



**POST A TRUCK**  
amazon relay

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# Carrier Testimonials

*"If you are an owner-operator, Post A Truck is your dispatcher. Post A Truck allows an owner-operator to stay on the road without having to worry about searching for their next load."*

**-Adis Danan, Owner of JoyRide Logistics**

*"Post A Truck is my best friend. I get all my loads filled for the week."*

**-PAT Carrier Survey Respondent**

Did you know that over 20,000 carriers booked more than 1 million loads using Post A Truck (PAT)?

This guide details Post A Truck's mechanisms, best practices, and more when using the automatic-booking system.

**amazon relay**



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# Post A Truck



## MORE CONTROL

Post A Truck (PAT) simplifies the booking experience by giving more control.



## AUTOMATIC BOOKING

Automatically match with loads that fit your company's schedule, payout preferences, equipment, and more!



## FLEXIBILITY

PAT saves searches and previous loads to suggest future loads that meet your company's needs, saving time and giving more flexibility for your business.

NEW

Maximize the experience with Post A Truck by taking advantage of the newest upgrades and features like **Linked Orders**, **Match Outlook**, and **Start Time Window** filtering.



05

# 3 Ways to Post A Truck



## RECOMMENDATIONS

Simplify the order creation process by using Recommendations for a higher chance of matching a load.



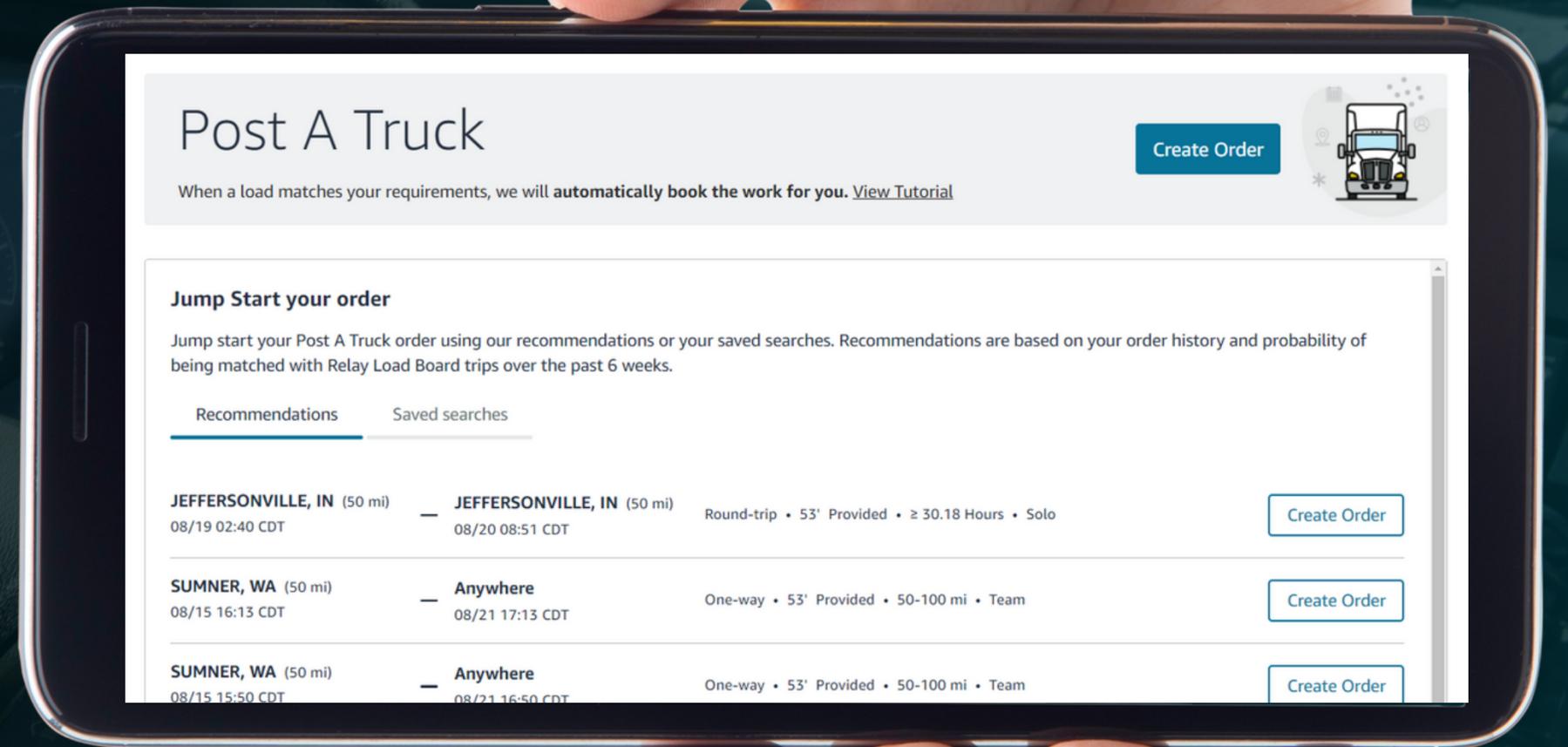
## SAVED SEARCHES

Create a preferred search template once, and then reuse.



## CREATE ORDERS FROM SCRATCH

Build an order from scratch based in your company's unique needs using the enterable fields in the PAT interface.

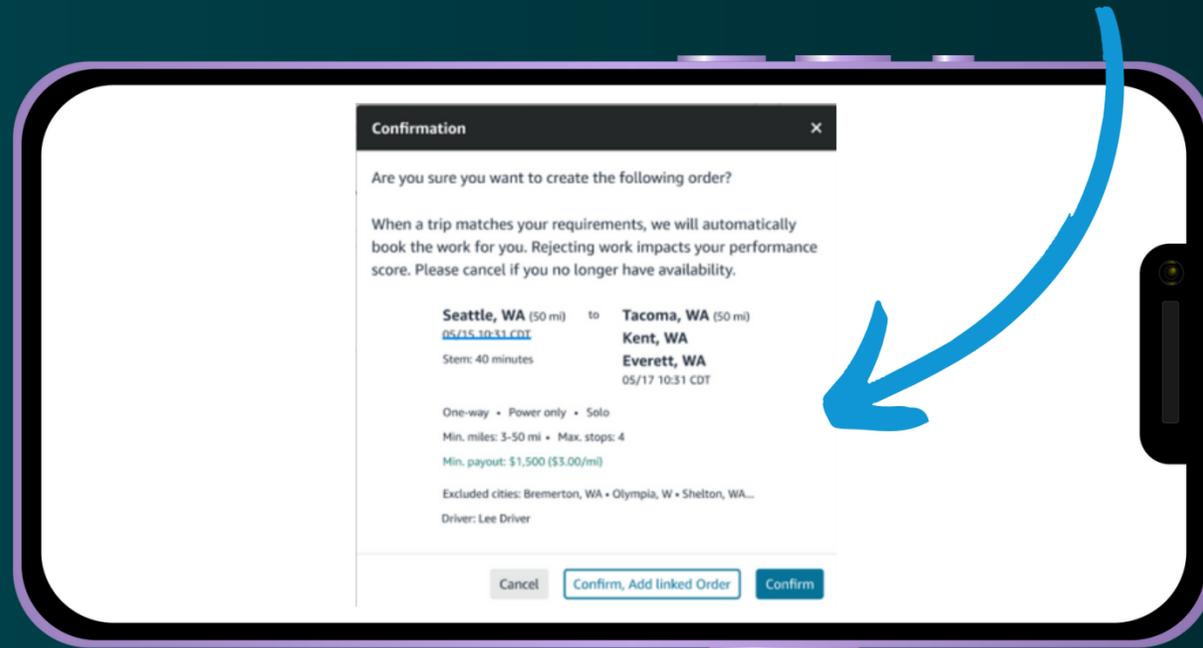


NEW

06

# Linked Orders

Connect multiple orders as a single fulfilled order. *Only one of the posted orders will be fulfilled, the others will be automatically cancelled.*



## DIFFERENT TRIP TYPES

Try various options to find work in the area.

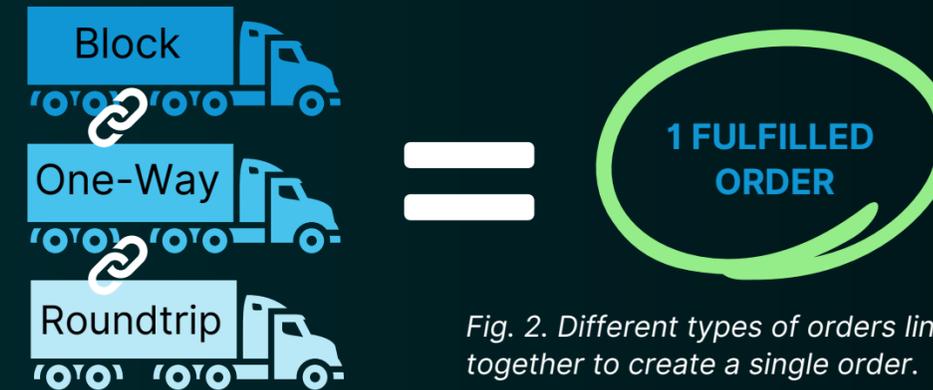


Fig. 2. Different types of orders linked together to create a single order.

## VARYING PRICE POINTS

Try various destinations with different price points.

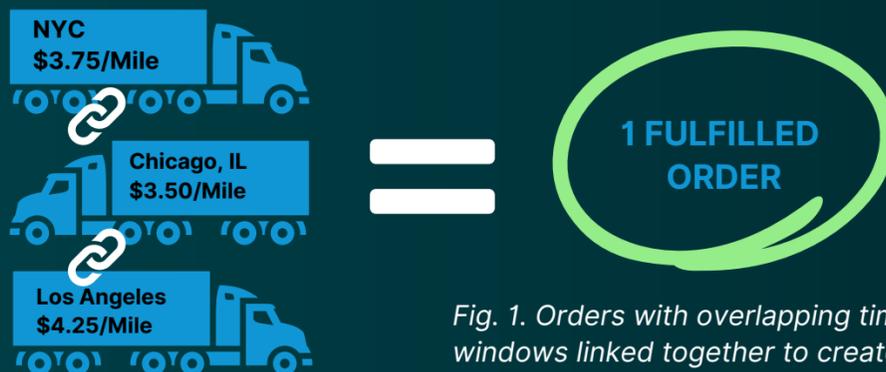


Fig. 1. Orders with overlapping time windows linked together to create a single fulfilled order.

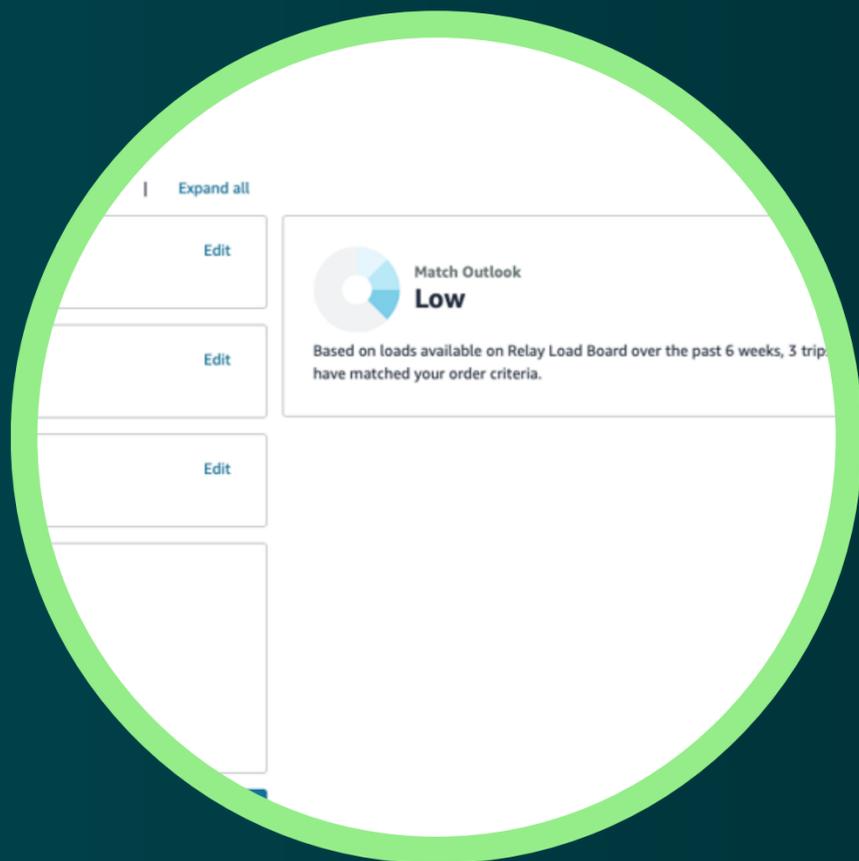
## OVERLAPPING OR BACK-TO-BACK TIMES

Solve the issue of overlapping time windows by linking the orders.



Fig. 3. Orders with overlapping time windows linked together to create a single fulfilled order.

# Match Outlook



Match Outlook gives a probability based on your company's order criteria and our demand.



### HOW DOES IT WORK?

Match Outlook is determined by the order criteria *and* the previous 6 weeks of loads available on the load board.

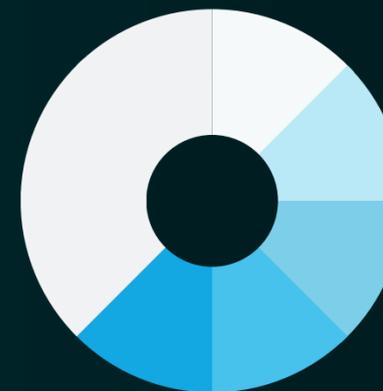


### INCREASE THE OUTLOOK

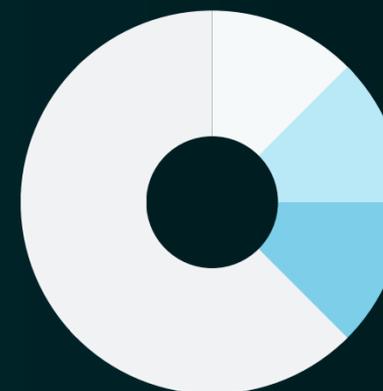
Adjust the **Radius**, **Distance**, **Destination**, and **Price** fields to increase the likelihood for a match.



Match Outlook  
**High**

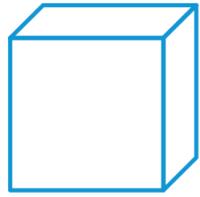


Match Outlook  
**Medium**



Match Outlook  
**Low**

Fig. 4. Likelihood of ideal order ranked by high, medium, and low match outlook.



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**Blocks are paid in full even if Amazon does not utilize the entire block length!**

# Block Orders



## PLAN AHEAD

Block orders must be placed **54 hours** ahead of the start time.



## START & FINISH AT THE SAME LOCATION

Trips need to conclude at the same domicile (location).

## TOUR DETAILS TIMING

Tour details become available **15 hours** before the start of the block. There is a **minimum 1-hour lead time** when Amazon assigns a new tour (trip) to a block. Be aware that details or the assignment may change after the block start time. Amazon may modify any load on a tour until the next load processes begins.



## DRIVER & EQUIPMENT AVAILABILITY

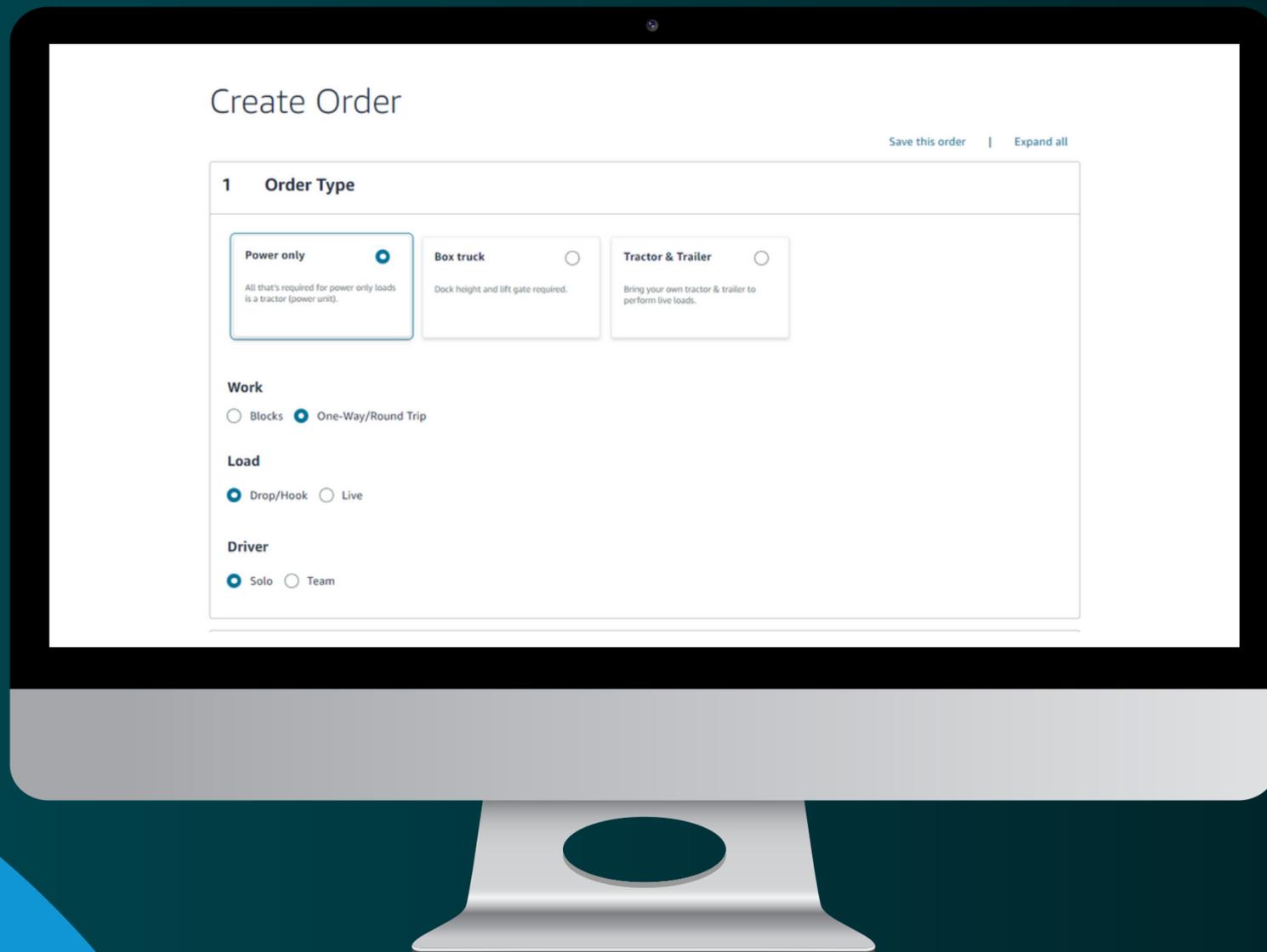
Ensure that both the driver and equipment are available for the entire duration of the block.

## How to Create an Order from Scratch

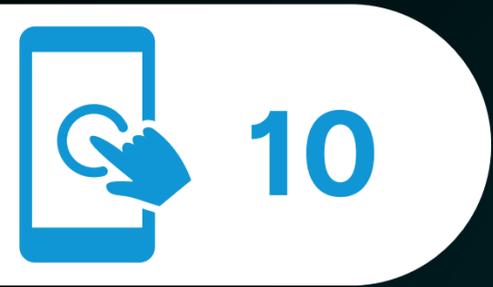


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# STEP 1: Create the Order Type



Order Type selections are automatically entered from your company's order profile, which are saved after each order. *Pro Tip: Always review each order's options to ensure that you are building the order based on your company's availability.*



# How to Create an Order from Scratch

## STEP 2: Choose the Location

### ORIGIN & RADIUS

Choose the **origin** (where your company's driver starts) and **radius** (distance to travel). *This gives us a search radius for the first pick up location and maximum deadhead.*

### UP TO 3 DESTINATIONS

Choose up to three destination cities. *Pro Tip: Include the origin city if looking for a one-way or round trip match.*

### EXCLUDE

Exclude any city that you want!

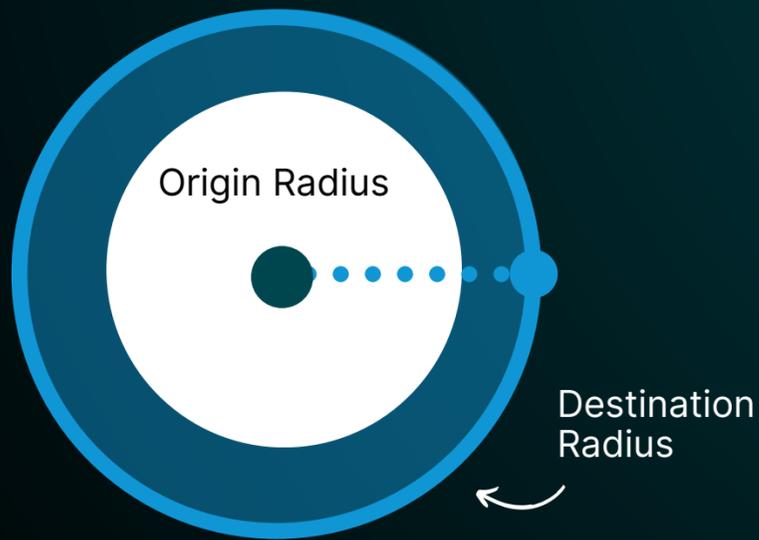
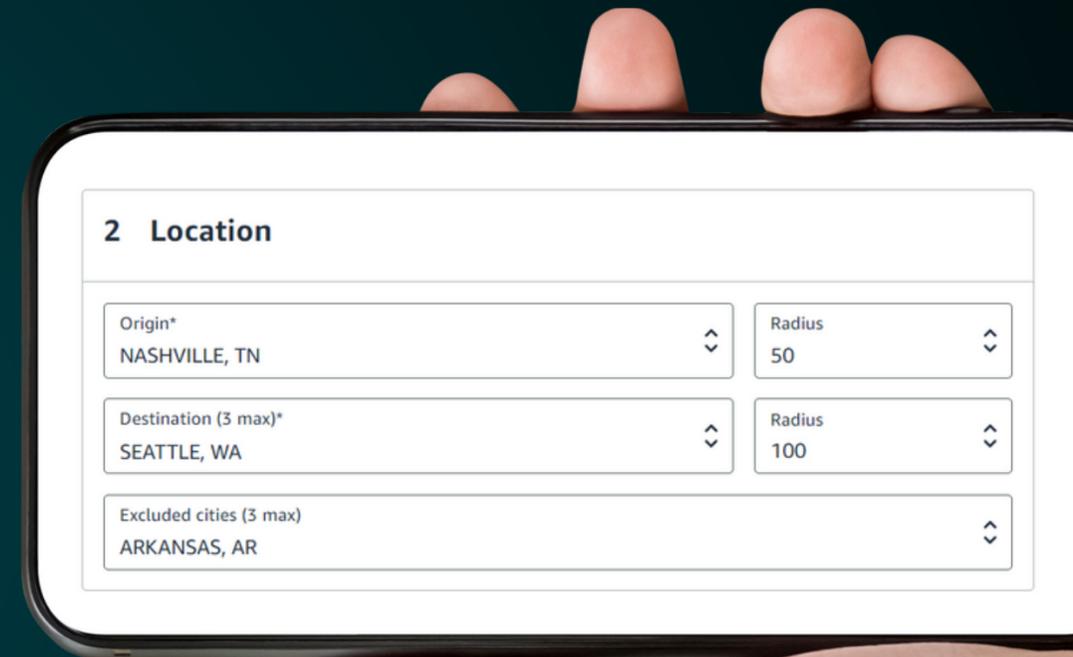


Fig. 5. Diagram of destination & origin radiuses.

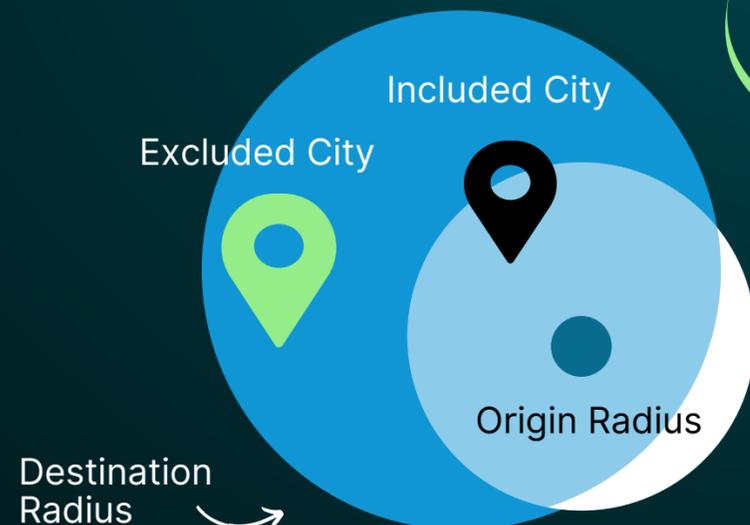


Fig. 6. Diagram of excluded & included cities based on the origin & destination radiuses.

The radius is in **air miles**, not standard roadway miles. This means that the borders of the radius, will lay on top of roadways on maps, as seen here.

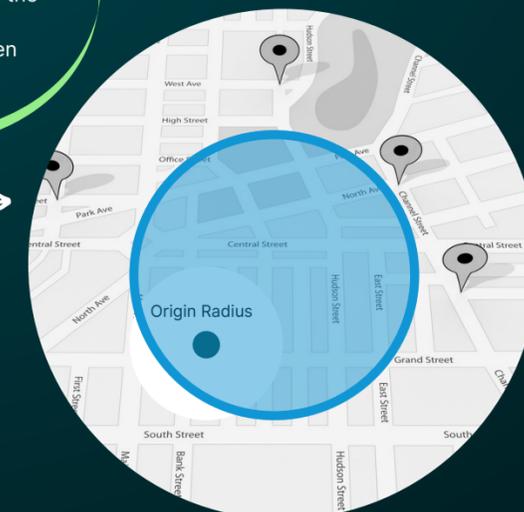


Fig. 7. Diagram showing air miles vs. roadway miles.



# How to Create an Order from Scratch



# STEP 3: Schedule Based on Availability

**3 Schedule**

Start date\* 08/19/2023 Start time\* 16:36

Start Window 8 hr

(Optional) Set a window for preferred start times. Orders expire after start window.

End date\* 08/22/2023 End time\* 16:36

Min. stem time\* 2 hr

Set minimum notice time before start time.

Trip length\* Distance Min miles\* 200 Max miles\* 600

Max Stops 2

Drivers



## START TIME WINDOW NEW

Enter an availability timeframe receive offers. *PRO TIP: Consider using this option to avoid traffic or to adhere to an individual driver's schedule.*



## ORDER EXPIRATION

Orders expire after the start time window closes. Adjust the window to make it small or large. *Refer to the diagrams below.*



## DRIVER NOTIFICATION

Assign a specific driver to receive the match notification.

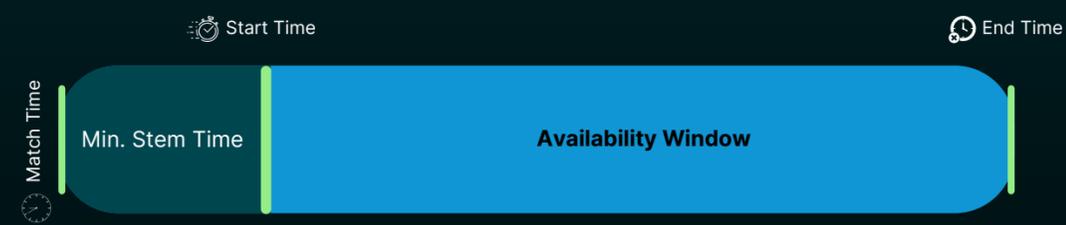


Fig. 8. Diagram of availability window.

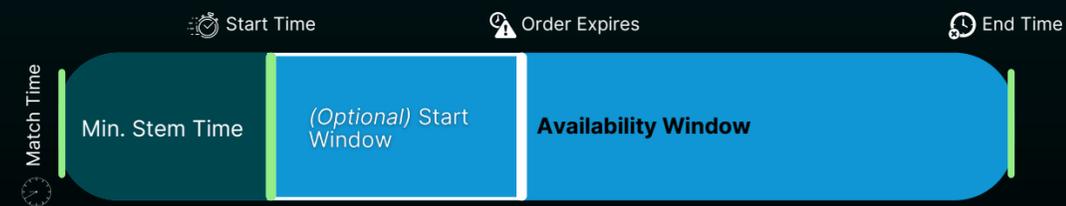


Fig. 9. Diagram of availability window with start window.

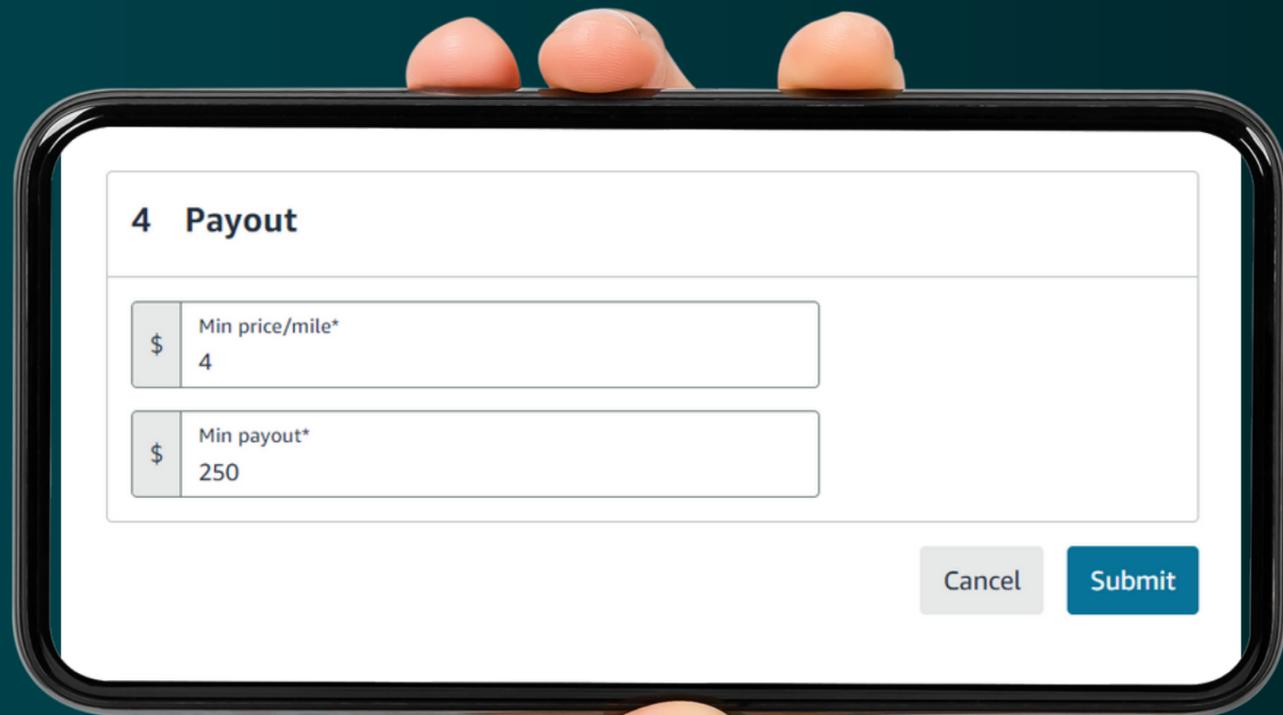
Stem time is the minimum notice time that can be specified based on the maximum deadhead and buffer time needed.



# How to Create an Order from Scratch



# STEP 4: Set a Payout Range



## PRICE PER MILE



The payout range is dependent on the length of the haul. The payout will always be greater than or equal to the minimum payout and minimum price per mile x distance posted by your company.



$$\text{Payout} = \text{Min. Price/Mile} \times \text{Distance}$$

**EXAMPLE:** If the minimum price/mile is set at \$4 and the minimum payout at \$250, for a distance range of 1-250 miles, there would be an estimated maximum payout of \$1,000 (as shown to the right).

Min. Price/Mile  
\$4

Max. Price/Mile  
 $\$4/\text{Mi.} \times 250 \text{ Mi.} = \$1,000$



Fig.10. Diagram explaining how minimum and maximum payout work given the distance/duration set.



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## How to Get Started

Access Post A Truck through the Amazon Relay mobile app. Whether it's on a computer, phone, or tablet, PAT can be used wherever you have a connection. Post A Truck can be found directly in the Relay app, allowing you to take control of your company's booking experience. With PAT, the work comes to you!

Download the application through the  **App Store** or  **Google Play** today.



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# Resources & Help – FAQs



**QUESTION:** How do I choose a radius?

**ANSWER:** A good way to find the best radius from the origin city is to check the number of loads available in a city within a radius on the load board. If there are many loads within 25 miles from the origin, you can choose 25 miles.



**QUESTION:** How do I choose a stem time?

**ANSWER:** We recommend that you choose stem time based on the radius, traffic conditions, and any buffer time needed for your driver to be on time to origin. From the time your order is matched, you will have at least the duration of the stem time to get to your first pick up point from your location.



**QUESTION:** Best time to place the order?

**ANSWER:** You can post your orders up to two weeks in advance or if your company has availability now, post now. Placing orders in advance ensures that you have the first chance at matching a load before others at the same price.



**QUESTION:** What do I do if I no longer have a truck or driver available?

**ANSWER:** An order can be cancelled as long as it is open. If an order is already matched, the work will have to be rejected. Please be aware that performance penalties do apply, however.



**QUESTION:** How will I know if my order matched?

**ANSWER:** A match notification email will be sent to your registered address.



**QUESTION:** What should I do if I was matched to a load outside of my criteria?

**ANSWER:** If you believe a load matched is outside your criteria and you cannot execute it, reject the load immediately, and file a dispute.



**QUESTION:** When will my order be matched?

**ANSWER:** Your order will be matched if we have demand that fits your order criteria. Orders are matched at least stem time prior to start time. If a trip can be accomplished within your time window (start time to end time), and meets both your stem time, and trip duration requirements, an order can be matched.



**QUESTION:** Why is my order not matching to loads?

**ANSWER:** The best way to ensure that orders match to loads is to learn and understand typical demand/load patterns, Amazon centers in your area, or lanes you are interested in. The load board has many loads and details available. Create orders in advance, ensure flexible time windows so you are not missing loads by a few minutes. Orders are matched based on performance grade. If a higher performer has orders, their orders will be matched first. Posting orders in advance, executing work and maintaining a high performance grade will ensure that you have a high chance of matching with loads on Post A Truck.

# Resources & Help – Glossary

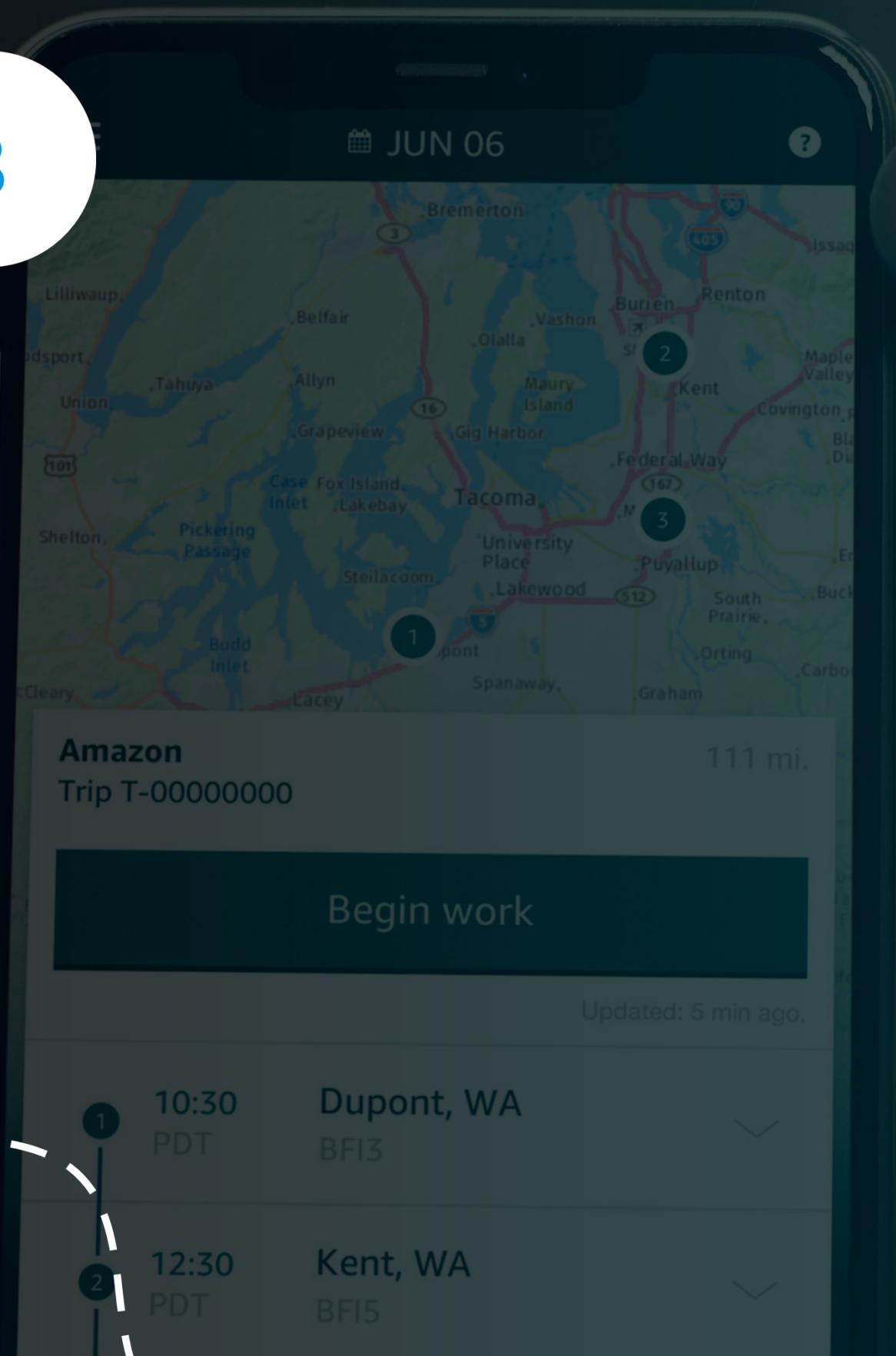
INPUT	POST A TRUCK USAGE
<b>Work Type</b>	Choose between <b>one-way</b> , <b>round trips</b> , or <b>blocks</b> .
<b>Origin/Radius</b>	Matched trips can start within the area covered by the <b>radius (in air miles)</b> from the center of the <b>origin city</b> .
<b>Destination/Radius</b>	Matched trips can end within the <b>radius (in air miles)</b> from the center of the <b>destination cities</b> . <i>Carriers can choose up to 3 destination cities.</i>
<b>Excluded Cities</b>	Exclude cities that you <b>do not</b> want to be matched with. This is especially useful when you do not have a destination, but are willing to go anywhere within a certain distance.
<b>Start Date/Time</b>	This time indicates your earliest start date and time at the <b>first</b> pick up location.
<b>End Date/Time</b>	This time indicates the date and time at the <b>last</b> drop off point.
<b>Start Time Window</b>	Start time window gives you the ability to set a preferred pick up time for the first stop. <i>Once the start time window expires, your order will be automatically cancelled.</i>

# Resources & Help – Glossary

INPUT	POST A TRUCK USAGE
<b>Trip Length</b>	Trip length can be in <b>distance (miles)</b> or <b>duration (hours)</b> . Matched trips will be at least the minimum distance/duration between first pick up and last drop off locations. These matched trips will start and end <i>within</i> the requested <b>start</b> and <b>end time</b> .
<b>Minimum Stem Time</b>	Minimum stem time is the <b>minimum time</b> you need from <b>order match time</b> to your driver's <b>first pick up location</b> . We recommend that you select origin radius/stem time appropriately. <i>For example, if your radius is 25 miles, and there are two Amazon pick up locations, you will want to choose a stem time of 45 minutes or more depending on traffic conditions. Pro Tip: Remember to always monitor your match notifications.</i>
<b>Maximum Stops</b>	Choose the maximum number of stops per trip.
<b>Driver Type</b>	Choose between either a solo driver or a team.
<b>Drivers</b>	Choose a driver. When you choose a driver, and after the order is matched and the trip is generated, the trip will automatically populate in the Relay for Driver app for that driver.
<b>Load Type</b>	Choose between drop and hook or live loads. <b>Drop and hook</b> will <i>only</i> match with <b>drop and hook loads</b> , whereas <b>live loads</b> will match with <b>live/drop AND hook or mixed loads</b> . <i>Not choosing any option will match with any combination of loads.</i>

# Resources & Help - Glossary

INPUT	POST A TRUCK USAGE
<b>Trailer Status</b>	Choose between Amazon provided or required by the carrier.
<b>Equipment</b>	Choose between either a <b>53' tractor</b> and <b>26'</b> or <b>16' box trucks</b> .
<b>Minimum Price/Mile</b>	This is the minimum price/mile amount. <i>Your company's payout will be based on the actual distance traveled.</i>
<b>Minimum Payout</b>	This is the minimum price for the total trip regardless of the trip length. Your company's total payout will be at or greater than the minimum payout - minimum price/mile X distance.



For any questions that this guide did not answer, refer to the Relay Learning Center or contact the ROC for more information.



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