

Removing a Carrier from a Consolidated Load

- It may occasionally happen that a carrier who has accepted a consolidated load will need to be removed from it. The below explains the steps for doing this.

To remove a carrier and retender a consolidated load:

1. Find the consolidated DSM.
2. Click the “cancel” link and make appropriate selections for Reason and whether the carrier removal should be considered excused. Click Submit.
3. Once cancelled, the original loads will appear on the View Load Tenders page as tendering shipments.
4. Complete steps to consolidate the loads. (See *Using Load Consolidation to Combine Loads* for detailed instructions.)
 - A. On the Load Pool Management screen, check the boxes for the loads which are to be consolidated
 - B. Click the “Perform actions on selected loads” link
 - C. Select Consolidate and press “Go”
 - D. On the Load Consolidation screen, update the sequence order, rate base name, rating mileage and equipment type as necessary.
 - E. Click Accept
 - F. A new consolidated load is now created and tendering according to rules