

How to Create a Stack Run In Full Manifest

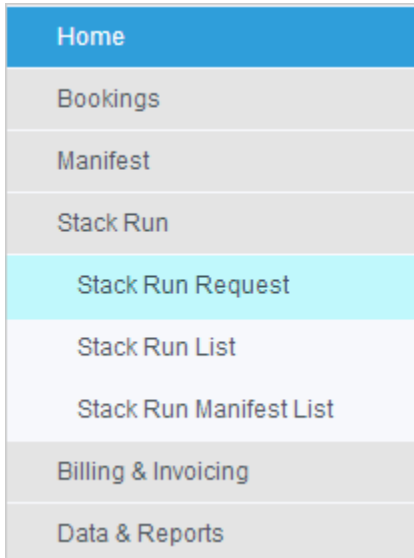
The **Stack Run In Full Manifest** screen allows carriers to lodge a manifest against a confirmed Stack Run request and also allocate a MSIC driver to the truck run.

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

Accessing the Stack Run In Full Dashboard

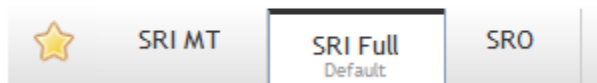
To access the manifest screen, a Stack Run must first be selected from the dashboard.

Click the '[Stack Run Request](#)' link under the **Stack Runs** section in the main menu.



Click the "SRI Full" tab to access Stack Run In Full Module and to view the Dashboard.

Stack Run Request



The displayed **dashboard** will allow the carriers to select a Confirmed Stack Run to manifest.

Accessing the Stack Run In Full Manifest Screen

Click the Manifest Link against the Stack Run you wish to Manifest in the dashboard.

(Only *Confirmed* Stack Run Requests that have all the required number of assigned containers or have already started manifesting will have the manifest link displayed in the dashboard.)

NOTE: If a Stack Run has been locked by the terminal, it will still appear in the calendar but cannot be manifested as the Manifest link will not appear. You will need to contact the Terminal to have them unlock the Stack Run before you can begin manifesting.



Add Container

SRI Full - Trailer 1 Position 1

Container	Size	Weight	Commodity	Select
1STP3221630				
1STP4432240	20	26.00 t	GEN	
1STP4008020	20	26.00 t	GEN	
1STP4663480	20	26.00 t	GEN	
1STP7728140	20	26.00 t	GEN	
1STP4696500	20	26.00 t	GEN	

Container: 1STP4432240
 Door:
 Vessel: ANL BAREGA
 Lloyds: 9323041
 Voyage: 397N



Creating a Stack Run In Full Manifest

To create a Stack Run In Full Manifest, perform the following steps starting from the dashboard:

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

Stack Run Request

SRI MT
 SRI Full (Default)
 SRO

Hide/Show Chart

Hide Completed
 Hide Pending/Rejected
 Refresh

Stack Run ID	Size	Carrier	Vessel	Manifest	Fri 29/08/2014	Sat 30/08/2014	Sun 31/08/2014
1		WHIPLASH TRANSPORT		Manifest	Confirmed - Manifested 2 out of 100		
2		WHIPLASH TRANSPORT			Rejected		
3	20	WHIPLASH TRANSPORT	MAERSK BATUR		Confirmed - Manifested 0 out of 10		

2. Set the Manifest Details - Manifest Date, Zone and Dual Manifest
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 **plus sign (+)** 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



Add Container

SRI Full - Trailer 1 Position 1

Container	Size	Weight	Commodity	Select
15TP3221630				
15TP4432240	20	26.00 t	GEN	
15TP4008020	20	26.00 t	GEN	
15TP4663480	20	26.00 t	GEN	
15TP7728140	20	26.00 t	GEN	
15TP4696500	20	26.00 t	GEN	

Container 15TP4432240
Door
Vessel ANL BAREGA
Lloyds 9323041
Voyage 397N

Add

5. Select the Container you wish to add onto the truck by clicking the blue **Select** button. This will load the details of the selected container.
6. Update the door direction of the container.
7. Click the Add button to add the container.
8. Repeat Steps 4-7 to add more containers to the Truck
9. 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

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 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.

Editing a Stack Run In Full Manifest

You may edit the Truck Details of a SRI Full 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 change any of these, 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 Full tab
2. Search for the SRI Full 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'. 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

SRI Full
Default

SRO

Your Search Details [Edit Search](#)

Company: All

Date, Zone: 29/08/2014, All

SRIF - Manifest List



Email Print

Planned Actual

Manifest Date	Run	Movement ID	Company	Rego	BAT	Info	Driver	Gate Pin	Manifest Num	Created	Status	Action
29/08/2014, 05	4	6778066	WHIPLASH TRANSPORT					1372	05J616285	27/08/2014 04:00	OK	
29/08/2014, 05	8	6778070	WHIPLASH TRANSPORT					6063	05J020615	28/08/2014 04:39	OK	
29/08/2014, 11	13	6778075	WHIPLASH TRANSPORT					8641	11J183140	29/08/2014 11:03	OK	

Edit Truck
View
Delete

Edit Truck & Driver

Truck Rego *

BAT *

Truck Type B-Double

Driver

Mobile