

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 screenshot displays a web form titled 'TRANSPORT DETAILS' with a progress bar at the top showing 'Transport' as the active step. The form is divided into two main sections: 'Transport Company' and 'Driver and Truck'.
The 'Transport Company' section includes the following fields:

- Company Name* (mandatory)
- Company name (optional)
- Phone (optional)
- E-mail* (mandatory)
- email@address.nl (optional)
- E-mail confirmation* (mandatory)
- email@address.nl (optional)
- E-mail CC (optional)
- CC for visit confirmation e-mail (optional)

A note at the bottom of this section states 'mandatory field'.
The 'Driver and Truck' section includes the following fields:

- Cargo Card Number (optional)
- 56325648524566 (optional)
- License plate truck (optional)
- BV-BV-01 (optional)
- Driver E-mail (optional)
- Driver Phone (optional)

A 'Save' button is located at the bottom right of the form.

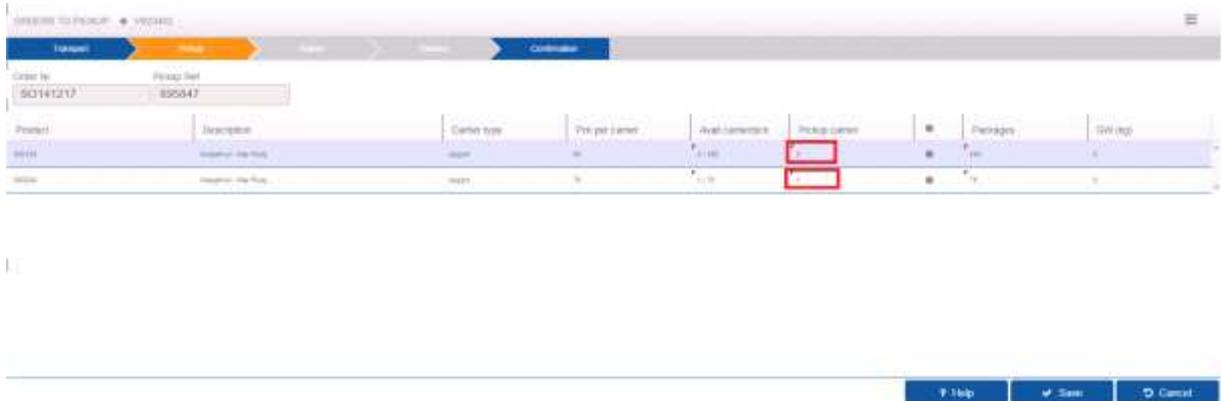
5. Once successfully registered, your visit number / ID will be shown on screen.



- 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.

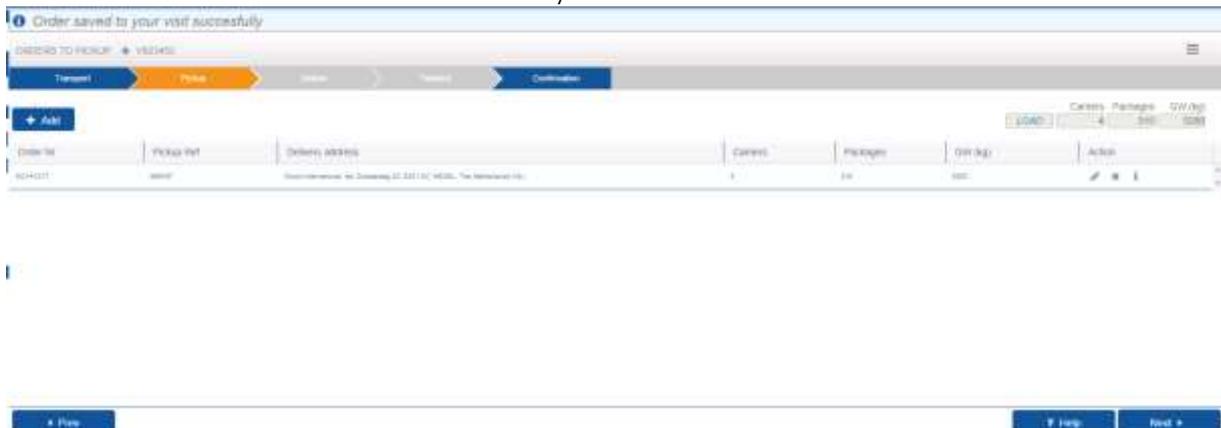


- The order details will be displayed. The number of carriers (pallets) to be picked up can be entered in the 'Pickup carrier' box. Please note that for some customers, the pickup amount maybe fixed. To select all pallets at once, use the asterisk * button in the header. Press save when you are finished.



Product	Description	Carrier type	Pick up carrier	Avail. carriers	Pickup carrier	Packages	GW (kg)
0000	Washup Soap Box	WASH	1	1	1	1	0

- 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	000847	Washup Soap Box	1	1	0	Add

9. 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.

Orders may be loaded randomly until you've set the delivery sequence. Use the 'Delivery' button to do this.

ORDERS TO PICKUP → VISIT 452

Transport → Pickup → Deliver → Transit → Confirmation

+ Add

Order No	Pickup Ref	Delivery address	Covers	Packages	GW (kg)	Action
5031217	80001	West-Havenstraat 46, Drieweg 20, 3211 VC HESSEL, The Netherlands (NL)	1	01	100	[edit] [delete]
5031214	48123	Seneca-Fußgängersteig (Seneca) Senecastraße 1215111, 20247 HAMBURG, Germany (DE)	1	10	100	[edit] [delete]

+ Prev [Help Delivery Next +

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

ORDERS TO PICKUP → VISIT 452

Transport → Pickup → Deliver → Transit → Confirmation

Up/Down	Order No	Pickup Ref	Delivery address
↓	5031217	80001	West-Havenstraat 46, Drieweg 20, 3211 VC HESSEL, The Netherlands (NL)
↑	5031214	48123	Seneca-Fußgängersteig (Seneca) Senecastraße 1215111, 20247 HAMBURG, Germany (DE)

[Help Save Cancel

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

Delivery sequence saved successfully

ORDERS TO PICKUP → VISIT 452

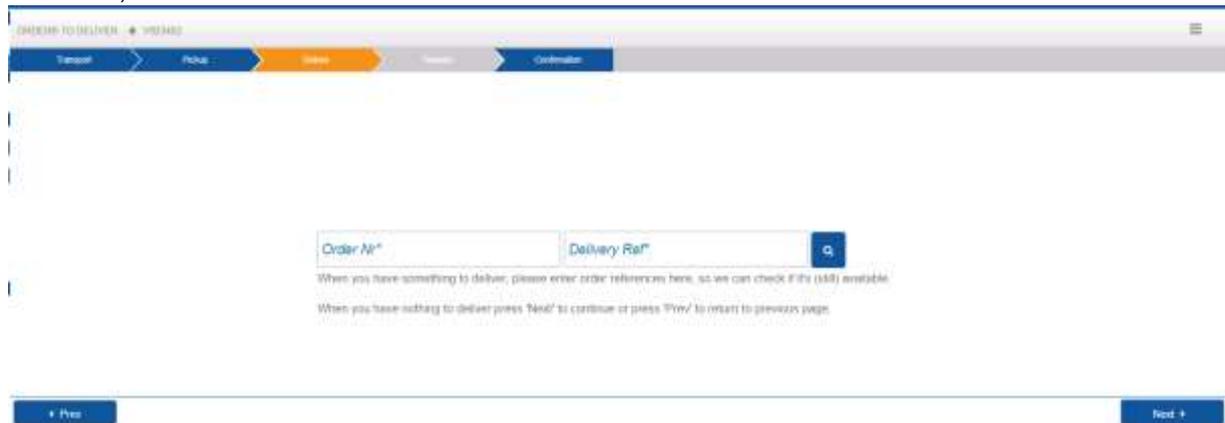
Transport → Pickup → Deliver → Transit → Confirmation

+ Add

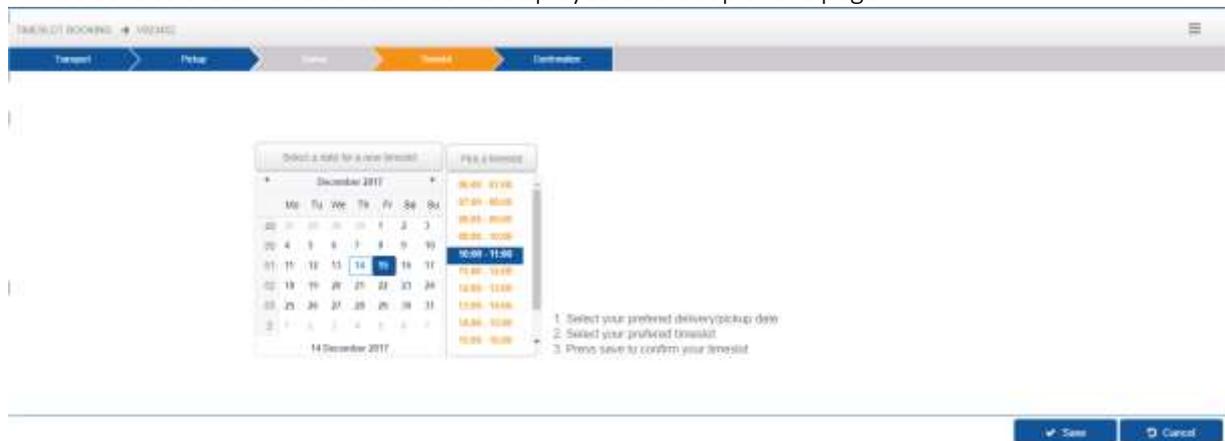
Order No	Pickup Ref	Delivery address	Covers	Packages	GW (kg)	Action
5031217	80001	West-Havenstraat 46, Drieweg 20, 3211 VC HESSEL, The Netherlands (NL)	1	01	100	[edit] [delete]
5031214	48123	Seneca-Fußgängersteig (Seneca) Senecastraße 1215111, 20247 HAMBURG, Germany (DE)	1	10	100	[edit] [delete]

+ Prev [Help Delivery Next +

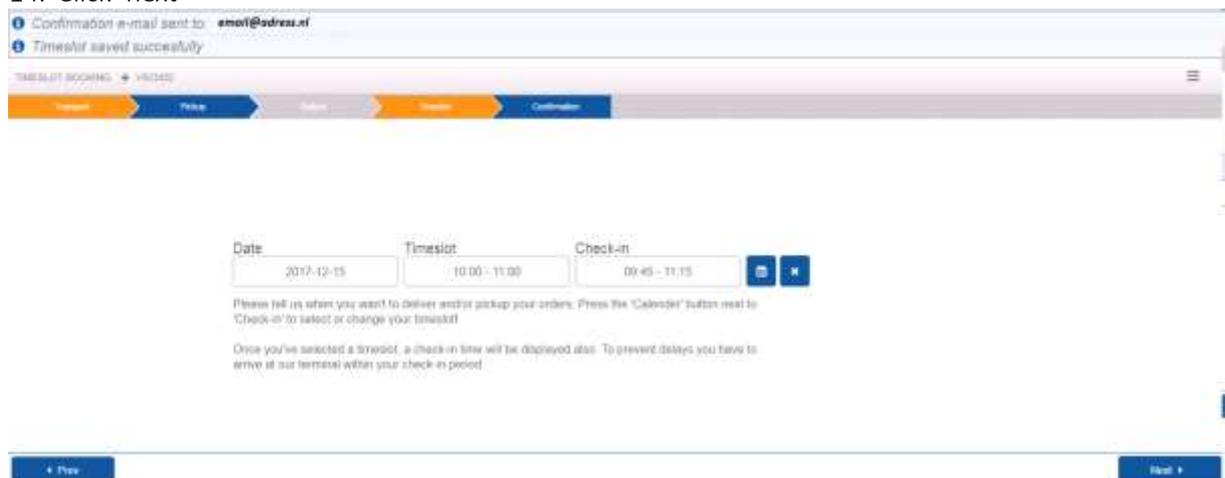
12. If you have goods to deliver fill in 'Order Nr' (Sales-order number or customer reference shown on order confirmation) AND 'Delivery Ref' (Pin code or second reference number shown on order confirmation), press *enter* or click on the  button. If not, click 'next'.



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'



15. Here it is possible to resend the email confirmation if required. You have now completed the registration process and your visit has been pre-registered. Click on 'finish'.

Home About Contact Help Finish

Email
Resend Confirmation

If you didn't receive a confirmation email yet please send yourself one here.

Otherwise be sure to write down your visit ID for later access to your visit.

Home About Finish

16. The truck driver needs the visit number / ID (shown on screen ref step 5) to be able to check-in at Kloosterboer Cool Port.