



driving the road ahead

United World Cargo TRANSFLO Express® Trip Sheet

Carrier Company: _____

Driver Name: _____

UWC Deal Number: _____

Date: _____

of pages (include this page in your count): _____

In Transit / Delivered Load (circle one)

Documents Included:

- Trip Sheet Cover Page
- Bill of Lading(s)
- Phytosanitary, Certificate of Origin, Commercial Invoice
- Other: _____
- Invoice
- Lumper Receipts
- Repairs Receipts

Instructions:

- 1) Go to a TRANSFLO Express™ Truckstop Scan location. You can find a list of scan locations at www.transfloexpress.com, or contact United World Cargo toll free 1.877.273.7400 for information. **Any Pilot or Loves locations have the truckstop scanning capability.**
- 2) One tripsheet per load and one load per scan which should be done within 24 hours after the trip is completed.
- 3) Proceed to the fuel desk and hand your documents to the cashier. **You won't need any cash.** Put this tripsheet on top, and make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed.
- 4) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. You can get paper and tape at any TRANSFLO Express™ Truckstop scan location. Cashier will scan documents for you. It should take about one minute.
- 5) Cashier may ask you for the fleetID. If asked tell the cashier the fleetID is found under the barcode on this page. The cashier will then enter the fleetID.
- 6) Upon completion of the scan process, the cashier will return your original documents, **AND** a confirmation receipt.
- 7) Review the confirmation receipt to ensure that the date and page count is correct. Also, verify the fleetID to ensure that the documents were sent to United World Cargo.

