

BOOKING TIME SLOT

ERBACHER the food family



Booking Web Page

The invite will be sent to previously the provided e-mail by the supplier.

As a result of this, mails will be sent from :

platbricksnoreply@bertelsmann.de

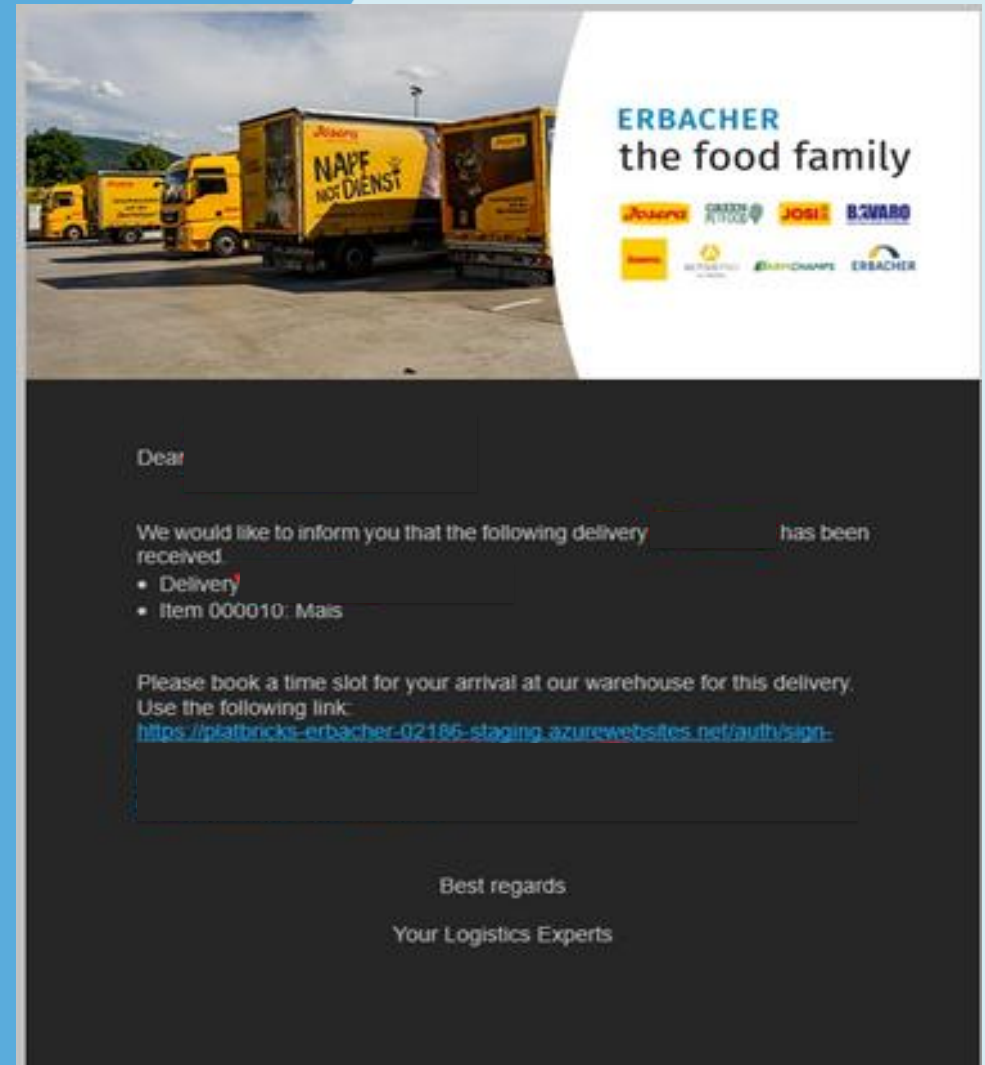
Two e-mails :

Booking Web Page

First e-mail:

Contains basic information about the delivery and a request to verify your email address.

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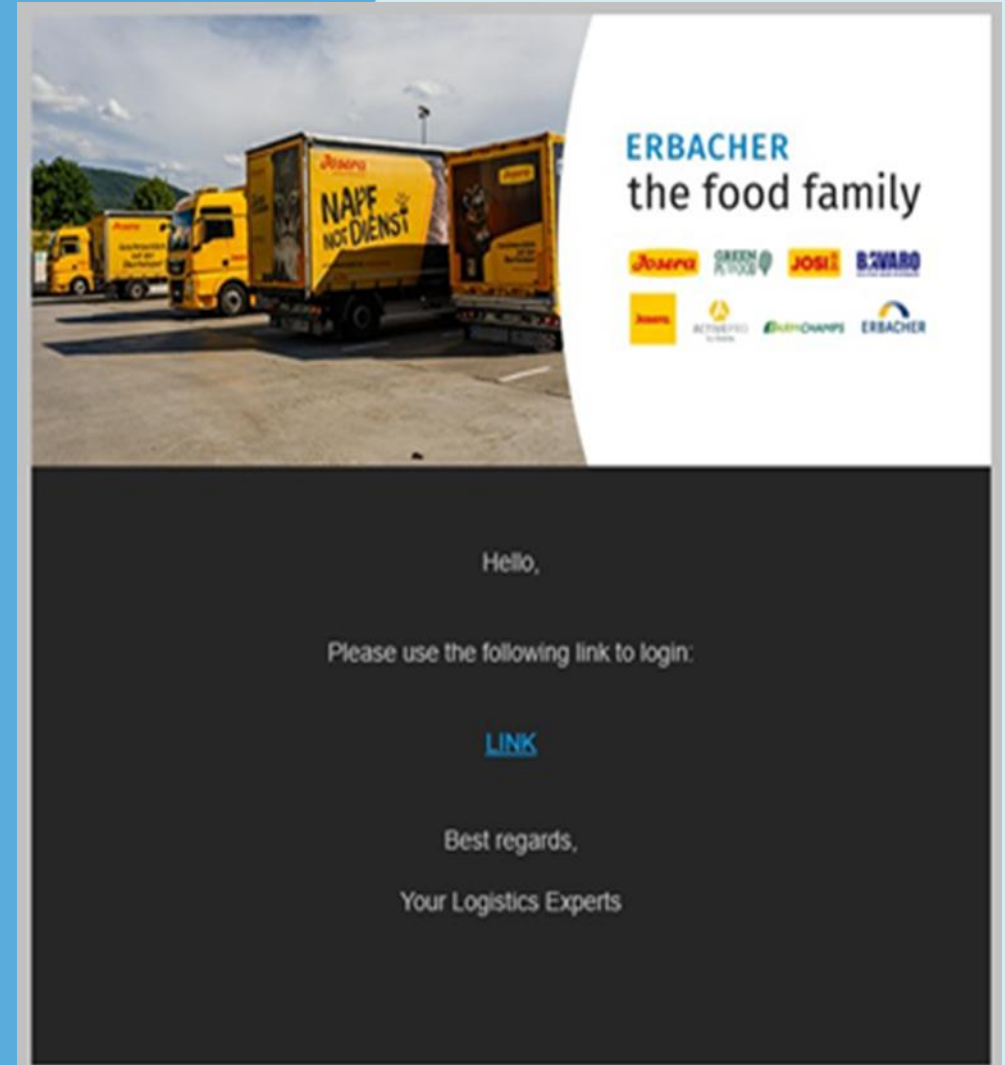


Booking Web Page

Second e-mail:

with link to Booking System for 'Book time slot '

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In case of problems

- Receiving emails

please check your SPAM box

- With opening the link

**please check your organization's internal security
policy regarding opening links**

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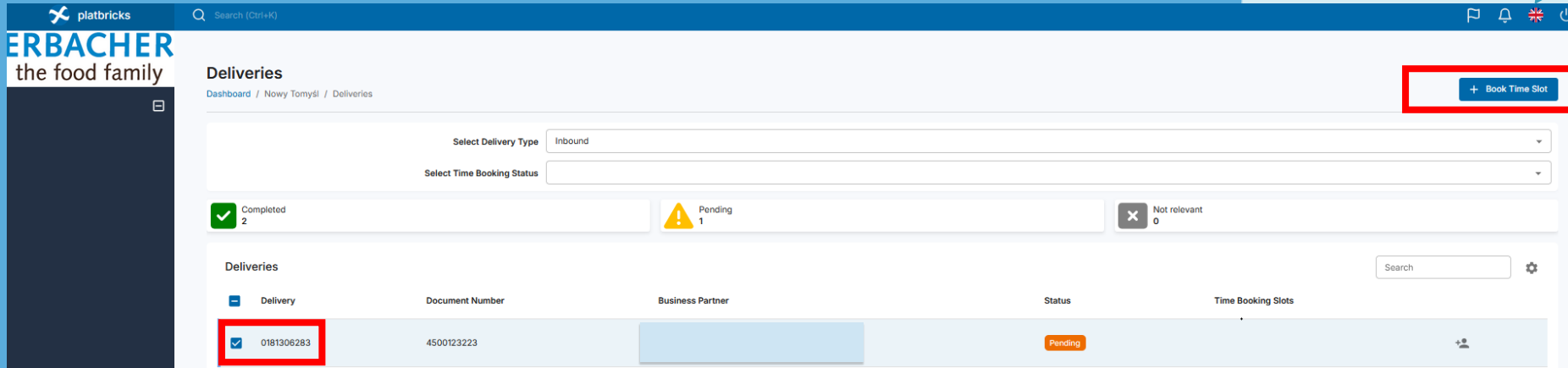
mail sender: platbricksnoreply@bertelsmann.de

Please do not sent any mail there

BOOKING TIME SLOT

- Select the number of the consignment for which you wish to Booking Time Slot
- Click on the icon 'Book Time Slot'

The operational language can be changed clicking the icon flag



The screenshot shows the platbricks web application interface. The top navigation bar includes the platbricks logo, a search bar, and icons for flags, notifications, and a power button. The main header displays the ERBACHER logo and the tagline 'the food family'. The page title is 'Deliveries', with a breadcrumb trail: 'Dashboard / Nowy Tomyśl / Deliveries'. Below the header, there are two dropdown menus: 'Select Delivery Type' (set to 'Inbound') and 'Select Time Booking Status'. A summary bar shows: 'Completed 2' (with a green checkmark), 'Pending 1' (with a yellow warning triangle), and 'Not relevant 0' (with a grey X). Below this is a table of deliveries. The first row is highlighted with a red box, showing a checked checkbox in the 'Delivery' column, the document number '0181306283', and the status 'Pending'. The table has columns for 'Delivery', 'Document Number', 'Business Partner', 'Status', and 'Time Booking Slots'. A search bar and a settings gear icon are located to the right of the table.

Delivery	Document Number	Business Partner	Status	Time Booking Slots
<input checked="" type="checkbox"/>	0181306283		Pending	

BOOKING TIME SLOT

- After checking the delivery number and delivery item, proceed by clicking on 'Next'

platbricks Search (Ctrl+K)

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the food family

Book time slot
Dashboard / Nowy Tomysl / Book time slot

1 Selected deliveries 2 Enter Booking Data 3 Select time slot 4 Check & confirm data

Selected deliveries

- ✓ Inbound 0181306283
 - ✓ Item: 000000000010000733, Gefügefett 2
 - Open Quantity: 24000 KGM

Next

BOOKING TIME SLOT

The data entered at the stage of 'book time slot' e.g. the driver's telephone number must match the telephone number of the driver present on the day of delivery, as all messages for the driver on the Yard will be sent in form of SMS), also the truck license plate number should be up-to-date due to the process of identifying the vehicle at the entry and exit gate by means of the vehicle plate number. The driver will have an option to change above data during CHECK-IN process.

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the food family

Book time slot

[Dashboard](#) / [Nowy Tomyśl](#) / [Book time slot](#)

1 Selected deliveries 2 **Enter Booking Data** 3 Select time slot 4 Check & confirm data

Enter Booking Data

Driver name	Jan Kowalski		Supplier	[Redacted]	
Driver's phone number	+48	123456789	Supplier's phone number	+48	123456789
Comment			License plate truck	STAG987	
Confirmation E-mail*	t.maciejkowicz@josea.pl		License plate trailer	STAG987	

[Back](#) [Next](#)

BOOKING TIME SLOT

The telephone number must contain only digits, without spaces or other characters.



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ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

1 Selected deliveries 2 Enter Booking Data 3 Select time slot 4 Check & confirm data

Enter Booking Data

Driver name	<input type="text" value="Jan Kowalski"/>	Supplier	<input type="text" value=""/>
Driver's phone number	+48 <input type="text" value="123456789"/>	Supplier's phone number	+48 <input type="text" value="123456789"/>
Comment	<input type="text"/>	License plate truck	<input type="text" value="STAG987"/>
Confirmation E-mail*	<input type="text" value="t.maciejkowicz@josera.pl"/>	License plate trailer	<input type="text" value="STAG987"/>

Back Next

BOOKING TIME SLOT

The truck license plate number must contain only letters and numbers, without spaces or other characters.

STAG 987



STAG-987



STAG987



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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data Select time slot Check & confirm data

Enter Booking Data

Driver name	<input type="text" value="Jan Kowalski"/>	Supplier	<input type="text" value=""/>
Driver's phone number	+48 <input type="text" value="123456789"/>	Supplier's phone number	+48 <input type="text" value="123456789"/>
Comment	<input type="text"/>	License plate truck	<input type="text" value="STAG987"/>
Confirmation E-mail	<input type="text" value="t.maciejkowicz@josera.pl"/>	License plate trailer	<input type="text" value="STAG987"/>

Back Next

BOOKING TIME SLOT

- Select date and time of delivery

The screenshot shows the 'Book time slot' page in the platbricks system. The header includes the platbricks logo, a search bar, and navigation icons. The left sidebar displays the ERBACHER logo and 'the food family' text. The main content area features a progress bar with four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (completed), 'Select time slot' (active), and 'Check & confirm data'. Below the progress bar, the 'Open Items' section lists an inbound item with a checked checkbox and an open quantity of 24000 KGM. The 'Selected time slot' section provides a warning about the booking window (13/02/2025 to 20/02/2025) and a note about the delivery date (13/02/2025). It includes input fields for the date (18/02/2025), start time (7:00), and end time (7:45), with a duration of 45 minutes. A note indicates the time is displayed in UTC+01:00. 'Back' and 'Next' buttons are located at the bottom of the form.

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Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

▼ Inbound 0181306283

▼ ☒ Item: 000000000010000733, Geflügele fett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back Next

BOOKING TIME SLOT

- First select the date by clicking on the calendar icon

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Search (Ctrl+K)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

Selected time slots

Tuesday, 18/02/2025, 07:00

Inbound 0181306283

Item: 000000000010000733, Geflügelfett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025. Delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

February 2025

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Next

BOOKING TIME SLOT

- After selecting the date, choose the time by clicking on the icon with the drop-down list of time periods

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

▼ Inbound 0181306283

▼ ☒ Item: 000000000010000733, Geflügeffett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back

Next

7:00
7:10
7:20
7:30
7:40
7:50
8:00

BOOKING TIME SLOT

- Click on the selected time

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Search (Ctrl+K)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

▼ Inbound 0181306283

▼ ☒ Item: 000000000010000733, Geflügelfett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back

Next

7:00

7:10

7:20

7:30

7:40

7:50

8:00

BOOKING TIME SLOT

- After selecting the date and time, click on the 'Next' icon

platbricks Search (Ctrl+K)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

✓ Inbound 0181306283

✓ ☒ Item: 00000000010000733, Geflügelfett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back

7:00
7:10
7:20
7:30
7:40
7:50
8:00

Next

BOOKING TIME SLOT

The screen will display information about the selected time period.

- Confirm again by clicking on the 'Next' icon.
- or, if the booking is incorrect by clicking on the 'Bin' symbol, delete the booking and select the date and time again, confirming with the 'Next' icon

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Search (Ctrl+K)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

Selected time slots

Tuesday, 18/02/2025, 07:00

✓ Inbound 0181306283

✓ Item: 0000000000100000733, Geflügelfett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back Next

BOOKING TIME SLOT

- After clicking on the 'Next' icon, a dialog box will appear with the final confirmation of the booking - clicking on the 'Confirm' icon will take you to the next window
- Clicking on the 'Cancel' icon returns you to the previous selection screen

The screenshot displays the 'Book time slot' interface in the platbricks system. The top navigation bar includes the platbricks logo, a search bar, and user information (Nowy Tomysli). The main header shows the breadcrumb 'Dashboard / Nowy Tomysli / Book time slot'. A progress bar at the top indicates four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (completed), 'Select time slot' (active), and 'Check & confirm data' (pending). The 'Open Items' section on the left lists 'Selected time slot' with a date of 18/02/2025 and a note 'This time is displayed in UTC+01:00'. The 'Selected time slots' section on the right shows a selected slot for Tuesday, 18/02/2025, 07:00, with an inbound item '0181306283' and a quantity of 24000 KGM. A confirmation dialog box is centered on the screen, asking 'Do you want to confirm selected time slots?' and listing the same item and quantity. The dialog box has 'Cancel' and 'Confirm' buttons at the bottom, both highlighted with red boxes. A 'Next' button is visible in the bottom right corner of the main interface.

BOOKING TIME SLOT

- Please check all the data entered in the previous steps and can then validate the booking in the system by clicking on the 'Next' icon
- or return to previous windows by clicking on the 'Back' icon to make corrections

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Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries ✓ Enter Booking Data ✓ Select time slot ✓ Check & confirm data 4

Reserved Time Slots

Driver name	Jan Kowalski	Supplier	[Redacted]
Driver's phone number	+48123456789	Supplier's phone number	+48123456789
Comment		License plate truck	STAG987
Confirmation E-mail	Lmaclej@kowicz@josera.pl	License plate trailer	STAG987

Reserved Time Slots

Tuesday, 18/02/2025, 07:00

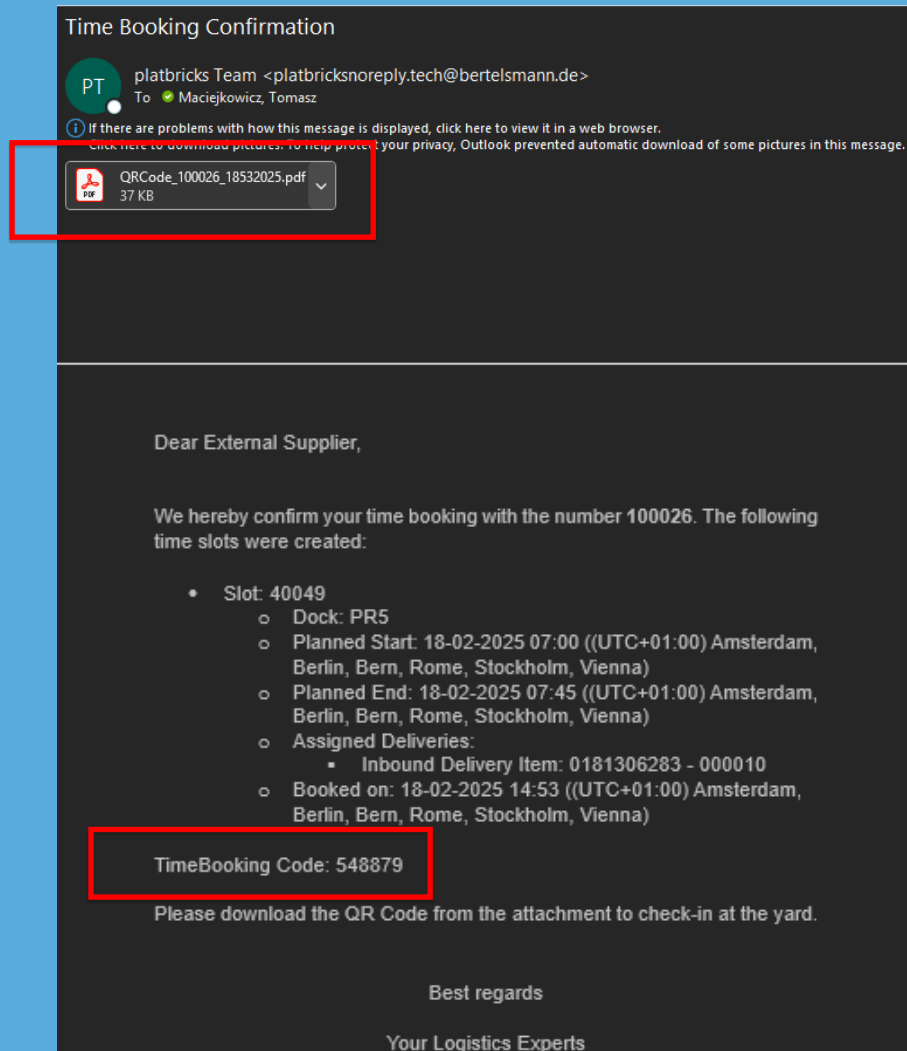
- ✓ Inbound 0181306283
- ✓ Item: 000000000010000733, Geflügelfett 2

24000 KGM

Back

Next

BOOKING MANAGEMENT



The booking has been saved in the system and the system sends a confirmation to the e-mail address provided in the booking.

In Attached to the email You can find a .pdf file with the QR code and the TimeBooking Code/Reference code needed to CHECK-IN the driver point 8A or 8B (Road map on the next slides)

BOOKING MANAGEMENT

We hereby confirm your time booking with the number **100026**. The following time slots were created:

- Slot: 40049
 - Dock: PR5
 - Planned Start: 18-02-2025 07:00 ((UTC+01:00)
Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna)
 - Planned End: 18-02-2025 07:45 ((UTC+01:00)
Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna)
 - Assigned Deliveries:
 - Inbound Delivery Item: 0181306283 - 000010

TimeBooking Code: 548879



The .pdf file contains : the QR code and the „TimeBooking Code/Reference Code” needed to identify the driver at CHECK-IN point 8A or 8B. Road map on the next slides.

It will bit restricted enter the site without a QR code or reference code, so please provide the QR code and reference number directly to the driver (electronic form as in the pdf attachment or print from the .pdf file).

The reference code ‘TimeBooking Code’ can also be used interchangeably .

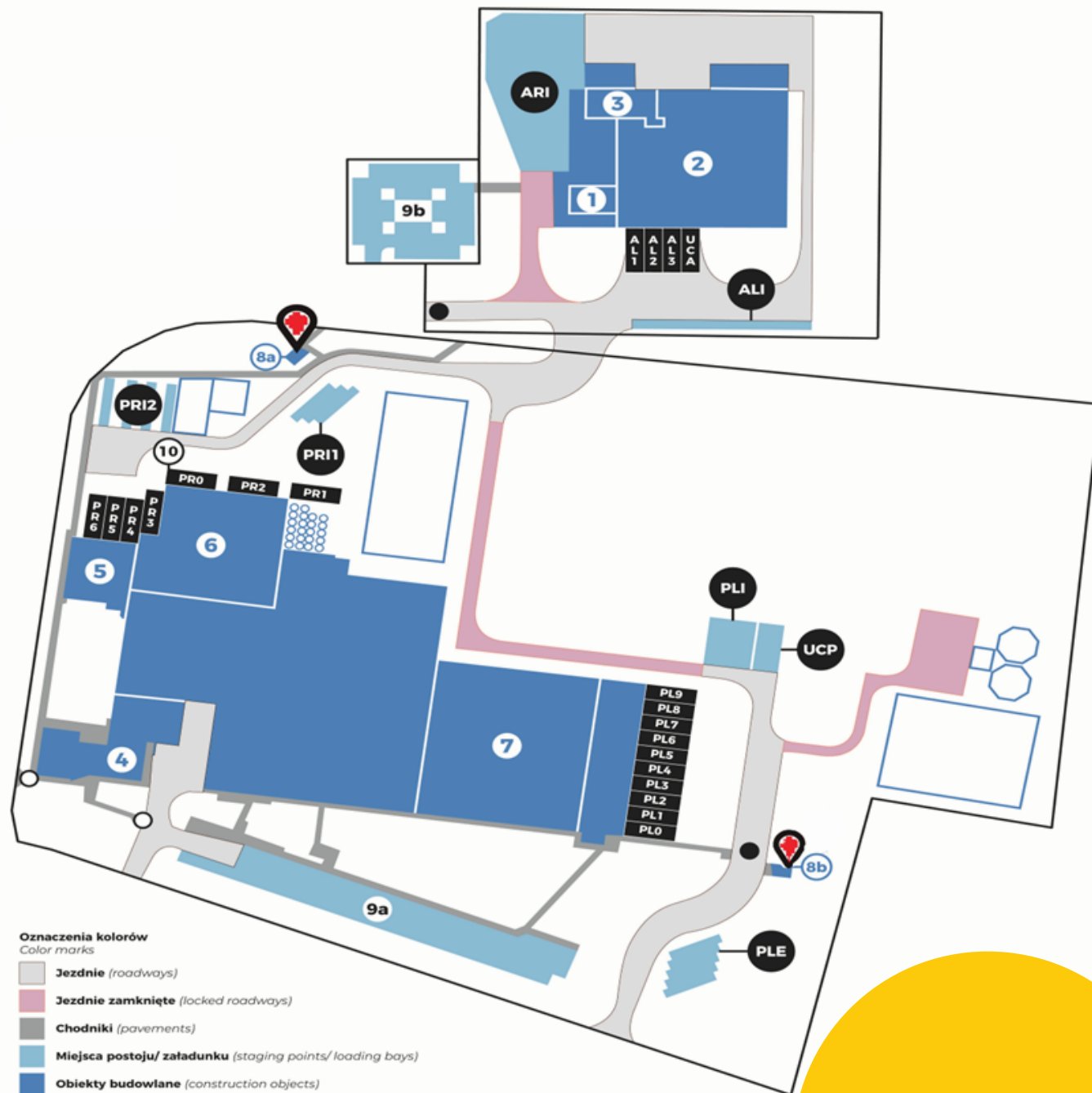
BOOKING MANAGEMENT

The data entered at the BOOKING stage, e.g. the driver's telephone number, truck plate number can be modified by driver at CHECK-IN process (point 8A or 8B)
Road map on the next slide.

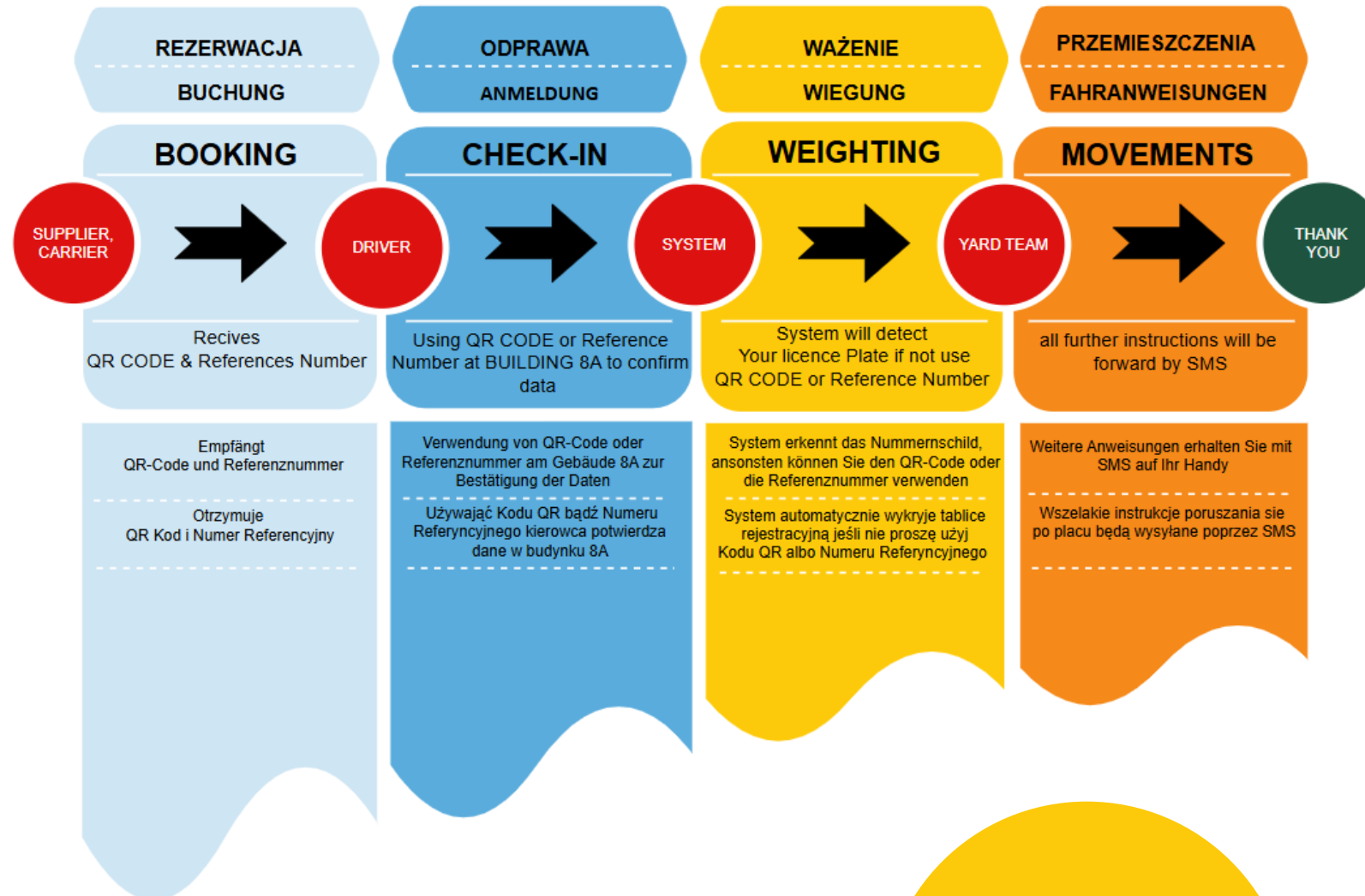
All movements instructions related to the driver's on Yard will be sent to the driver via SMS.

Providing an invalid mobile phone number by the driver during the CHECK-IN process will make movements on Yard bit difficult.

Providing and incorrect truck license plate during CHECK-IN process by the driver will slow down a bit whole YARD movements .



PROCESS FLOWCHART



**If you have any questions, please
contact us directly**

Yard Coordinator :

Phone Number: +48 532466566

or

E-mail: yard@josera.pl

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CHECK-IN

ERBACHER the food family



Time Booking Confirmation

Supplier/Carrier receive an e-mail with confirmation of Booking. In attachment should be a pdf file.

As a result of this, that file should be printed or shared to the Driver.

Time Booking Confirmation

The most important data for Driver should
be
TimeBooking Reference Code
&
QR Code

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We hereby confirm your time booking with the number **100026**. The following time slots were created:

- Slot: 40049
 - Dock: PR5
 - Planned Start: 18-02-2025 07:00 ((UTC+01:00)
Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna)
 - Planned End: 18-02-2025 07:45 ((UTC+01:00)
Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna)
 - Assigned Deliveries:
 - Inbound Delivery Item: 0181306283 - 000010

TimeBooking Code: 548879

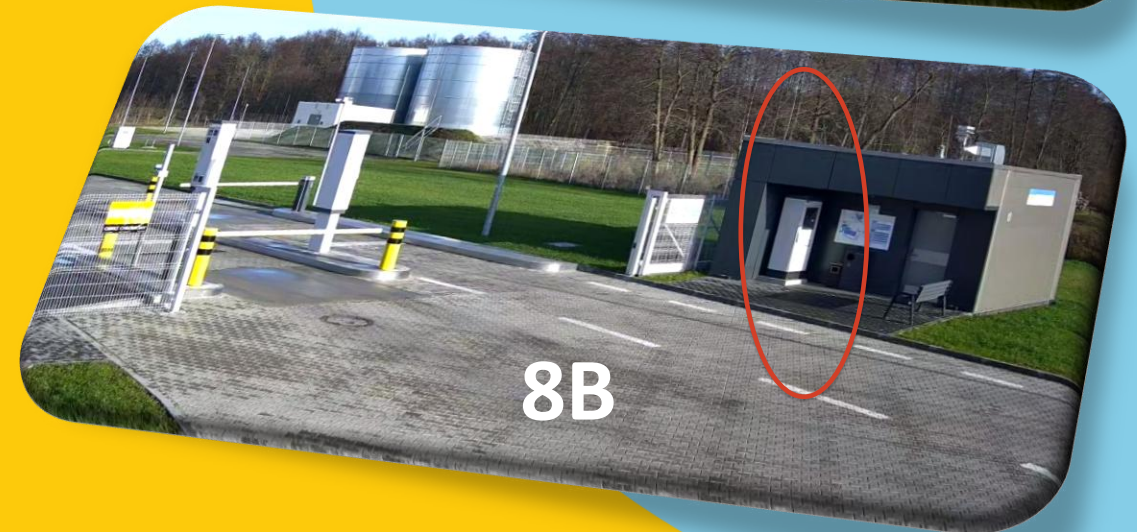


CHECK-IN

BUILDINGS 8A or 8B:

In these buildings are Terminals (PC) where The Driver should complete CHECK-IN:

- Verify & Confirm Data (from Booking Process)
- Fill the Cleaning Document
- Confirm the Safety Document



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CHECK-IN

The PC is equipped with a touch screen so each processes can be done by touching the screen.

The First thing driver should select language of CHECK-IN and then after it select the method of Identify Booked Delivery.

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The screenshot displays the ERBACHER check-in interface on a touch screen. The top section, titled "Please select a language", offers five language options: English (with the UK flag and "GET STARTED" button), Deutsch (with the German flag and "LOSLEGEN" button), Polski (with the Polish flag and "ZACZNIJ" button), Русский (with the Russian flag and "НАЧАТЬ" button), and Українська (with the Ukrainian flag and "ПОЧАТИ" button). The bottom section, titled "Registration methods", prompts the user to "Please select your registration method!". It provides two options: a QR Code (with a QR code image and "QR Code" label) and a Reference Code (with a four-dot input field and "Reference Code" label). At the bottom right, there are "BACK" and "HELP" buttons.

CHECK-IN:

Verify & Confirmation Data

Next System will provide data to screen to verify data from BOOKING stage.

If everything is correct the Driver presses just button CONFIRM if not then CHANGE.

Important thing is to fill phone number and license plate number without spaces like in sample beside.

Please verify/complete your data!

First Name	Driver
Email	abc@abc.pl
Phone Number	+48663661940
Number Plate	PNT123432
License Plate Trailer	
Supplier	YX
Comment	

CONFIRM **CHANGE** **BACK** **CANCEL**

By clicking "Confirm", you consent to the storage of your personal data in our system. Your data will not be shared with third parties.

Reserved Time Slots
Delivery TEST2
> Item: 00000000010000004, Mais

Please verify/complete your data!

Driver Name *	Driver
Email *	
Phone Number *	+48123456789
Number Plate *	PNT123432
License Plate Trailer *	
Supplier *	YX
Comment	

CONFIRM **CANCEL**

Reserved Time Slots
Delivery TEST2
> Item: 00000000010000004, Mais

Phone Number
48663661940

tab q w e r t y u i o p [] \
caps lock a s d f g h j k l ; ' enter
shift z x c v b n m , . / shift
.com @ close

CHECK-IN:

Verify & Confirmation Data

**The Verification can be Confirmed entering
code sent to mobile phone by SMS**

Please verify yourself!

You will receive a verification code to your Mobile phone. Please enter the provided code.

CONFIRM

BACK

HELP

CHECK-IN: Filling Cleaning Document

All fields are mandatory:

-Materials descriptions

-IDTF Number of materials

-Cleaning method for each from legend



Important:

Supplier/Carrier should provide the correct IDTF numbers to the Driver.



IDTF data and cleaning process

Please fulfill your data and cleaning process form last freights.



Third Last Freight



Second Last Freight



Last Freight



Third last freight - material description *

IDTF Material *

Cleaning metho...

Second last freight - material description *

IDTF Material *

Cleaning metho...

Last freight - material description *

IDTF Material *

Cleaning metho...

Cleaning legend


A = Dry cleaning

B = Wet cleaning with water

C = Wet cleaning with water and cleaning agent

D = Wet cleaning with water, with cleaning agent and disinfection

Signature



CONFIRM



BACK

HELP



IDTF data and cleaning process

Please fulfill your data and cleaning process form last freights.



Third Last Freight



Second Last Freight



Last Freight



Third last freight - material description *

Meis

IDTF Material *

40341

Cleaning method *

A

Second last freight - material description *

Meis

IDTF Material *

40341

Cleaning method *

A

Last freight - material description *

Meis

IDTF Material *

40341

Cleaning method *

A

Cleaning legend


A = Dry cleaning

B = Wet cleaning with water

C = Wet cleaning with water and cleaning agent

D = Wet cleaning with water, with cleaning agent and disinfection

Signature



CONFIRM

BACK

HELP

CHECK-IN:

Confirmation Safety Instruction

Checkbox Read and Confirm must be marked

Also

Signature should be made

Safety Instruction

1. Always wear appropriate safety gear, such as helmets, gloves, and safety goggles, when working.
2. Ensure that all machinery and equipment are properly maintained and in good working condition before use.
3. Familiarize yourself with emergency procedures and the location of emergency exits and first aid kits.
4. Follow all safety protocols and guidelines provided by your supervisor or employer.
5. Do not operate machinery or equipment if you are not trained or authorized to do so.
6. Keep work areas clean and organized to prevent accidents and injuries.
7. Report any safety hazards or concerns to your supervisor immediately.
8. Take regular breaks to prevent fatigue and maintain focus while working.
9. Never attempt to bypass safety mechanisms or guards on machinery or equipment.
10. Always follow proper lifting techniques to avoid strains and injuries.


☒ Read and confirm safety instruction

CONFIRM

BACK

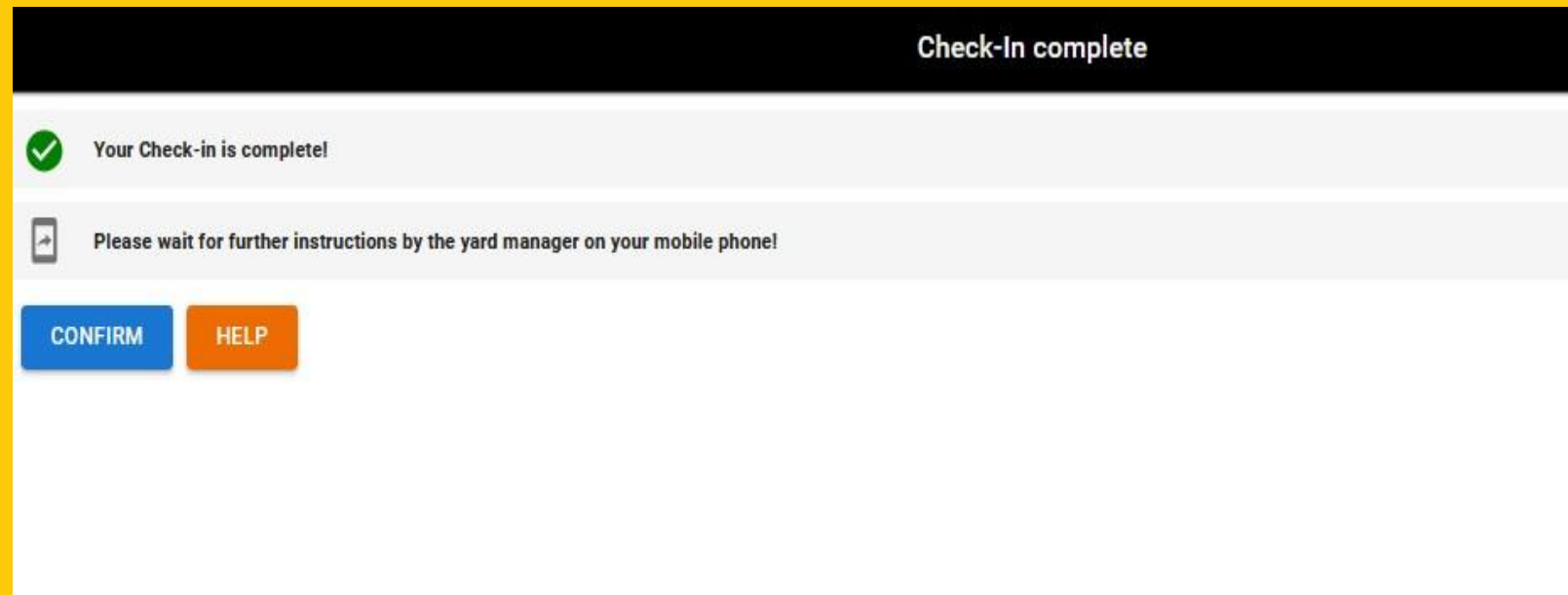
HELP

Signature



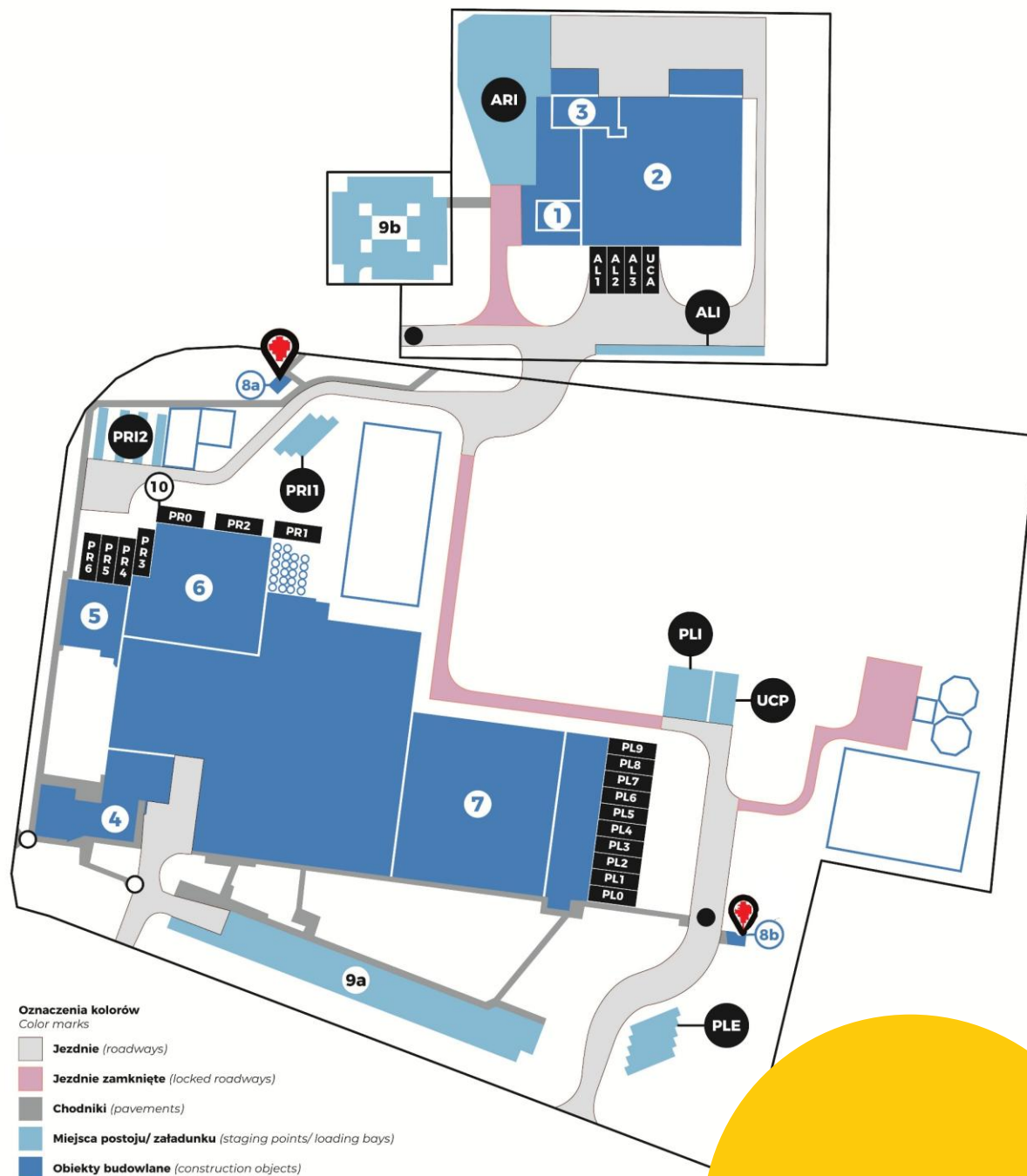
CHECK-IN:

Check-in is now complete.

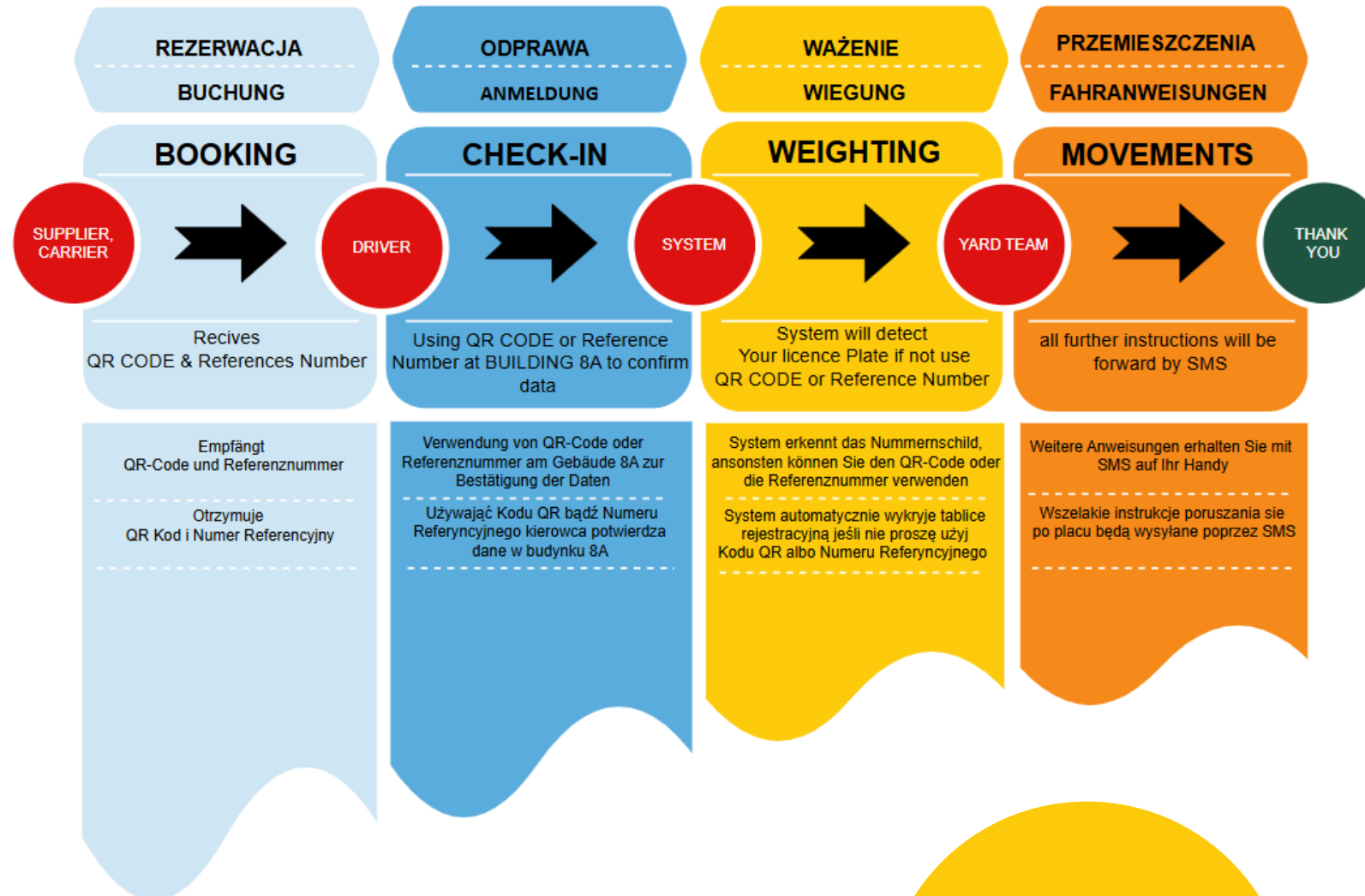


The driver should Confirm & wait for further instructions, which will be sent via SMS.

Like “Please Drive to...”



PROCESS FLOWCHART



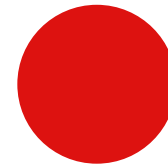
**If you have any questions, please
contact us directly**

Yard Coordinator :

Phone Number: +48 532466566

or

E-mail: yard@josera.pl



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