

CREATING A PRICING TABLE JOB AID

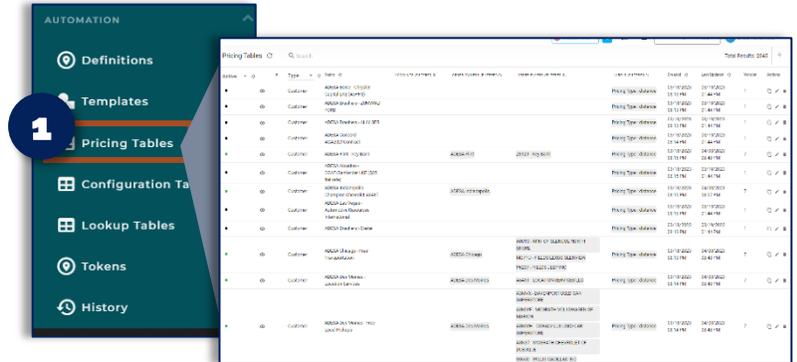
This job aid shows how to create a pricing table in Hitch.

FROM THE DASHBOARD

1. Click Pricing Tables from the side panel

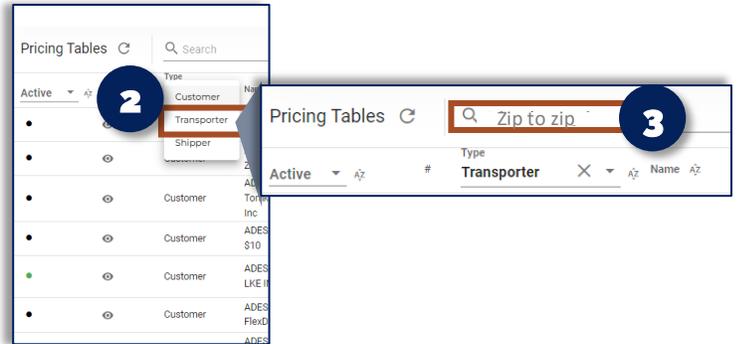
The Pricing Tables screen will display.

2. Under column "Type", select the drop-down and select **Transporter or Customer**
3. In the Search bar, enter in zip to zip or distance associated with carrier to auction



The Default/Pricing list will appear.

4. Scroll list to find and select the pricing table to duplicate and then click the duplicate table icon.



The Duplicate Table Definition screen appears.

5. Input Type: **Customer or Transporter**
 - a. If Transporter is selected, input Transporter Company associated with.
 - b. If Customer is selected, input Payer Account.



NOTE: Payer Account must have AMS number to be associated when selected.

6. Under Labels enter the Pricing Type Value. Value should be zip to zip or distance based on table chosen.
7. Toggle to the right to Enable

