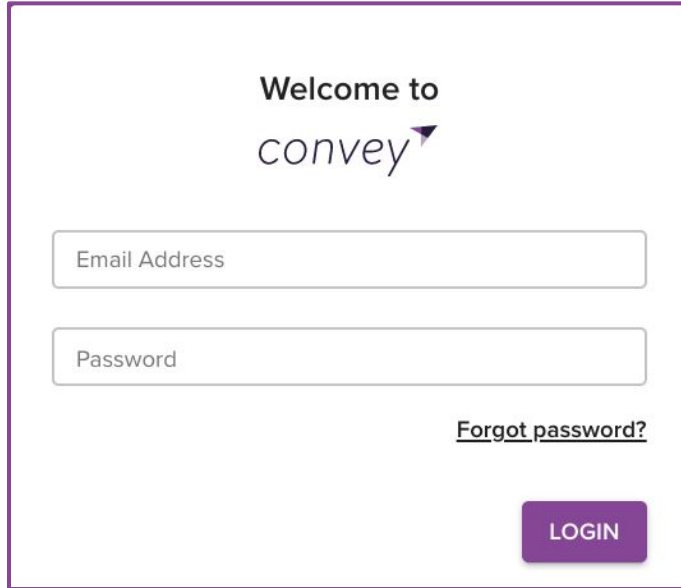


Initiate Carrier Guide

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A screenshot of the Convey login page. At the top, it says "Welcome to convey" with the Convey logo. Below that are two input fields: "Email Address" and "Password". To the right of the "Password" field is a link that says "Forgot password?". At the bottom right is a purple button labeled "LOGIN".

Welcome to
convey

[Forgot password?](#)

Log in using the Username and Password provided to you.

Click here to access the Convey [log in](#) page.

Creating a new bill of lading

4

convey

Schedule Pickup

1 Provide Shipment Details 2 Choose a Carrier 3 Review Details 4 Pickup Scheduled

[CLEAR ALL](#)

Service

I Am The*

Reference Numbers

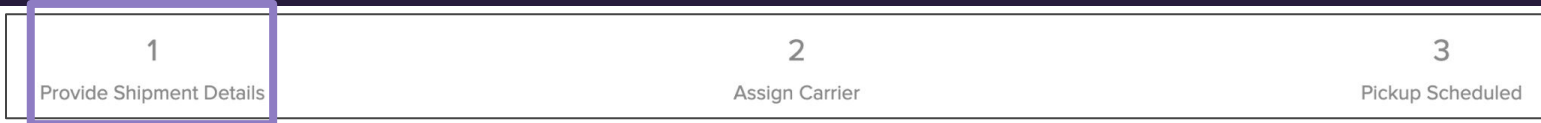
PO #
Will be used as the BOL # (if less than 12 digits)

Order #
[+ ADD ORDER #](#)

Reference #
Internal reference #

- Once you are logged into Convey, you'll see a navigation bar on the left side of the page.
- Click on Pickups > Schedule Pickup

Providing Shipment Details - Origin



Origin

Location*

Contact Name*

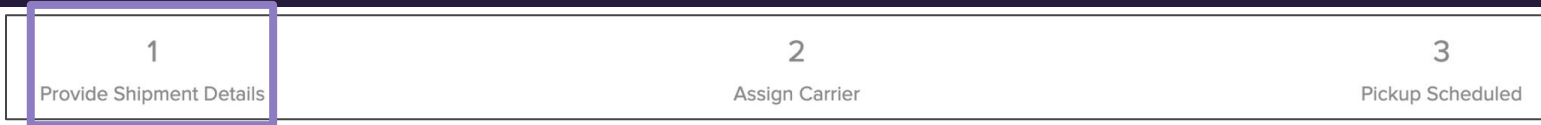
Phone*

Email*

Pickup Services

- Inside Pickup
- Liftgate Pickup
- [+ More Services](#)

- This will automatically populate with the warehouse locations provided by the Vendor.
- You'll want to be sure to choose the correct origin address for the pickup.



Destination

Address Type

BUSINESS RESIDENTIAL

Name*

Address*

Phone*

Email

Service Level*

Curbside/Loading Dock ▼

Delivery Services

Liftgate Delivery

[+ More Services](#)

For Residential Shipments:

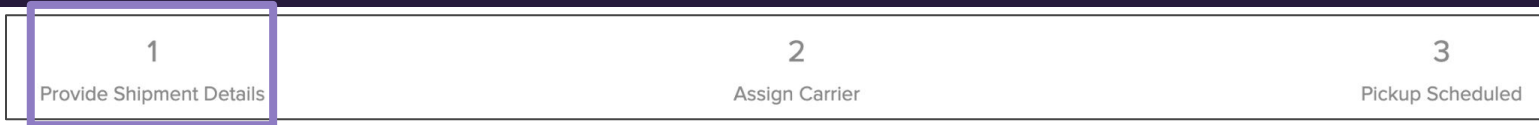
Enter Customer Shipping Information:

- Name
- Address
- Phone Number
- Service Level

(default is Curbside/Loading Dock)

Providing Shipment Details - Destination is Business

7



Destination

Address Type **BUSINESS** RESIDENTIAL

Company Name*
Search or type a new name

Address*

Contact Name*

Phone*

Email

Service Level* ▼

Delivery Services Liftgate Delivery
+ More Services

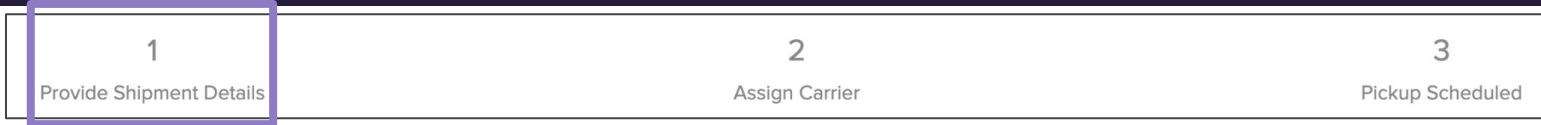
For Business Shipments:

Enter Customer Shipping Information:

- Company Name ▪ Address
- Contact Name ▪ Phone Number
- Service Level

(default is Curbside/Loading Dock)

Providing Shipment Details - References



Reference Numbers

PO #
Will be used as the BOL # (if less than 12 digits)

Order #

Reference #
Internal reference #

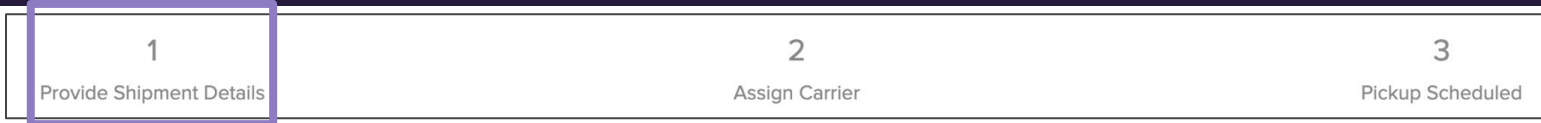
Return #
Required for returns

Enter Additional Shipment Information:

- PO #
- Order #
- Reference # (if applicable)

Providing Shipment Details - Commodity Information

9



Commodity Information

Product Name/Description* Delete

Total Weight (lbs)*

Dimensions (in)

Length Width Height

Class* [Suggest a Class](#)

- Select -

Package*

Pallet

Handling Units* ?

Pieces* ?

NMFC

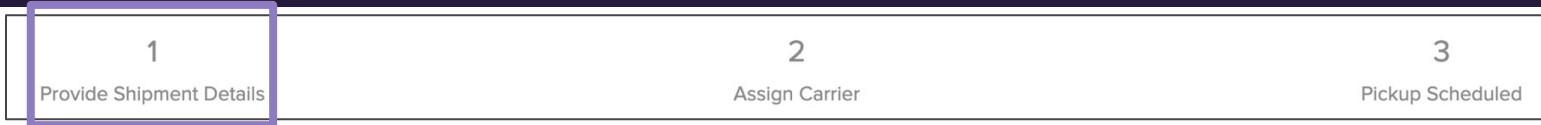
Prime Code Sub Code

+ ADD ROW

The Commodity Information section is where you'll enter the product information for each item within the shipment.

- Product Name/Description – Manufacturer and SKU ▪ Total Weight Class
- Package **defaults to pallet*
- Handling Units **defaults to 1*
- Pieces **defaults to 1*

**If there is more than 1 item being shipped, you'll want to click ADD ROW to enter each products information.*



Pickup Information

Ready time and dock close must be at least 2 hours apart.

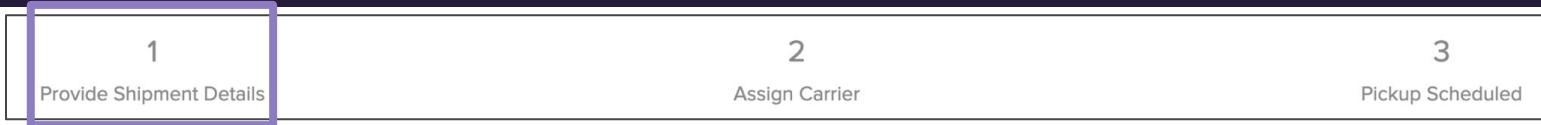
Pickup Date*

Ready Time*

Dock Close*

You'll want to select the Pickup Date when the product is packed and ready to be picked up by the Carrier.

NOTE: The ready time and dock close must be at least 2 hours apart.

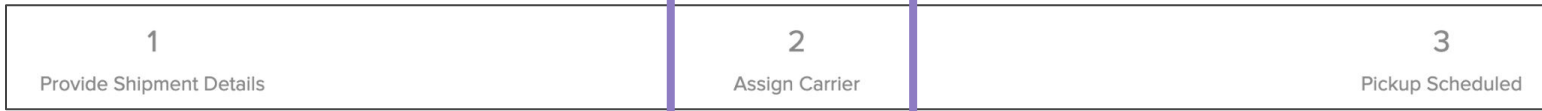


Special Instructions

Customer alternate phone number ###-###-####


ASSIGN CARRIER

- Special Instructions are *specifically* for the Carrier to the Customer.
**if you leave a note for a Carrier under Special Instructions, the Carrier will not receive the information.*
- Once you've entered in the Origin Information, Destination Information, Product Information, Pickup Date Information, you can now **click Assign Carrier**.



Carrier Selection

📌 PREFERRED CARRIER



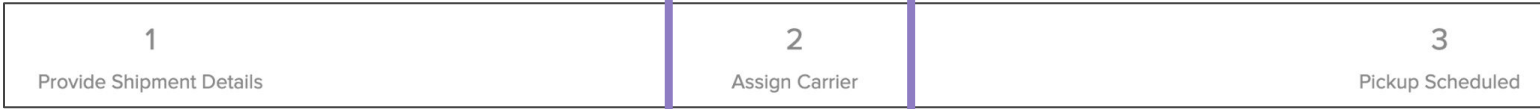
Pre-assigned PRO #

(optional)

Confirm Shipment Details

| 📍 SHIPPER | | 📍 CONSIGNEE | |
|-----------|---|-------------|---|
| Name | Build.com Chico | Name | Company Name |
| Address | 402 Otterson Dr Chico, CA 95928 United States | Address | 402 Otterson Dr Chico, CA 95928 United States |
| Contact | VAM (800) 375-3403 ops-vam@build.com | Contact | John Doe (800) 375-3403 chicogirl07@gmail.com |

Convey will automatically choose the cheapest Carrier for the shipment based on origin and destination.



☰ REFERENCE NUMBERS

| | |
|---------|-----------|
| PO # | 123456789 |
| Order # | 123456789 |

☰ COMMODITIES

| Product Name | Class | Weight (lbs) | Handling Units | Pieces | Package | Dimensions (in) | NMFC |
|----------------|-------|--------------|----------------|--------|---------|-----------------|------|
| Samsung Washer | 150 | 75 | 1 | 1 | PALLET | | |

☑ OTHER DETAILS

| | |
|------------------------|--------------|
| Estimated Transit Days | 2 |
| Pickup Date | May 22, 2020 |
| Ready Time | 2:00 PM |
| Dock Close | 5:00 PM |

☰ SPECIAL INSTRUCTIONS

Customer alternate phone number ###-###-####

Once you have confirmed that all information is accurate. You'll go ahead and

click Schedule Shipment.

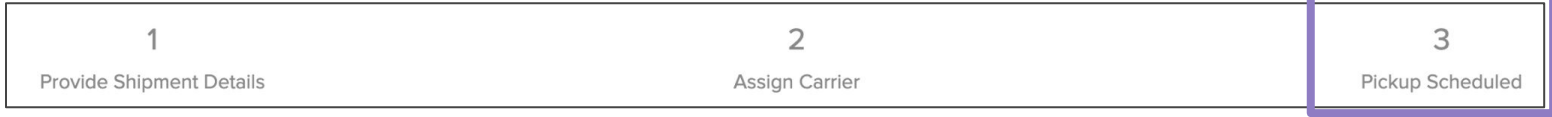
Send BOL Copy

To: ops-vam@build.com

By clicking schedule shipment, I agree to the [terms and conditions.](#)

SCHEDULE SHIPMENT ←

Confirmation of Scheduled pickup



✓ Your pickup request has been confirmed and the carrier has been notified.

Confirmation Numbers

| | | | | | |
|----------|----------|--|-------|-----------|--|
| PICKUP # | 64998922 | | BOL # | 123456789 | |
|----------|----------|--|-------|-----------|--|

Quick Links

[DOWNLOAD BOL](#) [DOWNLOAD LABEL](#) [TRACK SHIPMENT](#) [← SCHEDULE NEW PICKUP](#)

Please call your carrier's terminal if you need to change or cancel a pickup.

| Origin Terminal | | Destination Terminal | |
|-----------------|----------------|----------------------|----------------|
| Carrier | Estes | Carrier | Estes |
| Contact Phone | (866) 378-3748 | Contact Phone | (866) 378-3748 |

*download to print

Vendor is responsible for contacting the carrier directly to schedule a new pickup date

Vendor is responsible for contacting the carrier directly to cancel pickup request.