



# QUICK PICK HELP



My Quick Pick from Central Freight Lines, Inc. allows you to enter freight pickup requests quickly and easily. The following steps will guide you through the process:

1. Select either “Shipper” if you are requesting a pickup at your location or “Consignee” if you are to be the recipient of the freight shipment.

	Account Number	Customer Name	Address	City	ST	Zip
Select	123456789	Testing Customer	123 Test	Rockdale	TX	76567
Select	987654321	Testing Customer Name	321 Testing	Tolleson	AZ	85353

2. Your company's accounts are listed and simply click on the “Select” link to choose the location for this shipment. If you are *shipping from this location*, the name and address will be completed automatically in the “Shipper” section. However, if you are *shipping to this location*, the location's ZIP code will be entered into the “Destination” area.

	Account Number	Customer Name	Address	City	ST	Zip
Select	123456789	Testing Customer	123 Test	Rockdale	TX	76567
Select	987654321	Testing Customer Name	321 Testing	Tolleson	AZ	85353

Select the Account Information.

3. Next, enter the date that you wish the pickup to take place (either today or in the future). Also, enter the contact phone number in the space provided.

Please enter a pick up date.

Phone number is numbers only

4. If the freight is to be shipped to your location, please enter the shipper information. The “City” and “St” areas will be filled in after you select the ZIP code from the list provided.

First you must enter a zip code or city.

Then select a city.

5. Enter the time that the freight will be ready for pickup and the closing time of the shipper's facility. These times must be entered in "military" (24-hour) format. For example: 14:00 is 2:00 PM. Also, enter in the quantity (1 or greater), weight (10 or greater) and a brief description of the items to be shipped.

Please enter the time the freight will be ready to pick up. Military time only Please enter time you close.

Time Ready	<input type="text" value="14:00"/>	Military time only	Close	<input type="text" value="16:00"/>	
Qty	<input type="text" value="1"/>	Handling Units	<input type="text" value="Pallet"/>	Weight	<input type="text" value="10"/>
Freight Description	<input type="text" value="This box is optional but will help Central Freight when picking up your freight"/>				

Qty, Handling Units and Weight are all required.

6. If you are shipping to a location, then enter *either* the city name or ZIP code. A list of matching locations will be displayed and you can simply click on the correct destination. If you chose "Consignee" in step 1 (above), then your location's ZIP code will already be displayed.

Please enter a city or zip code. Then click a serviceable city.

Destination	<input type="text" value="waco"/>
Email	WACO, GA ; 30182 ; Interline WACO, KY ; 40385 ; Not Served WACO, MO ; 64869 ; Agent WACO, MS ; 38753 ; Not Served WACO, NC ; 28169 ; Interline WACO, NE ; 68460 ; Interline WACO, OH ; 44707 ; Interline
Notes	WACO, TX ; 76701 ; Direct WACO, TX ; 76702 ; Direct WACO, TX ; 76703 ; Direct WACO, TX ; 76704 ; Direct

This section shows the valid serviceable destinations.

7. Optionally, you can enter an email address if you would like electronic notification of the pickup. Also, select the appropriate box if the shipment is hazardous or requires a lift gate for loading. Select the payment method of the shipment as prepaid by the shipper or collect from the consignee. Additional notes may be entered to clarify any special situations.

Please choose prepaid or collect. Prepaid means the shipper will pay for the freight. Collect means the consignee will pay for the freight.

Email	<input type="text" value="Email is optional"/>
	<input type="checkbox"/> Hazmat? <input type="checkbox"/> Lift Gate?
	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect
Notes	<input type="text" value="Please enter any notes that will help Central Freight."/>
	<input type="button" value="Add"/> <input type="button" value="Reset form"/>

Click the add button to have Central freight pick up your freight.

Click the "Add" button to submit your pickup request.

8. After selecting the “Add” button, an information box will confirm your Quick Pick number. You may select “Additional Pickup” if you would like to enter another shipment from the same location or you may choose to return to the eCentral home page. You may also select “Search” to review current pickup requests.

The screenshot displays the Central Quick Pick interface. At the top, there are navigation tabs for "HOME" and "SEARCH". Below these are radio buttons for "Shipper" and "Consignee". A table header lists "Account Number", "Customer Name", "Address", "City", "ST", and "Zip". The table contains two rows: one with "22158350" and "TX 76567", and another with "22158340" and "AZ 85353 6". A "Previous Quick" link is visible. The main content area features the "CENTRAL QUICK PICK" logo with a truck icon. A red text instruction says "Write down your Quick Pick Number." Below this, a yellow box displays "Added Quick Pick Number 311674", with the number circled in red. Underneath is a "Shipper Info" section with fields for "Testing Customer", "123 Test", "Rockdale TX 76567", and "123456789". A "Next Action" section contains three buttons: "Additional Pickup", "Home", and "Search". On the left side, a vertical menu lists fields: "Name", "Address", "City, St, Zip", "Time Ready", "Qty", "Freight Descrip", "Destination", "Email", and "Notes".