

**ONE NETWORK ENTERPRISES**

# Onboarding Process to Join One Network and the Global Logistics Gateway (GLG)

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**Version 1.3**

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# 1. Introduction

This document describes the One Network Onboarding process used by a transportation provider/carrier to join One Network's Global Logistics Gateway (GLG) to collaborate with **your company**.

## 2 Onboarding Process for Global Logistics Gateway (GLG)

### 1.1 Onboarding Process

This section describes how a transportation provider can activate their One Network account.

**Steps to activate your One Network account:**

1. Your representative will send you a system-generated email prompting you to complete the activation process:

Dear Jane Doe,

You have received below invitation from James Sites

Invitation	
<p><b>Requesting Org:</b> Contact: James Sites Email: <a href="mailto:james.sites@cooperstandard.com">james.sites@cooperstandard.com</a></p>	<p><b>Recipient Org:</b> Janes Trucking Company, Inc. <b>Date Received:</b> 06/26/2020</p>

**Invitation:**  
SCAC is a required field for US and Canada carriers. Please be sure to enter the following code C837ST4 in the Financial Terms Code field and then select the One Network Financial Terms link and review the financial terms. These terms will reflect your partnership with Cooper Standard. Once you have read and agreed to the financial terms, select associated checkbox.

You have been invited to join One Network Enterprises. Please click on the link below to onboard your organization.

[Join](#)

2. Please click the “Join” link to begin the activation.

Note: The recommended browser is IE 11, IE 10 or IE 9

To check your IE version, go to the “About Internet Explorer” option, and a popup window will appear that lists the version number. If you do not have the proper version, please download it free from Microsoft. Press the “OK” button to close the “About Internet Explorer” popup window.

3. After selecting the “Join” link, you will be taken to the **Onboarding/Registration** page for One Network Enterprises as shown below:
- 4.

**REGISTER TO JOIN ONE NETWORK**

**The Registration Process**

1. Fill out the form below under the "General" tab and then select the "Services" tab and choose the desired services and then press the Submit button. All the fields on the "General" page are required.
2. Your request will be reviewed and processed, and you will receive an email containing login information including your username and password.
3. Use the provided username and password to login to the system and complete the process to join One Network.
4. Once you complete this process, your account will be activated so you can begin using the system. Activation typically takes 1 to 2 business days.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or 972-455-3505 or by sending an email to [registration@onenetwork.com](mailto:registration@onenetwork.com).

General Services ONE Social Apps Global Logistics Gateway (GLG)

**Company Information**

Fill in the following information for your Company. The name of your Company should only contain alpha numeric characters and any of the following special characters: comma, period, dash, apostrophe, &.

Full Company Name:

5. The **Onboarding/Registration** screen will be displayed as shown below.

Fill in the information under the "General" tab which includes Company and Administrator User information (Note - all the fields on the "General" tab are required).

Note – System Requirements to use the GLG system are listed on the bottom of the screen.

General Services ONE Social Apps Global Logistics Gateway (GLG)

### Company Information

Fill in the following information for your Company. The name of your Company should only contain alpha numeric characters and any of the following special characters: comma, period, dash, apostrophe, &.

**Full Company Name:** Test Trucking Company, Inc.

**Company Address:** 1234 Trucking Lane  
Dallas , TX 75201  
US

**Company Phone:** (123) 456-7890

### Administrator Information

Fill in the following information for the person who will be the Administrator for your One Network System account. The username that you provide below will be the name used to log in to the One Network System.

**Username:** janedoe1

**First Name:** Jane

**Last Name:** Doe

**Email Address:** janedoe@gmail.com

**Address:** 1234 Smith Street  
Dallas , TX 75201  
US

**Phone:** (123) 456-7789

For fields that require an address to be entered, click on the **address** icon located at the end of the associated field, and a popup window appears to enter the address information (Note – required fields are marked with an asterisk \* symbol). Once address information is entered in the popup window, just click anywhere outside of the popup window to close the popup.

Fill in the following information for your Company. The name of your Company should only contain alpha numeric characters and any of the following special characters: comma, period, dash, apostrophe, &.

**Full Company Name:** Test Trucking Company, Inc.

**Company Address:** 1234 Trucking Lane  
Dallas , TX 75201  
US

**Company Phone:** (123) 456-7890

### Administrator Information

Fill in the following information for the person who will be the Administrator for your One Network System account. The username that you provide below will be the name used to log in to the One Network System.

**Username:** janedoe1

**First Name:** Jane

**Last Name:** Doe

**Email Address:** janedoe@gmail.com

**Address:** 1234 Smith Street  
Dallas , TX 75201  
US

**Phone:**

**Country:** US

**\* Line 1:** 1234 Smith Street

**Line 2:**

**Line 3:**

**\* City:** Dallas **\* State:** TX **\* Zip:** 75201

[Clear all](#)

**System Requirements**

The following are the

1. Computer: Core
2. Operating System
3. Browser:

Microsoft Internet Explorer 11.0 or 10.0 is supported but system performance will be degraded compared to IE 11)

g at the same time).

- Once the information has been entered under the "General" tab, select the "Services" tab.

ONE Social Apps, and Global Logistics Gateway (GLG) service will be pre-selected. This service will allow **your company** to collaborate with **your company**.

3. Use the provided username and password to login to the system and complete the process to join One Network.  
 4. Once you complete this process, your account will be activated so you can begin using the system. Activation typically takes 1 to 2 business days.

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or 972-455-3505 or by sending an email to [registration@onenetwork.com](mailto:registration@onenetwork.com).

**Services Tab**

General **Services** ONE Social Apps Global Logistics Gateway (GLG)

Please select any services you want to subscribe to and then click the "Submit" button.

ONE Social Apps  
 ONE Social Apps are a series of collaboration and networking apps that can be used as a standalone app or as a tool to complement and integrate with One Network's Supply Chain Solutions. 5 free Social Apps accounts will be provided for joining ONE.

Global Logistics Gateway (GLG)  
 The Global Logistics Gateway (GLG) connects transportation providers with Shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new partnerships and automate trading partner communication with a standard suite of transportation APIs.

Submit

- After reviewing the "Services" tab, select the "ONE Social Apps" tab. "ONE Social Apps" is a chat application that allows to communicate with **your company** within the ONE Network system.

- Select the "Software Terms of Use for ONE Social Apps" link and review the terms of use.
- Once you have read and agreed to the terms, select this checkbox:

If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or 972-455-3505 or by sending an email to [registration@onenetwork.com](mailto:registration@onenetwork.com).

General Services **ONE Social Apps** Global Logistics Gateway (GLG)

**ONE Social Apps**

ONE Social Apps are a series of collaboration and networking apps that can be used as a standalone app or as a tool to complement and integrate with One Network's Supply Chain Solutions. 5 free Social Apps accounts will be provided for joining ONE.

**ONE Social Apps Agreement**

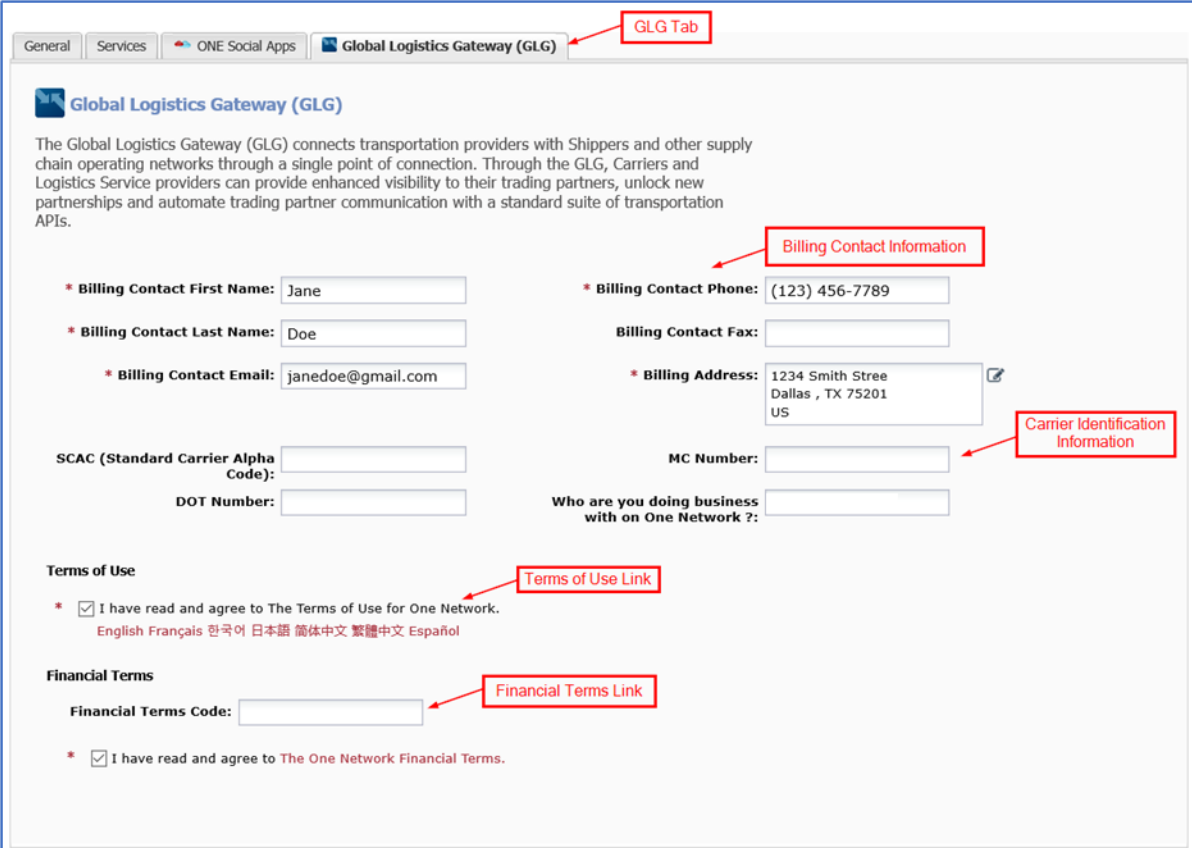
\*  I have read and agree to The Software Terms of Use for ONE Social Apps.  
 English 한국어 Français 日本語 简体中文 繁體中文

Once the request is accepted, you will receive an email from One Network.

Submit

- Next, you can review the "Global Logistics Gateway (GLG)" tab, fill in the necessary information as explained below.

9. Enter your Billing Contact details. Note that no fees will apply for your company while working solely with your company in One Network. Standard Carrier fees may apply if your company begins working with another One Network Client, or if your company chooses to configure optional Network services.
  - Enter your SCAC, DOT or MC Number, if applicable. SCAC is a required field for US and Canada Carriers.
10. Select the “Terms of Use for One Network” link and review the software terms.
  - Once you have read and agreed to the terms, select the “Terms” checkbox.
11. Enter **your given code** into the “Financial Terms Code” field.
  - **Select** the “The One Network Financial Terms” link and review the financial terms. These terms will reflect your partnership with **your company**
  - Once you have read and agreed to the terms, select this checkbox.
12. After all the information has been entered, press the **Submit** button.



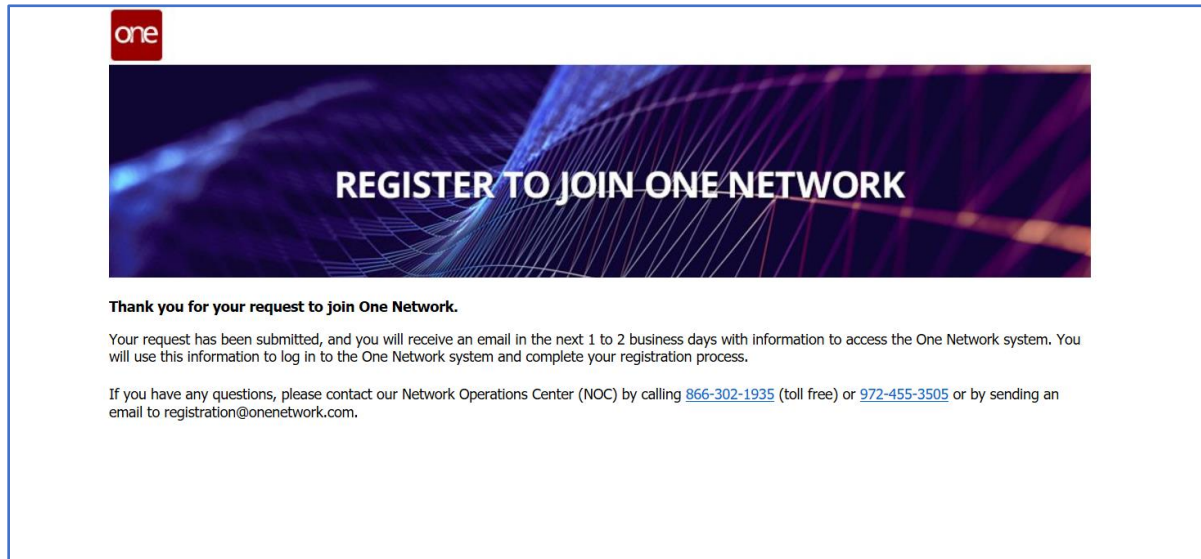
The screenshot shows the 'Global Logistics Gateway (GLG)' onboarding form. The form is titled 'Global Logistics Gateway (GLG)' and includes a description: 'The Global Logistics Gateway (GLG) connects transportation providers with Shippers and other supply chain operating networks through a single point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new partnerships and automate trading partner communication with a standard suite of transportation APIs.'

The form contains several sections with input fields and checkboxes:

- Billing Contact Information:** Includes fields for Billing Contact First Name (Jane), Billing Contact Last Name (Doe), Billing Contact Email (janedoe@gmail.com), Billing Contact Phone ((123) 456-7789), Billing Contact Fax, and Billing Address (1234 Smith Stree, Dallas, TX 75201, US).
- Carrier Identification Information:** Includes fields for SCAC (Standard Carrier Alpha Code), DOT Number, MC Number, and Who are you doing business with on One Network?.
- Terms of Use:** Includes a checkbox for 'I have read and agree to The Terms of Use for One Network.' with a link to 'Terms of Use Link'.
- Financial Terms:** Includes a field for 'Financial Terms Code' with a link to 'Financial Terms Link' and a checkbox for 'I have read and agree to The One Network Financial Terms.'

Red callout boxes in the image point to the 'GLG Tab', 'Billing Contact Information', 'Carrier Identification Information', 'Terms of Use Link', and 'Financial Terms Link'.

13. After entering the necessary information and pressing the **Submit** button, the following success screen will be displayed acknowledging your request to join the GLG network:

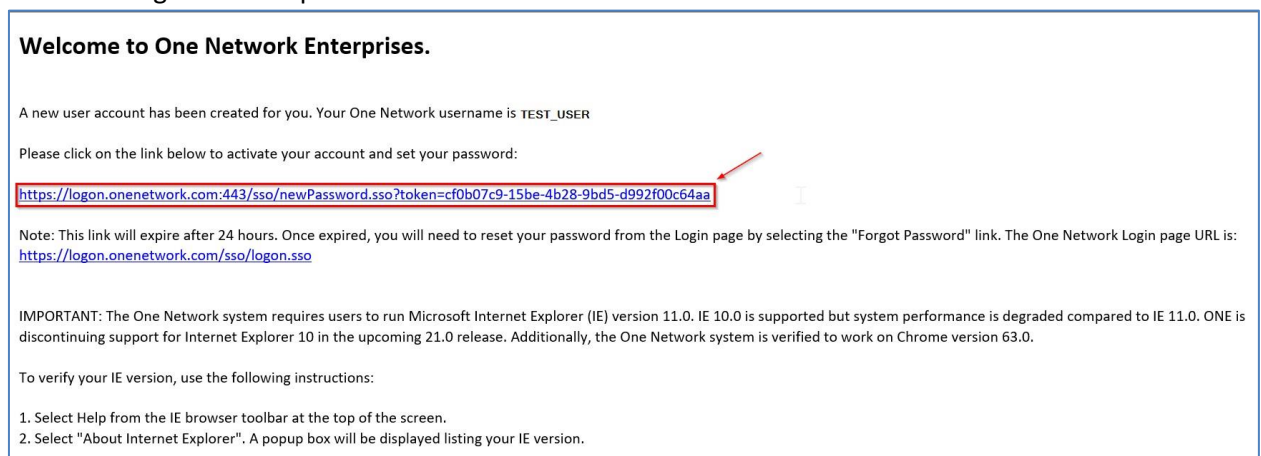


To close the **Onboarding/Registration** screen that is displaying the success message, close the IE browser window.

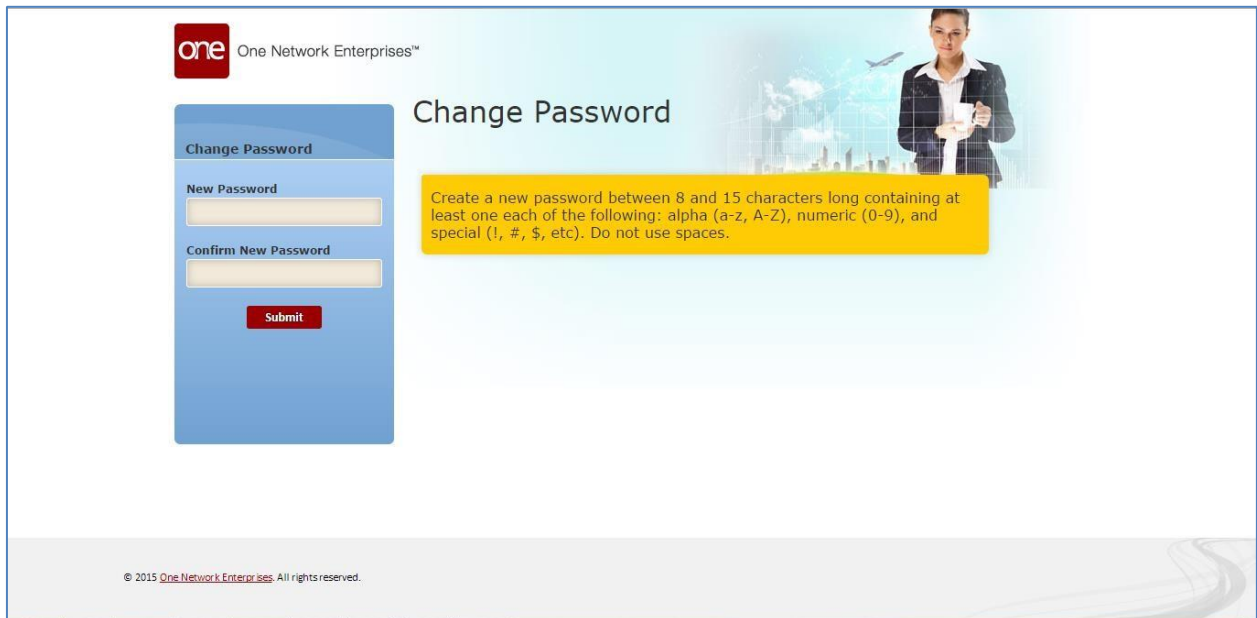
14. After submitting your onboarding information, One Network's Network Operations Center (NOC) will receive and review your information.
15. Once the NOC approves the onboard request, you will receive an email with your username and a link to activate your account and set your password.

Note: this email will be sent to the email address that was entered on the **Onboarding** screen under the **Administrator Information** section. The **From** on the email will be **help@onenetwork.com** and the **Subject** of the email will be **Your One Network account has been created**.

The following is an example email for reference.



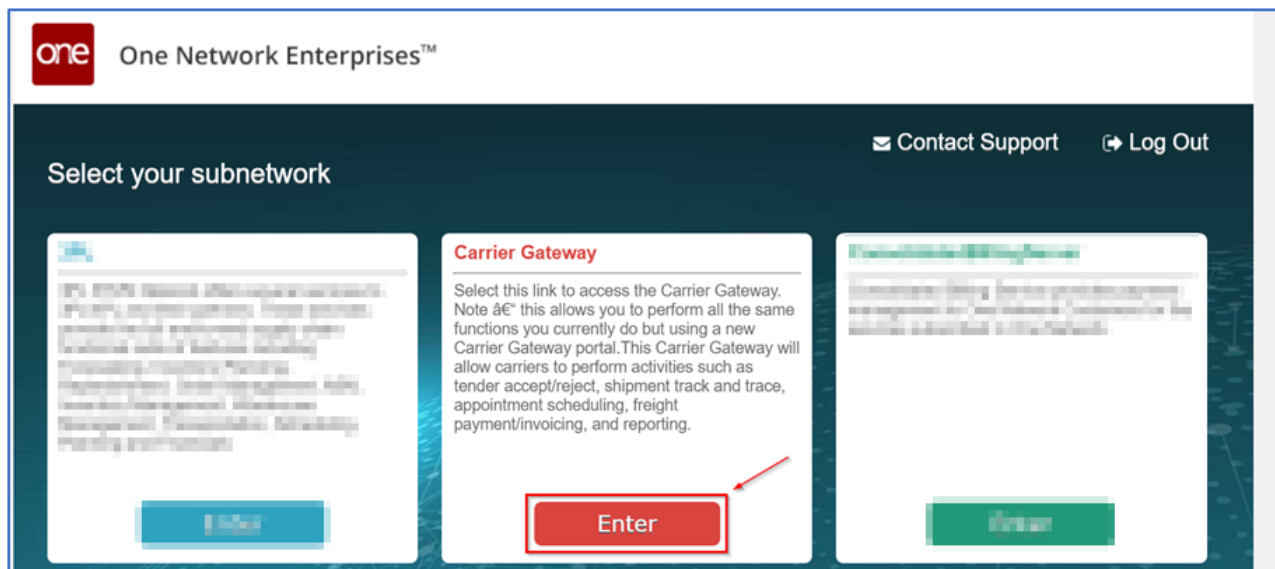
16. After selecting the activate your account link in the email, you will be taken to the **Change Password** screen to set your password.



17. Enter your password in the **New Password** and **Confirm New Password** fields and then press the **Submit** button.

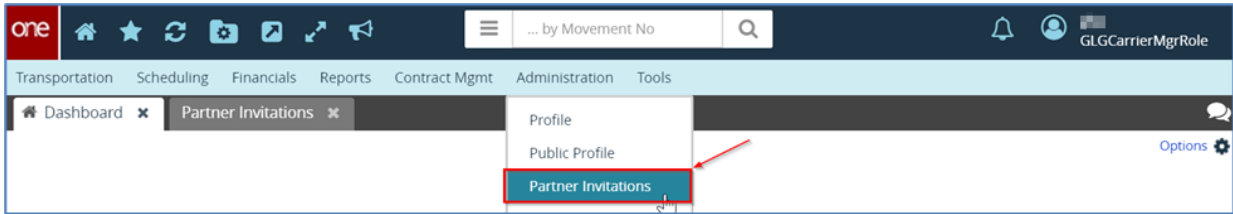
Note – Your new password must be between 8 and 15 characters and contain at least one each of the following: alpha (a-z, A-Z), numeric (0-9), and special character (! #, \$, etc.). This new password would then be used when logging in again to the system.

18. Once you have successfully set your password, you will be logged in and taken to a screen with the options below. Please select “Carrier Gateway,” (also known as GLG):



19. Finally, you will be able to login and accept your partnership request from **your company**.

Within the “Administration” menu, select “Partner Invitations”:



Within the “Incoming Invitations” tab, select “Accept” to establish partnership with **your company**:

