

Managing Contracts

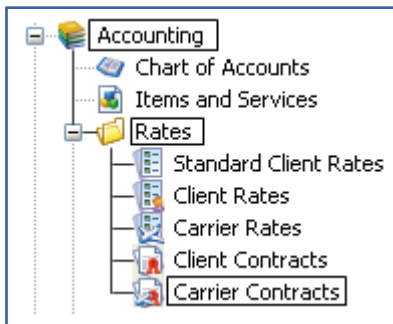
Magaya software version 7.5 adds to the rates features by giving you the option to add carrier and client contracts and to update their rates in batches to keep up with GRIs.

This How-To Tip explains how to manage carrier contracts and rates that the carriers give you.

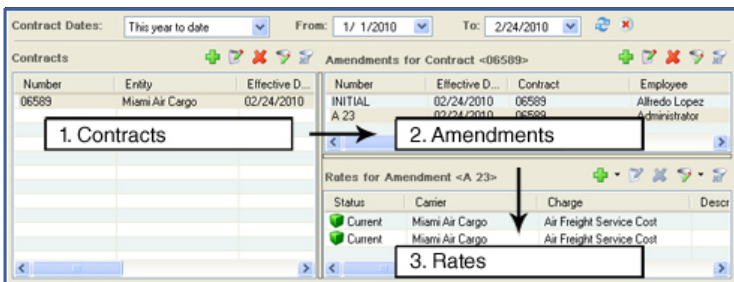
Add a New Carrier Contract and Rates

When you get a new contract from a carrier, use this method to enter the contract into your Magaya system. After you enter the contract details, then enter the rate information for that carrier.

In the Accounting folder, open the Rates subfolder and select "Carrier Contracts".



The carrier contracts screen has three sections: Contracts, Amendments, and Rates.

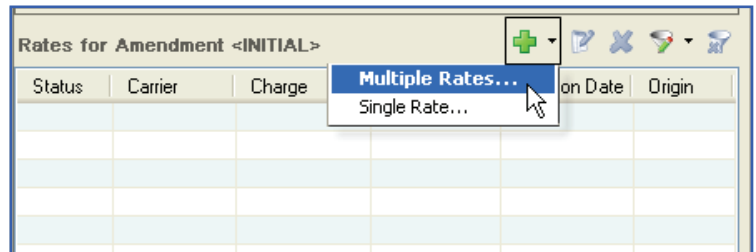


1. Start in the Contracts section. Click on the plus sign to add the contract details in the dialog box that opens: Contract number, effective date and expiration date, carrier and contact person's name.

When the new contract is added, the system will create a default amendment called "Initial" and place it in the Amendments list.

2. To enter the contract rates into your Magaya system, select the amendment to highlight it.

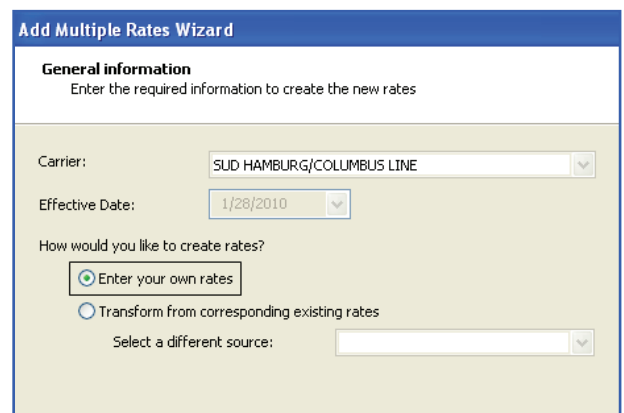
3. Click on the plus sign in the Rates section of the screen. Choose one of the options from the pop-up menu:



- Single Rate: Use this to apply a rate to one origin and destination.
- Multiple Rates: Use this to apply a rate to multiple origins and destinations. For example, if a carrier sends you the same rate for a 20-foot container going to many different ports, use this option. This example will use this option.

4. In the wizard, select how you want to enter the rates:

- Enter your own rates: With this option, enter the rates and the origin and destination information from the contract, and the system will create the rates for you for all the origins and destinations that you add. This example will use this option.



The other option is to transform rates from corresponding existing rates. This means the system will use rate information previously entered for this carrier. To use a different carrier, select it from the dropdown.

5. Click the Next button in the wizard to enter ports by clicking on the Add button for the origins and destinations.

6. In the next screen, click on the Add button to open the Rates dialog box. Select the Freight Service Class, method (mode of transport), and how you want to apply this rate. Click Next.

- The system will generate rates for each port based on the information you entered and display the results. If you want to make an exception for one of the ports, edit it here. Otherwise the rates you are creating now with the wizard will override the ones listed in this screen.

7. When you click Next, the system will generate the rates and list them. Edit or remove any as needed.

In the next screen, the system will find all the rates that are currently in use. If the system finds one or more that are already entered for the same origins and destinations, then it will give you the option to override that rate by expiring it and applying the new rates generated in this wizard. You can remove any rate here that you do not want the wizard to override.

8. In the last screen in the wizard, click Save and Finish, or Save and add another rate by clicking Restart.

Amend Rates Based on GRI

When you receive a General Rate Increase (GRI) from a carrier, you can enter the updates in your Magaya system and apply the rate increase to multiple ports and rates at one time, instead of one at a time.

1. First add a new amendment (the GRI) by selecting the contract to amend and clicking the plus sign button in the Amendments section of the screen.

- In the dialog box that opens, enter the amendment number and edit other fields as needed. If the GRI is to take effect in the future, enter that future date.

2. Select the new Amendment to highlight it so you can add rates to it.

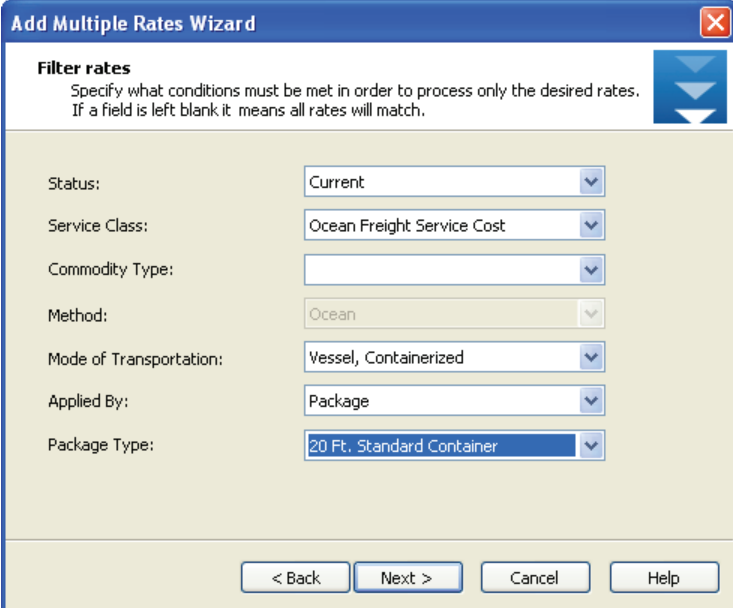
3. In the Rates section of the screen, click on the plus sign and select "Multiple Rates". Make sure you are in the correct amendment before you start to amend the rates.

4. In the wizard, select "Transform from corresponding existing rates". This means the wizard will use data previously entered for this carrier.

- This example illustrates how to enter a 10% rate increase for a group of ports that have increased by the same amount. The wizard screens for amending rates are similar to the wizard screens to enter new rates.

5. In the Filter screen, you can specify exactly what you want to transform.

- The system will search in your Magaya database for existing rates based on the criteria you select here. If you only want to apply the transformation to one Service Class such as Bunker Surcharge or a Fuel Surcharge, then select that service from the dropdown. If you leave an option blank, the system will apply the transformation to all the criteria in that field.



The screenshot shows a software window titled "Add Multiple Rates Wizard" with a close button (X) in the top right corner. Inside the window, there is a section labeled "Filter rates" with a sub-instruction: "Specify what conditions must be met in order to process only the desired rates. If a field is left blank it means all rates will match." To the right of this text is a blue button with a white downward arrow. Below the instruction are seven dropdown menus, each with a label and a value: "Status:" with "Current", "Service Class:" with "Ocean Freight Service Cost", "Commodity Type:" (blank), "Method:" with "Ocean", "Mode of Transportation:" with "Vessel, Containerized", "Applied By:" with "Package", and "Package Type:" with "20 Ft. Standard Container". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

6. In the next screen, the ports for that carrier will be displayed. Remove or add any as needed for this transformation.

In the next screen, "Found rates", the system will display the rates for the criteria and ports you selected in the previous screens. Here you can remove or edit any individual rate as needed.

7. In the next screen the system generates the rates, applying the transformation to all the rates found. In this example, the 10% increase was applied to all the found rates.

8. In the next screen, if the system finds any existing rates for the origins and destinations, the system will expire these rates based on the transformation you just entered when you created this amendment (GRI). Remove any rates you do not want to transform.

9. Save and Finish. The wizard closes, and the new rates are displayed in the list.

You can view all the rates for all carriers in one screen by going to "Carrier Rates" in the Rates subfolder. To view an individual carrier rate, go to "Carrier Contracts" or open the carrier profile in the Maintenance folder.

The contracts feature in Magaya software can also be used to create contracts and to calculate your selling rates to your clients (your customers) individually.