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Datum: 01-01-2025
Versie: 2
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Procedure Transporeon (ENG) Open booking

TRANSPOREON

transforming transportation





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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 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.

T: +31 (0)118 - 42 63 91
E: slotbooking@verbrugge.nl
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](#)

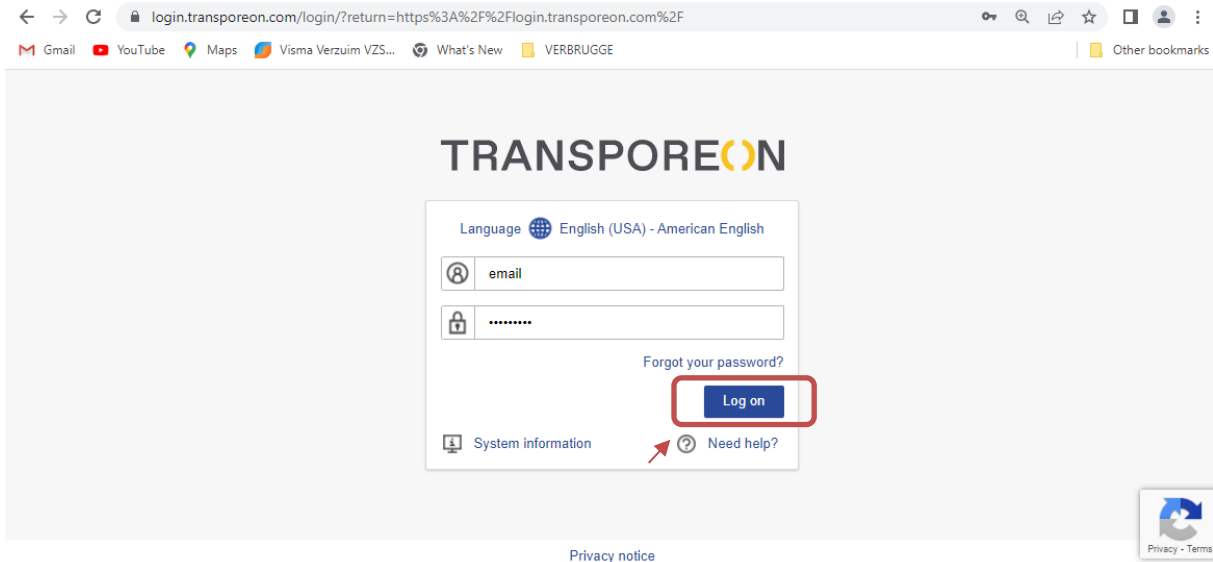
Powered by  Jira Service Management
[Imprint](#) [Privacy Policy](#)

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

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

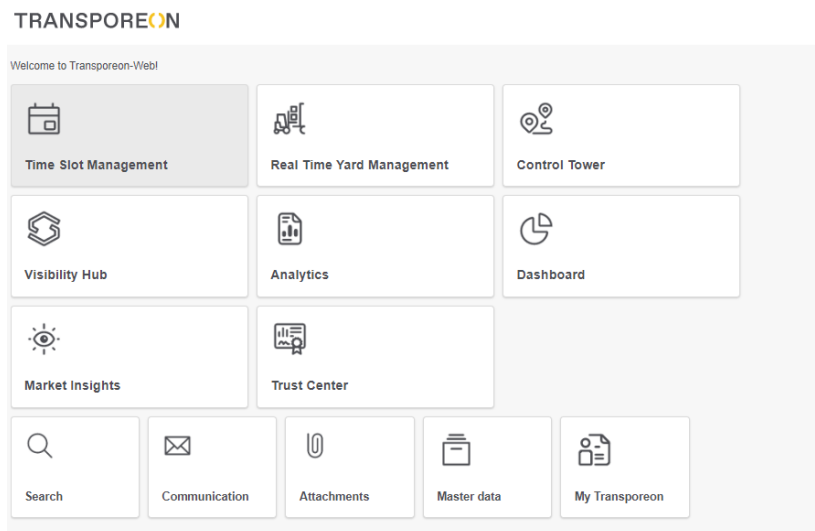


3. Log on the Transporeon website



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

Time Slot Management

Shipper: Verbrugge Terminals B.V. Verbrugge Zeeland Terminal > VIW Steel 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

Select Shipper: Verbrugge Terminals B.V.
Select Open Bookings

TRANSPOREON

Time Slot Management

Type zoeken: Open bookings

Laden

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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TR_NUMBER 30

Location: Verbrugge Terneuzen Terminals (428265)

NR-T-0000001
NR-T-0000005
NR-T-0000004
YM-T-0000042
YM-T-0000035
MY-T-0000051

Transport number: NR-T-0000001

Transport number NR-T-0000001

Loading type Pickup

For company Test_Carrier_Verbrug

PIN

Location

Location Verbrugge Terneuzer

Gate group All

Gate Papier (428265100)

Date

From 2022-07-07 To 2022-07-31

Save Cancel

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

Shipper: Verbrugge Terminals B.V. Verbrugge Zeeland Terminal > VIW Steel 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.

Verbrugge Terminals B.V. Verbrugge Terneuzen Terminal > Docks (6) 2023-03-08

Locatie: Verbrugge Terneuzen Terminal

Dock

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

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
Transport number: VTT789371 | Status: Unbooked
New transport number: | PIN: 4
No. of time slots: 1 | Card Number: |
Destination country code: DE | Combiload:
Destination - City: I | Combiload number: 0
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 status | ETA - Difference with "Booking start"

Vehicle

Carrier name: | Licence plate No.:
Driver name: | Container No.:
Personal identity card: | Seal No.:
Driver mobile No.: |

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: **First and last name** (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.

Verbrugge Terneuzen Terminal > VIW Paper 2023-03-14

4:48 Select view: All

120/134

Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: vertex	Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: viw
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Remarks: 192/303794 RLN

11:00 11:00 - 11:30

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
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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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Procedure Transporeon (ENG) Open booking

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
120/134	Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: vertex
11:00	11:00 - 11:30 VTT790048 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: tndm
11:30	11:30 - 12:00 VTT790195 (1) Verbrugge Internation Wegtransporten B.V. (Terneuzen) Loading type: Pickup Carrier name: viw
12:30	12:30 - 13:00 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 Engine emission standard checked

Trailer

Vehicle with trailer

To be loaded in advance

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?

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

Reason

- No reason
- Please select
- Other reason

Check your changes and select Rebook.



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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.