iBidLogistics
Simplified Way to Procure

Freight Planner guide

How to upload sales orders and stock, create plans, and follow each plan until it is delivered.

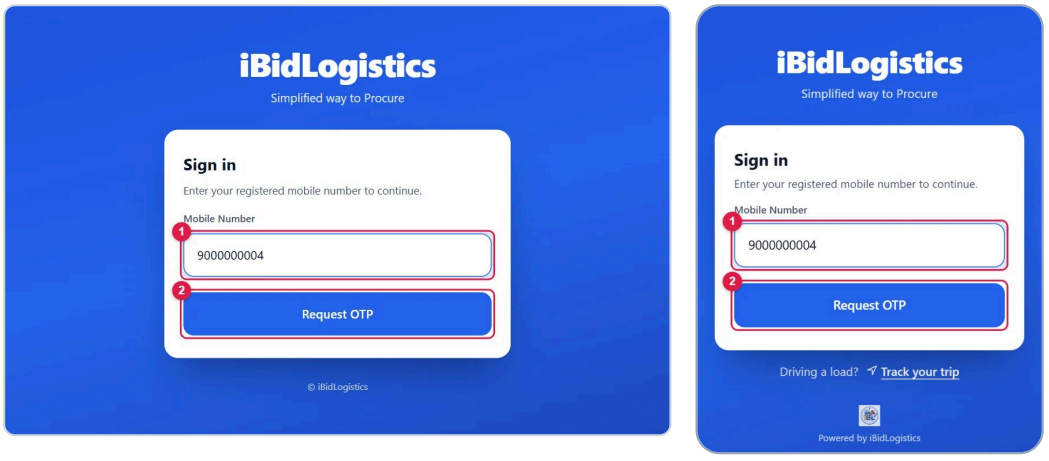
Your work at a glance
1. Sign in
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6. Check the load in the truck
7. Change or cancel a plan
8. Follow the trips
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Your work at a glance

1. **Upload** the sales orders and the stock.
2. **Create the plan:** when, where to and where from.
3. **Check the load** in the truck.
4. **Freight:** the Freight Manager raises it from your plan.
5. **Follow** the vehicle in Freights on the Way.

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**.

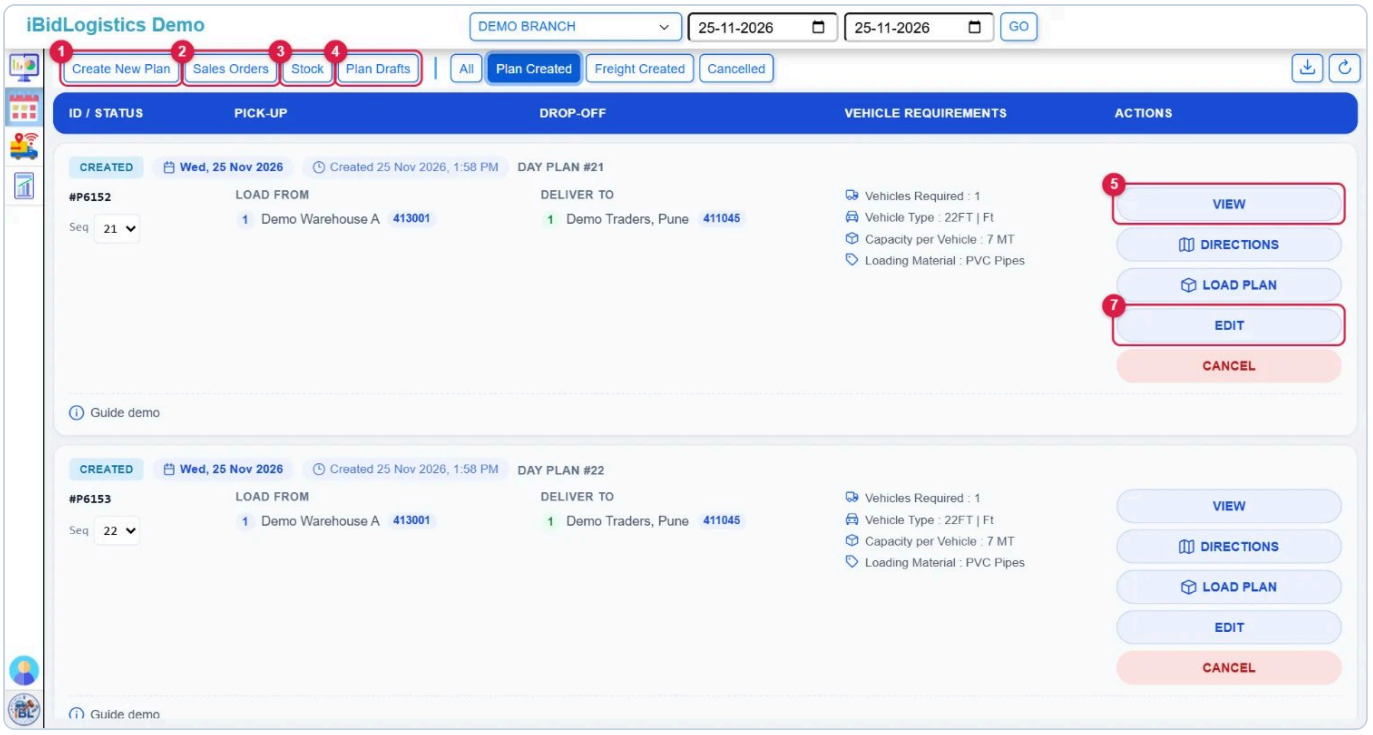


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

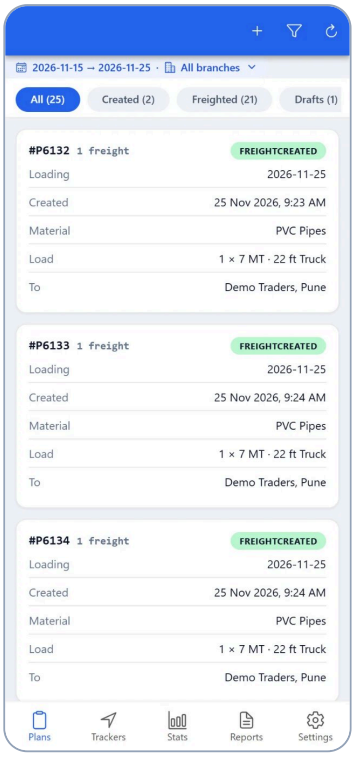
> You stay signed in. Do not share your OTP with anyone.

2. Your screen

You land on **Freight Planner**: the plans of the day.



(1) Create New Plan, (2) Sales Orders, (3) Stock, (4) Plan Drafts, (5) View, (7) Edit

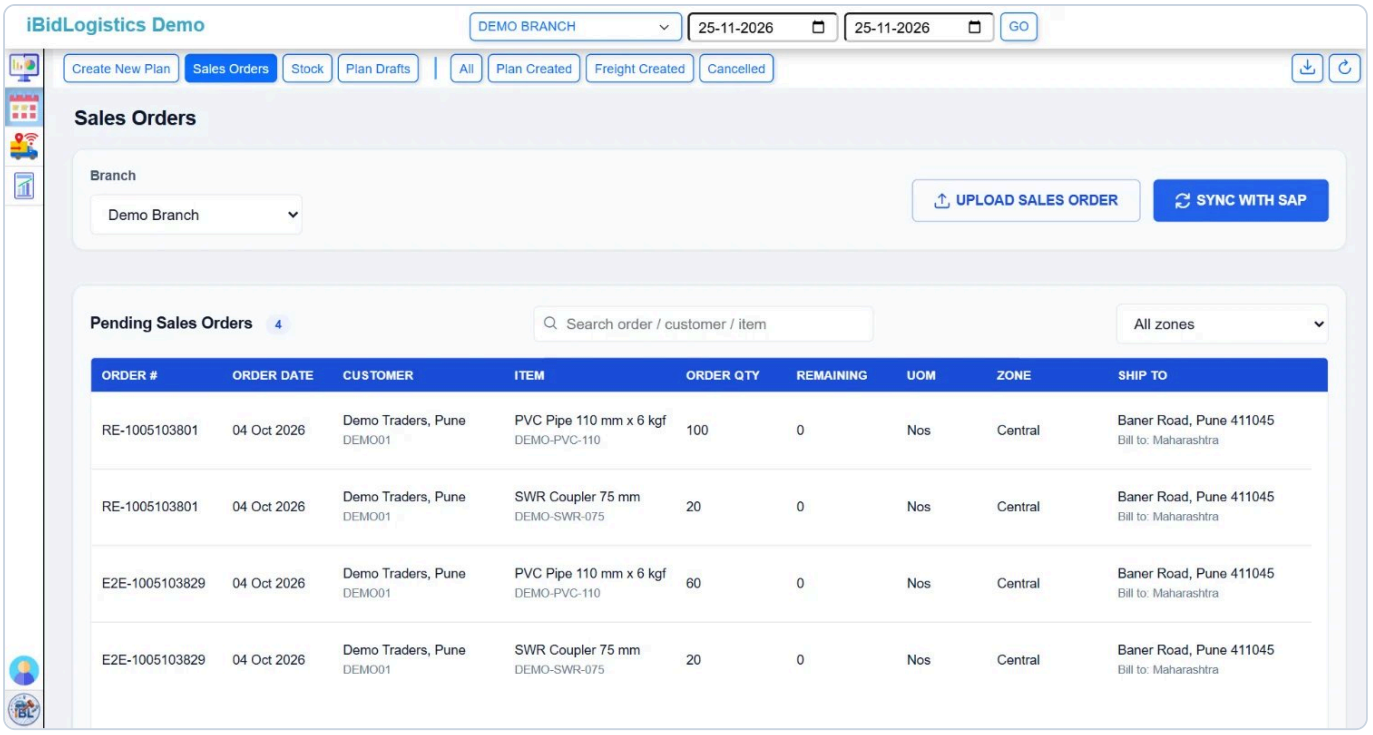


On the phone: the **Plans** tab. The plus sign creates a plan.

> Set the branch and the dates at the top, then press **Go**.

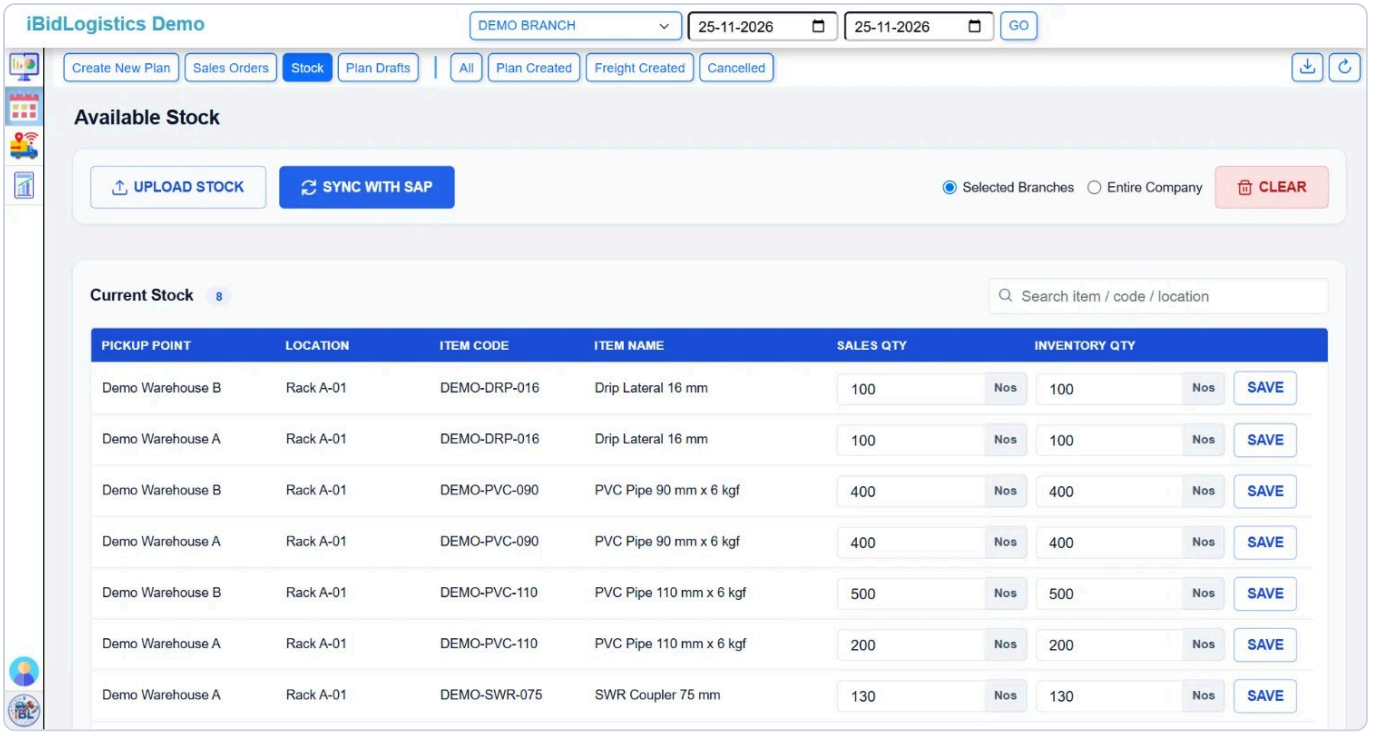
3. Sales orders and stock

1. Open **Sales Orders** and press **Upload Sales Order** to upload the Excel file.
2. Check the pending orders and their remaining quantity.



Pending sales orders

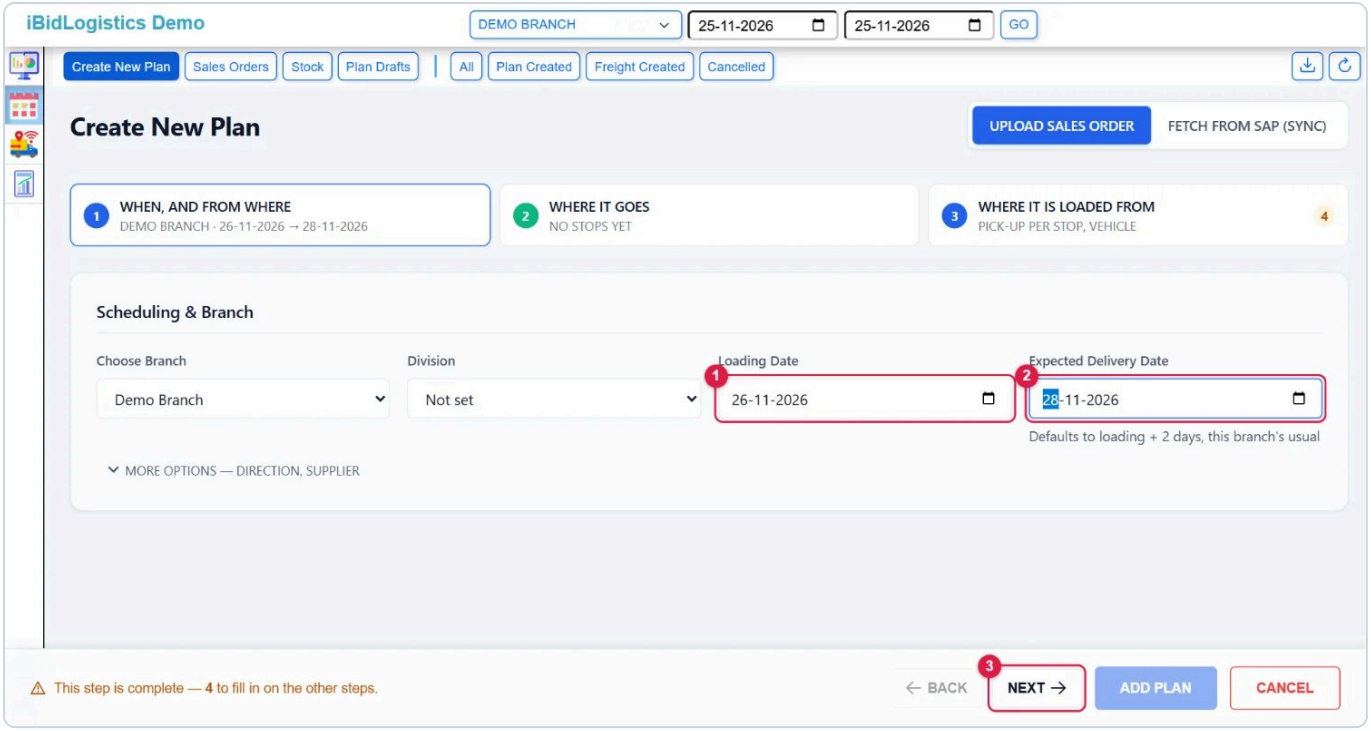
3. Open **Stock** and press **Upload Stock**. Or correct one line and press **Save**.



Stock at each pick-up point

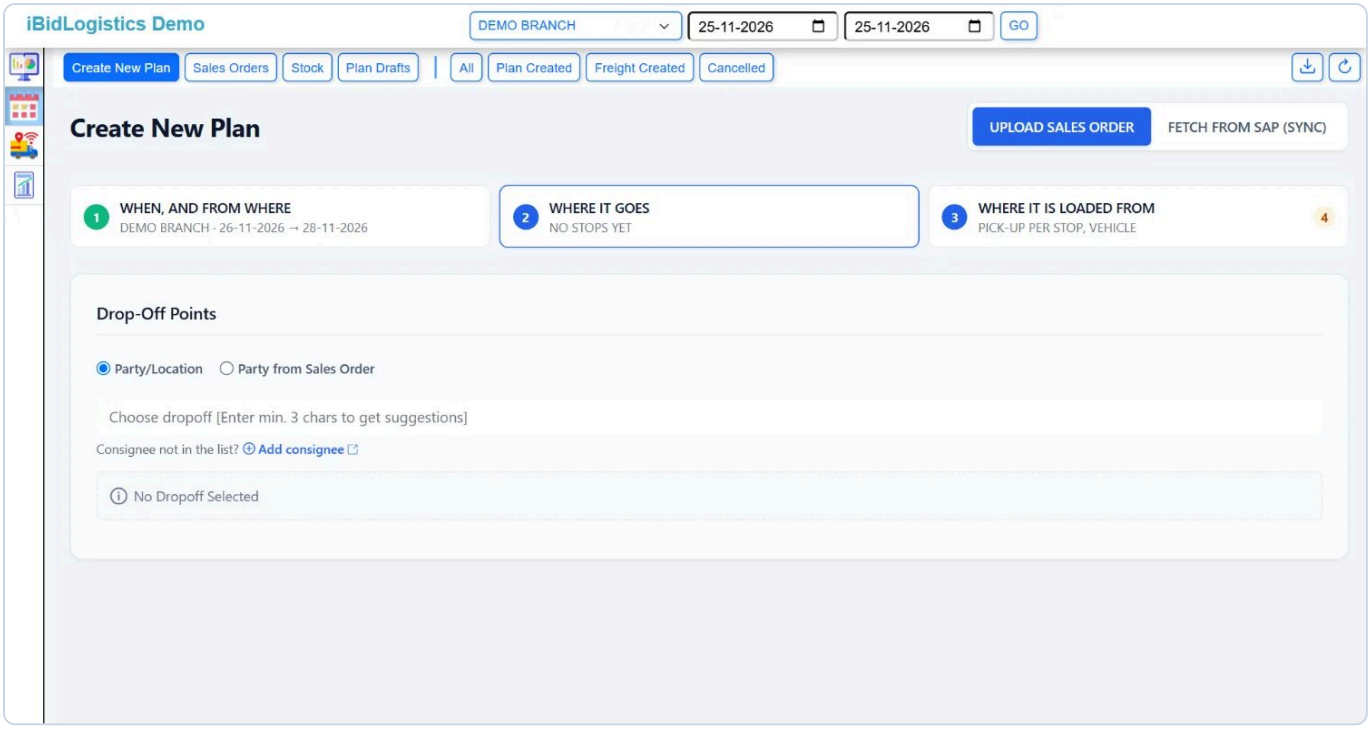
4. Create a plan

1. Press **Create New Plan**. In step 1, choose the loading date and the expected delivery date, then press **Next**.



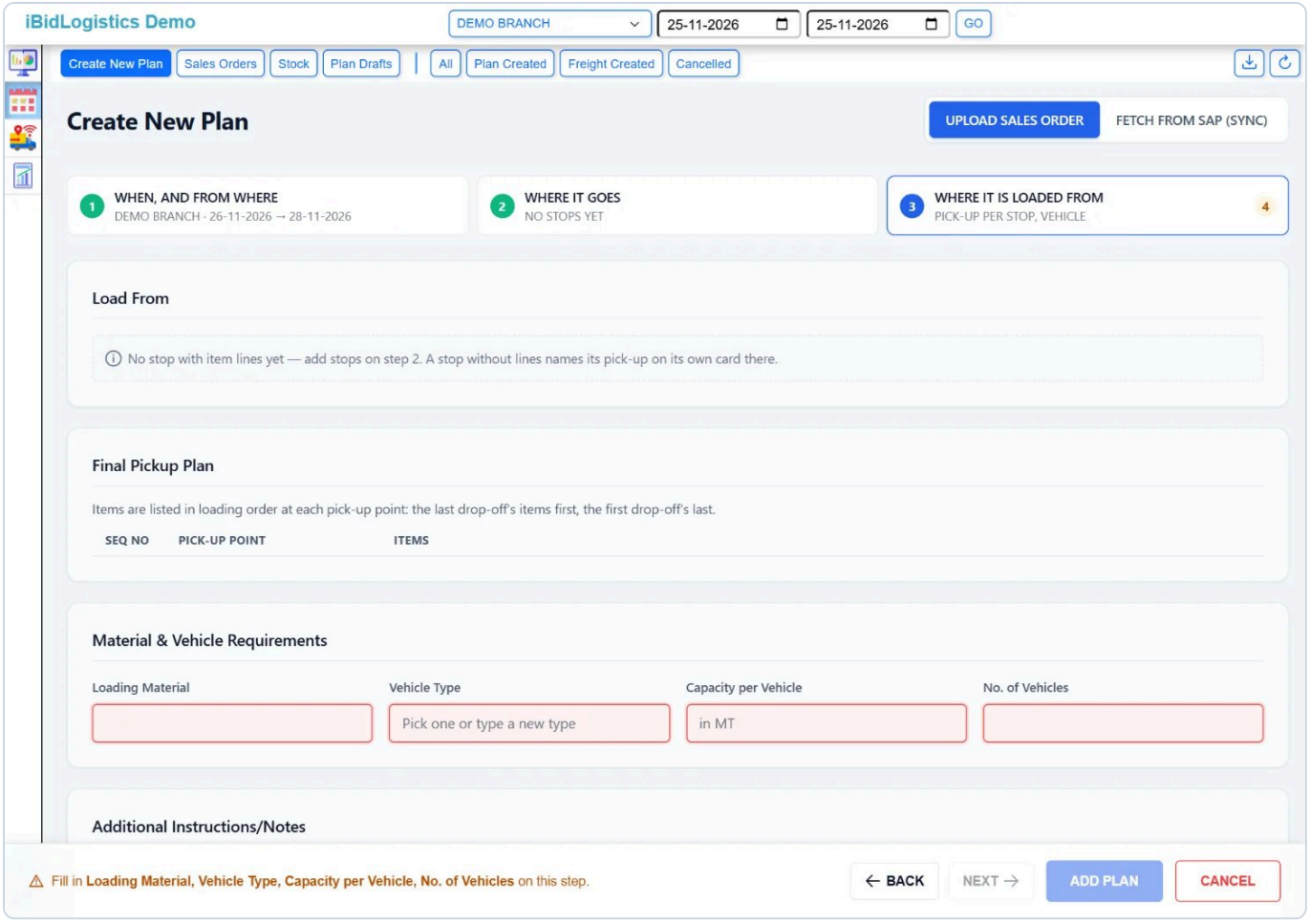
Step 1: (1) loading date, (2) delivery date, (3) Next

2. In step 2, choose the customer, by name or from a sales order, and the items. Add more stops if needed.

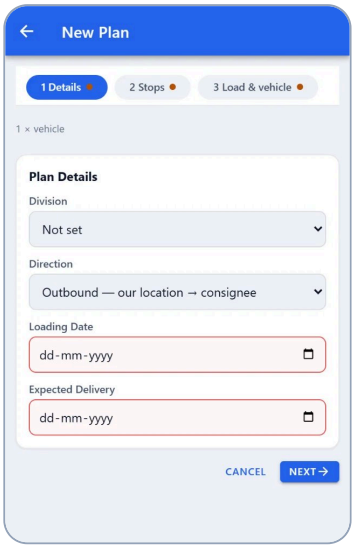


Step 2: where it goes

3. In step 3, choose where each item is loaded from. Enter the material, vehicle type, capacity and number of vehicles.
4. Press **Add Plan**. The stock is reserved.



Step 3: where it is loaded from, and the vehicle

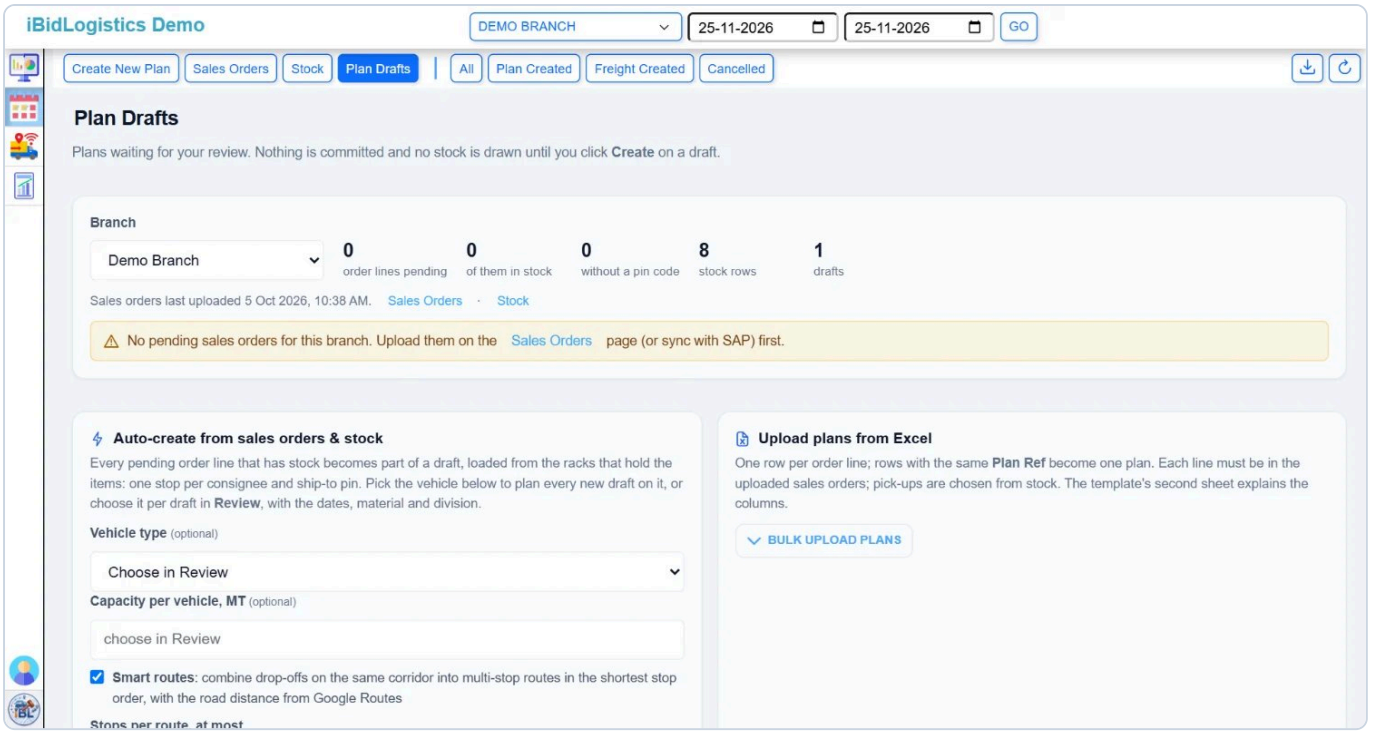


The same on the phone

> The line at the bottom always says what is still to be filled.

5. Plan drafts

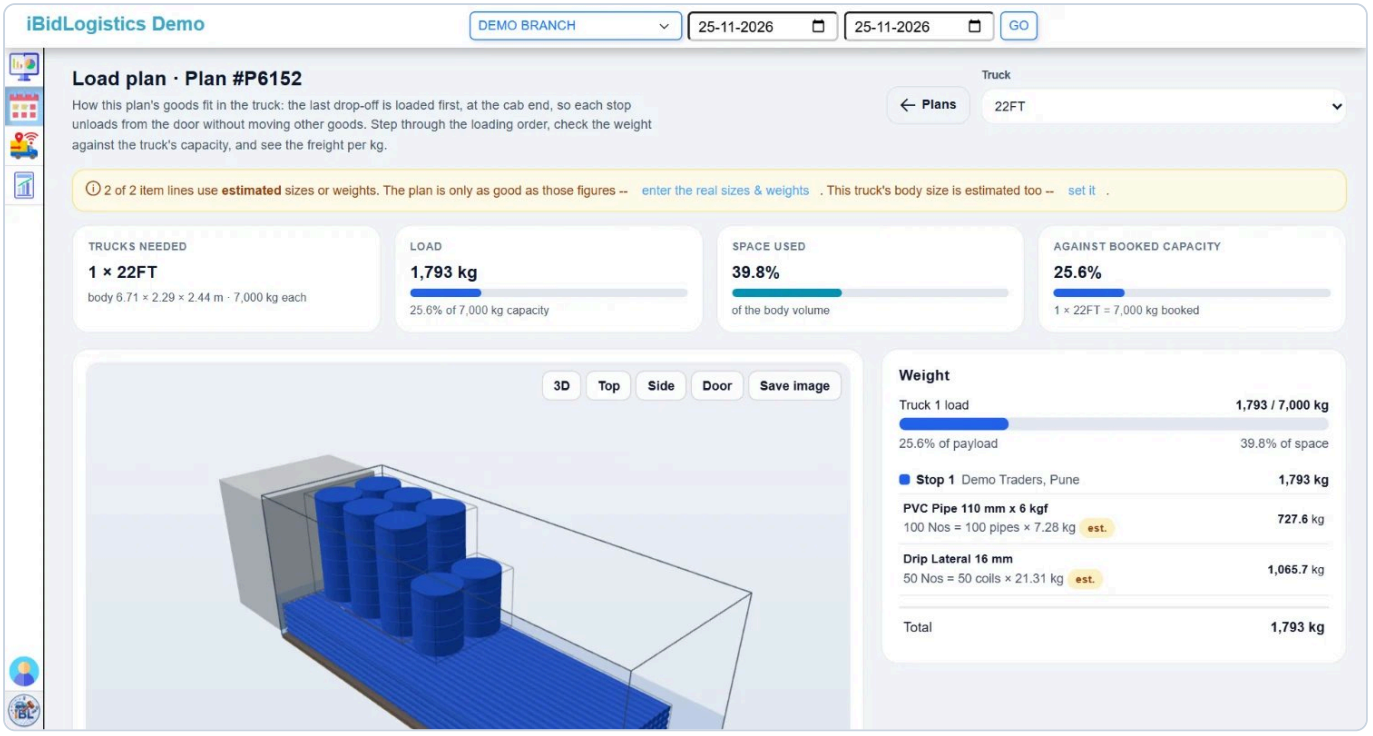
Plan Drafts makes plans for you, from the pending orders and stock or from an Excel file. Nothing is final and no stock is used until you review a draft and press **Create**.



Plan Drafts

6. Check the load in the truck

Press **Load Plan** on a plan. You see the goods in the truck, how full it is and the weight. **Play loading** shows the loading order.

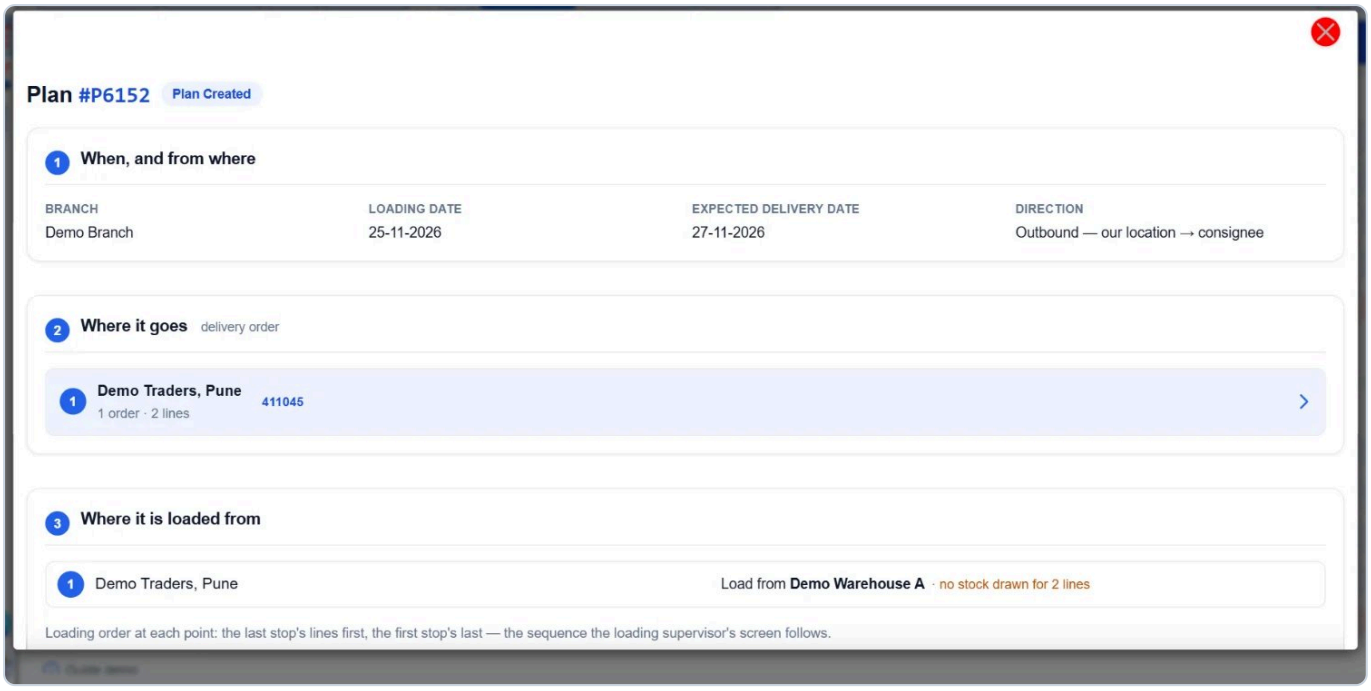


Load plan

> Sizes and weights marked **estimated** can be corrected by your Admin.

7. Change or cancel a plan

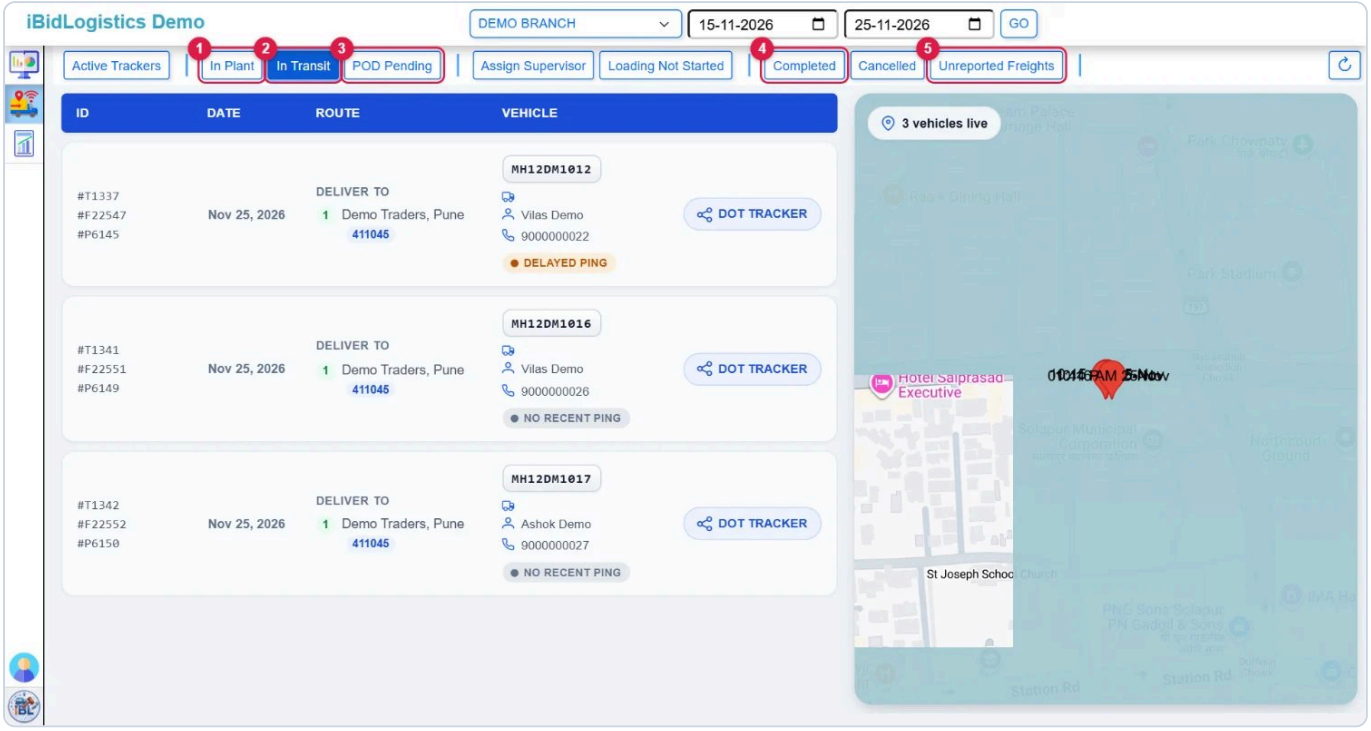
- **View** shows the full plan. **Edit** changes it. **Cancel** gives the stock back.
- To add goods to a vehicle that is already loading, open the trip and press **Add or change load**. The Head Supervisor approves it.



View a plan

8. Follow the trips

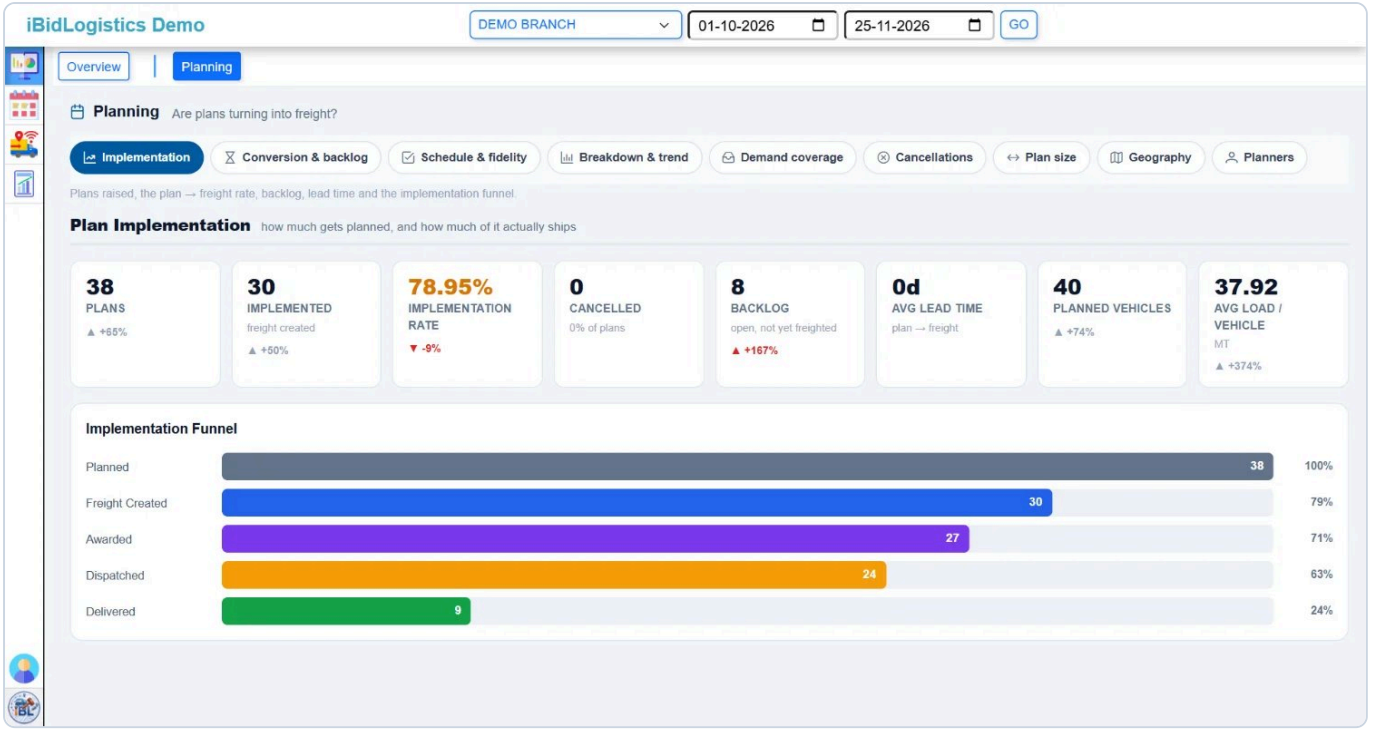
Freights on the Way shows every vehicle: in plant, in transit, and waiting for proof of delivery. You can also cancel a trip here.



Vehicles in transit, on the map

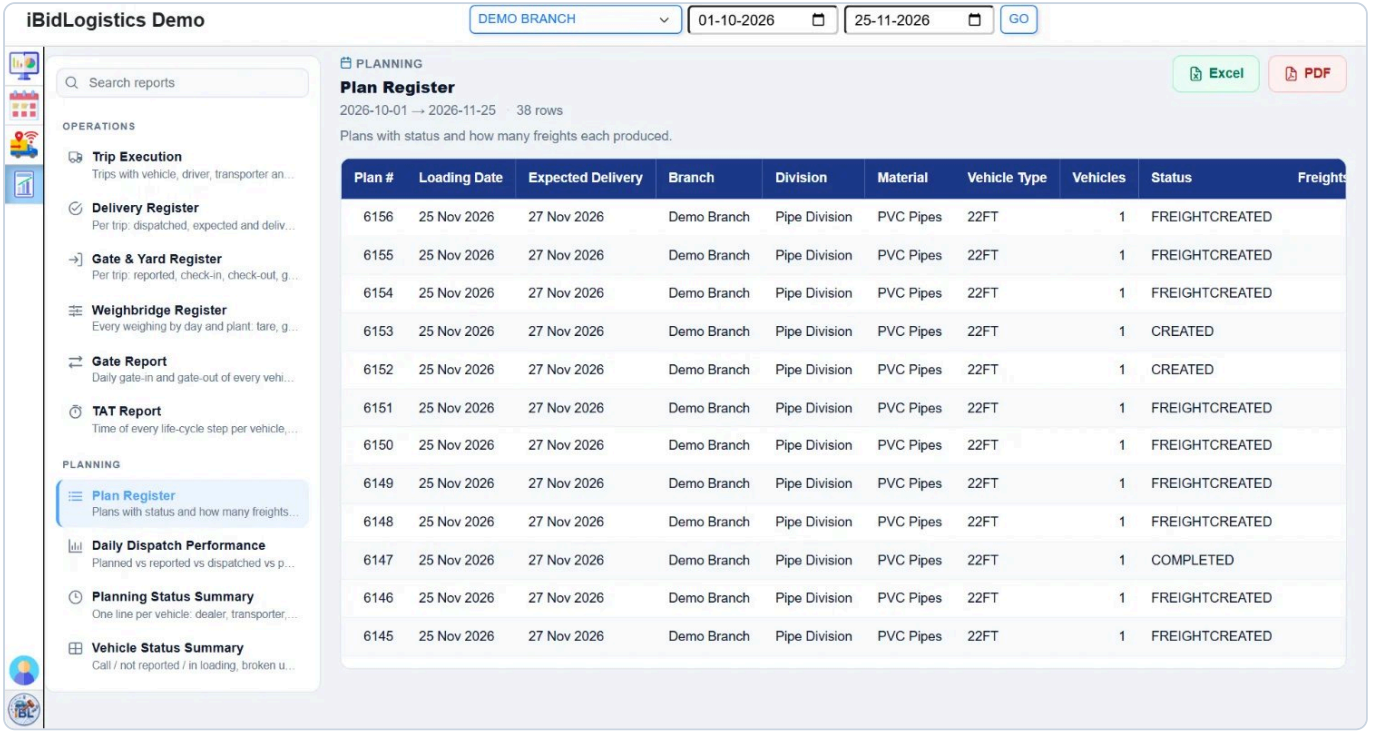
9. Dashboard and reports

Dashboard shows how many plans became freights, were dispatched and delivered.



Planning dashboard

Reports has the Plan Register, with **Excel** and **PDF**.



Plan Register

10. Messages and what to do

Message or problem	What to do
A customer is not in the list	Press **Add consignee** below the box.
A plan cannot be edited	The vehicle has already left. Tell your manager.
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