

Online User Guide 2024

www.ecutrucking.com



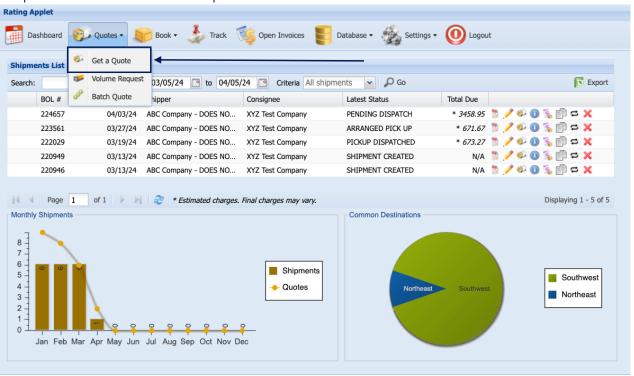
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LTL Quoting and Booking

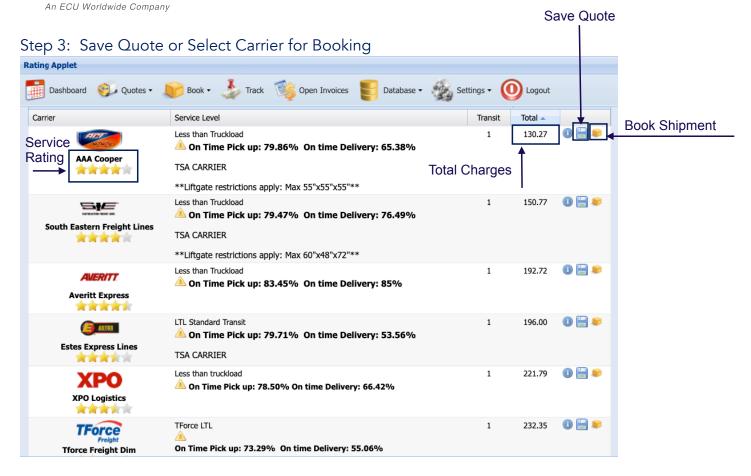
Step 1: Select the Quotes dropdown menu and click "Get a Quote"



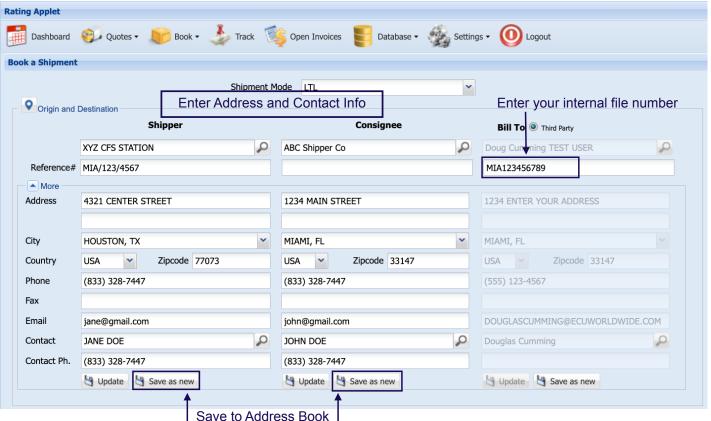
Step 2: Enter zip codes, product information, and generate quote **Note:** LTL Pricing is based on density. No NMFC is required and class with automatically calculate.





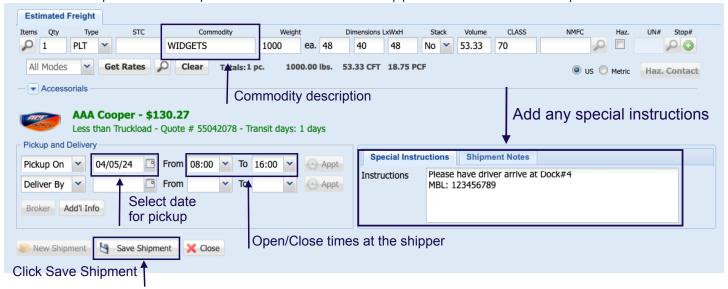


Step 4: Booking a Shipment - Enter Shipper/Consignee Details and Reference Numbers

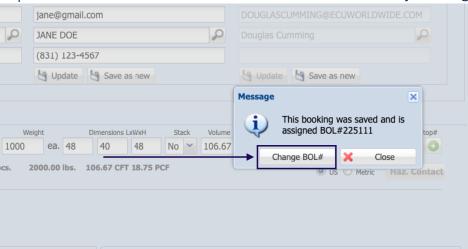




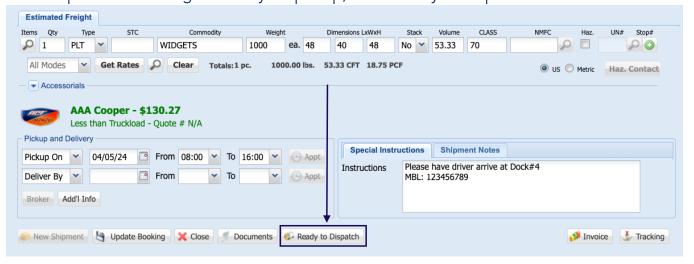
Select a Pickup Date and Open/Close Times at the Shipper and Click "Save Shipment"



(Optional Feature) You can customize the BOL number by clicking "Change BOL#"



Final Step: When the freight is ready for pickup, click "Ready to Dispatch"





Print your bill of lading



Bill of Lading - Add your company logo (optional)





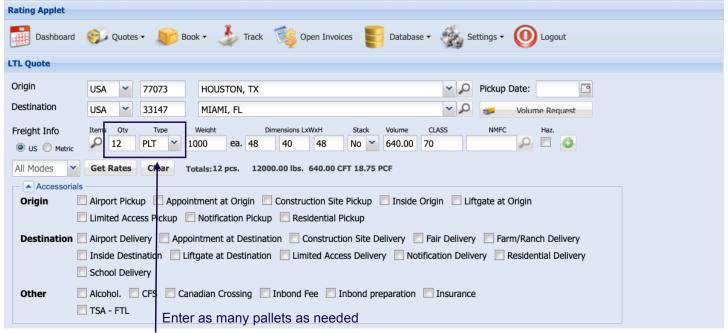
FTL/Volume Quoting and Booking

(Hint: Exact same process as LTL)

Step 1: Select the Quotes dropdown menu and click "Get a Quote"



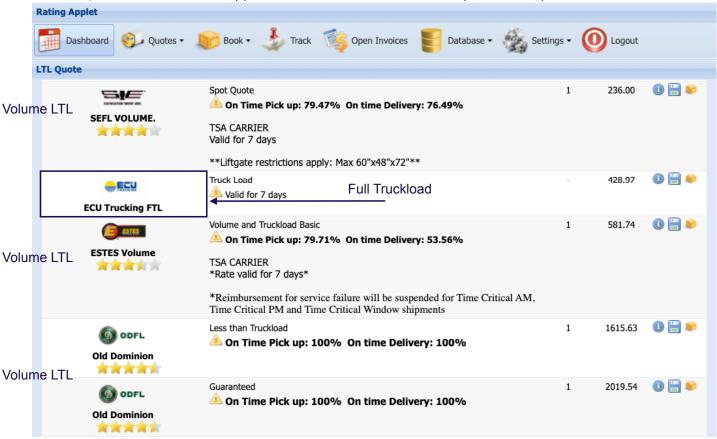
Step 2: Enter zip codes, product information, and generate quote. Feel free to input as many pallets as needed. Overlength fees will automatically be included.



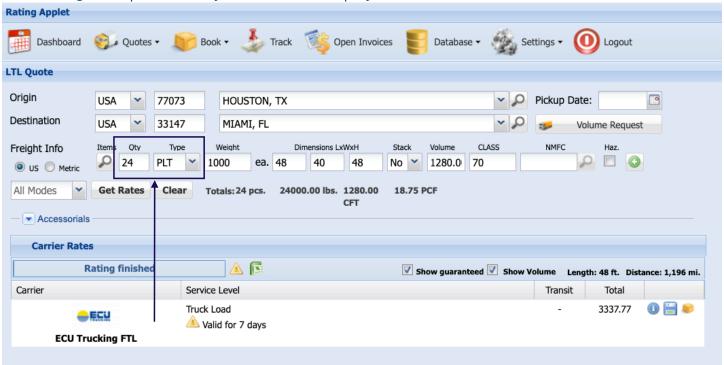


Volume LTL and FTL rates displayed side by side.

Note: Any carrier that doesn't support the linear foot entered will drop off as an option.

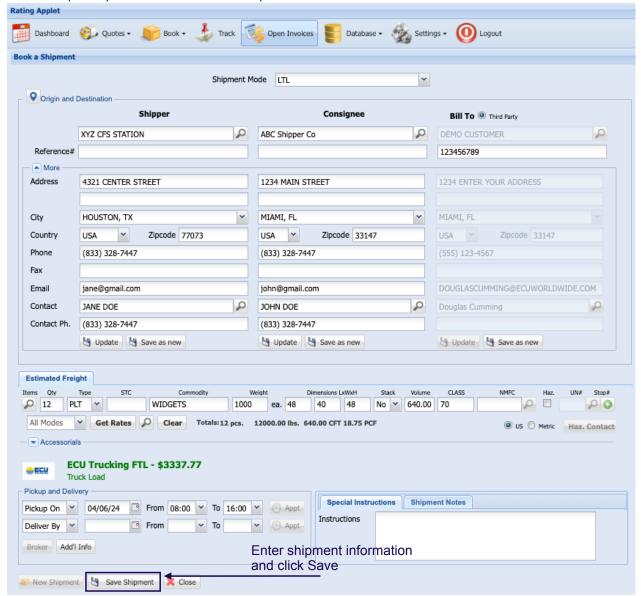


For the largest shipments, only FTL rates will display





Booking an FTL shipment: Enter shipper/consignee details, input commodity description, select a date for pickup, and click "Save Shipment"

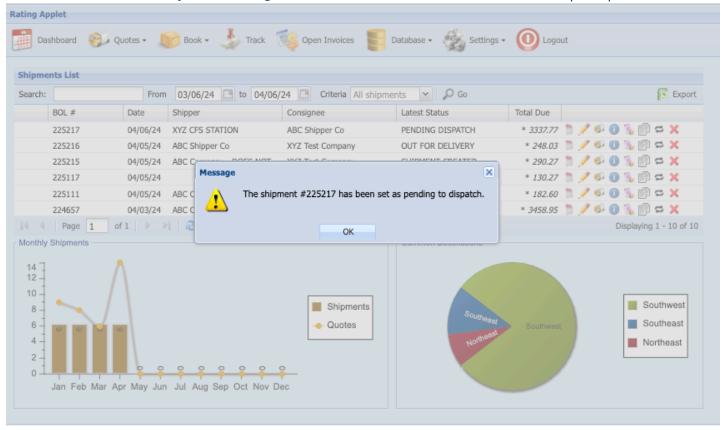


When the freight is ready for pickup, click "Ready to Dispatch"





Once we have received your booking instructions, we will schedule a driver for pickup and send BOL

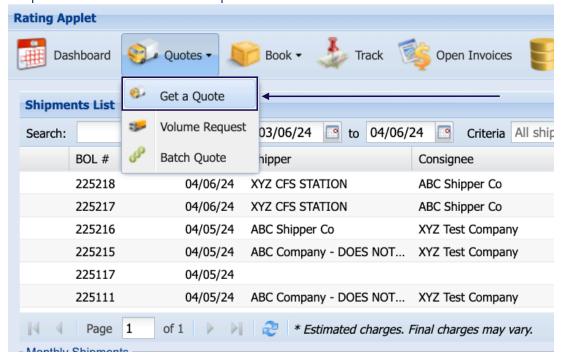




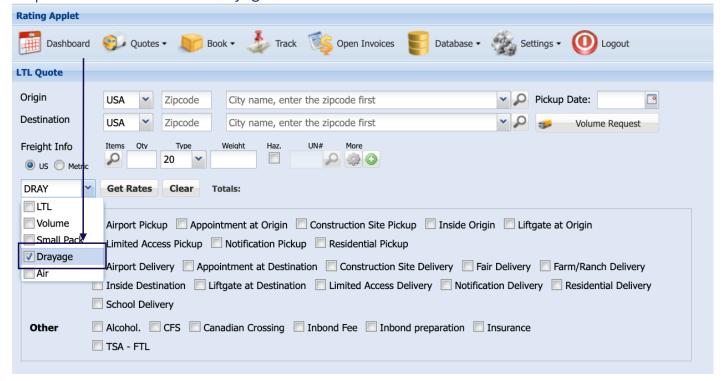
Drayage Quoting

Quotes also available via email at drayage@ecutrucking.com

Step 1: Select the Quotes dropdown menu and click "Get a Quote"

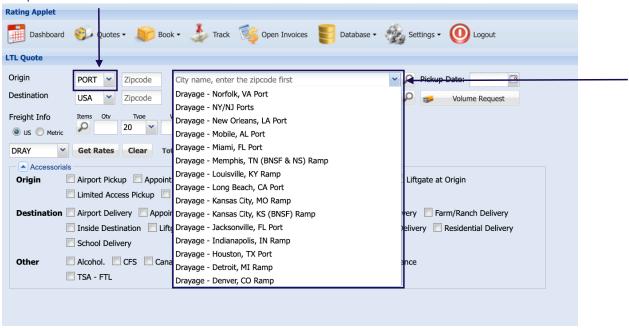


Step 2: Filter the Mode to "Drayage"

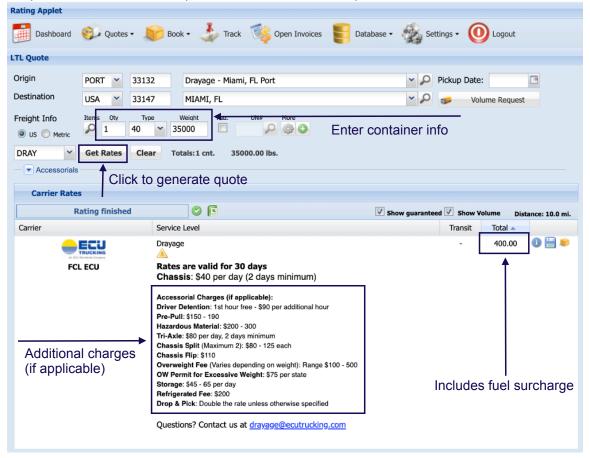




Step 3: Select "PORT" for either origin or destination and then select your port/ramp from the dropdown menu



Step 4: Enter the other zip code, insert 1 as the quantity, enter the total weight and click "Get Rates"

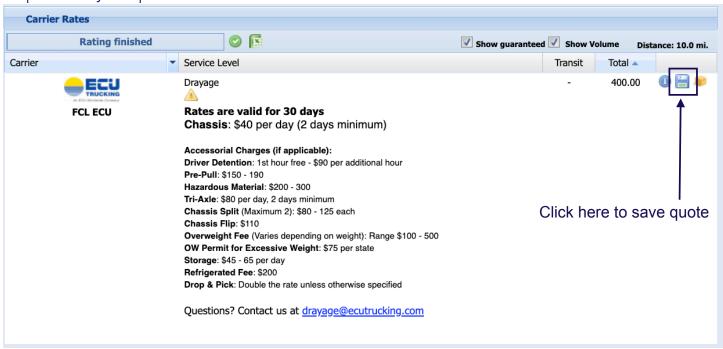




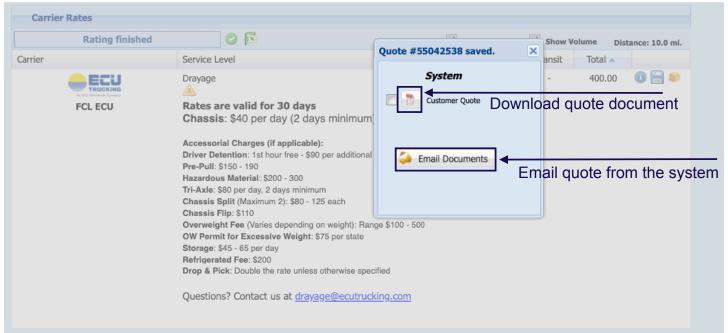
Booking a Drayage shipment

Note: Shipments must be submitted via email to drayage@ecutrucking.com

Step 1: Save your quote



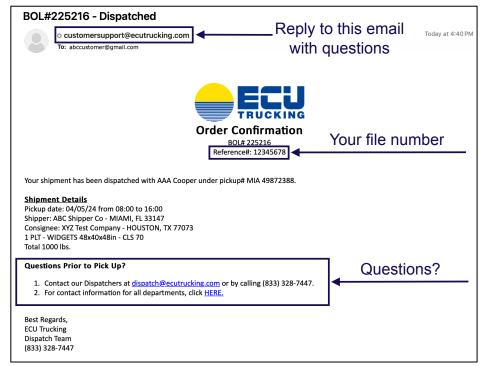
Step 2: Download quote document or send directly to <u>drayage@ecutrucking.com</u> along with your delivery order



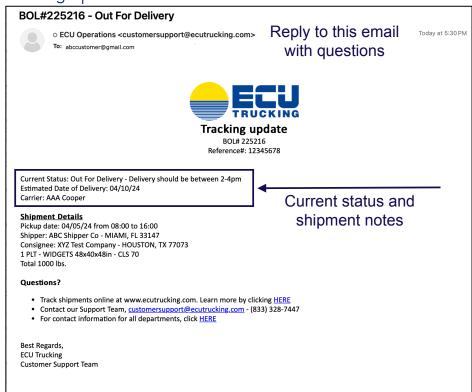


Automated Email Updates for all Shipments

Order Confirmation Email



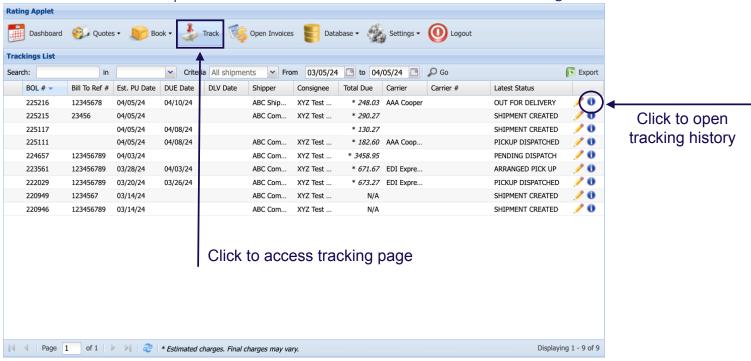
Tracking Update Email



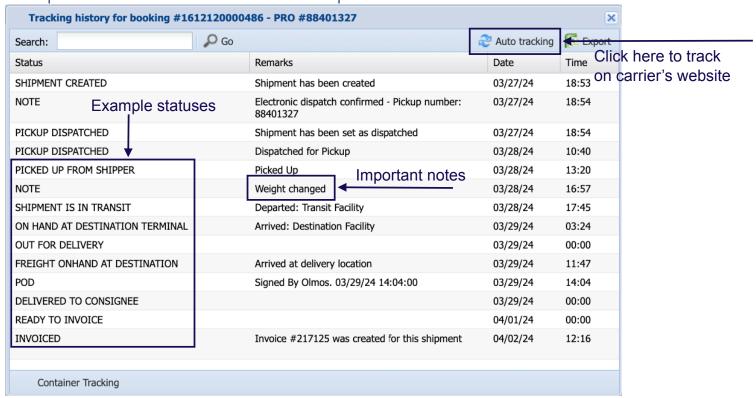


Track Shipments Online

Select Track from the top menu. Click the blue circle icon for detailed tracking information



All shipments information saved with timestamps and dates





Understanding the Dashboard



Get a Quote: LTL, FTL, Drayage and Local Carriers

Volume Request: Submit this for OOG Cargo or send requests to quotes@ecutrucking.com

Batch Quote: Batch rate several shipments at once, both LTL and FTL.



Book: Proceed straight to the booking page

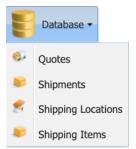
Batch Booking: Book several shipments at once, both LTL and FTL.



Tracking Page



View Invoices



Quotes: Saved quotes

Shipments: Booked Shipments

Shipping Locations: Locations saved to your address book

Shipping Items: Saved commodities



Icons and Graphics Explained



View and Download Documents

Documents included:

- Bill of Lading
- Shipping Labels
- Saved Quote
- Hard Copy POD
- Reweigh Certificate (if applicable)
- Invoice













X Cancel shipment





Frequently Asked Questions

1. How can I avoid extra charges on my shipment?

Most Common Reasons for Extra Charges on LTL Shipments:

Bill of Lading (BOL)

It is your responsibility to send the ECU Trucking system generated BOL to your shipper prior to pick up. For standard pickups, truck drivers will not have the BOL when they arrive. If another BOL is used, extra charges may apply.

Re-weigh

If the weight of your shipment is found to be more than what was booked, extra charges may apply. You should always use actual weight when quoting.

Density Change

If the density of your shipment is found to be different than what was booked, extra charges (or an inspection fee) may apply. Always confirm the most accurate weight and dims prior to quoting.

Limited Access

An adjustment may be applied if the pickup or drop off location has limited access. Limited access locations include camps, churches/temples, educational facilities, grounds of an airport, construction sites, fairs and carnivals, storage units, military bases, mine sites, some government facilities, schools, businesses located outside city limits, rural locations and farms. Limited access may also include commercial businesses not open to the walk-in public or where an employee is not available to assist with loading or unloading.

Detention/Waiting Time

These are fees assessed by carriers when a driver is detained at a pickup or delivery location beyond a predefined free time period. This could be due to reasons like documentation issues, not having an appointment, or the shipper/receiver not being ready.

Attempt/Missed Trip

These are charges that a carrier may impose if they attempt to make a pickup or delivery and are unable to do so due to reasons such as the absence of the shipper or receiver, lack of proper documentation, or cargo not being ready for transport.



2. What should you expect in regard to final freight charges?

ECU Trucking performs a freight bill audit once after pickup and again 1-2 business days after delivery. If additional charges apply to your shipment, we will communicate those to you during this time. Please wait to invoice your customer until you have received your final invoice from ECU Trucking.

3. What should I know about my transit time?

Transit times are always estimated and are listed in terms of business days not including the day of pickup, weekends, or holidays. For example, if you are selecting a 3-day transit and the freight picks up on a Wednesday, estimated delivery would be the following Monday, Thursday, Friday, & Monday count as days 1, 2, & 3.

4. Can I upgrade to Guaranteed Service?

Yes. Please use the "Guaranteed Only" filter button at the top of the carrier choices to only display carriers that offer guaranteed service for that lane. If you ever have any questions about delivery dates or expedited service, please contact customersupport@ecutrucking.com and we can help you.

5. What should I know if my shipment is picking/delivering to a Trade Show?

Please contact our quotes team via email at <u>quotes@ecutrucking.com</u> for shipments picking up or delivering to a Trade Show.

6. How can I track my shipment?

Login to your account at www.ecutrucking.com and click "Track" at the top of your Dashboard.

7. How can I help ensure a same day pickup?

For standard pickups at a normal business with a dock, our LTL carriers typically need a 2-4 hour window from the time you place your order. Pickups at CFS Stations and Airlines require a minimum of 24 hours notice. Please note, same day pickups are not guaranteed. If you have any questions, please contact dispatch@ecutrucking.com.

8. Will accessorial services affect my transit time?

Possibly yes. Services such as lift gate, appointment prior to delivery, residential pickup/delivery may require additional time and preparation from the carrier and/or shipper/consignee.



Contact Information

Quotes: quotes@ecutrucking.com

(833) 328-7447 Ext. 1606

LTL Dispatch Team dispatch@ecutrucking.com (833) 328-7447

LTL Customer Support Team customersupport@ecutrucking.com (833) 328-7447

Drayage Quotes drayage@ecutrucking.com (833) 328-7447 Ext. 1609

Full Truckload Team truckload@ecutrucking.com (833) 328-7447 Ext. 1635

Accounting receivables@ecutrucking.com (833) 328-7447 Ext. 1268

Escalation Contacts

Elizabeth David - Operations Manager, edavid@ecutrucking.com (833) 328-7447 Ext. 1614

Susana Osorio – Managing Director, <u>sosorio@ecutrucking.com</u> (833) 328-7447 Ext. 1615

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