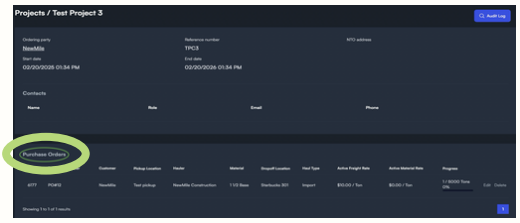
Creating an Order

Here's a quick look at the info you'll want to fill out before finishing an order. Follow these steps to ensure accuracy, avoid delays and help drivers have the information they need for a smooth pickup and delivery.

1

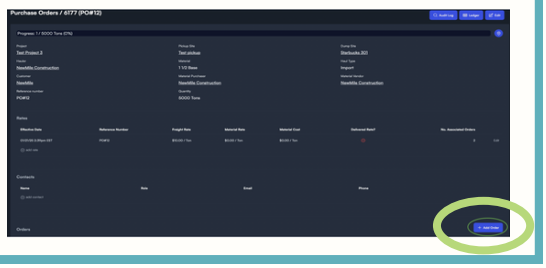
After navigating to the Project page, scroll to the Purchase Order section and select the Purchase Order you want to create an Order for.



2

Click + Add Order.

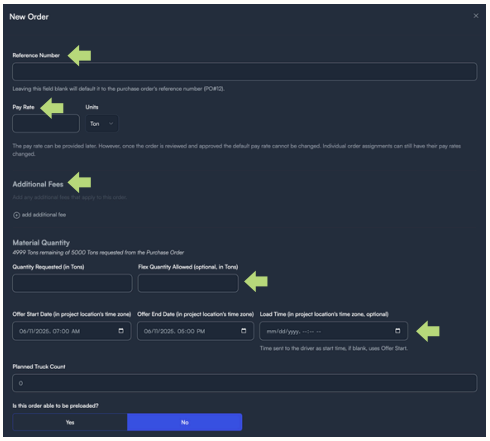
A pop up will appear for you to fill in the details of your Order.



3

Enter the following information:

- **Reference Number** - Leave this blank to auto-populate with the Purchase Order Reference Number.
- **Truck Pay Rate** - This is the rate that will be paid to the Truck Owner.
- **Additional Fees and Charges** - Include any extra amounts that will go to the truck, such as a fuel surcharge.
- **Quantity and Flex Quantity (if applicable)** - Specify the total quantity. Use Flex Quantity if there is a minimum and maximum range.
- **Start Time, End Time, and Load Times** - This controls when trucks will begin and stop receiving offers for this order.



4

Add any Pick-Up and Drop-Off notes, including special instructions, important notices, and relevant contact information for drivers related to this order.

Click Save Order.

