

# TRANSFLO EXPRESS

## Welcome to TRANSFLO Express®

PI&I has contracted with TRANSFLO Express® to get your documents in easier and with more certainty than in the past. With this new service, you will be able to get your trip information to us in a matter of minutes instead of days.

### Benefits to You:

- Total control of your documents.
- You no longer have to hand your documents off to someone hoping they do not get lost.
- Keep your original paperwork until the time comes to discard it properly.
- Ability to confirm that your bills made it to payroll by the payroll cut off date.
- You get a confirmation number immediately after scanning so you know your documents have been sent.
- You no longer have to make copies before sending your documents in.

Here are the simple procedures that need to be followed in order for you to get paid promptly. Please read BOTH sides of this document and make sure you understand what you are supposed to do. If you have any questions, do not hesitate to ask your fleet manager.

The Trip Sheet **must ALWAYS** be the first document scanned.



Do not cover or mark on bar codes

### PI&I MOTOR EXPRESS

Pro #: \_\_\_\_\_  
Driver Name: \_\_\_\_\_  
Employee Code: \_\_\_\_\_

### TRANSFLO Express® Cover Sheet

Tractor #: \_\_\_\_\_  
Trailer #: \_\_\_\_\_  
Shipper's # / BOL#: \_\_\_\_\_

Print Clearly

#### Scanning Instructions

1. Completely fill-out your cover sheet on top
2. Remove all staples & paper clips
3. Place all pages in the batch face up
4. Scan only the documents listed below
5. Tape small pieces of paper to a full sized sheet (tape & paper available at scanning desk)
6. Verify the number of documents listed on your receipt agrees with the number of documents scanned
7. **Drivers must turn in original paperwork each week with logs & expense receipts**

(Remember you will pay nothing at the truck stop)

Use extra 8 1/2 x 11 pages as necessary to tape receipts. Paper and tape are available at the truck stop

### **Do Not Scan Logs or Any Documents Not Listed**

Documents Scanned:  Cover Sheet  Delivery Receipt  
 Bill of Lading  Canadian Manifest



1. Do not mark on or near the bar codes. This will cause the truck stop to request additional information from you. If there is a mark of any kind on the bar codes, use a new Transflo Express® Trip Sheet.
2. Be sure to fill out the entire TRANSFLO Express® Trip Sheet.
3. Please write clearly to ensure no delays in payroll.
4. If you have reimbursable expenses, be sure to list them here. Also note any other costs or expenses as listed.
5. THIS PAGE SHOULD BE SCANNED FIRST EACH TIME. All other documents should be scanned in the order provided in the instructions.

# Frequently Asked Questions:

1. **Where do I scan the documents?** The documents can be scanned at any **PILOT, LOVE'S, Bosselman's, Town Pump, and 20+ independent locations**. As truck stops are added to the network, they will be shown on [www.TransfloExpress.com](http://www.TransfloExpress.com).
2. **Will I have to do the scanning?** **NO**. The attendant has been trained to do it for you. All you have to do is present the documents in the correct order, facing the right direction, unfolded, and without staples or paper clips.
3. **When can I scan?** As quickly as you can after you deliver. Note that dispatch requirements may affect when you can.
4. **What do I have to scan?** Your bill-of-lading, delivery receipt, weigh tickets from the mill and if instructed by your dispatcher a copy of a CAT SCALE ticket.
5. **Should I scan my logs?** NO!
6. **What about violations/tickets?** NO!
7. **What if the documents are too large for the scanner?** Most scanners will accept documents up to 10 x 14. If the trip has documents larger than 10 x 14, call your terminal manager for instructions.
8. **What do I do with the documents once they are scanned?** Turn in with your logs and expense receipts.
9. **Will the truck stop ask me any questions?** Only if the barcode does not identify the correct carrier. As long as the TRANSFLO Express® Trip Sheet is scanned first, the bar code on the trip sheet will route the documents back to us.
10. **Do I have to pay for this service?** No money will be requested of you at the truck stop. TRANSFLO Express® bills us directly.
11. **Do I get a receipt?** You will get a receipt that will look like the example to the right. Be sure to keep the receipt with the original paperwork. This receipt is also a tracking number. As long as you have that receipt, the images can be tracked if, for some reason, there is a question that needs to be answered. Keep this receipt with your paperwork.
12. **How do I know the company received the paperwork?** You can view your images for 14 days on the Internet by logging on [www.TransfloExpress.com](http://www.TransfloExpress.com). Once there, click on the link at the top that says "View Documents". You simply type the confirmation number into the boxes provided and press enter. When the screen appears with the confirmation number, you should see "DELIVERED" beside it. This means it has been delivered to the image system at the corporate office. You may also view the documents from this screen.
13. **Who do I call if I have problems?** If you have any problems that cannot be resolved at the truck stop, call your terminal manager. Be sure and have as much information as possible, including the store location, name of cashier, and the date and time to help get the problem resolved as quickly as possible. If you do scan something, the confirmation number is also helpful.
14. **Can I scan the documents at home?** No, not at this time. If that changes, you will be notified.
15. **Should I tape small receipts?** Yes, tape small receipts to a regular sized sheet of paper using tape and paper provided at the truck stop. Do not tape different types of receipts to the same page. For example, do not tape a toll receipt and a weight ticket receipt to the same sheet of paper.
16. **How do I arrange the paperwork?** First, make sure that all pages are facing the same direction. Then stack your documents in the following order: Cover sheet, Bill of Lading, Delivery Receipt, Scale Ticket. You must use a separate cover sheet for each Pro number. YOU MUST WRITE YOUR PRO NUMBER ON EACH DOCUMENT FOR THAT PRO. THIS IS MANDATORY BEFORE SCANNING!
17. **How often should I scan my bills?** The company would like you scan your bills every day if possible. If not scan them every other day. Do not hold onto your bills until the end of the week.

 www.transfloexpress.com Date: 08/01/2002 08:28 am Confirmation Number: SCAC-1234-5678-9012 CARRIER NAME  Pages Scanned: 5
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**IF YOU HAVE ANY OTHER QUESTIONS, CONTACT YOUR TERMINAL MANAGER**