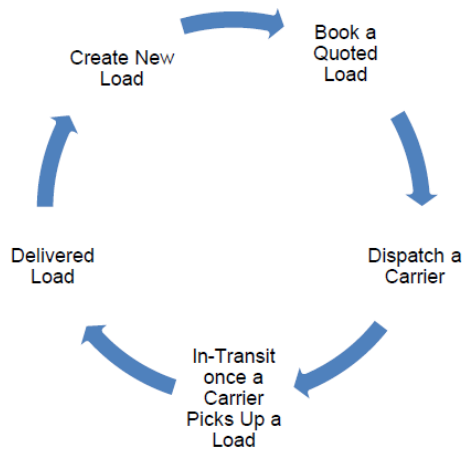




Status of a Shipment

The Flow of a Shipment



Step 1: Create an EZ Rate and convert it to a Bill of Lading or Create a New Shipment

When a Shipment is created it captures all the necessary information required for the carriers to provide an accurate freight cost and create a credible Bill of Lading shipping document.

Step 1a: Pending – A New Shipment was started but is unfinished and has not been submitted to obtain rates yet, or a shipment(s) was imported into the application and is waiting to be completed and submitted for rates.

Step 2: Open – A shipment will stay in 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 typically an error with the shipment and the system was unable to obtain rates.

Step 3: Quoted – A shipment moves from the Open Status to the Quoted Status once at least one carrier responds with a rate. At this point the rate results need to be reviewed in order to decide what carrier to award the shipment to.

Step 4: Booked – A carrier has been selected to ship the load. The carrier contact has been notified via email that they were awarded the shipment. The next step is to call the carrier and schedule the Pickup. When a shipment is in the Booked Status that means you need to call the carrier to pick up the shipment. If enabled, you can have the Dispatch done at the time of booking.



Step 5: Dispatched – Move the shipment from Booked to Dispatched once you call the carrier and schedule the Pickup. When a shipment is in the Dispatched status that means the carrier has been scheduled and is or soon will be in route to pick-up the shipment.

Step 6: In-Transit - Move the shipment from Dispatched to In-Transit once the carrier pickups the shipment from the origin. When a shipment is in the In-Transit Status, that means the carrier has picked up the shipment and it is in rout to the destination listed on the Bill of Lading. At this point, if you have not documented the carrier's pro number, do so now in order to track and receive live updates on the status of the shipment through Adcco.

Step 7: Delivered – Move the shipment from In-Transit to Delivered upon receipt of a Delivery Confirmation, after receiving a Carrier Invoice, or after you have tracked the shipment through the tracking link and it shows delivered. When a shipment is in the Delivered status that signifies it is closed in our system and moves from the Manage Shipment section to the Shipment History section.

Other Statuses

Cancelled – The shipment is no longer an active order