



First booking

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1. Introduction

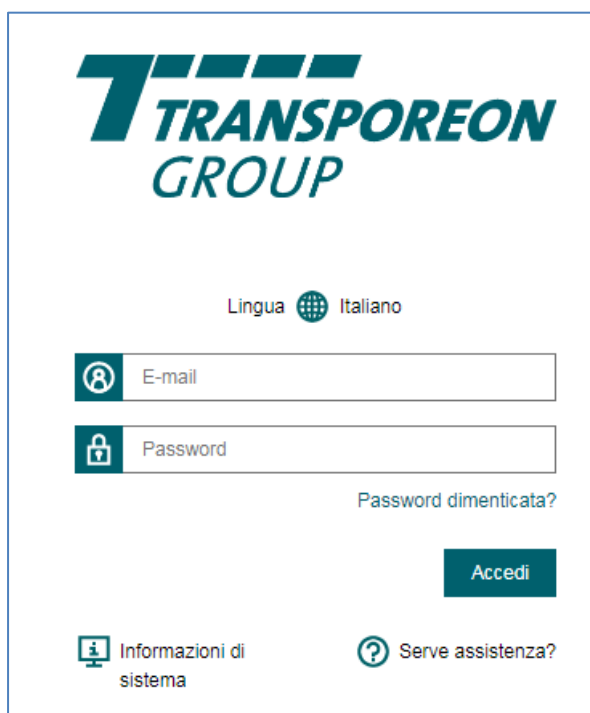
This short document explains the procedure for booking a pickup using the *Book&Go Ceramics* platform.

2. Book a pickup

2.1. Login

To access the portal log in at the link

<https://mercareon.transporeon.com/>



The screenshot shows the login interface for the Transporeon Group. At the top is the logo, which consists of a stylized 'T' followed by the text 'TRANSPOREON GROUP'. Below the logo, there is a language selection option labeled 'Lingua' with a globe icon and the word 'Italiano'. The login form contains two input fields: the first is labeled 'E-mail' with a user icon, and the second is labeled 'Password' with a lock icon. To the right of the password field is a link that says 'Password dimenticata?'. Below the input fields is a dark blue button labeled 'Accedi'. At the bottom of the page, there are two links: 'Informazioni di sistema' with an information icon, and 'Serve assistenza?' with a question mark icon.

Enter the credentials created during registration and access the portal. *Book&Go Ceramics* is hosted on the *Mercareon* portal, the *Transporeon Group's* time slot management service.

2.2. Accessing Book&Go Ceramics

Once logged in select *Book&Go Ceramics* in the dropdown menu as the recipient of the booking.



Now you're in *Book&Go Ceramics*.



2.3. Activate an order

The booking of a loading space consists of 2 steps:

- Activation of the order(s) to be picked up
- Choice of the loading date and time

To activate an order you need to go to Bookings → Free bookings, a screen where you can see the active orders (already managed on Book&Go and waiting to be placed on the calendar), and where you can activate new orders.



To activate a new order click Activate orders.

Prenotazioni libere ?				Mag. D c/o Ceramiche CAESAR			Caricare	Export	Attivazione ordini
				Numero d'ordine ▲	Commento dell' ordine	Data della fornitura			
				<input type="text"/>	<input type="text"/>	<input type="text"/>			
				10549-28911	-	2019-05-17			
				109602-30026	-	2019-05-22			
				117041-29153	-	2019-05-20			
				12637-12637	-	2019-06-04			
				12637-12637	-	2019-06-04			
				12637-12637	-	2019-05-23			
				12637-12637	-	2019-05-13			
				12637-12637	-	2019-05-08			

To activate an order you need your customer codes and order numbers, which must be entered in the order activation screen in the following format:

123456-123456
[CUSTOMER CODE]-[ORDER NUMBER]

Prenotazioni libere ?

Indietro

Digitare i dati dell'ordine per attivare uno o più ordini.
Per attivare uno o più ordini, digitare il codice cliente e il numero d'ordine: "cod. cliente-num. ordine". Esempio: 25078-86790

Numero d'ordine

Attivazione ordini

Svuota la tabella

Import

Then, starting from the first line, enter the codes for the orders to be picked up in the activation screen.

Depending on the procedures of the individual carrier, the customer codes and order numbers will be communicated by the sales office or directly by the customer.

Orders that are correctly activated are displayed in the space below the booking screen.

Prenotazioni libere ?

[Indietro](#)

Digitare i dati dell'ordine per attivare uno o più ordini.
Per attivare uno o più ordini, digitare il codice cliente e il numero d'ordine: "cod. cliente-num. ordine". Esempio: 25078-86790

Numero d'ordine

[Attivazione ordini](#) [Svuota la tabella](#) [Import](#)

	Numero d'ordine	Commento dell' ordine	Data della fornitura	Numero partn...	Peso prenotato ...	Peso indicativo [kg]
	100621-34132	-	2019-06-07	100621	626	626

Sometimes while activating an order an additional window will appear with several lines to select from. This happens when an order has material to be picked up on different dates and/or in different warehouses. Select all rows for full pickup or only the rows concerned for partial pickup and click "Activate orders":

Attivazione ordini

[Attivazione ordini](#) [Annulla](#)

Attenzione: se l'ordine che si sta cercando non è nella lista di seguito, si prega di contattare il team di supporto.

	Numero d'o...	Peso stimato	Data della forn...	Marchio	Partner commerciale o cli...	Magazzino di ricevim...
						atl
Numero d'ordine: 10801-10801						
<input checked="" type="checkbox"/>	1	1	2020-04-17	Conto Lavoro P...	CERAMICHE	Mag. S c/o Ceramiche
<input checked="" type="checkbox"/>	1	2	2020-04-17	Conto Lavoro P...	CERAMICHE	Mag. A c/o Ceramiche

If you activate multiple orders to be picked up by one vehicle, you must "combine" the orders before booking. To do this, check the box to the left of one of the lines:

Prenotazioni libere ?

[Indietro](#)

Digitare i dati dell'ordine per attivare uno o più ordini.
Per attivare uno o più ordini, digitare il codice cliente e il numero d'ordine: "cod. cliente-num. ordine". Esempio: 25078-86790

Numero d'ordine

[Attivazione ordini](#) [Svuota la tabella](#) [Import](#)

	Numero d'ordine	Commento dell' ordine	Data della fornitura	Partner commerciale o cliente
<input checked="" type="checkbox"/>	1	-	2020-04-17	CERAMICHE
<input checked="" type="checkbox"/>	1	-	2020-04-17	CERAMICHE

The system will automatically propose all the activated orders that can be combined. Select the lines by checking each one, or use the checkbox at the top to select them all automatically. Then press the "COMBINE" button in the top left corner:

Prenotazioni libere ?				
Combinare		Annulla		
<input type="checkbox"/>	Numero d'ordine	Commento dell' ordine	Data della fornitura	Partner commerciale o cliente
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	1[REDACTED]1	-	2020-04-17	CERAMICHE
<input checked="" type="checkbox"/>	1[REDACTED]1	-	2020-04-17	CERAMICHE

At this point you'll see just one line (if there are several orders you can expand it by clicking the "+" on the left to see the orders that have been combined) and you can proceed with the booking of the pickup.

HIGH NUMBER OF ORDERS

If there are lots of orders and our sales office has given you a list in text/Excel format, you can use the import function via the "IMPORT" button:

Prenotazioni libere ?

Indietro

Digitare i dati dell'ordine per attivare uno o più ordini.
Per attivare uno o più ordini, digitare il codice cliente e il numero d'ordine: "cod. cliente-num. ordine". Esempio: 25078-86790

Numero d'ordine

Attivazione ordini Svuota la tabella **Import**

You can paste the list of orders separated by semicolons in the dialog that opens and click "SAVE," then proceed as shown above:

Import

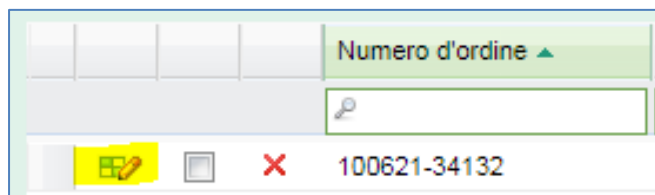
Prego inserire gli ordini nel seguente formato: Numero d'ordine;

94247-8219;
94247-20130;
87818-13178;
87818-20079;
87818-20152;
87818-22232;
87818-97174;
89547-20159;

Salva Annulla

2.4. Pickup booking

By pressing the button (highlighted below) on the activated order line, the system opens the calendar of the warehouse area where the pickup will be made.



There are different loading areas (trucks, containers, production, etc.). *Book&Go Ceramics* recognizes the type of order and proposes the pickup calendar for the appropriate area. This operation is done automatically and transparently for the user.

The screenshot shows a 'Prenotare' (Booking) window. At the top, there are dropdown menus for 'Mag. D c/o Ceramiche CAESAR', 'Scegliere il gruppo dei punti di scarico', and 'D01-CLIENTI CAMION CAE'. Below this, a table displays available pickup slots. The table has columns for start time, end time, and a status/quantity field. The status 'Libero' (Free) is shown in green, and a red 'X' indicates a booking. The quantity '5' is shown in the third column.

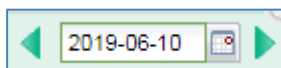
D01-CLIENTI CAMION CAE		
Slots temporali: 10 / 173 / 183 Peso prenotato [kg]: 0		
10:30		
10:45	10:45	5
	Libero	X
11:00	11:00	4
	Libero	X
11:15	11:15	4
	Libero	X
11:30	11:30	4
	Libero	X
11:45	11:45	4
	Libero	X
12:00	12:00	5
	Libero	X

Based on the amount of material being picked up, the system automatically calculates the loading slot, reserving an appropriate amount of time for the estimated duration of the loading.

The first available date for pickup may not be earlier than the expected delivery date of the order.

If more than one order is being picked up, the first available date will be the latest of the scheduled delivery dates.

To scroll through the calendar dates, you can use the following commands on the booking screen:



After selecting the loading start time on the desired date, the booking is finalized by entering the details of the truck that will come to the warehouse:

Prenotazione effettuata il Lunedì 2019-06-10 10:45 ?

Prenotare

Prenotazione

Per la società *

N° targa

N° cellulare autista

Campo commento (non vincolante)

Durata (minuti) *

Peso

Subappaltatore

Data della fornitura

N° prenotazione

Dettagli dell'ordine

N° identificativo	Stato dell'ordine	Numero d'ordine	Partner commerciale o cliente	Peso pre
2891203440		100621-34132		626

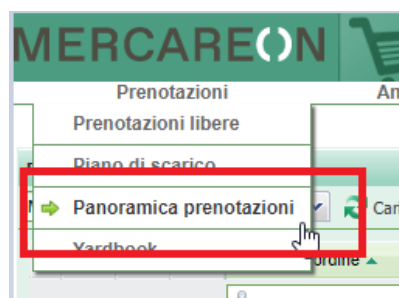
* Campi obbligatori

Finally, click Book to confirm your reservation.

Prenotazione effettuata il Lunedì 2019-06-10

2.5. Booking management

In the top menu click "Bookings→Booking overview" and, using the date filters, list the bookings made at our warehouses:



You can change the bookings made by clicking on the edit pencil on the left:

3. System Notes

- **ADDING AND CHANGING A BOOKING:** a booking can be added/modified up to 16 hours before the booked time (e.g. at 16 pm you can add/modify a booking scheduled at 8 am or later).
- **ARRIVAL ON SITE:** we recommend that you arrive at the entrance 30 minutes before loading time. The driver must provide reception staff with the booking number, or hand over the printout of the booking (you can print the booking from the window of the booked slot containing the cargo information).
- **LOADING PRIORITY:** if the vehicle is more than 30 minutes late, it loses its priority and will be loaded according to availability.
- **EXCEPTIONS AND URGENCIES:** all special cases can be managed by the logistics office according to availability.