



Below is a quick reference guide for generating shipments.

LOGIN

1. Go to URL www.atsquickquote.com
2. Under **Client Login**
3. Username: **cgshipping** Password: **cgshipping**

BOOK A SHIPMENT:

1. Click **CREATE A NEW LOAD** link at top of page
2. Fill in yellow/highlighted fields with required information
3. Enter Customer PO#'s in Customer PO field
4. Enter Origin and Destination information
5. Package Data
 - a. Quantity – Number of individual pieces
 - b. Weight – Total weight for PO#
 - c. SKU – Enter PO#
 - d. Click on Green "+" to add multiple lines/PO#
6. Under Shipment Data enter total number of shipping units (crates, baskets, tubs, etc.)
7. Click **PENDING** button at the bottom of the page

QUEUE DESCRIPTIONS:

- | | |
|---------------------|--|
| 1. View Pending: | A view of all entered orders waiting for approval or a carrier to be assigned. |
| 2. View Booked: | A view of all shipments that have been assigned to a carrier but not yet dispatched. |
| 3. View Dispatched: | A view of all shipments that have been dispatched to a carrier. |
| 4. View In-Transit: | A view of all shipments that are currently in-transit to destination point. |

STECHNICAL SUPPORT:

If you need any support or technical assistance, please contact ATS at 800-279-5013 or cg@atsinc.com .

Respectfully,

Management Team
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