

## Accepting or Rejecting Load Tenders

Hello, welcome to the Vantix TMS Training Series.

Today's training will cover Accepting or Rejecting Load Tenders

Topic: Accepting or Rejecting Load Tenders

Audience: Transportation Service Providers – Operations

Log into the Vantix TMS at <http://www.vantixlogistics.com/> and click on Customer Login.

Load Tenders appear in the Carrier Manage Tenders Portlet. When a load is tendered to a carrier, the carrier users will receive an email tender notice.

### Steps:

- 1) The tender can be accepted directly from the email tender or in the Carrier Manage Tenders portlet. A Pro number is requested but not necessary at the time of acceptance.
- 2) If accepting in the portlet, Log into the Vantix TMS at <http://www.vantixlogistics.com/> and click on Customer Login.
- 3) Locate the load on the Carrier Manage Tenders portlet.
- 4) Click on the Green check mark to accept or on the Red X to decline. If declining, please provide a reason code from the drop box menu.

### Summary Recommendations/Warnings for Accepting or Rejecting Tenders:

- 1) The tender document does not have equipment stated on it. I'm working with our IT group to provide this information on the tender.
- 2) Equipment can be seen by going to the Loads button --> All Loads report and opening the load.
- 3) For the load to be paid, it must have a pro number which has to be entered either at the time of acceptance or when the pickup date is posted.