



# How to Send With Roadie



**ROADIE** A UPS Company

Store #1234

### Your Deliveries

View by Driver | Filter | Search

**Ariel W.** BATCH #CF220T

- DELIVERED: RF216343 - John Upjohn - Atlanta, GA
- DELIVERING: RF216208 - Alisha Alexander - Atlanta, GA
- DELIVERING: RF216274 - Alisha Alexander - Atlanta, GA
- DELIVERING: RF216542 - Alisha Newman - Atlanta, GA

**Jarod H.** BATCH #0R180I

- DELIVERED: RF216384 - Sarah Parker - Atlanta, GA
- DELIVERING: RF216839 - Brian Tally - Atlanta, GA
- DELIVERING: RF216751 - Greg Johnson - Atlanta, GA
- DELIVERING: RF216384 - Sarah Parker - Atlanta, GA

**Riley A.** BATCH #T592PL

- PICKUP: RF216832 - Charles Minor - Atlanta, GA
- PICKUP: RF216823 - Isaiah Ryan - Atlanta, GA
- PICKUP: RF216437 - Tracy Monroe - Atlanta, GA

DELIVERY IN PROGRESS FOR 6/11 BY 9:00 PM

DELIVERY IN PROGRESS FOR 6/11 BY 9:00 PM

DELIVERY IN PROGRESS FOR 6/11 BY 11:00 PM

DELIVERY IN PROGRESS FOR 6/11 BY 9:00 PM

### Your Deliveries

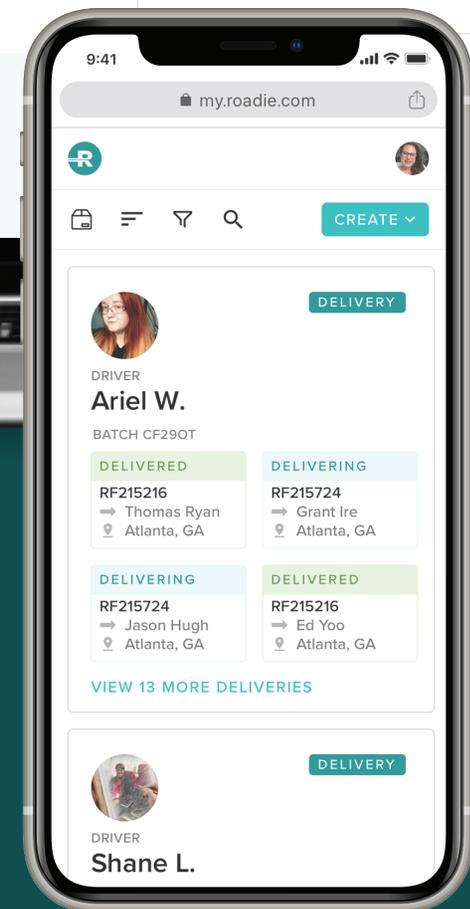
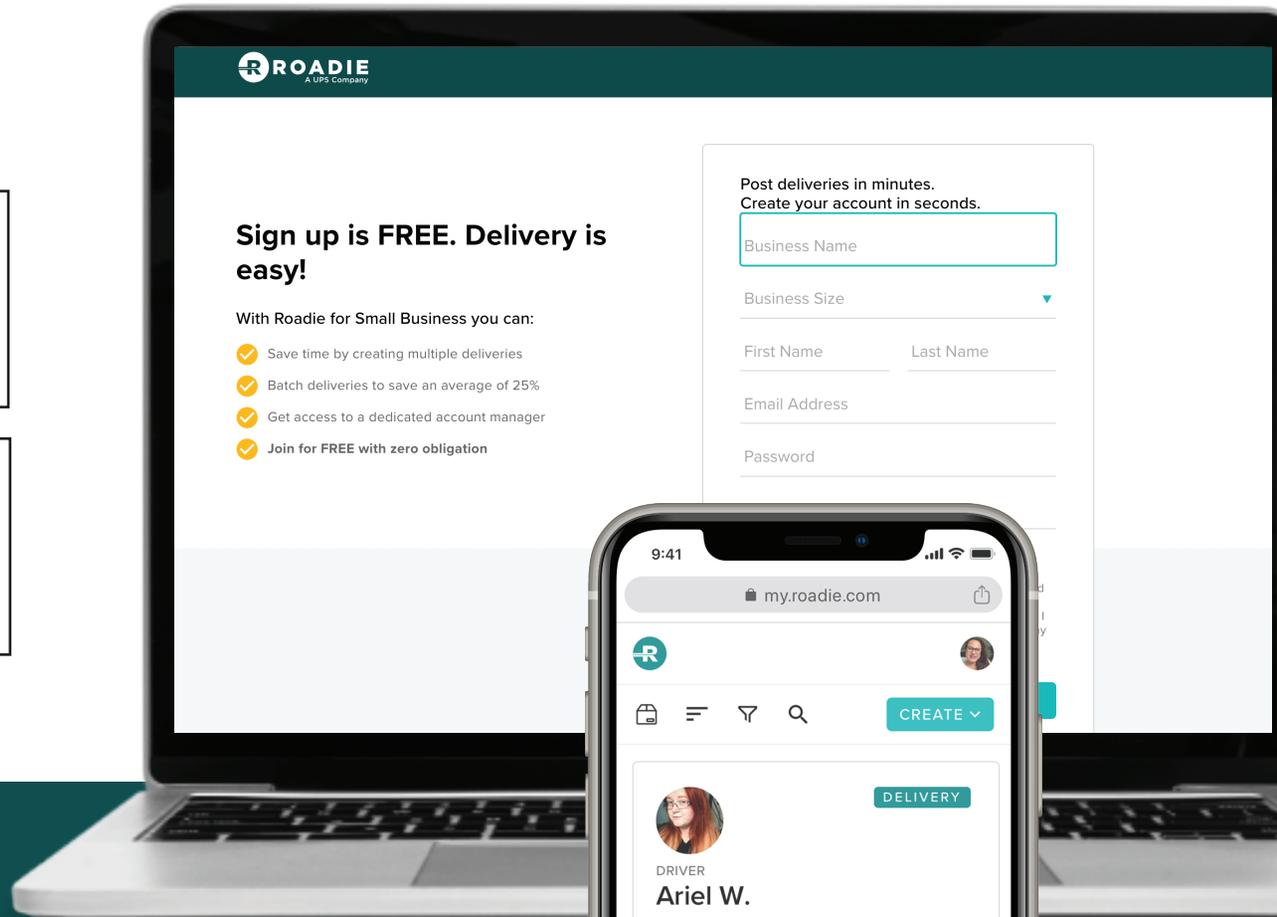
View by Delivery | Filter | Search

ORDER ID	PICKUP	DELIVERY	DELIVERY TIME	STATUS	DRIVER
RF216216	Acme Inc. Atlanta Atlanta, GA, 30332	Thomas Ryan Atlanta, GA, 30332	6/11 by 2:00 PM	In Progress	Ariel W.
RF216724	Acme Inc. Atlanta Atlanta, GA, 30332	Alicia Alexander Atlanta, GA, 30332	6/11 by 2:00 PM	In Progress	Ariel W.
RF216263	Acme Inc. Atlanta Atlanta, GA, 30332	Alicia Newman Atlanta, GA, 30332	6/11 by 2:00 PM	In Progress	Ariel W.
RF216542	Acme Inc. Atlanta Atlanta, GA, 30332	Irida Smith Atlanta, GA, 30332	6/11 by 2:00 PM	In Progress	Ariel W.
RF216883	Acme Inc. Atlanta Atlanta, GA, 30332	Carol Laurens Atlanta, GA, 30332	6/11 from 2:00 - 11:00 PM EST	In Progress	Ariel W.
RF216599	Acme Inc. Atlanta Atlanta, GA, 30332	Brian Tally Atlanta, GA, 30332	6/11 from 2:00 - 11:00 PM EST	In Progress	Ariel W.
RF216832	Acme Inc. 132 Main St Atlanta, GA, 30332	Greg Johnson Atlanta, GA, 30332	6/11 by 2:00 PM	Published	Ariel W.
RF216823	Acme Inc. 132 Main St Atlanta, GA, 30332	Charles Minor Atlanta, GA, 30332	6/11 by 2:00 PM	Published	Ariel W.
RF216437	Acme Inc. 132 Main St Atlanta, GA, 30332	Isaiah Ryan Atlanta, GA, 30332	6/11 by 4:00 PM	Published	Ariel W.
RF216832	Acme Inc. 132 Main St Atlanta, GA, 30332	Tracy Monroe Atlanta, GA, 30332	6/11 by 7:00 PM	Published	Ariel W.

# How to Sign Up:

**1** The first step is to visit the URL:  
[my.roadie.com/send/sign-up](https://my.roadie.com/send/sign-up)

**2** Select “**business**” and fill out your contact information.



## Once you sign up you can:



Get instant quotes on deliveries



Browse how-to guidelines



Create deliveries and get matched with drivers

# How to Create a Delivery

1 Click the "Create a Delivery" button at the top of your dashboard

2 Fill out the Item Info, Pickup, Delivery, and Payment information as you go

The screenshot shows the Roadie dashboard interface. At the top left is the Roadie logo, a UPS Company. Below it is a navigation menu with options: Dashboard, Get an Estimate, Bulk Upload, and Create a Delivery. The main content area is titled "Your Deliveries" and features filters for "View by Driver", "Sort By", "Filter", and "Search". It displays three driver profiles, each with a list of delivery items and their status.

Driver	Status	Item ID	Driver Name	Location
Ariel W. BATCH #CF290T	DELIVERED	RF215343	John Ulysses	Atlanta, GA
	DELIVERING	RF215216	Anita Alexander	Atlanta, GA
	DELIVERING	RF21572	Anita Alexander	Atlanta, GA
Jarod H. BATCH #QR380I	DELIVERED	RF215384	Sarah Parker	Atlanta, GA
	DELIVERING	RF215483	Carol Laurens	Atlanta, GA
	DELIVERING	RF21580	Brian	Atlanta, GA
Riley A. BATCH #TS92PL	PICKUP	RF215832	Charles Minor	Atlanta, GA
	PICKUP	RF215823	Isaiah Ryan	Atlanta, GA
	PICKUP	RF21543	Tracy	Atlanta, GA



Send almost anything with Roadie:



Pricing not based by weight



Choose ASAP delivery or schedule for later



Expand your reach with same-day up to 70 miles

# Customized Delivery Creation

 Pickup Information

PICKUP LOCATION

Where should the Driver pickup the item(s)?

Pickup Location  
4620 Wieuca Road Northeast, Atlanta, GA 3

Location Name (Optional)

Apt, Building, Suite (Optional)

MORE DETAILS

Is there an order number associated with this delivery?

Required  
Order / Reference Number

 Ask a Customer Operations Partner about configuring custom delivery settings.

## Consistency is Key

Streamline the delivery process and ensure consistency with a customized sender template.



Set default pickup times



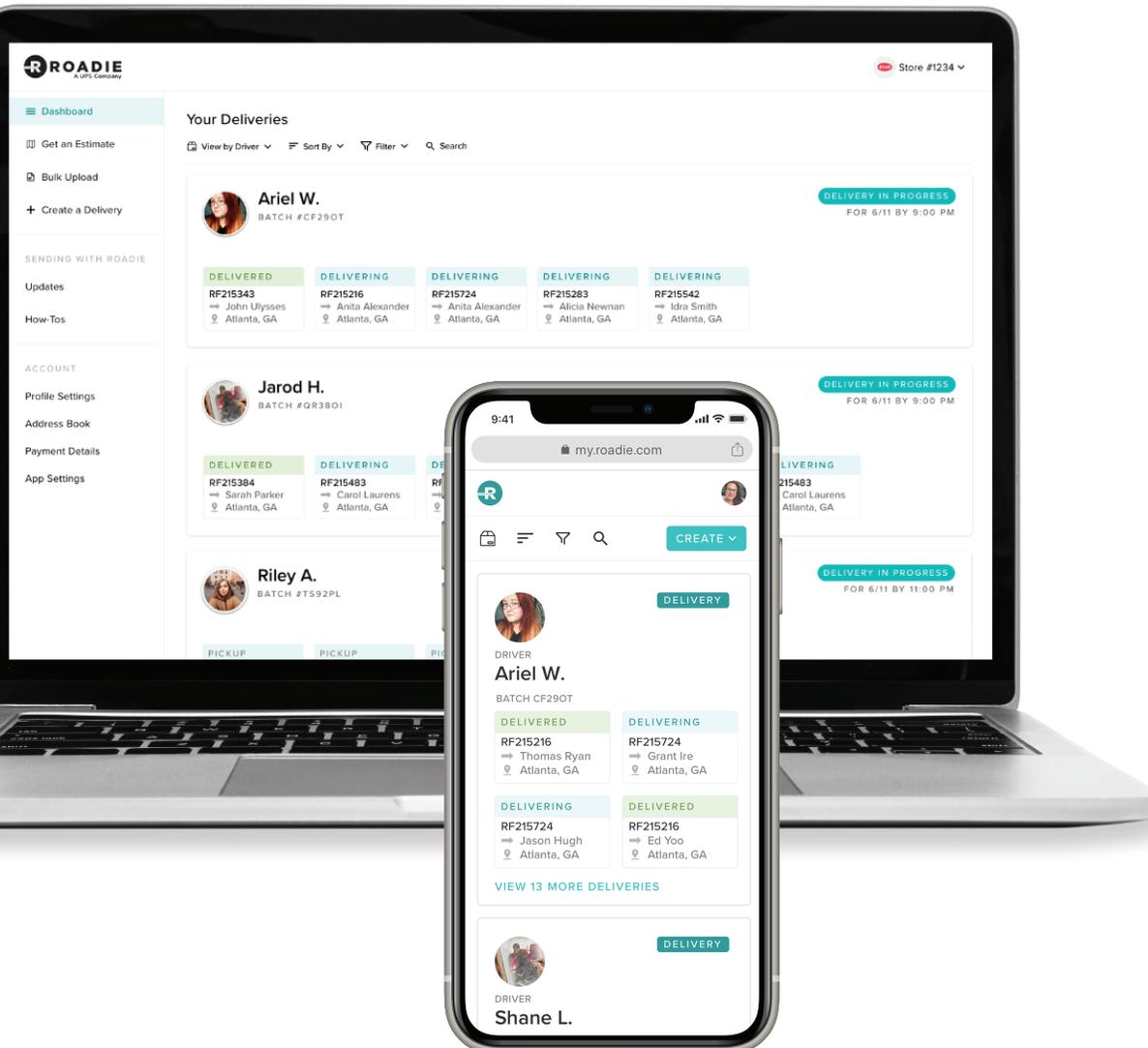
Require order numbers



Lock the pickup address

# How to Monitor Your Deliveries

Go to your updated dashboard where you can see all of your recent deliveries under the "Current Deliveries" tab.



Personalized delivery straight to your customer's door.



Track all deliveries in real time



Rate drivers based on performance



With Roadie making it easier for you to deliver, you can spend more time fulfilling orders, building relationships with customers and running your business.

# Sort and Filter Your Deliveries

See all of your recent deliveries under Current Deliveries.

Tap on a delivery for more details, including your driver's contact information and live tracking updates.



## FILTER BY STATUS

Easily see what state each delivery is in within the delivery process.



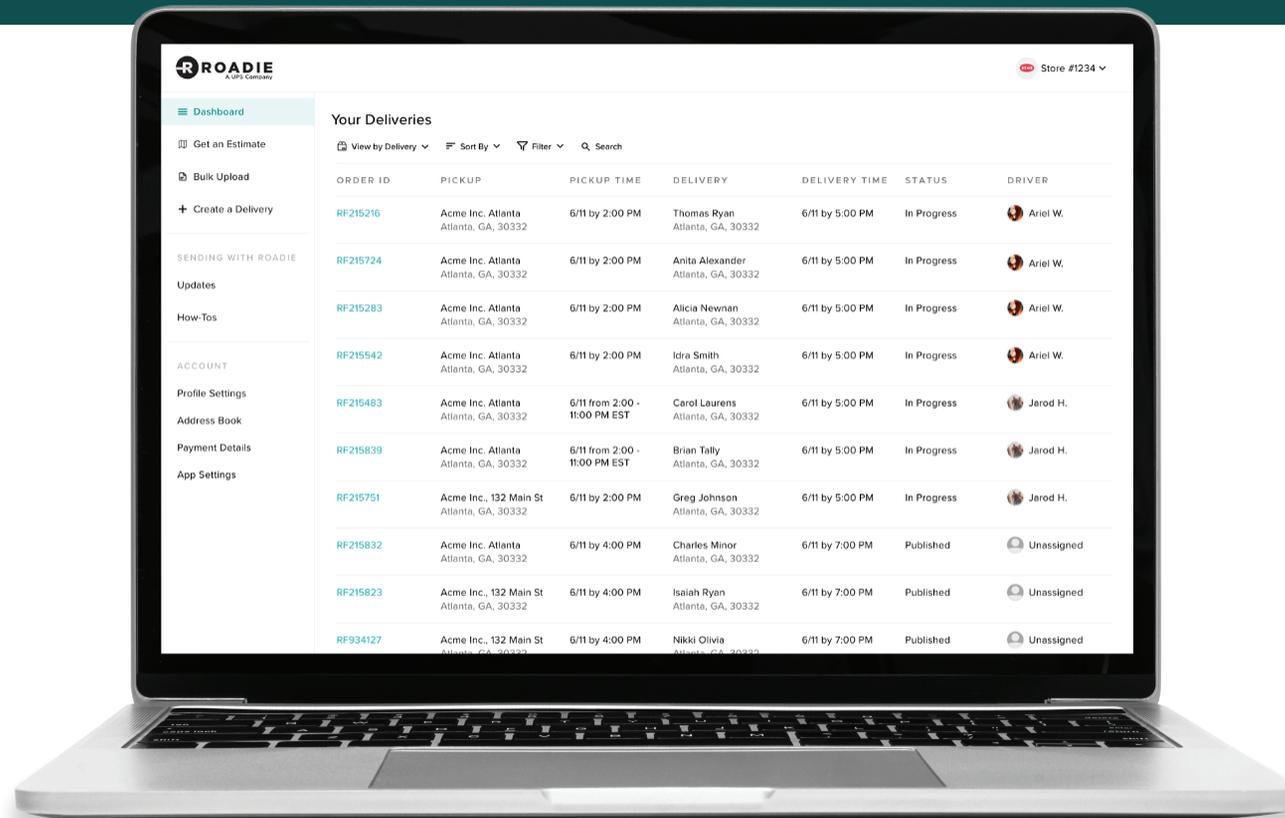
## SORT BY TIME CREATED

See when each delivery was created to stay on top of important.



## SORT BY DRIVER

Quickly see each driver and how many of your deliveries they're handling.





**ROADIE**  
A UPS Company

**You're on your way to better deliveries!  
Contact your customer operations partner with any questions.**