

# How to enter Spot Bids

---

## Contents

|  |   |
|--|---|
| Bidding on Loads.....                      | 1 |
| Profile setup for Bid Declined emails..... | 2 |
| Bidding on loads.....                      | 3 |
| Recalling Bid.....                         | 5 |

## Bidding on Loads

Select Tender/Respond to Offers from the menu  
Click Link, View Open Spot Market(s)  
Click Bid to bid on a load  
Fill in Bid Type (**FLAT**), Bid Amount, and List miles (if required)  
List the Line Haul and Fuel Surcharge in the comments.  
(500.00 Line Haul & 35.00 Fuel Surcharge)  
Bid Amount should be total of Line Haul and Fuel Surcharge  
Click Submit to Place Bid, click OK to confirm.

Once Bid has been submitted, shipper will review all bids and award load to selected carrier. If your Bid is 'Declined' you will receive an email notification. Carriers can then resubmit your bid assuming load hasn't already been awarded.

To get these emails user must have their profile setup correctly.

## Profile setup for Bid Declined email notifications

Login to CarrierPoint

Click My Profile button at top of page.



The profile has a few 'required' items.

Security Question and Answer

Email and Office Phone.

Fill in the required items and check the notifications wanted. In this case were only talking about 'Bid Declined'. You may select any or all.

test carrier ( test-carrier ) on .95

User Password

What location do you work at?

➤ Security Question

➤ Security Answer

➤ E-Mail

➤ Office Phone/Ext

Cell Phone

PDA

Pager

Cell Email

Office Fax

.95

|                                 | E-Mail   | Pager  | Cell Email   |
|---------------------------------|--|--|--|
|                                 | <input checked="" type="checkbox"/> / <input type="checkbox"/> | <input checked="" type="checkbox"/> / <input type="checkbox"/> | <input checked="" type="checkbox"/> / <input type="checkbox"/> |
| Shipment Posted                 | <input type="checkbox"/>                                       | <input type="checkbox"/>                                       | <input type="checkbox"/>                                       |
| Shipment Posted (short version) | <input type="checkbox"/>                                       | <input type="checkbox"/>                                       | <input type="checkbox"/>                                       |
| ➤ Bid Declined                  | <input checked="" type="checkbox"/>                            | <input type="checkbox"/>                                       | <input type="checkbox"/>                                       |

Be sure and click Submit at the bottom of the page when you've made all selections.

**Submit**

## My Profile Setup

User information successfully updated.

## Bidding on loads

Loads are offered to carriers without a rate. Each carrier has the ability to 'Bid' loads. .

Once logged in using the toolbar select Tender, Respond to Offers. When Spot offers are available this page will display the link; View 1 open spot market(s)



Clicking this link will display the loads as shown here.

## Search Load Tenders

[advanced search](#) | [legend](#)

1 Loads(s) met your search criteria.

| DSM ID#                          | Shipper      | Ref#      | Order# | Date Range   | Origin/Dest.  | Distance | Equip. Wt.      | Actions             |
|----------------------------------|--------------|-----------|--------|--|---|----------|-----------------|---------------------|
| <a href="#">11534177</a><br>Open | test shipper | 369258... | 369258 | P:4/19/2012 07:00 AM - 4/20/2012 05:00 PM<br>D:4/21/2012 07:00 AM - 05:00 PM | Buckhead, GA 30052<br>Nashville, TN 30318<br>test shipper |          | FB<br>45000 lbs | <a href="#">BID</a> |



From this view click the link BID in the Actions column.

Market Bidding

DSM ID# 11534177 Remaining Time: 1 Hours 49 Minutes  
Market Starts: 4/19/2012 03:35 PM EDT Market Ends: 4/19/2012 05:35 PM EDT

Shipment Information DSM [11534177](#) Shipper Ref #

| Stop       | Location                      | BOL    | Date Range                                   | Selected Date | Weight Change       | Departure Weight | Appointment           |
|------------|-------------------------------|--------|--|---------------|---------------------|------------------|-----------------------|
| (Pickup)   | 0-test -shipper: Buckhead, GA | 369258 | 4/19 at 07:00 AM EDT<br>4/20 at 05:00 PM EDT | 4/19/2012     | Pickup: 45,000 lbs  | 45,000 lbs       |                       |
| (Delivery) | 1-test shipper: Nashville, TN | 369258 | 4/21 at 07:00 AM CDT<br>4/21 at 05:00 PM CDT | 4/21/2012     | Deliver: 45,000 lbs | 0 lbs            | DockMaster Scheduling |

[View Other Bids](#)

Response Information Please include Fuel Surcharge in your bid

Responding for location:

Bid Type:

Bid Amount:

Number of Miles:

Comments:

Truck #:

Equipment/Container #:

Driver #:

Using the link View Other Bids carrier can see bids placed by other carriers. Carrier names are not displayed only bid amounts.

[View Other Bids](#)

When bidding ALL bids should be a Flat Rate amount as shown here.

**Please include Fuel Surcharge in your bid**

Responding for location:

**Bid Type:**

**Bid Amount:**

**Number of Miles:**

**Comments:**

These can be entered but are NOT required.

Truck #:

Equipment/Container #:

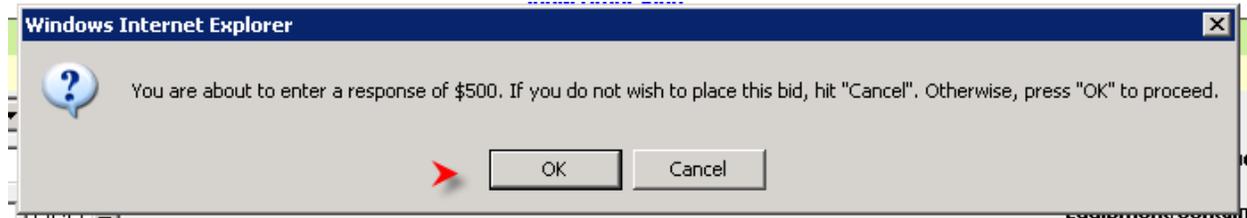
Driver #:

Click Submit



A pop up comes up letting users know they're about to place a bid.

Click OK to place bid or Cancel to go back and make any changes.



## Recalling Bid

After load has been bid on, it will show an 'In progress' status on View Load Tenders page.

To recall, click the BID link, then recall.

| DSM ID#<br>Status                       | Shipper      | Ref# Order#      | Date Range   | Origin/Dest.  | Distance | Equip.<br>Wt.   | Actions             |
|---|--------------|------------------|--|---|----------|-----------------|---------------------|
| <a href="#">11534177</a><br>In progress | test shipper | 369258... 369258 | P: 4/19/2012 07:00 AM - 4/20/2012 05:00 PM<br>D: 4/21/2012 07:00 AM - 05:00 PM | Buckhead, GA 30052<br>Nashville, TN 30318<br>test shipper |          | FB<br>45000 lbs | <a href="#">BID</a> |



## Bids for Market

DSM ID: [11534177](#)

Remaining Time: 0 Days 1 Hours 3 Minutes

Market Starts: 4/19/2012

Market Ends: 4/19/2012

| Shipment Information DSM <a href="#">11534177</a> Shipper Ref # |                               |        |  |                     |                  |                       |
|---|-------------------------------|--------|--|---------------------|------------------|-----------------------|
| Stop  | Location                      | BOL    | Date Range                                   | Weight Change       | Departure Weight | Appointment           |
| (Pickup)  | 0-test -shipper: Buckhead, GA | 369258 | 4/19 at 07:00 AM EDT<br>4/20 at 05:00 PM EDT | Pickup: 45,000 lbs  | 45,000 lbs       |                       |
| (Delivery)  | 1-test shipper: Nashville, TN | 369258 | 4/21 at 07:00 AM CDT<br>4/21 at 05:00 PM CDT | Deliver: 45,000 lbs | 0 lbs            | DockMaster Scheduling |

### Bidding Activity - Your Bid(s) in Bold

| Status  | Amount            | Placed on / By                    | Stop : Selected Date   | Action   |
|---|-------------------|-----------------------------------|--|--|
| <b>Active</b>   | <b>500.00 USD</b> | <b>4/19/2012<br/>test carrier</b> | <b>test -shipper - Buckhead, GA : 4/18/2012<br/>test shipper - Nashville, TN : 4/21/2012</b> |  <a href="#">Recall</a> |
| <b>Comments:</b> LH 400 + 100 FSC = 500.00 (by test carrier Thu Apr 19 16:33:21 EDT 2012) |                   |                                   |  |  |

Place Bid

[Return to listing](#)

To update or bid again, click Place Bid and bid as you did the first time.

## Bids for Market

DSM ID: [11534177](#) Remaining Time: 0 Days 1 Hours 1 Minutes  
 Market Starts: 4/19/2012 Market Ends: 4/19/2012

| Shipment Information DSM <a href="#">11534177</a> Shipper Ref # |                               |        |  |                     |                  |                       |
|---|-------------------------------|--------|--|---------------------|------------------|-----------------------|
| Stop  | Location                      | BOL    | Date Range                                   | Weight Change       | Departure Weight | Appointment           |
| (Pickup)  | 0-test -shipper: Buckhead, GA | 369258 | 4/19 at 07:00 AM EDT<br>4/20 at 05:00 PM EDT | Pickup: 45,000 lbs  | 45,000 lbs       |                       |
| (Delivery)  | 1-test shipper: Nashville, TN | 369258 | 4/21 at 07:00 AM CDT<br>4/21 at 05:00 PM CDT | Deliver: 45,000 lbs | 0 lbs            | DockMaster Scheduling |

Bidding Activity - Your Bid(s) in Bold

| Status | Amount | Placed on / By | Stop : Selected Date | Action |
|--------|--------|----------------|----------------------|--------|
|--------|--------|----------------|----------------------|--------|



[Return to listing](#)

