

08/16/2024

## Recent Changes to Samsara Documents:

- **Pickup Stop and Delivery Stop forms**
  - On the question “Did it take longer than 1 hour to unload?”, when you answer “Yes, because of customer”, it will no longer ask for a signature or information about the Site Contact. Instead, it will direct you to complete a Demurrage Report form after you have completed the Pickup or Delivery form. To complete the Demurrage Report form, you will need to go to Documents > Create new document and then select Demurrage Report.
  - It is no longer required to take a picture of the scale ticket as part of the Pickup Stop or Delivery Stop forms.
- **TEST Demurrage Report**
  - Has been renamed to Demurrage Report.
  - It is no longer required to take a picture of the Ergon BOL at the end of the form.
- **Tank Wash Trailer Inspection**
  - It is no longer required to take a picture of the front of tank trailer. As always, a Pre-Trip inspection should be done when picking up trailers so there will be photos associated with that.