

How to Create a Stack Run Out Manifest

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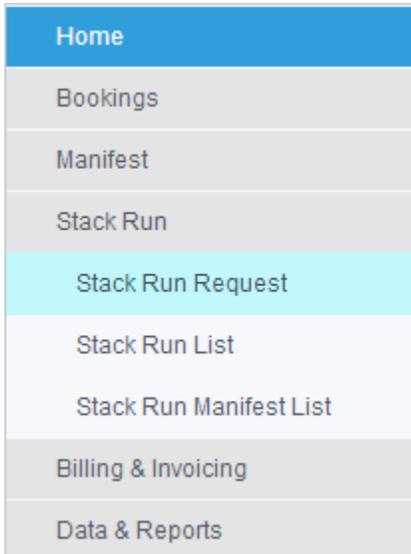
The **Stack Run Out Manifest** screen allows carriers to lodge a manifest against a confirmed Stack Run request and also allocate a MSIC driver to the truck run.

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

Stack Run Request



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.

Stack Run Request

★ SRI MT | SRI Full | SRO Default

Hide/Show Chart →

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

Stack Run ID	Carrier	Manifest	Thu 28/08/2014							Fri 29/08/2014							Sat 30/08/2014						
			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
31215	WHIPLASH TRANSPORT	Manifest	Confirmed - Manifested 0 out of 233																				
31235	WHIPLASH TRANSPORT	Manifest	Confirmed - Manifested 0 out of 122																				
31255	WHIPLASH TRANSPORT	Manifest								Confirmed - Manifested 2 out of 200													
31275	WHIPLASH TRANSPORT									Confirmed - Manifested 0 out of 15													
31295	WHIPLASH TRANSPORT	Pending																					

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.

Stack Run Request

★ SRI MT | SRI Full | SRO Default

Hide/Show Chart →

Stack Run Details
 Direction: SRO Company: WHIPLASH TRANSPORT Stack Run ID: 31255 Manifest Start: 29/08/2014 05:00 Manifest End: 29/08/2014 23:59

Set Manifest Details
 Manifest Date * 29/08/2014 Manifest Zone * 5

Select Truck & Driver
 Truck Rego * [Select from Truck Fleet](#)
 BAT *
 Truck Type 
 Driver
 Mobile

Add Containers to Truck

Direction: SRO Time Zone Remaining Capacity 7



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

By creating this manifest, I acknowledge that the containers manifested on this truck are in their actual positions on the truck. Any containers found to be in different positions may be delayed at the terminal entry or will not be serviced.

Create Manifest

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.

✖

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:

Door:

Vessel: CMA CGM OPAL

Lloyds: 9386483

Voyage: 4029

Storage: 50.00

Add

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.

Stack Run Request

★ SRI MT
SRI Full
SRO Default

[Hide/Show Chart](#)

New Stack Run
 Hide Completed Hide Pending/Rejected
Refresh

Stack Run ID	Carrier	Manifest	Thu 28/08/2014							Fri 29/08/2014							Sat 30/08/2014						
			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
31215	WHIPLASH TRANSPORT	Manifest	Confirmed - Manifested 0 out of 233																				
31235	WHIPLASH TRANSPORT	Manifest	Confirmed - Manifested 0 out of 122																				
31255	WHIPLASH TRANSPORT	Manifest															Confirmed - Manifested 2 out of 200						
31275	WHIPLASH TRANSPORT		Confirmed - Manifested 0 out of 15																				
31295	WHIPLASH TRANSPORT	Pending																					

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 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	<input type="text" value="10000"/>
Door	<input type="text" value="Forward"/>
Vessel	CMA CGM OPAL
Lloyds	9386483
Voyage	4029
Storage	50.00

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.

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 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		 Send SMS
Company	WHIPLASH TRANSPORT	
Date/Zone	29/08/2014, 5	
Gate Entry Pin	8017	
Run Number	12	
Truck Details		
Rego	██████	
BAT	███	
Driver		
Driver		
Mobile		
MSIC		
Containers		
SRO	15TP0066180	

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					8928	05J350098	28/08/2014 04:40	OK	
29/08/2014, 05	10	6778072	WHIPLASH TRANSPORT					3011	05J870997	28/08/2014 05:39	OK	
29/08/2014, 05	11	6778073	WHIPLASH TRANSPORT					7828	05J835813	28/08/2014 05:41	OK	
29/08/2014, 05	12	6778074	WHIPLASH TRANSPORT					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	

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: **SRO** Time Zone Remaining Capacity **No Limit**



Total Declared Weight: **Can't Calculate**
Total Yard Lift Weight: Can't Calculate

By creating this manifest, I acknowledge that the containers manifested on this truck are in their actual positions on the truck. Any containers found to be in different positions may be delayed at the terminal entry or will not be serviced.

The Approx Yard Weight Total is provided as information source only. This information is obtained from weight sensors installed and regularly checked for accuracy on container handling equipment. Weight sensors however are not certified. Carriers should take this information into consideration when manifesting containers to road transport and the suitability of road transport allocated to deliveries in regard to Chain of Responsibility Legislative requirements.

[Create Manifest](#)

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.

Stack Run Request

SRI MT SRI Full **SRO**

Hide/Show Chart

Stack Run Details
Direction: SRO Company: Arrow Worldwide Pty Ltd Stack Run ID: 98206 Manifest Start: 28/02/2019 20:00

Set Manifest Details
Manifest Date * Manifest Zone *
Dual Manifest

Select Truck & Driver
Truck Rego * [Select from Truck Fleet](#)
BAT *
Truck Type
Driver
Mobile

Add Containers to Truck
Direction: **SRO** Time Zone Remaining Capacity **No Limit**

Add Container
SRO - Trailer 2, Position 2

Priority	Container	Size	Weight	Lift Weight	Commodity	Holds	Select
0	TBA 20	20				Clear	<input type="button" value="Select"/>

Container eIDO
Door
Vessel
Lloyds
Voyage
Storage

[Add](#)

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.