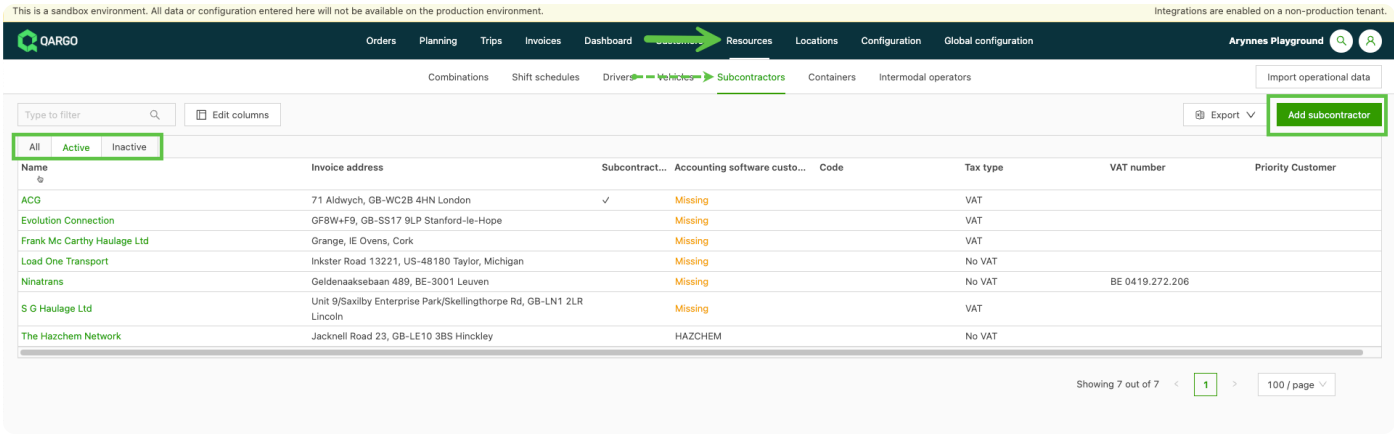
Add a contract carrier

Manage contract carriers with ease. View active/inactive lists, show approval status as a column, customize columns, add filters, create profiles and track statuses.

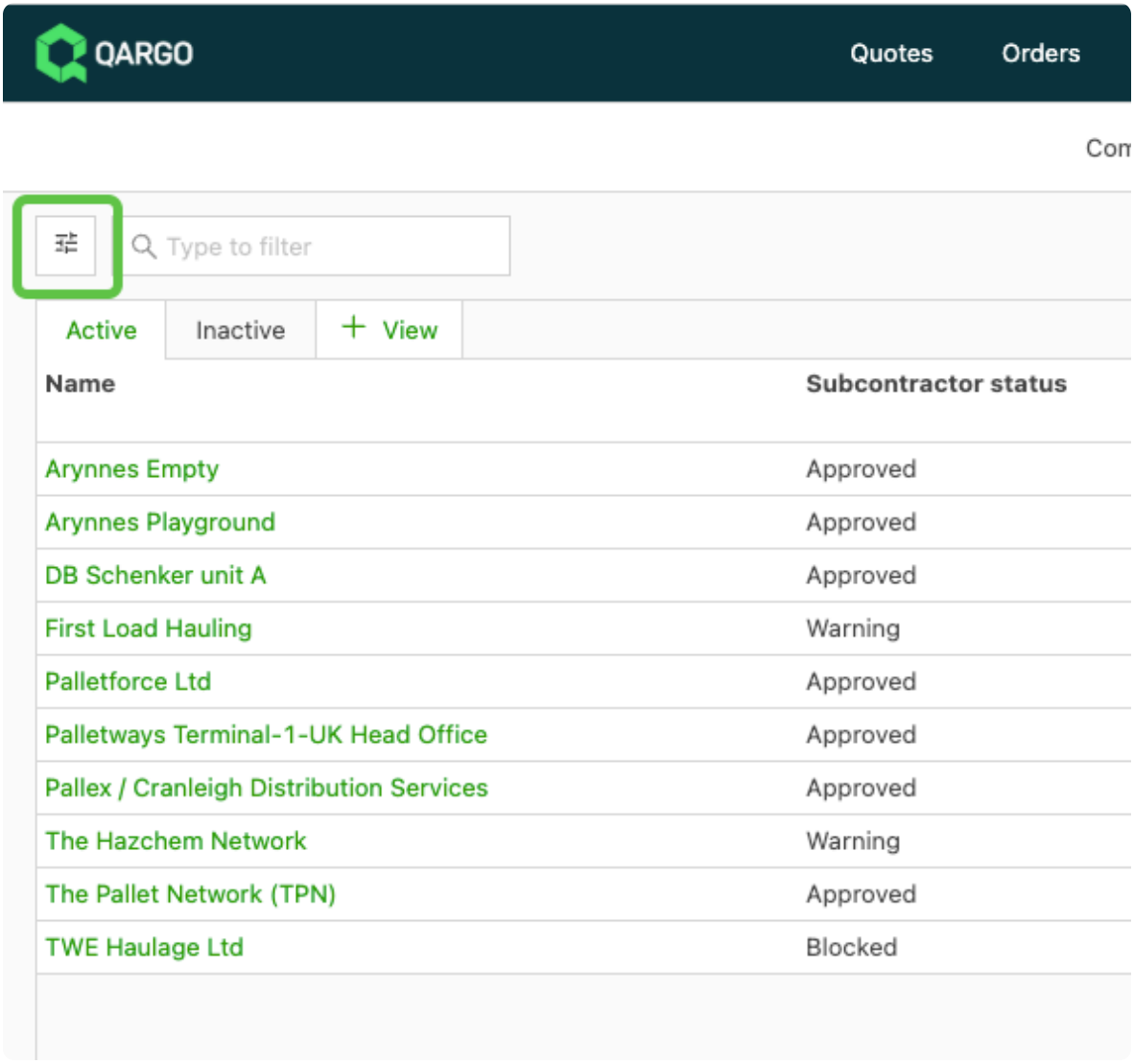
Updated September 24, 2026

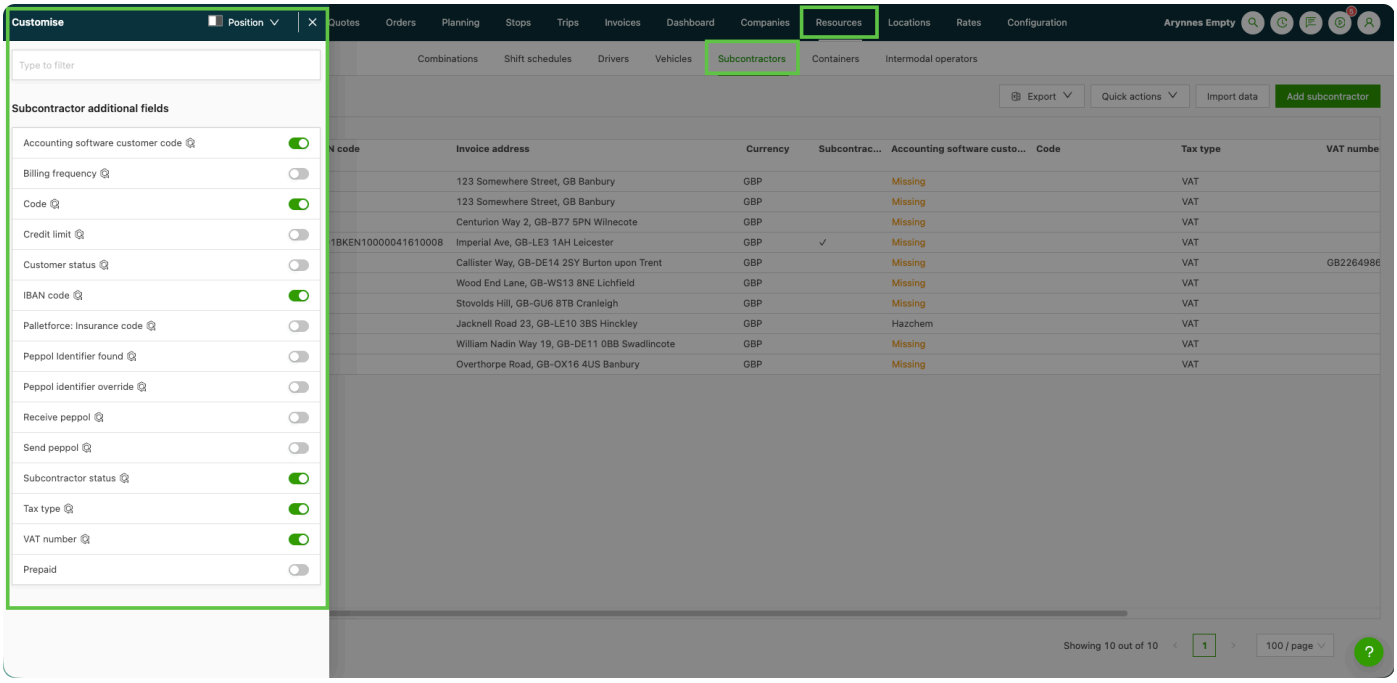
- Navigate to **Resources > Contract carriers** to open the contract carrier list. The default view shows a list of active contract carriers. The tabs also make it easy to show **Inactive** or **All** contract carriers.



Customize the view and data that are visible on the contract carrier list.

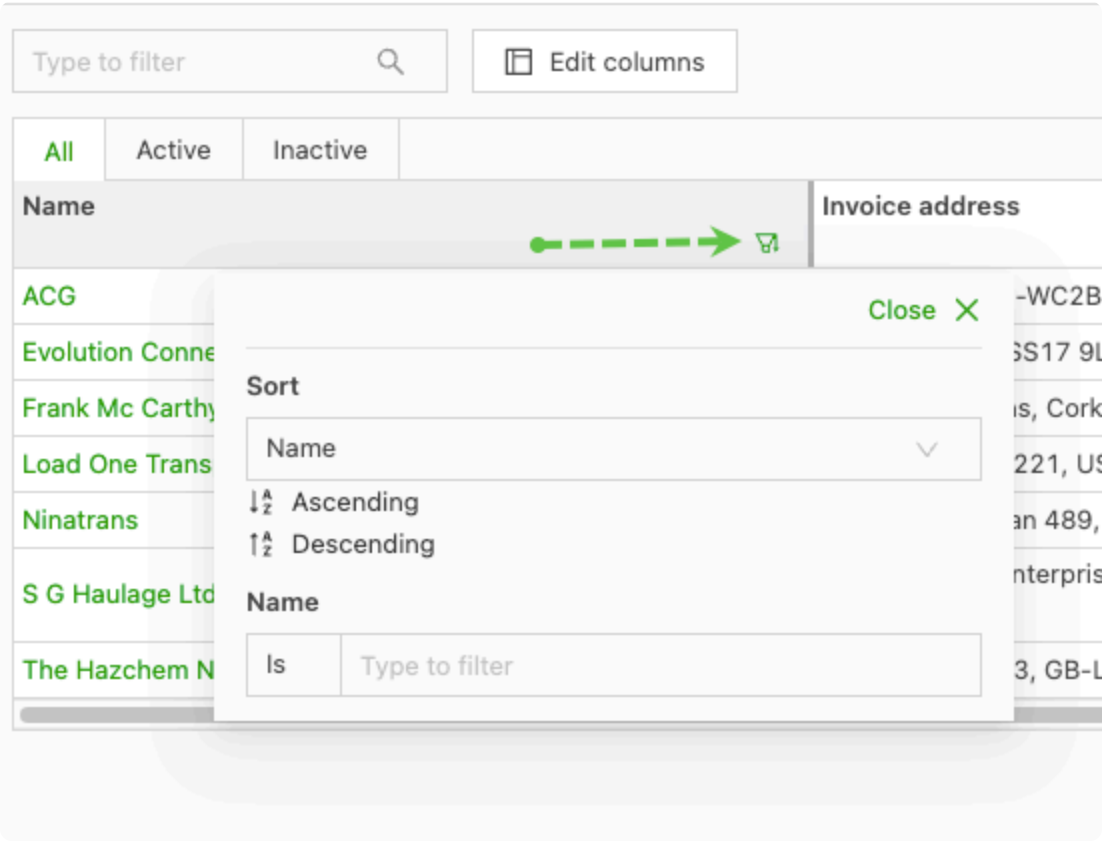
- Click the **Customize** button to open a side menu.
  - Toggle additional columns on or off to improve the visibility of key information.


QARGO
Quotes
Orders
Type to filter
Active
Inactive
View
Name
Subcontractor status
Arynnes Empty
Approved
Arynnes Playground
Approved
DB Schenker unit A
Approved
First Load Hauling
Warning
Palletforce Ltd
Approved
Palletways Terminal-1-UK Head Office
Approved
Pallex / Cranleigh Distribution Services
Approved
The Hazchem Network
Warning
The Pallet Network (TPN)
Approved
TWE Haulage Ltd
Blocked


Customise
Position
Type to filter
Subcontractor additional fields
Accounting software customer code
Billing frequency
Code
Credit limit
Customer status
IBAN code
Palletforce: Insurance code
Peppol Identifier found
Peppol identifier override
Receive peppol
Send peppol
Subcontractor status
Tax type
VAT number
Prepaid
Quotes
Orders
Planning
Stops
Trips
Invoices
Dashboard
Companies
Resources
Locations
Rates
Configuration
Arynnes Empty
Combinations
Shift schedules
Drivers
Vehicles
Subcontractors
Containers
Intermodal operators
Export
Quick actions
Import data
Add subcontractor
Invoice address
Currency
Subcontrac...
Accounting software custo...
Code
Tax type
VAT numbe
123 Somewhere Street, GB Banbury
GBP
Missing
VAT
123 Somewhere Street, GB Banbury
GBP
Missing
VAT
Centurion Way 2, GB-B77 5PN Wilnecote
GBP
Missing
VAT
Imperial Ave, GB-LE3 1AH Leicester
GBP
Missing
VAT
Callister Way, GB-DE14 2SY Burton upon Trent
GBP
Missing
VAT
GB2264986
Wood End Lane, GB-WS13 8NE Lichfield
GBP
Missing
VAT
Stovolds Hill, GB-GU6 8TB Cranleigh
GBP
Missing
VAT
Jacknell Road 23, GB-LE10 3BS Hinckley
GBP
Hazchem
VAT
William Nadin Way 19, GB-DE11 0BB Swadlincote
GBP
Missing
VAT
Overthorpe Road, GB-OX16 4US Banbury
GBP
Missing
VAT
Showing 10 out of 10
1
100 / page

🧰 If an additional field is missing from the **Customize** section, check the Additional fields configuration tab to verify that it is active.

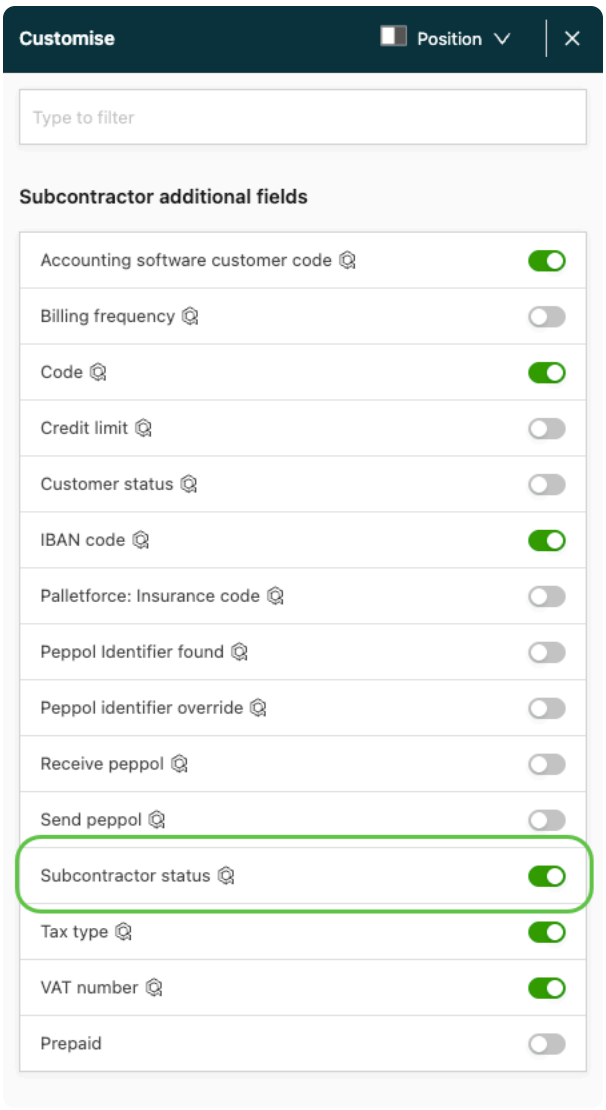
- Modify the view by using the filter options in the column headers.
  - Place the cursor in the column header. The filter icon appears in the bottom right corner.
  - Click the icon to open the menu options for additional filters.

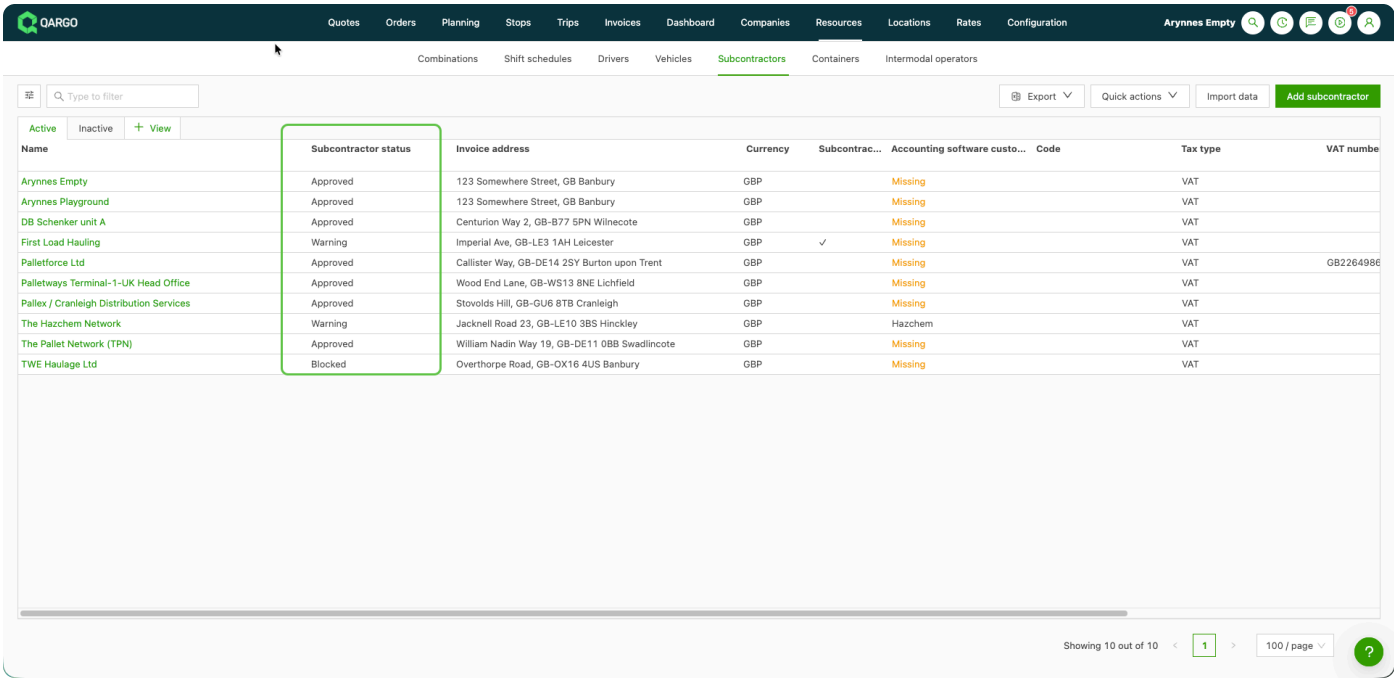


Show contract carrier status on the contract carrier list:

The **Contract carrier status** column shows the approval status of every contract carrier directly on the list. This makes it quick to see which contract carriers are ready for use on loads, without opening each record one by one.

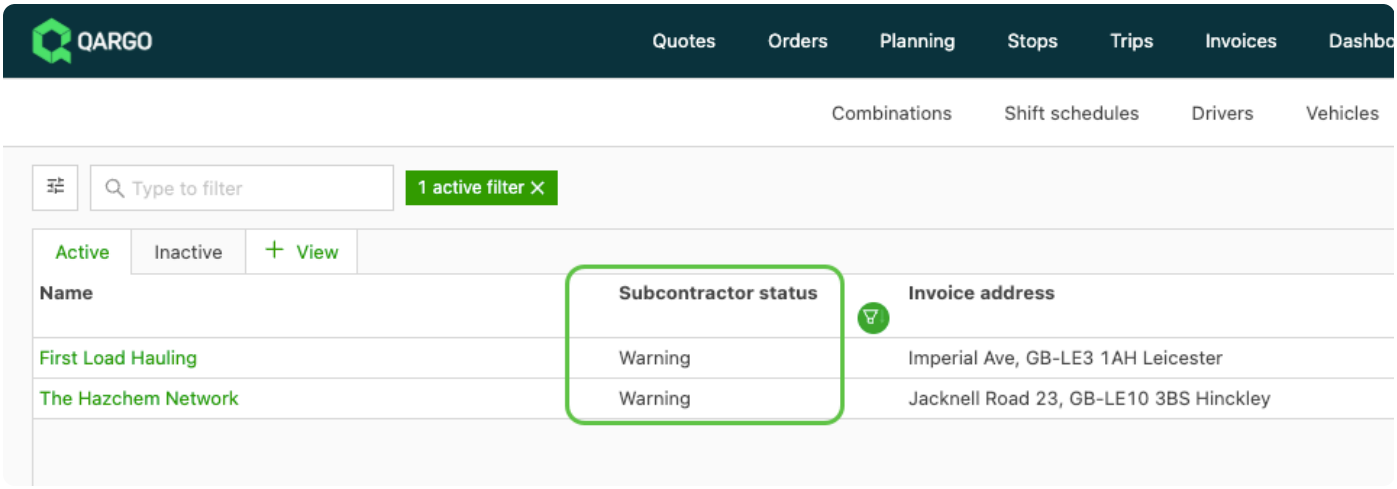
1. Open the contract carrier list.
2. Click **Customize** to open the side menu.
3. Toggle on **Contract carrier status** (listed under **Contract carrier additional fields**).
4. Close the side menu. The status of each contract carrier now shows in its own column.


Customise
Position
Type to filter
Subcontractor additional fields
Accounting software customer code
Billing frequency
Code
Credit limit
Customer status
IBAN code
Palletforce: Insurance code
Peppol Identifier found
Peppol identifier override
Receive peppol
Send peppol
Subcontractor status
Tax type
VAT number
Prepaid


QARGO
Quotes
Orders
Planning
Stops
Trips
Invoices
Dashboard
Companies
Resources
Locations
Rates
Configuration
Arynnes Empty
Combinations
Shift schedules
Drivers
Vehicles
Subcontractors
Containers
Intermodal operators
Type to filter
Export
Quick actions
Import data
Add subcontractor
Active
Inactive
View
Name
Subcontractor status
Invoice address
Currency
Subcontrac...
Accounting software custo...
Code
Tax type
VAT numbe
Arynnes Empty Approved 123 Somewhere Street, GB Banbury GBP Missing VAT
Arynnes Playground Approved 123 Somewhere Street, GB Banbury GBP Missing VAT
DB Schenker unit A Approved Centurion Way 2, GB-B77 5PN Wilnecote GBP Missing VAT
First Load Hauling Warning Imperial Ave, GB-LE3 1AH Leicester GBP ✓ Missing VAT
Palletforce Ltd Approved Callister Way, GB-DE14 2SY Burton upon Trent GBP Missing VAT GB2264986
Palletways Terminal-1-UK Head Office Approved Wood End Lane, GB-WS13 8NE Lichfield GBP Missing VAT
Pallex / Cranleigh Distribution Services Approved Stovolds Hill, GB-GU6 8TB Cranleigh GBP Missing VAT
The Hazchem Network Warning Jacknell Road 23, GB-LE10 3BS Hinckley GBP Hazchem VAT
The Pallet Network (TPN) Approved William Nadin Way 19, GB-DE11 0BB Swadlincote GBP Missing VAT
TWE Haulage Ltd Blocked Overthorpe Road, GB-OX16 4US Banbury GBP Missing VAT
Showing 10 out of 10
1
100 / page

The column works like any other column on the list:

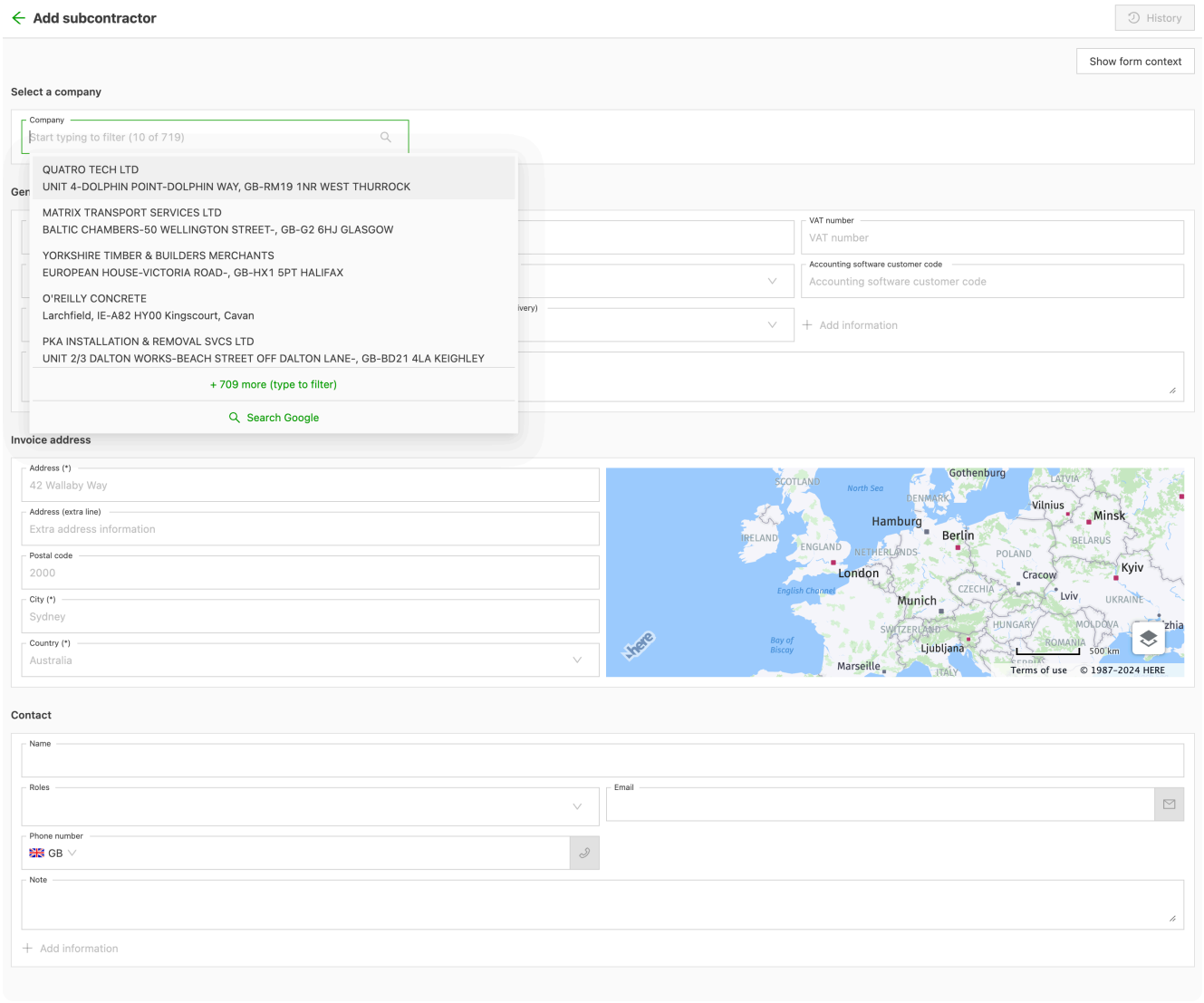
- Filter by placing the cursor in the **Contract carrier status** column header.
  - Click the filter icon.
  - Select one or more statuses, for example **Approved**, to show only those contract carriers. The filter matches the exact status, so filtering on **Approved** does not also return **Not approved** contract carriers.
- **Sort:** sort the column in ascending or descending order to group contract carriers by status.
- **Save the view:** save the view to keep the column, filter and sort for next time.



📚 The column setting is personal. Switching the column on or off only changes the list for the user making the change, and the choice is remembered.

Add a new contract carrier:

- Click **Add contract carrier**.
- If the company is already a customer, select it in the dropdown. If not, create the contract carrier by searching for the company.



- Once the contract carrier name is selected, the fields in **General info** are filled in automatically.
- Check the pre-filled fields and complete any other required fields.
- Complete the invoice address information.
- Check that the contract carrier's activation status is set to **Active** under Generic resources so that the contract carrier is visible during job resourcing.

Add a contact

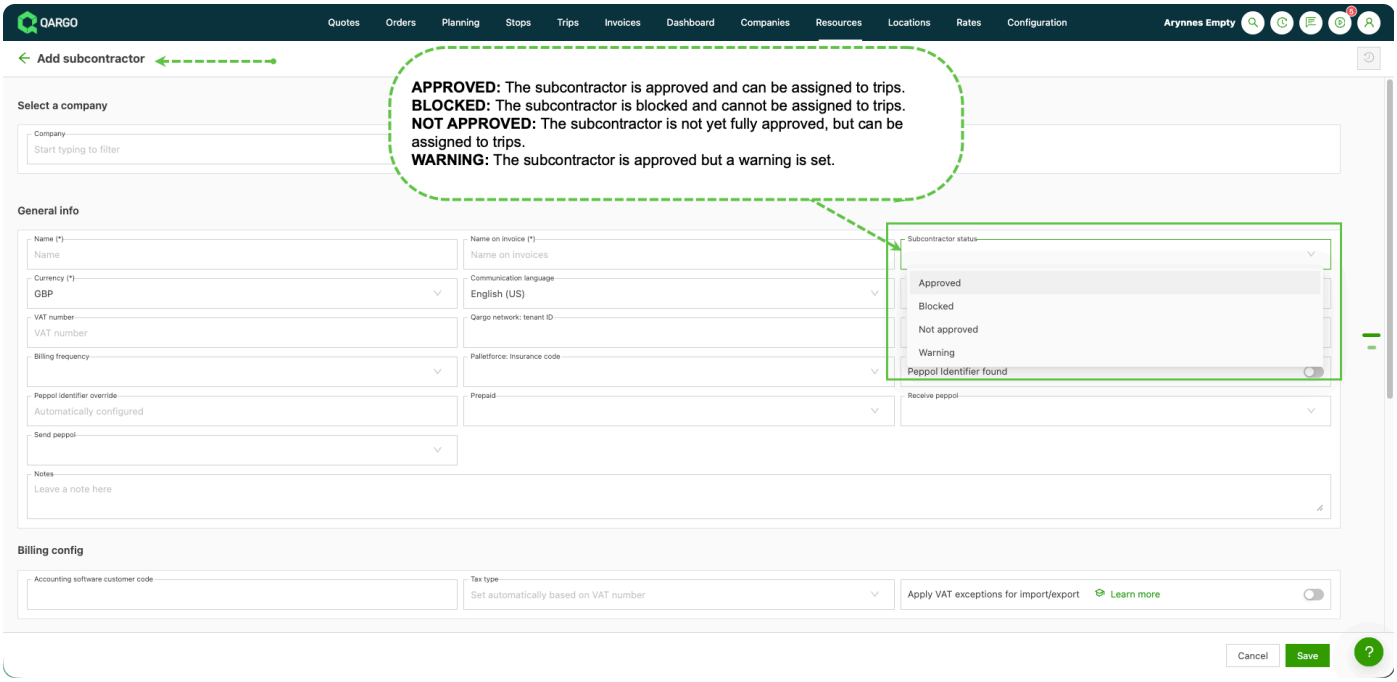
- Enter the contact name and select a role. If any specific email tasks are assigned to this contract carrier, the contact assigned to the role receives the email.
- Turn on the toggle to give the contact access to the contract carrier portal.
- Check and **Save** the profile.

Add contract carrier status

Status indicates whether the contract carrier can be assigned as a resource to a load. The available statuses are:

- **Approved:** The contract carrier is approved and can be assigned to loads.
- **Blocked:** The contract carrier is blocked and cannot be assigned to loads.
- **Not approved:** The contract carrier is not yet fully approved but can be assigned to loads.
- **Warning:** The contract carrier is approved, but a warning is set.

📚 Only users with permission to change contract carrier commercial details can save a change to the status. Contact the company Super Admin if a status change cannot be saved.



This contract carrier status is completely separate from the customer status.

Troubleshooting

Issue	Solution
The **Contract carrier status** column is not visible on the contract carrier list	Click **Edit columns** and toggle on **Contract carrier status** under **Contract carrier additional fields**. The setting is per user, so a colleague may see a different set of columns.
Customer status is not offered in **Edit columns** on the contract carrier list	This is expected. The contract carrier list only offers **Contract carrier status**. **Customer status** is available on the customer list.
Filtering on **Approved** still shows other statuses	Check that no other status is selected in the column filter and that no other filters or saved views are applied.
A status change on the contract carrier form will not save	Saving the status requires permission to change contract carrier commercial details. Contact the company Super Admin to check the role.