



We create chemistry

July 08, 2016

BASF Antwerp NV
Scheldelaan 600
2040 Antwerp

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New procedure regarding required loading documents

Dear carrier,

With this communication we would like to inform you of a **new procedure regarding required loading documents** (previous loading, ECD, dedicated equipment,...). At the moment you are already obliged to, before loading, provide certain documents for certain loadings which are either provided to our loading personnel via the driver himself or sent in advance by you towards fax2dispo@basf.com.

As from 18/07 we would request to send us these documents via the **Elemica slotplanning-tool** which will enable you to upload the specific documents linked towards the specific shipment itself. Providing the documents via the driver himself remains possible, however the Elemica-tool will become the preferred option. With this change we will create additional structure and transparency in the process which will benefit both our loading personnel as your drivers (meaning no need to resend documents or to search for them in an overloaded mailbox).

We foresee a **transition period** from 18/07 until 29/07 and request to use the Elemica platform for 100% as from 01/08/2016 (again: providing the documents via the driver himself will still be possible).

Following pages will provide you information regarding documents in scope and how to proceed in Elemica.

Documents in scope:

- Certificate of previous loading
- European Cleaning Document
- Confirmation of dedicated equipment
- others

Procedure in Elemica slotplanning:

1. Go towards the shipment-overview and double click on the specific shipment for which you want to upload a document

Stops	Tijdsvenster...	Transport-id	Status	Product	Hoeveelheid...	Gewenste la...	Verwachte l...	Verwachte l...	Vervoerder
2	TSO	0102394919	Open	Lupranat M 20 S 12					
2	TSO	0500625426	Open	Diethylamin wasser					
2	TSO	0102394875	Open	Diethanolamine zui					
2	TSO	0102394874	Geannuleerd	Diethanolamine zui					
2	TSO	0500625452	Open	Lupranat M 20 S 2f					
2	TSO	0102394905	Open	Lupranat M 20 S					
2	TSO	0500625431	Bevestigd	Caprolactam liquid					
2	TSO	0102394904	Open	tert.-Butylamine EU					
2	TSO	0500625422	Open	IsoMMDI 92370					
2	TSO	0500625413	Open	IsoPMDI 92410					
2	TSO	0500625411	Open	IsoMMDI 92370					
2	TSO	0500625421	Open	IsoMMDI 92370					

2. Click on the button 'documentation'

Transport-id: [Field]
 Transportwijze: Road
 Status: Bevestigd

BASF Antwerpen /

Totaal : 26880.0 KGM

Navigation: Koptekst | Stop | Events | Partners | Wijzigingslogboek | ECTA | Extra kosten | **Documentatie**

Zendingsinformatie

Equipment Type: 15 - Pre-leg Truck (Rail) (15)
 Voertuig-id: [Field]
 Kentekenplaat nummer: [Field]

Contact Shipper: Valerie Smid / 03561/5187 VALERIE.SMID@BASF.COM
 Opslaglocatie: C310-Caprolactam
 Verzendpunt: 3400-BASANT CAPROLACTAM Ios
 Einde PO-nummer van klant: [Field]
 Verzegelingsnummer van transporteur: [Field]
 Bruto gewicht (UOM): 26880.0 KG
 Afspraaktype: Single Stop Single Prod
 Berekeningsmethode afspraakduur: Fixed Duration
 Bereken afspraakduur op basis van Hoeveelheid: --Niet van toepassing--

Referentienummer vervoerder: [Field]
 Transporteurnaam: [Field]
 Interne productnaam: Caprolactam liquid
 Verkoopordernummer: [Field]
 Verzegelingsnummer van transporteur: [Field]
 Nettogewicht (UOM): 26880.0 KGM

Hazmat: N
 Subvervoerder: [Field]
 Chauffeur: [Field]
 Betaalmethode: [Field]
 Verzendvoorwaarden: [Field]
 Verzendvoorwaarden locatie: [Field]
 Laadtype: [Field]
 Bewijs van export-vereiste: [Field]

Change

Speciale instructie: [Field]

3. Click on the "+"

Shipment Documents [Close]

Documents uploaded by user interface, attached by email or generated by application

Document Name	Document Type	File Type	Version	Comments	Created By	Date Created
No records to view						
No records to view						

- 4. Click on “add file”, select and upload the respective pdf-document

Add Document Form

Select document to upload: *
Allowed files type :PDF,BMP,GIF,JPEG,JPG,XLSX,XLS,DOCX,DOC,PNG,PPT,PPTX,TXT
Maximum allowed file size :7MB

Bestand kiezen Geen bestand gekozen

Select business document type: *
--Select--

Comments (3000 character limit):

- 5. In the shipment overview you can verify if the document was indeed uploaded:

Stops	Tijdvenster...	Transport-id	Status	Product	Hoeveelheid...	Gewenste la...	Verwachte I...	Verwachte I...	Vervoerder
	TSO	0102394919	Open	Lupranat M 20 S 12					
	TSO	0500625426	Open	Diethylamin wasser					
	TSO	0102394875	Open	Diethanolamine zui					
	TSO	0102394874	Geannuleerd	Diethanolamine zui					
	TSO	0500625452	Open	Lupranat M 20 S 25					
	TSO	0102394905	Open	Lupranat M 20 S					
	TSO	0500625431	Bevestigd	Caprolactam liquid					
	TSO	0102394904	Open	tert.-Butylamine EU					
	TSO	0500625422	Open	IsoMMDI 92370					
	TSO	0500625413	Open	IsoPMDI 92410					
	TSO	0500625411	Open	IsoMMDI 92370					
	TSO	0500625421	Open	IsoMMDI 92370					

- 6. Documents can be changed or added at all times (until actual loading), this again via the button “documentation”.

Transport-id: [ID]
Transportwijze: Road
Status: Bevestigd

BASF Antwerpen / [ID]

Totaal : 26880.0 KGM

Koptekst Stop Events Partners Wijzigingslogboek ECTA Extra kosten **Documentatie**

Zendingsinformatie

Transport-id:	Equipment Type:	15 - Pre-leg Truck (Rail) (15)	Hazmat:	N
DN's :	Voertuig-id:	<input type="text"/>	Subvervoerder:	
Bestelopdrachten:	Kentekenplaat nummer:	<input type="text"/>	Chauffeur	<input type="text"/>
Referentienummer vervoerder:	Contact Shipper:	Valerie Smid / 03561/5187 VALERIE.SMID@BASF.COM	Betaalmethode:	
Transporteurnaam:	Opslaglocatie :	C310-Caprolactam	Verzendvoorwaarden :	
Interne productnaam :	Verzendpunt :	3400-BASANT CAPROLACTAM los	Verzendvoorwaarden locatie :	
Verkoopordernummer :	Einde PO-nummer van klant :		Laadtype:	
Verzegelingsnummer van transporteur :	Verzegelingsnummer van transporteur :		Bewijs van export-vereiste :	
Nettogewicht (UOM) :	Brutogewicht (UOM) :	26880.0 KG		
Berekeningsmethode afspraakduur:	Afspraaktype:	Single Stop Single Prod		
Fixed Duration	Bereken afspraakduur op basis van Hoeveelheid:	--Niet van toepassing--		<input type="button" value="Change"/>
--Niet van toepassing--				

Speciale instructie: