

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 Con-way 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 Con-way.

Offer Id	Time Left	Status	Origin City	ST	Depart	Dest City/Via	ST	Arrive	Haz Miles	Your Bid	At Contract	Enter Bids
7	00:51:05	Bidding	Blythe	CA	11/26 12:00	Abilene	TX	11/27 09:00	No	1037	\$1565.87	\$1565.87
14	01:14:00	Bidding	Salina	KS	11/19 13:00	Uniontown	OH	11/20 09:30	Yes	964	\$1000.00	
15	01:15:00	New	Atlanta	GA	11/19 13:00	Winchester	VA	11/20 01:00	No	609		
16	01:16:00	New	Garland	TX	11/19 09:00	Lakewood	NJ	11/20 16:30	No	1523		
17	01:17:00	New	Albuquerque	NM	11/19 09:00	Billings Via Fort Myers, FL	MT	11/20 05:00	Yes	4426		
19	01:18:00	New	Grand Rapids	MI	11/19 09:00	Hayward	CA	11/21 04:00	No	2306		
20	01:18:00	New	Grand Rapids	MI	11/19 09:00	Hayward	CA	11/21 04:00	No	2306		

Legend

- Time Left** (Yellow): There is less than 30 minutes remaining on the load offer.
- Time Left** (Red): There is less than 10 minutes remaining on the load offer.
- X**: Click to Decline this offer. You can reactivate the offer at the Offer History page
- i**: Indicates that there are special instructions for the offer. Move your mouse over the icon to see the special instructions.

Note: Bid amount should be for Linehaul charges only, excluding Fuel Surcharge, Stop off charge, or any other accessorial charges. Applicable accessorial charges will be added after delivery, during the billing process per our contractual agreement.

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.

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CTRQ Offer Details

Offer	
Offer ID	275
Miles	2994
Hazmat driver required	No

Bid	
Status	Won
Time Left	0
At Contract	\$4580.82
Current Bid	\$4200.00
Enter Bid	<input type="text"/>
	<input type="button" value="Bid"/> <input type="button" value="Withdraw"/> <input type="button" value="Return"/>

[View Contract](#)

Note
Bid amount should be for Linehaul charges only, excluding Fuel Surcharge, Stop off charge, or any other accessorial charges. Applicable accessorial charges will be added after delivery, during the billing process per our contractual agreement.

Special Instructions	
i	Spot trailer 2 hours prior to departure

Routing	
Origin	
LOS ANGELES (ULA)	
12903 LAKELAND ROAD	
SANTA FE SPRINGS, CA 90670	
Departure Time	13:00 Tuesday, November 24, 2009
Via	
LAS VEGAS (ULV)	
4201 FREHNER ROAD	
N. LAS VEGAS, NV 89030	
Arrival Time	19:30 Tuesday, November 24, 2009
Departure Time	21:30 Wednesday, November 25, 2009
Destination	
NORTH BOSTON (XNB)	
22 MCGRATH ROAD	
DRACUT, MA 01826	
Arrival Time	07:00 Friday, November 27, 2009

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.

Offer Id	Offered Date	Status	Origin City	ST	Depart	Dest City/Via	ST	Arrive	Haz	Miles	Your Bid	Select	Booking Number
180	09/24/09	Accepted	Lordstown	OH	09/25 20:00	Via: Montgomery, NY	RI	09/26 10:00	No	601	\$1000.00	<input type="checkbox"/>	12345682
181	09/25/09	Accepted	Cranston	RI	09/29 12:00	Lordstown	OH	09/29 23:30	No	573	\$600.00	<input type="checkbox"/>	9009990
184	09/25/09	Accepted	Cranston	RI	09/29 12:00	Lordstown	OH	09/29 23:30	No	573	\$800.00	<input type="checkbox"/>	12345683
185	10/05/09	Accepted	Abilene	TX	10/14 12:00	Wilsonville	OR	10/16 01:30	No	1888	\$2000.00	<input type="checkbox"/>	12345690
187	10/05/09	Accepted	St. Louis	MO	10/06 06:00	Santa Fe Springs	CA	10/07 21:30	No	1826	\$2800.00	<input type="checkbox"/>	12345681
221	10/09/09	Accepted	Abilene	TX	10/20 12:00	Kettleman City	CA	10/21 16:30	Yes	1432	\$1475.00	<input type="checkbox"/>	518995
257	11/02/09	Tendered	Wilsonville	OR	12/04 12:00	Portland Via: Sidney, ME	OR	12/10 24:30	No	6508	\$7085.00	<input type="checkbox"/>	
261	11/03/09	Accepted	Sparks	NV	12/01 12:00	Sidney	ME	12/04 04:00	Yes	3042	\$3400.00	<input type="checkbox"/>	12345692
264	11/03/09	Tendered	Portland	OR	11/10 12:00	Albany	NY	11/13 01:00	No	2909	\$3200.00	<input type="checkbox"/>	
271	11/06/09	Refused	Albany	GA	11/19 13:00	Albuquerque	NM	11/20 17:30	Yes	1519	\$1650.00	<input type="checkbox"/>	
274	11/06/09	Accepted	Port Allen	LA	11/24 13:00	West St. Paul	MB	11/25 21:30	No	1621	\$1600.00	<input type="checkbox"/>	12345694
275	11/06/09	Accepted	Santa Fe Springs	CA	11/24 13:00	Dracut Via: N. Las Vegas, NV	MA	11/27 07:00	No	2994	\$4200.00	<input type="checkbox"/>	10022001

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 – Con-way has awarded you the load, and you have accepted it. Refused – Con-way has awarded you the load, and you have refused it. Tendered – Con-way 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 Con-way. 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 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	i
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	i
2	09/02/09	Won	Atlanta	GA	09/02 06:00	Henderson Via: Blythe, CA	CO	09/04 06:00	Yes	2968	\$1800.00	i
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		

Offer History Statuses:

Cancelled—the offer was cancelled by Con-way

Declined—you declined to bid on the offered load

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

Lost—Con-way awarded this load 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

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.