



Centurion Online Services Manual

CEN-OPS-MAN-485

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1. INTRODUCTION

This document provides a guideline on using Centurion's Online Services (OLS) portal.

2. ONLINE SERVICES OVERVIEW

OLS is a single point for:

- Booking all modes of transport
- Tracking via individual consignment number or individual purchase order number
- Proof of delivery

3. OLS SUPPORT

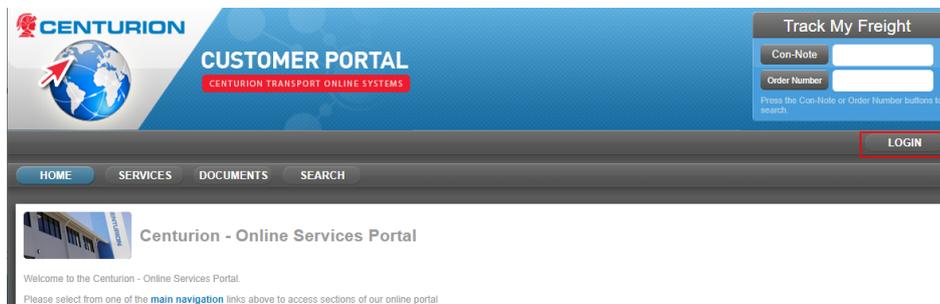
To request a login or for any OLS support requirements, please contact ols.support@centurion.net.au.

For new login requests, please include the following details:

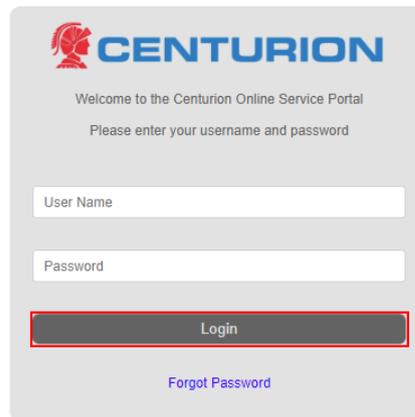
- Name
- Organisation
- Phone Number
- Email Address
- Customer accounts

4. LOGIN

OLS can be accessed via <https://www.centurion.net.au/ols.ctc>



Click **Login**. Enter your user details and click **Login** to login:



The image shows the login page of the Centurion Online Service Portal. At the top is the Centurion logo. Below it, the text reads: "Welcome to the Centurion Online Service Portal" and "Please enter your username and password". There are two input fields: "User Name" and "Password". Below these fields is a "Login" button, which is highlighted with a red border. At the bottom of the form is a link for "Forgot Password".

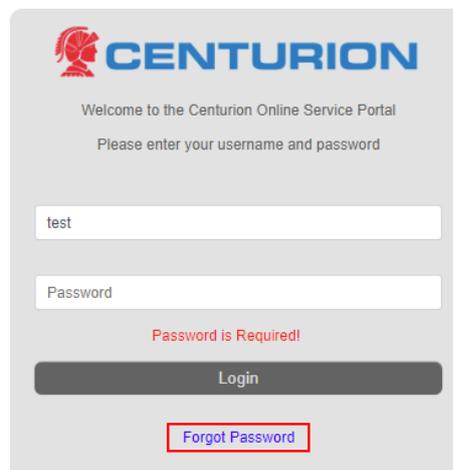
For users with access to multiple accounts, please select the relevant account from the list.



The image shows a "Select Account" dialog box. The title bar says "Select Account". The main content area has the heading "Select Account" and a list of company accounts: "Company Account: TEST ONLY - PERTH METRO", "TEST ONLY - KALGOORLIE", "TEST ONLY - HOPE DOWNS 4", and "TEST ONLY - PERTH".

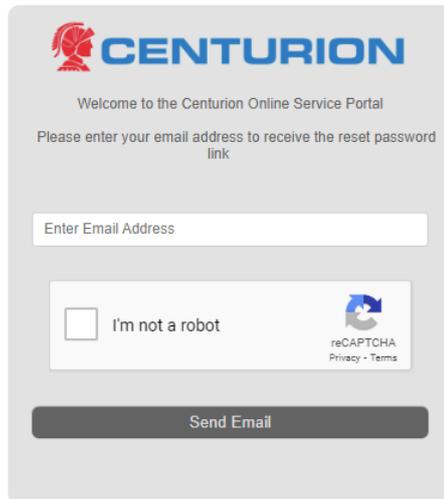
4.1. Password Recovery

If you have forgotten your password, please use the Forgot Password link to reset your password.

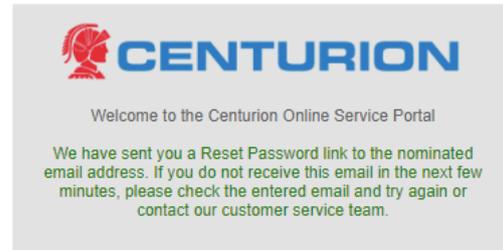


The image shows the password recovery page of the Centurion Online Service Portal. At the top is the Centurion logo. Below it, the text reads: "Welcome to the Centurion Online Service Portal" and "Please enter your username and password". There are two input fields: "test" (in the User Name field) and "Password". Below the Password field is a red error message: "Password is Required!". Below the error message is a "Login" button. At the bottom of the form is a link for "Forgot Password", which is highlighted with a red border.

Enter your account email address, tick the "I'm not a robot" and complete the CAPTCHA test and click Send Email. The screen will update to confirm the password reset request has been received.



The screenshot shows the Centurion Online Service Portal password reset request form. It features the Centurion logo at the top, followed by the text "Welcome to the Centurion Online Service Portal" and "Please enter your email address to receive the reset password link". Below this is a text input field labeled "Enter Email Address". Underneath the input field is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form is a "Send Email" button.



If the email address on the account matches the email address entered, you will receive an OLS Portal Password Request email. Click the link to visit the password reset screen.

OLS Portal Password Request

 donotreply@centurion.net.au
To   
 This message was sent with High importance.

Hello   

We have received a request to reset your password.
If you made this request, please click on the link below to reset your password to access our OLS system:
[Click here for reset password](#)

Please note that this link will expire in 15 minutes.

If you did not make this request, you can ignore this email or can contact our Customer Support Team for further assistance.

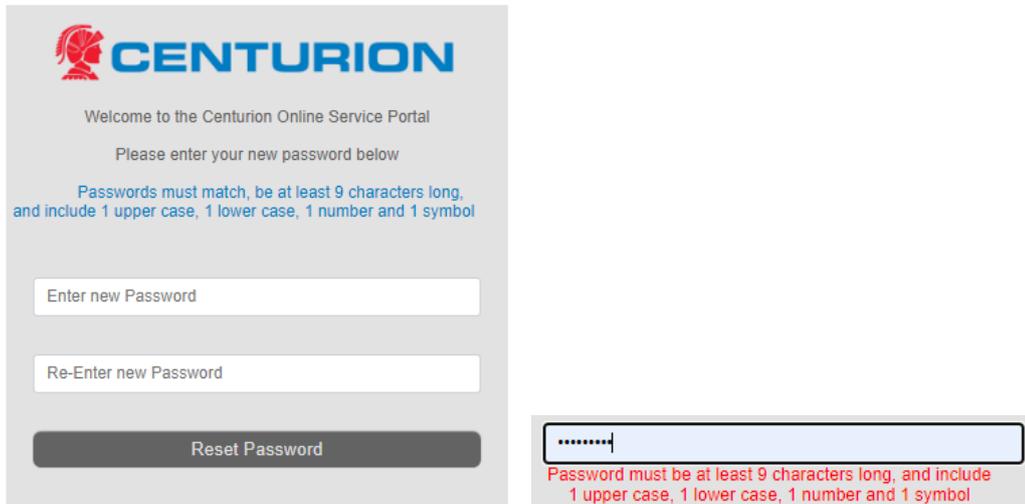
Best Regards

Centurion OLS Team
OLS.Support@centurion.net.au

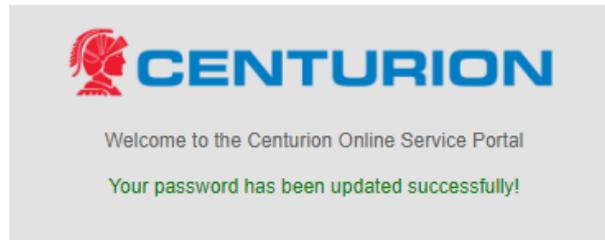


The Reset Password screen will load. Enter a new password twice and click Reset Password.

- **Note: Password must be at least 9 characters long, and include at least 1 digit, 1 upper case, 1 lower case, 1 symbol.**
- If the new password does not meet these requirements the user will be alerted.



You will receive a confirmation that the password was updated.



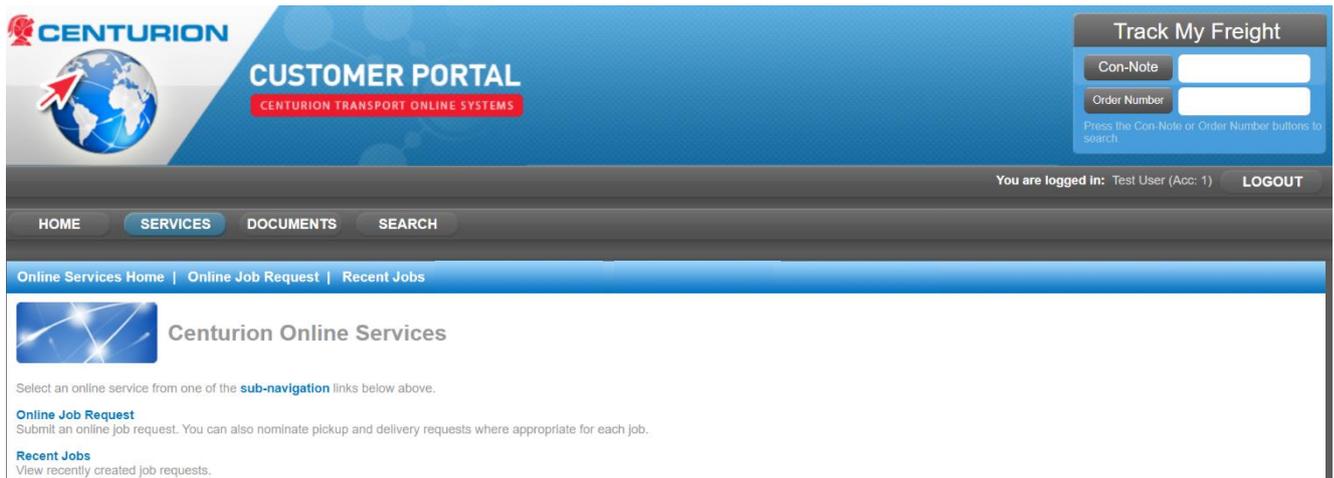
5. SERVICES

The **SERVICES** tab provides the below service options:

Online Service	Description
Online Job Request	Submit an online job and nominate pickup and delivery requests where applicable for each job.
Recent Jobs	View recently created job requests.

5.1. Online Job Request

Press **Online Job Request** to create a new job request.



Enter details of the job as per the required fields.

5.1.1. Charge Details

Charge Details

Charge To:

Charge To	<p>Select the account the job will be charged to.</p> <p>Accounts linked to a login will vary according to access permissions. Where a login has access to multiple accounts, the user will see a warning to remind them to select the correct Charge to Account:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Charge Details</p> <p style="color: red; font-weight: bold;">Please select the correct Charge to Account: your login details are linked to multiple accounts</p> <p>Charge To:* <input type="text" value="Select Account"/></p> </div> <p>*To request additional accounts to your login, please contact OLS.Support@centurion.net.au.</p>
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5.1.2. Service Details

Service Details

Service Type: Is this item overweight?

Must Travel:

Service Type	Select from the dropdown list. Note, this will automatically default to General.
Is this item overweight?	<p>Select between Yes or No from the dropdown box.</p> <p>*Items with a width greater than 2.4m are considered overweight.</p>

5.1.3. User Details

Charge Details		User Details	
Purchase Order:	<input type="text"/> <small>Please Select a Charge To account</small>	User Name:	<input type="text" value="Tamara Breen"/>
Work Order:	<input type="text"/>	Department:	<input type="text"/>
Cost Code:	<input type="text"/>	Contact Telephone:	<input type="text"/>
Multiple P.O.'s	<input type="text"/>	Contact Email:	<input type="text" value="t.breen@centurion.net.au"/>

Purchase Order	Enter purchase order or authorised customer reference.
Work Order	Enter as required.
Cost Code	Enter as required.
Multiple P.O.'s	Enter as required.
Username	This will default to the user logged into OLS (this may be edited).
Department	Enter department (if relevant).
Contact Telephone	This will default to the user logged into OLS (this may be edited).
Contact Email	This will default to the user logged into OLS (this may be edited).

5.1.4. Sender and Receiver Details

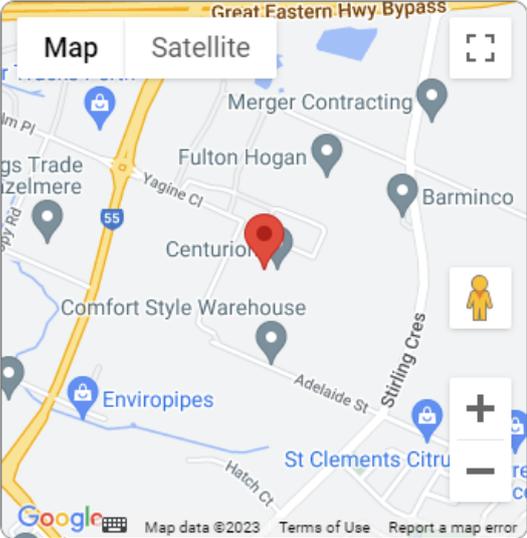
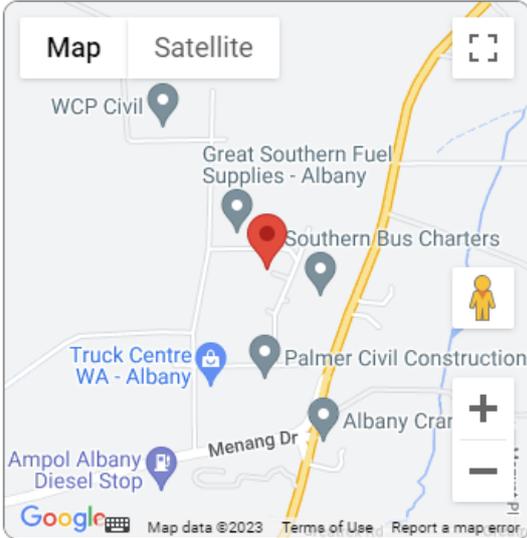
Where a charge account has a default address configured, the travel direction will appear.

Sender Details	Receiver Details
Travel Direction:	<input type="text" value="To Site"/>

Travel Direction	<p>Where enabled, select from the dropdown list to specify the direction the freight will travel. This dropdown can have up to 3 options, with most accounts seeing only the 'To Site'. When 'To Site' or 'From Site' are selected the default address will be loaded appropriately. If the 'Other' option is enabled the user can specify both Sender and Receiver addresses.</p> <p>If you find the travel direction option you need is not available, please contact:</p> <ul style="list-style-type: none"> • Eastern States - CTC East Customer Service - ctceast.customerservice@centurion.net.au • West – OLS Support - ols.support@centurion.net.au
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Sender Details		Receiver Details	
Select Sender:*	<input type="text" value="Create New..."/>	Select Receiver:*	<input type="text" value="Create New..."/>
Company Name:*	<input type="text"/>	Company Name:*	<input type="text"/>
Search Address:	<input type="text" value="Enter a location"/> <input type="checkbox"/> Enter Manual Address	Search Address:	<input type="text" value="Enter a location"/> <input type="checkbox"/> Enter Manual Address
Street Address:*	<input type="text"/>	Street Address:*	<input type="text"/>
Suburb/Mine Site:*	<input type="text"/>	Suburb/Mine Site:*	<input type="text"/>
Postcode:*	<input type="text"/>	Postcode:*	<input type="text"/>
From Branch/Site:*	<input type="text" value="PERTH (WA)"/>	To Branch/Site:*	<input type="text"/>
Contact Name:*	<input type="text"/>	Contact Name:*	<input type="text"/>
Contact Phone:*	<input type="text"/>	Contact Phone:*	<input type="text"/>
Contact Email:*	<input type="text"/>	Contact Email:*	<input type="text"/>
Pickup Requirements:	<input type="text" value="Pickup from Sender"/>	Delivery Requirements:	<input type="text" value="Delivery to Receiver"/>

Addresses selected via search address will populate the address details and provide a map of the location.

Search Address:	<input type="text" value="13 YAGINE CLOSE, PERTHA"/> <input type="checkbox"/> Enter Manual Address	Search Address:	<input type="text" value="13/21 MALLARD ROAD, WILL"/> <input type="checkbox"/> Enter Manual Address
			
Street Address:*	<input type="text" value="13 YAGINE CLOSE"/>	Street Address:*	<input type="text" value="13/21 MALLARD ROAD"/>
Suburb/Mine Site:*	<input type="text" value="PERTH AIRPORT"/>	Suburb/Mine Site:*	<input type="text" value="WILLYUNG"/>
Postcode:*	<input type="text" value="6105"/>	Postcode:*	<input type="text" value="6330"/>
From Branch/Site:*	<input type="text" value="PERTH (WA)"/>	To Branch/Site:*	<input type="text" value="ALBANY"/>

Sender Details		Receiver Details	
Select Sender	For first time users, leave as "Create New". Alternatively, select from the dropdown box for previously saved senders.	Select Receiver	For first time users, leave as "Create New". Alternatively, select from the dropdown box for previously saved receivers.
Company Name	Enter Sender's company name	Company Name	Enter Receiver's company name
Search Address	Start typing an address to find the closest match and select to choose. The address details will be populated, and a Map displayed.	Search Address	Start typing an address to find the closest match and select to choose. The address details will be populated, and a Map displayed.
Enter Manual Address	If the address is not available in the Search Address, the user can check the Enter Manual Address box to enter the address manually. * Refer below for an example with pictures	Enter Manual Address	If the address is not available in the Search Address, the user can check the Enter Manual Address box to enter the address manually. * Refer below for an example with pictures
Street Address	Enter Sender's street address	Street Address	Enter Receiver's street address
Suburb/Mine Site	Select Sender's suburb or mine site location from the dropdown list.	Suburb/Mine Site	Select Receiver's suburb or mine site location from the dropdown list.
Postcode	This will pre-populate based on the suburb/mine site selected. *For mine sites, refer to the Documents tab for examples.	Postcode	This will pre-populate based on the suburb/mine site selected. *For mine sites, refer to the Documents tab for examples.
From Branch/Site	This will pre-populate based on the suburb/mine site selected.	To Branch/Site	This will pre-populate based on the suburb/mine site selected.
Contact Name	Enter Sender's contact name.	Contact Name	Enter Receiver's contact name.

Contact Phone	Enter Sender's contact phone number.	Contact Phone	Enter Receiver's contact phone number.
Contact Email	Enter Sender's contact email.	Contact Email	Enter Receiver's contact email.
Pickup Requirements	Select pickup requirements from the dropdown list.	Delivery Requirements	Select delivery requirements from the dropdown list.

If the address entered can't be found, the user will receive a warning. If the address is not a recognised address in Google, for example a customer mine site, the user can enter their own address manually by selecting the checkbox.

Address could not be found!
Please try to search for it below:

Search Address:

Enter Manual Address

Address could not be found!
Please try to search for it below:

Search Address:

Enter Manual Address

Street Address:*

Suburb/Mine Site:*

Postcode:*

*Examples of receiver entry requirements for selected mine sites are available under the Documents tab.



5.1.5. Pickup and Delivery Details

Pickup Requirements: No Pickup Required | Delivery Requirements: Delivery to Receiver

Pickup Requirements	<p>No pickup required: freight is delivered to Centurion's depot.</p> <p>Pickup from Sender: Centurion collects freight from Sender's address (if authorised to do so).</p> <p>Pickup from Address: Centurion collects freight from an alternative address (if authorised to do so).</p>	Delivery Requirements	<p>Hold at Centurion: freight is collected from Centurion's depot.</p> <p>Delivery to Receiver: Centurion delivers freight to Receiver's address (if authorised to do so).</p>
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Pickup Details

Authorised By:*

Available From Date:* Available From Time:*

Vendor Opening Time:* Vendor Closing Time:*

Special Instructions:

Authorised By	Enter name of person authorising pickup
Available From Date	Enter date when freight is available for pickup
Available From Time	Enter time (24-hour format) when freight is available for pickup
Vendor Opening Time	Enter time (24-hour format) when vendor opens
Vendor Closing Time	Enter time (24-hour format) when vendor closes
Special Instructions	Enter any additional special instructions for pickup

Pickup Requirements: Delivery Requirements:

Warning: You are not approved to create pickups for this customer

If the above error message appears, your login is not authorised to book a pickup for the selected charge to account. Please contact CustomerServiceTeam@centurion.net.au to book a separate pickup charged to the Sender or contact your customer for authorisation.

Delivery Details

Vendor Opening Time:* Vendor Closing Time:*

Delivery Instructions:

Vendor Opening Time	Enter time (24-hour format) when vendor opens
Vendor Closing Time	Enter time (24-hour format) when vendor closes
Special Instructions	Enter any additional delivery instructions

5.1.6. Upload Documents

Upload any relevant supporting documents to the con-note.

Upload Documents

File Description:

Upload File: No file chosen

Category: ▼

NOTES: You **cannot** delete a document once uploaded.
Only PDF, Word Documents, Images and Excel files can be uploaded.

5.1.7. Pallet Transfers

Pallet Transfers

Please add a summary of pallets that are being transferred to Centurion, if any. Please ensure that you provide the pallet transfer dockets.

Locsam: Chep: Plain:

Locsam	Please enter number of Locsam pallets, 0-350
Chep	Please enter number of Chep pallets, 0-350
Plain	Please enter number of Plain pallets, 0-350

Pallet numbers must be between 0 and 350. There is a soft warning if a user adds more than 20 pallets to ask them to check the number entered is correct. Pallet transfer dockets must still be provided.

Pallet Transfers

Please add a summary of pallets that are being transferred to Centurion, if any. Please ensure that you provide the pallet transfer dockets.

Locsam: Chep: Plain:

Are you sure there are more than 20?

Value must be between 0 and 350

5.1.8. Order Row Details

By default, there are 3 order rows. Click the  icon to add more rows.

* Note, one order can have a maximum of 10 rows.

Please start entering jobs on the first row. Mandatory fields are indicated by an *. Additional rows can be used to add a comment by selecting the Product Type 'Comment'.
Please note: freight items with different dimensions must be entered on separate lines. Dimensions must be entered in millimetres.

Senders Ref.	Order Ref.	Product Type *	Description	Wt (Kg) *	L (mm) *	W (mm) *	H (mm) *	M ³ *	Qty	Total Wt	Total M ³	
		Select Product Type ▼	<input type="text"/>		mm	mm	mm					<input type="button" value="DG Details"/>
		Select Product Type ▼	<input type="text"/>		mm	mm	mm					<input type="button" value="DG Details"/>
		Select Product Type ▼	<input type="text"/>		mm	mm	mm					<input type="button" value="DG Details"/>

To add more rows please click on the + icon. 

Senders Ref.	Enter Sender's reference (if required)
Order Ref.	Enter order reference (if required)

Product Type	Select the container type (for example Box, Cage, Carton, Full Load, Pallet, Other) or select the Product Code (if available). Please see below for container default dimensions. To enter a Comment please select the Product Type 'Comment'. Note, a Comment cannot be the first row, which should contain the goods information.
Description	Enter item description e.g., boots, tyres, etc. If a Product Code (where available) has been selected, this will be pre-pended to the description and the user can enter a free text description of the item next to the code.
Wt (Kg)	Enter item weight in kilograms (kg)
L (mm)	Enter item length in millimetres (mm)
W (mm)	Enter item width in millimetres (mm)
H (mm)	Enter item height in millimetres (mm)
Qty	Enter the quantity of items being sent e.g. enter 2 if two cartons. Note: Qty should only be used where items each have the <u>same</u> weight and dimensions.

*Note: freight items with different dimensions must be entered on separate lines.

To make the process of entering an order row simpler, for certain Product Types suggested dimensions will be populated for some or all dimension fields in a light grey as a guideline.

Container / Product Type	Length (mm)	Width (mm)	Height (mm)	Weight (kg)
Box	Variable	Variable	Variable	Variable
Carton	Variable	Variable	Variable	Variable
Cage	1200	1200	1200	Variable
Pallet	1200	1200	1800	Variable
Full Load	13700	2400	3000	Variable

* Items marked 'variable' have no suggested dimensions

The user is still required to enter the actual dimensions for each item.

5.1.9. Dangerous Goods

For items containing Dangerous Goods, press [DG Details](#)

Enter the new DG item ✕

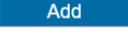
U.N.: D.G.: Class: Sub Risk 1: Sub Risk 2:

Group: Type: Quant: Total Volume: U.o.M.: Residual: Add

New and/or Existing Items

U.N.	D.G.	Guide	Class	S Risk 1	S Risk 2	Group	Type	Qty	T.Vol	U.o.M

U.N.	Enter the UN of the dangerous goods.
DG	Auto-fills based on UN.
Class	Auto-fills based on UN.
Sub Risk 1	Auto-fills based on UN.
Sub Risk 2	Auto-fills based on UN.
Group	Select from dropdown list.
Type	Select the type of packaging of dangerous goods from the dropdown list.
Quantity	Enter the quantity of dangerous goods.
Total Volume	Enter the total volume of all dangerous goods materials.
U.o.M.	Select the unit of measure from the dropdown list.
Residual	Check the residual box if the volume inside the container is a residual amount.

Once all Dangerous Goods details have been entered, press 

If the Dangerous Goods panel was opened in error, click the  to close the panel and accept the warning that the information entered will not be saved.

5.1.10. Labels to Print

Some accounts are still using the Classic label and have not transitioned to the new PDF label format. Users on the Classic label do not see this Labels to Print section.



Enter the number of labels required.

Press 

Select each checkbox to confirm details are correct.

Press 

Online Services Home | Online Job Request | Recent Jobs | Site Freight Loading | Movement Status Summary | Manage Approved Vendor Pickups

Online Job Request

Thank you, your job has been processed.

 **Details have been successfully saved.**

 **Label Printing**
Print your labels and adhere them to **every loose item** of freight. Click [here](#) to print your labels
Change the number of labels? Please modify the con-note and update the 'Labels to Print' section.
Re-print labels? View the con-note [OLS222249](#) and press the "View Consignment Labels" link.

 **Your job request has been created with the following details:**
- 10.00 Kg GENERAL freight from PERTH (WA) to PINJARRA (Con-Note: [OLS222249](#))
- **An email has been sent to the following recipients:**
- testuser1@centurion.net.au

An email notification including a PDF copy of the con-note and pickup (if selected) will be sent to the contact emails included in the con-note.

5.2. Labelling Freight

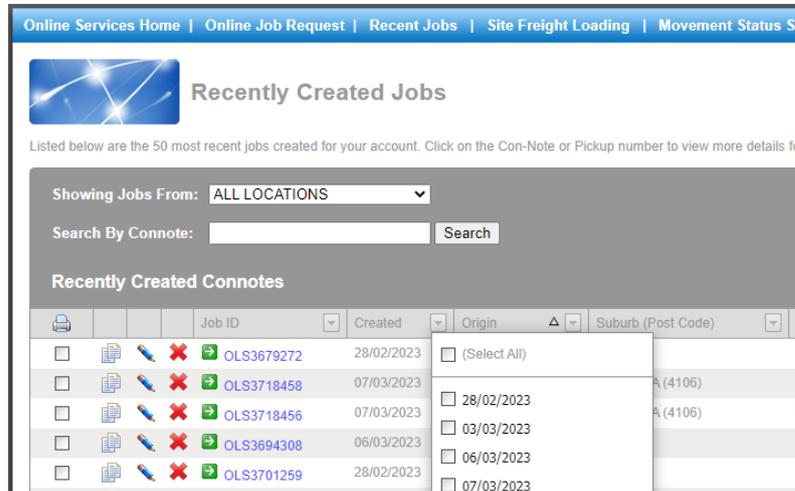
Correctly labelling freight ensures Centurion's drivers can scan the label on pickup and additional scans can be performed all the way through the network until final delivery. This not only ensures an accurate and timely delivery, but also provides greater visibility through Centurion's Track and Trace.

- Labels must be printed and firmly attached to the front of your parcel or pallet
- Ensure the labels are clearly visible, not close to other labels, and not obstructed by other labels, shrink wrap or strapping
- The label barcodes must be clear and defined (if it is blurry or smudged, the label may not be scannable and may delay collection, delivery or prevent tracking scans)
- Affix the label firmly and ensure the barcode is flat (not wrinkled) and can be scanned
- As pallets may be double stacked for transport, avoid placing labels on the top of the pallet



5.3. Recent Jobs

A connote may be edited or viewed through the Recent Jobs tab. A search by connote is available, and the jobs can be filtered on the columns Created, Origin, Suburb, Destination, Suburb, Deliver To.



To Clone (duplicate) a con-note, press  .

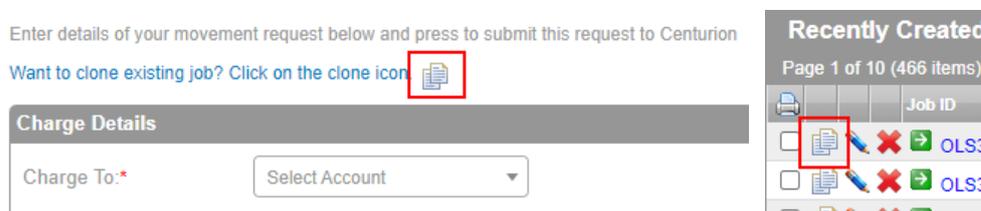
To edit a con-note, press  . **Note:** if this icon is greyed out, the con-note has been actioned; please contact Centurion to edit the con-note details.

To delete a con-note, press  .

Note: if a pickup is associated with a con-note, please contact CustomerServiceTeam@centurion.net.au to cancel the pickup.

5.4. Clone (Duplicate) Job

Some customers have regular jobs. To make the process of creating these standard jobs easier the portal has a feature called Clone Job. This function can be called from the top of the Online Job Request form, or from the Recent Jobs page.



If calling the feature from the top of the Online Job Request form the user needs to enter the consignment number to copy.

This feature copies job details including Charge To, Sender and Receiver. It does not copy pickup information, attachments, or line details as these change job to job.

Note: the user can only clone a job for an account they have access to and will receive an error if they attempt to clone a job that was created by another account.

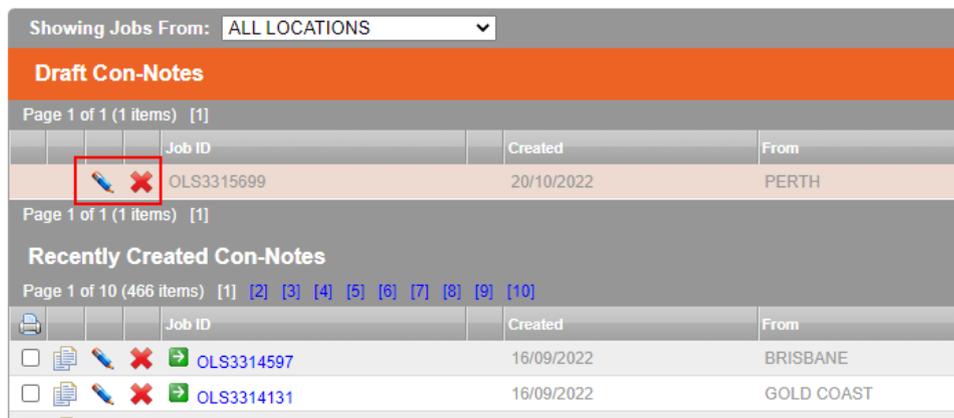
5.5. Draft Job Creation

This feature allows users to use the Save as Draft option to create and build up con-notes through the day without the risk of it being assigned (and therefore unable to be edited). The user enters the job via the portal as usual, but instead of clicking Submit Request the user can select **Save Draft**. This saves the job in a Draft state so the user can go back and add more freight or information to the job.



This con-note has been saved as a DRAFT. It will not be actioned by any Centurion personnel or systems until it is saved as a full consignment.

Draft jobs can be edited or deleted from the Recent Jobs screen in a new section at the top that lists all the draft jobs.



The screenshot shows two tables. The top table, titled 'Draft Con-Notes', has a header 'Showing Jobs From: ALL LOCATIONS' and a sub-header 'Draft Con-Notes'. It displays one item: Job ID OLS3315699, Created 20/10/2022, From PERTH. The bottom table, titled 'Recently Created Con-Notes', has a sub-header 'Recently Created Con-Notes' and displays two items: Job ID OLS3314597 (Created 16/09/2022, From BRISBANE) and Job ID OLS3314131 (Created 16/09/2022, From GOLD COAST). Both tables have pagination controls.

When editing a Draft consignment, a message will appear at the top of the page to clearly identify the con-note is a DRAFT.



Online Job Request [OLS3315699]

Changes have been made to the job request page. To read the full details of the changes, please [click here](#).

This is a DRAFT con-note

A DRAFT con-note will not be actioned by any Centurion personnel or systems until it is saved as a full consignment.

Enter details of your movement request below and press to submit this request to Centurion

Charge Details

When the user is happy that the con-note is complete, they can **Submit Request** to turn it into an actual job request.

To add more rows please click on the + icon.

Save Draft

Submit Request

6. DOCUMENTS

Relevant documents may be accessed via the **DOCUMENTS** tab.

OLS guidelines and other training materials may be in the Training folder.

Centurion - Online Services Portal Documents

Browse files by clicking on the folder and file links below.



7. TRACK AND TRACE

Centurion’s Track and Trace provides visibility of freight based on scanning data. The Track My Freight feature can be accessed without logging into the OLS portal.



Con-Note	Enter Centurion’s con-note number
Order Number	Enter the purchase order number; this must be entered in the order number field of the con-note to enable the search option.

Tracking information may include receipt, allocation, staging, loading, and unloading details.

Purchase Order Details

Search Term: OLS1922174
 Purchase Order:
 Created:

Destination:
 Vendor:

Purchase Order Lines

Line	Con-Note	Material	Description	Qty	Voyage	Shipment
Tracking Information						
PERTH						
✓	OLS1922174	1	PICKUP RAISED		PUP1973875	23/12/2020 10:24
✓	OLS1922174	2	RECEIVED			23/12/2020 10:29
✓	OLS1922174#1	1	LOADED		1TOK 916	23/12/2020 10:49
✓	OLS1922174#2	1	LOADED		1TOK 916	23/12/2020 10:49
✓	OLS1922174#1	1	DELIVERED		1TOK 196	23/12/2020 10:51
✓	OLS1922174#2	1	DELIVERED		1TOK 196	23/12/2020 10:51

To view the con-note, click on the blue con-note number.

OLS4066897											
CTC INTERNAL ACCOUNT											
CREATED: 31/07/2023 ACCOUNT NUMBER: 999999 ORDER NUMBER: PO123456 COST CODE: ADDITIONAL PO: PO123456, PO234567, PO345678, PO456789	SERVICE TYPE: GENERAL DESTINATION: BRISBANE WEIGHT: 814 KG										
CONSIGNOR: Mining Company 600 HAY STREET PERTH 6000 CONTACT: Hayk P: 041123456 E: mining@company.au	<table border="1"> <tr> <th colspan="2">PICKUP</th> </tr> <tr> <td>ARRIVED:</td> <td>mm/dd hh:mm</td> </tr> <tr> <td>DEPARTED:</td> <td>mm/dd hh:mm</td> </tr> <tr> <td>NAME:</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">SIGN HERE</td> </tr> </table>	PICKUP		ARRIVED:	mm/dd hh:mm	DEPARTED:	mm/dd hh:mm	NAME:		SIGN HERE	
PICKUP											
ARRIVED:	mm/dd hh:mm										
DEPARTED:	mm/dd hh:mm										
NAME:											
SIGN HERE											
Con-Note  OLS4066897 PICKUP PUP2270291											
CONSIGNEE: Trading Company 100 QUEEN STREET BRISBANE CITY BRISBANE BRISBANE CONTACT: Karen P: 041123456 E: trading@company.au	<table border="1"> <tr> <th colspan="2">DROP OFF/DELIVERY</th> </tr> <tr> <td>ARRIVED:</td> <td>mm/dd hh:mm</td> </tr> <tr> <td>NAME:</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">SIGN HERE</td> </tr> </table>	DROP OFF/DELIVERY		ARRIVED:	mm/dd hh:mm	NAME:		SIGN HERE			
DROP OFF/DELIVERY											
ARRIVED:	mm/dd hh:mm										
NAME:											
SIGN HERE											
TRIP DETAILS											
TRIP NUMBER: TRP527632 MANIFEST NUMBER: 3736374 TRAILER: TL239 DESPATCHED: 27/04/2023	VENDOR/NAME: Mining Company SUBURB: PERTH CONTACT: Hayk (041123456) Pickup Available From: 1/08/2023 11:00:00 AM Pickup Cutoff Time: 1/08/2023 4:00:00 PM										

DELIVERY INSTRUCTIONS

Please call the manager 30 minutes before arrival

QTY	S.REF	INT.REF	DESCRIPTION	WEIGHT	L	W	H	CUBIC
1	100200		ENGINES	563	1000	1000	500	0.5
1	100300		RADIATORS	251	1000	1000	400	0.4

To view **Proof of Delivery (POD)**, select View Image icon at the top left corner.

Con-note: OLS1922174
Signed Date: 23/12/2020 10:52

RECEIVER

POD Type: UNLOADING
Signed By: RECEIVER SMITH
Con-note Items: 1,2

8. CON-NOTE SEARCH

Press **SEARCH** and then **Con-Note Search** to access advanced search functionality.

Con-Note Search

Con-Note Search

Refine search results by changing the Search criteria below below.

* Use the % symbol at the beginning or the end of your search criteria if the value is only partially known. E.g. Con-Note Number: 12345%

Search Options:

Con-Note Number	<input type="text"/>	PO Number	<input type="text"/>
Sender	<input type="text"/>	Receiver	<input type="text"/>
Senders Reference	<input type="text"/>	Cargo Type	<input type="text" value="Any"/>
Origin	<input type="text" value="Any"/>	Destination	<input type="text" value="Any"/>

Search by Created Date

From: To:

Search

Search Results

Con-notes may be searched based on Con-Note number, or any combinations of Sender, Sender reference, Origin, PO Number, Receiver, Cargo type, Destination and Dates.

9. DOCUMENT CONTROL

9.1. Summary Information

Aspect	Details
Document Name	Centurion Online Services Manual
Document Reference	CEN-OPS-MAN-485
Document Owner	Zoe Price
Published Date	31/08/2023
Next Revision Date	30/05/2026
Classification	19
Developed by	Rebecca Neagle

9.2. Revision History

Revision	Date	Changes
1.0	03/09/2020	Document created.
2.0	24/05/2021	Content updated.
3.0	27/05/2021	Content reviewed and approved.
4.0	16/09/2022	Updated for the latest OLS system changes.
5.0	27/10/2022	Updated for Clone Jobs and Draft Jobs.
6.0	24/03/2023	Updated for new Login and Forgot Password.
7.0	26/04/2023	Updated for Product Code improvements and Recently Created search and filtering.
8.0	7/06/2023	Updated for changes to suggested dimensions.
9.0	11/08/2023	Updated for new connote layout.
10.0	31/08/2023	Updated for Address validation and capturing Vendor open and close times for pickups and deliveries
11.0	31/05/2023	Updated for account warning and pallet tracking fields