TIME SLOT BOOKING IN TRANSPOREON

(USING TRANSPORT NUMBER)

USER MANUAL





This time slot booking procedure **only applies to dry cargo transports reaching our warehouse, Qd11, located at Barcelona Port** (Port de Lagos, 2-8, Barcelona).

Whenever a booking is required, it will be indicated in our Transport 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 transport number.
- 4. Time slot booking.
- 5. Booking overview.



1- LOG IN TRANSPOREON WEB PORTAL:

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

TRANSPORE								
¡Bienvenido a Transporeon-	Webl							
」 正 Time Slot Manager Retailers	nent for	Real-Time Yard Management	Visibility					
Panel		· · · · · · · · · · · · · · · · · · ·	Freight Marketplace					
내								
Comunicación		Mi Transporeon						

2- SELECT RECIPIENT: QUIMIDROGA, S.A.

Tras hacer acceder a Transporeon Time Slot Management for Retailers **debe** seleccionar a Quimidroga, S.A. en el listado de destinatarios:





3- ACTIVATE TRANSPORT NUMBER

Once selected Quimidroga, S.A. recipient, our transport number must be activated. To do so:

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

6	Home Click to add favourites	*					0°	ø
		Open bookings 👔				_		
	Start	Quimidroga, S.A.	~	🔁 Load 🗷 Export 🕂	Activate purchase order	rs		
-	Bookings		Reference No	Purchase order numbe	Date of delivery	Product name		Est
	bookings		2					2
	Open bookings							
	Booking overview							
٢	Administration							
?	Help							

3. Insert our transport number in the "Purchase order number" field.

4. Click on "Activate purchase orders" button to activate the transport

	Open bookings 👔						
Start	Quimidroga, S.A.	✓ [C]	Back				
	Enter purchase order dat	a to activate one or more pu	rchase orders.				
Bookings	Purchase order number						
Open bookings	0						
Booking overview		•					
Administration	Activate purchase order	Reset table Import	Advanced import				
@ Help		Reference No.	Purchase order numbe	Date of delivery	Product name		

4- RESERVA DE LA FRANJA HORARIA

A continuación, haga clic en el botón "Reservar Online" para elegir día y hora de llegada a los almacenes de Quimidroga:

	Reservas pendientes	s 🛜							
Iniciar	Quimidroga, S.A.	~	Atrás						
-	Escriba los datos del pe	dido para activar uno o va	rios pedidos.						
Reservas	Número de pedido								
Reservas pendientes	1								
Uista general reservas									
Administración	Activar pedidos Vac	ar la tabla] [Importación]	Importación avanzada						
		Nº de referencia	Número de pedido	Fecha de entrega	Nombre de producto	Peso estimado 🔺	Peso	Unidad de peso	Número de almacé
0							10	10	
Ayuda		P	P	2	P	P	e	e	e

- 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:

Open	bookings 🛐					í.
luimic	koga, S.A.	✓ ○ Back				Book
Falar	sorthang order data by	articula one or more morhans or	dava			Please select a free time slot to book.
Dane	Book					Click Cancel to gut without booking.
0		(multiple)	× (r	uttple]	✓ 4 from: 2023-12-12 3 to: 2023-12-12 3 > 2 Load = Hide details +	Next update: 1:39
0	Time slot	OTTR Understone	Otte Leader	OTTE Pallets		
0				/		
0	07:00	07:00	2 07:00 2			
		Free	Free			
Act	07.15	07:15	1 07.15 1			
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		rice	1100			
	08.00	08:00	2 08:00 2			
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		Free	Free			
	08:30	08:30	2 08:30 2			
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	09.00	08.00		00.00		
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	49.15	09.15 Eree	00.15 1			
		100				
	09:30	09:30	2 09:30 2			
		Free	Free			
	09:45	09:45	1 09.45 1			
		Free	Free			
	10:00	10:00	2 10:00 2			
						Cancel

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

	oga, S.A.	Y O Back			Create booking on Tuesday	2023-12-12 07:45 👔			
	urchase order data to				🛃 Book 🛛 Book + SMS 🤤	Cancel			
	Book K			Booking Transfer					
		(multiple)	*	[multiple]	piej				
	Time slot	Q11B Unloading 🚺 🔝	Q11B Loading 🚺 🔯		For company *	Demo_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	Tractor licence plate No				
		Free	Free	Fr	mactor incence plate No.	L			
	07:45	07:45	1 07:45	1	Trailer licence plate No.				
		Free	Free		Container No.				
	08:00	08:00	2 08:00	2	Tractor licence plate No				
		Free	Free		valid until				
	08:15	08:15	1 08:15	1	Trailer licence plate No Valid until				
		Free	Free		Hazardous goods permit -				
	08:30	08:30	2 08:30	2	Valid until				
		Free	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				
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	09:30	09:30	2 09:30	2	Order details				
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	09:45	09:45	1 09:45	1	Show in visibility				
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					200000815	3	524956	82525434	
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If you need assistance with registration or during any part of the process, you can request assistance <u>here</u> or call +441138150420.



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



5- 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.

G	Home Click to add favourites 🧪		1	ø					
		Booking overview 👔							
	Start	Quimidroga, S.A. 🗸 Q11 🗸 from: 2023-12-12 🖪 00:0	0 🔻 to:	1.23					
		2023-12-12 🔄 23:59 💉 🕨 🤁 Load 🔎 Search booking 🗷 Export 🏭 Statistics		1.25					
	Bookings ^	Status Reference No. Purchase order number	Status descri	Task					
		₽ AII ▼ ₽ ₽	L	2					
	Open bookings	∃ Task begin (Real-Time Yard Management): (None)							
Г	Booking overview	😟 🙀 🥒 🖶 🌡 😑 524956 🐚	Unknown						
BOOKINg OVERVIEW									
Ś	Administration V								

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.