

BOOKING TIME SLOT

ERBACHER the food family



1.1 ACCESS FOR BOOKING TIME SLOT

The invite will be sent to the Supplier's previously provided e-mail address.

As a result of this, mails will be sent from :

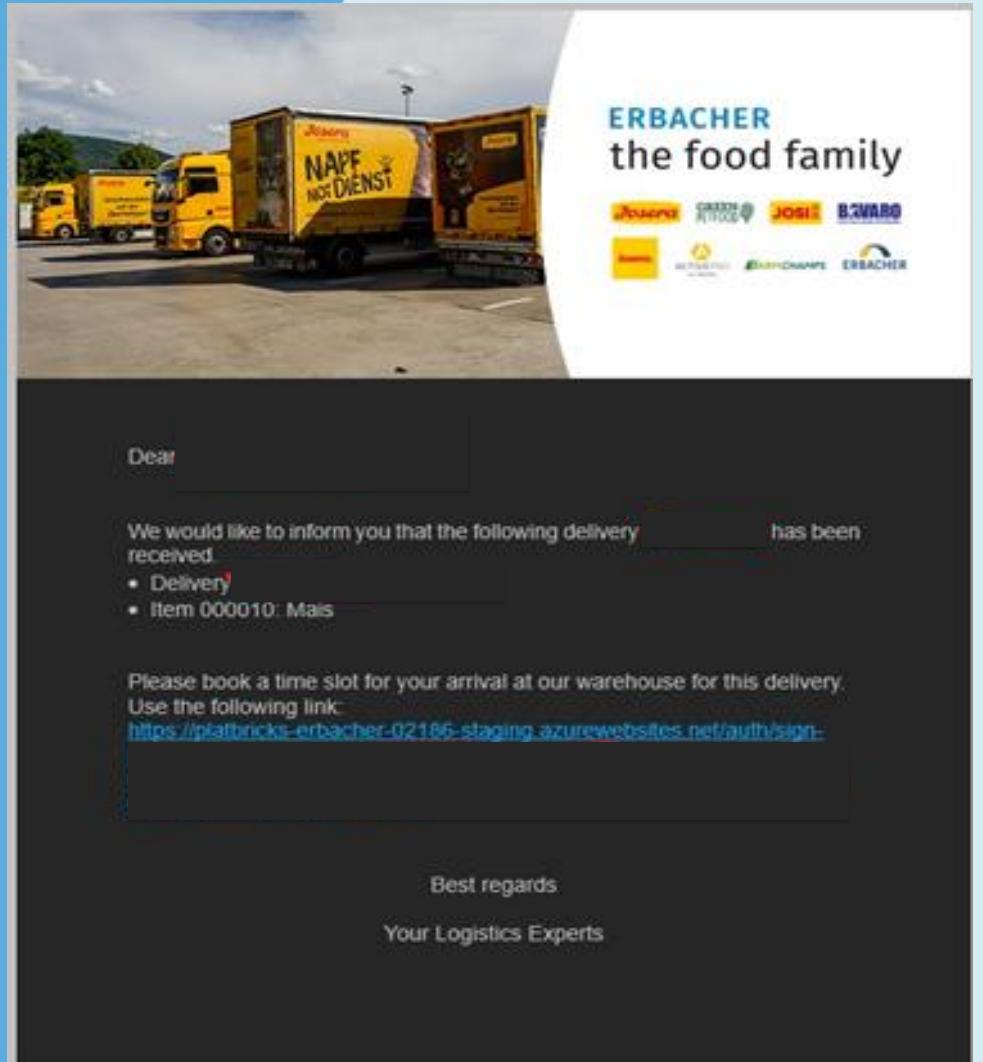
platbricksnoreply@bertelsmann.de

Two e-mails :

1.1 ACCESS FOR BOOKING TIME SLOT

First e-mail:

Contains basic information about the delivery and a request to verify your email address.

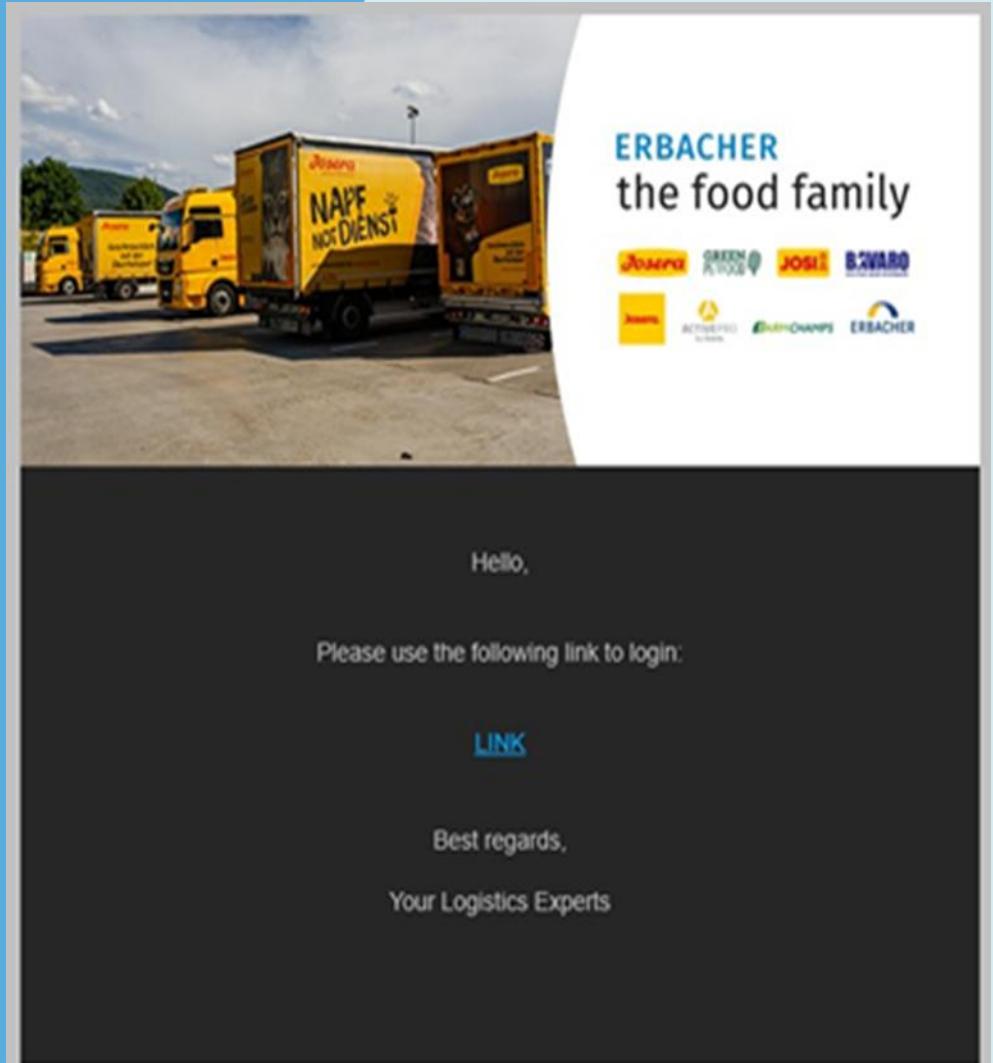


ERBACHER
the food family

1.1 ACCESS FOR BOOKING TIME SLOT

Second e-mail:

with link to Booking System for 'Book time slot'



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1.1 ACCESS FOR BOOKING TIME SLOT

In case of problems

- Receiving emails

please check your SPAM box

- With opening the link

**please check your organization's internal security
policy regarding opening links**

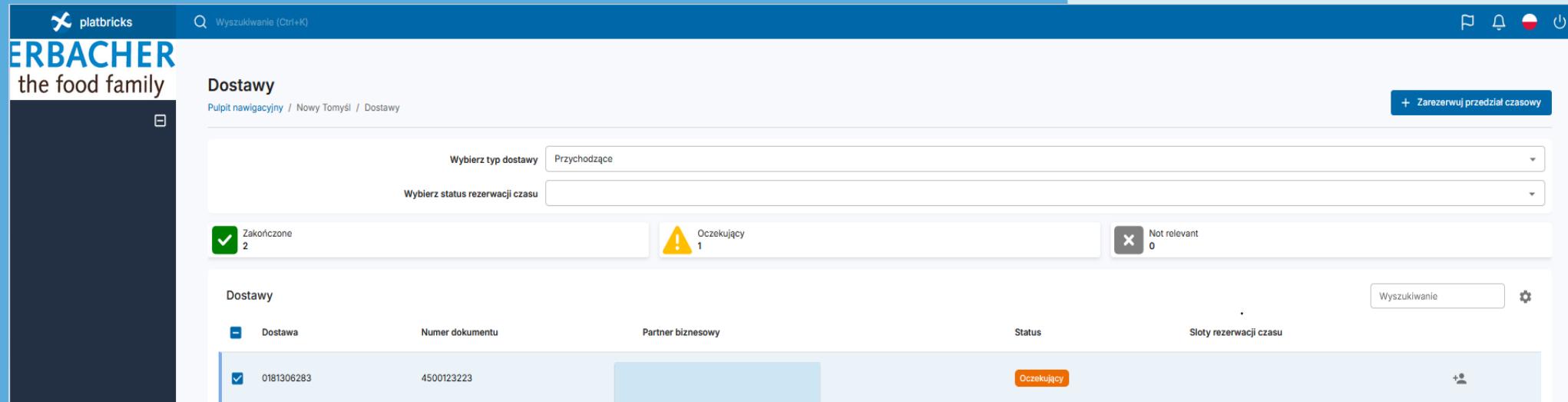
1.2 ASSIGN ADDITIONAL EMAIL

STEP 1

Click on this icon  to “assign an additional contact for the time booking”

You will be able to share only this delivery with the added contact.

Please use this option if You want booked by Carrier.



The screenshot shows the ERBACHER delivery management system interface. At the top, there is a navigation bar with the ERBACHER logo, a search bar, and various icons. The main area is titled 'Dostawy' (Deliveries) and shows a list of deliveries. Above the list, there are filters for 'Wybierz typ dostawy' (Choose delivery type) set to 'Przychodzące' (Incoming) and 'Wybierz status rezerwacji czasu' (Choose reservation status). Below these filters, there are three categories: 'Zakończone' (Completed) with 2 items, 'Oczekujący' (Waiting) with 1 item, and 'Not relevant' with 0 items. The list of deliveries shows one item: '0181306283' with 'Numer dokumentu' (Document number) '4500123223' and 'Status' 'Oczekujący' (Waiting). The interface is in Polish.

1.2 ASSIGN ADDITIONAL EMAIL

STEP 2

Open clicking
link

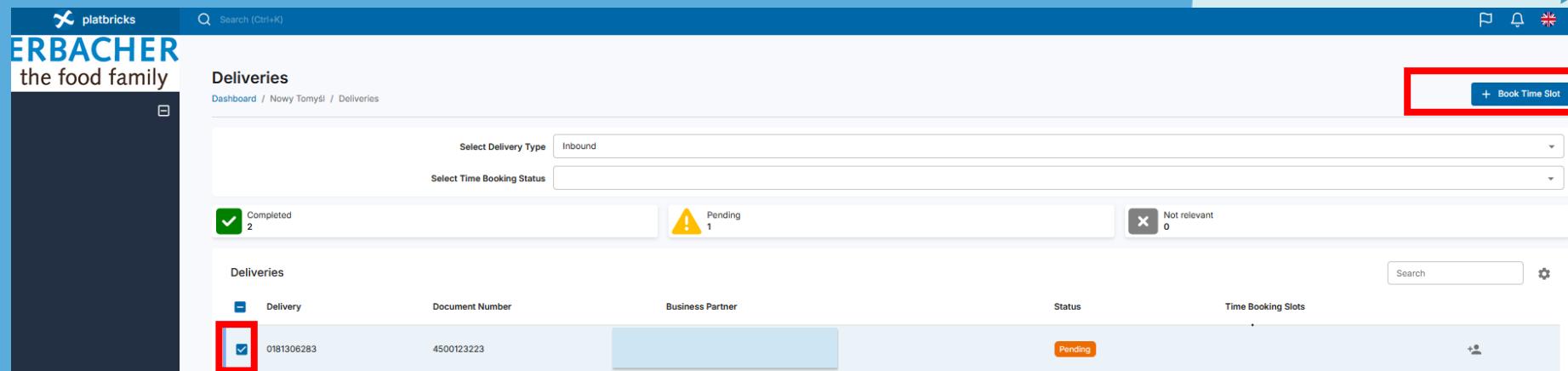


Please fill it with the same email address You provided in STEP 1 and **click** on the blue box to send an email with a link to make a booking by additional contact.

1.3 BOOKING THE TIME SLOT

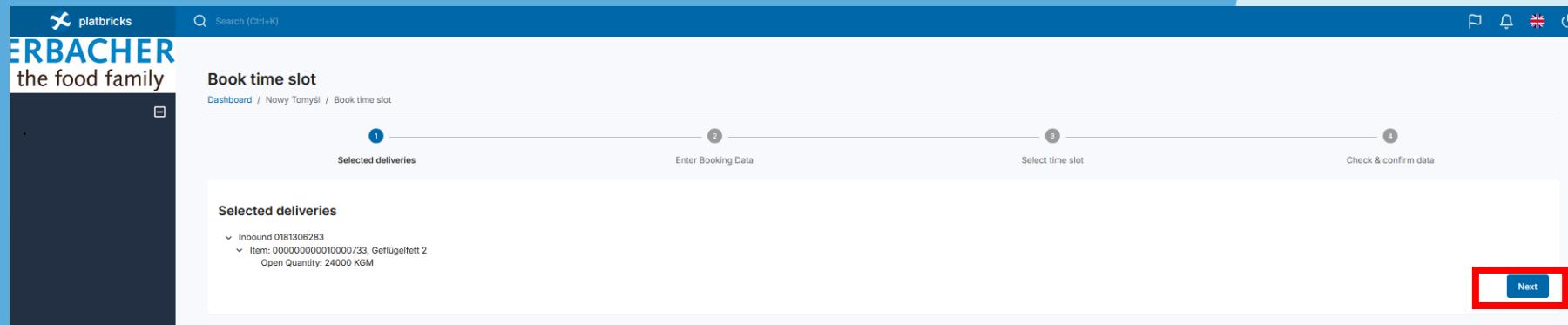
- Select the number of the consignment for which you wish to Book Time Slot
- Click on the icon ‘Book Time Slot’

The operational language can be changed clicking the icon flag



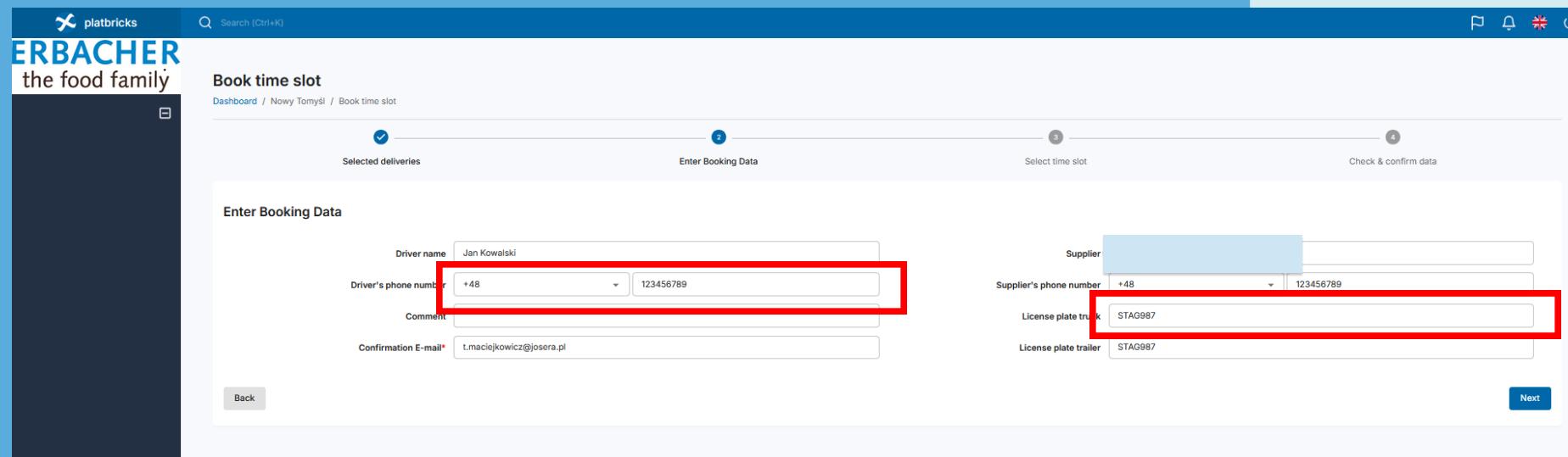
1.3 BOOKING THE TIME SLOT

- After checking the delivery number and delivery item, proceed by clicking on 'Next'



1.3 BOOKING THE TIME SLOT

The data entered at the stage of 'book time slot' e.g. the driver's telephone number must match the telephone number of the driver present on the day of delivery, as all messages for the driver on the Yard will be sent in form of SMS), also the truck license plate number should be up-to-date due to the process of identifying the vehicle at the entry and exit gate by means of the vehicle plate number. The driver will have an option to change above data during CHECK-IN process.



The screenshot shows the 'Book time slot' process on the ERBACHER platform. The interface is divided into four main steps: 'Selected deliveries' (step 1), 'Enter Booking Data' (step 2, currently active), 'Select time slot' (step 3), and 'Check & confirm data' (step 4). The 'Enter Booking Data' step is titled 'Enter Booking Data' and contains the following fields:

- Driver name: Jan Kowalski
- Driver's phone number: +48 123456789 (highlighted with a red box)
- Comment: (empty)
- Confirmation E-mail*: t.maciejkowicz@josera.pl
- Supplier: (highlighted with a blue box)
- Supplier's phone number: +48 123456789
- License plate truck: STAG987 (highlighted with a red box)
- License plate trailer: STAG987

At the bottom of the screen, there are 'Back' and 'Next' buttons. The 'Next' button is currently disabled.

1.3 BOOKING THE TIME SLOT

The telephone number must contain only digits, without spaces or other characters.

123 456 789



123-456-789



123456789



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Search (Ctrl+F)

ERBACHER
the food family

Book time slot

Selected deliveries

Enter Booking Data

Select time slot

Check & confirm data

Enter Booking Data

Driver name: Jan Kowalski

Driver's phone number: +48 123456789

Comment:

Confirmation E-mail*: t.maciejkowicz@joserapl

Supplier (highlighted)

Supplier's phone number: +48 123456789

License plate truck: STAG987

License plate trailer: STAG987

Back

Next

1.3 BOOKING THE TIME SLOT

The truck license plate number must contain only letters and numbers, without spaces or other characters.

STAG 987



STAG-987



STAG987



platbricks

Search (Ctrl+K)

ERBACHER
the food family

Book time slot

Selected deliveries

Enter Booking Data

Select time slot

Check & confirm data

Dashboard / Nowy Tomyśl / Book time slot

Enter Booking Data

Driver name: Jan Kowalski

Driver's phone number: +48 123456789

Comment:

Confirmation E-mail*: t.maciejkowicz@josera.pl

Supplier:

Supplier's phone number: +48 123456789

License plate truck: (highlighted with a red box)

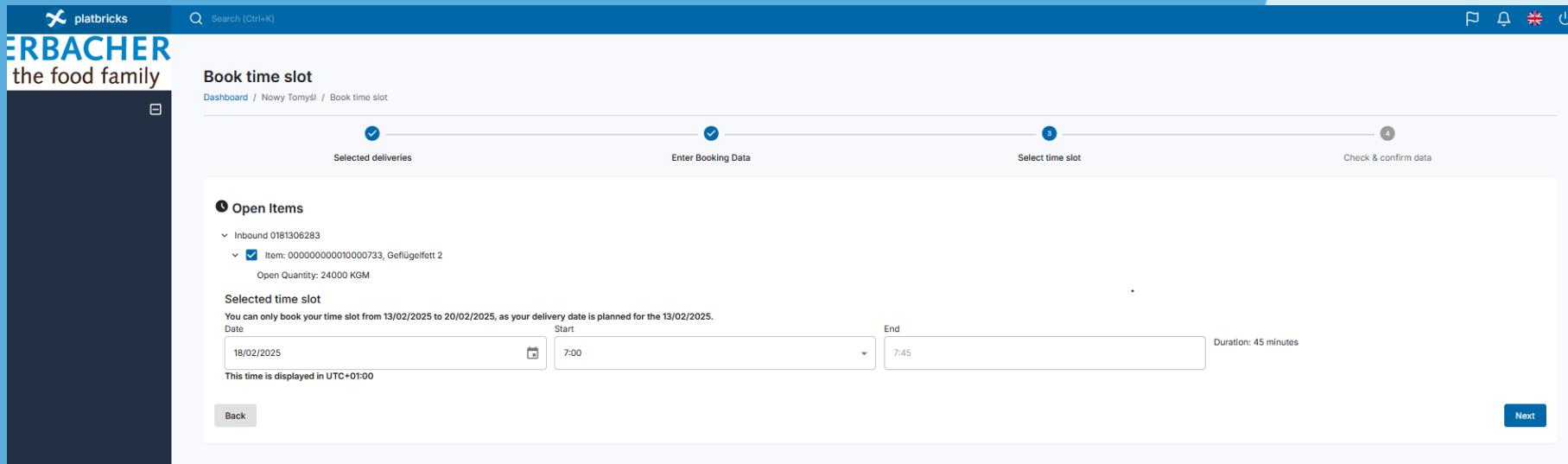
License plate trailer:

Back

Next

1.3 BOOKING THE TIME SLOT

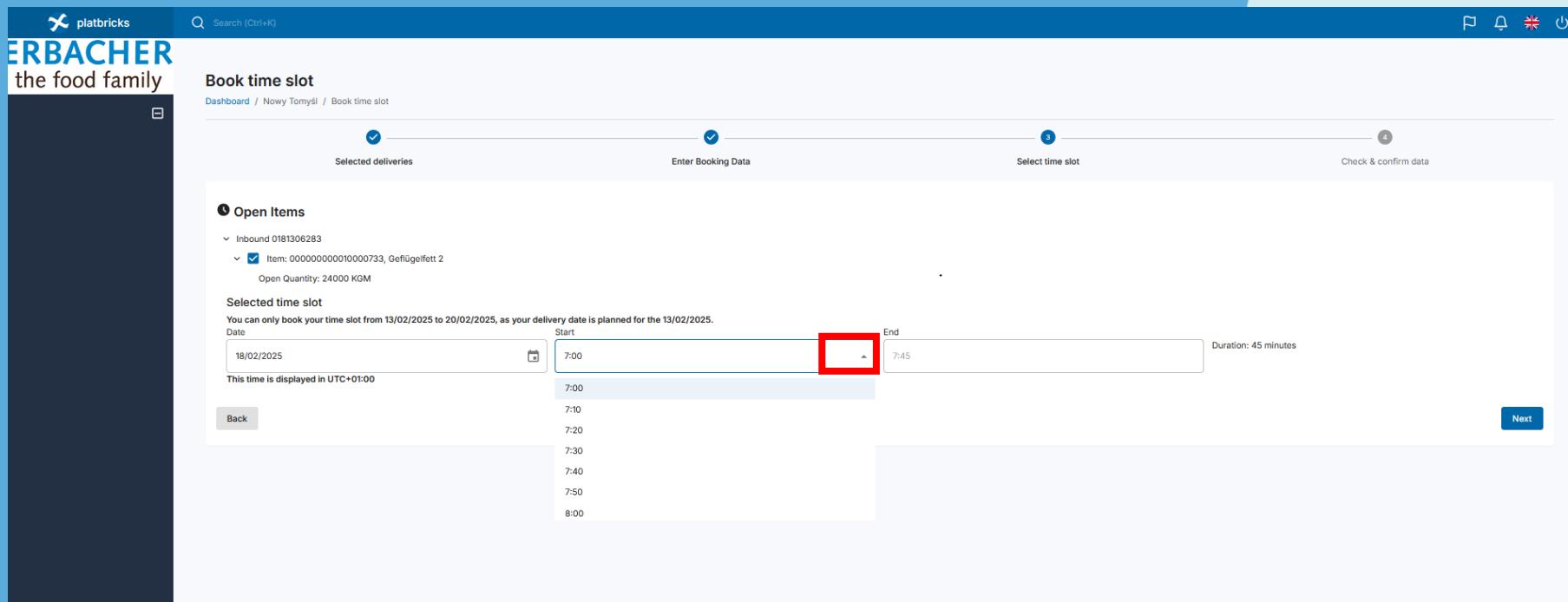
- The delivery date will always be the date confirmed with the supplier.



The screenshot shows a web-based booking interface for ERBACHER. The top navigation bar includes the platbricks logo, a search bar, and various icons. The main title is 'Book time slot' with a subtitle 'Selected deliveries'. Below this, a progress bar shows four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (completed), 'Select time slot' (in progress, indicated by a blue circle with the number 3), and 'Check & confirm data' (not yet started). The 'Selected deliveries' section lists an 'Inbound' item (0181306283) and a selected 'Item: 00000000010000733, Geflügelfett 2' with an 'Open Quantity: 24000 KGM'. The 'Selected time slot' section shows a date of '18/02/2025', a start time of '7:00', and an end time of '7:45', with a duration of '45 minutes'. A note states: 'You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.' The bottom of the screen shows a 'Back' button and a 'Next' button.

1.3 BOOKING THE TIME SLOT

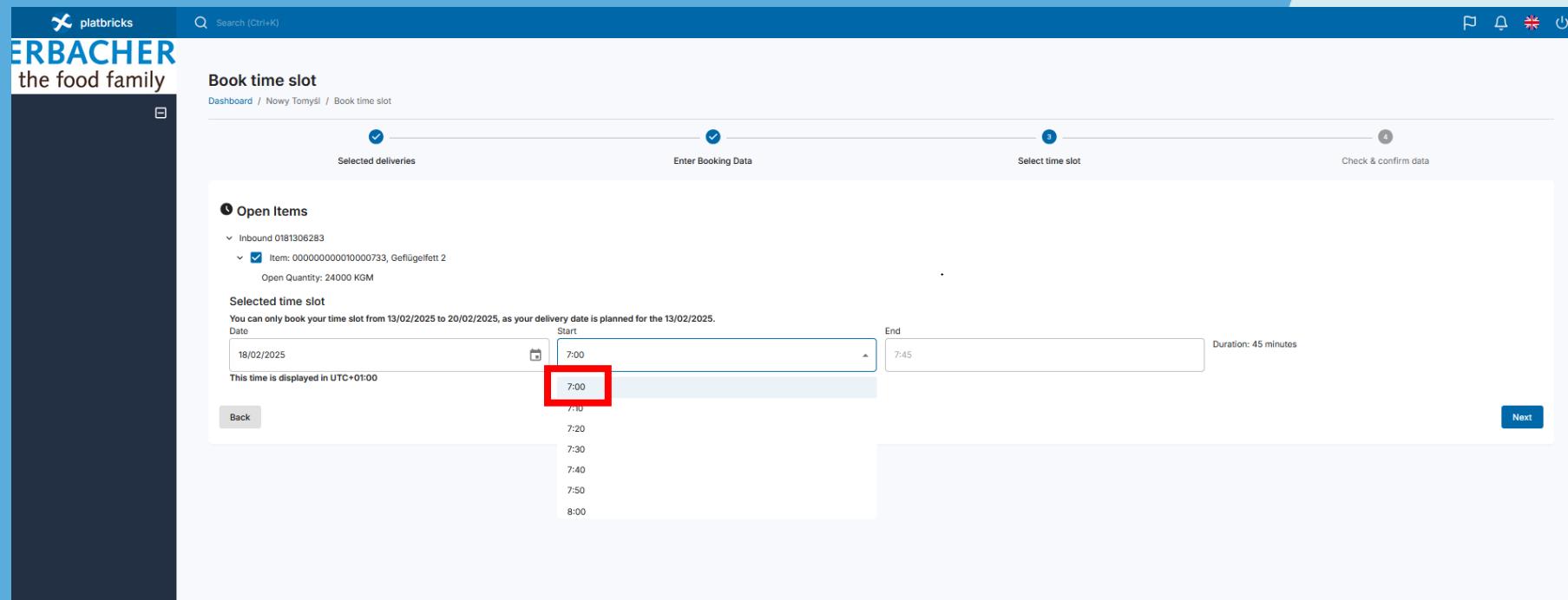
- After selecting the date, choose the time by clicking on the icon with the drop-down list of time periods



The screenshot shows a web-based booking interface for 'ERBACHER the food family' using the 'platbricks' platform. The top navigation bar includes a search bar and icons for user profile, notifications, and language selection. The main title is 'Book time slot' with a sub-path 'Dashboard / Nowy Tomyśl / Book time slot'. The interface is divided into four steps: 'Selected deliveries', 'Enter Booking Data', 'Select time slot', and 'Check & confirm data'. The 'Select time slot' step is active, indicated by a blue progress bar. The 'Selected deliveries' section shows an open item for 'Inbound 0181306283' with a checked checkbox for 'Item: 00000000010000733, Gefügefleifett 2' and an open quantity of '24000 KGM'. The 'Selected time slot' section displays a date of '18/02/2025' and a time range from '7:00' to '7:45', with a duration of '45 minutes'. A red box highlights the '7:00' time entry field. Below the time range, a list of time intervals from '7:00' to '8:00' is shown. At the bottom of the step, there are 'Back' and 'Next' buttons.

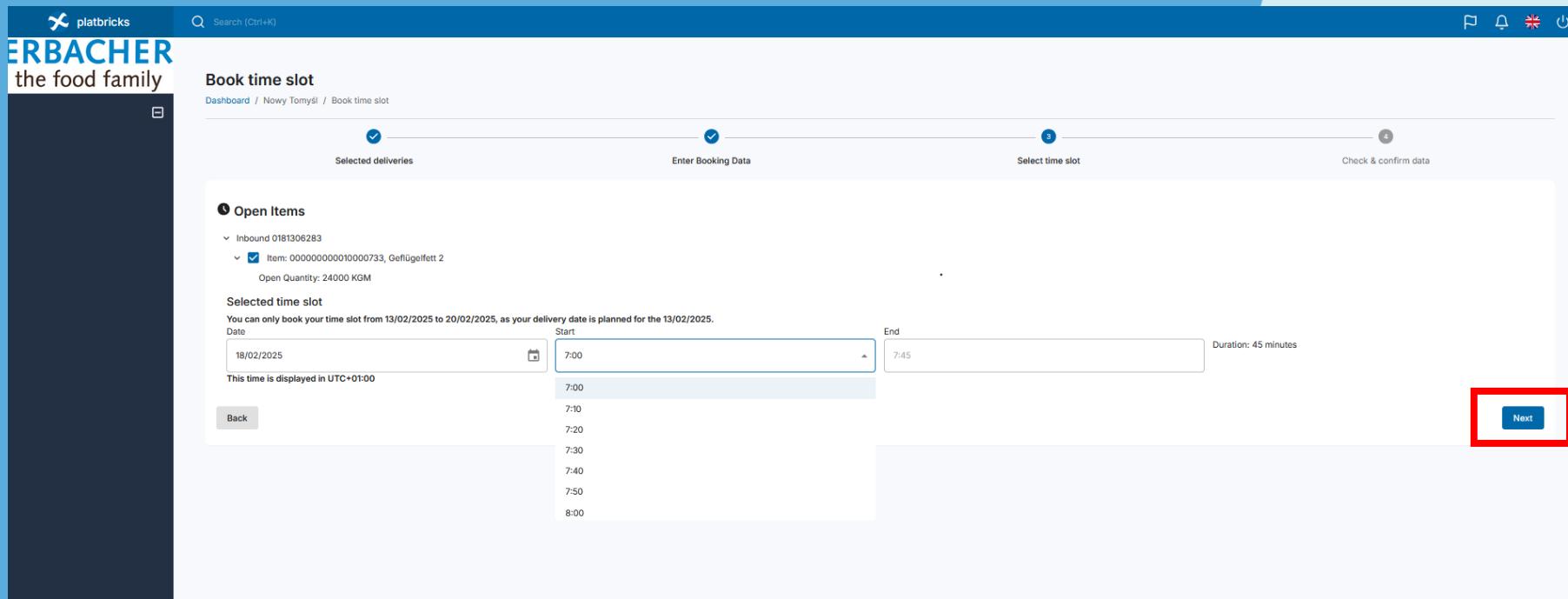
1.3 BOOKING THE TIME SLOT

- Click on the selected time



1.3 BOOKING THE TIME SLOT

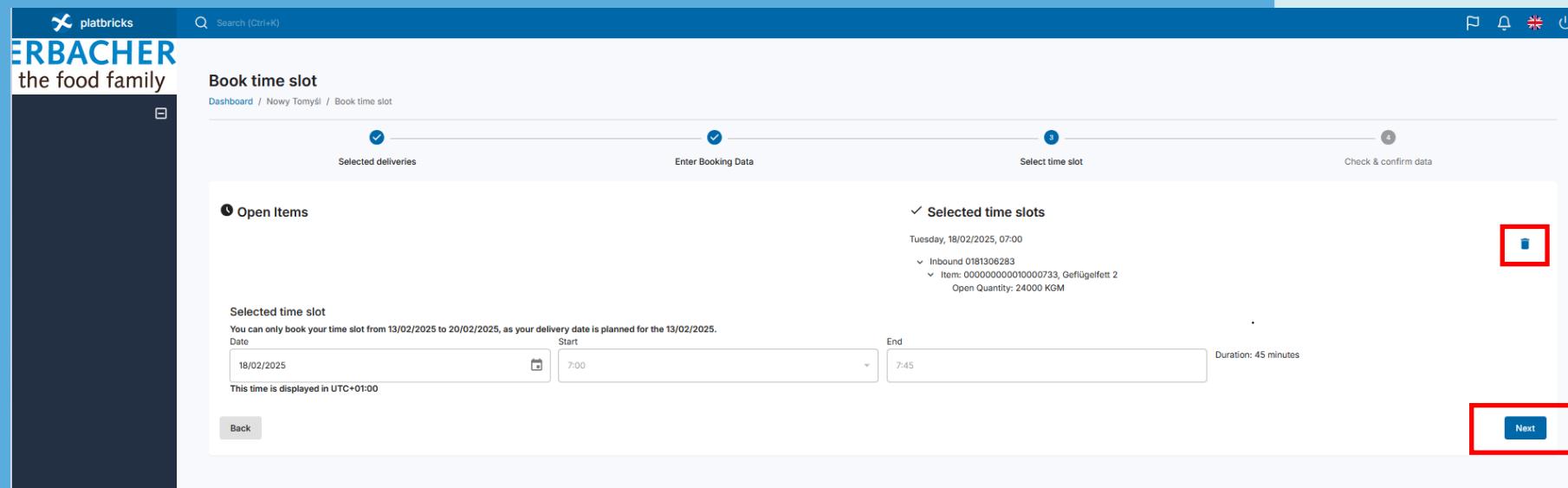
- After selecting the date and time, click on the 'Next' icon



1.3 BOOKING THE TIME SLOT

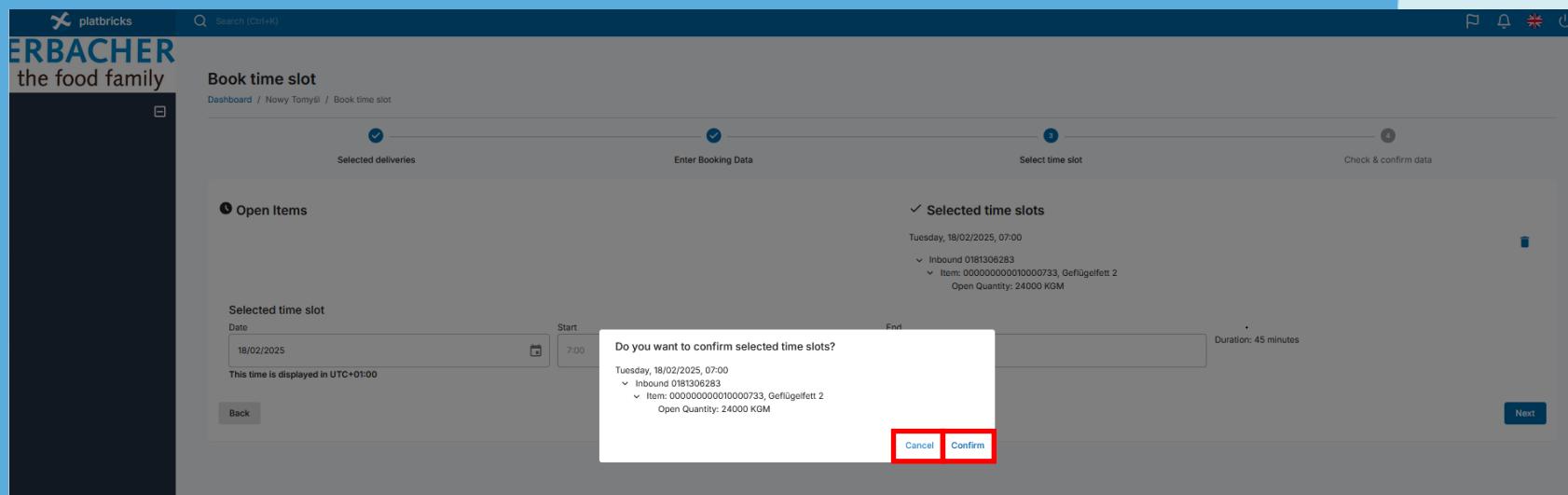
The screen will display information about the selected time period.

- Confirm again by clicking on the 'Next' icon.
- or, if the booking is incorrect by clicking on the 'Bin' symbol, delete the booking and select the date and time again, confirming with the 'Next' icon



1.3 BOOKING THE TIME SLOT

- After clicking on the 'Next' icon, a dialog box will appear with the confirmation of the booking - clicking on the 'Confirm' icon will take you to the next window
- Clicking on the 'Cancel' icon returns you to the previous selection screen



1.3 BOOKING THE TIME SLOT

- Please check all the data entered in the previous steps and can then validate the booking in the system by clicking on the 'Next' icon
- or return to previous windows by clicking on the 'Back' icon to make corrections

platbricks

Search (Ctrl+K)

ERBACHER
the food family

Book time slot

Selected deliveries

Enter Booking Data

Select time slot

Check & confirm data

Reserved Time Slots

Driver name: Jan Kowalski

Driver's phone number: +48123456789

Comment:

Confirmation E-mail: t.maciejkowicz@josera.pl

Supplier

Supplier's phone number: +48123456789

License plate truck: STAG987

License plate trailer: STAG987

Reserved Time Slots

Tuesday, 18/02/2025, 07:00

Inbound 0181306283

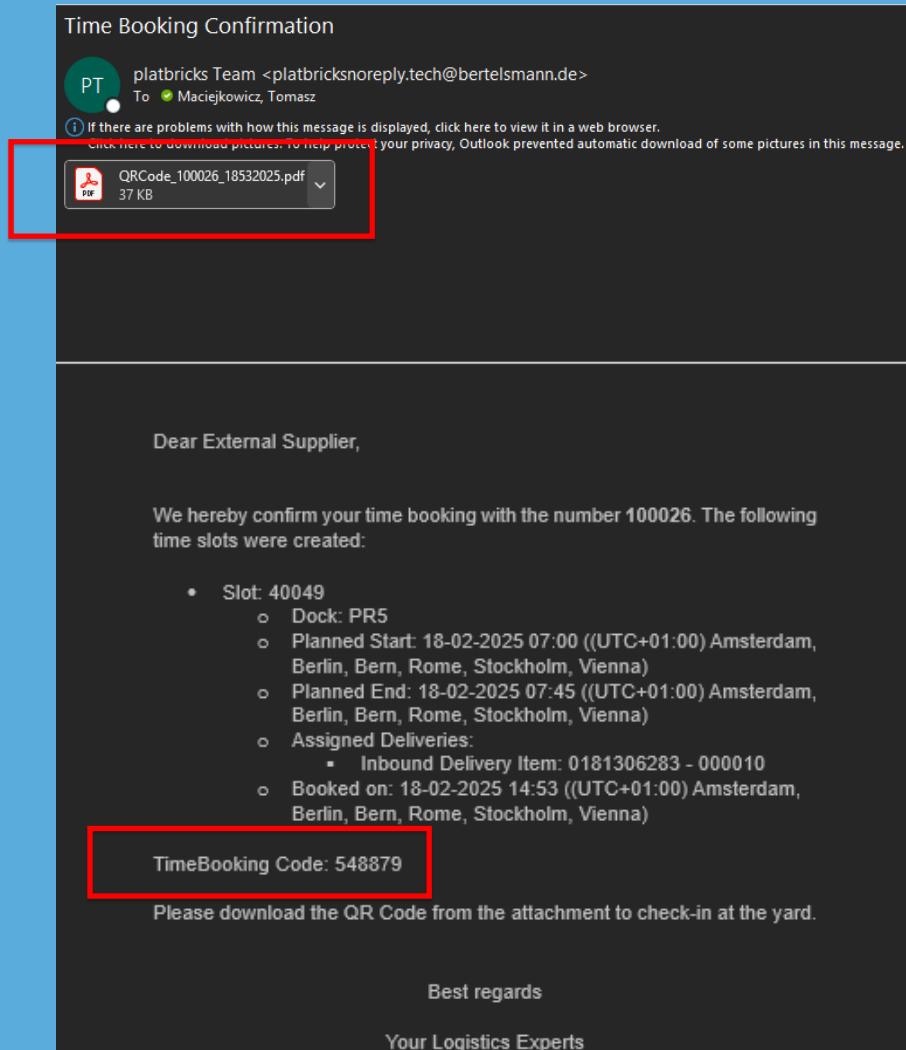
Item: 000000000010000733, Geflügefett 2

Weight: 24000 KGM

Back

Next

1.4 BOOKING MANAGEMENT



The booking has been saved in the system and the system sends a confirmation to the e-mail address provided in the booking.

In Attached to the email You can find a .pdf file with the QR code and the TimeBooking Code/Reference code needed to CHECK-IN the driver point 8A or 8B (Road map on the next slides)

1.4 BOOKING MANAGEMENT

We hereby confirm your time booking with the number **102005**. The following time slots were created:

- Slot: 43252
 - Dock: AL1
 - Planned Start: 26-01-2026 08:00
 - Assigned Deliveries:
 - Inbound Delivery - Item: 0182203707 - 10
 - Purchase Order Number:



Time Booking Reference Code: **33534438**

The .pdf file contains : the QR code and the „Time Booking Reference Code” needed to identify the driver at CHECK-IN point 8A or 8B. Road map on the next slides.

It will be restricted to enter the site without a QR code or reference code, so please provide the QR code or reference number directly to the driver (electronic form as in the pdf attachment or print the .pdf file).

The Time Booking Reference Code can also be used interchangeably .

1.5 SUMMARY

The data entered at the BOOKING stage, e.g. the driver's telephone number, truck plate number can be modified by driver at CHECK-IN process (point 8A or 8B)

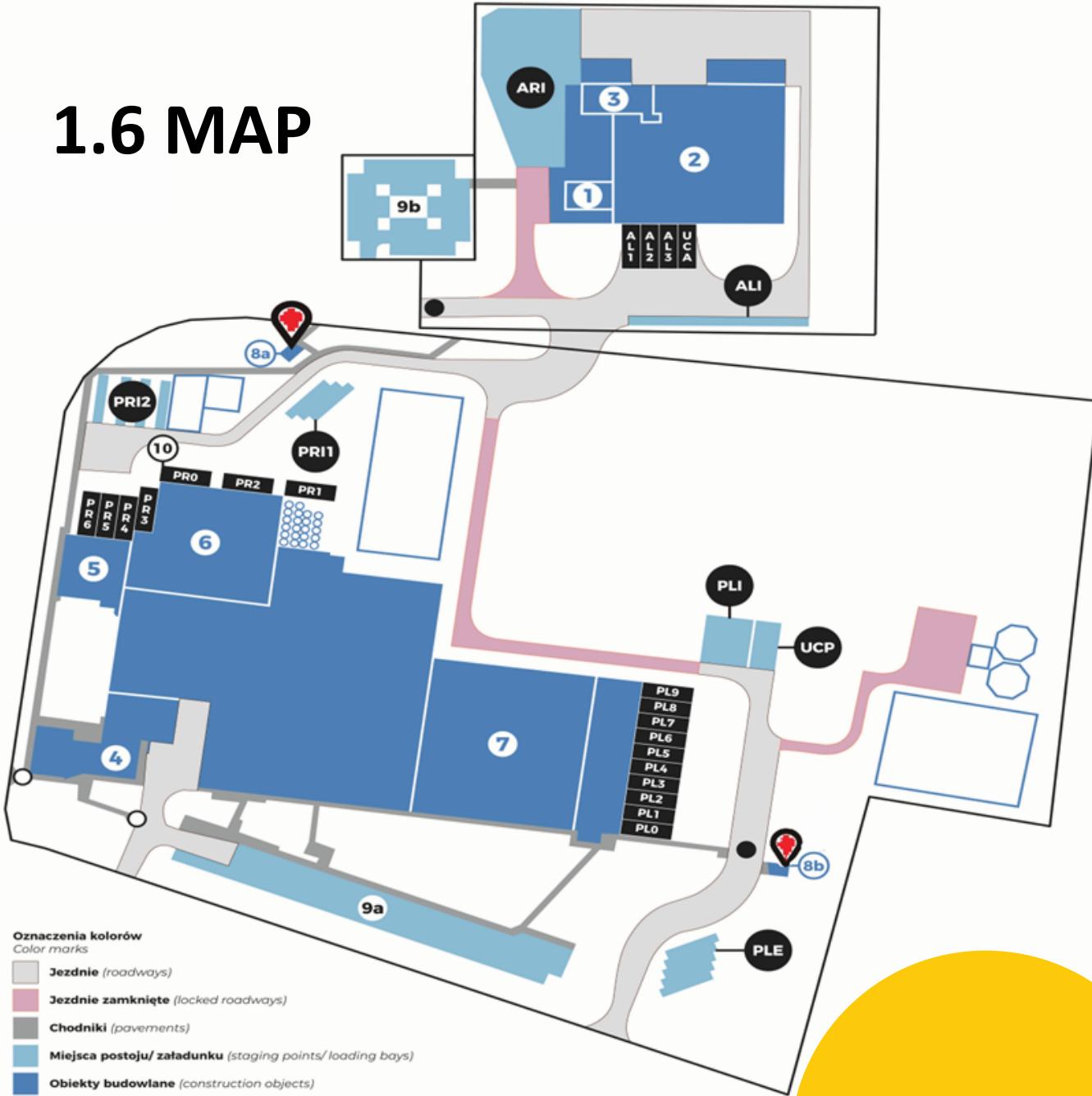
Road map on the next slide.

All movements instructions related to the driver's on Yard will be sent to the driver via SMS.

Providing an invalid mobile phone number by the driver during the CHECK-IN process will make movements on Yard bit difficult.

Providing and incorrect truck license plate during CHECK-IN process by the driver will slow down a bit whole YARD movements .

1.6 MAP



Oznaczenia kluczowe Key marks

○ Bramki dostępu.
Access gateway.

● Bramy wjazdowe.
Entrance gate.

Plant AGRAR

1 Budynek biurowy.
Office building.

2 Hala magazynowa.
Warehouse.

3 Hala produkcyjna.
Production hall.

Plant Petfood

4 Budynek biurowy.
Office building.

5 Hala przyjęć surowca.
Income hall.

6 Hala magazynowa.
Warehouse.

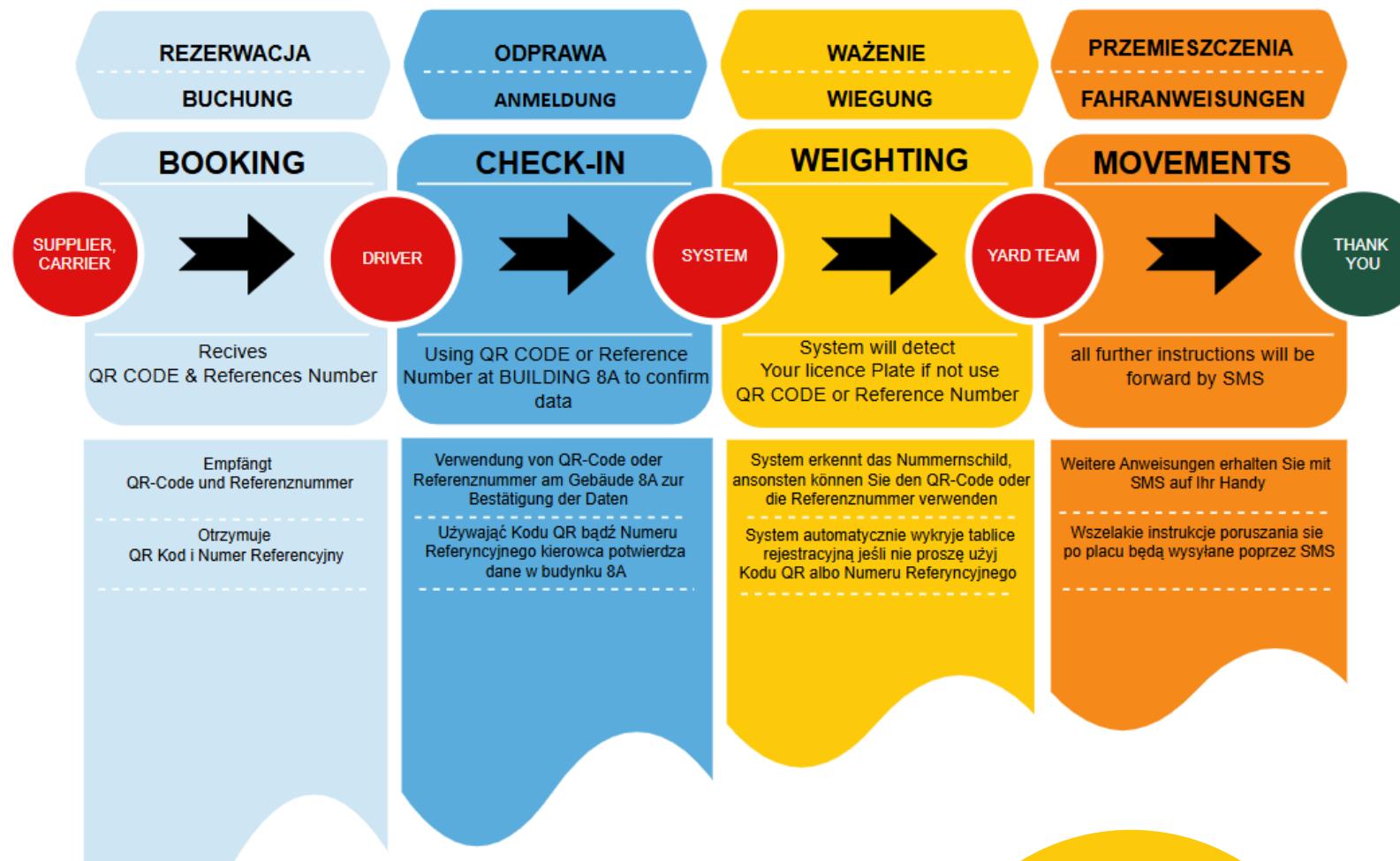
7 Hala logistyczna.
Logistics center.

8 Budynek socjalny dla kierowców samochodów ciężarowych.
Social building for truck drivers.

9 Parking dla samochodów osobowych.
Parking for cars.

10 Stanowisko poboru próbek.
Sample taking station.

1.7 PROCESS FLOWCHART



If you have any questions, please
contact us directly

Yard Coordinator :

Phone Number: +48 532466566

or

E-mail: yard@josera.pl



ERBACHER the food family



ERBACHER the food family

CHECK-IN

ERBACHER the food family



2.1 TIME BOOKING CONFIRMATION

Supplier/Carrier receive an e-mail with confirmation of Booking. In attachment should be a pdf file.

As a result of this, that file should be printed or shared to the Driver.

2.1 TIME BOOKING CONFIRMATION

The most important data for Driver should
be
TimeBooking Reference Code
&
QR Code

ERBACHER
the food family

We hereby confirm your time booking with the number **102005**. The following time slots were created:

- Slot: 43252
 - Dock: AL1
 - Planned Start: 26-01-2026 08:00
 - Assigned Deliveries:
 - Inbound Delivery - Item: 0182203707 - 10
 - Purchase Order Number:



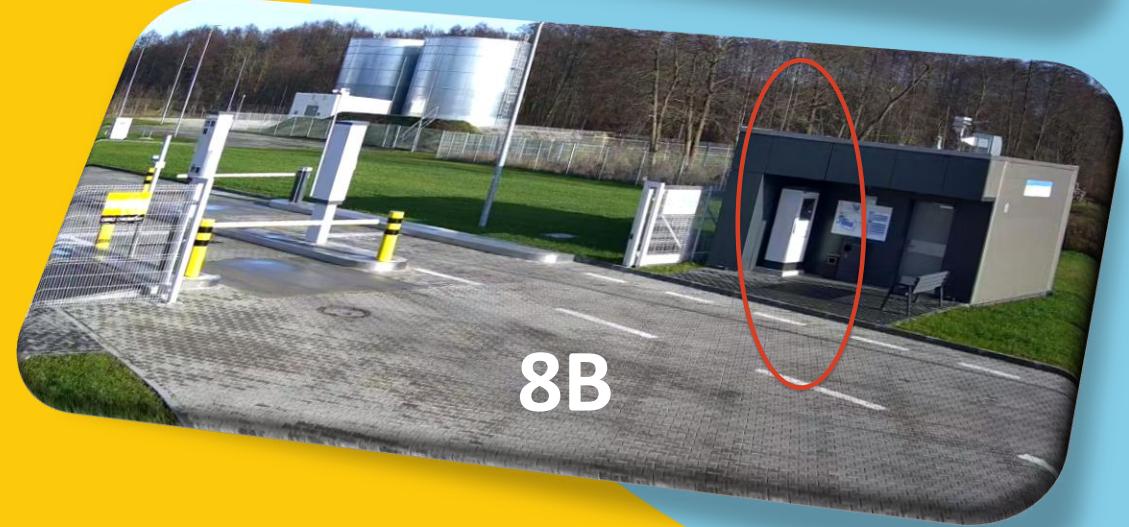
Time Booking Reference Code: **33534438**

2.2 CHECK-IN LOCATION

BULDINGS 8A or 8B:

In these buildings are Terminals (PC) where The Driver should complete CHECK-IN:

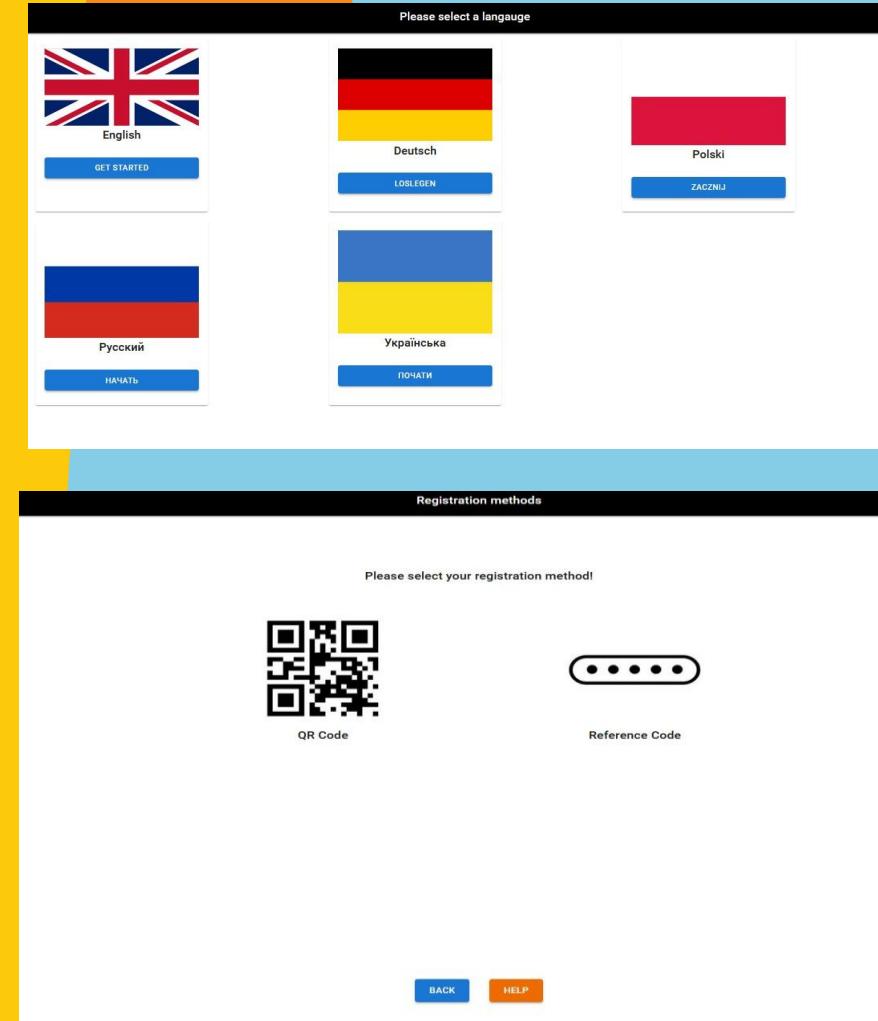
- Verify & Confirm Data (from Booking Process)
- Fill the Cleaning Document
- Confirm the Safety Instruction



2.2 CHECK-IN LOCATION

The PC is equipped with a touch screen so each processes can be done by touching the screen.

The First thing driver should select language of CHECK-IN and then after it select the method of Identify Booked Delivery.



2.3 DATA VERIFICATION

Next System will provide data to screen to verify data from BOOKING stage.

If everything is correct the Driver presses just button CONFIRM if not then CHANGE.

Important thing is to fill phone number and license plate number without spaces like in sample beside.

Please verify/complete your data!

First Name	Driver
Email	abc@abc.pl
Phone Number	+48663661940
Number Plate	PNT123432
License Plate Trailer	
Supplier	YX
Comment	

CONFIRM **CHANGE** **BACK** **CANCEL**

By clicking "Confirm", you consent to the storage of your personal data in our system. Your data will not be shared with third parties.

Reserved Time Slots
Delivery TEST2
Item: 000000000010000004, Mais

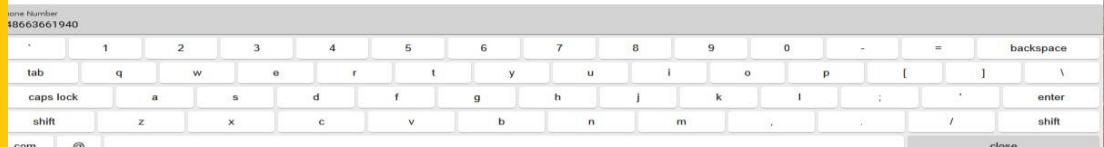
Please verify/complete your data!

Driver Name *	Driver
Email *	
Phone Number *	+48123456789
Number Plate *	PNT123432
Supplier *	YX
Comment	

CONFIRM **CANCEL**

Reserved Time Slots
Delivery TEST2
Item: 000000000010000004, Mais

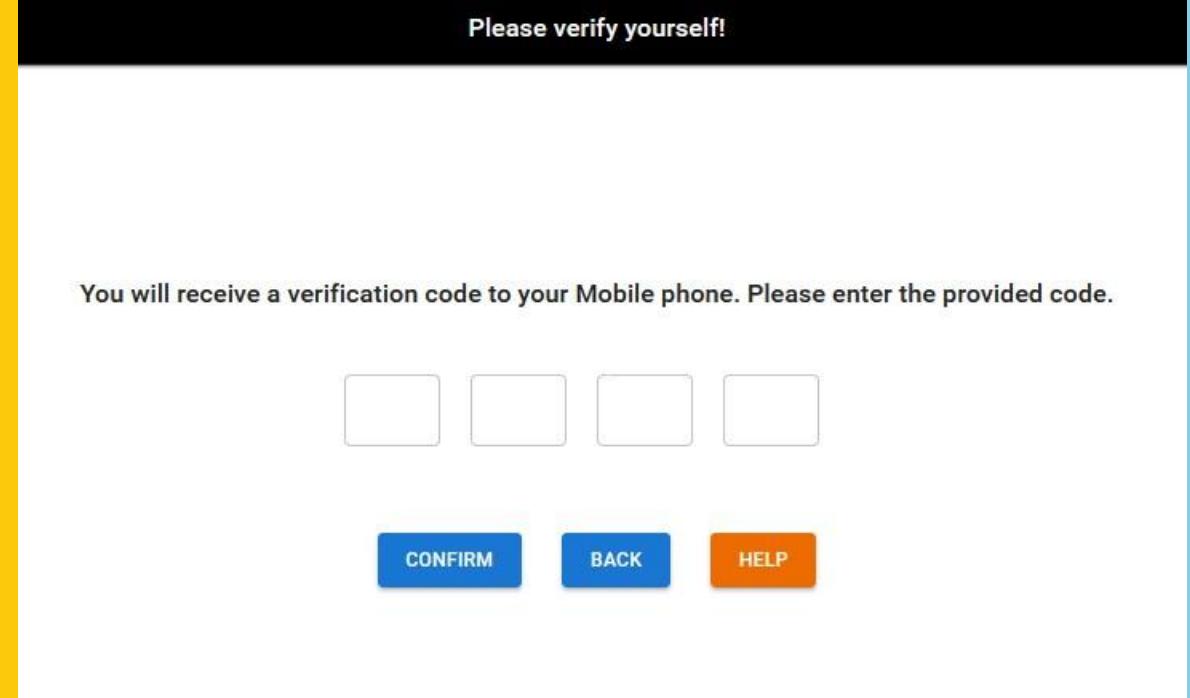
Phone Number
+48663661940



ERBACHER the food family

2.3 DATA VERIFICATION

**The Verification can be Confirmed entering
code sent to mobile phone by SMS**



The image shows a digital interface for data verification. At the top, a black bar contains the text "Please verify yourself!". Below this, a white area contains the instruction: "You will receive a verification code to your Mobile phone. Please enter the provided code." Below the instruction are four empty input fields for entering the verification code. At the bottom, there are three buttons: "CONFIRM" (blue), "BACK" (blue), and "HELP" (orange).

Please verify yourself!

You will receive a verification code to your Mobile phone. Please enter the provided code.

CONFIRM

BACK

HELP

2.4 CLEANING DOCUMENT

All fields are mandatory:

-Materials descriptions

-IDTF Number of materials

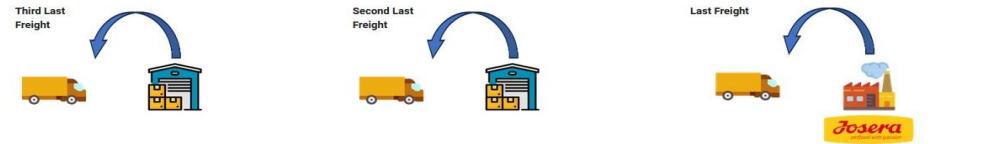
-Cleaning method for each from legend

Important:

Supplier/Carrier should provide the correct IDTF numbers to the Driver.

IDTF data and cleaning process

Please fulfill your data and cleaning process form last freights.



Third Last Freight Second Last Freight Last Freight

Third last freight - material description * Second last freight - material description * Last freight - material description *

IDTF Material * Cleaning metho... IDTF Material * Cleaning metho... IDTF Material * Cleaning metho...

Cleaning legend

A = Dry cleaning B = Wet cleaning with water
C = Wet cleaning with water and cleaning agent D = Wet cleaning with water, with cleaning agent and disinfection

Signature

CONFIRM BACK HELP

IDTF data and cleaning process

Please fulfill your data and cleaning process form last freights.



Third Last Freight Second Last Freight Last Freight

Third last freight - material description * Second last freight - material description * Last freight - material description *

Meis Meis Meis

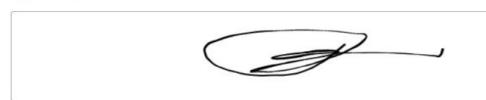
IDTF Material * Cleaning method * IDTF Material * Cleaning method * IDTF Material * Cleaning method *

40341 A 40341 A 40341 A

Cleaning legend

A = Dry cleaning B = Wet cleaning with water
C = Wet cleaning with water and cleaning agent D = Wet cleaning with water, with cleaning agent and disinfection

Signature



CONFIRM BACK HELP

2.5 SAFETY INSTRUCTION

Checkbox Read and Confirm must be marked

Also
Signature should be made

Safety Instruction

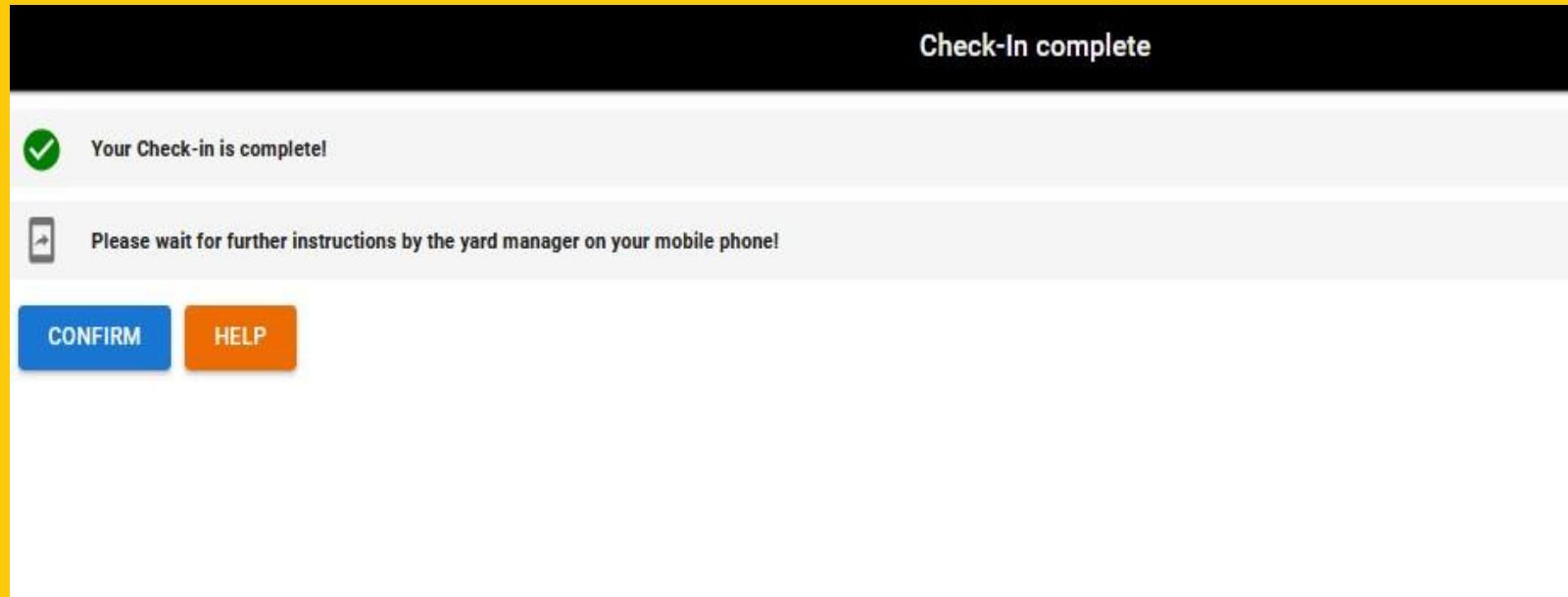
1. Always wear appropriate safety gear, such as helmets, gloves, and safety goggles, when working.
2. Ensure that all machinery and equipment are properly maintained and in good working condition before use.
3. Familiarize yourself with emergency procedures and the location of emergency exits and first aid kits.
4. Follow all safety protocols and guidelines provided by your supervisor or employer.
5. Do not operate machinery or equipment if you are not trained or authorized to do so.
6. Keep work areas clean and organized to prevent accidents and injuries.
7. Report any safety hazards or concerns to your supervisor immediately.
8. Take regular breaks to prevent fatigue and maintain focus while working.
9. Never attempt to bypass safety mechanisms or guards on machinery or equipment.
10. Always follow proper lifting techniques to avoid strains and injuries.

Signature



2.6 SUMMARY

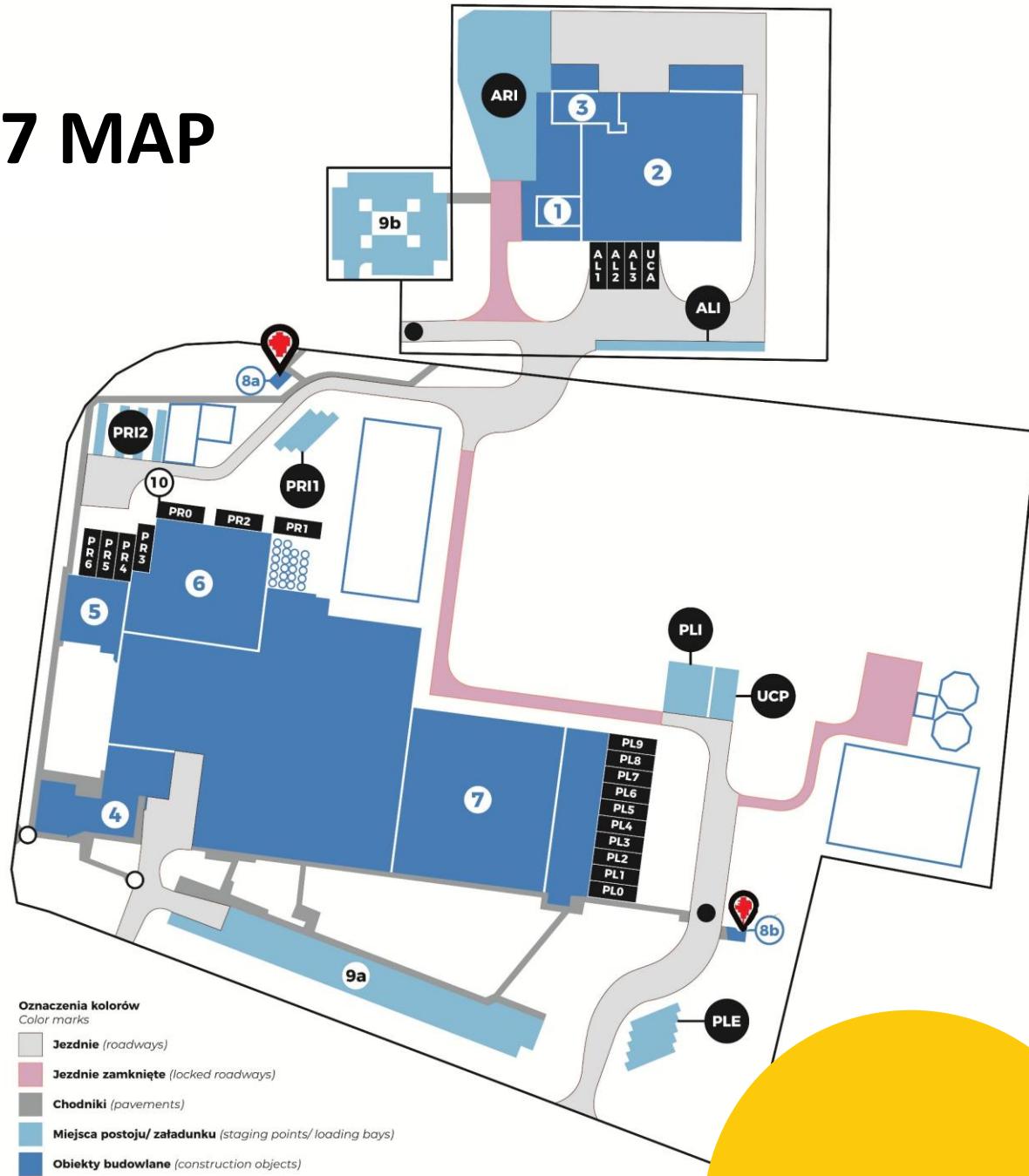
Check-in is now complete.



**The driver should Confirm & wait for
further instructions, which will be sent via
SMS.**

Like “Please Drive to...”

2.7 MAP



Oznaczenia kluczowe Key marks

○ Bramki dostępu.
Access gateway.

● Bramy wjazdowe.
Entrance gate.

Plant AGRAR

1 Budynek biurowy.
Office building.

2 Hala magazynowa.
Warehouse.

3 Hala produkcyjna.
Production hall.

Plant Petfood

4 Budynek biurowy.
Office building.

5 Hala przyjęć surowca.
Income hall.

6 Hala magazynowa.
Warehouse.

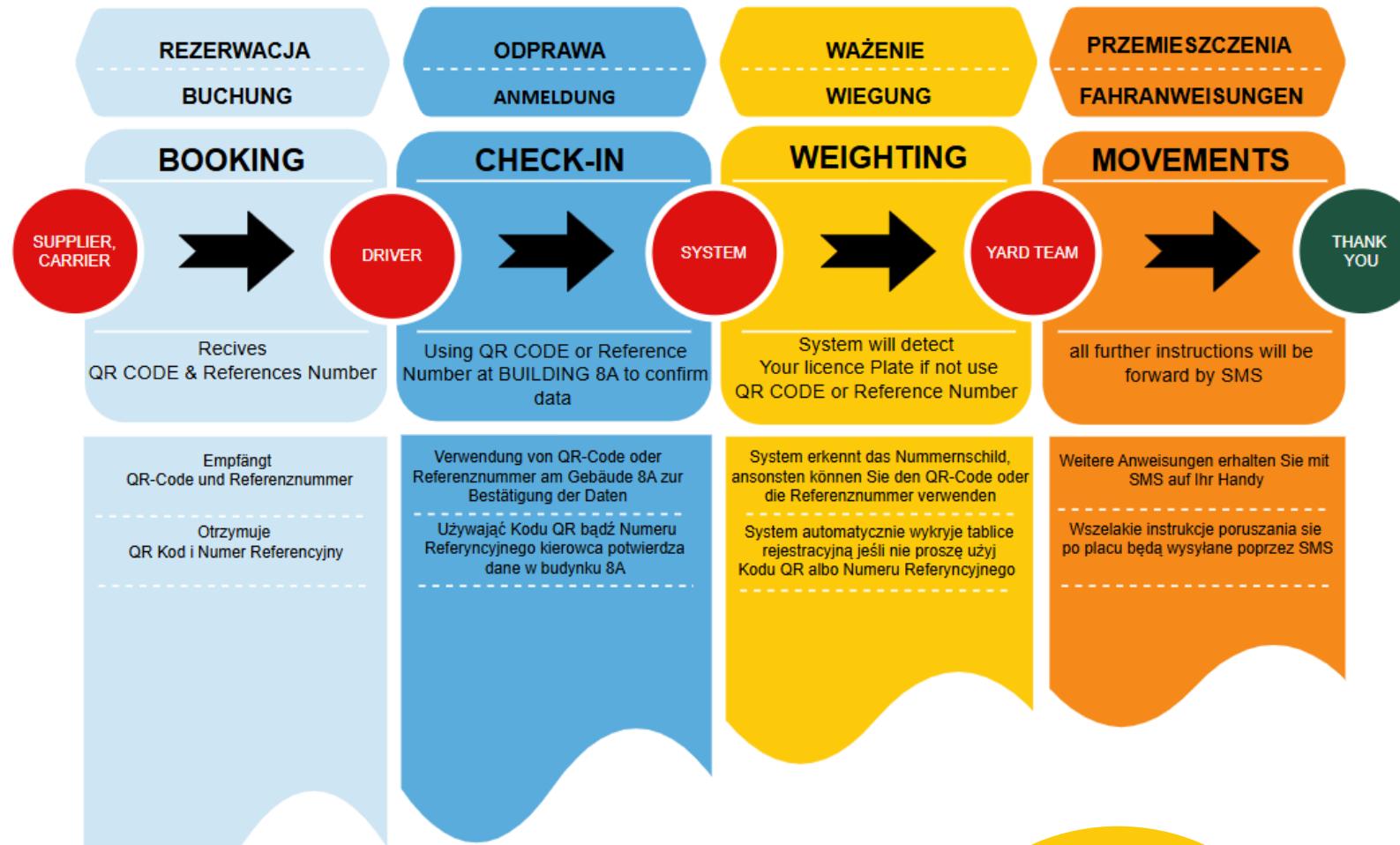
7 Hala logistyczna.
Logistics center.

8 Budynek socjalny dla kierowców samochodów ciężarowych.
Social building for truck drivers.

9 Parking dla samochodów osobowych.
Parking for cars.

10 Stanowisko poboru próbek.
Sample taking station.

2.8 PROCESS FLOWCHART

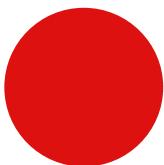


If you have any questions, please
contact us directly



Yard Coordinator :

Phone Number: +48 532466566



or

E-mail: yard@josera.pl



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