

CHECK INS:

This word document is to assist TAs on checking in trailers.

PLEASE REMIND THE THIRD PARTY DRIVERS TO WEAR CLASS 2 REFLECTING VEST, FOLLOWING 5 MPH'S IN THE YARD, AND STAY OFF THEIR PHONES WHEN DRIVING.

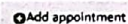
NEVER CHECK IN A PUP TRAILER AS A 53' TRAILER OR INTERMODAL TRAILER.

Starting a check-in:

- Verify both virtually and physically the tractor and trailer match- Tractor and trailer should automatically generate on GEM. When this happens, use the cameras to verify the information is correct on screen to what's physically at the gate.
- Verifying VRID for pickup and dropoff- Once tractor and trailer have been verified, ask the driver for the last 4 of his's /her's VRID/Load ID. "What is the last four of your load ID?". Always verify if the driver is picking up a load or bobtailing out of the yard even if GEM does not generate a pickup VRID.
- Checking in- After Tractor, trailer and VRID have be verified and is correct. The TA can check the third party into the yard by clicking checkin button.

Starting a check-in using **start checkin button**:

Start Check In

- This option is used when GEM doesn't pick up the tractor plates.
- Using the cameras, manually type the tractor license and add the VRID using the add appointment option. 
- If the driver has a trailer on his tractor, add the trailer using no license option in add equipment.
- After adding the trailer, add VRID for trailer if it doesn't automatically generate.
- Once everything is added, type down his information if he's/her's picking up and check the driver in.

Outbound Empty dropoff:

- Verify the tractor and trailer match physically/virtually
- Ask the driver for the last four of his VRID.
- Once you verify everything. Assign the driver a dead slip between 108-124 or a yard slip between 320-381

Inbound dropoff:

- Verify tractor and trailer match
- Ask for the last four of the VRID
- Assign the driver a yard slip
- Make sure you put the ISA and VRID with the yard slip in the inbound chat.

Outbound pickup:

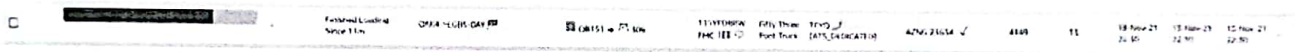
- Verify that the tractor matches on GEM to what's on the cameras.
- Ask the driver for the last four of his/her's VRID
- Put the VRID, tractor, and phone number in the check in chat. Explain below

YP01477

VRID 115BJVPMM

408 992 5066

- If their load isn't ready, Tell the driver "Your load isn't ready, please park along the fence and we'll give you a call when its ready". After that, send the driver into the yard.
- Check SSP if the load is ready. If the load is marked as finished loading but hasn't been called out in the ship clerk escalation chat. You can paste the VRID in the chat like this (*VRID*, is this load ready? @present member) and wait for a respond.
- If ship clerk says its ready to depart, send the driver to the door. Always double check if theres a move for the door to the full slips to avoid confusion with the driver. You can check by going to SSP. When there's a move from the dock door to the full slip, it will have a icon showing its going from the door to the slip. Example below.



- Call it out to the yard drivers and ask “Yard drivers, whos in the move for (door dock to the full slips), I have the driver here at the gate.” The yard driver will let you know where the third party driver can pick it up from.

TransferTote/Universal pallets Pickup:

- Verify that tractor and VRID are correct.
- Call inbound on the radio and say "Inbound, I have a transfer totes or universal pallet pickup, im sending him/her to 135c"
- Send the VRID in the inbound chat (VRID, sending the driver to 135c) explain below:

VRID 115H9BS5J

TransfersTote

sending him to 135c

- After you call it out, tell the driver hes going to park against the fence and walk into 135c to receive their paperwork and where to pickup their trailer.
- If the driver comes to exit gate and ask for paperwork, you cant print it out. They needed to get it from ship clerk when they went inside.

Types of VRID/Load IDs:

- Empty Dropoff- TrailerPoolAdjustment, FleetManagementEquipmentRepositioning
- Inbound dropoff- TransfersReactive, TransfersInitialPlacement, Transshipment
- Noninventory dropoff- checkin as unscheduled Noninventory dropoff.
- Outbound pickup- OutboundAirShuttle, OutboundAMZL, TransfersSSD, OutboundAmazonManaged, TransfersReactive(if it generated in the tractor VRID)

Problem solving:

- When a VRID does not generate automatically, you need to go to add appointment and type in the last four of the VRID. If the last four of the VRID doesn't show up, you would need to put in the full VRID.
- If the tractor/trailer doesn't match, you can change the tractor number, trailer SCAC, Trailer type, and Trailer ID with the edit feature in the GEM which is next to remove option. Explain below

XP90182
US-CA

Q Search

Edit Remove

- Sometimes when trailers come from the railyard comes early, the VRID doesn't not generate. You would need to put in the full VRID in the add appointment option. If it doesn't generate after putting the full VRID, put the VRID in FMC and get the CR-ID.

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Reactive Dropoff:

- When a reactive shows up to the gate, verify all information (tractor, trailer and VRID)
- Call out to inbound that the reactive is at the gate. Use this phrase if you want to: "Inbound you copy?." After they respond, "I have a reactive ending in (give them the last four of the reactive VRID), where would you like it"
- After inbound gives you a door, update the tractor location to tractor only and assign the trailer the door that inbound gave you. Copy and paste the ISA and VRID with the dock door location in the inbound chat. Example below:

ATDPN, AZNG, BFI4->OAK4
TransfersReactive
ISA 628217607
VRID 113JRRX9S
126

- After you send the reactive into the yard, call out to the yard drivers that they need to meet the reactive and cut the seal. "Yard drivers, I have a reactive going to (say the dock door number) can someone cut the seal?"

Noninventory dropoff:

- For noninventory dropoff, you want to confirm that the tractor and trailer match on whats on GEM and you want to go to unscheduled appointment and select Noninventory dropoff.
- The driver will automatically tell you that the trailer he is bring is a Noninventory dropoff
- Assign the driver one of the Noninventory slips and send them into the yard.
- Noninventory SCACS: Cheema-ASND, Gardner-GATI, Premier Grief- ACNI.

For Fresh:

- 98-100

Empty Carts Pickup:

- Verify that the tractor and VRID are correct
- Put the VRID in the PU/DO empty carts chat. (VRID, sending the driver to 155) example below:
1132L36C3 picking up carts heading to 155
- Tell the driver that they're going to park against the fence and walk into 155D

Yard drop off locations:

- FR98-FR100: HCA8/Fresh Inbound
- FR100-FR106: HCA8/Fresh Outbound
- FR107: TOM Dock Door
- DS108-DS124: AZNG Empties
- DS185-NC205: Noninventory Loaded/Empties trailers
- 301-316: Outbound Ready trailer
- 320-381: Empty Outbound Trailers
- 382-416: Empty Go carts/ Empty Outbound Trailers
- 419-453: Empty Inbound Trailers
- 454-471: Loaded Inbound Trailers (transfertotes/pallets/ full gaylords/Universal Pallets)
- 472-500: Loaded Inbound Trailers(TransfersInitialPlacement, Transshipment, TransferDefects)
- 501-533: PRBK/ACNI
- SL01-SL15: PUP TRAILER LOADED/EMPTY

Trailer SCAC:

- AZNG- Amazon
- UPSS- UPS 53' trailers
- FDEG- FEDEX 53' Trailers
- CTII- Central Transportation
- KRSG- Kross
- ATBL- Aman Trucking Line
- EXLA- Estes 53' trailers and pups
- AZNU- Amazon Intermodal
- HJBI- JB Hunt intermodal
- ACNI- Premier GRIEF
- GATI- Gardner
- ASND- Cheema
- SWFT- Swift
- UPGF- UPS pup