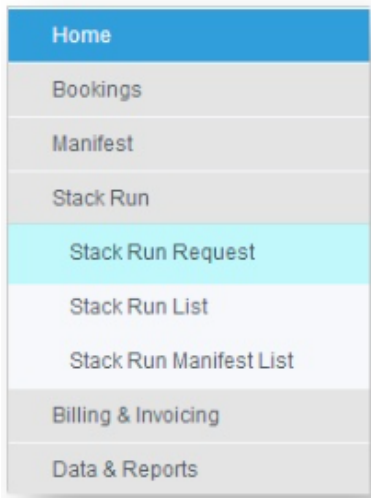


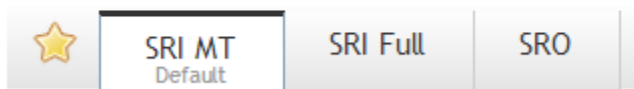
# How to make a Stack Run In Request

Go to the Stack Run In section in the main menu. Click the '[Stack Run Request](#)' menu option.



If you have access to multiple stack run types, click the "**SRI MT**" Tab.

## Stack Run Request



A dashboard will appear displaying all your previously requested Stack Runs.

Click the '**New Stack Run**' button to create a Stack Run In Request.

The **Stack Run Request** screen allows Carriers, Empty Container Parks and Shipping Lines to lodge an empty Stack Run In Request to a Terminal.

## Stack Run In Empty Dashboard

The **Stack Run** screen includes a dashboard that displays all ERN requests that belong to you. Each ERN will be displayed on the dashboard with the ERN displayed as a bar on the Chart to indicate when it begins and when it ends.

A Stack Run summary can also be displayed, showing the total numbers of containers manifested vs the total number of containers requested for all ERNs within a Stack Run. The Stack Run Summary can be filtered to be shown or not.

With each ERN, the following details will be displayed:

- Stack Run ID
- ERN
- Size
- Carrier

- Vessel

You can click on the ERN in the dashboard to view the ERN details. An **Add ERN** link will also be displayed next each Stack Run ID. The following screenshot illustrates this:

**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 <a href="#">Add ERN</a>	98	20	WHIPLASH TRANSPORT	CAP CAMPBELL	Manifest	Manifested 12 out of 100																								Confirmed - Manifested 12 out of 100																							

The **SRI Empty dashboard** will display the Day, Date and zones (0-23),

There will always be 3 days shown in the dashboard. Users will have the ability to move forwards or backwards 1 day at a time, but the first calendar day displayed on the dashboard will always default to the current facility date.

Existing ERN requests will be displayed with a status:

- *Pending* – The ERN request has been saved but has not yet been confirmed by the CTO. Manifesting cannot proceed until it has been confirmed.
- *Waiting for Confirmation* - The ERN request has been confirmed by the CTO but is awaiting a MSG response from the facility's system to confirm the ERN.
- *Confirmed* – The ERN request has been confirmed by the CTO successfully and manifesting can proceed.
- *Rejected* – The CTO has rejected the ERN
- *Error* - The facility's system has returned an error response.

NOTE: There can be multiple Empty Release Number (ERN) requests within the same Stack Run In.

The following colours represent the different ERN statuses:

ERN Status	Status Colour
Pending (New Stack Run Created)	Unknown Attachment
Pending (View ERN)	Unknown Attachment
Waiting for Confirmation	Unknown Attachment
Confirmed	
Rejected	
Error	

# Creating a Stack Run In Empty Request

Click the **New Stack Run** button to create a new Stack Run In Request. The following form will be displayed:

**NOTE:** Vessel details listed in Stack Run In Empty request screen are updated to display the vessel details based on the validity of the Empty cut-off date.

## Stack Run Request






 **SRI MT** Default | **SRI Full** | **SRO**

[Hide/Show Chart](#) 

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

Stack Run Id **79436** Stack Run Date **23/11/2016,0 - 23/11/2016,23**

**Internal VBS ID: 142233** Status: **Waiting for Confirmation**

Container Park *	<input type="text" value="MCS BANKSMEADOW PARK"/>	
Carrier Company *	<input type="text" value="WHIPLASH TRANSPORT"/>	
Empty Release Number *	<input type="text" value="1235"/>	
Shipping Line Booking *	<input type="text" value="9856"/>	
Number Of Containers *	<input type="text" value="10"/>	
Manifest Limit per zone	<input type="text" value="20"/>	
Size *	<input type="text" value="20'"/>	
ISO Code *	<input type="text" value="2210"/>	
Description	<input general:="" mt"="" type="text" value="2210: 20'x8'6" vented=""/>	
Vessel/Lloyds/Voyage *	<input type="text" value="ACE STORAGE VESSEL   1000006   999N"/>	
Line Operator *	<input type="text" value="ANL CONTAINER LINE"/>	
First Discharge Port *	<input type="text" value="AUSYD/SYDNEY/AUSTRALIA"/>	
Final Destination *	<input type="text" value="KRPUS/BUSAN (EX PUSAN)/KOREA, REPUBLIC OF"/>	
Email To	<input type="text"/>	
Arrival Order	<input type="text" value="0"/> Next Order is 1	
Comments	<input type="text"/>	

Bill to Carrier

**Copy**

To create an ERN Request add the following details:

- **Stack Run Start and End Date:** This is when the Stack Run will start and finish. Take note of the Manifest End Date because this is when manifesting must stop and is controlled by the CTO.
- **Container Park:** If you are a carrier then you'll need to select an Empty Container Park from the List
- **Carrier Company:** If you are a Container Park then you'll need to select Carrier from the list
- **Empty Release Number:** Enter the ERN provided by the Shipping line
- **Shipping Line Booking:** Enter Shipping Line Booking Number
- **Number of Containers:** Enter number of containers to be stacked and run. Select a container size. Enter a valid ISO Code; entering a valid ISO code will automatically fetch the corresponding commodity and goods description
- **Manifest Limit per zone:** Enter the number of manifest limit per zone.
- **Description:** Describe the container type
- **Vessel-Lloyds-Voyage:** Select a vessel from the Vessel-Lloyds-Voyage list. This vessel list is derived from the current vessel schedule sent from the terminals. Once selected, it will fetch a valid list of Line Operators and First Discharge Port, Start Receiving Time, Cargo Cut-Off, Estimated Arrival and Estimated Departure time
- **Line Operator:** Select from the Line Operators list.
- **First Discharge Port:** Select from the Discharge Port list.
- **Final Destination:** Select from the list or search for a location by clicking on the Destination Search icon - This will bring up a pop-up location window which will allow you to search and add locations to your own Final Destination pick list which can be used for future stack runs.

✖

**Destination - enter either the UN location code or the ports name**

Search

UN Location Code	Port Name	State/Territory/Province	Country	
AUBVE	BROOKEVALE/SYDNEY	NEW SOUTH WALES	AUSTRALIA	<input type="checkbox"/>
SGSIN	SINGAPORE		SINGAPORE	<input type="checkbox"/>

Delete

- **Email To:** enter a valid email address. A copy of the stack run-in request details will be emailed to these email addresses specified here. You can also maintain an address book of email addresses by clicking on the address book icon. This will bring up a pop-up address book window which will allow you manage a list of email addresses which can be utilised for future stack runs. When adding an email address you may also set it to 'default' which will automatically add that email address to the 'Email To' field in future Stack Runs.

✖

Select	Name	Organisation	Email Address	Status	Action
<input checked="" type="checkbox"/>	Fleet Controller	Whiplash	email@email.com	✓	<input checked="" type="radio"/> Edit <input type="radio"/> Delete
<input type="checkbox"/>	ian	1-STOP	onemelc@yahoo.com	✓	<input type="radio"/> Edit <input checked="" type="radio"/> Delete

Create New

Add Selected

Close

Enter relevant comments to the comments field, if required.

Click the **Save** button to save the request.

This will set the status of the ERN request to *'Pending'* and a copy of the empty Stack Run-In request will be emailed to the specified email addresses. The terminal will either reject or confirm the request which will trigger an email to the specified email addresses.

Once the terminal has confirmed the ERN request successfully, you can start manifesting against the ERN.

The **Stack Run In Request Form** is also displayed when viewing an existing ERN request or when submitting a new ERN request.

The **Stack Run In Request Form** allows you to:

- Create a new empty Stack Run In
- Add an ERN request to an existing Stack Run In (dependent on GP187 'Allow ability to add multiple ERNs to one Stack Run ID?')
- View an existing ERN request
- Update, delete or reject an existing ERN request (with some conditions applied)

## Adding an ERN to an Existing Stack Run

The following steps will demonstrate how to add an ERN request to an existing Stack Run In from the Calendar.

### Method 1

Click on the **Add ERN** link located next to the desired Stack Run In.

#### Stack Run Request

This will bring up the Stack Run-In Request screen. VBS will automatically associate the ERN request to the Stack Run ID (ie. the ERN will use the existing the Stack Run ID and will form part of that Stack Run).

Complete the Stack Run In Request Form and then click on the **Save** button.

### Method 2

Open an existing Stack Run ERN from the dashboard and click on the **Edit Stack Run** link to display the Stack Run Details of the ERN.

**New Stack Run**  Hide Completed  Hide Pending/Rejected  Hide ERNs  Hide Stack Run Summary

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

## Stack Run Request

★ **SRI MT** Default **SRI Full** **SRO**

[Hide/Show Chart](#)

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

Stack Run ID **48625** Stack Run Date **26/08/2014,5 - 28/08/2014,23**

**Internal VBS ID: 89770 Status: Confirmed**

Container Park \*

Carrier Company \*

Empty Release Number \*

Shipping Line Booking \*

Number Of Containers \*

Click on the **+Add ERN** link under the 'Associated ERNs'

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

Stack Run ID

Start Date \*

Start Zone \*

End Date \*

End Zone \*

Manifest End Date

Associated ERN(s):

98 - 100 x 20"

[+Add ERN](#)

[Delete All ERN](#)

**Internal VBS ID: 89770 Status: Confirmed**

Container Park \*

Carrier Company \*

## Accessing an existing ERN

The following steps will demonstrate how to access an existing ERN request from the dashboard.

1. Open the SRI MT dashboard. Navigate to the day of the Stack Run ERN that you wish to access.

- Click on the **ERN** which will be a hyperlink. Clicking on the **ERN** will open up the SRI MT Request form and will display the details of that ERN.

You may only edit, an ERN request that is still in a **'Pending'** status. Once a manifest has been **'Confirmed'** you may only view the ERN details but NOT change it.

If the CTO rejects the ERN request, the status will change to **'Rejected'**. You will no longer be able to edit this ERN. You may find the reason of the rejection in the "Comment" field if CTOs put the comment during rejection.

If an Error is received from the terminal, the Status will be updated to **'Error'**. The description associated to the error can be displayed when the mouse cursor passes over the ERN bar in the dashboard.

## Editing an Existing ERN

You may only edit an ERN that is in a PENDING status - Any of the ERN Details may be edited and changed.

To edit an ERN:

- Open the SRI MT dashboard. Navigate to the day of the Stack Run ERN that you wish to access.
- Click on the **ERN** which will be a hyperlink. Clicking on the **ERN** will open up the SRI MT Request form and will display the details of that ERN.

New Stack Run						Refresh																																															
						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	<a href="#">Add ERN</a>					Manifested 12 out of 100																																															
	<a href="#">98</a>	20	WHIPLASH TRANSPORT	CAP CAMPBELL	Manifest	Confirmed - Manifested 12 out of 100																																															

- Make the necessary changes to the ERN and click the **Save** button.