iBidLogistics
Simplified Way to Procure

Supervisor guide

How to check in a vehicle, count the loaded goods, check out and send the vehicle to the gate.

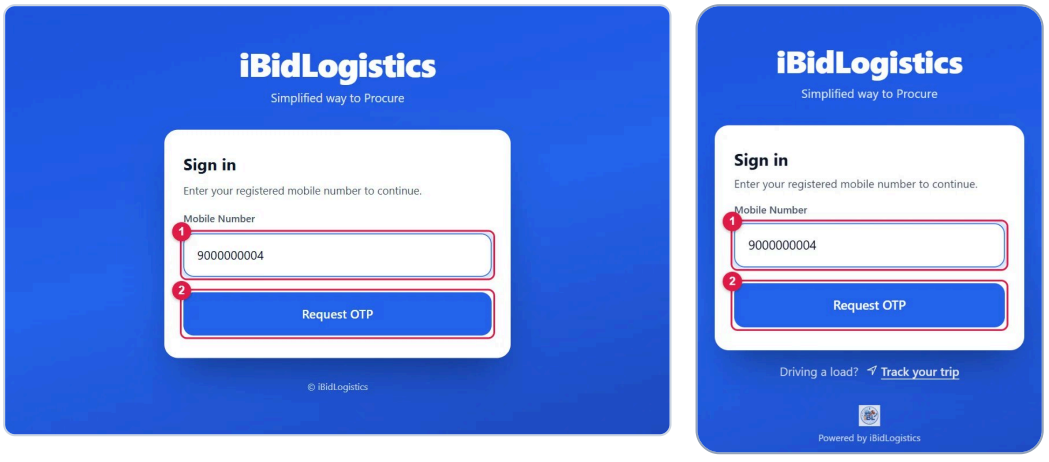
Your work at a glance
1. Sign in
2. Your screen
3. Check in
4. Count the goods
5. Check out
6. Send the vehicle to the gate
7. Messages and what to do

Your work at a glance

1. **Vehicle assigned:** the Head Supervisor gives you a vehicle.
2. **Check in:** start loading.
3. **Count:** scan or type the loaded quantity of every item.
4. **Checkout:** loading at this point is finished.
5. **Proceed to Gate:** send the vehicle to the gate.

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

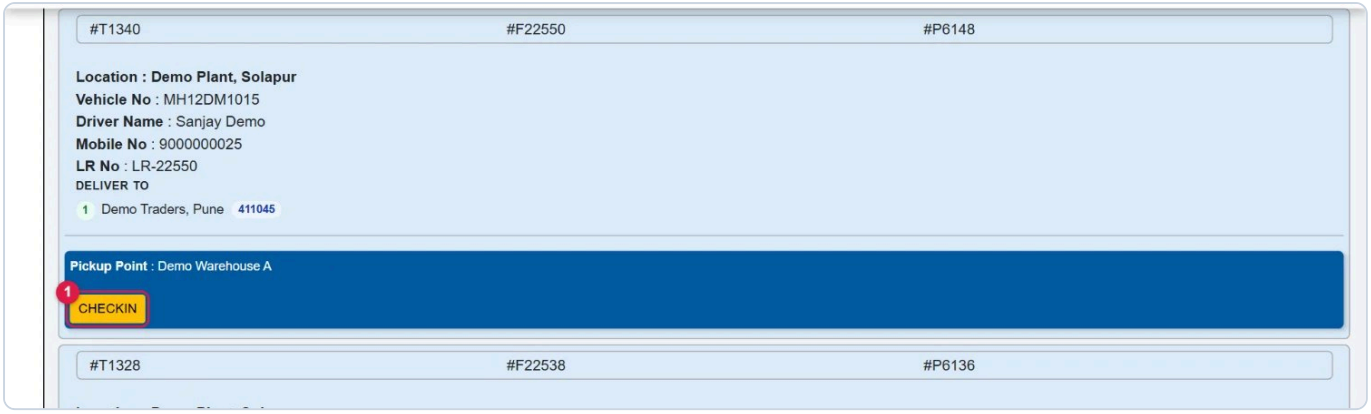
You see only the vehicles given to you, with the driver, the customer and the items to load.

On the phone, open the **Loading** tab.

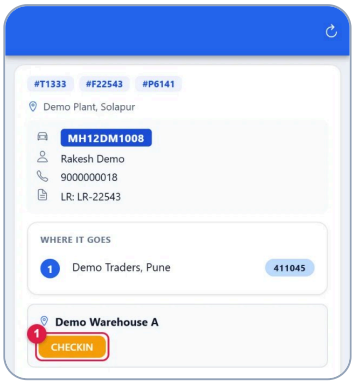
> No vehicle on your screen? The Head Supervisor has not given you one yet.

3. Check in

1. Match the vehicle number with the vehicle at your loading point.
2. Press **Checkin**. The items to load open.



Checkin on the website

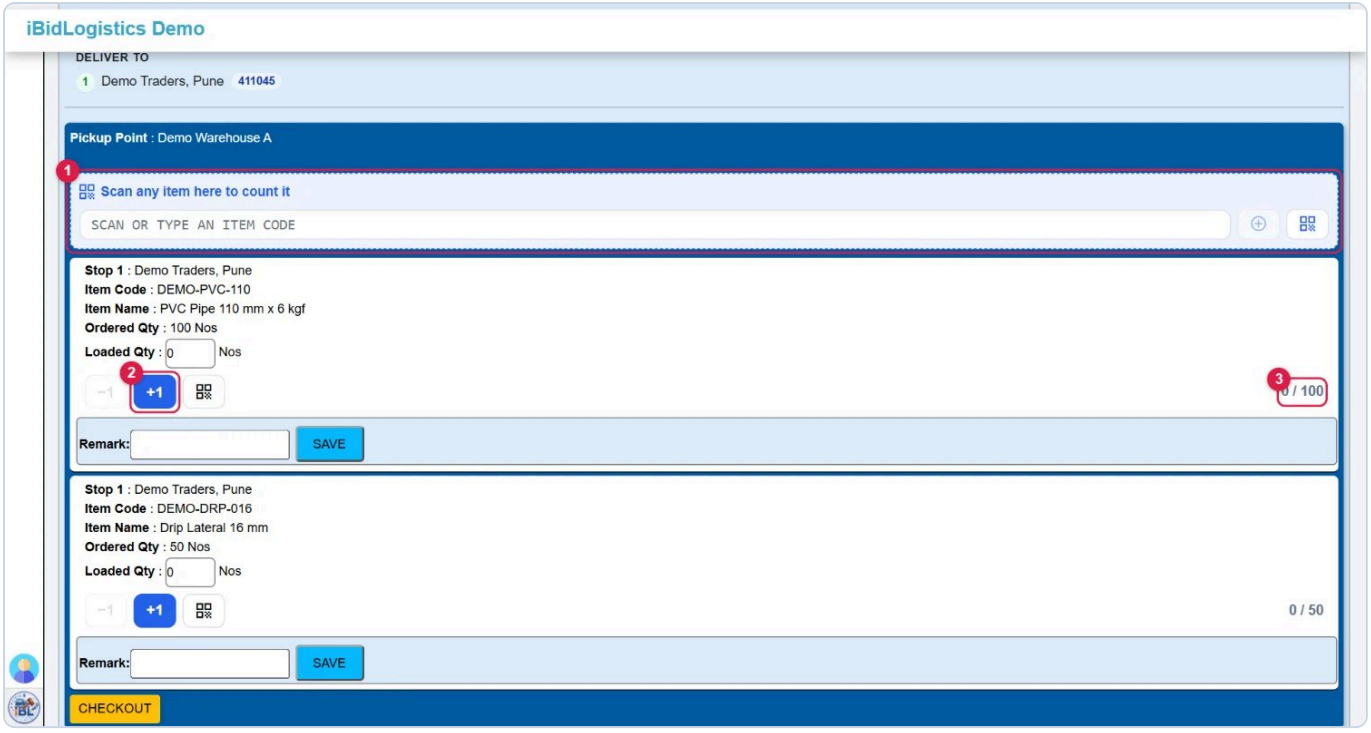


The same on the phone

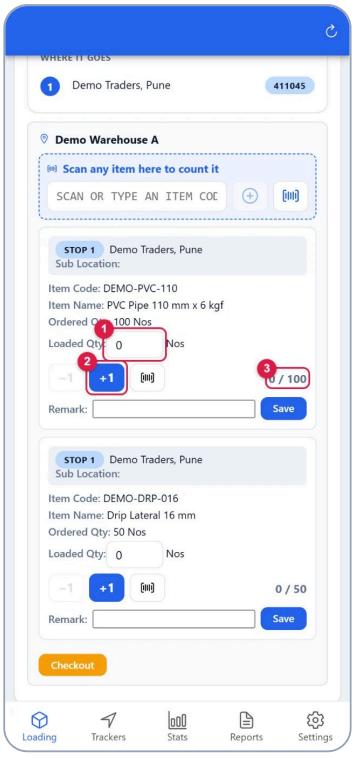
4. Count the goods

Use any of these three ways. The count is saved at once.

- **Scan:** scan the item code in the scan box. Every scan adds one.
- **+1 and -1:** add or remove one piece.
- **Loaded Qty:** type the full quantity.



(1) scan box, (2) +1, (3) loaded out of ordered

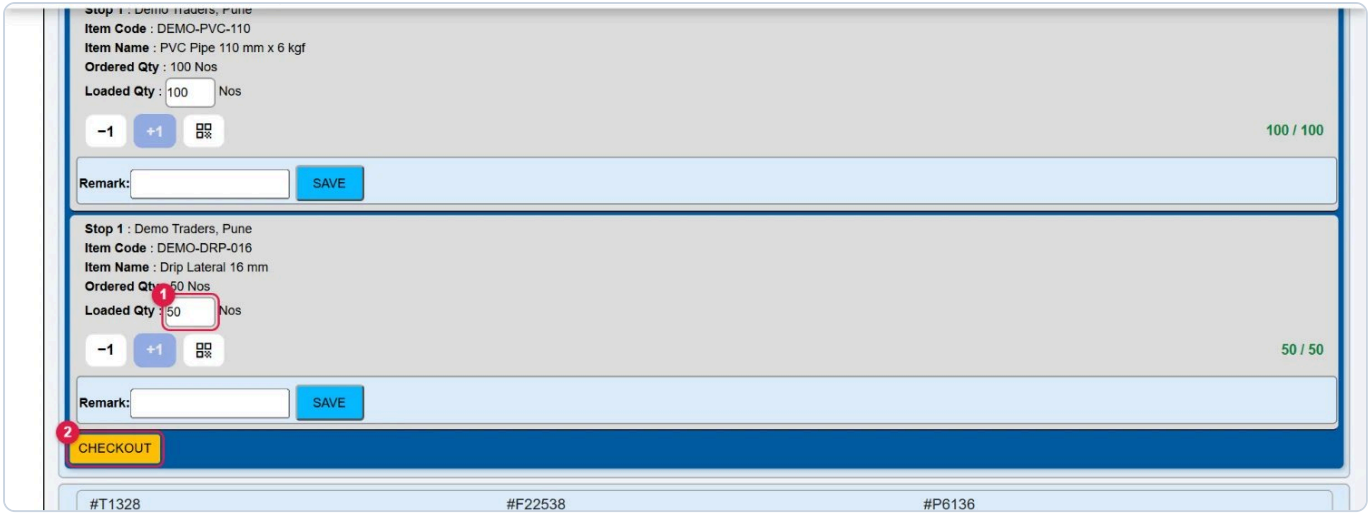


On the phone: (1) Loaded Qty, (2) +1, (3) loaded out of ordered

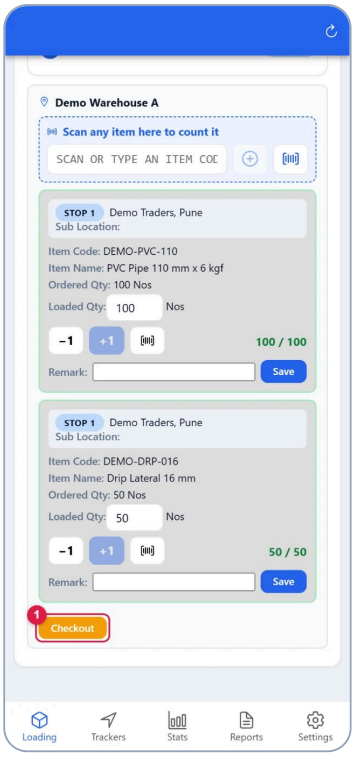
> If something is short or damaged, write it in **Remark** and press **Save**. The office sees it.

5. Check out

1. Check that every quantity is right. Green means complete.
2. Press **Checkout**.



(1) Loaded Qty, (2) Checkout

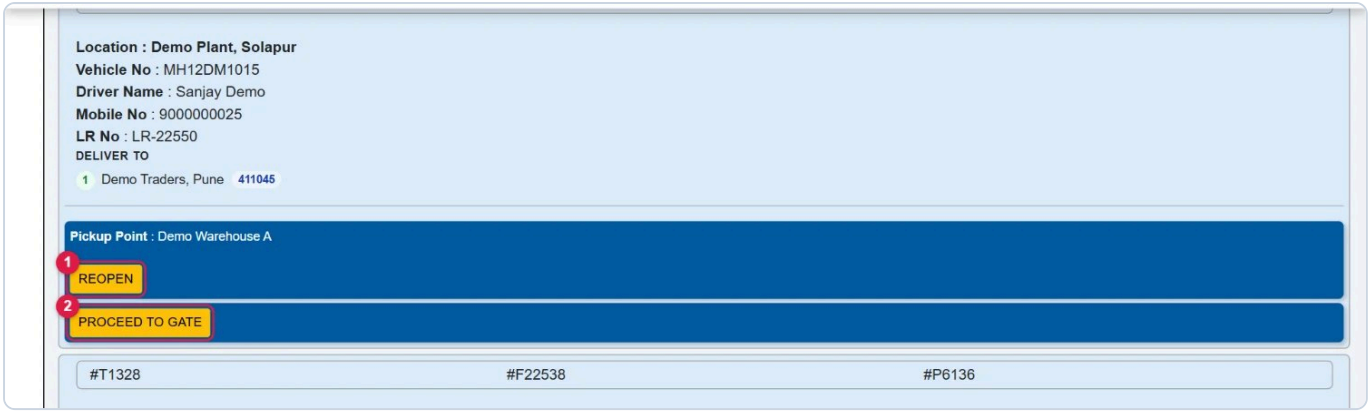


The same on the phone

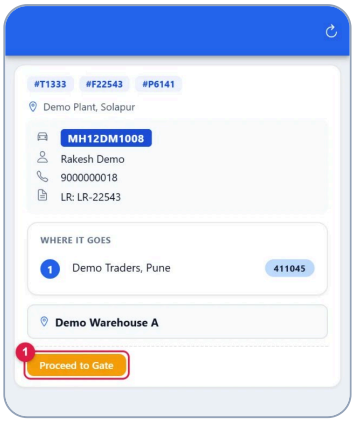
> Made a mistake? Press **Reopen** and correct the quantity.

6. Send the vehicle to the gate

1. When all loading points are checked out, press **Proceed to Gate**.
2. The vehicle leaves your list. The Head Supervisor now approves the load.



(1) Reopen, (2) Proceed to Gate



The same on the phone

> After Proceed to Gate you cannot change the quantities. If goods must be added, tell the Head Supervisor.

7. Messages and what to do

Message or problem	What to do
The vehicle is not on my screen	Ask the Head Supervisor to assign it to you.
Proceed to Gate does not appear	Another loading point of this vehicle is not checked out 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