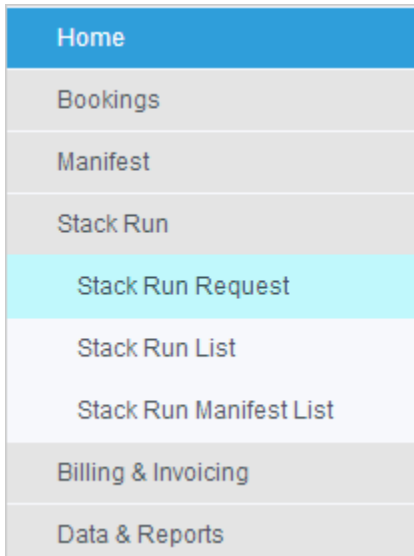


How to Make a Stack Run Out Request

- Stack Run Out Dashboard
- The Stack Run Out Request Form
 - Pending SRO Request form
 - Confirmed SRO Request form
- Creating a new Stack Run Out Request
 - Part 1 - Creating a new SRO Request
 - Manifest Start Date/Time and Manifest End Date/Time
 - Part 2A - Adding Containers to a confirmed SRO
 - Part 2B - Adding Containers to a Confirmed SRO marked as a "Best Pick SRO" by terminal operator
- The SRO Container List
- Sorting Containers
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- Assigning EIDO Pins to containers
- When the SRO is Priority Locked or Manifest Locked
 - Priority Locked
 - Manifest Locked
- View estimated discharge time of a container

Navigate to the 'Stack Run' section in the main menu. Select the '[Stack Run Request](#)' link.



If you have access to both the Stack Run in and Stack Run Out, select the SRO Tab.

Stack Run Request



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

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

Stack Run Out Dashboard

The **Stack Run Request** screen includes the following:

There is a dashboard displaying all your Stack Run Out (SRO) requests. Each SRO will be displayed as a bar on the dashboard to indicate when it begins and when it ends.

With each Stack Run the following details will be displayed:

- Stack Run ID
- Carrier

You can click on the Stack Run in the dashboard to view the Stack Run Details.

The following screenshot displays the SRO dashboard:




The **SRO 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.

SRO requests will be displayed with a status:

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

The following colours represent the different SRO statuses:

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

The Stack Run Out Request Form

The Stack Run Out Request form is displayed in differently in the two following states:

- Pending
- Confirmed

Pending SRO Request form

The form below is displayed when the **New Stack Run** link is clicked, or when a pending SRO request is viewed.

Stack Run Request



SRI MT
Default

SRI Full

SRO

Hide/Show Chart



Stack Run Out

Stack Run ID

Carrier *



Number of Containers *

Manifest Limit per zone

Email To



Start Date *



Start Zone *

End Date *



End Zone *

Override Manifesting Dates

Manifest Start Date

06/09/2015 12:00

Manifest End Date

07/09/2015 23:30

Comments

Dual Manifest

Bill to Carrier

Confirm

Save

This **Stack Run Out Request Form** is used to create a new Stack Run Request or update an existing request to the Stack Run.

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

- Create a new Stack Run Out request
- View an existing SRO request
- Update, delete, confirm or reject an existing SRO Request.

Confirmed SRO Request form

When a Stack Run Out is confirmed, clicking on the Stack Run ID or the progress bar for that Stack Run, will display the following screen:

Stack Run Request

★ SRI MT Default SRI Full SRO

[Hide/Show Chart](#) →

Stack Run Out - Confirmed [Edit Stack Run](#)

Stack Run Id : 31275 Stack Run Date : 29/08/2014,0 - 30/08/2014,23
Carrier : WHIPLASH TRANSPORT Containers : 15
Manifest Limit : No Limit

CSV Email Print

Add Containers **Sort** **Match eIDO Pin** **Re-Validate Containers**

5 out of 15 Containers (0 x 20' and 0 x 40')

Select	Priority	Container No	eIDO	ISO	Commodity	Location	Weight	Lift Weight	Vessel	Lloyds	Voy	Storage	Stops	Status
<input type="checkbox"/>	1	1STP8985750		2200	GEN	G- - - -	26.00 t	0.03 t	HS BIZET	9315355	3935	50.00	Clear	Pending Terminal Confirmation
<input type="checkbox"/>	2	1STP4101330		2200	GEN	G- - - -	26.00 t	0.03 t	HS BIZET	9315355	3935	50.00	Clear	Pending Terminal Confirmation
<input type="checkbox"/>	3	1STP8594440		2200	GEN	G- - - -	26.00 t	0.03 t	HS BIZET	9315355	3935	50.00	Clear	Pending Terminal Confirmation
<input type="checkbox"/>	4	1STP3610960		2200	GEN	G- - - -	26.00 t	0.03 t	HS BIZET	9315355	3935	50.00	Clear	Pending Terminal Confirmation
<input type="checkbox"/>	5	1STP4167370		2200	GEN	G- - - -	26.00 t	0.03 t	HS BIZET	9315355	3935	50.00	Clear	Pending Terminal Confirmation

Calculate Storage **Remove Selected** **Manifest**

Manifest is UnLocked

When a SRO is Confirmed, the **Stack Run Out Request Form** is used to assign and prioritise containers to the Stack Run.

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

- Add Containers
- Sort Containers
- Match eIDO Pins to Containers

Creating a new Stack Run Out Request

A SRO request can be broken up into two parts;

1. Creating a SRO request - This must be confirmed before containers can be added to the SRO
2. Adding containers to the SRO Request. All containers must be added before manifesting can begin on the SRO

Part 1 - Creating a new SRO Request

Open up to the Stack Run Out dashboard.

Click the **New Stack Run** button. This will open up the SRO request form.

Complete the Stack Run Out Request Form, filling out the number of containers required, email address and click the **Save** button.

The terminal will either reject or confirm the request which will trigger an email to the email addresses specified in the SRO Request.

Note: the Request must be Confirmed before it can progress any further

Manifest Start Date/Time and Manifest End Date/Time

As part of the SRO Request form, before confirming a Stack Run the CTO can specify when manifesting can begin and when it must stop.

The **Manifest Start Date and time** dictates when Manifesting can begin. Manifesting cannot start until the local facility date and time is equal to the date and time specified in this field.

The **Manifest End Date and time** dictates when Manifesting must stop. Once the local facility time has passed the Manifest End Date and Time, Manifesting will no longer be allowed for that Stack Run.

Part 2A - Adding Containers to a confirmed SRO

Once a Stack Run Out Request has been confirmed, you may begin to add containers to the SRO request.

Follow the below steps to access an existing Stack Run Out Request from the Calendar.

1. Open the SRO dashboard. Click on the Stack Run ID of a Confirmed SRO. This will open up the SRO Request Form.
2. Click on the 'Add Container' button. This will open up a pop-up to paste a list of containers into.

Stack Run Request

The screenshot shows the 'Stack Run Request' dashboard. At the top, there are tabs for 'SRI MT', 'SRI Full', and 'SRO'. Below the tabs, there is a 'Hide/Show Chart' link and a 'Stack Run Out - Confirmed' status. The main content area displays the following information: Stack Run Id : 31895, Stack Run Date : 21/07/2014,00 - 22/07/2014,23, Carrier : WHIPLASH TRANSPORT, Containers : 54, and Manifest Limit : . On the right side, there are icons for 'CSV', 'Email', and 'Print'. At the bottom, there is a row of buttons: 'Add Containers', 'Sort', 'Match eIDO Pin', and 'Re-Validate Containers'. The 'Add Containers' button is highlighted with a red box.

3. Paste the containers into pop-up window and click add. Multiple containers can be separated by comma or return carriage. The sequence order that the containers are pasted is the priority order that the containers will take on.
4. Click the refresh button to check the status of the containers added. Only valid containers that exist can be matched with an eIDO pin and be manifested.
5. To match eIDO pins click the Match eIDO Pin button. This will open up a pop-up. Paste the list of pins into the pop up window and click Match Pins. VBS will automatically match the Pins to the list of container where a match occurs.

Stack Run Request

This screenshot is identical to the previous one, showing the 'Stack Run Request' dashboard. The 'Match eIDO Pin' button in the bottom row is now highlighted with a red box.

The screenshot shows a pop-up window titled 'Match eIDO Pin'. It contains the text 'Enter eIDO pins one per line or separated by comma' and a text input field with the value '10004'. Below the input field is a blue button labeled 'Match Pins'.


6. Once all containers have been added, the SRO setup is complete. You may continue on to manifesting by clicking the Manifest button.

Part 2B - Adding Containers to a Confirmed SRO marked as a "Best Pick SRO" by terminal operator

Note that this feature is currently only available for DPW West Swanson Terminal (CONWS)

If "Enable best pick" tick box is ticked, your SRO has been confirmed as a "Best Pick" stack run by the terminal operator. This means you can use placeholders when manifesting your stack run instead of selecting specific containers for the trucks.

You will not be able to disable "Best pick" as this tickbox will be non-editable for you. If you want to disable "best pick" option and request specific containers for manifest, please contact the terminal.

Home [Stack Run Request](#) [Stack Run List](#) [Stack Run Manifest List](#) DP WORLD West Swanson Facility Time: 15:27:43 


Stack Run Request

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

[Hide/Show Chart](#) →


Stack Run Out


Stack Run ID:

Carrier *: 


Number of Containers *:

Manifest Limit per zone:

Email To:
 

Start Date *: 

Start Zone *:

End Date *: 

End Zone *:

Override Manifesting Dates

Manifest Start Date: 20/11/2018 22:00
Manifest End Date: 22/11/2018 23:55
Comments:

Enable Best Pick
 Dual Manifest
 Bill to Carrier

Similar to generic SRO process, you must add a list of valid containers against a SRO marked as 'Best Pick'. A message will be displayed at the top of the container list page notifying you to add valid EIDO PINs for all containers, pay any outstanding storage owing and ensure that the containers in the list aren't held prior to manifesting.

Stack Run Request

★ SRI MT Default
SRI Full
SRO

Hide/Show Chart ↕

Stack Run Out - **Confirmed** [Edit Stack Run](#)

Stack Run Id : 1STOP Stack Run Date : 16/05/2019,0 - 16/05/2019,23 Carrier : WHIPLASH TRANSPORT Containers : 30 Manifest Limit : 5 containers per zone

Automatic Sort Manual Sort

CSV
 Email
 Print

Add Containers
Sort
Match eIDO Pin
Re-Validate Containers

■ This Stack run requires manifesting using TBA containers. eIDO PINs MUST be matched and storage owing MUST be paid (if any) for all containers in the list prior to manifesting. Please contact terminal operator for further assistance.

Manifest is UnLocked

When a container is added to a Best Pick SRO, VBS will display any storage owing automatically. Storage owing is calculated based on the Stack Run Out end date and zone.

You can click on the storage value hyperlink and pay any storage owing prior to manifesting.

Once all containers are added to the SRO list, you can proceed to manifest. Manifesting will only be allowed once the following criteria is met;

- EIDO PINs are matched for all containers in the list
- No storage owing outstanding for any containers in the list
- None of the containers are on hold (Stops:Held)

If one or more of above conditions aren't met, VBS will not allow you to navigate to manifest page and would display following error messages.

- One or more containers without/ not matched EIDO PINs

Home
Stack Run Request
Stack Run List
Stack Run Manifest List
DP WORLD Port Botany
Facility Time: 19:31:24

Stack Run Request

★ SRI MT Default
SRI Full
SRO

Hide/Show Chart ↕

New Stack Run
 Hide Completed
 Hide Pending
 Hide Rejected

Refresh
<
>

Stack Run ID	Carrier	Manifest	Wed 21/11/2018							Thu 22/11/2018							Fri 23/11/2018																														
			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
76144	WHIPLASH TRANSPORT	Manifest	Confirmed - Manifested 0 out of 30																																												

✖ Storage owing must be checked and paid prior to manifest. Access Stack run and click on "Calculate Storage" to check storage owing. Pay any storage owing by clicking on the storage value.

- One or more containers with storage owing

Stack Run Request

★ SRI MT Default
SRI Full
SRO

[Hide/Show Chart](#)

✖ One or more containers have invalid/Unmatched eIDO PINs. All eIDO PINs MUST be matched before manifesting using TBA containers. Access Stack run request to enter eIDO PINs.

✖ One or more containers have storage owing. All storage owing MUST be paid prior to manifesting using TBA containers. Access [Stack run out](#) request and click the storage value adjacent to the container to pay any storage owing.

✖ Cannot create manifest as one or more containers in the list are still held. All containers should be cleared prior to manifesting using TBA containers. Please contact terminal operator for further assistance.

- One or more held containers

[Home](#)
[Stack Run Request](#)
[Stack Run List](#)
[Stack Run Manifest List](#)
DP WORLD West Swanson Facility Time: 14:55:17

Stack Run Request

★ SRI MT Default
SRI Full
SRO

[Hide/Show Chart](#)

✖ Cannot create manifest as one or more containers in the list are still held. All containers should be cleared prior to manifesting using TBA containers. Please contact terminal operator for further assistance.

Once all conditions are met, you can proceed to manifest

The SRO Container List

As containers are added to the SRO Request, a list of containers will appear in the SRO Request form as seen below.

Stack Run Request

★ SRI MT
SRI Full
SRO

[Hide/Show Chart](#)

Stack Run Out - Confirmed

Stack Run Id : 31895 Stack Run Date : 21/07/2014,00 - 22/07/2014,23
 Carrier : WHIPLASH TRANSPORT Containers : 54
 Manifest Limit :

CSV Email Print

Add Containers
Sort
Match eIDO Pin
Re-Validate Containers

3 out of 54 Containers (0 x 20' and 0 x 40')

Select	Priority		Container No	eIDO	ISO	Commodity	Location	Weight	Vessel	Lloyds	Voy	Storage	Stops	Status
<input type="checkbox"/>	1		1STP5404070	10001	2200	MT		26.00 t	ANDROS	911	075		Clear	Pending Terminal Confirmation
<input type="checkbox"/>	2		1STP6865550	10001	2200	MT		26.00 t	ANDROS	911	075		Clear	Pending Terminal Confirmation
<input type="checkbox"/>	3		1STP4390320	10001	2200	MT		26.00 t	ANDROS	911	075		Clear	Pending Terminal Confirmation

Calculate Storage
Remove Selected
Manifest

Manifest is UnLocked

When all the required number of containers have been assigned to the Stack Run Out, then manifesting can begin.

To check the validation progress and the vessel details of each container, click on **Refresh** button next to the status column.

The **Refresh** button will fetch the corresponding ISO, Weight, Vessel Name, Lloyds, Voyage, Stops (Customs Clear/Hold Status) and Status (Validation status) of the container.

If the container Status is in *Error*, you can pass the mouse cursor over the status to display the error message description. A container will be error because it has either failed 1-stop's internal validation or the terminal has returned an error response on the container.

When containers are assigned to a Stack Run Out, they cannot be used in any other Stack Run or VBS booking. Vice versa, a container cannot be assigned to a Stack Run if it is already booked elsewhere in VBS.

To remove any containers from the list, select the container(s) you wish to remove by ticking the select checkbox under the **Select** column and then clicking the **Remove Selected** button - this will remove the selected containers from the container list.

To email the list of containers to the specified email addresses, click on the **Email List** button. This button is enabled depending if the **Send Email** check box has been ticked (from the Stack Run Out Request section).

Once all the required number of containers have been pre-assigned and have an **OK** status, you can start manifesting against the Stack Run Out.




Sorting Containers

There are two ways to sort containers:

1. Manually - Container priorities can be manually edited or re-sorted in a new sequence.
2. Automatically by Yard Location - Containers will automatically be sorted with a priority number. The container priority can only be changed if automatic sorting is disabled or if the container location changes for a container.

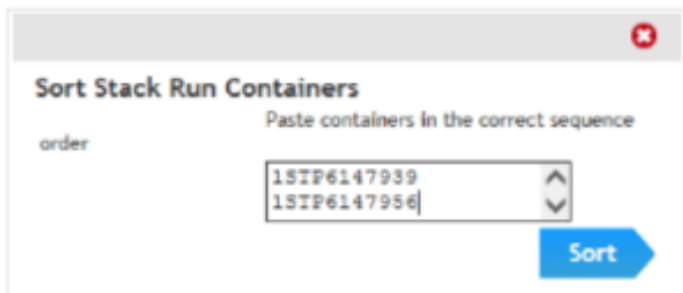
Manual Sorting

To set different priorities to the containers in the list, click on the allocated priority number and edit the container to the desired priority number.

Select	Priority	 Container No	eIDO	ISO	Commodity
<input type="checkbox"/>	<input type="text" value="1"/>  	1STP8985750	10004	2200	GEN
<input type="checkbox"/>	2	1STP4101330	10004	2200	GEN

The priority determines the order in which containers are listed in the container drop-down list in the **Stack Run Out Manifest** screen.

You may also sort all the containers already added in the list by pasting the containers in the correct sequence order. To do this, click the sort button.



Paste the containers in the pop-up window in the correct sequential order leaving a space or comma to separate each container. Click the **Sort** button. The containers will now take on their new priority based on the sequential order they were placed in.

Any containers that have already been manifested will be ignored during the sort process. Manifested containers will have their priorities pushed to the top and the sorted containers will take on the next available priority after the manifested containers.

Note: You cannot sort containers when the Priority Lock has been switched on by the CTO. When the priority is locked, this will be indicated by a Red lock icon



next to the Priority Column.

Automatic Sorting

If the CTO has enabled automatic sorting, the containers will be sorted based on their Yard Location. You will have no option to sort or change the priority of the containers you add into the SRO container list.

Assigning EIDO Pins to containers

When containers have been added, you may also start pre-assigning EIDO pins to the containers before manifesting begins. This can be performed in 2 ways:

1. Bulk add EIDO pins – Click the Match eIDO Pin button. Enter pins in the **EIDO Pin(s)** in the pop-up window. Multiple pins can be entered separated by a comma, a semi-colon, by a space or by a line. VBS will match the added pins to the correct corresponding container.
NOTE: VBS can only match PINS that have already been supplied into VBS by the Terminal. The containers that are being matched with pins, must have had their containers details already populated in the list as these details are verified against the PIN.
2. Add the EIDO Pin in the container list table– You can manually add the pins in the **EIDO** column one by one by clicking on the edit button in the eIDO column. Enter the Pin and click the tick button to save.

Select	Priority	Container No	eIDO	ISO	Commodity	Location	Weight	Lift Weight
<input type="checkbox"/>	1	15TP8965750	1000 	2200	GEN	G- - - -	26.00 t	0.00 t
<input type="checkbox"/>	2	15TP4101330	10004 	2200	GEN	G- - - -	26.00 t	0.00 t

NOTE: Pre-assigning the EIDO PINS in the request screen is an optional feature. Users can still assign EIDO pins during the Stack Run Out manifesting process.

When the SRO is Priority Locked or Manifest Locked



The SRO may be locked by the CTO in two ways:

- Priority Locked
- Manifest Locked

Priority Locked



This will be indicated by a red lock icon next to the Priority column in the SRO Container List. Only the CTO may unlock the priority of containers.

Add Containers				Sort		Match eIDO Pin		Re-Validate Containers	
Select	Priority	Container No	eIDO	ISO	Commodity	Location	Weight		
<input type="checkbox"/>	1	15TP6147930							
<input type="checkbox"/>	2	15TP0018620							

While the Container priority is locked, the following rules and restrictions will apply:

- Containers can NOT be sorted or have their priority changed.

- Confirmed Containers (i.e. Status is OK) can NOT be removed. An error Message will appear if trying to remove a container "Container priority is locked. Please contact the CTO to unlock the priority or to have the container removed."
- Containers that are not confirmed (i.e Status is Error) CAN be removed.
- Containers CAN be added.
- eIDO CAN be added and matched
- Containers CAN be Refreshed or Re-Validated.
- Stack Run CAN be emailed, downloaded as CSV or printed.

Manifest Locked



This will be indicated by a red lock icon under the blue manifest button. Only the CTO may unlock the SRO for manifesting.

Add Containers
Sort
Match eIDO Pin
Re-Validate Containers

4 out of 54 Containers (4 x 20' and 0 x 40')

Select	Priority	M	Container No	eIDO	ISO	Commodity	Location	Weight	Vessel	Lloyds	Voy	Storage	Stops	Status
<input type="checkbox"/>	1		15TP5563120	10005	2200	MT		26.00 t	HANJIN MAR	9632507	0010E		Clear	Confirmed
<input type="checkbox"/>	2		15TP6402150	10005	2200	MT		26.00 t	HANJIN MAR	9632507	0010E		Clear	Confirmed
<input type="checkbox"/>	3		15TP6053490	10005	2200	MT		26.00 t	HANJIN MAR	9632507	0010E		Clear	Confirmed
<input type="checkbox"/>	4		15TP8528720	10005	2200	MT		26.00 t	HANJIN MAR	9632507	0010E		Clear	Confirmed

Calculate Storage
Remove Selected
Manifest

Manifest is Locked

While the Stack Run Out is Manifest Locked, the following rules and restriction will apply only to Carriers:

- No containers can be added
- No containers can be manifested
- eIDO CAN be added and matched
- Containers CAN be Refreshed or Re-Validated.
- Stack Run CAN be emailed, downloaded as CSV or printed.

View estimated discharge time of a container

You can see the estimated discharge time of a container in the "Estimated Discharge" column. VBS receives this information from the terminal. If you do not see anything, that means the terminal did not send this information to the VBS.

Home
Stack Run Request
Stack Run List
Stack Run Manifest List
DP WORLD Brisbane
Facility Time: 08:52:28
DP WORLD Australia

Stack Run List

★ SRI MT Default
SRI Full
SRO

[Back To Search](#)
Stack Run Out - Confirmed [Edit Stack Run](#)
 Stack Run Id : 999 Stack Run Date : 09/02/2017,11 - 09/02/2017,23 Carrier : 1-STOP CONNECTIONS - ADMIN Containers : 1 Manifest Limit : No Limit

Automatic Sort Manual Sort

CSV
 Email
 Print

Add Containers
Sort
Match eIDO Pin
Re-Validate Containers

1 out of 1 Containers (0 x 20' and 0 x 40')

Select	Priority	M	Container No	eIDO	ISO	Commodity	Est Discharge	Yard Location	Weight	Lift Weight	Vessel Position	Vessel	Lloyds	Voy	Storage	Stops	Status	
<input checked="" type="checkbox"/>	1		15TP9987660				08/03/2017 07:10:00	G- - -		0.03 t							Clear	Pending