



omnitracs

innovation. driven.

Updated on:
10/23/2013

KLLM INDEX OF SATELLITE COMMUNICATIONS FROM TRUCK TO SYSTEM

<u>MACRO</u>	<u>DESCRIPTION</u>
0	COMMENTS TO FLEET SUPERVISOR
1	ACCIDENT MACRO – EMERGENCY USE ONLY
2	TEMP. CHECK CALL TWICE A DAY WHILE UNDER LOAD
3	ROLLING TO LOAD
4	ARRIVE TO LOAD / ARRIVE TO DELIVER
5	SCHEDULE EQUIPMENT MAINTENANCE / REPAIRS
6	TRAILER DROP / PICK UP
7	LOADED AND ROLLING
8	FUEL LEVEL
9	STOP OFF DELIVERED
10	DELIVERED AND WAITING
11	DOT ANNUAL REVIEW
13	MISCELLANEOUS P.O.
16	ROAD BREAKDOWN
17	ROAD BREAKDOWN P.O. REQUEST
18	OS&D (OVER/SHORT/DAMAGED)
19	ADVANCE REQUEST (<u>FLEET SUPERVISOR</u>)
20	TIMEOFF REQUEST / DRIVE BY REQUEST (<u>FLEET SUPERVISOR</u>)
22	SWAP OUT COMPLETE
23	ARRIVED KLLM TERMINAL (NOT USED AT JACKSON OR ATLANTA)
25	DIRECTIONS TO CUSTOMERS DOOR
26	REQUESTS FOR DIRECTIONS
27	PERMITS
28	REQUEST PAYROLL INFORMATION
29	REQUEST TRAINER BONUS DETAIL
30	REQUEST ESTIMATED REVENUE (OWNER OPERATORS ONLY)
31	REQUEST BONUS
32	REQUEST IDLE TIME / PERCENT
33	REQUEST SAFETY POINTS
35	PICKED UP DAMG
36	DETENTION REQUEST
37	TRACTOR INSPECTION
38	REQUEST OWNER OPERATOR PAY RECAP
39	MTA SCHOLARSHIP
40	REQUEST LEASE PURCHASE REPORT CARD
41	REQUEST INFO ON LEASE PURCHASE PROGRAM
42	TRAILER INSPECTION
43	REQUEST LAST TRACTOR INSPECTION
44	REQUEST LAST TRAILER INSPECTION
45	OFF DUTY / SLEEPER BERTH
47	LAYOVER P.O. REQUEST
48	CERTIFY TRACTOR DEFECT REPAIRS
49	CERTIFY TRAILER REPAIRS MADE
51	TYSON DEDICATED INTEREST
52	REQUEST MILLION MILE STATUS
53	O/O REEFER FUEL RECEIPTS
54	TOLL PURCHASE ORDER REQUEST
56	TRIP RECEIPTS
57	SPARE TIRE BOUNTY
59	SUGGESTION BOX
60	SCAN/BILLING/PAYROLL QUESTIONS
62	RESPONSE TO LEVEL 1 LOG WARNING
63	VERIFICATION OF RECEIPT OF BILL OF LADING

MACRO'S 19 – 20 SHOULD ONLY BE REQUESTED WHEN FLEET SUPERVISOR IS ON DUTY.

PROPER ORDER OF QUALCOMM MESSAGES FOR A SINGLE PICK-UP SINGLE DELIVERY TEMPERATURE CONTROLLED LOAD.

AFTER RECEIVING LOAD INFORMATION AND WRITING DOWN TRIP NUMBER (**WHICH MAY BE LISTED AS ORDER # OR MANIFEST# ON YOUR LOAD INFORMATION**). NEXT WRITE DOWN YOUR SHIPPER AND RECEIVER CUSTOMER NUMBERS.

FIRST, SEND MACRO #26 FOR DIRECTIONS TO THE SHIPPER AND RECEIVER. YOU MUST SEND THIS MACRO FOR THE SHIPPER USING THE SHIPPER'S CUSTOMER NUMBER, THEN SEND IT AGAIN WITH THE RECEIVER'S CUSTOMER NUMBER TO RECEIVE DIRECTIONS FOR BOTH THE SHIPPER AND RECEIVER.

AFTER READING ALL THE LOAD INFORMATION AND DIRECTIONS AND YOU HAVE A CLEAR UNDERSTANDING OF THEM, YOU SHOULD SEND MACRO #3 ROLLING TO LOAD. **BE SURE TO PRE-COOL YOUR TRAILER.**

NEXT, AFTER ARRIVING TO SHIPPER YOU SHOULD SEND MACRO #4. DO THIS IMMEDIATELY UPON ARRIVAL. BE SURE TO ENTER THE PROPER CUSTOMER NUMBER AND TRAILER NUMBER. IF NOT YOU WILL RECEIVE AN ERROR MESSAGE. REMEMBER – DO NOT FILL IN THE DATE AND TIME AT THE END OF MACRO #4.

AFTER YOU ARE LOADED AND HAVE YOUR BILLS OF LADING IN YOUR HAND AND YOU ARE FREE TO GO, SEND MACRO #7, (LOADED AND ROLLING). BE SURE TO ENTER THE PROPER TRAILER AND CUSTOMER NUMBER. DO NOT FILL IN THE DATE AND TIME AT THE END OF MACRO #7. **BE SURE TO CHECK YOUR REEFER SET POINT AND VENT DOOR TEMPERATURE.**

DURING TRANSIT YOU SHOULD SEND MACRO #2 TEMPERATURE CHECK CALL AT LEAST TWICE A DAY UNLESS INSTRUCTED TO SEND MORE OFTEN.

ONCE YOU ARRIVE TO THE RECEIVER YOU SHOULD SEND MACRO #4, ARRIVE FOR DELIVERY. BE SURE TO ENTER THE CORRECT CUSTOMER NUMBER FOR THE RECEIVER AND TRAILER. **PLEASE**, REMEMBER NOT TO FILL OUT THE DATE AND TIME AT THE END OF MACRO #4.

LAST, YOU SHOULD SEND MACRO #10 DELIVERED AND WAITING IF YOU DO NOT HAVE ANY OS&D PROBLEMS. **IF YOU HAVE ANY OS&D ISSUES BE SURE TO SEND MACRO #18 AND WAIT TO RECEIVE A RESPONSE BEFORE SENDING MACRO #10.** DO NOT FILL OUT THE TIME AND DATE AT THE END OF MACRO #10.

AFTER UNLOADING, BE SURE TO TIDY UP P.O. REQUESTS BY SENDING IN THE CORRECT MACRO, (#13 – MISCELLANEOUS P.O., #54 – TOLL P.O. REQUEST, #56 – P.O. REQUEST, #17 – ROAD BREAKDOWN P.O. REQUEST). **P.O. REQUESTS SHOULD ONLY BE DONE DURING OFFICE HOURS – 0700 – 1700 CST, MONDAY – FRIDAY. IF DELIVERING ON WEEKENDS HOLD YOUR P.O. REQUESTS UNTIL MONDAY DURING OFFICE HOURS.**

YOU ARE NOW READY FOR YOUR NEXT LOAD. PLEASE, ALWAYS REMEMBER TO BE SAFE AND CAREFUL.

YOU DO NOT HAVE TO TURN THE UNIT ON. WHENEVER THE TRUCK IS RUNNING THE UNIT IS ON.

TO SIGN ON:

1. PRESS THE OPTION KEY
2. PRESS THE DOWN ARROW KEY FOUR (4) TIMES
3. SELECT THE 'SIGN ON' OPTION BY PRESSING THE NUMBER 2 (TWO) KEY
*NOTE:
YOU MAY NEED TO SIGN PREVIOUS DRIVER OFF. IF SO, YOU DO THIS BY PRESSING THE NUMBER 3 (THREE) KEY AND ANSWERING 'Y' FOR YES. AT THIS POINT PRESS THE OPTION KEY AND REPEAT STEPS 1 – 3.*
4. ENTER YOUR 5 DIGIT ID NUMBER (*PAYROLL NUMBER*) AND PRESS THE ENTER KEY
5. YOU WILL BE ASKED TO CONFIRM YOUR ID NUMBER
6. ADD YOUR NAME AND THEN PRESS ENTER.

TO SEND A MESSAGE:

1. PRESS THE CREATE MSG KEY
2. TO CONTACT YOUR FLEET SUPERVISOR PRESS THE ENTER KEY AND TYPE YOUR FREE FORM MESSAGE AND PRESS THE SEND KEY TO SEND, THIS IS KNOWN AS MACRO #0
3. AT THIS TIME IF YOU KNOW THE MACRO NUMBER YOU WANT TO SEND YOU MAY ENTER THE NUMBER AND PRESS THE ENTER KEY.
4. IF YOU DO NOT KNOW THE MACRO NUMBER YOU WANT TO SEND YOU CAN USE THE PLUS (+) AND MINUS (-) KEY TO SCROLL THROUGH THE MACRO LIST.
5. ONCE YOU HAVE SELECTED THE MACRO YOU WANT TO SEND, FILL OUT ALL THE INFORMATION ASKED FOR.
6. ONCE THIS IS COMPLETED, PRESS THE SEND MESSAGE KEY AND ANSWER 'YES' TO SEND.
7. TO REPLY TO SOMEONE PRESS THE 'REPLY' KEY AND TYPE YOUR MESSAGE AND PRESS 'SEND'.
8. IT WOULD BE WISE TO DELETE ALL UN-NEEDED MESSAGES. TO DO THIS PRESS THE READ PREVIOUS KEY, CHECK THE MESSAGE TO MAKE SURE YOU WANT TO DELETE IT. IF SO, PRESS THE DELETE KEY, THEN ANSWER 'Y' FOR YES AT THE PROMPT.

RECEIVING A MESSAGE:

AFTER THE RED LIGHT GOES OFF:

1. PRESS THE READ NEXT KEY.
2. CHECK TRIP INFORMATION:
SCAN THROUGH INFO CHECKING AS YOU GO DOWN TO SEE HOW MUCH TIME YOU HAVE TO PLAN YOUR TRIP. YOU MAY FIND OUT THAT YOU ONLY HAVE A LITTLE TIME BEFORE YOU START RUNNING BEHIND. THIS IS WHEN YOU GRAB ONLY THE INFO THAT WILL GET YOU TO THE SHIPPER. YOU CAN GO BACK AND GET THE REST OF THE INFO WHILE YOU ARE WAITING TO LOAD OR WASH TRAILER OUT.
3. QUESTIONS TO ASK YOUR SELF ABOUT LOAD INFORMATION:
 - HOW MANY MILES TO THE SHIPPER?
 - HOW MANY HOURS WILL IT TAKE TO GET TO SHIPPER?
 - WHAT IS THE APPOINTMENT TIME AND HOW MUCH EXTRA TIME DO I HAVE?
 - WHAT TIME ZONES ARE MY APPOINTMENTS IN?
 - WILL I DROP THE TRAILER?
 - DO I NEED REEFER FUEL?
 - DO I NEED A TRAILER WASH OUT?
 - DO I NEED PALLETS?
 - ARE THERE MULTIPLE PICK UPS OR DROPS?
 - HOW DO I GET TO THE SHIPPER? (MACRO #26)
 - DO I HAVE A HAZMAT LOAD AND IS THE ROUTING CORRECT FOR HAZMAT?
(CONTINUED ON NEXT PAGE)

4. WRITE DOWN SHIPPER AND RECEIVER INFO.
5. WRITE DOWN ROUTING INFO.
6. DO MACRO #3 (ROLLING TO LOAD) ON QUALCOMM.

ARRIVE AT SHIPPER:

1. DO A MACRO #4 (ARRIVE TO LOAD) ON QUALCOMM.
2. CHECK IN WITH SHIPPER

QUESTIONS TO ASK YOUR SELF:

- WHAT IS MY ROUTING?
 - WHERE ARE THE STATE SCALES AND WHERE CAN I WEIGH MY TRUCK?
 - WHERE DO I GET FUEL?
 - WHERE IS MY LAST FUEL STOP DESTINATION?
 - WHERE AM I GOING TO FUEL WHEN I LEAVE?
 - HOW MANY MILES IS IT BETWEEN THE TWO STOPS?
 - AND DO I HAVE TO FUEL ANY MORE?
3. DO A MACRO #7 (LOADED AND ROLLING) ON QUALCOMM. YOU MUST HAVE THE BILL OF LADING IN YOUR HANDS BEFORE DOING THE MACRO #7.
 4. WRITE YOUR TRIP NUMBER IN THE UPPER RIGHT HAND CORNER OF THE BILLS.

ARRIVING AT RECEIVER:

1. DO A MACRO #4 (ARRIVE FOR DELIVERY) ON QUALCOMM
2. CHECK IN WITH RECEIVER
3. DO WHAT EVER THE RECEIVER ASKS YOU TO DO.
4. BACK INTO DOCK.
5. UNLOAD TRAILER
 - GET PRIOR APPROVAL FOR ANY LUMPER FEES. FROM YOUR DISPATCHER OR O.E.C. DEPT.
6. DO A MACRO #10 (DELIVERED AND WAITING), OR DO A MACRO #9 (STOP OFF DELIVERED). IF YOU STILL HAVE PRODUCT ON THE TRAILER.
7. VERY IMPORTANT: IF YOU HAVE OS&D YOU MUST DO A MACRO #18 BEFORE DOING THE MACROS # 9 OR 10.
8. IF YOU DID A STOP OFF DELIVERED MESSAGE CONTINUE ON TO THE NEXT DELIVERY AND DO EVERY THING OVER AS IF YOU WERE ARRIVING FOR DELIVERY.

EXPLANATION OF CANNED MESSAGES

MACRO #0

*USED TO SEND COMMENTS TO YOUR FLEET SUPERVISOR –
DO NOT USE THIS MACRO TO “REPLY” TO A MESSAGE. USE THE “REPLY” KEY.*

MACRO #1 *ACCIDENT MACRO – EMERGENCY USE ONLY*

INVOLVED IN ACCIDENT AT:
LOC: _____
CITY: _____ ST: ____
ARE THERE ANY FATALITIES? _ (Y/N)
ARE YOU INJURED? _ (Y/N)
ARE OTHERS INJURED? _ (Y/N)
HOW MANY VEHICLES INVOLVED? ____
HAZARDOUS MATERIALS ON BOARD? _ (Y/N)
HAVE THE POLICE BEEN CALLED? _ (Y/N)
ARE THE POLICE ON THE SCENE? _ (Y/N)
DRIVER'S CELL PHONE #: ____-____-____
DRIVER WILL CALL TO REPORT ACCIDENT TO
CLAIMS DEPARTMENT IN __ MINUTES.
DRIVER..YOU MUST CALL 800-925-1000 ASA
P TO REPORT DETAILS OF THE ACCIDENT.

MACRO #2 *TEMPERATURE CHECK CALL*

ONLY SEND THIS MACRO IF TEMP CNTRLD LD
USE '-' IF TEMP IS BELOW ZERO. EX. -20
SETTING ____ READING ____ MODE ____
TRLR # _____
• *THIS MACRO LETS YOUR FLEET MANAGER MONITOR THE TEMP ON YOUR LOAD*
• *DO THIS MACRO AT LEAST TWICE A DAY UNLESS ASKED TO DO MORE OFTEN*

MACRO #3 *ROLLING TO LOAD*

SEND THIS MACRO WHEN YOU BEGIN ROLLING
TO THE SHIPPER. BE SURE TO PRECOOL TRL
IF THIS IS A TEMP CONTROLLED LOAD. .

MACRO #4 *ARRIVE TO LOAD / ARRIVED TO DELIVER*

IF SEAL NOT INTACT CALL OS&D ASAP. EXT 5630
CUST# _____ TOOK IN TRLR _____
ENTER TEMPS ONLY IF TEMP CONTROLLED LD
USE '-' IF TEMP IS BELOW ZERO. EX. -20
SETTING ____ READING ____ MODE ____
OF KLLM PLLTS ON TRLR ____
OF BLUE CHEP PLLTS ON TRLR ____
ENTER ACTUAL ARRIVE DATE/TIME BELOW IF
YOU ARRVD AT CUST MORE THAN 15 MIN AGO
DATE __/__/__ TIME __:__(CUSTS LOCAL TM)
** IF DROPPING TRLR, UNIT MUST BE AT LEAST 3/4 FULL OF FUEL

(EXAMPLE CONTINUED ON NEXT PAGE)

- ***DO NOT*** ENTER DATE AND TIME UNLESS YOU DID NOT DO MACRO 4 WHEN YOU ARRIVED
- DATE AND TIME MUST MATCH THE DATE AND TIME SHOWN ON QUALCOMM
- SENDING THIS MACRO LETS YOUR FLEET MANAGER THAT YOU HAVE ARRIVED.

MACRO #5: *SCHEDULE EQUIP MAINTENANCE/REPAIRS*

YOUR PHONE NUMBER: ___-___-____
 TRK REPAIR NEEDED? _ (Y/N)
 TRK PM NEEDED? _ (Y/N) ODOMETER _____
 TRL REPAIR OR PM NEEDED? _ (Y/N)
 ENTER TRL# IF REPAIR/PM NEEDED: _____
 IF ALREADY ROUTED TO KLLM SHOP, ENTER
 SHOP NAME: _____ ARRIVE DATE ___/___
 COMMENTS: _____

MACRO #6 *TRAILER DROP / PICKUP*

CUST#: _____
 LEAVE BLANK IF U DID NOT DROP A TRLR
 DROPPED TRLR _____ EMPTY? _ Y/N
 LEAVE BLANK IF U DIDN'T PICK UP A TRLR
 TRLR PICKD UP _____ EMPTY? _ Y/N
 ENTER ACTUAL DROP/PICK DATE/TIME BELOW
 IF DRP/PCK OCCURD MORE THAN 15 MIN AGO
 DATE ___/___ TIME __:___ (CUSTS LOCAL TM)

- *IF YOU RECEIVER AN 'ERROR' MESSAGE SEND A MACRO #0 WITH THE CUSTOMER # AND PROPER TRAILER # AND ROLL.*
- *IF YOU NOTICE DAMAGE ON THE TRAILER WHEN YOU PICK IT UP YOU MUST SEND A MACRO #35 TO YOUR FLEET SUPERVISOR TO KEEP YOU FROM GETTING CHARGED FOR ANY DAMAGE FOUND BY THE NEXT DRIVER TO PULL THE TRAILER.*

MACRO #7 *LOADED AND ROLLING*

VIP: NOTE SEAL# ON BILLS
 CUST# _____ TOOK OUT TRL _____
 B/L# _____ BARCODE _____
 # OF KLLM PLLTS ON TRLR ___
 # OF BLUE CHEP PLLTS ON TRLR ___
 WEIGHT _____ PIECE COUNT _____
 ENTER TEMPS ONLY IF TEMP CONTROLLED LD
 USE '-' IF TEMP IS BELOW ZERO. EX. -20
 SETTING ___ READING ___ MODE ___
 ENTER ACTUAL DEPART DATE/TIME BELOW IF
 YOU LEFT CUSTOMER MORE THAN 15 MIN AGO
 DATE ___/___ TIME __:___ (CUSTS LOCAL TM)
 ** SND MAC46 TO RPT BARCODE IF U MUST G
 ET FLT SUPERVISOR TO PERFORM L CALL **
 ** WHEN POSSIBLE OS&D OCCURS DURING
 LOADING, SEND MACRO #18 (OS&D)

MACRO #8 *FUEL LEVEL*

TRACTOR FUEL TANK LEVEL:
 1/8,1/4,3/8,1/2,5/8,3/4,7/8,FULL
 A B C D E F G H
 PUT IN THE APPROPRIATE LETTER: ___

MACRO #9 STOPS OFF DELIVERED

CUST# _____ TRLR# _____
ENTER TEMPS ONLY IF TEMP CONTROLLED LD
USE '-' IF TEMP IS BELOW ZERO. EX. -20
SETTING ___ READING ___ MODE ___
EMPTY PLLTS RETURNED TO TRLR ___
ENTER ACTUAL DEPART DATE/TIME BELOW IF
YOU LEFT CUSTOMER MORE THAN 15 MIN AGO
DATE ___/___ TIME __:___ (CUSTS LOCAL TM)

- **DO NOT** ENTER DATE / TIME UNLESS YOU FORGOT TO DO MACRO #9 EARLIER.

* WHEN YOU HAVE MULTIPLE STOPS SEND MACROS IN THE FOLLOWING SEQUENCE:

<u>1ST STOP OFF</u>	<u>2ND STOP OFF</u>	<u>FINAL STOP</u>
1. #4	1. #4	1. #4
2. #9	2. #9	2. #10

- *SHOULD YOU HAVE OS&D YOU CAN NOT DO THE MACRO #9. YOU MUST CLEAR UP THE OS&D PROBLEM FIRST. DO NOT LEAVE THE RECEIVER / SHIPPER UNTIL YOU RECEIVE YOUR CLAIM # FROM THE OS&D DEPT.*

MACRO #10 DELIVERED AND WAITING

TRLR# SHOULD BE ENTERED. LEAVE BLANK
ONLY IF BOBTAILING FROM CONSIGNEE LOC.
TOOK OUT TRLR#: _____
EMPTY PLLTS RETURNED TO TRLR ___
ENTER ACTUAL EMPTY DATE/TIME BELOW IF
YOU EMPTIED MORE THAN 15 MINS AGO.
DATE ___/___ TIME __:___ (CUSTS LOCAL TM)
TRACTOR FUEL TANK LEVEL:
1/8, 1/4, 3/8, 1/2, 5/8, 3/4, 7/8, FULL
A B C D E F G H
PUT IN THE APPROPRIATE LETTER: _____

* IF POSSIBLE OS&D, SND MACRO 18 & GET
OS&D APROVAL B4 SNDING THIS MACRO *

- *MAKE SURE YOU HAVE 'NO' OS&D PROBLEMS BEFORE YOU DO MACRO #10*
- *IF YOU HAVE OS&D PROBLEMS MAKE SURE YOU DO A MACRO #18 AND GET CLAIM # BEFORE YOU LEAVE THE RECEIVER AND THEN DO YOUR MACRO #10.*

FAILURE TO SEND MACRO #10 CORRECTLY WILL COST YOU MONEY. YOU CANNOT BE DISPATCHED UNTIL THIS MACRO HAS BEEN SENT. DELAYS IN SENDING THE MACRO #10 WILL DELAY YOUR NEXT DISPATCH AND COST YOU MONEY.

MACRO #11 D.O.T. ANNUAL REVIEW

I CERTIFY THAT THE FOLLOWING IS A TRUE
& COMPLETE LIST OF TRAFFIC VIOLATIONS
(OTHER THAN PARKING VIOLATIONS) FOR
WHICH I HAVE BEEN CONVICTED OR FORFEIT
ED BOND OR COLLATERAL DURING THE PAST
12 MONTHS. VEH

DATE OFFENSE LOCATION TYPE
___/___/___ _____
___/___/___ _____

(EXAMPLE CONTINUED ON NEXT PAGE)

____/____/____
____/____/____
____/____/____

IF NO VIOLATIONS ARE LISTED ABOVE, I
CERTIFY THAT I HAVE NOT BEEN CONVICTED
OR FORFEITED BOND OR COLLATERAL ON ACC
OUNT OF ANY VIOLATION REQUIRED TO BE
LISTED DURING THE PAST 12 MONTHS.

DATE OF CERTIFICATION ____/____/____

DRIVER SIGNATURE _____

SSN: ____-____-____

MACRO #13 MISCELLANEOUS PO'S

ORDER#: _____ MISC ITEMS \$ ____.

COMMENTS: _____

- *USED ONLY FOR ITEMS THAT DO NOT HAVE A BLANK ON MACROS 54, 56, 58*

MACRO #16 ROAD BREAKDOWN

ORDER#: _____

TRUCK PROBLEM? (Y/N) _

TRLR PROBLEM? Y/N _ TRLR# _____

PROBLEM WITH REEFER? (Y/N) _

ENTER TEMPS ONLY IF TEMP CONTROLLED LD

USE '-' IF TEMP IS BELOW ZERO. EX. -20

SETTING ____ READING ____ MODE ____

BE BRIEF BUT SPECIFIC:

TRUCK PROBLEM: _____

TRAILER PROBLEM: _____

GIVE EXACT LOCATION: _____

GET APPROVAL FROM ROAD BREAKDOWN
BEFORE MAKING ANY REPAIRS OR PURCHASES

- *THE MOST IMPORTANT THING ABOUT MACRO #16 IS TROUBLE SHOOTING THE PROBLEM. GIVE ROAD BREAKDOWN GOOD INFORMATION AND YOU MAY BE ASSISTED MORE QUICKLY.*

MACRO #17 ROAD BREAKDOWN PO REQUEST

* USE THIS MACRO ONLY WHEN YOU PAID
CASH FOR SERVICES.

ORDER#: _____

TRUCK SERVICE? (Y/N) _

TRAILER SERVICE? (Y/N) _

TRLR#: _____

VENDR#: _____ GIVEN BY ROAD BREAKDOWN

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ ST: ____

PHONE: ____ - ____ - ____

DESCRIPTION:

PARTS: _____ \$ ____.

LABOR: _____ \$ ____.

MISC: _____ \$ ____.

(EXAMPLE CONTINUED ON NEXT PAGE)

TAX: _____ \$ _____.
 INV#: _____ TOTAL \$ _____.
 MOTEL: _____ \$ _____.
 TAX: _____ \$ _____.
 INV#: _____ TOTAL \$ _____.

- THIS MACRO IS USED TO REIMBURSE YOU FOR EXPENDITURES THAT YOU PAID OUT OF YOUR POCKET OR ISSUED A COM-CHECK FOR.

MACRO #18 OS&D

** OS&D ** MACRO IS 3 PAGES LONG -
 PLEASE FILL IN ALL BLANKS B4 SENDING
 ORDER# _____ CUST# _____
 BOL# _____ INV# _____
 REFERENCE# _____ SEAL # _____
 #PCS SHIPPED _____ # SIGNED FOR _____
 BILLS SIGNED "SEAL INTACT" (Y/N) _
 CUST SEAL? (Y/N) _ KLLM SEAL? (Y/N) _
 TEMPERATURE CONTROLLED LOAD? (Y/N) _
 USE '-' IF TEMP IS BELOW ZERO. EX. -20
 SETTING _____ READING _____ MODE _____
 DESCRIBE CONDITION OF DAMAGED PRODUCT:

LIKELY CAUSE OF PRODUCT DAMAGE: _____

HAZ MAT (Y/N)? _ CHEMICALS (Y/N)? _
 DID DRIVER VERIFY CASE COUNT (Y/N)? _
 TRLR STILL AT CUSTOMER YARD (Y/N)? _
 PRODUCT #CS #CS #CS DESCRIBE REJ
 CODE OVER SHRT DAMG PRODUCT Y/N

** GET REPLY & CLAIM # B4 LEAVING DOCK.

- FAILURE TO HANDLE MACRO #18 PROPERLY WILL COST YOU. FOLLOW THE PROCEDURES AND THERE WILL BE NO PROBLEMS. YOU MUST HAVE YOUR BILLS IN YOUR HAND. DO NOT FORGET YOUR CLAIM #. WRITE CLAIM # ON BILLS, CIRCLE IT AND INITIAL. THEN WRITE CLAIM # IN SAFE PLACE FOR FUTURE REFERENCE.

MACRO #19 ADVANCE REQUEST

AMOUNT \$____.____ PAYROLL# _____
 NAME: _____
 REASON: _____
 ORDER: _____

- PLEASE HANDLE ALL ADVANCES DURING OFFICE HOURS OF YOUR FLEET MGR.

MACRO #20 DRIVE-BY/TIME-OFF REQUEST

DRIVE-BY? (Y/N) _ TIME-OFF? (Y/N) _
 REQUESTED START DATE: __/__/__
 DRIVE-BY CITY: _____ ST: _____

- MAY ONLY BE REQUESTED DURING OFFICE HOURS OF YOUR FLEET MANAGER.

MACRO #22 SWAP OUT COMPLETED

SWAPPED WITH TRK#: _____
OLD TRLR# _____ NEW _____
ENTER TEMPS ONLY IF TEMP CONTROLLED LD
USE '-' IF TEMP IS BELOW ZERO. EX -20
SETTING ___ READING ___ MODE ___

MACRO #23 ARRIVED AT KLLM TERMINAL (NOT USED AT THE JACKSON OR ATLANTA YARDS)

CUST#: _____ TRLR#: _____
ENTER TEMPS ONLY IF TEMP CONTROLLED LD
USE '-' IF TEMP IS BELOW ZERO. EX. -20
SETTING ___ READING ___ MODE ___
LEAD DRIVER TAKING TIME-OFF (Y/N) _
CO - DRIVER TAKING TIME-OFF (Y/N) _

MACRO #25 DIRECTIONS TO CUSTOMERS DOOR

* REQUEST LOCAL DIRECTNS 2 NEXT CUST *
THIS MACRO RETURNS THE LAST 15 MILES OF
DIRECTIONS TO NEXT CUST STOP. ALL ARV
& DEPART MACROS FROM PREVIOUS STPS
MUST HAVE BEEN SENT B4 USING THIS MACRO

MACRO #26 REQUEST DIRECTIONS

CUSTOMER# _____ AND/OR VENDOR# _____
• REMEMBER TO LEAVE THE VENDOR # BLANK AND YOU MUST REQUEST TWO SEPARATE SETS OF
DIRECTIONS FOR THE SHIPPER AND RECEIVER.

MACRO #27 PERMITS

MACRO #28 REQUEST PAYROLL INFORMATION

SOCIAL SECURITY NBR: ____-____-_____

MACRO #29 REQUEST TRAINER BONUS DETAIL

EMPL# _____

MACRO # 30 REQUEST ESTIMATED REVENUE **OWNER OPERATORS ONLY!!!!**

ORD #: _____ ON KLLM TRAILER? (Y/N) _____

MACRO # 31 REQUEST BONUS RECAP INFORMATION

EMPL# _____

MACRO #32 REQUEST IDLE MILES / PERCENTAGE

EMPL# _____

MACRO # 33 REQUEST SAFETY POINTS INFORMATION

EMPL# _____

MACRO # 35 *PICKED UP DAMAGED*

EMPL# _____ TRK DAMG?(Y/N) _ # _____
TRL DAMG? (Y/N) _ # _____
CITY _____ ST ____
BREIF DESC _____
DETAIL DESC _____

MACRO # 36 *DETENTION REQUEST*

ORDER# _____ CUSTOMER# _____

MACRO #37 *DOT TRACTOR INSPECTION*

** DOT TRACTOR INSPECTION REPORT **
DRIVER ID: _____ HUB: _____ MI
DATE/TIME ___/___/___ :___
° ANY DEFECTS FOUND? (Y/N)
PLACE "X" TO MARK DEFECT
_ AIR BRAKE SYS _ CAB/BODY/DOORS
_ COUPLING DEVS _ DRIVER CONTROLS
_ DRIVER SEAT _ EMG/EQUP SAFETY
_ EXHAUST SYS _ FRAME/CARGO BDY
_ FUEL SYS _ GENERAL/OTHER
_ GLASS/MIRRORS _ HEATER/DEFROSTR
_ HORN _ HYDRL BRAKE SYS
_ LAMPS/REFLECTRS _ STEERING
_ SUSPENSION SYS _ TIRES
_ WHLS/HUBS/FSTN _ WINDSHLD WIPERS
REMKs: _____

MACRO #38 *REQUEST OWNER OPERATOR PAY RECAP **OWNER OPERATORS ONLY!!!!***

LEASE OPERATOR #: _____

MACRO #39 *MTA SCHOLARSHIP*

* INFO ON MS TRUCK ASSOC SCHOLARSHIP *
* SEND THIS MACRO IF YOU HAVE A CHILD
* THAT IS A JUNIOR OR SENIOR IN A MS
* COLLEGE AND ARE INTERESTED IN
* RECEIVING INFO ON THE MS TRUCK ASSOC
* SCHOLARSHIP. TIME IS RUNNING OUT...
* SEND THIS MACRO TODAY IF INTERESTED!
NAME: _____
MAILING ADD: _____
ADD LINE 2: _____
CITY: _____
STATE: ___ ZIP: _____
PHONE#: _____

MACRO #40 *REQUEST LEASE PURCHASE REPORT CARD*

LEASE OPERATOR #: _____
SETTLEMENT DATE: ___/___/___

MACRO #41 *REQUEST INFO ON LEASE PURCHASE PROGRAM*

CONTACT NAME: _____
PHONE NUMBER: _____

MACRO 42 *DOT TRAILER INSPECTION REPORT*

**** DOT TRAILER INSPECTION REPORT ****

TRAILER: _____
DRIVER ID: _____
DATE/TIME: __/__/____ __:___
° ANY DEFECTS FOUND? (Y/N)
PLACE "X" TO MARK DEFECT
_ AIR BRAKE SYS _ CARGO SECUREMNT
_ COUPLING DEVS _ HAZMAT/DNG GOOD
_ ELEC BRAKE SYS _ EXHAUST SYS
_ FRAME/CARGO BDY _ FUEL SYS
_ GENERAL/OTHER _ HEATER/DEFROSTR
_ HYDRL BRAKE SYS _ LAMPS/REFLECTRS
_ SUSPENSION SYS _ TIRES
_ WHLS/HUBS/FSTN
REMKs: _____

MACRO #43 *REQUEST LAST TRACTOR INSPECTION*

MACRO #44 *REQUEST LAST TRAILER INSPECTION*

MACRO #45 *HOURS OFF DUTY/SLEEPER BERTH*

STARTING ___ HRS OFF DUTY/SLEEPER BERTH

MACRO #47 *LAYOVER P.O. REQUEST*

***** LAYOVER P.O. REQUEST *****
LAST ORD# B4 LAYOVER _____
LAYOVER START DATE/TIME __/__ __:___
LAYOVER END DATE/TIME __/__ __:___

MACRO #48 *CERTIFY TRACTOR DEFECT REPAIRS*

**** DRIVER CERTIFY DEFECTS REPAIRED ****
DATE/TIME: __/__/____ __:___
HAVE ALL DEFECTS BEEN REPAIRED? Y/N ___
CERTIFIED BY DRIVER ID: _____

MACRO #49 *CERTIFY TRAILER REPAIRS MADE*

**** DRV CERTIFY TRLR DEFECTS REPAIRED****
TRAILER: _____
DATE/TIME: __/__/____ __:___
HAVE ALL DEFECTS BEEN REPAIRED? Y/N ___
CERTIFIED BY DRIVER ID: _____

MACRO #51 *TYSON DEDICATED INTEREST*

DRIVER CODE: _____
NAME: _____
HOME CITY: _____
HOME STATE: __
(EXAMPLE CONTINUED ON NEXT PAGE)

PHONE: _____
NOTES: _____

MACRO #52 *MILLION MILER MILE STATUS*

EMP# _____

MACRO #53 *O/O REEFER FUEL RECEIPTS*

EXPENSE OCCURRED ON ORDER # _____
PAYROLL # _____ TRAILER # _____
FUEL STOP _____
CITY _____ STATE ____
OF GALLONS PURCHASED ____ . ° ____
PPG NOT REQUIRED FOR TERMINAL FUEL
PRICE PER GALLON \$ ____
DATE OF PURCHASE __/__/__

MACRO #54 *TOLL P.O. REQUEST*

EXPENSE OCCURRED ON ORDER # _____
PAYROLL#: _____
AMOUNT ST AMOUNT ST AMOUNT ST
\$____.____ ____ \$____.____ ____ \$____.____ ____
\$____.____ ____ \$____.____ ____ \$____.____ ____
\$____.____ ____ \$____.____ ____ \$____.____ ____

MACRO #56 *TRIP RECEIPTS*

IF TOLLS USE MAC54; IF CASH FUEL MAC58

WHEN ASKED BELOW, INDICATE 'C' IF ITEM
IS TO BE CHARGED TO KLLM OR 'R' IF
ITEM SHOULD BE REIMBURSED TO DRIVER.
EXPENSE OCCURRED ON ORDER # _____
PAYROLL#: _____
UNLOAD \$____.____ CUSTOMER # _____
 PIECES ____ CHG/RMB __ (C,R)
WASHOUT \$____.____ NAME _____
CITY _____ ST __ TL _____
 PHONE # ____-____-____ CHG/RMB __ (C,R)
PALLET \$____.____ # OF PALLETS ____
 NAME _____
 CITY _____ ST ____
 PHONE # ____-____-____ CHG/RMB __ (C,R)
LOAD \$____.____ CUSTOMER # _____
 PIECES ____ CHG/RMB __ (C,R)
SPOTTING \$____.____ CUSTOMER # _____
 CHG/RMB __ (C,R)
SCALE \$____.____ CHG/RMB __ (C,R)
COMDATA \$____.____
PHONE \$____.____
LOAD LOCKS \$____.____ TRAILER # _____
MOTEL \$____.____ NAME _____

MACRO #57 *SPARE TIRE BOUNTY*

* SEND THIS WHENEVER SPARE TIRE USED *
YOUR \$40 BOUNTY WILL APPEAR IN PROLL
AFTER WE RECEIVE INVOICE FROM VENDOR
AND VERIFY SPARE WAS INSTALLED.

TRUCK# _____ SPARE PUT ON TRUCK? _ Y/N
TLR# _____ SPARE PUT ON TRLR? _ Y/N
DATE SPARE TIRE WAS INSTALLED: __/__/__

MACRO #58 *MESSAGE TO PAYROLL*

*** SEND SATELLITE MSG TO PAYROLL ***

MACRO #59 *SUGGESTION BOX*

MACRO #60 *SCAN / BILLING / PAYROLL QUESTIONS*

** USE IF YOU HAVE SCANNING OR BILLING
QUESTIONS. ENTER ANY COMMENTS IN THE
FIELDS PROVIDED AT END OF THE MACRO.

PO REJECTION:

PO# _____ ORDER _____ AMT \$____.____

PO CHARGE BACK NOTICE:

PO# _____ ORDER _____ AMT \$____.____

MACRO 63 SHOWS TRIP NOT PROCESSED:

ORDER _____ CONF# _____

SCAN DATE / TIME: __/__/__ :__

RESCANNING REQUESTED BY BILLING DEPT:

ORDER _____ CONF# _____

SCAN DATE / TIME: __/__/__ :__

REQUEST SCANNING LOCATION:

CITY _____ STATE __

HIGHWAY _____

MISSING BILL OF LADING MSG:

ORDER _____ CONF# _____

SCAN DATE / TIME: __/__/__ :__

***** ENTER ALL COMMENTS BELOW: *****

MACRO #62 *LOG RESOLUTION*

EMP# _____ I CERTIFY REVIEW OF MY LOG
VIOLATIONS & UNDERSTAND FUTURE VIOLATI
ONS WILL RESULT IN ADDTL DISCIPLINE.

- *YOU SHOULD ALWAYS CONTACT THE LOG AUDIT DEPT. ANY TIME THAT YOU SHOULD RECEIVE THIS MESSAGE TO MAKE SURE THAT YOU KNOW ALL YOUR VIOLATIONS AND HOW TO CORRECT THEM. NOT FOLLOWING UP WITH THIS MESSAGE CAN RESULT IN YOU GOING TO THE NEXT LOG VIOLATION LEVEL.*

MACRO #63 *RECEIPT OF BILL OF LADING*

ORDER # _____

- *USE THIS MACRO TO VERIFY IF PAYROLL HAS RECEIVED YOUR BILLS FROM A TRIP THAT YOU HAVE ALREADY COMPLETED.*

IF AT ANY TIME YOU ENCOUNTER ANY PROBLEMS WITH YOUR QUALCOMM. CONTACT YOUR DISPATCHER A.S.A.P.

STANDARD ABBREVIATIONS USED IN SATELLITE COMMUNICATIONS

<u>Abbreviation</u>	<u>Explanation</u>	<u>Abbreviation</u>	<u>Explanation</u>
&	AND	PL	PLACE
AIRPT	AIRPORT	PRKING	PARKING
APPROX	APPROXIMATELY	P/UP	PICK UP
AVAIL	AVAILABLE	R	RIGHT
B4	BEFORE	RCVR	RECEIVER
BLDG	BUILDING	RL	TRAFFIC LIGHT
BLK	CITY BLOCK	R/R	RAIL ROAD TRACKS
BLKS	CITY BLOCKS	RTE	ROUTE
BUS	BUSINESS	S	SOUTH
CRNR	CORNER	SHPR	SHIPPER
CT	COURT	ST RTE	STATE ROUTE
D/END	DEAD END	SS	STOP SIGN
D/WY	DRIVE WAY	ST	STREET
DISP	DISPATCH	SVC	SERVICE
DRVR	DRIVER	SVC RD	SERVICE ROAD
D/BY	DRIVE-BY	THRU	THROUGH (GO ACROSS)
DWNTWN	DOWNTOWN	T/S	TRUCK STOP
E	EAST	T/S/A	TRUCK STOPS OF AMERICA
EX	EXIT	T KING	THERMO KING
FM	FARM ROAD	TL	TURN LEFT
FRNTG	FRONTAGE	TR	TURN RIGHT
FWY	FREEWAY	TRK	TRUCK
FT	FEET OR FOOT	TRLR	TRAILER
HRS SVC	HOURS OF SERVICE	TRNPK	TURNPIKE
HWY	HIGHWAY	TUNL	TUNNEL
I-	INTERSTATE	US-	U.S. HIGHWAY
IND	INDUSTRY	UNDRPSS	UNDERPASS
INTRSCTN	INTERSECTION	W	WEST
INTRCHG	INTERCHANGE	WHSE	WAREHOUSE
JCT	JUNCTION	XWY	EXPRESSWAY
L	LEFT	YDS	YARDS (MEASUREMENT)
LN	LANE	YL	YELLOW LIGHT
M	MILES		

MM#	MILE MARKER #
N	NORTH
ODOR	OFF THE DOCK AND ON THE ROAD
OVRPSS	OVERPASS
PKWY	PARKWAY

Example of a typical trip and the order to do your Macro's:

One stop / One delivery:

26 – Shipper directions
26 – Receiver directions
03 – Rolling to load
04 – Arrive to load
07 – Loaded and rolling
02 – Temperature check call
04 – Arrive to deliver
10 – Delivered and waiting