

How to book a Time Slot as a Carrier (External UI)

Table of Contents

1. Basics	2
2. Relevant Shipments.....	4
3. Book a Slot.....	6
4. Delete a Slot	8
5. Change a Slot.....	9
6. Use filters.....	9

Table of Figures

Figure 1: Entry Screen Slot Booking UI	3
Figure 2: Relevant Shipments Overview	4
Figure 3: Delivery Details for selected Shipment	4
Figure 4: Example for multiple Deliveries	5
Figure 5: Slot Booking Calendar	6
Figure 6: Pop-Up to confirm Time Slot.....	6
Figure 6a: Calendar view reserved slot by planner	7
Figure 6b: Calendar view booked slot by carrier on reserved slot.....	7
Figure 7: Select Shipment from booked Shipments.....	8
Figure 8: Selected Delivery from selected Shipment	8
Figure 9: Delete a Slot	8
Figure 10: Change a Slot.....	9

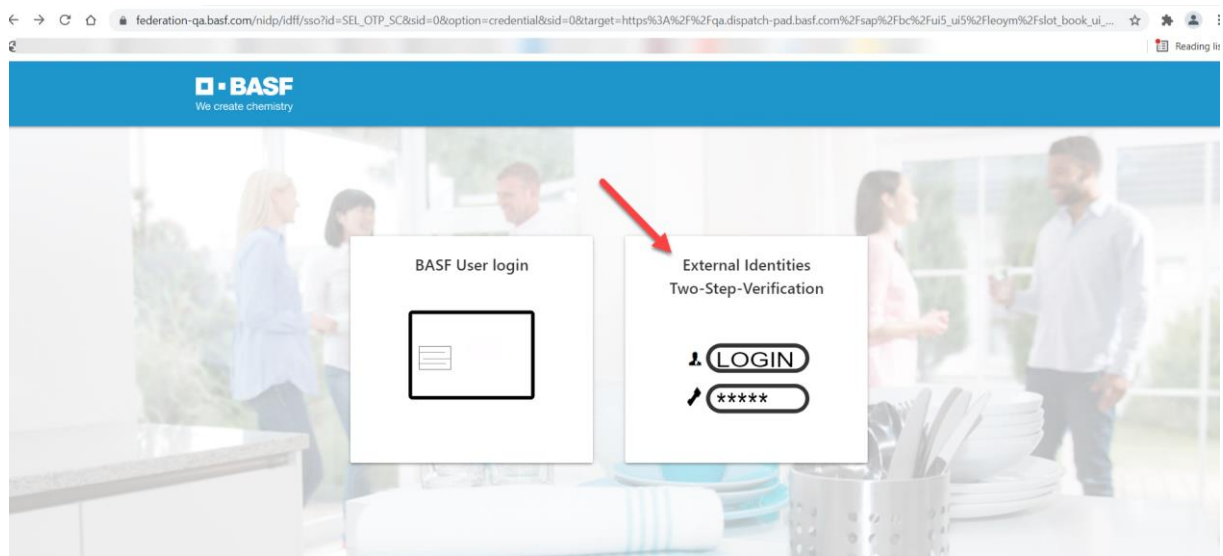
1. Basics

Open the external Portal (as sent via the mail with your registration profile):

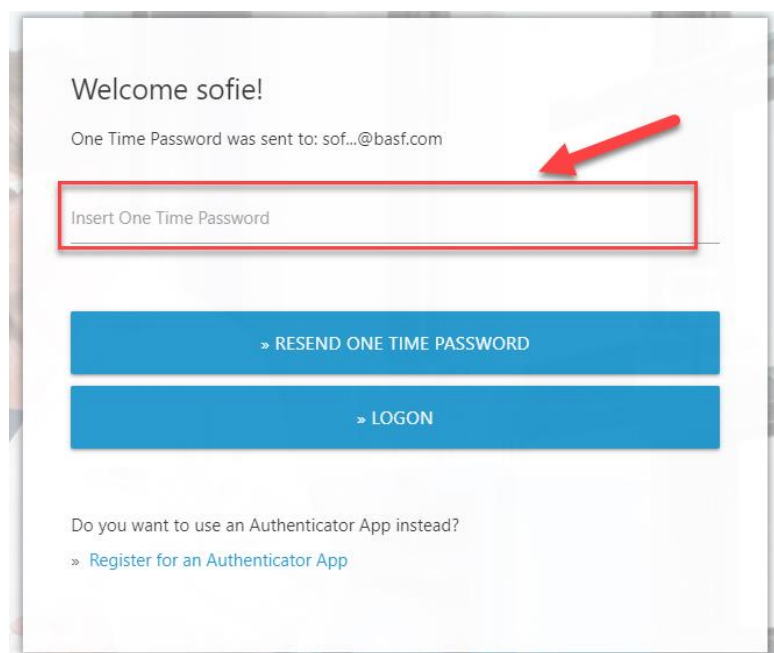
https://dispatch-pad.basf.com/sap/bc/ui5_ui5/basf/slot/index.html#

For performance reasons Google Chrome is recommended as browser.

Choose 2-step verification and enter your username and password



As second step, a mail with a one time password will be sent to you, which needs to be entered here.



- The Entry screen will be presented (Figure 1) – It can be chosen between Relevant Shipments ‘Truck slot not booked’ (#1) and Booked Shipments (#2) ‘Truck slot booked’. The relevant shipments are those, that still need a Slot booked.
- The Language of the UI can be changed in the Settings by pressing button #3 (German/English)



Figure 1: Entry Screen Slot Booking UI

2. Relevant Shipments

- When choosing the 'Truck slot not booked' option, the workload of shipments that need to have a slot scheduled are displayed. The external will only see shipments that are linked to his partner number
- The screen in Figure 2 shows the Relevant Shipments Overview (#1) for the logged in external. The shipments can be searched using #2. With this function all fields will be taken into account for the search results. When selecting a Shipment (e.g. #3) by clicking on it, a detailed view with the connected deliveries will be opened on the right side. (See Figure 3)



Figure 2: Relevant Shipments Overview

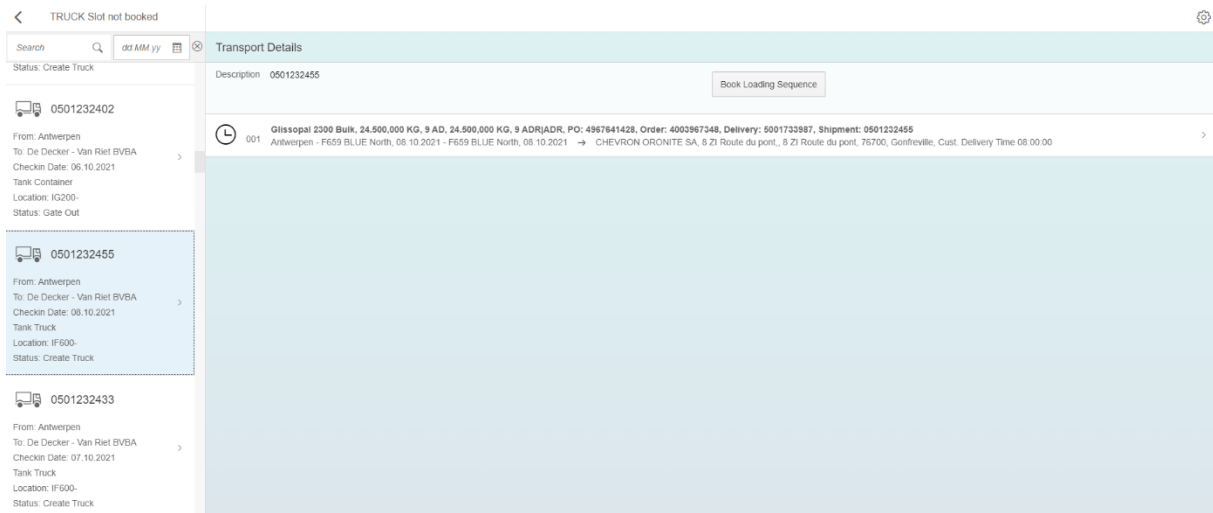


Figure 3: Delivery Details for selected Shipment

- In case of multiple Deliveries in one Shipment, all linked deliveries will be displayed here and those that are relevant for Slot Booking will be on a white background.
 - An Example for multiple Deliveries in one Shipment is displayed in Figure 4.
 - #1 is a Delivery that needs to be Slot booked, #2 is a Delivery that does not need a Slot booked due to different reasons (e.g. it can be loaded in the same Slot as another Delivery from that Shipment or the corresponding loading station is not using Slot booking)

The screenshot shows a web application interface for managing transport details. The browser address bar displays the URL: `https://qa.dispatch-pad.basf.com/isp/bc/u5/basf/index.html#/AMaterial/BE_TR_NS8/BE-ANTWED1/TRUCK/7000104467`. The page title is "TRUCK Slot not booked".

The main content area is titled "Transport Details" and shows a description: "0501175387". A button labeled "Book Loading Sequence" is visible. Below this, two delivery entries are listed:

- Delivery #1 (White background):** Pluriol E 4000 Schifters 25KG SH4, 8.000, 8.000,000 KG, ADR/ADR, P.O: Test Multiload verpakt, Order: 4002919379, Delivery: 5001645647, Shipment: 0501175387. It includes a clock icon, a location "Antwerpen - F305 GREEN North", a date "15.09.2021", and a destination "BASF Personal Care & Nutrition GmbH, H&L, Halbuschstr. 200 (Tor 4), 40591, Disseldt, Cust. Delivery Time 09:01". A "Pick & Drop" checkbox is present.
- Delivery #2 (Light blue background):** Pluriol E 4000 Schifters 25KG SH4, 8.000, 8.000,000 KG, ADR/ADR, P.O: Test Multiload verpakt, Order: 4002919379, Delivery: 5001645648, Shipment: 0501175387. It includes a location "Antwerpen - F305 GREEN North", a date "15.09.2021", and a destination "BASF Personal Care & Nutrition GmbH, H&L, Halbuschstr. 200 (Tor 4), 40591, Disseldt, Cust. Delivery Time 09:01:00". A "Book Timeslot" button is visible.

The left sidebar shows details for two shipments: "0501170229" (From: Antwerpen, To: Abblas, Checkin Date: 01.04.2021) and "0501175387" (From: Antwerpen, To: Abblas, Checkin Date: 15.09.2021).

Figure 4: Example for multiple Deliveries

3. Book a Slot

- By clicking on a Delivery, that is connected to the Shipment and needs a Slot booked, the Slot Calendar with all available slots will be displayed. Loading points with the highest preference for us have a P01 behind their name. Please use these first.

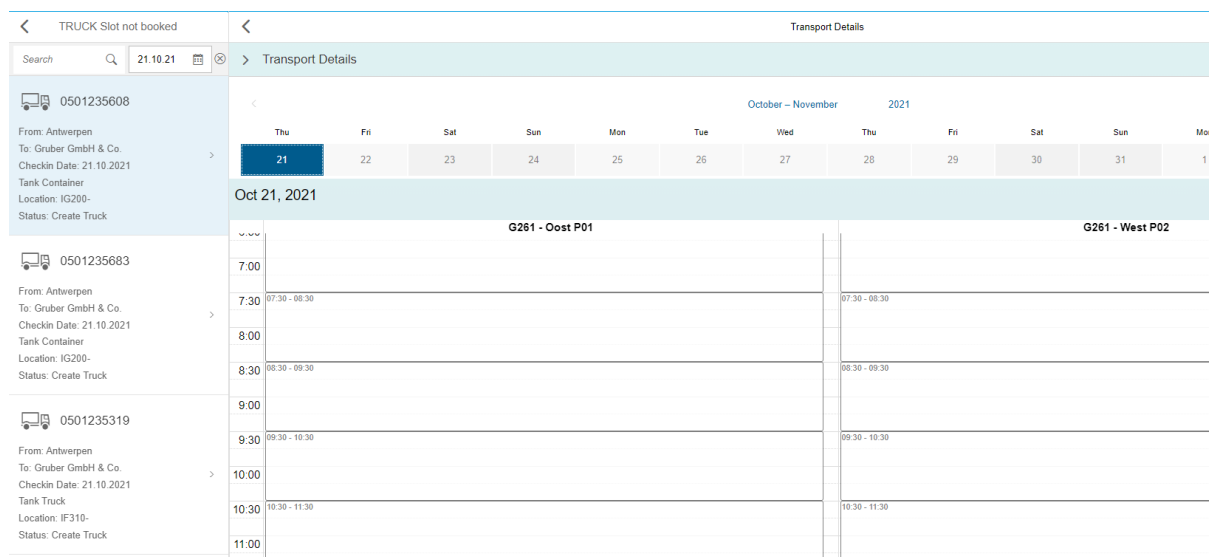


Figure 5: Slot Booking Calendar

- A slot can be booked by clicking on a free one in the calendar. A Pop-Up (Figure 6) opens in order to confirm the selected timeframe. By clicking #1 the time Slot is finally booked.

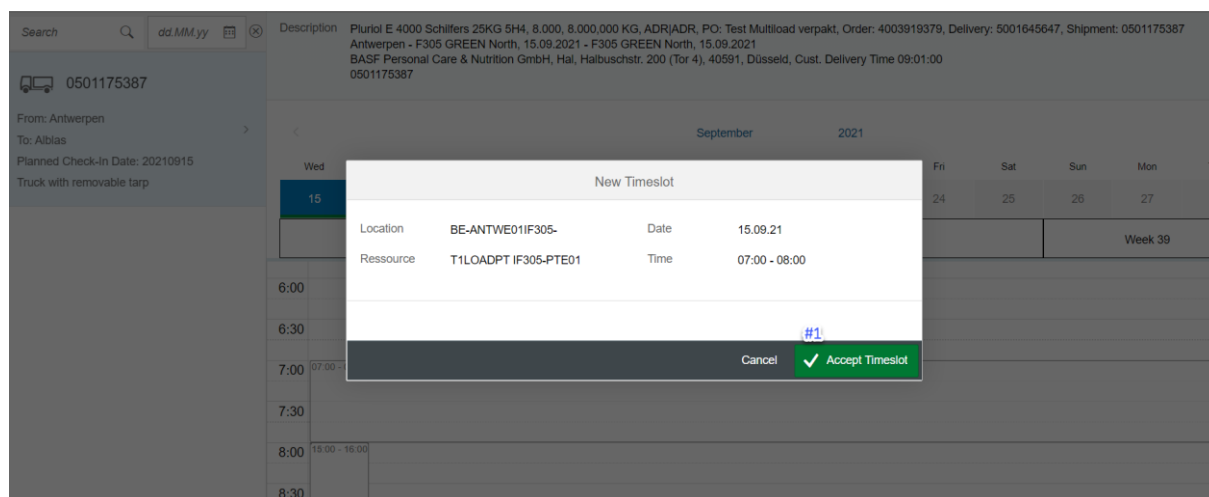


Figure 6: Pop-Up to confirm Time Slot

It is also possible that the BASF Antwerpen planners already made a reservation for you as a carrier. In that case a red block is shown in the calendar. Booking is possible for you since the planner linked this to your ID number.

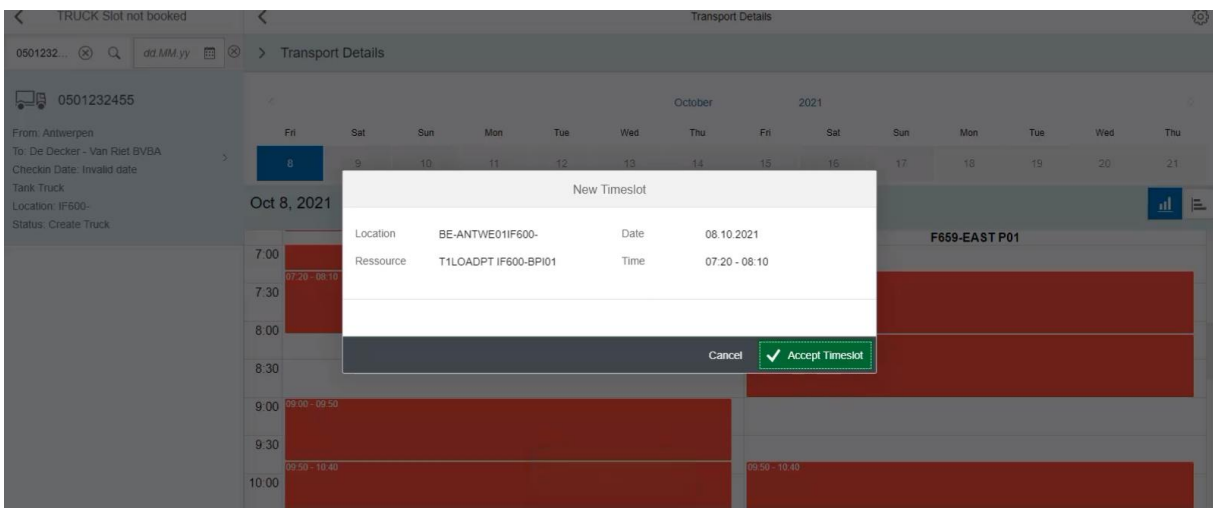
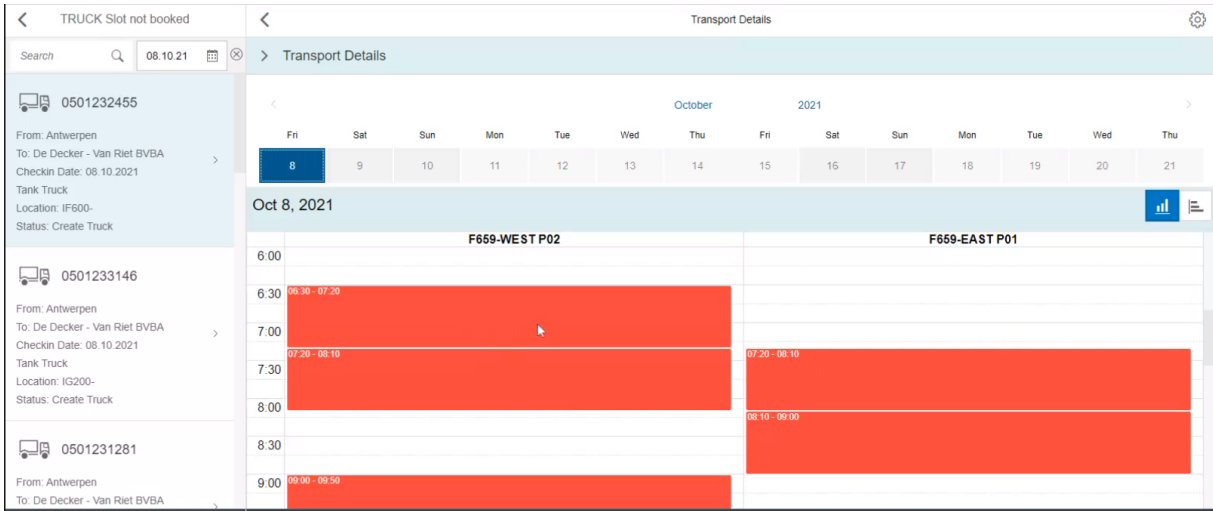


Figure 7a: Calendar view reserved slot by planner

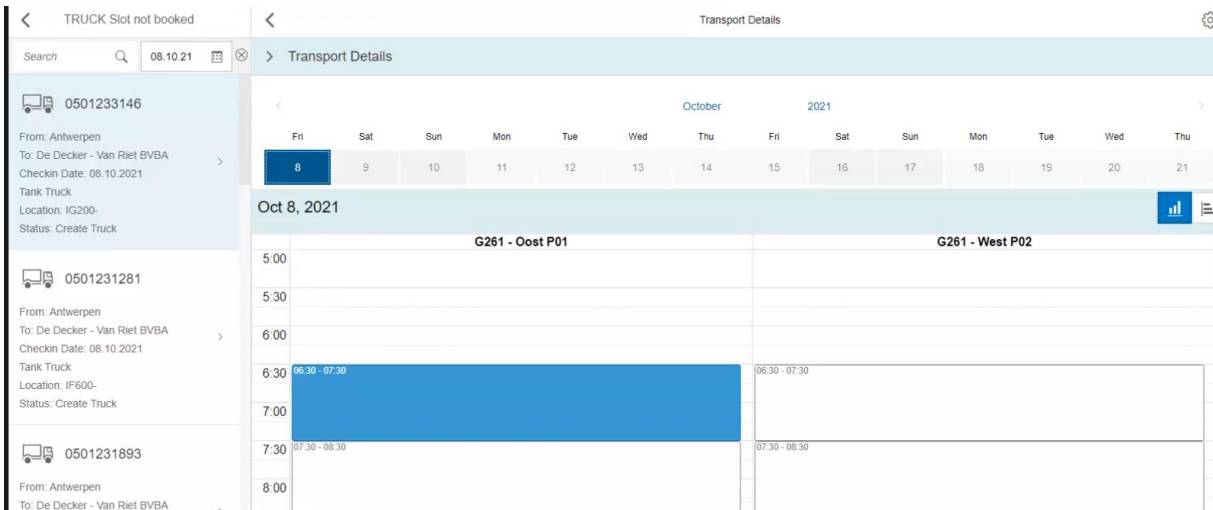


Figure 8b: Calendar view booked slot by carrier on reserved slot

4. Delete a Slot

- When a slot is booked, the corresponding shipment is moved to the Booked Shipments 'TRUCK Slot booked' overview. Here the booked shipments can be reviewed, the slot can be deleted or changed.
- In order to delete a Slot, navigate to the corresponding Shipment (Figure 9) and Delivery (Figure 10) in the „Booked Shipments“ worklist.

By clicking on the Slot (colored in blue), a Pop-Up (

- Figure 11) will open. Select „Delete“ (#1) to delete the Slot



Figure 9: Select Shipment from booked Shipments

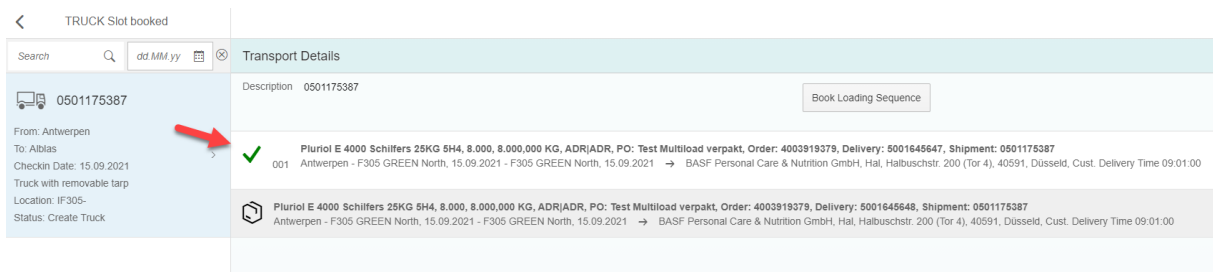


Figure 10: Selected Delivery from selected Shipment

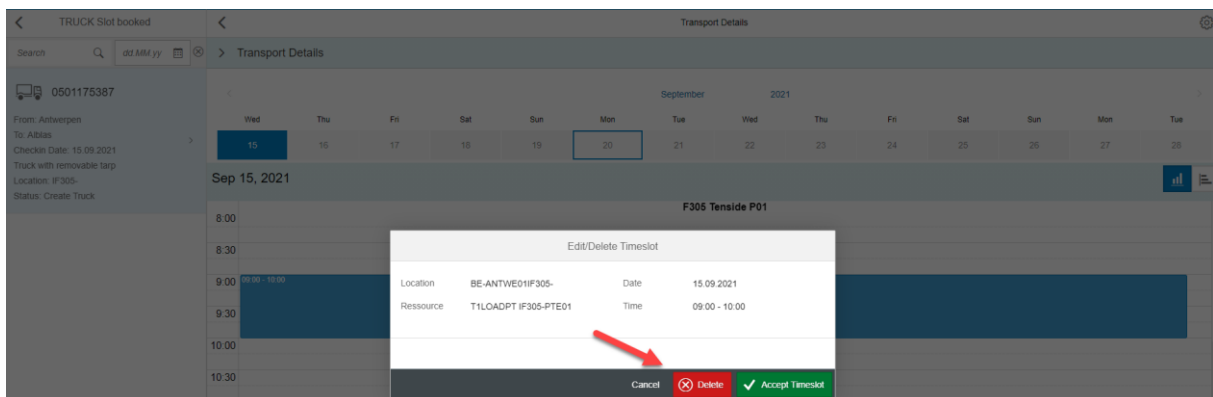


Figure 11: Delete a Slot

5. Change a Slot

- In order to change a Slot, it can be moved on the Calendar surface by using „Drag&Drop“ functionality.
 - To do so, move the cursor on the booked Slot, press the left mouse button and move the Slot to the new Slot. By releasing the left mouse button, the Slot will be placed at the new time-span.
- A confirmation Pop-Up (Figure 12) will be opened. Select „Change Timeslot“ (#1) to complete the Change.

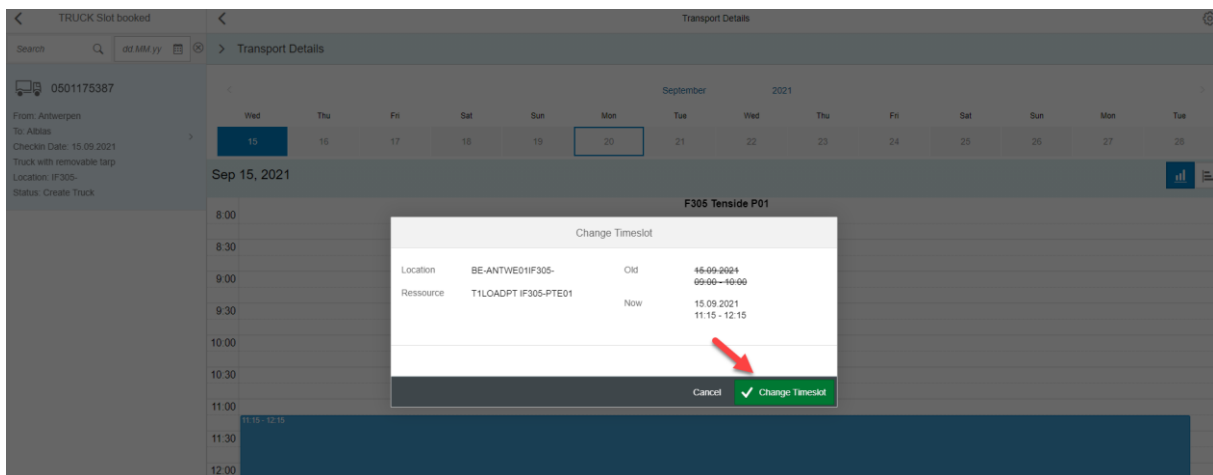


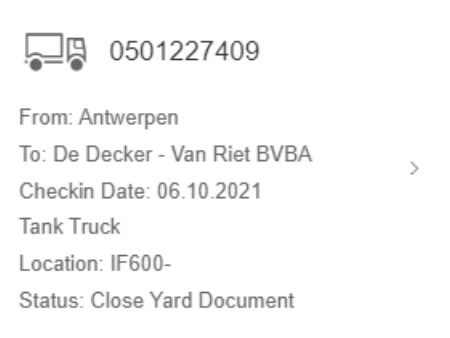
Figure 12: Change a Slot

6. Use filters

TIP: if you want to speed up your actions you can use the filters. This way the list shown will become shorter and finding your shipments goes quicker

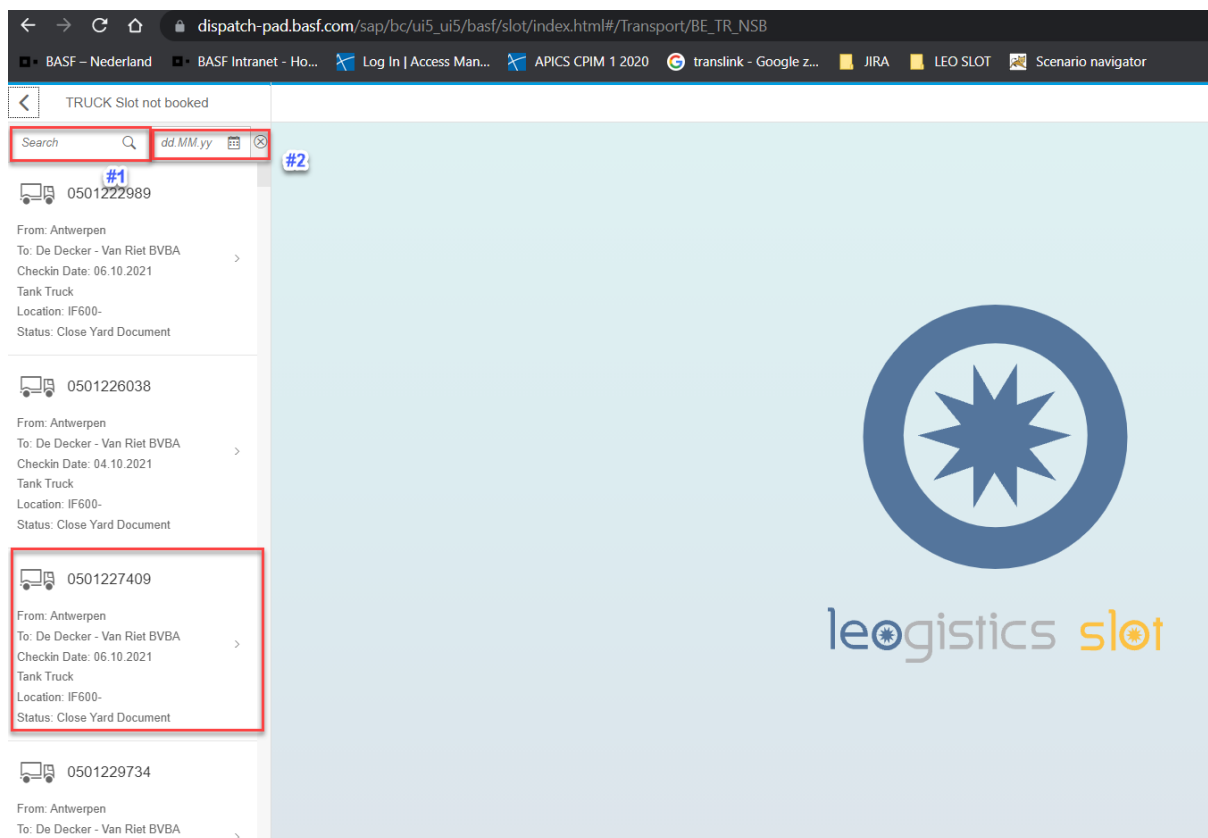
You can filter on every field visible in the box: Shipment number, From, to, check-in date, Equipment typ, Location, Status

Figure 13: Shipment to be booked: available fields



Put the filter you want in the search box (#1) or for the check-in date choose a date (#2)

Figure 14: Selection fiels



If you want to book for a certain location, then you put the number of the location in the search box. F.e. you can right 'IF600' if you want all shipments for PIB.

You can find the list of location on the BASF Antwerpen site below:

Location	Name/Naam
IA63--	Nitric acid
IC300-	Capro-PA (Caprolactam-polyamide)
IC555-	Soda-Anon
ID500-	ID500-
ID700-	MDI
IE100-	Tankfarm
IE400-	Tensides (BUSS, E419, E455)
IF269-	Ethylbenzene
IF305-	Afvalcentrum/Filling centre
IF310-	Polyetherolen
IF400-	Amines
IF500-	Butadien
IF600-	PIB
IF800-	Aniline
IG200-	Acrylic acid-Methyl acrylate
IG461-	Cracker
IH200-	SAP (Superabsorber)
IH600-	HPPO