

# **GM Asset Delivery/TRUexchange User Guide**

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May, 2013

**1. GM ASSET DELIVERY/TRUEXCHANGE**

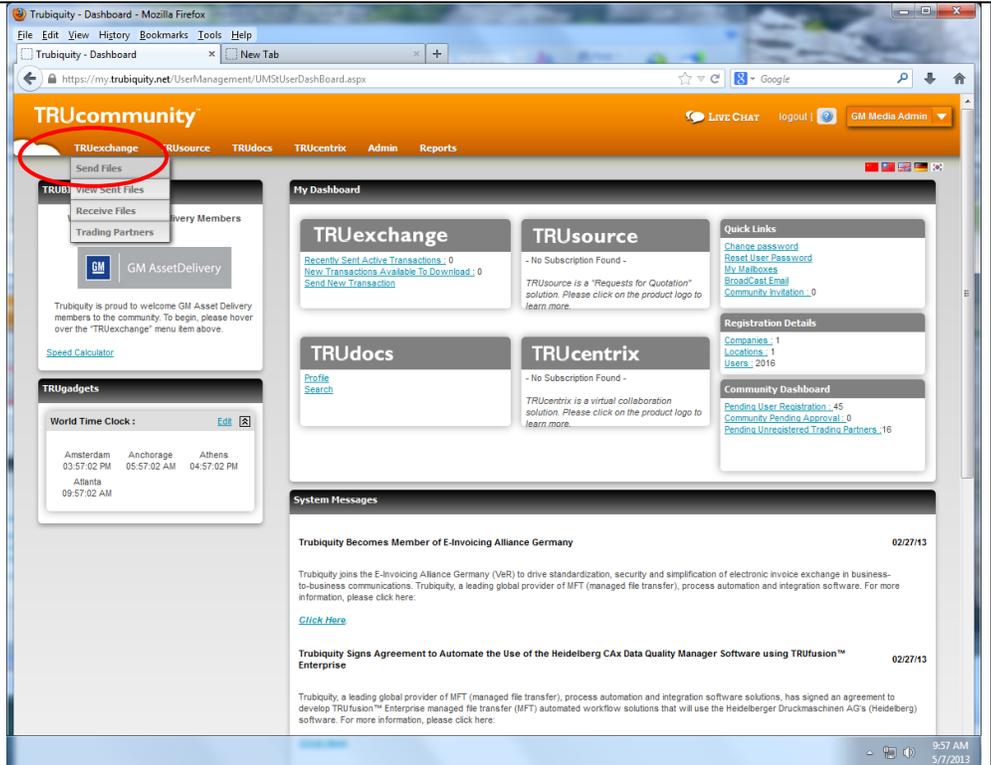
**1.1 How to Do an Emergency Send**

## 1.1 GM Employees: How to Perform an Emergency Send

### Step 1: Initiate an Emergency Send

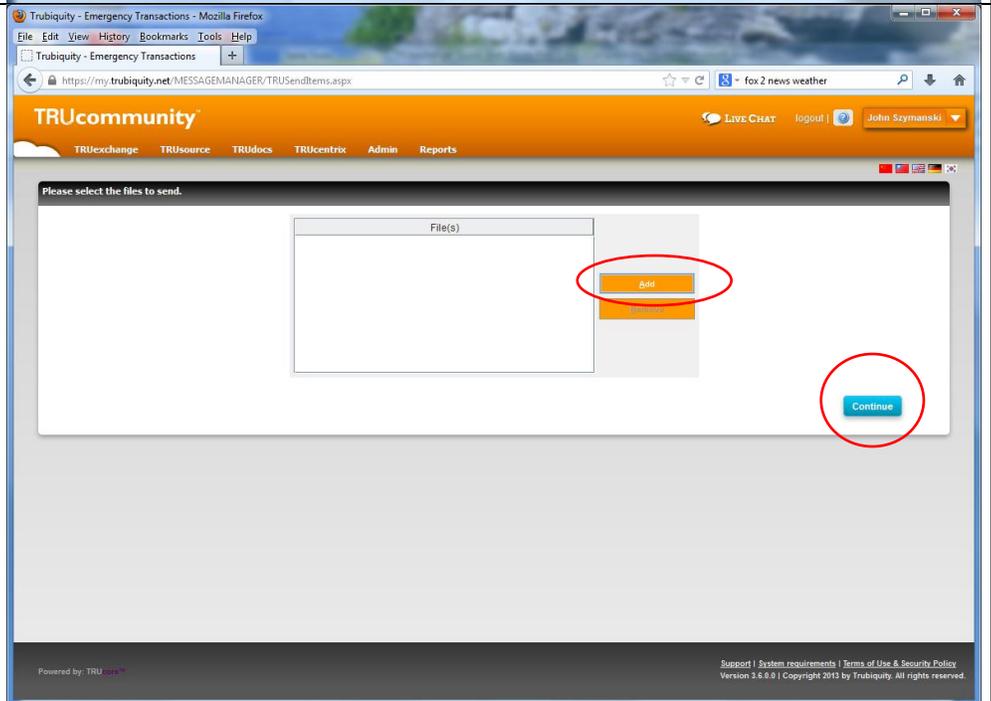
Situation: You need to get a large or business sensitive file to someone (GM or otherwise) who isn't in the Trading Partners list.

Step 1: Locate & select TRUexchange, located in the far left corner of the action bar – you'll initiate your send just as if the Trading Partner was already available in the system



### Step 2: Add files

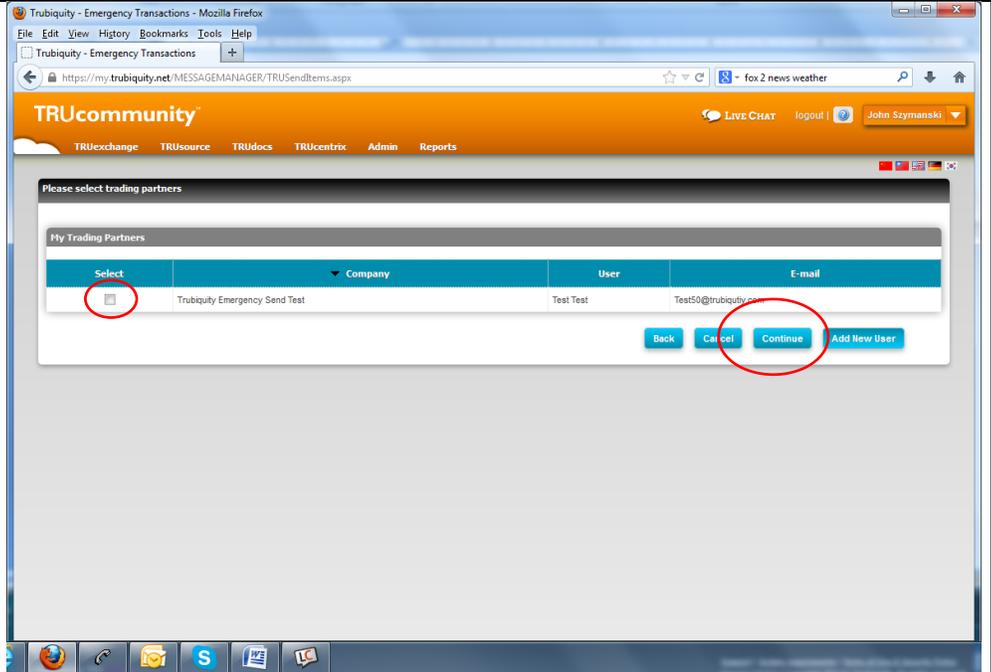
Add your files to send. Then click "Continue".





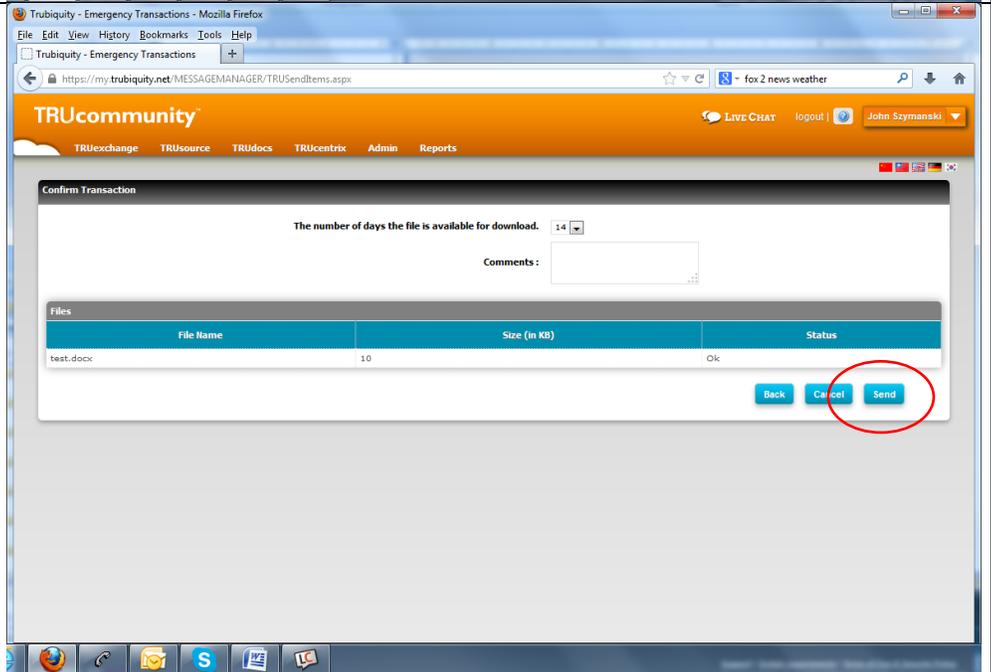
**Step 6: Completing your send**

Now, fill-in any other information that will be important to the recipient of your send and click "Send."



**Step 7: Sending the file**

On the next page click "Send" to send the file.



As with any GM Asset Delivery transaction, you will receive a confirmation email once the file was successfully delivered.

Your emergency send contact will also receive an email, whereby they must log onto Trubiquity from a link in the email and fill in the balance of their company information. Once they do, they can download the file.

Dear John Smith,

Your last transaction with Transaction Id 8799H374429 was successfully delivered and awaiting download. Details are as follows

Transaction Id : 8799H374429  
Recipient(s) :  
Test Test - Trubiquity Emergency Send Test Original  
Filename(s): test.docx

Please go to <https://my.trubiquity.net/MESSAGEMANAGER/SOBAFDSendItems.aspx> to check the status of this transaction.

If you have any questions, please do not hesitate to contact Trubiquity's Customer Experience team by visiting our website at <http://www.trubiquity.com/index.php/contact-us>

Regards

Trubiquity Customer Experience Team

For Trubiquity application support please email: [support@trubiquity.com](mailto:support@trubiquity.com)

Or contact Trubiquity via the web at: <http://www.trubiquity.com/index.php/contact-us>