## Carrier onboarding through the One Network website.

## Steps

1. Please click on this link to go to one network website. https://www.onenetwork.com/



2. Please scroll down to the bottom of this page.



3. Click on this icon, "JOIN THE NETWORK"

## 4. Users land on this page.

| oms/a   | pps/CommunityMast  | erData/onboardro  | equest.jsp   |  |   |   |  | Ŀ     |
|---|--|---|--|--|---|---|--|-------|
| 1 여   | e Tempo - ONE Issue  | GO - PROD   | Grocery Outlet UAT   | one HPE_UAT  | HPE UAT2 (USE 1RP   | One NETWORK US  | ore HPE QA Integ testing   | 🔊 Log |
|   |  | REG   | GISTER T   | <b>JOIN</b>  | ONE NET   | WORK  | 4  |       |
| Onb   | oarding/Registrati   | on Process  |  |  |   |   |  |       |
| 1   | . Fill out the form be<br>provided to the que<br>"Services" tab and<br>2. Once you submit yo   | low under the "Ge<br>estion " <b>Are you a</b><br>choose the desire<br>our request, it will   | eneral" tab. All the field<br>Carrier or a Freight<br>d services and then pr<br>l be reviewed and proc     | ds on the "Gene<br>t Forwarder?"<br>ress the Submit<br>cessed by One N | ral" page are required. Th<br>Please make sure to sele<br>button.<br>letwork, and you will rece | he services will show ba<br>ect the correct option ar<br>eive an email containing | ased on the answer<br>nd then select the<br>a link to login to One |       |
| If y  | Network to set you<br>ou have any question   | r password and to<br>ns, please contact   | o provide any other rec<br>our Network Operatio  | quested informa  | tion.<br>) by calling 866-302-1935  | (toll free) or by sendir  | ng an email to   |       |
| If y<br>reg   | Network to set you<br>ou have any questior<br>istration@onenetwork   | r password and to<br>ns, please contact<br>k.com.   | o provide any other rec<br>our Network Operatio  | quested informa  | tion.<br>) by calling 866-302-1935  | 5 (toll free) or by sendir  | ng an email to   |       |
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- 5. Select "Yes" on the *Are you a carrier or a Freight Forwarder* question and provide all the necessary information on **General Tab**. Click Submit. All the fields with asterisk (\*) sign are mandatory.
  - a. **Please Note:** Use the "Full Company Name" supplied by Grocery Outlet as far as possible during this process.
  - b. **Please Note**: *Do not re-use usernames from prior onboarding attempts. E-Mails can stay the same, but usernames cannot be repeated*
- 6. Once the user selects Carrier option **Services tab** appears.
- 7. Click on Services.

| General Services  |  |
|---|--|
| Are you a Carrier or a F  | reight Forwarder?  |
| ● Yes ○ No  |  |
| <b>Company Information</b>  |  |
| Fill in the following informa<br>alphanumeric characters ar<br>apostrophe, underscore, or | tion for your company. The name of your company should only contain<br>nd any of the following special characters: comma, period, dash,<br>"ampersand (&). |
| I Full Company Name:  |  |
| Company Address:  | Ø  |
|   |  |
| Company Phone:  |  |
| EIN Information   |  |
| Fill in the following EIN info  | prmation for your company.   |
| 🥜 Enterprise Ider   | ntification Number Type 🛛 🥜 Enterprise Identification Number   |
| EIN Type will be listed to sele   | ct.  |
|   | Add  |
| Administrator Informa   | ation  |
| Fill in the following informa<br>System account. The usern<br>Network System.             | tion for the person who will be the Administrator for your One Network<br>ame that you provide below will be the name used to log in to the One            |
| Username:   |  |
| First Name:   |  |
| Last Name:  |  |
| Email Address:  |  |
| Address   | 2  |

8. One Social Apps and GLG tab appears.

| REGISTER TO JOIN ONE NETWORK   |
|--|
| Onboarding/Registration Process  |
| <ol> <li>Fill out the form below under the "General" tab. All the fields on the "General" page are required. The services will show based on the answer provided to the question "Are you a Carrier or a Freight Forwarder?". Please make sure to select the correct option and then select the "Services" tab and choose the desired services and then press the Submit button.</li> <li>Once you submit your request, it will be reviewed and processed by One Network, and you will receive an email containing a link to login to One Network to set your password and to provide any other requested information.</li> </ol>  |
| If you have any questions, please contact our Network Operations Center (NOC) by calling 866-302-1935 (toll free) or by sending an email to registration@onenetwork.com.   |
|  |
| General Services ONE Social Apps Social Ap |
| 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<br>point of connection. Through the GLG, Carriers and Logistics Service providers can provide enhanced visibility to their trading partners, unlock new<br>partnerships and automate trading partner communication with a standard suite of transportation APIs.   |
| Submit   |

9. Go to One Social App and accept the terms and conditions. Submit.

- 10. Go to GLG tab and accept terms and conditions
- 11. Click the Submit button at the bottom of the screen
  - a. A success message should appear, alternatively completed the highlighted missing fields and resubmit
- 12. One Network's NOC team will reach out to you within 48-hours to complete registration if there are questions
- 13. A user account creation e-mail will be sent to the registration e-mail with a link to activate the account.
- 14. See the user guides provided by Grocery Outlet on how to add roles, users and find/book appointments.

Note : Please use the exact same Enterprise name as provided by Grocery Outlet as far as possible