# LTL INSTRUCTIONS

***RS Freight & Cargo*** is accessed from www.rscentral.org
Go to www.rscentral.org/freight.aspx and select the ***"Quoting & Booking"*** button.

1) Select the Pickup Date for your shipment.

2) Enter the Origin U.S. Zip Code or Canadian Postal Code. When entering a Canadian postal code remove the space in the middle. For example ANA NAN would be entered as ANANAN.
   a) If you do not know the Zip/Postal Code, use the "ZIP/Postal Code Lookup" button.
   b) If there is more than one city listed, select the correct city.

3) Enter the Destination U.S. Zip Code or Canadian Postal Code
   a) If you do not know the Zip/Postal Code, use the "ZIP/Postal Code Lookup" button.
   b) If there is more than one city listed, select the correct city.

4) Enter details for each item or item groups being shipped.
   a) Select the Freight Class for the Line Item. To determine the correct Class, use the Class Lookup tool or call 877-890-2295. If more than one class is present in a piece, then specify the class for the majority of items.
   b) Enter the total weight for the line item. If you are entering more than one piece on the line the weight must be the total for all the pieces listed on the single line.
   c) Enter the number of identical pieces for the line. If multiple boxes are being consolidated onto one pallet then this is considered one piece.
   d) Enter the Length, Width, and Height for the individual pieces on the line.
   e) Enter the package Type from the pull-down menu for the line. If you are shipping loose boxes, then specify "Box" but if the boxes are on a pallet, then specify "Pallet".
   f) If any Hazardous Materials are being shipped then check the "Haz Mat" check box. Remember that if you are shipping Hazardous Materials, you must be certified by the US Department of Transportation for hazardous materials shipping.

5) Select Additional Services for the shipment.

a) "Residential - Non Commercial" – If the Pickup or Delivery location is a residential address then check the appropriate box under Pickup and/or Delivery.

b) "Construction – School" – If the Pickup or Delivery location is a construction site (residential or commercial) or a school (elementary- high school, college, etc) then check the appropriate box under Pickup and/or Delivery. Note: If you select this option then do not select "Residential – Non Commercial".

c) "Tailgate - No Dock" - If a lift-gate is required at the Pickup and/or Delivery location check the appropriate box under Pickup and/or Delivery.

d) "Appointment – Notification" – If an appointment or Notification of Delivery is required check the appropriate box under Delivery.

e) "Inside Pickup / Delivery" – Normally a delivery is only performed to the dock or back of the truck. If the driver must pickup or deliver the shipment to a point *inside* the location, then check the appropriate box under Pickup and/or Delivery.

6) Obtain Rate Quote by selecting the "Get Rate" button. The Quote screen will list several carriers' rates for this quote. The lowest rate will be at the top. The expected number of delivery Business Days will also be listed. The delivery Business Days is not guaranteed. You can print the quotes by selecting the Print button.

7) To book the freight shipment, select the "Book it!" button next to the carrier you want to use.

8) Enter the billing information and select the "Continue" button.

9) Complete the Freight Dispatch form.

a) Select whether you are the Shipper, Recipient, or Third party. If you are a Third party a popup will appear allowing you to confirm the billing information.

b) Confirm the Shipment Date

c) Enter what time the shipment will be ready on the Shipment Date.

d) Enter what time the Pick Up Location will close on the Shipment Date.

e) Select whether you want the Bill of lading Emailed or Emailed *and* Faxed to you.

f) Enter the P.O. Number. We recommend that you enter the P.O. Number using a unique number. This will allow your customer to track their shipment using the P.O. Number.

g) Enter the Pick Up Location information. Once the information is entered once, you will be able to select from the drop-down next time

h) Enter the Destination Location information.

i) Enter Shipment Details.

*1) Enter the NMFC code. If you used the Class Lookup tool to determine the Class, it should be already populated in the Class field .*

*2) Enter the number of pallets being used for the shipment line.*

*3) Enter the description of the contents*

j) Verify the Service Options.

k) Enter Shipment Comments such as special instructions for the driver.

l) Select the "Send Dispatch" button to complete booking the shipment.

10) A Bill of lading (BOL) will be sent to you per your instructions and a pickup automatically scheduled.

11) When the driver arrives for the pickup, give a copy of the BOL to the driver and keep a copy for your self. Make sure the driver gives you a PRO number for the shipment.