

Quick Guide to Accepting or Rejecting a Tender



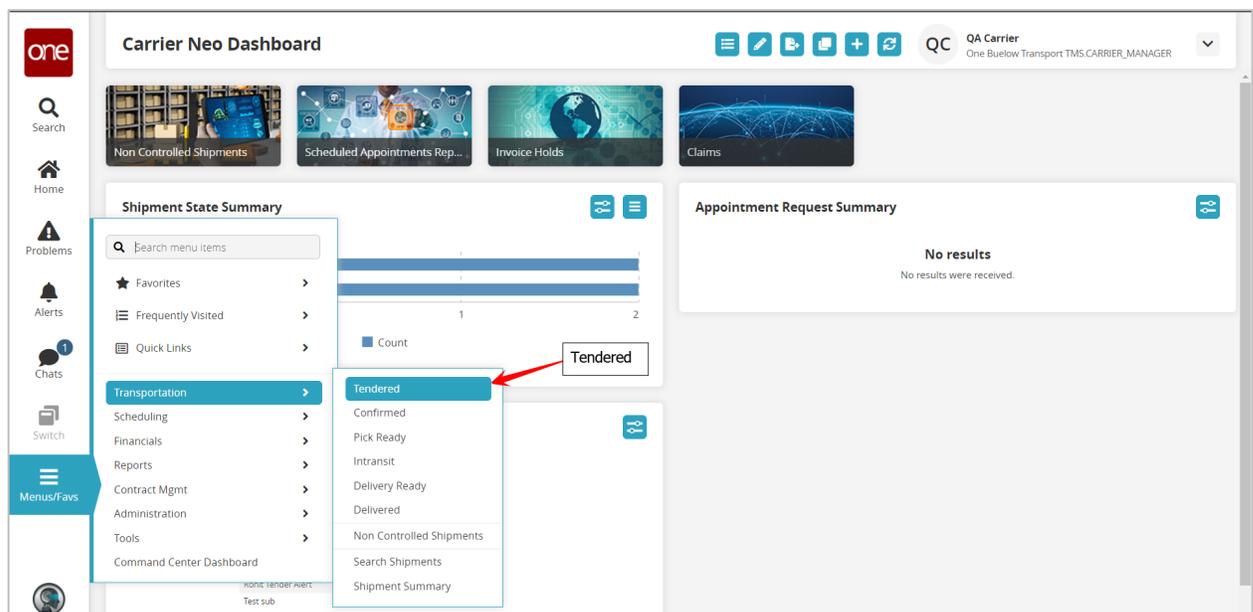
Introduction

This document provides a quick guide explaining how to accept or reject a tender using the One Network system.

Note – this Quick Guide is for the NEO UI

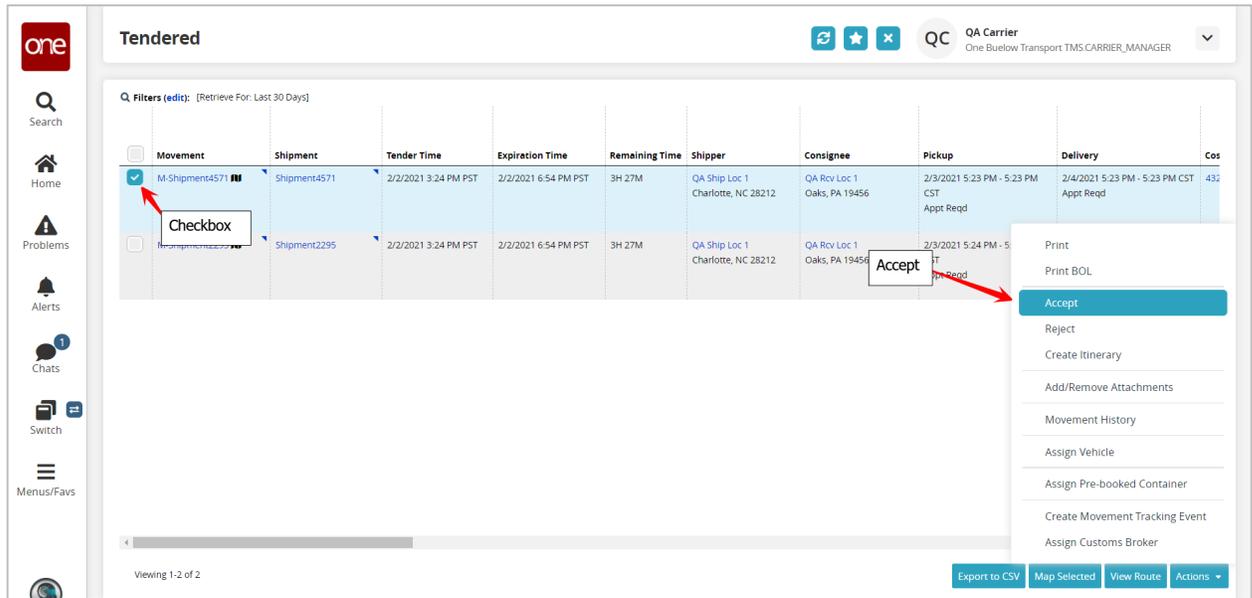
Accepting a Tender

1. Login to the One Network system.
2. Navigate to Menus/Favs -> Transportation -> Tendered.

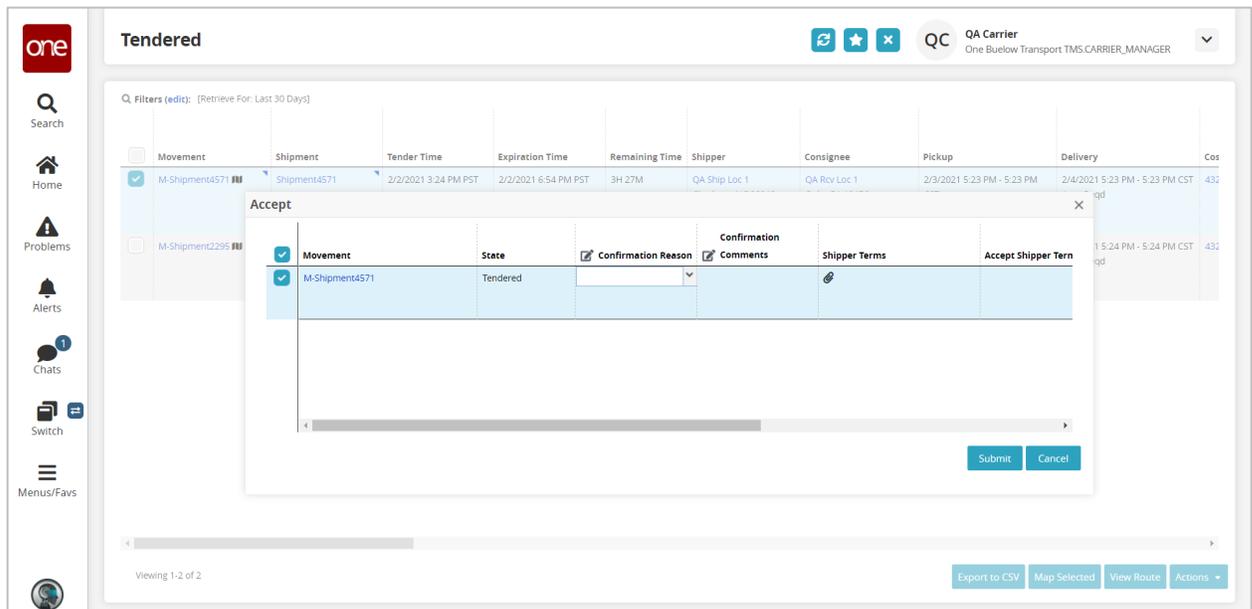


3. The **Tendered** screen displays with a list of the available tenders.

- To accept one of the tenders, select the checkbox located next to the desired tender and then select the **Actions** button on the bottom of the screen and select **Accept**.



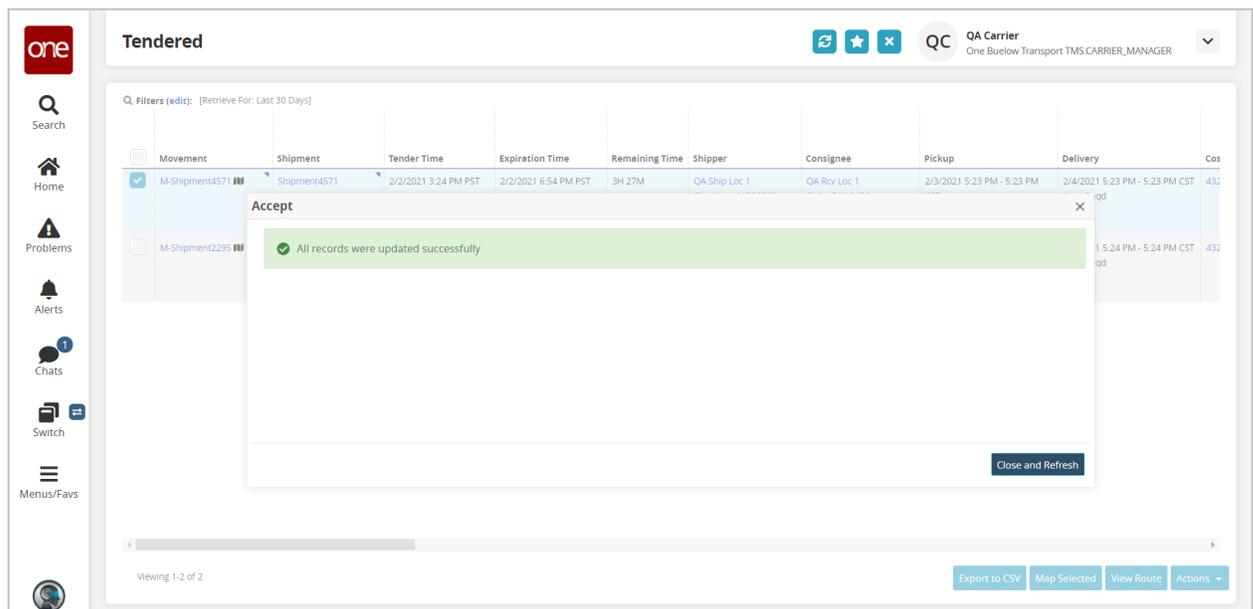
- After selecting the **Accept** action, a popup window will appear to allow you to enter an optional **Pro Number** and/or an **Equipment Number**.



6. Enter the desired information on the popup window and then click the **Submit** button on the popup window to finish accepting the tender.

Note: If you click the **Cancel** button on the popup window, this will cancel the acceptance of the tender that was in progress and will take you back to the **Tendered** screen. If you do not want to enter a **Pro Number** or **Equipment Number**, leave these fields blank on the popup window and then click the **Submit** button on the popup window to finish accepting the tender.

7. Once you click the **Submit** button on the popup window, you will see a success message on the popup window.



8. Click the **Close and Refresh** button on the popup window to close this popup window and return to the **Tendered** screen.
9. You will be returned to the **Tendered** screen which will now be refreshed. The tender you have accepted will no longer be displayed on the **Tendered** screen.
10. Since you have now accepted this tender, it will be displayed on the **Confirmed** screen found under the **Menu/Favs -> Transportation** menu.

Rejecting a Tender

1. Login to the One Network system.
2. Navigate to Menus/Favs -> Transportation -> Tendered.
3. The **Tendered** screen displays with a list of the available tenders.
4. To reject one of the tenders, select the checkbox located next to the desired tender and then select the **Actions** button on the bottom of the screen and select **Reject**.

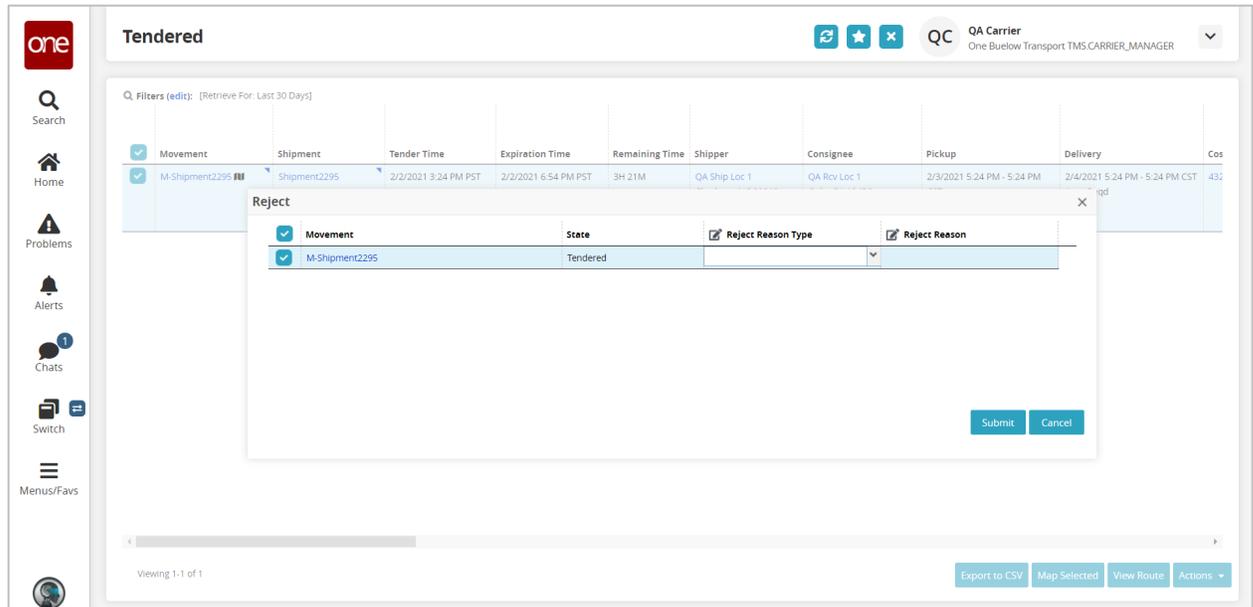
The screenshot shows the 'Tendered' screen in the One Network system. The interface includes a sidebar with navigation icons (Search, Home, Problems, Alerts, Chats, Switch, Menus/Favs) and a main content area. The main area displays a table of tenders with columns: Movement, Shipment, Tender Time, Expiration Time, Remaining Time, Shipper, Consignee, Pickup, Delivery, and Cos. A red arrow points to a checkbox in the 'Movement' column of the first row. Another red arrow points to the 'Reject' option in the 'Actions' dropdown menu at the bottom right of the table. The table data is as follows:

Movement	Shipment	Tender Time	Expiration Time	Remaining Time	Shipper	Consignee	Pickup	Delivery	Cos
<input checked="" type="checkbox"/> M-Shipments2295	Shipment2295	2/2/2021 3:24 PM PST	2/2/2021 6:54 PM PST	3H 21M	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:24 PM - 5:24 PM CST Appt Reqd	2/4/2021 5:24 PM - 5:24 PM CST Appt Reqd	432

At the bottom of the screen, there are buttons for 'Export to CSV', 'Map Selected', 'View Route', and 'Actions'.

5. After selecting the **Reject** action, a popup window will appear for you to enter the reason you are rejecting the tender.

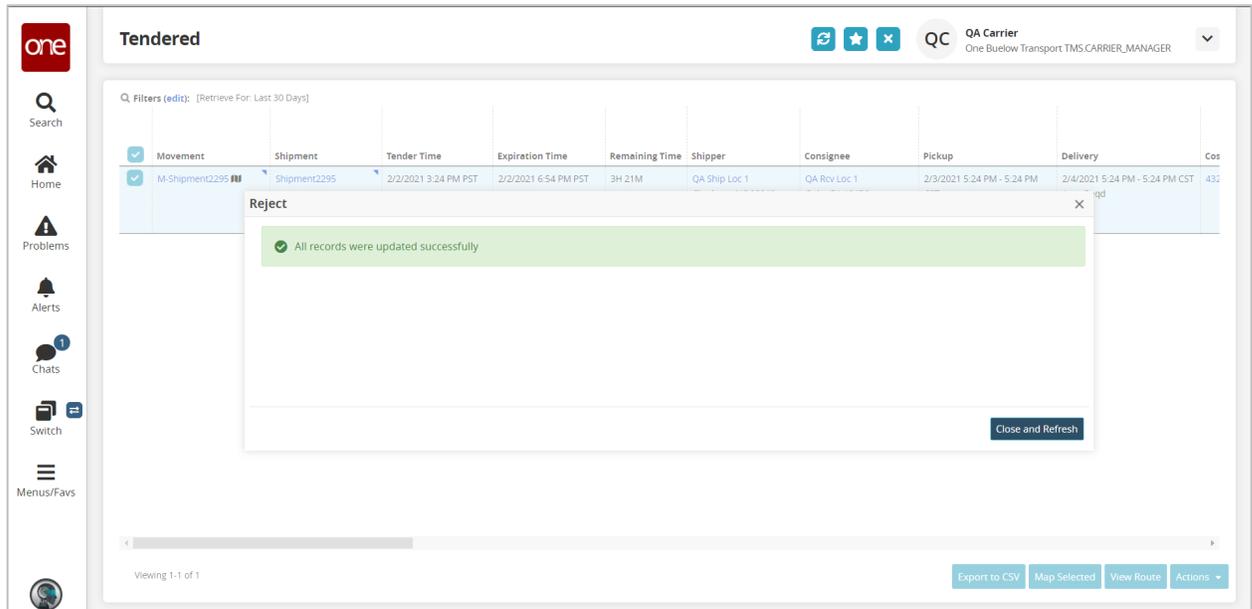
Note: Fields marked with an asterisk symbol (*) are required.



6. For the **Reject Reason Type** field, select from one of the available entries in the drop-down list. In addition, you can also enter information in the **Reject Reason** field which is a text field and is optional.
7. Once you completed selecting the **Reject Reason Type** and entering any desired information in the **Reject Reason** field, click the **Submit** button on the popup window to finish rejecting the tender.

Note: If you click the **Cancel** button on the popup window, this will cancel the rejection of the tender that was in progress and will take you back to the **Tendered** screen.

- Once you click the **Submit** button on the popup window, you will see a success message on the popup window.



- Click the **Close and Refresh** button on the popup window to close this popup window and return to the **Tendered** screen.
- You will be returned to the **Tendered** screen which will now be refreshed. The tender you have rejected will no longer be displayed on the **Tendered** screen.