

Translink Slot-Optimization Solution

Carrier Quick Start Guide
(BASF Antwerpen Carriers)



Document Revision Record

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1. Introduction

Slot Optimization is a Web-Based Tool which enables you to book appointments (“Slots”) to load or unload product at a Chemical Producer’s facility.

You will be notified by email when a new shipment is created by the Producer (“Shipper”), which will contain a hyperlink. By clicking this link, you will be taken directly to the application in your browser.

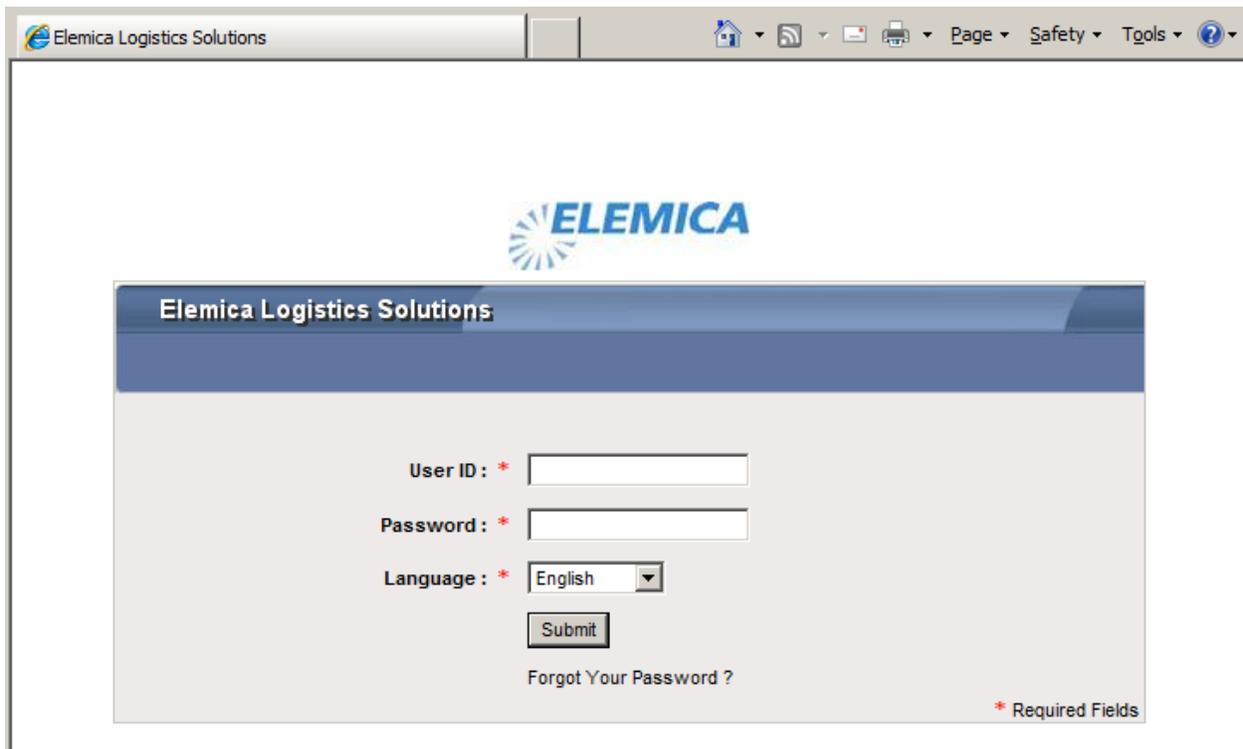
You can also log into the application directly and look for new shipments.

2. Logging In

To access the application go to the URL <https://translink.elemica.com/terminal/>

You should have received your username and password by email, please enter them and click “Submit”.

(Please contact the Producer if you do not have an account already)



Notes:

- If you forgot your password, click on the “Forgot Your Password?” link, and enter your username. Your current password will be sent to you by email immediately.
- Tip: If you receive an “incorrect password message” more than once, we recommend using the “Forgot Your Password?” link. If you enter a wrong password 3 times, your account will be locked, and unlocking it will take longer than just having your current password emailed to you.

3. All Shipments

After logging in, you will see the following “All Shipments” screen

| Accept | A/R | ST | Req Pick-Up | Est Pick-Up | Shipment ID | Product | Quantity (UO) | Ship To | Destination | Status | Load Time In | Internal Pro. |
|--------|-----|----|-------------|------------------|------------------|--------------------|---------------|--------------------|--------------------|---------------------|--------------|----------------------|
| | | | 2010-04-22 | 2010-04-22 06:30 | DSTEst2104D | Lupranol 2095 | 24 TNE | TBD,TBD | TBD | Confirmed | | Lupranol 2095 |
| | | | 2010-04-22 | 2010-04-22 06:30 | DSTEst2104C | Lupranol 2095 | 24 TNE | TBD,TBD | TBD | Confirmed With A... | | Lupranol 2095 |
| | | | 2010-04-22 | 2010-04-22 06:30 | DSTEst2104B | Lupranol 2084 | 24 TNE | TBD,TBD | TBD | Confirmed With A... | | Lupranol 2084 |
| | | | 2010-04-22 | 2010-04-22 06:30 | DSTEst2104A | Lupranol 2084 | 24 TNE | TBD,TBD | TBD | Confirmed With A... | | Lupranol 2084 |
| | | | 2010-03-31 | 2010-03-31 06:00 | KS_Test1 | TER GP-35 NR B... | 21000 KGM | TBD,TBD | TBD | Confirmed With A... | | TER GP-35 NR B... |
| | | | 2010-03-10 | 2010-03-10 06:30 | PIBTest23 | Glissopal 1300 | 21500 KGM | TBD,TBD | TBD | Confirmed With A... | | Glissopal 1300 |
| | | | 2010-02-26 | 2010-02-26 07:00 | TFTest6 | DEG | 21500 KGM | TBD,TBD | TBD | Confirmed With A... | | DEG |
| | | | 2010-03-31 | 2010-03-31 13:00 | TFTest5 | DEG | 21000 KGM | TBD,TBD | TBD | Confirmed With A... | | DEG |
| | | | 2010-02-22 | | mzwicktest01a | DEA | 4 TNE | TBD,TBD | TBD | Confirmed | | DEA |
| | | | 2010-03-31 | | TFTest2 | PO | 25000 KGM | TBD,TBD | TBD | Confirmed | | PO |
| | | | 2010-02-12 | | TankfarmTest5 | EO | 25000 KGM | Antwerpen , BE ... | Haven 725 Schel... | Confirmed | | EO |
| | | | 2010-02-10 | | mdtest50 | Lupranat M 20 S | 30000 KGM | TBD,TBD | TBD | Confirmed | | Lupranat M 20 S |
| | | | 2010-02-03 | 2010-02-03 14:30 | PIBTest22 | Formaldehyde | 21000 KGM | TBD,TBD | TBD | Confirmed With A... | | Formaldehyde |
| | | | 2010-02-03 | 2010-02-03 06:30 | PIBTest21 | BF3 | 21000 KGM | TBD,TBD | TBD | Confirmed With A... | | BF3 |
| | | | 2010-02-03 | | TankfarmTest12 | TRI-ethyleenglycol | 20500 KGM | TBD,TBD | TBD | Confirmed | | TRI-ethyleenglycol |
| | | | 2010-01-29 | | 1000973269000... | DCPD 94% (Dicy... | 10 KGM | Visp,CH | Lonza AG - Lonz... | Open | | DCPD 94% (Dicy... Ki |
| | | | 2010-03-31 | | TankfarmTest2 | STYREEN | 21000 KGM | TBD,TBD | TBD | Confirmed | | STYREEN |
| | | | 2010-02-03 | | TankfarmTest1 | DLethyleenolcnl | 21000 KGM | TRD TRD | TRD | Confirmed | | DFG |

- Each line in the table corresponds to one shipment assigned to you (the Carrier) by the Producer, giving you an overview of all current and past shipments, with the newest shipment at the top.
- By clicking on an individual shipment, you will be taken to the details of the shipment (see next section)
- The first action you need to take on receiving information about a new shipment is to “Accept” the shipment – this will tell the Producer that you will proceed with this shipment.
- You can “Accept” each shipment individually in the Shipment Details (see next section), however there is a faster way to accept multiple shipments at once – by ticking the “A/R” column of the shipments in the left hand column, and then clicking “Accept”
- Additional functions of the All Shipments page such as changing the order of the columns in the table, searching for data, sorting and filtering are covered in the “Additional Topics” section later in this document.

4. Shipment Details

You will see the following screen:

- ... if you click on an individual shipment on the “All Shipments” screen (previous section)
- ... if you click on a hyperlink in an alert email for this shipment
- Scroll down through the page to see the details of the shipment (Time, date, ShipFrom, ShipTo, Product, quantity, SpecialInstructions...)

Road Carrier Edit Shipment Details - Microsoft Internet Explorer provided by Elemica Inc.

https://translink.cob.elemica.com/terminal/rdViewShipment.do?translinkRefNo=1018012

ELEMICA

Road Reports Calendar Profile Log Out

Shipment ID : TankfarmTest12 BASF Antwerpen / BERTSCHI AG - 167552 TL Ref # : 1018012

Mode : Road Total : 20500.0 KGM Accept Reject Printable View

Status : CONFIRMED

Header Stop Events Product List ECTA Extra Cost Documentation View Audit Alerts TW View

Shipment Information

Shipment ID : TankfarmTest12 Equip.Type : 10 - Direct Truck Hazmat :
DN's : TankfarmTest12 Vehicle ID : Sub Carrier :
PO's : TankfarmTest12 Lic.Plate No : Driver :
Carrier Ref# : Shipper Contact : Payment Method :
Storage Location : Shipping Point :
Special Instruction :

Stop 1: Ship from - BASF Antwerpen N.V. Stop Status : INCOMPLETE Qty / UOM : 20500.0 KGM

Req Pick-Up Date : 2010-02-03 Address : Haven 725, Scheldelaan 600
Antwerpen 4 ,
BE 2040, Slot Options

Est Pick-Up Date : Load Time In :
Act Pick-Up Date : Ship From : BASF Antwerpen N.V.
Partner :

Special Instruction :

Done Internet | Protected Mode: On 100%

- Use the “Accept” button to accept this specific shipment
- Click on the “Slot Options” button to book a slot/appointment for this shipment (see next section)
- IMPORTANT: Do **NOT** fill in data in the “Est. Pickup,” “Load Time In” or “Act Pick-Up Date” -> these will be filled in automatically by the application when the truck is on Site. Filling data into these fields will cause errors and delays.

5. Booking an Appointment / Slot

By clicking on the “Slot Options” button in the “Shipment Details” screen (see previous section), you will be taken to the “Options Screen”:

The screenshot displays the 'Options Screen' for a shipment. The interface is divided into several sections:

- Details of currently selected shipment:** A sidebar on the left containing shipment information such as Shipment ID (Test2000A), Delivery Note, P.O. Number, Quantity (24.0), Carrier Ref #, Product (Lupranol 2084), Equipment (10 - Direct Truck), Carrier (BERTSCHI AG - 167552), Storage Location, Destination (TBD), and Appointment Needed (Test2000A - Test2000A).
- Available slots (click to book):** A central grid showing time slots for Monday, April 26. Slots are color-coded: green for available and yellow for already booked. The grid shows slots from 6:00 to 17:00.
- Already booked shipments:** A section at the bottom left showing a list of booked appointments, including 'Test2000C - Test2000B', 'Test2000B - Test2000B', 'Test2000F - Test2000F', 'Test2000E - Test2000E', and 'Test2000A - Test2000A'.
- Currently selected shipment:** A callout box pointing to the 'Appointment Needed' section at the bottom left.

- Key Details of the Shipment are in the blue box on the left
- Select the time at which you would like to book a slot /appointment in the green box by clicking on the appropriate start+end time combination
- If no option is given at a particular time, it means that there is no loading/unloading possibility at this time, due to another booked appointment, or because the time is blocked (shift change, maintenance etc.)
- Tip: You can book multiple appointments quickly in this window by selecting them (double click) in the “Appointments Needed” (new) or “Shipments / Slots Booked” (to move existing appointment) on the bottom left. This removes the need to go into each individual shipment detail.

- Once you select a time, the following window will pop up

Accept Option

Start Time:(HH:MM)

End Time:(HH:MM)

Shipment Information

Equipment ID:

Driver:

Vehicle License:

Click "Accept" to book the Slot appointment

6. Moving an Appointment / Slot

Once booked, the appointment will appear in the window

The screenshot shows the ELEMICA Logistics Solutions web application. The main window displays a calendar for Monday, April 26, with a grid of time slots. A green box highlights the 06:30 to 07:15 slot, which is currently booked for 'CC Test2000A - Test2000A Lupra nol 2084 TBD BERTSCHI AG - 167'. The interface includes a sidebar with shipment details and a 'Shipment Information' section.

| Time | Slot |
|-------|---|
| 6:00 | 06:30 To 07:15 |
| 7:00 | CC Test2000A - Test2000A Lupra nol 2084 TBD BERTSCHI AG - 167 |
| 8:00 | |
| 9:00 | |
| 10:00 | |
| 11:00 | |
| 12:00 | 08:00 To 08:45 |
| 13:00 | 08:45 To 09:30 |
| 14:00 | 09:30 To 10:15 |
| 15:00 | 10:15 To 11:00 |
| 16:00 | 11:00 To 11:45 |
| 17:00 | 11:45 To 12:30 |
| | 12:30 To 13:15 |
| | 13:15 To 14:00 |
| | 14:00 To 14:45 |
| | 14:45 To 15:30 |
| | 15:30 To 16:15 |
| | 16:15 To 17:00 |
| | 17:00 To 17:45 |
| | 17:45 To 18:30 |
| | 18:30 To 19:15 |
| | 19:15 To 20:00 |
| | 20:00 To 20:45 |
| | 20:45 To 21:30 |
| | 21:30 To 22:15 |

- To move an existing appointment, simply select a different time in the green box and confirm as before (see also "Freeze and Release Period" in the "Additional Topics" section below)

7. Calendar

By clicking on the “Calendar” button at the top of any screen, you will be taken to the calendar screen

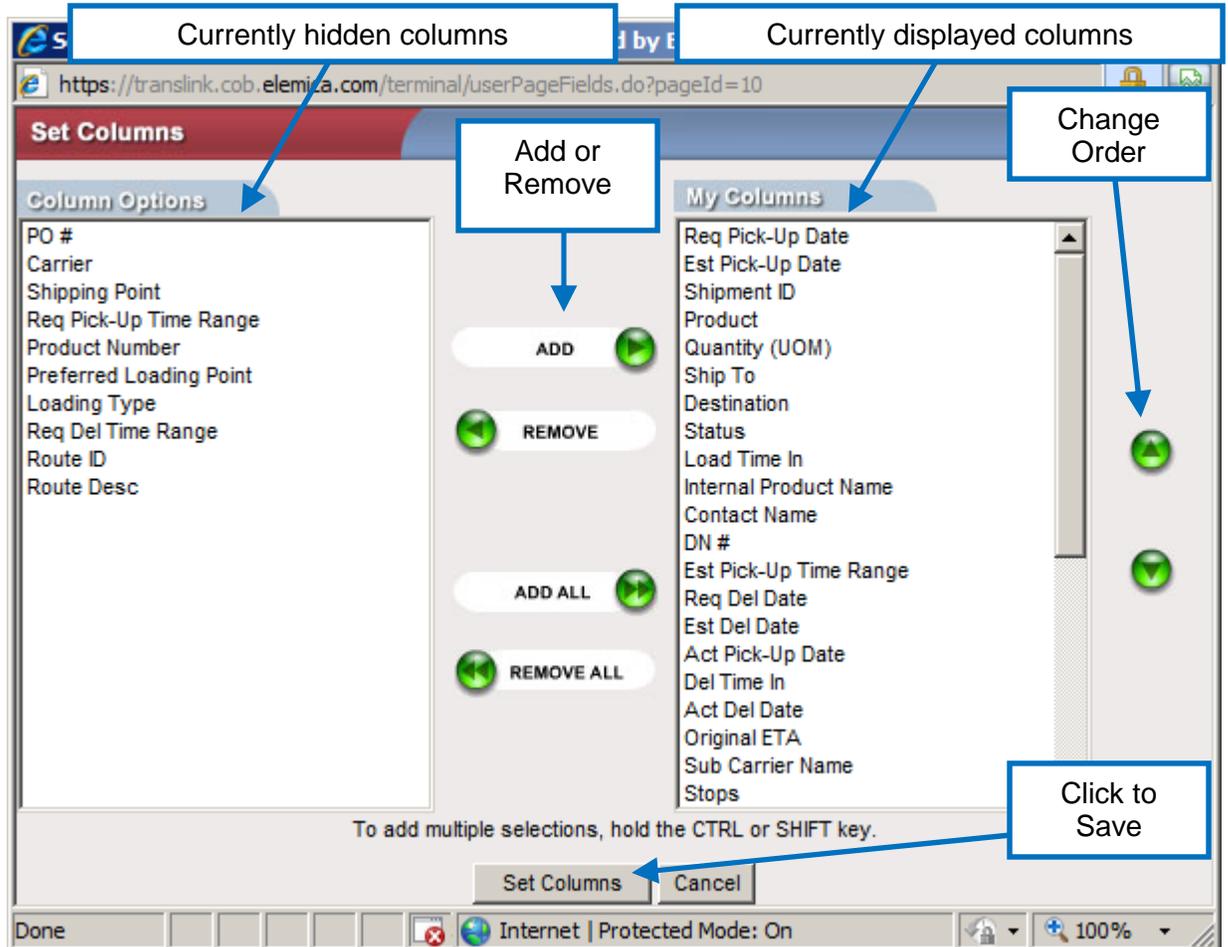
The screenshot displays the ELEMICA Logistics Solutions calendar interface. The browser title is "ELEMICA Logistics Solutions - Microsoft Internet Explorer provided by ELEMICA Inc." and the URL is "https://translink.cob.elemica.com/slotbooking/user/home.htm#calendarHome". The interface includes a navigation bar with "Calendar", "Slot Options", "Location Details", and "Log Out". Below this, there are tabs for "Show Legend", "Weekly View", "Print", and "User Guide". The main area shows a calendar for April 2010, with the date "26" selected. A time slot grid for "Mon Apr 26" is displayed, showing appointments for "Polyol-F331-F331-WEST" and "CC Test2000A - Test2000A Lupra nol 2084 TBD BERTSCHI AG - 167". A list of loading points is shown on the left, including "BASF Antwerpen", "Amines", "F401", "F401 - A", "F401 - B", "F401 - C", "F426", "F428 - B1N", "F428 - B1Z", "F428 - B2N", "F428 - B2Z", "F438", and "F438 - A1". Annotations with arrows point to specific elements: "Existing Appointment" points to a yellow slot at 7:00; "Select a different day to" points to the date "26" in the calendar; "Select loading points to view" points to the "F426" loading point in the list.

- This screen provides you a view of appointments booked on specific days
- You can select the day to view in the box on the top left
- You can select loading points to view/hide by checking/unchecking them in the box on the bottom left

8. Additional topics

8.1. Changing the Columns in the “All Shipments” screen

- Click the “Select Columns” button



- “My Columns” (on the right) are the columns currently displayed
- Select individual lines (or multiple with CTRL+Click) and use the “Add”/“Remove” buttons until you have only the columns you want to see in the “My Columns”
- You can change the order of the columns by selecting lines in “My Columns” and using the up/down button on the right
- To save your settings, click on the “Set Columns” button. Your display will be changed, and will remain saved for your user (each user can select his/her own view)

8.2. Sorting/Searching

Shipments

Search Parameters

Shipment ID: Test%

Product: Lupranol%

Search Save as Default Search Clear

Accept Reject Set Columns Set Filter Remove Filter

| A/R | SST | Req Pick-Up.. | Est Pick-Up .. | Shipment ID | Product | Quantity |
|-----|-----|---------------|------------------|-------------|---------------|----------|
| | | 2010-04-26 | 2010-04-26 06:30 | Test2000F | Lupranol 2095 | 24 TNE |
| | | 2010-04-26 | 2010-04-26 15:00 | Test2000E | Lupranol 2095 | 24 TNE |
| | | 2010-04-26 | 2010-04-26 08:00 | Test2000C | Lupranol 2095 | 24 TNE |

Click "Search" Icon(s) to search

Click on any column name to sort

In the "All Shipments" Screen, you can:

- Click on any column title to sort by this column (click again to sort in reverse order)
- Click on the search (magnify glass) icon in the column header to search for specific values in this column.
 - You can search by one or multiple columns at once
 - The "%" is a wildcard/joker character
 - The above example would display only shipments where the Shipment ID starts with "Test" and where the Product Name starts with "Lupranol"

8.3. Release/Frozen Times

There are certain limitations to how early and how late before the shipment you can book or change appointments/slots:

- **Release Time:** The earliest point when you can book/change an appointment is currently 1 days before the shipment date (this could change, the producer will inform all the carriers if this changes)
- **Frozen Time:** The latest point when you can book/change an appointment is currently 16:00 on the day before the shipment date (this could change, the producer will inform you)
- If you need to make a change outside of these times, you must contact the producer directly

For further topics, especially the usefully "Filter" function, please refer to the full user guide