

# 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.



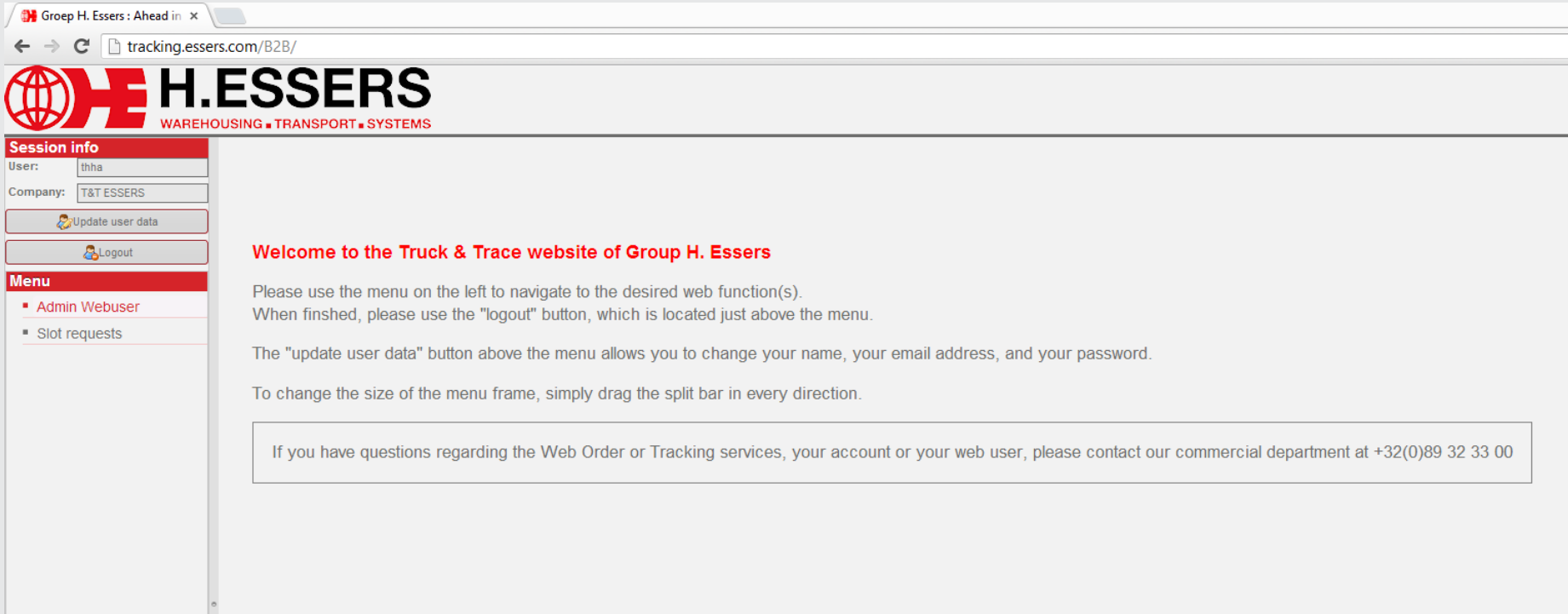
**H.ESSERS**  
WAREHOUSING ■ TRANSPORT ■ SYSTEMS

Bedrijf

Gebruiker

Wachtwoord

**Aanmelden**



Groep H. Essers : Ahead in x


tracking.essers.com/B2B/


**H.ESSERS**  
WAREHOUSING ■ TRANSPORT ■ SYSTEMS

**Session info**

User:

Company:

 Update user data

 Logout

**Menu**

- Admin Webuser
- Slot requests

**Welcome to the Truck & Trace website of Group H. Essers**

Please use the menu on the left to navigate to the desired web function(s).  
When finished, please use the "logout" button, which is located just above the menu.

The "update user data" button above the menu allows you to change your name, your email address, and your password.

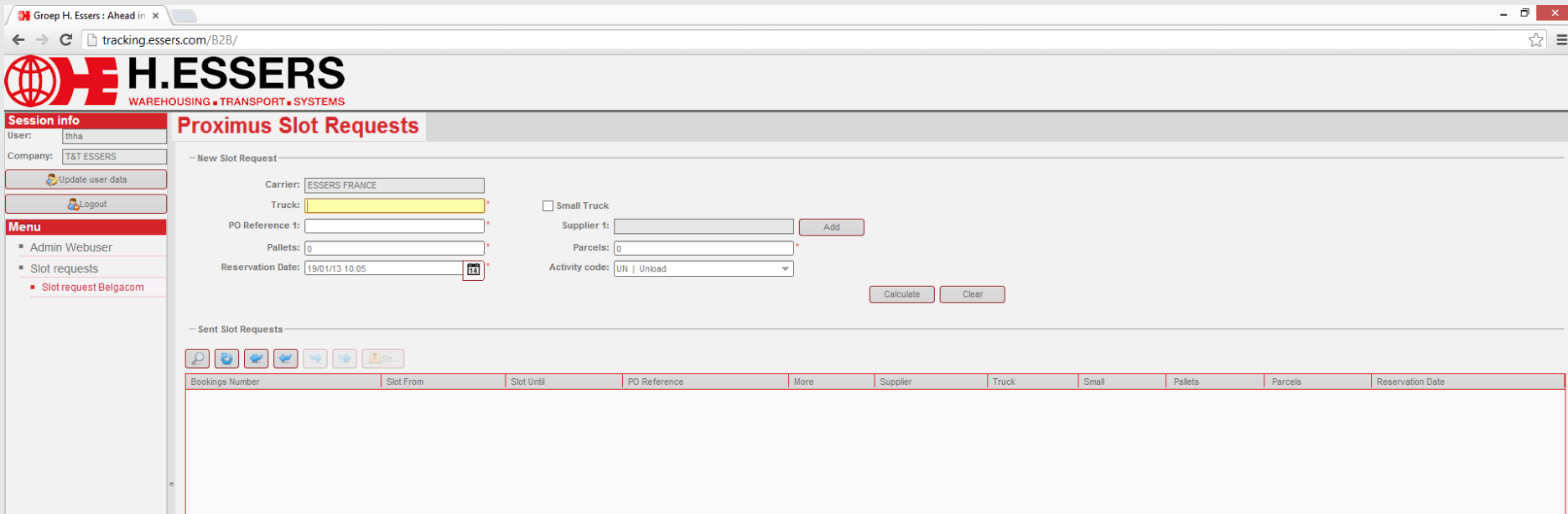
To change the size of the menu frame, simply drag the split bar in every direction.

If you have questions regarding the Web Order or Tracking services, your account or your web user, please contact our commercial department at +32(0)89 32 33 00

## ■ 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.



The screenshot shows a web browser window with the URL `tracking.essers.com/B2B/`. The page header features the H.ESSERS logo and the text "WAREHOUSING • TRANSPORT • SYSTEMS". The main content area is titled "Proximus Slot Requests" and contains a "New Slot Request" form. The form includes the following fields and controls:

- Carrier:** Text input field containing "ESSERS FRANCE".
- Truck:** Text input field with a yellow background.
- PO Reference 1:** Text input field.
- Pallets:** Text input field containing "0".
- Reservation Date:** Text input field containing "19/01/13 10:05" with a calendar icon.
- Small Truck:** A checkbox that is currently unchecked.
- Supplier 1:** Text input field with an "Add" button next to it.
- Parcels:** Text input field containing "0".
- Activity code:** A dropdown menu showing "UN | Unload".

Below the form are "Calculate" and "Clear" buttons. At the bottom of the page, there is a table with the following columns: Bookings Number, Slot From, Slot Until, PO Reference, More, Supplier, Truck, Small, Pallets, Parcels, and Reservation Date. The table body is currently empty.

## ■ SLOT BOOKING

### Proximus Slot Requests


— New Slot Request —

Carrier:

Truck:  \*

PO Reference 1:  \*

Pallets:  \*

Reservation Date:   \*




































Small Truck

Supplier 1:


Parcels:  \*

Activity code:

— Sent Slot Requests —


Bookings Number	Slot From	Supplier	Truck	Small

Reservation Date:   \* Activity code:

January 2013						
MON	TUE	WED	THU	FRI	SAT	SUN
31	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	29	30	31	1	2	3
4	5	6	7	8	9	10

## ■ 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.

 Calculate ✕

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**Slot From:** 19/01/13 10:15 **Slot Until:** 19/01/13 11:14

Please Confirm, or Cancel to change the slot request.

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.

## Proximus Slot Requests


– New Slot Request –

Carrier:

Truck:

PO Reference 1:  \*

Pallets:  \*

Reservation Date:   \*

Small Truck

Supplier 1:

Parcels:  \*

Activity code:

– Sent Slot Requests –

Bookings Number	Slot From	Slot Until	Truck
0000000295	29/08/13 09:00	29/08/13 09:59	
0000000294	30/08/13 07:00	30/08/13 07:44	
0000000292	29/08/13 08:15	29/08/13 09:14	

**Confirm**

Please keep the number of parcels equal to 0 if the parcels belong to the pallets which were recorded under "Number of parcels".

Confirm to Calculate or Reset parcels and confirm to update the inserted values.

## ■ SLOT BOOKING

### ■ CONFIRMED BOOKINGS

- If you confirm a booking, the booking will be visualized 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.

 Search ✕

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Date From:   \*


Date Until:   \*

✔ Search
✕ Cancel

**Session info**

User: thha  
 Company: T&T ESSERS

 Update user data

 Logout

**Menu**

- Admin Webuser
- Slot requests
  - Slot request Belgacom

### Proximus Slot Requests


– New Slot Request –

Carrier:

Truck:

PO Reference 1:

Pallets:

Reservation Date:   \*

Small Truck

Supplier 1:  Add

Parcels:

Activity code:

Calculate Clear

– Sent Slot Requests –



Bookings Number	Slot From	Slot Until	PO Reference	More	Supplier	Truck	Small	Pallets	Parcels	Reservation Date
0000000126	19/01/13 11:15	19/01/13 12:14	4502505213	■	JANSSENS	BH98CTO	■	12	15	19/01/13 11:05

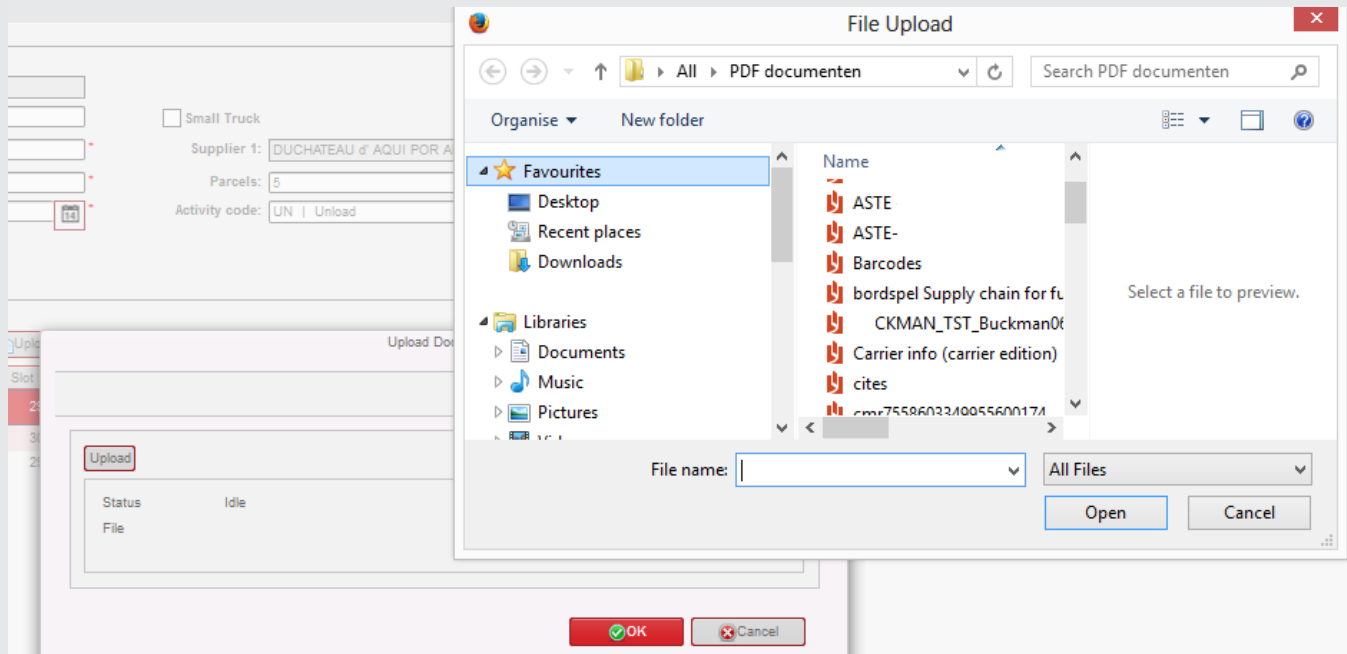
Via the upload document button, you must upload documents from your personal drive and link these to a booking:



**The Delivery note must be always added to this booking.**

	Slot Until	PO Reference	More	Supplier	Truck	Small	Pallets	Parcels	Reservation Date	Docs
0	29/08/13 09:59	4502302808	<input type="checkbox"/>	DUCHATEAU d' AQUI POR ALLA Y DETRAS		<input type="checkbox"/>	0	20	29/08/13 07:00	<input type="checkbox"/>
0	30/08/13 07:44	4502302808	<input type="checkbox"/>	DUCHATEAU d' AQUI POR ALLA Y DETRAS		<input type="checkbox"/>	4	3	30/08/13 07:00	<input type="checkbox"/>
5	29/08/13 09:14	4502302412	<input type="checkbox"/>	SAMSUNG ELECTRONICS BELGIUM		<input type="checkbox"/>	20	0	29/08/13 07:00	<input checked="" type="checkbox"/>

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



The screenshot shows a 'File Upload' dialog box. The current directory is 'All PDF documenten'. The file list includes:

- ASTE-
- ASTE-
- Barcodes
- bordspel Supply chain for fu
- CKMAN\_TST\_Buckman0f
- Carrier info (carrier edition)
- cites
- cmr755860331005560017A

The 'File name' field is empty, and the file type is set to 'All Files'. The 'Open' button is highlighted.

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

PO Reference	More	Supplier	Truck	Small	Pallets	Parcels	Reserv
4502302608	<input type="checkbox"/>	DUCHATEAU d' AQUI POR ALLA Y DETRAS		<input type="checkbox"/>	0	20	
4502302608	<input type="checkbox"/>	DUCHATEAU d' AQUI POR ALLA Y DETRAS		<input type="checkbox"/>	4	3	
4502302412	<input type="checkbox"/>	SAMSUNG ELECTRONICS BELGIUM		<input type="checkbox"/>	20	0	

You can choose to show the document via the show document

File name	Creation Date	
2013/08/28/BUCKMAN_TST_Buckman081112030029.pdf	28/08/13 11:40	<a href="#">Show</a>
2013/08/28/Label TNT Finaal.pdf	28/08/13 11:58	<a href="#">Show</a>

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

Bookings Number	Slot From	Slot Until	PO Reference	More	Supplier	Truck	Small	Pallets	Parcels	Reservation Date	Docs
0000000295	29/08/13 09:00	29/08/13 09:59	4502302608	<input type="checkbox"/>	DUCHATEAU d' AQUI POR ALLA Y DETRAS		<input type="checkbox"/>	0	20	29/08/13 07:00	<input type="checkbox"/>
0000000294	30/08/13 07:00	30/08/13 07:44	4502302608	<input type="checkbox"/>	DUCHATEAU d' AQUI POR ALLA Y DETRAS		<input type="checkbox"/>	4	3	30/08/13 07:00	<input type="checkbox"/>
0000000292	29/08/13 08:15	29/08/13 09:14	4502302412	<input checked="" type="checkbox"/>	SAMSUNG ELECTRONICS BELGIUM		<input checked="" type="checkbox"/>	20	0	29/08/13 07:00	<input checked="" type="checkbox"/>



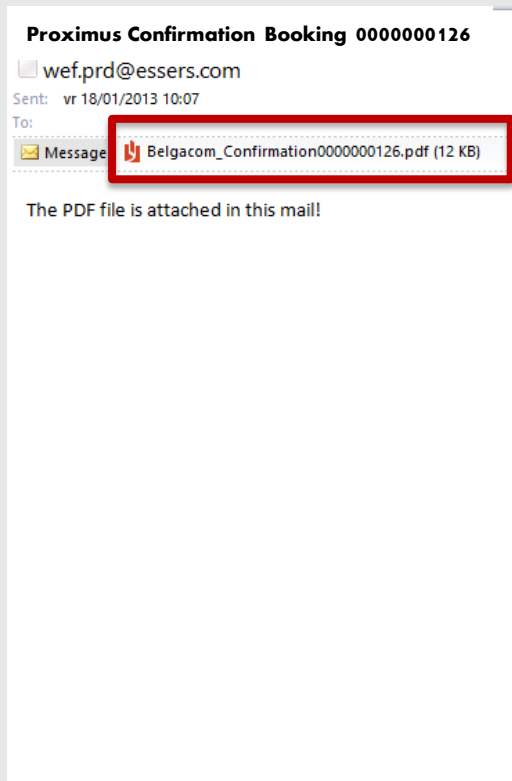

## ■ SLOT BOOKING

### ■ 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.

## SLOT CONFIRMATION

Booking Nr	0000000126
Booking Date	18/01/13

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

**Slot:**

**From:** 19/01/13 11:15

**Contact details for H.Essers & Zonen NV:**

Proximus Distribution Center  
 Rue de liège 70  
 BE 6180 Courcelles

**Until:** 19/01/13 12:14

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

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**Detail:**

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

<b>Truck:</b>	BH98CTO
<b>Small Truck:</b>	No
<b>PO:</b>	4502505213
<b>Number of Pallets:</b>	12
<b>Number of Parcels:</b>	15
<b>Reservation Date:</b>	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](mailto:proximus.dc@proximus.com)