

BROKER A LOAD

In addition to dispatching company drivers and owner operators, TMS digital Dispatch also allows for brokerage to carriers! We truly are an “all in one package!” dispatch program. Brokering a load is just as easy as any other dispatch process. Just choose your load, choose your carrier and hit the Broker button.

Fill in the information important to your team and click OK. The automatic “print fax agreement box pops up” but you will always have the option to reprint if you choose to not print at this time.

Like all of our forms and reports you have the option to PRINT, EMAIL or SAVE AS a text file. This is an example of a generic fax agreement and yours will be customized.

The next step is to deliver the load. Notice after the load is brokered it shows a status of B. Again we deliver through the call-ins, however, it is a bit different than with a company driver or owner operator. In the case of brokered loads you will use the F4 ADD button and then choose which manifest you wish to work with. At this point you can change the status to E for enroute and make notes along the trip or change the status to D for delivered and fill in the fields accordingly.

You have now successfully brokered and delivered a load!