



One Network
Enterprises™

A Blue Yonder Company

Onboarding Process for Joining the One Network Global Logistics Gateway (GLG)

CONFIDENTIAL

Version 1.1

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1 Introduction

This document describes the One Network Onboarding process for a Carrier or Freight Forwarder to join the Global Logistics Gateway (aka GLG).

Note - if you are a Vendor/Supplier or a Client, you would join the Shipper Network and would not join the Global Logistics Gateway. Please refer to the onboarding document for joining the applicable Shipper Network.

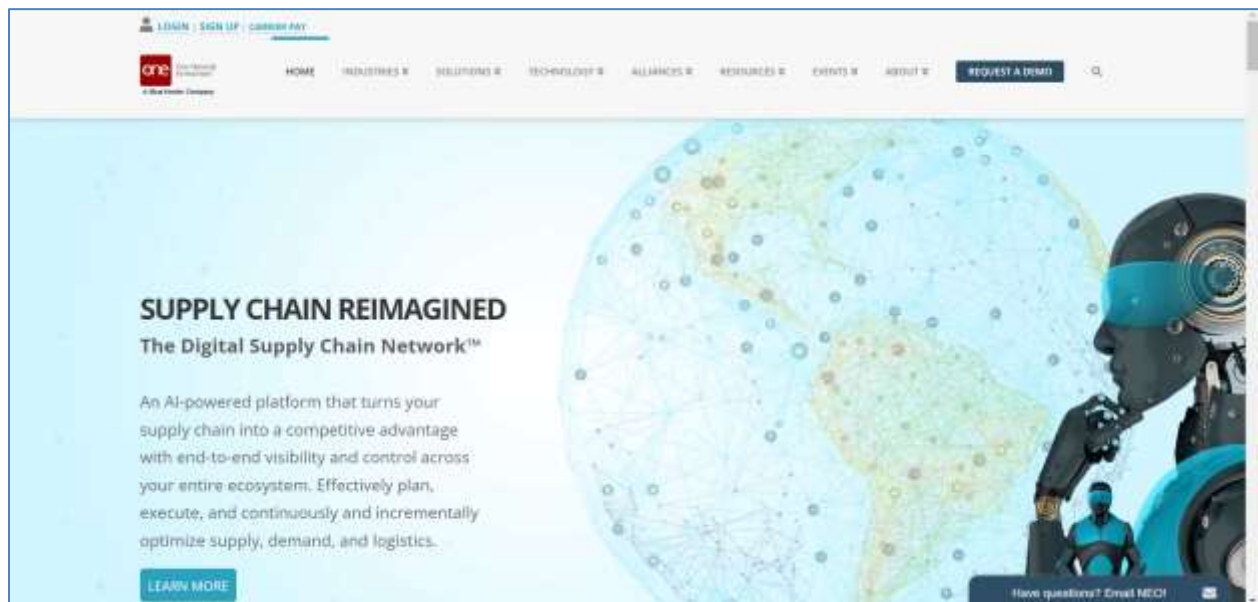
2 Onboarding Process for the Global Logistics Gateway

2.1 Onboarding Process

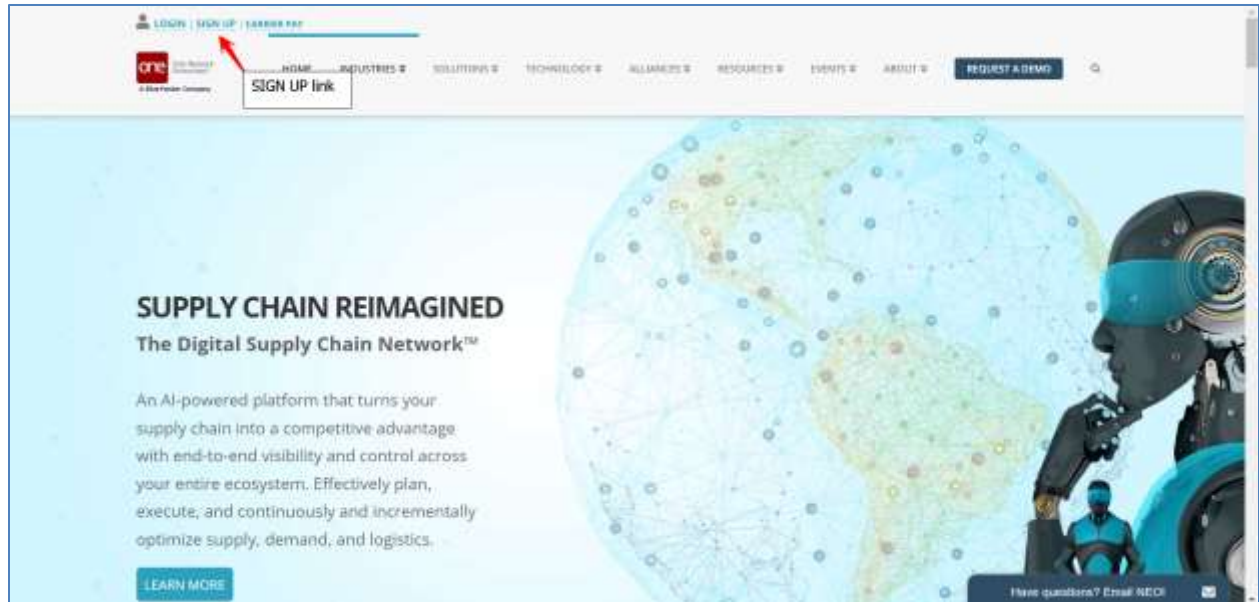
This section describes how a Carrier or Freight Forwarder joins the One Network Global Logistics Gateway (GLG).

Steps to join the Global Logistics Gateway (GLG):

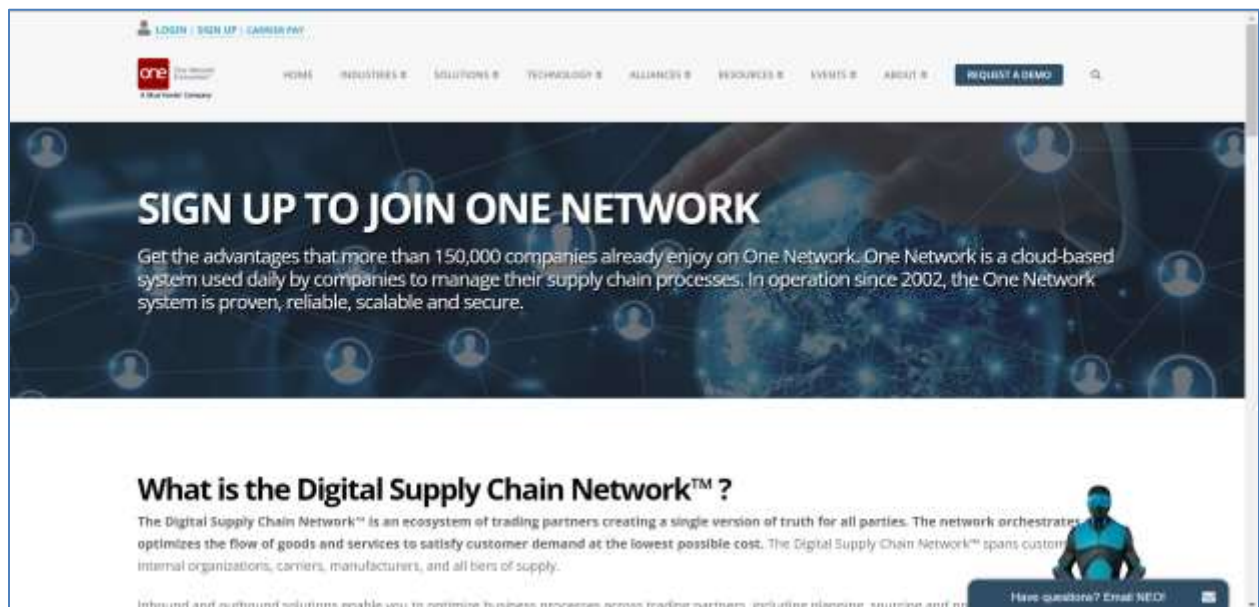
1. Open a web browser window.
Note: You should be using Google Chrome or Microsoft Chromium Edge.
2. In your browser window, enter the following URL and press the **Enter** key on your keyboard:
www.onenetwork.com
3. After entering this URL, you will be taken to the Home page for One Network Enterprises.



4. At the top of the Home page, select the **SIGN UP** link.

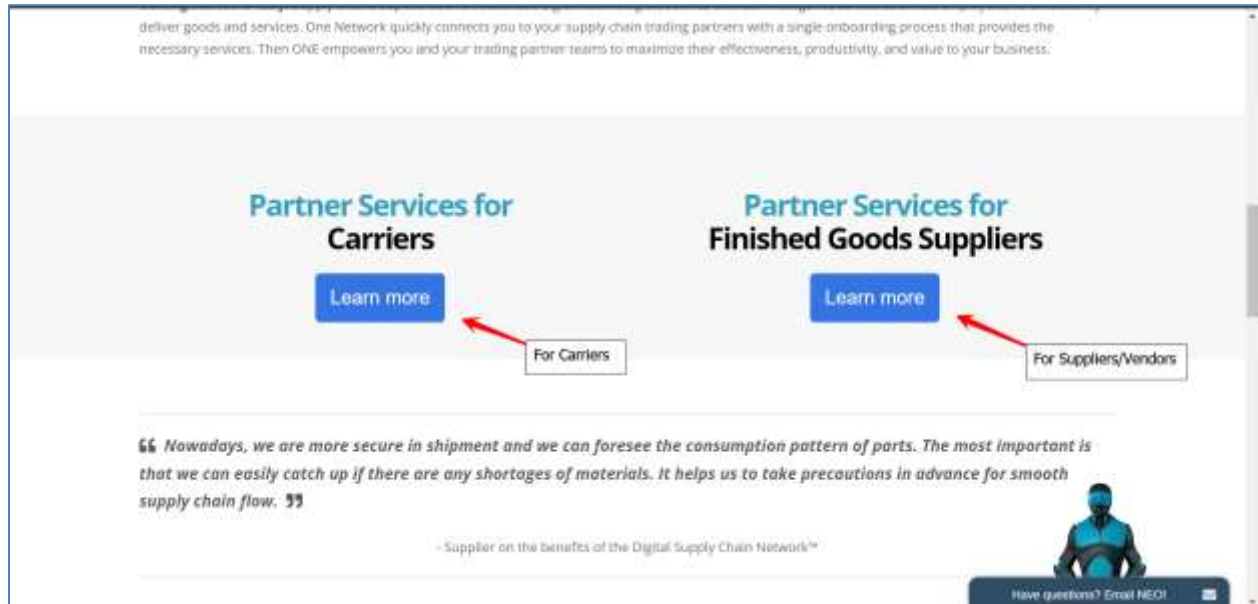


5. A **SIGN UP TO JOIN ONE NETWORK** page displays.

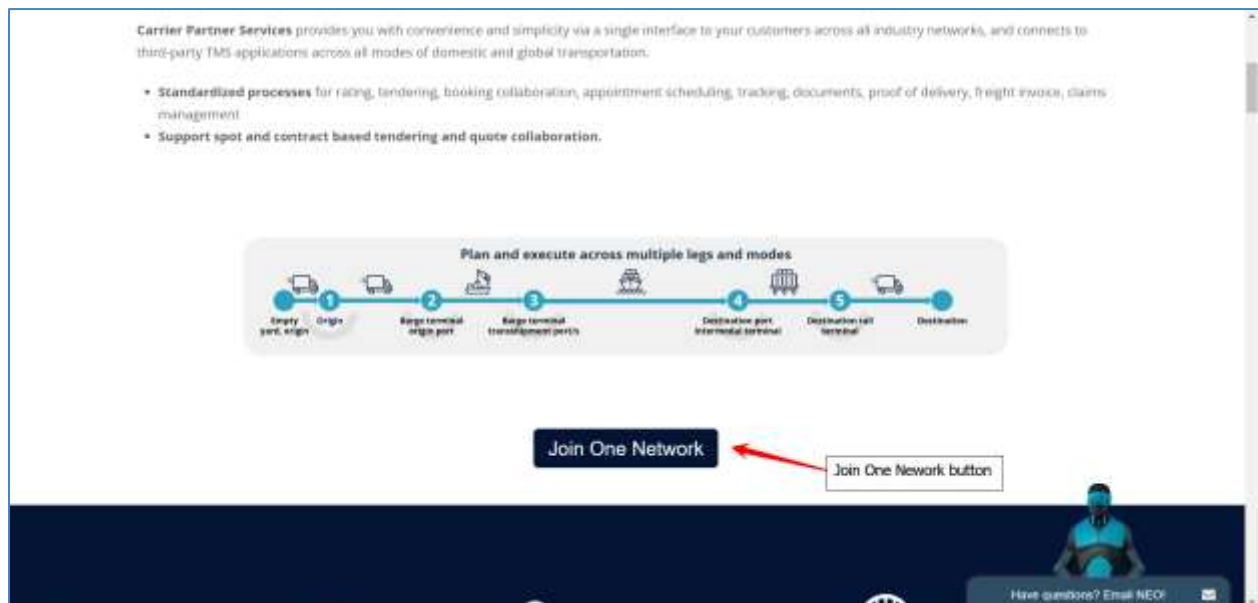


6. Scroll down on the page to see the **Learn more** buttons.

Select the **Learn more** button under **Partner Services for Carriers**.

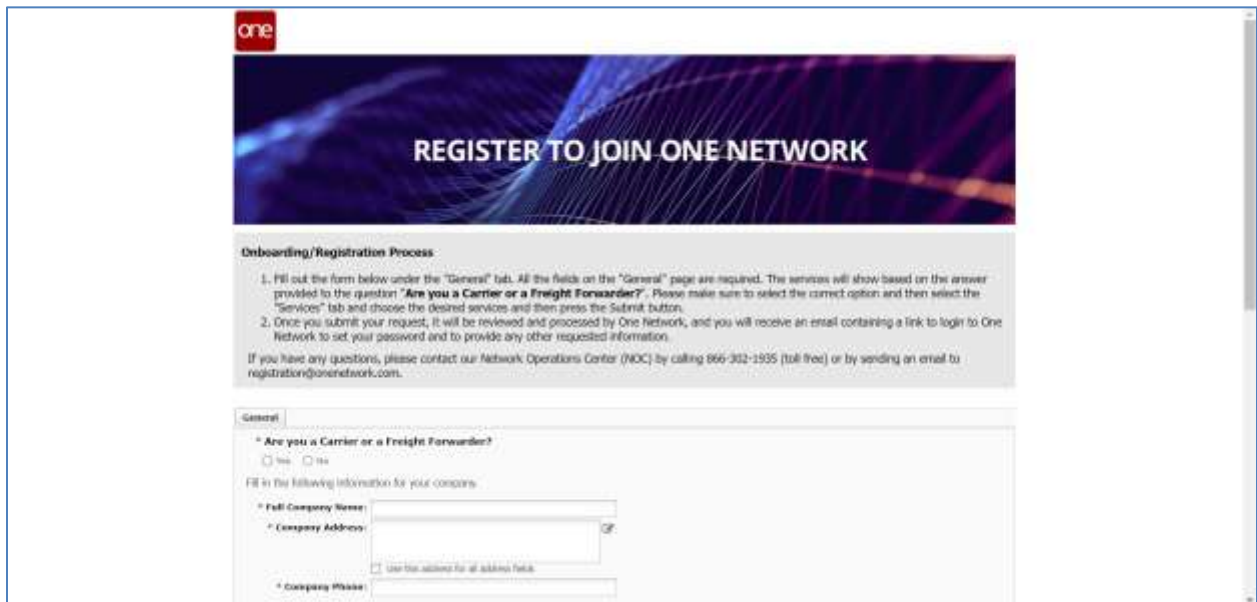


7. After selecting the **Learn more** button, scroll down on the next page and select the **Join One Network** button.



8. The **REGISTER TO JOIN ONE NETWORK** page displays.

At the top of the page under the **General** tab, first select the **Yes** radio button regarding the question **Are you a Carrier or a Freight Forwarder?**



REGISTER TO JOIN ONE NETWORK

Onboarding/Registration Process

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question **"Are you a Carrier or a Freight Forwarder?"**. Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.
2. Once you submit your request, it will be reviewed and processed by One Network, and you will receive an email containing a link to login to One Network to set your password and to provide any other requested information.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or by sending an email to registration@onenetwork.com.

General

*** Are you a Carrier or a Freight Forwarder?**

☐ Yes ☐ No

Fill in the following information for your company:

*** Full Company Name:**

*** Company Address:**

☐ Use this address for all address fields.

*** Company Phone:**

9. Then fill in your company information which includes **Full Company Name**, **Company Address** and **Company Phone**. Note - these three fields are required.

onboarding.registration.process

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.
2. Once you submit your request, it will be reviewed and processed by One Network, and you will receive an email containing a link to login to One Network to set your password and to provide any other requested information.
If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or by sending an email to registration@onenetwork.com.

General

* Are you a Carrier or a Freight Forwarder?
☐ Yes ☐ No

Fill in the following information for your company:

* Full Company Name:

* Company Address:

add the address for all address fields

* Company Phone:

EIN Information

Fill in the following EIN information for your company:

* Enterprise Identification Number Type	* Enterprise Identification Number
Tax Identification Number	<input type="text"/>
	<input type="text"/>

Administrative Information

Fill in the following information for the person who will be the Administrator for your One Network System account. The usernames that you provide below will be the same used to log in to the One Network System.

* Username:

* First Name:

* Last Name:

10. For the **Company Address** field, select the **Address** icon located at the end of the field, and an **Address** popup window displays to enter the address information. Note – required fields are marked with an asterisk * symbol. Once address information is entered in the popup window, just click anywhere outside of the popup window to close the popup.

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.

2. Once you submit your request, it will be reviewed and processed by One Network, and you will receive an email containing a link to login to One Network to set your password and to provide any other requested information.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or by sending an email to: registration@onenetwork.com.

General

* Are you a Carrier or a Freight Forwarder?

☐ No ☐ Yes

Please fill the following information for your company:

* Full Company Name:

* Company Address: **Address icon**

* Company Phone:

EIN Information

Please fill the following EIN information:

* EIN:

* Company State:

* City: * State: * Zip:

Administrator Information

Please fill the following information for the person who will be the Administrator for your One Network System account. The username that you provide below will be the name used to log in to the One Network System.

* Username:

* First Name:

* Last Name:

Address pop up window

Country: **Clear all**

* Line 1:

* Line 2:

* Line 3:

* City: * State: * Zip:

OK

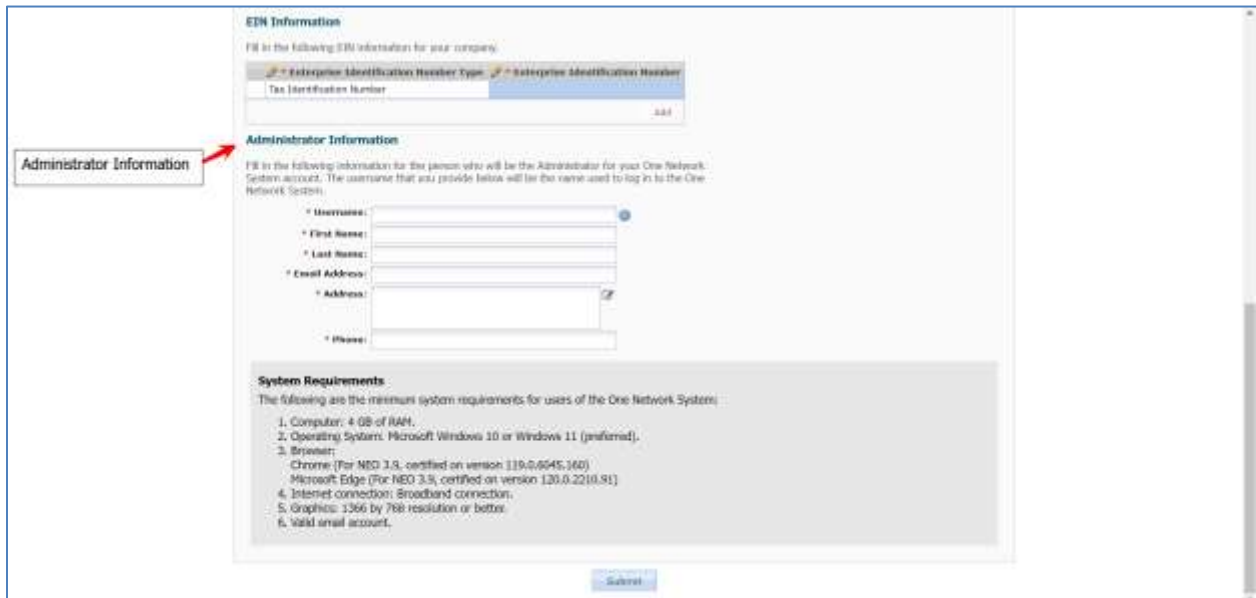
11. Then fill in the information under the **EIN Information** section.

EIN stands for Enterprise Identification Number. The available EIN Type is **Tax Identification Number**. Click in the **Enterprise Identification Number** field and enter your Tax ID value.

The screenshot displays a web form for One Network Enterprises onboarding. The form is divided into several sections: "Are you a Carrier or a Freight Forwarder?", "Fill in the following information for your company", "EIN Information", "Administrator Information", and "System Requirements". The "EIN Information" section is highlighted with a red box and a red arrow pointing to it from a label "EIN Information". This section contains two fields: "Enterprise Identification Number Type" (with a dropdown menu showing "Tax Identification Number") and "Enterprise Identification Number" (with a text input field). A red arrow points to the "Enterprise Identification Number" field with the label "ID value". The "Administrator Information" section below it contains fields for Username, First Name, Last Name, Email Address, Address, and Phone. The "System Requirements" section at the bottom states: "The following are the minimum system requirements for users of the One Network System: 1. Computer: 4 GB of RAM".

12. Then fill in the information under the **Administrator Information** section which includes **Username**, **First Name**, **Last Name**, **Email Address**, **Address** and **Phone**. Note - these six fields are required.

Nte – Username is what you will use to log into the system – this is case sensitive and should not contain any spaces.



EEN Information
Fill in the following EEN information for your company:

Enterprise Identification Number Type: Enterprise Identification Number
Tax Identification Number: 000

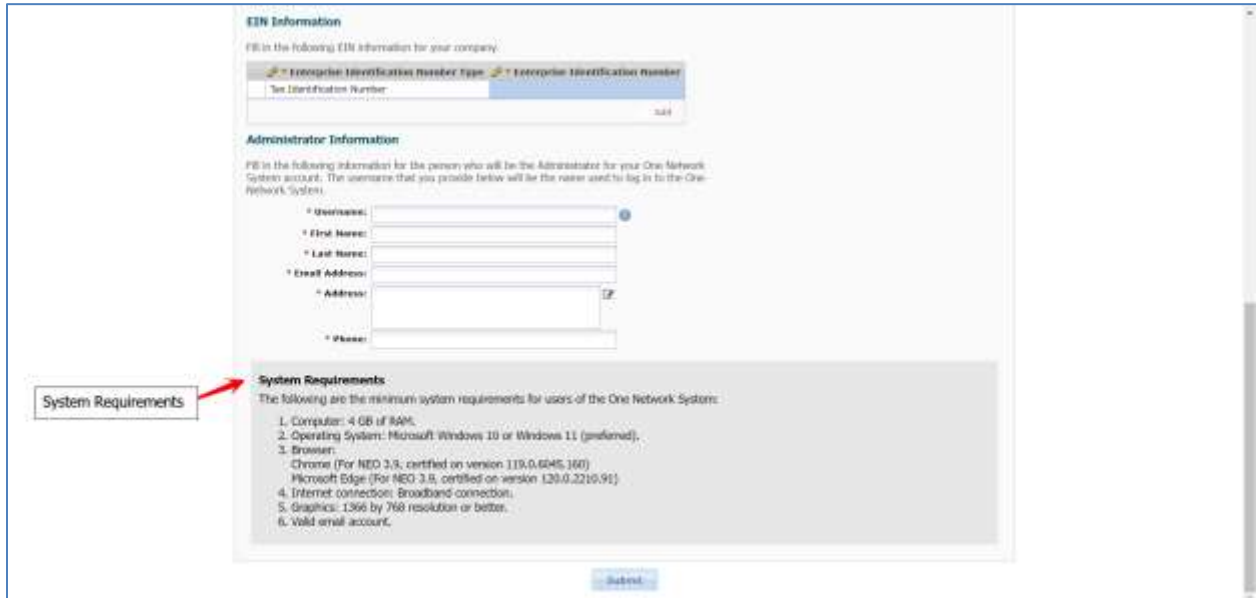
Administrator Information
Fill in the following information for the person who will be the Administrator for your One Network System account. The username that you provide below will be the name used to log in to the One Network System.

* Username:
* First Name:
* Last Name:
* Email Address:
* Address:
* Phone:

System Requirements
The following are the minimum system requirements for users of the One Network System:

1. Computer: 4 GB of RAM.
2. Operating System: Microsoft Windows 10 or Windows 11 (preferred).
3. Browser:
 - Chrome (For NEO 3.0, certified on version 119.0.6045.160)
 - Microsoft Edge (For NEO 3.0, certified on version 120.0.2210.91)
4. Internet connection: Broadband connection.
5. Graphics: 1366 by 768 resolution or better.
6. Valid email account.

13. Scroll to the bottom of the screen to see the **System Requirements** section. This provides the hardware and software requirements to use the system.



EIN Information
Fill in the following EIN information for your company:

Enterprise Identification Number Type: Enterprise Identification Number:

Administrator Information
Fill in the following information for the person who will be the Administrator for your One Network Gateway account. The username that you provide below will be the name used to log in to the One Network System:

Username:
First Name:
Last Name:
Email Address:
Address:
Phone:

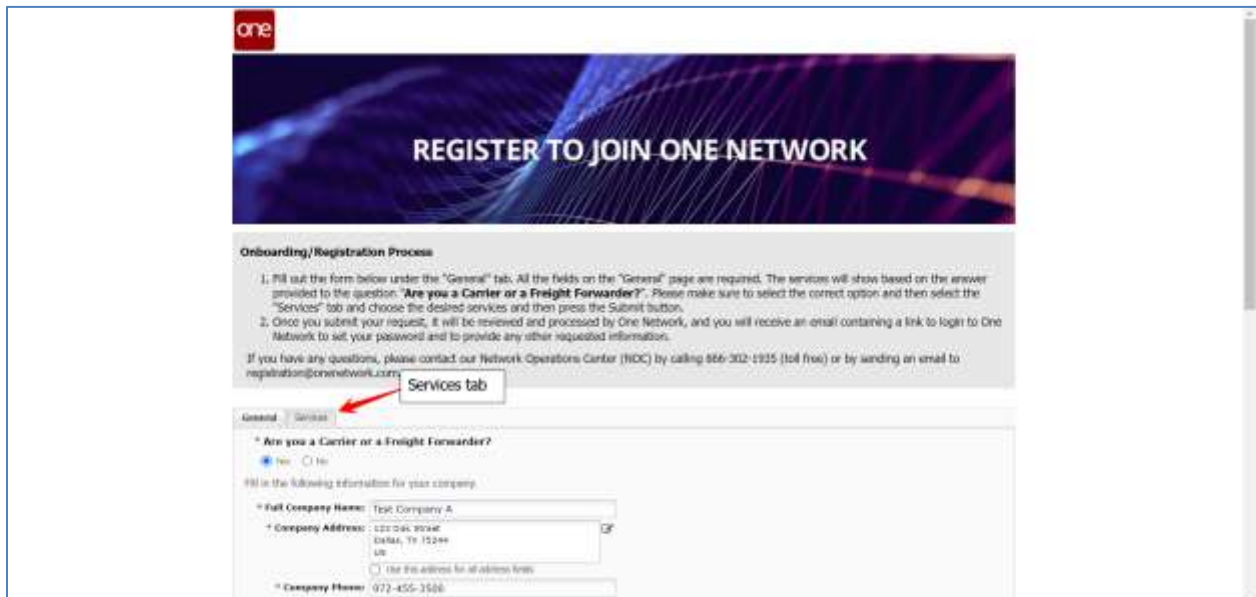
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The following are the minimum system requirements for users of the One Network System:

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2. Operating System: Microsoft Windows 10 or Windows 11 (preferred).
3. Browser:
 - Chrome (For NEO 3.0, certified on version 119.0.6045.160)
 - Microsoft Edge (For NEO 3.0, certified on version 120.0.2210.91)
4. Internet connection: Broadband connection.
5. Graphics: 1366 by 768 resolution or better.
6. Valid email account.

System Requirements

Submit

14. Once the information has been entered under the **General** tab, select the **Services** tab.



REGISTER TO JOIN ONE NETWORK

Onboarding/Registration Process

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question: "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.
2. Once you submit your request, it will be reviewed and processed by One Network, and you will receive an email containing a link to login to One Network to set your password and to provide any other requested information.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1925 (toll free) or by sending an email to registration@onenetwork.com.

Services tab

General **Services**

Are you a Carrier or a Freight Forwarder?
☒ Yes ☐ No

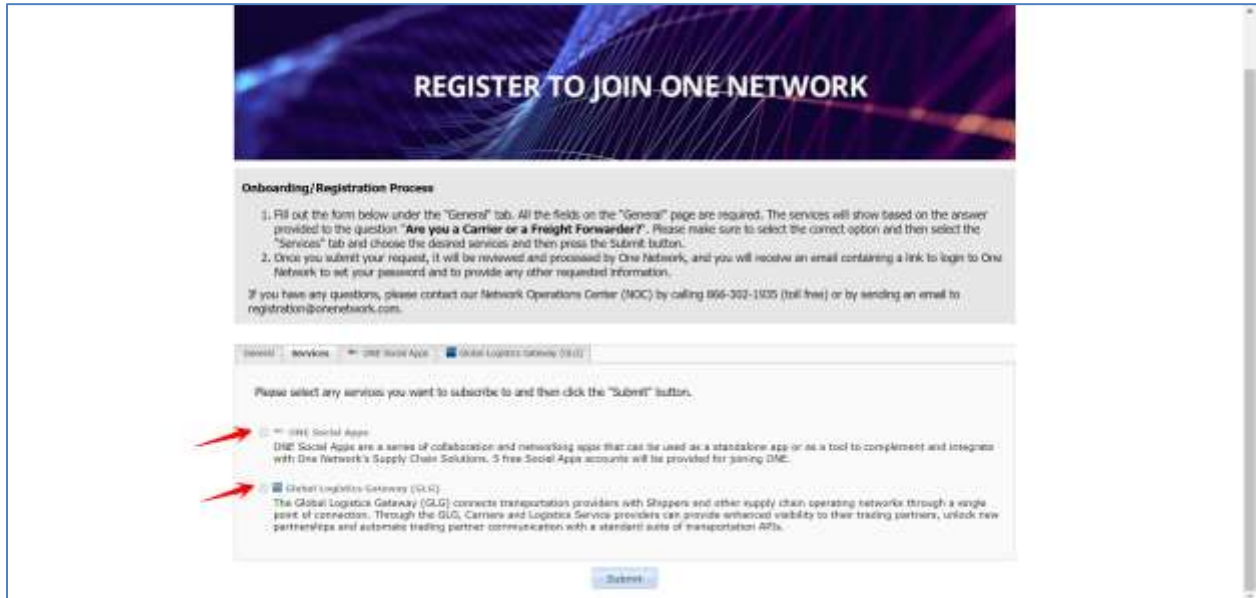
Fill in the following information for your company:

Full Company Name: Test Company A

Company Address: 123 Oak Street
City: Dallas, TX 75201
State: US
☐ Use this address for all address forms

Company Phone: 972-455-3588

15. The checkboxes for **ONE Social Apps** and **Global Logistics Gateway (GLG)** will be auto selected and cannot be unselected.



REGISTER TO JOIN ONE NETWORK

Onboarding/Registration Process

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General Services **ONE Social Apps** Global Logistics Gateway (GLG)

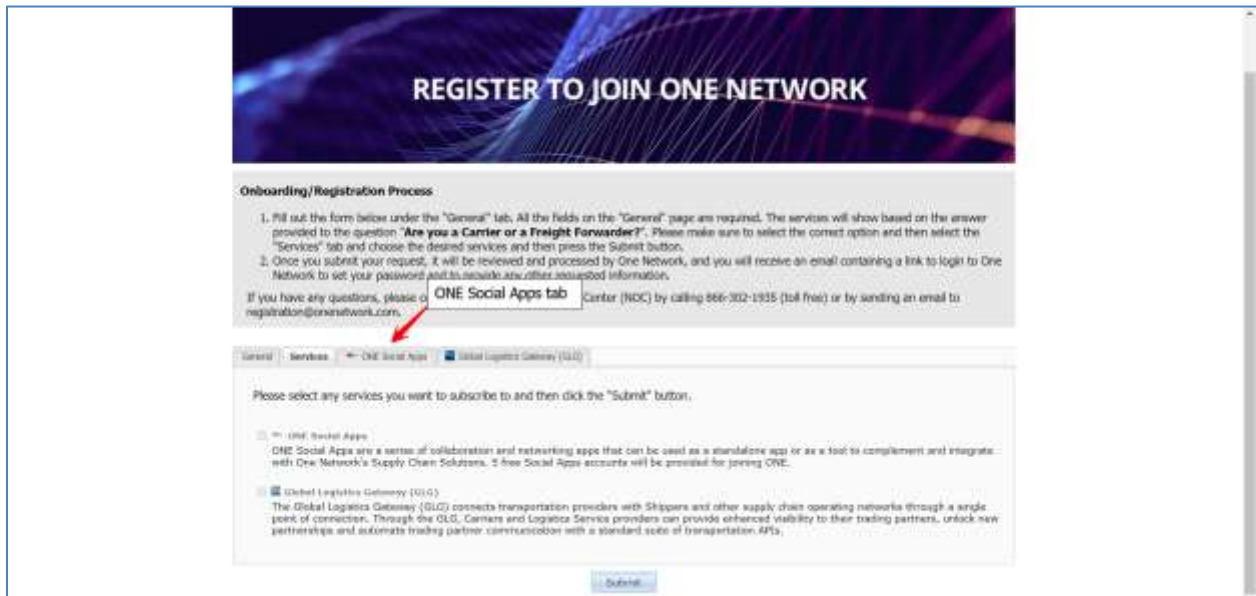
Please select any services you want to subscribe to and then click the "Submit" button.

☒ **ONE Social Apps**
ONE Social Apps are a series of collaboration and networking apps that can be used as a standalone app or as a tool to complement and integrate with One Network's Supply Chain Solutions. 5 free Social Apps accounts will be provided for joining ONE.

☒ **Global Logistics Gateway (GLG)**
The Global Logistics Gateway (GLG) connects transportation providers with Shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new partnerships and automate trading partner communication with a standard suite of transportation APIs.

Submit

16. Select the **ONE Social Apps** tab.



REGISTER TO JOIN ONE NETWORK

Onboarding/Registration Process

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.
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General Services **ONE Social Apps** Global Logistics Gateway (GLG)

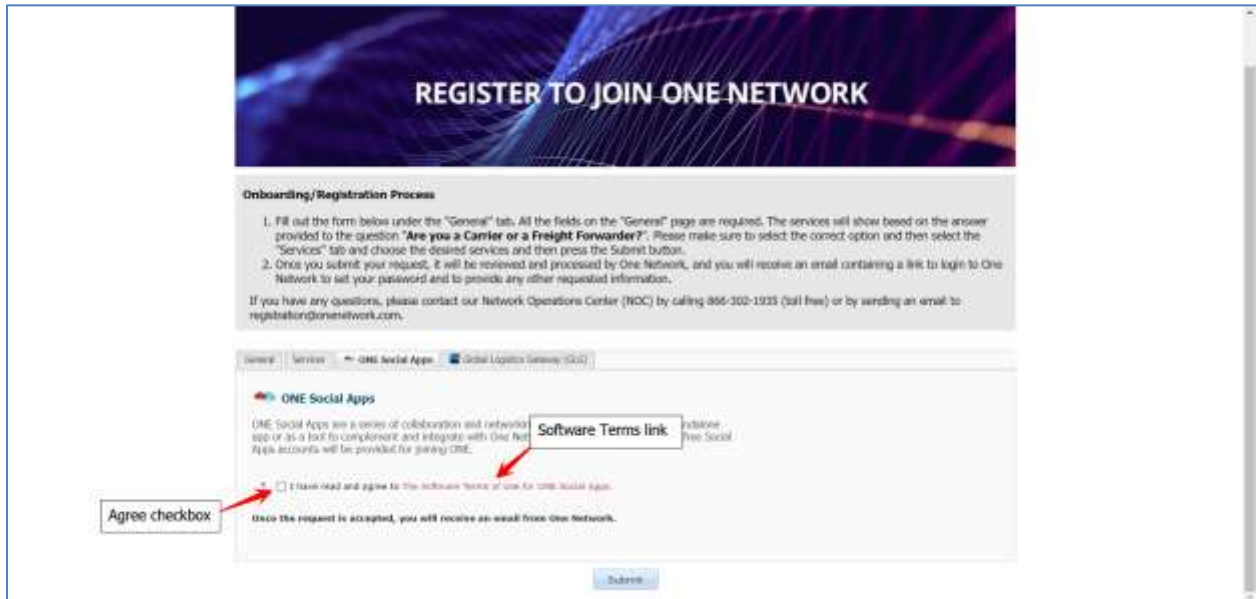
Please select any services you want to subscribe to and then click the "Submit" button.

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Submit

17. Select the **Software Terms** link to read the terms associated with ONE's Social Apps. Note – these terms will open up in a separate browser window. Once read, select the **Agree** checkbox to indicate you have read and agree to the terms.



REGISTER TO JOIN ONE NETWORK

Onboarding/Registration Process

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.

2. Once you submit your request, it will be reviewed and processed by One Network, and you will receive an email containing a link to login to One Network to set your password and to provide any other requested information.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1933 (toll free) or by sending an email to registration@onenetwork.com.

General Services **ONE Social Apps** Global Logistics Gateway (GLG)

ONE Social Apps

ONE Social Apps are a series of collaboration and networking apps that can be used as a standalone app or as a tool to complement and integrate with One Network's Supply Chain Solutions. 5 free Social Apps accounts will be provided for joining ONE.

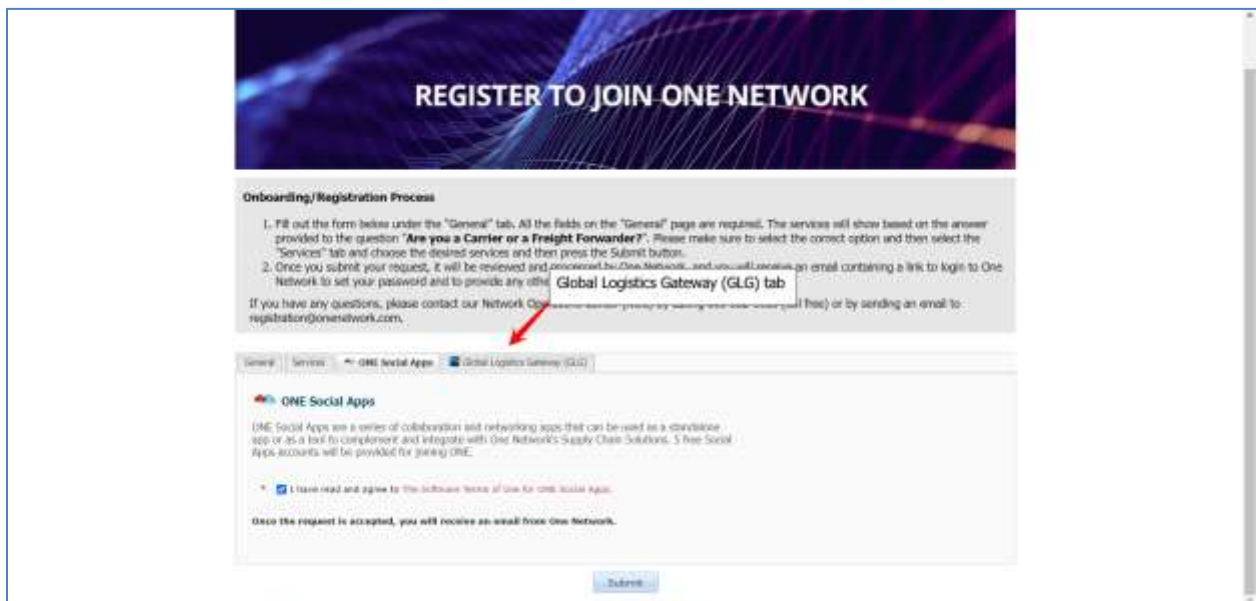
[Software Terms link](#)

☐ I have read and agree to the software terms of use for ONE Social Apps.

Once the request is accepted, you will receive an email from One Network.

Submit

18. Once the **Agree** checkbox has been selected under the **ONE Social Apps** tab, select the **Global Logistics Gateway (GLG)** tab.



REGISTER TO JOIN ONE NETWORK

Onboarding/Registration Process

1. Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.

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General Services **ONE Social Apps** **Global Logistics Gateway (GLG)**

ONE Social Apps

ONE Social Apps are a series of collaboration and networking apps that can be used as a standalone app or as a tool to complement and integrate with One Network's Supply Chain Solutions. 5 free Social Apps accounts will be provided for joining ONE.

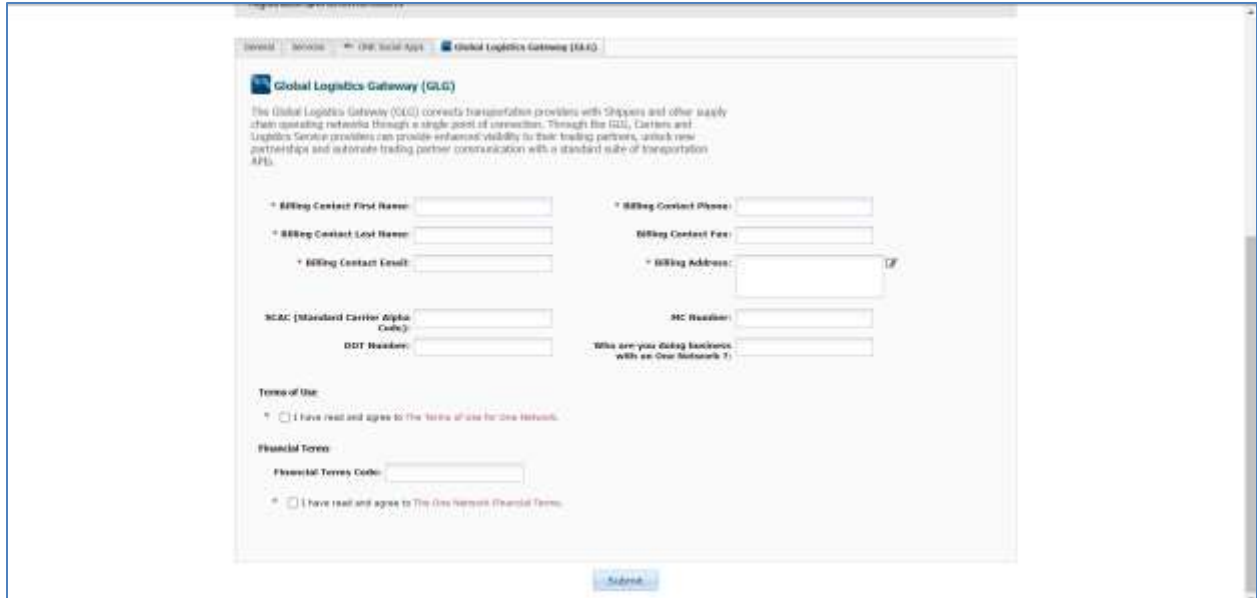
[Software Terms link](#)

☒ I have read and agree to the software terms of use for ONE Social Apps.

Once the request is accepted, you will receive an email from One Network.

Submit

19. Fill in the information on the screen. Note – required fields are marked with an asterisk symbol.



The screenshot shows a web browser window with the title "Global Logistics Gateway (GLG)". The page content includes a header with the GLG logo and a brief description: "The Global Logistics Gateway (GLG) connects transportation providers with Shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, initiate new partnerships and automate trading partner communication with a standard suite of transportation APIs."

The form contains several input fields, some marked with an asterisk (*) to indicate they are required:

- * Billing Contact First Name: [text input]
- * Billing Contact Last Name: [text input]
- * Billing Contact Email: [text input]
- * Billing Contact Phone: [text input]
- Billing Contact Fax: [text input]
- * Billing Address: [text input]
- SCAC (Standard Carrier Alpha Code): [text input]
- DDT Number: [text input]
- MC Number: [text input]
- Who are you doing business with on One Network?: [text input]

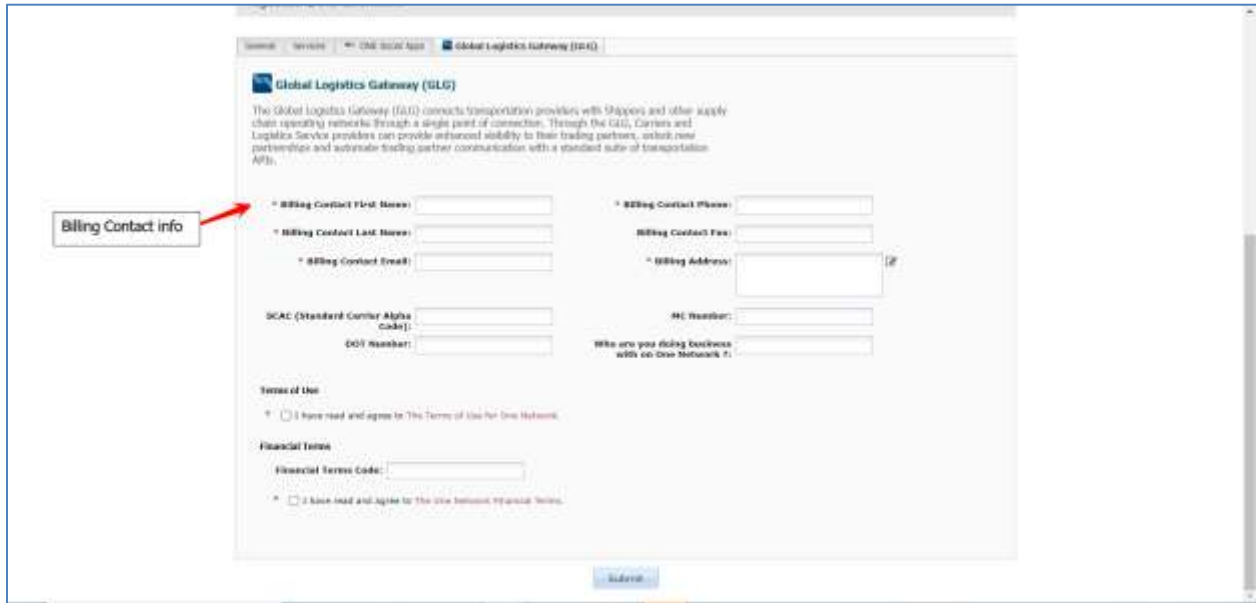
Below the form, there are two sections for terms and conditions:

- Terms of Use:**
 - * ☐ I have read and agree to the [Terms of Use for One Network](#).
- Financial Terms:**
 - Financial Terms Code: [text input]
 - * ☐ I have read and agree to the [One Network Financial Terms](#).

A "Submit" button is located at the bottom right of the form.

20. First fill in the information regarding the billing contact. This is used by One Network's Accounting Department if there are billable financial terms that apply.

The fields are: **Billing Contact First Name**, **Billing Contact Last Name**, **Billing Contact Email**, **Billing Contact Phone**, **Billing Contact Fax**, and **Billing Address**. Required fields are marked with an asterisk symbol.



Global Logistics Gateway (GLG)

The Global Logistics Gateway (GLG) connects transportation providers with Shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new opportunities and automate trading partner communication with a standard suite of transportation APIs.

Billing Contact info

* Billing Contact First Name:

* Billing Contact Last Name:

* Billing Contact Email:

Billing Contact Phone:

Billing Contact Fax:

Billing Address:

SCAC (Standard Carrier Alpha Code):

MC Number:

DOB Number:

Are you doing business with ex-One Network?:

Terms of Use

☐ I have read and agree to the Terms of Use for One Network.

Financial Terms

Financial Terms Code:

☐ I have read and agree to the One Network Financial Terms.

Submit

21. Then fill in the information regarding your unique company identifier under the Company Identifier section.

This includes the following fields: **SCAC**, **DOT Number**, **MC Number**, and **Who are you doing business with on One Network**. This information is used by One Network to uniquely identify your company and for potential integration purposes.

Global Logistics Gateway (GLG)

The Global Logistics Gateway (GLG) connects transportation providers with shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new partnerships and automate trading partner communication with a standard suite of transportation APIs.

Billing Contact Information:

- * Billing Contact First Name:
- * Billing Contact Last Name:
- * Billing Contact Email:
- * Billing Contact Phone:
- Billing Contact Fax:
- * Billing Address:

Company Identifier Info: (indicated by a red arrow pointing to the SCAC and DOT Number fields)

- SCAC (Standard Carrier Alpha Code):
- DOT Number:
- MC Number:
- Who are you doing business with on One Network?:

Terms of Use:

☐ I have read and agree to The Terms of Use for One Network.

Financial Terms:

Financial Terms Code:

☐ I have read and agree to The One Network Financial Terms.

22. Under the **Terms of Use** section, select the **Terms of Use** link to read the software terms associated with ONE's Global Logistics Gateway (GLG). Note – these terms will open up in a separate browser window. Once read, select the **Agree** checkbox to indicate you have read and agree to the software terms.

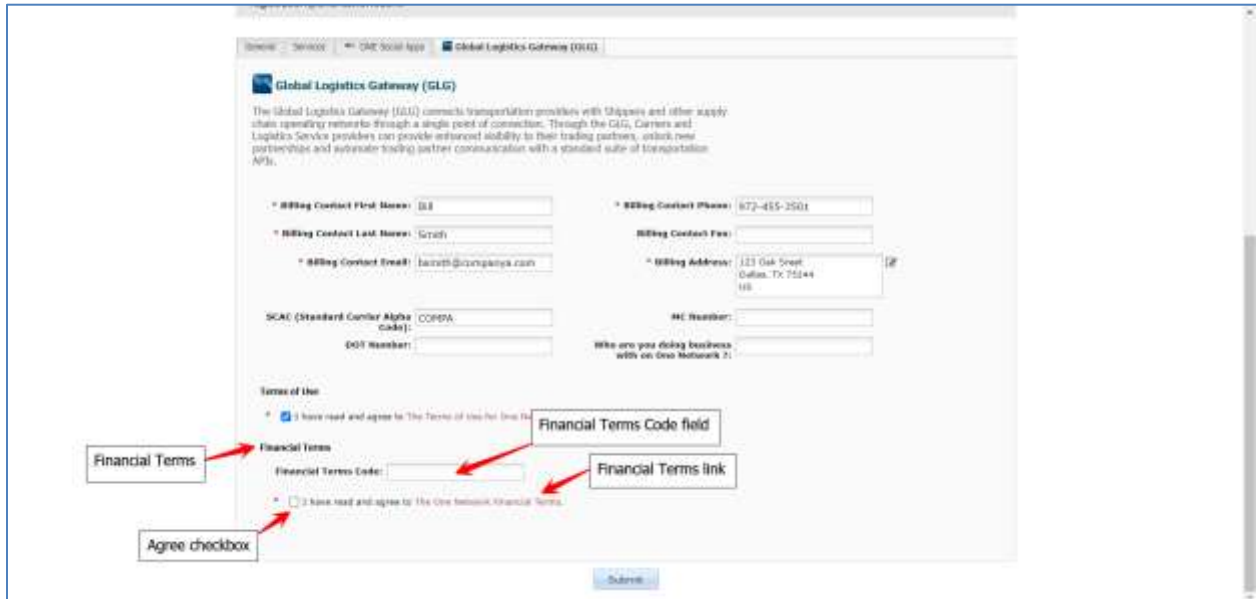
The screenshot shows the Global Logistics Gateway (GLG) onboarding form. The form includes the following fields and sections:

- Billing Contact Information:**
 - Billing Contact First Name
 - Billing Contact Last Name
 - Billing Contact Email
 - Billing Contact Phone
 - Billing Contact Fax
 - Billing Address
- SCAC (Standard Carrier Alpha Code):**
- DOT Number:**
- MC Number:**
- Why are you doing business with us One Network 2:**
- Terms of Use:**
 - A link labeled "Terms of Use" is highlighted with a red arrow pointing to the "Terms of Use link" label.
 - A checkbox labeled "I have read and agree to the Terms of Use for One Network" is highlighted with a red arrow pointing to the "Agree checkbox" label.
- Financial Terms:**
 - Financial Terms Code
 - A checkbox labeled "I have read and agree to the One Network Financial Terms" is highlighted with a red arrow pointing to the "Agree checkbox" label.

A "Submit" button is located at the bottom of the form.

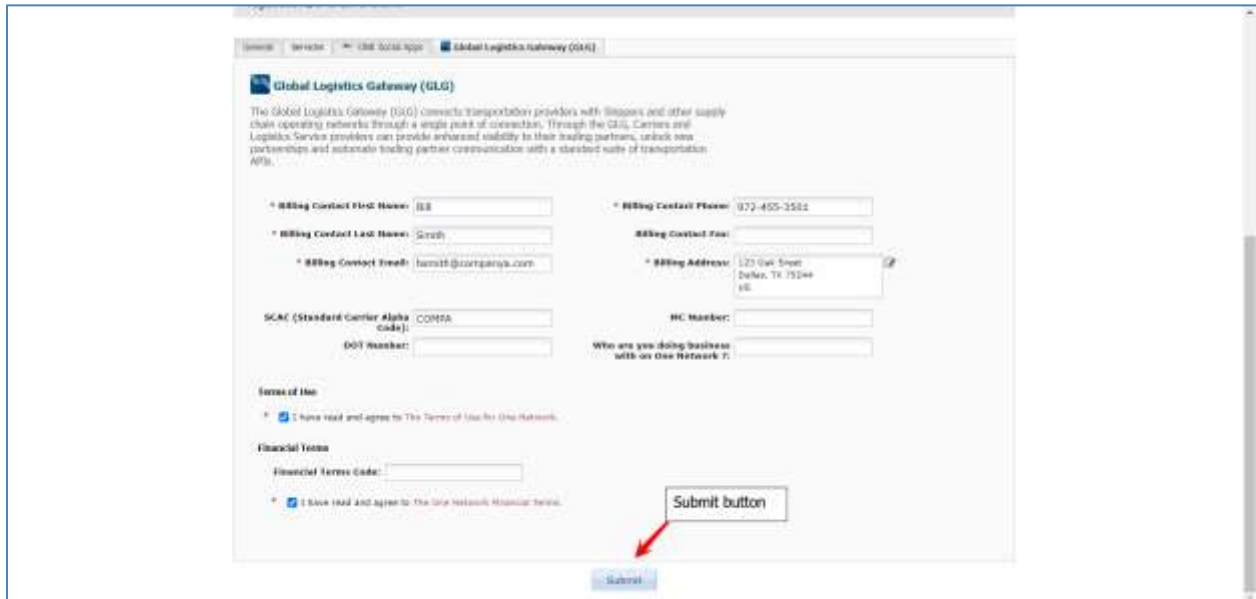
23. Under the **Financial Terms** section, if you were provided with a Financial Terms Code, enter it first in the **Financial Terms Code** field. Then select the **Financial Terms** link to read your specific financial terms that are associated with that terms code. If you were not provided with a Financial Terms Code, just select the **Financial Terms** link to read the financial terms.

Select the **Agree** checkbox to confirm you agree with the financial terms.



The screenshot shows the Global Logistics Gateway (GLG) onboarding form. The form includes fields for Billing Contact information (First Name, Last Name, Email, Phone, Fax, Address), SCAC (Standard Carrier Alpha Code), DOT Number, and MC Number. Below these fields is the "Terms of Use" section, which contains a checkbox for "I have read and agree to the Terms of Use for One Net" and a link for "Financial Terms". A red arrow points from the "Financial Terms" link to the "Financial Terms Code" field, which is also annotated with a red arrow pointing to the "Financial Terms" link. Another red arrow points from the "Agree checkbox" to the "I have read and agree to the Terms of Use for One Net" checkbox. A "Submit" button is located at the bottom right of the form.

24. After entering the necessary information under the **Global Logistics Gateway (GLG)** tab, click the **Submit** button. Note – this will submit all the information to One Network that you have entered on the various tabs.



Global Logistics Gateway (GLG)

The Global Logistics Gateway (GLG) connects transportation providers with shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new partnerships and automate trading partner communication with a standard suite of transportation APIs.

Billing Contact First Name:

Billing Contact Last Name:

Billing Contact Email:

Billing Contact Phone:

Billing Address:

SCAE (Standard Carrier Alpha Code):

DOT Number:

NC Number:

Who are you doing business with on One Network?:

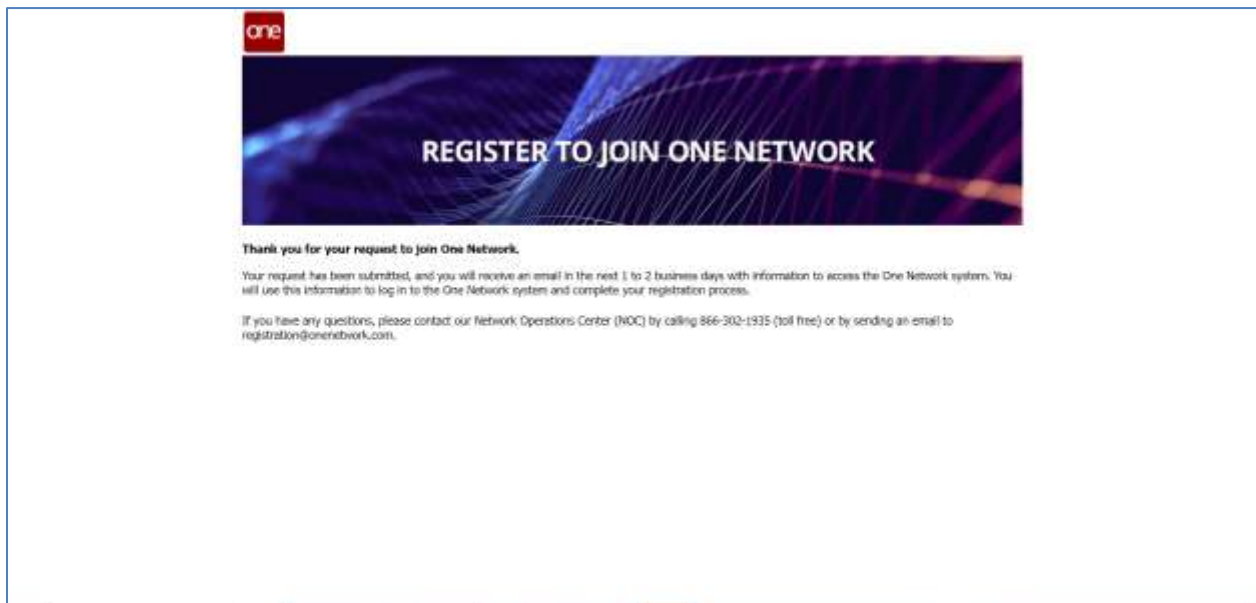
☒ I have read and agree to the Terms of Use for One Network.

☒ I have read and agree to the One Network Financial Terms.

Submit button

Submit

25. After clicking the **Submit** button, a success message displays



one

REGISTER TO JOIN ONE NETWORK

Thank you for your request to join One Network.

Your request has been submitted, and you will receive an email in the next 1 to 2 business days with information to access the One Network system. You will use this information to log in to the One Network system and complete your registration process.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or by sending an email to registration@onenetwork.com.

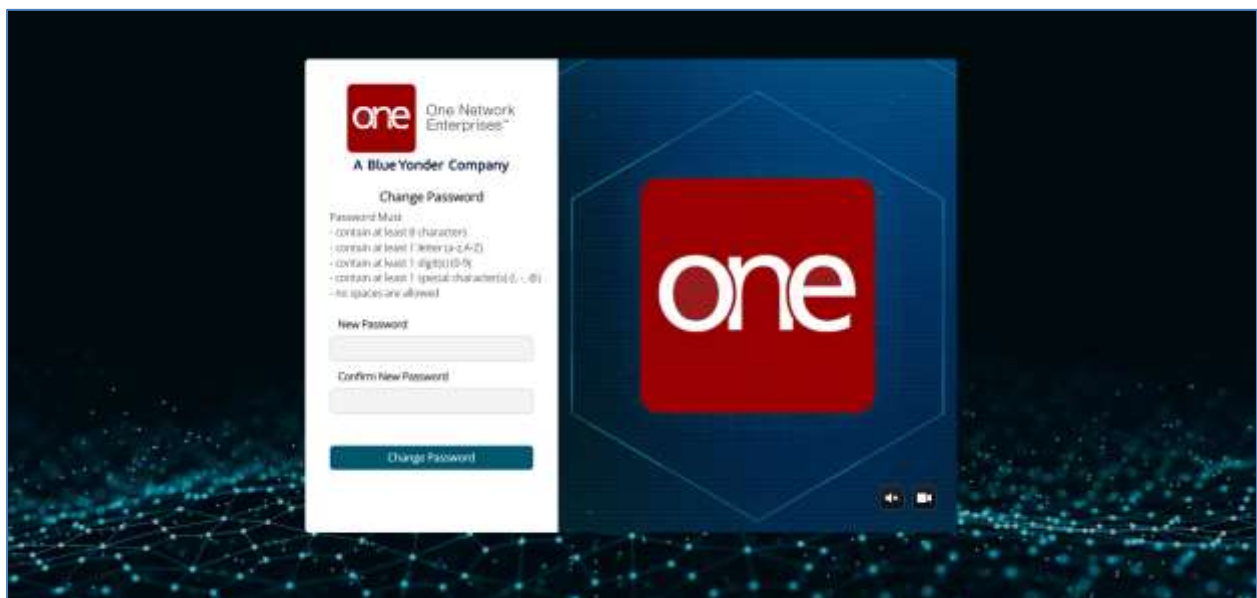
26. To close the screen that is displaying the success message, close your internet browser window.
27. After submitting your onboarding request information, One Network's Network Operations Center (NOC) will receive and review the request.

Note: Company names in the One Network system must be unique. If the requested company name has already been used, the NOC will contact the administrative user to determine an alternative company name.

28. Once the request with a unique Company name has been received, the NOC will then approve the request.
29. After the NOC approves the request, you will receive an email with your username and a link to activate your account and set your password.

Note: This email will be sent to the email address that was provided on the **REGISTER TO JOIN ONE NETWORK** page under the **Administrator Information** section. The "From" on the email will be "help@onenetwork.com" and the "Subject" of the email will be "Your One Network account has been created".

30. After selecting the link in the email, you will be taken to the **Change Password** screen to set your password.



31. Enter your desired password in the **New Password** and **Confirm New Password** fields and then click the **Change Password** button.

Note – Your new password must contain at least 8 characters and contain at least one each of the following: alpha (a-z, A-Z), numeric digit (0-9), and special character (!, #, \$, etc) and no spaces are allowed. This new password would then be used when logging in again to the system.

32. Once you have successfully set your password, you will be logged in to the Global Logistics Gateway (GLG).
33. This completes the Onboarding process to join the One Network GLG System. The next time you log in, you will be taken to the Global Logistics Gateway (GLG) system. If you are taken to the **Select your subnetwork** screen, select the button for the Global Logistics Gateway (GLG).