



**Debtor:**

DriverCare

PO Box 673, North Sydney, NSW 2059 AUSTRALIA

[assessments@drivercare.com.au](mailto:assessments@drivercare.com.au)

1300 817 406

ABN 95 123 610 140

**Type of customer:** Fleet Management Organisations (FMO)

**Relationship:** Sheen Fleet

**Sheen Excess Reduction Offer:** No excess reduction offer made

**Replacement Vehicle:** DriverCare will arrange for replacement vehicles. No vehicles are to be offered to the driver unless instructed by DriverCare in writing.

**Communications:** All communications are through the portal.

**Escalation Point:** Sheen Fleet team

**Process:**

When a job is allocated to a Sheen Group repairer, the estimate **must always be sent to DriverCare via the portal**, in the first instance.

DriverCare will then arrange independent assessment or insurance claim lodgment as necessary.

When an insurance company approves repairs, the repairer **must advise DriverCare of the approval, and the booking date** of the client's repairs.

Sheen Group **will not supply rental/Courtesy vehicles to DriverCare clients** unless otherwise advised.

**Portal Access Process:**

Go to [www.drivercare.com.au](http://www.drivercare.com.au)

Click on "SIGN IN".

Then Enter "User Name" and "Password".

Your "SHEEN PANEL REPAIRS" DriverCare portal opens.

Go to "ON SITE ESTIMATE" line. Select the appropriate job.

Click on "Enter Estimate".

Enter the "ODOMETER" reading.

Enter the "COMPLIANCE PLATE DATE".

Enter "Yes or No" under DECALS.

From the Quote enter the Labour cost (EX GST). MISC should be added to Labour.

From the Quote enter the Parts cost (EX GST).

From the Quote enter any Sublet costs (EX GST).

**Where there is NIL amount to enter, Please enter 0.00.**

Enter any REPORT ITEMS

Enter REPORT ITEMS DESCRIPTION. (If NO report Items, type in NIL).

SUBTOTAL should equal GST exempt amount on your quote.

EXPECTED TOTAL LOSS - Yes or No.

REPAIR METHOD - CONVENTIONAL or PDR.

ESTIMATED DAYS OFF THE ROAD - 3, 5, 10, 20 days ???

PICKUP DATE - What is the earliest date you can fit the repairs into your schedule.

Allow 2 weeks for assessment and approval, etc.

Click on "Upload Estimate" and upload your estimate.

Click on "Upload Images" and upload your images.


Click on "SUBMIT".

## Repair Estimate Upload

### (1) VEHICLE DETAILS

REFERENCE	MAKE	MODEL	REGO	VEHICLE TYPE	DAMAGE TYPE
222765	TOYOTA	HILUX	CN06EY		FRONT END

### (2) VEHICLE DETAILS TO PROVIDE

ODOMETER	COMPLIANCE PLATE DATE	DECALS Y/N
<input type="text"/>	<input type="text"/> 	Please Select ▼

### (3) ESTIMATE

	\$	
LABOUR (Including MISC items)	<input type="text"/>	<div>Upload Estimate</div> <div>Upload Images</div> <div>View Estimate &amp; Images</div>
PARTS	<input type="text"/>	
SUBLET	<input type="text"/>	
SUBTOTAL	0.00	
REPORT ITEMS	<input type="text"/>	
BEFORE GST TOTAL	0.00	
REPORT ITEMS DESCRIPTION	<div><input type="text"/></div> <div>(if no report items, please enter "NIL")</div>	
EXPECTED TOTAL LOSS	Please Select ▼	
REPAIR METHOD	CONVENTIONAL ▼	

### (4) LOGISTICS

ESTIMATED DAYS OFF ROAD (Include weekend or public holiday)	<input type="text"/>
PICK UP DATE	<input type="text"/> 

### (5) ACKNOWLEDGMENT

Please do Not contact our driver at this stage.  
Await further instruction and approval from DriverCare.

By submitting this repair estimate, I personally certify that this assessment has been prepared in compliance with all applicable standards and codes of conduct as per my organization's agreement with DriverCare Pty Ltd.

Submit