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Datum: 15-03-2023
Versie: 2
Pagina: 1/10

Procedure Transporeon (ENG) Manual booking

TRANSPOREON

transforming transportation





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Procedure Transporeon at Verbrugge Terminals B.V.

1. General – Manual Booking

Purpose: The slot booking system Transporeon assists our carriers to plan their transports accurately and helps the terminals in deploying the optimal resources to guarantee a smooth logistics process.

De manual booking is available for commodity's Metals, Steel and Projects.

The procedure:

1. As soon as the goods are released by the Customs Relations Team, a Booking number (loading / unloading reference) is assigned to the cargo. The owner of the cargo must communicate this (these) Booking number(s) to his carrier or forwarder.
2. The carrier or forwarder submits a pre-registration via Transporeon. The carrier/forwarder can create its own account on the Transporeon website. It is important to indicate that goods are being shipped from Verbrugge Terminals B.V, account number: 428265.
3. Trucks must be reported before 12:00 hrs, 1 working day prior to the day of loading or unloading. A Transport number is assigned to each pre-registration. The combination of Booking number and the Transport number is unique and can only be used once. Note: This differs from the use of a pin code with an open booking.
4. On the day of (un)loading, the driver reports to the Cargo Desk with the Booking number and the Transport number. The data will be verified on the basis of the pre-registration.
5. Trucks that are correctly registered within the capacity of the time block and arrive within the reserved time block will be handled within 2 hours. After these two hours, the carrier can claim a waiting time compensation, which we compensate at € 35.00 per hour.
6. Trucks that arrive outside the reserved time block or that have not been registered correctly are not entitled to claim waiting time compensation. In this case, the booking team can be contacted by telephone on +31 (0) 118 - 42 63 91 between 08:00 and 17:00 hrs to look at the next available time slot. Naturally, these trucks are handled as soon as possible.

Booking team Verbrugge Terminals B.V.

T: +31 (0)118 - 42 63 91
E: slotbooking@verbrugge.nl
www.verbruggeinternational.com



2. Create a Transporeon account

Do you not have an account yet? Please go to: <https://support.transporeon.com/carrieronboarding>

Welcome to our Help Center Portal.
Choose your way to log in:

I have a Transporeon account.
I will use it to raise a support request

**I do not have a Transporeon account yet.
I want to raise a support request**

Powered by Jira Service Desk
[Help](#) [Imprint](#) [Privacy Policy](#)
[Login for TRANSPOREON employees](#)

- Select I do not have a Transporeon account yet. I want to raise a support request.

Log in

I do not have a Transporeon account yet. I want to raise a request.

I am here for the first time.
[Sign up for a new account](#)

I have been here before.
Use the email address and password you used to create an account.

I have a Transporeon account.
I will use it to raise a support request

Keep me logged in

[Forgot your password?](#)
[Sign up for an account](#)

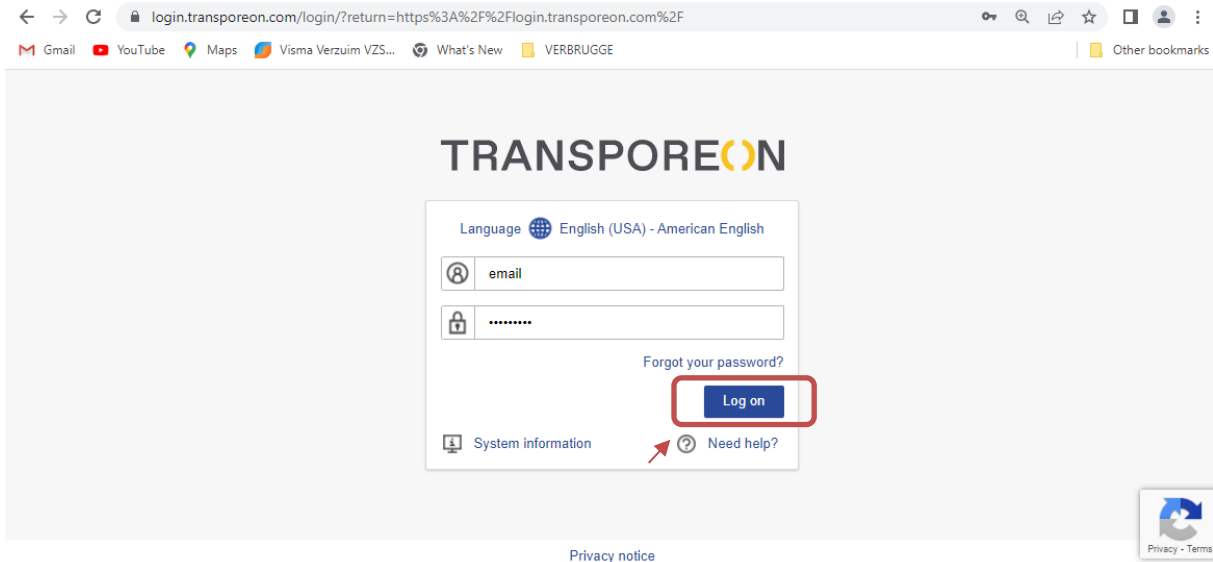
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[Imprint](#) [Privacy Policy](#)

Select Sign up for a new account and follow the instructions.

If you need help with the onboarding process. Please contact Transporeon.

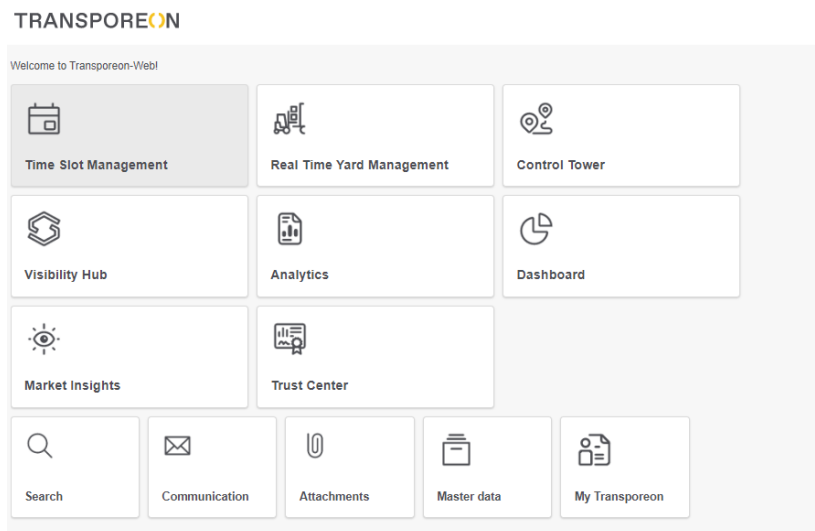


3. Log on the Transporeon website



Select Log on

Enter your e-mail address and password.



Select Time Slot Management



4. Manual booking of trucks by carrier

Select Loading schedule

TRANSPOREON

Time Slot Management

Shipper: Verbrugge Terminals B.V. Verbrugge Zeeland Terminal > VIW Steel 2023-03-03

4:53 Select view: All

Time Slot	Availability
07:30 - 08:00	Free
08:00 - 08:30	Free
08:30 - 09:00	Free
09:00 - 09:30	Free
10:00 - 10:30	Free
10:30 - 11:00	Free
11:00 - 11:30	Free

Select Shipper: Verbrugge Terminals B.V.

Location: Verbrugge Terneuzen Terminal

Gate group: Name

Gate: Name

- Paper
- VIW Paper
- Container
- VIW Container
- General Cargo
- VIW General Cargo

Apply Cancel

Select the correct Location / Yard and Dock and select Apply.



TRANSPOREON



Loading schedule		Verbrugge Terminals B.V. Verbrugge Zeeland Terminal > Steel		2023-01-24
		Select view: All		
	Tue. 2023-01-24	Wed. 2023-01-25		
	Steel 19/19	Steel 19/19		
38/38				
08:00	08:00 - 08:30 Free	08:00 - 08:30 Free		
08:30	08:30 - 09:00 Free	08:30 - 09:00 Free		
09:00	09:00 - 09:30 Free	09:00 - 09:30 Free		
10:00	10:00 - 10:30 Free	10:00 - 10:30 Free		
10:30	10:30 - 11:00 Free	10:30 - 11:00 Free		
11:00	11:00 - 11:30 Free	11:00 - 11:30 Free		

Select a free loading slot.

Time slot: Tue. 2023-01-24 08:00

Booking | Open bookings

Booking | Save and close | Default

For company: Others/Self-collector

Transport number *
New transport number

Destination country code * DE

Destination - City

Remarks

Loading type: Pickup

Status: Unbooked

PIN

Card Number

Combiload

Combiload number

Vehicle (Vehicle fleet)

To get ETA data during the transport execution, you need to allocate a vehicle.

License plate No. (Vehicle fleet)

ETA

ETA status

Time stamp of last determination of geographic coordinates

ETA - Difference with "Booking start"

Vehicle

Carrier name: Verbrugge

Driver name

Personal identity card

Driver mobile No.

License plate No.

Container No.

Seal No.

Engine emission standard: Please select Engine emission standard checked

Trailer

Complete the form with the following information:

- 1 New Transport number: **Enter loading / unloading references).**
DON'T fill in Transport number.
- 2 Land code and destination
- 3 Carrier name



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- 4 Driver name: **First and last name** (Obligatory for metals)
- 5 License plate no. (Obligatory for metals)
- 6 Container number (if applicable)
- 7 Seal number (if applicable)
- 8 Vehicle with trailer: Select yes
- 9 License plate no. trailer (Obligatory for metals)
- 10 Pay attention: If multiple booking numbers are applicable for one truck:
 - Select Combiload
 - Fill in the second booking number in the field Combiload number

Select Save and close

A Transport number is created.

- In the overview you will find your pre-registered trucks.











Actions	Status	Booking start	Transport number	PIN	New transport number	Remarks	De	
Location: Verbrugge Zeeland Terminal (5)								
				2023-03-06 07:30	10€	230€	23090059	eur
				2023-03-06 07:30	10€	230€	23090058	eur
				2023-03-06 07:30	100€	230€	23090057	Eur
				2023-03-06 07:30	10'	230€	23090060	eur
				2023-03-06 07:30	100	2309	23090061	eur

The driver reports to the Cargo Desk on the day of loading/unloading with the Booking number and the Transport number. The data will be verified on the basis of the pre-registration.










5. Change the booking


Select the booking and select  .

  **Time Slot Management**        

Loading schedule Verbrugge Terneuzen Terminal > VIW Paper 2023-03-14

3:43 Select view: All

120/134	Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: vertex PIN: - Destination country code: - Destination - City: Bk Combload: 0 Combload number: 0 Remarks: 192/30437	Time slot: Tue. 2023-03-14 11:00 - 11:30				
11:00	11:00 - 11:30 VTT790048 (1) Verbrugge Internationale Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: tndm PIN: Destination country code: - Destination - City: Lo Combload: 0 Combload number: 0 Remarks: 192/30413	<p>Booking Status Transaction log Open bookings</p> <p> Save and close    Default   </p> <p>For company Verbrugge Internationale Wegtransporten Transport number VTT789371 New transport number No. of time slots 1 Destination country code DE Destination - City Remarks S RLN</p> <p>Vehicle (Vehicle fleet)</p> <p>Licence plate No. (Vehicle fleet)</p> <p>ETA</p> <table border="1"> <thead> <tr> <th>ETA</th> <th>Time stamp</th> </tr> </thead> <tbody> <tr> <td>ETA status</td> <td>ETA - Differer</td> </tr> </tbody> </table> <p>Vehicle</p> <p>Carrier name Driver name Personal identity card Driver mobile No.</p> <p>Engine emission standard Please select <input type="checkbox"/> Engine emission standard checked</p> <p>Trailer</p> <p>Vehicle with trailer No To be loaded in advance No</p>	ETA	Time stamp	ETA status	ETA - Differer
ETA	Time stamp					
ETA status	ETA - Differer					
11:30	11:30 - 12:00 VTT790195 (1) Verbrugge Internationale Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: viw PIN: Destination country code: - Destination - City: Or Combload: 0 Combload number: 0 Remarks: 192/30423					
12:30	12:30 - 13:00 VTT790422 (1) Verbrugge Internationale Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: hegelr PIN: Destination country code: - Destination - City: D4 Combload: 0					

Select the rebook icon  .



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Time slot: Thu. 2023-03-09 10:00 - 10:30



Booking assistant

Deadlines

Bookable from 2023-03-02 16:52
Bookable until Unlimited

Bookable time slots

Time slots	Gate	For company	Status
2023-03-09 08:30	Steel		Free
2023-03-09 09:00	Steel		Free
2023-03-09 10:30	Steel		Free
2023-03-09 11:00	Steel		Free
2023-03-09 11:30	Steel		Free
2023-03-09 12:30	Steel		Free
2023-03-09 13:00	Steel		Free
2023-03-09 13:30	Steel		Free
2023-03-09 14:00	Steel		Free
2023-03-09 14:30	Steel		Free
2023-03-09 15:00	Steel		Free
2023-03-09 15:30	Steel		Free

In the booking assistant all available time slots are visible.

- Select one of the available time slots.

Rebook booking or reservation

Do you really want to rebook?

Transport number	100033
For company	Others/Self-collector
Status	Planned
Booking date/time	2023-03-09 10:00:00
No. of time slots	1

Reason

- No reason
- Please select
- Other reason

Check your changes and select Rebook.



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1. Booking conditions

General:

Manual bookings must be made before 12:00 hrs, 1 working day prior to the day of loading or unloading.

Rebooking:

You have the option to rebook up to 3 hours before the time that the booking is booked or reserved.

To delete:

You can delete the booking up to 2 hours before the time that has already been booked or reserved.

To process:

You can edit your booking to status "registration" with the cargo service.