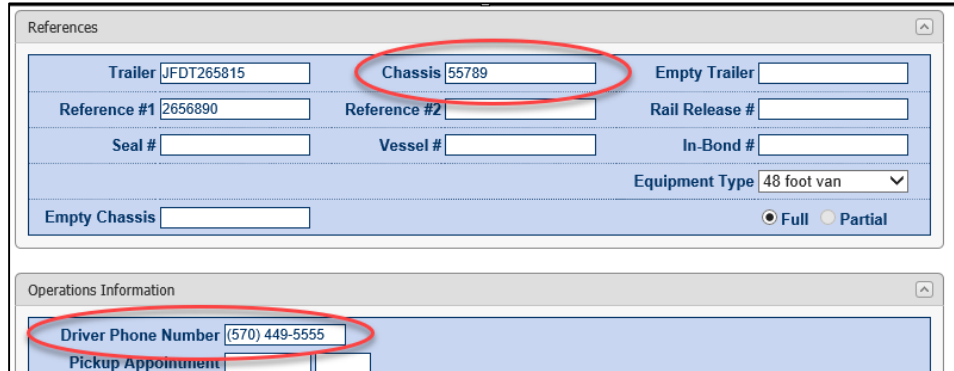


West FourKites Guide – Sysco Customers

Sysco (bill-to SCHOUTXB) now requires that we send the *Driver Phone #*, *Reference #*, *Driver ID* (as stored in the chassis field), *Departed Pickup Status*, *Pickup City/State*, *Departed Delivery Status* and *MC#* (when applicable) to a third-party company named Fourkites. This data will be sent in 15-minute increments when we are actually moving the load.

This is done by entering the driver's phone number and by entering the Driver ID in the Chassis Field on the Billing Screen.



The screenshot shows a web interface with two main sections: 'References' and 'Operations Information'. In the 'References' section, the 'Chassis' field is circled in red and contains the value '55789'. Other fields include 'Trailer' (JFDT265815), 'Reference #1' (2656890), 'Reference #2', 'Seal #', 'Vessel #', 'Empty Trailer', 'Rail Release #', 'In-Bond #', 'Equipment Type' (48 foot van), and 'Empty Chassis'. In the 'Operations Information' section, the 'Driver Phone Number' field is circled in red and contains the value '(570) 449-5555'. Below it is a 'Pickup Appointment' field.

The data will be sent when the following conditions are met:

- The driver's phone number must be entered in Driver Phone Number field
- A status involving the tractor must be entered (**Assigned, Dispatched, Loaded, Departed Pickup, Departed Delivery**)
 - **Note:** Status's of Dropped Loaded, Dropped Empty and Completed **will not** be used to send data.

Items to Note:

- If pre-assigning a load DO NOT enter the phone number until the driver is actually on his/her way.
- Completed, Dropped Loaded and Dropped Empty statuses will stop the data from going out.
- If multiple drivers are moving the load you must change the driver info and phone # when the new driver starts moving it.
- Completed Status cannot be entered until 15 minutes after Departed Delivery

The steps below will help insure that information sent to Sysco is accurate.

Method of Dispatching for Truckload Users hauling Sysco Fourkites loads

(All steps below should be conducted at the proper time during the load)

1. Select **Loading**

| Reference # | Container/Trailer | QUICK SEARCH | | | | |
|-------------|-------------------|--------------|-------------|-------------|----------------|------------|
| City ▾ | Loading | Departure | Unloading | Completed | | Stop cnt ▾ |
| INTER HAVEN | 01/10 18:00 | 01/10 19:30 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY | 00 |
| ACADIA | 01/10 05:29 | 01/10 17:04 | 01/12 04:52 | 01/12 05:31 | STATUS HISTORY | 00 |
| NCHESTER | 01/11 20:00 | 01/10 16:25 | | 01/11 21:10 | STATUS HISTORY | 00 |
| RLANDO | 01/10 09:19 | 01/10 10:33 | 01/12 01:19 | 01/12 07:20 | STATUS HISTORY | 00 |
| ESNO | 01/10 13:00 | 01/10 15:00 | 01/14 05:59 | 01/14 07:33 | STATUS HISTORY | 00 |

- Enter the Status Date/Time of **Loading** and select **Change Status**

| Loading | Departure | Unloading | Completed | Stop cnt | Trailer |
|-------------|-------------|-------------|-------------|----------------|---------|
| 01/10 18:00 | 01/10 19:30 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY | 00 |
| 01/10 05:29 | 01/10 | | | | |
| 01/11 20:00 | 01/10 | | | | |
| 01/10 09:19 | 01/10 | | | | |
| 01/10 13:00 | 01/10 | | | | |
| 01/11 00:29 | 01/11 | | | | |

Status Date: 01/24/2019

Status Time: HH: 15 MM: 45

☒ Loading

☐ Departed Pick Up

CHANGE STATUS CANCEL

2. Select **Departure**

| | | | | | | |
|-------------|-------------|-------------------|-------------|--------------|----------------|------------|
| Reference # | | Container/Trailer | | QUICK SEARCH | | |
| City ▾ | Loading | Departure | Unloading | Completed | | Stop cnt ▾ |
| INTER HAVEN | 01/10 18:00 | 01/10 19:30 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY | 00 |
| ACADIA | 01/10 05:29 | 01/10 17:04 | 01/12 04:52 | 01/12 05:31 | STATUS HISTORY | 00 |
| NCHESTER | 01/11 20:00 | 01/10 16:25 | | 01/11 21:10 | STATUS HISTORY | 00 |
| RLANDO | 01/10 09:19 | 01/10 10:33 | 01/12 01:19 | 01/12 07:20 | STATUS HISTORY | 00 |
| ESNO | 01/10 13:00 | 01/10 15:00 | 01/14 05:59 | 01/14 07:33 | STATUS HISTORY | 00 |

- Enter a Date and Time and select **'Change Status'**

| Departure | Unloading | Completed | Stop cnt |
|-------------|-------------|-------------|-------------------|
| 01/24 15:58 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY 00 |
| 01/10 | | | |
| 01/10 | | | |
| 01/10 | | | |
| 01/10 | | | |

Status Date: 01/24/2019

Status Time: HH: 15 MM: 59

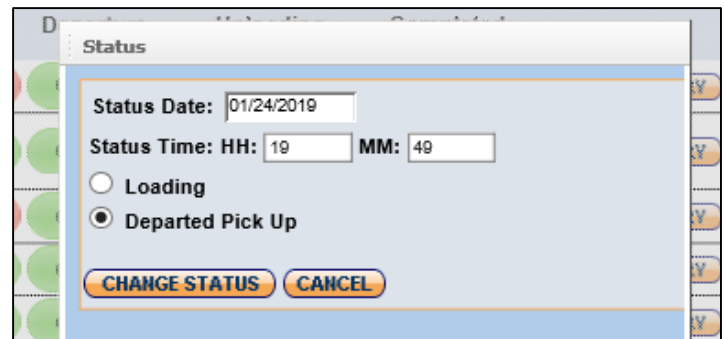
CHANGE STATUS CANCEL

3. Select Loading

| Reference # | | Container/Trailer | | QUICK SEARCH | | |
|-------------|-------------|-------------------|-------------|--------------|----------------|------------|
| City ▼ | Loading | Departure | Unloading | Completed | | Stop cnt ▼ |
| INTER HAVEN | 01/10 18:00 | 01/10 19:30 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY | 00 |
| ACADIA | 01/10 05:29 | 01/10 17:04 | 01/12 04:52 | 01/12 05:31 | STATUS HISTORY | 00 |
| NCHESTER | 01/11 20:00 | 01/10 16:25 | | 01/11 21:10 | STATUS HISTORY | 00 |
| RLANDO | 01/10 09:19 | 01/10 10:33 | 01/12 01:19 | 01/12 07:20 | STATUS HISTORY | 00 |
| ESNO | 01/10 13:00 | 01/10 15:00 | 01/14 05:59 | 01/14 07:33 | STATUS HISTORY | 00 |

a. Select Departed Pickup

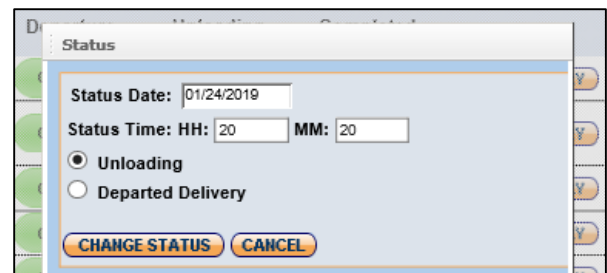
- Enter in the Status Date and Time and select Change Status



4. Select Unloading

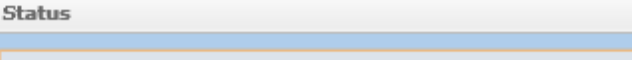
| Reference # | Container/Trailer | | QUICK SEARCH | | |
|-------------|-------------------|-------------|--------------|-------------|-----------------------------------|
| City | Loading | Departure | Unloading | Completed | Stop cnt |
| INTER HAVEN | 01/10 18:00 | 01/10 19:30 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY 00 |
| ACADIA | 01/10 05:29 | 01/10 17:04 | 01/12 04:52 | 01/12 05:31 | STATUS HISTORY 00 |
| NCHESTER | 01/11 20:00 | 01/10 16:25 | | 01/11 21:10 | STATUS HISTORY 00 |
| RLANDO | 01/10 09:19 | 01/10 10:33 | 01/12 01:19 | 01/12 07:20 | STATUS HISTORY 00 |
| ESNO | 01/10 13:00 | 01/10 15:00 | 01/14 05:59 | 01/14 07:33 | STATUS HISTORY 00 |

- Update the Date and Time that the unloading was completed and select Change Status



- When the **Departed Delivery** status is selected, the load **must wait 15 minutes before a completed status is selected** in order to comply with Sysco/Fourkites

- | Reference # | Container/Trailer | QUICK SEARCH | | | | |
|-------------|-------------------|--------------|-------------|-------------|--------------------------------|------------|
| City ▼ | Loading | Departure | Unloading | Completed | | Stop cnt ▼ |
| INTER HAVEN | 01/10 18:00 | 01/10 19:30 | 01/12 11:40 | 01/12 19:19 | STATUS HISTORY | 00 |
| ACADIA | 01/10 05:29 | 01/10 17:04 | 01/12 04:52 | 01/12 05:31 | STATUS HISTORY | 00 |
| NCHESTER | 01/11 20:00 | 01/10 16:25 | | 01/11 21:10 | STATUS HISTORY | 00 |
| RLANDO | 01/10 09:19 | 01/10 10:33 | 01/12 01:19 | 01/12 07:20 | STATUS HISTORY | 00 |
| ESNO | 01/10 13:00 | 01/10 15:00 | 01/14 05:59 | 01/14 07:33 | STATUS HISTORY | 00 |

- 
- Status**
- Status Date: 01/24/2019
- Status Time: HH: 17 MM: 14
- CHANGE STATUS** **CANCEL**

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