ORDERS - Subcontractor Bidding Feature

A step-by-step guide to using Qargo's Subcontractor bidding feature

Updated 26 October 2026

Click on the video below for a full walkthrough on how to set up this functionality



This guide introduces the **Subcontractor Bidding** feature in Qargo. The functionality allows for the centralisation of the entire bidding process, facilitating the logging of multiple subcontractor offers and counter-offers against individual order legs, thereby simplifying the management and tracking of bids.

Workflow streamlining is achieved through the automatic creation of a trip and resource assignment upon the approval of a single quote, with the immediate rejection of all other competing bids for the affected transport segment.

📖 Key Terminology

- **Subcontractor Bidding**: A feature in Qargo that allows users to manage transport quotes from subcontractors.
- **Order View**: The interface in Qargo where users can view and manage their orders.
- **Subcontractor Quotes**: The quotes provided by subcontractors for a specific transport service.
- **Approval Flow**: A process in Qargo that requires specific sign-off before a task is fully confirmed.

🚛 Steps for Workflow

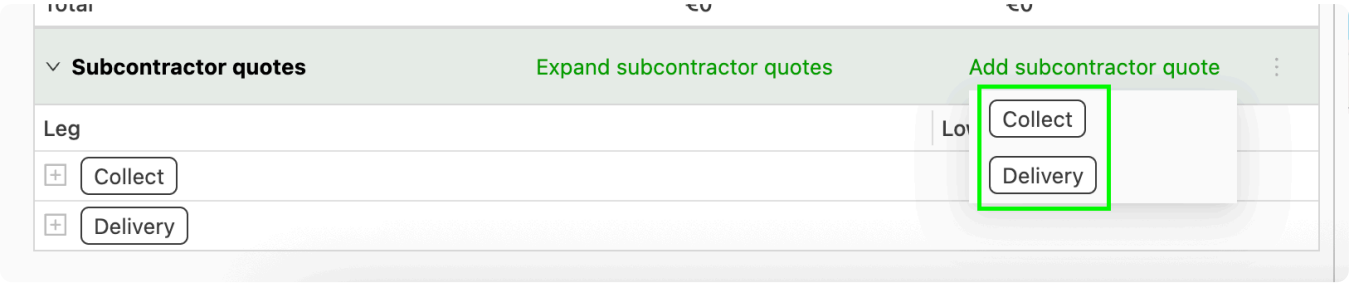
> 📚 To enable the **Subcontractor Quotes** feature, please contact your Account Manager or Qargo Support.

1. Navigate to the **Order View**.
2. Scroll down to the **Subcontractor Quotes** section and click on “Add Subcontractor Quote”.

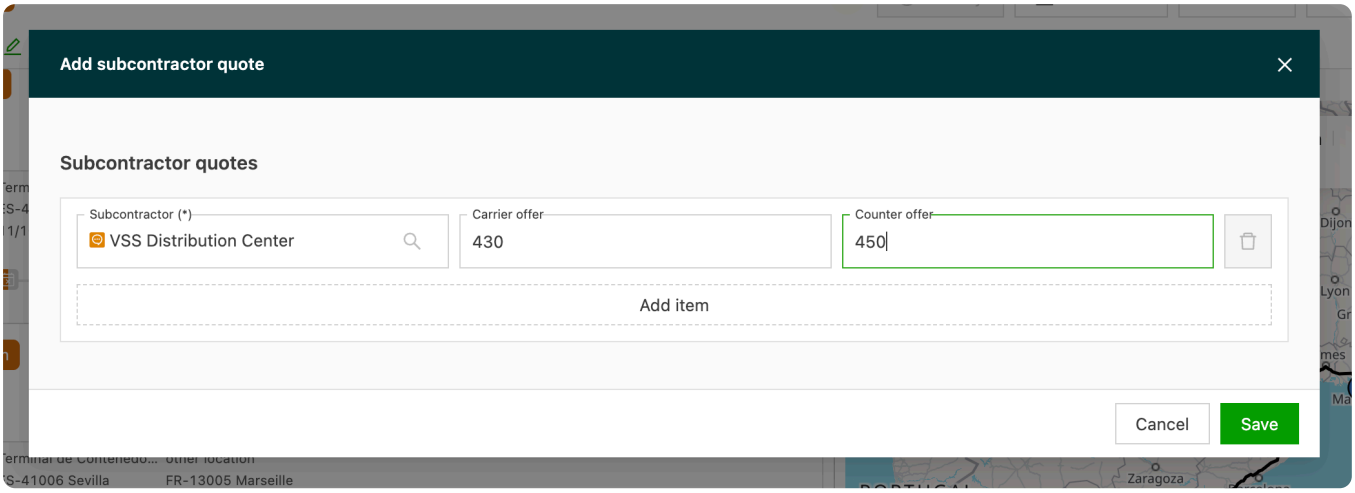


📚 **Compare subcontractors before you request a quote.** Use the Subcontractor Summary view. Open it from the resources column of the Order List, or from the **Add Subcontractor Quote** button in the Subcontractor Quotes section in order details screen. Filter by origin and destination country and by postcode area. The view shows each subcontractor's lowest and average cost, and days since last trip, based on the last 1,000 shipments.

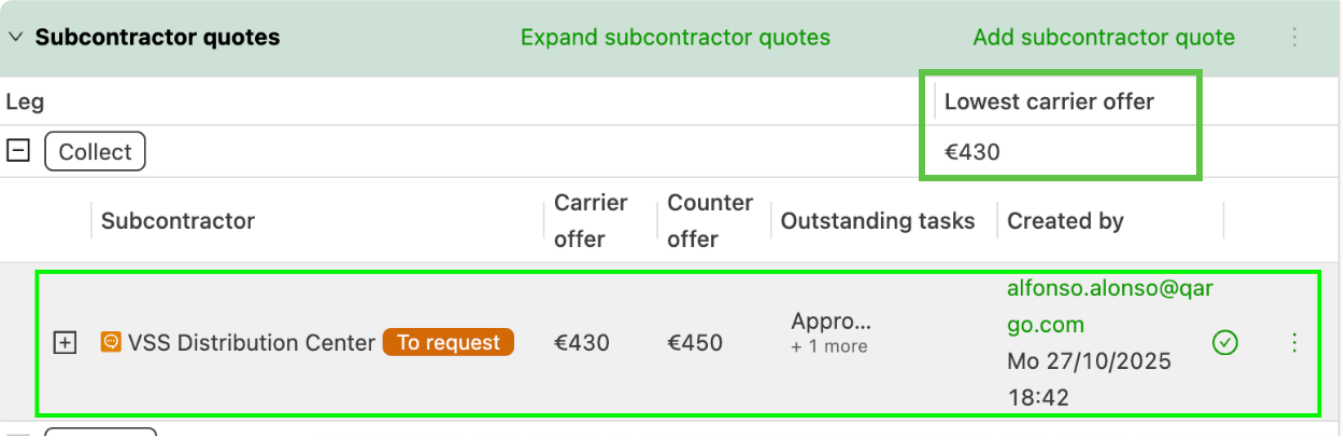
3. Specify the leg of the order and select the subcontractor.



4. Log both their offer and your offer.



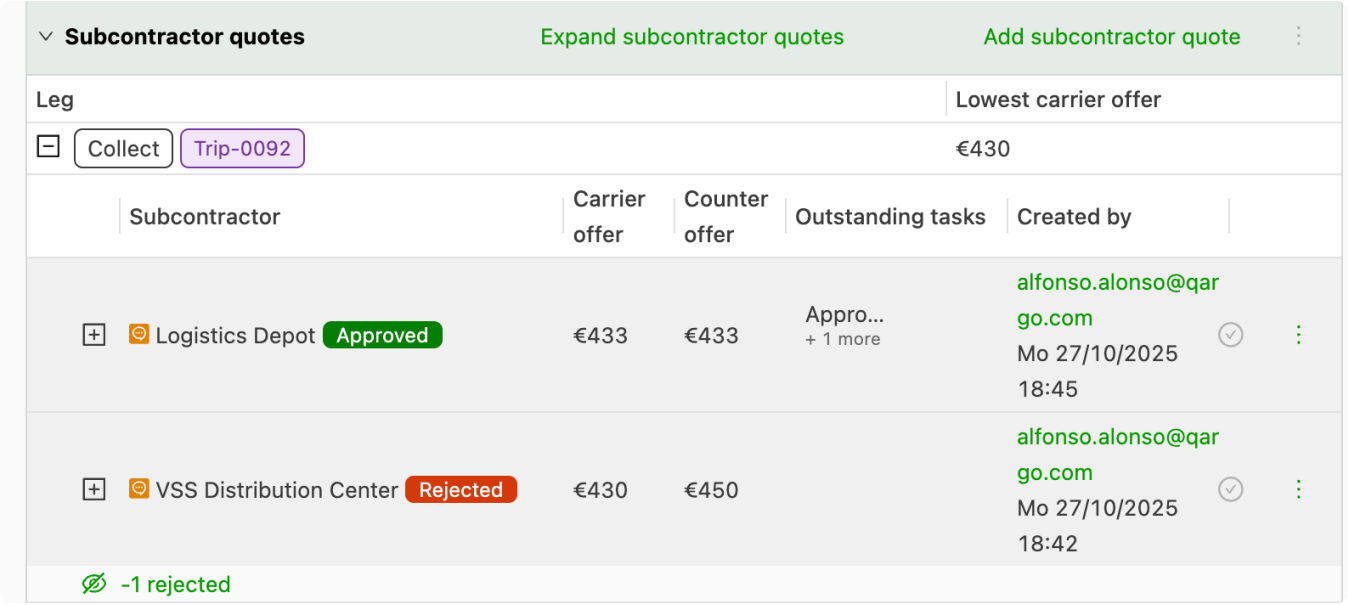
5. After adding the quote, it will be listed with the status "To Request".



📚 When adding quotes, the system will automatically update to show the **lowest carrier offer**.

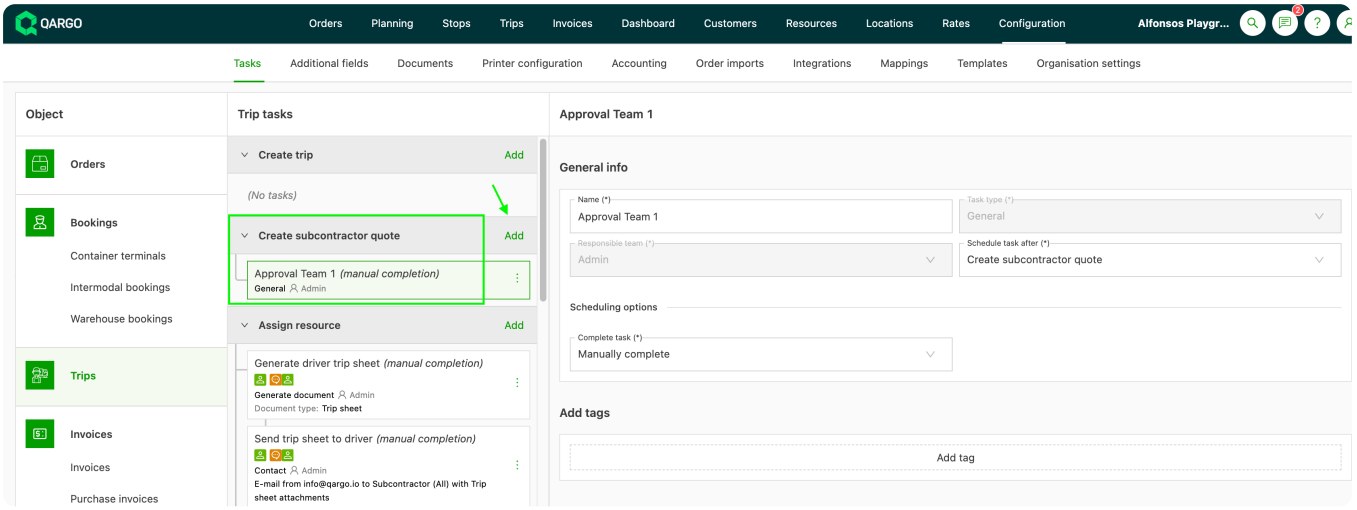
6. When ready to make a decision, you can reject or approve the bid by clicking on the check icon.

- Upon approval of a quote, a trip is automatically created, and the subcontractor is assigned as a resource. All other quotes linked to that order leg are instantly and automatically moved to “Rejected”.

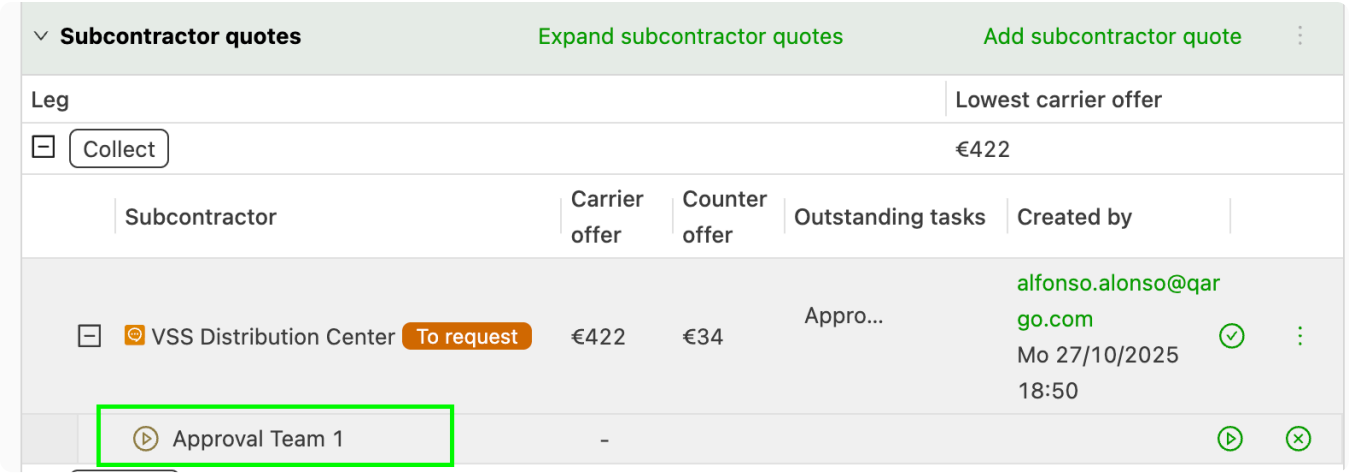


Additional approval steps

For organisations requiring specific sign-off, configure an approval flow by going to the Configuration Tasks tab. In the Trips section, create a new task in the “Create Subcontractor Quotes” area.

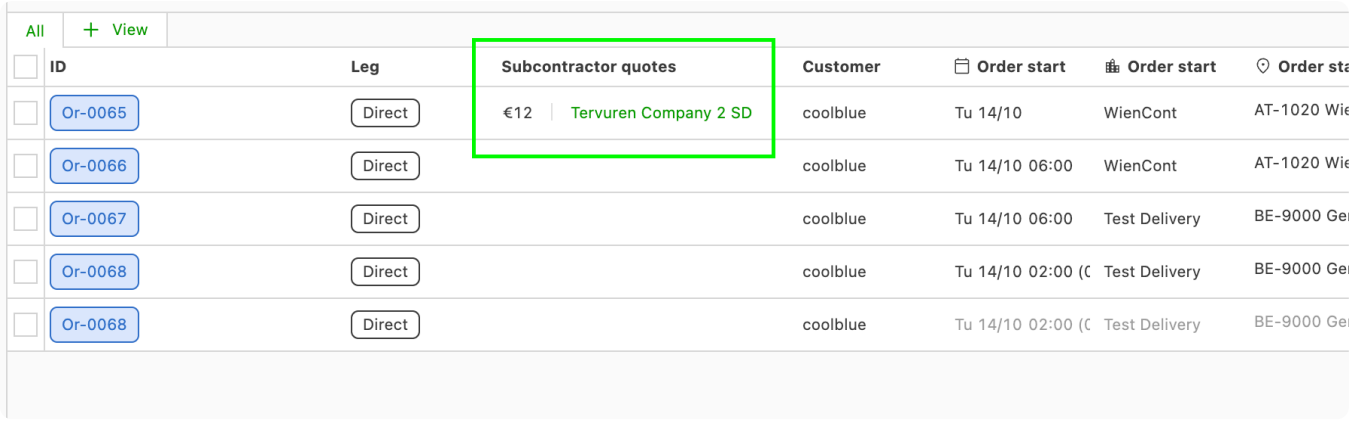


This task ensures necessary approvals are given in the workflow before the trip is fully confirmed.



Planning module - Column in list view

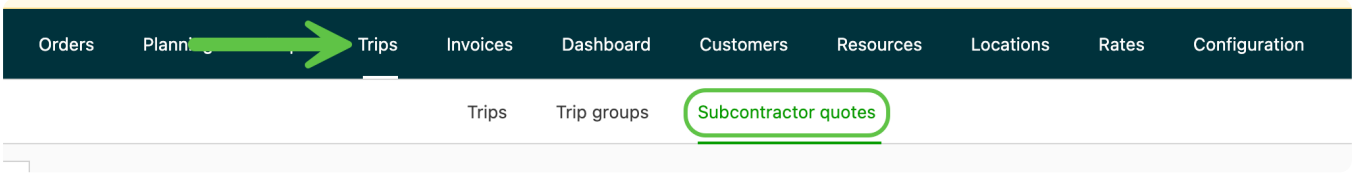
For quick decision making, the Planning module has been updated with a new column showing which orders have outstanding subcontractor quotes linked.



When clicking on the subcontractor quote, a pop-up will appear, allowing to quickly accept or reject the bids without leaving the planning screen.

Trips module - Subcontractor Quotes list view

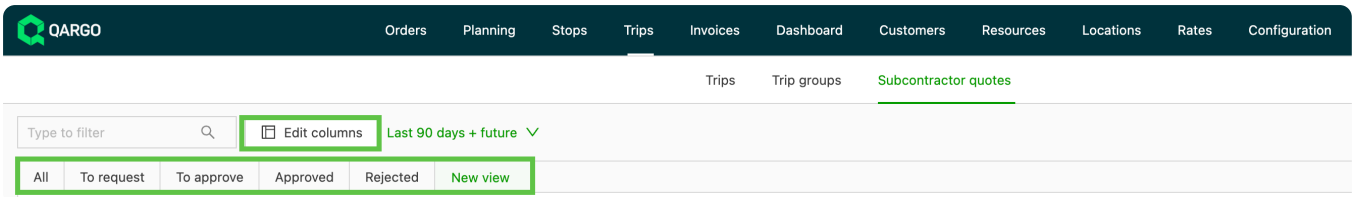
To view all Subcontractor Quotes in a single screen navigate to **TRIPS** > ***Subcontractor Quotes***



🧰 **Only displayed where the Subcontractor Quotes feature is enabled.**
Please contact Qargo Support or your Account Manager if you would like to enable this feature.

- Quotes are organised by status tabs including:
  - ALL - view all quotes regardless of status
  - To Request - Quote default status once bid is entered.

- To Approve - If using internal approval task status
- Approved - Quote is selected and carrier will receive the trip
- Rejected - Quote will not be selected.
- New View - User can tailor the view to show specific details
  - use with the 'Edit Columns' option to select what data to show.



- Update **quote and counter offer amounts** directly from the list view
- Click the row to open the specific order details if needed.
- Use the menu option at the end of each row to:
  - *Edit* - Use this to update the STATUS of the quote - carrier and counter offer amounts can be updated directly in the list view.
  - *Upload Document* - Use this to upload a copy of the carrier quote
  - *Reject* - will update the individual quote status, but doesn't update any other

📚 Use the search filter to view all quotes for a specific order to simplify approvals.

🎥 Click HERE to watch an overview of the Subcontractor Quotes view.

🔔 Limitations

- It is still possible to manually plan orders with outstanding quotes, without displaying warnings or alerts in such scenarios.

🔖 Use-cases

- **Rate Comparison:** Log and compare offers from **multiple subcontractors** directly within the order to make a quick, informed selection.
- **Automated Trip Setup:** Instantly **create the trip** and **assign the resource** upon approving a quote, automatically rejecting all other bids for that leg to prevent errors.
- **Bid Approval:** Facilitates internal governance and cost control by allowing the configuration of an **approval workflow**.
- **Subcontractor Benchmarking:** Compare the historical cost and reliability of subcontractors on a route before you request a quote.