



TRANSITION TO OUR NEW SYSTEM

From 1 July 2020, BT will change to a new, paperless POD system. While all BT Transport & Logistics, LDJ Logistics and S&S Freight Services Proofs of Delivery (PODs) will then be digital, the accounts process remains unchanged for our sub-contractors.

We have created this quick guide to assist you with the transition from our old system to our new system Transmate and the Transmate App.



Download the Transmate App and complete the sign up process

You can find information on downloading the app and instructions for signing up on www.bttransportlogistics.com.au/login.



Updated Transport Services Agreement

In line with the changeover to our new digital platform and related requirements, we have updated our Transport Services Agreement. The changes relate to drivers being required to operate the Transmate App using their smartphone or tablet, which must have a working internet connection and a camera.

Please review, complete and sign the Transport Services Agreement and return it to us as soon as possible.



Email the completed and signed Transport Services Agreement to compliance@bttransportlogistics.com.au



No changes to the accounts process (SPAs, invoicing, remittances)

The basic process for accounts will remain unchanged:

1. We send you an SPA (Sub-Contractor Payment Advice) once the job has been costed
2. You invoice us, noting the Job Number (listed on the SPA) on the invoice
3. We pay your invoice as per our agreed terms from receipt of POD & invoice and send a you a remittance advice



BT PODs will no longer need to be provided with the invoice if your have used the Sign on Glass Transmate App and the correct process for submitting the POD has been followed.



Client Paperwork (hard copies): Should you have a hard copy POD, the current requirement of submitting PODs with your invoice and via email or SMS at time of delivery remains the same.*

*to reception@bttransportlogistics.com.au or 0458 047 538

NEED HELP?

Check out our How To's on www.bttransportlogistics.com.au/login.

If you still need help, have additional questions or technical difficulties, contact our Helpdesk team on helpdesk@bttransportlogistics.com.au or (08) 8169 1300 (Monday to Friday 9am to 5pm, Australian Central Time).

