

How to Create the Stack Run In Manifest

The **Stack Run In Manifest** screen allows carriers or empty container parks to lodge a manifest against a confirmed Stack Run In request and also allocate a driver (using their Maritime Security ID Card (MSIC) number) to the truck run.

The **Stack Run In Manifest** screen is accessed via the Stack Run Dashboard.

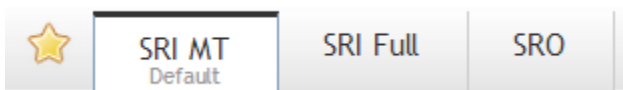
Accessing the Stack Run In Empty Dashboard

To access the manifest screen, a Stack Run must first be selected from the dashboard.

Click the '**Stack Run Request**' menu option under the **Stack Runs** section in the main menu.

Home
Bookings
Manifest
Stack Run
Stack Run Request
Stack Run List
Stack Run Manifest List
Billing & Invoicing
Data & Reports

Click the "SRI MT" tab to access Stack Run In Empty Module and to view the dashboard.



The **dashboard** will allow carriers or empty container park to select a Confirmed Stack Run to manifest.

Accessing the Stack Run In Empty Manifest Screen

Click the Manifest Link against the ERN you wish to Manifest in the dashboard.

Stack Run Request



Hide/Show Chart

New Stack Run						Thu 28/08/2014														Fri 29/08/2014																																	
Stack Run ID	ERN	Size	Carrier	Vessel	Manifest	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48625						Manifested 12 out of 100																																															
Add ERN																																																					
	98	20	WHIPLASH TRANSPORT	CAP CAMPBELL	Manifest	Confirmed - Manifested 12 out of 100																																															

When the Manifest link is clicked, the Stack Run In Manifest screen will appear. Selecting the truck type will display the truck image for containers to be added.

Stack Run Request

★ SRI MT Default
SRI Full
SRO

[Hide/Show Chart](#) →


Stack Run Details

Direction: SRI Empty Company: WHIPLASH TRANSPORT Stack Run ID: 48643 ERN: 89787 Manifest End: 29/08/2014 21:30


Set Manifest Details

Manifest Date *  Manifest Zone *

Select Truck & Driver

Truck Rego  [Select from Truck Fleet](#)

BAT *

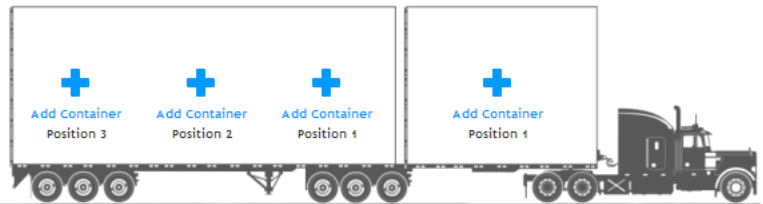
Truck Type 

Driver

Mobile

Add Containers to Truck

Direction: SRI Empty Time Zone Remaining Capacity No Limit



Total Declared Weight: 0 kilos

[Create Manifest](#)

Creating the Stack Run In Empty Manifest

To Create a Stack Run In Manifest - perform the following steps starting from the dashboard:

1. Click the Manifest Link against the ERN you wish to Manifest in the dashboard. This will open up the Stack Run Manifesting Screen.

Stack Run Request

★ SRI MT Default
SRI Full
SRO

[Hide/Show Chart](#) →

New Stack Run Hide Completed Hide Pending/Rejected Hide ERNs Hide Stack Run Summary Refresh < >

Stack Run ID	ERN	Size	Carrier	Vessel	Manifest	Thu 28/08/2014																								Fri 29/08/2014																							
						0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48625	Add ERN					Manifested 12 out of 100																																															
	98	20	WHIPLASH TRANSPORT	CAP CAMPBELL	Manifest	Confirmed - Manifested 12 out of 100																																															

2. Set the Manifest Details:
 - Manifest Date and Zone - This is the date and zone of the Truck Run
 - Dual Manifest - If you plan to dual manifest with a Stack Run Out, select Dual manifest type. This will open up the dashboard and

prompt you to select the SRO you wish to manifest with the SRI. (You will only see this option if your ERN has been marked for Dual Manifesting by the terminal).

3. Set the Truck and Driver details of the manifest - Truck Rego, BAT (if required), Truck Type, Driver and Mobile. After selecting the truck type, this will populate the rest of the form with the Truck Diagram.
4. Click the **Add Container** button on the desired position on the truck on which you want to add the container to. This will open up the Add Container Pop-Up
5. Enter the Container Number and enter any other details relevant to the Container. If there are other ERNs that belong to the same Stack Run, you can select another ERN to manifest for that same truck using the drop down menu.

Add Container
SRI Empty - Trailer 1 , Position 1

Empty Release Number: ERN555 - WHIPLASH TRANSPORT Containers Manifested: 3 of 55

Container Number * PRA Status: Not Sent

ISO * Size:20

Door Aft

Vessel CAP CAMPBELL

Lloyds 1065

Voyage 08N

Commodity MT

Send PRA **Add**

6. Click the **Send PRA** button - this will lodge a PRA for the container to the terminal. The response from the Terminal will update the PRA status to ACCEPTED or REJECTED. If the terminal sends a 'Rejected' response, you can pass the cursor over the 'Rejected' status and this will display the description associated to the container. Click the **Add** button once the PRA has been accepted
7. Repeat Steps 4-6 to add more containers to the truck
8. Once all containers have been added onto the truck, press the **Create Manifest** button. A confirmation screen will appear confirming the Manifest has been created. The manifest details can now be viewed in the Manifest List screen

Creating the Stack Run In Empty Manifest for a NEST of Flat Racks (BUNDLE)

When a Stack Run IN for empties has been set up for Nested flat racks then the manifest screen is slightly different.

Setting up a SRI empty for a NEST is based on selecting specific ISO Codes...

Stack Run In Empty [Edit Stack Run](#)

Stack Run Id 90399 Stack Run Date 31/08/2018,0 - 31/08/2018,23

Internal VBS ID: 158111 Status: Confirmed

Container Park *	WHIPLASH TRANSPORT	▼	
Carrier Company *	WHIPLASH TRANSPORT	▼	
Empty Release Number *	ER1123		
Shipping Line Booking *	SLBN123		
Number Of Containers *	20		
Size *	40'	▼	
ISO Code *	10P0		
Description	10P0: Platform-based with complete superstructure: NEST	▼	
Vessel/Lloyds/Voyage *	BALAO 9603594 975N	▼	
Line Operator *	ANL CONTAINER LINE	▼	
First Discharge Port *	AUADL/ADELAIDE/AUSTRALIA	▼	
Final Destination *	ATSNG/SODING/AUSTRIA	▼	
Email To	tlatella@1-stop.biz	▼	
Arrival Order	0	Next Order is 1	
Comments		▼	

Stack Run IN for a NEST is based on selected ISO Codes

When adding containers (NEST) to the truck the following screen will display to facilitate adding each flat rack number to the master flat rack. Note: the master could be either to bottom rack or the top rack depending on what the individual terminal requires - confirm with the terminal.

Add Container
SRI Empty - Trailer 2, Position 2
Empty Release Number: ER1123 - WHIPLASH TRANSPORT
Containers Manifested: 0 of 20
Container Number *
ISO *: 10P0
Door: Aft
Vessel: BALAO
Lloyds: 9603594
Voyage: 975N
Commodity: NEST
Attachment

PRA Status: Not Sent
Size: 40

Send PRA Add

Select Truck & Driver
Truck Rego: ABC123
BAT *
Truck Type: Super B-Double
Driver: Select
Mobile

Add Containers to Truck
Direction: SRI Empty Time Zone Remaining Capacity No Limit

Add Container Position 3
Add Container Position 2
Add Container Position 1
Add Container Position 3
Add Container Position 2
Add Container Position 1

Click to add container (NEST) and the screen will display the "Add Container" pop-up and the NEST attachments can be added.

Add each flat rack in turn one at a time...



Add Container

SRI Empty - Trailer 2 , Position 2

Empty Release Number Containers Manifested: 0 of 20

Container Number * PRA Status: Not Sent

ISO * Size:40

Door

Vessel BALAO

Lloyds 9603594

Voyage 975N

Commodity NEST

Attachment

Send PRA

Add

Validations in place (Patrick terminals only)

For SRIE, vessel schedule is validated at the point of creating a SRIE. To successfully save a SRIE, following conditions need to be satisfied.

- Stack Run Start and End date should be GREATER than Empty Export Reveal Start Date AND
- Stack Run Start and End date should be LESS than Empty Export Cargo Cut-off Date.

If the dates of the stack run are not within MT Begin and MT cut off range date range, then the system would display an error message and prevent the user from saving the Stack run. Note that if the Empty dates are not provided by the Terminal, VBS would verify the same logic against the general cargo begin reveal and cut off dates.

COR Compliance (Patrick Terminals Only)

As a result of the amendments made to Heavy Vehicle National Law (HVNL) on 1 October 2018, Patrick Terminals would require all carriers to acknowledge and accept that they've complied with COR Compliance conditions applicable for the Terminal.

Carriers will be prompted to read and acknowledge COR Compliance conditions prior to completing stack run manifesting.

Share Truck No

Add Containers to Truck

Direction: Drop
Where are these b

Total Declared Weight
Total Yard Lift Weight

Direction: Pick
Where will these b

Carrier Acknowledgement of COR Compliance

On 1 October 2018, the Heavy Vehicle National Law (HVNL) was amended to provide that every party in the heavy vehicle transport supply chain has a positive duty to ensure the safety of their transport activities. In practical terms, this primary duty represents an obligation to eliminate or minimise potential harm or loss (risk) by doing all that is reasonably practicable to ensure safety.

Patrick is committed to its Chain of Responsibility (CoR) obligations and in partnering with our customers and clients, the following are mandatory for Transport Companies to ensure prior to being granted access to the Terminal to pick up loads:

CoR Compliance

A. We warrant that all aspects of this booking and the subsequent carriage will be conducted in compliance with the HVNL and our CoR obligations.

B. The truck driver dispatched for the pickup of this load understands the process for reporting any damage or breaches of the HVNL and / or CoR obligations through the Terminal's reporting process.

Driver Fatigue & Speed

By clicking Accept, you confirm to Patrick that you agree with each of the above statements and warrant full compliance for and on behalf of your Transport Company and the responsible truck driver.

[Accept](#)

Total Declared Weight: 0 tonne
Total Yard Lift Weight: 0 tonne

[Create Manifest](#)

Patrick makes no warranties in relation to the provision of the Approx Yard Weight Total and all other representations and conditions are expressly excluded to the maximum extent permitted by law. Our liability under any statutory right or any condition or warranty implied by the Competition and Consumer Act 2010 (Cth) (or similar state legislation) which cannot be excluded is limited, at our option, to the re-supply of the services or to the payment of the cost of having the services supplied again.

Carriers who do not acknowledge COR compliance conditions will not be allowed to complete manifest. Same process is applied when a carrier edit their manifest. When editing a manifest, carriers must read and accept the compliance before saving any changes.


Truck Manifest Confirmation

Once you have created the manifest, you will be directed to a confirmation screen which outlines a summary of the Manifest, Truck and Driver details that have entered in the previous screens.

NOTE: [Continue Manifesting](#) button will direct you back to the Stack Run Manifesting screen using the same ERN to continue manifesting. The [Manifest List](#) button directs the user to the Stack Run Manifest list screen.

✓ Truck Manifest Confirmation

Movement Id: 6669122

Manifest Details		 Send SMS
Company	WHIPLASH TRANSPORT	
Date/Zone	28/08/2014, 17	
Gate Entry Pin	96168	
Run Number	3	
Truck Details		
Rego	WV1234	
BAT	1234	
Driver		
Driver	John J. Smith	
Mobile		
MSIC	123456789	
Containers		
SRI Empty	CMAU1234567	

Manifest List

Continue Manifesting

Editing a Stack Run In Empty Manifest

NOTE: You will need to have the correct permissions to be able to Edit or Delete a Manifest. If the Edit or Delete buttons are not visible from the Stack Run screens, you do not have the permissions to Edit or Delete a Stack Run In Manifest.

You may edit the Truck Details of a SRI MT Manifest as long as it has not arrived at the terminal.

Only the following fields will be editable when editing a Stack Run Manifest as show below:

- Truck Rego
- BAT
- Driver
- Mobile

You may not edit the Manifest Date, Truck Type or the containers on a truck. If you wish to do this, you must delete the manifest and create a new manifest.

To edit the manifest, follow the steps below:

1. Click on the Stack Run Manifest List menu and select the SRI MT tab
2. Search for the SRI MT manifest you wish to edit (ensure it has not arrived - it should appear in the 'Planned' tab)
3. Once you have found the manifest to edit, click the actions button and select 'Edit Truck Details'. You will be taken to the Manifest Screen.
4. Edit the truck details accordingly and click the Update Manifest button

Stack Run Manifest List

★ SRI MT Default SRI Full SRO

Your Search Details [Edit Search](#)

Company: All Date, Zone: 28/08/2014,All

SRI MT - Manifest List

Email Print

Planned Actual

Manifest Date	Run	Movement ID	Company	Rego	BAT	Info	Driver	Gate Pin	Manifest Num	Created	Status	Action
28/08/2014, 17	3	6669122	WHIPLASH TRANSPORT	96168	FFF	i	...	96168	17J431178	28/08/2014 03:06	OK	Edit Truck

[View](#)
[Delete](#)

Edit Truck & Driver

Truck Rego *

BAT *

Truck Type B-Double

Driver

Mobile

[Save](#)