



**Manual**

**Web booking Van Duuren**

**[my.vanduuren.com](http://my.vanduuren.com)**

**Version 2.1**

# 1. Registering and logging in

Before you is the manual for the use of the Van Duuren Districenters Web booking environment. You can easily book your consignment via our client portal.

## Step 1.1

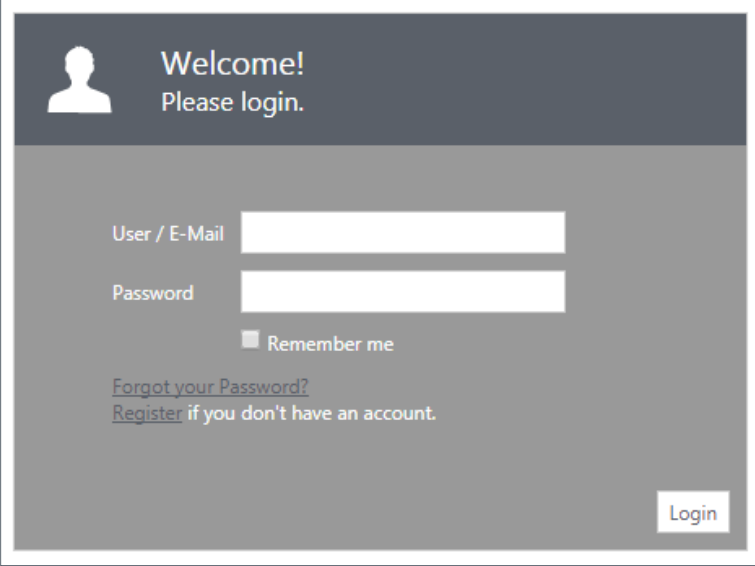
You must have an account before you can log in to our client portal. Van Duuren will arrange your registration. You will receive three e-mails:

1. Containing your user name;
2. Confirmation that your account has been activated;
3. Confirmation of your personal password.

## Step 1.2

In order to log in, go to the website: <http://my.vanduuren.com/>

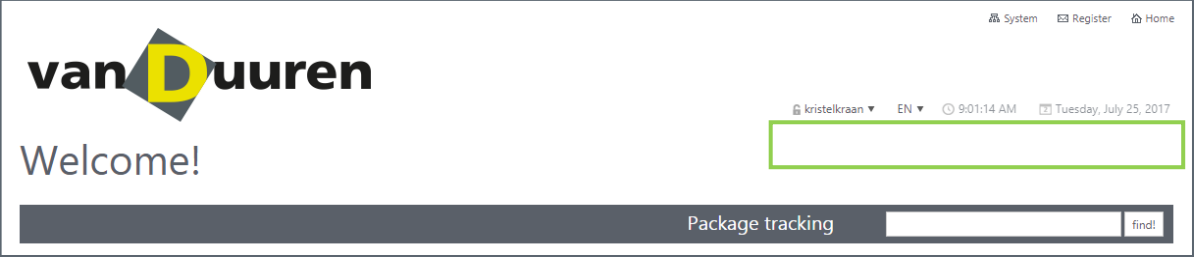
You can then log in using your user name or e-mail address and your password.



The screenshot shows a login form with a dark header. On the left is a white silhouette of a person. To the right, the text reads "Welcome! Please login." Below this, there are two input fields: "User / E-Mail" and "Password". Under the "Password" field is a checkbox labeled "Remember me". Below the input fields are two links: "Forgot your Password?" and "Register if you don't have an account." In the bottom right corner of the form area is a "Login" button.

## Step 1.3

After you have logged in, you will see the following screen.



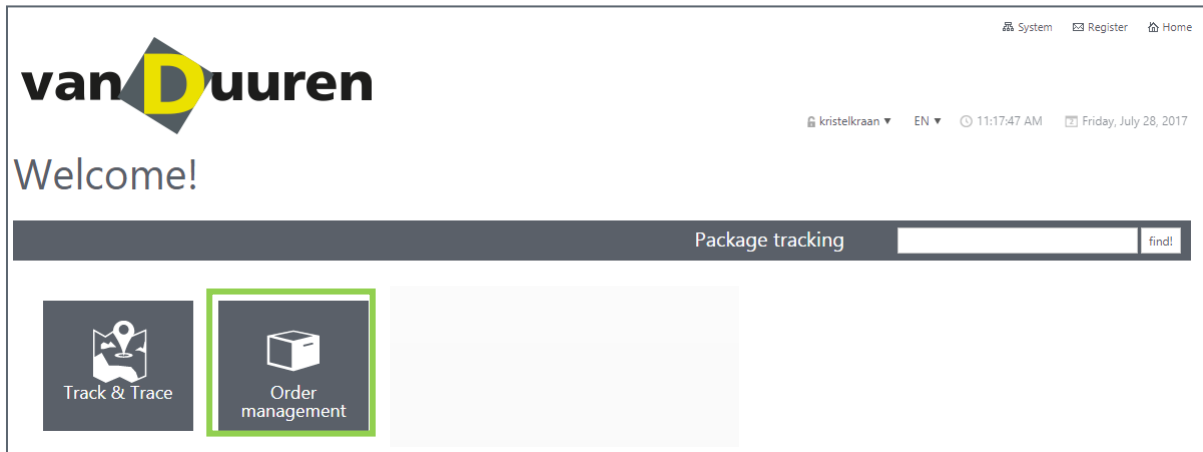
The screenshot shows the user dashboard. At the top left is the "van Duuren" logo. To the right of the logo are navigation links: "System", "Register", and "Home". Below the logo, the text "Welcome!" is displayed. In the top right corner, there is a status bar showing "kristelkraan", "EN", "9:01:14 AM", and "Tuesday, July 25, 2017". Below this is a search bar with a green border. At the bottom of the dashboard, there is a "Package tracking" section with a search input field and a "find!" button.

At the top right-hand side, just above Package tracking, you will see which account you are logged in to, which language has been selected and the current time, day and date.

## 2. Enter a new order

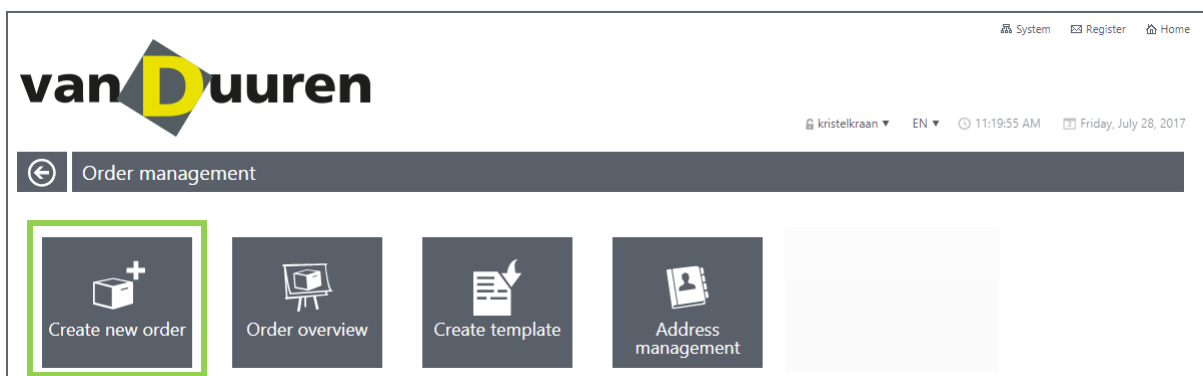
### Step 2.1

The screen shown below will appear automatically once you have logged in. Click on the tile “**Order management**”.



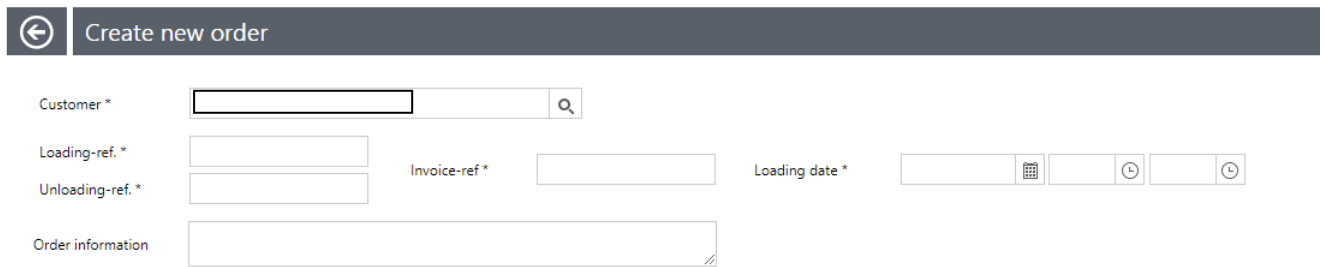
### Step 2.2

After you have activated the “**Order management**” tile you will see the screen shown below. On the screen you will see various information blocks that will provide you with the information you require. Click on the tile “**Create new order**” to create a new order.



### Step 2.3

you will see the screen shown below. On the screen you will see the following fields; the meaning of these fields is described hereunder. The fields marked with a star are mandatory.



Customer	This will be you, and fills in automatically
Loading-ref.	Fill in your own loading reference
Unloading-ref.	Fill in your own unloading reference
Invoice-ref.	Fill in your own invoice reference
Loading date	The date and time your consignment must load
Order information	Any special requirements relating to the order

On the second part of the screen you can see the following tab headings: "General" / "Documents".



You can search for an address stored in your address database, with the magnifying glass in the first column, or by typing the reference name in the first column. If the name of the recipient and the delivery address are not in your address database you can type them in yourself. At the end of the line click on the "tick" where it says "Save", so that the address will be added to your address database.

To complete the information, click on the +. Please add the content of the shipment.

Order details +

	Content	Weight	* Packages	* Package id	Length	Width	Height	
<input type="button" value="x Delete"/>	<input type="text"/>							<input type="button" value="+"/>

Content	Description of the content
Weight	Kilogram(s)
Packages	The number of packages
Packages id	The kind of packages
Length	The length of the package in centimetres
Width	The width of the package in centimetres
Height	The height of the package in centimetres

Under the tab “**Documents**” you could upload a document.

General
Texts
Documents

Document type PACKING LIST

1. POD;
2. CMR;
3. POD-manual;
4. Packing list;
5. Customs documents.

Click on the “Select files” button to select the document.

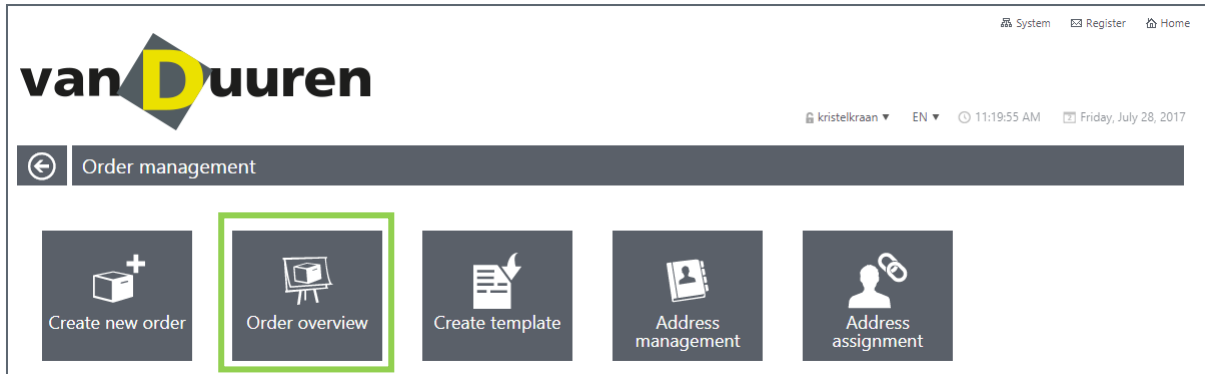
### Complete order

If you have completed all the relevant information, you can place your order by clicking on “Apply order”. Tick the box to the left of “save as template” to save this template for the next time.

save as template

### 3. Order label and CMR

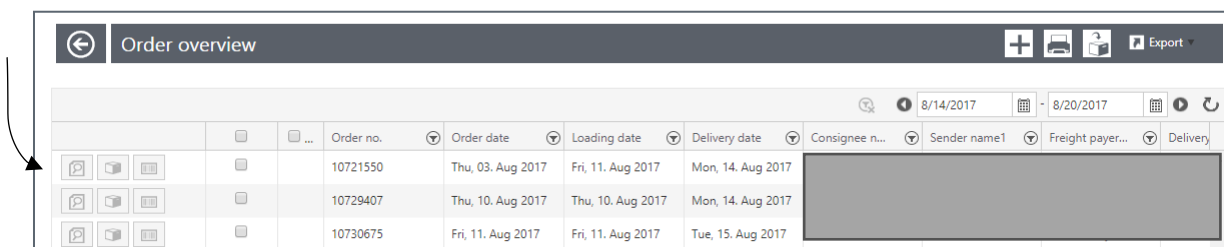
You can find an order label under the “Order overview” tile.



Once you have selected the “Order overview” tile the screen hereunder will appear.



By means of the magnifying glass you can look at your consignment details, and you will have the opportunity to make changes in the order or to remove it. Via the label icon (the third icon on the right) you can download the label. Via the package icon (middle) you can download the CMR.



### Filtering at consignment level

On the bar at the top you can see different categories in which you can filter in order to look for a particular consignment.

Order no. ▾	Order date ▾	▾	Loading date ▾	Delivery date ▾	Consignee name1 ▾
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In the screenshot below you can see what happens when you click on the arrow. Enter the filter that you require, then click on the blue tile bearing the white text: "Filter"

As a result you will be given only the information that you have requested within the filter that you have set.

**Show items with value that:**

Is equal to ▾

And ▾

Is equal to ▾

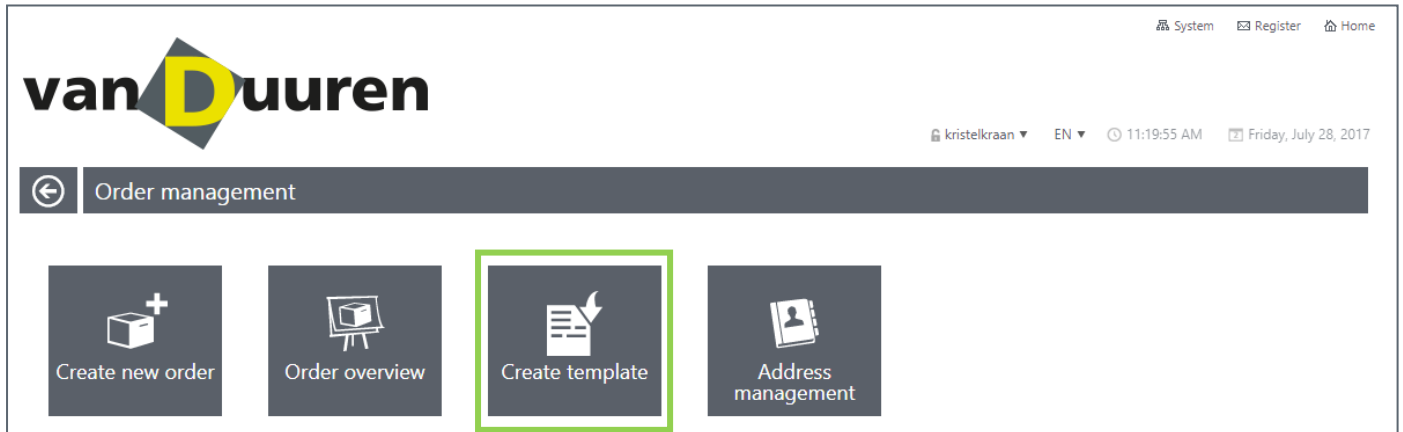
Filter    Clear

Within this filter menu (drop-down menu) you can also choose different options by clicking on the black, "down" arrows.

## 4. Order templates

You can create a template in advance by clicking on the tile “**Create template**”. Using a template is handy, for example, if every week you have a similar consignment with the same dimensions and weight for delivery to the same address.

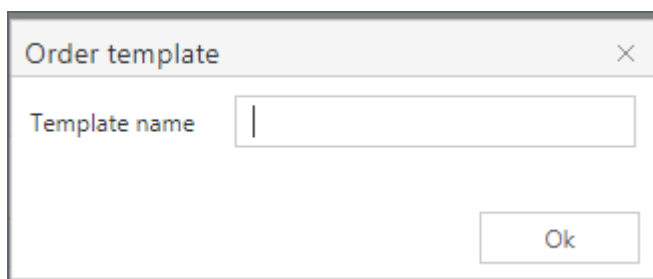
### Step 3.1 Creating an order template



Once you have filled in all the information, click on “Apply template” below.



The screen hereunder will appear once you have applied the template. Give the template an easily recognizable name, then click on “Ok”.

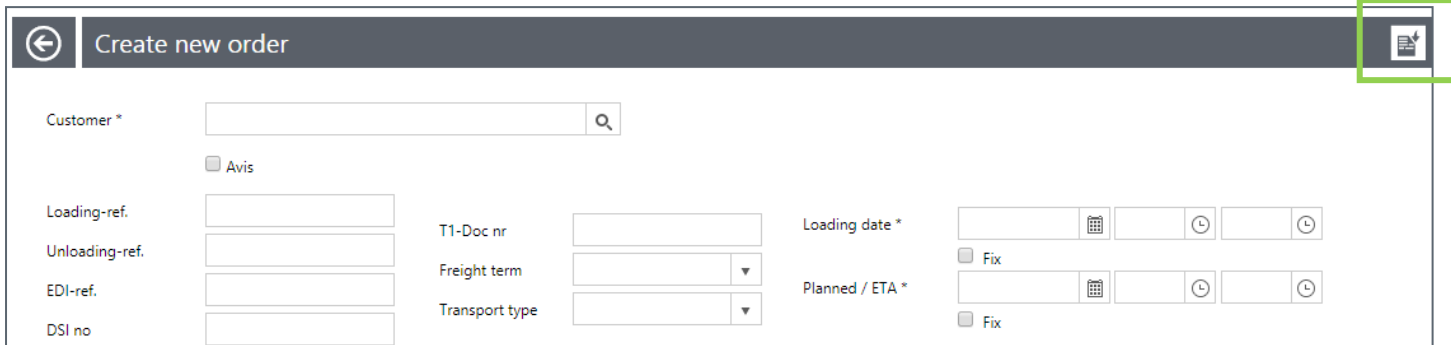


The screenshot shows a dialog box titled 'Order template' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'Template name' with a vertical cursor inside. At the bottom right of the dialog, there is an 'Ok' button.



### Step 3.2 Using the order template

When you want to book an order you can use the tile at the top right hand side to call up an order template.



The screenshot shows a web interface for creating a new order. At the top, there is a dark grey header bar with a back arrow icon on the left and the text "Create new order". On the right side of this header, there is a small square icon representing a document or template, which is highlighted with a green rectangular box. Below the header, the form contains several input fields and controls:

- Customer \***: A text input field with a search icon on the right.
- Avis**: A checkbox.
- Loading-ref.**: A text input field.
- Unloading-ref.**: A text input field.
- EDI-ref.**: A text input field.
- DSI no**: A text input field.
- T1-Doc nr**: A text input field.
- Freight term**: A dropdown menu.
- Transport type**: A dropdown menu.
- Loading date \***: A date picker with a calendar icon and two time selection buttons.
- Planned / ETA \***: A date picker with a calendar icon and two time selection buttons.
- Fix**: A checkbox, appearing twice.

Once you have selected the appropriate template all the details will be filled in automatically.



If you wish to add an address in advance, you can create the address via address management. Click on the plus icon to create the address.

The screen shown hereunder will appear, after which you can fill in the details. Ensure that all you have filled in all the yellow fields. Then click on "Create customer".

← Create customer

Customer \*

General Allocations

Your number	<input type="text" value="test"/>
Name1 *	<input type="text" value="testadres"/>
Name2	<input type="text"/>
Street *	<input type="text" value="testadres"/>
Country */Zip */City *	NL 4131 NJ VIANEN <input type="button" value="Q"/>
Fon	<input type="text" value="0610000000"/>
Contact person	<input type="text" value="Test contactpersoon"/>
E-Mail	<input type="text" value="test@test.nl"/>
Tax id	<input type="text" value="NLXXXXXXXX"/>
EORI number	<input type="text"/>

The marked fields \* are required.

Create customer

## Contact details

We hope you will enjoy using our Web booking system.

If you need more information about the use of this manual, or have any other questions, please call our BPM department on +31 (0)347-357025.