



## How to Handle a Collect Shipment

Collect Shipments are when your customer or another third-party entity is using their freight account to ship the load. When a shipment is flagged as collect the Adcco system will NOT rate the shipment, because the load is not being shipped under your freight tariffs and accounts. A manual quote will need to be added to a shipment in order to continue the freight management process and book the shipment.

Below are three collect scenarios

1. You are the Shipper, BUT your Destination is covering the freight charges. The rate engine will not rate the shipment in this scenario. A manual quote will need to be added identifying the carrier as the destination merchant who would like the load to ship through and either a rate of .01 or their freight cost on the shipment.

- I am the = Shipper
- Pay type = Collect
- Bill To= Destination (Add Quote)

Billing Data		
Bill To		
I Am The:	Shipper	Pay Type: Prepaid
		Bill To: Destination(Add Quote)

Once this information is entered select “Get Rates.” When Rates are returned select “Add Quote” from the Shipment Data section.

Shipment Data								Edit	Set as Default
Add Manual Quote									
* Carrier Name: A&B Freight Line		Account Number:		* Transit Time: 1		Same Day Service			
<input type="checkbox"/> Show user defined									
* Line Haul fee: [Red Box]		Fuel Surcharge: [ ] (\$)		Accessorial fee: [ ]					
Detention fee: [ ]		Stop Off fee: [ ]		Quote id: [ ]					
Miles: [ ]		Raw Charge: [ ] USD		Carrier Charge: [ ]		Customer Charge: [ ]			
Note: [ ]									
▶▶▶▶▶ Save Quote Cancel									
Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN³)			
LTL	2 Pallets	0.00	750.00	Van-standard trailer		0.00	Add Quote [Red Box]		

2. A Third Party is the Shipper and either they are picking up the freight charges or the Destination is picking up the freight charges. The rate engine will not rate the shipment in this scenario. A manual quote will need to be added identifying the carrier



that the destination merchant would like to transport their shipment and either a rate of .01 or their freight cost on the shipment.

- I am the = Third Party
- Pay Type = Collect
- Bill to = Destination or the Third Party Location (Add Quote)

Bill To			Edit
I Am The: <b>ThirdParty</b>	Pay Type: <b>Collect</b>	Bill To: <b>Destination or the Third Party Location(Add Quote)</b>	

Add Manual Quote

Shipment Data								Edit	Set as Default
<b>Add Manual Quote</b>									
* Carrier Name: A&B Freight Line		Account Number:		* Transit Time: 1		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"/>		Miles: <input type="text"/>		Stop Off fee: <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	2 Pallets	0.00	750.00	Van-standard trailer		0.00	<b>Add Quote</b>		

3. You are the Consignee, the destination merchant, and you want to pay the freight for the shipment that is shipping to you from one of your merchants. The rate engine will rate the shipment in this scenario. The manual quote process is therefore not needed. Continue to process the shipment under your normal freight management processes.

- I am the = Consignee
- Pay Type = Collect
- Bill To = You the Client (rate engine works)

Billing Data		
<b>Bill To</b>		
I Am The: <b>Consignee</b>	Pay Type: <b>Collect</b>	Bill To: <b>Client Name</b>

Get rates and book as you normally would.