Quick Start Guide

for **myUTS**, our suite of transportation management tools

Getting Started

If you need an account to sign in, you can get one by visiting myUTS.com and selecting Sign Up Now at the bottom of the Sign In form.
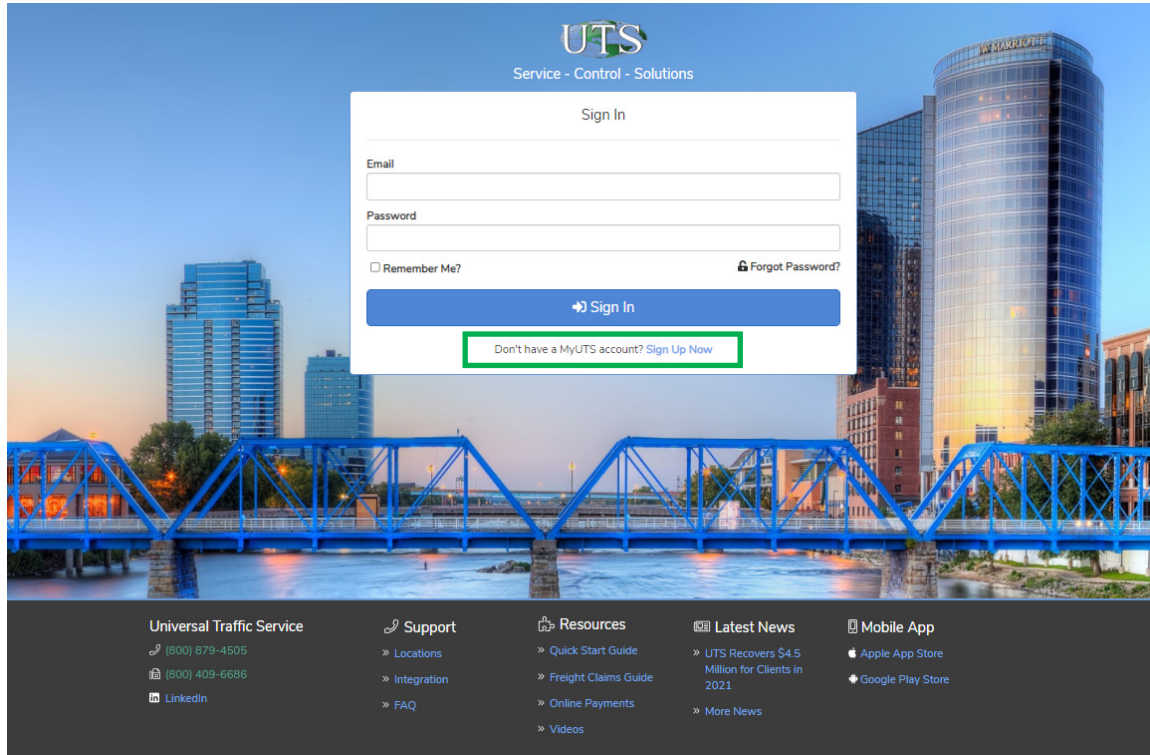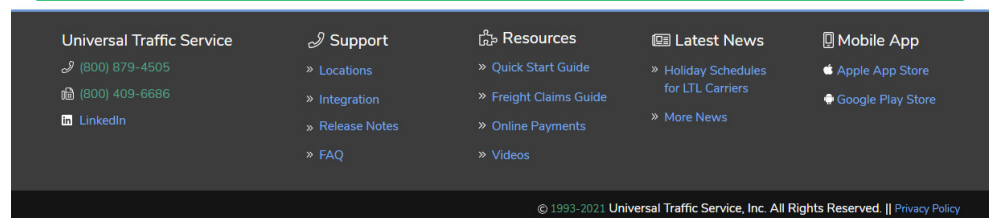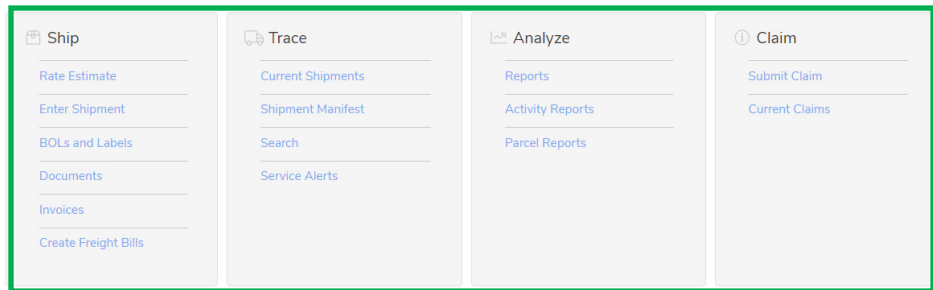

Getting Around myUTS

Pulldown menus open each section of myUTS →

Links to each tool within a section of myUTS →

Rate Estimates

Rate estimates are available using the **Ship** pulldown menu.

Estimates are available for LTL, truck load, expedite, air, ocean, rail, and intermodal shipments.

Estimates are stored on myUTS. You can use **Rate Estimate History** to autofill a shipment entry form with the information you previously entered for an estimate.

Rate Estimate Options

Rate Estimate Entry

| ⚡ | Rate Estimate (LTL Fast Form) |
| ➕ | Rate Estimate (Any Mode) |

Rate Estimate History

| 🕑 | Rate Estimate History | 53 Available |

Carrier Select

⭐ Best Value Carrier: **[RNLO] R&L CARRIERS INC**
(50% Cost / 50% Service)

➡ Continue with This Carrier

Origin: CHICAGO, IL 60639 USA
Destination: ATHENS, GA 30601 USA

Charge:
$285.40

➕ Cargo Insurance

🕑 Additional Delivery Options

| Select	Info	Carrier	Shipment Charge	Standard Days	On Time	Projected Days	Liability New	Liability Used
✔	ⓘ	FEDEX FREIGHT ECONOMY	$275.53	4	77%	5	$8,325.00	$277.50
✔	ⓘ	**R&L CARRIERS INC** ⭐ Best Value Carrier	**$285.40**	**2**	**84%**	**2**	**$6,660.00**	**$55.50**
✔	ⓘ	FEDEX FREIGHT PRIORITY	$294.00	2	73%	3	$8,325.00	$277.50
✔	ⓘ	TFORCE FREIGHT	$310.36	2	37%	4	$6,105.00	$555.00
✔	ⓘ	USF HOLLAND INC	$310.42	2	44%	4	$2,775.00	$277.50
✔	ⓘ	XPO LOGISTICS FREIGHT INC	$389.69	2	57%	4	$2,775.00	$55.50
✔	ⓘ	OLD DOMINION FREIGHT LINE	$397.94	2	73%	3	$2,775.00	$55.50
✔	ⓘ	SAIA MOTOR FREIGHT LINE	$435.02	2	50%	3	$2,775.00	$55.50
✔	ⓘ	YRC FREIGHT	$681.54	3	20%	6	$2,775.00	$277.50

LTL estimates like this one are shown immediately. You see rates from all of the direct carriers and can submit the shipment from this screen.

How to Enter a Shipment

Entry begins by selecting
Enter a New Shipment
on the Shipping Options
page.

You can also load a rate
estimate, pending shipment,
or template as the starting
point for a shipment.

The BOL can be changed
to VICS format if you wish.
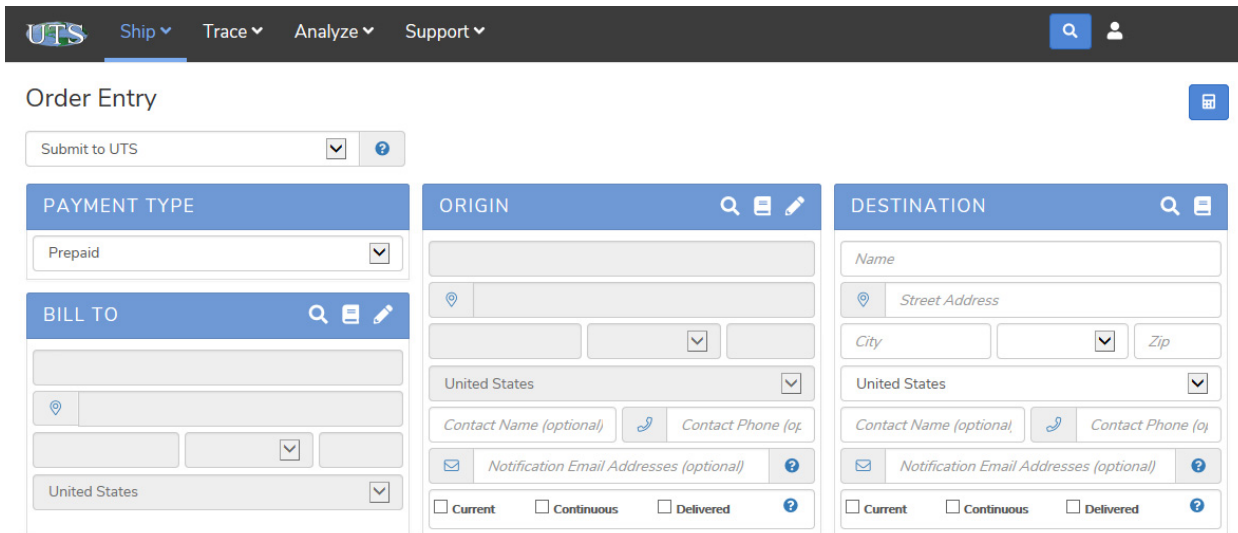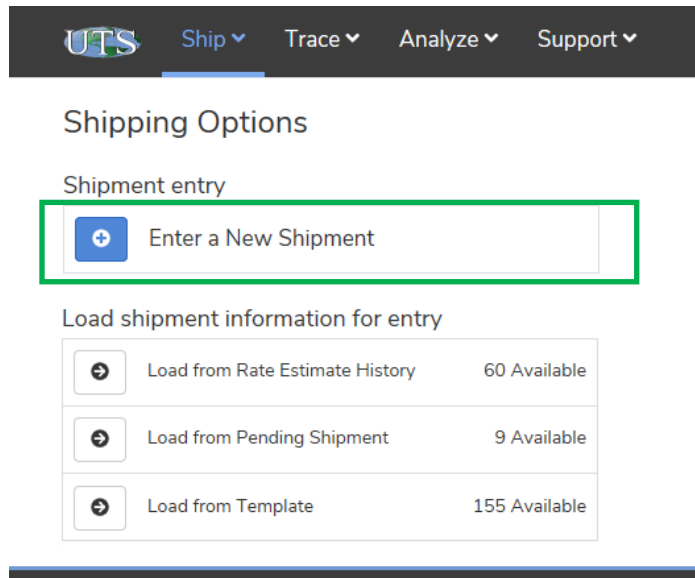
At the top of the shipment entry form is a pulldown menu for PAYMENT TYPE.
The form defaults to **Prepaid** and autofills the BILL TO and ORIGIN sections
with your company information.

HELPFUL TIP: myUTS remembers the DESTINATION information you enter. Next
time you ship to the same location, you can type the first few letters and myUTS
will autofill the consignee fields. Alternately, you can use the LOOKUP tool or the
ADDRESS BOOK tool to load the information.

How to Enter a Shipment

FREIGHT DETAILS

| Line Items **1** | Accessorials **0** | Documents **0** | Stops **0** |

| Products - Type to search ▼ | ❓ | | Shipper Products ▼ | ❓ | | ⊕ Add Line Item |

Pieces	Sum Wt	Class	NMFC	Sub	Packaging Type	Dimensions(LxWxH) ❓	PCF	Stackable	Hazmat	UN/NA
		▼			Skid / Pallet ▼		0.00	⦿Yes ○No	○Yes ⦿No	UN/NA

Product Number | PO/SO Number

Description (maximum of 200 characters)

200 of 200 characters remaining...

| Total Weight | Shipment Contains (optional) | Feet of Trailer (Non-LTL Only) ❓ | ⊕ Add Line Item |

The FREIGHT DETAILS section collects the product information. If you have product descriptions saved to your Product Database, you can use the pulldown menus to automatically fill many of the fields.

If you are shipping product on a pallet, please include the pallet in the Weight and Dimensions.

If you are shipping more than one product type, use **Add Line Item** to insert a new row for each additional product.

FREIGHT DETAILS

| Line Items **1** | Accessorials **0** | Documents **0** | Stops **0** |

Tabs in the FREIGHT DETAILS section of the form make it easier to enter additional information about your shipment.

Accessorials: Use this tab to indicate any accessorial fees associated with your shipment.

Documents: Use this tab to attach files such as a Purchase Order to the shipment record. Any files you attach can be accessed by both shipping parties. (See the next page for more information about this feature.)

Stops: Use this tab for a milk run delivering to multiple locations.

Attach Files to a Shipment Record

Upload files to a shipment record so they can be seen by any of the shipping parties at any time.

Any party on a shipment can attach a file to a shipment record.

Uploaded files are visible to all of the shipping parties through myUTS. However, please note that UTS does not read these documents. If they contain information we need to manage your shipment, be sure to include that information on the shipment entry form.

This feature makes it easy to manage packing slips, certification and accreditation documents, or any other files you want to share with the other shipping parties or archive with the shipment record.

FREIGHT DETAILS

Line Items **1**   Accessorials **0**   Documents **0**   Stops **0**

[   ] Browse...

Allowed file types: *.jpg, .gif, .bmp, .tif,* or *.pdf.* **Individual file size cannot exceed 5Mb.**

☁ Upload

There are no documents assigned to this shipment. Click the 'Browse...' button to add a document to the shipment.

To upload a document to a shipment record, Use the **Documents** tab in the FREIGHT DETAILS section of the shipment entry form. This is a convenient method of sharing relevant files and images with other shipping parties or archiving this information with the shipment record for easy retrieval.

Select the Best Carrier for Every Shipment

When you submit a LTL shipment, our system shows a range of carriers. You get to pick the option that's best for the shipment. Click **Additional Delivery Options** to see options that include a guaranteed delivery time.

We highlight the ranked carrier. In this example, it is the one from our proprietary Best Value Carrier Ranking Methodology.

Carrier Select

★ Best Value Carrier: [RNLO] R&L CARRIERS INC (50% Cost / 50% Service)   ● Continue with This Carrier

Origin: CHICAGO, IL 60639 USA
Destination: ATHENS, GA 30601 USA

Charge:
$285.40

● Cargo Insurance   ● Additional Delivery Options

Select	Info	Carrier	Shipment Charge	Standard Days	On Time	Projected Days	Liability New	Liability Used
✔	❶	FEDEX FREIGHT ECONOMY	$275.53	4	77%	5	$8,325.00	$277.50
✔	❶	**R&L CARRIERS INC** ★ Best Value Carrier	**$285.40**	**2**	**84%**	**2**	**$6,660.00**	**$55.50**
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✔	❶	YRC FREIGHT	$681.54	3	20%	6	$2,775.00	$277.50

The Carrier Select screen shows an **On Time percentage** for each carrier. This gives you a guideline for determining how consistently each carrier meets its published transit time on your shipping lane.

Projected Days shows you how long each carrier is currently taking to deliver the shipment you entered.

We also show the carrier's liability coverage. If you wish to cover the gap between the liability limit and the actual value of the freight, click the **Cargo Insurance** button to quote and buy additional coverage.

Rate Alerts Can Save Big Money

Get proactive notification when we see an opportunity to save money by changing modes.

When we see an opportunity to save money, you'll see a **Rate Alert**. For example, when we see a high probability for a cheaper rate on a standard LTL shipment, we ask you right there, during entry, if you'd like us to try.

> ⚠ Rate Alert: UTS believes these charges are excessive.
>
> Select a carrier below to receive standard LTL service on this shipment.
> **Negotiate Rate** authorizes UTS to negotiate a lower rate or select a lower-cost option.
> **Note:** Standard LTL transit times and liability limits do not apply for discounted spot rates.
>
> **❯ Negotiate Rate**

You may select a carrier and continue with the service level you selected. Or you can authorize us to negotiate a lower price. We'll shop your shipment for a volume discount or a partial truckload rate. We highly recommend this option, as we can sometimes move the shipment for around half of the density price.

If you select a carrier with a density rate, we show you a similar alert before you confirm the shipment:

> ⚠ Rate alert: UTS believes this charge is excessive.
>
> ☐ Negotiate Rate
>
> This authorizes UTS to negotiate a lower rate in the spot market or select a lower-cost option.
> **Note:** Standard LTL transit times and liability limits do not apply for discounted spot rates.

About Our Density Rate Alert:

Carriers are expanding their density rules, meaning these rules apply to more and more shipments. UTS is at the forefront of providing accurate pricing for shipments affected by density rules. We use the dimensions you give during shipment entry to calculate the impact of density rules. We also alert you when a rate you see is based on the carrier's density rules.

❶ Min Density Charge ❓   This alert notifies you when a carrier's minimum density rules affect the rate shown for your shipment.

Watch Your Supply Chain Move

In the **Trace** section of myUTS, Current Shipments summarizes the status of all shipments in transit. Other **Trace** tools include:

- Shipping Manifest to see your daily shipment activity.
- Search tool to locate status information for a specific shipment.

Current Shipments

Drag a column header here to group by that column

Select	UTS ID	Origin	Destination	PO Number	PRO Number	Mode	Carrier	Status	Tot Amt
✔	317587	PRIORITY COMPOUNDING CORP	POLLAND INC	42227	UTS317587	TL	WILRIDE TRANSPORT LTD	Delivered	$1,110.00
✔	315754	SARDONOSIA WHSE	PRIORITY COMPOUNDING CORP	114386	UTS315754	TL	BARKER TRANSPORTATION INC	Assigned	$1,977.48
✔	306568	PRIORITY COMPOUNDING CORP	UNDERWOOD KTN	114227	UTS306568	TL	GENERAL TRANSPORT INC	Enroute	$1,376.00
✔	323633	ZEON MICROELECTRONICS	PRIORITY COMPOUNDING CORP	114553	UTS323633	LTL	DAYTON FREIGHT LINES INC	New	$385.75
✔	321482	SPARTAN GENERAL INC	PRIORITY COMPOUNDING CORP	114476	4308008795	LTL	FEDEX FREIGHT INC	Enroute	$107.21
✔	321330	PRIORITY COMPOUNDING CORP	MICALCONE NEVILLE INC	114294	UTS321330	LTL	DAYTON FREIGHT LINES INC	Assigned	$133.48
✔	319771	REDWOOD MATERIALS LLC	PRIORITY COMPOUNDING CORP	010714	1057143335	LTL	USF HOLLAND INC	Out For Delivery	$175.07
✔	319199	PRIORITY COMPOUNDING CORP	HTL CONSOLIDATED	103035	429943518	LTL	DAYTON FREIGHT LINES INC	Delivered	$229.31
✔	317585	PRIORITY COMPOUNDING CORP	FERRES USA CORP	0714OH	4091104920	LTL	FEDEX FREIGHT PRIORITY	Delivered	$106.65
✔	317342	PRIORITY COMPOUNDING CORP	ABC STEEL COMPANY	103111	4252515105	LTL	FEDEX FREIGHT PRIORITY	Enroute	$208.09
✔	314364	LANDIS - SE DISTRIBUTION CENTER	PRIORITY COMPOUNDING CORP	114228	1058832110	LTL	USF HOLLAND INC	Delivered	$499.69
✔	311007	SUPERIOR WHSE #87488	PRIORITY COMPOUNDING CORP	114304	UTS311007	LTL	XPO LOGISTICS FREIGHT INC	New	$110.95

Page 1 of 1 (14 items) |<| 1 |>| |All|

Select any record to open a status screen like the one pictured at right. It shows details about the shipment including notes as UTS actively tracks it from pickup through delivery.

You can share this status screen with stakeholders with a Continuous level of notification. (See how on the next page.)

🖨 BOL/Labels 🔄 Initiate Claim 💬 Email Notify ✏ Change Details ✉ Inquire 🔍 Search

⊙ Enroute

SHIPPER	CONSIGNEE	CLIENT	DESTINATION TERMINAL
ABC INDUSTRIES INC 3590 INDUSTRIAL DRIVE CINCINNATI, OH 45232	BERLINGER LTD 1392 NORTH PKWY VANCOUVER, WA 98663	ABC INDUSTRIES INC 3590 INDUSTRIAL DRIVE CINCINNATI, OH 45232	OLD DOMINION FREIGHT LINE 9010 NE 13TH AVENUE PORTLAND, OR 97211

SHIPMENT REFERENCE INFORMATION

Pro No.	BOL No.	PO No.	UTS Ref #	Invoice ID	AETC	Customer Ref No.	Payment Type	Transit	Type	Vehicle
426400793	5334038	1304300	17-174073			400717-130	Prepaid	3 Days	LTL	Van

SHIPMENT INFORMATION

Profile | Tracing History | Documents ❶

Recent Tracing ❓

Noted By	Date	Note
Administrator	05/01/2017 13:30 EST	Loaded on outbound truck from ROCKFORD, IL (ROC) As of 05/01/2017 13:30:44 (Eastern Time)
Administrator	05/02/2017 00:31 EST	unloaded at NEENAH, WI (OSH) As of 05/02/2017 0:31:05 (Eastern Time)

Line Items

Qty	Wt	Cls	Description	Pkg Type	Lgth	Wdth	Hght	NMFC	UNNA	Sales No.	Hz	Stk
3	8250	60	LIQUID STABILIZER UBZ 630 TS	Tote	46	38	53	17811			☐	☐

Bill of Lading Notes
PICK-UP#5334038.... All drivers (TL & LTL) must have picture ID

Accessorials & Charges

Type	Charge
Fuel Surcharge	$88.27
Total Charges	$613.40

Share Shipment Visibility With Stakeholders

Our online tools make it easy to send shipment status updates by email to your coworkers and customers.

It is easy to share the status of a shipment with anyone you choose. These notifications are a great way to keep coworkers informed about shipping activity and to let customers monitor your deliveries.

Notification can be set three ways:

- When a shipment is entered.
- By selecting **Email Notifications** on the shipment status screen.
- By editing a contact record in your myUTS **Address Book**.

Three types of notifications can be sent through myUTS:

Current: This option sends our standard Tracking URL. Recipients get an email message with information about the shipment and a hyperlink to a status screen. This option lets recipients check the status any time.

Continuous: Sends an email every time the status changes. Recipients don't need to click the Tracking URL to monitor the status (although it is included in case they want more info).

Delivered: Only sends a message when UTS confirms delivery.

Shipment Notification Set Up During Shipment Entry

DESTINATION 🔍 ▤

| Name |
| Street Address |
| City | ⌄ | Zip |
| United States ⌄ |
Contact Name (optional)	✆ Contact Phone (o)
✉ Notification Email Addresses (optional)	❓
☐ Current ☐ Continuous ☐ Delivered	❓

Shipment Notification Set Up Using EMAIL NOTIFY button at the Top of the Shipment Status Detail Screen

Email Notification ✕

Email Address

☐ Current ☐ Continuous ☐ Delivered ❓ [+ Add]

Email Address	Current	Continuous	Delivered
💬 myoung@ABCcompany.com	☑	☐	☐
💬 ajohnson@ABCcompany.com	☐	☑	☐
💬 dgarcia@ABCcompany.com	☐	☐	☑

Message

[+ Send] [✕ Close]

View Shipping Documents

Our platform is a secure and convenient repository for your shipping data and documentation.

Select the **Documents** Quick Link to search for shipping documents such as bills of lading and proofs of delivery.

Documents may be viewed, printed and downloaded.

Client Managed documents refer to files and images that the shipping parties have uploaded to the shipment record.

Create Supply Chain Reports

Activity and performance reports are online. We offer both predefined and customizable reports where you pick the information you want to see, the order in which it appears, and the criteria used to sort your data.

The **Detailed Shipment Spreadsheet** at the top of the Activity Reports page is especially useful. It has detailed data for each shipment in spreadsheet format. You can filter and sort the results to isolate any aspect of your transportation activity.


UTS   Ship ˅   Trace ˅   Analyze ˅   Claim ˅

Activity Reports

[📄 Activity] [📅 Scheduler] [✏ Scheduled] [⬇ Download]

Invoiced Activity	Shipment Activity

SET A DATE RANGE ❓

Start	End	Quick Selection
04/25/2023	04/25/2023	No Selection ˅

SELECT A REPORT TO RUN

Run	Report Name	Description	
❯ Run	Detailed Invoiced Spreadsheet	This spreadsheet lists all shipments invoiced by UTS. Data includes: pickup date, origin, destination, carrier information, PO numbers, weight, class, and charges. Accessorial detail is broken down by type and charge. Does not include: balance due, accessorial only charges or collect shipments where UTS only traced the shipment.	📅
❯ Run	Activity by Invoice Week	Weekly summary includes: shipment count, net charges, total weight, average net charge, average weight and percentage on-time rating. Managed shipments only.	📅
❯ Run	Excess Cost Route Violators	A route violator is a shipment submitted directly to a carrier. This prevents UTS from fully managing, tracing, and auditing it. The Excess Cost Route Violators report lists violator shipments that cost more than if UTS had managed them with your ranked carriers.	📅
❯ Run	Expedite Analysis	Shipments are grouped by: inbound / outbound / third party, then summed by equipment type. Managed shipments only.	📅
❯ Run	Freight Claims Status Report	Provides an update of UTS managed freight claims, including amount filed and amount recovered.	📅
❯ Run	Inspection Weight/Class	Displays the original line haul with original weight class against current linehaul and current weight class.	📅
❯ Run	LTL Analysis	Shipments are grouped by: inbound / outbound / third party, then sorted by state, then summed by the weight group. Managed shipments only.	📅
❯ Run	Managed Activity by LTL Lane	Shipments are grouped and summed by lane. Report includes: shipment count, weight, freight and net charge with corresponding cost-per-pound for each. Managed shipments only.	📅
❯ Run	Managed Service Report	Carrier performance is measured using two criteria, picking up the freight on the day requested and delivery according to published transit times. Report does not include shipments where UTS only paid the invoice or only traced the shipment.	📅
❯ Run	Shipment Activity Summary	Overview of all shipment activity. The managed activity is broken-down by terms, mode, transit time and amount of web entered shipments.	📅
❯ Run	Truckload Analysis	Shipments are grouped by: inbound / outbound / third party, then sorted by equipment type, then summed by the state pairings. Managed shipments only.	📅
❯ Run	Volume Analysis	Shipments are grouped by: inbound / outbound / third party, then summed by the weight group. Managed shipments only.	📅
❯ Run	Cost Per Mile Summary	Summarizes the Cost Per Mile for managed truckload shipments and compares it to the same time period one year ago.	📅
❯ Run	Cost Per Pound Summary	Summarizes the Cost Per Pound for managed LTL shipments and compares it to the same time period one year ago.	📅

Visualize Your Transportation Activity

UTS clients get dashboards that visualize their transportation activity. No extra charge. Our dashboards are comprehensive and interactive. They include:

- Breakdowns by Bound
- Breakdowns by Mode
- Breakdowns by Carrier
- Shipment Order Trends
- Top 10 Inbound Cities/States
- Top 10 Outbound Cities/States
- Carrier Service Performance
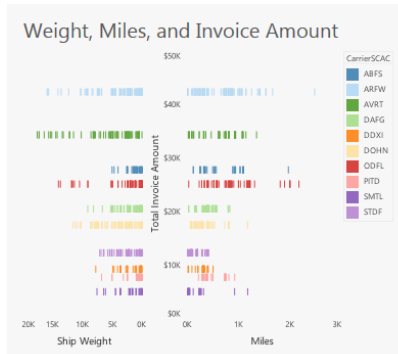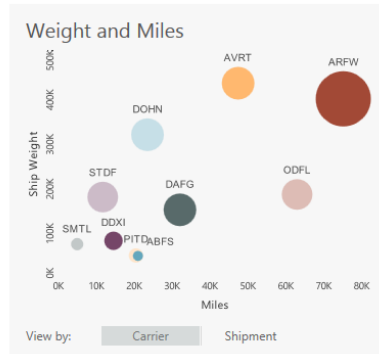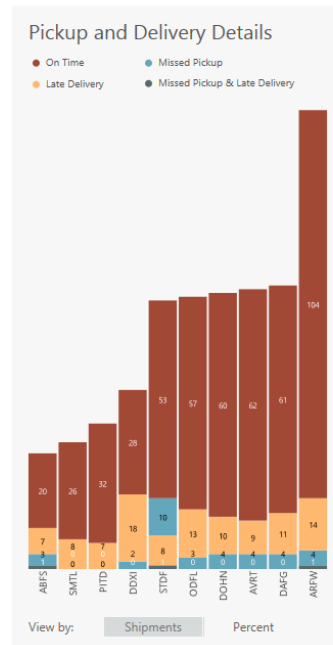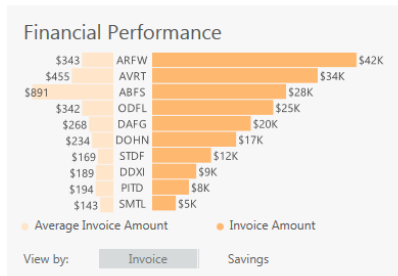- Financial Performance
- Savings
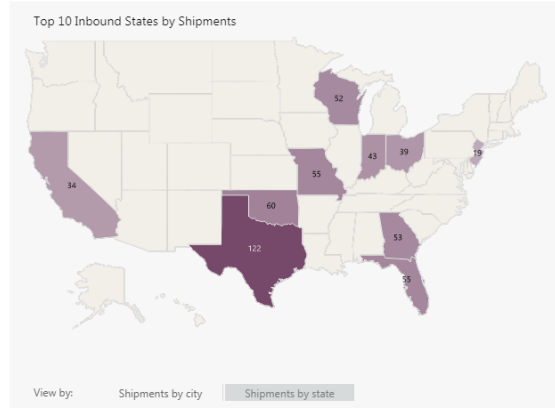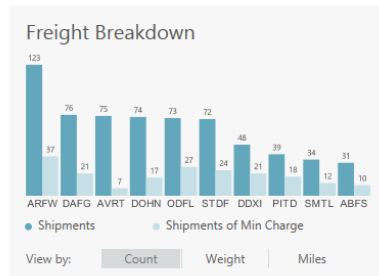
Monitor Your Freight Claims

You can submit, update, and monitor the status of freight claims on myUTS.

Claims management is one of our value-added services. Our claims specialists work for the best outcome on your behalf.

Please notify us when freight gets damaged or lost. We'll begin the investigation phase of the claim process.

You can initiate a claim online or by contacting UTS. To start a claim online, select SUBMIT CLAIM.

You can monitor the status of open claims by selecting CURRENT CLAIMS.

Current Claims

Email	Add	Claim ID	PRO Number	SCAC	PO Number	Status	Description	Outcome
✉	⊕	282538	835370200	CWCE	20643440	Waiting for Carrier Response	MISSING 72 CASES	
✉	⊕	282547	835386403	CWCE	58242200	TS/Accounting Processing	MISSING CASES AT DELIVERY	Paid In Full as Filed
✉	⊕	282550	835384443	CWCE	4510748293-60	Claim Complete	MISSING CASES AT DELIVERY	Paid Partial Payment (LiabilityLimits/offers)
✉	⊕	281790	425465047	SEFL	15731300	TS/Accounting Processing	TORN OPEN & EXPOSED	Paid In Full as Filed
✉	⊕	285704	835386440	CWCE	5693324i	TS/Accounting Processing	SHORT UPON DELIVERY	Paid Partial Payment (LiabilityLimits/offers)

Customize myUTS for Speed and Accuracy

There are many tools in myUTS to help you enter information quickly and accurately. One of them is the **Product Database**. Here you can assign a detailed product description to an alias name. Then just select the alias from a pulldown menu to auto fill the BOL with the full description.

The **Shipment Settings** tab allows you to customize aspects of the shipment entry process such as the default payment type and notes for UTS.

Likewise, the **BOL Settings tab** lets you set a default BOL type and create notes you want to appear on your BOLs.

We're Here to Help

If you don't find the answer to your question in this Quick Start Guide, please contact our help team at (866) SHIP UTS and choose option 3.

You can also reach our technical staff by clicking the help button on the myUTS menu. Here you can get a more detailed user's guide as well as a contact form to reach our technical staff via email.

Thank you for taking the time to review this guide. We look forward to serving you!

Universal Traffic Service
5500 International Pkwy
Grand Rapids, MI 49512

(866) SHIP UTS
(866) 744-7887

WebHelp@UTSnet.com

www.myUTS.com