Hitch

ASSIGING 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**.

NOTE: The Transporter you select must have the broker feature enabled.
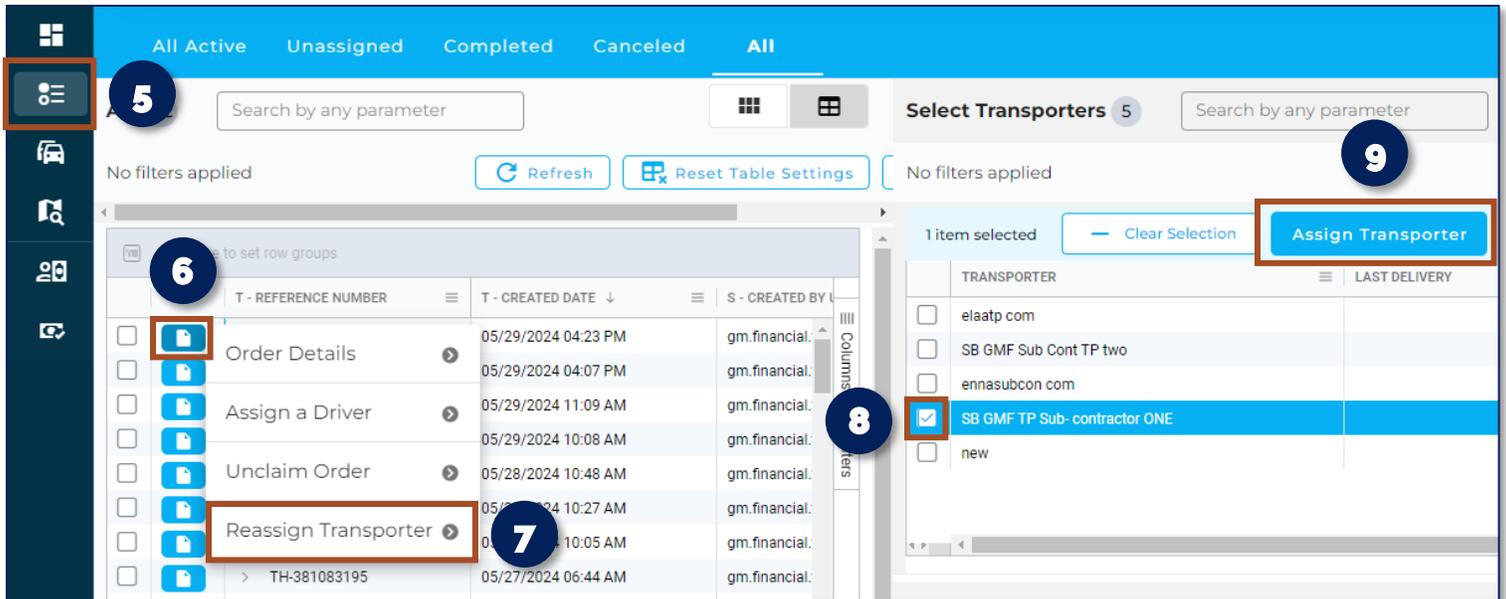
STEP 5: CLICK **ORDERS**.

STEP 6: CLICK THE [icon] 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**.