

## TRANSPOREON – INSTRUCTIONS FOR TRANSPORTERS

When a carrier is assigned a transport, it is the carrier's obligation to reserve the arrival time for the loading / unloading on each location. Also, if the carrier has not been assigned a transport by Paloma d.d. or they are sub-carriers, it is also the carrier's obligation to reserve Times slots - booking for the process of loading / unloading. Carriers make reservations in - TRANSPOREON - Time Slots Management module. On arrival of the carrier- driver, time statuses (Arrival, start / end of loading / unloading, Departure) are recorded by the Paloma's security service and/or the warehouse keepers.

If the transport company is not yet registered with Transporeon system, you can do this by following the link procedure:

<https://register.transporeon.com/?token=8mnuSrK5rQJiH9SZtXKqqidOFohIcCf2Sul8NWFP4Y2fzScPldXHwxr8ozyqCDtv> or contact: Transporeon, help users at a phone number: PL: +48 12 631 20 88 / SI: +386 18 888434 / HR: +385 18 000030 / RS: 0 800 190322 ali e-mail: [support.east@transporeon.com](mailto:support.east@transporeon.com)

### **Important:**

1. Carriers must reserve a Time slots - booking in Transporeon on each loading/unloading location.
2. The arrival of the driver is obligatory at least 15 minutes before the booked term - booking.
3. When booking, all information and correct details are to be entered: registration number of the truck and trailer, driver's name and driver's mobile number.
4. On arrival, the driver presents the transport number - booking and knows the exact date & time:



5. If carrier will delay on booking or have an incorrect reservation, the loading/unloading will be performed within the next possible free term, or the next day if all the terms are filled for that day.
  6. Up to one hour before the booked time-booking, carriers may change the reserved date or notify of any delay.
  7. In order to ensure a smooth working process, we kindly ask you to observe the received Transporeon instructions and rules.
  - 8. Any costs incurred during the production process Paloma d.d. (unloading) or untimely delivery of goods to customers due to the arrival of the truck on a load/unload with delay or no reservation is taken by carrier.**
- For additional information regarding reservations, the driver have to turns to his/her management.**

Thanks in advance!  
Paloma d.d.

Sladki vrh, July 2018