WebSimon™ Tutorial

Product Version 2.0

ABOUT THIS DOCUMENT

This document is a quick-start tutorial to help you learn WebSimon.

The tutorial walks you through an actual rate search, describing each step necessary to find a rate and calculate the charge for shipping a cargo of frozen fish from Boston, Massachusetts to Cork, Ireland. You will also learn how to search for service contracts and tariff rules, and how to create and send rate quotations.

The number and type of search results that WebSimon returns for you may differ from those appearing in this document. Such behavior is normal and depends on the authorizations in effect at your site.

The following pages cover these topics:

CHAPTER 1
BEFORE YOU BEGIN

This chapter describes what you need to know before you can use WebSimon. The following pages explain:

Logging in to WebSimon

Before you can proceed, you must log in to WebSimon with your unique user identifier and password. You can automatically login to WebSimon by saving your ID and password on the login screen that appears when you first open the application.

Important: The automatic login feature works only if your computer accepts a "cookie" (a very small, encrypted ASCII file unique to you and accessible by E-Transport's WebSimon server). You cannot save your user ID and password information if you do not permit WebSimon to place a cookie on your computer's hard disk drive or if "cookie use" is restricted at your site.

1. Enter your user ID and password.

   Note—Your password appears as a string of "*" characters.

2. Click the **Log me in automatically every time I visit WebSimon** check box.

   The next time you open WebSimon, the login screen will *not* appear. Instead the application will automatically open to the **Rate Search** window.

3. Click on the **Login** button.

   Login

   Please enter your account information. Click here to change your password.

   User ID: ▶

   Password: ▶

   ☐ Log me in automatically every time I visit WebSimon.

   Login

   Result: The **Home** page appears. The Home page is the first screen you will see each time you log into the application. It displays your user name and the amount of time that you have been logged into WebSimon. Each time you access the Home page during your session, the time will be updated.

   Note—If you do not yet have a user ID and password, or if you cannot log in after entering your assigned user ID and password, contact your system administrator. If your password has expired, WebSimon will prompt you to enter a new password.

Moving Around in WebSimon

This section describes the two primary tools that WebSimon provides to help you move around within the program:

- A link bar

- A "You are here" navigation aid.

Link Bar

Each WebSimon window contains this link bar near the top of the window:

Click on this icon to access the **System News** page.

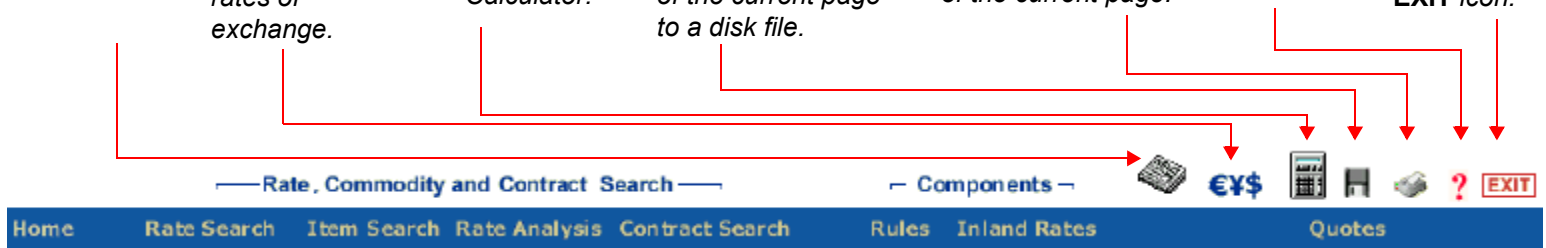*This icon is a link to a convenient currency conversion table listing the current rates of exchange.*

Click on this icon to access the Currency Conversion Calculator.

The Save icon appears in most WebSimon windows. Click on it to save the contents of the current page to a disk file.

The Print icon appears in most WebSimon windows. Click on it to generate a hard-copy version of the current page.

Click on the Help icon to open WebSimon's online help.

*To log out and exit from WebSimon, click on the **EXIT** icon.*

```
——Rate, Commodity and Contract Search——    — Components —    €¥$  [icons]  ? EXIT
Home   Rate Search   Item Search  Rate Analysis  Contract Search      Rules  Inland Rates          Quotes
```

These links allow you to search for rates, items, service contracts, tariff rules and inland rates, and, if you have the authority, to retrieve rate quotes and view the current rate queue.

Note—*After you log in, WebSimon displays the Rate Search window by default.*

Note—A text version of the link bar appears at the *bottom* of each WebSimon window.

Moving Around in WebSimon (Continued)

Navigation Aid

Each WebSimon window contains a "You are here" navigation aid indicating your current window within the WebSimon interface. The navigation aid looks like this:

Previous (or "parent") windows appear as links in the list.

The current window always appears last in the list.
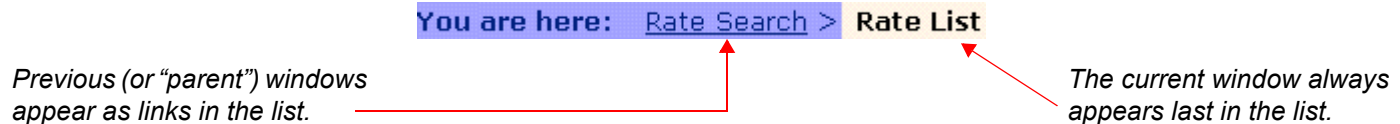
WebSimon indicates previous windows in the hierarchy as links, allowing you to "back up" from the current window and return to any previous (or "parent") window.

The navigation aid is especially useful if you need to compare different rates or explore various "what-if" scenarios.

Important

Avoid using your browser's "back" or "forward" buttons, or keyboard shortcuts that perform the same functions. Instead, use WebSimon's link bar and "You are here" navigation aid to move from one window to another. Using your browser's navigation commands can cause errors.

Note—By default, WebSimon hides your browser's standard toolbar in the browser window in which WebSimon is running.

Processing indicator missing from Internet Explorer 5.5 and Netscape 6.0.

 If you use Internet Explorer 5.5 and Netscape 6.0, your cursor *will not* display the hourglass icon, shown, when you click the **Search** button or press any other key that causes WebSimon to process information.

Because this hourglass figure is a standard Windows convention that indicates when an application is processing information, the lack of this graphic may be confusing. To determine if you have accurately clicked a button, you will need to note when the button changes to indicate that it has been activated.

Before you click on a button.

After you click on a button a dotted border appears inside the button.

Note that the textbox at the bottom-left corner of these browser windows will only briefly state that the browser is opening the page before reverting to a message status of **Done**. This message will appear even though the search *has not* yet yielded any results.

Important

Do *not* repeatedly press the **Search** button or other key. If the application is processing information and the key is pressed more than once, your screen will display:

"You seemed to have used the browser buttons for navigation. Please use the links near "You are here." If you need any further assistance with navigation, please go to the help menu."

If you receive this message, click **OK**. You will return to WebSimon, which will display the search results after it has finished processing.

Understanding Required and Optional Input Fields

In WebSimon windows, a red arrow indicates that a field that *requires* an input value. Optional fields have no special symbol.

Saving to a File

Most WebSimon windows offer a Save command, allowing you to save the contents of the current window to a disk file. The Save command is useful for saving information such as search results, rate-calculation results and rate details. After you have saved a file, you can later import it into third-party applications such as *Microsoft Excel* or *Microsoft Word*.
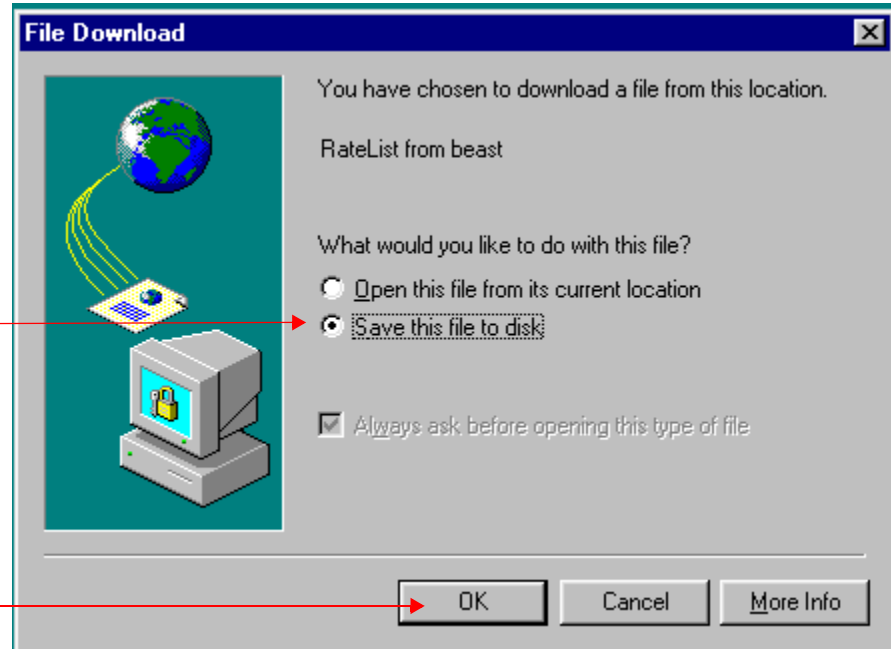
Follow these steps to save the contents of the current WebSimon window to a file:

1. Click on the Save icon, located on WebSimon's link bar.

Result: A dialog box similar to the following appears:

2. Select the "Save this file to disk" option.

3. Click on the **OK** button.

Result: The "Save As" dialog box appears, as shown:
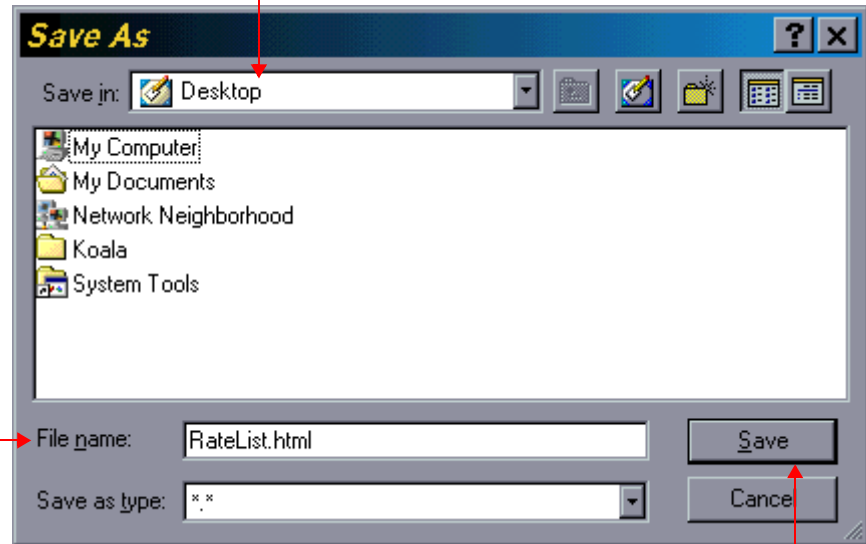

Saving to a File (Continued)

4. Select the location (disk drive and folder) to save your file.

5. Accept the default file name or type your own file name into the "File name" field.

   Important:
   Be sure that the file name includes an ".html" extension, as shown in the example. If the ".html" extension does not appear, you must type the extension yourself. (*Note*—The browser in use at your site may or may not append the extension automatically.)

   If you save the file without the ".html" extension, the file will not import properly into third-party applications.

Save As   ? ×

Save in: 🖳 Desktop

🖳 My Computer
📁 My Documents
🖳 Network Neighborhood
📁 Koala
🖳 System Tools

File name: RateList.html   Save

Save as type: *.*   Cancel

6. Click on the **Save** button.

Result: The information in the current WebSimon window is saved for future use or to import into other software programs.

Printing

Most WebSimon windows offer a Print command, allowing you to print the contents of the current window to a local or network printer. Follow these steps to print:

1. Click on the Print icon, located on WebSimon's link bar.

Result: An HTML version of the current WebSimon window appears in a separate browser window, as shown in this example:

2. Click on the Print button in your browser's toolbar (or select the "Print" command from the **File** menu).
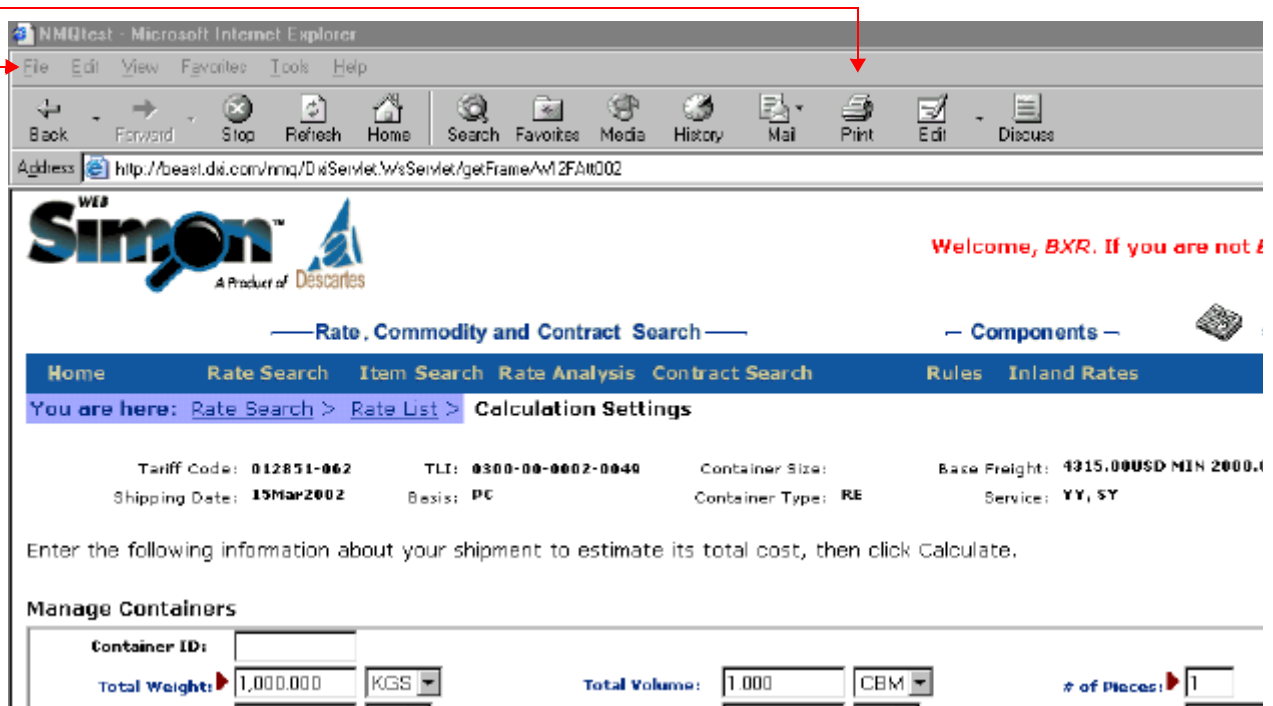
Result: The printer connected to your computer generates a hard-copy version of the current window.

CHAPTER 2

RATE SEARCHING AND CALCULATION

This chapter walks you through an actual rate search, describing each step necessary to find a rate and calculate the charge.

The following pages cover these topics:

Step 1: Perform a Rate Search

Note: The Rate Search window enables you to search across all tariffs. In this example, assume that you want to ship frozen fish\ from Boston, Massachusetts to Cork, Ireland. **Note**: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for rates.

1. Specify the shipping date in *DDMonYYYY* format.

   The default is today's date.

2. Accept the default "Port" location type and specify the origin- and destination-location names. ("Via" locations do not apply in this example, so those fields remain empty.)

3. Use Search Words to specify information about the commodity that you want to ship.

4. Specify the rate type. For this tutorial, select Tariff Rates from the drop-down list.

   Note: If you enter a Contract Number or a Shipper/Affiliate, the Rate Type field defaults to Contract Rates.

5. Check the **Display Specific Locations** checkbox to display the location(s) you specified in this search.

6. Click on either **Search** button.

Result: The Rate Search window reappears because WebSimon has detected several possible origin-location names. The "Origin" field displays "Select a location from this list," prompting you to select the correct location name, as shown:

Perform a Rate Search (Continued)

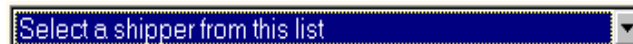In this case, select the "BOSTON, MA, USA, 02101-99" entry.

BOSTON(port), MA, USA, 02101-99
Select a location from this list
Clear this list to enter another location
BOSTON(port), PHILIPPINES
BOSTON(port), UNITED KINGDOM
BOSTON(port), MA, USA, 02101-99

Narrowing Your Search (Optional)

To limit the number of rates that WebSimon returns, use these options:

- If you have a specific tariff in mind, enter the tariff code in the "Tariff Code" field.

    Note—To find a tariff to use in your rate search, click on the Find Tariff link next to the "Tariff Code" field.

- Restrict your search by any combination of the following:

    - Rate type (contract or tariff)

        Note—If the rate type is "Contract," you can further narrow your search by specifying a contract number and/or shipper name.

    - Container size, container type, rate basis, container temperature, service type, or carrier code.

- Enter a shipper or affiliate name. If the shipper/affiliate name you enter does not correspond to a unique name in the shipper name database, all possible matches will be displayed in a Shipper/Affiliate drop-down list.

    Click **OK** and the screen will display a drop-down list, shown, containing the names of all shippers that correspond to the text you entered.

    Select a shipper from this list

    Click the drop-down arrow and select a shipper.

Click on either search button again to start your search.

Note: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for rates.

Result: The Rate List window appears. Go to "Step 2: View the Rate Search Results and Select a Rate" on page 16.

Step 2: View the Rate Search Results and Select a Rate

The Rate List window displays the results of your rate search. From this window, you can:

- Select up to ten rates to perform bottom line calculations for those rates.

- View details about a single rate and *then* perform the rate calculation.

  In this example, you will review details about a single rate *before* performing the rate calculation. For detailed information about performing multiple rate calcuations see,

1. Examine the rates listed in the table.

2. View the associated rate and service details by clicking on a rate link.

   Result: The Rate Detail window appears. Go to "Step 3: View the Rate Details" on page 17.

- To view the entire list of locations filed for all rates in th Rate List, click the **Expand All Rows** hyperlink. The list will expand all rows, so they display all locations for each rate in the Rate List.

- To return the expanded rows to their original format, click the **Collapse All Rows** hyperlink. Any rows that were expanded will now display only those locations you originally searched on.

The status line indicates the number of rates that WebSimon found. It also indicates which set of rates you are currently viewing.

*By default, WebSimon sorts your rate-search results by commodity. To change the sort order, select an option from the "Sort By" list and click on the **Sort** button.*

You are here: Rate Search > Rate List

Origin: **USA**
Destination: **IRELAND**

Below results represent matches for your selected criteria (if entered) and show only the **BASE FREIGHT** your shipment, click on [E] next to the desired row. To calculate charges for multiple rows, check the Mult may be selected.

Multiple Rate Calculation

2-30 of 30 rows (still searching...) **Next Bottom**

Expand All Rows   **Collapse All Rows**

Sort By: Comm

Calc	Multi	Comm	Orig	Dest	Base Freight	Fut.	Bas	Siz.	Typ.	Serv	Tlt#	TarCode	Notes
[E]	☑	CARGO, N.O.S. (REGULAR SERVICE)	USA ◄	IRELAND ◄	500.00USD MIN 2000.000KGS		WM			DO, DP, OD, DD, OO, PP, OP, PD, PO	0000-00-0000-0019	010559-004	
[E]	☑	CARGO, N.O.S. (PREMIUM SERVICE)	USA ◄	IRELAND ◄	600.00USD MIN 1000.000KGS		WM			DO, DP, OD, OO, OP, PD, PO, DD, PP	0000-00-0010-0024	010559-004	

- To view the entire list of locations filed for a rate, click on a link that contains a blue arrow (you can click on the Origin, Destination, OrigVia, or DestVia links). Clicking on one of these links will expand the row so it displays all locations for that rate.

Step 3: View the Rate Details

The Rate Detail window shows the details for a specific rate which you selected in the Rate List window (described on page 16). From this window, you can perform any of the following tasks:

- View additional information about the rate, such as details about the tariff, commodity and filing history associated with the rate. (Use the "You are here" navigation aid to return to the Rate Detail window.)

- View the tariff rules or assessorial charges associated with the rate. (Use the "You are here" navigation aid to return to the Rate Detail window.)

- Perform the rate calculation.

In this example, you will proceed directly to the rate calculation after viewing the rate details.

These links allow you the option of viewing additional information associated with the rate.

You are here: Rate Search > Rate List > **Rate Detail** (as of 14Mar2002)

Organization: TRANS-ATLANTIC CONFERENCE AGREEMENT(012851)
Tariff: TACA-062, US to UK/Ireland E/B Freight Tariff, FMC No. 62(012851-062) view Detail
Commodity: Fish, Frozen, NOS, RE(0300-00-0031) view Detail
Rate Item: (0300-00-0031-0004)

Click here to Calculate or view Tariff Rules or Assessorial Charges

1. Examine the details for the selected rate, which begin here.

Rate & Service:

Base Freight: 4400.00 USD
Basis: Per Container (PC)
Service Types: YY
Container Size: 40FT, 8'6" (40)
Container Type: Reefer (RE)
Container Temp: Not Applicable (N/A)
Hazard Code:
Stowage Code:
Package Code:
Publisher Data:

Notes:
Private Notes:

Click here to view the filiing history for the rate.

Filing Information: View Filing History

(Continued on the next page.)

Step 3: View the Rate Details (Continued)

Reminder: Before proceeding, be aware that you can always return to the Rate List window to select another rate, or to the Rate Search window to search for additional rates. Use the "You are here" navigation aid at the top of the Rate Detail window.

2. When you have finished viewing the rate details, click on the Calculate link.

A dialog box appears prompting you to select either of these options:

- **OK** to accept WebSimon's default calculation settings (and proceed with the calculation)

- **Cancel** to view the calculation settings or to change the settings.

3. Click on the **Cancel** button.

Result: The Calculation Settings window appears. Go to "Step 4: Set the Rate Calculation Parameters" on page 19.

Step 4: Set the Rate Calculation Parameters

The Calculation Settings window allows you to accept or modify the values that WebSimon uses to calculate the rate. You can also apply charges for special services.

1. View the settings in all input fields.

2. Modify any input values as necessary or accept the defaults.

Click on the Special Services *link to add charges for special services, if applicable.*

(Continued on the next page.)

Step 4: Set the Rate Calculation Parameters (Continued)

3. Click on the **Calculate** button to calulate the rate.

Result: If there are there are multiple conditions which could be applied to this calculation, the screen will display the Calculation Paused page. Please select the correct one and click **Apply** to have that condition included in the calculation.

Note: If you click **Apply** without selecting any, no condition will be included in the calculation.

The Calculation Results window appears. To continue, go to "Step 5: View the Calculation Results" on page 21.

Step 5: View the Calculation Results

Besides displaying the results of your rate calculation, the **Calculation Results** window allows you to display the rule detail for each charge. From this window, you can also return to the **Rate Detail** and **Rate List** windows to view additional details or to select another rate.

To modify the calculation settings and recalculate, use the "You are here" navigation aid to return to the **Calculation Settings** window*.*

Click **Show** to view public notes, private notes, and commodity descriptions. The text will expand below the hyperlink and the link itself will change to **Hide**.

Click **Hide** to hide the notes.

Note: The show/hide links will not appear on the screen if there are no associated notes or text, or if the user does not have permission to view the notes or text.

To print notes and commodity descriptions, you must click **Show** to display them on the screen *before* you click the **Print** or **Save** button.

To view a copy of the textual service contract associated with this rate, click the **Service Contract** hyperlink.

To see the rule detail for a specific charge, click on its link.

You are here: Rate Search > Rate List > Calculation Settings > **Calculation Results**

Shipping Date: **15Mar2002**	Commodity: **Fish, Frozen, Shellfish, Frog Legs, Mollusks; NOS**
Origin: **BOSTON, MA, USA, 02101-00**	Via Port: **BOSTON, MA, USA, 02101-00**
Destination: **CORK, IRELAND**	Via Port: **CORK, IRELAND**
Base Freight: **4315.00USD MIN 2000.000KT**	Basis: **PC**
Tariff Code: **012851-002**	TLI: **0300-00-0002-0049**
Currency Date: **15Mar2002**	FF/Broker: **Freight Forwarder**

Commodity Text: (Show commodity text.)

Bottom Line Charges As of 15Mar2002

☐ **Total Each Currency**

Ocean Freight	4315.00 USD	
Terminal Handling Charge (THC)	500.00 USD	
{cc} Container Service Charge (CSC)	187.63 USD	(114
Carrier Provided Reefer Containers	0.00 USD	
Currency Adjustment Factor (CAF)	345.20 USD	
Bunker Adjustment Factor (BAF)	80.00 USD	

To see the total costs associated with each currency click the **Total Each Currency** checkbox.

When the **Total Each Currency** box is checked, WebSimon:

- Separates charges in the tariff's default currency from charges in other currencies that appear in the Bottom Line Charge and Total Ocean Freight sections of this screen.
- Re-displays the Bottom Line Charge and Total Ocean Freight charges in the tariff's default currency only.
- Displays totals for each foreign currency in a separate column to the right of the totals in the tariff's default currency (see example below).

To see all charges and the total cost converted back to the default currency, uncheck the **Total Each Currency** checkbox.

Step 5: View the Calculation Results (Continued)

To send a rate quotation based on the current calculation result, click on the **Create a Quote** *button.*

Note: *The* **Create a Quote** *button will not appear on your screen unless you have authority to access the Quotes module.*

To save your calculation results in the rate queue (for the current session only), enter a name for the rate and click on either the **Save/View Queue** *or* **Save/Close** *button.*

For more information about sending a rate quotation, see "Quote Creation" on page 53.

Estimates of freight charges are furnished as a convenience to the shipping public nothing more than an approximation of freight charges which is not binding either or shipper. Rates are subject to change and should be verified prior to shipment.

Container ID:		Weight: 1,000.000 KGS	Volume: 1
Length: 0.00 M		Width: 0.00 M	Height: 0
Ctr. Size: 40		Ctr. Type: RE	Ctr. Temp: F
Shipper Owned: N			Transshipment: N
Hazard Code: NHZ		Packaging: N/A	
Stripping: N/A		Stuffing: N/A	Stowage: N

Rate Management:

Single Rate: Create a Quote

Rate Queue: Enter a name for this result to save it in the queue: Smith-03

Save/View Queue   or   Save/Close   this result and return

This step typically concludes the rate search-and-calculation procedure.

Rate Search   Item Search   Rate Analysis   Contract Search

To begin a new rate search, click on the Rate Search *link at the top of the window.*

CHAPTER 3
CALCULABLE CONTRACT RATE SEARCHING

This chapter walks you through a calculable contract rate search. To perform a typical rate search, see Chapter 2, "Rate Searching and Calculation." To search for textual information, see Chapter 4, "Service Contract Searching."

The following pages cover these topics:

Step 1: Open the Contract Search Window

Note: Only users who have access to contracts will be able to access the Contract Search option in WebSimon.

To begin a search for a calculable contract, click on the Contract Search *link at the top of any WebSimon window.*

Result: The Contract Search window appears. Go to "Step 2: Select a Calculable Contract Search" on page 24.

Step 2: Select a Calculable Contract Search

The **Contract Search** window is used to initiate both calculable contract and text service contract searches. Therefore you need to indicate the type of data you want to see by clicking on the radio buttons at the top of the window.

Note: Only users who have access to caclulable contracts will see the Calculable Contracts radio button, and associated fields, on their **Contract Search** window.

Click the **Calculable Contract Rates** radio button to indicate that you want to search for calculable contracts.

Result: If you are using Internet Explorer 4.0 or higher, the fields that relate to textual service contracts disappear, leaving only those fields associated with calculable contracts on the window, as shown above.

Note: If you are using Netscape or any other browser, you will see fields for both calculable contracts and service contracts at all times, as shown on the following page.

Step 2: Select a Calculable Contract Search (continued)

The information below is for Netscape and other non-Internet Explorer users. If you are using Netscape, or any browser other than Internet Explorer 4.0 or higher, the fields that relate to service contracts (Origin, Destination and Search Words) will remain on the screen after you have clicked the **Calculable Contracts** radio button.

Do not enter information in the service contract fields, shown below, when performing a calculable contract search.

You don't need to enter **Search Words** when searching for calculable contracts.

After you have entered information in the calculable contract fields, shown above, be sure to click the **Search** button in the calculable contract section of this window.

Note: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for rates.

Step 3: Specify Your Search Criteria

Use the Contract Search window to specify the criteria for your calculable contract search. To limit the number of calculable contract rates that WebSimon returns, specify values for as many of the fields as possible. WebSimon returns the fewest results when *all* fields contain values.

Note: If you want to use origin, destination, and search words to locate a calculable contract, access the **Rate Search** window.

1. Specify the shipping date in DDMonYYYY format. The default is today's date.

    Note: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for rates.

2. If you know the tariff code, enter it in the Tariff Code field.

    Entering a tariff code will result in a single-tariff search. Leaving the Tariff Code field blank will result in a cross-tariff search.

    Note: Click on the Find Tariff link if you need to search for a specific tariff code.

3. If you did not enter a tariff code, you *must* enter either the contract number or the shipper/affiliate.

4. Enter as many other search parameters as possible to further filter the search results. The more fields that have values, the more refined your search will be.

5. Click the **Search** button.

    Result: The Rate List window appears. Go to "Step 4: View the Rate-Search Results and Select a Rate" on page 29.

You are here: Contract Search

Fields indicated by ▶ are required to perform a Contract Search.

WARNING
You are now entering confidential service contract tariffs. Information in this section is for authorized er of this page may be reproduced or transmitted in any form or by any means for external parties.

Search For: ▶ ○ Calculable Contract Rates   ● Text Service Contracts

One additional field is required to perform a search.

Shipping Date: ▶ [20Mar2002]   (ddmmmyyyy)
Tariff Code: [   ]   Find Tariff
Contract Number: [   ]

To narrow your search results, enter as much information as possible in the fields below.

Origin: [Port ▼] [   ]
Destination: [Port ▼] [   ]

Search Words: [   ]   Help on search words.

[Search] [Clear]

Note: If you are using any browser other than Internet Explorer 4.0 or higher, you will also see the fields for service contracts on this window. Do not enter information in the service contract fields (Origin, Destination and Search Words) when performing a calculable contract search.

Step 4: View the Rate-Search Results and Select a Rate

The **Rate List** window displays the results of your search. From this window, you can:

- Select a rate and perform the rate calculation.
- View details about a rate and *then* perform the rate calculation.

In this example, you will review details about a specific rate *before* performing the rate calculation.

1. Examine the rates listed in the table.

2. Assume that you are interested in this rate and want to view the associated rate and service details. Click on the appropriate rate link (under the Base Freight column).

- To view the entire list of locations filed for all rates in the Rate List, click the **Expand All Rows** hyperlink. The list will expand all rows, so they display all locations for each rate in the Rate List.

- To return the expanded rows to their original format, click the **Collapse All Rows** hyperlink. Any rows that were expanded will now display only those locations you originally searched on.

- To view the entire list of locations filed for a rate, click on a link that contains a blue arrow (you can click on the Origin, Destination, OrigVia, or DestVia links). Clicking on one of these links will expand the row so it displays all locations for that rate.

The status line indicates the number of rates that WebSimon found. It also indicates which set of rates you are currently viewing.

*By default, WebSimon sorts your rate-search results by commodity. To change the sort order, select an option from the "Sort By" list and click on the **Sort** button.*

You are here: Contract Search > Rate List

Origin: USA
Destination: BELGIUM

Below results represent matches for your selected criteria (if entered) and show only the BASE your shipment, click on ▣ next to the desired row. To calculate charges for multiple rows, chec may be selected.

Multiple Rate Calculation

1-23 of 23 rows

Expand All Rows   Collapse All Rows

Sort By: Comm   Sort

Calc	Multi	Comm	Orig	Dest	Fut.	Base Freight	OrigVia	DestVia	Bas	Siz.	Ty
▣	☐	CARGO, N.O.S. (REGULAR SERVICE)	USA ◄ BELGIUM ◄			500.00USD MIN 1000.000KGS	BALTIMORE, MD, USA, 21201-99	ANTWERPEN, BELGIUM ◄	WM		
▣	☐	CARGO, N.O.S. (PREMIUM SERVICE)	USA ◄ BELGIUM ◄			600.00USD MIN 1000.000KGS	BALTIMORE, MD, USA, 21201-99 ◄	ANTWERPEN, BELGIUM ◄	WM		

Result: The Rate Detail window appears. Go to "Step 5: View the Rate Details" on page 30.

Step 5: View the Rate Details

The Rate Detail window shows the details for a specific rate which you selected in the Rate List window (described on page 27). From this window, you can perform any of the following tasks:

- View additional information about the rate, such as details about the tariff, commodity and filing history associated with the rate. (Use the "You are here" navigation aid to return to the Rate Detail window.)

- View the tariff rules or assessorial charges associated with the rate. (Use the "You are here" navigation aid to return to the Rate Detail window.)

- Perform the rate calculation.

In this example, you will proceed directly to the rate calculation after viewing the rate details.

These links allow you the option of viewing additional information associated with the rate.

You are here: Contract Search > Rate List > **Rate Detail** (as of 20Nov2001)

Organization: ADVANCED SHIPPING CORPORATION(010559)
Tariff: OCEAN FREIGHT TARIFF FMC NO. 4(010559-004) view Detail
Commodity: CARGO, N.O.S. (REGULAR SERVICE)(0000-00-0000) view Detail
Rate Item: (0000-00-0000-0001)

Click here to Calculate or view Tariff Rules or Assessorial Charges

Rate & Service:

1. Examine the details for the selected rate, which begin here.

Base Freight:	500.00 USD Min 1000.000 KGS
Basis:	Weight/Measure (WM)
Service Types:	DD, DO, DP, OD, OO, OP, PD, PO, PP
Container Size:	Not Applicable (N/A)
Container Type:	Not Applicable (N/A)
Container Temp:	Not Applicable (N/A)
Hazard Code:	
Stowage Code:	
Package Code:	
Publisher Data:	

Click here to view the filiing history for the rate.

Notes:
Private Notes:

Filing Information: View Filing History

Step 5: View the Rate Details (Continued)

Reminder: Before proceeding, be aware that you can always return to the Rate List window to select another rate, or to the Rate Search window to search for additional rates. Use the "You are here" navigation aid at the top of the Rate Detail window.

You are here: Contract Search > Rate List > **Rate Detail** (as of 20Nov2001)

Organization: TRANS-ATLANTIC CONFERENCE AGREEMENT(012851)
Tariff: TACA-062, US to UK/Ireland E/B Freight Tariff, FMC No. 62(012851-062) view Detail
Commodity: Fish, Frozen, NOS, RE(0300-00-0031) view Detail
Rate Item: (0300-00-0031-0004)

Click here to Calculate or view Tariff Rules or Assessorial Charges

2. When you have finished viewing the rate details, click on the Calculate link.

Note: A dialog box appears prompting you to select either of these options:

- **OK** to accept WebSimon's default calculation settings (and proceed with the calculation)

- **Cancel** to view the calculation settings or to change the settings.

In this case, click on the **Cancel** button.

Result: The Calculation Settings window appears. Go to "Step 6: Set the Rate-Calculation Parameters" on page 32.

Step 6: Set the Rate-Calculation Parameters

The Calculation Settings window allows you to accept or modify the values that WebSimon uses to calculate the rate. You can also apply charges for special services.

1. View the settings in all input fields.

2. Modify any input values as necessary or accept the defaults.

Click on the Special Services *link to add charges for special services, if applicable.*

Step 6: Set the Rate Calculation Parameters (Continued)

3. Click on the **Calculate** button to calulate the rate.

Result: The Calculation Results window appears. Go to "Step 7: View the Calculation Results" on page 34.

Step 7: View the Calculation Results

In addition to displaying the results of your rate calculation, the **Calculation Results** window allows you to display the rule detail for each charge. From this window, you can also return to the **Rate Detail** and **Rate List** windows to view additional details or to select another rate.

To modify the calculation settings and recalculate, use the "You are here" navigation aid to return to the **Calculation Settings** window.

Click **Show** to view public notes, private notes, and commodity descriptions. The text will expand below the hyperlink and the link itself will change to **Hide**.

Click **Hide** to hide the notes.

Note: The show/hide links will not appear on the screen if there are no associated notes or text, or if the user does not have permission to view the notes or text.

To print notes and commodity descriptions, you must click **Show** to display them on the screen *before* you click the **Print** or **Save** button.

To view a copy of the textual service contract associated with this rate, click the **Service Contract** hyperlink.

To see the rule detail for a specific charge, click on its link.

Shipping Date: 21Mar2002
Origin: LONG BEACH, CA, USA, 90800-53
Destination: DALIAN, CHINA
Base freight: 864.00USD
Tariff Code: HDMU-136
Currency Date: 21Mar2002

Commodity: Cargo, NOS Including FAK
Via Port: LONG BEACH, CA, USA, 90800-53
Via Port: DALIAN, CHINA
Basis: PC
TLI: 9900-00-0003-0003
FF/broker: Freight Forwarder

Mode: N/A
Mode: N/A
Ctr. Size: 20
Service: YY

Notes: (show notes.)
Private Notes: (show private notes.)
Commodity Text: (show commodity text.)
Service Contract: HDMU-047; SC3223

Bottom Line Charges As of 08Nov1999

☑ Total Each Currency

Ocean Freight	4315.00 USD	
Terminal Handling Charge (THC)	500.00 USD	
{cc} Container Service Charge (CSC)		114.00 GBP
Carrier Provided Reefer Containers	0.00 USD	
Currency Adjustment Factor (CAF)	345.20 USD	
Bunker Adjustment Factor (BAF)	80.00 USD	
	===========	===========
Total Charges	5,240.20 USD	114.00 GBP
Freight {CC} Forwarder Compensation	58.25 USD	

To see the total costs associated with each currency click the **Total Each Currency** checkbox. When **Total Each Currency** box is checked, WebSimon:

- Separates charges in the tariff's default currency from charges in other currencies that appear the Bottom Line Charge and Total Ocean Freight sections of this screen.
- Re-displays the Bottom Line Charge and Total Ocean Freight charges in the tariff's default currency only.
- Displays totals for each foreign currency in a separate column to the right of the totals in the ta default currency (see example below).

To see all charges and the total cost converted back to the default currency, uncheck the **Total Each Currency** checkbox.

Step 7: View the Calculation Results (Continued)

To send a rate quotation based on the current calculation result, click on the **Create a Quote** *button.*

Estimates of freight charges are furnished as a convenience to the shipping public nothing more than an approximation of freight charges which is not binding either or shipper. Rates are subject to change and should be verified prior to shipment.

Container ID:		Weight:	1,000.000 KGS	Volume:	1
Length:	0.00 M	Width:	0.00 M	Height:	0
Ctr. Size:	40	Ctr. Type:	RE	Ctr. Temp:	F
Shipper Owned:	N			Transshipment:	N
Hazard Code:	NHZ	Packaging:	N/A		
Stripping:	N/A	Stuffing:	N/A	Stowage:	N

To save your calculation results in the rate queue (for the current session only), enter a name for the rate and click on either the **Save/View Queue** *or* **Save/Close** *button.*

For more information about sending a rate quotation, see "Quote Creation" on page 51.

Rate Management:

Single Rate: Create a Quote

Rate Queue: Enter a name for this result to save it in the queue: Smith-03

Save/View Queue or Save/Close this result and return

This step typically concludes the calculable contract rate search-and-calculation procedure.

——Rate, Commodity and Contract Search——

Home   Rate Search   Item Search Rate Analysis Contract Search

To begin a new calculable contract rate search, click on the Contract Search link at the top of the window.

CHAPTER 4
SERVICE CONTRACT SEARCHING

This chapter describes the steps needed to search for and view a service contract. For information on searching for rates, see Chapter 2, "Rate Searching and Calculation." For information about searching for calculable contracts, see Chapter 3, "Calculable Contract Rate Searching."

The following pages cover these topics:

Step 1: Open the Contract Search Window

To begin a search for a service contract, click on the Contract Search *link at the top of any WebSimon window.*

Result: The Contract Search window appears. Go to "Step 2: Select the Service Contract Search" on page 39.

Step 2: Select the Service Contract Search

The **Contract Search** window is used to initiate both calculable contract and textual service contract searches. Therefore you need to indicate the type of data you want to see by clicking on the radio buttons at the top of the window.

Note: Only users who have access to caclulable contracts will see the Calculable Contracts radio button, and its associated fields on the Contract Search window.

The **Text Service Contracts** radio button is the default when you access this screen. This radio button must be selected if you want to search for text service contracts.

Result: If you are using Internet Explorer 4.0 or higher, the fields that relate to calculable contracts disappear, leaving only those fields associated with service contracts on the window, as shown.

Note: If you are using Netscape or any other browser, you will see fields for both calculable contracts and service contracts at all times. For further information, see page 40.

You are here: Contract Search

Fields indicated by ▶ are required to perform a Contract Search.

WARNING
You are now entering confidential service contract tariffs. Information in this section is for authorized of this page may be reproduced or transmitted in any form or by any means for external parties.

Search For: ▶ ○ Calculable Contract Rates   ● Text Service Contracts

One additional field is required to perform a search.

Shipping Date: ▶ 21Mar2002 (ddmmmyyyy)
Tariff Code: [   ] Find Tariff
Contract Number: [   ]

To narrow your search results, enter as much infomation as possible in the fields below.

Origin: [Port ▾] [   ]
Destination: [Port ▾] [   ]

Search Words: [   ] Help on search words.

[Search] [Clear]

Step 2: Select the Service Contract Search (continued)

The information below is for Netscape and other non-Internet Explorer users only. If you are using Netscape, or any browser other than Internet Explorer 4.0 or higher, the fields that relate to Calculable Contracts (Shipper/Affiliate, Container Size, Container Type, and Rate Basis) will remain on the screen after you have clicked the **Service Contracts** radio button, as shown below.

Do not enter information in the calculable contract fields when performing a service contract search.

Search For: ▶ ○ Calculable Contract Rates   ⦿ Text Service Contracts

One additional field is required to perform a search.

Shipping Date: ▶ [20Mar2002] (ddmmmyyyy)

Tariff Code: [   ] Find Tariff

Contract Number: [   ]

Shipper/Affiliate: [   ]

You do not need to enter Shipper/Affiliate information when searching for service contracts.

To narrow your search results, enter as much infomation as possible in the fields below.

Origin: [Port ▾] [   ]

Destination: [Port ▾] [   ]

Use this section when searching for service contracts.

Search Words: [   ] Help on search words.

You may [Search] for Service Contracts now or search for Calculable Contracts below.

Ignore this section when searching for service contracts.

Ctr Size: [All Sizes - All Heights ▾]   Ctr Type: [All Types ▾]   Ctr Temp: [All Te

Basis: [Any Basis ▾]   Service: [Any Service ▾]

After you have entered information in the service contract fields, click the **Search** button in the service contract section of this window.

Note: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for service contracts.

Step 3: Specify Your Search Criteria

Use the **Contract Search** window to specify the criteria for your service contract search. To limit the number of service contracts that WebSimon returns, specify values for as many of the fields as possible. WebSimon returns the fewest results when *all* fields contain values.

1. Specify the shipping date in DDMonYYYY format. The default is today's date.

2. If you know the tariff code, enter it in the Tariff Code field.

    Entering a tariff code will result in a single-tariff search. Leaving the Tariff Code field blank will result in a cross-tariff search.

    Note: Click on the Find Tariff link if you need to search for a specific tariff code.

3. Enter as many other search parameters as possible to further filter the result. The more fields that have values, the more refined your search will be.

    About Search Words—Besides commodity names and commodity-related information, you can specify *any* Search Words relevant to the service contract. For more information, see "Specify Non-Commodity Search Words in a Service Contract Search" on page 88.

Shipping Date: ▶	20Mar2002 (ddmmmyyyy)
Tariff Code:	Find Tariff
Contract Number:	
Shipper/Affiliate:	

To narrow your search results, enter as much information as possible in the fields below.

Origin:	Port ▼
Destination:	Port ▼

Search Words:

Help on search words.

You may Search for Service Contracts now or search for Calculable Contracts below.

4. Click the **Search** button.

    Note: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for rates.

Important: If you are using Netscape or browsers other than Internet Explorer 4.0 or higher, you will also see the fields for calculable contracts on this window. Do not enter information in the calculable contract fields when performing a service contract search.

Step 4: View the Results of the Service Contract Search

The Contract List window displays the results of your service-contract search in a table. (WebSimon returns up to 30 service contracts at a time.) From here, you can view, print, and/or save the details for any service contract listed.

This status line indicates the number of service contracts that WebSimon found. It also indicates which set of service contracts you are currently viewing.

You are here: Contract Search > **Contract List**

WARNING
Information in this section is for authorized employees only. No part of the contents of this page may be reproduced or transmitted in any form or by any means for external parties.

1-6 of 6 rows   Sort By: [Tariff Code ▼] [Sort]

Tariff Code	SC Num	ET Num	Description	Current Effective	Expiration	Initial Effective	Amend #
DXIX-716	RTMSC1	RTMSC1	TEST CASE 1: No HIST, EFF, NO FUTURES	21Feb2001	31Dec2100	21Feb2001	0
DXIX-716	TESTPUB004	TESTPUB004	Robbs contract test	05Mar2001	31Dec2001	31Dec9999	1
DXIX-716	TESTPUB005	TESTPUB005	Robbs contract test	05Mar2001	31Dec2001	31Dec9999	1
DXIX-716	TESTPUB006	TESTPUB006	Robbs contract test	05Mar2001	31Dec2001	31Dec9999	1
DXIX-716	TESTPUB007	TESTPUB007	Robbs contract test	05Mar2001	31Dec2001	31Dec9999	1
DXIX-716	TESTPUB008	TESTPUB008	Robbs contract test	05Mar2001	31Dec2001	31Dec9999	1

1-6 of 6 rows

Click here to view details about the tariff associated with the contract.

1. Examine the list of service contracts in the search-results table.

2. Click on the Description link to view the contract detail and terms.

Result: The Contract Detail window appears. Go to "Step 5: View the Service Contract Details" on page 43.

Step 5: View the Service Contract Details

The Contract Detail window lists the terms associated with the service contract that you selected in the Contract List window (described on page 42). From here, you can view the details for any contract term.

The current service contract—the one you selected in the Contract List window—is indicated here.

You are here: Contract Search > Contract List > **Contract Detail** (as of 20Mar2001)

Organization: D. K. 1., INC.(007858)
Tariff: WebET test tariff #716(DXIX-716) view Detail
Contract: Robbs contract test(TESTPUB004)

WARNING
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or by any means for external parties.*

Contract Number: TESTPUB004   Amendment Number: 1

Filing Information: View Filing History

Filed: 05Mar2001
Effective: 05Mar2001
Expires: 31Dec2001
Thru:

Click on the View Filing History *link to view the
filing history for the contract.*

This status line indicates the number of details that WebSimon found for the selected service contract. It also indicates which set of terms you are currently viewing.

1. Examine the list of details for the selected service contract.

Terms:

1-11 of 11 rows

Select	Term Num	Amend Num	Name
☐	1	1	ORIGIN
☐	2	1	DESTINATION
☐	3	1	COMMODITIES
☑	4	1	MINIMUM QUANTITY
☐	5	1	SERVICE COMMITMENTS
☐	6	1	CONTRACT RATES OR RATE SCHEDULE(S)
☐	7	1	LIQUIDATED DAMAGES FOR NON-PERFORMANCE (IF AN
☐	8	1	LATER EVENTS CAUSING DEVIATION FROM ET (IF ANY)
☐	9	1	DURATION OF THE CONTRACT
☑	10	1	ASSESSORIALS
☐	11	1	My own additional term

1-11 of 11 rows

2. Assume that you are interested in the minimum-quantity and assessorial terms.

    Check the boxes for term numbers 4 and 10.

    [View Selected Terms]   [View All Terms]

Shortcut: To view the details for a single term, click on the link for that term.

Shortcut: Click here to view all terms associated with the selected service contract.

3. Click on the **View Selected Terms** button.

Result: The Term Detail window appears. Go to "Step 6: View the Service Contract Terms" on page 45.

Step 6: View the Service Contract Terms

The Contract Terms window displays the details of the service-contract term(s) that you selected in the Contract Detail window (described on page 43).

The current service contract—the one you selected in the Contract List window—is indicated here.

*To locate desired text quickly, enter a search word or phrase here and click on the **Find** button.*

Note—*Instances of the search word or phrase appear in red. (If the browser in use at your site is version 4.0 or higher, WebSimon scrolls to the first instance of the word automatically.)*

*You can locate each occurrence of a word or phrase by pressing **Ctrl+F** and using your browser's **Find Next** function. Both Internet Explorer and Netscape Navigator locate text on the active web page using the **Ctrl+F** shortcut keys.*

You are here: Contract Search > Contract List > Contract Detail > **Contract Terms**

Organization: D. X. I., INC.(007858)
Tariff: WebET test tariff #716 (DXIX-716) view Detail
Contract: Robbs contract test(TESTPUB004)

WARNING
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Effective:05Mar2001   Expires:31Dec2001

To highlight all occurrences of a word or phrase, enter one or more search words and click Find. All occurren red.

Search Words: [   ] [Find]

To individually locate each occurrence of a word or phrase, press Ctrl+F and use your browser's Find Next function.
1-2 of 2 rows

Term: 4(MINIMUM QUANTITY)

MINIMUM VOLUME REQUIREMENT. THE SHIPPER AGREESNDER TO THE CARRIER IN ACCORDANCE CONTRACT A MINIMUM OF 45 TEU'S.

Term: 10(ASSESSORIALS)

text goes here
1-2 of 2 rows

This step typically concludes the service-contract-search procedure.

CHAPTER 5
RULE SEARCHING

This chapter walks you through an actual rule search. Before you begin, you should have already performed a rate search as described in Chapter 2, "Rate Searching and Calculation."

The following pages cover these topics:

Step 1: Open the Rules Window

To begin a search for a rule, click on the Rules

Result: The Rules window appears. Go to "Step 2: Specify Your Search Criteria" on page 49.

Step 2: Specify Your Search Criteria

Use the Rules window to specify the criteria for your rule search.

> *Note*—WebSimon searches for all rules associated with the specified tariff *and governing tariffs*.

1. Specify the shipping date in *DDMonYYYY* format. The default is today's date.

2. Specify the tariff code.

   If you need to search for a tariff code to specify, click on the Find Tariff *link.*

   To limit the number of rules that WebSimon returns, specify either *a rule number (for example, 10-A) or search words from the rule text.*

3. Click on the **Search** button.

   Note: Users with Internet Explorer 5.5 will not see an hour glass while the application is searching.

   Result: A list of tariff rules matching your search criteria appears at the bottom of the Rules window. Go to "Step 3: View the Results of the Rule Search" on page 50.

You are here: Rules

Fields indicated by ▶ are required to perform a Rule Search.

Shipping Date: ▶ `20Mar2001` (ddmmmyyyy)

Tariff Code: ▶ `          ` Find Tariff

To locate rules, Search now. To further restrict your search, see below.

Rule Number: `          ` (Enter like 10-A) ☐ **View SubRules**

Search Words: `                    ` Help on search w

Search   Clear

To view subrules

Click the **View SubRules** checkbox *before* you click the **Search** button. The results of the search, described below, depend on the information you enter in the **Rule Number** field.

- If you do not enter either a rule or subrule number, the entire list of rules and subrules is displayed on the Rules screen.

- If you enter a rule number without a subrule, the rule and its subrules are displayed on the Rules screen.

- If you enter both a rule and subrule, such as 10-A, the Rule Detail screen for that subrule is displayed.

- If you do not check the View SubRules checkbox, but you enter a rule or a rule/subrule combination in the Rule Number field, the Rule Detail screen displays only the specified rule/subrule.

Step 3: View the Results of the Rule Search

After you have performed a tariff rules search, a list of rules matching your search criteria appears at the bottom of the Rules window. The Rules window displays the results of your rule search in a table. WebSimon returns 30 rules at a time. From here, you can view the details for any rule listed.

Note: You can also access this window from the Rate Detail window (described on page 17). Doing so retains your rate search results.

This status line indicates the number of rules that WebSimon found for the tariff you specified. It also indicates which set of rules you are currently viewing.

1. Examine the list of tariff rules in the search-results table.

2. Assume that you are interested in rule number 1. Click on the link for that rule to view the rule details.

To print all rules:

- Click the **Print All Rules** button that appears at the bottom of the **Rules** screen.

To print selected rules:

1. Click the **Select** checkbox that precedes each rule you want to print.

2. Click the **Print Selected Rules** button at the bottom of the **Rules** screen.

You are here: Rules

Fields indicated by ▶ are required to perform a Rule Search.

Shipping Date: ▶ 20Mar2001 (ddmmmyyyy)
Tariff Code: ▶ DXIX-716 Find Tariff

To locate rules, Search now. To further restrict your search, see below.

Rule Number: (Enter like 10-A) ☐ **View SubRules**
Search Words: Help on search

Search   Clear

1-15 of 15 rows (still searching...) Next Bottom

Select	Tariff Code	Rule No.	
☑	DXIX-716	1	Scope
☑	DXIX-716	2	Application of Rates and Charges
☐	DXIX-716	3	Rate Applicability Rule
☐	DXIX-716	4	Heavy Lift
☐	DXIX-716	5	Extra Length

Click the Tariff Code link to view details about the tariff associated with the rule.

Result: The Rule Detail window appears. Go to "Step 4: View the Rule Details" on page 51.

Step 4: View the Rule Details

The Rule Detail window displays the details of the rule that you selected in the Rules window (described on page 50).

Note: You can also access this window from the Calculation Results window and from the Calculation Settings window's Special Services link (described on page 19).

The current rule detail—the one you selected in the Tariff Rules window—is indicated here.

If the rule has an associated table, the name of the table appears here as a link. For example, Table: USA/Ireland Class Table. To view the rule table detail, click on the link.

If the rule has an associated assessorial, the name of the table appears here as a linkClick here to view the assessorial details associated with the rule.

*To locate desired text quickly, enter a Search Word or phrase here and click on the **Find** button.*

Note: All instances of the search word or phrase appear in red. (If the browser in use at your site is Internet Explorer version 4.0 or higher, WebSimon scrolls to the first instance of the word automatically.)

Click on the View Filing History link to view the filing history for the rule.

You are here: Rules > Rule Detail (as of 20Mar2001)

Organization: D. X. I., INC.(007858)
Tariff: WebET test tariff #716(DXIX-716) view Detail
Rule: Open Rates in Foreign Commerce(15)

Filing Information: View Filing History
Filed: 28Feb2001
Effective: 28Feb2001
Expires: 31Dec2005
Thru:

To highlight all occurrences of a word or phrase, enter one or more search words and click Find. All occurrences in red.

Search Words: [   ] Find

To individually locate each occurrence of a word or phrase, press Ctrl+F and use your browser's Find Next function.

Applicable to Northern Ireland and the Republic of Ireland.
All class rates are per 20 Ft. and 40 Ft. containers, are

*You can locate each occurrence of a word or phrase by pressing **Ctrl+F** and using your browser's **Find Next** function. Both Internet Explorer and Netscape Navigator locate text on the active web page using the **Ctrl+F** shortcut keys.*

This step typically concludes the rule-search procedure. To select another rule or to start a new rule search, use the "You are here" navigation aid to return to the Rules window. (For more information about the "You are here" navigation aid, see page 6).

CHAPTER 6
QUOTE CREATION

This chapter walks you through the procedure for creating and sending a rate quotation. Before you begin, you should have already performed a rate search as described in Chapter 2, ''Rate Searching and Calculation.''

The following pages cover these topics:

Step 1: Save One or More Rate Calculations

WebSimon allows you to send one or more rate quotes to a recipient based on rate calculations which you have saved during the current session. In this example, assume that you want to send multiple quotes to a recipient. Before you can create and send a rate quotation, you must first initiate a rate search, select a rate and perform a rate calculation. For more information, see Chapter 2, "Rate Searching and Calculation."

> **Note:** The **Create a Quote** button displayed on the screen diagram, below, will not appear on your screen unless you have authority to access the Quotes module.

1. After viewing the results of your rate calculation in the Calculation Results window, scroll to the "Rate Management" section of the window and type a name for your calculation results here.

2. Click on the **Save/Close** button in the "Rate Management" section of the window.

    Result: WebSimon saves the current rate calculation (for the current session only) using the name you have chosen and returns you to the Rate List window.

3. In the Rate List window, select another rate, perform the calculation and save it in the same way. Repeat the process until you have saved several rate calculations.

Result: The rate queue contains several saved rate calculations, each saved under the names you have chosen. Go to "Step 2: Open the Rate Queue Window" on page 55.

Step 2: Open the Rate Queue Window

To view the rate calculations which you have saved during this session (via the Calculation Results window's "Rate Management" facility), click on the <u>Rate Queue</u> *link at the top of any WebSimon window.*

Note: The **Rate Queue** link will only appear on the link bar *after* you have saved one or more rates calculations.

Note: The **Quotes** link will not appear on the link bar unless you have authority to access the Quotes module.

Result: The Rate Queue window appears. Go to "Step 3: Select Saved Rate Calculations from the Rate Queue" on page 56.

Step 3: Select Saved Rate Calculations from the Rate Queue

The Rate Queue window allows you to view the rate calculations that you have saved during the current session. You can select one or more saved rate calculations to send to a quote recipient.

1. Assume that you want to quote three of your saved rate calculations. Click on the appropriate checkboxes to select the desired rates.

2. Click on the **Quote Selected Rates** button.

Result: The Quote Creation window appears. Go to "Step 4: Specify Sender, Recipient, and Other Information" on page 57.

Step 4: Specify Sender, Recipient, and Other Information

The **Quote Creation** window is where you specify information about yourself, your company and your recipient. After you have specified values for at least the *required* fields, you can save the quotation, fax, and/or email it to the recipient, *or* save the quotation for future reference without faxing or emailing it.

1. Enter your name and telephone number in the top section of the **Quote Creation** window.

2. Indicate how the quote should be tranmitted to the recipient by clicking on the appropriate **Send Via** checkboxes.

    To send the quote via Fax, click on the **Fax** checkbox. To send the quote via email, click on the **Email** checkbox. Click both **Fax** and **Email** to send the quote by both fax and email.

    Note: Netscape users will not see the **Send Via** checkboxes, but will view all required fields. They must complete all required fields, described below

3. To send the quote by fax, you *must* enter the recipient's fax number.

    To send the quote by email, you *must* enter your email address and recipient's email address.

4. Enter the recipient's name and the recipient's country.

You are here: Rate List > Calculation Settings > Calculation Results > Quote Creation

From:
Name:
Sender ID: AEM
Email:
Phone:
Company:
Other:

Recipients:
Recipient 1 of 1
Send Via: ☐ Fax   ☐ Email

Name:
Account:
Account ID:
Phone:
Address1:
Address2:
City:
State/Province:
Postal Code:
Country: USA

Add   Copy   Delete

Use the buttons, above, to manage multiple recipients.

Click **Add** *to specify an additional recipient for this quote. Information about the first recipient will be saved and the fields on the screen will be cleared. The screen will display the Go To list box, shown at right, containing the name of the previously entered recipient. To again view a recipient's information, click on the recipient's name, and then click Go To button.*

Susan Smith
NEW
Go to

To edit a recipient's information, simply highlight and type over the information in the fields shown above.

Click **Copy** *to copy information about the current recipient into the next file (this is useful if you want to send the quote to another recipient at the same company).*

To remove a recipient from the recipient list box, highlight the name of the recipient and click **Delete***.*

Step 4: Specify Sender, Receiver and Other Information (Continued)

Use this section to enter introductory text (such as a formal greeting) for your quote.

Beginning Text:

Thank you for your rate inquiry. I am pleased to provide the following information in response to your request.

Saved Blocks: beg_txt1 (Default)
Save Include Set Default Delete Delete

These commands allow you to manage standard or frequently used blocks of text for this section.

This section contains the calculated rates that you selected from the Rate Queue window. You can edit the rate text by clicking on the text and typing your changes.

To include a summary of the charge, click on the checkbox.

Calculation Results:

☐ Include Charge Summary

```
Item No.: 0200-00-0001-0035        Tariff: 012851-061
Commodity: Packing House Products, RE, (Inedible), Viz:
Origin: BALTIMORE, MD, USA, 21201-99    Via: BALTIMORE, MD, USA, 21201-99
Destination:  ANTWERPEN, BELGIUM       Via: ANTWERPEN, BELGIUM
Basis: PC              Service: YY              Container: 40,RE
Weight: 1,000.000     Volume: 1.000            Pieces:    1
```

Use this section to enter legal disclaimers.

Disclaimer Text:

This rate are not available beyond May 30th 2002.

Saved Blocks:
Save Include Set Default Delete Delete All

Use this section to enter ending text (such as a formal closing) for your quote.

End Text:

Please let me know if I can be of further assistance.

Saved Blocks:
Save Include Set Default Delete Delete

[Send/Save] [Save] [Cancel]

Result: You are now ready to fax, email or save the current quote. Go to "Step 5: Fax, Email, or Save the Quote" on page 59.

Step 5: Fax, Email, or Save the Quote

At this point, you can save, fax, and/or email the current quote, or just save it for future reference.

End Text:

Please let me know if I can be of further assistance.

Saved Blocks:
Save Include Set Default Delete Delete All

Send/Save   Save   Cancel

Do you want to fax or email this quote now or save it for future use without faxing it?

To fax or email now, click **Send/Save**.

To save the quote *without* sending it, click **save**.

Click the **Cancel** button to cancel this quotation and return to the **Rate Queue** window.

Result: WebSimon faxes, emails, and/or saves the quote as you have specified. A dialog box (similar to the one shown below) appears indicating the Quotation Number that WebSimon has assigned. You can use the number to more quickly locate the quotation.

This step typically concludes the quote-creation procedure.

EXIT

Quotes Rate Queue

To search for and retrieve a quote that you have saved, or to check on the status of a quote that you have faxed or emailed, click on the Quotes *link at the top of your WebSimon window.*

Note: The **Quotes** link will *only* appear on your screen if you have authority to access the Quotes module.

*The screen will display the **Quotes** window.*

- The status of a fax appears in the Fax Status column.

- The status of an email appears in the E-Mail Status column.

Note: WebSimon can *only* indicate that an email was successfully launched. WebSimon cannot detect external events such as undelivered emails or other email-related failures. Therefore, any undeliverable emails will be returned directly to the sender's email address. You can resend the quote from your desktop email application, but if you need to make changes to the quote, use WebSimon to edit and email the quote again. Using WebSimon will ensure that you have an accurate calculation and a permanent record of the quote.

For further information, see "To Resend a Quote" on page 60.

To Resend a Quote

To resend quotes

1. Click the **Resend** link of the quote you want to send. The **Resend Quote** screen appears.

2. Click on the appropriate check boxes to indicate how you want the quote to be delivered to each of the recipients.

3. Click the **Send** button.

To add a recipient from the Resend Quote screen

1. Click the **Add Recipient** button.

2. Enter all relevant information about the recipient in the fields on the screen.

3. Click **OK.** Information about the recipients is saved and will appear on the **Resend Quote** screen.

You are here: Quotes > **Resend Quote**

Please check the recipient(s) to whom this quote should be re-sent.
To edit recipient data, click on the recipient name.

Name	E-Mail	Fax
	☐	☐
	☐	☐

Add Recipient

Send   Cancel

To edit recipient information from the Resend Quote screen:

1. Click on the name of the recipient on the **Resend Quote** screen. The **Edit Recipient** screen is displayed.

2. Edit all relevant information about the recipient in the fields on the screen. Required fields are preceded with an arrow, as shown, ▶.

3. Click **OK** and the information you changed will be saved.

    Note: Click **Cancel** to exit without saving the changes to recipient information.

Note to Netscape 6.0 Users: If you reduce the number of recipients when resending a rate quote via the **Resend Quotes** screen, Netscape 6.0 may display the following error message: "Please select sending mode for at least one recipient." If this error message appears, you will not be able to resend the quote to fewer recipients than you originally indicated. Users of Internet Explorer will not experience this error and can resend quotes to any number of selected recipients.

APPENDIX
HINTS FOR EXPERIENCED USERS

This section offers additional helpful information about WebSimon not introduced in the tutorial. After you have worked through the tutorial examples to master basic WebSimon searching and navigation skills, you can try the hints presented here to use WebSimon more productively and efficiently.

The table on the following page provides a quick overview of the WebSimon usage hints.

Summary of WebSimon Hints

The following table provides a quick overview of the WebSimon hints presented in this document:

Hint Category	Hint Topic	Page
General WebSimon Usage	"Use Keyboard Shortcuts to View the Contents of a WebSimon Window"	**65**
	"Find Text Easily"	66
	"Quickly Print, Save to a File, or Send Email"	67
	"Copy and Paste Text"	68
	"Specify Search Words Effectively"	70
	"Find Tariffs Easily"	72
	"About Tariff Types"	74
	"System News"	76
Rate Search	"Minimize Keystrokes When Specifying Rate-Search Criteria"	**77**
	"Use Less-Specific Rate-Search Criteria"	77
	"Save Rate-Search Criteria"	78
	"Sort the Rate List (Results of a Rate Search)"	79
	"Show or Hide Rates"	80
	"Customize the Appearance of the Rate List"	82
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Rate Analysis	"Search Within a Single Tariff"	**85**
Service Contract Search	"Specify Non-Commodity Search Words in a Service Contract Search"	**88**
Inland Rate Search	"Locate Inland Points and Rates Quickly"	**89**
	"Find Duplicate Inland Rates"	93
Item Search	"View All Rates Associated with a Commodity"	**94**

(Continued on the next page.)

Hint Category	Hint Topic	Page
Rate Calculation	''Perform Multiple Calculations''	**96**
	''Display Future-Dated Calculation Results''	**99**
	''Manage Multiple Containers''	**102**
	''Convert Currency''	103

Use Keyboard Shortcuts to View the Contents of a WebSimon Window

Use the following keyboard shortcuts to view the contents of a WebSimon window:

| To move . . .	Press this key:
Up one screen	Page Up
Down one screen	Page Down
To the top of the current page	Home
To the bottom of the current page	End

Find Text Easily

Some windows in WebSimon (such as the Term Detail window) feature a "Find text" field and corresponding **Find** button to help you locate specific text. However, if Microsoft Internet Explorer is the Web browser in use at your site, you can use a special keyboard shortcut to find text on *any* WebSimon page. The shortcut is especially useful when viewing rule text, service-contract text or a large viz list (a detailed list of specific commodities).

Note: The shortcut works only on the current page. It cannot locate text in multiple pages (for example, those comprising inland tables).

Follow these steps to use the keyboard shortcut:

1. Press "Ctrl+F" (that is, press *and hold* C, then press af).

    Result: The Find dialog opens, as shown:
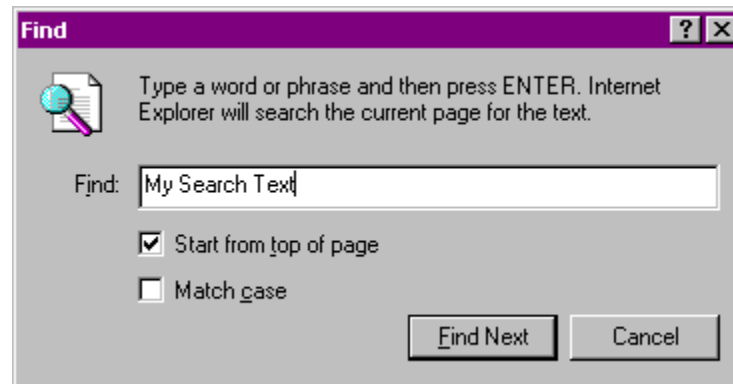
2. Type your search text in the "Find" field.

3. Click on the **Find Next** button.

    Result: The browser highlights the first instance of your search word or phrase (if the word or phrase exists) on the current page.

4. Continue clicking on the **Find Next** button to locate each subsequent instance of your search word or phrase.
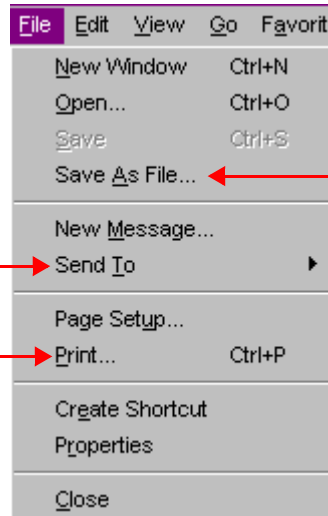
Quickly Print, Save to a File, or Send Email

In most WebSimon windows, the link bar provides Save and Print commands. However, this convenient shortcut allows you to use the Print command to quickly print, save or email the contents of the current WebSimon page:

1. If available in the WebSimon window that you are viewing, click on the Print icon (or on the Print link at the bottom of the window).

    Result: An HTML version of the current page opens in a separate browser window.

2. Open (click on) the **File** menu at the top of the browser window.

    Result: Several options appear, as shown. Click on the option that you need:

File	Edit	View	Go	Favorit
New Window		Ctrl+N		
Open...		Ctrl+O		
Save		Ctrl+S		
Save As File...				
New Message...				
Send To			▶	
Page Setup...				
Print...		Ctrl+P		
Create Shortcut				
Properties				
Close				

To send the current page as an HTML-file email attachment, click here.

To print the current page, click here.

To save the current page as a file on your hard disk drive, floppy disk or network drive (if applicable), click here.

Note—If you intend to import the saved file into a third-party application, be sure that the file name you select includes the ".html" extension (as in filename.html).

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Copy and Paste Text

As with most Windows-based applications, you can copy text from WebSimon and paste it into any other application (such as your word processor or email software).

Note: Because previous versions of Microsoft Word were not designed to interact with HTML, users of Microsoft Word 97 or earlier may have to reformat any text they copy from WebSimon. Users with more recent versions of Microsoft Word should not experience this problem.

To copy and paste text:

1. Highlight a block of text that you would like to copy, as follows.

    a. Position your mouse pointer at the top of the desired text block.

    b. Press *and hold* the left mouse button.

    c. Drag the mouse pointer to the bottom of the text block.

    d. Release the mouse button.

    Result: An area representing your selected text is *highlighted*, as shown in this example:
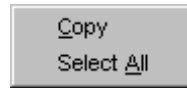

2. In the highlighted area of text, click on the *right* mouse button.

Copy and Paste Text (Continued)

      Result: A menu similar to the following appears:

```
Copy
Select All
```

3. Select the "Copy" option.

4. Move the mouse pointer to the window (and the area within your document) in which you intend to *paste* the text.

5. Click on the right mouse button.

      Result: A menu similar to the following appears:

```
Undo                    Ctrl+Z

Cut                     Ctrl+X
Copy                    Ctrl+C
Paste                   Ctrl+V
Paste Special...
Copy Special                   ▶
Select All in Flow   Ctrl+A
```
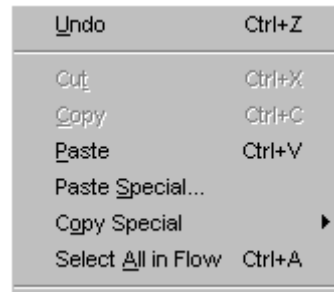
6. Select the "Paste" option.

      Result: The text that you selected now appears in your target document.

Specify Search Words Effectively

Each of WebSimon's primary search windows features a "Search Words" field for specifying one or more keywords or phrases related to your search. The keywords or phrases that you specify usually contain information about a commodity or text from a rule.

Here are two hints to help you use the "Search Words" field effectively:

- Specify simple, singular word forms.

  By specifying simple (root) words and singular (non-plural) forms of words whenever possible, your search is likely to be more successful, returning a greater number of "hits."

  Example: Specify FARM MACHINE instead of FARM MACHINES or FARMING MACHINERY.

- **Type either a single search word or multiple search words on each line.**
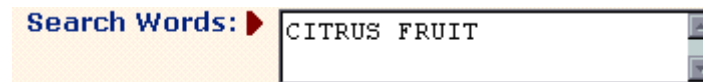
  You can enter one or more search words per line. (Press the **Enter** key after each single-word or multiple-word entry to start a new line.) How you enter your search words determines the types of results that WebSimon returns:

  - If you specify more than one search word on the *same* line, WebSimon returns only the search results containing *all* of the specified words.

  - If you specify more than one search word, but place each word on a *separate* line, WebSimon returns results containing *one* of the specified words.

  Example

  Assume that you are searching for rates using WebSimon's default Rate Search window:

  If you specify the commodity CITRUS FRUIT (both words on a single line as shown), WebSimon returns rates for commodities containing the words CITRUS *and* FRUIT.

Specify Search Words Effectively (Continued)

If you specify CITRUS on one line and FRUIT on another line, WebSimon returns rates for commodities containing the word CITRUS *or* FRUIT, as shown:

Search Words: ▶
```
CITRUS
FRUIT
```

You can also specify some search words on a single line and others on separate lines, as shown. In this case, WebSimon returns rates for commodities containing the words CITRUS *and* FRUIT, *or* ORANGE:

Search Words: ▶
```
CITRUS FRUIT
ORANGE
```

Find Tariffs Easily

Click on any of the Find Tariff links to access the Find Tariff window.

To locate rates, [Search] now. To further restrict your search, see below.

Tariff Code: [　　　　] Find Tariff

Enter the required Shipping Date (this field will automatically default to today's date). To narrow your search, enter information in any or all of the other Find Tariff fields, described on page page 73.

You are here: Rate Search > **Find Tariff**

Shipping Date: ▶ 16Mar2002 (ddmmmyyyy)

Tariff Code: [　　　　] (Full or Partial Tariff Code)

Tariff Type: Commodity and Calculable Contract Tariffs ▼

Organization: [　　] (Organization Number)

SCAC Code: [　] (Standard Carrier Alpha Code (SCAC))

FMC Number: [　] (FMC Number)

Trade Name: [　　] (Full or Partial Trade Name or Tariff Title)

Shipper/Affiliate: [　　　] (Full or Partial Shipper/Affiliate Name)

Origin: Port ▼ BOSTON, MA, USA, 02101-99

Destination: Port ▼ CORK, IRELAND

[Search] [Clear]

Find Tariffs Easily (Continued)

To narrow your search, enter information in any or all of the fields described below.

- Enter a full or partial **Tariff Code**.

- Select a specific **Tariff Type** or select all tariffs from the Tariff Type drop-down list.

- Use up to six (**6**) characters to indicate the Organization number associated with the tariff you are seeking.

- Use up to four (**4**) characters to indicate the **SCAC** (Standard Carrier Alpha Code) number associated with the tariff you are seeking.

- Use three characters to indicate the **FMC** (Federal Maritime Commission) number associated with the tariff you are seeking. If you do not enter information in the following fields, WebSimon will display all of the tariff codes to which you have access.

- Use up to ten (**10**) to indicate the **Trade Name** of the organization that owns the tariff you are seeking.

- Use up to forty (**40**) characters to indicate the Shipper or Affiliate name. If you enter a partial name, the screen will display:

Click OK and the screen will display a drop-down list, shown below, containing the names of all shippers that correspond to the text you entered.

Click the drop-down arrow and select a shipper.

- Indicate the **origin** and/or **destination** associated with the tariff.

Click the Origin drop-down box and select the type of origin associated with this tariff.

You can use up to **150** characters to indicate the specific origin associate with this tariff.

Click on the Destination drop-down box and select the type of origin associated with this tariff.

You can use up to **150** characters to indicate the Destination associated with this tariff.

About Tariff Types

Tariff types, displayed in the Type column on the **Find Tariff** search results, are now linked to descriptions in the online help.

An abbreviation indicating the type of tariff is displayed in the **Type** column (shown below).

Select	Tariff Code	Name	Type
Select	000132-001	WORLDWIDE FOREIGN TARIFF	FC
Select	007444-003	Overoceans Freight Tariff No 3 FMC No 3 (Between US & World)	FC
Select	010559-004	OCEAN FREIGHT TARIFF FMC NO. 4	FC
Select	010827-011	Pacific Link Shipping, Ltd. Export Tariff No. 11	FC
Select	012740-001	OCEAN FREIGHT TARIFF FMC NO. 1	FC
Select	012745-001	OCEAN FREIGHT TARIFF FMC NO. 1	FC
Select	012851-062	TACA-062, US to UK/Ireland E/B Freight Tariff, FMC No. 62	FC
Select	012903-001	USA/WORLD PORTS AND POINTS IMPORT/EXPORT FREIGHT RATE TARIFF	FC
Select	013055-001	OCEAN FREIGHT TARIFF FMC NO. 1	FC
Select	013101-001	TRADEWINDS INTERNATIONAL SHIPPING CO.	FC
Select	013108-001	OCEAN FREIGHT TRAIFF FMC NO. 1	FC

Each abbreviation acts as a link to the following descriptions of the tariff types in the online help.

Tariff Type Abbreviations

CC-Calculable Service Contract Tariff

DC-Domestic Commodity Tariff

ET-Essential Terms Publication

FC-Foreign Commodity Tariff

FR-Foreign Rules Tariff

IC-ICC Commodity Tariff

NC-Non-Regulated Commodity Tariff

NE-Non-Regulated Essential Terms Publication

NR-Non-Regulated Rules

SC-Service Contract Publication

BL - Bill of Lading Tariff

EI - Equipment Interchange Agreement Tariff

DR - Domestic Rules Tariff

IR- ICC Rules Tariff

TM - Terminal Tariff

About Tariff Types (Continued)

WebSimon includes different tariff types in your search, depending on the category you select from the Tariff Type drop-down list on the Find Tariff screen.

Note: You will only see tariffs to which you have access.

To search for rates based on a specific tariff type:

1. Access the **Find Tariff** screen.
2. Select a type from the **Tariff Type** drop-down list.
3. Click **Search** and the screen will display the search results.

Table 1:

If you select:	WebSimon will include the following tariff types in your search:
Commodity Tariffs	DC, FC, IC-ICC, NC
Calculable Contract Tariffs	CC
Commodity and Calculable Contract Tariffs	DC, FC, IC-ICC, NC, CC
Text Service Contract Tariffs	ET, NE, SC
Rules/Inland Tariffs	FR, FC, NC, DR, IRICC, BL, EI, IR, DR, TM
All Tariffs	All tariff types

System News

When there is new information about WebSimon, such as system maintenance or a new release, a System News window automatically appears when you login to the application. This page displays a synopsis of news items, the date the news was published, and hyperlink to the detailed version of the same news item.

Click on the hyperlink to access the full news item or release update.

To exit System News, click an item on any ot the links on the link bar or the links at the bottom of this page.

Home	Rate Search	Item Search	Rate Analysis	Contract Search	Rules	Inland Rates		Quotes

You are here: Home > System News

News

This document describes new enhancements to **WebSimon 1.9** ™ as well as any corrections that were made in response to your comments and suggestions. In the unlikely event that you encounter a problem while using the new version, contact **Descartes Customer Support** at 1-877-786-9339. Your comments are important to us. Please let us know if you have suggestions for future enhancements. Email your comments and/or suggestions to Ahmad Alkout, Product Manager, at aha@etransport.com

June 8, 2001 WebSimon 1.9 Release Notes

Home | Rate Search | Item Search | Rate Analysis | Contract Search | Rules | Inland Rates | Quotes | Currency Table
Currency Conversion Calculator
System News | Help | About | Exit

To access the System News page at any time, click the System News link that appears at the bottom of all WebSimon screens.

Minimize Keystrokes When Specifying Rate-Search Criteria

To save time and search more efficiently, use as few keystrokes as possible. To minimize keystrokes, type only partial words in the search-parameter fields. For example:

Instead of . . .	Type this:
BEVERAGE	BEV
SYNTHETIC RESIN	SYN RES
MIXED GROCERIES	GROCER
HONG KONG, HONG KONG	HONG KONG, H

WebSimon retrieves information containing the text string that you typed and any subsequent or preceding characters.

Internet Explorer 5.0 Users
When typing values into WebSimon fields, your Web browser often displays a drop-down list of suggested entries *as you type*. The browser feature works by scanning the characters that you type in a given field and comparing them to values that you had entered into that field in past sessions.

If you see the word or phrase that you intend to enter in the field, you can stop typing and select it from the list, as shown in this example:
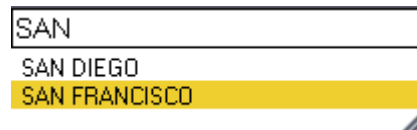
Use Less-Specific Rate-Search Criteria

If you perform a port-to-port rate search and WebSimon returns no results, try again using less-specific criteria. For example, try a country-to-country or country-to-port search.

If you restricted your search by specifying a container size, type, temperature, service, or basis, be less specific by selecting the default **All sizes**, **All types** or **Any basis** options.

Save Rate-Search Criteria

To save time during future rate searches, you can save your search criteria. Instead of retyping duplicate or similar search parameters into each field, you can restore a previously saved parameter set.

Using the Rate Search window's "Saved Parameters" field, follow these steps to save your current rate-search parameters:

1. After typing your search criteria into the appropriate fields, click on the Save link.
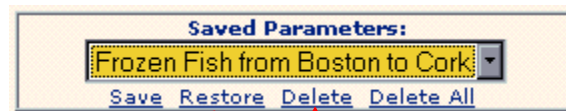
Result: A dialog box appears, prompting you to enter a name for the parameter set, as shown:

2. Type a name for your parameter set. Choose a name that will be obvious to you in future sessions, as shown in this example.
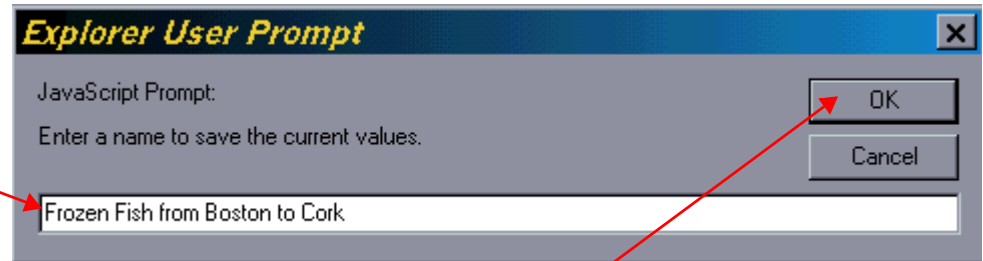
3. Click on the **OK** button.

Result: WebSimon saves the current parameter set with the name you have assigned to it.

To load a parameter set from the list of previously saved parameter sets, click on the Restore *link.*

Click on the Delete *link to delete the selected parameter set (the one that appears in the field, as shown).*

Click on the Delete All *link to delete* all *saved parameter sets.*

Sort the Rate List (Results of a Rate Search)

If WebSimon returns many rates in the Rate List window, use the sorting feature to your advantage (for example, to quickly find the lowest rate or to group the rate results by destination).

Use the "Sort By" field to select how you want WebSimon to sort the results of your rate search, then click on the **Sort** button. In this example, the "Sort By" field indicates that WebSimon has sorted the list of rates by commodity:

Show or Hide Rates

If the results of your rate search yield a large number of rates, you can shorten the list using the Filter Results By function, so that the Rate List shows only the rates that interest you.

In the following example, a country-to-country (USA to Ireland) search has returned 18 possible rates. Assume that you want to ship your commodity from a North Atlantic port only. Follow these steps to view only those rates based on a North Atlantic Port origin:

To hide rows:

1. In the **Filter Results By** drop-down list, select the name of the column containing the type of information that you want to hide. For example, you could select Orig to indicate that you want to hide results that contain a specific origin.

2. Enter the specific information in the **Filter Results By** text box. For example, you could enter North Atlantic Ports to indicate that you do not want rates with this origin to appear on your results screen.

3. Click the **Hide** button.

   All the rows that contain the specified information will be hidden from view.

4. Follow steps 1 through 3 until you have hidden all desired rows.

To show rows:

1. In the **Filter Results By** drop-down list, select the name of the column containing the type of information you want to show.

2. Enter the specific information in the **Filter Results By** text box.

3. Click the **Show** button. Only those rows that contain the information in the selected column will appear on the Rate List. All rows that do not contain the pattern or string of information will be hidden.

4. To further filter results, follow steps 1 through 3 until you have displayed all desired rows.

   You can hide and show rates based on different columns and matching patterns. Each hide/show will be performed on the results displayed from the previous hide/show/undo.

Show or Hide Rates (Continued)

To undo all the hide/show actions:·

1. Select *Display All Results* from the **Filter Results By** drop-down box.

2. Click the **Show** button.

    The screen will display all the rows on the Rate List.

To undo the last hide/show action:

•   Click the **Undo Last** button.

    After you undo a hide/show action, the column name and the pattern or string of information originally used appears in the drop-down list and text field.

Customize the Appearance of the Rate List

The table of results in the Rate List window displays many detail links for each rate. The links allow you to view detailed information about the selected rate, including details about the commodity that you want to ship, the origin and destination of the shipment, the tariff itself, and so on. Each detail category in the rate list has its own column and column heading.

You can change the appearance of the rate list by specifying which columns (detail link categories) should appear. You can also change the order that these columns appear on the window. The order you indicate will be saved from session to session, so you will only need to set these preferences once. Click on the Rate List window's Select Columns link to display the **Column Selector** window, shown below.

To add a column:

1. In the Excluded Columns pane, click on the name of the column you want to add to the Rate List.

2. Click ⌐>⌐ to move the selected column to the Included Columns pane.

To remove a column:

1. In the Included Columns pane, click on the name of the column you want to remove from the Rate List.

2. Click ⌐>⌐ to move that column to the Excluded Columns pane.

You are here: Rate Search > Rate List > Column Selector

Select the columns you want to view.
(Note: This will also select columns for printing.)

Excluded Columns: Included Co

IAs   Pvt   Fut   DesfVia

>>   Top
>   Up
<   Down
<<   Bottom

Comm
Ong
Dest
Base Freight
Bas
Siz.
Typ.
Serv
Tlif
TarCode

Apply   Cancel

>> - Include All; > - Include; < - Exclude; << - Exclude All.

To include or remove all columns:

- Click ⌐>>⌐. All columns from the Excluded Columns pane will be moved to the Included Columns pane.

- Click ⌐<<⌐. All columns from the Included Columns pane will be moved to the Excluded Columns pane.

To move a column left or right:

1. In the Included Columns pane, click on the name of the column you want to move.

2. Click the **Up** button to move the column one column closer to the left; or, click th **Down** button to move the column one column further to the right.

To move a column so it is the first or last column in the list:

1. In the Included Columns pane, click on the name of the column you want to move.

Customize the Appearance of the Rate List (Continued)

2. Click the **Top** button to move the column to the beginning of the list or table; or click the **Bottom** button to move the column to the end of the list or table.

3. Click the **Apply** button to apply and save your changes.

    WebSimon saves your settings for the Rate List window until you change them again. The settings apply to both the current session and future sessions.

    Note: Your settings apply to both the appearance of the rate list in the Rate List window and to hard-copy printouts of the rate list.

Find the Viz List

The viz list is a detailed list of specific commodities. After performing a rate search, several options are available for finding the viz list:

- In the Rate List window, select the rate that interests you and click on the commodity detail link (in the **Comm** column) for that rate, as shown in this example:

Click here.

- In the Rate Detail window, click on the commodity view Detail link at the top of the window.

Click here.

- In the Rate Detail window, scroll to the bottom of the window to "Click here to Show commodity text" and click where indicated.

Search Within a Single Tariff

WebSimon allows flexible searching within a *single tariff*. Use WebSimon's Rate Analysis feature to search for commodities, commodity details and rates within a specified tariff.

1. Click on the Rate Analysis link.

   Result: The Rate Analysis window appears, as shown on the next page:

Search Within a Single Tariff (Continued)

2. Specify the shipping date in *DDMonYYYY* format. The default is today's date.

You are here: Rate Analysis

Fields indicated by ▶ are required to perform a Rate Analysis.

Shipping Date: ▶ `03Mar2002` (ddmmmyyyy)

3. Specify the tariff code. (If you need to find a tariff code to specify, click on the Find Tariff link.)

Tariff Code: ▶ `012851-05B` Find Tariff

Display: ▶ ⦿ Commodity List ○ Rate List

☐ **Display Specific Locations**

4. Check the **Display Specific Locations** checkbox to display the location(s) you specified in this search.

To locate rates, [Search] now. To further restrict your search, see below.

To narrow your search, specify values or change the defaults for any or all of these optional fields, as shown.

Carrier Code:	
Harmonized Section:	`00`
TLI Number:	
Search Words:	Help on search words.
Contract Number:	
Origin:	Port — `BOSTON, MA, USA, 02101-99` — **Via Port:**
Destination:	Port — `CORK, IRELAND` — **Via Port:**

5. Click on the **Search** button.

Ctr Size: All Sizes - All Heights	**Ctr Type:** All Types	**Ctr Temp:**
Basis: Any Basis	**Service:** Any Service	**Expiration Date:**

[Search] [Clear]

Note: Users with Internet Explorer 5.5 will not see an hourglass while the application is searching for rates.

Search Within a Single Tariff (Continued)

Result: The Commodity List window appears, as shown:

Click on a commodity description link to
view the details associated with the
corresponding commodity.

You are here: Rate Analysis > **Commodity List**

Tariff Code: 012851-062	Origin: BOSTON, MA, USA, 02101-99	Item Number:
Shipping Date: 03Mar2002	Destination: CORK, IRELAND	Search Words:

1-30 of 30 rows (still searching...) **Next Bottom**

Rate List	Description	Commodity Number	Contract
7 Rates	Cargo General, NOS	0000-00-0001	
1 Rates	Cargo General, NOS, Non Containerizable	0000-00-0002	
1 Rates	Bulk Liquids, Non-Hazardous, NOS	0000-00-0004	
1 Rates	Freight All Kinds	0000-00-0008	
1 Rates	Worms (Live), NOS, In solution, RE	0106-00-0001	
2 Rates	Packing House Products, RE, (Inedible), Viz:	0200-00-0001	
1 Rates	Meat and Edible Meat Offal, NOS	0200-00-0003	

Click on a Rates link to open the Rate List window and view the rates available for
the corresponding commodity. (The numeral indicates how many rates exist for
the commodity within the specified tariff.)

Specify Non-Commodity Search Words in a Service Contract Search

When searching for a service contract in WebSimon's Contract Search window, you can use the "Search Words" field to specify search words other than the commodity name. For example:

- Specify other keywords relevant to the commodity

    If you are searching for a service contract with a specific commodity in mind, enter it and *any relevant keywords* in the "Search Words" field.

    Example: Assume that a building-materials shipper is located in Cloquet, Minnesota and that the service contract number is unavailable. Type the following in the "Search Words" field:

    CLOQUET BUILDING MAT

- Specify the Shipper

    If your service contracts note the shipper under Term 9, you can search for the contracts by entering the name of the shipper in the "Search Words" field.

    If the shipper has multiple contracts, be as specific as you would like when specifying the search string in the "Search Words" field. For example, include the shipper name, commodity and location.

Locate Inland Points and Rates Quickly

This section describes how to use WebSimon's Inland Rates link to retrieve a list of inland rate tables, and how to find specific inland points within those tables. Follow these steps:

1. Click on the Inland Rates link at the top of any WebSimon window.

Result: The Inland Rates window appears, as shown:

2. Specify the shipping date in *DDMMMYYYY* format. The default is today's date.

3. Specify the tariff code. (If you need to find a tariff code to specify, click on the Find Tariff link.)

4. Click on the **Search** button.

Locate Inland Points and Rates Quickly (Continued)

Result: A list of inland rate tables appears in the Inland Rates

1-22 of 22 rows

Tariff Code	
012851-058	Austria Via Benelux Ports
012851-058	Austria Via German Ports
012851-058	Belgium
012851-058	Croatia via German Ports
012851-058	Czechoslovakia
012851-058	France Via Benelux Ports
012851-058	France Via Le Havre
012851-058	France via Rotterdam (Shuttle)
012851-058	Germany Via Benelux Ports
012851-058	Germany Via Benelux Ports - R
012851-058	Germany Via German Ports

Click here to view details about the tariff associated with the inland rate.

5. Assume that you are interested in this inland rate and click on its <u>Detail</u> link.

Printing Hint: If the columns on the Inland Table are too wide to fit on 8 1/2 X 11 paper, you can change your browser's print orientation to indicate that the table should be printed in landscape format. This means that the table will print horizontally, rather than vertically, on the paper. Users can also use the Column Selector window to remove unnecessary columns from the table. For detailed information about the Column Selector window, see "Customize the Appearance of the Rate List" on page 82..

(Continued on the next page.)

Locate Inland Points and Rates Quickly (Continued)

Result: The Tariff Table Detail window appears. A portion of the window is shown here:

You are here: Inland Rates > **Tariff Table Detail** (as of 10Sep1998)

Organization: TRANS-ATLANTIC CONFERENCE AGREEMENT(012851)
Tariff: TACA-058, E/B Continent Inland Table Tariff, FMC No. 58(012851-058) view Detail
Table: Germany Via German Ports

Applies To:　GERMANY　　　　　　　　　　　　　　　　　　Via Port:　G|D

Filing Information: View Filing History

Filed: 10Sep1998
Effective: 10Sep1998　　　　　　　　　　　　　　　　　Amendment T
Expires:　　　　　　　　　　　　　　　　　　　　　　　　　　　St
Thru:　　　　　　　　　　　　　　　　　　　　　　　Special C

To find a particular row, enter the location and click Find.

6. Use the "Find row" field to specify a particular inland point you want to locate.

In this example, assume that you want to locate the the table row for Trier, Germany.

Note: If the table is organized by zip code, enter the first three digits of the zip code you want to locate in the Find Row field.

Find row: Trier, Germany　　　　[Find]

1-30 of 2158 rows Next Bottom

7. Click on the **Find** button.

Location (Point)	Bhvn & Hamburg Road (DEM)	Bhvn & Hamburg Road Special Ctrs See Rule 2H (DEM)	40" Ctr Rail\ Road (DEM)	20" Ctr Up To 16.5 T Rail\ Road (DEM)	20" Ctr Over 16.5 T Rail\ Road (DEM)	20' Single Rail (DEM)	40' Single Rail (DEM)	20" Mult Up To 16.5T Rail (DEM)	20" Mult Over 16.5T Rail (DEM)
AACHEN, GERMANY	1,448	1,593	1,191	843	946	2,235	2,235	1,140	1,513
AALEN, GERMANY	2,148	2,363	1,675	1,127	1,343	2,819	2,819	1,432	1,904
ABENSBERG, GERMANY	2,396	2,636	1,635	1,078	1,284	2,978	2,978	1,512	2,011
ABTSTEINACH, GERMANY	1,858	2,044	1,362	839	1,035				
ABTSWIND, GERMANY	1,716	1,888	1,493	920	1,131				

Result: The window displays the section of the inland rate table containing the inland location you specified.

Note: Users with Internet Explorer 5.5 will not see an hourglass while WebSimon is searching for rates.

Locate Inland Points and Rates Quickly (Continued)

Result: The Tariff Table Detail window jumps to the section of the inland rate table containing your specified inland location, as shown:

Location (Point)	Bhvn & Hamburg Road (DEM)	Bhvn & Hamburg Road Special Ctrs See Rule 2H (DEM)	40' Ctr Rail\ Road (DEM)	20' Ctr Up To 16.5 T Rail\ Road (DEM)	20' Ctr Over 16.5 T Rail\ Road (DEM)	20' Single Rail (DEM)	40' Single Rail (DEM)	20' Mult Up To 16.5T Rail (DEM)	20 Mu Ov 16. Ra (DE
TRIER, GERMANY	1,772	1,949	1,814	1,265	1,430	2,653	2,653	1,349	1,7
TRIFTERN, GERMANY	2,742	3,016	2,071	1,371	1,577				
TRITTAU, GERMANY	270								
TRITTENHEIM, GERMANY	1,726	1,899	1,814	1,265	1,430				
TROISDORF, GERMANY	1,326	1,459	1,026	678	781	2,169	2,169	1,107	1,4

Note: If a blank page appears after you click on the **Find** button, you did not retrieve all rows of data. To retrieve *all* data, click the Next or Prev commands at the bottom of the page. Click on the **Find** button again to retrieve the row.

Locate Inland Points and Rates Quickly (Continued)

Find Duplicate Inland Rates

Duplicate inland rates are available in rule tariffs (accessible via WebSimon's Rules link).

Example: Suppose that you need the duplicate inland rate for Munich, Germany. Enter the following search words in the Rules window's optional "Search Words" field:

DUPLICATE GERMANY

A search for rules containing your keywords retrieves all rules for the specified tariff containing the words "duplicate" and "Germany."

To learn more about searching for tariff rules, see "Chapter 5. Rule Searching" on page 47.

View All Rates Associated with a Commodity

Use the Item Search link to view all rates associated with a commodity. This feature is especially helpful when searching for commodities having agreement numbers (for example, exempt commodity agreements). Follow these steps:

——Rate , Commodity and Contract Search ——   — Components —

Home   Rate Search   Item Search   Rate Analysis   Contract Search   Rules   Inland Rates   Quotes

1. Click on the <u>Item Search</u> link at the top of any WebSimon window.

     Result: The Item Search window appears, as shown:

You are here: Item Search

2. Specify the shipping date in *DDMonYYYY* format. The default is today's date.

Fields indicated by ▶ are required to perform an Item Search.

Shipping Date: ▶ | 16Mar2002 | (ddmmmyyyy)

3. Specify the tariff code.

Tariff Code: ▶ [   ] <u>Find Tariff</u>

4. Specify a full or partial item number. (You must specify *at least* the first two digits of the item number.)

Item Number: ▶ [   ] (Enter at least the first 2 digits of the number to search/Ent

☐ Display Specific Locations

To locate rates, [Search] now. To further restrict your search, see below.

Leave these fields blank unless you want to restrict your search by origin and/ or destination.

Origin: [Port ▼] [BOSTON, MA, USA, 02101-99]
Via Port: [   ]
Destination: [Port ▼] [CORK, IRELAND]
Via Port: [   ]

5. Click on the **Search** button.

[Search] [Calculate] [Clear]

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View All Rates Associated with a Commodity (Continued)

Result: The Rate List window appears showing all rates associated with the commodity in the specified tariff.

Hint—If you do not have a full commodity number to specify for the item search, you can try either of these options:

- Obtain a full commodity number by performing a rate search specifying "Country" for both the origin and the destination (to retrieve a broad list). Note the number of the desired commodity (the first 10 digits of the TLI number), then perform the item search using that number.

- Specify a partial item number. (Be sure to specify *at least the first two digits* of a valid item number.)

Perform Multiple Calculations

You can perform bottom line calculations for up to ten rates at a time without leaving the Rate List, which is shown below.

Important: Please note that the more bottom line calculations you perform, the longer it will take WebSimon to return the results

To perform multiple calculations:

1. Select each of the rows for which you want to calculate rates.

   To select rows, you can either click on the checkbox of up to ten rates In the Multi column

   Or

   Click on one of the **Select 10 buttons**, which will automatically check the corresponding group of ten rows in the list.

2. Click the **Multiple Rate Calculation** button.

(Continued on the next page.)

Perform Multiple Calculations (Continued)

After you click on the the **Multiple Rate Calculation** button, the screen will display:

3. If you click the **Pre-Paid** radio button, you will not be prompted to select a currency during calculation. Instead, WebSimon will either select the rate's default currency, or the currency of the country of origin.

For example, if a shipment from Canada to Taiwan has a default currency of United States dollars, and a surcharge exists with Canadian and Taiwanese currency options, WebSimon will select the option corresponding with the country of origin (Canada). If a surcharge exists with choices between US dollars and Taiwanese currency, WebSimon will use the rate's default currency (US dollars).

Or

If you click on the **Collect** radio button, you will not be prompted to select a currency during calculation. Instead, WebSimon will automatically select the charge amount that reflects the currency of the country where the shipment will be delivered (destination).

For example, if a shipment's destination is Taiwan and a surcharge exists with two currency options, WebSimon will select the option corresponding with the destination, which in this case, is Taiwanese Dollars.

Important: If you do not select one of these radio buttons, you will be prompted to indicate the currency from the table prompts, described below.

Perform Multiple Calculations (Continued)

4. Click **Yes** for Table Prompt if you want WebSimon to prompt you for surcharges for each selected rate. If you clicked on either the **Pre-Paid** or **Collect** radio buttons, you will not be prompted to select a rate for local or foreign currency charges.

   Or

   Click **No** for Table Prompt if you do not want WebSimon to display table selection charges.

   Important: If you do not select one of these radio buttons, the bottom line rates may be inaccurate because WebSimon will ignore surcharges related to the rate.

5. Click **OK**.

   If you indicated that you wanted to be prompted for surcharges, the screen will display the Calculation Paused page.

6. Select the correct charge and click **Apply** to have that charge included in the calculation. When you have selected all surcharges, the screen will display the Calculation List. The Calculation List, shown below, lists the Total Charges for each of the rates calculated.

If desired, click on the **Details** hyperlink to view the Calculation Results screen for the selected rate, which shows a detailed breakdown of the bottom-line amount displayed in the Total Charges column, highlighted above. **Note**: Click on the **Calc** button if you want to modify the settings and recalculate a rate.

Display Future-Dated Calculation Results

WebSimon can display calculation results for both the shipping date entered and for another, future shipping date

Important: This is an optional feature. WebSimon will *only* display calculation results for a future shipping date if your company has implemented this functionality, *and* if your user ID gives you access to future-dated calculations. When implemented, the future calculation date always reflects a set number of days after the shipping date. For example, if you entered a shipping date of January 1 and your company has implemented future-dated calculations for 60 days from the shipping date, the screen will automatically display bottom line charges for both the shipping date and for March 01 of that same year.

To display bottom line calculation results for both the shipping date entered and for another, future shipping date.

To display future-dated calculation results:

1. Access the Rate List, shown at right.

2. Click on the **Multi** check box next to the rate you want to calculate.

   Because WebSimon can only display future-dated calculation results for one rate at a time, you can only select one rate from the Rate List.

3. Click the **Multiple Rate Calculate** button.

You are here: Rate Search > Rate List

Origin: USA
Destination: IRELAND

Search
Shipping

Below results represent matches for your selected criteria (if entered) and show only the **BASE FREIGHT**. T your shipment, click on ■ next to the desired row. To calculate charges for multiple rows, check the Multi b may be selected.

Multiple Rate Calculation

1-30 of 30 rows (*still searching...*) Next Bottom

Expand All Rows   Collapse All Rows

Sort By: Comm

Calc	Multi	Comm	Orig	Dest	Base Freight	Fut.	Bas	Siz.	Typ.	Serv	Tlt#	TarCode	Notes
■	✓	CARGO, N.O.S. (REGULAR SERVICE)	USA ◀	IRELAND ◀	500.00USD MIN 2000.000KGS				WM	DO, DP, OD, DD, OO, PP, OP, PD, PO	0000-00-0000-0019	010559-004	

Result: The screen will display the Calculations Results, containing future-dated bottom line charges which are outlined in red below.

Display Future-Dated Calculation Results

- Click on any of the underlined charges to view the Rule Detail screen that displays the details of the rule you selected.

- When you select a rule under a future-dated calculation, WebSimon will display the appropriate rule for the charge that is in effect for that date.

  If the rate will expire before the future date, no rates will appear under the future-dated Bottom Line Charges heading. Instead, the screen will display:

  No rates found as of future shipping date

  If the rate does not change before the future calculation date, the screen will display the same calculation results for both sets of bottom line charges.

Shipping Date: 15Mar2002
Origin: **BOSTON, MA, USA, 02101-00**
Destination: **CORK, IRELAND**
Base Freight: **4315.00USD MIN 2000.000KT**
Tariff Code: **012851-002**
Currency Date: 15Mar2002

Commodity: **Fish, Frozen, Shellfish, Frog Legs, Mollusks; NOS**
Via Port: **BOSTON, MA, USA, 02101-00**   Mode:
Via Port: **CORK, IRELAND**   Mode:
Basis: **PC**   Ctr. Size:
TLI: **0300-00-0002-0040**   Service:
FF/Broker: **Freight Forwarder**   Carrier:

Commodity Text: [Show commodity text.]

Bottom Line Charges As of 15Mar2002

☐ **Total Each Currency**

Ocean Freight	4315.00 USD	
Terminal Handling Charge (THC)	500.00 USD	
{cc} Container Service Charge (CSC)	187.53 USD	(114.00 GBP)
Carrier Provided Reefer Containers	0.00 USD	
Currency Adjustment Factor (CAF)	345.20 USD	
Bunker Adjustment Factor (BAF)	80.00 USD	
	===========	
Total Charges	5427.73 USD	
Freight {CC} Forwarder Compensation	58.25 USD	

Bottom Line Charges As of 14May2002

Ocean Freight	4315.00 USD	
Terminal Handling Charge (THC)	500.00 USD	
{cc} Container Service Charge (CSC)	187.53 USD	(114.00 GBP)
Carrier Provided Reefer Containers	0.00 USD	
Currency Adjustment Factor (CAF)	345.20 USD	
Bunker Adjustment Factor (BAF)	80.00 USD	
	===========	
Total Charges	5427.73 USD	

- The results that appear in the Charge Summary section at the bottom of the screen only reflect the results for the first set of bottom line charges.

Display Future-Dated Calculation Results

When you click the **Quote** button at the bottom of the **Calculation Results** screen, the screen displays the **Quote Creation** screen, which contains two new checkboxes, shown below.

Click on one or both of the As of Date check boxes to display the bottom line results for the selected date.

If you uncheck all of the boxes, the Calculation Results section will not display any information.

```
Calculation Results:
☑ As of 15Mar2002  ☐ As of 14May2002  ☐ Include Charge Summary

Bottom Line as of 15Mar2002                                          ▲
Item No.: 0300-00-0002-0049              Tariff: 012851-062
Commodity: Fish, Frozen, Shellfish, Frog Legs, Mollusks; NOS
Origin: BOSTON, MA, USA, 02101-99       Via: BOSTON, MA, USA, 02101-99
Destination:  CORK, IRELAND             Via: CORK, IRELAND
Basis: PC              Service: YY            Container: 40,RE
Weight: 1,000.000      Volume: 1.000          Pieces:    1

Bottom Line Charges
  Ocean Freight                              4315.00 USD
  Terminal Handling Charge (THC)              500.00 USD
  {cc} Container Service Charge (CSC)         187.53 USD (114.00 GBP)
  Carrier Provided Reefer Containers            0.00 USD
  Currency Adjustment Factor (CAF)            345.20 USD
  Bunker Adjustment Factor (BAF)               80.00 USD        ▼
```

Manage Multiple Containers

When you open the Calculation Settings window for the first time, WebSimon provides a default container (and its associated parameters) which you can use "as is" or modify to suit your needs. If your shipment consists of *multiple* containers, you can manage them via the window's "Manage Containers" section. WebSimon summarizes multiple container charges automatically when calculating the bottom-line result.

You can add a new container, copy an existing container, and delete a container. You can also select a specific container that you have defined for the current shipment, then jump directly to that container's parameters.

*To create a new container, modify any fields as necessary to reflect the new container's parameters and click on the **New** button.*

*Click on the **Copy** button to create a copy of the selected container (the one currently displayed).*

*Click on the **Delete** button to delete the selected container (the one currently displayed).*

Manage Containers

| | | | New | Copy | Delete |

Container ID: [   ]   1 of 1 ▼ Select

Total Weight: ▶	1,000.000	KGS ▼	Total Volume:	1.000	CBM ▼	# of Pieces: ▶	1	
Length: ▶	0.00	M ▼	Width: ▶	0.00	M ▼	Height: ▶	0.00	M ▼
Type: ▶	Reefer		Size: ▶	40FT, 8'6"		Temp.: ▶	FRZ - Frozen	
Stripping: ▶	Not Applicable ▼		Hazard Code: ▶	Non-Hazardous		Packaging: ▶	Not Applicable	
Stuffing: ▶	Not Applicable ▼		Stowage: ▶	Not Applicable ▼		Value: ▶	1.00	USD ▼
Shipper Owned: ☐			Transshipment: ☐					

Selected Special Services: [NONE]
Click here if your shipment requires **Special Services** such as fumigation, tarping or liner bags.

When creating a new container or copying an existing one, you can use the optional "Container ID" field to name the container.

*This field and the **Select** button allow you to select the container that you want to appear. (The initial default is "1 of 1.")*

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Convert Currency

Use this utility to convert currency from one type to another, based on the rate of exchange and the date.

To access the calculator, click the calculator icon on the link bar, shown below.

To convert currency:

1. Enter a **Shipping Date** in the DDMMMYYYY format (for example, 12Sep2001).

   The date will default to the current date. Note that you can use the calculator conversions based on a previous date's exchange rate.

2. Select the **Rate of Exchange Source** from the drop-down box.

   The default is the *The Wall Street Journal.* Use the drop-down list box to select *The London Financial Times*.

3. Enter the amount and type of currency that you want to convert in the **From** fields.

   • In the first **From** field, enter the numerical value of the currency you want to convert from.

   • In the second **From** field, click the down arrow to select the type of currency that you want to convert from. Note that this field contains a default of USD (United States dollars).

4. In the **To** drop-down box, select the type of currency you want to convert to. Note that this field contains a default of USD (United States dollars).

5. Click **Calculate**.

   The completed calculation will display the numerical result with up to six places to the right of the decimal (for example, 12345.123456). If the final calculation is a number with a more than six places to the right of the decimal, that number will be truncated and rounded up.

To clear the text fields: Click **Clear**. The information you entered will disappear and the fields will display their defaults.

To close the calculator: Click the X in the upper right hand corner of the dialog box.

Note: If you try to perform a calculation after your Websimon session has timed out, the screen will display an error message.

T**o return to the Login screen:** Click on any link on the Link bar on the main WebSimon window.