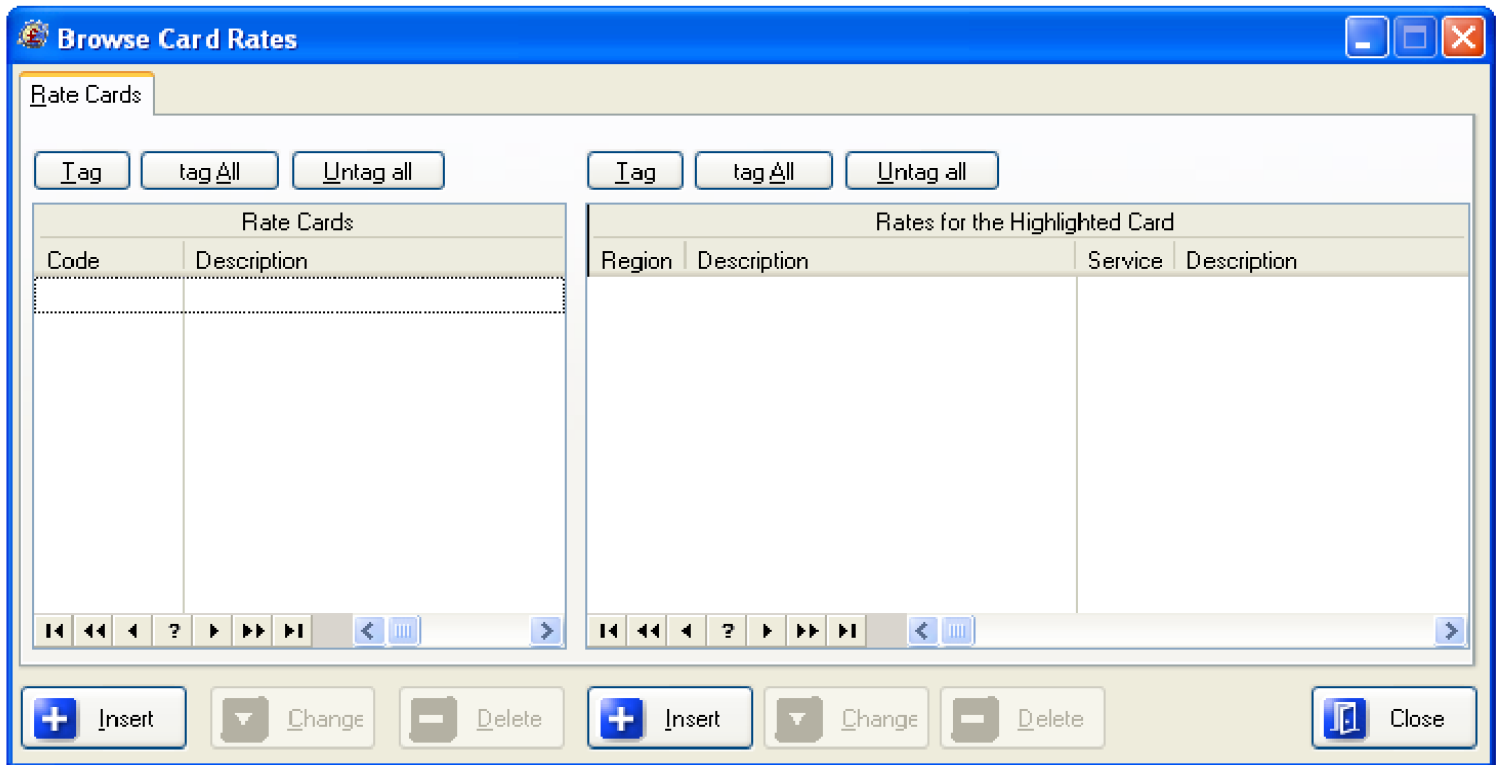


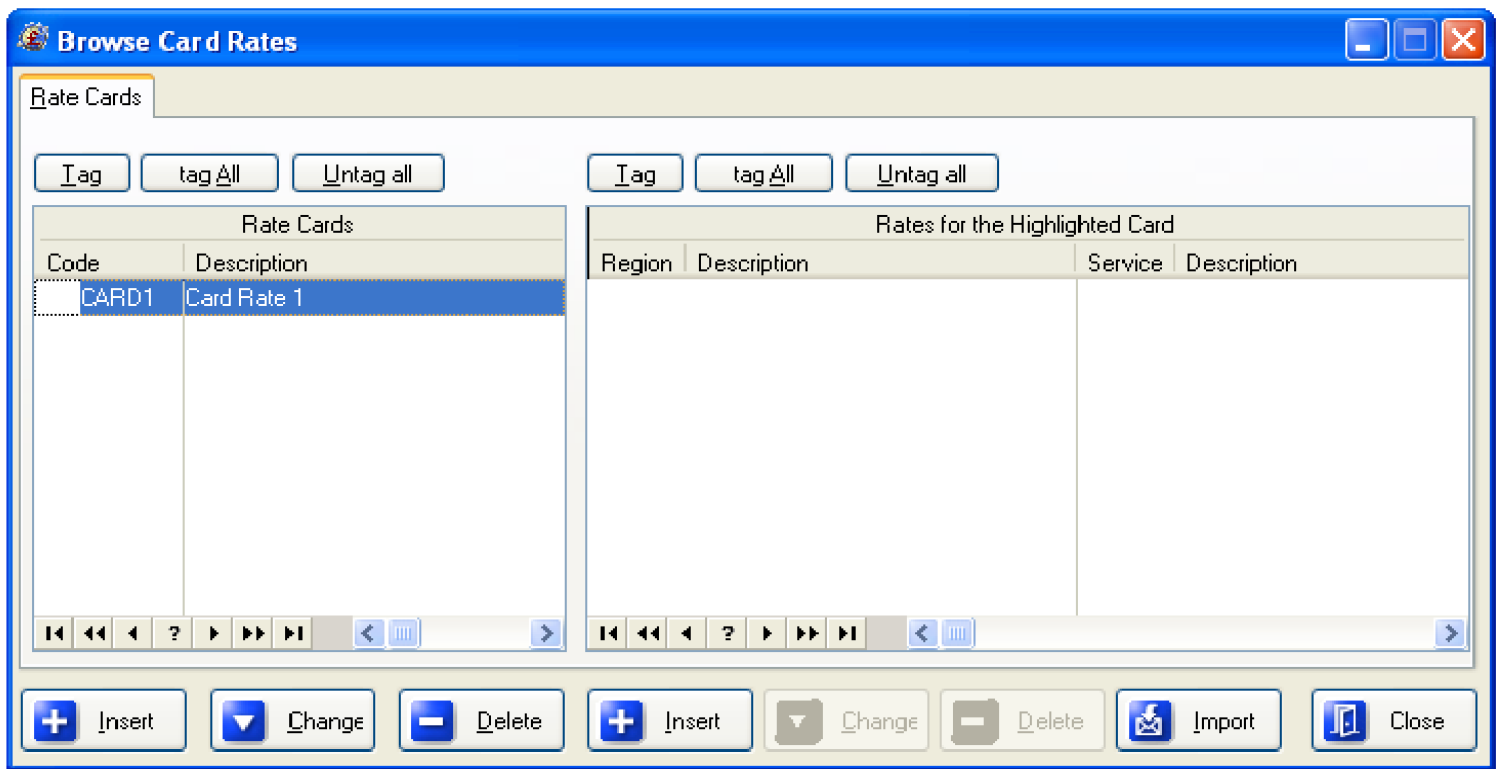
## Cards

This part of the system is where you set-up the card rates, card rates are complete tariffs but you can have many of them and you can link groups of account to a card rate. The initial window will look something like below:

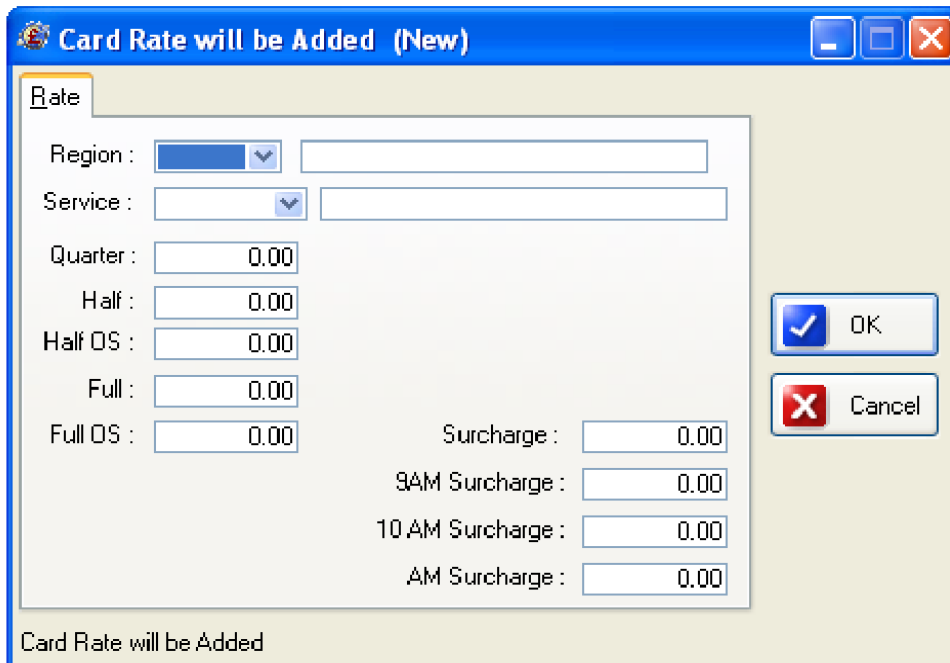


The list on the left is where you set-up the actual cards, and the list on the right is where you set-up the rates for the highlighted card.

So if you wish to use **Card Rates**, you would first need to create a Card, by pressing the **Insert** button on the left-hand side of the window. You will then be placed inside the list box on the left where you can type in the code and description of the card. When you have created the first card, the window will then look like the following screen.



After you have created a card, you will then need to create rates, so by pressing the **Insert** button on the right-hand side of the window, the following window will be displayed.



Each field is explained in turn below:

- **Region** Choose from the drop down list the pricing region.
- **Service** Choose from the drop down list the service level.
- **Quarter** The rate per quarter pallet.
- **Half** The rate per half pallet.
- **Half OS** The rate per half oversize pallet.

- **Full**                               The rate per full pallet.
- **Full OS**                           The rate per full oversize pallet.
- **Surcharge**                       If the rate requires a surcharge amount to be added to the charge once, not once per pallet then it can be added here. A timed delivery is a good example of this.
- **9AM Surcharge**                If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the 9AM time slot (see page 25).
- **10AM Surcharge**               If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the 10AM time slot (see page 25)
- **AM Surcharge**                   If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the AM time slot (see page 25).

Once you have entered a rate and saved it by pressing the **OK** button you will be returned back to the previous window.

The **Tag**, **Tag All** and **Untag All** buttons at the top of the left-hand list are for tagging cards. When a card(s) has been tagged a copy button will be shown at the top of the left-hand list. Pressing this button opens up a list of all the cards you have set-up which you may tag the ones where you wish to copy the rates for the previously tagged cards to these tagged cards.

The **Tag**, **Tag All** and **Untag All** buttons at the top of the right-hand list are for tagging rates of the highlighted card. When a rate(s) has been tagged a copy button will be shown at the top of the right-hand list. Pressing this button opens up a list of all the regions you have set-up which you may tag the ones where you wish to copy the rates for the previously tagged rates to these tagged regions.