Driver App: PoD’s & Delivery Asset Tracking

The Driver App · https://mountainstream.co/docs/delivery-asset-tracking-and-proof-of-delivery-pod/

1. Create a Tray (Box, Crate, or Other)

[Screenshot of software interface showing steps to enable Scan Barcode for Tracking Tracing & PoD’s: 1. Click DISTRIBUTION, 2. Select POD Settings, 3. Go to Settings, 4. Add Packaging type, 5. Enable Scan Barcode, with purple labels at each step.]

2. Add a Vendor for the Tray

[Screenshot of a Vendor List page showing a dropdown menu with steps highlighted to access Vendors > List; a label notes UK En = Suppliers. The add button is visible on the right, supporting Tracking, Tracing & PoD’s for efficient management.]

3. Set Up the Tray Details

Stock › Ingredients › List

[Screenshot of a product management software interface for editing a box item, featuring price, supplier, purchase order info, and options for Tracking Tracing & PoD’s, along with buttons for saving, expanding options, and adding variations.]

- Click the pencil icon to edit the tray you created - it may displayed as “Box_(PT)"
- Change the name if needed
- Link it to the vendor/supplier you created earlier
- Fill in other details like price, etc.

4. Make a Purchase Order for Trays

Stock › Vendors › Shopping List › Purchase Order

[A purchase order form on a software interface with fields for vendor, date, PO number, item selection, ordered quantity, subtotal, and action buttons labeled Update and Place order. Numbered steps highlight tracking, tracing & PoD’s throughout the process.]

5. Receive the Trays into Your Inventory

Stock › Vendors › Receive Goods

[A screenshot of a software interface for receiving goods, featuring step-by-step purple callouts guiding users on placing an order, recording invoice details, setting a use-by date, and managing Tracking Tracing & PoD’s, even if not required.]

- After submitting the purchase order, you’ll be redirected to Receive Goods
- Mark the trays as Received
- This automatically creates the purchase invoice

NB: You may also export this invoice to **QuickBooks** or **Xero** later.

6. Print Tray Barcodes

Distribution › Dispatch › Scanned Packaging

Steps:

- The system automatically creates barcode numbers (starting at 100000000001)
- You can get the barcode list and format it for printing

- You can use Excel or Google Sheets to create a barcode
  - Set font to **Libre Barcode 39**

- Print and **stick the barcode on the tray**
- Print on waterproof, permanent labels and stick the barcode on the tray
- You may want to print your business details, like logo, telephone, email and address on
- the barcode label.
- **For printing, you may contact Achile in the UK: 07776 188 248. He knows a man who knows a man…**

7. Create a Packing Slip with Barcodes

Distribution › Settings › Packing Slip Template

[Screenshot of a Packing Slip Template editor showing steps to create a new template, enable tray tracking barcodes, and streamline proof of delivery; includes menu options, a sample packing slip preview, and instructional pop-up text.]

8. Assign the Packing Slip to Addresses

Gear Icon › Batch Edit › Customer Addresses

[Screenshot of a software interface showing how to attach a packing slip template. Steps are numbered: select a customer, choose a packing slip with Barcodes from the dropdown, and attach the template using options on the right panel.]

- Show the **Packing Slip** column
- Double in the packing slip field of the customer to assign
- Choose the **PS Template** you made earlier
- You may copy paste to other customers
- Save

Done! Now your trays can be tracked when they are delivered to this customer.

Get Started