



HORIZON NETWORK CONSOLE

Supplier Users Guide

May, 2008



HORIZON NETWORK CONSOLE

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HORIZON NETWORK CONSOLE

WELCOME TO THE HORIZON NETWORK

Welcome to Velocity Express' *Horizon Supplier Network Console*, powered by E-Courier software.

As a supplier to Velocity Express you will benefit from the many features of the *Horizon Supplier Network Console*, which are outlined in this Supplier Users Guide. We have provided simple instructions on how to use our password-protected, Internet-based system for fast, easy management of all pickup and delivery jobs performed for Velocity Express.

The system requirements are very easy as well. All that is needed is a computer, a Microsoft Internet Explorer 6.0 or greater browser and a dedicated Internet connection, such as an internal network, Broadband or DSL connection. For easy access to the system please save the following link under "Favorites" on your Internet Explorer:

www.horizonconsole.com/supplier

If you have any questions or need assistance using the system contact Velocity Express Customer Support at:

Email: logisticssupport@velocityexp.com

Hours: Monday – Sunday: 7:00 am – 11:00 EST

WELCOME TO HORIZON!



HORIZON NETWORK CONSOLE

SECTION 1

LOG ON TO THE SUPPLIER NETWORK CONSOLE

In Section 1 you will learn how to log on to the Horizon Supplier Network Console. Topics that will be reviewed are:

- Logging in & Support, Section 1: A
- System Updating and Launch, Section 1: B



HORIZON NETWORK CONSOLE

LOG ON TO THE SUPPLIER NETWORK CONSOLE

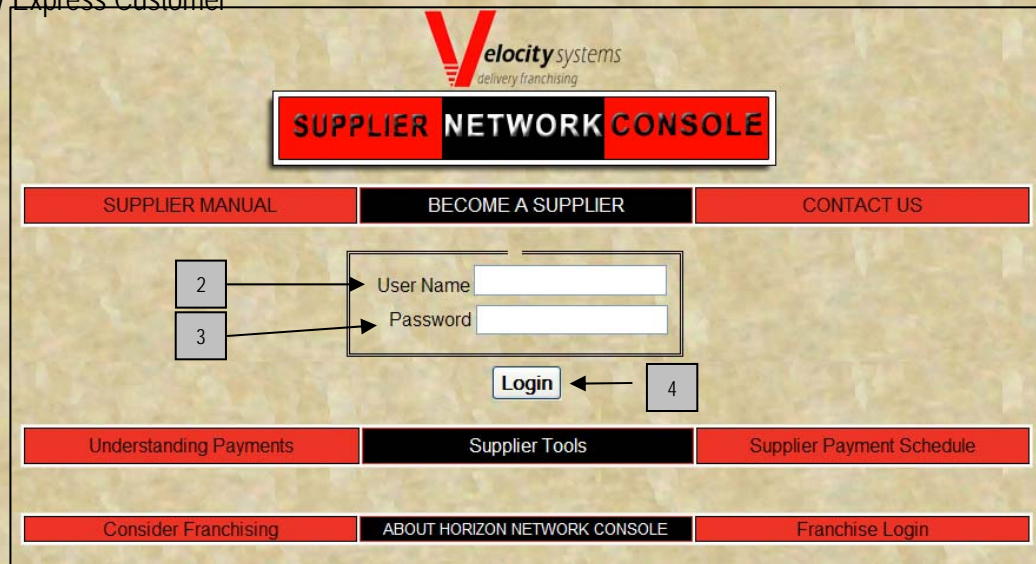
Section 1: A) LOG ON

- 1). On your web browser go to: www.horizonconsole.com
- 2). Click on Supplier or Franchisee link.
- 3). Enter the User Name you received from Velocity Express.
- 4). Enter the Password you received from Velocity Express.
- 5). Once entered, the Login button will become activated and you can access the *Supplier Console* by clicking the *Login* button.



You have now successfully entered the **Horizon Supplier Network Console**.

If you need assistance logging on to the system, or have forgotten or not received your username or password, email Velocity Express Customer Support at: logisticssupport@velocityexp.com

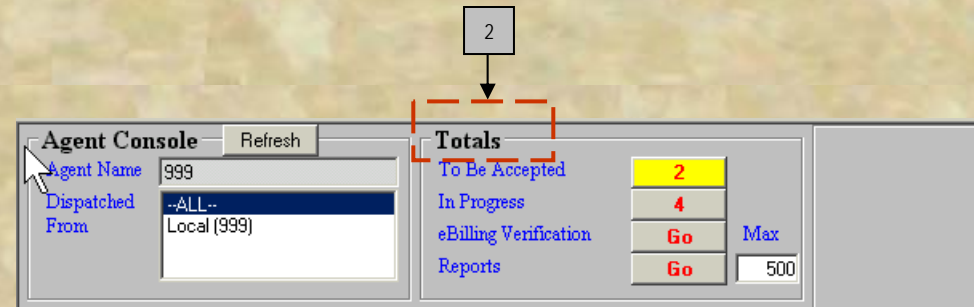
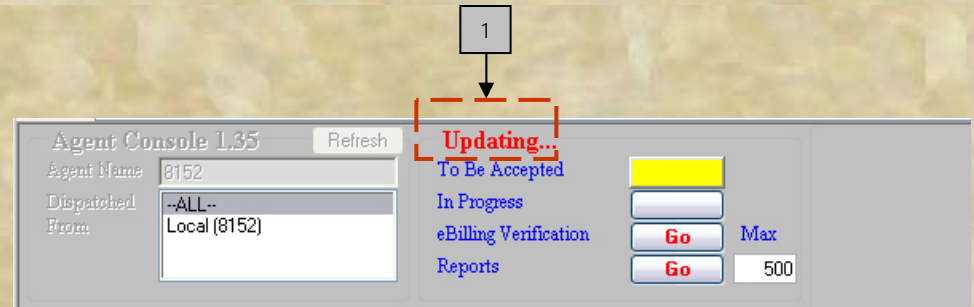


HORIZON NETWORK CONSOLE

LOG ON TO THE SUPPLIER NETWORK CONSOLE

Section 1: B) UPDATING

- 1). When a user initially logs in, it will take a few seconds for all of the work orders to be retrieved. During this time you will see a red **"Updating..."** signal at the top of the screen.
- 2). Once completed, **"Totals"** will appear. The user is now logged in to the Dispatch mode and is ready begin using the system.





HORIZON NETWORK CONSOLE

SECTION 2

ABOUT THE SUPPLIER NETWORK CONSOLE

In Section 2 you will learn about the components of the Supplier Console Network. Topics that will be reviewed are:

- Frames, Section 2: A
- Results Window, Section 2: B

HORIZON NETWORK CONSOLE

ABOUT THE SUPPLIER NETWORK CONSOLE

Section 2: A) FRAMES

Now that the user has logged on and the system has been updated, the user will view a screen similar to the one shown in Example 1.

The Supplier Console consists of two components:

- A. Frames
- B. Results Window

“Frames” are categories that drive the dispatching function throughout the entire system. Frame categories are:

- Agent Console
- To Be Accepted
- Totals
- Message
- Job Details
- e-Billing Verification

Not all of the Frames will be visible at the same time. Frames change based on actions required to process each orders through the dispatching function.

The “Results Window” are categories that show the results of the dispatching function preformed by the Frame categories.

Example 1

Results Window categories are:

- Check All
- Notes
- Pay Batch
- Order No.
- Description
- Pay Date
- Pickup
- P/W
- DB
- Delivery
- Pay

HORIZON NETWORK CONSOLE

ABOUT THE SUPPLIER NETWORK CONSOLE

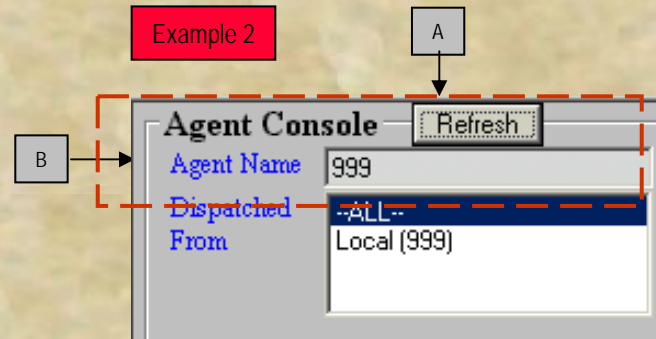
Section 2: A) FRAMES

Below are descriptions of each type of Frame:

1. Agent Console Frame (Example 2)

This frame includes:

- A) **Refresh Button:** Can be clicked at any time.
(NOTE: Screen automatically updates every 3 minutes to display status of current jobs.)
- B) **Agent Name:** This displays the Agent name or number.
If the name or number is incorrect please contact



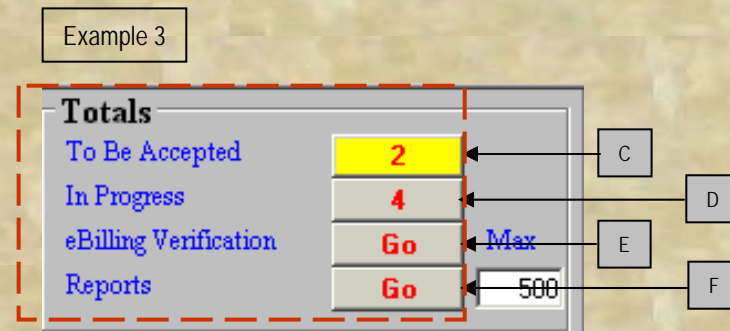
Velocity Express

Logistics immediately.

2. Totals Frame: (Example 3)

This frame includes:

- C) **To Be Accepted:** This example shows the Button with a 2 highlighted inside the button. This indicates that there are 2 jobs to be accepted or acknowledged.
(NOTE: A yellow button indicates that the jobs shown below are from that segment of the *Supplier Console*. In above example, there would be 2 jobs below that would need to be accepted before the user could proceed with those jobs.)



- D) **In Progress:** These are job that are in progress and need to be updated and POD'd and or cleared. In above example, there is 4 jobs to be updated.
- E) **eBilling Verification:** Press the **Go** button to view jobs that need to be approved at a mutually agreed upon pay amount..
- F) **Reports:** Press the **Go** button to view some reporting tools to help the user report and or reconcile.

HORIZON NETWORK CONSOLE

ABOUT THE SUPPLIER NETWORK CONSOLE

Section 2: A) FRAMES

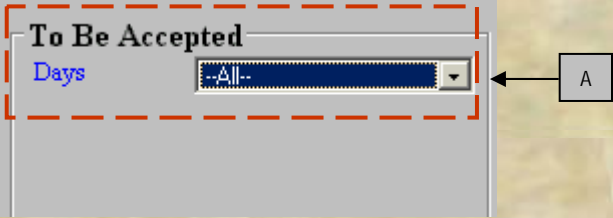
The **To Be Accepted Button** (example 4) changes depending on which section of the module the user is working in.

- A. Default View or when the 'To Be Accepted' button or the 'In Progress' button is clicked. You can limit view to a number of days if desired.

When the **'eBilling Verification' Button** (example 5) is clicked, the frame allows the user to input search criteria to display desired results

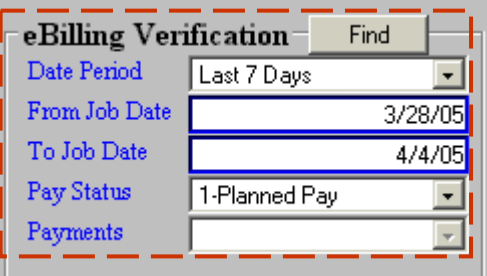
The **Message Frame** (example 6) allows you to send free form messages as well as the ability to select a job and send an email message concerning that job. This frame can be seen in all sections..

Example 4



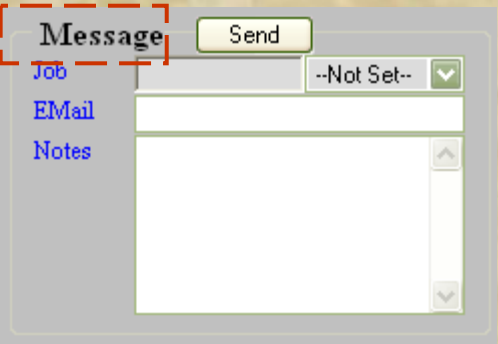
The screenshot shows a window titled "To Be Accepted" with a "Days" dropdown menu set to "--All--". A dashed red box highlights the window, and a small box labeled "A" with an arrow points to the dropdown menu.

Example 5



The screenshot shows a window titled "eBilling Verification" with a "Find" button. It contains several input fields: "Date Period" (Last 7 Days), "From Job Date" (3/28/05), "To Job Date" (4/4/05), "Pay Status" (1-Planned Pay), and "Payments". A dashed red box highlights the window.

Example 6



The screenshot shows a window titled "Message" with a "Send" button. It includes a "Job" dropdown menu (set to "--Not Set--"), an "EMail" input field, and a "Notes" text area. A dashed red box highlights the window.

HORIZON NETWORK CONSOLE

ABOUT THE SUPPLIER NETWORK CONSOLE

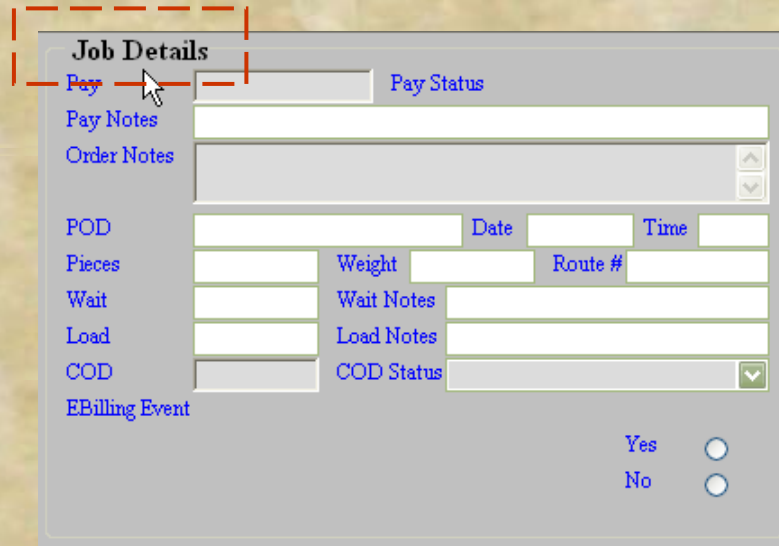
Section 2: A) FRAMES

The **Job Detail Frame** (example 7) is only visible in the *'In Progress'* and *'eBilling Verification'* section of the *Supplier Console*.

This frame will display Job Detail when a job is selected from the Results Window. (Section 2, B)

Users are also able to update job information such as pieces and/or weight as well as entering POD information.

Example 7



Job Details			
Pay	<input type="text"/>	Pay Status	<input type="text"/>
Pay Notes	<input type="text"/>		
Order Notes	<input type="text"/>		
POD	<input type="text"/>	Date	<input type="text"/>
Pieces	<input type="text"/>	Weight	<input type="text"/>
Wait	<input type="text"/>	Route #	<input type="text"/>
Load	<input type="text"/>	Wait Notes	<input type="text"/>
COD	<input type="text"/>	Load Notes	<input type="text"/>
EBilling Event	<input type="text"/>	COD Status	<input type="text"/>
		Yes	<input type="radio"/>
		No	<input type="radio"/>

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Section 2: B) RESULTS WINDOW

The Results Window (Example 1) displays the number of stops associated with a particular section.

- A. The column headers may vary depending on the section of *Supplier Console* the user is working within.
- B. The first column will always displays a **Check All** button as well as a **check box** in each row. This allows the user to select all jobs, a few jobs or a single job to update, complete or approve payment.

Example 1

A

Check All	Order No	Pickup	Delivery	Rdy/Due	Notes	Desc	P/W	Pay	DB
<input type="checkbox"/>	131502 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 999 E 4th AnyTown, TX, 77346 2	44405 09:00 44405 10:00 PLATINUM		Pkg	1/1	\$13.25 0 Mi.	Local (999) demo Your Company Name
<input type="checkbox"/>	131503 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 77040 2	44405 10:00 44405 11:00 PLATINUM		Pkg	1/1	\$14.45 26 Mi.	Local (999) demo Your Company Name
<input type="checkbox"/>	131504 12345	Test Account 123 Any Street AnyTown, TX, 77346	Demo Act 5505 Main AnyTown, TX, 77346 2	44405 09:00 44405 10:00 PLATINUM		Pkg	1/1	\$13.25 0 Mi.	Local (999) demo Your Company Name
<input type="checkbox"/>	131505 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537 2	44405 11:23 44405 12:23 PLATINUM		Pkg	1/1	\$1,069.65 1,160 Mi.	Local (999) demo Your Company Name

B

Example 2

In the diagram shown in Example 2 the second row is highlighted because the mouse is hovering over the row.

If a row is selected (this is done by clicking on the job number in blue text, as you mouse over the blue text it will turn to red) the background color will be blue (As shown in Example 2).

Check All	Order No	Pickup	Delivery	Rdy/Due	Notes	Desc	P/W	Pay	DB
<input type="checkbox"/>	131502 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 999 E 4th AnyTown, TX, 77346 2	44405 09:00 44405 10:00 PLATINUM		Pkg	1/1	\$13.25 0 Mi.	Local (999) demo Your Company Name
<input type="checkbox"/>	131503 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 77040 2	44405 10:00 44405 11:00 PLATINUM		Pkg	1/1	\$14.45 26 Mi.	Local (999) demo Your Company Name
<input type="checkbox"/>	131504 12345	Test Account 123 Any Street AnyTown, TX, 77346	Demo Act 5505 Main AnyTown, TX, 77346 2	44405 09:00 44405 10:00 PLATINUM		Pkg	1/1	\$13.25 0 Mi.	Local (999) demo Your Company Name
<input type="checkbox"/>	131505 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537 2	44405 11:23 44405 12:23 PLATINUM		Pkg	1/1	\$1,069.65 1,160 Mi.	Local (999) demo Your Company Name

HORIZON NETWORK CONSOLE

ABOUT THE SUPPLIER NETWORK CONSOLE

Example 3

Section 2: B) RESULTS WINDOW

The *Supplier Console* will update, by default, every couple minutes. The user can also manually refresh the module at any time by pressing the refresh button (shown circled in **Red** in Example 3)

When the system is updating the phrase 'UPDATING...' will display in **Red** text (as shown circled in **Blue** in Example 3) The system will lock during the update process.

If any row from the Results Window is selected, updating will be disabled.

Check All	Order No	Pickup	Delivery	Rdy/Due	Notes	Desc	P/W	Pay 1110.6	DB
<input type="checkbox"/>	131.502 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 999 E 40th AnyTown, TX, 77346	44605 09 00 44605 10 00 PLATINUM		Pkg	1/1	\$13.25 0 Mi	Local (999) demo Your Company Name



HORIZON NETWORK CONSOLE

SECTION 3

USING THE SUPPLIER NETWORK CONSOLE

In Section 3 you will learn about Using the Supplier Console Network. Topics that will be reviewed are:

- Accepting Jobs, Section 3: A,
- In Progress Jobs, Section 3: B,
- eBilling Verification, Section 3: C
- Reports, Section 4: D.

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

Example 1

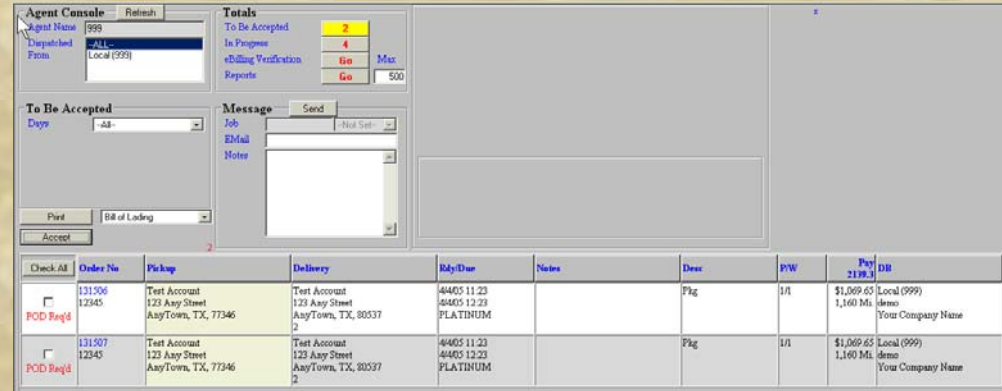
Section 3: A) ACCEPTING JOBS

Now that you have an understanding of the two components that make up the *Supplier Console Network*, Frames and the Results Window, we will now move to "Using the Supplier Console Network".

There are four steps that will be discussed in this section that will teach you how to use the Supplier Console Network. They are:

- Step 1: Accepting Jobs:
- Step 2: In Progress
- Step 3: eBilling Verification
- Step 4: Reports

After you have logged into the system and all updates have occurred the user will be taken to the "To Be Accepted section" (example 1) to begin using the *Supplier Network Console*.



The screenshot shows the 'Agent Console' interface. The 'To Be Accepted' section is active, displaying a table of pending jobs. The table has columns for 'Check All', 'Order No', 'Pickup', 'Delivery', 'Qty/Due', 'Notes', 'Desc', 'P/W', 'Pct', and 'DB'. Two jobs are listed, both with a 'POD Req'd' status.

Check All	Order No	Pickup	Delivery	Qty/Due	Notes	Desc	P/W	Pct	DB
<input type="checkbox"/>	131906 12345 POD Req'd	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537	4/4/05 11:23 4/4/05 12:23 PLATINUM		Pkg	1/1	\$1,069.65 1,160 Mls	Local (999) demo Your Company Name
<input type="checkbox"/>	131907 12345 POD Req'd	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537	4/4/05 11:23 4/4/05 12:23 PLATINUM		Pkg	1/1	\$1,069.65 1,160 Mls	Local (999) demo Your Company Name

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

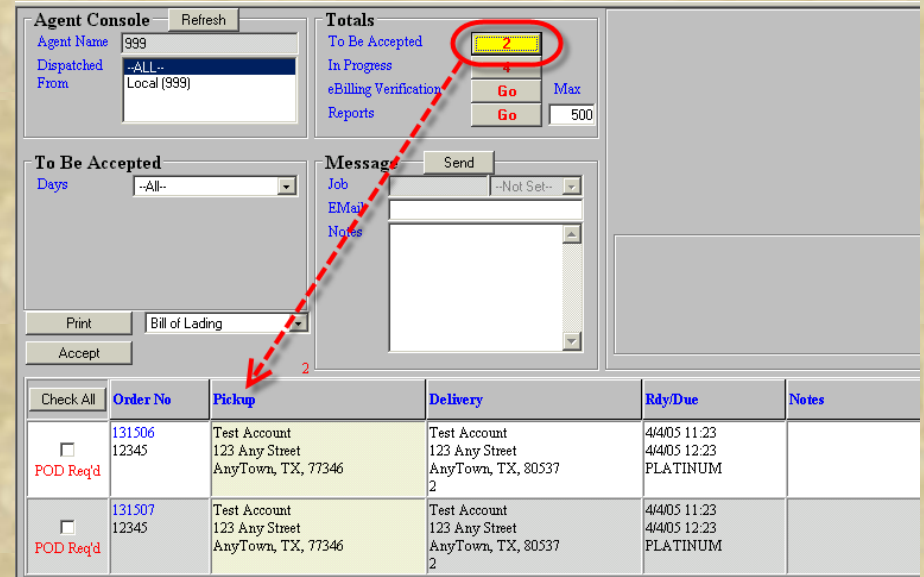
Example 2

Section 3: A) ACCEPTING JOBS

Step 1: Accepting Jobs

In Example 2, the two '2' inside the yellow button (circled Red) indicates the number of jobs to accept.

The user can see complete detail of each job in the "Results Window" shown by following the Red arrow.



The screenshot shows the 'Agent Console' interface. At the top, there are sections for 'Agent Console' (Agent Name: 999, Dispatched From: Local (999)), 'Totals' (To Be Accepted: 2, In Progress: 0, eBilling Verification: 0, Reports: 0), and 'To Be Accepted' (Days: --All--). A yellow button with the number '2' is circled in red. A red dashed arrow points from this button to a table of job details. The table has columns for 'Check All', 'Order No', 'Pickup', 'Delivery', 'Rdy/Due', and 'Notes'. There are two rows of job details, both with 'POD Req'd' status.

Check All	Order No	Pickup	Delivery	Rdy/Due	Notes
<input type="checkbox"/>	131506 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537 2	4/4/05 11:23 4/4/05 12:23 PLATINUM	
<input type="checkbox"/>	131507 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537 2	4/4/05 11:23 4/4/05 12:23 PLATINUM	

HORIZON NETWORK CONSOLE

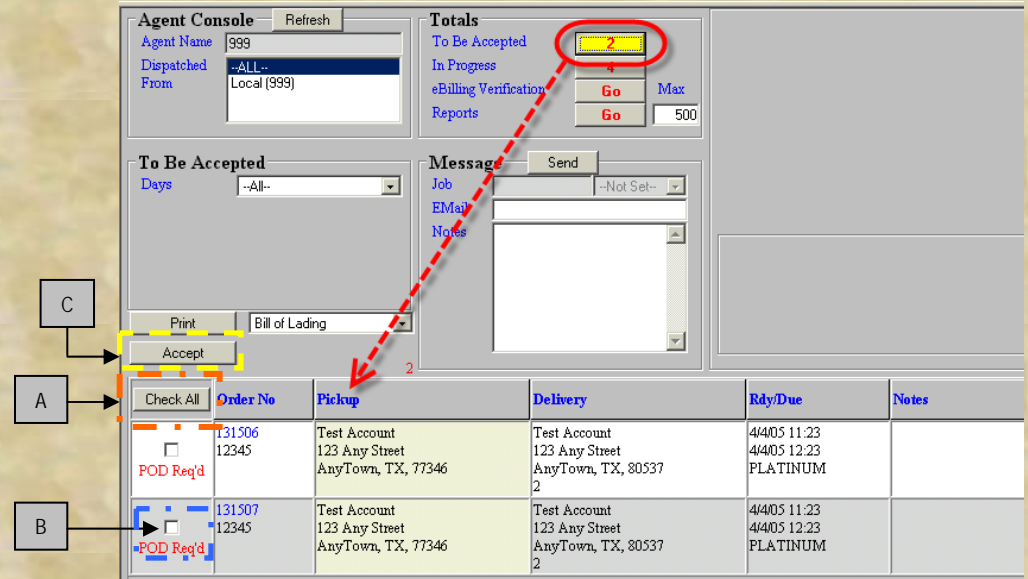
USING THE SUPPLIER NETWORK CONSOLE

Example 3

Section 3: A) ACCEPTING JOBS

Step 1: Accepting Jobs

- A) To Accept all Jobs click on the “Check All” button, (example 3) this will place a check in each check box. When a user clicks on “Check All” the button will then display “Clear All” by clicking again the user can un-check all jobs if desired.
- B) To Accept one (1) or more, but not all jobs, simply check the “Check Box” in the desired row or rows.
- C) Then click the “Accept Button” to accept the jobs.
- D) If the user does not want to Accept a Job or Jobs, (example 4) then they should click on the desired job number in the results window. When hovering over a **Job Number**, with the mouse, the job number text will turn red. Then single “left click.”



Agent Console Refresh

Agent Name: 999
 Dispatched From: -ALL-
 Local (999)

Totals

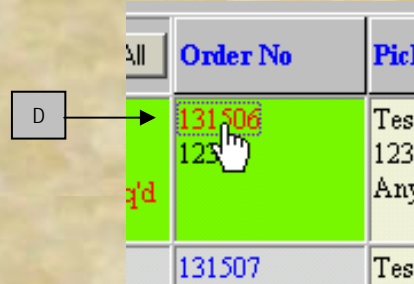
To Be Accepted: 2
 In Progress: 4
 eBilling Verification Reports: 500

To Be Accepted

Days: -All-
 Print Bill of Lading

Check All	Order No	Pickup	Delivery	Rdy/Due	Notes
<input type="checkbox"/>	131506 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537	4/4/05 11:23 4/4/05 12:23 PLATINUM	
<input checked="" type="checkbox"/>	131507 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 80537	4/4/05 11:23 4/4/05 12:23 PLATINUM	

Example 4



Check All	Order No	Pickup
<input type="checkbox"/>	131506	Tes
<input type="checkbox"/>	12345	123 Any
<input type="checkbox"/>	131507	Tes

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

Example 5

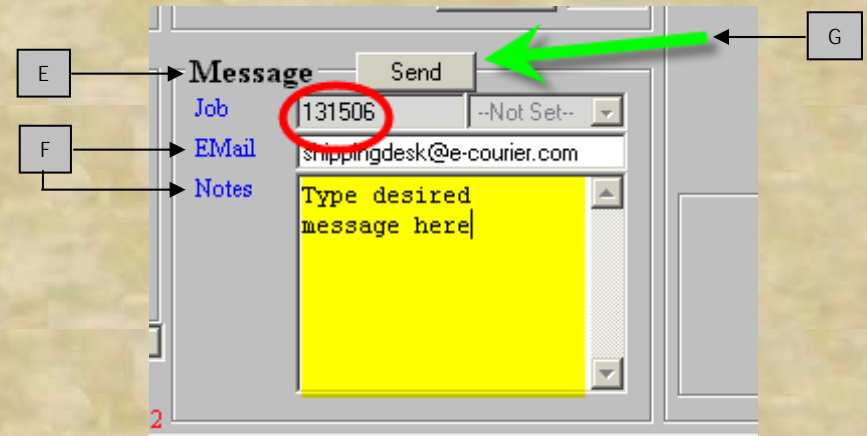
Section 3: A) ACCEPTING JOBS

Step 1: Accepting Jobs

- E) Once the **Job Number** has been clicked, (D), it will turn from **red** to gray. (example 5, **red** circle) and will place the **Job Number** in the Message Frame
- F) The user then selects an Email Address and can create a message in the Note Field
- G) The user then clicks on the **Send Button** to send the message containing the intended recipient.

(NOTE: A message can be sent for any reason with or without the Job number, but it is advised that if the message is pertaining to a specific job number, the user click on the job first so as to reference it in the message.)

After all or some jobs are accepted and messages are sent for jobs not being accepted (if any) please proceed to step 2.



HORIZON NETWORK CONSOLE

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Section 3: B) IN PROGRESS

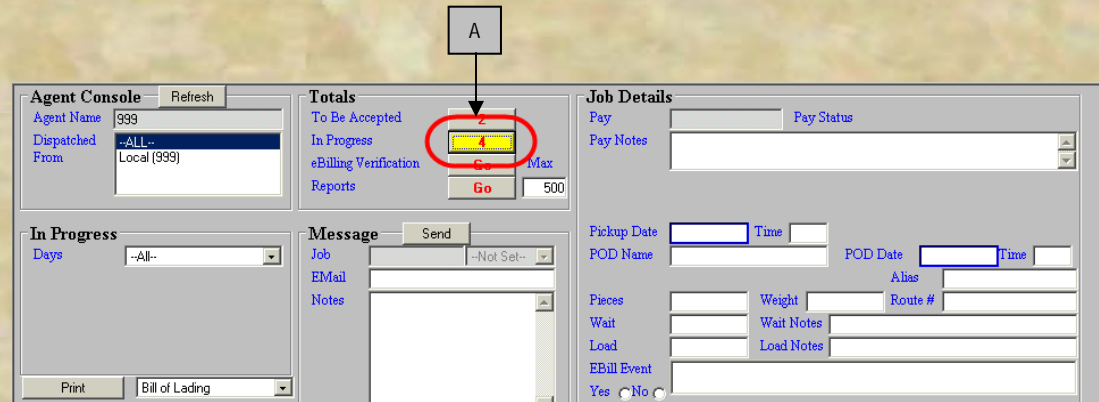
Example 6

Step 2: In Progress:

To move on to the 'In Progress' section, click on the **"In Progress Button"** as shown in Example 6, A.

Once the "In Progress Button" is clicked, it will display in yellow to indicate that the user is in the "In Progress" section of the *Supplier Console*.

(NOTE: Jobs can be updated (piece count changed or weight updated etc), completed and even eBilling verified from this section. Users can even print 1 or all orders in manifest form, as well as sending messages.)



The screenshot shows the Velocity Express Horizon Network Console interface. A red circle highlights the 'In Progress' button in the 'Totals' section, which is labeled 'A' with an arrow. The interface includes several sections:

- Agent Console:** Agent Name: 999, Dispatched From: Local (999).
- Totals:** To Be Accepted: 2, In Progress: 4 (highlighted), eBilling Verification: 0, Reports: 500.
- In Progress:** Days: --All--.
- Message:** Job: --Not Set--.
- Job Details:** Pickup Date, Time, POD Name, POD Date, Time, Alias, Route #, Pieces, Weight, Wait, Wait Notes, Load, Load Notes, EBill Event, Yes/No.

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

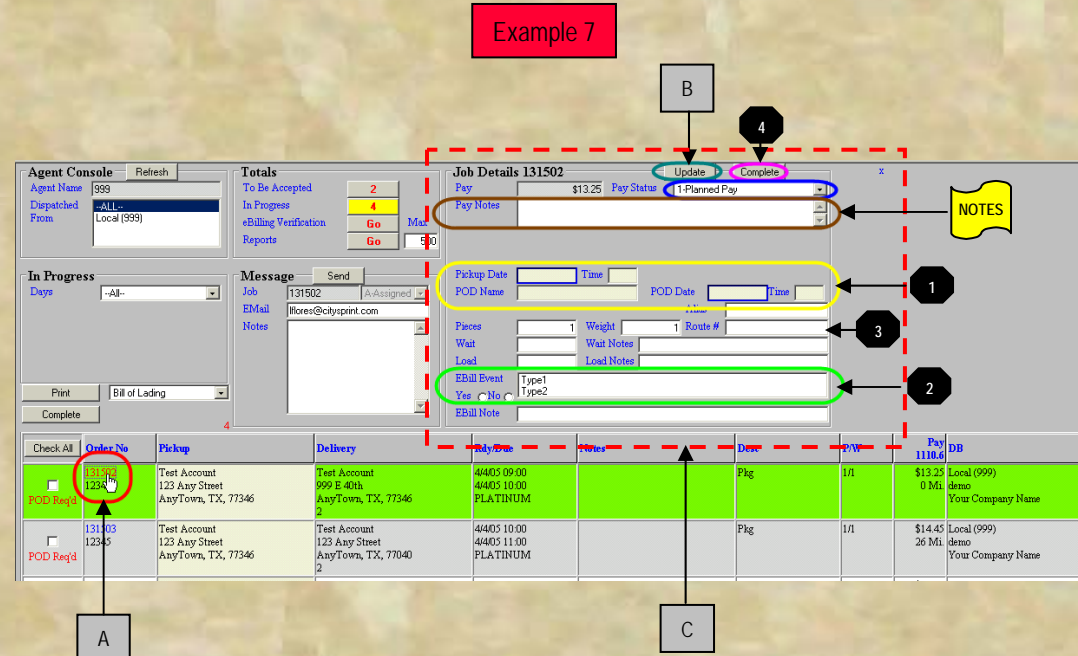
Section 3: B) IN PROGRESS

Step 2: In Progress:

- A. Select a job to update by clicking on the "Job Number" as shown in Red Circle.
- B. Update (If Needed) to change existing criteria and then select the **Update Button**.
- C. To complete the job enter as follows:
 1. **Pick Up Date and Time** (if shown) and **POD Date and Time**
 2. **Event Info** – Click each event (if any) and select the *Yes* or *No* button.
 3. **Route Info** (if any) (See Black circle).
 4. When all information is entered, press **Complete Button**.
 5. Repeat for each job as they are completed. (Real Time is preferred)

(NOTE: As long as POD, Date and Time are entered users can save a step by updating **Pay Status** to either Agent Approved or Agent Suspended (if Agent Suspended is set, user must enter **Pay Notes** to explain suspension.)

Example 7



The screenshot shows the Horizon Network Console interface. A red dashed box highlights the 'Job Details' section for job 131502. Annotations include:

- A**: Points to the job number '131502' in the table, which is circled in red.
- B**: Points to the 'Update' button in the 'Job Details' section.
- C**: Points to the 'Complete' button in the 'Job Details' section.
- 1**: Points to the 'Pickup Date' and 'POD Date' fields.
- 2**: Points to the 'EBill Event' section with 'Yes' and 'No' buttons.
- 3**: Points to the 'Route #' field.
- 4**: Points to the 'Complete' button in the top right of the job details area.

Check All	Order No	Pickup	Delivery	Qty	Rate	Days	P/W	Pay	DB
<input type="checkbox"/>	131502 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 999 E 40th AnyTown, TX, 77346 2	44405 09:00 44405 10:00 PLATINUM			Pkg	\$13.25 0 Mi	Local (999) demo Your Company Name
<input type="checkbox"/>	131503 12345	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 77040 2	44405 10:00 44405 11:00 PLATINUM			Pkg	\$14.45 26 Mi	Local (999) demo Your Company Name

HORIZON NETWORK CONSOLE

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Example 8

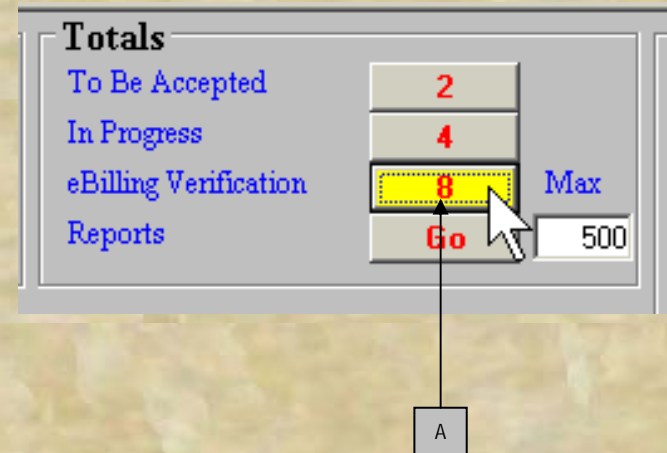
Section 3: C) eBilling Verification

Step 3: eBilling Verification:

Users can verify pay amounts as well as research status of completed jobs from this section.

Click on the **eBilling Verification Button** to proceed to this section. the button will turn yellow to indicate that a user is in the **eBilling**

Verification Section of the *Supplier Console* as shown in Example, 8A.



Totals	
To Be Accepted	2
In Progress	4
eBilling Verification	8
Reports	

Go Max 500

A

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

Example 9

Section 3: C) eBilling Verification

Step 3: eBilling Verification:

- A) If all Jobs are set to proper pay amount, the user can click the **Check All Button** and then click on the **Agent Approved Button**.
- B) Users can also update orders one or more at a time. Just click the check box of a row or multiple rows and then click on the Agent Approved button.

(NOTE: The system will not allow you to check any jobs for which a POD is required and no POD is entered. Also note that the POD field both in the "Job Details" frame and in the "Results Window" has a beige background color if a POD is required but none has been entered.

The screenshot shows the 'Agent Console' with various tabs and data. The 'eBilling Verification' section includes a 'Find' button and a table of jobs. The 'Agent Approved' button is highlighted with a yellow arrow. A table below shows job details with columns for 'Check All', 'Order/Ref', 'Pay Status', 'Pickup', 'Delivery', 'Notes', 'POD', 'P/W', 'Pay', 'Pay-Batch', 'Pay-Dat', and 'DB'. A green arrow points to the 'Check All' button in the table, and a yellow arrow points to the 'Agent Approved' button. Callout boxes A and B are present.

Check All	Order/Ref	Pay Status	Pickup	Delivery	Notes	POD	P/W	Pay	Pay-Batch	Pay-Dat	DB
<input type="checkbox"/>	131500 1232655	Planned Pay	DAVID A CLARK 23845 HOLMAN HWY MONTEREY, CA, 93940 800-256-2547	EDWARD J MINTZ CLU 1560 SANDHILL ROAD APT 205 PALO ALTO, CA, 94304 800-256-6965		POD: 4/4/05 07:22 Rdy: 3/30/05 22:29 Dae: 3/31/05 12:00 Svc: Overseas	1060	\$13.98			Local (9999) 4 Paychex 0006 Payroll
<input type="checkbox"/>	131500 12345	Planned Pay	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 999 E 40th AnyTown, TX, 77346		POD: 4/4/05 09:00 Dae: 4/4/05 10:00 Svc: PLATINUM	1/1	\$13.25			Local (9999) demo Your Company Name
<input type="checkbox"/>	131500 12345	Planned Pay	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 77040		POD: Rdy: 4/4/05 10:00	1/1	\$14.45			Local (9999) demo

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

Section 3: C) eBilling Verification

Step 3: eBilling Verification:

- C) To Suspend the job enter as follows:
1. Click on **Job Number** to be suspended.
 2. Set **Pay Status** to 3-Suspended.
 3. Enter detailed Reason for suspension including correct pay amount in the **Pay Notes**.
 4. Click on **Update Button**.
 5. Repeat as needed for jobs that should be suspended.

(NOTES: Messages can be sent form this section also. Users should note the **eBilling Verification** frame in this section. This allows users to research any or all jobs in a date range based on one (1) or all pay statuses. Users should also note the different column headers in the "Results Window" of this section. The **Report** feature can be accessed by pressing the **Reports Button** labeled 'Go' and shown in above screen shot with **Blue** circle. Each screen has print button can print 1 or some or all jobs. Will print in Manifest format Including POD line.

Example 10

Agent Console Refresh

Agent Name: 999
 Dispatched From: Local (999)

Totals

To Be Accepted	2
In Progress	4
Billing Verification	7
Reports	Go 500

Job Details 131500 Update

Pay: \$13.98 Pay Status: 3Suspended
 Pay Notes: Bad Zip correct delivery zip is 94322 correct price should be \$35.00

Pickup Date: 4/4/05 Time: 07:21
 POD Name: POD Date: 4/4/05 Time: 07:22

Pieces: 1 Weight: 560 Route #:
 Wait:
 Load:
 EMail Event: Type2
 Yes No
 EMail Note:

eBilling Verification Find

Date Period: Last 7 Days
 From Job Date: 3/29/05
 To Job Date: 4/5/05
 Pay Status: 1 Planned Pay
 Payments:
 Print: Bill of Lading
 Agent Approved:

Message Send

Job: 131500
 EMail: flores@cityspoint.com
 Notes:

Check All	Order/Ref	Pay Status	Pickup	Delivery	Notes	POD	P/W	Pay	Pay-Bank	Pay-Date	DB
<input type="checkbox"/>	131500 123155	Planned Pay	DAVID A CLARK 2384D HOLMAN HWY MONTEREY, CA, 93940 803-256-2541	EDWARD J MINTZ CLU 1560 SANDHILL RAOD APT 205 PALO ALTO, CA, 94304 800-235-6965		POD: 44405 07:22 Rdy: 44405 22:29 Trn: 44405 12:00 Svc: Overnite	1/060	\$13.98			Local (999) 4 Patches 0336 Payroll
<input type="checkbox"/>	131502 12145	Planned Pay	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 999 E 40th AnyTown, TX, 77346		POD: Rdy: 44405 09:00 Trn: 44405 10:00 Svc: PLATINUM	1/1	\$13.25			Local (999) demo Your Company Name
<input type="checkbox"/>	131503 12345	Planned Pay	Test Account 123 Any Street AnyTown, TX, 77346	Test Account 123 Any Street AnyTown, TX, 77040		POD: Rdy: 44405 10:00 Trn: 44405 11:00	1/1	\$14.45			Local (999) demo Your Company Name

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

Section 3: C) eBilling Verification

The e-billing verification screen allows you to view jobs from prior days.

The system defaults to the last 7 days.

If you are looking for a job older than 7 days ago you need to change the dates to match the job date you want.

Set the criteria → → →

eBilling Verification		Find
Date Period	Last 7 Days	▼
From Job Date	12/30/2005	
To Job Date	1/6/2006	
Pay Status	1-Planned Pay	▼
Payments		▼
<input type="button" value="Print"/>		<input type="button" value="Bill of Lading"/> ▼
<input type="button" value="Agent Approved"/>		0

HORIZON NETWORK CONSOLE

USING THE SUPPLIER NETWORK CONSOLE

Section 3: D) Reports

Step 4: Reports:

The reports section allows agents/drivers to review past orders based on pay status and date range. Once criteria is set the system will show those jobs. As with the other sections, the user can select certain jobs by checking the check box and print the selected items.

Reports Find

Date Period Last Month

From Job Date Today

To Job Date Yesterday

Pay Status Last 7 Days

Payments Current Week (Sun-Sat) to D

Month to Date

Year to Date

Custom Date

Print

Reports Find

Date Period Last Month

From Job Date 12/1/2005

To Job Date 12/31/2005

Pay Status (123)-All

Payments

Print

Bill of Lading

From the Dropdown menu, pick the period you want

18

Check All	Order/Ref	Pay Status	Pickup	Delivery	Notes	POD	P/W	Pay 681.42	Pay-Batch	Pay-Date	DB
<input type="checkbox"/>	22714 001-324898	Agent Approved	CDL 3026 N. Commerce Parkway Miramar, FL, 33025	SANDERS, CAROL L 208 ADELAIDE ST sunrise, FL, 33028	8571304, 8571311, 8571328, 8573971, 8578518, 8578525, 8578532, 8578549	sanders,caroll POD: 12/1/2005 11:41 Rdy: 12/1/2005 11:15 Due: 12/1/2005 13:15 Svc: Immediate	1/1	\$17.58	13	12/3/2005	Local (7777) Test Test Account
<input type="checkbox"/>	22715 001-324898	Agent Approved	CDL 3026 N. Commerce Parkway Miramar, FL, 33025	SANDERS, CAROL L 208 ADELAIDE ST sunrise, FL, 33028	8571304, 8571311, 8571328, 8573971, 8578518, 8578525, 8578532, 8578549	Sanders, Carol POD: 12/1/2005 11:39 Rdy: 12/1/2005 11:16 Due: 12/1/2005 13:16 Svc: Immediate	1/1	\$17.58	13	12/3/2005	Local (7777) Test Test Account
<input type="checkbox"/>	22725 001-324898	Agent Approved	CDL 3026 N. Commerce Parkway Miramar, FL, 33025	SANDERS, CAROL L 208 ADELAIDE ST sunrise, FL, 33028	8571304, 8571311, 8571328, 8573971, 8578518, 8578525, 8578532, 8578549	Sal POD: 12/1/2005 14:53 Rdy: 12/1/2005 13:31	1/1	\$17.58	13	12/3/2005	Local (7777) Test



HORIZON NETWORK CONSOLE

SECTION 4

UNDERSTANDING PAYMENTS AND VIEWING PAYMENT HISTORY

This section covers how to view payments submitted. This section has the payment information that can be viewed by custom dates or by using the drop down section of the reports console.

HORIZON NETWORK CONSOLE

UNDERSTANDING PAYMENTS AND VIEWING PAYMENT HISTORY

Section 4:

Under the Reports section, click the Payments combo button.

NOTE: The payment button appears shaded until you click it twice.

Reports Find

Date Period: Last 7 Days ▼

From Job Date: 8/2/2007

To Job Date: 8/2/2007

Pay Status: 1-Planned Pay ▼

Payments: 0

Print Order List ▼

Reports Find

Date Period: Last 7 Days ▼

From Job Date: 8/2/2007

To Job Date: 8/2/2007

Pay Status: 1-Planned Pay ▼

Payments: --None-- ▼

Print

264	07/27/07	\$262.30
260	07/20/07	\$262.30
256	07/13/07	\$262.30
252	07/06/07	\$228.54

Totals

To Be Accepted: 0

In Progress: 0

eBilling Verification: Go Max

Reports: Go 500

From the Dropdown menu, pick the period you want

18

Check All	Order/Ref	Pay Status	Pickup	Delivery	Notes	POD	P/W	Pay 681.42	Pay-Batch	Pay-Date	DB
<input type="checkbox"/>	22714 001-324898	Agent Approved	CDL 3026 N. Commerce Parkway Miramar, FL, 33025	SANDERS, CAROL L 208 ADELAIDE ST sunrise, FL, 33028	8571304, 8571311, 8571328, 8573971, 8578518, 8578525, 8578532, 8578549	sanders,caroll POD: 12/1/2005 11:41 Rdy: 12/1/2005 11:15 Due: 12/1/2005 13:15 Svc: Immediate	1/1	\$17.58	13	12/3/2005	Local (7777) Test Test Account
<input type="checkbox"/>	22715 001-324898	Agent Approved	CDL 3026 N. Commerce Parkway Miramar, FL, 33025	SANDERS, CAROL L 208 ADELAIDE ST sunrise, FL, 33028	8571304, 8571311, 8571328, 8573971, 8578518, 8578525, 8578532, 8578549	Sanders, Carol POD: 12/1/2005 11:39 Rdy: 12/1/2005 11:16 Due: 12/1/2005 13:16 Svc: Immediate	1/1	\$17.58	13	12/3/2005	Local (7777) Test Test Account
<input type="checkbox"/>	22725 001-324898	Agent Approved	CDL 3026 N. Commerce Parkway Miramar, FL, 33025	SANDERS, CAROL L 208 ADELAIDE ST sunrise, FL, 33028	8571304, 8571311, 8571328, 8573971, 8578518, 8578525, 8578532, 8578549	Sal POD: 12/1/2005 14:53 Rdy: 12/1/2005 13:31	1/1	\$17.58	13	12/3/2005	Local (7777) Test