

EM6 Link Carrier User Guide



This document is protected by the confidentiality agreements contracted with customers and should be treated as proprietary information created by EM6 Worldwide for the benefit of customers.

INTRODUCTION:

Welcome to the EM6 Logistics Internet Application for Carrier – “EM6 Link”.

This document is intended for employees of carriers who are responsible for updating suspended freight invoices, researching carrier invoices, and running advanced searches and management reports.

The Manual will guide users through the EM6 Link features and functionality. Specific areas that will be addressed are:

- Logging in to the Application
- Information on maneuvering through the site, navigating using the left navigation bar and other user-related information.
- Searching for Pro numbers
- Remittance Retrieval

Table of Contents

INTRODUCTION:	2
TABLE OF CONTENTS	3
ON-LINE SERVICES GENERAL INFORMATION	4
BEFORE YOU CAN UTILIZE THE INTERNET	4
LOGGING IN	4
THE NAVIGATION BAR AND MANEUVERING THROUGH THE WEB SITE	5
PRO NUMBER SEARCH	6
PRO NUMBER SEARCH RESULTS	7
INVOICE DETAILS	8
REMITTANCE RETRIEVAL	9
GLOSSARY	11

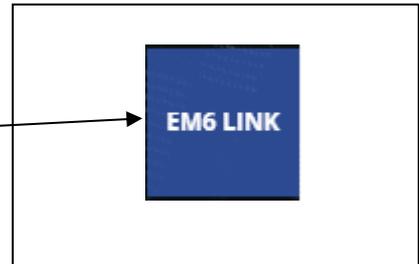
On-Line Services General Information

Before you can utilize the Internet

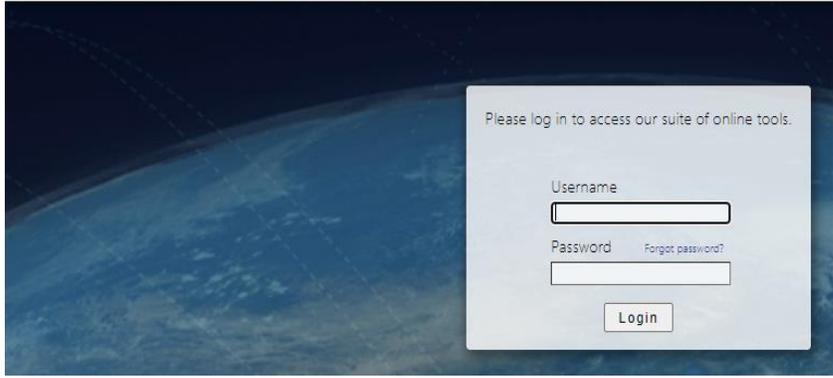
In order to utilize EM6 Link Internet Application you must first become an Approved User. If you are reading this, the process should have already taken place. After you are approved and our administrative set up is complete, you will be provided with a Username and Password. If you are unsure if this has taken place, please contact your EM6 Customer Service Representative.

Logging in

The application is accessed through your web browser. The web address is **EM6ww.com**. This will take you to the EM6 Worldwide Web Site. Once at the EM6 home page click on the EM6 Link button.



You must have a Username and Password assigned to you before you can utilize the Application. If you do not have a Username and password, please contact your EM6 Customer Service Rep.

	<p>Username is 1st initial and last name (unless you specify your own specific Username)</p> <p>Password is same as your Username unless you specify your own password.</p> <p>Enter Username and Password and select Login</p>
--	--

The first time you log into the System you might be prompted by a popup window and asked if you would like windows to remember your password, select Yes or No. You can also select the “don’t offer to remember any more passwords” checkbox.

The Navigation Bar and Maneuvering Through the Web Site

A user will maneuver through the various screens on the web site by using the left navigation bar or EM6 Internet Resources column.



Please indicate the region where you are retrieving information:

North America

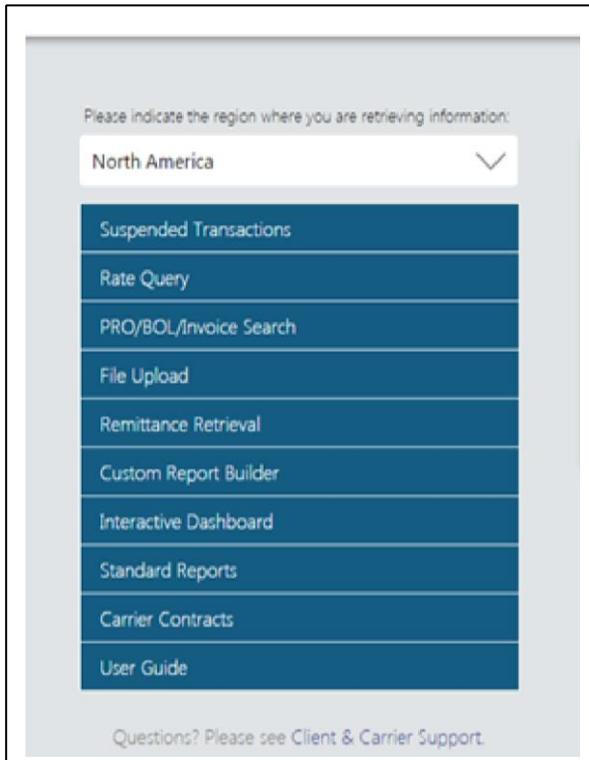
North America

Latin America

Europe

Asia

Once in the EM6 Link page, the first thing you need to do is select the region in which you would like to perform your search. Only one region can be selected at a time.



Please indicate the region where you are retrieving information:

North America

Suspended Transactions

Rate Query

PRO/BOL/Invoice Search

File Upload

Remittance Retrieval

Custom Report Builder

Interactive Dashboard

Standard Reports

Carrier Contracts

User Guide

Questions? Please see Client & Carrier Support.

[Pro / BOL / Invoice/ PO Search](#): Clicking on this will take you to the Pro Number Search page where you can search for a single pro or multiple pro numbers.

[Remittance Retrieval](#): Clicking on this will take you to the remittance retrieval page where you can pull down the full remittance advice for an EM6 check or ACH payment.

Pro Number Search

The Pro Number Search page will allow you to search for freight invoices by Pro number. You can search for one or more pro numbers at a time.

Pro Search format:

- The tool allows you to search for more than one pro at a time. You can create a list of pro's by entering a pro and then hitting enter and continue until you have entered all pro numbers.
- You can also enter multiple pro numbers by typing in each pro with a space between each.
- You can also copy and paste a list of pro numbers from another tool such as MS Excel or Word.

Once you have entered the pro numbers – select the [Search](#) button to execute the search

[Menu](#) [Logout](#)

PRO Number Search

Enter one or more PRO numbers.
Separate by a new line, tab, or space:

```
BY8818501
100119846
100187817
1640070163
000097683 6060
0000E62792060
0000013811060
0000613811060|
```

Note: using a wildcard operation in a query may hinder performance.

Wildcard character: in searches, users have the ability to use a wildcard character (* - hold the shift key and press 8 to get it) for their searches. You can use the wildcard character to bring back a range of numbers. For example, 123* will bring back all bills that have pro numbers starting with 123. If you do decide to use a wildcard character in a PRO number, just be aware that you will not see, on the results page, the list of PRO numbers which were not found.

Pro Number Search Results

Pro number search results will be displayed on the results page based on the search criteria entered. The pro number list is displayed in ascending order by pro number along with other data fields for each invoice. Additional details for each invoice can be viewed by clicking the number in the Freight Detail column next to the desired pro number.

To view the freight invoice detail – click the number in the Detail column

Total Number of invoices that match the search criteria

PRO Number Search Results

Freight Detail	Pro Number	Stop-off Bill of Lading	Date - Shipment	Charges Net	Invoice Status(Pay/Rej/Hold)	Check Number	Status/Week Ending Date	Stop-off Weight	Carrier - SCAC Code	Freight Detail
1	BY8818501	736088	2010-02-11	275.00	In Process - Scheduled To Pay 2010-03-04	0	2010-02-17	0	SCNN	1
2	0000E62792060	E62792	2010-02-06	21.28	Processed - Payment Approved	928771	2010-02-26	0	UPSN	2
3	0000013811060	0000013811	2010-02-06	602.93	Processed - Payment Approved	928771	2010-02-26	0	UPSN	3
4	0000976836060	0000976836	2010-02-06	160.54	Processed - Payment Approved	928771	2010-02-26	0	UPSN	4
5	100119846	60061429	2010-02-11	47.95	In Process - Scheduled To Pay 2010-03-05	0	2010-02-16	0	NMTF	5
6	100187817	42849	2010-02-11	40.14	In Process - Scheduled To Pay 2010-03-05	0	2010-02-16	0	NMTF	6
7	1640070165	595424	2010-02-16	165.72	On Hold - CLIENT APPROVAL REQUIRED	0	2010-02-23	0	HMES	7

Invoices counted: 7

PRO numbers not found: 0000613811060

Click this button to Print the Page

Click Next to view the next page of invoices that met your search criteria

To return to the search page to perform another search

To create a download file of the search results

Invoice Details

The Invoice Detail page is accessed by clicking a number from the Freight Detail column on either the left or right side of the results page. The information on this page is captured from the freight invoice or EDI record for a specific pro number.

Certain fields on the Invoice Details page may contain a hyperlink for viewing additional details. Scanned images of freight invoices are one of those key items. As part of the data entry process, all paper invoices received by EM6 are scanned into the system for viewing by the customer via EM6 Internet Tools.

Invoice					
General Information					
Corporation ID	Segment ID	Subsidiary ID	Location ID	Group ID	PIN ID
SCAC Code	Carrier Name		Carrier Modes		
SCNN - 800	SCHNEIDER NATIONAL INC.		MT - 02		
PRO Number	Bill Of Lading	PO Number	Invoice Number	Batch Number	
BY8818501	736088			10612716	
Ship Date	Bill Of Lading Date	Invoice Date	Received Date		
2010-02-11	2010-02-11	2010-02-11	2010-02-11		
Shipment Type	Terms	Invoice Type	Edi/Paper	Received From	
	Collect	Original	EDI	Carrier	
Payment Flag	Business Type	Core Carrier	Client Mode	Option Code	
Yes	Transaction	No	TL	IC	
Origin and Destination					
Shipper			Consignee		
From Region	From Port	International Code	To Region	To Port	
MWEST		DOM	MWEST		
Payment and Billing					
Check Number	Week Ending Date	Payment Type	Invoice Status		
0	2010-02-17	Regular	In Process - Scheduled To Pay 2010-03-04		
Work In Process	Process Location		Client Fiscal	Currency	
Work in Process	Scheduled To Pay			1000	

Delivery Details									
Date	Time	Scac Service Mode	Service Level	Vehicle / Other	Delivery Terms	Route ID			
2010-02-11	0								
Mileage and Weights									
Pieces	Containers	Actual Weight	As Weight	Weight Measure	Distance Billed	Distance Computed			
6	0	39954	39954	Pounds	0	213			
Multiple Stops									
Bill Of Lading	Weight	Zip Code	Miles	Option Description					
NONE	39954	54115	213						
736088	0	60426	0						
Freight Charges									
Charges Summary				Additional Breakouts					
Gross	Adjustment Given	Billed	Audited	Net	Discount Percent	Line Haul	Accessorial		
275.00	0.00	275.00	0.00	275.00	0.0	275.00	0.00		
Shipment Details									
Line Type	Description	Weight#	As Weight	Rate	Type	Miles	Pieces	Class	Original Charge
TRANSPORTATION	COIL/MISC	39954	39954	1.0000	FR	0	6	0	275.00
Equipment Details									
Vehicle	Equipment Type	Containers	Length	Height	Width				
SNLU971730	TL	0	05300						

View Notes Find Contracts Print Page

Remittance Retrieval

This option is used for retrieving payment details associated with an EM6 Check. The only information required is the EM6 Check number and a pro number that is on that check

Remittance Retrieval

To download the full remittance advice, select the Download All Results here

Search Criteria

Check Number

PRO Number

[Download All Results](#)

Check Total: 9948.92

PRO	Line	Client Sub	Client Name	Ship Date	Invoice Number	Check Number	Billed Amount	Net Amount	Adjusted Amount	Description	Currency Code
1041354501	1	2202	Customer ABC	2011-11-28		1181477	4126.54	4126.54			USD
5437358663	1	2200	Customer ABC	2011-11-17		1181477	120.16	120.16			USD
5437415313	1	2200	Customer ABC	2011-11-03		1181477	397.93	397.93			USD
5441713860	1	2200	Customer ABC	2011-09-14		1181477	3404.92	3404.92			USD
5441932364	1	2200	Customer ABC	2011-09-30		1181477	431.63	431.63			USD
5541937809	1	2200	Customer ABC	2011-09-22		1181477	434.05	434.05			USD
592508223T	1	2202	Customer ABC	2011-11-11		1181477	453.42	453.42			USD
5925171175	1	2200	Customer ABC	2011-11-23		1181477	455.81	455.81			USD
6950099453	1	2200	Customer ABC	2011-07-26		1181477	124.46	124.46			USD

To see all results, click the download link above the list of results. If the link is not present, run the search again.

Glossary

Bill of Lading - A document that establishes the terms of a contract between a shipper and a transportation company. It serves as a document of title, a contract of carriage and a receipt for goods. For Air, small parcel and international shipments we capture the airwaybill # in this field.

Batch Number - Internal EM6 system assigns a batch number for data entry processing.

Carrier Major Mode - The overall way goods travel, for example land, air, or water.

Carrier Minor Mode - Breaks down the carrier mode more specifically. For example, Land can be Truckload or Less than truckload.

Carrier Name - The name of the transportation company moving freight in behalf of our clients.

Carrier SCAC - (STANDARD CARRIER ALPHA CODE). Each carrier is identified by a 4-character alpha code to facilitate freight bill processing.

Charges Accessorial - Accessorial charges, additional billing items; would include items like Fuel Surcharge, residential delivery, lift gate, etc.

Charges Audit Savings - \$ amount audit department has saved the client based on contract with the carrier.

Charges Billed - Amount billed by the carrier

Charges Gross - The gross charges of a shipment

Charges Linehaul - Transportation charges for a shipment, but does not include accessorial charges

Charges Net - Total amount of the billed paid including accessorial charges.

Charges Service Fee - EM6 transactional fee EM6 Internet User Guide v5.0 Page 27 of 28

Check Number - The Number of the check issued to the carrier.

Client Fiscal - This is the fiscal periods established by the customer to match their corporate fiscal month end dates and year end date.

Client Mode - Specific modes that are established by the customer to better serve the uniqueness of their operation. Customer can also align specific carriers to specific modes, thus create a client mode.

Consignee Address - Address of person or company receiving the goods

Consignee City - City of person or company receiving the goods

Consignee Contact - Primary contact that is receiving the goods

Consignee Country - Country of person or company receiving the goods

Consignee Name - Name of the receiver

Consignee State - State of person or company receiving the goods

Consignee Zip - Zip Code of person or company receiving the goods

Core Carrier - Whether or not the carrier is a core carrier for the client.

Corporation ID - This is a numeric field. Each client has a unique number assigned. A client may own multiple companies that we process for, in which case each company will have unique sub #. Your Corporation ID is 100.

Currency - What currency the invoice was paid in

Date Received - The date the invoice was received at EM6.

Date Shipment - The date the goods were shipped. EM6 Internet User Guide v5.0
Page 26 of 28

Discount Percent - Discount presented on carrier invoice.

EDI/Paper (E/P) - Whether the invoice was a paper bill or received via EDI (electronically).

Freight Detail - This gives the detail of the freight bill

From/TO Region - When a client provides their internal region classification we can load to our system.

Group ID - This is a numeric field. It is used when a company has multiple addresses and within that company they have divisions, or if they need to "group" certain locations together for reporting and web approval. If no grouping is necessary, then the group ID is not used.

Index Number - EM6 internal system assigns a unique number to each transaction.

Invoice Number - some carriers have bills with a pro number and an invoice number. For example, FedEx bills on an invoice number with multiple airbills.

Invoice Status (Pay/Reject/Hold) - Whether the invoice was paid, rejected, or on hold for client approval.

Invoice Type (Org/Bd/Supp) - Whether the invoice was an original bill, balance due, or supplemental bill. An original bill is a bill that is received for the first time. A balance due is a term that refers to a freight bill which has been processed for payment by our company and not paid in full due to cuts made by the auditors. Supplemental is the term that refers to additional charges for a particular shipment that were omitted on the original bill.

EM6 Invoice # - EM6's week ending funds request invoices #

Location ID - This field is numeric. Along with the subsidiary ID each location address has a unique number; which identifies them in our system.

Miles Computed - Miles computed

Number of Stops - Number of total stops on a shipment

Optional Code - G/L code

Payment Flag (Pay/Non-pay) - Whether the client is a pay or non-pay customer. A pay customer is one that we will issue the check to the carrier, and a non-pay is when the customer issues the check to the carrier.

Payment Type (Payment, Debit, Credit) - Whether this was a regular payment or a debit or credit.

Pieces - The number of pieces shipped

Pin ID - This field accepts alpha and numeric. This is used when a company has alphas to identify their addresses.

Primary Bill of Lading - A single BOL # associated with the freight invoice. See "Stop-off Bill of Lading" for an alternative.

Process Loc (Data Entry/Audit) - Where in process is the invoice in our system, (data entry, audit, imaging, final)

PO Number - Purchase order number.

Pro Number - The carriers identification number for their invoice, also known as a freight bill number, airway bill number, invoice number, each carrier uses their own term to identify their freight invoice.

Segment ID - This is a numeric field. A client may own multiple companies and may be structured with divisions where each company belongs in a specific division. This is used for corporate level reporting capabilities. Your segment ID is 2.

Service Level (next day,2nd day) - For certain carriers we are able to capture the service level, this is not available for all carriers.

Shipment Type (Ltl, TL, Etc) - Whether the shipment was less than truckload, truckload, etc.

Shipper Address - Address of person or company sending the goods

Shipper City - City of person or company sending the goods

Shipper Contact - Primary contact at Shipper location

Shipper Country - Country of person or company sending the goods

Shipper Name - Name of the person or company sending the goods

Shipper State - State of the person or company sending the goods

Shipper Zip - Zip Code of the person or company sending the goods

Status Weekending Date - Our weekending date will always be a Friday's date. The weekending date is the date checks are cut. As the bills move through our various processing locations this date changes. Once the bill has completed the full processing and has been paid or rejected then the date will remain the Friday week ending date of payment.

Stop-off Bill of Lading - A BOL # associated with a single stop (out of potentially many stops).

Stop-off Weight - A weight associated with a single stop (which corresponds with the Stop-off Bill of Lading).

Subsidiary ID - This field is numeric. Each company has a unique number; which identifies them in our system. A network has multiple subsidiary ID's.

Terms - A prearranged agreement between the shipper and the carrier denoting who will be responsible for freight charges. Terms are Prepaid (p), Collect (c), or third party (3).

Vehicle/other - Vehicle number. For example trailer number.

Weight Actual - The actual weight of the shipment

Weight as wgt - The weight the shipment is rated as.

WGT Measure: pounds, kilos - WGT Measure: pounds or kilos