RATE QUOTE

Overview
Use the Rate Quote tool on LTL.xpo.com to:

- Create a new rate quote.
- Review your previous rate quotes.

Start a New Rate Quote
1. Go to LTL.xpo.com and click GET RATE QUOTE.

2. Enter your Username and Password.

   Note: If you do not log in, you may continue with a non-registered quote by clicking Continue As Guest; however, the quote will not include customer-specific rates or pre-filled information. The rest of this document contains information and screenshots based on examples of logged in accounts.
RATE QUOTE, CONTINUED

3. Select the account for which you want the quote.
   
   Note: Use the PREFERRED and RECENTLY USED tabs to help you find your accounts more quickly. On the PREFERRED tab, you can manage which accounts are shown by clicking the Manage preferred accounts link.

4. Once you’ve selected an account, click CREATE.

5. Complete the following details:
   
   a. If the account you selected is Pickup/Delivery, select the role of your account in the shipment (Shipper or Consignee).
   
   b. If the account is the Shipper, select the Country of the consignee. If the account is the Consignee, select the Country of the shipper. If the account is Bill-To, choose the From Country and the To Country.
   
   c. Select the Postal Code or City/State.
      
      Note: If you select United States or Canada, you will be asked for a Postal Code. If you select Mexico, you will need to select a City/State.
   
   Tip: If you do not know the Postal Code, you can click the Search icon.
   
   d. Enter or select a date for Shipping.
   
   e. Select Prepaid or Collect for Payment Terms.
   
   f. For each commodity, enter the Class and Weight and click the box if it contains Hazmat.
      
      Tip: Turning on Dimensions allows you to provide more details for the shipment. Entering Dimensions will improve the accuracy of the rate quote, especially for large and heavy shipments.
RATE QUOTE, CONTINUED

Note: Dimensions is automatically turned on and required for shipments to and from Mexico, Alaska, Hawaii, and Puerto Rico.

6. You can include some optional details, including:
   a. Pallets—entering the number of pallets is optional; however, if your pricing agreement has a pallet provision, be sure to include it if this is needed for your rate quote
   b. Additional Service Options—select the Additional Service Options needed for the shipment quote
      
      Note: This list of Additional Service Options changes based on your selections in the sections above. For instance, if you selected a destination in Mexico for the ship to or from, you would see Border Crossing under Miscellaneous.
   c. Comments.
      
      Note: These comments are for your reference only. These are not notes for XPO Logistics drivers or other XPO Logistics employees.

7. Click Get Rate Quote.
   
   Note: Some rate quotes may require manual review after being submitted. An example is shipping hazmat from Mexico.
RATE QUOTE, CONTINUED

Review your Rate Quote

1. Click **DOWNLOAD** to create a .pdf of the information on this page.
2. Click on items in **blue** on the Rate Quote page to see additional details.
3. **Pricing Breakdown** provides an itemized listing of charges for the rate quote.

Next Steps

Once you have reviewed the rate quote, you can create a new quote or select a quote to proceed with creating a shipment.

1. If you want to create a new quote, click **Back to Accounts**.
RATE QUOTE, CONTINUED

2. If you want to select a quote to use for a shipment, choose one of two options:
   a. CREATE BILL OF LADING
   b. SCHEDULE PICKUP
RATE QUOTE, CONTINUED

View Previous Quotes

1. From the Rate Quote Accounts page, select an account and click HISTORY.

2. Select the previous quote you would like to view.
RATE QUOTE, CONTINUED

3. Both the Standard and Guaranteed (G!) Service quotes will be shown. Click on the tabs to switch between the two.