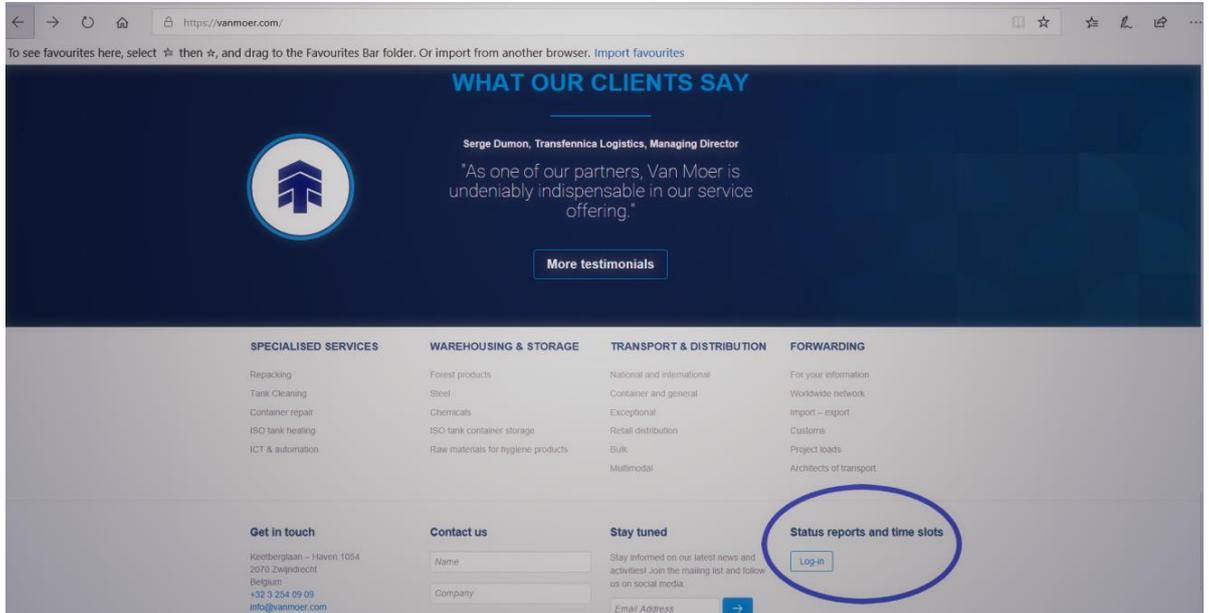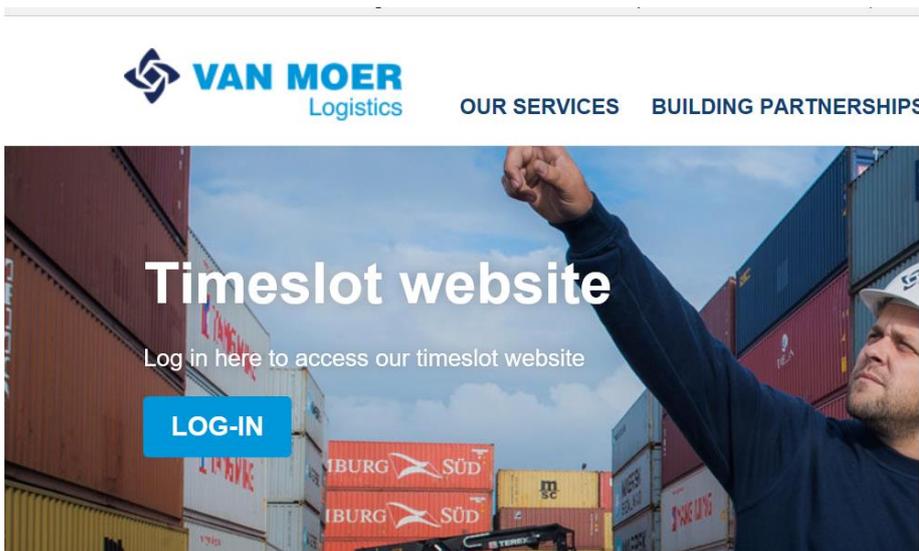## Register a timeslot

1. Go to www.vanmoer.com and click on 'Log in' below the menu 'Status reports and time slots'

2. Click on 'Log in' below the title 'Timeslot website'

3. If you already have an account, proceed to step 6. Otherwise click on 'Register as transporter'

4. Complete the form and click 'register'.

5. Click 'Return to login screen'.

> Your have successfully registered as a transporter. You can now login.
>
> Return to the login screen.
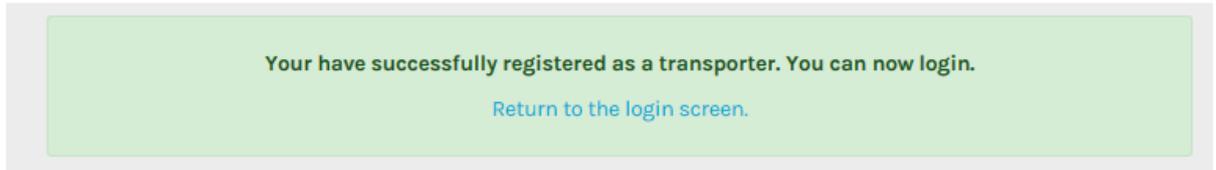
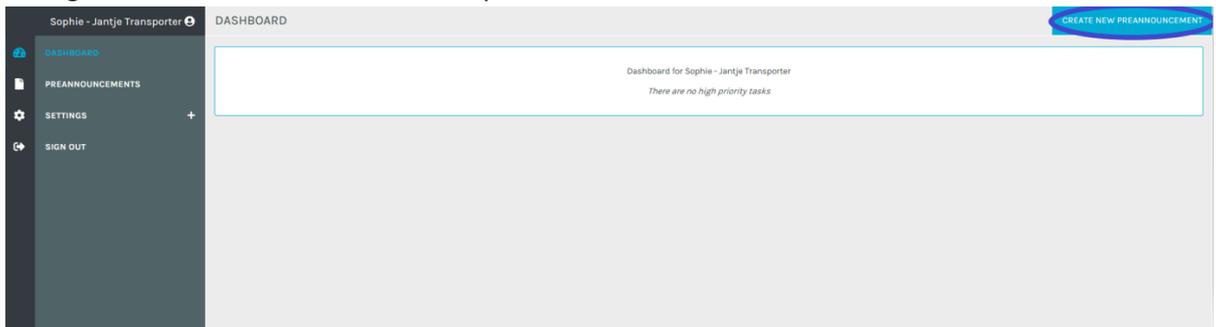6. Complete your username and password and click 'LOGIN'. If you have forgotten your password, please click 'Forgotten password?'.
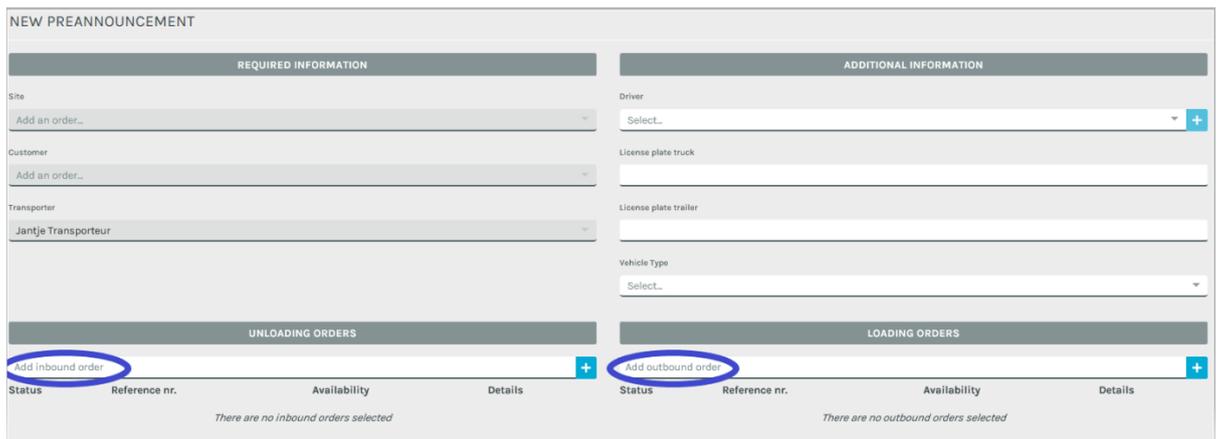
VAST

Username

Your username

Password

Your password

LOGIN

Forgotten password?

Register as transporter

7. To register a timeslot, click 'Create new preannouncement'

8. Complete the ordernumber that has been provided to you in the field 'Add inbound order' (Discharging orders) or 'Add outbound order' (Loading orders).

9. Click ➕ next to the order number. If the order number was not yet registered, you will receive a similar sign in the column 'Availability'.

| Status	Reference nr.	Availability	Details	
✓	81403524	✓	👤 Extra details	🗑

If the order number was already registered, you will receive a similar sign in the column 'Availability'. This means that another person already registered a timeslot with the order number.

| Status	Reference nr.	Availability	Details	
✅	81398992	⊗	👤 Extra details	🗑

One of the orders not available or reusable

10. Scroll down to select a timeslot. Depending on the customer (~product) and kind of operation you can select more or less time slots. The timeslots that can't be chosen, will be greyed out.

Braskem: Below for instance you have chosen timeslot 07.00 o'clock (for 1 hour and 30 minutes).
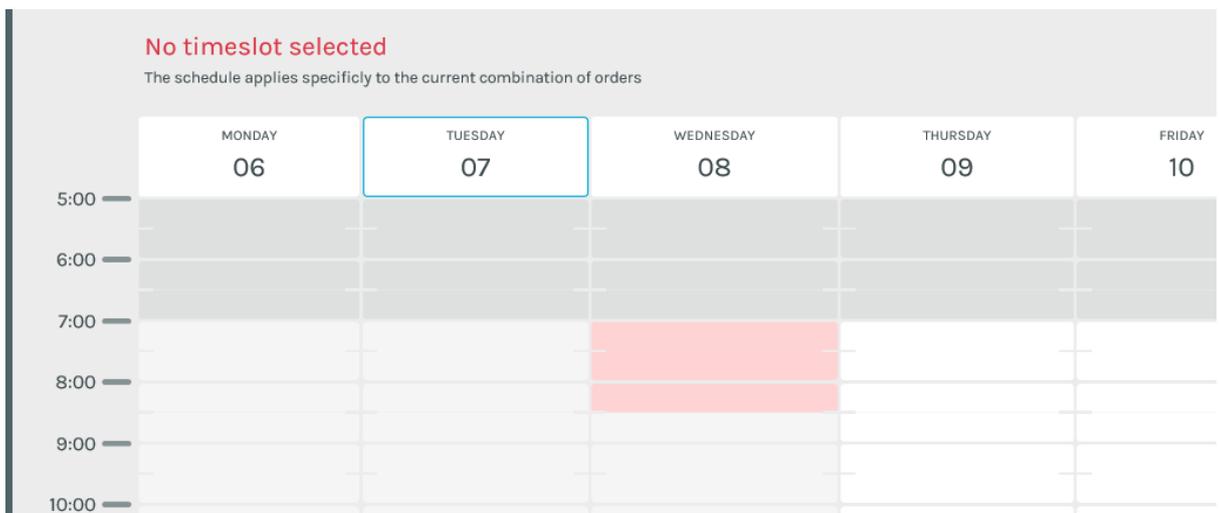
11. Scroll down and click 'Create'. The status of the timeslot will automatically be accepted. You will receive automatically a notification via mail.
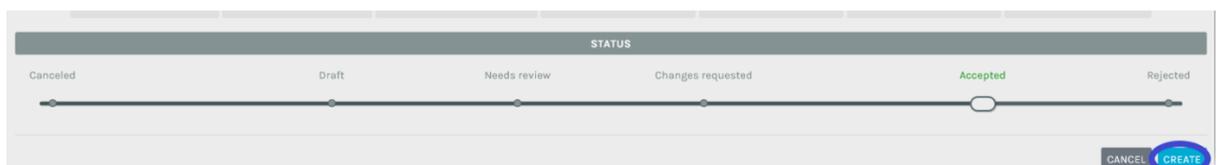
12. A Van Moer employee can later on still reject the registered timeslot in a reasonable timing. You will receive a notification via mail in this case. Furthermore as a transporter you can still cancel the timeslot yourself, unless the deadline has passed.
13. You can register within the created time slot at the correct Van Moer Warehouse with the order number if your time slot has the status 'Accepted'.