

# **FleetX Training Documentation**

**Version 2.0**

**10/16/2016**



LOG IN

NEW USER? [CLICK HERE](#) TO REGISTER

USERNAME:   
PASSWORD:

1e8e1

VERIFICATION CODE:

SUBMIT

FORGOTTEN YOUR USERNAME/PASSWORD? [CLICK HERE](#)

Logisticorp and its combined resources offer flexible logistics solutions designed to meet specific needs.

1722 Minters Chapel Road, Suite 100  
Grapeland, TX 76051-7637  
(214) 956-0400  
sales@logisticorpgroup.com

[Click here to report a problem with this page](#)

The FleetX application is located at: <https://www.logisticorp.us/fleetx/> . Click on this link to access the site, then bookmark it for future use.

1. If you are not yet a user, then click the “click here” link at the top of the page in order to sign up for a username and password.
2. If you are an authorized user, but have forgotten your password, click the “click here” link at the bottom of the page to receive an email with your login info.
3. If you are ready to login, then you can do so in the center of the page. Simply type in your username (which is your email address), your password, and the “captcha” verification code, then click the “SUBMIT” button.

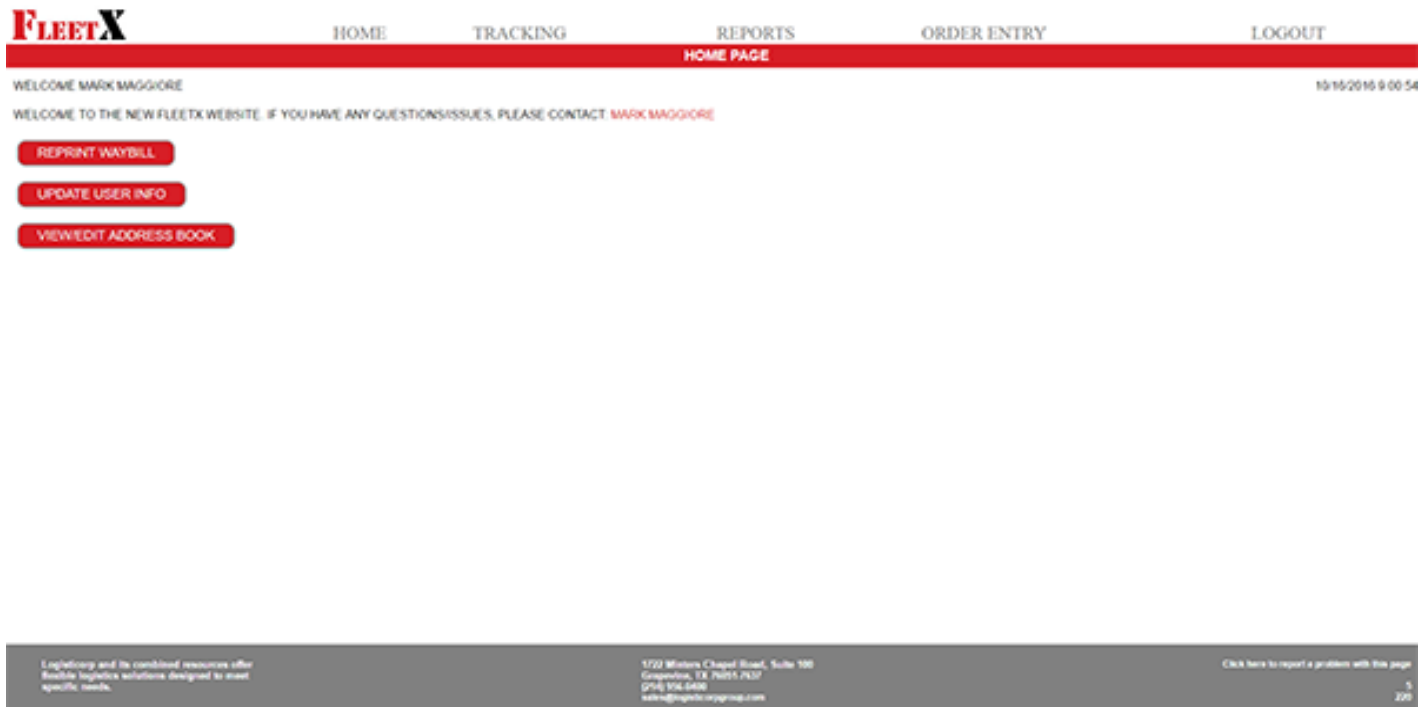
COMPLETE THIS FORM AND SUBMIT TO BECOME A NEW USER.

NAME:   
COMPANY:   
ADDRESS:   
CITY:   
STATE: TX  
ZIP CODE:   
COST CENTER:   
PHONE NUMBER:   
EMAIL ADDRESS:   
RE-TYPE EMAIL ADDRESS:   
PASSWORD:

4 1 9 8 1  
VERIFICATION CODE:

**SUBMIT**

To sign up as a new user, simply fill out the short new user application form and click “SUBMIT.” If you have a valid TI email address, then you will immediately be sent a verification email with log in instructions. If you do not have a valid TI email address, then it could take up to 1 business day to be approved to access the FleetX system.



From the Home page, you have several options.

From the top navigation bar you can:

1. Track an order
2. Access any available reports
3. Place an order
4. Logout

From the main body of the page you can:

1. Reprint a waybill
2. Update your user information
3. View/Edit your personal address book

REQUESTOR NAME: MARK MAGGIORE  
PHONE NUMBER: 222-222-2222  
EMAIL ADDRESS: MARK.MAGGIORE@LOGISTXCORP.US  
SPECIAL INSTRUCTIONS:

[EDIT](#)[NEXT >>>](#)

The order process is broken into several small, easy to navigate, sections. You can move back and forth throughout the process if you need to make any changes to your order prior to submitting it. Only use the red “<<<BACK” or “NEXT>>>” buttons to navigate between the pages.

On page one of the order entry process you can “Edit” your basic requestor information should it have changed recently.

On this page you would enter:

1. Special Instructions. This is an optional field for any special instructions.

Click the “NEXT>>>” button to continue.

WHICH MOST CLOSELY DESCRIBES YOUR SHIPMENT?



LIGHT PACKAGE



HEAVY FREIGHT

&lt;&lt;&lt;BACK

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[Click here to report a problem with this page](#)

This page is used to help us determine what type of vehicle will be required to pick up and deliver your order. Simply indicate whether your shipment is a "Light Package" or would be considered "Heavy Freight." Depending on your selection you will be taken to a page to then input your light package or heavy freight specifications.

MATERIAL DESCRIPTION	<input type="text"/>	(EX. CONTROL/PART NUMBER, DOCUMENTS, MACHINE PARTS)
NUMBER OF ITEMS	<input type="text"/>	Boxes
PALLETTIZATION	Select One	
IF PALLETIZED	Unstacked	
WEIGHT	<input type="text"/>	POUNDS
SERVICE LEVEL	Next Day (Base Charge, \$35)	

SERVICE LEVEL DESCRIPTIONS	
NEXT DAY	SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED BY MIDNIGHT THE NEXT DAY
8 HOUR	SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED WITHIN 8 HOURS OF THE READY TIME YOU PROVIDED
5 HOUR	SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED WITHIN 5 HOURS OF THE READY TIME YOU PROVIDED
3 HOUR	SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED WITHIN 3 HOURS OF THE READY TIME YOU PROVIDED
***NOTE: THE FASTEST SERVICE WE PROVIDE IS WITHIN 3 HOURS OF THE READY TIME YOU PROVIDED. IF YOU NEED A DELIVERY FASTER THAN 3 HOURS, WE WILL NOT BE ABLE TO PROVIDE THAT SERVICE.	

&lt;&lt;BACK

NEXT &gt;&gt;&gt;



This page will vary, depending on whether you previously indicated light package or heavy freight. Simply fill in all the required fields and select your service level from those available. The estimated base charge for your shipment is indicated next to the service level options.

\*\*\*It is important to note the service level descriptions. When you place an order for shipment, the pick up time will be at our discretion. Any time after the ready time and before the due time. The due time is determined by the service level that you selected. Example: 3 hours service level means that the shipment should be delivered by 3 hours after the ready time that was indicated. A Next Day shipment will be delivered by midnight the day after your indicated ready time. We do not make any promises on when a shipment will be picked up by, only on when it should be delivered by.

If you selected "light package," but your shipment doesn't meet any of the requirements for "light package," then your shipment will automatically be converted into a "heavy freight" order with a new set of base charges.

To continue click the "NEXT>>>" button.



**ADD/EDIT LOCATIONS IN YOUR ADDRESS BOOK**

ORIGINATION

CARRIER NAME  
BUILDING  
ADDRESS  
STATE/ZIP  
CITY/STATE/ZIP TX  
COST CENTER  
CONTACT NAME  
PHONE NUMBER  
EMAIL ADDRESS

RECEIVE NOTIFICATIONS ☒ YES ☐ NO

READY DATE 10/16/2016

READY TIME 9:12 PM

**<<BACK** **NEXT>>>**

This screen determines the origination of your shipment. All shipping locations must exist in your address book before you can select them as an origination. If the shipping location is already in your address book, then simply select the location from the origination drop down list, indicate whether you'd like to receive shipment notifications, select the ready date/time that your order will be ready to be picked up from the two corresponding drop boxes, and click "NEXT>>>" to continue.

If you need to add a new shipping location, or locations, to your address book, simply click the "ADD/EDIT LOCATIONS IN YOUR ADDRESS BOOK" button.



COMPLETE THIS FORM AND SUBMIT TO ADD A LOCATION TO YOUR ADDRESS BOOK  
TO RETURN TO THE FLEET EXPRESS ORDER PAGE, [CLICK HERE](#).

COMPANY NAME:	<input type="text"/>
COMPANY BUILDING:	<input type="text"/>
COMPANY ADDRESS:	<input type="text"/>
COMPANY FLOOR/SUITE/DOCK *	<input type="text"/>
*IF SHIPPING FREIGHT, YOU MUST INCLUDE A DOCK NUMBER	
COMPANY CITY:	<input type="text"/>
COMPANY STATE:	TX
COMPANY ZIP CODE:	<input type="text"/>
CONTACT NAME:	<input type="text"/>
COST CENTER (OPTIONAL):	<input type="text"/>
CONTACT PHONE NUMBER:	<input type="text"/>
CONTACT EMAIL ADDRESS:	<input type="text"/>
RE-TYPE CONTACT EMAIL ADDRESS:	<input type="text"/>
<input type="button" value="SUBMIT"/>	

PRE-EXISTING LOCATIONS SORT BY:

	COMPANY NAME	BUILDING	ADDRESS	FLOOR/SUITE/DOCK	CITY	ZIP CODE	CONTACT NAME	COST CENTER	PHONE	EMAIL ADDRESS
<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>	345	3	3	3	3	3	3	3	3
<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>	DESTINATION PLACE	THE DESTINATION BUILDING	ANOTHER ADDRESS	SWEETER	SOME CITY	85985	JOSEPH BLOWSEPH	888-888-8888	MARK.MAGGIORE@LOGISTICSORPU
<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>	DAOS 5 SOUTH	THE BUILDING	13353 T1 BLVD	FA LAB	DALLAS	75243	NA	NA	NA
<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>	H	H	H	H	H	H	MAGGIORE	H	H

To add a new location to your address book, simply enter all of the location information into the form and click the “SUBMIT” button. The location will be added to your address book, which is displayed directly under the new address form.

\*\*\*If your location will be used for heavy freight, you MUST provide a dock number.

At the bottom of the page you will find buttons that allow you to edit or delete any of your locations. To Edit/Update a location, simply click the “Edit” button, update you entry and save your changes. To delete a location, simply click the “DELETE” button directly under the location you wish to remove.

When you are done updating or reviewing your locations, simply click the “click here” link and you’ll be returned to whatever portion of the order process you were previously on.

## ADD/EDIT LOCATIONS IN YOUR ADDRESS BOOK

DESTINATION	<input type="text" value="Select your destination"/>
COMPANY NAME	
BUILDING	
ADDRESS	
SUITE	
CITY/STATE/ZIP	TX
COST CENTER	
CONTACT NAME	
PHONE NUMBER	
EMAIL ADDRESS	
RECEIVE NOTIFICATIONS	<input checked="" type="radio"/> YES <input type="radio"/> NO



&lt;&lt;&lt;BACK

NEXT&gt;&gt;&gt;

The destination page is similar to the orination page in that you select the destination from the drop down of your available locations. If the location isn't available simply add it to your address book as previously described. Then indicate whether the email address associated with the destination would like to receive shipment notifications, and click the "NEXT>>>" button.

## ORDER SUMMARY

ORIGINATION	JOB BLVD (NEW COMPANY) (HOME ADDRESS) (SHEET
DESTINATION	8000K MAGDORE (RPA8) (123 MY ADDRESS) (SUITE 100
READY TIME	10/16/2014 9:47 PM
PRIORITY	NEXT DAY
ESTIMATED DELIVERY TIME	10/17/2014 9:47:04 PM
ESTIMATED CHARGES:	
NEXT DAY SERVICE LEVEL	\$36.00
FUEL CHARGE	\$4.32

**TOTAL ESTIMATED COST \$40.32**

COST CENTER TO BE BILLED (YOU MUST SELECT CENTER ONE)

\* 

(FORMAT: "C1"+3 DIGIT DIVISION+5 DIGIT COST CENTER. EX: C1012345)

OR, IF YOU ARE USING A PO NUMBER, ENTER IT BELOW:



[SUBMIT ORDER](#)[<<< BACK](#)[CANCEL ORDER](#)

The final step of the order process is to review your order and either “SUBMIT ORDER,” “CANCEL ORDER,” or use the “<<<BACK” button to make any corrections to your order prior to submitting it. The review page will show all of the basic information. Origination, Destination, Ready Time, Service Level/Priority, Estimated delivery time, and the ESTIMATED charges that will be charged to your cost center for this order. There may be additional accessorial charges assessed if any information was misentered, the shipment is not available upon our arrival, etc.

\*\*\*You must provide a valid cost center or a PO Number in order to submit your order. This is a new TI requirement. The correct format for a cost center is: "C1"+3 DIGIT DIVISION+5 DIGIT COST CENTER. EX: C112312345)

FLEETX WAYBILL  
(PLEASE PRINT OUT AND ATTACH TO YOUR SHIPMENT)



<b>PRIORITY</b>	<b>PRIORITY LEVEL</b>	<b>NEXT DAY</b>
<b>REQUESTOR</b>	<b>REQUESTOR NAME</b>	MARK MAGGIORE
	<b>PHONE NUMBER</b>	222-222-2222
	<b>REQUESTOR EMAIL</b>	MARK.MAGGIORE@LOGISTICORP.US
	<b>NOTIFICATION EMAIL(S)</b>	MARK@MAGGIORE.NET;MARK@MAGGIORE.NET
	<b>PO NUMBER</b>	123456789
	<b>SPECIAL INSTRUCTIONS</b>	
<b>COMMODITY</b>	<b>MATERIAL DESCRIPTION</b>	8
<b>JOB # 00055585</b>	<b>NUMBER OF PIECES</b>	8 BOXES
	<b>WEIGHT</b>	8 POUNDS
	<b>DIMENSIONS</b>	L: 8 W: 8 H: 8 INCHES
<b>ORIGINATION</b>	<b>COMPANY NAME</b>	NEW COMPANY
	<b>BUILDING</b>	THE NEW COMPANY BUILDING
	<b>ADDRESS</b>	SOME ADDRESS
	<b>SUITE/CUBE</b>	SWEET
	<b>CITY/STATE/ZIP</b>	THE CITY TX 12345-6789
	<b>CONTACT NAME</b>	JOE BLOW
	<b>PHONE NUMBER</b>	111-111-1111
	<b>EMAIL ADDRESS</b>	MARK@MAGGIORE.NET
<b>PICK UP SIGNATURE</b>	<b>READY DATE/TIME</b>	10/16/2016 10:04:40 PM
<b>DESTINATION</b>	<b>COMPANY NAME</b>	RFAB
	<b>BUILDING</b>	RFAB BUILDING
	<b>ADDRESS</b>	123 MY ADDRESS
	<b>SUITE/CUBE</b>	SUITE 100
	<b>CITY/STATE/ZIP</b>	RICHARDSON TX 75080
	<b>CONTACT NAME</b>	MARK MAGGIORE
	<b>PHONE NUMBER</b>	111-111-1111
	<b>EMAIL ADDRESS</b>	MARK@MAGGIORE.NET
<b>DROP OFF SIGNATURE</b>	<b>DUE DATE/TIME</b>	10/17/2016 10:04:26 PM

\*\*\* PLEASE MAKE CERTAIN THAT ALL THREE BARCODES ARE VISIBLE TO OUR DRIVER! \*\*\*

[PRINT WAYBILL](#)

[PLACE NEW ORDER](#)

[RETURN HOME](#)

IF YOU ARE NOT AT THE ORIGINATION, AND NEED TO SEND A COPY OF THIS WAYBILL TO ANOTHER INDIVIDUAL TO PRINT OUT AND PLACE ON THE SHIPMENT, THEN ENTER THE INDIVIDUAL'S EMAIL BELOW AND CLICK "EMAIL WAYBILL."

[EMAIL WAYBILL](#)

Once you have submitted your order, simply print out the FleetX waybill and attach the waybill to your shipment. **This waybill is required for our drivers to accept your shipment**, so please make sure it is secure and obviously visible to our drivers. On the waybill, there is an area to sign to acknowledge pick up and delivery of your shipment. This is optional for most, but some customers require it.

If you are placing the order, but are not at the origination, at the bottom of the waybill, there is a text field where you can enter an individual's email, click "EMAIL WAYBILL," and a copy of the waybill will be sent that can then be printed out and attached to the shipment.

\*\*\*Once again, it is REQUIRED that you securely attach a copy of the waybill to your shipment, otherwise our drivers will not be able to pick up your shipment. Also, please make sure that all three barcodes are visible to the driver.

Once you've done so, you can either "PLACE NEW ORDER" or "RETURN HOME."

PROVIDE AS MUCH, OR AS LITTLE SEARCH CRITERIA AS NEEDED

ORDER NUMBER:   
DOCUMENT NUMBER:   
DATE SENT RANGE:  
FROM:   
TO:   
PRIORITY:   
ORDER STATUS:   
ORIGINATION:   
DESTINATION:   
SORT BY:

SEARCH

To track an order, simply select “TRACKING” from the top navigation bar. Enter as many or as few criteria as you’d like, select how you’d like your results displayed, then click “SEARCH.”

Lastly, any available reports can be accessed by clicking “REPORTS” from the top navigation bar.

If you have any questions regarding this documentation, you may contact Mark Maggiore at 817-591-2956.