iBidLogistics
Simplified Way to Procure

Gatekeeper guide

How to take vehicles in at the gate, give the driver the Trip ID, and send loaded vehicles out, on the website and on the mobile app.

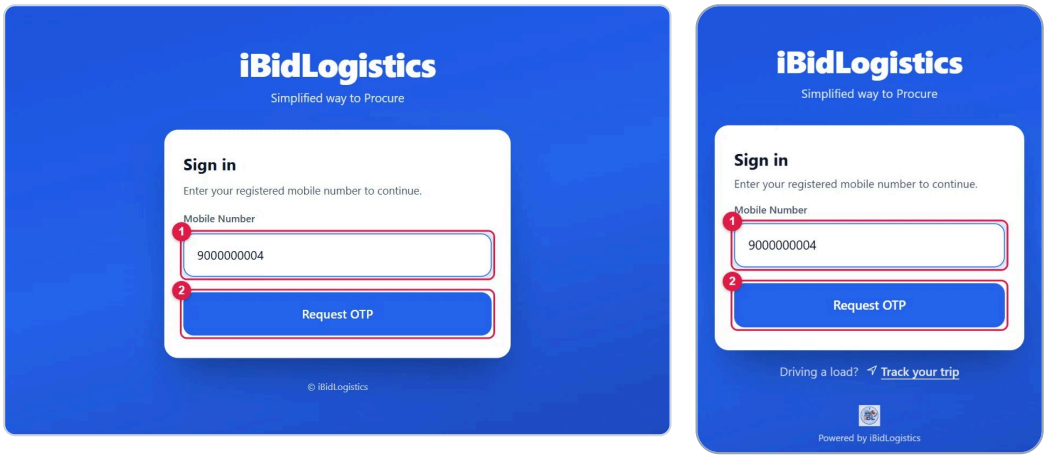
Your work at a glance
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2. Your screen
3. A vehicle arrives: check it
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5. While the vehicle is inside
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Your work at a glance

1. **Vehicle arrives:** search its number and check the papers.
2. **Gate-in:** take the vehicle in and give the **Trip ID** to the driver.
3. **Inside the plant:** weighing, loading, approval and billing are done by others. You only watch the status.
4. **Gate Out:** go through the 4-point check and gate out the vehicle.
5. **Dispatch:** the trip starts and the vehicle leaves your list.

1. Sign in

1. Open **ibidlogistics.com/login** on the computer, or the **iBidLogistics** app on the phone.
2. Enter your registered mobile number and press **Request OTP**.
3. Enter the OTP that comes by SMS and press **Login**.

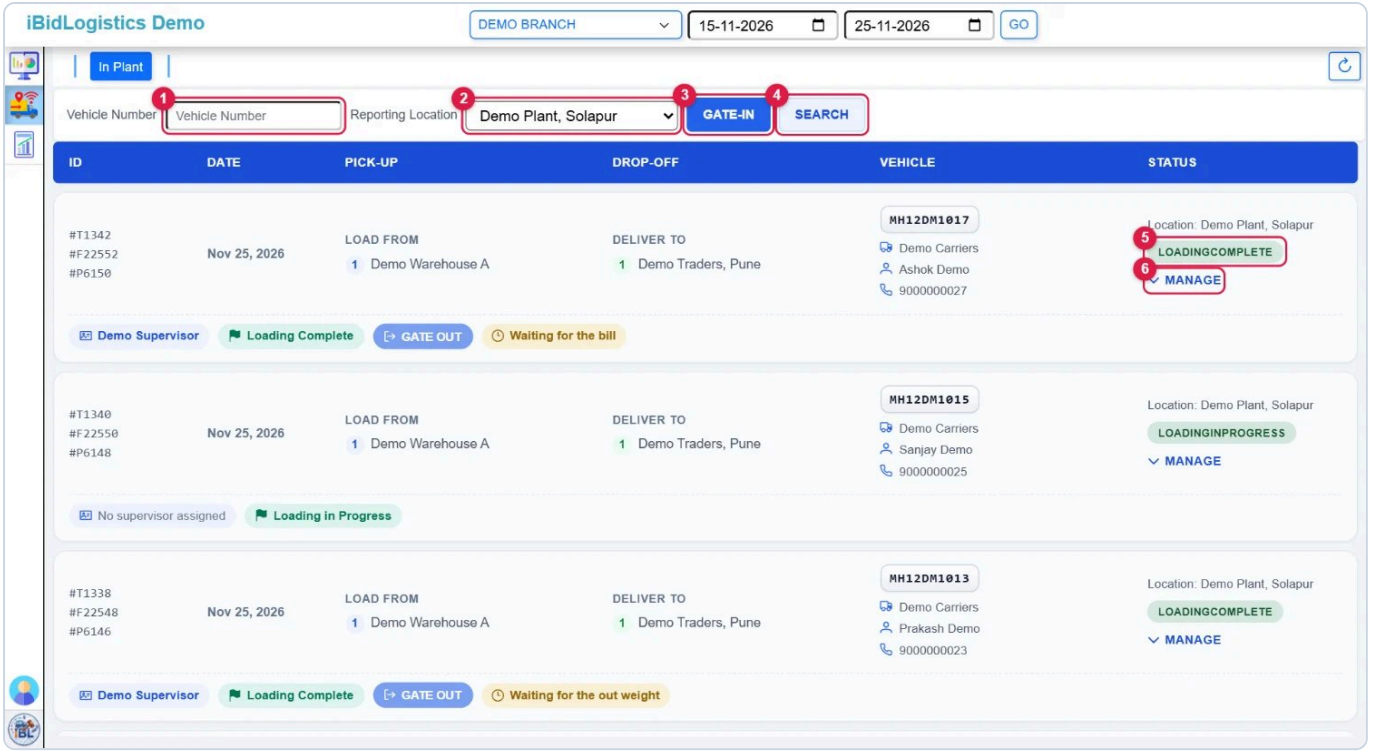


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

> You stay signed in. Do not share your OTP with anyone.

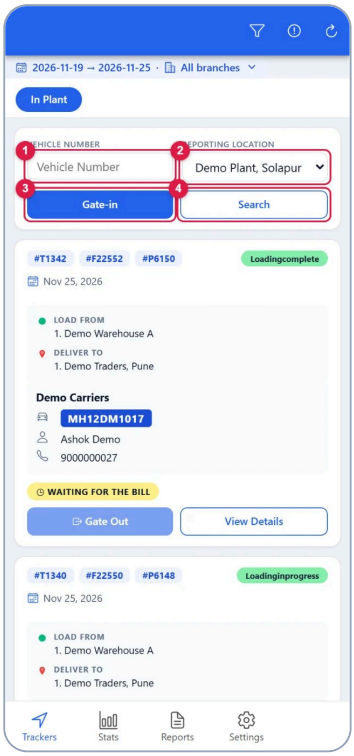
2. Your screen

After sign-in you see **In Plant**: the vehicles that are inside your plant now.



Website

- (1) **Vehicle Number**: type the number here.
- (2) **Reporting Location**: the plant you work at.
- (3) **Gate-in**: takes the vehicle in. (4) **Search**: only looks, changes nothing.
- (5) the status of the vehicle. (6) **Manage** opens the trip.

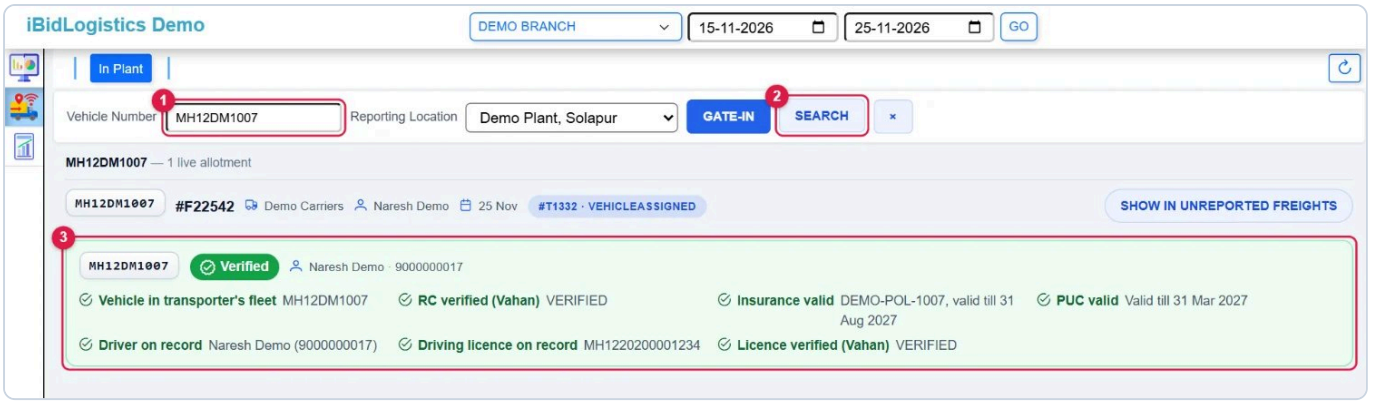


Mobile app: the **Trackers** tab

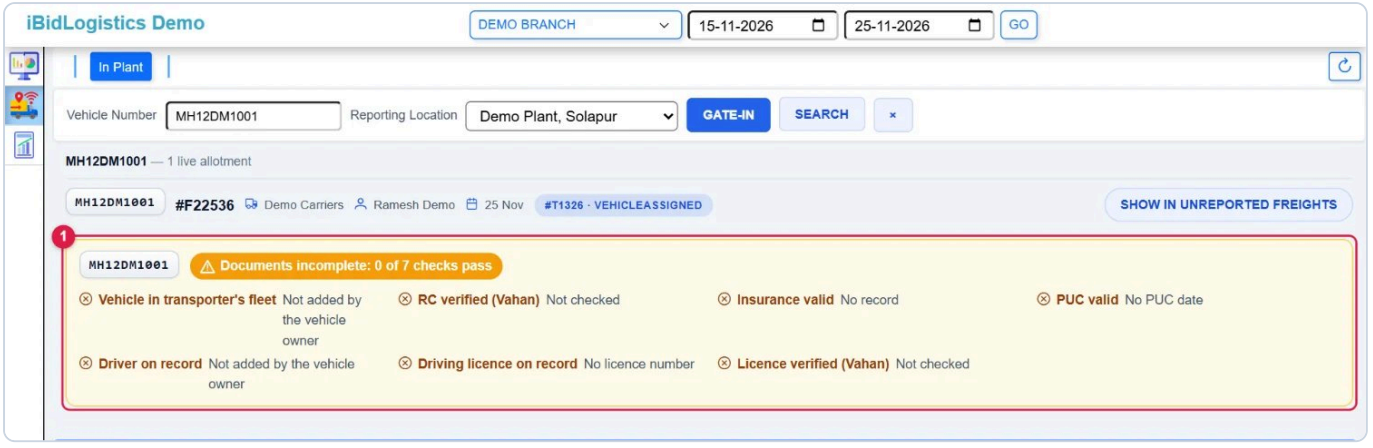
3. A vehicle arrives: check it

1. Type the vehicle number, for example MH12DM1007.

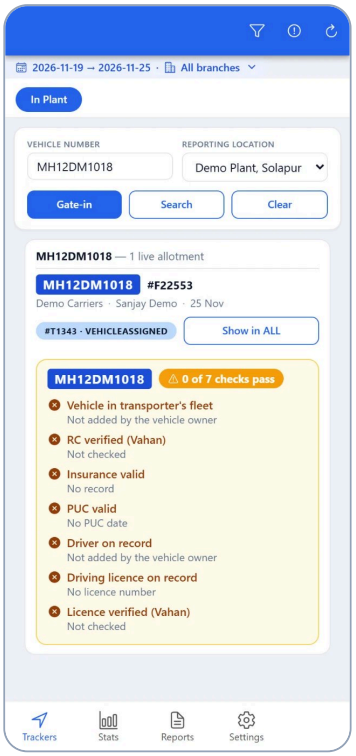
2. Press **Search**. You see the freight, the transporter and the driver.
3. Look at the papers box. Green **Verified** means all 7 checks pass. Yellow means something is missing.



All papers verified



Papers incomplete: each missing paper is named

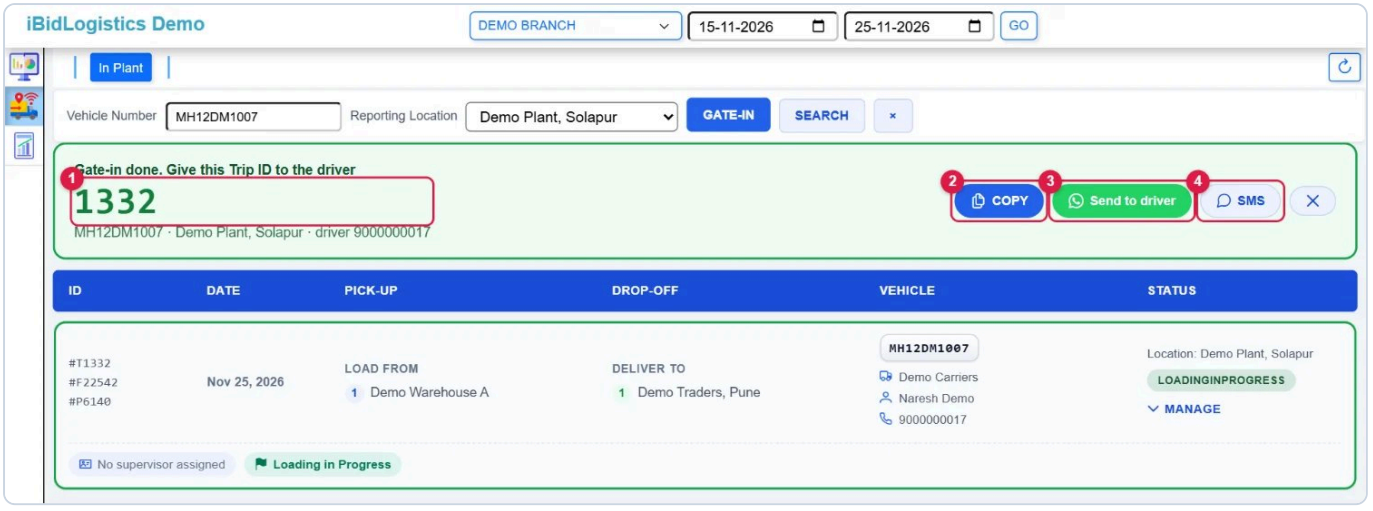


The same check on the phone

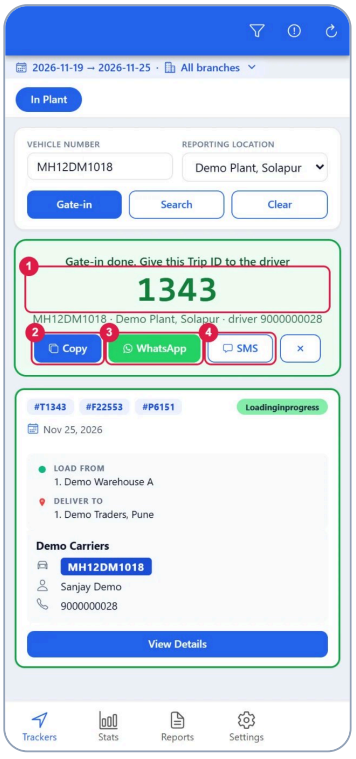
> A yellow box does not stop gate-in. Follow your plant's rule: ask the driver for the paper, or tell your manager.

4. Gate-in and the Trip ID

1. Check that the number and the **Reporting Location** are right.
2. Press **Gate-in**. The vehicle is now inside.
3. A green box shows the **Trip ID**. Give it to the driver: **Copy**, **WhatsApp** or **SMS**.
4. Ask the driver to open the iBidLogistics app, tap **Track your trip** and enter the Trip ID.



(1) Trip ID, (2) Copy, (3) WhatsApp, (4) SMS



The Trip ID on the phone

> Forgot the Trip ID? It is the number after **#T** on the vehicle's card.

5. While the vehicle is inside

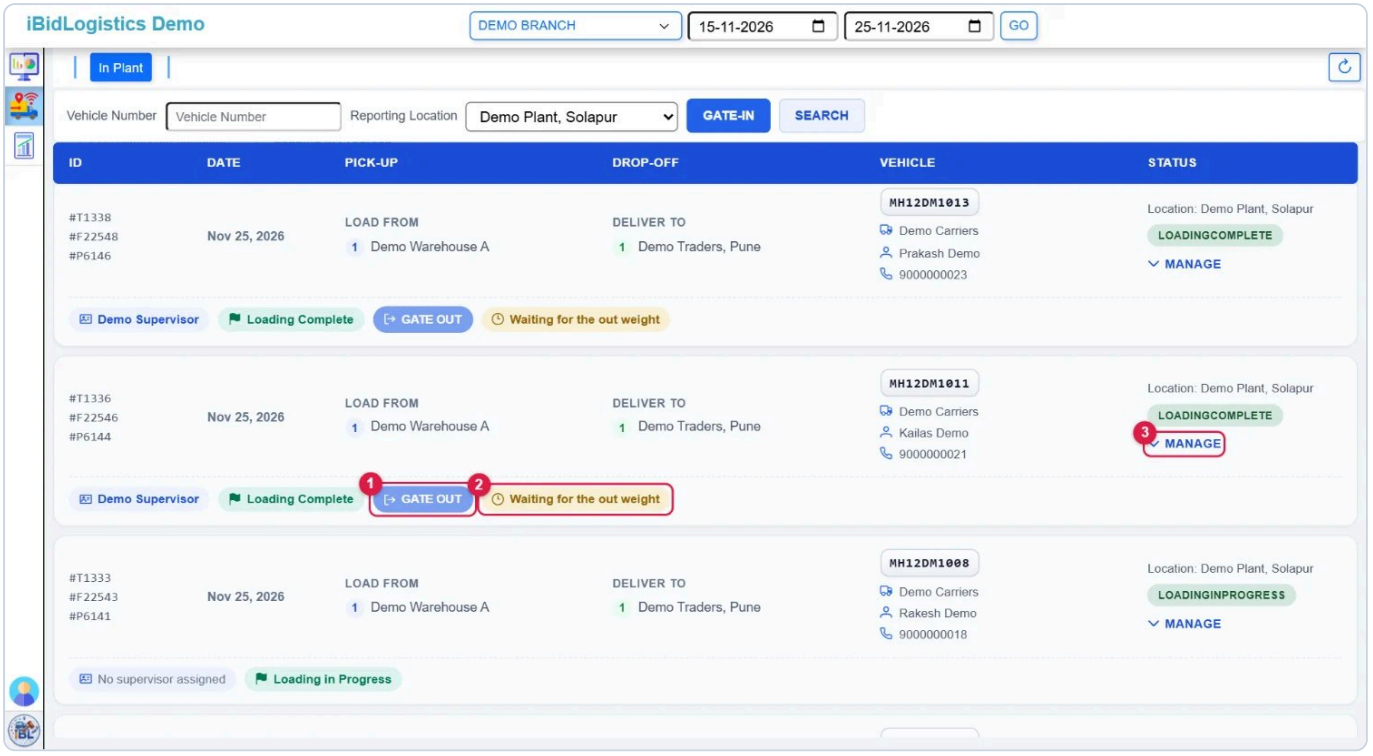
You do nothing here except watch the status on the card.

Status on the card	What it means
Loading in Progress	The vehicle is in. Weighing and loading are next.
Checked In	The supervisor has started loading.
Checked Out	Loading at one pick-up point is finished.
Loading Complete	The vehicle is sent to the gate. **Gate Out** appears on the card.

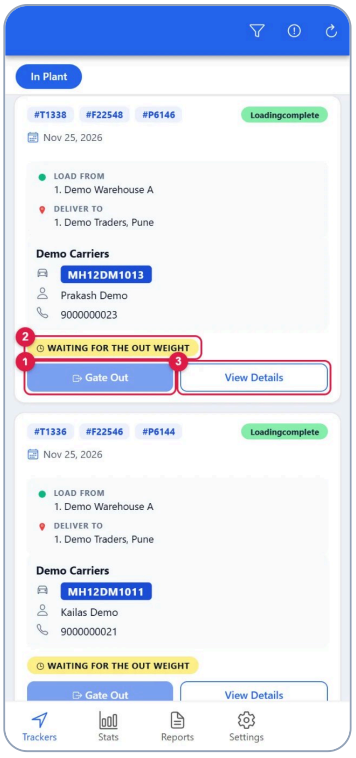
No supervisor assigned means the Head Supervisor has not named a loading supervisor yet. Tell the Head Supervisor if the vehicle waits long.

6. Gate Out: the 4-point check

When loading is complete, **Gate Out** is on the card. If something is still missing, the card says what.



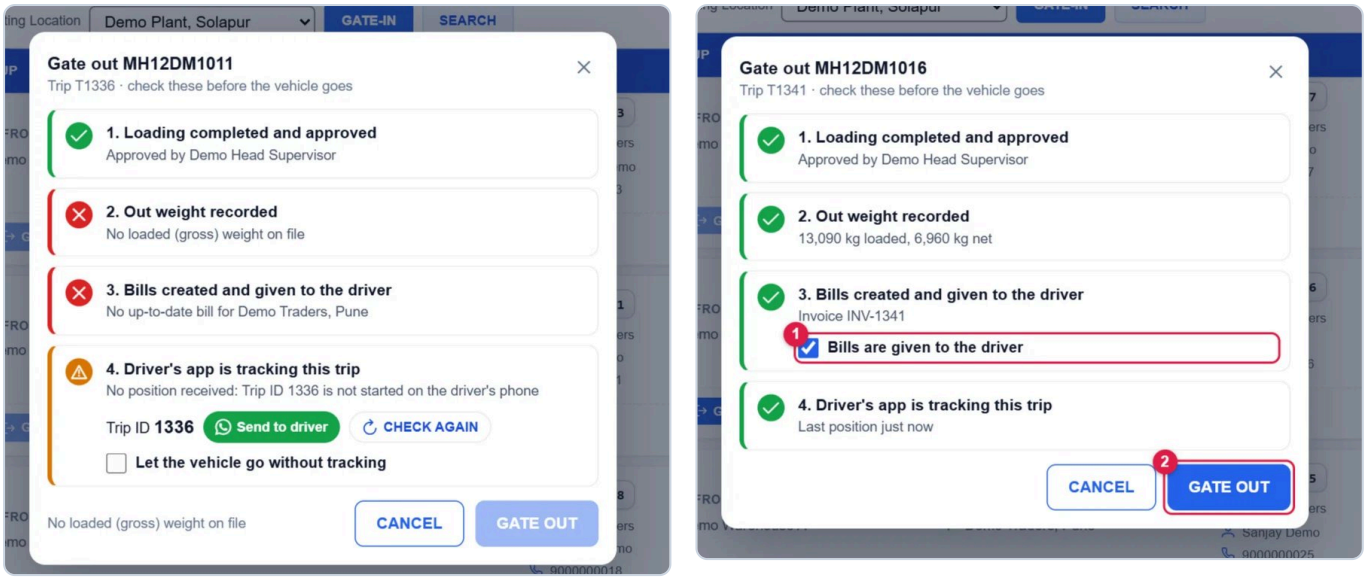
(1) Gate Out, (2) what the vehicle is waiting for, (3) Manage



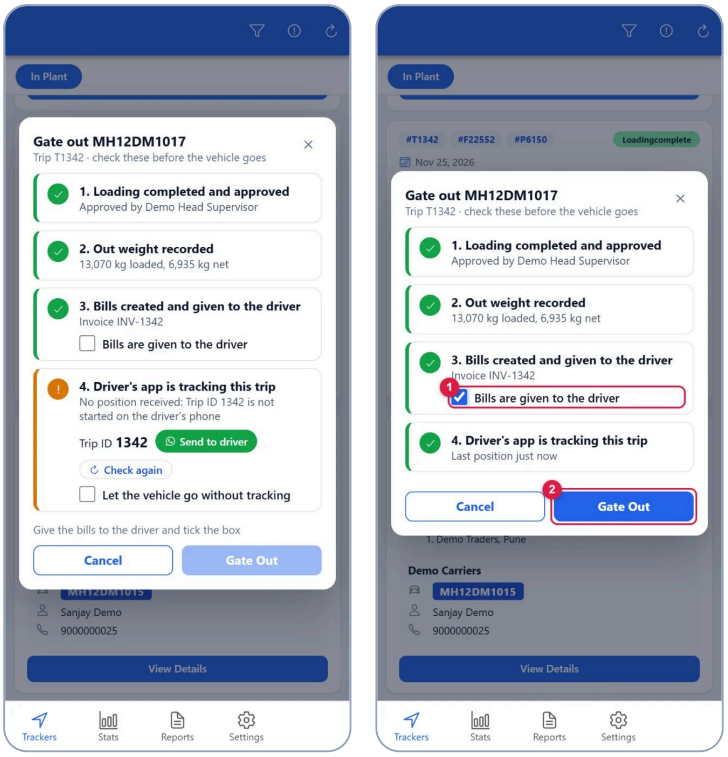
The same on the phone

1. Press **Gate Out**. A window shows 4 checks.
2. Red cross: the vehicle cannot go yet. Green tick: done.
3. Hand the invoice, e-way bill and LR copy to the driver, then tick **Bills are given to the driver**.
4. Press **Gate Out** in the window.

Check	If it is not green
1. **Loading completed and approved**	Ask the Head Supervisor to approve the load.
2. **Out weight recorded**	Send the vehicle to the weighbridge for the loaded weight.
3. **Bills created and given to the driver**	Ask the billing desk to make the bill. The window names the customer.
4. **Driver's app is tracking this trip**	Help the driver start the Trip ID in the app, then press **Check again**. If the driver has no smartphone, tick **Let the vehicle go without tracking**.



Left: the vehicle must wait. Right: everything is ready.

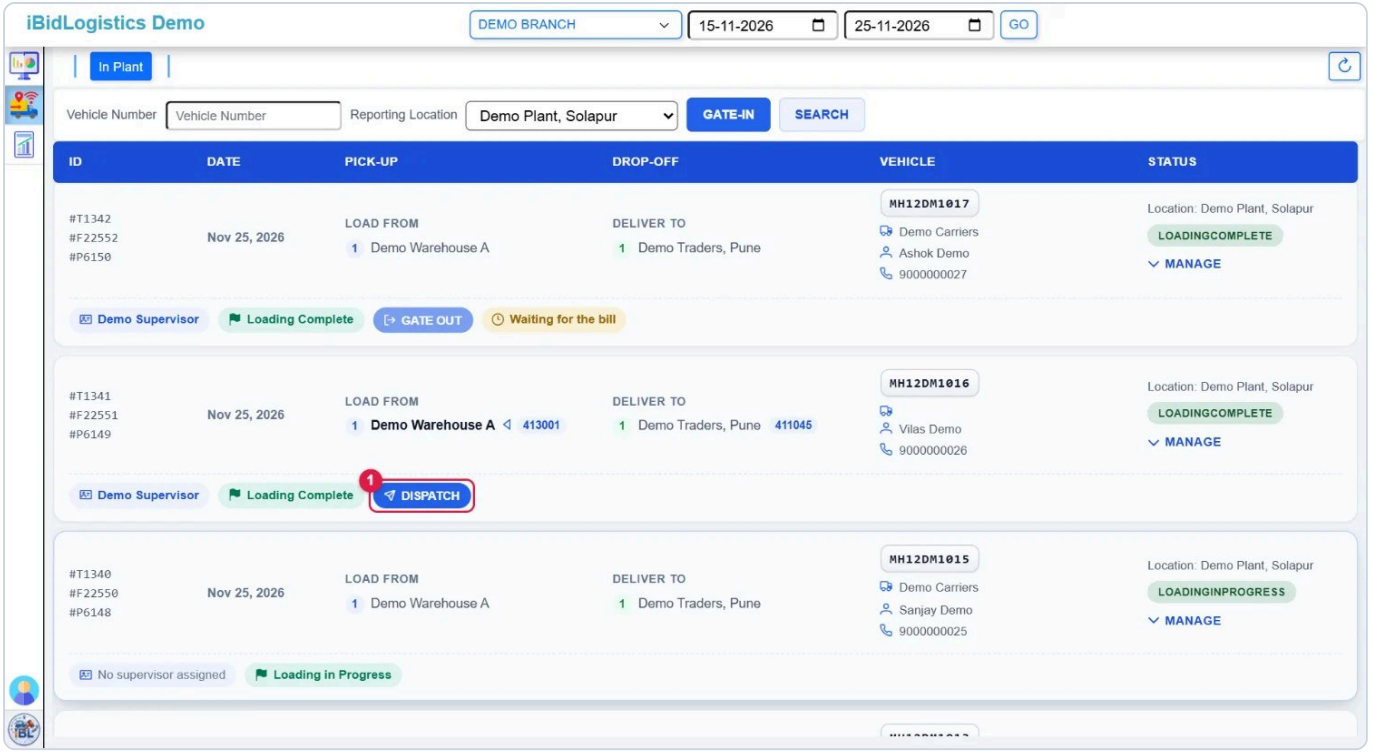


On the phone: tracking not started, and ready to go

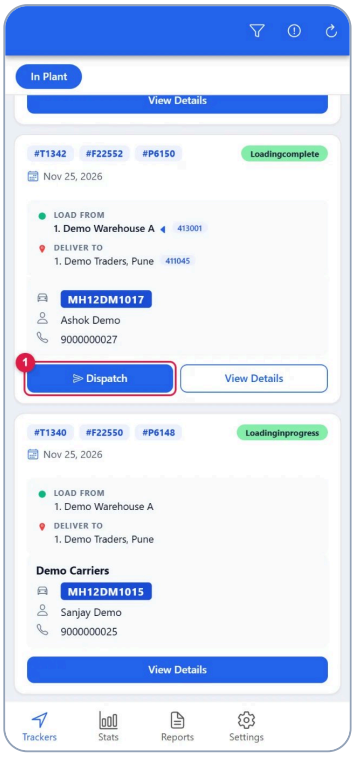
> Checks 1, 2 and 3 cannot be skipped. Check 4 is a reminder only. What you tick is saved on the trip with your name.

7. Dispatch

1. After Gate Out the button on the card becomes **Dispatch**.
2. Press it when the vehicle leaves, and press OK to confirm.
3. The trip starts and the vehicle leaves your list.



Dispatch on the website



Dispatch on the phone

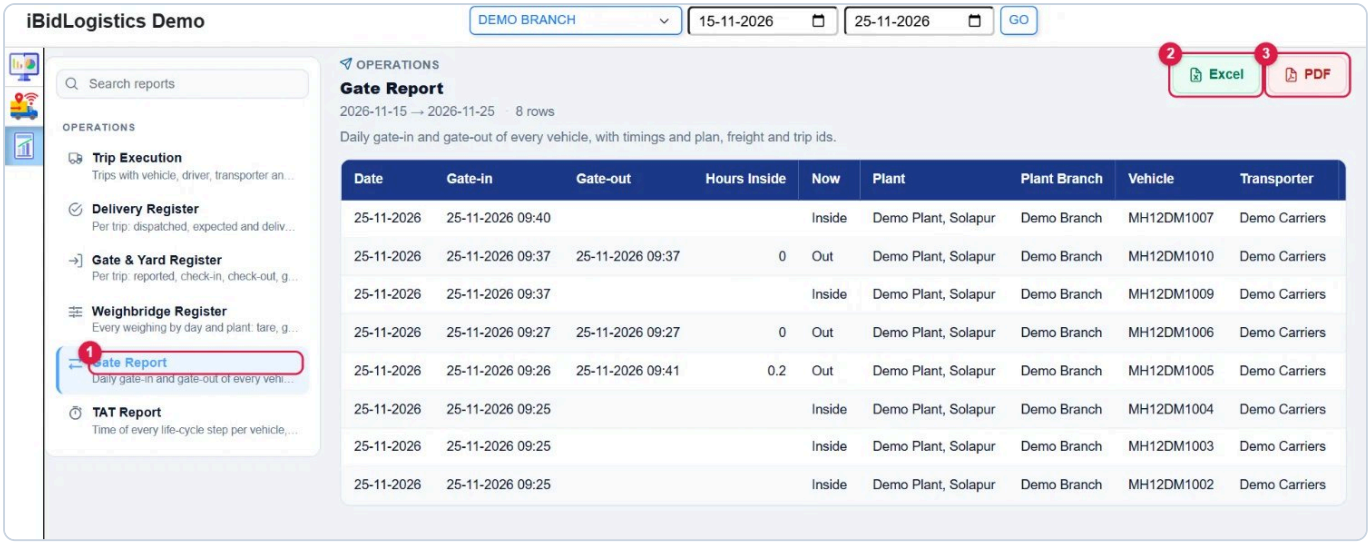
> Loading at two plants? Gate Out sends the vehicle to the next plant, whose gatekeeper takes it in. Bills are checked, and **Dispatch** appears, only at the last plant.

8. Reports

1. **Loading report:** open the trip with **Manage** and press **Download Report** (PDF) or **Excel for SAP**.
2. **Gate Report:** open **Reports**, choose **Gate Report**, set the dates at the top, then **Excel** or **PDF**.



(1) Download Report, (2) Excel for SAP, inside the trip



Gate Report: every vehicle in and out, with times

9. Messages and what to do

Message	What to do
This vehicle is not alloted to any freight. Please check the number.	Check the number. If it is right, ask the transporter to assign this vehicle to the freight.
Vehicle … is assigned to Location : …	The vehicle belongs to another plant's gate. Send it there.
Vehicle … is at … now. It comes to this gate after it gates out there.	The vehicle is still at the other plant. Wait for that gate to gate it out.
Vehicle … was not gated in here. Trip … is waiting for it to report at its loading plant.	It must report at its loading plant first.
Gate out is not allowed yet. …	One of the first three checks is missing. The message says which one (see section 6).
Number not registered	Your mobile number is not active. Ask your Admin.

To sign out: **Settings**, then **Log out**.

Need help? Write to info@ibidlogistics.com