Surplus-GY Vendors
Quick Reference Guide

DISCLAIMER

This document is submitted with the clear understanding that its contents are confidential and will not be shared with any third party without prior written permission from “SURPLUS-GY.”

Purpose

The following Quick Reference Guide (QRG) has been created for the SURPLUS-GY Drivers to provide step-by-step guidance on all the features you need to successfully oversee all aspects of your work. That is very important in helping new drivers get set up or those who just want a quick refresher on most features this QRG has got it all.

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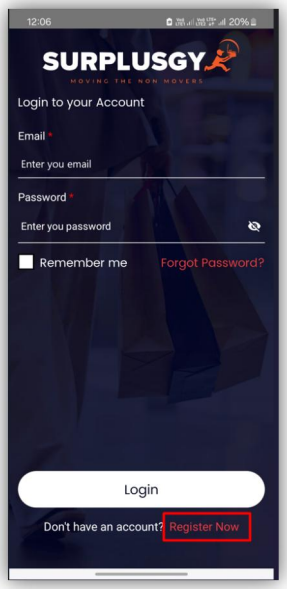
How To:

1. Register for the First Time Drivers

1. Welcome to the **Surplus-GY Driver App**! Follow these simple steps to get started and navigate the app with ease.

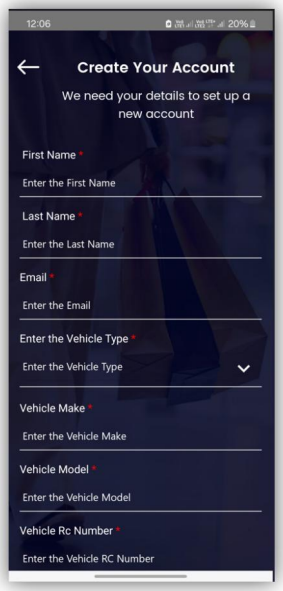
2. If you're a new driver, tap on **'Register Now'** at the bottom of the screen to create your account.

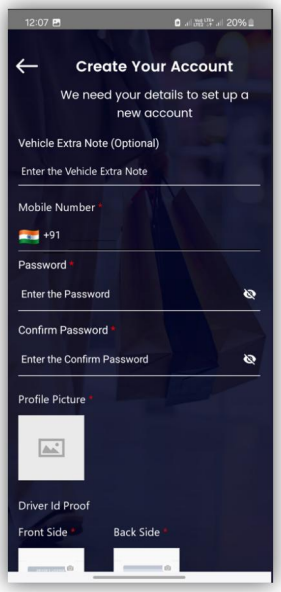


3. Enter all necessary details as follows:

1.1 Fill Your Personal Details:

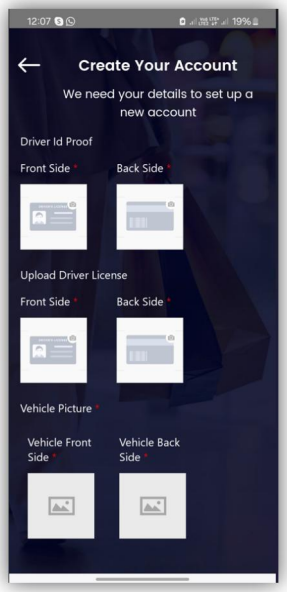
-
- First Name
- Last Name
- Email Address
- Vehicle Type from a dropdown (Bike, Car, Pickup Truck, etc.)
- Vehicle Making Year
- Vehicle Model Number
- Vehicle RC Number
- Mobile Number
- Create a secure password

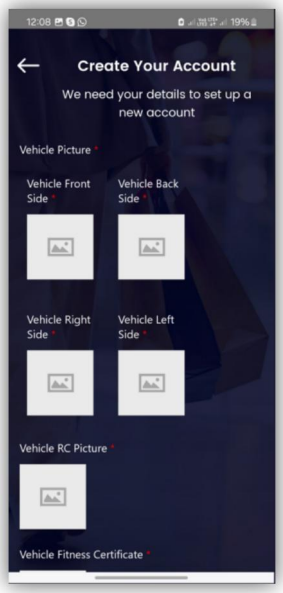




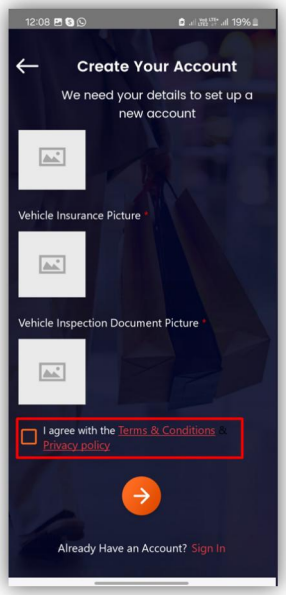
1.2 Upload all the required documents:

- Upload your profile picture.
- Driver ID proof on both front and back side
- Upload Driving license both front and back side
- Upload Photos of your vehicle (front, back, right, and left)
- Upload the Picture of RC
- Upload the Fitness Certificate of the vehicle
- Upload the Road License
- Upload the vehicle Insurance picture
- Upload the vehicle Inspection Document picture



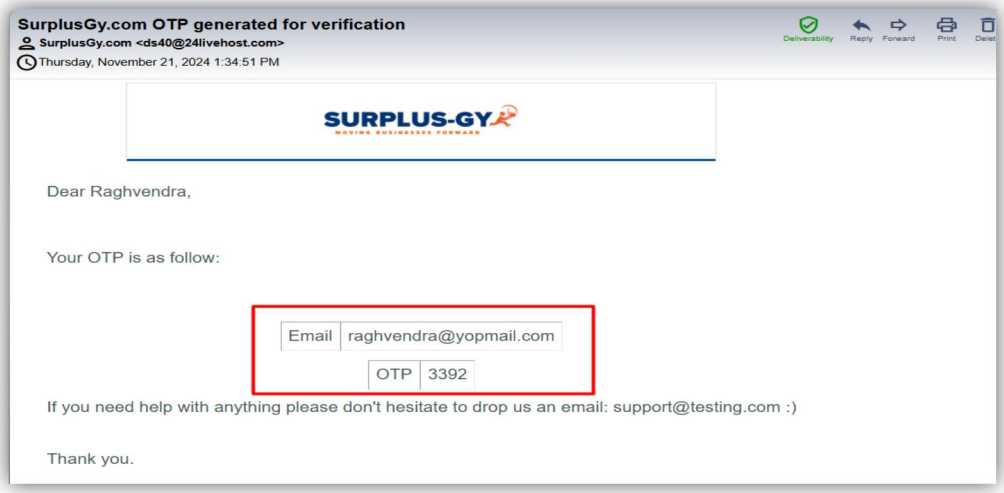


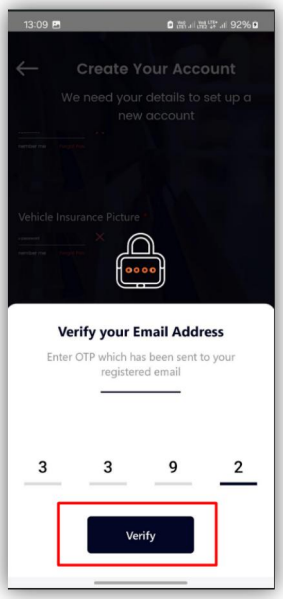
4. Review all the details carefully, click the check box to agree **Terms and Condition** of SURPLUS-GY.



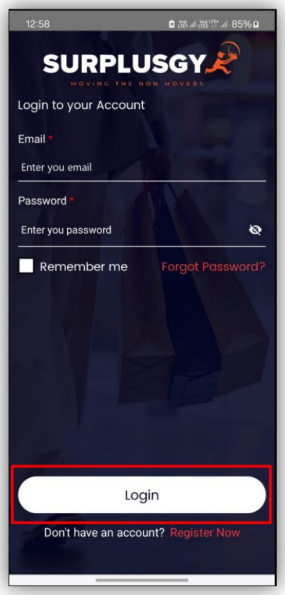
5. Click the **Submit** arrow to complete the registration process.

6. After clicking the Submit button, drivers will need to verify their email address by entering the OTP they receive via email into the mobile application.





7. Login with the credentials (Email Address and Password), which they have entered during the registration process.



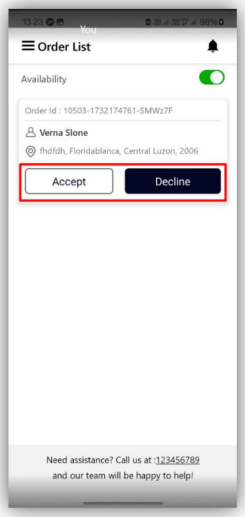
2. Order List Dashboard:

1. On the **Dashboard**, you can set your availability by toggling between 'Online' and 'Offline.

2. Switch to '**Online**' when you're ready to start receiving delivery orders.

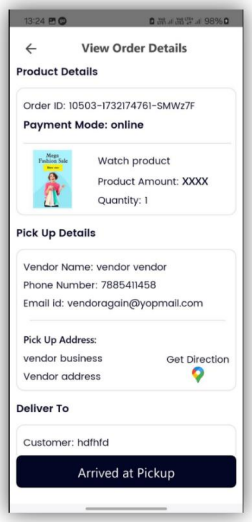
3. Switch to '**Offline**' when you're unable to deliver the orders.

4. The admin will assign you an order for delivery. Once the order appears on your dashboard, you will have the option to either **Accept** or **Decline** it.

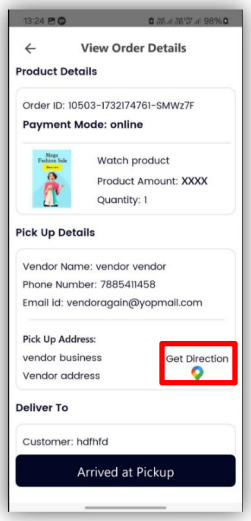


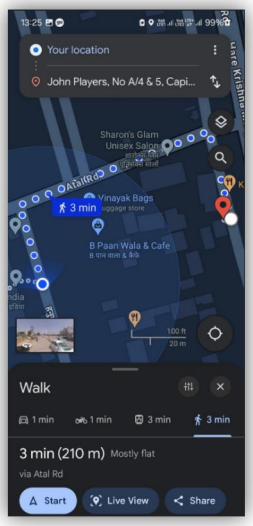
5. After accepting an order, you'll see all the key details of the order, including:

   - Payment mode
   - Product details
   - Pickup location
   - Delivery address.

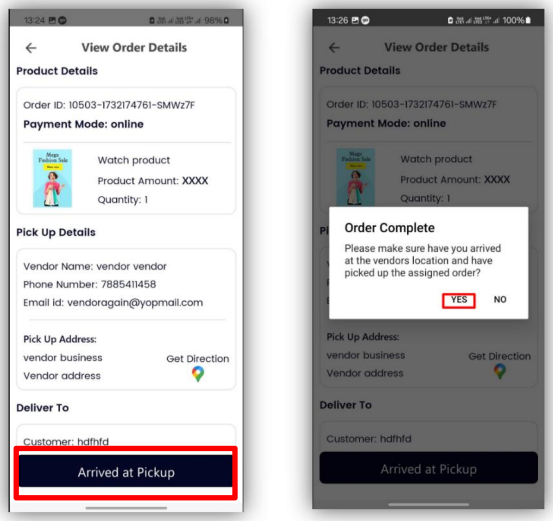


6. To find the exact address, tap the Map Icon next to the address to open your navigation app.

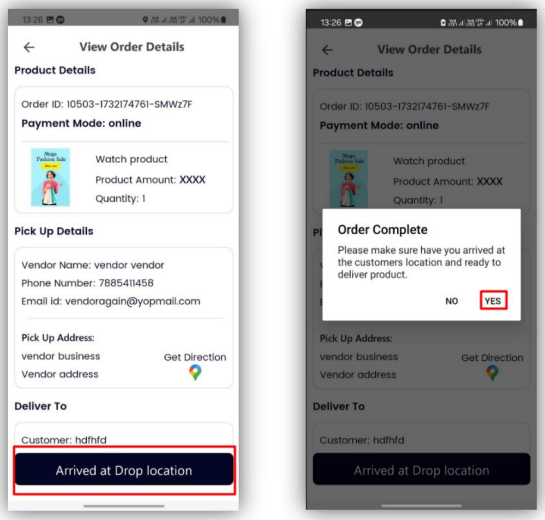




7. Once you arrive at the pickup location, tap 'Arrived at Pickup' button.

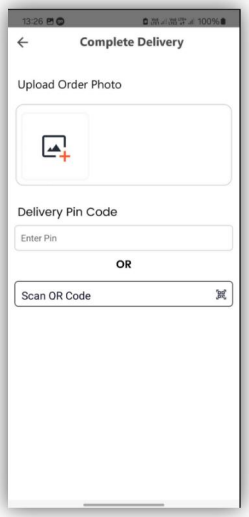


8. Once you arrive at the Drop location, tap 'Arrived at Drop' button.

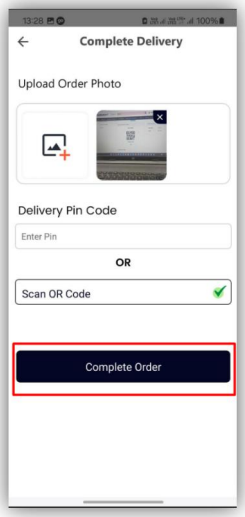


9. At the delivery point, you can choose how to confirm the delivery of the order:

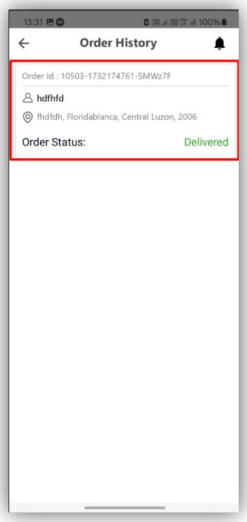
- Upload a **Product Photo** with the provided **PIN Code** (Provided by user) or
- Scan the customer's **QR Code**.



10. After entering the required details, the order is marked as '**Completed**.'



11. You can see the status of completed order in the **Order History** section.

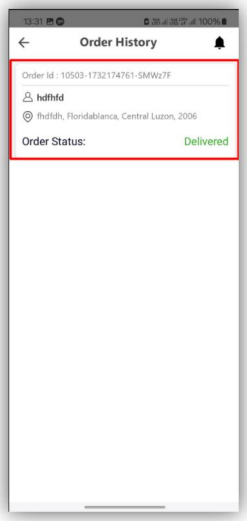


3. Menu Section:

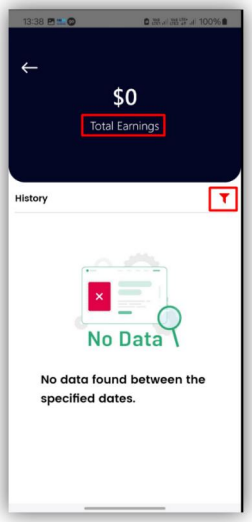
1. Click on the **Three Lines** button at the top of the page to open the **Menu Section**.

2. The **Order List** displays all your pending deliveries. Keep track of the orders you need to deliver from here.

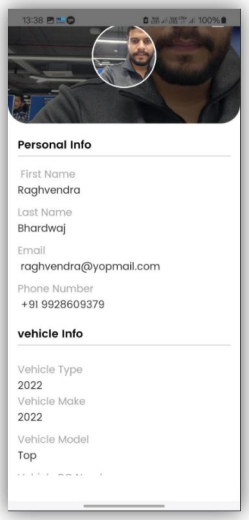
3. **Order History**, where you'll find a record of all the deliveries you've already completed.



4. Under **Earnings**, you can view a summary of your income for previous periods.
5. Additionally in **Earning Section**, you can use the **Filter** to select a specific date range.



6. In the **Profile Section**, you can view and update your details at any time including:
    - Personal details
    - Vehicle details and
    - Document images



4. Document Expiration Process:

1. If Drivers documents get expire admin will notify you in an app so that you can re-upload your latest document.
2. Once you re-upload all the required documents, Admin will verify the documents again.

5. Automatic Orders Assign:

1. Orders will be automatically assigned to drivers by the system when the vendor updates the status from "In Process" to "Ready for Shipping.

2. If a driver is within the radius set by the admin, they will receive the order notification on their application and can choose to Accept or Reject it.

3. If no driver is available within the specified radius or the order remains unassigned, the admin has the authority to manually assign the order to a driver.