**iBidLogistics**
Simplified Way to Procure

# Driver guide

How to start tracking with the Trip ID, and send the proof of delivery after unloading. No login is needed.

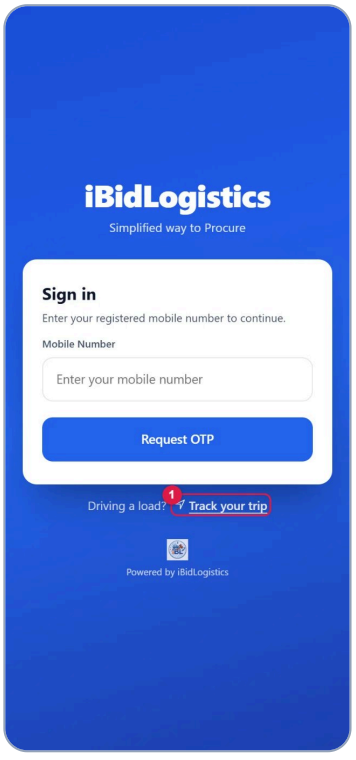

Your work at a glance
1. Get the app
2. Start tracking
3. On the road
4. Send the proof of delivery
5. After sending
6. Problems and what to do


## Your work at a glance

1. **Get the Trip ID** from your transporter or the gate.
2. **Start tracking** in the iBidLogistics app.
3. **Drive.** You can close the app; tracking continues.
4. **Unload** and take the signature on the delivery note.
5. **Send the photo** of the signed paper.

## 1. Get the app

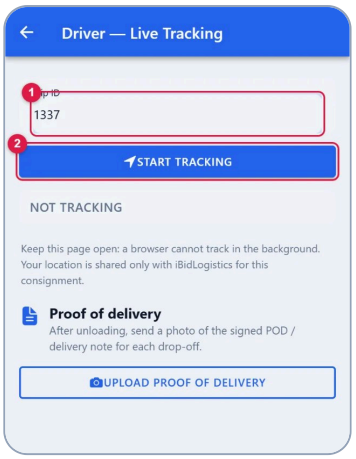
1. Install **iBidLogistics** from the Play Store.
2. Open the app and tap **Track your trip**. You do not need to sign in.




Track your trip

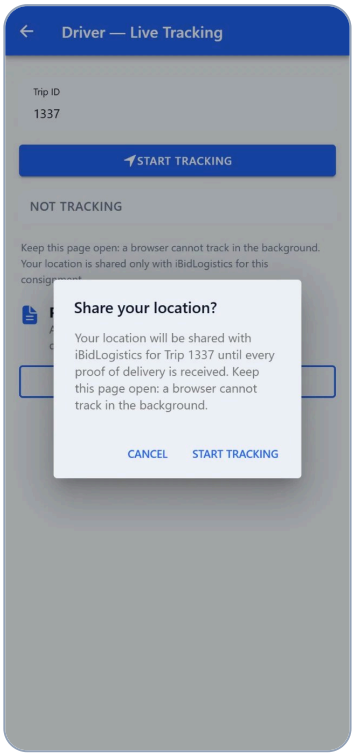
## 2. Start tracking

1. Type the **Trip ID**, for example 1337.
2. Tap **Start Tracking**.



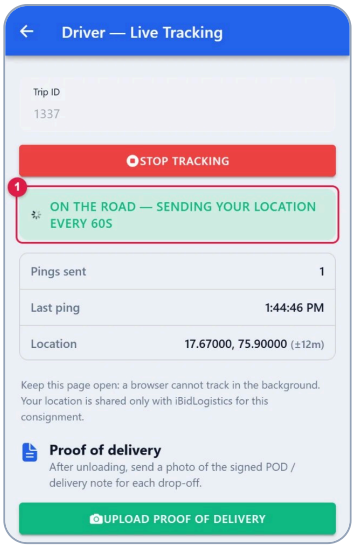

(1) Trip ID, (2) Start Tracking

3. Tap **Start Tracking** again in the box, and allow location on your phone.




Agree to share your location

4. A green box shows that tracking is on.




Tracking is on

> Your location is shared only with iBidLogistics, only for this trip, until every proof of delivery is received.

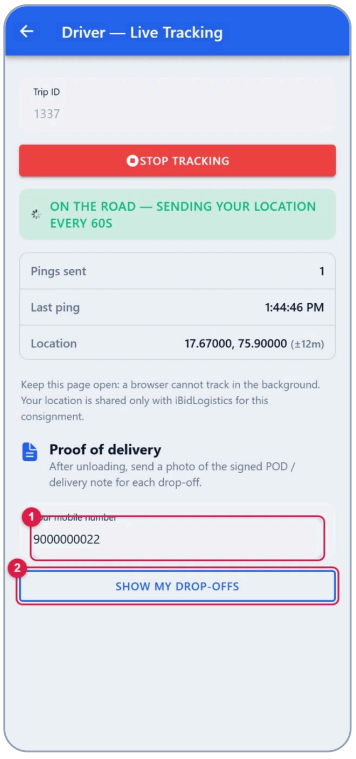
## 3. On the road

Keep the phone on and charged, with mobile data and location on. A notification stays on while tracking runs.

> Do not press **Stop Tracking** before the delivery is complete. Do not use the phone while driving.

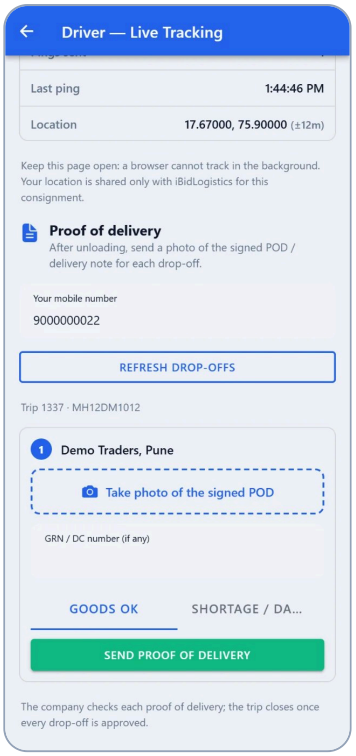
## 4. Send the proof of delivery

1. After unloading, tap **Upload proof of delivery**.
2. Type the mobile number your transporter gave for this trip and tap **Show my drop-offs**.




(1) your mobile number, (2) Show my drop-offs

3. Tap **Take photo of the signed POD** and take a clear photo of the signed paper.
4. Choose **Goods OK**. If something was short or damaged, choose **Shortage / damage** and write what was wrong.
5. Tap **Send proof of delivery**.



Photo, goods condition and Send

> More than one drop-off? Send a photo for each one.

## 5. After sending

| What you see | What it means |
|---|---|
| Sent · awaiting review | The company is checking your photo. |
| Delivered | Accepted. This drop-off is complete. |
| Rejected | Read the reason and send a new photo. |

## 6. Problems and what to do

| Message or problem | What to do |
|---|---|
| The Trip ID is not accepted | Check the number with the gate or your transporter. |
| On the way to the plant | You have not reported at the gate yet. Tracking counts from the gate. |
| Tracking error | Turn on location and mobile data, then start again. |
| My drop-offs do not open | Use the same mobile number your transporter entered for this trip. |

Need help? Write to info@ibidlogistics.com