONTRACT HEADER

You have to enter the following details - mandatory:

Mode of Transportation	No longer relevant. MOT in Rates, Surcharges and Sideletters is mandatory!
SCN	Contract number
Global Vendor Code	Code number of the contract owner (see MASTER DATA > SYSTEM OWNER > ADDRESSES)

Global Vendor Name	Name of the contract owner (for easier reference only)
Contract Type	Full = full load Less = less load
Rate Mode	Buying or Selling
Contract Holder	Code number of the contract holder (MASTER DATA > SYSTEM OWNER: <i>addresses</i>) <ul style="list-style-type: none"> • buying contracts: mandatory • selling contracts: <p><u>Option 1</u>: enter code number of the customer: this contract is valid for the entered company only (= individual contract)</p> <p><u>Option 2</u>: leave the number blank: the contract is applicable for customers without individual contracts</p>
Contract Holder Name	Name of the contract holder (for easier reference only)
Carrier Code	Airfreight: enter the airline address code number for GSA contracts
Carrier Name	Name of the airline (for easier reference only)
Contract Issue Date	Issue date of the contract
Different Owners allowed	Yes/no
Validity starts / ends	Validity of the contract

Following details are not mandatory for the upload but as soon as you download the contract the system will fill the header accordingly:

Used currencies	Entry of all currencies used in the contract
Commodity	If the contract is commodity based enter the commodity
Remarks	Enter remarks that you want to import to the tab remarks in the contract
Active	Yes/No (see Chapter Create Contract Header)
Closed for combination	Yes/No (see Chapter Create Contract Header)

COLUMN	CONTRACT VALUES
MODE OF TRANSPORTATION	sea
UPLOAD STATUS	
SCN (SERVICE CONTRACT NUMBER)	Kontrakt 07-2017
ORIGINAL NUMBER	
GLOBAL VENDOR CODE	K7
GLOBAL VENDOR IATA CODE	
GLOBAL VENDOR NAME	HAPAG BRE
CONTRACT TYPE	Full
RATE MODE	Buying
CONTRACT HOLDER	D26
CONTRACT HOLDER NAME	CS Sped.
CONTRACT HOLDER REFERENCE	
CONTRACT NAMED ACCOUNT	
CONTRACT NAMED ACCOUNT NAME	
CARRIER CODE	
AIRLINE IATA CODE	
CARRIER NAME	
CONTRACT ISSUE DATE	04.07.2017
CONTRACT CREATION DATE	
CONTRACT CREATED BY	
CONTRACT CHANGE DATE	
CONTRACT CHANGED BY	
DIFFERENT OWNERS ALLOWED	yes
SURCH./SIDEL. AS PER OUTLAY	no
VALIDITY STARTS	04.07.2017
VALIDITY ENDS	31.07.2017
CONTRACT IS UPDATABLE	
USED CURRENCIES	USD
USED COMMODITY	---
STANDARD SURCHARGES INCLUDED	
EMERGENCY SURCHARGES INCLUDED	
REMARKS	
REGION SOURCE	
COUNTRY SOURCE	
REGION TARGET	
COUNTRY TARGET	
ACTIV	yes
NOT COMBINABLE	yes

Upload Contracts: Buying contract header

COLUMN	CONTRACT VALUES
MODE OF TRANSPORTATION	sea
UPLOAD STATUS	
SCN (SERVICE CONTRACT NUMBER)	NH Sea VK 2017 Zero
ORIGINAL NUMBER	
GLOBAL VENDOR CODE	D26
GLOBAL VENDOR IATA CODE	
GLOBAL VENDOR NAME	CS Sped.
CONTRACT TYPE	Full
RATE MODE	Selling
CONTRACT HOLDER	D11
CONTRACT HOLDER NAME	ZERO
CONTRACT HOLDER REFERENCE	
CONTRACT NAMED ACCOUNT	
CONTRACT NAMED ACCOUNT NAME	
CARRIER CODE	
AIRLINE IATA CODE	
CARRIER NAME	
CONTRACT ISSUE DATE	02.01.2017
CONTRACT CREATION DATE	
CONTRACT CREATED BY	
CONTRACT CHANGE DATE	
CONTRACT CHANGED BY	
DIFFERENT OWNERS ALLOWED	no
SURCH./SIDEL. AS PER OUTLAY	no
VALIDITY STARTS	02.01.2017
VALIDITY ENDS	31.12.2017
CONTRACT IS UPDATABLE	
USED CURRENCIES	EUR, USD
USED COMMODITY	---
STANDARD SURCHARGES INCLUDED	
EMERGENCY SURCHARGES INCLUDED	
REMARKS	
REGION SOURCE	
COUNTRY SOURCE	
REGION TARGET	
COUNTRY TARGET	
ACTIV	yes
NOT COMBINABLE	yes

Upload Contracts: Selling contract header

3.2.4 RATE CONDITIONS

In the following chapter, the available fields in the Excel sheet tab **Rate condition** are explained in detail. For specials and examples depending on the MOT see chapter [Specials per MOT](#).

The following rate conditions are applicable in the Excel sheet tab **Rate condition** for all MOTs, except for Airfreight (see chapter [Specials per MOT Airfreight](#)):

Valid from	All	Mandatory - start date of the rate validity
Valid to	All	Mandatory - end date of the rate validity
MOT	All	Mandatory – enter the MOT air, sea, road, rail, barge, kep
Billing Code	All	For easier reference enter the name of the billing category (name will not be imported)
Carrier Code	All	Code number of carrier
Carrier Name	All	Name of Carrier
POL (UNLOC)	Sea Full Sea Less	Mandatory – enter the UN location code of the port of loading or the region or of the place of loading (for door-door rates only)

	Rail Barge	Mandatory – enter the code of the railway station or the UN Location code of the place of loading or the region or the postal code
POL (Name)	All	For easier reference enter the name of the POL (name will not be imported)
POD (UNLOC)	Sea full Sea less	Mandatory – enter the UN location code of the port of destination or the region or of the place of delivery (for door-door rates only)
	Rail Barge	Mandatory – enter the code of the railway station or the UN location code of the place of unloading or the region or the postal code
POD (Name)	All	For easier reference enter the name of the POD (name will not be imported)
Point of Loading	Road full Road full	Mandatory – enter the UN location code of the place of loading or the region or the postal code

Point of Loading (Name)	Road full Road full	For easier reference enter the name of the POL (name will not be imported)
Point of Unloading	Road full	Mandatory – enter the UN location code of the place of unloading or the Region or the postal code
	Road full	
Point of Unloading (Name)	Road full Road full	For easier reference enter the name of the POD (name will not be imported)
Location Qualifier*	Sea full Sea less	Mandatory – depending on your entry of POL (UNLOC) and POD (UNLOC) either port or region (combination of two qualifier), e.g. seaport-seaport, region-seaport, terminal-seaport for base rates from POL to POD point-point for door-door rates only
	Road full Road full	Mandatory – depending on your entry of Point of loading and Point of unloading (combination of two qualifier); either point or region or port or city or postalcode e.g. point-point, region-point
	Rail Barge	Mandatory – depending on your entry of POL and POD unloading (combination of two qualifier) either railstation or point or region or port e.g. railstation-point
Routing POL (UNLOC)	All	UN location code of the port of loading for door-door rates
Routing POL NAME	All	For easier reference enter the name of the Routing POL (name

		will not be imported)
Routing POD (UNLOC)	All	Port of destination for door-door rates. If applicable enter the location code of the transit location
Routing POD NAME	All	For easier reference enter the name of the Routing POD (name will not be imported)
Routing Points	Road full Road full	If applicable enter the UN location code of the transit location
Origin Depot	Sea full Road full Rail Barge	If the rate is applicable for a pick up at a depot only enter the company code number of the depot (e.g. K111) Not applicable for less and full
Destination Depot	Sea full Road full Rail Barge	If the rate is applicable for a drop off at a depot only enter the company code number of the depot Not applicable for less and full
Destination Depot (Name)	Sea full Road full Rail Barge	If the rate is applicable for a drop off at a depot only enter the company name of the depot Not applicable for less and full
Transshipment Ports (UNLOC)	All	If applicable enter the UN location code of the transit location seperated by a comma (,) if more than one
Included Additional	All	If the rate includes additional specify the code/s (reference) of the billing category, separated by a comma [,] if more than one
Included Additional_text	All	For easier reference enter the name of the included billing category (name will not be imported)
Called Commodities	All	If applicable enter the commodity for this contract
Remarks	All	Additional comments to the freight rates
Booking Ref	All	If applicable enter the reference
Frequency	All	Enter the number of the frequency of the departures in

		combination with the time qualifier (e.g. 3 per week = number 3 with qualifier week)
Time Qualifier (Frequency)	All	Enter one of the following qualifier: <ul style="list-style-type: none"> • day • week • month • year
Transit Time	All	Enter the number of the transit time for the main leg in combination with the time qualifier (e.g. 33 days = number 33 with qualifier day)
Time Qualifier (Transit Time)	All	Enter one of the following qualifier: <ul style="list-style-type: none"> • day • week • month • year
Service Type	All	If applicable enter the service name for the carrier
Service Ranking	All	Ranking of the carrier either core or alternative or ad-hoc or undefined
Allocation	All	not applicable – without function
Rule (Allocation)	All	not applicable – without function
Time Qualifier (Allocation)	All	not applicable – without function
Weekdays	All	Enter either the particular weekdays separated by comma or All for all weekdays: <ul style="list-style-type: none"> • mo, tu, we, etc. • All
Currency	All	Mandatory – the 3letter code for the currency
Equipment Code	Road full	Enter the equipment code of your package type
Rule Packing	All	Mandatory. For further information pls. see chapter *Rule (Packing) qualifier (amount per)
	Barge	Mandatory – container (only)

Factor (Rule Packing)	All	If the Rule (Packing) bases on a time based qualifier (e.g. per cont. per 30 min.) Not applicable for less and full
C2/C4/H4 (container)	Sea full Road full Rail full Barge	Mandatory – these headlines shows the package codes for the freight rates you want to enter to the system (e.g. C2 = 20' GP container)
ANY	Sea less Road less	mandatory – enter the base rate
GL/SP/TL (trailer)	Road full	Mandatory – these headlines shows the package codes for the freight rates you want to enter to the system (e.g. GL = Gigaliner)

Depending on the condition ticked in the billing categories you may get further columns – e.g.:

Min./Max. Weight	All	If applicable, enter the minimum/maximum weight (Weight Based conditions)
Min./ Max. Weight Qualifier	All	If applicable, enter the minimum/maximum weight qualifier: kg, ton, lbs
Min./Max. Length	All	If applicable, enter the minimum/maximum weight (Weight Based conditions)
Min./ Max. Length Qualifier	All	If applicable, enter the minimum/maximum weight qualifier: cm, m, ft, in
Min./Max. Volume	All	If applicable, enter the minimum/maximum weight (Weight Based conditions)
Min./ Max. Volume Qualifier	All	If applicable, enter the minimum/maximum weight qualifier: cbcm, cbm, cft
Min./Max. Equip. Quantity	All	If applicable enter the minimum/maximum number of packages (= from...to) - Quantity Based Condition. Leave blank if the rate is per equipment type
<ul style="list-style-type: none"> • DG • Temp. Controlled • Out of Gauge • Shippers Own • Not Stackable 	All	Enter either Allowed/No/Only (Yes or No Based conditions)
DG Class(es)	All	enter the number of the classes, separated by a comma
Excluded DG classes	All	If some dangerous goods classes are not included in this rate enter the number of the classes in field DG Class(es), separated by a comma and tick the checkbox Exluded DG

		classes
Drive Type	Rail Barge	If the rate is based on a Drive Typ (Last-/Leerlauf) (Selection Based Condition)

* Location Qualifier: the difference between point and city is as follows:

Point = city with UNLocation code

City: City without UNLocation Code.

3.2.5 RATE SURCHARGES

In the following chapter, the available fields in the Excel sheet tab **Rate surcharges** are explained in detail. For specials and examples depending on the MOT see chapter [Specials per MOT](#).

The following surcharges are applicable in the Excel sheet tab **Rate surcharges** for all MOTs. Exceptions and additional are explained in chapter [Specials per MOT](#).

Valid from	All	Mandatory - start date of the surcharge validity
Valid to	All	Mandatory - end date of the surcharge validity
MOT	Rail	Mandatory – enter the MOT rail
Surcharge Code	All	Mandatory – enter the code (reference) of the billing category
Surcharge Code Text	All	For easier reference enter the name of the surcharge (name will not be imported)
POL (UNLOC)	Sea full	Enter the code of the port of loading or region or country. If the POL is empty the surcharge is applicable for all ports of loading. Mandatory if the POD is empty.
	Sea less	
	Rail	Mandatory – enter the code of the railway station or the UN Location code of the place of loading or the region or the postal code
	Barge	
POL (Name)	All	For easier reference enter the name of the POL (name will not be imported)

POD (UNLOC)	Sea full	Enter the code of the port of unloading or region or country. If the POD is empty the surcharge is applicable for all ports of loading. Mandatory if the POL is empty.
	Sea less	
	Rail	Mandatory – enter the code of the railway station or the UN Location code of the place of loading or the region or the postal code
	Barge	

POD (Name)	All	For easier reference enter the name of the POD (name will not be imported)
Point of Loading	Road full Road full	Enter the UN location code of the place of loading or region or country. If empty the surcharge is applicable for all points of loading. Mandatory if the Point of Unloading is empty
Point of Loading (Name)	Sea full Sea less	For easier reference enter the name of the POD (name will not be imported)
Point of Unloading	Road full Road full	Enter the UN location code the place of unloading or region or country. If empty the surcharge is applicable for all points of unloading. Mandatory if the Point of Loading is empty
Point of Unloading (Name)	Road full Road full	For easier reference enter the name of the POD (name will not be imported)

Location Qualifier	Sea full Sea less	Mandatory – depending on your entry of POL (UNLOC) and POD (UNLOC): Either port or region or country (usually the combination of two qualifier, one only is also possible) e.g. seaport-seaport, region-region, country-country, terminal-terminal, country (if POL is filled only), -country (if POD is filled only).
	Road full Road full	Mandatory – depending on your entry POL (UNLOC) and POD (UNLOC): either point or port or region or country or city or postal code (usually the combination of two qualifier, one only is also possible) e.g. point-point, region-region, country-country, country (if Point of Loading is filled only), -country (if Point of Unloading is filled only)
	Rail Barge	Mandatory – depending on your entry of POL and POD unloading (combination of two qualifier) either railstation or point or region or port e.g. railstation-point
Routing Points	Road full Road full	If applicable enter the UN location code of the transit location
Origin Depot	Sea full Road full Rail Barge	If the surcharge is applicable for a pick up at a depot only enter the company code number of the depot (e.g. K111)
Destination Depot	Sea full Road full Rail	If the surcharge is applicable for a drop off at a depot only enter the company code number of the depot

	Barge		
Destination Depot (Name)	Sea full Road full Rail Barge		If the rate is applicable for a drop off at a depot only enter the company name of the depot Not applicable for less and full
Transshipment Ports (UNLOC)	Sea full Sea less Rail Barge		If applicable enter the UN location code of the transit location seperated by a comma (,) if more than one
Used Commodities	All		If applicable, enter the commodity for this contract. Not applicable for airfreight
Remarks	All		Additional comments to the surcharges
Service Type	All		If applicable, enter the service type of the carrier. Not applicable for airfreight
Weekdays	All		Enter either the particular weekdays separated by comma or All for all weekdays: <ul style="list-style-type: none"> • mo, tu, we, etc. • All
Currency	All		Mandatory – either the 3letter code for the currency or % for a percentage rate
Equipment Code	Road full		Enter the equipment code of your package type
Rule (Packing)	All		Mandantory. For further information pls. see chapter *Rule (Packing) qualifier (amount per)
Factor (Rule Packing)	All		If the Rule (Packing) bases on a time based qualifier (e.g. per cont. per 30 min.) Not applicable for less and full
Last column for the amount			Mandatory – Use either Option 1 or Option 2 (see below). It may also be possible to use both option as some surcharge will be the same for all package types but some are specified per container/trailer type.
	Sea full Road full Rail Barge	• Option 1: ANY	If you use ANY this surcharge is applicable for all equipment types. Use ANY only if it is allowed to combine the surcharges with rates from other contracts of this contract owner. If it is not allowed to combine the surcharges with rates from other contracts of this owner please us the option “not allowed to combine” in the contract header (see chapter Create Contract Header)
	Sea full Rail Barge	• Option 2: C2 / C4 / H4	These headlines show the package codes for the surcharges you want to enter to the system (e.g. C2 = 20’ GP container)
	Road full	• GL/SP/TL	

		(trailer)	
ANY	Less Load		mandatory – enter the surcharges

Depending on the condition ticked in the billing categories you may get further columns – e.g.:

DG	All	Enter either Allowed/No/Only (Yes or No Based conditions) See chapter Special per MOT Airfreight for Air details.
DG Class(es)	All	enter the number of the classes, separated by a comma
Excluded DG classes	All	If some dangerous goods classes are not included in this rate enter the number of the classes in field DG Class(es), separated by a comma and tick the checkbox Exluded Dg classes
Min./Max. Volume	All	If applicable, enter the minimum/maximum weight (Weight Based conditions)
Min./ Max. Volume Qualifier	All	If applicable, enter the minimum/maximum weight qualifier: cbcm, cbm, cft
Min./Max. Equip. Quantity	All	If applicable enter the minimum/maximum number of packages (= from...to) - Quantity Based Condition. Leave blank if the rate is per equipment type
Min./Max. Diesel Index	Road full Road full	Enter the minimum/maximum diesel index (Value Based Condition)

3.2.6 RATE SIDELETTERS

In the following chapter, the available fields in the Excel sheet tab **Rate sideletters** are explained in detail. For specials and examples depending on the MOT see chapter [Specials per MOT](#).

The following sideletters are applicable in the Excel sheet tab **Rate sideletters** for all MOTs. Exceptions and additional are explained in chapter [Specials per MOT](#).

Valid from	All	Mandatory - start date of the sideletter validity
Valid to	All	Mandatory - end date of the sideletter validity
MOT	Rail	Mandatory – enter the MOT rail
Surcharge Code	All	Mandatory – enter the code (reference) of the billing category
Surcharge Code Text	All	For easier reference enter the name of the surcharge (name will not be imported)
Site	All	Mandatory – enter the side of the transport where the fee is applicable, either origin or destination
POL (UNLOC)	Sea full Sea less	Enter the code of the port of loading or region or country. If the POL is empty the sideletter is applicable for all ports of loading. Mandatory if the POD is empty.
	Rail Barge	Mandatory – enter the code of the railway station or the UN Location code of the place of loading or the region or the postal code
POL (Name) Point of Loading (Name)	All	For easier reference enter the name of the POL (name will not be imported). Not applicable for Airfreight
POD (UNLOC)	Sea full Sea less	Enter the code of the port of discharge or region or country. If the POD is empty the sideletter is applicable for all ports of destination. Mandatory if the POL is empty.
	Rail Barge	Mandatory – enter the code of the railway station or the UN location code of the place of unloading or the region or the postal code
POD (Name)		For easier reference enter the name of the POD (name will

Point of Unloading (Name)	All	not be imported). Not applicable for Airfreight
Point of Loading	Road full Road full	Enter the UN location code of the place of loading or region or country. If empty the sideletter is applicable for all points of loading. Mandatory if the Point of Unloading is empty
Point of Unloading	Road full Road full	Enter the UN location code the place of unloading or region or country. If empty the sideletter is applicable for all points of unloading. Mandatory if the Point of Loading is empty
Location Qualifier	Sea full Sea less	Mandatory – depending on your entry of POL (UNLOC) and POD (UNLOC): Either port or region or country (usually the combination of two qualifier, one only is also possible) e.g. seaport-seaport, region-region, country-country, terminal-terminal, country (if POL is filled only), -country (if POD is filled only).
	Road full Road full	Mandatory – depending on your entry POL (UNLOC) and POD (UNLOC): Either point or port or region or country or city or postal code (usually the combination of two qualifier, possible only one) e.g. point-point, region-region, country-country, country (if Point of Loading is filled only), -country (if Point of Unloading is filled only)
	Rail Barge	Mandatory – depending on your entry of POL and POD unloading (combination of two qualifier) either railstation or point or region or port e.g. railstation-point
Origin Depot	Sea full Road full Rail Barge	If the sideletter is applicable for a pick up at a depot only enter the company code number of the depot (e.g. K111) Not applicable for less and Airfreight

Destination Depot	Sea full Road full Rail Barge	If the sideletter is applicable for a drop off at a depot only enter the company code number of the depot Not applicable for less and Airfreight
Destination Depot (Name)	Sea full Road full Rail Barge	If the rate is applicable for a drop off at a depot only enter the company name of the depot Not applicable for less and full
Time Qualifier	All	Enter the qualifier for time based fees either minute or hour or day or week
Used Commodities	All	If applicable, enter the commodity for this contract. Not applicable for Road and Airfreight
Remarks	All	Additional comments to the sideletters
Service Type	All	If applicable, enter the service type Not applicable for Airfreight
Weekdays	All	Enter either the particular weekdays separated by comma or All for all weekdays: <ul style="list-style-type: none"> • mo, tu, we, etc. • All
Currency	All	Mandatory – either the 3letter code for the currency
Rule (Packing)	All	Mandantory. For further information pls. see chapter *Rule (Packing) qualifier (amount per)
Factor (Rule Packing)	All	If the Rule (Packing) bases on a time based qualifier (e.g. per cont. per 30 min.) Not applicable for less

Last column for the amount			Mandatory – Use either Option 1 or Option 2 (see below). It may also be possible to use both option as some surcharge will be the same for all package types but some are specified per container/trailer type.
	Sea full Road full Rail Barge	· Option 1: ANY	If you use ANY this surcharge is applicable for all equipment types. Use ANY only if it is allowed to combine the surcharges with rates from other contracts of this contract owner. If it is not allowed to combine the surcharges with rates from other contracts of this owner please use the option “not allowed to combine” in the contract header (see chapter Create Contract Header).
	Sea full Rail Barge	· Option 2: C2 / C4 / H4	These headlines show the package codes for the surcharges you want to enter to the system (e.g. C2 = 20’ GP container)
	Road full	· GL/SP/TL (trailer)	
ANY	Less Load		mandatory – enter the additional fee

Depending on the condition types ticked in the billing categories you may get further columns - e.g.:

DG	All	Enter either Allowed/No/Only (Yes or No Based conditions) See chapter Special per MOT Airfreight for Air details.
DG Class(es)	All	enter the number of the classes, separated by a comma
Excluded DG classes	All	If some dangerous goods classes are not included in this rate enter the number of the classes in field DG Class(es), separated by a comma and tick the checkbox Excluded Sg classes

Start (if time based)	All	For time based fees enter the number when the fee will be applicable in combination with the time qualifier. e.g. 3 = from 3. day the charge is applicable (number 3 with qualifier day). (Time Based Condition)
Time Qualifier	All	Enter the qualifier for time based fees either minute or hour or day or week (Time Based Condition)
Min./Max. Package Weight	Sea less	Enter the minimum/maximum package weight. Example: HHLA tariff: Package weight under 20 kgs per pack (= between 1 – 20 kgs) (Weight Based Condition)
Min./Max. Mea.	Sea less	Enter the measuring up to/from which this sideletter is applicable. Example: HHLA tariff - surcharge is for cargo up to 5 times measuring. (Value Based conditions)
Min./Max. Volume	All	If applicable, enter the minimum/maximum weight (Weight Based conditions)
Min./Max. Volume Qualifier	All	If applicable, enter the minimum/maximum weight qualifier: cbcm, cbm, cft
Min./Max. Equip. Quantity	All	If applicable enter the minimum/maximum number of packages (= from...to) - Quantity Based Condition. Leave blank if the rate is per equipment type
Min./Max. Diesel Index	Road full Road full	Enter the minimum/maximum diesel index (Value Based Condition)

3.3 SPECIALS PER MOT

The editing of the Excel rate sheets is very similar for each MOT. But for each MOTs some further details have to be considered. The additional fields and the exceptions are described per MOT in the following chapters, including images of the available columns in the Excel sheets.

3.3.1 SEAFREIGHT FCL

You have the option to enter various kinds of contracts for your ocean freight.

- e.g. Option 1: door-door rates
- Option 2: ocean freight only (seaport-seaport rates)

3.3.1.1 RATE CONDITIONS

Enter the ocean base freight details.

VALID FROM	VALID TO	BILLING CODE	CARRIER CODE	CARRIER NAME	MOT	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	INCLUDED ADDITIONALS	INCLUDED ADDITIONALS_TEXT
29.03.2017	29.03.2017	BASIS	K15	HANJIN	sea	CNMIN	XIAMEN	DEHAM	HAMBURG	seaport-seaport	BAF	BAF

ROUTING POL (UNLOC)	ROUTING POL NAME	TRANSHIPMENT PORTS (UNLOC)	ROUTING POD (UNLOC)	ROUTING POD NAME	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)

TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE	SERVICE RANKING	ALLOCATION	RULE (ALLOCATION)	TIME QUALIFIER (ALLOCATION)	EXCLUDED DG CLASSES	MAX. WEIGHT	DG
								21.500,00	NO
									NO

NOT STACKABLE	SHIPPERS OWN	HANGING GARMENT	OUT OF GAUGE	TEMPERATURE CONTROLLED	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2	C4	H4
NO	NO	NO	NO	NO	USD	container		1.800,00		
NO	NO	NO	NO	NO	USD	container		1.800,00	2.950,00	2.950,00

Upload Contracts: FCL rate conditions example

3.3.1.2 RATE SURCHARGES

Enter all surcharges (additional) that are applicable to the ocean base rate.

VALID FROM	VALID TO	MOT	SURCHARGE CODE	SURCHARGE TEXT	CARRIER CODE	CARRIER NAME	SITE	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	ROUTING POL (UNLOC)
29.03.2017	29.03.2017	sea	DEM	Demurrage				DE	GERMANY	DEBRV	BREMERHAVEN	country-seaport	
29.03.2017	29.03.2017	sea	ISPS	ISPS				DEBRV	BREMERHAVEN	AUMEL	MELBOURNE	seaport-seaport	
29.03.2017	29.03.2017	sea	BL	BL				DE	GERMANY			country	

ORIGIN DEPOT	DESTINATION DEPOT	USED COMMODITY	REMARKS	SERVICE TYPE	DG	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	AMT
						%	BASIS		10,00
						USD	teu		450,00
					ONLY	USD	container		100,00

Upload Contracts: FCL rate surcharges example

3.3.1.3 RATE SIDELETTERS

Enter all additional fees that are applicable to the transport.

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	SITE	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	ORIGIN DEPOT	DESTINATION DEPOT
13.02.2016	29.02.2016	DEM	Demurrage	destination	DE	GERMANY	AUMEL	MELBOURNE	country-port		
13.02.2016	29.02.2016	ISPS	ISPS	origin	DEBRV	BREMERHAVEN	AUMEL	MELBOURNE	port-port		
13.02.2016	29.02.2016	BL	BL	origin	DE	GERMANY			country		

START (IF TIME BASED)	TIME QUALIFIER	USED COMMODITY	REMARKS	SERVICE TYPE	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	AMT	C2	C4
	6 day				USD	container			50,00	95,00
					EUR	container			15,00	25,00
					EUR	shipment		45,00		

Upload Contracts: FCL rate sideletters example

3.3.2 SEAFREIGHT LESS

For less cargo fill the ANY columns only.

3.3.2.1 RATE CONDITIONS

Enter the ocean base freight details.

VALID FROM	VALID TO	BILLING CODE	CARRIER CODE	CARRIER NAME	MOT	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	INCLUDED ADDITIONALS	INCLUDED ADDITIONALS TEXT
01.01.2017	30.06.2017	BASIS	K21	SACO BRE	sea	DE Ports	german port SACO	CNGB	NINGBO	region-seaport		
01.01.2017	30.06.2017	BASIS	K21	SACO BRE	sea	DE Ports	german port SACO	CNGB	NINGBO	region-seaport		
01.01.2017	30.06.2017	BASIS	K21	SACO BRE	sea	CNSHA	SHANGHAI	DEHAM	HAMBURG	seaport-seaport		
01.01.2017	30.06.2017	BASIS	K21	SACO BRE	sea	DE Ports	german port SACO	CNGB	NINGBO	region-seaport		
01.01.2017	30.06.2017	BASIS	K21	SACO BRE	sea	DE Ports	german port SACO	CNGB	NINGBO	region-seaport		
01.01.2017	30.06.2017	BASIS	K21	SACO BRE	sea	CNSHA	SHANGHAI	DEHAM	HAMBURG	seaport-seaport		

ROUTING POL (UNLOC)	ROUTING POL NAME	TRANSHIPMENT PORTS (UNLOC)	ROUTING POD (UNLOC)	ROUTING POD NAME	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)

TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE	SERVICE RANKING	ALLOCATION	RULE (ALLOCATION)	TIME QUALIFIER (ALLOCATION)	EXCLUDED DG CLASSES	DG
			core					NO
			core					ALLOWED
			core					NO
			core					ALLOWED

MAX LENGTH QUALIFIER	NO	CURRENCY	PKG CARRIAGE INCLUDED	POST CARRIAGE INCLUDED	EMPTY PICKUP INCLUDED	EMPTY RETURN INCLUDED	AS PER OUTLAY	freightTon	RULE (PACKING)	FACTOR (RULE PACKING)	ANY
meter	NO	USD	NO	NO	NO	NO	NO	freightTon		25.00	
	ONLY	USD	NO	NO	NO	NO	NO	freightTon		50.00	
meter	NO	USD	NO	NO	NO	NO	NO	freightTon		25.00	
meter	NO	USD	NO	NO	NO	NO	min	min		25.00	

Upload Contracts: LCL rate conditions example

3.3.2.2 RATE SURCHARGES

Enter all surcharges (additional) that are applicable to the ocean base rate.

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	TRANSHIPMENT PORTS (UNLOC)
05.01.2016	31.03.2016	CAF	CAF	DE	GERMANY	ID	INDONESIEN	country-country	
05.01.2016	31.03.2016	BAF	BAF	DE	GERMANY	ID	INDONESIEN	country-country	
05.01.2016	31.03.2016	BAF	BAF	DE	GERMANY	ID	INDONESIEN	country-country	
05.01.2016	31.03.2016	DGR	Dangerous Goods Additional	DE	GERMANY	ID	INDONESIEN	country-country	
05.01.2016	31.03.2016	DGR	Dangerous Goods Additional	DE	GERMANY	ID	INDONESIEN	country-country	

CALLED COMMODITIES	REMARKS	SERVICE TYPE	WEEKDAYS	DG CLASS	EXCLUDED DG CLASS	DG	CURRENCY	AS PER OUTLAY	freightTon	RULE (PACKING)	FACTOR (RULE PACKING)	SHIPMENT LEVEL	ANY
		All		NO	NO	NO	USD	NO	min		NO	8.50	
		All		NO	NO	NO	USD	NO	min		NO	8.50	
		All		NO	ONLY	NO	USD	NO	min		NO	100.00	
		All		NO	ONLY	NO	USD	NO	min		NO	20.00	
		All		NO	ONLY	NO	USD	NO	min		NO	100.00	

Upload Contracts: LCL rate surcharges example

3.3.2.3 RATE SIDELETTERS

Enter all additional fees that are applicable to the transport.

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	SITE	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	ORIGIN DEPOT	DESTINATION DEPOT
05.01.2016	31.03.2016	HF	hafenfond	destination			DE	GERMANY	-country		
05.01.2016	31.03.2016	KAI	KAI	destination			DE	GERMANY	-country		
05.01.2016	31.03.2016	KAI	KAI	destination			DE	GERMANY	-country		
05.01.2016	31.03.2016	KAI	KAI	destination			DE	GERMANY	-country		
05.01.2016	31.03.2016	KAI	KAI	destination			DE	GERMANY	-country		
05.01.2016	31.03.2016	BL	BL	origin	ID	INDONESIEN		GERMANY	country		

MAX PACKAGE WEIGHT	MAX PACKAGE WEIGHT QUALIFIER	MIN MEAS.	MAX MEAS.	DG	CURRENCY	AS PER OUTLAY	freightTon	RULE (PACKING)	FACTOR (RULE PACKING)	SHIPMENT LEVEL	ANY
		5.10		NO	EUR	NO	ctm		NO	8.00	
		5.10		ONLY	EUR	NO	ctm		NO	11.00	
				NO	EUR	NO	min		NO	23.00	
				ONLY	EUR	NO	min		NO	27.00	
20.00 kg				5 NO	EUR	NO	ton		NO	24.00	
				5 NO	EUR	NO	ton		NO	25.00	
20.00 kg				5 ONLY	EUR	NO	ton		NO	28.00	
				5 ONLY	EUR	NO	ton		NO	29.00	

Upload Contracts: LCL rate sideletters example

3.3.3 AIRFREIGHT

Airfreight base rates are a combination of the airfreight base rate from the eRate sheet and the surcharges and sideletters.

3.3.3.1 eRATES

To import the airfreight rates to the system there is no need to use CargoSoft standard upload sheet. Import your standard eRate sheet provided by the airlines or the GSAs.

Rates have to be on the first page of the eRate sheet as this page will be imported into the system.

The order of the columns has to be kept to the standard eRate Sheet and must not be changed.

In the columns **Prepaid** and **Collect** the entries Y/N are possible and can be imported to the system.

In the column **DGR** the entries *PAX/CAO/GEN/NO* are possible and can be imported to the system. The system sets the yes/ no condition for each DGR Type automatically:

- Airfreight DG Types = CAO / PAX => DangerousGood = YES
- Airfreight DG Type = Gen => DangerousGood = leer (allowed)
- Airfreight DG Type = No => DangerousGood = NO

Airfreight DG Type 'NO' is not visible in the Contract after upload, but will be regarded in rate search as 'NO DG'.

Basic Data requirements:

Billing Category BASIS for MOT Air: Checkbox 'DG' in Yes/No Conditions and Checkbox 'Airfreight DG Type' in Selection based Condition must be ticked.

3.3.3.1.1 eRATE SHEETS FROM AIRLINES

When uploading eRate sheets from the airline the Carrier Code and the Prefix of the airline are mentioned in the document.

eRATE SHEET																
Airline Name:		Lufthansa Cargo AG														
Agent Name:		ALL														
Account No:		ALL														
New/Change	Country Designator	IATA No	CASS No	D City Name	D City Code	D Airport Code	D Country ISO Code	Carrier Code	Prefix	GSA Name	Product Name	DGR	Prepaid	Collect	Effective From	Effective To
	234	ALL	ALL	Melbourne	MEL	MEL	AU	LH	020	td.Pro		NO	Y	Y	18.08.2015	31.08.2015
	234	ALL	ALL	Melbourne	MEL	MEL	AU	LH	020	Care/td.PAX on td.Pro		PAX	Y	Y	18.08.2015	31.08.2015
	234	ALL	ALL	Melbourne	MEL	MEL	AU	LH	020	td.Flash		NO	Y	Y	18.08.2015	31.08.2015

[Upload Contracts > Air: eRate sheet from airline](#)

3.3.3.1.2 eRATE SHEETS FROM GSAs

When uploading eRate sheets make sure that the GSA Name is stored in the Airline Company in field 'Reference' [E ECM Basic Data.docx](#)

eRATE SHEET																
Airline Name:		Lufthansa Cargo AG														
Agent Name:		ALL														
Account No:		ALL														
New/Change	Country Designator	IATA No	CASS No	D City Name	D City Code	D Airport Code	D Country ISO Code	Carrier Code	Prefix	GSA Name	Product Name	DGR	Prepaid	Collect	Effective From	Effective To
	234	ALL	ALL	Melbourne	MEL	MEL	AU	LH	020	IGLU	td.Pro	NO	Y	Y	18.08.2015	31.08.2015
	234	ALL	ALL	Melbourne	MEL	MEL	AU	LH	020	IGLU	Care/td PAX on td.Pro	PAX	Y	Y	18.08.2015	31.08.2015
	234	ALL	ALL	Melbourne	MEL	MEL	AU	LH	020	IGLU	td.Flash	NO	Y	Y	18.08.2015	31.08.2015

[Upload Contracts > Air: eRate sheet from GSA](#)

In the contract the GSA is shown in address field **Owner**. The Airline is shown in a separate field **Carrier**.

In the result of the search on the **Rate Calculation** and **eRates** tab you see the GSA as well as the airline.

3.3.3.2 SURCHARGES AND SIDELETTERS

To import surcharges and sideletters to the airfreight you have to use the CargoSoft standard upload sheet. The upload sheet contains only the tab Contract Header, Rate Surcharges and Rate Sideletters.

3.3.3.2.1 CONTRACT HEADER FOR AIRLINES

In the Contract Header enter the Global Vendor Code from the airline. You can leave the carrier code blank.

COLUMN	CONTRACT VALUES
MODE OF TRANSPORTATION	air
UPLOAD STATUS	
SCN (SERVICE CONTRACT NUMBER)	IMKELUFT-2-2015
GLOBAL VENDOR CODE	K4
GLOBAL VENDOR NAME	LH HQ
CONTRACT TYPE	
RATE MODE	Buying
CONTRACT HOLDER	D26
CONTRACT HOLDER NAME	CS Sped.
CONTRACT HOLDER REFERENCE	
CARRIER CODE	
CARRIER NAME	
CONTRACT ISSUE DATE	15.08.2015
CONTRACT CREATION DATE	
CONTRACT CREATED BY	
CONTRACT CHANGE DATE	
CONTRACT CHANGED BY	

[Upload Contracts > Air: Contract header Airline](#)

3.3.3.2.2 CONTRACT HEADER FOR GSAs

In the Contract Header enter the Global Vendor Code from the GSA. In the Carrier Code enter the code from the airline.

COLUMN	CONTRACT VALUES
MODE OF TRANSPORTATION	air
UPLOAD STATUS	
SCN (SERVICE CONTRACT NUMBER)	IMKELUFT-3-2015
GLOBAL VENDOR CODE	K8
GLOBAL VENDOR NAME	IGLU
CONTRACT TYPE	
RATE MODE	Buying
CONTRACT HOLDER	D26
CONTRACT HOLDER NAME	CS Sped.
CONTRACT HOLDER REFERENCE	
CARRIER CODE	K4
CARRIER NAME	LH HQ
CONTRACT ISSUE DATE	15.08.2015
CONTRACT CREATION DATE	
CONTRACT CREATED BY	
CONTRACT CHANGE DATE	
CONTRACT CHANGED BY	

[Upload Contracts > Air: Contract header GSA](#)

3.3.3.2.3 SURCHARGES

Enter all surcharges (additional) that are applicable to the airfreight base rate.

POL (IATA)	Enter the code of the airport of loading or region or country. If the POL is empty the surcharge is applicable for all ports of loading. Mandatory if the POD is empty.
POD (IATA)	Enter the code of the airport of arrival or region or country. If the POD is empty the surcharge is applicable for all airports of destination. Mandatory if the POL is empty.
Location Qualifier	Mandatory – depending on your entry of POL (UNLOC) and POD (UNLOC) either airport or region or country (usually the combination of two qualifier, possible only one) e.g. airport-airport, region-region, country-country, country (if POL is filled only), -country (if POD is filled only)
Transshipment Ports (IATA)	If applicable, enter the IATA code of the transit location.
Rule (Packing)	Mandatory – either kilogram or chargeablekilogram or unit or shipment or BASIS for a percentage rate
Air	mandatory – enter the surcharges

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	POL (IATA)	POD (IATA)	LOCATION QUALIFIER	TRANSSHIPMENT PORTS (IATA)	REMARKS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	AIR
01.02.2016	29.02.2016	MY	FUEL	ID	DE	country-country			USD	chargeablekilogramme		2.10
01.02.2016	29.02.2016	MY	FUEL	DE	ID	country-country			EUR	chargeablekilogramme		1.22
01.02.2016	29.02.2016	SC	SECURITY	ID	DE	country-country			USD	kilogramme		1.45
01.02.2016	29.02.2016	SC	SECURITY	DE		country			EUR	kilogramme		0.89

[Upload Contracts > Air: Surcharges example](#)

3.3.3.2.4 SIDELETTERS

Enter all additional fees that are applicable to the transport.

POL (IATA)	Enter the code of the airport of loading or region or country. If the POL is empty the sideletter is applicable for all ports of loading. Mandatory if the POD is empty.
POD (IATA)	Enter the code of the airport of arrival or region or country. If the POD is empty the sideletter is applicable for all airports of destination. Mandatory if the POL is empty.
Location Qualifier	Mandatory – depending on your entry of POL (IATA) and POD (IATA) either airport or region or country (usually the combination of two qualifier, possible only one) e.g. airport-airport, region-region, country-country, country (if POL is filled only), -country (if POD is filled only)
Transshipment Ports (IATA)	If applicable, enter the IATA code of the transit location
Rule (Packing)	Mandatory – either kilogram or chargeablekilogram or unit or shipment or BASIS for a percentage rate
Air	mandatory – enter the additional fee

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	SITE	POL (IATA)	POD (IATA)	LOCATION QUALIFIER	TRANSSHIPMENT PORTS (IATA)	REMARKS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	AIR
01.02.2016	29.02.2016	AWB	AWB Gebühr	origin	DE		country			EUR	shipment		17.50
01.02.2016	29.02.2016	AWB	AWB Gebühr	origin	ID		country			USD	shipment		40.00
01.02.2016	29.02.2016	HDL	Handling	origin	DE		country			EUR	kilogramme		0.24
01.02.2016	29.02.2016	HDL	Handling	origin	ID		country			USD	kilogramme		0.49

[Upload Contracts > Air: Sideletters example](#)

3.3.3.2.5 SURCHARGES / SIDELETTERS AS PER OUTLAY

In order to enter Surcharges and Sideletters as per outlay you need the authorization object *function_rate_accordingToBuying*. Tick the checkbox 'Surch./sidel. as per outlay' in the contract header.

Surcharges/ Sideletters as per outlay: Contract header

With activated checkbox all sucharges and sideletters from carrier contracts will be considered. Further surcharges and sideletters, which are not mentioned in the carrier contract, can be entered in the GSA contract. In rate search they will be considered, too.

An other possibility is to use the checkbox 'As per outlay' in the billing lines. This only makes sense if the checkbox in contact header is not active.

Surcharges/ Sideletters as per outlay: per rate

Using the checkbox will cause that the checkbox 'No amount' is ticked automatically. Further the field 'amount' is no longer mandantory and therefore hidden.

Mode and carrier can also the chosen per billing line. The chosen calculation base ('per') will be ignored. In ratesearch the calculation base from carrier contract will be considered.

Priority in rate search for surcharges und sideletters is as follows:

1. Charges from GSA-Contract
2. Charges from Carrier-Contract

Charges won't be charged twice.

Only the charges from the carrier contract are taken into account, which have also been recorded as rate lines in the GSA contract (charges with amount or charges ‚As per outlay‘).

No further charges will be considered from carrier contract! Example:

Carriercontract: MY, SC, DG

Contract (3464)

Contract info
 Number: LH Zuschläge
 Original number:
 Mode: Buying
 Aktiv: Yes
 Closed for No combination:
 Different Owners: No
 Allowed:
 Issued Date: 22/11/2016
 Commodities: ---
 Equipment: ---
 Currencies: EUR

Holder
 Company
 Name: CS Spedition GmbH Mandant IA (D26)
 Address: CS Spedition GmbH Mandant IA (D26)
 Buschhöhe 10
 28357 Bremen, Stadt
 GERMANY

Owner
 Company
 Name: LUFTHANSA CARGO AG LUFTHANSA BASE FRA F1R MEMBER OF IATA (K145)
 Address: LUFTHANSA CARGO AG
 LUFTHANSA BASE FRA F1R
 MEMBER OF IATA (K4)
 Bremer Str. 87
 28211 Bremen
 GERMANY

Transportation Info
 Mode of Transport: Air
 Contract Type: Less load
 Valid from: 22/11/2016
 Valid to: 31/12/2017
 Diesel index provider:
 Default drive type:
 Ch. weight (air) Ratio: 6,000
 Ch. weight (road) Ratio:
 Ch. weight (keap) Ratio:
 Freight ton Ratio (A):
 Freight ton Ratio (B):
 Freight ton Ratio (C):
 Surch./sidel. As per No outlay:
 Weekdays: All

MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
✈	22/11/16	31/12/17	GERMANY (DE)	N/A	LH HQ				Per Kg	0.60 EUR	SC (SECURITY)
✈	22/11/16	31/12/17	GERMANY (DE)	N/A	LH HQ				Per Chargeable-Kg (1/kg step)	0.90 EUR	MY (FUEL)
✈	22/11/16	31/12/17	GERMANY (DE)	N/A	LH HQ				Per Shipment	10.00 EUR	123 (Air Zuschlag Test)

Carrier surcharges

GSA-contract: MY, SC (as per outlay in billing line)

Contract (4764)

Contract info
 Number: NH GSA 2017
 Original number:
 Mode: Buying
 Aktiv: Yes
 Closed for No combination:
 Different Owners: No
 Allowed:
 Issued Date: 03/07/2017
 Commodities: ---
 Equipment: ---
 Currencies: EUR

Holder
 Company
 Name: CS Spedition GmbH Mandant IA (D26)
 Address: Buschhöhe 10
 28357 Bremen, Stadt
 GERMANY

Owner
 Company
 Name: IGLU GSA (K2)
 Address: Hanna-Kunath-Str. 4
 28199 Bremen
 GERMANY

Transportation Info
 Mode of Transport: Air
 Contract Type: Less load
 Valid from: 03/07/2017
 Valid to: 31/12/2017
 Diesel index provider:
 Default drive type:
 Ch. weight (air) Ratio:
 Ch. weight (road) Ratio:
 Ch. weight (keap) Ratio:
 Freight ton Ratio (A):
 Freight ton Ratio (B):
 Freight ton Ratio (C):
 Surch./sidel. As per No outlay:
 Weekdays: All

MOT	Valid from	Valid to	Origin	Destination	Carrier	Service	Equipment	Commodity	Conditions	Amount	Type
✈	03/07/17	31/12/17	BREMEN (BRE, GERMANY)	Ibiza (IBZ, SPANIEN)					Per Chargeable-Kg (1/kg step), As per outlay	As per outlay	MY (FUEL)
✈	03/07/17	31/12/17	N/A	N/A					Per Equipment, As per outlay	As per outlay	SC (SECURITY)

GSA: surcharges as per outlay

Rate details											
Routing: BREMEN -- Ibiza		Contracts		Original number							
Transit Time: Days		NH GSA 2017									
Amount: 420.00 EUR		LH Zuschläge									
BREMEN -- Ibiza											
Service:	Owner: IGLU GSA	Frequency:	Equipment:	Distance: 1,674.5 KM	Ch. Weight: 120.0 kg	Amount: 420.00 EUR					
Ranking: Undefined	Carrier: LH HQ	Transit Time:	Allocation:	Toll distance:	Package weight: 120.0 kg						
Carrier classification: preferred carrier	Holder: CS Speed	Booking Ref:	Commodity:		Weight: 120.0 kg						
Named account:											
				Volume: 0.720 m³							
				Measuring: 0							
Contract	Valid from	Valid to	Location	Conditions	I	OID	Type	Amount Base	Quantity	Value	Value
NH GSA 2017	03/07/17	31/12/17	BREMEN to Ibiza				BASIS (BASIS) [B]	2.00 EUR/Per Chargeable-Kg (/1kg step)	120	240.00 EUR	240.00 EUR
LH Zuschläge	22/11/16	31/12/17	From GERMANY				MY (Fuel Surcharge) [B]	0.90 EUR/Per Chargeable-Kg (/1kg step)	120	108.00 EUR	108.00 EUR
LH Zuschläge	22/11/16	31/12/17	From GERMANY				SC (Security Surcharge) [B]	0.60 EUR/Per Kg	120	72.00 EUR	72.00 EUR

Search result as per outlay per billing line

Using freight rate (BASIS) 'as per outlay' is not useful in buying contracts. There is no calculation of the freight rate (BASIS) in the rate search, the rate will only be displayed 'As per outlay'. The function is in the further development.

3.3.3.3 IATA RATES

Via a new interface IATA TACT Rate Sheet Importer, the IATA file can be imported on the Contracts tab. A dropdown can also be used to select a holder. If no holder is selected, the rates are generally valid.

In the master data a company with the CompanyID = IATA must exist (setup by CS). This is read as owner. The rates are imported in several contracts: A separate contract is created for each airline. A separate contract is also created for all IATA rates with no carrier.

Missing locations, countries, commodities, carriers and IATA services are automatically created during rate import.

IATA services are related to the Company IATA.

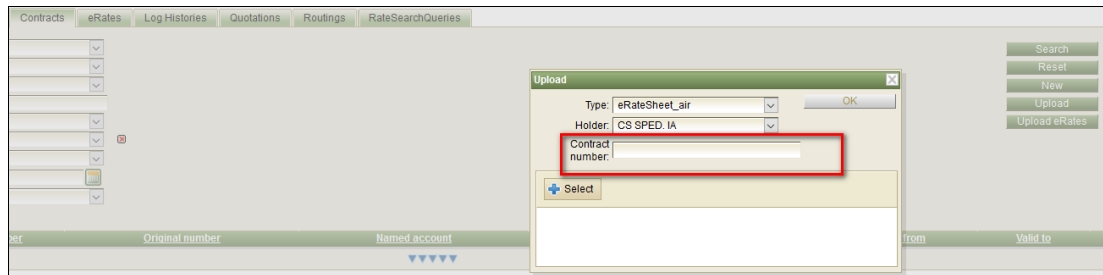
IATA commodities are created as Commodity and Article Group, they are then available in the contract and can also be used as search criterion Product Group.

Search for IATA rates via the Rate Calculation tab. The commodities are displayed on the Rate Calculation tab using the 'Display commodities' checkbox.

Caution: all old IATA contracts are automatically deleted during the import! A function to keep old contracts is currently not provided.

3.3.3.4 UPLOAD ERATES WITH INDIVIDUAL CONTRACT NAME

Normally, the contract number for Erates is automatically composed of the airline code and validity. With Upload Button 'Upload eRates' there is the possibility to give an individual name.



Contracts: Upload eRates

If the contract number is not filled, the system will continue to issue the contract number on the basis of the airline code and its validity, which may result in several contracts as before. If the automatic contract number assignment already exists, a corresponding message will be sent by e-mail as before.

If the contract number was entered manually, only one contract will be created, even if the validies are different or different carriers exist in the eRateSheet.

3.3.4 ROADFREIGHT FTL

3.3.4.1 RATE CONDITIONS

3.3.4.1.1 EQUIPMENT BASED

Enter the road base freight details.

VALID FROM	VALID TO	BILLING CODE	CARRIER CODE	CARRIER NAME	MOT	POL (IHLLOC)	POL (NAME)	POD (IHLLOC)	POD (NAME)	LOCATION QUALIFIER	INCLUDED ADDITIONALS	INCLUDED ADDITIONALS_TEXT
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DEBRE	Bremen	point-point		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DEBRE	Bremen	point-point		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DEWEY	Weihe	point-point		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DEWEY	Weihe	point-point		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	EKBSH	EKBSH	point-region		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DEMA	MARZ	point-point		

LOCATION QUALIFIER (ROUTING)	ORIGIN DEPOT	DESTINATION DEPOT	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)	TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)
K34									
K112									
K111									

SERVICE TYPE	SERVICE RANKING	ALLOCATION	RULE (ALLOCATION)	TIME QUALIFIER (ALLOCATION)	WEEKDAYS	EXCLUDED DG CLASSES	DG	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2	C4	H4
alternative					mo, tu, we, th, fr, sa, su		NO	EUR	container			438.00	
alternative					mo, tu, we, th, fr, sa, su		NO	EUR	container		338.00	338.00	338.00
alternative					mo, tu, we, th, fr, sa, su		NO	EUR	container		278.00		278.00
alternative					mo, tu, we, th, fr, sa, su		NO	EUR	container			278.00	
alternative					mo, tu, we, th, fr, sa, su		NO	EUR	container		1.009.00		

[Upload Contracts > Road FTL: Rate conditions example](#)

3.3.4.1.2 EQUIPMENT AND DISTANCE BASED

The entry of a contract based on equipment and distance is similar to the Equipment based contract (chapter [Equipment Based](#)).

The point of loading is the point (port) where the transport starts.

The point of unloading is the point (port)/region/country where the transports ends.

You need the column **Max. Distance** where you enter the applicable distances.

VALID FROM	VALID TO	BILLING CODE	CARRIER CODE	CARRIER NAME	MOT	POL (IHLLOC)	POL (NAME)	POD (IHLLOC)	POD (NAME)	LOCATION QUALIFIER	INCLUDED ADDITIONALS	INCLUDED ADDITIONALS_TEXT
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DE	Germany	point-country		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DE	Germany	point-country		
01.01.2017	30.06.2017	BASIS	K99999	EKB	road	DEHAM	Hamburg	DE	Germany	point-country		

INCLUDED ADDITIONALS	ROUTING POINTS	LOCATION QUALIFIER (ROUTING)	ORIGIN DEPOT	DESTINATION DEPOT	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)

TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE	SERVICE RANKING	ALLOCATION	RULE (ALLOCATION)	TIME QUALIFIER (ALLOCATION)	WEEKDAYS	EXCLUDED DG CLASSES	MAX. DISTANCE	DG
							mo, tu, we, th, fr, sa, su		10.00	NO
							mo, tu, we, th, fr, sa, su		20.00	NO
							mo, tu, we, th, fr, sa, su		30.00	NO

CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2
EUR	container		75.00
EUR	container		95.00
EUR	container		110.00

[Upload Contracts > Road FTL: Conditions based on equipment and distance example](#)

It is also possible to upload contracts without any locations, only with Distance and weight parameters. To allow upload rates without locations it must be configured in the interface settings.

3.3.4.2 RATE SURCHARGES

Enter all surcharges (additional) that are applicable to the road base rate.

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	POINT OF LOADING	POINT OF LOADING NAME	POINT OF UNLOADING	POINT OF UNLOADING NAME	LOCATION QUALIFIER (LOADING/UNLOADING)	ROUTING POINTS	LOCATION QUALIFIER (ROUTING)
01.01.2016	31.03.2016	ADR	ADR Zuschlag	DE	GERMANY	DE	GERMANY	country-country		
01.01.2016	31.03.2016	FUE	Dieseltzuschlag	DE	GERMANY	DE	GERMANY	country-country		
01.01.2016	31.03.2016	FUE	Dieseltzuschlag	DE	GERMANY	DE	GERMANY	country-country		

ORIGIN DEPOT	DESTINATION DEPOT	CALLED COMMODITIES	REMARKS	SERVICE TYPE	WEEKDAYS	MIN. DIESEL INDEX	MAX. DIESEL INDEX	DG	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	ANY	C2	C4
					mo, tu, we, th, fr, sa, su			ONLY	EUR	container			100.00	150.00
					mo, tu, we, th, fr, sa, su	100	105	%	EUR	BASIS		2.00		
					mo, tu, we, th, fr, sa, su	100	110	%	EUR	BASIS		3.00		

[Upload Contracts > Road FTL: Surcharge example](#)

3.3.4.3 RATE SIDELETTERS

Enter all additional fees that are applicable to the transport.

VALID FROM	VALID TO	TYPE	SURCHARGE TEXT	SITE	POINT OF LOADING	POINT OF LOADING NAME	POINT OF UNLOADING	POINT OF UNLOADING NAME	LOCATION QUALIFIER (LOADING/UNLOADING)
01.01.2016	31.03.2016	WTZ	Waiting Time	origin	DE	GERMANY	DE	GERMANY	country-country

ORIGIN DEPOT	DESTINATION DEPOT	START (IF TIME BASED)	TIME QUALIFIER	REMARKS	SERVICE TYPE	WEEKDAYS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	ANY	
			2 hour			mo, tu, we, th, fr, sa, su	EUR	containerPerHour		1.00	40.00

[Upload Contracts > Road FTL: Sideletter example](#)

3.3.5 ROADFREIGHT LTL

3.3.5.1 RATE CONDITIONS

3.3.5.1.1 EQUIPMENT BASED – BASED ON EQUIPMENT TYPE

Enter the road base freight details based on the package type.

VALID FROM	VALID TO	BILLING CODE	POINT OF LOADING	POINT OF LOADING NAME	POINT OF UNLOADING	POINT OF UNLOADING NAME	LOCATION QUALIFIER (LOADING/UNLOADING)	INCLUDED ADDITIONALS
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESMAD	Madrid	point-point	
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESAGP	Malaga	point-point	
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESAGP	Malaga	point-point	
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESAGP	Malaga	point-point	

ORIGIN DEPOT	DESTINATION DEPOT	EQUIPMENT CODE	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)	TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE
		IP								
		EP								
		EP								
		EP								

EXCLUDED DG CLASS	MIN. EQUIPMENT QUANTITY	MAX. EQUIPMENT QUANTITY	CURRENCY	PRE-CARRIAGE INCLUDED	POST-CARRIAGE INCLUDED	EMPTY PICKUP INCLUDED	EMPTY RETURN INCLUDED	AS PER OUTLAY	RULE (PACKING)	FACTOR (RULE PACKING)	ANY
NO	1	10	EUR	NO	NO	NO	NO	NO	container		2.00
NO	1	5	EUR	NO	NO	NO	NO	NO	container		1.00
NO	1	10	EUR	NO	NO	NO	NO	NO	container		2.00
NO	1	5	EUR	NO	NO	NO	NO	NO	container		1.00

[Upload Contracts > Road LTL: Conditions based on equipment types example](#)

3.3.5.1.2 EQUIPMENT BASED – BASED ON LOADING METER

Enter the road base freight details based on loading meters.

The entry is in accordance to chapter [Equipment Based – Based on Equipment Type](#) with the exception that you don't need the columns equipment code (either delete them or leave them empty) and therefore you need to fill the columns loading meter.

Max. Loading Meter	<p>If applicable enter the maximum number loading meter (= to) (Dimension Based Condition) You only have to fill the maximum, the system will determine the ranges based on the maximum. Leave blank if the rate is per loading meter</p>
---------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

VALID FROM	VALID TO	BILLING CODE	POINT OF LOADING	POINT OF LOADING NAME	POINT OF UNLOADING	POINT OF UNLOADING NAME	LOCATION QUALIFIER (LOADING/UNLOADING)	INCLUDED ADDITIONALS
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESSVQ	Sevilla	point-point	
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESBCN	Barcelona	point-point	
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESBCN	Barcelona	point-point	
13.02.2016	29.02.2016	BASIS	DESYK	Syke	ESBCN	Barcelona	point-point	

ORIGIN DEPOT	DESTINATION DEPOT	EQUIPMENT CODE	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)	TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE

EXCLUDED DG CLASS	MIN. LOADING METER	MAX. LOADING METER	CURRENCY	PRE CARRIAGE INCLUDED	POST CARRIAGE INCLUDED	EMPTY PICKUP INCLUDED	EMPTY RETURN INCLUDED	AS PER OUTLAY	RULE (PACKING)	FACTOR (RULE PACKING)	AMT.
NO			EUR	NO	NO	NO	NO	NO	loadingMeter		2,00
NO	1		EUR	NO	NO	NO	NO	NO	shipment		1,00
NO		1	EUR	NO	NO	NO	NO	NO	shipment		2,00
NO		1	EUR	NO	NO	NO	NO	NO	shipment		1,00

[Upload Contracts > Road LTL: Conditions based on loading meter example](#)

3.3.5.1.3 DISTANCE AND WEIGHT BASED

Enter the road base freight details based on loading meters.

The entry is in accordance to chapter [Equipment Based – Based on Equipment Type](#) with the exception that you don't need the columns equipment code (either delete them or leave them empty) and therefore you need to fill the columns max. weight and max. distance.

Fill the rule either with shipment (= price is a fix minimum one) or with kilogramme (= price has to be calculated per kilogramme).

Max. Weight	<p>Enter the maximum weight for which the rate is applicable (= to) (Weight Based Condition) You only have to fill the maximum, the system will determine the ranges based on the maximum.</p>
Max. Distance	<p>Enter the maximum distance for which the rate is applicable (= to) (Distance Based Condition) You only have to fill the maximum, the system will determine the ranges based on the maximum.</p>

VALID FROM	VALID TO	BILLING CODE	POINT OF LOADING	POINT OF LOADING NAME	POINT OF UNLOADING	POINT OF UNLOADING NAME	LOCATION QUALIFIER (LOADING/UNLOADING)	INCLUDED ADDITIONALS
13.02.2016	29.02.2016	BASIS	DE	GERMANY	DE	GERMANY	country-country	
13.02.2016	29.02.2016	BASIS	DE	GERMANY	DE	GERMANY	country-country	
13.02.2016	29.02.2016	BASIS	DE	GERMANY	DE	GERMANY	country-country	
13.02.2016	29.02.2016	BASIS	DE	GERMANY	DE	GERMANY	country-country	
13.02.2016	29.02.2016	BASIS	DE	GERMANY	DE	GERMANY	country-country	
13.02.2016	29.02.2016	BASIS	DE	GERMANY	DE	GERMANY	country-country	

ORIGIN DEPOT	DESTINATION DEPOT	EQUIPMENT CODE	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)	TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE

MAX. WEIGHT	MAX. WEIGHT QUALIFIER	MIN. DISTANCE	MIN. DISTANCE QUALIFIER	MAX. DISTANCE	MAX. DISTANCE QUALIFIER	CURRENCY	AS PER OUTLAY	ROLE (PACKING)	FACTOR (RULE PACKING)	ANY
100.00 kg		0.00 km		100.00 km		EUR	NO	kilogramme		0.11
1.000.00 kg		0.00 km		100.00 km		EUR	NO	kilogramme		0.16
200.00 kg		0.00 km		100.00 km		EUR	NO	kilogramme		0.12
2.000.00 kg		0.00 km		100.00 km		EUR	NO	kilogramme		0.17
300.00 kg		0.00 km		100.00 km		EUR	NO	kilogramme		0.13
400.00 kg		0.00 km		100.00 km		EUR	NO	kilogramme		0.14

Upload Contracts > Road LTL: Conditions based on weight and distance example

3.3.5.1.4 ZONE AND WEIGHT BASED

Enter the road base freight details based on zones and weights.

The entry is in accordance to chapter [Equipment Based – Based on Equipment Type](#) with the following exception:

Point of unloading region code only
 Location qualifier point-region only

You don't need the columns equipment code (either delete them or leave them empty) and therefore you need to fill the columns max. weight.

Max. Weight	Enter the maximum weight for which the rate is applicable (= to) (Weight Based Condition) You only have to fill the maximum, the system will determine the ranges based on the maximum.
--------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

VALID FROM	VALID TO	BILLING CODE	CARRIER CODE	CARRIER NAME	MOT	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	INCLUDED ADDITIONALS
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ4	Saco Zone4	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	Saco Z1	Saco Zone1	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ3	Saco Zone 3	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ5	Saco Zone5	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ4	Saco Zone4	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	Saco Z1	Saco Zone1	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ3	Saco Zone 3	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ5	Saco Zone5	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	SacoZ4	Saco Zone4	DEBRE	Bremen	region-seaport	
07.02.2016	29.02.2016	BASIS	K21	SACO BRE	road	Saco Z1	Saco Zone1	DEBRE	Bremen	region-seaport	

ORIGIN DEPOT	DESTINATION DEPOT	EQUIPMENT CODE	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)	TRANSIT TIME	TIME QUALIFIER (TRANSITTIME)	SERVICE TYPE

WEEKDAYS	MO CLASS	EXCLUDED MO CLASS	MIN. WEIGHT	MIN. WEIGHT QUALIFIER	MAX. WEIGHT	MAX. WEIGHT QUALIFIER	CURRENCY	AS PER OUTLAY	ROLE (PACKING)	FACTOR (RULE PACKING)	ANY
All	NO		51.00 kg		100.00 kg		EUR	NO	kilogramme		0.11
All	NO		501.00 kg		1.000.00 kg		EUR	NO	kilogramme		0.16
All	NO		101.00 kg		200.00 kg		EUR	NO	kilogramme		0.12
All	NO		1.001.00 kg		2.000.00 kg		EUR	NO	kilogramme		0.17
All	NO		201.00 kg		300.00 kg		EUR	NO	kilogramme		0.13
All	NO		301.00 kg		400.00 kg		EUR	NO	kilogramme		0.14
All	NO		1.00 kg		50.00 kg		EUR	NO	kilogramme		0.10
All	NO		401.00 kg		500.00 kg		EUR	NO	kilogramme		0.15
All	NO		51.00 kg		100.00 kg		EUR	NO	kilogramme		0.51
All	NO		501.00 kg		1.000.00 kg		EUR	NO	kilogramme		0.56
All	NO		101.00 kg		200.00 kg		EUR	NO	kilogramme		0.52
All	NO		1.001.00 kg		2.000.00 kg		EUR	NO	kilogramme		0.57

Upload Contracts > Road LTL: Conditions based on zone and weight example

3.3.5.2 RATE SURCHARGES

Enter all surcharges (additional) that are applicable to the road base rate.
The entry is in accordance to full rate surcharges, see chapter full [Rate Surcharges](#).

3.3.5.3 RATE SIDELETTERS

Enter all additional fees that are applicable to the transport.
The entry is in accordance to full sideletters, see chapter full [Rate Sideletters](#).

3.3.6 RAIL FREIGHT

3.3.6.1 RATE CONDITIONS

Enter the rail base freight details.

VALID FROM	VALID TO	MOT	BILLING CODE	IS LUMP SUM	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER
13.02.2016	31.03.2016	rail	BASIS	NO	80137943	Bremerhaven Nordhafen	DESWI	Schwieberdingen	railstation-point
13.02.2016	31.03.2016	rail	BASIS	NO	80137943	Bremerhaven Nordhafen	DESWI	Schwieberdingen	railstation-point
13.02.2016	31.03.2016	rail	BASIS	NO	DESWI	Schwieberdingen	80137943	Bremerhaven Nordhafen	point-railstation
13.02.2016	31.03.2016	rail	BASIS	NO	DESWI	Schwieberdingen	80137943	Bremerhaven Nordhafen	point-railstation

ORIGIN DEPOT	DESTINATION DEPOT	INCLUDED ADDITIONALS	ROUTING POL (UNLOC)	ROUTING POL NAME	TRANSSHIPMENT PORTS (UNLOC)	ROUTING POD (UNLOC)	ROUTING POD NAME	CALLED COMMODITIES	REMARKS
						80320341	Kornwestheim		
			80320341	Kornwestheim		80320341	Kornwestheim		
			80320341	Kornwestheim					

BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)	TRANSIT TIME	TIME QUALIFIER (TRANSIT TIME)	SERVICE TYPE	SERVICE RANKING	ALLOCATION	RULE (ALLOCATION)	TIME QUALIFIER (ALLOCATION)

WEEKDAYS	EXCLUDED DG CLASSES	MIN. WEIGHT	MAX. WEIGHT	DG	DRIVE TYPE	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2
mo, tu, we, th, fr			16.500,00	NO	load	EUR	container		653,00
mo, tu, we, th, fr		16.501,00		NO	load	EUR	container		783,00
mo, tu, we, th, fr			16.500,00	NO	load	EUR	container		653,00
mo, tu, we, th, fr		16.501,00		NO	load	EUR	container		783,00

[Upload Contracts > Rail: Rate conditions example](#)

3.3.6.2 RATE SURCHARGES

Enter all surcharges (additional) that are applicable to the road base rate.

Depending on the condition ticked in the billing categories you may get further columns.

VALID FROM	VALID TO	MOT	SURCHARGE CODE	SURCHARGE TEXT	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	TRANSSHIPMENT PORTS (UNLOC)
13.02.2016	31.03.2016	rail	EEG	EEG Zuschlag	80137943	Bremerhaven Nordhafen	80320341	Kornwestheim	railstation-railstation	

ORIGIN DEPOT	DESTINATION DEPOT	USED COMMODITY	REMARKS	SERVICE TYPE	WEEKDAYS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	ANY
					mo, tu, we, th, fr	EUR	teu		1,92

[Upload Contracts > Rail: Surcharge example](#)

3.3.6.3 RATE SIDELETTERS

Enter all additional fees that are applicable to the transport.

VALID FROM	VALID TO	MOD	SURCHARGE CODE	SURCHARGE TEXT	SITE	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER
13.02.2016	31.03.2016	rail	ASZ	Absatztzuschlag	destination	80320341	Kornwestheim	DE	GERMANY	railstation-country

ORIGIN DEPOT	DESTINATION DEPOT	START (IF TIME BASED)	TIME QUALIFIER	USED COMMODITY	REMARKS	SERVICE TYPE	WEEKDAYS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2	C4
							mo, tu, we, th, fr	EUR	container		75,00	125,00

[Upload Contracts > Rail: Sideletters example](#)

3.3.7 BARGE FREIGHT

3.3.7.1 RATE CONDITIONS

Enter the barge base freight details.

VALID FROM	VALID TO	BILLING CODE	CARRIER CODE	CARRIER NAME	MOD	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	INCLUDED ADDITIONALS
28.01.2016	28.01.2016	BASIS	K10	CLAUS	barge	DEGRV	Grevenbroich	DEHAM	HAMBURG	point-seaport	
28.01.2016	28.01.2016	BASIS	K10	CLAUS	barge	DEHAM	HAMBURG	DEGRV	Grevenbroich	seaport-point	

ROUTING POL (UNLOC)	ROUTING POL NAME	TRANSHIPMENT PORTS (UNLOC)	ROUTING POD (UNLOC)	ROUTING POD NAME	CALLED COMMODITIES	REMARKS	BOOKING REF	FREQUENCY	TIME QUALIFIER (FREQUENCY)

TRANSIT TIME	TIME QUALIFIER (TRANSIT TIME)	SERVICE TYPE	SERVICE RANKING	ALLOCATION	RULE (ALLOCATION)	TIME QUALIFIER (ALLOCATION)	WEEKDAYS	EXCLUDED DG CLASSES
							mo, tu, we, th, fr, sa, su	
							mo, tu, we, th, fr, sa, su	

DG	OUT OF GAUGE	TEMPERATURE CONTROLLED	DRIVE TYPE	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2
NO	NO	NO	load	EUR	container		471,00
NO	NO	NO	load	EUR	container		471,00

[Upload Contracts > Barge: Rate conditions example](#)

3.3.7.2 RATE SURCHARGES

Enter all surcharges (additional) that are applicable to the road base rate.

Depending on the condition ticked in the billing categories you may get further columns.

VALID FROM	VALID TO	SURCHARGE CODE	SURCHARGE TEXT	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	TRANSHIPMENT PORTS (UNLOC)
13.02.2016	31.03.2016	BAF	BAF	DE	GERMANY	NL	NIEDERLANDE	country-country	

ORIGIN DEPOT	DESTINATION DEPOT	USED COMMODITY	REMARKS	SERVICE TYPE	WEEKDAYS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	ANY
					mo, tu, we, th, fr, sa, su	%	BASIS		5

[Upload Contracts > Barge: Surcharge example](#)

3.3.7.3 RATE SIDELETTERS

Enter all additional fees that are applicable to the transport.

VALID FROM	VALID TO	MOD	SURCHARGE CODE	SURCHARGE TEXT	CARRIER CODE	CARRIER NAME	SITE	POL (UNLOC)	POL (NAME)	POD (UNLOC)	POD (NAME)	LOCATION QUALIFIER	ROUTING POL (UNLOC)
13.07.2016	13.07.2016	barge	INLAND	Inland	K59	CTS		DE	GERMANY		-country		

START (IF TIME BASED)	TIME QUALIFIER	USED COMMODITY	REMARKS	SERVICE TYPE	WEEKDAYS	CURRENCY	RULE (PACKING)	FACTOR (RULE PACKING)	C2	C4
					mo, tu, we, th, fr, sa, su	EUR	container		100	175

[Upload Contracts > Barge: Sideletters example](#)

4 ENTER CONTRACTS BY XML UPLOAD

To use the upload by XML you need a special interface, 'CargoSoft XML Rates Importer'. Please contact Cargosoft.

On tab 'Settings' please chose if the contract should be uploaded as active or inactive.
Use Button 'Upload' to upload a contract in XML format.

5 QUOTATION

The tab **Quotation** offers the possibility to enter new offers, search for existing quotations and modify data.

This function is under further development. Currently there is no option to enter exact shipment details and Adhoc Quotations or mix several MOTs.

5.1 SEARCH FOR QUOTATION

When you open the **Quotation** tab, you see the Search Mask in the upper section.

Quotation > Search Mask

Enter the quotation number you want to search for or select the particular query criteria from the Dropdown menus. Click the button **Search** to start the search.

If you want to restrict your search to the MOT you have two options:

MOT Search Mode = **Base MOT only** means you will only find all quotations having just the one MOT you selected in Dropdown MOT.

MOT Search Mode = **Included** means you will find all quotations having the selected MOT only and quotations having more than one MOT.

The result is shown under the search mask.

Stat	MOT	Number	Owner	Customer	Valid from	Valid to	Issued	Resp. Sales Person
●	Sea	Sea-2017-04-00001	CS SPEID. IA	MUSTERM	06/04/17	30/04/17	06/04/17	Henweg, Nadine HQ = NH
●	Sea	MUSTERM-Sea-2017-09-00001	CS SPEID. IA	MUSTERM	19/09/17	31/12/17	20/09/17	Henweg, Nadine HQ = NH
●	Sea	MUSTERM-2017-10-00002	CS SPEID. IA	MUSTERM	05/10/17	31/10/17	05/10/17	Henweg, Nadine HQ = NH

Quotation > Result

Besides key information like quotation number, MOT and issue date the **status** of quotations is displayed in the first column.

Mouse over shows the status in full wording.

There are different status colors for display:



= Quotation accepted

The quotation was accepted, status is *not changeable* and it is deposited as Selling tariff in the system.




= Quotation neither accepted nor rejected

The quotation was neither accepted nor rejected and the **Valid to date** is exceeded.

 = Quotation rejected

The quotation was rejected, status is *not changeable*. It is possible to copy the quotation for a new creation.

 = Today is the last day to decide

The quotation was neither accepted nor rejected and the **Valid to date** is today.

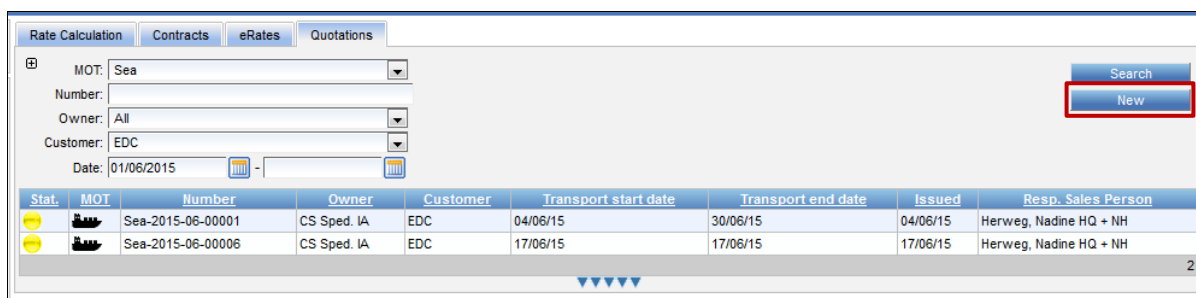
 = Not decided yet

The quotation was neither accepted nor rejected and no deadline was exceeded yet.

Select a quotation by clicking to open the Details mask. How to edit a quotation is explained in the following chapters.

5.2 CREATE/EDIT QUOTATION

To create a new quotation, click the button **New**.



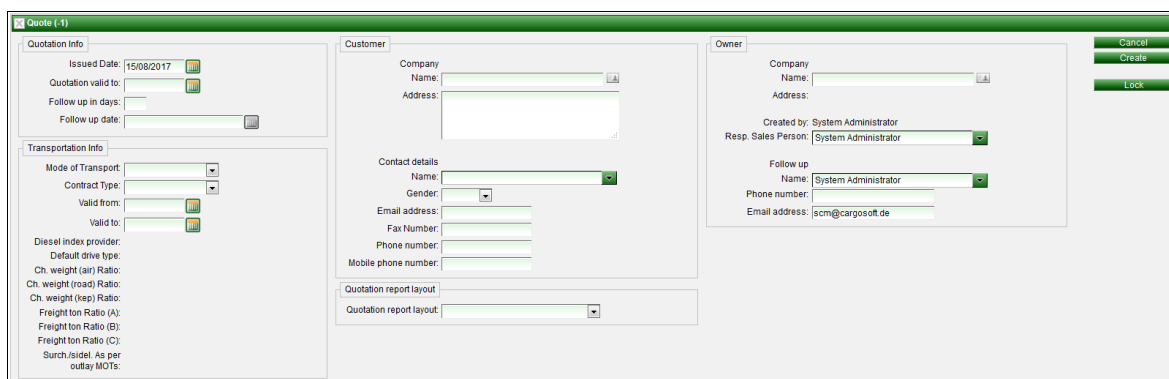
The screenshot shows a web application interface with a navigation bar containing 'Rate Calculation', 'Contracts', 'eRates', and 'Quotations'. Below the navigation bar, there are search filters for MOT (Sea), Number, Owner (All), Customer (EDC), and Date (01/06/2015). A 'Search' button and a 'New' button (highlighted with a red box) are visible. Below the filters is a table with the following data:

Stat.	MOT	Number	Owner	Customer	Transport start date	Transport end date	Issued	Resp. Sales Person
		Sea-2015-06-00001	CS Sped. IA	EDC	04/06/15	30/06/15	04/06/15	Herweg, Nadine HQ + NH
		Sea-2015-06-00006	CS Sped. IA	EDC	17/06/15	17/06/15	17/06/15	Herweg, Nadine HQ + NH

Quotation > New

5.2.1 CREATE HEADER DATA

When you click the button **New** or an existing quotation for details, the search menu is faded out and the quotation edit mask **Quote** is displayed.



The screenshot shows the 'Quote (-1)' edit mask with the following sections:

- Quotation info:** Issued Date (15/08/2017), Quotation valid to, Follow up in days, Follow up date.
- Transportation info:** Mode of Transport, Contract Type, Valid from, Valid to, Diesel index provider, Default drive type, Ch. weight (air) Ratio, Ch. weight (road) Ratio, Ch. weight (sea) Ratio, Freight ton Ratio (A), Freight ton Ratio (B), Freight ton Ratio (C), Surch./side), As per outlay MOTs.
- Customer:** Company Name, Address, Contact details (Name, Gender, Email address, Fax Number, Phone number, Mobile phone number), Quotation report layout.
- Owner:** Company Name, Address, Created by (System Administrator), Resp. Sales Person (System Administrator), Follow up (Name: System Administrator, Phone number, Email address: scm@cargosoft.de).

Quotation > Header Data

The meanings of the fields and boxes are:

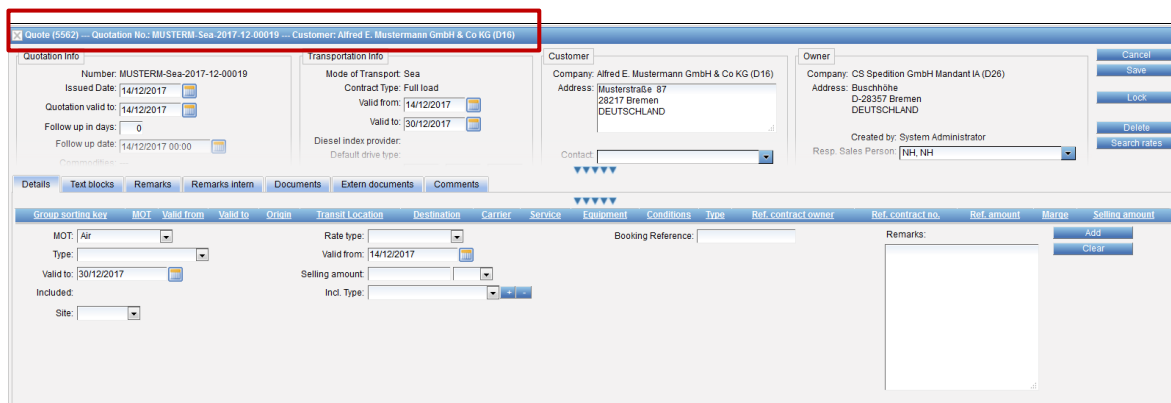
Issued Date	Issue date of the quotation. Default value is today. Fore date is possible, date back is not allowed.
Quotation valid to	Validity of the quotation and latest date of customer decision. Date needs to be before the Valid from date.
Follow up in days	<p>Follow up in days refer to the deadline of customer decision (Quotation valid to date).</p> <p>Enter the number of days prior to Quotation valid to date when you wish to do the Follow up at the latest. The base for the Follow up date is the Quotation valid to date.</p> <p>The calculation is based on all days of the week.</p> <p>If you entered a number, it fills the Follow up date. You can leave this box blank and fill the Follow up date only with a date.</p>
Follow up date	<p>Enter the Follow up date. The Follow up date must be before the Quotation valid to date.</p> <p>The status of the quotation will show the days left by mouseover.</p>
Mode of Transport	<p>Select the MOT of the quotation.</p> <p>There is currently no option to mix several MOTs.</p>
Contract Type	Available for Seafreight / Road. Select the Type (full/less, full/full)
Valid from/to	Date range of rate validity
Customer Company Name	<p>Enter the Company Label or Address Number. Companies are suggested when data are entered in the box.</p> <p>You can open the Company list via the label right next to the box. Companies with the function <i>Rate Contract Holder Selling</i> are displayed.</p>
Address	This box shows the company address.
Name	<p>Select the Contact person's name from the Dropdown.</p> <p>You can type the person's name manually.</p>
Gender	Fills automatically upon person selection, is changeable.
Email address	Fills automatically upon person selection, is changeable.
Fax / Phone Number	Fills automatically upon person selection, is changeable.
Quotation Report Layout	The 'Quotation Report Layout' can be selected, saved and reloaded

	in the Quotation Header (in Edit mode). The selected layout is the default layout in the pop-up to create the quotation PDF file or Excel file.
Owner Company Name	Is filled with your company, if it has the function <i>Rate Contract Owner Selling</i> . You can open the Company list via the label right next to the box.
Created by	Creator of the quotation, not changeable.
Resp. Sales Person	Select the Sales Representative.
Follow up Name	Select the person who is responsible for the Follow up.

Fill the header data and click the button **Create** to save or **Cancel** to discard your entries.

The quotation number is filled automatically. The number is either continuously numeric or as per your own definition (continuously) in case a quotation number sequence was defined in MASTER DATA > TEMPLATES.

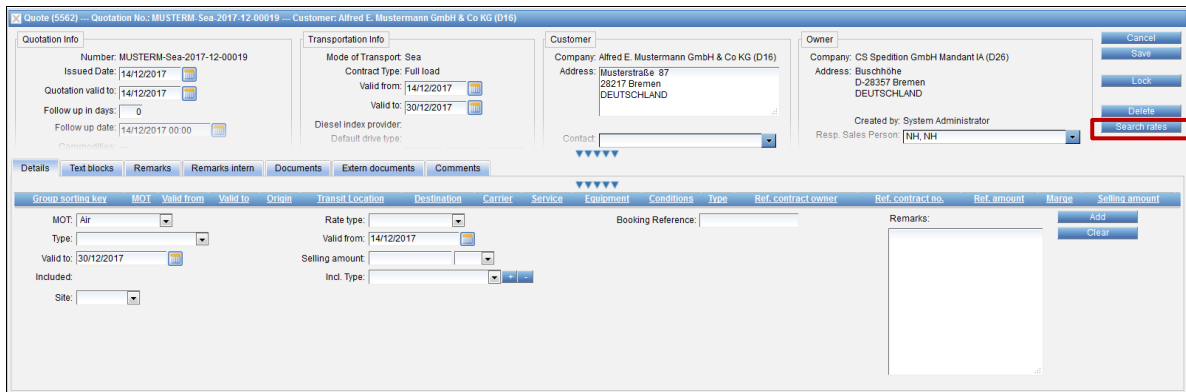
After creating the quotation, the header is minimized. By clicking on the blue triangles the contract header opens again. Additionally the quote number and the customer are displayed in the upper frame.



Quotation: Minimized header

5.2.2 ENTER RATES

After you created the **Header Data** of the quotation or you opened an existing quotation, the tab **Details** opens.



Quotation > Details

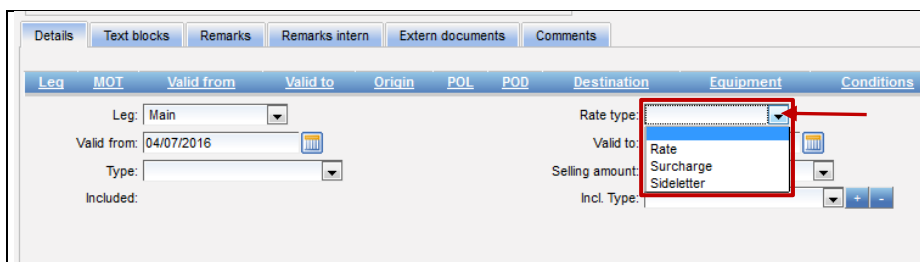
Via the button **Search rates** you can search for existing buying/selling rates to base your quotation on. For a detailed explanation, see chapter [Referenced Contracts/Quotations](#).

You can enter rates manually and add lines to the quotation via the button **Add** on the right.

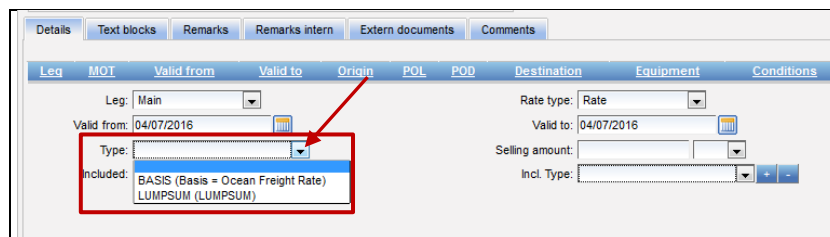
With the implementation of the new rate structure, only the **Leg type Main** should be used in contracts and quotations.

The **Leg type** is set as [Main] by default, not changeable.

Select the **Rate type** [Rate/Surcharge/Sideletter] and the **Type** [entries depend on the Rate type].



Quotation > Select Rate type



Quotation > Select Type

After you added rates the charges are displayed on the details tab.

Quotation > Display rate line

The process of rate entering is similar to the data editing of selling rates. If you finished your entries click **Save** to confirm your entries and save the quotation.

Modifications and changes of quotations are possible only as long as the quotation status is *open*. If a quotation is closed, accepted or rejected, no further data amendments can be done. Copying a quotation is possible regardless of the status.

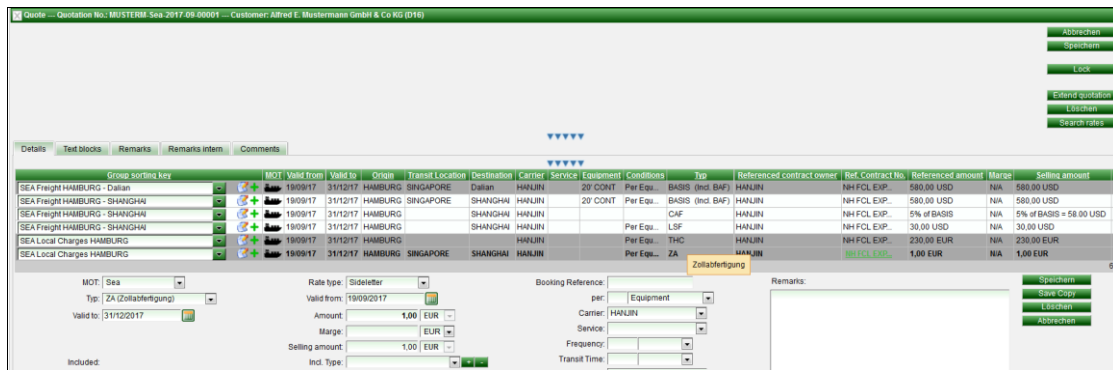
Some fields (Origin / Destination, Conditions, Referenced Contract no) in the rate overview are abbreviated to a few characters and added with By tooltip (mouseover), all information is visible.

Quotation: Tooltip

The display of the billing category can be displayed in different ways. It depends on authorization objects.

There is a new permission: `function_showBillingCategoryText`, it is only valid for quotations and only if the `function_rateBillingCatText` permission is set at the same time.

If both authorizations exist, only the Reference (the code of the Billing Category) is displayed in the overview of the quotation. The tooltip also displays the text of the Billing Category.



Quotation: Tooltip Billing Category

If the new permission function `showBillingCategoryText` is not set, the Quotation overview displays the Reference (the code) and the text of the Billing Category.

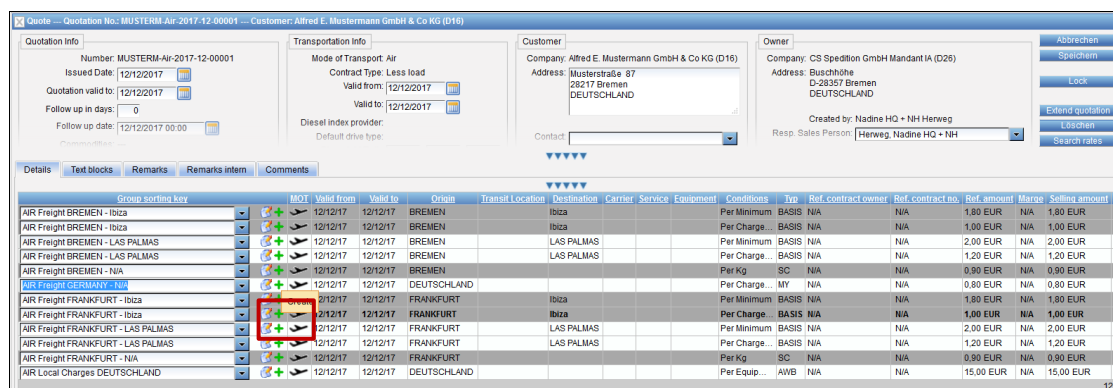
5.2.3 GROUPS

When entering rate lines, they can be grouped; the groupings are subsequently used in print. Groups can be created manually, especially when creating a new line.

If the group name is empty, the default group name is set when saving.

The default grouping consists of '<MOT> <Freight | Locale> <Origin> - <Destination>', eg 'SEA Freight Hamburg - Auckland'. The groups are formed per MOT (routing); sorted according to BASIS, Surcharges, Sideletter. The Sideletters are distinguished according to field 'site' by Origin and Destination.

New group names must be added / saved via the green + Button.



Quotation Create a group sorting key

Groups are deleted implicitly by moving all rows to other groups. That means, if a group name is no longer used in any row, it will be deleted automatically.

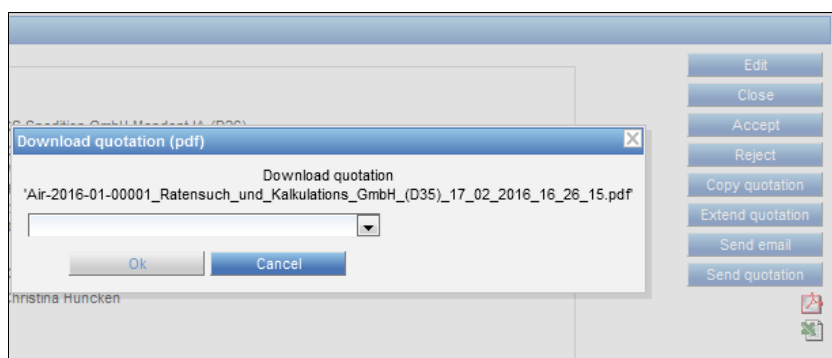
5.2.4 REPORT

To open the quotation as PDF file or export it to Excel click the following items:



Quotation > PDF/Export to Excel

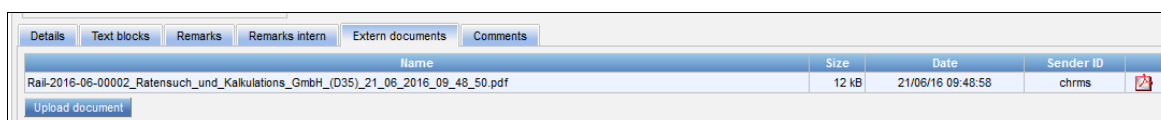
The following window for the report layout selection opens:



Quotation > Select layout

Select the layout from the dropdown to open the quotation.
Only quotation layouts entered in the basic data templates are available.
For the Excel file, the system supports the formats XLS or XLSX.

Upon creation of a PDF, the file is stored in the selected layout on the tab **Extern Documents** in the quotation. Details like quotation number, customer, date and time are saved with the report.



Quotation > saved PDF on Extern documents tab

It is possible to include a watermark (e.g. 'Draft') in quotations that are not yet marked **closed** to create a quotation draft PDF file.
Please be informed CargoSoft does not provide this file.
Your watermark file need to be uploaded in the System Settings. Kindly contact the CS Consulting Team for assistance.

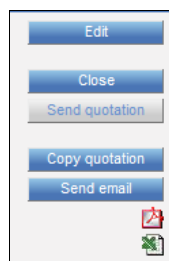
5.2.5 TEXT TEMPLATES

On the tab **Text blocks** you can enter text templates to the quotation document. Currently we provide on standard layout for the quotes. The option to enter your own templates is in development.

The entries are administrated MASTER DATA > DEFAULTS.

5.2.6 MAILING

Close the quotation in order to send the quotation report by mail.



Quotation > Close for mailing

To send the quotation by mail, click the button **Send quotation**.



Quotation > Mail

The following mailing window pops up:

A window titled 'Send quotation' with a close button (X) in the top right corner. It contains the following fields:

- Sender: chuencken@cargosoft.de
- Receiver: (empty)
- Receiver cc: (empty)
- Subject: Offerte 'Sea-2016-08-00002'
- Message: Sehr geehrte Damen und Herren ,
wir bedanken uns für Ihre Anfrage und quotieren gemäß der anliegenden Offerte (Nummer Sea-2016-08-00002) wie folgt:

Mit freundlichen Grüßen
Christina Hüncken
CS Spedition GmbH
- Attachment: Sea-2016-08-00002_Esprit_(D37)_12_08_2016_12_16_26.pdf
- Report layout: (dropdown menu)

A 'Submit' button is located at the bottom right of the window.

Quotation > Send quotation

Enter the *receiver* mailaddress. The default *message text* of the mail is set as per Text block *mailText*. The quotation is attached to the mail. Select the report layout from the Dropdown and click **Submit** in order to send the mail.

You can send a mail without the quotation attached via the button **Send email**, regardless of the quotation status.

The mailing history is visible on the tab Extern documents. There you find the quotation report (PDF) and the mail including the send date and time.

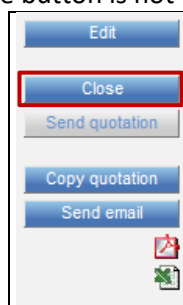
The screenshot shows the 'Quote' window with three main sections: Quotation Info, Customer, and Owner. The Quotation Info section includes details like Number (Sea-2016-08-00002), Issued Date (12/08/2016), and Quotation valid to (31/08/2016). The Customer section lists Company (Esprit (D37)) and Contact details. The Owner section lists Company (CS Spedition GmbH Mandant IA (D26)) and contact information for Christina Hüncken. On the right, there are buttons for Reopen, Send quotation, Accept, Reject, Copy quotation, and Send email. At the bottom, there is a table with tabs for Details, Text blocks, Remarks, Remarks intern, Extern documents, and Comments. The Extern documents tab is active, showing a table with columns Name, Size, Date, and Sender ID.

Name	Size	Date	Sender ID
Email_Sea-2016-08-00002.eml	21 kB	12/08/16 12:23:45	chuencken@cargosoft.de
Sea-2016-08-00002_Esprit_(D37)_12_08_2016_12_23_20.pdf	14 kB	12/08/16 12:23:45	chuencken@cargosoft.de

Quotation > Mail history and report

5.2.7 CLOSE/OPEN

There is the option to **close** quotations. The button is not displayed in *edit* modus.



Quotation > Close

When you close a quotation, the quotation details and entered data are not changeable. To amend quotations after they were closed, click the button **Reopen**.



Quotation > Reopen

Both function are available for the creator of the quotation only except users with the permission to close/open quotations.

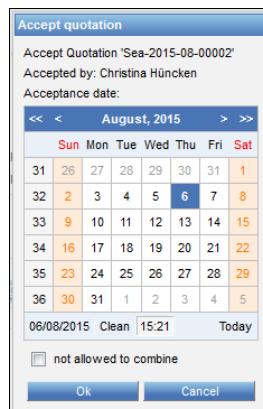
5.2.8 ACCEPT/REJECT

There are two buttons on the right of the quotation header for quotation **acceptance / rejection**. The buttons are not displayed in case the quotation has not yet been closed.



Quotation > Accept/Reject

Click the **Accept** or **Reject** button. A window pops up to enter the date and time of customers' acceptance / rejection.



Quotation > Accept / Reject > Date and Time

After a quotation was *accepted* it is available as **Selling Contract** in the system. You still find it on the **Quotations** tab but also on **Contracts** tab.

You need to decide if the quotation is saved as **not allowed to combine-tariff**.

Quotation > Accept > 'not allowed to combine'

Tick the box **not allowed to combine** only if you don't want to combine the contract with further contracts of the same holder/customer (= yes).

Do not tick the box if you want to find this contract in combination with other contracts of the same holder/customer (= no). Confirm with **OK**.

The acceptance timestamp and the username is displayed in the quotation header.

Quotation > Accept > timestamp

Select the reason code from the Dropdown menu when rejecting a quotation.

Quotation > Rejection > Select reason

The reason codes are administrated in the Master data.

The rejection timestamp is displayed in the quotation header including the username and the rejection reason.

Quotation > Rejection > Timestamp

6 AMEND CONTRACTS/QUOTATIONS MANUALLY

If you want to change details or add contract lines in a contract/quotation click on the button **Edit**.

Amend Contract

Select the contract line that has to be amended. Enter your amendment and confirm the change via the button **Save**.

Bk.	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
1	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	FREMANTLE (AUFRE)			40' Box Cont.		Per Container	3,200.00 USD	BASIS (Basis) (BAF)
2	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	MELBOURNE (AUMEL)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis)
3	Main	SEA	24/07/15	31/08/15	HAMBURG (DEHAM)	MELBOURNE (AUMEL)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis)
4	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			40' Box Cont.		Per Container	1,500.00 USD	BASIS (Basis) (BAF)
5	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis) (BAF)

Amend Contract: Change Contract Line

Enter further contract lines if applicable.

Save your amendment of the contract via the button **Save** in the contract header.

If you don't want to save your amendment click on the button **Cancel**.

The screenshot shows the 'Contract' window with the following details:

- Contract info:**
 - Number: Kontrakt-1-2015
 - Mode: Buying
 - Aktiv:
 - not allowed to combine:
 - Different Owners Allowed:
 - Issued Date: 24/07/2015
 - Commodities: ---
 - Equipment: 45' Container, 40' HC, 20' BOX CONT, 40' Box Cont.
 - Currencies: EUR, USD, AUD
- Holder:**
 - Company Name: CS Spedition GmbH (D26)
 - Address: CS Spedition GmbH (D26), Linzer Str. 3, 28357 Bremen, Germany
- Owner:**
 - Company Name: Maersk (Deutschland) A/S & Co. KG (K5)
 - Address: Maersk (Deutschland) A/S & Co. KG (K5), Am Sandtorkai 37, 20457 Hamburg, Germany
- Transportation Info:**
 - Mode of Transport: Sea
 - Contract Type: FCL
 - Transport start date: 24/07/2015
 - Transport end date: 31/08/2015
 - Weekdays: Mo Tu We Th Fr Sa Su (all unchecked)
- Buttons:** Cancel, Save (highlighted), Delete, extend contract
- Bottom Tabs:** Rates, Surcharge, Sideletters, Remarks, Documents

Amend Contract: Save or Cancel

For contracts, you also have the option to amend a contract by uploading an amended contract (upload sheet) – see chapter [Upload an Amended Contract](#).

7 DELETE CONTRACTS/QUOTATIONS OR RATE LINES

You have the option to delete single contract lines within the contract or the complete contract. Click on the button **Edit** within the contract header.

The screenshot shows the 'Contract' header with the following details:

- Contract info:** Number: Kontrakt-1-2015, Mode: Buying, Aktiv: Yes, not allowed to combine: Yes, Different Owners No, Allowed: No, Issued Date: 24/07/2015, Commodities: ---, Equipment: 45'Container, 40' HC, 20' BOX CONT, 40' Box Cont., Currencies: EUR, USD, AUD.
- Holder:** Company: CS Spedition GmbH (D26), Address: Linzer Str. 3, 28357 Bremen, Germany.
- Owner:** Company: Maersk (Deutschland) A/S & Co. KG (K5), Address: Am Sandtorkai 37, 20457 Hamburg, Germany.
- Transportation Info:** Mode of Transport: Sea, Contract Type: FCL, Transport start date: 24/07/2015, Transport end date: 31/08/2015.

Buttons at the bottom: Rates, Surcharge, Sideletters, Remarks, Documents. Buttons on the right: Edit (highlighted), Copy, Download contract, Upload contract, Extend contract.

Delete > Rate Line: Reopen Contract

To delete a single contract line click on the red x at the end of the contract line. The line will be deleted immediately without double checking.

The screenshot shows the 'Contract' header with the following details:

- Contract info:** Number: Kontrakt-1-2015, Mode: Buying, Aktiv: , not allowed to combine: , Different Owners: Allowed: , Issued Date: 24/07/2015, Commodities: ---, Equipment: 45'Container, 40' HC, 20' BOX CONT, 40' Box Cont., Currencies: EUR, USD, AUD.
- Transportation Info:** Mode of Transport: Sea, Contract Type: FCL, Transport start date: 24/07/2015, Transport end date: 31/08/2015.

Buttons at the bottom: Rates, Surcharge, Sideletters, Remarks, Documents. Buttons on the right: Cancel, Save, Delete (highlighted), Extend contract.

RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type	
1	Main	▲	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	FREMANTLE (AUFRE)			40' Box Cont.		Per Container	4,050.00 USD	BASIS (Basis) (BAF)	X
2	Main	▲	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	MELBOURNE (AUMEL)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis)	X
3	Main	▲	24/07/15	31/08/15	HAMBURG (DEHAM)	MELBOURNE (AUMEL)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis)	X
4	Main	▲	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			40' Box Cont.		Per Container	1,500.00 USD	BASIS (Basis) (BAF)	X
5	Main	▲	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis) (BAF)	X

Delete: Contract line or complete Contract

To delete the complete contract click on the button **Delete**.

The system will double check if you really want to delete the contract. Once you confirm via the **OK** button the contract will be deleted.

Really delete?

Buttons: OK, Abbrechen

Delete: Confirm Deletion

8 EXTEND CONTRACTS/QUOTATIONS

You have the option to extend contracts. Click on the button **Extend contract** in the contract header.

The screenshot shows a 'Contract' window with three tabs: 'Contract info', 'Holder', and 'Owner'. The 'Contract info' tab contains the following data:

- Number: kontrakt-11-2015
- Mode: Buying
- Aktiv: Yes
- not allowed to combine: Yes
- Different Owners: No
- Allowed:
- Issued Date: 24/07/2015
- Commodities: ---
- Equipment: 45'Container, 40' HC, 20' BOX CONT, 40' Box Cont.
- Currencies: EUR, USD, AUD

The 'Holder' and 'Owner' tabs show company information for CS Spedition GmbH and Maersk (Deutschland) A/S & Co. KG respectively. On the right side, there is a vertical menu with buttons: Edit, Copy, Download contract, Upload contract, and **Extend contract** (highlighted with a red box).

Extend Contract

You will get a new window where you choose which details of the contract you want to extend:

- **Contract** = extend all rates, surcharges and sideletters in the contract
- **Rates** = extend all rates in the contract only
- **Surcharges** = extend all surcharges in the contract only
- **Sideletters** = extend all sideletters in the contract only

The 'Extend Contract' dialog box is shown over the contract details. It has a 'Copy' title bar and an 'Extend contract' button. The 'Contract transport period' tab is active, displaying the following table:

	Start	End
Contract: <input checked="" type="checkbox"/>	24/07/2015	31/08/2015
Rates: <input checked="" type="checkbox"/>	24/07/2015	31/08/2015
Surcharges: <input type="checkbox"/>	24/07/2015	31/08/2015
Sideletters: <input type="checkbox"/>	24/07/2015	31/08/2015

Extend Contract: select details for extension

Tick the relevant option you want to amend and enter the new the End date of the contract. Save your entry via the **Extend contract** button.

This screenshot shows the same dialog box as the previous one, but with the 'Contract' and 'Rates' checkboxes checked. The 'Extend contract' button is highlighted with a red box, indicating the confirmation step.

Extend Contract: Confirmation

The function will amend the transport end date/validity to accordingly.
In this example the transport end date of the contract and the validity of the rates will be changed while the validity of the surcharges and sideletters will stay the same.

Extend Contract: Amended Contract header

RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type	
	Pre		24/07/15	30/09/15	Syke (DESYK)	BREMERHAVEN (DEBRV)			20' BOX CONT		Per Container	395.00 EUR	BASIS (BASIS)	✗
	Main		24/07/15	30/09/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			40' Box Cont.		Per Container	1,500.00 USD	BASIS (Basis) (BAF)	✗
	Main		24/07/15	30/09/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			45'Container		Per Container	1,500.00 USD	BASIS (Basis) (BAF)	✗
	Post		24/07/15	30/09/15	MELBOURNE (AUMEL)	Dandenong (AUDND)			20' BOX CONT		Per Container	845.00 AUD	BASIS (BASIS)	✗
	Main		24/07/15	30/09/15	BREMERHAVEN (DEBRV)	Adelaide (AUADL)			20' BOX CONT		Per Container	2,100.00 USD	BASIS (Basis) (BAF)	✗

Extend Contract: Amended Rate line

Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Equipment	Commodity	Conditions	Amount	Type	
Main		24/07/15	31/08/15	Germany (DE)	AUSTRALIEN (AU)				Per TEU	450.00 AUD	BAF (BAF)	✗
Post		24/07/15	31/08/15	AUSTRALIEN (AU)	AUSTRALIEN (AU)				20% of BASIS	FUS (Fuel Surcharges)		✗

Extend Contract: Amended Surcharge line

Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Equipment	Commodity	Conditions	Amount	Type	
Pre		24/07/15	31/08/15	Germany (DE)	BREMERHAVEN (DEBRV)		20' BOX CONT		Per Container, Waiting Time From 2.0 Hour(s)	25.00 EUR	WT (Waiting Time)	✗
Main		24/07/15	31/08/15	Germany (DE)	N/A				Per Shipment	45.00 EUR	BL (BL)	✗
Post		24/07/15	31/08/15	MELBOURNE (AUMEL)	AUSTRALIEN (AU)		20' BOX CONT		Per Container, Container Rent Time from 5.0 Day(s)	65.00 AUD	DEM (Demurrage)	✗

Extend Contract: Amended Sideletters line

9 COPY CONTRACTS/QUOTATIONS

9.1 COPY BUYING CONTRACTS

You have 2 options to copy contracts. Either you will get an exact copy of the contract or you can add a margin on the copied contract.

Click on the button **Copy contract** in the contract header.

The screenshot shows a 'Contract' window with the following sections:

- Contract info:** Number: Kontrakt-1-2015, Mode: Buying, Aktiv: Yes, not allowed to combine: Yes, Different Owners: No, Allowed: Issued Date: 24/07/2015, Commodities: ---, Equipment: 45'Container, 40' HC, 20' BOX CONT, 40' Box Cont., Currencies: EUR, USD, AUD.
- Holder:** Company: CS Spedition GmbH (D26), Address: CS Spedition GmbH (D26), Linzer Str. 3, 28357 Bremen, Germany.
- Owner:** Company: Maersk (Deutschland) A/S & Co. KG (K5), Address: Maersk (Deutschland) A/S & Co. KG (K5), Am Sandtorkai 37, 20457 Hamburg, Germany.
- Transportation info:** Mode of Transport: Sea, Contract Type: FCL, Transport start date: 24/07/2015, Transport end date: 31/08/2015, Weekdays: (empty).

On the right side, there is a vertical menu with buttons: Edit, **Copy contract** (highlighted with a red box), Download contract, Upload contract, and Extend contract.

Copy contract

You will get a new window where you select which details of the contract you want to copy and what kind of margin you want to add:

- **Contract Transport period**
 - Contract = extend all rates, surcharges and sideletters in the contract
 - Rates = extend all rates in the contract only
 - Surcharges = extend all surcharges in the contract only
 - Sideletters = extend all sideletters in the contract only

- **Margin – enter the amount and select if percentage (%) or amount (absolute) that has to be added to the copied contract**
 - Contract = add margin on all rates, surcharges and sideletters in the contract
 - Rates = add margin on all rates in the contract only
 - Surcharges = add margin on all surcharges in the contract only
 - Sideletters = add margin on all sideletters in the contract only
 - Billing category = add margin on selected billing category only

The screenshot shows the 'Copy' dialog box with the following sections:

- Contract transport period:** A table with columns 'Contract', 'Start', and 'End'.

Contract	Start	End
<input type="checkbox"/>	24/07/2015	31/08/2015
<input type="checkbox"/>	24/07/2015	31/08/2015
<input type="checkbox"/>	24/07/2015	31/08/2015
<input type="checkbox"/>	24/07/2015	31/08/2015
- Margin:**
 - Contract: [] %
 - Rates: [] %
 - Surcharges: [] %
 - Sideletters: [] %
 - Billing category: [] %

An 'Add' button is located at the bottom of the dialog.

Copy contract: enter details

9.1.1 CREATE EXACT COPY

In order to copy a contract and use the details of the contracted transport period only.

To create an exact copy of the contract leave the margin boxes blank.

Tick the relevant option you want to copy and enter the new the End date of the contract (if applicable). Save your entry via the **Copy contract** button.

Contract transport period		
	Start	End
Contract: <input checked="" type="checkbox"/>	24/07/2015	31/08/2015
Rates: <input checked="" type="checkbox"/>	24/07/2015	31/08/2015
Surcharges: <input checked="" type="checkbox"/>	24/07/2015	31/08/2015
Sideletters: <input checked="" type="checkbox"/>	24/07/2015	31/08/2015

Marge	
Contract: <input type="checkbox"/>	<input type="text"/> %
Rates: <input type="checkbox"/>	<input type="text"/> %
Surcharges: <input type="checkbox"/>	<input type="text"/> %
Sideletters: <input type="checkbox"/>	<input type="text"/> %
Billing category:	<input type="text"/> %

Buttons: Add, Copy contract

[Copy contract > exact copy: enter details](#)

You will get a new contract. Enter the new contract number.

If applicable amend the following details:

- Activ
- Not allowed to combine
- Different Owners Allowed
- Issued Date
- Transport start date
- Transport end date
- Holder
- Owner

Save the new contract via the **Create** Button. The rates, surcharges, sideletters and remarks have been copied 1:1. The documents have not been copied.

RK	Leg	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Amount	Type
	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	FREMANTLE (AUFRE)			40' Box Cont.		Per Container	4,050.00 USD	BASIS (Basis) (BAF) ✗
	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	MELBOURNE (AUMEL)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis) ✗
	Main	SEA	24/07/15	31/08/15	HAMBURG (DEHAM)	MELBOURNE (AUMEL)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis) ✗
	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			40' Box Cont.		Per Container	1,500.00 USD	BASIS (Basis) (BAF) ✗
	Main	SEA	24/07/15	31/08/15	BREMERHAVEN (DEBRV)	SYDNEY (AUSYD)			20' BOX CONT		Per Container	1,500.00 USD	BASIS (Basis) (BAF) ✗

Copy contract: creation

If applicable add further contract lines or amend line. Once all amendments have been done save the contract as usual via the **Save** button in the contract header.

9.1.2 CREATE COPY ADDING MARGINS

You have the option to copy a contract and add a margin on each rate/surcharge/sideletter line while copying the contract.

In order to copy a contract enter the validity of the new contract/quotation in the section Contract transport period, tick and fill the **margin** boxes.

Copy contract > add margin: enter details

Enter the margin for the complete contract in the box **Contract**.

If **Rates/Surcharges/Sideletters** exist in the contract you can enter different margins per section or define a margin per billing category.

You can enter a positive or negative margin. The **Selling amount** of the copied contract is based for the margin calculation.

Open the dropdown menu next to the margin amount. Select **percentage** or **absolute** as calculation base.

Is it Surcharges/Sideletters, which are calculated as a percentage, only a percentage margin can be entered.

Select **Copy contract** to create the contract/quotation. Enter the new contract number.

If applicable amend the details as mentioned in chapter [Create exact Copy](#) . Save the new contract via the **Create** Button.

The rates, surcharges, sideletters have been copied with the margin you entered in the copy window. The remarks have been copied 1:1. The documents have not been copied.

You can see the referenced **contract number**, **owner**, **amount** and **margin** on each rate/surcharge/sideletter line.

Rk.	Lea	MOT	Valid from	Valid to	Origin	Destination	Service	Transit Time	Equipment	Commodity	Conditions	Referenced contract owner	Referenced contract number	Referenced amount	Type	Marge	Selling amount
	Main		27/01/16	29/02/16	BREMERHAVEN (DEBRV, DEUTSCHLAND)	SALALAH (OMSL, OMAN)			40' Box Cont.		Per Equipment, No DG, No Temperature Controlled, No Out of Gauge, No Not Stackable, No Shippers Own, No FMC Filing	CS Sped.	Christina-SeaFCL-2016-02	1,450.00 USD	BASIS (Basis)	% N/A	1450.0 USD

Copy contract > with margin: display of referenced contract

See chapter [Display referenced contracts](#) for more details.

If applicable add further contract lines or amend line. Once all amendments have been done save the contract as usual via the **Save** button in the contract header.

9.2 COPY QUOTATIONS AND SELLING CONTRACTS

Click on the button **Copy contract** in the contract header.

The screenshot shows a 'Contract' window with three main sections: 'Contract info', 'Holder', and 'Owner'. The 'Contract info' section includes details like 'Number: Kontrakt-1-2015', 'Mode: Buying', 'Issued Date: 24/07/2015', and 'Equipment: 45'Container, 40' HC, 20' BOX CONT, 40' Box Cont'. The 'Holder' section lists 'Company: CS Spedition GmbH (D26)' and 'Address: Linzer Str. 3, 28357 Bremen, Germany'. The 'Owner' section lists 'Company: Maersk (Deutschland) A/S & Co. KG (K5)' and 'Address: Am Sandtorkai 37, 20457 Hamburg, Germany'. On the right side, there is a vertical menu with buttons: 'Edit', 'Copy contract' (highlighted with a red box), 'Download contract', 'Upload contract', and 'Extend contract'.

Copy quotations/ selling contracts

To copy quotations and selling contracts you have select either 'Current Contract' or 'Referenced Contract per Rate' from 'Select Reference'.

This controls on which referenced rate the margin should be calculated when copying. The default value is 'Current Contract'.

The screenshot shows the 'Copy contract' dialog box. It has a 'Select Reference' section with two radio buttons: 'Current contract (NH VK Endtest 7.6.4)' (selected) and 'Referenced contract per Rate'. Below this is the 'Transportation period' section with fields for 'Start' and 'End' dates for 'Contract', 'Rates', 'Surcharges', and 'Sideletters'. The 'Contract' field is set to '12/01/2018'. The 'Margins' section has input fields for 'Contract', 'Rates', 'Surcharges', and 'Sideletters', each with a percentage dropdown and a 'Minimum absolute' label. There is also a 'Billing category' field with a percentage dropdown. An 'Add' button is at the bottom left, and a 'Copy contract' button is at the top right.

Select Reference

9.2.1 CURRENT CONTRACT

'Current Contract' applies the margin to the selling amount of the Quotation which has to be copied.

Please note:

If no margin is specified when copying with 'Current Contract', the respective old margin will be applied to the selling amount of the old offer. The new selling amount is then accordingly higher. That means, when copying without margin, the value of the (old) margin is not set to 0. This must be clearly indicated. So when copying by 'Current Contract' specify the margin 0%, then the new selling amount of the offer is equal to the old selling amount.

9.2.2 REFERENCED CONTRACT PER RATE

'Referenced Contract per Rate' applies the margin to the Ref. Amount of the offer which has to be copied.

Please note:

If no new margin is specified when copying with 'Referenced Contract per Rate', the respective old margin will be applied to the Ref. amount of the old offer. The selling amount of the new offer is then equal to the selling amount of the old offer.

Carrier	Service	Equipment	Conditions	Typ	Ref. contract owner	Ref. contract no.	Ref. amount	Marqe	Selling amount
Speedy			Per Kg, Min...	BASIS	Speedy	NH LTL ENT...	0,42 EUR	10 %	0,46 EUR
Speedy				FUE	Speedy	NH LTL ENT...	3% of BASIS	N/A	3% of BASIS = 0.01 EUR
	NHB		Per Minimum	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	48,00 USD
	NHA		Per Minimum	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	49,50 USD
	NHB		Per Freight...	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	48,01 USD
	NHA		Per Freight...	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	49,51 USD
SACO			Per Minimum	BAF	SACO	NH LCL SAC...	5,00 USD	N/A	5,00 USD
SACO			Per Minimum	EBS	SACO	NH LCL SAC...	8,50 USD	N/A	8,50 USD
SACO			Per Shipment	BL	SACO	NH LCL SAC...	12,50 EUR	N/A	12,50 EUR

Created: 15/01/2018 10:08 by padding.bonvic Last Change: 15/01/2018 11:06 by padding.bonvic

Quotation to be copied

Copy quotation

Select Referenz Copy quotation

Select reference for copy: Current contract (HACHEZBRE-2018-01-00001) **Referenced contract per Rate**

Transportation period

Contract: Anfang: 15/01/2018 Ende: 31/01/2018

Rates: 15/01/2018 31/01/2018

Surcharges: 15/01/2018 31/01/2018

Sideletters: 15/01/2018 31/01/2018

Amounts

Contract: %

Rates: % Minimum absolute

Surcharges: % Minimum absolute

Sideletters: % Minimum absolute

Billing category: %

Add

Quote - Quotation No.: HACHEZBRE-2018-01-00010 - Customer: Hachez Bremen GmbH & CO KG (D43)

Quotation Info
 Number: HACHEZBRE-2018-01-00010
 Issued Date: 18/01/2018
 Quotation valid to: 31/01/2018
 Follow up in days: 0
 Follow up date: 31/01/2018 00:00
 Commodities: ---
 Equipment: ---
 Currencies: EUR, USD

Transportation Info
 Mode of Transport: Included MOT: road,sea
 Contract Type: Less load
 Valid from: 15/01/2018
 Valid to: 31/01/2018
 Diesel index provider:
 Default drive type:
 Ch. weight Ratio (AirRoadKep):
 Freight ton Ratio (ABC):
 Surch: Isid: As per outlay MCTs:

Customer
 Company: Hachez Bremen GmbH & CO KG (D43)
 Address: Osterstr. 15
 28199 Bremen
 DEUTSCHLAND
 Contact:
 Gender:
 E-Mail:
 Telefax:
 Nummer:
 Telefon:
 Nummer:
 Handy:
 Nummer:

Owner
 Company: CS Spedition GmbH Mandant IA (D28)
 Address: Buschhöhe
 D-28357 Bremen
 DEUTSCHLAND
 Created by: Nadine HQ + NH Herweg
 Resp. Sales Person: Nadine HQ + NH Herweg
 Follow up: Nadine HQ + NH Herweg
 Telefon:
 Nummer:
 E-Mail: nherweg@cargoSoft.de

Details | Text blocks | Remarks | Remarks intern | Comments

Group sortina key	MOT	Valid from	Valid to	Origin	Transit Location	Destination	Carrier	Service	Equipment	Conditions	Typ	Ref. contract owner	Ref. contract no.	Ref. amount	Margin	Selling amount
ROAD Freight DEUTSCHLAND - DEUTSCHLAND		15/01/18	31/01/18	Altstadt (Mainz, D-55116, DEUTSCHLAND (DE))		HAMBURG (DEHAM, DEUTSCHLAND) (DEUTSCHLAND (DE))		Speedy		Per Kg. Min.	BASIS	SACO	NH LTL ENT...	0,42 EUR	10 %	0,48 EUR
ROAD Freight DEUTSCHLAND - DEUTSCHLAND		15/01/18	31/01/18	Altstadt (Mainz, D-55116, DEUTSCHLAND (DE))		HAMBURG (DEHAM, DEUTSCHLAND) (DEUTSCHLAND (DE))		Speedy		FUE	Speedy	NH LTL ENT...	3% of BASIS	N/A	3% of BASIS = 0,01 EUR	
SEA Freight HAMBURG - SHANGHAI		15/01/18	31/01/18	HAMBURG		SHANGHAI		NHB		Per Minimum	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	49,50 USD
SEA Freight HAMBURG - SHANGHAI		15/01/18	31/01/18	HAMBURG		SHANGHAI		NHA		Per Minimum	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	49,50 USD
SEA Freight HAMBURG - SHANGHAI		15/01/18	31/01/18	HAMBURG		SHANGHAI		NHA		Per Freight...	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	49,50 USD
SEA Freight HAMBURG - SHANGHAI		15/01/18	31/01/18	HAMBURG		SHANGHAI		NHB		Per Freight...	BASIS	SACO	NH LCL SAC...	45,00 USD	10 %	49,50 USD
SEA Freight HAMBURG - SHANGHAI		15/01/18	31/01/18	HAMBURG		SHANGHAI		SACO		Per Minimum	BAF	SACO	NH LCL SAC...	5,00 USD	N/A	5,00 USD
SEA Freight HAMBURG - SHANGHAI		15/01/18	31/01/18	HAMBURG		SHANGHAI		SACO		Per Minimum	EBS	SACO	NH LCL SAC...	8,50 USD	N/A	8,50 USD
SEALocal Charges HAMBURG		15/01/18	31/01/18	HAMBURG				SACO		Per Shipment	BL	SACO	NH LCL SAC...	12,50 EUR	N/A	12,50 EUR

Created: 18/01/2018 09:50 by:nadine herweg. Last Change: 18/01/2018 09:51 by:nadine herweg

New quotation after copying without margin on 'Referenced Contract'

10 REFERENCED CONTRACTS

Contracts/Quotations that are based for creation of a new contract/quotation are called *referenced contracts*. You can base a complete contract/quotation or a specific contract rate.

The ECM offers the option to create new selling contracts/quotations based on existing rates in the system. You can enter the margin via the following two options:

- Via the **copy** function, complete selling contracts und quotations are set as base for the creation. For further details, see chapter [Copy Contracts](#).
- In selling contracts/quotations, you can search for specific buying/selling rates to add them to your contract. This option is explained in the following chapter.

The *Referenced Contracts* function is still under further development and not yet fully available.

10.1 CONFIRM RATE

In selling contracts and quotations, you can search for existing selling/buying rates in the system and use them as basis for your selling contract or your quotation.

Click the button **Search rates** in the upper menu of a quotation/selling tariff to open the search mask. The quotation/selling tariff needs to be in edit modus.

Referenced Contracts > Search rates Button

The Search mask – similar to the *Rate Calculation* – pops up.

Referenced Contracts > Search mask

Select the **mode** (Buying/Selling) and enter as much of your search criteria to get an exact rate result. The search filters for existing buying or selling tariffs. It does not search for quotations.

Click the button **Search** to start the search. If there is no contract matching your criteria, the words **No Result** appear in red.

The result of your query is displayed in the area under the search criteria.
Open the *rate details* of one of the result items by clicking the row.

Ranking	Routing	Transit Time	Owner	Contract	Valid from	Valid to	Service	Equip.	Conditions	Origin	POL	POD	Destination	Amount
			MSC (MSCU)	CH-Sea-2016-35	16/08/16	31/08/16	20' BOX CONT	No Temperature Controlled, No Out of Gauge	BREMERHAVEN (Seaport)			JEBEL ALI (Seaport)	603.27 EUR	
			MSC (MSCU)	CH-Sea-2016-35	16/08/16	31/08/16	20' BOX CONT	No Temperature Controlled, No Out of Gauge	BREMERHAVEN (Seaport)			JEBEL ALI (Seaport)	608.28 EUR	

Rate details															
Routing: BREMERHAVEN --- JEBEL ALI															
Transit Time: Days															
Amount: 603.27 EUR															
Leg Type: Main leg															
Ranking: Undefined															
Frequency: Equipment: 20' BOX CONT															
MOT: Sea															
Owner: MSC															
Allocation: Amount: 603.27 EUR															
Service: Holder: CS Sped.															
Transit Time: Weekdays: All															
Booking Ref.:															
Commodity:															
Contract	Valid from	Valid to	Location	Conditions	1	OID	Type	Amount	Base	Quantity	Value	Marge on amount	Selling amount	Selling quantity	Selling value
CH-Sea-2016-35	16/08/16	31/08/16	BREMERHAVEN - JEBEL ALI	No Temperature Controlled, No Out of Gauge			BASIS (Basis = Ocean Freight Rate)	395.00 USD	Per Equipment	1	395.00 USD	10 %	434.50 USD	1	434.50 USD
CH-Sea-2016-35	16/08/16	31/08/16	DEUTSCHLAND - VEREINIGTE ARABISCHE EMIRATE				BAF (Bunker Adjustment Factor)	200.00 USD	Per Equipment	1	200.00 USD	5.00 USD	205.00 USD	1	205.00 USD
CH-Sea-2016-35	16/08/16	31/08/16	DEUTSCHLAND - VEREINIGTE ARABISCHE EMIRATE				CAF (Currency Adjustment Factor)	10 %	of BASIS	395	39.50 USD	%	%	434.5	43.45 USD
CH-Sea-2016-35	16/08/16	31/08/16	DEUTSCHLAND				BL (BL-Erstellung)	25.00 EUR	Per Shipment	1	25.00 EUR	%	20.00 EUR	1	20.00 EUR

Referenced Contracts > detailed result

Next to the buying rate details the margin/selling amount can be entered.
The following selling rate fields are available:

Margin on amount	Enter the margin (percentage or amount). The margin is calculated on the Amount column. You can enter a positive or negative margin. Select either the currency or percentage from the Dropdown as calculation base. Only the currency used for the rate in the referenced contract can be selected. Is it Sucharges/Sideletters, which are calculated as a percentage, only a percentage margin can be entered.
Selling amount	The final selling amount is shown in this field. To record a fixed price enter the total amount in this field.
Selling quantity	Shows the quantity used for the calculation of the selling amount. For information only.
Selling value	Shows the final selling value based on the entered data. For information only.

To Add a selling service select one of the services from drop down.

Status	MOT	Number	Original number	Named account	Owner	Holder	Mode	Valid from	Valid to				
✓		NH FCL 2017 HJS			HANJIN	CS Sped.	Buying	01/01/17	31/12/17				
✓		NH Sea VK 2017 Zero			CS Sped.	ZERO	Selling	02/01/17	31/12/17				
✓		NH #9026 Service_1			CS Sped.	MUSTERM	Selling	14/07/17	14/07/17				
✓		NH FCL EXP 2017 HJS			HANJIN	CS Sped.	Buying	01/01/17	31/12/17				
✓		NH FCL 2017 SAPO			SAPO	CS Sped.	Buying	01/01/17	31/12/17				
✓				HANJIN (HJSC)	NH FCL 2017 HJS	01/01/17	31/12/17	Loop B	20' CONT	No DG	SHANGHAI (Seaport)	HAMBURG (Seaport)	471.00 USD + 1.11 EUR
✓				HANJIN (HJSC)	NH FCL 2017 HJS	01/01/17	31/12/17	Loop B	20' CONT	No DG	SHANGHAI (Seaport)	HAMBURG (Seaport)	471.00 USD + 15.11 EUR
✓				HANJIN (HJSC)	NH FCL 2017 HJS	01/01/17	31/12/17	Loop B	20' CONT	No DG	SHANGHAI (Seaport)	HAMBURG (Seaport)	471.00 USD + 51.11 EUR
✓				HANJIN (HJSC)	NH FCL 2017 HJS	01/01/17	31/12/17	Loop B	20' CONT	No DG	SHANGHAI (Seaport)	HAMBURG (Seaport)	471.00 USD + 1.11 EUR

Contract	Valid from	Valid to	Location	Conditions	I	OID	Type	Amount	Base	Quantity	Value	Margin on amount	Selling amount	Selling quantity	Selling value
NH FCL 2017 HJS	01/01/17	31/12/17	SHANGHAI to HAMBURG, Empty in: Frankendach	No DG			BASIS (Basis = Ocean Freight Rate)	450.00 USD	Per Equipment	1	450.00 USD			1	450.00 USD
NH FCL 2017 HJS	01/01/17	31/12/17	CHINA to GERMANY				CAF (Currency Adjustment Factor)	5 % of BASIS		450	22.50 USD			450	22.50 USD
NH FCL 2017 HJS	01/01/17	31/12/17	SHANGHAI to GERMANY				LSF (Low Sulphur Surcharge)	30.00 USD	Per Equipment	1	30.00 USD			1	30.00 USD
NH FCL 2017 HJS	01/01/17	31/12/17	SHANGHAI to HAMBURG				NHUNFLUG (Fuel Surcharge)	2.22 EUR	Per Equipment	1	2.22 EUR			1	2.22 EUR

Select Selling Service

To apply the rate(s) into your selling contract/quotation, click the button **Confirm rate**.

All rate rows selected (checkbox of column **Type**) are entered to the quotation/selling contract.

Ranking	Routing	Transit Time	Owner	Contract	Valid from	Valid to	Service	Equip.	Conditions	Origin	POL	POD	Destination	Amount
			MSC (MSCU)	CH-Sea-2016-35	16/08/16	31/08/16	20' BOX CONT	No Temperature Controlled, No Out of Gauge		BREMERHAVEN (Seaport)			JEBEL ALI (Seaport)	603.27 EUR
			MSC (MSCU)	CH-Sea-2016-35	16/08/16	31/08/16	20' BOX CONT	No Temperature Controlled, No Out of Gauge		BREMERHAVEN (Seaport)			JEBEL ALI (Seaport)	608.28 EUR

Contract	Valid from	Valid to	Location	Conditions	I	OID	Type	Amount	Base	Quantity	Value	Margin on amount	Selling amount	Selling quantity	Selling value
CH-Sea-2016-35	16/08/16	31/08/16	BREMERHAVEN - JEBEL ALI	No Temperature Controlled, No Out of Gauge			BASIS (Basis = Ocean Freight Rate)	395.00 USD	Per Equipment	1	395.00 USD	10 %	434.50 USD	1	434.50 USD
CH-Sea-2016-35	16/08/16	31/08/16	DEUTSCHLAND - VEREINIGTE ARABISCHE EMIRATE				BAF (Bunker Adjustment Factor)	200.00 USD	Per Equipment	1	200.00 USD	5.00 USD	205.00 USD	1	205.00 USD
CH-Sea-2016-35	16/08/16	31/08/16	DEUTSCHLAND - VEREINIGTE ARABISCHE EMIRATE				CAF (Currency Adjustment Factor)	10 % of BASIS		395	39.50 USD			434.5	43.45 USD
CH-Sea-2016-35	16/08/16	31/08/16	DEUTSCHLAND				BL (BL-Erstellung)	25.00 EUR	Per Shipment	1	25.00 EUR		20.00 EUR	1	20.00 EUR

Referenced Contracts > Margin / Selling amount

You can open the search mask again by clicking the button and add another rate to your contract/quotation.

10.2 DISPLAY REFERENCED CONTRACTS

The referenced contracts you based your contract/quotation on are shown per rate line on the **Details** tab.

Leg	MOT	Valid from	Valid to	Origin	POL	POD	Destination	Equipment	Conditions	Type	Referenced contract owner	Referenced contract number	Referenced amount	Margin	Selling amount
Main		01/09/16	30/09/16	DEUTSCHLAND (DE)		VEREINIGTE ARABISCHE EMIRATE (AE)			Per Equipment	BAF (BAF)	MSC	CH-Sea-2016-35	200.00 USD	5.00 USD	205.00 USD
Main		01/09/16	30/09/16	BREMERHAVEN (DEBRV, DEUTSCHLAND)		JEBEL ALI (AEJEA, VEREINIGTE ARABISCHE EMIRATE)			Per Equipment, No Temperature Controlled, No Out of Gauge	BASIS (Basis)	MSC	CH-Sea-2016-35	395.00 USD	10 %	434.50 USD
Main		01/09/16	30/09/16	DEUTSCHLAND (DE)		N/A			Per Shipment	BL (BL)	MSC	CH-Sea-2016-35	25.00 EUR	N/A	20.00 EUR
Main		01/09/16	30/09/16	DEUTSCHLAND (DE)		VEREINIGTE ARABISCHE EMIRATE (AE)				CAF (CAF)	MSC	CH-Sea-2016-35	10% of BASIS	N/A	10% of BASIS

Referenced Contracts > display in contract

The margin field shows *N/A* in case you have entered a fixed amount/not entered any margin.

The details of all referenced contract(s) are displayed in the section **Reference Contract**. These are for your information only and not editable.

Referenced Contracts > Several ref. Contracts

Reference contract CH-Sea-2016-35

Referenced contract: CH-Sea-2016-35

Mode: Buying

Routing: BREMERHAVEN - JEBEL ALI

Origin: n/a

POL: BREMERHAVEN

POD: JEBEL ALI

Destination: n/a

Valid from: 16/08/16

Valid to: 31/08/16

Transit Time: n/a

Leg Type: Main

MOT: Sea

Service: n/a

Ranking: Unknown

Owner: MSC Germany GmbH

Holder: CS Spedition GmbH Mandant IA (D26)

Frequency: n/a

Booking Ref.: n/a

Equipment: 20' BOX CONT

Allocation: n/a

Commodity: n/a

Weekdays: All

Type: BASIS (Basis)

Conditions: Per Equipment, No Temperature Controlled,
No Out of Gauge

Amount: 395.00 USD

Calc base: Per Equipment

Remarks: n/a

Referenced Contract > Details

There is one exception: contracts/quotations that are copied from a complete selling contract/quotation without entering a margin.

In this case, rates remain unchanged and therefore copied or rather the base contract/quotation is not displayed. If the based contract contents referenced contracts, these are shown in the box.

You can manually amend the *Margin* and the *Selling amount* of each rate row but the currency of the *Selling amount* is not editable.

Leg: Main

Valid from: 01/09/2016

Type: BASIS (Basis = Ocean Freight)

Included:

POL: BREMERHAVEN, DEUTSCHLAND

Transit Locations:

Origin:

Equipments:

Rate type: Rate

Valid to: 30/09/2016

Amount: 395.00 USD

Margin: 10 %

Selling amount: 434.50 USD

Incl. Type:

POD: JEBEL ALI, VEREINIGTE ARABISC

Transit Location:

Destination:

Equipment:

Booking Reference:

per: Equipment

Frequency:

Transit Time:

Referenced Contract > Amend Rates

The rate validity is set as per header data of the quotation/selling contract.

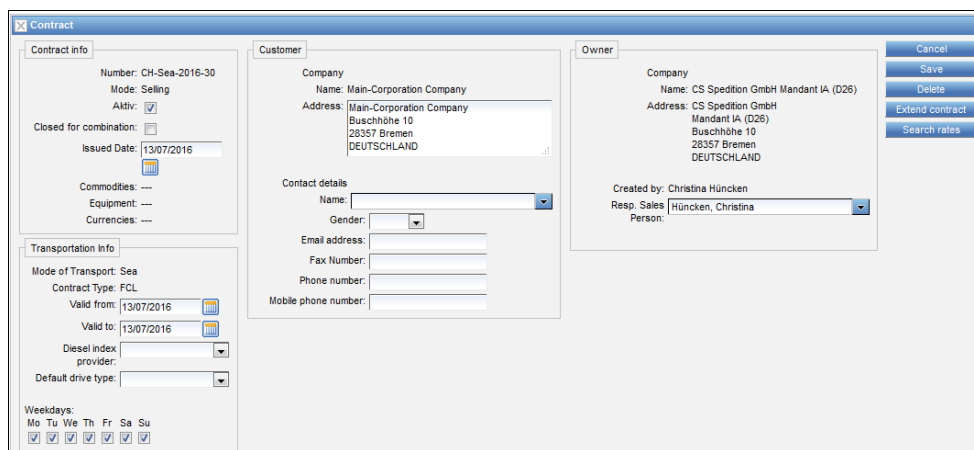
11 FUNCTION CORPORATION AND SHAREHOLDER

With the function *Corporation and Shareholder* you can combine several companies and unite them in one group to use it in selling contracts and quotations. The Corporation address acts as a kind of dummy-address to which the Shareholder addresses are related.

The Corporation address can be set as Customer address in contracts and quotations. The contract/quotation is therefore valid for all related Shareholder addresses.

The basic data settings and address relations are explained in the ECM basic data manual.

To create a new corporation contract enter the Corporation address in the Customer field of a selling contract/quotation.



Corporation > Enter Contracts

Complete the rate details as usual and confirm the contract with save.

The selling rate conditions are valid for the related Shareholder addresses considering the entered membership validity period.

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