



TRANSPORTATION AND LOGISTICS

## ON-LINE RATE QUOTE PROCEDURE

- 1) USING INTERNET EXPLORER, ACCESS OUR WEBSITE AT [WWW.MERITFREIGHT.COM](http://WWW.MERITFREIGHT.COM).
- 2) CLICK ON THE LINK FOR "CUSTOMER LOG-IN" AND ENTER YOUR USER ID AND PASSWORD. (CONTACT MERIT FREIGHT SYSTEMS TO OBTAIN LOG-IN CREDENTIALS).
- 3) IN THE MAIN MENU, CLICK THE LINK FOR "LTL RATER".
- 4) AFTER CHECKING THE BOX AGREEING TO OUR TERMS AND CONDITIONS, CLICK THE "CONTINUE" TAB. TERMS AND CONDITIONS CAN BE VIEWED BY CLICKING THAT LINK.
- 5) ENTER YOUR SHIPMENT DETAIL ON THE LEFT SIDE OF THE PAGE. THE REQUIRED INFORMATION IS HIGH-LIGHTED WITH A RED ASTERISK. ONLY THIS INFORMATION IS NEEDED TO OBTAIN A RATE QUOTE. LIST ALL TIMES IN MILITARY TIME.
- 6) IF YOU KNOW THE NMFC ITEM NUMBER OF THE COMMODITY BEING SHIPPED, PLEASE INDICATE THAT IN THE "DESCRIPTION". THE MORE DETAIL THAT IS PROVIDED AT THE TIME OF THE QUOTE WILL HELP MERIT CONFIRM AND ENSURE YOUR QUOTE IS ACCURATE.
- 7) ONCE YOU HAVE ENTERED THE REQUIRED INFORMATION, CLICK THE "RETRIEVE PRICING" TAB LOCATED AT THE BOTTOM OF THE PAGE.
- 8) A LIST OF CARRIERS, RATES, AND ESTIMATED TRANSIT TIMES APPEARS. USE THE UP AND DOWN ARROW ON THE RIGHT SIDE TO SCROLL THROUGH AVAILABLE CARRIERS AND RATES.
- 9) CARRIERS MAY HAVE A RATE LISTED MORE THAN ONCE. IF THE SAME CARRIER IS LISTED MORE THAN ONCE, THE RATE QUOTE FOR THAT CARRIER WHICH IS THE LEAST EXPENSIVE IS YOUR RATE QUOTE.
- 10) FROM HERE, YOU CAN "BOOK", "QUOTE", OR "PRINT QUOTE".
- 11) CLICK "BOOK" TO SCHEDULE THE SHIPMENT IMMEDIATELY. YOU WILL BE REQUIRED TO ENTER ALL OF THE REMAINING SHIPMENT INFORMATION. ONCE EVERYTHING HAS BEEN ENTERED, CLICK THE "COMPLETE" TAB ON THE BOTTOM OF THE PAGE. A MESSAGE WILL APPEAR WITH YOUR TRACKING NUMBER AND THE INSTRUCTION THAT MERIT C/S WILL CONTACT YOU SHORTLY. MERIT WILL COORDINATE THE PICKUP WITH THE CARRIER AND EMAIL YOU THE BILL OF LADING (BOL) THAT MUST BE USED FOR THE SHIPMENT.
- 12) CLICKING "QUOTE" WILL ALLOW YOU TO SAVE THE QUOTE SO THAT IT CAN BE RETRIEVED AT A LATER TIME. TO RETRIEVE A QUOTE THAT HAS BEEN SAVED, CLICK THE "DOMESTIC QUOTE ENTRY AND TRACKING" LINK LOCATED IN THE MAIN MENU. THIS WILL BRING UP ALL SAVED QUOTES. TO BOOK A SHIPMENT FROM A SAVED QUOTE, SIMPLY LOCATE THE QUOTE, CLICK "BOOK", COMPLETE ANY REMAINING REQUIRED INFORMATION AND CLICK "SUBMIT". MERIT C/S WILL COORDINATE AND SEND YOU A BOL, AS IN #11.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MERIT FREIGHT SYSTEMS AT 847-439-0690.