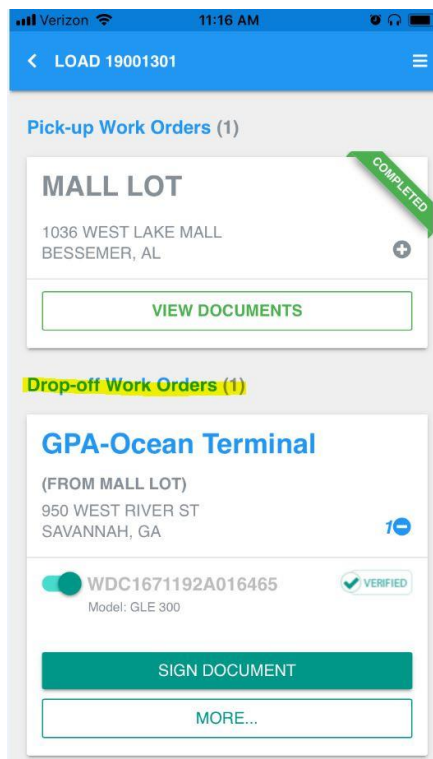




**EPOD**

**Destination Instructions**

# Example of what the load looks like on the drivers EPOD when he arrives at delivery location

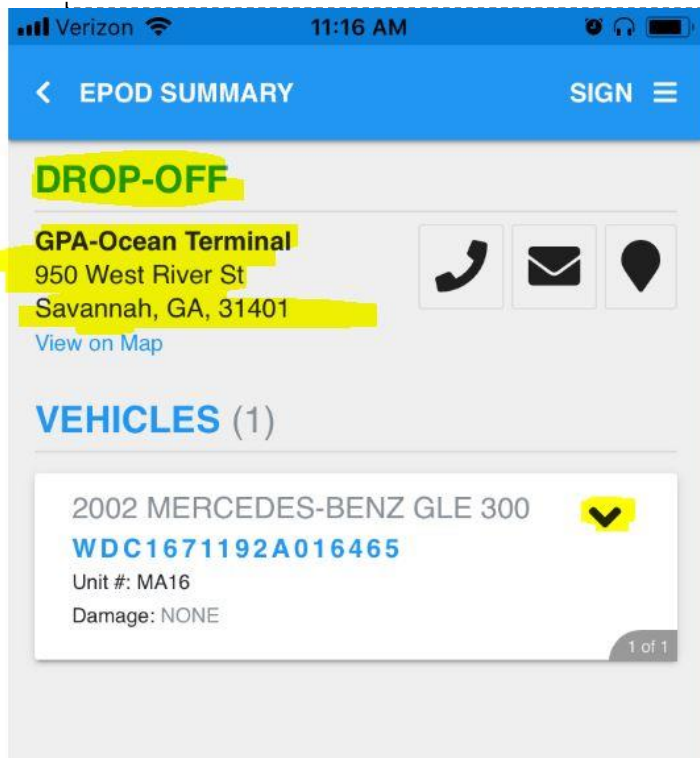


The Drop-off work orders are where you find the drivers delivery drop(s) information. If the driver has multiple drops there will be that amount of Drop-off Work Orders.

**Note:** If there is a damage found during the delivery inspection that damage must be entered into the EPOD before entering the 'SIGN DOCUMENT' tab.

To enter a damage the driver is to hit the 'MORE' tab.

# Entering Damages on the EPOD

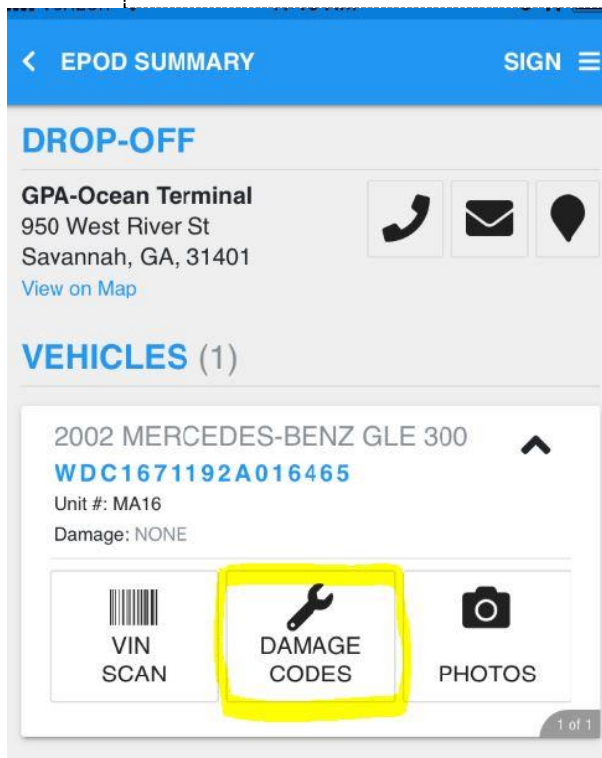


When the 'MORE' tab is selected you should see a screen such as the sample screen here. The delivery name and address will be listed at the top and all the vehicles being delivered to this location will be listed at the bottom. Each vehicle will be in a box with an arrow pointing down next to it.

In order to see the options for damage notations you need to hit the down arrow next to the vin that has damage.

This will show you the options available.

# Damage notation options



When the down arrow is hit by the correct vehicle the Vin Scan – Damage Codes – Photos boxes should appear as seen in this sample picture to the LEFT.

1<sup>st</sup> You would go into the Damage Codes box.

This is where the 4 damage explanations will be selected.

- 1- Damage Area
- 2- Damage Type
- 3- Damage Severity
- 4- Damage Location

# Entering Damage Codes

verizon 11:17 AM

< ADD DAMAGE CODE

Add Code(s) for VIN **WDC1671192A016465**

Damage Area  
Bumper/Cover/Ext - Front

Damage Type  
Scratched

Damage Severity  
Damage up to and including 1 inch in length/dian

Damage Location  
Dealer Inspection

ADD DAMAGE

**All 4 damage descriptions should be selected to most accurately note the damage.**

**To see the options for each you will touch your finger to the damage description ie  
Damage Area – Damage Type – Damage Severity – Damage Location**

**You know which you are entering by the name – Damage Area (example) being in  
Color. Then the options for that description will appear at the bottom of the page.**

**GO TO NEXT PAGE**

# Damage Codes Continued

See sample picture to the left. The Damage Location is in color and the options for that description is shown at the bottom.

Scroll through the options so that your desired selection is shown in BOLD black. The rest will be greyed out.

You move from each damage description accordingly until all 4 damage descriptions show the correct item. See picture to the bottom right for a completed sample.

Once this is complete you would hit 'ADD DAMAGE'.

Damage Type  
Scatched

Damage Severity  
Damage up to and including 1 inch in length/dian

Damage Location  
Origin Inspection

ADD DAMAGE

Done

Intermediate Interchange Inspection  
Railroad Interchange / Marine Survey P...

Destination Ramp

**Dealer Inspection**

Factory Gate

Origin On Rail

Destination on Rail

< ADD DAMAGE CODE

Add Code(s) for VIN **WDC1671192A016465**

Damage Area  
Bumper/Cover/Ext - Front

Damage Type  
Scatched

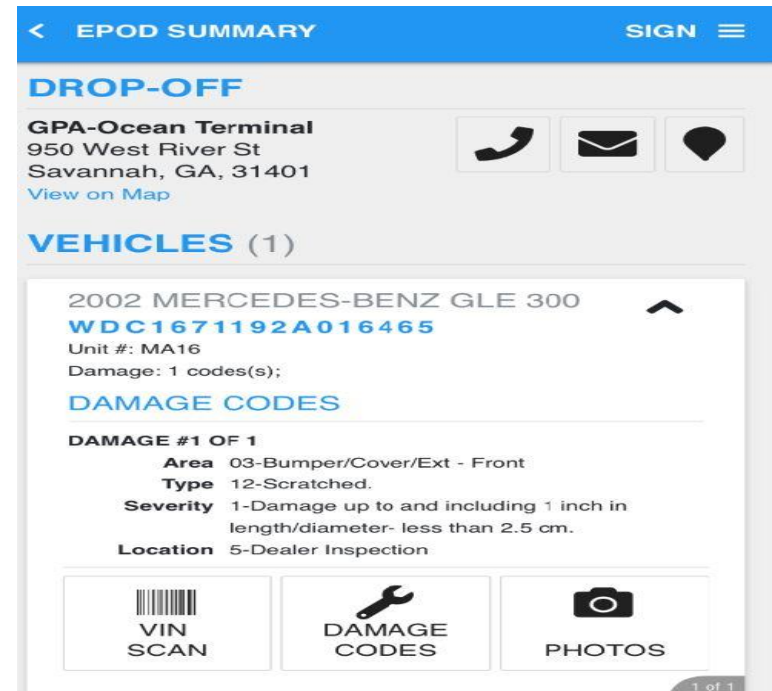
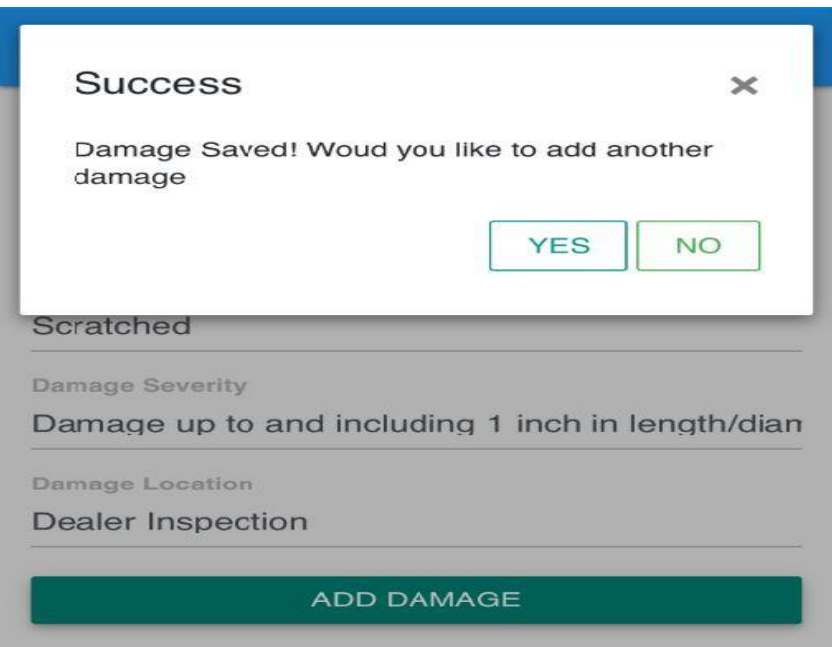
Damage Severity  
Damage up to and including 1 inch in length/dian

Damage Location  
**Dealer Inspection**

ADD DAMAGE

# Completed Damage Codes

- “ After you hit the ‘ADD DAMAGE’ button there will be a pop like the sample picture to the LEFT stating Success and asking if you wish to add another damage for this vehicle. You would hit YES in cases like a vehicle having a damaged front bumper and also having a damage on the drivers door. For every damaged area on a vehicle there should be a set of 4 completed damage descriptions.
- “ If the process has been completed correctly you would see something like the sample picture to the RIGHT showing the front bumper scratched up to 1 inch found at the dealer inspection.

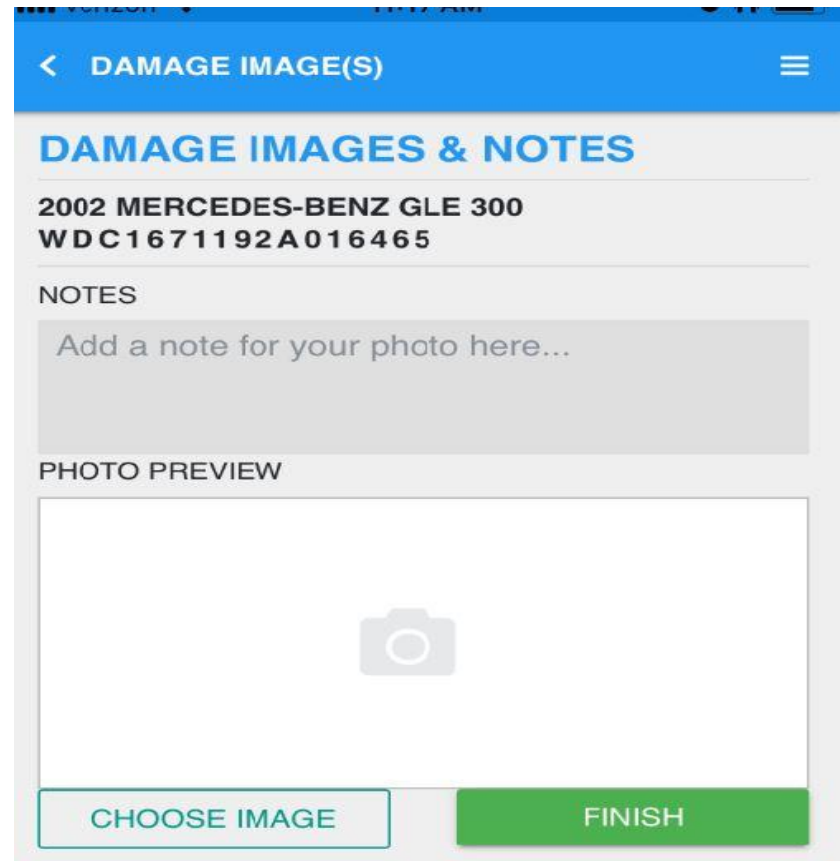
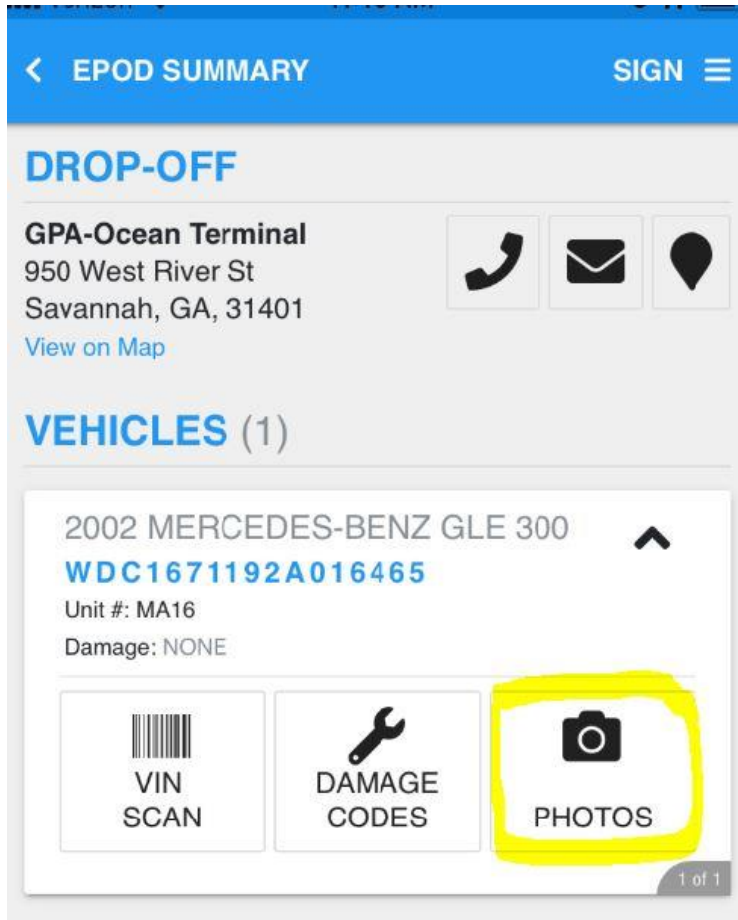


# DAMAGE IMAGES & NOTES

Pictures are strongly recommended with any damage issue.

Once back to the damage notation options you would hit the down arrow for the damaged vehicle and go into the PHOTOS box this time.

This should open to a screen like you see below.

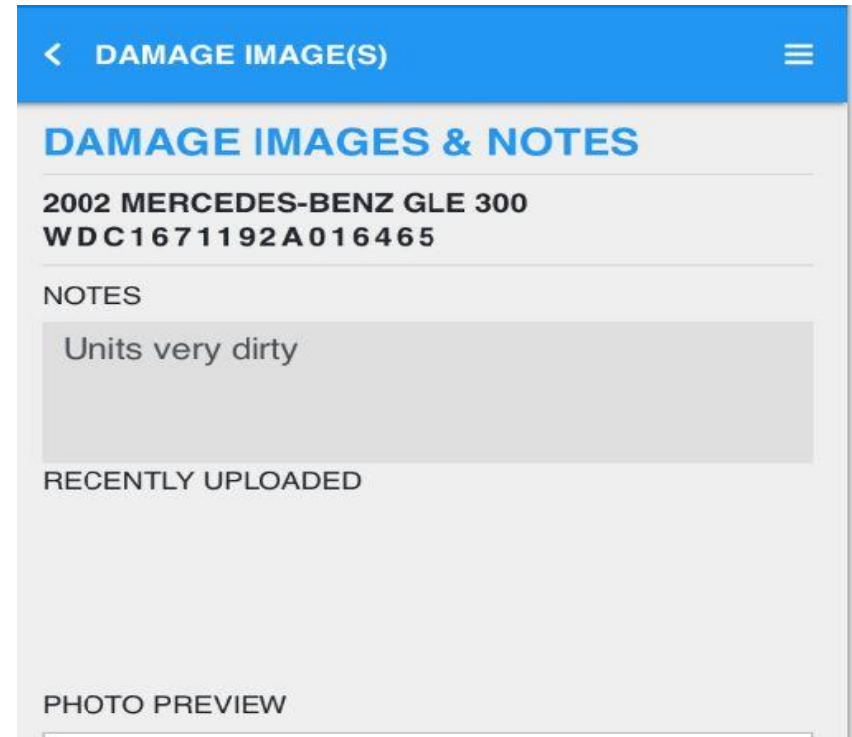
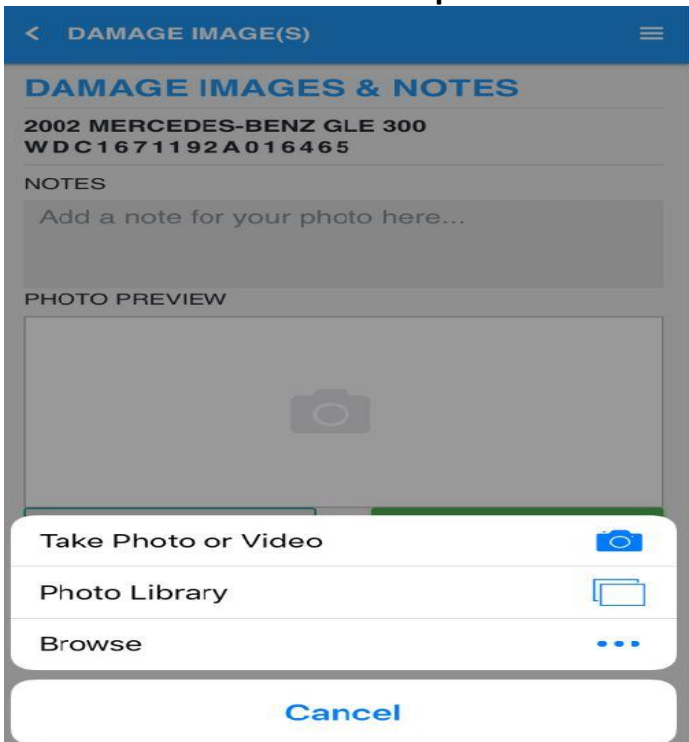




## Damage Notes & Images

1<sup>st</sup> you want to enter the appropriate note in the NOTES Box.

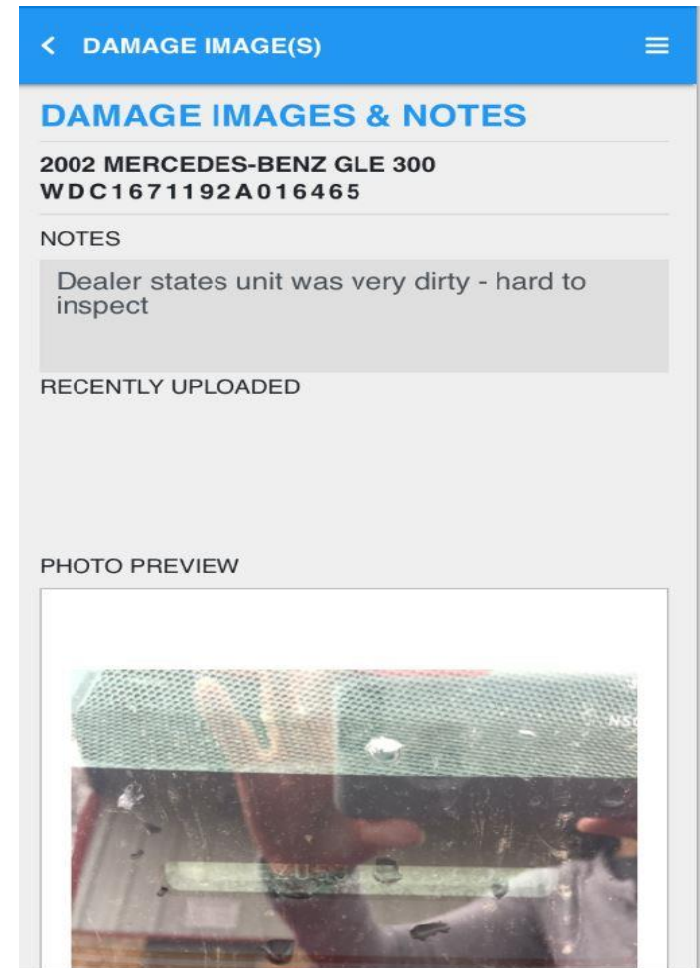
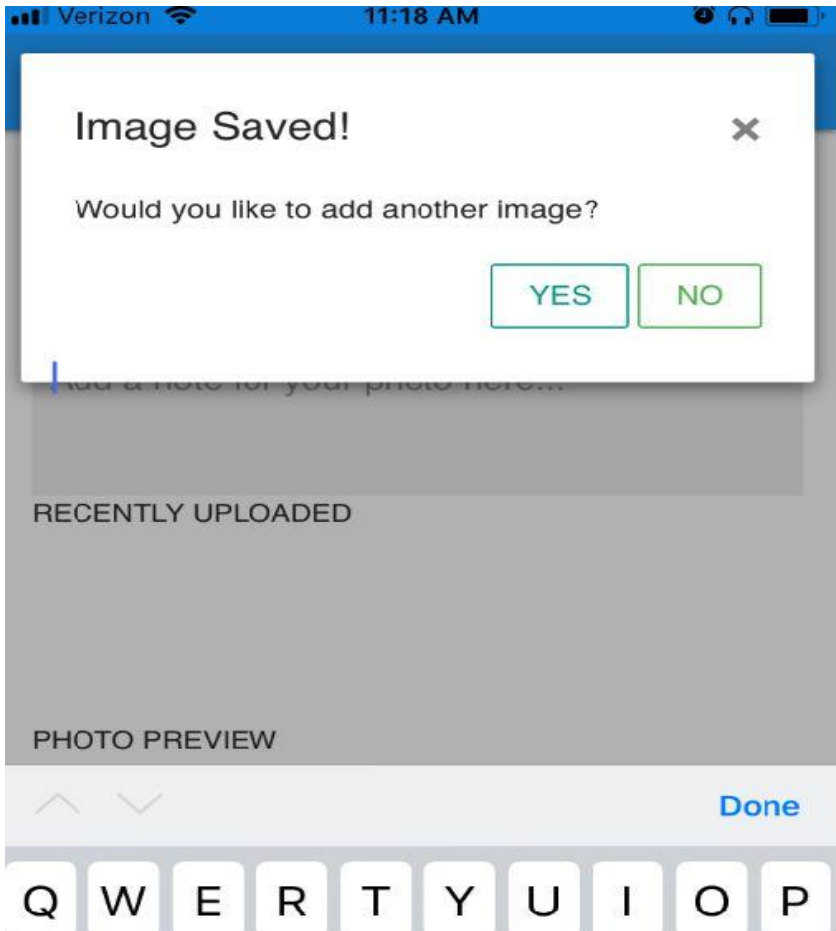
2<sup>nd</sup> you want to attached a picture of the damage/issue. You will hit the 'CHOOSE IMAGE' button and then from the Pop up you will hit 'TAKE PHOTO'. This will open the camera On the device to take a LIVE photo.



When you take a photo you will be asked if you want to USE or RETAKE. Make your selection as you wish. NEXT PAGE

## Saving Photos & Adding Photos

Then when you add the photo you will be asked if you wish to add another. Add as many as you like.



## SIGN DOCUMENT & CONFIRMING DAMAGE NOTATIONS

Once all the damage codes are entered and all notes and pictures are added it is then time to start the process to sign for the delivery.

From this page you will want to hit the 'SIGN DOCUMENT' tab.

LOAD 19001301

Pick-up Work Orders (1)

**MALL LOT**

1036 WEST LAKE MALL  
BESSEMER, AL

VIEW DOCUMENTS

Drop-off Work Orders (1)

**GPA-Ocean Terminal**

(FROM MALL LOT)

950 WEST RIVER ST  
SAVANNAH, GA

WDC1671192A016465  
Model: GLE 300

VERIFIED

**SIGN DOCUMENT**

MORE...

From there this page will open. You will have the opportunity to see the damage codes, notes, and photos here to confirm they were in fact entered correctly.

If at this point or any before it you feel something is not correct and need assistance to correct it before moving on to signing for the delivery PLEASE call 903-873-8118 options 1, 3, or 6 can help.

Bumper/Cover/Ext - Front	Scratched.	up to and including 1 inch in length/diameter- less than 2.5 cm.	Inspection
	Website URL: <a href="http://images.clearpathms.com/?Token=CXHQEM&amp;ID=99&amp;Carrier=liberty">http://images.clearpathms.com/?Token=CXHQEM&amp;ID=99&amp;Carrier=liberty</a>		
	Website URL: <a href="http://images.clearpathms.com/?Token=UTFKTB&amp;ID=100&amp;Carrier=liberty">http://images.clearpathms.com/?Token=UTFKTB&amp;ID=100&amp;Carrier=liberty</a>		
<b>NOTE:</b> Units very dirty			

<b>Delivery Signature</b>	<b>Delivery Date</b>	<b>Driver Signature</b>
Name: NAME NOT ENTERED	02/21/2019	Name: NAME NOT ENTERED
	<b>Delivery Date</b>	
	12:21 PM ET	

# SIGNING DOCUMENT

From here you want to hit the SIGN at the top Right of the screen- SEE RIGHT>>>>  
 This will take you to PART 1 – which is for the DRIVER to confirm vins being dropped and print and sign their name. When complete hit the box at the bottom right.  
**NEXT STEP (LOCATION SIGN)**

< EPOD FOR LOAD 19001301 EPOD ≡

**PART 1. Driver Signature**

By clicking the "I AGREE" button, I hereby certify that I am delivering the vehicles with the following VINs and I agree to release into the care of the destination as detailed on the bill of lading: 0

WDC1671192A016465

---

I agree that the inspection report is accurate for the following VINs:

WDC1671192A016465


**I AGREE**

12

< EPOD FOR LOAD 19001301 EPOD ≡

**PART 1. Driver Signature**



Signee  
Jane Doe



**CLEAR** Sign Above

**ADD REMARKS** **NEXT STEP (LOCATION SIGN)**

< EPOD FOR LOAD 19001301 **SIGN** ≡

Bumper/Cover/Ext - Front	Scratched.	up to and including 1 inch in length/diameter- less than 2.5 cm.	Inspection
	Website URL: <a href="http://images.clearpathms.com/?Token=CXHQEM&amp;ID=99&amp;Carrier=liberty">http://images.clearpathms.com/?Token=CXHQEM&amp;ID=99&amp;Carrier=liberty</a>		
	Website URL: <a href="http://images.clearpathms.com/?Token=UTFKT&amp;ID=100&amp;Carrier=liberty">http://images.clearpathms.com/?Token=UTFKT&amp;ID=100&amp;Carrier=liberty</a>		
<b>NOTE: Units very dirty</b>			

<b>Delivery Signature</b>	<b>Delivery Date</b>	<b>Driver Signature</b>
Name: NAME NOT ENTERED	02/21/2019	Name: NAME NOT ENTERED
	<b>Delivery Date</b>	
	12:21 PM ET	

## PART 2. Delivery Signature

< EPOD FOR LOAD 19001301 EPOD ☰

### PART 2. Delivery Signature

By clicking the "I AGREE" button, I hereby certify that the vehicles with the following VINs have been delivered and I agree to release the carrier of any further responsibility related to this load: 0

*WDC1671192A016465*

---

I agree that the inspection report is accurate for the following VINs:

*WDC1671192A016465*

I AGREE

**PART 2. Is for the inspector/dealer/destination/delivery signature.**

**All the vins being delivered to the location will be listed here.**

**Also,if there were any damage(s) noted on any of the vins being dropped , that vin(s) would be listed as having an inspection report as seen in the example to the left.**

**If the information here is correct you would hit 'AGREE' to go to the next screen.**

## PART 2 – Printed Name & Signature

< EPOD FOR LOAD 19001301 EPOD ☰

### PART 2. Delivery Signature

Signee

Joe Friday



CLEAR

Sign Above

 ADD REMARKS

PREVIOUS STEP  
(DRIVER SIGN)

SUBMIT SIGNATURES

Here is where the person receiving the vehicles will type in their printed name under 'Signee' and then sign their name in the signature box below.

If the signature is no good you can hit the CLEAR button to remove what's there and redo.

NOTE: If you want to put in a general note for all the vehicles you can do so by hitting the 'ADD REMARKS' tab at the bottom.

## REMARKS

When you hit the 'REMARKS' tab the popup like what's in the screen shot


to your right> will appear. Here you can type in whatever notes you wish.

Once complete hit DONE to lock them in and then you will hit the 'SUBMIT SIGNATURES' button to finish the delivery.

SEE BELOW

**PART 2. Delivery Signature**

Signee  
Joe Friday



**CLEAR** Sign Above

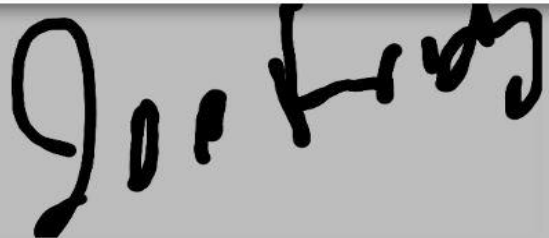
**ADD REMARKS** **PREVIOUS STEP (DRIVER SIGN)**

**SUBMIT SIGNATURES**

Remark ×

Units very dirty

OK



**CLEAR** Sign Above

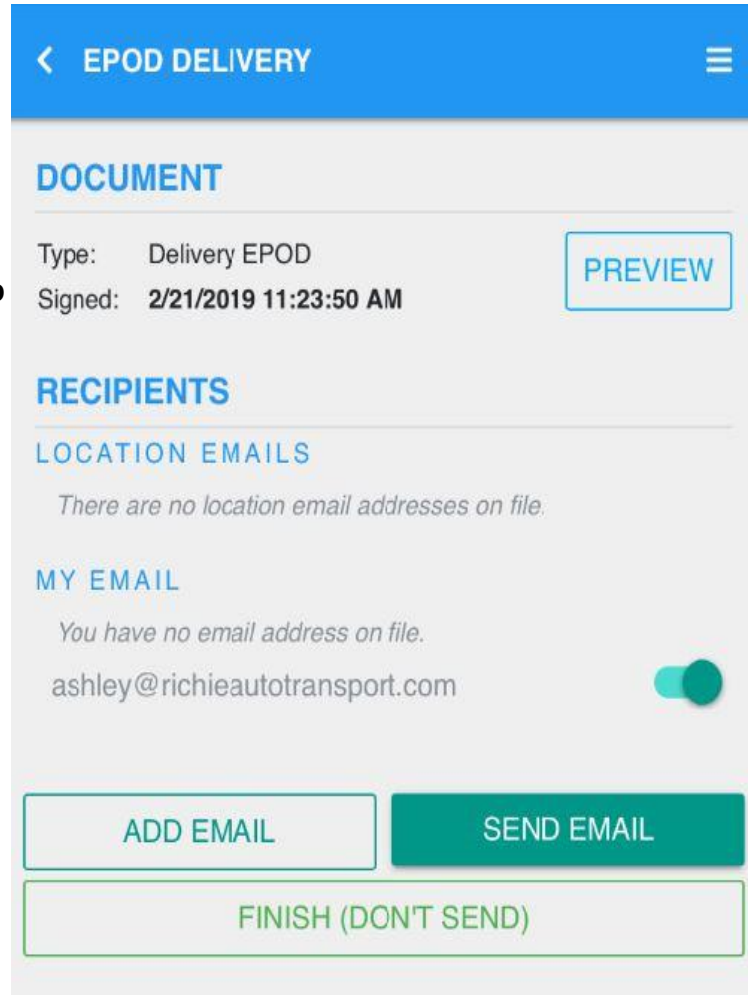
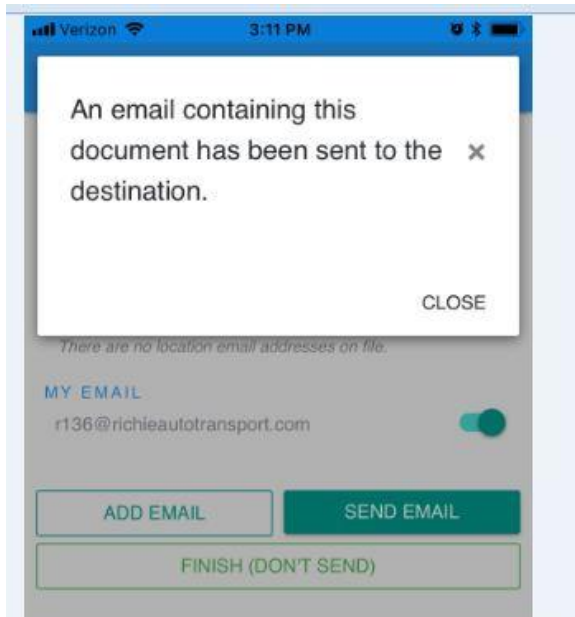
Done

q w e r t y u i o p  
a s d f g h j k l  
↑ z x c v b n m ↵  
123 😊 🗣️ space return

## BOL Delivery EMAILS

1<sup>st</sup>- After you completed the previous step You should see a popup saying that an email containing this document has been sent to the destination.(See below)

**\*\*If you do not get this pop up – you will need to enter an email address to have the delivery BOL sent. SEE screenshot to the right.>>**



2<sup>nd</sup>- From this screen you want to hit the ADD EMAIL button.

**NEXT PAGE**



## Adding EMAIL for Delivery BOL

✉ Add Email Address ✕

Enter email address here...

**ADD FOR ONE-TIME USE**

*There are no location email addresses on file.*

**MY EMAIL**

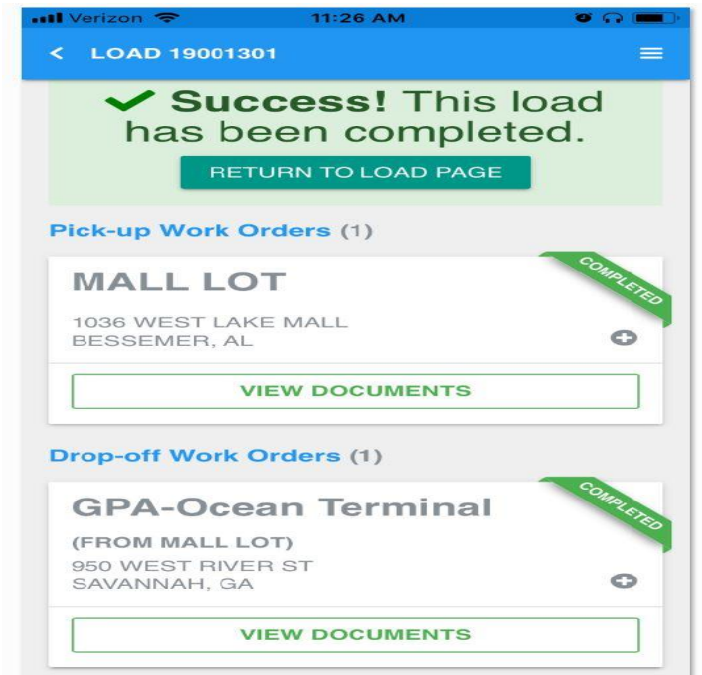
*You have no email address on file.*

**ADD EMAIL** **SEND EMAIL**

**FINISH (DON'T SEND)**

When this screen appears you will need to type in the destination email address the BOL needs to be sent to – Once entered hit the **ADD FOR ONE-TIME USE** button and then you will hit the **'SEND EMAIL'** button.

You can send to another email if you need to or you can close out of the screen by hitting the **'FINISH (DON'T SEND)'** button.



If at anytime during the process of using the Richie Auto EPOD you have issues, errors, concerns, etc – PLEASE CALL the office right a way for assistance to resolve the issue.

**Any damages and/or missing items must be noted at time of delivery on the Richie EPOD in order to be considered a valid claim.**

If you have an issue with the driver allowing you use of the EPOD on their device or if the noted damage/issue does not appear on your emailed copy of the BOL, call the office right a way for assistance so that we can get the matter resolved ASAP.

If you do not receive a copy of the delivery BOL after 5-10 minutes of the signature completion call us so that we can get you your copy and you can confirm all is correct.

**Problems with the EPOD or BOL's should be reported to the office ASAP and before the driver leaves the facility.**

BOL requests	<a href="mailto:customerservice@richieautotransport.com">customerservice@richieautotransport.com</a>	or	903-873-8118 option 1
EPOD/Driver issues	<a href="mailto:Alisha@richieautotransport.com">Alisha@richieautotransport.com</a>	or	903-873-8118 option 3
EPOD/Damage issues	<a href="mailto:Ashley@richieautotransport.com">Ashley@richieautotransport.com</a>	or	903-873-8118 option 6