



CREATE A MANIFEST FROM POINT OF SALE

PREPARE YOUR BINS

1. Go to the **bins** screen.
2. Close any full bins by selecting them and then entering the volume of containers in that bin.
3. Click **close**.

CREATE A MANIFEST

1. Navigate to the **manifest** screen.
2. Select the **Processor** that you are sending your material to.
3. Confirm the displayed **Carrier** is correct.
4. Enter in the vehicle's **licence plate number**.
If the truck is not on site yet, you can enter TBC and complete when the truck arrives.
5. A list of available bins that can be sent to this processor will be displayed.
6. Select the bins you wish to put on the manifest (maximum of 12).
7. Click **Create and Print**.
You may have multiple manifests for the one delivery.
8. A **Print Preview** window will appear. Confirm your destination printer is an A4 printer.
9. Print three copies – one each for the RPO, Carrier, and Processor.
10. Select **Print**.
11. Sign all three copies. The driver must also sign them when picking up the bins.
12. Keep one copy for your records and give two to the driver.

CRP				Processor		Driver
Asset ID	Shipper Unit Type	Material Type	QTY	Gross Bin Weight (kg)	Net Bin Weight (kg)	Notes
All123		Aluminium	1752	24		
Ghi		PET - Clear	5000	135		

Total Number of Bins: 2 Gross load Weight: 159

(Consignor Signature - Operator) (Date) (Print Name)

I hereby declare that the freight has been loaded and restrained in accordance with the current applicable Chain of Responsibility Legislation in Western Australia.

(Driver Signature) (Date) (Print Name)

(Consignor Signature - Processor) (Date) (Print Name)

NEED HELP WITH YOUR POINT OF SALE DEVICE?

Call 13 42 42 and ask for the Technical Support team.