

# RATE ASSIST™ 2014



**SOUTHEASTERN FREIGHT LINES**  
*We deliver service and technology with every shipment.*

## **National Rate Scale Version 21.0**

Effective 05/12/2014  
SOUTHEASTERN FREIGHT LINES, INC.

**RATE ASSIST™- NATIONAL RATE SCALE DISKETTE**

05/12/2014

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**For assistance with any problems on the RATE ASSIST™ diskette, please call  
1-800-637-7335 and ask for the Help Desk at ext. 2387.**

## Rate Assist™

### I. Introduction

Southeastern's national rate scale has been designed for use by customers who desire one rate scale for both interstate and intrastate shipments. **If you currently have separate discount plans for intrastate and interstate shipments, you should contact your local sales representative and request that the intrastate discounts be adjusted for utilization of the national rate scale.** This will tremendously simplify your pricing needs without affecting you from a cost standpoint.

### II. Installation

RATE ASSIST™ has been designed to run on an IBM compatible PC using the windows operating system. The program runs on Windows '98, ME, 2000, XP, and Windows NT. Hence, RATE ASSIST™ can meet your needs when you are running a stand-alone PC. In order for the program to operate properly within the windows environment, a minimum of 5 megabytes of memory is required. The program requires approximately 8 megabytes of hard disk space once installed. Administrative privileges are needed to install this software. To install RATE ASSIST™, follow one of the following steps:

If you have:

#### A. Floppy Diskettes:

1. Insert diskette # 1 in Drive A (or Drive B).
2. Click on the Start button (for earlier versions of Windows go to the program manager) and choose **Run**.
3. Type: **a:\Setup** (or b:\Setup) and press **Enter**.
4. Follow the user prompts and answer the questions for your particular system's set-up.

#### B. CD-ROM:

1. Insert CD into Drive X (where X is the drive letter of your CD-ROM).
2. If AUTORUN is activated on this PC, the installation program should automatically start. Proceed to 5.
3. Click on the Start button (for earlier versions of Windows go to the program manager) and choose **Run**.
4. Type X:\Setup and press **Enter**.
5. Follow the user prompts and answer the questions for your particular's system's set-up.

The system will automatically set up a special directory for this particular release of software. The directory name will consist of the standard carrier alpha code for Southeastern Freight Lines (SEFL) followed by the month and year of publication. Hence, the directory name for this publication will be **SEFL0514**. Any subsequent publications will have the same 4 character standard carrier alpha code followed by the month and date of publication. This will allow you to carry multiple versions of the software on file during the transition period between publications.

### III. Starting the Program

During the installation, a special icon will be set up on your windows menu for the SEFL rates.

1. To start the program, double click on the Southeastern icon.
2. While the program is loading, you will see a logo screen for approximately 3-5 seconds.
3. The Rate Assist™ Menu will appear.
4. Click on the Rate Quote or Bill Of Lading Module to continue.

### IV. Moving Around the Screen

RATE ASSIST™ has been designed for ease and speed of operation for our customers. Once on the screen, all entries can be made using the right-hand numeric pad and the **ENTER** key. The **ENTER** key acts as a tab and moves the cursor to the next field. This allows for rapid entry of data and reduces the amount of typing for utilization of the mouse within the Windows environment. In addition, the program is fully mouse compatible and conforms to all other Windows standards. The following is an explanation of the keys and their function within the program:

**ENTER** - Acts as both an entry key and automatically tabs to the next field for additional input.

**SHIFT-TAB** - Back tabs to the previous field. This allows you to return to the previous field to correct an entry.

**TAB** - Progresses the cursor to the next field similar to ENTER. However, the tab key allows you to skip specific fields if desired without performing an entry.

**ARROW KEYS** - The left and right arrow keys allow you to move within a field to correct specific information.

**MOUSE** - All fields and buttons are accessible through the use of a mouse.

**ALT-?** - The system utilizes standard Windows menu features. Depressing the "ALT" key along with the character underlined on the button can activate all buttons on each screen. As an example, depressing "ALT-V" simultaneously activates the View Charges button.

- These are the only special keys you will need to utilize the program.

## V. Loading Your Discounts

Once you have started RATE ASSIST™, you will be immediately taken to the Main Menu screen. Your first order of business should be to enter your negotiated discounts using the following procedures:

- a. Using the mouse, click on the **EDIT** menu in the upper left hand corner of the screen. Navigate down to **Discounts**. A submenu will appear and then click on **Discount Maintenance**. The **CTRL-D** combination on the keyboard can be used to rapidly select this menu option.

- b. Click on the **DISCOUNT** menu to enter the discount menu.

- c. Enter the discount type, discount percent, and your floor minimum charge if different from the one shown. The following is an explanation of each field in this format:

**Pricing Plan** – Unique identifier for you as the user to input multiple pricing plans for your tariff agreement. Some default pricing plan names are used as a guideline for you. These are generic plans that most customers will be familiar with and/or have used in the past. You have the option of using these names or changing them to something more comfortable to you. The only real unique tags are "SEFL" or "SEFLDIRECT". When these tags are used, the program will treat the first one it finds as the default interstate direct pricing program. Therefore, when two direct SEFL points are selected and there is no intrastate pricing plan loaded for the specific state, this will be the plan that is chosen by default by the program. Even though this is selected, you can still change it if you desire. The good thing about this system is that you as a user can enter multiple pricing plans depending upon your tariff. You will no longer have to remember to change discount percentages or minimum floor values for shipping to specific points. You can just load up the different plans on this screen and then by a simple selection of a box, you tell the program which pricing plan you want to use for the quotation.

**Check box if Intrastate** – Check this box if this particular pricing plan will be used for specific intrastate shipments. For example, if your shipping facility is located in South Carolina and you have either a different discount and/or minimum floor charge for your South Carolina to South Carolina shipments, then you can load this pricing plan into a pricing plan called INTRA-SC. You can name this plan whatever you wish, but as a starting example we just simply suggest INTRA-SC to help you separate the different plans.

**Minimum Charge Discount** - Enter the percentage discount for minimum charges.

**LTL Discount** - Enter the percentage of discount to be applied for LTL shipments.

**Truckload Discount** – Enter the percentage of discount to be applied to Truckload shipments.

**Floor Minimum Charge** - This amount will be entered automatically for the published floor minimum charge. If you have negotiated a different floor minimum charge, you can enter your negotiated amount. No shipment will be discounted below this floor minimum.

- NOTE: These values are provided to you by your Sales Representative and are also located on your official SEFL tariff publication document.

- d. Once you have made these entries, exit and return to the rate screen. The LTL, Truckload and Minimum Charge Discounts have been stored so that each time you enter the rate screen in the future, your discounts will automatically be displayed. In the event a special situation occurs, you can override the entry; however, you will have to override the stored discount each time.

- 1) **Standard Discount** - This is a standard discount where the amount of the discount is deducted from the total charges on the invoice and the discount amount and percentage is shown.

**Net Rate Discount** - This particular type of discount is deducted from the rate before the charges are computed. Hence, the actual discount does not show on the invoice. This gives the exact same net charge as the standard discount.

- These are selected by using the mouse and clicking the **EDIT** menu

## VI. Rate Quote Module

### A. Rating a Shipment

Once you have entered the Rate Entry screen, you can begin keying the shipment information as follows:

- a. **ORIGIN ZIP** - Enter the 5-digit origin zip code and press **ENTER**.

- b. **DESTINATION ZIP** - Enter the 5-digit destination zip code and press **ENTER**. The system will display “Direct”, “Partner”, or “Interline” for the zip codes specified. “Direct” applies to points serviced directly by Southeastern Freight Lines and all pricing applies. “Partner” applies to points served by a Southeastern Freight Lines Partner where special pricing may apply. “Interline” applies to points serviced by another carrier where Southeastern pricing may not apply.
- b. **DISCOUNTS** –
  1. Pricing **Plan** – Your personalized selection of discount pricing plans that you have already loaded into the system.
  2. **MC DISCOUNT** - press **ENTER** to accept the minimum charge discount for the pricing plan that you choose for MC shipments or key the appropriate discount and press **ENTER**.
  3. **LTL DISCOUNT** - press **ENTER** to accept the less than truckload discount for the pricing plan that you choose for LTL shipments or key the appropriate discount and press **ENTER**.
  4. **TL DISCOUNT** - press **ENTER** to accept the truckload discount for the pricing plan that you choose for TL shipments or key the appropriate discount and press **ENTER**.
  5. **Floor Minimum Charge** – press **ENTER** the accept the floor minimum charge for the pricing plan that you chose of key the appropriate discount and press **ENTER**.
- d. **CLASS** - Enter one of the valid classes as shown on the screen and press **ENTER**.
- e. **WEIGHT** - Enter the weight of the shipment and press **ENTER**. Continue entering class and weight for all commodities on the shipment until completed.
- f. Once you have completed entering class and weight, depressing **ENTER** twice will display the computed charges and applicable discounts.
- g. **ACCESSORIAL CHARGES** - In the event accessorial charges such as arrival notice, fuel surcharges, etc. are required on the shipment, tab or position the mouse cursor on the **ACCESSORIAL** button and press the **ENTER** key. Position the mouse above the field and click to activate the specific charge. An “✓” will appear in the box for the specific accessorial charge. To deactivate the charge, position the cursor on the appropriate field and click. **With the exception of Fuel Surcharge, the activated charges will only apply to the current shipment being entered and will not apply on future shipments unless activated for each shipment.**

**B. Viewing/Printing Charges, Starting Over**

Once you have entered the information concerning the shipment, you can view or print the charges for the specific shipment using the **VIEW RATES** or the **PRINT RATES** buttons on the menu. The **VIEW RATES** screen will show you the origin/destination zip code, mileage, class, weight, rate per hundred weight, freight charges, selected accessorial charges, discount, and total charges for the shipment. Once displayed, there are several other buttons which can be accessed by tab or using the mouse.

**START OVER** - The cursor is automatically positioned on this button since in most instances you will be clearing the screen to enter another shipment. Selecting this option clears all but the origin and destination zip code from the Rate Entry screen. Since many customers ship from the same location or receive at the same location, you can utilize this feature to reduce the number of key strokes by only entering the zip code that changes instead of both zip codes.

**PRINT CHARGES** - Selecting this button prints a copy of the screen to your printer.

**REDO** - This button returns you to the prior screen without deleting any of the information. Hence, if you’re shipping the same commodity with the same weight to multiple zip codes, selecting this key will not clear the entire screen and allow you to make any changes that are necessary. This is also helpful if you happen to key the wrong information and need to make a correction to one field.

**VIEW CHART** - Produces a matrix showing all rates for each weight group and class for these zip codes provided.

**PRINT CHART** - Prints a copy of the **VIEW CHARTS** screen.

**VII. Bill Of Lading Module**

**A. Where To Start**

Before you start entering bills of lading, there are a few preliminary steps that should be taken to simplify BOL entry:

1. **FILE - FILE MAINTENANCE** - Using the mouse, click on the word **FILE** in the upper left-hand corner of the screen. This creates a drop-down menu with several selections. Next, position the cursor on **the FILE MAINTENANCE** menu followed by the menu options listed below. Use the **ADD** button to create a new item in the file, the **CHANGE** button to change an existing item, and the **DELETE** button to delete an item.
  - a) **CARRIER SCAC CODES** - Load the 4 character SCAC codes for the motor carriers you do business with. Rate Assist™ allows you to create bills of lading for multiple carriers. Using the mouse, click on **File - File Maintenance - Carrier SCAC Codes** and **Add** the Carrier Name and 4 character SCAC code to the file.
  - b) **SHIPPER NAMES AND ADDRESSES** - Enter your company name and street address in the file. If you ship under multiple names, enter each name for future access by the system.
  - c) **CONSIGNEE NAMES AND ADDRESSES** - Enter the names and street addresses of the customers to whom you frequently ship.
  - d) **THIRD PARTY NAME AND ADDRESS** - If applicable, enter the names and PO box addresses of any repetitive bill to parties. Please note, this is only required if the “bill to” address is neither the shipper, consignee, or their paying agent or central paying office.
  - e) **COMMODITY DESCRIPTIONS** - Enter the commodity descriptions and classes and also the NFMFC and NMFC-SUB of the most frequently shipped commodities from your location.
  
2. **EDIT** - Using the mouse, click on the word **EDIT** in the upper left-hand corner of the screen. This creates a drop-down menu with several selections. Select the following:
  - a) **BOL # ON/OFF** - Click **ON** if you want the system to sequentially assign bill of lading numbers. You can set a beginning number up to 8 digits long or leave blank to start at “1”. If you click **OFF**, you must enter bill of lading numbers manually in the system.
  - b) **DISCOUNTS** - Select the discount type.
    - **Standard Discount** - This is a standard discount where the amount of the discount is deducted from the total charges on the invoice and the discount amount and percentage is shown.
    - **Net Rate Discount** - This particular type of discount is deducted from the rate before the charges are computed. Hence, the actual discount does not show on the invoice. This gives the exact same net charge as the standard discount.

*NOTE: This is selected by using the **EDIT** menu option and then selecting **DISCOUNTS** to get to the discount menu.*
  
3. **PRO # ASSIGNMENTS** - The system can automatically assign pro numbers to your shipments when you select SEFL (Southeastern) as your carrier. Contact your local SEFL terminal and they can supply you with a reasonable range (usually 200-500 depending on weekly volume) of pro numbers for your use. Click **ON** and enter the beginning and ending number of the pro range without the check digit (last digit). The check digit is automatically computed by the system to ensure accuracy. Click **OFF** to enter all pro numbers manually. Note: the automatic assignment of pro numbers only occurs when SEFL is selected as the carrier on the Bill of Lading.
  
5. **RATING ON/OFF** - The system is set to **ON** which will allow the users to get a rate quotation using the current SEFL National Rate Scale. If you require all of your carriers to use the SEFL scale as their base, the system can give quotes regardless of the carrier. If other scales are utilized, you must set the rating system to **OFF**, and use the other scales’ rating software to provide you with those rates. SEFL does not support Rating software from other companies. Once these files are set-up, you are ready to enter your bills of lading.

## **B. Entering Bills Of Lading**

You are now ready to enter bill of lading information. With the new changes in 2005, SEFL is proud to announce a new standard in its bill of lading layout. The layouts on the web site and also the Rate Assist program have now been converted to conform to the VICS standard (<http://www.vics.org>). This will allow a more consistent bill of lading format for our customers. We are aware that this new form looks very intimidating, but we ask you to hang in there as we explain what exactly needs to be filled in. There is a lot of extra space on this form that doesn’t require entry. Please read through each of the following headings to get the detailed information for each field. You will learn what is required and what is optional.

**PICKUP DATE** - This is the date that the physical pickup will be made from the shipper. You can manually enter any valid date within +/- 5 days. This field is required and will default the current date.

**PAGE** – This designates the total number of pages including this main page and any supplemental forms that you wish to fill out. However, this software does not support the supplemental form. You are responsible for getting the supplemental form from our web site and filling it out and attaching it to the document created by

the Rate Assist™ program. This information is required, but defaults to 1 and unless you plan to use the directions described here within it should remain a 1.

**SHIPPER NAME AND ADDRESS (SHIP TO)**- Start typing your name and address. A pop-up window appears with the names of the locations you have previously stored. Depress the Enter key when the cursor highlights the proper name. Continue typing to manually enter a new name and address as applicable. The system will display “Direct”, “Partner”, or “Interline” for the zip codes specified. “Direct” applies to points serviced directly by Southeastern Freight Lines and all pricing applies. “Partner” applies to points served by a Southeastern Freight Lines Partner where special pricing may apply. “Interline” applies to points serviced by another carrier where Southeastern pricing may not apply. All information is required except the location if it does not apply to you.

**CONSIGNEE NAME AND ADDRESS (SHIP FROM)**- Start typing the consignee’s name and address. A pop-up window appears with the names of all consignees you have stored with the same first character. If you continue typing the name, the list will narrow until the consignee name you want is highlighted by the cursor. Depress the Enter key, and the complete name and address is automatically entered in the appropriate fields. If the consignee has not been previously stored in the system, continue typing the complete name and address of the consignee. You can distinguish multiple locations of the same consignee by the city/state information which also appears in the pop-up window. All information is required except the location if it does not apply to you.

**THIRD PARTY NAME AND ADDRESS (FREIGHT CHARGES BILL TO)** - Start typing the name and address of the “bill to” party if different from the shipper, consignee, or their paying agent or central paying office. A pop-up window appears with the mailing addresses you have previously stored. Depress the Enter key when the cursor highlights the proper name. Continue typing to manually enter a new name and address as applicable. Please note, a “bill to” party is not necessary if the freight invoice is to be sent to either the shipper (Prepaid), consignee (Collect), or their central paying office or paying agent. All information is required.

**SPECIAL INSTRUCTIONS** - Enter any special instructions for the carrier and/or shipper and/or consignee that you want to appear on the BOL. This information is optional.

**BILL OF LADING #** - The system automatically enters the next sequential BOL # if you have the BOL # ON/OFF set to ON. If not, enter the BOL # manually. This number is a number sequence used by the creator of the bill of lading. SEFL requires a number here, but has no preference of the number sequence or value used. This number is for the shipper/consignee’s purpose only. This information is required.

**CARRIER NAME** – The name of the carrier that will be picking up the freight. This field is populated automatically if the SCAC code is selected from your previously saved Carrier/SCAC codes using the File Maintenance option listed above. This information is required.

**TRAILER NUMBER** – Allows entry of a trailer number if the shipper knows this information in advance. This information is optional.

**SEAL NUMBER** – Allows the entry of a SEAL number. This information is optional.

**SCAC** - Start entering the 4-character carrier code. When you enter the character of the code, a pop-up window displays all carriers you have previously stored during set-up. If you have multiple carriers with the same first character, enter the second character of the code and the cursor will position on the appropriate SCAC. Press the ENTER key to enter the entire code. You can manually enter any 4-character code you want for infrequently used carriers. If you use the pop-up window to select a SCAC code the carrier name that is saved with the SCAC code will be placed in the Carrier Name field. This will overwrite any previous information in that field. This information is required.

**PRO NUMBER** - The system automatically enters the next sequential SEFL pro number if the carrier is SEFL, you have previously entered a valid range of pro numbers, and you have set the PRO # ASSIGNMENT in the ON position. If none of these conditions are met, enter the pro number manually. This must be done in all instances where SEFL is not the carrier of choice. You will notice that a barcode of the pro number is placed on the form as the Pro Number is entered. The format of this barcode is Interleave 2of5. Each carrier has its own barcode format that it uses and this barcode format will not be compatible with every carrier. This information is required.

**FREIGHT CHARGE TERMS** - Enter the payment terms: P - Prepaid (bill to shipper), C - Collect (bill to consignee). This information is required.

**MASTER BILL OF LADING** – Check this box if you will be attaching one or more supplemental forms to this master bill of lading. Read the section under “PAGE” heading for more information about SEFL’s support of this option. This information is optional.

**CUSTOMER ORDER INFORMATION** – This is a new section for those of you familiar with our old format of the bill of lading. This is part of the VICS standard, thus we have included this. This section is mainly for Purchase Order (PO) information or any other information that the seller of the commodities is conveying to the buyer of the commodities. This section is optional.

**CARRIER INFORMATION** – This is the commodity, description detail lines of the items being shipped. This will give the carrier detailed information about the shipment and also provide a means to get a rate

quotation of the shipment if so desired by the user of this software. A handling unit and type and/or a package unit and type are required. The weight, commodity description, and class are required. If a commodity description, NMFC, NMFC-SUB, and Class are stored using the File Maintenance option, the user will be able to select a commodity description from the pop-up window and these fields will be populated automatically. The actual physical class of the commodity should be entered here. At least on commodity line description must be entered.

**Declared Value/Quantity-** This allows the user to declare the value of a commodity if such a commodity is being shipped in which the rates of the shipment are solely based upon the value of the item. A good example of this type of shipment is computer hardware. This information is optional.

**COD Amount** – If there is a COD to be collected by the consignee for the shipper, this is the amount that will be collected by the carrier at time of delivery. When an amount is entered, the user will then be asked for the charges for the fee for this service. The user will be required to enter either a percentage amount (which will be a percentage of the total COD Amount) or a flat charge fee. This will be the amount of charges that are applied in addition to the regular freight charges of the bill for this service. The user will need to contact his/her sales representative or consult his/her tariff publication in order to get the values of these charges. This information is optional.

**COD FEE** – If there is a valid COD Amount, then the creator of the bill of lading needs to tell the carrier who is paying the fee for this service (mark P if the shipper is paying the fee for the service or C if the consignee is paying the fee or the service.) This information is only required if a COD Amount is entered.

**CUSTOMER CHECK ACCEPTABLE** – Check this box if a customer check is acceptable by the shipper for the COD amount entered above. If it is checked yes, then the delivering carrier will allow the consignee to give the carrier a check for the COD amount. This information is optional.

**TRAILER LOADED** – Mark which party will or has loaded this shipment onto the trailer. The information is required.

**FREIGHT COUNTED** – Mark which party and how the freight was counted. This information is required.

**PRINT/SAVE B/L** – Click this button to print and then save the bill of lading. A series of checks are performed to make sure certain requirements are met on the form before the bill of lading is saved and printed. Once all these tests are passed the bill of lading will be printed (giving the user the print dialog box to select a printer, formatting options, etc) and the bill of lading will be saved.

**PRINT B/L** - Click this button to print the bill of lading. A series of checks are performed to make sure certain requirements are met on the form before the bill of lading is printed. Once all these tests are passed the bill of lading will be printed (giving the user the print dialog box to select a printer, formatting options, etc). Please note that will bill of lading will not be saved!

**SAVE B/L** - Click this button to save the bill of lading. A series of checks are performed to make sure certain requirements are met on the form before the bill of lading is saved. Once all these tests are passed the bill of lading will be saved.

**VIEW CHARGES** – Click this button to get a rate quotation for the current bill of lading. You will be asked to select a pricing plan and then you will see the standard View Charges form that is used on the Rate Quotations Module. Print this form if you wish to save the quotation for the bill of lading. There is no ability to save this data with the bill of lading. This is because the information can be easily pulled up again with the click of the View Charges button.

**ACCESSORIAL CHARGES** - In the event accessorial charges such as arrival notice, C.O.D. fees, fuel surcharges, etc., are required on the shipment, tab or position the mouse cursor on the **ACCESSORIAL** button and press the **ENTER** key. This will produce the accessorial charge menu. You can either tab to the specific accessorial charge or position the mouse above the field and press the

**ENTER** key to activate the specific charge. An “x” will appear in the box for the specific accessorial charge highlighted. To deactivate the charge, position the cursor on the appropriate field and press the ENTER key again. **With the exception of Fuel Surcharge, the activated charges will only apply to the current shipment being entered and will not apply on future shipments unless activated for each shipment.** Note: For COD Fees, Fuel Surcharge, and Other Accessorial Charges, you will be prompted for additional information to be used in the computations.

**LABELS** – Click this button to print out PRO labels for the freight. You can print as many as you want/need and also select which label on the paper you want to print if you do not wish to print out all four labels. This is designed for Avery Laser Labels Series number 5168. Other labels might work, but SEFL does not support the use of these labels. Use at your own risk and SEFL is not liable for any damage the Avery or any other labels might cause to your printer.

**RESET** – Click this button to reset the bill of lading form. If you have bill of lading and pro number sequencing turned on (as discussed above), then the next number(s) will be selected for you. Clicking this option will erase all data on the form and not data will be saved. **WARNING:** Save you bill of lading before clicking this button.

**EXIT** – Click this button or press ALT-X to quickly exit the rate assist program. You will be given a confirmation box to exit.

### C. Printing, Saving, Viewing BOLs

**PRINTING SINGLE/MULTIPLE BOLs** - Click the FILE word on the menu bar and select PRINT BOL COPIES and select SINGLE or MULTIPLE BOL's and enter the appropriate BOL #'s. When you start entering the BOL numbers, a pop-up listing of stored BOL #'s appears for your selection. Select the BOL #'s you want to print. This option gives you the capability of saving BOL's on entry and printing the entire range at one time later in the day.

**SAVE B/L** - Click the SAVE B/L button or depress the "ALT-S" keys simultaneously. You can save BOL entries for printing at a later time.

**VIEWING CHARGES** - Click the VIEWING CHARGES button or depress the "ALT-V" keys simultaneously. This displays the short form BOL for your review.

### D. Editing, Reviewing, Deleting BOLs

To edit, review, or delete a BOL, do the following:

**EDIT** - Click the EDIT word on the menu bar or depress the "ALT-E" keys simultaneously. Next, select EDIT BOL from the drop-down menu.

**EDIT BOL BY BOL #** - Click the EDIT BOL by BOL # option and enter the BOL number to be edited. A pop-up list appears on the screen for you to select the BOL number to be edited. Enter the BOL number and the screen will reflect the BOL. Use the NEXT PAGE button to review the second page of the BOL and VIEW CHARGES to review the entire BOL.

**EDIT BOL BY PRO #** - Click the EDIT BOL by PRO # option and enter the PRO number to be edited. A pop-up list appears on the screen for you to select the PRO number to be edited. Enter the PRO number and the screen will reflect the BOL. Use the NEXT PAGE button to review the second page of the BOL and VIEW CHARGES to review the entire BOL.

**DELETING BOLs** - Click the EDIT word on the menu bar or depress the "ALT-E" keys simultaneously. Next, select the delete option that meets your needs.

**DELETE BY DATE** - Select this option to delete BOL's between two date ranges. This allows you to delete entire weeks or months of data from the BOL file. Obviously, the larger the files, the slower the programs for reports. Depending on your volumes, PC disk space and processor speed, we recommend deleting files every 6 months and no more than a year.

**DELETE BOL BY BOL #** - Select this option to delete by BOL number. Used to eliminate one or more BOL's entered in error.

### E. Reports, Exporting Files

Rate Assist™ provides the ability to generate a variety of preset reports directly from the system. In addition, you can request to print reports or a range of bills of lading directly to an ASCII file which can be exported to Lotus 123, Excel and most any popular database program to create a report to your own specifications. In addition, this file can also be exported to your mainframe files with the assistance of your MIS department. Here is how it works:

#### 1. Generating Reports

In order to print the preset reports, enter the following:

**FILE - PRINT REPORTS** - Click on the word FILE on the menu bar or depress the "ALT-F" keys simultaneously.

- Select PRINT REPORTS on the drop-down menu.
- Select the sort order of the report you want to print: BY SHIPPER, BY CONSIGNEE.
- Enter the beginning and ending date for the report.
- Specify whether the report is to print to PAPER or to FILE.

**PRINT TO PAPER** - Prints the report to your printer.

**PRINT TO FILE** - Requires you to enter a file name that stores the report under the SEFL0514 directory. The file will be stored as a comma delimited text file with a .TXT extension. The first record on the file contains all column headers followed by one record per bill of lading. This allows you to import the files directly into Lotus, Excel, or any of the common database programs.

#### 2. Exporting BOL Files

In order to generate a file of bills of lading, enter the following:

**FILE - PRINT BOL TO FILE** - Click on the word FILE on the menu bar or depress the "ALT-F" keys simultaneously.

- Select PRINTBOL TO FILE on the drop-down menu.

- Enter the beginning and ending BOL Number for the bills of lading to print.
- Enter the file name to store the report. The file will be stored as a comma delimited text file with a .TXT extension. The first record on the file contains the column headers followed by one record per bill of lading. This allows you to import the files directly into Lotus, Excel, or any of the common database programs. In addition, your MIS department can write an import program to read the file and port directly to your mainframe as applicable.

#### VIII. Direct Zips Only

Once you are in either the Bill of Lading or Rate Quote entry screens you may select the Direct Zips Only Option. By doing so ONLY direct zip codes may be entered into the origin and destination / shipper and consignee fields

- Using the mouse, click on the **EDIT** menu in the upper left hand corner of the screen.
- Click on **Direct Zips Only** to toggle this option on and off.
- A check located beside **Direct Zips Only** indicates that this option has been activated.

#### IX. Exiting the Program

Selecting the EXIT button on any screen will exit the RATE ASSIST™ program. To prevent accidental exiting of the program, you will be prompted to ensure you wish to exit. Select either yes or no depending on your preference.

As you can see, the use of the RATE ASSIST™ program for the national rate scale is extremely user friendly and designed for optimum efficiency for the customer. In the event you have any suggestions or improvements you would like to offer, please contact our **Help Desk at 1-800-637-7335 and ask for ext. 2387**. They will be happy to take note of your suggestions for future releases.

## **FREQUENTLY ASKED QUESTIONS**

- 1) **User gets a rate quote that does not match a quote retrieved from another source.**

Make sure that you have entered your discounts correctly. You need to fill in the “Minimum Charge Discount”, “Truckload Discount“ and also the “LTL Discount” fields. Please note that these values must be retrieved from your sales representative or by referring to your tariff page.

- 2) **The BOL generator requires user to enter a BOL # before continuing to the second page. What is my BOL #?**

The BOL # is for your tracking purposes only. It can be a number you assign or simply make-up.

- 3) **User gets ‘Invalid Zip Combination’ error message but the zip codes are correct.**

Go to Windows Explorer and to your ‘SEFL0514’ folder. Look at the size of the mileage file. If it is smaller than 3000 KB, then reload RATE ASSIST™-it did not fully load. (Be sure you have enough space on your hard drive.)

**SOUTHEASTERN FREIGHT LINES**



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