OKAY - LET'S GET STARTED. 1
MENU CHOICES 3
MENU CHOICES 5
MENU CHOICES - CONTINUED 6
METRIC/IMPERIAL - CONVERSIONS 6
MENU CHOICES - CONTINUED 7
FOREIGN CURRENCIES 11
CREATE A CURRENCY 12
TAX RATES 13
CUSTOMER BASE 15
CATEGORIES 16
GEOGRAPHY 17
HOW TO CREATE A NEW COUNTRY 17
HOW TO CREATE A NEW COUNTRY - CONTINUED... 18
ENTER A NEW COUNTRY, ... 18
ZONES 19
COUNTY 19
PROVINCE 19
CREATE A NEW STATE/COUNTY/PROVINCE 20
CREATE A NEW STATE/COUNTY/PROVINCE 21
PLACE 22
EDIT/DELETE PLACES 23
VIEW PLACES 24
EQUIPMENT TYPES, CONTAINER TYPES & CUSTOMS TRANSPORT MODE. 25
TRANSPORT TYPES 25
ADD A TRANSPORT TYPE 26

Licensed Material
Property of Freightdata 2000 Corporation

EDIT A TRANSPORT TYPE 27
DELETE A TRANSPORT TYPE 27
CHARGEABLE WEIGHTS 28
CHARGEABLE WEIGHTS METRIC CONVERSION 29
SHIPPING TERMS 30
EDIT A SHIPPING TERM 31
DELETE A SHIPPING TERM - 31
TARIFF DEFINITION 32
DEFAULT ADDITIONAL CHARGES 33
CONVERSIONS 34
USERS 35
DEFAULTS 36
DEFAULTS CONTINUED.. 37
COMPANY DETAILS 38
SETUP MENU, ... 39
PRINTER SET-UP 40
PRINTER SET-UP 41
LANGUAGES 41
GLOBAL TARIFF 43
GLOBAL TARIFF - NEW 44
GLOBAL TARIFF - RATE/BAND SET-UP 44
GLOBAL TARIFF - BAND/RATE SET-UP 46
GLOBAL TARIFF - EDIT/COPY 47
GLOBAL TARIFF - ADDITIONAL CHARGES 48
QUOTE ENTRY FORM - NEW QUOTE 49

Licensed Material
Property of Freightdata 2000 Corporation

Quote Entry Form - Calculating 50

QUOTE ENTRY FORM - SERVICE BUTTON 51

QUOTE ENTRY FORM - ADDITIONAL CHARGES 52

QUOTE ENTRY FORM - ACCEPTANCE, HOLDING 53

QUOTE - EDIT, VIEW, ACCEPT 54

QUOTE - ROUTING TAB 55

QUOTE - ADDRESSES TAB 56

QUOTE - ADDITIONAL CHARGES TAB 57

QUOTE - ACCEPTANCE OF NEW 58

QUOTE - ACCEPTANCE OF OLD 59

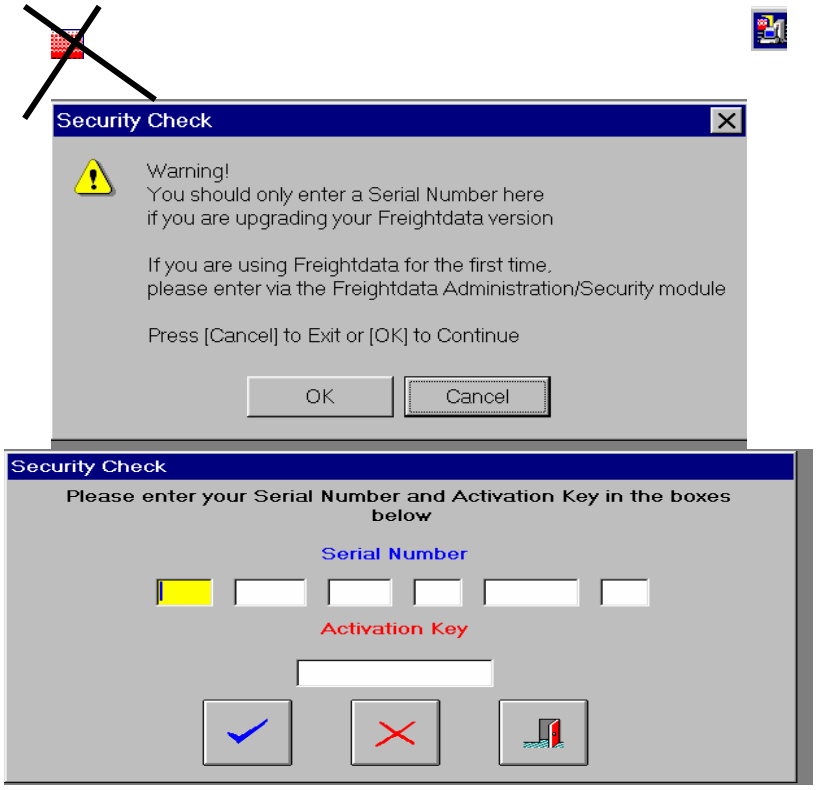
QUOTE - OPENING AND VIEWING 60

Licensed Material
Property of Freightdata 2000 Corporation

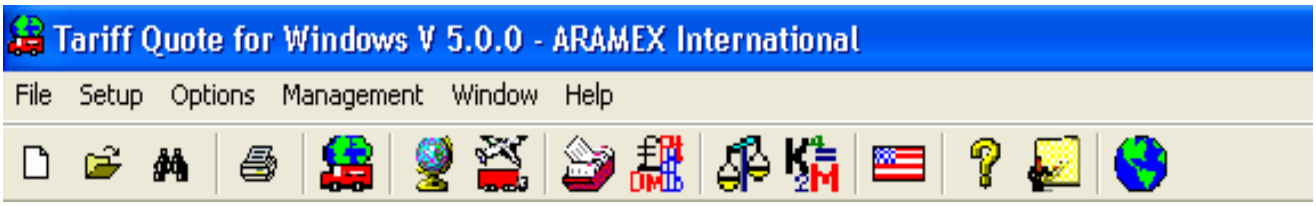
Welcome to Freightdata 2000 Tariff Quote FD2000 Security

Just before you get started read this page for starting procedures.
After loading the FD2 software click from Explorer the Security option in the Freightdata list.

If you Click into Freightdata without going to security first you will be warned that security has not registered your software. Therefore Cancel and click the security program in Freightdata Security

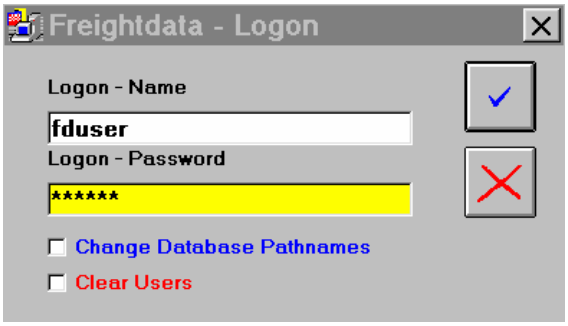


Licensed Material
Property of Freightdata 2000 Corporation



Okay - Let's get started.

Start with this simple PASSWORD*:* ***fduser*** & Logon: ***fduser***



Your administrator will organise a better password – this is used to get you started if you don't have a password at the moment.

Your system automatically creates the first branch, however you're System Manager can add more branches and departments.
This is an important factor in the creating of a Job as the Branch and Department chosen here will be allocated to that Job for Management Analysis.
Also the choice here will influence what details are printed on some of the Documents*.*

If you are familiar with "Windows" and you know all about "ICONS", then don't read anymore - go straight to "Tariff Quote" on the next paragraph. However, if you're not then we'll explain. "ICONS" allow you to call programs without long text names. Tariff Quote "ICONS" that appear in the Toolbar above allow that function to be carried out, together with the traditional "Windows File, Edit, Help and function key options. When the mouse pointer travels over it, each "ICON" produces a description to help identify the "ICON". Soon you will recognise the "ICON" without the need for the name.

Tariff Quote allows Global Tariffs to be set up which can then be used to create Freight Quotes. These Quotes can be accessed from Freightdata 2000 and if you are running Freightdata 2000 Professional, Quotes can be used with a Drag and Drop facility to bring information directly into a Consignment.

Where International Quotes are to be given, Local Tariffs can be set up to cover Local deliveries at both your own Depot and your Overseas Agents Depots. Global Tariffs can be used to set up your Tariff Rates for your International and Intercontinental Services as well as catering for your Domestic/ Internal Consignments.

I

Licensed Material
Property of Freightdata 2000 Corporation

ICONS within forms explained:

	Add		Graph
	Exit		Calculator
	View		Graph Inactive
	Enter		Graph Working
	Cancel		Additional Charges
	Delete		Alter Bands/Rates
	Service Schedule		Hold Quotation

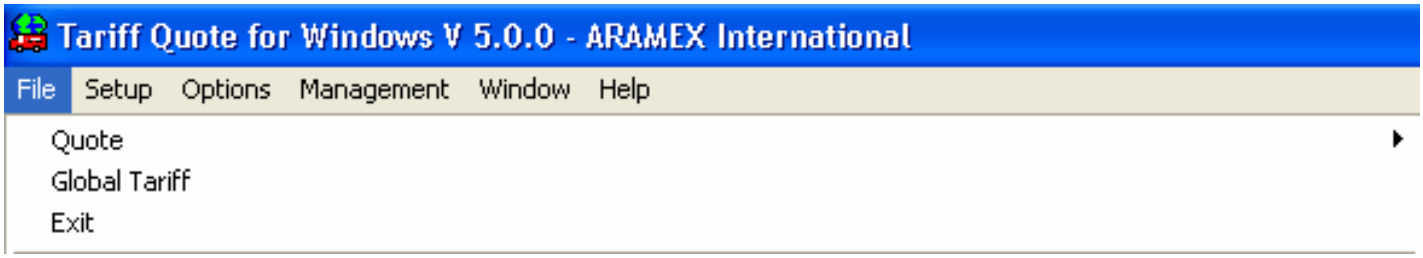
Licensed Material
Property of Freightdata 2000 Corporation

Menu Choices

Licensed Material
Property of Freightdata 2000 Corporation

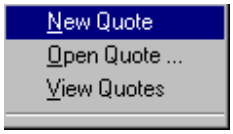
Menu Choices

The Main Menu choices are splits into 5 areas. The first Option, FILE is for access to the Quote and Global Tariff choices, together with the Exit choice, which exits the application.



The last 10 Quotes accessed will be displayed below and as with many Windows applications, clicking on one of these items will open that Quote.

The Quote option shows a menu list to create a New Quotes.



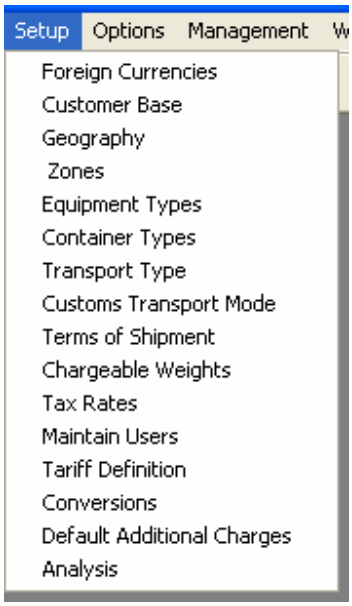
Quote, Open Quote (existing) or View

Licensed Material
Property of Freightdata 2000 Corporation

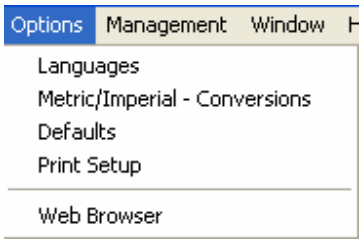
Menu Choices - Continued

The Set-up Menu provides access to many areas of the Databases for creating and Housekeeping information used within the Quotation and Tariff system.

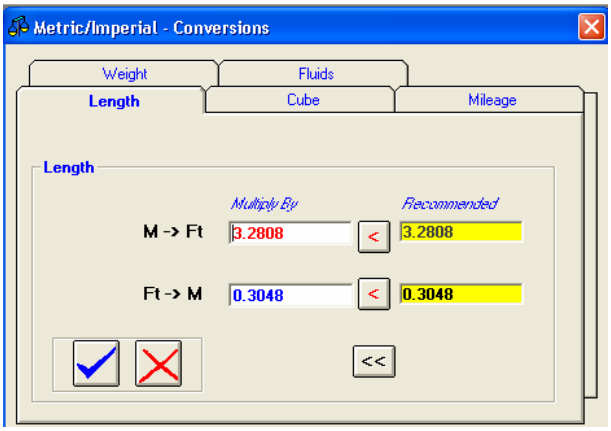
Some of these options will be recognisable if you have Freightdata 2000 installed. Indeed if this is the case, the majority of these options will access a Common Database.
This Common data includes Currencies and Exchange Rates, Customer Base, Places, Cities, States, Countries, Zones, Transport Type and Mode, Terms of Shipment, Chargeable Weight Factors and Tax Rates.

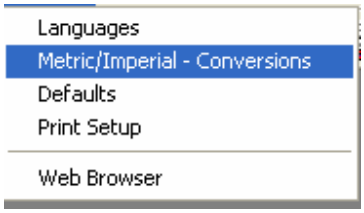


In addition Tariff Quote has options for Tariff Definitions, Conversions between differing Units and Default Additional Charges.



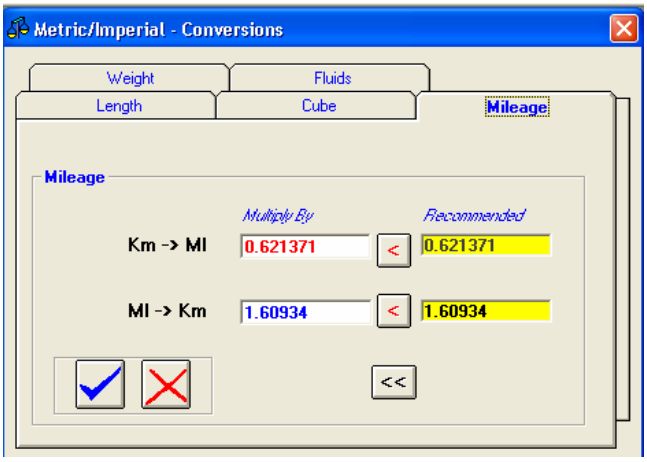
The Options Menu choices will give access to Languages choices, Metric & Imperial Weight, Defaults, and Printer Set-up.





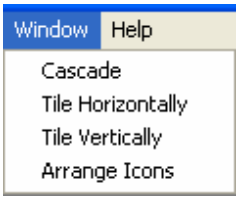
Metric/Imperial - Conversions

From this section you can create default conversions for Weight, Cube etc which can be used as default in your main Freightdata program. The recommended rates are shown to the right hand side of the display. The user can enter rates on the left hand side and at any time wants to overwrite the entered own rates with the recommended rates it can be done by using the second chevron button or the double for both.

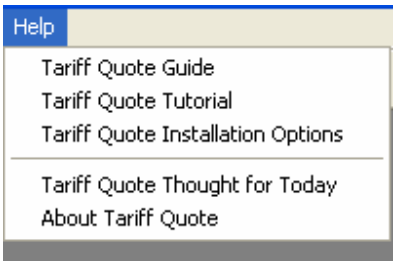


Licensed Material
Property of Freightdata 2000 Corporation

Menu Choices - Continued



The Window Menu choice allows the user to rearrange Windows opened within the Application. A list of currently open Windows will display below the final Horizontal line with an ✔ alongside the foremost window.



The final Help Menu gives access to the on-line Help and the About Tariff Quote form.
The “Tariff Quote Tutorial” is coming in a future update.

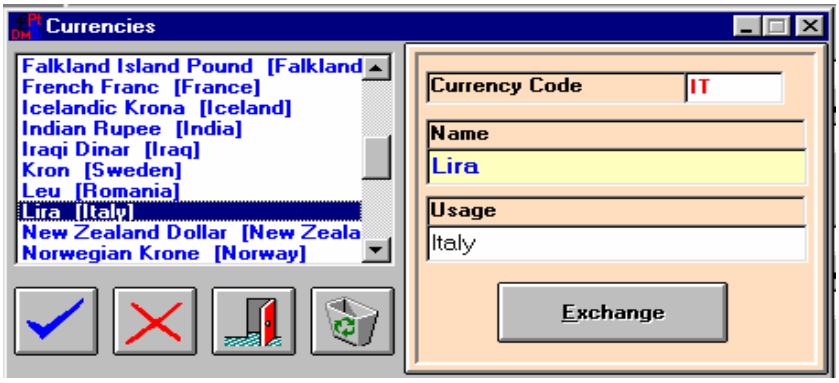
Licensed Material
Property of Freightdata 2000 Corporation

Set-up Menu

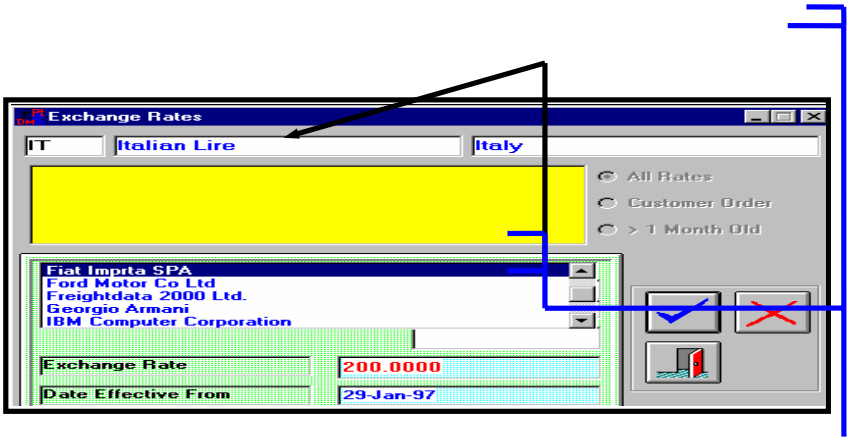
Licensed Material
Property of Freightdata 2000 Corporation

Foreign Currencies

Accessed via the Set-up Menu by choosing the Foreign Currencies option.
This form allows you to Add, Edit or Delete Currencies and set up Exchange Rates for the chosen currency. The Currency code, the name of the Currency and which country uses it are entered here. The Exchange Rate button becomes active when you click on a Currency.



Exchange Rates This is entered via the Currency form and Clicking on the Exchange Rate button. The Exchange Rate form allows you to enter in the current Exchange Rate, the date the rate is effective from and which customer it is linked to. Exchange Rates can be Added, Updated or Deleted.

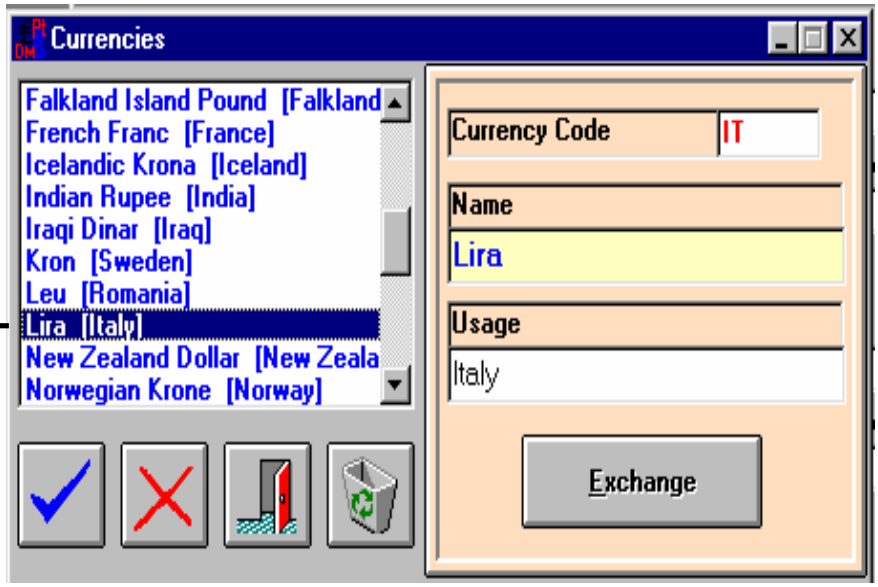


Licensed Material
Property of Freightdata 2000 Corporation

Create a Currency

How to Create a Currency
Enter the Currency Window by choosing Foreign Currencies on Set-up Menu.

To create a Currency press the New button and a replacement button appears labelled OK. Then enter the Currency code, For Example: (IT) Italy, then move to Name of Currency and enter “Lira Italy”, move again to usage and enter in the Country where the currency is being used, “Italy”. If you try to leave before correctly completing the required information, the program will call an error screen, giving you the choice of cancelling or returning to complete.



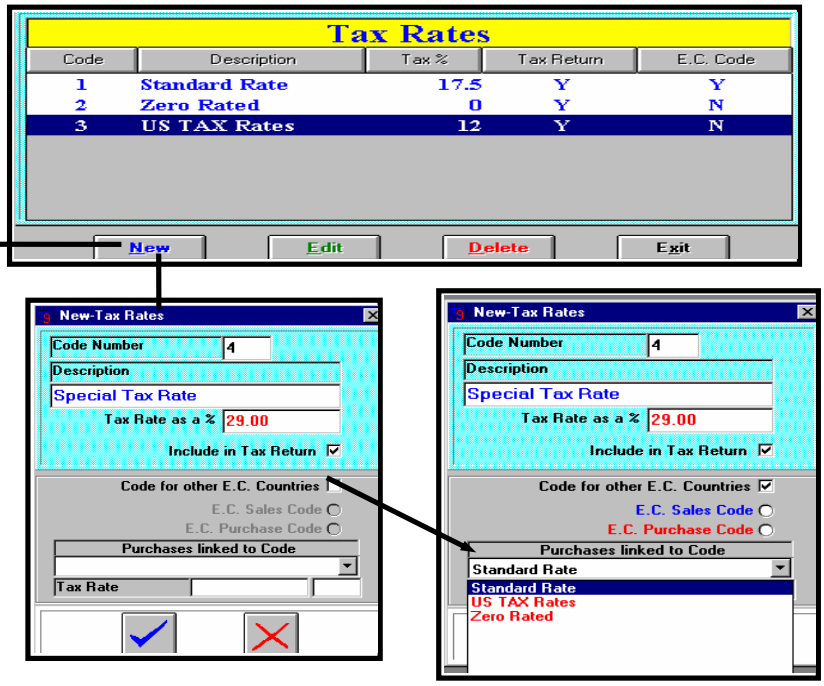
Licensed Material
Property of Freightdata 2000 Corporation

Tax Rates

Accessed via the Set-up Menu by clicking on the Tax Rates option.

Enter, Edit, Delete, View

Tax rates are used in invoicing and charging.
Any existing rates will be displayed in list form. The order of display can be altered by pressing the appropriate “Button Heading” over each column. If no rates are present, only the “New” and “Exit” buttons will be enabled.
On pressing “New” a window appears with a heading “New Tax Rates”, and the cursor positioned in the code number box. Enter here a number between 1 and 99 which will be the identifier for this Tax Rate. Then move into the description and enter for example “Standard Rate Tax” then follow with the tax rate percentage.



Licensed Material
Property of Freightdata 2000 Corporation

Include in Tax return

Tick this box if details for this Tax Rate, are to be included in your Tax return.

Codes for EC Countries

Are appropriate to the laws governing those Countries.
If the rate relates to transactions with EC countries, enter the following details in the EC Code area:

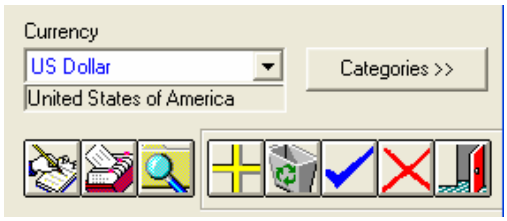
EC Code

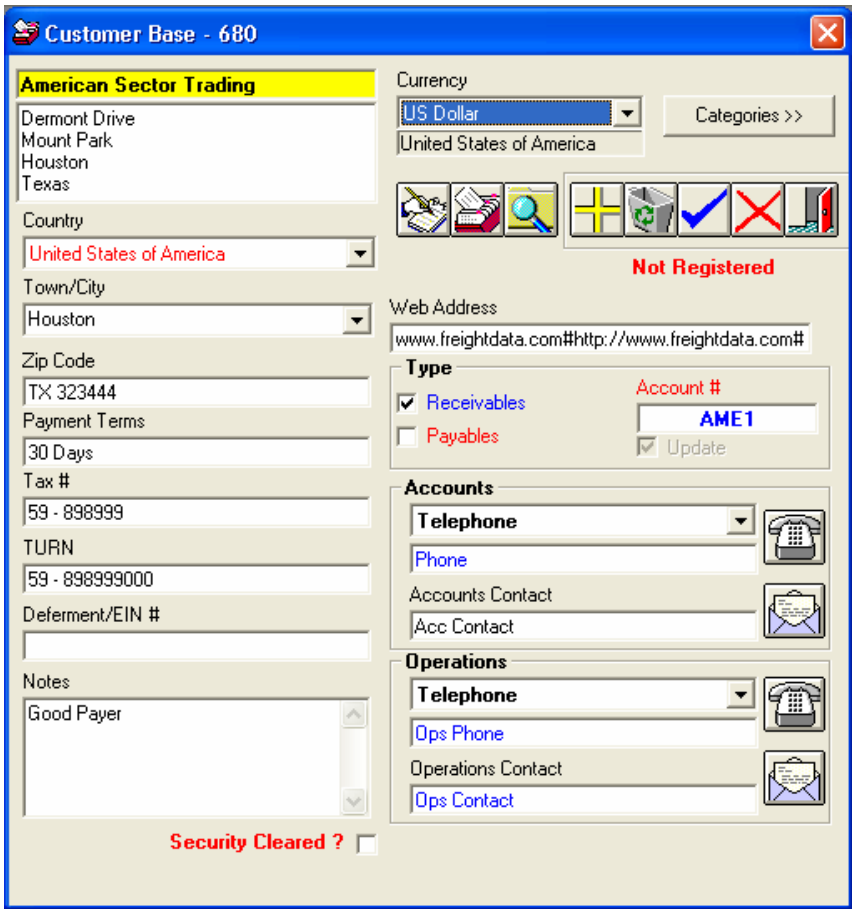
EC Sales/EC Purchases Link

Licensed Material
Property of Freightdata 2000 Corporation

Customer Base

From the “SETUP MENU” choose “Customer Base”. Names and Addresses can be added to the database for use within the Quote and Tariff sections for Company names. When accessed the first alphabetic account is displayed by default. Click the List button to select other accounts or use the” New” button to create a new name, or the “Delete” button to delete an existing account. Use the check boxes at the top of the box to decide which ledgers the account will appear on. The display will provide you with an option to create Invoices in a foreign currency, by selecting the currency required. The “Security Cleared” entered at the bottom of this window is the option in with Freightdata 2000 main international freight forwarding system, for “IATA” security rules on air cargo.







Customer rates can be stored here for future reference notes.

Customer Notes can be entered here. If

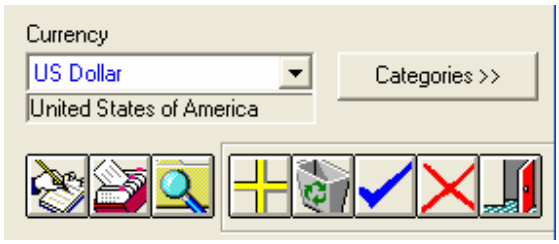


With “Freightdata” added to “Tariff Quote” the accounts can be added and charged with your favourite accounting system



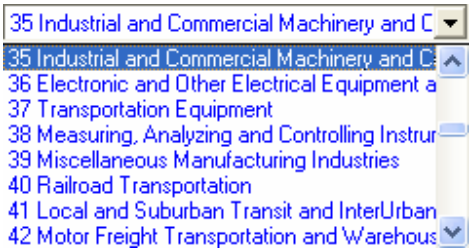
Licensed Material
Property of Freightdata 2000 Corporation

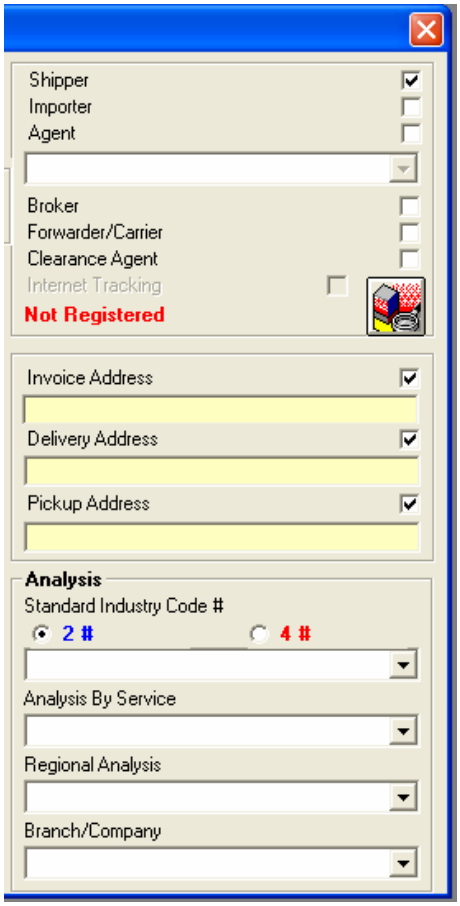
Categories



In the “Customer Base” section, you can access the Categories section as shown below. Press the labelled button. This option is used to sort your customers into types. Types shown are Shipper, Importer, Agent, Broker and Forwarding Agent/. The carrier type is used in the Tariff to list Carriers.

The display defaults to a check in the Delivery Address and Collection Address check boxes. This means that delivery and collection are made to or from the current address. Clearing either of these boxes, brings up a list of current addresses, choose one of these to give a different delivery or collection address. Added to this analysis of your cargo can also be made using the UN codes.



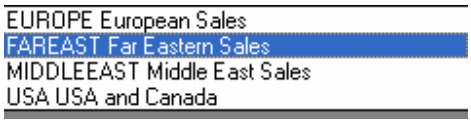


Users of Freightdata can use the “icon” here to access “CargoFind”

Freightdata 2000’s “Track & Trace” automatic email Alert System. Each user can be registered to “CargoFind” here.



In the Branch section you can allocate who is responsible for this company with the branch information. Region Analysis provides country control and analysis.





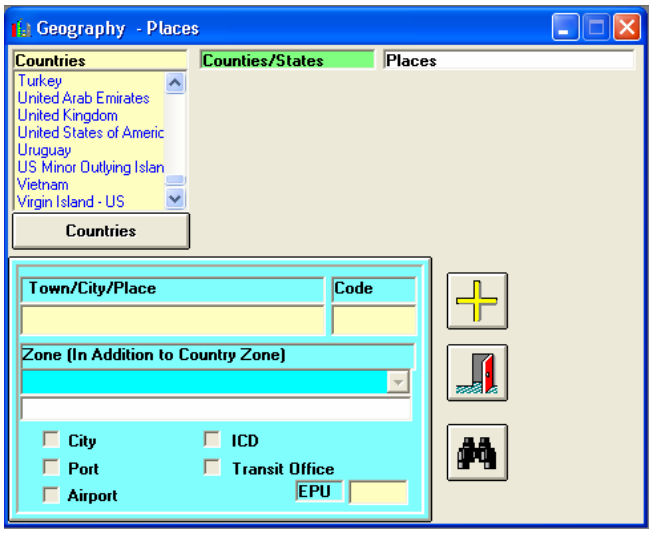
Licensed Material
Property of Freightdata 2000 Corporation

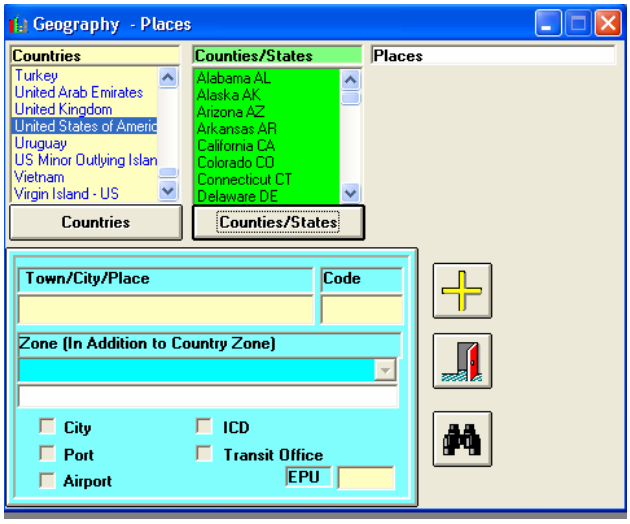
Geography

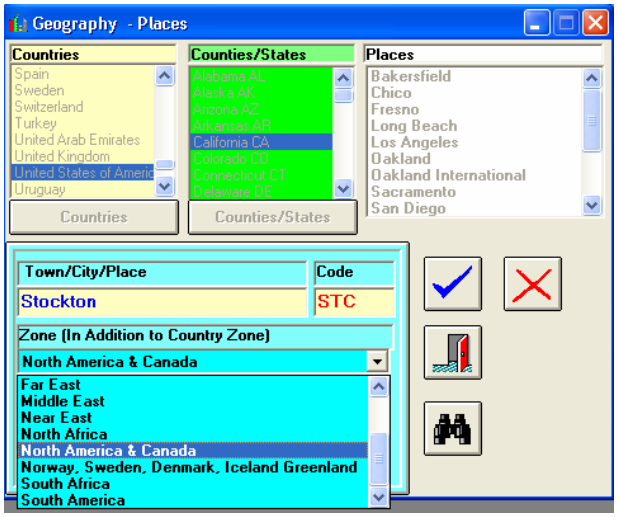
Accessed via the Set-up Menu by clicking on the Geography Menu option.

How to Create a New Country

To create a new Country, press the Countries button under the Countries list. The Countries window will appear (If you have previously chosen a Country on the Countries list of Places window, this will be displayed.). You may notice that on this window, details may already be displayed, if so, press “Cancel” to clear the screen. Now click countries then highlight the United States of America. You will see the list of US states; we have chosen California and added “Stockton” to the list. Click the check button.



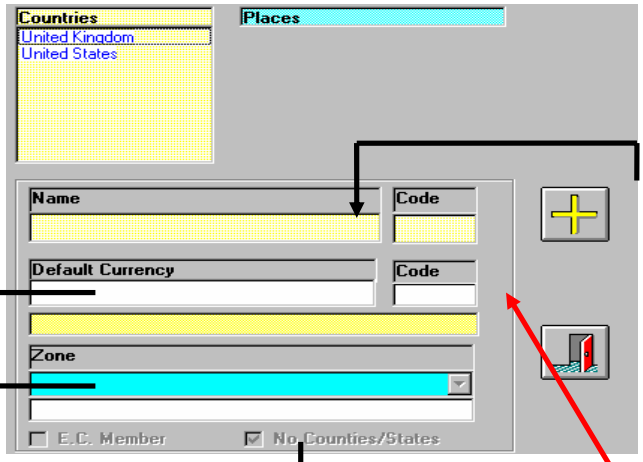




Licensed Material
Property of Freightdata 2000 Corporation

How to Create a New Country - Continued...

To enter a new country, press the "+" button. The cursor will move to the name box where you enter the name of the new Country.



Enter a three character code for the country, e.g. France "FR" and choose a default currency which appears on clicking the default currency box. Now you must choose a zone from the drop down zone list. For Example pick "Europe". Tick the EC Member box as this country is a member of the EEC. The final tick box is used to indicate whether this Country is to be sub-divided into Country/States. EG. The "US" is divided into states therefore leave this box unchecked.

Licensed Material
Property of Freightdata 2000 Corporation

Zones

Enter the Zones Window by choosing Zones on the Set-up Menu.

Clicking the Country then the Zone Description Order allows you to list the Zones in alphabetical order of their descriptions and, clicking on Zone identifier Order allows you to list the Zones in alphabetical order of their Identifiers. To create a new zone press the new button and a replacement button appears labelled OK. Enter in a Zone Description For Example: “Australia, New Zealand, and Tasmania”. Then move to Zone Identifier and enter “Australasia”. Click on OK to save the Zone.

You can also Delete and Update zones just by clicking on the required zone in the list.

State

See Create a New State/County/Province

County

See Create a New State/County/Province

Province

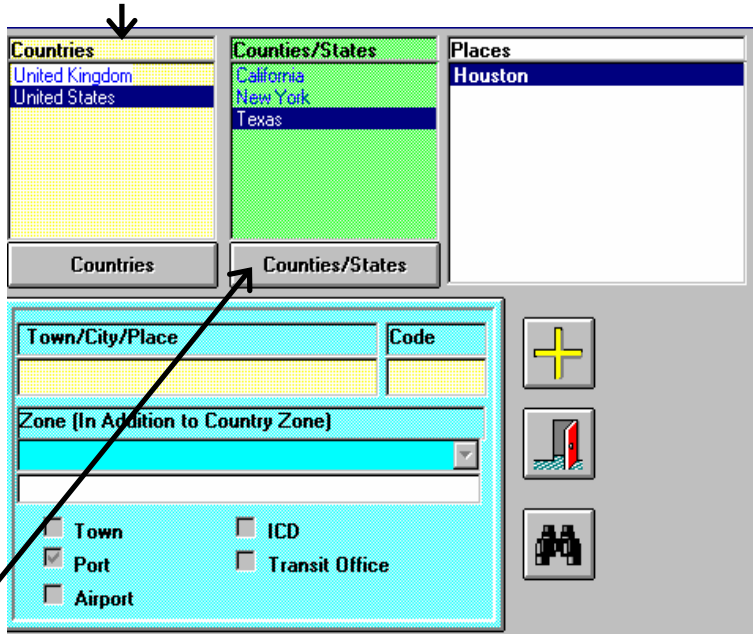
See Create a New State/County/Province

Licensed Material
Property of Freightdata 2000 Corporation

Create a New State/County/Province

How to create a New State/County/Province

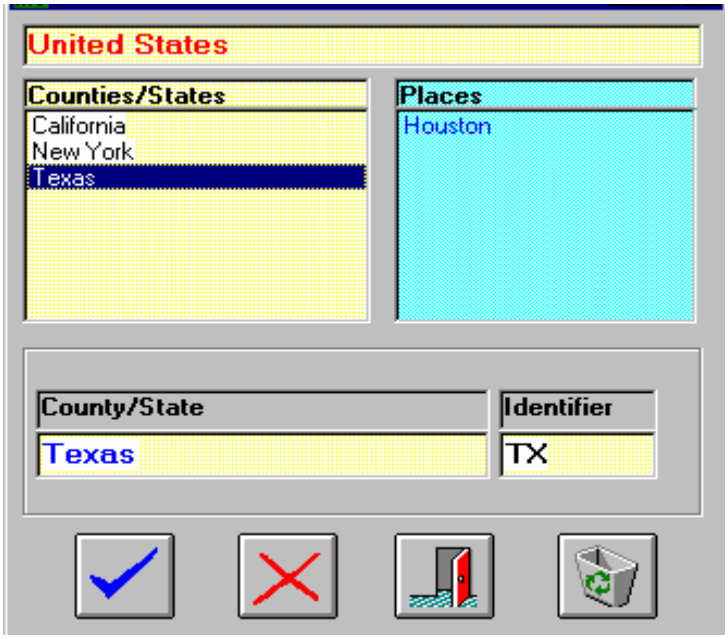
Enter the Places Window by choosing Geography on the Set-up Menu.
States/Counties/Provinces can only be created if the country is sub-divided (Tick box on Countries screen is blank).
Firstly from the “Places” window highlight the Country required. A second list appears containing current Counties/States.



Under the list is a Counties/States button. Press this button for the State window for the chosen Country to appear.

Licensed Material
Property of Freightdata 2000 Corporation

Create a New State/County/Province

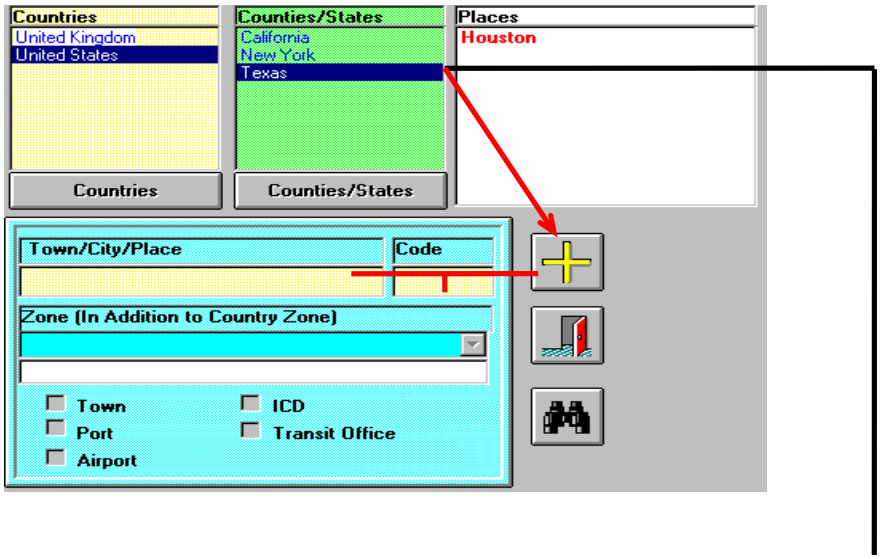


If details are already displayed press “Cancel” to clear the screen.
This will replace the “Tick Button” with a “+” sign. Press “+” and the cursor will move to the County/State box where the name of the County/State is entered. The identifier box is not required but you may want to enter a state code or Zip Code etc. Press OK to accept.

Licensed Material
Property of Freightdata 2000 Corporation

Place

How to Create a New Place
Enter the Places Window by choosing Geography on the Set-up Menu.



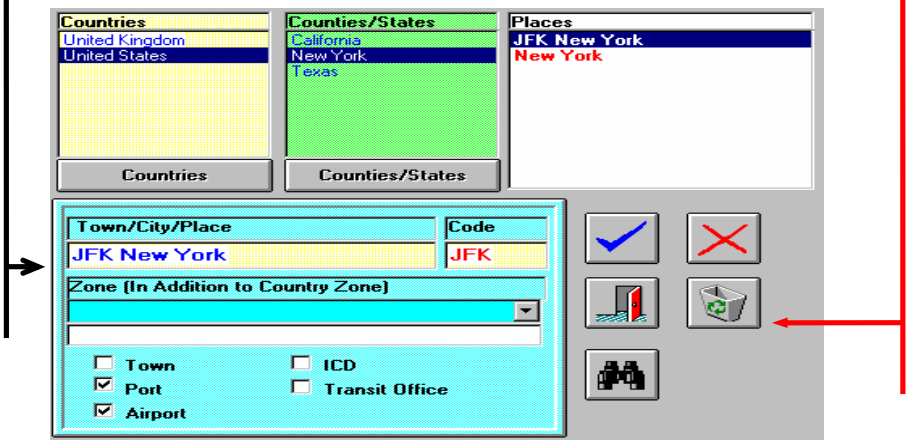
To create a place, choose a Country from the list by using the scroll bars or typing just the first few letters of the name, For Example, type “US” (United States) will be highlighted, all current places for this country will appear in the places list. If this country is sub-divided into States, Counties, or Provinces, a list of them will appear first under the Middle list. To create your new place press the “New” button, the cursor will move to the Town/City/Place box where the new name can be entered. Type your new place e.g. “Florida” a code for customs purposes can be entered if required. The zone is not required, as the place will automatically take the zone of the country. Now click the appropriate status box e.g.; Calais is a Town and a Port, Note: If this Country has Counties/States, places have to be allocated to an individual County/State.

Licensed Material
Property of Freightdata 2000 Corporation

Edit/Delete Places

Edit/Delete Places
Enter the Places Window by choosing Geography on the Set-up Menu.

To Edit or Delete a place, choose a Country from the list by using the scroll bars or typing just the first few letters of the name, For Example, type “US” (United States) will be highlighted; all current places for this country will appear in the places list. If this country is sub-divided into States, Counties, or Provinces, a list of them will appear first under the Middle list. Highlight the place name in the Places list, E.g., JFK New York or press the Binoculars/View Button to show all places in all Countries, selecting the place on this full list and pressing OK will bring the details into the places screen.



Moving the cursor to the appropriate field in the bottom half of the screen will give access to altering the details. (See New Places for further information). Press Update to accept the changes, Cancel to ignore changes or Delete to remove the place.

Licensed Material
Property of Freightdata 2000 Corporation

View Places

Enter the Places Window by choosing Geography on the Set-up Menu.

 VIEW BUTTON

To view a Place click on the Binoculars button. A window will appear with a Grid in it containing three lists, one of Towns/Cities/Places, one of Countries and one of Counties/States.

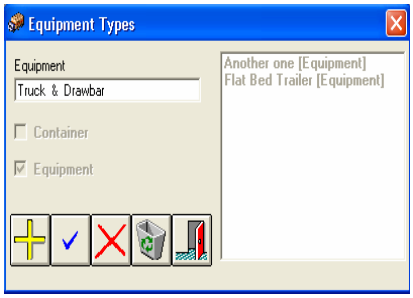
Above the Grid are three buttons:-
1) Town/City/State. Lists all the places in alphabetical order of place names.
2) Country. Lists all the places in alphabetical order of country names.
3) County/State. Lists all the places in alphabetical order of County/State names.

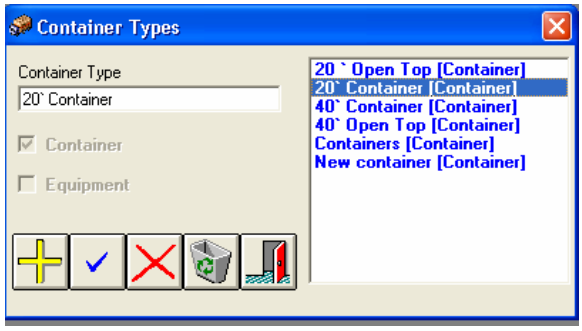
Selecting either a Town/City/Place or a Country or a County/State and clicking OK will take you back to the previous screen and display the place.

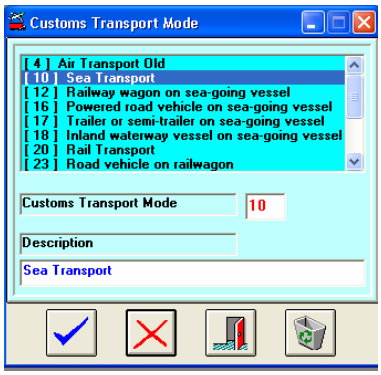
Licensed Material
Property of Freightdata 2000 Corporation

Equipment Types, Container Types & Customs Transport Mode.

Click the button here from the SETUP Menu and add you new transport type, then click the check button. In the same manner choose the Container types below and Customs Transport Mode.

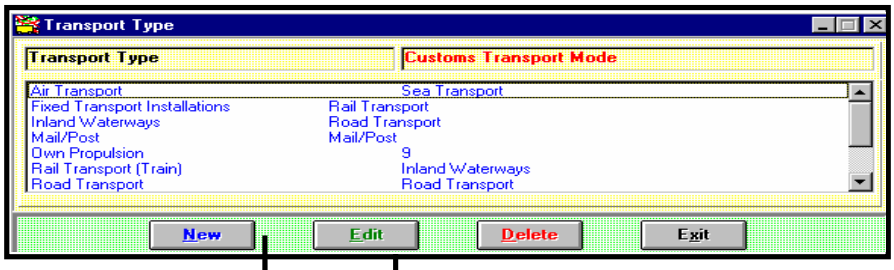


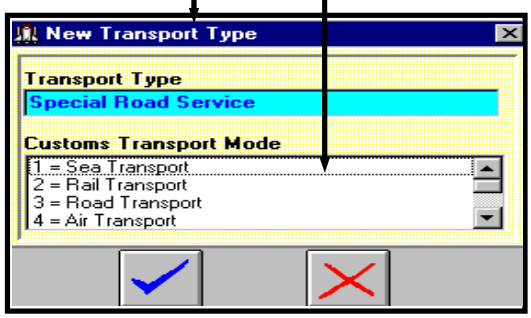




Transport Types

Accessed via the Set-up Menu by choosing the Transport Types Menu Item. This allows you to Add, Edit or Delete Transport Types.



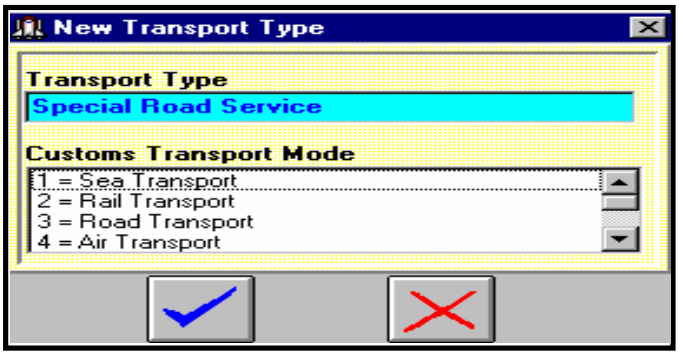


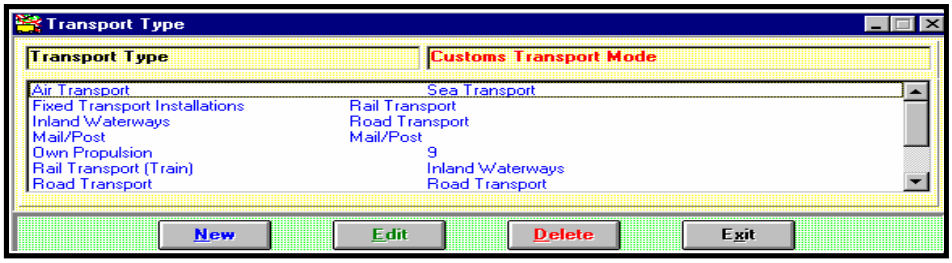
Licensed Material
Property of Freightdata 2000 Corporation

Add a Transport Type

Enter Transport Types by choosing Transport Types from the Set-up Menu.

Click on the New button. The New Transport Type Window will be displayed.
Enter into the Transport Type box the description of the Transport Type. Move to the Transport Mode Drop Down List box.
Select a Transport Mode from the Drop Down List box and click on OK. The Main Transport Type window will appear.





Licensed Material
Property of Freightdata 2000 Corporation

Edit a Transport Type

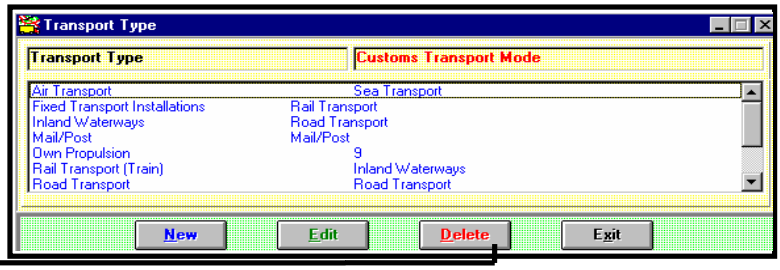
Enter Transport Types by choosing Transport Types from the Set-up Menu.

Select a Transport Type from the Main list and click on the Update button. The Edit Transport Type window will be displayed.
Enter into the Transport Type box the new Transport Type description. Move to the Transport Mode Drop Down List box.
Select a new Transport Mode from the Drop Down List box and click on OK. The Main Transport Type window will appear.

Delete a Transport Type

Enter Transport Types by choosing Transport Types from the Set-up Menu.

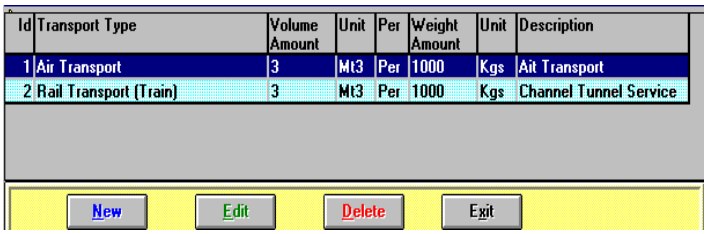
Select a Transport Type from the Main list and click on the Delete button. The Delete Transport Type window will appear. Select OK to delete the Transport Type.



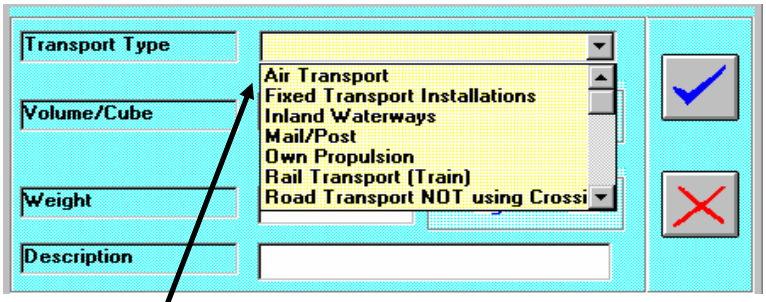
Licensed Material
Property of Freightdata 2000 Corporation

Chargeable Weights

From the Set-up Menu, choose Chargeable Weights. A list will appear of Chargeable Weights. If there are no entries on the list, only the New and Exit buttons are enabled. Press “New” to enter a new Chargeable Weight or select a Chargeable Weight and press the Edit or Delete buttons as appropriate.



On pressing “New” the New Chargeable Weight window appears. The cursor will be positioned on the Transport Type field waiting for the user to select a Transport

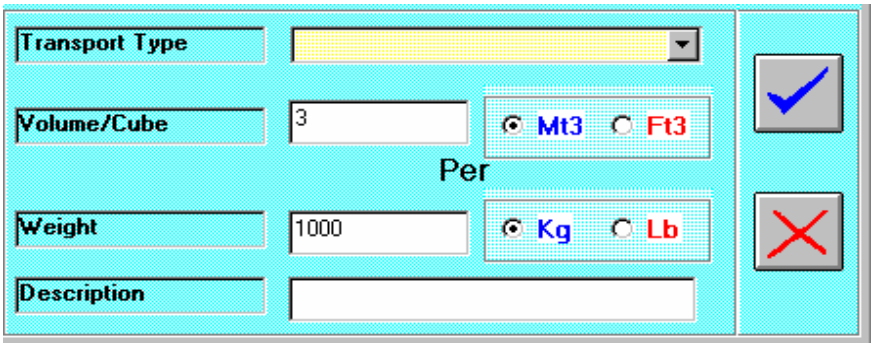


Type from the drop down list. Choose the type of transport to which the Chargeable Weight formula is to apply e.g.; “Air Transport”.

Licensed Material
Property of Freightdata 2000 Corporation

Chargeable Weights Metric Conversion

Now enter the appropriate rates in the Volume and Weight fields, choosing Metric or Imperial units as appropriate, e.g. 6Cu M3 per 1,000 kilos for Air Transport or 3 Cu M3 per 1,000 kilo for Road Transport.



The description field must be entered to provide a meaningful general description, e.g. “Europe Excluding Greece”. More then one Chargeable Weight can be Set-up for a Transport Type, distinguished by the description.

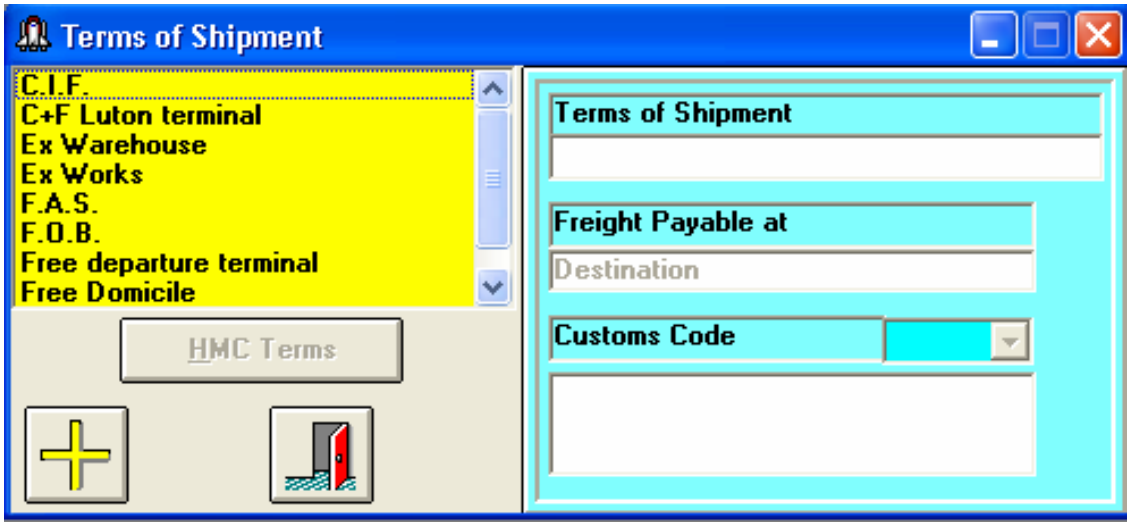
Licensed Material
Property of Freightdata 2000 Corporation

Shipping Terms

Enter Shipping Terms by choosing Shipping Terms on the Set-up Menu.

Click the New button. This will position the Cursor in the Terms of Shipment box and the caption on the New button will change to OK. If the New button is not visible then click on Update, the caption on the Update button will change to New.
Enter in a Term of Shipment and move to the Freight Payable box. Select either Origin or Destination by clicking on the box. Clicking on the box toggles between the two. Move to the Customs Code drop down list box.
Select a Customs Code as defined using the HMC button. The description of the code will appear in the box below.
Then click the OK button. The Caption on the button will change to New.

If there are no Shipping Terms entered at all then the OK button will be displayed and the cursor will be positioned in the first box, when the form is loaded.

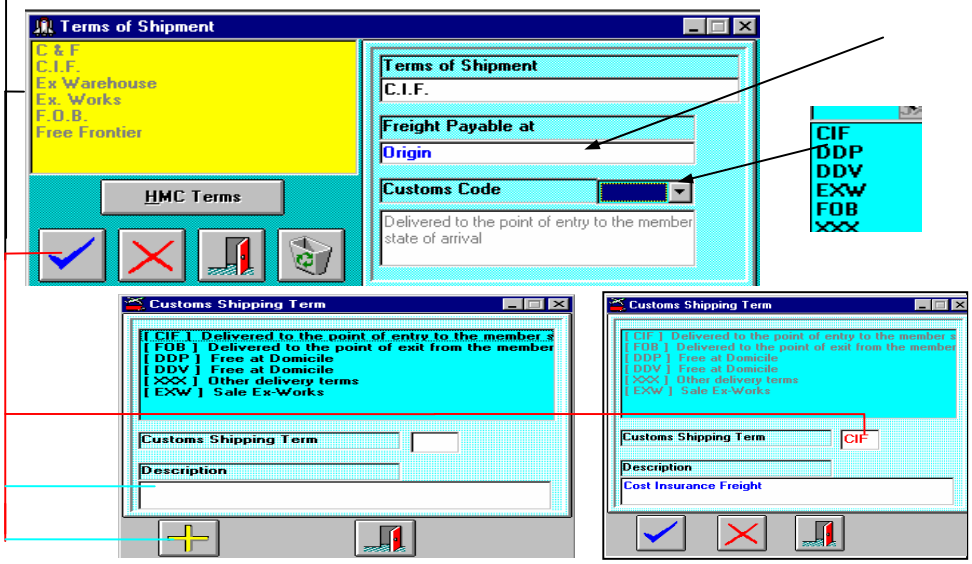


Licensed Material
Property of Freightdata 2000 Corporation

Edit a Shipping Term

Enter Shipping Terms by choosing Shipping Terms on the Set-up Menu.

To Edit a Shipping Term select a Term from the list box. The Update button will become visible.
Enter in a Term of Shipment and move to the Freight Payable box. Select either Origin or Destination by clicking on the box. Clicking on the box toggles between the two. Move to the Customs Code drop down list box.
Select a Customs Code as defined using the HMC button. The description of the code will appear in the box below.
Then click the Update button. The Caption on the button will change to New.

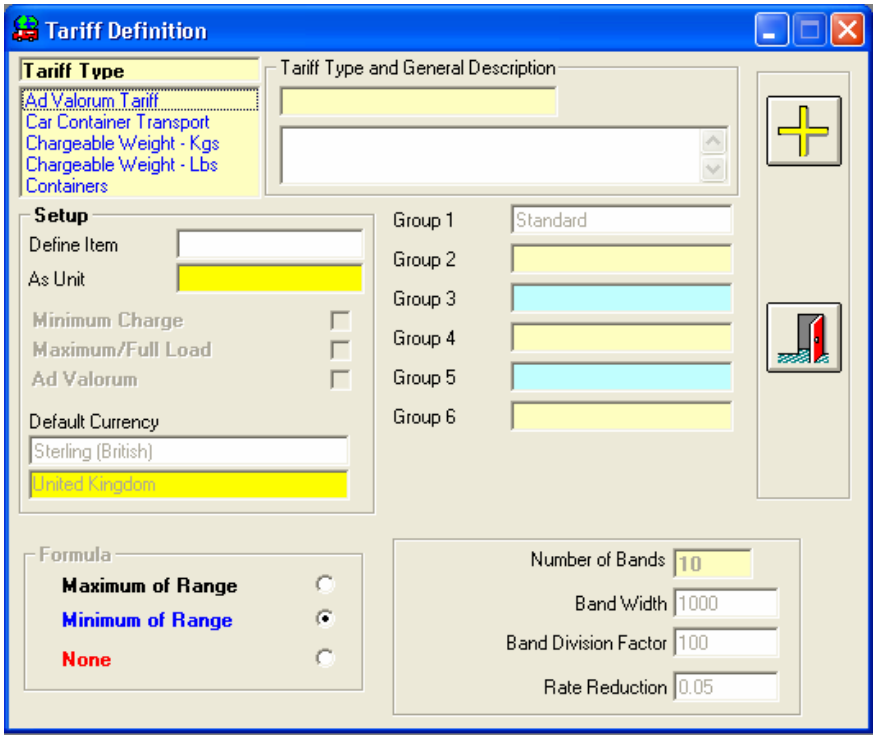


Delete a Shipping Term

- Enter Shipping Terms by Clicking on the Set-up Menu item and on Shipping Terms. Select a Shipping term from the list box and click the Delete button.

Licensed Material
Property of Freightdata 2000 Corporation

Tariff Definition



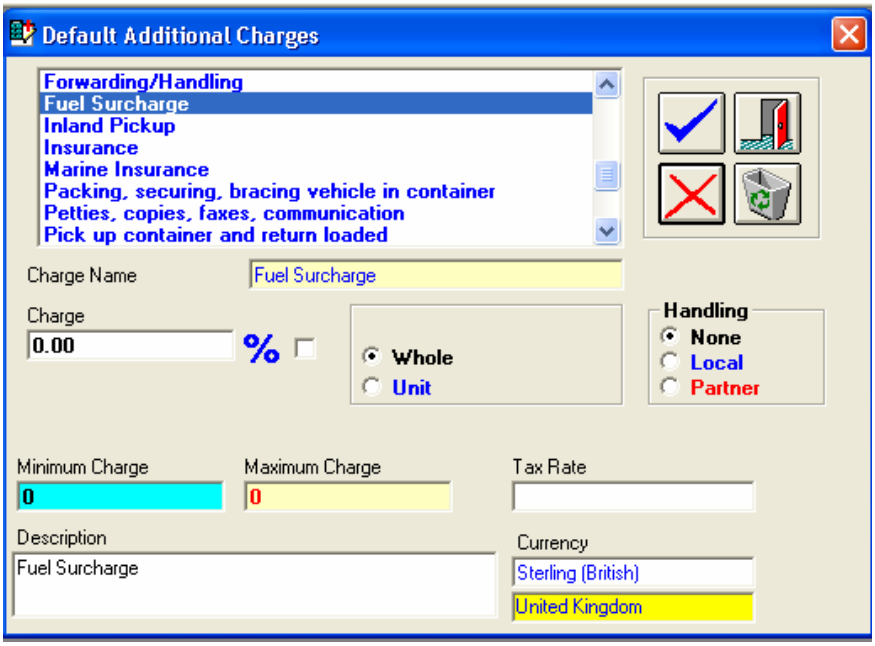
Types of Tariff are first defined. These definitions are then used when creating Tariffs. Basic definitions are included for Chargeable Weight Tariffs in Kilos and Pounds. Ad Valorum Definitions can also be created. (Tariffs based on Value of Goods).

The definition is used as a template for creating Tariffs. The unit used (E.g. Kgs or Pounds), whether there would normally be a Minimum Charge or a Maximum/Full Load Price, the number of Bands to be used with Band Width and Factor, plus a Pro Rata Rate Reduction and default Currency are all entered here.

Also one Tariff can be sub divided into 6 groups. For example, “Standard”, 2 Day, Next Day etc. New Unit Types can be created from this screen.

Licensed Material
Property of Freightdata 2000 Corporation

Default Additional Charges



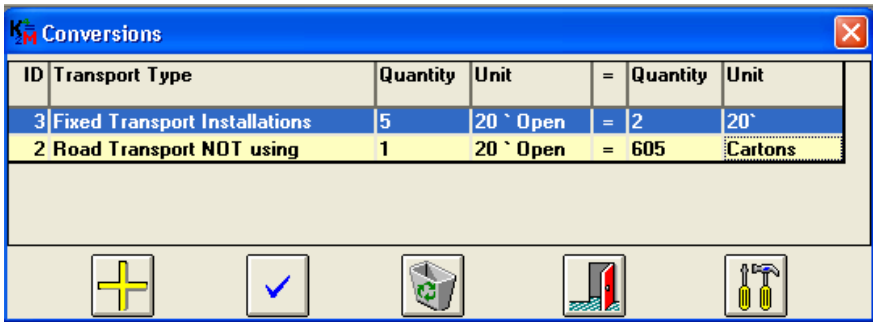
The Default Additional Charges provides a template for Additional Charges which can be set up for any Tariff. The Administrator can use this area to impose criteria of how Additional Charges can be added.

The Charge Name is the description that appears on the Quotation. A Charge can be a single amount E.g.: £25.00 or it can be calculated as a Percentage of the Freight or Overall Charges, or as a Percentage of the Goods or Insurance Values.

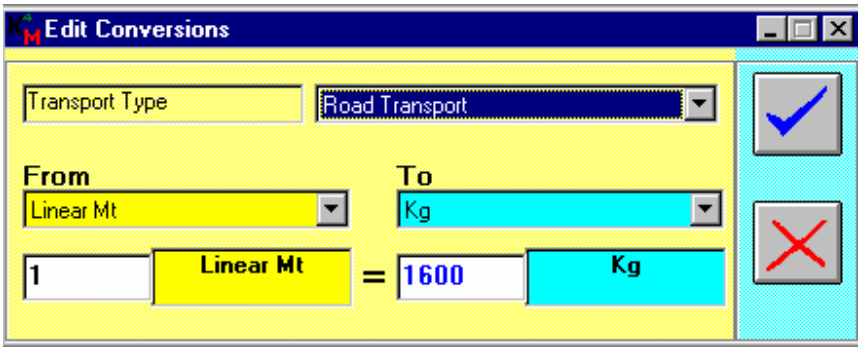
In addition it can be a Charge per Unit, E.g. £0.50 per 50 Kilos as perhaps a Handling Charge. If it is a Handling charge use the Handling Options to indicate this. The Minimum and Maximum values will be used when creating the charge within the Tariff and the Currency is indicated here too.

Licensed Material
Property of Freightdata 2000 Corporation

Conversions



Calculations can be created to provide conversions between units, so that for some tariffs, items can be entered in one type of unit, which will be converted to provide the Tariff with a unit it can use. You can also transfer these conversions to CSV file to “MS Excel”

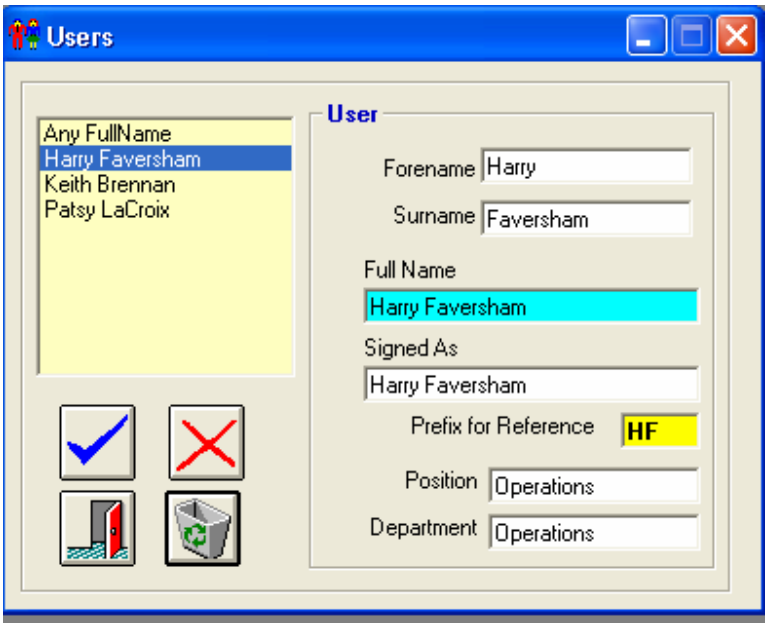


When an entry is made in the Other Units field of a quotation, the calculator will attempt to use these with a Tariff, converting if necessary from Factors entered into the Conversions area.

Licensed Material
Property of Freightdata 2000 Corporation

Users

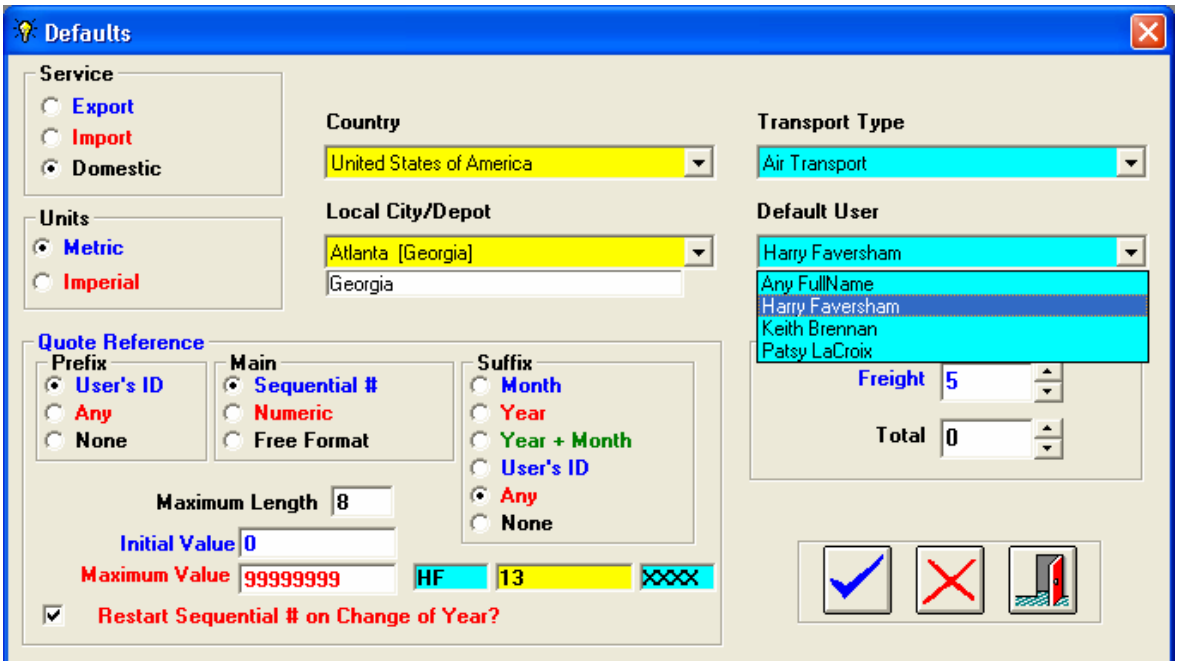
Maintain Users are created on the Setup Menu so that Management information can be created from the Quotes issued and the User ID can be used as a Prefix on the Quotation Reference.



Licensed Material
Property of Freightdata 2000 Corporation

Defaults

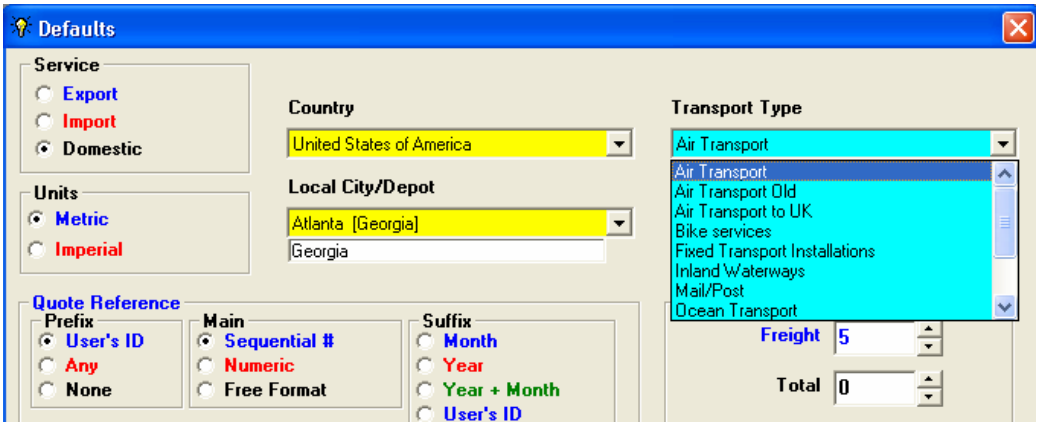
Use the Defaults option to set the Default Service, Units, User, Local Depot, Transport Type and Currency. The Quote and Tariff screens will display using these Defaults. Set the Default User so that Quotes will automatically be displayed with your name and Prefix. The default user “Harry Faversham” will be able to set up his own profile so if he operates in the department for Atlanta, Georgia, USA, he will always get his exclusive profile from these defaults.



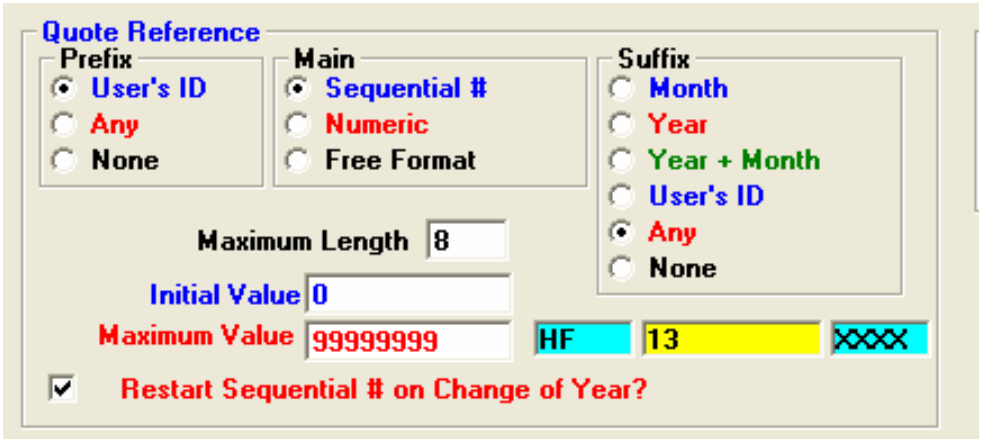
Licensed Material
Property of Freightdata 2000 Corporation

Defaults continued..

In this section you fix the Global Tariff and quotation appear each time by default.
Our example shows Transport type as “Air Freight, Domestic and defaulting the country starting the quote and the local depot involved. We are also defaulting the Metric or Imperial weight and the option to provide discount on Freight or on the whole total of the quotation.

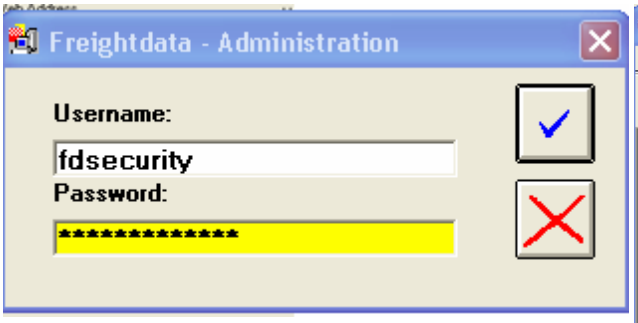


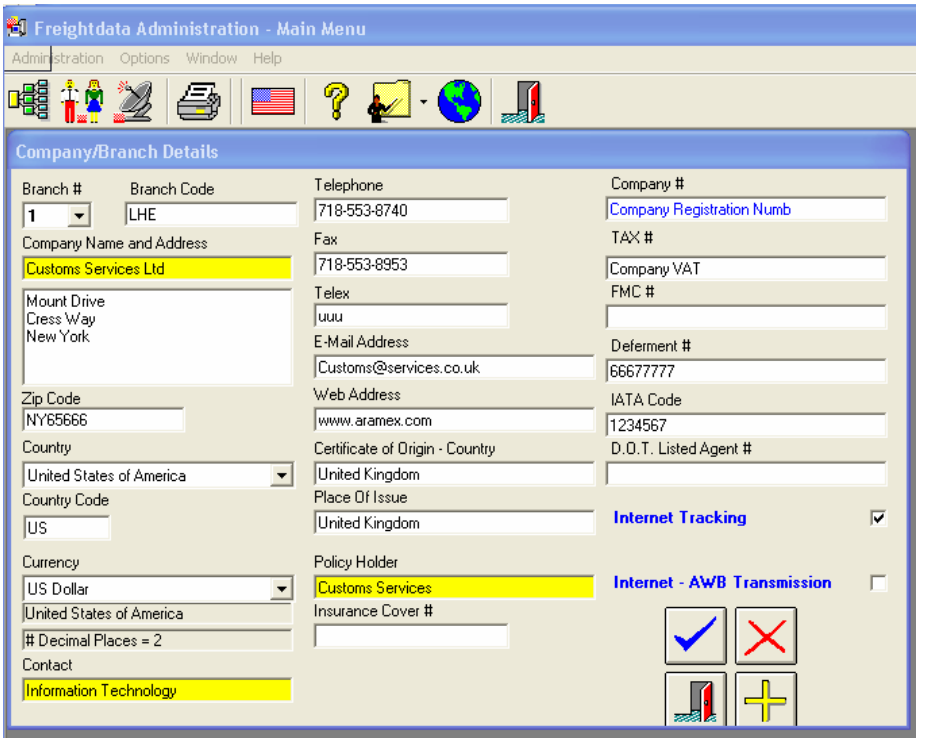
The default screen below shows the way we can set-up and Quote references by Prefix, Main & Suffix. This reference sequence will appear in all your references by a subsequent number followed by the date, user or free format. Lastly you can choose to restart a sequential number on change of the year.



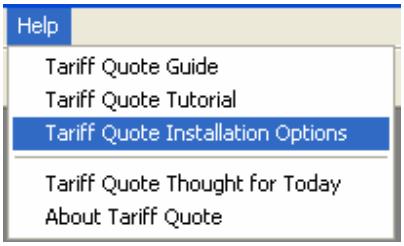
Licensed Material
Property of Freightdata 2000 Corporation

Company Details

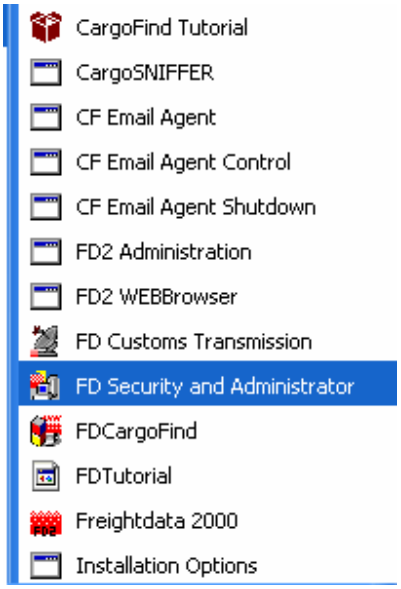




You can access this screen from the start menu and choosing fdsecurity. **See section** on **FD Security,** in fd2000 second help option "Tariff Quote Installation Guide"



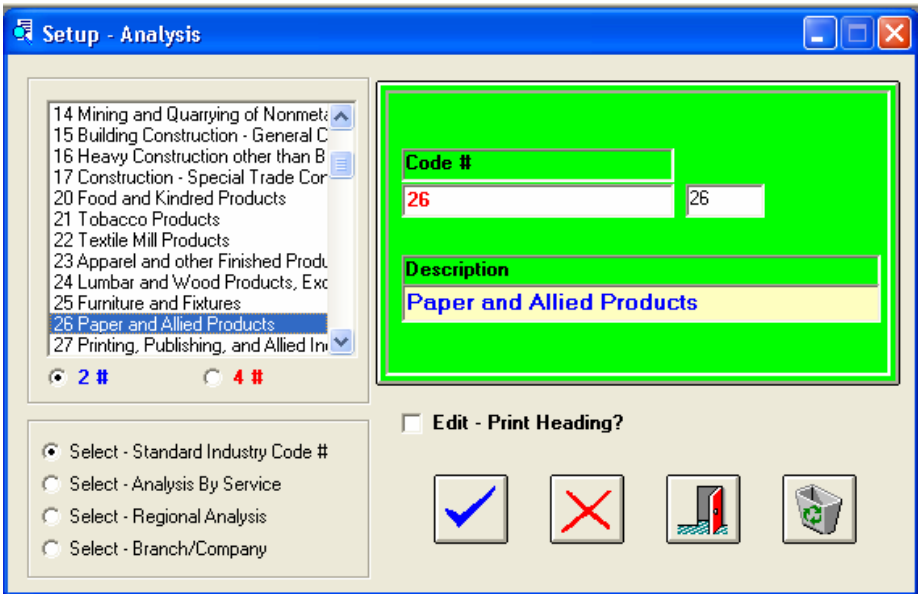
This screen is first displayed when the Number and Activation Key are entered. cannot be altered after this point as they items can be entered except for the Registration but should be changed



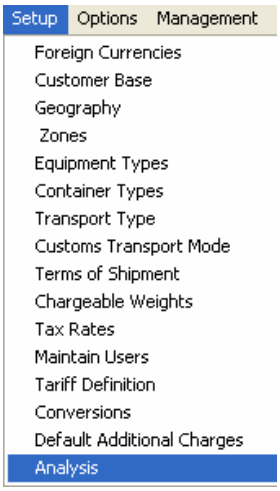
Application is set up, after the Serial The Company Name and Contact provide Registration Details. The other Currency, which is entered on from the Default Option.

Licensed Material
Property of Freightdata 2000 Corporation

ANALYSIS



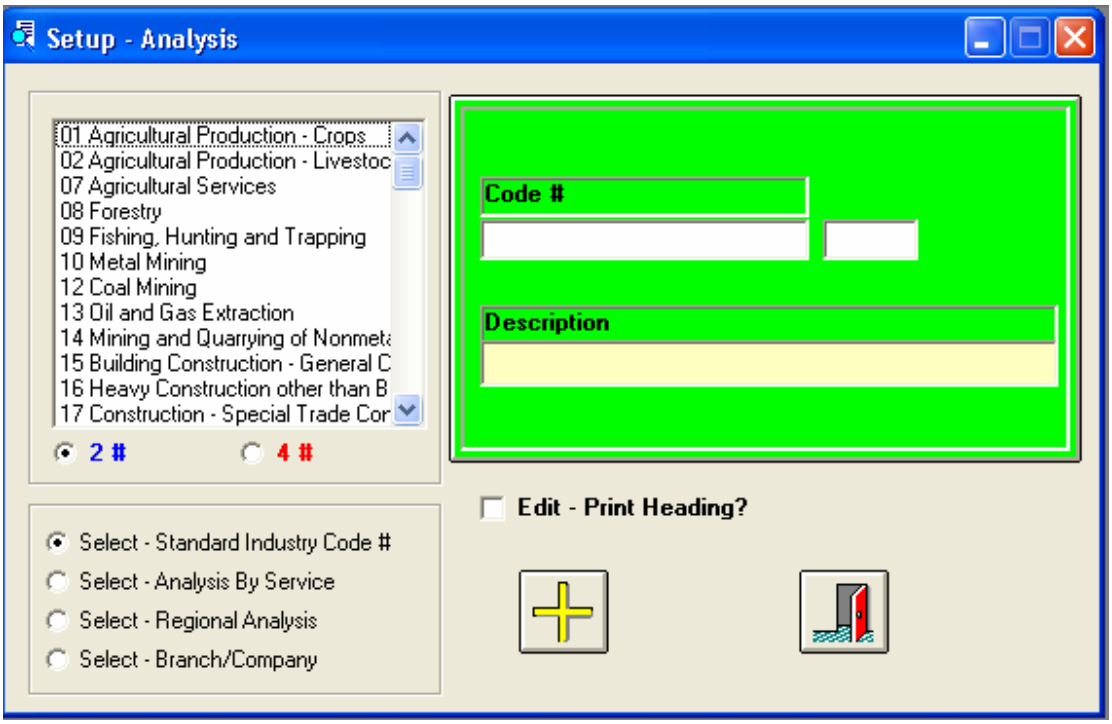
Click the Setup Menu, then Analysis. This Analysis provides option for all UN codes, region and branch company analysis as well as Regional & Branch company details.



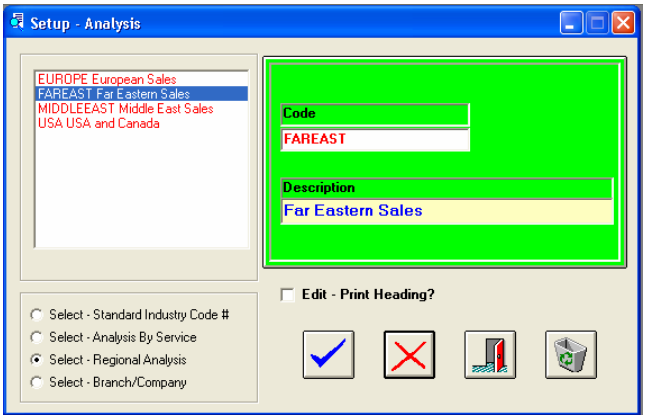
Licensed Material
Property of Freightdata 2000 Corporation

ANALYSIS continued

This is another example of the “Analysis” in action. This time we are selecting the services for the Far East. You can also print your own print heading for each analysis. To Add your own analysis to these codes, click the Button then Add your analysis code and description.

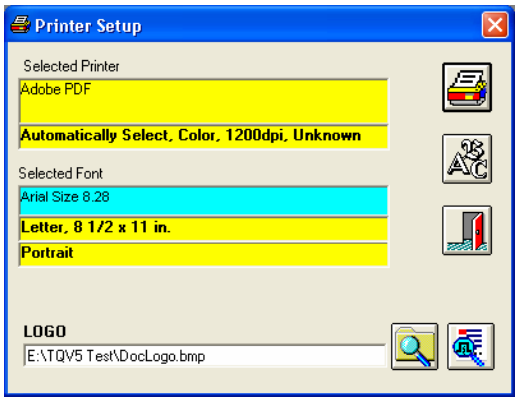


.



Licensed Material
Property of Freightdata 2000 Corporation

Printer Set-up



Use this option to change the Printer and Font  used for printing the Quotation or Tariff rates.

This can also be used for Faxing and/or E-Mail. Simply re-direct your prints to your Fax System. Microsoft Fax can be used across a Network; E-Mail usually requires a Modem attached to your PC unless you have an E-Mail Server system.

The log button here will show you the logo present in your system and where it is located on your computers files. From this location you can enter and Print your Own Logo and address for personalising your printed quotes etc.





Languages



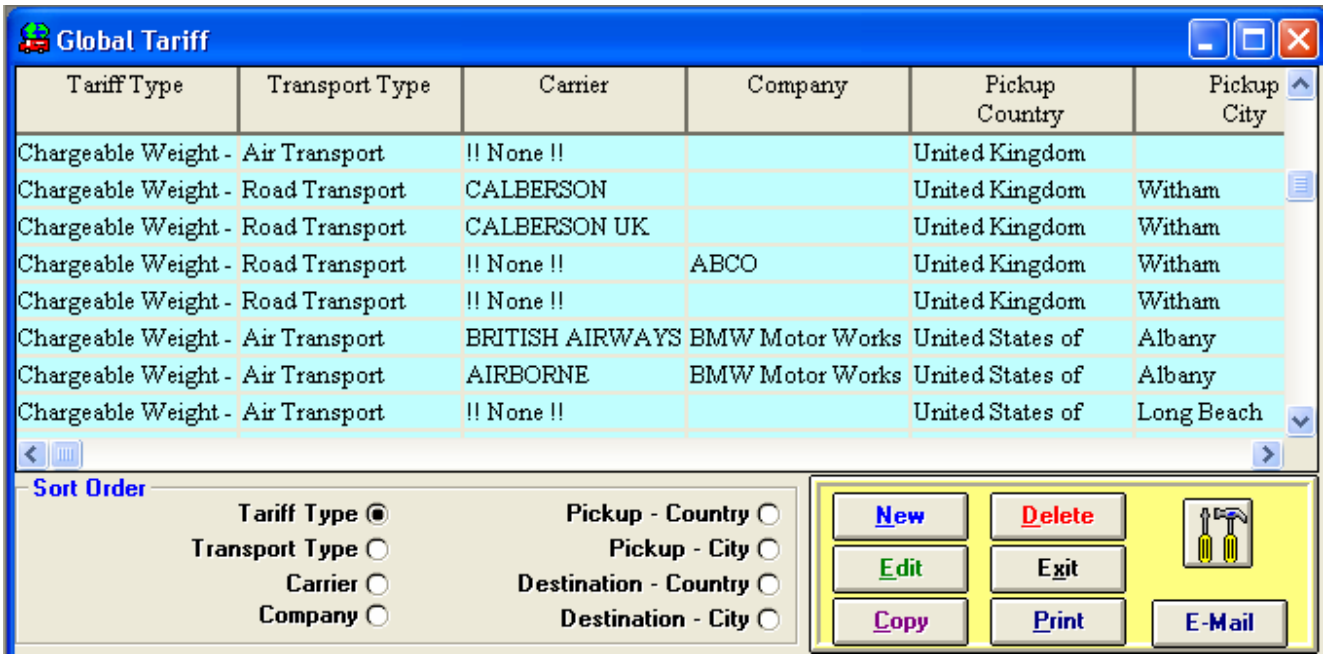


The Language toolbar will alter the languages on the screen. This can be accessed via the Flag button on the toolbar or by Double clicking the flag on the bottom right hand corner of the Status Line.

Licensed Material
Property of Freightdata 2000 Corporation

Global Tariff

The Global Tariff can be accessed from the File Menu choice or by using the Global Tariff Button on the Toolbar. Use the Global Option to access the Global Tariffs. Create New, Edit, Copy, Print or Delete from this Grid Option.

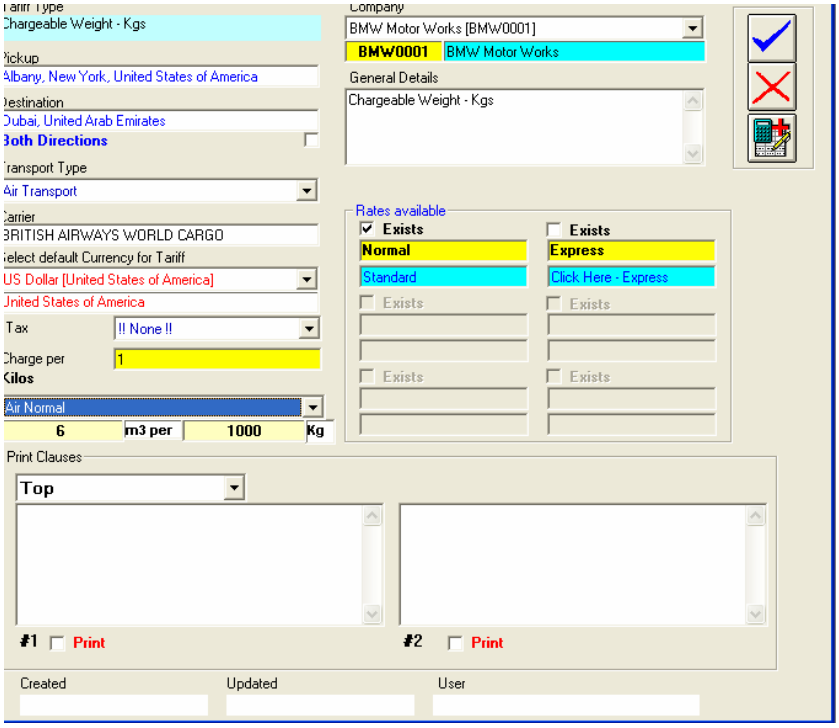


Choosing the appropriate option below can alter the Sort order.

The Copy option will copy an existing Tariff, which can then be altered, for example a reduced rate for a Special Customer. Email of the tariff plus a CSV file link to products such as " MS Excel" can be used here

Licensed Material
Property of Freightdata 2000 Corporation

Global Tariff - New



When creating a new Global Tariff chose the Type of Tariff from the drop down lists of definitions created previously. Click in the various fields to bring up lists of available choices.

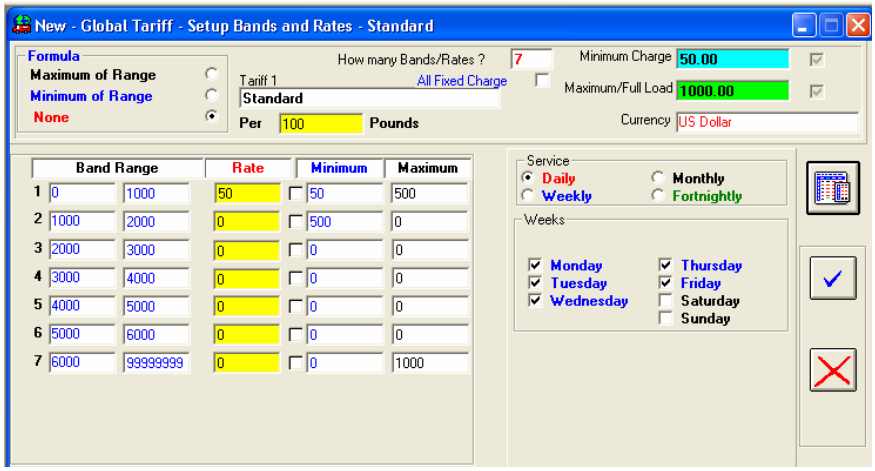
Note: Tariff Type, Pick-up destination, Transport Types and carrier must be completed!

Entering a Company will have the affect of creating a Tariff for a particular company, so that when a quotation is requested a check will be made initially for Tariffs existing for that Company.

The Carrier field is optional. A list of Carriers is displayed. If no Carriers exist, the list will display all existing Customers. This list can also be displayed by choosing the appropriate Option button. Any Customer selected as a Carrier will automatically be entered onto the Carrier list for future access.

Global Tariff - Rate/Band Set-up

The Rates available will show the possible sub divisions for this Tariff. The Yellow Box indicates the template for the name of this Tariff type; the Blue Box below will show the name entered for this Tariff. Rates and Bands can be set up by clicking on the "Yellow" or "Blue" box to bring up the 'Set Up Bands/Rates' form.



This can only be done after all mandatory fields (such as Routing and Transport) have been entered.

A maximum of 20 Bands/Rates can be entered on this screen. Altering the number of bands on the top line will automatically adjust the screen below. Only the end of the Band Range is entered.

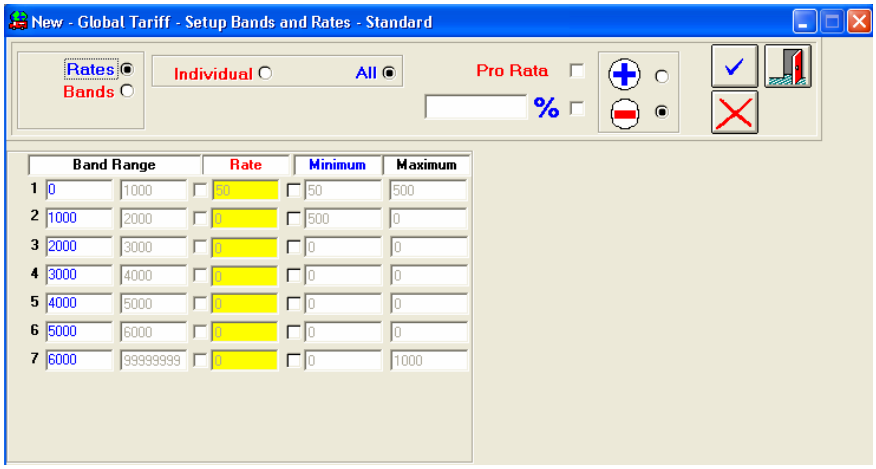
Licensed Material
Property of Freightdata 2000 Corporation

Bands and Rates can be entered directly on each range or the Alter Band/Rates Button can be used to adjust individual or all Bands or Rates.

Licensed Material
Property of Freightdata 2000 Corporation

Global Tariff - Band/Rate Set-up

The adjustment can be a Pro-Rata alteration. For example if just the first rate is entered a Pro Rate adjustment of $1.20 will enter the rest of the rates in decreasing amounts of $1.20.

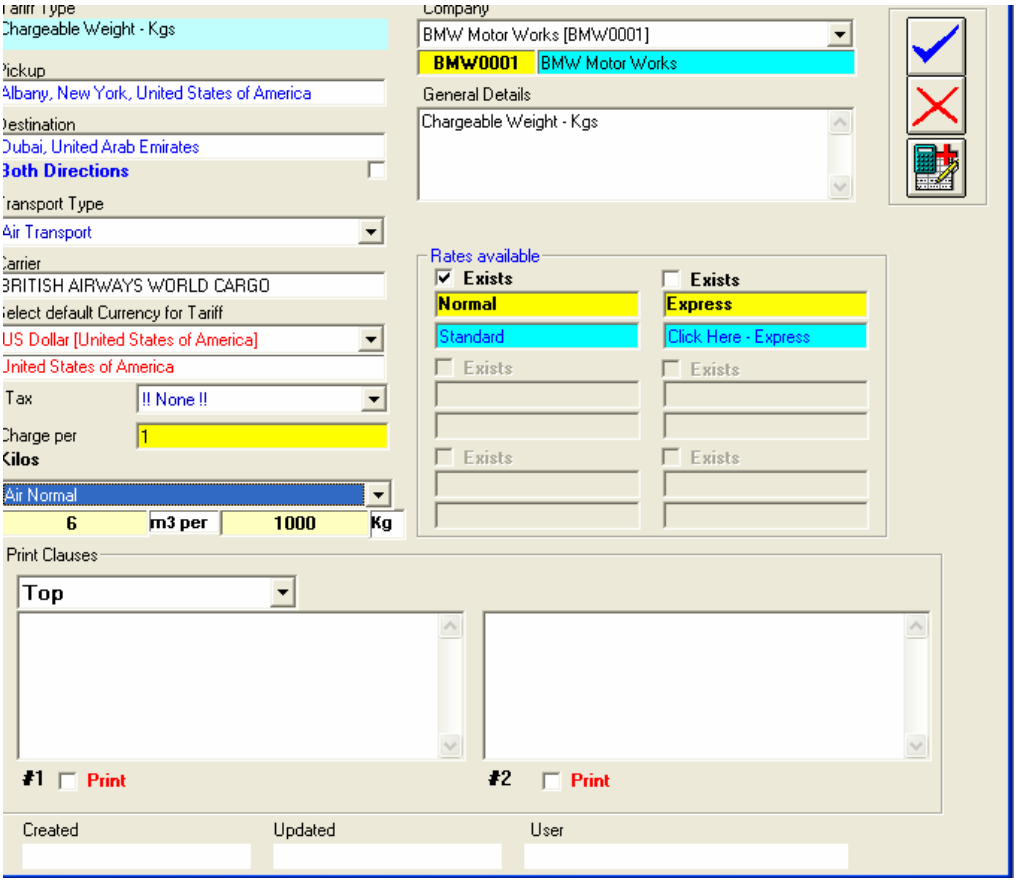


The adjustment can be seen immediately but does not take effect until the Accept Button (Tick) has been pressed. Use the Cancel Button (Cross) to reverse the Change. Exit when ready.

Rates and Bands can also be altered by a fixed amount or a percentage, adjusting all or just those with a ✔ against the line.
If more than 10 Bands are used, scroll bars will appear.
Use the right hand side of the form to indicate when the service is available.
Accepting this screen will return you to the first screen so that other sub divisions of this Tariff can be created.

Licensed Material
Property of Freightdata 2000 Corporation

Global Tariff - Edit/Copy

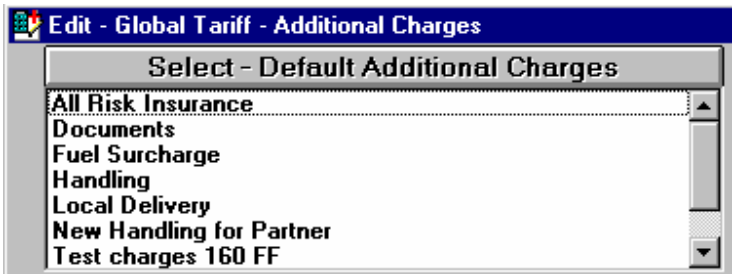


When Rates have been entered, a ✔ will appear above the Yellow box. The Additional Charges Button will give access to a form where additional charges can be entered specifically for this Tariff.

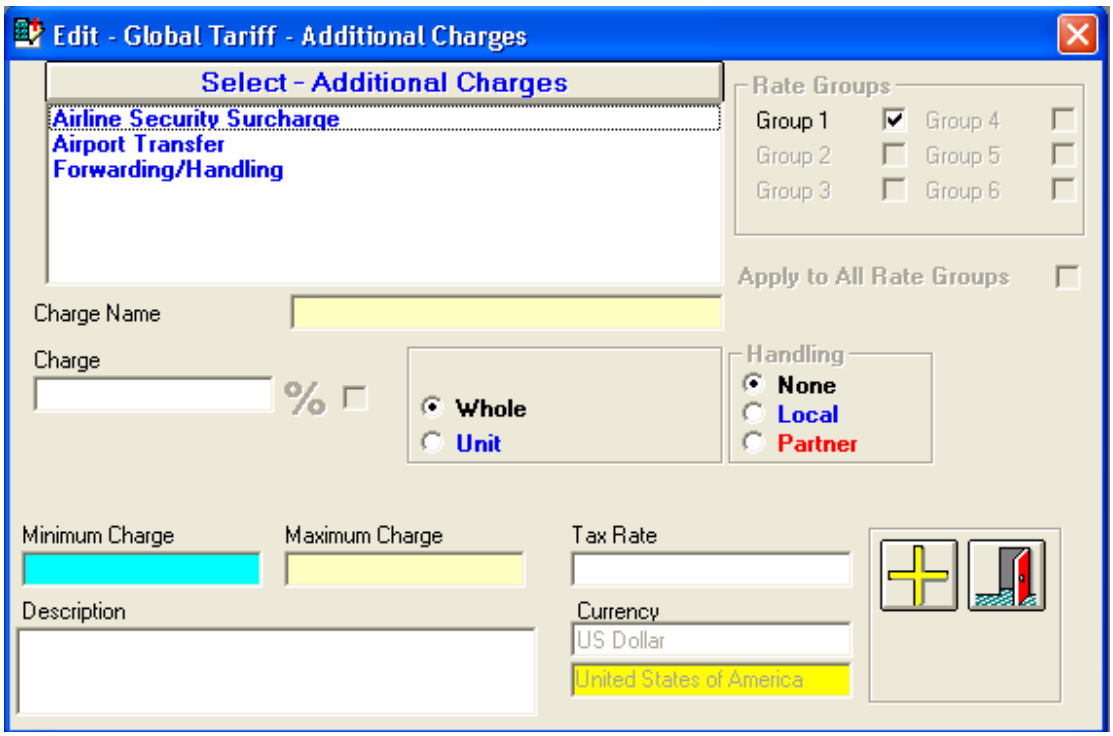
Licensed Material
Property of Freightdata 2000 Corporation

Global Tariff - Additional Charges

When no Additional Charges for a Tariff exists, the form will display initially with the list of Default Additional Charges. Selecting from this list will allow the user to tailor a particular charge for this Tariff.



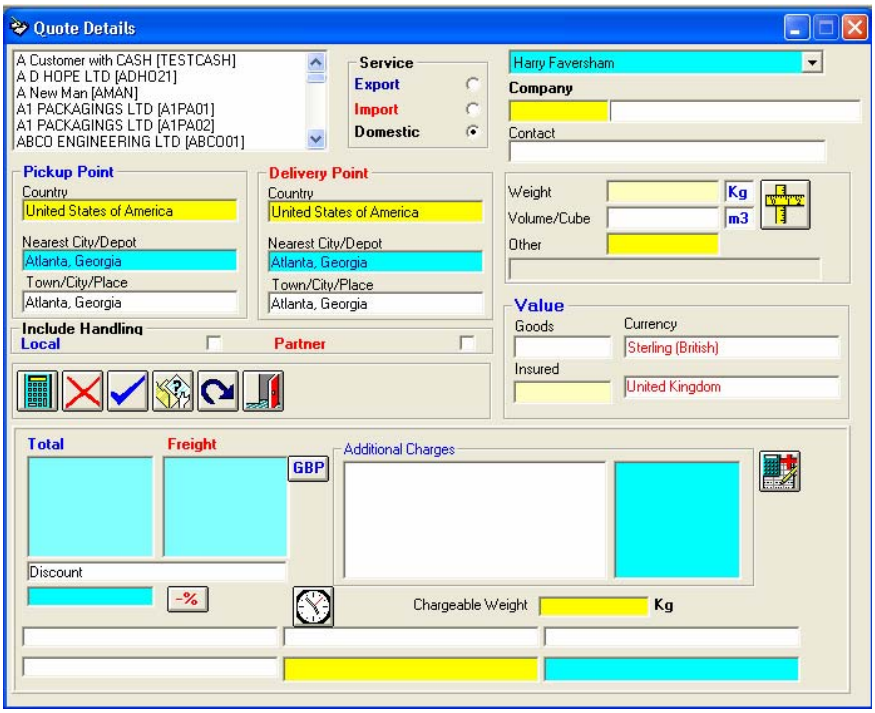
Pressing the Add Button can enter a completely new charge. Once a Charge has been added the user can switch between the Default and Selected lists by pressing the Button above the List. Use the Rate Groups to indicate if this Charge applies to all the Tariff sub-divisions or just one or two specific ones.



Licensed Material
Property of Freightdata 2000 Corporation

Quote Entry Form – New Quote

The Quote Entry Form (or New Quote) can be kept open at all times and minimised when not in use. Here you can enter the basic details, which must include the Company's name, Routing information, whether charges are to be included, and at least one unit entry; such as Weight, Cube, Value of Goods or Other Unit.



The Service options will alter the Country for Delivery and Collection, and the Depot will be displayed according to your Default options, as will the Currency and User.

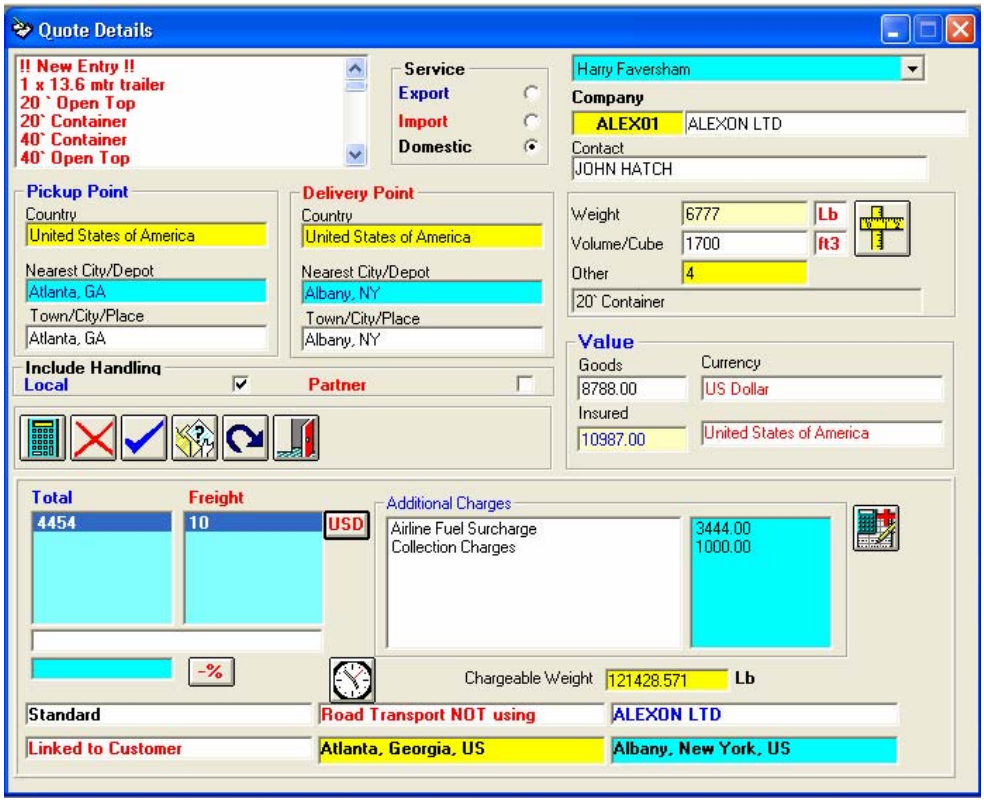
The Dimensions Calculator can also be accessed at this point  and the Cube can be transferred into this form. Use the options for Handling to indicate to the Calculator that Handling charges are to be included.

Licensed Material
Property of Freightdata 2000 Corporation

Quote Entry Form - Calculating

Buttons are enabled when a Hand Icon appears if you move the mouse over that area. Once basic details are entered, the Calculator Button is enabled. To create a Quotation you must enter the User (from the top pull down list), a Company name (either from the list or free hand), the Collection City/Depot and Delivery City/Depot, plus one or more entries in the Weight, Cube, Other Units or Value boxes.
Press the Calculator Button for the Quotation engine to search your Database for all Tariffs that fit the criteria.

A message will display if No Calculation is possible. A further message is printed below the Buttons if the route was found but different units are needed. E.g. An Ad Valorum Tariff will need a Value. A Tariff based on Pallets will need the number of Pallets entered into the Other Units field.

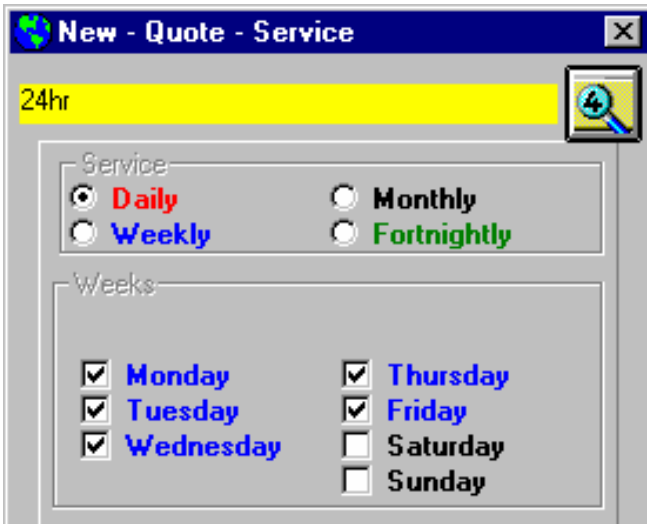


The Possible Quotes frame will be filled with a list sorted in price order. The Freight and Total quote appear on the left. Click on any entry to display a breakdown of Additional Charges on the right, with details of the Tariff displayed below. The Service Button shows Service details. Use the Additional Charges Button to alter, add or remove Additional Charges. The Prices are in your Local Currency and can be displayed in the Tariff Currency with the Currency Button.

Licensed Material
Property of Freightdata 2000 Corporation

Quote Entry Form - Service Button

Use the Service Button to display the Service details. On this form is a further button used to display the Calendar, so that an indication of the next departure date can be given.

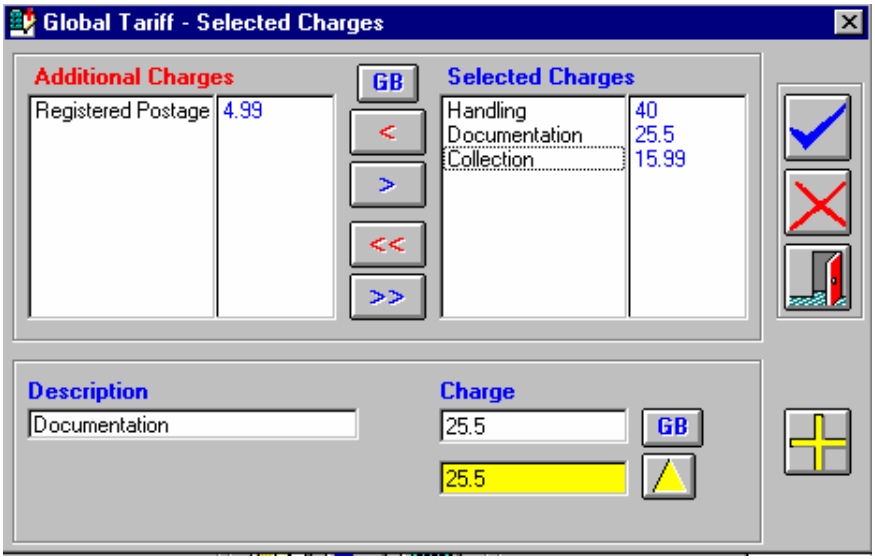


If this is a Monthly or Fortnightly service, there may be additional information displayed showing the actual dates the Service runs.

Licensed Material
Property of Freightdata 2000 Corporation

Quote Entry Form - Additional Charges

Use the Additional Charges Button to access any Additional Charges you may wish to add, remove, alter etc. These Charges can be accessed again in the Quote Form.



All possible Charges are listed. The Selected list contains those charges used in this Quote. Charges can be Dragged and Dropped between the 2 lists or the buttons used to move Selected Items or All.
As an item is Selected, details appear in the frame below. Altering the description or charge disables the top frame and Accept and Cancel buttons appear within that frame.
The yellow box below the charge shows the original value which can replace the charge above by using the Arrow Button next to it.

The Currency Buttons will switch the display between the Local Currency and the Currency of the Tariff (Exchange Rates based on the Current Exchange rate entered in the Foreign Currencies Set Up)

Use the Add Button to add new Charges.

Licensed Material
Property of Freightdata 2000 Corporation

Quote Entry Form – Acceptance, Holding

The User now has a choice of what to do with the Quote at this point, by using the Buttons now available at this point.



The Top line shows the Calculator, which is now disabled until details in the Criteria are altered. The other two buttons are the Hold Quotation button and the Accept Quotation button. Once the final details are added to the Quotation, if the Accept button is used, then Additional Charges cannot be altered.

The Bottom line has the Exit button, which will terminate the New Quote Form, the Cancel, which will clear the form, and the Redo button, which will clear the area so that a recalculation can take place.

As the mouse moves over these buttons a Hand Icon appears if the button is enabled and the Status line below will show what the Buttons do.

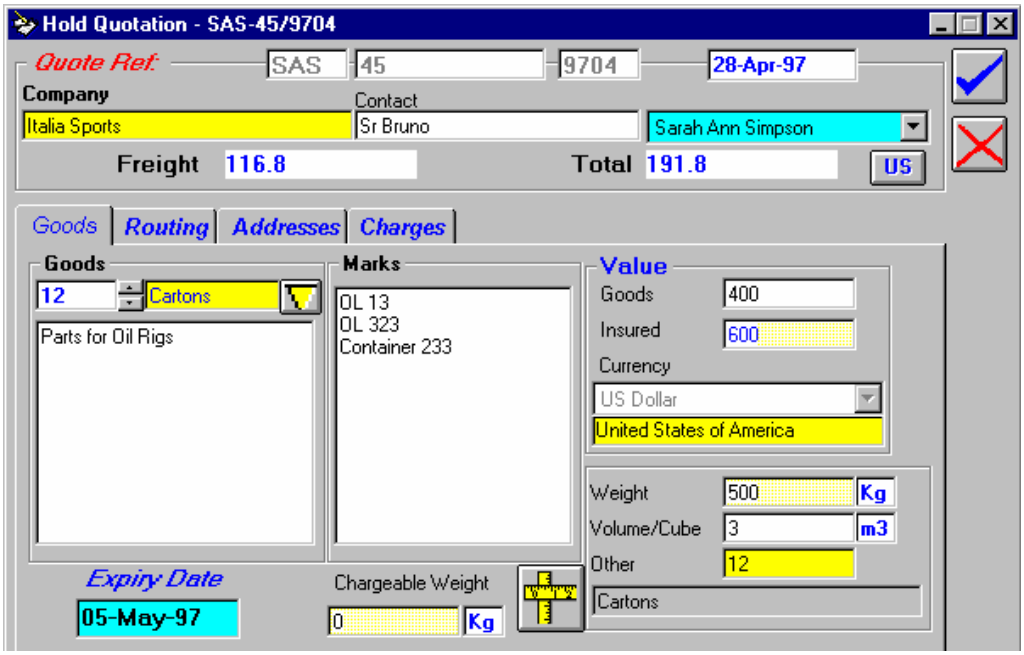
Pressing the Accept or Hold Quotation buttons will first display a message so that the user can check that he has selected the correct Tariff and then display the QUOTE FORM.

Licensed Material
Property of Freightdata 2000 Corporation

Quote - Edit, View, Accept

A new or old quote will display a form as below. This is split into 2 areas. The top frame displays the Quote Reference and date. The Company being quoted and the Contact, the person Quoting, plus Freight, Total and Currency button.

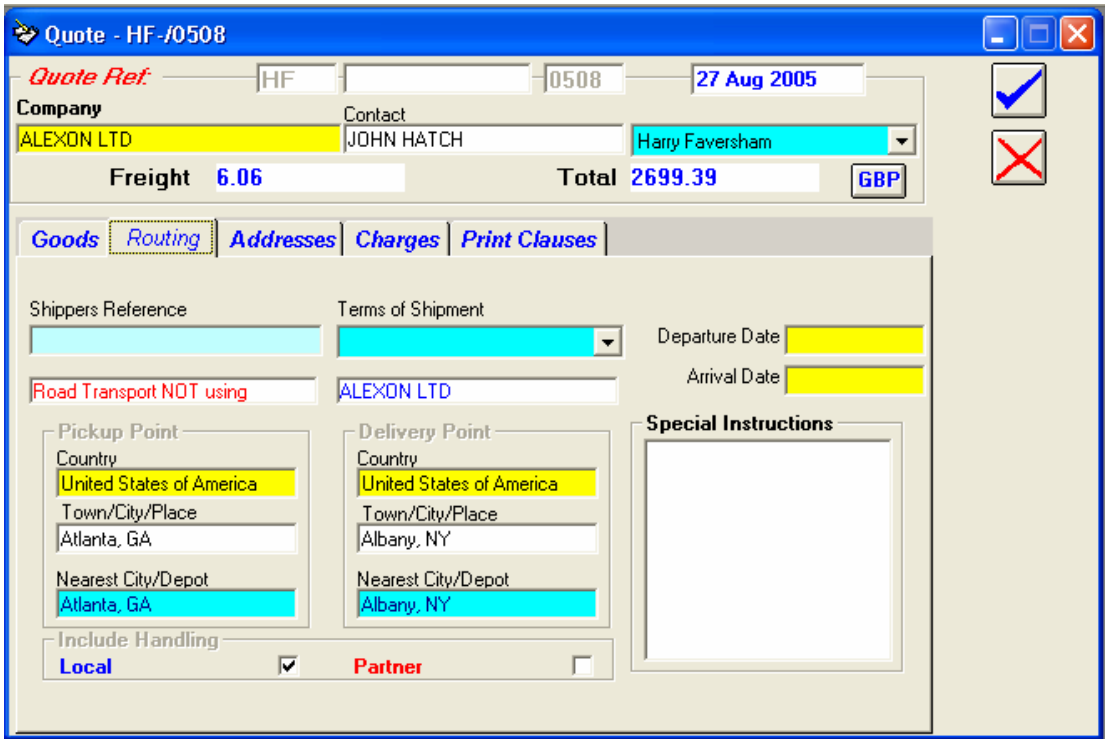
The Quote Reference has a Prefix based on the person quoting. This can be altered on a new Quote, by changing the person in the pull down list. The middle section is a sequential number. The Suffix is the year and month.



The bottom part of the form is split into 4 Tabbed areas.
A Holding Quote will display an expiry date of 1 Weeks time. Double click to bring up the Calendar.
Weights or Values may not be altered if they were used in the Quote Calculation. Types of package are in the pull-down list, where new ones can be inserted.
Use the Up and Down arrows to increment the number of Packages or enter a figure.

Licensed Material
Property of Freightdata 2000 Corporation

Quote - Routing Tab



The Routing Tab displays routing as previously entered. The type of Transport and Carrier, if any, will be taken from the Tariff used.

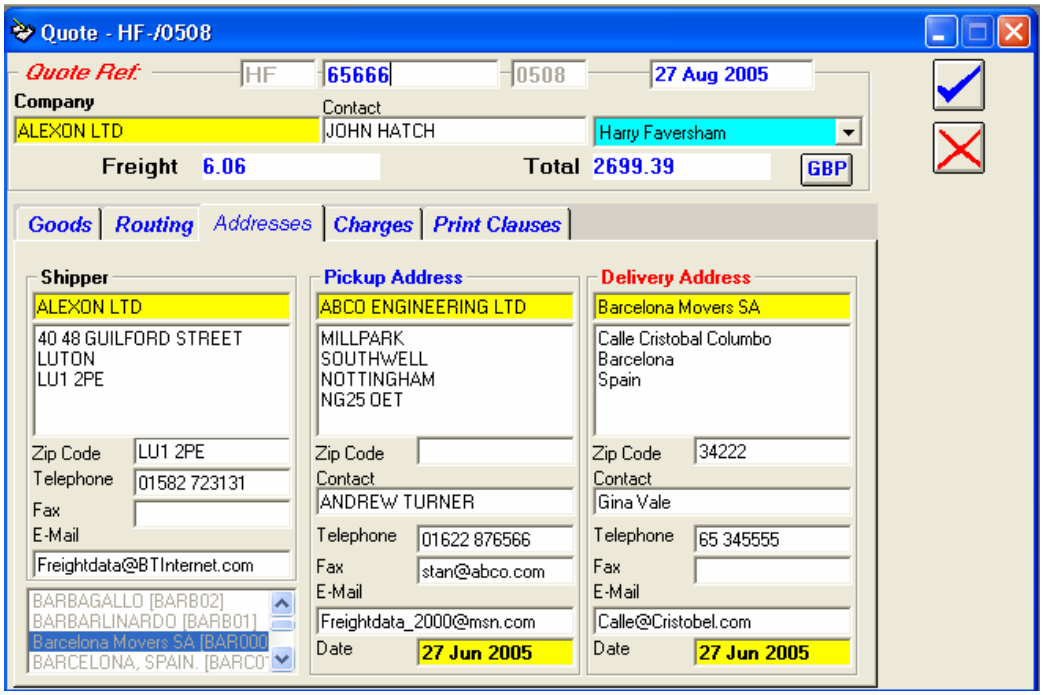
The Shippers Reference should be entered wherever possible as this can then be used in Searches. Terms of Shipment MUST be selected from the drop down list.

Departure and Arrival dates can be entered by double clicking the appropriate field to bring up the Calendar, if it is not already there, or single clicking to bring it to the front.

The Special Instructions field is a free format area.

Licensed Material
Property of Freightdata 2000 Corporation

Quote - Addresses Tab



This Tab will show the Shipper's address and details taken from the Customer file, if it was recognised as an existing customer, or chosen from the customer list on the Quotation Entry form. If it was an existing Customer then the Name and Customer list are inaccessible when on the Name or Address fields. However, telephone, fax and contact fields can be altered.

Collection and Delivery Addresses need only be entered where necessary. The can be chosen from the list of existing addresses or by entering Free Hand.

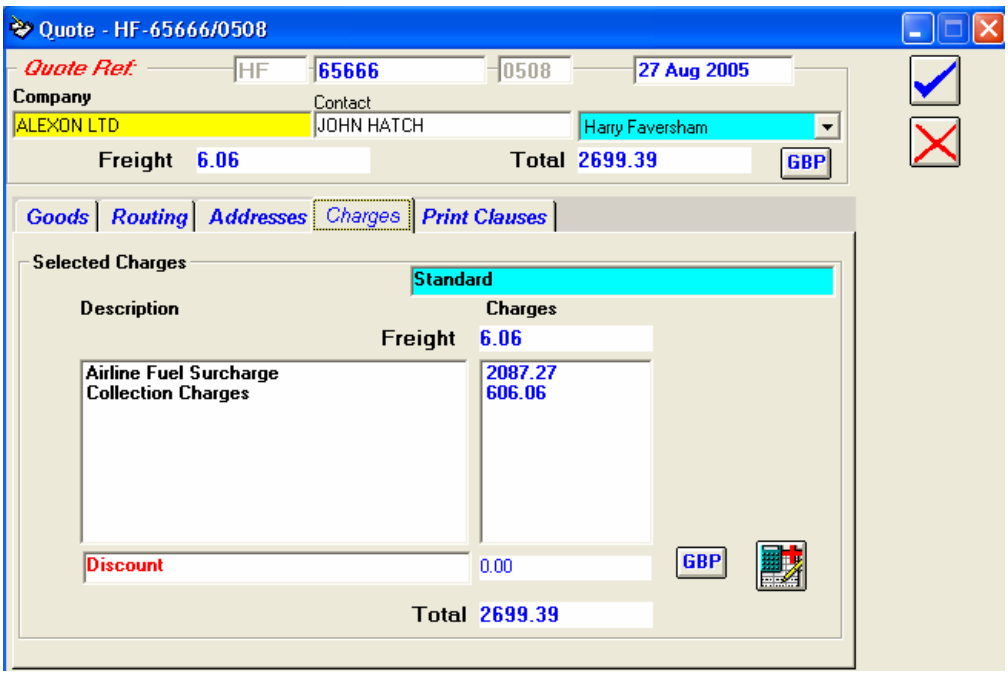
Bringing forward the Calendar form, by double clicking in the field, allows dates to be entered.

Licensed Material
Property of Freightdata 2000 Corporation

Quote - Additional Charges Tab

The additional charges tab shows charges already allocated. A button to alter these charges is displayed, if this is a New Quote or an Existing Holding Quote.

Use this button to display the Additional Charges Form where new charges can be added or old ones altered or removed.



Licensed Material
Property of Freightdata 2000 Corporation

Quote - Acceptance of New

When the user has finished entering details the New Quote can be accepted with the ***Accept Button.***

Cancel to return to the Quote Entry Form, using the Cancel Button. 

On acceptance all details will be saved and all temporary data deleted. The form will remain on the screen with all fields disabled and the Accept and Cancel buttons will be replaced with Print and Exit buttons.

The Print Button will produce a one page print which will be printed  on the Printer specified in your Printer Set Up option.

The Exit Button will return the user to the Quote Entry Form. 

Licensed Material
Property of Freightdata 2000 Corporation

Quote - Acceptance of Old

If you are viewing an Old Quote the buttons that appear on the form are different, in that all 4 appear immediately. A fifth button is displayed, if this is a Holding Quotation.

When the user has finished entering details the Full Quote can be accepted with the Accept Button. If this is a Holding Quotation, pressing this button will produce a prompt asking if this Quote is to be ACCEPTED as an actual Quote. (I.e.: No longer HOLDING)



Cancel using the Cancel Button to ignore any changes and close the Quote Form.



The Hold Button is used to Accept changes made to a Holding Quotation and keep it HOLDING. Again the user is prompted to check that this is the action he wishes to take.



On acceptance all details will be saved and all temporary data deleted. The form will remain on the screen, with all fields disabled and the Accept and Cancel buttons will no longer be visible, but the Print and Exit buttons can be accessed.

The Print Button will produce a one page print which will be printed on the Printer specified in your Printer Set Up option.



The Exit Button will return the user to the Quote Entry Form.

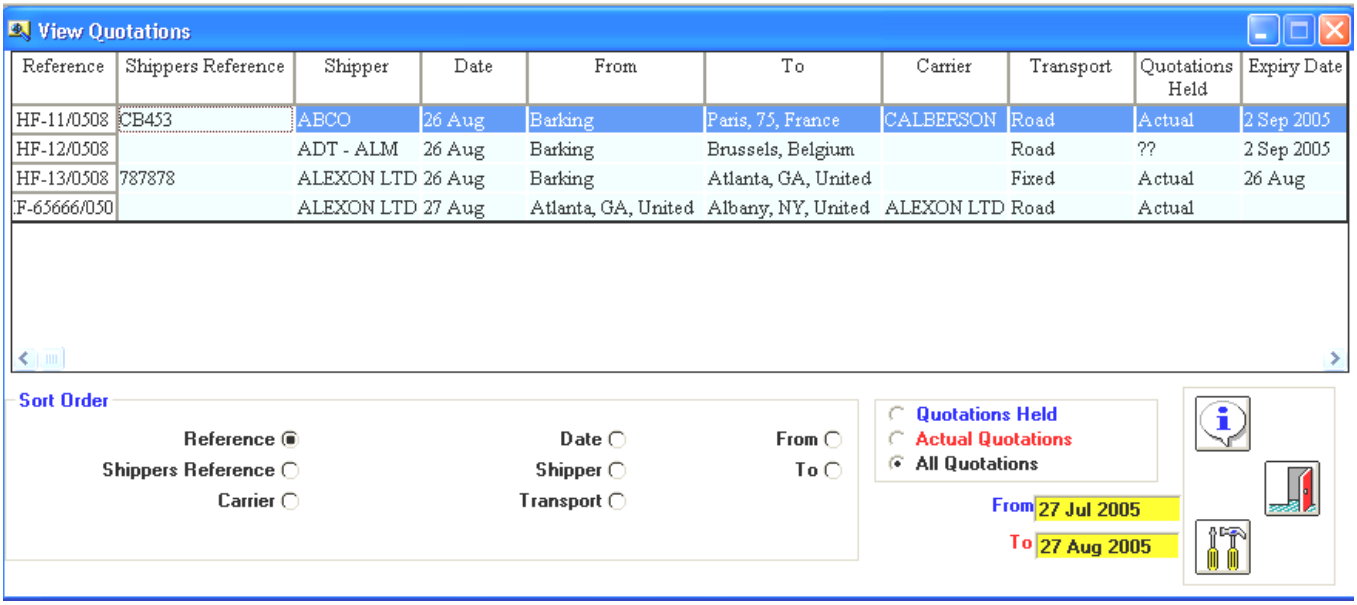


Licensed Material
Property of Freightdata 2000 Corporation

Quote - Opening and Viewing

Quotes can be opened by clicking on any shown in the displayed list below the File Menu, or by pressing the Open or View Buttons on the Toolbar, or by choosing the Options on the Quote Menu.

The following grid is displayed:
Selecting the appropriate radio buttons can alter the order of display.



Alter the date criteria by double clicking on the date field to bring the Calendar form forward.
Select a Quote by clicking on any of the fields for that Quote on the grid and then press the Information Button

Licensed Material
Property of Freightdata 2000 Corporation

Index

Licensed Material
Property of Freightdata 2000 Corporation

A

Accept, 46, 52, 53, 54, 58, 59
Accounts, 15
Activation Key, 38
Ad Valorum, 32, 50
Add a Shipping Term, 30
Add a Transport, 26
Add a Transport Type, 26
Add Button, 48, 52
Add your analysis, 40
Add your code, 40
Additional Charges, 33, 47, 48, 50, 52, 53, 57
Additional Charges Button, 50
Agent, 16
Alter Band/Rates Button, 45
analysis, 16, 39, 40
Analysis, 1
ANALYSIS, 39
Arrival, 55
Arrow Button, 52

B

Band Range, 44
Band Width, 32
Bands, 32, 44, 45, 46
Branch, 1
Broker, 16

C

Calculation, 53, 54
Calculator, 49, 50, 53
Calendar, 51, 54, 55, 56, 60
Cancel, 46, 52, 53, 58, 59
Carrier, 16, 44, 55
Categories, 16
Categories button, 16
Charge Per Unit, 33
Chargeable Weight, 6, 28, 29, 32
Chargeable Weights, 28, 29
Cities, 6
Codes for EC Countries, 14
Collection, 49, 56
Collection Address, 16
Collection City/Depot, 50
Company, 38, 44, 49, 50, 54
Company Details, 38
Company Name, 38
Contact, 38, 54
Container Type, 25
Conversions, 6, 34
Copy, 43, 47
Countries, 6
County, 19
Create a Currency, 12
Create a New State/County/Province, 20, 21
Criteria, 53
Cube, 49, 50
Currencies, 6, 52
Currency, 11, 12, 32, 33, 36, 38, 49, 50, 52, 54
Currency Button., 50
Customer, 6, 43, 44, 56
Customer Base, 6, 15
Customs, 30, 31
Customs Transport Mode., 25

D

Database, 6, 50
Default, 6, 33, 36, 38, 48, 49
Default Additional Charges, 6, 33, 48
Default Service, 36
Defaults, 6, 36, 37
Defaults., 36
definition, 32
Delete a Shipping Term, 31
Delete a Transport Type, 27
Delivery, 49, 56
Delivery Address, 16
Delivery City/Depot, 50
Department, 1
Departure, 55
Depot, 1, 49
Detailed, 5
Detailed Explanations, 3
Dimensions Calculator, 49
Documents Received/Sent by, 1
Dragged and Dropped, 52

E

EC Sales/EC Purchases, 14
Edit, 1, 43, 47, 54
Edit a Shipping Term, 31
Edit a Transport Type, 27
Edit/Delete Places, 23
E-Mail, 41
Exchange Rate, 11
Exchange Rates, 6, 11, 52
Exit, 5, 46, 53, 58, 59

F

Fax, 41
Faxing, 41
FD2000 Security, 4
FILE, 5

Licensed Material
Property of Freightdata 2000 Corporation

File Menu, 43, 60
Flag, 41
foreign currency, 15
Fortnightly, 51
Forwarding Agent, 16
Freight, 1, 33, 50, 54
Freight Payable, 30, 31

G

Geograph, 17
Geography, 17
Global Tarif, 43
Global Tariff, 5, 43, 44, 46, 47, 48
Global Tariffs, 1, 43
Graph, 17

H

Hand Icon, 50, 53
Handling, 33, 49
Handling Charge, 33
Help, 1, 7
Help Menu, 7
HMC, 30, 31
Hold, 53, 59
Holding, 53, 54, 57, 59
How to Create a New Country, 17, 18
How to Create a New Place, 22
How to create a New State/County/Province, 20

I

ICONS, 1, 2
Imperial, 29
Importer, 16
Include in Tax return, 14
Information, 60
Invoice, 15

L

Languages, 6, 41
Local Currency, 52
Local Depot, 36
Local Tariff, 5
Local Tariffs, 1
Logo Your Own, 41

M

Maintain Users, 35
Maximum/Full Load, 32
Menu Choices, 5, 6, 7
Metric, 29
Metric Conversion, 29
Metric/Imperial - Conversions, 6
Minimum Charge, 32
Modem, 41
Monthly, 51

N

Names and Addresses, 15
Network, 41
New Quote, 5, 49
No Calculation, 50

O

Okay - Let's get started, 1
Okay - Let's get started., 1
Open, 5, 60
Open Quote, 5
Options Menu, 6
Original value, 52
Other Unit, 49
Other Units, 34, 50

P

package, 54
person Quoting., 54
Place, 22
Places, 6
Possible Quotes, 50
Prefix, 35, 54
Print, 43, 58, 59
Print your Own Logo, 41
Printer Set Up, 58, 59
Printer Set-up, 6, 41
Pro Rata, 32
Pro-Rata, 46
Province, 19

Q

Quotation, 6, 33, 35, 41, 50, 53, 56, 59
Quote, 5, 36, 49, 50, 51, 52, 53, 54, 55, 56, 57,58,59,60
Quote - Acceptance, 59
Quote - Additional Charges Tab, 57
Quote - Addresses Tab, 56
Quote - Edit, 54
Quote - Opening and Viewing, 60
Quote - Routing Tab, 55
Quote Entry Form - Acceptance, Holding, 53
Quote Entry Form - Additional Charges, 52
QUOTE FORM, 53

R

Rate Groups, 48

Licensed Material
Property of Freightdata 2000 Corporation

Rates, 1, 6, 44, 45, 46, 47
Rates and Bands, 44
Redo, 53
Reference, 35, 54, 55
Registration Details, 38
Routing, 44, 49, 55

S

Security, 4
Selected, 48, 52
Selected Items, 52
sequential number, 54
Serial Number, 38
Service, 49, 50, 51
Set Up Bands/Rates, 44
Set-up Menu, 6
Shipper, 16, 56
Shipping Term, 30, 31
Shipping Terms, 30, 31
Special Instructions, 55
State, 19
States, 6
Status, 41, 53
Status Line, 41
sub divisions, 44, 46
sub-divisions, 48
Suffix, 54
System Manager, 1

T

Tariff, 1, 6, 7, 32, 33, 34, 36, 41, 43, 44, 46, 47, 48, 50, 52, 53, 55
Tariff Definition, 32
Tariff Definitions, 6
Tariff Quote, 1, 6, 7
Tariffs, 32, 44, 50
Tax Rates, 13
Tax Rates., 6
Tax return, 14
Terms of Shipment, 6, 30, 55
Toolbar, 1, 43, 60
Total, 50, 54
Transport, 6, 36, 44, 55
Transport Modes, 25, 26, 27
Transport Type, 6, 25, 26, 27, 28, 29, 36
Transport Type and Mode, 6
Transport Types, 25

U

Units, 6, 36
User, 35, 36, 49, 50, 53
Users, 35

V

Value, 32, 49, 50
Value of Goods, 32, 49
View, 5, 54, 60
View Places, 24
View Quotes, 5

W

Weight, 49, 50
Welcome to Freightdata 2000 Tariff Quote, 4
Window Menu, 7

Z

Zones, 6, 19

Licensed Material
Property of Freightdata 2000 Corporation

Licensed Material
Property of Freightdata 2000 Corporation