



# ASSIGNING AN ORDER TO A SUB CONTRACTOR

This job aid shows you how to assign an order to a sub contractor using the Hitch TMS.



**NOTE:** Steps 1-4 are to be completed by a Hitch admin.

**STEP 1:** WHEN CREATING AN ORDER, CLICK **ASSIGN TRANSPORTER**.

**STEP 2:** SELECT THE TRANSPORTER YOU WANT THE ORDER ASSIGNED TO.

**STEP 3:** CLICK **ASSIGN TRANSPORTER**.

**STEP 4:** CLICK **PLACE ORDER**.

The screenshot displays the Hitch TMS interface for creating an order. It is divided into two main panels. The left panel shows the order details, and the right panel shows the transporter selection options.

**Left Panel:**

- Line Items (0) with a "+ Add Line Item" button.
- Total: Amount \$ 3000.
- TRANSPORTER section with a circled "1" and a highlighted "Assign Transporter" button.
- TRANSPORTER PRICE section with a dropdown arrow.
- Vehicles (1) section with a VIN field containing "YV4102WK1L1048806" and an Amount field containing "\$ 3000".
- Line Items (0) with a "+ Add Line Item" button.
- Total: Amount \$ 3000.
- Notes field.
- Order Type dropdown menu set to "Basic" with a circled "4".
- A large blue "Place Order" button at the bottom.

**Right Panel:**

- 1 item selected with a "Clear Selection" button and a circled "3" next to a highlighted "Assign Transporter" button.
- TRANSPORTER table with columns for transporter name and last delivery date.
- Table content:

TRANSPORTER	LAST DELIVERY
GMF JasonA TP	
GMF Filip Broker TP	2024-03-13T13:36:27.408Z
EnBro TP Stg	2024-04-02T10:52:49.475Z
Supreme Auto Transport	
SB RB Staging Broker Transports	
Montway Auto Transport	
sp.trans.com	2024-04-05T18:46:59.602Z
GMF Partner Transport 1	
- A circled "2" is placed over the "Supreme Auto Transport" row, which is highlighted in blue.
- A map of the United States is visible at the bottom of the right panel.



**NOTE:** The Transporter you select must have the broker feature enabled.

 **NOTE:** Steps 5-9 are to be completed by the Transporter that the order was assigned to.

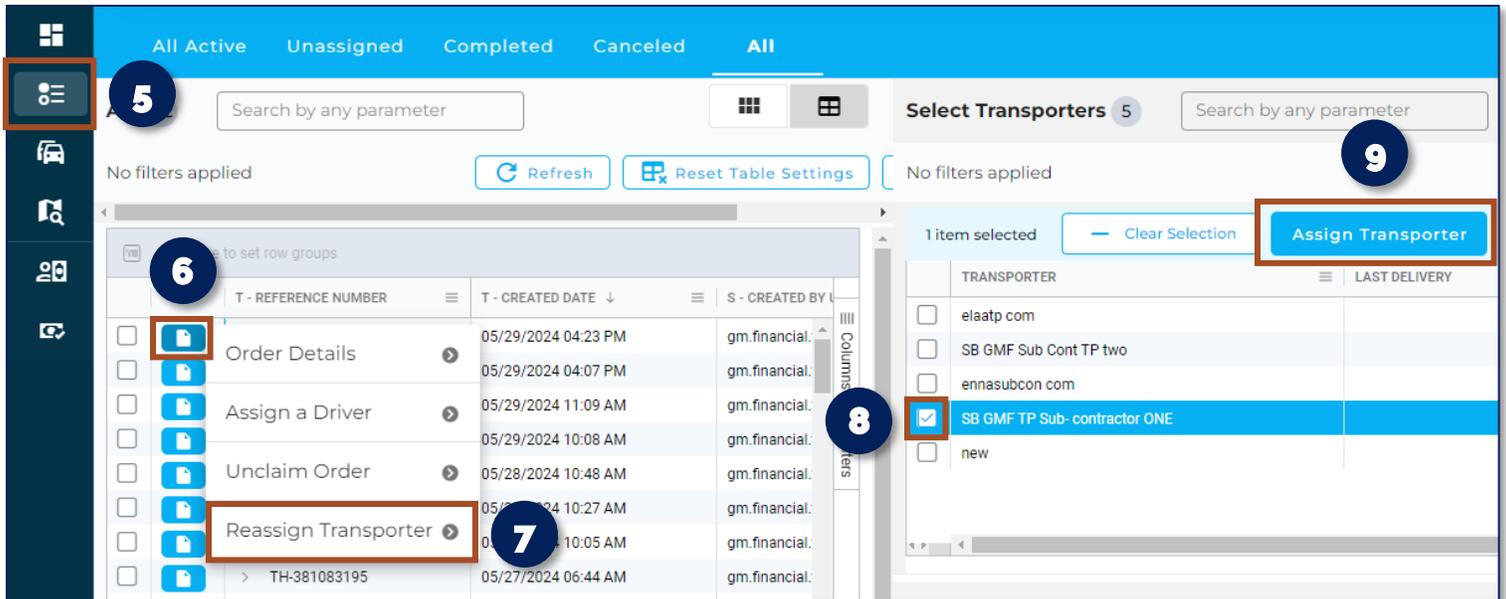
**STEP 5:** CLICK **ORDERS**.

**STEP 6:** CLICK THE  ICON FOR THE ORDER YOU WANT TO REASSIGN.

**STEP 7:** CLICK **REASSIGN TRANSPORTER**.

**STEP 8:** SELECT THE SUB CONTRACTOR YOU WANT THE ORDER REASSIGNED TO.

**STEP 9:** CLICK **ASSIGN TRANSPORTER**.



The screenshot shows the Hitch software interface. The top navigation bar has tabs for 'All Active', 'Unassigned', 'Completed', 'Canceled', and 'All'. A search bar is present. The main area displays a table of orders with columns for 'T - REFERENCE NUMBER', 'T - CREATED DATE', and 'S - CREATED BY'. A 'Reassign Transporter' button is highlighted in the table. A modal window titled 'Select Transporters' is open, showing a list of transporters with 'SB GMF TP Sub- contractor ONE' selected. An 'Assign Transporter' button is highlighted in the modal.

T - REFERENCE NUMBER	T - CREATED DATE	S - CREATED BY
Order Details	05/29/2024 04:23 PM	gm.financial.
Assign a Driver	05/29/2024 04:07 PM	gm.financial.
Unclaim Order	05/29/2024 11:09 AM	gm.financial.
Reassign Transporter	05/29/2024 10:08 AM	gm.financial.
	05/28/2024 10:48 AM	gm.financial.
	05/28/2024 10:27 AM	gm.financial.
	05/27/2024 10:05 AM	gm.financial.
	05/27/2024 06:44 AM	gm.financial.

TRANSPORTER	LAST DELIVERY
<input type="checkbox"/> elaatp.com	
<input type="checkbox"/> SB GMF Sub Cont TP two	
<input type="checkbox"/> ennasubcon.com	
<input checked="" type="checkbox"/> SB GMF TP Sub- contractor ONE	
<input type="checkbox"/> new	