

How to Query Rates

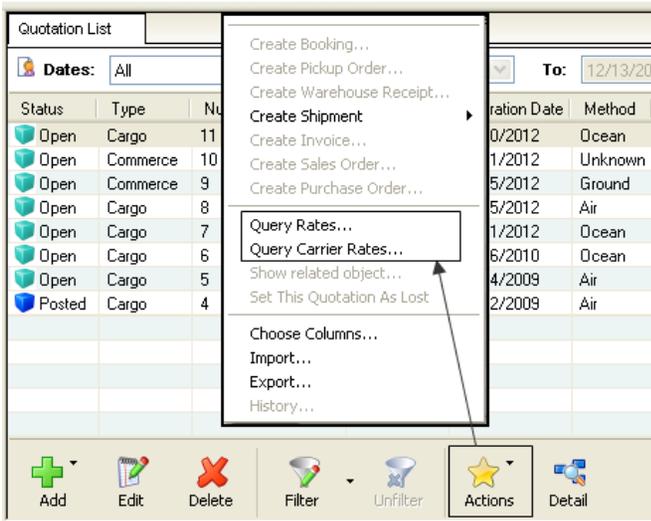
Introduction

To give a customer a quote on freight, inventory, or other services you offer, find the best rate by searching with the Query Rates feature. It creates results from rates and other information entered in your Magaya system. (For information on entering rates, see the [Magaya Software Customization Manual](#).)

This article shows you how to query your carrier rates to illustrate how it works. Making a query of selling rates is similar.

The Query Rates dialog box is conveniently available from a few different places in the software:

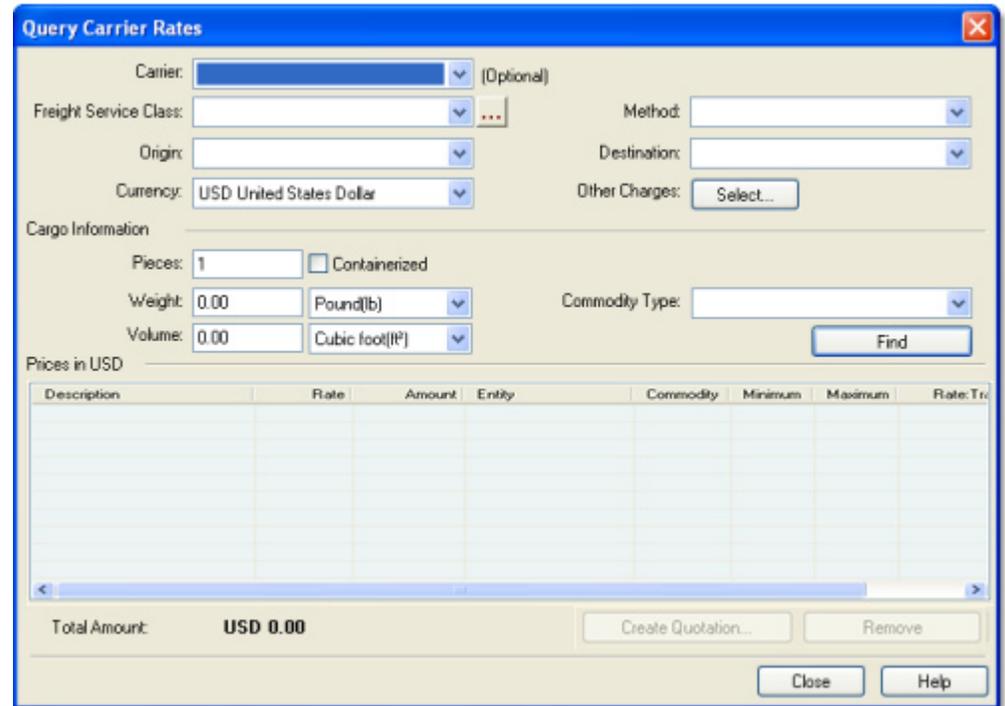
- In the Quotations, click the Actions button.
- In the Accounting > Rates subfolder, go to the list you want such as the Carrier Rates, Client Rates or Standard Rates and click the Actions button.
- From inside any Rates dialog box, click the Query button.



Tip: When the Query Rates dialog box is opened from the Actions button, it can remain open while you move to other screens in your Magaya system. When you close the query screen, the information you entered will remain available to reuse or change.

Query Carrier Rates

To query your carrier rates, open the query dialog box from the Carrier Rates folder and enter the search criteria you need:



- 1) Select a Freight Service Class such as Air Freight Service. This field is required. (Selecting a carrier is optional.)
- 2) Select the origin and destination information (Required)

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Query Carrier Rates

Carrier: (Optional)

Freight Service Class: ...

Origin:

Currency:

3) Select the method (mode) of transport (Required).

4) To add multiple charges in your query, click the button with the three dots that is next to the "Freight Service Class" field. A dialog box opens with options.

Products and Services list

Description	Code	Account Name
<input checked="" type="checkbox"/> Security Surcharge	SEC-INC	Insurance Income
<input type="checkbox"/> Bunker Surcharge	BKS-INC	Ocean Freight Income
<input type="checkbox"/> Fuel Surcharge	FSC-INC	Air Freight Income
<input checked="" type="checkbox"/> Priority Freight Service	FGTP-INC	Air Freight Income
<input type="checkbox"/> Ground Freight Service	GRNFGT-INC	Ground Freight Income
<input type="checkbox"/> Ocean Freight Service	OCEFGT-INC	Ocean Freight Income
<input checked="" type="checkbox"/> Air Freight Service	AIRFGT-INC	Air Freight Income

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5) Enter as much information about the cargo as needed (Required).

Cargo Information

Pieces: Containerized Commodity Type:

Weight:

Volume:

Add Other Charges to a Query:

To add other rates or charges such as documentation, click the "Select" button for "Other Charges" and see all the options.

Method:

Destination:

Other Charges:

Products and Services list

Code	Description	Account Na
<input type="checkbox"/> EURENTAL	Equipment rental cost	Equipment R
<input type="checkbox"/> CUSBROACO...	Customs Broker Cost	Custom Brok
<input type="checkbox"/> PALL-COST	Palletizing Cost	Cost of Servi
<input type="checkbox"/> CTG-COST	Cartage Cost	Cost of Servi
<input type="checkbox"/> CRT-COST	Crating Cost	Cost of Servi
<input type="checkbox"/> RPK-COST	Repacking Cost	Cost of Servi
<input checked="" type="checkbox"/> HAN-COST	Handling Cost	Cost of Servi
<input type="checkbox"/> STO-COST	Storage Cost	Cost of Servi
<input type="checkbox"/> WAT-EXP	Water Expense	Utilities Expe
<input type="checkbox"/> ELEC-EXP	Electricity Expense	Utilities Expe
<input type="checkbox"/> WH-RENT	Warehouse Rent	Rent Expens
<input type="checkbox"/> OFC-RENT	Office Rent	Rent Expens

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This list is pulled from the information in your Magaya Accounting folder. Checkmark items and click "OK" to return to the query.

6) Click "Find" to see results.

The results of the query search will display in the bottom of the screen, displaying rates that are entered into your Magaya system. This example shows a query done without selecting a carrier name, so the results found two carriers for this origin and destination

Prices in USD

Description	Rate	Amount	Entity	Minimum
<input type="checkbox"/> Ocean Freight Service Cost	1,200.00	1,200.00	× Shipping Line	No
<input checked="" type="checkbox"/> Ocean Freight Service Cost	800.00	800.00	Tropical Shipping	No

How to Query Rates *Continued*

The best option will be checked.

Tip: To add columns to the results list, right-click on a result to access a pop-up menu. Select "Choose Columns". In the dialog box, click the "Add Columns" button to access more choices such as the "Transit Time" to see how many days each option will take.

Results with Transit Times:

Prices in USD			
Description	Rate	Amount	Rate:Transit Time (days)
<input type="checkbox"/> Ground Freight Service	0.95000	20.90	2.00
<input type="checkbox"/> Ground Freight Service	1.00000	22.00	4.00
<input checked="" type="checkbox"/> Ground Freight Service	1.20000	26.40	3.00

Based on the results, select the option that is best for your customer.

Create a Quotation for a customer from the result:

Click the "Create Quotation" button.

In the dialog box that opens, make any changes if needed.

Click OK to create the Quotation document. Print, save it as a PDF, or email it.

Query Selling Rates

In the Query Selling Rates dialog box, select the criteria for your search:

The Customer name is optional. If you have rates entered in your system for a customer, select their name here. If not, leave this field blank.

When you select the rate you want and click "Create Quotation", the Quotation dialog box opens with all the rate query information filled in automatically.