

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.

	COLLECT FROM RPD Name Street Gr. Sulvert WA	FREIGHT MANIFEST / DELIVERY NOTE 425DC299464834951155F6C4F431C1 DELIVERY TO Name Name						} 165	(j SUPPO	j [PPORT C			
Processor	000000000 DATE: 19-Nov-2021 USER ID: ID Name	00000000 REG NO: TBC			00 TBC				nifests				
		CRP					essor	Driver	S	Search			
Carrier	Asset ID	Shipper Unit Type	Material Type	ατγ	Gross Bin Weight (kg)	Gross Bin Weight (kg)	Net Bin Weight (kg)	Notes		Destinat	tion	Status	

Licence plate Enter vehi	Enterushi	Ali123		Aluminium	1752	24						
	Enter veni	Ghi		PET - Clear	5000	135						
Number of copies	з	Total N	umber of Bins: 2				Gross load	Weight: 159)			
					(Consignor Signature - Operator)			(Date	(Date) (Print Name)			
Search	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)				
Material typ	e Asset ID				(Conside	or Circusture - I	Processori	(Data	(Brist Name)			
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NEED HELP WITH YOUR POINT OF SALE DEVICE? Call 13 42 42 and ask for the Technical Support team.