PICKUP REQUEST MADE EASY

Have you already used our My Estes Shipping Tools to request a rate quote or generate a BOL? If so, you can easily create a pickup request that's pre-populated with all your important freight details!

- **From the Rate Quote Tool:** Schedule your pickup straight from the Rate Quote results screen. Or, come back later and generate a pickup request using any valid quote in your **Rate Quote History** tab.

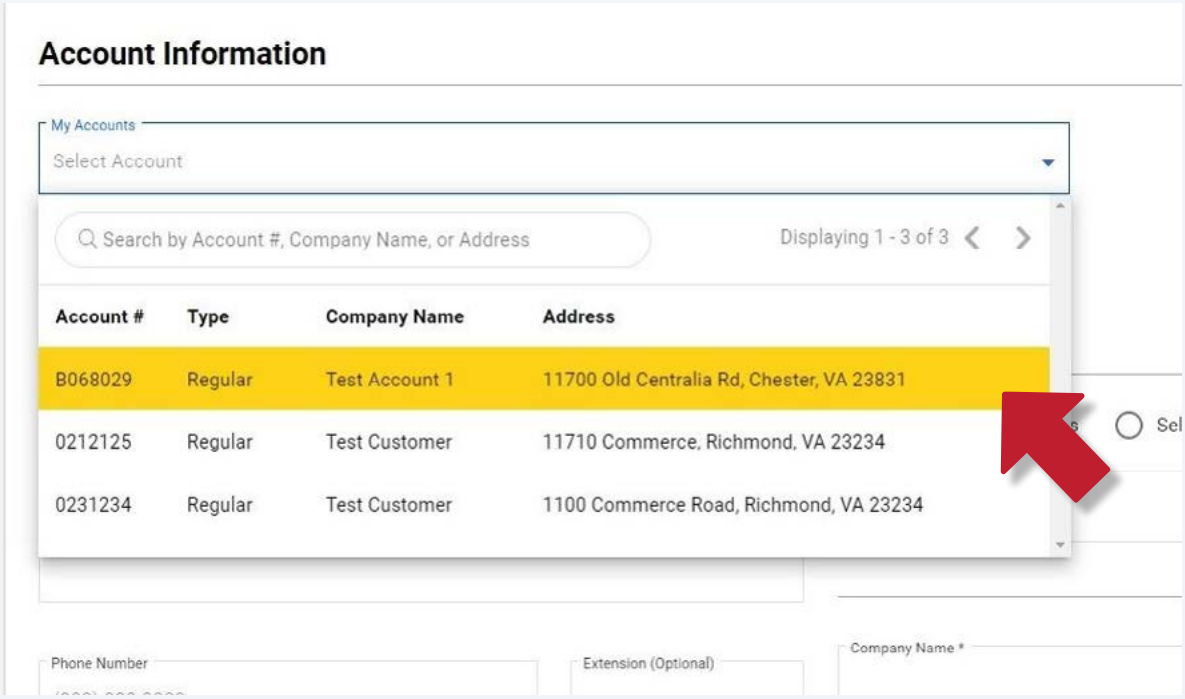
- **From the BOL Tool:** Create a pickup request straight from the BOL confirmation screen. Or, if you've created a BOL template to revisit later, navigate to the **BOL Template** tab and schedule your pickup from there!

1 To create a new pickup request, navigate to the **My Estes Pickup Request** application:

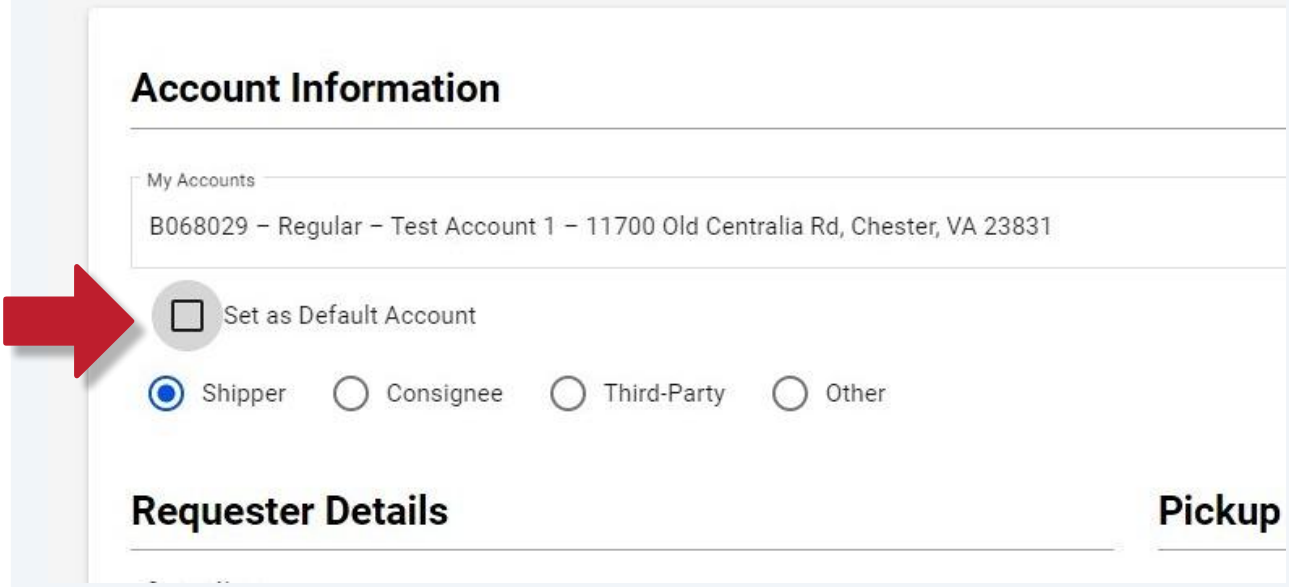
https://www.estes-express.com/myestes/pickup

2 Log in to your **My Estes** account.

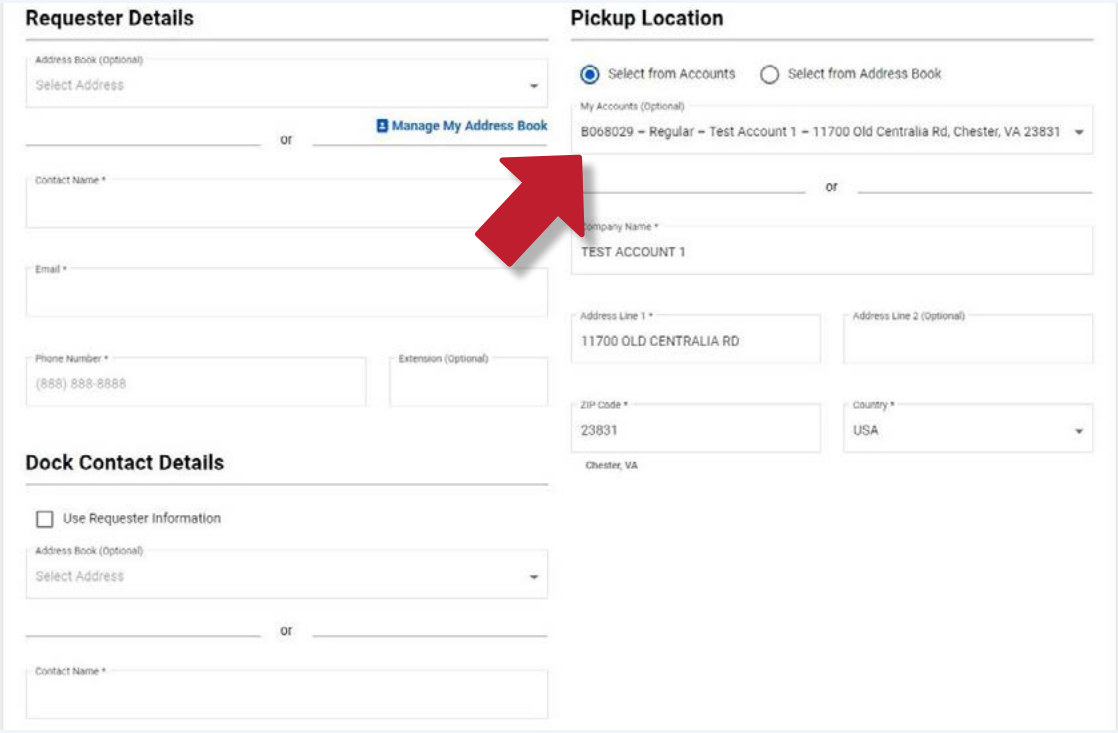
3 Select your account from the dropdown menu or use the **search feature** to find the account you're looking for.



4 If you frequently use one account for shipping, be sure to click the **Set as Default Account** box so we remember this the next time you log in or complete a form.

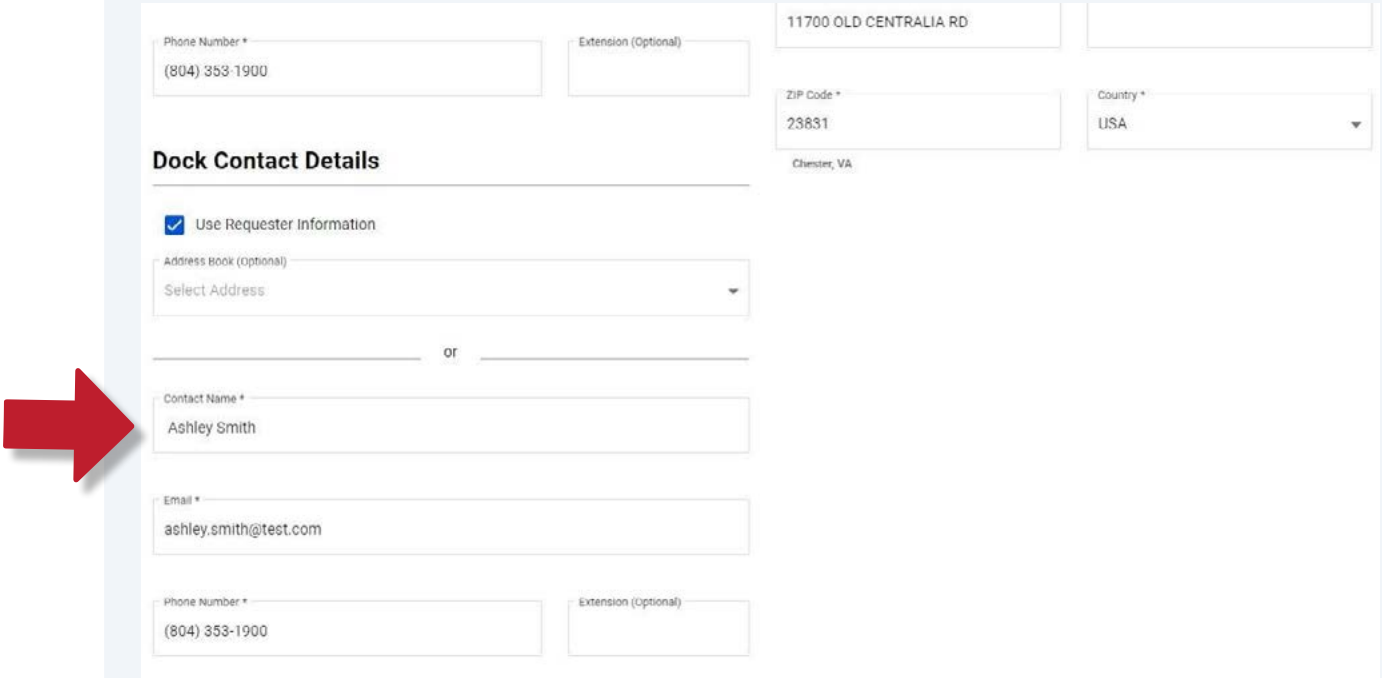


5 If you set your role to **Shipper** at the top of the screen, the pickup location will be prefilled based on your account address. You can then add a different Pickup Location address using your Address Book or the Accounts dropdown.



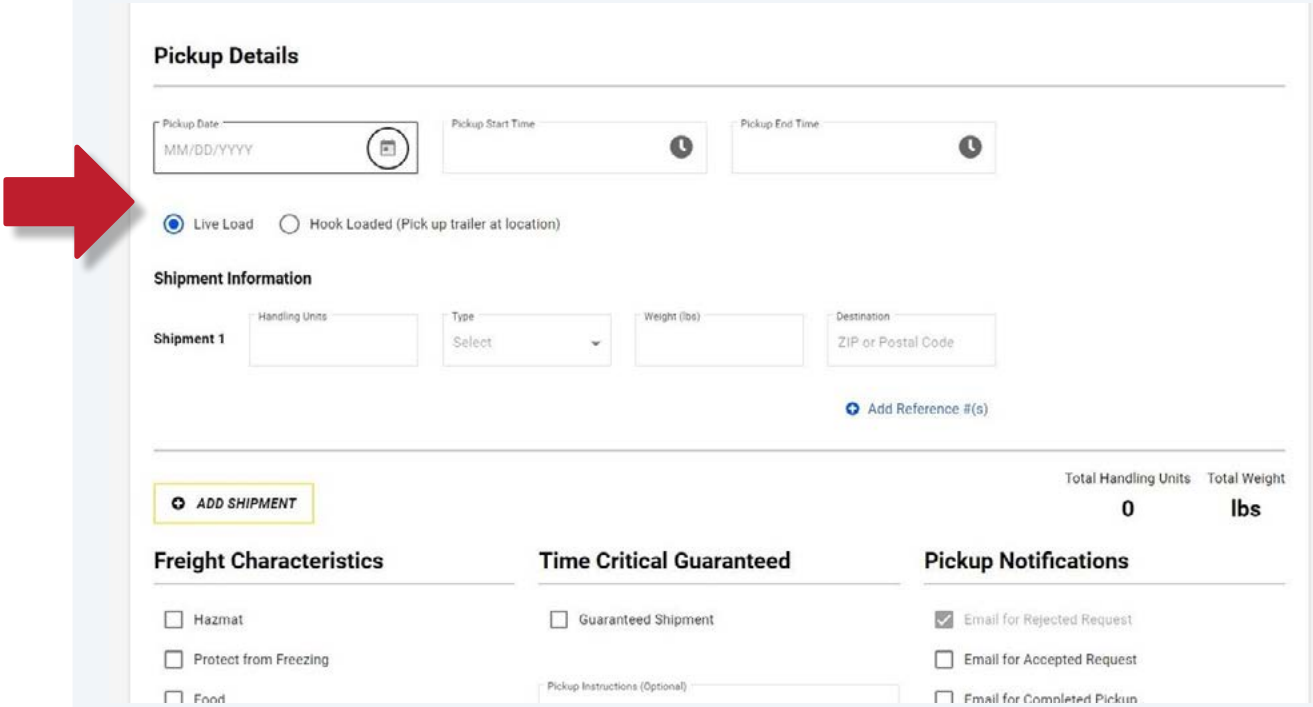
6 You may specify a separate dock contact in case our driver needs to reach out about your pickup. Simply add the contact information in the **Dock Contact Details** section or import a contact from your Address Book.

If you don't have a separate dock contact, check the **Use Requester Information** box to copy your requested details to the section below.

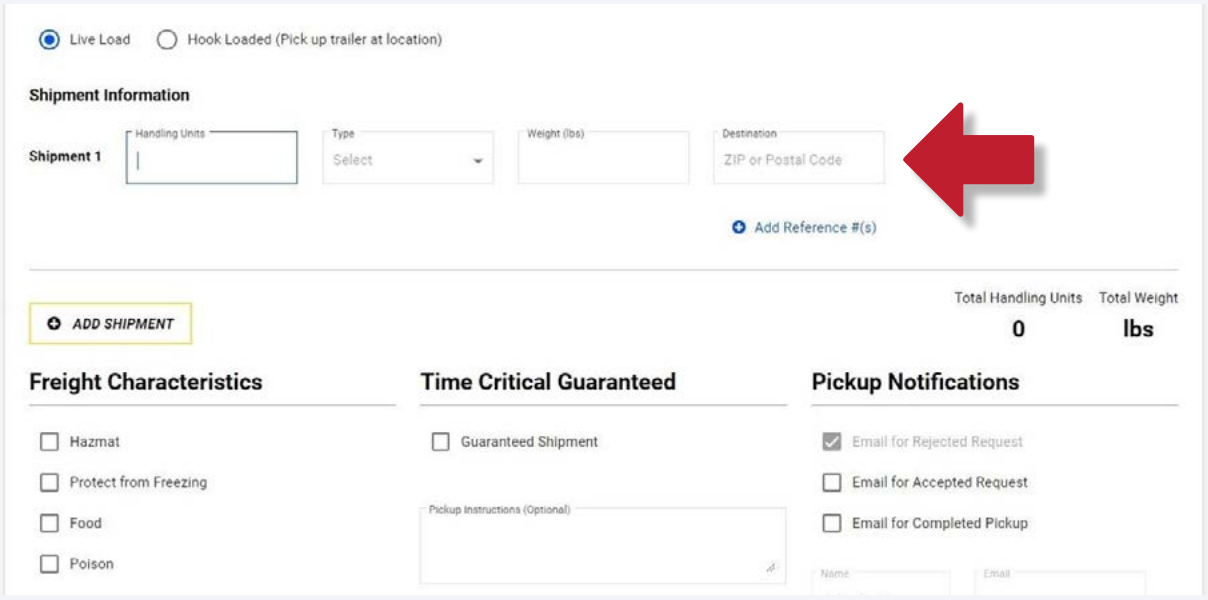


7 Next, it's time to enter your pickup information.

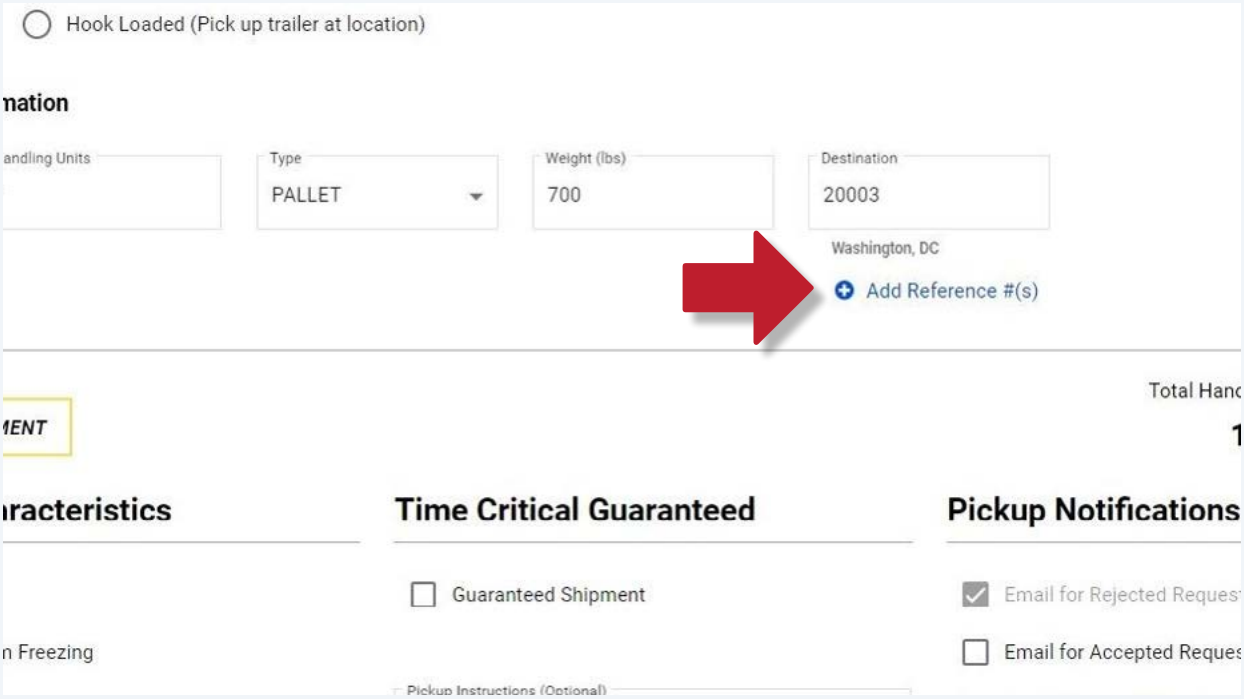
Select the pickup date, start and end times, and indicate whether you are requesting a live load or hook loaded shipment.



8 If you are requesting a driver to pick up a live load, enter your shipment details, including Handling Units, Type, Weight, and the Destination ZIP code.

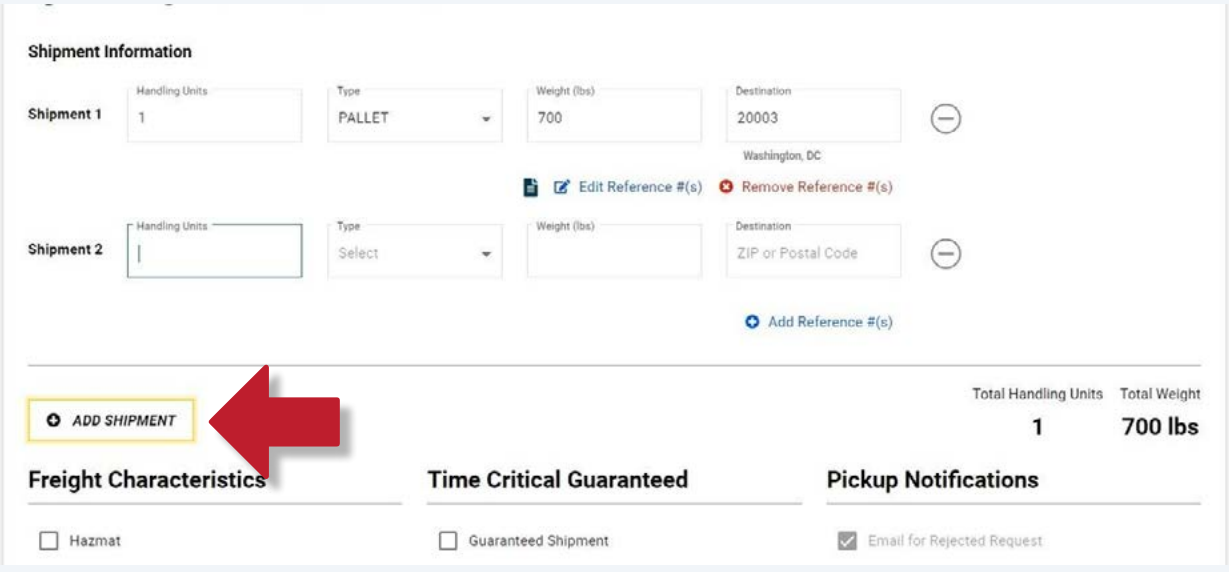


9 Below your shipment, you have the option to **Add Reference Numbers**. You may add up to 30 reference numbers for each shipment.



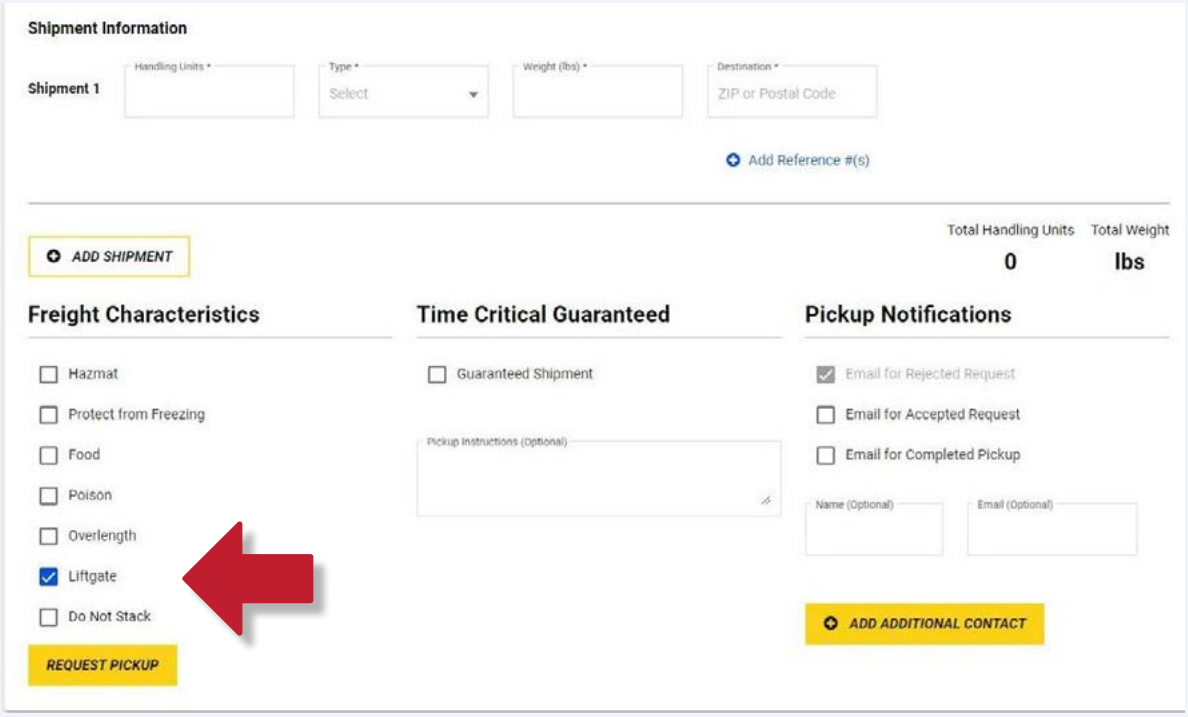
10 You also have the option to add multiple shipments to a single pickup request for a more streamlined experience.

Simply click the **Add Shipment** button and enter your shipment details.

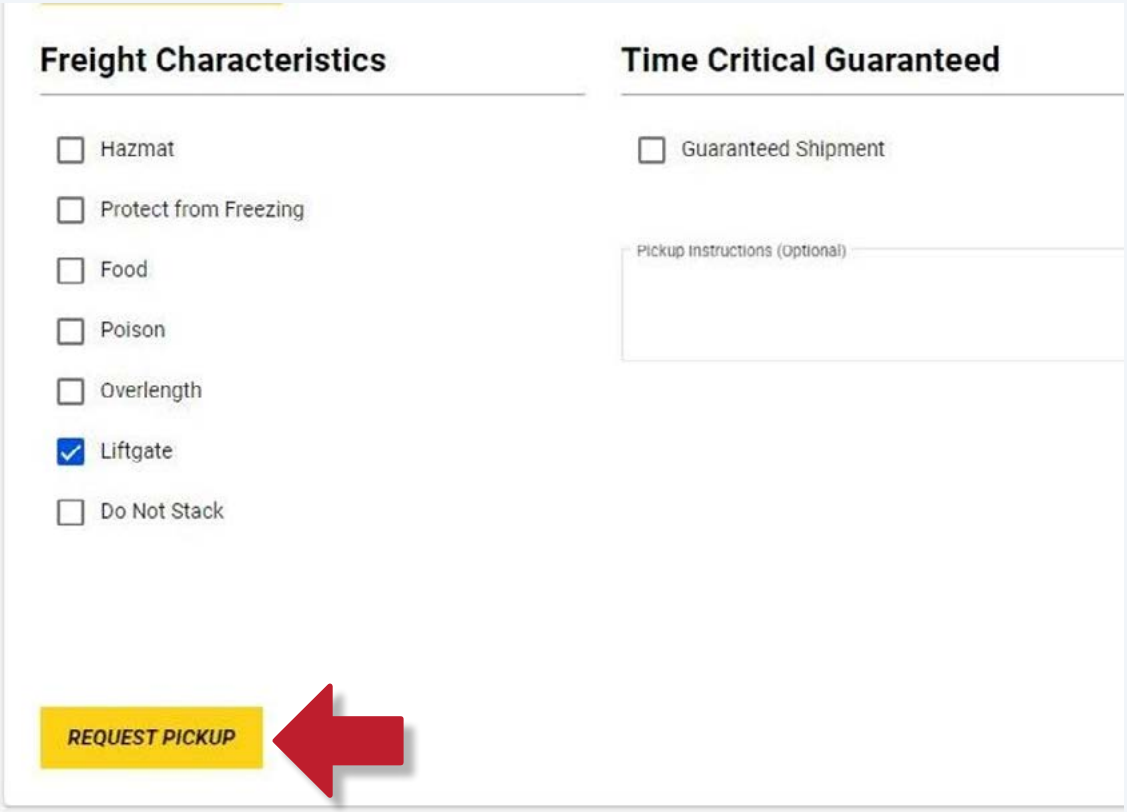


11 To request a liftgate, navigate to the **Freight Characteristics** section and select the **Liftgate** option.

Next, check any additional characteristics that describe your freight, request a guaranteed pickup, or add additional email addresses for pickup notifications. You can also select whether you would like to receive accepted and/or completed pickup notifications.

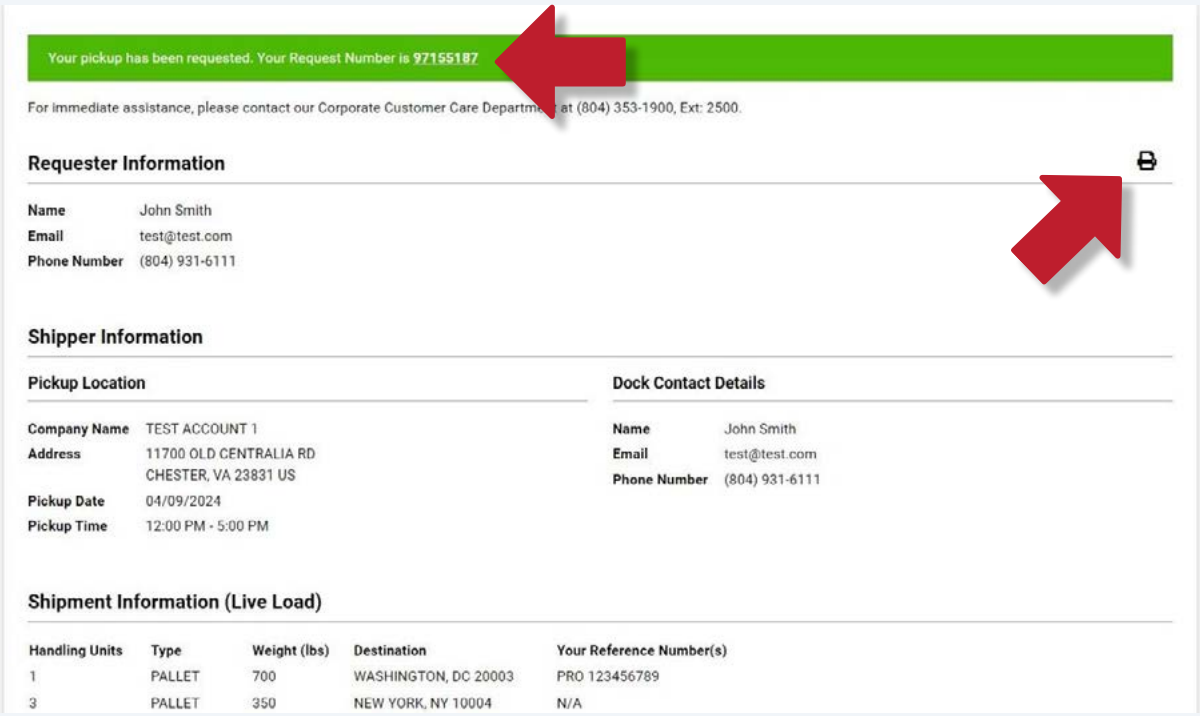


12 You're all set! Click the **Request Pickup** button to submit your pickup request.



13 Once you submit, you'll see a confirmation screen, where you can note your pickup request number or click the link to track your pickup on our award-winning Pickup Visibility application.

You may also print the page for your records by clicking the printer icon on the far right so that a printer-friendly PDF opens in a new tab.



Have questions about our Pickup Request tool or want to share your feedback? Email us at shippingtools@estes-express.com

Or visit estes-express.com to learn more about how our enhanced My Estes applications are making freight shipping easier.