



Tutorial

Ocean Rates User's Guide

The purpose of this tutorial is to provide instruction on how to use the Ocean Rates™ application to retrieve governing rules, inland rates, ocean rates and historic five public terms contract information. System content and application features are based on Title 46/Chapter IV/Subchapter B/Part 520 of the Federal Maritimes' Code of Federal Regulations. Any inquiries concerning Ocean Rates™ should be sent to ServiceDesk@descartes.com.

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Ocean Rates Tutorial

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Chapter 1 – Before You Begin

This chapter describes what you need to know before you can use Ocean Rates. Topics covered in this section are:

- Home Screen Functions
- Logging in to Ocean Rates
- Carrier Select Screen
- Moving Around in Ocean Rates
- Understanding Required and Optional Input Fields
- Saving to a File
- Printing

Ocean Rates Log In Screen Features

Below is a description of the features on the **Log In** screen page.

1. **Home, Ocean Solutions, Support:** Links to Descartes' homepage and other logistics solutions.
2. **User ID and Password:** Entry of valid user credentials are required to access application.
3. **Register:** To gain system access, end users are required to register free of charge. Upon successfully registering, Descartes will issue system access credentials.
4. **Ocean Rates Index:** Provides a complete list of all accessible carrier tariffs.
5. **Descartes Customer Support:** Provides an email address to contact customer support and a link to the customer support portal.
6. **Terms of Use:** To access the Ocean Rates application *Terms of Use*, click the link.



Logging into Ocean Rates

To gain system access, you must log into Ocean Rates with your Descartes issued login credentials. Refer to the instructions provided below.

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1. In your Internet browser, load URL <https://rates.descartes.com>.
2. After loading the Ocean Rates application, enter your User ID and Password.
3. Once you have entered your credentials, click on the **Login** button to gain system access.

Ocean Rates Log In

Log in with your organization's user ID and password to search our database.

user ID:

password:

If successful, the **Home** page will be displayed. The **Carrier Select** screen is the first screen you will see each time you log into the application.

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You are here: CarrierSelect

To continue without selecting an organization, click here

To perform a search, check at least one organization type and specify at least a partial organization name.

1) Choose one or more organization types

VOCC NVOCC
 Port Conference

2) If you know the organization's name or part of the name, enter it below

Alternatively, use the links below to browse all available organizations

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Note: If you cannot log in after entering your assigned user ID and password, contact Descartes' customer support team, servicedesk@descartes.com.

Carrier Select Screen

Once an end user logs into the application, the first screen prompt is the **Carrier Select** screen. From this screen, an end user can query against an indexed list of included carriers to determine if the carrier's tariff(s) are accessible in Ocean Rates.

Provided below are the two methods to determine if a carrier's tariff(s) are accessible in Ocean Rates.

1. Choose one or more organization types, enter a full or partial company name and click the **Search** button. The system will display a list of possible query matches.
2. Using the alphabetized link at the bottom of the screen, select the first letter of the company name. Upon selecting a letter, a list of all companies starting with the selected letter will be displayed.

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Alternatively, the end user can bypass the carrier lookup screen by clicking the **Continue** button (3).



Navigating in Ocean Rates

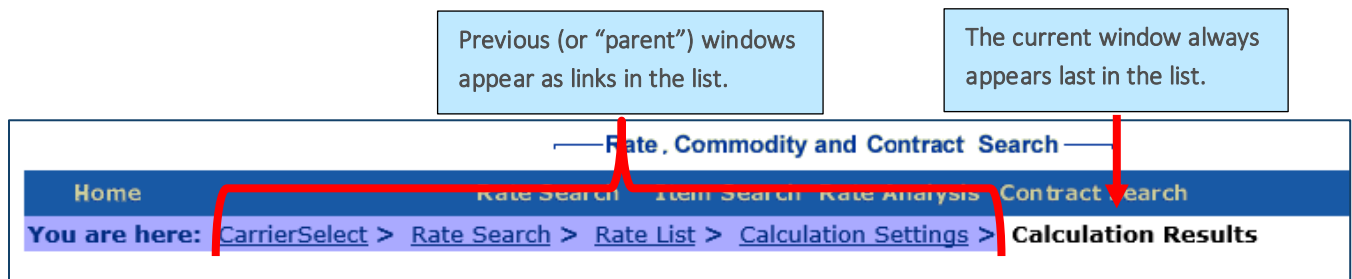
This section describes the primary tools that Ocean Rates provides to help you navigate the program:

1. **Dashboard:** The dashboard menu bar provides a link to the system features that allow for the retrieval of ocean rates, historical essential term filings, governing rules and governing inland rates.
2. **“You are here” Navigation Feature:** From within each Ocean Rates menu bar option, the system tracks the screens that an end user visits and provides an easy method to access previously visited screens.
3. **Tools:** The system includes a **System News Page**, **Currency Conversion List**, **Currency Conversion Calculator** and a **User Guide** tutorial.



Navigation Aid

Each Ocean Rates window contains a “You are here” navigation aid indicating your current window. The navigation aid looks like this:



Ocean Rates indicates previous windows in the hierarchy as links, allowing you to “back up” from the current window and return to any previous (or “parent”) window. To return to previous windows, click the window link and the system will automatically reload the page.

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Warning: Avoid using your browser’s “back” or “forward” buttons, or keyboard shortcuts that perform the same functions. Instead, use Ocean Rates’ link bar and “You are here” navigation aid to move from one window to another. Using your browser’s navigation commands can cause errors.

Note: By default, Ocean Rates hides your browser’s standard toolbar in the browser window in which Ocean Rates is running.

Understanding Required and Optional Input Fields

In Ocean Rates, any field containing a red arrow next to it, indicates the field is a mandatory field that requires an entry to commit a query. Optional fields have no special symbol. If an end user attempts a query without populating a mandatory field, the system will display an error message.

Saving to a File

Most Ocean Rates windows offer a **Save** command, allowing you to save the contents of the current window to a disk file. The **Save** command is useful for saving information such as search results, rate calculations and rate details. After you have saved a file, you can later import it into third-party applications such as *Microsoft Excel* or *Microsoft Word*.

1. Click on the **Save** icon, located on Ocean Rates’ link bar.



Result: A dialog like the following appears.



Click on the **Save** dropdown and select **Save as**.

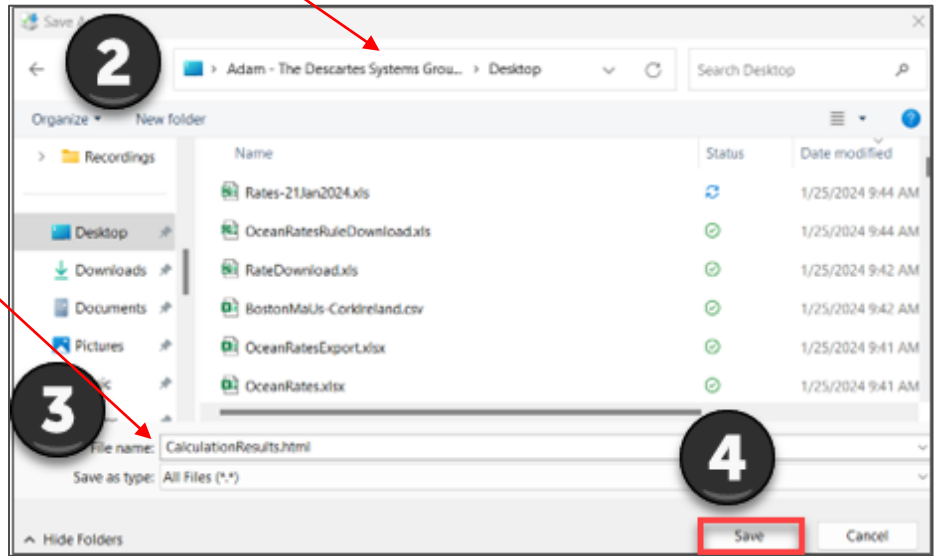


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- 2. Select the location (disk drive and folder) to save your file.

- 3. Accept the default file name or type your own file name into the “File name” field.

Note: Be sure that the file name includes an “.html” extension, as shown in the example. If the “.html” extension does not appear, you must type the extension yourself.



Note: The browser in use at your site may or may not append the extension automatically.

If you save the file without the “.html” extension, the file will not import properly into third-party applications.

- 4. Click on the **Save** button.

Result: The information in the current **Ocean Rates** window is saved for future use or to import into other software programs.

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Printing

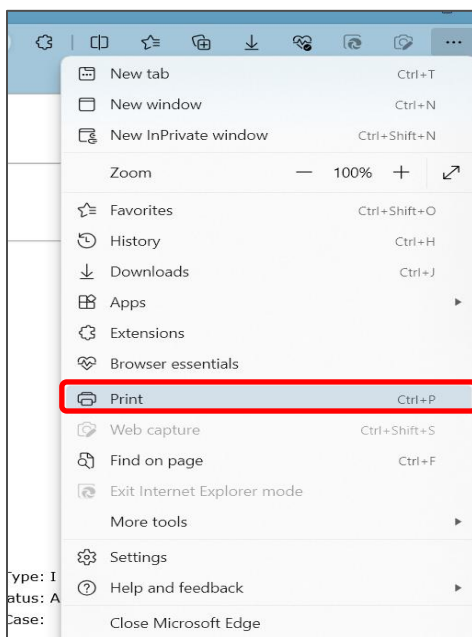
Most **Ocean Rates** windows offer a **Print** command, allowing you to print the contents of the current window to a local or network printer. Follow these steps to print:

1. Click on the **Print** icon button located on top of the Ocean Rates' menu bar.



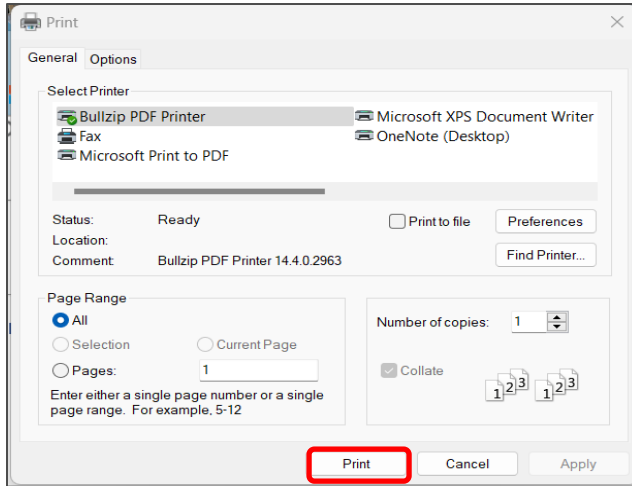
Result: An HTML version of the current **Ocean Rates** window appears in a separate browser window.

2. Click on the **Print** button in your browser's **Settings** ellipses (...) and select **Print** (or press CTRL+P).



3. Select your desired Print location and click the **Print** button.

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Result: The printer connected to your computer generates a hard copy.

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Chapter 2 – Rate Searching and Calculation

This chapter takes you through an actual rate search, describing each step necessary to find a rate and complete a bottom-line calculation. The following subsections cover these topics:

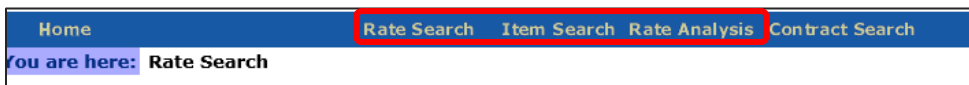
- Step 1: Select a Rate Search Feature
- Step 2: Perform a Rate Search
- Step 3: View the Rate Details
- Step 4: Calculate the Rate

Step 1: Select a Rate Search Feature

To satisfy regulatory compliance ocean rate retrieval requirements, Descartes developed three features: **Rate Search**, **Item Search**, and **Rate Analysis**. While each feature contains similar query parameters, the mandatory field entries, depicted by a red arrow, are different. Provided below are short descriptions of each rate retrieval option.

- **Rate Search:** Upon successfully logging into Ocean Rates, the **Rate Search** feature is the default start page. This feature contains cross-tariff search functionality which negates the need to enter a tariff code. Upon querying for a rate, the system will search across all accessible tariffs.
- **Item Search:** If an end user wants to retrieve rates associated with a full or partial rate line-item number, they may use this feature to retrieve the associated rate(s).
- **Rate Analysis:** This is the most popular rate retrieval feature. It allows end users to retrieve all rates that are currently in effect with the minimum number of required fields.

To access a rate retrieval feature, select it from the dashboard menu located at the top of the screen.



Step 2: Perform a Rate Search

Rate Search Query Option

Outlined below are the required steps to perform a rate query using the **Rate Search** feature.

1. Enter the required minimum query parameters: **Shipping Date, Origin, Destination** and **Search Words**.

Note: Ocean Rates automatically creates a commodity index using every primary full commodity description word. Entered search words query against the commodity index. For a detailed explanation on how to effectively use the Search Word tool, refer to [Search Words](#). Additionally, the **Origin** and **Destination** location fields require a Location Type entry (selected from the dropdown). For an explanation of available Location Types, refer to [Location Type Selection](#).

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Rate, Commodity and Contract Search

Home Rate Search Item Search Rate Analysis Contract Search

You are here: CarrierSelect > Rate Search

Fields indicated by ▶ are required to perform a Rate Search.

Shipping Date: ▶ 31Jan2024 (ddmmYYYY)

Origin: ▶ Port

Destination: ▶ Port

Search Words: ▶

Via Port: []

Via Port: []

elp on search words.

Display Specific Locations

To locate rates, now. To further restrict your search, see below.

Tariff Code: [] [Find Tariff](#)

Ctr Size: All Sizes - All Heights

Basis: Any Basis

Ctr Type: All Types

Service: Any Service

- Optionally, an end user may enter additional query parameters in the following fields. By entering additional query parameters, the results will be further filtered. After entering all the query parameters, click the **Search** button.

Display Specific Locations

To locate rates, now. To further restrict your search, see below.

Tariff Code: [] [Find Tariff](#)

Ctr Size: All Sizes - All Heights

Basis: Any Basis

Ctr Type: All Types

Service: Any Service

Ctr Temp: All Temperatures

Carrier Code: []

Note: If an end user wants to restrict the query to a specific tariff publication, the end user can optionally enter a tariff code into the Tariff Code field. Alternatively, if the tariff code is unknown, the end user can search for the tariff code using the Find Tariff hyperlink. For instructions on how to find a tariff code, refer to the [Tariff Selection](#) section of this document.

- After clicking the **Search** button, the system will display an initial set of query results and will continue to retrieve more records until all records are returned. When the system displays the message “still searching” next to the record count, it means that more records are being returned. To view the additional records, select the **Next** or **Bottom** button. When the “still searching” message disappears, all records have been returned.

1-15 of 15 rows (still searching...) Next Bottom	
Rate List	
1 Rates	BUILDING SUPPLIES AND MATERIA
7 Rates	DEPARTMENT STORE MERCHANDIS
4 Rates	GROCERY/FOODSTUFF/SUPERMARI

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Item Search Query Option

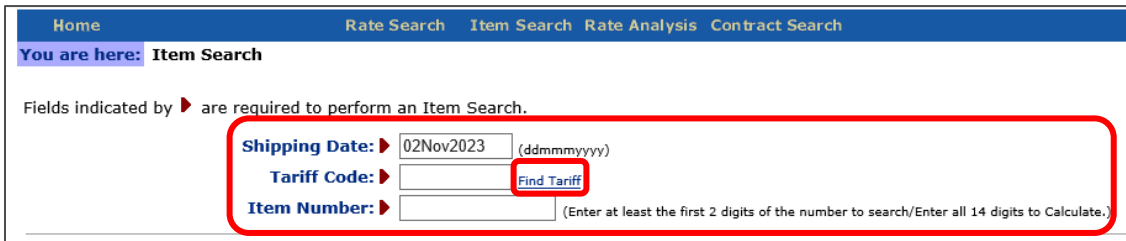
The Item Search feature allows users to retrieve tariff rates based on a full or partial tariff line-item number entry and perform calculations on selected rates to determine total charges. To access the Item Search feature, click **Item Search** on the dashboard menu.



Item Search – Query Instructions

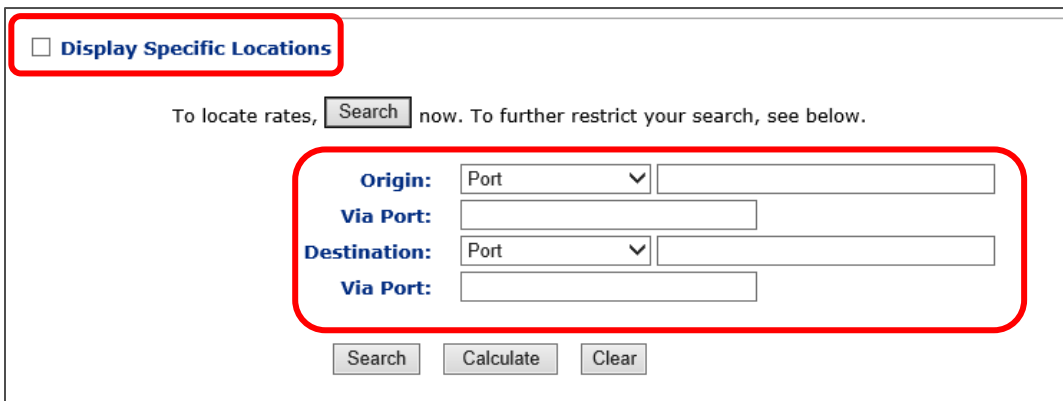
Outlined below are the required steps to perform a rate query using the **Item Search** feature.

1. Enter the required minimum query parameters: **Shipping Date**, **Tariff Code** and a full or partial **Item Number**.



Note: If the tariff code is unknown, the end user can search for the tariff code using the Find Tariff hyperlink. For instructions on how to find a tariff code, refer to the [Tariff Selection](#) section of this document.

2. Optionally, an end user may enter additional details in the following fields. By entering additional query parameters, the results will be further filtered. Also, by enabling the **Display Specific Locations** checkbox, the query results location fields will display the actual query parameter location(s).



Note: The **Origin** and **Destination** location fields require a Location Type entry (selected from the dropdown). For an explanation of available **Location Types**, refer to [Location Type Selection](#).

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- After clicking the **Search** button, the system will display an initial set of query results and will continue to retrieve more records until all records are returned. When the system displays the message “still searching” next to the record count, it means that more records are being returned. To view the additional records, select the **Next** or **Bottom** button. When the “still searching” message disappears, all records have been returned.

1-15 of 15 rows (still searching...) Next Bottom	
Rate List	
1 Rates	BUILDING SUPPLIES AND MATERIA
7 Rates	DEPARTMENT STORE MERCHANDIS
4 Rates	GROCERY/FOODSTUFF/SUPERMARK

Rate Analysis Query Option

The **Rate Analysis** module is the most popular rate retrieval feature because it requires a minimal amount of query parameters to retrieve a maximum number of rates. To access the **Rate Analysis** module, click **Rate Analysis** on the dashboard menu.



Rate Analysis – Query Instructions

Outlined below are the steps to perform a rate query.

- Enter the required minimum query parameters: **Shipping Date**, **Tariff Code** and **Display option**.

You are here: Rate Analysis

Fields indicated by ▶ are required to perform a Rate Analysis.

Shipping Date: ▶ (ddmmmyyyy)
Tariff Code: ▶ [Find Tariff](#)

Display: ▶ Commodity List Rate List

Note: If the tariff code is unknown, the end user can search for the tariff code using the Find Tariff hyperlink. For instructions on how to find a tariff code, refer to the [Tariff Selection](#) section of this document.

- Select either the **Commodity List** or **Rate List** radio button. By selecting the **Commodity List**, a list of commodity records will be returned with a hyperlink to access the rates that are currently in effect as of the Shipping Date. Alternatively, by selecting the **Rate List**, a list of all in-effect rates will be returned.

You are here: Rate Analysis

Fields indicated by ▶ are required to perform a Rate Analysis.

Shipping Date: ▶ (ddmmmyyyy)
Tariff Code: ▶ [Find Tariff](#)

Display: ▶ Commodity List Rate List

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- Optionally, an end user may enter additional query parameters in the following fields. By entering additional query parameters, the results will be further filtered.

Note: Ocean Rates automatically creates a commodity index using every primary full commodity description word. Entered search words query against the commodity index. For a detailed explanation on how to effectively use the Search Word tool, refer to [Search Words](#). Additionally, the **Origin** and **Destination** location fields require a Location Type entry (selected from the dropdown). For an explanation of available Location Types, refer to [Location Type Selection](#).

- After all the information has been entered, click the **Search** button to retrieve query results.

Commodity List Display Option:

If the **Commodity List** display radio button was selected, the **Commodity List** screen will load and will display a list of commodities. To access the rates associated with a specific commodity, click the Rate hyperlink located to the left of the commodity. The Rate hyperlink indicates the number of rates that are in effect as of the Ship Date.

You are here: [Rate Analysis](#) > **Commodity List**

Tariff Code: DOLQ-028
Shipping Date: 22Jun2016

1-15 of 15 rows (still searching...) [Next](#) [Bottom](#)

Rate List	Description
1 Rates	BUILDING SUPPLIES AND MATERIALS, VIZ: BARBED WIRE; NOS
7 Rates	DEPARTMENT STORE MERCHANDISE, (DSM) VIZ:
4 Rates	GROCERY/FOODSTUFF/SUPERMARKET ARTICLES, DRY, VIZ:
2 Rates	MACHINERY AND/OR MACHINERY PARTS, NEW OR USED; NOS

Rate List Display Option:

If the **Rate List** display radio button was selected, the **Rate List** screen will load and will display a list of rates matching the specified query parameters. To access additional details about a rate, click on the corresponding data element hyperlink.

1-3 of 3 rows

Sort By: [TarCode](#) [Sort](#)

Calc	Multi	TarCode	Tli#	Comm	Orig	OrigVia	DestVia	Dest	Base Freight	Fut.	Bas	Typ.	Siz.	Serv
	<input type="checkbox"/>	DXIX-042	0200-00-0000-0039	Refrigerated Cargo, Vizi Prawns, Frozen or Dried, NOS	OGU - ORIGIN US GULF PORTS			DANZ - DEST AUST/NEW ZEALAND	20.45USD		W	RE		OO
	<input type="checkbox"/>	DXIX-042	0200-00-0000-0039	Refrigerated Cargo, Vizi Prawns, Frozen or Dried, NOS	BOSTON (port), MA, USA, 02101-99			ROTTERDAM (port), NETHERLANDS	2545.00USD		PC		20	OO
	<input type="checkbox"/>	DXIX-042	0200-00-0000-0040	Refrigerated Cargo, Vizi Prawns, Frozen or Dried, NOS	BOSTON (port), MA, USA, 02101-99			ROTTERDAM (port), NETHERLANDS	2655.00USD		PC		40	OO

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Step 3: View the Rate Details

To view additional information about a rate data element, click the corresponding data element hyperlink. Any data element that is underlined and in a dark blue font is a hyperlink. By clicking a data element hyperlink, a new window will open displaying the full details of the rate.

Calc No.	Comm	Orig	OrigVia	DestVia	Dest	Base Freight	Unit	Bas	Siz	Typ	Serv
1	COMMODITY GROUP 3, VIZ: ACTIVATED CARBON, NOS: ALBUMS, NOS:	O-SHANGHAI/NINGBO/XIAMEN			O-LGB/LAX/OAK/SEA	2200.00USD	PC	40	PC	YY	1. Rate includes D Bunker S...
2	COMMODITY GROUP 3, VIZ: ACTIVATED CARBON, NOS: ALBUMS, NOS:	O-SHANGHAI/NINGBO/XIAMEN			O-LGB/LAX/OAK/SEA	2200.00USD	PC	40	PC	YY	1. Rate includes D Bunker S...

Note: For additional information on viewing the full commodity description attributes, refer to [View Full Commodity Description Attributes](#). For information on how to customize the result grid in terms of viewable columns and column order, refer to [Customize the Rate List View](#) section of this document.

Rate & Service:

- Base Freight: 2200.00 USD
- Basis: Per Container (PC)
- Service Types: YY
- Container Size: 40FT, 8'6" (40)
- Container Type: Dry (PC)
- Container Temp: Not Applicable (N/A)
- Hazard Code:
- Storage Code:
- Package Code:
- Publisher Data:

Notes:

1. Rate includes DDC, 1st GRI, 2nd GRI, but subject to SFS, URC, ACC, Bunker, FSS.
2. Rate not subject to CUC.

Private Notes:

Filing Information: [View Filing History](#)

- Filed: 19Apr2012
- Effective: 19Apr2012
- Expires: Thru:

Routing:

Origin: O-SHANGHAI/NINGBO/XIAMEN
 HSIA MEN, CHINA
 NINGBO, CHINA
 SHANGHAI, CHINA

OriginVia:

DestVia:

Destination: D-LGB/LAX/OAK/SEA
 LONG BEACH, CA, USA, 90800-53
 LOS ANGELES, CA, USA, 90001-99
 OAKLAND, CA, USA, 94601-69
 SEATTLE, WA, USA, 98101-99

Commodity Text: [\(Hide commodity text.\)](#)

Full Text: COMMODITY GROUP 3, VIZ:
 ACTIVATED CARBON, NOS;
 ALBUMS, NOS;
 ALUMINUM WARE, NOS;

From the expanded rate screen, an end user can access the data elements that make up a rate to include but not limited to the commodity, base rate, rate basis, service, equipment, hazardous code, notes and duration.

Additionally, by selecting the View Filing History link, an end user can view/select a past or future rate filing amendments.

To calculate a rate, refer to the [Rate Calculation](#) section of this document.

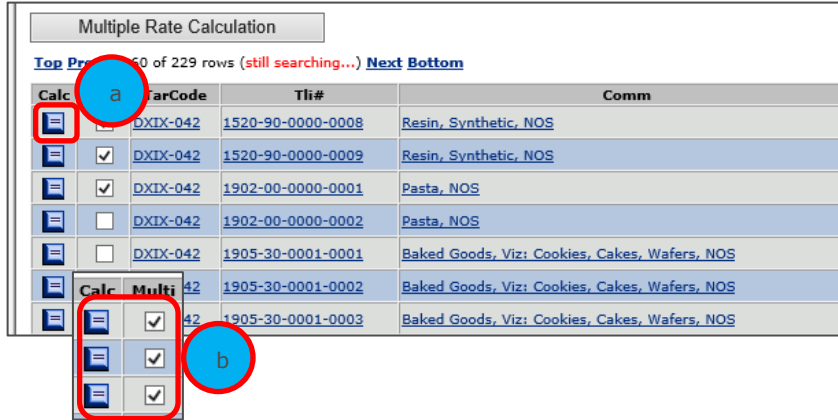
Step 4: Calculate the Rate

To determine total freight, a bottom line may be calculated by clicking the **Calc** button or by using the [Multiple Calculations](#) function. Steps to perform rate calculations are outlined below.

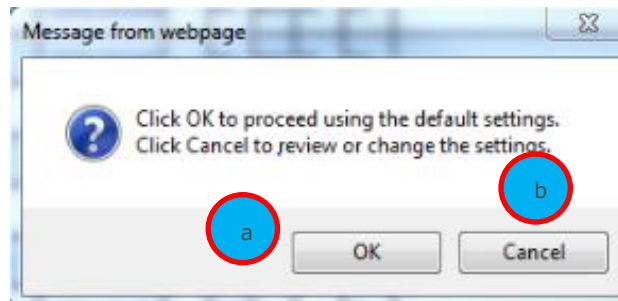
1. Select a Calculation Method
 - a. To perform a single rate calculation, click the **Calc** button located to the left of the rate.

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To calculate multiple rates simultaneously, check the **Multi** checkbox next to each rate that is to be calculated. Afterwards, click the **Multiple Rate Calculation** button. A maximum of 10 rates may be calculated at one time.



2. Select Calculation Settings
 - a. Click **OK** to use the tariff default calculation settings. (Normally, the default settings are 1KT and 1CBM.) Proceed to step 3.
 - b. Click the **Cancel** button to enter shipment parameters.
 - i. Enter the shipment parameters.
 - ii. Select **Calculate**.



Calculation Setting Screen

Enter the following information about your shipment to estimate its total cost, then click Calculate.

Container ID: <input type="text"/> Total Weight: 1,000.000 KGS Length: 0.00 M Type: Dry Stripping: Not Applicable Stuffing: Not Applicable Shipper Owned: <input type="checkbox"/>	Total Volume: 1.000 CBM Width: 0.00 M Size: 40FT, 8'6" Hazard Code: Non-Hazardous Stowage: Not Applicable Transshipment: <input type="checkbox"/>	# of Pieces: 1 Height: 0.00 M Temp.: N/A - Not Applicable Packaging: Not Applicable Value: 1.00 USD
--	--	---

Selected Special Services: [NONE]
 Click here if your shipment requires [Special Services](#) such as fumigation, tarping or liner bags.

Shipment Parameters
 Service: Ocean Port/Ocean Prt Currency Date: 31Jan2024 FF/Broker: Freight Forwarder

Shipment Movement
 Enter the exact starting and ending points for your shipment. If the shipment involves inland transportation, specify the mode.

Origin: Port | CAPE TOWN, SOUTH AFRICA
 Inland Transportation: Not Applicable
 Port of Load: CAPE TOWN, SOUTH AFRICA
 Destination: Port | LONG BEACH, CA, USA, 90800-53
 Inland Transportation: Not Applicable
 Port of Discharge: LONG BEACH, CA, USA, 90800-53

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3. Some charges require a selection at time of calculation from the end user to determine the charge value. When prompted, select the appropriate radio button and click the **Apply** button. Failure to select a value and click the **Apply** button will result in the charge *not* being included in the final calculation results.



4. View Calculation Results
 - a. Select the surcharge name hyperlink to view the governing rule details. (For an explanation of the Governing Rule feature, refer to the [Rules](#) section of this document.) If a listed charge is not underlined, it is a fixed charge.
 - b. Use the You are here navigation hyperlinks to return to any of the previous screens.

You are here: [Rate Analysis](#) > [Rate List](#) > [Calculation Settings](#) > **Calculation Results**

Commodity: **Baked Goods, Viz: Cookies, Cakes, Wafers, NOS**
 Origin: **BALTIMORE, MD, USA, 21201-99**
 Destinations: **AUCKLAND, NEW ZEALAND**
 Base Freight: **2165.00USD**
 Tariff Code: **DXIX-042**
 Currency Date: **03Nov2023**

Shipping Date: **03Nov2023**
 Via Port: **BALTIMORE, MD, USA, 21201-99**
 Via Port: **AUCKLAND, NEW ZEALAND**
 Basis: **PC**
 TLI: **1905-30-0001-0001**
 FF/Broker: **Freight Forwarder**

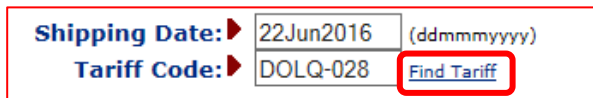
Commodity Text: ([Show](#) commodity text.)

Bottom Line Charges As of 03Nov2023

Ocean Freight	2165.00 USD
<u>Destination Port Charges (SB Only)</u>	611.00 USD
<u>US Port Arbitrary Charge</u>	450.00 USD
<u>US Terminal Receiving/Delivery Fee</u>	240.00 USD
<u>Currency Adjustment Factor</u>	9.00 USD
<u>Bunker Surcharge - (BAF)</u>	30.00 USD
<u>Bill of Lading Processing - \$25</u>	25.00 USD
	=====
Total Charges	3530.00 USD

Tariff Selection

If an end user knows the tariff code for the publication they want to query within, they can enter the code in the text box next to the Tariff Code label. Alternatively, to select a tariff from a list of accessible tariffs, an end user can click the Find Tariff hyperlink as depicted in the screenshot below.



Note: While the screenshot above indicates that the Tariff Code requires a mandatory field entry, it is not mandatory for all rate retrieval features. The only time it is mandatory is when a **red** arrow appears next to the field.

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After clicking the Find Tariff hyperlink, the following Find Tariff screen will be displayed. Optionally, an end user may enter additional query parameters to further streamline the result list. After entering additional query parameters, select the **Search** button. Upon selecting the **Search** button, a list of tariffs will be displayed. To select a tariff, click the Select hyperlink next to the tariff you want to query. Afterwards, the rate search feature will be displayed, and the selected tariff will be populated in the Tariff Code field.

Select	Tariff Code	Description
Select	DXIX-009	COLUMBUS LINE, CALCULABLE SERVICE CONTRACT TARIFF (DEMO)
Select	DXIX-042	DXIX-042 Btwn US & World Foreign Commodity Training Tariff
Select	DXIX-056	FMC-168 (FROM HK, TAIWAN, KOREA TO USA AND PUERTO RICO)
Select	DXIX-066	GIZMOE TRANS-WORLD INC. - (GTWI-066) - BETWEEN USA AND Y
Select	DXIX-067	GIZMOE TRANS-WORLD INC. - (GTWI-067) - BETWEEN USA AND Y

Chapter 3 – Service Contract Searching

This chapter describes the steps needed to search for and view a service contract.

The following topics will be covered in this section:

- Step 1: Open the Contract Search Window
- Step 2: Specify Your Search Criteria
- Step 3: View the Results of the Service Contract Search
- Step 4: View the Service Contract Details
- Step 5: View the Service Contract Terms

Step 1: Open the Contract Search Window

To begin a search for the five public terms of a service contract, click on the Contract Search link at the top of any Ocean Rates window.



Result: The **Contract Search** window appears. Go to step 2: Select a Service Contract Search.

Step 2: Specify Your Search Criteria

Use the **Contract Search** window to specify the criteria for your service contract search. To filter the number of contracts that Ocean Rates returns, specify values for as many of the fields as possible. Ocean Rates returns the fewest results when *all* fields contain values.

1. Specify the shipping date in DDMMYYYY format. The default is today's date.
2. If you know the tariff code, enter it in the Tariff Code field.

Entering a tariff code will result in a single-tariff search. Leaving the Tariff Code field search blank will result in a cross-tariff search.

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Note: Click on the Find Tariff link if you need to search for a specific Tariff code. For instructions, refer to [Tariff Selection](#).

- Enter as many other search parameters as possible to further filter the result. Again, the more fields that contain values, the more refined your search will be.

Tip: Besides commodity names and commodity-related information, you can specify *any* Search Words relevant to the service contract. For more information, refer to [Specify Search Words Effectively](#).

- Click the **Search** button.

Note: Users will not see an hourglass while the application is searching for rates.

Result: The **Contract List** window appears. Go to Step 3: View the Results of the Service Contract Search

Step 3: View the Results of the Service Contract Search

The **Contract List** window displays the results of your service contract search. (Ocean Rates returns up to 30 service contracts at a time.) From here, you can view, print and/or save the details for any listed service contract.

- Examine the list of service contracts in the search-table results.

The status line (1) indicates the number of service contracts that Ocean Rates retrieved. It also indicates which set of service contracts you are currently viewing.

Tariff Code	SC Num	ET Num	Description	Current Effective	Expiration	Initial Effective	Amend #
DSGE-208	H3SC123	H3SC123	HANJIN BUY RATES	30Sep2002	31Dec2009	28Sep2002	1
DSGE-208	MAEU123	MAEU123	MAERSK BUY RATES	30Sep2002	31Dec2009	31Dec9999	0
DSGE-208	NYKS123	NYKS123	KYK BUY RATES	30Sep2002	31Dec2009	30Sep2002	0
DSGE-208	EURO123	EURO123	NYOCC DEMO NON-U.S. TRADE LANE	30Sep2002	09Dec2009	12Feb2003	0

- Click on the **Tariff Code** (2) link to view details about the tariff associated with the contract.
- Click on the **Description** (3) link to view the contract detail and terms.

Result: The **Contract Detail** window appears. Go to Step 4: View the Service Contract Details.

Step 4: View the Service Contract Details

The **Contract Detail** window lists the terms associated with the service contract that was selected in the **Contract List** window (described in previous step). After selecting the contract commodity hyperlink, the **Contract Detail** screen is displayed. From this screen, an end user can view the details for any contract term.

The Contract Detail record contains three sections. At the top of the record, the contract meta data is provided. The meta data includes

You are here: [CarrierSelect](#) > [Contract Search](#) > [Contract List](#) > **Contract Detail** (as of 01Feb2024)

Organization: MAERSK LINE(016512)
 Tariff: MAERSK LINE, ET# TARIFF(MAEU-213) [view Detail](#)
 Contract: paper(84708)

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the *carrier + FMC issued organization number*, the *tariff publication* that contains the contract and the *contract title + contract number*.

The middle section of the contract record includes information related to the contract amendment. This section includes the *contract number*, *amendment number*, *contract duration*, *amendment type*, *filing status* and *special case* field. Additionally, it includes a [View Filing History](#) hyperlink that, if selected, will display the entire filing history, past and present, of the contract.

Note: To view a past or future revision, select the corresponding radio button followed by the **View Selected Record** button.

Contract Number: 84708	Amendment Number: 1
Filing Information: View Filing History	
Filed: 13Apr2006	Amendment Type: C
Effective: 10Feb2006	Status: Filed
Expires: 31Dec2055	Special Case:
Thru:	

The last section of the record includes a list of all contract essential terms. The list includes the *Term Number*, *Amend Num* and *Term Name*.

The status line (1) indicates the number of details that Ocean Rates found for the selected service contract. It also indicates which set of terms you are currently viewing. By clicking the Term Name link (2) associated with a term, the term information will be displayed. To view multiple term content simultaneously, check the box next to each term and click the **View Selected Terms** button (3). To view all term content, click the **View All Terms** button (4).

Select	Term Num	Amend Num	Name
<input type="checkbox"/>	1		ORIGIN
<input type="checkbox"/>	1- 01		ORIGIN - LOADING PORTS
<input checked="" type="checkbox"/>	2		DESTINATION
<input type="checkbox"/>	3		COMMODITIES
<input type="checkbox"/>	4		MINIMUM QUANTITY
<input type="checkbox"/>	9		DURATION OF THE CONTRACT

1-6 of 6 rows

Result: The **Term Detail** window appears. Go to Step 5: View the Service Contract Terms.

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Step 5: View the Service Contract Terms

The **Contract Terms** window display the details of the service contract term(s) that were selected in the **Contract Detail** window.

You are here: [CarrierSelect](#) > [Contract Search](#) > [Contract List](#) > [Contract Detail](#) > **Contract Terms**

Organization: FARRELL LINES INCORPORATED(000408)
 Tariff: Essential Terms Publication (FRLN-144) [view Detail](#)
 Contract: SC NO. 29(29)
 Effective: 31Jul1997 Expires: 31Jul1998

To highlight all occurrences of a word or phrase, enter one or more search words and click Find. All occurrences of the words will be highlighted in red.

Search Words:

To individually locate each occurrence of a word or phrase, press Ctrl+F and use your browser's Find Next function.

1-2 of 2 rows

Term: 3(COMMODITIES)

PUMICE, N.O.S.

Term: 4(MINIMUM QUANTITY OR PORTION)

THE SHIPPER AGREES TO TENDER 230 TEUS ("MINIMUM CONTRACT QUANTITY"), DURING THE TERM OF THIS CONTRACT.

IT IS UNDERSTOOD THAT REFERENCES HEREIN TO "MINIMUM CONTRACT QUANTITY" SHALL MEAN THE MINIMUM CONTRACT QUANTITY SET FORTH ABOVE, OR IF SAID MINIMUM HAS BEEN REDUCED PURSUANT TO THE TERMS OF THIS CONTRACT, THEN SAID REFERENCES SHALL BE TO ANY SUCH REDUCED MINIMUM CONTRACT QUANTITY.

1-2 of 2 rows

To locate desired text quickly, enter a search word or phrase here and click on the **Find** button.

Note: Instances of the search word or phrase appear in **red**. Ocean Rates will scroll to the first instance of the word or phrase automatically.

The end user can locate each occurrence of a word or phrase by pressing **CTRL+F** and using your browser's **Find Next** function.

To select another term or service contract, or to start a new service contract search, use the "You are here" navigation aid.

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Chapter 4 – Governing Rule Searching

This chapter walks you through a rule search and provides an explanation of the rule query features.

The following topics are covered in this section:

- Step 1: Open the Rules Window
- Step 2: Specify Your Search Criteria
- Step 3: View the Results of the Rule Search
- Step 4: View the Rule Details

Step 1: Open the Rules Window

To begin a search for a rule, click on the Rules link on the dashboard menu bar.



Result: The Rules window appears. Go to Step 2: Specify Your Search Criteria.

Step 2: Specify Your Search Criteria

Use the Rules window to specify your search criteria for your rule search.

1. Specify the Shipping Date in DDMMYYYY format. The default is today’s date.
2. Specify the Tariff Code. If you need to search for a tariff code to specify, click on the Find Tariff link. For instructions on how to use the link, refer to [Tariff Selection](#).

To limit the number of query results, specify either a *rule number* (for example 10-A) or *search words* from the rule text.

The image shows a screenshot of the 'Rules' search form. At the top, it says 'You are here: CarrierSelect > Rules'. Below that, it states 'Fields indicated by ▶ are required to perform a Rule Search.' There are three numbered callouts: 1 points to the 'Shipping Date' field (containing '11Jan2024') and the 'Tariff Code' field (with a 'Find Tariff' link); 2 points to the 'Rule Number' field (with '(Enter like 10-A)' and a 'View SubRules' checkbox) and the 'Search Words' field (with a 'Help on search words.' link); 3 points to the 'Search' and 'Clear' buttons. The text 'To locate rules, Search now. To further restrict your search, see below.' is also visible.

To view subrules, click the **View SubRules** checkbox before you click the **Search** button. The results of the search, described below, depend on the information you enter in the Rule Number field.

- If an end user does not enter either a *rule* or *subrule* number, the entire list of rules and subrules is displayed on the **Rules** screen.

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- If an end user enters a *rule* number without a *subrule*, the rule and its subrules are displayed on the **Rules** screen.
- If an end user enters both a *rule* and *subrule*, such as 10-A, the **Rule Detail** screen for that subrule is displayed.
- If an end user does not check the **View SubRules** checkbox but does enter a rule or a rule/subrule combination in the Rule Number field, the **Rule Detail** screen displays only the specified rule/subrule.

3. Click the **Search** button.

Result: A list of tariff rules matching your search criteria appears at the bottom of the **Rules** window. Go to Step 3: View the Results of the Rule Search.

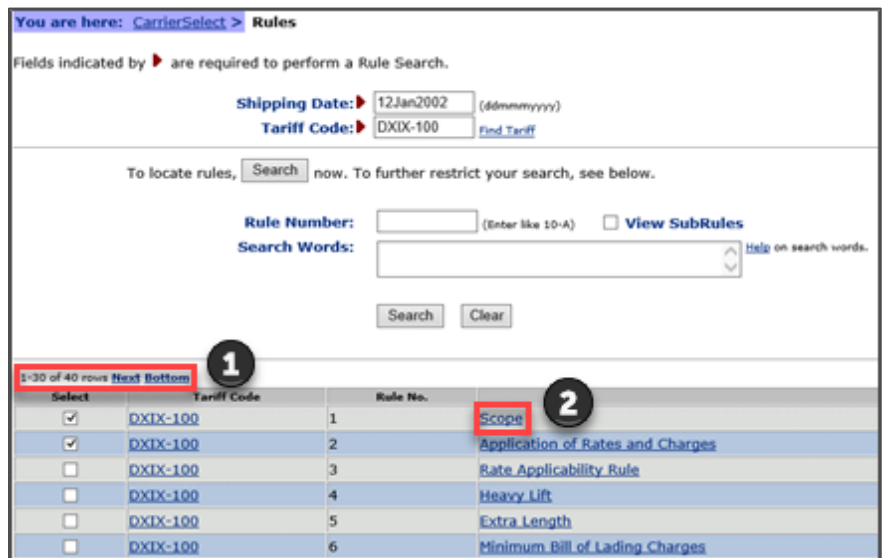
Step 3: View the Results of the Rule Search

After you have performed a tariff rules search, a list of rules matching your search criteria appears at the bottom of the **Rules** window. The **Rules** window displays the results of your rule search in a table. Ocean Rates returns 30 rules at a time. From here, you can view the details for any listed rule.

1. Examine the list of tariff rules in the search-results table.

The status line indicates the number of rules that Ocean Rates found for the specified tariff that match the entered query parameters. It also indicates which set of rules you are currently viewing.

Click on the Tariff Code link to view details about the tariff associated with the rule.



Click on the Rule Name link to view details about the specific rule.

2. Assume the end user is interested in rule number 1. Click on the Scope rule name link to view the rule details.

To print all rules:

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- Click the **Print All Rules** button that appears at the bottom of the **Rules** screen.

<input type="checkbox"/>	MESU-012	2- N	Non-Temp Contrl'd Cargo in Non-Insult'd Ctrs w/Temp Insul Kits
<input type="checkbox"/>	MESU-012	2- O	Bulk Cargo in Tank Trailers/Containers and Portable Tanks
<input type="checkbox"/>	MESU-012	2- P	Impracticable Operations
<input type="checkbox"/>	MESU-012	2- Q	Shipments Requiring Permits, Bonds or Escorts

of 30 rows (still searching...) [Next Bottom](#)

To print selected rules:

- Click the **Select** checkbox that precedes each rule you want to print.
- Click the **Print Selected Rules** button at the bottom of the **Rules** screen.

Result: The **Rule Detail** window appears. Go to Step 4: View the Rule Details.

Step 4: View the Rule Details

The **Rule Detail** window displays the details of the selected rule.

If the rule has an associated table, the name of the table appears here as a link. For example, the rule to the left contains a DTHC table. To view the *rule table*, click on the link.

If the rule has an associated assessorial, the name of the *surcharge* appears here as a link. Click the link to view the assessorial details associated with the rule.

You are here: [CarrierSelect](#) > [Rules](#) > **Rule Detail** (as of 12Jan2001)

Organization: D. X. I., INC.(007858)
 Tariff: Ocean Tariff Bureau Cert. Tariff 100 - Foreign Commod. (FC)(DXIX-100) [view Detail](#)
 Rule: Destination Terminal Handling Charge(10- B)

Table: [DTHC Table](#)
Assessorial: [Destination THC](#)
Filing Information: [View Filing History](#)
 Filed: 19Mar1993
 Effective: 21Apr1993
 Expires:
 Thru:

To highlight all occurrences of a word or phrase, enter one or more search words and click Find. All occurrences

Search Words:

To individually locate each occurrence of a word or phrase, press Ctrl+F and use your browser's Find Next function.

A Destination Terminal Handling Charge will be assessed on all cargo as stated in the rule table.

Click on the View Filing History link to view the filing history of the rule.

To locate desired text quickly, enter a *Search Word* or phrase here and click the **Find** button. Users can locate each occurrence of a word or phrase by pressing **Ctrl+F** and using your browser's **Find Next** function.

To select another rule or to start a new rule search, use the "You are here" navigation aid to return to the **Rules** window.

Ocean Rates Tutorial

Chapter 5 – Governing Inland Rate Searching

This chapter walks you through an inland rate search and provides an explanation of the inland query features.

The following topics are covered in this section:

- Step 1: Open the Inland Rate Window
- Step 2: Specify Your Search Criteria
- Step 3: View the Results of the Inland Rate Search
- Step 4: View the Inland Table Details

Step 1: Open the Inland Rates Window

To begin a search for a governing inland rate, click on the Inland Rates link on the dashboard menu bar.



Result: The **Inland Rates** window is displayed.

Step 2: Specify Your Search Criteria

Use the **Inland Rates** window to specify your search criteria.

1. Specify the Shipping Date in DDMMMYYYY format. The default is today’s date.
2. Specify the Tariff Code. If you need to search for a tariff code to specify, click on the Find Tariff link. For instructions on how to use the link, refer to [Tariff Selection](#).

3. Users may restrict search for a specific location by entering location name in the Inland Point field.



4. Click the **Search** button to execute the search. Click the **Clear** button to reset the search criteria.

Result: A list of inland rate tables appears in the **Inland Rates** window.

Ocean Rates Tutorial

Step 3: View the Results of the Inland Rate Search

If the query was committed with the Inland Point field blank, all in-effect inland tables contained in the tariff will be listed at the bottom of the screen. Alternatively, if an inland point was entered, a list of inland tables that could potentially include the entered location will be listed at the bottom of the screen. Ocean Rates returns 30 inland tables at a time. From here, you can view the details for any listed inland table.

1. Click on the Tariff Code link to view details about the tariff associated with the inland rate.
2. Click on the link of the Table Name to view details about the inland rate the user is interested in.

Tariff Code	
DSGC-010	CHINA INLANDS VIA SHANGHAI
DSGC-010	INDIA INLANDS VIA CHENNAI
DSGC-010	INDIA INLANDS VIA NHAVA SHEVA
DSGC-010	JAPAN INLANDS
DSGC-010	JAPAN INLANDS - REEFER
DSGC-010	US INLANDS VIA LA/LB
DSGC-010	US INLANDS VIA OAKLAND
DSGC-010	VIETNAM INLAND VIA HO CHI MINH

For this example, we will assume the user is interested in inland rates from Doshi, Japan. The end user will click on the link for Japan Inlands.

Result: The **Tariff Table Detail** window appears.

Step 4: View the Inland Table Details

The **Tariff Table Detail** window displays the details of the selected inland table.

1. The status line indicates the number of inland records contained in the selected inland table.
2. Users can use the “Find row” field to specify a particular inland point they wish to locate. After entering the desired location, click the Find button.

You are here: [CarrierSelect](#) > [Inland Rates](#) > [Tariff Table Detail](#) (as of 16Jan2024)

Organization: DESCARTES SYSTEM GROUP / E-TRANSPORT DEMO CARRIER ORG.(977858)
 Tariff: EASTBOUND GOVERNING RULES(DSGC-010) [View Detail](#)
 Table: JAPAN INLANDS

Applies To: JAPAN

Filing Information: [View Filing History](#)
 Filed: 08Feb2023
 Effective: 08Feb2023
 Expires:
 Thru:

To find a particular row, enter a phrase and click Find.

1-6 of 6 rows

Find row: Find

LOCATION (CITY)	NOTE	20'DRY VIA HAKATA TRUCK (JPY)	40'DRY VIA HAKATA TRUCK (JPY)	40HC'DRY VIA HAKATA TRUCK (JPY)	45'DRY VIA HAKATA TRUCK (JPY)	WM'DRY VIA HAKATA TRUCK (JPY)	20'DRY VIA KOBE TRUCK (JPY)	40'DRY VIA KOBE TRUCK (JPY)	45'DRY VIA KOBE TRUCK (JPY)	WM'DRY VIA KOBE TRUCK (JPY)	20'DRY VIA NAGOYA TRUCK (JPY)
ABIKO, JAPAN	IN GAUGE	3,000.00	4,000.00	5,000.00	6,000.00	100.00	650.00	750.00	850.00	300.00	5,000.00
ABIKO, JAPAN	OUT OF GAUGE	5,000.00	7,000.00	8,000.00	10,000.00	150.00	50.00	750.00	850.00	300.00	5,000.00
BATO, JAPAN		5,500.00	7,500.00	8,500.00	11,000.00	200.00	850.00	950.00	1,050.00	500.00	5,500.00

Note: If the table is organized by zip code, enter the first three digits of the zip code to locate in the “Find Row” field.

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- In this example, the first two columns are *selection* columns, and the remaining columns contain the inland rates associated with each column header.

Result: The **Tariff Table Detail** window jumps to the section of the inland rate table containing the specified inland location as shown below:

LOCATION (CITY)	NOTE	20'DRY VIA HAKATA TRUCK (JPY)	40'DRY VIA HAKATA TRUCK (JPY)	40HC'DRY VIA HAKATA TRUCK (JPY)	45'DRY VIA HAKATA TRUCK (JPY)	WM'DRY VIA HAKATA TRUCK (JPY)	20'DRY VIA KOBE TRUCK (JPY)
BATO, JAPAN		5,500.00	7,500.00	8,500.00	11,000.00	200.00	850.00
CHIBA, JAPAN		6,000.00	8,000.00	9,000.00	12,000.00	250.00	10,500.00
DOSHI, JAPAN		6,500.00	8,500.00	10,000.00	13,000.00	300.00	11,000.00
EBETSU, JAPAN		6,500.00	8,500.00	9,500.00	12,500.00	750.00	11,000.00

Note: If a blank page appears after you click on the **Find** button, you did not retrieve all rows of data. To retrieve *all* data, click the **Next** or **Prev** commands at the bottom of the page. Click on the **Find** button again to retrieve the row.

Ocean Rates Tutorial

Helpful Hints

This section offers additional helpful information about Ocean Rates.

Specify Search Words Effectively

Most of Ocean Rates' primary search windows include a "Search Words" field for specifying one or more keywords or phrases related to the user's search. The keywords or phrases that you specify usually contain information about a commodity or text from a rule.

Here are two hints to help users use the "Search Words" field effectively:

- Specify simple, singular word forms.

By specifying simple (root) words and singular (non-plural) forms of words whenever possible, your search is likely to be more successful, returning a greater number of "hits."

Example: Specify `FARM MACHINE` instead of `FARM MACHINES` or `FARMING MACHINERY`.

- Type either a single search word or multiple search words on each line.




You can enter one or more search words per line. (Press the **Enter** key after each single-word or multiple-word entry to start a new line.) How you enter your search words determines the types of results that Ocean Rates returns:

- If you specify more than one search word on the *same* line, Ocean Rates returns only the search results containing *all* the specified words.
- If you specify more than one search word, but place each word on a *separate* line, Ocean Rates returns results containing *one* of the specified words.

Example:

Assume that you are searching for rates using Ocean Rates' default **Rate Search** window:

If users specify the commodity `CITRUS FRUIT` (both words on a single line as shown), Ocean Rates returns rates for commodities containing the words `CITRUS` *and* `FRUIT`.

Search Words: 	<code>CITRUS FRUIT</code>	 
--	---------------------------	--

If the user specifies `CITRUS` on one line and `FRUIT` on another line, Ocean Rates returns rates for commodities containing the word `CITRUS` *or* `FRUIT`, as shown.

Search Words: 	<code>CITRUS</code> <code>FRUIT</code>	 
--	---	--

Users can also specify some search words on a single line and others on separate lines, as shown. In this case, Ocean Rates returns rates for commodities containing the words `CITRUS` *and* `FRUIT`, *or* `ORANGE`.

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Search Words: CITRUS FRUIT
ORANGE

Location Type Selection

When searching on dropdown menus **Origin** or **Destination** locations, selecting the right location type is necessary. Otherwise, the query results may incorrectly exclude or include rates. Next to each Origin and Destination query parameter is a **Location Type** dropdown menu.

Fields indicated by ▶ are required to perform a Rate Search.

Shipping Date: 03Feb2024 (ddmmmyyyy)

Origin: Port

Destination: Port

Search Words:

Via Port:

[Help on search words.](#)

The dropdown menu consists of five options: **Port**, **Inland/Port + Inland**, **Country**, **State** and **Inland only**. **Port** is the default type.

Home Rate Search Item Search Rate Analysis

You are here: CarrierSelect > Rate Search

Fields indicated by ▶ are required to perform a Rate Search.

Shipping Date: 03Feb2024 (ddmmmyyyy)

Origin: Port

Destination: Inland/Port+Inland

Search Words: Country

State

Inland only

Provided below is a definition of each location type.

- **Port:** If **Port** is selected, only rates containing an origin port matching the entered port location will be included in the rate query result. An error message will be displayed if the end user attempts to query on a Port location that is not a Port type.
- **Inland/Port + Inland:** If **Inland/Port + Inland** is selected, the rate result will include through rates containing the entered inland location and multi-modal rates, governing inland + ocean rate, in the rate query result. If an inland location is entered but the end user fails to update the location type, rates containing the inland location will be excluded from the rate query result.
- **Country:** End users may search on a country location. However, for cross tariff searching, it may take an extended period to retrieve all rates.
- **State:** End users may search on USA states only. States from other countries are not recognized.
- **Inland Only:** To retrieve through rates excluding multi-modal rates, select the **Inland Only** location type.

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Sort the Rate List (Results of a Rate Search)

If Ocean Rates returns many rates in the **Rate List** window, use the *sorting* feature to your advantage (for example, to quickly find the lowest rate or to group the rate results by destination).

End users can use the “Sort By” field to select how they would like Ocean Rates to sort the results of their rate search, then click on the **Sort** button. In this example, the “Sort By” field indicates that Ocean Rates has sorted the list of rates by commodity:



Show or Hide Rates

If the results of the specified rate search yield a large number of rates, end users can shorten the list using the **Filter Results By** function, so that the **Rate List** shows a filtered list of rates.

In the following example, a country-to-country (USA TO Ireland) search has returned 14 possible rates. Assume the user wants to ship their commodity from a North Atlantic port only. Follow these steps to view only those rates based on a North Atlantic Port origin:

<input type="checkbox"/>	Rice_NOS	NORTH ATLANTIC PORTS		UK/IRELAND PORTS - N. ATLANTIC	PC
<input type="checkbox"/>	Rice_NOS	ATLANTIC PORTS		UK/IRELAND PORTS	PC
<input type="checkbox"/>	Rice_NOS	ATLANTIC PORTS		UK/IRELAND PORTS	PC

1-14 of 14 rows

Multiple Rate Calculation

Filter Results By:

- Display All Results - ▾

To hide rows:

1. In the **Filter Results By** dropdown list, select the name of the column containing the type of information that you want to hide. For example, you could select Orig to indicate that you want to hide results that contain a specific origin.
2. Enter the specific information in the Filter Results By text box. For example, you could enter North Atlantic Ports to indicate that you do not want rates with this origin to appear on your results screen. Click the **Hide** button. All the rows that contain the specified information will be hidden from view.
3. Follow steps 1 through 3 until you have hidden all desired rows.

To show rows:

1. In the **Filter Results By** dropdown list, select the name of the column containing the type of information you want to show.
2. Enter the specific information in the Filter Results By text box.
3. Click the **Show** button. Only those rows that contain the information in the selected column will appear on the **Rate List**. All rows that do not contain the pattern or string of information will be hidden.

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- To further filter results, follow steps 1 through 3 until you have displayed all desired rows.

You can hide and show rates based on different columns and matching patterns. Each hide/show will be performed on the results displayed from the previous hide/show/undo.

To undo all the hide/show actions:

- Select **Display All Results** from the **Filter Results By** dropdown.
- Click the **Show** button.

Result: The screen will display all the rows on the **Rate List**.

To undo the last hide/show action, click the **Undo Last** button. After you undo a hide/show action, the column name and the pattern or string of information originally used appears in the dropdown list and text field.

Customize the Rate List View

The table of results in the **Rate List** window displays many detail links for each rate. The links allow users to view detailed information about the selected rate, including details about the commodity that they want to ship, the scope of the shipment, the assigned tariff and so on. Each detail category in the rate list has its own column and column heading.

An end user can change the appearance of the rate list by specifying which columns (detail link categories) should be displayed. Users can also change the order of the displayed columns. The order selected will be saved from session to session, so users will only need to set these preferences once. To set your individual login preferences, click on the **Rate List** window's **Select Columns** link to display the **Column Selector** window, shown below.

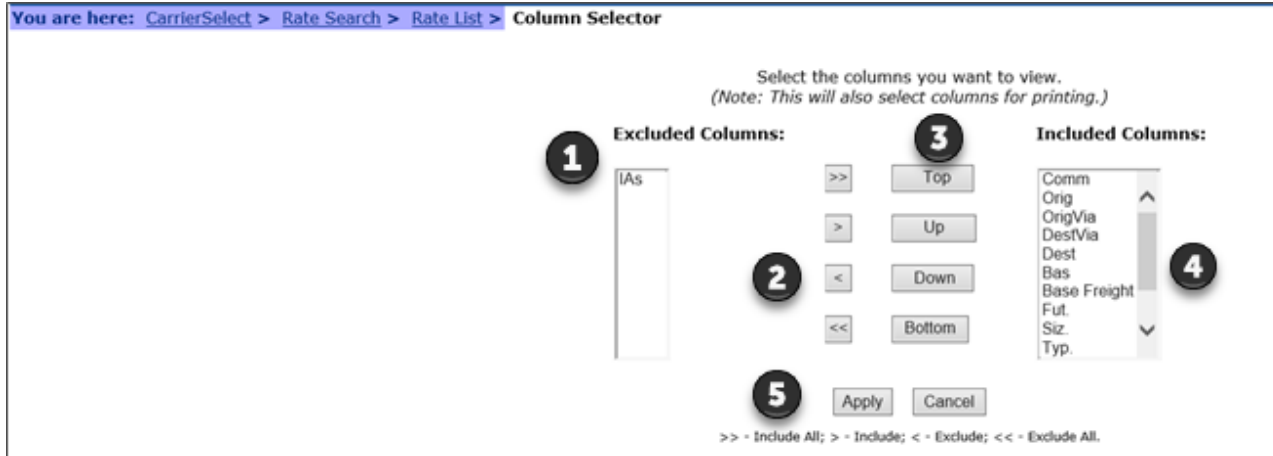
BASE FREIGHT. To determine the **TOTAL CHARGES** for your shipment, click on next to the desired row. To calculate charges for multiple

[Select First 10](#) [Select Middle 10](#) [Select Last 10](#)

Sort By: [Select Columns](#)

Rate	OrigVia	DestVia	Dest	Bas	Base Freight	Fut.	Siz.	Typ.	Serv	Notes	Exp. Date
ORTS			UK/IRELAND PORTS - N. ATLANTIC	PC	16.00USD				SY, YS, YY		


Ocean Rates Tutorial




Provided below is an explanation of the screen elements.

1. **Excluded Columns:** Contains the columns that are currently not displayed in the **Rate List**. However, they can be added.
2. **Arrow Buttons:** Indicates the direction in which the user can add/remove display columns.
3. **Reorder Buttons:** Indicates that by using the **Top**, **Up**, **Down** and **Bottom** buttons, an end user can reorder their column display.
4. **Included Columns:** Contains the columns that are currently displayed in the **Rate List** screen.
5. **Apply and Cancel Buttons:** Indicates that clicking **Apply** updates the column selection. Pressing **Cancel** quits without saving any changes.



To Add a Column

1. In the Excluded Columns pane, click on the name of the column to be added to the **Rate List**.
2. Click the  to move the selected column to the Included Columns pane.

To Remove a Column

1. In the Included Columns pane, click on the name of the column to be removed from the **Rate List**.
2. Click the  button to remove the specified column from the Included Columns pane.

To include or remove all columns:

1. Click the  to add all columns from the Excluded Columns pane to the Included Columns pane.
2. Click the  to move all columns from the Included Columns pane to the Excluded Columns pane.

To move a column left or right:

1. In the Included Columns pane, click on the name of the column you would like to move.
2. Click the **Up** button to move the column closer to the left or click the **Down** button to move the column one column further to the right.

Ocean Rates Tutorial

To move a column so it is the first or last column in the list:

1. In the Included Column pane, click on the name of the column you want to move.
2. Click the **Top** button to move the column to the beginning of the list or table; or click the **Bottom** button to move the column at the end of the list or table.
3. Click the **Apply** button to apply and save your changes.

Ocean Rates saves the settings for the **Rate List** window until they are amended again. The settings apply to both the current session and future sessions.

Note: The settings apply to both the appearance of the rate list in the **Rate List** window and to hard-copy printouts of the rate list.

View Full Commodity Description Attributes

After performing a rate search, several options are available to view the full commodity description attributes.

1. In the **Rate List** window, select the desired rate and click on the commodity detail link (in the Comm column) for that rate, as shown in this example:

Calc	Multi	Comm	Orig	OrigVia	DestVia	Dest	Bas
	<input type="checkbox"/>	Cargo, N.O.S., Dry	ASIA BP			WC	PC
	<input type="checkbox"/>	Cargo, N.O.S., Dry	ASIA BP			WC	PC
	<input type="checkbox"/>	Cargo, N.O.S., Dry	HKG-KHH-XMN-YTN-O			LAX-LGB-OAK-D	PC
	<input type="checkbox"/>	Cargo, N.O.S., Dry	HKG-KHH-XMN-YTN-O			LAX-LGB-OAK-D	PC
	<input type="checkbox"/>	Cargo, N.O.S., Dry	HKG-KHH-XMN-YTN-O			LAX-LGB-OAK-D	PC
	<input type="checkbox"/>	Cargo, N.O.S., Refrigerated	ASIA BP			WC	WM
	<input type="checkbox"/>	Cargo, N.O.S., Hazardous	ASIA BP			WC	WM

Note: After clicking this link, users will be able to view the *full commodity description, excluded commodities, commodity notes and index*. Refer to the screenshot provided below.

Commodity Text: ([Hide](#) commodity text.)

Full Text: **Cargo, N.O.S. Refrigerated**

Exclude Text:

Commodity Notes:

Private Notes:

Indexes: **Cargo, N.O.S. Refrigerated**

2. Alternatively, the commodity information can be accessed in the **Rate Detail** window by clicking on the commodity View Detail (1) link at the top of the window or by clicking on “Click here to Show commodity text” (2) at the bottom of the window.

You are here: [CarrierSelect](#) > [Rate Search](#) > [Rate List](#) > **Rate Detail** (as of 16Jan2024)

Organization: DESCARTES SYSTEM GROUP / E-TRANSPORT DEMO CARRIER ORG.(977858)
 Tariff: ASIA TO USA EASTBOUND RATES(DSGC-014) [view Detail](#)
 Commodity: **Cargo, N.O.S., Dry(0000-00-0001** [view Detail](#)
 Rate Item: (0000-00-0001-0001)

Ocean Rates Tutorial

Click here to [Show](#) commodity text.

Perform Multiple Calculations

Users can perform bottom line calculations for up to ten rates at a time without leaving the **Rate List**, which is shown below.

Note: Please note that the more bottom-line calculations the user performs, the longer it will take Ocean Rates to return the results.

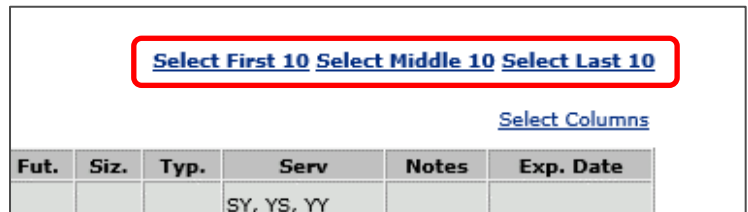
To perform multiple calculations:

1. Select each of the rows for which you want to calculate rates. To select rows, users can either click on the checkbox of up to ten rates in the Multi column.

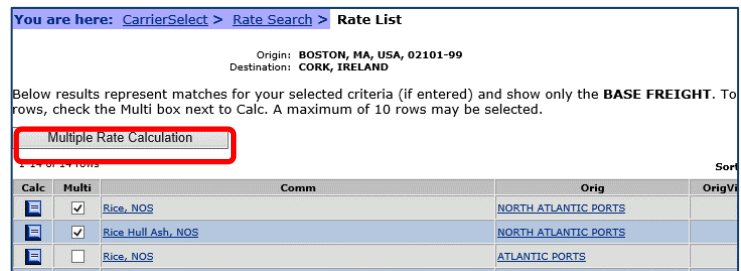


Or

Click on one of the **Select 10** buttons, which will automatically check the corresponding group of ten rows in the list.



2. After making the rate selection, click the **Multiple Rate Calculation** button.



Ocean Rates Tutorial

After the user clicks on the **Multiple Rate Calculation** button, the **Prepaid/Collect** screen will be displayed.

- If users click the **Pre-Paid** radio button, they will not be prompted to select a currency during calculation. Instead, Ocean Rates will either select the rate's default currency, or the currency of the country of origin.

For example, if a shipment from Canada to Taiwan has a default currency of United States dollars and a surcharge exists with Canadian and Taiwanese currency options, Ocean Rates will select the option corresponding with the country of origin (Canada). If a surcharge exists with choices between US dollars and Taiwanese currency, Ocean Rates will use the rate's default currency (US dollars).

Or

If users click on the **Collect** radio button, they will not be prompted to select a currency during calculation. Instead, Ocean Rates will automatically select the charge amount that reflects the currency of the country where the shipment will be delivered (destination).

For example, if a shipment's destination is Taiwan and a surcharge exists with two currency options, Ocean Rates will select the option corresponding with the destination, which in this case, is Taiwanese Dollars.

Note: If the user does not select one of these radio buttons, the user will then be prompted to indicate the currency from the table prompts described below.

- If the user would like Ocean Rates to be prompted for surcharges for each selected rate, click **Yes** for Table Prompt. If the user clicked on either the **Pre-Paid** or **Collect** radio buttons, they will not be prompted to select a rate for local or foreign currency charges.

Or

Click **No** for Table Prompt if the user does not want Ocean Rates to display table selection charges.

Note: If users do not select one of these radio buttons, the bottom-line rates may be *inaccurate* because Ocean Rates will ignore surcharges related to the rate.

- Click **OK**.

If the user indicates that they wanted to be prompted for surcharges, the screen will display the **Calculation Paused** page.

- Select the correct charge and click **Apply** to have that charge included in the calculation. When the user has selected all surcharges, the screen will display the **Calculation List**. The **Calculation List**, shown below, lists the **Total Charges** for each of the rates calculated.

DESCARTES

Pre-Paid Collect

Table Prompt: Yes No

Click Calculate to proceed using these settings.
Cancel to return to Rate List.

Calculate Cancel

Ocean Rates Tutorial

You are here: [CarrierSelect](#) > [Rate Search](#) > [Rate List](#) > **Calculation List**

Origin: **BOSTON, MA, USA, 02101-99**
 Destination: **CORK, IRELAND**

The following **Total Charges** may not include all applicable charges and are only intended for analysis purposes, to determine an exact Total charge for a given r

1-5 of 5 rows Sort By: **Comm**

Calc	Show Itemized Total Charges	Comm	Orig	OrigVia	DestVia	Dest	Bas	Total Charges
	Details	CARGO, NOS (REGULAR SERVICE)	O-DOMESTIC COUNTRIES	O-US BASE PORTS	D-UK BASE PORTS	D-UK COUNTRIES	WM	506.25USD
	Details	CARGO, N.O.S. (REGULAR SERVICE)	O-DOMESTIC COUNTRIES	O-US BASE PORTS	D-UK BASE PORTS	D-UK COUNTRIES	WM	535.00USD
	Details	CARGO, N.O.S. (PREMIUM SERVICE)	O-DOMESTIC COUNTRIES	O-US BASE PORTS	D-UK BASE PORTS	D-UK COUNTRIES	WM	639.00USD
	Details	CARGO, N.O.S. (SUPERIOR SERVICE)	O-DOMESTIC COUNTRIES	O-US BASE PORTS	D-UK BASE PORTS	D-UK COUNTRIES	WM	743.00USD
	Details	CARGO, N.O.S. (REGULAR SERVICE)	O-DOMESTIC COUNTRIES	O-US BASE PORTS	D-UK BASE PORTS	D-UK COUNTRIES	WM	500.00USD

1-5 of 5 rows

Filter Results By:

If desired, click on the Details hyperlink to view the **Calculation Results** screen for the selected rate, which shows a detailed breakdown of the bottom-line amount displayed in the Total Charges column, highlighted above.

Note: Click on the **Calc** button if you want to modify the settings and recalculate a rate.

Convert Currency

Use this utility to convert currency from one type to another, based on the rate of exchange and the date.

To access the calculator, click the **Calculator** icon on the link bar, shown below:

To convert currency:

1. Enter a Shipping Date in the DDMMYYYY format (for example, 17Jan2024).

The date will default to the current date. Note that users can use the calculator conversions based on a previous date's exchange rate.

2. Select the **Rate of Exchange Source** from the dropdown.

The default is The Wall Street Journal. Use the dropdown to select The **London Financial Times**.

3. Enter the amount and type of currency to convert in the From fields. In the first From field, enter the numerical value of the currency to convert from.

You may calculate with a different date or with a different source by changing the following.

Shipping Date: (ddmmyyyy)

Rate of exchange source:

From:

To:

Result:

4. In the second From field, click the down arrow to select the type of currency to convert from. Note that this field contains a default of USD (United States dollars). In the **To** dropdown, select the type of currency to be converted to.

Note: This field contains a default of USD (United States dollars).

Ocean Rates Tutorial

5. Click **Calculate**.

The completed calculation will display the numerical result with up to six places to the right of the decimal (for example, 12345.123456). If the final calculation is a number with more than six places to the right of the decimal, that number will be truncated and rounded up.

- **To clear the text fields:** Click **Clear**. The information entered will disappear and the fields will display their defaults.
- **To close the calculator:** Click the X in the upper right-hand corner of the dialog.

Note: If users try to perform a calculation after their Ocean Rates session has timed out, the screen will display an error message.

- **To return to the Login screen:** Click on any link on the Link bar on the main **Ocean Rates** window.