

# MODULE 6: TENDERING LOADS

In this module, we go in to the process of tendering loads from your customers (shippers). This is a “high-level” overview. More details about tendering loads from the shipper will come from our trainings.

## Rate Quotes or Lane Bids

Prior to a freight broker having a load tender sent/emailed to them from a potential customer and after the initial communication between the freight broker and the potential shipper, where the freight broker offered acceptable services to the potential shipper, the customer sometimes may ask the freight broker to perform a rate quote or lane bid on one of their lanes. This is to see if the freight broker understands the process from the shipper’s perspective and also to see if they can give an acceptable quote or bid.

When the freight broker is asked by shipper to provide a rate quote or a lane bid, there should be some common information that the freight broker needs to gather from the potential shipper prior to giving or returning a quote or bid:

- **Commodity**
- **The lane in which the quote or bid is for**
- **Equipment type**
- **Pick up or delivery appointment(s)**
- **Accessorials, if applicable (Detention, Lumper, T.O.N.U., Layover, Pallet Exchange, etc.)**
- **Any special instructions or requirements**

## Accepted Load Tenders from Customers/Shippers

This is the stage where after the shipper ACCEPTS the rate quote or lane bid from the freight broker, the freight broker signs the Load Tender, accepting responsibility of moving that shipper’s freight.

## Post Loads or Contact Approved Carriers Directly

From the load list of the shipper, if you see a load on there that you believe you can potentially move quickly, either contact one of your approved carriers to check their availability of the load if they are in the area **OR** post the load on any of the available load boards you have in your brokerage.

## Load Tender to Rate Con

At this stage, you have contacted the shipper to inform them you found an approved carrier to move a load. **NOTE: It is not recommended to contact a shipper telling them you want a particular load without first having an approved carrier to run the load.** The shipper will send you what is referred to as a **“Load Tender”**, detailing all the information needed to **“build”** your load (in your TMS system) and create a **“Rate Confirmation”** for the carrier.



Load Tender/Quote Form

Date Ordered	_____
Tracking #	_____
Total Cost	_____

**Requested By**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Shipper**

Name \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Appt Required? [ ] yes [ ] no  
 Pick Up Number \_\_\_\_\_ Normal Shipping Hours \_\_\_\_\_  
 Requested Pick Up Time \_\_\_\_\_

**Consignee**

Name \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Delivery Date \_\_\_\_\_ Appt Required? [ ] yes [ ] no  
 Normal Receiving Hours \_\_\_\_\_ Requested Delivery Time \_\_\_\_\_  
*Extra pick ups or deliveries, please print another form.*

**Bill To**

Name \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ PO Number \_\_\_\_\_

**Trailer Type**

Trailer Type [ ] Van [ ] Flatbed [ ] Reefer [ ] Stepdeck [ ] Other \_\_\_\_\_  
 Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Pieces \_\_\_\_\_

The **Load Tender** from the Shipper contains things such as the load number, amount being paid to the broker for the load, where load is being picked up from with dates and times, where the load is being delivered to with dates and times, and any special instructions. Broker is to make sure to share all necessary information is added to the **Rate Confirmation** prior to sending to the carrier. **When the Rate Con is built for a particular load, the shipper information from the load tender is replaced with the carrier information and the rate on the load tender is now changed to the rate that the Broker sells the load to the carrier for. Broker keeps the difference.**

Example:

Load Tender from shipper that was accepted by the freight broker is for **\$5,000**. Freight broker takes **20% as a profit margin** from the tender and uses the rest to broker out to the carriers. **So \$5,000 - \$1,000 (20% of freight broker margin) = \$4,000 to broker to carrier or owner operator. Do freight brokers post the load on the load boards for \$4,000? Of course not.** They need some “wiggle” room for negotiation with the carriers, so maybe post starting from \$3,500. This is common among freight brokers. The amount they post on the load boards and that gets accepted by carriers will be put on the “rate confirmations” for the carriers.

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**LOAD CONFIRMATION & RATE AGREEMENT****DATE:****ORDER #**

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**ABCD FREIGHT BROKERS, LLC**

MC#12345-B

Point of Contact

123-456-7890

Office

123-456-7890

Fax

123-456-7890

Cell phone

CARRIER: \_\_\_\_\_

MC# \_\_\_\_\_

Driver: \_\_\_\_\_

Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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**Special Instructions:**

- Charges may apply for late pick-ups and deliveries.
- It is the driver's responsibility to ensure that the load is safe, secure and legal for transport.
- Driver is required to check call daily by 10:00AM. If not, \$50.00 will be charged.
- All Trailers must be clean, empty and odor free with no holes.
- Any deviation from dispatch instructions must be called in immediately.
- All products SHORTAGES must be reported at time of PICKUP. Failure to report will result in additional charges.
- Re-brokering, assigning or interlining of this shipment will void our obligation to pay your freight.

**Additional Info:**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**LOAD INFORMATION**

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**Pickup Location****Shipper**

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Commodity: \_\_\_\_\_

Weight: \_\_\_\_\_

Trailer Type: \_\_\_\_\_

Temperature: \_\_\_\_\_

The **Rate Con** now reflects details needed for the carrier to effectively run the load. Pickup and Delivery dates and times, special instructions, commodity, weight, loaded miles, etc.

Invoicing Customers (Shippers) and Paying Carriers (Agents)

Once a carrier delivers the freight to the **Receiver** and everything checks out as being ok, the carrier signs a **B.O.L. (Bill of Lading)**. This is a delivery receipt, proof of delivery and the carrier's (and Broker's) way of being paid for a particular load. The carrier will now either invoice the Broker directly or go through their factoring company for payment. Also, the carrier is required to send the Broker a copy of the BOL as well so that the shipper can be invoice by the Broker, so everyone is paid.

<u>Date:</u>		STANDARD TRUCKLOAD BILL OF LADING			Page _____	
SHIP FROM			Bill of Lading Number: _____  <div style="text-align: center; font-size: 1.5em; color: gray;">BAR CODE SPACE</div>			
Name:		Address:				City/State/Zip:
SHIP TO			CARRIER NAME: _____ Trailer number: _____ Seal number(s): _____  SCAC: _____ Pro number: _____  <div style="text-align: center; font-size: 1.5em; color: gray;">BAR CODE SPACE</div>			
Name:		Address:				City/State/Zip:
THIRD PARTY FREIGHT CHARGES BILL TO:			Freight Charge Terms: <u>(freight charges are prepaid unless marked otherwise)</u> Prepaid _____ Collect _____ 3 <sup>rd</sup> Party _____  Master Bill of Lading: with attached underlying Bills of Lading (check)			
Name:		Address:				City/State/Zip:
CUSTOMER ORDER INFORMATION						
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
				Y	N	
				Y	N	
				Y	N	
				Y	N	
				Y	N	
GRAND TOTAL						
CARRIER INFORMATION						
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION
QTY	TYPE	QTY	TYPE			
						RECEIVING STAMP SPACE

B.O.L. contains standard information such as Shipper and Receiver, pallet count, any damage claims or lost freight, any lumber charges, BOL number to properly identify the load, commodity, and carrier information.