

Ready Logistics Private Marketplace Dispatches Management QRG

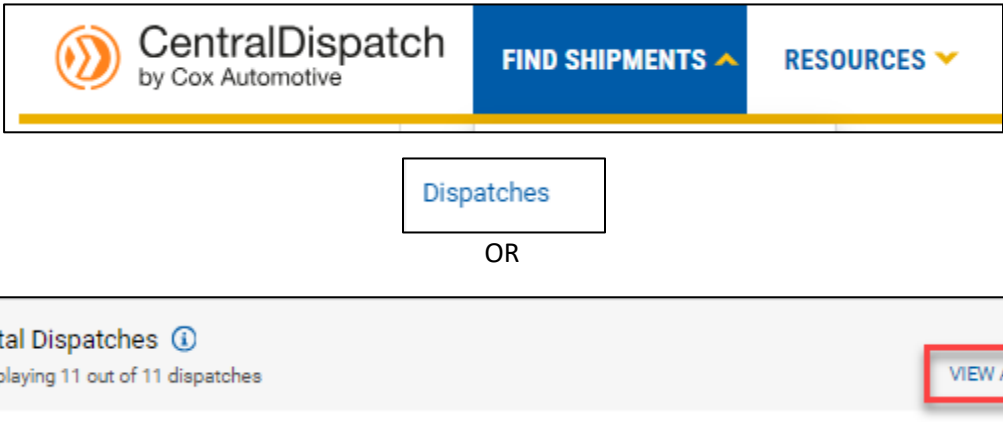
November 2024

Ready Dispatches is the area within the Private Marketplace where all accepted dispatches are managed. This includes active and previously delivered or canceled loads.

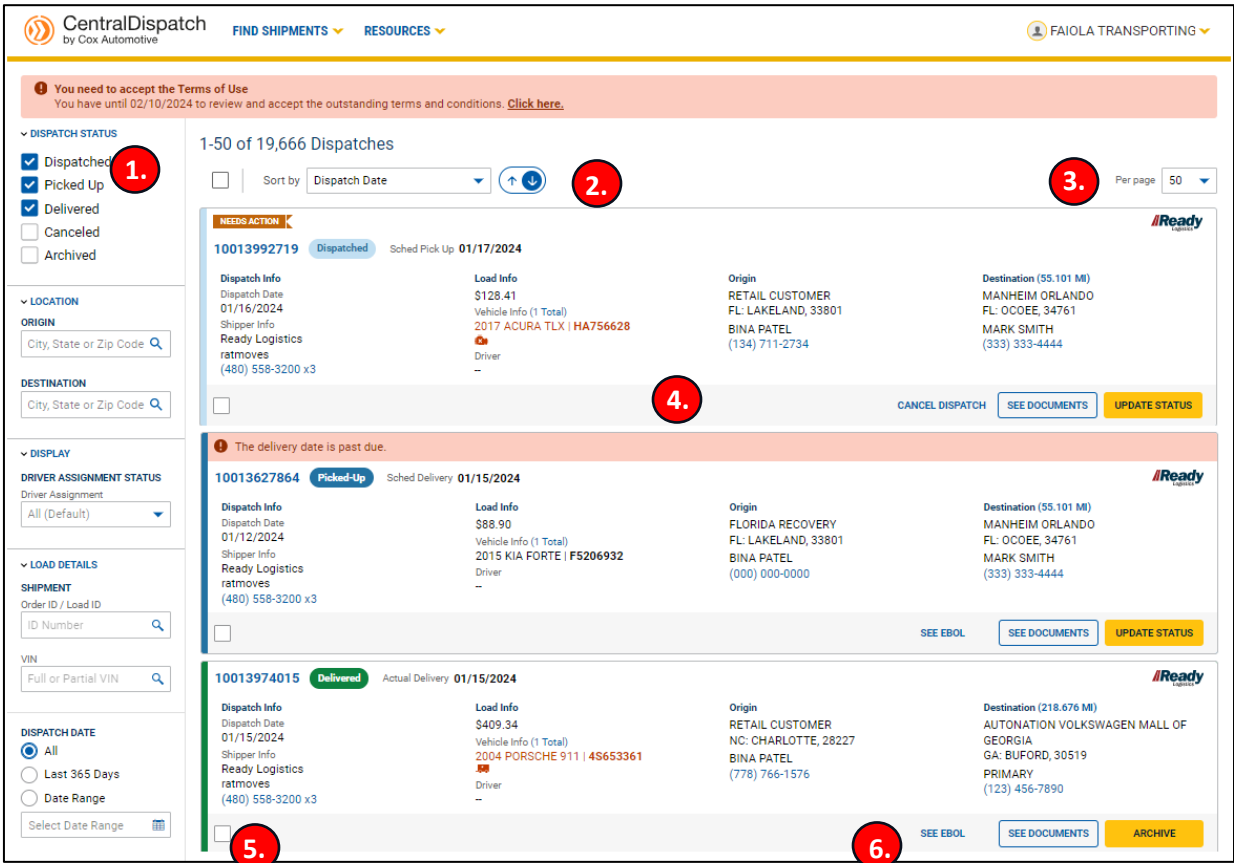
|                | See All Dispatches for Company | Update Status dates | Add / Edit / Delete a Driver | Print / Download Documents | Archive Loads | Cancel Dispatched Loads | Manage eBOLs (view, download, email) |
|----------------|--------------------------------|---------------------|------------------------------|----------------------------|---------------|-------------------------|--------------------------------------|
| Owner          | X                              | X                   | X                            | X                          | X             | X                       | X                                    |
| Admin          | X                              | X                   | X                            | X                          | X             | X                       | X                                    |
| Member Manager | X                              | X                   | X                            | X                          | X             | X                       | X                                    |
| Standard User  | X                              | X                   | X                            | X                          | X             | X                       | X                                    |
| Driver         | ONLY ASSIGNED                  | ONLY ASSIGNED       | DELETE SELF                  | ONLY ASSIGNED              | ONLY ASSIGNED |                         | ONLY ASSIGNED                        |

Dispatches

To access the dispatches a user can click on the **Find Shipments** tab and choose **Dispatches** or from the Dashboard homepage they are able to click ‘View All’ within the **Dispatches** tile.

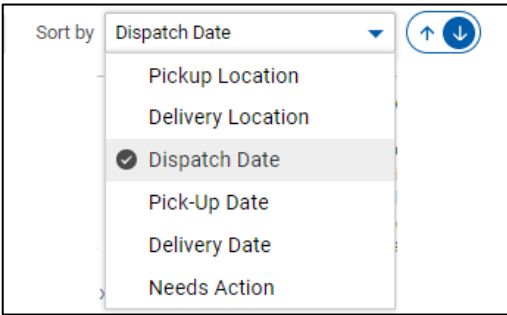


Dispatch Search Results page



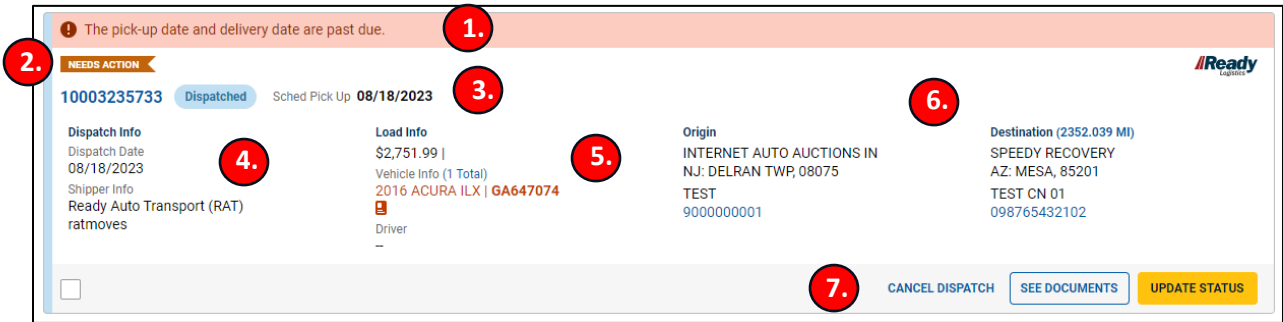
1. Dispatch Results Filtering Options

- Users can filter by desired status, location information, driver information, individual order IDs or VINs (Vehicle Identification Number), and dates.
- 2. Dispatch Results Sort Options**
- Sorting options include ascending or descending order by dispatch date, pickup or delivery location, pickup date, delivery date, and loads that need action.







- 3. Loads Per Page View Option**
- Users can display 25, 50, 100, or 200 loads at a time on one page.
- 4. Load Information Card**
- Each load will have an individual card displaying pertinent details to the user. When the load ID is selected, the user is taken to the Load Details page, which displays the same information that is available to the carriers via the Dispatch Sheet.
  - Driver accounts will not be able to see payment method, payment terms or the load price amount.
- 5. Bulk Actioning**
- Loads can be selected to bulk action certain tasks such as printing documents, archiving, or assigning drivers. These actions are available based on the user’s role.
- 6. Load Information Card Action Buttons**
- Each load card will have action options depending on the status of the order.
    - “Cancel Dispatch” will only display prior to pick-up. This option is not available to the driver role.
    - “See EBOL” will only display post pick-up.
    - “Update Status” will only display prior to delivery.
    - “Archive” is used to move the load to the Archive status.
    - “Track Shipment” will display the last location of a vehicle after the unit has been picked up through delivery.
    - “View History” will display the history of a vehicle from dispatch through the end of the lifecycle for that carrier. Shippers can see from the Listing Creation through the end of the load lifecycle.
    - “See Documents” will display any attachment to the vehicle such as a gate pass, key receipt, vehicle release, etc. Also attached will be the Dispatch Sheet, previously known as the Transport Order, to be used to pick up the vehicle.

Load Information Card



- 1. Information Banners**
- Will display when a pick-up and/or delivery date is past due.
- 2. Needs Action Flag**
- If any changes are made to an order or the order is newly accepted or added to the carrier’s load board, the user will see the ‘Needs Action’ Flag. The flag will be removed once the load has been touched and edited by the carrier user.
- 3. Load Information Header**

- Includes the Load ID (link to Load Details Page), load status, scheduled or actual dates depending on the load status.
- 4. Dispatch Info**
  - Includes the date dispatched and the shipper's name. The shipper's name will always display the private marketplace broker's name.
- 5. Load Info**
  - Includes the carrier price, payment method, number of vehicles in the load, vehicle year, make, model, vehicle dimensions, last 8 of VIN (Vehicle Identification Number), critical info tags, driver name assigned.
    - Critical tags include:
      - INOP 
      - TWIC 
      - ENCLOSED 
      - OVERSIZED LOAD, WIDE LOAD 
- NOTE:** carrier price and payment method are not available to all user roles.
- 6. Origin and Destination**
  - Includes Name, State, City, Zip, Contact and Contact number for both origin and destination. The mileage will also be displayed beside the destination with a link to map the route.
- 7. Load Information Card Action Buttons**
  - Each load card will have action options depending on the status of the order.
    - "Cancel Dispatch" will only display prior to pick-up. Not available to driver role.
    - "See Documents" will display any attachment to the vehicle such as a gate pass, key receipt, vehicle release, etc. Also attached will be the Dispatch Sheet, previously known as the Transport Order, to be used to pick up the vehicle.
    - "See EBOL" will only display post pick-up.
    - "Update Status" will only display prior to delivery.
    - "Archive" is used to move the load to the Archive status.
    - "Track Shipment" will display the last location of a vehicle after the unit has been picked up through delivery.
    - "View History" will display the history of a vehicle from dispatch through the end of the lifecycle for that carrier. Shippers can see from the Listing Creation through the end of the load lifecycle.

Load Information Card Action Buttons

Cancel Dispatch

All user roles, except for Driver, can manage cancellations.

The carrier can cancel the dispatch prior to pick-up using the **Cancel Dispatch** option from the Dispatches results page or from the Load Details page. In the cancellation pop-up screen, the reason for the cancellation and a description are required. Once the cancellation is complete by selecting 'Cancel Dispatch', the load will only be visible under the Canceled dispatch status filter.

From the **Cancel Dispatch** pop-up, the user should select the appropriate reason from the dropdown. Any reason chosen that is vehicle specific will send the vehicle load back to Ready to re-verify. The user should also provide an explanation in the Cancellation Description field and click Cancel Dispatch to complete the cancellation.

Cancel Dispatch ⓘ

Load ID10003336110# of Vehicles1

OriginHOMESTEAD, FLScheduled Pick-Up Date08/20/2023

DestinationOGDEN, UTScheduled Delivery Date08/20/2023

Reason for Cancellation

Select reason

Cancelation Description

300 characters max

300 characters remaining

CANCEL DISPATCH

Reason for Cancellation

Select reason

Cannot Contact Pick Up Location

Unit Not There

Redeemed/Dealer Purchase

Client Hold/Key Hold/Fees Due

Release/Gate Pass Not Available

Truck/Trailer Mechanical Issues

Personal Reasons

Extreme Weather

Unexpected INOP

Location Change

Assign to Next Truck

Update Status

Carriers can use the **Update Status** option on the Dispatches results page or from the Load Details page. Status updates include assigning, editing, or deleting an assigned driver, updating the scheduled pickup and / or delivery dates, and manually updating the actual pickup and / or delivery dates.

Any change in dates will require a reason dropdown selection and notes that will flow back to the client and broker.

Update Status

Load ID10003336110# of Vehicles1

OriginHOMESTEAD, FLScheduled Pick-Up Date08/20/2023

DestinationOGDEN, UTScheduled Delivery Date08/20/2023

Assign or Change a Driver ⓘ

Schedule Pick Up or Delivery ⓘ

Schedule Pick-Up Date

08/20/2023

Schedule Delivery Date

08/20/2023

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

MM/DD/YYYY

Actual Delivery Date

MM/DD/YYYY

Notes

300 characters max

300 characters remaining

UPDATE STATUS

To manage the driver of an individual load

- To add or change a driver begin to type the name of the driver in the **Assign or Change a Driver** field and choose from the selection that displays.

Update Status

Load ID10016141035# of Vehicles1

OriginMOBILE, ALScheduled Pick-Up Date02/11/2024

DestinationCLINTON TWP, MIScheduled Delivery Date02/16/2024

Assign or Change a Driver ⓘ

re

Drivers

Ready DriverUN-ASSIGN

Standard Users, Member Managers, Admins, and Owner

Ready Admin

Ready Logistic

Ready Member Manager

Ready Standard

300 characters max

300 characters remaining

UPDATE STATUS

- To delete a driver, use the x on the **Assign or Change a Driver** field to clear the driver’s information. An assigned driver can unassign themselves from a load but can’t update with another driver’s information.

Ready Logistics Private Marketplace Dispatches Management QRG

November 2024

Update Status

Load ID10016141035# of Vehicles1

OriginMOBILE, ALScheduled Pick-Up Date02/11/2024

DestinationCLINTON TWP, MIScheduled Delivery Date02/16/2024

Assign or Change a Driver ⓘ

Ready Driver

Drivers

Ready Driver

UN-ASSIGN

02/11/2024

02/16/2024

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

MM/DD/YYYY

Actual Delivery Date

MM/DD/YYYY

Notes

300 characters max

300 characters remaining

UPDATE STATUS

Schedule date updates

To adjust the scheduled pick up and / or delivery dates follow the steps below:

1. Click on the field that requires an update and a calendar will appear.

**NOTE:** Carriers will only be able to choose dates that align with Ready Logistics guidelines. For pickup, only dates 7 days from the dispatch date will be available and for delivery, only dates within 14 days from dispatch will display as options.

Schedule Pick Up or Delivery ⓘ

Schedule Pick-Up Date

02/13/2024

Schedule Delivery Date

02/15/2024

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

MM/DD/YYYY

Notes

300 characters max

300 characters remaining

Calendar

FEBRUARY 2024

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2. Once the dates are chosen, the carrier will need to choose a reason from the dropdown for the reschedule and provide a written comment that flows back to Ready Logistics and the client.
3. Once all required fields are completed the user can select the **Update Status** button to finalize the update.

Reason For Change ⓘ Required

Select reason

Notes ⓘ Required

300 characters max

300 characters remaining

UPDATE STATUS

Reason For Change ⓘ Required

Select reason

Agent unable to release

Limited lot hours/days

Mechanical issues with carrier's truck

Next available appointment

No release/gate pass

Traffic delay

Unexpected inop

Unresponsive pickup location

Vehicle not at location

Weather delay

Reason For Change

Next available appointment

Notes

Pick up appt Friday 2/16

276 characters remaining

UPDATE STATUS

Adding actual pickup and delivery dates

The use of the Ready Logistics Carrier Inspection Tool is mandatory, however, if a situation arises where a user must manually add the pickup and / or delivery dates within the private marketplace they can do so. The actions are separate and can't be performed in the same update.

To add the actual pickup and / or delivery dates follow the steps below:

- 1. Click on the field that requires an update and a calendar will appear.

**NOTE:** Carriers will only be able to choose dates from the dispatch date to current date for an actual date update.

A screenshot of the 'Actual Pick Up or Delivery' form. It features two date input fields: 'Actual Pick-Up Date' and 'Actual Delivery Date', both with a calendar icon. A calendar for February 2024 is open, showing dates from 28 to 2. The 'UPDATE STATUS' button is visible on the right. Below the calendar, the origin is listed as 'COLLEEN RITCHIE, FLORANTON BEACH, 33134'.

- 2. Once the date is chosen, the carrier may provide a written comment that flows back to Ready Logistics and the client.

A screenshot of the 'Actual Pick Up or Delivery' form. The 'Actual Pick-Up Date' is now set to '02/09/2024'. The 'Actual Delivery Date' field is still empty. A 'Notes' section is present with a text area containing the note: 'app was not working and could not connect to perform ebol'. Below the text area, it says '242 characters remaining'. The 'UPDATE STATUS' button is highlighted in yellow.

- 3. Once all required fields are completed the user can select the **Update Status** button to finalize the update.

**NOTE:** If the actual pickup date has already been submitted or a pickup eBOL completed, the user will not be able to adjust the pickup dates within the Private Marketplace. Both the scheduled pick up and the actual pick up date fields will be greyed out and locked.

A screenshot of the 'Schedule Pick Up or Delivery' form. It shows 'Schedule Pick-Up Date' and 'Schedule Delivery Date' both set to '02/13/2024'. Below these are the 'Actual Pick Up or Delivery' fields, which are greyed out. The 'Actual Pick-Up Date' is '02/09/2024' and the 'Actual Delivery Date' is empty. A 'Notes' section is present with a text area containing '300 characters max' and '300 characters remaining'. The 'UPDATE STATUS' button is visible at the bottom right.

See EBOL

All roles can view an eBOL (electronic bill of lading) on the site and on the app. Drivers are restricted to viewing only the eBOLs for the loads they are assigned to.

- The **See EBOL** button will only be displayed after an order has been marked picked up.
- The picked up but not yet delivered eBOLs will display the pickup images but will show that the delivery is not yet completed.

The carrier did not submit an inspection when the vehicle was picked up. You will need to contact the carrier for more information about the vehicle(s) condition at pick up.

- If the order was manually marked picked up and/or delivered the eBOL will display that the inspection was not submitted when picked up and/or delivered.
- The inspection includes 7 required images and signature details.
- The eBOL can be downloaded and emailed from the top right of the page.



CentralDispatch

SHIP VEHICLESFIND SHIPMENTSRESOURCES

Company SearchARANA TRANSPORT, INC

BACK TO DISPATCHES

ReadyLogistics

Electronic Bill of Lading

EMAILDOWNLOAD

10003223734

# of vehicles: 1

SHIPPER INFO

Shipper

Ready Auto Transport (RAT)

1030 North Colorado St Suite 109

Gilbert, AZ 85233

Contact Phone

Special Number

MC595726

Contact Name

Logan, Oliver, Chantal,

Ashley, Ed

CARRIER INFO

Carrier

Arana Transport, Inc

5758 S JEBEL WAY

CENTENNIAL, CO 80015

Contact Phone

720-546-2822

Driver

Special Number

Contact Name

2013 Toyota Sienna

STDKKK3DC0DS380761

ORIGIN

Pick-Up Date

8/18/23

STERLING ASSET RECOVERY INC

8148 BLUE RIVER AVE

LITTLETON, CO 80125

ARMENIJI TERTERYAN

951-361-9400

Vehicle Year/Make/Model

2013 Toyota Sienna

DESTINATION

Delivery Date

ADESA LOS ANGELES

1323 N LEWIS PEAK DR

OGDEN, UT 84404

815-806-4222

VIN

STDKKK3DC0DS380761

INSPECTION PHOTOS

Condition at Pick Up

The carrier did not submit an inspection when the vehicle was picked up. You will need to contact the carrier for more information about the vehicle(s) condition at pick up.

Condition at Delivery

Delivery Inspection Not Completed

\*Ready Logistics makes no representations or guarantees about the date, time or location information on the image(s) above. The inspection time uses the time zone of the inspection location.

eBOL generated on 10/10/2023 01:07:18pm

Load Details Page

From the Load Information Card, the user can access the Load Details page by clicking on the Load ID. The Load Details Page will mirror the information from the Load Information Card but also include additional origin and destination contact details, vehicle specs (weight and dimensions) and the pre-dispatch and transport release notes. This page can be accessed for any load status and the only change will be that Canceled loads do not have the VIN present on the Load Details information.

Updates and cancelations can be made to the order from this page, just as they could in the Dispatches search results and Dashboard view. EBOLs are visible post pickup and / or delivery. The **See Documents** button is also available to print all documents attached to the order including the **Dispatch Sheet**.

COX AUTOMOTIVE™

ReadyLogistics

CentralDispatch



BACK TO DISPATCHES

10013964631

Dispatched

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

Shipper Info

Shipper

Ready Logistics

1030 North Colorado St Suite 109

Gilbert, AZ 85233

Contact Info

ratmoves

(480) 558-3200 x3

Special Number

MCS95726

Carrier Info

Carrier

Faiola Transporting

18155 Winfield Ln

Polk City, FL 33868

Contact Info

dtflh8vw

(863) 698-0600

Special Number

--

Driver

--

Origin Info

Origin

FLORIDA RECOVERY

2600 SALUDA RD

LAKELAND, FL 33801

Contact Info

BINA PATEL

(098) 773-4656 x7

BPATEL@READYAT.COM

Destination Info

Destination (55.101 MI)

RETAIL CUSTOMER

11801 W COLONIAL DR

OCOE, FL 34761

Contact Info

MARK SMITH

(098) 765-4321

TESTEMAIL@GMAIL.COM

Dates

Dispatch Date

01/15/2024

Scheduled Pick-Up

01/17/2024

Actual Pick-Up

--/--

Scheduled Delivery

01/17/2024

Actual Delivery

--/--

Load Info

Load ID

10013964631

Price

\$148.41

Payment Method

--

Payment Terms

--

Vehicle Info (1 Total)

Vehicle Year/Make/Model

2013 CHRYSLER 300

VIN

2C3CCADT5DH246112

Max Weight

4,029 lbs

Max Dimesions

199" L x 75" W x 59" H

Critical Notes

Inoperable

Additional Info

Pre-Dispatch Notes




VEHICLE MUST HAVE KEYS. IF VEHICLE IS DELIVERED WITHOUT KEYS, YOU WILL BE CHARGED FOR REPLACEMENT. MUST CALL PRIOR TO PICK & DROP OFF. DRIVER MUST CALL 24 HOURS IN ADVANCE TO CONFIRM PICK & DROP HRS. BMWMINI VEHICLES MUST BE SHIPPED VIA FLATBED OR ON A CAR CARRIER--DO NOT TOW UNIT--MUST CALL PRIOR TO PICK AND DROP OFF. DRIVER MUST CALL 24 HOURS IN ADVANCE TO CONFIRM PICK AND DROP HRS.--VEHICLE INOPERABLE DUE TO DAMAGED ISSUE

Transport Release Notes

VEHICLE MUST HAVE KEYS. IF VEHICLE IS DELIVERED WITHOUT KEYS, YOU WILL BE CHARGED FOR REPLACEMENT. MUST CALL PRIOR TO PICK & DROP OFF. DRIVER MUST CALL 24 HOURS IN ADVANCE TO CONFIRM PICK & DROP HRS. BMWMINI VEHICLES MUST BE SHIPPED VIA FLATBED OR ON A CAR CARRIER--DO NOT TOW UNIT--CHECK IN UNDER BMW FINANCIAL SERVICES NA LLC OPEN (4905123)--BCPBC:AUTOMATION TEST

Bulk Actioning Orders

Users can bulk action orders by selecting them (clicking the box to check the loads to bulk action), and then choosing the bulk action icon to perform.

- Assign Drivers 
  - Can only be done by certain user roles.
  - Will override any already assigned driver to selected loads.
- Download Documents 
  - Dispatch sheets (previously known as Transport Orders) will be downloaded as PDFs.
  - Order Details will be downloaded in CSV format.
- Archive Loads 
  - Only loads with Delivered and Canceled statuses can be archived.
  - Archiving loads will archive them for all users of the company and not just the account used to archive.



51-100 of 14,157 Dispatches

(3 selected) Select all 14,157

NEEDS ACTION

10013966013 Dispatched Sched Pick Up 01/17/2024

Dispatch Info

Dispatch Date  
01/15/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$88.90

Vehicle Info (1 Total)  
2013 INFINITI G37 | DM266708

Driver  
--

Origin

FLORIDA RECOVERY  
FL: LAKELAND, 33801

BINA PATEL  
(000) 000-0000

Destination (55.101 MI)

MANHEIM ORLANDO  
FL: OCOEE, 34761

MARK SMITH  
(333) 333-4444

☒

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

NEEDS ACTION

10013965908 Dispatched Sched Pick Up 01/17/2024

Dispatch Info

Dispatch Date  
01/15/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$88.90

Vehicle Info (1 Total)  
2013 TOYOTA RAV4 | DW266710

Driver  
--

Origin

FLORIDA RECOVERY  
FL: LAKELAND, 33801

BINA PATEL  
(000) 000-0000

Destination (55.101 MI)

MANHEIM ORLANDO  
FL: OCOEE, 34761

MARK SMITH  
(333) 333-4444

☒

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

To bulk action follow the steps below:

1. Select the loads desired to update by checking the box at the bottom left of the Load Information Card.

2. Use the bulk actioning options at the top of the search results to choose whether to assign drivers, work with documents or archive orders.

3. Depending on the option chosen, proceed with the options below.

Driver assignment:

- a. Start to type in the Assign a Driver field and choose from the list of drivers available.

b. Once chosen, the Assign button on the right will be displayed and can be used to complete the bulk action.

1-50 of 33,198 Dispatches

(2 selected) Select all 33,198

ASSIGN DRIVER

Assign a Driver

Select driver

ASSIGN

NEEDS ACTION

10015975657 Dispatched Sched Pick Up 02/11/2024

Dispatch Info

Dispatch Date  
02/11/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$972.04

Vehicle Info (1 Total)  
2013 FORD C-MAX | DL668318

Driver  
--

Origin

COLLEEN RITCHIE  
AZ: FORT MOHAVE, 86426

BINA PATEL  
(167) 347-1326

Destination (2239.593 MI)

MANHEIM DAYTONA  
FL: DAYTONA BEACH, 32124

TEST  
123456789

☒

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

NEEDS ACTION

10016141035 Dispatched Sched Pick Up 02/11/2024

Dispatch Info

Dispatch Date  
02/11/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$775.00

Vehicle Info (1 Total)  
2017 MERCEDES-BENZ S-CLASS | HA428993

Driver  
--

Origin

MANHEIM DALLAS-FORT WORTH  
AL: MOBILE, 36695

TESTCN-01  
(012) 345-6789

Destination (1011.338 MI)

MANHEIM PALM BEACH  
MI: CLINTON TWP, 48038

SALVATORE DELLACASA  
(586) 465-7210

☒

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

NOTE: Drivers can only be assigned to Dispatched and Picked Up status loads.

Documents action:

- a. Choose whether to work with the Dispatch Sheets or Order Details from the Documents dropdown.

b. Once decided the Download option will appear on the right and can be used to complete the bulk action.

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1-50 of 33,198 Dispatches

(2 selected) Select all 33,198

DOCUMENTS

Documents

Select one

Dispatch Sheet (PDF)

Order Details (CSV)

DOWNLOAD

10015975657 Dispatched Sched Pick Up 02/11/2024

Dispatch Info

Dispatch Date  
02/11/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$972.04

Vehicle Info (1 Total)  
2013 FORD C-MAX | DL668318

Driver  
--

Origin

COLLEEN RITCHIE  
AZ: FORT MOHAVE, 86426  
BINA PATEL  
(187) 347-1326

Destination (2239.593 MI)

MANHEIM DAYTONA  
FL: DAYTONA BEACH, 32124  
TEST  
123456789

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

NEEDS ACTION

10016141035 Dispatched Sched Pick Up 02/11/2024

Dispatch Info

Dispatch Date  
02/11/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$775.00

Vehicle Info (1 Total)  
2017 MERCEDES-BENZ S-CLASS | HA428993

Driver  
--

Origin

MANHEIM DALLAS-FORT WORTH  
AL: MOBILE, 36695  
TESTON-01  
(012) 345-6789

Destination (1011.338 MI)

MANHEIM PALM BEACH  
MI: CLINTON TWP, 48038  
SALVATORE DELLACASA  
(586) 465-7210

CANCEL DISPATCH

SEE DOCUMENTS

UPDATE STATUS

Archiving Loads:

- a. Ensure that only canceled or delivered loads are chosen.
- b. Use the Archive button on the right to complete the action.

**NOTE:** If any loads that are in the Dispatched or Picked Up status are chosen the Archive button will not appear to select until those loads are unselected. Up to 500 loads can be archived at one time.