



VBS Transport Operators Guide

June 2015

Version 150615

OVERVIEW

Purpose of the vehicle booking system

Napier Port now has an online vehicle booking system (VBS) that transport operators use to book a timeslot for the pick-up and delivery of containers to the container terminal. VBS will help to cater for the increasing truck volumes to the Port, and ensure turnaround times are as fast as possible by better managing terminal capacity and demand.

Using VBS – the steps

1. **Register for VBS.** Go to <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/> to get started. You only need to register once for your organisation. Your request will take around three business days to process. After that, you can add multiple users to your organisation's account.
2. **Login to VBS:** Go to <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/> to access VBS or go straight to <http://vbs.1-stop.biz/>. Enter your user name and password in the box at the top on the right hand side of your screen. The user name and password was sent to you when you registered.
3. **List your truck fleet.** You only need to do this the first time you make a booking and as you add trucks to your fleet.
4. **Book a timeslot** for the date and time you need to deliver or pick up a container. Remember one booking is for one container for one hour.
5. **Confirm your booking** by entering the container number; **or return** the booking.
6. **Manifest** the confirmed booking to a truck
7. Tell the driver their appointment number so they can let Napier Port gate staff know when they arrive.



By 22 June 2015 you need to register for VBS as we are planning to go-live with VBS on 6 July. When the system is live: **no booking = no entry**.

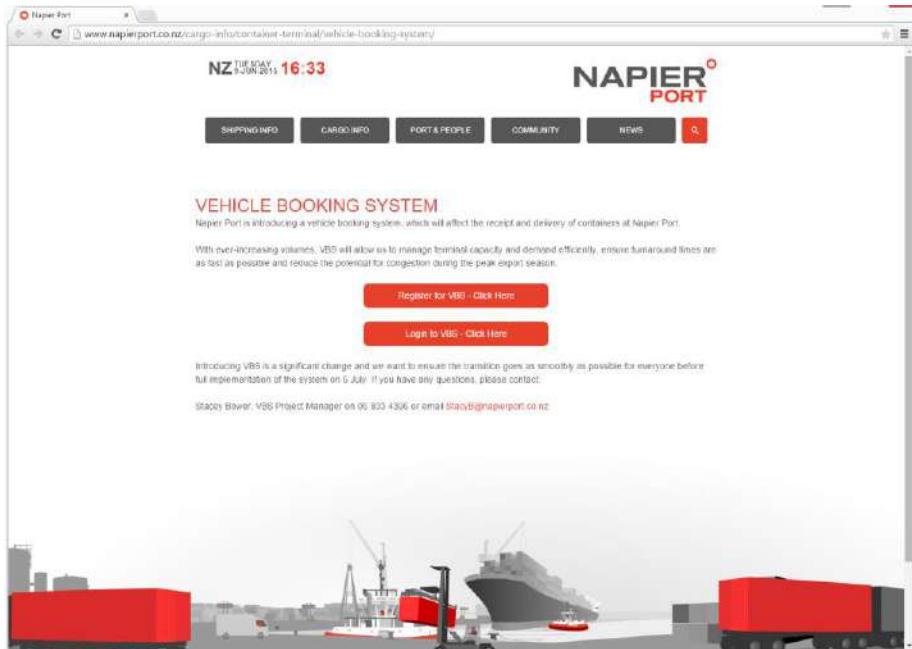
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I. REGISTER FOR VBS

You only need to register once for your organisation. After you have registered your organisation, you can add multiple users to your account.

1. Go to <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/>.



2. Click on the 'Register for VBS' button.
3. Now register by completing the form that the website directs you to (pictured below).

A screenshot of a registration form titled "Add VBS Business Details". The form is part of the Napier Port website. At the top right, it says "You are not signed-in. Sign In" and "NAPIER PORT". The form fields include:

- Please enter your business details
- Business Name:
- Telephone:
- Email:
- Postal Address:
- Postal Code: City:
- First Name:
- Last Name:
- Mobile Number:

At the bottom of the form are two buttons: "REGISTER" and "CANCEL".

Your request will be processed in around three business days and you will receive an email confirming your user name and password. If you don't receive the email, please contact Stacy Bower at stacyb@napierport.co.nz or phone 06 83 4396.

2. LOGIN TO VBS

1. Go to: <http://vbs.1-stop.biz/> or log in via the Napier Port website <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/>.
2. Enter your username and password, which you will have received after you registered.

The screenshot shows the homepage of the Vehicle Booking System (VBS). At the top right, there are links for 'Home' and 'Register'. Below that is a login form with fields for 'Username' and 'Password', and buttons for 'Sign In' and 'Forgot Password?'. The main banner features a woman's eyes and the text 'Be noticed. Advertise with 1-Stop.' followed by a phone number 'Call 1300 881 055' and a 'LEARN MORE' button. Below the banner, the VBS logo is displayed next to a large image of shipping containers and a truck. The page also includes navigation links for 'Company', 'Communities', 'Services', 'News', 'Help', and 'MSIC'. At the bottom, there are links for 'About VBS', 'Terms and Conditions', and 'User Guide'.

3. Select 'Napier Port' in the 'Facility' drop-down box in the top left hand corner. You may be presented with Terms and Conditions, which you must accept in order to use the system.

The screenshot shows the VBS homepage again. At the top right, it says 'Welcome, syoung'. The top navigation bar includes 'Home', 'My Account', and 'Log Out'. The 'Company' menu item is highlighted. A dropdown menu labeled 'Select Facility' is open, showing 'Napier Port' as the selected option. The main content area has a heading 'Welcome to the Vehicle Booking System (VBS)'. Below it, text explains the system's purpose: 'The VBS allows you to organise the pick up or drop off of containers for any container terminal in Australia and Auckland.' It also mentions booking options and a note about selecting a facility from the menu. To the right, there is an image of a port terminal with a large truck and a forklift. A callout box in the bottom right corner contains text about MSIC and Access Cards, and a green button with the text 'Find out more >'.

Adding users to your organisation

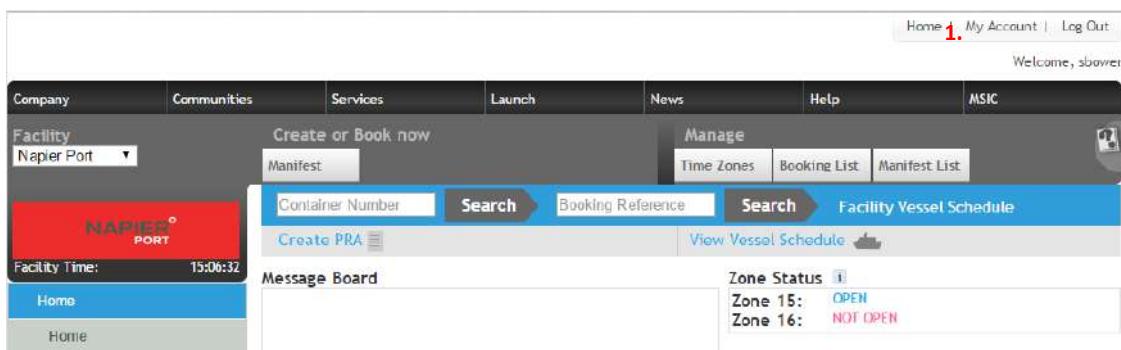
Before you begin

Ensure you have logged into the VBS system

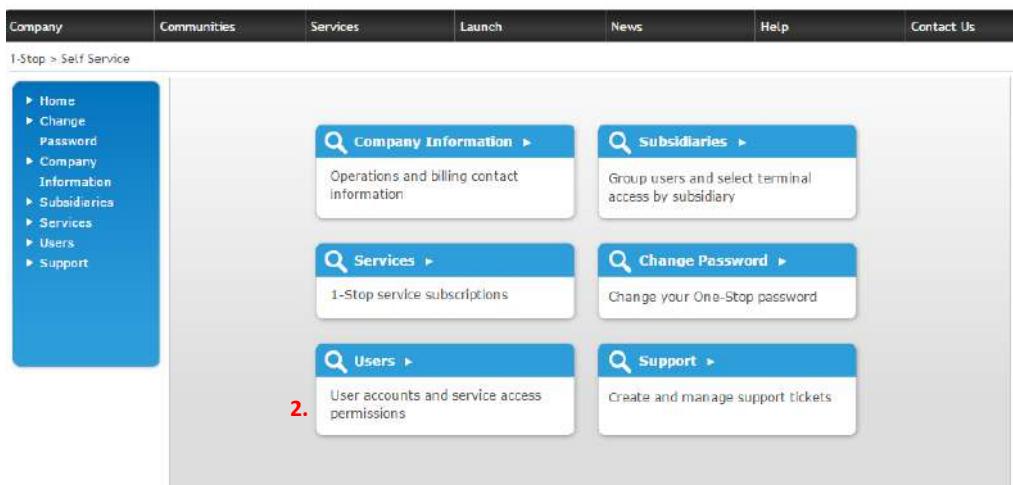
What to do

1. Click on the “My Account” section of the website.

This is in the top right corner of the website.



2. Click on the “Users” icon on the page presented



Proceed to step 4.

3. Click on the “Add Person” icon on at the bottom right hand side of the screen.

The screenshot shows the 'Border Compliance Program 2015' section of the website. The 'Users' list page is displayed, showing a table of users with columns for Name, Username, Subsidiary, Active, Locked, and Action. A sidebar on the left contains navigation links for Home, Change Password, Company Information, Subsidiaries, Services, Users, and Support. At the bottom right of the user list table is a blue 'Add a Person' button, which is highlighted with a red box.

4.

4. Complete the information requirements in the screen presented.

Note: Not all items are compulsory – the website will tell you if you have missed any of the compulsory items out.

5. Press “Save”.

The screenshot shows the 'User Details' form for adding a new user. The form includes sections for User Details (with a dropdown for Subsidiary set to 'NAPIER PORT'), Contact details (Title: Mr., First Name, Last Name, Email Address, Office Phone, Mobile Number, Fax), Credentials (Username, Password, Confirm Password), and Security Questions (Date of birth, Password Hint: 'What was the ABN you used to use when logging in?', Password Answer). At the bottom of the form is a blue 'Save' button, which is highlighted with a red box.

5.

6.

3. LIST YOUR TRUCK FLEET

You only need to do this when you first register or when you change your truck fleet. This is so you can select the truck when it comes to manifesting.

1. Click on 'Manifest' on the left hand menu. Then select the 'Trucks' tab on the left hand menu .

The screenshot shows the Napier Port website interface. The top navigation bar includes links for Company, Communities, Services, Launch, and News. Below this, a 'Facility' dropdown is set to 'Napier Port'. A red banner displays the Napier Port logo. The main content area features a 'Create or Book now' section with 'Book' and 'Manifest' buttons, and search fields for 'Container Number' and 'Booking Reference'. A 'Message Board' section follows. On the left, a vertical sidebar lists menu items: Home, Bookings, Book, Booking List, Container Search, Booking Search, Booking History, Manifest, Manifest, Manifest List, Trucks (which is highlighted with a red box labeled '1.'), and Data & Reports. A callout '2.' points to the 'Add Truck' button in the main content area. A callout '3.' points to a modal window titled 'Add Truck' with fields for 'Truck Rego' and 'Default Truck Type' (set to 'Select'), and an 'Add' button.

2. Select 'Add Truck'.
3. Enter the truck registration and truck type in the form that is presented.
4. Repeat steps 2 and 3 for each truck in your fleet.

4. BOOK A TIMESLOT

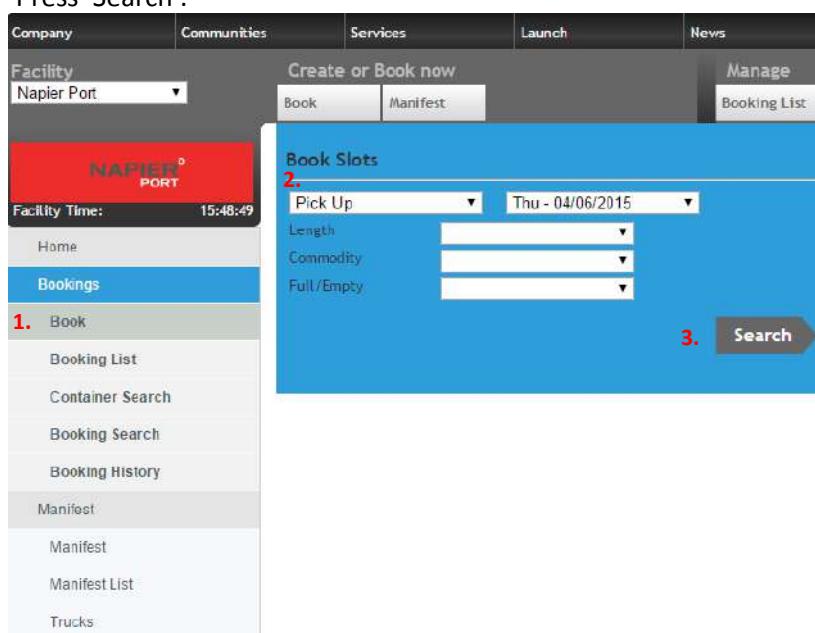
Before you begin

Before you can make a booking you need to know what timeslot/s you want a booking for and know what type of booking you want (drop off , or pick up).

Please note: once you have entered the booking screen, you have 3 minutes to complete the booking to ensure others who want to use the system in your business can access it.

What to do

6. Go to booking screen. Select ‘Bookings’ then ‘Book’.
Use either the menu on the left of the web page, or the shortcut link at the top.
7. Select whether you are picking up or dropping off a container and then the day you would like to book.
8. Press ‘Search’.



The screenshot shows the Napier Port booking interface. On the left, there's a sidebar with a red header 'NAPIER PORT'. It has a 'Facility' dropdown set to 'Napier Port' and a 'Facility Time' display of '15:48:49'. Below this are links: 'Home', 'Bookings' (which is highlighted in blue), 'Manifest', 'Trucks', 'Booking List', 'Container Search', 'Booking Search', 'Booking History', and 'Manifest List'. In the main area, there's a 'Create or Book now' button bar with 'Book' and 'Manifest' tabs, and a 'Manage' section with 'Booking List'. The central part is titled 'Book Slots' with a sub-section '2.' showing dropdowns for 'Pick Up' (set to 'Thu - 04/06/2015') and 'Length', 'Commodity', and 'Full / Empty'. At the bottom right is a large 'Search' button with a red arrow icon. Red numbers '1.', '2.', and '3.' are overlaid on the sidebar, the dropdown area, and the search button respectively.

9. You will then be taken to a booking screen.

Your Search Details [Edit Search](#)

Napier Port Company: TOMOANA WAREHOUSING LTD. Booking Type: Pick Up

Timezone	Slots Available	Require
0	0	
1	0	
2	0	
3	0	
4	0	
5	0	
6	0	
7	0	
8	0	
9	0	
10	0	
11	0	
12	0	
13	0	
14	0	
15	0	
16	12	2 ▾
17	5	▼
18	5	▼
19	5	▼
20	0	
21	0	
22	0	
23	0	

10. Find the 'Zone' you wish to make a booking in. The booking system covers the 24 hour clock, but bookings are only available during container terminal operating hours. Zones that have no drop-down box available are closed for bookings.

11. Select the drop-down box in the zone you require a booking and choose the number of bookings you need.

12. Press the 'Book' icon. A pop-up box will then appear.

13. Select either 'Summary' to complete the booking process, or 'Continue booking' to add more bookings.

TIP: If you select summary, you will be able to go straight to the next step and confirm the bookings made in the screen presented.

Booking Result For Thu, Jun 4, 2015

✓ Booked 2 Slots 8.

Summary **Continue booking**

Zone	Booking Ref	Type	Expire on
16	04162246	Pick Up	
16	04163609	Pick Up	

What's next?

20 minutes prior to the start of your booking you need to either:

- 'Confirm' the booking; OR
- Return ('List') the booking.

5. CONFIRM, RETURN OR RETRIEVE YOUR BOOKING

CONFIRM YOUR BOOKING BY ENTERING THE CONTAINER NUMBER

You need to confirm your booking (or return/list it – see the following section) 20 minutes prior to the start of the booked appointment time.

What to do

1. Go to booking screen. Select ‘Bookings’ then ‘Book’

Note: You can do this from the left hand menu, or the shortcut at the top of the screen

The screenshot shows the Napier Port booking system interface. On the left, there's a sidebar with options: Home, Bookings (selected and highlighted in blue), Book, Booking List (marked with a red arrow 1), Container Search, Booking Search, Booking History, and Manifest. The main area has a header with 'Create or Book now' buttons for Book and Manifest, and 'Manage' buttons for Booking List and Manifest. Below the header is a search form titled 'Search Bookings' with 'Show Advanced Search' link. The search form includes fields for Date (set to 04/06/15), Vessel (All), Type (All), Status (All), and Zone (All). A red arrow 2 points to the Date field. At the bottom right of the search form is a 'Search' button with a red arrow 3 pointing to it.

2. Select the date and zone you want to manage your existing bookings in

NOTE: There are other dropdown boxes that you can also define your search criteria ‘Type’ and ‘Status’ filters may be useful depending on what type of booking you are looking to manage.

3. Press ‘Search’.

- Your bookings will then appear.

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Haz Doc	Vsl/Voy	Holds	Service	Expire	CTS Edit	Retain	Action
04/06/15	17	04170640	Pick Up	Company	Booked	No Container	-	Edit Booking		04/06/2015 16:40	04/06/2015 17:59	Yes	5.	
04/06/15	17	04171130	Drop Off	Company	Booked	No Container	-	Edit Booking		04/06/2015 16:40	04/06/2015 17:59	Yes	6.	

- Find the booking that you want to confirm and select 'Edit' under the 'Action' column.

Tip: you can also select 'List' at this stage if you do not need the booking and it will be returned to the pool of bookings for other operators to pick up.

A pop-up box will appear.

- You need to enter the container number into this.
 - If the container is already pre-advised, all container details will appear. You can press 'Confirm'.
- If the container has not been pre-advised, or is not a container that is currently in the Napier Port system you will be able to proceed, but will need to provide more information – proceed to step 8.*

- If the container is not pre-advised, enter the following additional information about the container to complete the confirmation form.

Information required includes:

- Length
- Commodity
- Full / Empty

Container not known contact your customer

Booking Details
Drop Off Ref: **04171130** Date: **04/06/2015** Zone: **17** Status: **Booked**

Container Number Facility Reference Number

Booking Type: Drop Off
Container No.: CMBU1234567

Length: 40'
Vsl / Voy:

Commodity: General
Full / Empty: Full

ISO
Declared Weight
Holds

8.

Retrieve **List** **Clear** **Confirm** ➔

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms.

RETURN ('LIST') AN UNWANTED BOOKING

If you don't want to confirm your booking, you need to return/list the booking 20 minutes prior to the start of the booked appointment time.

What to do

1. Go to booking menu. Select 'Booking List'.

Note: You can do this from the left hand menu, or the shortcut at the top of the screen.

The screenshot shows the Napier Port booking system. The left sidebar has links for Home, Bookings (selected), Book, Booking List (labeled 1.), Container Search, Booking Search, Booking History, and Manifest. The main area is titled 'Search Bookings' with a 'Show Advanced Search' link. It has options for Date (set to 04/06/15), Vessel (All), Type (All), Status (All), and Late Receipt (checkbox). A red arrow labeled 2. points to the Date input field. A red arrow labeled 3. points to the 'Search' button.

2. Select the date and zone you want to manage your existing bookings in.

NOTE: There are other dropdown boxes that you can also define your search criteria. 'Type' and 'Status' filters may be useful depending on what type of booking you are looking to manage.

3. Press 'Search'.

The screenshot shows the 'Bookings List' page. The left sidebar has links for Home, Bookings (selected), Book, Booking List (labeled 4.), Container Search, Booking Search, and Booking History. The main area shows a table of bookings with columns: Slot Date, Zone, Booking Ref, Type, Slot Attribute, Status, Container, Haz Doc, Vsl/Voy, Holds, Service, Expire, CTS Edit, Retain, and Action. Two rows of data are shown: one for a 'Pick Up' booking and one for a 'Drop Off' booking. An 'Edit List' button is highlighted with a red arrow labeled 4.

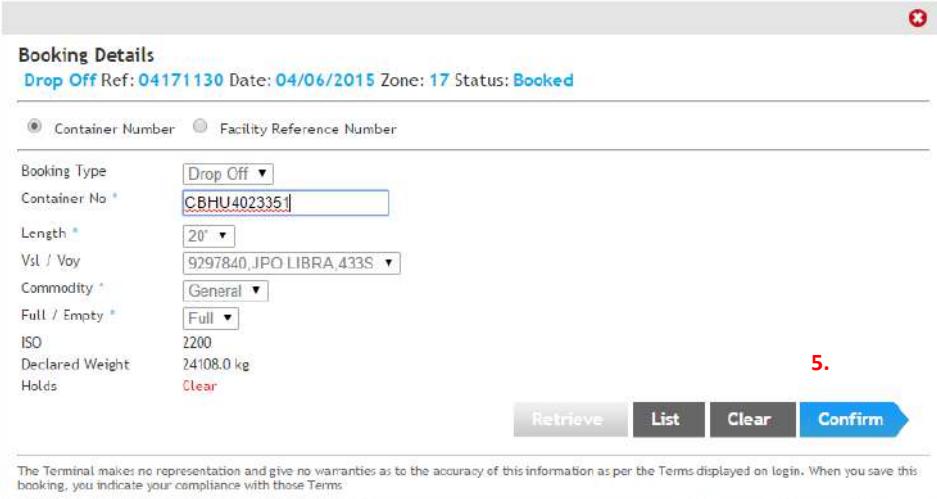
Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Haz Doc	Vsl/Voy	Holds	Service	Expire	CTS Edit	Retain	Action
04/06/15	17	04170640	Pick Up	Company	Booked	No Container - Edit Booking				04/06/2015	04/06/2015	16:40	Yes	Edit List
04/06/15	17	04171130	Drop Off	Company	Booked	No Container - Edit Booking				04/06/2015	04/06/2015	16:40	Yes	Edit List

4. Find a booking that you want to list with and select 'List' under the 'Action' column.

Tip: you can list a booking regardless of whether it has a booked or confirmed status with or without a container number in it. A pop-up box will appear.

5. Select 'List' from the button options at the bottom of the pop-up box.

IMPORTANT: Listing a booking returns it to the pool for other operators to book. Listed bookings are the first to be selected from the pool – the earlier the booking is returned – the earlier it will be selected by another operator.



The screenshot shows a 'Booking Details' pop-up window. At the top, it displays 'Drop Off Ref: 04171130 Date: 04/06/2015 Zone: 17 Status: Booked'. Below this, there are two radio button options: 'Container Number' (selected) and 'Facility Reference Number'. The form contains the following fields:

- Booking Type:** Drop Off
- Container No. ***: CBHU402335.1
- Length ***: 20'
- Vsl / Voy**: 9297840, IPO LIBRA, 433S
- Commodity ***: General
- Full / Empty ***: Full
- ISO**: 2200
- Declared Weight**: 24108.0 kg
- Holds**: Clear

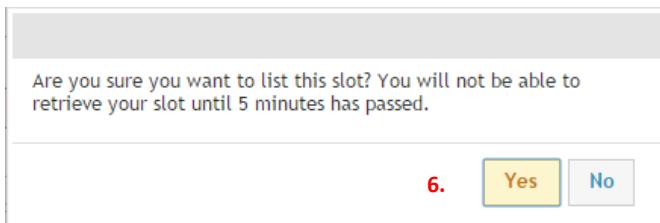
At the bottom of the form are four buttons: 'Retrieve', 'List' (highlighted in blue), 'Clear', and 'Confirm' (highlighted in blue).

A note at the bottom states: 'The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms.'

5.

6. A dialogue box will appear. Press 'Yes' to confirm you want to list the booking. Press 'No' if you have changed your mind.

Note: You will not be able to retrieve your booking until 5 minutes has elapsed.



6.

RETRIEVE A ‘LISTED’ BOOKING

If you have returned (listed) a booking but want it back, go to the ‘Booking List’ search screen and complete the following.

What to do

1. Find a booking in the zone you require. It will have the status of ‘listed’.
2. Select ‘Edit’ in the action column.

Note: A new pop-up window will appear.

The screenshot shows the 'Bookings List' page. On the left, there's a sidebar with links like 'Home', 'Bookings' (which is selected), 'Book', 'Booking List', 'Container Search', 'Booking Search', 'Booking History', 'Manifest', 'Manifest List', 'Trucks', and 'Data & Reports'. The main area has tabs for 'Bookings', 'Location', and 'Container Dates'. Below these tabs is a table of bookings. One booking in the second row has the status 'Listed' under the 'Status' column. A red arrow labeled '1.' points to this 'Listed' entry. Another red arrow labeled '2.' points to the 'Edit' button in the same row, located in the 'Action' column.

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Has Doc	Vsl/Voy	Holds	Service	Expire	CTS Edit	Retain	Action
05/06/15	10	05100267	Drop Off	Company	Locked	No Container	-	-	-	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05100823	Drop Off	Company	Listed	No Container	-	-	-	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05100910	Pick Up	Company	Locked	No Container	-	-	-	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05101219	Pick Up	Company	Locked	No Container	-	-	-	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05101345	Drop Off	Company	Locked	No Container	-	-	-	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05101870	Drop Off	Company	Confirmed	PQR16057418	STADT COBURG	Clear	018	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05102950	Pick Up	Company	Locked	No Container	-	-	-	05/06/2015	05/06/2015	10:59	Yes	
05/06/15	10	05103572	Drop Off	Company	Confirmed	TIN16058822	STADT COBURG	Clear	018	05/06/2015	05/06/2015	10:59	Yes	

3. Select ‘Retrieve’.

The screenshot shows a 'Booking Details' pop-up window. At the top, it displays 'Drop Off Ref: 05100823 Date: 05/06/2015 Zone: 10 Status: Listed'. Below this, there are fields for 'Container Number' and 'Facility Reference Number'. Under 'Container No.', there are dropdowns for 'Length', 'Vsl / Voy', 'Commodity', 'Full / Empty', and 'ISO'. There's also a 'Declared Weight' field and a 'Holds' section. At the bottom of the form are buttons for 'Retrieve', 'List', 'Clear', and 'Confirm'. A note at the bottom states: 'The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those terms.' A red arrow labeled '3.' points to the 'Retrieve' button.

Proceed to step 4

4. Press the refresh button

Important: DO NOT try entering new container information into the booking until the booking status has changed to 'Booked'. Pressing the 'refresh' button will ensure you receive the update from 'Pending Booking at Facility' to 'Booked' as soon as the system has updated the booking.

The screenshot shows a web-based application for booking containers. At the top, a message box displays a green checkmark and the text "Updated Successfully". Below this, the title "Booking Details" is visible. The booking reference is listed as "Drop Off Ref: 05100823 Date: 05/06/2015 Zone: 10 Status: Pending Booking at Facility". A "Refresh" button is located to the right of the status. The main form contains fields for "Container Number" and "Facility Reference Number". A red number "5." is placed next to the "Container Number" field. Below these are dropdown menus for "Length", "Vsl / Voy", "Commodity", and "Full / Empty", each with a "Select" option. There is also a "ISO" section and a "Declared Weight" field containing "Holds". A note at the bottom states: "The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms". A red number "6." is placed in the top right corner of the screen area.

5. Enter the container details for the booking if you have them, as per the 'Confirm a booking' process. Or...
6. Press the red 'x' on the top right corner of the screen if you do not have the information needed to confirm the booking at this time. This will return you to the main booking list screen.

Note: The booking will now appear in the booking list with a status of 'booked'.

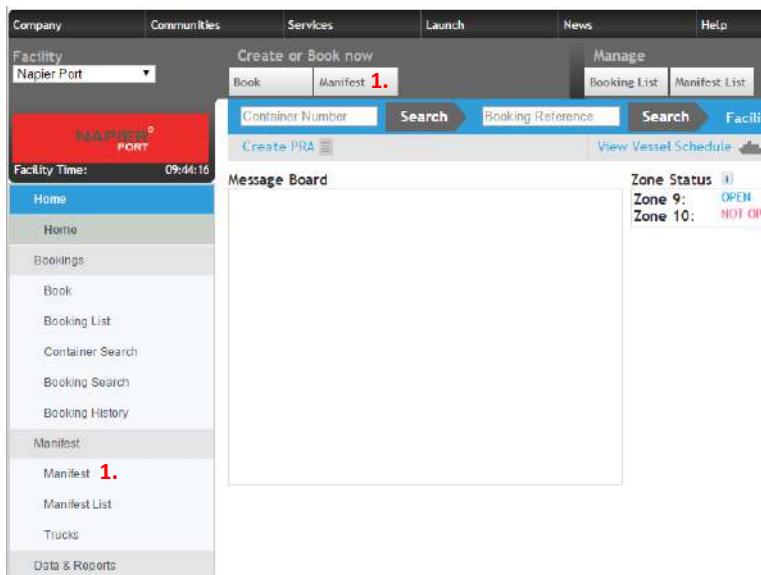
6. MANIFEST A BOOKING TO A TRUCK

You must have confirmed bookings with containers in them to be able to manifest a booking.

What to do

1. Select the ‘Manifest’ button from the main menu screen.

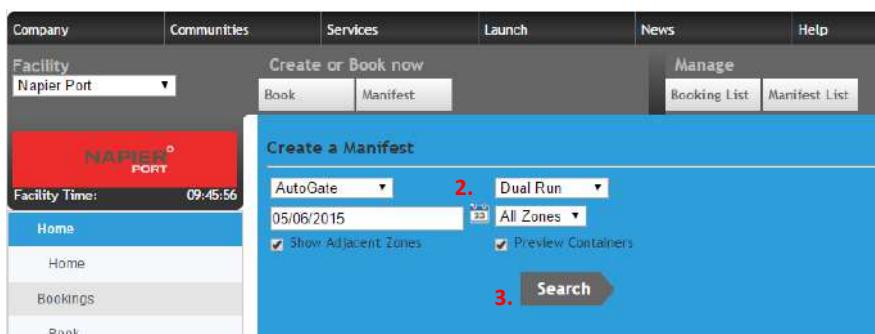
Note: This can be done from either the left hand side menu or the quick access buttons at the top of the main page



2. Enter the appropriate search criteria for the booking/s you wish to manifest to a truck.

Note – DO NOT worry about changing the ‘Autogate’ selection – it does not affect the search for Napier Port. Ensure you have selected the two check boxes ‘show adjacent zones’ and ‘preview containers’. Dual run = a pick up and a drop off on the same truck visit. Drop off = the truck is only dropping off a container at the Port. Pick up = the truck is only picking up a container from the Port.

3. Press ‘Search.’



You will be directed to a list of containers that meet your criteria that are ready to be manifested. If the booking you wish to manifest is not in the list – check your criteria (it may be for a different zone), or may not have been ‘confirmed’ yet.

- Select the containers you wish to manifest by 'ticking' the box in the select column.
- Press the 'Select Containers' button.

Screenshot of the 'Select Containers to Manifest' page:

Slot Date	Zone	Booking Ref	Type	Container	Haz Doc	Vsl/Voy	Location	Weight	Holds	Select
05/06/2015	10	05103822	Drop Off	TRU08068822 GEN 40'		STADT COBURG/018		Clear	<input checked="" type="checkbox"/>	4.
05/06/2015	10	05101870	Drop Off	PCI16067418 GEN 40'		STADT COBURG/018	27905.0 kg	Clear	<input type="checkbox"/>	

Select Conta 5. 

- Select a truck from your predefined fleet or type in the registration of a truck that has not yet been entered into your fleet list.

Note: It saves time and reduces typing errors if you take the time to set up your truck fleet before manifesting containers.

Screenshot of the 'Select Truck & Driver' page:

Truck Rego * 6. 

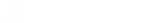
Truck Type

Your Search Details 

Napier Port Company: TOMOANA WAREHOUSING LTD. Date: 05/06/2015 Zones: All Run: Dropoff Gate: AutoGate Adjacent Zones: Yes

- Select the position on the truck that the container will be placed in by 'clicking' on the '+' in the appropriate position on the truck pictured.

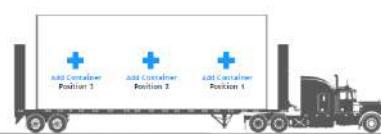
Screenshot of the 'Add Containers to Truck' page:

Truck Rego * 

Truck Type

Add Containers to Truck

Direction: Drop-off



Total Declared Weight: 0 kilos

Create Manifest 7. 

8. Select the container from the list presented by clicking on the '+' in the select column.

Slot Date	Zone	Booking Ref	Container	Size	Weight	Haz Doc	Select
05/06/2015	10	05103822	TRIU8068822	40			+ 8.

9. Press the 'Add' container button.

Slot Date	Zone	Booking Ref	Container	Size	Weight	Haz Doc	Select
05/06/2015	10	05103822	TRIU8068822	40			+

Container: TRIU8068822
Door: Aft
Holds: Clear
Commodity: GEN
Vessel: STADT COBURG
Lloyds: 9450923
Voyage: 018

9. **Add** ➔

10. Press 'Create Manifest'

Your Search Details [Edit Search](#)
Napier Port Company: TOWAZAMA WAREHOUSING LTD., Date: 05/06/2015, Zones: All, Run: Dropoff, Gates: AutoGate, Adjacent Zones: Yes

Select Truck & Driver
Truck Rego*: CMN375 [Select from Truck Fleet](#)
Truck Type: Side Loader

Add Containers to Truck
Direction: Drop-off

Total Declared Weight: 0 kilos

10. **Create Manifest** ➔

11. Press either 'Finish' or 'Continue Manifesting' depending on what task you want to perform next.

Truck Manifest Confirmation

Status: Pending Confirmation at Facility

Manifest Details

- Company: TOMODA WAREHOUSING LTD.
- Date/Zone: 5/06/2015, All
- Gate: AutoGate
- Run Number: 4

Truck Details

- Rego: OAN375

Containers

- Drop off: TRI.0068822

Buttons:

- Finish
- Continue Manifesting
- Update Search Options

11.

12. When you finish manifesting, you will be returned to the Manifest List screen. The 'Truck visit number' will be displayed. This must be given to your driver in order for then to provide the Napier Port gate staff.

TIP : Get your drivers 'trained' to always ask for the booking number when they are heading to the Port – this will help your dispatcher remember to manifest the booking prior to arrival.

IMPORTANT: Ensure drivers organise their cabs to ensure 'old' appointment numbers are not accidentally used, or confused with the appointment number for the current visit. Providing a used or incorrect appointment number will result in the driver and truck being refused entry, or the incorrect container information being processed by the port.

Facility: Napier Port

Search Details: Book

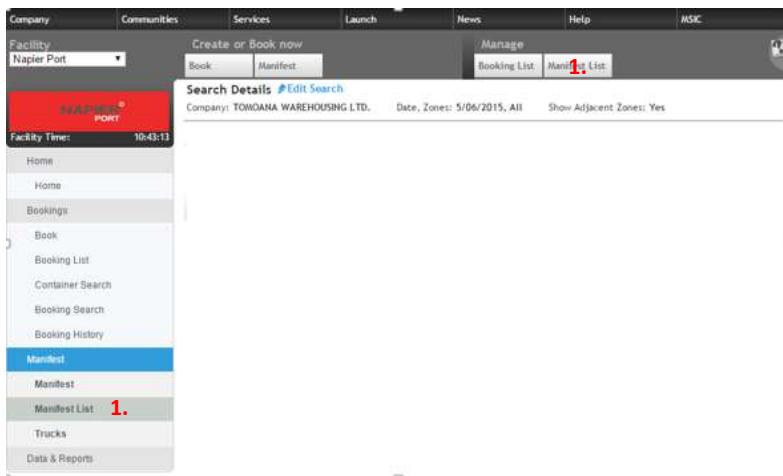
Type	Run Date	Run	Movement ID	Rego	Info	Status	Truck	Visit Num	Created	Actions
A	5/06/2015	6	8501807	OAN375	OK	3047		05/06/2015 10:25:27 AM		

12.

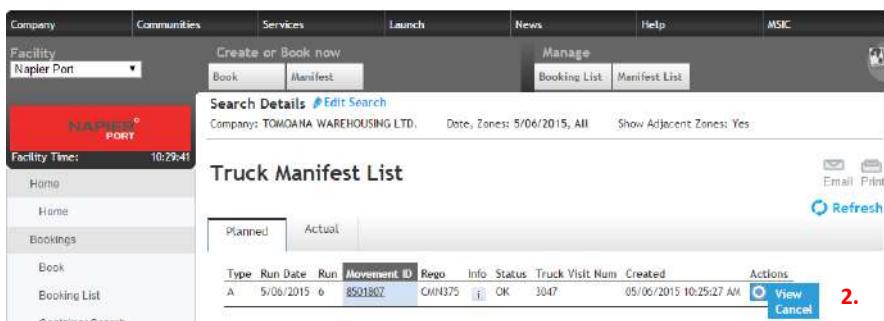
Cancel a manifest

What to do

1. Select the manifest list from the main menu either by using the menu on the left of the screen or the quick link at the top.



2. Select the manifest you would like to cancel by clicking 'cancel' in the actions column.



3. Press 'Yes' to cancel the manifest.

Note: This will not cancel the booking itself. But will allow you to manifest the booking onto a different truck.

If you wish to cancel the booking, you will need to proceed to the Booking list screen and follow the 'cancel a booking'.

