

TIME SLOT BOOKING IN TRANSPOREON

(USING TRANSPORT NUMBER)

USER MANUAL



TIME SLOT BOOKING IN TRANSPOREON

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 [here](#) or call +441138150420.

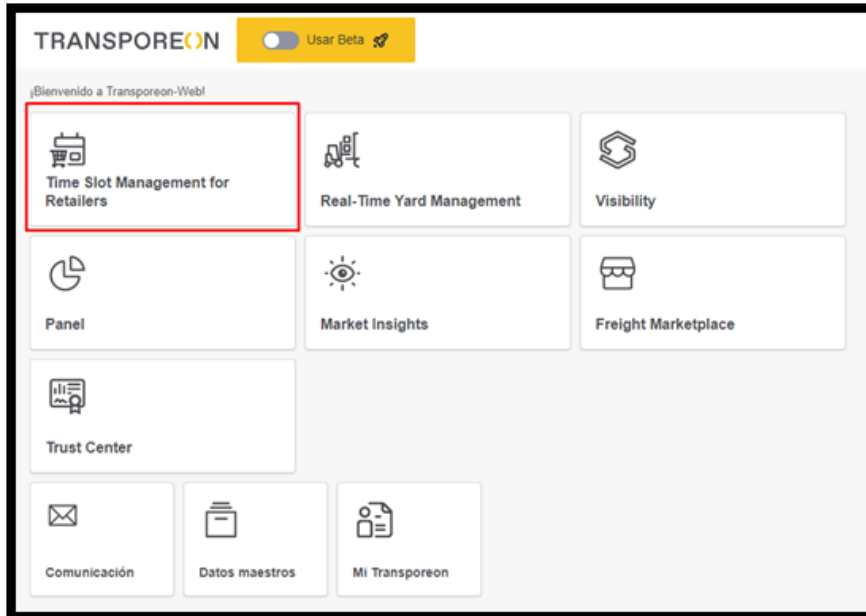


Q11 TIME SLOT BOOKING PROCEDURE:

1. Log in Transporeon web portal
2. Select recipient: Quimidroga, S.A.
3. Activate Quimidroga's transport number.
4. Time slot booking.
5. Booking overview.

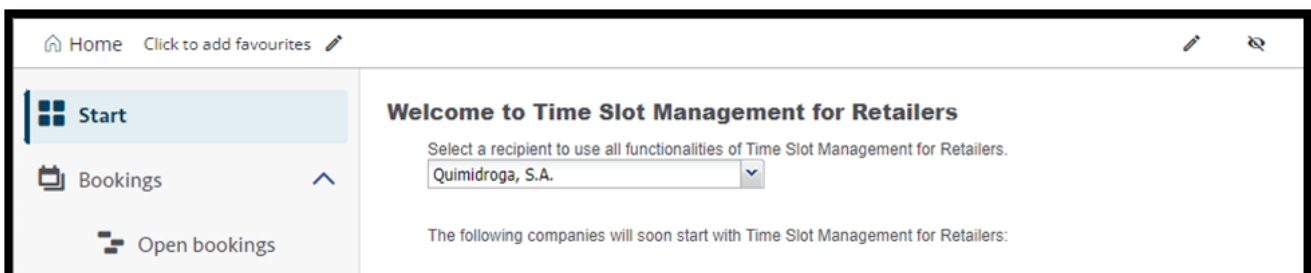
1- LOG IN TRANSPOREON WEB PORTAL:

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



2- SELECT RECIPIENT: QUIMIDROGA, S.A.

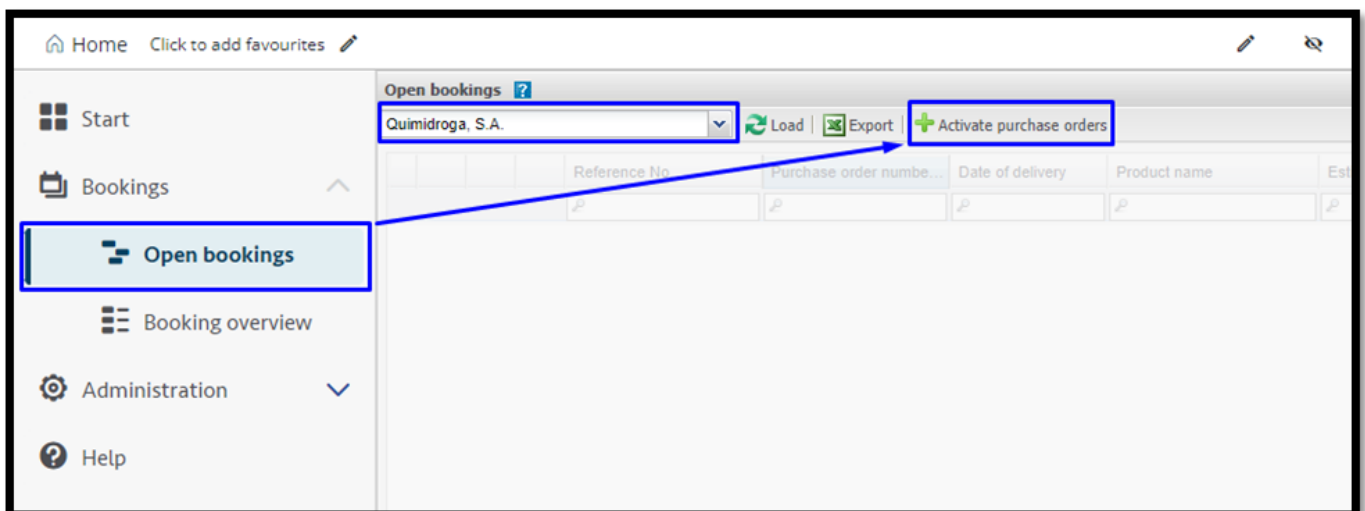
Tras hacer acceder a Transporeon Time Slot Management for Retailers **debe seleccionar a Quimidroga, S.A. en el listado de destinatarios**:



3- ACTIVATE TRANSPORT NUMBER

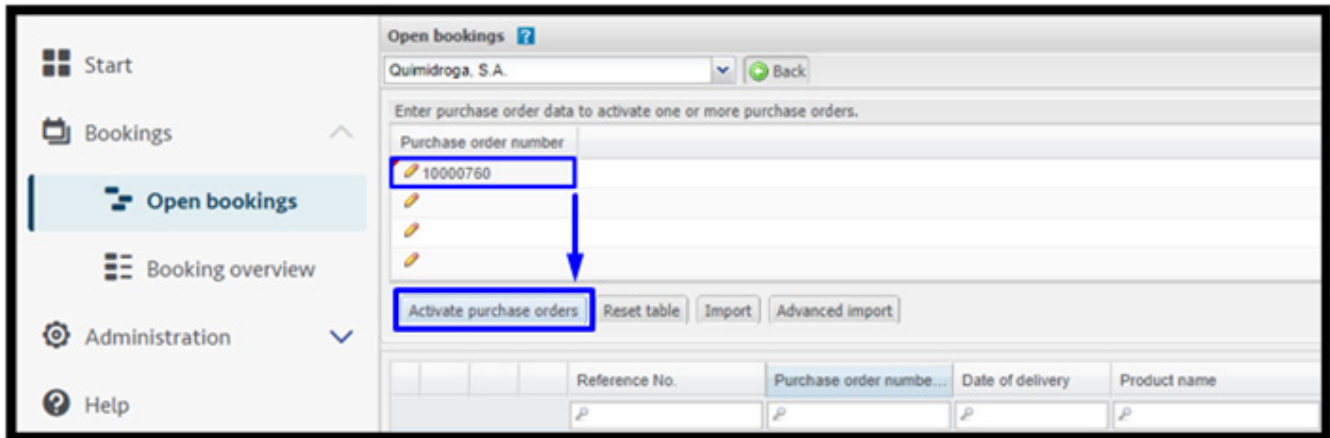
Once selected Quimidroga, S.A. recipient, our transport number must be activated. To do so:

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



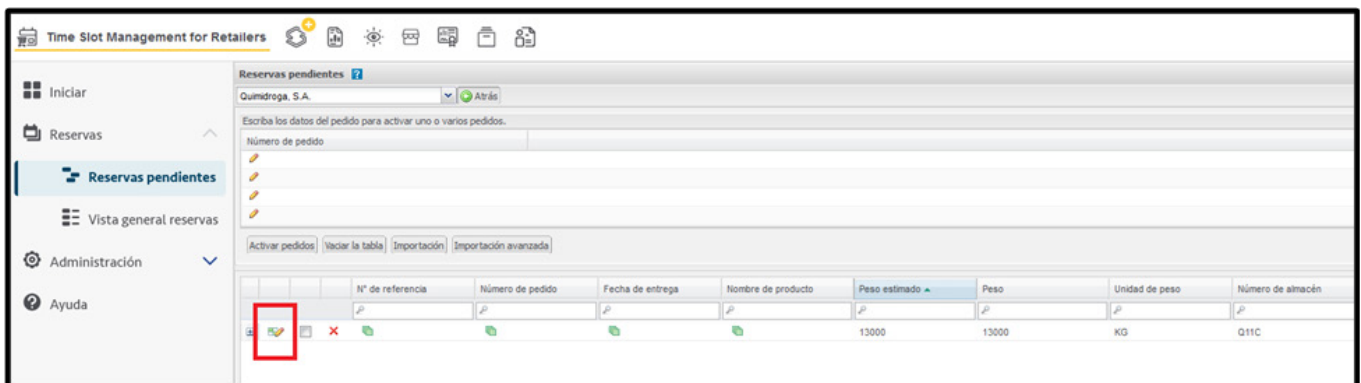
3. Insert our transport number in the “Purchase order number” field.

- Click on “**Activate purchase orders**” button to activate the transport



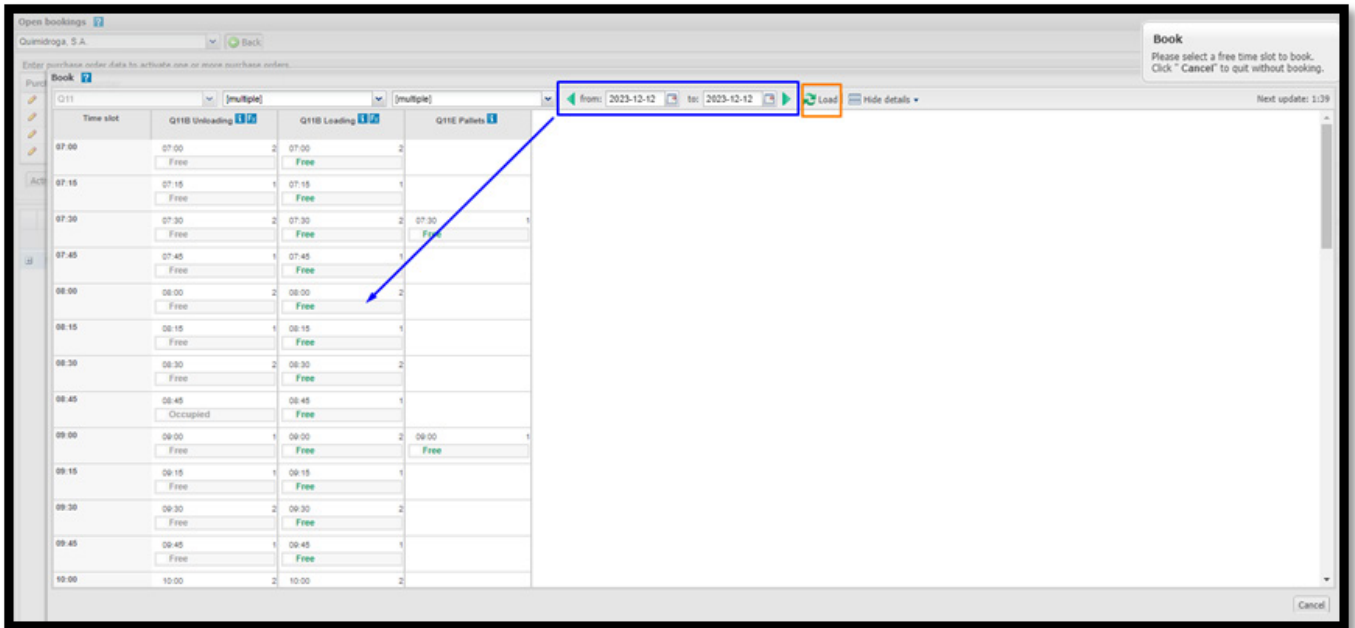
4- RESERVA DE LA FRANJA HORARIA

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

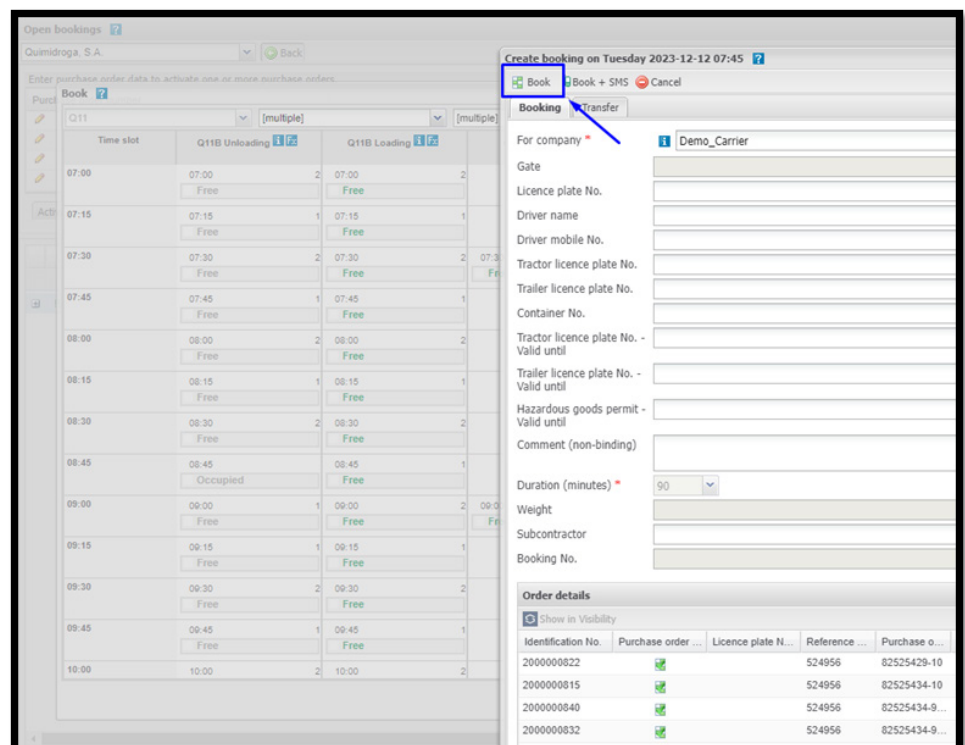


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- Select the most convenient free time slot at the requested arrival date.
- Free time slots will appear in green, grey slots are not available.
- If you need to change the arrival date, remember to refresh the calendar using the “Load” button:

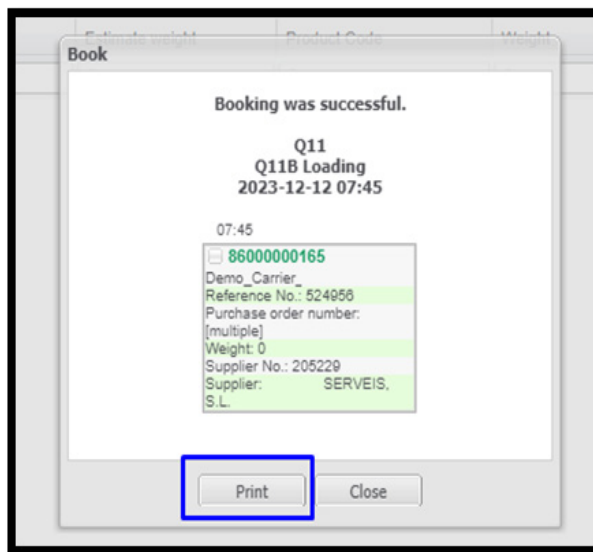


- After selecting the most convenient time slot, confirm your choice by clicking “Book” button



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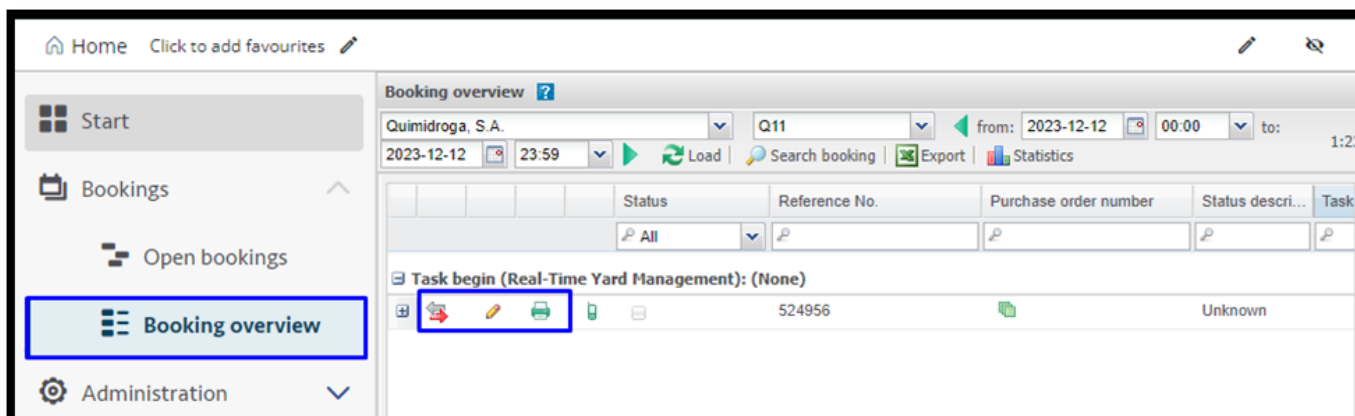
Your booking is confirmed. You can either download the booking's PDF or close this pop-up:



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.



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.