



How EDI Works

Table of Contents

Introduction	3
EDI 204/990 - Load Tender/Response	3
EDI 214 - Customer Updates	6
EDI 210 - Billing	9

Introduction

This guide explains how EDI works in Transport Pro, and covers EDI maps 204/990 (load tender and response), 210 (billing), and 214 (customer updates). Note that some items may vary slightly depending on your trading partners' requirements. If you have any questions about EDI, please reach out to our technical team at support@transportpro.net.

EDI 204/990 - Load Tender/Response

You will first determine which members of your internal team need to receive load tender notifications, and then send that information to our technical team. Our engineers will set those users up to receive email notifications when a load is tendered.

NOTE: In order for a user to receive this email notification, they **MUST** have an active user account in Transport Pro.

Access and Review Tendered Loads in Transport Pro:

To access and review the loads in the tendering queue in Transport Pro, click the “Show Freight Operations Tools” link in the upper right-hand corner of the Freight Ops Dashboard.

Freight Operations

Show Freight Operations Tools

TRANSPORT PRO
Exchange

Available Loads (62)

Filter Results [Show All]

Print Results - View Freight Map

Load	Age	Carrier Offers	Active Capacity	Carrier Sourcing	Shipper	Origin	Destination	Terminal	Agent Rep	Pickup Date	Delivery Date	Miles	Weight	Freight	Fuel	Other	Exp Owner Pay	Exp Broker Pay	Commodity	Manage
2525	135 days	0		0	KK Shipping Plus	Mount Juliet, TN	Spring, TX	103	Frederick, K	10/30/2019	10/31/2019	824		\$2,000.00	\$0.00	\$100.00	\$1,600.00	\$1,575.00	A/C Units	
2632	102 days	0		0	KK Shipping Plus	Mount Juliet, TN	Owensboro, KY	103	Frederick, K	12/02/2019	12/03/2019	150		\$500.00	\$0.00	\$0.00	\$375.00	\$375.00	A/C Units	
2654	78 days	0		0	ABC Supply Co-Fort Wayne	Fort Wayne, IN	Mount Juliet, TN	B1	Frederick, K	12/27/2019	12/30/2019	441		\$2,000.00	\$400.00	\$0.00	\$1,500.00	\$1,800.00	Aluminum	

When you click on this link, you will see a link for the “Load Tendering Queue.” Click this to open up the queue and view the loads.

Freight Operations

Hide Freight Operations Tools

Available Loads (62)

[0]

«

1

2

3

Load	Age	Carrier	Offers	Active	Capacity	Carrier	Shopper	Origin	Destination	Terminal	Agent Rep	Pickup Date	Delivery Date	Miles	Weight	Freight	Fuel	Other	Exp Ow
2525	136 days	0		0	0	KK Shipping Plus		Mount Juliet, TN	Spring, TX	103	Frederick, K	10/30/2019	10/31/2019	824		\$2,000.00	\$0.00	\$100.00	\$1,600.00
2632	102 days	0		0	0	KK Shipping Plus		Mount Juliet, TN	Owensboro, KY	103	Frederick, K	12/02/2019	12/03/2019	150		\$500.00	\$0.00	\$0.00	\$375.00
2661	77 days	0		0	0	KK Shipping Plus		Mount Juliet, TN	Madison, AL	103	Frederick, K	12/27/2019	12/28/2019	129		\$200.00	\$0.00	\$0.00	\$150.00
2654	78 days	0		0	0	ABC Supply Co-Fort Wayne		Fort Wayne, IN	Mount Juliet, TN	B1	Frederick, K	12/27/2019	12/30/2019	441		\$2,000.00	\$400.00	\$0.00	\$1,500.00
2659	77 days	0		0	0	KK Shipping Plus		Mount Juliet, TN	Spring, TX	103	Frederick, K	12/27/2019	12/28/2019	824	20000	\$1,000.00	\$173.04	\$50.00	\$800.00

Freight Operations Tools

- GLOBAL TERMINAL FILTER -

Add New Load

Express Load Entry

Loads Delivered - Not Billed

Load Tendering Queue

Search Truckstop.com Loads

Mileage Calculator

Find Freight Rates

Post Driver Call-in

Add Empty Movement

Find Load/Driver/Broker

Carrier Lane Search

You will see the tendered loads in this queue, which will display some general information. If you click on the “Details” link, you will be able to see additional information including all the stops, pickup and delivery dates, reference information, and any notes if they’ve been added.

NOTE: Typically, rates do **NOT** come over.

Load Tendering Queue

Customer Name

Customer

Pickup Date (from / to)

Delivery Date (from / to)

Get Report

1	Bill To	BOL	Weight	Stops	Origin	Pickup Date	Destination	Delivery Date	Date Created	Respond By	Details	Accept	Decline
	Energizer	3932275	0	0	WHITSETT, NC	10/14/2019	MEMPHIS, TN	10/16/2019	10/08/2019	10/08/2019 13:32	Details	<input type="radio"/>	<input type="radio"/>
	MDXW - Ruan	100001	20000	0	ATLANTA, GA	11/19/2019	BOSTON, MA	11/19/2019	11/21/2019		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Energizer	10004237	0	0	Vandalia, OH	01/01/1990	Mobile, AL	01/01/1990	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>

Submit Response

Accept or Decline Tendered Loads:

Once you’ve reviewed the load information, you can either accept or reject the load(s) and submit the response. From the Load Tendering Queue, click the appropriate bubble next to each load. If you want to accept or decline all loads in this queue, you can simply check the bubble at the top of the column to select all loads at once. Be sure to click “Submit Response” when done.

Load Tendering Queue

Customer Name

Customer

Pickup Date (from / to)

Delivery Date (from / to)

Get Report

1	Bill To	BOL	Weight	Stops	Origin	Pickup Date	Destination	Delivery Date	Date Created	Respond By	Details	Accept	Decline
	Energizer	3932275	0	0	WHITSETT, NC	10/14/2019	MEMPHIS, TN	10/16/2019	10/08/2019	10/08/2019 13:32	Details	<input type="radio"/>	<input type="radio"/>
	MDXW - Ruan	100001	20000	0	ATLANTA, GA	11/19/2019	BOSTON, MA	11/19/2019	11/21/2019		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Lockheed Martin	AE1344150	9000	0	SAN ANTONIO, TX	01/21/2020	FORT WORTH, TX	01/21/2020	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>
	Energizer	10004237	0	0	Vandalia, OH	01/01/1990	Mobile, AL	01/01/1990	01/21/2020		Details	<input type="radio"/>	<input type="radio"/>

Submit Response

When you accept the load(s) via the Load Tendering Queue, the load(s) will automatically be added for you as an available load, and will show in the “Available Loads” section on the Freight Operations Dashboard.

NOTE: Again, the rates do not typically come over, so you will need to edit the load at some point and add the rate. Adding the rate does not send an update to the trading partner. There is no back and forth via EDI in this regard.

available Loads (62)																		Filter Results				Show All
Print Results - View Freight Map																						
Load	Age	Carrier	Active	Carrier	Shipper	Origin	Destination	Terminal	Agent Rep	Pickup Date	Delivery Date	Miles	Weight	Freight	Fuel	Other	Exp Owner Pay	Exp Broker Pay	Commodity	Manage		
2525	136 days	0		0	KK Shipping Plus	Mount Juliet, TN	Spring, TX	103	Frederick, K	10/30/2019	10/31/2019	824		\$2,000.00	\$0.00	\$100.00	\$1,600.00	\$1,575.00	A/C Units			
2632	102 days	0		0	KK Shipping Plus	Mount Juliet, TN	Owensboro, KY	103	Frederick, K	12/02/2019	12/03/2019	150		\$500.00	\$0.00	\$0.00	\$375.00	\$375.00	A/C Units			
2661	77 days	0		0	KK Shipping Plus	Mount Juliet, TN	Madison, AL	103	Frederick, K	12/27/2019	12/28/2019	129		\$200.00	\$0.00	\$0.00	\$150.00	\$150.00	A/C Units			
2660	77 days	1		0	ABCDE	Mt. Juliet, TN	Madison, AL	103	Frederick, K	12/27/2019	12/28/2019	1231	20000	\$1,500.00	\$258.51	\$100.00	\$1,225.00	\$1,393.88	A/C Units			
2659	77 days	0		0	KK Shipping Plus	Mount Juliet, TN	Spring, TX	103	Frederick, K	12/27/2019	12/28/2019	824	20000	\$1,000.00	\$173.04	\$50.00	\$800.00	\$917.28	A/C Units			
2654	78 days	0		0	ABC Supply Co-Fort Wayne	Fort Wayne, IN	Mount Juliet, TN	B1	Frederick, K	12/27/2019	12/30/2019	441		\$2,000.00	\$400.00	\$0.00	\$1,500.00	\$1,800.00	Aluminum			
2668	50 days	0		0		MOUNT JULIET, TN	DETROIT, MI	103	Frederick, K	01/23/2020	01/24/2020	548		\$300.00	\$60.00	\$0.00	\$225.00	\$270.00				
2670	49 days	1		2	KK Shipping Plus	Mount Juliet, TN	Madison, AL	103	Frederick, K	01/24/2020	01/25/2020	129	20000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	A/C Units			
2689	10 days	1		0	Denver	Arvada, CO	Madison, AL	119	Drummond, K	03/03/2020	03/04/2020	1272	20000	\$1,000.00	\$0.00	\$50.00	\$800.00	\$787.50	Brick			

Sending Load Appointments:

Sending load appointments is done from the Load Summary screen. You will see a tab in the upper left-hand corner that says “Send EDI Load Appointment.” Click this tab.

Customer Rate Confirmation

Create Load Summary

Carrier Offers

Carrier Sourcing

Active Capacity

Send EDI Load Appointment

Required Documents

Bill of Lading

Edit Load Information

Copy Load

Create Return Load

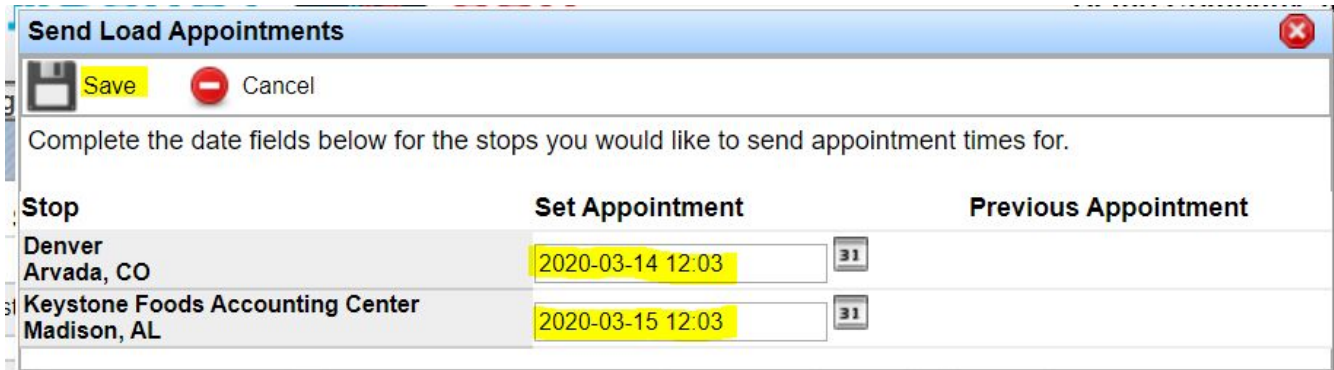
Set Billing Hold

Cancel Load

Change Log

Information	Shipper	Consignee
Load ID: 2689 Pick Up Date: 03/03/2020 Delivery Date: 03/04/2020 Load Status: Ready To Dispatch Waiting for Documents, Billing Open	Denver 7905 Ralston Rd Arvada, CO 80002 Instructions/Directions: Pull in 2nd drive. Do not park on street.	Keystone Foods Accounting Center Attn: Freight Payables PO Box 1809 Madison, AL 35758

Set the dates and times and click “Save Record.” Any time you open this window to make an update, the previous appointment times will show as well.



Send Load Appointments

Save Cancel

Complete the date fields below for the stops you would like to send appointment times for.

Stop	Set Appointment	Previous Appointment
Denver Arvada, CO	2020-03-14 12:03	31
Keystone Foods Accounting Center Madison, AL	2020-03-15 12:03	31

Updates After Accepting a Load:

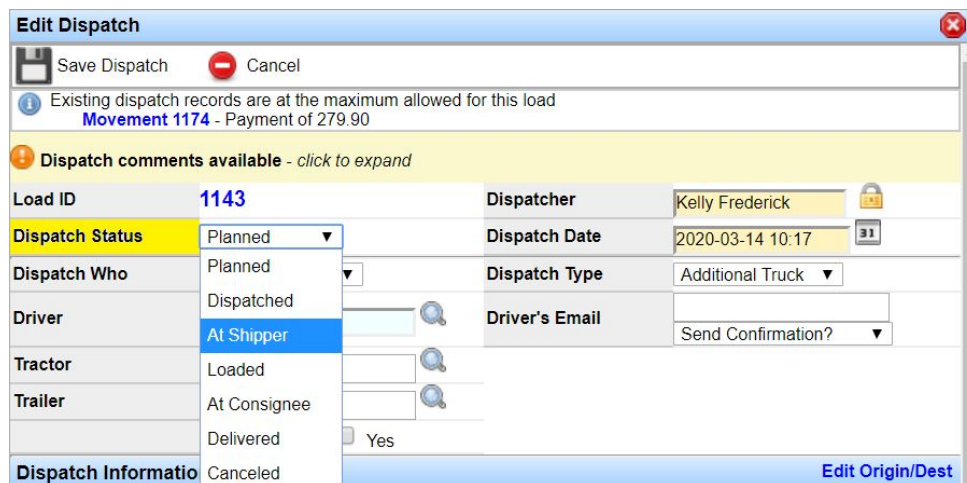
There are only two pieces of information that will auto-update if changes are made after you’ve accepted the load: 1) The dates, and 2) If a load is canceled.

EDI 214 - Customer Updates

Different customers may have different requirements when it comes to updates. For example, maybe some customers require updates every 15 minutes, while others require an update every 2 hours. We’ll review where these settings are controlled and how the updates get sent.

Load Status Updates:

In addition to location updates, dispatchers are also monitoring the status updates on a load (i.e. At Shipper, Loaded, Delivered). Transport Pro is designed to automatically send any status updates to your EDI customers. So when the status is updated on the dispatch record, that notification is sent.



Edit Dispatch

Save Dispatch Cancel

Existing dispatch records are at the maximum allowed for this load
Movement 1174 - Payment of 279.90

Dispatch comments available - click to expand

Load ID	1143	Dispatcher	Kelly Frederick
Dispatch Status	Planned	Dispatch Date	2020-03-14 10:17
Dispatch Who	Planned	Dispatch Type	Additional Truck
Driver	At Shipper	Driver's Email	Send Confirmation?
Tractor	Loaded		
Trailer	At Consignee		
	Delivered		
Dispatch Information	Canceled		

Edit Origin/Dest

Sending Location Updates with ELD or Tracking Services Enabled:

For trading partners who require shipment location updates, Transport Pro will automatically send these 214 status updates based on the Notification Frequency set on the customer record. Transport Pro will monitor load locations from Omnitracs, MacroPoint, or any other location provider you subscribe to, and send those locations to the trading partner. This includes manual check calls entered by dispatchers in Transport Pro.

NOTE: This information flows into Transport Pro and shows on the Freight Operations Dashboard as well as in the Track & Trace window. When the location pings come through your Transport Pro system, they come over in whatever time zone your main office is located in. So, if your company is headquartered in Florida, for example, you'll see the pings show up in Eastern Time. We set your Transport Pro installation to your time zone when you get started with us.

When the location updates are sent to the customer via the tracking service, their EDI system does the time zone conversion.

Track and Trace

Load #2449 - BEAVERTON, OR to TIGARD, OR

Next Check Call

03/14/2020 11:35

Missed Stop

BEAVERTON, OR

Scheduled Date: Thursday, 08/29/2019

Owner Operator

Driver

Rickey French

Tractor: 1036

Trailer: PO123

Titan

CURRENT STATUS: At Consignee

NEXT STOP

BEAVERTON, OR

Flexible / FCFS

Scheduled: Thursday, 08/29/2019

LOAD INFORMATION

UPDATE DISPATCH STATUS

ESCALATE ISSUE

- Enter tracking note -

Schedule Reminder

Show Locations

Show Map

Jan 31 @ 14:21

Goodlettsville, TN

User Entered

Jan 30 @ 16:19

Nashville, TN

User Entered

Oct 08 @ 09:00

TIGARD, OR

Dispatch

Dispatched Loads (62)															Filter Results [Show All]	
Load	Status	Dispatched	Tractor	Trailer	Shipper	Origin	Destination	Terminal	Pickup Date	Delivery Date	Next Action Date	Check Date	Miles	Commodity	Last Location	ETA
2456	Loaded	tom jack	1067	1024	Kross Freight	Philadelphia, PA	Greenwood Village, CO	ADT	09/25/2019 08:43	08/23/2019 - 09/25/2019 08:43	08/25/2019 08:43	01/12/2020 08:51	2386	A/C Units		03/14 10:37 0 miles
2652	At Shipper	Donald Brown	1234RD		ABC Supply Co-Fort Wayne	Fort Wayne, IN	Mount Juliet, TN	B1	12/27/2019	12/30/2019	12/30/2019 00:00	02/11/2020 01:00	441	Aluminum	Mt Juliet, TN 02/11 10:10	03/14 18:29 431 miles
2674	Loaded	Robert Shrute	1048	1001		Mount Juliet, TN	NOVI, MI	103	01/30/2020	01/31/2020	01/31/2020 00:00	02/11/2020 08:00	558		Nashville, TN 03/13 13:13	03/14 20:37 546 miles
2680	At Consignee	Rickey French	1036	1046	RSC	Mason, OH	Ogden Dunes, IN	103	02/11/2020	02/12/2020	02/12/2020 00:00	02/14/2020 04:00	285	Containers	Nashville, TN 02/14 11:23	03/14 13:47 145 miles

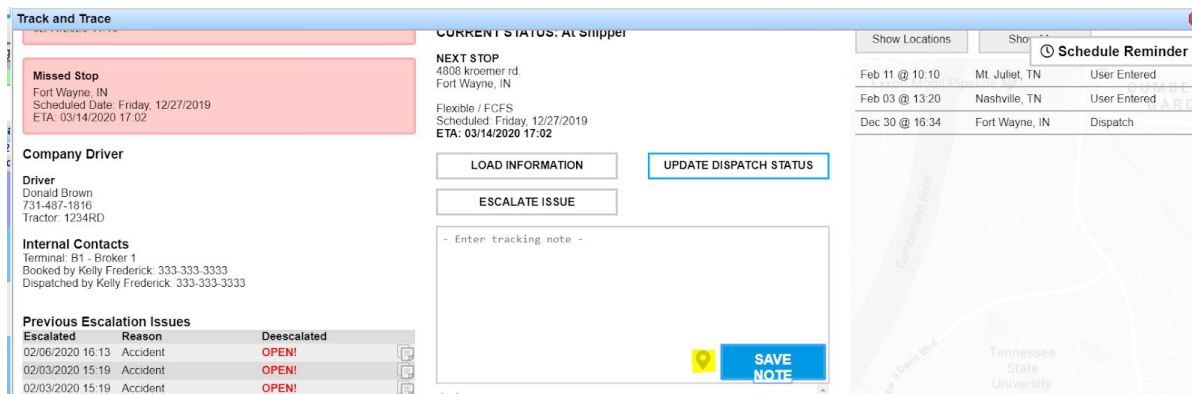
Entering Dates and Times on the Dispatch Record Correctly:

In addition to updating the dispatch status, dispatchers are also responsible for ensuring that the in and out times on the dispatch record are accurate. Users should enter the dates and times on the dispatch record **LOCAL TO THE LOAD**. All loads and dispatches should be entered with the local time to the pick or drop. The check call system works off the timezone for your installation.

Also note that the dates and times entered on the dispatch record should fall within the pickup and delivery date set on the load. Keeping the updates within this window is what keeps the system tracking the load. If you've noticed for some reason that tracking has stopped, it's likely because the in and out times on the dispatch are outside of the dates and times on the load itself.

Sending Location Updates with No ELD or Tracking Services Enabled:

If there is no ELD or other tracking service enabled, you can manually make location updates as needed. This is done from the Track & Trace window. When you open this window, you'll see a gray pinpoint at the bottom of the tracking notes box. Click this pinpoint, and begin typing the location. You'll see that options will begin to pull from Google and you can click on the location to lock it in, or free form type. Once you've entered the correct location, click "Save Note."

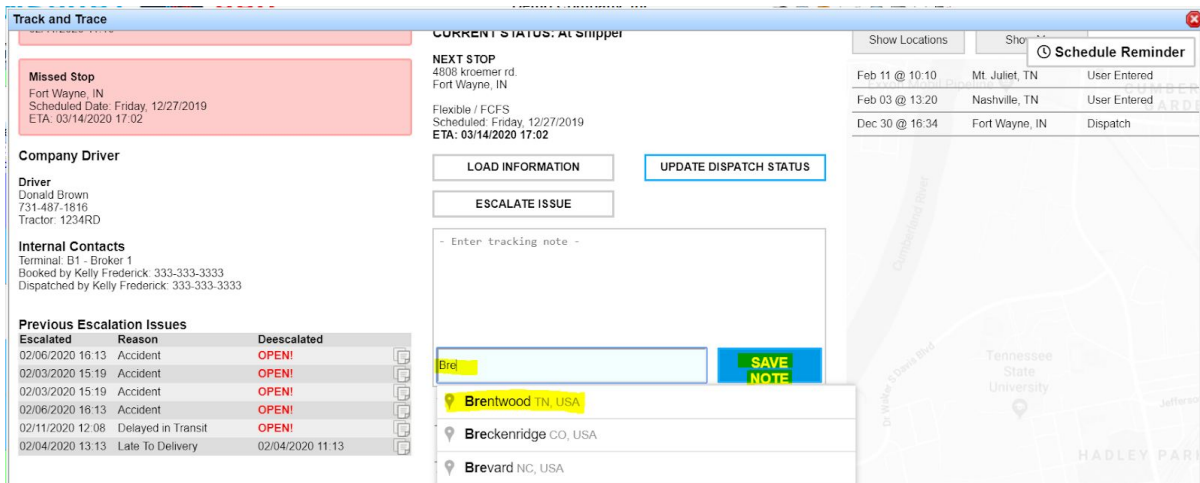


The screenshot shows the 'Track and Trace' window in the TransportPro software. The window is divided into several sections:

- Missed Stop:** A red box indicating a missed stop at Fort Wayne, IN, with a scheduled date of Friday, 12/27/2019 and an ETA of 03/14/2020 17:02.
- Company Driver:** Information for Donald Brown, including phone number 731-487-1816 and tractor number 1234RD.
- Internal Contacts:** Information for Terminal B1 - Broker 1, including booking and dispatching contacts.
- Previous Escalation Issues:** A table showing three escalation issues, all marked as 'OPEN!'.
- Current Status:** A section titled 'CURRENT STATUS: At Shipper' showing the next stop at 4808 Kroemer Rd, Fort Wayne, IN, with a flexible/FCFS status and a scheduled date of Friday, 12/27/2019.
- Buttons:** Buttons for 'LOAD INFORMATION', 'UPDATE DISPATCH STATUS', 'ESCALATE ISSUE', and 'SAVE NOTE'.
- Map:** A map showing the location of the stop, with a gray pinpoint at the bottom of the tracking notes box.
- Schedule Reminder:** A table showing scheduled stops for February 11, February 03, and December 30.

Escalated	Reason	Deescalated
02/06/2020 16:13	Accident	OPEN!
02/03/2020 15:19	Accident	OPEN!
02/03/2020 15:19	Accident	OPEN!

Date	Time	Location	Status
Feb 11	@ 10:10	Mt Juliet, TN	User Entered
Feb 03	@ 13:20	Nashville, TN	User Entered
Dec 30	@ 16:34	Fort Wayne, IN	Dispatch



Changing the Frequency of Location Updates:

If you do need to change the location update frequency for a customer, you will manage this on their customer record in Transport Pro. Navigate to the customer's record and click to edit the information. Toward the bottom of the first column, you'll see a field titled "Load Notification Frequency." There are several default options in this dropdown list, but if you need others, please alert the technical team.

Dispatcher Notice Important information to show when creating a Dispatch or Load.		Pay Gross Reduction For loads billed to this customer	Flat Rate: Percentage:
Tracking Requirements		Special Billing Instructions	
Load Notification E-mail		External Billing Notes Appears on the freight bill	
Load Notification Frequency	- Select - ▼		
Can broker loads?	<input type="checkbox"/> Do not allow brokerage		
Can post loads to external board?	<input type="checkbox"/> Do not allow load postings		

EDI 210 - Billing

This section will show you how to bill and re-bill loads via EDI. You are essentially going to add one more step to the regular billing process. Note, when our technical team programs the EDI billing map for a customer, this information is set up for you on the customer record. There is nothing you need to add or change on the customer record for EDI.

Bill a load via EDI:

Once you mark a load ready to bill and process the load in the Freight Bill Processing queue just as you normally would, the EDI loads then get sent to the EDI Billing Queue. You will navigate to this queue by going to Billing>Load Queues>Submit EDI>EDI Queue. Here you will see the loads pending review and transmission. Check any/all loads that you want to approve, and then click "Approve EDI."

NOTE: This step simply approves it for transmission. You have not actually transmitted the file(s) yet.

Pending EDIs

Search EDI Queue

Customer ID

Customer Name

Customer

EDI Map

- All EDI Maps -

Search

EDI Queue

Load	Bill To	EDI Map	Shipper	Consignee	Delivery Date	Amount	Date Created	Rebill	
1655	abc	Toyota 210	USCG	TradeBe	03/30/2016	\$0.00	11/11/2019		

Approve EDI

Once you click to approve the loads for EDI billing, they get sent to the “Batch Queue.” You can navigate to this queue a couple different ways: 1) Once you click to approve the load, you will see a hyperlink pop up, which you can click on to get to the batch queue, or 2) You can follow the path in the menu Billing>Load Queues>Submit EDI>Search EDI Batch.

Pending EDIs

Search EDI Queue

Customer ID

Customer Name

Customer

EDI Map

- All EDI Maps -

Search

EDI Queue

The record was saved successfully.
The EDI batch(es) were created and queued for transmission. [Click here](#) to view current queued batches.
There are no results matching your criteria.

The next step is to transmit the files. From the batch queue, you will need to click on the file ID.

Search EDI Batch (11)

EDI Customer

- Select -

Date Created

From

To

Date Transmitted

From

To

Get Report

Clear

Report Results

Printable Report

Export to CSV

ID	Date Created	EDI Customer	Transmitted	Created By	Loads
1010	03/14/2020 12:23	Toyota 210	Pending	Kelly Frederick	1
1009	03/13/2020 14:23	Toyota 210	Pending	Kelly Frederick	1
1008	03/13/2020 14:21	Toyota 210	Pending	Kelly Frederick	1
1007	03/13/2020 13:40	Toyota 210	Pending	Kelly Frederick	1
1006	03/13/2020 13:37	Toyota 210	Pending	Kelly Frederick	1
1005	03/13/2020 11:47	Toyota 210	Pending	Kelly Frederick	1
1004	03/13/2020 11:18	Toyota 210	Pending	Kelly Frederick	1

When you click on this ID you will be redirected to the EDI Transmission Summary screen. To transmit the file click on the “Upload Data File” link. Once you click this, the system will confirm the submission for you. You do **NOT** need to click on the “Confirm Submission” button.

EDI Transmission Summary		
EDI Transmission Summary		
ID	1010	Loads included in this batch
Date Created	03/14/2020 12:23	1655
Created By	Kelly Frederick	
Date Transmitted	Pending	
Manage	Upload Data File - Regenerate Data File - Confirm Submission	
EDI Data		
{ "ediInformation": { "scac": "TTMB", "isaSenderId": "TTMB", "isaSenderQualifier": "02", "isaReceiverId": "031748770", "isaReceiverQualifier": "01", "isaControlNumber": "14112335", "gsSenderCode": "TTMB", "gsReceiverCode": "03174" }		

Other Options on the Transmission Summary Screen:

In addition to selecting “Upload Data File” on the transmission summary page, you’ll also notice two other options: 1) Regenerate Data File, and 2) Confirm Submission. Here’s what each link does:

Regenerate Data File: If for some reason you need to re-submit the file, you can click this link. This will send the file back to the “batch queue” where you can then click on the file ID again, and then re-submit the file.

Confirm Submission: This is only here in the case that you accidentally click the “Regenerate Data File” link. If you didn’t mean to click to regenerate the file, then you can simply hit the confirm link and confirm the file was already transmitted.

EDI Transmission Summary		
EDI Transmission Summary		
ID	1010	Loads included in this batch
Date Created	03/14/2020 12:23	1655
Created By	Kelly Frederick	
Date Transmitted	Pending	
Manage	Upload Data File Regenerate Data File Confirm Submission	
EDI Data		
{ "ediInformation": { "scac": "TTMB", "isaSenderId": "TTMB", "isaSenderQualifier": "02", "isaReceiverId": "031748770", "isaReceiverQualifier": "01", "isaControlNumber": "14112335", "gsSenderCode": "TTMB", "gsReceiverCode": "031748770" } }		

NOTE: When you bill a load via EDI, the information goes over with raw text; there are no images included. If a trading partner tells you that they need the images, or there’s anything else special about their billing requirements, please contact our technical team at support@transportpro.net, and they can advise or help you set that up.

Re-Bills:

EDI re-bills are not much different than the normal re-bill process, other than the need to transmit the file again via the EDI billing queue. However, there are a couple things to note.

When you need to rebill a load via EDI, be sure that after you make your changes to the load that you check the “Re-Bill Load” box **AND** the “Send New Bill” box.

Company	Runner
Hours	
Address	Attn: Freight Payables 1
City	S San Fran
State	California
Zip	94080
Phone	111-111-1111
Fax	
Contact	
Email	

Rate	1000
Calc. Miles	558
Fuel	
Fuel Calc. Help - Use Matrix	
<input type="text"/>	%
<input type="text"/>	cents/mile
Fuel	0
Ready To Bill	<input type="checkbox"/> Yes
Re-Bill Load	<input checked="" type="checkbox"/> Yes
Send new bill	<input checked="" type="checkbox"/> Yes
Delete queued bills	<input type="checkbox"/> Yes
Bill Without Required Documents	<input type="checkbox"/> Yes
Combine Billing	<input type="checkbox"/> Yes

This will send the load back to the EDI Queue, where you will approve and transmit the file again, just as you did in the billing process the first time.

NOTE: If a bill is rejected, there are no system notifications in Transport Pro to alert you. Receiving these rejections should be arranged separately with your trading partner. For example, maybe they'd like to send you an email at the end of each day with the list of rejections.

Search Pending and Transmitted Files:

If you need to run a search/report to see what files you have pending for a certain customer, or you'd like to see what you've transmitted within a specific date range, you can do so by following the path in the menu Billing>Load Queues>Submit EDI>Search EDI Batch.

On this screen you have a few different filter options. Any files that have been transmitted successfully will show in the search results with a date and time stamp.

Search EDI Batch (11)

EDI Customer

- Select -

Date Created

From: To:

Date Transmitted

From: To:

Get Report

Clear

[Report Results](#)
[Printable Report](#)
[Export to CSV](#)

ID	Date Created	EDI Customer	Transmitted	Created By	Loads
1010	03/14/2020 12:23	Toyota 210	Pending	Kelly Frederick	1
1009	03/13/2020 14:23	Toyota 210	Pending	Kelly Frederick	1
1008	03/13/2020 14:21	Toyota 210	Pending	Kelly Frederick	1
1007	03/13/2020 13:40	Toyota 210	Pending	Kelly Frederick	1
1006	03/13/2020 13:37	Toyota 210	Pending	Kelly Frederick	1
1005	03/13/2020 11:47	Toyota 210	Pending	Kelly Frederick	1
1004	03/13/2020 11:18	Toyota 210	Pending	Kelly Frederick	1
1003	02/13/2020 16:12	Toyota 210	Pending	Kelly Frederick	1
1002	07/14/2019 18:13	Toyota 210	02/13/2020 14:10	Kelly Frederick	1
1001	01/21/2019 20:50	Toyota 210	Pending	System Administrator	1
1000	01/21/2019 20:32	Toyota 210	Pending	System Administrator	1

If you have any questions about EDI in general, or would like to discuss your trading partners' EDI requirements, please contact the technical team at support@transportpro.net.