

## Full Video Transcript with Description:

Digital Dealership Registration (DDR)

### #6: Packaging the Purolator Express Pack (Puro-pack) (Release 4.3)

**Video Length:** 5:34.

[Opening screen with the video titles on-screen. The Government of Ontario trillium logo is watermarked on the bottom right.]

**Narrator:** This video will show you how to properly package the Purolator Express Pack, or Puro-pack.

[Title text slides off screen. New text appears in the centre.]

**Narrator:** Now that you have completed your vehicle transaction and you have to courier your documents, or have to return spoiled stock, let's learn how to securely package your PuroPack.

[Title text slides off screen. New text appears in the centre.]

**Narrator:** If you have successfully uploaded documents for each of your transactions in DDR, this video does not apply to you.

[An 'x' appears inside a circle, beside the text to indicate a restriction. New text appears beneath the existing text, with a checkmark inside a circle.]

**Narrator:** You must follow the steps in this video if you choose to courier your documents within a reporting period or have been unsuccessful at uploading your documents, or have spoiled or damaged stock.

[Title text slides off screen. New text appears in the centre.]

**Narrator:** Remember, the weekly report period is from Friday to Thursday, with Purolator pick up on Mondays.

[A calendar icon appears, and the days of the business week begin to progress. Monday is circled to focus attention to the pickup date. The text slides off screen.]

[The title text appears on screen, along with a background box to bring focus.]

**Narrator:** Preparing transaction documents.

[The text slides off screen. A laptop appears, with DDR website home on screen.]

**Narrator:** On the DDR homepage from the menu, select Documents and training.

[The DDR demo hovers over the menu button, which shows a dropdown menu. The Documents and training page is selected.]

**Narrator:** Scroll down to the online document control form (DCF), and right-click to download the form.

[The webpage is scrolled down, and the cursor right-clicks on the DCF, which shows a download option. The form is downloaded onto the desktop.]

**Narrator:** Open the document control form. This file will only open with Adobe Acrobat Reader and must be completed on your computer.

[The cursor clicks the form on the desktop, and the form expands into the middle of the screen.]

**Narrator: Complete the following fields on the Online Document Control Form. Please ensure they are filled out correctly:**

- a. Office Number
  - i. The office number must be three digits
- b. Operator Number
  - i. The operator number must only be one character. This character may be alpha or numeric
- c. Business Date must be written as Year, Month, Date
  - i. YYYY/MM/DD

**[The cursor completes the office Number, Operator Number and Business date on the document control form]**

**Narrator:** If there are no transaction for the business day, check the respective box stating there are no transactions.

[The form zooms in to show the respective checkbox.]

**Narrator: Print the Online Document Control Form. Ensure there are**

- a. No Smudges
- b. No Voids
- c. No unwanted lines

**Narrator: Please note, the data entered in the above fields will be embedded in the barcode of the form and is required to accurately review the transaction.**

**Narrator:** Bundle each DCF with the documents from that operator's transaction for that date. Ensure the correct operator number and office number is on the DCF.

[The DCF sits on top of the other related paperwork, affixed with a paperclip and a date. A second identical package appears behind the stack, with a different date. The text and sheets fade off screen.]

**Narrator:** As a reminder, if no transactions are processed during the reporting period, no Puro-pack is required to be sent.

[An 'x' appears inside a circle. The text and icons fade away. The new title appears on-screen.]

**Narrator:** How to organize the documents for each transaction.

[The title text fades off screen. The new text appears.]

**Narrator:** Place the documents in the PuroPack, and sort them by business day and operator number. Organize your documents in the following order.

[A photo of each respective form and document appears on screen.]

**Narrator:** Vehicle registration form. New vehicle information statement if applicable. Any other supporting documents used to complete the transaction, such as a copy of the ID presented by the customers. If there was a completed trade-in, the original vehicle portion of the permit must be submitted. If a lease transaction was completed, a power of attorney or POA must be submitted.

[Icons and text fade away. Then new text and an icon of two people appear.]

**Narrator:** If the transactions are processed by multiple operators, ensure that the documents are sorted by the days of the week.

[Icon and text slide off screen. The new text appears on screen, along with multiple bundles of DCF and forms sorted by days of the week appear.]

**Narrator:** For each day, the operator should have their own document control form.

[The text and form bundles fade off screen. The new text appears in the center.]

**Narrator:** If you have spoiled or defective stock, please follow Guideline #6, Stock Management.

[The text fades off screen. The new title text appears.]

**Narrator:** Packaging the Puro-pack.

[Title text slides off screen. The Puro-pack checklist and new text appears on screen.]

**Narrator:** As a reminder, download the Puro-pack checklist from the DDR website, complete and include it with your package.

[Text fades away. The checklist gets stacked on top of the DCF and other forms. The entire package is put into a shipping envelope.]

**Narrator:** Have a second authorized person verify the contents of each PuroPack.

[2 icons of people appear, with a magnifying glass hovering over the form and envelope.]

**Narrator:** When no second person is available, the first person should conduct the check a second time and record their name and signature again in the PuroPack checklist.

[1 of the people icon disappears. The magnifying glass is hovering over the form package. The text disappears.]

**Narrator:** Place the items inside the PuroPack.

[The form package is put inside the envelope. The envelope fades away. A bill of lading appears.]

**Narrator:** Complete the following fields on the pre-printed bill of lading slip. Phone number, office name, date and address. In the description, write the reporting period for the PuroPack and your office number. Do not forget to sign your Bill of Lading.

[The text fades away. A carbon copy of the Bill of Lading is separated from the original, and fades away. The original Bill of Lading is attached to the outside of the envelope.]

**Narrator:** Remove the carbon copy of the Bill of Lading and keep it. Attach the original Bill of Lading to the PuroPack to be picked up by the courier.

[The envelope and text fades away. The Puro-pack checklist appears, and a copy of the checklist is made.]

**Narrator:** Make a photocopy of the completed PuroPack checklist and keep it with the carbon copy of the Bill of Lading.

[The copy of the checklist is bundled with the carbon copy of the Bill of Lading. Both items fade away. The text fades away. The original checklist is put inside the envelope. The new text appears.]

**Narrator:** Place the original PuroPack checklist in the PuroPack.

[The text and envelope disappear. A spoiled permit is shown with new text.]

**Narrator:** If you have spoiled stock, place the spoiled item(s) into the special envelope and secure the PuroPack checklist with a paperclip around the envelope.

[The special envelope is placed inside the Puro-pack envelope. The text fades away, and the new text appears.]

**Narrator:** Finally, seal the PuroPack and write your office ID on the PuroPack.

[The envelope is shipped and slides off screen.]

**Narrator:** You're all done!

[The text fades away and new text appears.]

Narrator: For more information, refer to Guideline #4 or contact your Issuing Office Administrator (IOA).

[The text fades away. The crown copyright appears (© King's Printer for Ontario, 2024).]