



WorldWideAlliance®

FCL RATE GUIDE

Admin Guide

Table OF Contents

FCL Rate Admin Module	3
<i>FCL Rate High Level Process Flow:</i>	<i>3</i>
FCL Rate Admin PROCESS:	3
<i>CSV Sheet Format:</i>	<i>4</i>
<i>CSV Sheet Validations:</i>	<i>5</i>
WWA FCL RATE MODULES	6
<i>Contract:.....</i>	<i>6</i>
Upload Contract & Upload process.....	7
Import Contract & Importing Process:	8
<i>Clauses:</i>	<i>11</i>
<i>Commodity.....</i>	<i>13</i>
<i>Customer Markup.....</i>	<i>16</i>
Customer Markup combinations:	18
<i>Sub Contract</i>	<i>20</i>
<i>Surcharge Codes</i>	<i>23</i>
<i>FCL Request.....</i>	<i>25</i>
<i>Contract Deletion.....</i>	<i>26</i>
<i>Download Usage Log.</i>	<i>27</i>
Note:.....	28

FCL Rate Admin Module

This guide is intended for prospective users of WWA application who are going to set up and manage the rates so that FCL Rate Search module can work as intended.

The search module will be available as per the rights assigned to the user. For the search module to work there is some background work, which needs to be done by the admin. This is a restricted section on the website.

If you need access to the same, please drop an email to Ecommerce@wwalliance.com so that they can enable the same for you.

As of now only WWA Admin (BRC Team) have the authority to upload/manage the rates. WWA Members need to provide the FCL Rates in the CSV format to BRC. In future WWA can grant the access to members to directly upload the rates instead of sending those to BRC team.

FCL Rate High Level Process Flow:

- FCL Rate Admin uploads the Rate CSV file.
- WWA Server imports the uploaded file, if file is as per the WWA Standard and passes the validation criteria rates gets stored to FCL rates database else if it contains any errors same will be displayed on the Admin screen.

FCL Rate Admin PROCESS:

Only FCL Rate Admin can upload the rates to the WWA. The rates need to be uploaded in the CSV file format.

Three types of rate can be uploaded to the WWA, Pre carriage, Port-to-Port & On carriage rates. Sample sheets for the references have been provided for all types of contracts. See the provided zip file (FCL_RATE_SAMPLES) or else you can also download the same from **Admin – FCL – Contract – Upload Contract**.



While uploading the document, the Admin needs to take care of certain data elements (control columns) as they are configurations/master data, which need to align 100% for smooth processing. The details of the same are provided below.

CSV Sheet Format:

- Control columns are same in all the sheets (Pre-carriage, Port-to-port & On-carriage) only difference is that Trade lane column is not required for Pre-Carriage and On-carriage rates.
- Id, Trade lane, Origin, Origin Region, Routing via, Transshipment, Destination, Carrier, Commodity, Container Size, and Container Type are the control columns. Other columns are normal columns where use needs to enter the rates related valid data.
- Control columns cannot be blank.
- Control columns need to be in sync with the configuration/master data within the WWA system.
- Configurations are data setup, which will be done by the FCL Rate Admin.
- Since all the data will be uploaded by WWA Admin these all configurations need to be done before the sheet is uploaded into the system by the WWA Admin

Microsoft Excel - CMDU - ASE0 - SHPT.csv

File Edit View Insert Format Tools Data Window Help

P21 = 100

	A	B	C	D	E	F	G	H	I	J	K	L
	id	Trade Lane	Origin	Origin Region	Routing Via	Transshipment	Destination Region	Destination	Carrier	Commodity	Container Size	Container Type
1												
2	CMDU - ASE0 - SHPT	AS-EU	CNSHA	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
3	CMDU - ASE0 - SHPT	AS-EU	CNTSN	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
4	CMDU - ASE0 - SHPT	AS-EU	CNXGG	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
5	CMDU - ASE0 - SHPT	AS-EU	CNDLC	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
6	CMDU - ASE0 - SHPT	AS-EU	CNTAO	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
7	CMDU - ASE0 - SHPT	AS-EU	CNNGB	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
8	CMDU - ASE0 - SHPT	AS-EU	CNYTN	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
9	CMDU - ASE0 - SHPT	AS-EU	CNCWN	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
10	CMDU - ASE0 - SHPT	AS-EU	CNNSA	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
11	CMDU - ASE0 - SHPT	AS-EU	CNXMN	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV
12	CMDU - ASE0 - SHPT	AS-EU	HKHKG	NORAM	NORAM	NOAAN	LATAM	LTKLJ	CMDU	FAK (Non HAZ)	20	DV

Id values must be same as the Contract file name.

These are the master data fields which are controlled by WWA Admin. Same has been explained in the document.

Commodity, Container Size and Container Type are predefined values which have been explained in this document. Currently, WWA has containers only in three sizes (20,40 &45 feet).

CSV Sheet Validations:

There are predefined sets of validations, which need to be followed for successful uploading of contract. Validations sets are same for all types of rates (Pre-Carriage, Port-To-Port, On-Carriage).

- **Column A – ID:** Sub Contract name must exist in WWA – Sub contract is just a unique identifier to define the rate; it is a combination of Carrier & Trade lane.

Example: Carrier – Trade lane - <Member SCAC>
CMDU – ASEO - SHPT,
CMDU – ASEO –TMGB.

ID name must be same to the Sub Contract Name – If we consider the example of above sub contract then ID name must be CMDU – ASEO – SHPT.

- These are the configurations to be done by the WWA FCL Rate Admin:
- **Column C, E, F & H – Origin, Routing Via, Transshipment & destination** must exist in WWA – This is the Master data which is available on WWA. If the UN LOC CODE for particular location is not available and it is a valid location then it needs to be added to the WWA before uploading the CSV file else system will throw the errors. See the provided zip for a list of UNCODES available on WWA.
- **Column D & G – Origin Region & Destination region** must exist in WWA. See the provided zip for a list of regions available on WWA.
- **Column I - Carrier** must exist in WWA – This data also comes from master table & needs to be available in the same. If it is not available & it is valid carrier then details needs to be added to the WWA before uploading the sheet else system will throw the errors. See the provided zip for a list of Carriers available on WWA
- **Column J - Commodity** must exist in WWA – This is a predefined value, which should be present in the WWA database. If it is not available then it can be created from **WWA – Admin- FCL- Commodity – New**.
- **Column K & L - Container size & Container type** must exist in WWA – See the provided Zip for list of Container sizes & Container Types available on WWA.
- Valid Date format: YYYY-MM-DD
- Naming convention of file: File name must be same as Sub Contract Name.i.e CMDU – ASEO - SHPT.CSV, Here .CSV is an extension of the file.
- **Note:** if any valid control column data is not available in the master data then contact ecommerce@wwalliance.com to add the same.

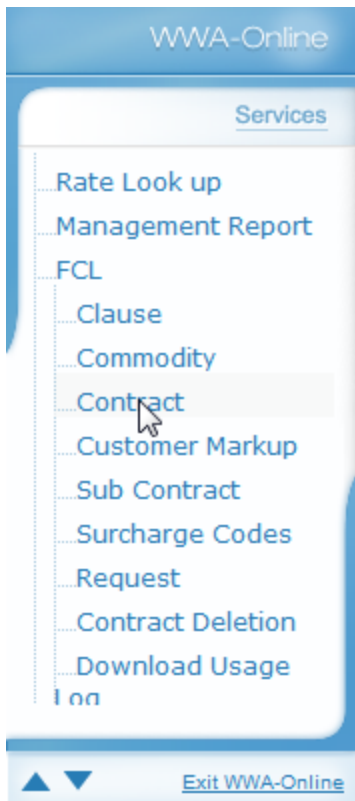
WWA FCL RATE MODULES

Contract:

Objective: This module is designed to upload and import the Contract.

Contract is nothing but the rates decided by the carriers for particular trade lanes.

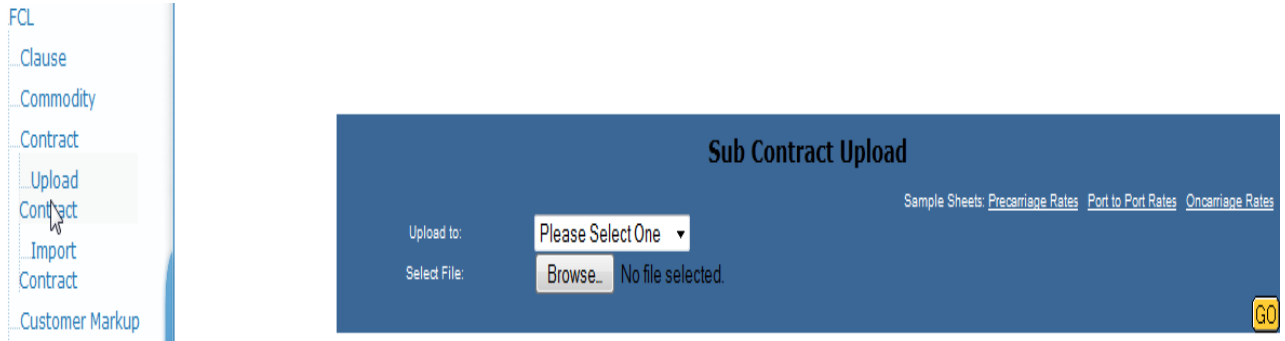
Admin - FCL – Contract



Contract module is further classified into 2 sub modules Upload Contract & Import Contract.

Upload Contract & Upload process.

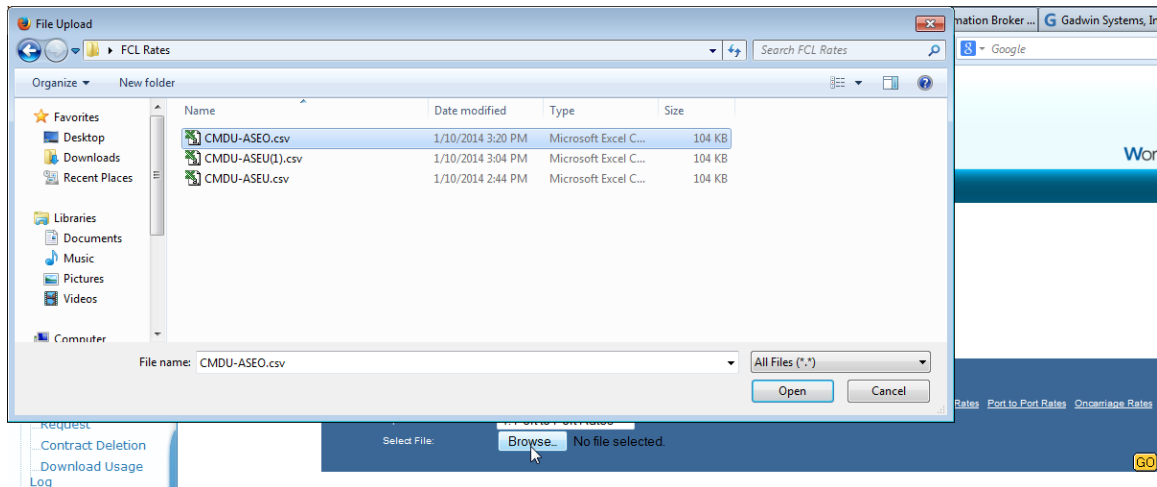
Click on the **Admin – FCL – Contract – Upload Contract**.



Select the desired "Upload to" option from the drop down menu.



Browse the file that you want to upload, Select it and click on Go.



You will receive the following notification after uploading the file.

File has been successfully uploaded, pending any exceptions, it should now be imported.



Import Contract & Importing Process:

Import process validates the entire sheet to check, if contract name, origin & destination location codes, carrier codes, container sizes, container types are valid or not.

Go to the **Admin – FCL- Contract – Import Contract**.



Below Screen will appear which will show the uploaded file. Click on the Import link to complete the uploading process.

Uploaded Contract Listing

File Name	Type Of Contract	Filesize	Date of upload	Status	Exception	Import	Delete
CMDU-ASEO.csv	Port to port	106182 bytes	2014-01-13	Ready to be imported		Import	Delete

Contracts To Be Processed.

Port to port	Precarriage	Oncarriage
No Contracts To Process.		

If file passes the validation criteria successfully, below screen will appear, tick the check box of sheet which you want to process and then click on the submit process to complete the process.

Uploaded Contract Listing

The spreadsheet was imported successfully.

File Name	Type Of Contract	Filesize	Date of upload	Status	Exception	Import	Delete
<input checked="" type="checkbox"/> CMDU-ASEO							

Contracts To Be Processed.

Port to port	Precarriage	Oncarriage
<input checked="" type="checkbox"/> CMDU-ASEO		

Submit process
Delete

You will receive the below notification on successful submission of process.

Uploaded Contract Listing

File Name	Type Of Contract	Filesize	Date of upload	Status	Exception	Import	Delete
-----------	------------------	----------	----------------	--------	-----------	--------	--------

Contracts To Be Processed.

The selected contract(s) will be processed shortly.

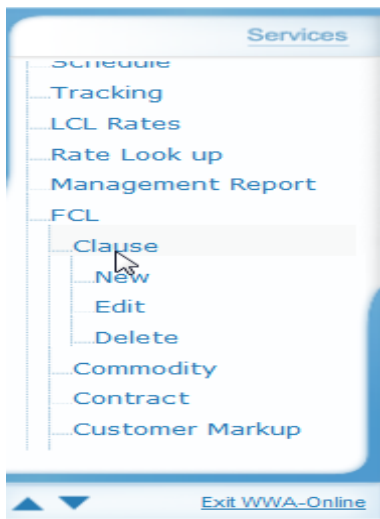
Port to port	Precarriage	Oncarriage
--------------	-------------	------------

No Contracts To Process.

Clauses:

Objective: This module is designed to create new clause & to edit or delete the existing clause. Generally clauses can be taken as extra / additional text information, which gets printed along with individual rates if they are selected and submitted. Selected Clauses gets included in the quote PDF.

Below image shows how Clause module can be accessed from Admin section having 3 standard option of New – Edit – Delete.



After selecting Admin – FCL – Clauses – New, below shown module will appear.

Clause Code:

- Clause code can be created maximum up to 20 characters.
- Clause code can be alpha numeric.
- Clause code can be used / selected while sending rates to customer as it will get reflected in rate PDF as additional information

Clause Name:

- Clause name can be created maximum up to 200 characters.
- Clause name can be created as alpha numeric.

By selecting **Admin – FCL – Clauses – Edit**, user may modify existing data for clauses.

Search On Clause To Modify

Please choose

Clause:

DDC COLLECT, NO COMMISSION INCLUDED.: DDC
FOB rate, subject to origin charges. RATES ARE SUBJECT TO DOC FEE OF \$10/BL.: FOB
Pricing Valid for 30 days from date of quotation: quote validity
Subj to DDC/pierpass/Clean truck/BL fee(\$10),no commission included.: New DDC
Subject to clean truck fee: \$35/TEU Subject to Pier Pass: \$60/TEU: CTF/PP Import
subject to local charges at origin,ISF and US Customs formalities. subject to carrier acceptance/space availability: FOB Imports
SUBJECT TO NCB INSPECTION AND OPS APPROVAL. LASHING, UN-LASHING AND SECURING AT SHIPPER'S ACCOUNT. RATES MUST B
This quotation will be valid only upon your kind acknowledgment. RATES ARE SUBJECT TO DOC FEE OF \$10/BL.: ACKNOW

And for deleting existing clauses **delete** option can be selected from **FCL – Clauses – Delete**.

Search On Clause To Delete:

Please choose one of the following, or none

Clause Name:

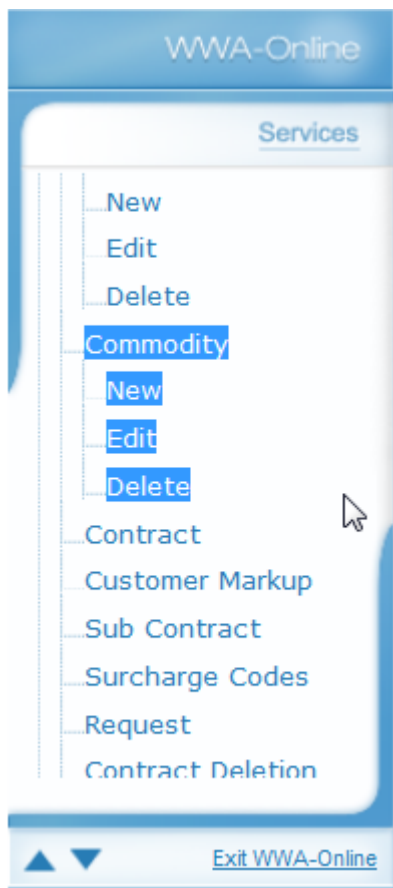
DDC COLLECT, NO COMMISSION INCLUDED.: DDC
FOB rate, subject to origin charges. RATES ARE SUBJECT TO DOC FEE OF \$10/BL.: FOB
Pricing Valid for 30 days from date of quotation: quote validity
Subj to DDC/pierpass/Clean truck/BL fee(\$10),no commission included.: New DDC
Subject to clean truck fee: \$35/TEU Subject to Pier Pass: \$60/TEU: CTF/PP Import
subject to local charges at origin,ISF and US Customs formalities. subject to carrier acceptance/space availability: FOB Imports
SUBJECT TO NCB INSPECTION AND OPS APPROVAL. LASHING, UN-LASHING AND SECURING AT SHIPPER'S ACCOUNT. RATES MU
This quotation will be valid only upon your kind acknowledgment. RATES ARE SUBJECT TO DOC FEE OF \$10/BL.: ACKNOW

Commodity

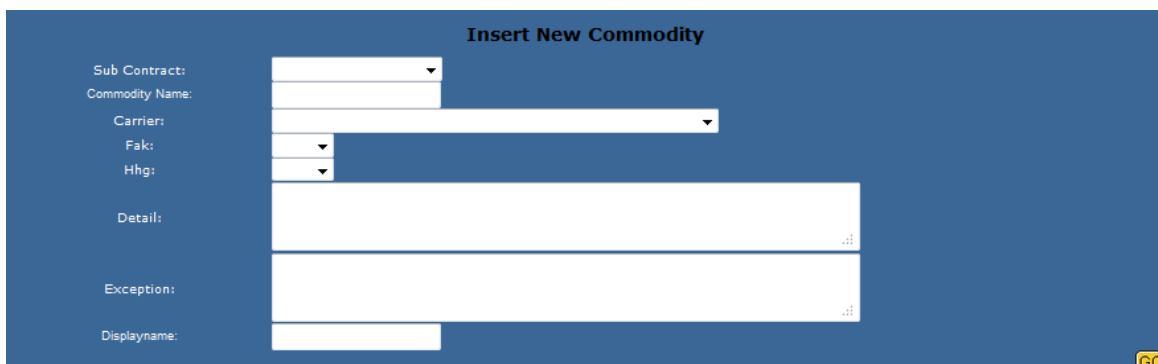
Objective: This module is designed to create commodity by selecting sub-contract id, generally this master will be used while uploading of FCL Rates wherein rates for combination of origin and destination are mentioned in the sheet.

Below image shows how Commodity module can be accessed from Admin section having 3 standard option of **New – Edit – Delete**.

WWA –Admin-FCL-Commodity



After selecting **Admin – FCL – Commodity – New**, below shown module will appear.

A screenshot of the "Insert New Commodity" form. The form is set against a dark blue background. It contains several input fields: "Sub Contract:" with a dropdown arrow, "Commodity Name:" with a text input field, "Carrier:" with a dropdown arrow, "Fak:" with a dropdown arrow, "Hhg:" with a dropdown arrow, "Detail:" with a large text area, "Exception:" with a large text area, and "Displayname:" with a text input field. A yellow "GO" button is located in the bottom right corner of the form area.

Sub Contract:

In this module generally sub contract needs to be selected from the masters, which are already defined in SUB CONTRACT masters.

Commodity Name:

Commodity Name can be created maximum up to 20 characters. It can be alphanumeric.

Carrier:

In this field data has to be selected which is pre-defined in the CARRIER master table.

FAK:

FAK – Freight ALL KIND – list is available for selection with values as Y or N, so accordingly users need to select depending upon the nature of commodity.

HHG:

HHG – House Hold Goods - list is available for selection with values as Y or N, so accordingly user needs to select depending upon the nature of commodity.

Detail:

This is free text field for additional details.

Description:

This is free text field for additional description..

Display Name:

It can be stored maximum up to 20 characters. This field will be used for displaying of individual commodity while submitting the rates to customers.

To **modify** any details with respect to commodity user can access **Admin – FCL – Commodity – Edit**

Search On Commodity To Modify

Please choose

Carrier:

Region:

Tradelane:

User first needs to select for which carrier commodity needs to be displayed and then region with trade lane. So depending upon the selected criteria all the commodity listing will be shown and then accordingly modification can be done.

To delete user can access **Admin – FCL – Commodity – Delete.**

Search On Commodity To Delete

Please choose one of the following, or none

Carrier:

Region:

Tradelane:

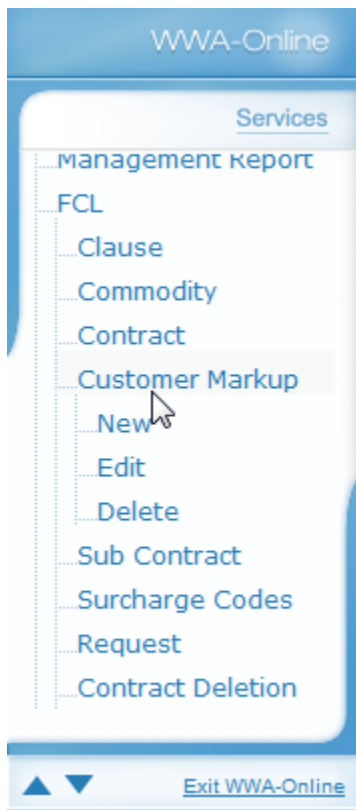
User needs to follow the same steps as mentioned above to edit the commodity and then User can delete the commodity, which he wants to delete.

Customer Markup

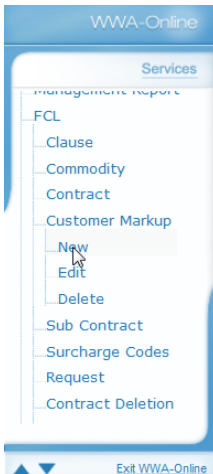
Objective: This module is a Customer specific module. There is possibility that WWA has different rates for different customers. WWA Admin can adjust these rates with the help of this module where one can assign the Mark up rate for particular customer and later on that mark up rate will get added/Subtracted to/from the actual rate.

Mark up rate can be in percentage or normal currency value. It can either positive or negative.

Module can be accessed from **Admin – FCL - Customer Markup**



Admin – FCL – Customer Markup – New



Insert New Customer Markup

Company ID:

Carrier:

Region:
 North America
 ASIA
 OCEANIC
 INDIAN SUB

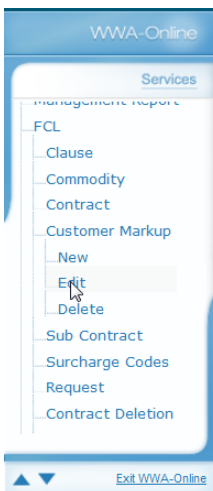
Trade Lane:

Container Size:
 45
 40
 20

Container Type:
 Dry Standard Container
 Non-Operating Reefer
 Flat Rack Container
 Garment Container

Select the appropriate fields and enter the Markup value which need to be added & Click on Go.

Admin – FCL – Customer Markup - Edit



Search On Customer Markup To Modify

Company ID:

Carrier:

Region:

Trade Lane:

Container Size:

Container Type:

Sub Contract:

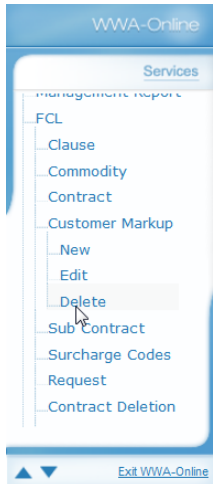
Origin:

Destination:

Ramp/Port	Port/Port	Port/Ramp
Rate: <input type="text"/>	Rate: <input type="text" value="20"/>	Rate: <input type="text"/>
Percent: <input type="text"/>	Percent: <input type="text"/>	Percent: <input type="text"/>

Select the required details, for which Markup details need to be modified, modify the data and then click on Go to submit the modification.

Admin – FCL – Customer Markup - Delete



Search On Customer Markup To Delete

Company ID:

Carrier:

Region:

Trade Lane:

Container Size:

Container Type:

Sub Contract:

Origin:

Destination:

Ramp/Port	Port/Port	Port/Ramp
Rate: <input type="text"/>	Rate: <input type="text"/>	Rate: <input type="text"/>
Percent: <input type="text"/>	Percent: <input type="text"/>	Percent: <input type="text"/>

GO

Select the Customer Markup, which needs to be deleted and then click on Go to delete the same.

Customer Markup combinations:

Below are the 25 possible combinations for which WWA can set the Customer Markup.

- 1 - companyID
- 2 - companyID + region
- 3 - companyID + region + tradelane
- 4 - companyID + region + Container Size
- 5 - companyID + region + Container Type
- 6 - companyID + region + Contract
- 7 - companyID + region + Container Size + Container Type
- 8 - companyID + region + Contract + Container Size
- 9 - companyID + region + Contract + Container Type
- 10 - companyID + region + tradelane + Container Size
- 11 - companyID + region + tradelane + Container Type
- 12 - companyID + region + tradelane + Contract
- 13 - companyID + region + Contract + Container Size + Container Type
- 14 - companyID + region + tradelane + Container Size + Container Type
- 15 - companyID + region + tradelane + Contract + Container Size
- 16 - companyID + region + tradelane + Contract + Container Type
- 17 - companyID + region + tradelane + Contract + Container Size + Container Type
- 18 - companyID + region + tradelane + origin + destination
- 19 - companyID + region + tradelane + origin + destination + Container Size
- 20 - companyID + region + tradelane + origin + destination + Container Type
- 21 - companyID + region + tradelane + origin + destination + Contract

22 - companyID + region + tradelane + origin + destination + Container Size + Container Type

23 - companyID + region + tradelane + origin + destination + Contract + Container Size

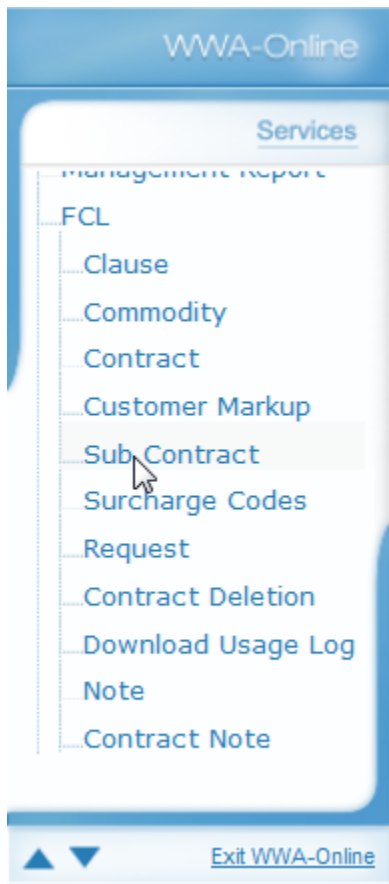
24 - companyID + region + tradelane + origin + destination + Contract + Container Type

25 - companyID + region + tradelane + origin + destination + Contract + Container Size + Container Type

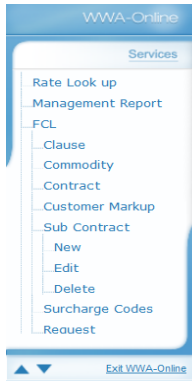
Sub Contract

Objective: Sub contract is just a unique identifier to define the rate, which is a combination of Carrier & trade lane. This module is designed to create, modify & delete the sub contract.

Module can be accessed from **Admin – FCL – Sub Contract**

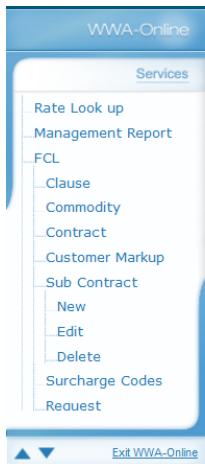


Admin – FCL – Sub Contract – New.

A screenshot of the 'New Sub Contract' form. The form fields are: Sub Contract: CMDU-ASEO; Description: Carrier is CMA-CGM and trade lanes are from Asia & Europe.; Carrier: CMA-CGM: CMDU; Region: NORAM:North America; Tradelane: Americas - Venezuela. A yellow 'GO' button is located at the bottom right of the form.

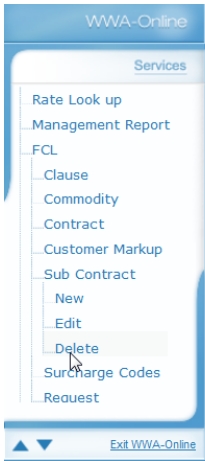
Enter the appropriate details, Select the carrier, region and trade lane and click on Go button to submit the new sub contract.

Admin – FCL – Sub Contract – Edit

A screenshot of the 'Search On Sub Contract To Modify' form. The form fields are: Carrier: CMA-CGM: CMDU; Region: NORAM:North America; Tradelane: Americas - Middle East. A yellow 'GO' button is located at the bottom right of the form.

Select the appropriate details of sub contract, which needs to be modified & click on Go button.

Admin – FCL – Sub Contract – Delete

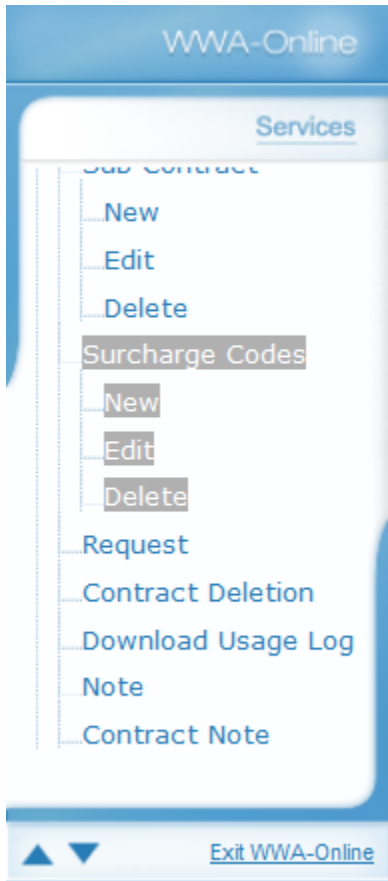
A screenshot of a search form titled "Search On Sub Contract To Delete". The form has a dark blue background and contains three dropdown menus: "Carrier:", "Region:" (with the text "Please Select" inside), and "Tradelane:". A yellow "GO" button is located in the bottom right corner of the form.

Select the appropriate details of sub contract, which needs to be deleted & click on Go button to delete it.

Surcharge Codes

Objective: This module can be utilized for creating surcharge codes which can be further used for if the rates are below 1 then we can show this code instead of showing 0 etc. These can be included while sending the rates.

Below image shows how Surcharge Codes module can be accessed from Admin section having 3 standard option of **New – Edit – Delete**.



After selecting **Admin – FCL – Surcharge Codes – New**, below shown module will appear.

A screenshot of a form titled "Insert New Surcharge Code" on a dark blue background. The form contains two input fields: "Code:" followed by a small white text box, and "Name:" followed by a larger white text box. In the bottom right corner, there is a yellow button with the text "GO" in black.

Code:

Code field can be created only with numeric maximum up to 3-integer can having 2 decimals.

Name:

Surcharge Name can be created maximum up to 20 characters. It can be created alphanumeric.

To modify any details with respect to commodity user can access **Admin – FCL – Surcharge Codes – Edit**

Modify Surcharge Code Search Results		
Code	Name	
0.00	NA	Modify

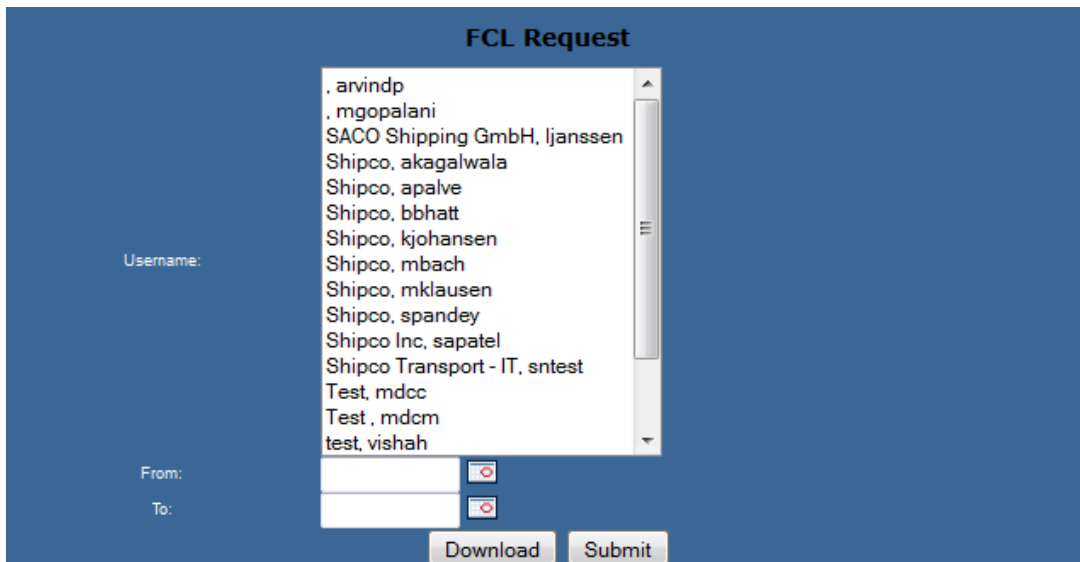
To delete user can access **Admin – FCL – Surcharge Codes – Delete.**

Delete Surcharge Code Search Results		
Code	Name	
0.00	NA	Delete

FCL Request

Objective: This module is useful to extract report to check log for all the FCL Request made by individual user wise.

After selecting **Admin – FCL – Request**, below shown module will appear.



FCL Request

Username:

From:

To:

Download Submit

- , arvindp
- , mgopalani
- SACO Shipping GmbH, ljanssen
- Shipco, akagalwala
- Shipco, apalve
- Shipco, bbhatt
- Shipco, kjohansen
- Shipco, mbach
- Shipco, mklausen
- Shipco, spandey
- Shipco Inc, sapatel
- Shipco Transport - IT, sntest
- Test, mdcc
- Test, mdcm
- test, vishah

Report has columns such as Company name, Username, State, Handling office, Date, Number of Requests

Contract Deletion

Objective: This module can be used to delete any sub contract depending upon 3-transport leg (Port to Port Rates, On carriage, Pre carriage).

Sub Contract Deletion

Delete from :

Contract:

User has to select appropriate transport leg and then sub contract which needs to be deleted and then need to click on GO button for deletion.

Sub Contract Deletion

Delete from :

Contract:

Once GO button is clicked then confirmation notification will be asked to confirm.

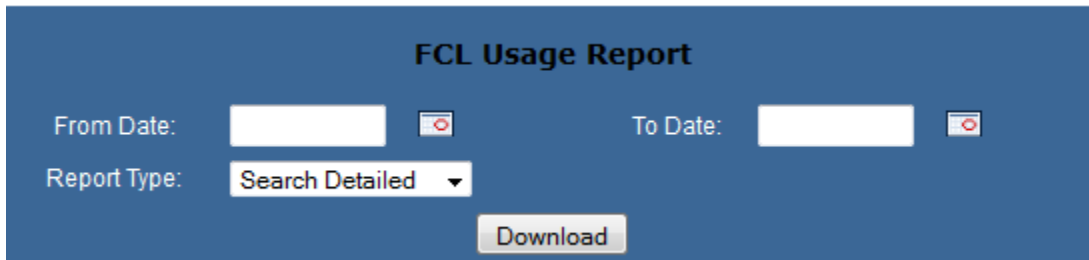
Confirmation

Are you sure you want to DELETE ALL Rates bounded to following Contract: Anlc-ausnz?

Download Usage Log.

Objective: This module is useful for extracting report to show user logs who have searched FCL rates by applying various permutation combination.

Module can be accessed from **Admin – FCL – Download Usage Log.**



The screenshot shows a web interface for generating an FCL Usage Report. The title is "FCL Usage Report". There are two date input fields: "From Date:" and "To Date:", each with a calendar icon to its right. Below the "From Date:" field is a "Report Type:" dropdown menu currently set to "Search Detailed". At the bottom center is a "Download" button.

In this module generally users has to specify date for which report needs to be extracted and then need to select report criteria from the list (Search Detail, Search Summary, Quote). Once the appropriate criteria are selected report output comes in CSV format.

Note:

If you have any further queries then please feel free to contact eisupport@wwalliance.com