



## How to Handle a Collect Shipment

Collect shipments are when your customers or another third party entity is using their freight account to ship the load. When a shipment is flagged as Collect the live TMS system will **only** rate the shipment with accounts marked as Consignee under Manage Carriers, because the load is not being shipped under your freight tariffs and accounts. A manual quote can also be added to the load in order to continue the freight management process and Book the Load.

## Shipping a Load Collect

EZ Rates can only be used for collect shipments when you are the Consignee and are paying for the freight charges

1. When creating an EZ Rate select the following fields from the Billing Data Section to identify you are the Consignee who is paying for the freight.
  - a. I am the = Consignee
  - b. Pay Type = Collect

Billing Data	
I Am The: <input type="text" value="Consignee"/>	Pay Type: <input type="text" value="Collect"/>

2. You can also add a rate manually after selecting “Get Rates”
  - a. Within the shipment data select “Add Quote”

Shipment Data							Set as Default
Mode*	Shipping Units*	Additional Weight (LBS)	Total Weight (LBS)	Equipment Type*	Special Instructions	Dimensional Total (IN³)	+
<input type="checkbox"/> LTL	6 Pallets	0.00	250.00	Van-standard trailer		0.00	<input type="button" value="Add Quote"/>
<input checked="" type="checkbox"/> Shipment Accessorials							
<input checked="" type="checkbox"/> User Defined Accessorials							

3. Fill in the required fields of the Add Manual Quote section and save.



**Shipment Data** Set as Default

**Add Manual Quote**

\* Carrier Name:  + Account Number: \* Transit Time:   Same Day Service

Show user defined

\* Line Haul fee:  Fuel Surcharge:  (\$) Accessorials fee:

Detention fee:  Stop Off fee:

Miles:  Quote Id:

Raw Charge:   Carrier Charge:  Customer Charge:

Note: