

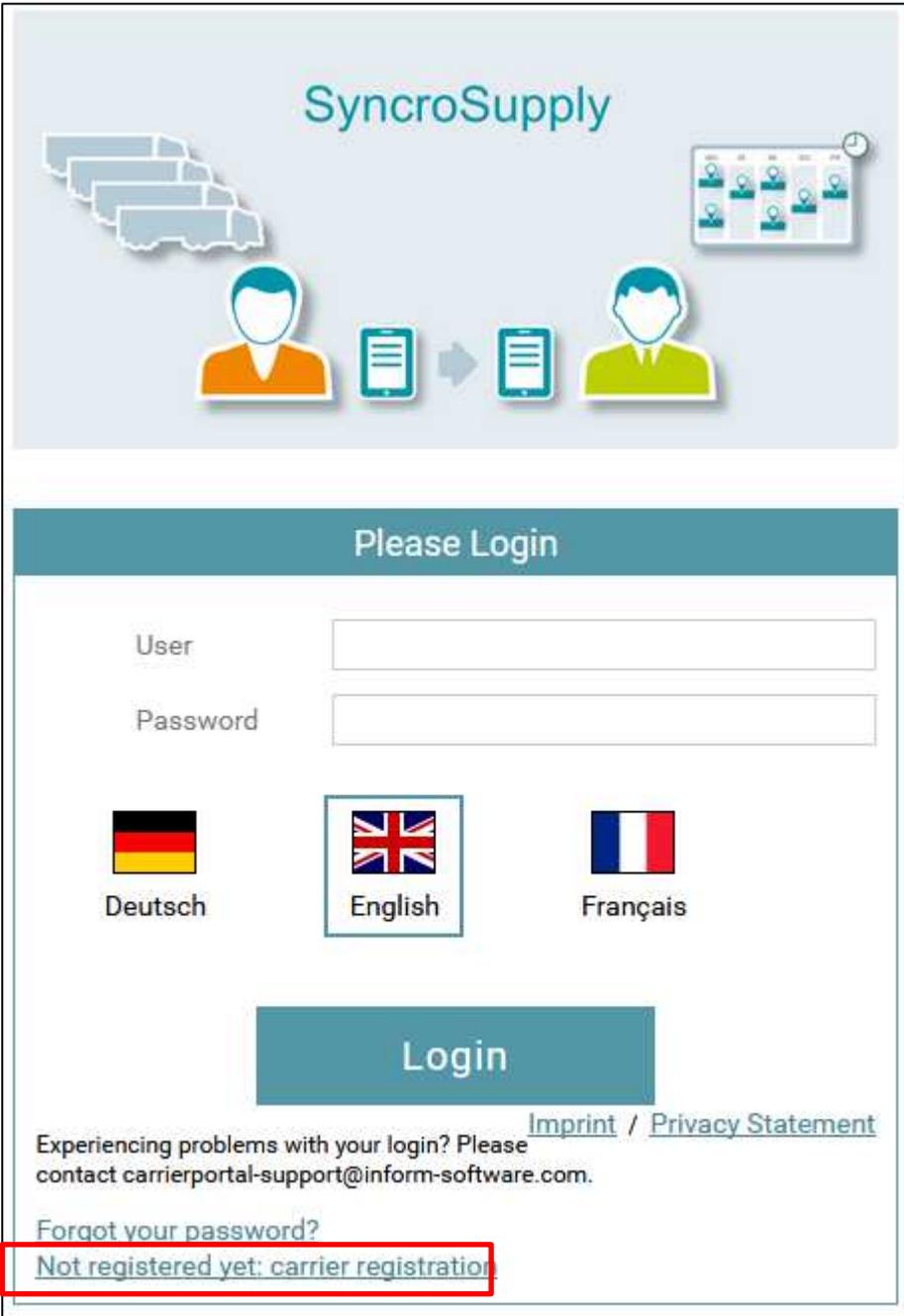
# Short guide for time slot booking

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.



Fill in all fields marked with \* and confirm with „next“.

Carrier Registration

  
 Deutsch

  
 English

  
 Français

**User Data**

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**Name:\***

**@Email:\***

**Password:\***

**Phone Number:\***

**Company Information**

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**Company Name:\***

**Country:\***

**State:**

**Zip Code:\***

**City:\***

**Street:\***

**Timezone:\***

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.

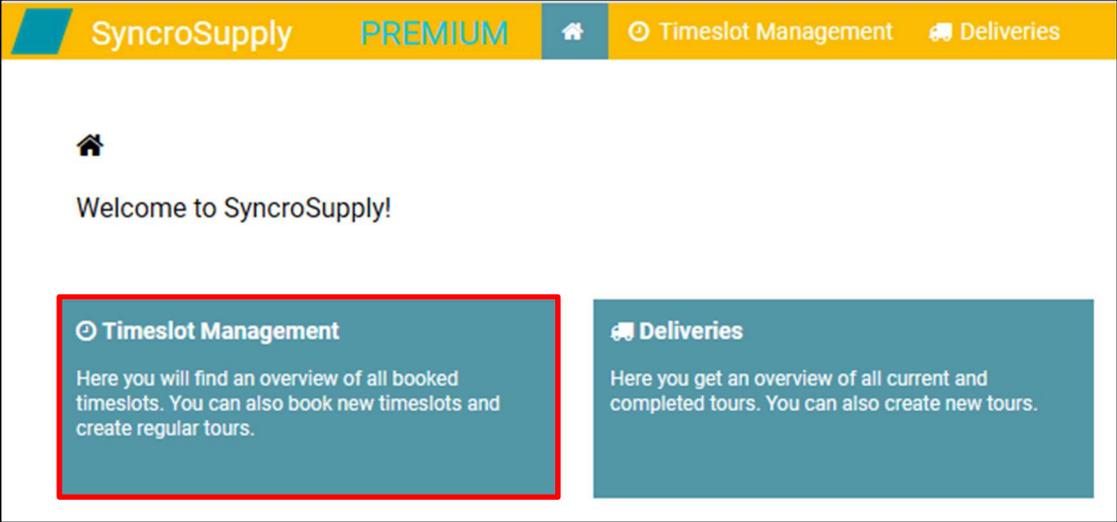
Carrier Registration

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

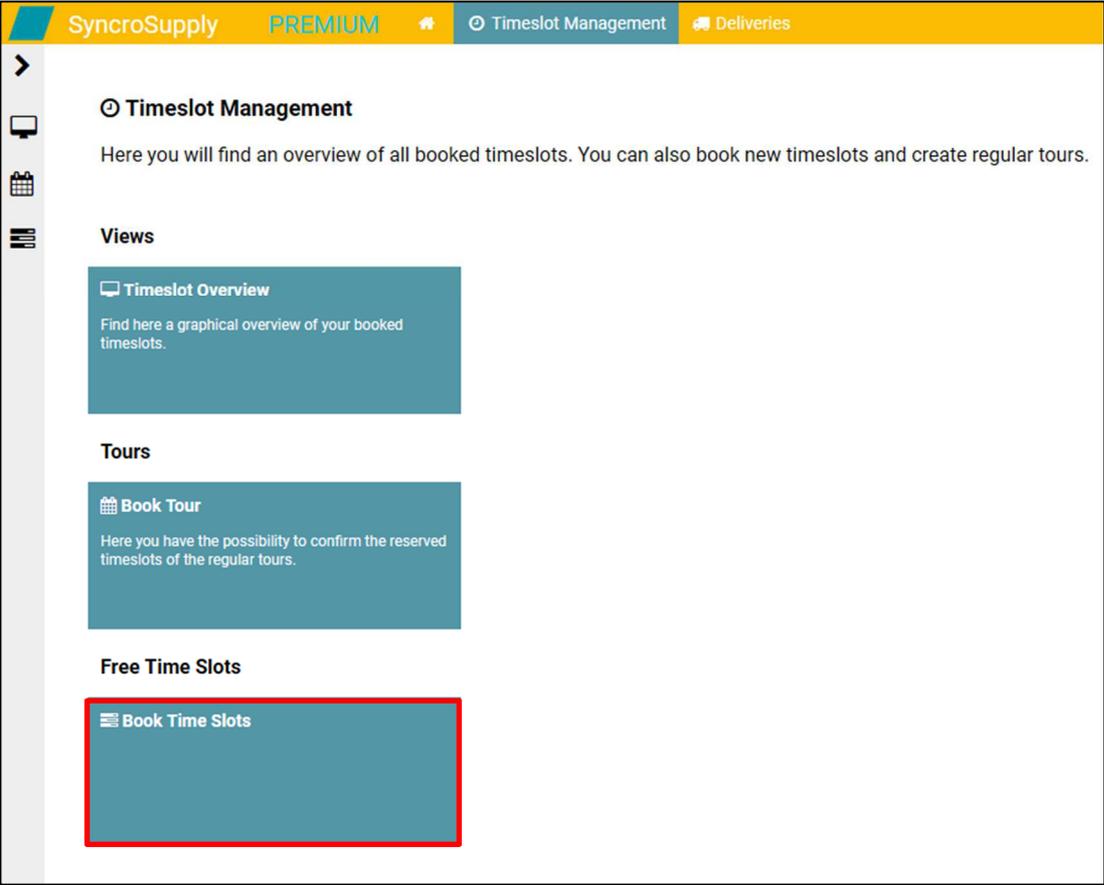
The registration is completed when you confirm the registration-link.

**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 must be entered here.

**Delivery Data**

**Booking details**

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**Delivery Data**

Delivery Type: Pallets Carrier: \*

oder code / delivery number: \*

Dangerous Goods:

Remark:

**Relation** and **Carrier** are predefined and are filled automatically.

Among **Reference** the loading reference must be given (**8XXXXXX** for receipt or **45XXXXXXXX** 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**

<b>Resource and Driver Information</b>	
Vehicle Licence Plate: <input type="text"/>	Trailer Licence Plate: <input type="text"/>
Driver Name: <input type="text"/>	
Driver Language: <input type="text"/>	Mobile Number: <input type="text"/>

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	Loading Unit	Loading Quantity
* <input type="text"/>	* Unloading	* Europalette	* <input type="text"/>
+			

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 Type: Pallets	Carrier: Test-Spediteur		
Order code / delivery number: 8000000	Dangerous Goods: <input type="checkbox"/>		
Loading Position: Loading / Finished Goods	Loading Type: Unloading	Loading Unit: -Europalette / Palette	Loading C 33

**Time slot**

Delivery Date: \* 12/14/2020  Requested Time: \* 10:00 am 

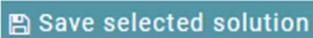
Then click the button "Generate Proposals".

**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 

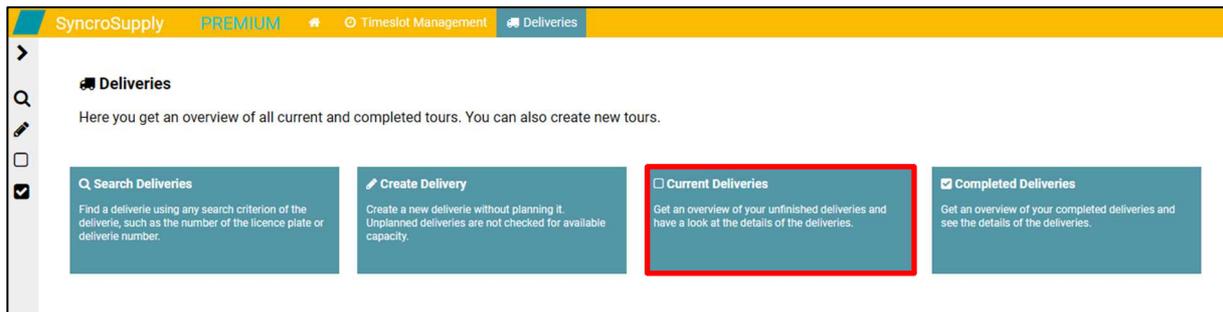
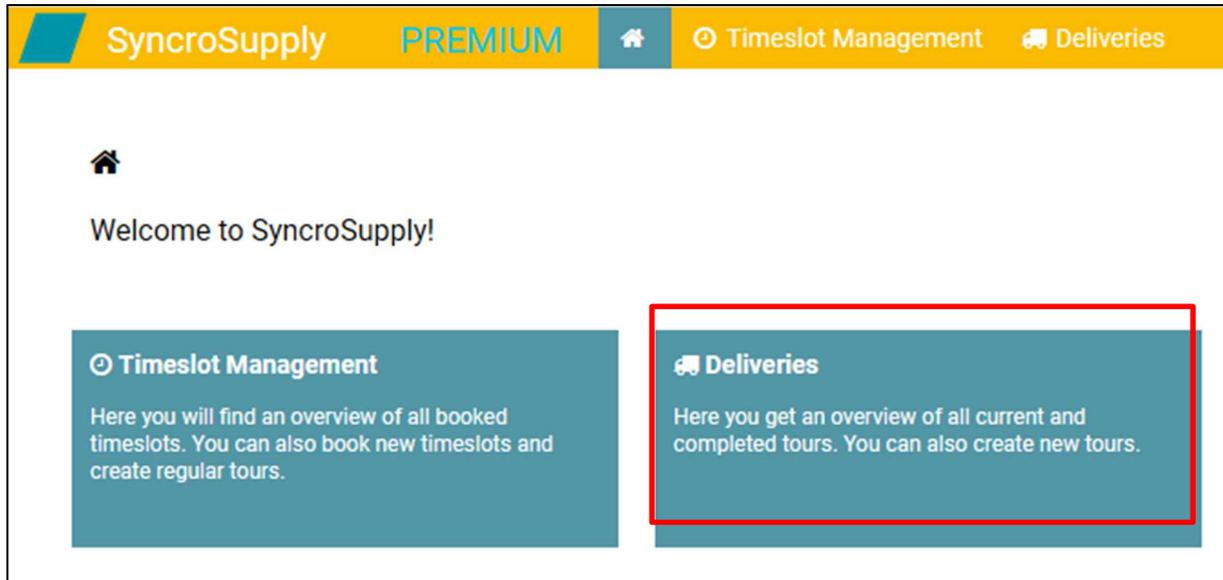
Now the time slot has been booked and all information is displayed again in an overview.

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



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: [s.beck@josera-erbacher.de](mailto:s.beck@josera-erbacher.de)***