TIME SLOT BOOKING IN TRANSPOREON

(USING PO NUMBER)

USER MANUAL





This time slot booking procedure is intended for hauliers, and **only applies to dry cargo transports reaching our warehouse Qd11, located in the port of Barcelona** (Port de Lagos, 2-8, Barcelona. Spain). Whenever a booking is required, it will be indicated in our Purchase Order. Tankers should not book time slots.

If you need assistance with registration or during any part of the process, you can request assistance <u>here</u> or call +441138150420.



Q11 TIME SLOT BOOKING PROCEDURE:

- 1. Log in Transporeon web portal.
- 2. Select recipient: Quimidroga, S.A.
- 3. Activate Quimidroga's purchase order/s.
- 4. Net weight confirmation.
- 5. How to combine several POs in the same truck.
- 6. Time slot booking.
- 7. Booking overview, edition or cancellation.



1- LOG IN TRANSPOREON WEB PORTAL

To book slots, the haulier must be previously registered in **Transporeon Time Slot Management for Retailers**:

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Bienvenido a Transporeon-	Webl		
量 Time Slot Manager Retailers	nent for	Real-Time Yard Management	Visibility
Panel		. Č. Market Insights	Freight Marketplace
대로 Trust Center			
Comunicación	 Datos maestros	Mi Transporeon	

2- SELECT RECIPIENT: QUIMIDROGA, S.A.

After accessing Transporeon Time Slot Management for Retailers, **the haulier must select Quimidroga**, **S.A. from the recipient list**:

ᢙ Home Click to add favourites		1	ø
Start	Select a recipient to use all functionalities of Time Slot Management for Retailers.		
Bookings Open bookings	Quimidroga, S.A.		



3- ACTIVATE PURCHASE ORDER/S

Once selected Quimidroga as the recipient, PO number/s must be activated before being transported. To do so:

- 1. Go to Bookings section and select "**Open bookings**".
- 2. Click on "Activate purchase orders":

ଜ	Home Click to add favourites 🧪			i	ø
		Open bookings 👔			
	Start	Quimidroga, S.A. 👻 ZLoad 🕱 Export 🕂 Activate purchase orders			
	Bookings	Reference No. Purchase order numbe Date of delivery Product	t name		Est
_		P P P P			2
1	Open bookings				
	Booking overview				
٢	Administration V				
0	Help				

3. **Insert the PO number/s that will be carried in the same truck** in the "Purchase order number" field (insert only the first 10 digits)



4. Click on "Activate purchase orders":

- In case of delivering multiple POs in the same vehicle, you can combine them and make a single booking. In the following example, we will combine POs 5000002676 and 5000002384 in the same truck:

() III Menu 扁	ime Slot Management for Retailers	💽 Use Beta 🚀
A Home Click to add favourites 🧪		
Start	Open bookings ? Quimidroga, S.A.	Back
🛱 Bookings 🔨 🔨	Enter purchase order data to activate one or more pur Purchase order number	chase orders.
Open bookings	 ✓ 5000002384 ✓ 5000002676 ✓ 	
Booking overview		
Administration	Activate purchase orders Reset table Import	Advanced import
🕜 Help	Reference No.	Purchase order numbe Date of delivery P P

- When activating POs with multiple references, a pop-up will appear. Then you will choose which references you are going to deliver this time (see "Or-der Number" column below). Remember that for this example, we are going to deliver 2 purchases, with a total of 3 references:

- Purchase 5000002676/10.
- Purchase 5000002384/10 + 5000002384/20 (2 reference numbers).

5. PO 500002676 has been activated (as it includes single reference/product, there is no need to select any reference). For PO 5000002384 you will have to select which references you want to activate/carry by clicking on "**Activate purchase orders**":

			Open book	dings 🛐	1			500 NO								
	Start		Quimidroga	, S.A.			~	O Back								
8	Bookings	~	Enter purch	hase orde	er data	a to activate o	one or more	purchase orders.								
	-		0													
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0	Administration	~	Activate	purchase	order	rs Reset tal	ble	t Advanced impo	rt							
Ø	Halo					Reference N	10.	Purchase order	numbe	Date of delive	ry Product name		Estimate	weight	Product	Code
	Help					P		P		P	P		P		P	
			59		×	5000002676		5000002676/00	010	2023-11-28	CLEARSTRE	NGTH E-920	3000		220633	-
							Activate p	urchase orders								×
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							3 Refer	ence No.: 500000	2384	<u> </u>						- 11
							2	5000002384	50000	2384/00010	2023-10-06 00:00	2023-10-0	6 23:59			-1
							•									•
							14 4	Page 1 of 1	P H	50 entries pe	r page	~		1	·	_

4- NET WEIGHT CONFIRMATION

After activating the POs to be delivered in the same truck, you must indicate the net weight for each reference using the pencil button.

Start		Open book Quimidroga	dings 🔽		Y Back					
Bookings	^	Purchase	order numb	para to activate one or m	ore purchase orders.					
Open bookings		1								
 Booking overview Administration 	~	Activate	purchase or	rders] [Reset table] [Ir	nport] [Advanced import]					
Help		54	×	Reference No.	Purchase order numbe	Date of delivery	Product name	Estimate weight	Product Code	Weight P
		59	×	5000002384 5000002676	500002384/00020 5000002676/00010	2023-10-06 2023-11-28	CLEARSTRENGTH E-920 CLEARSTRENGTH E-920	3000 3000	220633 220633	0 1

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5- HOW TO COMBINE SEVERAL POS/REFERENCES IN THE SAME VEHICLE

If the same truck carries more than one PO, you can now combine them in a single time slot booking. To do so, select the POs to be combined using these checkboxes:

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Quin	idroga,	S.A.		× ,	🛃 Load 🔀 Export 📌 A	ctivate purchase order	5			
				Reference No.	Purchase order numbe	Date of delivery	Product name	Estimate weight	Product Code	Weight
				2	P	£	P	2	P	£
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	52		×	5000002676	5000002676/00010	2023-11-28	CLEARSTRENGTH E-920	3000	220633	Ø 3000
			2							

A window will appear, allowing you to select any previously activated references (with confirmed weight) that you want to combine in a single truck. Confirm selection by clicking on the "Combine" button:

::	Start		Open	book mbine	ings 🔽						
۵	Bookings	^	- (V	Reference No.	Purchase order numbe	Date of delivery	Product name	Estimate weight	Product Code	Weight
	Open bookings			V V	5000002384 5000002384	5000002384/00010 5000002384/00020	2023-10-06 2023-10-06	PLASTISTRENGTH 566 CLEARSTRENGTH E-920	7000 3000	240411 220633	70003000
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0	Administration	~									
0	Help										



6- TIME SLOT BOOKING

With all required POs already combined, now it is time to book a time slot by clicking on the "Book online" button:

Start		Open booking Quimidroga, S.	gs ? .A.	~ 2	🕽 Load 🔀 Export 🕂 A	ctivate purchase orde	rs		
Bookings	^			Reference No.	Purchase order numbe	Date of delivery	Product name	Estimate weight	Product Code
📮 Open bookings		Boo	k online	0	0	D	0	13000	0
Booking overview	N								
Administration	~								
Help									

Select the most convenient free time slot at the requested arrival date.
Free time slots will appear in green, grey slots are not available.

- If you need to change the arrival date, remember to refresh the calendar using the "Load" button:

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8, S.A.	 Back 				Book
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ioolk 🛜					Citox Cancel to quit without p
	 (multiple) 	× (r	rultiple)	✓ 4 from: 2023-12-12 3 to: 2023-12-12 3 > 2 Load = Hide details +	Next upd
Time slot	Q118 Unleading	Q118 Loading	Q11E Pallets	, 	
07:00	07:00	07:00 2	/		
	Free	Free			
07-16	17.14				
	Free	Free			
07:30	07:30	2 07:30 2	07.30 1		
	rice	1100	1		
07.45	07:48	07:45 1			
	Free	Free	199 (F		
08:00	08:00	2 08:00 2			
	Free	Free			
08:15	00.15	02.15			
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48.10					
	Free	Free L			
08.45	00:45	08.45 1			
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	Free	Free	Free		
09.15	09.15	09.15 1			
	Free	Free			
09:30	09.30	00.00			
	Free	Free			
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	rite				
	10:00	2 10:00 2			



After selecting the most convenient time slot, confirm your choice by clicking on "Book" button:

oga, S.A.	M O Back				Create booking on Tuesday	2023-12	12 07:45 👔		
urchase order data to	activate one or more ourchase on			_	🔮 Book 🗧 Book + SMS 🥥	Cancel			
Book 🖌				_	Booking Transfer				
	✓ [multiple]	*	[mult	iple]		_			
Time slot	Q11B Unloading 🖬 🔂	Q11B Loading 🖬 🔂			For company *	1 De	mo_Carrier		
07:00	07:00 2	07:00	2		Gate				
	Free	Free			Licence plate No.				
07:15	07:15 1	07:15	1		Driver name				
	Free	Free			Driver mobile No				
07:30	07:30 2	07:30	2	07:3					
	Free	Free		Fr	Tractor licence plate No.				
07:45	07-45	07:45			Trailer licence plate No.				
	Free	Free			Container No.				
08-00	00.00		_	-	Tractor licence plate No .	_			
	Free	Free	-		Valid until				
00.45				-	Trailer licence plate No				
08:10	08:15 1	08:15	1		Valid until				
		1100		_	Hazardous goods permit -				
08:30	08:30 2	08:30	2		Valid until				
		Free			Comment (non-binding)				
08:45	08:45	08:45	1						
	Occupied	Free			Duration (minutes) *	90	~		
09:00	09:00 1	09:00	2	09:0	Weight				
	Free	Free		Fr	Subcontractor				
09:15	09:15 1	09:15	1		Subcontractor				
	Free	Free			Booking No.				
09:30	09:30 2	09:30	2		0.1.1.1.1				
	Free	Free			Order details				
09:45	09-45	09:45	1		Show in Visibility				
	Free	Free			Identification No. Purcha	ase order	Licence plate N	Reference	Purchase of
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	10.00		-		200000815			524956	82525434-
					200000840			524956	82525434-
				-					

Your booking is confirmed. You can either download the booking's PDF or close this pop-up:

1	Booking was successful.	
	Q11 Q11B Loading 2023-12-12 07:45	
	07:45	
	8600000165	
	Demo_Carrier_	
	Reference No.: 524956	
	Purchase order number: [multiple]	
	Weight: 0	
	Supplier No.: 205229	
	Supplier: SERVEIS, S.L.	



7- BOOKING OVERVIEW:

You will find all confirmed bookings by accessing to the "Booking overview" section.

- The pencil button will allow you to edit or delete any confirmed booking before reaching our facilities.

- The printer button will download the Booking confirmation PDF to your PC.

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	Booking overview 🔞				
Start	Quimidroga, S.A.	✓ Q11 ✓	from: 2023-12-12 💽 00:00	0 🔻 to:	1.23
	2023-12-12 🔄 23:59 🔽 🕨 Note: Search booking 🖾 Export 📊 Statistics				1120
Bookings		Status Reference No.	Purchase order number	Status descri	. Task
Open bookings		₽ AII 👻 ₽	2	2	2
	Task begin (Real-Time Yard Management): (None)				
Booking overview	9 🔄 🥒 🖶 🕽	524956	•	Unknown	
Administration					

Thank you very much for your time. We hope this time slot Booking system will have a positive impact on your waiting times at the plant.