

SUPERVISOR PROCESS



SUPERVISOR FORM

Please use this form to register or deregister a supervisor for user management within myKOMBIVERKEHR at www.kombiverkehr.com. It is a basic requirement for use of the online services that the supervisor is authorised. Once the supervisor has been created on Kombiverkehr's IT system, the supervisor is given access to the user management function and can then allocate rights and permissions for other staff of the relevant company location.

A supervisor can only be registered or deregistered with the signature of the management or an authorised representative. Please note that the supervisor must be assigned to the company location with the relevant UIRR customer number at which he works. To create additional supervisors, please use a new form.

Name of forwarder (head office or branch)

Street/postcode/town

Country

UIRR customer number (for the head office or branch):

We wish to authorise the following person as supervisor for the above company location:

We wish to deregister the following person as supervisor for the above company location:

Forename and surname

Phone:

e-mail*

*Please note that the above e-mail address must be the same as the e-mail address used to log in to myKOMBIVERKEHR. The e-mail address used must be for a specific person. Group addresses are not permitted in the Kombiverkehr online services.

Forename and surname of manager/authorised representative

e-mail of manager/authorised representative

Place/date

Signature/company stamp

Please return this form scanned by e-mail to adressen@kombiverkehr.de

Reset form

SUPERVISOR PROCESS



USER FORM

Please use this form to register users in advance for particular company locations (head office or branch) for the online services within myKOMBIVERKEHR at www.kombiverkehr.com. Users can be registered in advance only with the signature of the supervisor.

The named users cannot use the online services until the supervisor for the relevant company location has granted them permission to use it in the user management function of myKOMBIVERKEHR. Additional users can be created online at any time.

IMPORTANT NOTICE

A separate form must be completed for each company location. Please note that all registered users must have their permanent place of work at the address given below. This is necessary in order to control the relationship between users and booking customers/invoice recipients. Partner companies that provide services for you must register themselves for the supervisor process. Kombiverkehr also needs your written authorisation for this.

PLEASE COMPLETE ALL FIELDS LEGIBLY AND IN FULL:

Name of forwarder (head office or branch)

Street/postcode/town/country

UIRR customer number

WE HEREBY REGISTER THE FOLLOWING STAFF OF OUR COMPANY LOCATION FOR THE ONLINE SERVICES:

Forename/surname	e-mail*	Phone

*Please note that the above e-mail address must be the same as the e-mail address used to log in to myKOMBIVERKEHR. The e-mail address used must be for a specific person. Group addresses are not permitted in the Kombiverkehr online booking system.

Forename and surname of supervisor

Place/date

Signature/company stamp

Please return this form scanned by e-mail to adressen@kombiverkehr.de

Reset form

CENTRAL EMAIL ADDRESS FORM

PLEASE COMPLETE ALL FIELDS LEGIBLY AND IN FULL:

Name of forwarder (head office or branch)

UIRR customer number (for the head office or branch):

Receipt confirmation for transport requests

To enable us to send a **confirmation of receipt** once you have sent your transport enquiry, for each UIRR customer number we need a central e-mail address for all bookings received by Kombiverkehr. This should preferably be a general e-mail address to which all users of the online booking system have access. As well as the central e-mail address, confirmations of receipt for transport enquiries can also be sent to other e-mail addresses. You can add these directly in the application during the booking process.

The e-mail address cannot be changed using the user management function within myKOMBIVERKEHR. Please always use this form when notifying us of changes.

WE WOULD LIKE TO REGISTER AN EMAIL ADDRESS FOR RECEIPT CONFIRMATIONS:

CHANGE OF EMAIL ADDRESS FOR RECEIPT CONFIRMATIONS:

Transport messages in case of irregularities

In case of irregularities in the production process, we also send **transport reports** as customer information by e-mail. Please provide us with a central e-mail address for this as well.

WE WOULD LIKE TO REGISTER AN EMAIL ADDRESS FOR TRANSPORT MESSAGES:

CHANGE OF EMAIL ADDRESS FOR TRANSPORT MESSAGES:

Place/date

Signature/company stamp

Please return this form scanned by e-mail to adressen@kombiverkehr.de

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