

2017 SmartWay Logistics, Multimodal, and Shipper Partner Tools: Guide to Importing Carrier Data Using the Outside Data Import Function U.S. Version 2.0.16 (Data Year 2016)





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Transportation and Climate Division
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Overview

The SmartWay Logistics, Multimodal, and Shipper Tools have an Outside Data Import function. This function reduces the need to manually enter carrier activity data by allowing you to create a data file that contains your company's in-house carrier data in SmartWay's prescribed data format.

In response to companies that have had difficulty matching the carrier information in their databases with the data that carriers submit to SmartWay, a carrier matching function was added previously that enables partners to identify which of their current carriers are SmartWay Partners. This matching function can be found in the SmartWay Portal.

THE OUTSIDE DATA IMPORT FUNCTION IS RIGHT FOR YOU IF:
you use a relatively large number of carriers (both SmartWay and/or non-SmartWay) and you have an in-house data collection system that contains carrier activity data necessary to populate your SmartWay Tool for submission to EPA.

How the Outside Data Import Function Works

This function allows you to import data from your in-house data tracking systems directly into your Tool.

To input your company's carrier data into the Tool, you will create a Comma-Separated Values (CSV) file that meets certain basic SmartWay specifications, and merge that file with your in-house data to produce a complete profile of your carriers' activity.

This CSV file will be uploaded into the Tool and will save you the time of manually entering data to calculate your emissions footprint and/or percent SmartWay (% SmartWay).

In addition to your carriers' activity data, starting this year you may add company-specific carrier identification information and/or carrier contact information into the CSV file described in the previous section. You may now add up to 13 extra fields of carrier identification information and 3 fields of carrier contact information to your file. The new fields include:

- Carrier name as it appears in your company's system/database
- Up to three Internal Carrier ID codes from your company's database system
- SCAC
- MCN
- DOT
- NSC
- Street address
- City
- State / Province abbreviation
- ZIP / Postal code
- Phone number
- Contact's email address
- Contact's correspondence name
- Preferred language of correspondence

In future years this information will be available as additional match criteria in the SmartWay Partner Match function accessible from the SmartWay Portal. These new fields must be formatted in a specific way in order to work with the SmartWay tools and database; file preparation and format is described in the next section.

SmartWay suggests that you use Microsoft Excel to develop and modify your CSV files. Excel has standard support for CSV files, in that it can easily read and write this type of file.

You must ALWAYS save your file as a CSV file. If you accidentally save your file as an Excel workbook, you can easily change the format back to a CSV file by using the "Save As" function in Excel.

Preparing Your Carrier Data to Import into Your Tool

There are six steps to preparing your CSV file for import into the Tool.

Step 1: Enter your company level data

Step 2: Open your Logistics Business Unit/Shipper Company and proceed to the Import/Export screens to create your CSV File

Step 3: Populate the CSV file with carrier data from your in-house computer systems

Step 4: Carrier matching (OPTIONAL)

Step 4a: Populate the CSV file with your company-specific carrier identification information

Step 4b: Upload your Carrier CSV file into the SmartWay Portal

Step 4c. Export your matched carrier file from the SmartWay Portal

Step 5: Import and validate your CSV file

Step 6: Enter additional data into the Tool

Please note that due to the variability in Partner data systems, EPA does not have the resources to assist you in creating and importing this file. You should rely on your own in-house IT/MIS computer staff.

Step 1: Enter Company Level Data

Before you can import outside data, you must take these initial steps for completing your Tool:

1. Enter your company name and contact information.
2. Define your business unit(s)¹.
3. Download the latest carrier data file.
4. When you have at least one business unit defined, you can then import carrier data for that business unit.
5. Double click on the business unit name on the Home screen.
6. On the Input Carriers tab, read the Instructions screen and check the box to indicate that you understand these instructions.

Once you have performed these six steps, you will be ready to use the Outside Data Import function.

Step 2: Create Your Carrier CSV File

There are three basic methods for creating your Carrier CSV file:

- **Option 1 — Export a Master CSV File:** This method can be used if you have a very large number of SmartWay Carriers. With this approach, you generate a CSV file complete with all current SmartWay Carriers in the correct format (using the “Export Master File” button on the “Export carriers” tab). You can then open this CSV file in Excel and delete any SmartWay Carriers you don’t use, and enter data regarding activity and other details related to how you use your carriers.
- **Option 2 — Manually Build a Carrier CSV File:** This method is a good option if you have a smaller number of carriers (e.g. 100 or fewer) that you can manually identify. In this approach, you manually select carriers in the Tool and then export a CSV file (using the “Export Selected Carriers” button on the “Export Carriers” tab) that can then be populated with data from your in-house data system.

¹ Terminology varies with Tool: Logistics users define “business units”, and Shippers define “companies”.

Option 3 — Create a Carrier CSV File from Scratch: If you have a large number of carriers (e.g., 100 or more) you may choose to create your CSV from scratch using your in-house system. If you choose this approach, the best way to ensure compatibility between your file and the Tool is to review the example Carrier CSV file. This will aid your IT staff in producing a CSV file with the correct format.

Once you have created a Carrier CSV file, you can use a new matching function to identify and match which of your carriers are SmartWay carriers. If this is the first reporting year you have used the matching function, you can match your carrier data with data SmartWay Carriers have submitted using identification fields you have in your database, including the carrier’s address, phone number, SCAC code, MCN code, and/or DOT number.

In future years you can match your carrier data with carrier data in SmartWay by including your own unique identification data in the Carrier CSV. 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. Your company-specific match data is not shared with other companies.

The steps to use the new carrier matching function are:

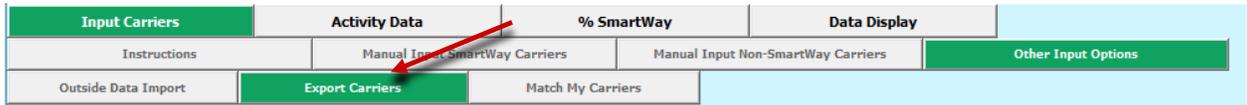
1. Create your Carrier CSV file
2. Import your Carrier CSV file into the SmartWay Portal
3. Export your matched carrier file from the SmartWay Portal
4. Import your matched carrier file into the Tool
5. Edit your carrier identification information (optional)

These steps are incorporated into the complete set of steps for the import function in the “Preparing Your Carrier Data to Import into Your Tool” section below.

Step by step instructions for all three data import/export methods follow.

Option 1: Export a Master CSV File

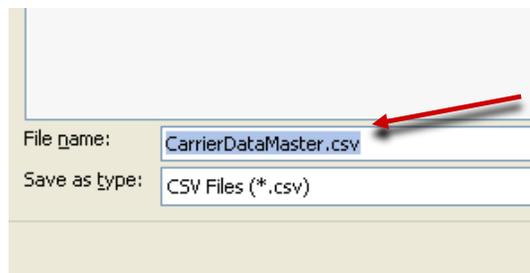
1. Select the “Export Carriers” Tab.



2. Select the “Export Master File” button.



3. A “Save As” screen will pop up.
4. Save document as “XXX.csv” file, where “XXX” is a name of your choosing, in any folder on your computer for which you have read/write access.



5. Open this CSV file in Microsoft Excel (recommended) or other software that supports CSV files.
6. Delete any SmartWay Carriers that you did not use during the reporting year.
7. Note that the first 19 rows in the master file represent non-SmartWay carriers. If you used any non-SmartWay carriers you must account for their combined mileage and/or ton-mileage in the appropriate non-SmartWay designation.
8. Save this modified CSV file to your designated computer folder.
9. Proceed to Step 3 on page 15 (“Populate the CSV file with Carrier Data from Your In-house Computer Systems”).

Option 2: Manually Build a CSV File

1. Select the “Manual Input SmartWay Carriers” tab.



2. Select your SmartWay Carriers using the Tool’s user interface filters (e.g., the Carrier Name box, the Carrier Mode drop-down list box, the SmartWay Category drop-down list box, the SCAC, MCN, DOT and/or NSC box, and the Address/City/State/Zip boxes). An example selection screen is shown below for the Logistics Tool.

The screenshot shows the 'Manual Input SmartWay Carriers' selection screen. At the top, there is a navigation bar with tabs for 'Input Carriers', 'Activity Data', '% SmartWay', and 'Data Display'. Below this is a sub-bar with 'Instructions', 'Manual Input SmartWay Carriers', 'Manual Input Non-SmartWay Carriers', and 'Other Input Options'. The main content area has a heading: "Use this screen to identify and select your carriers that are SmartWay Partners. You may search for specific partners using the data entry fields and filters shown below. Select the HELP button at the bottom of the screen for more details." Below the heading is a red-bordered box containing a filter section with the following fields: Carrier Name (text box), Address1 (text box), City (text box), State (drop-down), ZIP (text box), Carrier Mode (drop-down), SmartWay Category (drop-down), SCAC (text box), MCN (text box), DOT (text box), and NSC (text box). There are 'Apply Filter' and 'Remove Filter' buttons. Below the filter section is a table of available carriers. The table has columns for Carrier Name, Carrier Mode, SmartWay Category, SCAC, MCN, DOT, NSC, and Address. The table lists several carriers, including Crowley Puerto Rico Services, Inc., Robin International Transport, 1-Bridge Logistics Corp, 15 Logistics, LLC, 1st Choice Logistics LLC, 3 Rivers Logistics, Inc, and 4Front Logistics, Inc. Below the table is an 'Add Selected Carriers to List Below' button with the instruction "(Press the CTRL button to select multiple items)". Below that is a section for 'Selected SmartWay Carriers: 0' with columns for Carrier Mode, SmartWay Category, SCAC, MCN, DOT, and NSC. At the bottom of the screen is a 'Delete Selected Carriers' button and a row of navigation buttons: BACK, SAVE, HELP, ZOOM IN, PRINT SCREEN, HOME, ADD COMMENTS, Screen Demo, and NEXT.

Carrier Name	Carrier Mode	SmartWay Category	SCAC	MCN	DOT	NSC	Address
Crowley Puerto Rico Services, Inc.	Barge						9487 Regency Sq.
Robin International Transport	Barge						P.O. Box 571
1-Bridge Logistics Corp	Logistics		OBBL	MC890026	DOT2557559	N/A	1685 H Street #7
15 Logistics, LLC	Logistics		OFLG	MC995741	DOT2943178	N/A	100 Matawan Rd,
1st Choice Logistics LLC	Logistics		FCOS	MC833561	DOT2423750		5800 3rd Street
3 Rivers Logistics, Inc	Logistics		TVQI	MC376181	DOT2225931		60 Doughboy Road
4Front Logistics, Inc.	Logistics		FFFG	MC956386	DOT2856828	N/A	318 W. Adams Str

3. As you find each of your carriers, select the ‘Add Selected Carriers to List Below’ button. When you use this button, the carrier selected in the upper list box will be added to the list in the “Selected SmartWay Carriers” box at the bottom of the screen.

Add Selected Carriers to List Below
 (Press the CTRL button to select multiple items)

Selected SmartWay Carriers: 7	Carrier Mode	SmartWay Category	SCAC	MCN	DOT	NSC
Ist Choice Logistics LLC	Logistics		FCOS	MC833561	DOT2423750	
3 Rivers Logistics, Inc	Logistics		TVQI	MC376181	DOT2225931	
A & Z Trucking, Inc.	Logistics		AZTD	MC510449		
A&R Global Logistics	Logistics		AMLQ	MC316077	DOT2222961	
Fremont Contract Carriers, Inc.: Flatbed Division	Truck	Flatbed	FRCI	MC128190	DOT733	N/A
Fremont Contract Carriers, Inc.: Van Division	Truck	TL/Dry Van	FRCI	MC128190	DOT733	N/A
FTI: 2810026 Canada Limited	Truck	TL/Dry Van	TEON	MC255483	DOT100969	111839582

Delete Selected Carriers

BACK SAVE HELP ZOOM IN PRINT SCREEN HOME ADD COMMENTS Screen Demo NEXT

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4. Select the “Manual Input–Non SmartWay Carriers” tab.

Input Carriers | Activity Data | % SmartWay | Data Display

Instructions | Manual Input SmartWay Carriers | **Manual Input Non-SmartWay Carriers** | Other Input Options

Enter your non-SmartWay carrier information on this screen. You can reference the complete list of SmartWay carriers on the previous screen in order to determine if particular carriers are currently Partnership members, and return to this screen as needed.

Required Information Regarding Your Non-SmartWay Carriers

Total Number of Non-SmartWay Carriers for this Business Unit:

Please check this box to indicate that all Non-SmartWay Carriers have been added for this business unit

5. Enter the total number of non-SmartWay carriers used by your company in the reporting year, and specify their modes (truck, logistics, rail, barge, air, and/or multimodal) by selecting the appropriate non-SmartWay carrier(s) from the list and selecting the “Add Selected Carrier Types to List Below” button.

Enter your non-SmartWay carrier information on this screen. You can reference the complete list of SmartWay carriers on the previous screen in order to determine if particular carriers are currently Partnership members, and return to this screen as needed.

Required Information Regarding Your Non-SmartWay Carriers

Total Number of Non-SmartWay Carriers for this Business Unit:

Please check this box to indicate that all Non-SmartWay Carriers have been added for this business unit

AVAILABLE NON-SMARTWAY CARRIER TYPES ?

Carrier Type	Carrier Mode
non-SmartWay Barge Carrier	Barge
non-SmartWay Logistics Carrier	Logistics
non-SmartWay Multimodal Carrier	Multimodal
non-SmartWay Truck Carrier - Auto Carrier	Truck
non-SmartWay Truck Carrier - Dray	Truck
non-SmartWay Truck Carrier - Expedited	Truck
non-SmartWay Truck Carrier - Flatbed	Truck
non-SmartWay Truck Carrier - General	Truck

Add Selected Carrier Types to List Below (Press the CTRL button to select multiple items)

SELECTED NON-SMARTWAY CARRIERS

Carrier Type	Carrier Mode
non-SmartWay Air Carrier - Long Haul	Air
non-SmartWay Barge Carrier	Barge
non-SmartWay Logistics Carrier	Logistics
non-SmartWay Multimodal Carrier	Multimodal
non-SmartWay Truck Carrier - General	Truck

Delete Selected Carrier Types

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- Once you have selected all of your SmartWay and non-SmartWay carriers, go to the "Export Carriers" tab (available after selecting the "Other Input Options" tab).

Input Carriers	Activity Data	% SmartWay	Data Display
Instructions	Manual Input SmartWay Carriers	Manual Input Non-SmartWay Carriers	Other Input Options
Outside Data Import	Export Carriers	Match My Carriers	

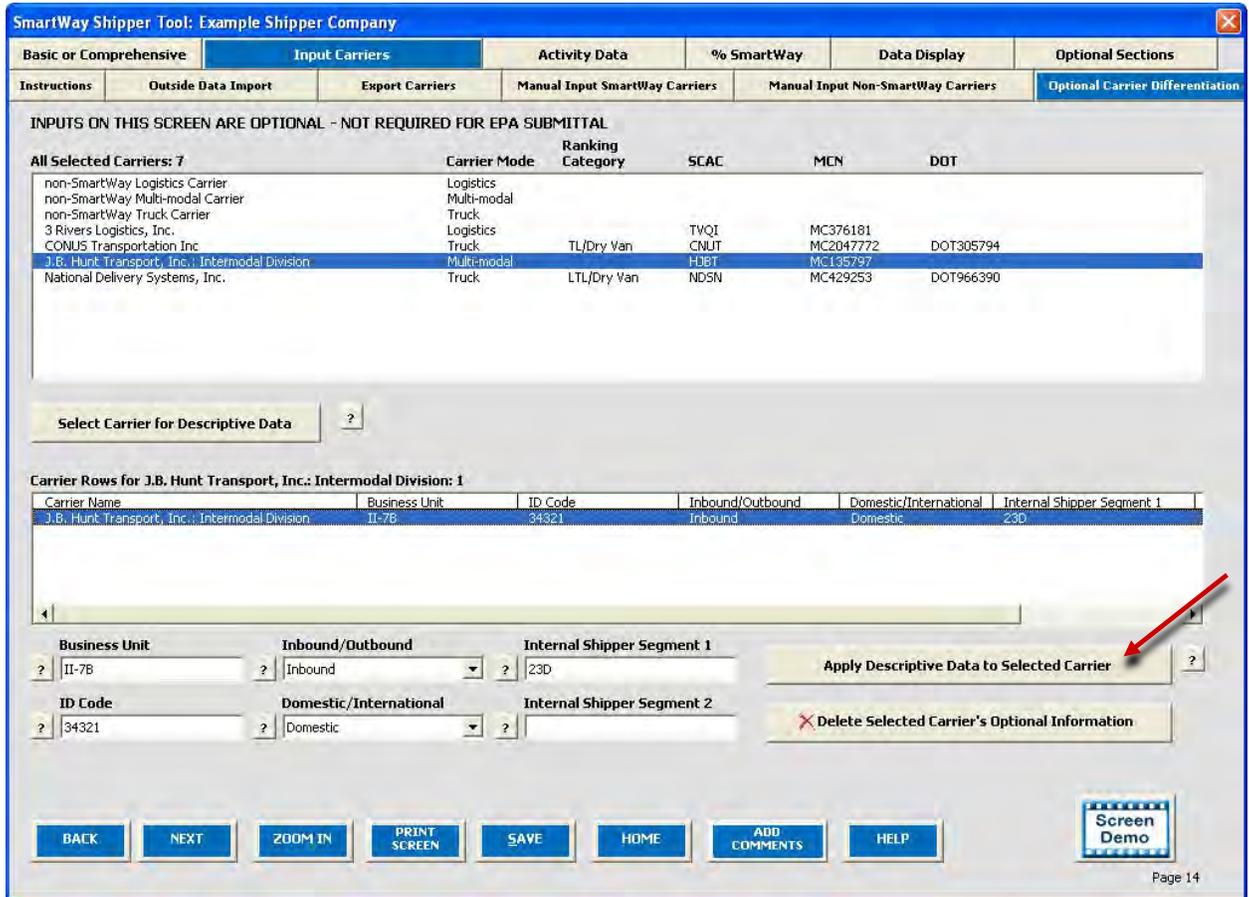
Note: Steps 7 and 8 are for Shipper Tool users only.

- Select the "Optional Carrier Differentiation" tab.

SmartWay Shipper Tool: Example Shipper Company					
Basic or Comprehensive	Input Carriers	Activity Data	% SmartWay	Data Display	Optional Sections
Instructions	Outside Data Import	Export Carriers	Manual Input SmartWay Carriers	Manual Input Non-SmartWay Carriers	Optional Carrier Differentiation

- Enter any distinguishing data you wish for each carrier selected, such as inbound/outbound and domestic/international designations on this screen. Begin by selecting a carrier in the "All Selected Carriers" box at the top of the screen. Then

highlight the carrier name in the lower box. At this time the optional carrier descriptor cells will become active at the bottom of the screen. After entering the desired information, select the “Apply Descriptive Data to Selected Carrier” button to save your data. Repeat this process for as many of your selected carriers as needed.



9. Select the “Export Selected Carriers” button.



10. A “Save As” screen will pop-up.

11. Save document as “XXX.csv” file, where “XXX” is a name of your choosing, in any folder on your computer for which you have read/write access.

12. Proceed to Step 3 on page 15 below (“Populate the CSV file with Carrier Data from Your In-house Computer Systems”).

Option 3: Create a Carrier CSV File from Scratch

You may also choose to create your Carrier CSV file from scratch using your in-house data system.

Provide these instructions to your technical support staff that manage your in-house system. They should follow these general steps:

- a) Review the example Carrier CSV file for the required format.
- b) Carrier CSV files generated by a SmartWay tool contain several rows of explanatory text at the top of the file. These rows are ignored when the file is being read by either the SmartWay tool or the Carrier Matching function in the SmartWay Portal. The code that processes these files looks for the value of 'Carrier ID' (or 'id du transporteur' for French Canadian users) in the first comma delimited field. The SmartWay code that reads this file ignores all of the rows in the CSV file until it finds one of these values in the first field. These values indicate that this is the column header row. Following the column header row are one or more carrier data rows.
- c) The first 24 fields are fixed. This data contains either SmartWay identification information to match this data with the carrier performance metrics in the SmartWay Carrier Data File as well as your activity data for each of your carriers.
- d) Starting in the 25th field is the new Carrier Identification data you can optionally include to match your carrier data from your in-house system with the current reporting year carrier data in SmartWay. The data in these columns is not fixed but instead identified by column header. The column header names are not case sensitive.

Once you have the Carrier CSV file in the correct format, you are now ready to proceed to Step 3.

Step 3: Populate the CSV file with Carrier Data from Your In-house Computer Systems

1. Open the CSV file you created in the previous step.
2. At the top of the file are important warnings and descriptions of the data that need to be entered in each column. These warnings and descriptions can be deleted from your CSV; **however, do not change the header row that begins with the label "Carrier ID."**

NOTE: A list of the CSV fields can also be found at the end of this document, including a list of valid values.

EPA recommends that you save a backup copy of the CSV file at periodic intervals with different file names in case you make a mistake.

3. Populate the CSV file with carrier data from your in-house spreadsheet.

You will need to work with your company's IT department to develop the best way to merge your in-house data with the CSV file's fields; EPA cannot provide support on data merging procedures.

4. Save your completed CSV on your computer — again, make sure that you save the file as a CSV file (with the .csv extension), or it will not load into the Tool.

At this point, if you do not wish to use the carrier matching function and include company-specific carrier identification information, you should skip to Step 5: Otherwise you are now ready to upload and import your final CSV file into the SmartWay Tool. Proceed to Step 4 to include carrier matching information.

Step 4: Carrier Matching (OPTIONAL)

If you wish to take advantage of the carrier matching function in the SmartWay Portal, you will continue populating the CSV file at this point before visiting the SmartWay Portal and running the matching process.

Step 4a: Populate the CSV file with your company-specific carrier identification information

1. Continue working with the CSV file you created in the previous step.
2. Starting in Column Y, you may populate up to 16 columns with your own company-specific carrier identification information and carrier contact information. Start by populating the header row (i.e. the row that includes the label "Carrier ID" and the other activity data column headers) with one of the 16 allowable column headers for carrier identification information. The allowable column headers and the expected information for the columns are:

Carrier Identification Information	Column Header
Carrier name as it appears in your company's system/database	MyCarrierName
An Internal Carrier ID code from your company's database system	MyCarrierID1

Carrier Identification Information	Column Header
An Internal Carrier ID code from your company's database system	MyCarrierID2
An Internal Carrier ID code from your company's database system	MyCarrierID3
SCAC	MyCarrierSCAC
MCN	MyCarrierMCN
DOT	MyCarrierDOT
NSC	MyCarrierNSC
Street address	MyCarrierStreetAddress
City	MyCarrierCity
State abbreviation	MyCarrierState
Postal code	MyCarrierZIPCode
Phone number	MyCarrierPhoneNumber

Carrier Contact Information	Column Header
Contact's email address	MyCarrierEmailAddress
Contact's correspondence name	MyCarrierContactName
Preferred language of correspondence	MyCarrierContactLanguage

You may include as many or as few of these 13 allowable identification information columns and 3 contact information columns as you wish. The order of the columns in your CSV file does not matter, however you must add them as a contiguous section (i.e. you cannot have a blank column between populated columns), starting in the 25th field, which is column Y if you are viewing in Excel. For example, if you wanted to include a column for an internal carrier ID from your database, the carrier name as it appears in your database/system, and the SCAC from your database, you would enter "MyCarrierID1" in the header row in the 25th field (Column Y in Excel), "MyCarrierName" in the 26th field (Column Z in Excel), and "MyCarrierSCAC" in the 27th field (Column AA in Excel).

NOTE: The column header(s) you add to the CSV file must match those listed above EXACTLY. Your CSV file will be invalid if the header column names do not match.

In the future, the carrier contact information shown above may be used to send emails to your carriers once these data have been uploaded into the SmartWay Portal (see Step 4b below). You may then use this information to send emails to your carrier reminding them to submit their data to SmartWay for the current reporting year, or to encourage non-SmartWay carriers to join the Partnership. Please note that this email feature has not yet been implemented but may be available in future years.

In order to send an email to one of your partners, you will need to supply the email address of your contact with that carrier (i.e., you will need to add a column with header MyCarrierEmailAddress to your CSV file). In addition to their email address, you can also provide the contact's name which will then be inserted into the email automatically (included in the column MyCarrierContactName). Emails to partners can be sent in either English or French (in column MyCarrierContactLanguage).

3. For each column you have added starting in the 25th field (Column Y in Excel), populate the carrier rows with your company-specific information. The values you enter are validated to ensure they are 100 characters or less. In addition, if you include the preferred language of correspondence (in a column labeled MyCarrierContactLanguage), the value must be "English" "French" "Anglais" or "Français" (the value must match EXACTLY to one of these four values).

You will probably need to work with your company's MIS/IT department to develop the procedures to extract your in-house data with this file format; EPA cannot provide support on data extraction procedures.

4. Save your completed CSV on your computer — again, make sure that you save the file as a CSV file (with the .csv extension), or it will not load into the SmartWay Portal or the Tool.

You are now ready to upload and import your CSV file into the SmartWay Portal.

Step 4b: Upload your Carrier CSV file into the SmartWay Portal

After creating your Carrier CSV file, you can upload your file into the SmartWay Portal to find matching carrier records in the SmartWay database. The new Portal function will attempt to match your carriers using the fields contained in your CSV file (e.g. street address, SCAC, etc.).

The SmartWay Portal contains detailed instructions on how to run the matching process, including the ability to send 'reminder' emails to your carriers. Once you have finished using the Carrier Matching function in the SmartWay Portal you will then create a new Carrier CSV file that includes the SmartWay Carrier ID information which can then be imported back into your Tool. Because this new CSV file contains SmartWay Carrier ID information, your carriers will automatically match and be recognized as SmartWay carriers.

NOTE: If this is the first time you have included unique carrier identification information in your CSV file (e.g., an Internal Carrier ID), the function in the SmartWay Portal will not be able to find matches using these new fields, but will be limited to common identification fields such as the carrier's address, SCAC, MCN, NSC, and DOT. However, if you include your unique carrier

identification information it will be stored in the SmartWay database so that it can be used in subsequent years for quick and accurate matching. Any unique carrier identification information you supply is not shared with any other SmartWay partners, but is strictly used for matching your carriers in subsequent years.

You can log on to the SmartWay Portal at <http://app5.erg.com/smartwayweb/portal/epalogin.cfm?language=ENG>. Then follow the instructions regarding carrier identification to upload your CSV file and match your carriers.

Step 4c: Export your matched carrier file from the SmartWay Portal

When you are finished with the matching process within the SmartWay Portal, follow the instructions to export your carriers to a Carrier CSV file. You are now ready to import your final CSV file into the SmartWay Tool.

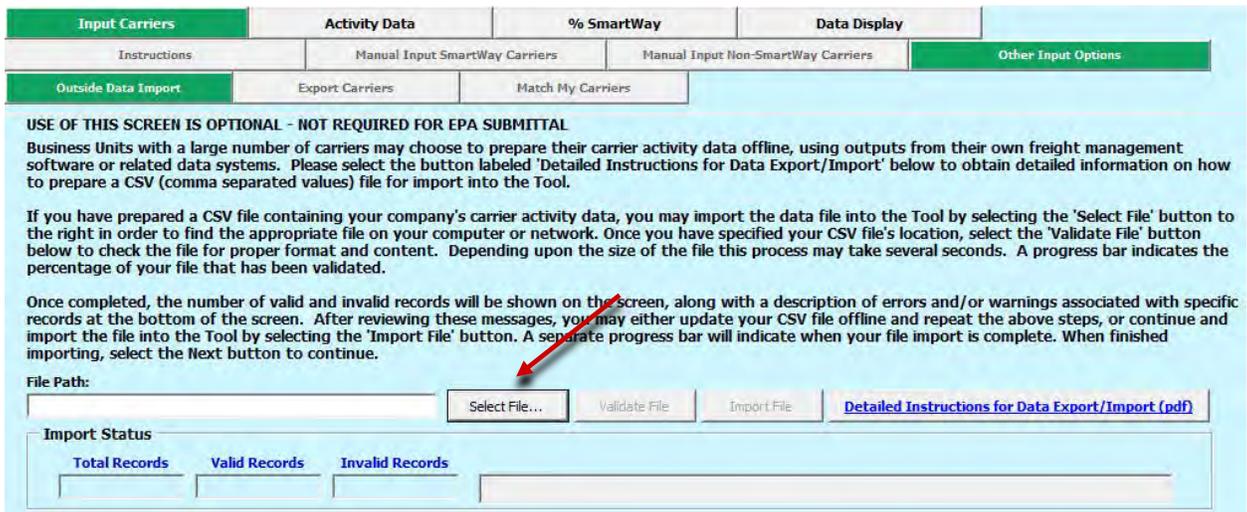
Step 5: Import and Validate Your CSV File

Once you have created your matched carrier data from the SmartWay Portal, you will import it into your SmartWay Tool. On the main Home screen of the SmartWay Tool, select the business unit into which you will be importing your CSV file.

1. You will now select the “Outside Data Import” tab under “Input Carriers” (available after selecting the “Other Input Options” tab).



2. Choose the “Select File” button on the Outside Data Import screen.



3. Select the matched Carrier CSV file you created in the SmartWay Portal, and select the “Open” button.
4. After specifying the file path, you need to validate the data in your CSV file by using the “Validate File” button. This performs an initial validation of the data in your CSV file.



5. After the validation is complete, the Tool will display a list of errors and warnings for your review, and it will display a count of total records and valid records summarizing the validation results.



If your file contains errors or warnings, a message box will appear at the bottom of the screen identifying what they are. You may still import the file even if warnings or errors are detected, although any data field failing validation may be ignored or may have been set to zero. In that case, corrections can be made to the CSV file or within the Tool after importing your data.

6. The “Import File” button will now be enabled if there is at least one valid carrier entry in the file, allowing you to import your CSV file.
7. To import the file, select the “Import File” button.

WARNING: At this point the system will delete any current carrier records you may have entered for this company using the Manual Input screens, as well as any Data Source descriptions you may have entered on the Activity Data screen.

8. After importing your file, text will appear saying “Import successfully completed.”

Once you have imported your Carrier CSV file into the Tool, you may augment, correct, or modify any of the carrier data using the Tool screens. You may also view and edit any of the carrier identification information you included in your CSV file (i.e. any of the 16 fields discussed above that you included in your file). To view and/or edit this carrier identification information:

9. Select the “Match My Carriers” tab under “Input Carriers” (available after selecting the “Other Input Options” tab).



10. Select the “Step 5. Edit my carrier identification information” button.

The screenshot shows the 'Match My Carriers' page. At the top, there is a navigation menu with tabs: 'Input Carriers', 'Activity Data', '% SmartWay', and 'Data Display'. Under 'Input Carriers', there are sub-tabs: 'Instructions', 'Manual Input SmartWay Carriers', 'Manual Input Non-SmartWay Carriers', and 'Other Input Options'. Under 'Other Input Options', there are sub-tabs: 'Outside Data Import', 'Export Carriers', and 'Match My Carriers'. The 'Match My Carriers' tab is active. Below the navigation menu, there is a text block explaining the carrier matching function. Below the text, there is a list of five steps, each in a green button. A red arrow points to the 'Step 5. Edit my carrier identification information' button. Below the steps, there is a text block: 'You can find more information by selecting the "Detailed Instructions for Data Export/Import (pdf)" or "Visit the Partner Portal" buttons below.' Below this text, there are two buttons: 'Detailed Instructions for Data Export/Import (pdf)' and 'Visit the Partner Portal'. At the bottom, there is a text block: 'Help us improve the carrier matching function by providing recommendations on the Suggestions screen under Step 6 of the Home screen.'

11. Select “Next” on the popup screen.

Step 5. Edit my carrier identification Information

If you would like to view or edit any of the carrier identification information you included in your imported CSV file (i.e. any of the 16 fields described in Step 1 that you included in your file), you may do so on the next screen. The carriers you have imported/selected are listed there, including the identification fields you imported. You can scroll through your carriers to view and/or edit the data for each carrier. Any changes you make will be saved in the Tool and uploaded into the SmartWay database. Because these identification fields will be used to find your carriers in future years, we suggest using data values that are unlikely to change over time.

Select "Next" to continue and view/edit your carrier identification information or "Close" to return to the previous screen.



- The carriers you have imported are included in the listbox on the screen, including any identification information columns and data you imported. You can scroll through the list to view the data for each partner.

The carriers you have imported or selected are included in the list below, including the identification information you imported. Scroll through the list to view the data for each carrier. To edit the information for a carrier, select the carrier from the list and edit the values in the text boxes below the list. Select "Apply Edits" to save the changes to the carrier or "Cancel Edits" to discard changes. Your edits will be reflected in the list box once applied. To add/remove any of the columns displayed below, return to the "Outside Data Import" tab and follow the instructions for importing the new carrier identification information. Select the Back button to return to the instructions for "Match My Carriers," or select the Next button to continue.

All Selected Carriers:	MyCarrierName	MyCarrierID1	MyCarrierID2	MyCarrierID3	MyCarrierSCAC	MyCarrierMCN	MyCarrierDOT	MyCarrierMSC
AMX Logistics: Logistics Division	AMX Logistics	a001	abc	alpha	AMXA	MC196425	3164975	5278596
B&H Freight, Inc	B&H Freight	a002	def	omega	BHFR	MC423651	6497315	
B.E.S.T. Inc. dba Go Best Logistics	Go Best Logistics	a003	ghi	phi	GBLW		3578951	325
Backhaul Direct, LLC	Backhaul Direct	a004	jkl	zeta	BHDR,BHDS	MC500860	7531598	
Badger Refrigerated Express, Inc.	Badger Refrigerated	a005	mno	delta	BXGI	MC294455	8525852	326
Barefoot Express Inc	Barefoot Express	a006	pqr	pi	BFXP		3696369	
Barton Logistics LLC	Barton Logistics	a007	stu	rho	BNBH	MC326257	7414741	123
non-SmartWay Logistics Carrier	US Trucking	a008	vwx	lambda	LAMB	3257489	1591995	

MyCarrierName	AMX Logistics	MyCarrierState	TX
MyCarrierID1	a001	MyCarrierZIPCode	78958
MyCarrierID2	abc	MyCarrierPhoneNumber	5124878598
MyCarrierID3	alpha	MyCarrierEmailAddress	alpha@solutions.com
MyCarrierSCAC	AMXA	MyCarrierContactName	Brad Carson
MyCarrierMCN	MC196425	MyCarrierContactLanguage	ENGLISH
MyCarrierDOT	3164975		
MyCarrierMSC	5278596		
MyCarrierStreetAddress	123 Main Street		
MyCarrierCity	BRENHAM		

Apply Edits
Cancel Edits

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13. To edit the information for a carrier, select the carrier from the list and edit the values in the text boxes below the list. Select “Apply Edits” to save changes to the carrier or “Cancel Edits” to discard changes. Your edits will be reflected in the listbox once applied.

The carriers you have imported or selected are included in the list below, including the identification information you imported. To view the data for each carrier. To edit the information for a carrier, select the carrier from the list and edit the values in the text boxes below. Select “Apply Edits” to save the changes to the carrier or “Cancel Edits” to discard changes. Your edits will be reflected in the list box once applied. If you edit any of the columns displayed below, return to the “Outside Data Import” tab and follow the instructions for importing the new information. Select the Back button to return to the instructions for “Match My Carriers,” or select the Next button to continue.

All Selected Carriers:	MyCarrierName	MyCarrierID1	MyCarrierID2	MyCarrierID3	MyCarrierSCAC	MyCarrierMCN
AMX Logistics: Logistics Division	AMX Logistics	a001	abc	alpha	AMXA	MC196425
B&H Freight, Inc	B&H Freight	a002	def	omega	BHFR	MC425
B.E.S.T. Inc. dba Go Best Logistics	Go Best Logistics	a003	ghi	phi	GBLW	
Backhaul Direct, LLC	Backhaul Direct	a004	jkl	zeta	BHDR,BHDS	MC500
Badger Refrigerated Express, Inc.	Badger Refrigerated Express	a005	mno	delta	BXGI	MC294
Barefoot Express Inc	Barefoot Express	a006	pqr	pi	BFXP	
Barton Logistics LLC	Barton Logistics	a007	stu	rho	BNBH	MC326
non-SmartWay Logistics Carrier	US Trucking	a008	vwx	lambda	LAMB	32574

MyCarrierName	AMX Edit	MyCarrierState	TX
MyCarrierID1	ABC Edit	MyCarrierZIPCode	78958
MyCarrierID2	abc	MyCarrierPhoneNumber	51248785
MyCarrierID3	alpha	MyCarrierEmailAddress	alpha@sol
MyCarrierSCAC	AMXA	MyCarrierContactName	Brad Carsc
MyCarrierMCN	MC196425	MyCarrierContactLanguage	ENGLISH
MyCarrierDOT	3164975		
MyCarrierNSC	5278596		
MyCarrierStreetAddress	123 Main Street		
MyCarrierCity	BRENHAM		

Step 6: Enter Additional Data into the Tool

In addition to carrier-specific information, the Tool will require you to enter additional information using the Tool user-interface. This includes describing the

- Data source for your activity data,
- Explanations for any data that is significantly outside expected ranges (e.g., high/low payloads).

You will also need to specify a % SmartWay option, and (for Shipper Tool users) a description of a Custom Factor and associated data sources if you chose to use that option for your % SmartWay allocation.

After importing your carrier data, please review every screen among the data entry screens to verify completeness. The Tool will prompt you when data is missing or in error. Alternatively,

you may select the Validate Screen button at the bottom of each screen, which will allow you to see all of the errors.

You are now ready to review your Tool, view data reports, and submit your final Tool to EPA for approval.

Appendix

SPECIAL CASES/CONSIDERATIONS

YOU WISH TO ADD MORE CARRIER DATA AT A LATER DATE

The Outside Data Import function was designed so that you can also add more carrier data at a later date. To add carrier data, you should use the Export Selected Carriers option so that all of the carrier data in the Tool is exported to a CSV file. You can then insert your additional carrier data into this exported CSV file using Excel and then re-import the modified CSV file.

YOU HAVE MANUALLY ENTERED CARRIER DATA INTO THE TOOL AND THEN DECIDE TO IMPORT OUTSIDE DATA

When you perform an Outside Data Import, all previously entered or imported carrier data in the Tool is deleted. If you need to merge carrier data from the Tool with other carrier data, you can either manually enter the additional information into the Tool, or enter it into an exported CSV file. If you chose the latter approach, you should use the 'Export Selected Carriers' button to export that data, and then add or copy/paste your additional carrier data into this newly exported CSV, then re-import the updated CSV back into the Tool.

Glossary

DOT Numbers - Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the Federal Motor Carrier Safety Administration and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers who haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections. DOT numbers are strictly numeric and can be up to 7 digits in length.

Emissions Factors - Emissions factors express the rate emissions are generated by a given source per unit of activity, such as grams per mile travelled or grams per gallon of fuel consumed. The SmartWay tools combine emission factors from various sources with activity estimates provided by partners to estimate total emissions for CO₂, NO_x, and PM.

EPA's SmartWay Database - EPA maintains a database containing key SmartWay Partner information. This database is used to create the SmartWay Carrier Data file.

MCN - This is a truck carrier's Motor Carrier Number (MCN) number. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

NSC - The National Safety Code (NSC) number, issued to fleets with Canadian operations. has a different format depending on the province.

SmartWay Category - This refers to the operation type category used for SmartWay truck carriers (e.g., TL, Dry Van, Dray, etc.). Carriers are grouped by these categories to ensure an "apples-to-apples" comparison. The emissions factors associated with truck carriers are the midpoint values for their SmartWay Category. Note that other carrier types do not have differentiated ranking categories (i.e., all Barge carriers are grouped in the same category for ranking). Also note that performance factors associated with rail carriers are based on modal averages (for both SmartWay and Non-SmartWay carriers), based on publicly available information, rather than on actual carrier performance.

SCAC - The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies. SCACs are assigned by the National Motor Freight Traffic Association, Inc. (NMFTA). If you cannot remember your SCAC(s), please contact NMFTA before proceeding. You can find NMFTA contact information at <http://www.nmfta.org/Pages/ContactUs.aspx>.

CSV File Field Descriptions

Carrier ID - This is an internal identifier that can be used to identify your carriers. This number originates from the SmartWay Database. A negative number identifies the carrier as a non-SmartWay carrier. If you created your CSV file using one of the two Export buttons on the Export Carriers screen, you should not change these values. If you are merging your carrier data with the SmartWay Carrier data using the carrier name, carrier mode, and carrier SmartWay category, you do not need to specify this internal ID field.

Carrier Name - This is simply the name of the carrier. If you are using the internal Carrier ID field to merge your data with the SmartWay data, you do not need to specify this field. If you are using this field to merge the data together, the names must be an exact match, but the names are not case sensitive. If you created your CSV file using one of the two Export buttons on the Export Carriers screen, you should not change these values.

Mode - In this field, the carrier mode must be identified as “Truck,” “Rail,” “Multimodal,” “Barge,” “Air,” or “Logistics.” This field is required and must be an exact match if you are using carrier name, carrier mode, and SmartWay category to merge the SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Export Carriers screen, you should not change these values.

SmartWay Category - This refers to the operation/equipment type category SmartWay uses for SmartWay carriers; e.g., TL, Dry Van, Dray, etc. (For more information on SmartWay Categories, please see the Glossary above.) If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values. Valid values for Truck carriers are as follows:

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

The only valid value for Multimodal carriers is Truck/Rail. Rail, Barge, Air, and Logistics carriers do not have specific names for their SmartWay Category.

SCAC - This is a truck carrier’s Standard Carrier Alpha Code. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

MCN - This is a truck carrier's Motor Carrier Number. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

DOT Number - This is a truck carrier's US Department of Transportation number. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

NSC - The National Safety Code (NSC) number, issued to fleets with Canadian operations, has a different format depending on the province, as shown below, where # signifies a number and @ signifies a letter:

BC: #####
AB: AB###-####
SK: ####
MB: MB#####
ON: #####
QC: @-#####-#
NB: NB#####
NS: @@@@#####
PE: PE#####
NL: NF@@#####
YT: YT-###
NT: NT-#####

For ON, the NSC corresponds to the Commercial Vehicle Operator's Registration (CVOR).

For QC, the NSC corresponds to the Politique d'évaluation des propriétaires et des exploitants de véhicules lourds (PEVL).

Data Availability - This is an integer field whose valid values are a through d for most carrier types. The Data Availability Option entered/selected for a carrier identifies which carrier activity data you have available. The data that you enter in your CSV file for Ton-Miles, Total Miles, and Average Payload must be consistent with the carrier's Data Availability Option. If you do not specify a Data Availability Option, the Tool will select a default.

The four Data Availability Options are:

- 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.

Note that Data Availability Options for LTL, package, logistics, and multimodal carriers are restricted to a, b, and c due to the difficulty allocating mileage fractions for these carriers without payload-related information.

Ton-Miles - Depending on your Data Availability Option, this field may be required or ignored. The Ton-Miles field is an integer that must not exceed 209,207,446,000.

Total Miles - Depending on your Data Availability Option, this field may be required or ignored. When entered, this field will contain the total miles per year attributed to each truck, barge, air, and/or rail carrier. The Tool assumes that miles entered for truck carriers correspond to (full) truckload-equivalent miles. Rail-miles correspond to railcar miles. The Total Miles field is an integer that must not exceed 999,999,999,999,999.

Average Payload - Depending on your Data Availability Option, this field may be required or ignored. Enter payload (in short tons – i.e., 2,000 lbs.) representing the average cargo weight per loaded trip. Average Payload must be entered for Data Availability Options b and c. The Average Payload field is a numeric field that must be greater than zero. Maximum allowable payloads vary by mode and truck operation category – please see the Shipper Tool Technical Documentation for details. The total number of digits, including the decimal point, must not exceed 5 digits.