

# SUBSTITUTE SERVICE MAINTENANCE APPLICATION – BOOKING NUMBER ENTRY

## QUICK REFERENCE GUIDE

Welcome to the Booking and Electronic Freight Payment online tool. Use the tool to quickly and easily enter your booking numbers, review your pull information and then approve loads for payment.

### Getting Started with Booking Number Entry

Go to <https://subservice.xpo.com>.

Select **Tools** > **Booking Tool**.



Enter your User Name and Password in the **Enter Network Password** dialog box. If you do not have a User Name please refer to Schedule C for Registration Instructions.

A screenshot of a Windows-style dialog box titled 'Enter Network Password'. It contains a key icon and the text 'Please type your user name and password.' Below this are two text input fields labeled 'User Name' and 'Password'. A checkbox labeled 'Save this password in your password list' is located below the fields. At the bottom right are 'OK' and 'Cancel' buttons. Two red arrows originate from the yellow text box above and point to the 'User Name' and 'Password' input fields.

The Booking Date Entry page displays

Enter the booking date (Scheduled Departure Date).

Enter Booking Date

Please enter the booking date as MM/DD/YYYY

Click **Lookup**.

The Update Booking Numbers Page appears. Here you will enter your booking numbers for all your loads for the particular date you entered.

Update Booking Numbers

**Booking Date** 3/23/2004

**Carrier**

| Pull ID | Orig City & State | Orig SIC | Scheduled Departure | Dest City & State | Dest SIC | Scheduled Arrival   | Booking Number |
|---------|-------------------|----------|---------------------|-------------------|----------|---------------------|----------------|
| 98526   | DALLAS TX         | LOA      | 03/23/2004 23:59:00 | BLYTHE CA         | UBY      | 03/24/2004 21:59:00 |                |
| 98548   | ATLANTA GA        | NAT      | 03/23/2004 04:00:00 | KETTLEMAN CITY CA | UKC      | 03/24/2004 22:30:00 |                |
| 98565   | BESSEMER AL       | NBM      | 03/23/2004 03:30:00 | TBA               | TBA      |                     |                |
| 98566   | BESSEMER AL       | NBM      | 03/23/2004 08:00:00 | CHESTER VA        | NRM      | 03/23/2004 22:30:00 |                |
| 98570   | CHARLOTTE NC      | NCH      | 03/23/2004 04:00:00 | PASCO WA          | UPW      | 03/25/2004 04:30:00 |                |
| 98597   | CHESTER VA        | NRM      | 03/23/2004 06:00:00 | MONTGOMERY NY     | XNW      | 03/23/2004 16:00:00 |                |
| 98600   | KERNERVILLE NC    | NWN      | 03/23/2004 06:00:00 | PLAINFIELD IN     | XIN      | 03/23/2004 20:00:00 |                |
| 101862  | AURORA IL         | XAU      | 03/23/2004 05:00:00 | WEST HOUSTON TX   | LHW      | 03/24/2004 03:00:00 |                |
| 102759  | SPARKS NV         | URE      | 03/23/2004 19:30:00 | HENDERSON CO      | UDV      | 03/24/2004 16:30:00 |                |
| 102762  | SACRAMENTO CA     | USA      | 03/23/2004 06:00:00 | ROCK ISLAND IL    | XQC      | 03/24/2004 22:00:00 |                |
| 102764  | SACRAMENTO CA     | USA      | 03/23/2004 04:00:00 | HENDERSON CO      | UDV      | 03/24/2004 06:00:00 |                |
| 102779  | SALT LAKE CITY UT | USU      | 03/23/2004 23:00:00 | ABILENE TX        | LAB      | 03/24/2004 23:00:00 |                |

Click **Change Booking Date** to continue entering Booking Number for other dates.

Once done entering your booking numbers, click **Update** to submit entries.

Click **Reset** to clear entries.