Auction Guide RLX3

Carrier Viewpoint



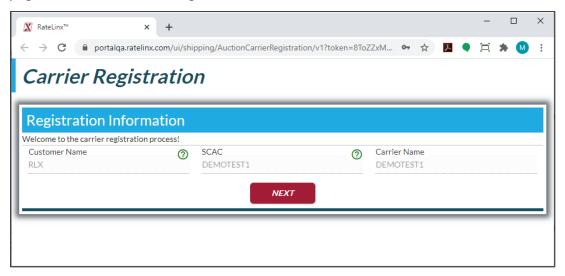
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Carrier Registration

In order to view shipments on the Truckload Auction site, you must be invited by a client. You will receive an email directing you to a link for Auction Carrier Registration. The link loads a page that looks like the image below.

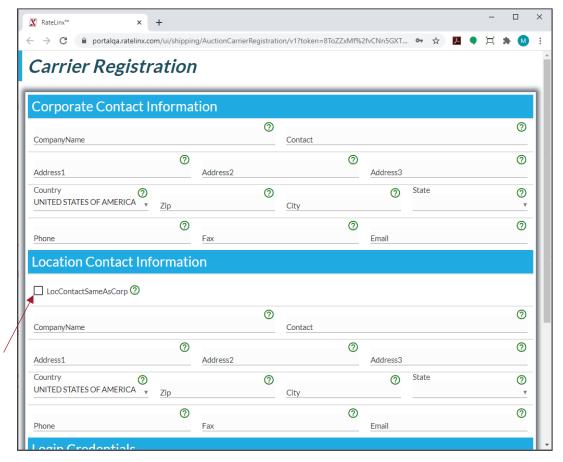


- 1. To register, browse to this site.
- 2. Enter the Customer Name, SCAC, and Carrier Name.



3. Click (NEXT) Next.

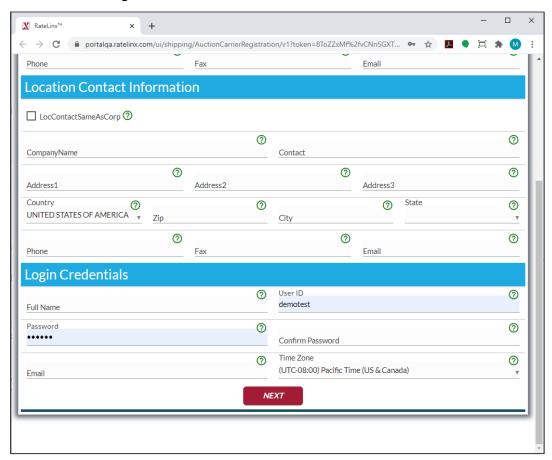
The Carrier Registration form loads.



- 4. Fill in the required Corporate Contact Information and Location Contact Information.
- > If the corporate and location information are the same, you can click the LocContactSameAsCorp checkbox to autocomplete these fields.

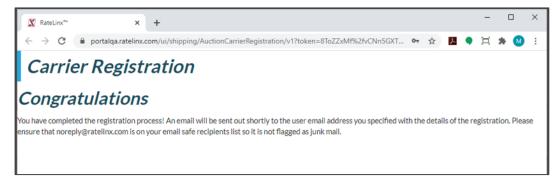


5. Scroll down to Login Credentials.



- 6. In Login Credentials section, enter your name, then create a user ID and password.
- 7. Enter your Email address and Time Zone.
- 8. Click Next (NEXT).

A Congratulations page will load.



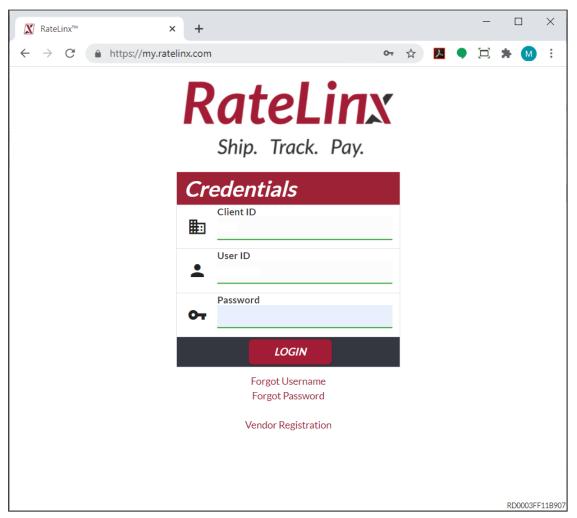
Note: This will remind you to ensure that <u>noreply@ratelinx.com</u> is on your safe recipients list to avoid it being flagged as junk mail.



Access Auction Shipment Tracking

After you are registered, you can view and bid on shipments that are up for auction at the http://my.ratelinx.com website.

1. Using any common web browser, navigate to: http://my.ratelinx.com.

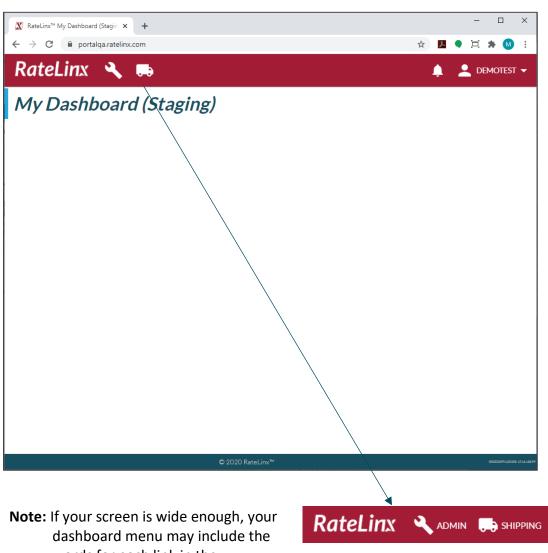


2. Enter your credentials.

Auction Shipment Tracking

3. Click the Login (LOGIN) icon.

Your RateLinx Dashboard loads.

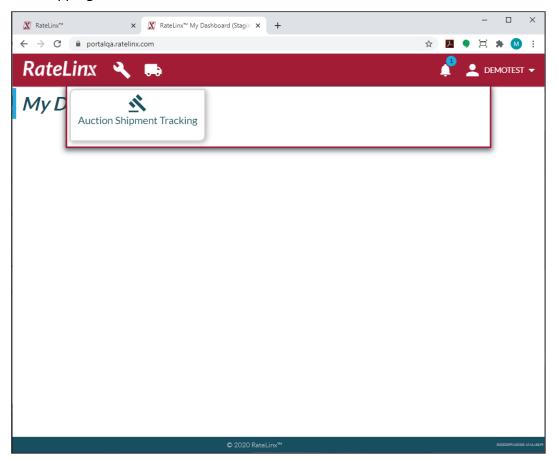


words for each link in the dashboard.

Auction Shipment Tracking

4. Click the shipping () icon in the top menu.

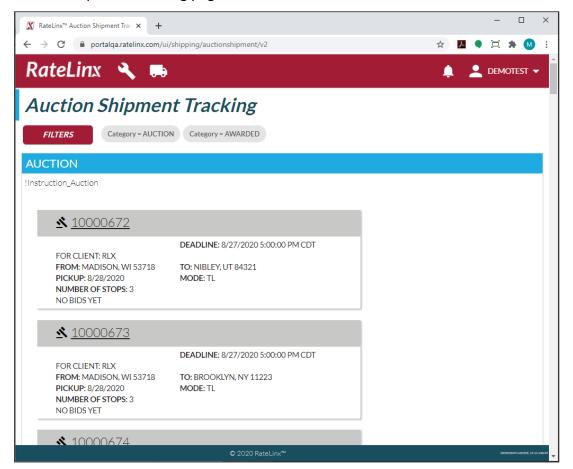
The Shipping menu loads.





5. Click Auction Shipment Tracking (Auction Shipment Tracking

Auction Shipment Tracking page loads.



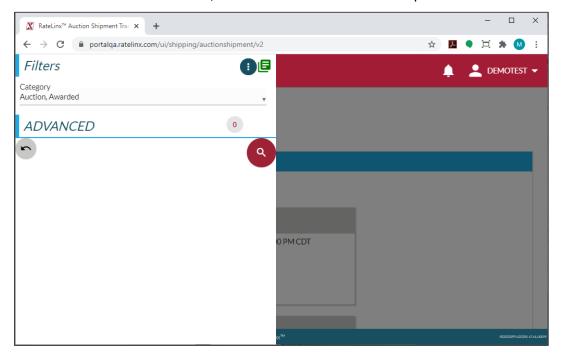
) link.

Shipments that are on auction are listed in this page under Auction.

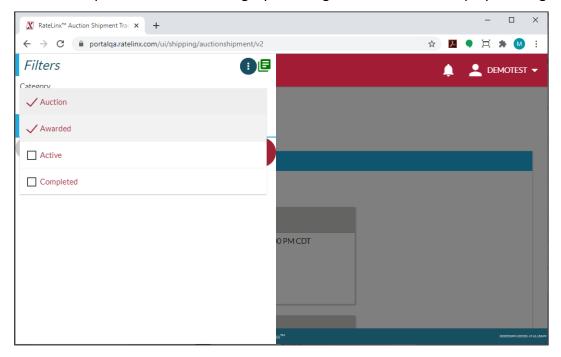


Filter the Results

1. You can filter auction items by clicking the Filters (FILTERS) icon. When the filters icon is clicked, the side menu shown below opens.



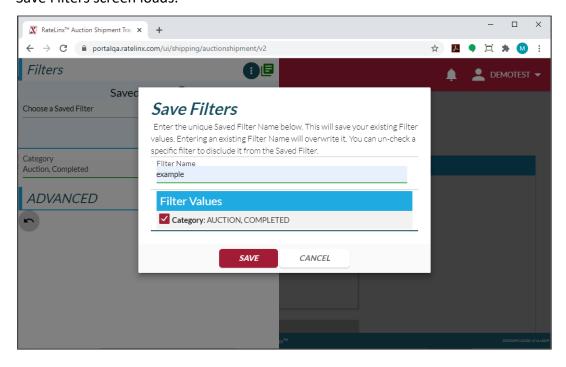
2. Click the drop-down menu for Category to change the selection of displayed categories.



Auction Shipment Tracking

- 3. Select or deselect any of the available categories, then click away from the side menu.
 - The default is Auction and Awarded, but you can also select Active or Completed. You can click to select or deselect any of these categories.
 - > The AWARDED status indicates that this bid has been awarded to you. When you are awarded a shipment by a client, you can choose to accept the bid or deny it.
 - > If you accept the bid, the status will change to ACTIVE.
 - > If you deny the shipment, that shipment's status will change to AUCTIONS.
 - > When the shipment is awarded to a carrier, it will be marked COMPLETED when the shipment deadline time has passed.
 - > If the shipment is not awarded or the award is denied by the awarded carrier, the shipment remains in or moves back to the AUCTIONS status.
- 4. If you make any changes, click the vertical ellipsis (1) icon to load the save menu.
- 5. Click the Save (1) icon.

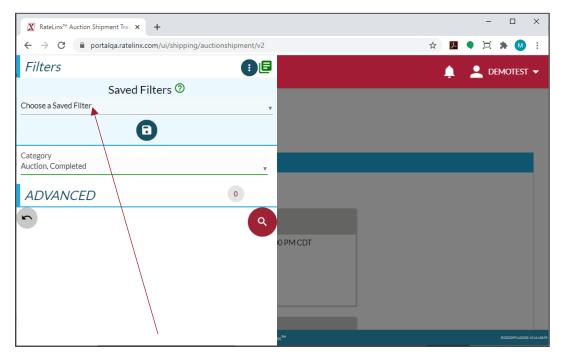
Save Filters screen loads.



RateLinx

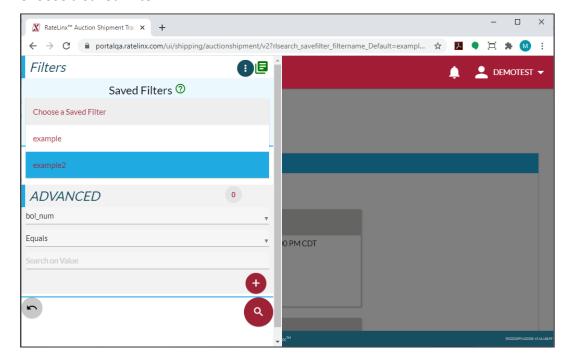
6. Give the new filter a name and click Save (SAVE).

The saved filter will be in the list of available Saved Filters.



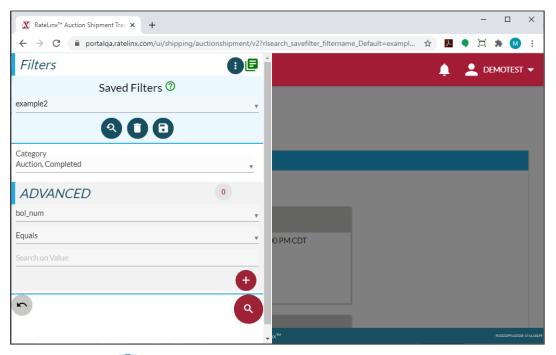
7. Click on the Choose a Saved Filter drop down menu.

Filters that you have created and saved will be available in a drop down menu below Choose a Saved Filter.



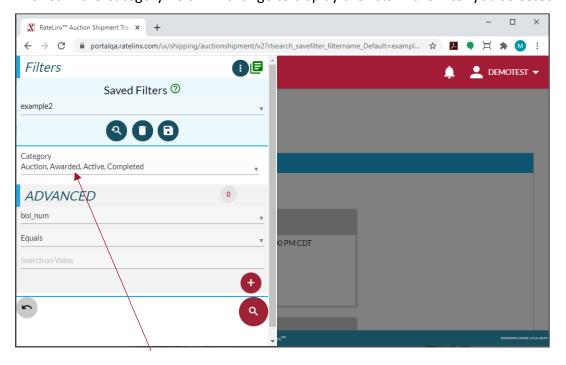


8. Select the new filter.



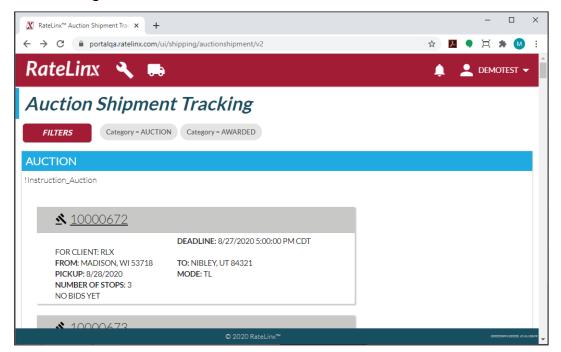
9. Click the reload (2) icon.

The list in the Category field will change to display the lists in the filter you selected.



10. Click the Search () icon.

Auction Shipment Tracking will run the search request and display results for shipments on auction using these criteria.



Note: After clicking Filter, you can click the User Guide (■) icon for more specific instructions using the filter.

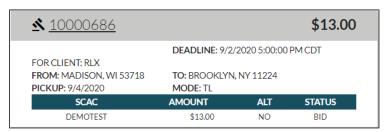
Review the Auctions

Whether you change the default filter or not, a list of available auctions is displayed on the Auction Shipment Tracking page.

Each available shipment is listed in this format, displaying the client name, origin and destination city, pick up date, mode, and number of stops the shipment requires.

The bid number, deadline for bidding, and most recent bid are also displayed.

Example: This example shows an auction for the client RLX, due 9/2/2020 at 5pm CDT.



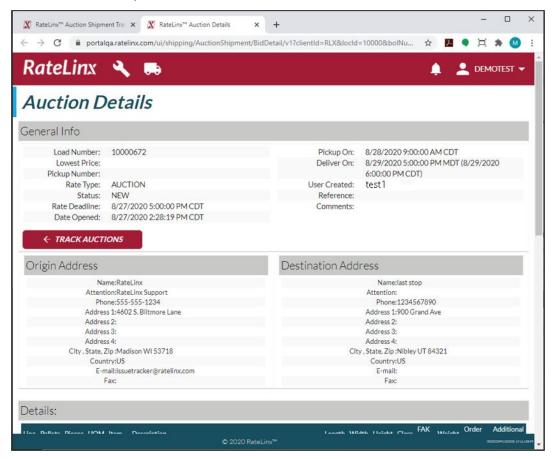


Auction Details

1. To review the details of an auction, click on the heading with the gavel () icon or auction number.

Auction Details screen loads.

Note: Auction Details is the screen that allows you to bid on shipments and accept or reject awarded shipments.



General Info

The General Info section displays the same information as the summary screen but include more details about that specific auction, such as the specific date and time the auction was opened or date and time that it needs to be delivered.



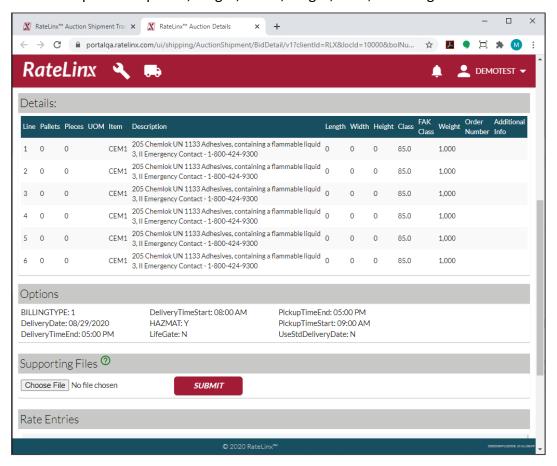
Origin Address and Destination Address

The complete addresses for origin and destination address are listed next. This information is view only.

1. Scroll down farther to view more details that were gathered for this auction.

Details

1. The details section lists each line item in the shipment, including its exact description, number of pallets or pieces, length, width, height, class, and weight.



Options

The Options section is not a direct translation from Options in the Shipment page. Instead, this is the specific shipping options required for this order: which type of billing will be used; what is the hard end and start time for pickup; what is the delivery date. It also includes critical details like whether the shipment uses HAZMAT or LifeGate.

1. Scroll to the end to see even more details of the auction.

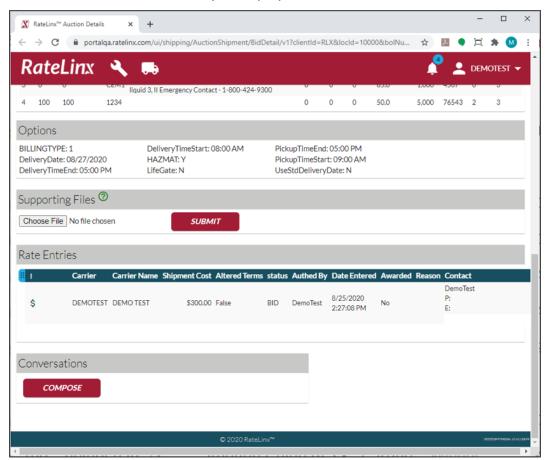


Supporting Files

- 1. You can add any additional files you want to share with the client of this auction by clicking the Choose File (Choose File) icon and browsing to the document.
- 2. Click Submit (submit) to complete the file upload.

Rate Entries

When there are bids on the auction, they are displayed under Rate Entries. If there are bids, this list will show the bid history as displayed below.



This section displays the carrier, shipment cost, status, authorized by, date entered, whether or not the bid was awarded by the client, and a contact for each bid.

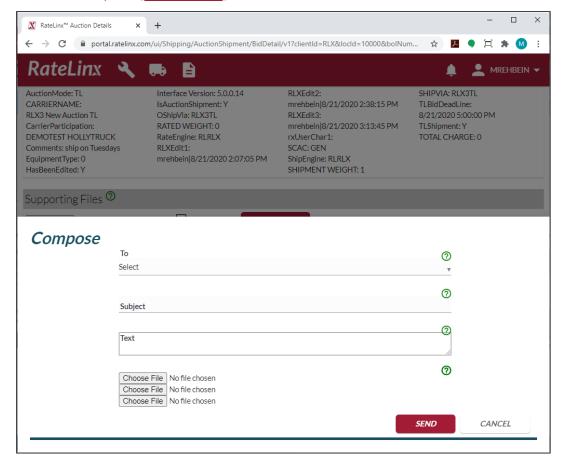


1. Select the cost details (\$) icon on the left to see a view of how the bid price is allocated.



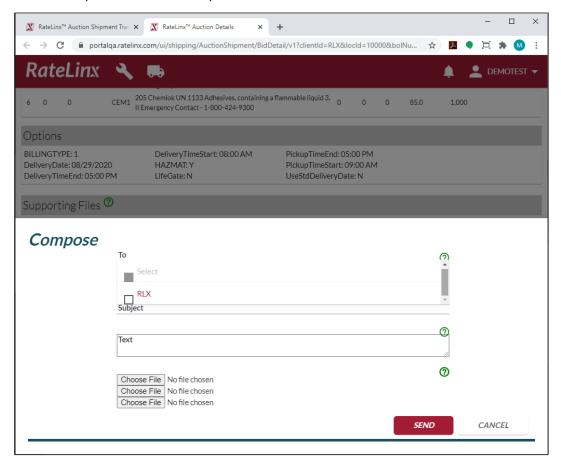
Conversations

1. Click the Compose (compose) icon to start a conversation with the client.





2. Click Select, under the To field, then check the box to select the client.



- 3. Enter a subject and body of the message in the applicable fields.
- 4. Click Choose File and add any additional documents you want this client to see.
- 5. Click Send.

Bidding Process

Place a Bid

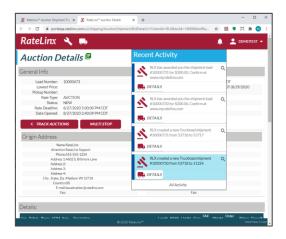
1. To bid on an auction, go to the Auction Details page of that auction. Two ways to go to Auction Details are:

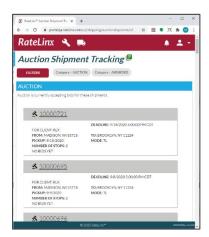
b. Under Activity Notifications () icon, then Details on the auction in question.

Auction Shipment Tracking

- > If you select Activity Notifications, only new and active notifications will be visible, such as a shipment that was awarded to you or one of your clients created a new shipment auction.
- > If you select Auction Shipment Tracking, you can view all shipments, depending on how you filter the page.

Both of these views will lead to Auction Details.

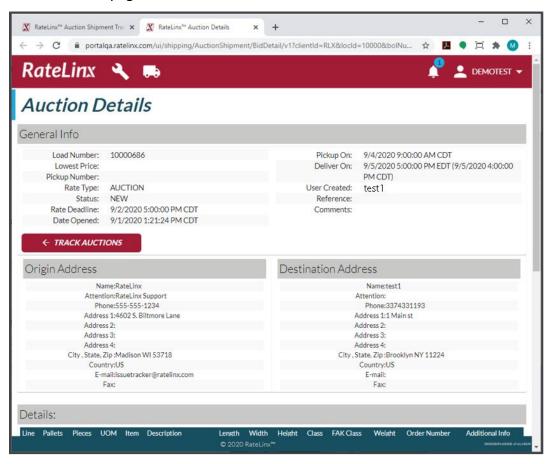




> Either click Details (Details) or click the gavel () icon on the bid you are interested in.

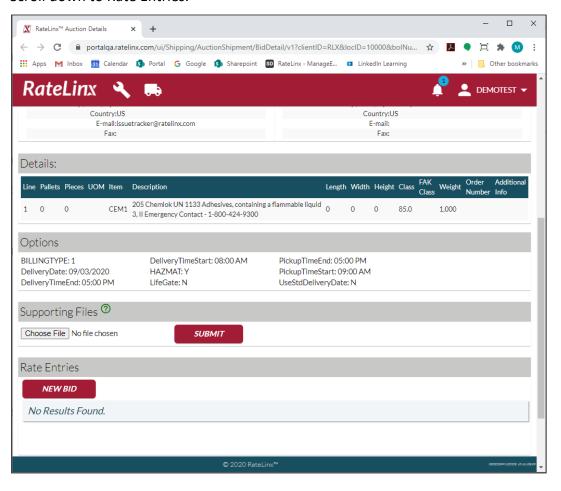


3. Auction Details page loads.





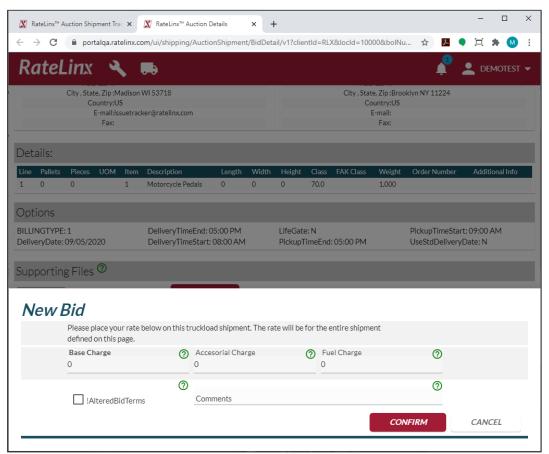
4. Scroll down to Rate Entries.



Auction Shipment Tracking

5. Click New Bid (NEW BID) icon.

The New Bid screen displays.

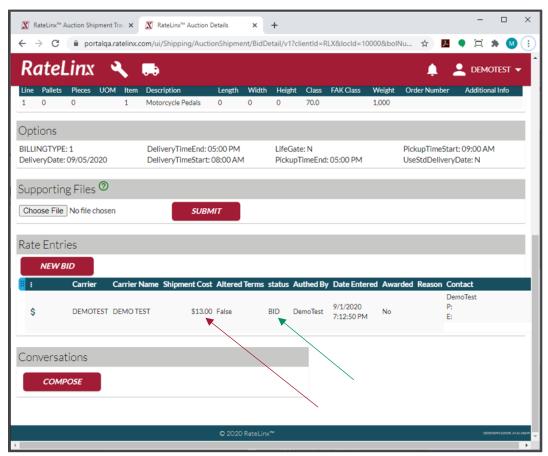


- 6. Enter your own bid. Specify the Base Charge, Accessorial Charge, and Fuel Charge that would apply to this bid.
- > You may add Comments.

Auction Shipment Tracking

7. Click the Confirm (CONFIRM) icon.

A blue Saved (seed) icon will blink briefly in the upper right corner of the screen.



Your bid will be displayed in the Rate Entries section of this page.

Shipment Cost (indicated by the **red arrow**) displayed is the combined Base Charge, Accessorial Charge, and Fuel Charge you entered in the New Bid screen.

The status (indicated by the **green arrow**) is initially BID. You can follow the progress of this bid through that status setting.

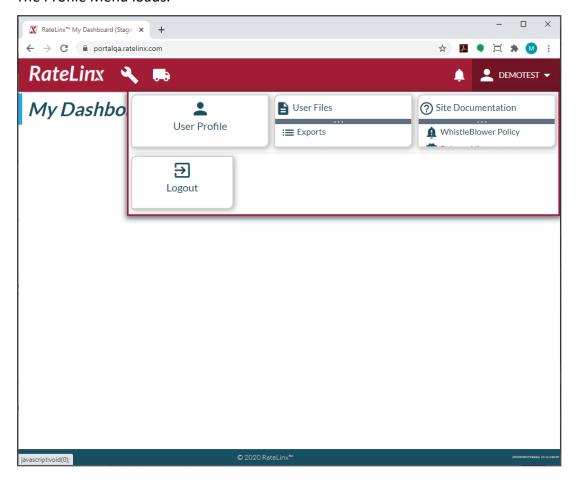


Subscribe for Notifications

Any time after you complete Registration, you can subscribe for notifications about any bids that you put on available auctions on the Auction Shipment Tracking page.

1. From http://my.ratelinx.com, click your profile name in the upper right corner of the webpage.

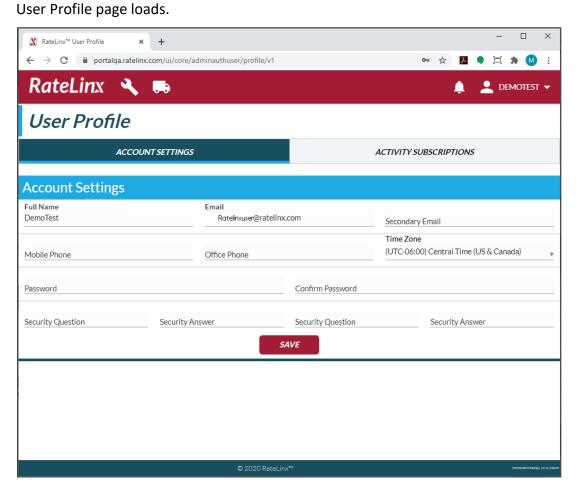
The Profile Menu loads.





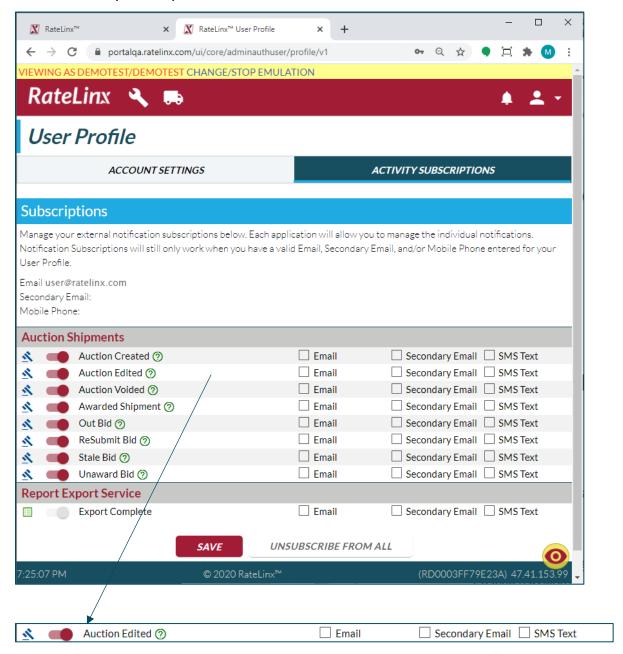
Subscribe for Notifications

2. Click the User Profile (User Profile) icon.



Subscribe for Notifications

3. Click the Activity Subscriptions tab.



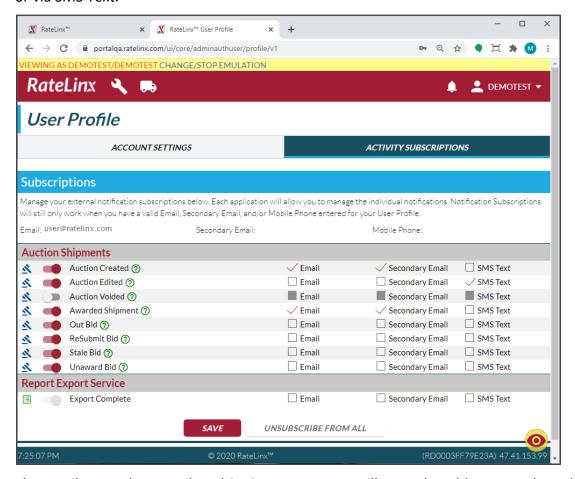
The notifications you are subscribed to are indicated by the red circle () icon on the left of each item in the Auction Shipments column of this list.

If you are not subscribed to receive this type of notification, the notification () icon is white and the scroll bar is to the left.

> You can select this icon to enable or disable notifications for each activity type in the list.

Subscribe for Notifications

 Check or uncheck the notification type you want to receive for each auction shipment message type. You can select notifications to be received via your Email, Secondary Email, or via SMS Text.

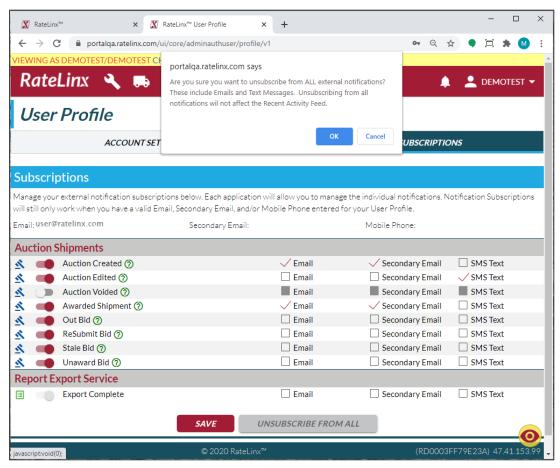


The email, secondary email, and SMS text messages will go to the addresses and number you provided at registration.

Subscribe for Notifications

> If you want to disable all notifications, scroll to the end of the page and click Unsubscribe from All (UNSUBSCRIBE FROM ALL).

A window will pop up asking if you're sure.



- > Click OK.
- 5. When you are finished making changes to notification requests, click the Save (SAVE icon at the bottom of the page.

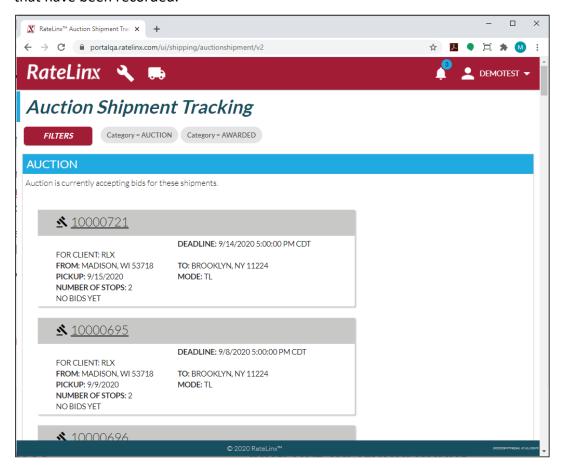
Receiving Notifications

In addition to the email or SMS notifications you sign up to receive in the Activity Subscription page of http://my.ratelinx.com, you can also visit the site to see any recent activity displayed right on the home page.

> If you have any recent activity, the alarm bell () icon displayed by your profile name has a brief animation that looks like it's "ringing" when you first login.

Subscribe for Notifications

> The icon will also change to display a number (), indicating the number of new actions that have been recorded.



> You can click the icon to view a list of all the auctions that have had any activity, such as awarded shipments and bids on active auctions, and you can interact with items in this list.

Note: The very first time an activity is displayed to you via this notification alarm, it is displayed in dark blue. The next time you visit the notification list, auctions that you've seen will be a light blue or white background.

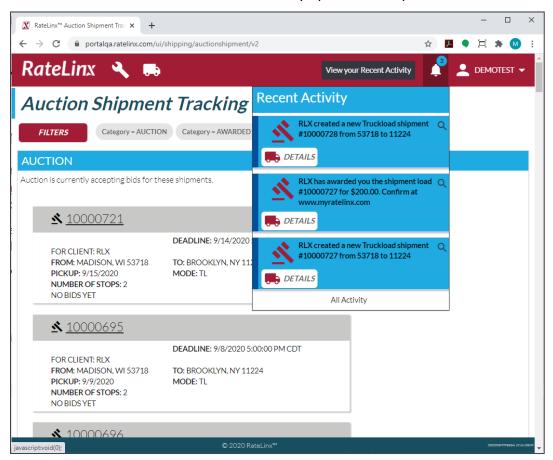




Interact with Recent Activity

1. Click the alarm () icon.

A list of auctions that have had recent activity opens in a drop down menu.



View Activity Details

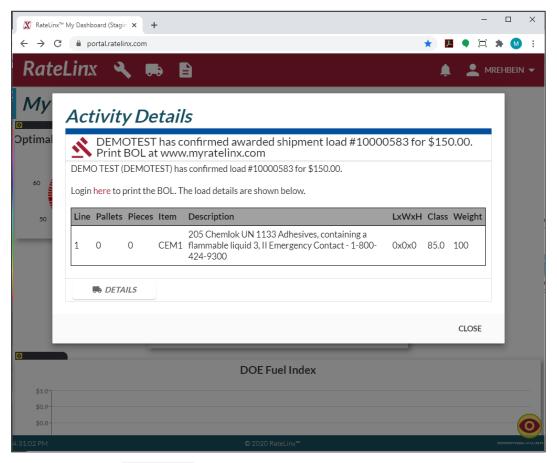
In the Activity summary, you can click two (2) icons: The magnifying glass icon and the details icon.



Click Magnifying Glass

1. Click the magnifying glass (\mathbb{Q}) icon.

The selected activity will pop out in its own screen, minimizing the Recent Activity drop down menu.



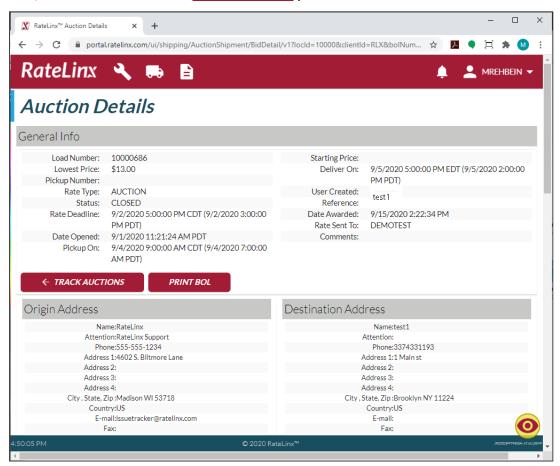
- 2. Click the Details (DETAILS) icon or click the Close icon to go back to the RateLinx homepage.
- 3. If you click Details, the Auction Details page will open. You can review the auction details as described in the *Auction Details* portion of this document.



Click Details

1. In the Activity Details page, you can click the Details (_____ DETAILS ____) icon directly, without clicking the magnifying glass icon.

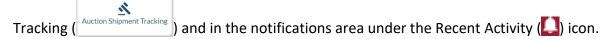
This opens the same page that displays when you click the magnifying glass, then details icon, and is described in the <u>Auction Details</u> portion of this document.



Find the Awarded Bid

If your bid is selected by the client, this shipment will be awarded to you.

An awarded bid is visible in at least two (2) places on the RateLinx website: Auction Shipment

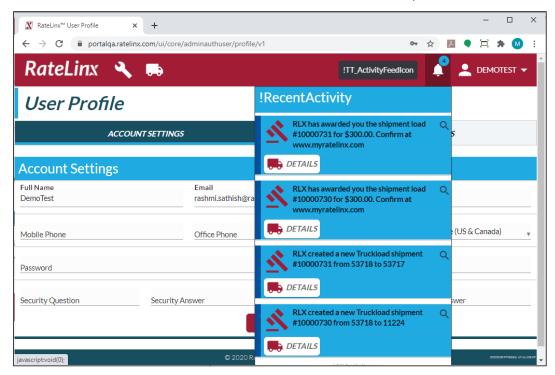


Find Awarded Bid in Recent Activity Notifications

Bids that you are awarded will be displayed by clicking the drop down menu for the Recent Activity icon.



The number displayed indicates how many of these notifications are brand new to you. The notifications include both awarded bids and new available shipments that can be bid on.

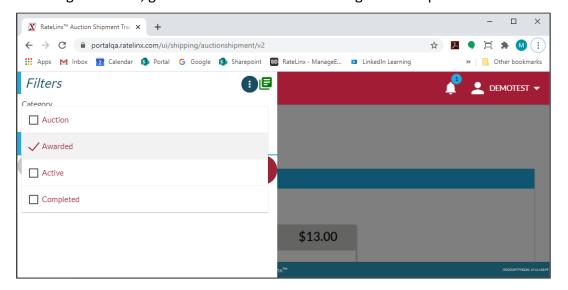


Find Awarded Bid in Auction Shipment Tracking

To find the awarded bid in Auction Shipment Tracking, you can either change the view to show only the Awarded section of the bids or scroll down to the Awarded section of this page.

Change the View

1. To change the view, go to Filter and deselect all categories except Awarded.

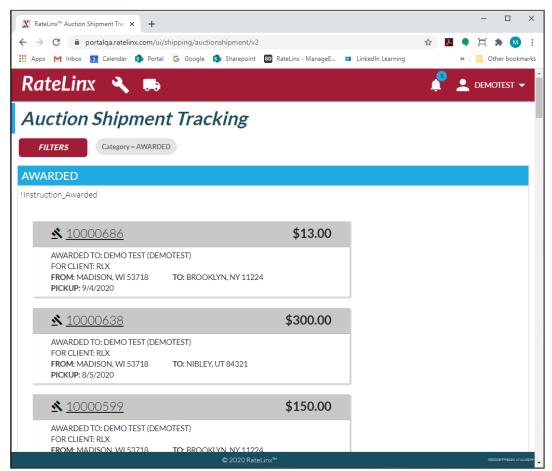


Subscribe for Notifications

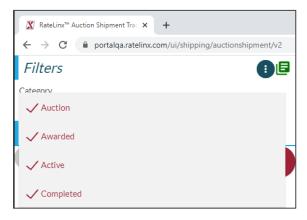


2. Click Save ().

A list of only the bids that were awarded to you will be listed.



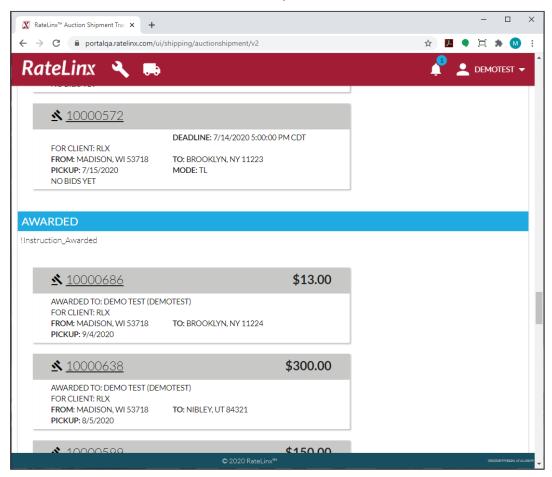
If you don't change the filter, Awarded bids are listed after any Auctions. Active or Completed bids are listed after the Awarded bids, displayed in the same order as the filters.





Scroll Down

1. If Auction is selected in Filter, scroll down past the Auction section to view Awarded bids.



Accept or Deny Awarded Bid

After a bid is awarded, you need to either accept or deny it.

- 1. You can either go through Activity Notifications, or through Auction Shipment Tracking to get to the Auction Details page.
 - a. From Activity Notifications, select the Details icon for the shipment you've been awarded. The Auction Details page will load.
 - b. From Auction Shipment Tracking, click the heading of the awarded bid (\$\simeq\$ \frac{10000686}{2}\$) to load the Auction Details page.

Subscribe for Notifications

2. in the Auction Details page, scroll down to Rate Entries.



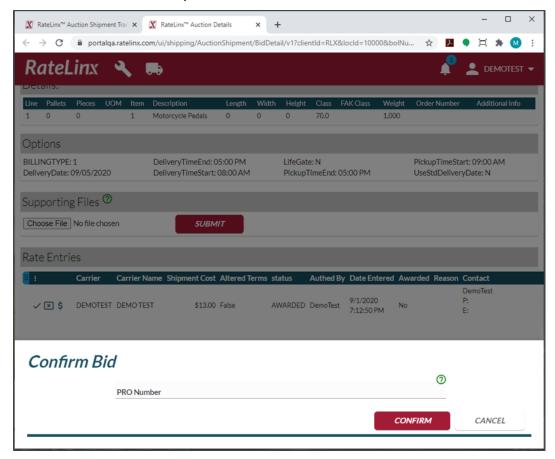
There are three (3) icons in the awarded Rate Entry that can be interacted with:

- Select the Confirm () icon to accept the bid.
- > Select the Deny () icon to deny the bid.
- Select the Cost Details (\$) icon to view the Amount Details screen.

Confirm the Bid

Click the Confirm () icon.

Confirm Bid window will open.



2. Enter you PRO Number.

Subscribe for Notifications

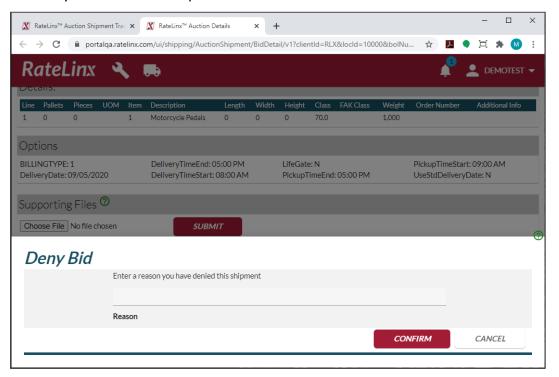
3. Click the Confirm (CONFIRM) icon.

The auction will close and the shipment will be visible in the Active section in Auction Shipment Tracking.

Deny the Bid

1. Click the Deny () icon.

The Deny Bid window will open.



- 2. Enter a reason that you denied this awarded bid.
- 3. Click the Confirm (CONFIRM) icon.

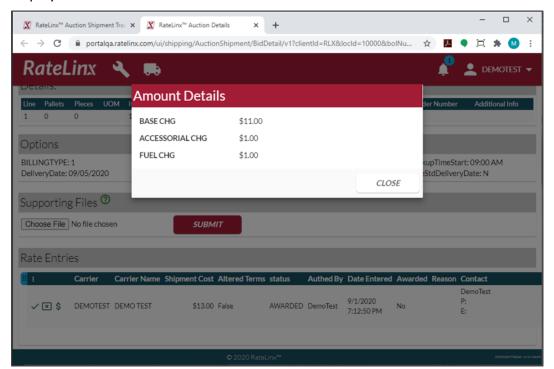
The shipment will move from the Awarded section of Auction Shipment Tracking back to the Auction section. The icons to award that particular bid will be disabled.



Review Cost Details

1. Click the Cost Details (\$) icon.

The Amount Details screen with Base Charge, Accessorial Charge, and Fuel Charge will display.



Note: This is for review only.

2. Click Close.



Completed Bids

After a bid passes its Rate Deadline, the Auction Details status will change to Closed (red arrow) in General Info and Confirmed (green arrow) in Rate Entries.

