iBidLogistics
Simplified Way to Procure

Freight Manager guide

How to raise freights from plans, run auctions, allot the transporter and follow the vehicle.

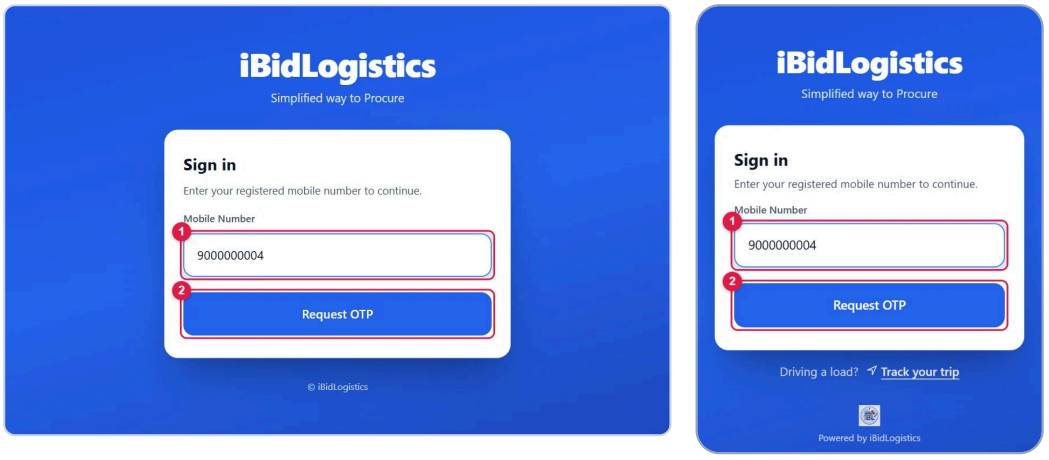
Your work at a glance
1. Sign in
2. Raise a freight from a plan
3. Create a freight without a plan
4. Watch the auction
5. Allot
6. Vehicle details
7. Vehicles that did not come
8. Dashboard and reports
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Your work at a glance

1. **Raise the freight** from a plan, or create a new one.
2. **Direct, Live or Future:** choose how to give it.
3. **Watch the bids** in Auctions in Progress.
4. **Allot** the freight to a transporter.
5. **Check the vehicle:** the transporter fills the details.

1. Sign in

1. Open **ibidlogistics.com/login** on the computer, or the **iBidLogistics** app on the phone.
2. Enter your registered mobile number and press **Request OTP**.
3. Enter the OTP that comes by SMS and press **Login**.

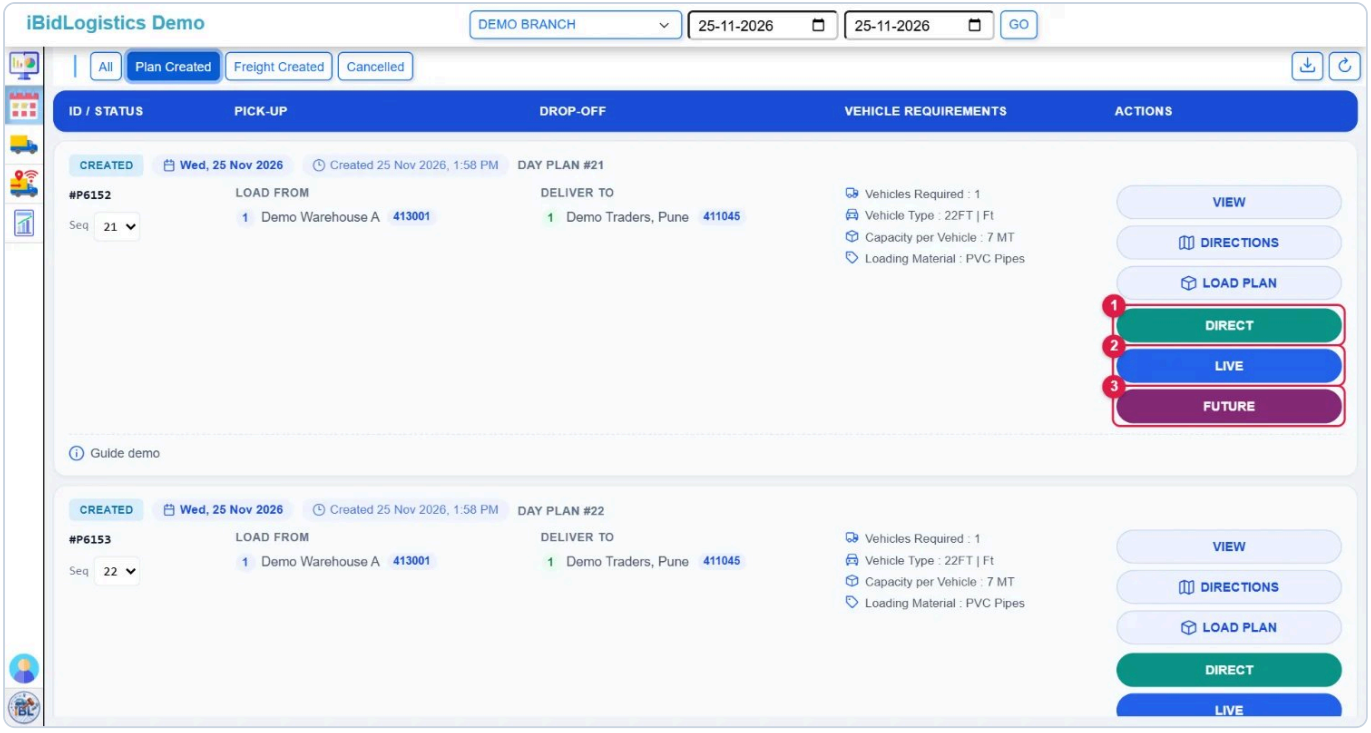


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

> You stay signed in. Do not share your OTP with anyone.

2. Raise a freight from a plan

1. Open **Freight Planner** and choose **Plan Created**.
2. Press one of the three buttons on the plan.

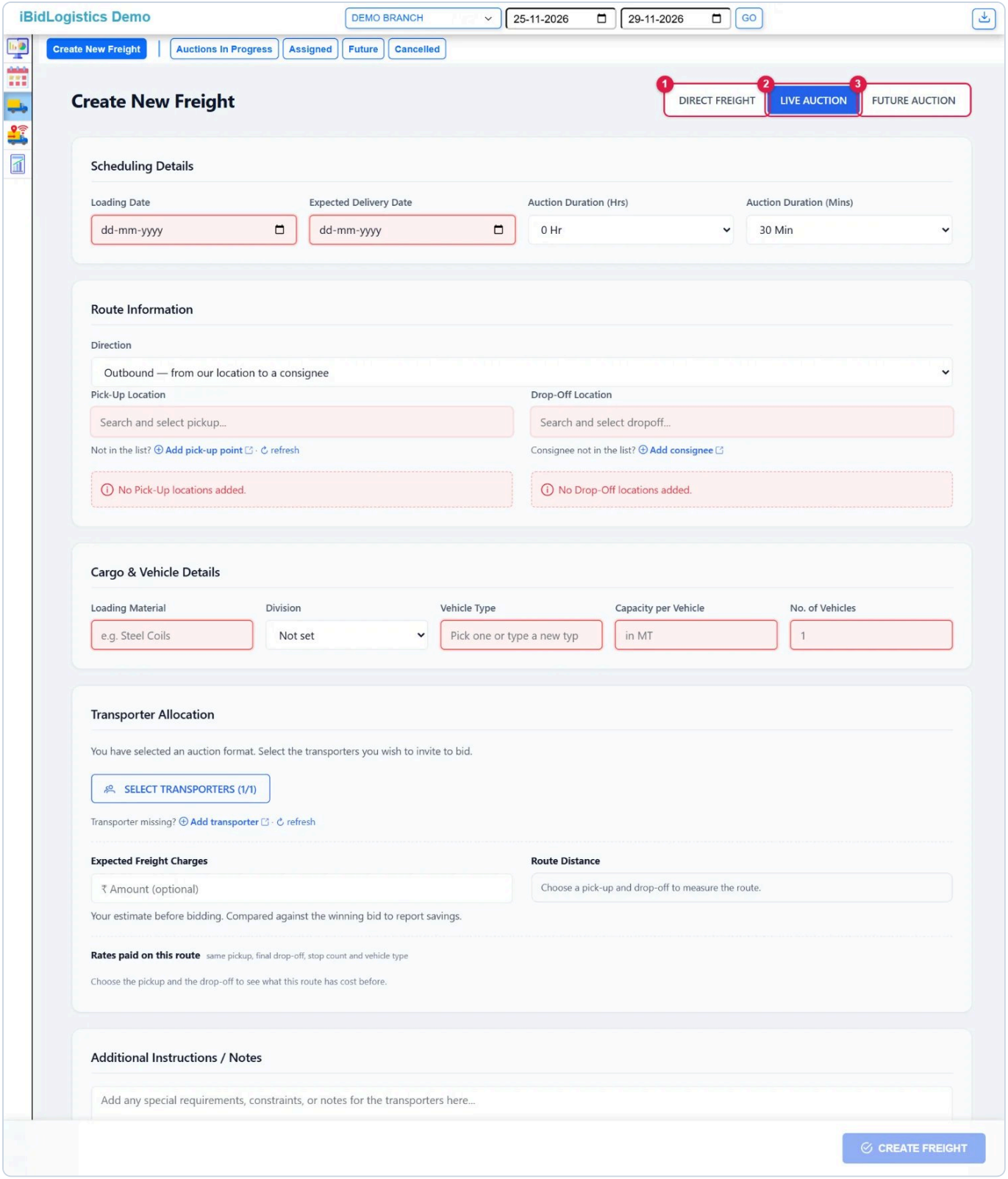


(1) Direct, (2) Live, (3) Future

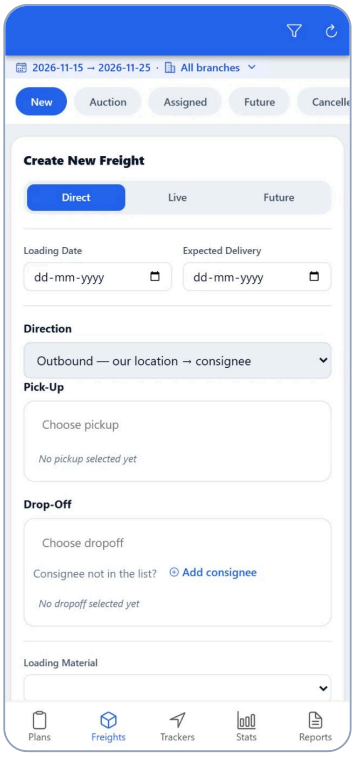
- **Direct:** give it to one transporter at a fixed rate.
- **Live:** the auction starts now.
- **Future:** the auction starts at the time you set.

3. Create a freight without a plan

1. Open **Freights** and press **Create New Freight**. Choose Direct, Live or Future.
2. Fill the dates, the pick-up, the drop-off, the material and the vehicle.
3. For an auction, set its duration and select the transporters to invite. The expected charges are optional.
4. Press **Create Freight**.



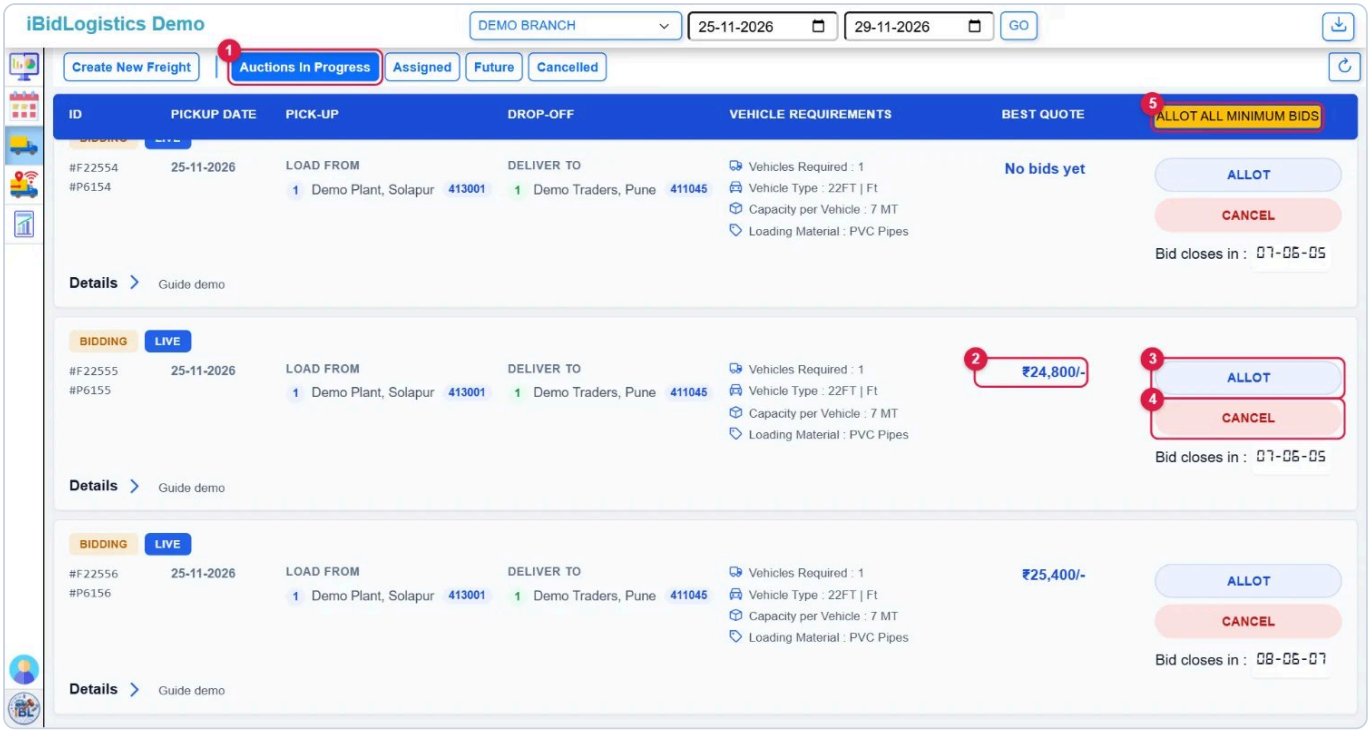
(1) Direct, (2) Live, (3) Future



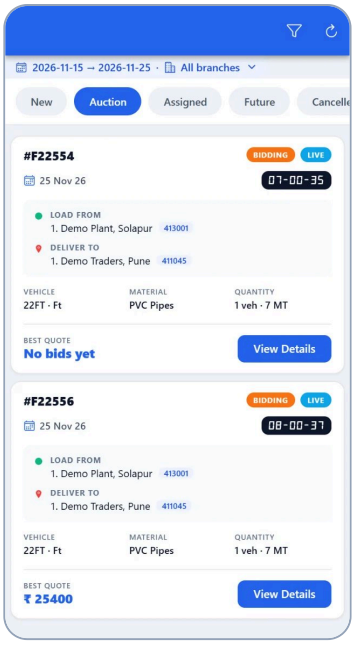
On the phone: **Freights**, then **New**

4. Watch the auction

Auctions in Progress updates by itself. You see the best quote and the time left.

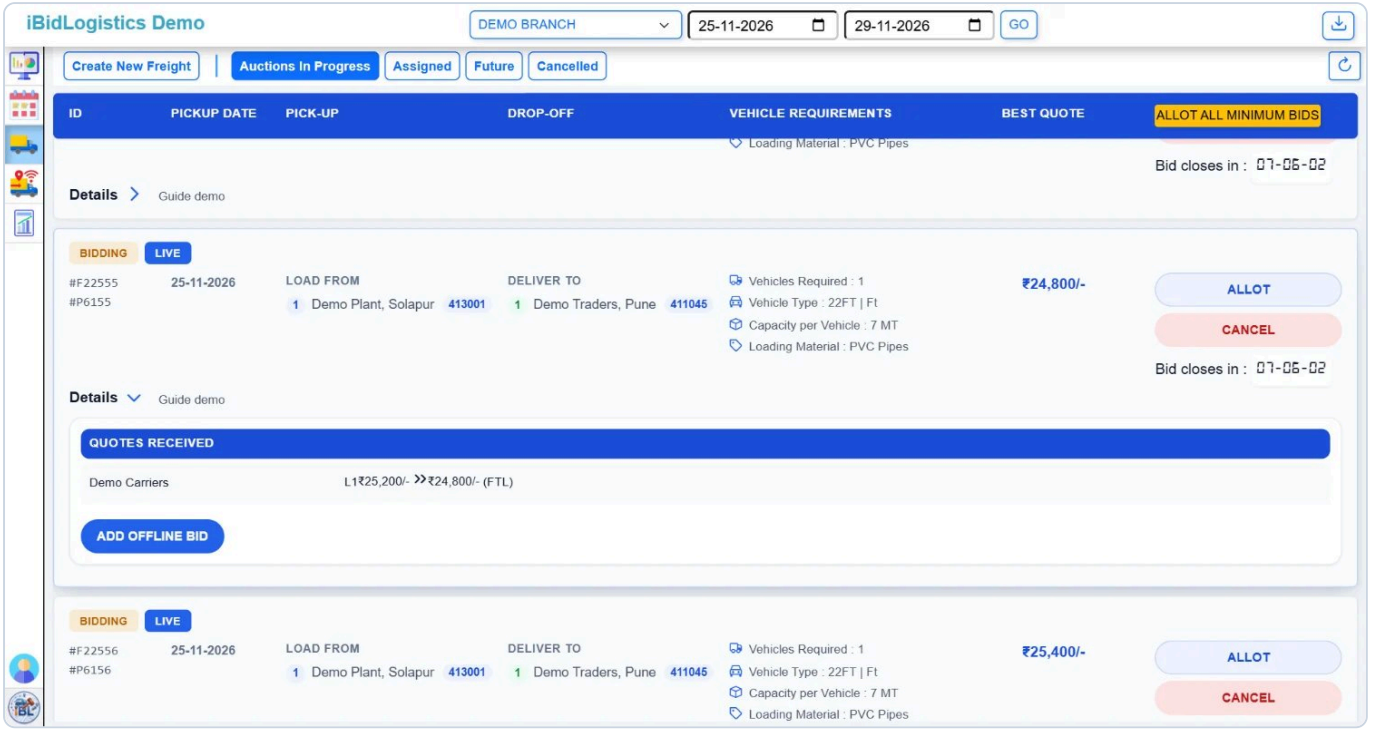


(1) Auctions in Progress, (2) best quote, (3) Allot, (4) Cancel, (5) Allot all



The same on the phone

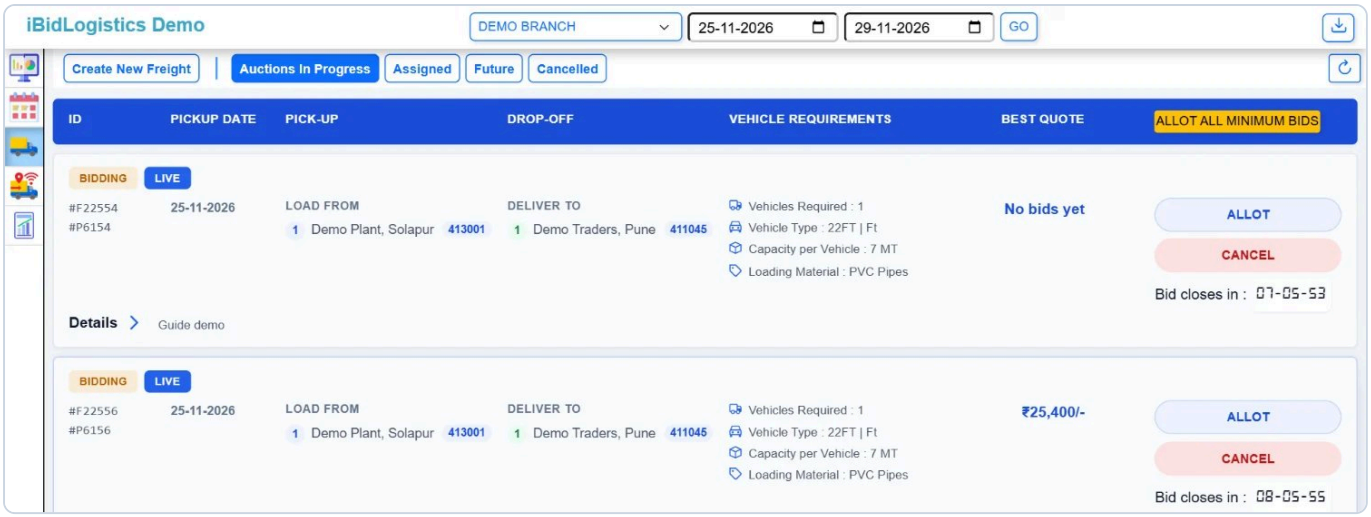
1. Press **Details** to see every transporter's bids.
2. A transporter quoted on the phone? Press **Add offline bid** and enter it.



Bids received, and Add offline bid

5. Allot

1. Press **Allot** to give the freight to the lowest bid. You can do it before the time ends.
2. **Allot all minimum bids** allots every freight in the list at once.

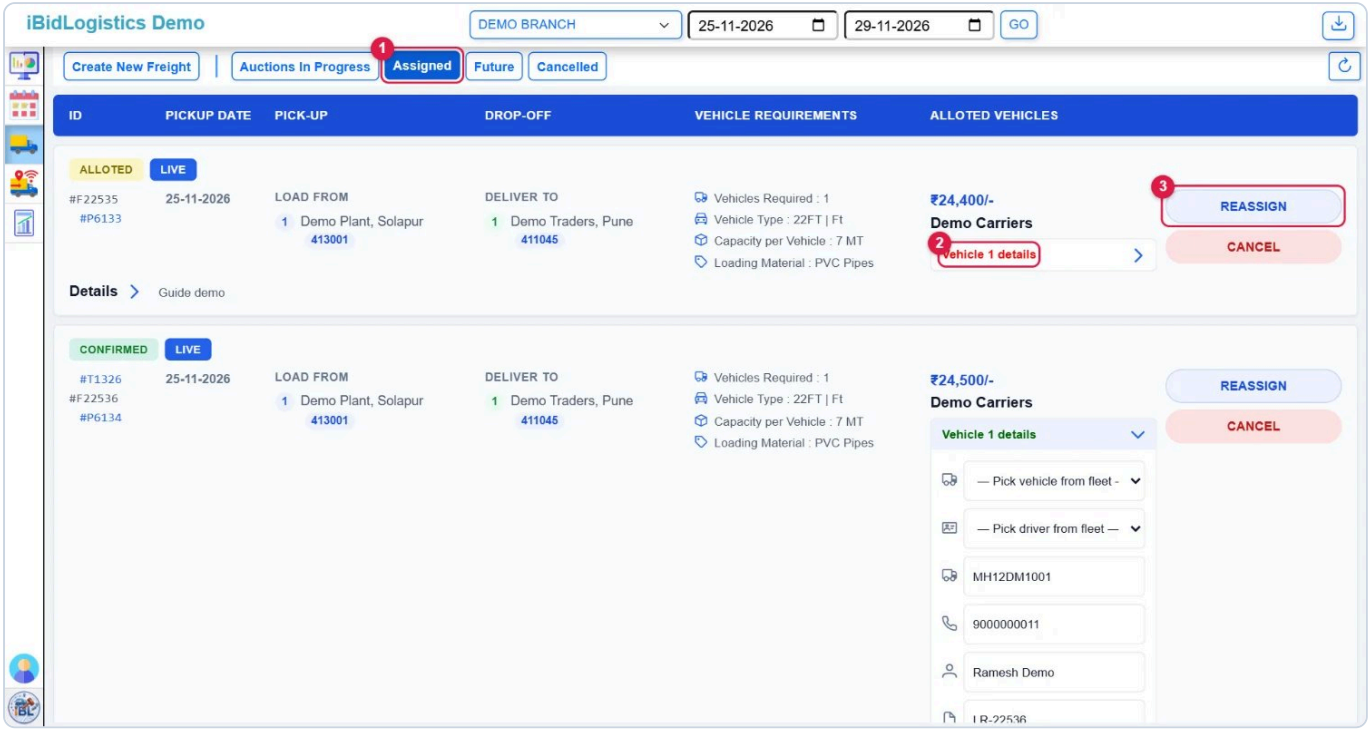


An allotted freight leaves this list

> Check the rate before you press Allot. The transporter is informed at once.

6. Vehicle details

Open **Assigned**. Red means the transporter has not filled the vehicle yet. Driver details are optional.

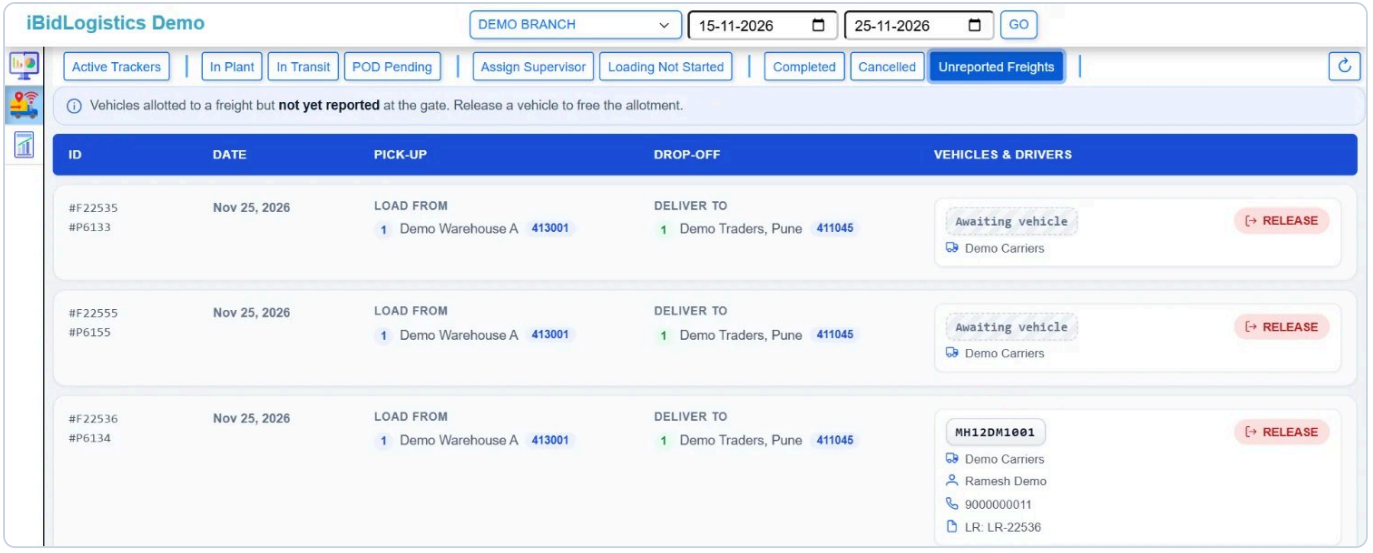


(1) Assigned, (2) vehicle details, (3) Reassign

- **Reassign** gives the freight to another transporter.
- **Cancel** cancels the freight.

7. Vehicles that did not come

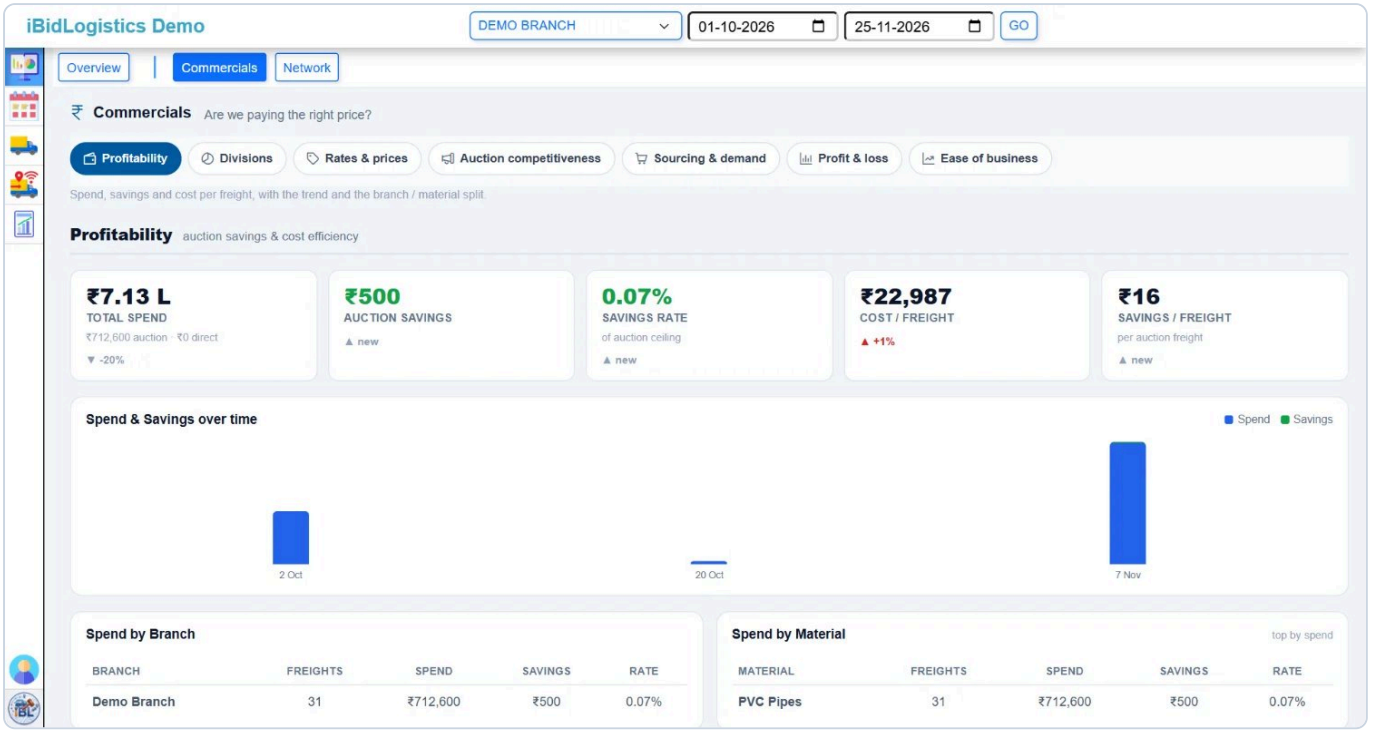
In **Freights on the Way**, **Unreported Freights** lists allotted vehicles that have not reached the gate. **Release** frees the freight so you can give it again.



Unreported Freights

8. Dashboard and reports

Dashboard shows your spend, your savings and your transporters. **Reports** has the freight, auction, lane and rate registers.



Commercials dashboard

9. Messages and what to do

Message or problem	What to do
No bids yet	No transporter has quoted. Call them, or add an offline bid.
A transporter is not in the list	Ask your Admin to add the transporter to your branch.
Number not registered	Your mobile number is not active. Ask your Admin.

To sign out: **Settings**, then **Log out**.

Need help? Write to info@ibidlogistics.com