



EKA Omni-TMS Platform - Carrier Portal - Trading and Execution Guide

A customer has invited you to work more closely with them as a priority carrier in their network. Using the functions in the portal you can:

- ***Enjoy the competitive advantage of real-time access to freight***
- ***Accept and Negotiate in live environments***
- ***Communicate better service status with load assignments and status updates***
- ***Invoice accurately online***
- ***Work with multiple customers from a single sign in***

In this guide you will learn how to:

- *Accept your initial invitation and update your individual settings*
- *Administer your account*
 - *Add other users from your organization*
 - *Enter a list of drivers, trucks and trailers for posting and updating in your Assigned loads*
 - *Track payment schedules*
- *Post available truck types, locations and estimated availability*
 - *Immediately visible to all your active EKA customers*
- *Search for posted and tendered loads*
 - *Accept, Reject and Offer load prices*
 - *Posted, tendered and route guide freight*
- *Review and update Assigned loads*
 - *details and Rate Confirmations without email*
 - *Add Truck / Driver details, and planned available time and place of dispatched capacity*
 - *Update load events and check calls*
- *Streamline your invoicing process:*
 - *Identify and add required load paperwork and your invoice*
 - *Paperwork is doc typed and indexed to the load*
 - *Settlement workflow is updated so it is easier for your customer to complete settlement*
 - *Track settlement status and payment schedules in real time*

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EKA Portal Access

Access to the EKA portal is by invitation only, initiated by your customer. Each user in your organization will need to have their own access to the site.

Once a customer has completed an invitation, an email like the example below will be sent to the added email address from no-reply@go-eka.com.

**If you do not receive an expected invite in your Inbox, please check the junk/spam folder as email security may restrict delivery of "no reply" senders.*

Upon receipt of the invitation, click on the Login button to open the EKA portal login in your preferred browser. **Failure to respond promptly may allow the invite to terminate.*



Welcome!
You have been invited to EKA

Log in with the password:

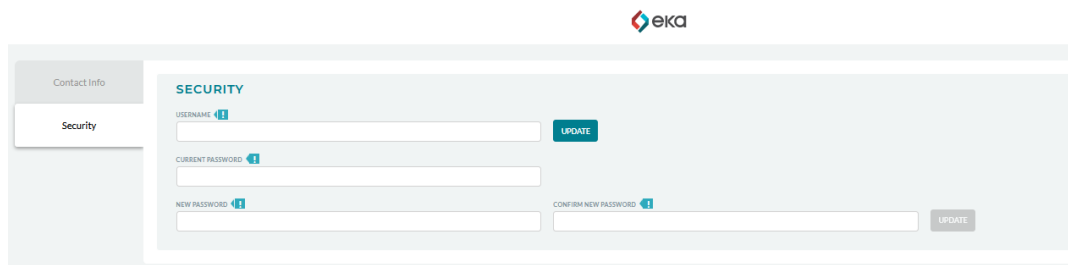
zBckQzeLqUA5dKVzENFZ7kT31iRkaf0q


LOGIN



Accepting the Invite and Updating Individual Settings

When you select the login link and launch an EKA session in your browser, the first screen you see should be:

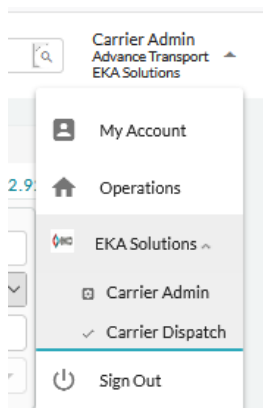


**Hint: Fields highlighted with the  are required to complete a form. The rest are optional.*

A new username is NOT required but you will be required to add the temporary password in order to update to your own personal password. After updating your password, you are welcome to update your contact information.

Identify your Personal Menu

Find your Name and Company Name on the screen (typically upper right corner)
This is your Personal Menu for selecting which role and customer you wish to be working in.

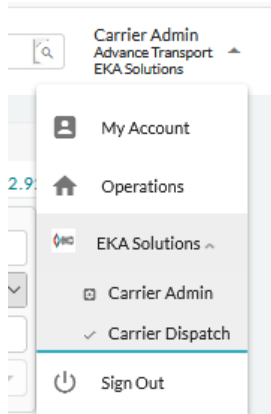


**Hint: As you become more comfortable in the application, you are able to keep more than one session of EKA open at a time in separate roles so you can keep multiple functions active simultaneously.*

Carrier Admin Functions


(For those with Admin Role Access. For Dispatch only users, please skip down in this document to Freight Management)

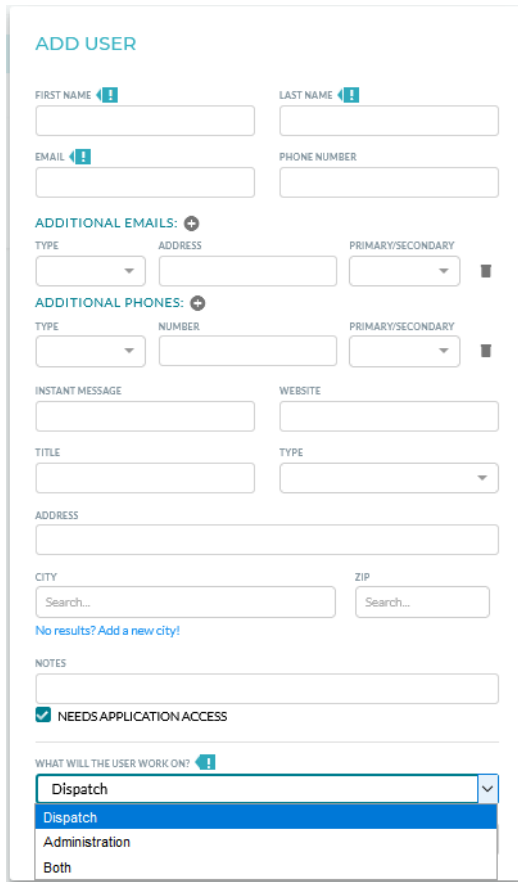
Personal Menu → Select a Customer → Select Carrier Admin role





Add, Edit or Deactivate Users


Select User from top menu.


To add a User, click on the . The user form will open for entry.




ADD USER

FIRST NAME  LAST NAME 

EMAIL  PHONE NUMBER

ADDITIONAL EMAILS: 

TYPE ADDRESS PRIMARY/SECONDARY

ADDITIONAL PHONES: 

TYPE NUMBER PRIMARY/SECONDARY

INSTANT MESSAGE WEBSITE

TITLE TYPE

ADDRESS


CITY ZIP

Search... Search...

[No results? Add a new city!](#)

NOTES

NEEDS APPLICATION ACCESS

WHAT WILL THE USER WORK ON? 

Dispatch
Dispatch
Administration
Both

The Administration role is available to add or edit users and view the list of receivables. The typical user can access all the load management and invoicing from the Dispatch role.

Manage Driver and Equipment Lists



Select Resources from top menu

Use this function to quickly build equipment and drivers lists that make it easier to post available trucks in EKA and update assigned loads. **Note that resources added directly to loads also update these lists, so either way you are developing a database of your resources.*

Each resource type is located in a separate tab: Trucks, Trailers, Drivers, and Availability.



Trucks


EKA allows for the addition of semi tractors and an expansive list of individual truck types.

To add a truck, click on the . The truck form will open for entry. While many details can be captured, the few required fields will be identified by .

ADD NEW TRUCK


PROFILE

UNIT # 	VIN #	MAKE	MODEL	YEAR
<input type="text" value="Truck 1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GROSS VEHICLE WT RATING (LBS)	LOCATION	STATUS	TYPE 	LENGTH
<input type="text"/>	<input type="text" value="Search..."/>	<input type="text" value="Active"/> × ▾	<input type="text" value="Semi"/> × ▾	<input type="text" value="Select..."/> ▾
CLASS				
<input type="text" value="Select..."/> ▾				

To edit an existing truck, click on the . To delete an existing truck, click on the .




Trailers



EKA allows for the addition of an expansive list of individual trailer types.

To add a trailer, click on the . The trailer form will open for entry.


ADD NEW TRAILER

PROFILE





UNIT # 	VIN #	TRAILER TYPE 	TRAILER LENGTH 	DOOR TYPE
Trailer 1		Van x	53' x	Select...
MAKE	MODEL	YEAR	GVWR (LBS)	PAYLOAD CAPACITY (LBS)
LOCATION	STATUS	OUTSIDE LENGTH		
Search...	Active x	Select...		

To edit an existing trailer, click on the . To delete an existing trailer, click on the .

Drivers

To add a driver, click on the . The driver form will open for entry.

DRIVER PERSONAL INFO

IDENTIFICATION							
ID 	FIRST NAME 	MIDDLE NAME	LAST NAME 	SUFFIX	PREFERRED NAME		
134	Driver		One				
HOME ADDRESS	CITY	ZIP	PERSONAL EMAIL	MOBILE # 	HOME TEL #		
	Search...	Search...		+19545551212			
<small>No results? Add a new city!</small>							

To edit an existing driver, click on the . To delete an existing driver, click on the .

Post Trucks


When you post available trucks they are immediately available to all your customers using the EKA Omni-TMS Platform.

To post available trucks click on the add button .

Truck and trailer types, location and date of availability are mandatory. Reduce data entry by selecting stored drivers and unit numbers.

**Be sure to tick the box for Available to share the post with customers. This function can be used to toggle the availability off and on without re-entering all of the details.*

Trucks Trailers Drivers **Availability**

Add Availability 


SEARCH BY UNIT # SEARCH BY TRUCK TYPE AVAILABLE SEARCH BY TRAILER TYPE SEARCH BY CITY

DATE START DATE END

TRUCK

UNIT # x TYPE

LENGTH CLASS

x 

TRAILER

UNIT # TYPE x LENGTH x




PRIMARY DRIVER

SECONDARY DRIVER

CITY x DATE

Available Share ID info

Note:

To edit existing availability, click on the . To delete existing availability, click on the . To view notes that are added on the existing availability, click on the .

View Receivables

The status of a receivable is available for users with Carrier Admin rights. Click on your name in the upper right of the screen to access the Carrier Admin section.

The Receivables page will display. This view can be filtered by several data points including your invoice number. The view can also be sorted by *Payment Date* or *Delivered Date*.

The statuses include:

- Delivered - the load has delivered, but the payment has not yet been approved or scheduled
- Scheduled - the settlement has been approved for payment and is scheduled for payment per the customer's agreed payment terms
- Paid - the invoice has been paid

A Scheduled invoice will show the expected payment date in the *Payment Date* column along with the amount due.

RECEIVABLES

STATUS: x PAYMENT DATE START PAYMENT DATE END PICKUP DATE DELIVERY DATE CARRIER INVOICE

Load ID	Status	Payment Date	Amount Due	Customer Contact	Payment Reference	Payment Method	Carrier Invoice	Origin	Destination	Pickup Date	Delivery Date
EKAA-2189	Scheduled	01/26/2021	\$2,000.00	Darren Wanek darren@go-eka.com	--	--	91	Greenwood, MS	Eau Claire, WI	01/11/2021 14:00	01/21/2021 10:00

A Paid invoice will show the date a payment was issued in the *Payment Date* column and the *Amount Due* will show as \$0. In addition, the *Payment Reference* and *Payment Method* columns will be populated.

RECEIVABLES

STATUS: x

PAYMENT DATE START:

PAYMENT DATE END:

PICKUP DATE:

DELIVERY DATE:

CARRIER INVOICE:

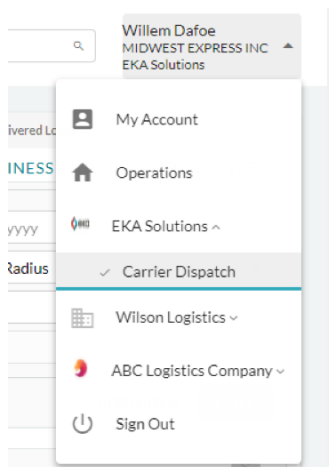
FILTER

Load ID	Status	Payment Date	Amount Due	Customer Contact	Payment Reference	Payment Method	Carrier Invoice	Origin	Destination	Pickup Date	Delivery Date
EKAA-2202	Paid	03/24/2021	\$0.00	Robyn Sahlstrom rsahlstrom@gmail.com	135	Check	82	Avenel, NJ	Ellenwood, GA	12/16/2020 11:30	12/17/2020 08:00
EKAA-1302	Paid	03/25/2019	\$0.00	Darren Wanek darren@go-eka.com	124	Check	Invoice #123	Newark, NJ	Memphis, TN	03/12/2019 12:00	03/21/2019 10:00
EKAA-1401	Paid	06/28/2019	\$0.00	Darren Wanek darren@go-eka.com	126	Check		Austin, IN	Columbus, OH	06/02/2019 13:00	06/03/2019 14:00

Freight Management

When you sign in to EKA , you can work with all your customers on the EKA platform.

Personal Menu → Select a Customer → Select Carrier Dispatch role.



Each customer's loads can be identified by the letters that precede the load numbers as seen in the examples below.

LOAD ID	LOAD ID
EKAA-2256	ABCL-1031

Your load board with each customer is specific to you as a carrier. Posted loads are available to broader lists of carriers, much like a load board. Tendered loads are offered only to specific carriers, either as part of a route guide or selected tender with an expectation that you will accept, reject or further negotiate.

View Posted Loads

Customers will post loads to your load board. To view posted loads, go to Loads → Posted Loads. Apply filters for *Service Type* and *Pickup/Delivery Locations* to match the list to your available trucks

**Hint: Make certain you are listed as a core carrier with your customers. Core carriers see more loads!*

The load list includes the following information:

1. Expiry Hours - optional shot clock to indicate how long before a bid window closes
2. Origin and Destination - includes origin and destination cities and expected pickup and delivery dates
3. Equipment Type
4. Book Now Price - optional price set by the customer that would be immediately accepted
5. Min Bid Increment - optional increment set by the customer to guide negotiations
6. Propose Price - if a price has been proposed, this option will be greyed out - more pricing instructions are included in the Negotiate Price section

Filters

SERVICE TYPE: Select...

SEARCH TYPE: City & Radius

CITY/STATE: Search...

RADIUS: Select...

RESET FILTERS FILTER

LOAD ID	LOAD EXPIRY	ORIGIN	PICKUP DATE	DESTINATION	DELIVERY DATE	ACCEPTED LOAD	EQUIPMENT TYPE	BOOK NOW PRICE	MIN BID INCREMENT	PROPOSE PRICE
EKAA-2224	21:27	Avenel, NJ	01/22/2021	Ellenwood, GA	01/25/2021	Yes	Van	\$1,650.00		
EKAA-2226	21:27	Avenel, NJ	01/22/2021	Ellenwood, GA	01/25/2021	Yes	Van	\$1,650.00		
EKAA-2244	21:08	Greenwood, MS	01/22/2021	Sau Claire, WI	01/25/2021	Yes	Van	\$100.00	\$1,700.00	
EKAA-2256	13:33:26	Troy, OH	01/21/2021	Rockford, IL	01/22/2021	Yes	Van			

TOTAL BUSINESS WITH BROKER : \$31,225.00

Accept a Book Now Price

To agree to the Book Now Price, click on the *Book Now Price* button. A confirmation window will open. Click *Confirm* to continue and send the updated negotiation to the customer.

CONFIRMING


Load ID EKAA-2224

CARRIER PRICE	\$1,650.00
Carrier: MIDWEST EXPRESS INC	

CANCEL

CONFIRM

Offer a Load Price

You can also propose a price in Posted Loads. On the Posted Load list, click on the  at the end of the load row. The Propose Price window will open. Enter a proposed price and click *Submit Price* to send the proposal to the customer partner.



EKA Solutions
Darren Wanek
319.000.0111
darren@go-eka.com

SUBMIT PRICE

(or cancel)

After the initial price proposal, the icon will be greyed out and negotiations will shift to the Tendered/Accept tab. To continue negotiations after proposing a price or to negotiate the price on a load that is directly offered, go to the Tendered / Accept Loads tab.

Accept / Reject Tendered Load Offer

Customers can direct a specific load to your carrier board and the status of your Load Price and Book Now offers can be found in Loads → Tendered/Accept Loads.

**Hint: Customers may be tendering by route guide or as a general tender. For repeat freight negotiations solicit your customer to be included in a route guide.*

Click the arrow next to the load to view load details and response options.

1. Load Details
2. Customer Contact Details
3. Accept Price
4. Reject Load

To accept the customer offer, click *Accept Price*. A confirmation window will open for review. Click *Confirm* to accept the price. The acceptance will be sent to the customer for final confirmation and load assignment. Click *Cancel* to return back to the load details page.

CONFIRMING

Load ID ECAA-2253

CARRIER PRICE \$675.00

Carrier: MIDWEST EXPRESS INC

To reject the customer's offer, click *Reject Load*. A confirmation window will appear. Click *Reject Load* to continue with the rejection. Once rejected, the load will be removed from the Tendered/Accept Loads list. Click *Cancel* to return to the load details page.

CANCEL

Load ID EKA...

Are you sure you would like to reject:

Load ID EKAA-2253

CANCEL

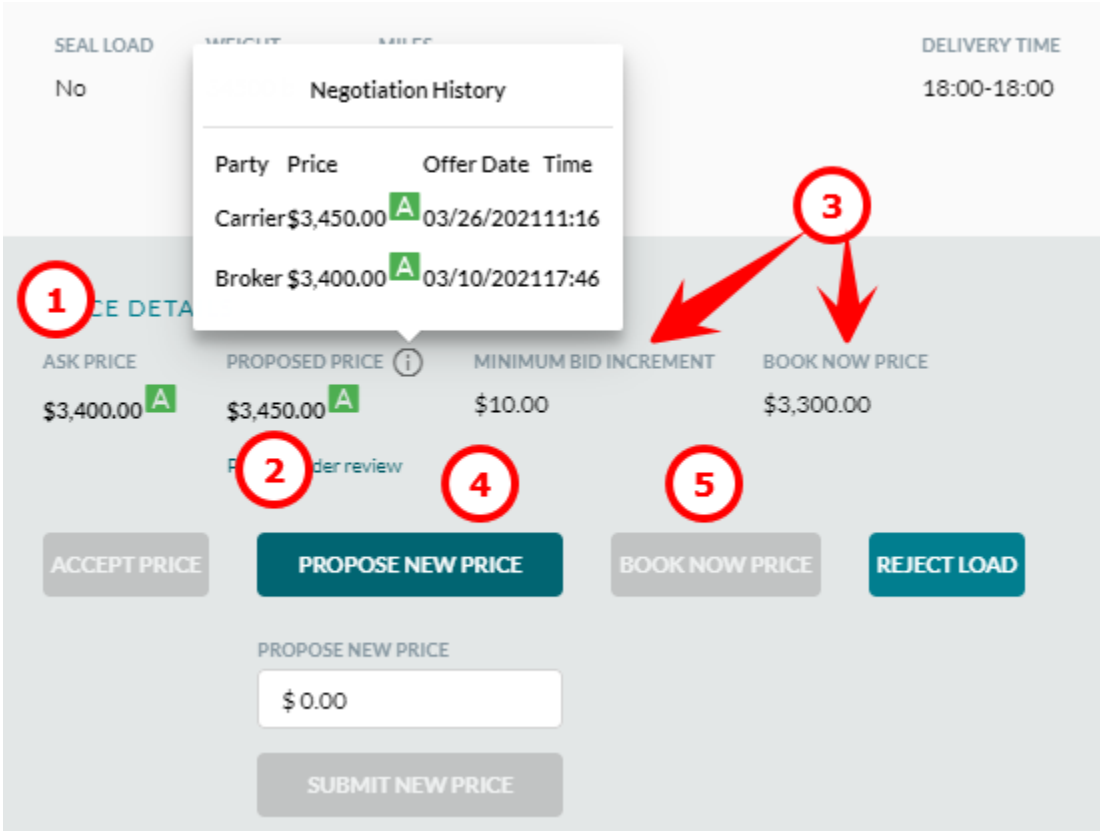
REJECT LOAD

Details and instructions on the remaining negotiation functionality are included in the Negotiations section.

Negotiations

Click on the arrow next to the load number to open the load details and negotiation functions.

1. Ask Price - shows the original offered price.
2. Proposed Price - shows your most recent proposed price and provides a history of the negotiations. Click on the information icon for the history details.
3. Bid Guidance - displays a Minimum Bid Increment and/or Book Now Price from the customer.
4. Propose New Price
5. Book Now Price



To extend a new price offer to the customer, click *Propose New Price*. Enter the proposed price and click *Submit New Price* to save the price and send to the customer.

PRICE DETAILS

ASK PRICE	PROPOSED PRICE ⓘ	MINIMUM BID INCREMENT	BOOK NOW PRICE
\$675.00 A	--	\$50.00	\$750.00

ACCEPT PRICE

PROPOSE NEW PRICE

BOOK NOW PRICE

REJECT LOAD

PROPOSE NEW PRICE

\$ 795.00

SUBMIT NEW PRICE

(or cancel)

Upon submitting a new price, the Proposed Price fields will update. Additionally, the Price displayed on the load list will update to the current offer and a blue bar will appear below the load to indicate active negotiations.

LOAD ID	LOAD STATUS (BROKER)	LOAD EXPIRY	ORIGIN	PICKUP DATE	DESTINATION	DELIVERY DATE	BOOK NOW PRICE	PRICE (IN REVIEW)
▶ ECAA-2243	In Review	--	Bixby, OK	03/31/2021 15:31-16:30	Chino, CA	04/02/2021 18:00-18:00	\$3,300.00	\$3,450.00 A

To agree to the Book Now Price, click on the *Book Now Price* button. A confirmation window will open. Click *Confirm* to continue and send the updated negotiation to the customer. The *Book Now Price* button is only enabled if no other price offers have been made. If *Propose Price* has been used to make an offer to your customer, the book now option is unavailable.

CONFIRMING

Load ID ECAA-2224

CARRIER PRICE \$1,650.00 A

Carrier: MIDWEST EXPRESS INC

CANCEL
CONFIRM

Upon confirmation of the book now price, the Proposed Price and Current Price fields will update.

Negotiations can continue until the customer has accepted the price and assigned a carrier to the load.

Update Active Loads

Once the customer partner has assigned a load, you will be able to view the rate confirmation, add the dispatch details, add load events, update active locations and view uploaded documents. This feature is particularly useful if your billing team needs access to these documents but prefers to avoid additional email streams.

Go to Loads → Active Loads and select Rate Confirmation from the drop down menu. The following menu will open.



RATE CONFIRMATION
Rate confirmation history:

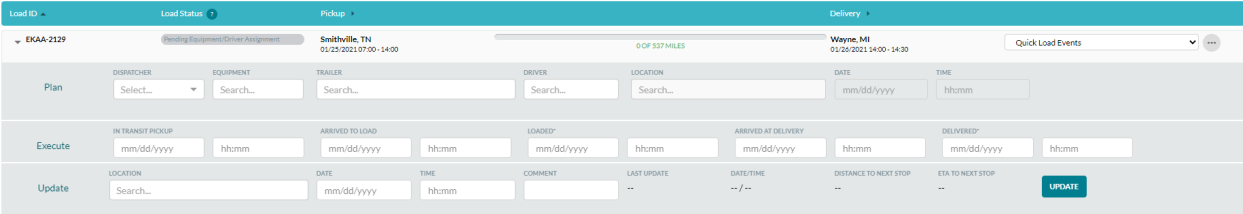
Sent To	Sent Date	Sent By	Type
 cadi@test.com	03/05/2021	Steve Weiby	new 

◀ 1 ▶

Select the  to view or  to download.

Quick Load Events

To enter Quick Load Events, click on the arrow next to the load number on the Active Loads tab.. A subset of standard load events is available to enter. Note that new trucks trailers and drivers can be added in Load Events but not Quick Load Events



Load ID: EKA-2129 | Load Status: Pending Equipment/Driver Assignment | Pickup: Smithville, TN (01/25/2021 07:00 - 14:00) | Delivery: Wayne, MI (01/26/2021 14:00 - 14:30) | 0 OF 527 MILES | Quick Load Events

Plan	DISPATCHER	EQUIPMENT	TRAILER	DRIVER	LOCATION	DATE	TIME
	Select...	Search...	Search...	Search...	Search...	mm/dd/yyyy	hh:mm

Execute	IN TRANSIT PICKUP	ARRIVED TO LOAD	LOADED	ARRIVED AT DELIVERY	DELIVERED
	mm/dd/yyyy hh:mm	mm/dd/yyyy hh:mm	mm/dd/yyyy hh:mm	mm/dd/yyyy hh:mm	mm/dd/yyyy hh:mm

Update	LOCATION	DATE	TIME	COMMENT	LAST UPDATE	DATE/TIME	DISTANCE TO NEXT STOP	ETA TO NEXT STOP
	Search...	mm/dd/yyyy	hh:mm		--	--/--	--	--

UPDATE

Assign Drivers and Equipment to Loads

To assign a resource to a load, select Load Events from the drop down menu. Click the arrow for Resource Assignment. Search for an existing resource by typing in the Truck, Driver or Trailer fields. To add a new resource, click on the + next to any of the resource types. Resources are retained in inventory and can be used on future loads.

Load ID: EKAA-2129
Load Status: Pending Equipment/Driver Assignment
Pickup: Smithville, TN 01/25/2021 07:00 - 14:00
Delivery: Wayne, MI 01/26/2021 14:00 - 14:30
0 OF 537 MILES

RESOURCE ASSIGNMENT

SELECT TRUCK: Truck 298



PRIMARY DRIVER: Holly S

SECONDARY DRIVER: Search...

SELECT TRAILERS: Search...









ASSIGN

Load Events

To add events that are not available in Quick Load Events, select Load Events from the drop down menu. Click on the  at the end of the desired event to open it for edit. Click on the  to save the event.

Load ID: EKAA-2129
Pickup: Smithville, TN 01/25/2021 07:00 - 14:00
Delivery: Wayne, MI 01/26/2021 14:00 - 14:30
0 OF 537 MILES

PICKUP EVENTS

Type	Date/Time	Last Update By	
In Transit for Pickup	01/21/2021 10:00	--	 
At Pickup Location	--	--	 
Begin Loading	--	--	 
Loading Completed	--	--	 

In-Transit Events

To view a history of In-Transit Events, select Load Events from the drop down menu. All status and location updates will be listed in the order in which they occurred.

EAAA-2263		Loading Completed		Smithville, TN	Lexington, KY	Wayne, MI	Load Events	
		01/21/2021 10:00 - 12:00		01/21/2021 15:00 210 OF 537 MILES		01/23/2021 06:00 - 07:00		
RESOURCE ASSIGNMENT								
AVAILABLE								
PICKUP EVENTS Smithville, TN 37166 01/21/2021 10:00 - 12:00								
DELIVERY EVENTS Wayne, MI 48184 01/23/2021 06:00 - 07:00								
IN-TRANSIT EVENTS								
	Smithville, TN	EVENT DATE & TIME	CREATED BY	REASON CODE	PROGRESS	DISTANCE TO NEXT STOP	ETA TO NEXT STOP	COMMENTS
		01/21/2021 10:30	Willem Dafoe	--	Normal, On Time	543 miles	--	--
	Lexington, KY	EVENT DATE & TIME	CREATED BY	REASON CODE	PROGRESS	DISTANCE TO NEXT STOP	ETA TO NEXT STOP	COMMENTS
		01/21/2021 15:00	Willem Dafoe	--	Normal, On Time	345 miles	--	--

View Documents

To view a document that the customer has attached to a load, select Load Events from the drop down menu. Click on the *Document Type* and the image will open to view or download.

EAAA-2263		Loading Completed		Smithville, TN	Lexington, KY	Wayne, MI	Load Events	
		01/21/2021 10:00 - 12:00		01/21/2021 15:00 210 OF 537 MILES		01/23/2021 06:00 - 07:00		
RESOURCE ASSIGNMENT								
AVAILABLE								
PICKUP EVENTS Smithville, TN 37166 01/21/2021 10:00 - 12:00								
DELIVERY EVENTS Wayne, MI 48184 01/23/2021 06:00 - 07:00								
IN-TRANSIT EVENTS								
DOCUMENTS Required Documents: Proof of Delivery, Carrier Invoice Documents Requirements Fulfilled date: --								
DOCUMENT TYPE	UPDATED AT	CREATED BY						
Bill Of Lading	01/21/2021	Robyn Sahstrom						

Add a Check Call

To update a Load Active Location, click on the at the end of the load row and select *Load Active Location*. A map view will open which maps an expected route and current progress. Enter the *Date*, *Time* and *City* and click *Update* to save the location. Optional updates to track progress are also available. Upon updating, the map will refresh with the new location, an event will be added to the In-Transit events, and the load progress bar will update.

UPDATE LOAD LOCATION

LOAD ID: EKAA-2263 ORIGIN: Smithville, TN LAST LOCATION: Lexington, KY @ 01/21/2021 15:00 DISTANCE / TIME / ETA TO NEXT STOP: 345 miles / 6 hrs / -- DESTINATION: Wayne, MI TOTAL DRIVE TIME: --

DATE: 01/21/2021 TIME: 17:00 CITY: Dayton, OH ZIP: SEARCH: PROGRESS: Normal, On Tin REASON CODE: Select an option ETA DATE TO NEXT STOP: mm/dd/yyyy hh:mm COMMENTS: UPDATE CALCULATE ETA

EKAA-2263 Loading Completed Smithville, TN 01/21/2021 10:00 - 12:00 Lexington, KY 01/21/2021 15:00 || 210 OF 537 MILES Wayne, MI 01/23/2021 06:00 - 07:00 Load Events

Once the load has been delivered, the Unloading Complete event will need to be completed. The load will then move from Active Loads to Delivered Loads.

View Accessorials

To view approved accessorials that have been added by the customer, select Carrier Accessorials from the drop down menu.

EKAA-2263 Loading Completed Smithville, TN 01/21/2021 10:00 - 12:00 Lexington, KY 01/21/2021 15:00 || 210 OF 537 MILES Wayne, MI 01/23/2021 06:00 - 07:00 Carrier Accessorials

Carrier Accessorials

Lumper	\$ 85.00	Added by Robyn Sahlstrom on 01/21/2021 16:23
--------	----------	--

CLOSE

Exceptions

To add a service exception to a load, select Exceptions from the drop down menu. Click *Add Exception* to open the entry form.

EKAA-2263 Loading Completed Smithville, TN 01/21/2021 10:00 - 12:00 Lexington, KY 01/21/2021 15:00 || 210 OF 537 MILES Wayne, MI 01/23/2021 06:00 - 07:00 Exceptions

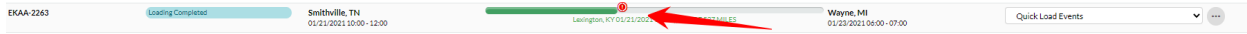
EXCEPTIONS

ADD EXCEPTION

TYPE: Weather NOTES: Heavy rain required driver to pull over and stop X ✓

CLOSE

An Exceptions indicator will appear in the progress bar of a load and be visible to your customer.



Upload Documents and Invoice

Once a load has moved from Active to Delivered status, required documents and your invoice can be attached to the load.

Go to Loads → Delivered Loads. EKA makes it easy to track the progress to load settlement. As you and your customer complete workflow, loads are identified with an updated *Settlement Status*. Utilize *Settlement Status* to filter identify loads by their current state in the workflow:

Missing Documents - the minimum set of required documents is not submitted

Pending Approval - the customer has not verified documents

Pending Settlement - the supplied documents are verified, but settlement as not been approved


Scheduled - settlement is approved and a pay date has been planned



Paid - payment has been issued

**Hint: Required documents do not account for all scenarios. Please submit all documents that support your invoice. Proper doc typing and invoice submission reduces the steps the customer has to complete prior to issue settlement so it is in your best interest to be both prompt and accurate.*

Click the arrow next to the load to access the Documents section. The documents required by the customer will be listed with a gold highlight, but you may also add additional paperwork using the list of available document types.

LOAD ID	REF ID	CARRIER NAME	ORIGIN	DESTINATION	PAY DATE	PAYMENT AMOUNT	DELIVERED DATE	
EKAA-2224	--	MIDWEST EXPRESS...	Avenel, NJ	Ellenwood, GA	--	--	01/22/2021	Load History
LINE HAUL		\$1,541.06						
IMPLIED CARRIER FUEL SURCHARGE		\$108.94						
DOCUMENTS		REQUIRED DOCUMENTS:		Proof of Delivery, Carrier Invoice		DOCUMENT REQUIREMENTS FULFILLED DATE:		--

Click on the  to add a new document. Select the file type from the list of options and attach the document by uploading from a local directory or dragging and dropping an image file into the form. Click *Save* to attach the file to the load.

FILE TYPE **1**  Proof of Delivery 

Load Data Load# EKAA-2224

- Proctor & Gamble Manufacturing Co. | Avenel, NJ 07001
pickup Stop #1 | Date: 2021-01-22
Identification: Bill Of Lading# 13155
- Kroger Distribution Center | Ellenwood, GA 30294
delivery Stop #2 | Date: 2021-01-25
Identification: Order # 132132

SERVICE TYPE	CUSTOMER
Dry Van Service	--
CUSTOMER REFERENCE	CARGO TYPE
23132132	4713
CARGO QUANTITY	UNIT OF MEASURE
2000 Pieces	30000lb

Uploaded File


To replace the document, please drag in a new file


PROOF OF DELIVERY



or

[UPLOAD FILE](#)

[SAVE](#) [CLOSE](#)

Once the document is saved, click on the document type link to view the document. Click the  to remove the document from the load.

The Carrier Invoice section is located at the bottom of the options in the load view. Click the  to add your invoice number and attach the invoice image. The attachment process works the same as described above for other load documents. Click *Save* to attach the image and invoice number to the load.

INVOICE NUMBER **1**  Carrier Invoice #123 

Uploaded File



To replace the document, please drag in a new file

CARRIER INVOICE #123

or

[UPLOAD FILE](#)

[SAVE](#) [CLOSE](#)

Once the invoice is saved, click on the invoice number link to view the document. Click the  to edit the invoice number. Click the  to remove the invoice document from the load.

When all the documents required by the customer have been uploaded, the required documents will be listed with a **green highlight**. Scheduled payments can be monitored either in Delivered Loads, or in the Loads function in Administration.