CARRIER MANAGE LOADS PORTAL

SOP

This is a how-to guide for best practice when using the Carrier Manage Loads Portal. For a more detailed explanation, reference the Carrier Manage Loads Training Manual.

Search for desired order using 'Reference =' field, order must fall within 'First Pickup Between' window. Select blue hyperlink to open load details.

Carrier Manage Loads

First Pickup Between 12/01/2016 To 12/16/2016
Status =   Reference = 41111233LN POD Received =   1 Load displayed.

Load	PRO	Status	First Pick-up	Last Drop
41111233LN		Booked	Overland Park,KS	Irondal,AL

Select blue update hyperlink to complete Status for pick up and drop off.

Carrier Manage Loads

Load	41111233LN
Status	Booked

Addresses

First Pickup	Last Drop	Bill To
Shipper 123 Test Way Overland Park, KS 66213 USA No contact specified.	Consignee 456 Test Drive Irondal, AL 35210 USA No contact specified.	Gould Paper % MIQ Logist PO Box 11250 Overland Park, KS 66207 No contact specified.

Plan [add status msg]

Event #1:Pickup
Location:
Shipper
123 Test Way
Overland Park, KS 66213 USA
Shipments:
31108945SN (Shipment Number), 40,000 lb

Status: Pending [update] [history]
Target Date: 12/15/2016 00:00 - 12/15/2016 00:00
Appt Date: update
Current Estimate: 12/15/2016 00:00
Notes: Add

If PRO was not listed when tender was accepted, PRO must be entered when updating pickup status. PRO can be invoice number or assigned LN number if carrier does not assign PROs.

Add Status Message

Pickup	123 Test Way Overland Park, KS
SCAC	MEIQ (MIQ Logistics Truckload Services) [Choose Carrier] [Enter SCAC]
PRO	
Message	AF - Carrier Departed Pick-up Location with Shipment
Date	

Additional Reference

Reference #1	BOL	

Save Options

Add Another	☐

SAVE   CANCEL

Select blue hyperlink in invoice section that says 'here'. In new window add invoice number (no special characters), and confirm assigned rate is correct. Make updates and add services as needed.

Details for Invoice #41111233LN

Carrier	MIQ Logistics Truckload Services (MEIQ)

Invoice Number	Invoice Date	Weight	
456123789	12/19/2016	40000.0	lb

Charge Description	Rate		Qty	Total
Line Haul	800.00	Flat Rate		800.00
Line Haul		Flat Rate		0.00
Line Haul		Flat Rate		0.00
Line Haul		Flat Rate		0.00
Discount		Flat Rate		0.00
			Subtotal:	800.00

Save

Invoices will not be paid until order is in a delivered status