



CREATING AN ORDER

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

STEP 1: CLICK "Create an Order".



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

Business OR Personal (Optional) – Choose if the location is a business or a personal address.

Location Name (Optional) – Enter the name of the location.

Pickup/Drop-Off Directions (Optional) – Specific pickup or drop-off directions.

Contact Name (Required) – Name of contact.

Contact Number (Required) – Number of contact.

Contact Email (Optional) – Email of contact.

Notify Contact (Optional) – Toggle whether you want the contact to be notified. Blue indicates they will be notified.

The screenshot shows the 'Create an Order' form. A '2' callout points to the pickup address field. The form includes fields for pickup and drop-off addresses, location type (Business or Personal), location name, pickup directions, contact name, contact number, contact email, and a toggle for notifying the contact. The pickup address is 134 W Frederick St, Millersville, PA 17551. The drop-off address is 9191 Torresdale Ave, Philadelphia, PA 19136.



NOTE: To add **Locations** to select from when entering the pickup or drop-off addresses, go to **Account Management > Locations**.

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

- (Optional)** Click the arrow to expand & enter additional vehicle details.

The screenshot shows the 'ADD VEHICLES' section. A '3' callout points to the 'ADD VEHICLES' button. Below the button is a dropdown menu with 'VIN Available' selected and a text input field for '17 digit VIN number'.

Size – Toggle whether the vehicle is oversized.

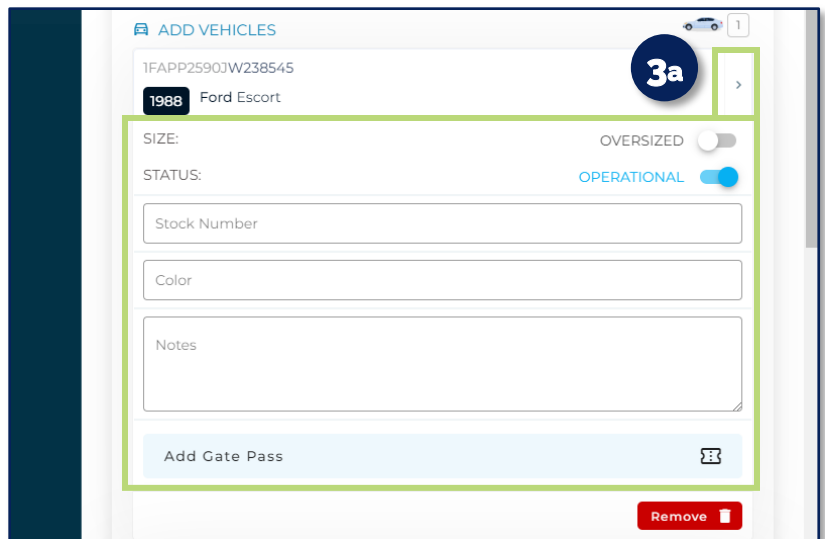
Status – Toggle whether the vehicle is operational.

Stock Number – Available for dealerships to add.

Color – Available for dealerships to add.

Notes – Any additional notes about the vehicle.

Add Gate Pass – You can upload & add a gate pass for the vehicle.



STEP 4: CHOOSE & ENTER THE REMAINING ORDER DETAILS.

ENCLOSURE OPTION (Required) – Choose if you want the vehicle(s) to be moved in an open or enclosed truck.

Owner (Required) – Who places the order.

DELIVERY OPTION (Required) –

Standard: Self-service option. Often the lowest cost. Placed in the open market. Concierge service not available & Shipper will need to monitor their orders from pickup to delivery.

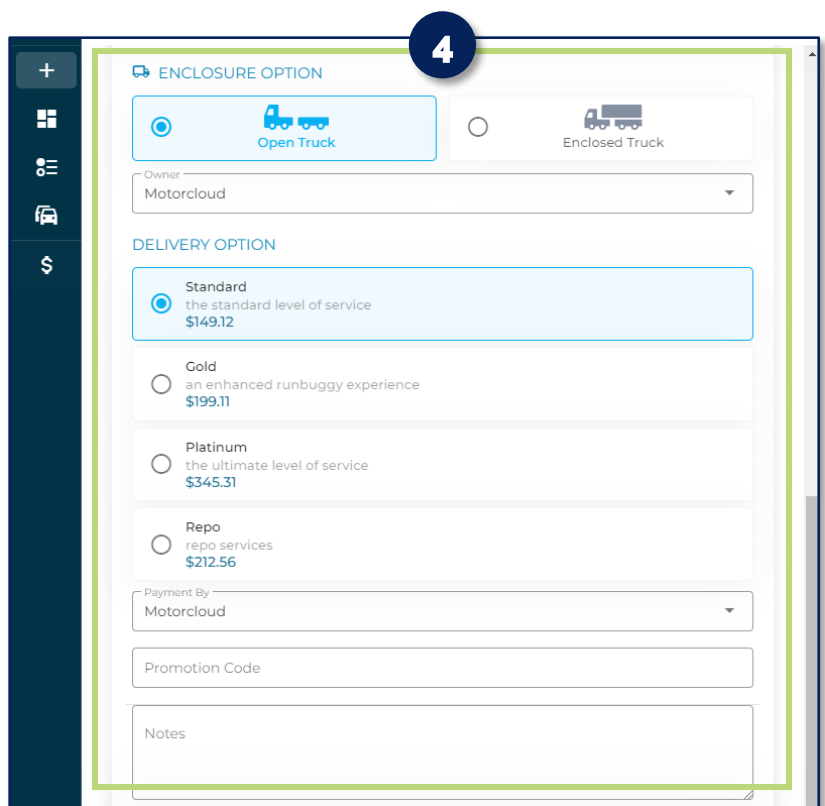
Gold: Mid-tier option. Priced slightly above “Standard”. Ability to schedule pickup. Some concierge service provided.

Platinum: Top-tier option. Priced for full, white glove service. RunBuggy Concierge team handles every aspect of the order & has additional discretion to incentivize faster pickup.

Payment By (Required) – Who is paying for the order.

Promotion Code (Optional) – Any promotions we may be providing.

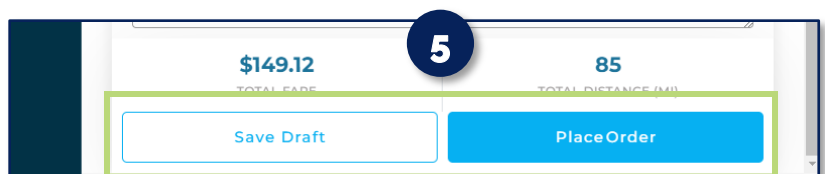
Notes (Optional) – Any additional order notes.



STEP 5: CLICK “Save Draft” OR “Place Order”.

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.

Place Order – Instantly processes & creates the order.



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