



HENRY INDUSTRIES, INC.

LOGISTICS EXCELLENCE

3G-TMS CARRIER PORTAL

05/2021

OVERVIEW

3G-TM

- [Logging into 3G-TM](#)

Uploading

- [Uploading POD, Invoice & Receipts](#)

Billing

- [Confirming Amount Owed for Load](#)

Logging into 3G-TM

- Access 3G-TM through:
 - [3Gtms \(https://hfs.3gtms.com\)](https://hfs.3gtms.com)
- Use your login credentials that were e-mailed out to your Dispatch contact
- Reset Password:
Click “Reset Password” or “I forgot my password” on the main Screen
- You must enable pop-ups when accessing 3G-TM from your internet browser



* Username:

* Password:

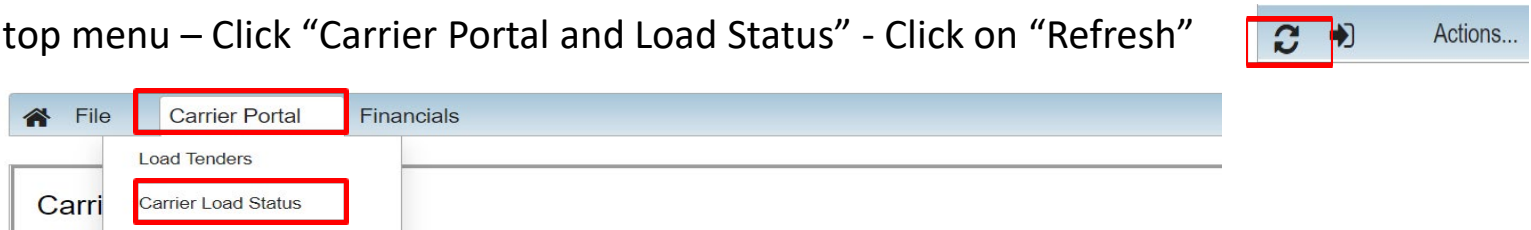
Login

Reset Password

I forgot my password

Uploading POD, Invoice & Receipts

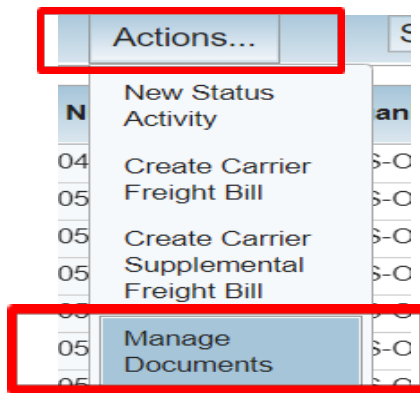
1. On top menu – Click “Carrier Portal and Load Status” - Click on “Refresh”



2. Locate Load Number from your Rate Con and select the far-left box

<input type="checkbox"/>	V. <input type="checkbox"/>	Load Num	Organization	Status
<input type="checkbox"/>	<input type="checkbox"/>	LD40049	HFS-Opera...	Delivered
<input type="checkbox"/>	<input type="checkbox"/>	LD40052	HFS-Opera...	Complete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LD40053	HFS-Opera...	Delivered

3. Click on “Actions” and “Manage Documents”




Uploading POD, Invoice & Receipts

1. Select “Upload Documents”

The screenshot shows a web form for uploading documents. At the top, there are three radio button options: "Generate Document:", "Send Document:", and "Upload Documents:". The "Upload Documents:" option is selected and highlighted with a red box. Below these options is the "Upload Documents" section. It contains a "Message Type:" dropdown menu with "POD" selected, highlighted with a red box. To the right is a "Document Num:" text input field. Below the dropdown and input field are "Browse" and "Upload" buttons, both highlighted with a red box. To the right of the "Document Num:" field is a checkbox labeled "Use filename as Document Num". Below the form fields is a dashed-line box containing the text "Drag and drop file(s) into target area to upload."




2. Select document type under “Message Type” – Example POD
3. Browse and Upload or drag file on to page
4. Note – Invoice, POD, and Expense Receipts Required
5. Close window – Files Auto-Save

Confirming Amount Owed for Load

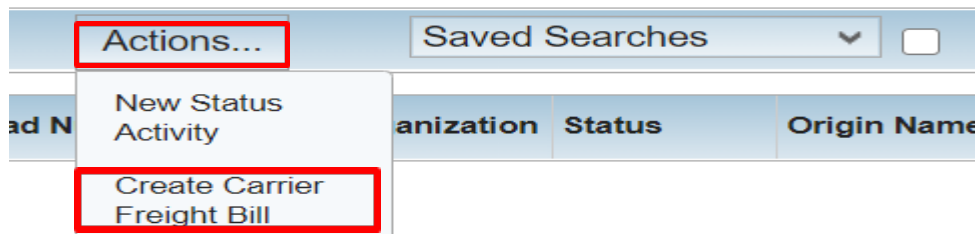
1. On top menu – Click “Carrier Portal and Load Status” - Click on “Refresh”  → Actions...



2. Locate Load Number from your Rate Con and select the far-left box

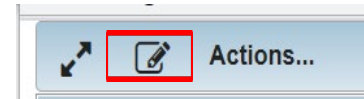
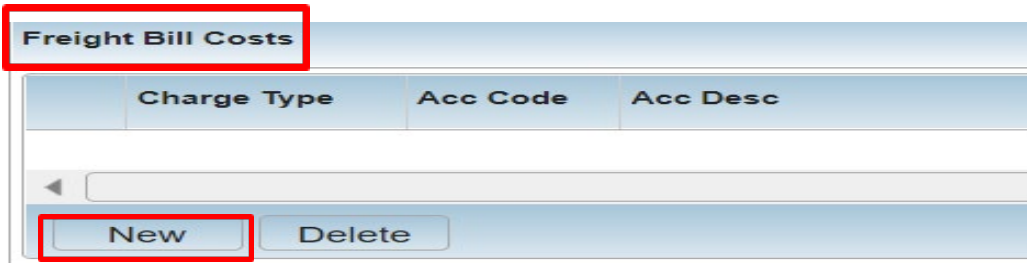
<input type="checkbox"/>	V. <input type="checkbox"/>	Load Num	Organization	Status
<input type="checkbox"/>		LD40049	HFS-Opera...	Delivered
<input type="checkbox"/>		LD40052	HFS-Opera...	Complete
<input checked="" type="checkbox"/>		LD40053	HFS-Opera...	Delivered

3. Click on “Actions” and Click “Create Carrier Freight Bill”

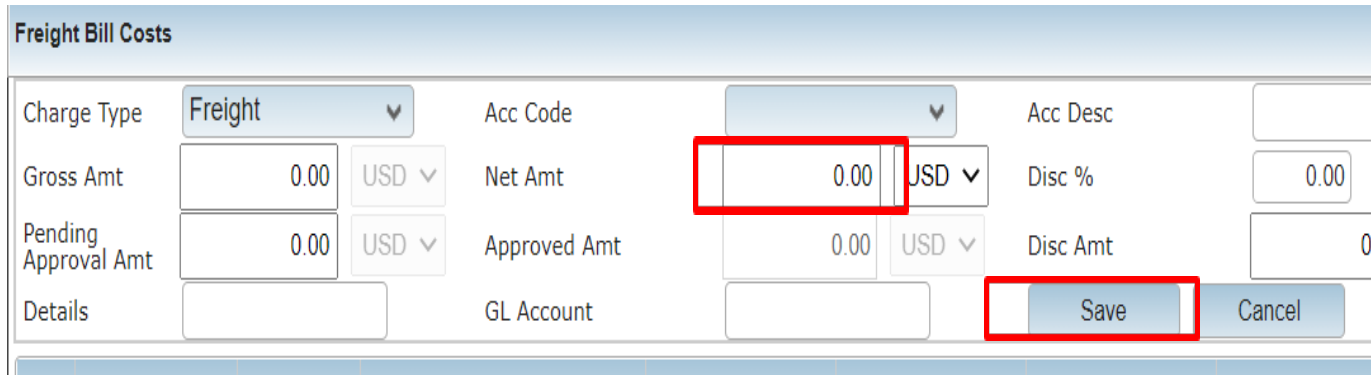


Confirming Amount Owed for Load

1. A pop-up window with load details will open – Click the Edit Button
2. Click on “Freight Bill Costs” and select “New”



 A screenshot of a software window titled 'Freight Bill Costs'. The title bar is highlighted with a red box. Below the title bar is a table with columns 'Charge Type', 'Acc Code', and 'Acc Desc'. At the bottom of the window, there are two buttons: 'New' and 'Delete'. The 'New' button is highlighted with a red rectangular box.

3. Enter Agreed upon cost in the Net Amount box and Click “Save”


 A screenshot of the 'Freight Bill Costs' form. The form contains several input fields: 'Charge Type' (set to 'Freight'), 'Acc Code', 'Gross Amt' (0.00), 'USD', 'Net Amt' (0.00), 'USD', 'Disc %' (0.00), 'Pending Approval Amt' (0.00), 'USD', 'Approved Amt' (0.00), 'USD', 'Disc Amt' (0), and 'GL Account'. The 'Net Amt' field and the 'Save' button at the bottom right are highlighted with red rectangular boxes.

4. Click “Save” on the Top Menu

