



## Valid for location Consolidation Center Bremen

Version: 01.07.2017

### 1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill with reference number and MRN-number provided by BLG
- Print of advice notification
- Export declaration of the supplier
- For customs goods T1 and commercial invoice
- In the case of dangerous goods ADR certificate and IMO declaration
- Deliveries with missing delivery notes will result in a refusal of acceptance

### 2. Requirements for the forwarder

- The identity card must be carried
- Register off the vehicles at the OEP (one entry point)
- The driver has to pay attention to the requirements of BLG's road safety requirements (instruction is at the OEP).
- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345) when leaving the truck.

### 3. Contact

| Function                       | Name            | Phone<br>+495474 | E-Mail                  |
|--------------------------------|-----------------|------------------|-------------------------|
| control panel truck regulation | Benjamin Müller | 2865             | Benjamin.mueller@blg.de |
| OEP (from 5 pm)                | -               | 2911             | -                       |
| Gate LC GVZ II                 | -               | 2641/2642        | -                       |



## Appendix 5: Location specific forwarding instructions

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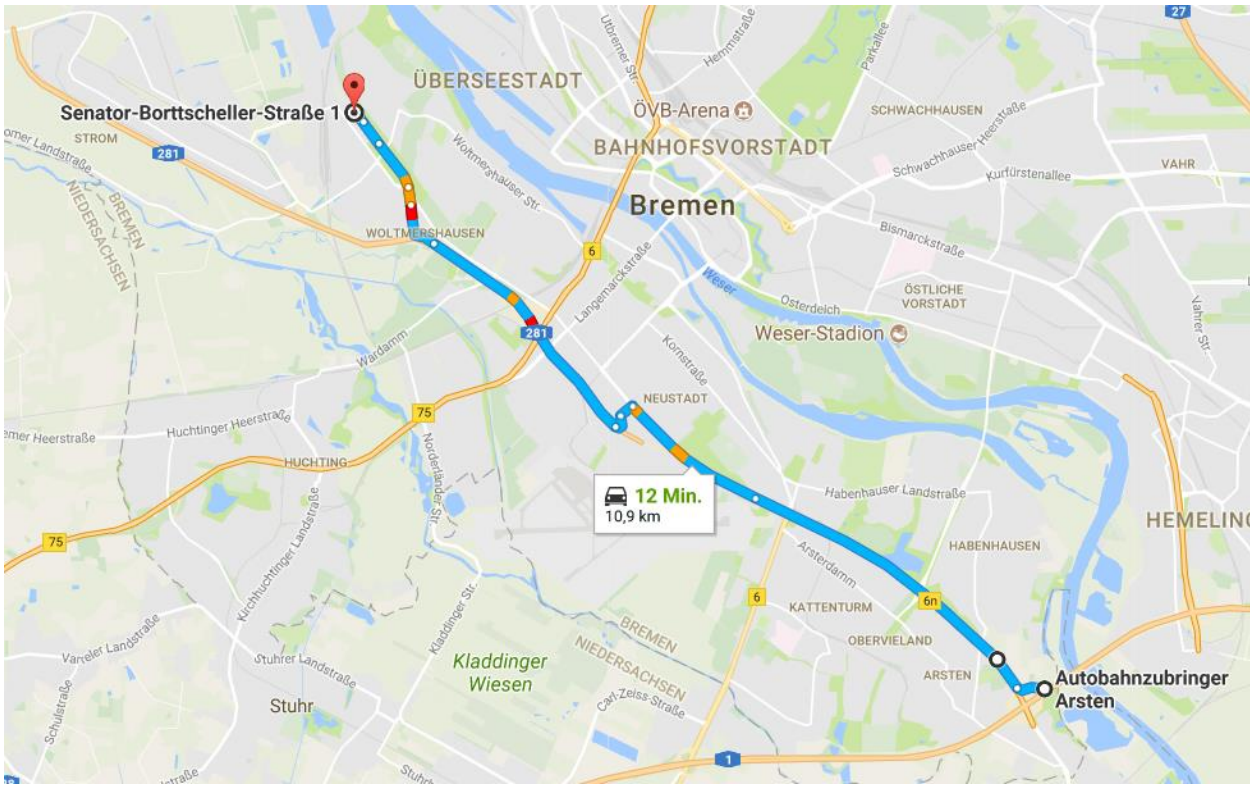
### 4. Opening hours goods receipt

| Goods receipt |   |          |      | Opening hours |                | Comment |
|---------------|---|----------|------|---------------|----------------|---------|
| Plant         | Location  | Building | Gate | Working day   | Time           |         |
| I             | One-Entry-Point BLG<br>Senator-Borttscheller-<br>Straße 1<br>28197 Bremen | -        | -    | Mon – Fri     | 7:00 – 15:00 h |         |

### 5. Opening hours outgoing goods

| Outgoing goods |   |          |             | Opening hours |                | Comment |
|----------------|---|----------|-------------|---------------|----------------|---------|
| Plant          | Location  | Building | Gate        | Working day   | Time           |         |
| I              | BLG GVZ II<br>Georg Henschel Str. 5<br>28197 Bremen | Unit9    | 901-<br>908 | Mon – Fri.    | 6:00 – 21:45 h |         |

## 6. Directions to OEP



## 7. Additional information and requirements

- Time frames must be booked in the eTC and must be adhered. Booking is generally possible with availability up to 2 h before delivery. In the case of deliveries that are delivered without a posted time frame, the next free time frame is assigned.
- Before the first delivery, a telephonic message must be send to the control panel truck regulation in order to create an account in the eTC.
- Customs must be delivered no later than 10 am on the day of dispatch
- Customs and dangerous goods must be clearly marked
- The unloading of the trucks takes place by side unloading from the right side of the truck
- All the goods are intended for export overseas and therefore subject to special time critical requirements
- The contractually defined transit times must be adhered to ensure delivery by sea
- Every delay has to be reported immediately to BLG by the transport service provider so that we can inform the plants in overseas proactively and try to avoid air freight costs. Proactive shipment tracking by the transport service provider and



## Appendix 5: Location specific forwarding instructions

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proactive action to catch up delays and avoidance of air transport costs are required

- Delivery after the official opening times of the incoming goods must be notified in advance, otherwise it is not possible to unload the truck in any case
- In case of delayed delivery special transport can also mean air freight to the plants in overseas, which shall be incurred by the transport service provider as described under "Liability"
-

## Discription of eTC Booking- open time window for the Forwarding Agent

Version 1.5 vom 2015-04-22 / Translation 2016-06-30 Roll Out Team

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IT-Services – CONTRACT Software-Entwicklung und EDI  
Senator-Borttscheller-Str. 1  
28197 Bremen  
Germany

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## 1 General

### 1.1 Introduction

The program eTC (electronic Traffic Control) is necessary for evaluation and booking the free Loading /unloading space by the BLG logistics center. The program is based on the coding language JAVA and can be started with the INTERNET EXPLORER or any other browser.

All information you request are show up in eTC in real time and give actual facts or figures.

### 1.2 Log in surface

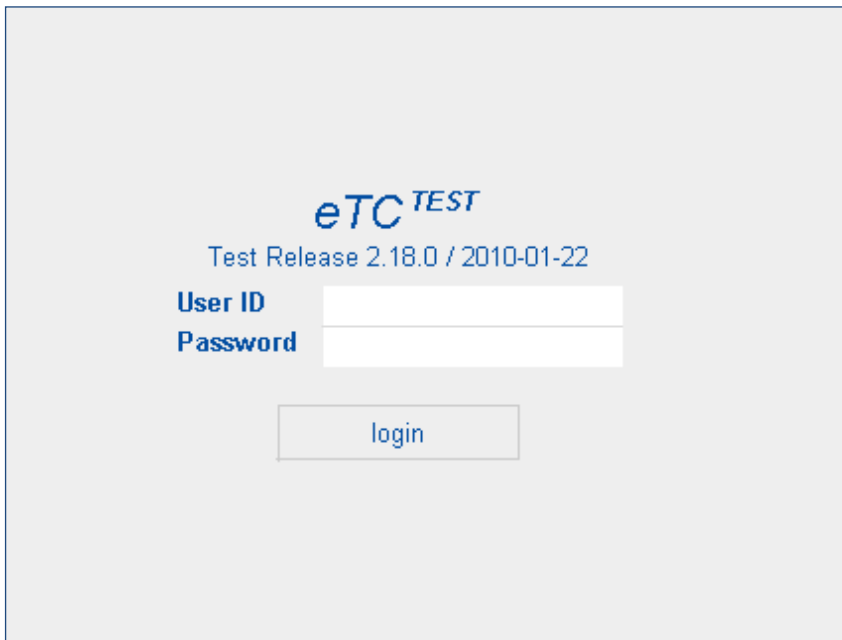
A screenshot of the eTC TEST login interface. The background is light gray. At the top center, the text 'eTC TEST' is displayed in blue, with 'eTC' in a larger font and 'TEST' in a smaller font. Below this, the text 'Test Release 2.18.0 / 2010-01-22' is shown in a smaller blue font. There are two input fields: the first is labeled 'User ID' and the second is labeled 'Password', both in blue text. Below the input fields is a rectangular button with the text 'login' in blue.

Abbildung 1: Login-surface

The forwarding agent receives from BLG administrator the authorization (user id and password) to get access through the eTC System.

### 1.3 Navigation via shortcuts

| Schaltfläche | Shortcut |
|--------------|----------|
| Close        | <alt> c  |
| Save         | <alt> s  |
| Up date      | <alt> a  |
| Page up      | <alt> .  |
| Page Down    | <alt> -  |
| Filter       | <alt> f  |
| Back         | <alt> z  |

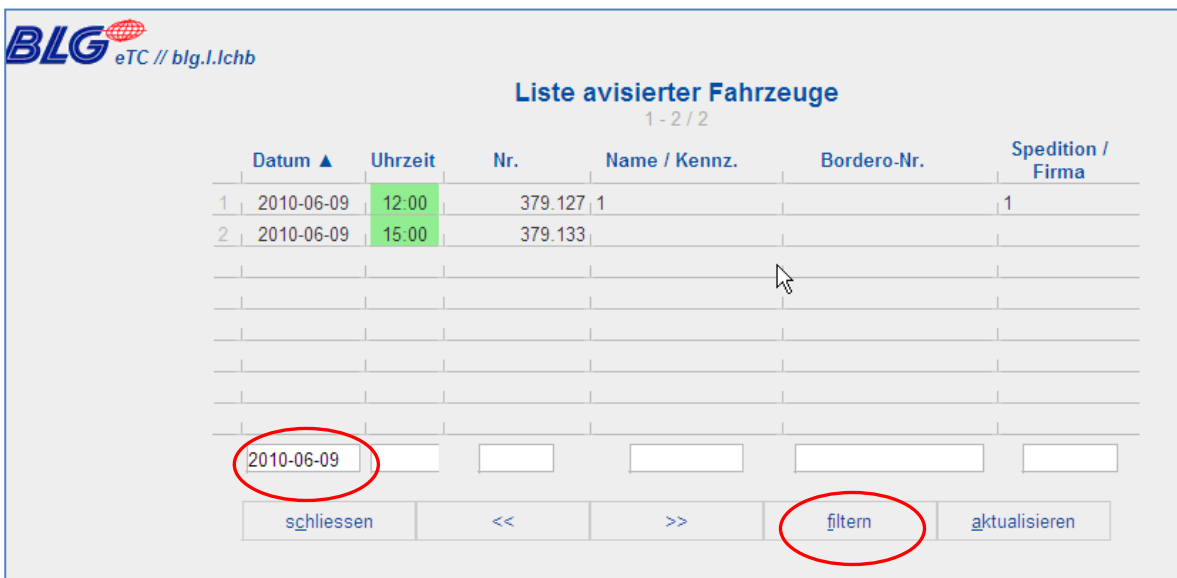
Shortcuts are useful instruments for recurring re-entries. Copy with <strg> + c and paste <strg> + v make it easier in handling. Some letters are marked with an underline in the various screens. Pushing the buttons <alt> und the underlined letter will start the new function. It is faster and you don't need the mouse all the time.

### 1.4 Utilisation of several screens

The Opening of several screens at the same time is possible. Changing the screens works with the shortcuts <alt> and <tab>. All screens can be open and must not closed before the switch.



## 1.5 Using filter and sorter



The screenshot shows the BLG eTC // blg.bl.lchb interface. The main heading is "Liste avisierter Fahrzeuge" with a sub-heading "1 - 2 / 2". Below this is a table with the following columns: Datum ▲, Uhrzeit, Nr., Name / Kennz., Bordero-Nr., and Spedition / Firma. The table contains two rows of data:

|   | Datum ▲    | Uhrzeit | Nr.     | Name / Kennz. | Bordero-Nr. | Spedition / Firma |
|---|------------|---------|---------|---------------|-------------|-------------------|
| 1 | 2010-06-09 | 12:00   | 379.127 | 1             |             | 1                 |
| 2 | 2010-06-09 | 15:00   | 379.133 |               |             |                   |

Below the table is a filter bar with a date input field containing "2010-06-09", a "schliessen" button, navigation buttons "<<" and ">>", a "filtern" button, and an "aktualisieren" button. The "2010-06-09" input and the "filtern" button are circled in red in the original image.

Abbildung 2: example filter and sort

With the function <filtern> is it able to look up for designated criteria. The examples shows the searching of a specific future date ("Datum" „2010-06-09"). You can't find dates from the past.

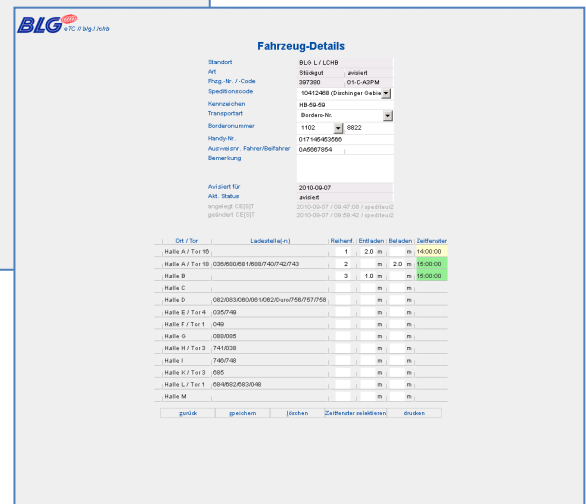
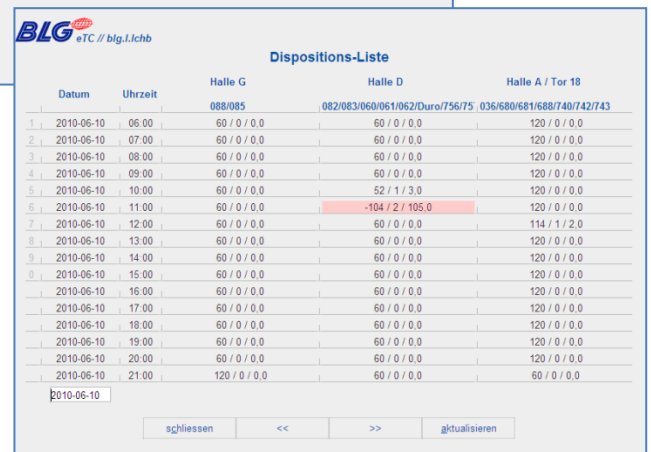
Sort the date "Datum" works by click in the column.

## 2 Function

### 2.1 Menu



Abbildung 3: „Menü“



## 2.2 LKW avisieren

Via the field selection “LKW avisieren“ opens a dialog and the forwarding agent can book the time window. After completion the details in the free spaces must the user open the dialog “Zeitfenster selektieren” and chose the time for delivery or collection of freight. Any modification can be done in the dialog “avisierter Fahrzeuge” and “Fahrzeug-Details“.

Abbildung 4: „LKW avisieren“

| Ort / Tor        | Ladestelle(n)                 | Reihenr. | Entladen | Beladen | Zeitfenster |
|------------------|-------------------------------|----------|----------|---------|-------------|
| Halle A / Tor 16 |                               | 1        | 2.0 m    | m       |             |
| Halle A / Tor 16 | 0364690681688740742743        | 2        | m        | 2.0 m   |             |
| Halle B          |                               | 3        | 1.0 m    | m       |             |
| Halle C          |                               |          | m        | m       |             |
| Halle D          | 08208306006106220urs756757758 |          | m        | m       |             |
| Halle E / Tor 4  | 035749                        |          | m        | m       |             |
| Halle F / Tor 1  | 049                           |          | m        | m       |             |
| Halle G          | 088085                        |          | m        | m       |             |
| Halle H / Tor 3  | 741038                        |          | m        | m       |             |
| Halle I          | 746748                        |          | m        | m       |             |
| Halle K / Tor 3  | 885                           |          | m        | m       |             |
| Halle L / Tor 1  | 684682683048                  |          | m        | m       |             |
| Halle M          |                               |          | m        | m       |             |

| Ort / Tor        | Ladestelle(n)                 | Reihenr. | Entladen | Beladen | Zeitfenster |
|------------------|-------------------------------|----------|----------|---------|-------------|
| Halle A / Tor 16 |                               | 1        | 2.0 m    | m       | 14:00:00    |
| Halle A / Tor 16 | 0364690681688740742743        | 2        | m        | 2.0 m   | 15:00:00    |
| Halle B          |                               | 3        | 1.0 m    | m       | 15:00:00    |
| Halle C          |                               |          | m        | m       |             |
| Halle D          | 08208306006106220urs756757758 |          | m        | m       |             |
| Halle E / Tor 4  | 035749                        |          | m        | m       |             |
| Halle F / Tor 1  | 049                           |          | m        | m       |             |
| Halle G          | 088085                        |          | m        | m       |             |
| Halle H / Tor 3  | 741038                        |          | m        | m       |             |
| Halle I          | 746748                        |          | m        | m       |             |
| Halle K / Tor 3  | 885                           |          | m        | m       |             |
| Halle L / Tor 1  | 684682683048                  |          | m        | m       |             |
| Halle M          |                               |          | m        | m       |             |

| Name of the field                             | Description  |
|---|--|
| Standort / place                              | fixed  |
| Art / kind of goods                           | fixed  |
| Speditionscode / code index                   | Forwarding number DAI                                    |
| Kennzeichen / licenses plate                  | Number truck + trailer                                   |
| Transportart / mode of transport              | Select box   |
| Borderonr. / bordereau number / voyage number | first four numbers are fixed, last four numbers are free |
| Handy-Nr / mobile number                      | Number with country code                                 |
| Bemerkung / notes                             | notes  |
| Avisiert für / booking date                   |  |

| Name of the field       | Description  |
|-------------------------|--|
| Ort/Tor /place          | Choose the right place of delivery/ loading  |
| Ladestellen / gate      | Choose the right place of delivery/loading   |
| Reihenfolge / sequence  | Put the delivery/loading in sequence   |
| Entladen / WE= delivery | Put in the loading meter for delivey   |
| Beladen/ WA= loading    | Put in the loading meter for loading   |
| Zeitfenster / time slot | <p>Explanation</p> <p>With the function „Zeitfenster selektieren“ can you book the date and time for delivery/loading. The different colors have following meaning:</p> <p><b>Grün</b> → time slot is free</p> <p><b>Gelb</b> → time wslot is full, but your loading or unloading process is still in time</p> <p><b>Rot</b> → time window is overbooked, not possible</p> |

| Button                                      | Description  |
|---|--|
| Schliessen /close                           | close the dialog without saving                          |
| Speichern / save                            | save the input   |
| Zeitfenster selektieren /choose time window | Open the new dialog for booking the time window and date |
| Drucken/ print                              | print the screen   |

## 2.3 Disposal List

| Dispositions-Liste |            |                                 |                  |                             |               |  |
|--------------------|------------|---------------------------------|------------------|-----------------------------|---------------|--|
| Datum              | Uhrzeit    | Halle D                         | Halle C          | Halle A / Tor 18            |               |  |
|                    |            | 082/083/060/061/062/Duro/756/75 |                  | 036/680/681/688/740/742/743 |               |  |
| 1                  | 2010-06-10 | 06:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 2                  | 2010-06-10 | 07:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 3                  | 2010-06-10 | 08:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 4                  | 2010-06-10 | 09:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 5                  | 2010-06-10 | 10:00                           | 52 / 1 / 3,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 6                  | 2010-06-10 | 11:00                           | -104 / 2 / 105,0 | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 7                  | 2010-06-10 | 12:00                           | 60 / 0 / 0,0     | -5 / 1 / 30,0               | 114 / 1 / 2,0 |  |
| 8                  | 2010-06-10 | 13:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 9                  | 2010-06-10 | 14:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
| 0                  | 2010-06-10 | 15:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
|                    | 2010-06-10 | 16:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
|                    | 2010-06-10 | 17:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
|                    | 2010-06-10 | 18:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
|                    | 2010-06-10 | 19:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
|                    | 2010-06-10 | 20:00                           | 60 / 0 / 0,0     | 60 / 0 / 0,0                | 120 / 0 / 0,0 |  |
|                    | 2010-06-10 | 21:00                           | 120 / 0 / 0,0    | 60 / 0 / 0,0                | 60 / 0 / 0,0  |  |

2010-06-10

Abbildung 5: Dispositions-Liste

In the list you can see the time slots and capacity for each place/gate.

You book the time slot for 1 hour. For example you book 10:00 am – the truck driver must arrive by BLG between 10:00-11:00am. At 11:01am driver missed the time slot.

The selection „Datum“ and the button „aktualisieren“ is it possible to book another date

Time slot numbers have following meaning, example 60 / 0 / 0,0

60 → free loading minutes

0 → number of trucks booked per gate

0,0 → total loading meter

If no capacity available is the time window in red color and can not be chosen.

By click in the time slot is it booked. For every place/gate must be booked a time window.

A screenshot of a web application interface titled 'Liste avisierter Fahrzeuge'. The interface includes a table with columns for 'Datum', 'Uhrzeit', 'Nr.', 'Name / Kennz.', 'Bordero-Nr.', and 'Spedition / Firma'. Below the table is a search and filter section with input fields and buttons for 'schliessen', '<<', '>>', 'filtern', and 'aktualisieren'. The BLG logo is visible in the top left corner of the interface.

|   | Datum ▲    | Uhrzeit | Nr.     | Name / Kennz. | Bordero-Nr. | Spedition / Firma |
|---|------------|---------|---------|---------------|-------------|-------------------|
| 1 | 2010-07-09 | 18:00   | 379.421 |               | 17115566    |                   |
| 2 | 2010-07-09 | 19:00   | 379.419 | HB-59-59      | 13015645    | Betz Gebiet 3     |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |
|   |            |         |         |               |             |                   |

2010-07-09

<< >>

Abbildung 6: overview booked trucks

The actual date is fixed in the dialog. It is possible to select an other future date ("Datum" and "filtern "). User can only see the own bookings.

## 2.4 Truck details

### Fahrzeug-Details

|                                    |   |
|------------------------------------|---|
| <b>Standort</b>                    | BLG L / LCHB  |
| <b>Art</b>                         | Stückgut <input type="checkbox"/> avisiert  |
| <b>Fhgz.-Nr. / -Code</b>           | 397380 / 01-C-A3PM  |
| <b>Speditionscode</b>              | 10412488 (Dischinger Gebie <input style="font-size: 8px; vertical-align: middle;" type="button" value="v"/> |
| <b>Kennzeichen</b>                 | HB-59-59  |
| <b>Transportart</b>                | Bordero-Nr. <input style="font-size: 8px; vertical-align: middle;" type="button" value="v"/>                |
| <b>Borderonummer</b>               | 1102 <input style="font-size: 8px; vertical-align: middle;" type="button" value="v"/> 8822                  |
| <b>Handy-Nr.</b>                   | 017 145453566   |
| <b>Ausweisnr. Fahrer/Beifahrer</b> | 0A5667854   |
| <b>Bemerkung</b>                   |   |
| <b>Avisiert für</b>                | 2010-09-07  |
| <b>Akt. Status</b>                 | avisiert  |
| <small>angelegt CE[S]T</small>     | <small>2010-09-07 / 09:47:08 / spediteur2</small>   |
| <small>geändert CE[S]T</small>     | <small>2010-09-07 / 09:59:42 / spediteur2</small>   |

| Ort / Tor        | Ladestelle(n)                        | Reihenr. | Entladen | Beladen | Zeitfenster |
|------------------|--------------------------------------|----------|----------|---------|-------------|
| Halle A / Tor 16 |                                      | 1        | 2.0 m    | m       | 14:00:00    |
| Halle A / Tor 18 | 036/680/681/688/740/742/743          | 2        | m        | 2.0 m   | 15:00:00    |
| Halle B          |                                      | 3        | 1.0 m    | m       | 16:00:00    |
| Halle C          |                                      |          | m        | m       |             |
| Halle D          | 082/083/060/061/062/Duro/756/757/758 |          | m        | m       |             |
| Halle E / Tor 4  | 035/749                              |          | m        | m       |             |
| Halle F / Tor 1  | 049                                  |          | m        | m       |             |
| Halle G          | 088/085                              |          | m        | m       |             |
| Halle H / Tor 3  | 741/038                              |          | m        | m       |             |
| Halle I          | 746/748                              |          | m        | m       |             |
| Halle K / Tor 3  | 685                                  |          | m        | m       |             |
| Halle L / Tor 1  | 684/682/683/048                      |          | m        | m       |             |
| Halle M          |                                      |          | m        | m       |             |

Abbildung 7: Fahrzeug-Details

In the dialog „Fahrzeug-Details“ user can do changes, delete or changing the booking