

Energy Transport Logistics

Operational Procedures & Workflow for Daily Operations

Daily Operational Procedures and Workflow

- I) *Verify Inbound linehauls – 2,2.*
 - A) Got to L/H ops menu – 2.
 - 1) Go to Line Dispatch Info Display – 2.
 - 2) Choose destination Terminal/ETA date – **E or Press tab to manually search.**
 - 3) Enter through and choose Destination (DFW).
 - 4) Choose the arrival Date.
 - 1) Find your manifest number for inbound trailers-Also make sure to write down your LD# (IE: #44653), Make sure your inbound schedules have been arrived in the system.
 - a) If a driver has arrived and not arrived himself in the system you can arrived him now.
 - b) Choose the dispatch from here and enter it here.
 - c) Now you arrived the Driver **F5.**
 - d) Choose the dispatch line.
 - e) Enter the date & time the driver arrived at destination.
 - B) Create your daily folder for all your daily files. (By Putting the Day/Month/Year)
 - C) Receive the paperwork from the driver and empty packet and check in all bills received. against the manifest provided by the driver.
 - II) *Now we will move inbound manifest/Freight to the dock - M,1.*
 - A) Go to M-Other Reports.
 - B) Go to 1- Trailer Strip Manifest or DOCK Report.
 - 1) Enter your printer number (IE: #51).
 - 2) Enter through and enter your manifest# (IE: #44653).
 - 3) Enter Y to print unloading report, this is given to the warehouse to unload the trailer.
 - 4) Enter A to move contents to DOCK.
 - 5) Enter the Terminal designation (IE DFW) for the DOCK terminal Alpha Code.
 - C) Then the bills will be distributed for Deliveries.
 - D) If you have OSD fill out the OSD form and send it to osd@energytransportlogistics.com
 - III) *Once bills have been distributed to Dispatch/Dispatcher he will get his delivery day started*
 - A) Dispatcher will set up his driver's routes/deliveries for the day.
 - B) Dispatcher will then create the RCON/Manifest for his drivers – 4, Create RCON Manifest
 - 1) Enter and Delivery Terminal (DFW) if not set to your station.
 - 2) Route Manifest # is automatically assigned, so enter through this.
 - 3) Enter through Date.
 - 4) Enter power Unit.
 - 5) Enter trailer number.
 - 6) Now enter Driver's name or Number
 - 7) Then now enter all your bills the driver will be taking out for delivery.
 - 8) Now closed the manifest -1. **Now you will designate it as a delivery or Sweep.**
 - a) D=Delivery, S=Sweep
 - 9) Now time to print the driver's delivery manifest, A driver should not leave the facility without a manifest. -3, enter printer#.

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- 10) Now you escape/exit the manifest, and this will be when the manifest is dispatched/sent to the driver on his tablet-F1 to send Manifest to Driver's Mobile Device.
- IV) *Pickup's will be entered throughout the day from emails from customers.*
- A) You will enter information from the customers pick up alert as follows. **-8,1,1**
 - B) Go to 8- Order Entry System.
 - C) Go to 1-Order Entry System Menu.
 - D) Go to 1-Enter and update Orders.
 - 1) Select p/u type. Most all of them will be – 4. Hit tab if you are not sure.
 - 2) Select Movement Flag (*I=Import, E=Export, D=Domestic*).
 - 3) Now the bill is assigned a Pro# F1 for the next pro#.
 - 4) In # 3, Enter the Contact name from the email.
 - 5) In #4 Enter the Charges – (*P=Prepaid, C=Collect, or D=Deadhead*).
 - 6) In #5 Enter Traffic type.
 - a) Hit tab to find your designated traffic type for the shipment.
 - 7) In #6 enter the load type.
 - a) Hit tab to find your designated load type for the shipment.
 - 8) Enter through and enter the following Information.
 - a) Originator who is the same as the debtor, the customer who sent the p/u
 - b) P/U location
 - c) And now the Consignee
 - 9) Now enter through to the **Q**- p/u date and enter your info there.
 - 10) Now you will be in the body of the bill- in **T**.
 - a) you will now enter the total pieces to p/u.
 - b) enter a description/Commodity.
 - c) Now enter the weight
 - d) Now you will enter the dims, Enter **DW** to enter all your Dims.
 - e) Now enter all accessories needed.
 - 1) Hit tab to find all codes for the accessories needed to be entered.
 - f) Now you can exit the body of the bill by entering t or F9.
 - 11) Now enter all you reference numbers - **F4**.
 - 12) We can now give the pick-up to the dispatcher, so he can dispatch the p/u to a driver.

V) *Dispatching pick-ups to a driver, can be done a couple of ways.*

 - A) Dispatching a driver through the bill.
 - 1) Go into the bill through the **8,1,3**.
 - 2) Go to N= Assignments
 - 3) Enter ORG for the p/u in #
 - 4) Enter through #2 and go to the drivers in #3 and enter the driver's name.
 - 5) Now enter escape and you can dispatch the p/u by hitting F1 to send to the Drivers Mobile Device.
 - B) Dispatching a p/u in the administrator. Generally used to dispatch multiple shipments.
 - 1) Go to the 8,1,2 Order Processing Administrator screen.
 - 2) Enter through to get to the administrator.

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- 3) Now enter F5-Assign.
 - 4) In #1 make sure you are in ORG for the p/u.
 - 5) Enter through #2 and go to #3 and enter the driver's name.
 - 6) Find your shipment and mark it with the X.
 - 7) Hit F7 to finish and F8 to Assign and the F1 to assign the shipment to the driver.
- VI) *Arriving the driver from his deliveries and Pickup's for the day.*
- A) Checking in driver's delivery paperwork
 - 1) We will check in all the driver's paperwork and verify the following.
 - 2) Make sure we have legible signatures on BOL's.
 - 3) Make sure driver have in & out times on all bills.
 - 4) Make sure any accessorials are noted and added to the bill if not already entered.
 - 5) DR's will be attached to a copy of the delivery manifest. For scanning later.
 - 6) Checking the 5,1 screens to reflect/verify what is on the HCPOD.
 - 7) Checking off the RCON Manifest to make sure all HCPOD's are accounted for and initialing off the manifest & pushing through (Meaning putting all manifest in a separate basket.
 - B) When a driver arrives back to the dock and has pick-ups coming back.
 - 1) Check in all his paperwork and make sure he has provided you with the correct paperwork.
 - 2) Driver must have weight and dims on his paperwork.
 - 3) You now will update and add any updated dims and weight to the bill. In the 8,1,3 screen. Selecting **T** and Enter **DW** to enter the dims.
 - 4) Now you will print the updated DR, Movement bill, and labels for the driver.
 - 5) Now you will arrive the driver -Z-Arrive driver.
 - a) Enter the date or make sure you have the correct date.
 - b) Enter the driver's name.
 - c) Now enter through the fields.
 - d) Verify the shipment the driver has picked up, once done a p/u manifest will print out for the driver.
 - e) Now give the pick-up manifest to the driver along with all his labels for shipments picked up.
 - f) Now the driver will label his freight.
 - 6) Now you will prep your paperwork for the outbound l/h.
 - a) You will put a copy of the p/u bill and the original alert with the DR.
 - b) Make copies of the p/u bill and original alert and put a copy of the Movement paper. This will help with scanning later.
- VII) *Dispatching for the outbound Linehaul - TCON*
- A) *Creating the manifest*
 - 1) The warehouse will load the designated trailer for you.
 - 2) Once loaded he will bring the Load out Manifest, he has filled out.
 - 3) You will then get all the bills you have and verify then to the manifest.
 - 4) Now is time to create you trailer manifest. **-1 Manifest Trailer**
 - a) Now go to **#1- Manifest Trailer**

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- b) Enter through the Origin terminal, ensure the correct terminal is entered.
 - c) Enter through the manifest#, it will be automatically generated.
 - d) Enter through the date.
 - e) Now enter the trailer number.
 - f) And now the final stop (IE LAX, DFW) the destination the trailer is going to.
 - g) Now enter all your bills that have been loaded for the outbound trailer.
 - h) Now closed the trailer and print out up to 4 copies of the manifest.
- B) Now time to create the line haul dispatch – **2,1**
- 1) Go to **#2 Line Haul Ops Menu**.
 - 2) Now enter **#1= Enter, Update, Dispatch & Arrive Line Schedules**.
 - a) Enter F1 for a new dispatch number
 - b) In F2 enter the driver's name.
 - c) Enter through to the line route number.
 - d) Enter the route to dispatch (IE: IAH to DFW)
 - e) Now you will enter the Power unit# (IE: 553139)
 - f) Next enter the trailer# (IE: ETLT 5400)
 - g) Next, enter the seal #. Note all ETL loads must be sealed by ETL employee.
 - h) Enter through to the following.
 - i) Enter the manifest number.
 - j) Driver to take Mail/Comat? Y or N.
 - k) Now enter a brief description (IE: Dave C DFW run w/LTL)
 - 1) Now you will dispatch the driver. **F4**
 - 2) Enter F4 and go to the line and enter it and dispatch the out time for the driver.
 - 3) Once dispatched you will print 4-5 copies of the dispatch out.
- C) Once you have all your paperwork you will separate all of it accordingly.
- D) DR's are to be separated from the Movement paperwork.
- E) DR's will go in a pouch with a copy of the warehouse/loader manifest and the pouch stapled closed.
- F) Now a copy of the warehouse/loader manifest and the printed manifest, & linehaul dispatch will go with the Movement/Backup to scanned as the BOL's later.
- G) Now we are all set to scan documents for the day.
- H) Now we can send out the nightly outbound schematic to centraldispatch@energytransportlogistics.com.
- VIII) Scanning.
- A) We will take all the documents we separated throughout the day and complete the scanning.
 - B) All scanning will be completed on the equipment provided to us by Accordex. Apple Computer.
 - C) All DR's for deliveries will be scanned as DR's.
 - D) All back-up with the movements will be scanned as BOL's for the back-up.
 - E) And lastly we will send out our nightly turnover to the designated personnel.