

## TRANSFLO Express® Trip Sheet

Scan all related trip Documents at any TRANSFLO Express®  
Truck stop within 24 hours after trip is completed.

JTS LOAD # \_\_\_\_\_

### Instructions

- 1) Go to a TRANSFLO Express® Truck stop Scan location. You can find a list of scan locations at [www.transfloexpress.com](http://www.transfloexpress.com). Any Pilot/Flying J, Travel Center of America (TA) 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. Truckstop scanning will drive the billing and payment process, so please do not keep in your possession more than one trip at a time which has not been truckstop scanned.
- 3) Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash.
  - a. Put this tripsheet on top, and
  - b. make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed, and
  - c. make sure the JTS load number is listed clearly at the top.
  - d. If you have small receipts please tape them to a regular size piece of paper. (You may acquire paper from any TRANSFLO Express scan location).
- 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® Truck stop scan location. Cashier will scan documents for you. It should take about one minute.
- 5) The cashier may ask you for the fleet ID. If asked, tell the cashier the fleet ID for Johanson Transportation Service is **JOHO**. The cashier will then enter the fleet ID.
- 6) The cashier will ask you for the JTS load number. It should be written clearly at the top of this trip sheet. This number should be kept confidential and withheld from public view.
- 7) Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt.
- 8) Review the confirmation receipt to ensure that the date and page count is correct. Also, verify the fleet ID for JTS was used to ensure that the documents were sent to in correctly to Johanson Transportation Service.
- 9) You may view the images on the TRANSFLO Express® Confirmation Viewer by logging on to [www.transfloexpress.com](http://www.transfloexpress.com) and clicking 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 document delivery, view the images, and save or print the images from this website.
- 10) Do not make photocopies of this sheet. You may download and print a new sheet at [www.johansontrans.com](http://www.johansontrans.com).
- 11) You may also choose to submit your documents through TRANSFLO Mobile+. Please visit the app store using your smart phone to get started. The JTS Broker ID for TRANSFLO Mobile+ is **JOHOV**.

There is a \$2.50 fee associated with each load sent to Johanson Transportation Service via TRANSFLO Express, Mobile + or \$Velocity. By using this service you are in agreement with this fee.

