

ONE NETWORK ENTERPRISES

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

Version 1.3



Contents

1 Introduction	. 3
2 Onboarding Process for Global Logistics Gateway (GLG)	. 4
2.1 Onboarding Process	. 4



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 Dana.



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:

sport Ltd
)
1: (

2. Please click the "Join" link to begin the activation.

Note: The recommended browser is Chrome or Microsoft Edge. Make sure your browser is up to date.

For Edge copy and paste the following address into your browser: edge://settings/help

For Chrome copy and paste the following address into your browser: chrome://settings/help



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

one
REGISTER TO JOIN ONE NETWORK
The Registration Process
 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. Your request will be reviewed and processed, and you will receive an email containing login information including your username and password. Use the provided username and password to login to the system and complete the process to join One Network. 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.
General Services ONE Social Apps Social 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, &.
0 Full Company Name:



4. 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 🌕 O	NE Social Apps 🛛 📓 Global I	Logistics Gateway (GLG)			
Are you a Carrier or a Freight Forwarder?					
Yes No	2				
Company Information					
alpha numeric characters a apostrophe, &.	ation for your Company. and any of the following s	special characters: comma, period, dash,			
Full Company Name:	Trucking Company				
Company Address:	1234 Trucking Lane Dallas, TX 75201 US				
Company Phone:	1234567890				
FIN Information					
Fill in the following EIN inf	ormation for your compa	ny.			
🖋 Enterprise Identification Number Type 🛛 🥜 Enterprise Identification Number					
Tax Identification Num	iber	123456789			
		O Add			
Administrator Inform	ation				
Administrator Inform	ation				
Fill in the following information System account. The user	ation for the person who	will be the Administrator for your One Network			
Network System.	name that you provide be	Now will be the name used to log in to the one			
Username:	janedoe1				
First Name:	Jane				
Last Name: Doe					
Email Address:	janedoe@gmail.com				
Address:	1234 Smith Street Dallas, TX 75201	ß			
	US				
Phone:	12345678945				



General Services	🛛 ONE Social Apps 🛛 📓 Global Logistics Gateway (GLG)				
Are you a Carrier or a Freight Forwarder?					
• Yes 🔿 No					
Company Informat	ion				
Fill in the following infe	renation for your Company. The name of your Company, should only contain				
alpha numeric characte apostrophe, &.	rs and any of the following special characters: comma, period, dash,				
Full Company Nar	ne: Trucking Company				
Company Addre	ss: 1234 Trucking Lane Dallas, TX 75201 US				
Company Pho	ne: 1234567890				
EIN Information					
Cill in the following CTA					
Fill in the following EIN	Information for your company.				
Enterprise Ide	ntification Number Type / Enterprise Identification Number				
Tax Identification					
	V Add				
Administrator Info	rmation				
Fill in the following info	rmation for the person who will be the Administrator for your One Network				
System account. The u Network System.	sername that you provide below will be the name used to log in to the One				
Usernar	net isnedne1				
First Nar					
Last Nar	Last Name: Dog				
Email Addre	ss: janedoe@omail.com				
Addre	ss: 1234 Smith Street				
	Dallas, TX 75201 US				
Pho	ne: 12345678945				

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.

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			Address Icon			
Email Address:	janedoe@gm	ail.com		/ 100/0000			
Address:	1234 Smith Str Dallas , TX 752 US	reet 201	ľ		Address	Popup Icon	
Phone:	Country:	US	~		*	<u>Clear all</u>	
System Requiremer	* Line 1:	1234 Smith Stree	t				
The following are the	Line 2:						
1. Computer: Core	Line 3:						g at the same time).
2. Operating Syste 3. Browser:	* City:	Dallas	* State: TX	~	* Zip: 75201		
Microsoft Intern	et Explorer 11	.0 (TE 10.0 IS SUDE	orted but system	performance will	be degraded com	pared to IE 1	1)



5. 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 Dana.

 Use the provided username and password to login to the system and complete the process to join One Network. 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.
General Services Tab
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

- 6. After reviewing the "Services" tab, select the "ONE Social Apps" tab. "ONE Social Apps" is a chat application that allows to communicate with Dana 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.
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
Apps accounts will be provided for joining ONE.
ONE Social Apps Agreement
* I have read and agree to the Software Terms of Lise for ONE Social Apps
English むそり Francais 日本語 満体中文 繁慶中文
Once the request is accented, you will receive an email from One Network
Submit



- 8. Enter your Billing Contact details. Note that no fees will apply for your company while working solely with Dana 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.
- 9. 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.
- 10. Enter your code **D734N2A** 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 Bed Bath and Beyond
 - Once you have read and agreed to the terms, select this checkbox.
- 11. After all the information has been entered, press the **Submit** button.

General Services 🔷 ONE Social Ap	ops Solobal Logistics G	GLG Tab				
The Global Logistics Gateway The Global Logistics Gateway (GLC chain operating networks through Logistics Service providers can pro partnerships and automate trading APIs.	y (GLG) connects transportation a single point of connection vide enhanced visibility to partner communication w	providers with Shippers and other supply 1. Through the GLG, Carriers and their trading partners, unlock new th a standard suite of transportation	Billing Contact Information]		
* Billing Contact First Name:	Jane	* Billing Contact Phone:	(123) 456-7789	•		
* Billing Contact Last Name:	Doe	Billing Contact Fax:				
* Billing Contact Email:	janedoe@gmail.com	* Billing Address:	1234 Smith Stree Dallas , TX 75201 US	Carrier Identification		
SCAC (Standard Carrier Alpha Code):		MC Number:	*	Information		
DOT Number:		Who are you doing business with on One Network ?:	Cooper Standard			
Terms of Use *	he Terms of Use for One Net 語 简体中文 繁體中文 Español	Terms of Use Link				
Financial Terms Code: Financial Terms Link * I have read and agree to The One Network Financial Terms.						



 REGISTER TO JOIN ONE NETWORK

 Register to join One Network

 State to be an submitted, and you will receive an email in the next 1 to 2 business days with information to access the One Network system. You will use this information to log in to the One Network system and complete your registration process.

 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

12. 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 browser window.

- 13. After submitting your onboarding information, One Network's Network Operations Center (NOC) will receive and review your information.
- 14. 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**

The following is an example email for reference.

email to registration@onenetwork.com

Welcome to One Network Enterprises.
A new user account has been created for you. Your One Network username is TEST_USER
Please click on the link below to activate your account and set your password:
https://logon.onenetwork.com:443/sso/newPassword.sso?token=cf0b07c9-15be-4b28-9bd5-d992f00c64aa
Note: This link will expire after 24 hours. Once expired, you will need to reset your password from the Login page by selecting the "Forgot Password" link. The One Network Login page URL is: https://logon.onenetwork.com/sso/logon.sso
IMPORTANT: The One Network system requires users to run Microsoft Internet Explorer (IE) version 11.0. IE 10.0 is supported but system performance is degraded compared to IE 11.0. ONE is discontinuing support for Internet Explorer 10 in the upcoming 21.0 release. Additionally, the One Network system is verified to work on Chrome version 63.0.
To verify your IE version, use the following instructions:
1. Select Help from the IE browser toolbar at the top of the screen. 2. Select "About Internet Explorer". A popup box will be displayed listing your IE version.

created.



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

one	One Network Enterprises™	
	A Change Password	Create a new password between 8 and 15 characters long containing at least one each of the following:
	New Password	alpha (a-z, A-Z), numeric (0-9), and special (!, #, \$, etc). Do not use spaces.
	Submit	

16. 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.

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



	One Network Enterpri	ises™	
	Select your subjective		
	FIR.	Select	
	I Conditionly Books Date	Select	
	1 constanding and	Select	
	Elevalger Network	Select	
and the second	Slobal Logistics Gateway (GLG)	Select	
	A conjunt of the second (5.5)	Select	
	A lost film report index (PDA)	Select	
	* Transportabilitational Auto-	Select	+
		0	
	© 2003-2020 One Network Enterprises All Rights Reserved.		



18. Finally, you will be able to login and accept your partnership request from Dana.

one	Carrier Neo Dashk	ooard		▶ / = +	•	≡ tt	GLGCarrierMgrRole	~	
Q Search	Non Controlled Shipments	Scheduled Appointments Re	Invoice Holds	Market Maker					
Home Problems Alerts	Q Search menu items ★ Favorites > I == Frequently Visited > I == Quick Links >	esults vere received.	Alert Summary No results Try altering your filterst Reset filters to default	Dispatch Board Control Contro					
Chats Chats Switch	Transportation > Scheduling > Financials > Reports > Contract Mgmt >	Profile Public Profile Partner Invitations Users	Integration Error Summary CSV/XML Business error EDI Transform Failed	8 8	Appointment Request Summary No results No results were received.				
Menus/Favs	Administration > Tools > Command Center Dashboard	Roles Carrier Assets Regions And Lanes Service Levels	EDI//Doc Business error EDI//Doc Failed EDI//Doc Rejected 0 1	2 3	Vehicle Dispate	ch Board No resu	ults	2	

Within the "Administration" menu, select "Partner Invitations":

Within the "Incoming Invitations" tab, select "Accept" to establish partnership with Dana:

one	Partner Invitations							*	ଥ ×	Ξ	tt	tisha tisha.j GLGCarrierMgrRole	~
Q Search	Outgoing Incoming (1)												
A Home	Partner Invitations Recei Filters (edit): [State: Open]	ved	Inviting Partner	Invitee Partner					1				
Problems	Date Received Reque	esting Organization	Type Carrier	Type Carrier	Contact	Invitation	State Open	Rejection Code	Rejection Reason	Actions	👎 Reject		_
Alerts													
Chats													
Switch													
Menus/Favs	Viewing 1-1 of 1										Export	to CSV Accept	Reject
						ß					Export	Accept	neject