

Customer  
User Guide



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VBS  
Truck Manifest

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## 1 ABOUT THE TRUCK MANIFEST MODULE

The **Truck Manifest** screen is available at some terminals, depending on individual terminal configuration. If the terminal does not switch it on then they will have the **Autogate** and **Autogate List** screens. All DP World and Patrick use the **Truck Manifest** and **Truck Manifest List** screens, however, Port of Auckland terminals use the **Autogate** and **Autogate List** screens.

The **Truck Manifest** screen can be used for Autogate runs only or it can also be used for Non-Autogate depending on individual terminal configuration. It also allows the carrier to assign a driver, with an approved MSIC, to the truck run. The Driver and MSIC may be mandatory for a particular terminal depending on individual terminal configuration.

Be aware that the **Truck Manifest** screens for Patrick and DPW Terminals have some slight differences between them.

All terminals prefer that every booking be associated to a truck run using the **Truck Manifest** screen and to make use of the Autogate facility as this is the most efficient process for trucks arriving at the terminal.

If a carrier uses the Non-Autogate option then the truck driver will have to report to the terminal office to be processed manually. Manual processing via Non Autogate process is now the exception rather than the rule and you may incur an additional administration fee to enter the terminal this way.

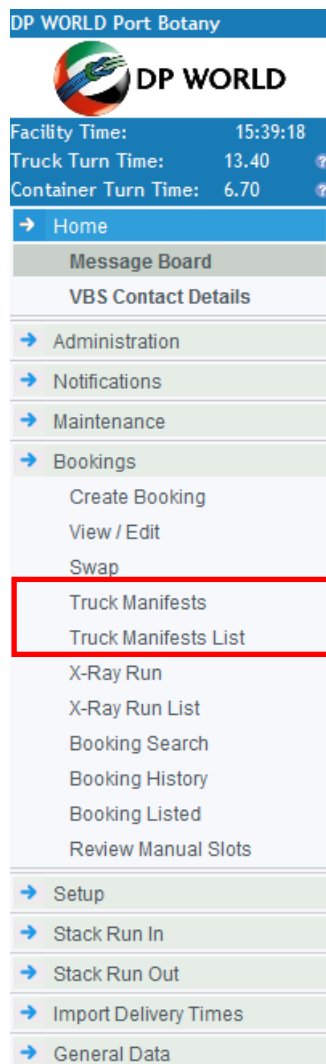
Also, depending on individual terminal configuration, a truck driver with an approved MSIC should be assigned to the truck run via the **Truck Manifest** screen.

All DP World terminals make use of RFID transponders (BAT numbers) that work in conjunction with the Autogate process. For further information about transponders, contact the terminal.

All Patrick terminals require the truck driver to enter the VBS PIN on the keypad at the gate. The VBS PIN is automatically generated when the **Truck Manifest** is created in VBS.

**Note: the 'Truck Manifest' menu is only available at terminals that have switched it on through the configuration screen otherwise the menu will say Auto Gate Run. The Auto Gate Run is similar to the Truck Manifest but has less functionality.**

## 1.1 How to use the Truck Manifest screens



The **Truck Manifest** screen allows carriers to link a valid import or export booking to a specific truck and also allocate an MSIC driver to the truck run before the truck arrives at the terminal.

If the terminal allows both Auto Gate Runs and Non-Auto Gate Runs, the **Truck Manifest** screen can be used for booking either type of run.

**Note that slight variations occur in the screens, depending on the configuration decided by the terminal.**

### 1.1.1 Select the Time Slot and Date

Navigate to the VBS home page of the terminal you want to manifest bookings for.

Select '**Truck Manifests**' from the main menu on the left of the screen. You'll be taken to the **Truck Manifest** screen.

The screenshot shows the search form for the Truck Manifest screen. It includes a 'Time Slot Date' field with a calendar icon, currently set to '01/04/2011'. There is a 'Time Zone' dropdown menu and a checked checkbox for 'Show adjacent time zones'. Below these are two radio buttons: 'Non Auto Gate' (selected) and 'Auto Gate'. A blue 'Search' button is located at the bottom right of the form.

- Select 'Non Auto Gate' or leave unchecked for an Auto Gate Run (this only applies where the terminal allows both types of run — for the terminals

where only Auto Gate Runs are allowed, this selection does not appear on the screen).

- Select the 'Time Slot Date' for the truck run.
- Select 'Time Zone'.
- Tick 'Show adjacent time zones' checkbox if required.

Click the '**Search**' button to show all valid import/export bookings that match the search parameters.

The search will return with a list of matching bookings in the relevant export and import section.

### **Export section**

For Autogate runs only confirmed bookings with containers numbers are displayed in the Export data grid.

For Non-Autogate runs confirmed bookings with or without containers numbers are displayed in the Export data grid.

## Import section

Depending on the terminal, bookings with 'Booked' and 'Confirmed' statuses are displayed in the Import data grid. For the confirmed bookings, only import containers with a 'Clear' customs status will be displayed depending on individual terminal configuration.

Time Slot Date:  Time Zone:  Show adjacent time zones

Non Auto Gate  Auto Gate

| Drops (Export) |          |      |                             |       |         |      |      |          |        |                          |  |  |
|----------------|----------|------|-----------------------------|-------|---------|------|------|----------|--------|--------------------------|--|--|
| Zone           | Ref.     | Rego | Cont.                       | Comm. | Vsl/Voy | Size | Door | Position | Weight | Select                   |  |  |
| 19             | 18192143 |      | <a href="#">CCLM984233</a>  | GEN   |         |      | Any  | Select   |        | <input type="checkbox"/> |  |  |
| 19             | 18192263 |      | <a href="#">UMCL289743</a>  | GEN   |         |      | Any  | Select   |        | <input type="checkbox"/> |  |  |
| 19             | 18198348 |      | <a href="#">LLCT897324</a>  | GEN   |         |      | Any  | Select   |        | <input type="checkbox"/> |  |  |
| 20             | 18200881 |      | <a href="#">EXP897632</a>   | HAZ   |         |      | Any  | Select   |        | <input type="checkbox"/> |  |  |
| 20             | 18202577 |      | <a href="#">BQEL2453553</a> | OOG   |         |      | Any  | Select   |        | <input type="checkbox"/> |  |  |

| Pickups (Import) |          |      |                             |       |         |      |      |          |            |        |                          |  |
|------------------|----------|------|-----------------------------|-------|---------|------|------|----------|------------|--------|--------------------------|--|
| Zone             | Ref.     | Rego | Cont./SR                    | Comm. | Vsl/Voy | Size | Door | Position | eIDO (CRN) | Weight | Select                   |  |
| 19               | 18194553 |      | <a href="#">TAN298Y643</a>  | GEN   |         |      | Any  | Select   |            |        | <input type="checkbox"/> |  |
| 19               | 18197801 |      |                             |       |         |      | Any  | Select   |            |        | <input type="checkbox"/> |  |
| 19               | 18198465 |      | <a href="#">YUNW785957</a>  | GEN   |         |      | Any  | Select   |            |        | <input type="checkbox"/> |  |
| 20               | 18205946 |      | <a href="#">BQWF863322</a>  | MT    |         |      | Any  | Select   |            |        | <input type="checkbox"/> |  |
| 20               | 18208037 |      | <a href="#">YULH8725323</a> | GEN   |         |      | Any  | Select   |            |        | <input type="checkbox"/> |  |
| 20               | 18209096 |      | <a href="#">CONT389724</a>  | GEN   |         |      | Any  | Select   |            |        | <input type="checkbox"/> |  |

Rego:  Truck Type:  Attachment Type:

MSIC:  Mobile:   Share Truck:  Manifest No:

### 1.1.2 Select the booking

Select the bookings for which you need to arrange a truck manifest by ticking the checkboxes next to each booking (see the previous screen).

Note that depending on the terminal, the VBS may automatically fetch the **Storage Amount Owing** for a selected import container. If there is storage owing, you can choose to pay the storage fee now by clicking on the storage amount.

This will load a pop-up to give you a choice to either pay via credit card or by logging onto ComPay

Depending on the terminal's configuration the yard position may be displayed.

Depending on the terminal's configuration the Status column may be displayed. This shows any holds on the import container and depending on global parameters settings you may still be able to manifest the container even if there are holds on it.

Depending on the Terminal's configuration, Hazardous containers may not be selectable for Autogate manifesting. Some other terminals may only allow Green Line Hazardous bookings to be selectable. These hazardous bookings that are not selectable will not be displayed in the manifest screen.

Drops (Export)

There is no Export Time Slot information to display.

Pickups (Import)

| Zone | Ref.      | Rego               | Cont./SR | Comm.         | Vsl/Voy | Size | Door | Position | eIDO (CRN) | Weight | Storage (inc GST) | Yard    | Status | Select                   |
|------|-----------|--------------------|----------|---------------|---------|------|------|----------|------------|--------|-------------------|---------|--------|--------------------------|
| 22   | 221595829 | <u>MAGU5174890</u> | GEN      | CSCL SANTIAGO | 4500    | Any  | ▼    | Selec    | ▼          | 12200  |                   | C4DU311 | Held   | <input type="checkbox"/> |

Run:     Bat:     Rego:

MSIC:     Mobile:      Share Truck:

[Save](#)

The screen information options are as follows (these may vary according to the terminal).

- **Select the Door and Position** that the selected container(s) will occupy
- **Enter the EIDO PIN** (Commercial Release Number) for the import booking (this is only mandatory for Auto Gate runs).
- **Enter Truck Rego Number** if required by the terminal.
- **Enter BAT number** if required by the terminal.
- **Select Truck Type.** There are four truck types:
  - Other; 2 slots;
  - B-Double; 3 slots;

- Long B-Double; 3 slots;
- Super B-Double; 4 slots.
- **Select any attachments** that may be affixed to the truck. Examples of attachment types are Sideloader and Drop deck.
- **Select an MSIC Driver.** If required, the mobile number of the MSIC driver can also be updated. To update the mobile number, enter the new number in the 'Mobile' field and click on the mobile icon to save the number. This will update the truck driver's record in the **Truck Driver List** screen. The MSIC number may be mandatory depending on the requirements of individual terminals.
- **Opt to Share the truck.** To 'share' the truck manifest with other carriers, click on the 'Share Truck' option. This will allow other carriers to share the same truck provided that it is in the same time zone and with the same truck driver.

If required, a Stack Run ID instead of a Container Number can be supplied in order to 'confirm' a booking. If a container number is not entered in the **View/Edit** screen then it is assumed that a Stack Run number is required.

Click the **'Save'** button to save the truck manifest. As a result of creating a truck manifest, a PIN and a Manifest Number will be generated and displayed at the bottom of the **Truck Manifest** screen.

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Run:     Bat:     Rego: BF32MM

MSIC:     Mobile:         Share Truck:

PIN: 9416    Manifest No: 09I203716

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### 1.1.3 Rules for entering Truck Manifest data

The following rules apply to data entered in the **Truck Manifest** screens.

- The Truck Rego number must be less than or equal to six characters.
- For import and export, the total length of the container(s) in a truck cannot exceed a total of 80 feet. For example, no more than four 20" Containers, or two 40" Containers can be selected on either side.
- For Auto gate runs, an EIDO pin (Commercial Release Number) must be specified for each import booking which is confirmed by a Container Number. This is not required for bookings that are confirmed with a Stack Run ID and is not required for export bookings.
- Sharing a truck means that other carriers will have the option to share the same truck as long as it is in the same timezone and with the same truck

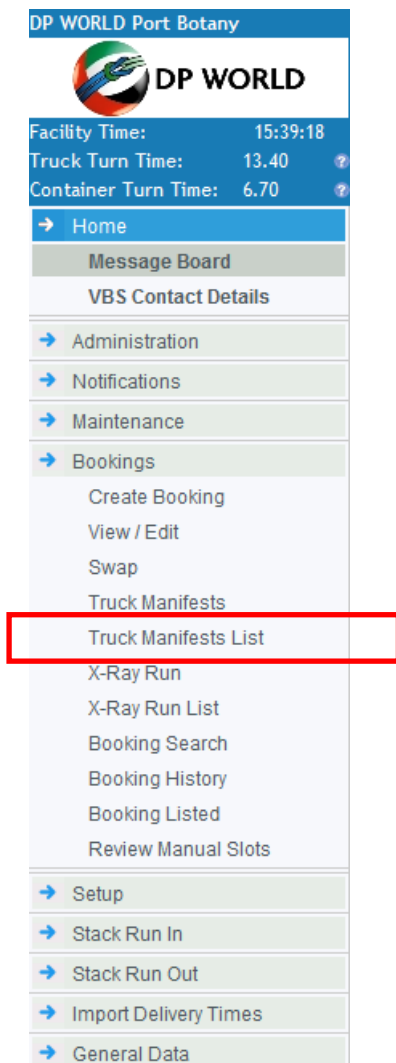


driver. A truck is only shared if the other carrier agrees to share the truck. That carrier still has the option to elect for the combined movement or an entirely new movement.

Note: changes to the manifest for a shared truck may affect other carriers that are utilising the same movement. If the truck registration or the MSIC driver is changed, other carriers sharing the truck will not be able to share the truck manifest any more.

## 1.2 How to use the Truck Manifest List Screen

The **Truck Manifest List** screen allows carriers to view, edit or cancel a list of truck manifests assigned to a specific date by changing door/positions of container or truck rego or MSIC driver.



From the home page of your selected terminal, select '**Truck Manifest List**' from the menu. Make the following selections.

- Select the **manifest type** (All, N – Non Autogate, A - Autogate).

- Select **MSIC driver**.
- Enter **Rego Number**.
- Enter **Booking Ref**.
- Enter **Container number**.
- Select the **date** using the Time Slot Date selection field.
- Select **Time Zone** and '**Show adjacent time zones**', if required.

Now click the '**Search**' button to show all truck runs that matches the search parameters. Some information does not appear to all users, depending on the terminal. The examples below show variations in the screens according to terminal configurations.

Type:  Driver:  Rego:  Booking Ref:  Container:

Time Slot Date:   Time Zone:  Show adjacent time zones

| TypeSMS | Movement Id             | Run Date   | Rego   | Driver BAT | PIN   | Manifest No | Status | Gate In Time | Call up Board Time                              | Job Complete Time | Gate Out Time |
|---------|-------------------------|------------|--------|------------|-------|-------------|--------|--------------|---|-------------------|---------------|
| N       | <a href="#">2239494</a> | 18/03/2011 |        |            | 54678 | 18192143    |        |              |   |                   |               |
| A       | <a href="#">2239514</a> | 18/03/2011 | REG123 |            | 89349 | 18198348    |        |              |   |                   |               |
| A       | <a href="#">2239515</a> | 18/03/2011 | ABC345 |            | 48464 | 18202577    |        |              |   |                   |               |
| A       | <a href="#">2239516</a> | 18/03/2011 | TRK452 |            | 31177 | 18200881    |        |              | E-18202577-BQEL2453553-CLEAR-WHIPLASH TRANSPORT |                   |               |
| A       | <a href="#">2239517</a> | 18/03/2011 | TUR891 |            | 40982 | 18192263    |        |              |   |                   |               |

Type:  Driver:  Rego:  Booking Ref:  Container:

Time Slot Date:   Time Zone:  Show adjacent time zones

| TypeSMS | Movement Id    | Run Date   | Rego   | Driver | BAT       | Manifest No | Status         | Gate In Time   | Call up Board Time | Job Complete Time | Gate Out Time  |
|---------|----------------|------------|--------|--------|-----------|-------------|----------------|----------------|--------------------|-------------------|----------------|
| A       | <u>2430363</u> | 15/03/2011 | AY61TP | 89T    | 041602788 | OK          | 15/03/11 04:49 | 15/03/11 04:50 |                    |                   | 15/03/11 05:02 |
| A       | <u>2430425</u> | 15/03/2011 | NV31GM | 85T    | 041512548 | OK          | 15/03/11 04:53 | 15/03/11 04:55 |                    |                   | 15/03/11 05:12 |
| A       | <u>2430467</u> | 15/03/2011 | NV01GE | 35R    | 041457124 | OK          | 15/03/11 05:12 | 15/03/11 05:14 |                    |                   | 15/03/11 05:35 |
| A       | <u>2430473</u> | 15/03/2011 | AT91MA | 91L    | 061055552 | OK          | 15/03/11 06:04 | 15/03/11 06:33 |                    |                   | 15/03/11 07:10 |
| A       | <u>2430475</u> | 15/03/2011 | RAY955 | 19J    | 061049046 | OK          | 15/03/11 06:07 | 15/03/11 06:08 |                    |                   | 15/03/11 06:57 |
| A       | <u>2430480</u> | 15/03/2011 | NV92FP | 36R    | 061138564 | OK          | 15/03/11 06:08 | 15/03/11 06:10 |                    |                   | 15/03/11 07:14 |
| A       | <u>2430484</u> | 15/03/2011 | NV97EN | 68M    | 061167588 | OK          | 15/03/11 06:05 | 15/03/11 06:08 |                    |                   | 15/03/11 06:57 |
| A       | <u>2432534</u> | 15/03/2011 | NV43GM | 540    | 091015828 | OK          | 15/03/11 09:07 | 15/03/11 09:14 |                    |                   | 15/03/11 09:41 |
| A       | <u>2432602</u> | 15/03/2011 | XPE576 | 34J    | 091020235 | OK          | 15/03/11 09:07 | 15/03/11 09:16 |                    |                   | 15/03/11 09:36 |
| A       | <u>2432611</u> | 15/03/2011 | KUE914 | D06    | 091005828 | OK          | 15/03/11 09:09 | 15/03/11 09:20 |                    |                   | 15/03/11 09:37 |
| A       | <u>2433168</u> | 15/03/2011 | NV00GE | 05U    | 111198995 | OK          | 15/03/11 11:27 | 15/03/11 11:34 |                    |                   | 15/03/11 12:18 |
| A       | <u>2433733</u> | 15/03/2011 | KUE914 | D06    | 131168123 | OK          | 15/03/11 13:17 | 15/03/11 13:38 |                    |                   | 15/03/11 13:55 |
| A       | <u>2433736</u> | 15/03/2011 | XPE576 | 34J    | 131056350 | OK          | 15/03/11 13:35 | 15/03/11 13:44 |                    |                   | 15/03/11 14:03 |
| A       | <u>2434050</u> | 15/03/2011 | NV98GG | 01U    | 151120119 | OK          | 15/03/11 15:13 | 15/03/11 15:17 |                    |                   | 15/03/11 15:49 |
| A       | <u>2434053</u> | 15/03/2011 | BB22AN | 68T    | 151068953 | OK          | 15/03/11 15:03 | 15/03/11 15:04 |                    |                   | 15/03/11 15:29 |
| A       | <u>2434074</u> | 15/03/2011 | NV12FS | 58R    | 151036980 | OK          | 15/03/11 15:18 | 15/03/11 15:18 |                    |                   | 15/03/11 15:46 |
| A       | <u>2434856</u> | 15/03/2011 | NV01GE | 35R    | 17E087307 | OK          | 15/03/11 17:08 | 15/03/11 17:23 |                    |                   | 15/03/11 17:44 |
| A       | <u>2435349</u> | 15/03/2011 | BB22AN | 68T    | 19E321591 | OK          | 15/03/11 19:12 | 15/03/11 19:12 |                    |                   | 15/03/11 19:57 |
| A       | <u>2435560</u> | 15/03/2011 | AZ54SH | 88T    | 19E292222 | OK          | 15/03/11 19:11 | 15/03/11 19:12 |                    |                   | 15/03/11 20:02 |

Company:

Type:  Driver:  Rego:  Booking Ref:  Container:

Time Slot Date:   Time Zone:  Show adjacent time zones

Month:  Year:

| Type | SMS | Movement Id             | Run Date   | Rego   | Driver        | BAT  | Manifest No | Status | Gate In Time   | Call up Board Time | Job Complete Time | Gate Out Time  |
|------|-----|-------------------------|------------|--------|---------------|------|-------------|--------|----------------|--------------------|-------------------|----------------|
| A    |     | <a href="#">2424434</a> | 11/03/2011 | 963JHJ | Y<br>McKenzie | 300  | 161755809   | OK     | 11/03/11 16:05 | 11/03/11 16:15     |                   | 11/03/11 16:23 |
| A    |     | <a href="#">2424442</a> | 11/03/2011 | 963JHJ | Y<br>McKenzie | 300  | 181393229   | OK     | 11/03/11 18:37 | 11/03/11 18:53     |                   | 11/03/11 18:59 |
| A    |     | <a href="#">2427647</a> | 14/03/2011 | 963JHJ | J Hall        | 300  | 051370015   | OK     | 14/03/11 06:08 | 14/03/11 06:31     |                   | 14/03/11 06:39 |
| A    |     | <a href="#">2429011</a> | 14/03/2011 | 963JHJ | J Hall        | 300  | 101907779   | OK     | 14/03/11 10:04 | 14/03/11 10:13     |                   | 14/03/11 10:38 |
| A    |     | <a href="#">2429545</a> | 14/03/2011 | 963JHJ | Y<br>McKenzie | 300  | 161889663   | OK     | 14/03/11 16:01 | 14/03/11 16:03     |                   | 14/03/11 16:11 |
| A    |     | <a href="#">2429677</a> | 14/03/2011 | 963JHJ | Y<br>McKenzie | 300  | 18E953619   | OK     | 14/03/11 18:02 | 14/03/11 18:16     |                   | 14/03/11 18:45 |
| A    |     | <a href="#">2430298</a> | 15/03/2011 | 947GKR | P Brewer      | 600  | 051943940   | OK     | 15/03/11 06:37 | 15/03/11 06:38     |                   | 15/03/11 06:43 |
| A    |     | <a href="#">2430307</a> | 15/03/2011 | 963JHJ | J Hall        | 300  | 061869802   | OK     | 15/03/11 06:13 | 15/03/11 06:14     |                   | 15/03/11 06:23 |
| A    |     | <a href="#">2430310</a> | 15/03/2011 | 384JRY | R<br>Townley  | 3232 | 061903879   | OK     | 15/03/11 06:03 | 15/03/11 06:05     |                   | 15/03/11 06:12 |
| A    |     | <a href="#">2434399</a> | 16/03/2011 | 033JVE | N KOIA        | 3233 | 061785855   | ERROR  | 16/03/11 06:27 | 16/03/11 07:10     |                   | 16/03/11 07:17 |
| A    |     | <a href="#">2434540</a> | 16/03/2011 | 384JRY | R<br>Townley  | 3232 | 061787349   | OK     | 16/03/11 06:06 | 16/03/11 06:06     |                   | 16/03/11 06:11 |

### 1.2.1 Search results

Your search will return a screen like the one of the screens displayed above. The details include the following units of information about the manifests. Remember there are differences in the information displayed by different terminals.

- Type – N (Non Autogate) or A (Autogate).
- SMS – if the SMS icon is enabled, the carrier can click on the icon to send a SMS message to the assigned truck driver’s mobile phone to provide details of the truck run.

#### SMS Messaging

When the user clicks on the SMS icon (if enabled), a small window like the one below will pop up. It contains a SMS text that can be edited and added onto as necessary. It is already pre-populated with the truck manifest details such as the truck registration number, PIN, booking reference, and the containers associated to the truck run.

Send SMS Message to:

Mobile:  
Driver:  
MSIC:  
SMSID:11768

Send

Message Text: Characters: 80

TRUCK=NV90FP  
PIN=62979  
REF=12050653  
PICKUP  
CBHU6212354  
DROP-OFF

SMS Cost will be included on the monthly invoice.

Close

To send the SMS text, click on the **'Send'** button.

- Movement ID.
- Run Date.
- Rego – Truck Registration Number.
- Driver – MSIC driver. A tool-tip message appears when the cursor is on the driver's name. It shows the driver's name, MSIC number and mobile number.
- BAT – applicable to some terminals.
- PIN – terminal-assigned PIN Number, applicable to some terminals.
- Status – this Status column appears to some terminals only. The terminal will send a response with an Error/OK status for each generated truck message. This status will be displayed on the **Truck Manifest List** screen. If the Status is 'Ok', this implies that the truck manifest has been accepted by DPW terminal. If the Status is 'Error', this implies that the truck manifest has been rejected by DPW terminal. A 'tool-tip' message will appear when the cursor is on the 'Error' status. It will show information returned by the terminal as to why the truck manifest was rejected. If a manifest is cancelled, the status will be marked as 'Cancelled' and will not be deleted from the manifest list.

- Manifest No – the manifest number of the specific truck run.  
A tool-tip message appears when a cursor is on the Manifest number. It shows details of the containers for the truck run. This includes the container number, type (import/export) and customs status.
- Gate In Time – date and time when the truck entered the terminal
- Call up Board Time – date and time the details were shown on the Call up Board
- Gate Out Time – date and time the truck left the terminal.

### 1.3 How to add a new truck driver

The **'Truck Drivers'** link takes you to a screen that allows carriers to maintain a list of MSIC truck drivers. Users can add new truck drivers, delete existing drivers from the list, update their mobile numbers and fetch the latest MSIC status details of the driver.

By maintaining a list of truck drivers, carriers can utilise the list of drivers when saving or editing a booking and when creating a Truck Manifest.

#### 1.3.1 Adding a new truck driver

To add a truck driver to the list, enter their MSIC number into the MSIC number field and click on **'Add'**. If the record is saved successfully, it will display their MSIC details including first name, last name, card status, card expiry date, and the terminals they are permitted to access.

#### 1.3.2 Deleting a driver

To delete an existing driver from the list, select the driver(s) by ticking the appropriate checkboxes and click on the **'Delete'** button.

#### 1.3.3 Updating mobile number

To add or update a mobile number associate to a driver, enter the new number into the Mobile Number field and then select the driver by ticking the appropriate checkbox and click on the **'Update'** button.

#### 1.3.4 Fetching latest MSIC details of driver(s)

To fetch the latest MSIC details of existing drivers in the list, select the driver(s) by ticking the appropriate checkboxes and then click on the **'Update'** button. This will fetch their latest MSIC details including their MSIC card status and card expiry date.

## 2 WHERE TO GET HELP

Help is available:

- from the our FAQs in the 'Help' tab of our website <http://www.1-stop.biz> ;
- by email to [helpdesk@1-stop.biz](mailto:helpdesk@1-stop.biz); and
- from the 1-Stop Helpdesk on 1300 881 055.