

Dealer Delivery Confirmation Form

This guide is to help navigate the new HTU Order Delivery Confirmation Form, and covers the steps needed to successfully confirm a delivery to the customer.

HTU Delivery Confirmation Form

- Open the Visit Confirmation Link for the order being delivered.
 - This is the link created in steps 8 – 10 of the Delivery Preparation process
 - Each link is unique to that specific order, so that the link can be provided to the delivering driver without giving them access to any other orders.

STEP 1

Home
HTU Queue
Dev Only
Admin ▾
 David Wilkins Logout

Click 'Visit Confirmation Link' to open the Delivery Confirmation Form

View Orders by Status

Not Delivered ▾

HTU Order Queue

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Create New Link Visit Confirmation Link	MASTERSPA <u>Order #</u> H000005 <u>Serial #</u> 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	<u>Initial Fee</u> \$0.00 <u>After Delivery</u> \$0.00
Awaiting Serial Number	MASTERSPA <u>Order #</u> H000006 <u>Serial #</u>	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	<u>Initial Fee</u> \$0.00 <u>After Delivery</u> \$0.00
Create New Link Visit Confirmation Link	INSTINCT <u>Order #</u> I000034 <u>Serial #</u> 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	<u>Initial Fee</u> \$0.00 <u>After Delivery</u> \$0.00
Awaiting Serial Number	INSTINCT <u>Order #</u> I000035 <u>Serial #</u>	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	<u>Initial Fee</u> \$0.00 <u>After Delivery</u> \$0.00

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STEP 2

The Delivery Confirmation Form will show the Spa Model and Customer information

Delivering Dealers Name

Pure Instinct Spa Delivery Confirmation

Order # I000034

Customer Name
(309) 269-0825
123 Customer Address
Iowa City, IA, 52245
USA

Serial Number

Delivery Status

Delivered ▼

Driver Comments

Driver Signature

Take Delivery Photo

Confirm and Request Customer Signature

CONTINUED ON THE NEXT PAGE

STEP 3

Fill out all of the fields on the form.

Clicking **Take Delivery Photo** will open the camera on your phone or tablet, to take a photo of the delivery. If you're using a PC, it will allow you to upload an already saved image instead. A small preview of the photo taken will appear above the button.

Click **Confirm and Request Customer Signature** to complete the driver confirmation portion and continue to the customer confirmation portion.

Delivering Dealers Name

Pure Instinct Spa

Delivery Confirmation Form

Order # I000034

Customer Name
999-999-9999

123 Customer Address
Iowa City, IA, 52245
USA

Serial Number

SPA123456

Delivery Status

Delivered ▼

Driver Comments

Driver comments if needed

Driver Signature

Firstname Lastname

 Master Spas®

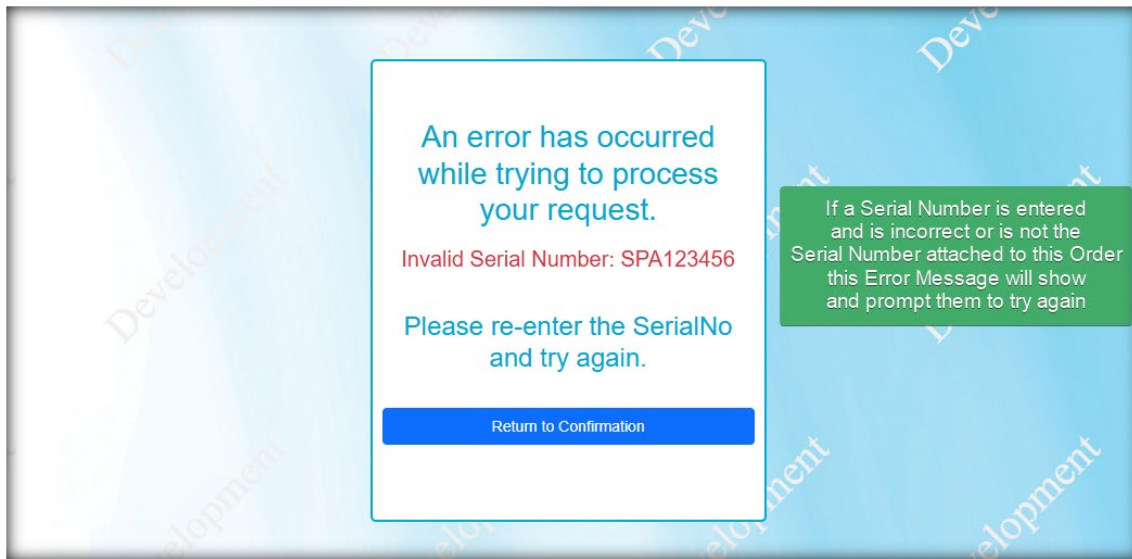
Take Delivery Photo

Confirm and Request Customer Signature

CONTINUED ON THE NEXT PAGE

STEP 4

If the Serial Number typed is not the Serial Number for this order, you will see an error message.



An error has occurred while trying to process your request.

Invalid Serial Number: SPA123456

Please re-enter the SerialNo and try again.

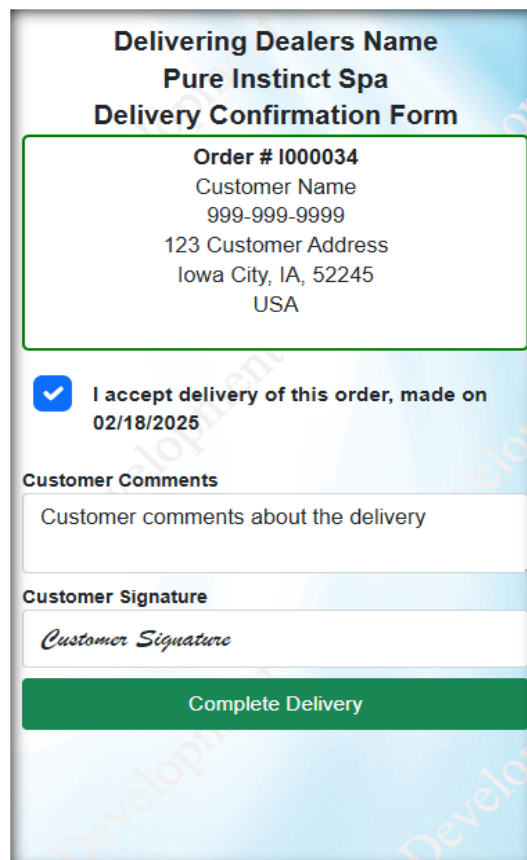
Return to Confirmation

If a Serial Number is entered and is incorrect or is not the Serial Number attached to this Order this Error Message will show and prompt them to try again

STEP 5

If the Serial Number is correct, it will proceed to the customer confirmation portion.

Have the customer fill out this portion to complete the delivery.



Delivering Dealers Name
Pure Instinct Spa
Delivery Confirmation Form

Order # 1000034
Customer Name
999-999-9999
123 Customer Address
Iowa City, IA, 52245
USA

☒ I accept delivery of this order, made on 02/18/2025

Customer Comments
Customer comments about the delivery

Customer Signature
Customer Signature

Complete Delivery

CONTINUED ON THE NEXT PAGE

STEP 6

After the driver and customer have both signed and confirmed the delivery, it will proceed to the delivery successfully confirmed page.

Delivering Dealers Name

Pure Instinct Spa

Delivery Confirmation Form

This delivery has been successfully confirmed.

Order #

I000034

Date Delivered

02/18/2025

Driver Signed

Firstname Lastname

Customer Signed

Customer Signature

STEP 7

After a delivery has been confirmed, it can be view on the HTU Queue page in the Dealer Portal.

Home

HTU Queue

Dev Only

Admin

David Wilkins

Logout

You can view Orders that have been delivery by changing the 'View Orders by Status' option to 'Orders Delivered'

View Orders by Status

Orders Delivered

Clicking the 'Visit Confirmation Link' will open the Delivery Confirmation Form to view the delivery details and signatures

HTU Delivered Orders

Create Delivery

Order

Customer

Customer Address

Contact Info

Warehouse Address

Delivery Fee

INSTINCT Order # I000034 Serial # 2500034 Visit Confirmation Link	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
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STEP 8 (LAST)

Clicking the **Visit Confirmation Link** will show the Delivery Successfully Confirmed page with the order number, delivery date, and both the driver and customer signatures.

After the order delivery confirmation has been submitted, Bre will be notified, and will reach out to the customer for confirmation and feedback. After confirming, Bre will notify the dealer and accounting that the delivery has been confirmed, and the remaining delivery fee payment can be released.



The screenshot shows a 'Delivery Confirmation Form' for 'Pure Instinct Spa'. The form is set against a light blue background with a diagonal watermark reading 'Development'. The form itself is a white rectangle with a green border. At the top, it says 'Delivering Dealers Name' followed by 'Pure Instinct Spa' and 'Delivery Confirmation Form'. Below this, a green message states 'This delivery has been successfully confirmed.' The form contains several fields: 'Order #' with the value 'I000034', 'Date Delivered' with the value '02/18/2025', 'Driver Signed' with a signature line, 'Customer Signed' with a signature line, and a 'Customer Signature' field with a signature line. The signature lines are currently blank.

Delivering Dealers Name
Pure Instinct Spa
Delivery Confirmation Form

This delivery has been successfully confirmed.

Order #
I000034

Date Delivered
02/18/2025

Driver Signed

Firstname Lastname

Customer Signed

Customer Signature

This concludes the steps for submitting the Delivery Confirmation Form