

Time slot booking in Transporeon

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1 Scope

1.1 For whom is time slot booking mandatory?

A time slot booking in Transporeon is mandatory for all vehicles that:

- are loaded at the ramp or in the yard using a forklift, or
- are loaded using a crane.

General rule:

As soon as a vehicle is loaded by forklift or crane, a suitable time slot must be booked in advance in the Transporeon system.

1.2 For which locations is a booking required?

- 89340 Leipheim, Herrenbreite 4 – Plant 1
- 89340 Leipheim, Bahnhofstraße 11a – Plant 2
- 87757 Kirchheim, Hasberger Straße 13 – Plant 3
- 89340 Rudolf-Wanzl-Straße 4 – Plant 4
- 89312 Günzburg / Deffingen, Kimmerle-Ring 5 (Logistics Center)
- 86483 Balzhausen, Leihwegfeld 4, Freight Forwarder Gassner

1.3 When must a time slot be booked?

To ensure smooth operations, the time slot must be booked at least 24 hours before the requested pick-up time.

1.4 Guidelines for changes, cancellations, and delays

- Deletions (cancellations) of a time slot are possible until 6:00 p.m. on the day before the scheduled time slot.
- Rescheduling of a time slot can be made no later than 2 hours before the originally booked time slot.
- Other changes (e.g. vehicle license plate number, reference number, etc.) are possible until the start of the booked time slot.
- In the event of delays that make loading within the booked time slot no longer possible, the pick-up will be postponed to the next working day.
- Pick-ups without a valid time slot booking are not permitted.
- On-site booking is generally possible; however, in this case, loading will take place no earlier than 24 hours later.

Wanzl GmbH & Co. KGaA
Sitz der Gesellschaft: Leipheim, Deutschland, **Registergericht:** Memmingen - HRB 18559
Vorsitzender des Aufsichtsrats: Prof. Dr. Peter Ruhwedel
USt-IdNr.: DE260224206
Persönlich haftende Gesellschafterin: **Wanzl International Verwaltungs-GmbH**
Sitz der Gesellschaft: Leipheim, Deutschland, **Registergericht:** Memmingen - HRB 18463
Geschäftsführer: Peter Allaart (Vorsitzender), Alexander Kienle, Bernhard Renzhofer, Andreas Starzmann

Commerzbank AG
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BIC: DRESDEFF700

Deutsche Bank AG
IBAN: DE12 7207 0001 0500 6820 00
BIC: DEUTDEMM720

Sparkasse Schwaben-Bodensee
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BIC: BYLADEM1MLM

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BIC: HYVEDEMM408

VR-Bank Donau-Mindel eG
IBAN: DE25 7206 9043 0006 0241 49
BIC: GENODEF1GZ2

2 Transporeon Account

2.1 Prerequisites for time slot booking

A valid **Transporeon account of the carrier / pick-up party** is required to book a time slot. If no account exists yet or an update is required, this can be done via the **Transporeon Registration Center**, where an existing account can be updated or a new one created. To access Wanzl's Time Slot Management, the account must then be linked to the Wanzl system.

For this purpose, the **6-digit Transporeon ID** must be sent **at least 3 days before the desired pick-up date** to the following email address:
timeslotmanagement.DE@wanzl.com

This email address is also available for general questions regarding the time slot process.

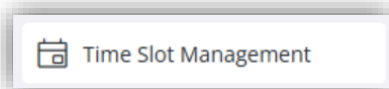
Important:

The email address *timeslotmanagement.DE@wanzl.com* is **exclusively for technical support**. Pick-up advices sent to this address will **not be processed**.

3 Booking a Time Slot

3.1 Accessing the Time Slot Management system

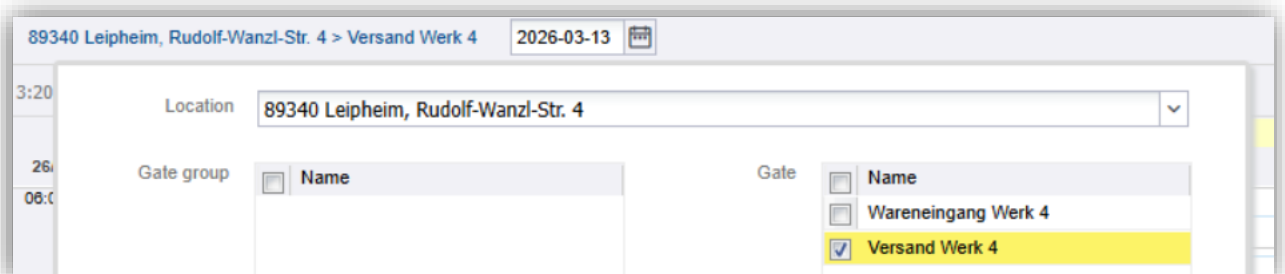
After logging in to Transporeon, open the **Time Slot Management**.



Please then select:

- **Wanzl GmbH & Co. KGaA**
- the **correct location**
- the **corresponding loading point**

Please always select the **responsible shipping area** as the loading point.



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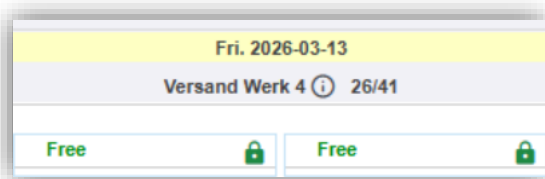
Sparkasse Schwaben-Bodensee
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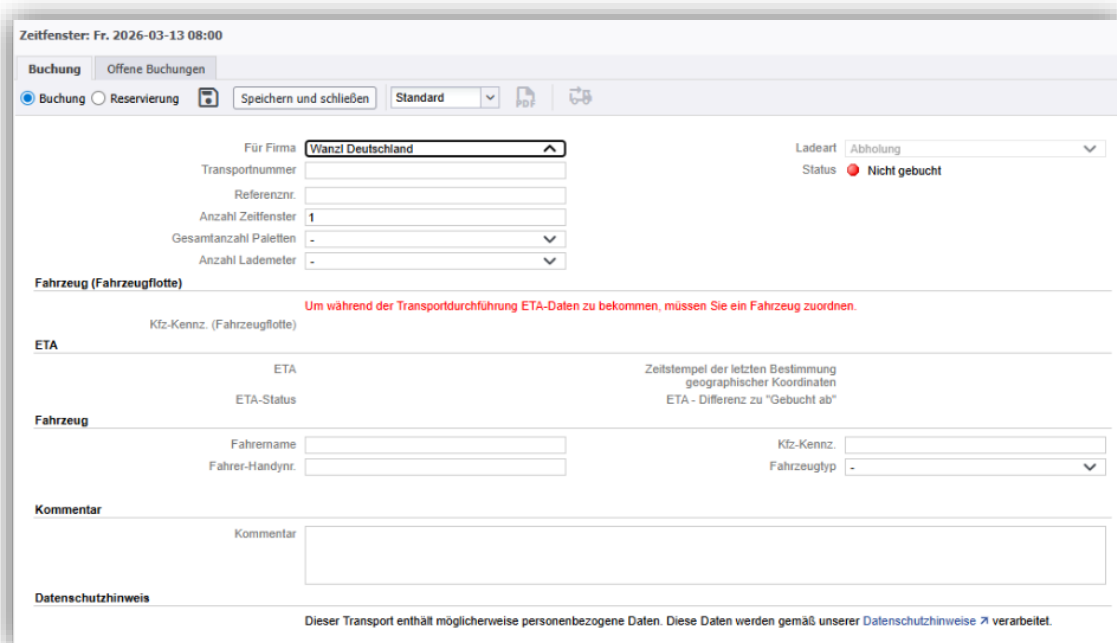
3.2 Selection of an Available Time Slot

Select an available time slot on the desired pick-up date.



3.3 Completing the Booking Template

After selecting the time slot, the booking template will open. Please complete all required fields in full.



Mandatory Information:

- **Company**
Please specify the company on whose behalf the pick-up is being carried out.
- **Transport Number**
Enter all Wanzl order numbers to be picked up.
- **Only the order numbers entered here will be loaded.**
- If you wish to pick up more than **8 order numbers**, please additionally use the field "Reference No."
- **Vehicle License Plate Number**
Enter the official license plate number of the pick-up vehicle.
- **Comment Field**
Use this field for any additional relevant information regarding the pick-up (e.g. special requirements, notes, internal references).

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