

## Manual – Booking a slot

As subcontractor/transporter **you will be given access to the Overseas slotbooking system by the supplier.**

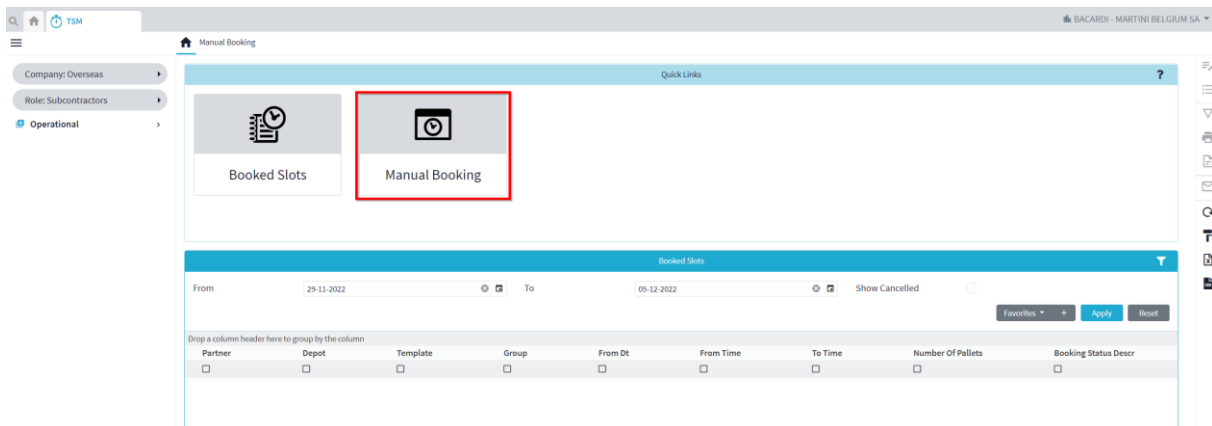
Once registered you can enter the slotbooking system:

- Go to <https://overseas-slotbooking.cnwsuite.com>
- Or go to website: [www.overseas.be](http://www.overseas.be) -> Slotbooking to find the link to slotbooking + manual
- Login with your credentials

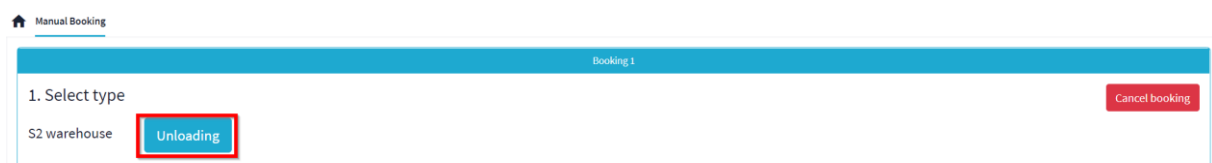


**To book a slot:**

- Click Manual Booking



- Click Unloading



- Fill in estimated pallets for each Order Reference (PO)
- Click 'Save'

Manual Booking

Booking 1

1. Select type Cancel booking

S2 warehouse Unloading

2. Booking References

**New detail** ^

Estimated Pallets \* 2 Order \* PO22/02586

Save

Details				
Sequence	Booking Reference	Estimated Pallets	Estimated Weight	Order Reference

- When delivering multiple Orders, you need to give the list of all orders + estimated pallets
- **! ATTENTION: PO orders not specified in booking will not be accepted!**
- When list is complete click 'Next step'

Manual Booking

Booking 1

1. Select type Cancel booking

S2 warehouse Unloading

2. Booking References

**New detail** ^

Estimated Pallets \*  Order \*

Save

Details	
Estimated Pallets	Order Reference
2	PO22/02586
3	PO22/02590

Next step

- Click an available slot to make the booking

Manual Booking

Confirm Booking

Start Dt: 30-11-2022 13:16:00 End Dt: 07-12-2022 13:16:00

Favorites + Apply Reset

3. Pick A Time

Wednesday: 30-11-2022

No Slots Available

Thursday: 01-12-2022

08:00-09:00 09:00-10:00 10:00-11:00 11:00-12:00 13:00-14:00 14:00-15:00 15:00-16:00

Friday: 02-12-2022

08:00-09:00 09:00-10:00 10:00-11:00 11:00-12:00 13:00-14:00 14:00-15:00 15:00-16:00

Saturday: 03-12-2022

No Slots Available

Sunday: 04-12-2022

No Slots Available

Monday: 05-12-2022

08:00-09:00 09:00-10:00 10:00-11:00 11:00-12:00 13:00-14:00 14:00-15:00 15:00-16:00

Tuesday: 06-12-2022

13:00-14:00 14:00-15:00 15:00-16:00

- You have the possibility to add container number(trailer) and comment
- Click 'Save'

Confirm Booking
🔍 ✕

Slot

Container

Comment

- You will see the report of the booked slot
- Press 'Mail' to send it to your mailbox or print the document

Confirmed Booking
🔍 ✕

Company Name  Date

Start  End

Booking Documents
Report



### OVERSEAS DISTRIBUTION COMPANY

Slot Reservation

**Depot:**  
 S2 warehouse  
 Merantistraat 1  
 2030 Antwerpen  
 Phone: +32 3 222 25 86  
 Email: som@overseas.be  
 B : 51° 14' 22" L ; 4° 24' 44"

**Slot:**  
**Unloading**  
**Date: 01-12-2022**  
**Between 09:00 and 10:00**

Reference	Amount
PO22/02586	Payload 2 Pallets
PO22/02590	Payload 3 Pallets

- Press 'Save' to mail report

Mail
🔍 ✕

Mail To \*

- You will receive an E-mail:

OM Overseas slotting mail  
Aan: U

report.pdf  
739 KB

TSM - New booking - TOMMASI  
VITICOLTORI SOCIETA' SEMPLICE  
AGRICOLA => Overseas!

**Depot:** S2 warehouse  
**Template:** Unloading  
**Start:** 2022-11-18 09:00  
**Stop:** 2022-11-18 10:00  
**Mail:** som@overseas.be

Details

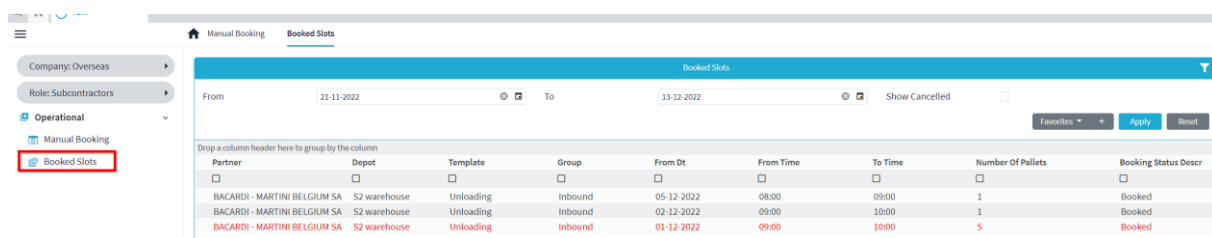
Estimated Pallets	Order Reference
2	PO22 / 02583
5	PO22 / 02585

- Driver must present himself at reception at time of booking with all PO order references mentioned in the Booking confirmation.

## Booked Slots

To see your booked slots:

- Go to menu 'Booked Slots'
- Select a date range + Apply



Partner	Depot	Template	Group	From Dt	From Time	To Time	Number Of Pallets	Booking Status Descr
BACARDI - MARTINI BELGIUM SA	S2 warehouse	Unloading	Inbound	05-12-2022	08:00	09:00	1	Booked
BACARDI - MARTINI BELGIUM SA	S2 warehouse	Unloading	Inbound	02-12-2022	09:00	10:00	1	Booked
BACARDI - MARTINI BELGIUM SA	S2 warehouse	Unloading	Inbound	01-12-2022	09:00	10:00	5	Booked

To see details of your booked slot:

- Right click on a booked slot
- Select 'Detail Information'

-> an overview of your booked PO nrs will appear under your booking

Manual Booking **Booked Slots**

Booked Slots

From: 21-11-2022 To: 13-12-2022 Show Cancelled

Favorites + Apply Reset

Drop a column header here to group by the column

Partner	Depot	Template	Group	From Dt	From Time	To Time	Number Of Pallets	Booking Status Descr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUCARAI - MARTIN REZACUM SA	S2 warehouse	Unloading	Unloading	05-12-2022	08:00	09:00	1	Booked
BUCARAI - MARTIN REZACUM SA	S2 warehouse	Unloading	Unloading	02-12-2022	09:00	10:00	1	Booked
BUCARAI - MARTIN REZACUM SA	S2 warehouse	Unloading	Unloading	01-12-2022	09:00	10:00	5	Booked

- Update
- Detail Information**
- Report
- Booking Documents
- Status changes
- Mail
- Refresh
- Conditional formatting
- Export Excel
- Export CSV

Estimated Pallets	Order Reference
<input type="checkbox"/>	<input type="checkbox"/>
1	PO22/02593

Booked Slots > Detail Information