

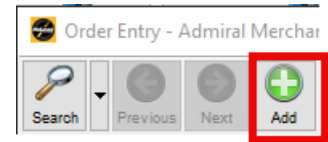
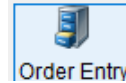


Entering a Load



Quick Reference Card

1 Open the Order Entry screen and click the Add button.



2 Update the required fields on the first tab.

Order Type: OO (Admiral Owner Operator), AGTBRK (Agent/EZ Brokerage), IHB (In-House Brokerage)

Movement Type: Asset or Brokerage

Shipper Location

Consignee Location

Pickup Date and Time

Delivery Date and Time

Commodity

Trailer Type

Order number [] Revenue code [] Loadboard [] Mode Truckload Status Available Movement type Asset

Recurring order [] Order type [] Reason []

General General-con't'd Stop Equipment Req'd Rating Allocation Last Dsp Status Brokered Moves Callins Rate Index Images(3) History DataFusion Detail Responsibility FlowLogix

Shipper

Extra pickups [] Zone []

Contact [] Phone [] Pallets []

Driver load N No driver loading or unload

Scheduled arrival between [] and []

Comment/Reference [] Appointment required [] Confirmed []

Consignee

Extra drops [] Zone []

Contact [] Phone []

Driver unload N No driver loading or unload

Scheduled arrival between [] and []

Comment/Reference [] Appointment required [] Confirmed []

Planning comment []

Commodity [] BOL []

Hazmat ID [] Consignee reference []

HAZMAT routing [] Preload Trailer [] Trailer type []

Operations user [] Tractor type []

Agent [] Ordered by []

Entry method Manual 10/16/2024 2056 Entered by []

Order copied to [] Order copied from []

3 Update the fields on the General-con't tab, if applicable.

Round trip

Team

Value exceeds \$100,000

Cargo value (if value exceeds \$100,000)

General General-con't'd Stop Equipment Req'd Rating Allocation Last Dsp

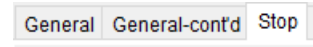
Order Classification / Value

Round trip Team

Value exceeds \$100,000 Cargo value []

? TONU

4 Add intermediate stops on the Stop tab, if applicable.



To add an intermediate stop, click on the Delivery stop.

Click on the "Ins" button in the bottom left corner to insert the intermediate stop.

Quick Reference Card

5

Enter the Rate information on the Rating tab.

Bill-to customer Weight TBC
 Rate method
 Rate

Additional Charges

Code	Description	Units	Rate
Add			

Add Additional Charges:

- Fuel surcharge
- Permit
- HAZMAT Fee
- Tarp
- Etc.

6

Select the order allocation on the Allocation tab.

OO: Admiral Owner Operators
 AGTBRK: Agent (EZ) Brokerage
 BRK: In-house Brokerage

7

Update the FlowLogix tab, if applicable.

Permit Required
 Border Crossing

8

Click the Exec button to save the order.

