

TRANSFLO EXPRESS

Welcome to TRANSFLO Express Truck Stop Scanning

Complete each of the following tasks before handing your documents to the fuel desk clerk:

1. Fill in the information on your coversheet clearly and legibly. Use the correct and current trip number. A coversheet must be scanned with each trip's paperwork.
2. Make sure all documents are face-up, with the writing on the top side
3. Securely tape small receipts or documents, such as toll and lumper receipts, to a sheet of letter-size paper (8.5 x 11). 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. Put the correct trip number on every receipt in case they get separated. Materials are provided by the scanning clerk for your convenience.
4. Remove paper clips and staples from all documents
5. Place the documents in the following order. Remember, only original expense receipts will be reimbursed.
 - Trip coversheet (with Barcode) (YOU DO NOT NEED TO SCAN YOUR TRIPPAK ENVELOPE)
When filling in the circles representing numbers on the trip coversheet, start from the left.
 - Signed bill of lading for each stop. If there are any signatures or stamps on the back of the bills, be sure the back side is scanned also. You must turn in a signed bill of lading for each stop on the load. If you have multiple pages of bills, you must scan every page.
 - Lumper receipts
 - Tolls (that need to be reimbursed)
 - Scale receipts
 - Motel receipts
 - Repair receipts
 - Fuel receipts (if you had to pay cash for the fuel)
 - Pre-trip inspection sheets
 - Any other expenses that you had while on this trip
 - Logs
 - Post Trip -inspections
 - Any DOT Inspections and Citations

You can scan more than one trip at a time as long as they are separated by a trip coversheet.
6. Place your coversheet with the writing face up on top of the documents and hand all of it to the cashier.

After your paperwork is scanned, the clerk will hand it back to you with a **Confirmation receipt** stapled to the front page. It is very important that you check the "pages scanned" on your receipt and make sure it matches the number of pages you handed the clerk to be sure each page was scanned. Be sure to keep your paperwork with you for at least 30 days. We do not need the originals sent to Star in any way.

The Cut Off for scanning every week will be Saturday night @ midnight.

When dropping loads on the drop yards-make sure to put the bills in an envelope - with order #, Trailer #, seal #, Shipper and Consignee, and Delivery date.

Transflo terminal scanning will be in place shortly in Nashville, Memphis, Knoxville, and Orlando. Allentown and Indy should be ready to go now using Covenant's kiosk. You will just have to choose Star on the kiosk.

Please call your fleet manager if you have any questions. If you need trip sheets call your fleet manager or Brenda Creasy and we will get some to you.

TRANSFLO EXPRESS

Welcome to Transflo Express -Terminal Scanning

Complete each of the following tasks before scanning your documents at a terminal location:

1. Fill in the information on your coversheet clearly and legibly. Use the correct and current trip number. A coversheet must be scanned with each trip's paperwork.
2. Make sure all documents are face-up, with the writing on the top side
3. Securely tape small receipts or documents, such as toll and lumper receipts, to a sheet of letter-size paper (8.5 x 11). 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. Put the correct trip number on every receipt in case they get separated. Materials are provided by the scanning clerk for your convenience.
4. Remove paper clips and staples from all documents
5. Place the documents in the following order. Remember, only original expense receipts will be reimbursed.
 - Trip coversheet (with Barcode) (YOU DO NOT NEED TO SCAN YOUR TRIPPAK ENVELOPE)
When filling in the circles representing numbers on the trip coversheet, start from the left.
 - Signed bill of lading for each stop. If there are any signatures or stamps on the back of the bills, be sure the back side is scanned also. You must turn in a signed bill of lading for each stop on the load. If you have multiple pages of bills, you must scan every page.
 - Lumper receipts
 - Tolls (that need to be reimbursed)
 - Scale receipts
 - Motel receipts
 - Repair receipts
 - Fuel receipts (if you had to pay cash for the fuel)
 - Pre-trip inspection sheets
 - Any other expenses that you had while on this trip
 - Logs
 - Post Trip -inspections
 - Any DOT Inspections and Citations

You can scan more than one trip at a time as long as they are separated by a trip coversheet.

Monitor and Keyboard

To start click on “click here to begin” with the mouse.

Loading Documents

Place your coversheet with the writing face-up on top of the documents and fan documents before loading them in the Automatic Document Feed (ADF) of scanner, face down.

Make sure leading edge of the document is properly lined.

Scanning Documents

Click the scanner icon button on the toolbar, wait for the scanner to start scanning. The application will scan the images and display them. Scanning will stop when the last document is scanned.

A window will prompt you to choose Star Transportation or Covenant Transport, highlight one and click SELECT, then YES, SEND.

Sending Documents

Verify the page count scanned matches your page count.

If you are happy with your scanned images, click the SEND icon; a receipt will print with an access code. Make sure to staple the confirmation receipt to the paperwork scanned and keep this receipt and the original documents for 30 days. We do not need the originals sent to Star in any way.

If you are not happy with your scanned images, click the EXIT icon and rescan the images.

Viewing Documents

To view documents go to: <https://driverview.trippak.com> and enter access code given on your receipt, leave out the dashes.



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Driver Name: _____

Date: _____

Driver Number: _____

Trailer #: _____

Delivery Date: _____

Origin City/State: _____

Destination City/State: _____

Drop Location: _____

Check here if the load has been dropped and not delivered.

LOAD NUMBER

□ □ □ □ □ □ □ □

1	○ ○ ○ ○ ○ ○ ○ ○
2	○ ○ ○ ○ ○ ○ ○ ○
3	○ ○ ○ ○ ○ ○ ○ ○
4	○ ○ ○ ○ ○ ○ ○ ○
5	○ ○ ○ ○ ○ ○ ○ ○
6	○ ○ ○ ○ ○ ○ ○ ○
7	○ ○ ○ ○ ○ ○ ○ ○
8	○ ○ ○ ○ ○ ○ ○ ○
9	○ ○ ○ ○ ○ ○ ○ ○
0	○ ○ ○ ○ ○ ○ ○ ○

TRACTOR NUMBER

□ □ □ □ □ □ □ □

1	○ ○ ○ ○ ○ ○ ○ ○
2	○ ○ ○ ○ ○ ○ ○ ○
3	○ ○ ○ ○ ○ ○ ○ ○
4	○ ○ ○ ○ ○ ○ ○ ○
5	○ ○ ○ ○ ○ ○ ○ ○
6	○ ○ ○ ○ ○ ○ ○ ○
7	○ ○ ○ ○ ○ ○ ○ ○
8	○ ○ ○ ○ ○ ○ ○ ○
9	○ ○ ○ ○ ○ ○ ○ ○
0	○ ○ ○ ○ ○ ○ ○ ○

Additional Pay

- Layover
- Stop Pay
- Load/Unload
- Breakdown
- Hazmat

Expenses

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Tolls | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Scales | <input type="checkbox"/> Load Locks |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Additives |
| <input type="checkbox"/> Motel | <input type="checkbox"/> Escort Service |
| <input type="checkbox"/> Lumper | <input type="checkbox"/> Misc. Trk Supplies |

Please keep the TRANSFLO Express receipt the clerk gives you along with all of your load documents for **30** days.
Don't forget to SCAN YOUR LOGS.



SLSG



SLSG