



Adding a Quote from a Carrier not Listed

Occasionally you may receive a verbal quote from a specialty carrier that you infrequently use and is not listed with your preferred Carriers. If the account admin opted to allow their end users permission to add manual quotes form Carriers not listed in their standards, then a User Defined Carrier can be used by clicking on the green plus sign found next to the Carrier Name field when adding a manual quote. This User Defined option found within the Add Quote section provides the ability to document all the quotes received from both Adcco and those outside the system. IT provides the ability to manage all your shipments within one central system and continue to follow your freight management process for all of your Carriers.

Select “Add Quote” from the Shipment Data section

Shipment Data								Edit	Set as Default
Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN³)			
GFP	3 Boxes	0.00	300.00	Van-standard trailer		5184.00	Add Quote		
Shipment Accessorials									
User Defined Accessorials									
Other Freight Attributes									
Declared Liability: \$0		COD: \$0							
Seal #:		Trailer #:		Route #:					

To add a Carrier that does not appear in the Carrier Name drop down, select the green plus sign.

Add Manual Quote

* Carrier Name: +

Show user defined

* Line Haul fee:

Detention fee:

Miles:

Raw Charge:

Fuel Surcharge:

Stop Off fee:

Quote id:

Carrier Charge:

Note:

This will allow you to create a new user defined Carrier. In this creation process ONLY the Carrier Name is required.



Manage User Defined Carrier

Create New User Defined Carrier

General Info	Billing Address	Miscellaneous
* Carrier Name <input type="text" value="Help Guide Test"/>	Address 1 <input type="text"/>	Carrier Insurance Expiration Date <input type="text" value="mm/dd/yyyy"/>
Carrier Agent Name <input type="text"/>	Address 2 <input type="text"/>	Carrier Insurance Type <input type="text"/>
Carrier Phone Number <input type="text"/>	City <input type="text"/>	Carrier Tax ID <input type="text"/>
Carrier Alternative Phone Number <input type="text"/>	State <input type="text"/>	
Carrier Fax Number <input type="text"/>	Zipcode <input type="text"/>	
Carrier Contact Email Address <input type="text"/>		
Carrier MC Number <input type="text"/>		
Carrier DOT Number <input type="text"/>		
Carrier SCAC Code <input type="text"/>		

After saving you will returned to the Add Manual Quote screen. To view your User Defined Carrier select the box for "Show User Defined"

Shipment Data

Add Manual Quote

* Carrier Name: +

Show user defined

* Line Haul fee:

Detention fee:

Miles:

Raw Charge:

Note:

The Carrier previously created will be listed with the others here



* Carrier Name: **UPS Ground Freight Pricing** +

- Client's Carrier – ABMQ (user)
- Dayton Freight (user)
- Dependable Highway (user)
- Help Guide Test (user)**
- Josh Services (user)
- OPTIONAL
- UPS Ground Freight Pricing
- UPS Ground Freight Pricing

Provide the shipping cost as well as any additional details and select “Save Quote”

- Carrier Name – select from the drop down list your User Defined Carrier
- Transit Time – numerical value
- Line Haul Fee – numerical value without symbols
- Raw Charge – the charge from the carrier
- Carrier Charge – the Raw Charge plus any Carrier Markup needed
- Customer Charge – the Carrier Charge plus and Customer Markup needed
- Optional Fields that assist with auditing accountability to the rate quoted verbally:
- Quote ID – quote number the sales agent provided or Best Practice is to reference the name of the person who provided the quote
- Notes – any other information relevant to the quote

Add Manual Quote

* Carrier Name: **Help Guide Test (user)** +

Account Number: * Transit Time: Same Day Service

Show user defined

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

Detention fee: Stop Off fee:

Miles: Quote id:

Raw Charge: Carrier Charge: Customer Charge:

Note:

Upon refreshing, the newly entered rate will appear in the rates section allowing you to book with this carrier.

Rates		Avg Raw: 97.70		Avg Carrier: 147.70		Avg Customer: 172.70		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 checked="" type="checkbox"/>	04/23/2018 12:12 EST	Help Guide Test (user)	95.00	USD	95.00	USD	120.00	USD	GFP	1	N		Spot Quote	Joshua Welch	
<input checked="" type="checkbox"/>	04/23/2018 11:42 EST	OPTIONAL	100.40	USD	100.40	USD	225.40	USD	GFP	2	N		UPS Ground Freight Pricing Automated Quote	Automation	