**CLEARLY EXPRESS FLOW**

1. Customer can register his / her company (Sign Up) OR LOG IN AS GUEST

* **REGISTERED CUSTOMER**
* System assigns customer number.
* Customer places the order
* Customer submits the order.
* Customer can print waybill now for driver as well as for their own record.
* Registered Customer gets Customer Web Portal. Where they can:
* Enter Orders
* Access Order History
* Access personal address book
* Print waybill
* Print shipping labels
* Track packages (order)
* Generate price quotes
* Export data.
* **GUEST CUSTOMER**
* Guest Customer must pay at the time of submitting the order.
* Guest customer can submit the order after payment confirmation and print the waybill.

1. New Orders

* Admin assign the driver to the order (driver number).
* Admin prints the waybill if needed.

1. Assigned Order

* Admin either calls the driver and let him / her know the assigned order or ask the driver the check the order number from smartphone for order detail.

1. Driver

* Driver goes the pick-up location and pick up the order
* Driver goes to the delivery location and deliver the order and ask the receiver to sign confirmation on the way waybill of receiving the order.
* Driver calls the Admin and let Admin know who signed the way bill.

1. Admin

* Admin mark the order complete and keys in the name of the receiver and time and date of delivery.

1. Admin or Accountant

* Generate / Print, Send, post and customize invoices of completed orders and mails them to customer for payment. Invoices also get emailed at the time of the printing.

1. Admin or Accountant

* Reports
* Total Sale for a week / month / year / to date
* Total order / sale by driver
* Total sale by customer

**CUSTOMER REGISTATION**

COMPANY:

CONTACT NAME:

ADDRESS:

POSTAL CODE:

CITY:

PROVINCE:

COUNTRY:

**PRICE CALCULATION (In ADMIN PANEL)**

|  |  |  |
| --- | --- | --- |
| Distance between postal codes |  |  |
| Weight in lbs. |  |  |
| Vehicle Type |  |  |
| Fuel Surcharge |  |  |
| Misc. |  |  |
| Service Type |  |  |
| TOTAL | Addition of all of above |  |
| HST | TOTAL x 0.13 |  |
| GRAND TOTAL | TOTAL +HST |  |

**VEHICLE TYPE CHARGES**

|  |  |
| --- | --- |
| CAR | $2.00 |
| HATCHBACK | $5.00 |
| MINI VAN | $10.00 |
| CARGO VAN | $15.00 |
| SPRINTER | $20.00 |