Adding a Verbal Quote

Occasionally, you may receive a verbal quote from a specialty carrier that you infrequently use. Similarly, you may obtain a spot quote from one of your preferred carriers that is more competitive than your standard rate. Add Quote provides the ability to document all the quotes received from either Adcco or an outside the system resource. You can then Book the shipment based on the best Quote.

After receiving rates click on the "Add Quote" button located in the Shipment Data Section.

The Add Manual Quote section will open, complete, at minimum, the required fields. Carrier Name, Line Haul Fee, Transit Time.

When finish select Save Quote

The quote will show in the Rates section with the Agent set as "Spot Quote" and the individual who entered the quote set as the Owner.

Additionally, the notes section will highlight this change.