

**McLeod Order Entry Updates – June 2025**  
**Effective: June 18, 2025**

The McLeod Order Entry screen has been updated. Please review the following changes to ensure accurate and complete order entry.

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**Key Updates:**

**1. General Tab – Permits, Border Crossing, and Excess Value**

- **What's New:** The checkboxes for **Permits Required**, **Border Crossing**, and **Excess Cargo Value (>\$100,000)** are now located on the **General tab**.
- **Action Required:**
  - If the load requires any of these, be sure to check the appropriate box.
  - **Always enter the cargo value**, even if a certificate is not required.

**2. New “Insurance” Tab – Certificate Holder Information**

- **What's New:** A new **Insurance** tab has been added.
  - **Purpose:** To collect Certificate of Insurance details for applicable loads.
  - **Action Required:**
    - Enter the **Certificate Holder Name**, **Address**, and **Email**.
    - If you want the certificate emailed directly to you, enter your **email address**, not just your name or agency number.
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**Refer to the screenshots below** for guidance on where to find the updated fields.

If you have questions, please reach out to your Admiral representative.

Order number  Revenue code  Loadboard  Mode  Status  Movement type   
 Recurring order  Order type   Hold Reason

Shipper	Consignee
<input type="text"/> Extra pickups <input type="checkbox"/> <input type="text"/> <input type="text"/> Contact <input type="text"/> Zone <input type="text"/> Phone <input type="text"/> Driver load <input type="text"/> Scheduled arrival between <input type="text"/> and <input type="text"/> <input type="button" value="Comment/Reference"/> <input type="checkbox"/> Appointment required <input type="checkbox"/> Confirmed	<input type="text"/> Extra drops <input type="checkbox"/> <input type="text"/> <input type="text"/> Contact <input type="text"/> Zone <input type="text"/> Phone <input type="text"/> Driver unload <input type="text"/> Scheduled arrival between <input type="text"/> and <input type="text"/> <input type="button" value="Comment/Reference"/> <input type="checkbox"/> Appointment required <input type="checkbox"/> Confirmed
Planning comment <input type="text"/> Commodity <input type="text"/> BOL <input type="text"/> Trailer type <input type="text"/> Consignee reference <input type="text"/> <input type="checkbox"/> HAZMAT routing <input type="checkbox"/> Permit Required <input type="checkbox"/> Border Crossing <input checked="" type="checkbox"/> Value exceeds \$100,000 Cargo value <input type="text"/> Operations user <input type="text"/> Agent <input type="text"/> Entry method <input type="text"/> Entered by <input type="text"/>	

Permits, Border Crossing and Excess Value is now on the "General" tab.

Order number  Revenue code  Loadboard  Mode  Status  Movement type   
 Recurring order  Order type   Hold Reason

Complete the information below for loads that require a certificate of insurance.

Certificate Holder Name

Certificate Holder Address

City, State, ZIP

Email to send certificate to

Add the Certificate Holder if excess insurance is needed on the "Insurance" tab. Note: If you'd like the insurance certificate emailed to you, please type in your email address, not just your name, agency number, etc.