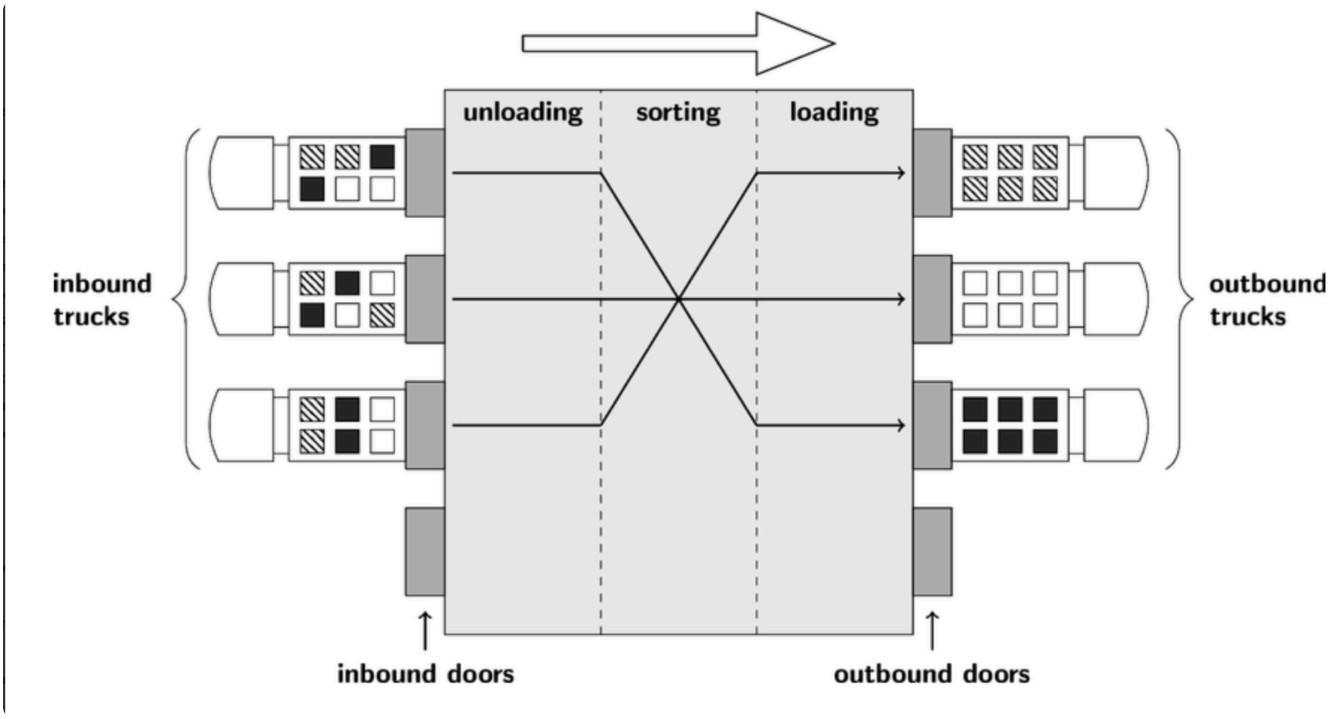
Pallet location on loading sheet

Updated October 24, 2024

Use case

In the warehouse of pallet network terminals, there are 2 main ways of loading the delivery vehicles:
1/ the inbound trucks (“trunks”) arrive at the terminal, and the FLT (forklift truck) drivers immediately take the pallets off the trunks and put them on the delivery vehicles;
2/ the trunks remain loaded, and the FLTs load the delivery vehicles by picking up the pallets one by one from the trunks they’re on



To support the second use case, the warehouse operators need to know where to look for the pallets (which trunk are they on?).

For this reason, the last pallet location has been added to the **Loading sheet** document template.

Loading sheet vs load sheet (driver manifest)

The loading sheet and the load sheet are 2 documents with a very similar layout, but they serve different use cases:

- The loading sheet is designed for the warehouse operator to use when loading the truck
- The driver manifest is designed for the driver to use during the load

They contain similar information, but the order of the document is reversed. The loading sheet lists the pallets in reverse order of delivery, because a pallet that needs to be delivered last should be loaded first.

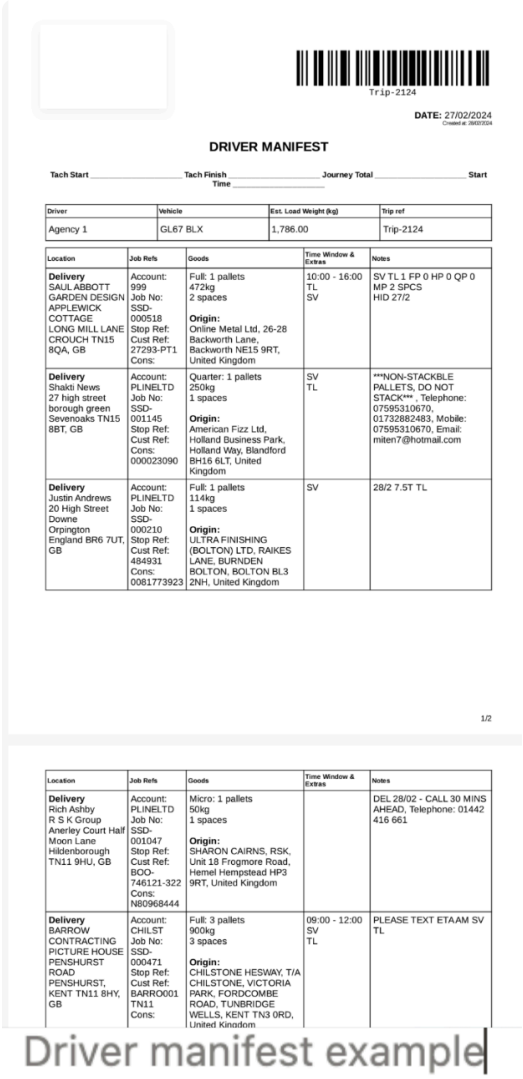
Trip-2124

LOADING SHEET — — 28/02/2024

Driver/Subcontractor	Vehicle Reg & Trailer No	Trip No & Date	Total Pallets	Total Weight
Agency 1	GL67 BLX	Trip-2124 28/02/2024	**7 pallets** *8.00 spaces*	1,786 kg

Order	Customer	Delivery	Pallets / Spaces	Last Scan & Loader Notes
SSD-000471 BARRO001 TN11	CHILST	BARROW CONTRACTING PENSHURST, KENT TN11 8HY	**3 pallets** 3 spaces *Full: 3* 900 kg	Trip Trip Trip
SSD-001047 BOO-746121-322	PLINELTD N80968444	Rich Ashby Hildenborough TN11 9HU	**1 pallets** 1 spaces *Micro: 1* 50 kg	
SSD-000210 484931	PLINELTD 0081773923	Justin Andrews England BR6 7UT	**1 pallets** 1 spaces *Full: 1* 114 kg	
SSD-001145	PLINELTD 000023090	Shakti News Sevenoaks TN15 8BT	**1 pallets** 1 spaces *Quarter: 1* 250 kg	
SSD-000518 27293-PT1	999	SAUL ABBOTT GARDEN DESIGN CROUCH TN15 8QA	**1 pallets** 2 spaces *Full: 1* 472 kg	Loader Notes hid 26/2

Loading sheet example



Trip-2124

DATE: 27/02/2024

Created at: 28/07/2024

DRIVER MANIFEST

Tach Start _____ **Tach Finish** _____ **Journey Total** _____ **Start Time** _____

Driver	Vehicle	Est. Load Weight (kg)	Trip ref
Agency 1	GL67 BLX	1,786.00	Trip-2124

Location	Job Refs	Goods	Time Window & Extras	Notes
Delivery SAUL ABBOTT GARDEN DESIGN APPLEWICK COTTAGE LONG MILL LANE CROUCH TN15 8QA, GB	Account: 999 Job No: SSD-000518 Stop Ref: Cust Ref: 27293-PT1 Cons:	Full: 1 pallets 472kg 2 spaces **Origin:** Online Metal Ltd, 26-28 Backworth Lane, Backworth NE15 9RT, United Kingdom	10:00 - 16:00 TL SV	SV TL 1 FP 0 HP 0 QP 0 MP 2 SPCS HID 27/2
Delivery Shakti News 27 high street borough green Sevenoaks TN15 8BT, GB	Account: PLINELTD Job No: SSD-001145 Stop Ref: Cust Ref: Cons: 000023090	Quarter: 1 pallets 250kg 1 spaces **Origin:** American Fizz Ltd, Holland Business Park, Holland Way, Blandford BH16 6LT, United Kingdom	SV TL	***NON-STACKBLE PALLETS, DO NOT STACK*** , Telephone: 07595310670, 01732882483, Mobile: 07595310670, Email: miten7@hotmail.com
Delivery Justin Andrews 20 High Street Downe Orpington England BR6 7UT, GB	Account: PLINELTD Job No: SSD-000210 Stop Ref: Cust Ref: 484931 Cons: 0081773923	Full: 1 pallets 114kg 1 spaces **Origin:** ULTRA FINISHING (BOLTON) LTD, RAIKES LANE, BURNDEN BOLTON, BOLTON BL3 2NH, United Kingdom	SV	28/2 7.5T TL

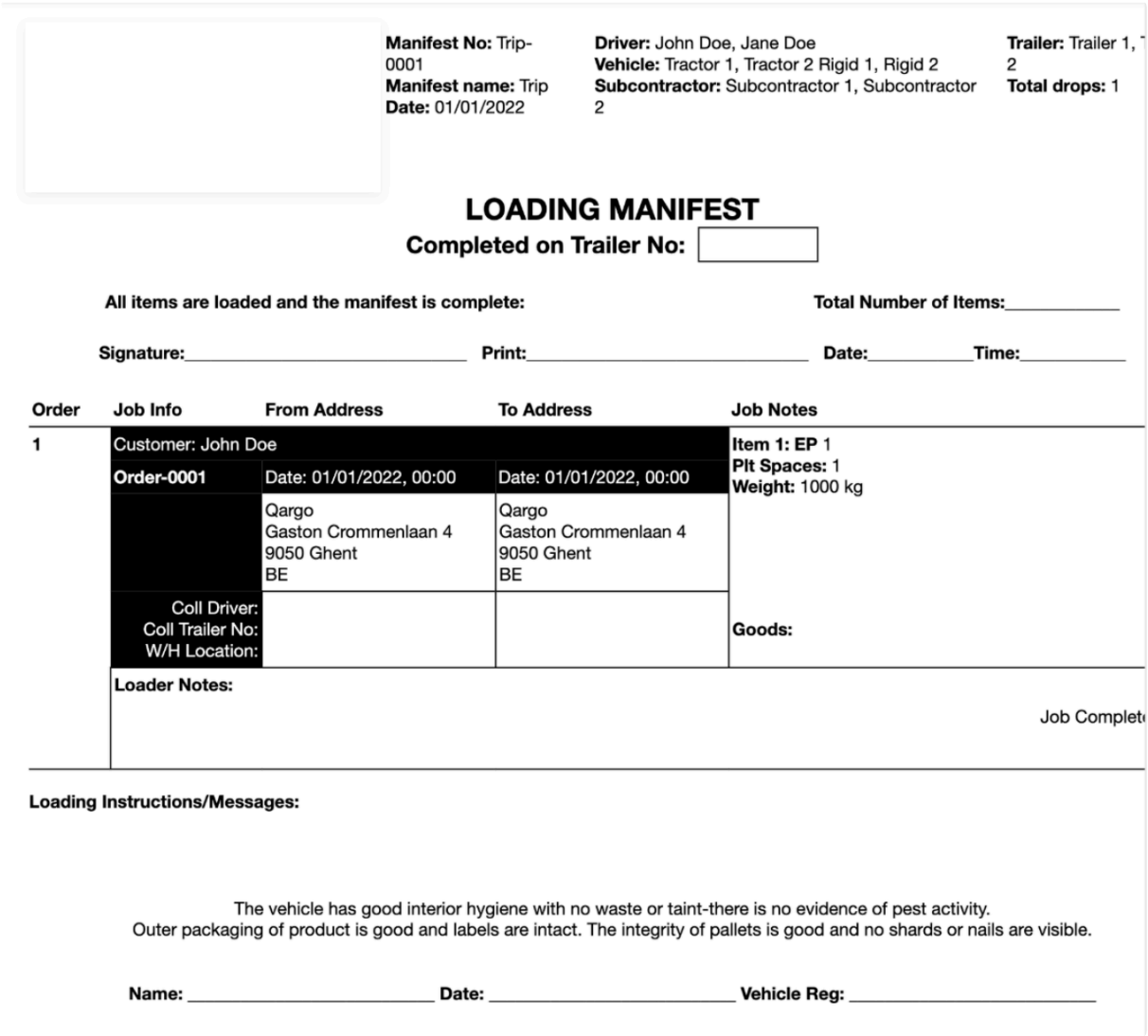
1/2

Location	Job Refs	Goods	Time Window & Extras	Notes
Delivery Rich Ashby R S K Group Anerley Court Half Moon Lane Hildenborough TN11 9HU, GB	Account: PLINELTD Job No: SSD-001047 Stop Ref: Cust Ref: BOO-746121-322 Cons: N80968444	Micro: 1 pallets 50kg 1 spaces **Origin:** SHARON CAIRNS, RSK, Unit 18 Frogmore Road, Hemel Hempstead HP3 9RT, United Kingdom		DEL 28/02 - CALL 30 MINS AHEAD, Telephone: 01442 416 661
Delivery BARROW CONTRACTING PICTURE HOUSE PENSHURST ROAD PENSHURST, KENT TN11 8HY, GB	Account: CHILST Job No: SSD-000471 Stop Ref: Cust Ref: BARRO001 TN11 Cons:	Full: 3 pallets 900kg 3 spaces **Origin:** CHILSTONE HESWAY, T/A CHILSTONE, VICTORIA PARK, FORDCOMBE ROAD, TUNBRIDGE WELLS, KENT TN3 0RD, United Kingdom	09:00 - 12:00 SV TL	PLEASE TEXT ETAAM SV TL

Driver manifest example

Although their layouts are similar, the information available in the template engine is not necessarily the same. As mentioned, the pallet locations are currently **only** available in the loading sheet.

There is also an alternative layout of the loading sheet that does not resemble the load sheet as closely. The pallet locations are **not** available on this one either:



Manifest No: Trip-0001
Manifest name: Trip
Date: 01/01/2022

Driver: John Doe, Jane Doe
Vehicle: Tractor 1, Tractor 2 Rigid 1, Rigid 2
Subcontractor: Subcontractor 1, Subcontractor 2

Trailer: Trailer 1, 2
Total drops: 1

LOADING MANIFEST

Completed on Trailer No:

All items are loaded and the manifest is complete: **Total Number of Items:**_____

Signature:_____ **Print:**_____ **Date:**_____ **Time:**_____

Order	Job Info	From Address	To Address	Job Notes
1	Customer: John Doe			**Item 1: EP** 1 **Plt Spaces:** 1 **Weight:** 1000 kg
	Order-0001	Date: 01/01/2022, 00:00	Date: 01/01/2022, 00:00	
		Qargo Gaston Crommenlaan 4 9050 Ghent BE	Qargo Gaston Crommenlaan 4 9050 Ghent BE	
	Coll Driver: Coll Trailer No: W/H Location:			**Goods:**
	Loader Notes:			Job Complet

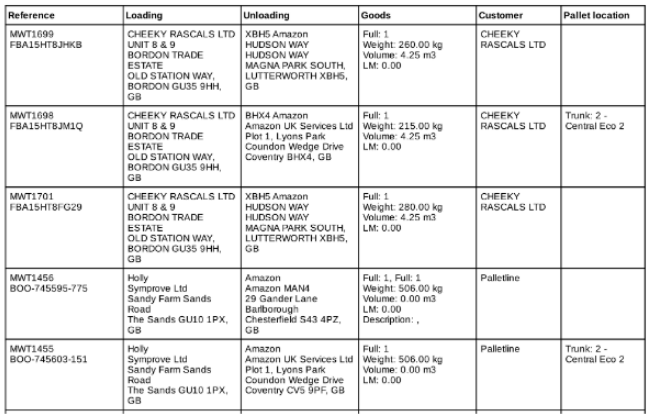
Loading Instructions/Messages:

The vehicle has good interior hygiene with no waste or taint-there is no evidence of pest activity.
Outer packaging of product is good and labels are intact. The integrity of pallets is good and no shards or nails are visible.

Name: _____ **Date:** _____ **Vehicle Reg:** _____

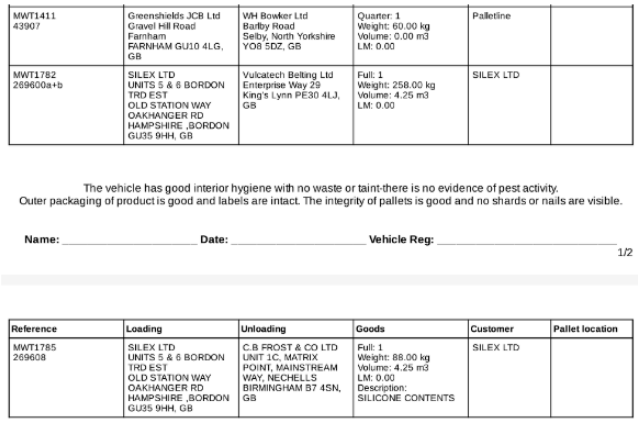
When the information is filled in

When a loading sheet is generated, the column often remains empty, even if it is configured correctly. For example, in the example below, it is filled in for some orders but not for others:



Reference	Loading	Unloading	Goods	Customer	Pallet location
MWT1699 FBA15HT8JHKB	CHEEKY RASCALS LTD UNIT 8 & 9 BORDON TRADE ESTATE OLD STATION WAY, BORDON GU35 9HH, GB	XBH5 Amazon HUDSON WAY HUDSON WAY MAGNA PARK SOUTH, LUTTERWORTH XBH5, GB	Full: 1 Weight: 260.00 kg Volume: 4.25 m3 LM: 0.00	CHEEKY RASCALS LTD	
MWT1698 FBA15HT8JM1Q	CHEEKY RASCALS LTD UNIT 8 & 9 BORDON TRADE ESTATE OLD STATION WAY, BORDON GU35 9HH, GB	BHX4 Amazon Amazon UK Services Ltd Plot 1, Lyons Park Coundon Wedge Drive Coventry BHX4, GB	Full: 1 Weight: 215.00 kg Volume: 4.25 m3 LM: 0.00	CHEEKY RASCALS LTD	Trunk: 2 - Central Eco 2
MWT1701 FBA15HT8FG29	CHEEKY RASCALS LTD UNIT 8 & 9 BORDON TRADE ESTATE OLD STATION WAY, BORDON GU35 9HH, GB	XBH5 Amazon HUDSON WAY HUDSON WAY MAGNA PARK SOUTH, LUTTERWORTH XBH5, GB	Full: 1 Weight: 280.00 kg Volume: 4.25 m3 LM: 0.00	CHEEKY RASCALS LTD	
MWT1456 BOO-745595-775	Holly Symprove Ltd Sandy Farm Sands Road The Sands GU10 1PX, GB	Amazon Amazon MAN4 29 Gander Lane Barlborough Chesterfield S43 4PZ, GB	Full: 1, Full: 1 Weight: 506.00 kg Volume: 0.00 m3 LM: 0.00 Description: ,	Palletline	
MWT1455 BOO-745603-151	Holly Symprove Ltd Sandy Farm Sands Road The Sands GU10 1PX, GB	Amazon Amazon UK Services Ltd Plot 1, Lyons Park Coundon Wedge Drive Coventry CV5 9PF, GB	Full: 1 Weight: 506.00 kg Volume: 0.00 m3 LM: 0.00	Palletline	Trunk: 2 - Central Eco 2

example loading sheet page 1



MWT1411 43907	Greenshields JCB Ltd Gravel Hill Road Farnham FARNHAM GU10 4LG, GB	WH Bowker Ltd Barlby Road Selby, North Yorkshire YO8 5DZ, GB	Quarter: 1 Weight: 60.00 kg Volume: 0.00 m3 LM: 0.00	Palletline	
MWT1782 269600a+b	SILEX LTD UNITS 5 & 6 BORDON TRD EST OLD STATION WAY OAKHANGER RD HAMPSHIRE ,BORDON GU35 9HH, GB	Vulcatech Belting Ltd Enterprise Way 29 King's Lynn PE30 4LJ, GB	Full: 1 Weight: 258.00 kg Volume: 4.25 m3 LM: 0.00	SILEX LTD	

The vehicle has good interior hygiene with no waste or taint-there is no evidence of pest activity.
Outer packaging of product is good and labels are intact. The integrity of pallets is good and no shards or nails are visible.

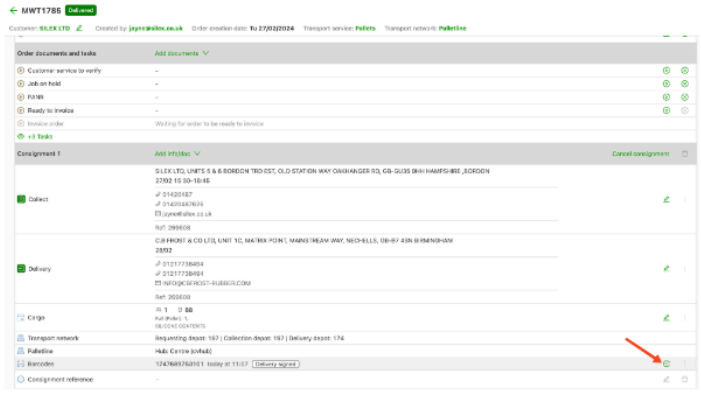
Name: _____ **Date:** _____ **Vehicle Reg:** _____

1/2

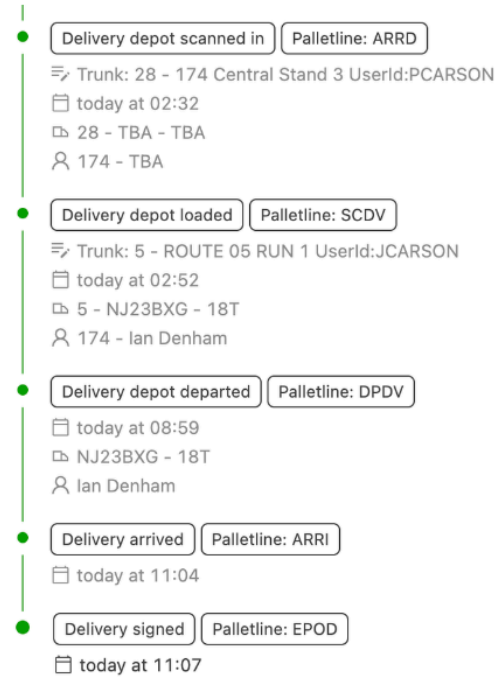
Reference	Loading	Unloading	Goods	Customer	Pallet location
MWT1785 269608	SILEX LTD UNITS 5 & 6 BORDON TRD EST OLD STATION WAY OAKHANGER RD HAMPSHIRE ,BORDON GU35 9HH, GB	C.B FROST & CO LTD UNIT 1C, MATRIX POINT, MAINSTREAM WAY, NECHELLS BIRMINGHAM B7 4SN, GB	Full: 1 Weight: 88.00 kg Volume: 4.25 m3 LM: 0.00 Description: SILICONE CONTENTS	SILEX LTD	

example loading sheet page 2

It is important to realize that pallets go through a number of statuses. These can be seen in the TMS when opening the order detail:



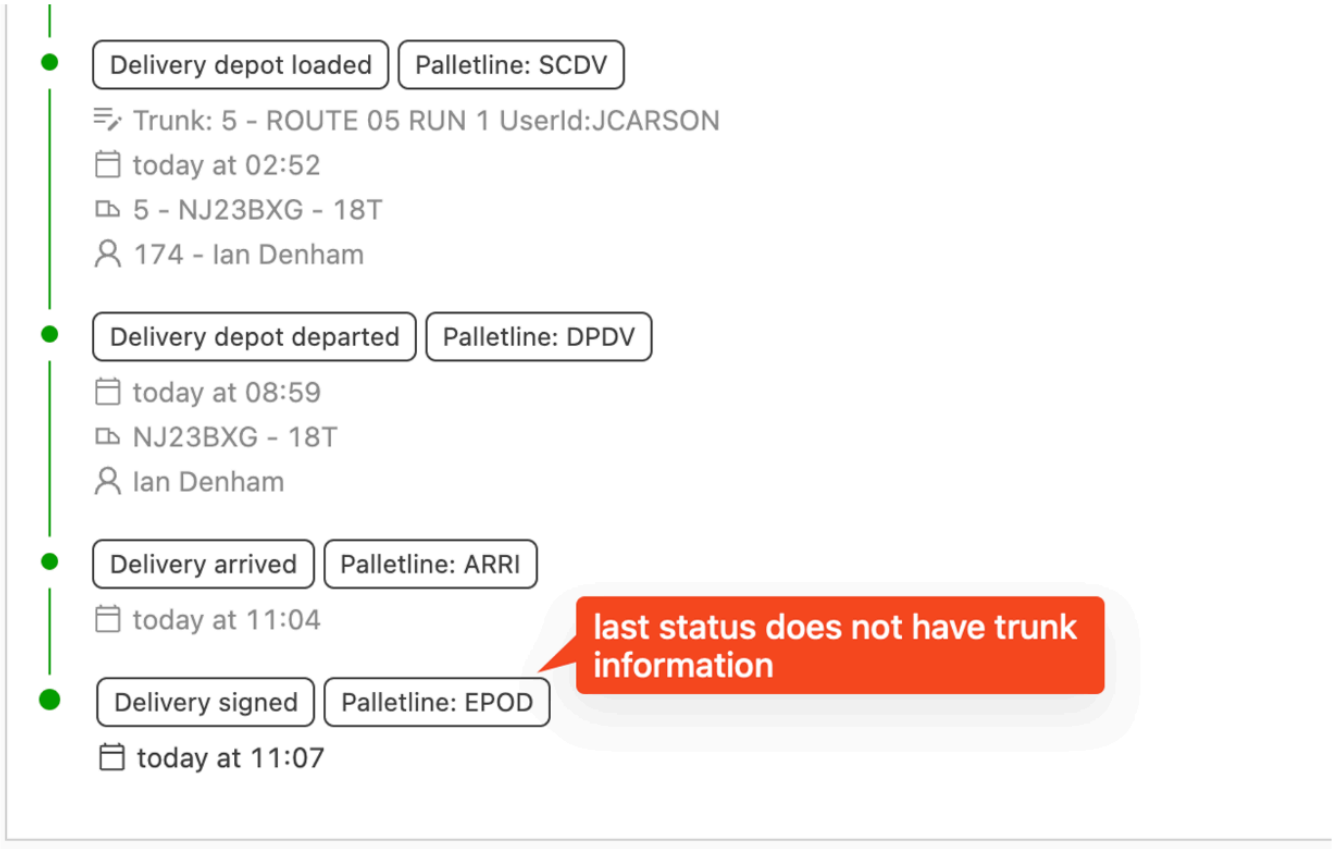
Show status history



All pallet statuses

The information shown in the loading sheet is the **trunk the pallet is on at the moment the loading sheet is generated.** This means that if the pallet is not physically on a trunk at that moment, the information column stays empty.
For example, in the example above:

- for the order (shipment), the pallet has been delivered (“delivery signed”), which means it is not at the delivery terminal and therefore has no trunk information.



for MWT1698, the pallet is still on the trunk (“delivery terminal scanned in”), which means it is waiting to be unloaded, so the trunk information is present:

