

Marten Transport is excited to welcome drivers and contractors to

◀ TRANSFLO EXPRESS ▶

Marten Transport has contracted with TRANSFLO Express to assist you in getting important paperwork to the Settlement and Payroll Departments in a more timely and efficient manner. Your information will now get to Marten in **MINUTES** rather than days. IT'S EASY! All you need to do is put your paperwork in the correct order and hand it to an attendant at any of the (nearly 400) participating TRANSFLO locations. The attendant will even scan the information for you. When scanning is complete, the paperwork will be returned to you along with a receipt and confirmation number. It's that simple.

WHAT ARE THE BENEFITS?

- ▶ **YOU** now get to keep and control all of your original documents
- ▶ **YOU** get immediate confirmation that your bills were sent to Marten
- ▶ **YOU** no longer need to make copies of original documents for yourself

FIRST UP

The Trip Envelope must **ALWAYS** be the **FIRST** document scanned.

PRINT CLEARLY

Always use **BLACK** ink and good penmanship to avoid delays.

ATTENTION DRIVERS! YOU MUST FILL OUT SHADED AREAS IN FULL, FAILURE TO FILL OUT SHADED AREAS CAN CAUSE DELAYS IN YOUR PAY.

1L-Q

Driver Number 1 Trip # Tractor # Trailer #

Driver Number 2 Pickup Date: / / Drop Off Date: / /

All sections must be complete. Failure to complete all sections of this document will delay your payroll. These reports must be submitted at the conclusion of each trip.

ENCLOSE ALL BILLS OF LADING, RECEIPTS AND LOGS. Bills must be signed by Shipper/Consignee for loading/unloading only.

Driver Name Shipper
Base # Total Miles
Fleet Manager Consignee
Driver/Lumper Load Yes No Driver/Lumper Unload Yes No

Odometer Readings: Trip Start Trip End

Total Empty Miles Driven: From To Total Loaded Miles Driven: From To

State, Mile and Highways MUST be completed only if Basefile List is NOT existing.

State	Mile	Highways	State	Mile	Highways	State	Mile	Highways

Comments:

Load Type Fallet In Fallet Out

<input type="checkbox"/> Floor Load	Pick Up		
<input type="checkbox"/> Slip Sheet	Drop 1		
<input type="checkbox"/> Chain Pallets	Drop 2		
<input type="checkbox"/> Container Pallets	Drop 3		
<input type="checkbox"/> Pallet Exchange	Drop 4		

Contract Labor Authorizing PO No. Receipt

Customer Name Location

Used in Unload

Items Received for

Serial No. No. Date

VERY IMPORTANT

Any information that is not filled out correctly can lead to delays.

CRITICAL INFO

Fill in empty and loaded cities and miles.

DON'T FORGET

List all PO #'s and reimbursements.

Refer to Frequently Asked Questions for more information about the TRANSFLO process

The TRANSFLO Scanning Process



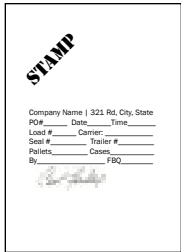
TRIP ENVELOPES

- ▶ Trip Envelopes must **ALWAYS** be the **FIRST** document scanned
- ▶ This document identifies where images are sent



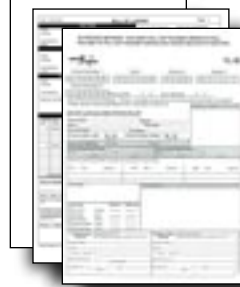
BILLS OF LADING (BOL)

- ▶ BOLs should be scanned after the Trip Envelope
- ▶ Put Master BOL on top
- ▶ Keep pages in order
- ▶ Stack in order of delivery
- ▶ Do not scan duplicates
- ▶ Use most easy to read copy
- ▶ Make sure all pages with signatures are included



BACK OF PAGES

- ▶ Make sure the back of BOL is scanned if it has a stamp, label or signature on it
- ▶ You will need to inform attendant if the back of a page needs to be scanned



1, 2, 3...

- ▶ Count your pages before handing to the attendant
- ▶ Make sure your receipt shows the same amount you counted



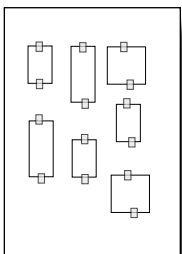
FUEL SLIPS

- ▶ If cash, personal credit card or T-check is used to purchase fuel - receipts must be scanned



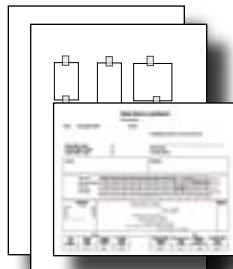
DON'T SCAN

- ▶ Slips of fuel purchased with a COMDATA card do not need to be scanned



TOLLS

- ▶ Combine tolls on a single sheet of paper with tape
- ▶ Make sure all slips are facing the same direction
- ▶ Don't combine tolls with other types of receipts



ADDITIONAL ITEMS

- ▶ Scan logs, lumber receipts, pallet receipts, repairs and any other items that you need to be reimbursed on your settlement
- ▶ Keep original documents for at least 30 days from the scan date