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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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Pagina: 2/10

## Procedure Transporeon (ENG) Manual booking

### 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.

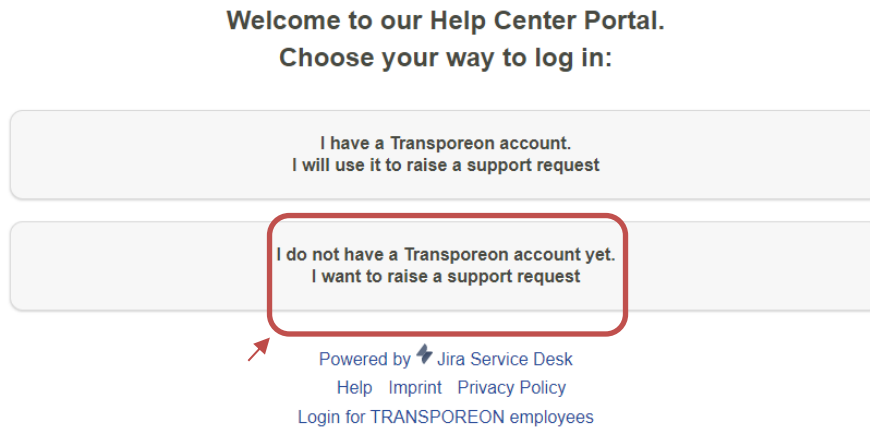
#### Booking team Verbrugge Terminals B.V.

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

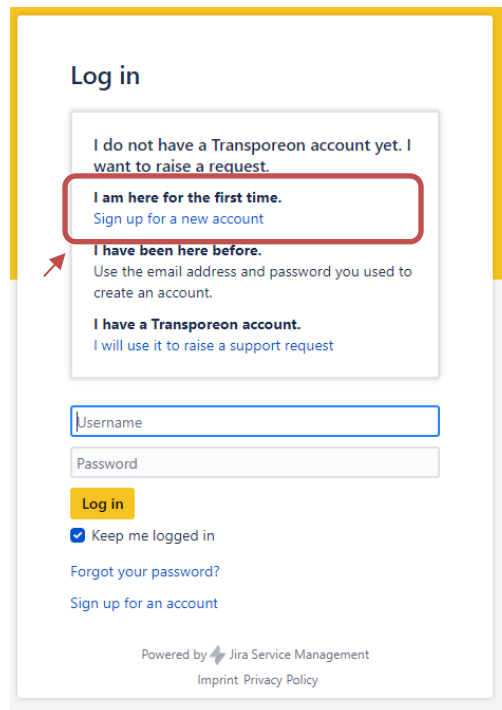


## 2. Create a Transporeon account

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



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

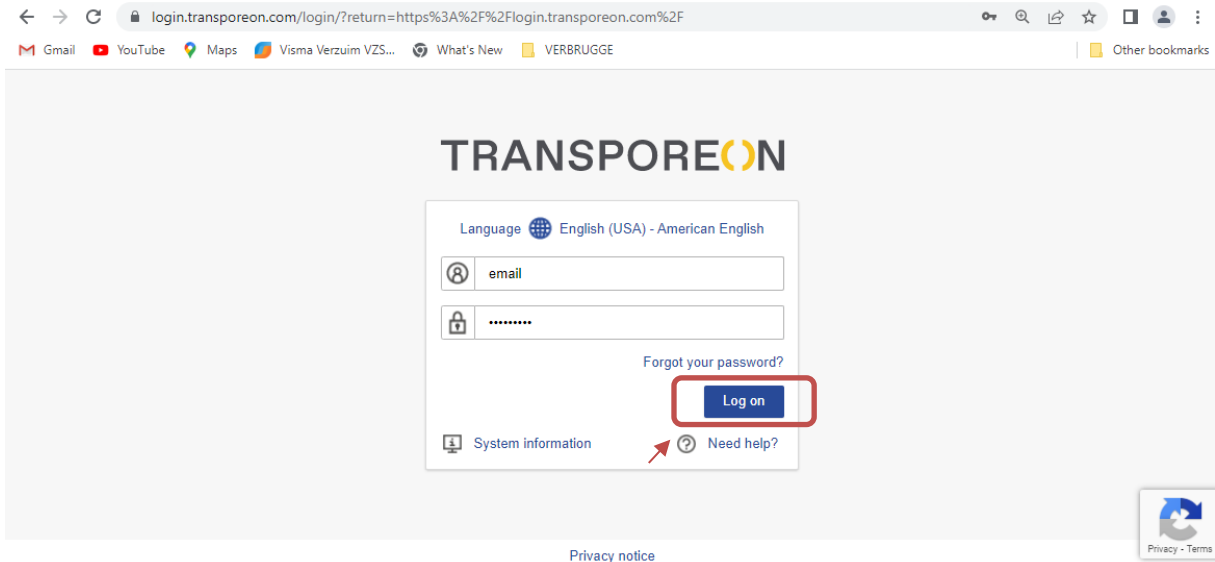


Select Sign up for a new account and follow the instructions.

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

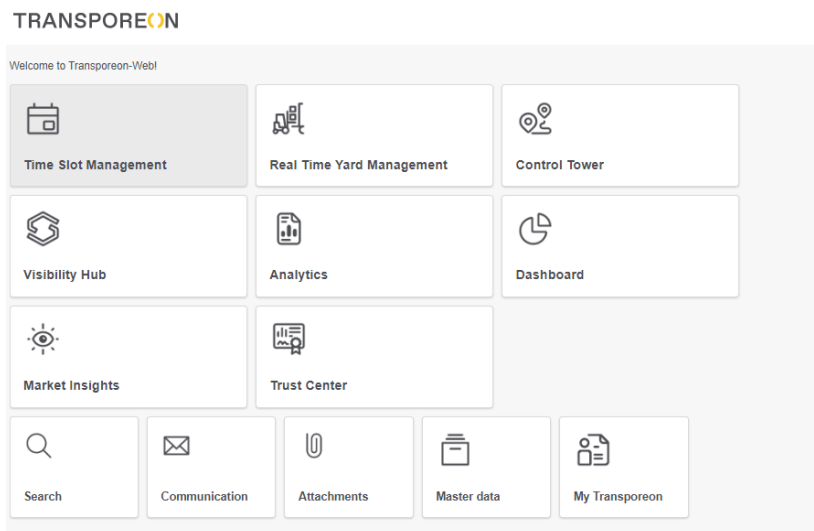


### 3. Log on the Transporeon website



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

Gate	Name
<input checked="" type="checkbox"/>	Paper
<input checked="" type="checkbox"/>	VIW Paper
<input checked="" type="checkbox"/>	Container
<input checked="" type="checkbox"/>	VIW Container
<input checked="" type="checkbox"/>	General Cargo
<input checked="" type="checkbox"/>	VIW General Cargo

Apply Cancel

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



## TRANSPOREON



Verbrugge Terminals B.V. Verbrugge Zeeland Terminal > Steel 2023-01-24			
4:46 Select view: All			
	Tue. 2023-01-24 Steel 19/19	Wed. 2023-01-25 Steel 19/19	
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 \*

Booking number

No. of time slots

Destination country code \* DE

Destination - City

Remarks

Loading type Pickup

Status Unbooked

PIN

Card Number

Combload

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



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Versie: 2  
Pagina: 7/10

## Procedure Transporeon (ENG) Manual booking

- 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	10€	230€	23090057	Eur
				2023-03-06 07:30	10'	230€	23090060	eur
				2023-03-06 07:30	10€	230€	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** 

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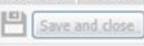







**Loading schedule** Verbrugge Terneuzen Terminal > VIW Paper 2023-03-14

3:43 Select view: All    

Time slot	Booking	Status	Transaction log	Open bookings
120/134	Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: vartex PIN: - Destination country code: - Destination - City: Bl Combload: 0 Combload number: f Remarks: 192/30437			
11:00	11:00 - 11:30 <b>VTT790048</b> (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: tndm PIN: Destination country code: - Destination - City: Lo Combload: 0 Combload number: f Remarks: 192/30413			
11:30	11:30 - 12:00 <b>VTT790195</b> (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: viw PIN: Destination country code: - Destination - City: Or Combload: 0 Combload number: f Remarks: 192/30423			
12:30	12:30 - 13:00 <b>VTT790422</b> (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: hegelr PIN: Destination country code: - Destination - City: D4 Combload: 0			

**Time slot: Tue. 2023-03-14 11:00 - 11:30**

**Booking** Status Transaction log Open bookings

 Save and close    Default    

For company Verbrugge Internationale Wegtransporten

Transport number VTT789371

Booking number

No. of time slots 1

Destination country code DE

Destination - City

Remarks

**Vehicle (Vehicle fleet)**

Licence plate No. (Vehicle fleet) To get ETA data during the transport execution, you need to allocate a vehicle

**ETA**

ETA	ETA status	Time stamp	ETA - Differer

**Vehicle**

Carrier name

Driver name

Personal identity card


Driver mobile No.

Engine emission standard **Please select**  Engine emission standard checked

**Trailer**

Vehicle with trailer **No**

To be loaded in advance **No**

Select the rebook icon  .





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Pagina: 9/10

## Procedure Transporeon (ENG) Manual booking

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?

<b>Transport number</b>	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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Pagina: 10/10

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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.