Web Load Tender for Carriers – User Instructions

There are four main screens in the Web Load Tender tool: **Offered Loads, Offer Details, Awarded Loads,** and **Offer History.** This document describes how each screen works and includes step-by-step instructions for each. This system is designed for carriers to submit bids for load offers, which XPO Logistics then awards.

Offered Loads Screen

The Offered Loads screen displays all loads that are currently available for bidding. Use this screen to view offered loads and enter bids.

You are logged in as this carrier.

See the table on the next page for descriptions of each column.

Click the **arrows** to sort each column in ascending or descending order.

Click an individual **Offer ID** to view that offer's load details.

Click the **At Contract** arrow to enter the contract rate as your bid amount.

You may enter a bid on one load or multiple loads. When you have entered your bid(s) and are ready to submit them click **Bid** below.

Click the red **X** to decline a load offer. (This will remove the offer from this list. It will still be visible on the Offer History screen).

Hold your mouse over the "**i**" icon to view special instructions for the load.

Click **Awarded Loads** to view loads that have been awarded. Click **Offer History** to see all loads that have been offered up to today.

Click **refresh** to reload this screen with the latest data.

After entering your bid(s) in the Enter Bids column, click **Bid** to submit them to XPO Logistics.

Version 5.0 October 2015

Offered Loads Column Descriptions

Column Name	Description
Offer ID	The Offer ID is a unique identifier for each load.
	Each Offer ID is a link. Click it to view Offer Details if necessary.
Time Left	Displays the remaining time that is available to bid on a load. Load offers with less than 30 minutes remaining are highlighted yellow. Load offers with less than 10 minutes remaining are highlighted red.
Status	The status of the load offer. The status codes are as follows:
	Open—this load is open for bidding, but you have not submitted a bid.
	Bidding—this load is open for bidding, and you have submitted a bid.
Origin City / ST	Origin City and State for the load. City and State can be sorted independently.
Depart	Departure time
Dest City/Via / ST	Destination City and State for the load. If a Via is required, it is also displayed. City and State can be sorted independently.
Arrive	Arrival time
Haz	Indicates whether the load is Hazmat or not. **Yes** indicates the load is Hazmat. **No** indicates it is not Hazmat.
Miles	The number of miles from Origin to Destination, including any required Via
Your Bid	The bid you have submitted for this load.
At Contract	Your carrier's contract rate for this load.
Enter Bids	Enter your rate per load in US dollars into this field. The bid amount should be for Linehaul charges only, excluding any Fuel Surcharges or accessorial charges. You may enter bids on multiple loads if you wish. When you are ready to submit your bid(s), click the **Bid** button below this column. The screen will refresh.

How to Place a Bid using the Offered Loads screen, step-by-step

1. Use the **sort arrows** to identify a load to bid on, if necessary.
2. Enter your rate per load in US dollars in the **Enter Bids** field for that load.
3. Click **Bid.**

Offer Details Screen

The Offer Details screen appears when you click an **Offer ID** link on another screen. It displays more detailed information about the load.

You may enter a bid from this screen. You may also withdraw a bid, as long as you are not currently the lowest bidder. (The lowest bidder may not withdraw a bid using this system).

At Contract: Your carrier's contract rate for this load

Current Bid: Your current bid for this load

Enter Bid: Enter a rate and click **Bid** to submit a bid; simply click **Withdraw** to withdraw a bid

Return: Click Return to go back to the previous screen.

These special instructions are also visible by holding your mouse over the blue **"i"** icon on other screens.

How to Place or Withdraw a Bid using the Offer Details Screen, step-by-step

1. Click an **Offer ID** link from another page to display the Offer Details screen.
2. To enter a bid for this load, enter your rate per load in US dollars in the **Enter Bid** field and click **Bid.**
3. To withdraw a bid that you made previously, simply click **Withdraw.** (Withdrawing is only possible in this system if you are not the low bidder).

Awarded Loads Screen

The Awarded Loads screen displays all loads that have been awarded to you. Use this screen to accept all awarded loads.

You may enter the booking number on this screen. If the booking number is not yet available and you wish to accept the load anyway, use the check box to accept the load. If you do not enter the booking number before clicking accept, you will need to enter the booking number using the booking tool later.

In addition to the column sort arrows below, you may filter the loads that are displayed using these filters. Only loads that meet the criteria you enter will be displayed. Leave the fields blank to display all. Click **Display** to run your filter(s). Click a page number to go to that page.

See the table below for descriptions of each column.

Booking Number Available:

If you wish to accept the load and have the Booking Number, enter it in the Booking Number column, and then click **Accept** below.

No Booking Number:

If you wish to accept the load now and enter the Booking Number later using the booking tool, then select the checkbox and click **Accept** below.

Click **Offered Loads** to view loads that are currently available to bid on. Click **Offer History** to see all loads that have been offered to you.

After entering the booking number(s) or selecting the checkbox(es), click **Accept** to accept the loads.

Click the red **X** to refuse a load that has been awarded to you.

Note that this is different from the Offered Loads screen—on that screen the red X simply declines the offer and removes the load from your Offered Loads list.

Awarded Loads Column Descriptions

Column Name	Description
Offer ID	The Offer ID is a unique identifier for each load. Each Offer ID is a link. Click it to view Offer Details if necessary.
Offered Date	The date the load was offered.
Status	The current status of the load: **Accepted –** XPO Logistics has awarded you the load, and you have accepted it. **Refused –** XPO Logistics has awarded you the load, and you have refused it. **Tendered –** XPO Logistics has awarded you the load, but you have not yet accepted or refused it.
Origin City / ST	Origin City and State for the load. City and State can be sorted independently.
Depart	Departure time
Dest City/Via / ST	Destination City and State for the load. If a Via is required, it is also displayed. City and State can be sorted independently.
Arrive	Arrival time
Haz	Indicates whether the load is Hazmat or not. **Yes** indicates the load is Hazmat. **No** indicates it is not Hazmat.
Miles	The number of miles from Origin to Destination, including any required Via
Your Bid	The bid you have submitted for this load.
Select	If you wish to accept a load without entering a booking number at this time, select the checkbox then click the **Accept** button. Note that if you do not enter a booking number, you will need to enter it later using the booking tool.
Booking Number	If you wish to accept a load and enter the booking number at this time, enter the booking number, and then click the **Accept** button.

How to accept a load that has been awarded to you using the Awarded Loads screen, Step-by-step

1. Use the **filter** options to identify loads to accept (if necessary)
2. Use the **sort arrows** to further refine the group of loads to be accepted (if necessary)
3. Enter the **booking number** for each load if you have it available.
4. If you do not have the booking number, select the **checkbox** for loads you wish to accept (enter the booking number later in the booking tool.)
5. To accept the loads, click the **Accept** button.

How to refuse a load

1. Click the red **X** next to a load to refuse it.

Offer History Screen

The Offer History screen displays all loads that have been made available to you by XPO Logistics. Both past loads and currently available loads are available for research. Even loads that you have declined on the Offered Loads screen (and are therefore no longer visible on that screen), are visible on this screen.

In addition to the column sort arrows below, you may filter the loads that are displayed using these filters. Only loads that meet the criteria you enter will be displayed. Leave the fields blank to display all. Click **Display** to run your filter(s). Click a page number to go to that page.

Offer History Statuses:

Cancelled—the offer was cancelled

Declined—you declined to bid on the offered load

Won—you accepted the load after it was awarded to you

Lost— this load was awarded to another carrier

Refused—you refused the load after it was awarded to you

Pending—the load has not yet been awarded

Closed—the load offer is complete

| Home | About Us | Registration | Tools | | | Contract Carriers | | | Contact Us |

CTRQ — Offer History

Filter

| Offer Id | | | From Offered Date | | | Orig City/State | | Select | | Display |
| Status | All | | To Offered Date | | | Dest City/State | | Select | | |

Page: 1 2 3 4 5 6 7 8 9 10 Next

Offer Id	Offered Date	Status	Origin City	ST	Depart	Dest City/Via	ST	Arrive	Haz	Miles	Your Bid	Info
3	09/02/09	Pending	Atlanta	GA	09/03 06:00	Blythe	CA	09/04 06:00	No	2002	$9000.00	ⓘ
4	09/02/09	Declined	Atlanta	GA	09/03 07:00	Pompano Beach	FL	09/04 07:00	No	623		
1	09/02/09	Won	Abilene	TX	09/02 16:00	Blythe	CA	09/03 18:00	No	1038	$2000.00	ⓘ
2	09/02/09	Won	Atlanta	GA	09/02 06:00	Henderson Via: Blythe, CA	CO	09/04 06:00	Yes	2968	$1800.00	ⓘ
6	09/02/09	Declined	Abilene	TX	09/15 10:00	Blythe	CA	09/16 16:00	No	1038		
7	09/02/09	Declined	Abilene	TX	09/15 10:00	Blythe	CA	09/16 16:00	No	1038		
8	09/02/09	Declined	Abilene	TX	09/15 10:00	Blythe Via: Henderson, CO	CA	09/16 16:00	No	1682		
9	09/02/09	Pending	Henderson	CO	09/23 12:00	Blythe	CA	09/24 06:30	No	967	$1002.00	
10	09/02/09	Closed	Abilene	TX	09/16 12:00	Blythe	CA	09/17 06:00	No	1038	$2000.00	
24	09/03/09	Canceled	Wilsonville	OR	09/18 12:00	Henderson	CO	09/19 13:00	No	1270	$1400.00	
25	09/04/09	Closed	Wilsonville	OR	09/18 12:00	Henderson	CO	09/19 13:00	No	1270		
26	09/04/09	Closed	Wilsonville	OR	09/18 12:00	Henderson	CO	09/19 13:00	No	1270		
30	09/08/09	Closed	Wilsonville	OR	09/17 06:00	Abilene	TX	09/18 22:00	No	1890		

View Contract — Offered Loads | Awarded Loads

Click **Offered Loads** to view loads that are currently available to bid on. Click **Awarded Loads** to view loads that have been awarded to your carrier.