



HISTORY: Look up past loads to select correct Customer.

If Customer is not on list, press the Call Button

PRODUCT: Select the product/commodity you are hauling.

SPLITS: If splitting load, select the split here. Otherwise, ignore.

CONTRACT: Select application type for load.

Examples: Contract – Defer Pay, Open Contract, Spot, NPE

NOTES: Enter load numbers associated with transaction. Typically for commercial haulers. This is also where freight information should be entered; load number, miles, BOL info and anything else.

**IF NO UPDATES ARE NEEDED,
PRESS “YES”.**

**ONCE UPDATES ARE COMPLETE,
PRESS SUBMIT.**

**FOR ASSISTANCE, PLEASE PRESS THE
CALL BUTTON.**