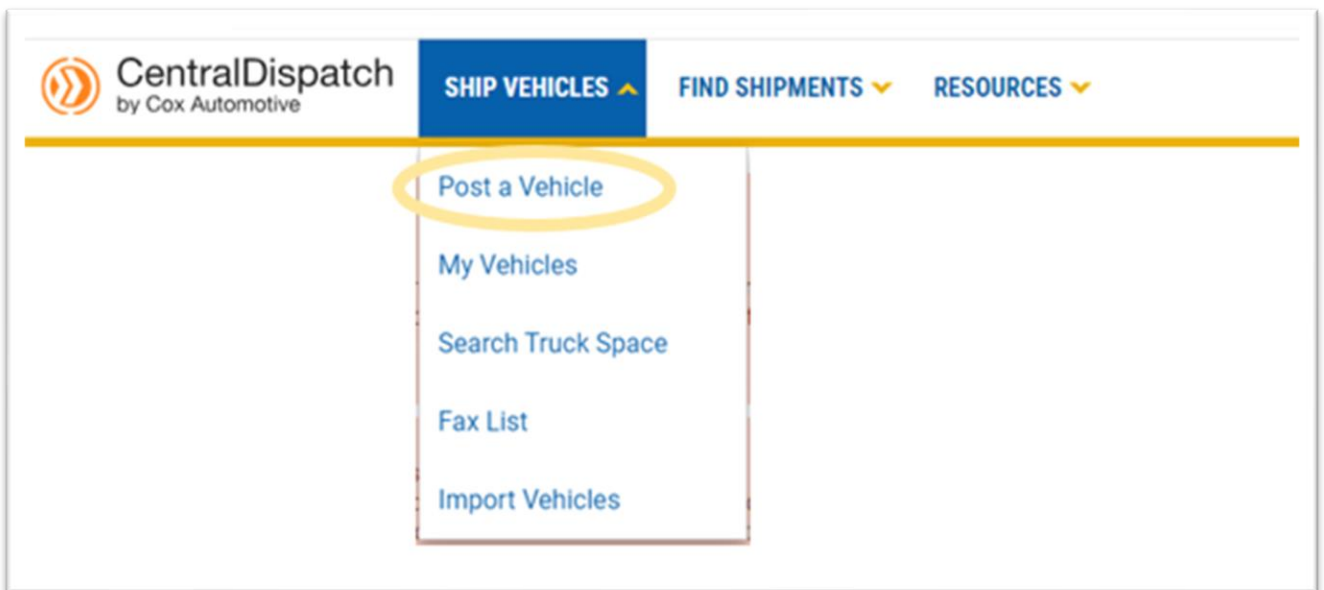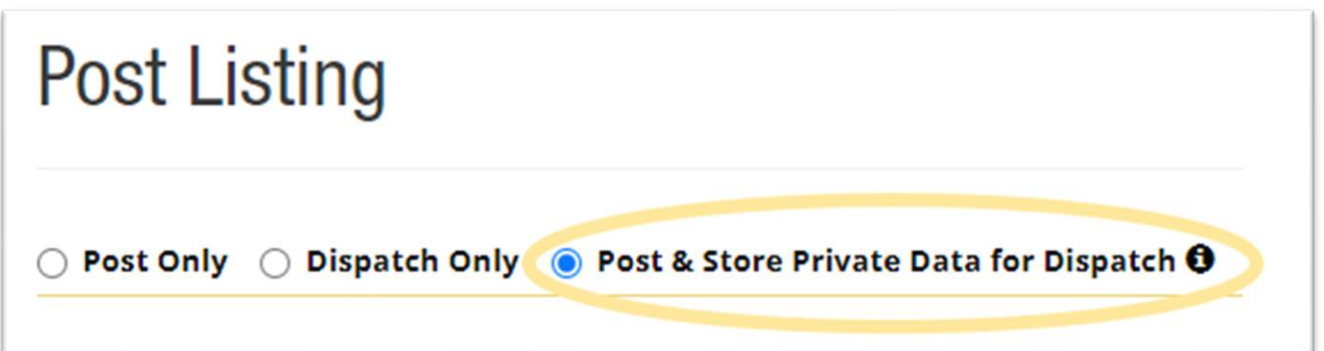# Central Dispatch

https://www.centraldispatch.com/
Username: tprosers
Password: Arrowhead23!

ADD A NEW LISTING

SHIP VEHICLES > Post a Vehicle

Select 'Post & Store Private Data for Dispatch'

Enter 'Origin' (PUL) & 'Destination'

Origin	Destination
☐ **This is a Terminal**	☐ **This is a Terminal**
Terminal, Dealer, or Auction	Terminal, Dealer, or Auction
Contact	Contact
Buyer Number	Buyer Number
Phone 1 / Phone 2	Phone 1 / Phone 2
Phone 3 / Cell	Phone 3 / Cell
Address	Address
* City ↺	* City ↺
* State / Postal Code	* State / Postal Code
Save This Contact	Save This Contact

- Carriers will only see the listing City & State on Central until they are assigned to the listing in Central. City & State are only required fields, but the address should always be fully entered.
- Phone # should be POC at PUL and delivery for the carrier to contact.
- 'Save this Contact' feature will archive a contact entry – used for frequent locations. If a contact is saved, all info will autofill when the archived 'Terminal, Dealer, or Auction' name is entered/selected.
- Adjust City to a nearby metro to get attention when bites aren't coming in. Will need to provide carrier with accurate information when confirming quotes. Listing will need updated to correct address prior to assigning carrier.

Enter 'Vehicle Information'

1. Running or Not Running
2. Trailer Type – the type of trailer we are requesting for transport
3. Year, Make, Model, Vehicle Type are required fields OR select 'Vin" and enter VIN for vehicle information to auto populate.
4. Vehicle Color, License Plate, Lot Number and Sata/Providence is optional – fill out the info that is available
5. Select Wide Load if applicable
6. Additional Vehicle Information – include pertinent vehicle information. If unit is not running, include "Winch line required for loading, vehicle does not operate on its own power."

Enter 'Pickup and Delivery Dates'
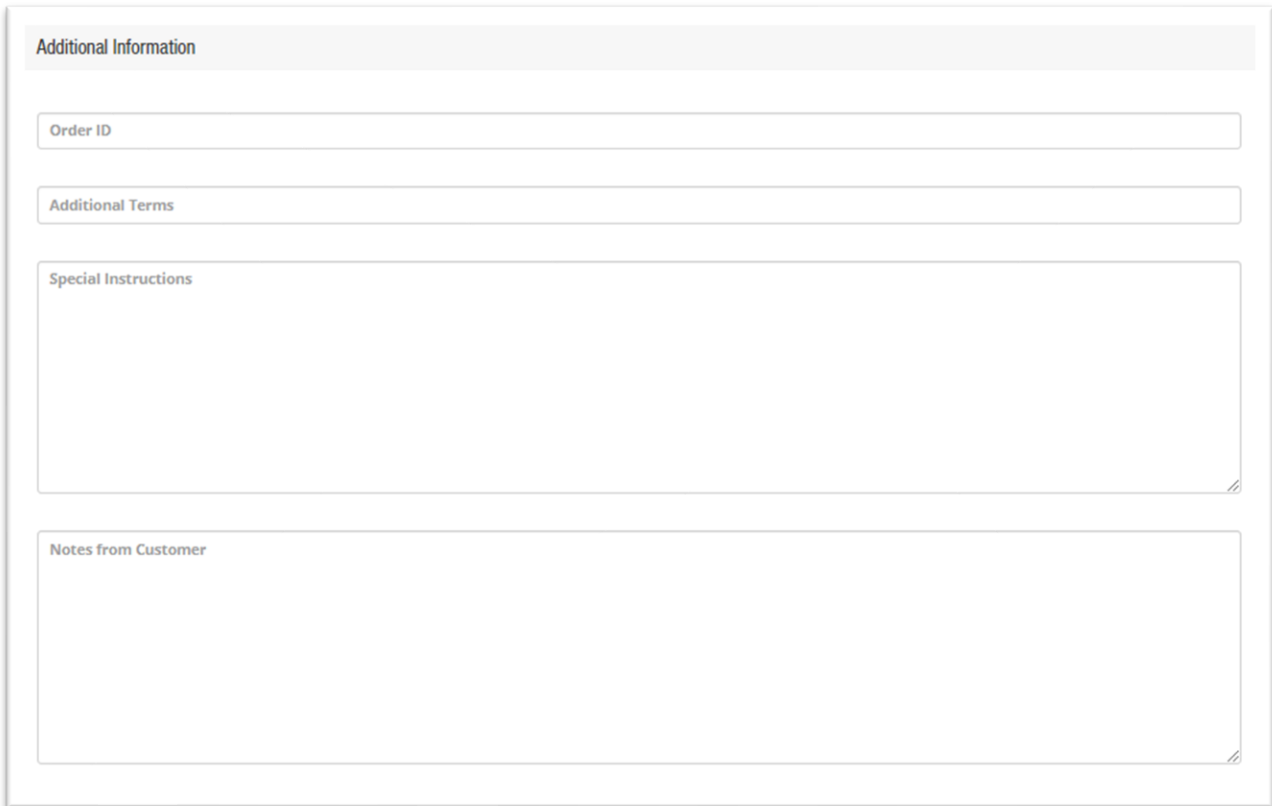
Enter 'Pricing and payment'

- Price to Pay Carrier – listing price. Utilize the 'Check Prices' icon for comparable pricing based on the equipment. We want to list a mid-pricing. Listing at bottom dollar pricing tends to bring in offers from low rated carriers.
- COD/COP – stands for Cash on Delivery and Cash on Pickup. We typically are never dealing with cash payments so this will be zero unless there is a special carrier payment agreement approved by management.

Once the 'Price to Pay Carrier' is entered, additional fields will populate

- Balance Payment Method > Company Check
- Balance Payment Time > 5 Business days
- Balance Payment Terms Begin On > Receiving a Signed Bill of Lading
  ****We mail checks out every Friday to those that have completed the job and emailed in the signed BOL (bill of lading). Once checks are cut, accounting emails us over photocopies of the check. We will email those out to carriers in case they opt for mobile deposit using the image.
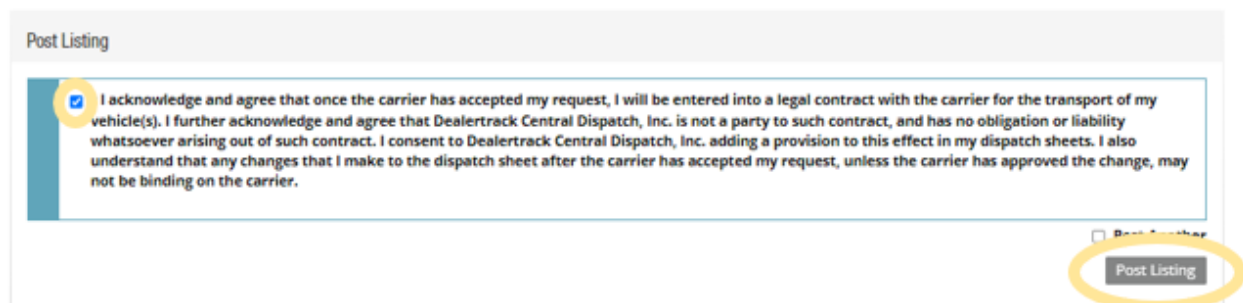
Enter 'Additional Information'

- Order ID > TP move # and any highlight information
- Additional Terms > Any additional terms and highlighted info
- Special Instructions > Any special instructions carrier will need to know
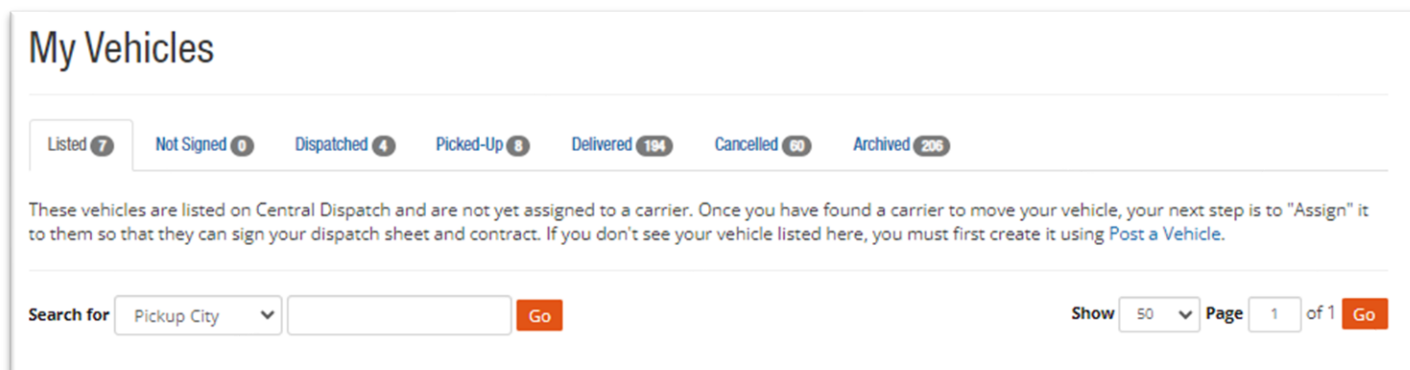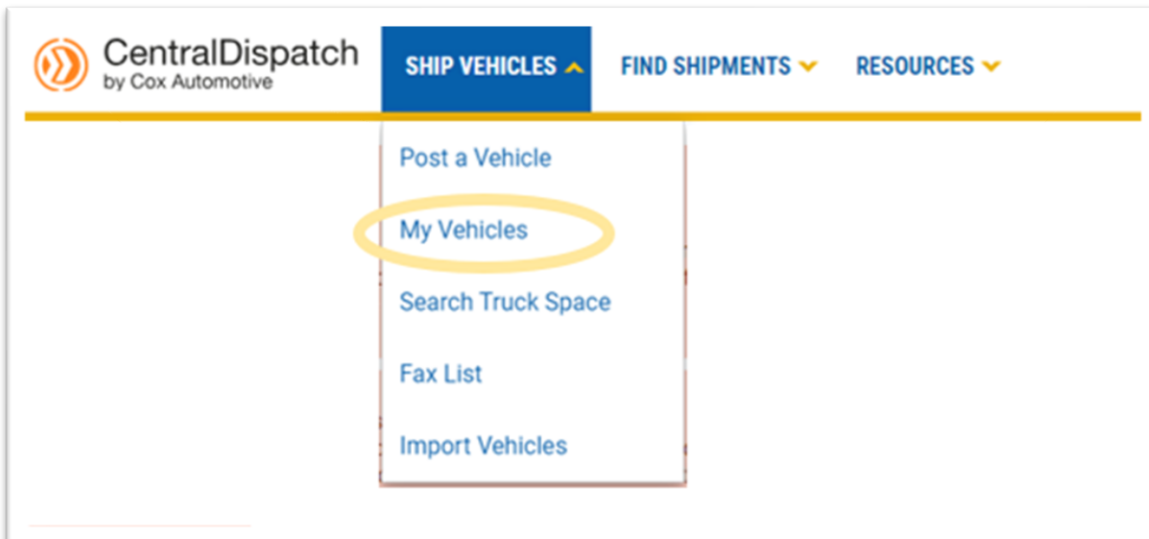- Notes from Customer > additional field for information

Post Listing

- Select to acknowledge > Post Listing

VIEW EXISTING LISTING

SHIP VEHICLES > My Vehicles

- Listed – active listing, no assigned/dispatched
- Not Signed – TP assigned to carrier & pending carrier to accept. Dispatch is NOT complete until carrier signs. DO NOT assign the carrier to TP move until they have signed and show under 'Dispatched'.
- Dispatched – Assigned and accepted by carrier
- Picked-Up > marked picked up by carrier through Central Dispatch. We still follow up to verbally confirm.
- Delivered > marked delivered by carrier through Central Dispatch. We still follow up to verbally confirm.
- Cancelled > cancelled listings
- Archived > basically not cancelled but on hold and can be relisted

ASSIGN TO A CARRIER

Ship Vehicles > My Vehicles > locate listing > assign icon at right

Vehicle / Order ID	Carrier / Pay	Ship On / Modified	Actions
2016 Chevrolet Silverado 3500hd ⓘ (Pickup) 4dr utility bed - text 8169882349 for photo **Order ID:** 2641543 - pickup in PHILADELPHIA, MS	*(No Carrier Assigned)* $1550 Company Check 1,198 mi *($1.29/mi)*	**08/07/24** Expires: 08/11/24 **Modified:** 08/07/24 9:02 AM PST	assign edit listing archive delete view route

Assign Dispatch

Enter your vehicle listing. Do not post carrier availability, items for sale or other information. Use My Vehicles to edit, assign and remove listings, and to track your dispatched vehicles.

Carrier Information

* Company Name

MC#

Contact

Address

City

* State

Postal Code

Phone #1   Phone #2

Your Company Information   Edit

Company Name
Transit Pros LLC

MC#
00979992

Contact
Adriel or Morgan

Address
3215 NE Carnegie Dr Ste 200

City
Lees Summit

* State
Missouri

Postal Code
64064

Company Phone   **Dispatch Phone**
(816) 220-3186   (816) 220-3186

- Carrier Information > Enter carrier name and select based on auto populate

- Your Company Information – will auto populate to Transit Pros
- Get the actual Central Dispatch carrier drivers name and number when able

- Confirm all listing information including cost and pickup/delivery dates are accurate prior to assigning carrier.
- Once carrier is assigned, the listing will go into "Not Signed" status. We will get a notification via email (to ers@transitpros.com) that the carrier has accepted the listing contract. Once this is completed, assign carrier to ERS move.

EDIT LISTING

Ship Vehicles > My Vehicles > locate listing > edit listing icon at right

- Monitor and bump the listing price as needed
- All changes/edits MUST be done in central for accurate information and communication. Once a dispatch is assigned, edits can still be done and carrier will be notified. If an edit is made, the carrier should also be notified verbally or through text and acknowledged.

SEARCH COMPANY *(carrier)*

Search Company > Search & Rate Companies > Enter carrier name > Go/search
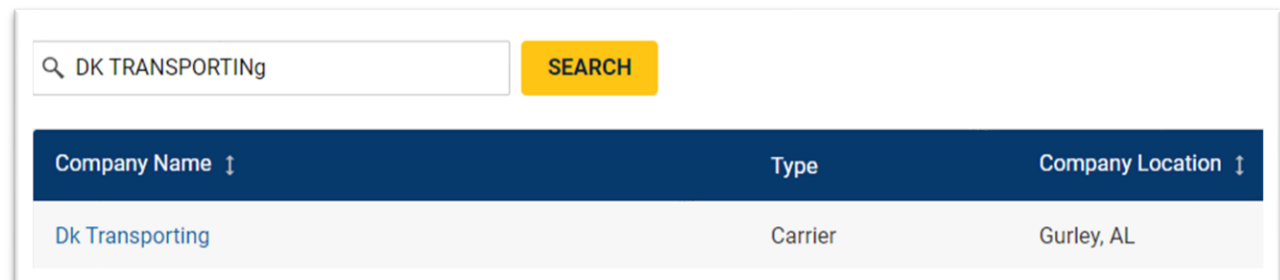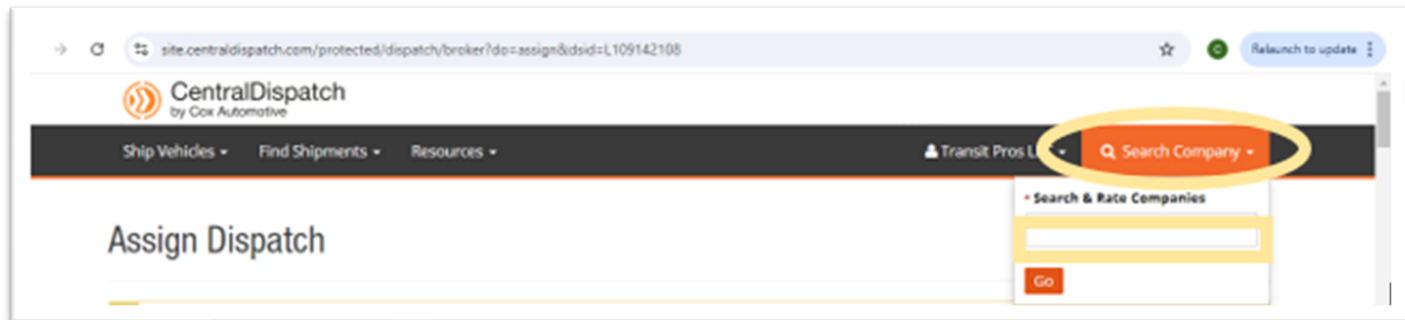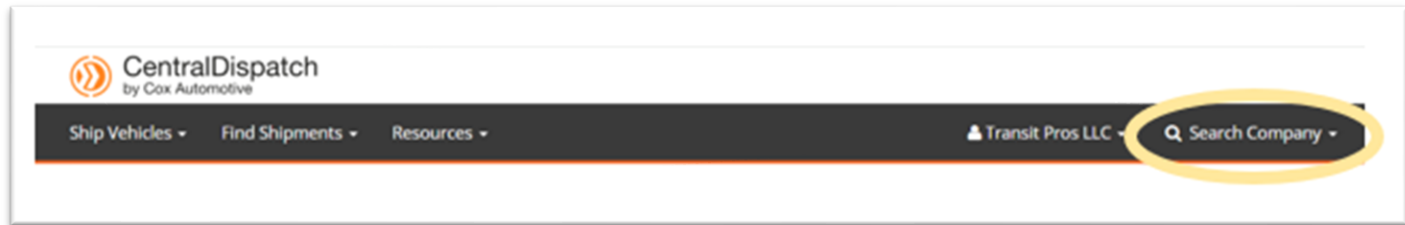
- Always research carrier prior to assigning them to a listing
- Look at reviews – stay away from those with poor/minimal reviews
- Confirm there are no out of state restrictions for carrier that would interfere with the job – will show next to carrier name.
- SAFER access
- We must have carriers W-9 and insurance prior to assigning them. Always double check ERS system to see if carrier is already added with uploaded docs.
- If carrier is not already in ERS system, you will need to add the new vendor.
    - APAR > Payment Preference > Central Dispatch Check (unless carrier prefers cc payment)
    - W-9/INS – required

Emailing Carrier through Central Dispatch

Company Information > Select 'View company info'

Contact Information > Select 'Click to Send Email'

Carrier Payment

- We mail checks out every Friday as long as the job is completed, and we have signed BOL (invoice also preferred if available)
- Once the move is completed, trip confirm in system so that APAR captures the vendor bill line item then place move on hold
  - "Pending BOL for CDC"
  - "BOL uploaded – pending CDC"

View our Contract

Transit Pros LLC > 'Contract'
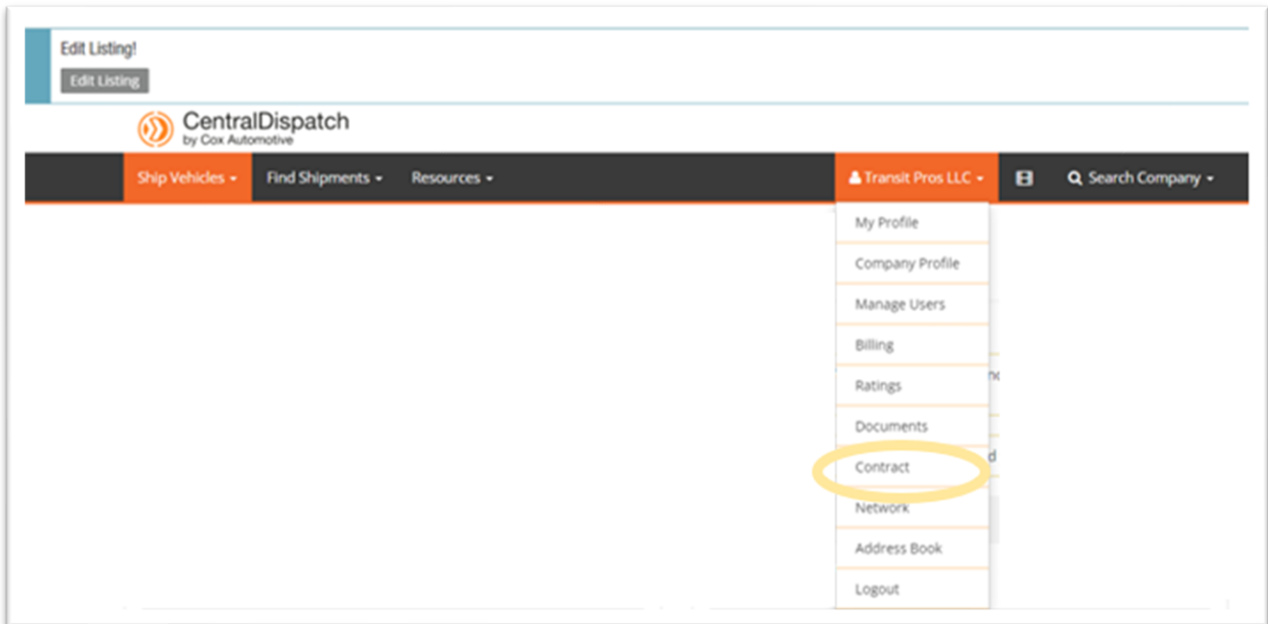
View Archived Contacts

Transit Pros LLC > 'Address Book'