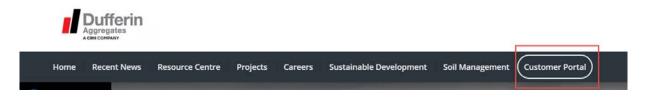


How to Acknowledge or Reject Loads on the Customer Portal

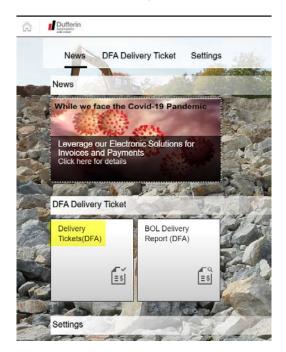
Step 1:

Log onto the portal through www.dufferinaggregates.com



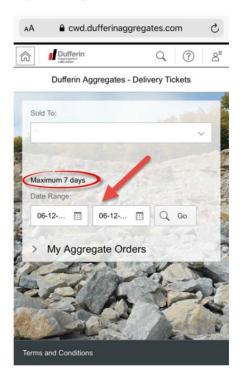
Step 2:

Click on the "Delivery Tickets" tile



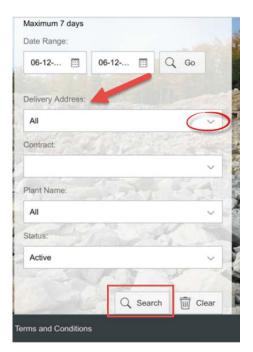
Step 3:

3. The system will default to "today's date" however; you can be backdated up to 7 days. Pick your date and click "Go".



Step 4:

4. Select the appropriate delivery address from the dropdown list and click Search.

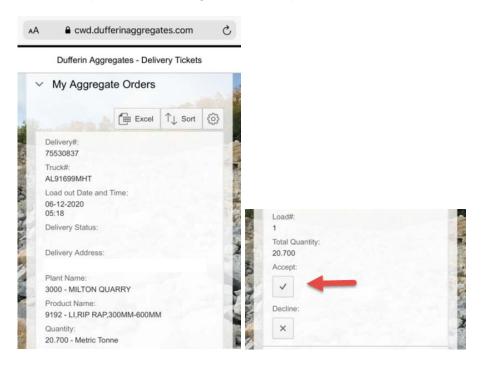


System will display all the deliveries for the selected date and delivery address selected in the search criteria.

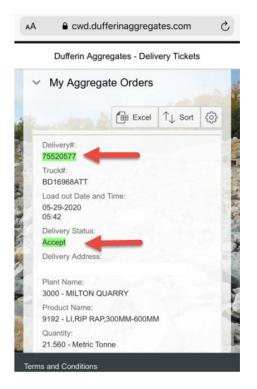
| Dufferin Aggr | egates - Deliv | very Tickets | 5 |
|--|----------------|--------------|---|
| My Aggrega | ate Orders | | |
| | Excel | ↑↓ Sort | 0 |
| Delivery#: 75530837 | | | |
| Truck#: AL91699MHT | | | |
| Load out Date and 06-12-2020 05:18 | Time: | | |
| Delivery Status: | | | |
| Delivery Address: | | | |
| Plant Name: 3000 - MILTON QU | JARRY | | |
| Product Name: | | | |
| 9192 - LI,RIP RAP, | 300MM-600MM | Λ | |

Step 5:

Click "Accept" to acknowledge that the shipment was received.



Your Delivery # and Delivery Status will turn green, indicating the ticket has been accepted.



Step 6:

To reject a shipment, click "Decline"

| | Load#: | |
|----|-----------------|--|
| 4 | 1 | THE LAND |
| | Total Quantity: | ALC: NOT |
| | 20.700 | 1001 |
| 3 | Accept: | A DOWN |
| N. | ~ | Contraction of the local division of the loc |
| | Decline: | |
| | × | |

Enter a reason for rejection in the comment box and click "Reject".

| () Reject | | |
|-----------------------------------|--------|--------|
| Please enter reason for rejection | | |
| | Reject | Cancel |

Your Delivery # and Delivery Status will turn red, indicating the ticket has been declined.

An Email will be sent to Dufferin Aggregates customer support team advising that a delivery has been rejected.

| Dufferin Aç | Dufferin Aggregates - Delivery Tickets | | | | | |
|---|--|---------|---|--|--|--|
| My Aggre | gate Orders | | | | | |
| | Excel | Î↓ Sort | 6 | | | |
| Delivery#: | | | | | | |
| 75520590 | _ | _ | | | | |
| Truck#: BD16967ATT | | | | | | |
| Load out Date a | ind Time: | | | | | |
| 05-29-2020 05:53 | | | | | | |
| Delivery Status: | | | | | | |
| Reject | | | | | | |
| | s: | | | | | |
| Delivery Addres | | | | | | |
| Delivery Addres Plant Name: | | | | | | |
| | QUARRY | | | | | |
| Plant Name: 3000 - MILTON Product Name: | | | | | | |
| Plant Name: 3000 - MILTON Product Name: | QUARRY AP,300MM-600MM | 4 | | | | |



Other Features:

- Your list of tickets can be downloaded to Excel
- You can sort the ticket information based on specific key fields
- Additional fields can be added to the search results (however cannot be set as default)

