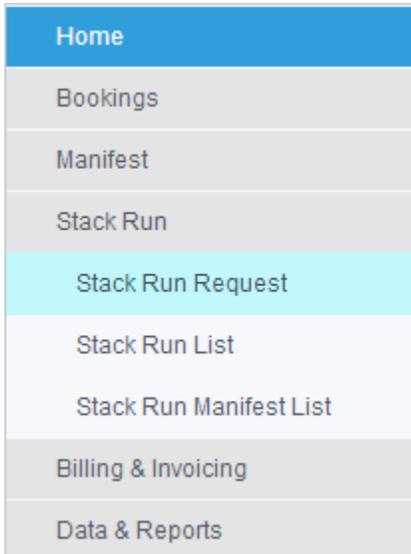# How to Create a Stack Run Out Manifest

-

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

Accessing the Stack Run Out 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 Run** section of the main menu.

Select the "SRO" tab to access Stack Run Out Module and to view the dashboard

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

Accessing the Stack Run Out 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 manifest locked by the terminal, it will still appear in the dashboard but the manifest link will not be displayed. You will need to contact the terminal to have it unlocked before you can begin manifesting.

When clicked - the Stack Run details will appear and underneath that you will see the manifest details. The Truck section will appear once the truck type has been selected.

Clicking the Add Container button on the truck diagram will display the 'Add Container' pop up window below, and the door position can be updated once the container has been selected.

Creating a Stack Run Out Manifest

To create a Stack Run Out 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.

2. Set the Manifest Details:
   - Manifest Date, Zone - This is the date and zone of the Truck Run
   - Dual Manifest - If you plan to dual manifest with a Stack Run In, select the SRI type (SRI MT or Full). This will open up the dashboard and prompt you to select the SRI you wish to manifest with the SRO.
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

Add Container
SRO - Trailer 1, Position 1

Priority	Container	Size	Weight	Lift Weight	Commodity	Holds	Select
0	1STP0066180	20	26.00 t	0.03 t	GEN	Clear	✚
0	1STP6195490	20	26.00 t	0.03 t	GEN	Clear	✚
1	1STP2891270	20	26.00 t	0.03 t	GEN	Clear	✚
3	1STP3546740	20	26.00 t	0.03 t	GEN	Clear	✚

Container	1STP0066180
eIDO	10000
Door	Forward ▼
Vessel	CMA CGM OPAL
Lloyds	9386483
Voyage	4029
Storage	$0.00

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. Enter the eIDO pin if required and update the door direction of the container. If any storage is owing, this will be displayed a link will be provided to pay for the storage.
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

NOTE: You will not be able to manifest a container if there is any storage amount owing on a container or if there is a HELD status for a container.

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.

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 be will 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 Stack Run to continue manifesting. The **Manifest List** button directs the user to the Stack Run Manifest list screen.

✔ Truck Manifest Confirmation

Movement Id: 6778074

Manifest Details

Company	WHIPLASH TRANSPORT
Date/Zone	29/08/2014, 5
Gate Entry Pin	8017
Run Number	12

📱 Send SMS

Truck Details

Rego	*****
BAT	***

Driver

Driver

Mobile

MSIC

Containers

SRO   1STP0066180

Manifest List   **Continue Manifesting** ▶

Editing a Stack Run Out 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 Out Manifest.*

You may edit the Truck Details of a SRO 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 shown 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 SRO tab
2. Search for the SRO 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	SRI Full	SRO Default

Your Search Details ✐ Edit Search

Company: **WHIPLASH TRANSPORT**   Date, Zone: **29/08/2014,All**

SRO - 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	9	6778071	WHIPLASH TRANSPORT			ℹ		8928	05J350098	28/08/2014 04:40	OK	◎
29/08/2014, 05	10	6778072	WHIPLASH TRANSPORT			ℹ		3011	05J870997	28/08/2014 05:39	OK	◎
29/08/2014, 05	11	6778073	WHIPLASH TRANSPORT			ℹ		7828	05J835813	28/08/2014 05:41	OK	◎
29/08/2014, 05	12	6778074	WHIPLASH TRANSPORT			ℹ		8017	05J107537	28/08/2014 05:51	OK	◉ Edit Truck / View / Delete

Edit Truck & Driver

Truck Rego *   [____]

BAT *   [___]

Truck Type   B-Double

Driver   [Select ▼]

Mobile   [_____]

[Save ▶]

Manifesting TBA Containers

If terminal permits, you will be able to add and manifest the TBA 2 and TBA 4 containers instead of real containers. TBA 2 represents the 20' container and TBA 4 represents the 40' container. You will see the TBA containers in the "Add Container" pop up if the terminal allows you to do so. Otherwise, you will only see your valid containers in the list.

❌

Add Container
SRO - Trailer 2, Position 1

Priority	Container	Size	Weight	Lift Weight	Commodity	HazDoc	Holds	Select
0	TBA 2	20					Clear	✚
0	TBA 4	40					Clear	✚

Manifesting TBA for Stack Runs marked as "Best Pick"

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

Once all conditions are met (refer here for conditions) , you can proceed to manifest. You can use 'TBA20' and 'TBA40' placeholders when manifesting 'Best pick SRO' instead of selecting specific containers.

When you click to add a container to a truck, "add container" popup will display TBA20 and/ or TBA40 given that there are 20' and 40' containers added to SRO container list.

You can add 20' or 40' container placeholders to the truck and click 'Confirm' to create a manifest. Total number of 20' and 40' containers manifested cannot exceed the number of valid containers in the SRO container list. When total number of containers are exhausted, TBA20 and TBA40 selections would disappear from the 'add container' pop-up restricting any further manifests under the corresponding SRO.
When the truck arrives at the terminal, bookings in the manifest will be updated with the corresponding containers.