

## Creating an Order

When you click “Schedule Pickup”, the first screen you will see looks like this. There are 2 ways to use this form:

1. If you have already been assigned a customer number by this system, enter your Customer ID on the right side of the form. It is not necessary to enter the billing information on the left side.
2. If you have never used this system, enter your billing information on the left side of the screen. Do not type a customer ID into the field on the right side of the screen.

For **Priority** shipments please call (973) 242-0777

Enter Billing information: Red fields are required.		Existing Customers Enter ID Below:
Company	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State/Zip	<input type="text"/> <input type="text"/>	
Phone No.	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	

Continued on the next page.

After filling in the appropriate section of the billing form, you must provide pickup and delivery location information.

1. If you are having the load picked up from the same location as the billing address, click on the  checkbox. If you click this box, it is not necessary to fill in the pickup location form. Be sure to complete the delivery address information.
2. If you are having the load delivered to the same location as the billing address, click on the  checkbox. If you click this box, it is not necessary to fill in the pickup location form. Be sure to complete the pickup address information.
3. If you want the load held at DeCaro's facility for pickup, check the Hold for Pickup box. It is not necessary to enter a delivery address if this option is chosen.
4. Enter the required pickup date, time the load will be ready and the closing time of the pickup location into the appropriate areas of the form.

Shipment Information

Pickup Location	Delivery Address
<input type="checkbox"/> click to copy bill address to pickup address	<input type="checkbox"/> click to copy bill address to delivery address
Company <input type="text"/>	Hold for Pickup: <input type="checkbox"/> Company <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
City <input type="text"/>	City <input type="text"/>
State/Province <input type="text"/>	State/Province <input type="text"/>
Zip/postal: <input type="text"/>	Zip/postal: <input type="text"/>
Phone <input type="text"/>	Phone <input type="text"/>
Required Pickup Date MM/DD/YYYY 08 / 10 / 2003	Close Time HH:MM (24 Hr) 17 : 30
Pickup Ready Time HH:MM (24 Hr) 00 : 00	Reference # <input type="text"/>

After filling in the Billing, Pickup and Delivery address information, you have the opportunity to select special services, as shown below. Once you have done so, click Submit.

Special Services

Choose any, all, or none of these Special Service Options:

<input type="checkbox"/> Residential pickup	<input type="checkbox"/> Residential delivery	<input type="checkbox"/> Construction site
<input type="checkbox"/> AM Special	<input type="checkbox"/> PM Special	<input type="checkbox"/> Inside Delivery
<input type="checkbox"/> Notify prior to delivery	<input type="checkbox"/> Liftgate service	<input type="checkbox"/> Two Man

### Here's a review:

If you are a new customer, or if you have never used this system before, enter your billing information into the fields, as shown here:

For **Priority** shipments please call (973) 242-0777

<p>Enter Billing information: Red fields are required.</p> <p><b>Company</b> <input type="text" value="Fredco, Inc."/></p> <p><b>Name</b> <input type="text" value="John Doe"/></p> <p><b>Address</b> <input type="text" value="123 Any Street"/></p> <p><b>City</b> <input type="text" value="Anytown"/></p> <p><b>State/Zip</b> <input type="text" value="NJ"/> <input type="text" value="07787"/></p> <p><b>Phone No.</b> <input type="text" value="201-555-1233"/></p> <p><b>Fax</b> <input type="text" value="201-555-1234"/></p> <p><b>Email</b> <input type="text" value="johnd@fredco.com"/></p>	<p>Existing Customers</p> <p>Enter ID Below:</p> <input type="text"/>
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When you submit the form, a customer ID and password will automatically be assigned to you – WRITE IT DOWN!! You will use this information for future pickup requests and to track your pickup status.

**Since you did not enter a customer ID we have assigned one to you.  
Your new Customer ID/User Name is: Fre9**

**Your new Password is: Fre593;**  
Please make a note of these.

If you use the assigned customer ID on subsequent orders, you will not have to enter your billing information. Simply type your customer ID into the space provided, as shown here:

For **Priority** shipments please call (973) 242-0777

Enter Billing information: Red fields are required.		Existing Customers Enter ID Below:
Company	<input type="text"/>	<input type="text" value="Fre9"/>
Name	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State/Zip	<input type="text"/> <input type="text"/>	
Phone No.	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	

When you submit the form, the billing information will automatically be inserted for you.

Shipment Information		
Shipper	Pickup Location	Delivery Location
Fredco, Inc. 123 Any Street Anytown NJ 07787 Phone: 201-555-1233 FAX: 201-555-1234 Email: johnd@fredco.com	Fredco, Inc. 123 Any Street Anytown NJ 07787 Phone: 201-555-1233	Joeco, Inc. 432 Joe Street Anytown NJ 07787 Phone: 201-555-3321
Required Pickup Date 08/10/2003 Pickup Ready Time 13:30 (24 Hr)		Close Time 17:30 (24 Hr) Reference # 1234

Special Services		
Special Service Options Chosen:		
AM Special	Liftgate service	Inside Delivery
		Two Man

## Adding Items to an Order

Once you have added the billing, pickup and delivery information, you need to add items to be picked up. Any number of line items can be added. To do so, scroll to the bottom of the second screen (as shown on the previous page) and fill in the information about your load. For each line item, enter the descriptive information and click the Add button.

Load Information

Item Number	Hazardous	Length	Width	Height	Weight
Enter length, width and height in inches and weight in pounds.					
	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When you click Add, the screen will be displayed again, but will also include what you have already entered.

Load Information

Item Number	Hazardous	Length	Width	Height	Weight
1	yes	24	48	16	786
Enter length, width and height in inches and weight in pounds.					
	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you have finished entering the load information, click Schedule Pickup.

After you have clicked Schedule Pickup, you will see a screen similar to the one shown on the next page. It is used to verify your order.

1. If you are satisfied with your order, click Send Order.
2. If you wish to cancel the order, click Cancel Order.
3. If you wish to edit the order, click the Back button on your browser and edit it as required.

# De Caro

TRUCKING COMPANY INC.

22 McClellan St., Newark, NJ 07114 (973)242-0777 Fax (973)242-1272

### Shipment Information

Shipper	Pickup Location	Delivery Location
123 Any Street Anytown NJ 07787 Phone: 201-555-1233 FAX: 201-555-1234 Email: johnd@fredco.com Required Pickup Date 08/11/2003 Pickup Ready Time 15:00 (24 Hr)	Fredco, Inc. 123 Any Street Anytown NJ 07787 Phone: 201-555-1233	Joeco 1234 Joe Rd Anytown NJ 07787 Phone: 201-555-4321
		Close Time 17:30 (24 Hr) Reference # 1234

### Special Services

Special Service Options Chosen:
PM Special Liftgate service Two Man

### Load Information

Item Number	Hazardous	Length	Width	Height	Weight
1	yes	24	48	16	786
1	Item(s)			Total:	786

Send Order

Cancel Order

## Order Tracking

To track orders, select Track Shipment from the menu on the left of the screen. You will be requested to log in. Use the Customer ID and Password provided by the system when you first signed in.

Please Log In	
Customer ID:	<input type="text" value="Fre9"/>
Password:	<input type="text" value="Fre593"/>
<input type="button" value="Log In"/>	

Select the option you wish from the available options shown.

Please Select	
View All pickups:	<input type="button" value="Go"/>
View Pickups From:	Enter Date: <input type="text" value="08"/> / <input type="text" value="11"/> / <input type="text" value="2003"/> <input type="button" value="Go"/>
View Single Pickup:	Pickup ID: <input type="text"/> <input type="button" value="Go"/>

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The options allow you to select all pickups you have scheduled, all the pickups requested for a particular date, or a single pickup.

## Viewing All Pickup Orders

Pickup ID	Date	From	To	Picked Up	Delivered	POD
<a href="#">Fre56</a>	2003-08-11	Fredco, Inc.	Joeco			

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This screen displays the requested date, the pickup location, the delivery information and the date picked up and delivered, as well as the name of the person signing for the load. If a segment of the order is not yet complete, the information will be blank, as shown above.

If you click on the Pickup ID, a synopsis of the order will be displayed as shown on the next page. (NOTE: if you select View Single Pickup from the previous screen, this list is not shown. Rather, the system will immediately display the order synopsis.)



22 McClellan St., Newark, NJ 07114 (973)242-0777 Fax:(973)242-1272

Pickup Order: Fre56  
Not yet dispatched...  
Not yet picked up...  
Not yet delivered...  
Not Complete...

Shipment Information

Pickup Location	Delivery Location
Fredco, Inc. 123 Any Street Anytown NJ 07787 Phone: 201-555-1233 Required Pickup Date 2003-08-11 Pickup Ready Time 15:00:00 (24 Hr)	Joeco 1234 Joe Rd Anytown NJ 07787 Phone: 201-555-4321 Close Time 17:30:00 (24 Hr) Reference # 1234

Special Services

Special Service Options Chosen:
PM Special Liftgate service Two Man

Load Information

Item Number	Hazardous	Length	Width	Height	Weight
1	yes	24	48	16	786
1	Item(s)			Total:	786

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