



## Adding a New Merchant

A new Merchant can be added to your Merchant list on file through the New Load Screen.

Begin by typing the Merchant Name into the Merchant Data fields. The system will auto-recognize a saved Merchant that Matches the information you are entering.

If the Merchant does not display as an option, select “New Merchant” from the drop down.

The screenshot shows a software interface titled "Merchant Data". It is divided into two main sections: "Origin/Shipper Data" and "Address Data".

- Origin/Shipper Data:** Contains checkboxes for "Set as Default" and "Save as New". It has several fields: "Merchant:" with the value "Testing", "Location:" with a dropdown menu, "Dock:" with a dropdown menu showing "New Merchant" selected, "Prepay and Add:", and "Note:".
- Address Data:** Contains fields for "Location Name:", "Address:", and "City:".

A "Results" popup window is overlaid on the "Location:" dropdown, showing "New Merchant" as the selected option.

Complete, at minimum, all required fields indicated by the red Asterix.



**Origin/Shipper Data**

Set as Default  Save as New

\* Merchant:

Location:

Dock:

Prepay and Add:   Flat  Percent

Note:

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**Address Data**

\* Location Name:

\* Address:

\* City:

\* State:

\* Zip Code:

\* Country:

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**Contact Data**

Name:

Phone:  x

Fax:

Email:

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**Dock Data**

\* Dock Name:

Note:

\* Pickup Date:

Dock Open:   EDT

Pickup Time:   EDT  First come First serve

Dock Close:   EDT

Pickup Num:

Select "Save As New" to keep this option in the system for future

**Merchant Data**

**Origin/Shipper Data**

Set as Default  Save as New

\* Merchant:

Location:

Dock:

Prepay and Add:   Flat  Percent

Note:

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**Address Data**



This merchant will now be available for future use by simply typing in the beginning of their merchant name

**Merchant Data**

**Origin/Shipper Data**

Set as Default  Save as New

\* Merchant: test

Location: **Results**

Dock: New Merchant

Prepay and Add: Test Merchant - Melissa  
Testing

Note:

**Address Data**

\* Location Name:

\* Address:

\* City:

When selected the address details will auto populate.

**Origin/Shipper Data**

Set as Default  Update Original

\* Merchant: Testing

Location: Testing

Dock: Main Dock

Prepay and Add:  0  Flat  Percent

Note:

**Address Data**

\* Location Name: Testing

\* Address: 215 Fifth Street

\* City: Marietta

\* State: OH

\* Zip Code: 45750

\* Country: United States

**Contact Data**

Name:

Phone:  x

Fax:

Email:

**Dock Data**

\* Dock Name: Main Dock

Note:

\* Pickup Date: 3/28/2018

Dock Open: 08 | 00 EDT

Pickup Time: 12 | 00 EDT  First come First serve

Dock Close: 17 | 00 EDT

Pickup Num: