

3GTMS-Kiewit CARRIER PORTAL USER GUIDE

CARRIER PORTAL

2/7/2024

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Introduction

This training module is designed to teach some basic actions as part of accepting and declining tenders and updating status messages. This guide is designed to supplement your training session and to be used for future reference. ***One very important item to note is that this system is entirely in Central Standard Time (CST).**

Note: The data in the examples may be inaccurate and are purely for demonstrational purposes only.

Logging in:

Point your Chrome browser to your instance URL and enter your credentials.




* Username:

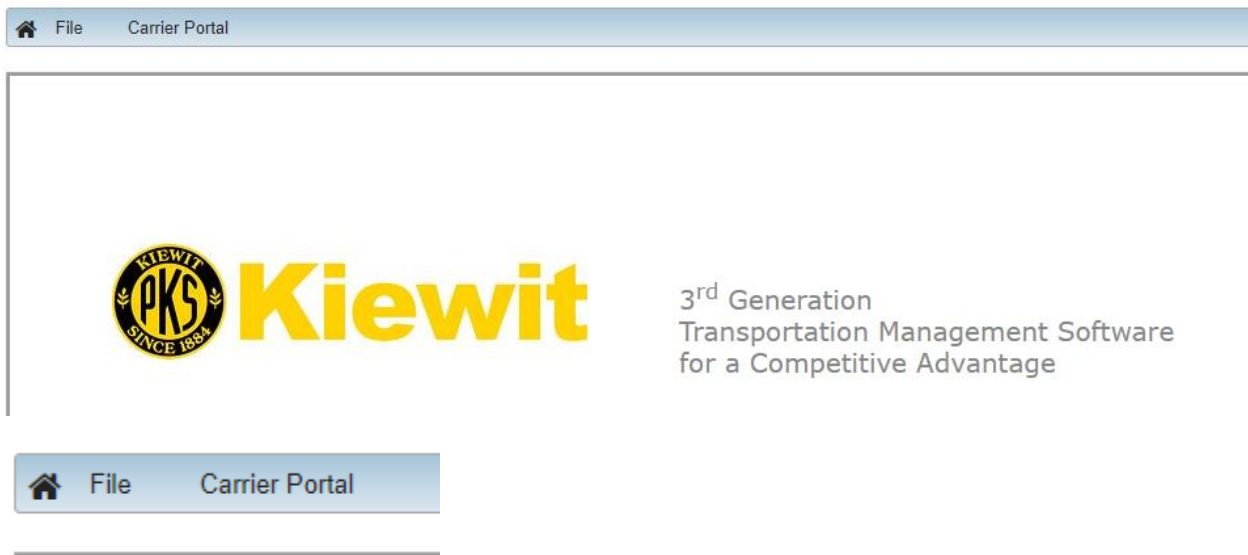
* Password:

Login

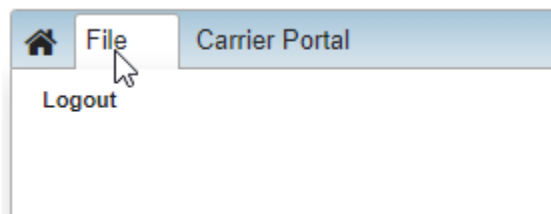
[Reset Password](#) [I forgot my password](#)

Navigating 3GTMS Menu

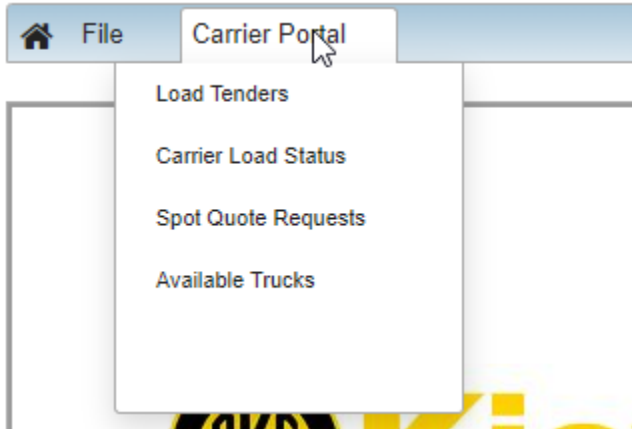
The menu bar contains the Home icon  and 1 other Menu option. The Home icon brings you back to a home page with the Kiewit logo.



File contains options to Log Out.



Carrier Portal contains options to View Load Tenders, View Carrier Load Status, View Spot Quote Requests, and Manage Available Trucks



Menu Options defined

If you need to change your password, you may do so using the links on the login screen:



* Username:

* Password:

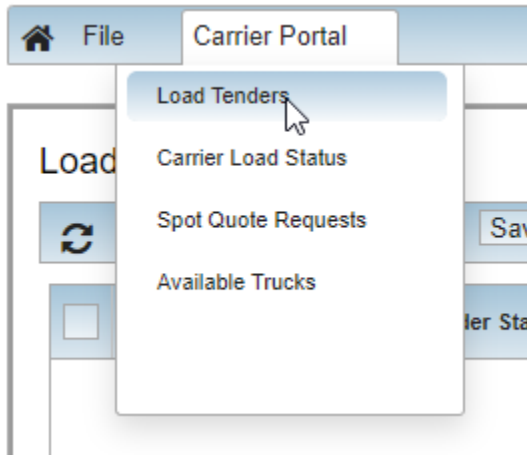
Login

[Reset Password](#)

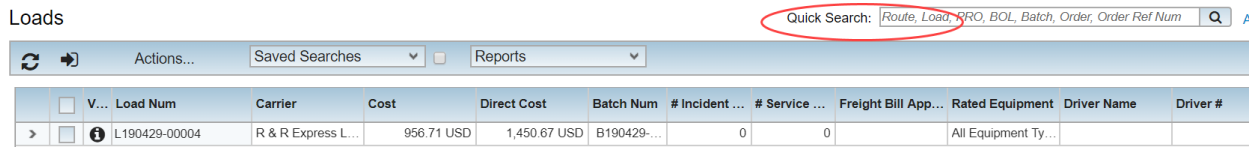
[I forgot my password](#)

[Single Sign On](#)

View Load Tenders



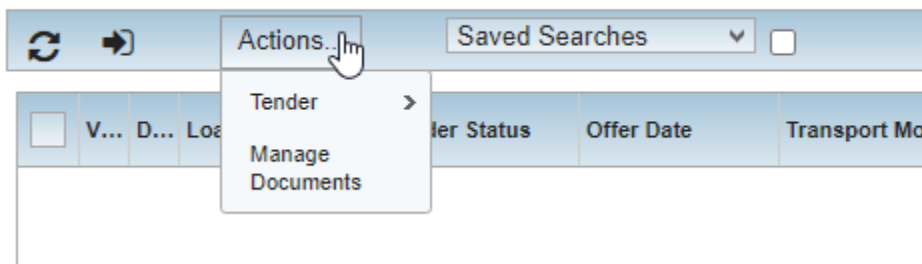
Place the cursor in the Quick Search box and press Enter, a listing of loads assigned to the carrier will be displayed



Check the box next to a Load and Select Actions to invoke certain Actions against the Load

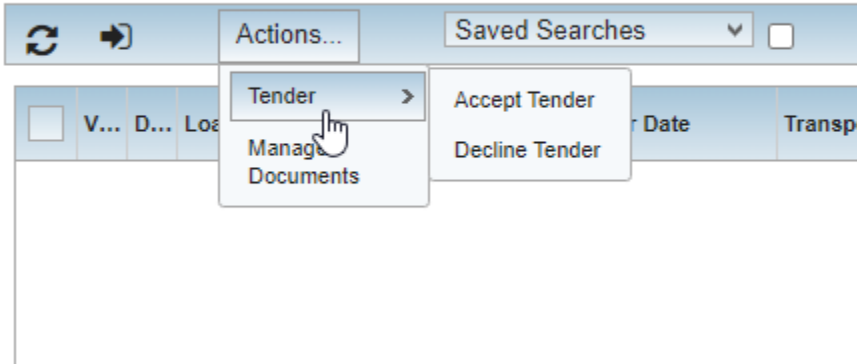
Load Tenders Actions

Load Tenders



The Tender Action allows for the Acceptance or Decline of a Load Tender issued to the Carrier

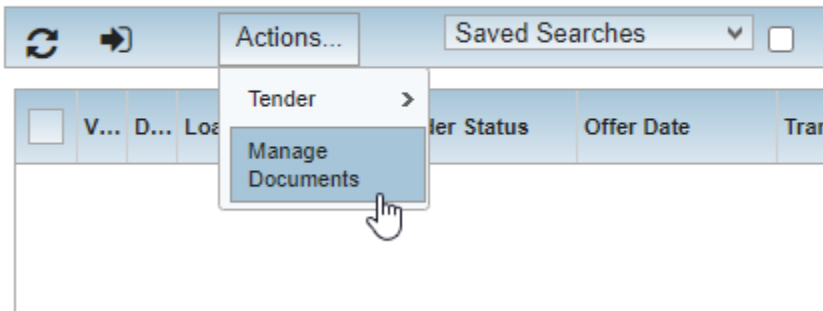
Load Tenders



Manage Documents

Upload your document(s) to the Load using the Manage Documents Action.

Load Tenders



Select the Upload Document radial button, and select the Document type from the Message Type dropdown menu.

Manage Documents ^ x

Load: L300046

Document Num	Type	Document ...	Stop	Created By	Created Date	Modified By	M
Tender00000012	Tender	Pdf		Copy_Org_Mas...	12/17/2021 10:21	Copy_Org_Mas...	12
BOL00000013	BOL	Pdf		Kiewit_Workflow	12/15/2023 13:33	Kiewit_Workflow	12
BOL00000014	BOL	Pdf		Kiewit_Workflow	12/15/2023 13:36	Kiewit_Workflow	12
BOL00000015	BOL	Pdf		Kiewit_Workflow	12/15/2023 13:38	Kiewit_Workflow	12

View Send Document

Generate Document
 Upload Documents

Upload Documents

Message Type: Please Choose
Please Choose
 BOL
 Brokerage BOL
 Brokerage Invoice
 Brokerage Quote
 Brokerage Tender
 Delivery Instructions
 Invoice
 Load Status
 Load Status Notify
 POD
 Quote
 RateConfirmation
 Spot Quote Request
 Tender

Document Num: Use filename as Document Num

Stop: Please Choose

Drag and drop file(s) into target area to upload.

Close

Enter a Document Number, or check the “Use filename as Document Num” to auto-generate a document number, Browse for the file to upload, select the file and click Upload.

Upload Documents

Message Type: Quote
 Document Num: Use filename as Document Num
 Stop: Please Choose

Browse
Upload

• TEST DOCUMENT.pdf

The newly added document should populate in the document list above.

Manage Documents ^ x

Load: L300046

Document Num	Type	Document ...	Stop	Created By	Created Date	Modified By	M
BOL00000015	BOL	Pdf		Kiewit_Workflow	12/15/2023 13:38	Kiewit_Workflow	12
Tender00000016	Tender	Pdf		Kiewit_Workflow	12/15/2023 13:52	Kiewit_Workflow	12
BOL00000401	BOL	Pdf		Nelson.Romero...	02/07/2024 10:52		02
TEST DOCUMENT.pdf	Quote	Pdf		ops_carrier_GS	02/07/2024 12:59	ops_carrier_GS	02

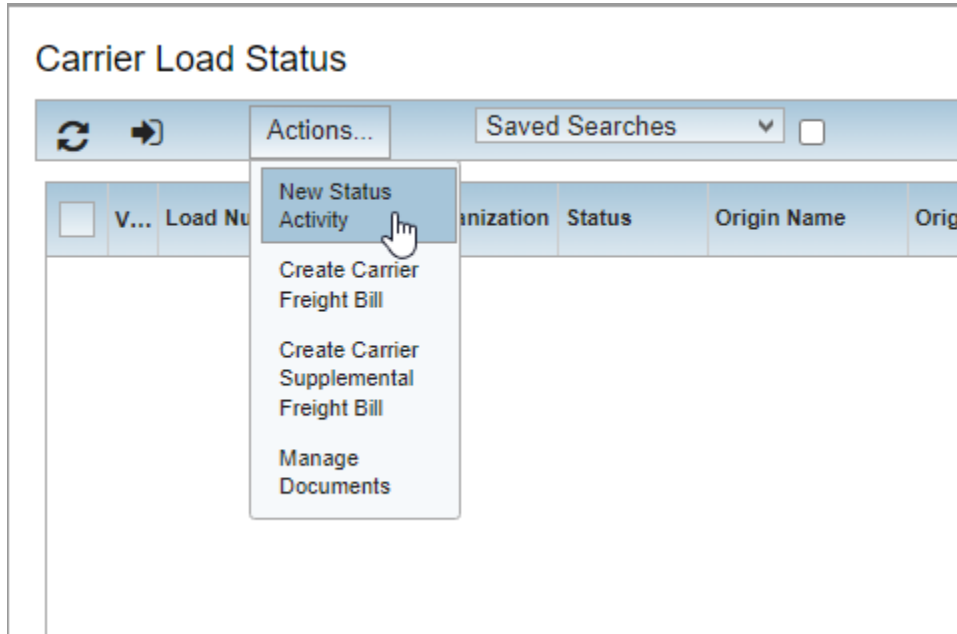
Generate Document
 Upload Documents

Upload Documents

Message Type:
 Document Num:
 Use filename as Document Num
 Stop:

Load Status Activities

Status allows the Carrier to create Load Status Activities, such as Departed Pickup Location, Departed Delivery Location, Completed Route.



Select Add Status Message to complete a Load Status Activity

Choose the Stop to add an Activity based on Type

Status Message

Load Num: L190429-00004 Current I

Stop #: Please Choose Postal Cr

* Activity: Please Choose

Status Code: 1 - [Redacted]
2 - [Redacted]
3 - [Redacted]
4 - [Redacted]

Status Reason:

Choose the Activity for the Stop

Load Num: L190429-00004

Stop #: 1 - [Redacted]

* Activity: Please Choose

Status Code: Please Choose
Delivery Stop

Status Reason: → Departed Origin
Route Completed

* Status Date: 05/14/2019 18:05

Status Time Zone: America/New_York (UTC)

Choose the Status Code associated with the Activity

Status Message

Load Num: L190429-00004

Stop #: 1

* Activity: Departed Origin

Status Code: Please Choose

Status Reason: Please Choose

* Status Date: 05/14/2019 18:05

Status Time Zone: America/New_York (UTC)

If applicable, choose a Status Reason code from the dropdown list of Reason Codes

Status Message

Load Num: L190429-00004 **Current Location**

Stop #: 1 Postal Code:

* Activity: Departed Origin Country:

Status Code: Departed Origin City:

Status Reason: Please Choose State:

* Status Date: Please Choose

Status Time Zone:

Empty?

On Time?

BOL:

Pro #:

Trailer #:

Tractor #:

Equipment Type:

Temp Reading:

- A1 - Missed Delivery
- A2 - Incorrect Address
- A3 - Indirect Delivery
- A5 - Unable to Locate
- A6 - Address Corrected ? Delivery Attempted
- AA - Miss-sort
- AD - Customer Requested Future Delivery
- AF - Accident
- AG - Consignee Related
- AH - Driver Related
- AI - Mechanical Breakdown
- AJ - Other Carrier Related
- AK - Damaged
- AL - Previous Stop
- AM - Shipper Related
- AN - Holiday ? Closed
- AO - Weather or Natural Disaster Related
- AP - Awaiting Export
- AQ - Recipient Unavailable ? Delivery Delayed

Update the actual Status Date that relates to the Stop and its Activity

Status Message

Load Num: L190429-00004

Stop #: 1

* Activity: Departed Origin

Status Code: Departed Origin

Status Reason: Please Choose

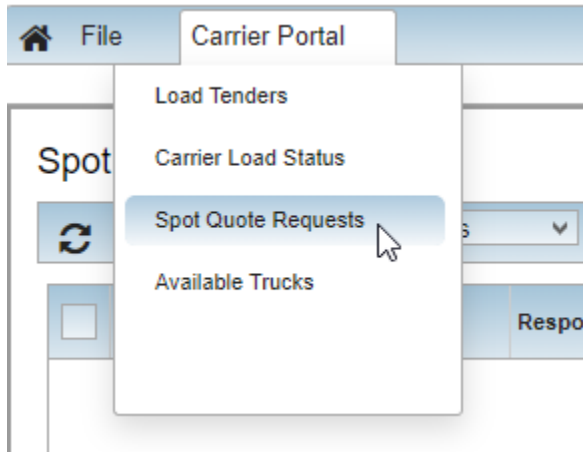
* Status Date: 05/14/2019 18:05

Status Time Zone: America/New_York (UTC)

At the bottom of the Status Message form, select Save or Save and Add another to complete multiple Stop Activities in one session – remember to update each subsequent Stop Activity with the actual Date/Time associated with each subsequent Stop Activity.

Spot Quote Requests

From the Spot Quote Requests function, bids can be entered on Broadcast offers.



Check the box next to a Broadcast Offer and Click the “Edit” button to add pricing to the offer.

<input type="checkbox"/>	V...	E...	Offer Num	Respond By	Load Start Date	Load End Date	Request St...	Offer Sta... ^
<input type="checkbox"/>			BO00000046	02/09/2024 18:00	02/02/2024 11:30	02/03/2024 12:15	Pending	Active
<input checked="" type="checkbox"/>			BO00000047	02/07/2024 16:05	02/05/2024 00:00	02/12/2024 00:00	Pending	Active
<input type="checkbox"/>			BO00000048	02/16/2024 16:00	02/13/2024 12:00	02/16/2024 07:00	Complete	Closed

Add the pricing and quote number to the appropriate fields and verify that your contact information is correct. Then, hit submit.

Response

Charge Type:	Quantity:	Total Charge Amount:	Included In Freight:	Charge Details:
* Freight		150.00 USD	<input checked="" type="checkbox"/>	Example for training
Fuel Surcharge		15.00 USD	<input type="checkbox"/>	
+ Add Another Charge		Total: 0.00 USD		

Additional Information:

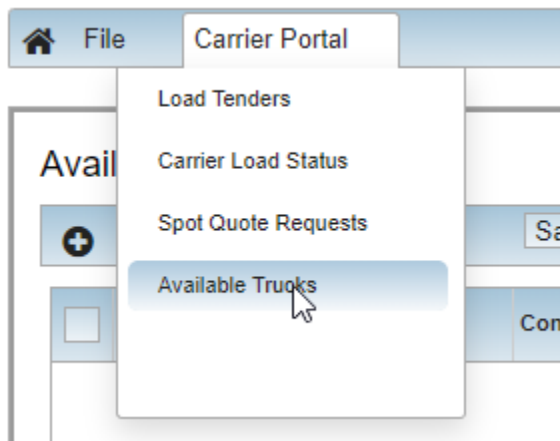
* Quote Reference Number: Quote Expiration:

* Carrier Contact:

Additional Comments:

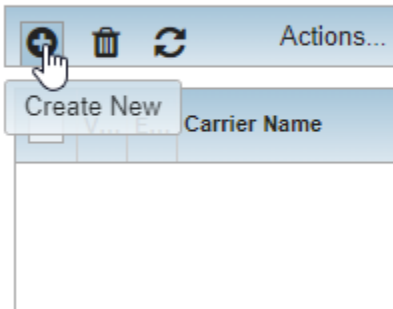
Available Trucks

You can add equipment that is available for transit under "Available Trucks."



Click the plus sign to create a new truck.

Available Trucks



Fill out mandatory fields and click Submit.

Post Available Truck * Indicates Required Field

Available Truck Info

* Carrier: * Expiration Date: Status: Contact:

* Equipment Type: Tractor Num: Trailer Num:

Driver Name: Driver Phone: Driver Num:

Empty

* Country: * State: * City: * Deadhead:

Date/Time:

Desired Destination

Country: OR Area:


State: City:

Deadhead: Date/Time:

Comment:

Email Document Examples

In addition to the carrier portal – you can also use quick links in emails to place spot quotes, accept and decline tenders, and receive additional documents and updates.



BroadCast Offer
Kiewit

New

Offer Number: BO00000021

OFFER

Offer DATE & TIME: 01-15-2024 21:11

Respond By DATE & TIME: 01-15-2024 21:03

Comment: Call with any questions.

Link for Response: [Click here to Respond.](#)

STOP INFORMATION

Num.	Activity	Early Arrival	Late Arrival	Name	Address	City	State	Postal Code	Country
1	Pickup	01-17-2024 08:00	01-17-2024 17:00	UG Nebraska Misc	302 S 38th St	Omaha	NE	68131	United States
2	Delivery	01-19-2024 09:00	01-19-2024 10:00	PCCP	6401 France Rd	NEW ORLEANS	LA	70128	United States

COMMENTS / SPECIAL INSTRUCTIONS

CommentLine: N/A

FREIGHT INFORMATION

Equipment: -

Item	Description	Handling Unit	Dimensions (LxWxH)	Weight	Volume	Distance
111610	111610 04-80 CA1027754 SHOP BUILT WT525	0	0.00 Ft x 0.00 Ft x 0.00 Ft	0.00 Lb	0.00 CuFt	989.73 Mi

REFERENCE NUMBERS

CARRIER INFORMATION

Carrier Name: TEST Carrier Contact Phone: 999-999-9999
 Contact Name: TEST Carrier Contact Contact Email: rose.burman@kiewit.com

You don't often get email from no-reply@3gtms.com. [Learn why this is important](#)



Load Number: L300077ORDER: X000170
 Booked By: Equipment:RGN
 Booked By Phone:
 Booked By Email:

Carrier Name: TEST Carrier
 Carrier Contact Name: Bob Carrier
 Carrier Contact Phone:900-999-9999
 Carrier Contact Email: bob-testcarrier.biz@3gtms.com

RATE CONFIRMATION INFORMATION (Total Cost: \$5,000.00)				REFERENCE NUMBERS	
Cost Type	Accessorials	Amount	Cost Detail	Qualifier	Ref Num
Freight		\$5,000.00		Capitalized Cost - Equipment #	0
				Capitalized Cost - Asset	0
				Capitalized Cost - Budget Order	0
				*WBS / Cost Center	104567.7890

STOP INFORMATION		Weight = 0.00; Cube = 0.00; Pieces = 1; Pallets = 0			
Stop #	Appointment information	Location	Items		
1 - Pickup	Range: 01-18-2024 00:00 - 01-18-2024 23:59	3145 Fines Creek Rd Clyde, NC 28721 US	1 (pcs); 0 (Pallets) Weight: 0.00 Lb; Item: 143498 24-22 XC28B0121150145 XTREME FOREMAN CUBE		
2 - Delivery	Range: 01-22-2024 00:00 - 01-22-2024 23:59	Freeport LNG Train 4 EPC Levee Road Freeport, TX 77541 US	1 (pcs); 0 (Pallets) Weight: 0.00 Lb; Item: 143498 24-22 XC28B0121150145 XTREME FOREMAN CUBE		

COMMENTS / SPECIAL INSTRUCTIONS
Comment: No late deliveries

Original URL:
<http://kiewit.3gtms.com/web/login/tenderrequest?token=vnildvqblyrx2hpty1g2d8qpbdm>
 Click or tap to follow link.

Please click this link to Accept a Tender: [Click to Accept](#)
 Please click this link to Decline a Tender: [Click to Decline](#)
 Please click this link to View a Tender: [Click to View](#)



Kiewit

Submit Invoice to:
ACME Corporation
4505 Falls of Neuse Rd
Raleigh, NC 27609

***** Withdraw *** Tender Request - Load: L300077**

Load Number: L300077 ORDER: X000170
 Booked By: Equipment: RGN
 Booked By Phone: Booked By Fax:
 Booked By Email:

Carrier Name: TEST Carrier
 Carrier Contact Name: Bob Carrier
 Carrier Contact Phone: 900-999-9999 Carrier Contact Fax: 900-000-0000
 Carrier Contact Email: bob-testcarrier.biz@3gtms.com

RATE CONFIRMATION INFORMATION (Total Cost: \$250.00)				REFERENCE NUMBERS	
Cost Type	Accessorial	Amount	Cost Detail	Qualifier	Ref Num
Accessorial	Truck Order Not Used	\$250.00		Capitalized Cost - Equipment # (O)	0
				Capitalized Cost - Asset (O)	0
				Capitalized Cost - Budget Order (O)	0
				*WBS / Cost Center (O)	104587.7860

STOP INFORMATION		Weight = 0.00; Cube = 0.00; Pieces = 1; Pallets = 0			
stop #	Appointment Information	Location	Items		
1 - Pickup	Range: 01-18-2024 00:00 - 01-18-2024 23:59	I-40 Gorge Bridges-Br.171 (B-6045C) 3145 Fines Creek Rd Clyde, NC 28721 US	1 (pos); 0 (Pallets) Weight: 0.00 Lb; Item: 143498 24-22 XC2880121150145 XTREME FOREMAN CUBE		
2 - Delivery	Range: 01-22-2024 00:00 - 01-22-2024 23:59	Freeport LNG Train 4 EPC Levee Road Freeport, TX 77541 US	1 (pos); 0 (Pallets) Weight: 0.00 Lb; Item: 143498 24-22 XC2880121150145 XTREME FOREMAN CUBE		

COMMENTS / SPECIAL INSTRUCTIONS
Comment: No late deliveries