iBidLogistics
Simplified Way to Procure

Manager guide

How to see what needs attention, follow plans, freights and trips, approve deliveries and read reports.

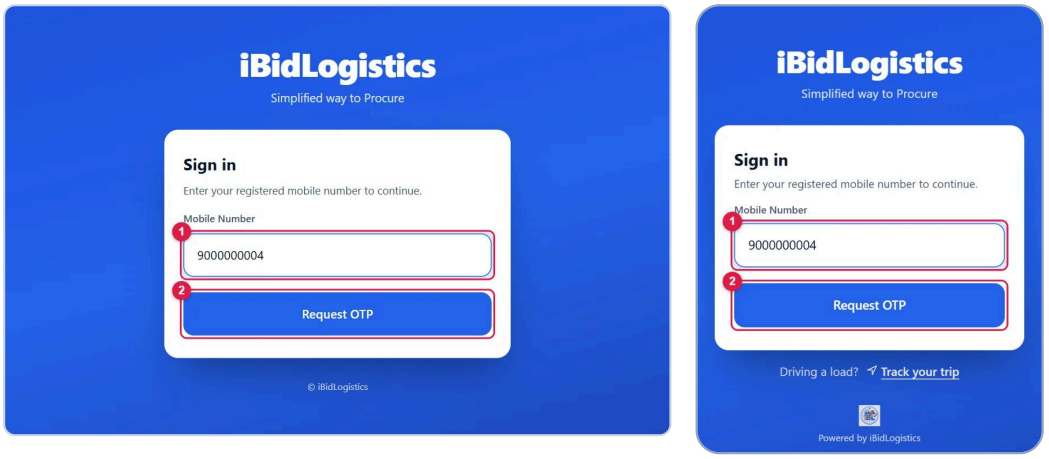
Your work at a glance
1. Sign in
2. Dashboard
3. Plans
4. Freights
5. Trips
6. Approve the delivery
7. Reports
8. Messages and what to do

Your work at a glance

1. **Dashboard:** see what needs attention today.
2. **Plans:** check, change or cancel.
3. **Freights:** raise and follow.
4. **Trips:** follow, change or cancel.
5. **Proof of delivery:** approve or reject.

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**.



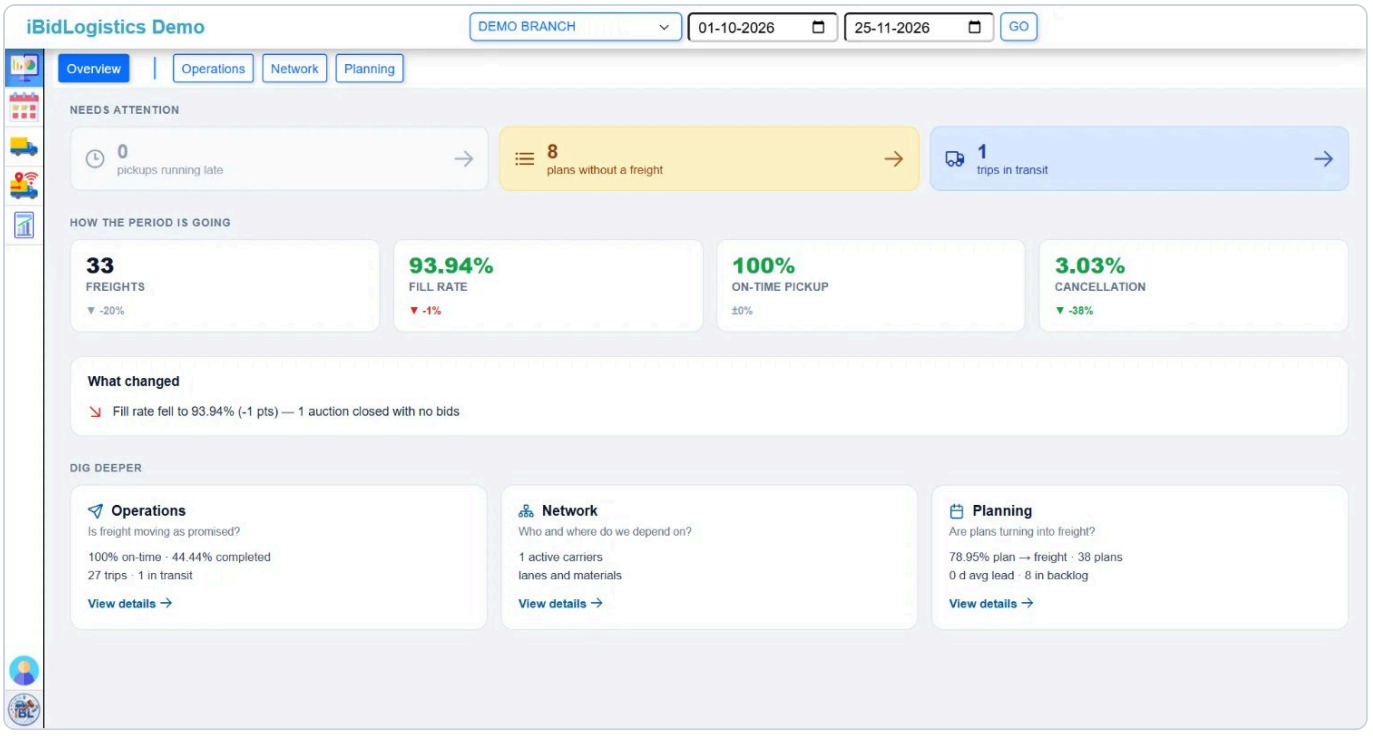
Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

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

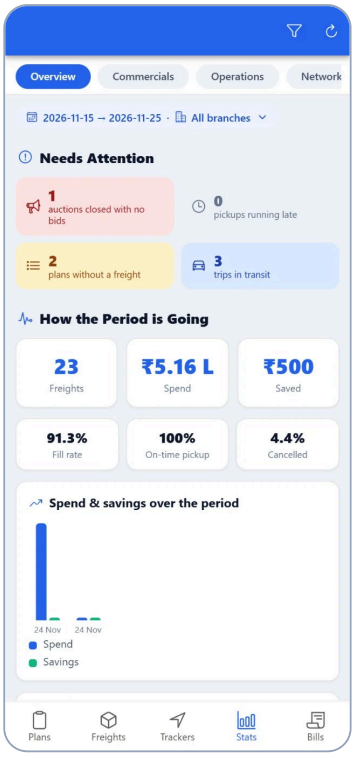
2. Dashboard

Open **Dashboard**. The boxes at the top need your attention: press one to open its list.

- **Commercials**, **Operations**, **Network** and **Planning** open the details.
- Set the branch and the dates at the top, then press **Go**.



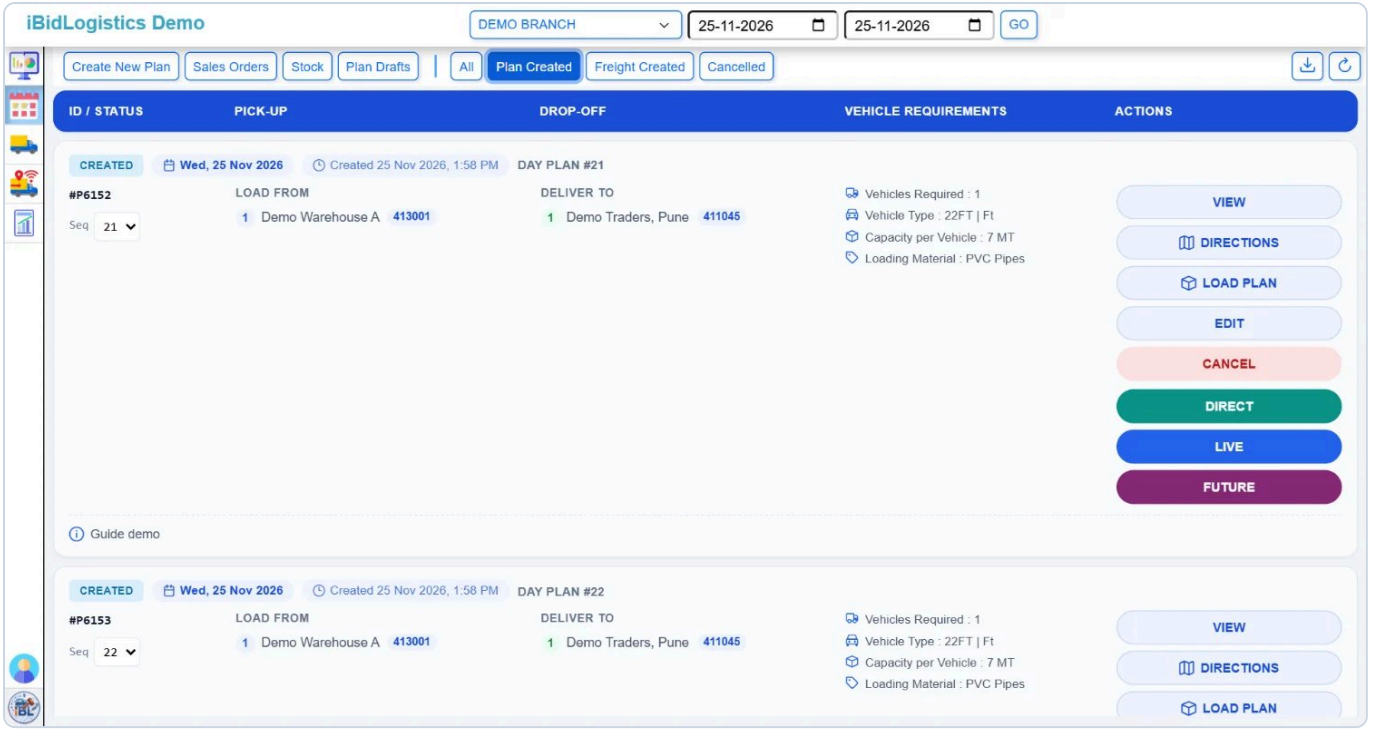
Dashboard



On the phone: the **Stats** tab

3. Plans

Freight Planner lists the plans of the day. **View**, **Edit** or **Cancel** a plan, or raise its freight with **Direct**, **Live** or **Future**.

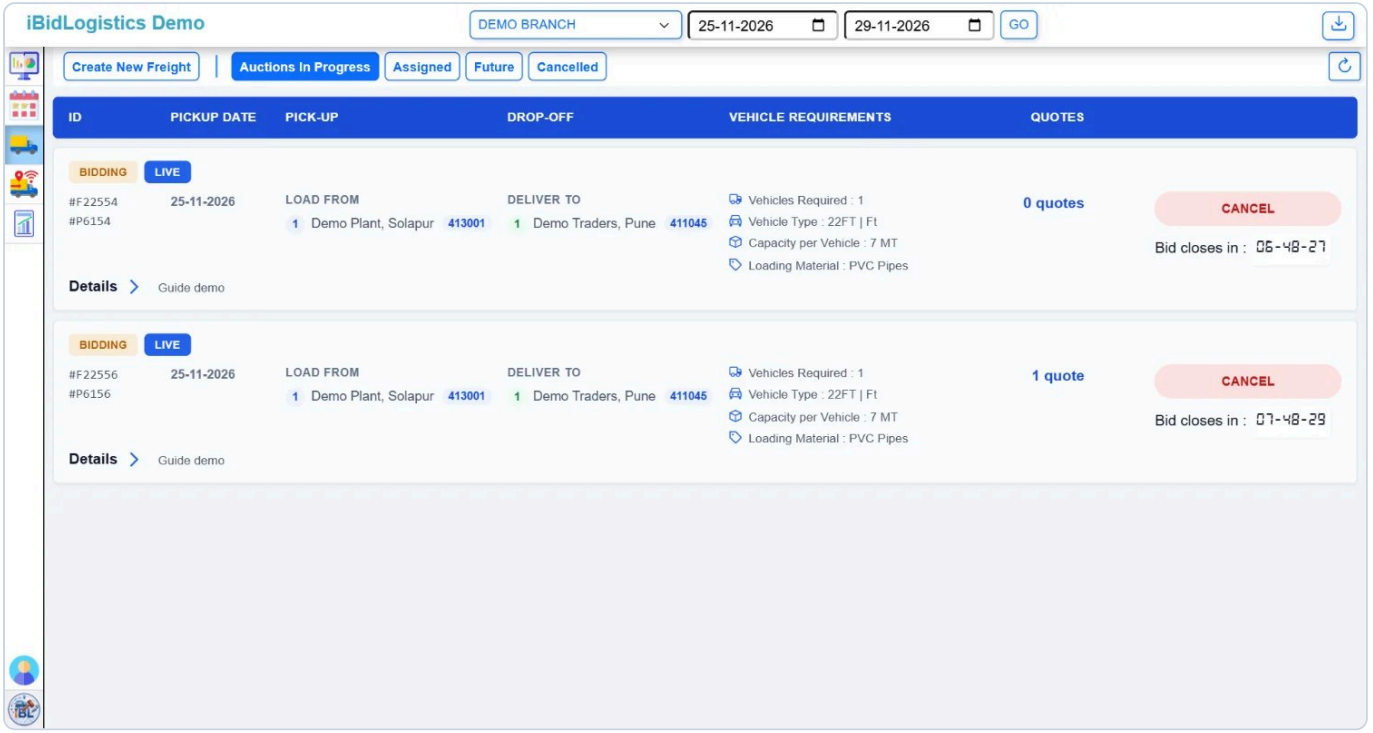


Plans

> The planner's guide explains how to create a plan, step by step.

4. Freights

Freights shows the auctions in progress, the assigned freights, the future auctions and the cancelled ones.

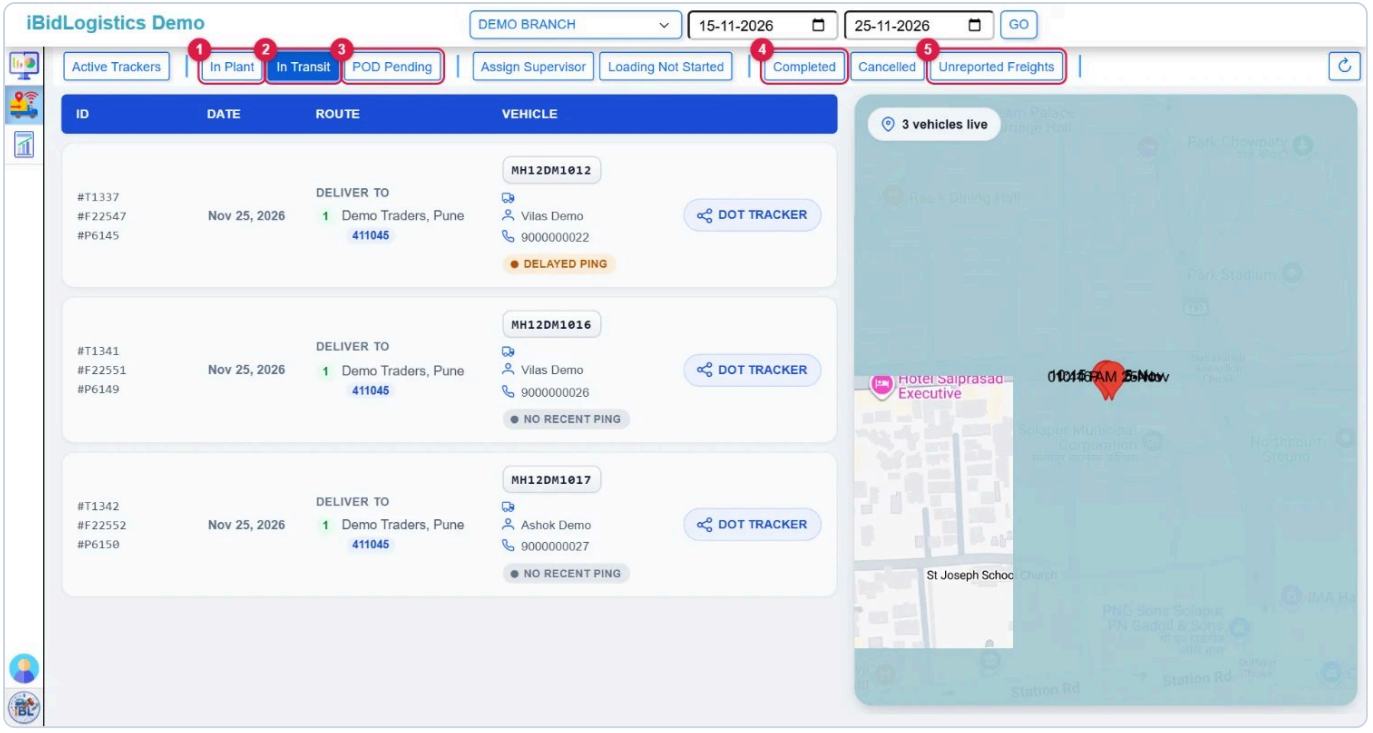


Auctions in progress

> A Manager sees how many quotes came, not the rates. The Freight Manager sees the rates and allots.

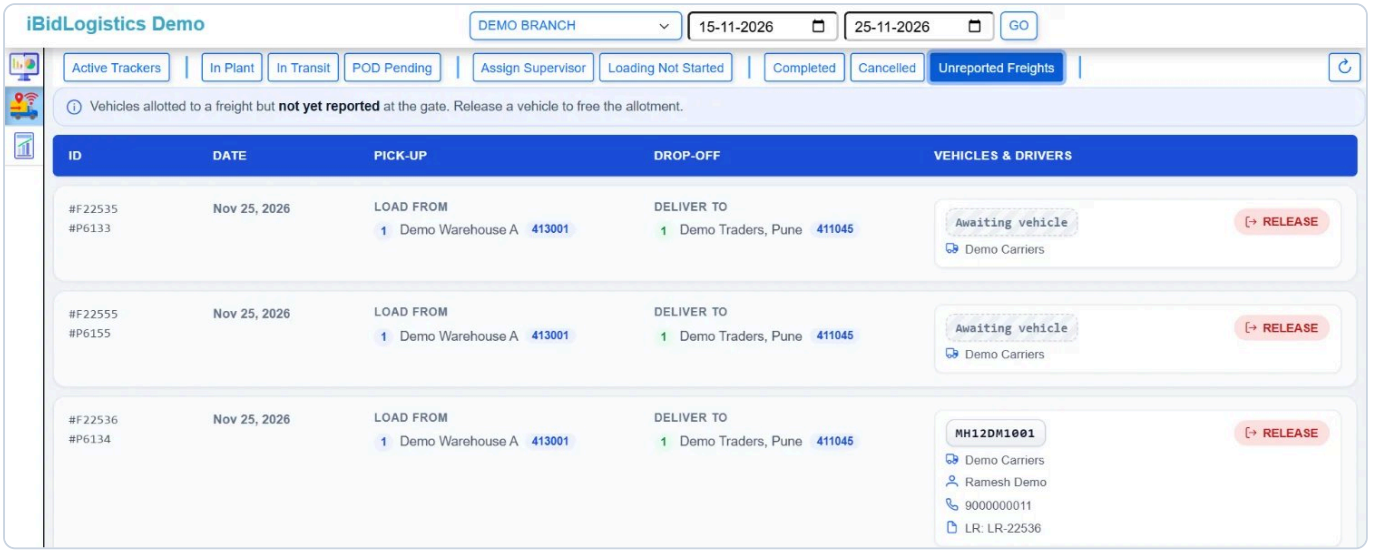
5. Trips

Freights on the Way shows every vehicle in the plant and on the road.



Vehicles in transit

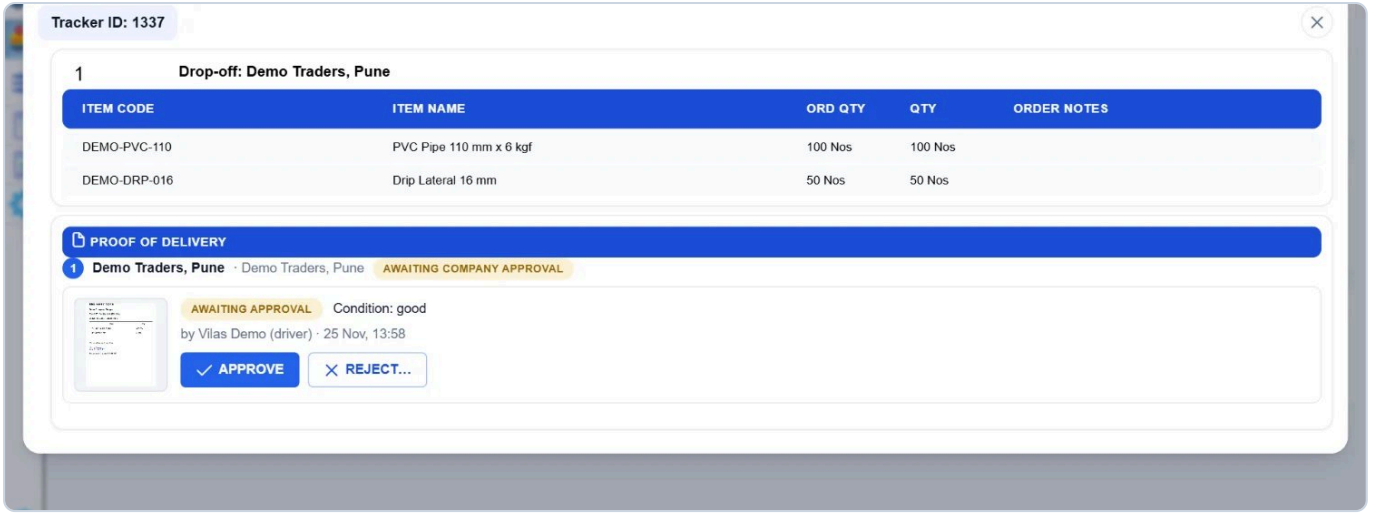
- **Add or change load:** add goods to a vehicle before it gates out.
- **Cancel Trip:** cancel a trip that will not go.
- **Release:** free a freight whose vehicle did not come.



Unreported Freights and Release

6. Approve the delivery

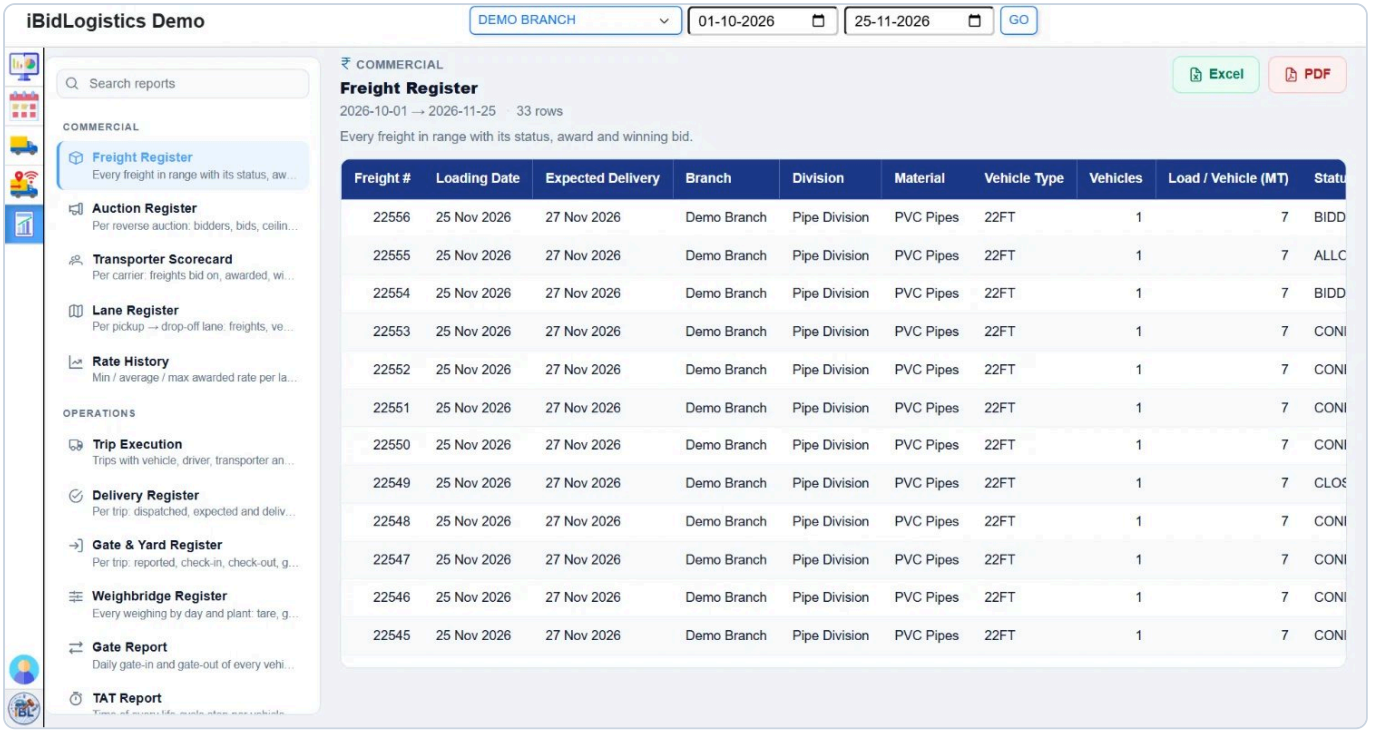
1. Open **POD Pending** and press the vehicle.
2. Check the photo of the signed paper.
3. Press **Approve**, or **Reject** with the reason.



The photo, Approve and Reject

7. Reports

Open **Reports**, choose a report, set the dates, then press **Excel** or **PDF**.



Reports

8. Messages and what to do

Message or problem	What to do
A list is empty	Check the branch and the dates at the top.
A menu is missing	Your role does not have it. Ask your Admin.
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