3Gtms Carrier User Guide
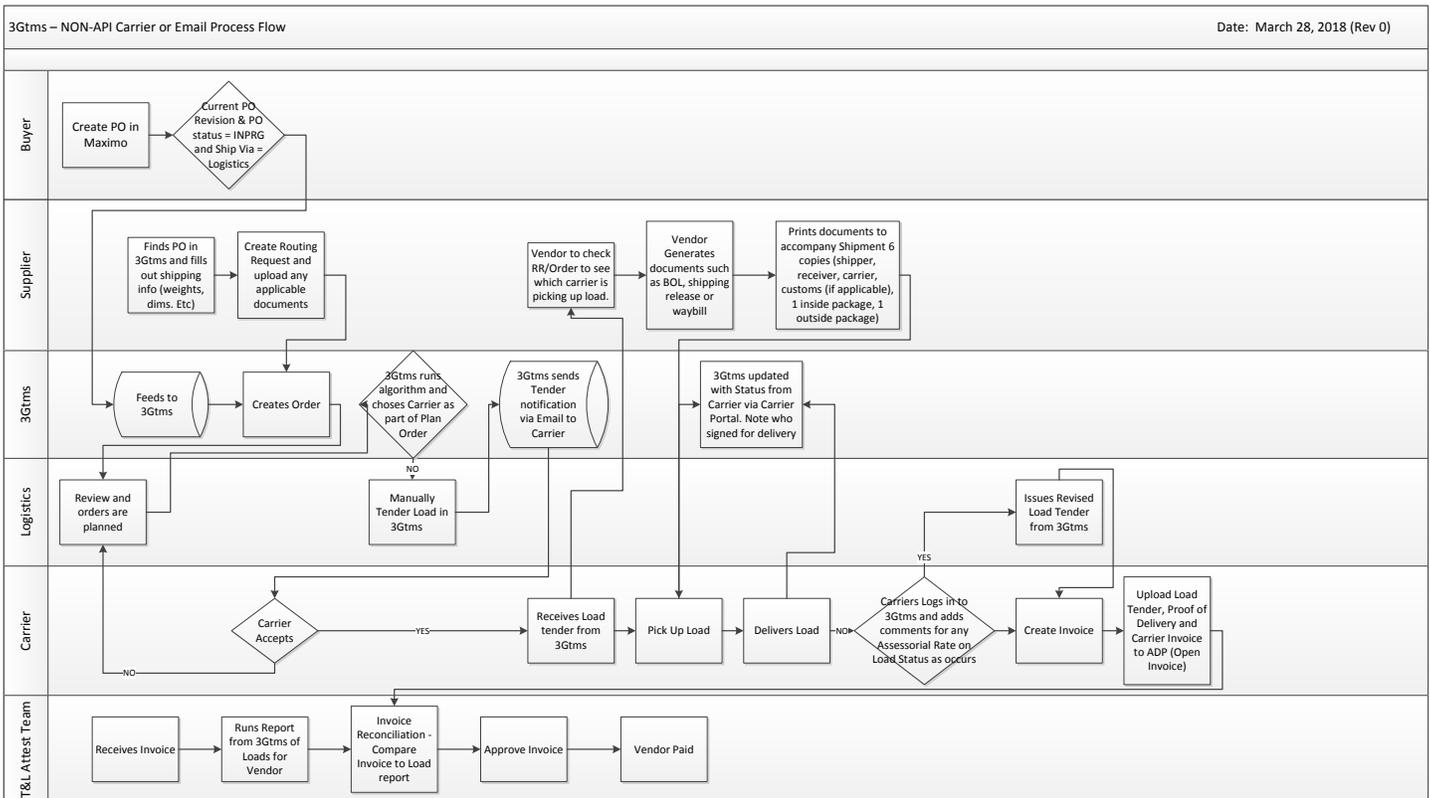## *REFERENCE GUIDE*

Canadian Natural

This Reference Guide is for CNRL Carriers to help them ship freight to CNRL using 3Gtms Software.

Background

CNRL uses a software system called 3Gtms for Transportation Management. It is used for the movement of freight to and from CNRL. This process will vastly reduce the amount of manual effort to ship goods. Vendors can log in and identify, via purchase order, what freight needs to be shipped via a carrier.

Process

3Gtms – NON-API Carrier or Email Process Flow   Date: March 28, 2018 (Rev 0)

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Job Steps

LOGGING INTO 3GTMS:

1. Vendor to login to 3Gtms using the user name and password provided to them from CNRL. This will come from the Transportation and Logistics Team.

2. If you do not have a user name or password, please contact the T&L team at freightlogistics@cnrl.com with an email titled: **3Gtms User name and password**.

3. Using Chrome browser, use the URL to access 3Gtms via https://cnrl.3gtms.com/web/login

4. Enter your **username** and **password**.

5. Hit **Login**

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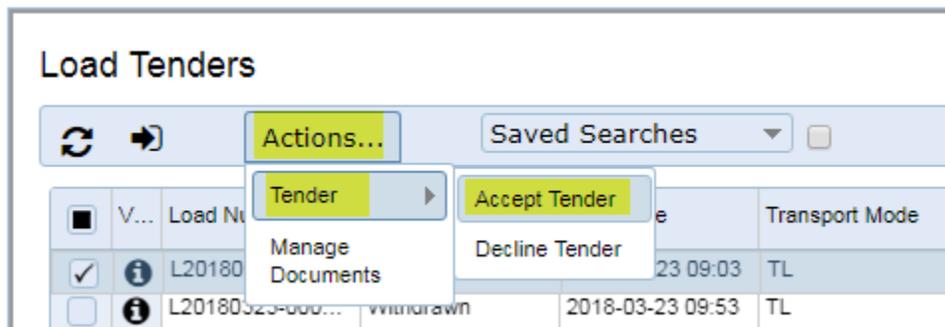## *REFERENCE GUIDE*

ACCEPTING A TENDER REQUEST:

An email will be received offering a load tender. There are two ways to accept the load tender. Click on the hyperlink sent in the load tender.

Note: The assigned Carrier Contact will be the only person to be able to accept via the Hyperlink. Any 3G user associated to the carrier can accept or decline a tender by signing in through the website.

Only the primary contact user can accept via the "Hyper Link" on the PDF Load tender.

The other way to accept is to login to 3Gtms as follows:

1. To accept Load Tender

2. Search Grid, Search on number in Quick Search or Click in quick search box and hit enter to get a list of all Load Tenders

3. > Select the rows from the grid or open the form by selecting view icon for the row > Click Actions… on the toolbar

4. > Tender > Accept Tender

DECLINING A TENDER REQUEST:

An email will be received offering a load tender. There are two ways to decline the load tender. Click on the hyperlink sent in the load tender.

Note: The assigned Carrier Contact will be the only person to be able to accept or decline via the Hyperlink. Any 3G user associated to the carrier can accept or decline a tender by signing in through the website.

The other way to decline is to login to 3Gtms as follows:

1. To decline, click Load Tender

2. Search Grid, Search on number in Quick Search or Click in quick search box and hit enter to get a list of all Load Tenders

3. > Select the rows from the grid or open the form by selecting view icon for the row > Click Actions… on the toolbar

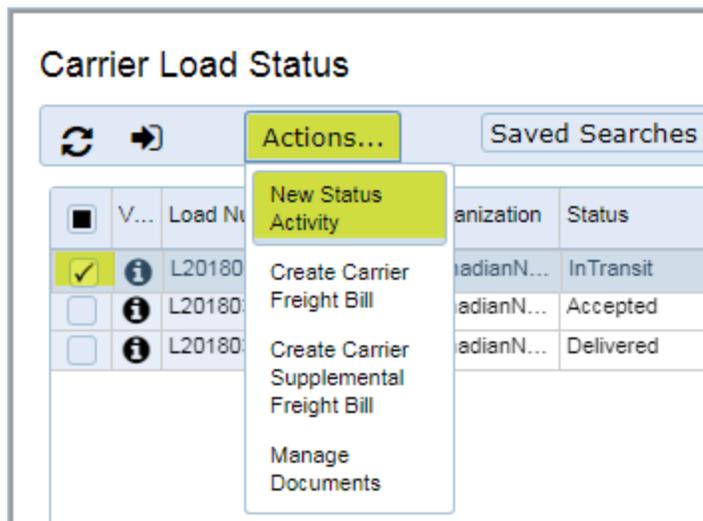4. > Tender > Decline Tender
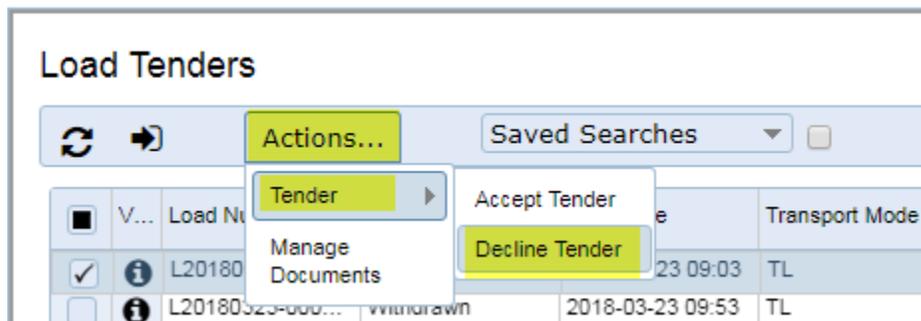
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ADDING A STATUS ACTIVITY MESSAGE

Status updates are required in the system to show load status such as Picked up, Delays, Carrier Load Status > Select the row from the grid or open the form by selecting view icon for the row

1. Click Actions on the toolbar

2. New Status Activity

3. Pick Stop #

4. Enter Activity

5. Status Code

6. Status Reason

7. Date and Time

8. Enter any other fields that are applicable such as current location, or who signed for the delivery

9. Click Save or Save & Add Another

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MANAGING DOCUMENTS:

There will be documents available in 3Gtms that are applicable to the load.

To View documents:

1. Click Actions… on the toolbar

2. Manage Documents

HOW TO VIEW OR PRINT DOCUMENTS ATTACHED TO A LOAD:

For Parcel Label-Waybill, BOL, Shipping release, etc.:

1. Click on Carrier Portal

2. Click on Load Tenders

3. Search your Load Number or Click in Search field and hit enter

4. Click on the Load

5. Actions

6. Admin

7. Manage Documents

8. Click on the document

9. Click View and Print (if needed)

HOW TO GENERATE A DOCUMENT TO THE LOAD:

For packing lists and custom documents:

1. Click on Carrier Portal

2. Click on Load Tender

3. Search your Load Number or Click in Search field and hit enter

4. Click on the Load

5. Actions

6. Admin

7. Manage Documents

8. Click on the Generate Document radio button

9. Click Message Type drop down and Click the template you wish to attach

10. Choose File

11. Communication Type Manual, Subscription Type: Initiating User

12. Click Generate/Send

HOW TO UPLOAD A DOCUMENT TO THE LOAD:

For packing lists and custom documents:

1. Click on Carrier Portal

2. Click on Load Tender

3. Search your Load Number or Click in Search field and hit enter

4. Click on Load

5. Admin

6. Manage Documents

7. Click on the Generate Document radio button

8. Click Message Type drop down and Click the template you wish to attach

9. Choose File

10. Communication Type Manual, Subscription Type: Initiating User

11. Click Generate/Send

RESPOND TO A SPOT QUOTE REQUEST:

1. Click on Carrier Portal

2. Click on Spot Quote Requests

3. Open the form by selecting edit icon for the row

4. Enter values and Click Submit button.

Tips and Tricks

For any support or any questions, please email freightlogistics@cnrl.com.

Must use Chrome Browser for 3Gtms.

URL to calculate freight class: http://freight-class-calculator.com/.