

# Logistics Mobile App – Finished Vehicle Driver Training

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## LAST EDITED

April 29, 2024





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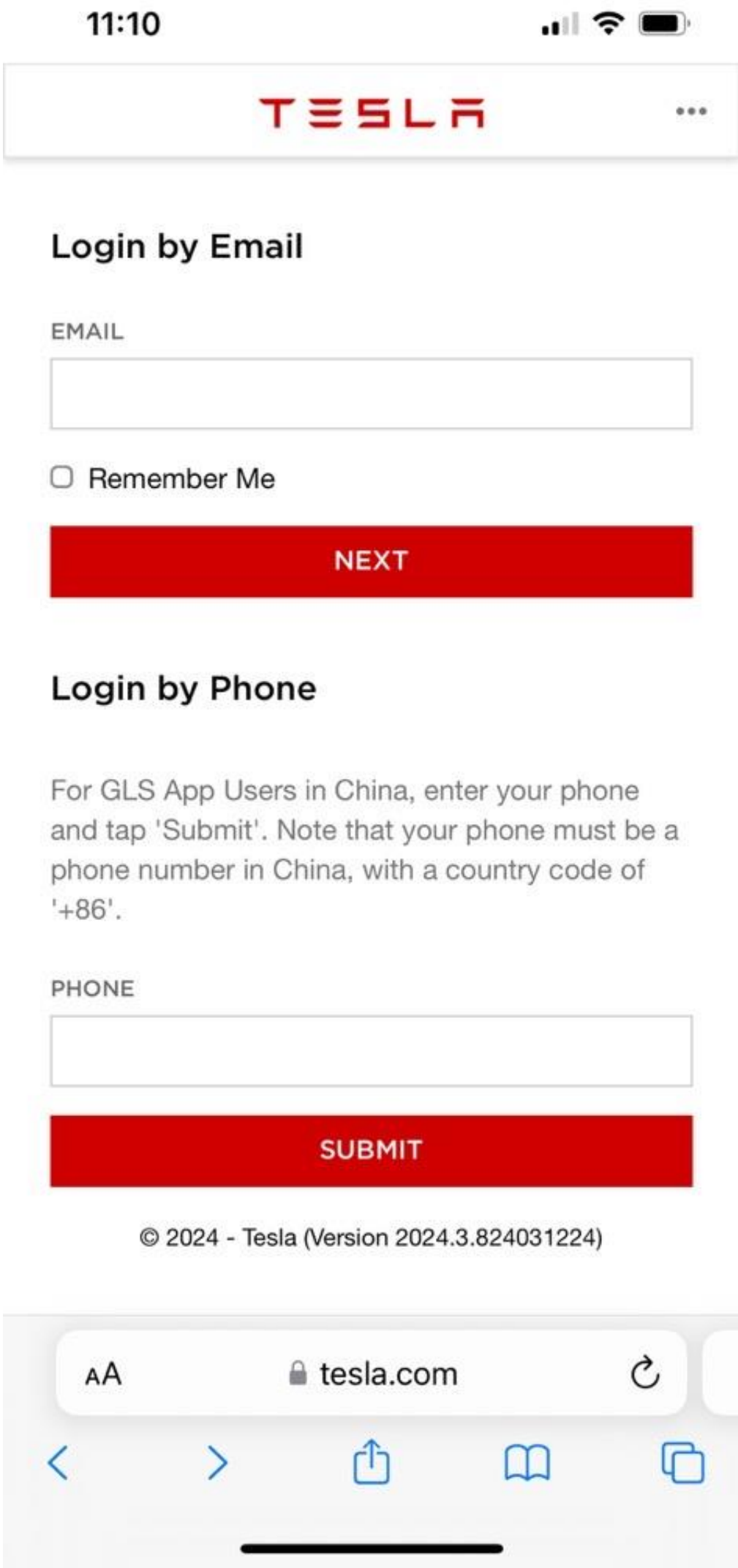
Slide 72: Driver Profile



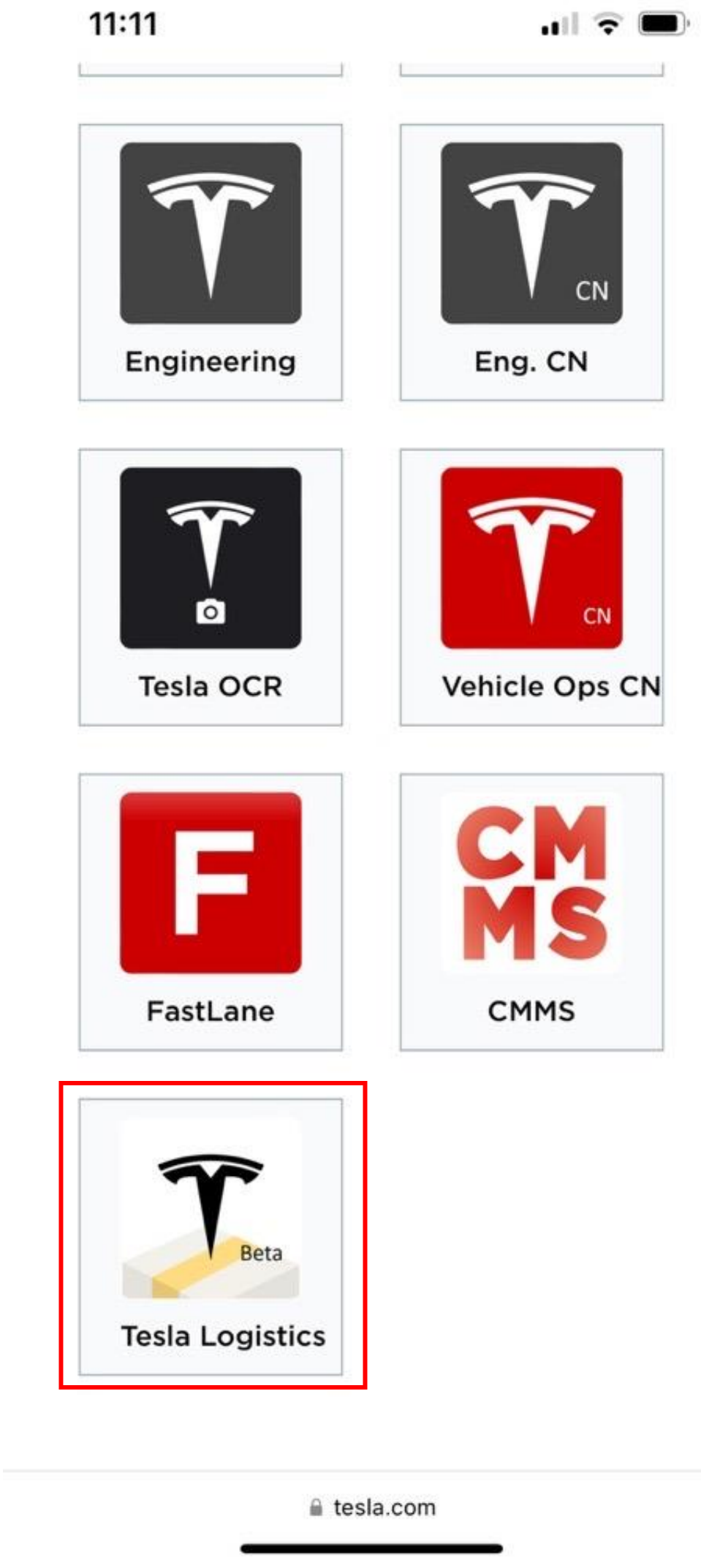
# App Download



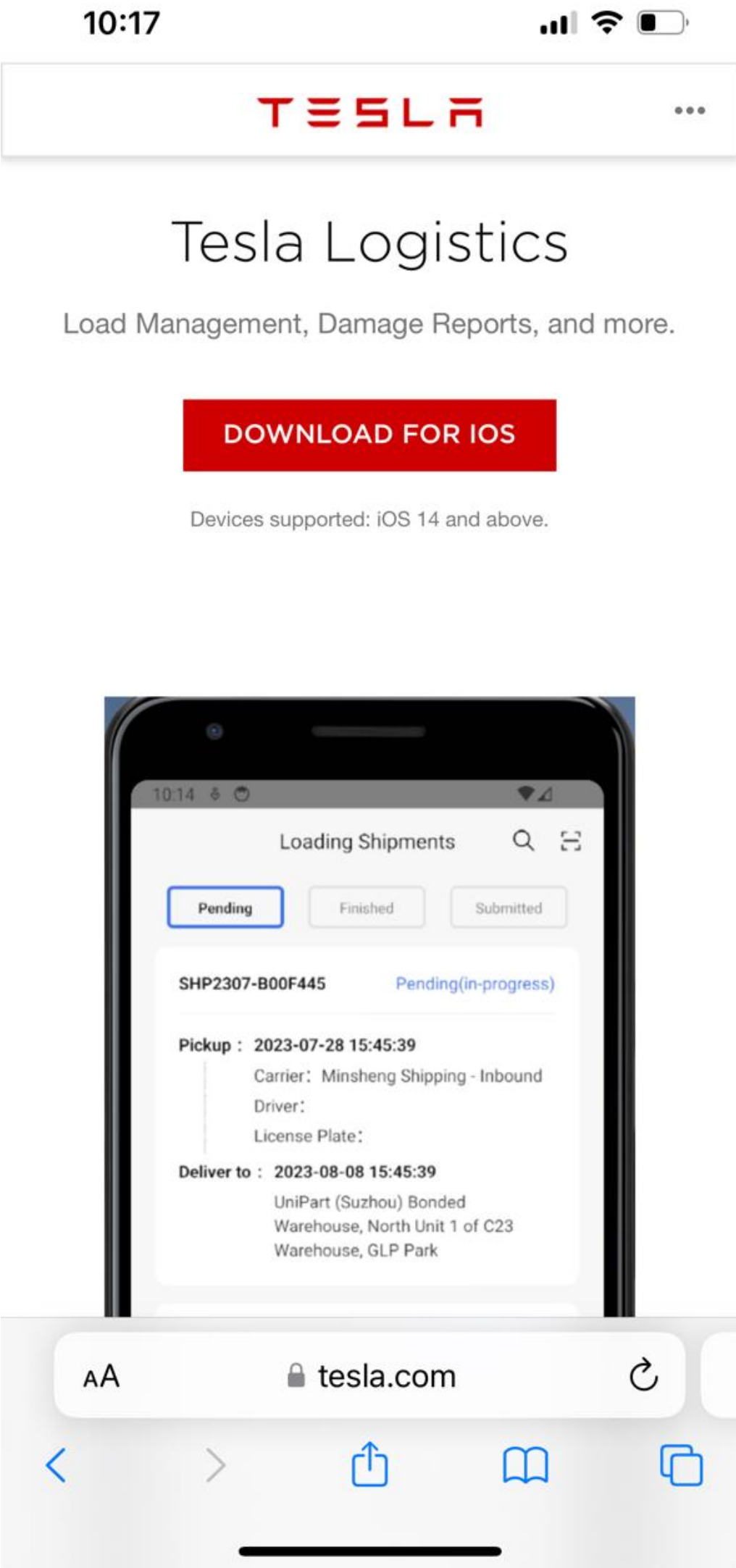
# App Download



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



# User Login



# User Login

3:01

T E S L A

Logistics

1

Email

Remember Me

2

Next

Tesla © 2023

[Terms & Conditions](#)

1

Type in your email

2

Click Next



# User Login – Internal User

3:01

< auth-stage.teslam...

TESLA

Sign in with your organizational account

1 Username

Password

2 Sign in

[Sign in using an X.509 certificate](#)

© 2016 Microsoft

1 Type in your Tesla credentials

2 Click Sign In



# User Login – External User

2:54

< auth-stage.teslam...

T E S L A en-US

## Sign In

xyz@email.com [Change](#)

Password

1

2

Sign In

Cancel

[Forgot password?](#)

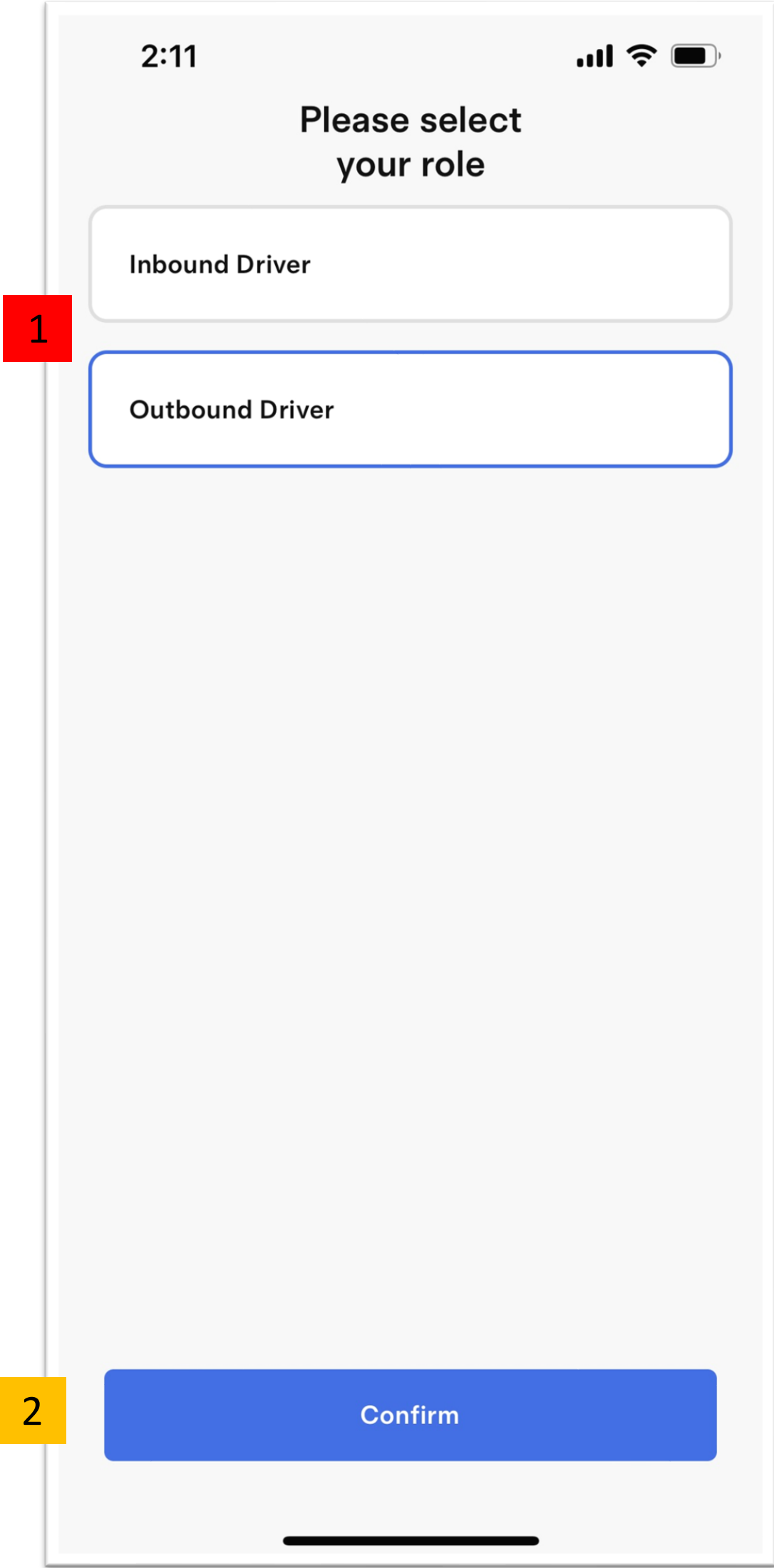
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[Privacy & Legal](#) [Contact](#)

1 Type in your username  
and password

2 Click Sign In

# Select Role



**1** Select your role

**2** Click Confirm



# Profile Set-Up

# Profile Set-Up: Locale

3:00

Locale

Step 1 of 3

Region & Language

1

Region

North America

▼

2

Language

English

▼

Unit of Measure

3

Imperial

e.g. mile, yard, foot, inch, pound, ounce, gallon

☒

Metric

e.g. millimeter, centimeter, kilometer, milligram, kilogram, etc.

☐

4

Save

1

Select your region

2

Select your language

3

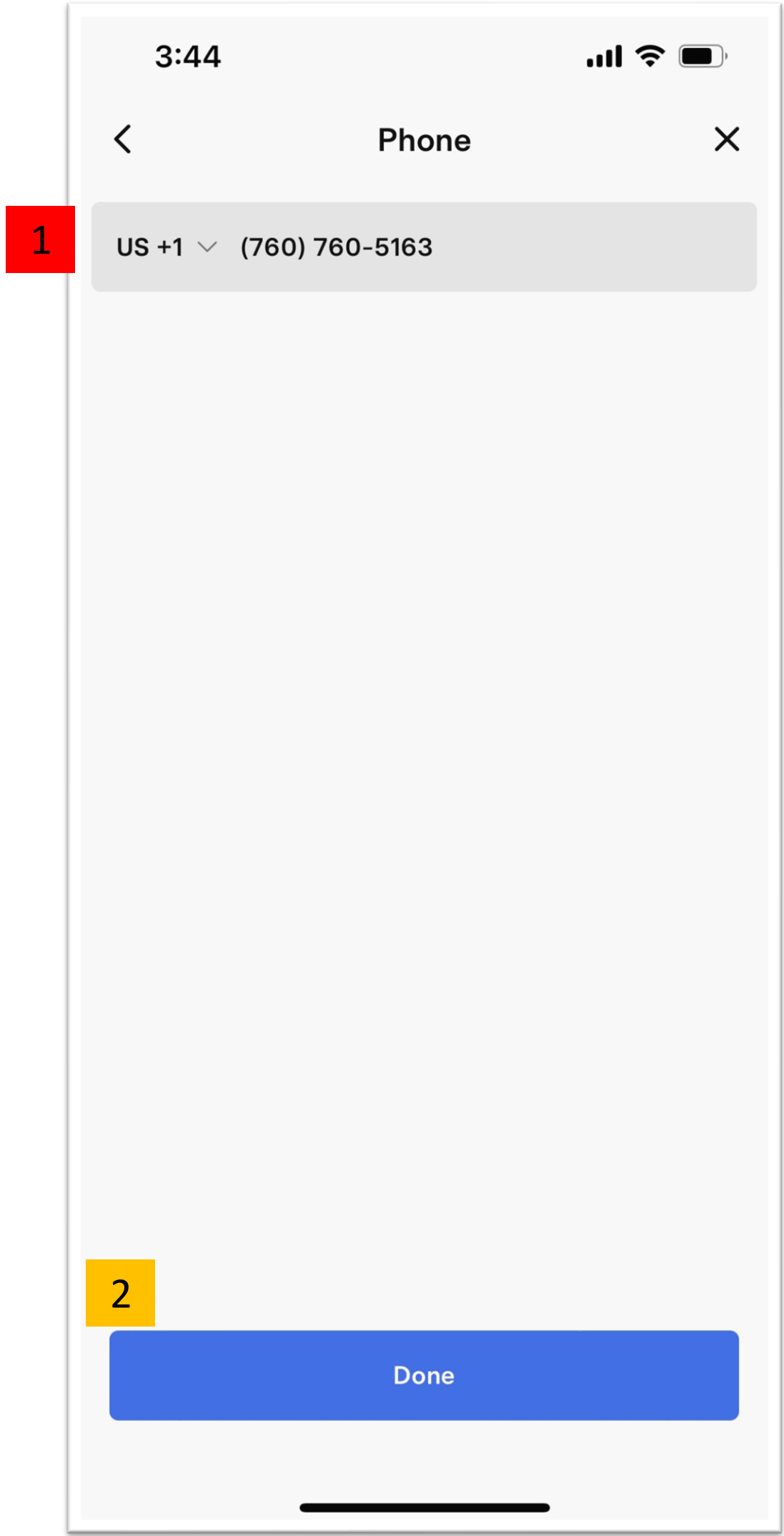
Select your unit of measure

4

Click Save



# Profile Set-Up: Phone Number



1 Enter your phone number

2 Click Done

# Profile Set-Up: Equipment Details

3:03

Equipment Details

Step 3 of 4

My Carriers

Tesla Transport Internal

Tesla Transport Internal

1

License Plate

Test12345

2

Equipment Type

Flatbed Standard (5478)

3

Weight Limit (lb)

25000

4

Load Length (ft)

20

Maximum weight your equipment can load

Length of your trailer bed

5

Done

- 1 Type your License Plate Number
- 2 Select Equipment Type
- 3 Type the Equipment Weight
- 4 Type the Equipment Load Length
- 5 Click Done



# 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.

A screenshot of a mobile app interface for setting up a driver's license. The screen is titled "Driver's License" with a subtitle "Step 4 of 4". It features four input fields: "Country" (United States of America), "State" (California), "Expiration Date" (Dec 31, 2027), and "Driver's License Number" (ABC48026). A blue "Next" button is at the bottom. Numbered callouts 1 through 5 are placed next to each field and the button respectively. The callout for step 3 is missing from the image.

1 Select Country

2 Select State

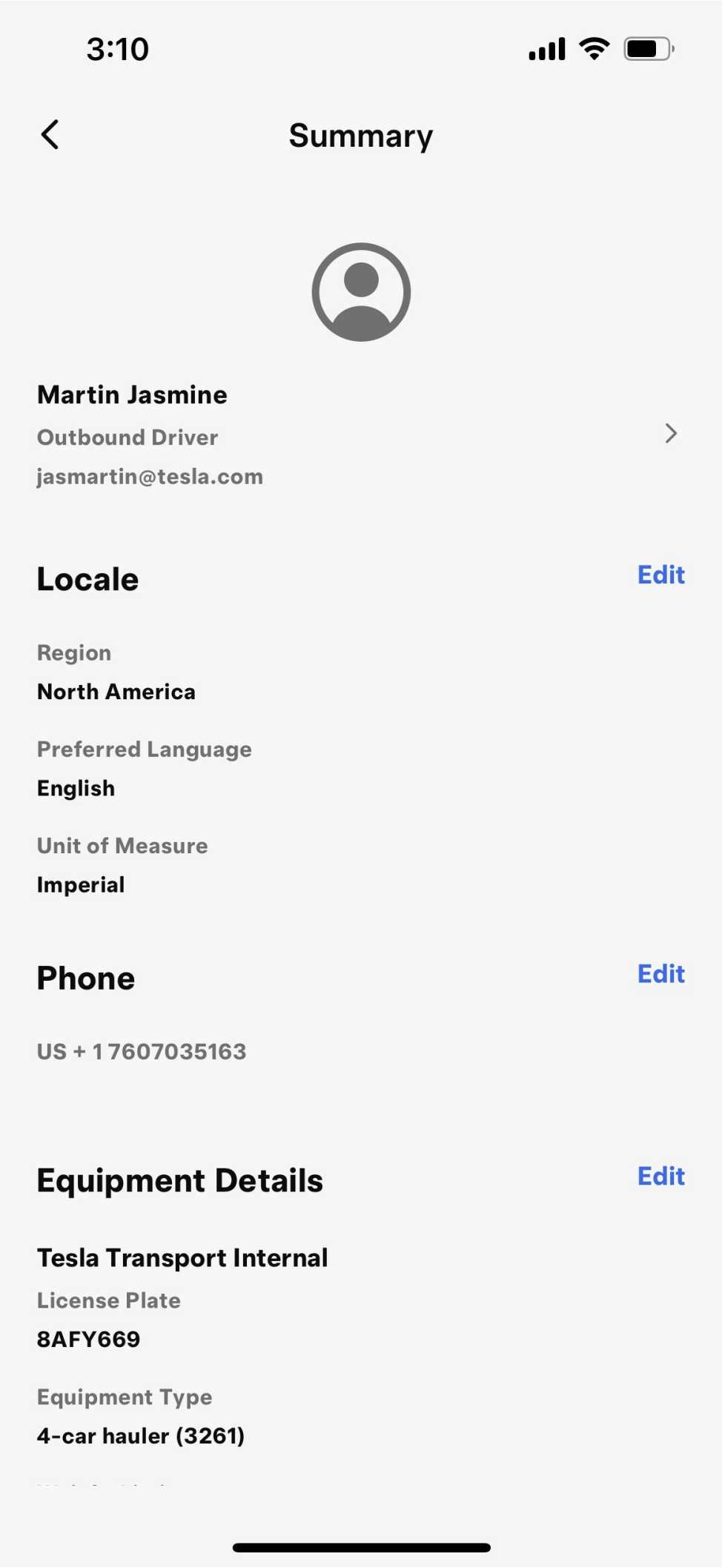
3 Select License  
Expiration Date

4 Type Driver's License  
Number

5 Click Done

# 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.

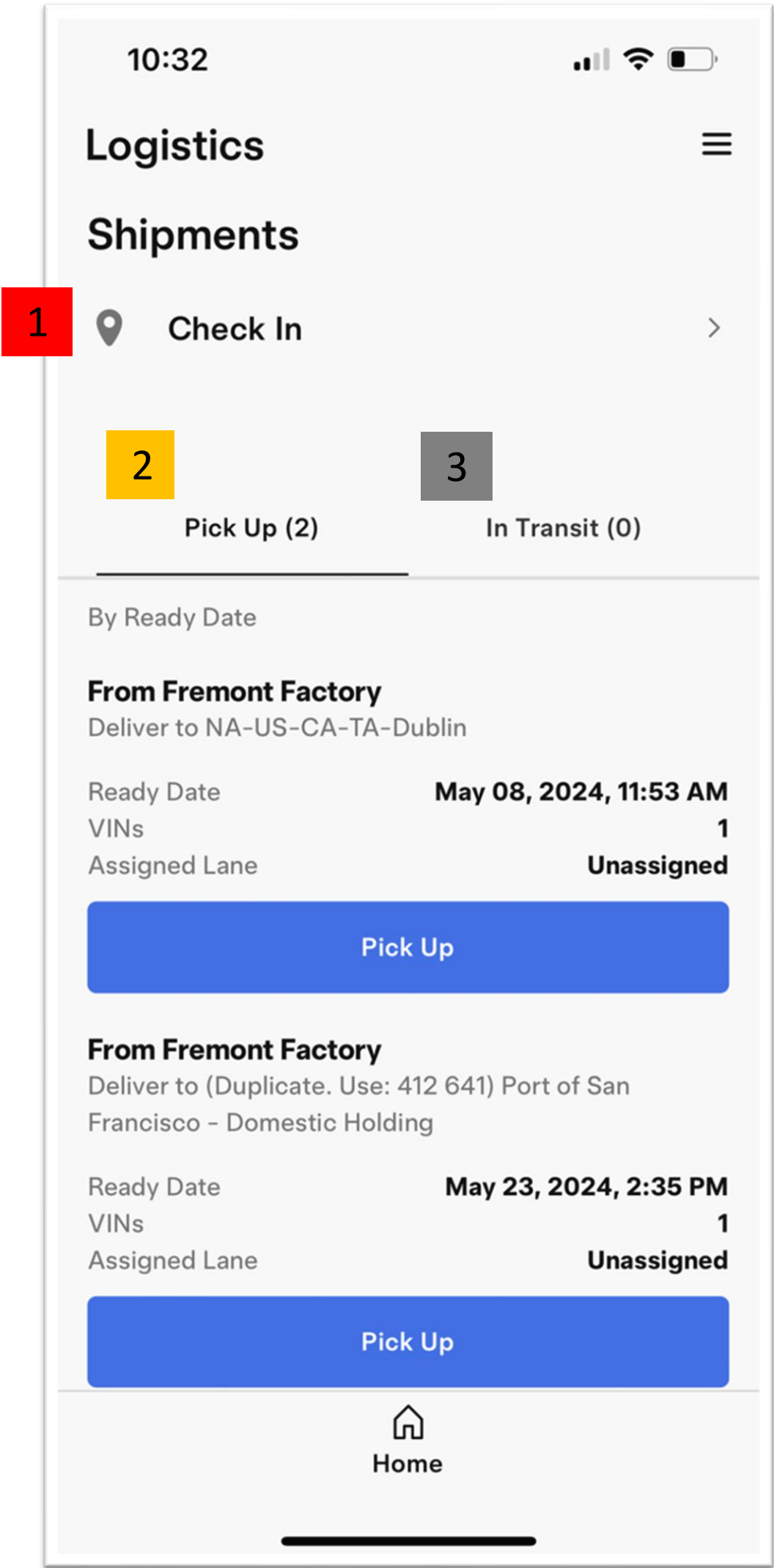


# Shipment Screen



# Shipment Screen Functions

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

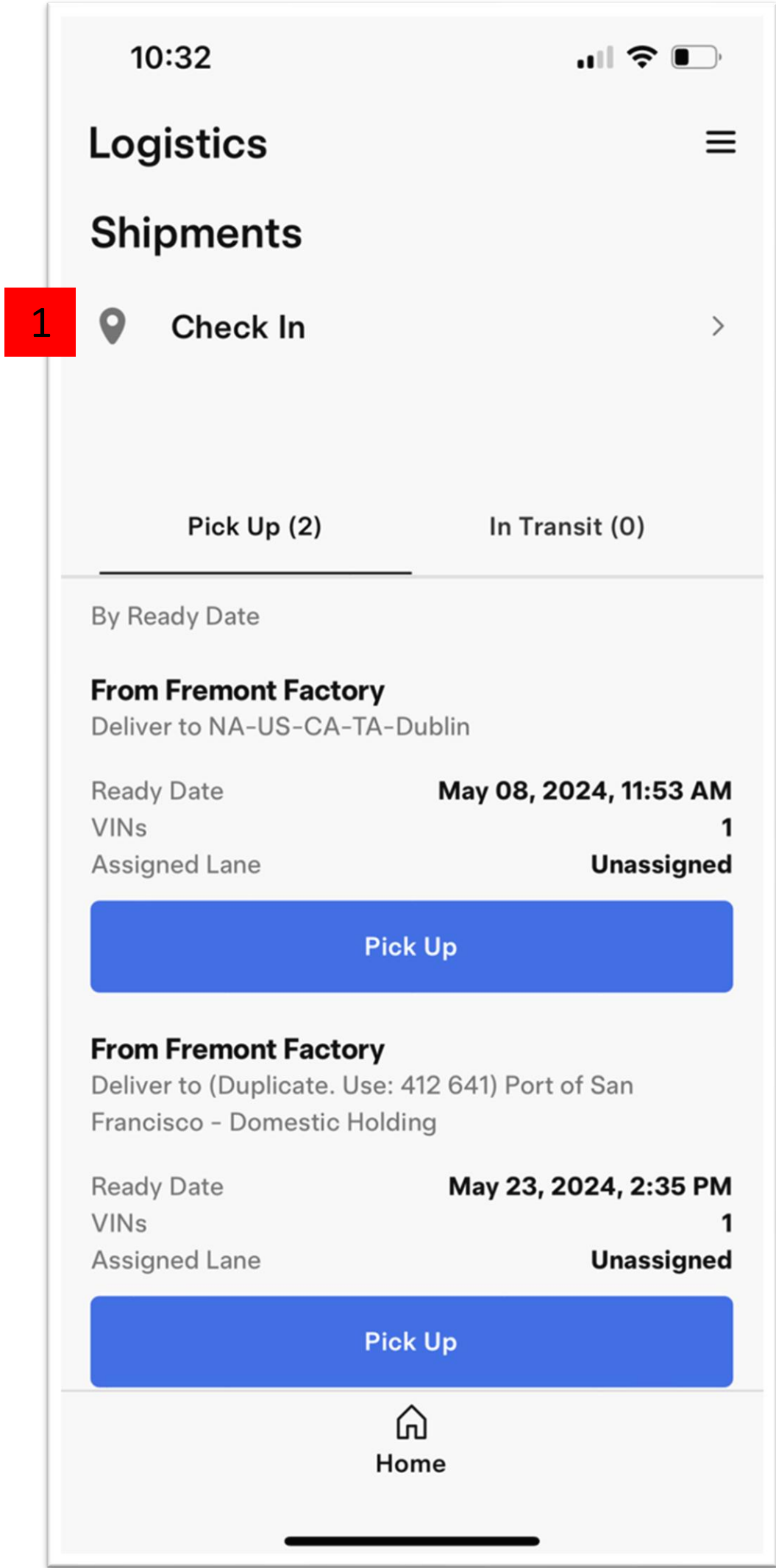


- 1 Check In: This is used for drivers to check-in. Note that this is only applicable for specific origins.
- 2 Pick Up Tab: This is used for drivers to view shipments and shipment details for pick up.
- 3 In-Transit Tab: This is used for drivers to see the shipments in transit.

# Check In

# Check In

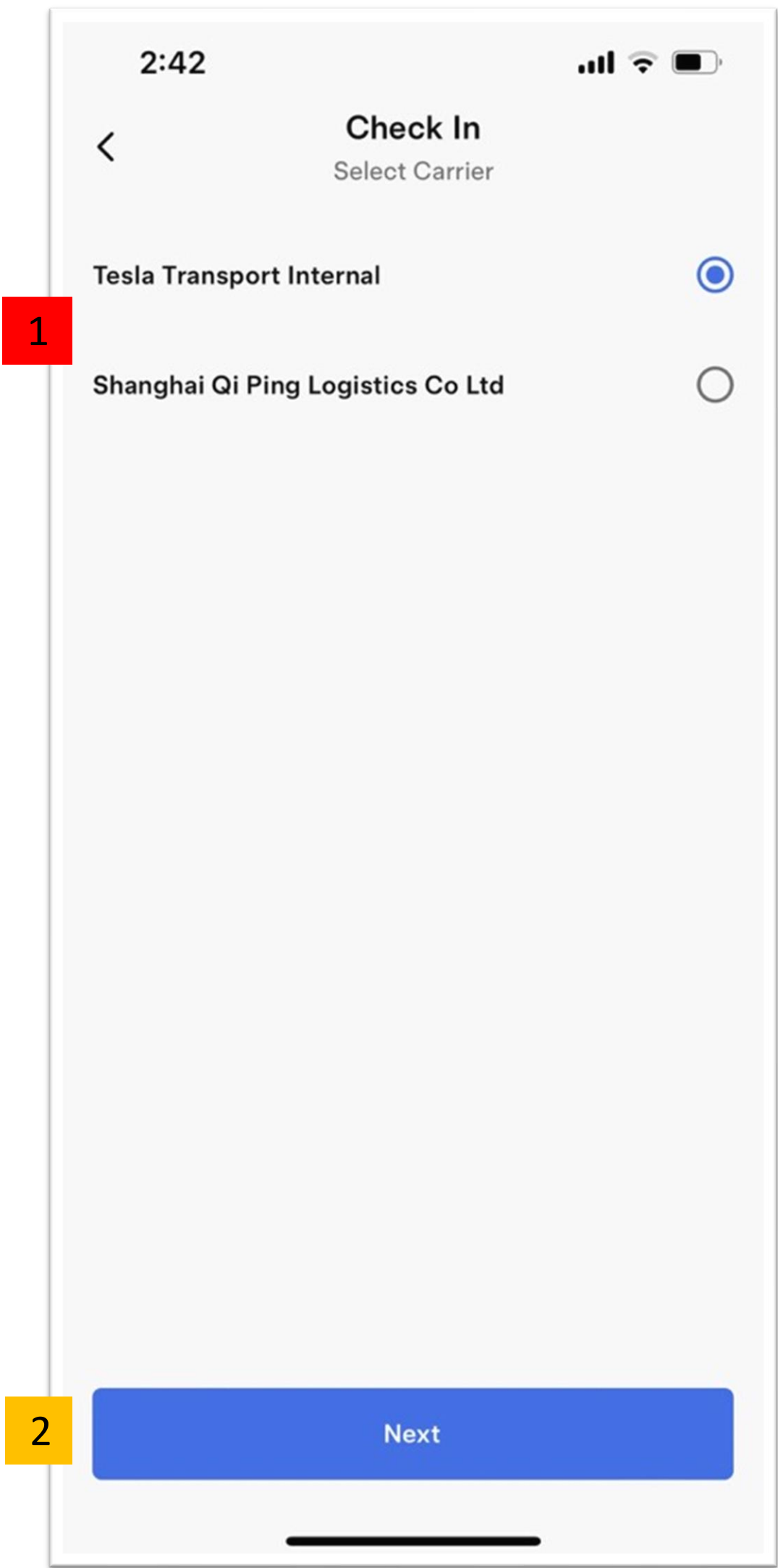
This step is only necessary at locations that require check in.



1 Click Check In

# 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.



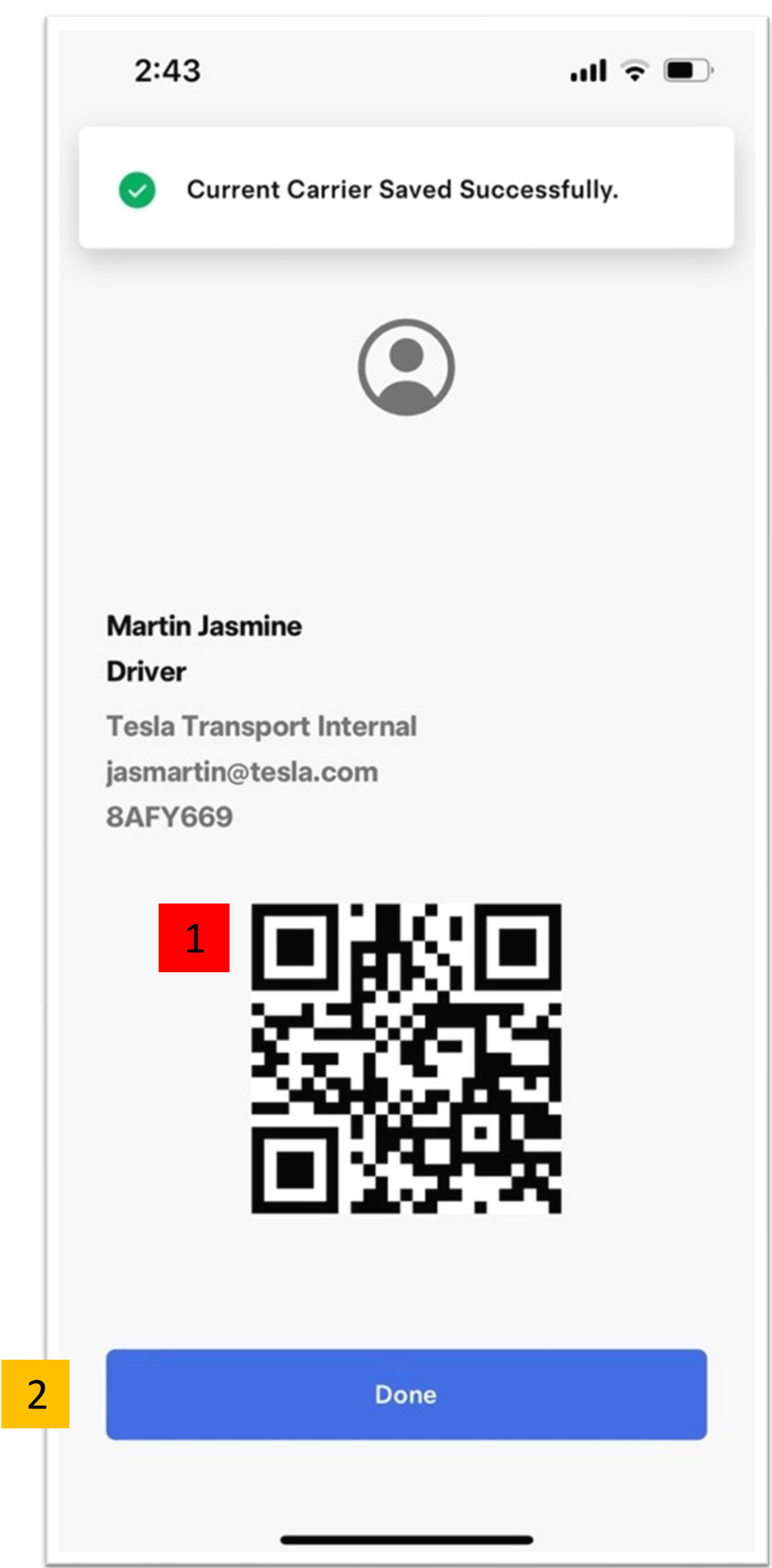
1 Select your Carrier

2 Click Next



# 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

# Check In

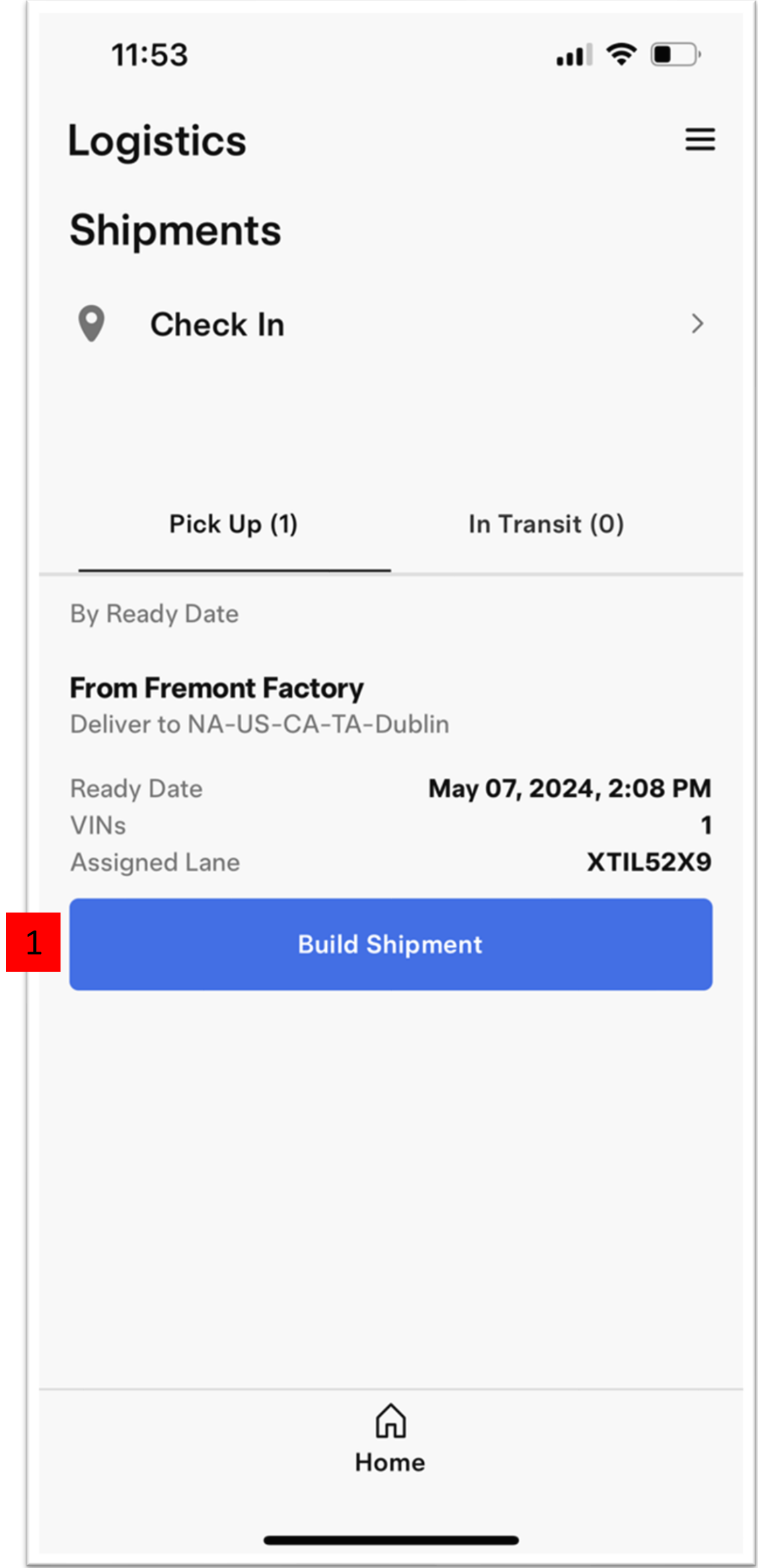
Once you have completed check in, you will receive a “Checked In Successfully” message and will return to the Shipments Page.



# Build Shipment

# 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.

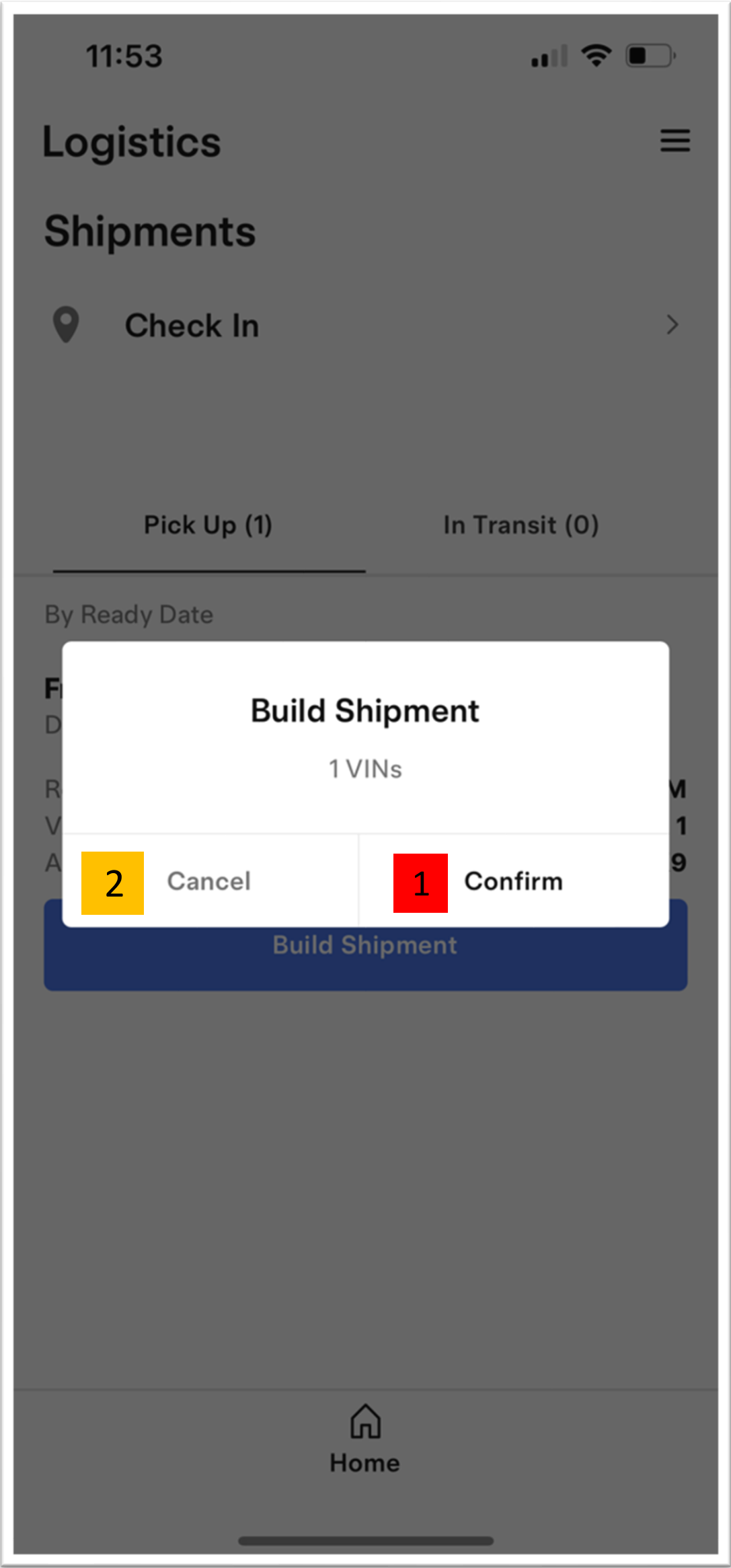


1

To build a shipment, click Build Shipment



# Build Shipment



1

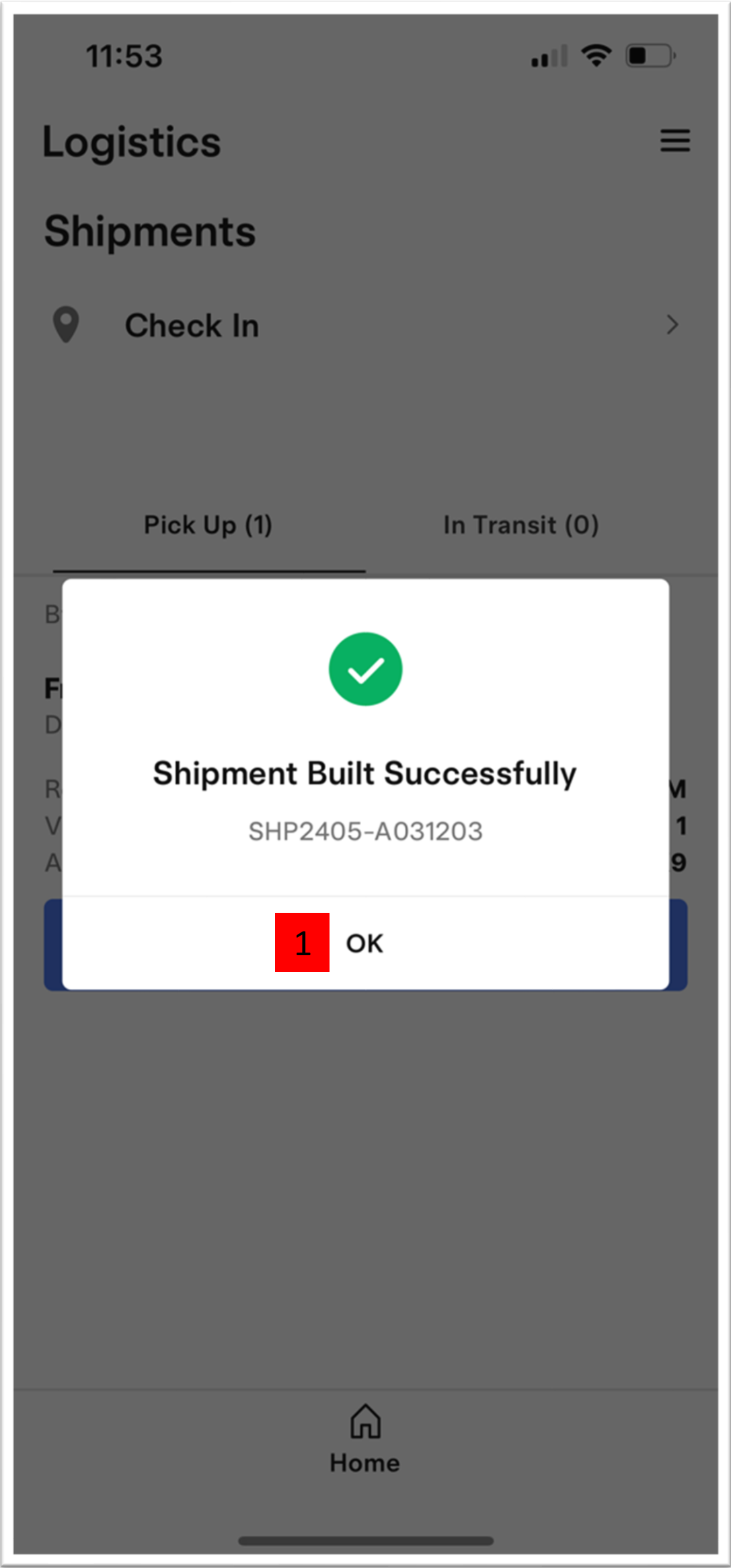
If you want to complete building the shipment, click Confirm

2

If not, click Cancel

# Build Shipment

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

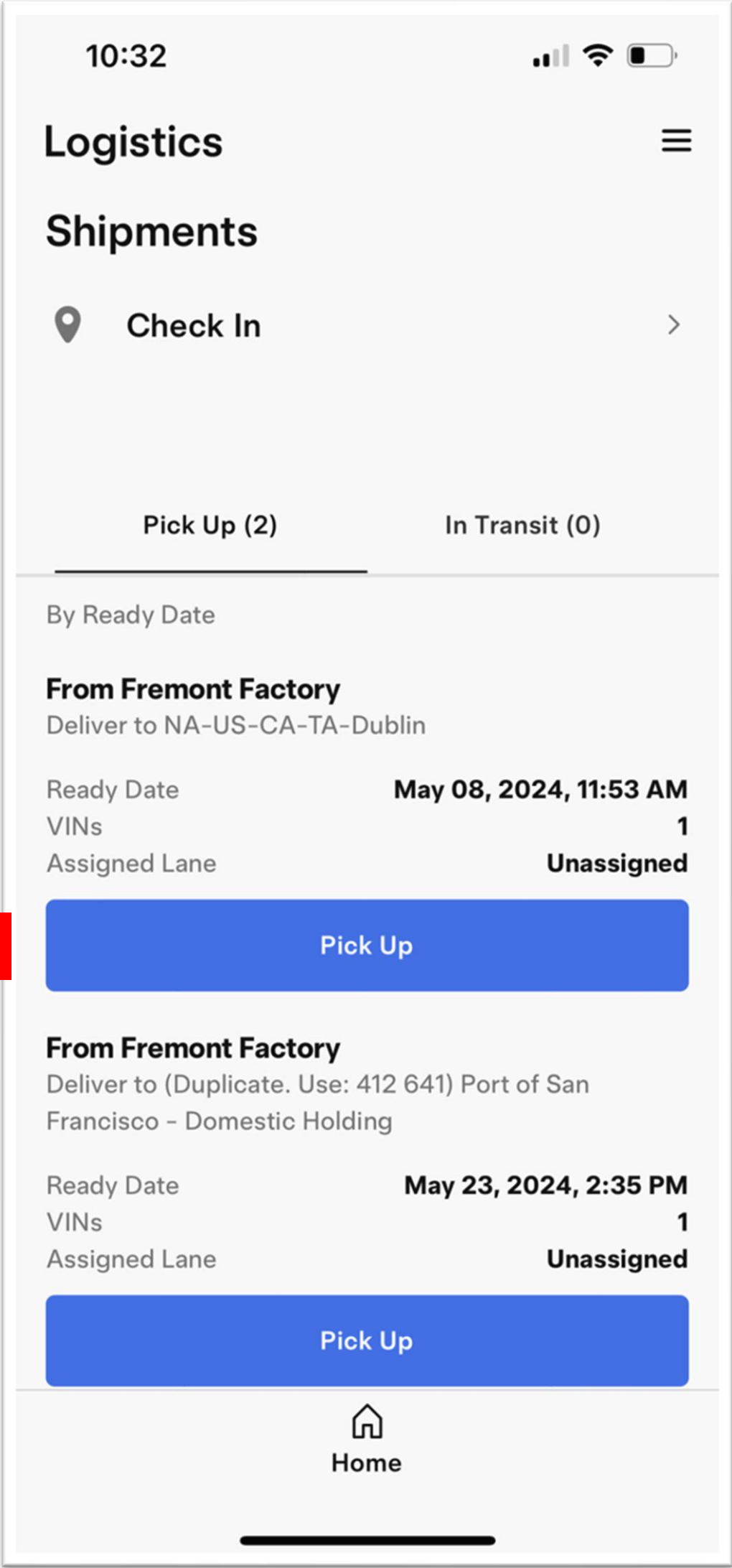


1

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

# Shipment Details

# Shipment Details

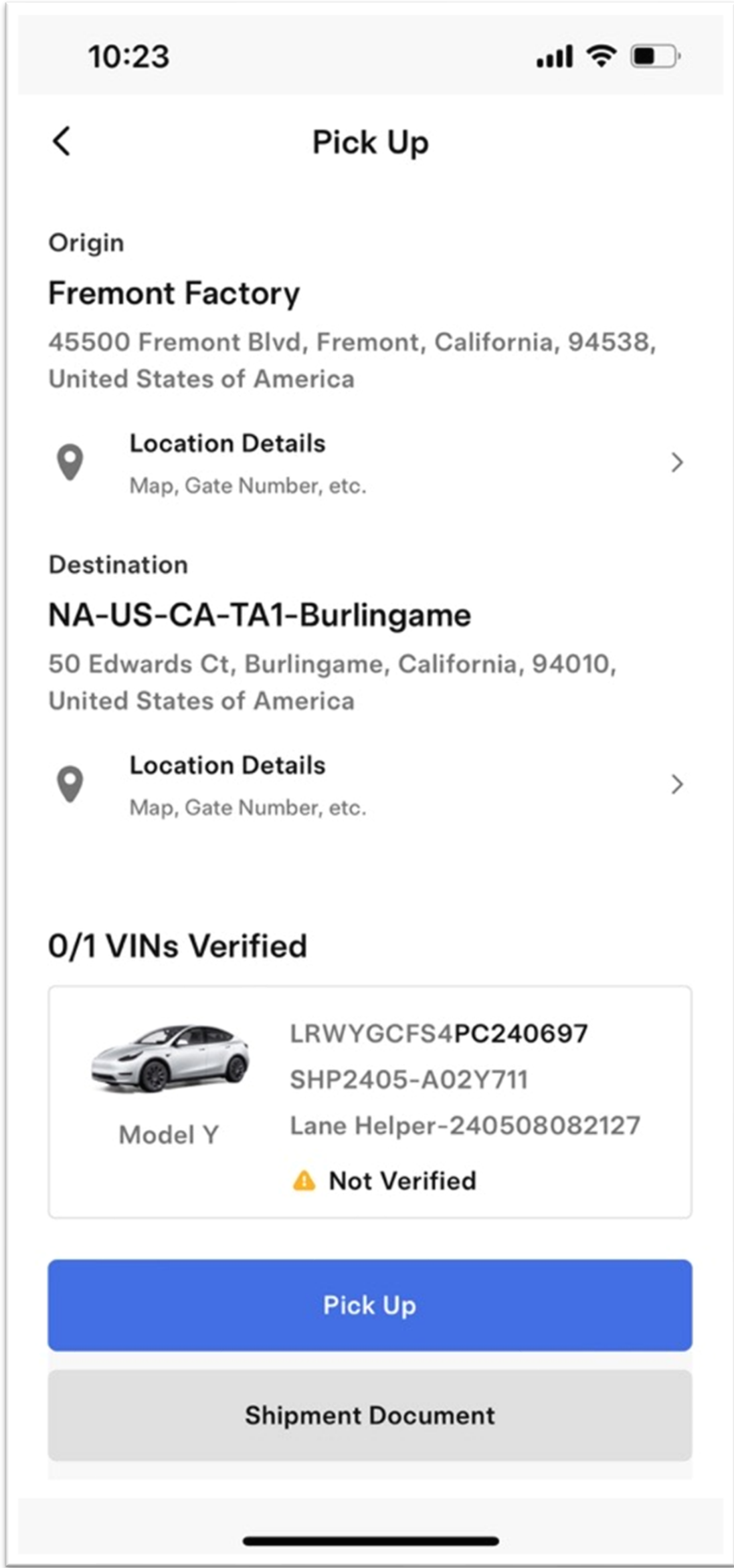


1 Click Pick Up



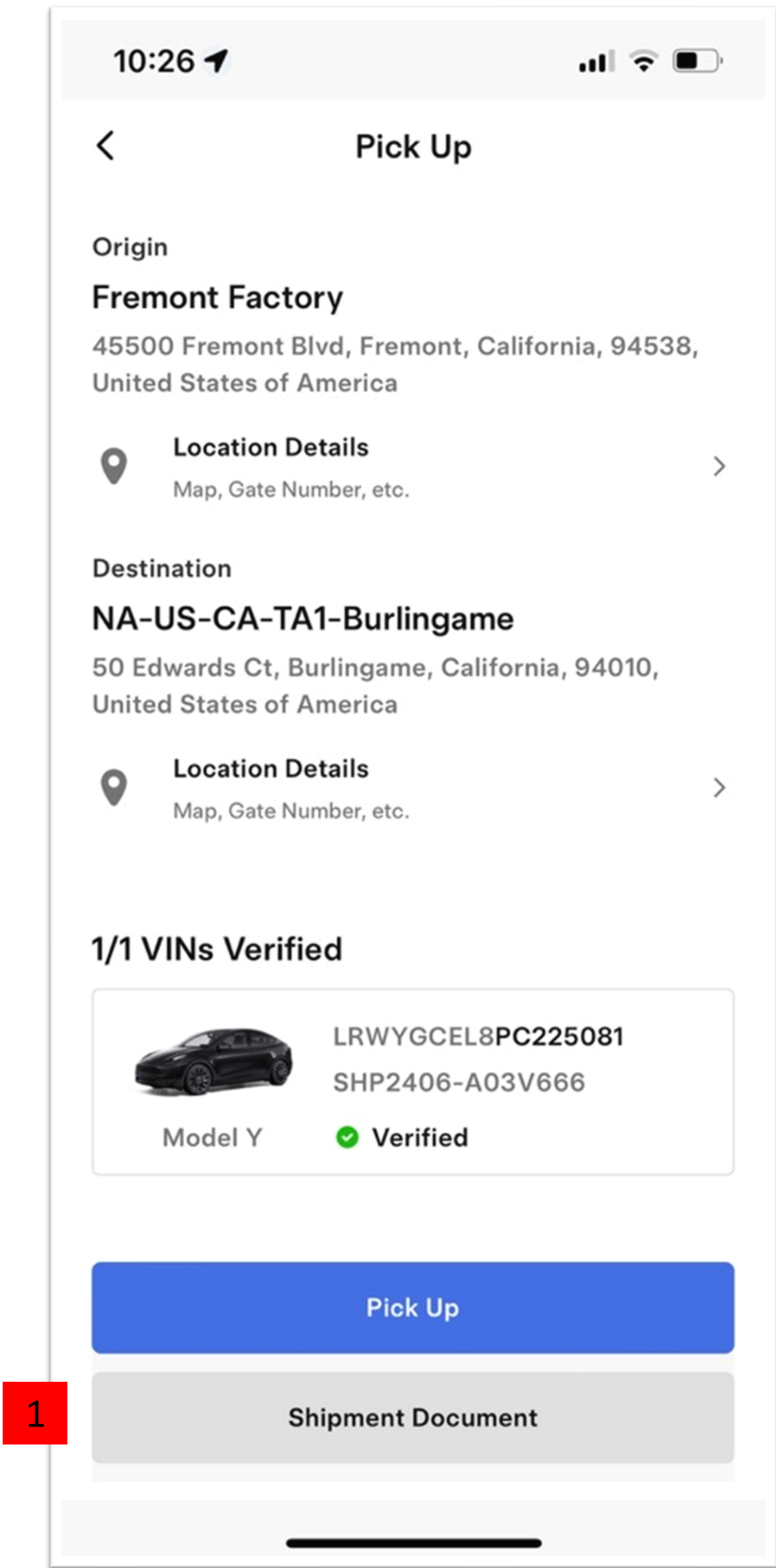
# Shipment Details

On this screen, you can view shipment details.



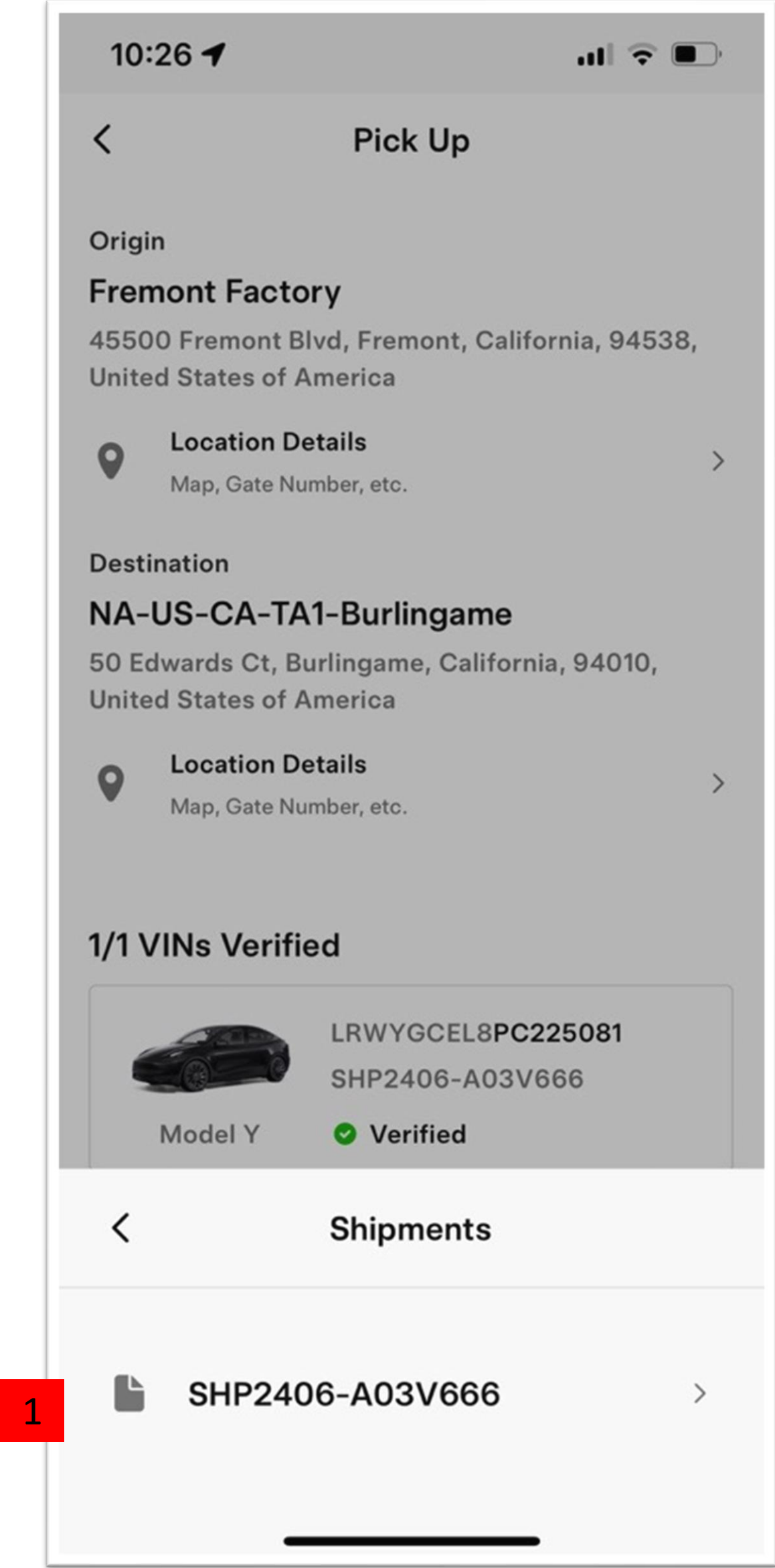
# Shipment Documents

# Shipment Document



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

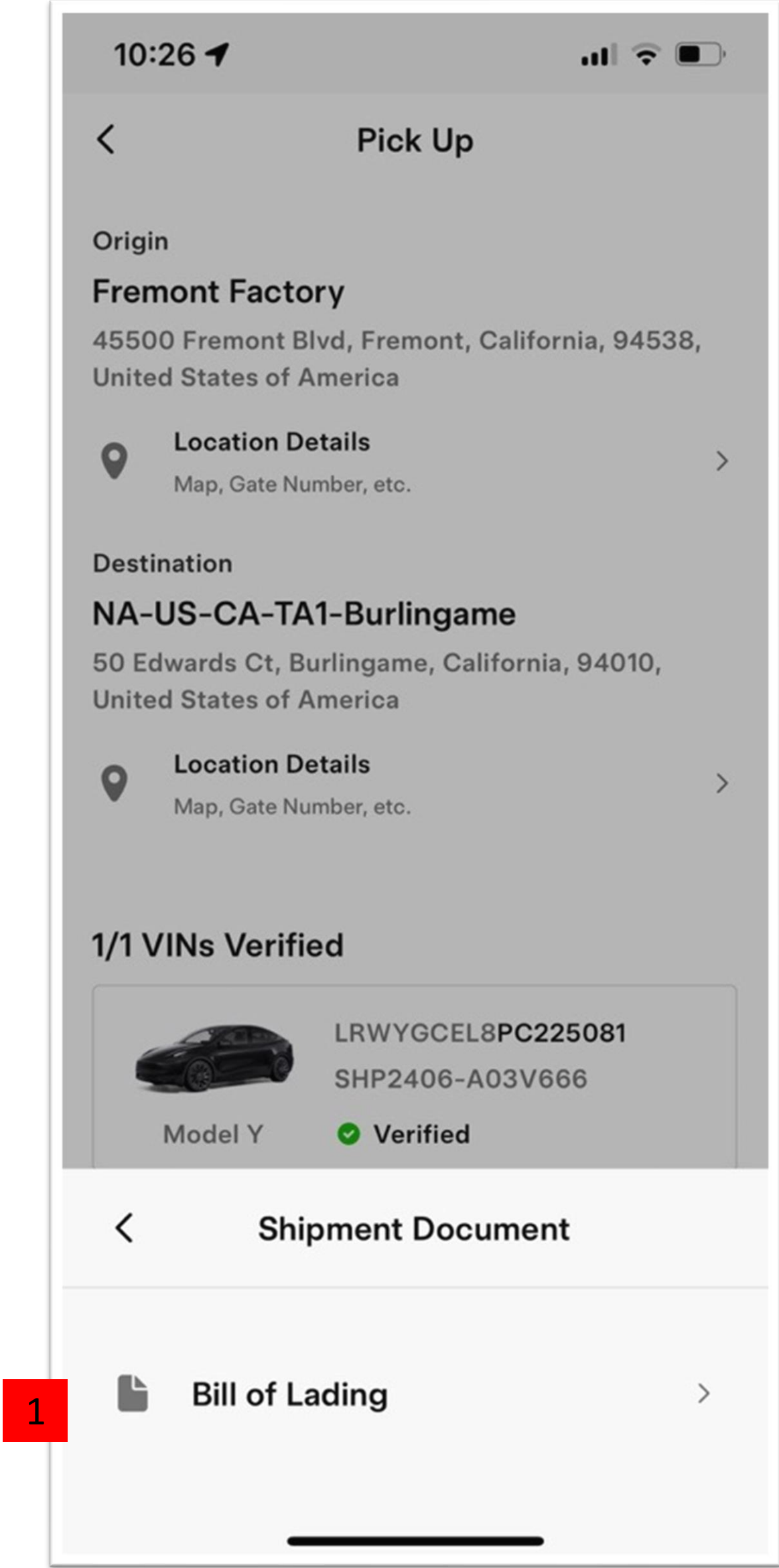
# Shipment Document



1

Select the corresponding shipment number for the document.

# Shipment Document - BOL

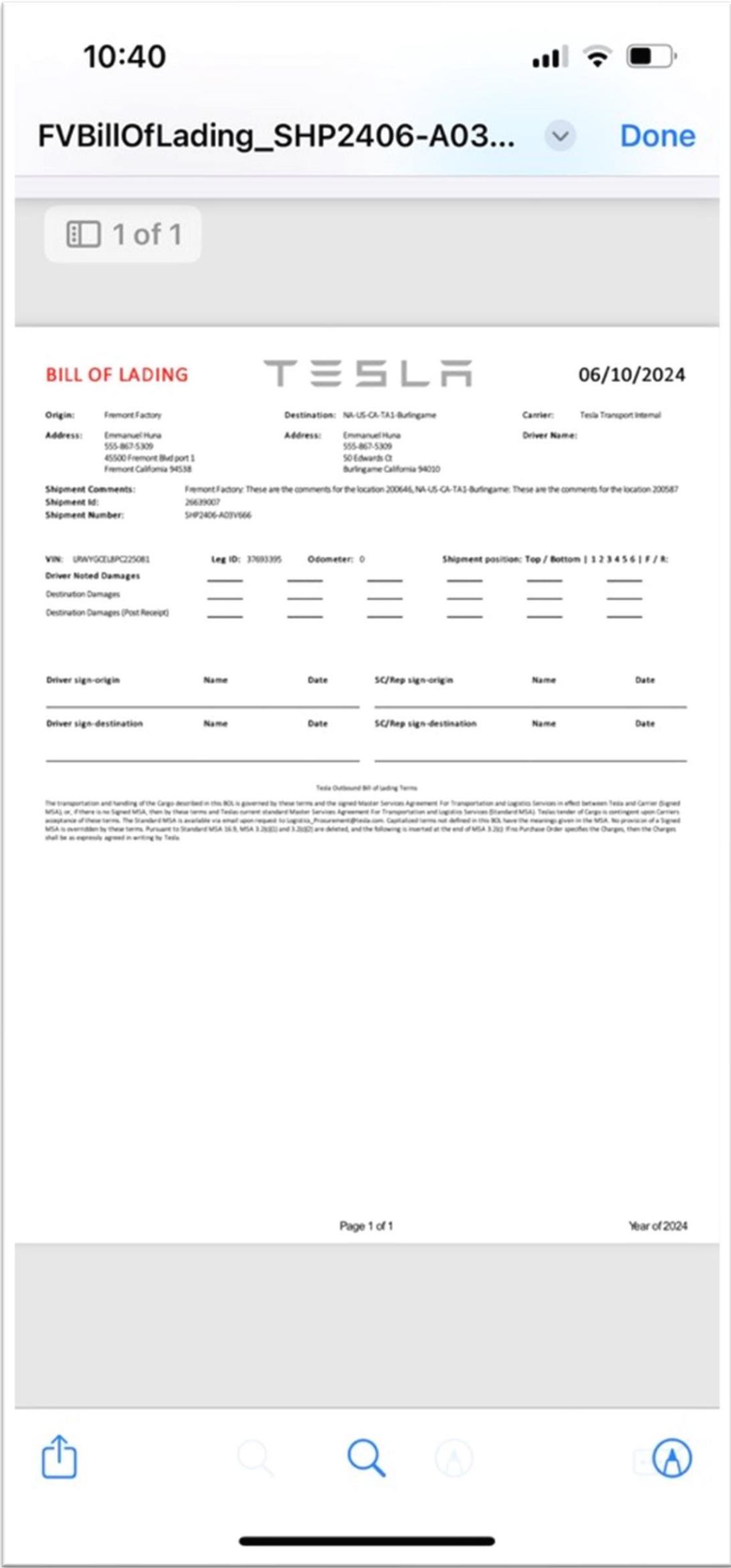


1 To view a BOL of a shipment, click Bill of Landing.

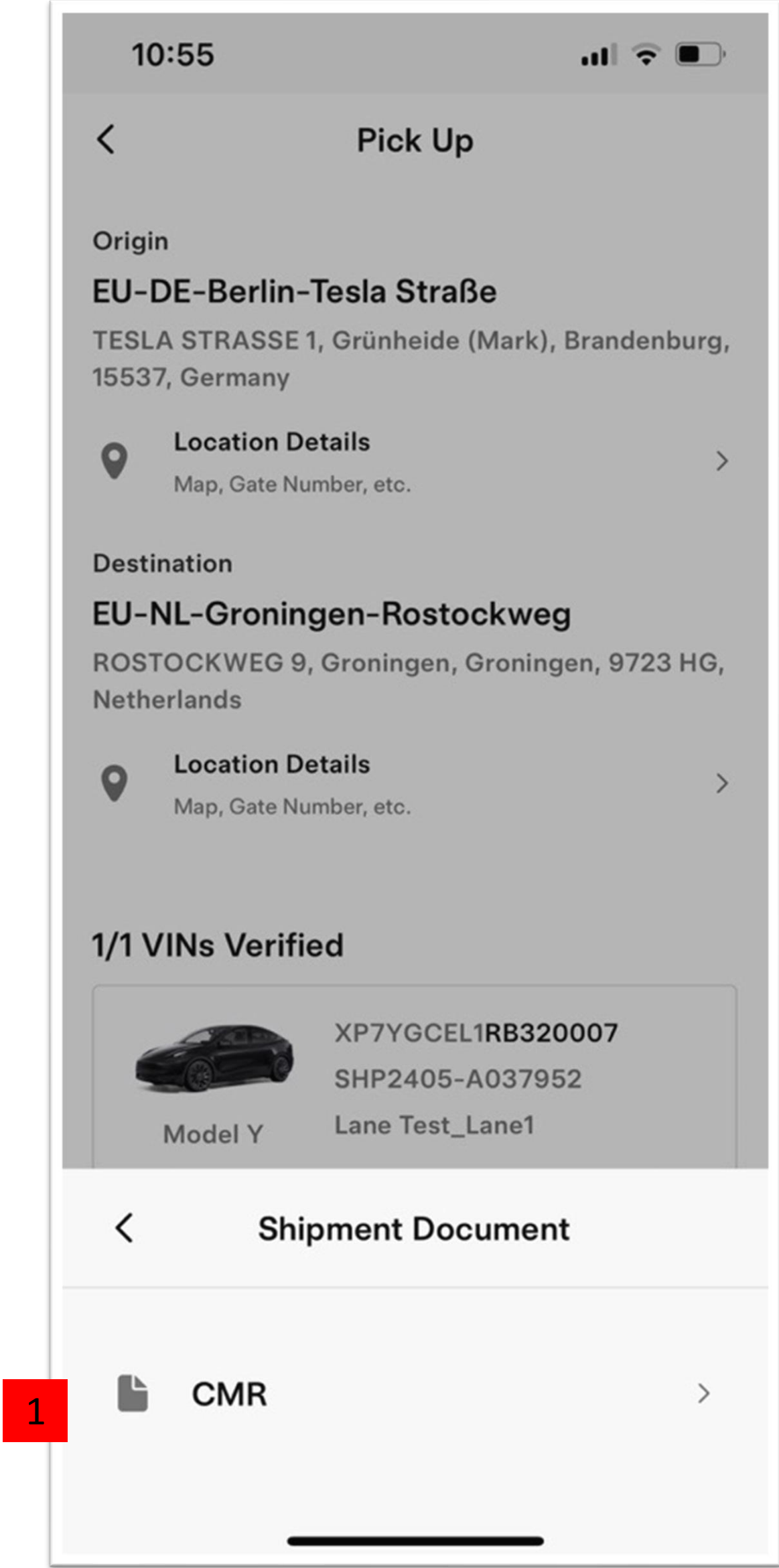


# Shipment Document - BOL

After clicking Bill of Landing,  
the document will open through  
your app.



# Shipment Document - CMR

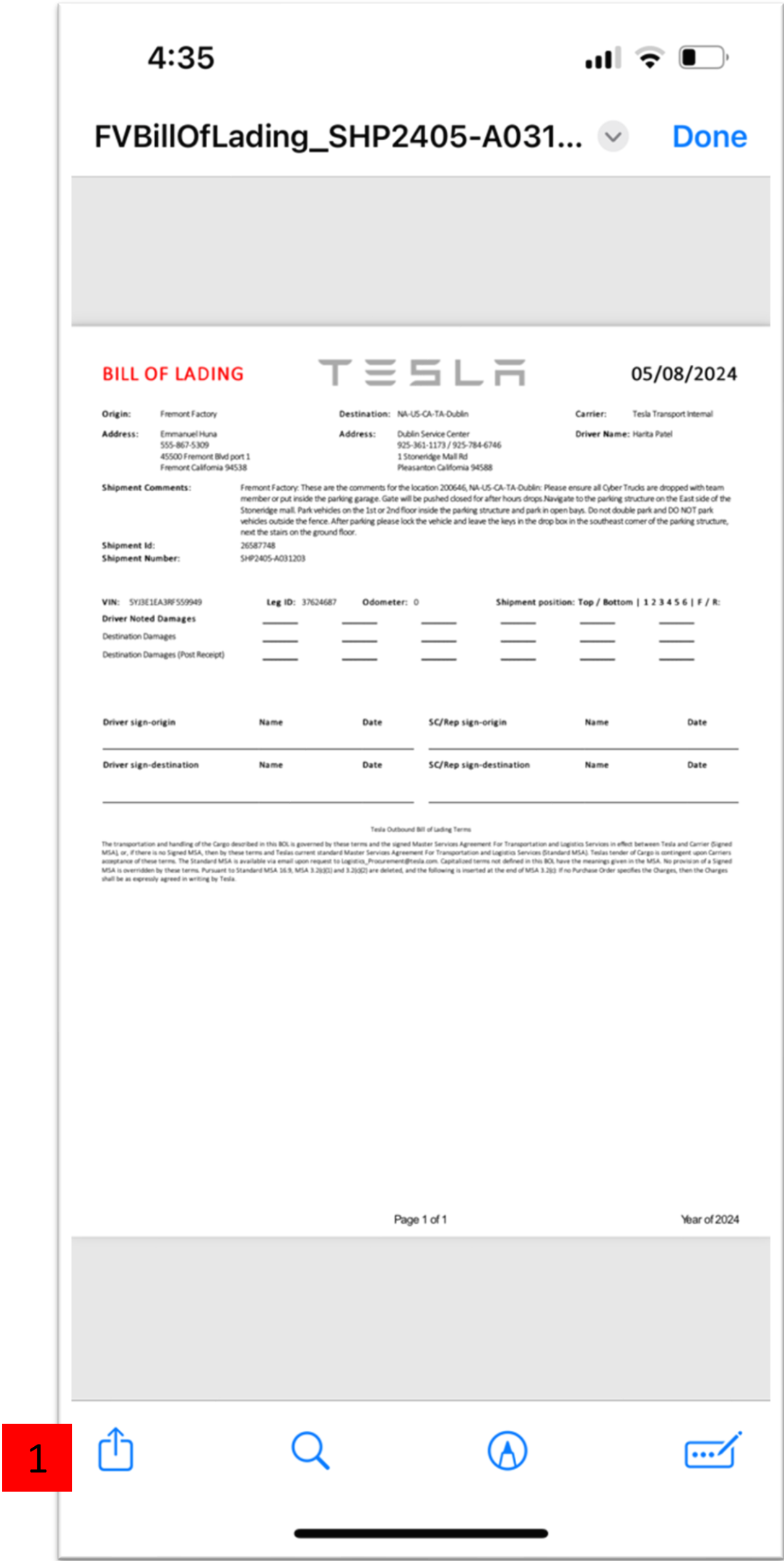


**1** To view a CMR of a shipment, click CMR.



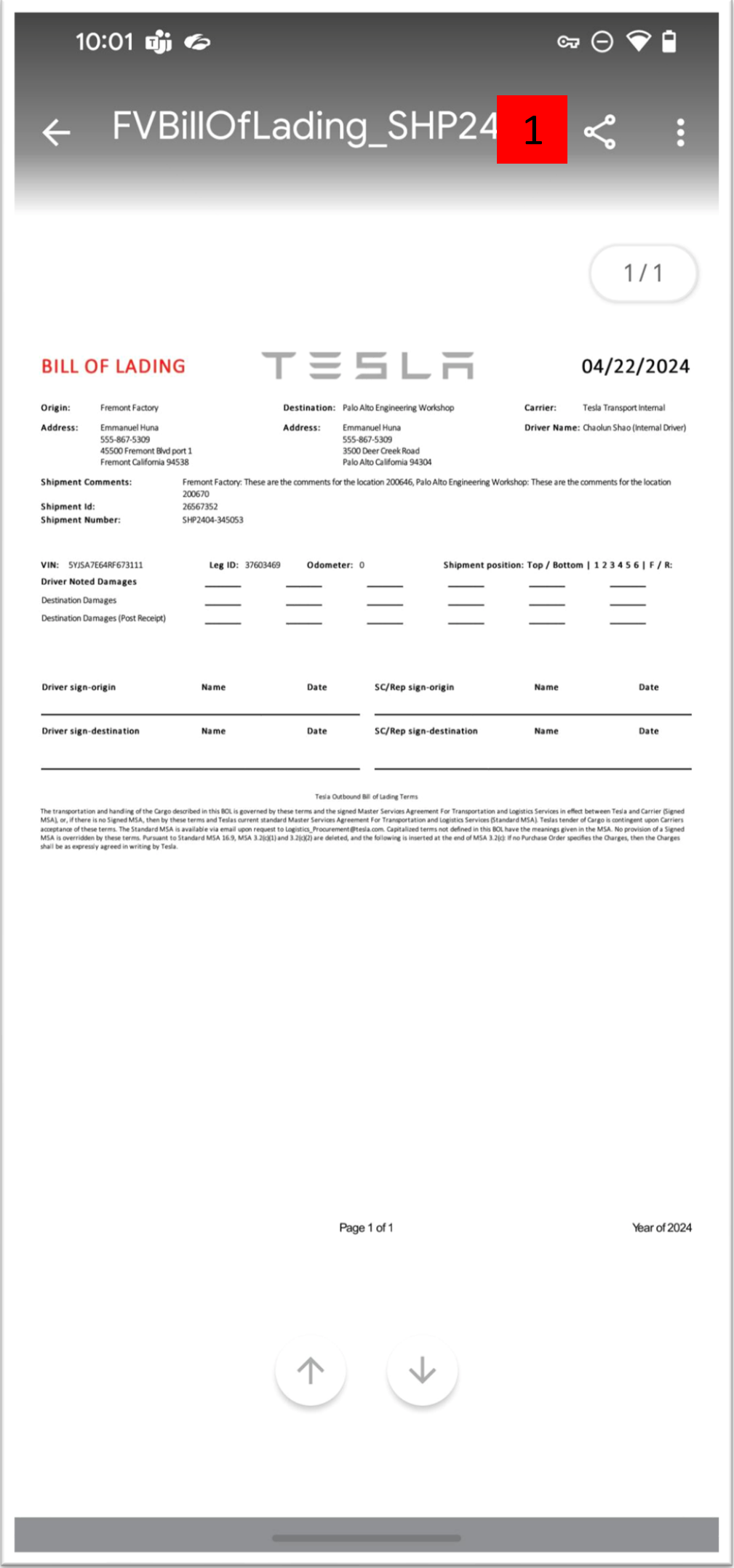
# Share Shipment Document

iOS



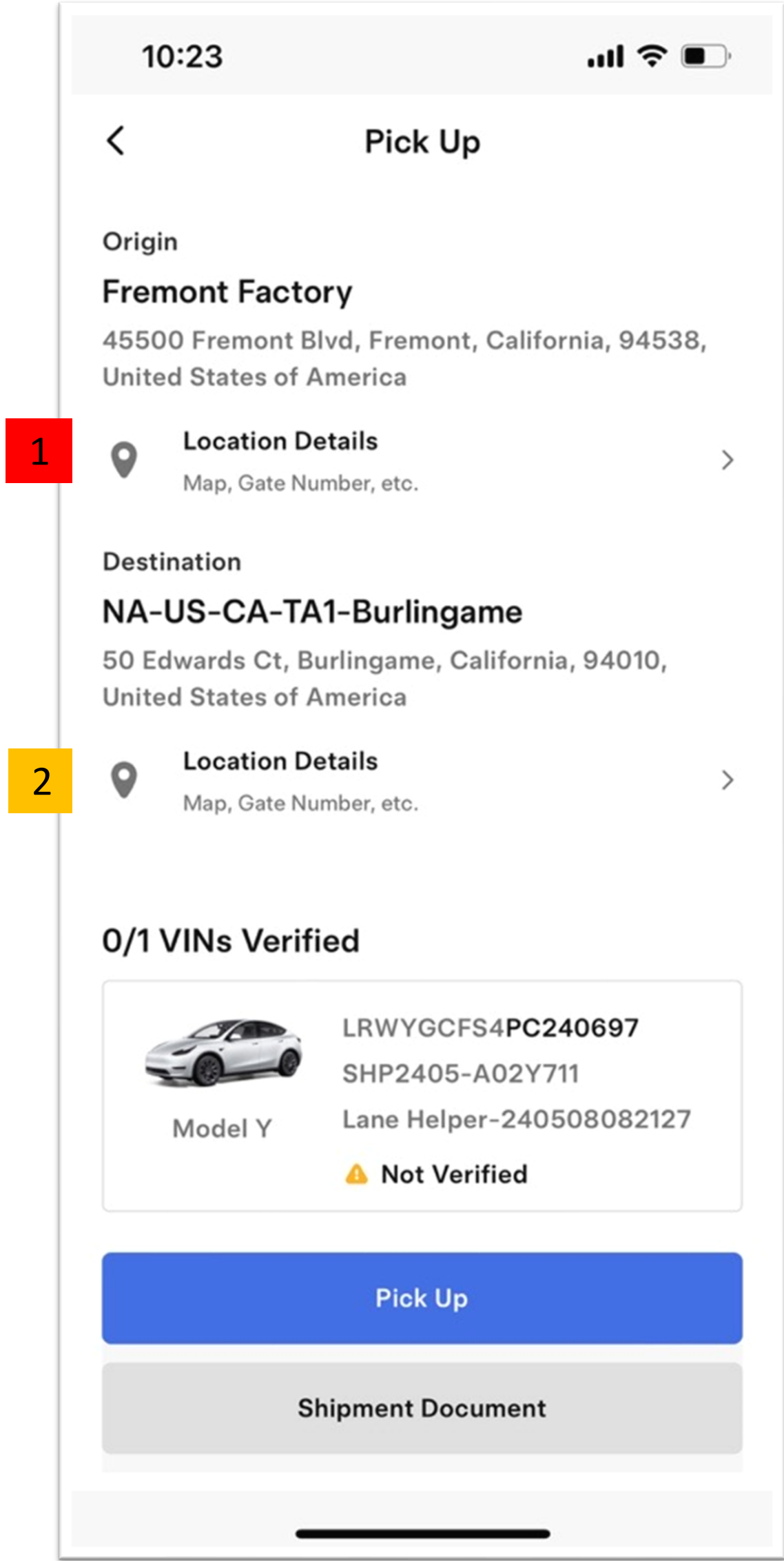
1 To share any document, after opening the document through the app, press the share icon and click email.

Android



# Location Details

# Location Details



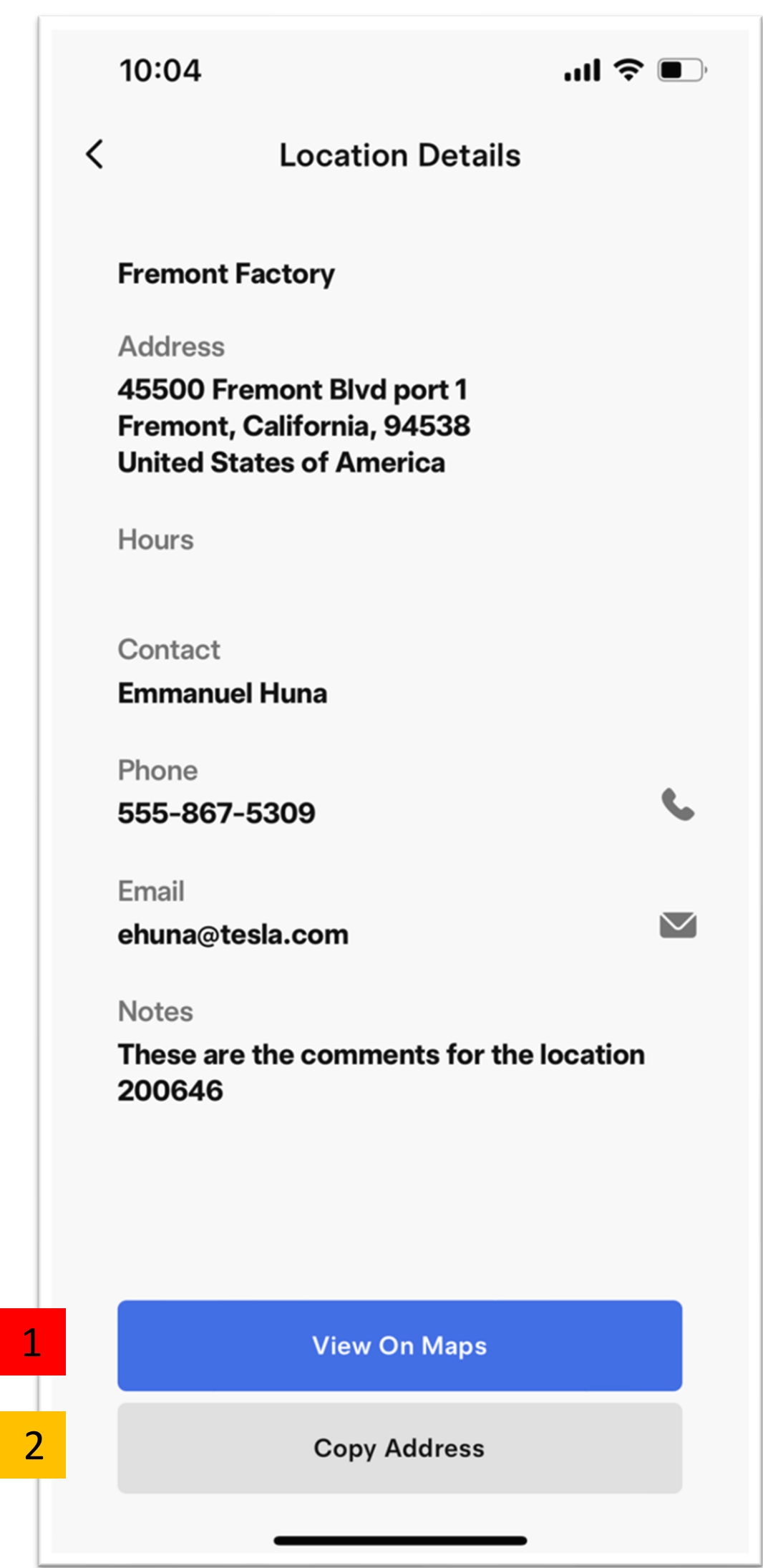
**1** To view details about the origin location, click the corresponding Location Details.

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



# 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.

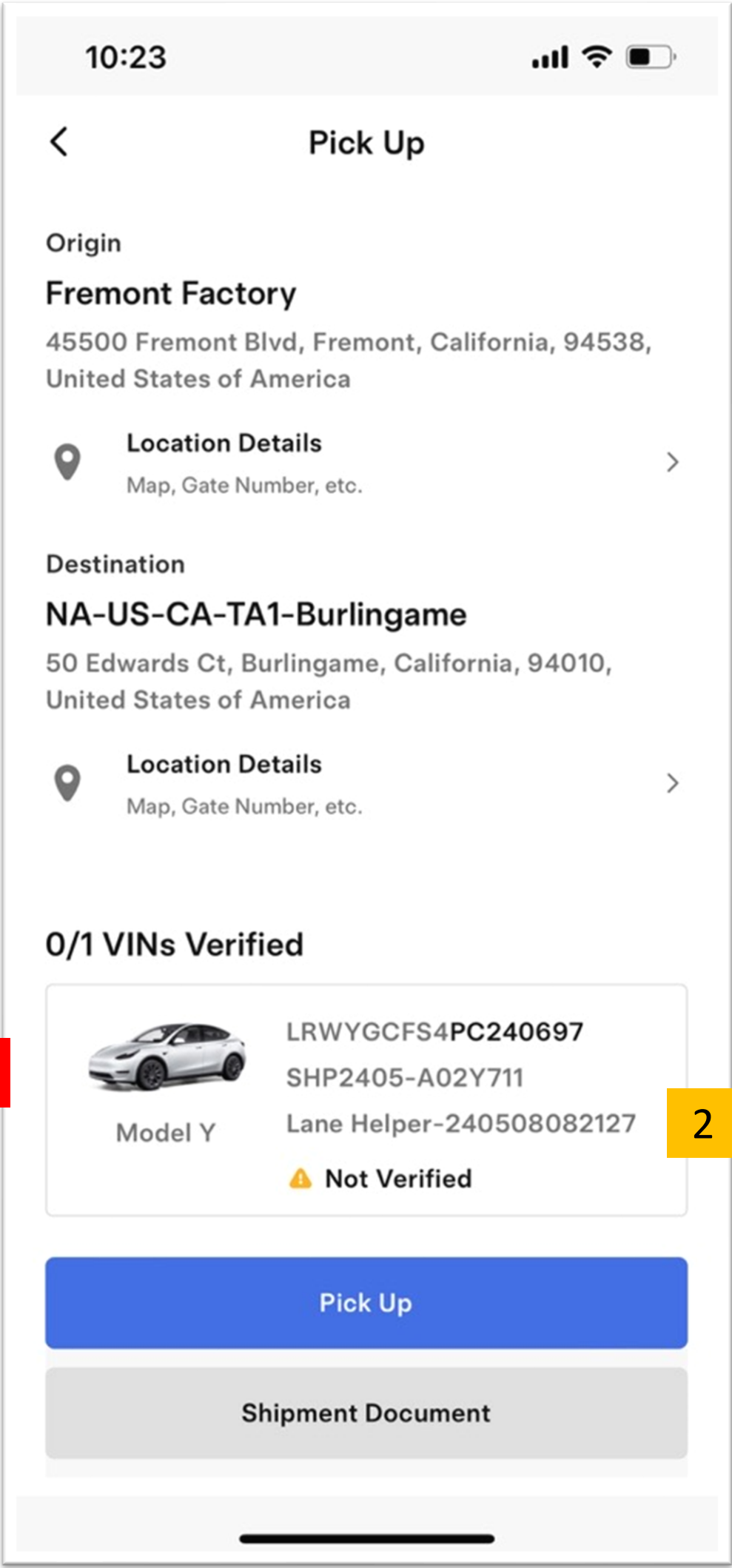


**1** Click View On Map if you wish to launch your map application and see the location on a map.

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

# VIN Verification

# VIN Verification

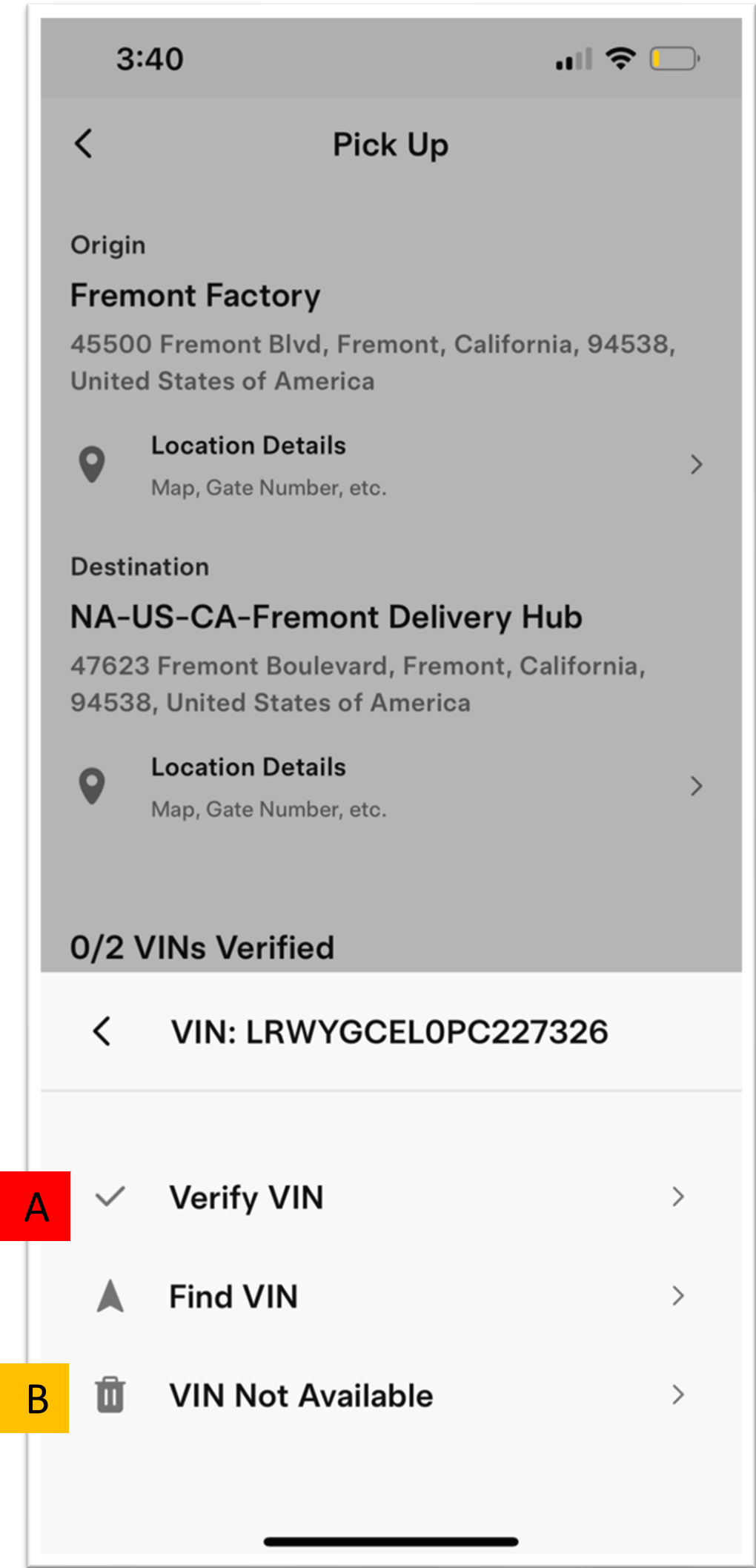


1 You can find VIN lane information in each VIN's description box

2 Click on the VIN

# VIN Verification

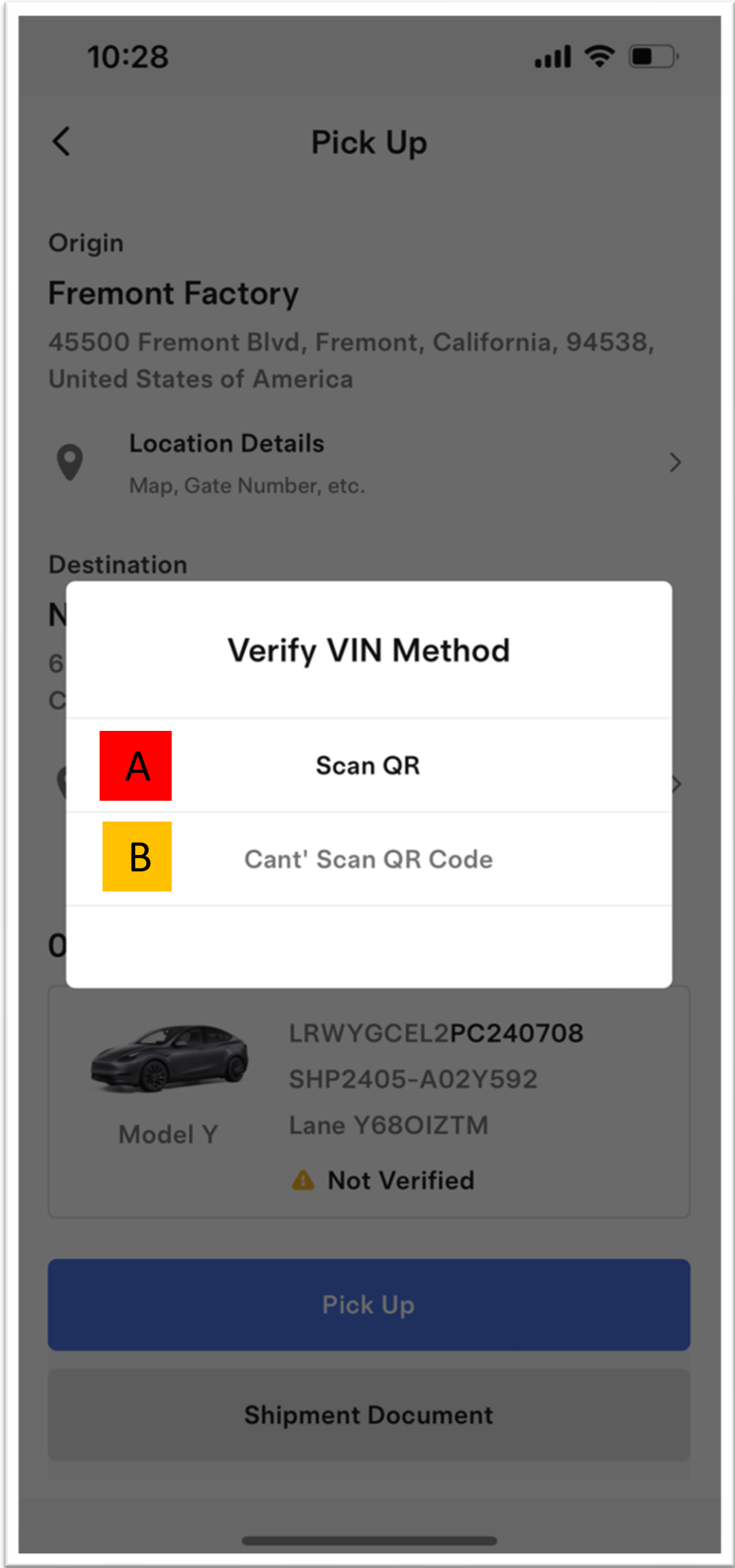
To continue verifying VIN, go to the next slide. If VIN is not available, go to slide 52.



**A** Click Verify VIN

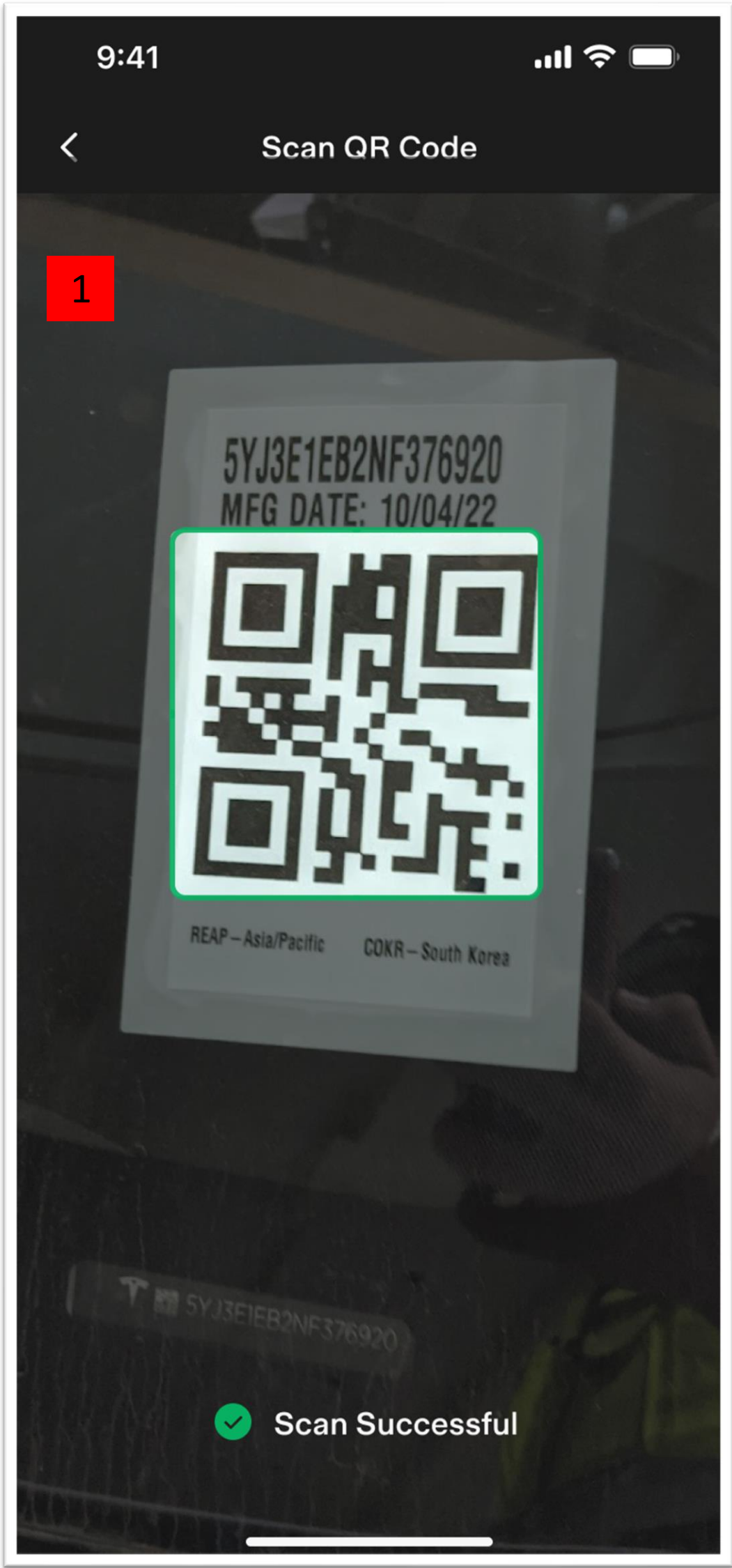
**B** If the VIN is not available and you need to remove the VIN, click Vin Not Available.

# 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.

# VIN Verification – Scan QR

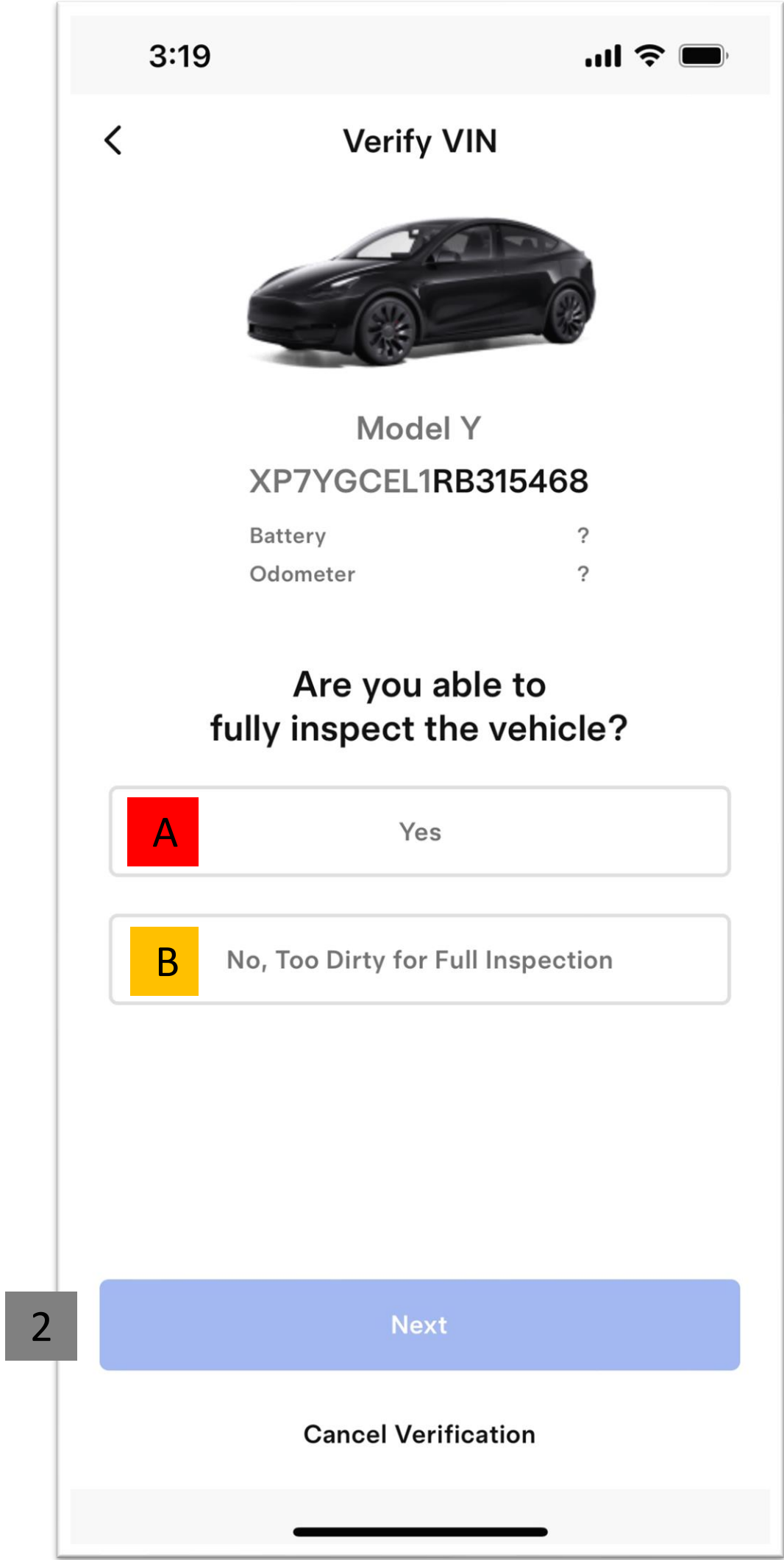


1 Scan QR



# VIN Verification

You can find full regular inspection flow on slide 41.  
To find too dirty to inspect flow, go to slide 48.



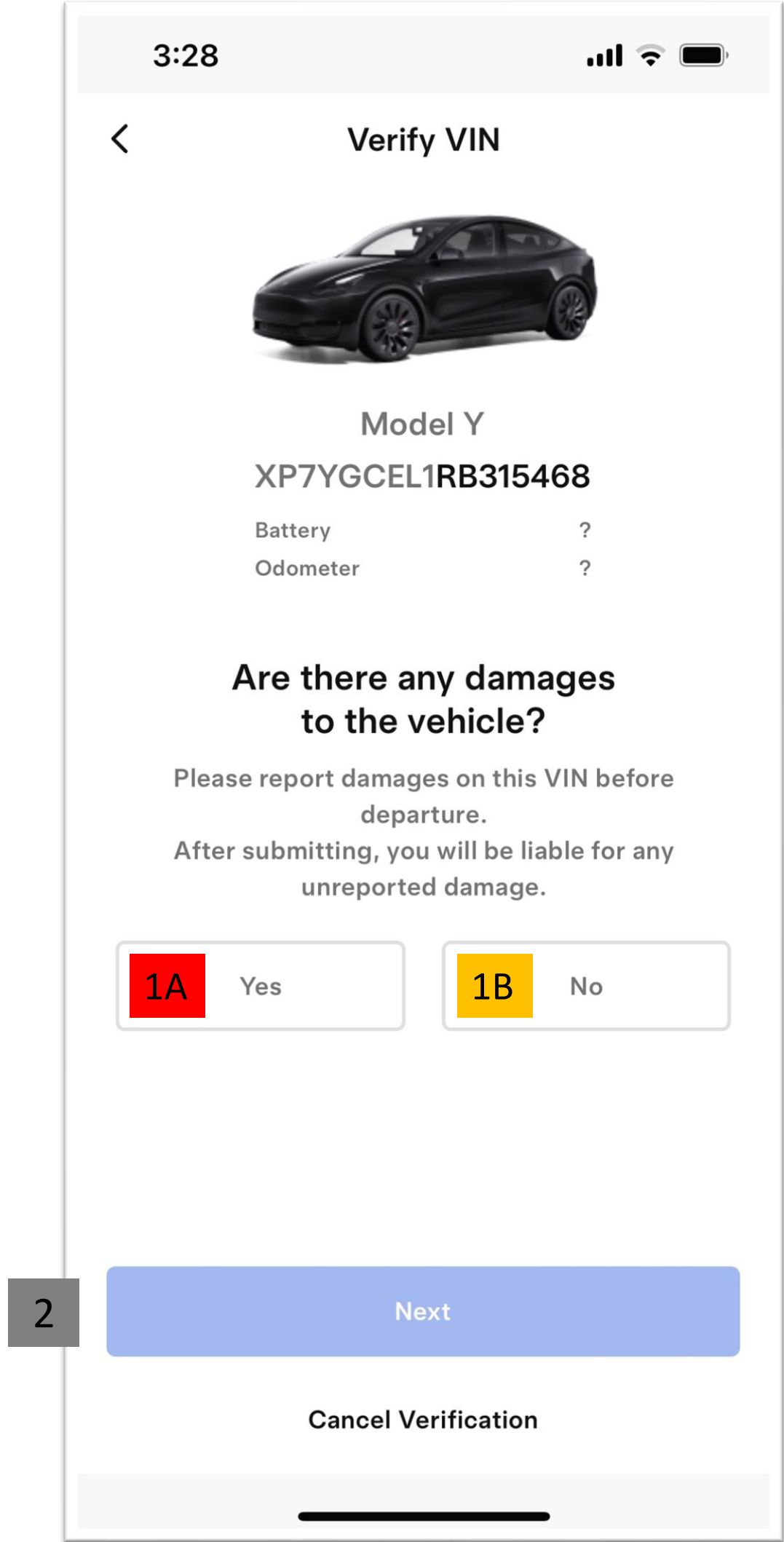
**1A** If you can fully inspect the vehicle, select Yes

**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

# VIN Verification – Regular Inspection

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



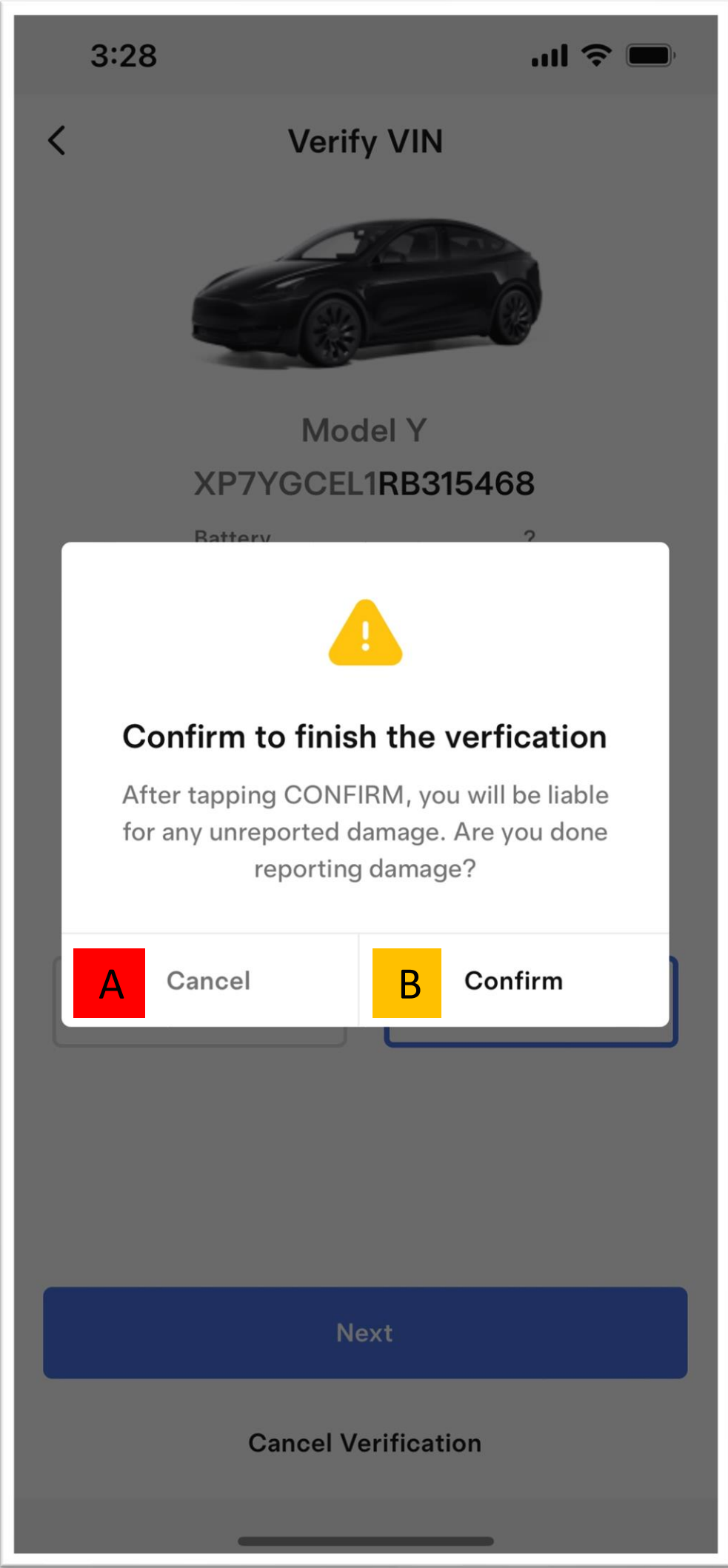
**1A** If there are vehicle damages, select Yes

**1B** If there are no vehicle damages, select No

**2** Once you have selected a choice, click Next

# 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.

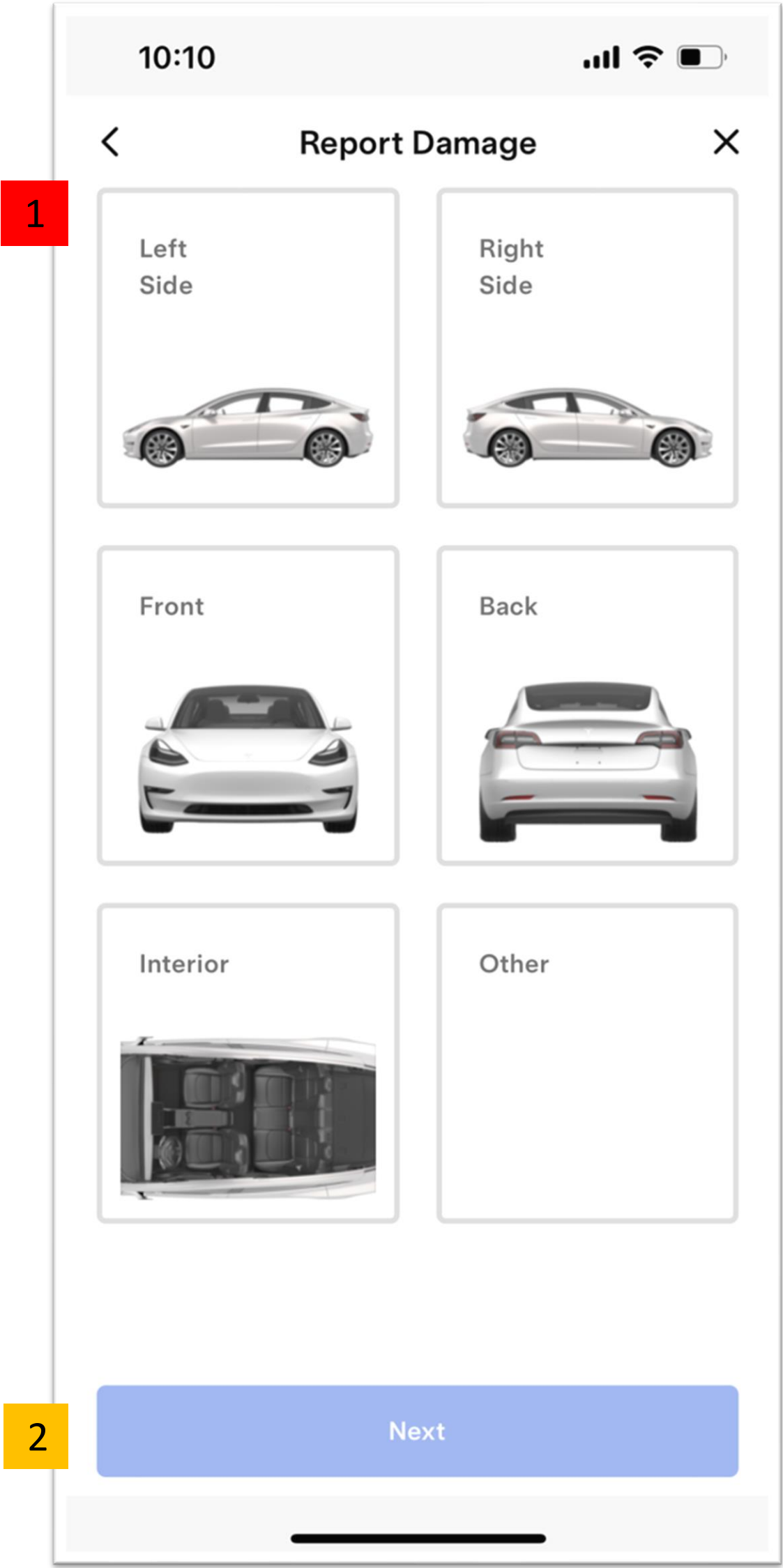


**A** If you wish to report any damages, select Cancel

**B** To complete damage reporting, select Confirm

# 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

# VIN Verification – Regular Inspection: Damage Reporting

10:14

Left Side

×

Damage Area

1

Damage Area

▼

Damage Type

2

Damage Type

▼

Damage Severity

3

Damage Severity

▼

4

Next

1 Select Damage Area

2 Select Damage Type


3 Select Damage Severity

4 Click Next

# VIN Verification – Regular Inspection: Damage Reporting

10:16

<Left Side×



Damage Area

11 - Door-Left Rear

Damage Type

03 - Cut

Damage Severity


1" - 3" (including) in length/diameter

1

Notes (Optional)

2

Upload Photos of Damage



3

Next

1

Add any additional notes you may have on the damages

2

Upload photos of the damage

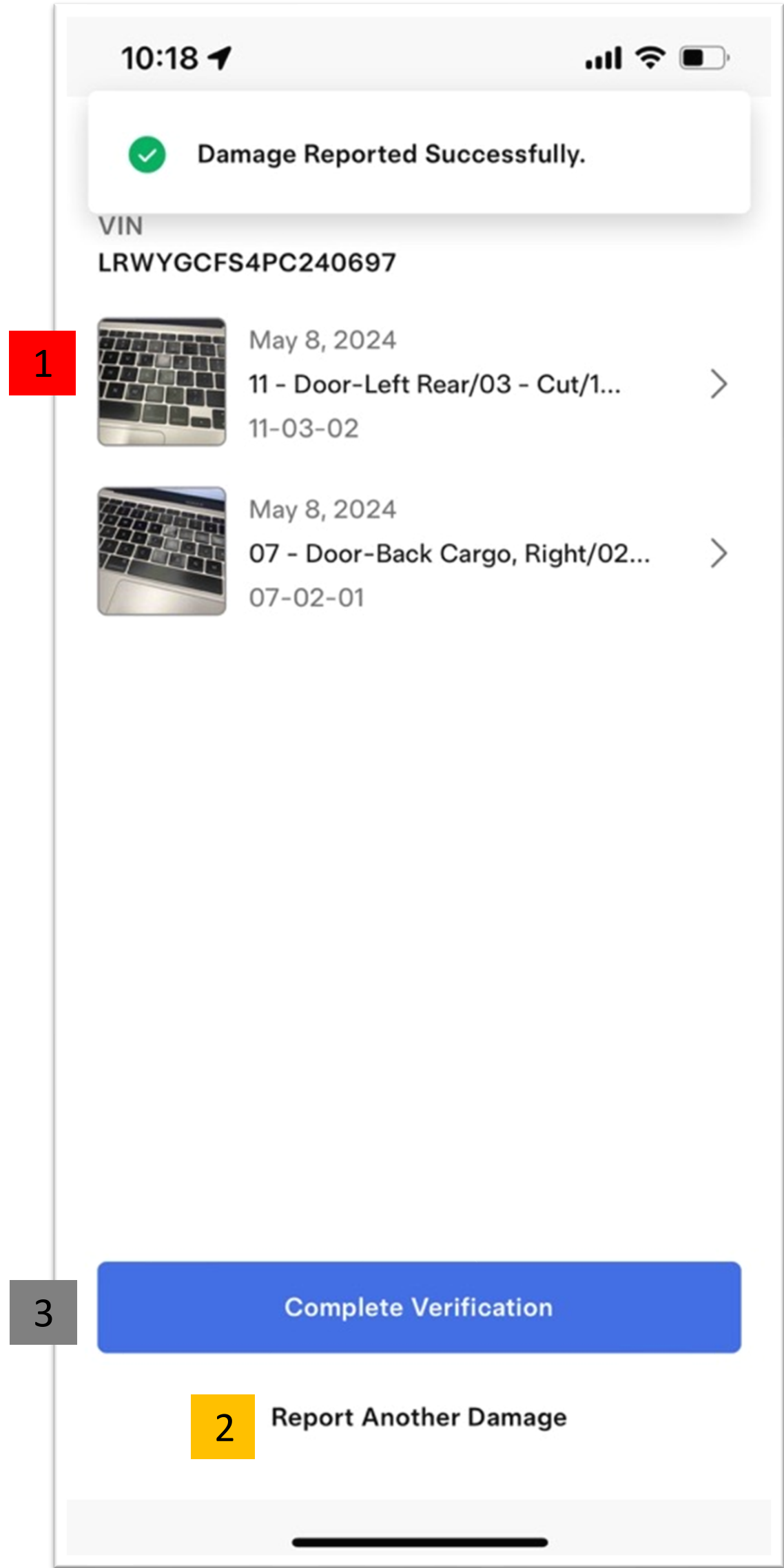
3

Click Next



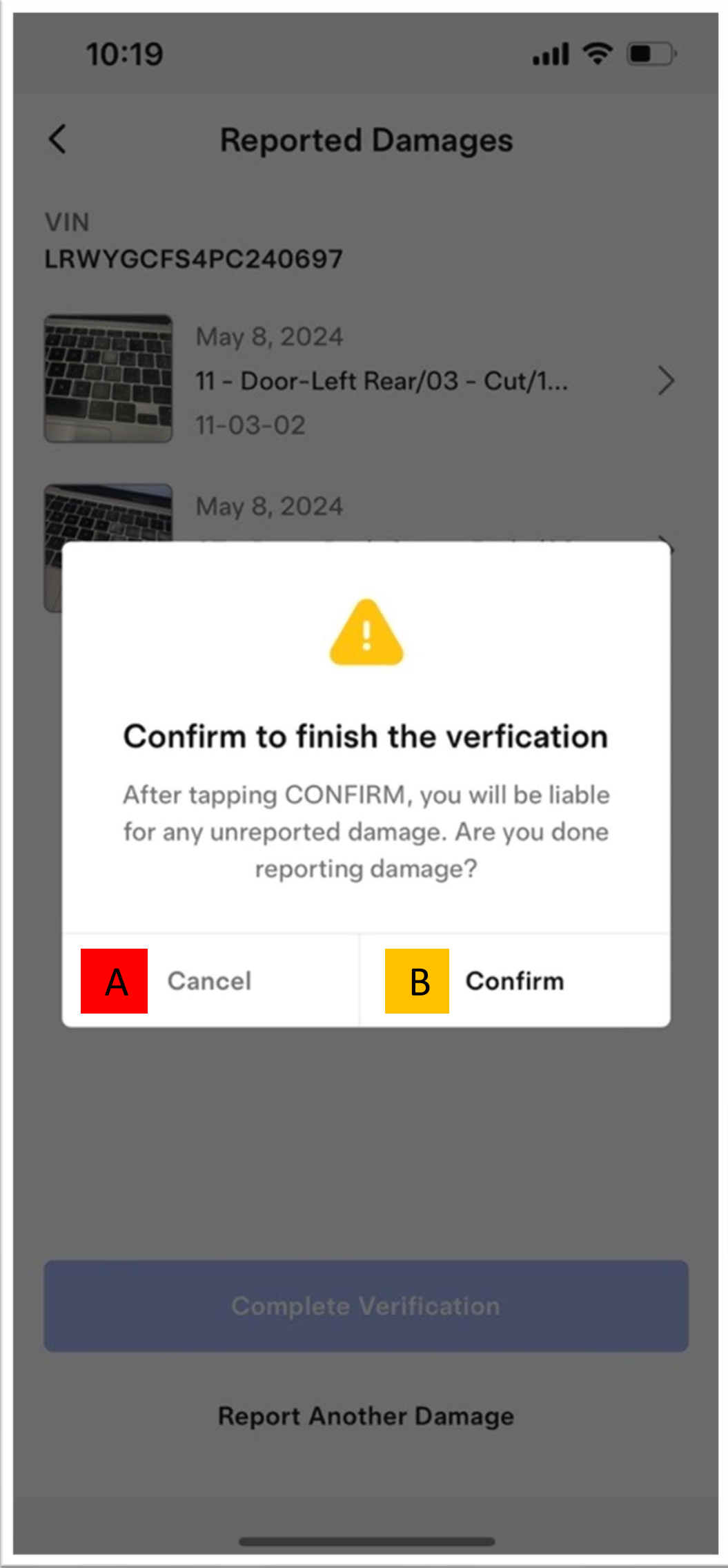
# VIN Verification – Regular Inspection: Damage Reporting

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

# VIN Verification – Regular Inspection: Damage Reporting

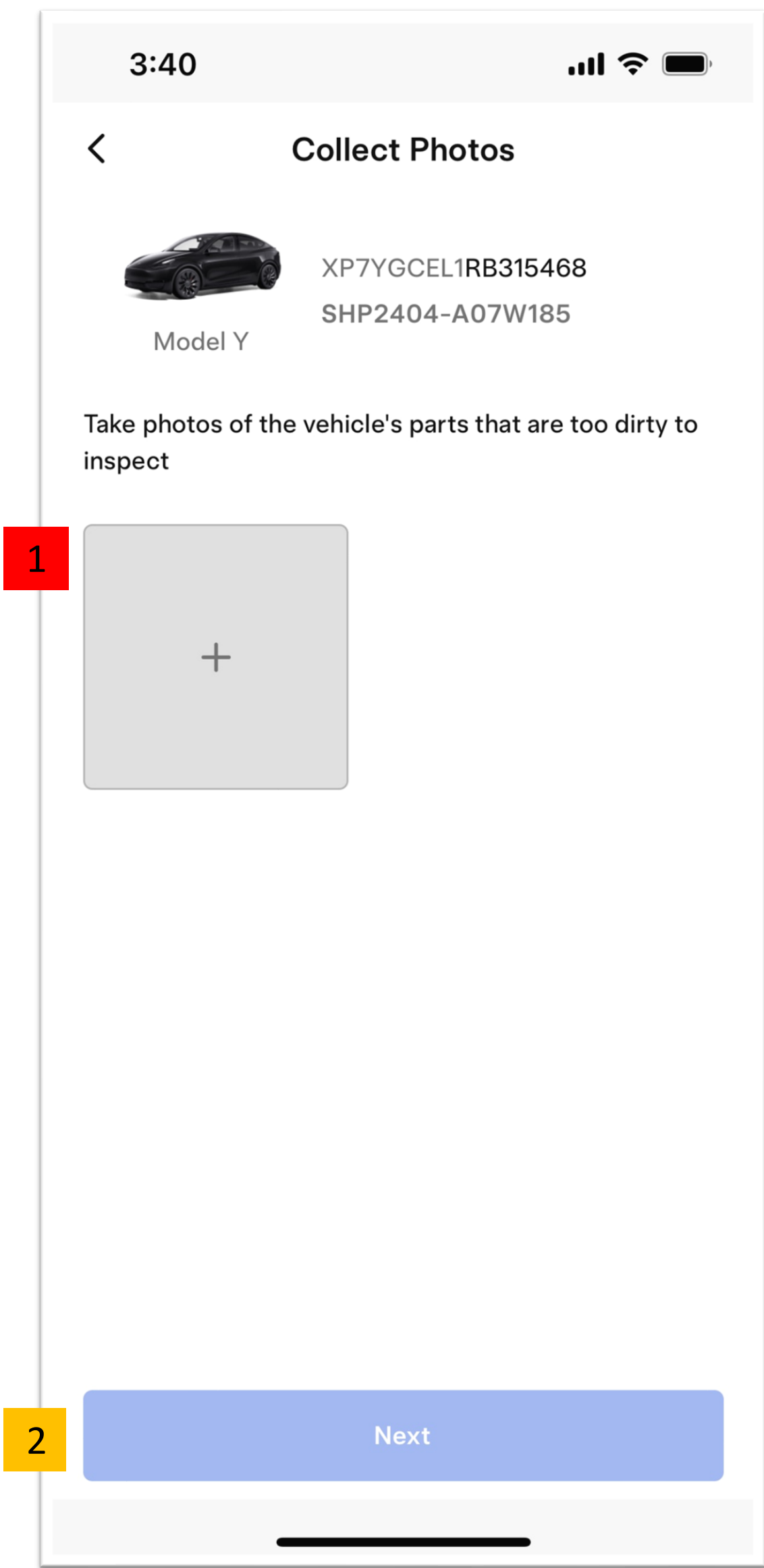


**A** If you wish to report any additional damages, select Cancel

**B** To complete damage reporting, select Confirm

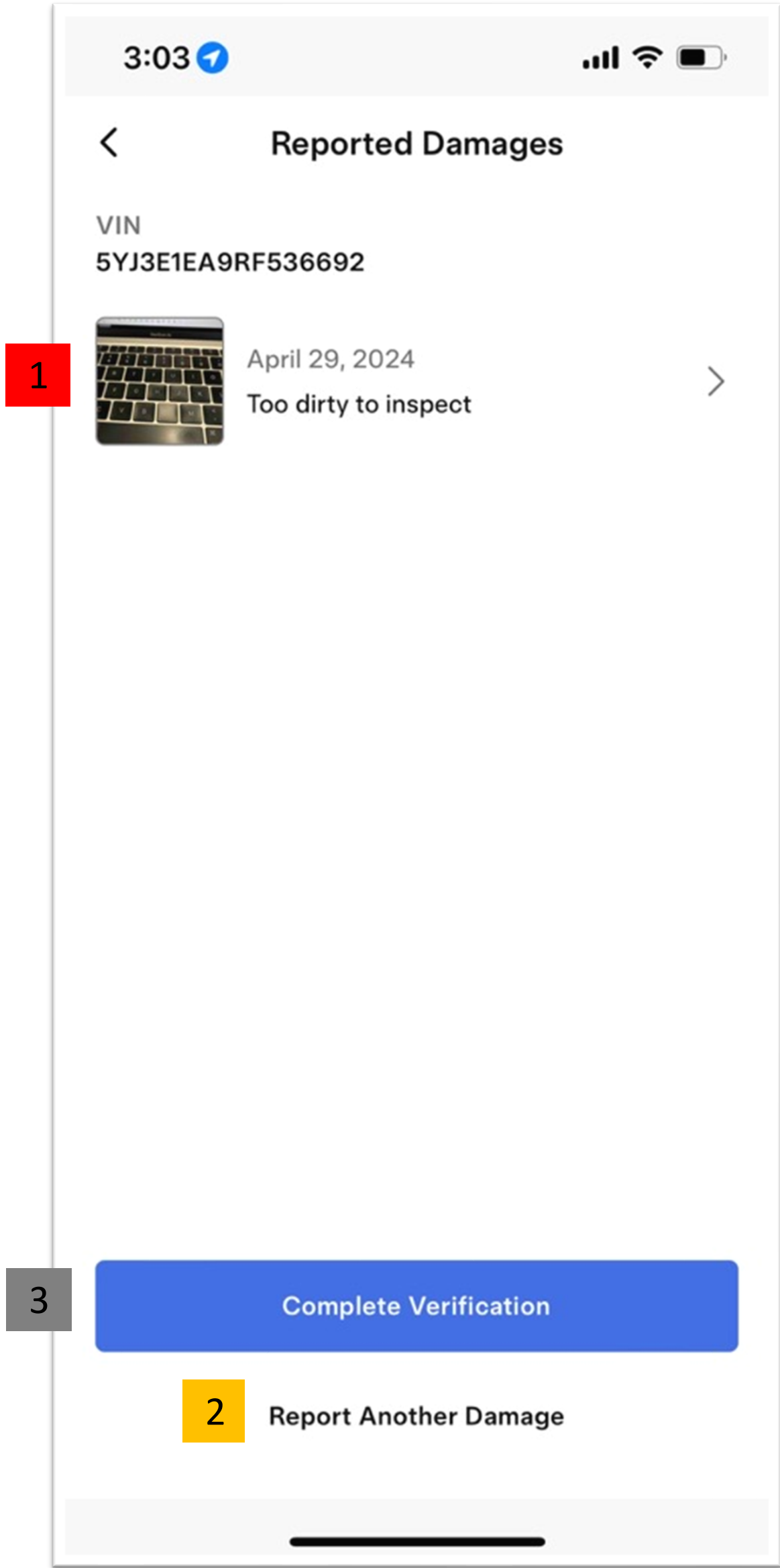
# VIN Verification – Too Dirty to Inspect

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



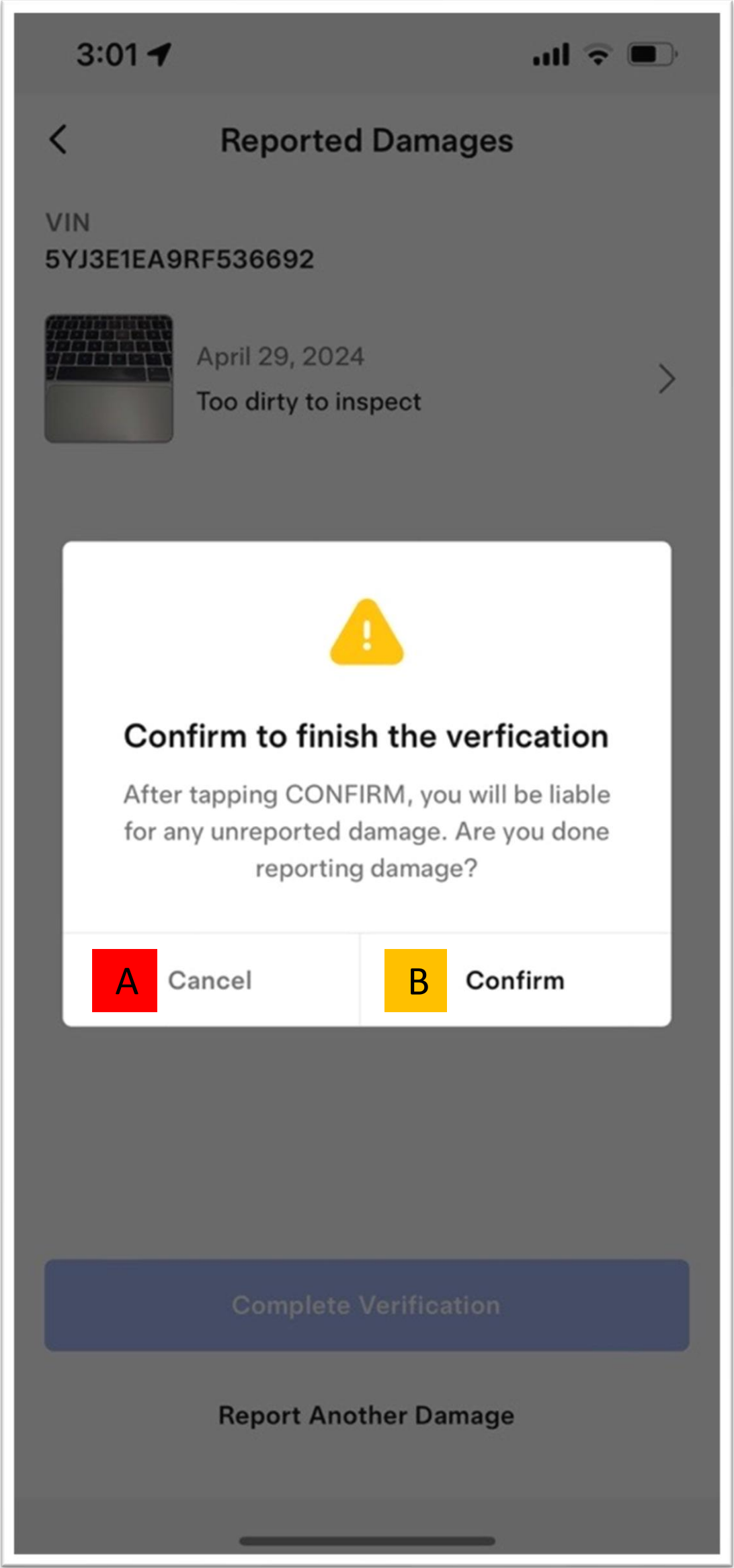
- 1 Click the gray box with a plus to upload photos of the vehicle parts that are too dirty to inspect.
- 2 Once you have uploaded all your photos, click Next

# 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

# VIN Verification – Too Dirty to Inspect



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

**B** To complete damage reporting, select Confirm

# VIN Removal



# VIN Removal

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

The screenshot shows a mobile app interface for 'VIN not available'. It features a status bar at the top with the time 3:20, 5G signal, and battery level. Below the status bar is a header with a back arrow and the text 'VIN not available'. The main content area contains four numbered steps: 1. A red square with the number 1 next to a search bar labeled 'Reason'. 2. A yellow square with the number 2 next to a text input field labeled 'Location Rep.'. 3. A gray square with the number 3 next to a text input field labeled 'Notes'. 4. A purple square with the number 4 next to a blue button labeled 'Confirm'. The bottom of the screen shows a home indicator bar.

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

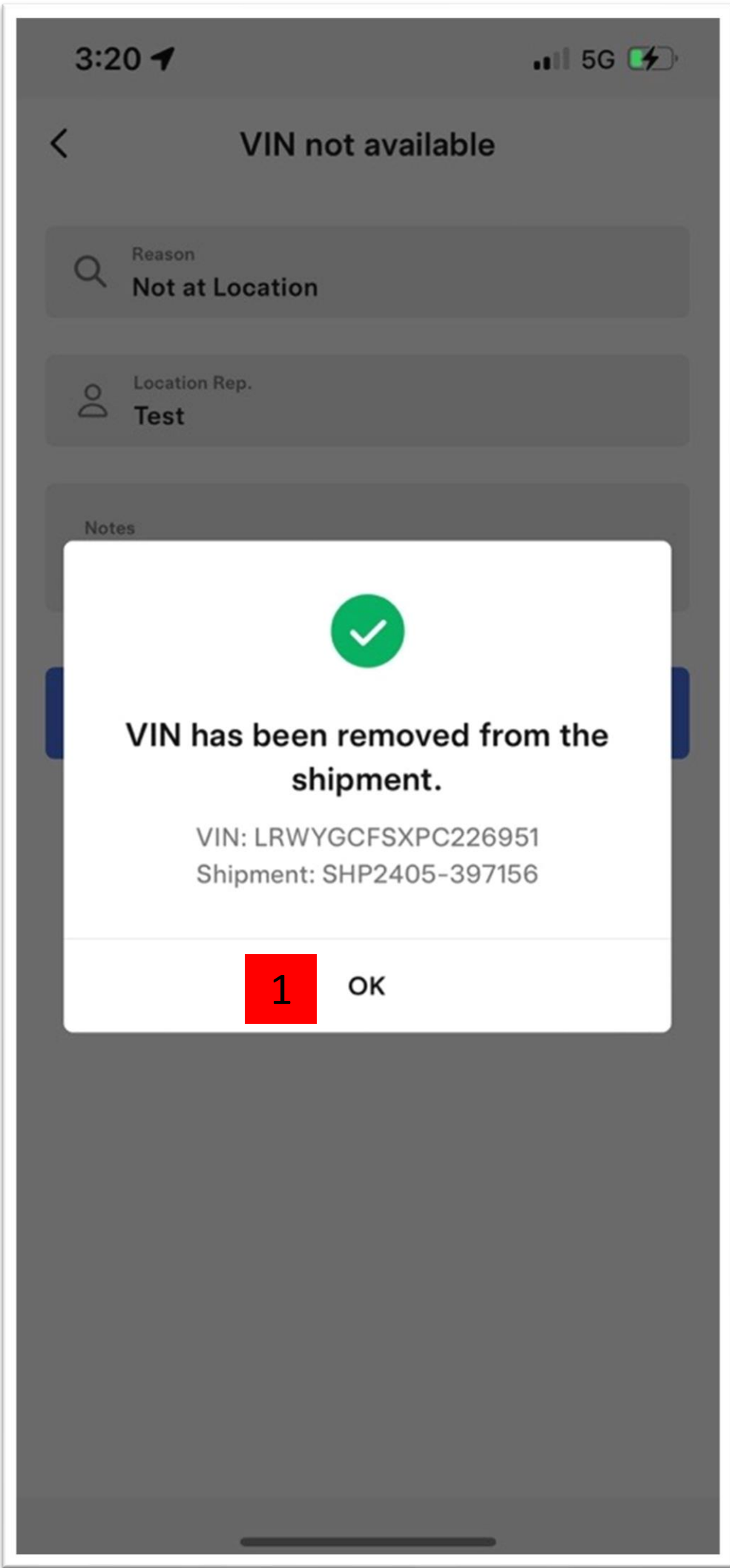
**2** Enter the name of the Location Rep

**3** Add any notes

**4** Click Confirm

# VIN Removal

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

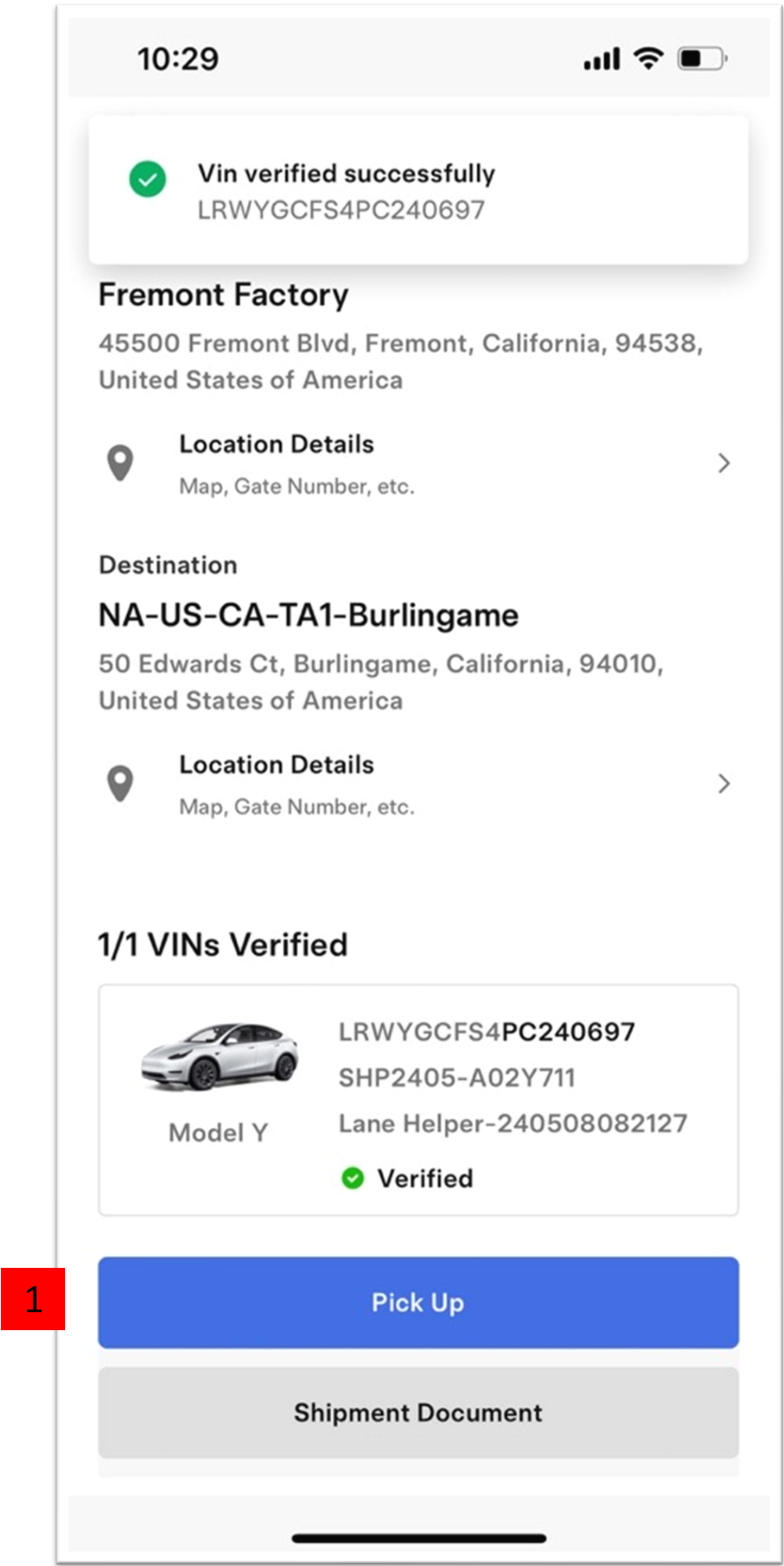


1 Click OK

# Shipment Pick Up

# Pick Up

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



1 To proceed to pick up, click Pick Up

# Update ETA

# Update ETA

The screenshot shows a mobile app interface for updating an Estimated Time of Arrival (ETA). At the top, the status bar shows the time 4:19 and signal/battery icons. The app header has a back arrow and the title 'Update ETA'. Below this, the 'Destination' is listed as 'EU-FR-Grand Est-Creutzwald-11 Rue de Grenoble' with the address '11 RUE DE GRENOBLE, CREUTZWALD, N/A, 57150, France'. A 'Location Details' link with a location pin icon and the text 'Map, Gate Number, etc.' is also present. The main form has two fields: 'Arrival Date' set to 'April 29, 2024' (marked with a red '1') and 'Arrival Time Window' (marked with a yellow '2'). At the bottom, there is a blue 'Confirm' button (marked with a grey '3').

1 To update your ETA, select the Arrival Date

2 Select the Arrival Time Window

3 Click Confirm

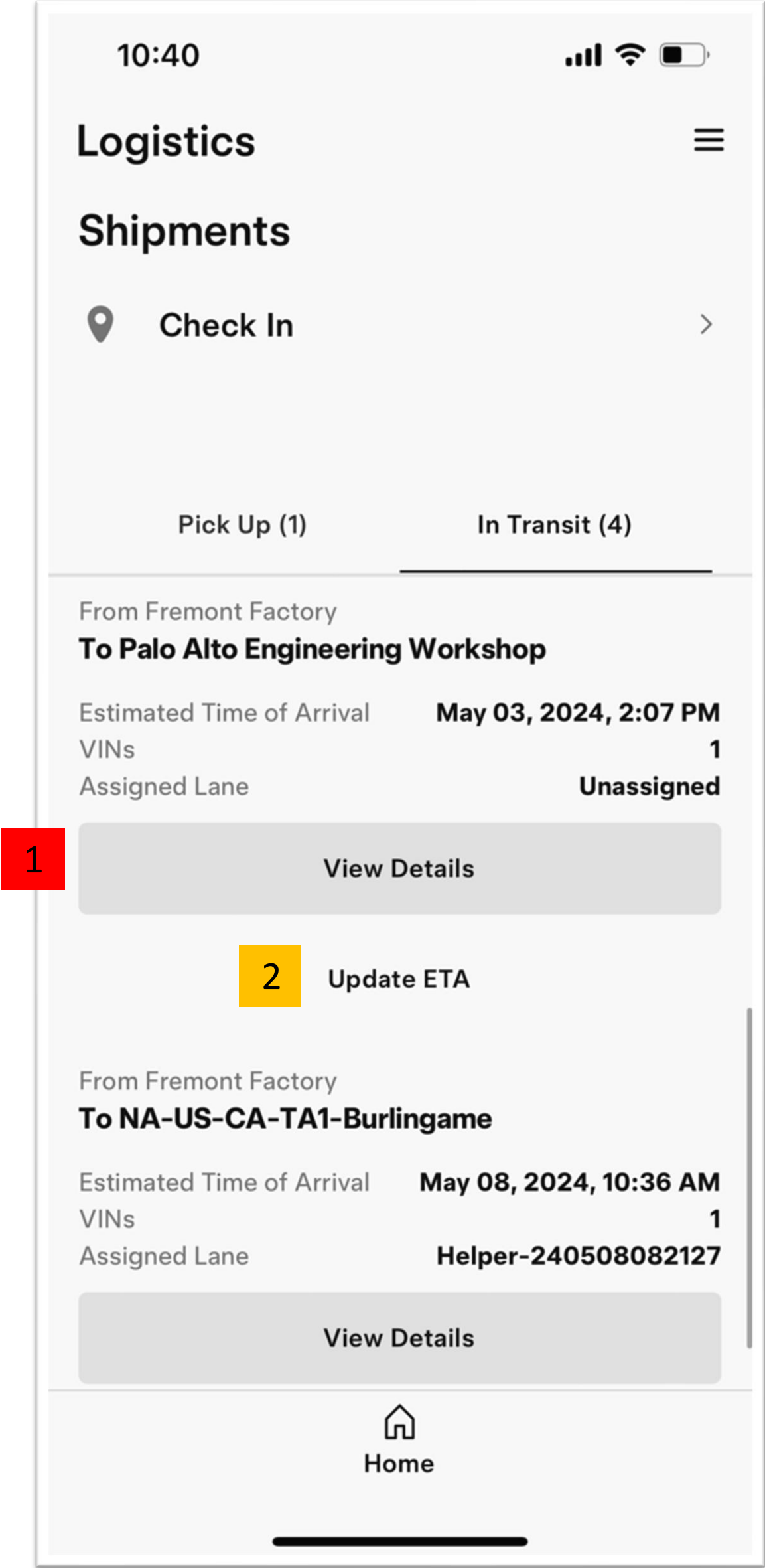
4 You will receive a “VIN Pick Up Successfully” message



# In Transit

# In Transit

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

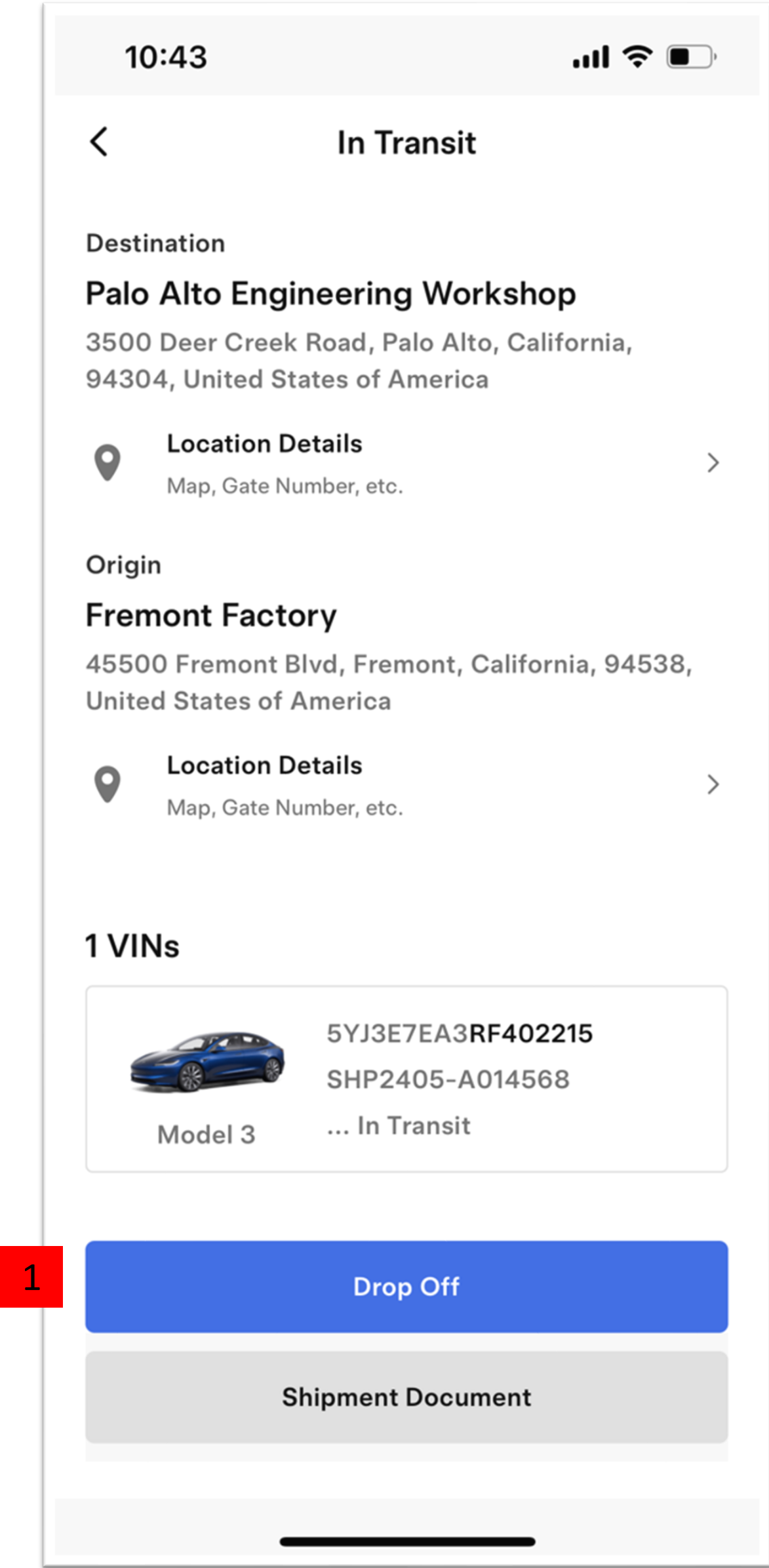


1 To view details on the shipment and/or complete shipment drop off, click View Details

2 To update ETA of shipment, click Update ETA

# Drop Off

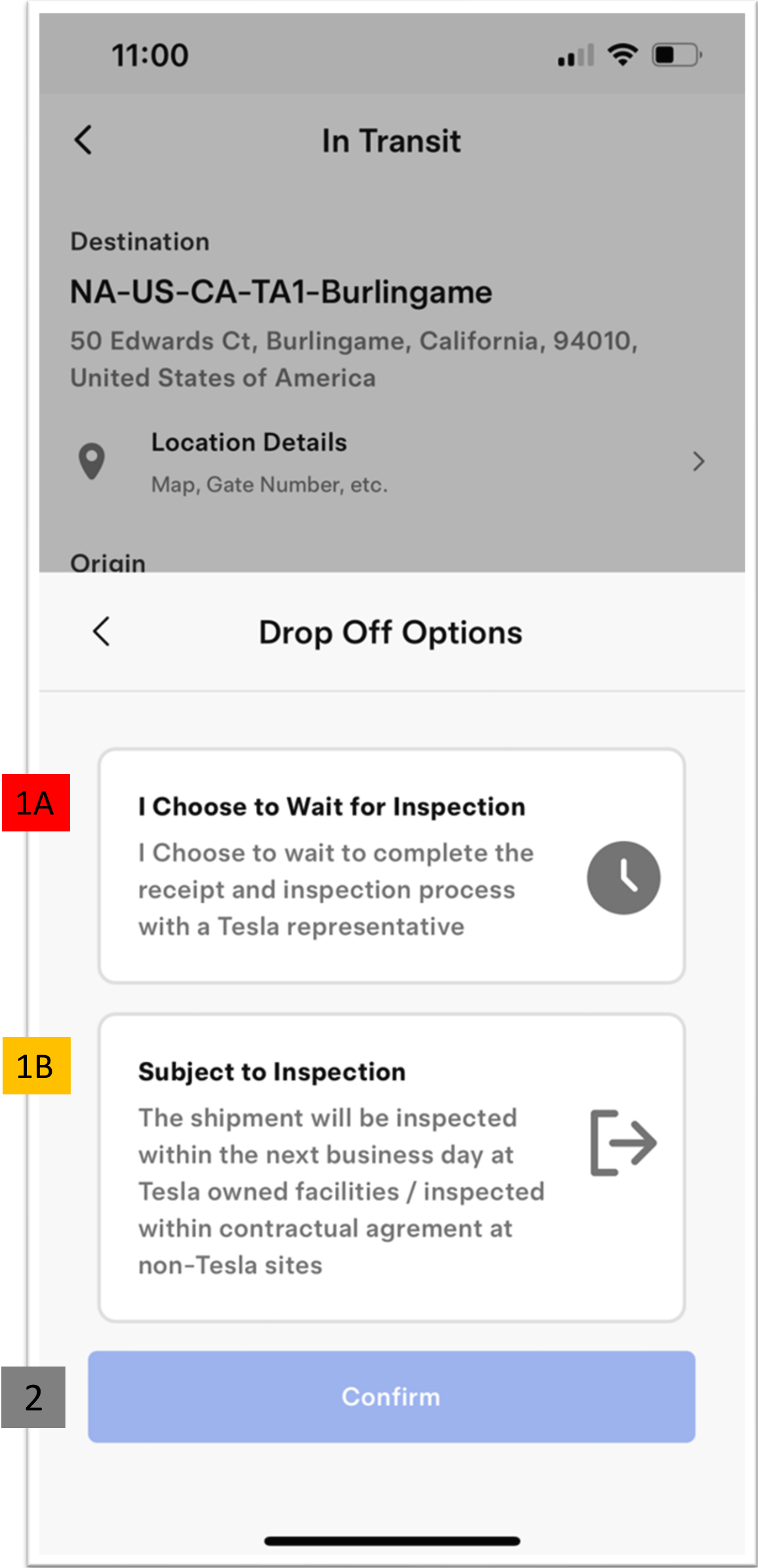
# Drop Off



1 To complete drop off, click Drop Off

# Drop Off

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



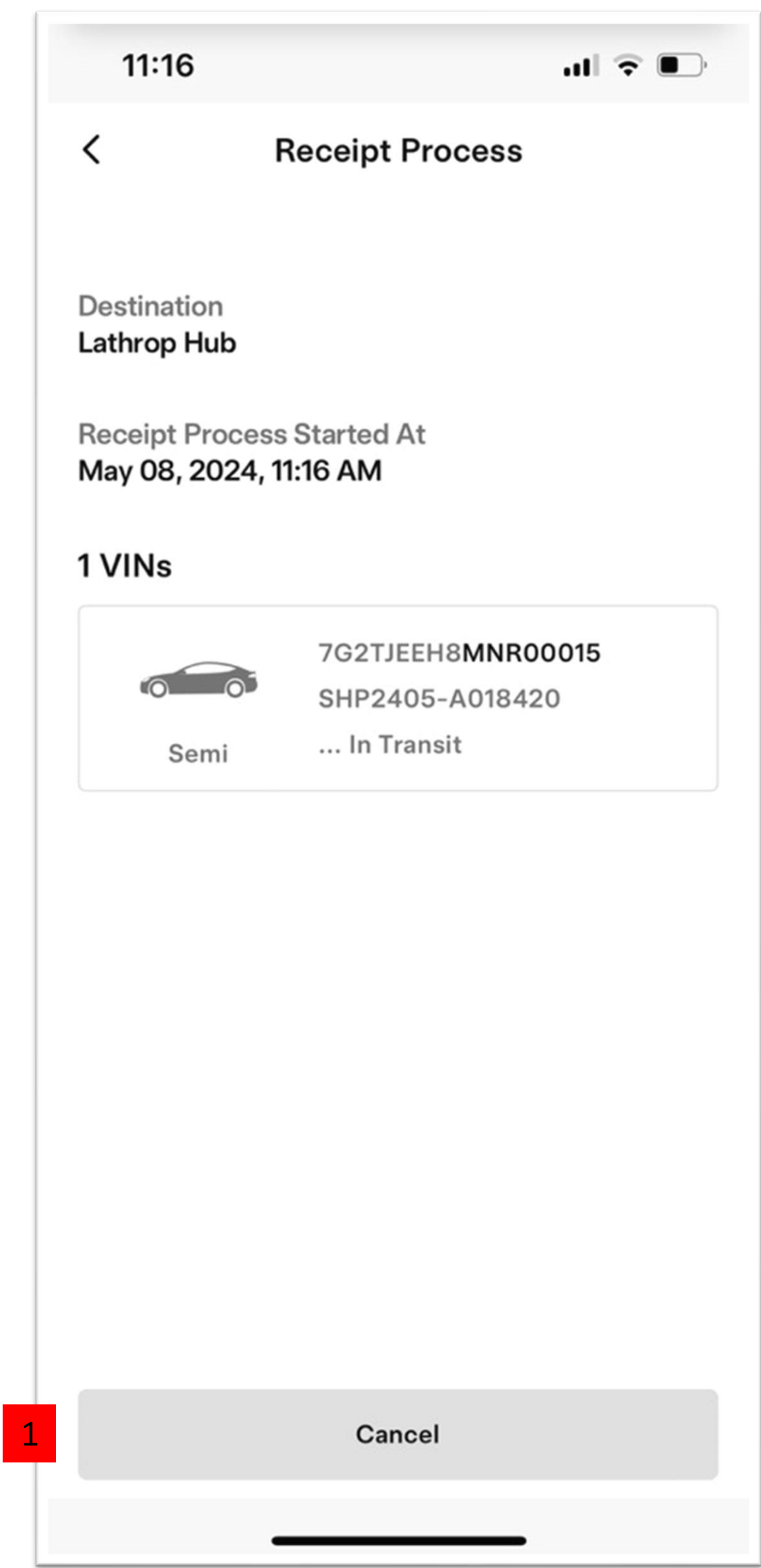
**1A** If you wish to wait for a Tesla representative to complete inspection, click “I Choose to Wait for Inspection.”

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

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

# 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."



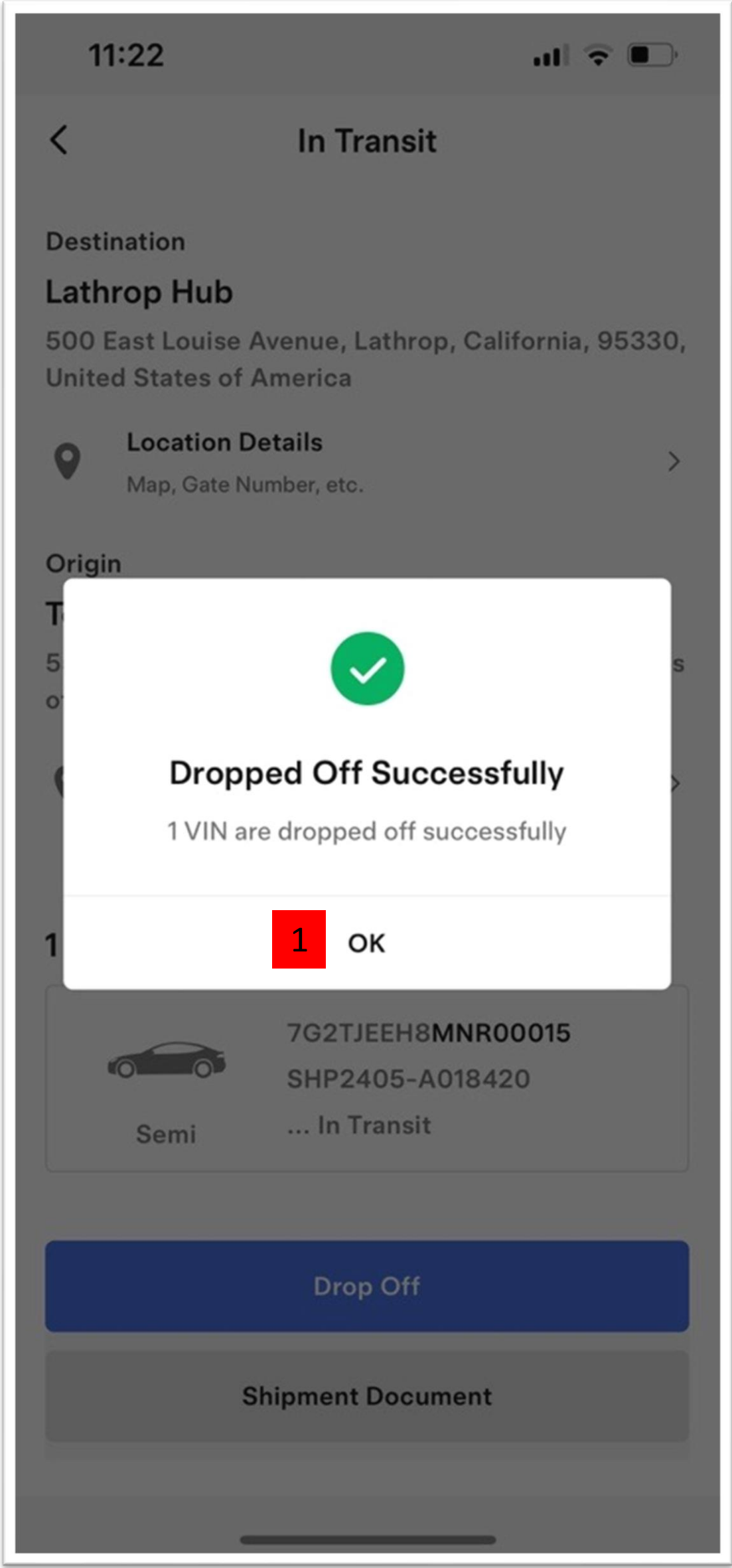
1 If you want to change your drop off option selection, you can click Cancel



# Drop Off – Subject to Inspection

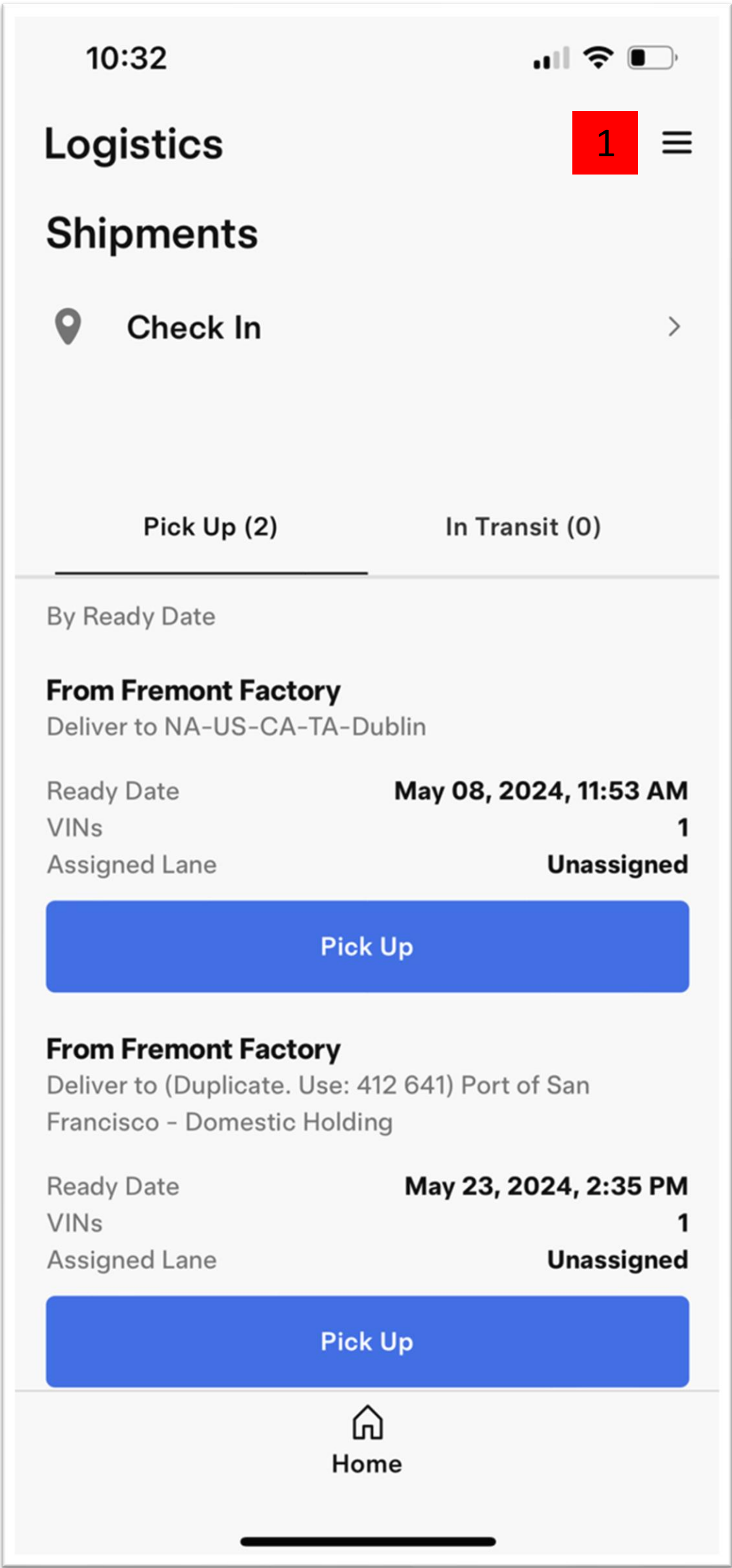
If you selected "subject to inspection," you will receive a "dropped off successfully" message.

1 Click Ok



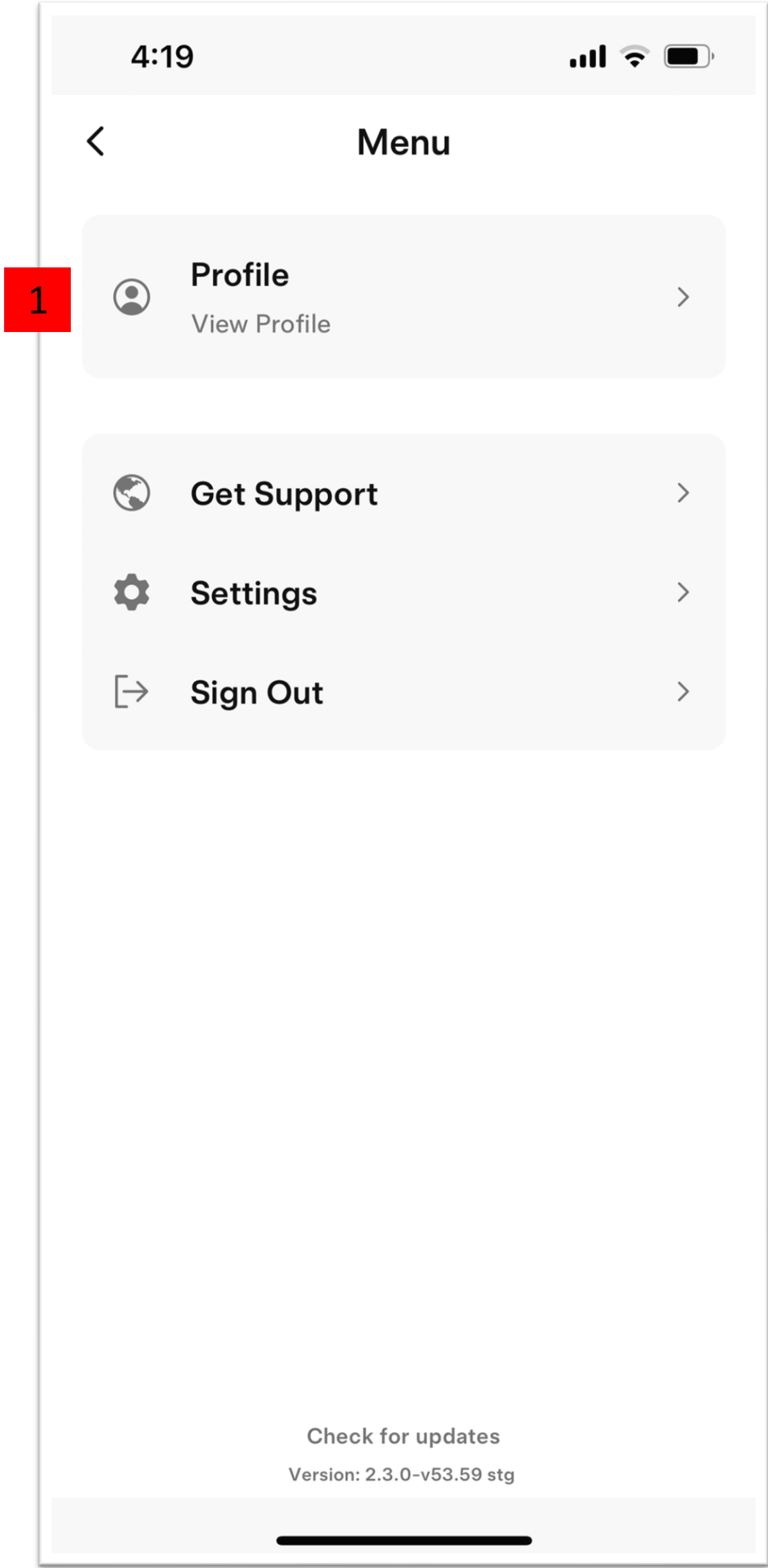
# Driver Profile

# Driver Profile



1 To access your profile details, click the hamburger icon

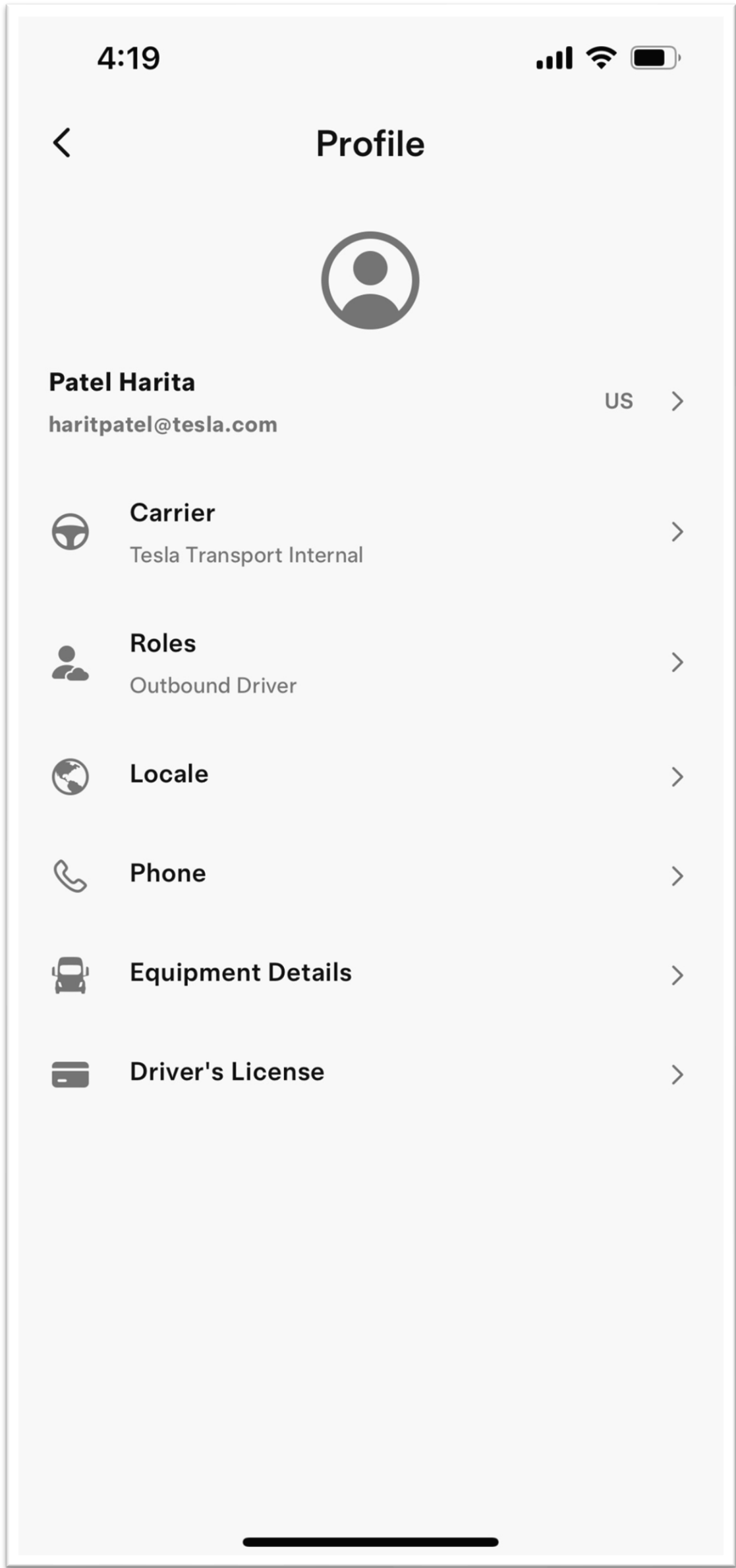
# Driver Profile



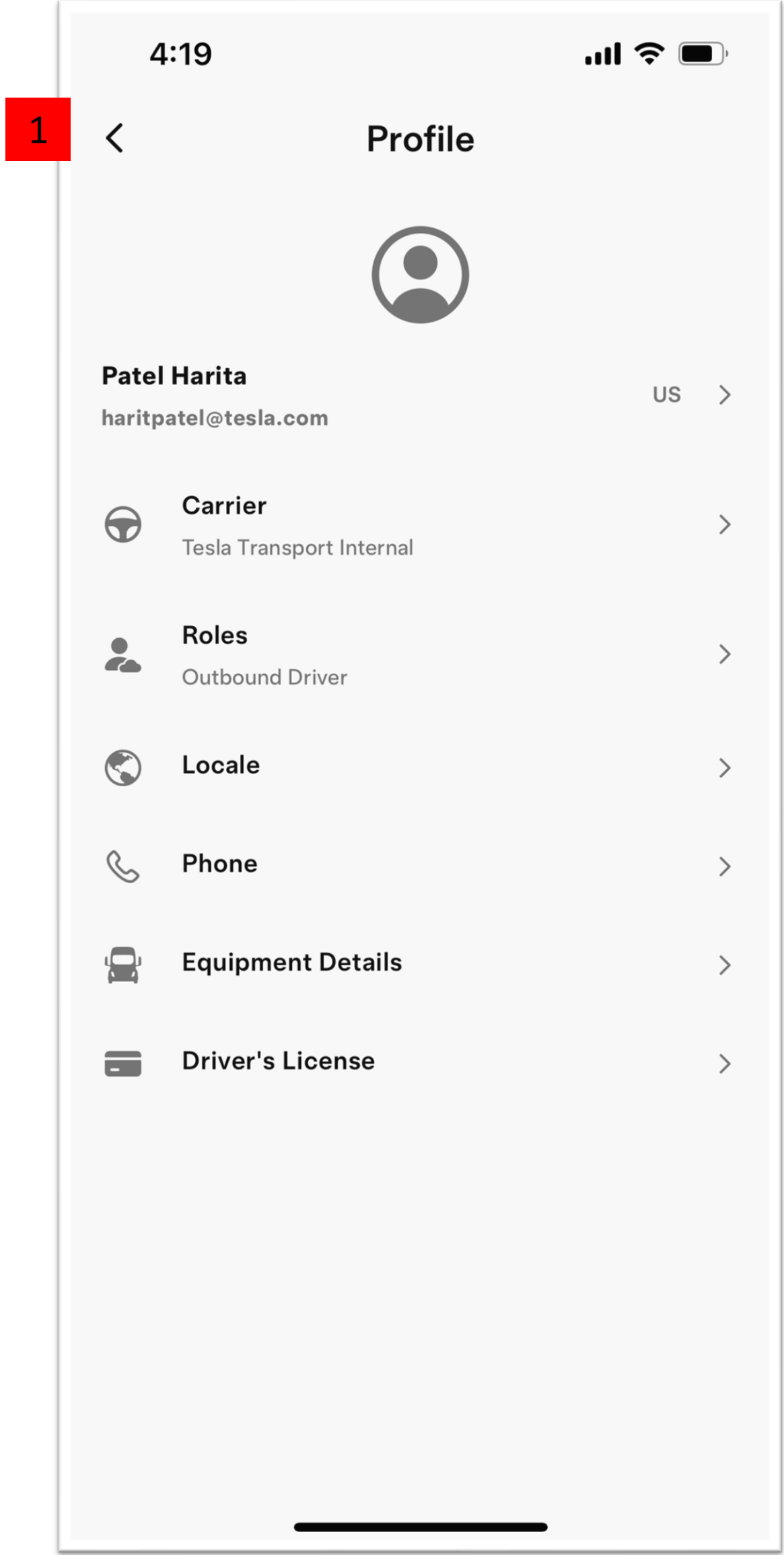
**1** Click Profile

# Driver Profile

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



# Driver Profile



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