

PLACING A BID ON AN ORDER

This job aid shows you how to place a bid on an order.

STEP 1: CLICK **ORDERS**.

STEP 2: TOGGLE THE **GRID VIEW**.

STEP 3: CLICK THE  BUTTON FOR THE ORDER YOU WANT TO PLACE A BID ON.

STEP 4: CLICK **PLACE BID**.

STEP 5: ENTER YOUR **BIDDING AMOUNT**.

STEP 6: SELECT YOUR **PICK UP WINDOW** AND **DROP OFF WINDOW**.

STEP 7: IF YOU HAVE ANY, ENTER ANY **NOTES** YOU HAVE FOR THE SHIPPER.

STEP 8: CLICK **PLACE BID**.

The screenshot displays the Hitch application interface. A 'Place Bid' modal is open, showing the following fields and options:

- Bidding Amount:** \$ 1250
- Pick Up Window:** WED 13 AUG 07 AM - 01 PM in 14 hours
- Drop-off Window:** THU 14 AUG 01 PM - 06 PM in 2 days
- Notes:** The driver will call the lot an hour before arrival.

The background shows the 'Orders' table with columns: T - REFERENCE NUMBER, T - CREATED DATE, PICKUP STATE, T - DROPOFF CITY, and T - DROPOFF... The table contains several rows of order data. The 'Place Bid' button is highlighted in the modal, and the 'Place Bid' button is also highlighted in the table row.