

FREIGHTX
GROUP OF COMPANIES INC.

DOCUMENT HANDLING INSTRUCTIONS

UPDATED: AUGUST 30, 2023

FREIGHTX GROUP OF COMPANIES INC.
105-134 KENNEDY RD. S. BRAMPTON, ON L6W 3G4

DOCUMENT HANDLING INSTRUCTIONS

Utilization of Motive App for Document Transfers:

As of September 01, 2023 we will be requiring drivers to upload documents in real time on to their Motive/Keep trucking app, this will assist in paperwork flow and ensure there are no issues with transfer of documents.

The Following Documents will need to be uploaded in real time:

Trip Envelopes – Upon Arrival in Yard. Trip envelopes must be completed in full. A sample of completed documents is below.

Fuel Receipts – Required after Fueling

Citations/Tickets – Immediately

Signed Delivery – Upon Completion of Delivery

Manifest – STAMPED ACI MANIFEST ONLY Sent upon arrival in the yard

Expense Receipt – Upon completion of any transaction

Load documents received at pick up will continue to be e-mailed to Dispatch@freightx.ca for customs clearance.

Seal Numbers

Starting September 1, 2023 SEAL NUMBERS MUST BE NOTED ON THE TOP OF PAPERWORK AND SPECIFIED IF IT IS A COMPANY SEAL BEING USED OR A CUSTOMER SEAL.

If utilizing a company seal, operator is to note as follows: FX Seal No. #####

If utilizing a shipper's seal, operator is to note as follows: SH Seal No. #####

This is a requirement for C-TPAT and must be abided. If a shipper applies a plastic seal, the driver must also apply a C-TPAT company seal and note both seal numbers on the paperwork

Proof of Deliveries

Only signed Bill of lading or delivery notes will be acceptable proof of deliveries. Packing slips, or commercial invoices are not considered valid documents and will not be accepted. It is the operators responsibility to ensure that he/she receives a signed Bill of lading/Delivery Note. Failure to do so will result in chargebacks or denial of payment.

Trip Envelopes

Trip Envelopes must be completed in their entirety. This requires the following Fields to be completed:

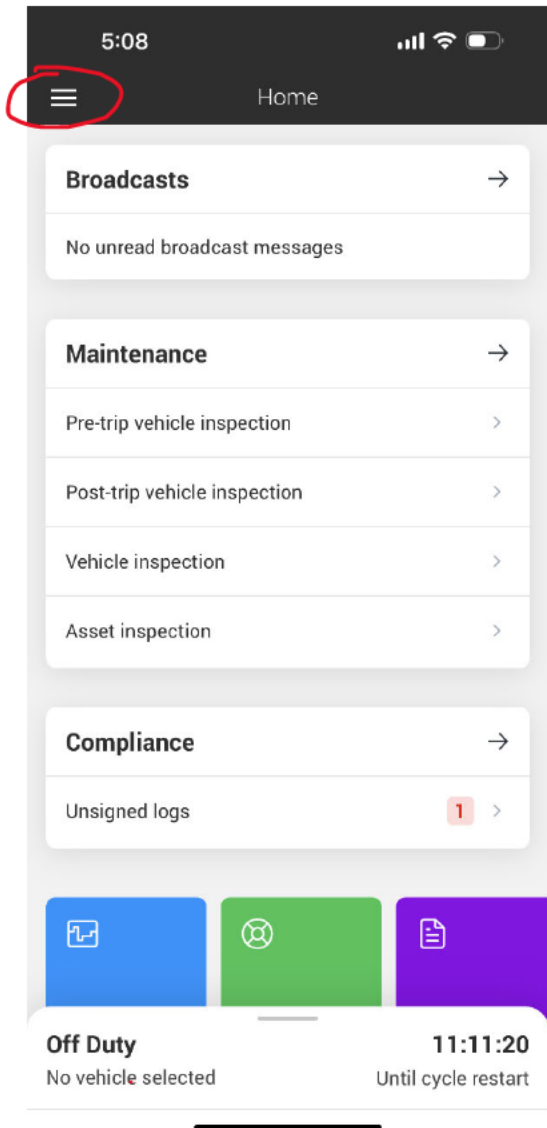
- Start Point
- Start Date
- Trip # 1
- Driver Name
- Border Out
- Finish Point
- Return Date
- Trip # 2 (If applicable)
- Co-Driver (If applicable)
- Border In
- Truck #
- Trailer #(s)
- KM/MI Start
- KM/MI Finish
- Total Km/MI
- Stops and comments during trip
- Expenses (if applicable)
- Fueling information
- Driver Signature

Failure to upload completed documents will result in delays in payment and trip processing

Document Upload instructions

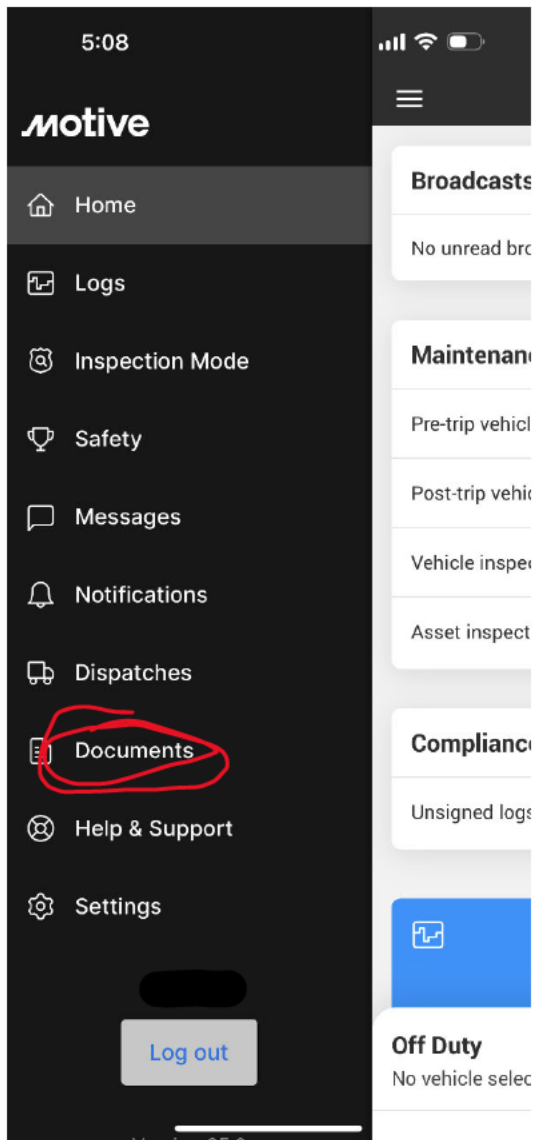
Step 1:

From Main screen select option icon on top left of app.



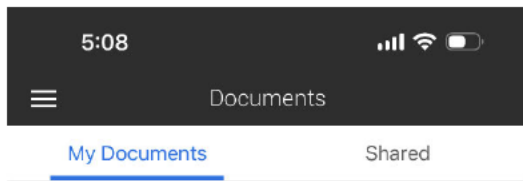
Step 2:

Select "Documents"



Step 3:

Select "+" option on bottom right of app.

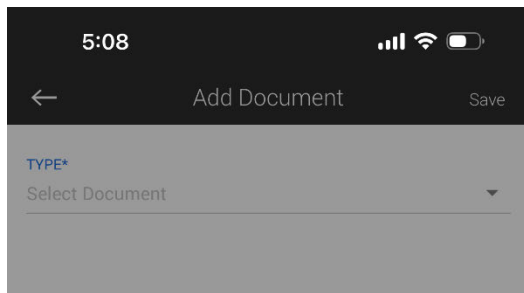


No Documents



Step 4:

Select document type from list.



Select Document

Bill Of Lading

Accident Photo

Citation

Scale Ticket

Other

Fuel Receipt

Signed Delivery

Manifest

Trip Envelope

Expense Receipt

Step 5:

Complete required fields

The screenshot displays four mobile application screens for adding documents, each with required fields highlighted in yellow:

- Trip Envelope:** TRUCK ID, STARTING ODOMETER (Starting Mileage), ENDING ODOMETER (Ending Mileage), START DATE, START TIME, END DATE, END TIME.
- Signed Delivery:** CONSIGNEE NAME, FACILITY NAME, CHECK IN, CHECK IN TIME, CHECK OUT, CHECK OUT TIME.
- Manifest:** DATE, TIME, TRIP NUMBER (ENTER TRIP NUMBER), Add Photo.
- Fuel Receipt:** DATE, TIME, JURISDICTION, VEHICLE ID, FUEL TYPE, VOLUME (Volume), TOTAL COST (Cost), VENDOR NAME (Vendor Name), LOCATION (Vendor Location or Code), ODOMETER (Odometer Reading), REFERENCE (Reference/Load # or B/L #), NOTES.

All required fields must be completed.

For signed deliveries correct in and out time must be specified

For Manifest Date & Time of crossing must be specified

Step 6:

Select “add photo” capture a picture of the document and select upload.



No Payment Will Be Processed Until We Receive Following Documents:
 Bill Of Lading, Fuel & Border Receipt, Log Books, Custom Clearance,
 Monthly Equipment Report (Bills) & Other Supporting Documents.

Any Traffic Violation Must Be Submitted To Us In Writing

START POINT: Miss ON	START DATE: 08/26/23	TRIP#1: T012268	DRIVER: [REDACTED]	BORDER OUT Buff NY
FINISH POINT Miss ON	RETURN DATE: 08-29-23	TRIP#2: T0122512280	CO-DRIVER:	BORDER IN FT GALT ON
TRUCK: 933		TRAILER: 531138/531127/531133		
KM/MI START: 953266	KM/MI FINISH: 956156	TOTAL KM/MI: 2890K 1794km		

DATE: M D YR	FROM (COMPANY & CITY)	TO (COMPANY & CITY)	COMMENTS
8 26 23	AVON ST CATH ON	MAXWELL NEWTON NC	525330
8 28 23	LINAMAR WILSON - NC	METER HEATING BRANFORD ON	PL# 061065
8 29 23	VELOCITY ACTION ON	FRANCO YARD MISS ON	T012280

STATE/PROV	START KM/MI	FINISH KM/MI	TOTAL KM/MI	ROUTE
953 369	ST CATH ON	BRANFORD		
953 409	POST GALT ON	fuel		
954 474	MAXWELL NC			
954 855	WILSON NC			
956 094	FRANCO YARD ON			
956 125	ACTION ON			
GRAND TOTAL OF KM/MI:				

EXPENSES	CANADIAN\$	US\$	COMMENT
TOLLS			
WEIGHT SCALES			
OTHER			
TOTAL EXPENSES:	\$	\$	

DATE	FUEL CITY/STATE	TRUCK STOP	GAL/LIT	RATE	AMOUNT
8/26/23	FT GALT ON	Petro Plus	300lt	ASL	953409
8-24-23	" " "	" "	780lt	ASL	955959

Driver Signature: _____