

Carrier Instructions for Truckload Bid

You will receive a CSV file listing the truckload lanes with mileages, number of shipments, total and average load weights. This system has been designed to facilitate your ability to offer bids for truckload freight and to minimize the chance for clerical errors in entering rates. It is critical that you follow the instructions in order that the system accurately reflect your bid offer.

There are two columns populated with zeros for you to provide flat and/or mileage rates. All rates are in US dollars. If both mileage and flat rates are provided, the system will use the flat rate and ignore the mileage rate, so there is no need to calculate both rates. Any cell that does not contain a bid must contain a zero. Only the digits 0-9 and a decimal point are acceptable in these columns. Do not insert dollar signs or commas. The system will not recognize these characters. Hidden characters, formatting changes, deleting, adding or hiding columns or rows will also cause the system to not recognize the bid properly. Any of these issues will necessitate the bid to be returned to you for correction delaying the process and possibly excluding your company from the bid process.

Any minimum charges should be reflected in the offered rates (do not offer a flat rate of \$350 for a lane when the minimum charge is \$500).

Summary of procedure for completing bid sheet:

- Bid columns **MUST** contain only numbers (0-9) and decimal points
- ALL** cells in bid columns **MUST** be populated with a bid or zero
- A bid of zero means no bid is offered on that lane
- No formatting changes
- No hidden characters
- Do not add, delete or hide rows or columns
- Flat rates override mileage rates

If the system cannot recognize the bids properly the form will be returned to you for correction.