

MICTe-Gate

Truck Manifesting FAQs

1. What is Truck Manifesting?

Truck Manifesting is a TABS feature that has the objective of simplifying and streamlining the gate process for truck drivers through the advance submission of booking details, truck plate number and driver information.

2. What are the benefits of Truck Manifesting?

Advance booking for double transaction

Through the TBA functionality, tandem slots are automatically opened for Drop Off containers whenever a Pick Up container is booked. This is so a user can reserve in advance an export booking with a matching zone, even prior to the availability of export container details.

Truck Plate, Driver and Gatepass Validation

This capability, only available in Truck Manifesting, allows a TABS user to pre-check any existing hold or impediment on the truck plate number, driver's license or gatepass before a manifest creation proceeds. This will aid in avoiding any disruption during your gate processing as only valid truck plates, drivers and gatepasses will be allowed to be manifested.

Driver SMS Alert System

This alert system will provide truck drivers to receive an automated SMS notification whenever a container hold is lifted (i.e. X-Ray, DEA, BOC hold). This notification is to signify truck drivers that they can proceed for gate-out and will help reduce failed exits due to still existing impediments.

Faster gate-in process

Once fully implemented, Truck Manifesting will allow the elimination of manual processing of transaction at the gates as all transaction details are submitted in advance in TABS.

3. 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 create a manifest for Export Single Transaction, Import Single Transaction, or Double Transaction, please click on the links below:

Video Tutorials in English:

[Import Single Transaction](#)

[Export Single Transaction](#)

[Double Transaction](#)

Video Tutorials in Tagalog:

[Import Single Transaction](#)

[Export Single Transaction](#)

[Double Transaction](#)

4. What is a TBA slot?

TBA stands for **To Be Advised** and the TBA slot is a functionality added in TABS to encourage and aid in the creation of double transaction bookings. This slot allows the user to reserve a booking for a Drop Off container which will constantly match the zone of the Pick Up container.

This is automatically provided once a zone is selected for a Pick Up container. The slot can also be used for either an export empty or export laden, as long as the container is preadvised.

To learn how to book a TBA slot, please click on the video tutorial on Double Transaction manifesting provided in item 3 above.

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 and not to the TBA booking.

6. How does the validation of Truck Plate, Driver and Gatepass work?

During the manifest process in TABS, a user will be asked to input the truck plate number, driver information and gatepass number for the booking. The inputted data will then be validated by the system to check if there are no suspended/banned status for the truck or driver and if the gatepass storage or reefer are still valid.

If there are no issues found, the manifest creation will proceed. If there is any impediment found, manifest creation will not proceed.

If the impediment is on either the truck plate or driver, user can opt to replace the truck plate and/or driver information in the manifest. If the impediment is on the gatepass, user must update their storage or reefer payment first before they add the gatepass number to the manifest.

7. Can I input any mobile number for the SMS Alert System?

We highly encourage that the mobile number to be added in the manifest is the updated mobile number of the truck driver. This is so the SMS notification can immediately be received and he can immediately proceed to gate out.

8. For double transaction, will both import and export transaction be required to have a booking in Truck Manifesting?

Yes, Truck Manifesting will require the confirmed TABS bookings of both Pick Up and Drop Off containers as these will be linked to the manifest.

NOTE: For double transactions, always create a booking for your Drop Off container by following the process of the TBA slot booking. This is to avoid double fees or penalties.

9. Can I still edit the details in my Truck Manifest in case I need to change the associated truck plate or driver of the booking?

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, you must ensure that the new Truck Manifest is submitted **before** the start of the booking appointment to avoid any disruption upon entry.

10. Are there penalties when you cancel/delete your Truck Manifest?

There are no penalties upon cancellation/deletion of a Truck Manifest. Cancellation/deletion of a Truck Manifest will not list or delete your associated 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** the start of the booking appointment.

For questions and concerns, please contact customercore@ictsi.com.

For more information on the MICT e-Gate Program, please click the below links to the videos:

Filipino: [MICT e-Gate Program](#)

English: [MICT e-Gate Program](#)

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Manila International Container Terminal
MICT South Access Road, Port of Manila, 1012 Manila, Philippines
+632 245-4101 | www.mict.com.ph | www.ictsi.com

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