

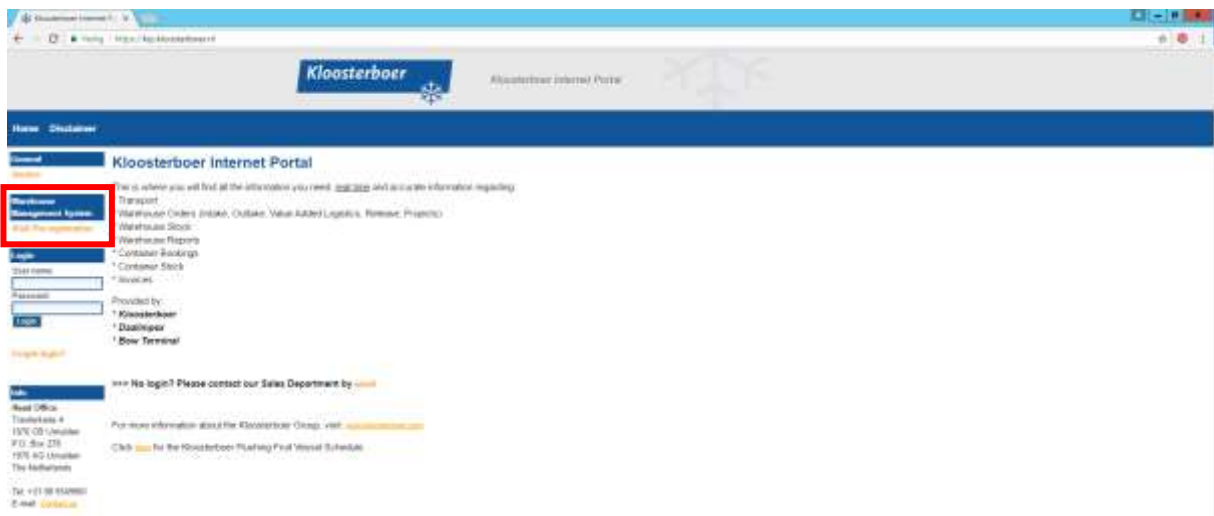
## MANUAL: Kloosterboer Internet Portal

To be able to pick up / unload your goods at Kloosterboer Cool Port it is necessary to pre-register your visit and book a time slot. This manual has been developed to support and help you in making the necessary arrangements for your visit.

1. Go to the Kloosterboer Internet Portal: <https://kip.kloosterboer.nl>.



2. Select 'Visit Pre-registration' or you can access the time slot appointment system via the direct link <https://kip.kloosterboer.nl/tas>



3. Select 'New visit' to book a time slot or select 'Edit visit' to change the details of an existing pre-registration.



4. Please fill in all details requested. Once completed, click 'Save'. All fields with an asterisk(\*) are mandatory. The other fields are optional however completing these during pre-registration will help to speed up processing on arrival at Kloosterboer.


The image shows a web form titled "TRANSPORT DETAILS" with a progress bar at the top containing steps: "Transport" (highlighted in orange), "Phone", "Driver", "Truck", and "Confirmation". The form is divided into two columns: "Transport Company" and "Driver and Truck".


| Transport Company   | Driver and Truck                            |
|---|---|
| Company Name*   | Cargo Card Number                           |
| <input type="text" value="Company name"/>                     | <input type="text" value="50325648524566"/> |
| Phone   | License plate truck                         |
| <input type="text"/>  | <input type="text" value="BV85-01"/>        |
| E-mail*   | Driver E-mail                               |
| <input type="text" value="email@address.nl"/>                 | <input type="text"/>                        |
| E-mail confirmation*  | Driver Phone                                |
| <input type="text" value="email@address.nl"/>                 | <input type="text"/>                        |
| E-mail CC   |   |
| <input type="text" value="CC for visit confirmation e-mail"/> |   |

\*mandatory field

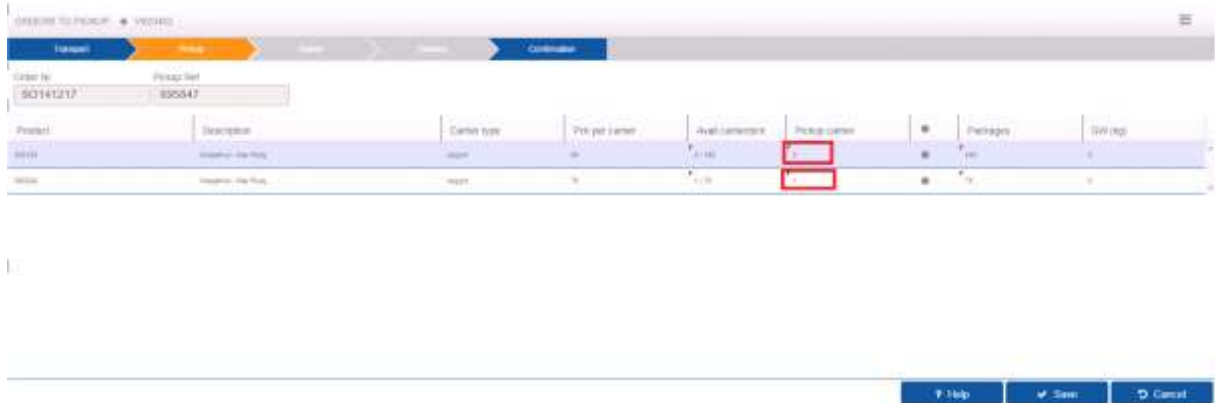
5. Once successfully registered, your visit number / ID will be shown on screen.



- For loading: fill in 'Order Nr' (Sales-order number or customer reference shown on order confirmation) AND 'Pickup Ref' (Pin code or second reference number shown on order confirmation), press *enter* or click on the  button.  
For the delivery of goods click on 'next' and please go straight to step 11.

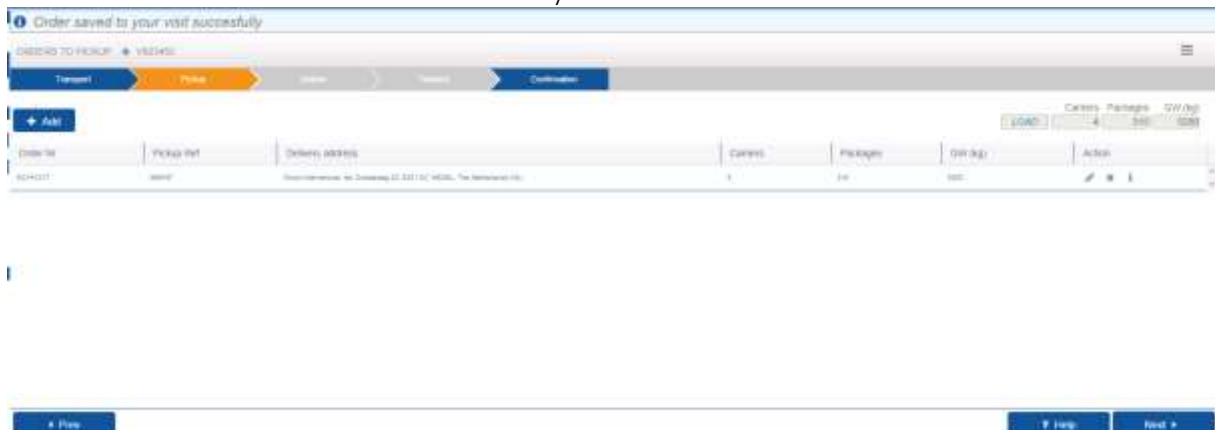


- The order details will be displayed. The number of carriers (pallets) to be picked up can be entered in the 'Pickup carrier' box. Please note that for some customers, the pickup amount maybe fixed. To select all pallets at once, use the asterisk \* button in the header. Press save when you are finished.



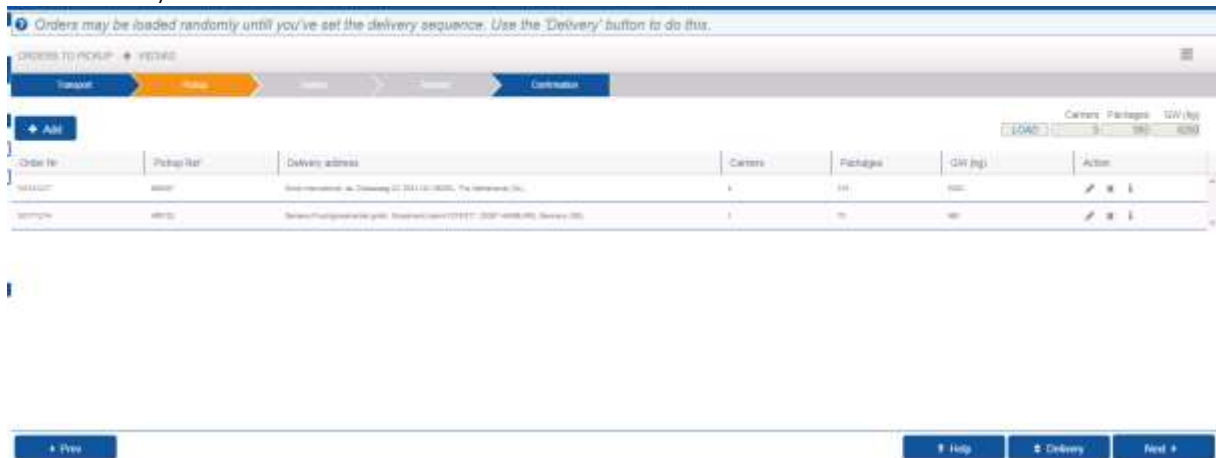
| Product | Description       | Carrier type | Pick up carrier | Avail. carriers | Pickup carrier | Packages | GW (kg) |
|---------|-------------------|--------------|-----------------|-----------------|----------------|----------|---------|
| 0001    | Mastrolini 1000kg | MSP          | 0               | 1               | 1              | 1        | 1000    |

- The following screen provides a summary. Your order can be edited or deleted via the buttons under 'action'.  
Click '+ Add' to add an additional order to your visit. Otherwise click 'next'.

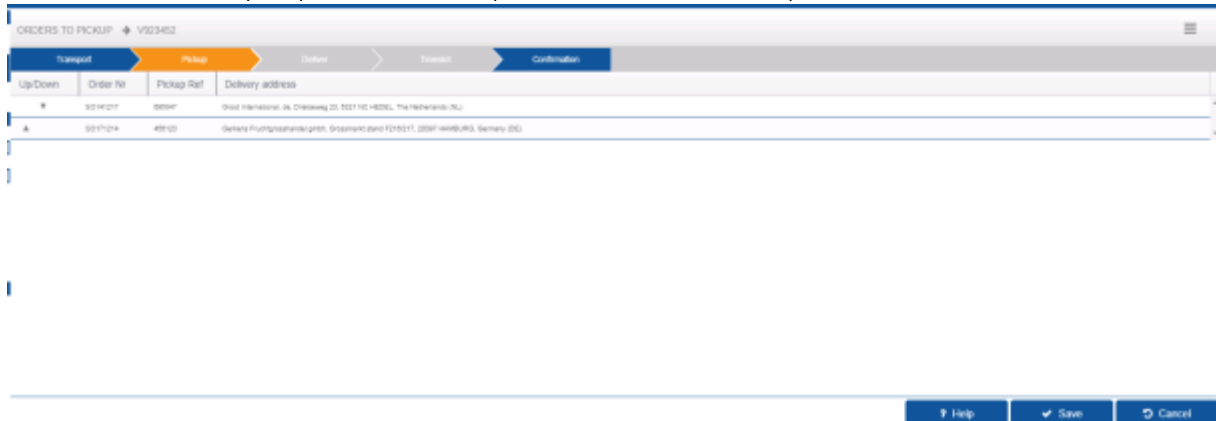


| Order Nr | Pickup Ref | Delivery address  | Carriers | Packages | GW (kg) | Action                    |
|----------|------------|-------------------|----------|----------|---------|---------------------------|
| SO141217 | MSP        | Mastrolini 1000kg | 1        | 1        | 1000    | [Edit] [Delete] [Refresh] |

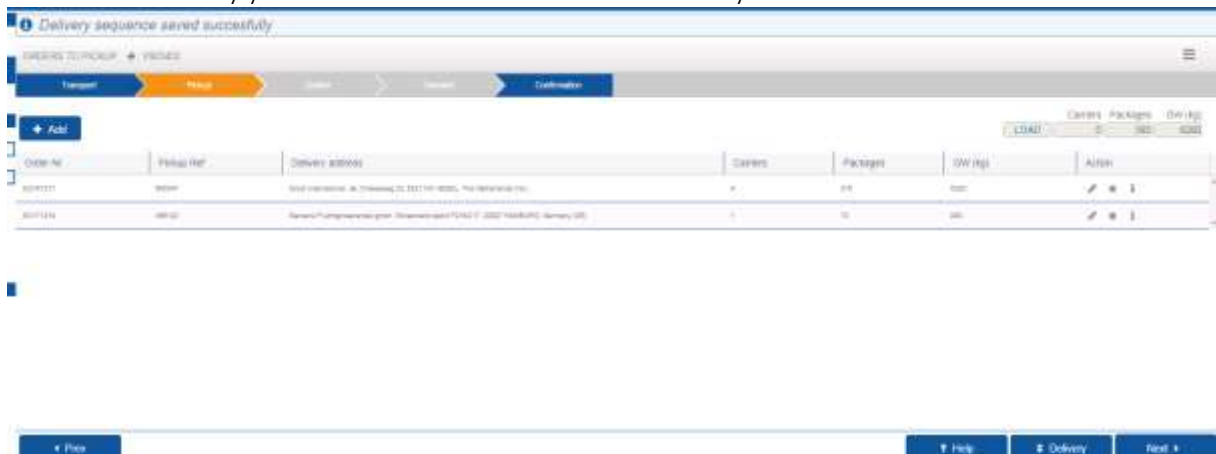
- If you have added an order to your visit which has a different delivery address, you can set a delivery sequence (see step 10 for instructions). Kloosterboer will then load in the opposite order so as to maintain the delivery sequence indicated. Please be aware that the sequence of orders added to the visit is NOT the delivery sequence. For cases where a delivery sequence has NOT been added to the visit, the orders will be loaded randomly.




- To add a delivery sequence use the up and down buttons and press save.



- In the summary you will see an overview of all the orders you have selected. Click on 'next'.



12. If you have goods to deliver fill in 'Order Nr' (Sales-order number or customer reference shown on order confirmation) AND 'Delivery Ref' (Pin code or second reference number shown on order confirmation), press *enter* or click on the  button. If not, click 'next'.

13. You can now book a time slot. Select a date and time. Confirm by clicking 'save'. Confirmation will be sent to the email address which is displayed at the top of the page.

14. Click 'next'

