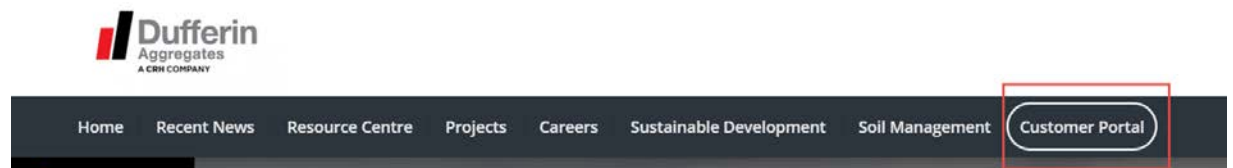


How to Acknowledge or Reject Loads on Your Smart Phone

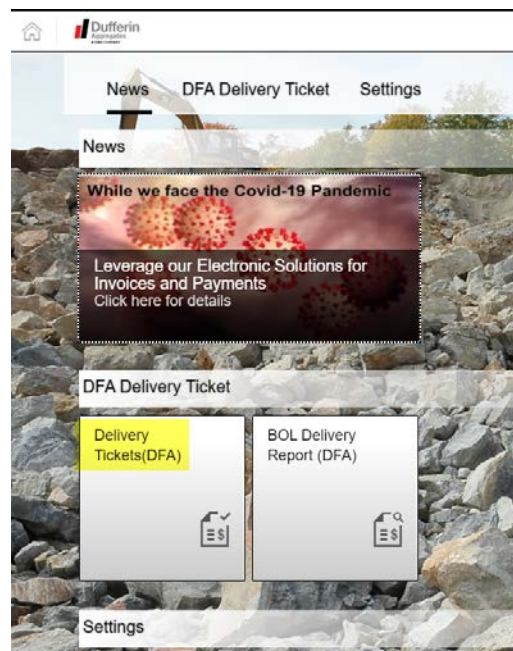
Step 1:

Log onto the portal through www.dufferinaggregates.com



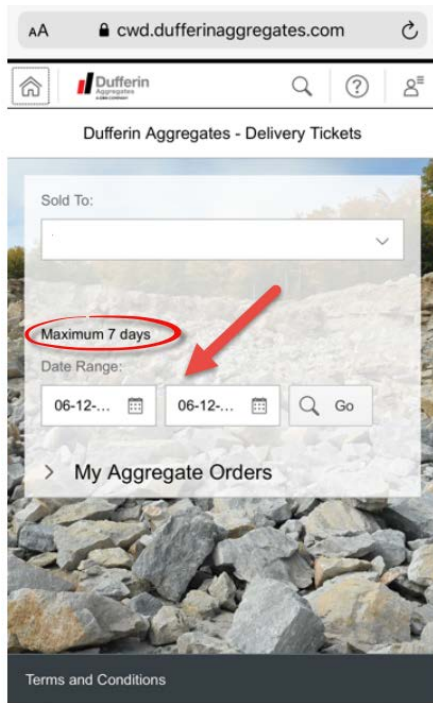
Step 2:

Click on the “Delivery Tickets” tile



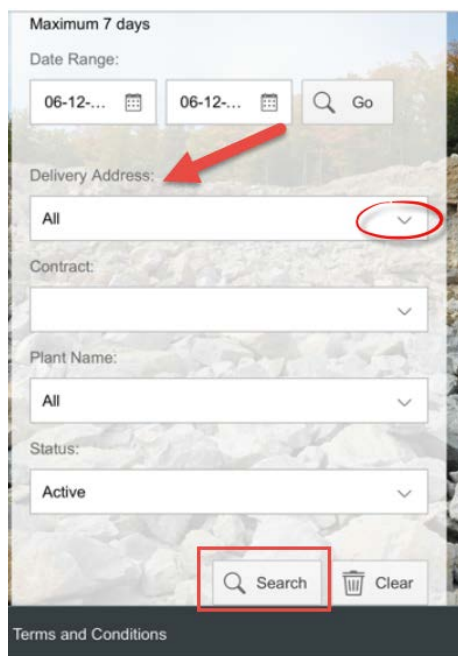
Step 3:

3. The system will default to “today’s date” however; you can be backdated up to 7 days. Pick your date and click “Go”.

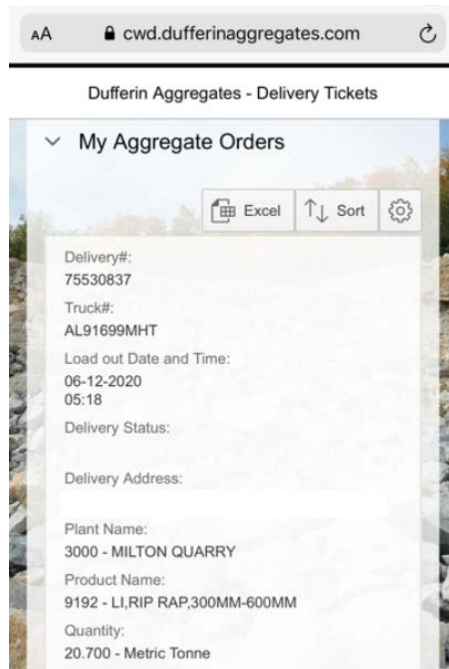


Step 4:

4. Select the appropriate delivery address from the dropdown list and click Search.

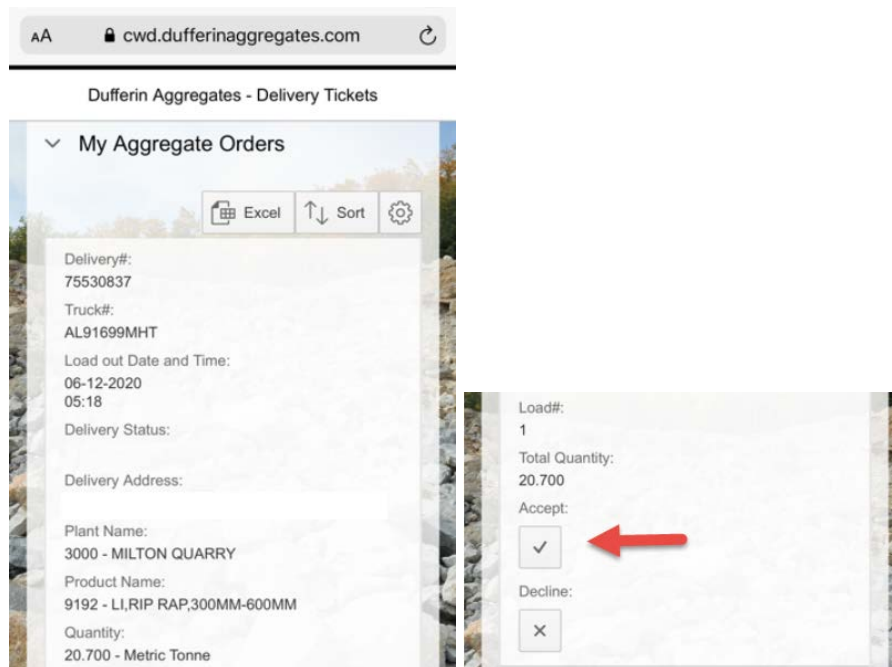


The system will display all deliveries for the selected date and delivery address selected in the search criteria. On your phone you will need to scroll down to see each ticket and the corresponding ticket details.

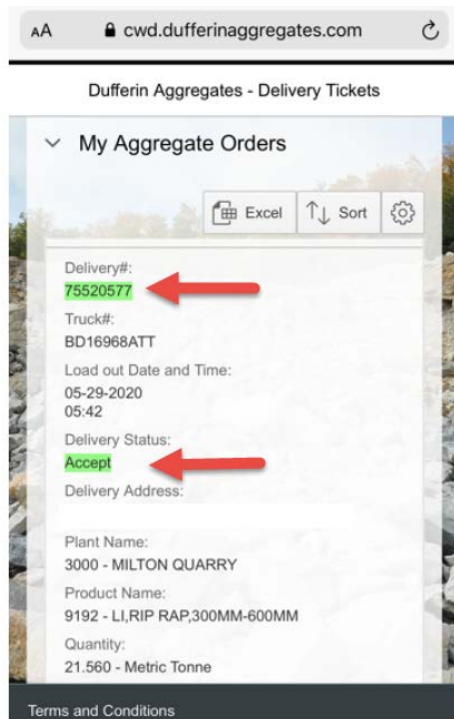


Step 5:

Click "Accept" to acknowledge that the shipment was received.

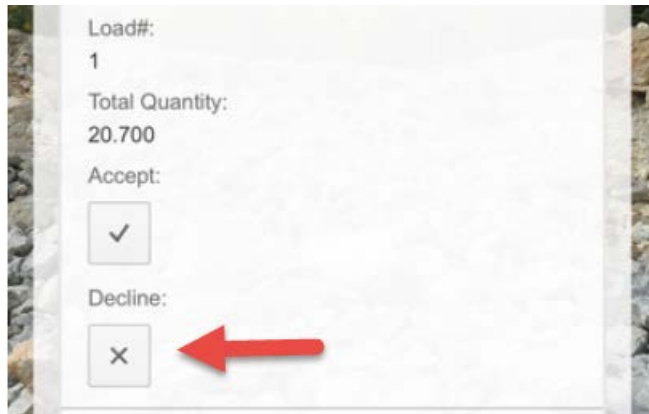


Your Delivery # and Delivery Status will turn green, indicating the ticket has been accepted.



Step 6:

To reject a shipment, click "Decline"



Enter a reason for rejection in the comment box and click "Reject".

The dialog box is titled "Reject" and contains a text input field with the placeholder text "Please enter reason for rejection". At the bottom, there are two buttons: "Reject" and "Cancel".

Your Delivery # and Delivery Status will turn red, indicating the ticket has been declined.

An Email will be sent to Dufferin Aggregates customer support team advising that a delivery has been rejected.

The screenshot shows a web browser window with the address bar displaying "c wd.dufferinaggregates.com". The page title is "Dufferin Aggregates - Delivery Tickets". Below the title, there is a section titled "My Aggregate Orders" with a dropdown arrow. To the right of this section are three buttons: "Excel", "Sort", and a settings gear icon. The main content area displays the following information:

- Delivery#: **75520590** (highlighted in red, with a red arrow pointing to it)
- Truck#: BD16967ATT
- Load out Date and Time: 05-29-2020 05:53
- Delivery Status: **Reject** (highlighted in red, with a red arrow pointing to it)
- Delivery Address:
- Plant Name: 3000 - MILTON QUARRY
- Product Name: 9192 - LI,RIP RAP,300MM-600MM
- Quantity: 20.720 - Metric Tonne

At the bottom of the content area, there is a link for "Terms and Conditions".

Other Features:

- Your list of tickets can be downloaded to Excel
- You can sort the ticket information based on specific key fields
- Additional fields can be added to the search results (however cannot be set as default)

