



Carrier Sourcing



Table of Contents

Introduction	3	
How to Access the Carrier Sourcing Tool	3	
Contact Carriers via the Carrier Sourcing Tool	4	



Introduction

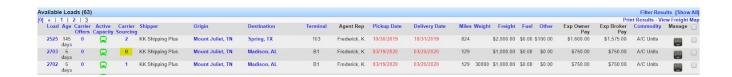
Transport Pro offers a carrier sourcing tool for broker customers that helps users to find carriers that have done specific lanes for them in the past. This guide walks you through how this tool works in detail. If you have any questions, please reach out to our technical support team at support@transportpro.net.

How to Access the Carrier Sourcing Tool

You will find the carrier sourcing tool in the Available Loads section of the Freight Operations Dashboard. There is a column labeled "Carrier Sourcing." You can also access the tool from the Broker Carriers menu.



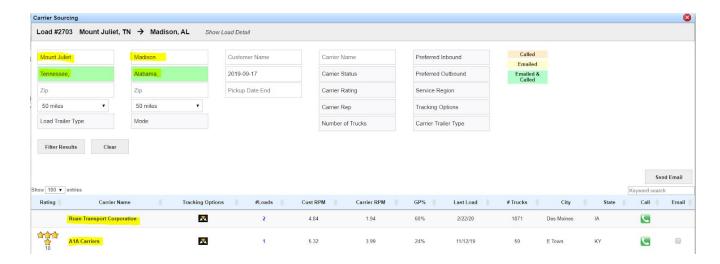
You may notice that the numbers in the column vary. For example, in the above screen shot one load shows "2" while the others show "0." This number is simply telling you how many carriers you have contacted for that available load using the carrier sourcing tool. To open the carrier sourcing tool, click on the desired hyperlinked number.



The carrier sourcing tool/window will open. The origin and destination of that available load will be automatically inserted in the filters for you, and the results that populate tell you which carriers in your network (carriers you have onboarded in Transport Pro) have done this lane for you in the past.

This is an internal tool. The system is keeping track of all your dispatch history, and is showing you the carriers that have previously run this lane for you. In addition to the results showing you the carrier name, you'll also be able to view other pertinent information such as that carrier's rating, how many loads they've done for you in the past, customer and carrier rate per mile, number of trucks in their fleet, etc.



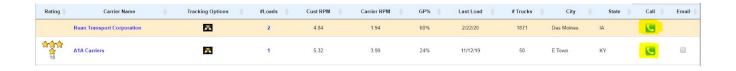


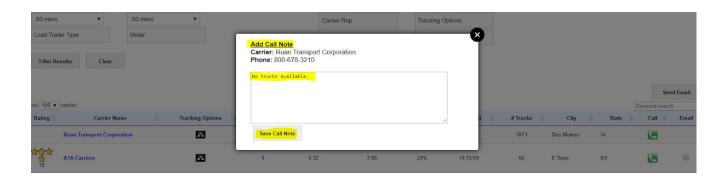
You will also notice that there are several other filter options, which allow you to drill down your carrier search however you would like. This information pulls from the carrier record in Transport Pro, so the more information you have on file for your carriers, the more helpful this tool can become.

Contact Carriers via the Carrier Sourcing Tool

Once you've generated your list of carriers here, you have the ability to contact the carriers in the list by phone, email, or both.

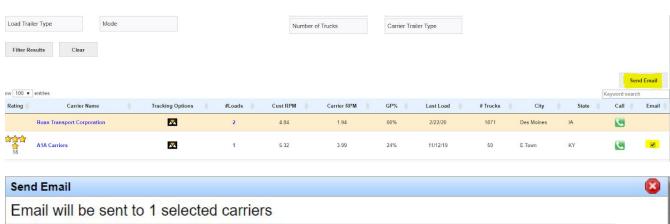
Out to the right, you will notice a green phone icon. When you click on this icon, a small window will open to show you the carrier name and phone number, and will provide a box where you can record your notes based on the call. Click "Save Call Note" when done.

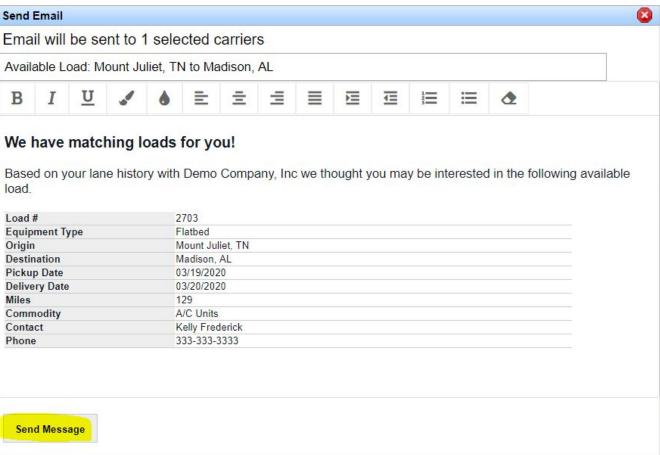




If you wish to email the carriers, you can do so as a mass email, or email them individually. You may notice that some carriers show a checkbox out to the right in the "Email" column, while others do not. If the carrier is missing a checkbox here it is because an email address has not yet been set on their carrier record in Transport Pro, and you will need to update their profile. To send an email, you will need to check the corresponding email boxes, and then click the "Send Email" button.

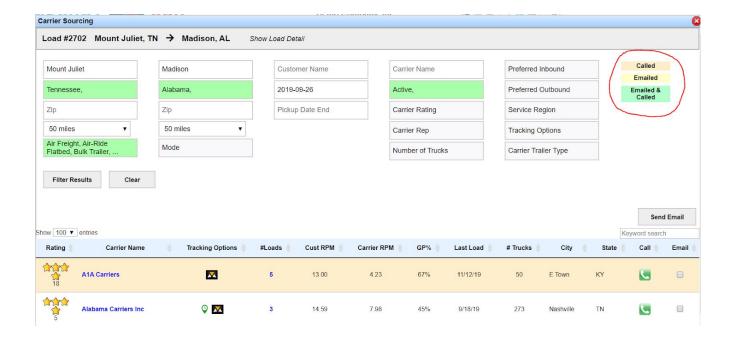
When you click "Send Email" a preview of the pre-designed email will open; of course it will show your company information. When you're ready to send the email(s), click "Send Message."







The system will use the color key in the upper right-hand corner to highlight each line as you contact the carriers in the list. This way, you can easily see which carriers you have contacted, and how you have contacted them.



NOTE: By default, the carrier sourcing tool will send the emails from the system's outbound email address: noreply@transportpro.net. There is not an outbound log you can check to view any emails that may have bounced. However, if for some reason there is an email that cannot go through, the system will alert you.

The only way to change the outbound email, and have the system send these emails from the individuals clicking to send the email is to have a Google SendGrid integration. It is only with this integration that the emails will be sent from the dispatchers/individual company emails. We can only do this with Google; We do **NOT** integrate with Microsoft.

For more information on SendGrid services, click <u>here</u>. Most of our customers opt for the Pro Plan. If you have any questions, or would like to discuss setting up this integration, please contact our technical support team at <u>support@transportpro.net</u>.