



Auteur: Boekingsteam
Tel.: +31 (0)118 - 42 63 91
E-mail: slotbooking@verbrugge.nl

Datum: 01-03-2023
Versie: 1
Pagina: 1/13

Procedure Transporeon (ENG) Open booking

TRANSPOREON

transforming transportation





Auteur: Boekingsteam
Tel.: +31 (0)118 - 42 63 91
E-mail: slotbooking@verbrugge.nl

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Procedure Transporeon (ENG) Open booking

Procedure Transporeon at Verbrugge Terminals B.V.

1. General – Open 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.

The open booking is available for the commodity's: Woodpulp, Paper, Timber.

The procedure:

1. As soon as the goods are released by the Customs Relations Team, Transport numbers are assigned to the cargo.
2. The Transport numbers are made available to our client in Transporeon under Open booking. The client has the choice to either forward these numbers to its receivers, forwarders or carriers or possibly pre-register the transports directly in Transporeon itself.
3. All parties in the chain must apply for their own account on the Transporeon website. It is important to indicate that goods are being shipped from Verbrugge Terminals B.V, account number: 428265. There must also be indicated who the other parties in the supply chain are.
4. When the transport numbers have been forwarded within Transporeon correctly, the carrier or forwarder can pre-register a transport. Trucks must be pre-registered before 12:00 hrs, 1 working day prior to the day of loading or unloading.
5. A Pin code is assigned to each pre-registration. The combination of Transport number and Pin code is unique and can only be used once.
6. On the day of (un)loading, the driver reports to the Cargo Desk with the Transport number and pin code. The data will be verified on the basis of the pre-registration.
7. 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.
8. 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



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Procedure Transporeon (ENG) Open booking


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](#)

Powered by  Jira Service Management
[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.

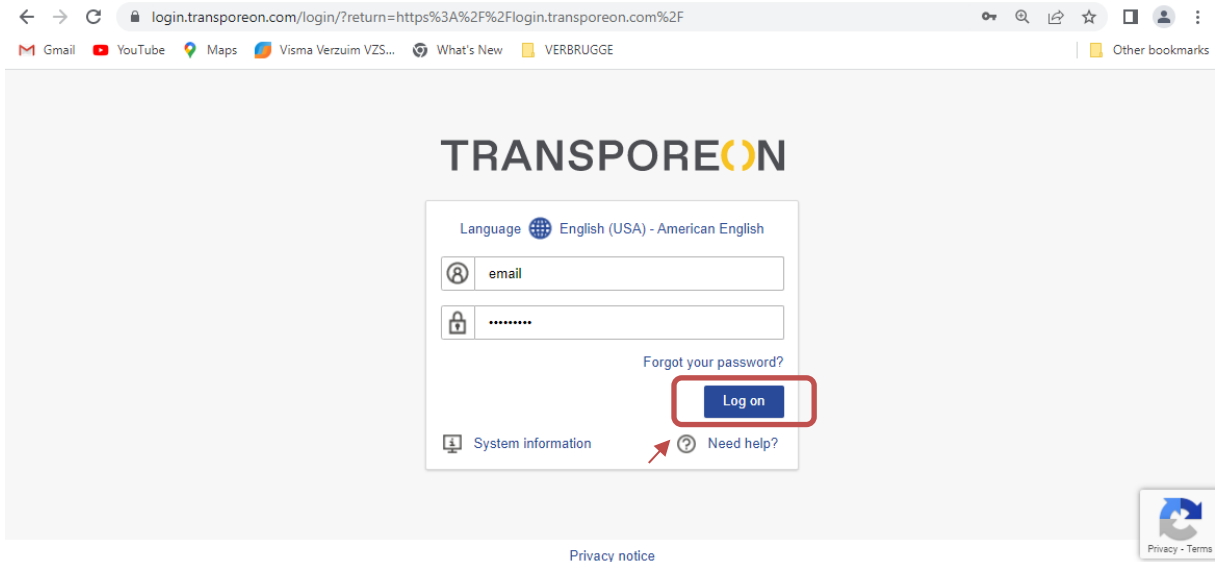


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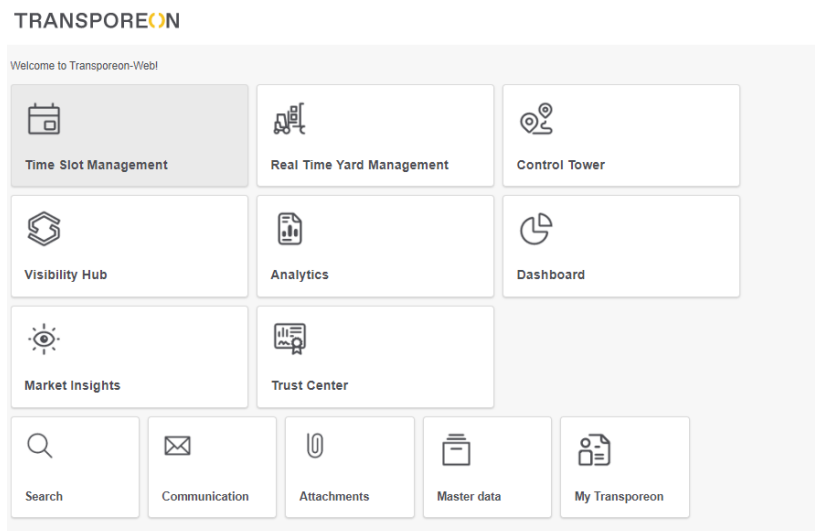
Procedure Transporeon (ENG) Open booking

3. Log on the Transporeon website



Select Log on

Enter your e-mail address and password.



Select Time Slot Management



4. Forwarding of Transport numbers by the client to its receivers, forwarders or carriers.

Select Loading schedule


TRANSPOREON

The screenshot shows the 'Time Slot Management' interface. The 'Loading schedule' tab is selected and highlighted with a red box. The 'Shipper' dropdown is set to 'Verbrugge Terminals B.V.' and is also highlighted with a red box. The interface displays a table of time slots from 07:30 to 11:00, all marked as 'Free'. A sidebar on the left contains navigation options: Overview, Open bookings, Master data, and Search.

Select Shipper: Verbrugge Terminals B.V.
Select Open Bookings

TRANSPOREON

The screenshot shows the 'Open bookings' section of the Transporeon interface. The 'Open bookings' tab is selected and highlighted with a red box. The interface displays a table of open bookings with columns: Verwi..., Ritnummer, PIN, Remarks, Bestemming, and Locatie. The first row is highlighted, and an edit icon (a pencil) is circled in red with an arrow pointing to it. The table contains multiple rows of bookings for 'Verbrugge Termeuzen Termi...'.

Click the Edit icon  to assign an open booking to one of your carriers or subcarriers. Please note: All carriers must be registered in Transporeon in advance in order to forward the transport numbers correctly.



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Procedure Transporeon (ENG) Open booking

TR_NUMBER 30

Location: Verbrugge Terneuzen Terminals (428265)

NR-T-0000001
NR-T-0000005
NR-T-0000004
YM-T-0000042
YM-T-0000035
MY-T-0000051

Transport number: NR-T-0000001

Transport number NR-T-0000001

Loading type Pickup

Location Verbrugge Terneuzer

Date From 2022-07-07 To 2022-07-31

For company Test Carrier Verbrug

PIN

Gate group All

Gate Papier (428265100)

Save Cancel

Select the carrier which needs to pickup the transport and select Save.

Hereafter the transport numbers are available in the account of the carrier.



5. 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	Status
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.

Verbrugge Terminals B.V. Verbrugge Terneuzen Terminal > Docks (6) 2023-03-08

4:10 Weergave selecteren: Alle

Locatie: Verbrugge Terneuzen Terminal

Dockgroep: Naam

Dock:

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

Toepassen Annuleren

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



Select Open Bookings

TRANSPOREON

Time Slot Management

Search type: Open bookings No filter active

Delete	Transport n...	PIN	Remarks	Destination	Location
	VTT789371	44	192/303		Verbrugge Terneuzen Termi.
	VTT789372	44	192/303		Verbrugge Terneuzen Termi.
	VTT789393	32	192/303		Verbrugge Terneuzen Termi.
	VTT789740	82	192/303		Verbrugge Terneuzen Termi.
	VTT789954	36	192/304		Verbrugge Terneuzen Termi.
	VTT790090	55	192/304		Verbrugge Terneuzen Termi.
	VTT790104	80	192/304		Verbrugge Terneuzen Termi.
	VTT790105	62	192/304		Verbrugge Terneuzen Termi.

Left sidebar: Loading schedule, Overview, **Open bookings**, Time slot definition, Transaction log, Master data

Select the correct Transport number.

TRANSPOREON

Time Slot Management

Search type: Open bookings Filter: Search results

Location: Verbrugge Terneuzen Terminal (1)

Delete	Transport n...	PIN	Remarks	Destination	Location
	VTT789372	44			Verbrugge Terneuzen

Left sidebar: Loading schedule, Overview, **Open bookings**, Time slot definition, Transaction log, Master data, Search

Select the icon to pre-register the transport.



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TRANSPOREON

Time Slot Management

Search type: Open bookings | Load | Edit several open bookings | Filter: Search results | vtt789371

Location: Verbrugge Terneuzen Terminal (1)

Transport number VTT789371 (Transporeon-ID 250869623)

Booking assistant

Deadlines

Open booking - From 2023-02-27 01:00
Open booking - To 2023-08-26 02:00

Bookable time slots

Time slots	Gate
2023-03-10 07:30	VIW Paper
2023-03-10 08:00	VIW Paper
2023-03-10 08:30	VIW Paper
2023-03-10 09:00	VIW Paper
2023-03-10 10:00	VIW Paper
2023-03-10 10:30	VIW Paper
2023-03-10 11:00	VIW Paper
2023-03-10 11:30	VIW Paper
2023-03-10 12:30	VIW Paper

Select a free time slot in the booking assistant.
Select Book.

Time Slot Management

Search type: Open bookings | Load | Edit several open bookings | Filter: Search results | vtt789371

Location: Verbrugge Terneuzen Terminal (1)

Time slot: Fri, 2023-03-10 12:30

Booking assistant

Booking | Save and close | Default

For company: Verbrugge Internationale Wegtransporten | Loading type: Pickup | Status: Unbooked

Transport number: VTT789371 | PIN: 4

New transport number: | Card Number: | Combiload:

No. of time slots: 1 | Combiload number: 0

Destination country code: DE | Destination - City: I | Remarks: 19:

Vehicle (Vehicle fleet)

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

ETA

Licence plate No. (Vehicle fleet): | ETA: | Time stamp of last determination of geographic coordinates: | ETA - Difference with "Booking start":

Vehicle

Carrier name: | Licence plate No.: | Container No.: | Seal No.:

Driver name: | Driver mobile No.:

Personal identity card: | Engine emission standard: Please select | Engine emission standard checked



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Complete the form with the following information:

- 1 Carrier name
- 2 Driver name: **First and last name** (Obligatory for metals)
- 3 License plate no. (Obligatory for metals)
- 4 Container number (if applicable)
- 5 Seal number (if applicable)
- 6 Vehicle with trailer: Select yes
- 7 License plate no. trailer (Obligatory for metals)

Select Save and close

In de loading schedule will see the pre-registered Transport.

Verbrugge Terneuzen Terminal > VIW Paper 2023-03-14

4:48 Select view: All

120/134

Wegtransporten B.V. (Terneuzen)
Loading type: Pickup
Carrier name: vertex

Wegtransporten B.V. (Terneuzen)
Loading type: Pickup
Carrier name: viw

Remarks: 192/303794 RLN

11:00 11:00 - 11:30

VTT790048 (1)

Verbrugge Internationale Wegtransporten B.V. (Terneuzen)
Loading type: Pickup
Carrier name: ndm

VTT789371 (1)

Verbrugge Internationale Wegtransporten B.V. (Terneuzen)
Loading type: Pickup

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




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Procedure Transporeon (ENG) Open booking

6. 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

Time slot	Booking
120/134	Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: vertex
11:00	11:00 - 11:30 VTT790048 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: tndm
11:30	11:30 - 12:00 VTT790195 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: viw
12:30	12:30 - 13:00 VTT790422 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup

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
New transport number
No. of time slots 1
Destination country code DE
Destination - City
Remarks 1!

Vehicle (Vehicle fleet)

Licence plate No. (Vehicle fleet)

ETA

ETA Time stamp
ETA status ETA - Differen


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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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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7. 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.