

Un-Booking a Shipment

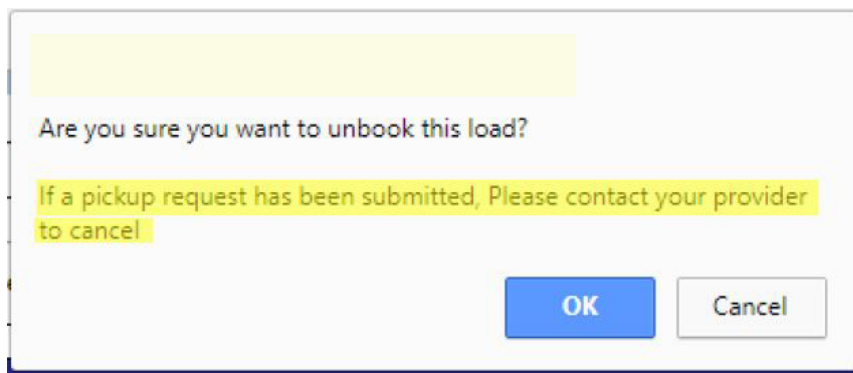
The Un-book feature allows a user to change the Carrier that you have Booked a shipment through. When selected it will take the Shipment back to a status of Quoted, allowing the user to re-book with a new Carrier.

NOTE: It is recommended that you first call the Awarded Carrier and cancel the order as well as receive a confirmation that the order has in fact been canceled BEFORE unbooking the shipment within Adcco.

The “Unbook” icon is found in the Awarded Data section once the Shipment has been Quoted and, in any status, forward.

| Awarded Quote Data | | | Edit |
|---|---|--|-------------|
| Carrier Name UPS Ground Freight Pricing UPS Ground | Transit Time 2 Day(s) | Pro # | Track |
| Actual Carrier UPS Ground Freight Pricing | Quote Number | BOL # BWS1811000002 | Unbook Load |
| Agent UPS Ground Freight Pricing Automated Quote | Pickup # | Miles | |
| Est Pickup Date 04/23/2018 | Actual Pickup Date Not Picked Up | Create AP <input checked="" type="checkbox"/> | |
| Est Delivery Date 04/25/2018 | Actual Delivery Date Not Delivered | Create AR <input checked="" type="checkbox"/> | |
| Billing Reason | Billing Customer | | |
| Pricing | | | |
| Raw | Carrier | Customer | |
| Net Total \$100.40 | Net Total \$200.40 | Net Total \$225.40 | |
| Commissions | | | |
| Name | Commission Percent | Calculation Logic | |
| Sales Guy | 10.0000 | Sales Rep | |

Users will receive a pop-up warning asking for verification that this is the action that the users wishes to go through with. The message will also remind the user to contact the previously booked Carrier.



The system will reload, placing the Shipment back into Quoted status and allowing the users to re-book with the Carrier of their choice.



Status: QUOTED

BOL #: BWS181100002

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| Bill of Lading | | | Edit |
|----------------------|--------------------------------------|--|--|
| Customer Data | | | |
| Customer PO: N/A | Invoice ID: N/A | Billing ID: N/A | |
| Incoterm: N/A | International Tax Number: N/A | | |
| 1. Reference: | Reference Type: Customer Reference # | <input checked="" type="checkbox"/> Print on BOL | <input type="checkbox"/> Print on Shipping Label |