

# Carrier Assignment and Dispatching – ORDER ENTRY SCREEN

1. To assign a Carrier an Order...

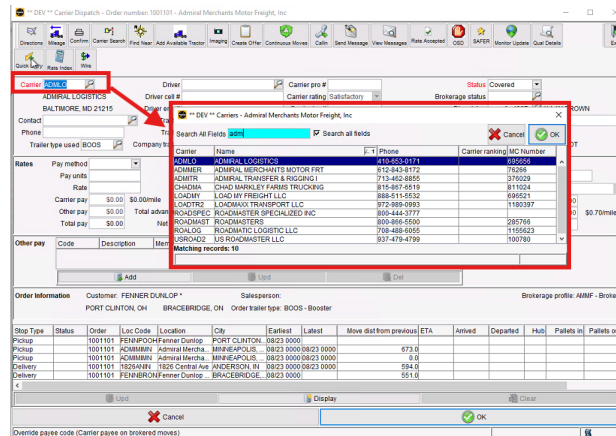
- Click the **Carrier Dispatch** button on **Brokered Load**.



1. The **Carrier Dispatch** window will open.

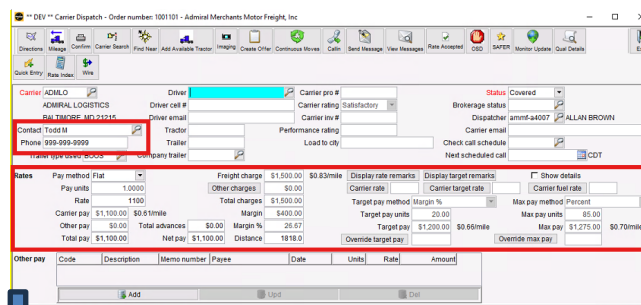
Enter the **Carrier**.

Either type in the **Carrier Code** manually or use magnifying glass icon to select a Carrier from the list.

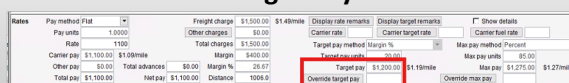


2. Enter the **Contact** and **Rate** Details.

- Either type in the **Contact** manually or use magnifying glass icon to select a **Contact** from the list. If **Contact** is manually added the system will add that information to the **Carrier Master File** for future reference.
- Select **Rate Method** and enter agreed upon **Rate**. This will now show comparisons with **Margin** and **Margin %**.

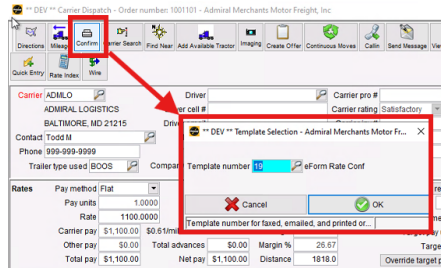


Total Pay cannot exceed the Target Pay without **Override target pay**.



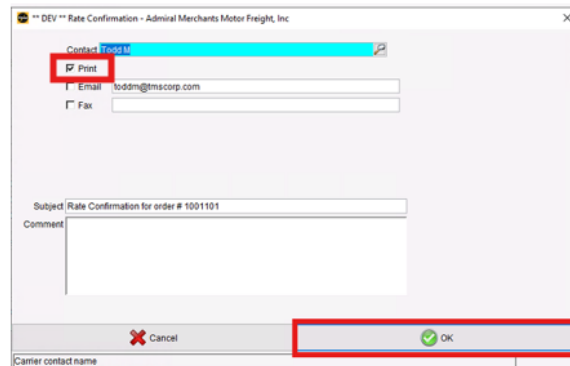
Enter Pay and click **Override target pay**.

- Click the **Confirm Button** at the top of the screen. The **Template Selection** dialog box will appear with preassigned **eForm Rate Confirmation** prepopulated in the **Template Number** field. Click **OK**.

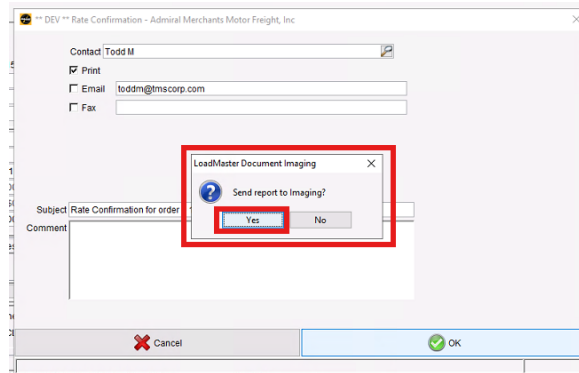


- The **Rate Confirmation Print/Email/Fax** screen will appear. Additional **Comments** can be added if needed. Check the **Print** box. Click **OK** to send **eRate Confirmation**.

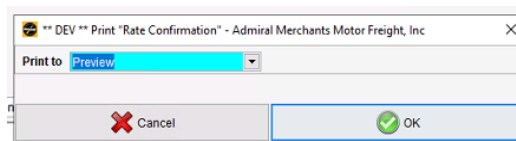
**DO NOT CHECK THE EMAIL CHECKBOX**



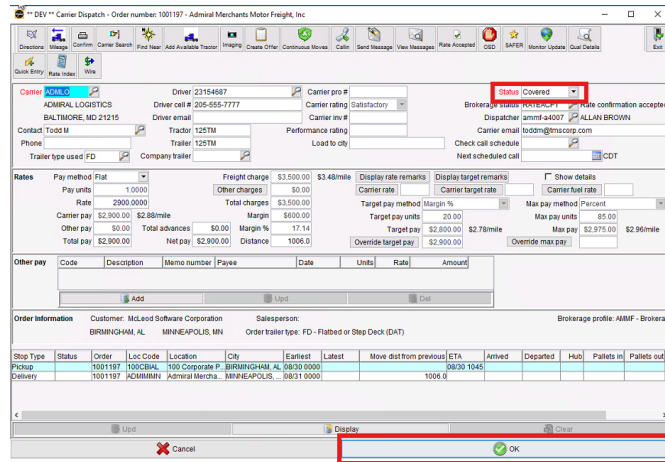
- **Send report to Imaging** dialog box will appear. Click **Yes**.



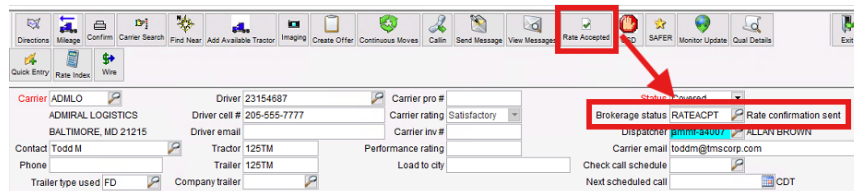
- The **Print Rate Confirmation** dialog box will appear. If previewing the **Rate Confirmation** is required, click **OK**. If not, click **Cancel**.



- This will again show the **Carrier Dispatch** screen. Note the **Status** has changed to **Covered**. Click **OK**.

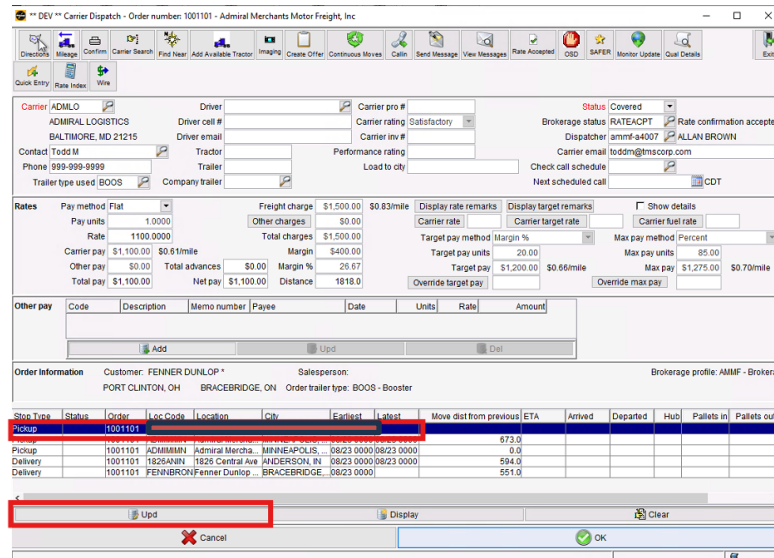


- Once the **Carrier** accepts the **Rate Confirmation** via email or user manually clicks **Rate Accepted** the **Brokerage Status** will change to **RATEACPT (Rate Accepted)**.



### 3. To Dispatch a Carrier on an Accepted Load...(Manual Dispatch from Carrier call-in)

- Remaining on the **Carrier Dispatch** screen.
  - Highlight the **Stop** the **Carrier** is being dispatching on and click the **Upd** (update) button below.



- The **Stop** screen will then open.
  - Enter the **Actual arrival** and **Actual departure Dates & Times**. Click **OK**.

- The **Pickup Status** has now change to **CLEARED**. Click **OK**.

Stop Type	Status	Order	Loc Code	Location	City	Earliest	Latest	Move dist from previous	ETA	Arrived	Departed	Hub	Pallets in	Pallets out
Pickup	CLEARED	00110				08/23 0000				08/22 2200	08/22 2300			
Pickup		1001101	ADMMIMN	Admiral Mercha...	MINNEAPOLIS, ...	08/23 0000	08/23 0000	673.0						
Pickup		1001101	ADMMIMN	Admiral Mercha...	MINNEAPOLIS, ...	08/23 0000	08/23 0000	0.0						
Delivery		1001101	1826ANIN	1826 Central Ave	ANDERSON, IN	08/23 0000	08/23 0000	594.0						
Delivery		1001110				08/23 0000		551.0						

- Repeat **Dispatch** (Step 3) to manually **Dispatch Carriers** on each **Stop** until **Brokerage status** is **DELIVER**.

# AMMF Agent Brokerage Planning & Dispatch

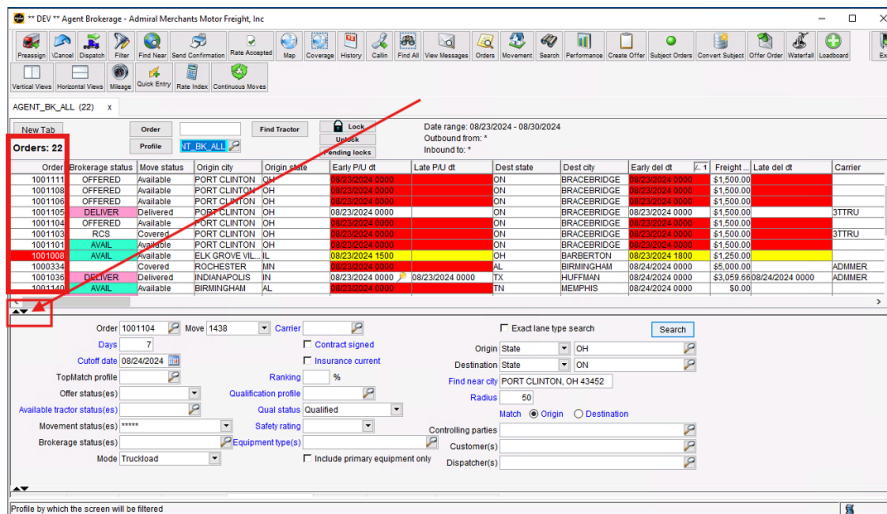
**Note: In-House Brokerage, will not use this screen at all unless tracking a load that the brokerage department in Minneapolis is working on. This is ONLY for those that do EZ (Agent) Brokerage (find and dispatch Carriers/Brokerage Trucks).**

- On the **Main Menu** click on the Brokerage Planning button.

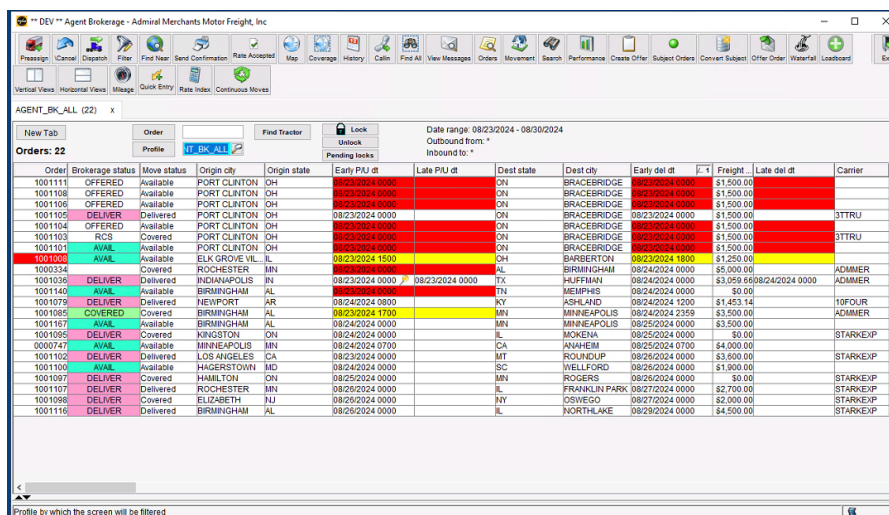


The **Brokerage Planning Screen** will open displaying the available **Orders/Loads** at the top, along with a Search panel below.

- To hide the **Search** panel to view a broader list of **Loads – your loads that you have posted**, click on the **Black Down Arrow** just below the **Order Numbers**.

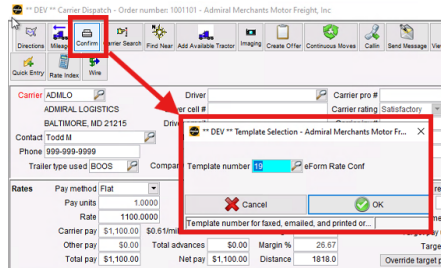


Once the **Black Down Arrow** is clicked, the **Carrier Search Grid** will be minimized and will remain minimized until the **Black Up Arrow** is clicked.



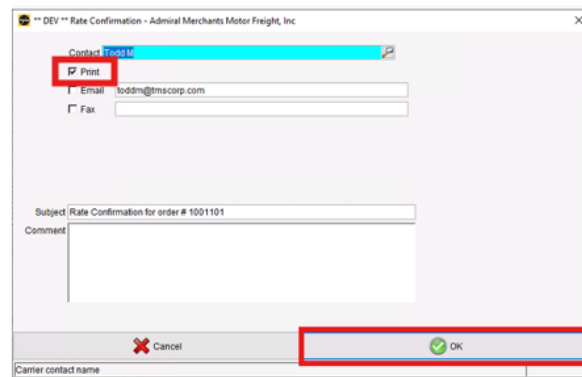


- Click the **Confirm Button** at the top of the screen. The **Template Selection** dialog box will appear with preassigned **eForm Rate Confirmation** prepopulated in the **Template Number** field. Click **OK**.

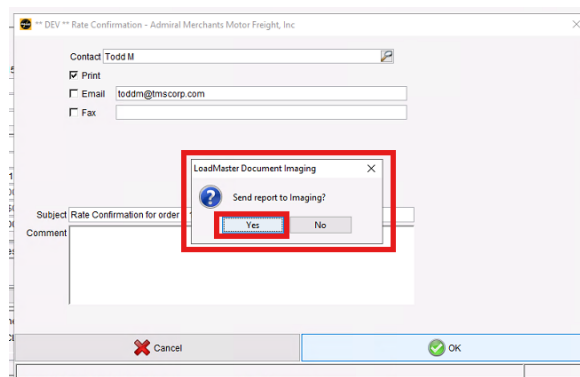


- The **Rate Confirmation Print/Email/Fax** screen will appear. Additional **Comments** can be added if needed. Check the **Print** box. Click **OK** to send **eRate Confirmation**.

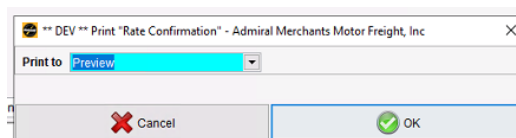
**DO NOT CHECK THE EMAIL CHECKBOX**



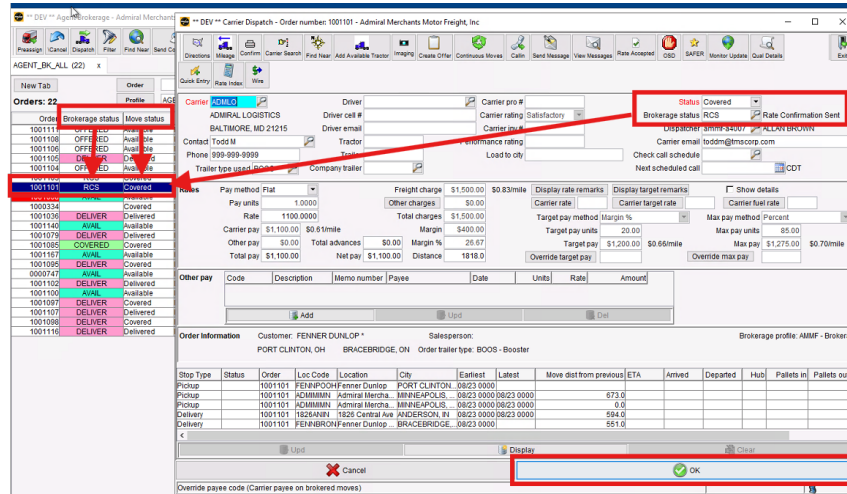
- Send report to Imaging** dialog box will appear. Click **Yes**.



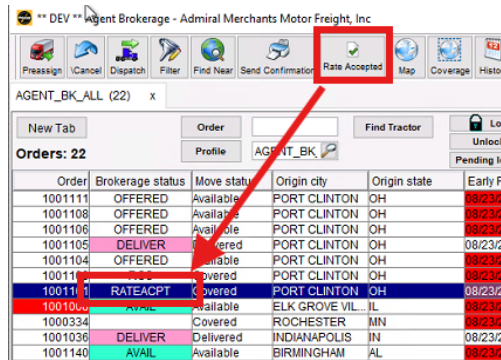
- The **Print Rate Confirmation** dialog box will appear. If previewing the **Rate Confirmation** is required, click **OK**. If not, click **Cancel**.



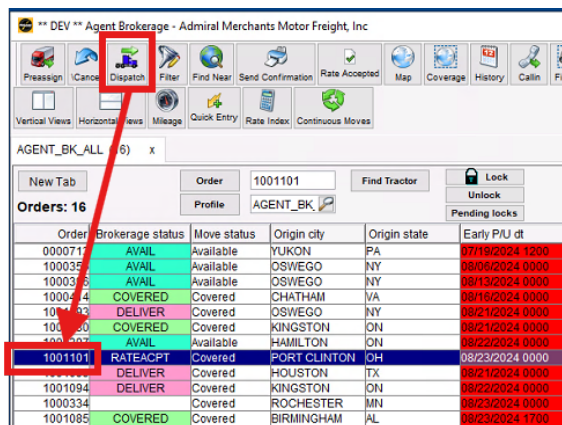
- This will again show the **Carrier Dispatch** screen. Note the **Status** has changed to **Covered** and the **Brokerage Status** has changed to **RCS (Rate Confirmation Sent)**. The **Statuses** will display on the **Brokerage Planning** screen. Click **OK**.



- Once the **Carrier** accepts the **Rate Confirmation** via email or user manually clicks **Rate Accepted** the **Brokerage Status** will change to **RATEACPT (Rate Accepted)**.



- To **Dispatch** a **Carrier** on an **Accepted Load**...(Manual Dispatch from Carrier call-in)  
Highlight the desired load on, then click the **Dispatch** Command button at the top of the screen.



- Once you click **Dispatch Command** the **Carrier Dispatch** screen will open.
  - Highlight the **Stop** the Carrier is being dispatching on and click the **Upd** (update) button below.

Carrier: ADMID  
 Driver: ADMIRAL LOGISTICS  
 Driver call #: BALTIMORE, MD 21215  
 Driver email: Contact: Todd M  
 Phone: 999-999-9999  
 Trailer type used: BOOS  
 Company trailer: Company trailer

Carrier pro #: ADMID  
 Carrier rating: Satisfactory  
 Carrier im #: ADMID  
 Performance rating: Rate confirmation accepted  
 Dispatcher: ammf-44307  
 ALLAN BROWN  
 Carrier email: toddm@amscorp.com  
 Check call schedule  
 Next scheduled call: CDT

Pay method: Flat  
 Freight charge: \$1,500.00  
 \$0.83/mile  
 Display rate remarks: Display target remarks: Show details

Pay units: 1100.0000  
 Rate: 1100.0000  
 Total charges: \$1,500.00  
 Carrier pay: \$1,100.00  
 \$0.61/mile  
 Margin: \$400.00  
 Other pay: \$0.00  
 Total advances: \$0.00  
 Margin %: 29.67  
 Total pay: \$1,100.00  
 Net pay: \$1,100.00  
 Distance: 1818.0  
 Target pay method: Margin %  
 Target pay units: 20.00  
 Target pay: \$1,200.00  
 \$0.66/mile  
 Max pay method: Percent  
 Max pay units: 85.00  
 Max pay: \$1,275.00  
 \$0.70/mile  
 Override target pay: Override max pay

Order Information: Customer: FENNER DUNLOP \*  
 PORT CLINTON, OH BRACEBRIDGE, ON  
 Order trailer type: BOOS - Booster  
 Salesperson: Brokerage profile: AMMF - Brokerag

Stop Type	Status	Order	Loc Code	Location	City	Earliest	Latest	Move dist from previous	ETA	Arrived	Departed	Hub	Pallets in	Pallets out
Pickup		1001101												
Pickup		1001101	ADMIMMN	Admiral Mercha	MINNEAPOLIS, MN	08/23 0000	08/23 0000		673.0					
Delivery		1001101	1826ANIN	1826 Central Ave	ANDERSON, IN	08/23 0000	08/23 0000		594.0					
Delivery		1001101							551.0					

Buttons: Upd, Display, Clear, Cancel, OK

- The **Stop** screen will then open.
  - Enter the **Actual arrival and Actual departure Dates & Times**. Click **OK**.

Type: Pickup  
 Status: Cleared  
 Location: 5225 W LAKESHORE DRIVE  
 Zone: Zone 4  
 Contact: Main  
 Phone: 419-635-2191

Driver load/unload: [X] No driver loading or unload

Original: Actual arrival: 08/22/2024 2200  
 Scheduled: 08/23/2024 0000 Actual departure: 08/22/2024 2300

Buttons: Add, Upd, Del, Up, Down, Cancel, OK

- The **Pickup Status** has now change to **CLEARED**. Click **OK**.

Order Information: Customer: FENNER DUNLOP \*  
 PORT CLINTON, OH BRACEBRIDGE, ON  
 Order trailer type: BOOS - Booster  
 Salesperson: Brokerage profile: AMMF - Brokerag

Stop Type	Status	Order	Loc Code	Location	City	Earliest	Latest	Move dist from previous	ETA	Arrived	Departed	Hub	Pallets in	Pallets out
Pickup	CLEARED	001101												
Pickup		1001101	ADMIMMN	Admiral Mercha	MINNEAPOLIS, MN	08/23 0000	08/23 0000		673.0		08/22 2300	08/22 2300		
Pickup		1001101	ADMIMMN	Admiral Mercha	MINNEAPOLIS, MN	08/23 0000	08/23 0000		0.0					
Delivery		1001101	1826ANIN	1826 Central Ave	ANDERSON, IN	08/23 0000	08/23 0000		594.0					
Delivery		1001101							551.0					

Buttons: Upd, Display, Clear, Cancel, OK

- The **Brokerage Planning Board** now displays **Brokerage status of PICKUP** and the **Move status** is no In Progress.

AGENT\_BK\_ALL (16) x

Order: 1001101 Profile: AGENT\_BK Find Tractor Lock Pending locks Date range: through: Outbound from: Inbound to:

Order	Brokerage status	Move status	Origin city	Origin state	Early PIJ dt	Late PIJ dt
000071	DELIVER	Covered	HUKON	PA	07/19/2024 1200	
1000356	AVAIL	Available	OSWEGO	NY	08/05/2024 0000	
1000396	AVAIL	Available	OSWEGO	NY	08/13/2024 0000	
1000414	COVERED	Covered	CHATHAM	VA	08/16/2024 0000	
1001093	DELIVER	Covered	OSWEGO	NY	08/21/2024 0000	
1001130	COVERED	Covered	KINGSTON	ON	08/21/2024 0000	
1000339	DELIVER	Covered	HAMILTON	ON	08/22/2024 0000	
1001098	PICKUP	In Progress	HAMILTON	ON	08/23/2024 0000	
1001099	DELIVER	Covered	HOUSTON	TX	08/21/2024 0000	
1001094	DELIVER	Covered	KINGSTON	ON	08/22/2024 0000	
1000334	COVERED	Covered	ROCHESTER	MN	08/23/2024 0000	
1001085	COVERED	Covered	BIRMINGHAM	AL	08/23/2024 1700	
1001167	AVAIL	Available	BIRMINGHAM	AL	08/24/2024 0000	
1001095	DELIVER	Covered	KINGSTON	ON	08/24/2024 0000	
1001100	AVAIL	Available	HAGERSTOWN	MD	08/24/2024 0000	
1001097	DELIVER	Covered	HAMILTON	ON	08/25/2024 0000	
1001098	DELIVER	Covered	ELIZABETH	NJ	08/26/2024 0000	

- Repeat **Dispatch** (Step 5) to manually **Dispatch Carriers** on each **Stop** until **Brokerage status** is **DELIVER**.