

# Central Dispatch

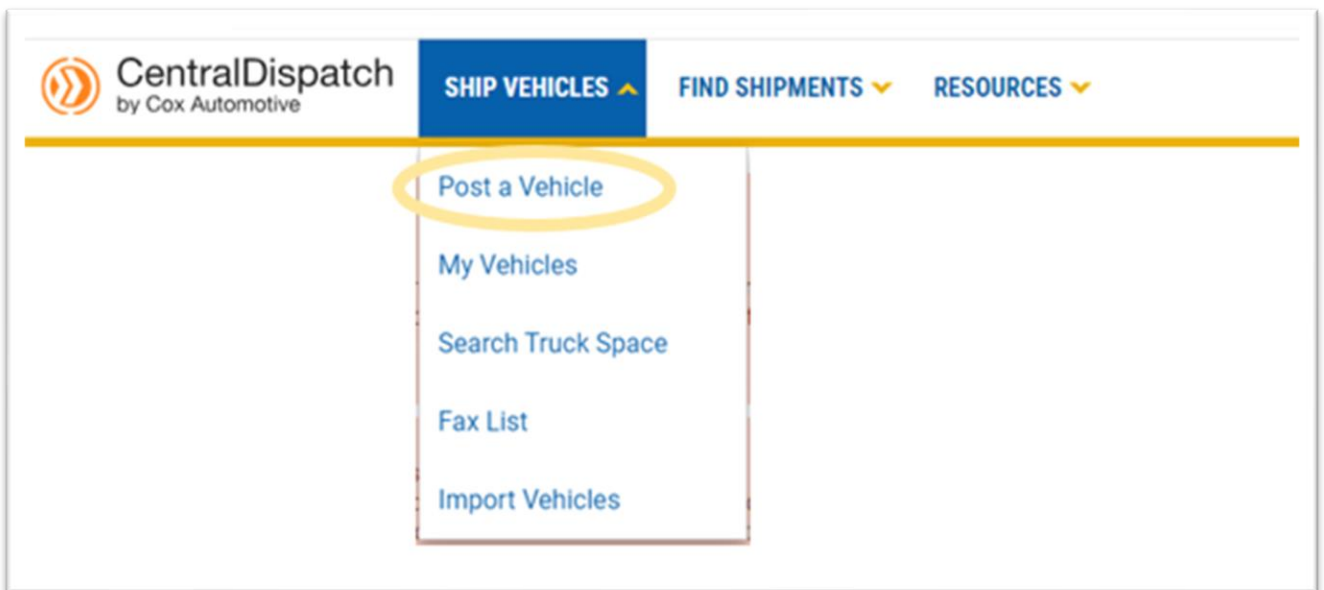
<https://www.centraldispatch.com/>

Username: tprosters

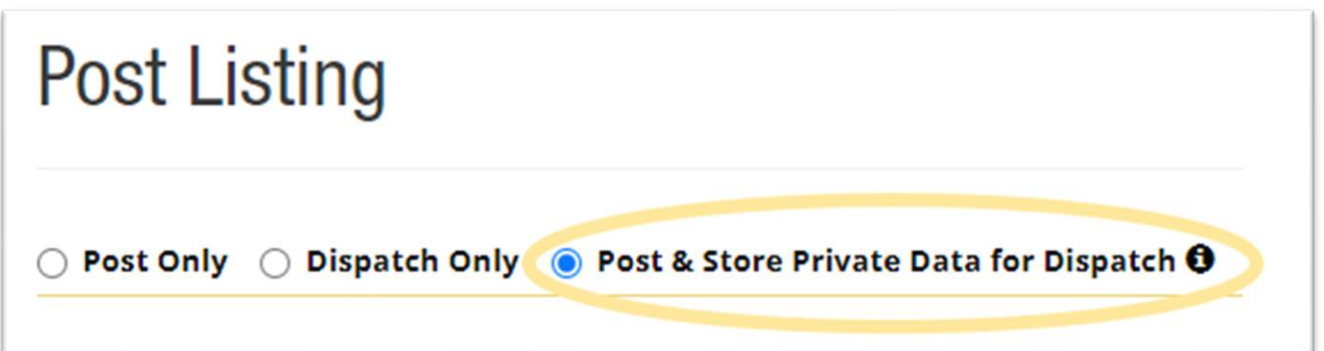
Password: Arrowhead23!

## ADD A NEW LISTING

SHIP VEHICLES > Post a Vehicle



Select 'Post & Store Private Data for Dispatch'

A screenshot of the 'Post Listing' form. The title 'Post Listing' is at the top. Below it, there are three radio button options: 'Post Only', 'Dispatch Only', and 'Post & Store Private Data for Dispatch'. The 'Post & Store Private Data for Dispatch' option is selected, indicated by a blue dot in the radio button. This option is also highlighted with a yellow oval. To the right of the selected option is a small information icon (a lowercase 'i' inside a circle).

Enter 'Origin' (PUL) & 'Destination'

Origin	Destination
<input type="checkbox"/> This is a Terminal	<input type="checkbox"/> This is a Terminal
<input type="text" value="Terminal, Dealer, or Auction"/>	<input type="text" value="Terminal, Dealer, or Auction"/>
<input type="text" value="Contact"/>	<input type="text" value="Contact"/>
<input type="text" value="Buyer Number"/>	<input type="text" value="Buyer Number"/>
<input type="text" value="Phone 1"/> <input type="text" value="Phone 2"/>	<input type="text" value="Phone 1"/> <input type="text" value="Phone 2"/>
<input type="text" value="Phone 3"/> <input type="text" value="Cell"/>	<input type="text" value="Phone 3"/> <input type="text" value="Cell"/>
<input type="text" value="Address"/> <input type="text"/>	<input type="text" value="Address"/> <input type="text"/>
<input type="text" value="* City"/> <input type="button" value="↺"/>	<input type="text" value="* City"/> <input type="button" value="↺"/>
<input type="text" value="* State"/> <input type="button" value="▼"/> <input type="text" value="Postal Code"/>	<input type="text" value="* State"/> <input type="button" value="▼"/> <input type="text" value="Postal Code"/>
<input type="button" value="Save This Contact"/>	<input type="button" value="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'

Vehicle Information

☒ Running ☐ Not Running

\* Trailer Type

Open

Vehicles

Add Vehicle

☒ Year, Make, and Model ☐ Vin

Clear Vehicle

\* Year

\* Make

\* Model

\* Vehicle Type

Qty

Vehicle Color

License Plate

Lot Number

State/Province

☐ Wide Load

Additional 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 State/Province 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'

Pickup and Delivery Dates

\* Date Available to Ship



 Desired Delivery Date

Enter 'Pricing and payment'

The screenshot shows a form titled "Pricing and Payment". It contains three input fields: "Price to Pay Carrier" (with a dollar sign icon), "COD/COP Amount" (with a dollar sign icon), and "Balance Amount" (with a dollar sign icon). A "Check Prices" button is located to the right of the "Price to Pay Carrier" field.

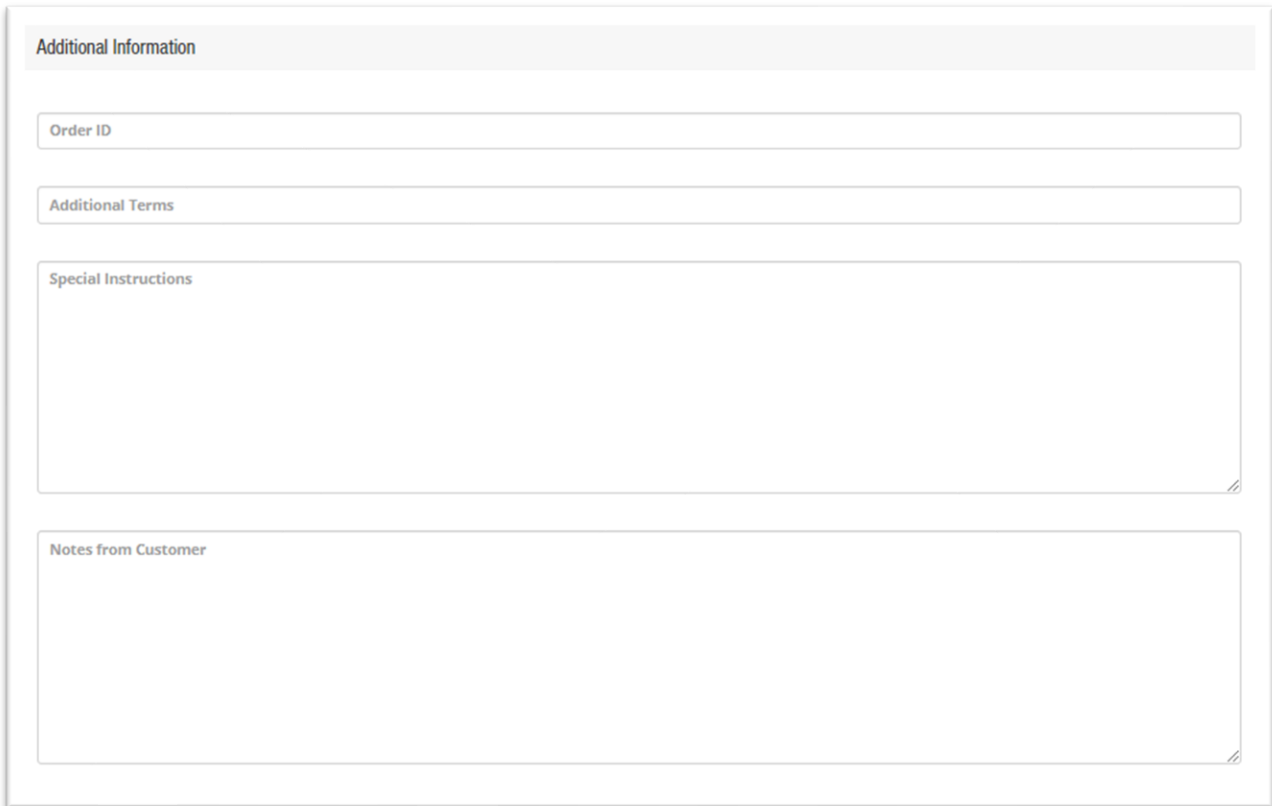
- Price to Pay Carrier – listing price. Utilize the 'Check Prices' icon for comparable pricing based on the equipment. We want to list a mid-pricing. Listing at bottom dollar pricing tends to bring in offers from low rated carriers.
- COD/COP – stands for Cash on Delivery and Cash on Pickup. We typically 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

The screenshot shows the same "Pricing and Payment" form, but now with populated values. The "Price to Pay Carrier" field contains "\$ 600.00". The "COD/COP Amount" field contains "\$ 0". The "Balance Amount" field contains "\$ 600". Below these fields are three dropdown menus: "Balance Payment Method", "Balance Payment Time", and "Balance Payment Terms Begin On". At the bottom of the form, a red bar contains the text "You will pay the carrier \$600".

- 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'

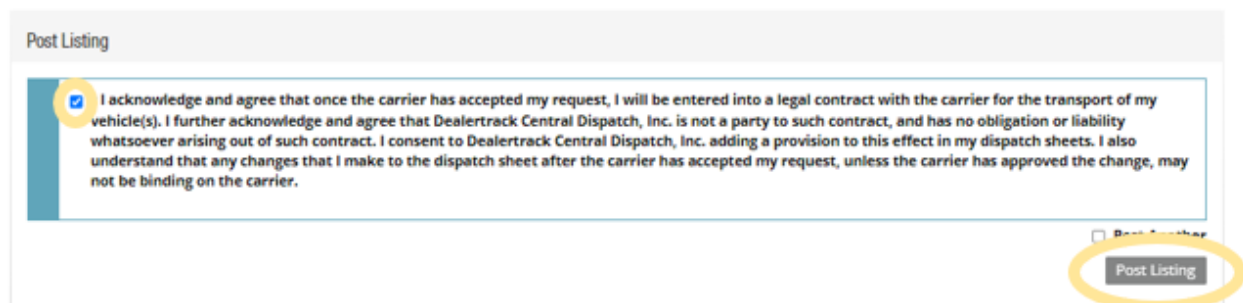


The screenshot shows a form titled "Additional Information" with a light gray header. Below the header are four input fields, each with a label and a small icon on the right side of the label:

- Order ID**: A single-line text input field.
- Additional Terms**: A single-line text input field.
- Special Instructions**: A multi-line text input field with a small icon in the bottom right corner.
- Notes from Customer**: A multi-line text input field with a small icon in the bottom right corner.

- 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



The screenshot shows a form titled "Post Listing" with a light gray header. Below the header is a large text area containing a legal disclaimer. To the left of the text is a blue square with a white checkmark icon. At the bottom right of the form is a button labeled "Post Listing".

☒ I acknowledge and agree that once the carrier has accepted my request, I will be entered into a legal contract with the carrier for the transport of my vehicle(s). I further acknowledge and agree that Dealertrack Central Dispatch, Inc. is not a party to such contract, and has no obligation or liability whatsoever arising out of such contract. I consent to Dealertrack Central Dispatch, Inc. adding a provision to this effect in my dispatch sheets. I also understand that any changes that I make to the dispatch sheet after the carrier has accepted my request, unless the carrier has approved the change, may not be binding on the carrier.

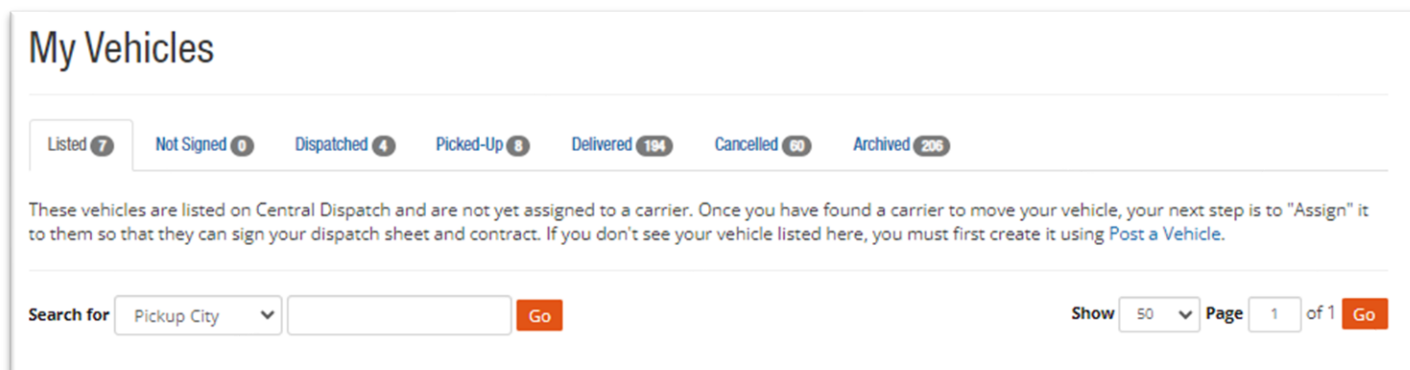
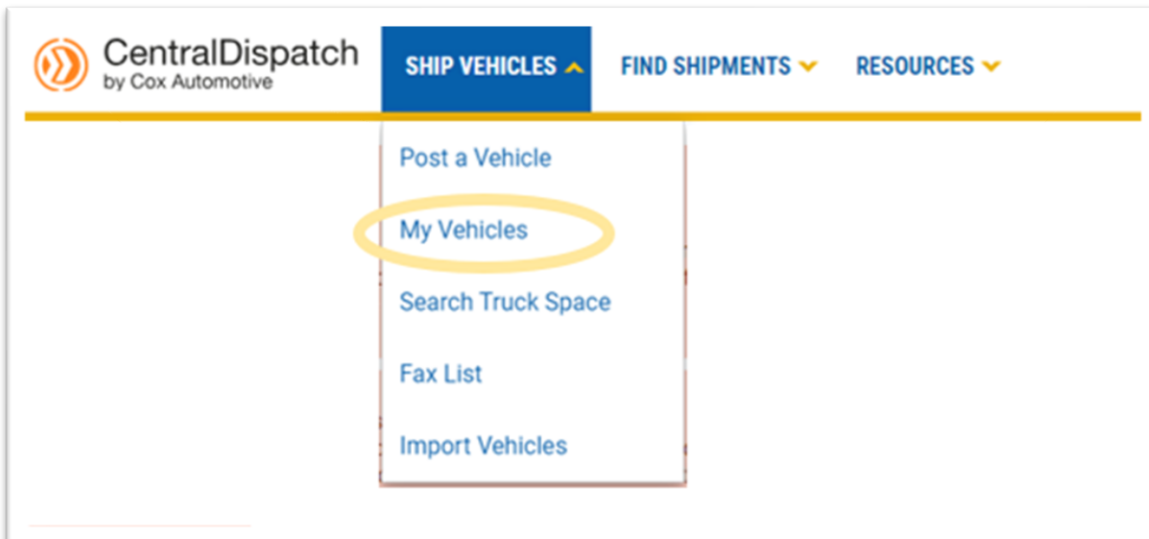
☐ Post Listing

**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	Modified	Actions
2016 Chevrolet Silverado 3500hd ⓘ (Pickup) 4dr utility bed - text 8169882349 for photo <b>Order ID:</b> 2641543 - pickup in PHILADELPHIA, MS	<b>(No Carrier Assigned)</b> \$1550 Company Check 1,198 mi (\$1.29/mi)	<b>08/07/24</b> Expires: 08/11/24 <b>Modified:</b> 08/07/24 9:02 AM PST	<b>assign</b> 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.

<b>Carrier Information</b>	<b>Your Company Information</b> <span>Edit</span>
<input type="text" value="* Company Name"/>	<b>Company Name</b> <input type="text" value="Transit Pros LLC"/>
<b>MC#</b> <input type="text"/>	<b>MC#</b> <input type="text" value="00979992"/>
<b>Contact</b> <input type="text"/>	<b>Contact</b> <input type="text" value="Adriel or Morgan"/>
<b>Address</b> <input type="text"/> <input type="text"/>	<b>Address</b> <input type="text" value="3215 NE Carnegie Dr Ste 200"/> <input type="text"/>
<b>City</b> <input type="text"/>	<b>City</b> <input type="text" value="Lees Summit"/>
<b>*State</b> <input type="text" value=""/>	<b>*State</b> <input type="text" value="Missouri"/>
<b>Postal Code</b> <input type="text"/>	<b>Postal Code</b> <input type="text" value="64064"/>
<b>Phone #1</b> <input type="text"/>	<b>Company Phone</b> <input type="text" value="(816) 220-3186"/>
<b>Phone #2</b> <input type="text"/>	<b>Dispatch Phone</b> <input type="text" value="(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

Phone #1 <input type="text"/>	Phone #2 <input type="text"/>	(816) 220-3186 <input type="text"/>	(816) 220-3186 <input type="text"/>
Cell Phone <input type="text"/>	Fax <input type="text"/>	<input type="text"/>	
Driver's First Name <input type="text"/>			
Driver's Last Name <input type="text"/>			
Driver Phone <input type="text"/>			

- 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](mailto: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

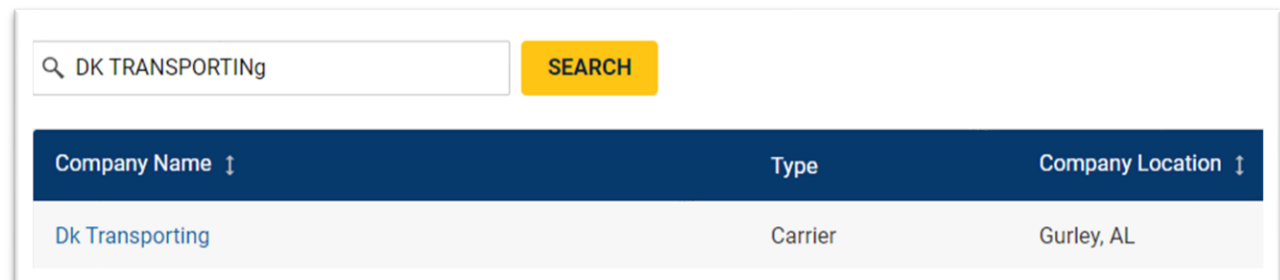
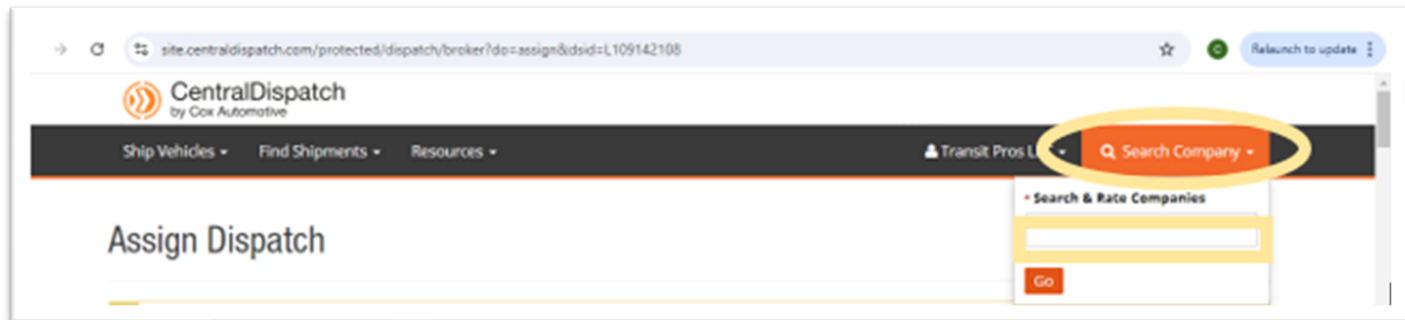
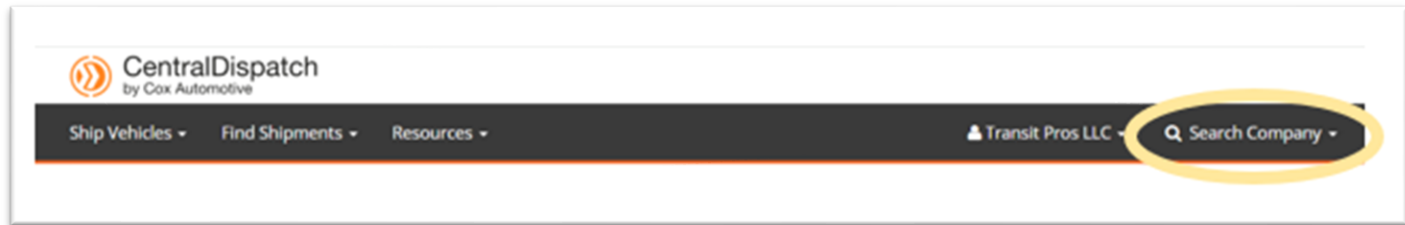
Vehicle / Order ID	Carrier / Pay	Ship Date Modified	Actions
2016 Chevrolet Silverado 3500hd ⓘ (Pickup) 4dr utility bed - text 8169882349 for photo <b>Order ID:</b> 2641543 - pickup in PHILADELPHIA, MS	<i>(No Carrier Assigned)</i> \$1550 Company Check 1,198 mi (\$1.29/mi)	<b>08/07/24</b> Expires: 08/11/24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

- 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.
  - o APAR > Payment Preference > Central Dispatch Check (unless carrier prefers cc payment)
  - o W-9/INS – required

## Emailing Carrier through Central Dispatch

Company Information > Select 'View company info'

**DK TRANSPORTING**

**Company Information**

Business Type <b>Carrier</b>	Business Owner <b>Dmitriy Brenici</b>	Email <a href="mailto:dbrenici@yahoo.com">dbrenici@yahoo.com</a>
Address <b>300 3rd ST Gurley, AL 35748</b>	Website --	Local Phone Number <b>916-247-1354</b>
<a href="#">View company info</a>	Hours <b>7a-8p</b>	Local Phone Number Notes --
Company Description <b>Small business, sole proprietor</b>	Year Established <b>2020</b>	Fax Number --

Contact Information > Select 'Click to Send Email'

**Contact Information**

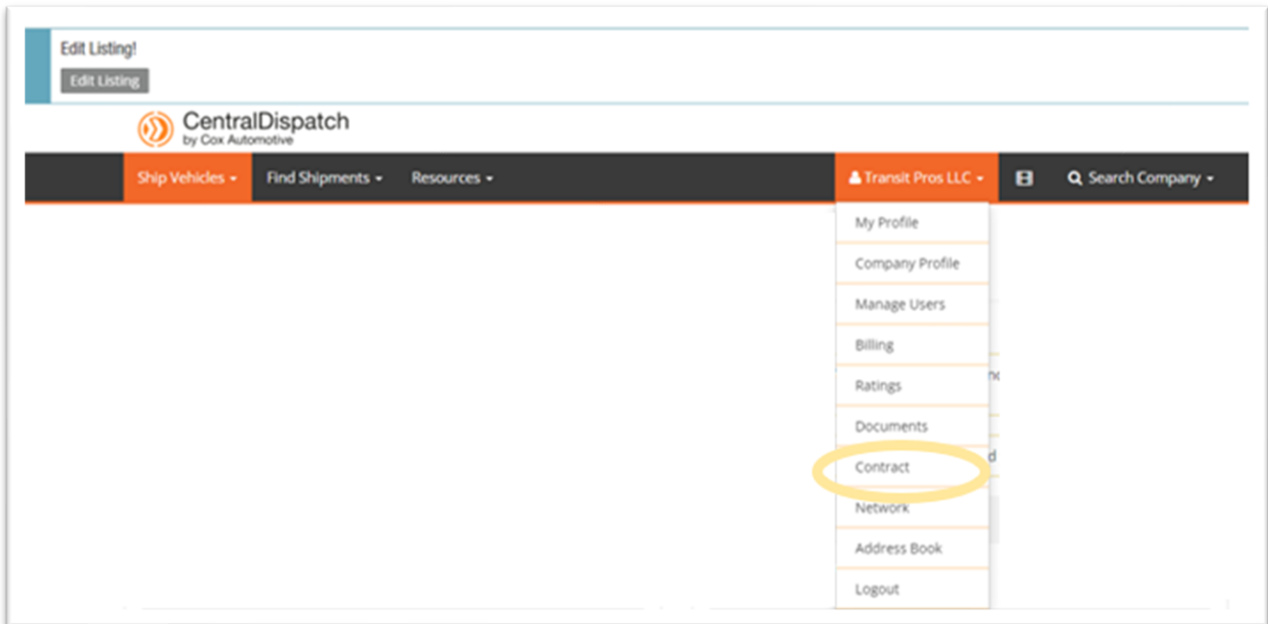
**Contact:** Katerina  
**Preferred Contact Method:** Any  
**Main Phone:** (916) 514-2616  
**Local Phone:** (916) 247-1354  
**Fax Number:**  
**Email:** [Click to Send Email](#)

## 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
  - o "Pending BOL for CDC"
  - o "BOL uploaded – pending CDC"

## View our Contract

Transit Pros LLC > 'Contract'



## View Archived Contacts

Transit Pros LLC > 'Address Book'

