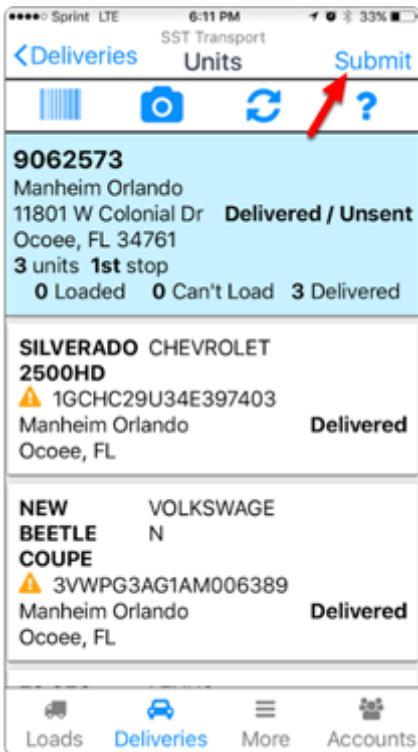


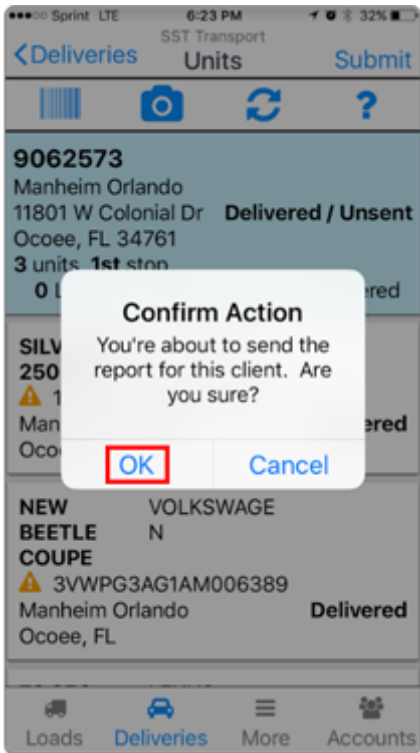
## Submitting a Delivered Load

Modified on: Tue, 18 Dec, 2018 at 3:06 PM

After you have delivered all units (see [Delivering a Load without Damages](https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056109-delivering-a-load-without-damages) (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056109-delivering-a-load-without-damages>), or [Delivering a Load with Damages](https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056110-delivering-a-load-with-damages) (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056110-delivering-a-load-with-damages>)) you can then submit the load via the app.

1. Go to the **Deliveries** tab and click on the appropriate load.
2. The load status should read **Delivered/Unsent**. Click **Submit** in the top-right corner.
3. Click **OK** to confirm.



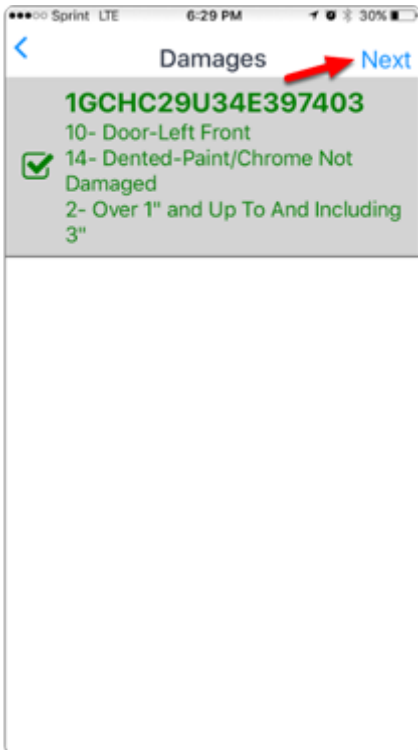
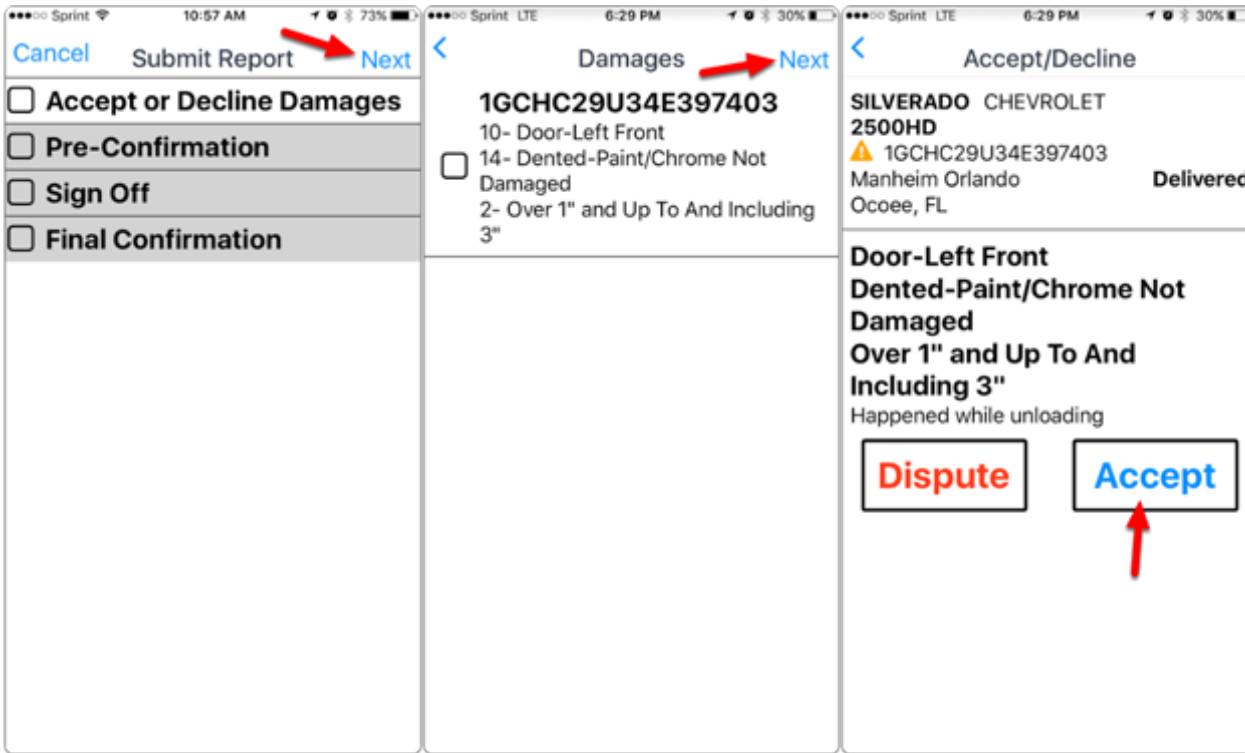


**NOTE:** If there are no damages on the delivered vehicles then some of the following steps may not apply.

## Accept or Decline Damages

1. Click on **Accept or Decline Damages** or **Next** in the top-right corner.
2. On the Damages screen, click **Next** in the top-right corner.
3. You may now **Accept** or **Dispute** each damage listed. If you do not agree with the attendee about entered damages you can dispute it here and enter additional information.
4. Once all damages are accepted and/or disputed click **Next** in the top-right corner.





### Pre-Confirmation

1. Click on **Pre-Confirmation** or **Next** in the top-right corner.
2. Review the vehicles and exceptions and click **Accept** in the top-right corner.



Screenshot of the 'Submit Report' screen. The screen displays the following options:

- Accept or Decline Damages**
- Pre-Confirmation**
- Sign Off**
- Final Confirmation**

Screenshot of the 'Pre-Confirmation' screen. The screen displays the following information:

**Pre-Confirmation** **Accept**

The displayed vehicles and exceptions will be recorded as the official delivery inspection.

3VWPG3AG1AM006389	No Exceptions
1GCHC29U34E397403	10 - 14 - 2
JTHBK1GGXD2026206	No Exceptions

## Sign Off

1. Click on **Sign Off** or **Next** in the top-right corner.
2. Enter the **Receiver's Last Name**.
3. Click on **Receiver Signature** and have the receiver review and sign.
4. Click **Sign** in the top-right corner.



Cancel Submit Report **Next**

**Accept or Decline Damages**

**Pre-Confirmation**

**Sign Off**

**Final Confirmation**

Receiver's Last Name **Not Specified.**

STI (Locked) **No**

Receiver Signature **Not Specified.**

Driver Signature **Not Specified.**

Email Proof of Delivery **Not Specified.**

Receiver Sign **Sign**

The displayed vehicles and exceptions will be recorded as the official Electronic Delivery Receipt.

3VWPG3AG1AM006389  
No Exceptions

1GCHC29U34E397403  
10 - 14 - 2

JTHBK1GGXD2026206  
No Exceptions

**Clear**

Sign Here

Receiver Sign **Sign**

The displayed vehicles and exceptions will be recorded as the official Electronic Delivery Receipt.

3VWPG3AG1AM006389  
No Exceptions

1GCHC29U34E397403  
10 - 14 - 2

JTHBK1GGXD2026206  
No Exceptions

**Clear**

Sign Here

- 5. Click on **Driver Signature**, review the vehicles and listed exceptions then sign in the space provided.
- 6. Click **Sign** in the top-right corner.



7. Enter **Email Proof of Delivery** (optional). This field is for one time emails only. Those set up to receive proof of delivery will still receive an email without it being entered here.
8. Click **Submit** in the top-right corner.
9. Click **OK** to confirm.
10. You will automatically be take to the **Final Confirmation** screen.



Client Report [Submit](#)

Receiver's Last Name **Brown**

STI (Locked) **No**

Receiver Signature

Driver Signature

Email Proof of Delivery **Not Specified.**

Client Report [Submit](#)

Receiver's Last Name **Brown**

STI (Locked) **No**

Receiver Signature

Driver Signature

Email Proof of Delivery **Not Specified.**

**Confirm Action**  
Are you sure?

**OK** Cancel

## Final Confirmation

1. Review the vehicles and exceptions and click **Done** in the top-right corner.
2. The load status will now be marked as **Delivered/Sent**.



