

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 booking system 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.

PLEASE COMPLETE ALL FIELDS LEGIBLY AND IN FULL:

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, surname: _____

Phone: _____

email*: _____

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

Forename and surname of manager / authorised representative: _____

email of manager / authorised representative: _____

Place/date

Signature/company stamp

Please return this form either scanned by email to adressen@kombiverkehr.de or by post using the attached address sheet.

USER FORM

Please use this form to register users in advance for particular company locations (head office or branch) for the online booking system 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 booking system 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 that makes bookings. 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 are allowed to book on your behalf must register for online booking themselves. 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 BOOKING SYSTEM:

Forename, surname	Address	email*	Phone
	As per above address		
	As per above address		
	As per above address		
	As per above address		
	As per above address		
	As per above address		
	As per above address		
	As per above address		
	As per above address		
	As per above address		

*Please note that the above email address must be the same as the email address used to log in to myKOMBIVERKEHR. The email 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 either scanned by email to adressen@kombiverkehr.de or by post using the attached address sheet.

CENTRAL EMAIL ADDRESS FORM

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 email address for all bookings received by Kombiverkehr. This should preferably be a general email address to which all users of the online booking system have access. As well as the central email address, confirmations of receipt for transport enquiries can also be sent to other email addresses. You can add these directly in the application during the booking process.

The email 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 A CENTRAL EMAIL ADDRESS:

CHANGE OF CENTRAL EMAIL ADDRESS:

PLEASE COMPLETE ALL FIELDS LEGIBLY AND IN FULL:

Name of forwarder (head office or branch):

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

email:

Place/date

Signature/company stamp

Please return this form either scanned by email to adressen@kombiverkehr.de or by post using the attached address sheet.