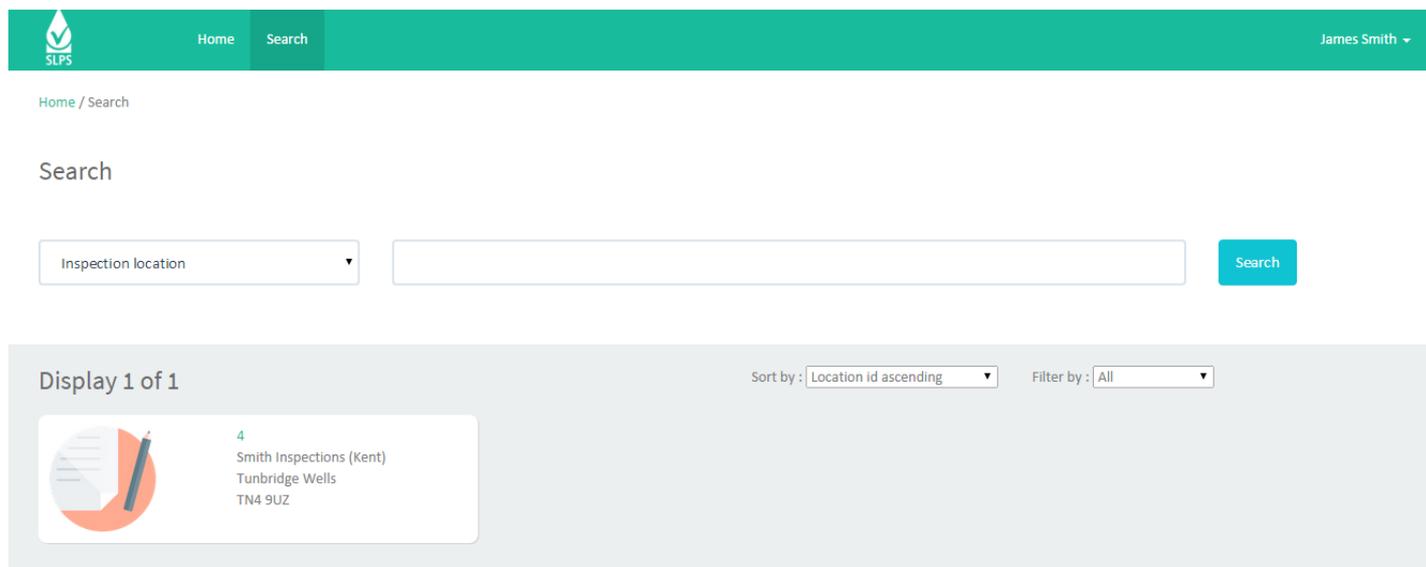


Ordering Safe Loading Pass Books

Safe Loading Passes are sold in books, each containing a fix number of Safe Loading Passes. Further information about the books and the associated costs can be found on the SLP website or by contacting the Scheme Administrator.

Ordering Additional SLP Books – The Inspection Provider

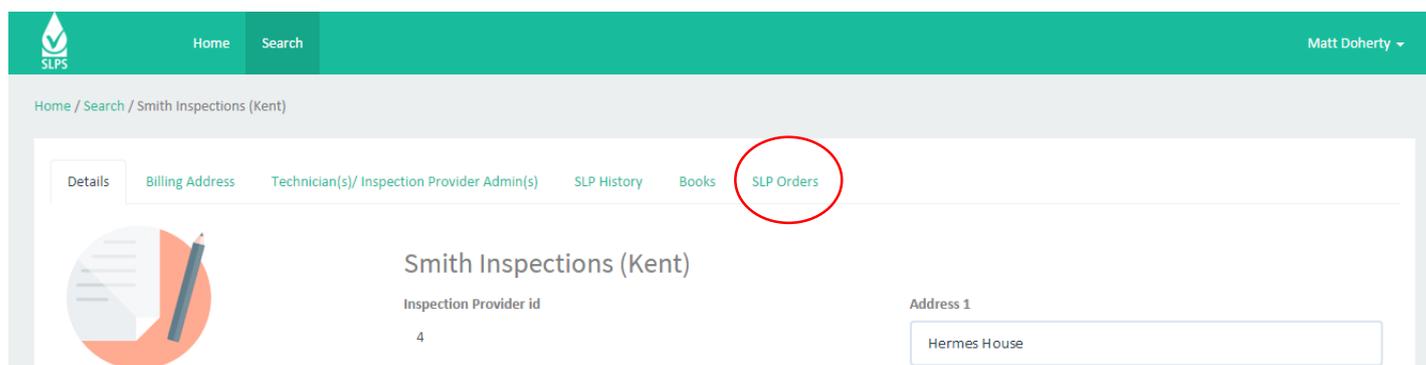
Login to the SLP Website and open the **Search** tab



Select **Inspection Provider** as your search type.

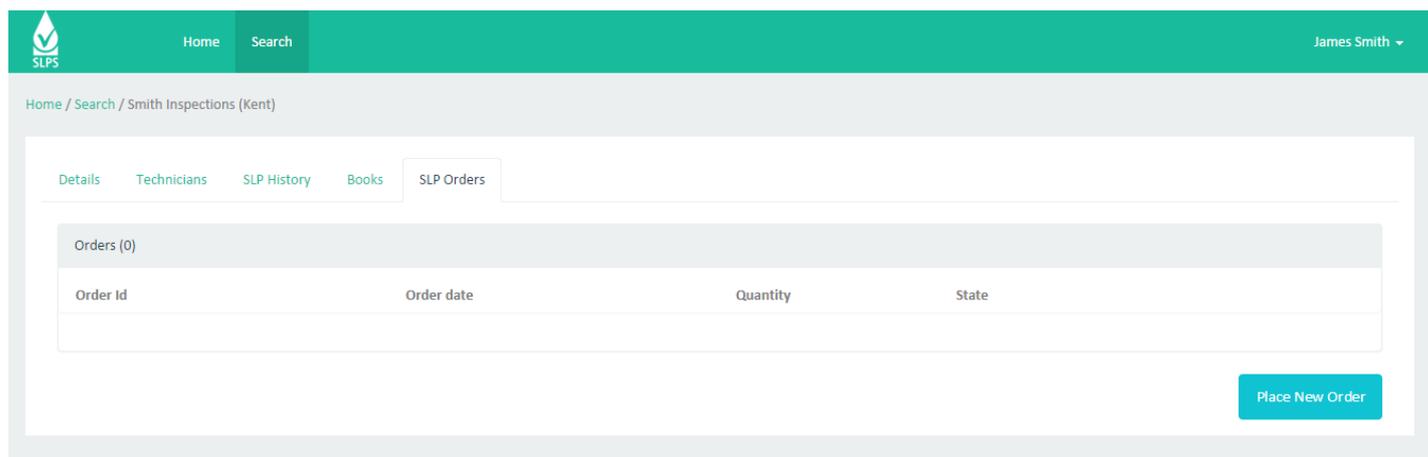
The search should display all the Inspection Bodies that your user is associated with.

Click on the **Inspection Provider ID** of the Inspection Provider that you would like to buy SLP books for.

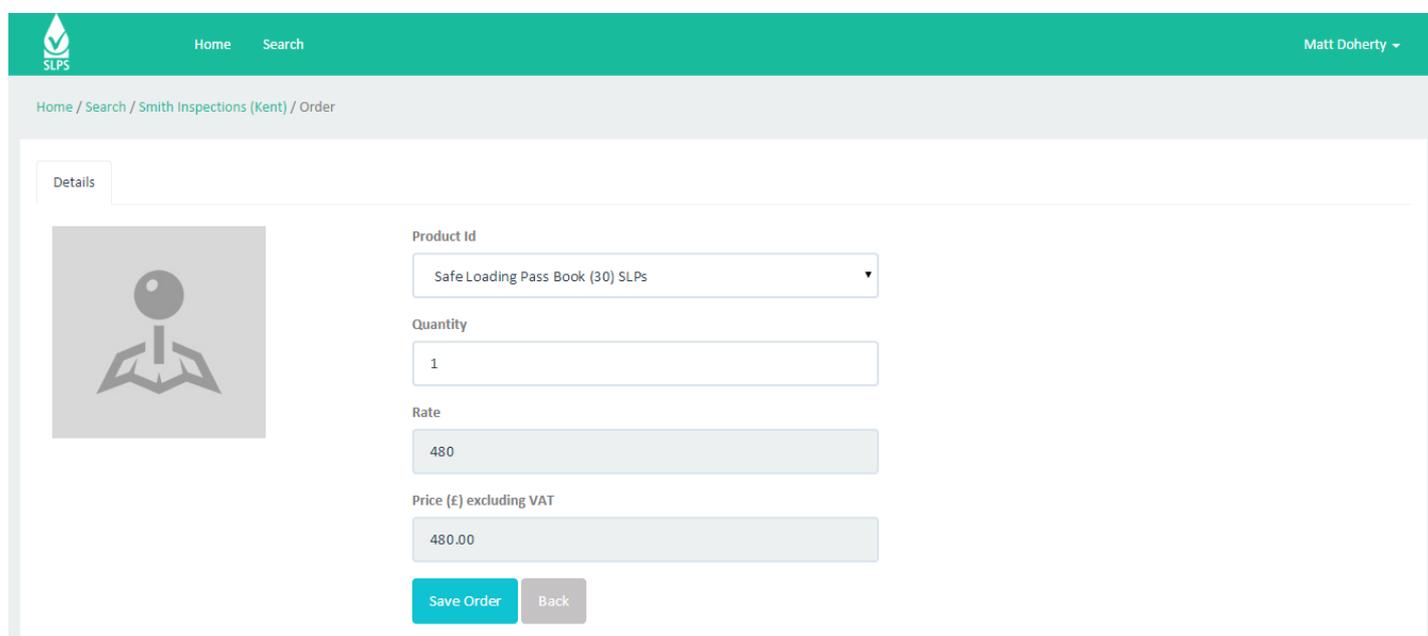


The details page for the select Inspection Provider will appear, click on the '**SLP Orders**' tab.

Note: Only Inspection Provider Administrators have access to the SLP Orders tab and can order SLP Books on behalf of an Inspection Provider

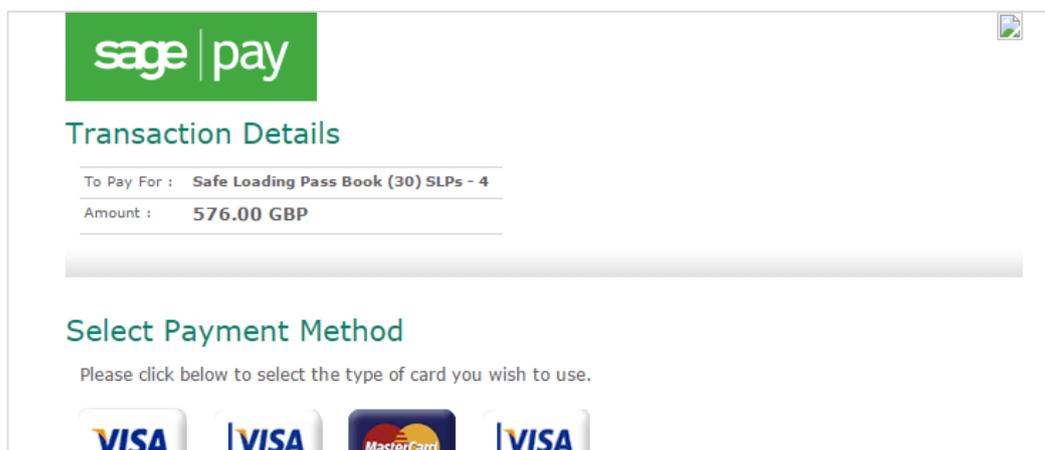


Any outstanding orders will be displayed in this list. To order a new Book(s) click on '**Place New Order**'.



Enter the quantity of books that you would like to purchase in the '**Quantity**' field. The page displays the rate and the final price (excluding VAT) to pay.

Click '**Save Order**' when you're ready and you'll be taken to the payment screen, follow the onscreen instructions for completing payment.



Order Id	Order date	Quantity	State	
31	12/11/2014	1	Active	152436252365
33	13/11/2014	1	Active	56243
34	13/11/2014	3	Active	789
36	14/11/2014	1	Payment failed	Make Payment

When the order is complete, a new entry will be added to the ‘**SLP Order**’ screen and will be processed by the Scheme Administrator.

***Note:** If payment fails, the order will remain in your order history allowing you to reattempt payment. Simply click on ‘Make Payment’ to complete the order.*

Receiving SLP Books

Once the SLP book has been dispatched to you by the Scheme Administrator, you will receive a notification explaining which Safe Loading Passes have been dispatched and the ‘Books’ will be available to receipt on the Safe Loading Pass database.

SLP serial number will only become available for the Inspection Provider to issue once they have been receipted.

To receipt a SLP Book(s) open the database and use the Inspection Provider search to find your Inspection Provider.

Open the Inspection Provider profile and click on the ‘**Books**’ tab.

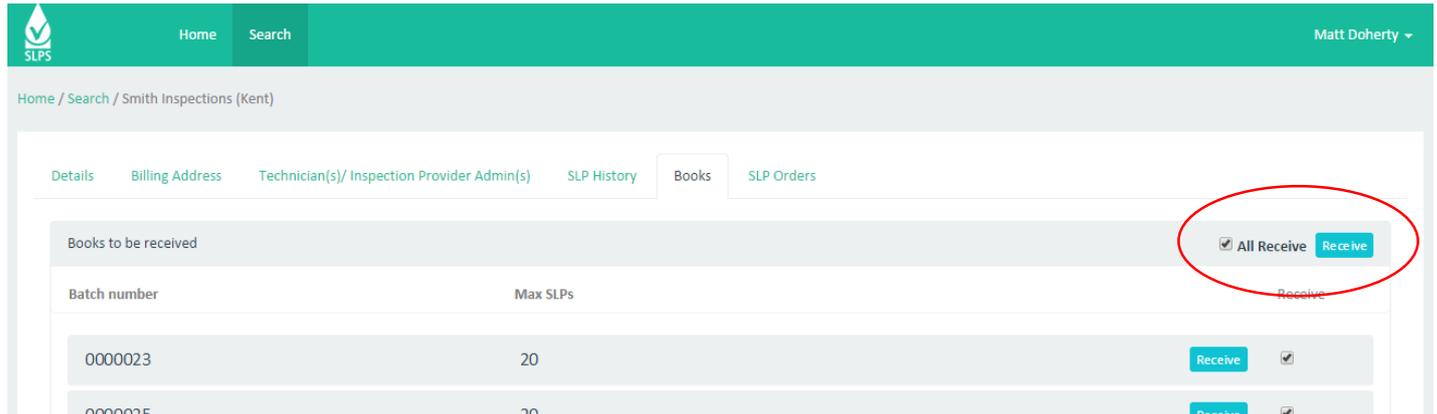
Batch number	Max SLPs	Receive
0000023	20	Receive <input type="checkbox"/>
0000025	20	Receive <input type="checkbox"/>
0000028	20	Receive <input type="checkbox"/>
0000029	20	Receive <input type="checkbox"/>
0000031	20	Receive <input type="checkbox"/>

A list of SLP books waiting to be received by this Inspection Provider will be displayed.

Note: If you believe one or more of your SLP books to have been lost during delivery, please contact the Scheme Administrator immediately.

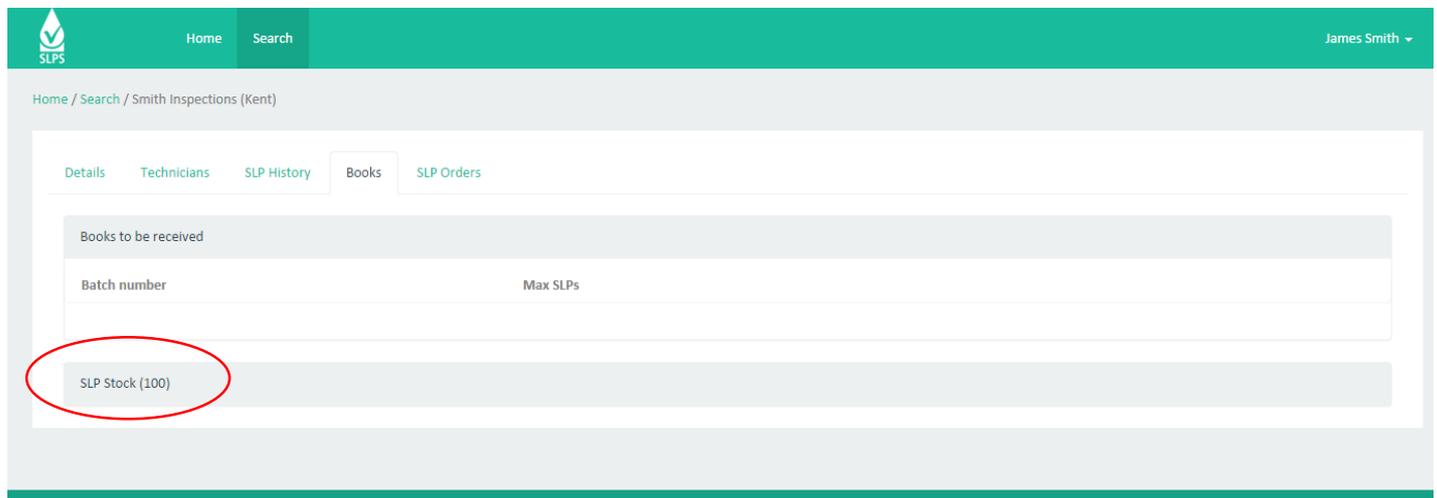
To receipt an SLP book and make it's associated SLP serial numbers available to issue, simply click on the **'Receive'** button (on the right hand side) against the appropriate book serial number.

If you have multiple books that you can receipt, use the **'All Receive'** tick box at the top of the list to receive all the books at the same time



Safe Loading Pass Stock

An Inspection Provider can view their current stock of unassigned Safe Loading Passes by searching for the Inspection Provider and from the profile, selecting the **'Books'** tab.



Scroll down to the **'SLP Stock'** section and click on the grey bar.

The screenshot displays the SLPS web application interface. At the top, there is a green navigation bar with the SLPS logo on the left, 'Home' and 'Search' links in the center, and the user name 'James Smith' on the right. Below the navigation bar, the breadcrumb trail reads 'Home / Search / Smith Inspections (Kent)'. A secondary navigation bar contains tabs for 'Details', 'Technicians', 'SLP History', 'Books', and 'SLP Orders', with 'Books' currently selected. The main content area is divided into two sections. The first section, 'Books to be received', contains a table with two columns: 'Batch number' and 'Max SLPs'. The second section, 'SLP Stock (100)', displays a grid of 16 SLP stock items. Each item is represented by a circular icon with a star and a checkmark, followed by its serial number, location, and status. All items shown have a status of 'Received'.

Batch number	Max SLPs
--------------	----------

Serial Number	Location	Status
0000016-01	Smith Inspections (Kent)	Received
0000016-02	Smith Inspections (Kent)	Received
0000016-03	Smith Inspections (Kent)	Received
0000016-04	Smith Inspections (Kent)	Received
0000016-05	Smith Inspections (Kent)	Received
0000016-06	Smith Inspections (Kent)	Received
0000016-07	Smith Inspections (Kent)	Received
0000016-08	Smith Inspections (Kent)	Received
0000016-09	Smith Inspections (Kent)	Received
0000016-10	Smith Inspections (Kent)	Received
0000016-11	Smith Inspections (Kent)	Received
0000016-12	Smith Inspections (Kent)	Received
0000016-13	Smith Inspections	Received
0000016-14	Smith Inspections	Received
0000016-15	Smith Inspections	Received
0000016-16	Smith Inspections	Received

A list of unassigned SLP serial numbers will be displayed. You can use this list to reconcile your SLP stock.