Managing a Third Party Account

Objectives

• This guide will explain how to set up, edit, and remove a Third Party Account to be used for shipping an order directly against a carrier account for UPS or DHL.

Instructions

Step 1: Navigate to the "Third Party Account" Page

- 1. Hover your cursor over "Account Info"
- 2. Select the "Manage Third Party Account" option

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SERVICE SOFTWARE PRODUCT SEARCH	ORDER SEARCH	ACCOUNT INFO	CONTACT US	HELP	SIGN OUT
> ACCOUNT INFO > MANAGE THIRD PARTY ACCOUNT		MANAGE USER			
		MANAGE SUBSCRIPTION			
		DEALER POSITIONS			Shopping
		MANAGE THIRD PARTY ACCOUNT			Cart
			Nanage Third Party Account		

Step 2: Add a Third Party Shipping Account

1. Select the "Add Third Party Shipping Account" link



- 2. Select your carrier from the drop down option (UPS or DHL).
 - a. UPS is the only option for U.S. addresses.
 - b. Either UPS or DHL may be chosen for International shipments.

Select Carrier	۲
Select Carrier	
UPS	
DHL	

3. Fill in the remaining required fields for Account Number & Billing Address.

4. Select the "Save" button at the bottom of the page.

Add/Edit Third Party Account			
Fields marked with	n an asterisk (*) are required.		
*Carrier:	Carrier		
*Account Number:	Carrier Account Number		
Billing Address f	or the shipping account		
* Company	Billing Company Name (Ex: Dealer Name)		
* First Name:	Account Contact First Name		
* Last Name:	Account Contact Last Name		
*Address 1	Billing Street Address (Address associated to account)		
Address 2			
* City	Billing City		
* Country	Billing Country		
State/Province	Billing State		
* Postal Code	Billing Zip Code		
* Phone	Account Contact Phone Number		
Email			
Save Cance	el		

Step 3: Edit a Third Party Shipping Account

- 1. Click the "Edit" link on the right side of the page.
- 2. Make changes to Account Number & Billing Address.
- 3. Select the "Save" button.

Manage Third Party Account			
Add Third Party Shipping Account			
Column/Data can be sorted by clicking the column headings.			
Carrier	Account		
Carrier	Account Number	Edit	Delete

Add/Edit Third Party Account			
Fields marked with	an asterisk (*) are required.		
*Carrier:	Carrier		
*Account Number:	Carrier Account Number		
Billing Address f	or the shipping account		
* Company	Billing Company Name (Ex: Dealer Name)		
* First Name:	Account Contact First Name		
* Last Name:	Account Contact Last Name		
*Address 1	Billing Street Address (Address associated to account)		
Address 2			
* City	Billing City		
* Country	Billing Country		
State/Province	Billing State		
* Postal Code	Billing Zip Code		
* Phone	Account Contact Phone Number		
Email			
Save Cance	2		

Step 4: Delete a Third Party Shipping Account

- 1. Click the "Delete" link on the far right side of the page.
- 2. Click "OK" on the pop-up confirmation window.

Manage Third Party Account				
Add Third Party Shipping Account				
	Column/Data can be sorted by clicking the	column headings.		
Carrier	Account			
Carrier	Account Number	Edit	Delete	

The page at https://oos.midlandcorp.com says:			
Are you sure you want to dele	ete this shipping	account?	
	ок	Cancel]

Contact Us

If you need assistance or have any questions, please contact the TIAS Inbox:

Technical_Information_Access_Solutions@cat.com