



## 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.

Shipment Data							Set as Default
Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN <sup>3</sup> )	+
LTL	1 Pallets	0.00	1200.00	Van-standard trailer		0.00	Add Quote

Shipment Accessorials  
 User Defined Accessorials

**Other Freight Attributes**

Declared Liability: \$  COD: \$   
Seal #:  Trailer #:  Route #:

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

Shipment Data							Set as Default
<b>Add Manual Quote</b>							
* Carrier Name: Estes Express Lines		Account Number: 5031007-ALL		* Transit Time: <input type="text" value="1"/> <input type="checkbox"/> Same Day Service			
<input type="checkbox"/> Show user defined							
* Line Haul fee: <input type="text"/>		Fuel Surcharge: <input type="text"/> (\$)		Accessorials fee: <input type="text"/>			
Detention fee: <input type="text"/>		Stop Off fee: <input type="text"/>					
Miles: <input type="text"/>		Quote id: <input type="text"/>					
Raw Charge: <input type="text"/> USD		Carrier Charge: <input type="text"/>		Customer Charge: <input type="text"/>			
Note: <input type="text"/>							
Save Quote Cancel							

Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN <sup>3</sup> )	+
LTL	1 Pallets	0.00	1200.00	Van-standard trailer		0.00	Add Quote

When finish select Save Quote



**Shipment Data** Set as Default

**Add Manual Quote**

\* Carrier Name: **Estes Express Lines** Account Number: 5031007-ALL \* Transit Time:  1  Same Day Service

Show user defined

\* Line Haul fee:  Fuel Surcharge:  (\$)

Detention fee:  Stop Off fee:  Accessorials fee:

Miles:  Quote id:

Raw Charge:  USD  Carrier Charge:  Customer Charge:

Note:

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.

Rates		Avg Raw: 1016.78	Avg Carrier: 1016.78	Avg Customer: 1016.78	Email Selected Quotes		Get Rates								
Select All	Date	Carrier	Raw Charge	Local Currency (USD)	Carrier Charge	Local Currency (USD)	Customer Charge	Local Currency (USD)	Mode	Transit	Interline	Quote #	Agent	Owner	Action
<input type="checkbox"/>	02/22/2018 13:41 EST	Estes Express Lines	314.48	USD	314.48	USD	314.48	USD	LTL	2	N	3856798	Automation	Automation	
<input type="checkbox"/>	02/22/2018 13:41 EST	Estes Express Lines Guaranteed: (LTL Standard Transit: 5PM)	483.96	USD	483.96	USD	483.96	USD	LTL	2	N	3856798	Automation	Automation	
<input type="checkbox"/>	02/22/2018 13:41 EST	Estes Express Lines Guaranteed: (Standard Transit Plus: 12PM)	653.45	USD	653.45	USD	653.45	USD	LTL	2	N	3856798	Automation	Automation	
<input checked="" type="checkbox"/>	03/28/2018 15:31 EST	Estes Express Lines	1589.00	USD	1589.00	USD	1589.00	USD	LTL	Same Day	N		Spot Quote	Joshua Welch	
<input type="checkbox"/>	02/22/2018 13:41 EST	Estes Express Lines Guaranteed: (Exclusive Use)	2043.00	USD	2043.00	USD	2043.00	USD	LTL	2	N	3856798	Automation	Automation	

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Additionally, the notes section will highlight this change.

Notes					Add Note
Date	Issue	Type	Description	Owner	
03/28/2018 15:31:41 EST		Quote Update	A Manual Quote Was Entered	Joshua Welch	
02/22/2018 13:41:47 EST		Quote Request	XPO Logistics Freight, Inc.: Exception: Shipper zip you entered (30301) does not match the zip (40507) that is associated with Customer Number "85143380". Exception: Shipper zip you entered (30301) does not match the zip (40507) that is associated with Customer Number "85143380".	Automation	
02/22/2018 13:41:46 EST		Quote Request	XPO Logistics Freight, Inc.: Exception: Shipper zip you entered (30301) does not match the zip (40507) that is associated with Customer Number "85143380".	Automation	
02/22/2018 13:41:44 EST		Technical Note	Click for note details	Automation	