

C. H. Robinson TRANSFLO Express™ Trip Sheet

How to use TRANSFLO Express® Service

1. **Go to a TRANSFLO Express® truck stop scan location.** Currently, there are nearly 400 participating truck stops nationwide including Pilot Travel Centers, Love's Travel Centers, 6 Bosselman's Travel Centers, 6 Town Pumps, and several independent locations. For the latest list of participating truck stops and more information on how TRANSFLO Express works for you, log on to www.transfloexpress.com, and click on the C. H. Robinson graphic on the home page. From there, simply click on the "Participating Truck Stops" link.
2. **Prepare your invoice and documents the same way you would if you were faxing your paperwork.** The load number must be written on the invoice in accordance with C. H. Robinson invoice instructions. The invoice must be on top of all your documentation when you hand it to the cashier (see number 7 below for reason). Make sure you know how many pages you are scanning.
3. **If you have small receipts that you will be submitting to C. H. Robinson, they should be taped to a regular sized sheet of paper.** You can get paper and tape at any TRANSFLO Express® truck stop scan location.
4. **Proceed to the fuel desk and hand your documents to the cashier, with your invoice on top.** You won't need up-front cash to send your documentation through TRANSFLO Express®. The cost of \$2.50 is taken out of the invoice at the time of settlement.
5. **The cashier will scan the documents for you.** It should take about one minute.
6. **The cashier may ask you for the fleet ID.** If asked, tell the cashier the fleet ID for C. H. Robinson is RBTW. The cashier will then enter the fleet ID.
7. **The cashier will ask you for the C. H. Robinson load number.** For security and confidentiality reasons, don't say the load number out loud so bystanders can hear. Instead, ask the cashier to look on the first page and enter the load number as it appears on the invoice, or have it written on a scrap piece of paper to give to the cashier for entry.
8. **Upon completion of the scan process, the cashier will return your original documents and a confirmation receipt.**
9. **Review the confirmation receipt to ensure that the date and page count is correct.** Also look at the receipt to verify that C. H. Robinson's fleet ID was used to ensure the documents were sent to C. H. Robinson.
10. **You may view the images on the TRANSFLO Express® Confirmation Viewer.** Log on to www.transfloexpress.com and click the "View Documents" link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can see when the documents were delivered, view the images, and save or print the images from this Web site. Images are kept online for 14 days.
11. **This sheet can be used many times as long as it is kept neat and unfolded.** Do not make photocopies. You may download and print a new sheet www.transfloexpress.com/CHRW.

*** EACH LOAD THAT IS SENT TO C.H. ROBINSON VIA TRANSFLO Express™ WILL HAVE A \$2.50 CHARGE TAKEN DIRECTLY FROM THE LOAD SETTLEMENT. YOUR USE OF THIS SERVICE WILL BE THE AGREEMENT TO THIS CHARGE***

