

How to Enroll

Welcome to the e2open Carrier Marketplace Subscription and Implementation Services Ordering Portal

Your company's membership in e2open's Carrier Marketplace is just a few clicks and keystrokes away!

These easy steps walk you through enrollment:

1. Review the four program levels in the **Choose your level** section of the [e2open Carrier Marketplace webpage](#) and select the most suitable option for your company. Click "More Info" at the bottom of each section for more detailed descriptions.

If you select eConnect or eConnect+, please note the following:

- Any of your SCACs/VATs already implemented or in flight for EDI or API services on the BluJay Carrier Network will automatically become part of your Carrier Marketplace profile.
- You'll also have the option to purchase applicable implementation services for any additional SCACs/VATs as needed.

2. Designate someone from your company to register [here](#) to create your organization's e2open Carrier Marketplace procurement account.

The registrant will use this account to order, sign the Terms and Conditions, and authorize payment for enrollment and optional implementation services. The registrant should have the following information handy to expedite the process:

Required data:

Account Contact Information

- First name
- Last name
- Job title
- Email

Billing Address

- Company name
- First name
- Last name
- Email
- Country
- Address

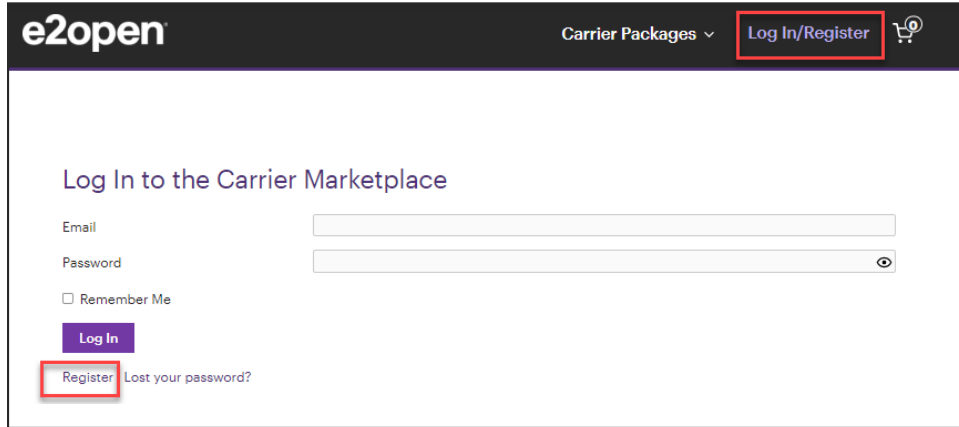
Company Information

- Town/city
- State/county
- Postcode/ZIP
- Phone
- Shipping/usage address (same fields)
- All VAT/SCAC codes for your company

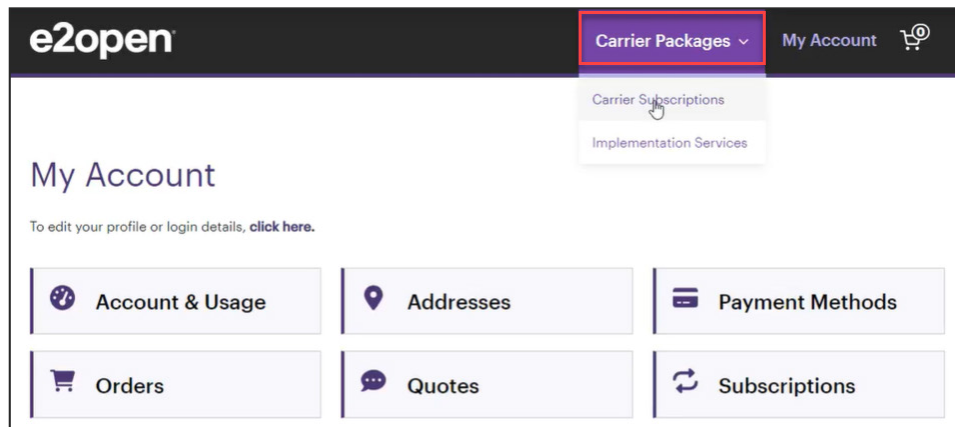
Optional helpful information if available and applicable:

- Company D-U-N-S Number
- Company's previous e2open contract number

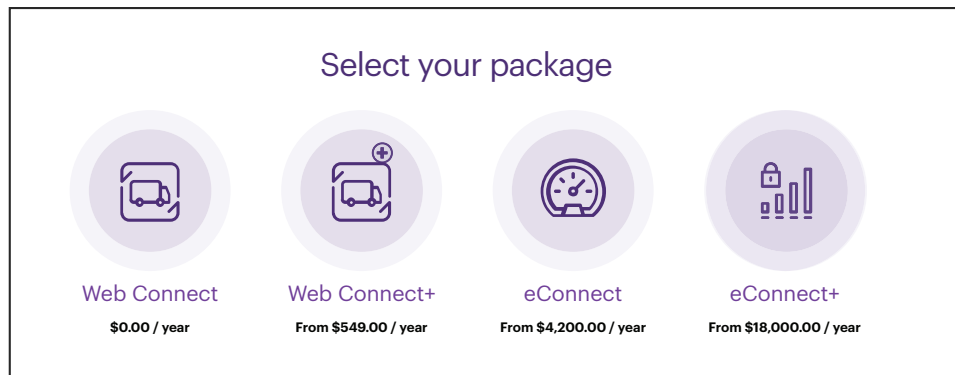
3. Click **Log In/Register** at the top of the screen, then click **Register** below the Log In button.



4. Once you are logged in for the first time under your new account, go to the top of the screen under **Carrier Packages** and choose **Carrier Subscriptions** from the dropdown menu.



5. Select the package of your choice.



6. On the next screen, a list of what is included in the package you selected will appear along with any related annual fee. Below you can view each package and the steps leading to checkout:

Web Connect

- A. Click **Sign up now**.
- B. View cart.
- C. Proceed to checkout.

Web Connect+

- A. Choose the appropriate annual load volume. Purchase option will update with the cost.
- B. Click **Sign up now**.
- C. View cart.
- D. Proceed to checkout.

eConnect

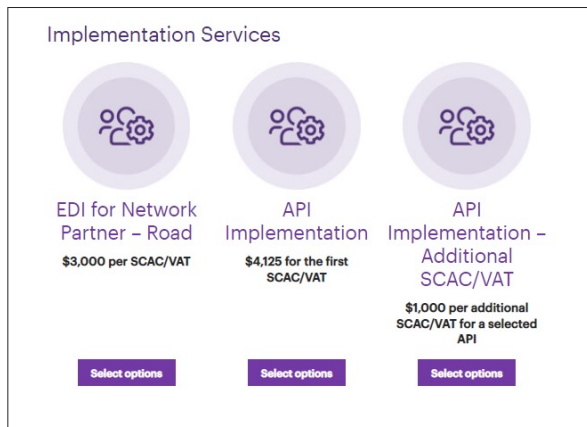
- A. Choose the appropriate annual load volume. Purchase option will update with the cost.
- B. Click **Add to cart**.
- C. Do you need to have EDI implemented?
 - Important:** Any of your SCACs/VATs that are already implemented or in flight for EDI services on the BluJay Carrier Network will automatically become part of your e2open Carrier Marketplace profile.
 - Yes: Go to Step 7 in this document for implementations.
 - No: Go to Step 8 in this document.

eConnect+

- A. Choose the appropriate annual load volume. Purchase option will update with the cost.
- B. Click **Add to cart**.
- C. Do you need to have EDI or API implemented?
 - Important:** Any of your SCACs/VATs that are already implemented or in flight for EDI or API services on the BluJay Carrier Network will automatically become part of your Carrier Marketplace profile.
 - Yes: Go to Step 7 in this document for implementations.
 - No: Go to Step 8 in this document.

7. If you need one or more implementations, do the following:

A. Go to the top of the screen under **Carrier Packages** and choose **Implementation Services** from the dropdown menu.

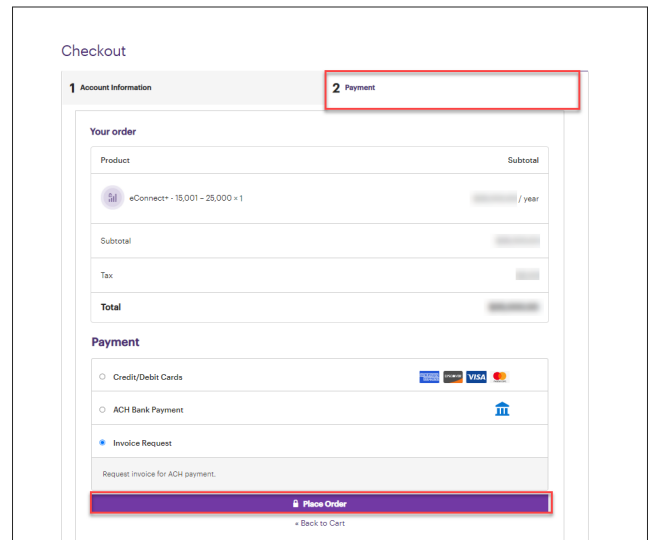
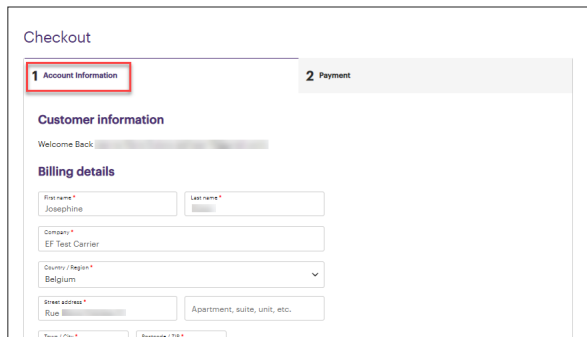


B. Identify the implementation services you need. Note that there are separate options for EDI, API, and additional API SCAC/VAT setup.

C. Click **Select options** for the services of your choice.

- For EDI, input the SCAC you need to have implemented, click **Add to cart**, and repeat for each additional SCAC as needed. Note: Enter only one SCAC/VAT per item added to your cart.
- For API, choose the API option you want to implement and fill in the value of the first SCAC to be implemented for that API. Repeat for each API type. Note: Select the **API Implementation - Additional SCAC/VAT** option to order implementation services for any additional SCAC/VAT for the same API. Enter only 1 SCAC/VAT per item added to cart.

8. View cart and delete any items you want to remove from your order, then click **Proceed to checkout**.



9. Accept electronic signatures, review the Terms and Conditions, and click **Sign and check out** (only allows the purchase of one subscription package).

10. Electronically sign the PDF, then click **Checkout**.

11. From the payment page, complete the screen with your contact details. Addresses will default to those associated with the registration, but they can be edited.

12. Click **Continue to payment**.

13. Options will appear to pay by credit card, ACH, or through an invoice sent to your company. Select the desired option, complete the information, and click **Place Order**.

14. After placing your order, you will receive an email with an itemized order receipt as well as a separate email with a PDF copy of the electronically signed Terms and Conditions.

Congratulations! Your organization is now enrolled. The registrant can use this account going forward on a self-service basis to update credit card information, change enrollment packages, order additional implementation services, and more.

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