

# Driver Self-Check-In @ BASF Antwerp

## Instruction Packed Transport



# WHAT DO YOU NEED TO CHECK-IN?



References

## REFERENCE NUMBER + CONTROL DIGIT (CODE)

**Aanmeldreferentie – Numéro de référence**

**Anmeldereferenz – Reference number**

0	5	0	1	?	?	?	?	?	?
---	---	---	---	---	---	---	---	---	---

0	1	0	2	?	?	?	?	?	?
---	---	---	---	---	---	---	---	---	---



**Controlegetal - Chiffre de contrôle**

**Kontroll-Ziffer - Control digit (CODE)**

5	0	0	1	.	.	.	?	?	?
---	---	---	---	---	---	---	---	---	---

3	1	9	.	.	.	.	?	?	?
---	---	---	---	---	---	---	---	---	---

## IDENTITY CARD



Driver ID



## DRIVER SAFETY TEST

- 5 QUESTIONS
- NO SUCCESS = NO ENTRANCE
- 2 TRIES
- 2 YEARS VALID

## TRUCK + TRAILER / CONTAINER INFO

- LICENCE PLATE
- CONTAINER NUMBER



Vehicle Data

# HOW DO YOU NAVIGATE IN THE SELF CHECK-IN?



Follow the navigation on top of the screen.

'Go to counter' will stop the Self Check-In. Please take the printed summary document and go to the counter for assistance.



Press 'Cancel' to restart the Self Check-In.

Press 'Continue' to go to the next step.





# STEP 1: SELECT YOUR LANGUAGE



Deutsch



български



Český



Español



English



Français



Hrvatski



Magyar



Lietuviškai



Nederlands



Polski



Português



Român



Русский



Slovenski



Türk

# STEP 2: ENTER THE REFERENCE NUMBER

## Enter Reference Number





\*Check-in Reference Number:

Control Digit:

1 Fill in transport Reference Number.

2 Fill in the Control Digit. (three digits) NOT for Eurochem

3

 The Chemical Company	<input type="text" value="0 5 0 1 ? ? ? ? ? ?"/> <input type="text" value="0 1 0 2 ? ? ? ? ? ?"/>	<input type="text" value="5 0 0 1 . . . ? ? ?"/> <input type="text" value="3 1 9 . . . . ? ? ?"/>
	<input type="text" value="6 0 0 1 ? ? ? ? ? ?"/> <input type="text" value="4 0 0 0 ? ? ? ? ? ?"/> <input type="text" value="9 7 0 0 ? ? ? ? ? ?"/>	<input type="text" value="8 0 0 1 . . . ? ? ?"/>
	<input type="text" value="9 ? ? ? ? ? ?"/>	 geen code / kein Code      pas de code / no code

4

# STEP 3: CHECK THE SHIPMENT AND DELIVERY DETAILS



Enter Reference Number

\*Check-in Reference Number:



Control Digit:



Add Another Shipment

## Shipment Details

### Shipment Number

0500997316

### Transport Company

MVT BVBA

## Delivery Details

Delivery Number	Material Code	Material Text	Net Weight	Unit	Customer	Customer Address	Storage Location	Planned loading
5001353629	55223975	ASAP 535 1110KG 13H4	24420.000	KG	FATER S.P.A.	VIA RAIALE 108 65128 PESCARA	H158	02.04.2019

1

Check the Shipment and Delivery Details linked to the Reference Number.

2



< Cancel Continue >

# STEP 4: CHECK AND ACCEPT THE TERMS AND CONDITIONS



Please check and accept the terms and conditions

Undersigned driver declares:

1. agreement with all regulations applicable at the BASF site.
2. that vehicle, protective equipment and cabin papers are in conformity with all applicable regulations, in particular ADR-regulations, for the product being loaded/transported.
3. to check that maximum allowed weight is not surpassed and deviations are reported to BASF before leaving the BASF site.
4. that load is allocated in such manner to avoid axle overload and to secure the load adequately.

I understand and agree to the storage and processing of my personal data as mentioned in the currently valid GDPR-consent leaflet available at the counter

I have read and agree to the terms and conditions.

1

Tick the box to agree with the terms and conditions.

2

< Go to counter

Cancel Continue >

# STEP 5: SCAN THE DRIVER ID

Shipment: 0500997506

Material Name: Lupranat MX 121/1  
City: Schaffhausen



## Driver Details

Please put a valid ID document as indicated on the glass plate (reader) & press "ID Card scan" to continue

ID Card Scan

\*First Name:   
\*Last Name:   
\*Date of Birth:   
\*Nationality:

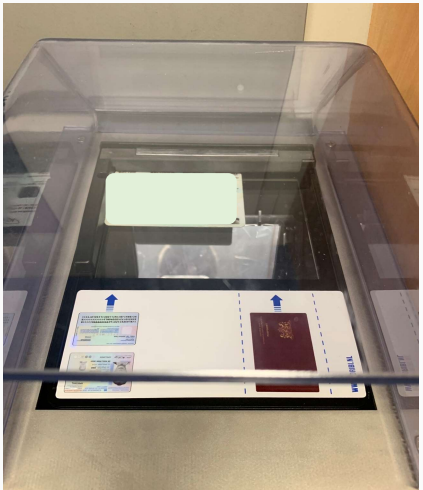
Do you have a Co-Driver with you?:   
Do you act as a subcontractor?:

2  
Press on 'ID Card Scan' to start scanning.

3  
Tick the box if a Co-Driver is present.

4  
Tick the box if you act as a subcontractor.

1  
Put this side of your ID Card **down** on the glass plate.



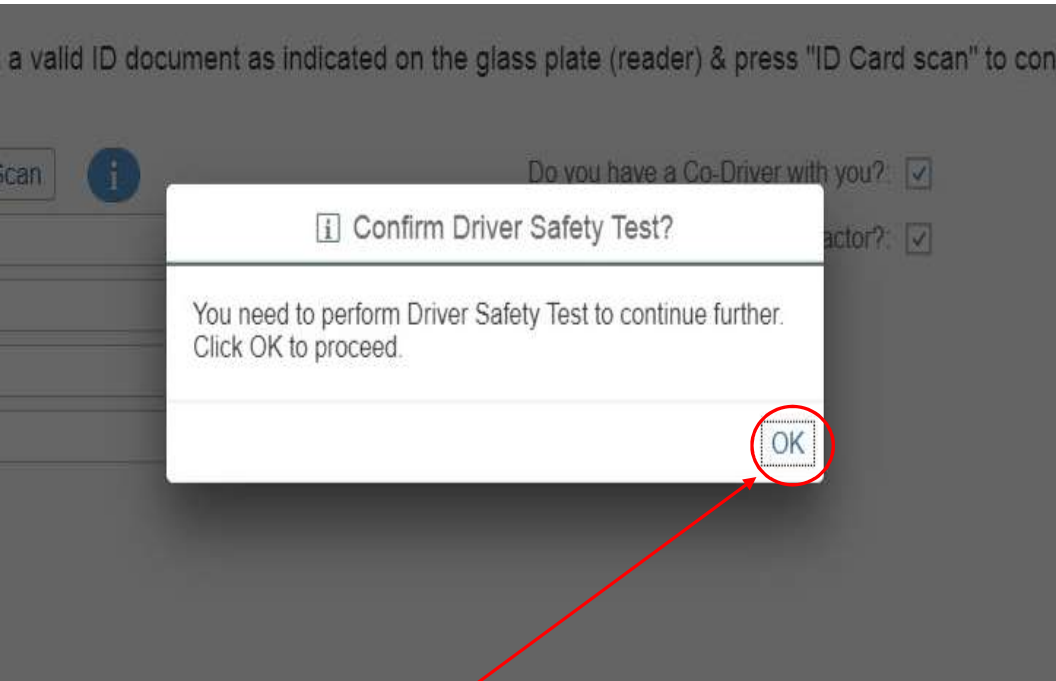
5  
↓

< Go to counter

Cancel Continue >

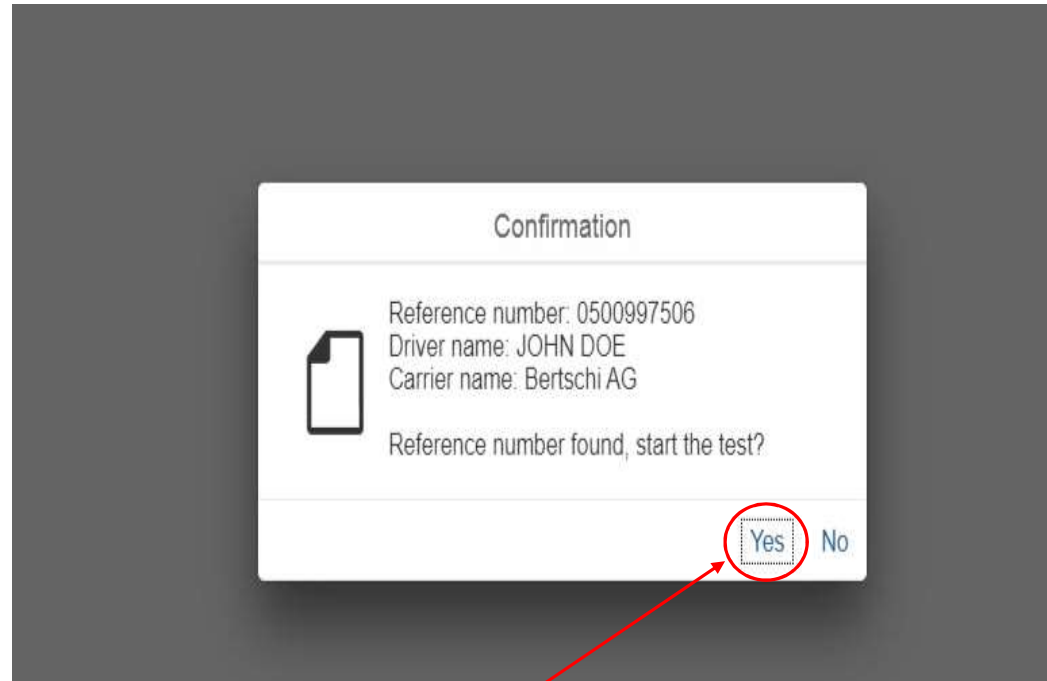


## STEP 6: CONFIRM AND START THE DRIVER SAFETY TEST



1

Press 'OK' to confirm the Driver Safety Test.



2

Press 'YES' to start the Driver Safety Test.



1



2



3



4



5

What is the maximum allowed speed on site?



1

Fill in the correct answer on the Safety Test.

## SAFETY TEST

- FIVE QUESTIONS – TWO TRIES
- 80% CORRECT TO PASS
- 2 YEARS VALID

2

Submit answer

Driver Safety Test



What does this symbol mean?

- Allowed
- Only handsfree allowed

Driver Safety Test Result

**100%** Correct answer(s): 5  
Wrong answer(s): 0  
Test completed successfully.

Close

Press 'Close' to finish the Driver Safety Test.

# STEP 7: FILL IN SUBCONTRACTOR DETAILS



Shipment: 0500997506

Material Name: Lupranat MX 121/1  
City: Schaffhausen



Acceptance



Driver ID



Vehicle Data



Completion

## Subcontractor Details

\*Name :

House Number :

\*Postal Code :

Street :

\*City :

\*Country :

1

Fill in the mandatory fields indicated with a red asterisk \*

2



< Go to counter

Cancel Continue >

# STEP 8: SELECT THE TYPE OF VEHICLE



Shipment: 0500997316

Material Name: ASAP 535 1110KG 13H4

City: PESCARA



Acceptance



Driver ID



Vehicle Data



Completion

Please select the type of vehicle



40' multipurpose container

1

Click on the correct type of vehicle.

2



Go to counter

Cancel

No

Yes



# STEP 9A: ENTER THE TRAILER INFORMATION



Shipment: 0500997506

Material Name: Lupranat MX 121/1  
City: Schaffhausen



Acceptance



Driver ID



Vehicle Data



Completion

Please enter equipment identification data



\*Tractor License Plate:

1TRA123

\*Tractor Country Code:

BE



\*Trailer License Plate:

1ABC456

\*Trailer Country Code:

BE

\*Number of Compartments:

1

1

Fill in the mandatory fields indicated with a red asterisk \*

2



Go to counter

Cancel

Continue >

# STEP 9B: ENTER THE CONTAINER INFORMATION



Shipment: 0500997316

Material Name: ASAP 535 1110KG 13H4

City: PESCARA



Acceptance



Driver ID



Vehicle Data



Completion

Please enter equipment identification data

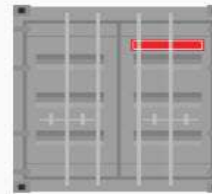


\*Tractor License Plate:

1CBA987

\*Tractor Country Code:

BE



\*Container Number:

HOYU2647527



Chassis License Plate:

Chassis Country Code:

1

Fill in the mandatory fields indicated with a red asterisk \*

2



Go to counter

Cancel

Continue >

# STEP 10: COMPLETED DOCUMENTS OF THE SELF CHECK-IN



Shipment: 0500997316

Material Name: ASAP 535 1110KG 13H4

City: PESCARA



Acceptance



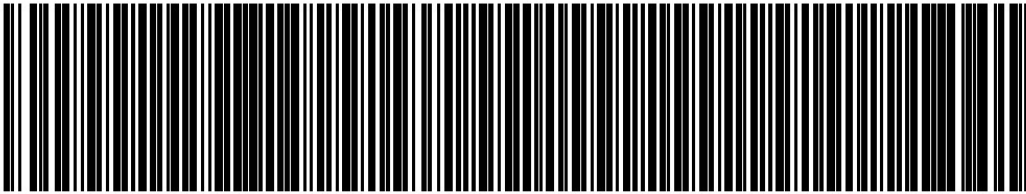
Driver ID



Vehicle Data



Completion



V50013507150010E14421000100100109437X

LAATVOLGEN

DOCUMENT WITH BAR CODE  
→ GO TO **'DRIVER INSPECTION'**

Warning

You are unable to proceed.  
Please go to the counter for assistance

OK

SUMMARY DOCUMENT WITHOUT  
BAR CODE  
→ GO TO **COUNTER**

Exit in 8 Seconds

# STEP 11A: EXAMPLE 'LAATVOLGEN' DOCUMENT



**BASF**  
We create chemistry

V50013538010010E14424000010020000000E

**LAATVOLGEN**

<b>Loading at</b> BASF Antwerpen - D721	<b>Tank</b>	<b>Charge</b>	<b>Laatvolg.</b> 5001353801
<b>Date/hr</b> 00.00.0000 00:00	<b>Plan.Load.</b> 02.04.2019	<b>Plan.Time</b> 00:00	<b>Shipment</b> 500997506
<b>Product</b> 50428184, Lupranat MX 121/1			<b>SAP-order</b> 4003716805
<b>Carrier</b> Bertschi AG, Hutmattstr. 22, CH, 5724, Dürrenäsch			<b>PO</b> 4949936293
<b>Subcontr.</b> Subcontractor NV, , BE, 2000, Antwerp			<b>Work Ord.</b>
			<b>Orig SO</b> 2020549621

<b>LOAD</b> BULK-WEIGHING	<b>Max.Gross</b> 44.000 KG	<b>Ord.Quant.</b> 24.000 KG	<b>Tolerance</b> +1.0%/-2.0%
<b>Route</b> TACH11 LU>FR-WEG SPOOR-44T-ANTWERPEN D			
<b>Dest.</b> CONICA AG Industriestr. 26, 8207, Schaffhausen, CH			
<b>Co. Vehicl</b> BE	<b>Lorry</b> 1TRA123	<b>Trail/cont</b> 1ABC456	

Delivery Time: 07.00 - 12.00 Temperature: 20°-30°C Equipment: Handral required Equipment: 1" Claw  
Coupling at vapour return- Verzouling anmelden unter: JCL Logistics Switzerland AG, Stammlierbühstr.  
9, CH-8240 Thayngen www.jcl-logistics.com



Controles ingang terrein (paraf bij OK): <input type="checkbox"/> Identificatie voertuig = gegevens document <input type="checkbox"/> Zichtcontrole transporteenheid qua verk. veiligheid	<input type="checkbox"/> Oranje borden bevestigd <input type="checkbox"/> Cijfers op oranje borden = gegevens document <input type="checkbox"/> Gevarenetiketten juist aangebracht <input type="checkbox"/> Correcte DG labels aangebracht (TC & ADR/IMDG)
Controles uitgang terrein (paraf bij OK): <input type="checkbox"/> Identificatie voertuig = gegevens document <input type="checkbox"/> Geen productresten op het voertuig	
JCHN DOE	PLDA
	E970

In case of reservations and remarks, sign by BASF & driver, and duplicate  
Printed V500461 on 00000000 000000

2

Follow the routing instructions on your document.



1

Please sign the document here.



# STEP 11B: EXAMPLE 'SUMMARY' DOCUMENT

( Self check-in summary document printed by( V500461 )on( Oct 18, 2019 ) )

**Language:**  
Language: EN

**References:**  
Checkin Reference No: 500997506  
Control Digit: 801

Shipment Net Weight	Transport Company Unit	Delivery Customer	Material Code Storage Location	Material Text Loading date
0500997506	Bertschi AG	5001353801	50428184	Lupranal MX 121/1
24000.000	KG	CONICA AG	ID700.BMD	2019/04/02

**Driver ID:**

Firstname	Lastname	Date of Birth	Place of Birth
JHN	DOE	12.10.1969	BE

**Codriver ID:**

Firstname	Lastname	Date of Birth	Place of Birth
TCM	SMT	22.07.1984	BE

**Subcontractor Details:**

Name	Street	House No	Postal Code	City	Land
Subcontractor NV			2000	Antwerp	BE

**Vehicle Data:**

Means of Transport: 0000000002400007  
 Country License plate Truck: BE  
 License Plate Truck: 1TRA123  
 Country Trailer: BE  
 License Plate Trailer: 1ABC456  
 Country License plate Chassis:  
 License Plate Chassis:  
 Container Number:  
 Container Tare Weight: 0.000

**Compartment Data:**

Number of Compartments: 1

Compartment	Volume	UOM	Tankcode	Delivery	Delivery Assignment	Quantity UOM
K1	40000.000	L		5001353801	24000.000	KG

Undersigned driver declares:

1. agreement with all regulations applicable at the BASF site.
  2. that vehicle, protective equipment and cabin papers are in conformity with all applicable regulations, in particular ADR-regulations, for the product being loaded/transported.
  3. to check that maximum allowed weight is not surpassed and deviations are reported to BASF before leaving the BASF site.
  4. that load is allocated in such manner to avoid axle overload and to secure the load adequately.
- I understand and agree to the storage and processing of my personal data as mentioned in the currently valid GDPR-consent sheet available at the counter

1

Please fill in all missing information.

2

Please sign the document here.



3

Go to the counter for assistance.



 **BASF**

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