



## Completing an Open Shipment

A shipment is sent to the Open status until a quote is received from a carrier. If the Shipment remains in the Open status for a period of time then there is an error with the Shipment and it will be unable to obtain rates.

To access Open Shipments users can select the option from the Manage Shipments 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 29 Items

Users can also select the Open Shipments from the Shipments dropdown

Shipments ▾ Carriers ▾

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



Once the user has been navigated to the Open Shipments table view they can select “details” to review the shipment. EZ Rates as well as Multi Masters will be called out within this view.

	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
<b>EZ</b>	Details	<input type="checkbox"/>	BWS1807800003			Prepaid			Not Invoiced	Pulaski TN, 38478	Marietta OH, 45750	Trinity Logistics, Inc.	03/19/2018	03/19/2018		\$	6500.00	10	None	Volume	Joshua Welch	Open (Created: 03/19/2018 12:16:53)	Track
<b>Multi-Master</b>	Details	<input type="checkbox"/>	BWS1810000002			Prepaid			Not Invoiced	Josh's Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/10/2018	04/10/2018		\$	0.00	10	None	Volume	Joshua Welch	Open (Created: 04/10/2018 09:38:58)	Track
	Details	<input type="checkbox"/>	BWS1809900002			Prepaid			Not Invoiced	Test Merchant Charlotte NC, 28217	test pro Elyria OH, 44035	Trinity Logistics, Inc.	04/09/2018	04/09/2018		\$	42.00	4	None	GFP	Joshua Welch	Open (Created: 04/09/2018 13:17:05)	Track

It may be helpful to review the notes section of the Shipment to determine if this order was placed into this status for any certain reason.

Notes							Add Note
Date	Issue	Type	Description			Owner	
04/19/2018 15:02:36 EST		Quote Request	UPS Ground: Hard112002Missing or Invalid Commodity Freight Class for Package 1.			Automation	
04/19/2018 15:02:28 EST		System Event	Total miles from 28217 to 28217: 535.8.			Automation	
04/19/2018 15:02:25 EST		System Event	Rating Process Started.			Joshua Welch	
04/19/2018 15:02:25 EST		Public	Status changed from Pending to Open.			Joshua Welch	
04/19/2018 15:02:24 EST		System Event	Load Saved.			Joshua Welch	

Ensure the required fields, indicated by the red asterisk, are completed. These fields include the following

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

Proceed with rating the shipment by selecting “Get Rates”

Status: OPEN

BOL #: BWS1809900002