



Create a New Shipment

When a New Shipment is created versus an EZ Rate, this begins the freight management process of advancing shipments through the various statuses, providing a variety of operational features and creates the shipping documents required by the Carriers, such as the Bill of Lading and Shipping Labels. A New Shipment builds and stores an electronic record of everything that happens during the process of shipping an order to the final destination.

Available Features when a Shipment is created:

- Receive quotes from non-automated carriers
- Store and Manage all shipments from a centralized database
- Print Bill of Lading documents
- Print Shipping Label documents
- Keep track of Operational, Accounting or Claims Issues
- Email BOL, Quotes, ASN and Delivery Notification
- Document the Invoice Information that coincides with the freight quoted
- Visibility to your freight logistics
- Visibility to Carrier performance

Create a New Shipment

Select "Create a New Shipment" link under the Manage Shipments section of the Adcco Technology home screen.



MANAGE SHIPMENTS

- Show Aggregate View
- [Parcel Application](#)
- [QuickBooks Application](#)
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- [Get an EZ Rate](#)
- [Create a New Shipment](#)
- [Create a New Multi-Stop Shipment](#)
- [Create a New Multi-Leg Shipment](#)
- [View Open/Quoted Shipments](#)
 - [Pending](#) **1 Items**
 - [Open](#) **3 Items**
 - [Quoted](#) **12 Items**
- [View Awarded Shipments](#)

1. Complete at minimum the Asterisk fields:
 - Origin and Destination Address Data
 - Origin and Destination Dock Name
 - Pickup and Delivery Date
 - Product Quantity, Type Weight and Class
 - Shipping Unit Quantity

2. The following fields will default if set:
 - Ship Type - "I am the" Shipper, Consignee or Third Party
 - Pay Type - Collect or Prepaid
 - Bill to
 - Product Line Items
 - i. Product Unit Type
 - ii. Class Code
 - iii. NFMC #
 - iv. SKU
 - v. Description
 - vi. Hazmat along with the Emergency Phone Number
 - Shipping Unit Type
 - Special Instructions
 - Equipment Type
 - Shipment, Pickup and Delivery Accessorials



3. Complete the Bill of Lading section (optional)
 - Customer PO – either your purchase order or your end-user’s purchase order
 - Invoice ID
 - Billing ID

4. The Billing Data will auto default to Shipper Prepaid with you as the Bill To unless custom defaults were set.

5. Identify the Merchants: Where the product is shipping from or where the product is shipping to.
 - Start typing the Merchant Name, the system will auto-recognize any saved Merchant that matches the credentials typed and display a list of options. If the Merchant does not display as an option, then choose New Merchant from the drop down.
 - Note: Make sure you have typed the full name of the Merchant before selecting New Merchant
 - Complete at minimum the Asterisk fields



Merchant Data	
Origin/Shipper Data <input type="checkbox"/> Set as Default <input type="checkbox"/> Save as New * Merchant: <input type="text"/> Location: <input type="text"/> Dock: <input type="text" value="Main Dock"/> Prepay and Add: <input type="checkbox"/> <input type="checkbox"/> Flat <input checked="" type="radio"/> Percent Note: <input type="text"/>	Destination/Consignee Data <input type="checkbox"/> Set as Default <input type="checkbox"/> Save as New * Merchant: <input type="text"/> Location: <input type="text"/> Dock: <input type="text" value="Main Dock"/> Prepay and Add: <input type="checkbox"/> <input type="checkbox"/> Flat <input checked="" type="radio"/> Percent Note: <input type="text"/>
Address Data * Location Name: <input type="text"/> * Address: <input type="text"/> * City: <input type="text"/> * State: <input type="text" value="AK"/> * Zip Code: <input type="text"/> * Country: <input type="text" value="United States"/>	Address Data * Location Name: <input type="text"/> * Address: <input type="text"/> * City: <input type="text"/> * State: <input type="text" value="AK"/> * Zip Code: <input type="text"/> * Country: <input type="text" value="United States"/>
Contact Data Name: <input type="text"/> <input type="text"/> Phone: <input type="text"/> x <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/>	Contact Data Name: <input type="text"/> <input type="text"/> Phone: <input type="text"/> x <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/>
<input checked="" type="checkbox"/> Dock Data * Dock Name: <input type="text" value="Main Dock"/> Note: <input type="text"/> * Pickup Date: <input type="text" value="3/21/2018"/> Dock Open: <input type="text" value="08"/> : <input type="text" value="00"/> Pickup Time: <input type="text" value="12"/> : <input type="text" value="00"/> <input type="checkbox"/> First come First serve Dock Close: <input type="text" value="17"/> : <input type="text" value="00"/> Pickup Num: <input type="text"/>	<input checked="" type="checkbox"/> Dock Data * Dock Name: <input type="text" value="Main Dock"/> Note: <input type="text"/> * Delivery Date: <input type="text" value="3/21/2018"/> Dock Open: <input type="text" value="08"/> : <input type="text" value="00"/> Delivery Time: <input type="text" value="12"/> : <input type="text" value="00"/> <input type="checkbox"/> First come First serve Dock Close: <input type="text" value="17"/> : <input type="text" value="00"/> Delivery Num: <input type="text"/>
<input checked="" type="checkbox"/> Pickup Accessorials	<input checked="" type="checkbox"/> Delivery Accessorials

6. Complete the Package Data Section. The system automatically displays 1 blank line or the number of custom lines set to default. If you need additional lines for additional products select "Add a Product." Identify the products shipping:

- Quantity
- Unit Type
- Weight
- Class

Product Data										
<input type="checkbox"/> Select All Products <input type="button" value="Combine Selected Products"/>										
<input type="checkbox"/>	Code Q	Qty*	Package Type*	SKU Q	Description Q	NMFC Q	Class*	Weight (LBS) Ⓢ*	L x W x H (IN) Ⓢ	HazMat
<input type="checkbox"/>		0	Pallets				Unsp	0	0 x 0 x 0	<input type="checkbox"/>
<input type="button" value="+ Add a Product"/>										

7. Complete the Shipping Data Fields. The system automatically displays one line or the number of custom lines set to default. If you need



additional lines for additional products select the plus sign located to the right of the details.

Shipment Data							Set as Default
Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN³)	+
LTL	0 Pallets	0.00	0.00	Van-standard trailer		0.00	+

Shipment Accessorials

User Defined Accessorials

Other Freight Attributes

Declared Liability: \$ COD: \$

Seal #: Trailer #: Route #: