



## Load Tendering Additional Information

### General Information

**Obtaining a User ID:** On our web site [www.trailerbridge.com](http://www.trailerbridge.com), click on Contact Us and then Website Signon Request. Complete our web form and a Trailer Bridge customer service representative will contact you by phone for verification. Once verified, our representative will provide you with a user id and password and allow immediate access to the load tendering section of our website.

**Using the System:** Once on the website click on “Book Now”, complete the Load Tendering request form completely and submit order. Once submitted, your request will be reviewed and booked into the Trailer Bridge System. If for any reason we are unable to process your request a Customer Service person will contact you via telephone or email.

Once your load is accepted you will receive a booking confirmation via email. If you do not receive any information on your request within 2 hours (during normal business hours) please contact Customer Service direct at 800-727-3859.

If you wish to make multiple bookings from the same origin to the same destination on the same voyage, simply put the total number of loads in the comments section.

### Definitions

#### **Email**

Used for notification once booking has been tendered.

#### **Bill To**

Party responsible for freight payment. (Only applicable if your company has shipped collect or third party bill to loads with Trailer Bridge in the past.) If our records show that we have only ever billed your company this window will not appear.

#### **Equipment**

Please indicate the length of equipment your load requires. We offer 48’ trailers and 53’ containers only. Maximum weight limit on 48’ container is 46,000 lbs.; on a 53’ trailer it is 44,000 lbs.

#### **Pick Up**

The “Pick Up” is the location Trailer Bridge will take possession of the cargo. A pull down menu showing your recent pick up and delivery locations is available here. Simply click on the down arrow. If the location of the pick up is not listed please enter all required information in the spaces provided.

#### **P/U Early**

This is the earliest date and time the cargo is available for pick up. For port-to-port cargo this is the sail date.

**P/U Late**

This is the latest date and time the cargo is available for pick up. For port-to-port cargo this is port cut off time on the requested sail date.

**Ref# / P.O.#**

This field is for any order or reference number required for pickup or the P.O. number attached to the order.

**Commodity**

Brief description of what the cargo will be. During the testing phase enter equipment size requirement here. Please make sure to note if there is any hazardous cargo and list information for the hazardous cargo in the Comments Section.

**Weight**

Approximate gross weight of the shipment in pounds, including any packaging, pallets dunnage etc.

**Pieces**

Total pieces in load

**Comments**

Any information you feel would be helpful in regards to the movement of your cargo. Also please list here any information regarding hazardous cargo.

**Deliver To**

This is the ultimate consignee (receiver) or your load. Again a drop down menu is available showing a list of those companies you have done business with recently. If the consignee's name is not shown please enter all required information in the spaces provided.

**Delivery Date Early**

On southbound loads to Puerto Rico, this date should reflect the earliest date you want the cargo to arrive in Puerto Rico. For either northbound loads from Puerto Rico or domestic loads, this is the date for delivery to destination stateside.

**Delivery Date Late**

On southbound loads to Puerto Rico, this date should reflect the latest date the cargo can arrive in Puerto Rico. For either northbound loads from Puerto Rico or domestic loads, this the latest date for delivery to destination.

**Stop 2**

This is for loads involving a Stop Off. On loads to Puerto Rico the stop off would occur after the 1<sup>st</sup> Pick Up location.

On loads from Puerto Rico the stop off is done first and then the load goes onto the "Deliver To" location.

**Del#/Ref#**

Any required purchase order or other necessary reference number needed for delivery.