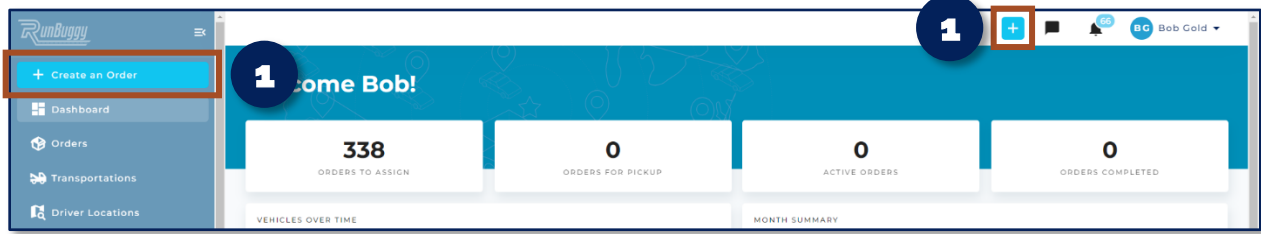


CREATING AN ORDER

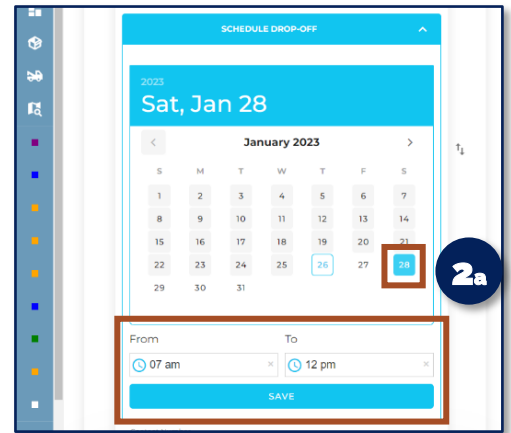
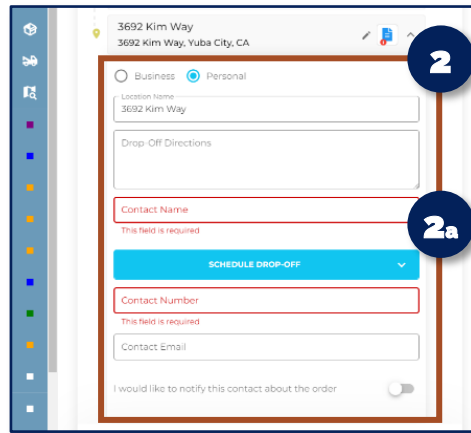
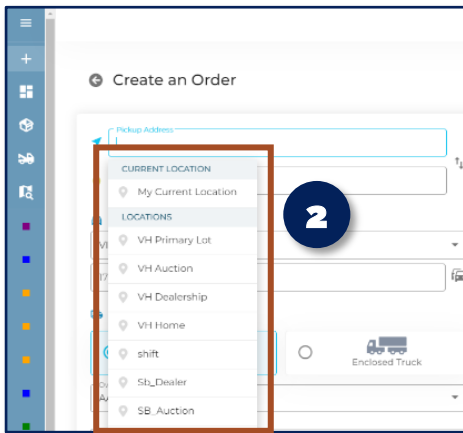
This job aid shows you how to create an order using the Hitch platform.

STEP 1: CLICK "CREATE AN ORDER".



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

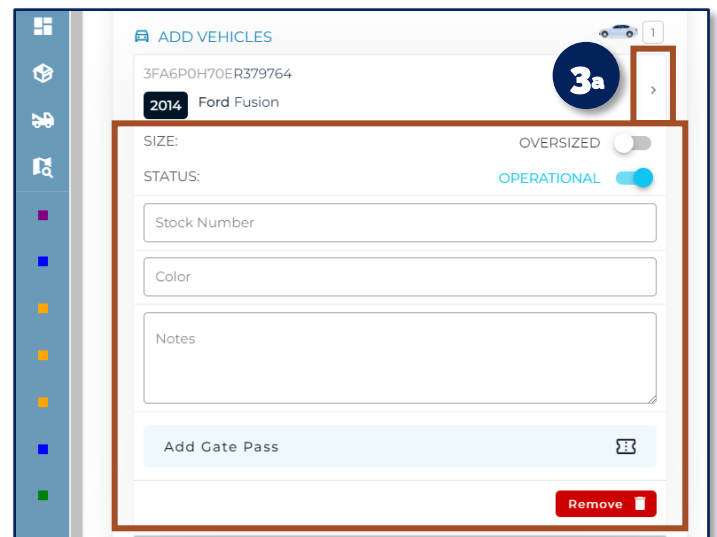
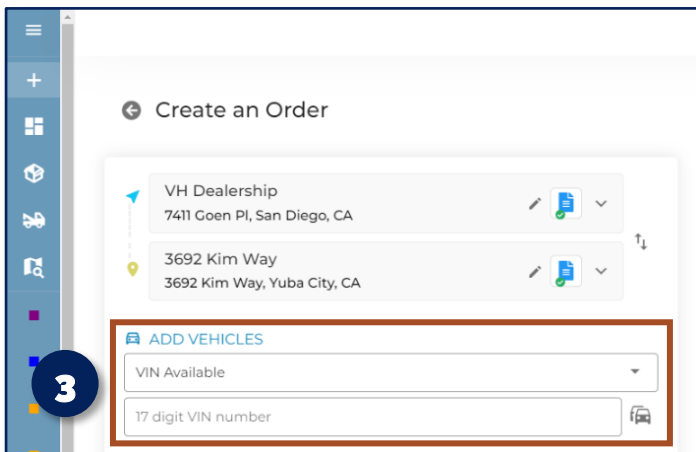
- a. (Optional) **SCHEDULE** and **SAVE** the anticipated pickup and drop-off dates and time windows.



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.



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.

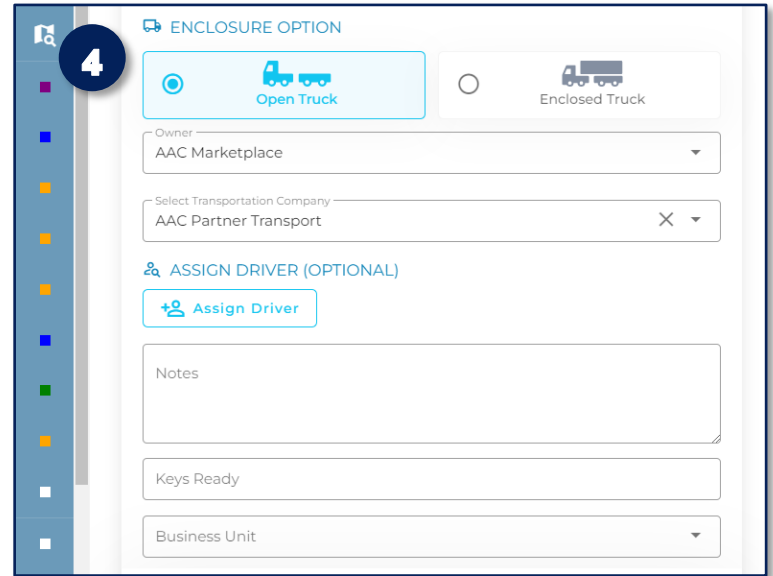
Owner (Required) – Choose which company you want to be the “Shipper” of the order.

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.

