

# Driver Pickup Instructions



## Lumber Warehouse

### PURPOSE:

The following procedure must be followed picking up and delivering lumber from the warehouse. Specific POP (Proof of Pickup) and POD (Proof of Delivery) are required.

Safety vests and closed-toe footwear are required.

### CHECK-IN:

1. Go to the Shipping/Receiving Will-Call Office.
2. Provide Order Number(s).
3. Sign Delivery Form/Ticket provided.



### VEHICLE POSITION:

1. Park in designated loading area as directed by sign or staff.
  - Park in alternative lot if primary is full (directed by staff).
2. Load product securely (follow official safety guidelines).
3. Take 3 photos of loaded product (right, left and back of vehicle).
4. Confirm PO (Purchase Order) is picked up and documented.
5. Sign and take picture of PU slip at DC.

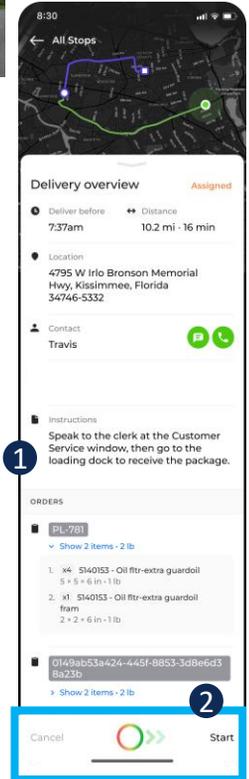


### IN ROUTE-ONERAIL DRIVER APP

1. Follow all appropriate prompts in-app.
2. Advance all event checkpoints.

### AT DELIVERY:

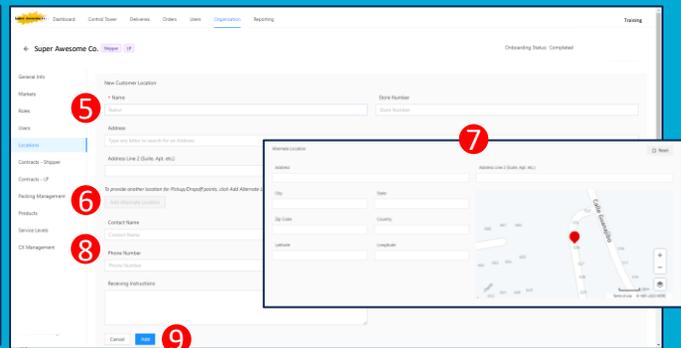
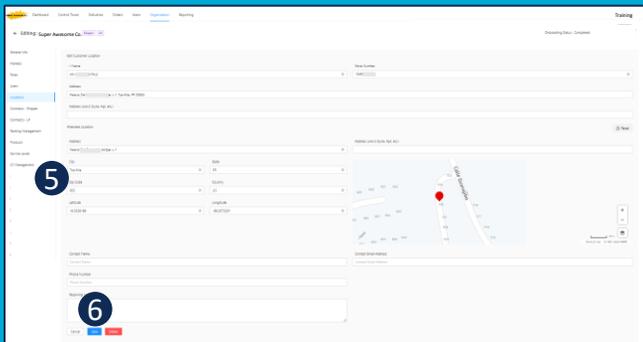
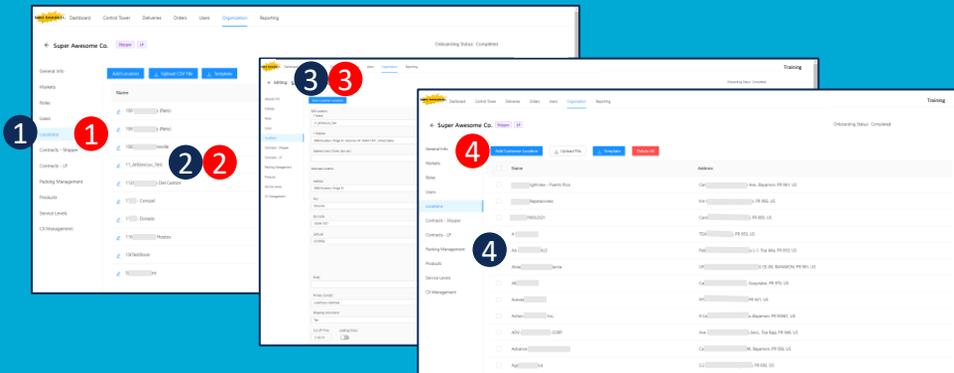
1. Customer MUST sign Delivery Ticket before unloading. Take Proof of Delivery (POD)
2. Take and upload 3 photos of unloaded product (right, left and back of product).
3. Take and upload picture of Delivery Ticket.



# Alternate Location Geo Points *Customer Location*



## Modify/Enter Customer's Alternate Location



### Adding an alternate location to an existing customer location

From the Organization page:

1. Select **Locations**.
2. Select the Store Location the customer is associated with.
3. Select **View Customer Locations**.
4. Select the customer to modify.
5. Under *Alternate Location*, enter the alternate address

or  
5. enter the Latitude & Longitude

or  
5. move the map point to the appropriate location. The map point will move accordingly.

(Tip: Use GoogleMaps or similar to find exact location. Right click over location to find exact longitude & latitude.)

6. **Save**.

### Adding a new store with an alternate location

From the Organization page:

1. Select **Locations**.
2. Select the Store Location the customer will be associated with.
3. **View Customer Locations**.
4. **Add Customer Location**
5. Enter the Customer Information-*Name, Address and Customer Number*.

Important: Enter the correct Customer Number in Store Number for the platform to correctly identify the customer.

6. **Add Alternate Location**.
7. Enter Alternate Location as described in *Adding an alternative location to an existing customer*.
8. Enter Contact Information and Receiving Instructions.
9. **Add**.