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User Guide

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Using Your Beon™ LTL

Welcome to Beon™ LTL! As we strive to provide the best customer service experience in the freight industry, we have equipped our TMS (Transportation Management System) to host a number of user-specific customizations. These customizations can make your freight shipping faster and more efficient.

This guide will give you step-by-step instructions on how to use the tools in Beon™ LTL. This includes getting a freight quote in our Customer Rate Shop, building a shipment complete with a customized bill of lading (BOL), saving items and locations that are shipped on a regular basis, printing out a BOL and tracking shipments.

Beon™ LTL has been designed to simplify and automate your shipping operations. These include:

Section 1: Creating A Quote

Section 2: Building A Shipment

Section 3: Saving Items

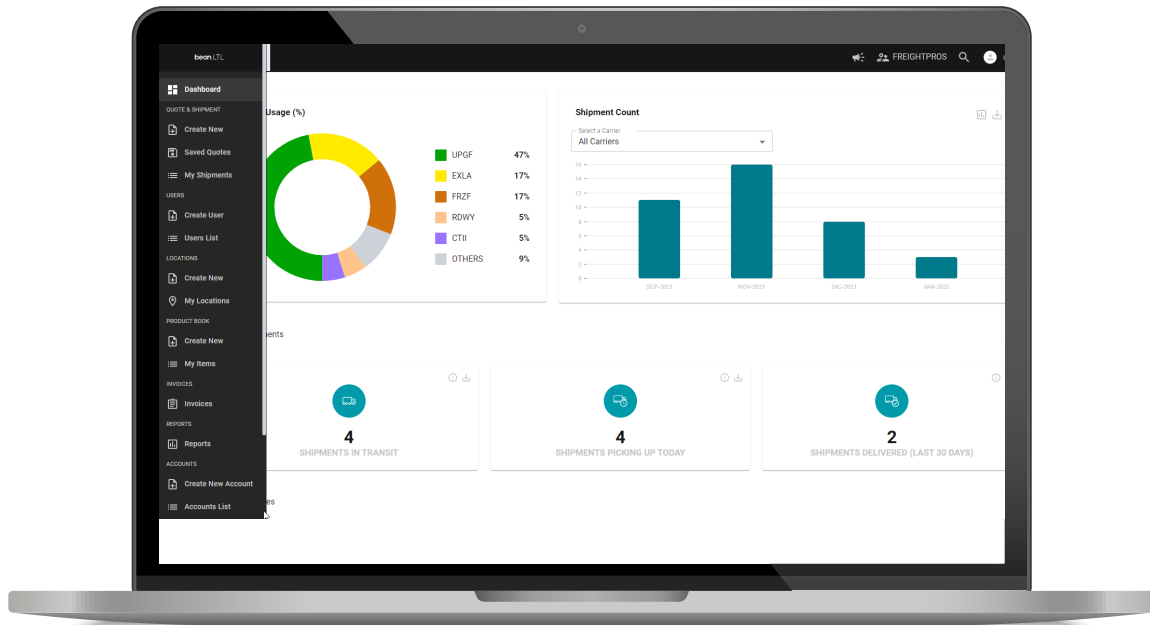**Section 4:** Saving Locations

Section 5: Tracking Shipments

Section 6: Printing a BOL or Label

Simply click on the function above to jump to the instructions you need.

Happy shipping!

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Section 1: Create a Quote

1. Login to your account at FreightPros.com and click the **CREATE NEW QUOTE** tab in the left tool bar.

2. Enter the origin and destination information including Pickup date, Site type, and zip codes. Reminder: You cannot select a delivery date because that will depend on which carrier you select.

If you have saved your addresses, click the magnifying glass to select the one you want, and the fields will auto-fill.

Select any Additional Services that you will need, including liftgates or residential services for both pickup and delivery.

Shipment Items: Enter the package type, quantity, freight class, NMFC code, dimensions, and product description. If you have saved items, you can access them using the search saved items icon.
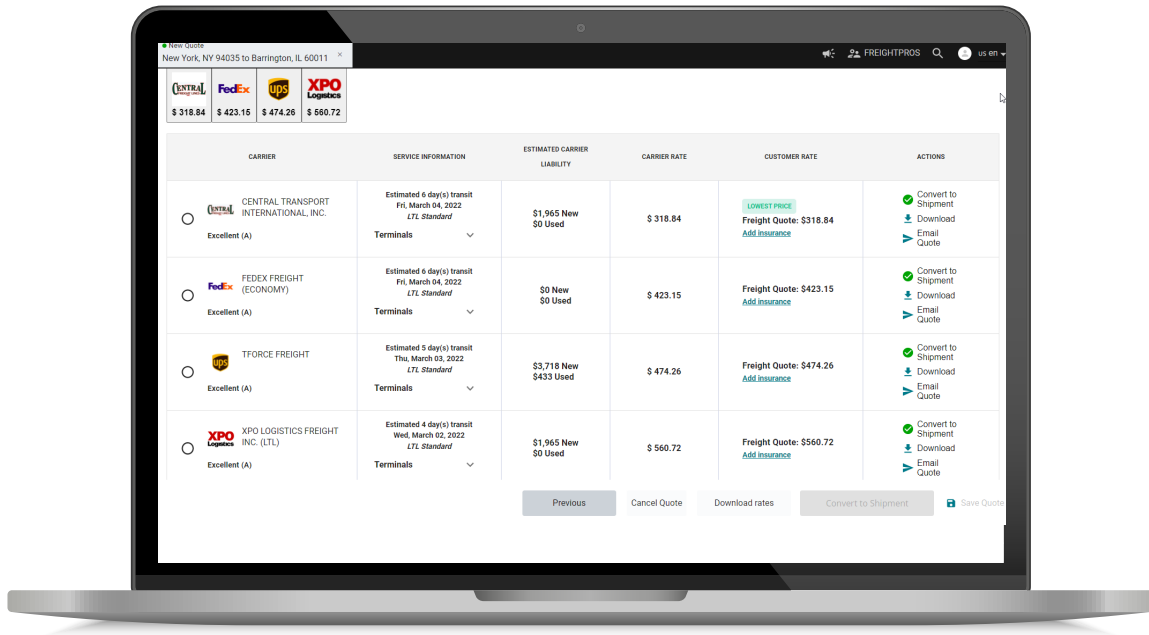
References: Choose Reference type and then enter the reference number.

Click **NEXT STEP**.
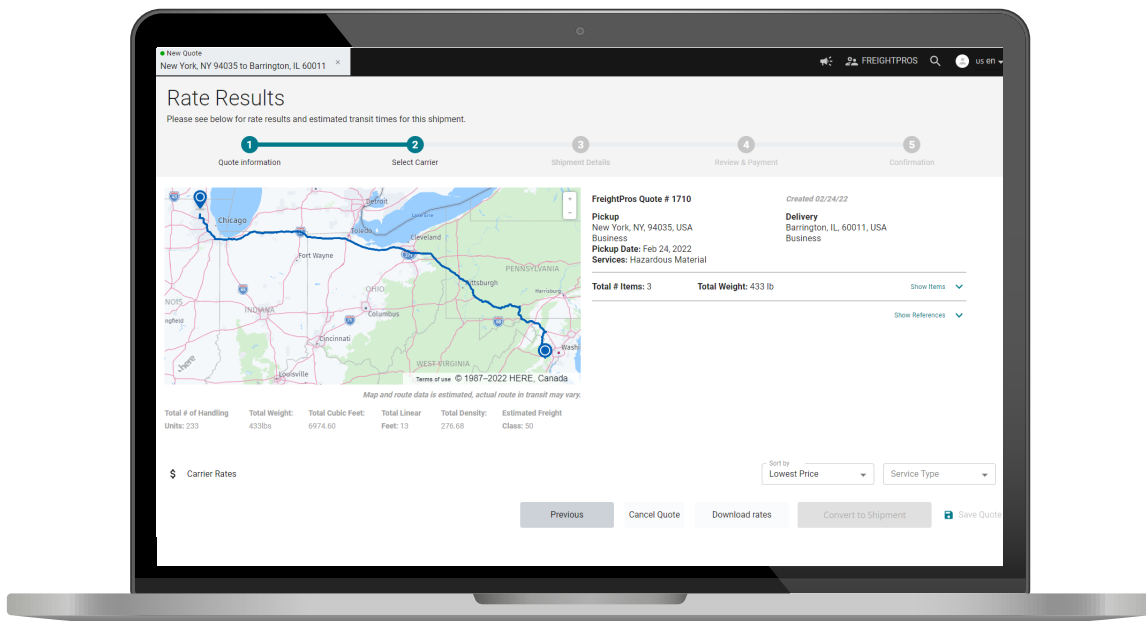
3. **Rate Results**

On this page, you will see your shipment pickup and destination information, as well as your item and reference information.

Scroll down and you will see your freight quotes. You will also find the carriers and estimated service days, as well as total price (sorted lowest to highest cost.)

Add Insurance: You may add insurance by selecting 'add insurance' in the rate column. You may then input the declared value in USD and select Add insurance.

Click the button on the left of your preferred carrier's listing. The **SAVE QUOTE** button will light up in the bottom right of the screen.

You will also have the option to immediately convert the selected quote to a Shipment.

Section 2: Build a Shipment

1. Login to your account at FreightPros.com and click the **CREATE NEW QUOTE** tab. Follow the steps in Section 1 to create a quote.

    Click **NEXT**.
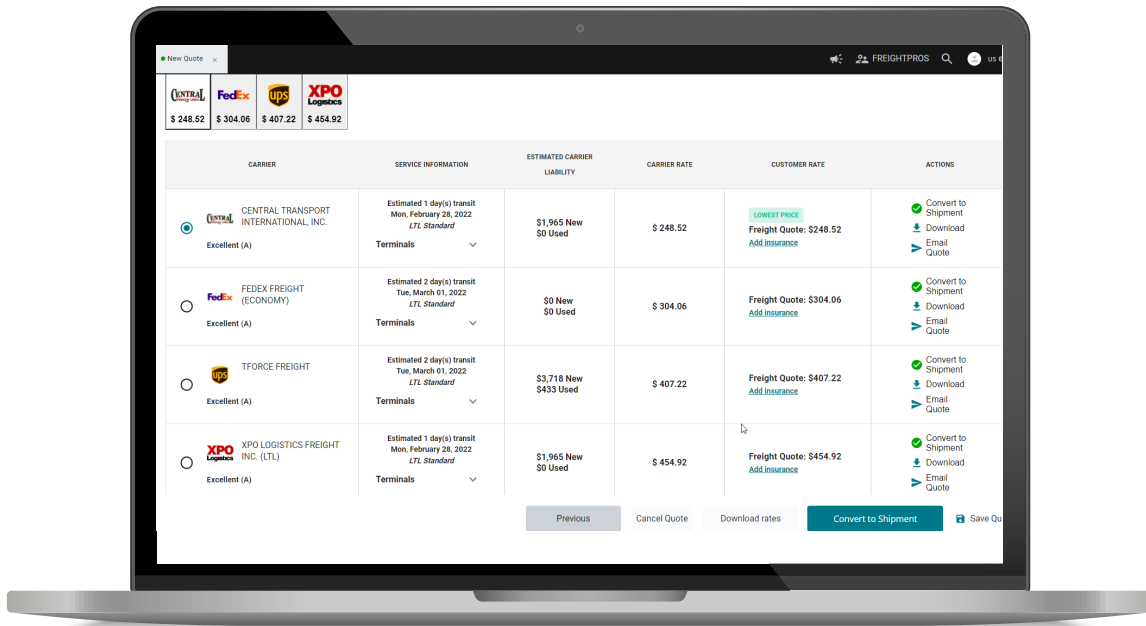
2. On the Rates Results page, you many either:

    - Select the carrier you wish to contract by clicking the button to the left of their listing; **The CONVERT TO SHIPMENT** will turn green. Click that to advance the process.

    Or

    - Click the **CONVERT TO SHIPMENT** button to the right of your preferred carrier's listing. The process will automatically advance.

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3. **New Shipment Details**

Here you may review or add any details or special instructions. Click **NEXT STEP**.

4. **Review Shipment**

If everything looks right, click **BOOK NOW**. To revise any information, click the Previous button.
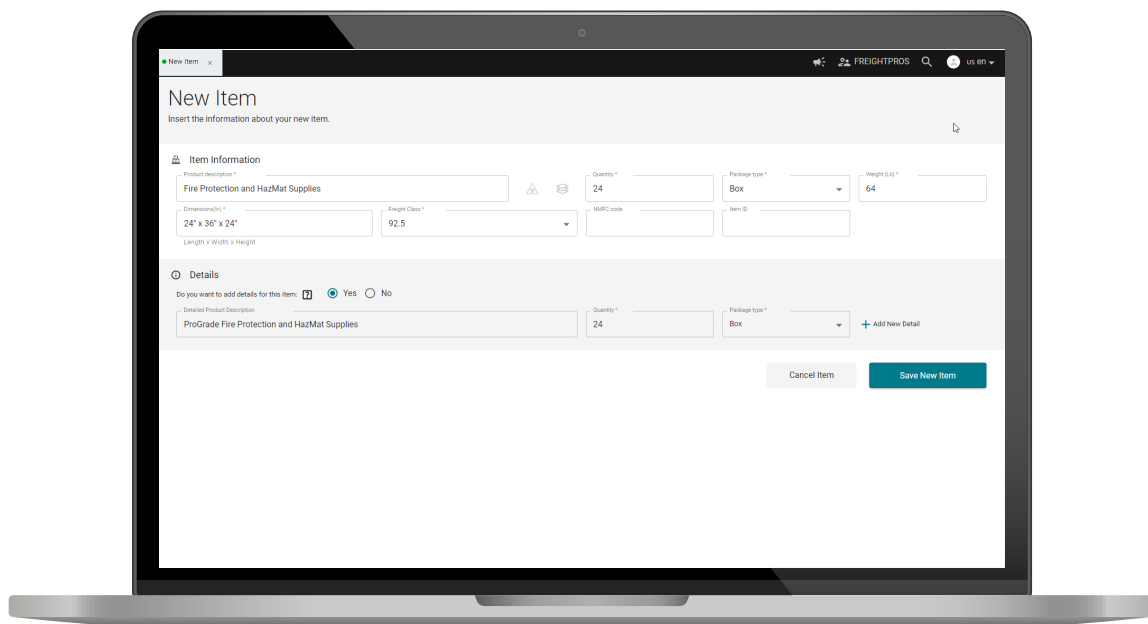
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Section 3: Saving Items

1. Login to your account at FreightPros.com. On the left tool bar there will be a Product Book section. Select **CREATE NEW**.
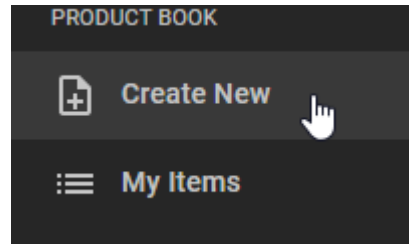
2. Enter all the required fields (denoted by "*"), plus the NMFC code, and Item ID if you wish (usually the name of the product).
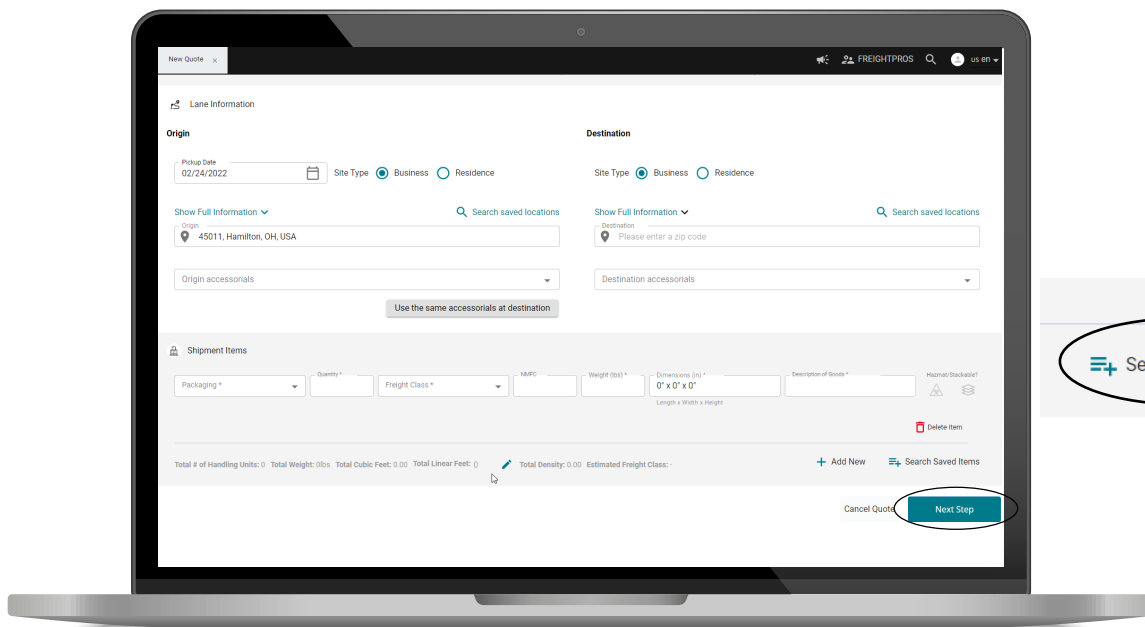
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3. If you would like to add details for your Item, Select Yes.

   Enter the required information, and any other details that will speed your shipping process in the future.

4. Select **SAVE NEW ITEM**.

5. Next time you build a shipment, click the **Search saved Items Icon** and the information you saved will automatically populate the form.

Section 4: Saving Locations

1. Login to your account at FreightPros.com. Locate the Locations section on the left toolbar. Then click **CREATE NEW**.
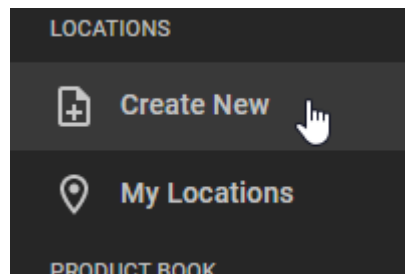
2. Enter Location details including: Company name, Address, and Location ID. You can also include any necessary vvvv for this location by selecting from the drop-down menu.


Contact Information: Enter the full name, phone number, and email of the contact person at the location. Here you have the option to assign default tracking notifications for this contact.

In the top right corner, you may select to save this location as a default Location for Origin or Destination.
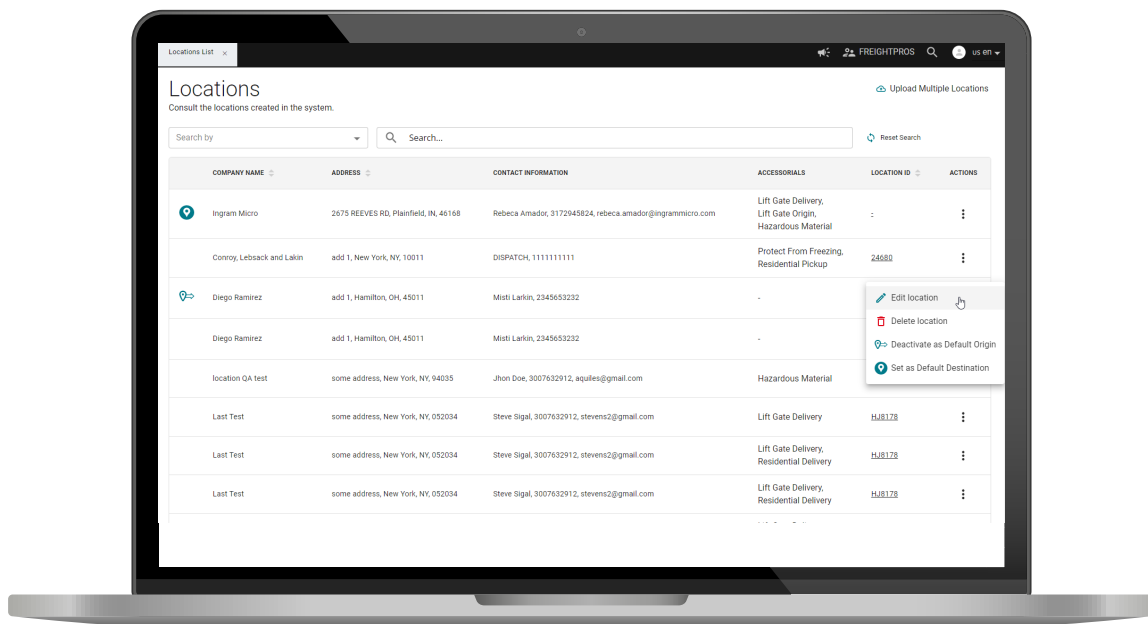
3. Select **Save New Location**.

MODIFYING SAVED LOCATIONS

1. To modify a saved location, click **MY LOCATIONS** tab in the left tool bar.
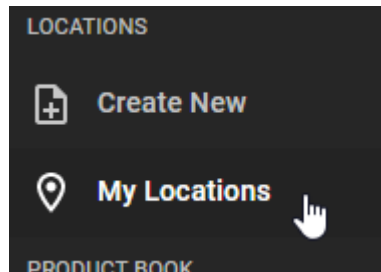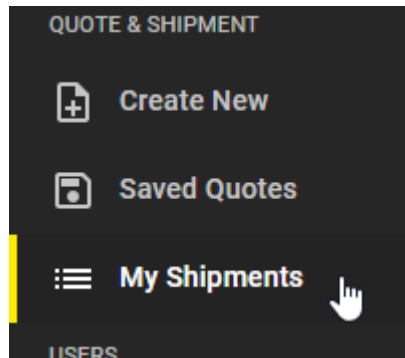

2. Enter any information you have on the company (name, city, state, zip). Click **SEARCH**. Select a specific location and click the three dots on the right-hand side to edit the location.
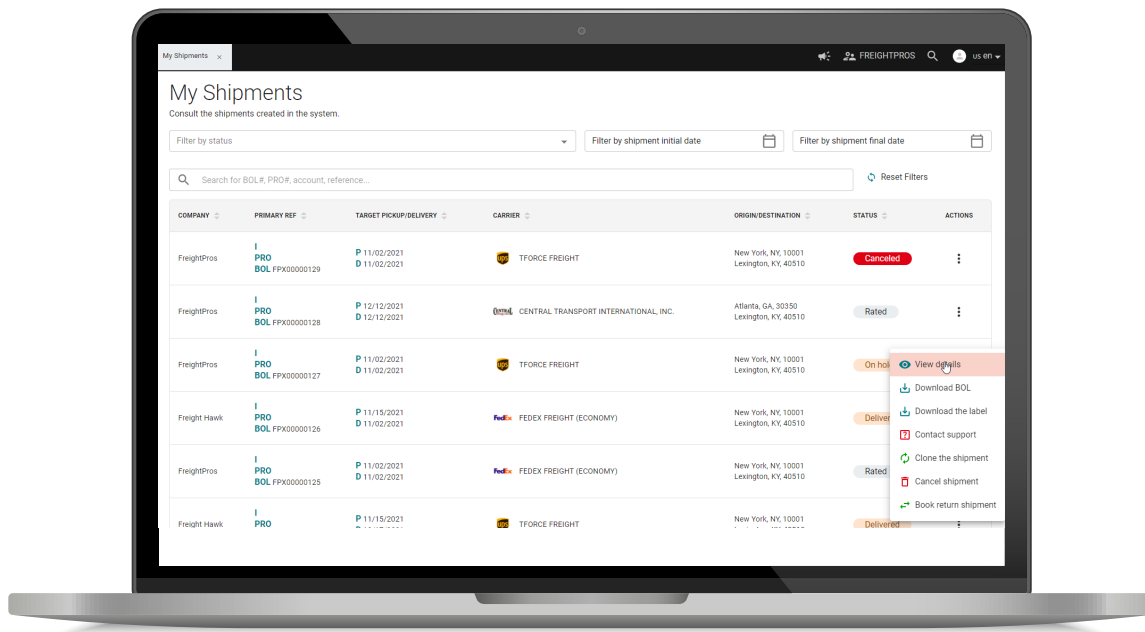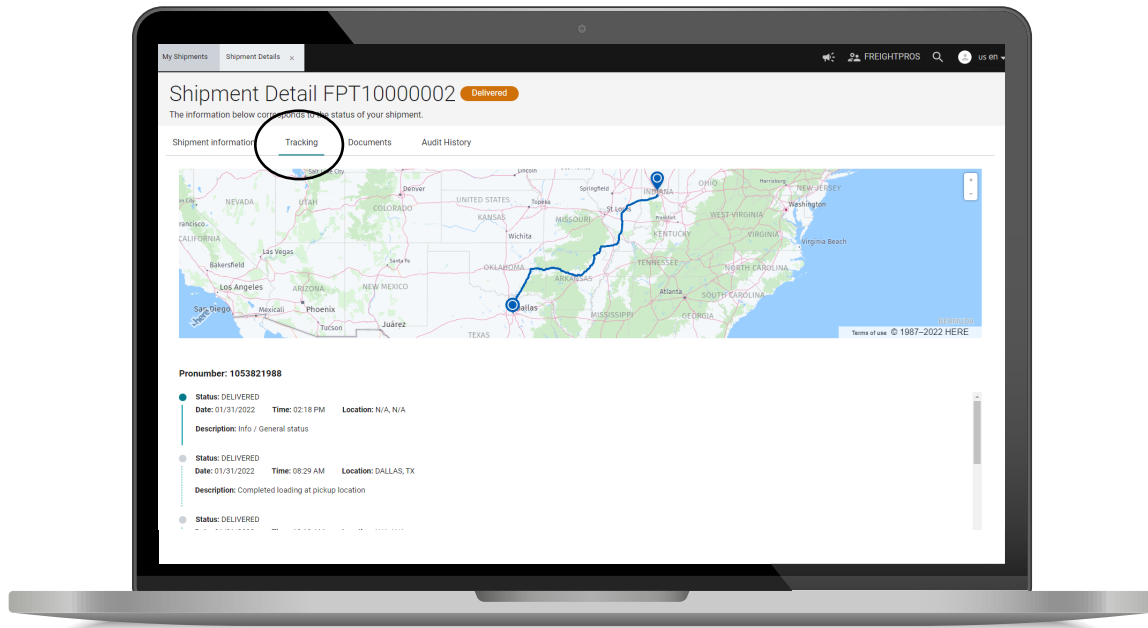
Section 5: Tracking Shipments

1. Login to your account at FreightPros.com and click **MY SHIPMENTS** in the left tool bar, in the "Quote & Shipment" section.

2. Find the shipment you want to track and click the **THREE DOTS** to the right of the shipment. Select **VIEW DETAILS**.
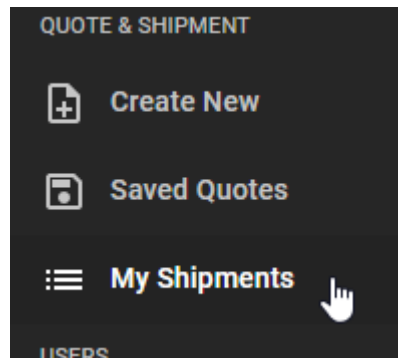
3. To see tracking, click on the **TRACKING** tab to see detailed tracking information.
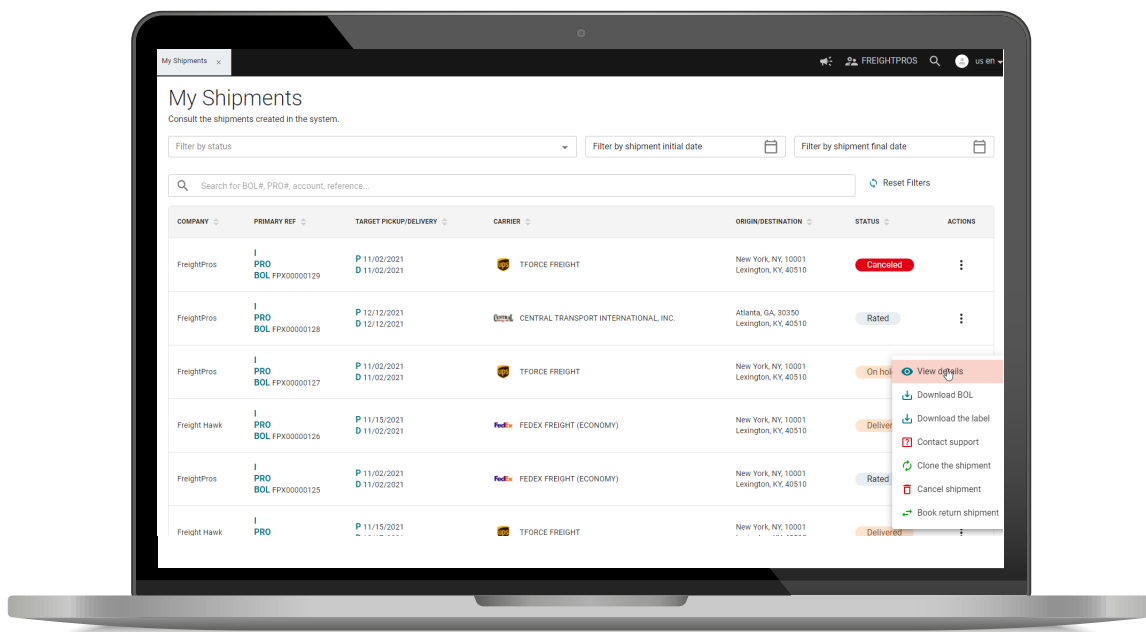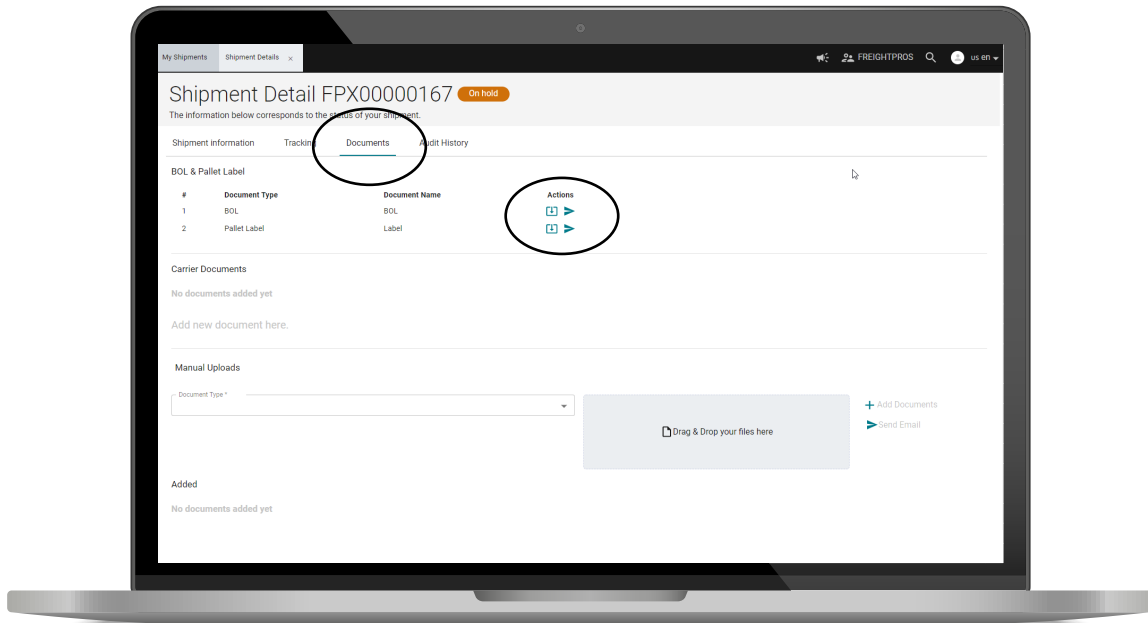
Section 6: Obtaining a BOL or Pallet Label

1. Login to your account at FreightPros.com and click **MY SHIPMENTS** on the left tool bar, in the "Quote & Shipment" section.

2. Find the shipment you need to obtain the BOL or Pallet Label. Click the **THREE DOTS** to the right of the shipment. **VIEW DETAILS**.

3. Select the **DOCUMENTS** tab near the top of the page.

4. Icons to Download or Email BOL/Pallet Label are to the right of each item. If you wish to print out the document, select the "Download" icon, open the file, and print the document.