



Completing/Combining a Pending Shipment

A Pending Shipment is an unfinished Shipment that cannot be rated until it is completed. Shipments that were started but not yet completed can be set to Pending until the user has time to return to the order and finish it. When orders are imported into Adcco from another application or excel file, they will be placed into a Pending status.

To locate your Pending Shipments select the “Pending” option from your Manage Shipments section of the Home Screen.

MANAGE SHIPMENTS

- Show Aggregate View
- [Parcel Application](#)
- [QuickBooks Application](#)
- [QuickBooks Web Portal](#)
- [Get an EZ Rate](#)
- [Create a New Shipment](#)
- [Create a New Multi-Stop Shipment](#)
- [Create a New Multi-Leg Shipment](#)
- [View Open/Quoted Shipments](#)
 - **Pending** 20 Items
 - Open 4 Items
 - Quoted 31 Items

Users can also select “Pending” from the Shipments drop down.

Shipments ▾ Carriers ▾

- Search
- Create**
- Create EZ Rate
- Create Shipment
- Create Multi-Stop
- Create Multi-Leg
- Shipment Info**
- Pending**
- Open
- Quoted

Billing Fr ID #

From the table view, select “Details” to open the Shipment

EZ MULTI FULL	Action	Check All	BOL #	PRO #	PO #	Pay Type	Invoice ID #	Billing ID #	Freight Bill Status	Origin	Dest.	Bill To Name	Pickup	Deliver	Carrier	Customer Charge	Wt. (LBS)	Qty	Product SKU #	Service Type	User	Status	Track
	Details	<input type="checkbox"/>	BWS180990003			Prepaid			Not Invoiced	Banyan Technology Elyria OH, 44035	Banyan Technology Chicago IL, 60606	Trinity Logistics, Inc.	04/16/2018	04/17/2018		\$	50.00	2	None	LTL	Joshua Welch	Pending (Created: 04/09/2018 14:23:56)	Track
	Details	<input type="checkbox"/>	BWS181030001			Prepaid			Not Invoiced	Josh Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/13/2018	04/13/2018		\$	0.00	2	None	LTL	Joshua Welch	Pending (Created: 04/13/2018 10:28:27)	Track
	Details	<input type="checkbox"/>	BWS181030002			Prepaid			Not Invoiced	Josh Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/13/2018	04/13/2018		\$	0.00		None	LTL	Joshua Welch	Pending (Created: 04/13/2018 10:29:08)	Track

EZ Rates will be shown in this view as well with an icon labeling them as such

EZ MULTI FULL	Action	Check All	BOL #	PRO #	PO #	Pay Type	Invoice ID #	Billing ID #	Freight Bill Status	Origin	Dest.	Bill To Name	Pickup	Deliver	Carrier	Customer Charge	Wt. (LBS)	Qty	Product SKU #	Service Type	User	Status	Track
EZ	Details	<input type="checkbox"/>	BWS181000001			Prepaid			Not Invoiced	Berea OH, 44017	Pulaski TN, 38478	Josh Bill To	04/10/2018	04/10/2018		\$	80.00	1	None	LTL	Joshua Welch	Pending (Created: 04/10/2018 09:07:36)	Track
EZ	Details	<input type="checkbox"/>	BWS180780004			Prepaid			Not Invoiced	Atlanta GA, 30336	Canby OR, 97013	Trinity Logistics, Inc.	03/19/2018	03/19/2018		\$	9000.00	6	None	Volume	Joshua Welch	Pending (Created: 03/19/2018 13:34:45)	Track

Complete, at minimum, the required called out by a red asterisk.

- Origin and Destination Address Data
- Origin and Destination Dock Name
- Pickup and Delivery Date
- Product Quantity, Type, Weight and Class
- Shipping Unit Quantity

For Example, in the product data section

<input type="checkbox"/>	Code Q	Qty*	Package Type*	SKU Q	Description Q	NMFC Q	Class*	Weight (LBS) *	L x W x H (IN) ?	HazMat
<input type="checkbox"/>		50	Pieces		gears		50	0	0 x 0 x 0	<input type="checkbox"/>

If you attempt to rate a Shipment without all required sections filled out, the system will alert you of the missing required data.

*** Please choose the correct Shipper city.**

Status: PENDING

Get Rates Mark

To Combine other Shipments that are shipping to the same destination, select the “Combine Loads” option.



Status: PENDING

BOL #: BWS180990003

Once selected the Combine BOL window will appear allowing you to search if you know the BOLs for the other Shipments or utilize the filter functionality.

Combine BOL Close

Search:

Check/Uncheck All

Current Filters

The results are required to have the same zipcodes as the current load.

The results are required to have the same locations as the current load.

The results are required to have the same docks as the current load.

The results are required to have the same delivery date as the current load.

BOL Number	Pro Number	PO Number	Billing ID	Invoice ID	Origin/ZipCode	Destination/ZipCode	Deliver Date	Delivery Notes	Product Info

Use the filter functionality to locate Shipments that are available for combining.

For example, select "add filter" to find Shipments that have the same locations as the current load.

Current Filters

The results are required to have the same zipcodes as the current load.

The results are required to have the same locations as the current load.

The results are required to have the same docks as the current load.

The results are required to have the same delivery date as the current load.

BOL Number	Pro Number	PO Number	Billing ID	Invoice ID	Origin/ZipCode	Destination/ZipCode	Deliver Date	Delivery Notes	Product Info

Once selected the Adcco TMS will automatically pull the available options forward for your selection. If you wish to combine all select "Check/Uncheck All"

Check/Uncheck All

Current Filters

The results are required to have the same zipcodes as the current load.

The results are required to have the same locations as the current load.

The results are required to have the same docks as the current load.

The results are required to have the same delivery date as the current load.

BOL Number	Pro Number	PO Number	Billing ID	Invoice ID	Origin/ZipCode	Destination/ZipCode	Deliver Date	Delivery Notes	Product Info
<input type="checkbox"/>	BWS180940002				Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/13/2018		Description Quantity Weight 3 Pallets 576.0000
<input type="checkbox"/>	BWS180990006				Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/09/2018		Description Quantity Weight 2 Pallets 157.0000
<input type="checkbox"/>	BWS181000002				Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/10/2018		Description Quantity Weight
<input type="checkbox"/>	BWS181000005				Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/10/2018		Description Quantity Weight 2 Pallets 250.0000



Select the Shipments you wish to combine and choose “Combine Checked Loads”

	BOL Number	Pro Number	PO Number	Billing ID	Invoice ID	Origin/ ZipCode	Destination/ ZipCode	Deliver Date	Delivery Notes	Product Info
<input checked="" type="checkbox"/>	BWS1809400002					Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/13/2018		Description Quantity Weight 3 Pallets 576.0000
<input checked="" type="checkbox"/>	BWS1809900006					Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/09/2018		Description Quantity Weight 2 Pallets 157.0000
<input type="checkbox"/>	BWS1810000002					Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/10/2018		Description Quantity Weight
<input type="checkbox"/>	BWS1810000005					Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/10/2018		Description Quantity Weight 2 Pallets 250.0000
<input type="checkbox"/>	BWS1810000003- BWS1809600001- BWS1808100001- BWS1808500001- BWS1808500002- BWS1808500003- BWS1809400001					Josh's Store Berea OH 44017	Pulaski Petes Pulaski TN 38478	04/10/2018		Description Quantity Weight 6 Pallets 780.0000 17 Pallets 9800.0000 13 Pallets 7800.0000 4 Boxes 45.0000 4 Boxes 45.0000 17 Pallets 9800.0000
<input type="checkbox"/>	BWS1810100001					Josh's Store Berea	Pulaski Petes Timberlake	04/11/2018		Description Quantity Weight

You will be navigated back to your original Shipment, which is now marked with the following message.

⚠ You have combined loads. Please confirm that your shipping units are correct. ⚠

BOL #: BWS1810300001-BWS1809400002-BWS1809900006

You will also notice that the BOL will show as all three of the BOLs that have been combined for this Shipment.