

# Company Details Page



*This article is part of the [BorderConnect Software User Guide](#).*

The **Company Details Page** in [BorderConnect](#) allows the user to manage a few key lists related to the setup of their company account, most notably the Canadian [Carrier Code](#) List and the [SCAC](#) Codes List. It can be accessed under the Account menu by selecting the option 'Company'.



## Billing Details Section

Company Details: Demo Business	
Company Name:	Demo Business
Billing Address:	1234 Demo Ave Demoville, ON N9H 4X4 Canada

This section of the page displays the company name and billing address for the account. Users logged in as 'Super User' will also see an Edit Company button displayed directly above that will allow the name or address to be updated. Users logged in as 'Normal User' will not have this option.

## Terminals List

New Terminal		Export CSA (Flat File)					
Terminals List							
Name	Address	Phone	Fax	Type	Time Zone	Actions	
1. Demo Business	1234 Demo Ave Demoville, Ontario N9H 4X4 Canada	123-123-1234	123-123-1234	Head Office	Eastern Time	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	
2. REGIONAL OFFICE	1234 Example Rd Seattle, Washington 97995 United States	555-555-1234		Normal Terminal/Office	Pacific Time	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	
3. Demo Business	14-1801 Walker Rd Windsor, Ontario N8W 3P3 Canada	800-596-5176		Head Office	Eastern Time	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	

This section of the page displays the list of terminals for the account, and allows the user options to update it. Terminals are used in BorderConnect to help sort user accounts, driver profiles and truck profiles for companies that are accounting for multiple locations. User accounts that are assigned to a terminal will view times in BorderConnect according to the time zone set for that terminal.

### New Terminal Button

Allows the user to add a new terminal to the list. Clicking on this button will bring the user to a page where the terminal information can be entered. Clicking Save will then return the user to the Company Details Page.

### Export CSA (Flat File) Button

Produces a CSA Flat File of the terminals entered on the account. Only used by CSA approved carriers who are electing not to [transmit their CSA shipments electronically](#).

### View

Brings the user to a page that displays more detailed information for the terminal, including a list of user accounts that are assigned to the terminal. The user can click the Back to Company button to return to the Company Details Page.

### Edit

Allows the user to edit the details for the terminal. It will bring the user to a page where the information can be updated. Clicking Save will return the user to the Company Details Page.

### Delete

Removes the terminal from the terminal list. This will not be allowed if the terminal currently has users, drivers or trucks assigned to it, or if it is the only terminal in the list.

## Canadian Carrier Codes List

New Canadian Carrier Code		Carrier codes are the first 4 digits in your PARS stickers					
Canadian Carrier Codes List - Results 1 - 3 of 3. Page 1 of 1							
Canadian Carrier Code	Company Name	Active Status	View	Actions			
1. 1234	Demo Business	Active		<a href="#">Edit</a> <a href="#">Deactivate</a>			
2. 8Z88	Zebra Demo Inc	Active	<a href="#">RNS Registration</a> <a href="#">ACI Registration</a>	<a href="#">Edit</a> <a href="#">Deactivate</a>			
3. 9999	Fake UPS	Active		<a href="#">Edit</a> <a href="#">Deactivate</a>			

This section of the page displays the list of [Canadian Carrier Codes](#) for the account. This list will determine which carrier codes appear in the carrier code selection for [ACI eManifests](#), although the user will only be allowed to transmit data for carrier codes which have been approved by CBSA for user through BorderConnect.

### New Canadian Carrier Code Button

Allows the user to add a new carrier code to the list. Clicking on this button will bring the user to a page where the carrier code and carrier name can be entered. Clicking Save will return the user to the Company Details Page.

#### RNS Registration

Only appears when the carrier code is not already set up for BorderConnect's [PARS Checking Software](#). Clicking on this link will allow the user to generate an RNS application for CBSA, which would allow the carrier code to be set up for PARS checking through BorderConnect. Because the application process can be complicated, particularly when multiple carrier codes are entered on one account, it is recommended to call BorderConnect at 800-596-5176 for assistance.

#### ACI Registration

Only appears when the carrier code is not already set up for ACI eManifest through BorderConnect. Clicking on this link will allow the user to generate an ACI application for CBSA to allow the carrier code to be transmitted in ACI through BorderConnect.

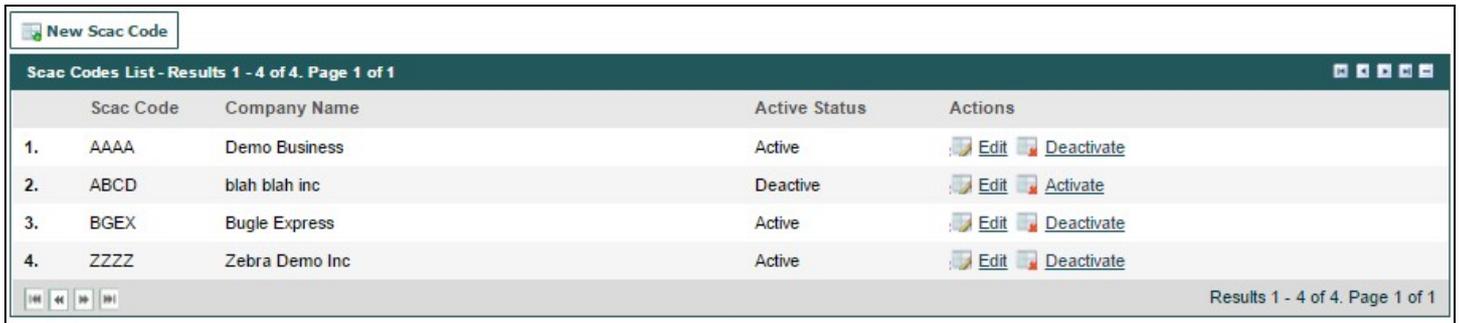
#### Edit

Allows the user to edit the information for the carrier code. If the carrier code has been used or is the original carrier code for the account, only the company name will be allowed to be edited. Once the changes are made clicking Save will return the user to the Company Details Page.

#### Deactivate

Deactivates the carrier code. Carrier codes that have been deactivated will remain on the carrier codes list but will no longer appear in carrier code selection drop downs. e.g. for use in ACI eManifests.

## SCAC Codes List



Scac Code	Company Name	Active Status	Actions
1. AAAA	Demo Business	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
2. ABCD	blah blah inc	Deactive	<a href="#">Edit</a> <a href="#">Activate</a>
3. BGEX	Bugle Express	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
4. ZZZZ	Zebra Demo Inc	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>

This section of the page displays the list of [SCAC Codes](#) for the account. This list will determine which carrier codes appear in the SCAC code selection for [ACE Manifests](#). SCAC Codes added here will be available to transmit ACE data immediately.

#### New SCAC Code Button

Allows the user to add a new SCAC code to the list. Clicking on this button will bring the user to a page where the SCAC code and carrier name can be entered. Clicking Save will return the user to the Company Details Page.

#### Edit

Allows the user to edit the information for the SCAC code. If the SCAC code has been used or is the original SCAC code for the account, only the company name will be allowed to be edited. Once the changes are made clicking Save will return the user to the Company Details Page.

#### Deactivate

Deactivates the SCAC code. SCAC codes that have been deactivated will remain on the SCAC codes list but will no longer appear in SCAC code selection drop downs. e.g. for use in ACE eManifests.

## Insurance Policies List



Insurance Company Name	Number	Issue Date	Amount	Actions
1. DEMO INSURANCE COMPANY	12345678	May 01, 2014	\$1,000,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
2. ABC Insurance	123456789	October 20, 2010	\$1,000,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
3. Kiss Me Polka	KSMP4440	January 24, 2013	\$30.00	<a href="#">Edit</a> <a href="#">Delete</a>

This section of the page displays the list of truck insurance policies for the account. Insurance policies are used as part of the required information for hazardous materials in [ACE Manifest](#), they are not required to be entered otherwise. Policies listed here will appear in the Insurance Policy drop down menu on the truck profile.

### New Insurance Policy Button

Allows the user to add a new insurance policy to the account. Clicking on this button will bring the user to a page where the insurance information can be entered. Once finished, clicking Save will add the insurance policy and return the user to the Company Details Page.

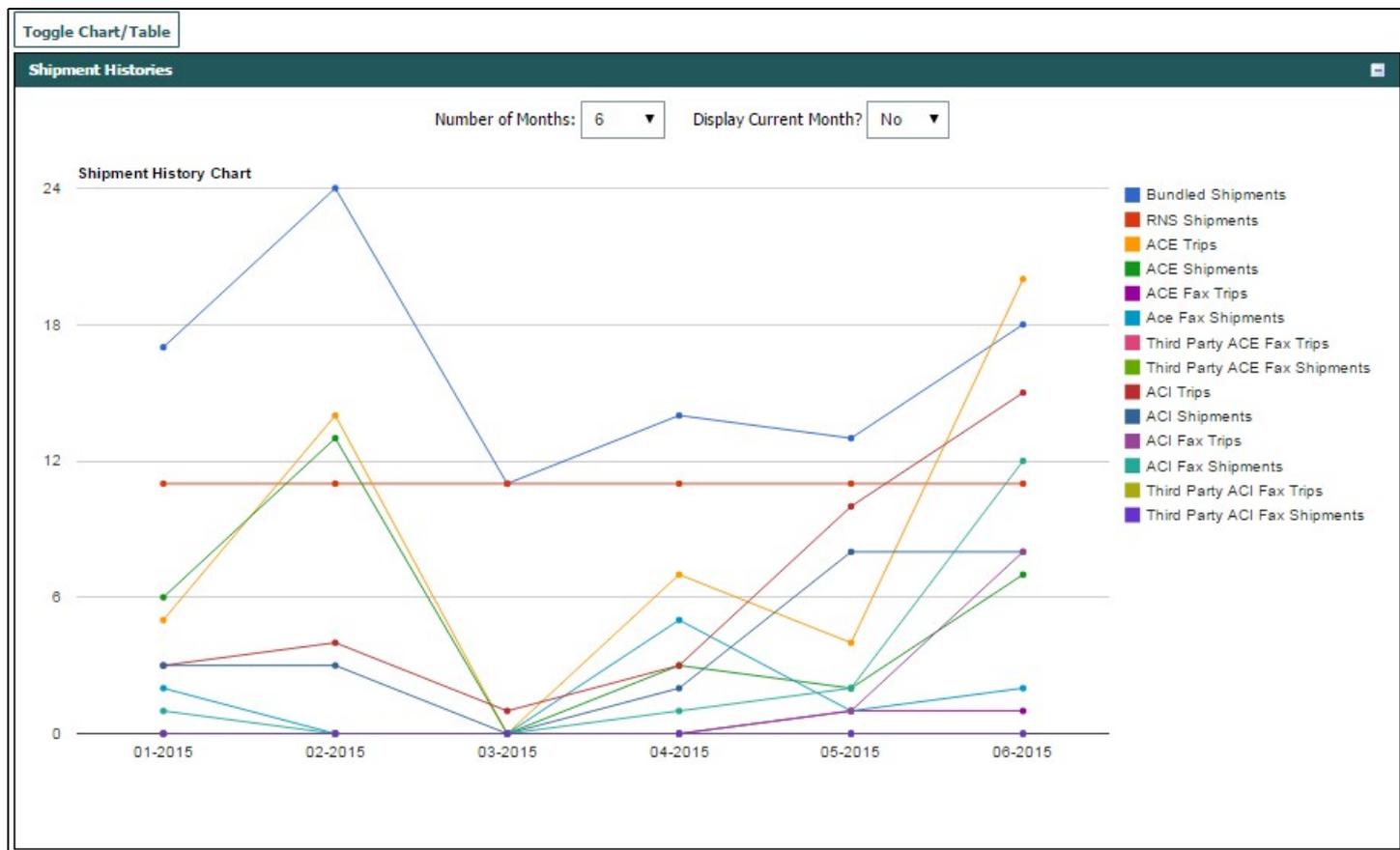
### Edit

Allows the user to edit the information for the insurance policy. Clicking this link will bring the user to a page where the insurance information can be updated. Once finished, clicking Save will add the insurance policy and return the user to the Company Details Page.

### Delete

Removes the insurance policy from the account. If any trucks have the insurance policy assigned, it will be removed from the truck profile.

## Shipment Histories



This section of the page displays a comprehensive list detailing the account's use of BorderConnect. The user will be able to see how many shipments have been done under each type of BorderConnect software subscription as well as BorderConnect's eManifest Fax Service. The Shipment Histories section can be very useful for users looking to keep tabs on their overall shipment tallies, especially for billing purposes. The figures here will be used at the end of each month for invoicing BorderConnect clients.