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Booking LTL with BlueShip/BlueGrace

When a customer requests a shipment for LTL, follow the steps outlined below.

1. Sing into BlueShip here, using the credentials found here.

2. Click the "Quote & Book" option at the top.

3. Fill each field marked with a blue line, including Length, Width and Height. Scroll down and click "Get Quote." (For freight class, use 250, or the class the customer provided.)

4. On the next page, find the carrier and rate you will use and click "Select."
   a. Check to make sure the chosen carrier is NOT on a DNU list first.

5. Complete all the required fields on the next page, using the information provided by the customer. Mark the checkbox and select "Book Shipment with No Insurance" at the bottom.

6. Finally, click "Download Bill of Lading" and forward to the customer along with the carrier name.
   a. IF FedEx is used, send their shipping label as well.

* See management or a team member for the Do Not Use (DNU) list. *