

CREATING AN ORDER

This job aid shows you how to create an order using the Hitch platform.

STEP 1: CLICK "CREATE AN ORDER".



STEP 2: SELECT OR ENTER THE PICKUP & DROP-OFF ADDRESSES.

a. (Optional) SCHEDULE and SAVE the anticipated pickup and drop-off dates and time windows.

≡ Î		•	9 3692 Kim Way 3692 Kim Way, Yuba City, CA	•		SCHEDULE DROP-OFF	^	
+	Create an Order	9 0 51	O Business Personal Lotation Itane Stage Xim Way	9 9 12	²⁰²³ Sat, Ja	n 28		
99 19	C Rickap Address		Drop-Off Directions		<	January 2023	>	†↓
	CURRENT LOCATION			1 M I	S M	т w т	F S	
R	My Current Location				1 2	3 4 5	6 7	
			Contact Name This field is required		8 9	10 11 12	13 14	
_	VI 🔍 VH Primary Lot		This field is required		15 16	17 18 19	20 21	
	12 VH Auction		SCHEDULE DROP-OFF V		15 16 22 23	10 11 12 17 18 19 24 25 <mark>26</mark>	27 28	2.
•	VH Dealership		Contact Number		29 30	31		
	VH Home		This field is required					
	shift Definite Def		Contact Email		From	То		
	D Sb_Dealer			-	🕓 07 am	× 🕓 12 pm	×	
. •	A		I would like to notify this contact about the order					
	SB_Auction							

CAUTION: When manually entering in pickup or drop-off address, you must complete all the required fields before continuing.

STEP 3: ADD THE VEHICLE(S) NEEDING TO BE MOVED.

a. **(Optional)** Click the arrow to expand and enter the vehicle's details.

	G Create an Order
٩	VH Dealership
> Ð	7411 Goen PI, San Diego, CA
R	o 3692 Kim Way 3692 Kim Way, Yuba City, CA ✓ 🗦 ✓
•	
7	ADD VEHICLES
	17 digit VIN number

8	ADD VEHICLES	·• • 1
\$€	3FA6P0H70ER379764	3 a ,
≫ €	2014 Ford Fusion	
R	SIZE:	
	Stock Number	
	Color	
	Notes	
•		
•	Add Gate Pass	53
•		Remove 📋

STEP 4: CHOOSE & ENTER THE REMAINING ORDER DETAILS.

Enclosure Option (Required) – Choose whether you want the vehicle(s) to be moved in an open or enclosed truck.

Owner (Required) – Choose which company you want to be the "Shipper" of the order.

Transportation Company (Optional) – Choose which Transportation Company you want to complete the order.

Assign Driver (Optional) – If you have chosen a Transportation Company, you can assign a specific Driver to complete the order.

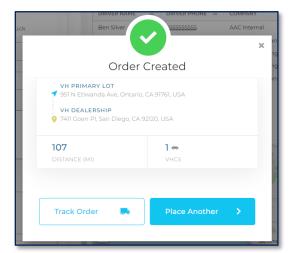
Keys Ready (Optional) – Indicate whether the keys for the vehicle(s) are ready and how many sets of keys there are.

Business Unit (Optional) – Choose which Business Unit the order is being completed by.

STEP 5: CLICK "PLACE ORDER" OR "SAVE DRAFT".

Place Order – Choosing **Place Order** instantly processes and creates the order.

Save Draft – Choosing **Save Draft** assigns the order the draft created status. It will sit idle in your **Orders** tab until you are ready to place the order.



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.9	O Construction
	AAC Marketplace
	Select Transportation Company AAC Partner Transport
	& ASSIGN DRIVER (OPTIONAL) + Assign Driver
•	Notes
	Keys Ready
•	Business Unit



