



Dutchman Tree Farms

Load Portal Instructions

<https://dutchmanwebportal.com>

Important Information:

- This portal is viewable/usable on a mobile phone with internet access

Creating an account:

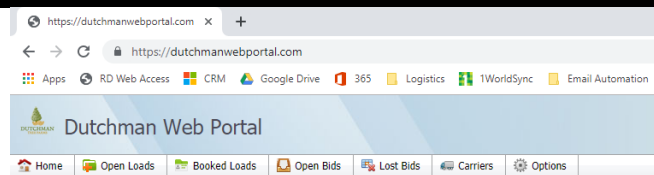
- Please email andrew@dutchmantreefarms.com or dispatch@dutchmantreefarms.com for access to the load portal.

Steps

Navigate in your web browser to the address above.

Select “Log In”

*Note: if you don't have login credentials or forgot yours, please contact dispatch@dutchmantreefarms.com



Welcome to Dutchman Tree Farms - Web Portal!



The new Dutchman Tree Farms Web Portal allows authorized brokers/trucking companies to:

- View available open loads
- Bid on open loads
- Manage booked loads

Select the Log In button above to get started.

If you do not have login credentials, please contact Dutchman Tree Farms at (231) 839-7901.

All web portal users must be created by a Dutchman Tree Farms representative.

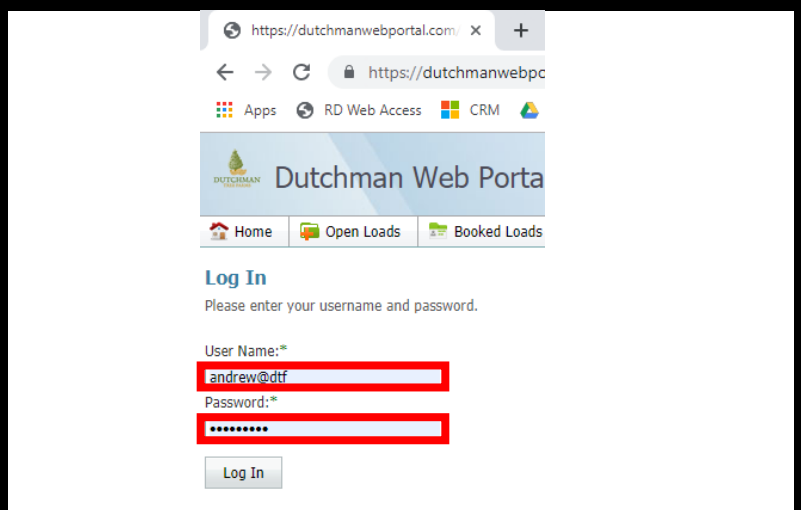


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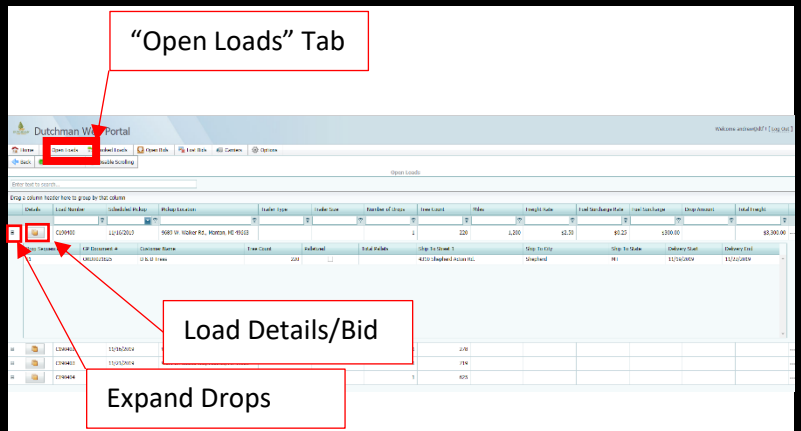
Input your User Name and Password



To view Open Loads, navigate to the Open Loads Tab on the top ribbon.

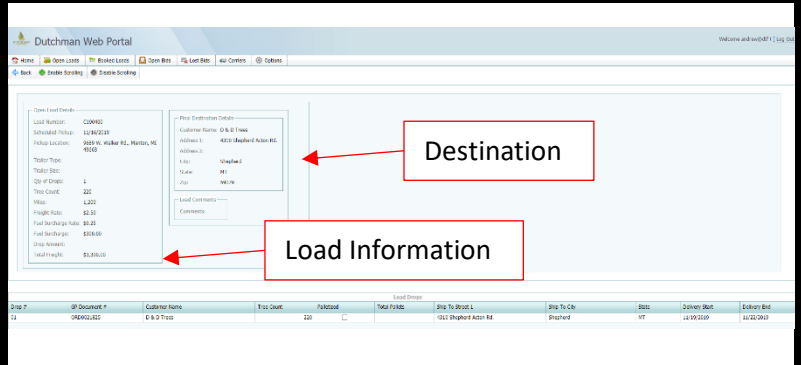
You can select the "+" button on the left of each load to see the drops at a quick glance

To View/Bid on loads, select the folder icon for the Load Details page on the left of the load number.



Once on the load details page, you can view more information about the load.

Scrolling down, you will see a location to bid on the selected load.





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-Further in the load details screen, you may bid on a load by selecting the “New” Button and inputting all required information.
 -All fields with an * are required.
 If the Carrier name is known at that time, type that information in.
 -Once complete, select “update” to submit the bid. Please allow 15-20 minutes for the bid to be visible in our system.
 -You may edit bids after the information is submitted and selecting ‘update’.

The screenshot shows the 'New Bid' form in the Dutchman Web Portal. Red boxes and arrows highlight key elements:

- 1. Start New Bid:** Points to the 'New Bid' button in the top navigation bar.
- 2. Fill out fields in white:** Points to the input fields for 'Carrier Name', 'Proposed Bid Amount', and 'Bidder Comments'.
- 3. Submit:** Points to the 'Update' button at the bottom right of the form.
- 4. Edit a submitted bid:** Points to the 'Edit Bid' button in the top navigation bar.

If the proposed bid amount is not accepted, we may put in a counter bid amount.

To view your submitted bids and see if any have a counter bid, select the “Open Bids” tab on the ribbon, view the Load Details, and edit your bid amount using the steps above, and update the bid.

The screenshot shows the 'Open Bids' view in the Dutchman Web Portal. Red boxes and arrows highlight:

- “Open Bids”:** Points to the 'Open Bids' tab in the top navigation bar.
- Counter Bid:** Points to the 'Counter Bid Amount' column in the table below.

Details	Load Number	Proposed Bid Amount	Bidder Comments	Bid Date/Time	Counter Bid Amount	Counter Bid Date Time	DTF Comments
	C190400	\$3,000.00	Rate Adjusted	6/28/2019 2:33 PM	\$3,000.00	6/28/2019 1:33 PM	TEST

If your bid is accepted, you will receive an e-mailed Load Tender report.

You can view your current/past booked loads by navigating to the “Booked Loads”

The screenshot shows the 'Booked Loads' view in the Dutchman Web Portal. A red box and arrow highlight:

- “Booked Loads”:** Points to the 'Booked Loads' tab in the top navigation bar.

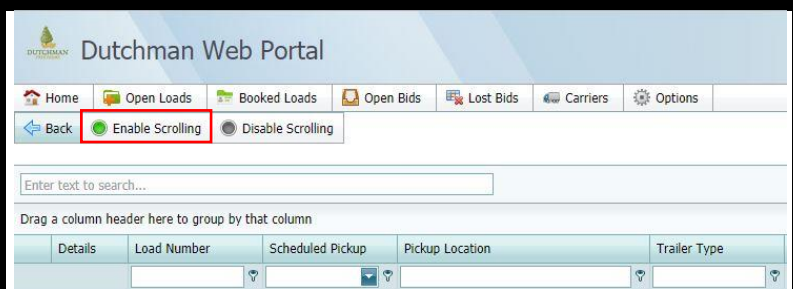


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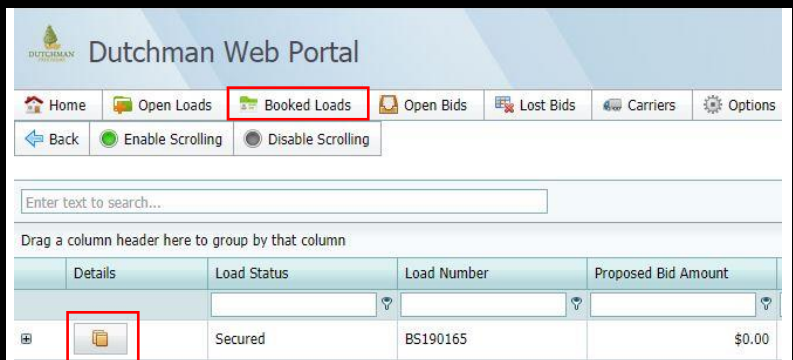
Note: To view all the load header information in one line, select “Enable Scrolling” in the top ribbon.



Load Document Management

To edit/view documents regarding certain loads, navigate to the “Booked Loads” tab.

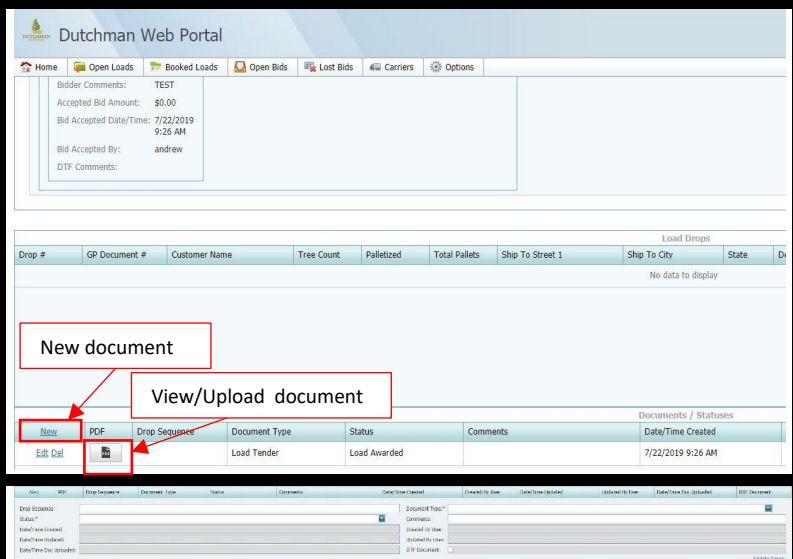
Search for the load/loads and click the “Details” icon.



Scroll down to the bottom, you will see a section for “Documents/Statuses” where you can view or upload any documents pertaining to the selected load.

In this example, you can view the load tender by selecting the PDF icon.

We will select “New” to upload a document.



Input all required information, and click “Update”

To upload the file or document, select the file icon, which will take you to the screen to upload the



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Click “Browse” and search for the file you want to upload.

Once selected, click the “upload” button to attach the file to the information you input earlier.

After you upload it, you can view it at any time by navigating back here and selecting “View PDF Document”

*Note: currently, PDF documents are the only ones supported

Dutchman Web Portal

Home Open Loads Booked Loads Open Bids Lost Bids Carriers Options

Back
View PDF Document

Browse for document

Upload PDF Document
Drop file here

Browse...

Upload

Upload document Remove

Document Uploaded: 7/22/2019 9:26:40 AM