

Secure Sites Process - Prisons, Airports and MOD

HM Business Process

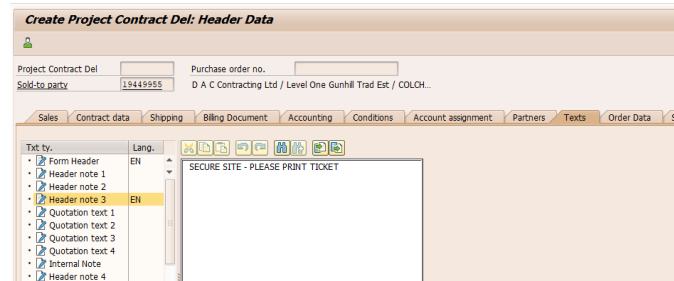
Secure site indication and request to print paper ticket for specified delivery

(1)

Contract Creation:

Add below instructions at contract creation stage

Place comment within **Header Note 3** field:
“SECURE SITE – PLEASE PRINT TICKET”

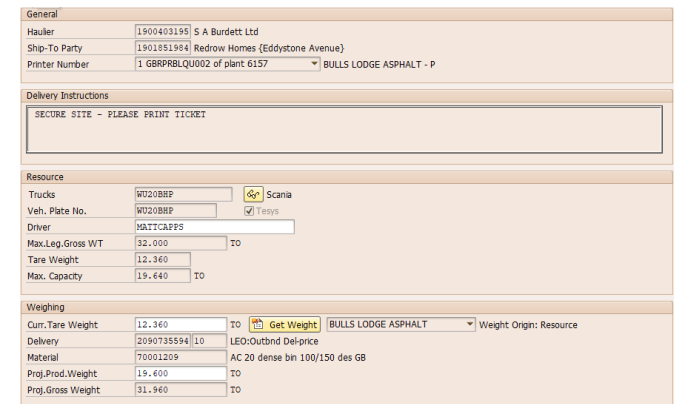
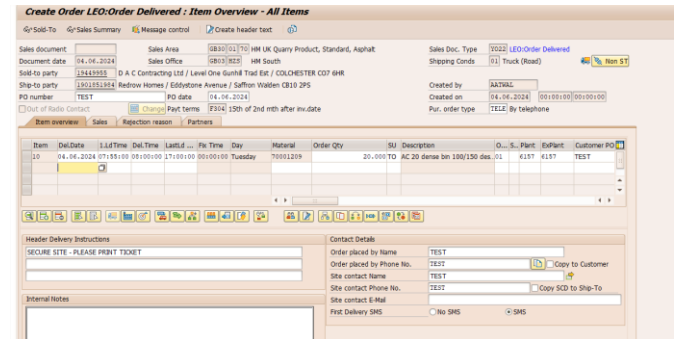


(2)

Order Agent:

Opportunity to add the comment at order intake stage if missed at Quote creation.

Place comment in **Header delivery instructions** field
“SECURE SITE – PLEASE PRINT TICKET”



(3)

Weighbridge:

WBO is provided an indication that a paper ticket is required via the delivery monitor at the finish load stage screen.

WBO action:

Print ticket and handover to driver

Driver Process

Franchise and 3rd party drivers

