Logistics Mobile App – Finished Vehicle Driver Training

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LAST EDITED
April 29, 2024

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App Download

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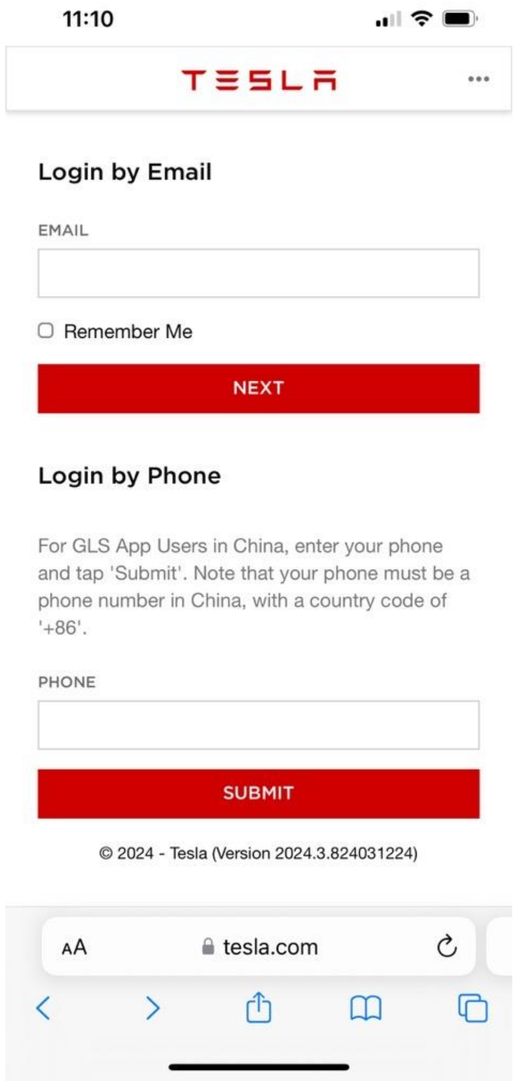
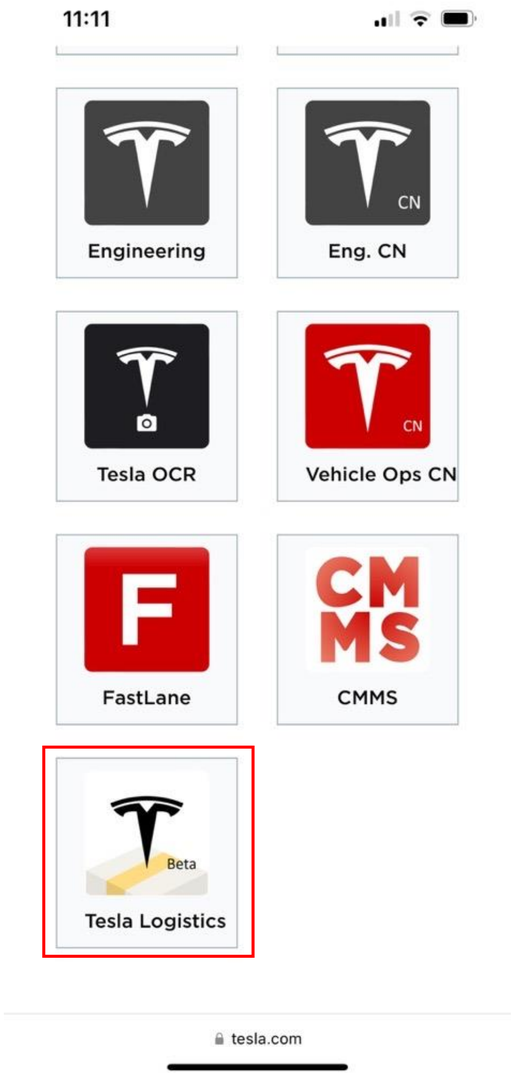
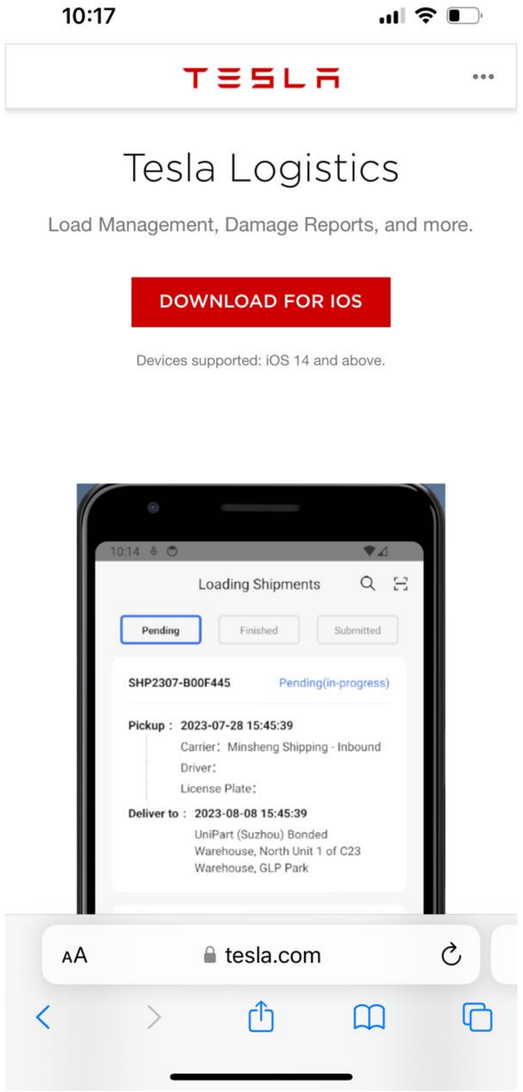
App Download



Open a browser on your phone and go to: https://mobile.tesla.com



Click on the Tesla Logistics app



Click the download button and follow the directions on your screen for your device

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User Login

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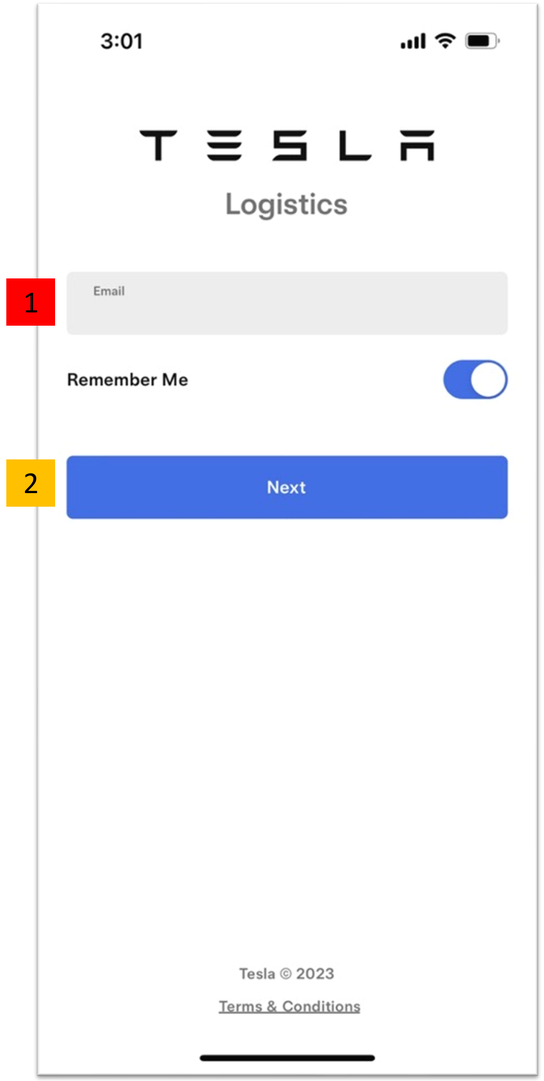
User Login



1 Type in your email

2 Click Next

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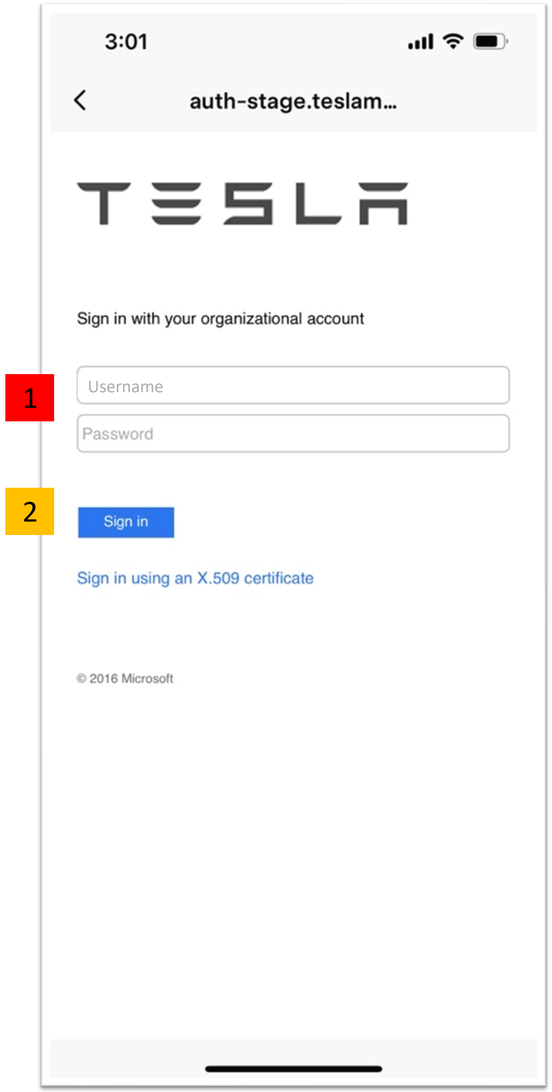
User Login – Internal User



1 Type in your Tesla credentials

2 Click Sign In

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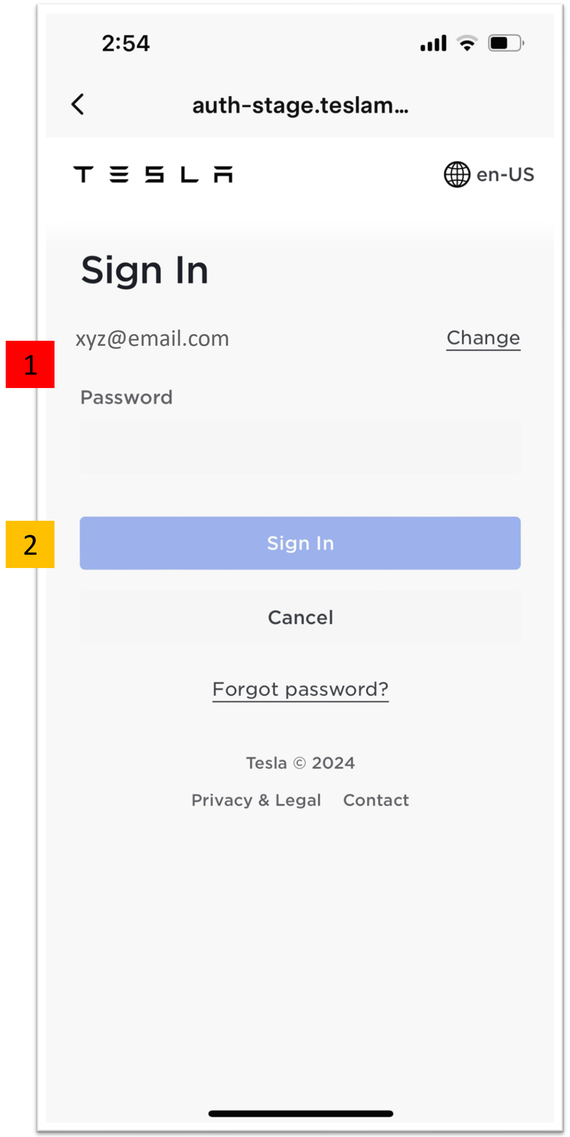
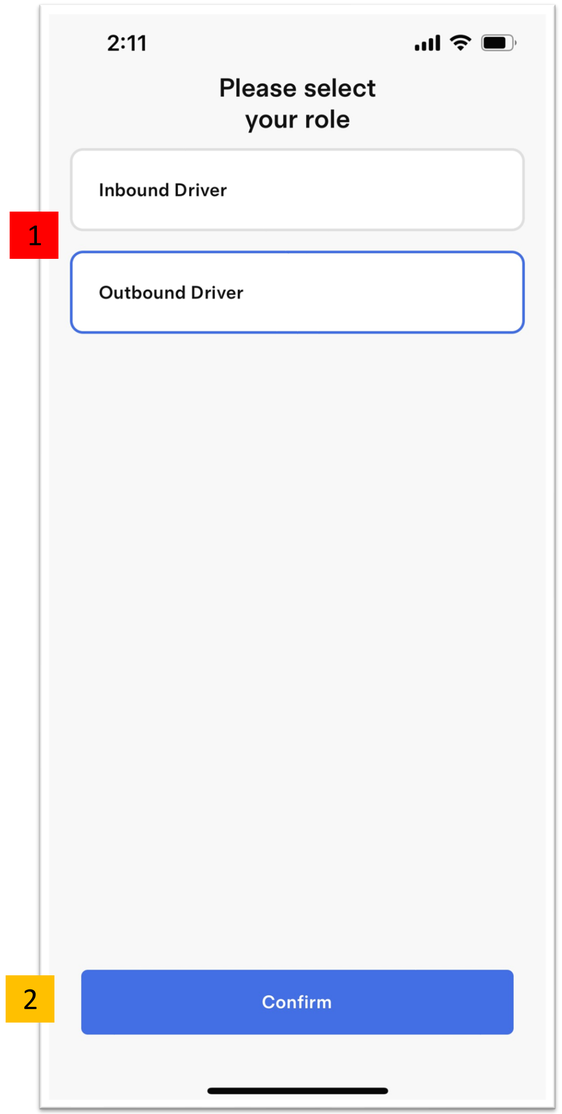
User Login – External User



1 Type in your username and password

2 Click Sign In

Select Role



1 Select your role

2 Click Confirm

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Profile Set-Up

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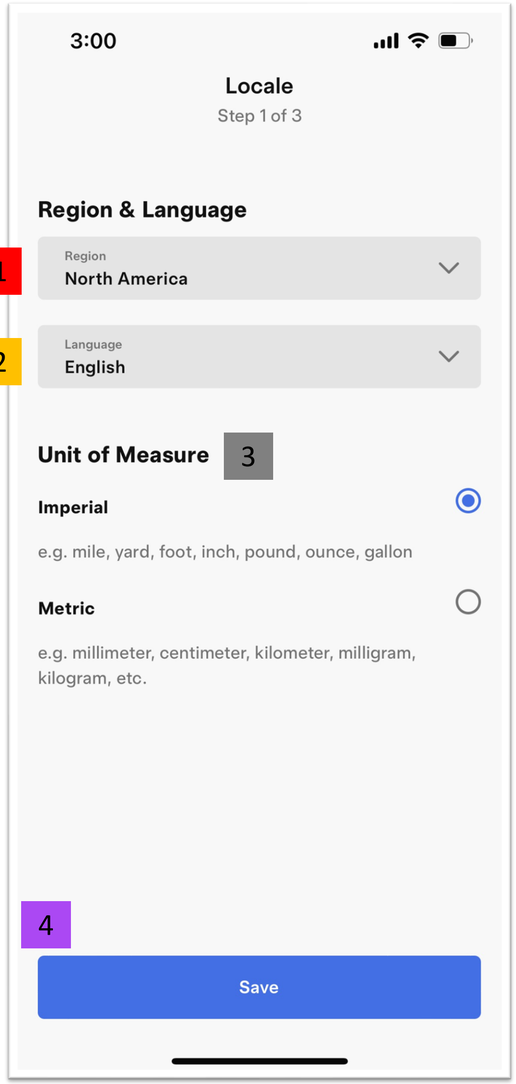
Profile Set-Up: Locale



1 Select your region

2 Select your language

3 Select your unit of measure

4 Click Save

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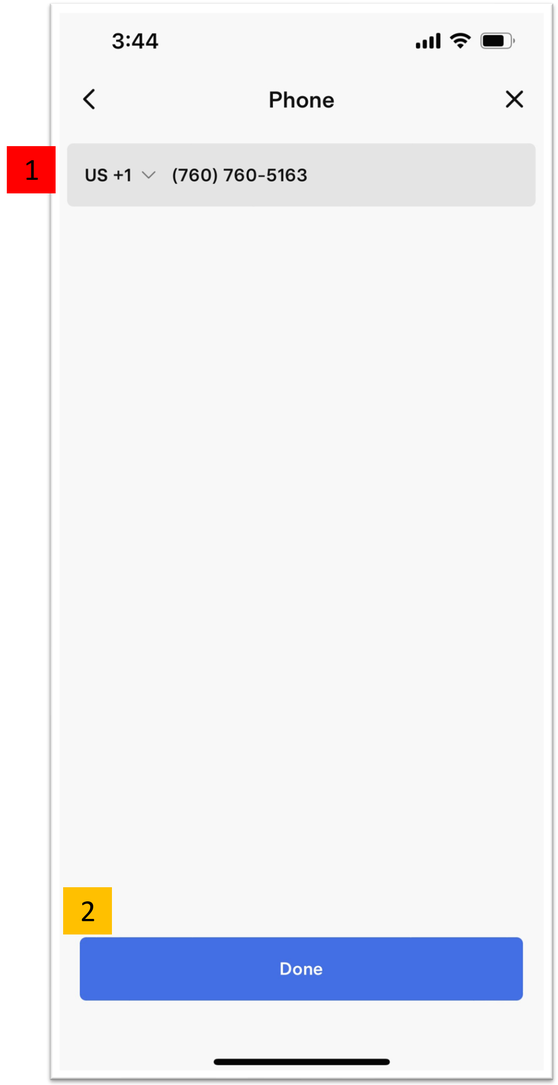
Profile Set-Up: Phone Number



1 Enter your phone number

2 Click Done

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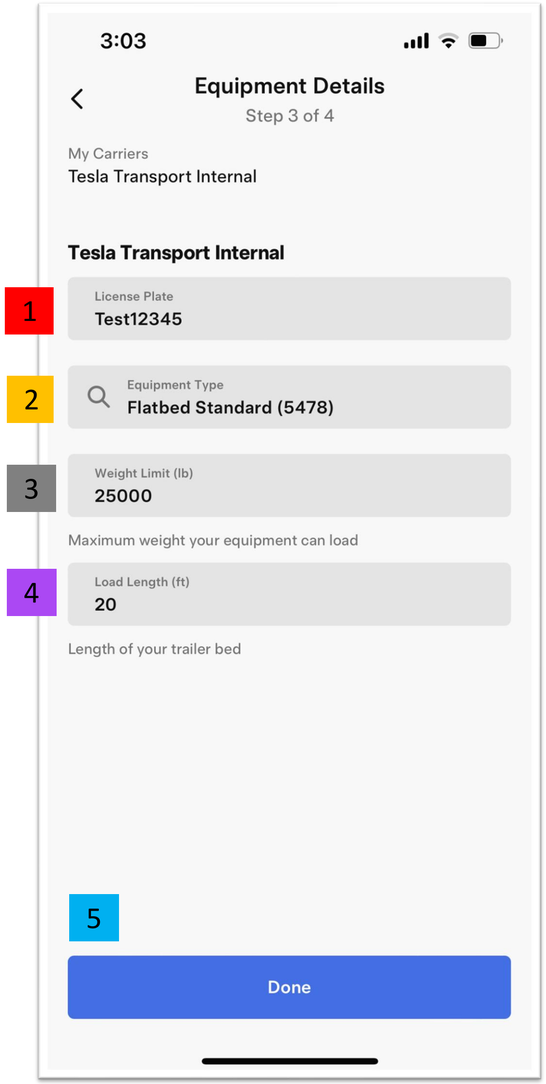
Profile Set-Up: Equipment Details



1 Type your License Plate Number

2 Select Equipment Type

3 Type the Equipment Weight

4 Type the Equipment Load Length

5 Click Done

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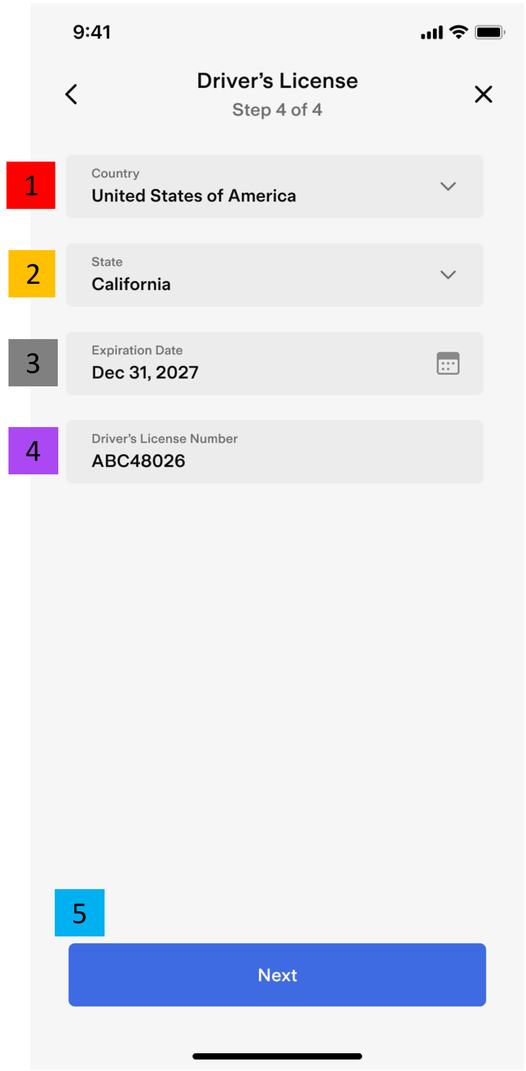
Profile Set-Up: Driver’s License

Driver’s License set up is only applicable to North America drivers. This step is skipped for drivers in Europe.



1 Select Country

2 Select State

3 Select License Expiration Date

4 Type Driver’s License Number

5 Click Done

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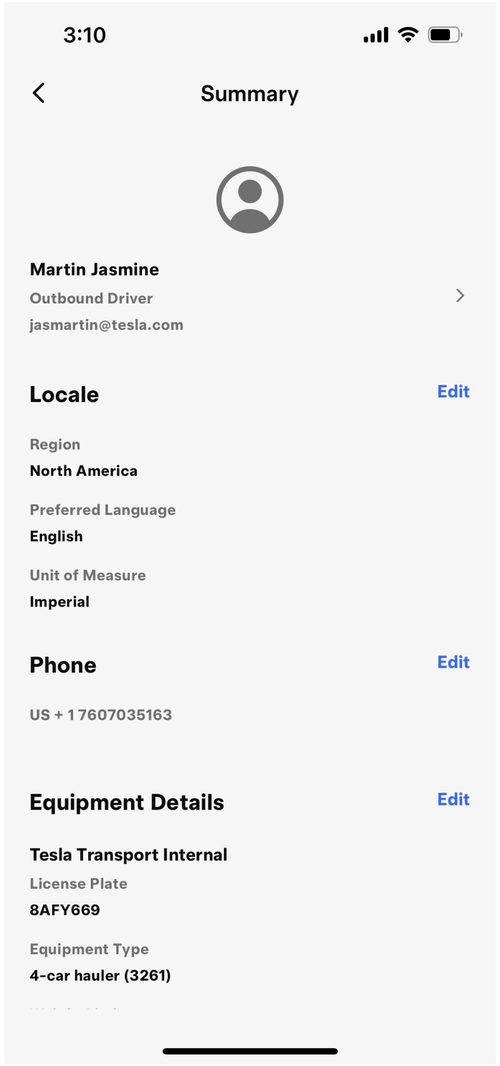
Profile Set-Up: Summary

You can review and edit your information through the summary page to make sure it is correct. Then, you can press Submit.



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Shipment Screen

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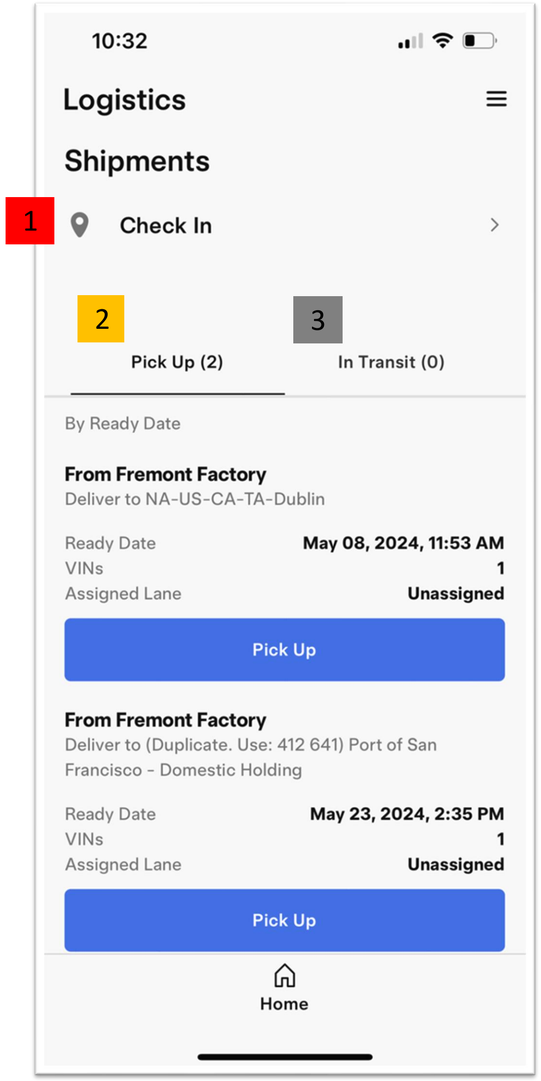
Shipment Screen Functions

On the shipment screen, you can select the shipment you want to build or pick up.



1 Check In: This is used for drivers to check-in. Note that this is only applicable for specific origins.

2 Pick Up Tab: This is used for drivers to view shipments and shipment details for pick up.

3 In-Transit Tab: This is used for drivers to see the shipments in transit.

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Check In

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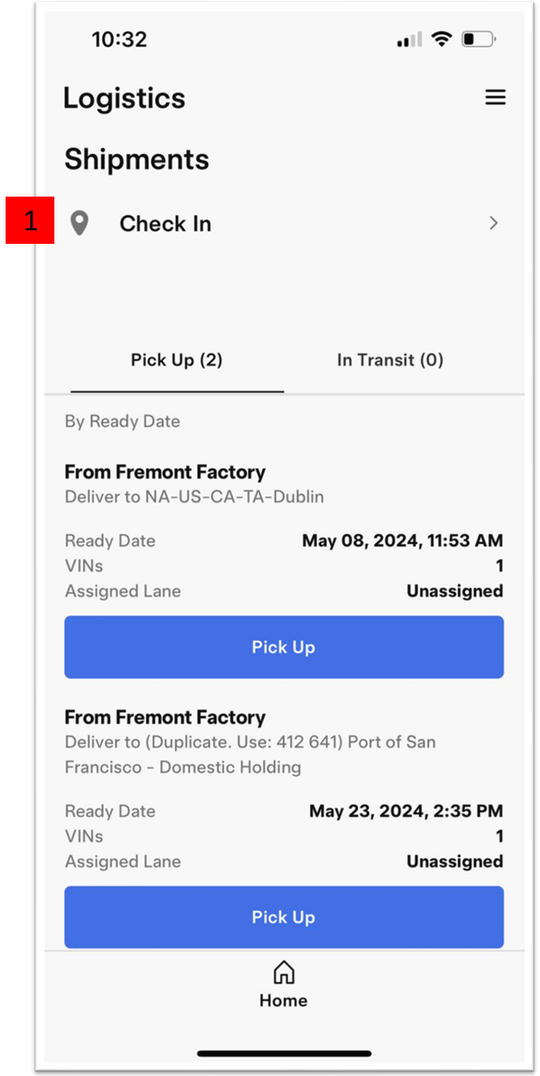
Check In

This step is only necessary at locations that require check in.



1 Click Check In

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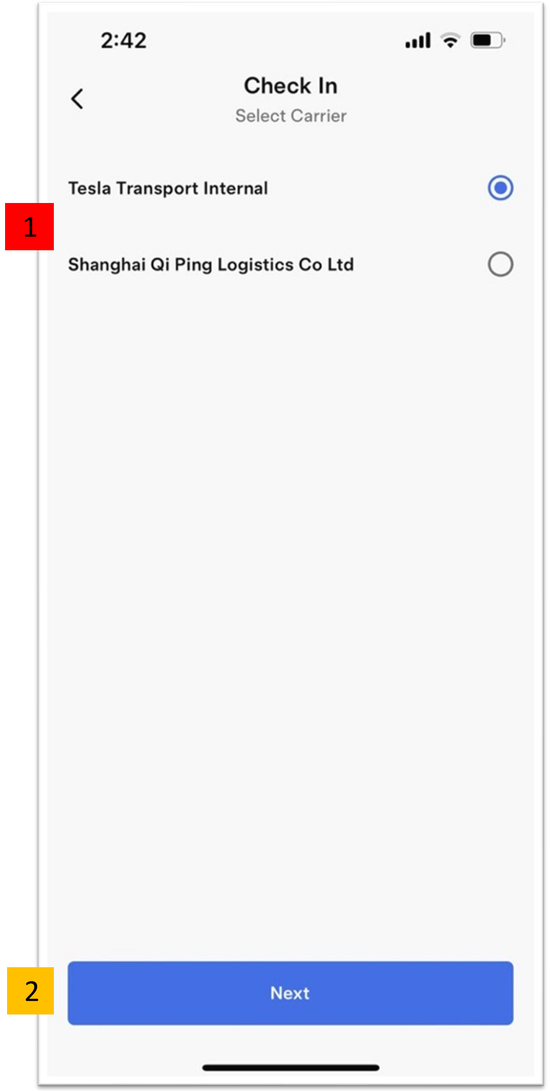
Check In - Multiple Carriers

This screen will only be present if a driver works for multiple carriers. If the driver only represents one carrier, this screen will be skipped.



1 Select your Carrier

2 Click Next

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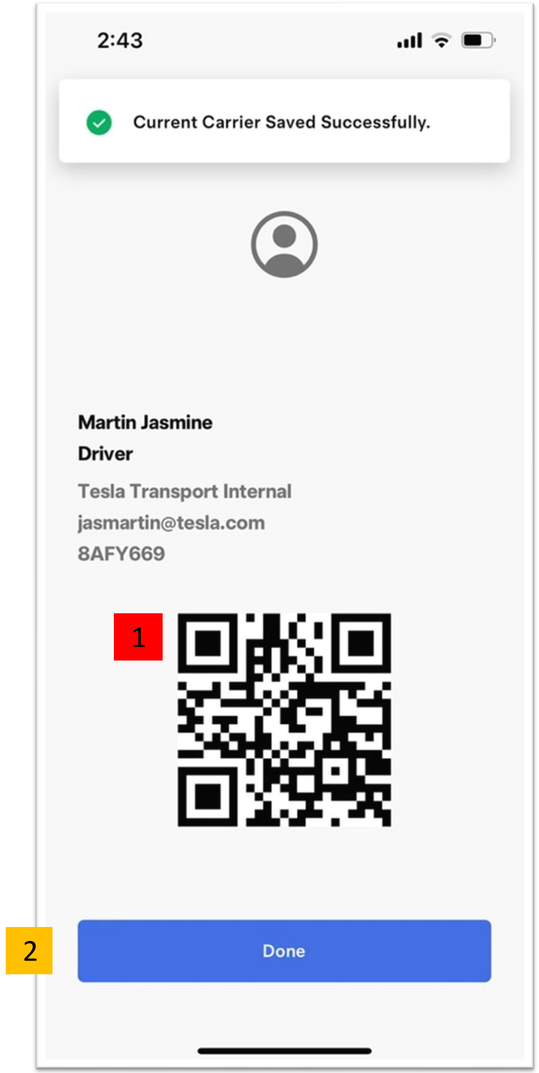
Check In – Multiple Carriers

If you work for multiple carriers and have chosen a carrier for the shipment, you should have received a “Current Carrier Saved Successfully” message.



1 Scan QR code

2 Click Done

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Check In

Once you have completed check in, you will receive a “Checked In Successfully” message and will return to the Shipments Page.

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Build Shipment

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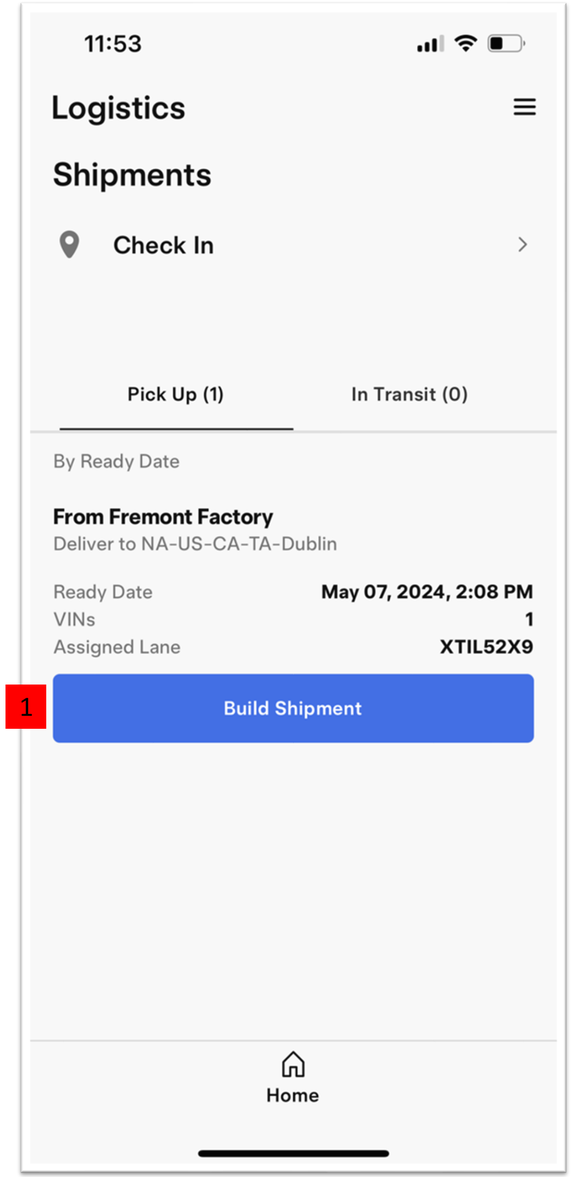
Build Shipment

Note that this is only when you need to build a shipment. If you have pre-built shipments assigned to you, you can continue to VIN verification and Pick Up.



1 To build a shipment, click Build Shipment

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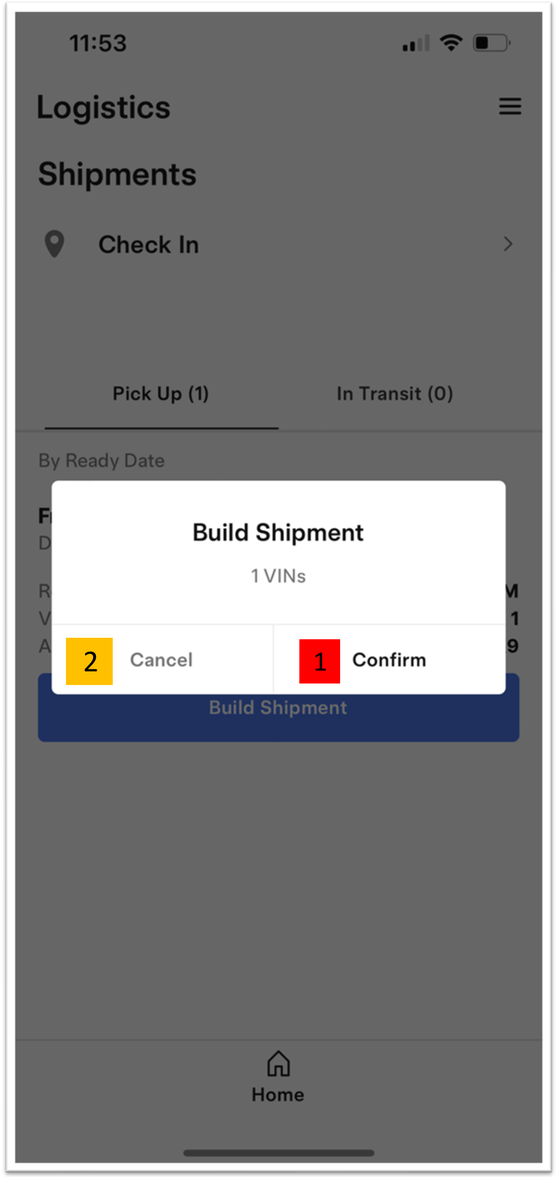
Build Shipment



1 If you want to complete building the shipment, click Confirm

2 If not, click Cancel

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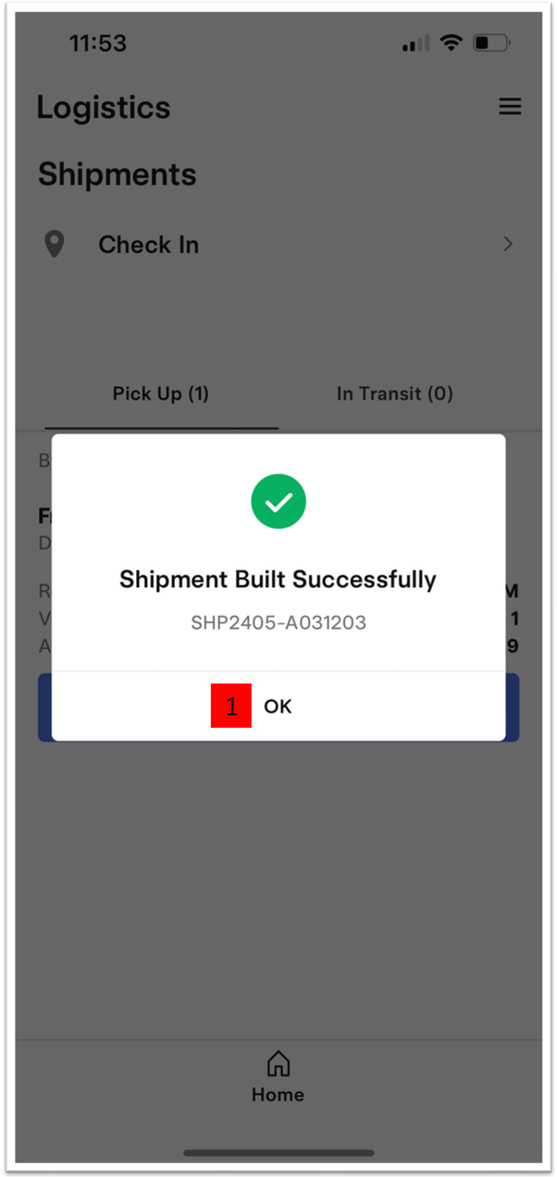
Build Shipment

Drivers are required to verify vehicles and report damages after they have built the shipment.



1 You will receive a Shipment Built Successful message once you are done. Click Ok.

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Shipment Details

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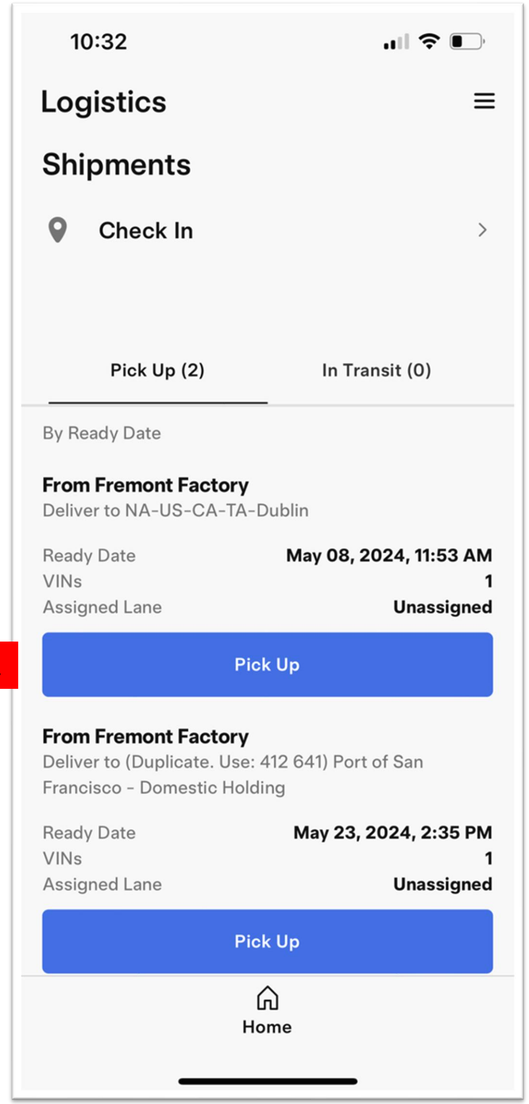
Shipment Details



1 Click Pick Up

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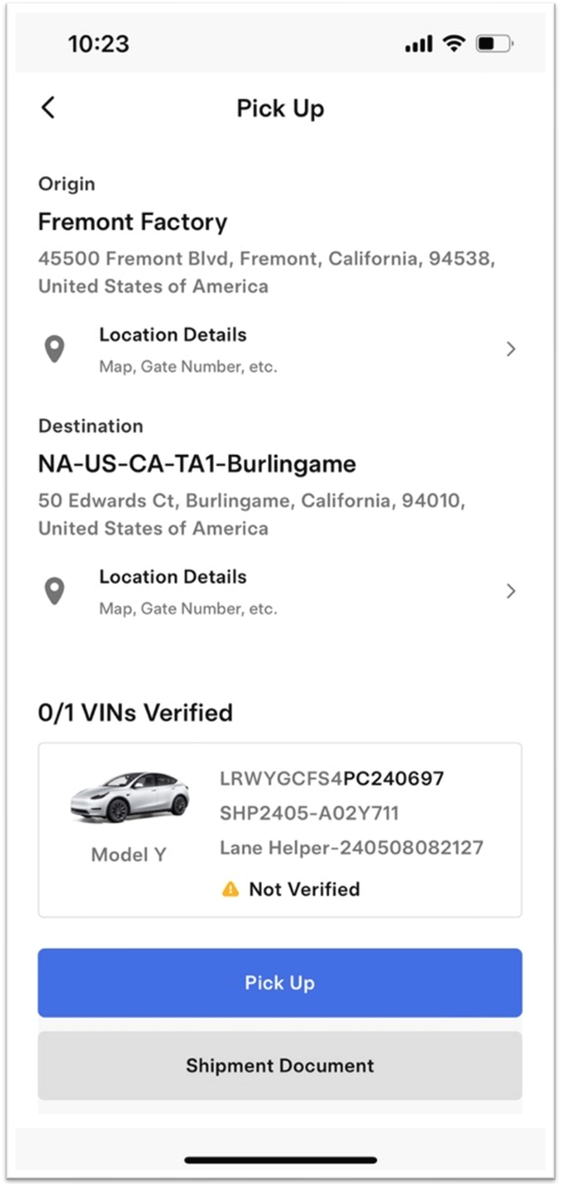
Shipment Details

On this screen, you can view shipment details.



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Shipment Documents

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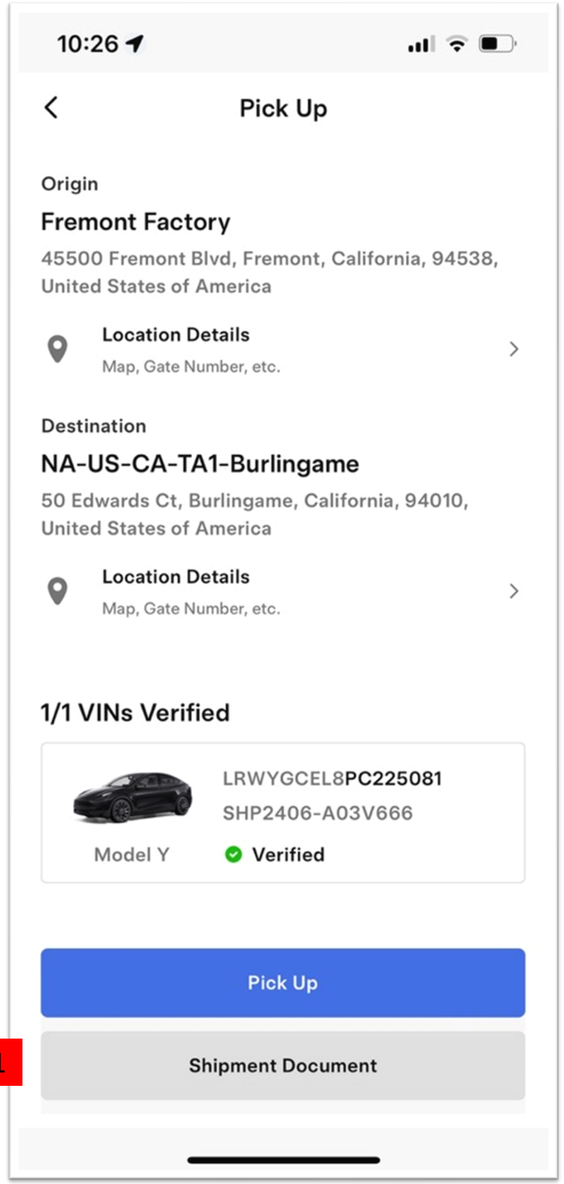
Shipment Document



1 To view the shipment document, click Shipment Document on the shipment details screen.

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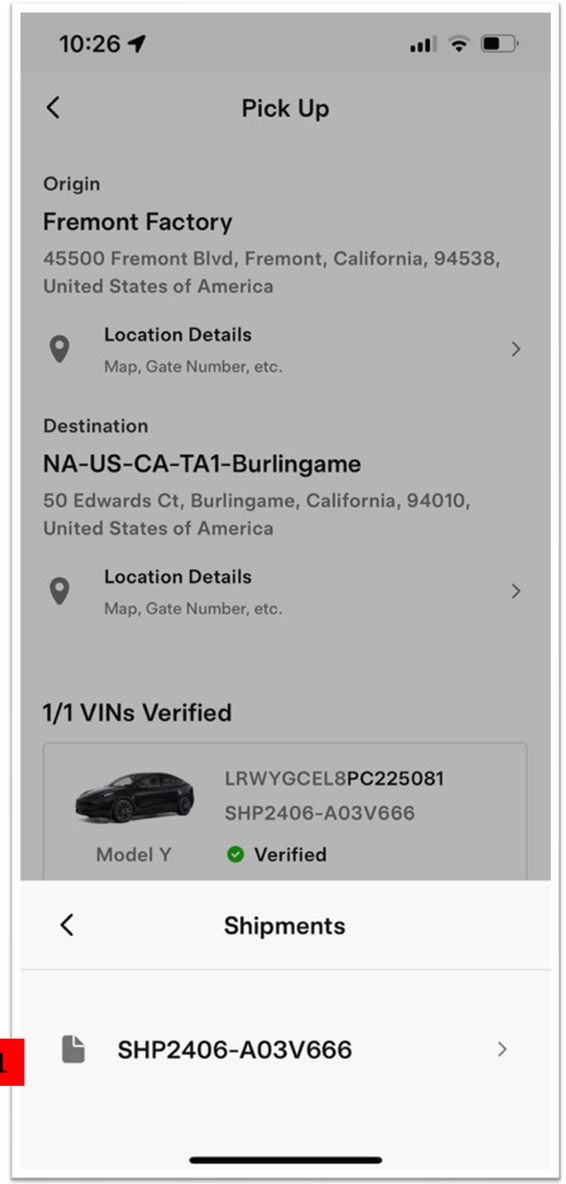
Shipment Document



1 Select the corresponding shipment number for the document.

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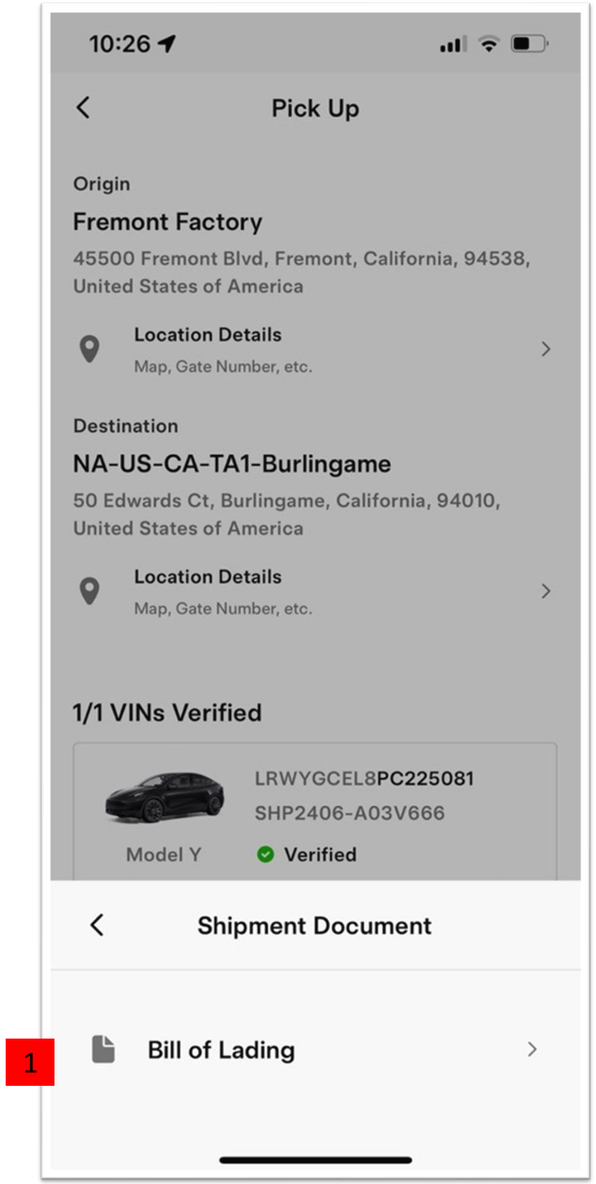
Shipment Document - BOL



1 To view a BOL of a shipment, click Bill of Landing.

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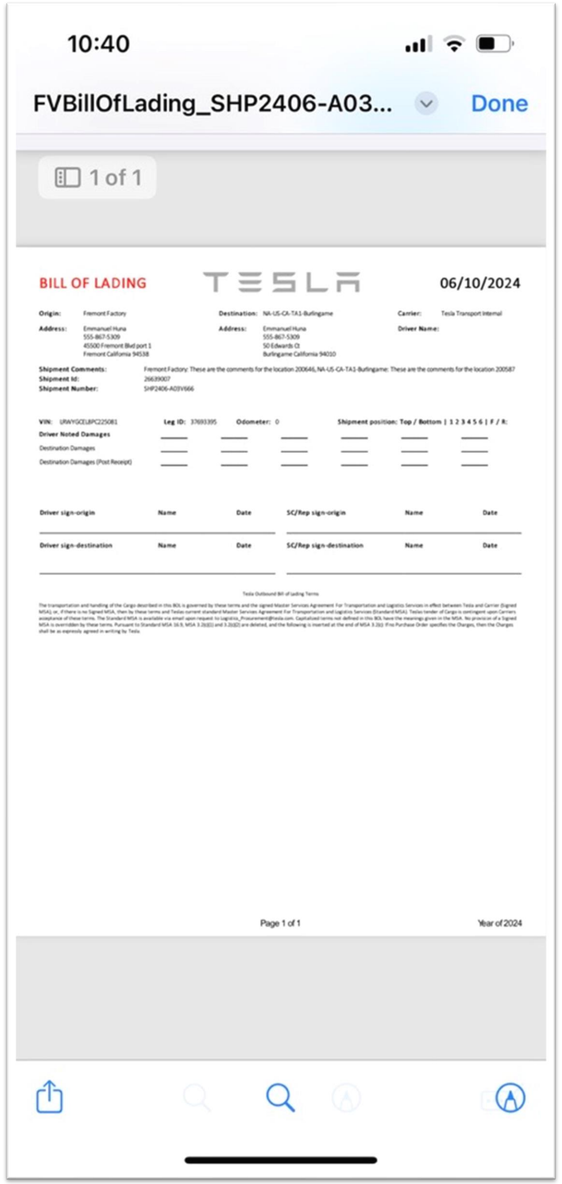
Shipment Document - BOL

After clicking Bill of Landing,

the document will open through

your app.



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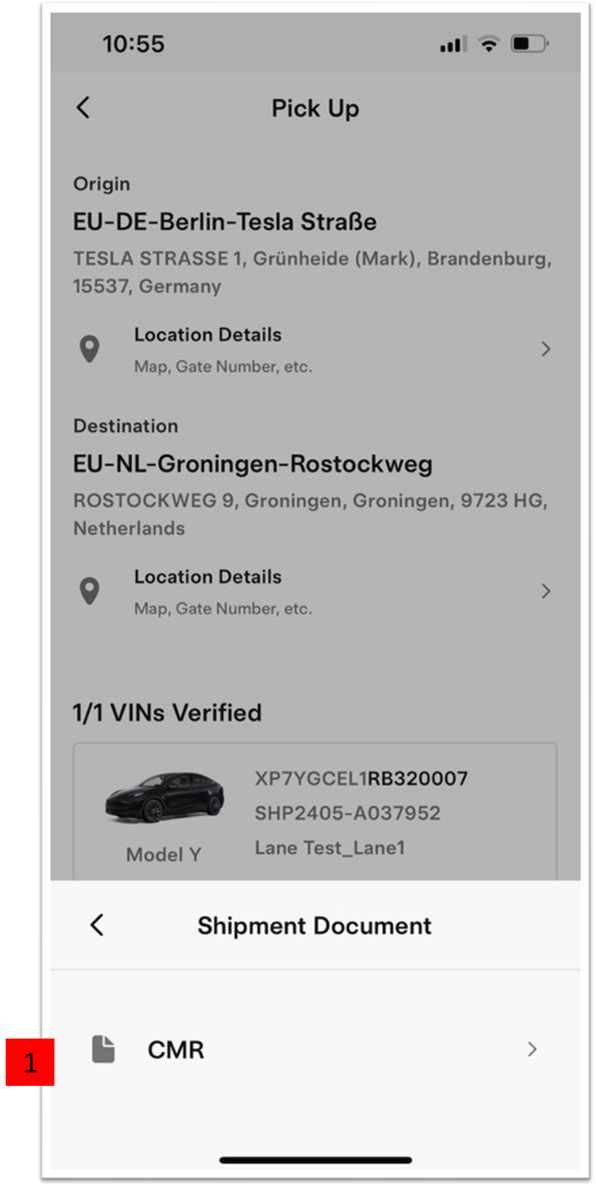
Shipment Document - CMR



1 To view a CMR of a shipment, click CMR.

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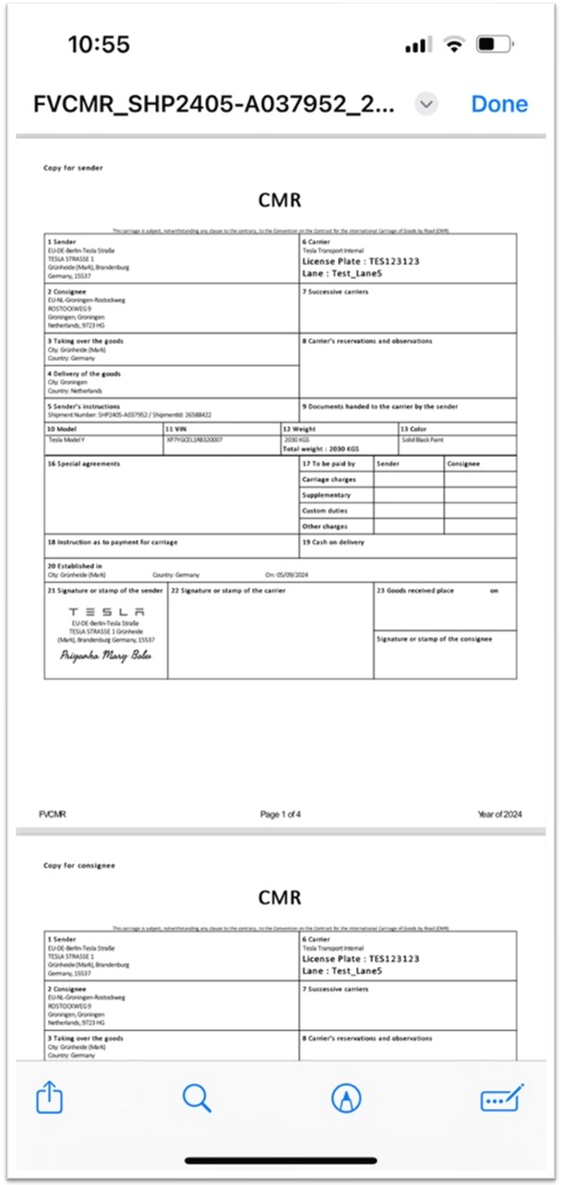
Shipment Document - CMR

After clicking CMR,

the document will open through your app.



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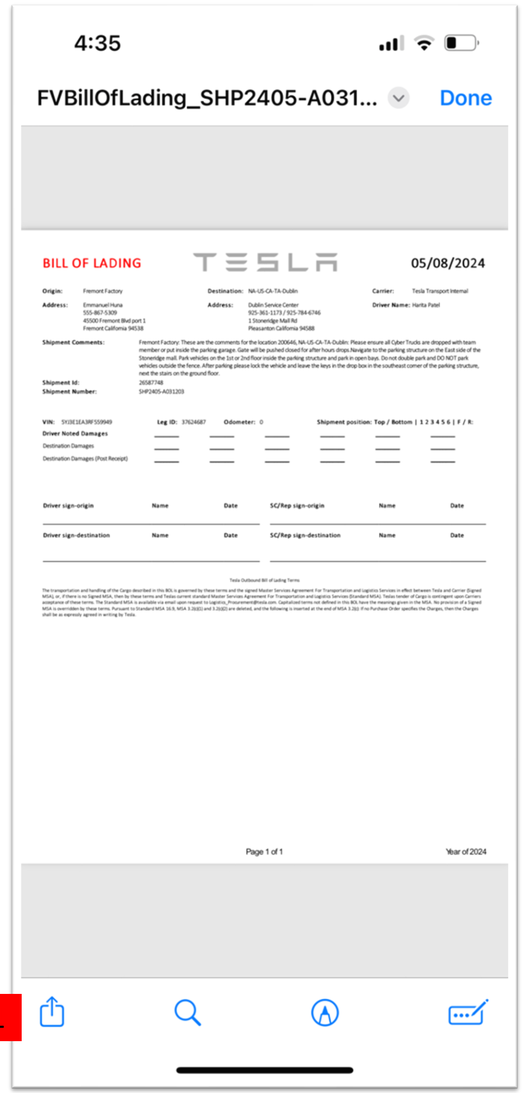
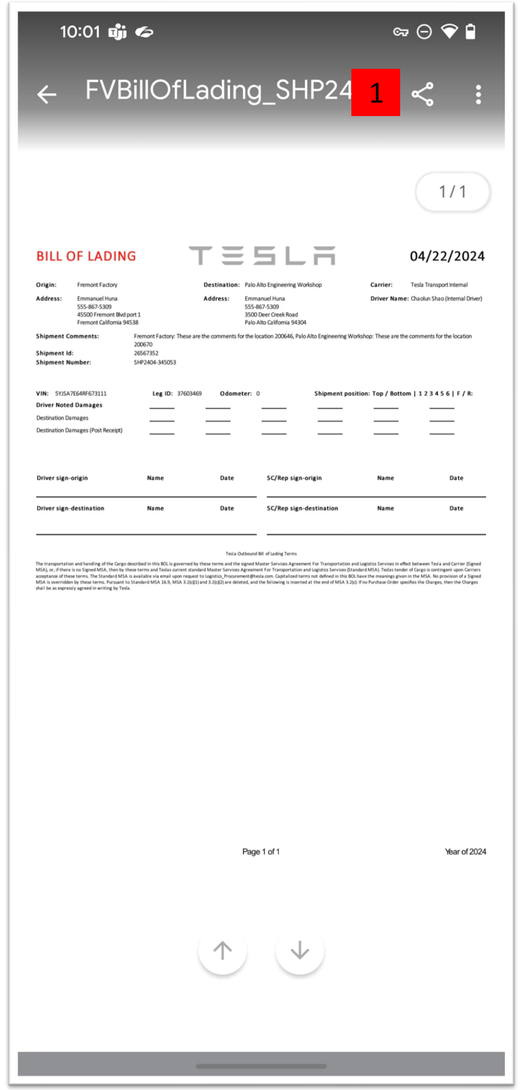
Share Shipment Document

iOS



1 To share any document, after opening the document through the app, press the share icon and click email.

Android



Location Details

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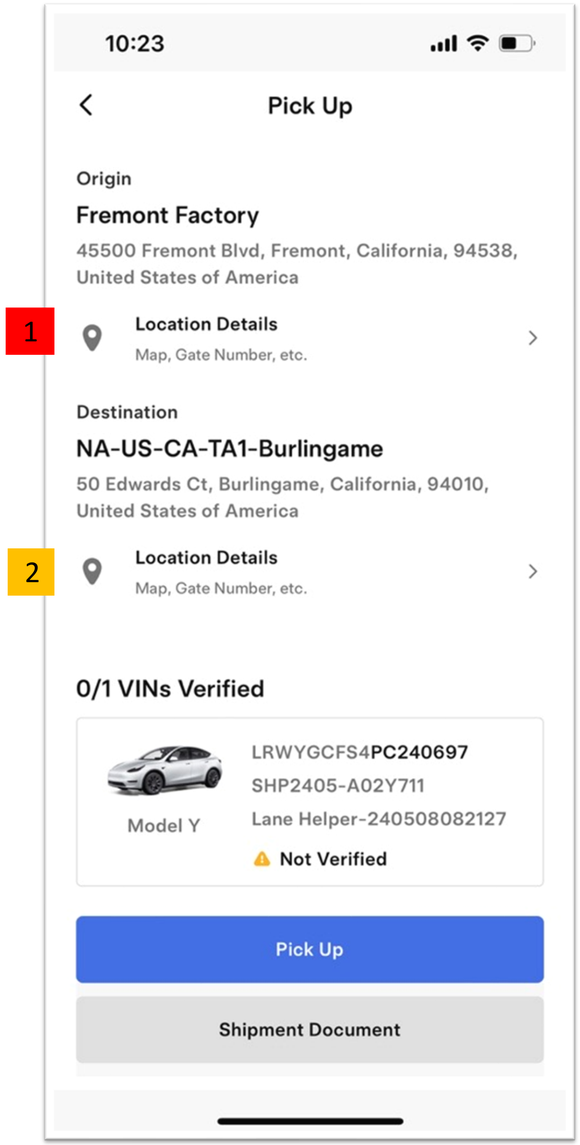
Location Details



1 To view details about the origin location, click the corresponding Location Details.

2 To view details about the destination location, click the corresponding Location Details.

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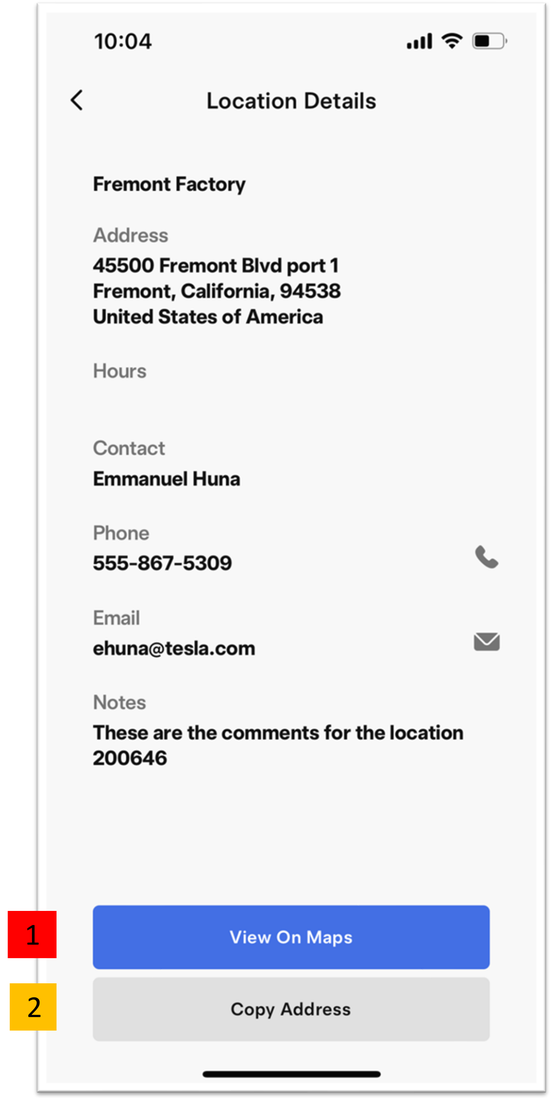
Location Details

On this screen, you can find location address, contact name, contact phone number, and contact email, along with additional notes on the location.



1 Click View On Map if you wish to launch your map application and see the location on a map.

2 Click Copy Address if you wish to copy the location address.

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VIN Verification

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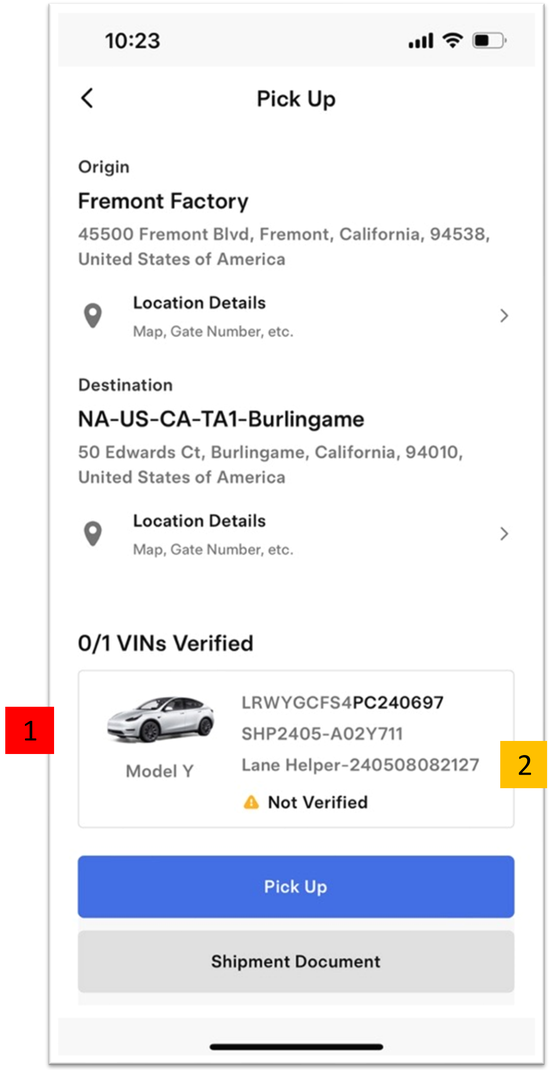
VIN Verification



1 You can find VIN lane information in each VIN's description box

2 Click on the VIN

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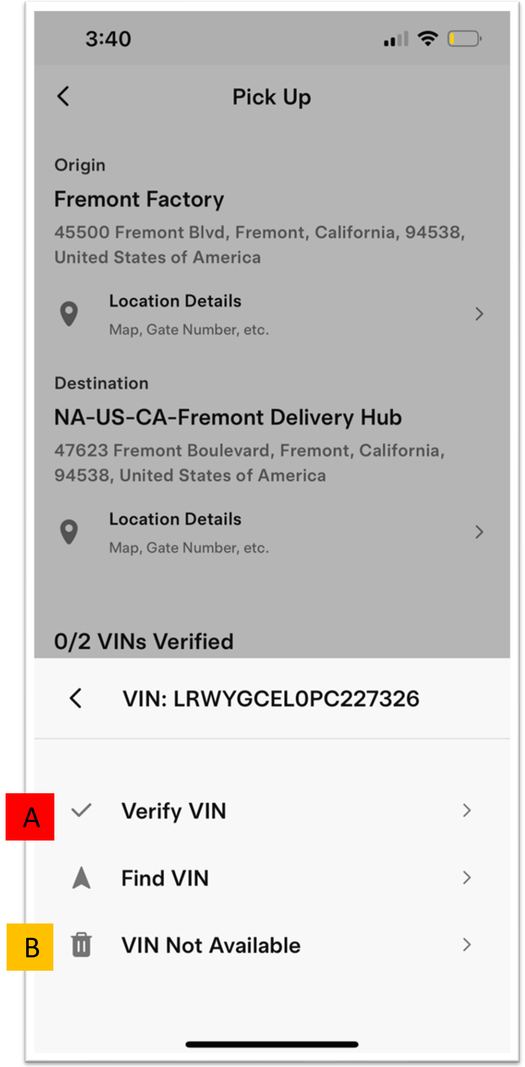
VIN Verification

To continue verifying VIN, go to the next slide. If VIN is not available, go to slide 52.



A Click Verify VIN

B If the VIN is not available and you need to remove the VIN, click Vin Not Available.

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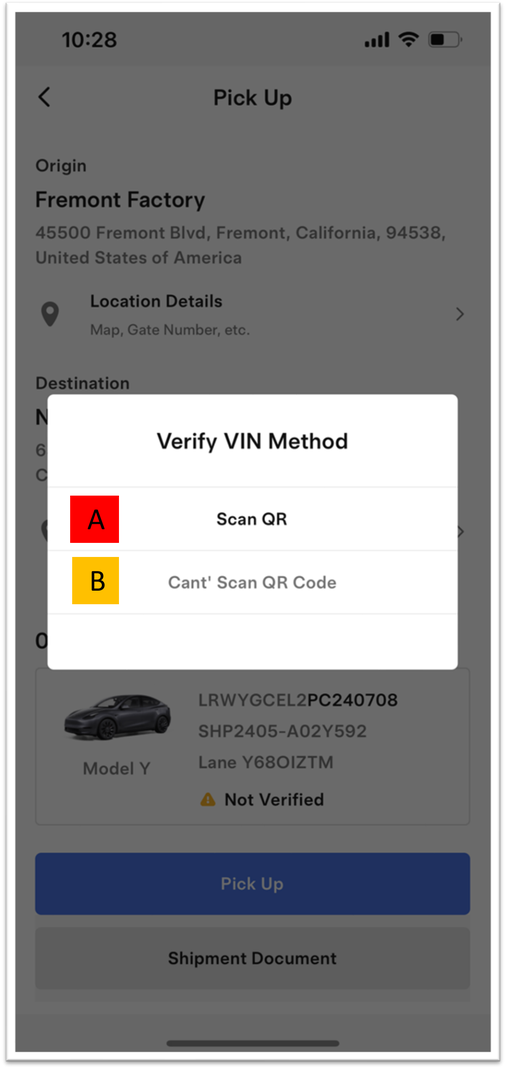
VIN Verification



A If you can scan QR, select Scan QR

B If you cannot scan QR, select Can’t Scan QR Code. If this is selected, you will still be navigated to the next verification step.

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VIN Verification – Scan QR

1 Scan QR

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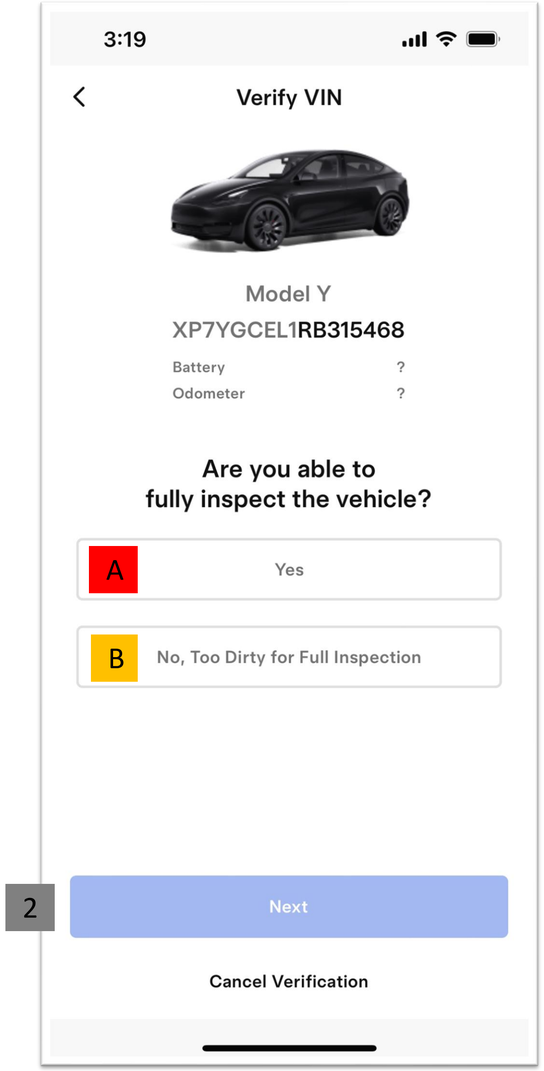
VIN Verification

You can find full regular inspection flow on slide 41.

To find too dirty to inspect flow, go to slide 48.



1A If you can fully inspect the vehicle, select Yes

1B If the vehicle is too dirty to inspect, select No, Too Dirty For Full Inspection.

2 Once you have selected a choice, click Next

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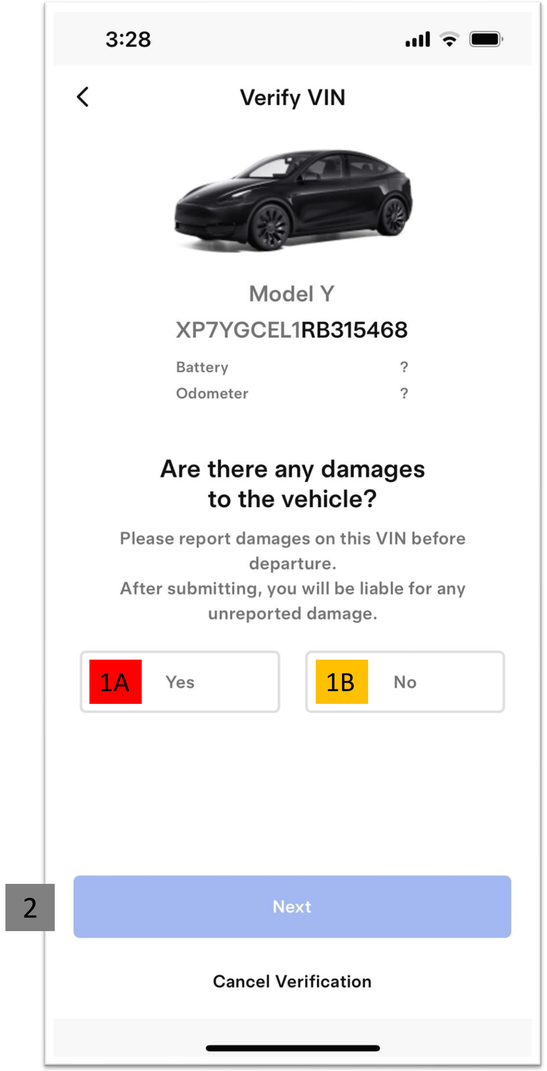
VIN Verification – Regular Inspection

You can find no damages flow on slide 42. However, to report damages, go to slide 43.



1A If there are vehicle damages, select Yes

1B If there are no vehicle damages, select No

2 Once you have selected a choice, click Next

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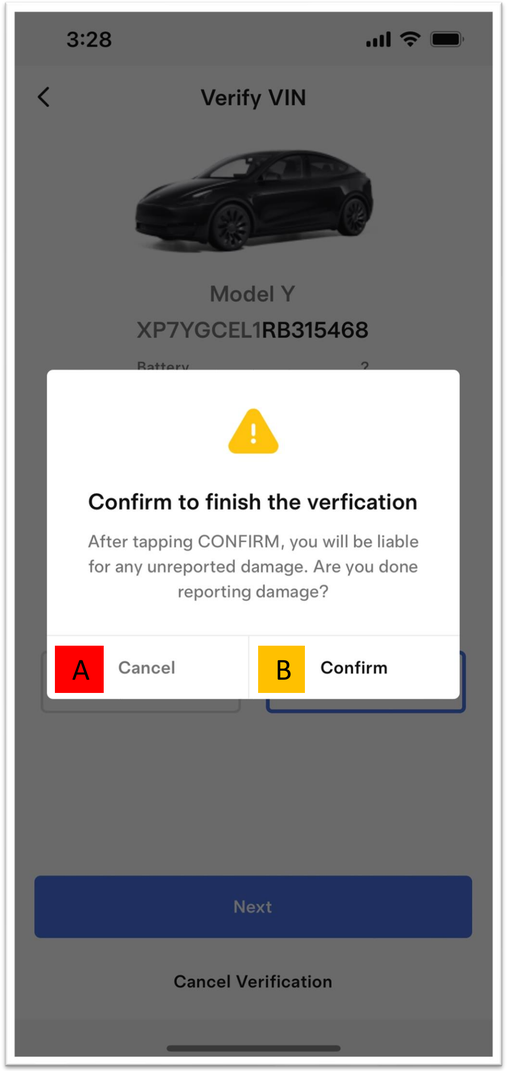
VIN Verification – Regular Inspection: No Damages

If you selected No when asked if there are damages to the vehicle, you will be asked to confirm that there are no damages and that you are done reporting damage.



A If you wish to report any damages, select Cancel

B To complete damage reporting, select Confirm

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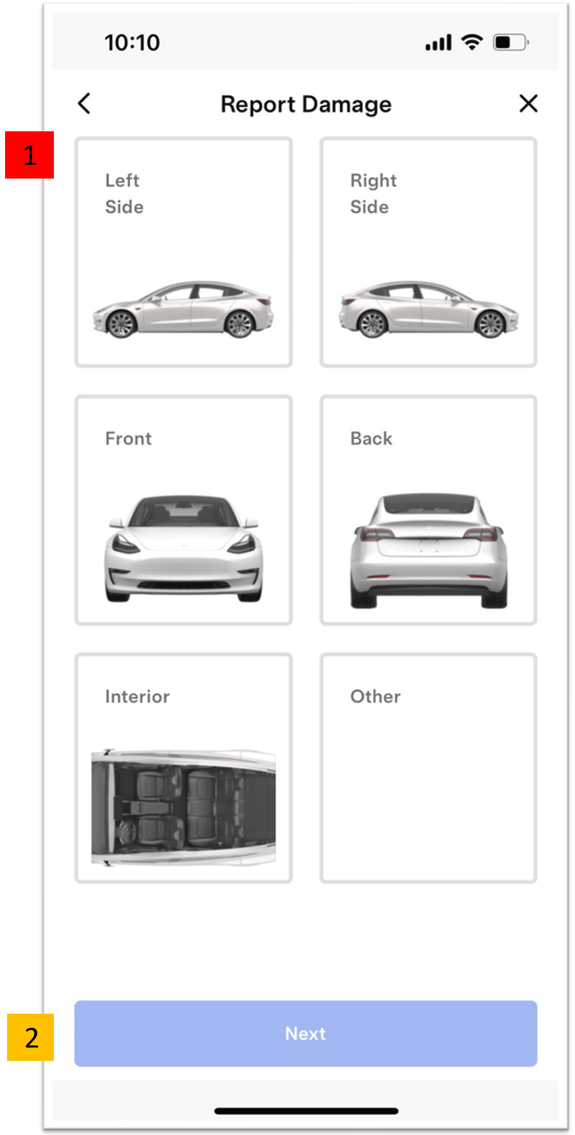
VIN Verification – Regular Inspection: Damage Reporting

If you selected Yes when asked if there are damages to the vehicle, you will be asked to report the damages to the corresponding area of the vehicle.



1 Select the area of the vehicle where you found damages.

2 Then, click Next

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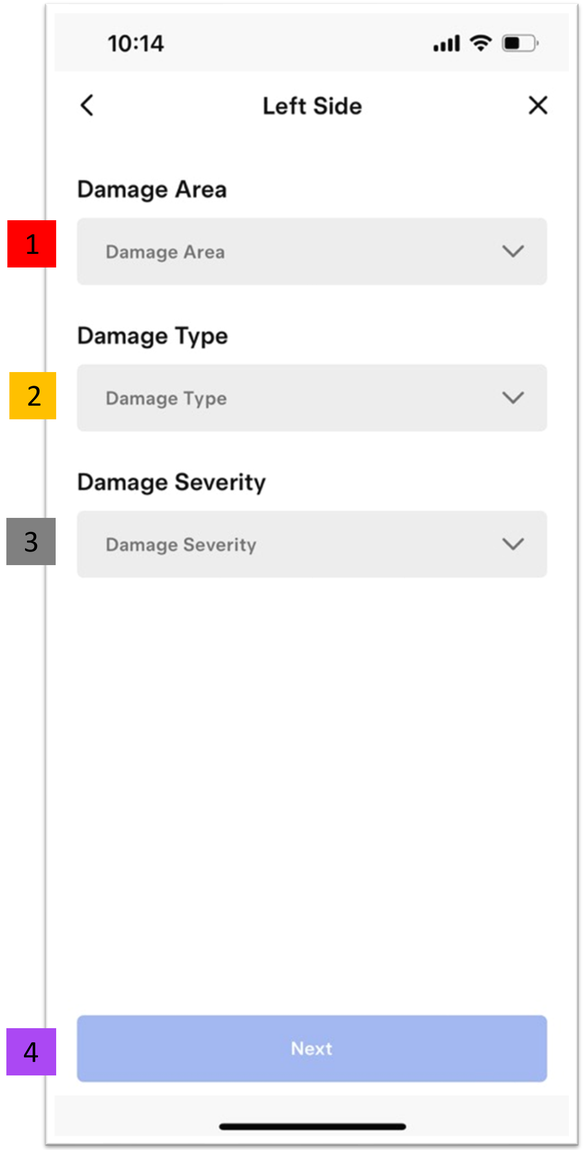
VIN Verification – Regular Inspection: Damage Reporting



1 Select Damage Area

2 Select Damage Type

3 Select Damage Severity

4 Click Next

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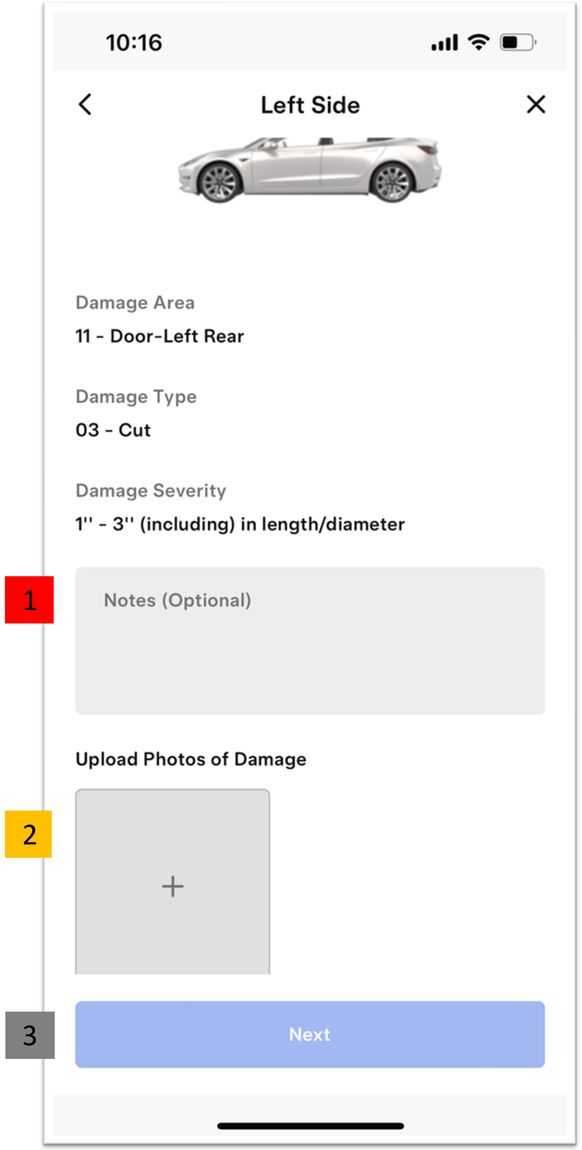
VIN Verification – Regular Inspection: Damage Reporting



1 Add any additional notes you may have on the damages

2 Upload photos of the damage

3 Click Next

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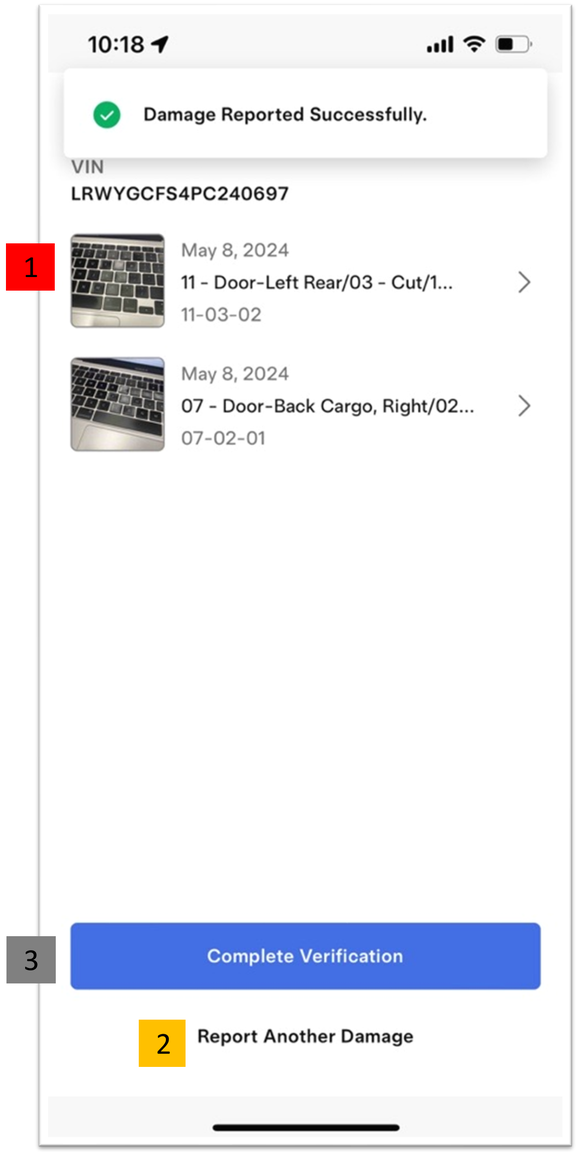
VIN Verification – Regular Inspection: Damage Reporting

You will receive a “Damage Reported Successfully” message when you’ve entered the information.



1 You can view all the damages you have reported

2 If you wish to report another damage, click Report Another Damage and follow the same Damage Reporting steps again

3 Once you are done, you can click Complete Verification

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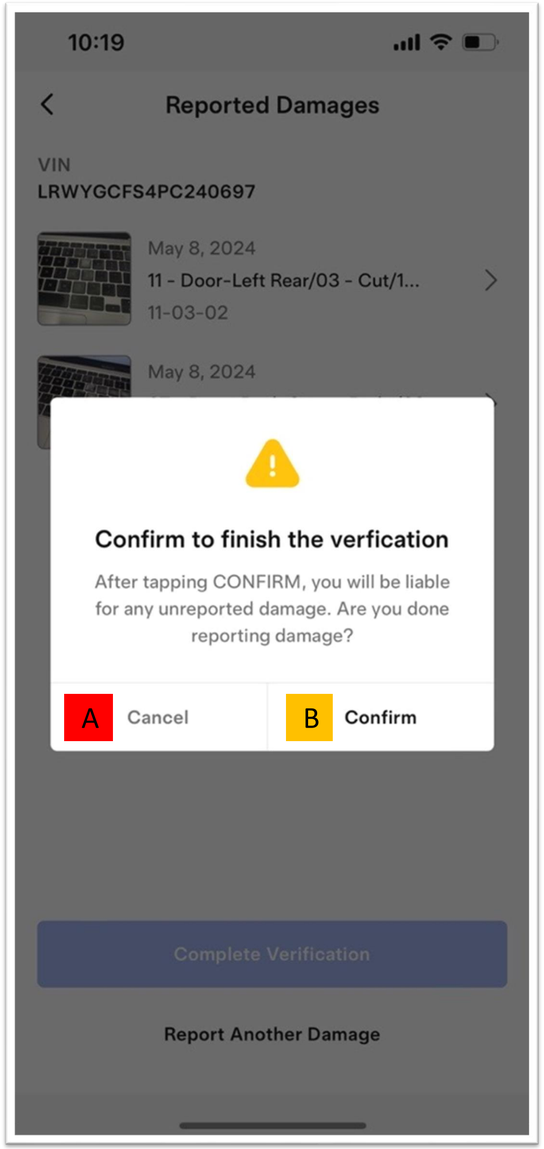
VIN Verification – Regular Inspection: Damage Reporting



A If you wish to report any additional damages, select Cancel

B To complete damage reporting, select Confirm

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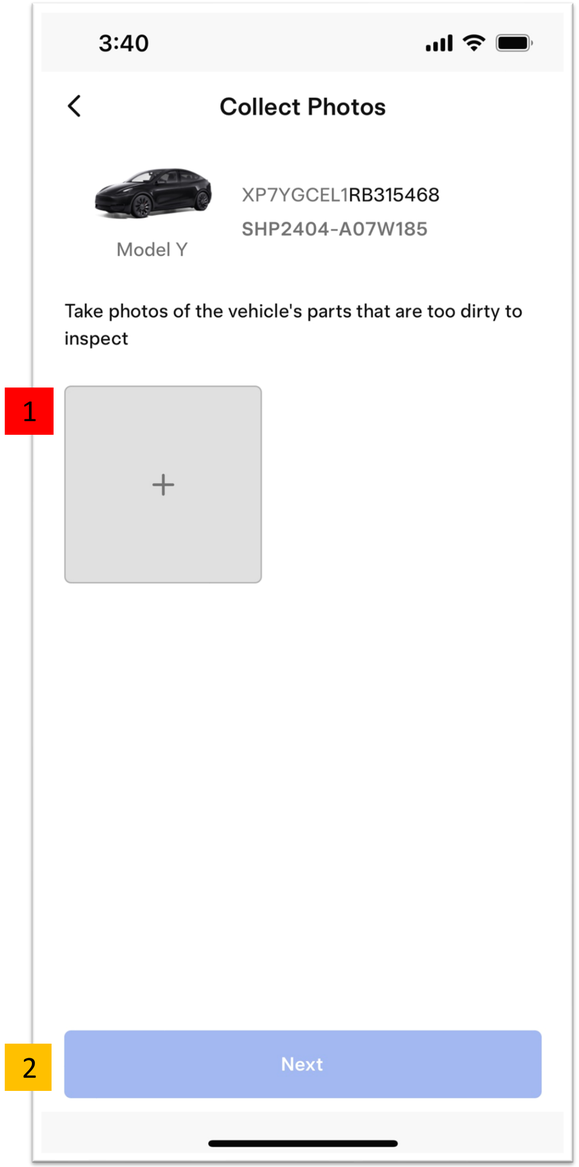
VIN Verification – Too Dirty to Inspect

If you selected “No, Too Dirty For Full Inspection,” you will be directed to this screen.



1. Click the gray box with a plus to upload photos of the vehicle parts that are too dirty to inspect.

2. Once you have uploaded all your photos, click Next

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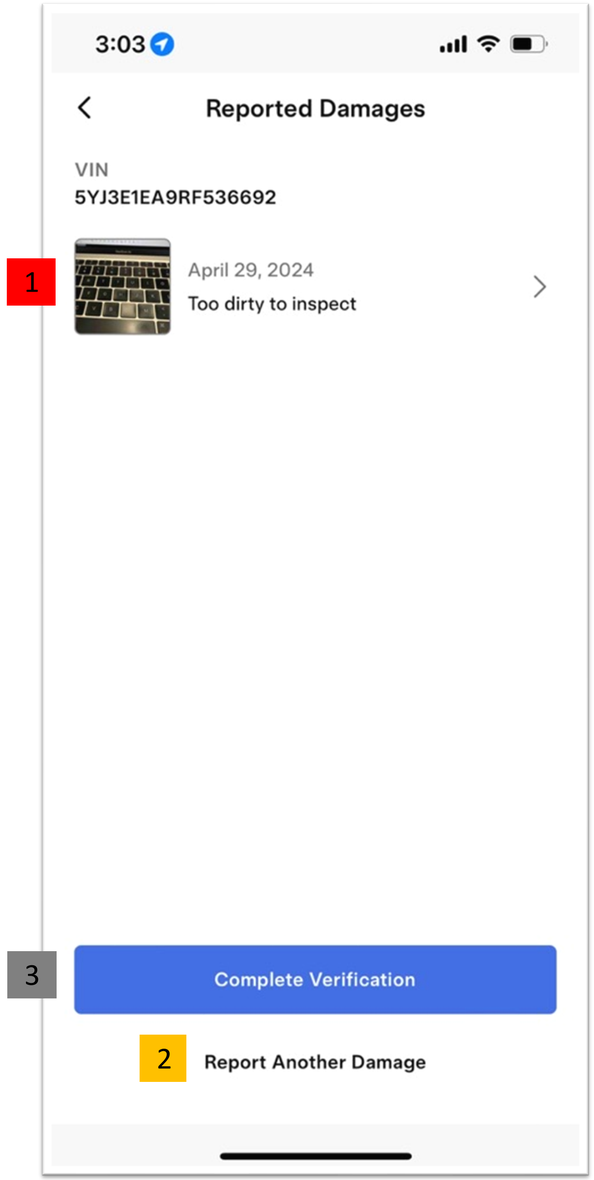
VIN Verification – Too Dirty to Inspect



1 You can view all the damages and too dirty to inspect areas you have reported

2 If you wish to report another damage, click Report Another Damage and follow the Regular Inspection Damage Reporting steps

3 Once you are done, you can click Complete Verification

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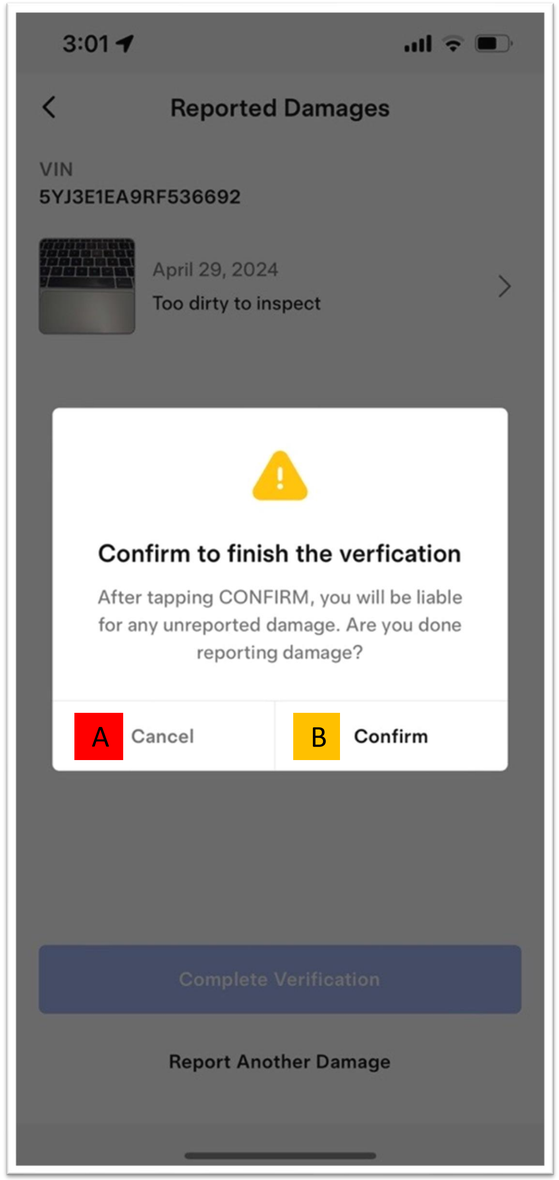
VIN Verification – Too Dirty to Inspect



A If you wish to report any additional damages, select Cancel

B To complete damage reporting, select Confirm

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VIN Removal

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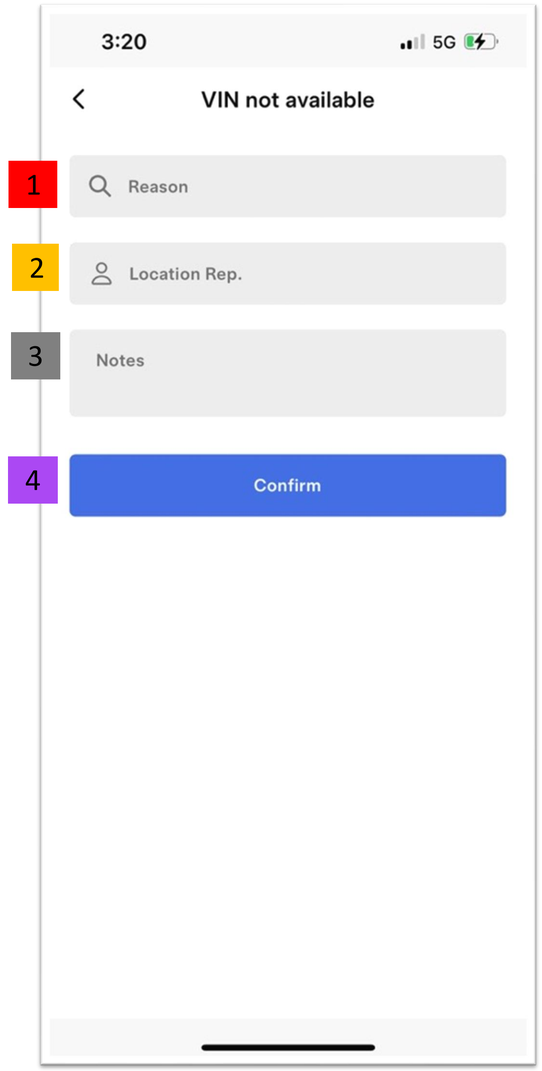
VIN Removal

If you selected VIN not available, you will be presented with this screen.



1 Enter the reason why the VIN is not available from the selection options

2 Enter the name of the Location Rep

3 Add any notes

4 Click Confirm

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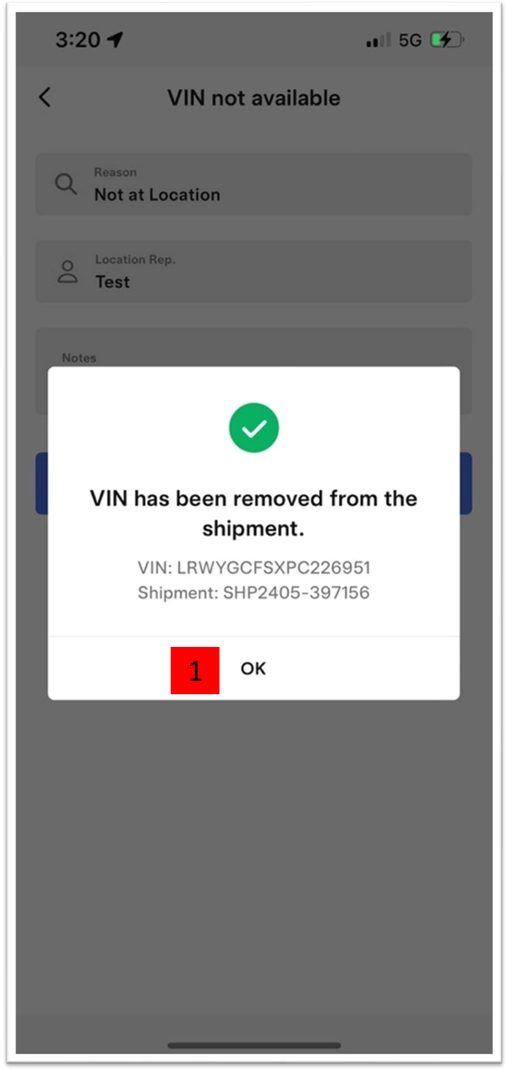
VIN Removal

Once you are done, you will receive a “VIN has been removed from the shipment” message.



1 Click OK

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Shipment Pick Up

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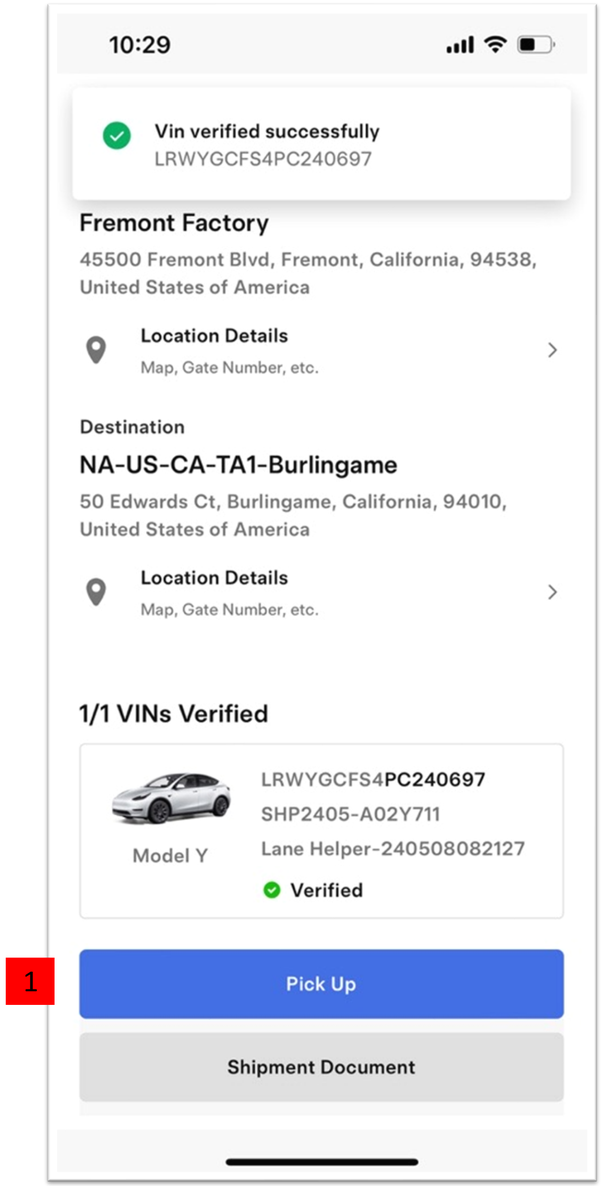
Pick Up

Once VIN verification is complete, you will receive a “Vin verified successfully” message.



1 To proceed to pick up, click Pick Up

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Update ETA

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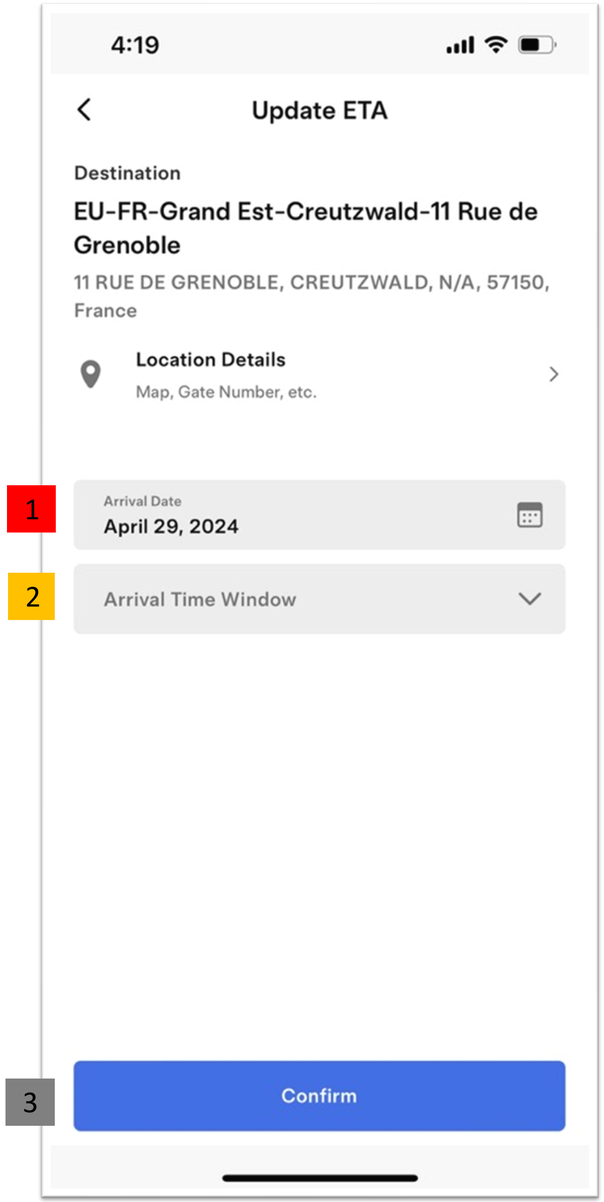
Update ETA



1 To update your ETA, select the Arrival Date

2 Select the Arrival Time Window

3 Click Confirm

4 You will receive a “VIN Pick Up Successfully” message

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In Transit

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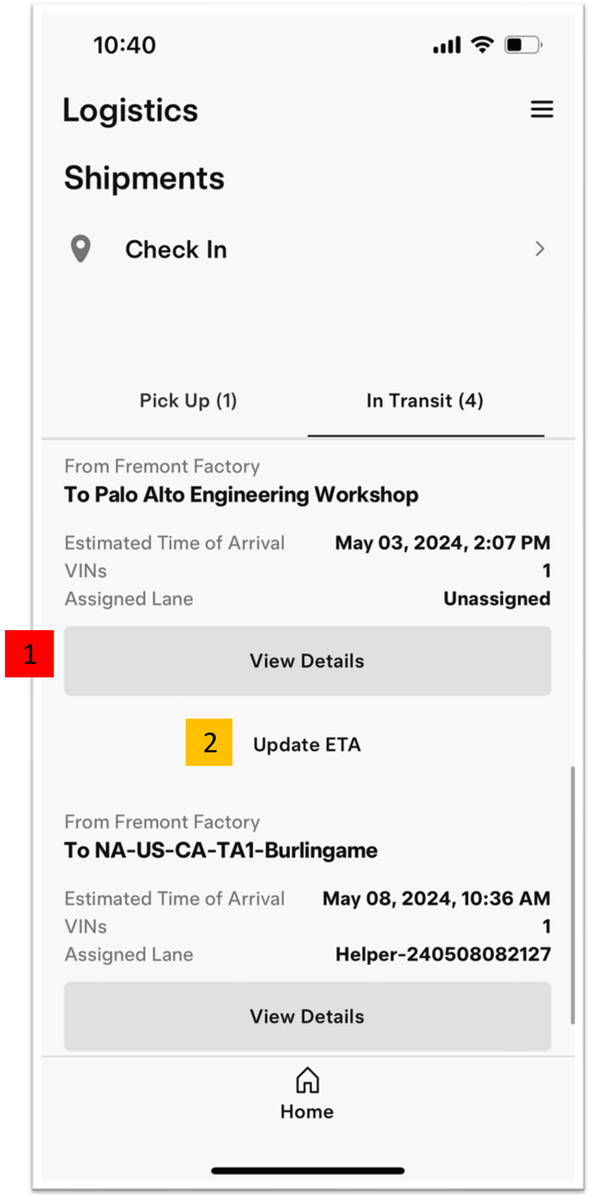
In Transit

Once VIN Pick Up is complete, the shipment will move to the In Transit tab.



1 To view details on the shipment and/or complete shipment drop off, click View Details

2 To update ETA of shipment, click Update ETA

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Drop Off

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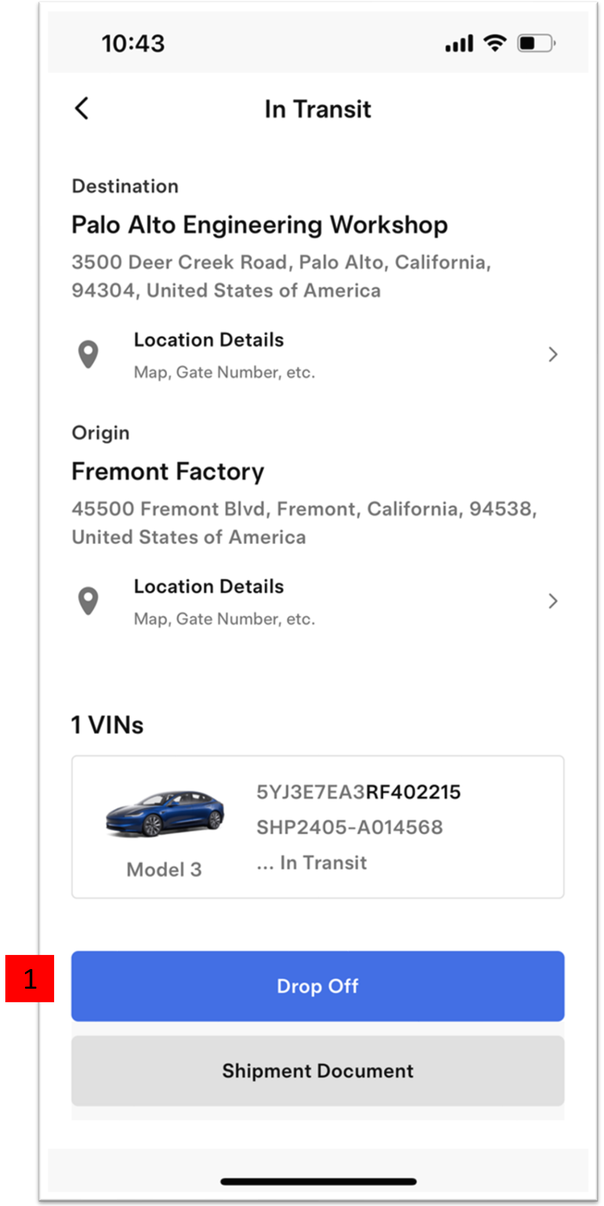
Drop Off



1 To complete drop off, click Drop Off

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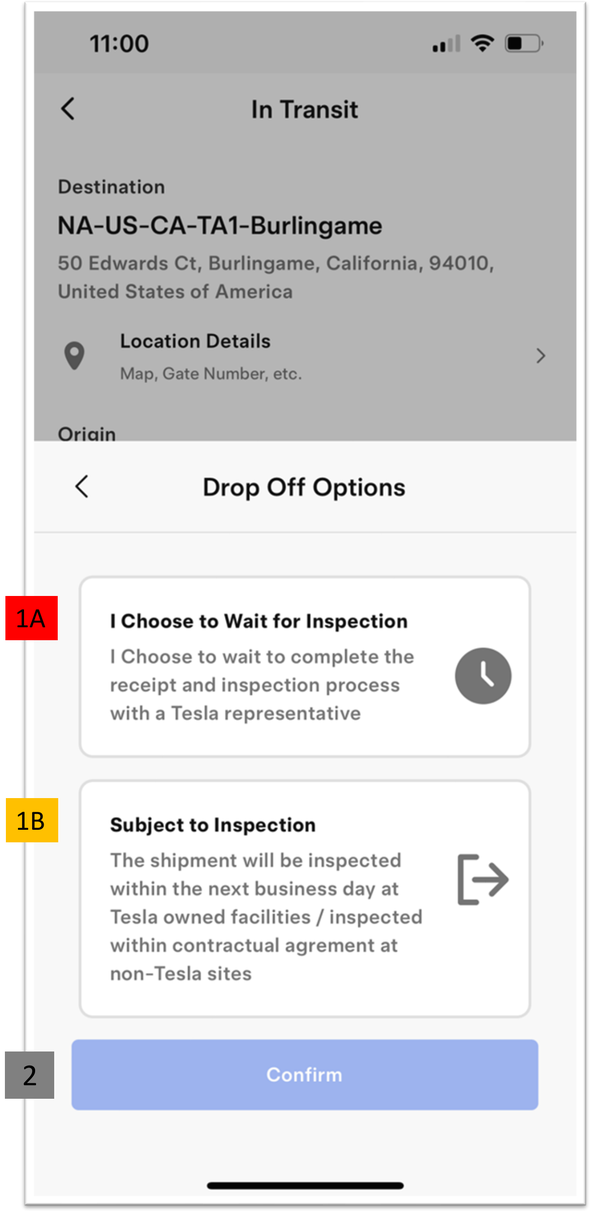
Drop Off

When you click Drop Off, you will be presented with two options: “I choose to wait for inspection” and “subject to inspection.”



1A If you wish to wait for a Tesla representative to complete inspection, click “I Choose to Wait for Inspection.”

1B If you do not wish to wait, click ”Subject to Inspection.”

2 Once you have selected a drop off option, click Confirm.

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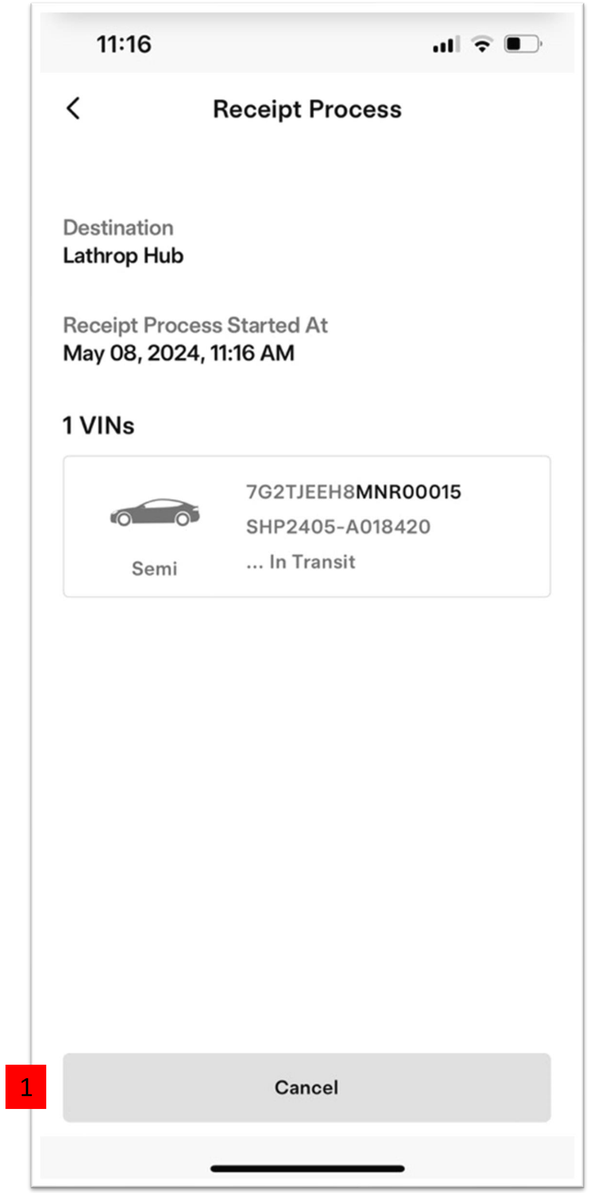
Drop Off – Choose to Wait for Inspection

If you selected ”I choose to wait for inspection,” you will receive a message to “go find a Tesla representative to inspect your shipment.”



1 If you want to change your drop off option selection, you can click Cancel

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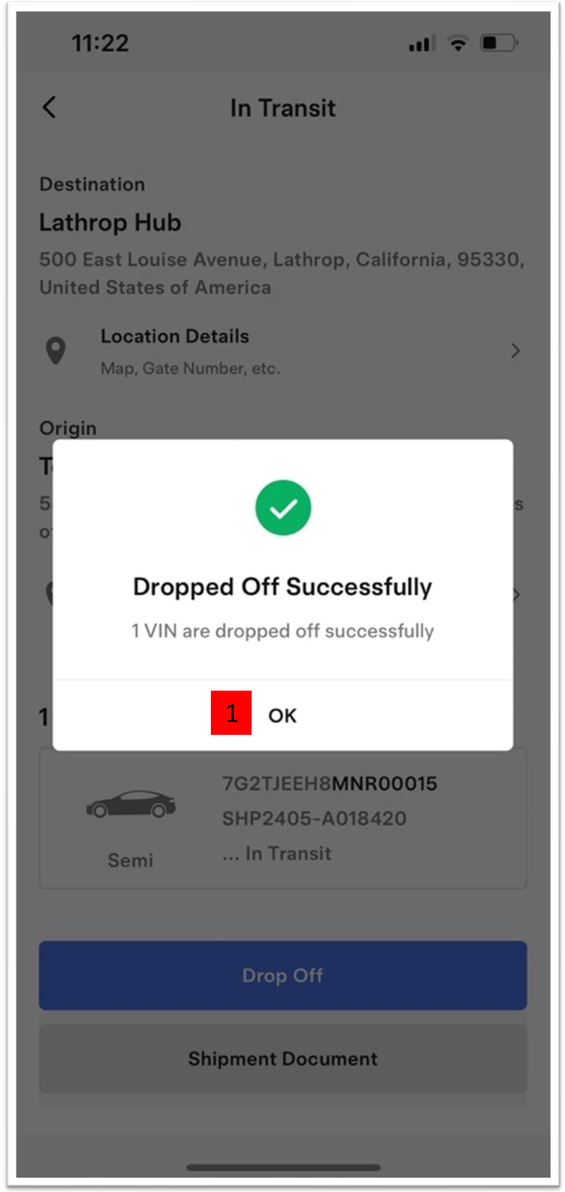
Drop Off – Subject to Inspection

If you selected ”subject to inspection,” you will receive a “dropped off successfully” message.



1 Click Ok

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Driver Profile

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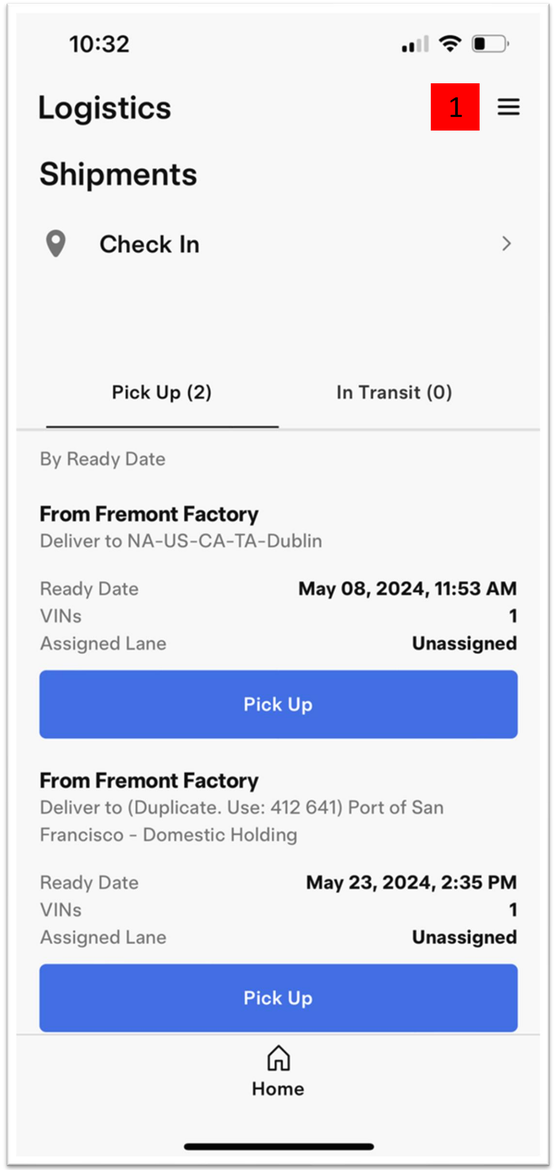
Driver Profile



1 To access your profile details, click the hamburger icon

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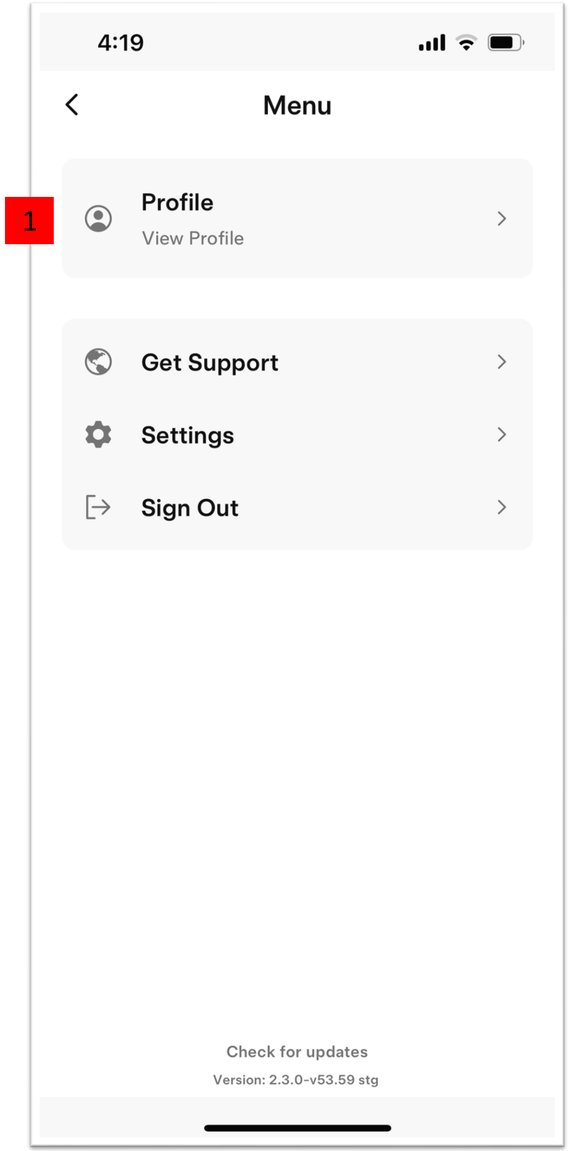
Driver Profile



1 Click Profile

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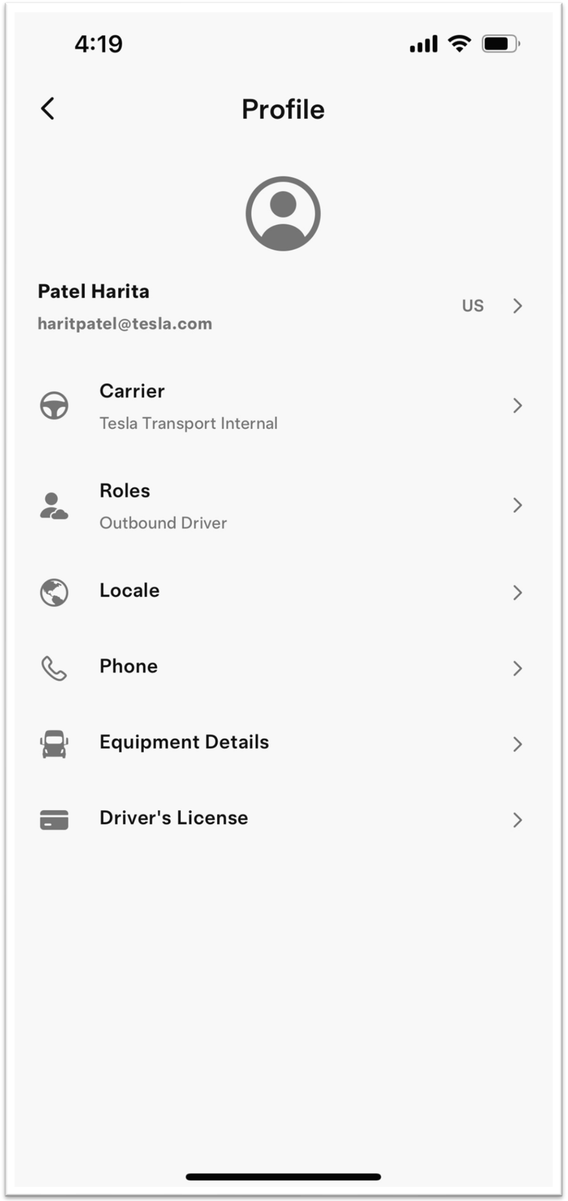
Driver Profile

You can click on any category to view and/or adjust your corresponding information.



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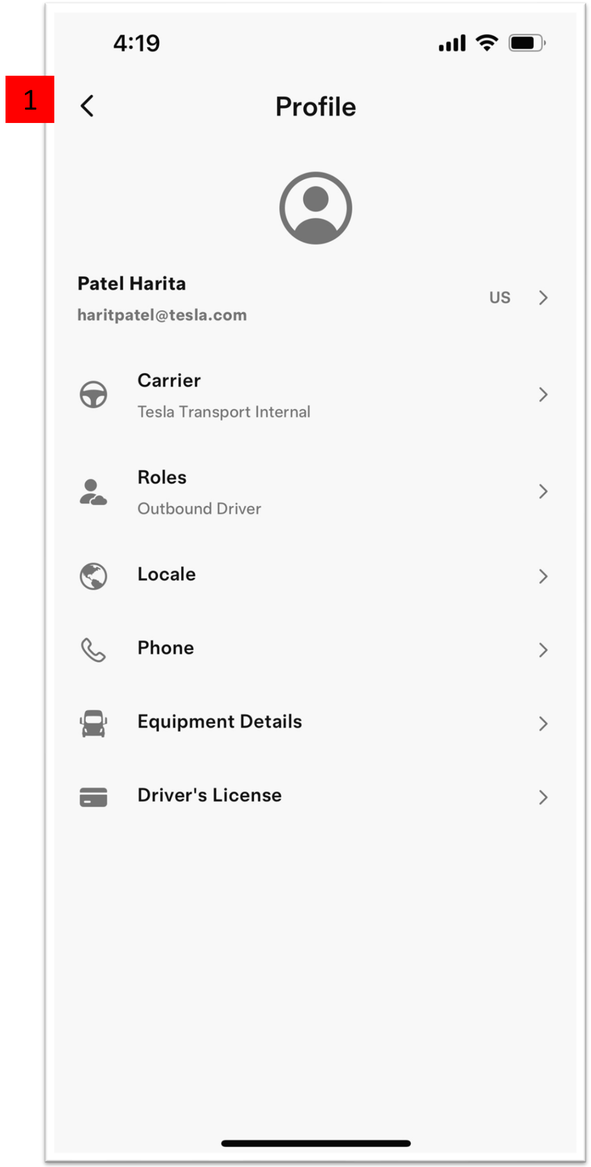
Driver Profile



1 You can click the back arrow on each screen to go to a previous page

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