

# MICT ADVISORY

## Official Manila International Container Terminal Partner Advisory

10/13/2022

ADVISORY NO. 2022-1878

Dear Valued Customers,

As we continue our preparation for the implementation, we are sharing below list of Frequently Asked Questions (FAQ) that may cover your queries on TABS Truck Manifesting. Kindly see below.

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### **TABS TRUCK MANIFEST FAQ**

#### **1. What is Truck Manifesting?**

Truck Manifest is a new feature in TABS that aims to improve the gate-in process and experience of truck drivers. With Truck Manifesting, a user will advance link confirmed TABS bookings to an MICT-registered truck plate number and driver before the truck enters the terminal.

#### **2. How do you create a Truck Manifest?**

Once you have created a TABS booking for a container, you may already create a Truck Manifest. For a step by step process on how to manifest an Export Single Transaction, Import Single Transaction or Double Transaction, please click on the link below:

[Truck Manifest Tutorial Videos \(English Version\)](#)

[Truck Manifest Tutorial Videos \(Filipino Version\)](#)

#### **3. Why do you need to create a Truck Manifest?**

A Truck Manifest will allow a TABS user to identify and link Pick-up and/or Drop-off bookings to a specific truck plate number and driver prior to gate-in. Submitting this information in advance will allow a faster and more seamless gate-in for the truck driver as they will no longer need to scan their gatepass at the gate kiosk.

#### **4. What is a TBA slot?**

A TBA Slot or To Be Advised slot is an additional feature that lets a TABS user reserve an export slot each time an import booking is made. This is to encourage double transaction as user can create a tandem export booking that always matches the date and zone of the import booking.

A TBA slot can be booked even if the export container information is not yet available. Once container details are on hand and container is pre-advised, the TBA slot can then

be edited with the container information. You can edit the TBA booking with either a pre-advised export laden container or a pre-advised empty container.

To learn how to use a TBA slot, please click on the link here: [Truck Manifest for Double Transaction](#)

#### **5. Is there an additional fee when you use the TBA slot?**

A TBA Slot is free of charge. Corresponding TABS booking fees and penalties will only be applied to your Pick-up booking (import) and not the TBA slot. Should you wish to not use your TBA slot, no additional penalty charges will be applied as well.

#### **6. For double transaction, will both import and export container be required to have a booking once Truck Manifesting is implemented? ??**

Yes. This is because Truck Manifesting will require the linking of CONFIRMED TABS bookings of both import and export containers.

To create a booking for your export container in a double transaction, please ALWAYS use the free TBA slot feature to avoid double fees and penalties.

To learn how to use a TBA slot, please click on the link here: [Truck Manifest for Double Transaction](#)

#### **7. Can I still edit the details in my Truck Manifest in case of truck breakdown before arrival?**

Yes, you can. To modify any information in your Truck Manifest, you will need to cancel/delete the accomplished Truck Manifest for that TABS booking and create a new Truck Manifest with the updated details.

The cancellation/deletion of the Truck Manifest will NOT affect your confirmed booking slot. However, the new Truck Manifest MUST be submitted before the truck arrives at the terminal to avoid any issues upon entry.

#### **8. Are there penalties when you cancel/delete your Truck Manifest?**

There are no penalties upon cancellation or deletion of a Truck Manifest. Cancellation or deletion of a Truck Manifest will not list or delete your linked TABS booking/s. However, if the cancellation is due to the revision of Truck Manifest details, please ensure that the new Truck Manifest is submitted BEFORE arrival at the terminal.

#### **9. If truck arrives at MICT without a Truck Manifest, will truck still be allowed to proceed with its transaction?**

Until further notice, trucks will still be allowed to proceed with its transaction at MICT as long as they have a valid TABS booking, gatepass (for import) and/or pre-advise (for export laden & empty). Nonetheless, a Truck Manifest is highly encouraged to be submitted beginning the announced implementation date.

## **10. How can I edit or update the Truck Manifest details if I am not the TABS account holder?**

For truckers who did not create the Truck Manifest in their own TABS account, you may edit or update the truck plate number or driver details through the TABS Manifest Trucker Portal.

We will be sharing how to use the TABS Manifest Trucker Portal very soon before our implementation date. However, please note as early as now that any revisions made in this portal will always inform the TABS account holder that created the Truck Manifest.

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Should you have further clarifications that is not covered in this FAQ, please feel free to email us at [customercare@ictsi.com](mailto:customercare@ictsi.com).

Thank you,

MICT Management

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