



## TRANSFLO Express Truckstop scanning

### Scanning Instructions

#### 1. Prepare documents

- Use an original trip sheet. Copies of trip sheet can cause the barcode to fail
- One trip sheet per delivery (except thruway doubles drivers)
- Remove any staples and paperclips
- Tape as many small receipts on a single page (supplies available at fuel desk if needed)
- Place an Original Trip Sheet with Bar code on top of all trip documents
- **Documents to scan:** Drivers Trip Sheet, load related documentation and Driver Expenses
- **Do NOT Scan:** Fuel Tickets

#### 2. At Fuel Desk

- Hand Documents to fuel attendant one trip at a time
- Fuel attendant will hand back paperwork with confirmation receipt
- Cashier may ask you for the Fleet ID. If asked, our Fleet ID is GYPE and is found under the barcode

#### 3. After Fuel Desk

- Staple all paperwork together, include truckstop scanning confirmation
- Store paperwork for 30 days and then properly dispose

- **When and where should I scan?**

As soon as practical after delivering a load as you can scan. Each time you purchase fuel on the road you will have access to Truckstop scanning. TRANSFLO Express scan stations are available at over 850 truck stops including Pilot, Flying J, TravelCenters of America, Petro, Love's and many independent truck stops. To see a complete list visit of locations visit [www.TransfloExpress.com](http://www.TransfloExpress.com).

- **Do I have to pay at the truck stop?**

No money will be requested of truck drivers at the truck stop.

- **How do I know what pages were scanned?**

Drivers receive a receipt that lists the number of pages scanned with a unique confirmation number on it. Keep your receipt with the original paperwork. Use the unique confirmation number to access your documents online for 14 days at [www.TransfloExpress.com](http://www.TransfloExpress.com).

- **Do documents need to be scanned in any certain order?**

Your Trip Sheet should be filled out completely and it must be the top document. The order of the rest of the documents does not matter.

- **Can TRANSFLO Express scan all sizes of documents?**

The documents must be no larger than 8.5" x 14". Small documents, such as toll receipts should be taped by the driver to a sheet of paper.

- **Do I have to use the fuel desk?**

Approximately one third of all Pilot, Flying J and Loves Travel Centers have self serve kiosks available for your use