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Datum: 01-01-2024  
Versie: 1  
Pagina: 1/13

## Procedure Transporeon (ENG) Open booking

# TRANSPOREON

transforming transportation





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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.

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[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>

**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](#)

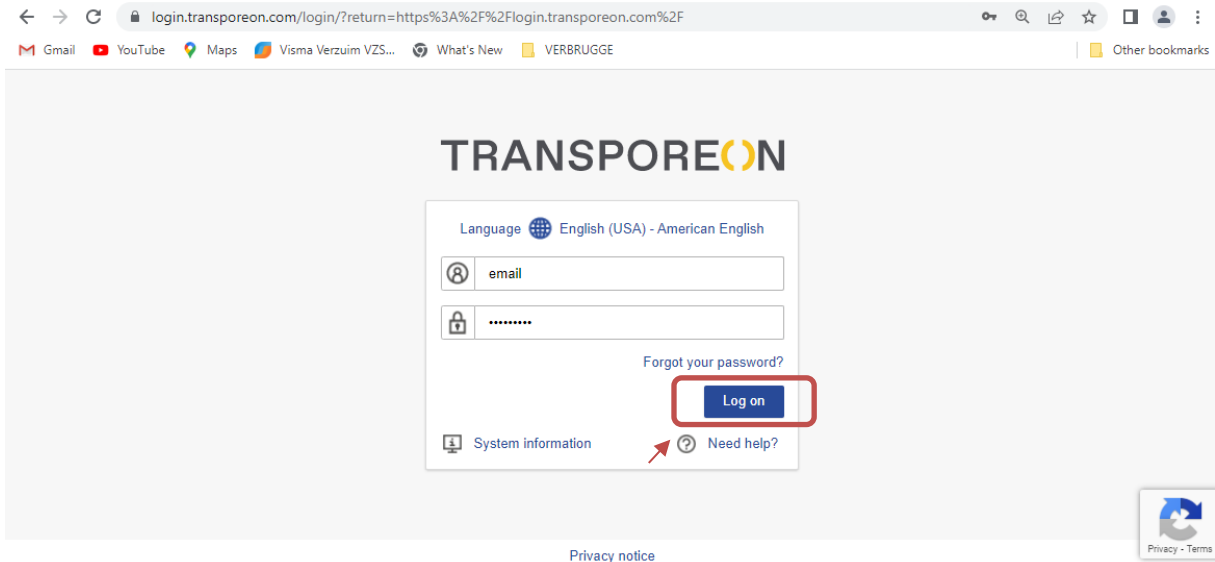
Powered by  Jira Service Management  
[Imprint](#) [Privacy Policy](#)

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

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

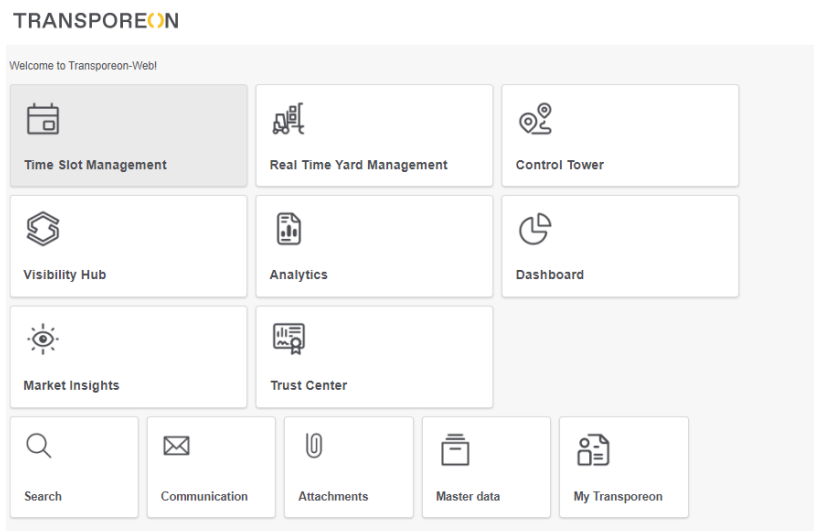


### 3. Log on the Transporeon website



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 is set to 'Verbrugge Terminals B.V.'. The interface displays a table of time slots from 07:30 to 11:30, all marked as 'Free'.

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.  
Select Open Bookings

### TRANSPOREON

The screenshot shows the 'Open bookings' section of the Transporeon interface. A table lists several bookings with columns for 'Verwi...', 'Ritnummer', 'PIN', 'Remarks', 'Bestemming', and 'Locatie'. The 'Edit' icon (a pencil) is highlighted with a red box for the first row.

Verwi...	Ritnummer	PIN	Remarks	Bestemming	Locatie
VTT789	50	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	35	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	44	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	44	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	32	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	86	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	14	192/30	RLN	Verbrugge Terneuzen Termi...	
VTT789	82	192/30	RLN	Verbrugge Terneuzen 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

The screenshot shows a software interface for managing transport bookings. On the left, a table lists transport numbers (TR\_NUMBER) with icons for each entry. The main part of the interface is a form for editing a specific transport number, NR-T-0000001. The form includes fields for 'Transport number', 'Loading type' (set to 'Pickup'), 'Location' (set to 'Verbrugge Terneuzer'), 'Gate group' (set to 'All'), 'Gate' (set to 'Papier (428265100)'), and 'Date' (From: 2022-07-07, To: 2022-07-31). A red box highlights the 'For company' dropdown menu, which is currently set to 'Test\_Carrier\_Verbrug'. A red arrow points to this dropdown. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

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

Shipping: Verbrugge Terminals B.V. | Location: Verbrugge Zeeland Terminal > VIW Steel | Date: 2023-03-03

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.

Location: Verbrugge Terneuzen Terminal

Dock:

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

Buttons: Toepassen, Annuleren

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



Select Open Bookings

## TRANSPOREON

Time Slot Management

Search type: Open bookings

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.

Select the correct Transport number.


## TRANSPOREON

Time Slot Management

Search type: Open bookings

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

Location: Verbrugge Terneuzen Terminal (1)

Select the icon  to pre-register the transport.





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# Procedure Transporeon (ENG) Open booking

## 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: <b>First and last name</b> | (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.

The screenshot displays the 'Time Slot Management' interface. At the top, it shows the location 'Verbrugge Terneuzen Terminal > VIW Paper' and the date '2023-03-14'. Below this, there's a 'Select view' dropdown set to 'All'. The main content area shows a loading schedule with the following entries:

Time	Slot 1	Slot 2
4:48	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	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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## 6. Change the booking

Select the booking and select

Time Slot Management

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: vertex			
11:00	VTT790048 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: tndm			
11:30	VTT790195 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: viw			
12:30	VTT790422 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: bookp			

**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?

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

#### Reason

- No reason
- Please select
- Other reason

Check your changes and select Rebook.



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## Procedure Transporeon (ENG) Open booking

### 7. Booking conditions

#### General:

For the use and services of the Transporeon Time Slot Management system, Transporeon will apply a fixed rate per booking which is for account of-the party; the customer or carrier, who actually books the time slots within the Time Slot Management system of Transporeon GmbH. This party itself must enter into an agreement with Transporeon GmbH, before timeslots can be booked. Further information about the services and booking rates can be obtained from Transporeon. Please visit and register at: <https://support.transporeon.com/carrieronboarding>

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.