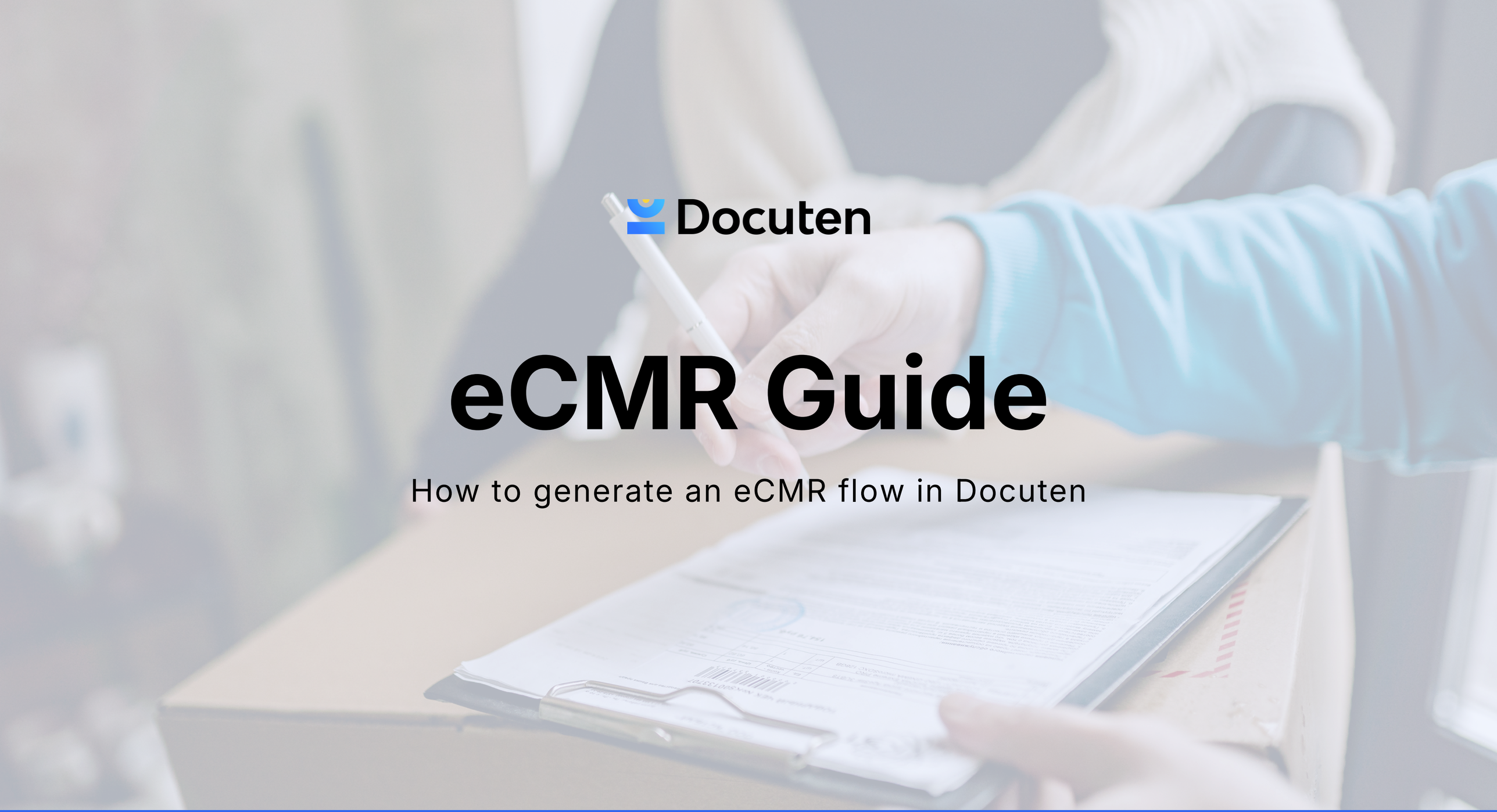


Docuten

eCMR Guide

How to generate an eCMR flow in Docuten

1. Loading the Goods

1 Send the document

- Upload (PDF document) or **"Select template"** (fill in the transport details on-site).
- Add document title.
- Add attachments (optional).
- Associate office (optional).

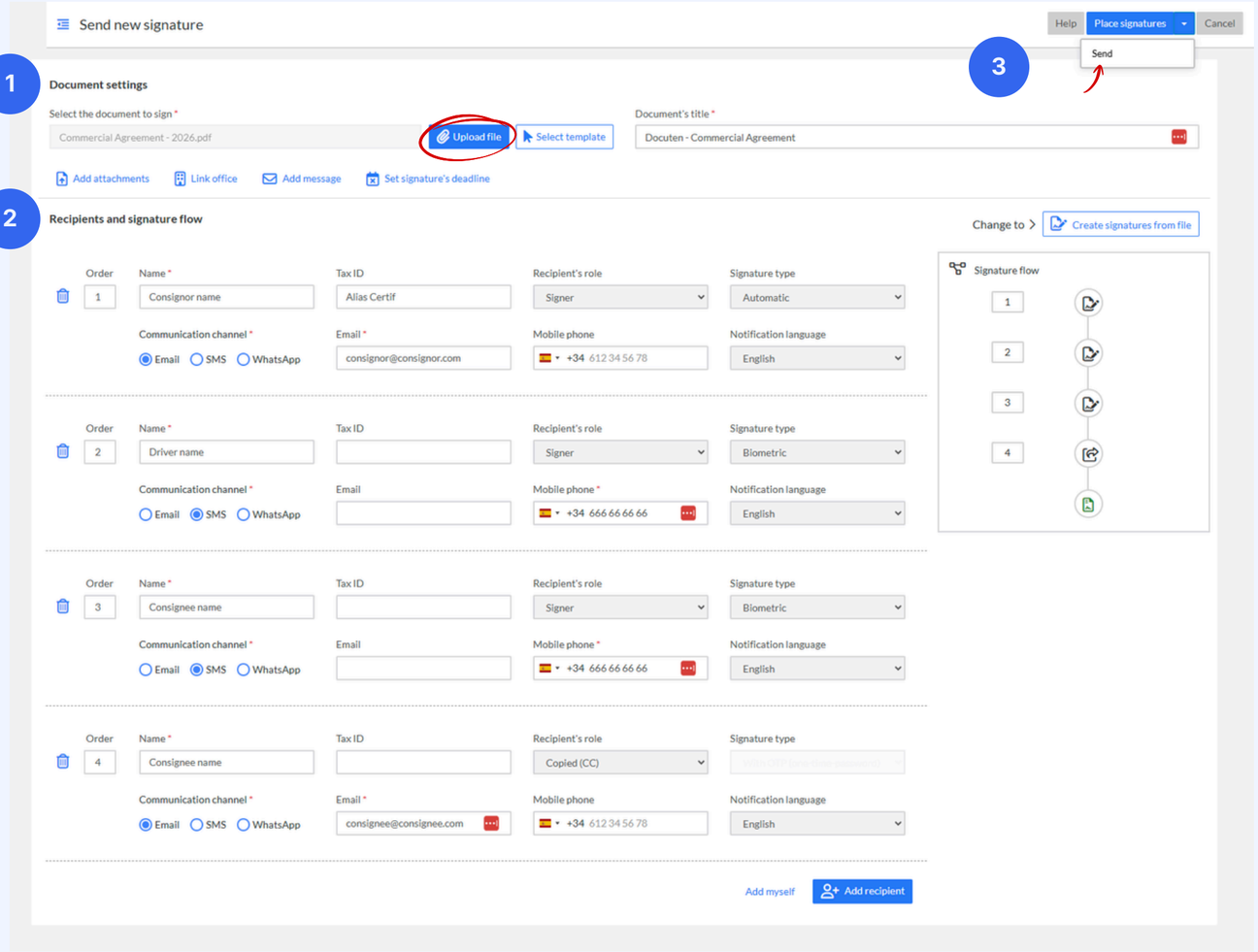
2 Add consignees

The flow is always created by adding a consignee.

3 Send the document for signing

Tip → If you have previously sent a similar flow in Docuten, you can go to the **"Completed"** menu, find that document, and under actions select **"Duplicate document"**.

The flow will be replicated and you will only need to change the main document or other details (end client, carrier, etc.).



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2. Collection of Goods by the Driver

1 Collection of Goods by the Driver

Transport documents are received via SMS / WhatsApp. You must tap the URL or button to view the document.

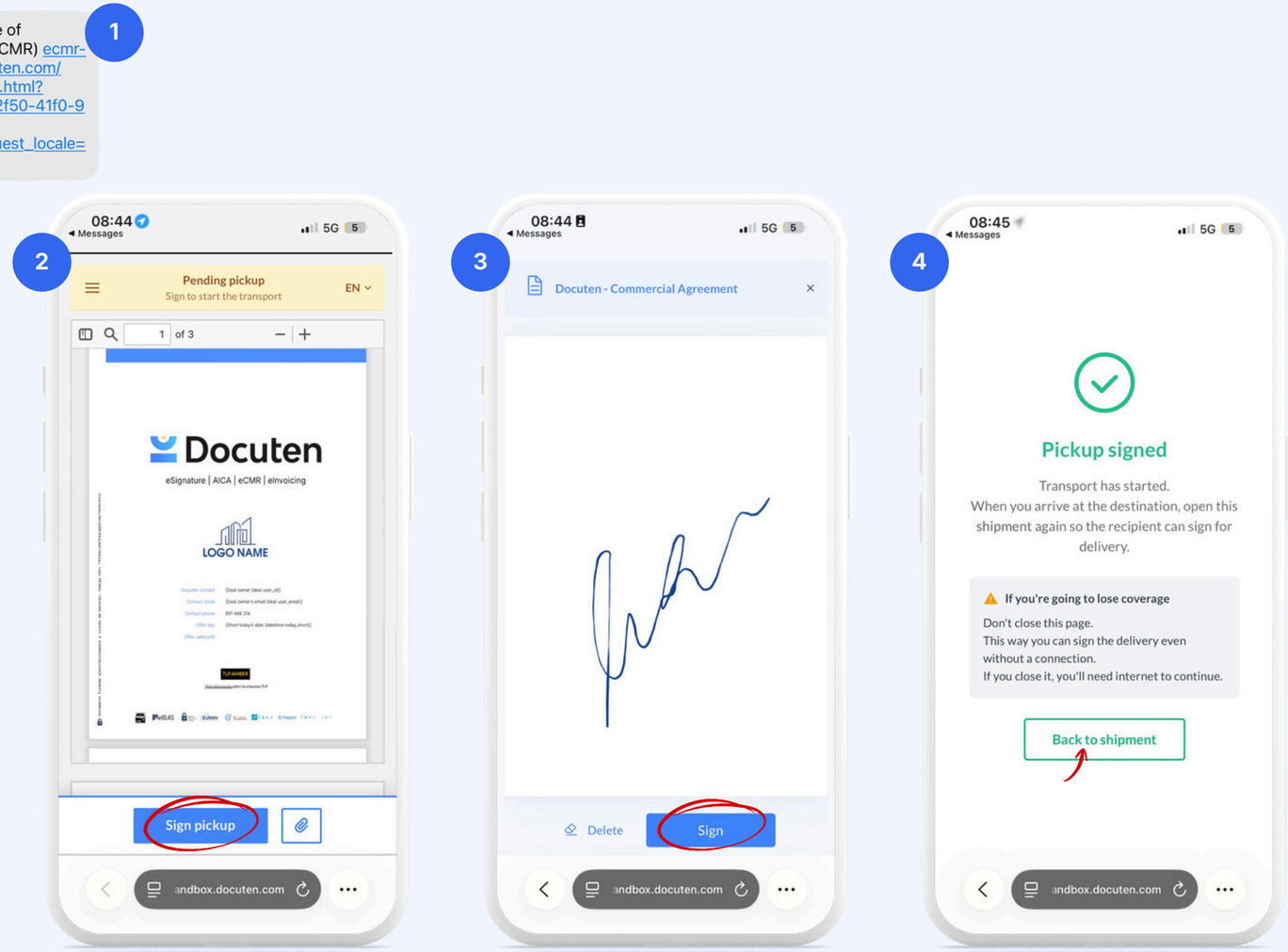
Tip → By tapping this link, you will always have access to the document with the QR code. This is very important in case you are stopped by any authority.

2 Review the document

Once the document has been viewed (the QR code is on the last page), the carrier taps **"Sign collection"** and performs a biometric stroke. When done, taps **"Sign"**.

3 Complete the process

When finished, tap **"Sign"**.



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Options Available During Transit

Sign without network coverage

Add documents (clip) or comments (post-it)

Notify a new driver

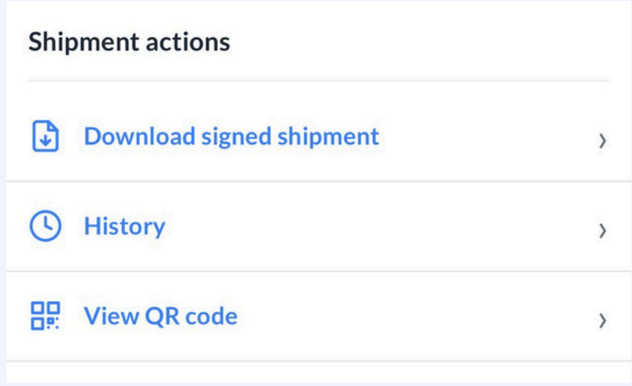
For example, when there is a change of tractor unit.

Other features

In the bottom menu you can also perform actions on the waybill:

- Download signed waybill
- History
- View QR code





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3. Delivery of Goods

1 Driver

Accesses the new document via the previous URL and taps **"Sign delivery"**.

2 Data collection

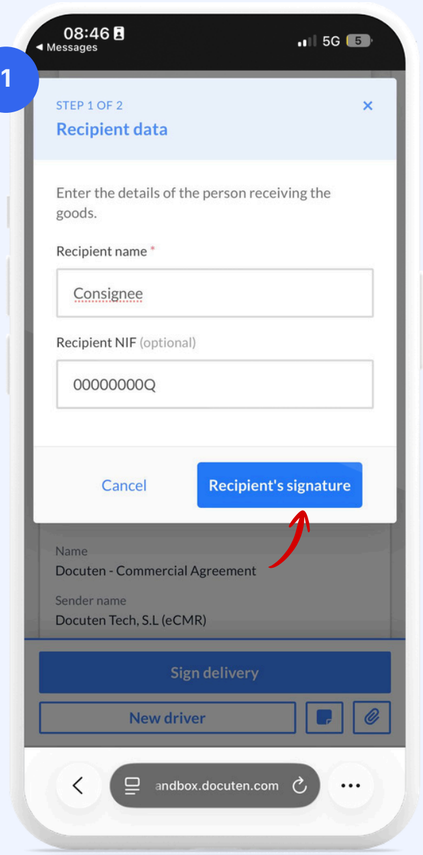
The name of the goods recipient is entered and, optionally, their ID number. Then taps **"Recipient signature"** and hands the mobile device to the recipient.

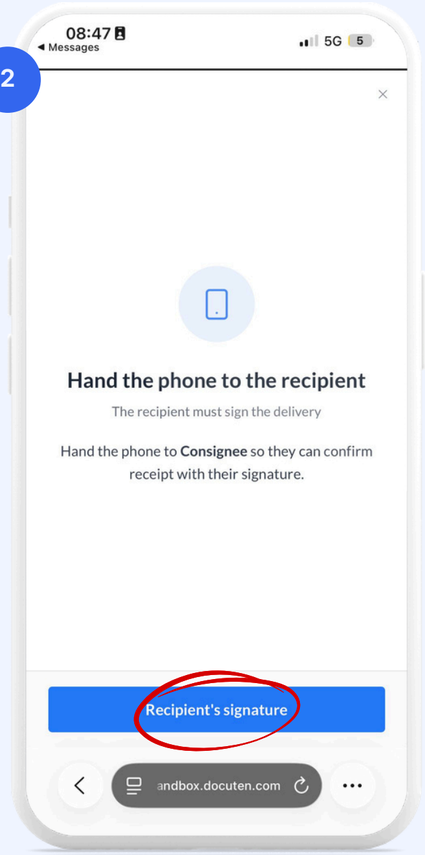
3 Consignee

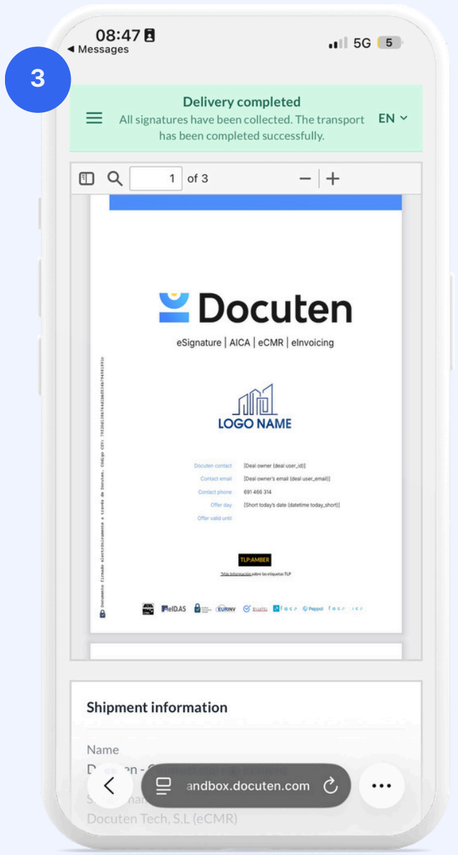
Signs on the driver's device using a biometric stroke.

4 Complete the process

At the end of the transport, the loader will receive a copy of the document, and if the client was added when generating the shipment, they will receive one too.







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