

Signing the eCMR

From eCMRs to workflow management and GPS coordinates, TransFollow Drive helps transport companies to make their missions more efficient and reliable by facilitating smooth, real time data exchanges with their drivers.

Log in to the TransFollow Drive

Account

To login to TransFollow Drive, you use your email or username and password.

Access Code

TransFollow Drive offers a possibility to login and sign assigned eCMRs without an account. The Access code is a unique code your driver or your subcontractor can use to access transport information through TransFollow Drive. Enter the Access Code on the login page. From the application you will be able to manage their missions, the lifecycle of all related consignment notes and update your information in real time just like when the driver would have a TransFollow account.

Missions

A mission is the event of a loading at consignor or delivery at consignee. The eCMR contains both the events of loading at consignor or delivery at consignee.

eCMR

The eCMR is the digital version of the freight document. The information on the consignor, place of pick-up and consignee, place of delivery, the goods, RTI's and all related information about the transport.

Inspections eCMR

Before signing the eCMR or the mission, you will be going through various signing inspections as described in this next section. The signing process is based on the settings submitter of the transport. For signing by mission or eCMR, the process and steps can be identical and does not depend on this.

Add an Observation

To add an observation to the document, you can click on 'Add observation' on the top. Indicate the level of importance (information, warning, irregularity). Indicate the event of when the observation occurred. Write the observation in the next free text field. Upload supporting document or images to the observation. The last step is to indicate any additional information.

View the PDF

The PDF document file presents all the information like on a trusted paper consignment note. The goods, the involved parties, the registration of the arrival and departure times, the loading and unloading times. The signature and the location coordinates, and dates are recorded, but also the observations and the attachments.

Change the Language

When your counterparty speaks another language, you can indicate this on the document detail screen. The language of the screens to check by the counterparty will be switched to this language.

The supported languages are: Czech, Danish, German, English, Spanish, French, Italian, Dutch, Polish, Portuguese, Romanian, Finnish, Swedish, Turkish and Greek.

Assign Document to Another Carrier

Let another person/company perform a role on your behalf. Indicate your role and enter the email or username of the account to which you would like to assign the document. Click on the 'assign' button to finalize the assignment. When you would like to revoke the assignment, you can click on the red trashcan.



SELECT YOUR LANGUAGE:

English

ROLE TO ASSIGN

Carrier

EMAIL OR USERNAME

Email or username

ASSIGN



Share PDF

When you want to share the PDF document, a QR code will appear on your screen. Please have the QR code scanned by your counter party to open the freight document PDF on your device. The PDF document will be presented on their device. You can also click on the sharing icon on the top right, to share the PDF by message or email.

Duplicate eCMR

Duplicate the eCMR to create a new transport document with the exact same information. You will be redirected to the creation of the transport document screen.

Register Arrival, Departure, (Un)Loading

The registration of the arrival and departure and the loading and unloading times can be done in the section under the details of the consignor and consignee.

Modify Goods and RTI's

Modify the number of the goods or the Returnable Transport Items and the seal numbers.

Add Vehicle

Add a vehicle to the transport document. Enter the license plate number, the type (truck or semi-trailer), mileage at departure, milage at arrival, total distance driver and distance unit (kilometers or miles).

Signing process

Indicate your name and select the appropriate signing situation, are you collecting or delivering the freight?

COLLECT	TRANSF...	DELIVER
Collect at consignor	Transfer to another carrier	Deliver to consignee
Collect goods at intermediate location		Deliver to consignee for further inspection
		Deliver goods at intermediate location

Check and correct the information below if necessary before signing regarding goods, goods totals, seals, rti, observations. It is also possible to add observations or view the PDF document of the eCMR.

Signing method

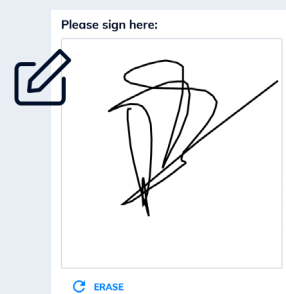
The eCMR can be signed by the use of various signing method. read below the process of these signing methods.

Sign-on-Glass

Sign-on-Glass is a signing method where the counter party checks the information on the freight document and signs for pick-up or delivery. The driver than validates the information and signature. The signature are presented on the PDF document of the eCMR.



- REGISTER ARRIVAL
- START LOADING
- REGISTER DEPARTURE
- START UNLOADING



QR Code

When the driver select the signing method 'Sign using QR code'. A QR code will appear on the device of the TransFollow Drive app. The counter party open in their TransFollow Drive app the left menu. The counter party has to click on 'Start signing with QR code'. The app opens another screen and activates the camera. The counter party should scan the QR-code on the drivers scan. After this the process repeats itself the other way around, the drivers scans the QR-code on the device of the counter party.

Sign without Approval of the Counterparty

By signing without approval of the counter is the driver himself signing for the pick-up or delivery of the transport. He will go through the signing inspections like the submitter has indicated. Choose the signing method Sign without Approval of the Counterparty". At the end of the signing process, click on the blue button 'Sign'. The eCMR is signed and the driver will go back to eCMR overview screen.

Sign while Keeping 2 Meters Distance with the Counterparty

Indicate the email address and name of the counterparty. An email will be sent to this email address. The e-mail contains an URL-link to the PDF version of the consignment note. The counterparty can check the details and information. The consignment note will also contain a unique 4 digit code. The counterparty must communicate this 4 digit code to the driver verbally.

The driver confirms the 4-digit code in the next step. After the validation, the driver will be asked to sign on glass. After the signature on glass by the driver, the signing process is complete.

Scan Company Code

TransFollow has enabled the possibility for counter parties (consignees and consignors) to sign for a freight document by presenting a permanent QR-code linked to the company. The counter party can show the QR code in any form (on a device, company id card or printed). The driver can 'Select Company code' during the signing process and scan the QR-code. Next, the carrier will see a message of approval of the correct QR-code and approve it.

If the QR-code is not corresponding to the counterparty, the carrier will see a warning: "The counter party is not the place of taking over / delivery of the goods for the following freight document [FD number]". If you are sure the counter party is correct, you can approve the signing of the freight document.



Validate signing code

CODE 0/4

VALIDATE AND CONTINUE

The TransFollow Drive Android App is available in the Google Playstore.

For more information and, tutorials, downloads and instructions go to www.transfollow.org/support/drive

