

Third Party Services Administration

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Introduction

- **Third Party Services Ordering** is a Dispatch enhancement that lets agents place orders with third party service providers from Edit Shipment, instead of from the providers' web sites.
- This capability exists with:
 - Mover's Specialty Service (MSS)
 - J. E. Kelleher
 - Alliance Relocation Services
 - Relocation Movers Services (RMS)
 - Custom Movers Services (CMS)
 - Executive Movers Services (EMS)
- The following slides summarize how the set-up is done to enable an agency to place third party orders through AtlasNet Dispatch.



Set Up

- Here's how to get started with the providers listed below.
 - For **MSS**, you need to know each of your branches' MSS customer id's and passwords to place orders with MSS from Dispatch. You can obtain this information by emailing MSS at Atlasagent@mss1.com.
 - For **J. E. Kelleher**, no additional set up information is required. However, if you need to contact them with questions, please contact one of the following individuals at J. E. Kelleher.
 - Jim Barbieri: 800.317.8518 or jimb@jekelleher.com
 - Cathy Pernerewski: 800.317.8518 or cathyp@jekelleher.com
 - For **Alliance Relocation Services**, you need to know each of your branches' Alliance customer id's to place orders with Alliance from Dispatch. You can obtain this information by contacting one of the following individuals at Alliance:
 - Angelo Isgro: 877.242.0455 x 239 or angelo.isgro@alliancerelocation.com
 - For **Relocation Movers Services**, you need to know each of your branches' RMS customer id's and passwords to place orders with RMS from Dispatch. You can obtain this information by emailing one of the following individuals at RMS.
 - Matt Lee: mlee@relocationmoverservices.com
 - Suzanne Herst: sherst@relocationmoverservices.com
 - Mary Long: mlong@relocationmoverservices.com



Set Up

- For **Custom Movers Services** you need to know each of your branches' CMS customer id's to place orders with CMS from Dispatch. You can obtain this information by contacting one of the following individuals at CMS:
 - Mark Southerland: msoutherland@custommoversservices.com or 800.514.6927 x 275
 - Guy Lambert: glambert@custommoversservices.com or 800.514.6927 x 219
- For **Executive Movers Services** you need to know each of your branches' EMS customer id's and passwords to place orders with EMS from Dispatch. You can obtain this information by contacting one of the following individuals at EMS:
 - Jason Burmood: jasonb@ems3rdparty.com or 888.220.3451
 - Lauren Mason: lmason@ems3rdparty.com or 888.220.3451
 - Loretta Sykes: lorettas@ems3rdparty.com or 888.220.3451
- Once you receive your customer id's and, if necessary, your passwords from your providers, your agency's security contact can call the Helpdesk (ext. #2900) to provide the users who will administer this feature in Dispatch for your agency family.
- For **MSS, Alliance, RMS, CMS, or EMS** tell the Helpdesk which branches each user will administer. A user can administer customer id's and passwords for one or more branches in your agency family.



Set Up

Flat Auto Only	Flat Rate	Current Rate
0.00	65.5	Current

Valuation

Valuation Type	Valuation	Valuation Unit
Opt A - No Deduct ▼	6.00	Value Per LB ▼
Valuation Unsigned	Deductible	
<input type="radio"/>	0.00	

- Flat Auto Only
- Hauling Assistance
- 3rd Pty

- Once Helpdesk sets up your administrative users, they can follow these steps to set up each branch.
- First, open a shipment that your agency family has booked and click the **3rd Pty** link / checkbox on Edit Shipment.



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Set Up

- Next, click the **Administration** icon.

Third Party Services

Settings

Administration ×

› Movers Specialty Service, Inc. 🛒

› J.E. Kelleher 🛒

› Alliance Relocation Services 🛒

› Relocation Movers Services 🛒

› Custom Movers Services ⚠️

› Executive Movers Service 🛒



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Set Up

Third Party Services

▼ **Movers Specialty Service, Inc.**

Agent Code	Customer ID	Password	
1000	<input type="text"/>	<input type="text"/>	+
9907	<input type="text"/>	<input type="text"/>	+
0207	8981	<input type="text"/>	↻ 🗑
0208	8981	<input type="text"/>	↻ 🗑
0210	<input type="text"/>	<input type="text"/>	↻ 🗑
0214	<input type="text"/>	<input type="text"/>	↻ 🗑
0215	<input type="text"/>	<input type="text"/>	↻ 🗑
0216	<input type="text"/>	<input type="text"/>	↻ 🗑
0218	<input type="text"/>	<input type="text"/>	↻ 🗑
0217	<input type="text"/>	<input type="text"/>	↻ 🗑

▼ **J.E. Kelleher**

No additional details required for this provider.

- On the **Third Party Services Administration page**, you'll see a list of providers, and a list of agent codes for MSS, Alliance, RMS, CMS and EMS that you have been given permission to manage.
- In this example, this user can administer MSS' customer id's and passwords for all of the branches listed.
- Since no additional security information is required for J. E. Kelleher, no additional set up is required for them.



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Set Up – MSS, RMS or EMS

Third Party Services

▼ Movers Specialty Service, Inc.

Agent Code	Customer ID	Password	
0207	8981		↻ 🗑️
1000			+
0218			+
0217			+
0216			+
0215			+
0214			+
0210			+
0208			+
9907			+

- To set up MSS, RMS or EMS, for each branch, enter the **Customer Id** and **Password** the provider gave you, and click the **Plus icon**.














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Set Up – MSS, RMS or EMS

Third Party Services












▼ Movers Specialty Service, Inc.

Agent Code	Customer ID	Password	
0207	<input type="text" value="8981"/>	<input type="text"/>	 
1000	<input type="text"/>	<input type="text"/>	
0218	<input type="text"/>	<input type="text"/>	
0217	<input type="text"/>	<input type="text"/>	
0216	<input type="text"/>	<input type="text"/>	
0215	<input type="text"/>	<input type="text"/>	
0214	<input type="text"/>	<input type="text"/>	
0210	<input type="text"/>	<input type="text"/>	
0208	<input type="text"/>	<input type="text"/>	
9907	<input type="text"/>	<input type="text"/>	

- If a Customer Id or Password for a particular branch changes, enter the new information and click **the Update icon**.
- Click **the Trash icon** to remove a branch's ability to place orders with a provider.



Set Up – Alliance or CMS

▼ Alliance Relocation Services			
Agent Code	Customer ID	Password	
0207	<input type="text" value="1234"/>	No Password Required	 
1000	<input type="text"/>	No Password Required	
0218	<input type="text"/>	No Password Required	
0217	<input type="text"/>	No Password Required	
0216	<input type="text"/>	No Password Required	
0215	<input type="text"/>	No Password Required	
0214	<input type="text"/>	No Password Required	
0210	<input type="text"/>	No Password Required	
0208	<input type="text"/>	No Password Required	
9907	<input type="text"/>	No Password Required	

- To set up Alliance or CMS, for each branch, enter the **Customer Id** the provider gave you, and click **the Plus icon**.
- If a Customer Id for a particular branch changes, enter the new information and click **the Update icon**.
- Click **the Trash icon** to remove a branch's ability to place orders with a provider.

Set Up – Alliance or CMS

Third Party Services

[Settings](#) [Summary](#)

▼ Movers Specialty Service, Inc.

Agent Code	Customer ID	Password	
0207	<input type="text" value="8981"/>	<input type="text"/>	
1000	<input type="text"/>	<input type="text"/>	
0218	<input type="text"/>	<input type="text"/>	+
0217	<input type="text"/>	<input type="text"/>	+
0216	<input type="text"/>	<input type="text"/>	+

Settings

User Id test015

Name test015 TEST ACCT

E-mail Address

Save

- ****Note:** Each user who places an order with Alliance, CMS or EMS must first enter her email address.
- Click **Settings**, enter your email address in the **Settings** window and click **Save**.
- This only has to be done once, or if your email address changes.

