**iBidLogistics**
Simplified Way to Procure

# Weighbridge Operator guide

How to record the empty weight and the loaded weight of every vehicle.

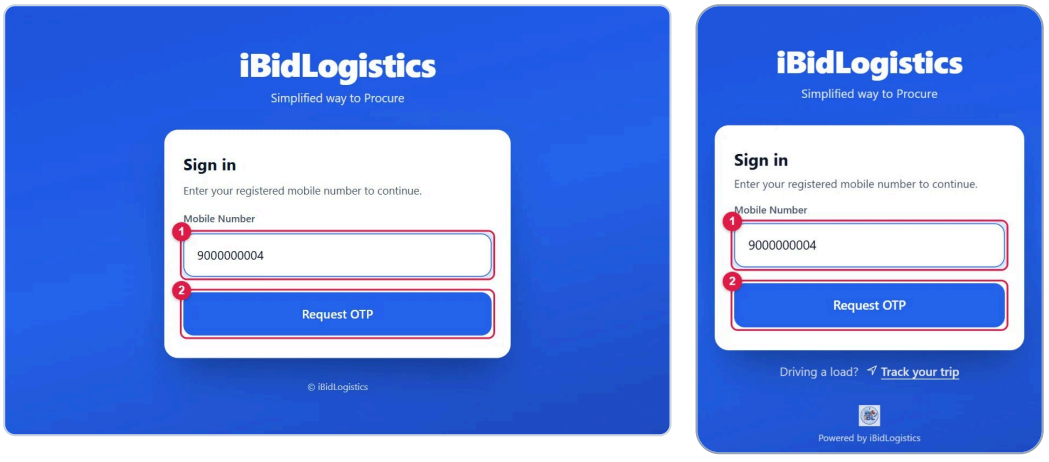

Your work at a glance
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2. Your screen
3. Empty weight (tare)
4. Loaded weight (gross)
5. Net load
6. Dashboard and report
7. Messages and what to do


## Your work at a glance

1. **Vehicle gated in:** it appears on your list.
2. **Tare:** weigh the empty vehicle and save.
3. **Loading:** the vehicle is loaded and the Head Supervisor approves.
4. **Gross:** weigh the loaded vehicle and save.
5. **Net load:** the app calculates it.

## 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

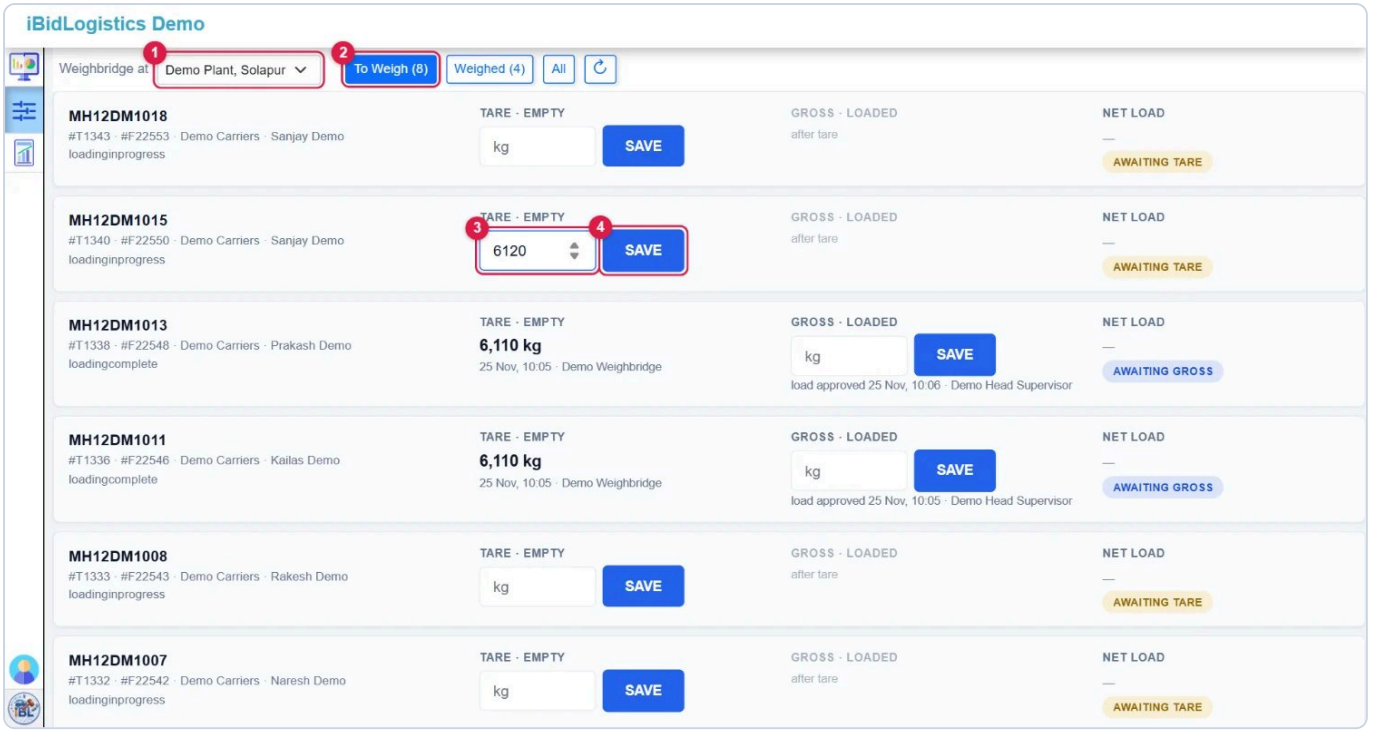
> You stay signed in. Do not share your OTP with anyone.

## 2. Your screen

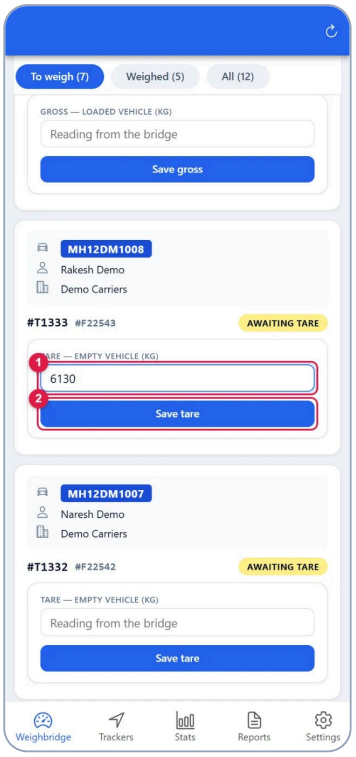
- **Weighbridge at:** the plant you work at.
- **To weigh:** vehicles waiting for a weight.
- **Weighed:** both weights are recorded.

## 3. Empty weight (tare)

1. Find the vehicle. It shows **Awaiting tare**.
2. Type the weight in kg, exactly as on the bridge.
3. Press **Save**.




(1) plant, (2) To weigh, (3) weight, (4) Save

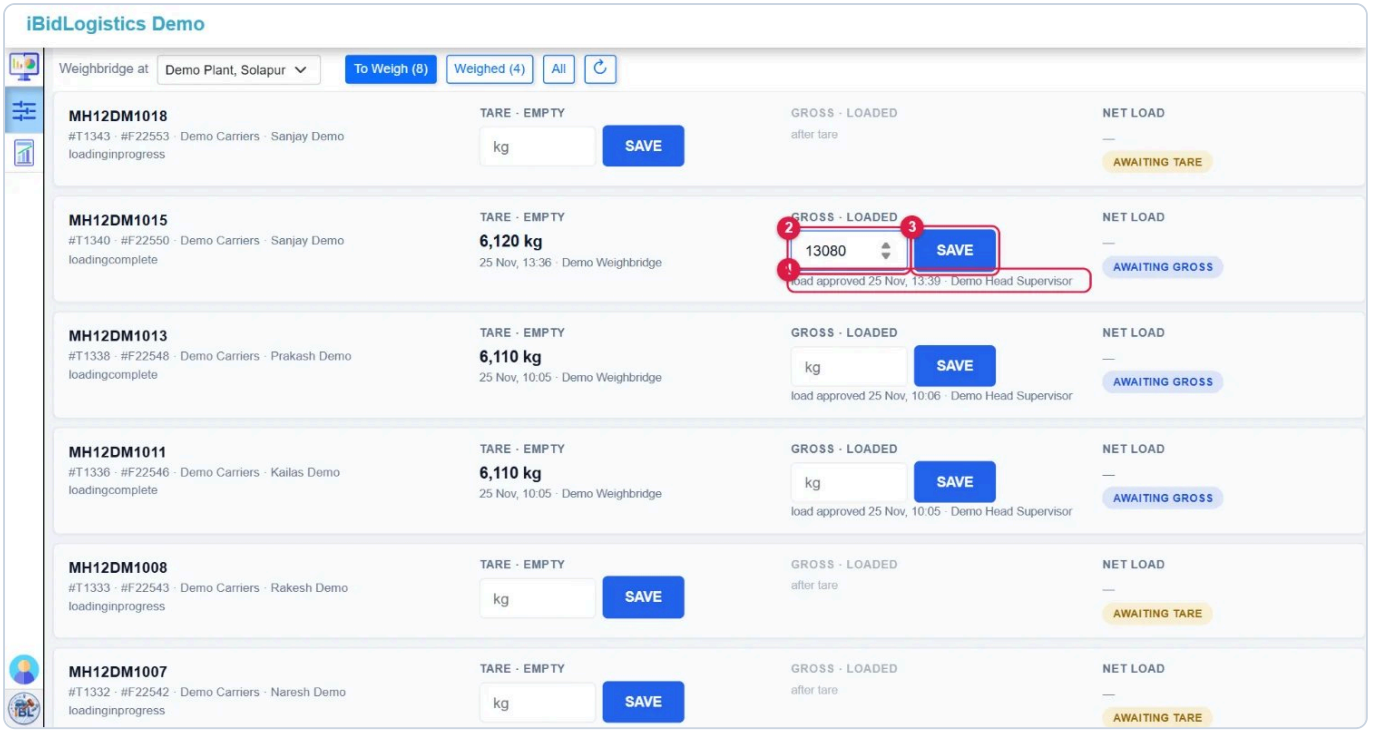



On the phone: (1) weight, (2) Save tare

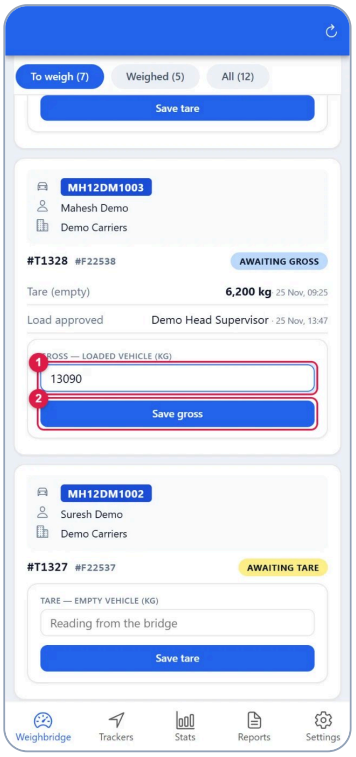
> After saving, the vehicle shows **Loading** until it is loaded and approved.

## 4. Loaded weight (gross)

1. Wait until the vehicle shows **Awaiting gross** and **Load approved**.
2. Weigh the loaded vehicle, type the weight and press **Save**.




(1) load approved, (2) weight, (3) Save

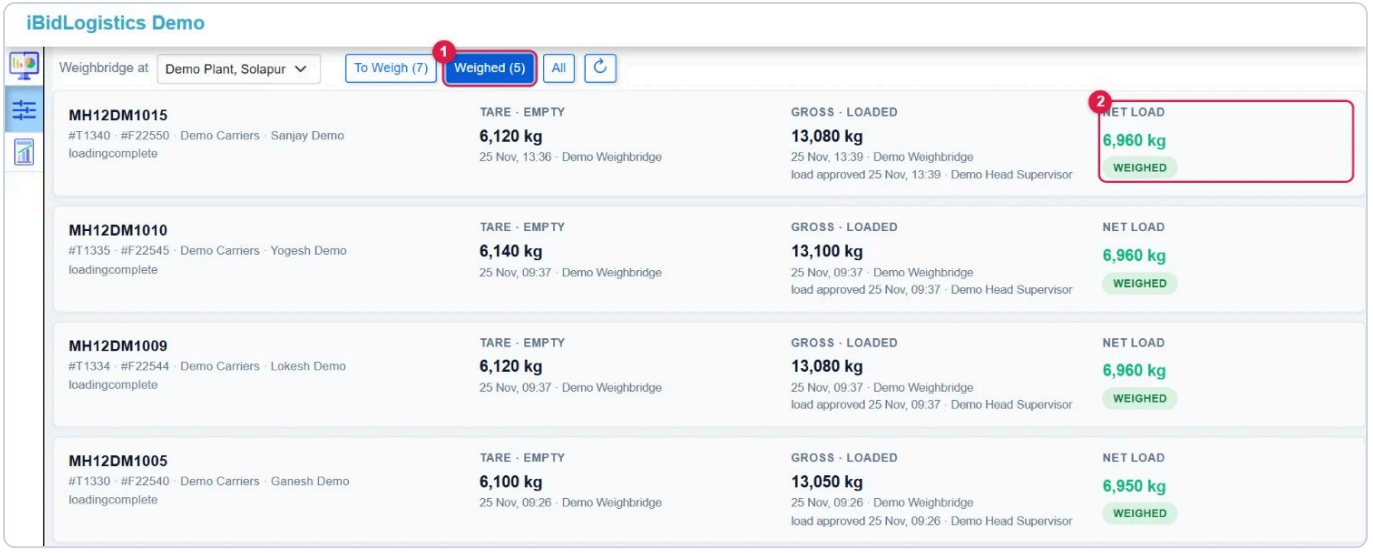



On the phone: (1) weight, (2) Save gross

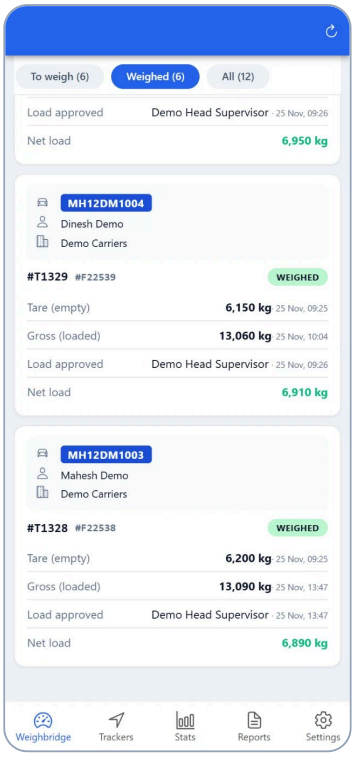
> The loaded weight is closed until the Head Supervisor approves the load.

# 5. Net load

The app takes the empty weight from the loaded weight. The vehicle moves to **Weighed**, and billing can start.



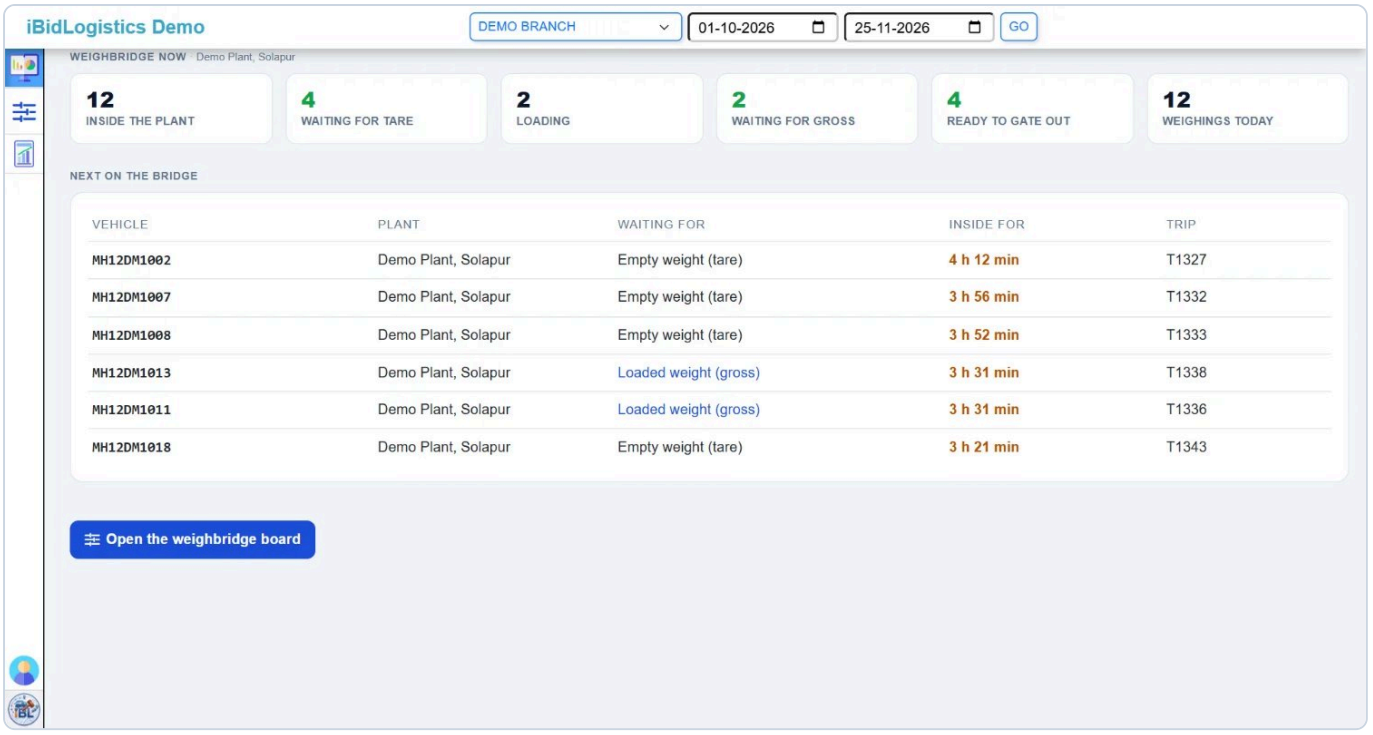

(1) Weighed, (2) Net load




The same on the phone

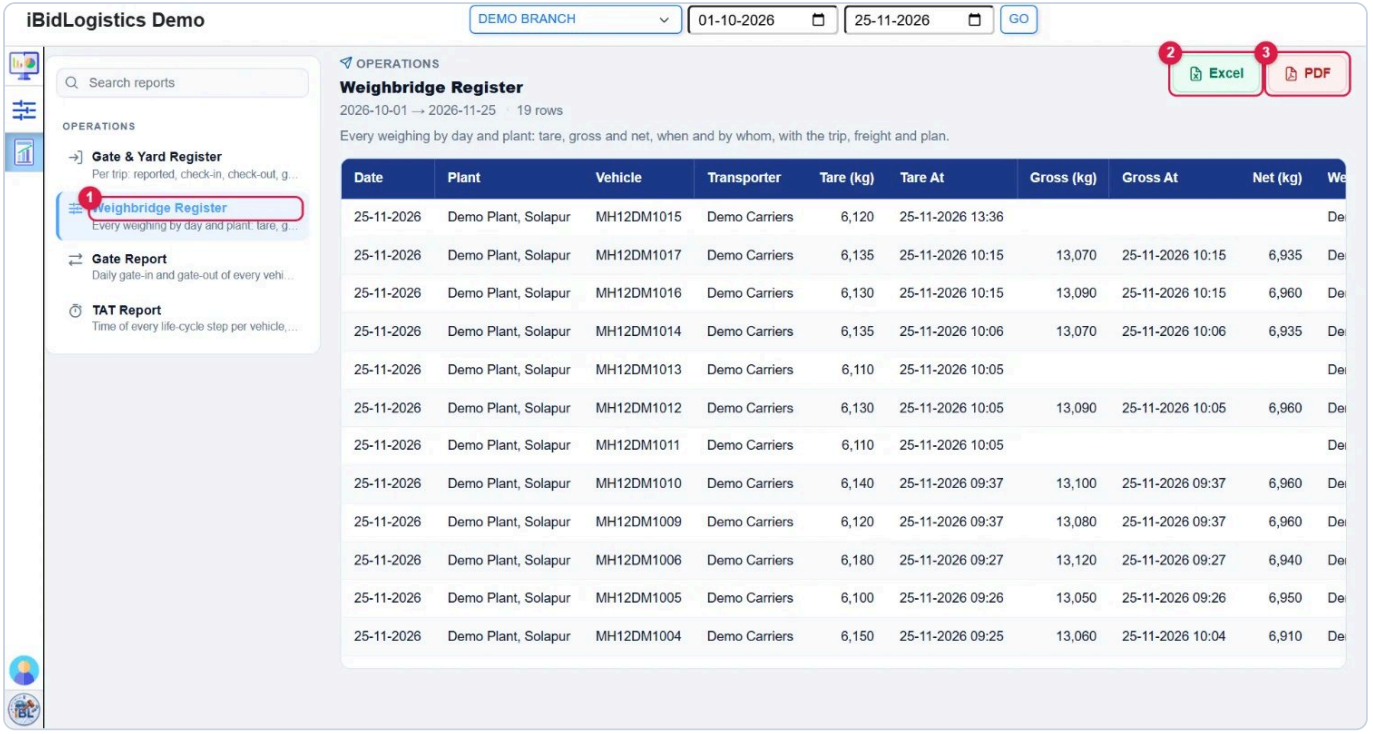
# 6. Dashboard and report

**Dashboard** shows which vehicle to weigh next and how long it has waited.




Dashboard

For the register open **Reports**, choose **Weighbridge Register**, set the dates, then **Excel** or **PDF**.




(1) Weighbridge Register, (2) Excel, (3) PDF

## 7. Messages and what to do

| Message or problem | What to do |
|---|---|
| No location assigned to you | Ask your Admin to set your plant under **Works at**. |
| Awaiting Head Supervisor approval | The load is not approved. Ask the Head Supervisor. |
| A wrong weight was saved | Tell your manager with the trip number and the correct weight. |

| Message or problem | What to do |
|---|---|
| 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