Adding Attachments to Orders

Order Listing Tab

1. Use the Search field to enter in the VIN number needing an attachment

DHL	Transportation Management		SIMPLIFYING LOGI	STICS	-	a la						
Quotation	.ISTING								Switch to escalat	ion view		
• Profile	:h text		Status:	Active Orders		~	Date: All		~	s₀. Filter		
➔ Logout	ORDER DATE	REMAINING SLA(C) SI	OPPER PAYER	ORDER NUMBER	VIN	PICKUP	DROPOM	ESCALATION STATUS	HOLD REASON	HOLD RELEASE DATE	ACTIONS	۵
	02/10(2022 14:46:48	minute Q XX	*****	XXXX					×		© © 0	
	02/25/2022 20:07:48	N/A Sugg	estions	xxxxx					port hold	5/13/2022	∞©0	
	02/28/2022 10:11:45	N/A	xxxxxxxxxxxxxxxxxx			99141-94TT	53427-535.2		ng keys	5/2/2022	⊙≎₽	
	03/03/2022 10:05:48	31 days 8 hours C 40 minutes overdue	lient Name MANHEIM Here LAKELAND	IM520018990	XXXXXXXXXXXXX XXXXXX	Pickup Location Here	Manheim Lakeland 8025 State Road 33 N 33809-1741	de-escalate			⊙ © 0	
	03/03/2022 12:09:00	N/A C	lient Name MANHEIM Here PALM BEACH	WPBA2001899 4	XXXXXXXXXXXXX XXXXXXX	Pickup Location Here	Manheim Palm Beach 600 Sansburys Way 33411-3634	escalate to client	unit not there	5/6/2022	⊙© 0	
												U

2. Select the order by clicking anywhere on the row

E 9	2021-07-30 03:03:55	Client Name Here	Manheim Pennsylvania	****	Pickup Location Here	Manheim Pennsylvania 1190 Lancaster Rd 17545-9746	⊙ 😵 🖺 🛥 🤒 Cancel
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3. Once in the record move to **Step 4 – Vehicle Specs**

	0	(4)
Location Details	Notes	Vehicle Specs
	Location Details	Location Details Notes

4. Proceed down to the Document Requirements section

Document Requirements			
			🛆 Upload
The following documents are required:			3P Documents
DOCUMENT NAME (2)	DOCUMENT ID	ACTIONS	3P DOCUMENT
vehicle release	3117333	L 8	

5. Select the 'Upload' link



6. In the Attach Document pop-up choose the type of attachment from the 'Document Type' dropdown

Attach Document			
Allowed formats: pdf, jpg, Excel, Word, P	owerPoint, txt, csv, Max size: 10 MB		
Only one document per type can be uplo	aded. Adding a new document will overwrite an existing one o	of the same type.	
Document Type *		~	
Attach Documents*			
Attach Documents*			Cancel
Attach Documents*	ents' link		Cancel

Attach Documents '

8. Choose document to upload from local files and select 'Open'



7.



lew folder							= - 💷 🕐
nd Fil ox Ar	© Documents	Ø Image (2)	⊘ Image (3)	⊘ Image (4)	 Ø Image (5) 	⊘ Image (6)	Image

9. Select the 'Save' button to attach the document to the order

Attach Document								
Allowed formats: pdf, jpg, Excel, Word, PowerPoint, txt, csv, Max size: 10 MB								
Only one document per type can be uploaded. Adding a new document will overwrite an existing one of the same type.								
Document Type * Vehicle Release								
Attach Documents *								
Image (2).jpg								
	Cancel							

Only one attachment per Document Type can be attached • If a duplicate Document Type is attached, document being uploaded will override the previous attachment Types of attachments allowed:

- o PDF
- o JPG
- o Excel
- o Word
- o PowerPoint
- o Txt
- o Csv
- 10 MB Max for attachments allowed



