iBidLogistics
Simplified Way to Procure

Transporter guide

How to bid, assign your vehicle and driver, follow your trips and send invoices.

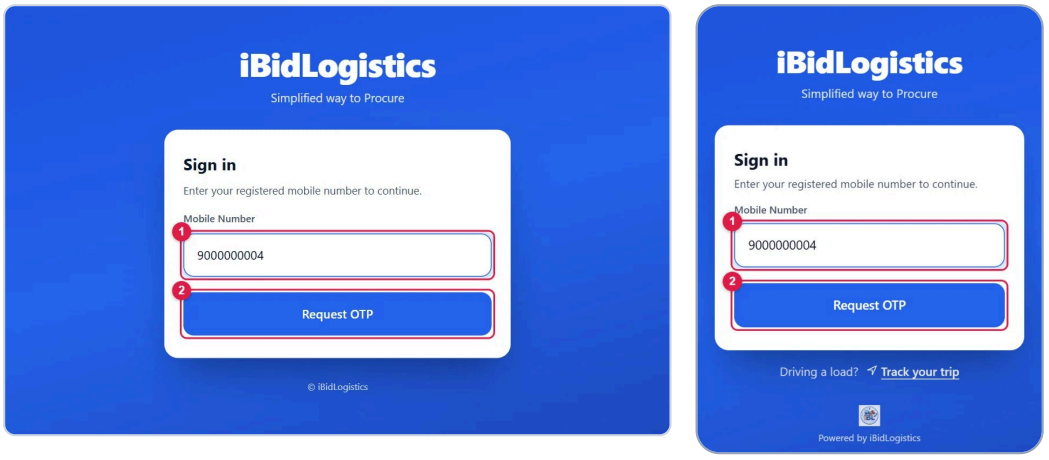
Your work at a glance
1. Sign in
2. Bid
3. Assign the vehicle
4. Follow your trips
5. Send the invoice
6. Your fleet and users
7. Reports
8. Messages and what to do

Your work at a glance

1. **Bid** in the live auction.
2. **Assign** your vehicle when the freight is yours.
3. **Send the Trip ID** to the driver.
4. **Follow the trip** until delivery.
5. **Send the invoice** after the delivery is approved.

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**.

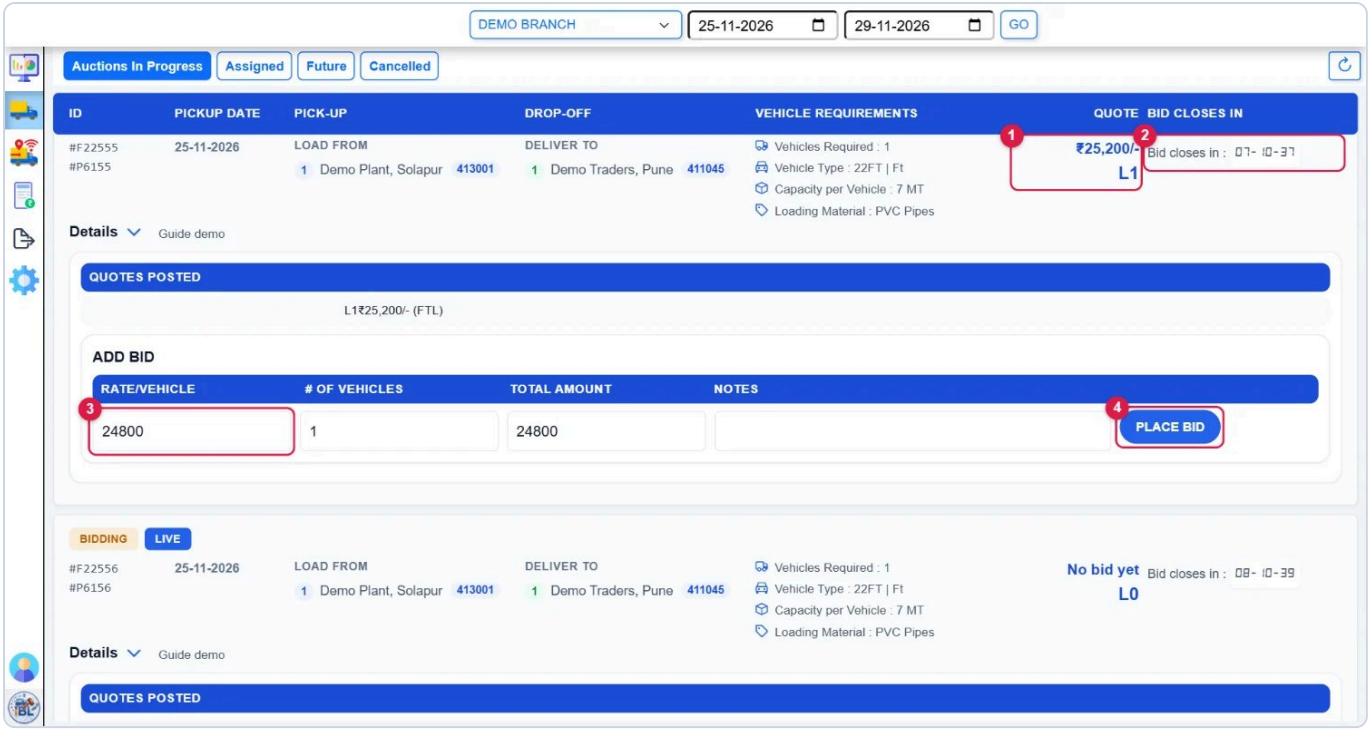


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

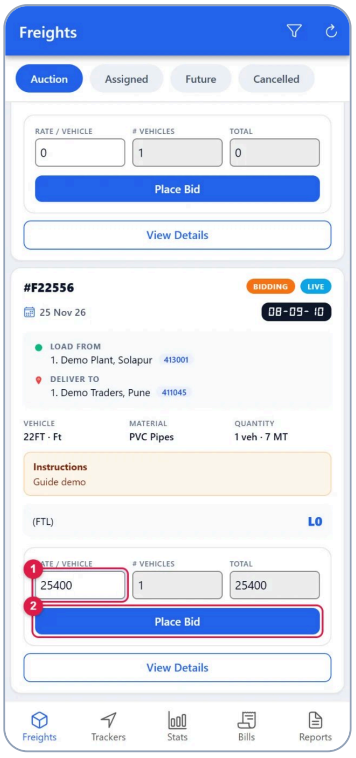
> You stay signed in. Do not share your OTP with anyone.

2. Bid

1. Open **Freights**. **Auctions in Progress** shows the freights you can bid on and the time left.
2. Enter your rate per vehicle and press **Place bid**.



(1) your rate and level, (2) time left, (3) new rate, (4) Place bid



On the phone: (1) rate, (2) Place bid

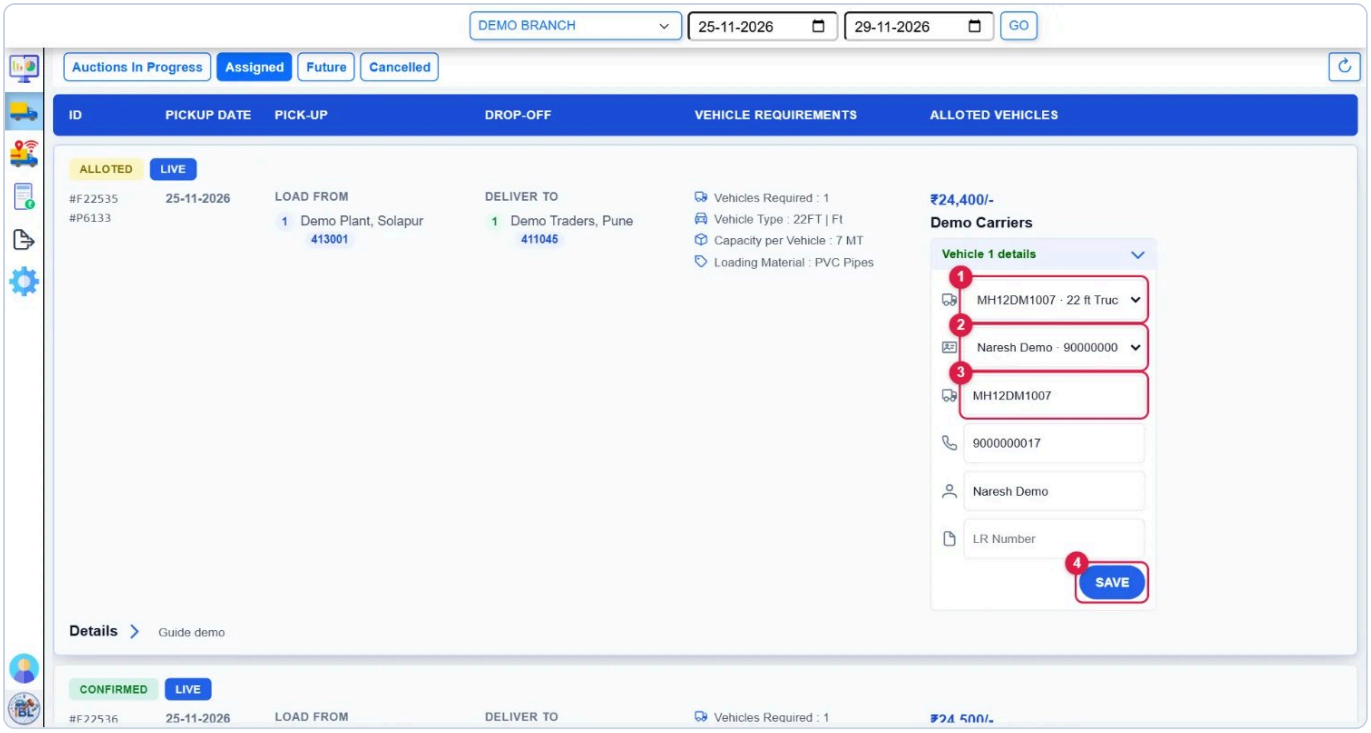
> **L1** means your rate is the lowest now. You can bid again, at a lower rate, until the time ends.

> If the company sends a counter-offer, you can accept or reject it.

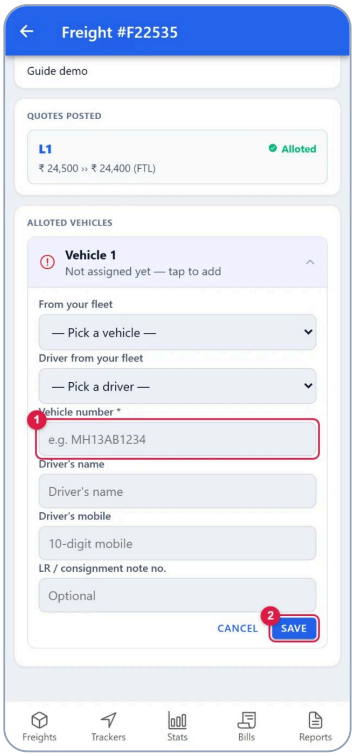
3. Assign the vehicle

1. Open **Assigned**. Press **Vehicle 1 details** on the freight.
2. Pick the vehicle from your fleet, or type its number.

3. Add the driver's name and mobile number. This is optional, but the driver needs it to send the proof of delivery.
4. Enter the LR number and press **Save**.



(1) vehicle, (2) driver, (3) vehicle number, (4) Save

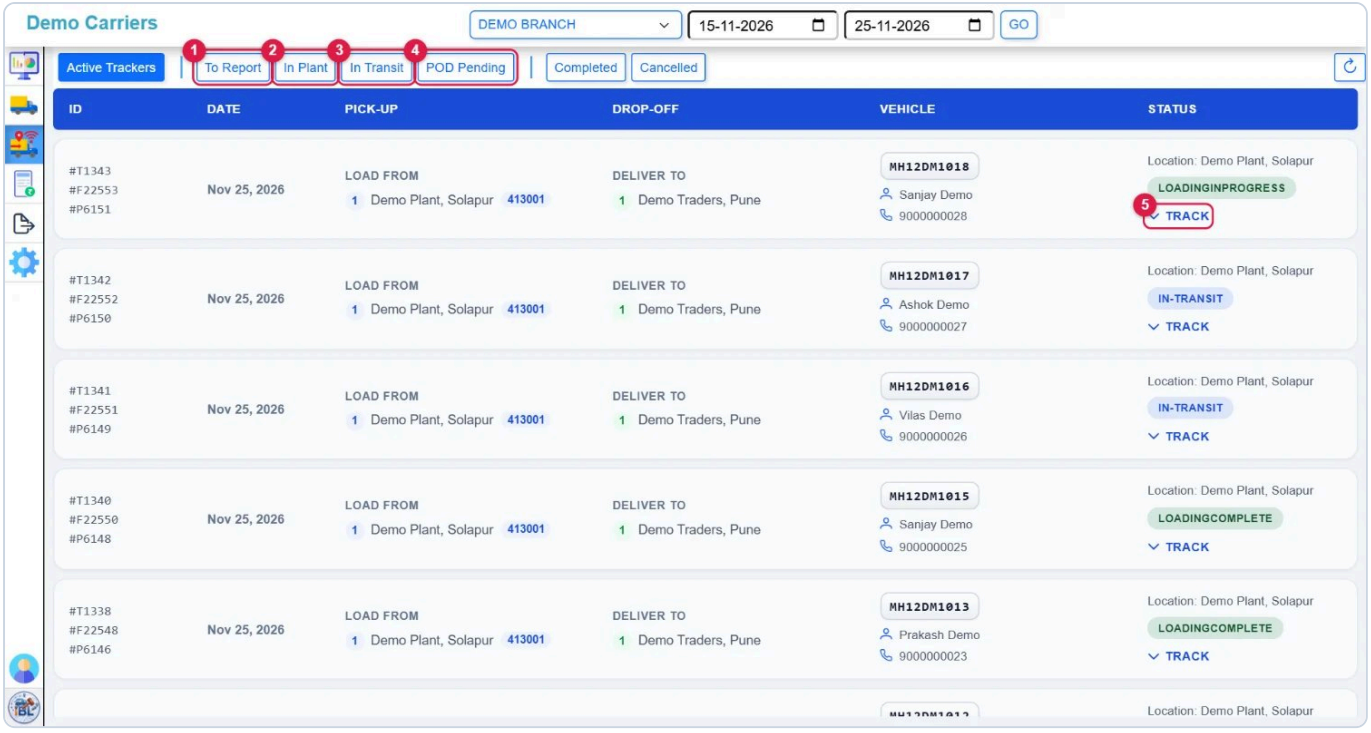


On the phone: (1) vehicle number, (2) Save

> The trip opens when you save the vehicle. Its number is the **Trip ID**: send it to the driver for tracking.

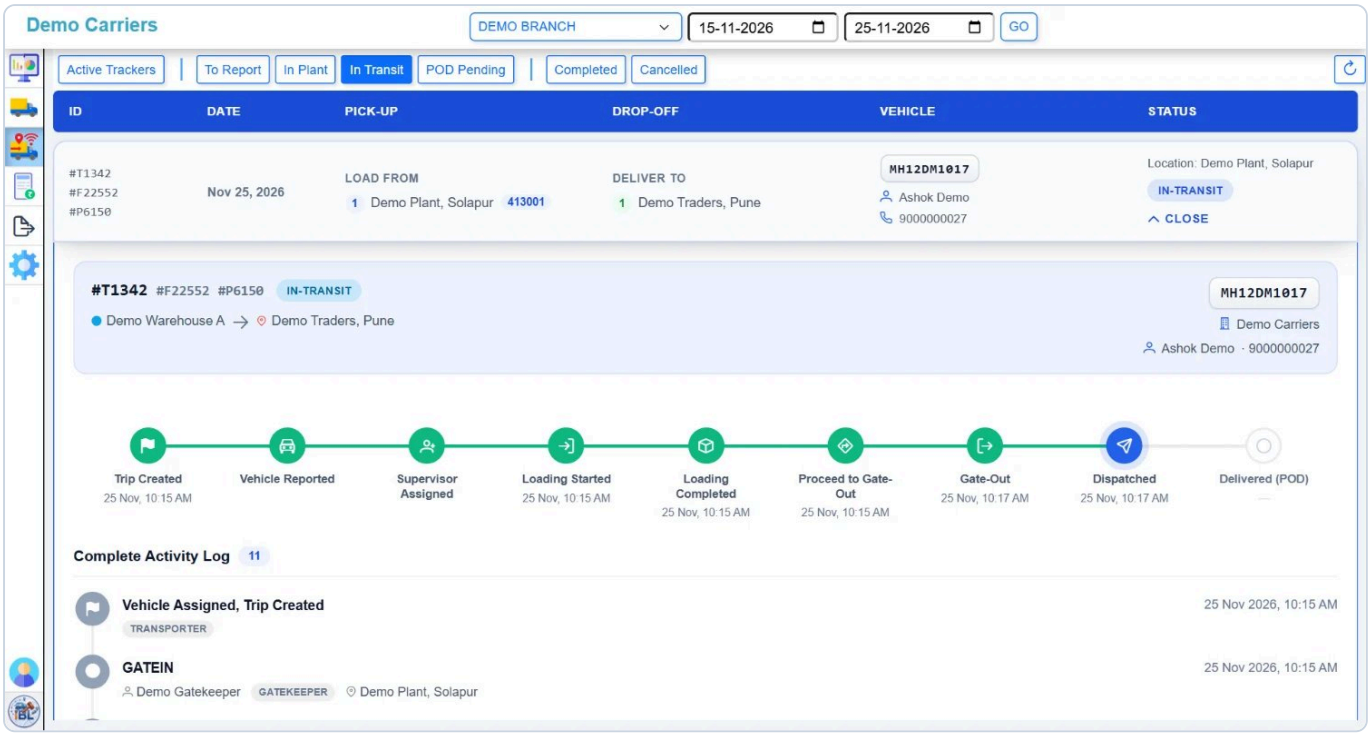
4. Follow your trips

Freights on the Way shows all your vehicles.

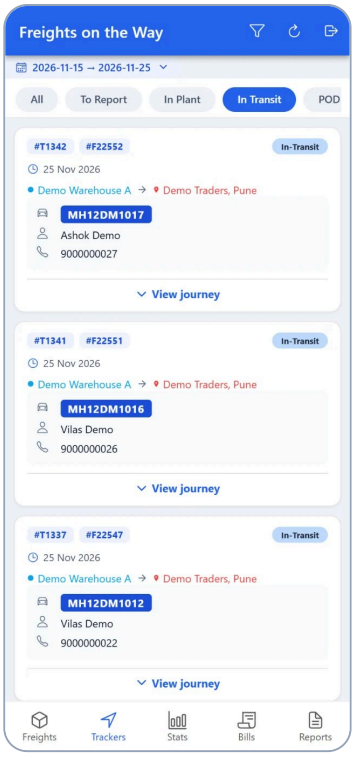


(1) To Report, (2) In Plant, (3) In Transit, (4) POD Pending, (5) Track

Track opens the journey of one vehicle.



The journey of one vehicle

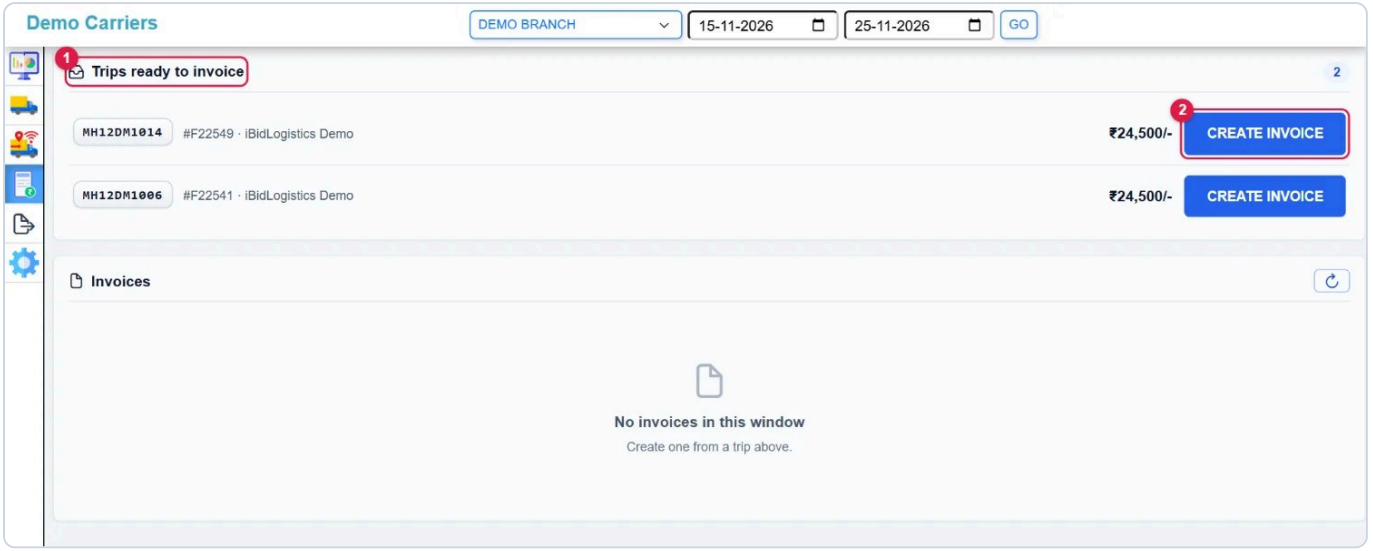


On the phone: the **Trackers** tab

5. Send the invoice

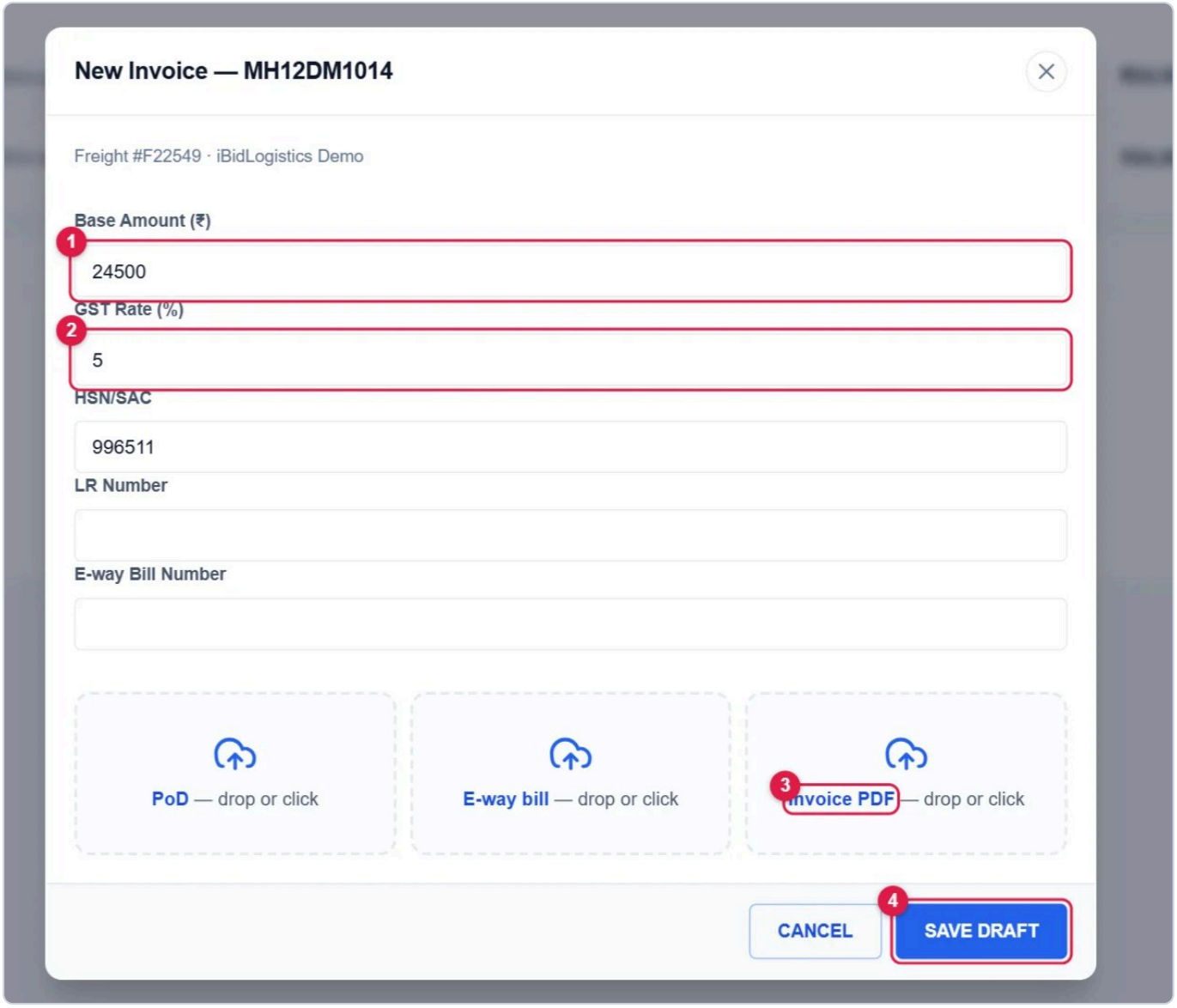
A trip is ready to invoice after the company approves the proof of delivery.

1. Open **Billing & Invoices** and press **Create invoice**.



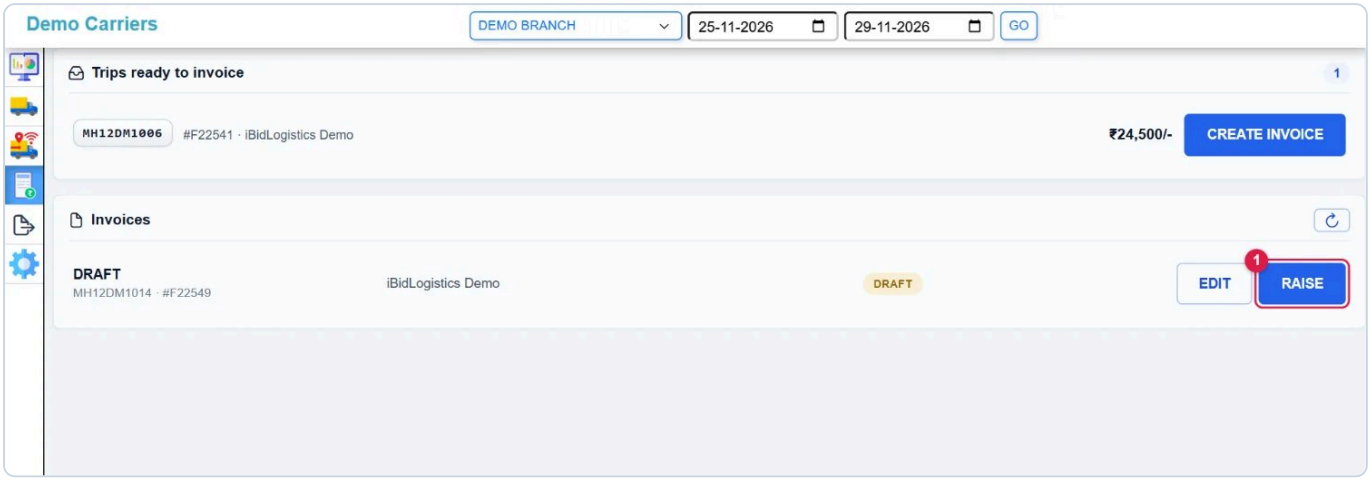
(1) trips ready to invoice, (2) Create invoice

2. Check the amount and the GST, attach the papers, and press **Save draft**.

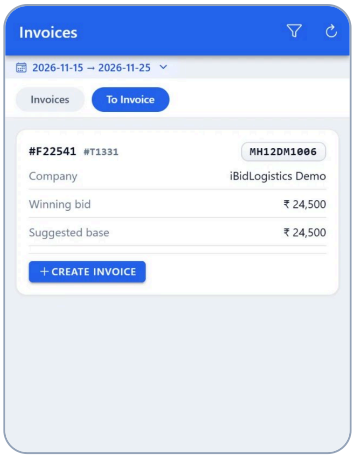


(1) amount, (2) GST, (3) papers, (4) Save draft

3. Press **Raise** to send it to the company. It gets its number and cannot be edited after that.



Raise the invoice

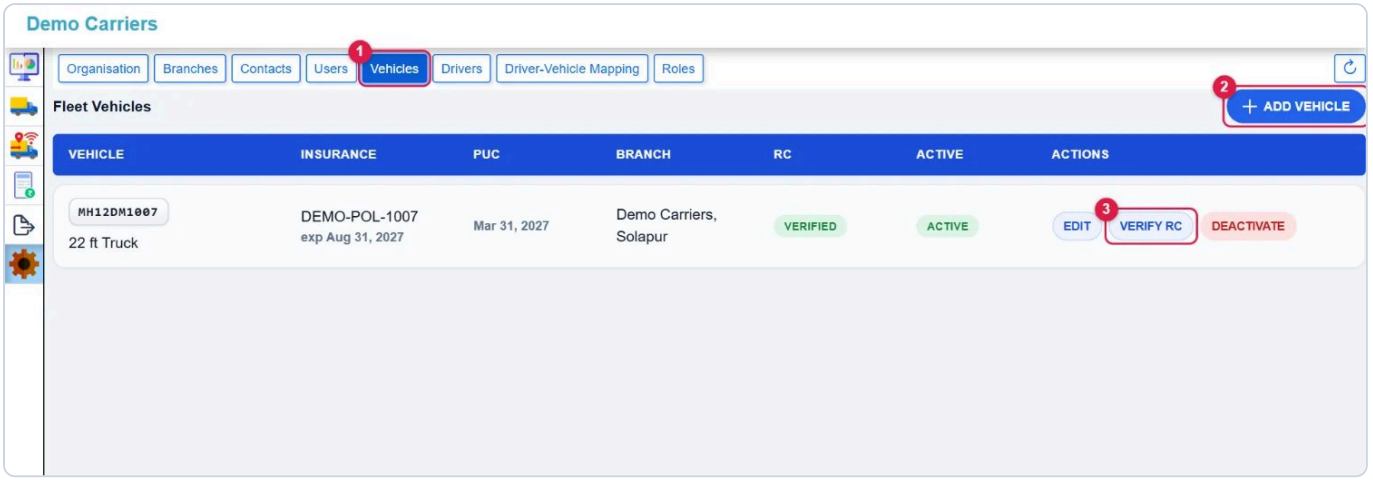


On the phone: the **Bills** tab

> If the company rejects it, read the reason, correct the invoice and raise it again.

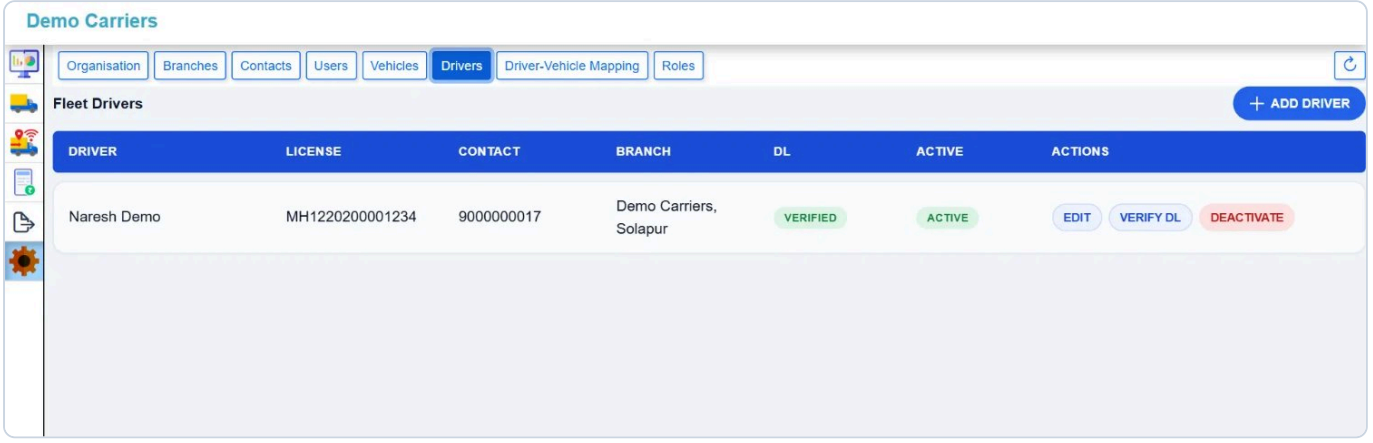
6. Your fleet and users

1. Open **Administration**, then **Vehicles**. Press **Add vehicle** and enter the insurance and PUC dates.
2. Press **Verify RC**. A verified vehicle passes the check at the gate.

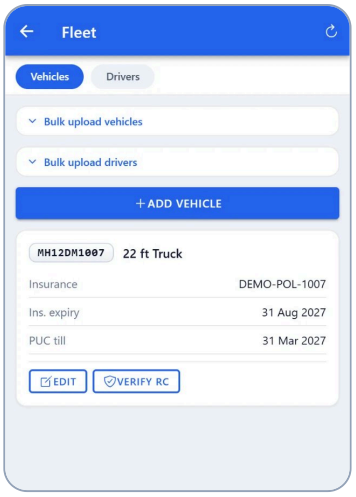


(1) Vehicles, (2) Add vehicle, (3) Verify RC

Add your drivers under **Drivers**, and your staff under **Users**.



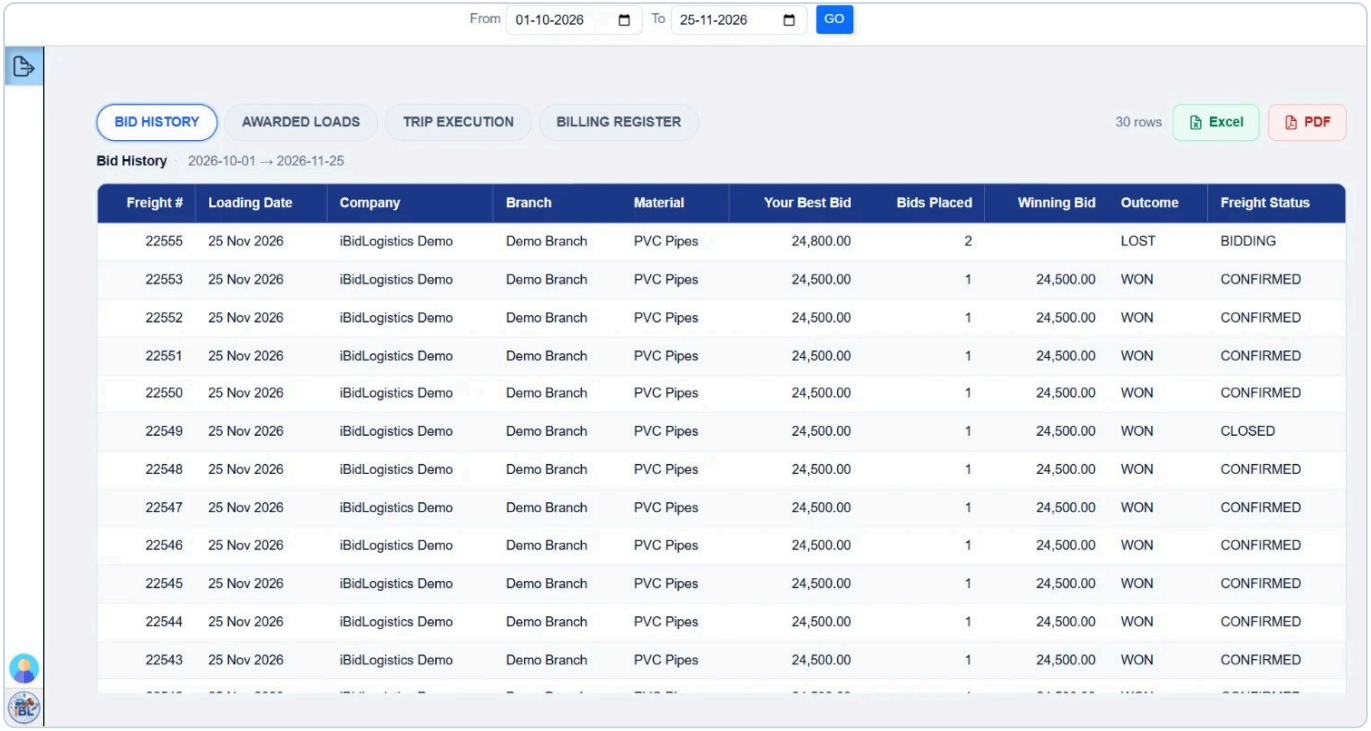
Drivers



On the phone: **Settings**, then **Fleet**

7. Reports

Reports has your bids, awarded loads, trips and bills, with **Excel** and **PDF**.



Freight #	Loading Date	Company	Branch	Material	Your Best Bid	Bids Placed	Winning Bid	Outcome	Freight Status
22555	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,800.00	2		LOST	BIDDING
22553	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22552	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22551	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22550	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22549	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CLOSED
22548	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22547	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22546	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22545	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22544	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED
22543	25 Nov 2026	iBidLogistics Demo	Demo Branch	PVC Pipes	24,500.00	1	24,500.00	WON	CONFIRMED

Bid history

8. Messages and what to do

Message or problem	What to do
No bid yet	You have not bid on this freight.
No trip is ready to invoice	The proof of delivery is not approved yet. Ask the driver to send the photo.
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