



ONEView Book A Shipment

User Guide

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Overview

Book A Shipment is a web-based application and online pickup tool in the ONEView suite of applications. Its capabilities are used to request US domestic transport; including international land borders – Canada and Mexico. This section of the user guide provides the essential information to help you use Book A Shipment most effectively. When the user first selects the Tab the page opens to the full application. The user can navigate from this page to other any application page.



1.1 BOOK A SHIPMENT – NEW SHIPMENT

New Shipment enables the user to request a new booking request to their local CEVA station and confirm a booking with a CEVA House Bill. The user is able to entering customer name and addresses for Pickup, Delivery, and Billing. In addition, it allows the data entry of shipping details and instructions. Each section of New Shipment will be discussed in detail.

Parameter	Description
Pickup Information	Pickup name and address always reflect the location where freight will be physically retrieved from.
Delivery Information	Delivery name and address always reflect the location where freight will be delivered.
Bill Information	Bill to name and address always reflect the location where freight should be billed.
Shipment Detail	Shipment details that always include pieces, weight, and dims shipment details by line item.
Shipment Instruction	Shipment instruction can include service level, special services, or notification instructions; as needed at pickup or delivery.
Terms & Conditions	Terms and conditions of service
Submit	Submit will always default to accept the user's data entry upon clicking on this button.
Cancel	Cancel will always default to remove the user's selection of search parameters upon clicking on this button.

1.1.1 Pickup Information

To create a booking request, begin by entering the data for the Pickup address section.

Pickup Information

Lookup

BAS Tester1

710 Illinois

South Houston

Texas ✓

77587

Mary Scott

7136491335

Pickup Account Code -Optional

Save as New Favorite

Pickup Date: 2/2/2021 

Ready Time: 8:00 AM PM

Pickup By: 5:00 AM PM

Within this section, there are some required data fields. The table below outlines Data Field Name, Required (Y or N), and Description as it applies to the Pickup Information section.

Field Name	Req'd	Description
Company Name	Y	Company name
Address Line 1	Y	Company first address line
Address Line 2	N	Company second address line, optional
City	Y	Company city
State	Y	Company state
Zip	Y	Company zip code
Contact Name	Y	Contact name for questions about where freight will be physically retrieved for shipment
Contact Phone	Y	Contact phone for Contact Name
Pickup Account Code	N	Account Code to be assigned for Pickup
Pickup Date	Y	Date pickup is needed <i>Note: Book A Shipment will not accept a New Shipment request that has expired (validated by shipment's Pickup Date – Ready Time – Pickup By); based on your local system time.</i>
Ready Time	Y	Earliest time freight will be ready for pickup
Pickup By	Y	Latest time freight will be ready for pickup

Icon / Image	Name	Description / Function
<input type="checkbox"/> Save as New Favorite	Save as New Favorite	Customer name and addresses can be saved as a new favorite, by clicking the check-box field.
<input type="button" value="Lookup"/>	Lookup	Customer name and addresses can be retrieved from Address Maintenance, if they already exist by customer name.

If you choose the Lookup feature in the Pickup Information section, a window will pop up. The Address Search window allows you to enter or select your parameters.

Address Search

Company Name: Contact Name:

Search: Favorites
 Favorites
 Past Shipments

Address Type: Pickup
 All
 Bill To
 Delivery
 Pickup

Results 1 - 2 of 2 records Records per Page 10

Company	Address	City	Postal Code	
CEVA Logistics, Inc.	15350 Vickery Drive	Houston	77032	Select
My Customer c/o CEVA Logistics, Inc.	15550 Vickery Drive	Houston	77032	Select

Search by Company Name or Contact Name. In addition, Search by a Favorite or Past Shipment; or by an Address Type. If you search by Address Type, click the drop-down box and select any Type.

Click the Search button to receive the search results. The search results page helps you sort and select your record. The table below outlines the functions of the search results page:

Icon / Image / Link	Name	Description / Function
Results 1 - 2 of 2 records	Record Results	Reflects the record of the total search results
Records per Page 10 <input type="button" value="v"/>	Records per Page	Users to select the number of incremental records to be displayed on a single search results page (10, 25, 50,100 pages)
Select	Record Select	Select a record from search results page

[Select](#) your customer record from search results page to fill-in this Information section (see screenshot below).

1.1.2 Delivery Information

To continue the next information section, enter the data for the Delivery address.

Delivery Information

Lookup

Customer Location

1208 Mockingbird Lane

Eerie

Pennsylvania

16046

Mary Scott

7136491335

Delivery Account Code -Optional

Save as New Favorite

Deliver By Date: 2/2/2021

Deliver By Time: 8:00 AM PM

Within this section, there are some required data fields. The table below outlines Data Field Name, Required (Y or N), and Description as it applies to the Delivery Information section.

Field Name	Req'd	Description
Company Name	Y	Company name
Address Line 1	Y	Company first address line
Address Line 2	N	Company second address line, optional
City	Y	Company city
State	Y	Company state
Zip	Y	Company zip code
Contact Name	Y	Contact name for questions about freight transport for delivery
Contact Phone	Y	Contact phone for Contact Name
Delivery Account Code	N	Account Code to be assigned for Delivery
Deliver by Date	Y	Delivery date requested
Deliver by Time	Y	Delivery time requested

Icon / Image	Name	Description / Function
<input type="checkbox"/> Save as New Favorite	Save as New Favorite	Customer name and addresses can be saved as a Favorite, if customer name does not already exist.

Icon / Image	Name	Description / Function
	Lookup	Customer name and addresses can be retrieved from Address Maintenance, if they already exist by customer name.

If you choose the feature in the Delivery Information section, a window will pop up. The Address Search window allows you to enter or select your parameters.

Company	Address	City	Postal Code	
CEVA Logistics, Inc.	15350 Vickery Drive	Houston	77032	Select
My Customer c/o CEVA Logistics, Inc.	15550 Vickery Drive	Houston	77032	Select

Search by Company Name or Contact Name. In addition, Search by a Favorite or Past Shipment; or by an Address Type. If you search by Address Type, click the drop-down box and select any Type.

Click the button to receive the search results. The search results page helps you sort and select your record. The table below outlines the functions of the search results page:

Icon / Image / Link	Name	Description / Function
Results 1 - 2 of 2 records	Record Results	Reflects the record of the total search results
Records per Page	Records per Page	Users to select the number of incremental records to be displayed on a single search results page (10, 25, 50,100 pages)
Select	Record Select	Select a record from search results page

[Select](#) your customer record from search results page to fill-in this Information section (see screenshot below).

1.1.3 Billing Information

To finish the last information section, enter the data for billing address (see screenshot below).

Billing Information

Same as:

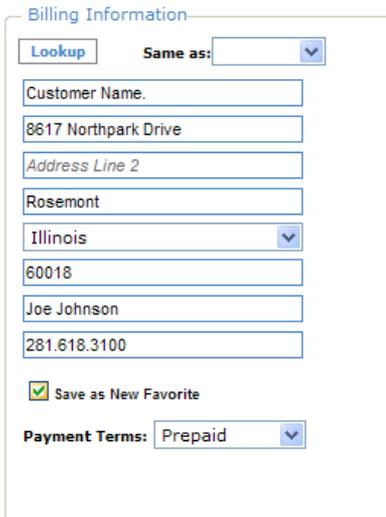
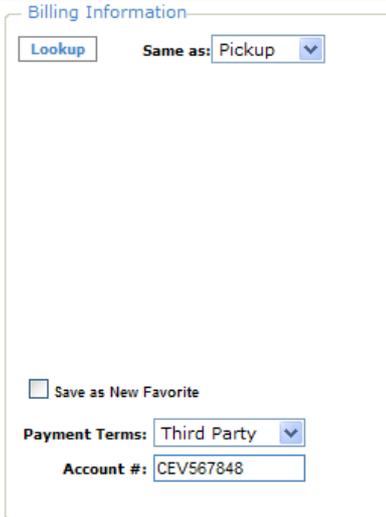
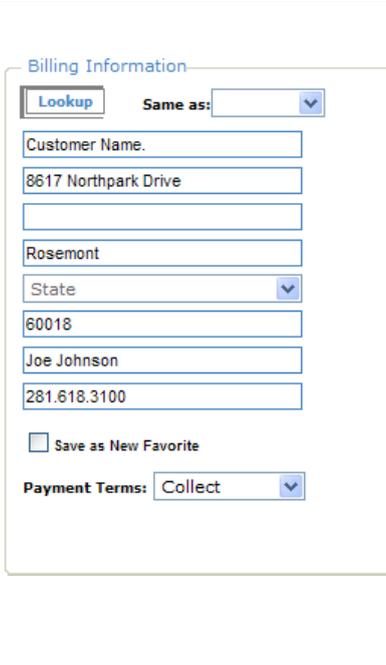
Save as New Favorite

Payment Terms:

Within this section, there are some required data fields. The table below outlines Data Field Name, Required (Y or N), and Description as it applies to the Billing Information section.

Field Name	Req'd	Description
Company Name	Y	Company name
Address Line 1	Y	Company first address line
Address Line 2	N	Company second address line, optional
City	Y	Company city
State	Y	Company state
Zip	Y	Company zip code
Contact Name	Y	Contact name for questions about freight transport billing
Contact Phone	Y	Contact phone for Contact Name
Billing Account Code	N	Account Code to be assigned for Billing
Payment Terms	Y	Company payment term by collect, prepaid, or third party with a CEVA account number

New Shipment allows the user to store frequently used billing company name and addresses, using one of four features.

Feature	Actions / Results	Screenshot
<p>Save As New Favorite</p>	<p>The Save As New Favorite feature allows you to type a new company name and address; then save this Favorite by selecting the Save as New Favorite check-box field; located below the data field - Contact Phone of the Billing Information section. This Favorite customer will now be available as a Lookup.</p>	 <p>The screenshot shows the 'Billing Information' section of a form. It includes a 'Lookup' button, a 'Same as:' dropdown menu, and several input fields for Customer Name, Address Line 1 (8617 Northpark Drive), Address Line 2, City (Rosemont), State (Illinois), Zip (60018), Contact Name (Joe Johnson), and Contact Phone (281.618.3100). The 'Save as New Favorite' checkbox is checked, and the 'Payment Terms' dropdown is set to 'Prepaid'.</p>
<p>Same As</p>	<p>As an alternative, you can select the same company name and address for the pickup or the delivery. To use this feature, click the Same as drop-down box and select the Pickup option, or Delivery option. This feature is only available in the Billing Information section.</p>	 <p>The screenshot shows the 'Billing Information' section. The 'Same as:' dropdown menu is set to 'Pickup'. The 'Save as New Favorite' checkbox is unchecked. The 'Payment Terms' dropdown is set to 'Third Party', and the 'Account #' field contains 'CEV567848'.</p>
<p>Lookup</p>	<p>Another alternative is Lookup feature. If you click the Lookup button, the Address Search window will pop up. This window allows you to enter or select your parameters. Search by Company Name or Contact Name. In addition, Search by a Favorite or Past Shipment; or by an Address Type. If you search by Address Type, click the drop-down box and select any Type. Click the Search button to receive the search results. The search results page helps you sort and select your record. Select your record from search results page to fill-in this Information section.</p>	 <p>The screenshot shows the 'Billing Information' section. The 'Lookup' button is highlighted with a blue border. The 'Same as:' dropdown menu is empty. The 'Save as New Favorite' checkbox is unchecked. The 'Payment Terms' dropdown is set to 'Collect'.</p>

Within this shipment section there are some required data fields. The table below outlines the data Field Title, Name, Required (Y or N), and Description as it applies to the Shipment Detail section.

Label	Name	Req'd	Description
Pcs	Pieces	Y	Number of pieces per line item
Wt	Weight	Y	Weight (pounds) per line item
L	Length	Y	Length (inches) per line item
W	Width	Y	Width (inches) per line item
H	Height	Y	Height (inches) per line item
Commodity	Commodity	Y	The description of the freight being transported
Haz?	Hazmat	Y	If a shipment's commodity (description) is subject to hazmat regulations. <i>Note: Hazmat is also known as hazardous materials or dangerous goods.</i>
UN#	UN Number	N/Y	This field is conditional. If the Haz? checkbox field is selected; then this assigned number must be entered, beginning with "UN". <i>Note: UN numbers are recognized as industry standard for the transport of hazardous materials - for all modes of transport.</i>

New Shipment allows the user to maintain shipment details by adding or deleting multiple line items.

The screenshot shows a 'Shipment Detail' form with the following fields and values:

- Pcs:** 12
- Wt:** 51
- L x W x H (in):** 18 x 17 x 2
- Commodity:** Parts
- Haz?:** No
- UN#:** (empty)
- Reference Number Type:** Purchase Order Number
- Reference Number:** PONumber-123

Additional visible text includes '24 7 8 x 7 x 12 Misc No' and icons for adding (+) and deleting (X) items.

1.1.5 Shipment Instructions

Continue to next shipment section; enter the data for Shipment Instructions (see screenshot below). Shipment instruction allows the user to include service level, special services, or notification instructions; as needed at pickup or delivery.

Shipment Instruction

Service Level:

Quote #:

Declared Value: Insured:

24 Hour Contact Number
(For hazardous shipments):

Special Instructions

Special Services
 +

Notification
 +

Within this shipment section there are some required data fields. The table below outlines the data field Name, Required (Y or N), and Description as it applies to the Shipment Detail section.

Field Name	Req'd	Description
Service Level	Y	A description of the service delivery levels or conditions, some normally accepted in the market others specific CEVA service delivery level; such as Next Day Local, Next Day by 5:00pm, Ceva Value, Ceva Premium.
Quote #	N	Quote number as assigned by CEVA account representative.
Declared Value	N	Total value of the shipment; if insurance is needed
Insured	N	Insurance coverage is needed for the shipment; if check-box field is selected
24 Hour Contact Number	N	If any of the shipment detail lines are checked as hazardous, then you are required to provide a 24-hour contact phone number. <i>For more information see section 1.1.4 Shipping Details</i>
Special Instructions	N	Special instructions can be indicated for the pickup or delivery transport of the shipment.
Special Services	N	A description of the special service levels or conditions, some normally accepted in the market others specific CEVA service delivery level; such as Hold for Pickup at Airport, Two Man Delivery Team, By Appointment Only.

Field Name	Req'd	Description
Notification	N	Means of automatically pre-alerting notification parties of a booking request via e-mail, when a New Shipment is accepted by Book A Shipment. The user must enter e-mail addresses. <i>Note: This feature is available only with New Shipment processing.</i>

New Shipment allows the user to maintain shipment instructions by adding or deleting multiple services and notifications.

1.1.6 Submitting Your Request

Prior to accepting a booking request, CEVA requires acceptance of the Book A Shipment terms and conditions. To read the terms and conditions click the link [Terms and Conditions](#), located above the button at the bottom right corner of New Shipment page. If you have not entered all the required data, New Shipment will not accept your booking request and reflect the exception errors in different ways throughout the application page.

For example, if a customer information or shipment details field has not been entered you will receive an exception alert with a brief description of the exception. You may also receive an exception alert text message - highlighted/bolded in red (ie; [Shipment Detail Information required](#)). All exception messages will need to be corrected to submit a booking request successfully.

After correcting your exception message, submit your booking request by clicking the button. If other exception messages exist, New Shipment will alert you. Continue to submit your booking request, as needed.

1.1.7 Confirming and Preparing Shipment

New Shipment also enables the user to receive a booking confirmation and prepare their shipment. This section is discussed in detail.



Book A Shipment assigns a confirmation number to any booking request submitted and accepted. This number can be used later, as a search parameter to track your booking request (see section [1.3 Book A Shipment – Shipment History](#)).



Continue to prepare your shipment by printing labels and shipping documents. This step-by-step process allows you to print to an inkjet / laser printer, or your zebra label printer.

Step	Options / Choices	Screenshot / Image / Link / Parameter
How many labels would you like to print? <i>Enter number of labels equal to total number of shipment pieces</i>		
Select your printer type <i>Select drop-down to view options</i>		
	InkJet / Laser	Use standard 8x11 paper or Avery 5168 Mailing Labels as the paper source
	Label Printer (Zebra)	Use rolls that contain labels measuring at least 4x5 inches

How many labels per page? <i>Your selection designates your page layout, based on number of labels per page.</i>	InkJet / Laser	
	Label Printer (Zebra) <i>For Zebra, this option defaults to 1</i>	
Print shipping labels <i>Click on the link</i>	<u>Print Shipping Labels</u>	
	Print InkJet Labels are stored as default .pdf format file	 Bulk Upload Inkjet Label.pdf
	Print Zebra Labels are stored as default .pdf format file	 Bulk Upload Zebra Label.pdf
Print shipping documents <i>Click on the link</i>	Shipping documents are stored as default .pdf format file	<u>Print Shipping Documents</u> Bulk Upload Shipping Document.pdf
What would you like to do next? <i>Click a link to select your option</i>	<u>Import a pickup file</u> <u>Request a single pickup</u>	
	Import multiple new bookings (shipments) in a single transaction	<u>Import a pickup file</u> See Section 1.2 Book A Shipment – Shipment Import for more information
	Request a new booking manually	<u>Request a single pickup</u> See Section 1.1 Book A Shipment – New Shipment for more information

1.2 BOOK A SHIPMENT – SHIPMENT IMPORT

This next page is a user interface to load and import multiple booking requests in one single transaction file. The user is able to submit new booking requests by importing customer name and address information, as well as shipping details and instructions. Each step of Shipment Import process is discussed in detail.



Shipment Import allows the user to load import booking requests in a single transaction file. Book A Shipment accepts a pre-formatted Excel file. A Microsoft Excel template and user instructions are available for download. This step-by-step process allows you to submit your import file:

Download Excel Template & Instructions	Fill Out Template	Import Completed Excel Spreadsheet
Template: MS Excel - Office http://oneview.cevalogistics.com/BAS/BookAShipmentTemplate.xls Download Shipment Upload Instructions, for these data field attributes and requirements. http://oneview.cevalogistics.com/BAS/ImportInstructions.pdf	Enter data in required fields of the Book A Shipment template, to create your booking requests. Save your data as an import file.	Click on <input type="button" value="Pickdown"/> to retrieve and load your import file. Confirm your file path, and click on <input type="button" value="Import File"/> .

Upon submitting your import file, Shipment Import returns an Import Results page. If you have not entered and formatted all the required data, Shipment Import will not accept your import booking request.

For example, if you import a booking request for pickup date prior to Today, your import file will be rejected due to expired booking request. Booking requests are validated based on the pickup date, earliest pickup time, and latest pickup time. Another example is, if data is entered to indicate an optional Service Level, but was not entered with a recognized service level code; your import file will be rejected (see screenshot below).

In addition, prior to accepting your import booking request, CEVA requires acceptance of the Book A Shipment terms and conditions. To read the Terms and Conditions click the link [Terms and Conditions](#), located at the bottom left corner of import results page of Shipment Import. Submit your import booking request by clicking the button, as needed.



Upon submitting your agreement to terms and conditions, and submitting your request, Shipment Import returns a Print Shipping Documents page (the Notification function is not featured in this section). It assigns a confirmation number to any booking request submitted, which can be used later as a search parameter to track your booking request (see Section [1.3 Book A Shipment – Shipment History](#)).



Continue to prepare your shipment by printing labels and shipping documents. This step-by-step process allows you to print to an inkjet / laser printer, or your zebra label printer.

Step	Options / Choices	Screenshot / Image / Link / Parameter
Select your printer type <i>Select drop-down to view options</i>		
	InkJet / Laser	Use standard 8x11 paper or Avery 5168 Mailing Labels as the paper source
	Label Printer (Zebra)	Use rolls that contain labels measuring at least 4x5 inches
How many labels per page? <i>Your selection designates your page layout, based on number of labels per page.</i>	InkJet / Laser	
	Label Printer (Zebra) <i>For Zebra, this option defaults to 1</i>	
Print shipping labels <i>Click on the link</i>	Print Shipping Labels	
	Print InkJet Labels are stored as default .pdf format file	
	Print Zebra Labels are stored as default .pdf format file	
Print shipping documents <i>Click on the link</i>	Shipping documents are stored as default .pdf format file	Print Shipping Documents
What would you like to do next?	Import a pickup file Request a single pickup	

Step	Options / Choices	Screenshot / Image / Link / Parameter
Click a link to select your option	Import multiple new bookings (shipments) in a single transaction	Import a pickup file See Section 1.2 Book A Shipment – Shipment Import for more information
	Request a new booking manually	Request a single pickup See Section 1.1 Book A Shipment – New Shipment for more information

1.3 BOOK A SHIPMENT – SHIPMENT HISTORY

This next page enables the user to search, view, and maintain their historical booking requests, as submitted in ONEView Book A Shipment. This page offers parameter driven search capabilities to track, edit, or print a booking request. The shipment history will only include the requests submitted through ONEView Book A Shipment. Each section of Shipment History is also discussed in detail.

Conf #	Hawb #	Pickup	Shipper	Origin	Req. On	Ref Num	# of Pcs
15198	59035888	01/22/2010 8:00 AM	My Customer c/o CEVA Logistics, Inc.	Houston	01/21/2010 5:31:06 PM	PO CEV89265	2
15085	59035775	01/20/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/20/2010 5:23:27 PM	CR SKU# 5921236	1
15083	59035773	01/22/2010 8:00 AM	My Customer c/o CEVA Logistics, Inc.	Houston	01/20/2010 5:16:17 PM		1
15060	59035750	01/20/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/20/2010 2:02:21 PM	CR SKU# 5921236	1
15058	59035748	01/20/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/20/2010 1:59:18 PM	CR SKU# 5921236	1
15051	59035741	01/20/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/20/2010 1:31:52 PM	CR SKU# 5921236	1
14733	59035423	01/18/2010 8:00 AM	My Customer c/o CEVA Logistics, Inc.	Houston	01/18/2010 10:10:29 AM		1
14359	59035049	01/14/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/14/2010 5:15:31 PM	CR SKU# 5921238	1
14358	59035048	01/14/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/14/2010 5:15:31 PM	CR SKU# 5921237	1
14357	59035047	01/14/2010 05:00 PM	CEVA Logistics, Inc.	Houston	01/14/2010 5:15:31 PM	CR SKU# 5921236	1

Within this section, there are six parameters that can be defined for shipment history search criteria, they are:

Search Criteria	Description / Function
Confirmation #	An assigned number confirming booking request
Pickup Date	Requested pickup date
Pickup Company	Pickup customer name
Pickup City	Pickup customer city

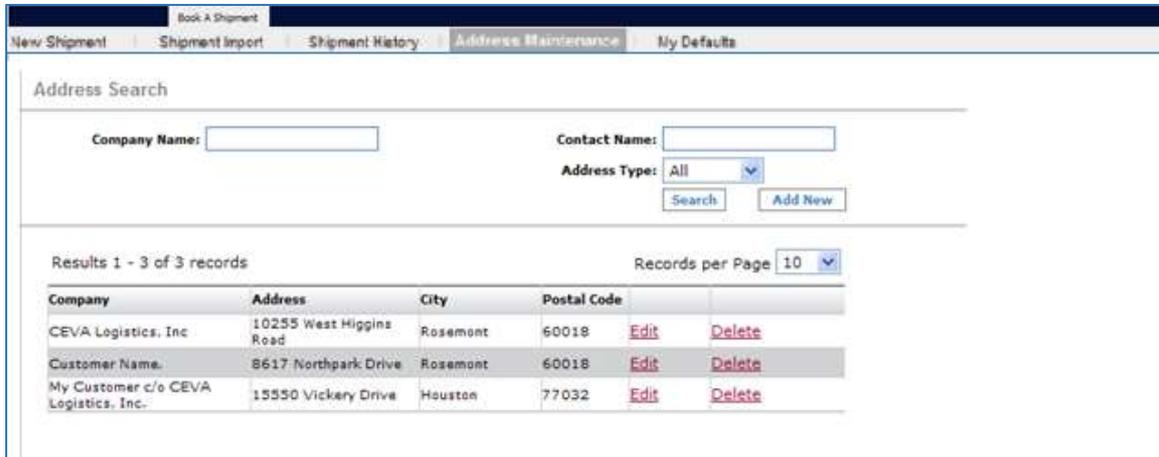
Search Criteria	Description / Function
Requested Date	Date of booking request
Reference Numbers	A unique identification number, as submitted through ONEView – Book A Shipment

Whenever you perform a search, the Shipment History application page will display the results of your search. Within the search results page are additional capabilities to help you sort and select the function.

Icon / Image / Link	Name	Description / Function
Results 1 - 2 of 2 records	Record Results	Reflects the record of the total search results
Records per Page <input type="text" value="10"/>	Records per Page	Users to select the number of incremental records to be displayed on a single search results page (10, 25, 50,100 pages)
Select	Record Select	Select a record from search results page
Hawb #	Hawb Number	Select by assigned Hawb# to your shipment record, to track your shipment <i>Note: This shipment can only be tracked if your shipment details are available in the CEVA US/Domestic source system (World Port). If you have questions, contact your local CEVA Account Representative.</i>
View / Edit	View / Edit	View – provides you visibility to the shipment details. Edit – the shipment details may be edited; up to the combined period of Pickup Date and Ready Time. After this period, you may only view the shipment details without editing capabilities in ONEView Book A Shipment.
Print	Print	Print your shipment through the multiple methods available. See Section 1.1.6 Submitting Your Request for more information

1.4 BOOK A SHIPMENT – ADDRESS MAINTENANCE

This page enable the user to sort, view, or maintain customer name and addresses as created by using the Favorite, Update, or Add functions. Each section of Address Maintenance is discussed in detail.

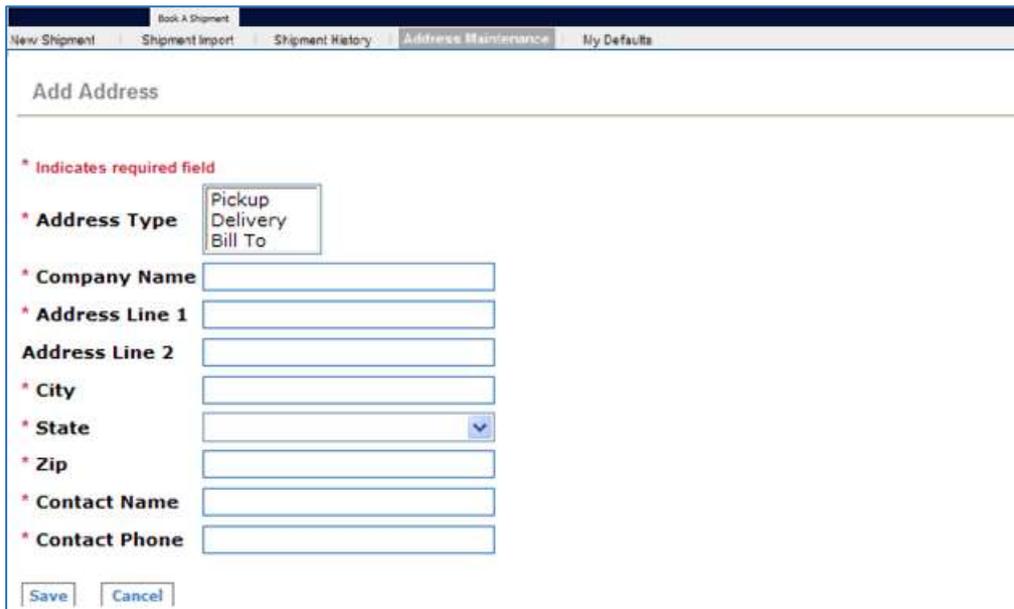


Complete an address search by entering Company Name, Contact Name, or Address Type. Customer Address Types are categorized as Pickup, Delivery, or Billing. To search, click [Search](#) button.

Within the Address Maintenance search results page are some functions to help you sort and select your record. The table below outlines the function and capabilities of the search results page:

Icon / Image / Link	Name	Description / Function
Results 1 - 2 of 2 records	Record Results	Reflects the record of the total search results
Records per Page <input type="text" value="10"/>	Records per Page	Users to select the number of incremental records to be displayed on a single search results page (10, 25, 50,100 pages)
Edit	Edit Record	<p>Edit your address. For more information about the data requirements for the address types, refer to:</p> <ul style="list-style-type: none"> • Pickup Information (see Section 1.1.1) • Delivery Information (see Section 1.1.2) • Billing Information (see Section 1.1.3)
Delete	Delete Record	Delete your address record

It also enables the user to add new company name and addresses. To add, click [Add New](#) .



For more information about the data requirements for the address types, refer to.

- Pickup Information (see Section [1.1.1](#))
- Delivery Information (see Section [1.1.2](#))
- Billing Information (see Section [1.1.3](#))

1.5 BOOK A SHIPMENT – MY DEFAULTS

This last application page enables the user to pre-set defaults to any section of My Defaults application page, which mirrors the New Shipment application page.

For more information about the data requirements for the address types, refer to.

- Pickup Information (see Section [1.1.1](#))
- Delivery Information (see Section [1.1.2](#))
- Billing Information (see Section [1.1.3](#))

As a result of My Defaults application page, the time needed to initiate a New Shipment is lessened. Data entry does not have to be duplicated.

If you have questions about using ONEView – Book A Shipment, contact your local CEVA Account Representative.