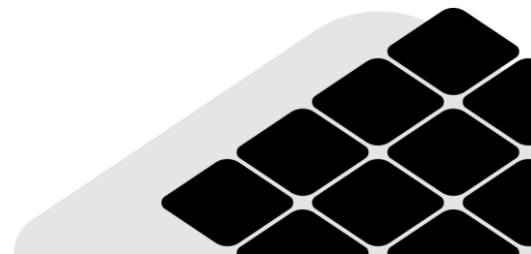




**E2OPEN®**

# **Spot Rate Booking Quick Reference Guide**

February 2021



---

Copyright © 2021 E2open, LLC. All rights reserved.

This document is confidential information of E2open, LLC. You may not reproduce, disclose or distribute any part of any part of this document in any form or by any means, without the written permission of E2open, LLC, nor may you use it to create derivative works.

E2open and the E2open logo are registered trademarks of E2open, LLC. Other product or company names may be the trademarks of their respective owners.

Use of E2open, LLC software is subject to the terms of a master services agreement and applicable export and import restrictions. Restricted rights of U.S. government users.

This documentation may contain links to external websites that E2open does not own or control. E2open neither evaluates nor guarantees the availability of these websites.

---

---

# Table of Contents

---

What is a Spot Rate? .....	4
Booking Spot Rates .....	4

## What is a Spot Rate?

- Spot rates are dynamic pricing offers from carriers for a specific lane and validity date range to promote services and to quickly fill extra capacity
- Rates can also be utilized by clients who already have negotiated contract rates for the same route and validity period
- Spot Rate levels are constantly changing
- New Spot Rate IDs are issued when rate changes

## Booking Spot Rates

### To book spot rates:

1. From the **Book** menu, choose **Create New**.  
The **Create Booking Request** page is displayed. You can also access this page by clicking **Create new Booking** in the **Quick Links** section on the home page.
2. Fill out the booking request form selecting the **Carrier**, **POL/POD** and **Departure Date**.
3. Proceed to the **Booking Review** page.
4. Submit the booking by clicking **Submit Booking**.  
INTTRA will query the spot rate options matching the **Carrier**, **POL/POD**, **Equipment** and **Departure Date** supplied in booking request form.
5. If matching Spot Rate offers are found, the **Spot Rate Offers** page will list the options.
  - If matching spot rates are not found, the Booking process will continue as usual.

The screenshot displays the 'Spot Rate Offers' page. At the top, there are navigation buttons: 'Book Online', '+', 'Select Spot Rate', '=', and 'Get guaranteed slots upon booking Confirmation'. Below this, a message states: 'is offering the following Spot Rate(s) based on the transport information for this booking. Please refer to carrier Terms for Spot Booking.' A yellow box highlights this message.

**Booking Details**

Port of Load Rotterdam, Zuid-Holland, NETHERLANDS (NL RTM)	Estimated Departure Date 23-Feb-2021	Vessel/Voyage MSC NEW YORK/107E	Container Type x Quantity 40 Standard Dry (4200) x 1
Port of Discharge Singapore, SINGAPORE (SGSN)	Estimated Delivery Date		

**Spot Rates offers (4 spot rates available)**

Note: The Contract Number will be replaced with the Spot Rate ID for the selected rate upon submission. In addition, Vessel, Voyage, ETD and ETA information will be updated if different.

Departure	Arrival	Transit Time	Vessel/Voyage	Effective/Expiration Date	Rollable	Freight Charges	Estimated Total	
06-Mar-2021 Rotterdam, Netherlands (NLRTM)	26-Mar-2021 Singapore, Singapore (SGSN)	20 days	MSC NEW YORK/107E	None None	Yes	USD 1400.00	USD 1,821.00	<input checked="" type="checkbox"/> Selected View Details
11-Mar-2021 Rotterdam, Netherlands (NLRTM)	30-Mar-2021 Singapore, Singapore (SGSN)	18 days	MSC PALOMA/108E	None None	Yes	USD 1250.00	USD 1,671.00	Select View Details
13-Mar-2021 Rotterdam, Netherlands (NLRTM)	05-Apr-2021 Singapore, Singapore (SGSN)	23 days	MSC ISTANBUL/109E	None None	Yes	USD 1250.00	USD 1,671.00	Select View Details
28-Mar-2021 Rotterdam, Netherlands (NLRTM)	19-Apr-2021 Singapore, Singapore (SGSN)	21 days	MSC LONDON/110E	None None	Yes	USD 1225.00	USD 1,646.00	Select View Details

Do not show spot rates again.

Submit without spot rate Continue

6. Click the **Terms for Spot Booking** link to review the Terms and Conditions for Spot Rates on the carrier's website.

- Select the **Do not show spot rate again** check box (located at the bottom of the page) if you wish to prevent the spot rates from being displayed again during the Booking process in future.
- Click the **View Details** link (located below the **Select** button) to view the charge breakdown for the Estimated Total
  - This link then changes to **Hide Details**, which can be used to hide the charge breakdown details.

7. Click the **Select** button to select a suitable spot rate to book. The button label changes to **Selected** to reflect the status.
  - Click the **Selected** button if you wish to de-select that spot rate.
  - Or you may click the **Select** button of an alternate rate, which would select that spot rate after de-selecting the earlier selected rate, as only one rate can be selected at a time.
8. Click **Continue** to book utilizing the selected spot rate.
  - Click **Submit without Spot Rate** button to continue the booking process without utilizing a spot rate. The spot rate booking confirmation page displays all the details.

Spot Rate Offers

Please refer to carrier [Terms for Spot Booking](#)

Booking Details			
Port of Load Rotterdam, Netherlands (NLRTM)	Estimated Departure Date 06-Mar-2021	Vessel/Voyage MSC NEW YORK/107E	Container Type x Quantity 40 Standard Dry (42G0) x 1
Port of Discharge Singapore, Singapore (SGSIN)	Estimated Delivery Date 26-Mar-2021		

Rate Details			<a href="#">Select a different rate</a>
Freight Charges USD 1,400.00	Total Price USD 1,821.00	Transit Time 20 days	

**Spot Rate Terms and Conditions**

I have read and accept the [Spot Rate Terms & Conditions](#), terms of carriage and the Amendment/Cancellation/No-Show Terms.

9. Users must agree to the spot Terms & Conditions to complete the rate booking process.
  - a. Read the **Spot Terms & Conditions** by clicking the link.
  - b. Select the **Spot Rate Terms & Conditions** check box.

The **Submit Spot Booking** button is enabled only when you have selected the Terms & Conditions check box.

10. Click the **Submit Spot Booking** button to complete the process. The **Booking Request Submitted Successfully** page is displayed.

11. Click **View** if you wish to view details once again, including the following information:

- Spot Rate ID that has replaced the Contract Number in the Contract Number field
- Vessel/Voyage, Sail Date and ETA updated
- Amend – Nullifies rate, you need to contact the carrier directly
- Cancellation – Subject to fees as defined in T&Cs