One Network Enterprises™

A Blue Yonder Company

Onboarding Process

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

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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 BP Castrol.

Onboarding Process for Global Logistics Gateway (GLG)

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:

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. 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.

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.

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 you to collaborate with BP Castrol.

6. After reviewing the "**Services**" tab, select the "**ONE Social Apps**" tab. "**ONE Social Apps**" is a chat application that allows to communicate with BP Castrol 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:

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

8. Enter your Billing Contact details. Note that no fees will apply for your company while working solely with BP Castrol 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 ABN/NBZN Number, if applicable.

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 **D6137BPC** 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 BP Castrol.

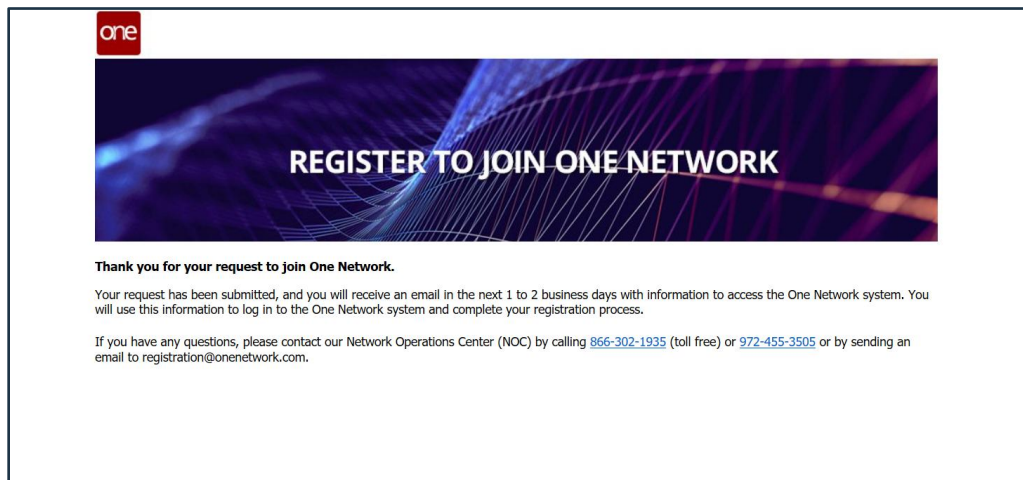- Once you have read and agreed to the terms, select this checkbox.

11. After all the information has been entered, press the **Submit** button.

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 IE 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 created**.

    The following is an example email for reference.
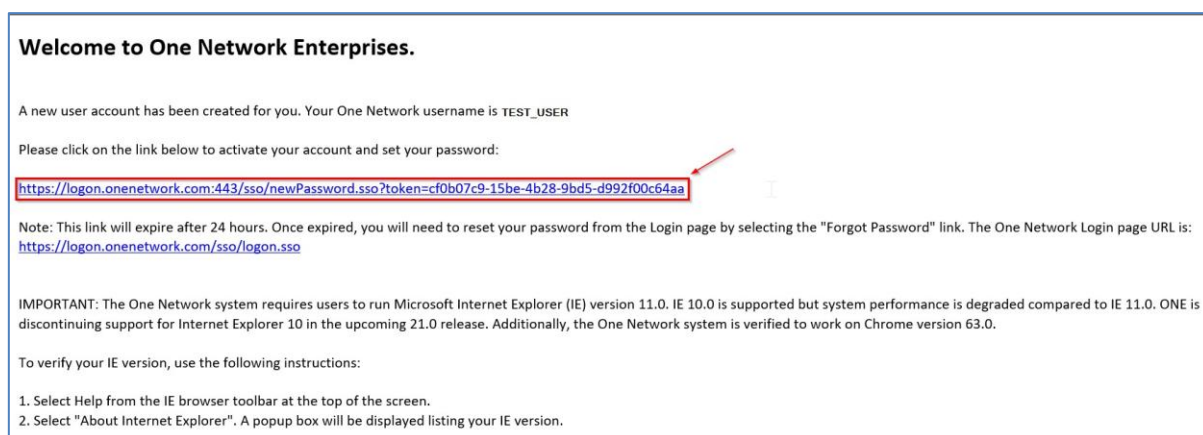
15. After selecting the activate your account link in the email, you will be taken to the **Change Password** screen to set your password.
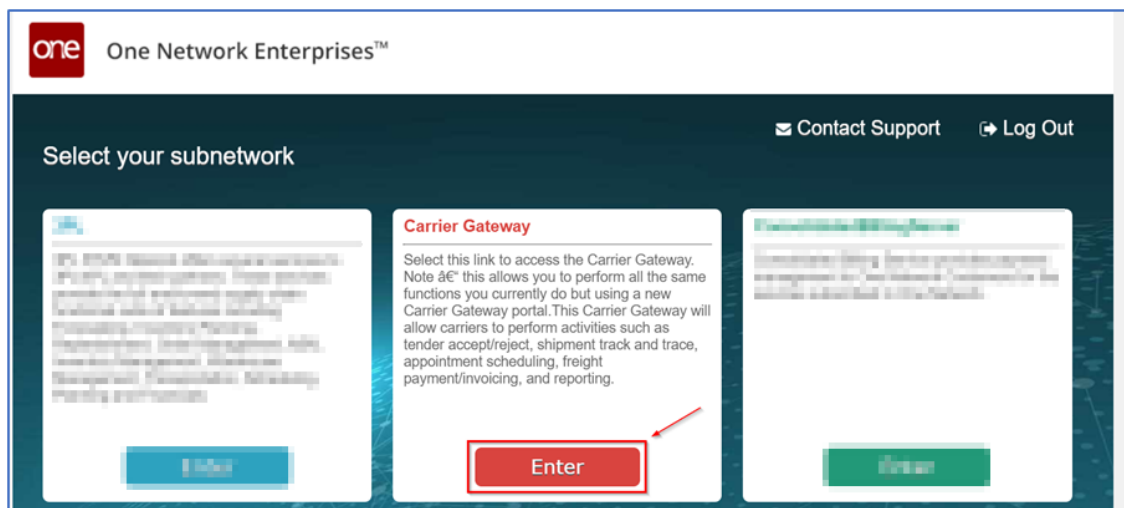

16. Enter your password in the **New Password** and **Confirm New Password** fields and then press the **Submit** button.

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 "Carrier Gateway," (also known as GLG):

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

Within the "Administration" menu, select "Partner Invitations":
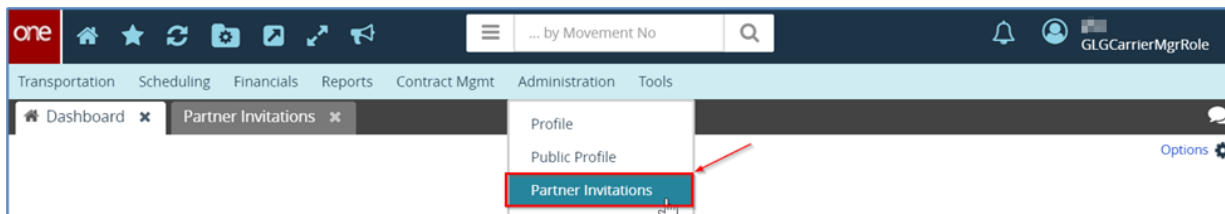
Within the "Incoming Invitations" tab, select "Accept" to establish partnership with BP Castrol.