

My JA Portal

General User Guide

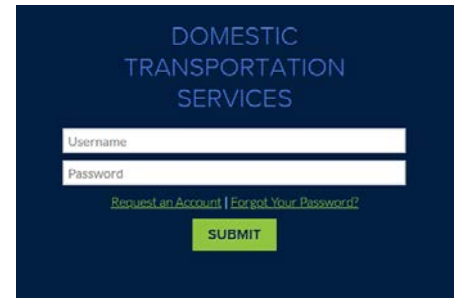
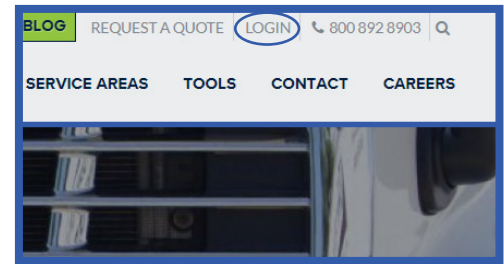
Jump To:

1. How To Access	Page 2
■ Welcome Page	Page 2
2. Track	Page 3
3. Shipping	Page 4-6
■ Rate Quote & Book Shipment	Page 4-5
■ Book A Previous Quote	Page 5-6
■ Schedule A Pickup	Page 6
4. My Account	Page 7
5. Reports	Page 8
6. Utilities	Page 9

How To Access

Navigate to www.jafrate.com and click **Login** in the upper right corner.

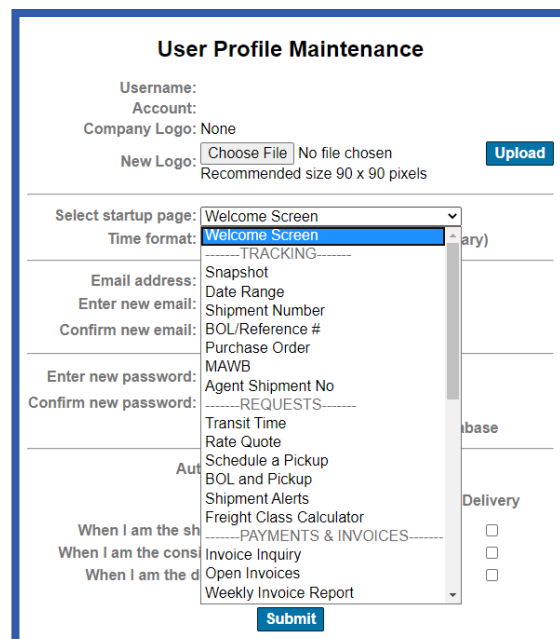
Under **Domestic Transportation Services**, enter your username and password. If you want to request a Portal account or forgot your password, click the appropriate link under the form.



Welcome Page

Quickly track shipments from this screen, or change what this page shows when you first login for even quicker access to your most frequent tool. The welcome page can be changed to automatically load a snapshot of your shipments, a new quote or pickup entry, open invoices and much more.

To change what's displayed, navigate to **My Account** at the top and click **My Profile**. From here you can select whichever startup page you prefer then click **Submit**. The next time you login your welcome screen will switch to your selection.



Track

Pull various reports for all your inbound and outbound shipments. The Snapshot, Date Range, Shipment Number, BOL/Reference and Purchase Order reports can all be exported to Excel.

Quick Track: Enter your PRO# or BOL# to see all details on a shipment, such as the consignee address, number of pallets and weight and all tracking information.

Snapshot: Shows 1 week of shipments with hyperlinks that shows all tracking and shipment details when clicked.

Date Range: Shows a selected range of shipments based on the date. You can go back up to 90 days, select live shipments, quotes only, delivered shipments and more.

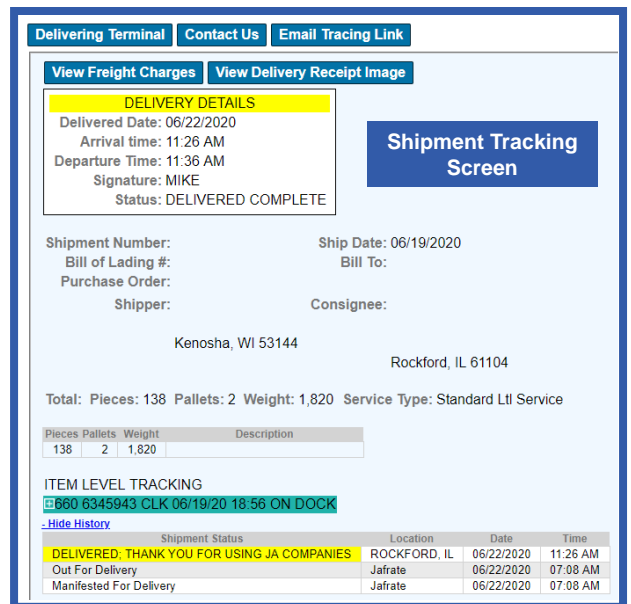
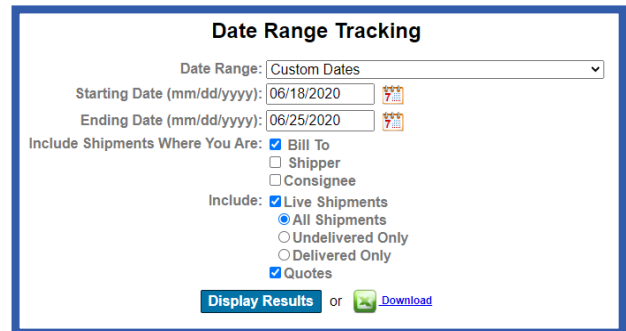
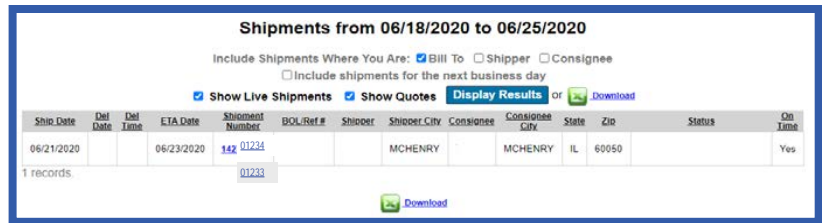
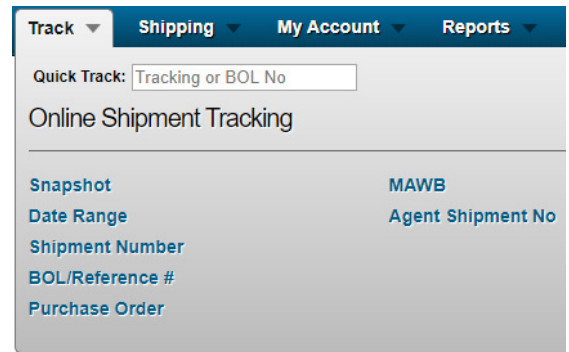
Shipment Number: Type in one or multiple PRO#s to pull up tracking information.

BOL/Reference #: Same as Shipment Number, but you can use BOL or Reference #s instead.

Purchase Order: Same as the previous two reports, but you can use only one Purchase Order # instead.

When you select a shipment's hyperlink, you will see the **Shipment Tracking Screen**. Along with tracking details and addresses, you can also see the service type (LTL, flatbed, etc), reprint BOLs and shipping labels, freight charges, email a tracing link and contact our customer service team.

Tip: Use Repeat Shipment to pre-populate information from a previous shipment. You'll still be able to update item descriptions, pallets, weight and more.



Shipping

Quote across North America, schedule pickups and deliveries, setup shipment alerts and determine your freight class.

Shipping ▾ My Account ▾

Shipping Tools

- [Transit Time](#)
- [Rate Quote](#)
- [Schedule a Pickup](#)
- [BOL and Pickup](#)
- [Shipment Alerts](#)
- [Freight Class Calculator](#)

Rate Quote: Receive an LTL quote for anywhere across North America.* Then schedule the shipment instantly or book within the next 30 days your quote is valid.

For nationwide quotes, you will see a list of available carriers with their rate and transit days. You can then choose the carrier.

Rate Quote and Transit Time

Ship Date: 06/25/2020 Thursday

*Payment Terms: Prepaid *Service Type: Standard LTL Service

*Origin Zip: *To Search City: City:

*Destination Zip: *To Search City: City:

Pieces	Pallets	Weight	Class	Length	Width	Height	Calculated Class

[JA Rate Quote](#)

Standard Pallet Dimensions are 48x48. Oversized pallets may be subject to additional charges. [Click here for Freight Class Calculator](#)

Declared Value: \$0.00 Enter declared value, limited liability may apply.

Accessories

<input type="checkbox"/> AIRPORT DELIVERY	<input type="checkbox"/> AIRPORT PICKUP	<input type="checkbox"/> ALASKA DELIVERY
<input type="checkbox"/> ALASKA MILITARY DELI	<input type="checkbox"/> BLIND SHIPMENT FEE	<input type="checkbox"/> CHURCH DELIVERY
<input type="checkbox"/> CHURCH PICKUP	<input type="checkbox"/> CONSTRUCTION SITE DE	<input type="checkbox"/> CONSTRUCTION SITE PI
<input type="checkbox"/> CONVENTION - TRADESH	<input type="checkbox"/> CONVENTION - TRADESH	<input type="checkbox"/> DELV APPTMENT
<input type="checkbox"/> GOV DELIVERY	<input type="checkbox"/> GOV PICKUP	<input type="checkbox"/> Hamlet
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> INSIDE PICKUP	<input type="checkbox"/> LIFT GATE PICKUP
<input type="checkbox"/> LTLgate	<input type="checkbox"/> LIFTGATE DELIVERY	<input type="checkbox"/> LIMITED ACCESS DELV
<input type="checkbox"/> LIMITED ACCESS PU	<input type="checkbox"/> MILITARY DELIVERY	<input type="checkbox"/> MILITARY PICKUP
<input type="checkbox"/> NOTIFY CONSIGNEE	<input type="checkbox"/> OVERLENGTH FEE BFT	<input type="checkbox"/> Pallet Exchange
<input type="checkbox"/> PICK UP APPT	<input type="checkbox"/> PRISON DELIVERY	<input type="checkbox"/> PRISON PICKUP
<input type="checkbox"/> Protect From Freeze	<input type="checkbox"/> PROTECT FROM FREEZIN	<input type="checkbox"/> Residential Delivery
<input type="checkbox"/> Residential Pickup	<input type="checkbox"/> SCHOOL DELIVERY	<input type="checkbox"/> SINGLE SHIPMENT
<input type="checkbox"/> SORT AND REBRAGATE	<input type="checkbox"/> STORAGE UNIT DELIVER	<input type="checkbox"/> STORAGE UNIT PICKUP
<input type="checkbox"/> Straight Truck	<input type="checkbox"/> UNLOADING FEE	

All quotes are subject to re-billing based on freight re-classification, weight verification, and accessorial charges by the selected carrier. Shipment liability and coverage varies based on the accurate freight class of your shipment.

Note: For expedited, full truckloads, flatbeds or special handling please call 800-892-8903 to confirm driver and

Shipping Options

Rates Quoted Based on Entered Information

From: CRYSTAL LAKE, IL 60014 To: CARLSBAD, CA 92008

For User: Account:

Select Carrier Total to Book Load

Carrier	Quote	Total	Transit Days
	198.28		5
	229.06		Unknown
	269.26		4
	277.68		4
	279.61		5
	331.28		3
	338.56		4
	339.65		Unknown
	468.47		5
	480.90		4

Book A New Quote

Once you make it to the **Saved Rate Quote** screen after selecting a carrier, you can choose to receive the quote via email, book the load or get another quote.

You will then fill out the **Bill of Lading**, where you can also save shippers, consignees and item descriptions to save time re-entering information later.

To save shipper and consignee information, select **Update Address Book**. For item descriptions, select **Update Description List**.

***Note:** To book a shipment with JA Nationwide, you must always either begin with a new quote or select a previous quote from the Snapshot report. The quote will allow you to select a partner carrier for your shipment. JA Frate shipments can be booked without creating a quote.

Saved Rate Quote

Quoted From: CRYSTAL LAKE, IL 60014 To: CARLSBAD, CA 92008

For User: Account:

Carrier:

Pieces	Pallets	Weight	Description	Class	Charge	
		1	1000	FREIGHT	050	
				FREIGHT CHARGES		277.86
				48"x48"x32"		
0	1	1,000	Totals		\$277.86	

Add Company to Address Book

Address Book ID:

*Company Name:

*Country: UNITED STATES ▾

*Address:

Address 2:

*Zip: [Zip Search](#)

*City:

*State: ALASKA ▾

*Contact Name:

*Phone #: Ext:

Email:

JA Companies Acct No:

Customer Type: All ▾

Default Billing Account

Default Shipping Location

[Add Company to Address Book](#)

Shipping Cont.

When filling out the BOL, you can select special pickup and/or delivery instructions as well as selecting shipment status notifications.

Special Pickup Instructions
DO NOT STACK

Special Delivery Instructions
DO NOT STACK

Email Shipment Manager
Email list of Billing & Shipment status notifications

	Rate Quote	BOL	Ship	Appt Set	Out for Delivery	Delivered
Shipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consignee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update Email List: SHIPPING@MYCOMPANY.COM

Once you've finished entering the BOL information, you'll be given a shipment number. You can also view and print BOLs and shipping labels.

Bill of Lading Entry

This information has been saved as Shipment Number 123456
Please Reference this Shipment Number on Your Bill of Lading

Shipper: CRYSTAL LAKE, IL 60014
Consignee: CARLSBAD, CA 92008

View and Print the Bill of Lading | View and Print Shipping Labels

Rate Information

Pcs	Pts / HU	Weight	Description	Class	Length	Width	Height	Discount	Rate	Charge
	1	1000	METAL RACKING	050	48	48	32			
			FREIGHT CHARGES							277.86
			48"X48"X32"							
			DO NOT STACK							
			DO NOT STACK							
0	1	1000								\$277.86

Service Type: Standard Service

If you decide not to book a quote right away, you'll have 30 days to come back and book it.

Book A Previous Quote

Navigate to **Track** then **Snapshot**. You'll then see all previous shipments and quotes. Click the appropriate **Shipment Number**, and you'll see all shipment details.

Shipments from 06/18/2020 to 06/25/2020

Include Shipments Where You Are: Bill To Shipper Consignee
 Include shipments for the next business day

Show Live Shipments Show Quotes [Display Results](#) or [Download](#)

Ship Date	Del Date	Del Time	ETA Date	Shipment Number	BOL Ref #	Shipper	Shipper City	Consignee	Consignee City	State	Zip	Status	On Time
06/21/2020			06/23/2020	1427	01234				MCHENRY	IL	60050		Yes

1 records. [Download](#)

For a JA Frate quote, click on **Repeat Shipment** at the top. For a JA Nationwide quote, click **View Rate Quotation**.

Repeat Shipment | Repeat the BOL | Shipping Labels | Delivering Terminal | Contact Us | Setup Alerts | Email Tracking Link

View Freight Charges

Status:

Shipment Number: Ship Date: 06/21/2020
 Bill of Lading #: Bill To: JA Frate
 Purchase Order: Shipper: Consignee:
 Mchenry, IL 60050

Total: Pieces: 0 Weight: 0 Service Type: Standard LS Service

Book Load

Quote Number: Quote Date: BOL#:

Shipper: CRYSTAL LAKE, IL 60014 Consignee: CARLSBAD, CA 92008

Pieces: 0
Weight: 2000
Service Type: Standard Service
Delivery Carrier:

Status: Quote Only
Preliminary Charges - Rates Subject to Audit

Pieces	Description	Pallets	Weight	Class	Rate	Charge
	FREIGHT	2	2000	50		
	FREIGHT CHARGES					328.70
0		2	2000			\$ 328.70

You'll then see the booking screen. Double check to ensure your shipment details are still accurate, then click **Book Load**. From here you'll fill out the Bill of Lading and receive a shipment number for tracking.

BOL and Pickup: Fill out a freight pickup request with our BOL or autopopulate information with your saved **Address Book** and **Item Descriptions**. You can also generate a BOL based on a previous shipment.

Update Bill of Lading

To generate a new BOL based on a shipment previously booked, please enter the tracking number here: [Go]

1 Update BOL 2 Shipment Review 3 Schedule Pickup 4 Confirmation

Shipper Info | Consignee Info

Update Address Book | Click to Select

Name: Name:
 Address: Address:
 Address 2 / Instructions: Address 2 / Instructions:
 City: City:
 State: State:
 Zip / Postal Code: Zip / Postal Code:
 Contact Name: Contact Name:
 Telephone Number: Telephone Number:
 Email: Email:

Add to Address Book Add to Address Book

BOL or Ref #: PO or Ref #:

Shipping Cont.

Shipment Alerts: Select the type of email alert you'd like to receive about a specific shipment. You can setup future alerts for all shipments under My Account → User Profile.

Freight Class Calculator: Use our calculator to determine a freight class. Please note that commodities, such as pumps, requiring a different class than normal may not work with this calculator.

Schedule A Pickup

This feature is only for JA Frate LTL pickups that do not need a rate quote. All JA Nationwide shipments must begin with a rate quote. *Please call 800-892-8903 for expedite, same day or flatbed availability.*

To schedule a pickup, go to **Shipping** then **Pick Up Entry**. Select if you're the shipper, consignee or a 3rd party then click Submit.

Next fill out the consignee information, including pieces, pallets, weight and item description. You will then be able to review your pickup request. *Please ensure the shipping date, ready time and close time are accurate.* If anything needs to be updated, click the Change button at the bottom right.

Once you click **Complete New Pickup**, you'll receive a confirmation number. Select **Create BOL** and complete as needed.

Pickup Entry: Request a freight pickup. Vendors can use this feature for collect shipments.

Shipping My Account Reports Utilities

Schedule a Pickup

1 Select Party 2 Update Contact 3 Update Cons 4 Review 5 Confirmation

Option 1: Pickup freight from this location: Batavia, IL 60510

Option 2: Pickup freight from a different location

Pickup Request

1 Select Party 2 Update Contact 3 Update Cons 4 Review 5 Confirmation

Address: CRYSTAL LAKE, IL 60014

Shipper Contact Name:
Shipper Telephone:
[If wrong shipping address, click here](#)

* Indicates a Required Field

* Shipper Contact Name:
* Shipper Telephone:
* Email:

* Pickup Date: 10/08/2019 Today
* Ready Time: Ready Now
* Close Time: 05:00PM

Submit Cancel

Pickup Request Shipment Review

1 Select Party 2 Update Contact 3 Update Cons 4 Review 5 Confirmation

Shipper Name: _____ Contact: _____
Address: _____ Call Back #: _____
City: Cary State: IL Zip Code: 60014 Email: _____
Shipper Contact: Joe Pickup Date: 07/03/2019 Today
Contact Telephone: (815)444-5555 Ready Time: Ready Now
Close Time: 05:00PM
Special Equipment Required for Pickup: -- None --
Other Service: _____

Stop Note and Additional Pickup Information

LN	Consignee	City	State	Zip	Pieces	Weight	Pallets	
1		MCHENRY	IL	60050	25	100	1	Change

[Add Another Shipment](#) [Complete New Pickup](#) [Cancel This Pickup](#)

Your Pickup Request has Been Saved

Thank you for choosing JA Companies
Your Confirmation Number is 123
[Create BOL](#)

My Account

View payment and invoice reports and statements as well as updating your profile and Address Book. Some of these reports can also be exported to Excel.

Invoice Inquiry: Search and view details for a specific invoice using a PRO number or BOL number.

Open Invoices: Displays all open invoices for a specified date range and includes transaction date, due date, original amount and balance. This report can be exported to Excel.

Weekly Invoice Report: Pull a full invoice report with more information than the open invoice report. This report can be exported to Excel.

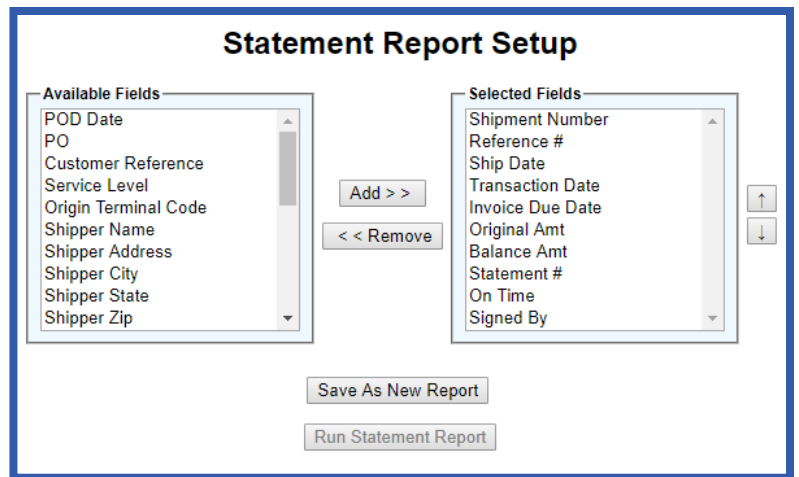
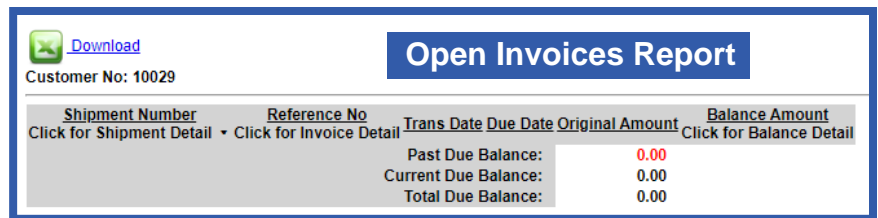
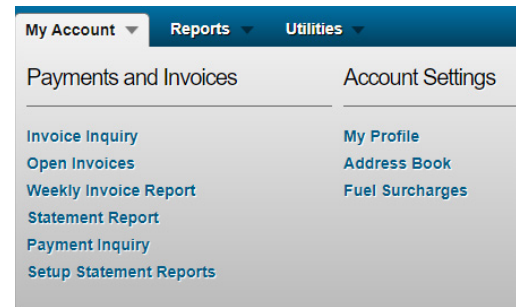
Statement Report: See statement numbers, dates, bill count, original amount and balance amounts for a specific date range.

Payment Inquiry: Lists checks processed for a specific date range.

Setup Statement Reports: Choose what fields you'd like to include alongside transaction and invoice dates, original amount and shipment number. Fields can include who signed for the shipment, if it was on time, the statement number and more.

My Profile: Change your welcome screen, time format, email address, password and select automatic email alerts for your shipments.

Address Book: Add, update or delete any of your saved shippers and consignees. Change their company name, address, contact and telephone number.



Reports

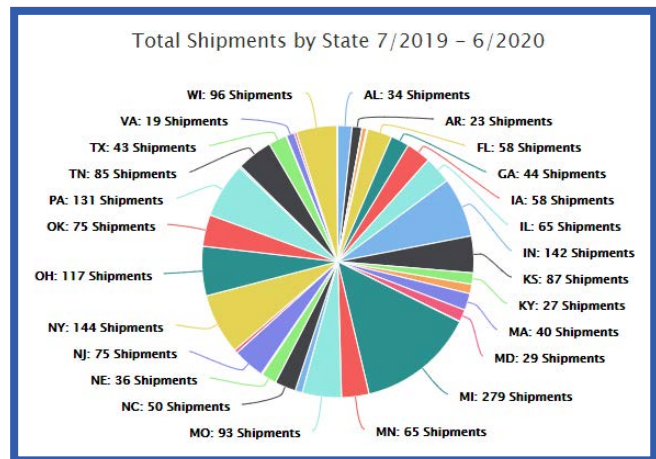
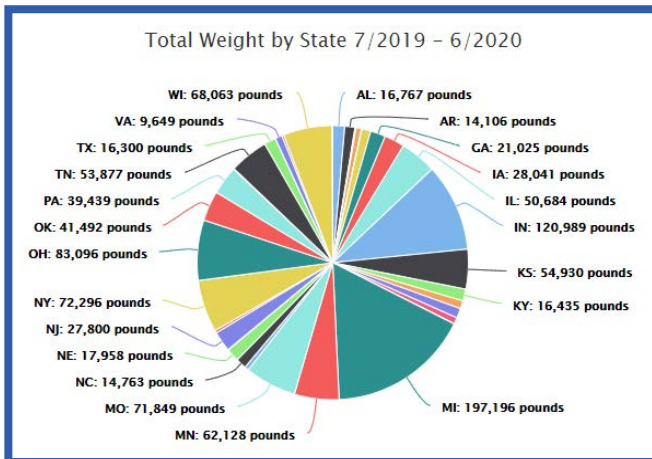
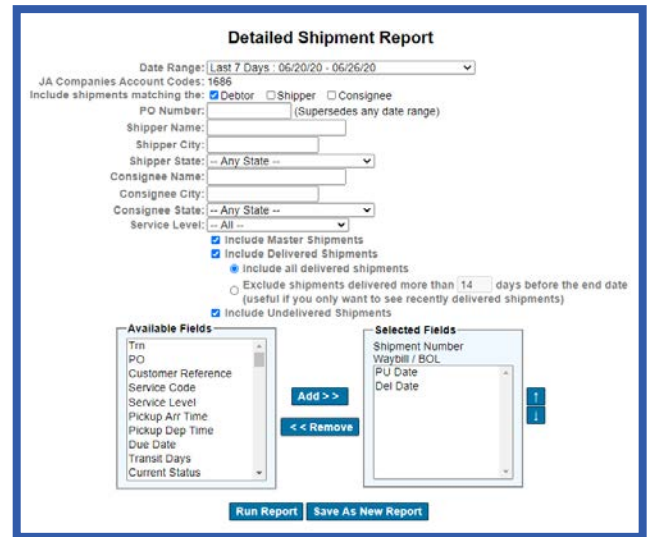
Setup and schedule detailed shipment reports or view your shipment analytics such as shipments by state, by weight, business over time and your top consignees.



Detailed Shipment Report: Customize and save reports for specific date ranges and including almost any field that our system tracks, including on-time, transit days and current status.

Scheduled Reports: Once you've created and saved your detailed shipment report, you can schedule up to 3 reports to be automatically sent at the day and time of your choice. The report will be sent to up to 3 email addresses of your choosing.

Shipment Analytics: Run reports based on shipments by consignee state, by shipment weight, business over time and top consignees. Each report can be pulled for a specific date range, and will also give you a visual representation of your data.

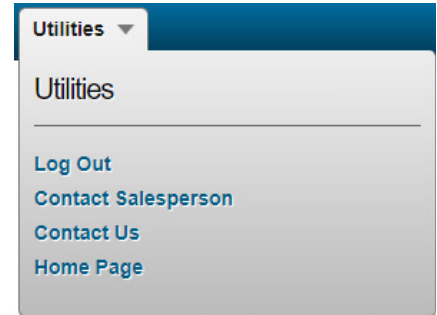


Utilities

Contact our Customer Service team or your dedicated sales account manager with any questions. You can also log out from our system.

Contact Salesperson: Send an email or find the phone number for the salesperson assigned to your account.

Contact Us: Fill out our form to send an email directly to our Customer Service team. They'll be in contact about your question as soon as possible.

A screenshot of a 'Contact Us' form. The form is titled 'Contact Us' and includes a 'Reference: Account:' label. Below this is a section for 'Your Contact Information:' with four fields: 'Name:*' (with placeholder 'enter your name'), 'Email:*' (with placeholder 'enter your email address'), 'Phone:*' (with placeholder 'enter phone number'), and 'Topics:*' (a dropdown menu currently showing 'Billing Question'). Below these fields is a large text area labeled 'Your Question:*' with the placeholder 'enter your question here'. At the bottom right of the form is a 'Send Question' button.

**For immediate help, please call 800-892-8903
or email cs@jafrate.com and a Customer
Service representative will assist you.**