iBidLogistics
Simplified Way to Procure

Head Supervisor guide

How to give vehicles to supervisors, and approve finished loads so they can be weighed.

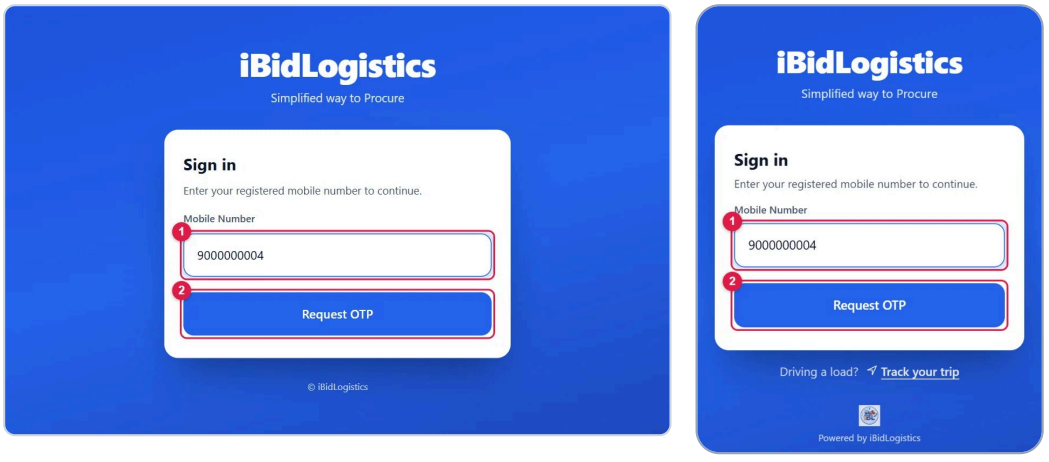
Your work at a glance
1. Sign in
2. Your screen
3. Assign a supervisor
4. Change the supervisor
5. Approve the load
6. Dashboard and reports
7. Messages and what to do

Your work at a glance

1. **Vehicle gated in:** it appears under **Assign Supervisor**.
2. **Assign:** choose the supervisor who will load it.
3. **Loading:** the supervisor loads and sends the vehicle to the gate.
4. **Approve load:** check the quantities and approve.
5. **After that:** the vehicle is weighed, billed and gated out by others.

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**.

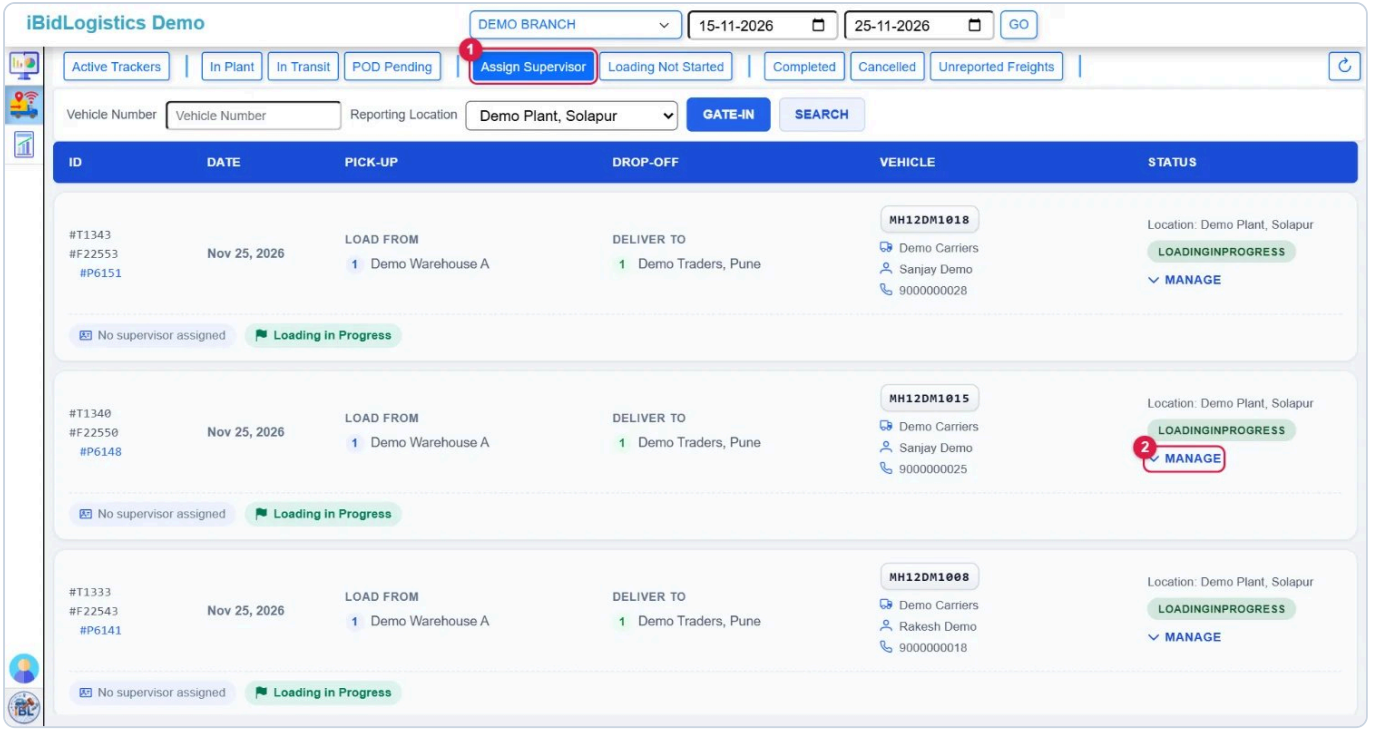


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

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

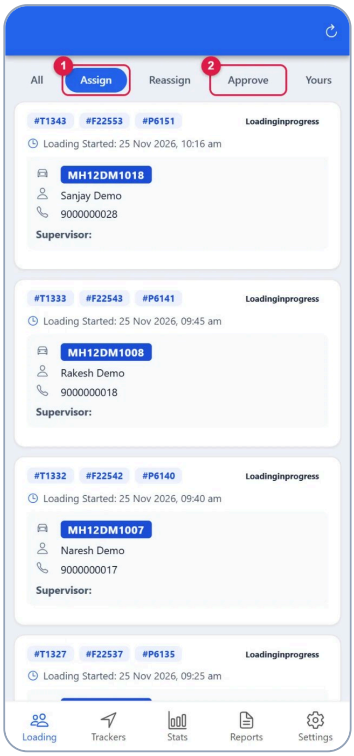
2. Your screen

The website opens on **Assign Supervisor**: vehicles that are inside and have no supervisor yet.



(1) Assign Supervisor, (2) Manage opens the vehicle

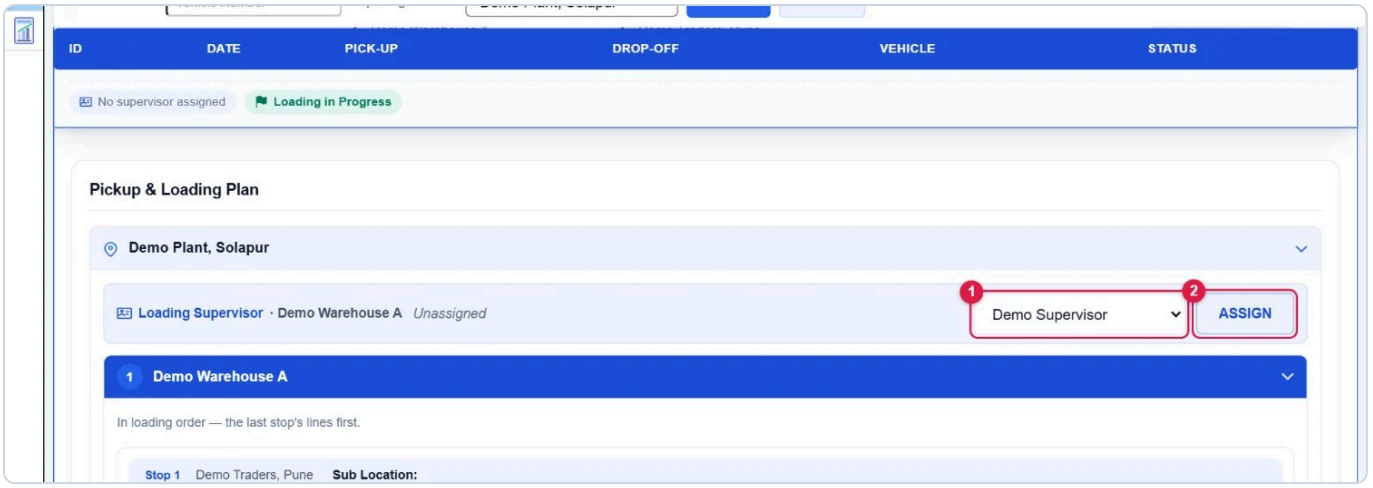
On the phone, open the **Loading** tab. **Assign** shows vehicles without a supervisor, **Approve** shows finished loads.



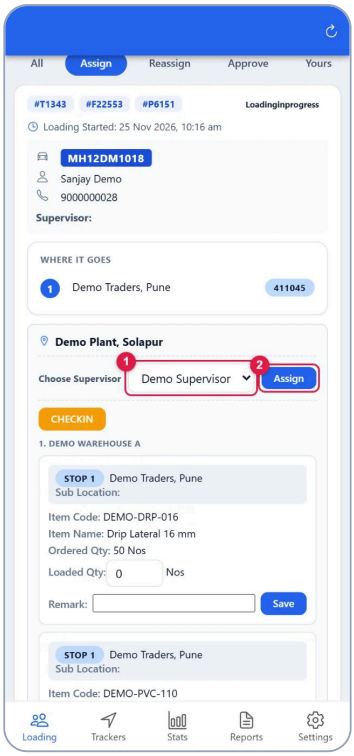
On the phone: (1) Assign, (2) Approve

3. Assign a supervisor

1. Press **Manage** on the vehicle, or tap its card on the phone.
2. Choose the supervisor at the loading point.
3. Press **Assign**. The vehicle appears on that supervisor's screen.



(1) choose the supervisor, (2) Assign

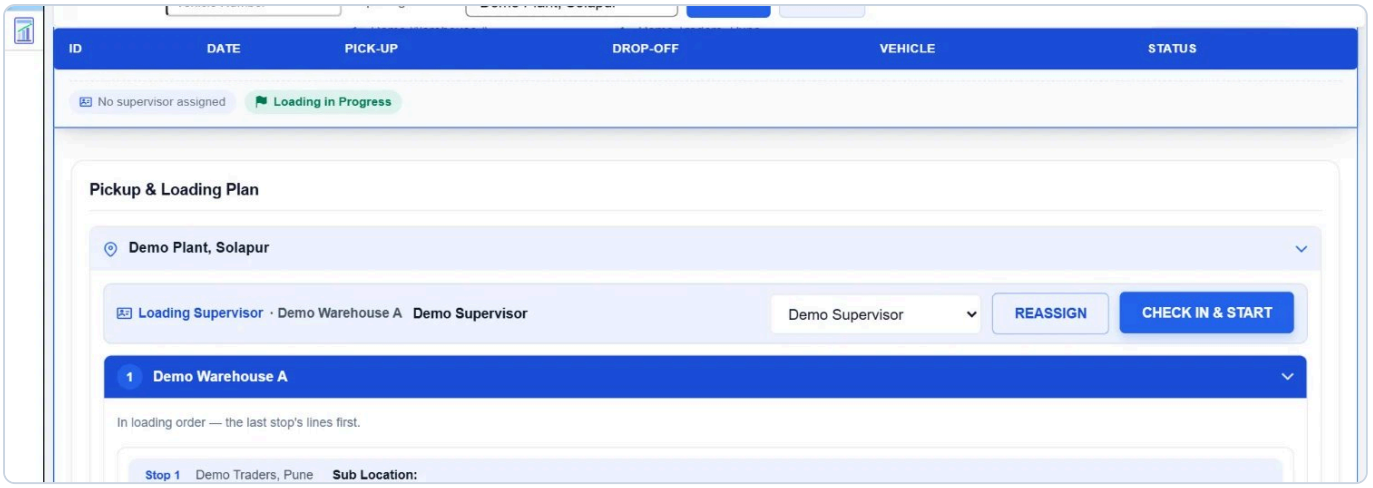


On the phone: (1) choose the supervisor, (2) Assign

> **Busy elsewhere** next to a name means that supervisor is loading another vehicle now.

4. Change the supervisor

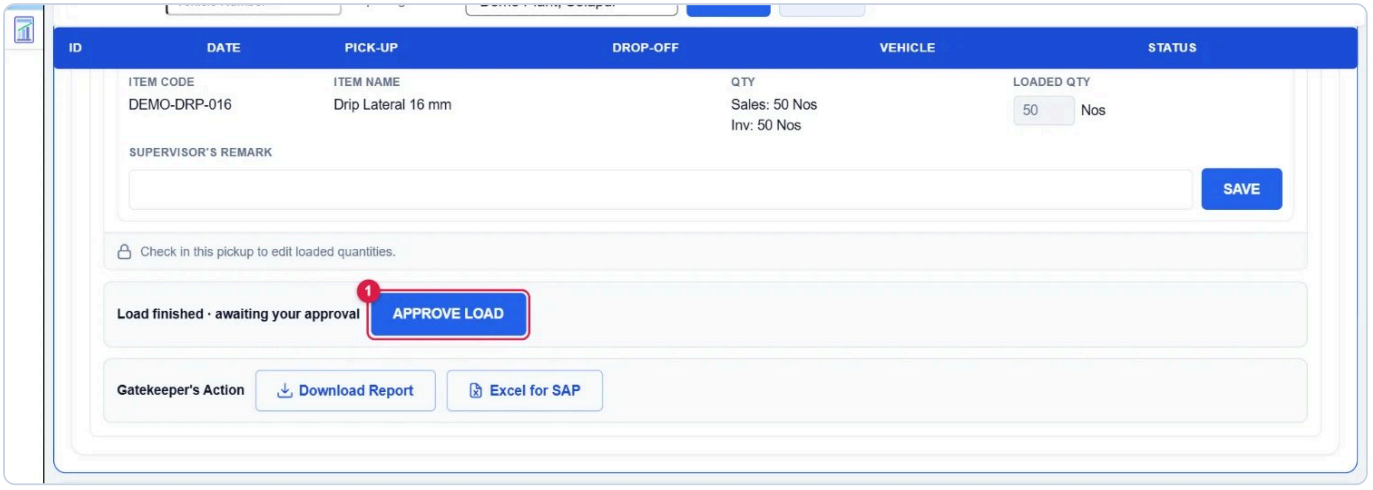
Open the vehicle, choose another name and press **Reassign**. You can also press **Check In & Start** and load it yourself.



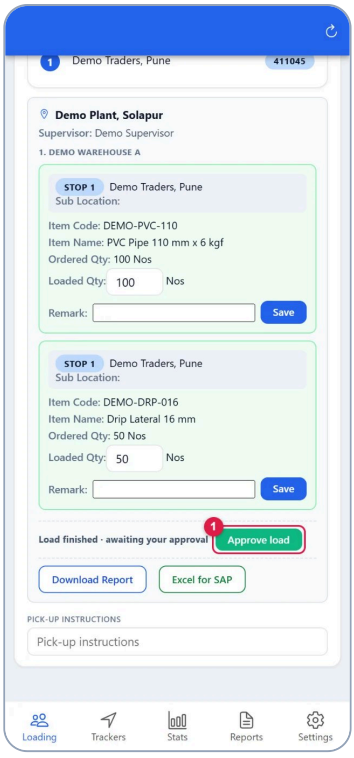
After assigning: Reassign, and Check In & Start

5. Approve the load

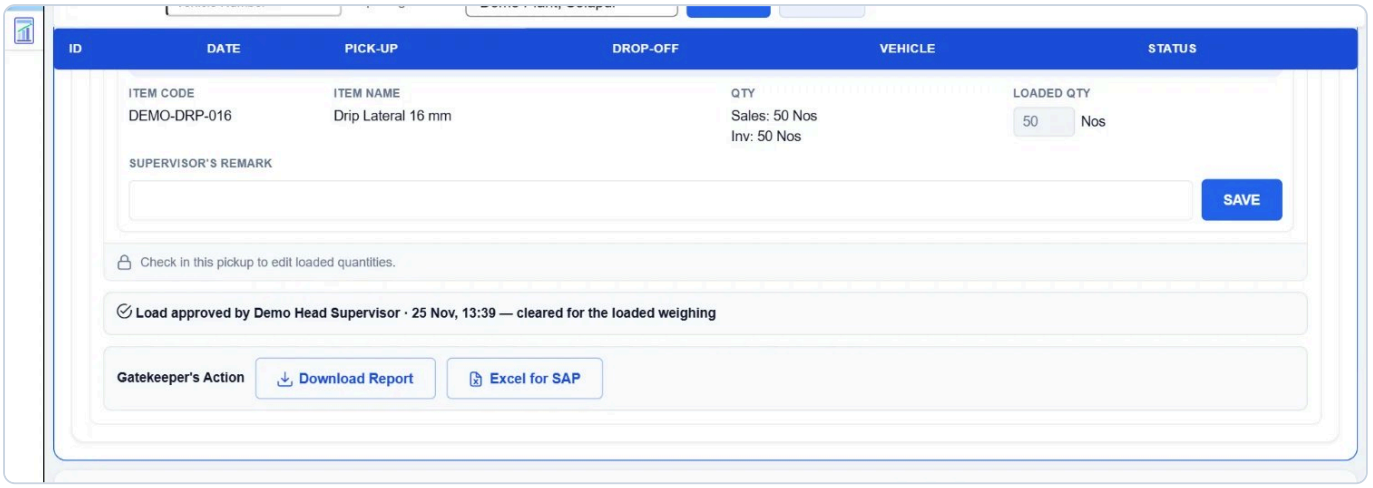
1. Open **In Plant** on the website, or **Approve** on the phone.
2. Open the vehicle that is **Loading Complete** and compare the loaded quantities with the order.
3. Press **Approve load**.



Approve load



The same on the phone

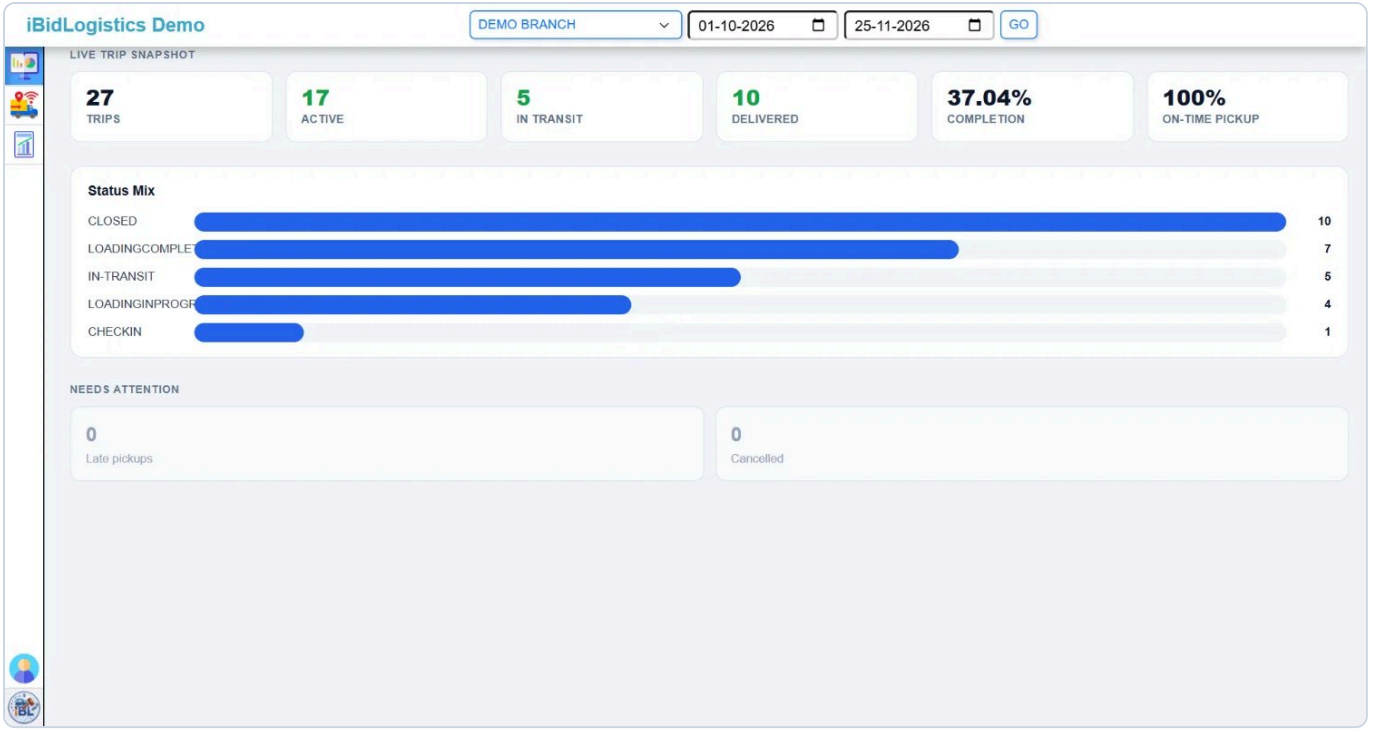


Approved: your name and the time are saved

> Until you approve, the loaded vehicle cannot be weighed, billed or gated out.

6. Dashboard and reports

Dashboard shows how many trips are active, in transit and delivered. **Reports** has the trip, gate and weighbridge registers, with **Excel** and **PDF**.



Dashboard

7. Messages and what to do

Message or problem	What to do
A supervisor is not in the list	Ask your Admin to set that person's plant under **Works at**.
Approve load does not appear	The supervisor has not pressed **Proceed to Gate** yet.
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