

TIME SLOT BOOKING IN TRANSPOREON

(USING PO NUMBER)

USER MANUAL



TIME SLOT BOOKING IN TRANSPOREON

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 [here](#) or call +441138150420.

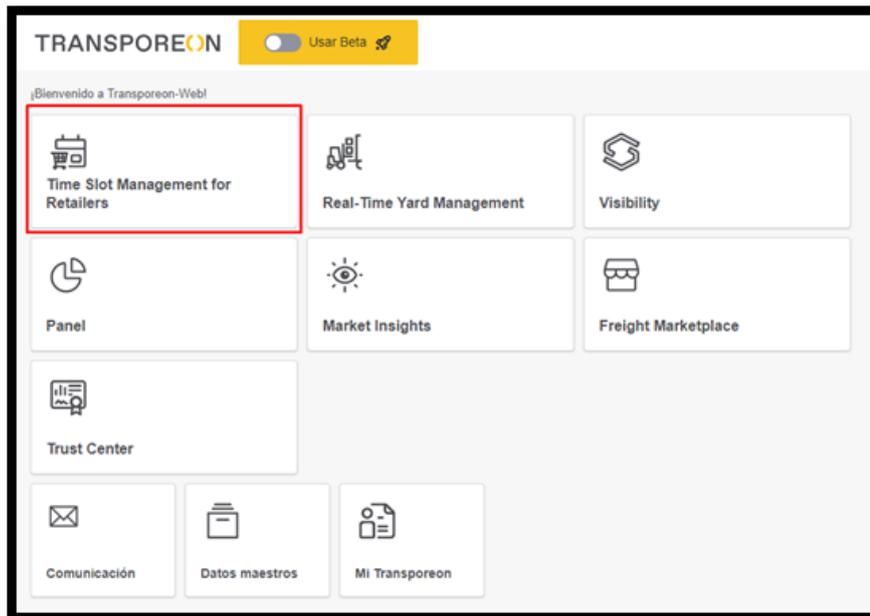


Q11 TIME SLOT BOOKING PROCEDURE:

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.

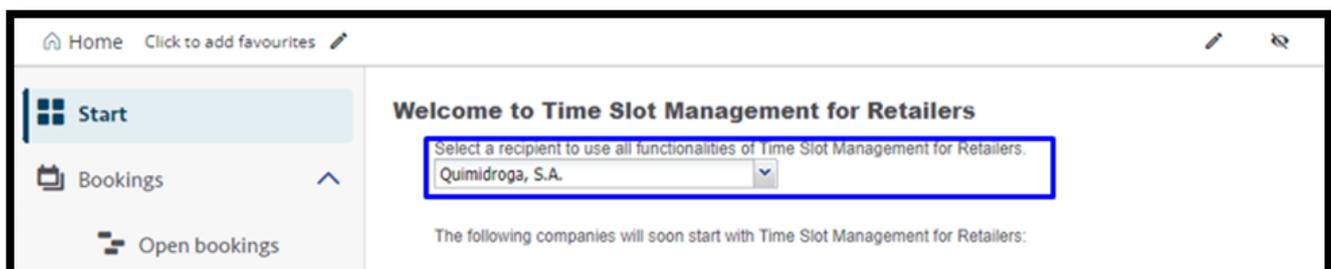
1- LOG IN TRANSPOREON WEB PORTAL

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



2- SELECT RECIPIENT: QUIMIDROGA, S.A.

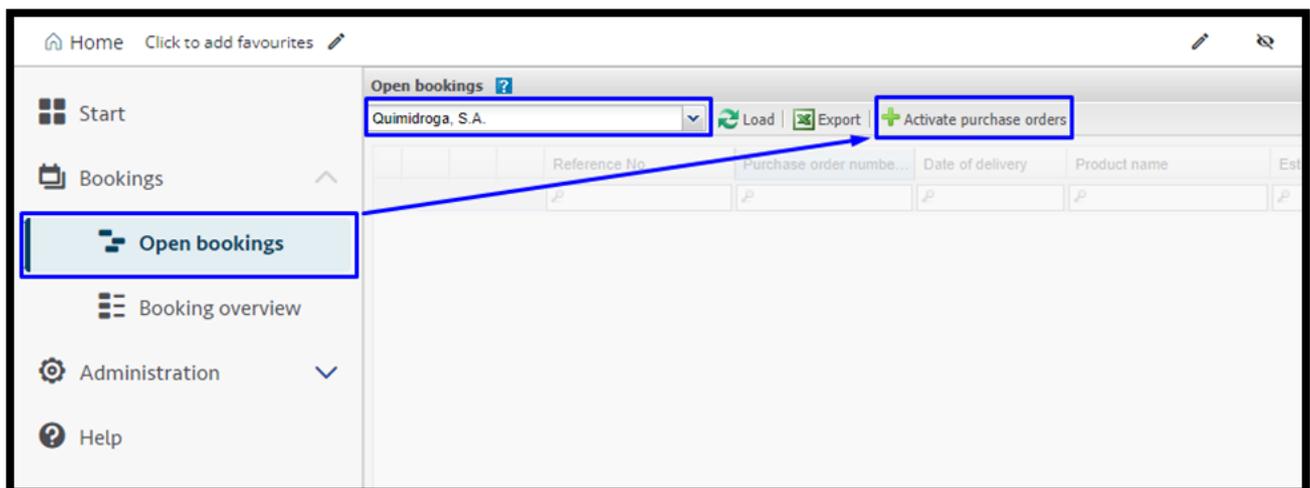
After accessing Transporeon Time Slot Management for Retailers, the haulier must select **Quimidroga, S.A.** from the recipient list:



3- ACTIVATE PURCHASE ORDER/S

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

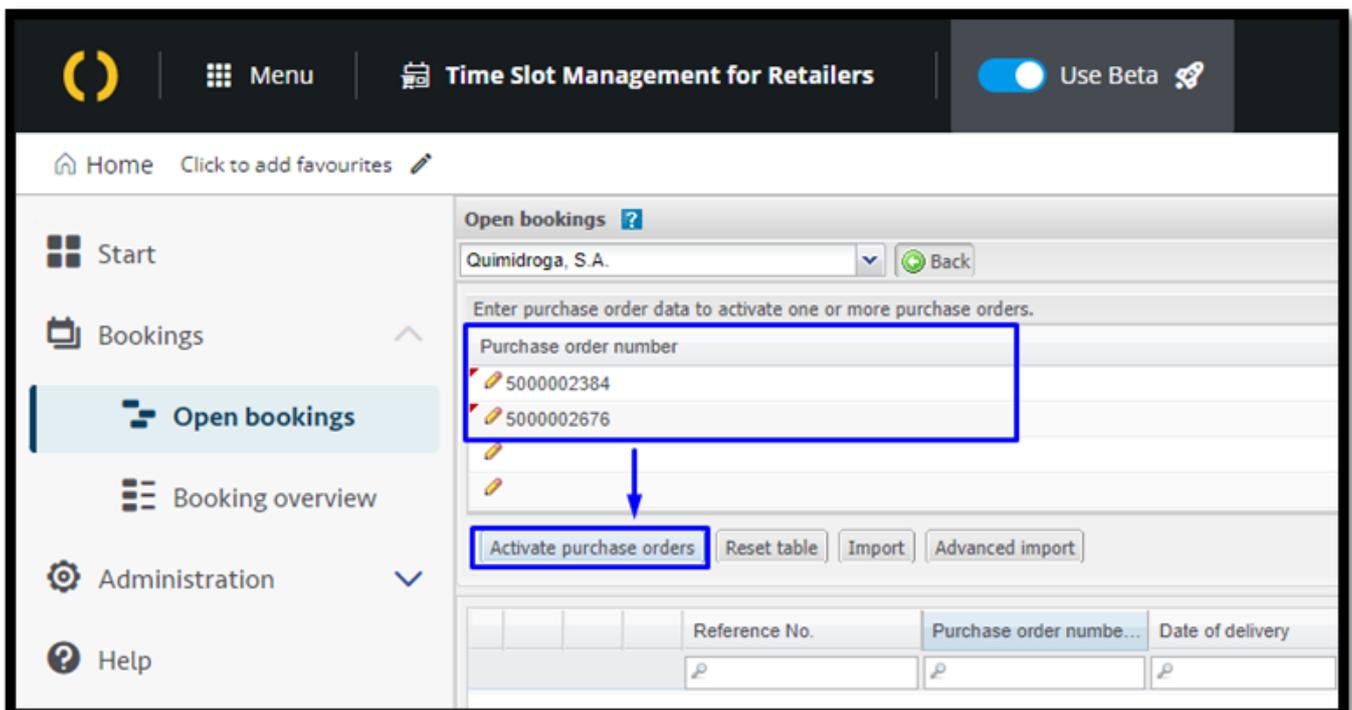
1. Go to Bookings section and select “**Open bookings**”.
2. Click on “**Activate purchase orders**”:



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”:

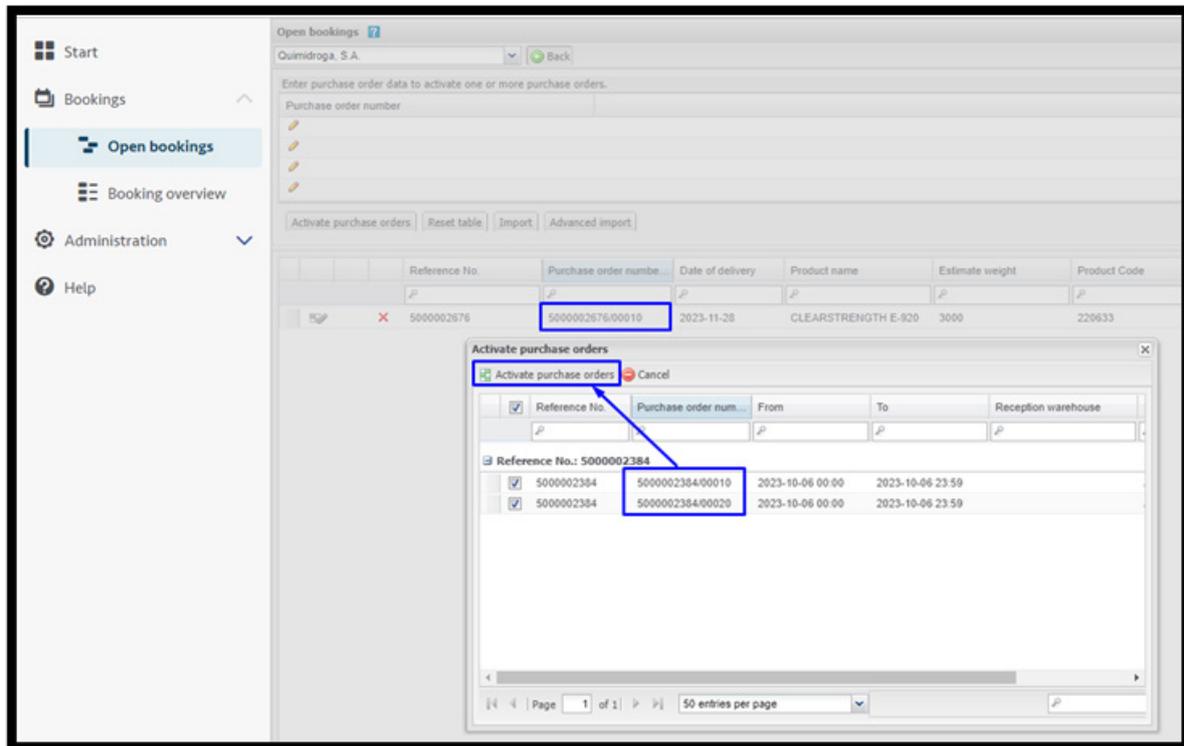
- In case of delivering multiple POs in the same vehicle, you can combine them and make a single booking. In the following example, we will combine POs 5000002676 and 5000002384 in the same truck:



- 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 “Order Number” column below). Remember that for this example, we are going to deliver 2 purchases, with a total of 3 references:

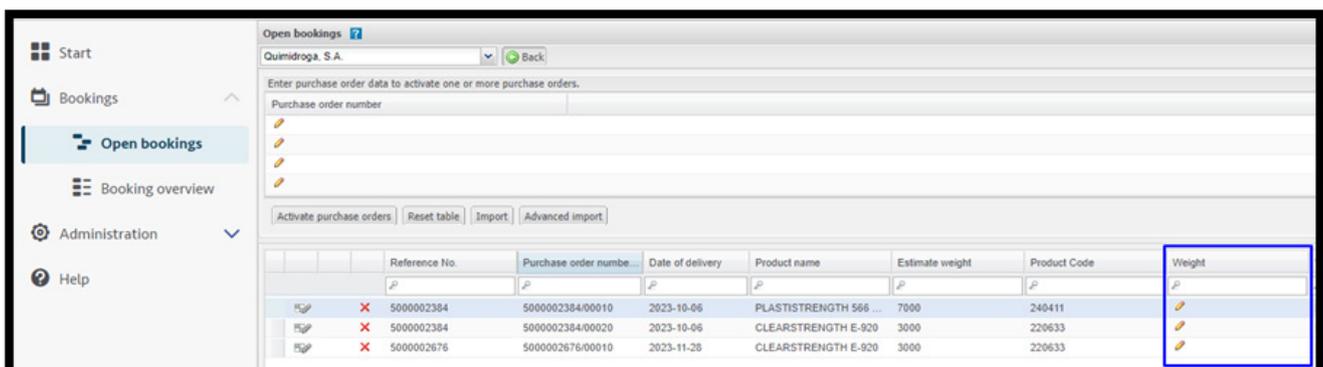
- Purchase 5000002676/10.
- Purchase 5000002384/10 + 5000002384/20 (2 reference numbers).

5. PO 5000002676 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**”:



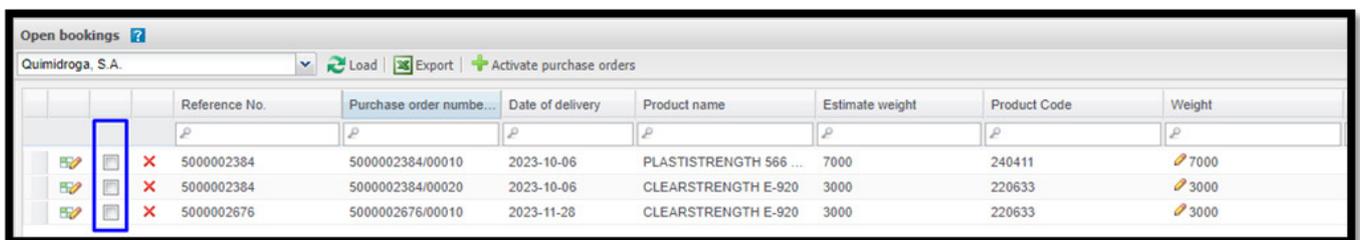
4- NET WEIGHT CONFIRMATION

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



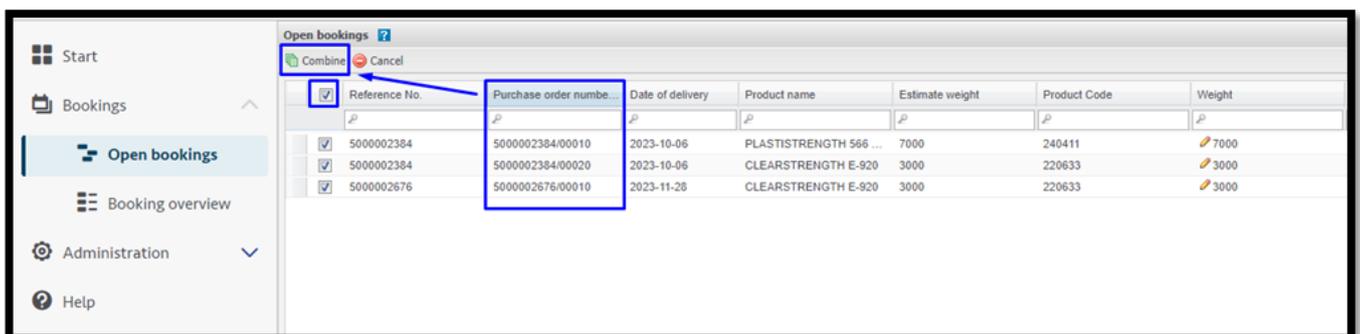
5- HOW TO COMBINE SEVERAL POs/REFERENCES IN THE SAME VEHICLE

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:



	Reference No.	Purchase order numbe...	Date of delivery	Product name	Estimate weight	Product Code	Weight
<input type="checkbox"/>	5000002384	5000002384/00010	2023-10-06	PLASTISTRENGTH 566 ...	7000	240411	7000
<input type="checkbox"/>	5000002384	5000002384/00020	2023-10-06	CLEARSTRENGTH E-920	3000	220633	3000
<input type="checkbox"/>	5000002676	5000002676/00010	2023-11-28	CLEARSTRENGTH E-920	3000	220633	3000

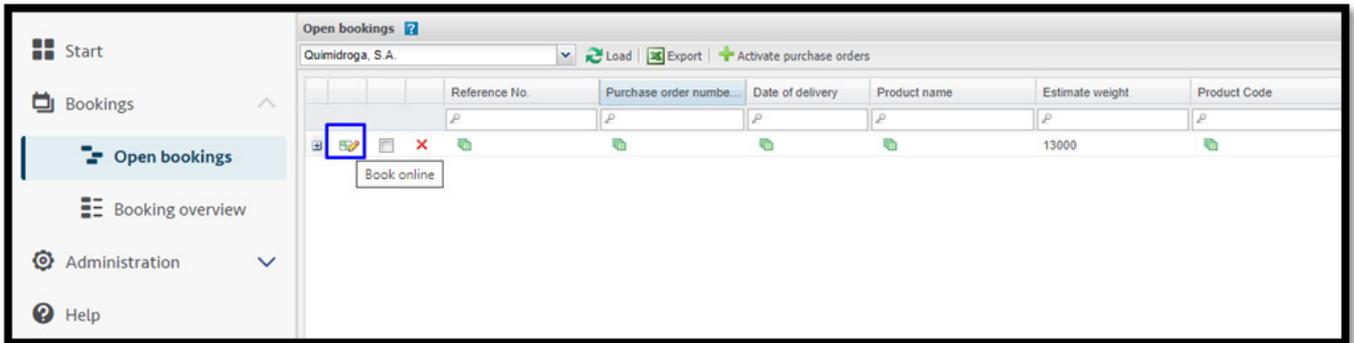
A window will appear, allowing you to select any previously activated references (with confirmed weight) that you want to combine in a single truck. Confirm selection by clicking on the “Combine” button:



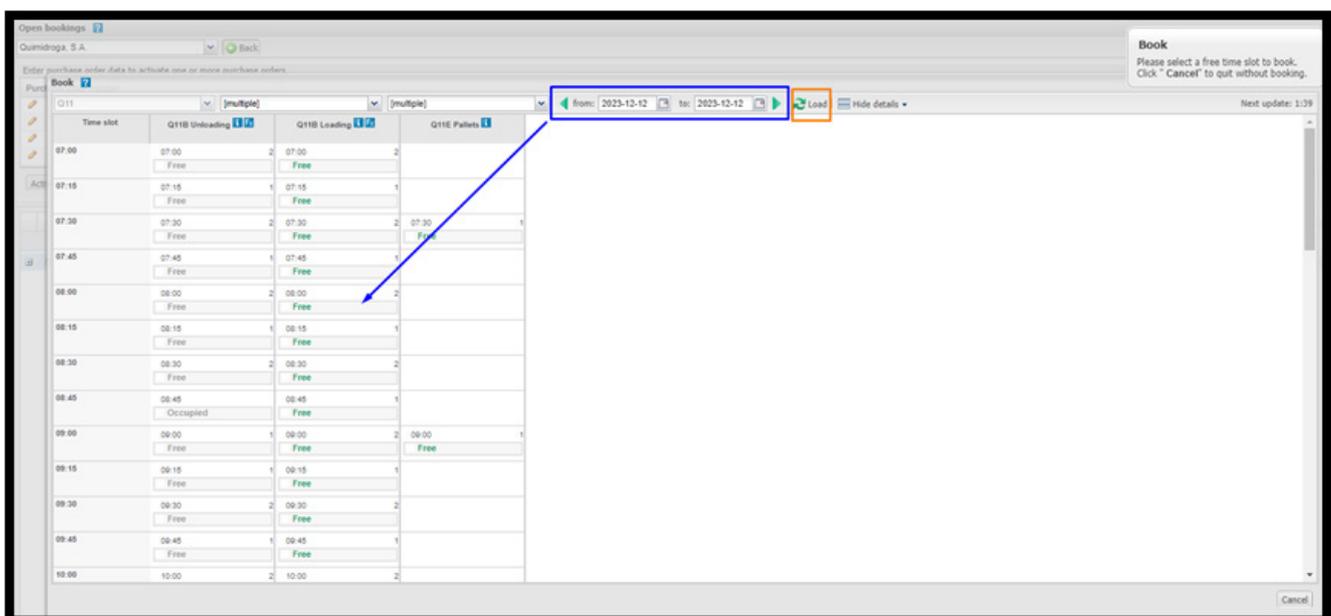
	Reference No.	Purchase order numbe...	Date of delivery	Product name	Estimate weight	Product Code	Weight
<input checked="" type="checkbox"/>	5000002384	5000002384/00010	2023-10-06	PLASTISTRENGTH 566 ...	7000	240411	7000
<input checked="" type="checkbox"/>	5000002384	5000002384/00020	2023-10-06	CLEARSTRENGTH E-920	3000	220633	3000
<input checked="" type="checkbox"/>	5000002676	5000002676/00010	2023-11-28	CLEARSTRENGTH E-920	3000	220633	3000

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:

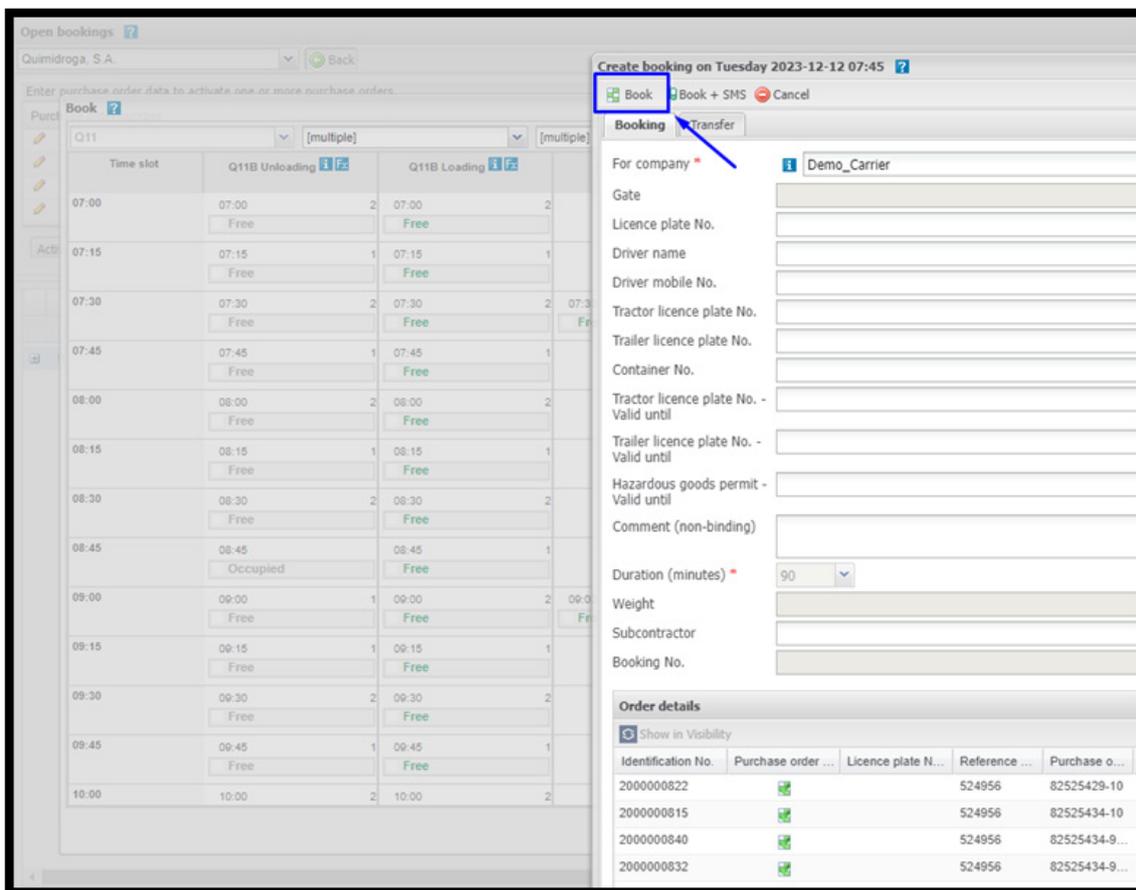


- Select the most convenient free time slot at the requested arrival date.
 - Free time slots will appear in green, grey slots are not available.
- If you need to change the arrival date, remember to refresh the calendar using the “Load” button:

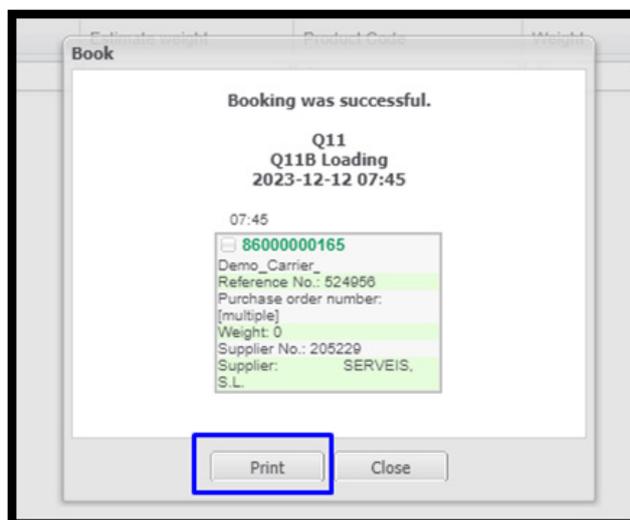


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After selecting the most convenient time slot, confirm your choice by clicking on “Book” button:



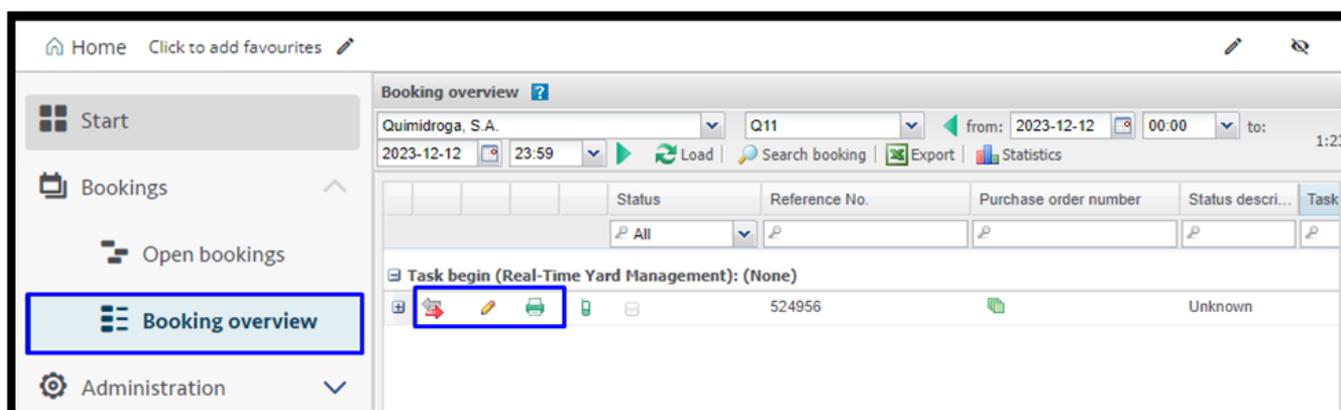
Your booking is confirmed. You can either download the booking's PDF or close this pop-up:



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.



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.