

INSTRUCTIONS FOR THE USE OF CARGOCLIX

• To get started, log in at login.cargoclix.com

 After logging in, this window appears, here "1. Carrier" must be selected





To be able to book an appointment the points 2., 3., 4.
& 5. must be selected the same way



 ATTENTION: The appointments must be booked until the day before (6.) at 14:00, otherwise the time slots are grayed out (7.) and cannot be booked.





- The magnifying glass (8.) gives you an overview of the data that must be filled in to be able to book an appointment.
- In addition, the "game rules" are set out here.

fying glass (8.) gives	CARGOCLIX Shipper Carrier My Ca Schedule Bookings	> Carrier > Timeslo argoclix Help Bookings (Beta)	ts Legal Notice	Privacy Po	licy Cookies	Terms & Cond	litions
	CargoMarket: TST-FMC		 Location: FMC Gernsheim 			 Group: Wareneingang; 	
se filled in to be		Dear use	rs, with SAFE	CHECK-IN the	driver checks in	directly from the	truck via app - w
ok an annointment	FMC Gernsheim S	chedule not loading?					
ok an appontinent.					4	Quick search	
the "game rules"	07:30	08:00	08:30	09:00	09:30	10:00	10:30
here.	Wareneingang 1						
CargoMarket: TST-FMC Location: FMC Gernsheim Ramp name: Wareneingang 1 Ramp type: Standard Ramp incomming: Yes outgoing: No Description:	evend much be filled in:						
when booking a time slot, the following fields are mandato	bry and must be filled in:						
Company (drop-down menu)		Beginning of					

- Order no. = reference
- Name of the carrier
- Truck license plate
- Supplier (drop-down menu)

Without this information it is not possible to book a time slot. If the information is not filled in correctly/completely, the time slot will be cancelled.

A booked time slot does not mean that the appointment is bindingly agreed. Only when you receive the confirmation for your time slot, the appointment is confirmed and fixed.

Once a time slot is booked (after confirmation) a change of the time is no longer possible. Only the following information can be changed afterwards: Order/order no. (reference), name of the carrier and truck license plate number.

You can use the comment field to give us information, such as the truck is in a traffic jam or similar.

Beginning of booking phase:	
End of booking	Whole week (default) 1 day(s) earlier at 14:00 (fixed end) Monday 2 day(s) earlier at 14:00 (fixed end)
1.State:	Booking confirmed
2.State:	Arrived, Should be reached 10 minutes before the beginning of the
Critical start state	time slot
3.State:	Begin of unloading
4.State:	End of unloading
5.State:	Departure



- An appointment is booked by selecting a free time slot (9.), a red frame appears.
- Then you need to click on the "Pre-Book" field (10.).
- The "Booking data" window will open (11.).
- Under "Company" (**12.**) must be your company name.
- The fields **13., 14., 15. & 16.** must be filled in.
- The "Comment" field (17.) is not mandatory.

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• To complete the booking, you still need to save (**18.**).

 During booking, the time slot is locked (19.) and so can not be booked by anyone.

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- ATTENTION: If after 5 minutes the appointment has not been saved, then the reservation is canceled (**20.**).



18. Save & Close Save & Print Standard Cargoclix Booking Cont V



- When the booking has been saved, the date is visible
 (21.).
- Click on the blue dot (21.) to display the "Process details" (22.).
- Appointments can be edited when they are selected (red frame).
 - 23. = "Cut"
 - 24. = "Copy"
 - 25. = "Paste"
 - 26. = "Cancel booking"





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- ATTENTION: Only when the blue dot is yellow (27.), then the appointment is confirmed. Additional you will receive an automated e-mail (28.).
- Confirmed dates can no longer be postponed. They can only be canceled (**26.**).





 If an appointment is cancelled by TST, you will also receive an automated email, see example (29.).

Dear Sir or Madam, 29. with this e-mail we would like to inform you about the cancellation of your time slot. Reason: Already too many deliveries from you this day This email is automated, please do not reply to it. If you have any questions or complications, please contact us at Gernsheim-TST@fmc-ag.com. With kind regards TST GmbH Marie-Curie-Straße 1a 64579 Gernsheim, Germany

If you have any questions, please contact: <u>support@cargoclix.com</u> +49 761 20 55 11 00

