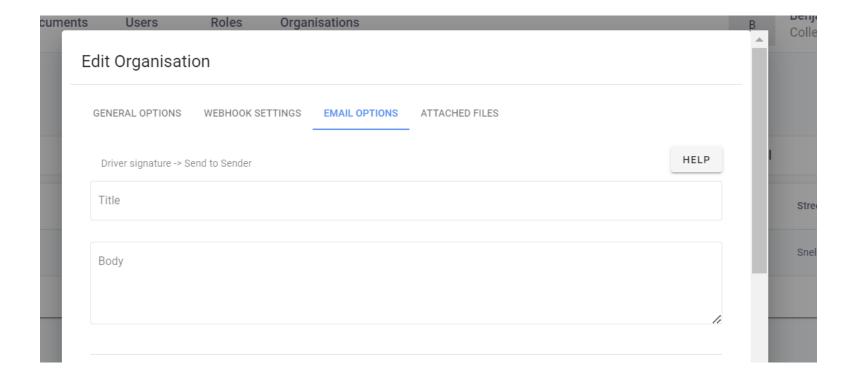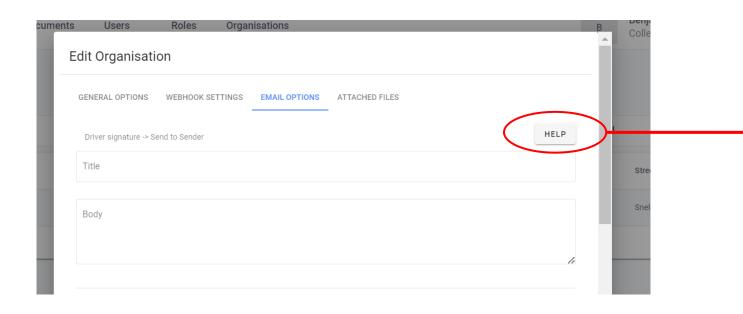**Collect + Go**

1. click on the edit button of the organization you want to set up automatic mail for
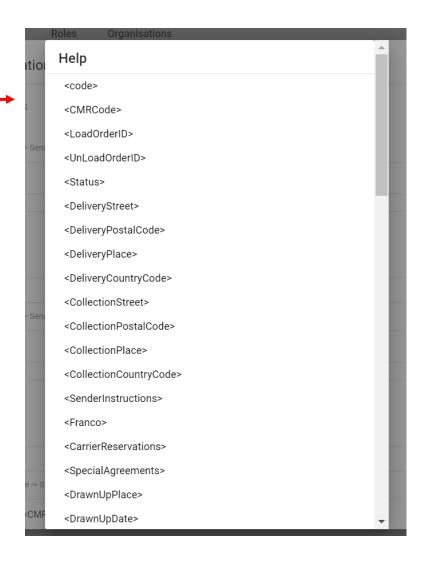
2. Navigate to the 3rd tab "email options" in the pop-up screen.

cuments   Users   Roles   Organisations

Edit Organisation

GENERAL OPTIONS   WEBHOOK SETTINGS   **EMAIL OPTIONS**   ATTACHED FILES

Driver signature -> Send to Sender   HELP

Title

Body

cuments   Users   Roles   Organisations

Edit Organisation

GENERAL OPTIONS   WEBHOOK SETTINGS   **EMAIL OPTIONS**   ATTACHED FILES

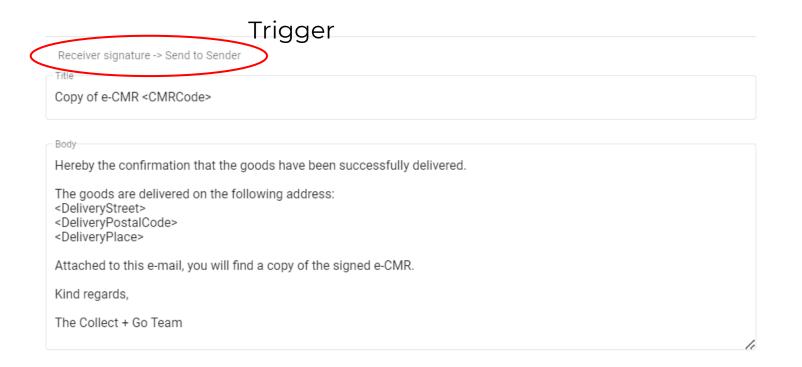Driver signature -> Send to Sender   HELP

Title

Body

3. By clicking on the "Help" button, a pop-up screen appears. This screen contains all kinds of codes you can use in your email to plot information from the e-CMR in your email.

Roles   Organisations

Help

<code>

<CMRCode>

<LoadOrderID>

<UnLoadOrderID>

<Status>

<DeliveryStreet>

<DeliveryPostalCode>

<DeliveryPlace>

<DeliveryCountryCode>

<CollectionStreet>

<CollectionPostalCode>

<CollectionPlace>

<CollectionCountryCode>

<SenderInstructions>

<Franco>

<CarrierReservations>

<SpecialAgreements>

<DrawnUpPlace>

<DrawnUpDate>

4. You can choose which event should be the trigger to send the email. for example, if this is the receives signature, write the email in that box.

Trigger

Receiver signature -> Send to Sender

Title

Copy of e-CMR <CMRCode>

Body

Hereby the confirmation that the goods have been successfully delivered.

The goods are delivered on the following address:
<DeliveryStreet>
<DeliveryPostalCode>
<DeliveryPlace>

Attached to this e-mail, you will find a copy of the signed e-CMR.

Kind regards,

The Collect + Go Team

5. In the text box, you can use the codes to plot information from the e-CMR in your email. You can also plot this information in the title of the email as you can see in the example.

6. When the email is ready, it looks like this to the receiver of the email. In this case, the email has been signed by the Collect + Go team. Here, you can also put your company's name. Unfortunately, it is not possible to also send the mail from your own company mail address.

Copy of e-CMR NLAFZ828282772VAE   Inbox ×

orderinfo@collectgo.eu <orderinfo@collectgo.eu>
aan mij ▾

Hereby the confirmation that the goods have been successfully delivered.

The goods are delivered on the following address:
karstraat 99
1000AB
Schijndel

Attached to this e-mail, you will find a copy of the signed e-CMR.

Kind regards,

The Collect + Go Team

1 bijlage · Gescand door Gmail ⓘ

PDF

PDF CMR_NLAFZ8282...

7. **IMPORTANT:** Do not forget to enter the email addresses when creating the e-CMR. If you don't do this, the mail cannot be sent.