

# Spot Slot Booking

**For efficient Customer  
Collections**

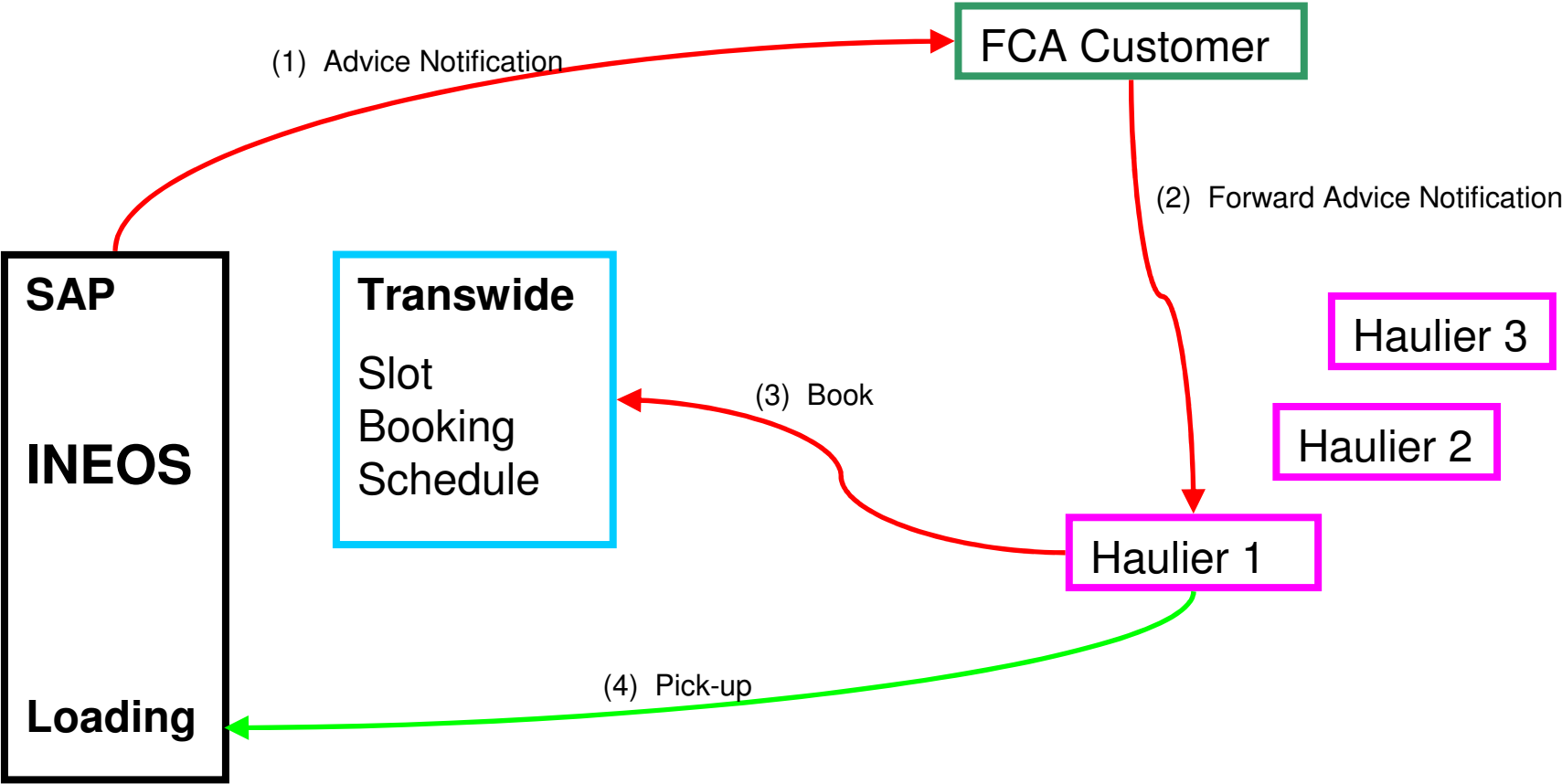
# Introduction

- Usual Customer requirements:
  - Upfront information on order treatment
  - Upfront INEOS references of order to arrange pick-up
  - Easy and smooth pick-up at INEOS plant
- Smooth pick-up requires loading slot booking
  - Ordered material is ready
  - INEOS handling is available to load
  - Reduce waiting time → no demurrage to pay
- Spot Slot Booking:
  - Any carrier can book loading slot in Transwide
  - Very easy
- Must book upfront: no booking, no loading

# Scope

- NOT valid for Grangemouth and Geel  
Present process remains valid:
  - Grangemouth: with Advice Notification, call the site and manually arrange pick-up date & time.
  - Geel: Call first / immediately the site to arrange pick-up date.
- Valid for all other INEOS sites
  - Bamble, Cologne, Lillo, Sarralbe, Lavera, Rosignano,
  - Plus external storage areas for Grangemouth:
    - Zeebrugge (ECS)
    - Kallo RDC (KTN)

# Process (1)



# Process (2)

- INEOS Customer Service Centre raises sales order
- INEOS plant starts handling the order with agreed loading date
- Simultaneously, a “Collection Advice Notification” is mailed to FCA customer, with references and carrier instructions
- **FCA customer forwards “Collection Advice Notification” to its carrier for execution**
- Carrier logs in INEOS Spot Slot Booking web page: Carrier books / modifies a loading slot
- Carrier comes at site to pick-up: smooth loading

# Collection Advice Notification (1)

- Sent automatically at order treatment by the INEOS plant
- Includes:
  - Material & Quantities ordered
  - Customer references
  - References of sales order and DN
  - Agreed date of pick-up
  - Instructions for booking and collection
  - **Hyperlink to INEOS Spot Slot Booking web page**
- **IMPORTANT : FORWARD IT TO THE CARRIER**  
**Carrier to book a Loading Slot.**

# Collection Advice Notification (2)

(sample)

From:  
 Sarralbe  
 Ineos Europe AG  
 Rue Ernest Solvay  
 57430 Sarralbe (Moselle)

## Collection Advice Notification

Ship To:99001849

MOERENBICHAAT 65K  
 2570 WILHEMINA  
 BELGIQUE

Sold To:

MOERENBICHAAT 65K  
 2570 WILHEMINA  
 BELGIQUE

Estimate Net Weight: 13.920,00 KG  
 Estimate Gross Weight: 13.920,00KG  
 Estimate No of Line Items: 1

Page: 1 of 1  
 Print Date/Time: 11.12.2012 / 17:03:01 CET  
 Delivery note no: 86789433  
 Sales order No./Date: 699854/25.04.2012  
 Customer Ref No./Date: Sarralbe/25.04.2012  
 Pick-up Date: 15.05.2012  
 Shipped from: Sarralbe (Moselle) A  
 Shipping point: 1785  
 Carrier: FREE CARRIER  
 Vehicle id: 1 QAE 414  
 Terms of delivery: FCA  
 Seal Numbers:

Press Ctrl on keyboard and simultaneously click on link to open window in Slot Booking

INSTRUCTIONS TO CARRIER :You MUST book a Loading Slot at <http://application.transwide.com/spotbooking/ineospolyolefins> 2 days prior to loading. Check pick-up instructions on [www.logisticSmatters.info](http://www.logisticSmatters.info). If you can NOT book on-line, then call +33 3 87 97 71 88 or +33 3 87 97 71 79.

NOTE : if you land on Transwide Login page, first close all Internet Browser sessions.

### Special Instructions:

Item	Material Descr. Batch	Order No.	Quantity	Net Weight
00010	95009668	699854	13.920,000 KG	13.920,000 KG
HDPE OFF-GRADE: SCRAP PE CAT 1 BULK				



# Log-in to Spot Slot Booking (1)

- Use Hyperlink in .pdf attachment  
(click while simultaneously press on “Ctrl” key)
- Link =  
<http://application.transwide.com/spotbooking/ineospolyolefins>

Note: you might need to close all other internet browser sessions first.

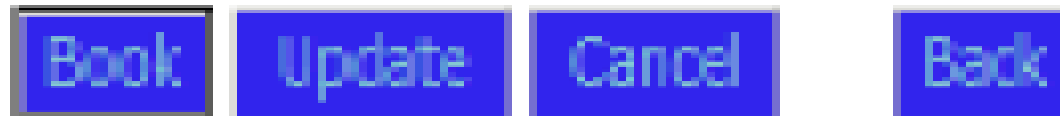
- Enter the INEOS references :
  - From the Collection Advice Notification
  - Delivery Note Number
  - Sales Order Number (stop before “/”)



# Log-in to Spot Slot Booking (2)

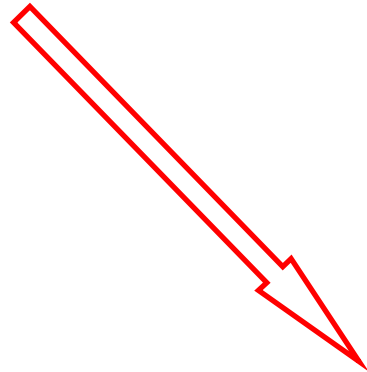
Enter the Delivery Note no :

Enter the Sales Order no :



# Book a Loading Slot (1)

- Booking requires a loading point in the special conventions. Else screen is frozen.
- Loading day can be changed: see top of schedule screen.



Goods Description:  
18 R 430 - PL/Sack-25KG 55/PAL - LDPE: 18R430 55 x 25KG PE BAGS (1375 KG) ON R  
Bulk: Yes  
Hazardous: No  
Express: No

Packing/Load List:

1. Goods description: 18 R 430 - PL/Sack-25KG 55/P.  
Customer order reference number: AQ12-0398  
Supplier Order Reference Number: 0000731187 / 000010  
Total Gross Weight: 27 500 kg  
Total Net Weight: 27 500 kg  
The goods are not hazardous.

Additional Info:

Special Convention: Loading Point : PD

Transport Services

Monday, 12.11.2012 - , Lillo, BE

<- -> 12 November 2012 Show



List o

**Instructions provided by the shipper**

LATE ARRIVALS : NO tolerance, truck will be loaded at next available slot.  
On-Time = at VSL Counter. Plan 15 min from arrival at Plant Gate.

**Contact d**

LILLC

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# Book a Loading Slot (2)

- Select a loading slot where driver will be on-time!
- INEOS policy: If not on-time, then wait until next available slot.

Group 3 ( Warehouse ) - Packed <input type="text" value="86"/>		06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
(Un)loading Point	Max of bookings												
<input type="text" value="86/ Packed 1"/>	<input type="text" value="12"/>	[X]	[X]	□□□□	□□□□	□□□□	□□□□	□□□□	□□□□	□□□□	[X]	[X]	[X]
<input type="text" value="86/ Packed 2"/>	<input type="text" value="12"/>	[X]	[X]	[X]	[X]	[X]	[X]	□□□□	□□□□	[X]	[X]	[X]	[X]
<input type="text" value="86/ Packed 3"/>	<input type="text" value="12"/>	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]
<input type="text" value="86/ Packed 4"/>	<input type="text" value="0"/>												
<input type="text" value="86/ Packed 5"/>	<input type="text" value="0"/>												
<input type="text" value="86/ Packed 6"/>	<input type="text" value="0"/>												
Max of bookings <a href="#">UPDATE</a>		<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>



# Support – Troubleshooting

- If your Spot Slot Booking does not open (you land at the Transwide login page):  
First close all your internet browser sessions.
- Issue with the Collection Advice Notification e-Mail:  
contact your INEOS Account Coordinator
- Issue with the Slot Booking System:  
contact [support-europe@transwide.com](mailto:support-europe@transwide.com) or  
+32 2 722 99 33
- If you cannot book via the Slot Booking system:  
contact the INEOS site contact (see phone number in  
Collection Advice Notification)