

3Gtms Carrier User Guide

REFERENCE GUIDE

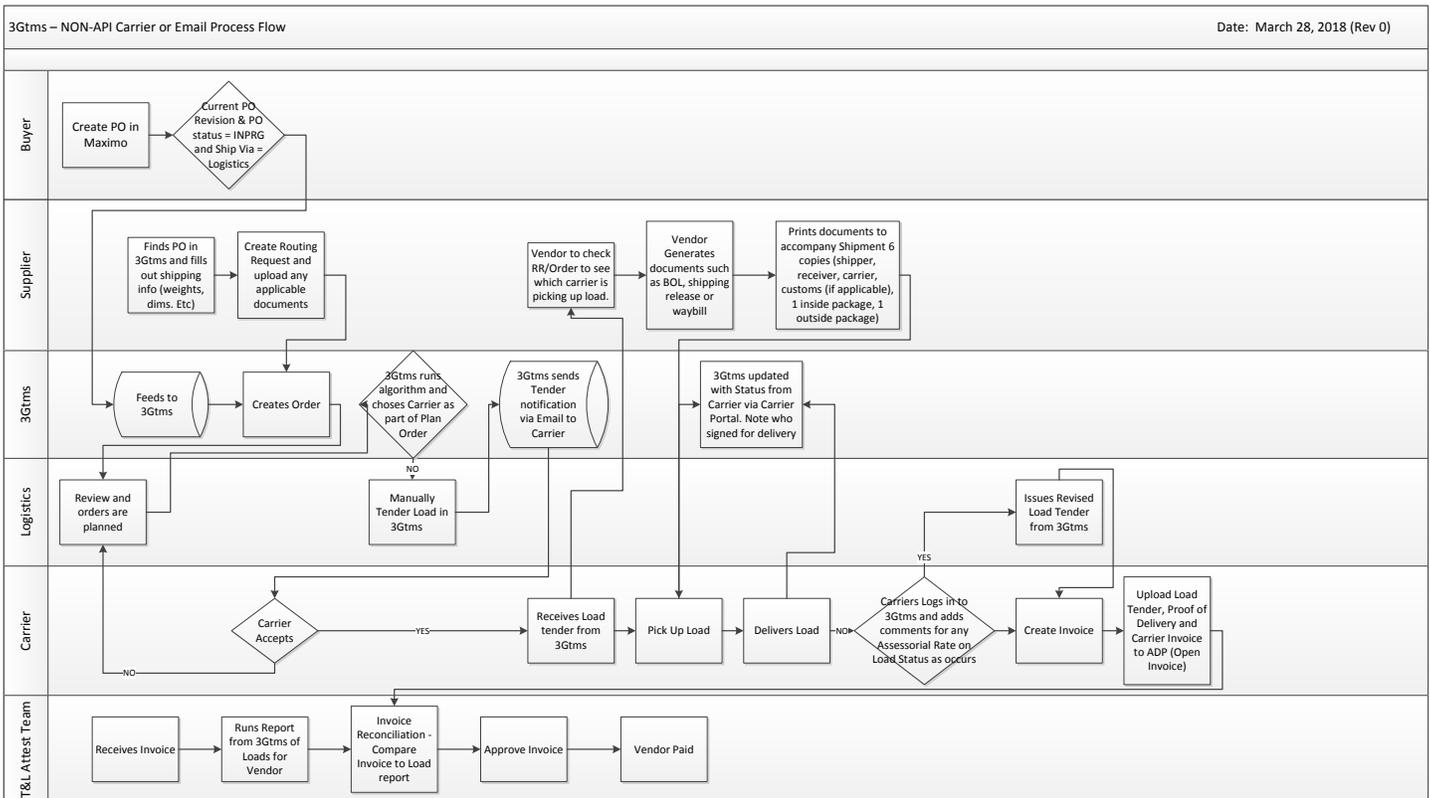


This Reference Guide is for CNRL Carriers to help them ship freight to CNRL using 3Gtms Software.

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 Carrier User Guide

REFERENCE GUIDE



Job Steps

LOGGING INTO 3GTMS:



* Username:

* Password:

Login

[Reset Password](#)

[I forgot my password](#)

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**

3Gtms Carrier User Guide

REFERENCE GUIDE



ACCEPTING A TENDER REQUEST:

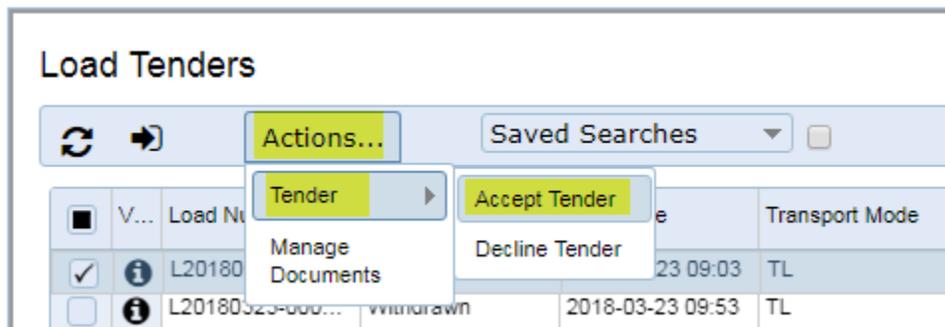
An email will be received offering a load tender. There are two ways to accept the load tender. Click on the hyperlink sent in the load tender.

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



3Gtms Carrier User Guide

REFERENCE GUIDE



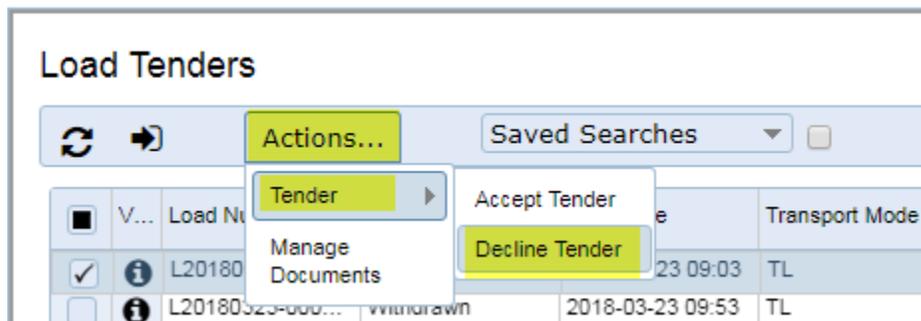
DECLINING A TENDER REQUEST:

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



3Gtms Carrier User Guide

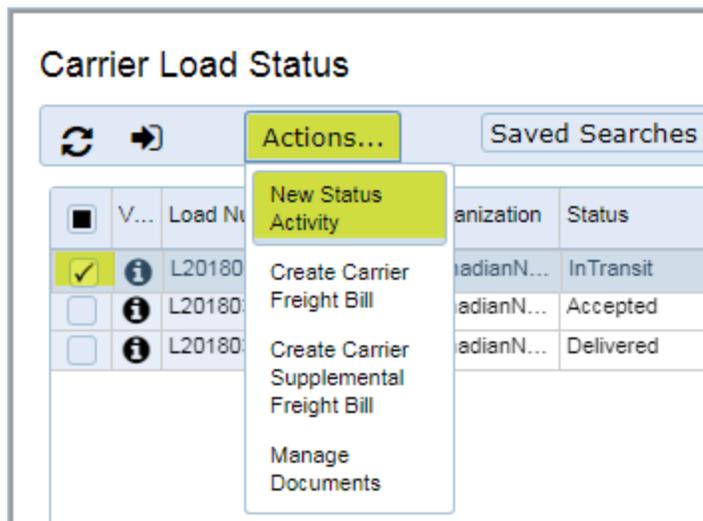
REFERENCE GUIDE



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

3Gtms Carrier User Guide

REFERENCE GUIDE

A screenshot of a web application window titled "Status Message". The form is divided into several sections. On the left, there are fields for "Load Num:" (L20180323-000006), "Stop #:", "Activity:", "Status Code:", "Status Reason:", "Status Date:" (2018-03-26 11:15), "Empty?:" (checkbox), "On Time?:" (checkbox checked), "BOL:", "Pro #:" (W123456), "Equipment #:", "Tractor #:", "Equipment Type:" (Please Choose), "Temp Reading:", "Seal #:", "Seal Intact?:" (checkbox), "Signed By:", "Driver Name:", "Driver Phone:", and "Driver Number:". On the right, there are fields for "Current Location", "Postal Code:", "Country:" (United States), "City:", "State:" (Please Choose), "Is Invalid Location:" (checkbox), "Location Free-Form:", "Next Stop:" (Please Choose), "Distance to Next Stop:" (input field with "Km" dropdown), "Next Stop ETA:" (input field with calendar icon), "Next Stop ETD:" (input field with calendar icon), "Appointment Number:", "Appointment:", "Expected Arrive:", "Expected Depart:", "Actual Arrive:", "Actual Depart:", and "Status Comment:". At the bottom right, there are three buttons: "Save", "Save & Add Another", and "Cancel".

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

3Gtms Carrier User Guide

REFERENCE GUIDE



5. Actions
6. Admin
7. Manage Documents
8. Click on the document
9. Click View and Print (if needed)

Documents

Load:L20180323-000006

Document Num	Type	Document Type	Created By	Created Date	Modified I
Bill of Lading-CNRL-0...	Bill of Lading-CNRL	Pdf	cnrl_amandab_a...	2018-03-24 00:25	cnrl_ama
Customs Instructions-...	Customs Instructions	Pdf	cnrl_michthom	2018-03-23 15:22	cnrl_mich
Packing List-00000336	Packing List	Pdf	cnrl_michthom	2018-03-23 15:13	cnrl_mich
Shipping Release-CN...	Shipping Release-CN...	Pdf	cnrl_michthom	2018-03-23 15:21	cnrl_mich
Tender-00000343	Tender	Pdf	cnrl_jknauer	2018-03-23 16:16	cnrl_jkna

Generate Document **Send Document** **Upload Document**

Output Template: Save

Communication Type:

Subscriber Type:

Subject:

Message Text:

3Gtms Carrier User Guide

REFERENCE GUIDE



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

Documents

Load:L20180323-000008

Document Num	Type	Document Type	Created By	Created Date	Modified I
Shipping Release-CN...	Shipping Release-CN...	Pdf	cnrl_TinaCarr	2018-03-23 16:22	cnrl_Tina

View Delete

Generate Document Send Document Upload Document

Output Template: Shipping Release-CNRL - TEST Shippi Save ✓

Communication Type: Manual

Subscriber Type: Initiating User

Subject:

Message Text:

Generate/Send

3Gtms Carrier User Guide

REFERENCE GUIDE



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

3Gtms Carrier User Guide

REFERENCE GUIDE



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/>.