iBidLogistics
Simplified Way to Procure

Consignee guide

How to see your deliveries, follow the vehicle on the map and send the proof of delivery.

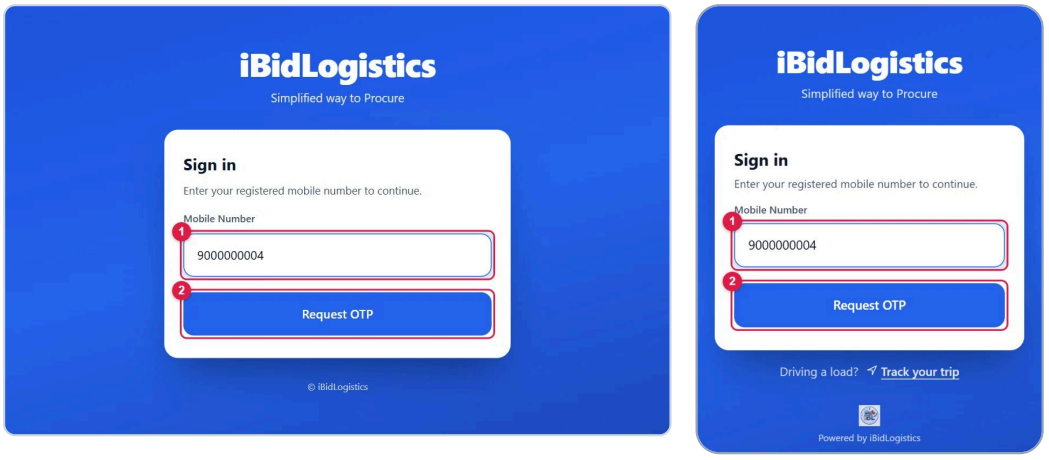
Your work at a glance
1. Sign in
2. Your deliveries
3. Follow the vehicle
4. Send the proof of delivery
5. Overview, notifications and reports
6. Messages and what to do

Your work at a glance

1. **Deliveries:** see what is coming to you.
2. **Track:** see where the vehicle is.
3. **Unload** and check the goods.
4. **Send the proof of delivery** with a photo.

1. Sign in

1. Open **ibidlogistics.com/login** on the computer, or the **iBidLogistics** app on the phone.
2. Enter your registered mobile number and press **Request OTP**.
3. Enter the OTP that comes by SMS and press **Login**.

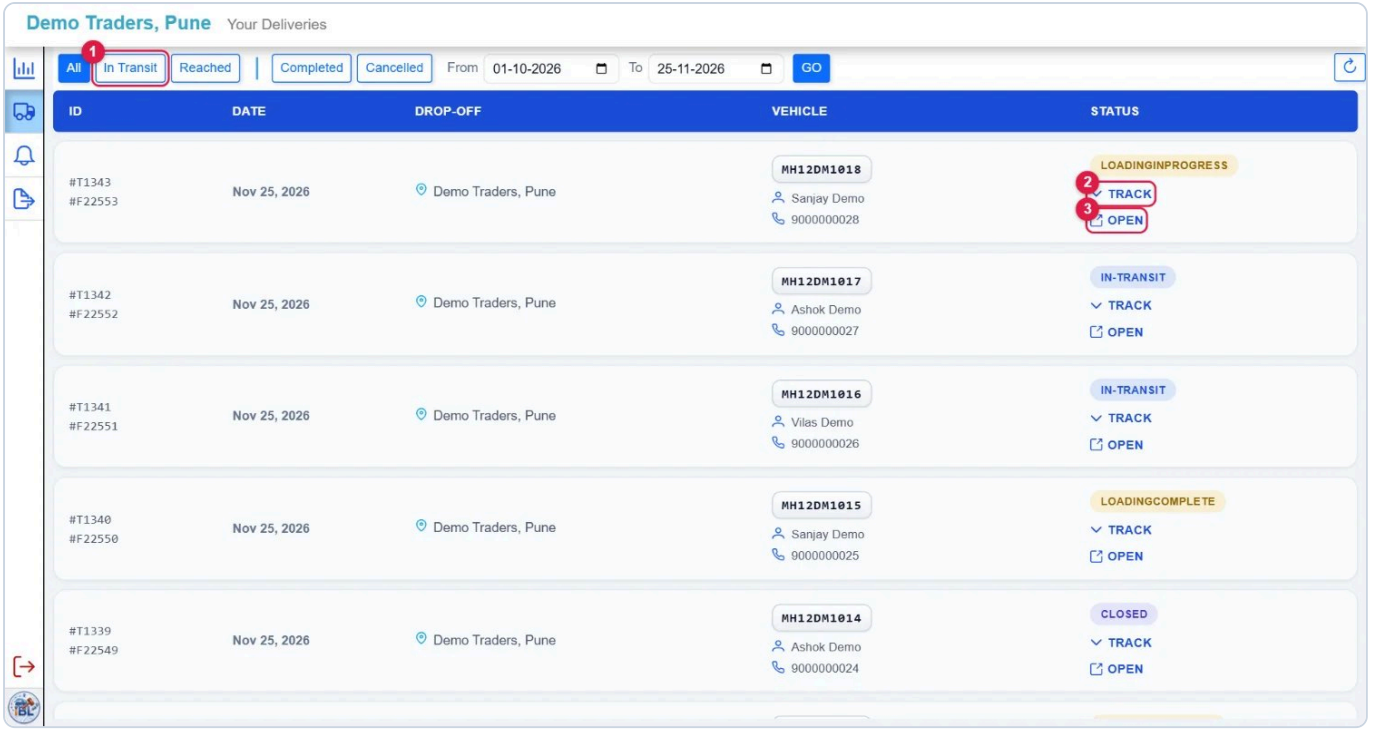


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

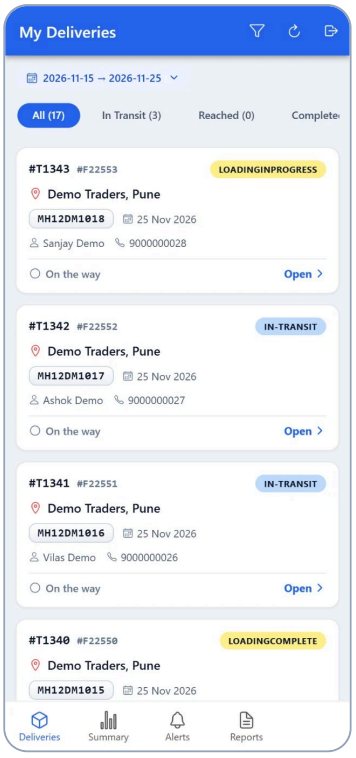
> You stay signed in. Do not share your OTP with anyone.

2. Your deliveries

You see every vehicle that is coming to you. **In Transit** shows the ones on the road.



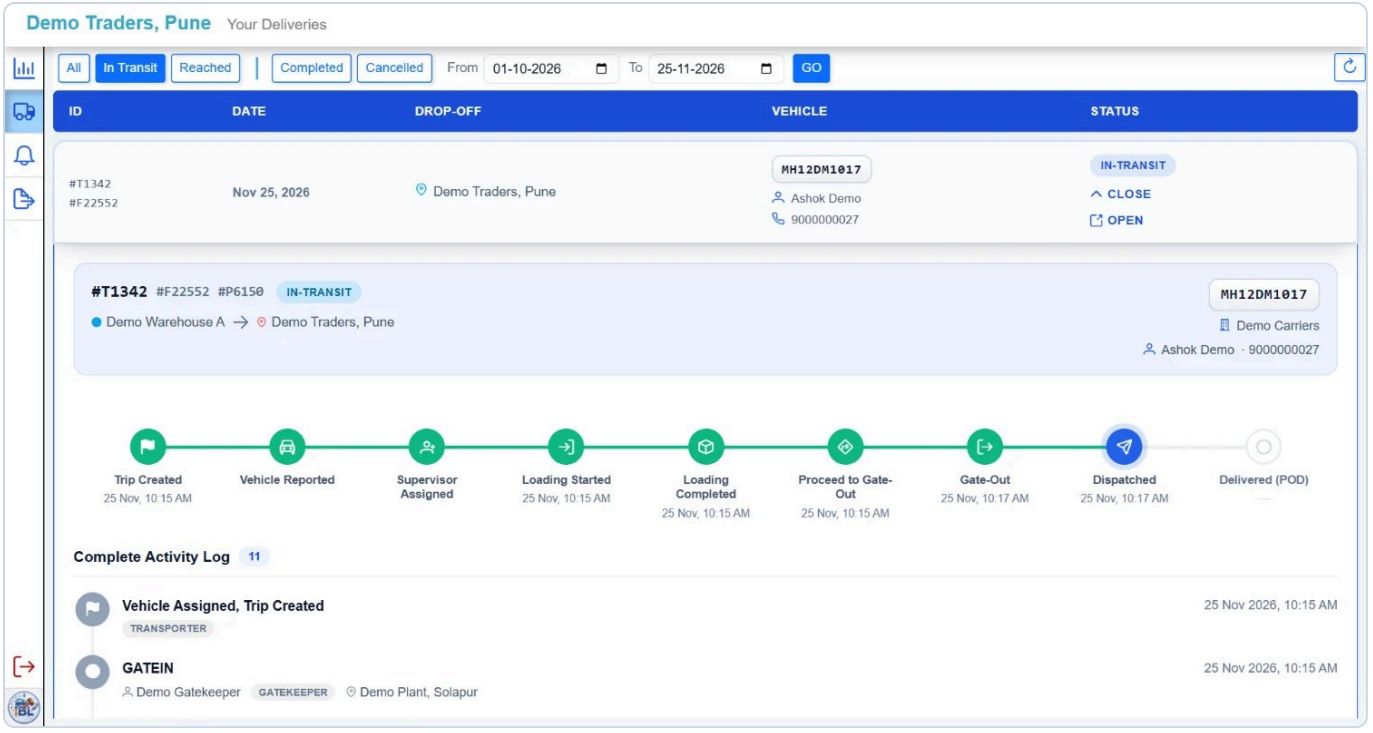
(1) In Transit, (2) Track, (3) Open



On the phone: the **Deliveries** tab

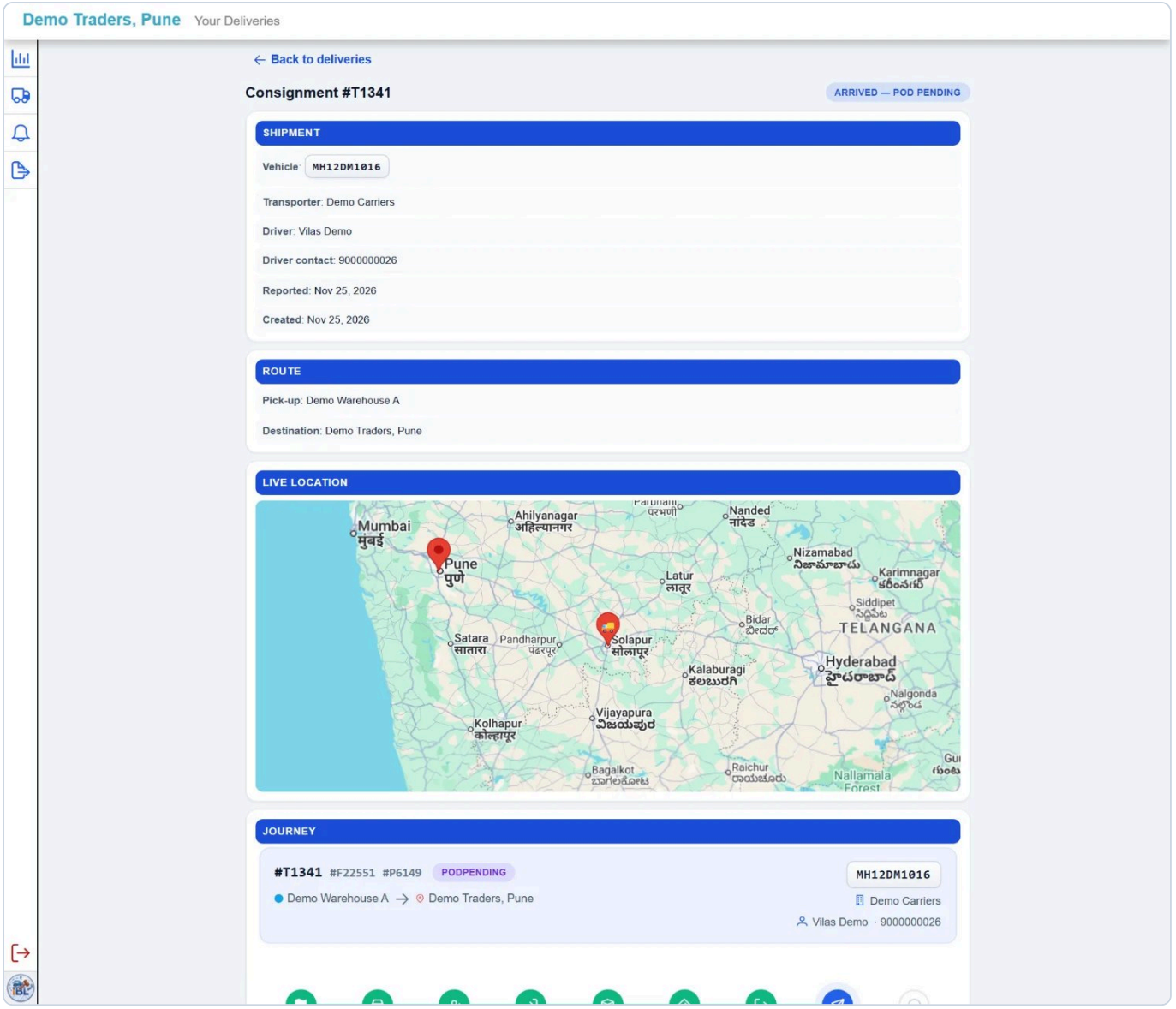
3. Follow the vehicle

Track shows the journey, step by step.

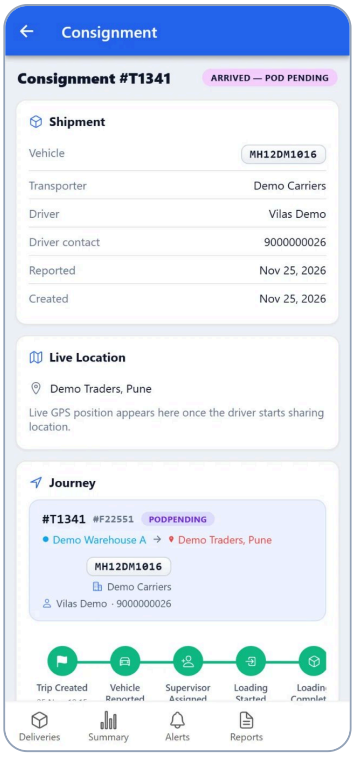


The journey

Open shows the vehicle, the driver's number and the live location on the map.



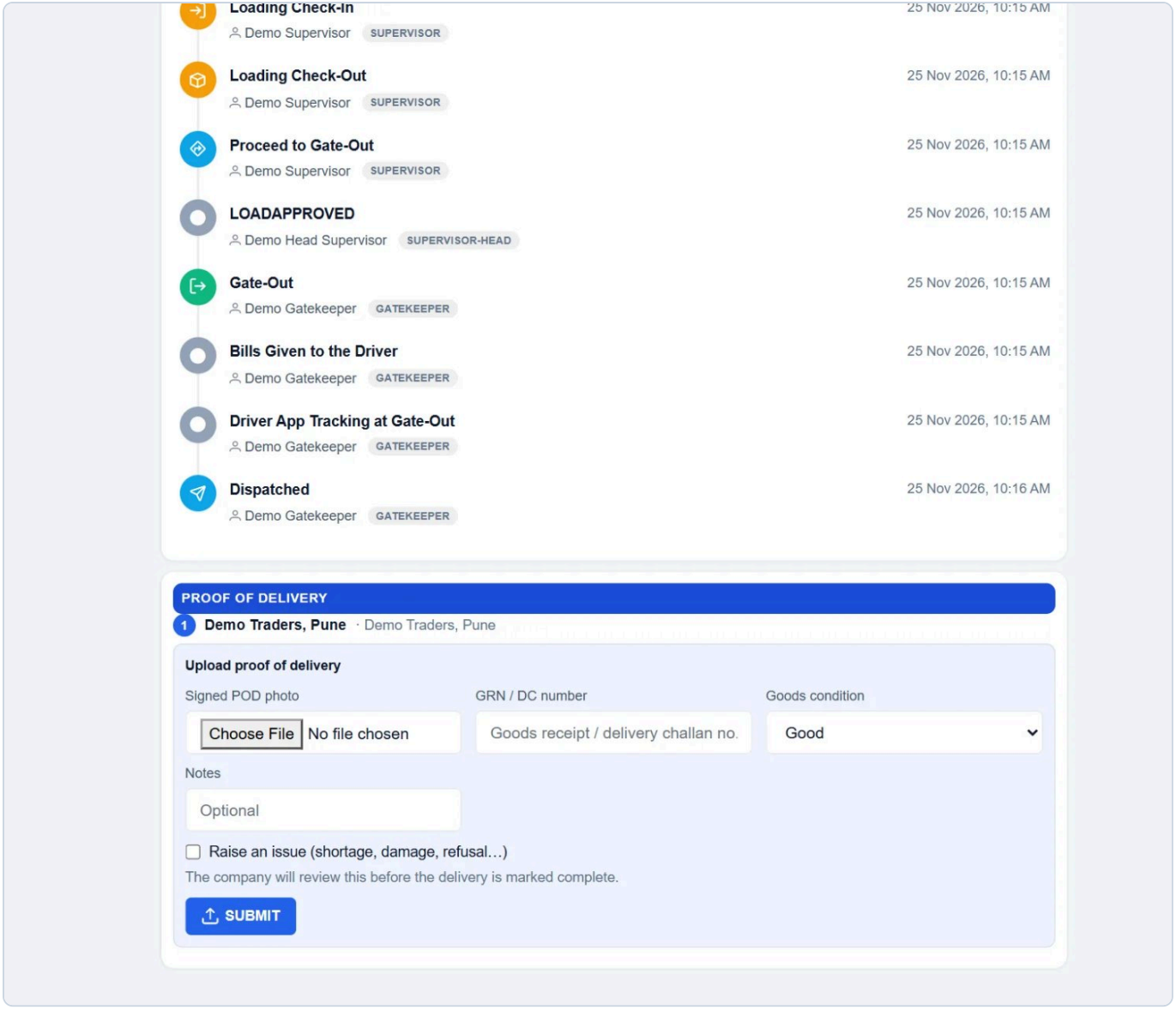
One delivery, with the map



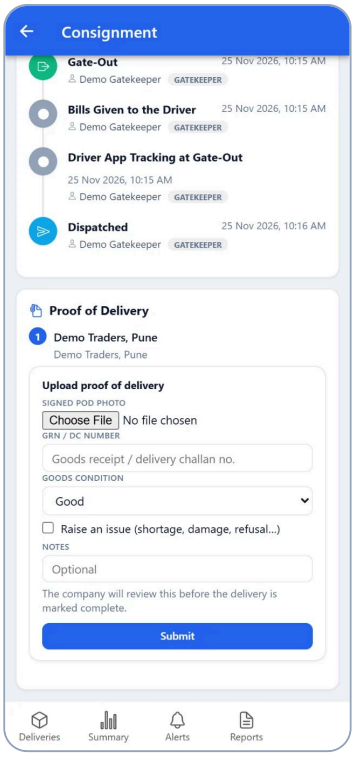
The same on the phone

4. Send the proof of delivery

1. When the vehicle has arrived, open the delivery and go to **Proof of Delivery**.
2. Add a clear photo of the signed paper, and the GRN number if you have one.
3. If something is short or damaged, choose the condition, tick **Raise an issue** and write it.
4. Press **Submit**. The company checks it.



Proof of Delivery

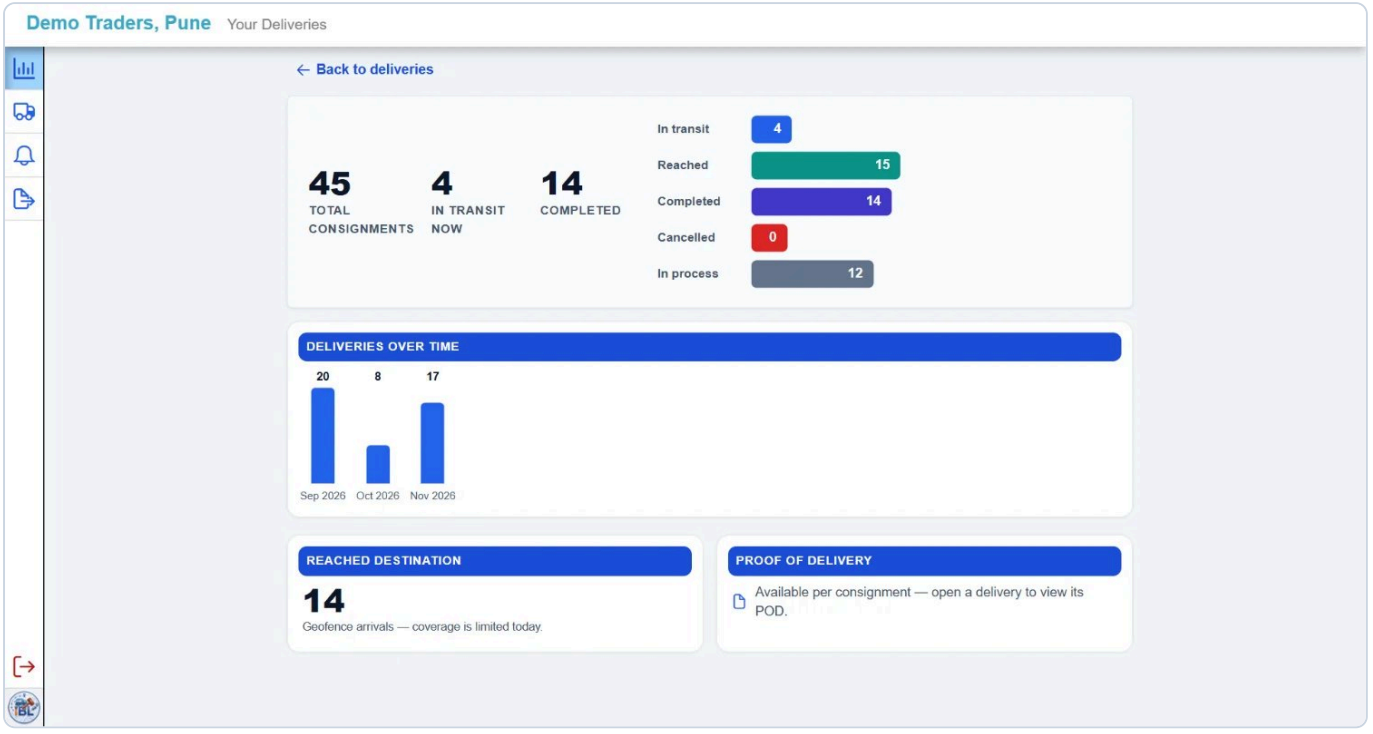


The same on the phone

> The driver can also send the photo. One proof for each delivery is enough.

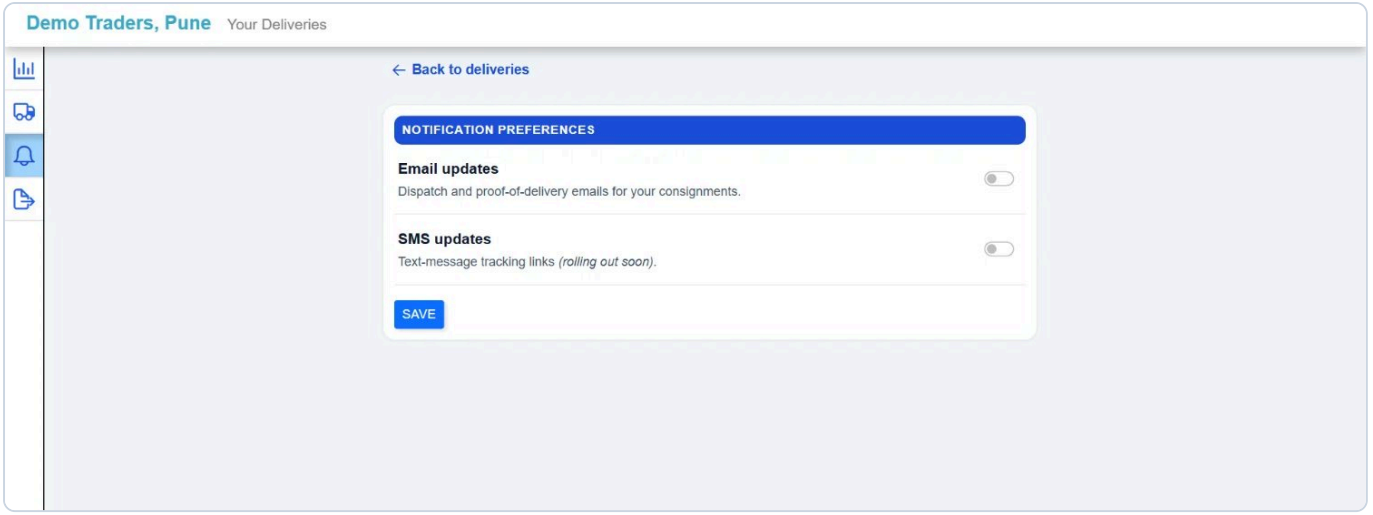
5. Overview, notifications and reports

Overview shows how many deliveries are on the way and complete.



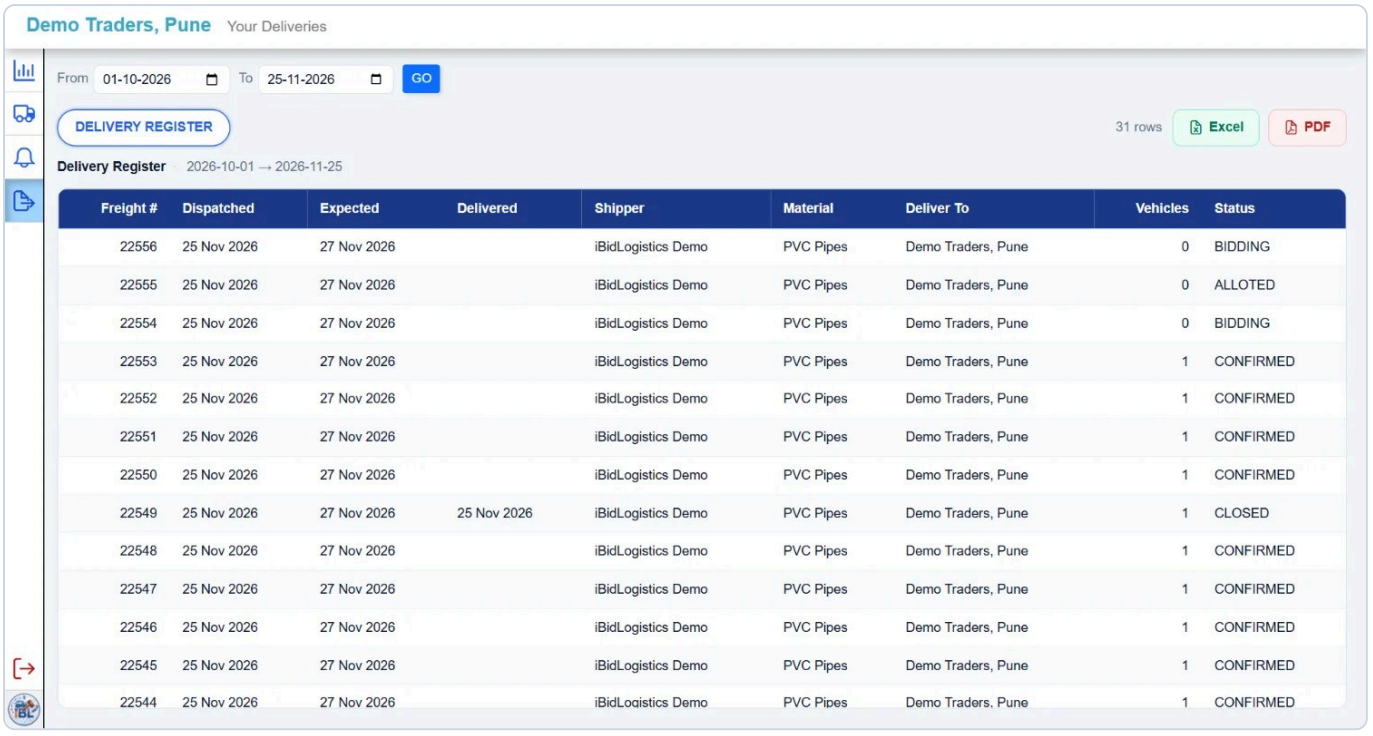
Overview

Under **Notifications**, turn on email updates and press **Save**.



Notifications

Reports has your delivery register, with **Excel** and **PDF**.



Delivery register

6. Messages and what to do

Message or problem	What to do
A delivery is not in the list	Change the dates at the top, or ask the company that sent the goods.
The map is empty	The driver has not started sharing the location yet.
Number not registered	Your mobile number is not active. Ask your Admin.

To sign out: **Settings**, then **Log out**.

Need help? Write to info@ibidlogistics.com