Short guide for time slot booking

with SyncroSupply Delivery location: Industriegebiet Süd, 63924 Kleinheubach

Via https://central.syncro.supply/gui/#/registration/info you get to the login screen of the SyncroSupply portal.

If you don't have an account for SyncroSupply yet, you can create a new account here.

| | SyncroSupply |
|--|--|
| | Please Login |
| User | |
| Password | |
| Deutsch | English Français |
| | Login |
| Experiencing problems wit contact carrierportal-support | h your login? Please ort@inform-software.com. |
| Forgot your password? | |
| Not registered yet: carr | ier registration |

Fill in all fields marked with \star and confirm with **"next"**.

| Deutsch English | Français | | | |
|--|----------------------|--|--------------|--|
| Name * | | | | |
| First Name | | Last Name | | |
| @Email:* | | Sephone Number:★ | | |
| Email | | Phone Number | Phone Number | |
| Email | | Fridie Normber | | |
| Email Password:* | | Prione Number | | |
| Email Password:* Password | | Confirm Password | | |
| Email Password:* Password ompany Informatic Company Name:* Company Name |)n | Confirm Password | | |
| Email Password:* Password company Informatic Company Name:* Company Name Country:* |)n | Confirm Password | | |
| Email Password:* Password ompany Informatic Company Name:* Company Name Country:* Country | חת און | Confirm Password State: State | | |
| Email Password:* Password ompany Informatio Company Name:* Company Name Country:* Country Zip Code:* | אר City:* | Confirm Password Confirm Password State: State Street:* | | |
| Email Password:* Password company Informatic Company Name:* Company Name Country:* Country: Zip Code:* Zip Code | on City:★ City | Confirm Password Confirm Password State: State Street:* Street | | |
| Email Password:* Password company Informatic Company Name:* Country:* Country:* Zip Code:* Zip Code Timezone:* | xn City:★ City | Confirm Password Confirm Password State: State Street:* Street | | |

On the next page you need to accept the terms of use and click on "Create Account".

Afterwards, a confirmation e-mail will be sent to the e-mail address.

| ſ | Carrier Registration |
|---|--|
| | Registration successful. We have sent you an email containing an activation link. Please use this link to activate your account. |

The registration is completed when you confirm the registration-link.

In order to give you the possibility to book time slots with us, please fill in the attached Excel list with your data and send it back to us. Afterwards you will receive an activation link from us (SyncroSupply). After successfully logging in to the system, you will be taken to the **"Home"** screen, where you can book your time slots.



By clicking on the button **"Timeslot Management"** you will find an overview of the booking form.



Click the button **"Book Time Slots"**.

Choose a **Relation**, it will show you a further screen:

| Book Timeslot | | | | |
|--------------------------|----------------------|--|--|--|
| Relation: | · | | | |
| All data for the tour mu | ust be entered here. | | | |

Delivery Data

| Jooking details | | | | | |
|---------------------------------|----------------------------------|----------|---|----|--|
| Delivery Data | | | | | |
| Delivery Type: | Pallets | Carrier: | * | Ŧ | |
| oder code / delivery number: | *Add oder code / delivery number |] | | | |
| Dangerous Goods: | | | | | |
| Remark: | Add remark here | | | | |
| | | | | .1 | |

Relation and Carrier are predefined and are filled automatically.

Among **Reference** the loading reference must be given (**8XXXXX** for receipt or **45XXXXXXX** for dispatch). If you have more than one reference number, please enter the first one under **Reference** and the others in the **Remarks** field.

Please make sure to correctly check the reference which was entered. It should be noted that there isn't any typing error. Otherwise the time slots cannot be figured out!

Resource and Driver Information

| Resource and Driver Information | |
|---------------------------------|------------------------|
| Vehicle Licence Plate: | Trailer Licence Plate: |
| Driver Name: | |
| Driver Language: | ▼ Mobile Number: |
| | |

The registration number of the vehicle for which the time slot is to be booked must be entered here. It is also possible to enter the driver's data, but this is not mandatory.

Loading Positions and Loading Units

| Loading Positions and Loading Units | | | | | |
|-------------------------------------|----------------------------|---|-------------------------------|---|------------------|
| Bookobject | Loading Type *Unloading | - | Loading Unit * Europalette | • | Loading Quantity |

At this point, the information on the load must be entered so that the truck can be routed to the correct loading point and a corresponding time slot can be calculated.

| Bookobject | In the case of inbound deliveries (Unloading), you must select whether it is a loose delivery (bulk), packaging or palletized goods. In addition, a distinction has to be made between the delivery for Josera GmbH & Co. KG (Agrifeed) or for Josera petfood GmbH & Co. KG (Pet).Select "Loading Finished Goods" for receipt. |
|------------------|---|
| Loading Type | You must specify here whether it is a loading or unloading operation. |
| Loading Unit | For pallet goods (loading or unloading) always select "Euro pallet". |
| | In the case of inbound deliveries where lots are delivered, the material must be selected on the basis of the material number (can be withdrawn from the purchase order). |
| Loading Quantity | In the case of pallet goods, the number of pallets to be delivered or picked up must be specified. |
| | For inbound deliveries, the bulk quantity in tons. |

Required fields are marked with an asterisk *****.

If those are filled in correctly, click the button Continue to get in the following screen.

Here you can see the booking information you entered.

You can now choose at "Time Slot" your delivery date and your requested time.

Booking details

| Delivery Date: | * 12/14/2020 | Bequested Time: | *10:00 am | rate Proposals |
|-------------------------------|--------------|----------------------------|------------------------|----------------|
| Time elot | | | | |
| Loading / Finishe | ed Goods | Unloading | -Europalette / Palette | 33 |
| Loading Position: | | Loading Type: | Loading Unit: | Loading C |
| oder code / delive 8000000 | ery number: | Dangerous Goods: | | |
| Delivery Type: Pallets | | Carrier: Test-Spediteur | | |

Then click the button "Generate Propsals".

| Number of Proposals: 5 | | | | | |
|------------------------|----------|-----------------|---------------------------------|----------------------|--|
| Requested D | Requeste | Arrivaltime | Deviation from Requested Time (| Cycle Time (Minutes) | |
| 12/14/2020 | 10:00 | 12/14/2020 9:30 | -30 | 45 | |
| 12/14/2020 | 10:00 | 12/14/2020 9:45 | -15 | 45 | |
| 12/14/2020 | 10:00 | 12/14/2020 10:0 | 0 | 45 | |
| 12/14/2020 | 10:00 | 12/14/2020 10:1 | 15 | 45 | |
| 12/14/2020 | 10:00 | 12/14/2020 10:3 | 30 | 45 | |
| | | | | | |

The available time frames for the selected delivery day and delivery time are displayed here. In the case of **Deviation from Requested Time (Minutes)** you can see how many minutes the suggestions deviate from the entered desired time. At **"Cycle Time (Minutes)** the planned duration is displayed in our factory.

The time slot is displayed graphically in the lower area.

The time slot is booked via the button

Save selected solution

Now the time slot has been booked and all information is displayed again in an overview.

Click the button **"Delivery Monitor"** to see the booking again and for printing a ticketp, use the button **"Create Delivery Slip".**

This allows the driver to register with us, so that processing can take place more quickly. Furthermore, the driver needs the pick-up or delivery numbers entered under "Reference" and possibly "Remark".

ATTENTION!! The ticket does not replace the delivery note!

Change booked Tours

| SyncroSupply | PREMIUM | * | O Timeslot Management | 🚚 Deliveries |
|---|--|---|---|------------------------------|
| | | | | |
| ñ | | | | |
| Welcome to SyncroSu | upply! | | | |
| | | _ | | |
| Timeslot Managemen | ıt | | 🚚 Deliveries | |
| Here you will find an overview timeslots. You can also book create regular tours. | w of all booked k new timeslots and | | Here you get an overview of all cu completed tours. You can also cre | rrent and eate new tours. |
| | | - | | |

| | SyncroSupply PREMIUM # | 🛛 Timeslot Management 🛛 🚚 Deliveries | | |
|---|--|--|--|--|
| > | | | | |
| a | Deliveries | | | |
| | Here you get an overview of all current an | d completed tours. You can also create new | tours. | |
| | | | | |
| | Q Search Deliveries | | Current Deliveries | Completed Deliveries |
| | Find a deliverie using any search criterion of the deliverie, such as the number of the licence plate or deliverie number. | Create a new deliverie without planning it. Unplanned deliveries are not checked for available capacity. | Get an overview of your unfinished deliveries and have a look at the details of the deliveries. | Get an overview of your completed deliveries and see the defails of the deliveries. |
| | | | | |

Click on **"Current Deliveries"** to display all trips that are not yet in progress. By double-clicking on the corresponding trip you get to the overview and can click on the button:

| Edit: | change the vehicle and driver data (up to 12h before possible) |
|------------------|--|
| Replan: | generate and book a new time slot (up to 3 hours in advance) |
| Cancel Delivery: | Delete this trip completely |

In addition, all status changes concerning this tour are displayed here.

If you have any problems with the time slot booking, please contact the following e-mail address: <u>s.beck@josera-erbacher.de</u>