



GBA ePODS

GBA ePODS Portal

User Manual

v2.0

To register or login go to: <https://epods.gbagroup.com>

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Using the Quick GBA ePOD Login

If you need to access a one-off electronic proof of delivery for a particular vehicle that has been delivered on a load in the last 5 days, you do not need to register for the ePODS portal, you can just go to the Quick GBA ePOD login here:

<https://epods.gbagroup.com/QuickEPOD>

Or Click on the grey "Go To Login" button on the Quick GBA ePOD section of the ePODS Home Page as shown below:

Quick GBA ePOD Login if you don't wish to register at this time.

This should be used by retailers only, requiring a one-off paperless proof of delivery. If you are likely to use this service regularly, it is recommended that you register for a personal account in order to make the process easier in the future.

Go To Login

The Quick GBA ePOD Retrieval Form will appear as shown below. You need to know the following information about a Vehicle before you can retrieve a Proof of Delivery for the Vehicle on that load. You must insert

- 1) A VIN
- 2) The Date the VIN was delivered
- 3) The Post Code of the Site the VIN was delivered to
- 4) Your Email Address


Then click the Get button below the Form

QUICK GBA ePOD RETRIEVAL FORM

Please note, GBA ePODS are only accessible up to 5 days after the delivery date and may take a short period of time before they are accessible online.

You must provide the following:


VIN:

Delivery Date: 


Post Code:

Email:

Get!



If the correct information relating to the VIN is input into the form, you will be presented with the results of your ePOD search as shown here. You can then click on the Create ePOD button on the right to display the document in the ePOD Viewer Window.



	Driver	Load Number	No. Delivered	Post code	Customer	Date Delivered	Create ePOD
>	Jim Taylor	AB1234567	11	AB12 3CD	Customer A	21/08/2017	Create

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Using the GBA ePOD Viewer Window

When you click Create ePOD, the electronic Proof of Delivery Viewer window will appear as shown below.

This GBA ePOD will show you:

- 1) Who the Driver was that collected the load
- 2) Where and when they collected the load from
- 3) Who the Customer was
- 4) Where and when the load was delivered
- 5) The Driver's Signature acknowledging all Collection and Delivery Information noted
- 6) The Dealer's Representative Signature as Proof of Delivery acknowledging all Collection and Delivery Information noted
- 7) A list of VINs on the load
- 8) A list of Vehicle Models on the load
- 9) Any exceptions to Vehicles or Delivery Conditions noted at the Point of Delivery

The screenshot shows the GBA ePOD Viewer window with the following sections:

- GBA Logo:** GBA TRANSPORT LTD, Load No. VG1734064
- COLLECTION Table:**

BY:	Driver Name here
DRIVER SIGNED:	<i>Driver Signature</i>
FROM:	Collection Address
FROM:	Collection Postcode
DATE:	Date & Time Collected
SIGNED:	<i>Terminal Signature</i>
- DELIVERY Table:**

FOR:	Customer Name here
DRIVER SIGNED:	<i>Driver Signature</i>
TO:	Delivery Address
TO:	Delivery Postcode
DATE:	Date & Time Delivered
SIGNED:	<i>Dealer Signature</i>
- Customer Information:** Unit 1, Sandtoft Industrial Estate, Belton, Doncaster, DN9 1PN. Tel: 01427 872981, Fax: 01427 874055. e-mail: transport@gbagroup.com, www.gbagroup.com. TPTR REG NOKU15FKN
- Collection Table:**

Vin	Model
List of VINs on the Load in this column	List of Vehicle Models on the Load in this column
- Delivery Table:**

Exception Notes	Exception Type
Any exceptions noted in this column	Any types of exception noted in this column
- Options Section:**

For best results, set your printer to 'Landscape'. **Print button here**

Email will also be sent to your registered address.

(Optional) send a copy to **Email option here**

Printing ePODS

In the GBA ePOD Viewer window Options Section above you can print the ePOD. It is best printed in landscape view.

Emailing ePOD Attachments

From within the GBA ePOD Viewer window Options Section you can also Send an Email to a colleague or your own mailbox with the ePOD attached.

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Register for a GBA ePODS Portal Account

Please Note - If you need to view ePODS on a regular basis or you need to view ePODS more than 5 days old, you should consider Registering for a GBA ePODS Portal Account.

If you wish to register for a GBA ePODS Account, go to the following web page:

<https://epods.gbagroup.com/Account/Register>

Populate the Registration Form with:

- 1) Username (standard format tends to be firstname.surname)
- 2) Email Address
- 3) A case-sensitive Password (minimum 6 characters in length)
- 4) The Password entered again in the box below
- 5) Your required access level based on the criteria below:

Access level required

- Retailer User (A single account for viewing a single retailers ePODS)
- Multi Retailer (A single account for viewing multiple retailers ePODS)
- Brand Viewer (A single account for viewing all retailers ePODS for a brand)

- 6) All Brands and Dealer Codes you wish to access

Then push the green Register button

You will then receive confirmation of your registration by email immediately.

Once approval has been granted for the requested access level, brands and dealers codes you will receive an approval email.

Login to your GBA ePODS Account & Reset Password

Once your Account has been approved, you can then go to the login page and use your username (not your email address) and password to login as shown below. You can also reset your Password via the Forgot Password Link.

<https://epods.gbagroup.com/>

Standard Login

User
name

Password

Log in

[Register](#) if you don't have an account.

[Forgot password](#) if you can not remember your password.

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Using the ePODS Portal

Once you have logged in to the ePODS Portal, you will be presented with a list of the vehicle loads most recently delivered where the Dealer has signed for the load electronically on a hand held terminal presented to them by a Driver.

There is a range of functionality built in to the portal.

Sorting your ePOD Results

You can click on the blue column name e.g. Load Number here at the top of any column to sort the list by that column.

WELCOME TO GBA ePODS

Clear Filters Refresh List Export To Excel

Driver	Load Number	No. Delivered	Post code
<input type="text"/>	<input type="text"/>		<input type="text"/>

Where there are multiple pages of loads, you can use the navigation at the bottom of the screen as shown here to navigate between pages and change the number of loads shown per page.

Filtering your ePOD Results

Date Delivered	Create ePOD
From: <input type="text"/>  To: <input type="text"/>  	<input type="text"/> 



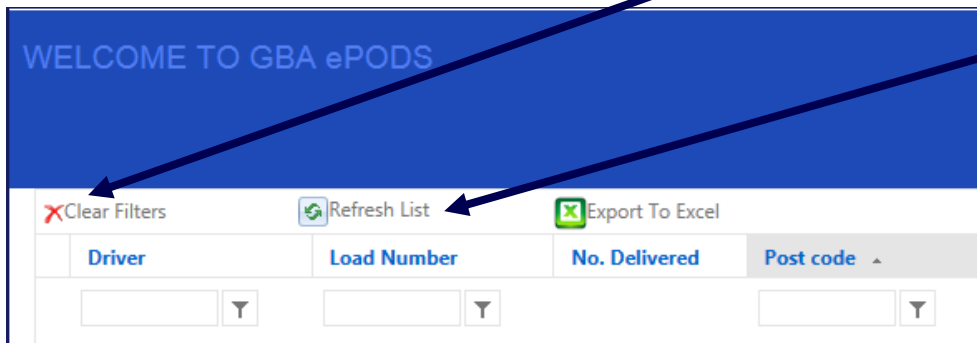
You can click in the filter box at the top of any column where the filter button is shown (except No. Delivered column as this is populated automatically).

From here you can Select a date using the Calendar button or type in the From & To Delivery Dates then click the filter button if you wish to filter the list of ePODS for a particular date range.

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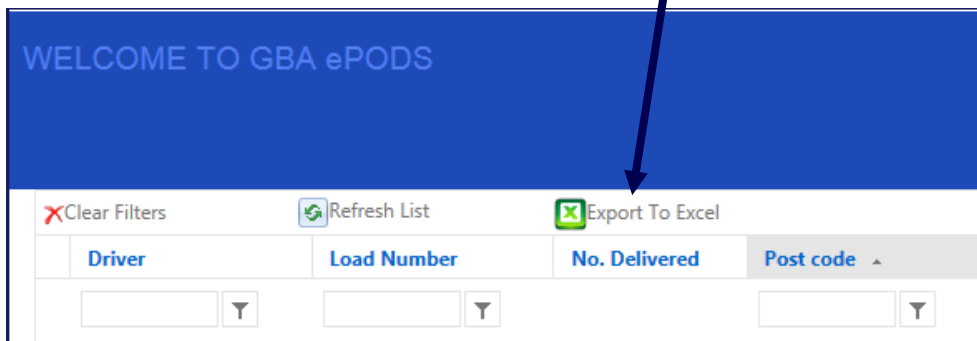
Clearing Results Filters

To Clear your Results Filters, just click on the Red Cross here. If required you can then Refresh the List here.



Exporting a List of Loads & VINs Delivered

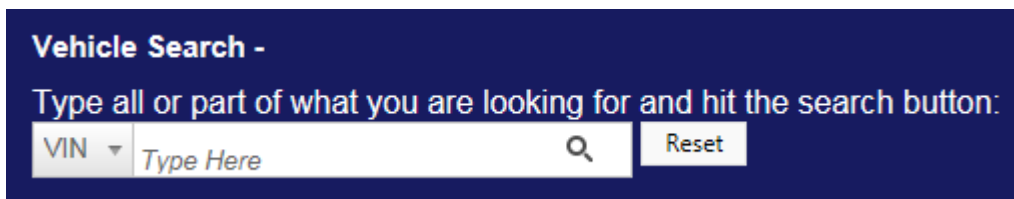
Once you have logged in to your GBA ePODS portal, you can export a list of Loads delivered to a particular postcode or for a particular date range using the Export to Excel button here. If you expand each load, you can export the Load and VIN detail as well to Excel.



Searching for a Vehicle

You can also Search for a Vehicle using the VIN or part of a VIN using the Vehicle Search panel below.

Enter the VIN and click the Search magnifying glass icon. To reset the Search box, click the Reset button on the right.



Creating the GBA ePOD

When the Load that contains the VIN you wish to generate the GBA ePOD for is in the list, you click the Create button in the Create ePOD column as shown on the right below.

	Driver	Load Number	No. Delivered	Post code	Customer	Date Delivered	Create ePOD
>	Jim Taylor	AB1234567	11	AB12 3CD	Customer A	21/08/2017	Create

This will open the GBA ePOD Viewer. Click [here](#) to find out more about the GBA ePOD Viewer.

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