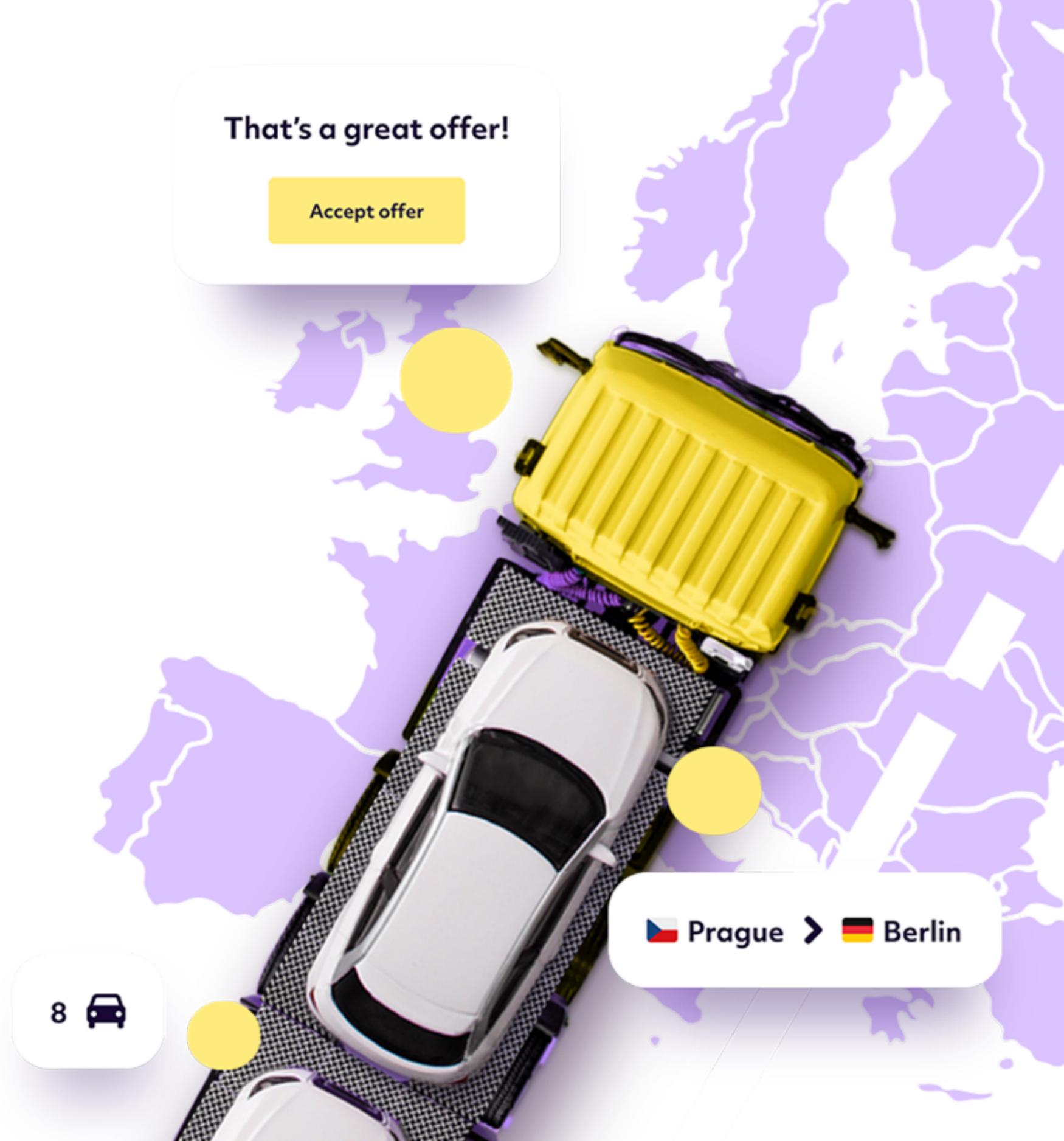


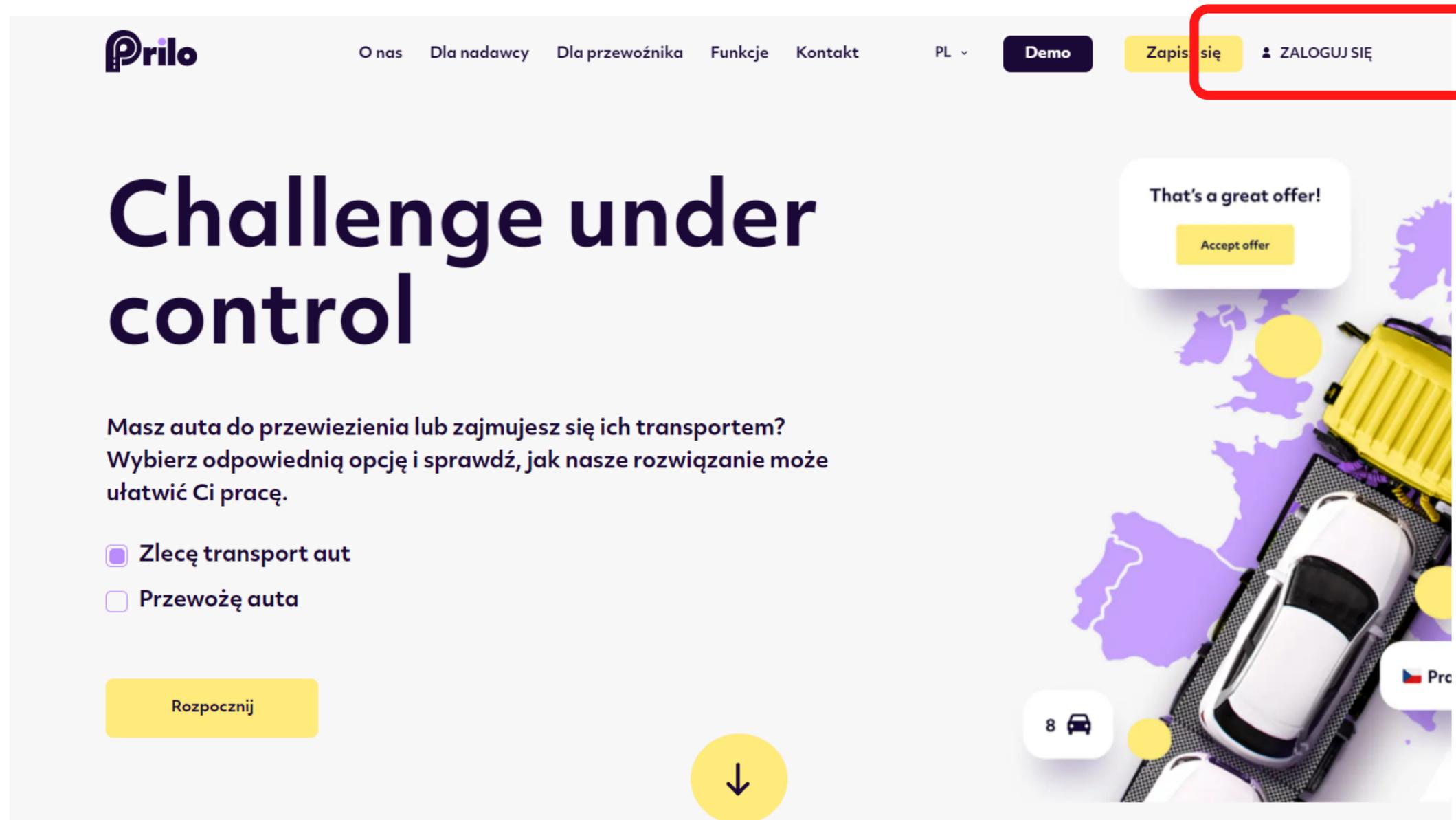
Prilo

challenge
under control

INSTRUCTIONS
HOW TO ADD A NEW ORDER



1. Log into the platform www.priilo.com



2. Click "Add new order".

Hello, Adam Nowak Shipper Carrier

Take a look at the latest update for your Dashboard.

Add new order

Ongoing orders See all (20)

	Availability date 25.03.2022	Delivery deadline 31.03.2022	Offers 1	ID 000000000195	22.03.2022 08:58	
	DE, Leipzig		FR, Marly-la-Ville	8	expected price €1,100	
	Availability date 21.03.2022	Delivery deadline 28.03.2022	Offers 1	ID 000000000192	21.03.2022 11:56	
	PL, Bytom		BE, Tongeren	7	expected price €1,200	
	Availability date 21.03.2022	Delivery deadline 28.03.2022	Offers 1	ID 000000000191	21.03.2022 11:37	
	FR, Onnaing		PL, Bytom	7	expected price €1,200	

See published orders & manage offers See all (16)

	Availability date 25.03.2022	Delivery deadline 30.03.2022	Offers 0	ID 000000000205	23.03.2022 09:41	
	DE, Ludwigsfelde		BE, Zeebrugge	3	expected price €900	
	Availability date 23.03.2022	Delivery deadline 28.03.2022	Offers 0	ID 000000000204	23.03.2022 07:25	
	SK, Bratislava		DE, Nuremberg	8	expected price €800 negotiable	
	Availability date 23.03.2022	Delivery deadline 27.03.2022	Offers 0	ID 000000000203	23.03.2022 07:13	
	SK, Bratislava		IT, Verona	6	expected price €1,050	

Strona 3.

1. Enter the exact loading address and then select it from the list.

2. Enter the dates of availability of the freight. In the fields below, you can additionally enter a time period for loading.

3. Provide additional loading information.

New shipment order

Transport item order 1

Order details

Loading

1 Address
Start typing your loading address

Country

Postal code

City

Street name and No.

2 Availability date range

Loading time to (optional)

Unloading

Address
Start typing your unloading address

Country

Postal code

City

Street name and No.

Delivery deadline

Unloading time from (optional)

Unloading time to (optional)

Route summary

From:

To:

Distance:

Berlin

Poland

Warsaw

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Additional comments / instructions (optional)

3 Loading comments

Unloading comments

Photos of the loaded cars required from the driver

4. Enter the exact unloading address and then select it from the list.

5. We enter the latest possible delivery date.

New shipment order

Transport item order 1

Order details

Loading

Address
Start typing your loading address

Country

Postal code

City

Street name and No.

Availability date range

Loading time from (optional)

Loading time to (optional)

Unloading

Address
Start typing your unloading address

Country

Postal code

City

Street name and No.

Delivery deadline

Unloading time from (optional)

Unloading time to (optional)

Route summary

From:
To:
Distance:

Map showing route from Berlin to Warsaw, Poland.

Additional comments / instructions (optional)

Loading comments

Unloading comments

Photos of the loaded cars required from the driver

6. Optionally, you can provide additional discharge information (next slide).

New shipment order

Transport item order 1

Order details

Loading	Unloading
<input type="text" value="Address"/> Start typing your loading address	<input type="text" value="Address"/> Start typing your unloading address
<input type="text" value="Country"/>	<input type="text" value="Country"/>
<input type="text" value="Postal code"/>	<input type="text" value="Postal code"/>
<input type="text" value="City"/>	<input type="text" value="City"/>
<input type="text" value="Street name and No."/>	<input type="text" value="Street name and No."/>
<input type="text" value="Availability date range"/>	<input type="text" value="Delivery deadline"/>
<input type="text" value="Loading time from (optional)"/>	<input type="text" value="Unloading time from (optional)"/>
<input type="text" value="Loading time to (optional)"/>	<input type="text" value="Unloading time to (optional)"/>

Route summary

From:
To:
Distance:

Additional comments / instructions (optional)

<input type="text" value="Loading comments"/>	<input type="text" value="Unloading comments"/>
---	---

Photos of the loaded cars required from the driver

1. Select brand.

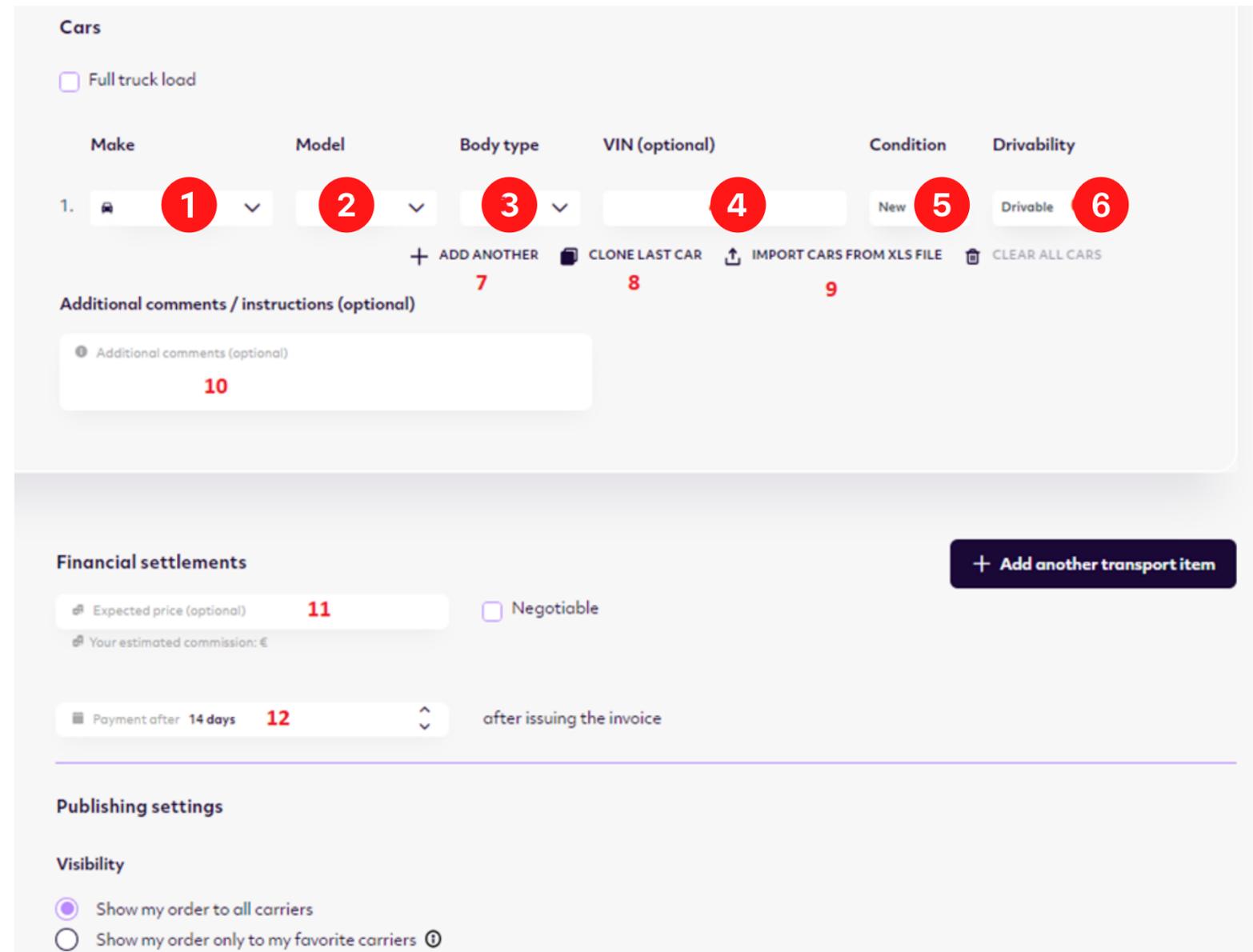
2. Select model.

3. Select car body type.

4. Enter vehicle VIN, if you know it.

5. State whether the car is new or used.

6. Podajemy czy auto jest jeżdżące czy niejeżdżące.



The screenshot shows the 'Cars' section of a web form. At the top, there is a checkbox for 'Full truck load'. Below it, the form is organized into columns: 'Make', 'Model', 'Body type', 'VIN (optional)', 'Condition', and 'Drivability'. Each column has a dropdown menu. Red circles with numbers 1 through 6 are placed over these dropdowns to indicate the selection steps. Below the dropdowns, there are buttons for '+ ADD ANOTHER' (7), 'CLONE LAST CAR' (8), 'IMPORT CARS FROM XLS FILE' (9), and 'CLEAR ALL CARS'. Underneath is a text input field for 'Additional comments / instructions (optional)' with a red number 10. The 'Financial settlements' section includes an input for 'Expected price (optional)' with a red number 11, a 'Negotiable' checkbox, and a dropdown for 'Payment after' with '14 days' and a red number 12. A 'Publishing settings' section at the bottom has two radio buttons for 'Visibility': 'Show my order to all carriers' (selected) and 'Show my order only to my favorite carriers'.

7. By choosing "ADD ANOTHER" add another car with the data.

8. By choosing "CLONE LAST CAR" you can add another position filled with the data from the position above.

9. By choosing "IMPORT CARS FROM XLS FILE" we can add cars using the previously prepared file.

Cars

Full truck load

Make	Model	Body type	VIN (optional)	Condition	Drivability
1. 1 ▾	2 ▾	3 ▾	4	New 5 ▾	Drivable 6 ▾

+ ADD ANOTHER **7** CLONE LAST CAR **8** IMPORT CARS FROM XLS FILE **9** CLEAR ALL CARS

Additional comments / instructions (optional) **10**

Additional comments (optional)

Financial settlements + Add another transport item

Expected price (optional) **11** Negotiable

Your estimated commission: €

Payment after 14 days **12** after issuing the invoice

Publishing settings

Visibility

Show my order to all carriers

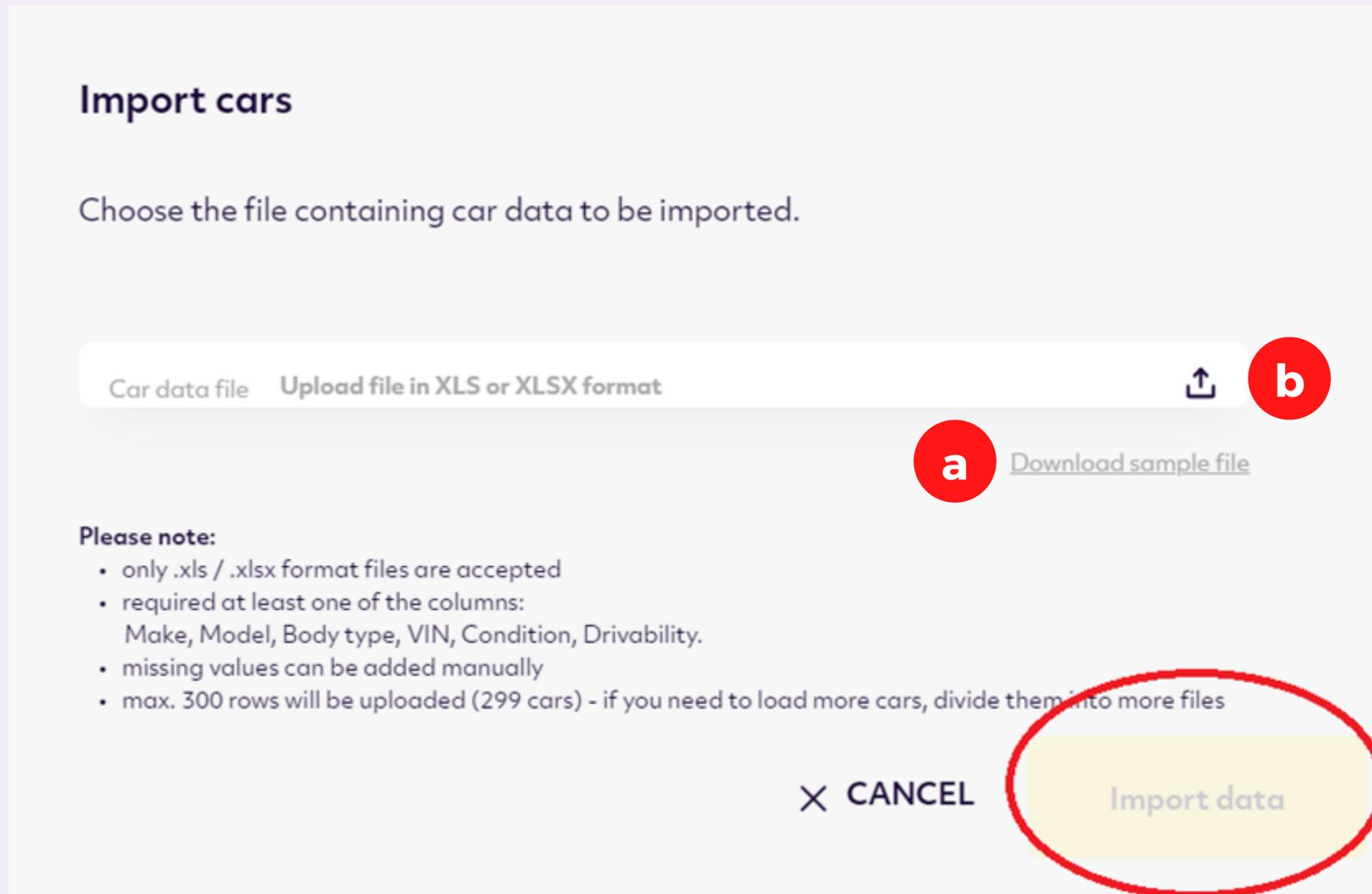
Show my order only to my favorite carriers ⓘ

Order expiry

Order expiry date and time **13**

9a. Here we can download a sample file to add car data.

9b. After selecting the file and completing the data, we press "IMPORT DATA" to upload it to the site.



Import cars

Choose the file containing car data to be imported.

Car data file Upload file in XLS or XLSX format  **b**

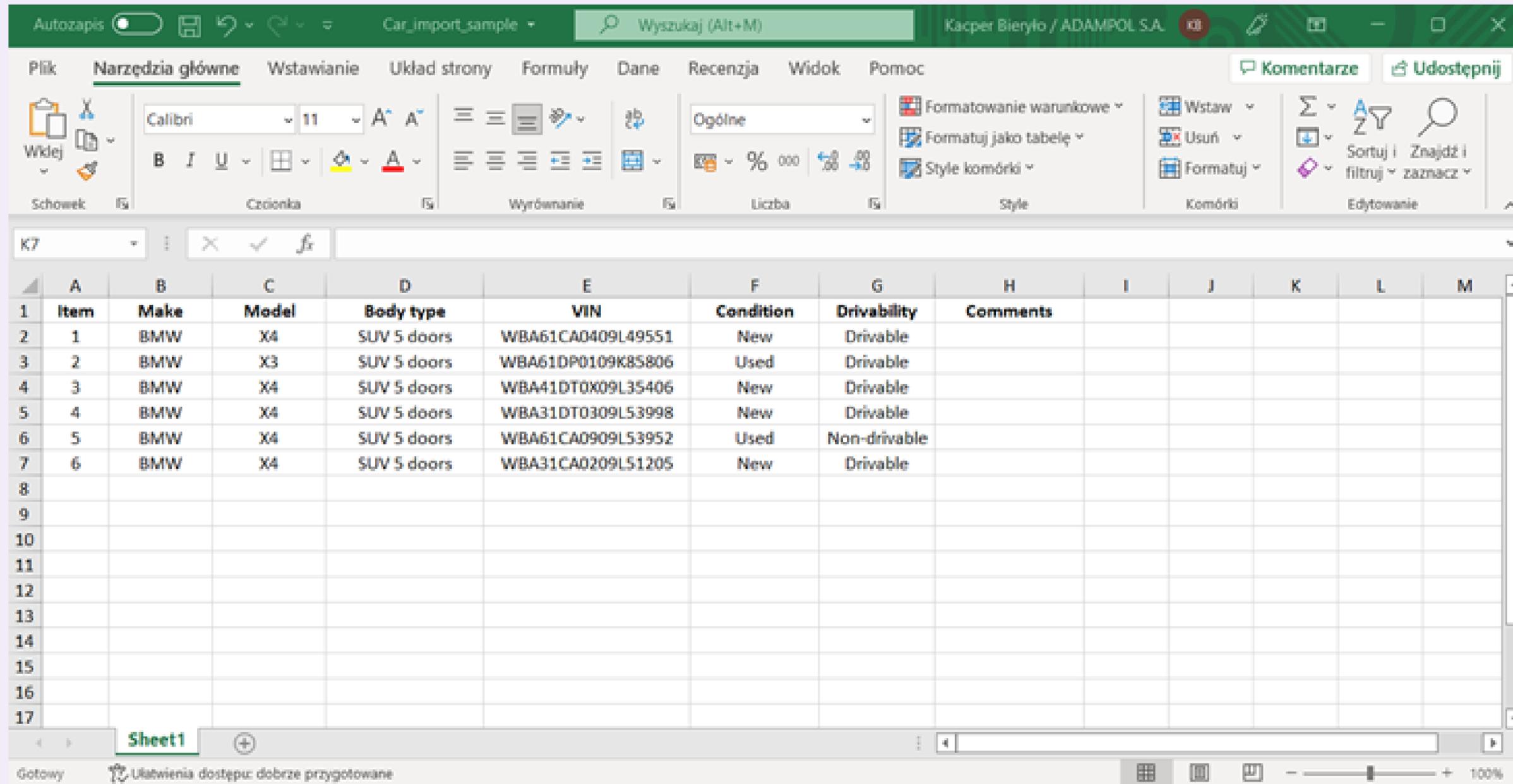
a [Download sample file](#)

Please note:

- only .xls / .xlsx format files are accepted
- required at least one of the columns:
Make, Model, Body type, VIN, Condition, Drivability.
- missing values can be added manually
- max. 300 rows will be uploaded (299 cars) - if you need to load more cars, divide them into more files

× CANCEL **Import data**

9a. Sample file to add car data.



The screenshot shows a Microsoft Excel spreadsheet titled "Car_import_sample". The spreadsheet contains a table with 8 columns: Item, Make, Model, Body type, VIN, Condition, Drivability, and Comments. The data is as follows:

Item	Make	Model	Body type	VIN	Condition	Drivability	Comments
1	BMW	X4	SUV 5 doors	WBA61CA0409L49551	New	Drivable	
2	BMW	X3	SUV 5 doors	WBA61DP0109K85806	Used	Drivable	
3	BMW	X4	SUV 5 doors	WBA41DT0X09L35406	New	Drivable	
4	BMW	X4	SUV 5 doors	WBA31DT0309L53998	New	Drivable	
5	BMW	X4	SUV 5 doors	WBA61CA0909L53952	Used	Non-drivable	
6	BMW	X4	SUV 5 doors	WBA31CA0209L51205	New	Drivable	

10. Here you can enter additional comments.

11. In this field you give the price you want to pay for the order. You can also mark whether the price is negotiable or not.

12. In this field you enter a payment term.

13. In this field you choose a date until which the order will be valid.

The screenshot shows the 'Cars' section of the Prilo interface. It includes a 'Full truck load' checkbox, a table for car specifications with columns for Make, Model, Body type, VIN (optional), Condition, and Drivability. Below the table are buttons for '+ ADD ANOTHER', 'CLONE LAST CAR', 'IMPORT CARS FROM XLS FILE', and 'CLEAR ALL CARS'. There is a text input field for 'Additional comments / instructions (optional)'. The 'Financial settlements' section contains input fields for 'Expected price (optional)', 'Your estimated commission: €', and 'Payment after' (with a dropdown menu), and a 'Negotiable' checkbox. The 'Publishing settings' section includes radio buttons for 'Show my order to all carriers' and 'Show my order only to my favorite carriers', and an 'Order expiry' date/time picker. At the bottom right, there are two buttons: 'SAVE AS DRAFT' and 'Publish'. Red circles and numbers 1-13 highlight specific fields and buttons as described in the text.

You can also combine several routes/dealerships into one order.

To do this, select "ADD ANOTHER TRANSPORT ITEM".

The screenshot displays the Prilo web application interface. At the top right, the Prilo logo is visible. The main content area is divided into several sections:

- Route summary:** Includes fields for 'From:', 'To:', and 'Distance:'. A map shows a route from the UK to Eastern Europe, with labels for 'England', 'Netherlands', 'Poland', 'Belarus', 'Czechia', 'Ukraine', 'Moldova', 'Hungary', 'Switzerland', 'Italy', and 'Serbia'.
- + Add comments / instructions:** A dark button with a plus icon.
- Cars:** A section with checkboxes for 'Full truck load' and 'Photos of the loaded cars required from the driver'. Below this is a table with columns: 'Make', 'Model', 'Body type', 'VIN (optional)', 'Condition', and 'Drivability'. The first row shows a dropdown for 'Make', a dropdown for 'Model', a dropdown for 'Body type', a text input for 'VIN (optional)', 'New' for 'Condition', and 'Drivable' for 'Drivability'. Below the table are buttons: '+ ADD ANOTHER', 'CLONE LAST CAR', 'IMPORT CARS FROM XLS FILE', and 'CLEAR ALL CARS'.
- + Add comments / instructions:** Another dark button with a plus icon.
- Financial settlements:** Includes fields for 'Expected price (optional)', 'Your estimated commission: €', and 'Payment after 14 days' (with a dropdown arrow) and 'after issuing the invoice'. A checkbox for 'Negotiable' is also present.
- Publishing settings:** Includes a 'Visibility' section with radio buttons for 'Show my order to all carriers' (selected) and 'Show my order only to my favorite carriers'. Below this is an 'Order expiry' section with a field for 'Order expiry date and time'.
- Bottom right:** A red box highlights a dark button with a plus icon and the text '+ Add another transport item'. Below this are buttons for 'SAVE AS DRAFT' and 'Publish'.

Fill in the fields for the next route for this order.

You can add multiple routes/dealerships on a single order.

The screenshot displays the Prilo web application interface. At the top, there are two checkboxes: "Full truck load" and "Photos of the loaded cars required from the driver". Below these are columns for "Make", "Model", "Body type", "VIN (optional)", "Condition", and "Drivability". A table shows one row with dropdown menus for "Make" and "Model", and "Condition" set to "New" and "Drivability" set to "Drivable". Below the table are buttons for "+ ADD ANOTHER", "CLONE LAST CAR", "IMPORT CARS FROM XLS FILE", and "CLEAR ALL CARS". A dark button labeled "+ Add comments / instructions" is also present.

Below the car listing is a section titled "Transport item order 2" with a trash icon and an upward arrow. Underneath is the "Order details" section, which is split into "Loading" and "Unloading" columns. Each column has an "Address" field with the placeholder "Start typing your loading/unloading address". Below the address fields are "Country", "Postal code", "City", and "Street name and No." fields. The "Loading" column also includes "Availability date range", "Loading time from (optional)", and "Loading time to (optional)" fields. The "Unloading" column includes "Delivery deadline", "Unloading time from (optional)", and "Unloading time to (optional)" fields.

Below is an example of a single order with multiple routes/dealers.

📅 Daty dostępności 06.04.2022 -08.04.2022

📅 Najpóźniejszy termin dostawy 11.04.2022

ID 000000001042 06.04.2022 13:59

🇮🇹 IT, Suzzara **A** > 🇫🇷 FR, Marly **B**

2 🚗

do negocjacji
+ prowizja

🇮🇹 IT, Suzzara **A** > 🇫🇷 FR, Champagne-sur-Seine **C**

1 🚗

🇮🇹 IT, Suzzara **A** > 🇧🇪 BE, Groot-Bijgaarden **D**

3 🚗

After filling in all the fields we can publish the order.

If, while filling in, you want to save the order to finish creating it later, press SAVE A DRAFT.

Challenge under
control.

