

Carrier Portal - Mercury Gate

Accepting a Tendered Move

When a load has been tendered to you, you will receive an email notification from Gampac with a link to the Mercury Gate Carrier Portal to review, accept and/or reject tendered loads.

OR

You can use the internet to access the Mercury Gate Carrier Portal directly at:

<https://gampac.mercurygate.net/MercuryGate/login/mgLogin.jsp>

- Enter your Login ID provided to you by Gampac
- Please click forgot password to create a password
 - Click the Remember Me box
 - Note: there is only one log in for your company



TMS Login - Google Chrome

<https://gampac.mercurygate.net/MercuryGate/login/mgLogin.jsp>



GAMPAC
America in motion

Login ID:

Password:

Remember Me

[Forgot Password?](#)

Use the [Carrier Manage Tenders](#) portlet to Review, Accept or Reject your Tenders

Carrier Manage Tenders

| | Load | Origin | Destination | Pick-Up | Delivery | Carrier Rate | Respond By |
|---|-------------------------------|----------|-------------|------------|------------|--------------|--------------------|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | GLLD200000851 | TEMPE,AZ | MILPITAS,CA | 11/05/2015 | 11/13/2015 | \$950.00 | 12/01/2015 10:17AM |

Accept Reject Review

Updating the Status of an Accepted Tender/Carrier Load

Carriers are required to communicate the transportation process status to Gampac via the Carrier Portal as each milestone is completed.

- To update the status of a load, login to the Carrier Portal
- Use the [Carrier Loads](#) portlet to update each carrier load you have accepted

Carrier Loads

Show All on Map

Dynamic

1 Results

| | Load # | Status | Actual Ship Date | Shipper Name | Actual Delivery Dat | Consignee Name | Carrier Rate | Actual |
|-------------------------------------|---------------|--------|------------------|--------------|---------------------|----------------|--------------|--------|
| <input checked="" type="checkbox"/> | GLLD200000851 | Booked | | SUN ORCHARD | | SSA MILPITAS | USD \$950.00 | |

Click the + sign to expand the load

- Click on the Blue button arrow to update the Arrival and Departure dates and times for each stop on the load

ML0000259 Booked FSA PORTLAND FSA BOISE USD \$100.00

ML0000259: To-Do List

More Actions... Show All

Set Arrivals/Departures

Planned Date: 10/30/2016 08:00 PM

Set Arrival / Departure - Last Stop

MERIDIAN ID

Planned Date: 11/01/2016 06:00 AM

References

- Stop 1 (Pickup): 350 SOUTH PACIFIC HIGHWAY, WOODBURN, OR; Planned : 10/31/2016 08:00 AM;
- Stop 2 (Drop): 1495 NORTH HICKORY, MERIDIAN, ID; Planned : 11/01/2016 06:00 AM;

Invoices

- Enter in Appointment Times for a Stop (click on Green + sign)
- Enter in dates and times for Arrival and Departure (ETA, Actual Arrival & Actual Departure)
- Click Save button

Set Arrival / Departure

Location

Address: TEST AUBURN DAIRY PRODUCTS
702 WEST MAIN
AUBURN, WA, 98001 USA

Dates

Planned Early: 12/08/2015 12:00 AM Planned Late: 12/08/2015 12:00 AM

Appt: 12/08/2015 03:00 PM - 12/08/2015 05:00 PM

Pro: Testid

ETA: [input] [calendar icon]

Actual Arrival: [input] [calendar icon]

Actual Departure: [input] [calendar icon]

Current ETA: 12/08/2015 05:00 PM

Scheduled Equipment

Notes

Event Last Update Subject

Cancel Save

Adding a POD or other Document to a Carrier Load

- Login to the Carrier Portal
- Use the **Carrier Loads** portlet to update each carrier load you have accepted
- Click on the More Action to Add a POD, Accessorial Receipt or other document to each stop on the load

The screenshot shows the 'Carrier Loads' portlet. At the top, there is a 'Show All on Map' button and a dropdown menu set to 'All Loads'. Below this is a table of loads:

| Load # | Status | Actual Ship Date | Shipper Name | Actual Delivery Date |
|---------------|-----------|---------------------|-----------------|----------------------|
| GLLD200008100 | Delivered | 10/18/2016 12:00 AM | ALPENROSE DAIRY | 10/21/2016 12:00 AM |
| GLLD200008102 | Delivered | | AMERICOLD ON... | 10/26/2016 02:... |
| ML0000259 | Booked | | FSA PORTLAND | |

Below the table, the 'ML0000259: To-Do List' is expanded, showing a 'More Actions...' dropdown menu with 'Documents' and 'Call Checks' options. A red arrow points to the 'Documents' option. To the right of the dropdown, there is a 'Set Arrival / Departure - Last Stop' button with a blue circular icon. Below this, the text 'MERIDIAN ID' and 'Planned Date: 11/01/2016 06:00 AM' is visible. Further down, there are sections for 'References', 'Stop 1 (Pickup): 350 SOUTH PACIFIC HIGHWAY, WOODBURN, OR; Planned : 10/31/2016 08:00 AM', 'Stop 2 (Drop): 1495 NORTH HICKORY, MERIDIAN, ID; Planned : 11/01/2016 06:00 AM;', and 'Invoices'.

- Click on Green + sign to add a document from your computer

The screenshot shows the 'Documents' portlet. At the top left, there is a green plus sign (+) icon with a red arrow pointing to it. Below this is a table of documents:

| | Owner Name | Filename | P.O.D. | Updated On | Updated By | Created On | Created By | Type | Comments |
|--|------------|--|--------|---------------------|------------|---------------------|------------|--------|----------|
| | ML0000259 | GampacDocmosisOperationsTender-ML0000259.pdf | false | 10/27/2016 01:08 PM | STROEST | 10/27/2016 01:08 PM | STROEST | Tender | |

- Search your computer for the document to add to the load
- Choose the Type as applicable (POD, Lumper Receipt etc. If a choice is not listed choose a PDF)
- Click Save Button

Add Document

Filename: No file chosen

Comments:

POD:

Drop Event:

Type:

Adding a Carrier Invoice to a Load

- Login to the Carrier Portal
- Use the **Carrier Loads Historical** portlet to add a carrier invoice to a load you have accepted

Carrier Loads

Show All on Map

Dynamic 1 Results

| | Load # | Status | Actual Ship Date | Shipper Name | Actual Delivery Date | Consignee Name | Carrier Rate | Actual |
|-------------------------------------|---------------|--------|------------------|--------------|----------------------|----------------|--------------|--------|
| <input checked="" type="checkbox"/> | GLLD200000851 | Booked | | SUN ORCHARD | | SSA MILPITAS | USD \$950.00 | |

Click the + sign to expand the load

- Expand Invoices Section
- Click on Carrier Invoices button to add an Invoice to the load

Carrier Loads (Historical)

Show All on Map

All Loads

| Load # | Status | Actual Ship Date | Shipper Name | Actual Delivery Dat | Consignee |
|---------------|-----------|---------------------|--------------------|---------------------|-----------------|
| GLLD200008009 | Delivered | 10/14/2016 03:52 PM | NESTLE SPRINGVILLE | 10/14/2016 03:52 PM | COSTCO MONROVIA |

GLLD200008009: To-Do List

More Actions... Show All

Historical

Planned Date: 10/14/2016 06:53 PM

References

- Stop 1 (Pickup): 815 W RAY KLAUCK WAY, SPRINGVILLE, UT; Actual : 10/14/2016 03:52 PM;
- Stop 2 (Drop): 5236 INTERCOASTAL DR., MONROVIA, MD; Actual : 10/14/2016 03:52 PM;

Invoices

Carrier Invoice

| Carrier Invoice | Customer Invoice |
|---|------------------|
| Total: \$4750.00 USD Invoice: 123 10/27/2016 Queue: Extracted: | |

Checking Invoice Status

- Login to the Carrier Portal
- Use the **Carrier Invoices** portlet to add a carrier invoice to a load you have accepted

Carrier Loads

Show All on Map

Dynamic

1 Results

| | Load # | Status | Actual Ship Date | Shipper Name | Actual Delivery Dat | Consignee Name | Carrier Rate | Actual |
|--|---------------|--------|------------------|--------------|---------------------|----------------|--------------|--------|
| | GLLD200008051 | Booked | | SUN ORCHARD | | SSA MILPITAS | USD \$950.00 | |

Click the + sign to expand the load

- Expand Invoices Section
- Expand the Details section

The screenshot displays a software interface for viewing invoice and check details. At the top, a header bar contains the following information: a red checkmark icon, a list icon, the invoice number 'PL0000499', the date '10/07/2016', the invoice number 'PL0000499', the amount 'USD \$902.50', the location 'VERNON CA', and the name 'WOODBUR'. Below this header, a blue bar with a list icon and the text 'Details' is highlighted. Two red arrows point to this bar and the 'Check Info' section below it. The 'Details' section contains the following information: Invoice Number: PL0000499, Invoice Date: 10/07/2016, Invoice Queue: Paid, and Total: USD \$902.50. The 'Check Info' section contains the following information: Check Number: 159966, Check Date: 10/07/2016, Payee: TESTID, and Check Amount: \$902.50.

| | |
|---------------------------|------------------------|
| Details | Check Info |
| Invoice Number: PL0000499 | Check Number: 159966 |
| Invoice Date: 10/07/2016 | Check Date: 10/07/2016 |
| Invoice Queue: Paid | Payee: TESTID |
| Total: USD \$902.50 | Check Amount: \$902.50 |