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# Important notice for truckers

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**Check in** and **check out** is required and **must be performed by every trucker on site.**

When you arrive ANC, you will see a **scale house**. Please weigh your truck and print a **scale ticket**. You will use this to check in at Trucker lounge. **Before leaving ANC with your load, please weigh your truck again at the scale house to make sure it's not overweighted.**

- 1. Check in** is for ANC Warehouse to know you have arrived so Warehouse can then assign the trailer to a dock or south yard.
- 2. Check out** is for truckers to verify the load is correct and sign the e-documents. Shipping documents will also be printed from trucker lounge printer so truckers have a paper copy.

\*Warning! Without proper check in and check out, ANC Warehouse wouldn't know you have arrived and you might experience an extremely long wait till you talk to our warehouse operators.

\*Your dispatcher would normally book the load in our Carrier Appointment System. Whether trucker comes in early or late, with or without a trailer, picking up a trailer or simply leaving a trailer, each trucker is expected to use ANC's check in system.

# Check-In/Check-Out System introduction

ANC check in and check out system is located at **Trucker Lounge**. There are two big TVs.



1. **Left TV** is used for check in, check out or ask for help.

Trucker Check In

[Call for Help](#)

Welcome to the ANC self service system

CHECKING IN: Please enter your pickup number and weight from scale ticket.

CHECKING OUT: Make sure document information including pickup number, trailer number and seal number is accurate before printing.

Check-In

Check-in  
No pickup number

Check-Out

Reprint  
Documents

2. **Right TV** is for arrival and departure status. **Arrival status** for a load will display information after a trucker checks in, for example, it will show which dock number you have been assigned to. **Departure status** will show if a load is ready to check out and print shipping documents.

Trailers Status

Arrivals										
Carrier	Trailer	Load	Joint Loads	Arrival Date	Arrival Time	Dock	Destination	Priority	Arrival Type	Status
Triple Eight Transport In	976THA	C0324TV3		3/22/2022	11:23 AM	Truck Door 1	Delta, BC	1	Live Load	Proceed to the loading dock T1A
Bison Transport (CS)	93021	C0323TP2		3/22/2022	11:51 AM	Truck Door 3	Calgary, AB		Live Load	Proceed to the loading dock T3A
C.H. Robinson Co.(CS)	7006	C0323QB4		3/22/2022	12:15 PM	Truck Door 3	Riverside, CA	1	Live Load	Proceed to the loading dock T3A
XTL Transport Inc	WWV204	C0324SE3		3/22/2022	12:37 PM	Truck Door 3	San Francisco	2	Live Load	Proceed to the loading dock T3A
Tamarack Freight Ltd	78808	C0314PC1		3/22/2022	12:48 PM	Truck Door 2	Rancho Cuca		Live Load	Proceed to the loading dock T2A
Bison Transport (CS)	80552	C0323TP1		3/22/2022	1:00 PM	Truck Door 1	Calgary, AB	2	Live Load	Proceed to the loading dock T1A
NRRG	5211	C0322GW2		3/22/2022	1:09 PM	Truck Door 4	St. Albert, AB		Live Load	Proceed to the loading dock T4A
Departures										
Carrier	Trailer	Load	Loading Progress	Shipping Date	Shipping Time	Destination	Arrival Type	Status		
Tamarack Freight Ltd	78808	C0314PC1				Rancho Cuca	Live Load			
NRRG	5211	C0322GW2				St. Albert, AB	Live Load			
C.H. Robinson Co.(CS)	7006	C0323QB4				Riverside, CA	Live Load			
Bison Transport (CS)	80552	C0323TP1				Calgary, AB	Live Load			
Bison Transport (CS)	93021	C0323TP2				Calgary, AB	Live Load			
XTL Transport Inc	WWV204	C0324SE3				San Francisco	Live Load			
Triple Eight Transport In	976THA	C0324TV3				Delta, BC	Live Load			
Direct-Way Transport Ltd	53V007	C0301WS2		3/22/2022	1:08 PM	Richmond, BC	Live Load	You have successfully checked out. You can reprint the shipping documents if no		
Tamarack Freight Ltd	HTR102	C0314TR1		3/22/2022	12:25 PM	Corona, CA	Live Load	You have successfully checked out. You can reprint the shipping documents if no		
TransX Ltd.	8432937	C0315MP1		3/22/2022	11:21 AM	Aberdeen, SD	Live Load	You have successfully checked out. You can reprint the shipping documents if no		

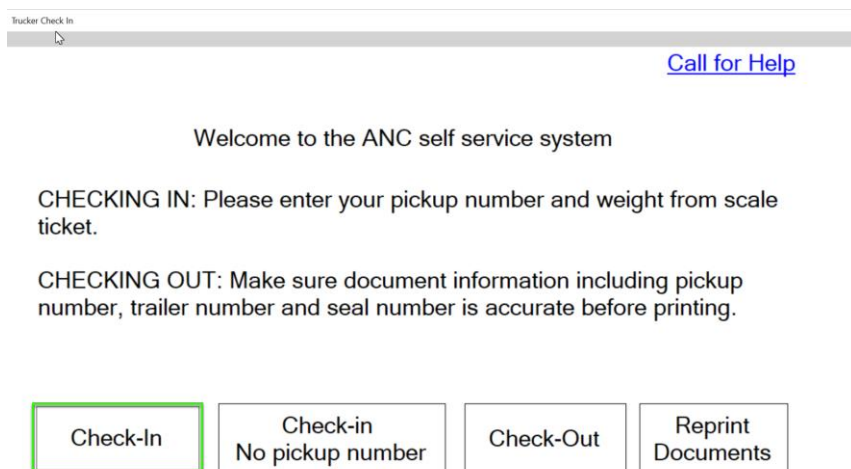
# Check in with a load number. (Preload or Live Load)

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If you have a pick up number, you will be coming to pick up a **preload** or a **live load**. If you don't have a pick up number, please contact your dispatcher to get a pick up number.

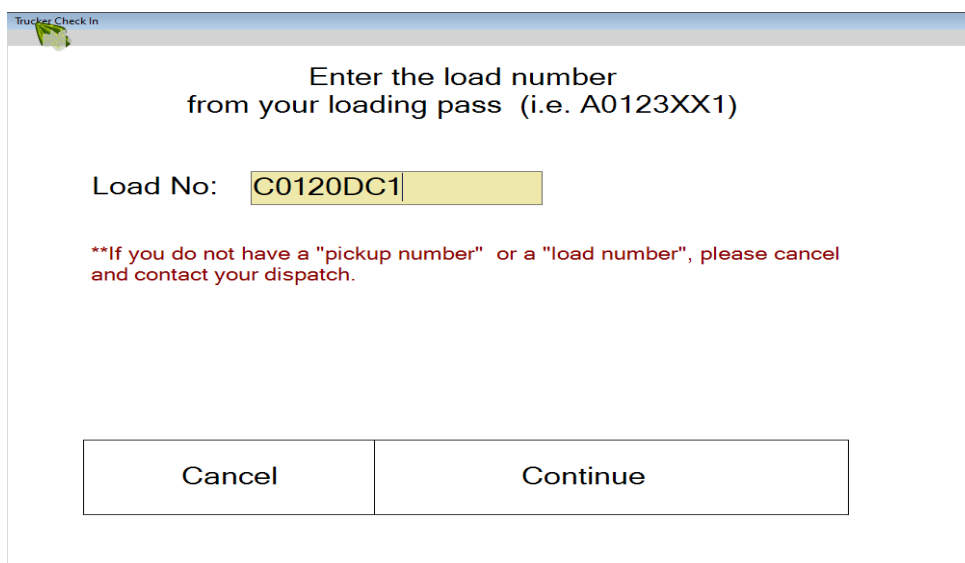
## Check-in:

1. Use Check-in to check in your load.



The screenshot shows the 'Trucker Check In' web application. At the top, there is a header bar with the title 'Trucker Check In' and a 'Call for Help' link. Below the header, a welcome message reads 'Welcome to the ANC self service system'. The main content area contains two instructions: 'CHECKING IN: Please enter your pickup number and weight from scale ticket.' and 'CHECKING OUT: Make sure document information including pickup number, trailer number and seal number is accurate before printing.' At the bottom, there are four buttons: 'Check-In' (highlighted with a green border), 'Check-in No pickup number', 'Check-Out', and 'Reprint Documents'.

2. Enter **pickup number** (**Load number** or **BOL number**) and click "Continue"



The screenshot shows the 'Trucker Check In' web application at the 'Enter the load number' step. The title bar reads 'Trucker Check In'. The main heading is 'Enter the load number from your loading pass (i.e. A0123XX1)'. Below this, there is a label 'Load No:' followed by a text input field containing 'C0120DC1'. A red note states: '\*\*If you do not have a "pickup number" or a "load number", please cancel and contact your dispatch.' At the bottom, there are two buttons: 'Cancel' and 'Continue'.

3. Enter **Trailer** number and click "Continue"

Trucker Check In

Enter the number of the trailer  
that you brought with you now

TRAILER-NUMBER

I do not have trailer

Continue

4. Put **scale ticket** in the scanner so we could get the weight of empty trailer. Either side is okay.

- ❖ Trouble-shooting 1: If the weight reading fails, please try flip the ticket and try again.
- ❖ Trouble-shooting 2: If the ink of a scale ticket is not clear, please let warehouse operators know so they can replace the printer ribbon in the scale house and help you check in manually. You can cancel to go to main menu for "**Help**" button.

Trucker Check In

Scan the scale ticket.

1. Place the scale ticket into the scanner
2. Press the blue Scan button
3. Wait for program to process the ticket...



5. Confirm all the information is correct. If not, please click Cancel to restart check-in process. Otherwise, click "Confirm" to continue.

Trucker Check In

### Live loading

Driver:	JEFF T	
Carrier:	C.H. Robinson Co.(C\$)	
Dropping Trailer No:	EMPTY	
Scale Weight (KG):	12000	
Load No:	C0120DC1	OPEN
Shipper:	ANC Whitecourt Warehouse	
Consignee:	Chicago Tribune, IL	
Picking up Trailer No:		
Appointment Time:	No Appointment Scheduled	



Cancel

Confirm

6. You have successfully checked in. **Please sweep out trailer.**

Trucker Check In

Your arrival has been successfully registered.  
Please wait and refer to the Status screen for empty trailer placement.



Start New Check In / Check Out

# Check in. No pickup number. (Drop empty trailer only)

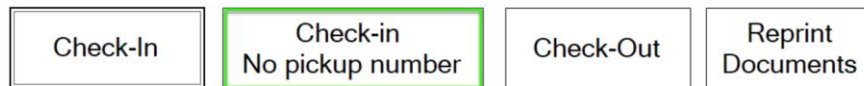
1. If you only want to leave an empty trailer at ANC, during check in please select "Check-in, No pickup number"



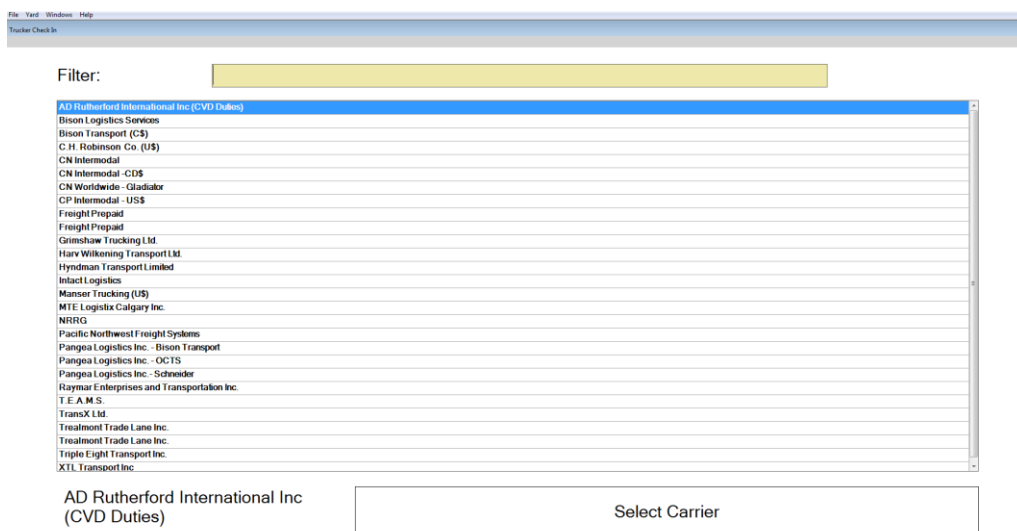
Welcome to the ANC self service system

CHECKING IN: Please enter your pickup number and weight from scale ticket.

CHECKING OUT: Make sure document information including pickup number, trailer number and seal number is accurate before printing.



2. Select carrier name. You could type in 'Filter' to filter carrier names. For example, you could type 'p' in the filter if carrier name begin with 'p'.



Carrier Name
AD Rutherford International Inc (CVD Duties)
Bison Logistics Services
Bison Transport (CS)
C.H. Robinson Co. (US)
CN Intermodal
CN Intermodal - CDS
CN Worldwide - Gladiolus
CP Intermodal - US\$
Freight Prepaid
Freight Prepaid
Grimeshaw Trucking Ltd.
Hare Wilkerson Transport Ltd.
Hyndman Transport Limited
Intact Logistics
Manser Trucking (US)
MTE Logistics Calgary Inc.
NRRG
Pacific Northwest Freight Systems
Pangea Logistics Inc. - Bison Transport
Pangea Logistics Inc. - OCTS
Pangea Logistics Inc. - Schneider
Raymar Enterprises and Transportation Inc.
T.E.A.M.S.
TransX Ltd.
Treatmont Trade Lane Inc.
Treatmont Trade Lane Inc.
Triple Eight Transport Inc.
XTL Transport Inc.



File | Yard | Windows | Help  
Trucker Check In

Filter:

Pacific Northwest Freight Systems
Pangea Logistics Inc. - Bison Transport
Pangea Logistics Inc. - OCTS
Pangea Logistics Inc. - Schneider

Pacific Northwest Freight Systems

Select Carrier

3. Enter trailer number and click "Continue"

Trucker Check In

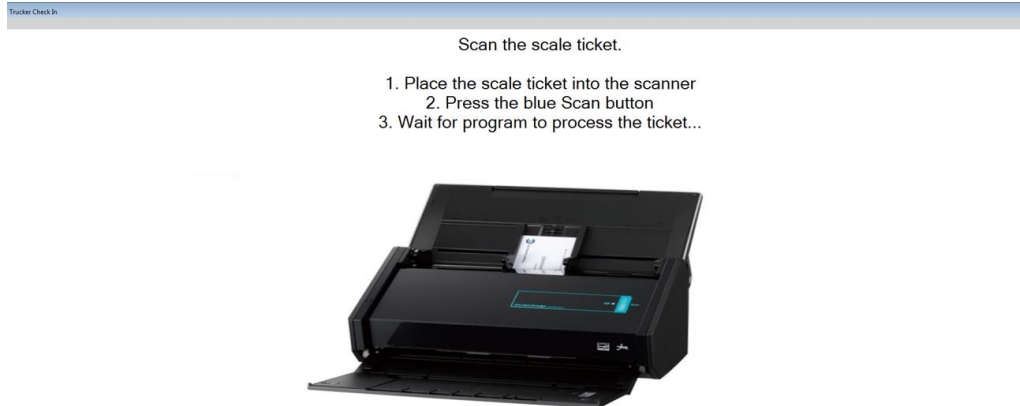
Enter the number of the trailer  
that you brought with you now

I do not have trailer

Continue

4. Put **scale ticket** in the scanner so we could get the weight of empty trailer. Either side is okay.

- ❖ Trouble-shooting 1: If the weight reading fails, please try flip the ticket and try again.
- ❖ Trouble-shooting 2: If the ink of a scale ticket is not clear, please let warehouse operators know so they can replace the printer ribbon in the scale house and help you check in manually. You can cancel to go to main menu for "**Help**" button.



5. Confirm all the information is correct. If not, please click Cancel to restart check-in process. Otherwise, click "Confirm" to continue.

The screenshot shows the 'Trucker Check In' confirmation screen. It has a blue header bar with 'Trucker Check In'. Below the header, there's a cursor icon pointing to the 'Carrier' field, which contains 'Bison Transport (C\$)'. The 'Trailer No:' field contains 'TRAILER-NUMBER'. The 'Scale Weight (KG):' field contains '12900'. Below these are four empty input fields for 'Load No:', 'Shipper:', and 'Consignee:'. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

Carrier:	Bison Transport (C\$)
Trailer No:	TRAILER-NUMBER
Scale Weight (KG):	12900
Load No:	
Shipper:	
Consignee:	

Cancel

Confirm

6. You have successfully checked in. Please sweep out trailer. **Please check Status screen on the right TV.**

**Warning:** if an empty trailer is brought in without being checked in. Carriers would not find this trailer available when they book appointment at **ANC Carrier portal**  
<https://ancwebportal.ca/MesPortal/>.

# Check out

On the **right TV**, as soon as your load is **ready**. The status for your load will become "**Check out to print Shipping documents**".

Trailers Status										
Arrivals										
Carrier	Trailer	Load	Joint Loads	Arrival Date	Arrival Time	Dock	Destination	Priority	Arrival Type	Status
Departures										
Carrier	Trailer	Load	Loading Progress	Shipping Date	Shipping Time	Destination	Arrival Type	Status		
Tamarack Freight Ltd	78808	C0314PC1		2022-03-2	04:29 PM	Rancho Cuca	Live Load	Check out to print the shipping documents		

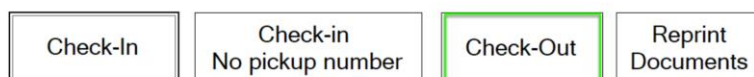
1. On the **Left TV**, please select Check-Out.



Welcome to the ANC self service system

CHECKING IN: Please enter your pickup number and weight from scale ticket.

CHECKING OUT: Make sure document information including pickup number, trailer number and seal number is accurate before printing.



2. Enter the pickup number (Load number, BOL number).

Truck Check-In - Traqdbsvr1.TM\_DB\_Test 2022-03-21  
File Yard Windows Help

Trucker Check In

Enter the load number  
from your loading pass (i.e. A0123XX1)

Load No:

**\*\*If you do not have a "pickup number" or a "load number", please cancel  
and contact your dispatch.**

3. Bill of lading document will show up. Use the vertical scroll bar to check all the information is correct.

File Yard Windows Help

Trucker Check In

Load No:  Trailer No:  Seal 1:   
Shipped On:

**Bill of Lading**

Alberta Newsprint Sales

Bank of America Lockbox 15521 Collection Center Dr  
Chicago, IL USA  
60693

**CARRIER**  
Tamarack Freight Ltd

**SHIP TO**  
Prime Converting Corporation

**DELIVERY ADDRESS**  
Prime Converting Corporation  
9121 Pittsburg Avenue  
Rancho Cucamonga, CA USA  
91729

**MAILING ADDRESS**  
Prime Converting Corporation  
9121 Pittsburg Avenue  
Rancho Cucamonga, CA USA  
91730

**UNIT NO.**  
78808

**POINT OF ORIGIN**  
Whitecourt, AB Canada

**AIR BAGS**  
0

**SEALS**  
1113579  
0

**ROUTING**

**BILL OF LADING**

**SHIPPING DATE**  
2022-03-22 14:45:42

No Rolls - No Pkgs	Width	Diameter	Grade Description	Gross Weight
36 36	68.6 cm 27.0 in	127.0 cm 50.0 in	43.0 GSM ANC STD	19.270 kg 42.483 lbs



4. Type your **First Name** and **Last Name**. Use the **signature pad** if available to sign your signature. And then click Continue.

Trucker Check In

Enter your name and signature.  
They will be printed on the shipping documents

First Name:

Last Name:

Signature:  

Use the signature pad  
to sign the  
documents

[Clear Signature](#)

5. Documents will be printed from printer.

Trucker Check In

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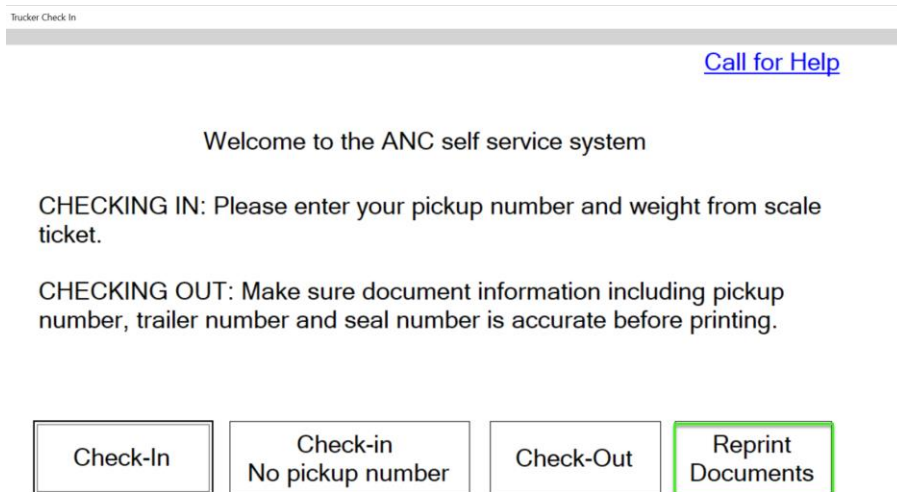
Get shipping documents from the printer

Please check axle weights on leaving  
premises.

6. **Reminder! Before leaving the mill, please weigh your truck again at the scale to make sure the load is not over weight.**

# Reprint Shipping Document

1. If you have sign out and you want to reprint shipping document. You can select **Reprint Documents**.



Trucker Check In

[Call for Help](#)

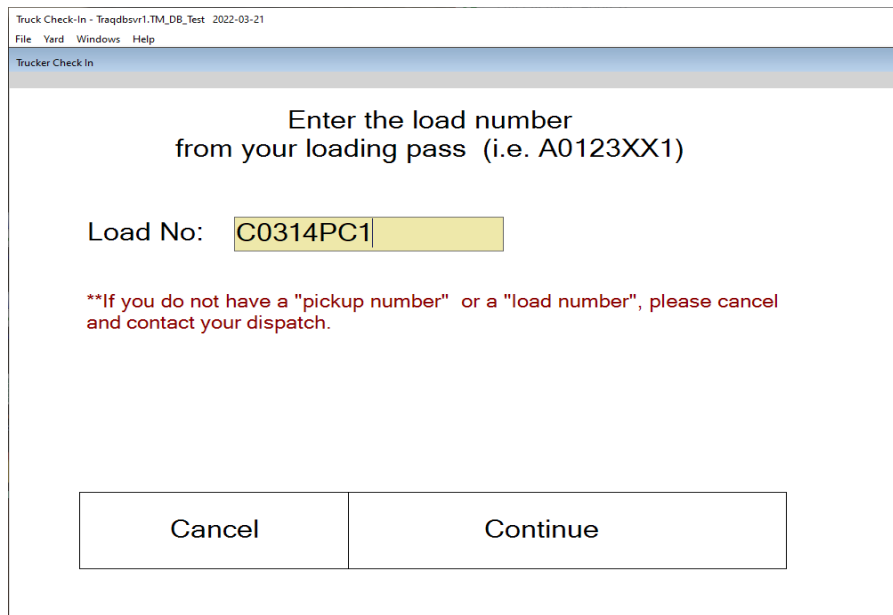
Welcome to the ANC self service system

CHECKING IN: Please enter your pickup number and weight from scale ticket.

CHECKING OUT: Make sure document information including pickup number, trailer number and seal number is accurate before printing.

Check-In    Check-in No pickup number    Check-Out    **Reprint Documents**

2. Enter the pickup number (Load number, BOL number).



Truck Check-In - Traqdbsvr1.TM\_DB\_Test 2022-03-21  
File Yard Windows Help

Trucker Check In

Enter the load number  
from your loading pass (i.e. A0123XX1)

Load No:

**\*\*If you do not have a "pickup number" or a "load number", please cancel and contact your dispatch.**

Cancel    Continue

### 3. Documents will be printed from printer.

Trucker Check In

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Get shipping documents from the printer

Please check axle weights on leaving  
premises.

Start New Check In / Check Out