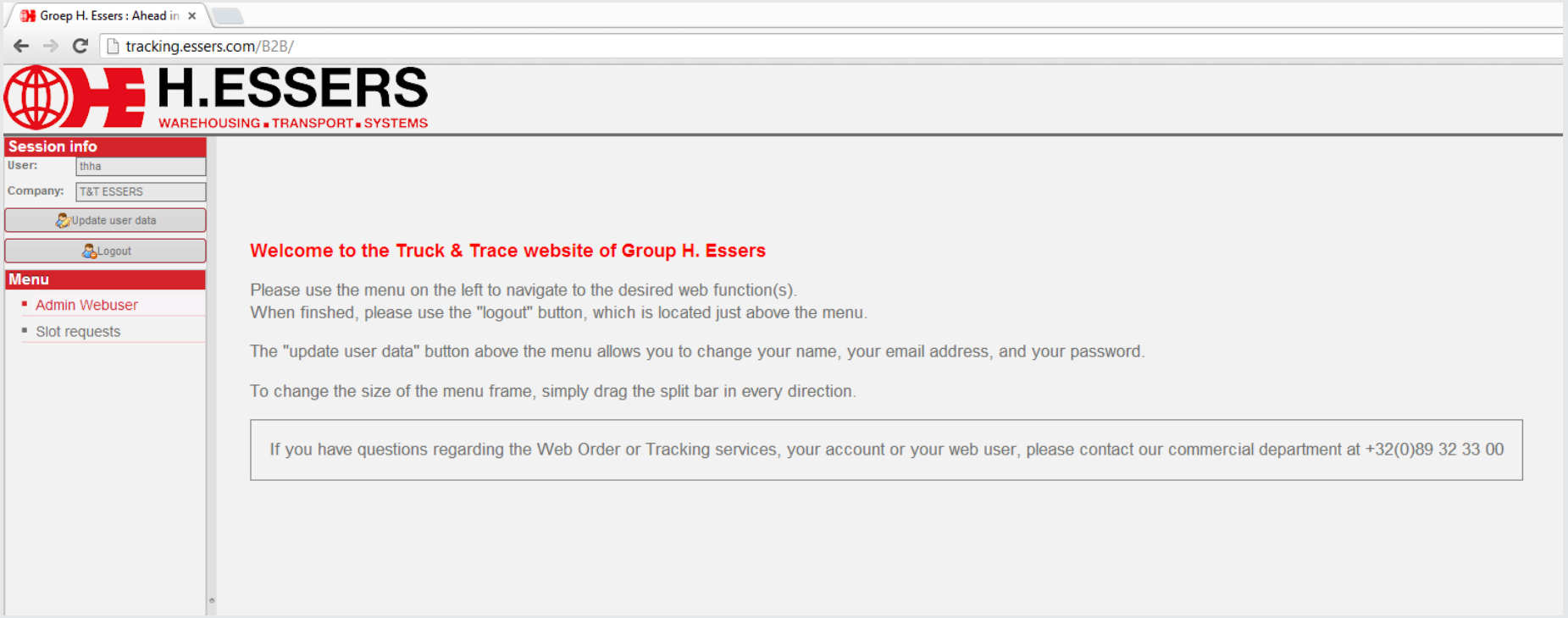
H.ESSERS
WAREHOUSING ▪ TRANSPORT ▪ SYSTEMS

proximus

ON LINE SLOT BOOKING

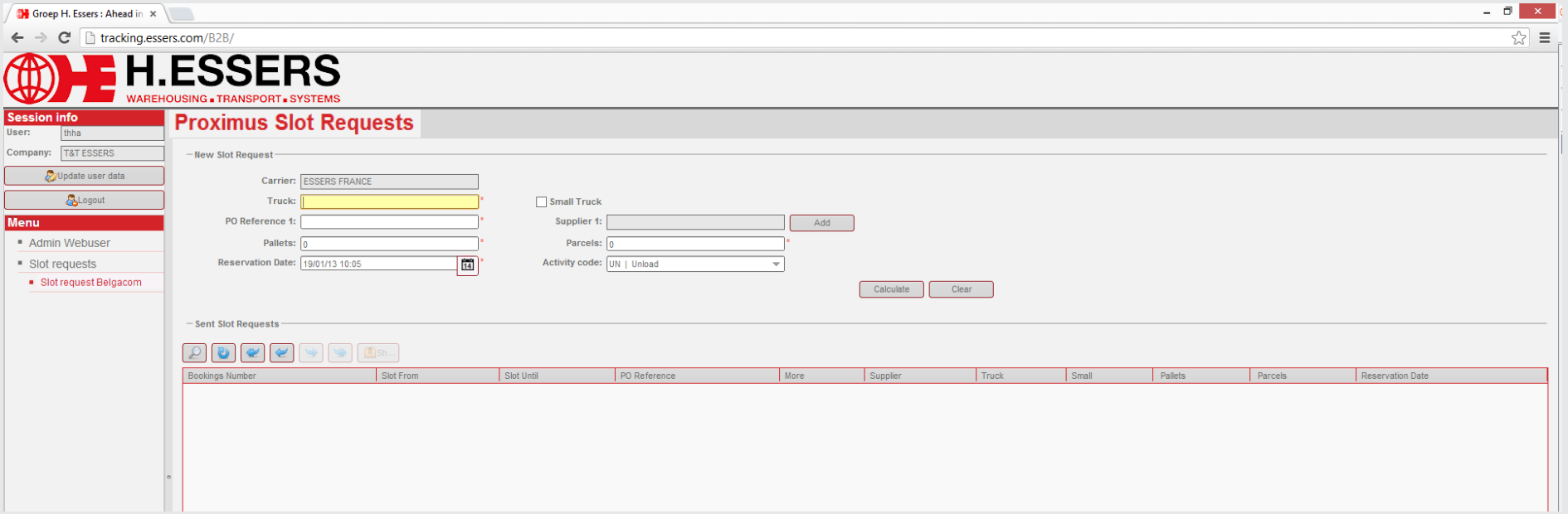
- **GETTING STARTED**
  - **SLOT BOOKING FOR DELIVERY IN COURCELLES**
    - via http://tracking.essers.com
    - Request your account via:
    - Log in, manage your users and book slots on line.
      - ➔ Company name
      - ➔ User name
      - ➔ Pass word

      Will be send to you via e-mail. These are all case-sensitive.

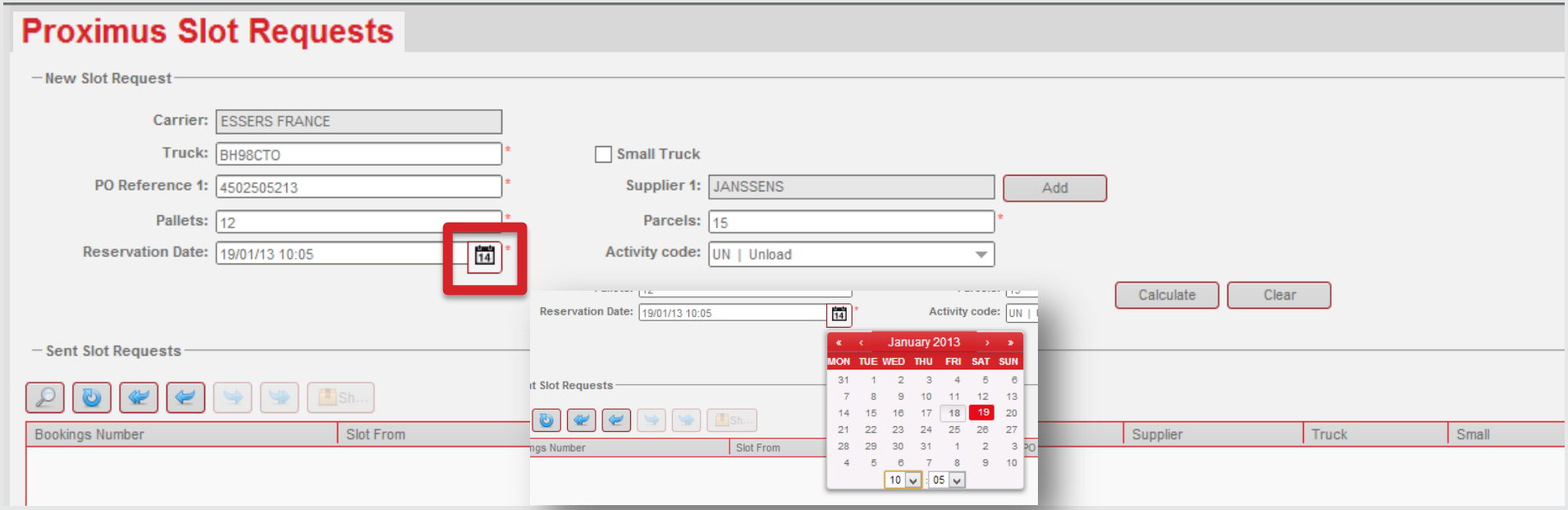


SLOT BOOKING

- **MENU ITEM: SLOT REQUESTS ➔ SUB MENU: SLOT REQUESTS PROXIMUS**
  - The slot booking application will be loaded if you click on the Slot request Belgacom menu item.
  - Insert the following data
    - ➔ Truck: the license plate of the truck. (Not mandatory)
    - ➔ PO Reference 1 (Via the add button, you can add up to 20 (at least one is obligatory) PO references).
    - ➔ Pallets: Insert the number of pallets you will be delivering.
    - ➔ Reservation date/ time: choose a date (make sure to use the DD/MM/YYYY HH:MM) format
    - ➔ Small truck: Box truck/ City truck/ Van
    - ➔ Suppliers will be updated automatically based on the PO Reference inserted.
    - ➔ Parcels: insert the number of parcels you will be delivering
    - ➔ Activity: Default the activity shown is unload: no need to make a change to this field.



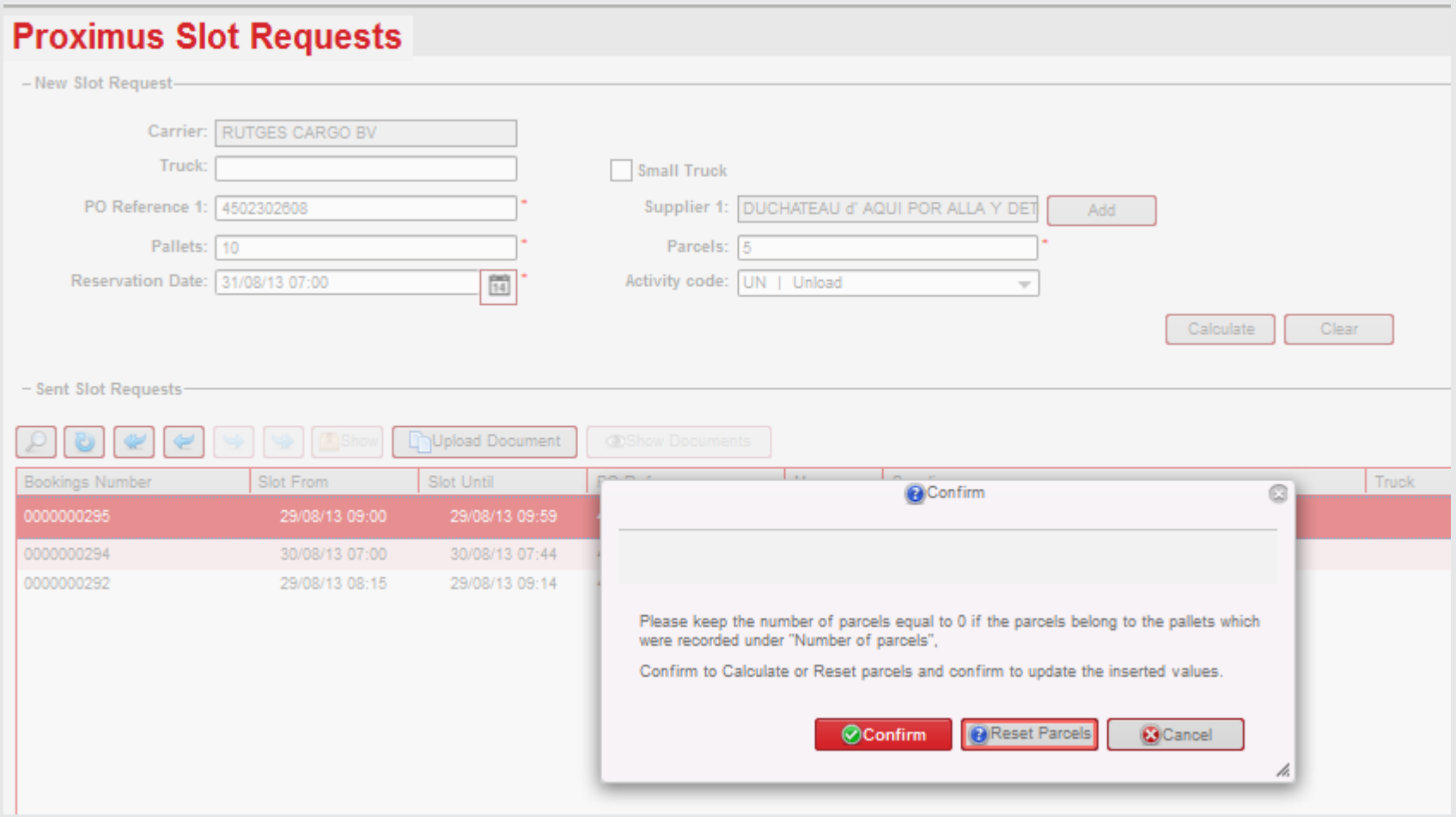
SLOT BOOKING



- **CONFIRM A SLOT BOOKING**
  - If you complete all fields, you can choose to confirm the inserted booking. A slot will be calculated closest to the date and time you selected.
  - The slot will not be confirmed automatically. You will receive a slot proposition (screen shot). If the calculated slot suits you, you can confirm. The slot will be saved.
  - If you prefer another slot. You can cancel and try another reservation date/ time, to find out if another time is available for you.

RESET PARCELS

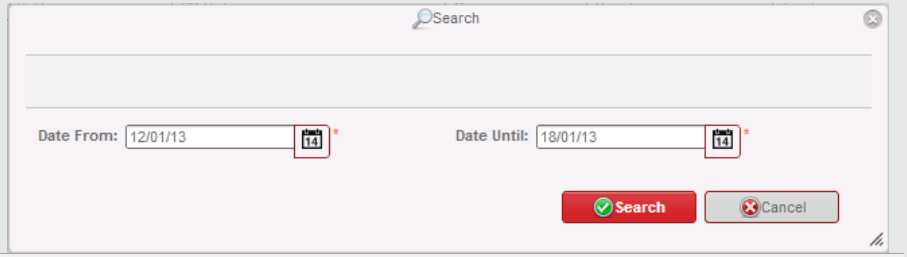
If you add a number of pallets as well as a number of parcels, the system will ask you to confirm both will be transported as separate transport units. If this is not the case, you will have the possibility to reset the parcels to 0 before calculation or to cancel to enter other values.

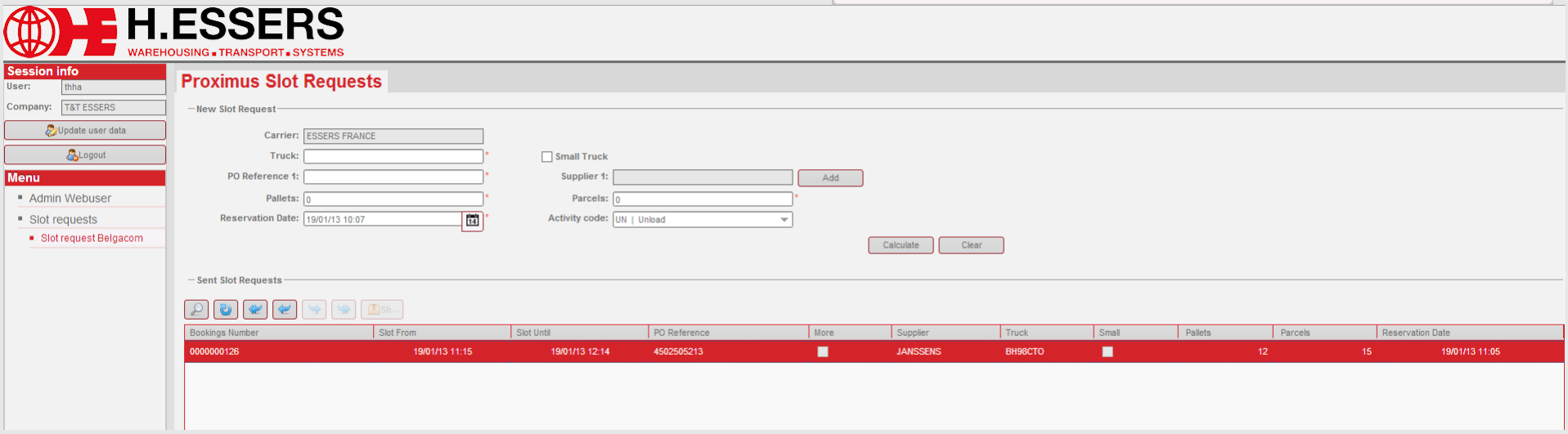


SLOT BOOKING

CONFIRMED BOOKINGS

- If you confirm a booking, the booking will be visiualized in the Sent Slot Requests table. The most recent bookings will be visualized in this table.
- The columns in the table will contain the values inserted before booking the slot.
  ➔ if more than one PO references was added, you can use the button show all, to show all PO references.
- Default the most recent bookings will be shown, if you want to request more bookings, the navigation buttons will have to be used.
  via the single arrow, you can request 50 more bookings.
  via the double arrow, you can go to the last record in the list.
- Use the button search, to search a specified time range.
  Make sure to use the DD/MM/YY format. Or select a date via the calendar pop-up.

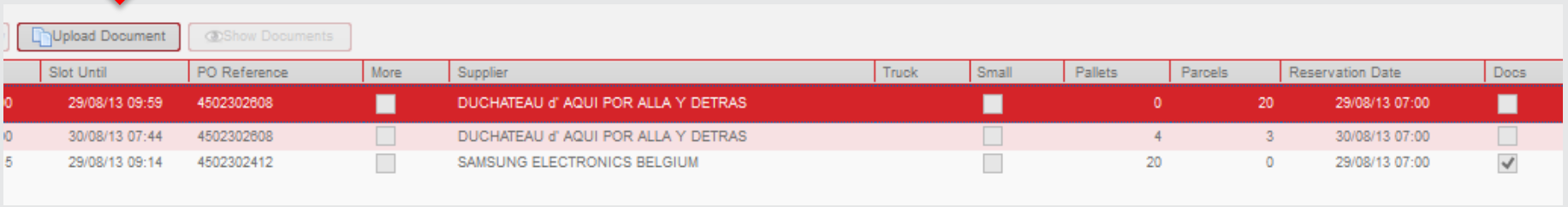




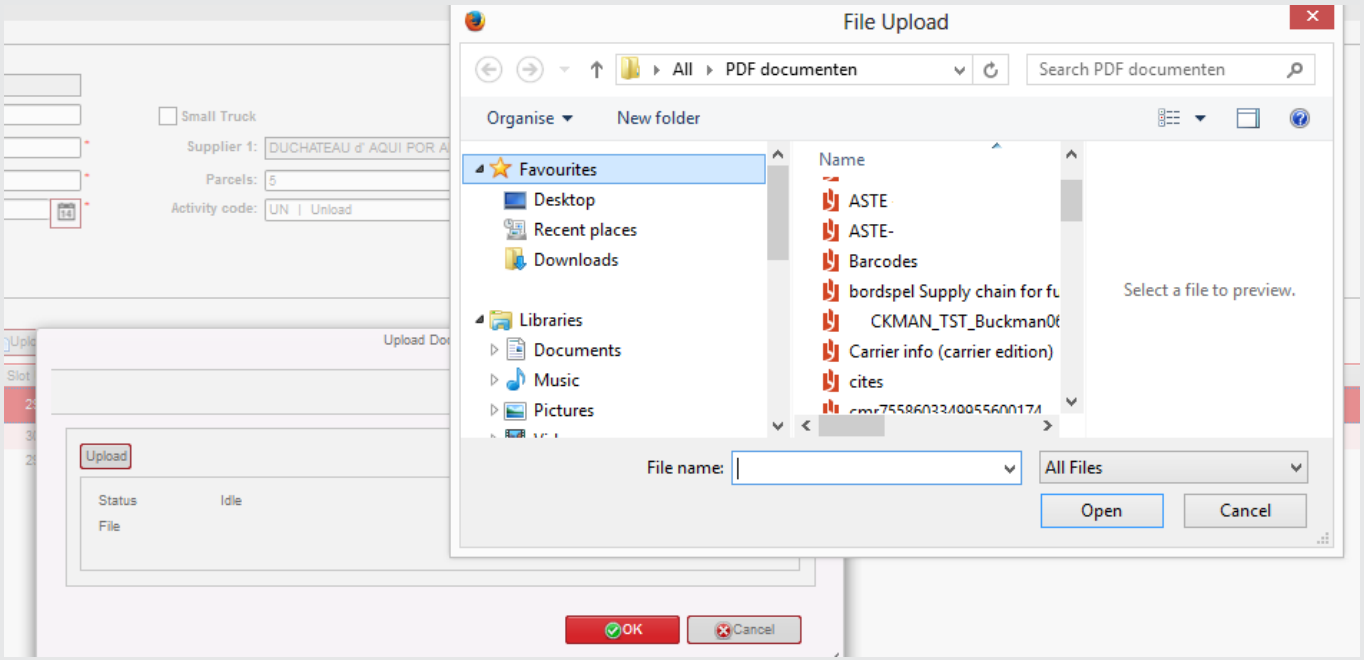
UPLOAD DOCS

Via the upload document button, you must upload documents from your personal drive and link these to a booking:

The Delivery note must be always added to this booking.

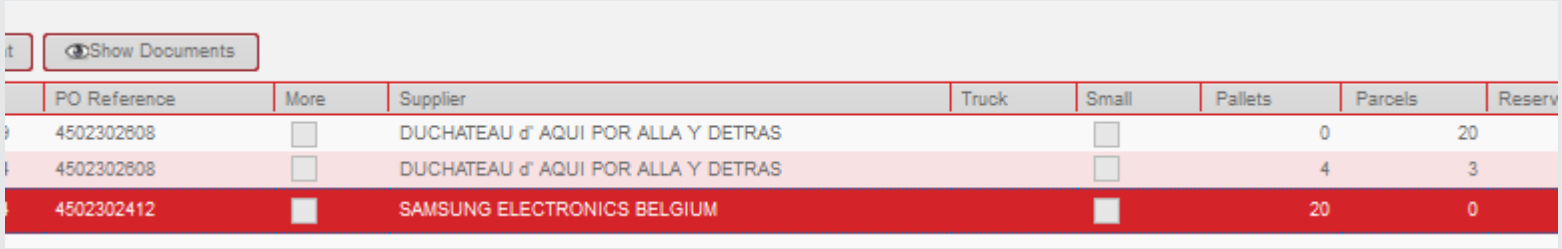


You can browse your drive, and upload PDF files (TIF, PNG, TXT files as well)

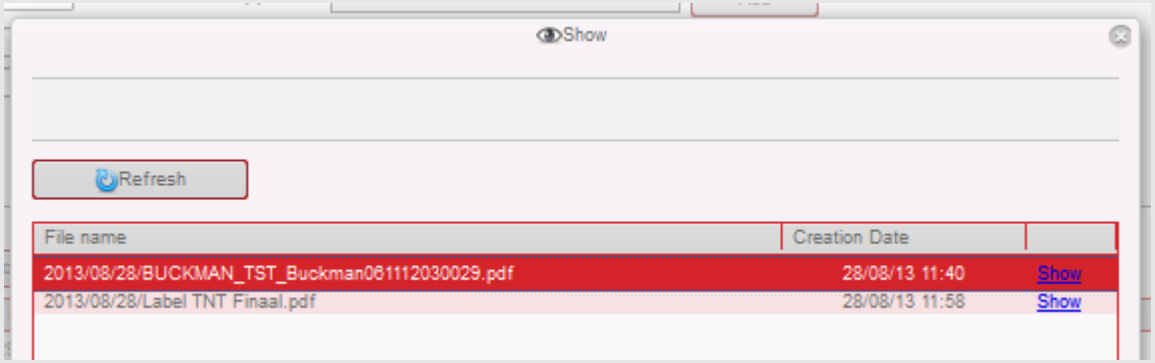


VIEW DOCS

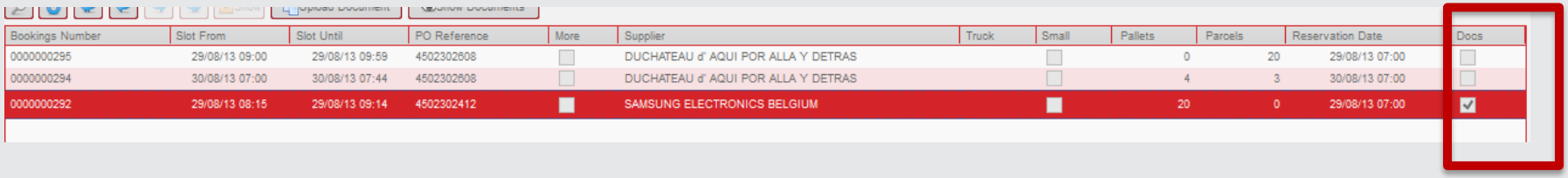
Once a document was uploaded, you can check it on line via the show documents button:



You can choose to show the document vie the show document

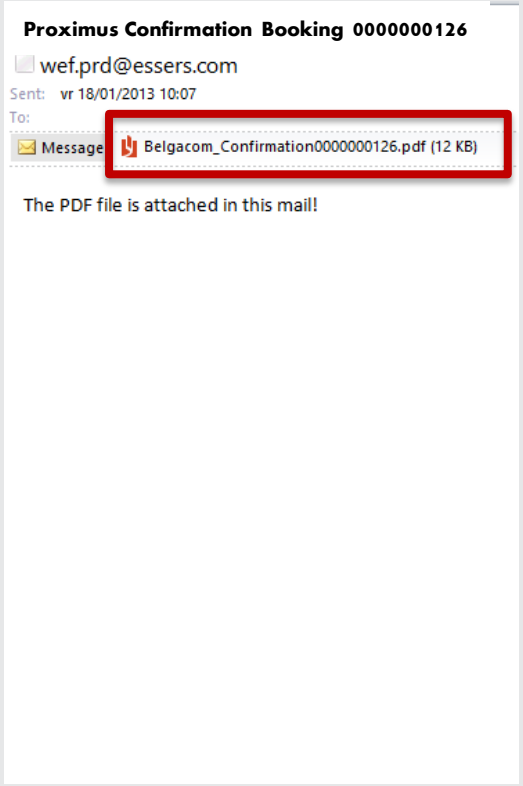


Slots with a document linked, will have the column Docs checked on:



SLOT BOOKING

- **CONFIRMATION MAILS**
  - If you confirm a booking, you will receive an automated e-mail with the slot confirmation PDF attached to it.
    ➔ the slot confirmation mail will contain all values inserted while booking a slot
- **CANCELLATION MAILS**
  - If a slot is cancelled (this can only be done by a operative in Courcelles), you will receive an automated cancellation mail. This mail will have the same structure as the confirmation mail, but will show a reason for cancellation.



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SLOT CONFIRMATION

Booking Nr	0000000126
Booking Date	18/01/13

Slot Request Confirmation for:
ESSERS FRANCE
9,RUE DE STADE
FR 67580 MERTZWILLER

Contact details for H.Essers & Zonen NV:
Proximus Distribution Center
Rue de liège 70
BE 6180 Courcelles

Slot:

From: 19/01/13 11:15 **Until:** 19/01/13 12:14

Please make sure to be present on the yard at least 15 minutes beforehand.

Detail:

The Detail shown here is the info added by the carrier while booking a slot.

Truck:	BH98CTO
Small Truck:	No
PO:	4502505213
Number of Pallets:	12
Number of Parcels:	15
Reservation Date:	19/01/13 11:05

MODIFICATION OR CANCELLATION OF A SLOT BOOKING

All modification (update number of pallets/parcels or delivery date/hour) or cancellation of a slot booking
already confirmed has to be requested by e-mail sent to

proximus.dc@proximus.com