Logistics Company Partner 2.0.15 Tool: Data Entry and Troubleshooting Guide 2015 Data Year - United States Version

United States
Environmental Protection
Agency

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Transportation and Climate Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Table of Contents

Introduction

This guide is the second of two guides available to help your company participate fully in the SmartWay Transport Partnership as a Logistics Company Partner.

The first guide, the Logistics Tool "Quick Start Guide," provides a basic walk-through of the process of identifying, gathering, preparing, and submitting your data using the SmartWay Logistics Company BUSINESS UNIT Tool. (From this point on, this guide will refer to the SmartWay Logistics Company BUSINESS UNIT Tool as the "Logistics Tool" or simply, the "Tool," for brevity.)

The Quick Start Guide may be all you need to successfully complete the Logistics Tool.

This guide, the Logistics Tool "Data Entry and Troubleshooting Guide," is intended to supplement the Quick Start Guide and provide more detailed information for completing your tool submission.

The Table of Contents for this guide is designed so that you can find the relevant information on specific topics without reading the entire guide.

In this guide, you will learn how to enter the business unit composition and activity data you collected (as mentioned Quick Start Guide and the online data entry forms it references) into the Logistics Tool. This guide covers:

- Downloading and setting up the Tool to run properly
- Basic organization of the Logistics Tool
- Entering your data
- Viewing business unit performance summary data
- Submitting data to SmartWay
- Troubleshooting the Tool
- Appendices

WARNING!

*Completing this Tool requires a considerable amount of information about your business units(s). There are many sections and screens to complete for each business unit. While you will have the ability to save your Tool along the way and return to it at any time, we **STRONGLY ENCOURAGE** you to review the Quick Start Guide to understand key information about joining the partnership and preparing the required data **BEFORE** attempting to complete the Tool.*

PART 1: DOWNLOADING AND SETTING UP THE TOOL

Downloading and Setting up the Tool

SOFTWARE AND HARDWARE REQUIREMENTS

The Logistics Tool was designed in Microsoft Excel. Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. Microsoft Excel Forms were used to enable the functional capabilities of the Tool.

Completing the Logistics Tool requires the following software and hardware:

- A 2003 or later version of Microsoft Excel
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system, or a Mac that is running the Windows XP operating system The tool does not currently work using the Mac operating system
- At least 15 megabytes of available disk space (more disk space may be required based on the number of companies you define in your tool).
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768

NOTE: The Excel web application in MS Office 365 (the cloud-based version of the Office operating system) does not currently support the macros used in the SmartWay tools. Therefore SmartWay tools do no function properly in Office 365 at this time.

Check with the user guides for your computer, online support, or your company's IT department to make sure your system is set up to use the Logistics Tool.

We encourage you to make sure that your virus software is up to date, and scan your PC before putting data in the Logistics Tool.

DOWNLOADING THE SMARTWAY LOGISTICS TOOL

To download the Logistics Tool, visit:

https://www.epa.gov/smartway/smartway-logistics-company-partner-tools-and-resources

Save the Tool in a folder on your hard drive; this folder will house copies of your data and future updates.

HOW TO SET SECURITY LEVELS FOR THE SMARTWAY TOOLS

The following instructions should appear on your screen *if* you need to change your security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2003, 2007, 2010, or 2013).

SECURITY SETTINGS FOR EXCEL 2003 USERS

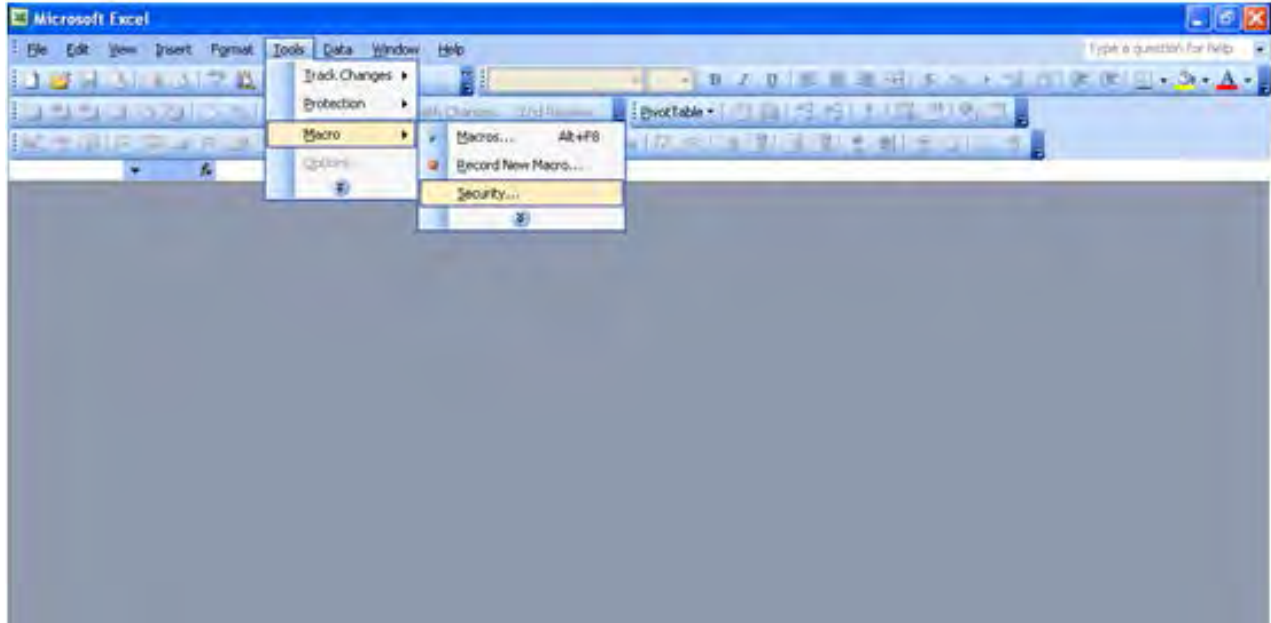To use the Logistics Tool in Microsoft Excel 2003, you will need to have your security levels set to "Medium."

Figure 1: Macro Setting Tabs in Excel 2003

Setting
Security Levels to Medium in Excel 2003

1. When using Excel 2003, on the menu bar, go to *Tools → Macro →Security Level*.

2. When the "Security" window opens, select the "Medium" level, and select **OK**.
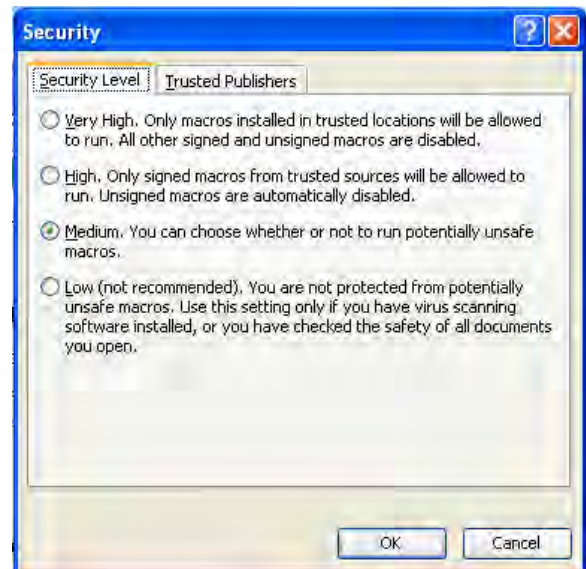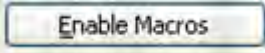

Figure 2: Security Level Setting Screen in Excel 2003

Running the Tool in Microsoft Excel 2003

1. Save the Tool to your computer in a folder on your hard drive.

2. Go to that folder and double-click on the file to open the Tool.

3. You will see a security-warning box appear (**Figure 3**). Select the [Enable Macros] button in the security-warning box.
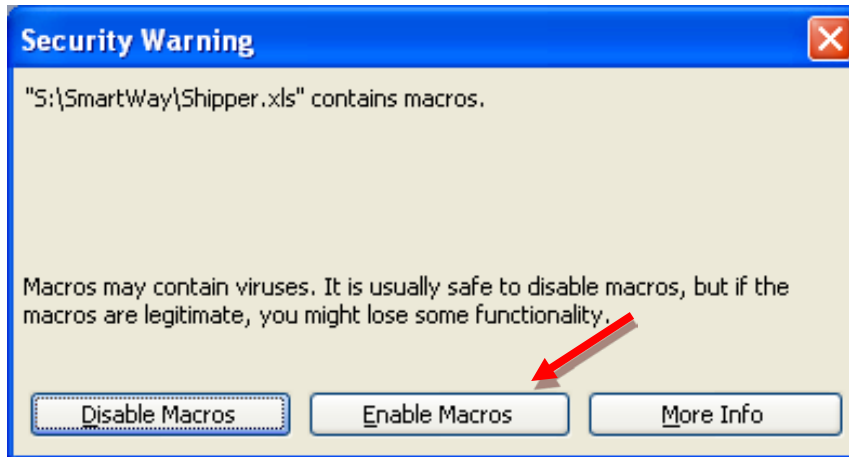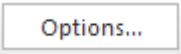

Figure 3: Screen showing "Enable Macros" button

The **Welcome** Screen for the Logistics Tool should then appear and you will be ready to begin working on your tool.

SECURITY SETTINGS FOR EXCEL 2007 USERS

The default settings for Excel 2007 should enable you to run the Tool without any changes.

Running the Tool in Microsoft Excel 2007

1) Save the Tool to your computer.

2) Open the file, and select the [Options…] button that appears after the Security Warning just below the menu bar (**Figure 4**). Detailed instructions are also provided on the screen itself.
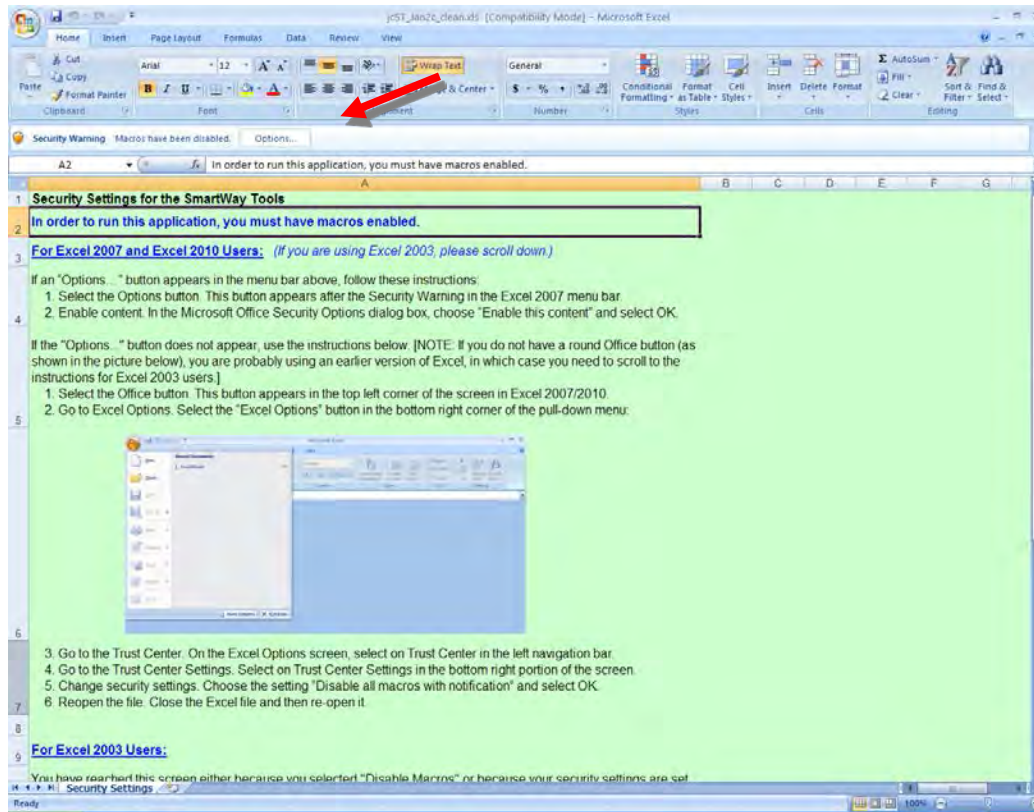
Figure 4: Security Warning Screen

3) In the **Microsoft Office Security Options** dialog box (**Figure 5**), choose "Enable this content" and select **OK**.
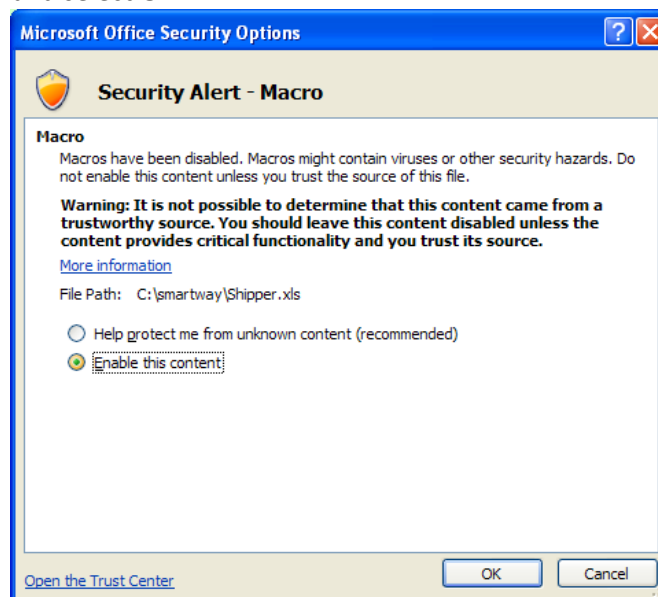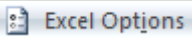

Figure 5: Security Options Dialogue Box

The **Welcome** Screen for the Logistics Tool should then appear and you will be ready to begin working on your tool.

Troubleshooting the Security Settings in Microsoft Excel 2007

If you reach this point and the Tool does NOT open, you may have your security set too high.

To adjust your security settings, select the [icon] button (in the top left corner of the screen) and then select the [Excel Options icon] button in the bottom right corner of the pull-down menu (**Figure 6A**).
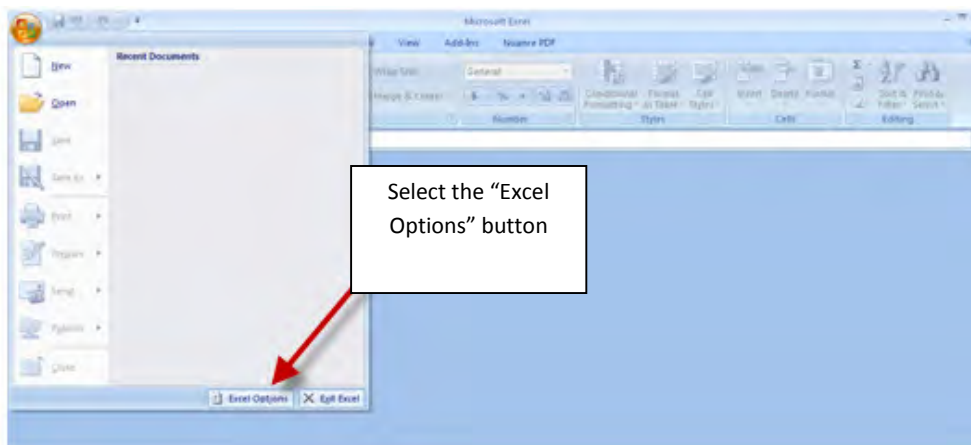

Figure 6A: Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar (**Figure 6B**):
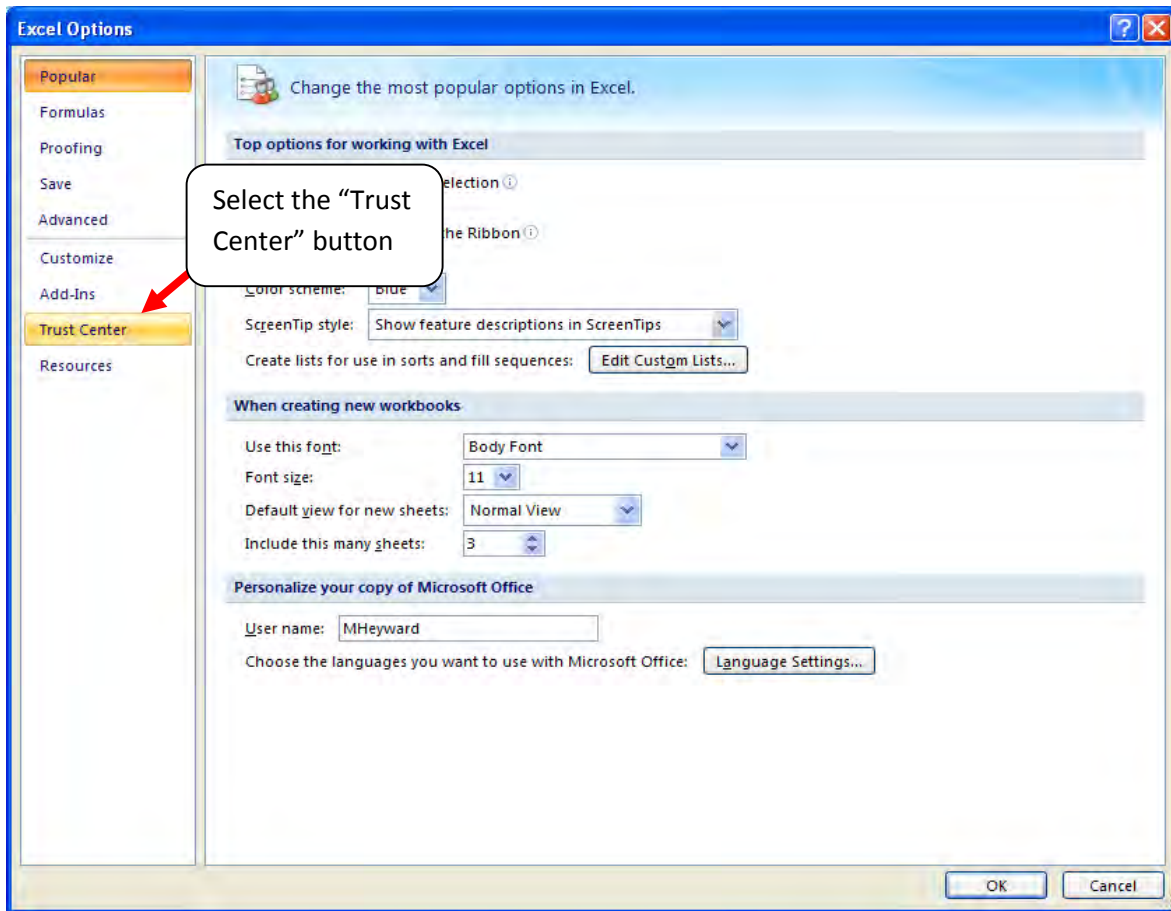

Figure 6B: Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 7**):
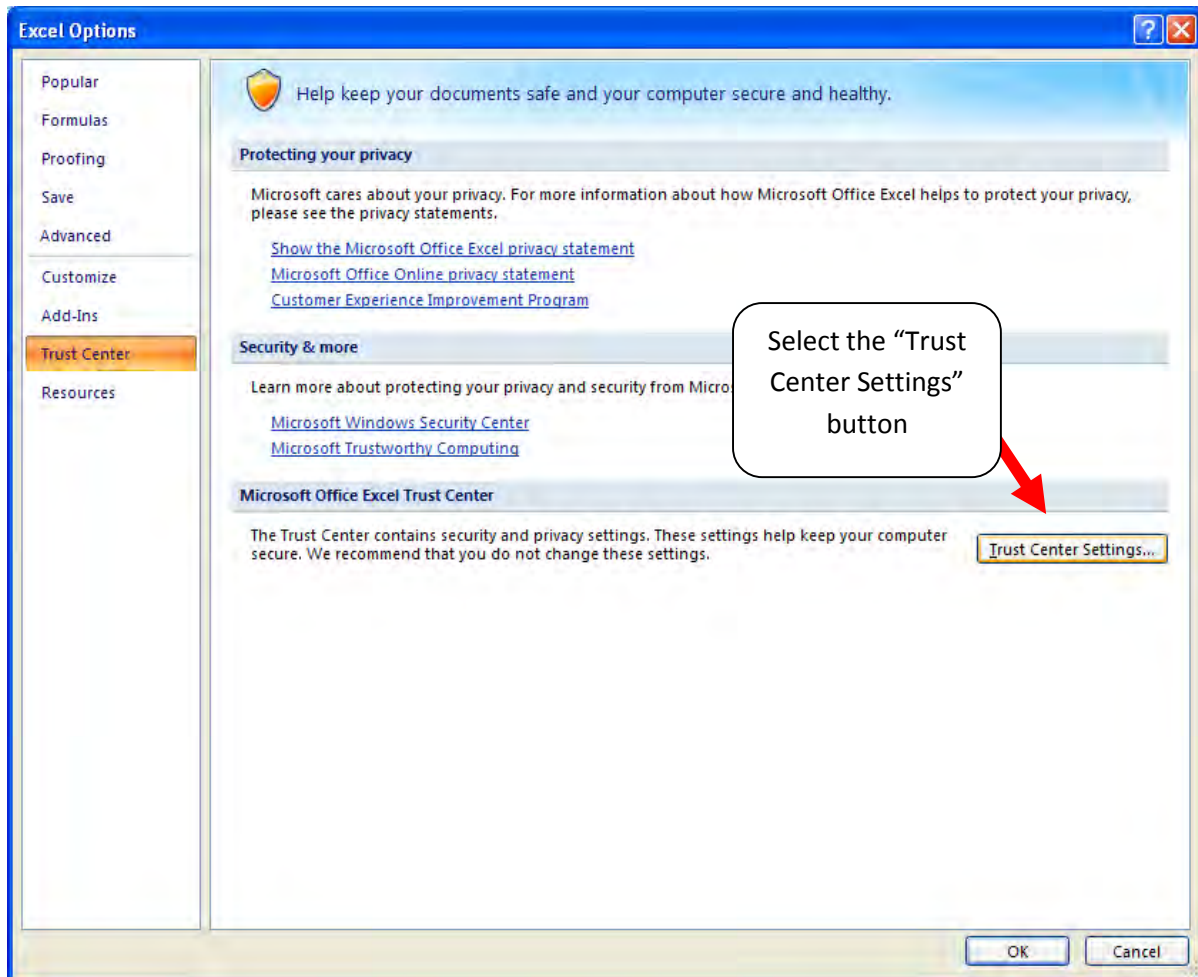

Figure 7: Trust Center Settings Screen

Choose the setting "Disable all macros with notification" (**Figure 8**) and select **OK**.
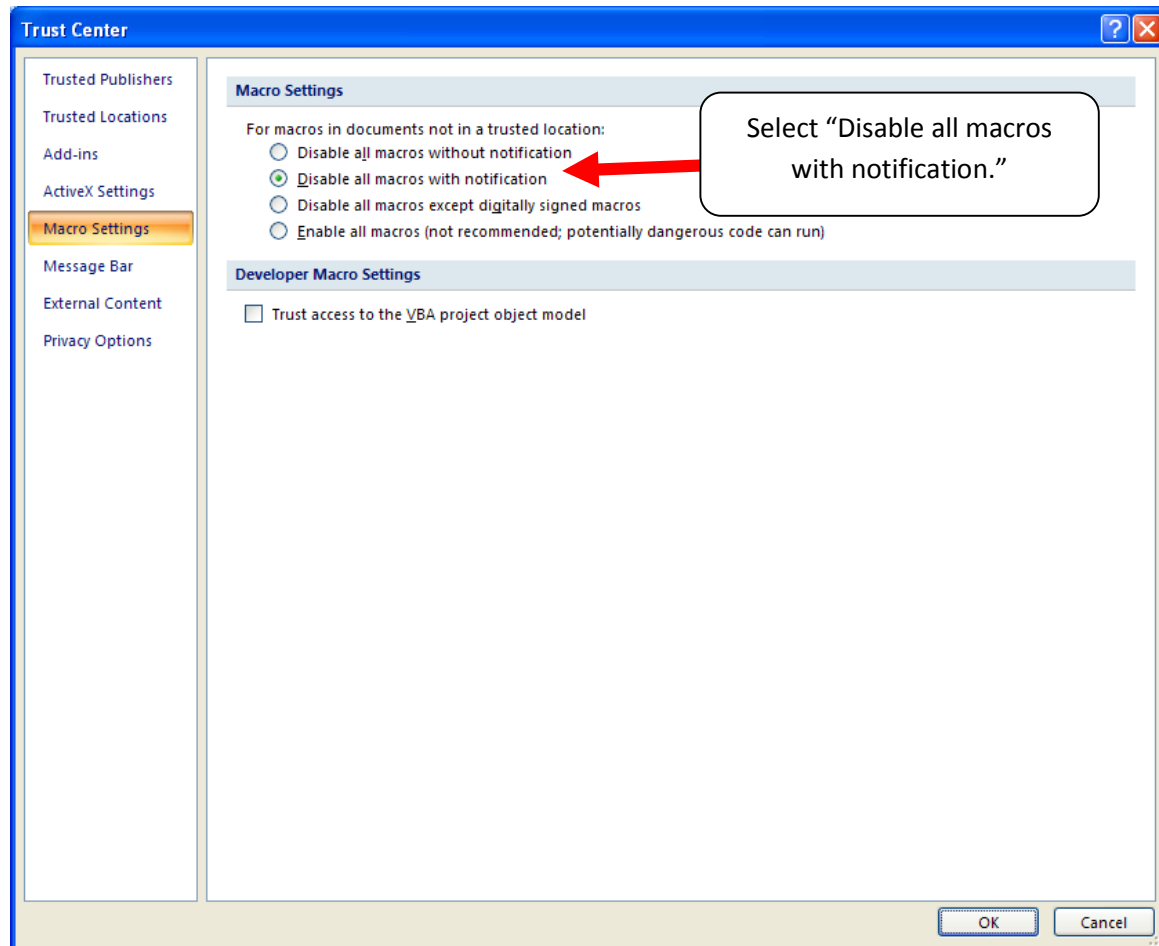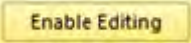

Figure 8: Macro Settings Screen

Then run the Tool.

If, at this point, the Tool does not open, review the "Software and Hardware Requirements" on page 7. If you after reviewing this section, you cannot determine how to correct the problem, contact your SmartWay Partner Account Manager.

SECURITY SETTINGS FOR EXCEL 2010 AND NEWER USERS

The default settings for Excel 2010 and newer Excel versions should enable you to run the tool without any changes. To run the tool:

1) Save the tool to your computer.

2) Open the file. Depending on your Office settings, you may receive an "Enable Editing" popup. If you do, simply select the **Enable Editing** button. This will allow you to enter data into the tool. You may only receive this popup the very first time you open the tool.
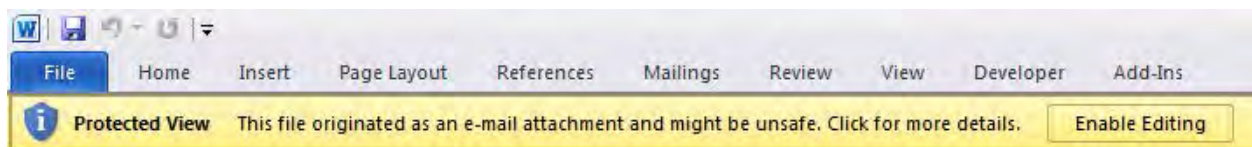

Figure 9: The Enable Editing Button

3) Depending on your Excel macro security settings, you may receive a **Enable Content** popup. If you do, simply select the **Enable Content** button. This will enable macros in the tool you just opened.

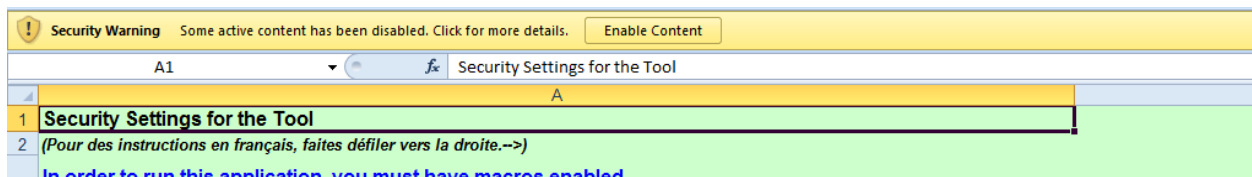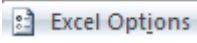**Figure 10: Security Warning Popup**

If, at this point, the Tool does not open, review the "Software and Hardware Requirements" on page 7.

Otherwise, you may have your security set too high. To adjust your security settings, select the button (in the top left corner of the screen) and then select the **Excel Options** button in the bottom right corner of the pull-down menu (**Figure 11**):

Select the "Excel Options" button
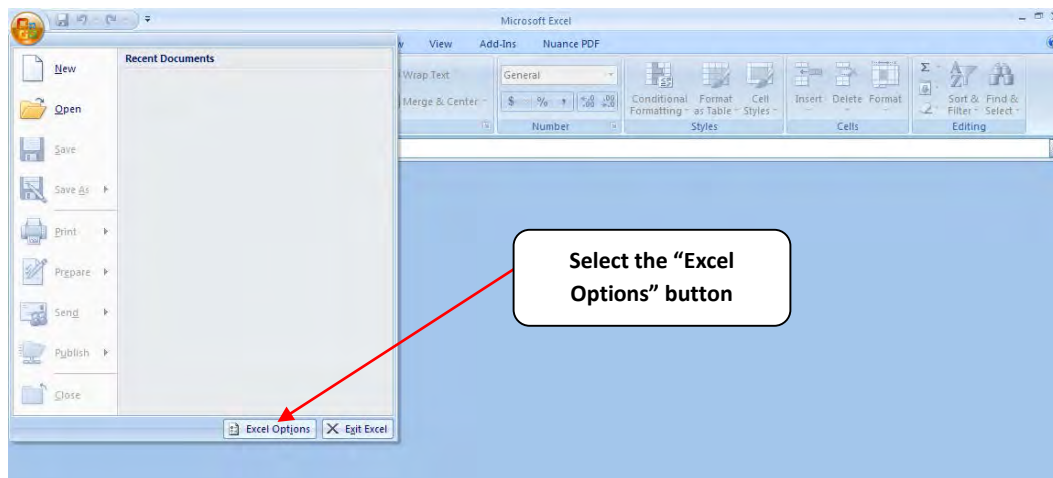
Figure 11: Excel 2010 and Newer Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 12**):

Select "Trust Center"

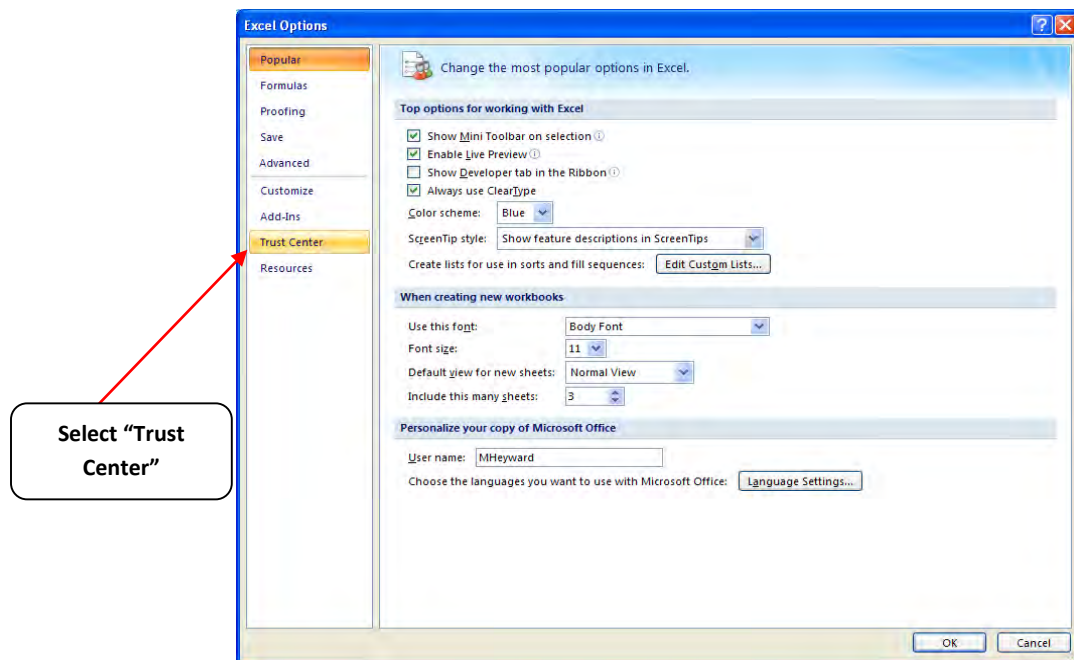Figure 12: Excel 2010 and Newer Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure13**):
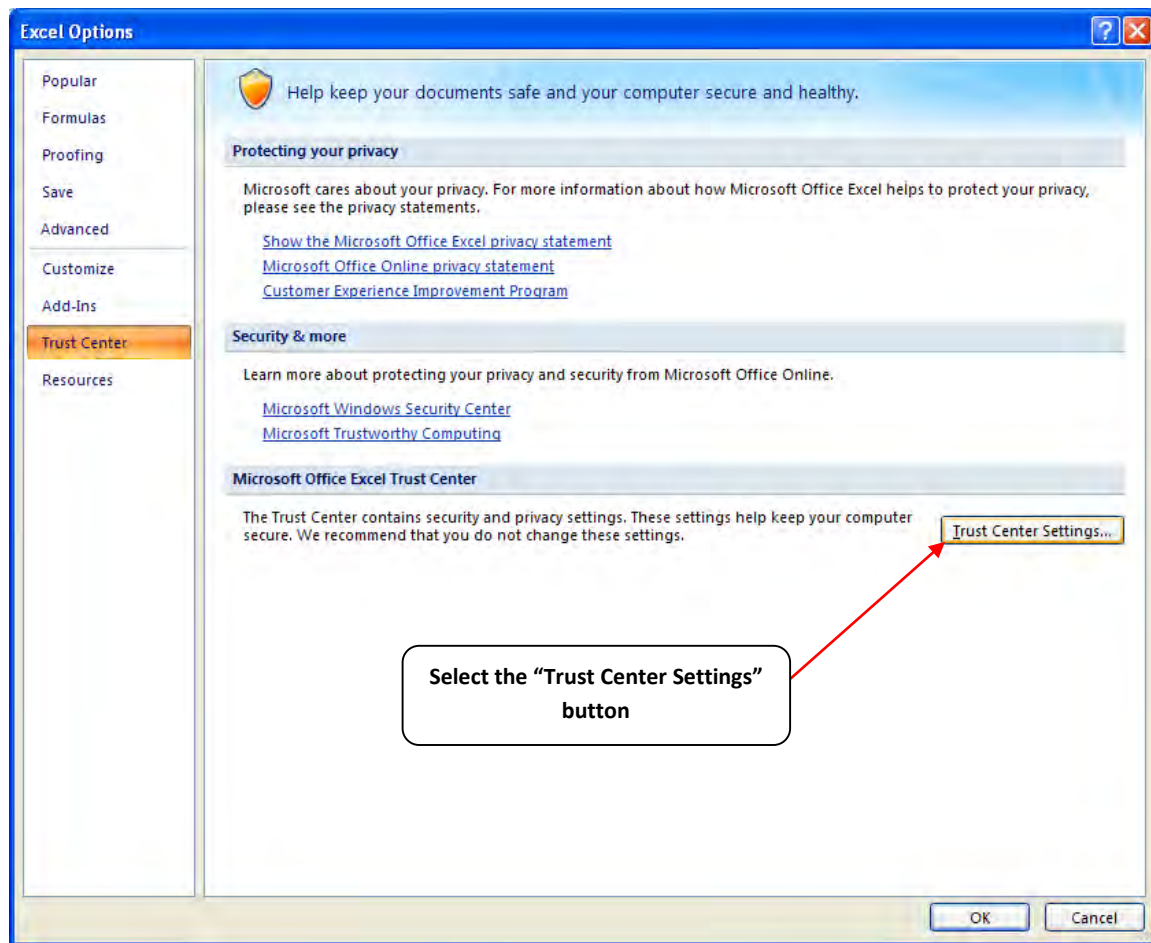
Figure 13: Trust Center Settings Screen

Choose the setting "Disable all macros with notification" (**Figure 14**) and select **OK**.
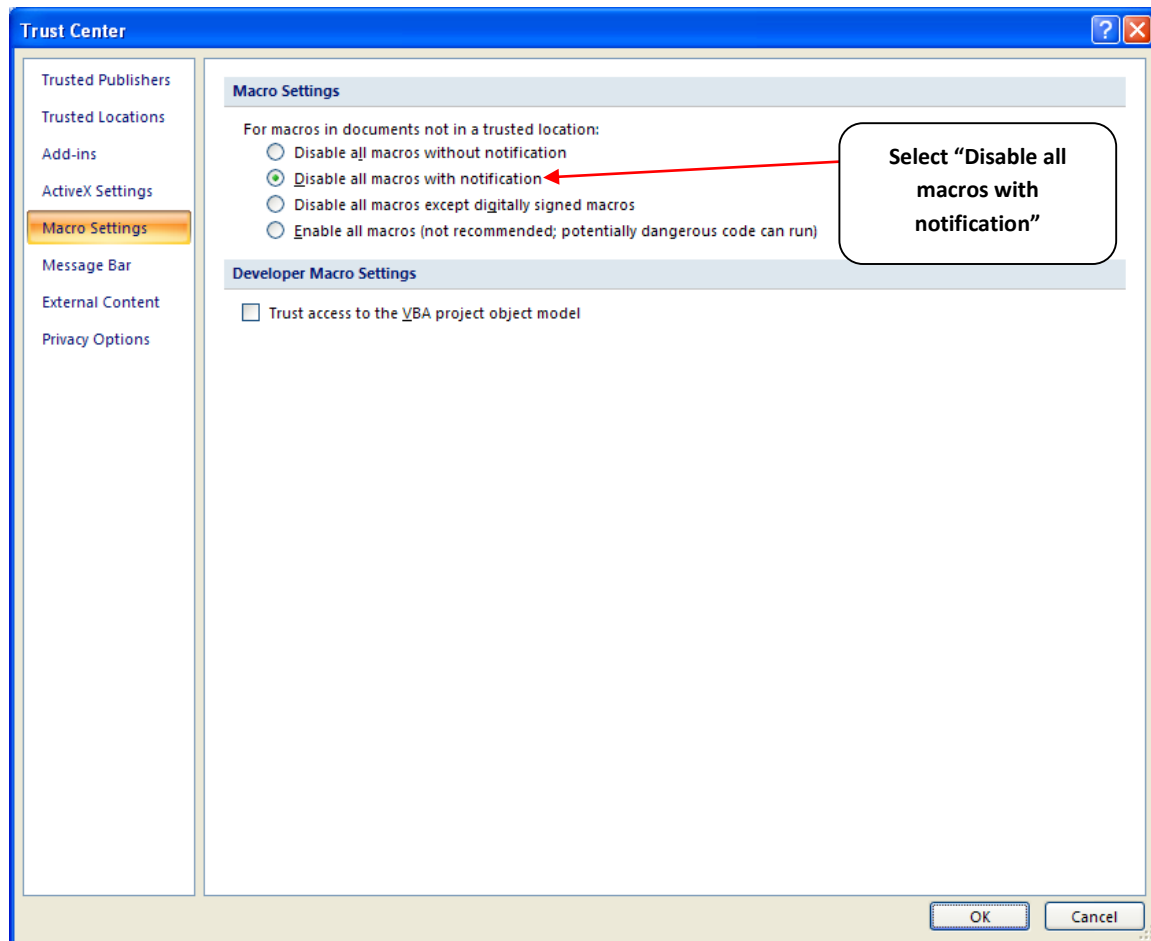
Figure 14: Macro Settings Screen

PART 2:
TOOL ORGANIZATION

Basic Organization of the SmartWay Logistics Tool

The Logistics Tool is the basis of the SmartWay Partnership for Logistics Companies. Completion and submission of a Logistics Tool is the first step to becoming a SmartWay Logistics Company Partner. Your tool submission must be approved by EPA before you are officially a Partner.

The Logistics Tool is organized around

- information screens
- forms or worksheets
- reports and summaries

Each screen or form opens up within a Microsoft Excel spreadsheet. The screens generally look like the one shown here.

Figure 15: Welcome Screen for the Logistics Tool

The blue screen is where you enter data. The light green background is the Excel workbook; this area remains in the background is NOT used for data entry. For the purposes of your tool submission, disregard the background workbook.

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar, and the reporting year for the Tool is prominently displayed at the top of the screen.
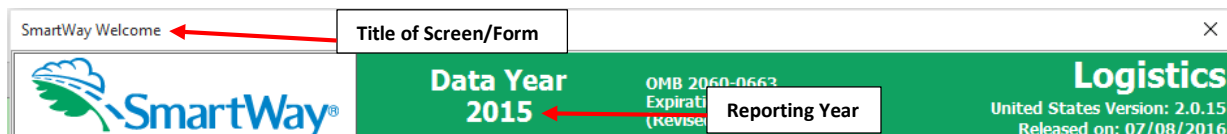

Figure 16: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons linking to the SmartWay website or other sections of the Tool (e.g., the various data entry screens or other information screens); these buttons will be shown in green and clearly labeled, as seen in **Figure 17**.

Figure 17: Screenshot of Button Link in the Tool

The screens also contain navigation buttons to direct you through the Tool.

Figure 18: Screenshot of Selected Navigation Buttons in the Tool

When new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly. You may also find additional, detailed instructional material on how to successfully navigate and complete the different data entry screens within the Tool by selecting the

 buttons at the bottom of selected screens.

Page numbers are found at the bottom right of all screens to facilitate navigation through the Tool and communication with your Partner Account Manager regarding any questions.

Reviewing the Introductory Screens

Upon opening the 2015 Logistics Tool you will see a **Welcome** screen. Next you will find several Introduction screens. If you are not familiar with the Tool, or if you wish to review the basic organization and functions of the Tool, these screens can help you become oriented. The Assistance for New Users screen appears first, and allows users to view an orientation video. Additional screens may be accessed from this screen, including Tool selection guidance, data collection needs, Tool help and navigation, and the SmartWay Partner Schedule for 2016. These are general information screens and may be skipped if you are already familiar with the Tool. **However, upon proceeding you MUST select the box at the bottom of the Partnership Agreement screen, indicating that you agree to the terms of the Partnership Agreement.**

Before proceeding to the **Home** screen you will see an "auto-population" screen. This screen allows partners to input their SmartWay ID and automatically upload the information for the first three steps of the Tool (Partner Name, Contact Information, and Business Unit Information), based on the prior year's submittal or, for new partners, information submitted through the online Partner Application. This option can save time and ensure naming consistency for your contacts and business units(s) from year to year. If you do not have a SmartWay ID, or prefer to enter this data manually, you may skip this step.

The features of these screens are described below.

SMARTWAY WELCOME SCREEN

The **SmartWay Welcome** screen is the first window that appears when the Tool is opened (**Figure 19**). This screen provides basic information about the SmartWay Partnership.
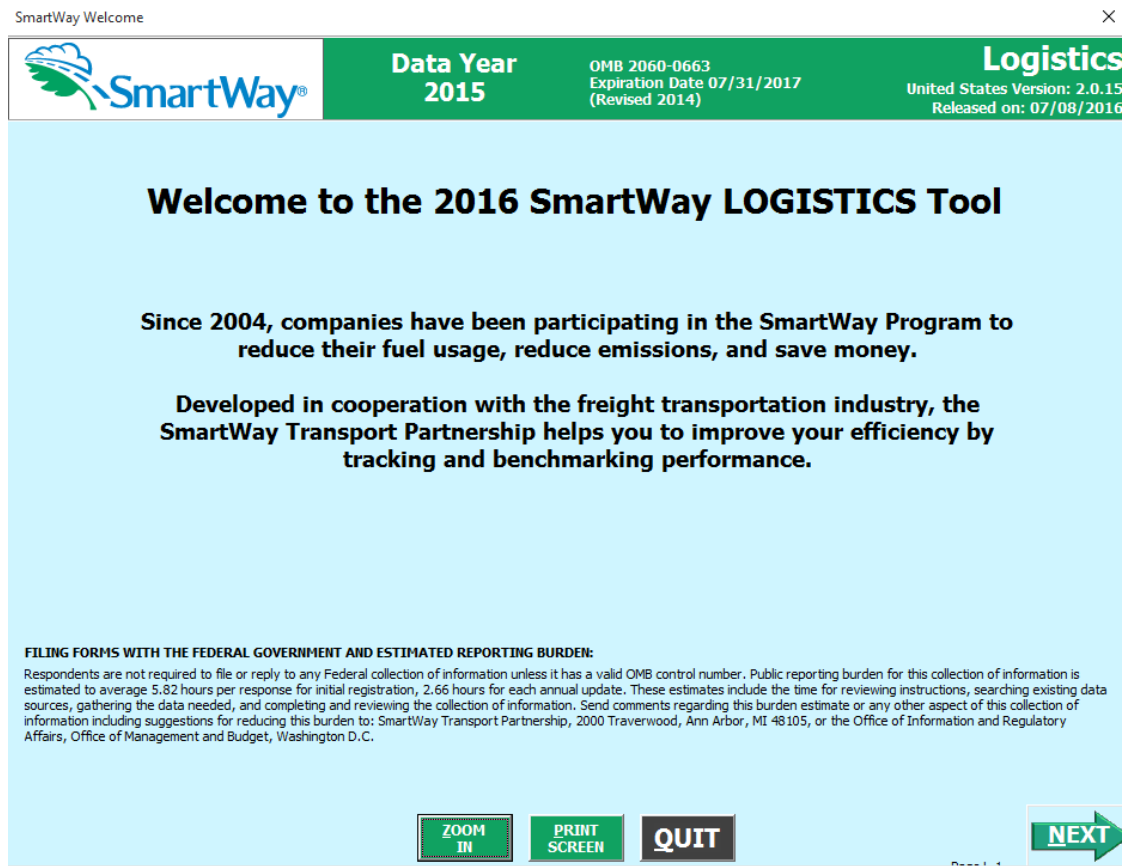
Figure 19: SmartWay Logistics Tool Welcome Screen

Of special note is the small question mark ([?]), which appears next to new concepts when they are introduced throughout the Tool. Clicking the question mark will reveal additional definitions of terms or instructions to help you complete the screen properly.

After selecting the **NEXT** button on the **SmartWay Introduction** screen, the **SmartWay Partnership Annual Agreement** will appear.

ASSISTANCE FOR NEW USERS SCREEN

The **Assistance for New Users** screen appears first after the **Welcome** screen, and allows users to view a video presenting an overview of the Tool (see **Figure 20**).
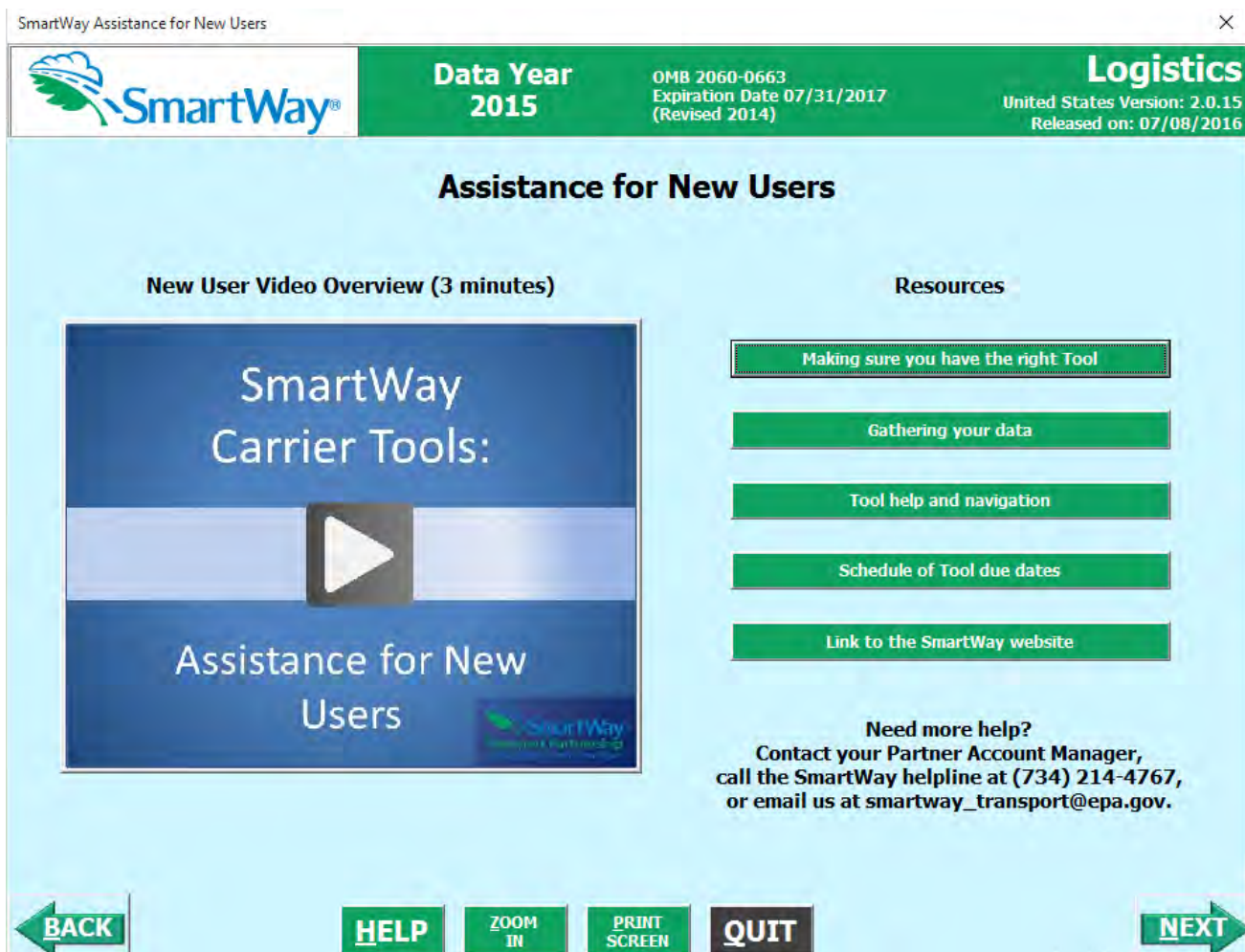
Figure 20: Assistance for New Users Screen

Additional screens may also be accessed from this screen, including:

- Making sure you have the right Tool
- Gathering your data
- Tool help and navigation
- Schedule of Tool due dates

Selecting these buttons on the **Assistance for New Users** screen will take you to a new screen containing the information of interest. These are general information screens and may be skipped if you are already familiar with the Tool.

MAKING SURE YOU HAVE THE RIGHT TOOL SCREEN

SmartWay offers several tools tailored for different business models and business units. Most logistics companies will use the Logistics Tool; however, it is advisable to review this screen in the Logistics Tool to make sure it is the best option for your operations.
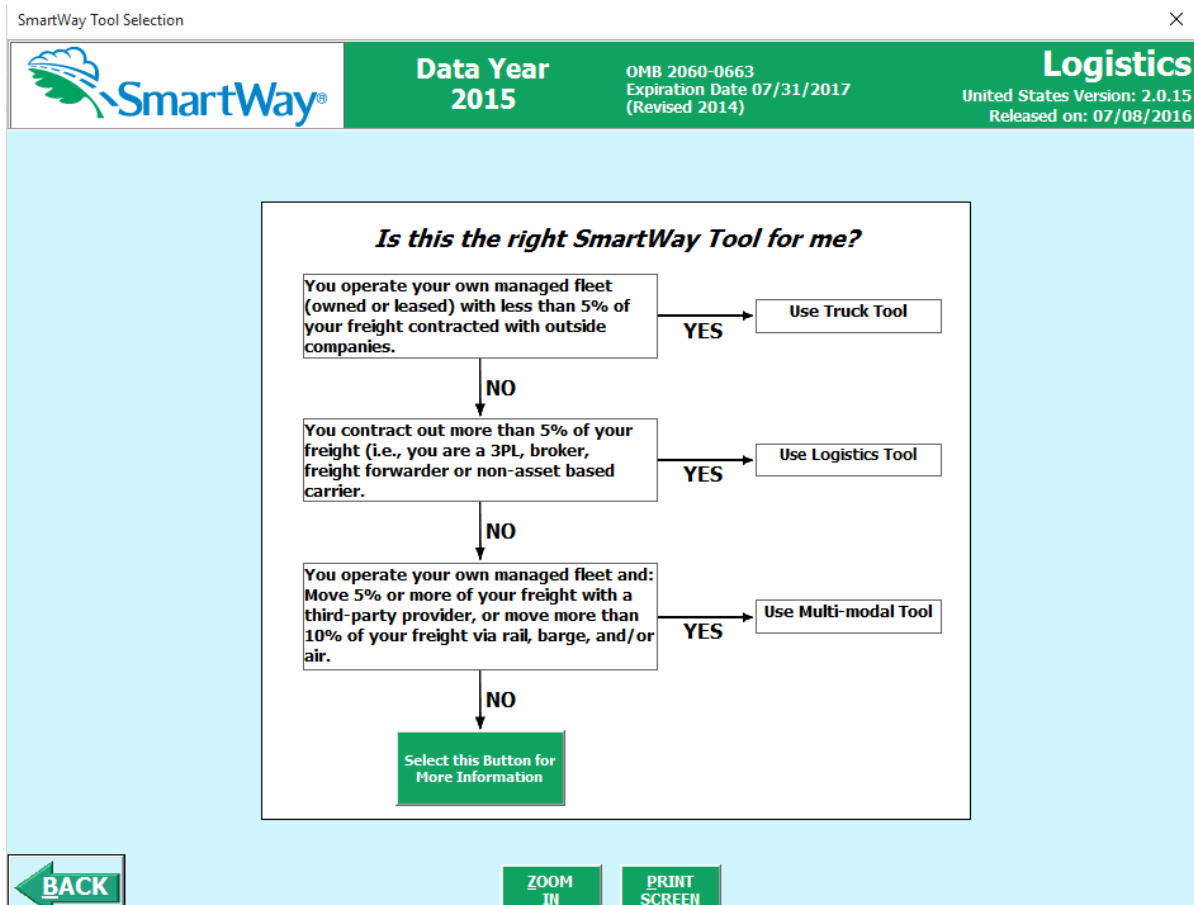
Figure 21: Determining Which Tool is Appropriate for your Business Units

This screen provides basic information on three SmartWay tools (Truck, Logistics, and Multi-modal) appropriate for different types of trucking operations. Your choice of tool will depend primarily on your transport modes and the amount of business you contract to other companies.

Follow the flow chart in **Figure 21** to determine which Tool is most appropriate for your business unit(s).

Select the [Select this Button for More Information] button for further details.

Select the [BACK] button to return to the **Assistance for New Users** screen.

GATHERING YOUR DATA SCREEN

This next screen summarizes the information needed to complete the Logistics Tool.

You may select [PRINT SCREEN] to create a hard copy to reference as you complete the rest of the Tool.

Figure 22: Summary of Required Information – Gathering Your Data Screen

While this screen serves as a reminder of your data input needs, refer to the Logistics Tool Quick Start Guide for more tips and worksheets to help you gather your data for efficient and accurate tool completion.

TOOL HELP AND NAVIGATION SCREEN

This screen presents the complete list of buttons available throughout the Tool (**Figure 23**). Becoming familiar with these buttons will make completing the Tool easier and faster. Select the **HELP** button for additional information regarding the data entry requirements for a given screen. Of special note is the small question mark ([?]), which appears next to new concepts when they are introduced throughout the Tool. Selecting the question mark will reveal additional definitions of terms or instructions to help you complete the data fields properly.
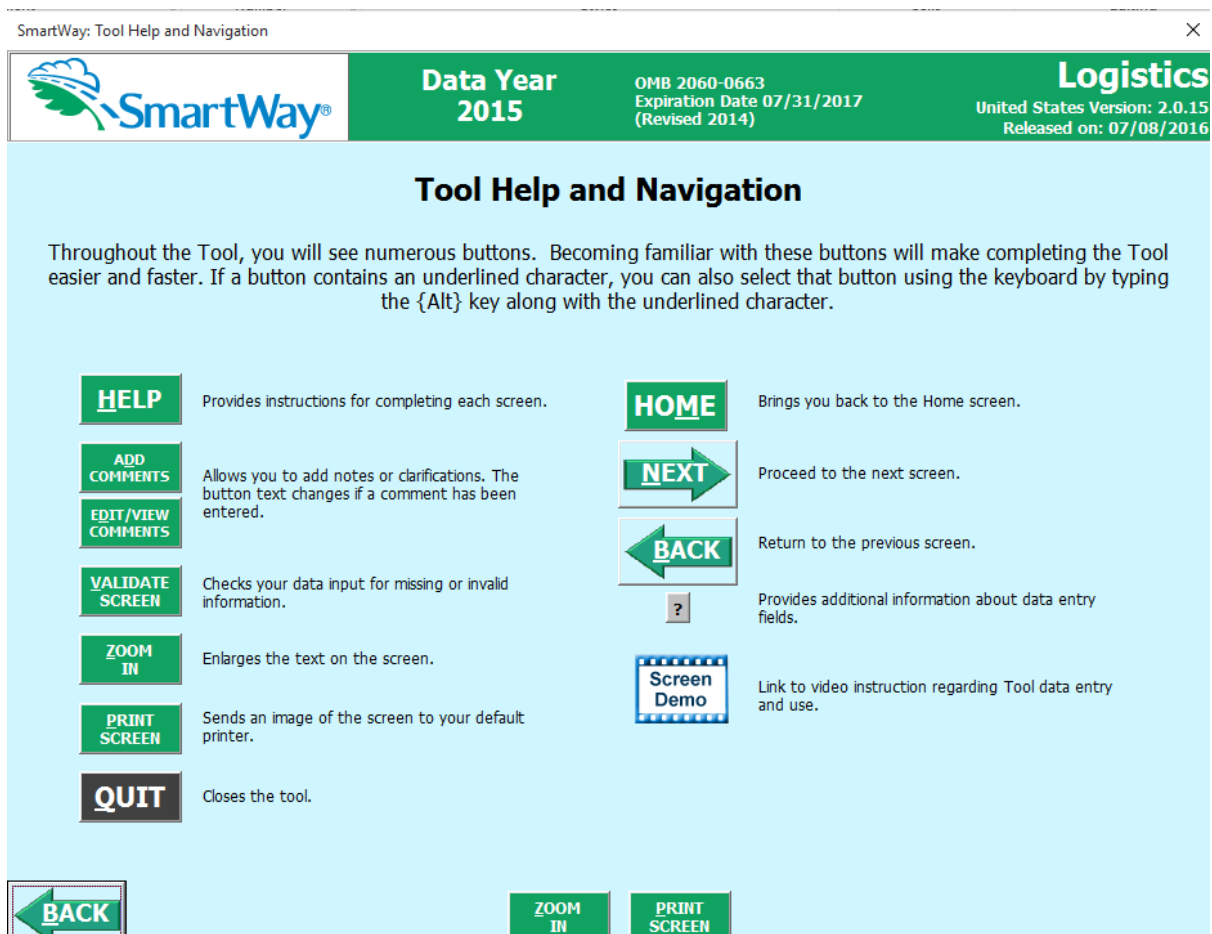
Figure 23: Tool Help and Navigation Screen

SCHEDULE OF TOOL DUE DATES SCREEN

The **Schedule of Tool Due Dates** screen shows the release dates and due dates for the various Partner tools for the 2016 calendar year (**Figure 24**). The screen also shows how the outputs from the various carrier tools serve as inputs to "downstream" tools such as Multi-modal, Logistics, and Shipper.
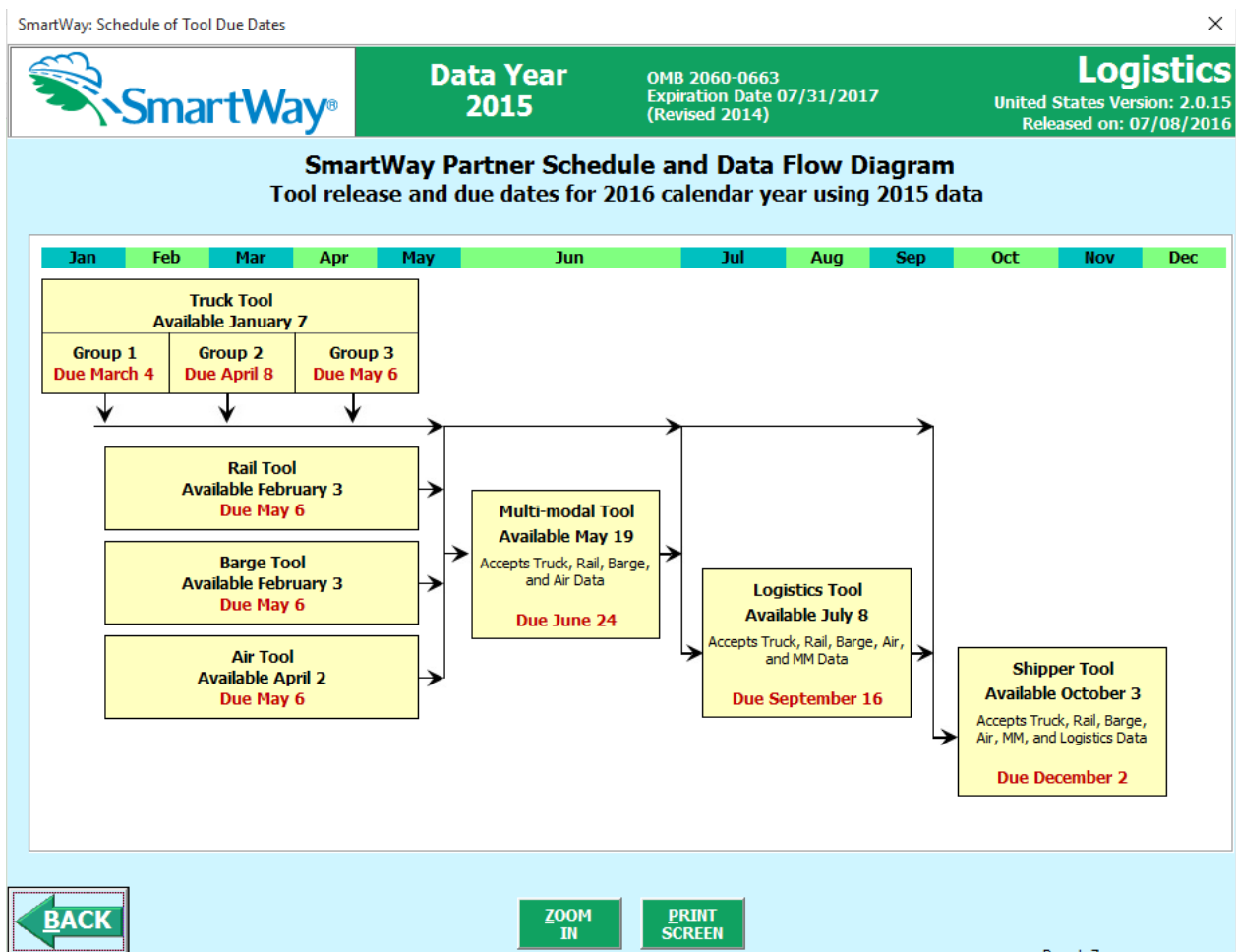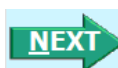
Figure 24: Partner Schedule Screen

After returning to the **Assistance for New Users** screen, you may select the

Link to the SmartWay website button to proceed to the SmartWay website where you can view and download additional information about the program, the Tool, and the technical basis for the calculations in the Tool.

After selecting the **NEXT** button on the **SmartWay Assistance for New Users** screen, the **SmartWay Partnership Annual Agreement** will appear.

The "SmartWay Partner Agreement" Screen

Figure 25: SmartWay Partnership Annual Agreement
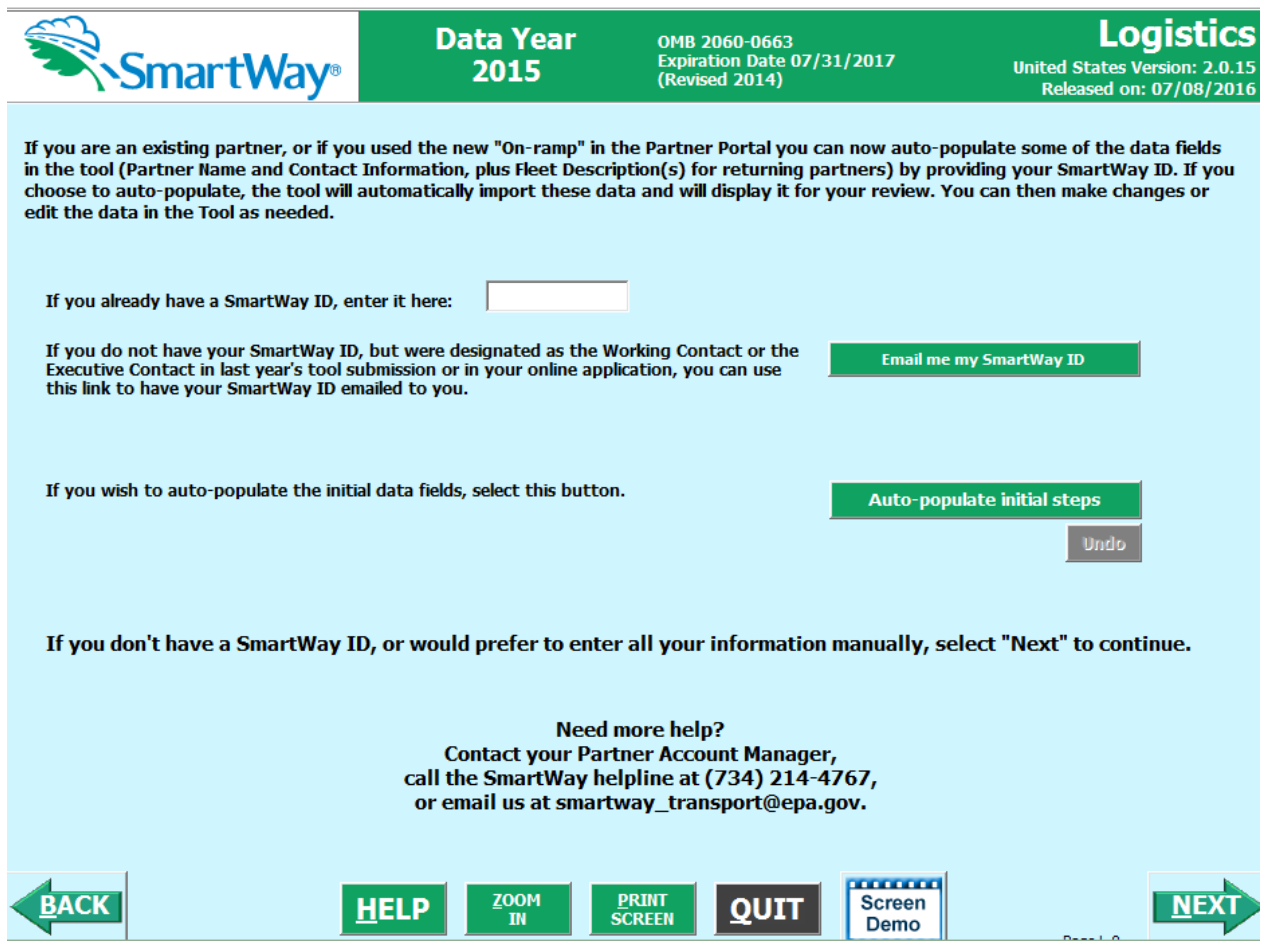
Submitting a SmartWay Logistics Tool to EPA constitutes agreement to all terms in the Partnership Agreement, so please review this screen or the text version in Part 1 of this users guide series *before* sending your Tool to EPA.

To reach the data entry sections of the Tool, you must agree to this language to join the SmartWay Transport Partnership by selecting check box at the bottom of the screen.

SmartWay Logistics Tool submissions are due on an annual basis; therefore, when you submit your Tool each year, this will constitute your renewal of your Partnership Agreement. **Failure to send your annual Tool update will constitute a violation of the terms of the agreement and will result in immediate removal of your company name/business unit name from the SmartWay Partner list.**

Auto-populate Screen

Before proceeding to the **Home** screen you will see the **Auto-populate Initial Steps** screen (**Figure 26**).

Figure 26: Auto-populate Initial Steps Screen

This screen allows you to input your SmartWay ID and automatically upload the information for the first three steps of the Tool (Partner Name, Contact Information, and Business Unit Information), based on your prior year's submittal or, if you are a new partner, information submitted through the online Partner Application. This option can save time and ensure naming consistency for your contacts and business unit(s) from year to year.

If you prefer to enter this data manually, you may select *to skip this screen.*

If you are the designated Working or Executive Contact for your company, but do not have your SmartWay ID, you may have it emailed to you it by selecting . After entering your SmartWay ID select and a summary of the data to be imported into the Tool will appear for your review. At this point you may reject the data import by selecting .

When ready select to be taken to the SmartWay Logistics Tool **Home** screen.

Basic Overview of How to Complete the Tool

All data entry screens are reached by starting on the Home screen.

Figure 27 displays the **Home** screen for users that have not selected the auto-populate option on the previous screen. (See page 51 to view an example **Home** screen after auto-population.)

Figure 27: Main Tool Navigation or "Home" Screen

From the **Home** screen, you can:

- Enter your Partner Name;
- Fill out company and contact information;
- Define your business units;
- Download the latest SmartWay Carrier data file;

- Enter data to characterize your business unit(s);
- Complete a SmartWay Feedback Survey and provide EPA with recruiting assistance;
- Create final version to submit to EPA;
- View results of your data entry;
- Review year-to-year comparisons; and
- Visit the SmartWay Partner Portal.

SECTIONS OF THE TOOL

The Logistics Tool **Home** screen contains **seven primary sections**. Each section links to additional screens or worksheets within the Tool which are described below:

Section 1: **Enter Partner Name (data field):** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.

Section 2: **Contact Information (button):** This button takes you to a screen that asks for general company contact information, a working SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.

Section 3: **Business Unit Description(s) (button)**: This button takes you to a screen that asks you to define all the business units your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each business unit.

Section 4: **Download Latest SmartWay Carrier Data File (button)**: Select Download Latest SmartWay Carrier File. Select this button to download the latest SmartWay Carrier performance data for use with your logistics business units. You must download the latest file to ensure you use the most up to date information on SmartWay Carrier Partners.

Section 5: **Data Entry (selection list):** Selecting a business unit name will take you to screens asking for the carrier and activity information necessary to calculate efficiency metrics for the business unit.

Section 6: **(Optional) Feedback/Recruiting Assistance (button):** In this optional step you can give EPA feedback about the SmartWay Program and assist SmartWay in recruiting new carriers.

Section 7: **Generate a (.xml) data file (button):** This button creates a version of the Tool (in XML format) for you to send along with your XLSX file as attachments in an e-mail to your Partner Account Manager. Selecting the **OK** button on this screen does *not* automatically submit the files to EPA; you still need to submit them to EPA by attaching them in an e-mail.

"Your Results" Sections (Optional)

The **Home** screen also contains three additional buttons that may be selected to review your data. EPA strongly encourages you to review these options closely before submitting your files.

View Your Data Reports (button): Here you can view final summaries of your data including all data inputs, business unit performance summaries, an "out of range" report (summarizing inputs that are higher or lower than expected values) and a summary of comments you have entered.

Review Your Year-to-Year Performance (button): This option allows you to compare previous year data entries to one another or to the data entered for the current year. The comparison reports provide a useful tool for performing quality control of current data, as well as a method for evaluating trends in operation changes, activity levels and business unit performance over time.

ENTERING YOUR DATA

The first five sections of the Home screen are mandatory and MUST be completed in order. These sections comprise all the data collection steps needed to complete your SmartWay Logistics Tool. After they are completed, you can review your output before submitting your Tool to EPA.

Once you complete each mandatory step, a ✓ will appear on the left of the screen.

VALIDATING YOUR DATA

The Logistics Tool includes range checks and other validation rules to help identify potential data entry errors and/or unusual data values. To identify potential data problems and ensure a high quality data submission, select the **VALIDATE SCREEN** button before moving on to the next screen.

The tool will identify any potential data problems on that screen and prompt you to modify the entry or provide a text explanation for legitimate anomalies.

SAVING YOUR DATA

You can save the data you have entered at any time by selecting the **SAVE** button that appears at the bottom of all screens (including the **Home** screen). EPA recommends saving your data frequently if you are entering information for large numbers of business units and/or vehicle classes.

REVIEWING YOUR DATA

Each screen within the Tool has a **PRINT SCREEN** button. To generate a hard copy of screen text or your data inputs, select this button. The screen will be printed on your default printer. Alternately, you can return to the **Home** screen, select the **View Your Data Reports** button, identify the report of interest using the Reports Menu, and print them out for review. The data reports provided by the Logistics Tool are discussed further in the **View Your Data Reports** section of this guide.

SUBMITTING DATA TO SMARTWAY

Detailed instructions on properly submitting your data to SmartWay is included in this guide on page 65.

PART 3: SECTION-BY-SECTION DATA ENTRY GUIDANCE

Preparing for Data Entry

To participate in SmartWay, logistics companies need to gather the following essential information to complete the Logistics Tool:

- The official company name, EXACTLY as you would like it presented on the SmartWay website
- Company contact information
- Contact details for your Working Contact
- Contact details for an Executive Contact (cannot be the same as the Working Contact)
- A comprehensive list of business units, including:
    - Business Unit details, such as:

        - Standard Carrier Alpha Codes (SCACs)

        - Motor Carrier Numbers (MCNs)

        - US DOT Number

        - Canadian National Safety Codes (NSCs)

        - Business Unit Type

    - Business Unit focus (e.g., logistics provider, freight forwarder, freight broker, truck carrier, or rail freight broker)
- Data sources for all data to be entered
- SmartWay ID number (if this is not your first Tool submission)

This data must be provided for all of your company's business units. This data reflects the amount of freight carried by each carrier, the distance that freight is carried, and the fuel consumed to carry the freight.

The next four sections of this guide explain how to enter your data on each of the required and optional screens. You must complete these first five sections of the **Home** screen in order.

Section 1 Data Entry: Enter Partner Name

SECTION 1 OVERVIEW

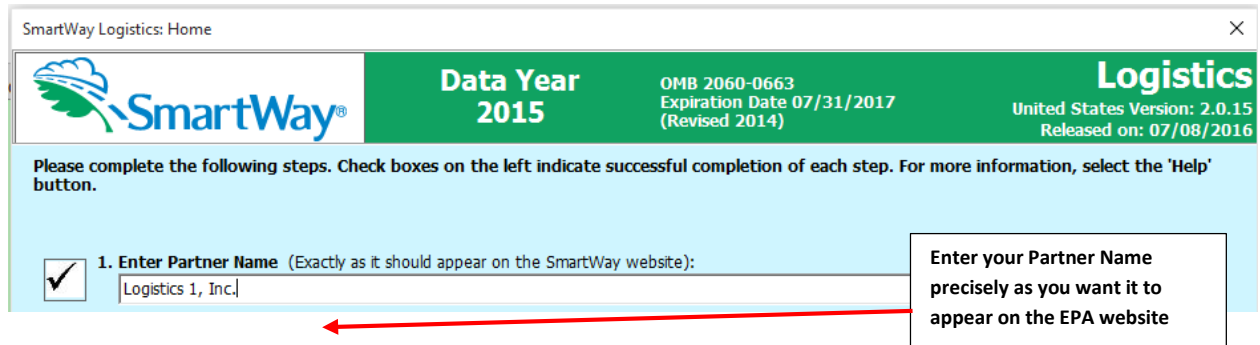Section 1 of the Logistics Tool asks you to "Enter Partner Name."

Figure 28: Field for Entry of Partner Name on Logistics Tool Home Screen

EPA publishes your company's official name on the EPA SmartWay website and in the SmartWay Carrier Data File. This is how your customers will know that you are a SmartWay Partner. The name that EPA lists is known as your "Partner Name" and is defined within Section 1 of the Logistics Tool.

Therefore, it is essential that you specify your company's Partner Name EXACTLY as you want it to appear on the SmartWay website.

Pay special attention to proper capitalization, abbreviations, and punctuation, and remember that EPA will use whatever you enter EXACTLY as reported.

Steps for Entering Partner Name

1. Type your Partner Name EXACTLY as you would like it to appear on the SmartWay website in the field as indicated.
2. Proceed to Section 2 to enter contact information.

Section 2 Data Entry: Enter Contact Information

SECTION 2 OVERVIEW

The Contact Information section is where you identify all points of contact between EPA and your company that are related to your participation in SmartWay.

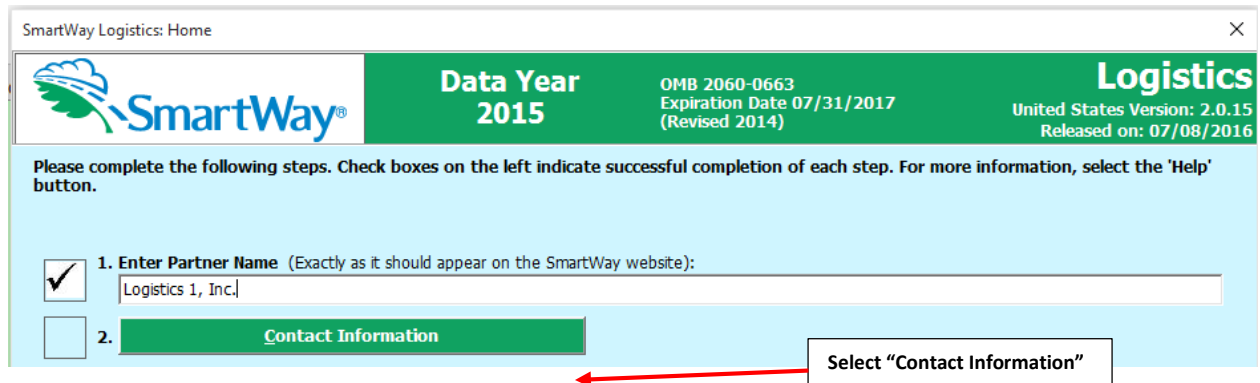Section 2 asks you to select a green button labeled "Contact Information."

Figure 29: Select Contact Information Button on "Home" Screen

You will then be taken to the **Contact Information** screens. These screens will ask you to, provide the following information:

1.   Company Information
2.   Working Contact information
3.   Executive Contact (Vice President or higher)
4.   Other Contacts

Figure 30: Entering Company and Contact Information

Each field marked with an asterisk must be filled out. You will not be able to submit the Tool to SmartWay without this information.

Steps for Entering Contact Information:

Under the Partner Information tab:

1. **Enter the Company data**.

2. **Enter the Working Contact** name and title.

   The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the Tool. The Working Contact is responsible for coordinating the assembly of information to complete/update business unit data; completing and updating the Tool itself; maintaining direct communication with SmartWay; and keeping interested parties within the company apprised of relevant developments with SmartWay. (NOTE: To ensure that e-mails from SmartWay/EPA are not blocked, new contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

3. **Enter the Executive Contact name and title**

The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Working Contact (as appropriate), and ensuring the timely submission of the Tool to SmartWay. The Executive Contact also represents the company at awards/recognition events. This person should be a Vice President or higher level representative for the company.

Under the Working Contact tab:

Figure 31. Working Contact Information Screen

1. Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the **Use Partner Address** button to auto-populate the address section of this record. Enter the email address twice to confirm its accuracy. When confirmed a ✓ will appear to the right.

Under the Executive Contact tab:

Figure 32. Executive Contact Information Screen

1. Enter the Executive Contact information. If the Working Contact shares the same address as the company, you may select the **Use Partner Address** button to auto-populate the address section of this record.

Under the Other Contacts tab:

Figure 33. Other Contact Information Screen

1. Enter Other Contacts (if applicable) by selecting the [**Add New Contact**] button.

2. Enter the first Other Contact then select [**OK**] when done.

Note: You must supply at least two unique contacts with separate email addresses on the contact screen to ensure EPA has access to at least two people for Tool submission follow-up.

NOTE: In some cases, companies with multiple business units will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the Tool.

You can add more contacts to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the

Edit Selected Contact button. You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact** .

To make sure you have filled out all required contact information, select **VALIDATE SCREEN** at the bottom of the screen on the Partner Information tab. If any information is missing or invalid, a dialogue box will appear informing you what additional information is required.

4. Next select the **HOME** button to return to the **Home** screen and go to Step 3.

Section 3 Data Entry: Logistics Business Unit Characterization

The next section of the Tool is the "Logistics Business Unit Characterization" section.   This is the section where you will define the various components of your business units.

The Logistics Tool allows you to assess your operations by defining multiple business units. If a customer has the ability to hire a specific business unit by name or type, you should add that business unit to the list of business units that you will characterize in the Logistics Tool. Do not include internal company business unit definitions or designations—only include separate business units as they would be identified and hired by your customers.

There are three screens in the **Logistics Business Unit Characterization** section of the Tool:

1. Identify Logistics Business Units
2. Logistics Business Unit Details
3. Business Focus

Each screen, and the steps required to complete it, is described below.

"IDENTIFY LOGISTICS BUSINESS UNITS" SCREEN OVERVIEW

The **Identify Logistics Business Units** screen is shown below:

Figure 34: Identify Logistics Business Units Screen

You will be asked to establish a name for each business unit that a customer can hire. The Logistics Tool combines your Partner Name (as defined on the **Home** screen in Section 1) with a Business Unit Identifier that you provide on the **Identify Business Units** screen to establish your final Business Unit Name.

Each of your business unit names will begin with the name of your company. On the SmartWay website, each of your business unit names will begin with the name of your company. This "prefix" company name will be whatever you enter in the Company Name field on the "Identify Logistics Business Units" screen. By default, the Company Name for your first business unit on the screen is automatically populated with the first 50 characters of the Partner Name that was entered on the Home screen. You should specify the Company Name so that it appears EXACTLY as it you want it to show within each business unit name. (For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your business unit names.) Please pay special attention to proper capitalization, abbreviations, and punctuation. Remember that this name will be automatically inserted at the start of each of your business unit names on the SmartWay website.

Remember that the company name will be automatically inserted at the start of each of your business unit names in the SmartWay Carrier Data File. Whatever you enter for company name for the first business unit will automatically be used for any additional business units you add. Similarly, any edits

you make to the company name for the first business unit will automatically be reflected on each subsequent business unit.

To define each business unit name, you will be required to enter the Business Unit Identifier. This should be an identifier recognizable to your customers.   Again, make sure to specify each Business Unit Identifier name exactly as you want it displayed in the SmartWay Carrier Data File, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the Company Name field.

Once you have added your Business Unit Identifiers, the complete business unit name (with Company Name and Business Unit Identifier combined) will appear in the grayed-out box on the far right of the **Identify Business Units** screen.

Figure 35: Example of final Business Unit Name formatting

NOTE: If you have only one business unit, you may leave the Business Unit Identifier field blank, in which case your business unit name will simply be presented as the "Partner Name" you entered on the **Home** screen.

If you have more than one business unit, you will need to add the business units separately. To enter another business unit, select the Add Another Logistics Business Unit button.

Adding Comments assists SmartWay Tool reviewers in approving your Tool as quickly as possible. Your comments help reviewers understand your business operations. Any details that you can provide related to your operations will speed up approval time.

The ADD COMMENTS button located at the bottom of the screen allows you to enter notes about the data collection process, your assumptions and methods, or other information. These details could prove useful for your reviewer when you or someone else completes the Tool next year.

The ADD COMMENTS button will then read VIEW/EDIT COMMENTS to indicate to your reviewer that there are comments to be read.

If, at a point later in the data entry process, you realize that you need to add a new business unit or delete an existing business unit, you can return to the Identify Business Units screen.

To add a new business unit, follow all of the instructions on the screen regarding defining your business units, including selecting the **CREATE BUSINESS UNIT(S)** button at the end of the process. When you select this button, the system will create blank data entry forms only for the new business unit(s) you have added; the existing business units will not be affected.

If you need to delete an existing business unit, simply check the box next to the business unit and then select the **Delete Checked Rows** button.   And, as on the other tabs, there is a **HELP** button as well as an **ADD COMMENTS** button. Selecting **HOME** will take you back to the **Home** screen

STEPS FOR COMPLETING "IDENTIFY BUSINESS UNITS" SCREEN:

1.   On the **Home** screen, select the **Business Unit Description(s)** button to display the **Business Unit Characterization** screens.

2.   Confirm that the Company Name (Partner Name) that appears automatically is correct and appropriate for your business units. If not, make changes in the field under the heading "Company Name."

3.   Enter the "Business Unit Identifier" for your first (or only) business unit.

4.   Enter additional business units as needed:

   a.   To enter another business unit, select the **Add Another Logistics Business Unit** button.

   b.   To delete a business unit, select the box next to the row you wish to delete, and then select the **Delete Checked Rows** button.

   c.   Once you have confirmed or modified the Company Name and specified the Business Unit Identifiers, the full Business Unit Names will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.

5.   To proceed, select the **Logistics Business Unit Details** tab at the top, or simply select the **NEXT** button at the bottom of the screen.

"LOGISTICS BUSINESS UNIT DETAILS" SCREEN OVERVIEW

The **Logistics Business Unit Details** Screen is shown below:

Figure 36: Logistics Business Unit Details Screen

The Logistics Tool asks you to provide four types of industry identifier codes for each your business units.

- **Standard Carrier Alpha Codes (SCACs):** The Standard Carrier Alpha Code is a unique 2 to 4 character alphabetic code used by the transportation industry to identify transportation companies. If you cannot remember your SCACs, please contact the National Motor Freight Traffic Association before proceeding (see http://www.nmfta.org/Pages/ContactUs.aspx.) You can enter multiple SCACs by separating them with commas in the Tool. This field is optional and may be left blank in the Tool.

- **Motor Carrier Numbers (MCNs):** The Motor Carrier Number is a 5 to 7 digit number provided by the Federal Motor Carrier Safety Administration. This field is optional and may be left blank in the Tool.

- **US DOT Number:** This number is assigned to commercial vehicles hauling cargo in interstate commerce by the Federal Motor Carrier Safety Administration. DOT numbers are strictly numeric and can be up to 7 digits in length. This field is optional and may be left blank in the Tool.

- **National Safety Code (NSC) Numbers** are carrier identification numbers issued to fleets with Canadian operations.

Entering SCACs, MCNs, DOT, and NSC numbers is optional; however, if you have this information you are encouraged to supply it to make sure that SmartWay Shippers and Logistics companies can find you.

You will also need to establish the Business Unit Type for each of your business units, which is defined as the service type for your business unit. There are three options accepted by the Tool—"For-Hire," "Private,' and "Dedicated." If your company has only one business unit, your "Business Unit Type" selection will reflect your company's operations as a whole. If there are multiple business units, each will have its business unit type defined separately.

STEPS FOR COMPLETING "BUSINESS UNIT DETAILS" SCREEN

1. For each business unit, you are asked to provide additional details, including SCAC, MCN, DOT, and/or NSC identifiers (optional) for each business unit listed. If you have a single business unit that has multiple SCACs, enter all of them into the SCAC field, and separate them with commas.

    - While it is not required to enter SCAC, MCN, DOT, or NSC information for each business unit, it will help shippers and logistics companies searching by those parameters in the SmartWay database to easily find your business unit for inclusion in their Tool.

2. Select your Business Unit Type (either "For-Hire," "Private," or "Dedicated") for each business unit listed.

3. Select the button or select the Business Focus tab at the top to proceed to the next section.

"BUSINESS FOCUS" SCREEN OVERVIEW

Figure 37: Business Focus Screen

For each business unit, you will need to specify the percent of overall activity for each Business Focus Category:

- **Logistics Provider:** Logistics providers are non-asset based third parties that provide multiple, bundled logistics services. They may be involved in material management, transportation management, inbound and outbound freight, inventory management, 4PL activities, warehousing, cross docking, kitting, packaging, and sub assembly processes.

- **Freight Forwarder:** Freight forwarders are documentation specialists and consolidators of freight such as LTL (less than truckload) and LCL (less than container load). Freight forwarders normally provide pickup and delivery for domestic and international shipments, and provide the property transportation for a compensation or fee basis.

- **Freight Broker:** A freight broker buys and sells transportation services and normally works on behalf of a carrier or shipper.

- **Truck Carrier:** Truck carriers operate their own managed fleet (owned or leased). These fleets can be for-hire or private/dedicated. Refer to "Choosing the Right Tool for your Business Units"

in Part I of this guide to determine if you should complete the SmartWay Truck Tool for the Truck Carrier portion of your operations.

- **Rail Freight Broker:** Freight broker specializing in rail mode services.

STEPS FOR COMPLETING "BUSINESS FOCUS" SCREEN

1. For each business unit identified, estimate the percentage of total activity associated with each of the five business focus categories listed. Enter your estimates in the fields provided. Leave the field blank if no activity is associated with that operation category for that business unit.

2. Once you are sure your information is input correctly, you may select the [**CREATE BUSINESS UNIT(S)**] button at the bottom of the page. You will automatically be returned to the **Home** screen.

AUTO-POPULATION OPTION:

If you used the auto-populate option to import the data for the initial steps, the **Home** screen will resemble the example shown below.

Figure 38: Example Home Screen after Using Auto-populate Function

First review the Partner Name as it appears on the screen, revising it as necessary.

Next, you MUST review the populated **Contact Information** and **Business Unit Information** screens, and then select the boxes to the right on the **Home** screen confirming the accuracy of the data. These boxes will not become active until you have opened the **Contact** and **Business Unit Information** screens for review.

Figure 39: Example Home Screen Using Auto-populate – After Review of Steps 1 – 3

Once the confirmation boxes are checked you may proceed to Step 4.

Section 4: Download Latest SmartWay Carrier Data File

To ensure that the Logistics Tool gives you the most current list of SmartWay carriers to select from, you must select the "Download Latest SmartWay Carrier Data File" button on the **Home** screen. A new box will appear next to the button indicating the "Date of Current Carrier File." You are now ready to select carriers and entering activity data for each business unit.

You will not be able to input the required logistics business unit data in Step 5 without this file. You must have an active Internet connection to perform this step.

Figure 40: Home Screen Indicating Date of Current Carrier File Downloaded

Section 5: Select Business Unit for Data Entry (providing activity and fuel consumption information for your business units)

Now that you have defined your logistics business units, in Section 5 of the Logistics Tool, you will be asked to provide additional information for EACH business unit separately.

"BUSINESS UNIT STATUS REVIEW" OVERVIEW

Once you have returned to the **Home** screen, you will see all of your business units listed in the window below item # 5: **Data Entry**.

Figure 41: Home Screen – Business Unit Status Prior to Activity and Fuel Data Entry

A status message appears after each business unit, indicating whether or not the data entry for that business unit is complete. There are three possible status messages:

- **Not checked** - Data has not been entered yet.
- **Incomplete** - Some data is still missing and/or inconsistent.
- **Complete** - All data requirements have been met and validation has occurred.

In addition to the status messages above, you may see one of two qualifiers: "Errors" or "Warnings."

- **Errors** will prevent you from generating the **Internal Metrics Reports** in the **View Your Data Reports** section, and must be addressed before you can submit your Tool to EPA.

- **Warnings** will still allow you to run the **Internal Metrics Reports** and submit your data to EPA. **However, it is strongly recommended that you carefully review each warning message before sending your data to EPA** so that you can anticipate questions that may come from a Partner Account Manager as a result of your data being outside the expected ranges. The method addressing errors and warnings is described for subsequent input screens in the following sections.

To add data to a particular business unit, highlight the business unit name and then double-click. You will then proceed to the Tool data entry screens.

STEPS FOR SELECTING A BUSINESS UNIT TO REVIEW:

1. Using your mouse, select and highlight the name of the business unit for which you wish to enter data.
2. Double select the name; you will then be taken to the **Instructions** screen for that business unit.

COMPLETING THE CARRIER SELECTION SCREENS

To begin, you will need to identify the carriers included in each logistics business unit. Two options are available for identifying your carriers. If you have a large number of carriers (e.g., a large 3PL with 100 or more carriers), you may wish to develop your carrier details separately and upload your data in a single file using the **Outside Data Import** method. (You may use the carrier matching function contained in the Partner Portal to match your carriers with those in the SmartWay database before importing your data if you wish, as described below.) Alternatively, if your logistics business unit has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Input SmartWay Carriers Entry** method. These methods are described in detail in the **Data Import/Export Guide**.

Regardless of the method you choose, you will need to identify the mode of transport for the carrier. Six carrier mode selections are available, including:

- Rail
- Truck
- Multi-modal
- Logistics
- Barge
- Air

(Note: By selecting "All" on the Tool's **Manual Input SmartWay Carriers** screen, you may search across all carriers, regardless of mode.)

Next, you may also identify a SmartWay Category for the Truck mode. Truck SmartWay Categories include:

- Auto Carrier
- Dray
- Expedited
- Flatbed
- Heavy/Bulk
- LTL Dry Van
- Mixed
- Moving
- Package
- Refrigerated
- Specialized
- Tanker
- TL Dry Van

SmartWay Category selections are not currently available for other modes but may be added in the future. (Note: Multi-modal selections list "Multi-modal" as the SmartWay Category.)

After identifying the mode (and SmartWay Category, if available), you should identify each carrier's specific fleet name, as listed in the SmartWay Carrier Data file, along with any associated SCACs, DOT numbers, NSCs, and MCNs. The Carrier data file must be downloaded from the SmartWay website by selecting the button under Step 4 on the Logistics Tool **Home** screen. This data can then be viewed on the **Manual Input SmartWay Carriers** screen or offline using Microsoft® Excel.

Carrier Matching: Some companies have had difficulty matching the carrier information in their databases with the data that carriers submit to SmartWay. The carrier matching function helps partners identify which of their current carriers are SmartWay Partners.

You may add company-specific carrier identification information and/or carrier contact information into your CSV import file. Once you have created your file you can use the matching function located in the SmartWay Portal to identify and match which of your carriers are SmartWay carriers. In the first reporting year (2014) the function was able to match your carrier data using identification fields including carrier address, phone number, SCAC code, MCN code, NSC, and/or DOT number.

Starting in 2015 you can match your carrier data with the SmartWay data by including your own unique identification data in the Carrier CSV from previous submissions. For example, if you have a unique Carrier ID for each of your carriers, include that in the Carrier CSV this year so that this information is stored in the SmartWay database. Then in subsequent years, when you include your unique identifier in the Carrier CSV file, you can use the SmartWay Portal to find your carriers for the current reporting year quickly and easily. Your company-specific match data is not shared with other companies.

The steps to use the new carrier matching function are described on the **Match My Carriers** screen within the Logistics Tool. **Follow the instructions in the "Guide to Importing Carrier Data Using the Outside Data Import Function - 2015 Data Year" for detailed guidance.**

In certain cases, a carrier may have multiple fleets associated with its operations. In the case of trucking, multi-modal and logistics partners, you may use the SCAC list in the Carrier Data file to select among multiple fleets. The **Manual Input SmartWay Carriers** screen also allows you to filter carrier fleets by SCAC, MCN, DOT number, NSC, and/or address if needed.

After identifying your SmartWay carriers, you must then go to the **Manual Input Non-SmartWay Carriers** screen to enter the number of non-SmartWay carriers used by the current business unit. *Only include carriers used during the reporting year.* Enter the total number of non-SmartWay partners within the current business unit and check the box to confirm that all the non-SmartWay carriers in this business unit have been added. If this business unit has non-SmartWay carriers, select the carrier mode(s) the non-SmartWay carrier(s) belong to. For truck carriers, specify the appropriate carrier type (e.g., non-SmartWay Dray). If you are not sure of the appropriate truck carrier type, select the "General" option.
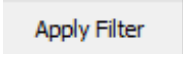
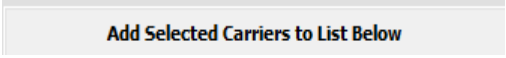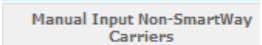## STEPS FOR INPUTTING CARRIERS FOR A BUSINESS UNIT:

1. On the **Home** page, select and highlight the name of the business unit for which you wish to enter data.

2. Double click the name; you will then be taken to the **Input Carriers** data entry screen for that business unit.

3. You will see the **Instructions** screen; read the instructions and scroll to the bottom.

4. Check the box next to the words "I have read and understand the carrier data input instructions" when you have read them.

5. You must now decide how you will enter your data; i.e., via manual input or through the outside data import function. Refer to the "Logistics Company Partner 2.0.15 Tool: Guide to Importing Carrier Data Using Outside Data Import Function-2015" on the logistics page of the SmartWay website for more information about using the Outside Data Import function to enter your carriers, as well as using the new carrier matching function.

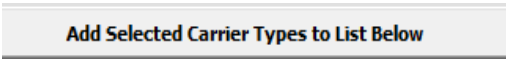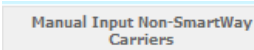Otherwise, proceed to the [Manual Input SmartWay Carriers] tab.

STEPS FOR COMPLETING THE MANUAL INPUT SMARTWAY CARRIERS TAB:

1. To select carriers manually, you can enter all or part of the carrier's name directly into the "Carrier Name" input box and the select the [Apply Filter] button. A new filtered list will appear in the Available SmartWay Carriers box.

   Double click on the carrier name to add it to the "Selected SmartWay Carriers" box.

2. You may also search for carriers by filtering using carrier mode, SmartWay Category, SCAC, MCN, DOT, NSC, and/or address to find your carriers in the SmartWay Carrier data file.

3. To search by Carrier Mode, select the mode of transport from which you wish to choose a carrier. Seven carrier mode selections are available, including "All," "Rail," "Truck," "Multi-modal," "Barge," "Air," and "Logistics."

   - Note that by selecting "All", you may search across all carriers, regardless of mode.
   - Next, if you select the Truck mode, you may also specify a SmartWay Category. Truck SmartWay Categories include auto carrier, dray, expedited, flatbed, heavy/bulk, LTL dry van, mixed, moving, package, refrigerated, specialized, tanker, and TL dry van.

4. Once you have applied the desired filters, a list of available SmartWay carriers meeting your filter criterion appears in the Available SmartWay Carriers box. Using your mouse, double click on the carrier name to add it to the "Selected SmartWay Carriers" box. You may also use the [Add Selected Carriers to List Below] button to add selected carriers to the Selected SmartWay Carriers box.

5. Once you have successfully identified your carriers using the **Manual Entry** method, proceed to the [Manual Input Non-SmartWay Carriers] tab.
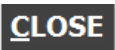
STEPS FOR COMPLETING THE MANUAL INPUT NON-SMARTWAY CARRIERS TAB:

1. Enter the total number of Non-SmartWay Carriers for the business unit into the data field.

2. Check the box to confirm that you have added all of the Non-SmartWay Carriers for your business unit.

3. Using your mouse, double-click on each non-SmartWay carrier **_type_** used by this business unit; double clicking will add it to the "Selected Non SmartWay Carriers" list. You may also use the

   Add Selected Carrier Types to List Below button to add selected carrier types to the Selected Non-SmartWay Carriers box.

   a. For truck carriers, select the appropriate carrier type (e.g., TL/Dry Van, Refrigerated, Dray, etc.). If you are not sure about a specific truck carrier's category, select the "General" option.

   b. Also distinguish your air carriers by "long haul" (cross-country/overseas flights, > ~2,300 miles) and "short haul" (generally regional/domestic flights, < ~2,300 miles).

4. Once the required data has been entered on the **Manual Input Non-SmartWay Carriers** tab, you can proceed to the **Activity Data** screen.

COMPLETING THE ACTIVITY DATA SCREEN

STEPS FOR COMPLETING THE ACTIVITY DATA TAB FOR YOUR BUSINESS UNIT:

1. Select the **Describe Data Source** button.

2. Enter a detailed description of the sources used for your Activity data information, including a description of how you calculated miles, ton-miles, and payload in the space provided. Be sure to indicate where this data was obtained as well. For example, you may use PC Miler, carrier reports, or accounting/purchasing records to determine miles. Payload and ton-mile estimates may be based on bills of lading or other internal records.

3. Select the **CLOSE** button.

4. For each carrier listed, specify your data availability:

   a=I know both Ton-miles and Total Miles (preferred)

   b=I know Ton-miles and Average Payload.

   c=I know Total Miles and Average Payload.

   d=I know Total Miles only.

   Ideally, when entering information for a carrier, you should use **Data Availability Option a**. If this is not possible, *please choose the method that uses the most accurate data at your disposal*. In this way the Tool will utilize the most accurate data available for the ton-mile and mile comparison metrics, as well as for the emissions footprint calculations.

5. For carriers where you have selected **Data Availability Option a**, enter total ton-miles along with total miles. Total miles corresponds to truck miles, railcar miles, air miles, or barge miles, as appropriate. For rail carriers, DO NOT enter train miles, and for barge carriers, DO NOT enter miles for the entire string of barges – enter the sum of miles for each individual railcar and/or barge load.

6. For carriers where you have selected **Data Availability Option b**, enter total ton-miles along with your estimated average payload (per truck, barge, or railcar, as appropriate) in short tons (2,000 lbs).

7. For carriers where you have selected **Data Availability Option c**, enter total miles along with your estimated average payload (per truck, barge, or railcar, as appropriate) in short tons (2,000 lbs).

8. For carriers where you have selected **Data Availability Option d,** enter total miles.

Note: Data Availability selections for LTL, package and multi-modal carriers are restricted to Options a - c due to the difficulty in adjusting mileage for partial loads.

9. Select the **VALIDATE SCREEN** button and correct any errors.
    a. If you have errors, they will appear either as red boxes for significant errors, or as yellow warning boxes for less-extreme errors. Red errors will prevent you from submitting your Tool.
    b. If your values are out of range, but you are confident that they are correct, double click the box with the error. A comment box will then appear. Enter an explanation for the value and select **OK**. The box will become yellow, and you will be able to proceed to submit your Tool.

10. Proceed to the **% SmartWay** tab to see your % SmartWay Value to assess your overall all progress in utilizing SmartWay carriers. You may also go to the **Data Display** tab to review your carriers' performance levels.

11. Select the **HOME** button to return to the **Home** screen.

Validating Your Data

The Logistics Tool has validation checks embedded at different points in the Tool to ensure data quality, including checks of payload and ton-miles, to help ensure the reasonableness and quality of Partner data.

In most instances the validation ranges are based on Truck Partner data distributions from the previous calendar year. (Refer to the **Logistics Tool Technical Documentation** (found on the website at

https://www.epa.gov/smartway/smartway-logistics-company-partner-tools-and-resources) for a detailed discussion of all validation criteria used within the Tool.)

At any time, you can select the **VALIDATE SCREEN** button at the bottom of the screens to make sure you have filled out everything properly before proceeding to the next screen.

Any time you leave a particular screen, the Tool will automatically perform a *screen* validation.

Any time you return to the Home screen, the Tool will automatically perform a *business unit-level* validation.

If you select the **VALIDATE SCREEN** button and no potential errors are identified, the following message will be displayed. Select **OK** to proceed.
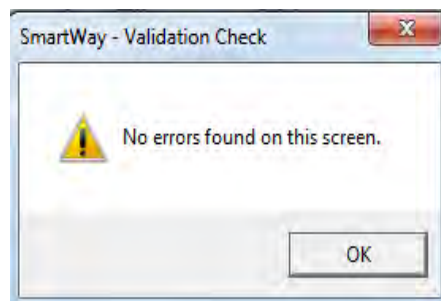
Figure 42: Validation Check Notification – No Errors

If missing or potentially erroneous inputs are identified, you will see the following message.

Select **Yes** to see a complete list of validation errors/warnings.
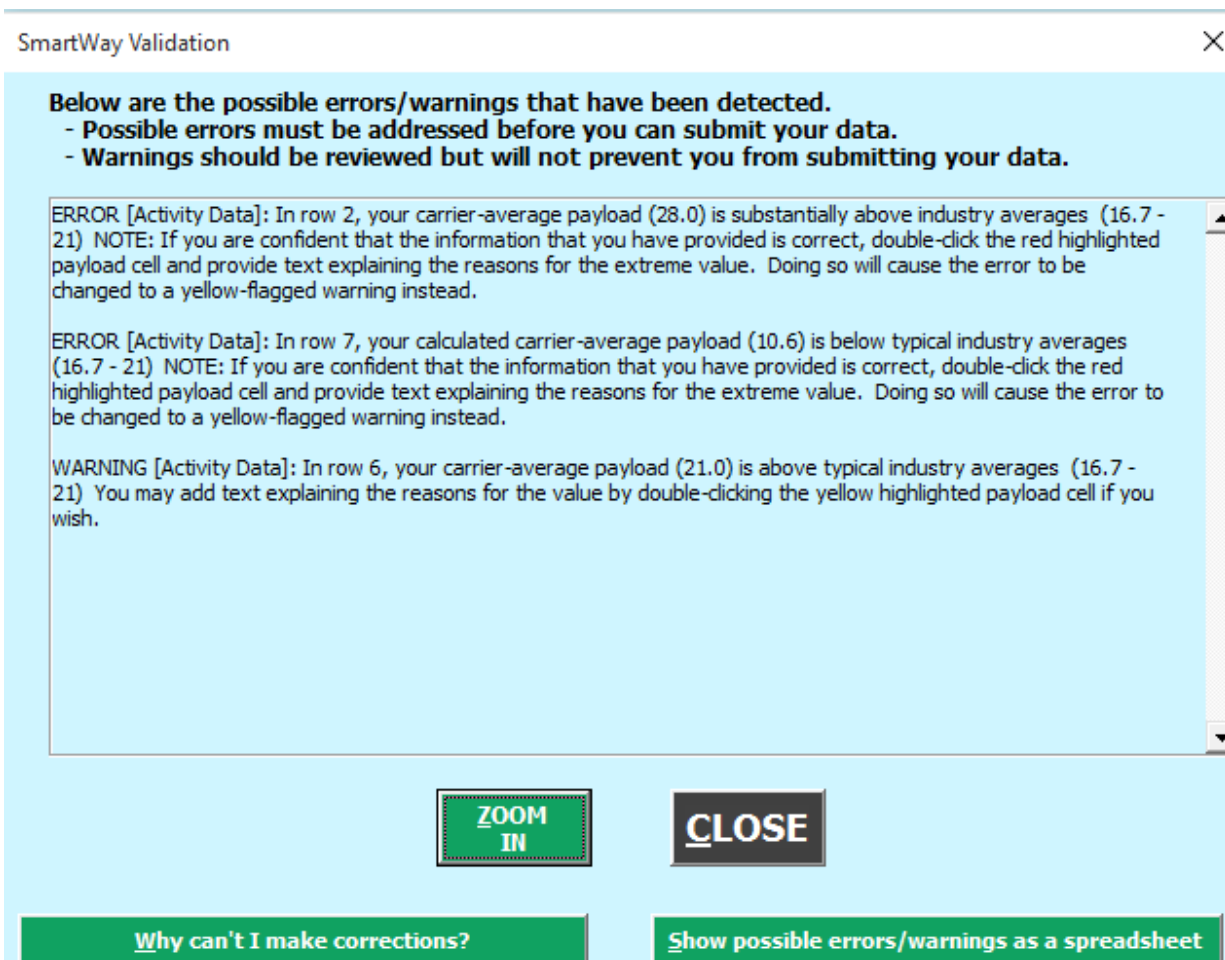
Figure 43: Validation Check Notification – with Errors/Warnings

The **Why can't I make corrections?** and **Show possible errors/warnings as a spreadsheet**
buttons at the bottom of the screen provide additional information to assist you in correcting any errors.

Once you close the **Validation** check screen, you will see warnings and errors highlighted in a red or yellow on the **Activity Data** screen. Entering new data in a highlighted cell will cause the colored shading to disappear, *even if the new value is still invalid*. To check the validity of your newly entered data, select the **VALIDATE SCREEN** button again and repeat the procedure described above as necessary.

The Logistics Tool also utilizes a number of "logical" validation checks to ensure the reasonableness of various inputs and category selections. If inconsistencies are found, in most instances a simple warning is indicated, and text explanations are not required. For a complete listing of all validation checks used in the Tool, refer to the **Logistics Tool Technical Documentation**.

Once all potential validation errors have been corrected or otherwise verified, select **HOME** to proceed to the next step.

Section 6: Provide Additional Information

After completing Steps 1 – 5 on the **Home** screen, you may provide EPA with feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Logistics Tool data to EPA. Selecting the [**Feedback/Recruiting Assistance**] button on the **Home** screen will open the **Give Us Feedback** forms.

Figure 44 displays the **Suggestions** screen. You may respond to some or all of these questions in order to provide feedback regarding the various aspects of the SmartWay program. SmartWay values your feedback. Any information you provide will be used to improve the program, and will be kept confidential. Use the scroll bar to the right to display additional questions.

Figure 44: Suggestions Screen

Figure 45 displays the **Recruiting Targets** screen. You may select up to 10 of your largest non-SmartWay carriers to help target companies for potential recruitment into the program.

Figure 45: Recruiting Targets Screen

Once you have completed these screens, select the **HOME** button to return to the **Home** screen.

Once you've reviewed these sections, you will be ready to submit your Tool to EPA.

Section 7: Submitting Data to SmartWay

Congratulations! You are now ready to send your data to EPA.

Select the [**Generate a (.xml) data file**] button, which will open the following screen.

Figure 46: Creating Submission File for EPA

Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again. Next, a question will appear asking if you are an existing SmartWay Partner (Y/N). If you are, a question will appear asking if you submitted your data the previous reporting year. If so, you can then enter your Annual Submission ID, which has been sent to you by your SmartWay Partner Account Manager via email. If you cannot locate your submission ID you can select the [**Email me my SmartWay ID**] button to have your ID sent to you. Submission of the SmartWay ID is optional.

If you did not submit data last year, indicate how your company first heard about SmartWay.

Figure 47: Create Submission File Screen

When ready, select to create a file with the following naming convention:

Logistics_PartnerName_ Year_ V0.xml

For example, Logistics_ABCLogistics, Inc_ 2015 _V0.xml

where **PartnerName** is your company's name as entered for Step 1 on the **Home** screen, and **Year** indicates the year for which you are submitting your data.

Next specify the folder where you would like to save the .xml file, and the following screen will appear.

Figure 48: Instructions for Submitting xml File to EPA

Follow these instructions for submitting your .xml and .xlsx files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xlsx file. Upon selecting **CLOSE**, a screen will appear that allows you to close the Logistics Tool or return to the **Home** screen.
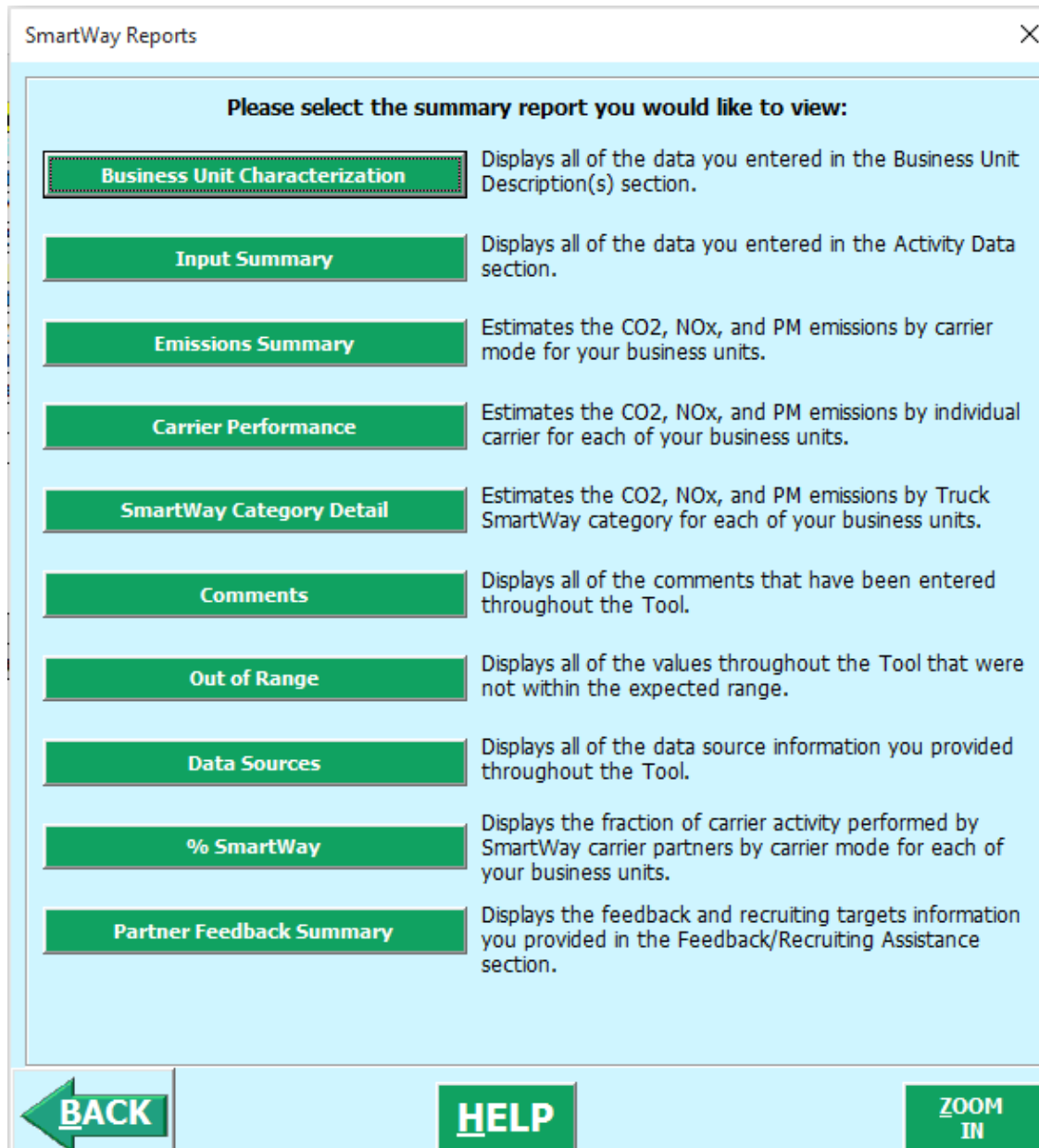
NOTE: DO NOT ZIP the Files. Send them to EPA as normal files attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

NOTE: DO NOT CHANGE THE NAME OF THE XML OR XLSX FILES.

Optional Data Review Sections

VIEW YOUR DATA REPORTS

Once you have completed Steps 1-5 and the business unit(s) listed under Step 5 are "Complete" or "Complete (with Warnings)", you may select the [View Your Data Reports] button which will take you to the following screen:

Figure 49: Reports Menu

Selecting any of the green buttons on this screen will display the indicated data. Several reports summarize the data you entered on specific data input screens, such as the **Business Unit Characterization** and **Input Summary Report**. The **Out of Range Report** may be particularly useful in identifying and addressing those inputs flagged as potentially erroneous during business unit validation.

Selecting any of the summary report types will take you to a screen allowing you to preview and print your reports. **Figure 50** shows one of many sample reports the Tool can generate for you; in this case summarizing emission reductions in tons and assorted performance metrics at the Partner Total level (including all business units). These reports will prove useful for your company's evaluation and improvement efforts.

Emissions Summary
Tool: Logistics

Report generated on: 06/27/2016
Data Year: 2015

Partner: Logistics 1, Inc.

Business Unit Name: Logistics 1, Inc.: Group 1

Mode	CO2 g/Mile	CO2 g/Ton-Mile	CO2 Mass Emissions (Tons/Year)	NOx g/Mile	NOx g/Ton-Mile	NOx Mass Emissions (Tons/Year)	PM10 g/Mile	PM10 g/Ton-Mile	PM10 Mass Emissions (Tons/Year)	PM2.5 g/Mile	PM2.5 g/Ton-Mile	PM2.5 Mass Emissions (Tons/Year)
Truck	1,174	277	1,945	1.64	0.772	5.4	0.028	0.0129	0.0904	0.028	0.0129	0.0904
Multi-modal	1,375	30	108	15.50	0.425	1.5	0.460	0.0120	0.0431	0.460	0.0120	0.0431
Logistics	2,391	466	348	29.17	3.271	2.4	1.171	0.2126	0.1588	1.166	0.2126	0.1588
Composite/Total*	**1,252**	**211**	**2,401**	**4.27**	**0.827**	**9.4**	**0.124**	**0.0257**	**0.2922**	**0.124**	**0.0257**	**0.2922**

*Weighted average (composite) emission factors across all modes / mass emissions totals across all modes

Figure 50: Example of Completed Reports

Select the button to return to the reports menu screen.

REVIEW YOUR YEAR-TO-YEAR PERFORMANCE
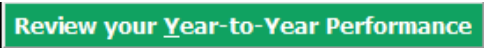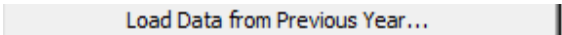
The **Year-to-Year Performance Report** is another optional section of the Tool, allowing the user to compare the business unit characteristics and activity values, as well as CO_2 performance metrics for the current year with those of the prior year. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance over multiple years, and performing general quality assurance of the inputs used for your current Tool. You can access this report by selecting the button under the "**Your Results**" section on the **Home** screen.

Figure 51 shows the data entry screen for the comparison report. Note that your most recent year's data is already "loaded," including the data you have entered for your current business unit(s). In order to load data for the previous year business units, select the button. Next a screen will appear allowing you to specify the location of your prior year file, using the button.
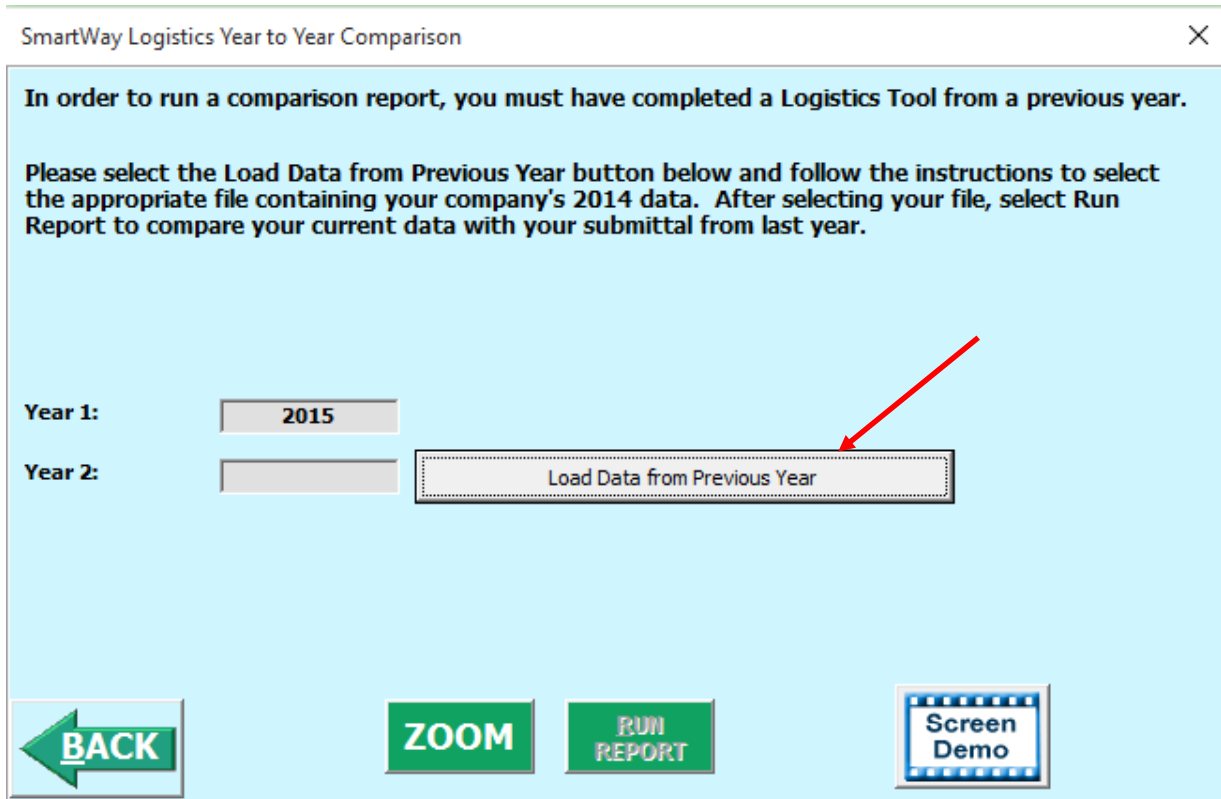
Figure 51: Year-to-Year Comparison Report Input Screen
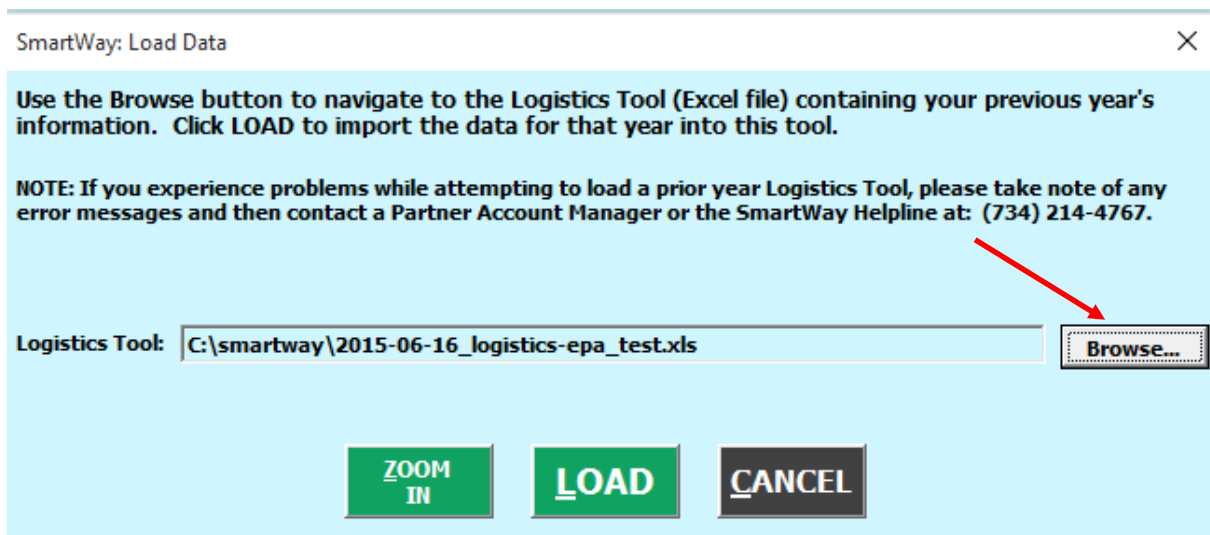
Figure 52: Data Load Screen for Year-to-Year Comparison Report

Once your comparison years have been specified and your prior year data loaded into the Logistics Tool, select the [RUN REPORT] button to view the line-item data entry comparisons. An example report is presented in **Figure 53.**

Comparison Report Report generated on: 06/27/2016
Tool: Logistics
Partner: Logistics 1, Inc.

Metric	Change %	Change Amount	2015	2014
Partner Name		X	Logistics 1, Inc.	ABC Logistics, Inc.
Working Contact		X	Glenn Johnson	James Stephenson
Phone		X	512-555-6868	654-654-6545
Total Miles Total	-98.2%	-39,846,195	724,419	40,570,614
SmartWay Total Miles	-97.6%	-29,851,021	718,417	30,569,438
% SmartWay Total Miles	31.7%	23.85%	99.20%	75.35%
NonSmartWay Total Miles	-99.9%	-9,995,174	6,002	10,001,176
% NonSmartWay Total Miles	-96.8%	-23.85%	0.80%	24.65%
Ton Miles Total	-98.8%	-884,706,781	10,314,045	895,020,826
SmartWay Ton Miles	-98.6%	-694,837,409	10,211,447	705,048,856
% SmartWay Ton Miles	25.7%	20.23%	99.00%	78.77%
NonSmartWay Ton Miles	-99.9%	-189,869,372	102,598	189,971,970
% NonSmartWay Ton Miles	-95.3%	-20.23%	1.00%	21.23%
Ton-Miles % SmartWay Allocation Truck	N/A	100.00%	100.00%	0.00%
Ton-Miles % SmartWay Allocation Rail			0.00%	0.00%
Ton-Miles % SmartWay Allocation Multi-modal	N/A	100.00%	100.00%	0.00%
Ton-Miles % SmartWay Allocation Logistics	7.7%	6.08%	84.86%	78.77%
Ton-Miles % SmartWay Allocation Barge			0.00%	0.00%
Ton-Miles % SmartWay Allocation Air			0.00%	0.00%
Ton-Miles % SmartWay Allocation Overall	25.7%	20.23%	99.01%	78.77%
Average Weighted Payload	1.7%	0.4089	23.9660	23.5571
*Average Weighted Density	-100.0%	-14.9114	0.0000	14.9114
*Average Weighted Load Percent	-100.0%	-74.7652	0.0000	74.7652
Emission Metrics CO2 g/mile	-47.7%	-1,143	1,252	2,395
Emission Metrics CO2 g/ton-mile	-47.9%	-194	211	405
Emission Metrics NOx g/mile	-82.7%	-20.46	4.27	24.73
Emission Metrics NOx g/ton-mile	-74.0%	-2	0.827	3.181
Emission Metrics PM10 g/mile	-89.8%	-1.086	0.124	1.210
Emission Metrics PM10 g/ton-mile	-87.5%	-0.1804	0.0257	0.2061
Emission Metrics PM25 g/mile	-89.3%	-1.031	0.124	1.155
Emission Metrics PM25 g/ton-mile	-87.5%	-0.1804	0.026	0.206
CO2 Mass Emissions	-99.2%	-312,180	2,401	314,581
NOx Mass Emissions	-99.6%	-2,512.1	9.4	2,521.5
PM10 Mass Emision	-99.8%	-180.6329	0.2922	180.9251
PM25 Mass Emision	-99.8%	-179.0607	0.2922	179.3529

Figure 53: Example Year-to-Year Comparison Report

Comparisons are shown for a number of activity parameters including:

- Total Miles and Ton-Miles, for both SmartWay and Non-SmartWay carriers
- Activity allocation (in this case based on ton-miles) for SmartWay Value by mode
- average payload, density and load percent

A variety of calculated annual performance metrics are also shown, including:

- mass emissions in short tons for all pollutants
- grams per mile for all pollutants
- grams per ton-mile for all pollutants

Percentage changes are also indicated for each of these items, relative to the earlier year baseline values. Note that all comparisons are at the aggregated Partner level rather than the business unit level.

VISIT THE SMARTWAY PARTNER PORTAL

You may select the **Visit the SmartWay Partner Portal** button which will open a web browser to the login page of the **EPA SmartWay Portal** (**Figure 54**).
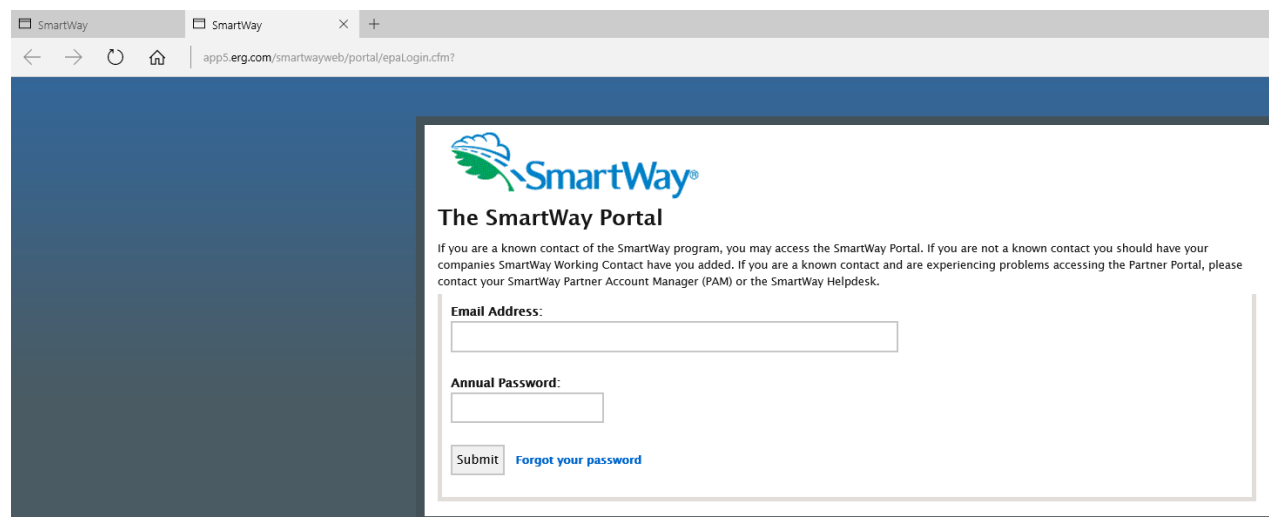
Figure 54. SmartWay Portal Login Page

Please visit

https://www.epa.gov/smartway/smartway-logistics-company-partner-tools-and-resources for additional resources, including printable data collection worksheets, technical documentation, and the **Data Import/Export Guide**.

Troubleshooting the Tool

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tool from an e-mail rather than from a drive. In addition, note that you will not be able to open the Tool successfully directly from the SmartWay website, so save the Tool to your hard drive before opening. If you encounter an error during use of the Tool, try restarting the Tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 2007, 2010, or 2013).

If you continue to encounter problems, make a screen capture of the error message, and save the Tool at that point. (You can make a screen capture by pressing the keys *Alt and Print Screen at the same time*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved Tool to your Partner Account Manager for further assistance.

Proper Calculation Setting

By default, Microsoft Excel is set to automatically calculate formulas. If values within your Tool are not calculating automatically, then your Excel may be set to "Manual". Follow these instructions to change your Excel Calculation setting.

Office 2010 and Newer
Choose the "Formulas" tab. Select the "Calculation Options" button in the "Calculation" section to view the drop-down list of options. Choose "Automatic" from the list of options to switch to automatic calculation.
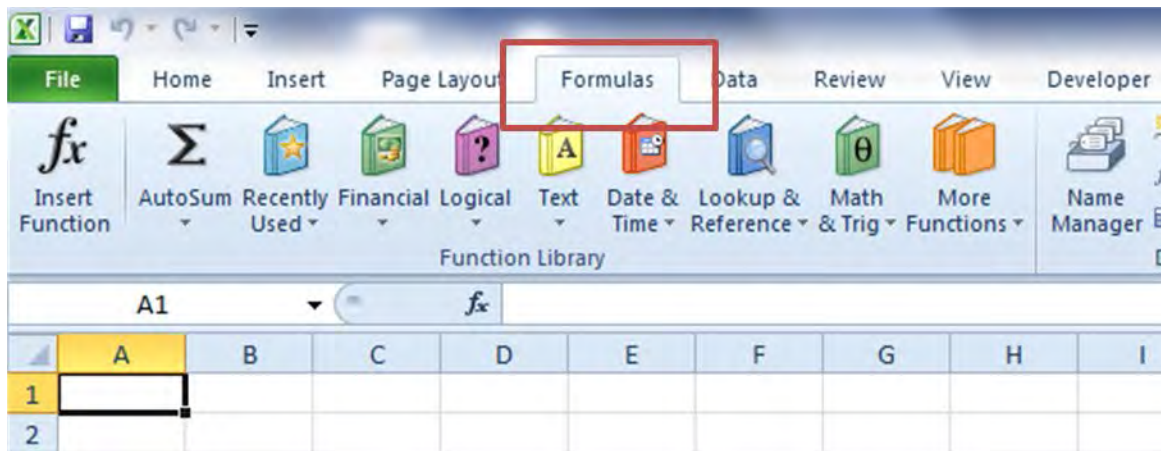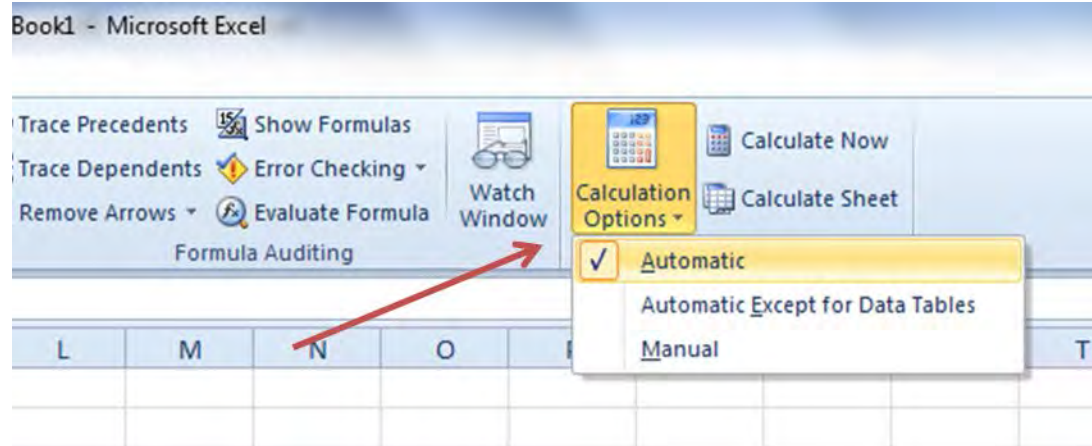
Office 2007

Select the Office button at the top left. Then select the Excel Options button and the Excel Options dialog box will appear. Select the Formulas tab and the Formulas options will appear in the right pane. Select the "Automatic" radio button in the Calculation options section.
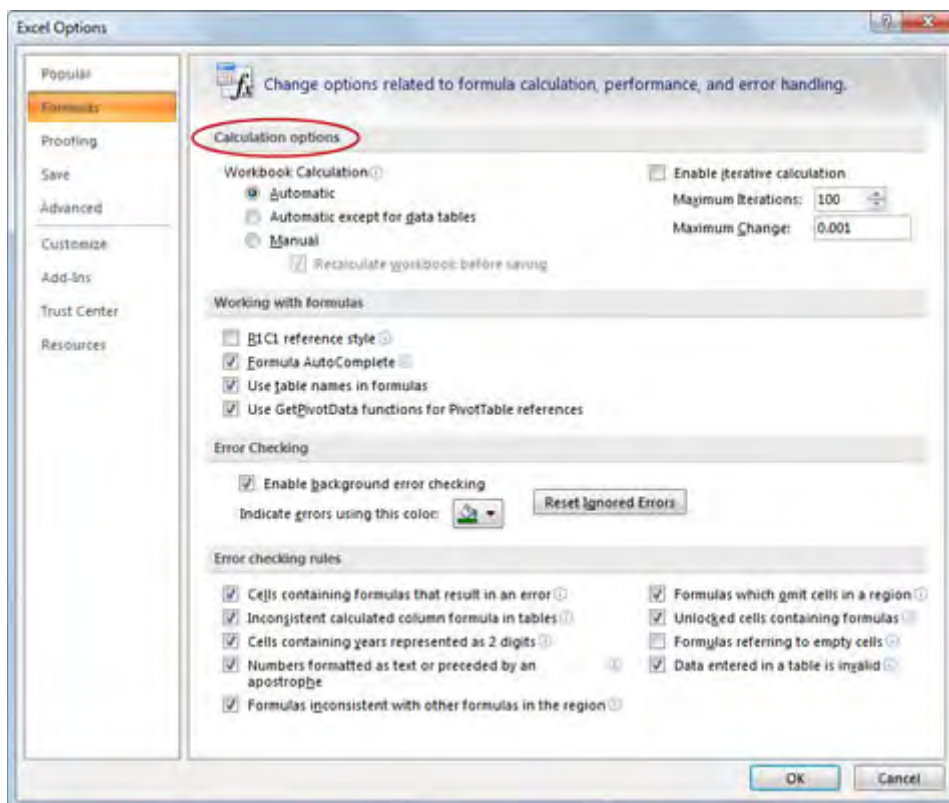
Office 2003
From the tools menu, select "Options". When the Options dialog box is displayed, select the "Calculation" tab. Under the Calculation section, select the "Automatic" radio button and then select "OK".
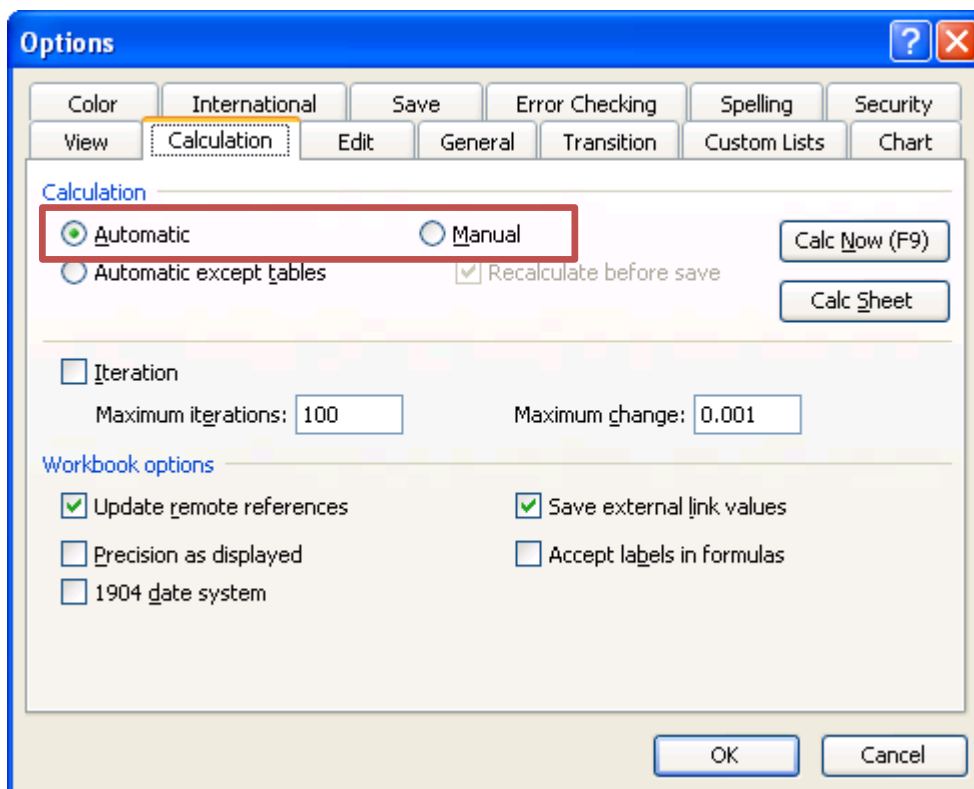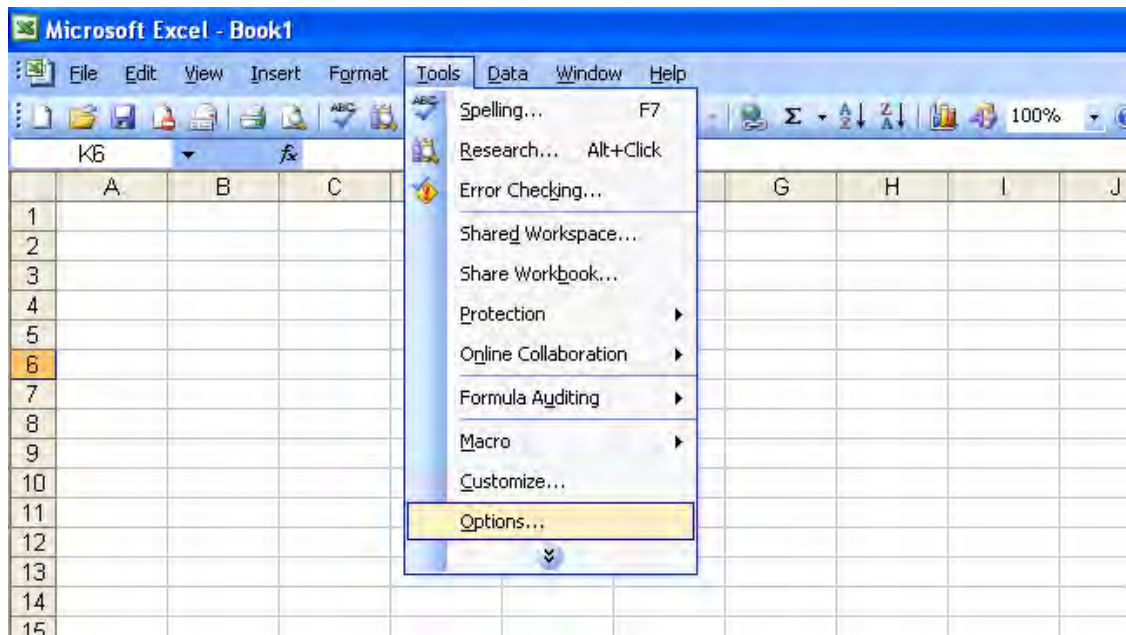
APPENDIX A: RECOMMENDED DATA SOURCES FOR ACTIVITY DATA

List of Worksheets

Worksheet #1: Company and Contact Information

#1. Enter Your Contact Information:

General Company Contact Information

Company Name							
Headquarters Mailing Address							
City		State/Province		Zip		Country	
Main Phone Number		Toll-free Number		Cell number		Web Address	

Working Contact Information

Working Contact Name							
Working Contact Mailing Address							
City		State/Province		Zip		Country	
Primary Contact Phone Number				Email Address			

Executive Contact Information

Executive Contact Name							
Executive Contact Mailing Address							
City		State/Province		Zip		Country	
Executive Contact Phone Number				Email Address			

Other Contact Information

Other Contact Name							
Other Contact Mailing Address							
City		State/Province		Zip		Country	
Other Contact Phone Number				Email Address			
Contact's Role in Program							

Worksheet #2: Logistics Business Unit Characterization

Complete this worksheet for <u>each business unit</u> you will be submitting in the Logistics Tool.

#2: Define Your Business Units

Business Unit Name (Company Name followed by Business Unit Identifier name)

_____

SCAC(s): _____

MCN: _____

DOT: _____

NSC: _____

BUSINESS UNIT TYPE:_____ (for-hire, private/dedicated)

Business Unit Focus (activity %s):
Logistics Provider **_____** Freight Forwarder **_____** Freight Broker **_____** Truck Carrier **_____**
Rail Freight Broker _____

Worksheet #3A: Select Carrier(s)

Complete the following for <u>each business unit</u> you will be submitting in the Logistics Tool. Make multiple copies of the table below to enter all carriers in the business unit if needed.

#3A: Identify Your Business Units

Logistics Business Unit Name

_____

Carrier Name*	Mode^	SmartWay Category**

 # Non-SmartWay Carriers^^_____

* Exactly as it appears in SmartWay Carrier data file
^ Truck, Rail, Logistics, Multi-modal, Air
** Truck SmartWay Categories include:
    TL Dry Van; LTL Dry Van;
    Refrigerated; Flatbed;
    Tanker; Dray;
    Package; Specialized; Mixed
^^ If applicable, for current reporting year only

Worksheet #3B: Enter Activity Data (page 1 of 2)

Complete the following for <u>each business unit</u> you will be submitting in the Logistics Tool. Make multiple copies of the tables if needed to enter all carriers in the business unit.

#3B: Enter Activity Data

Logistics Business Unit Name:

_____

Provide Data Source Description:

_____

_____

_____

_____

_____

_____

_____

Worksheet #3B: Enter Activity Data (page 2 of 2)

Data Availability Option, Inventory Calculation Metric, Miles, Ton-Miles, and Average Payload

Carrier Name	Data Availability Option (a-d)*	Ton-miles	Miles	Average Payload**

* Options include

        a = I know both Ton-miles and Total Miles
        b = I know Ton-miles and Average Payload
        c = I know Total Miles and Average Payload
        d = I know Total Miles only

** For Options b and c only