

Instruction for the Self-Check In process at



Procedure for **delivery**



Access to Self-Check In computer

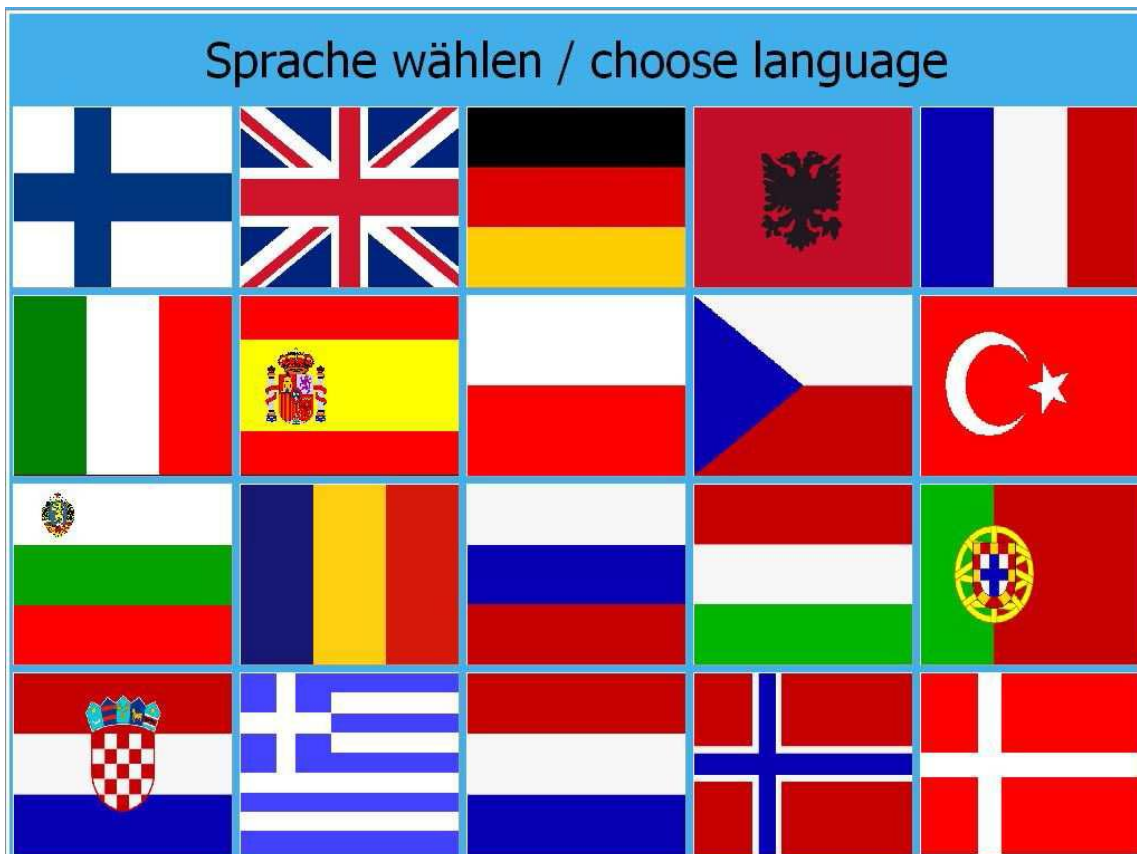


1. The driver is asked to choose an available Check In lane. Subsequently the Self-Check In process can be initiated.

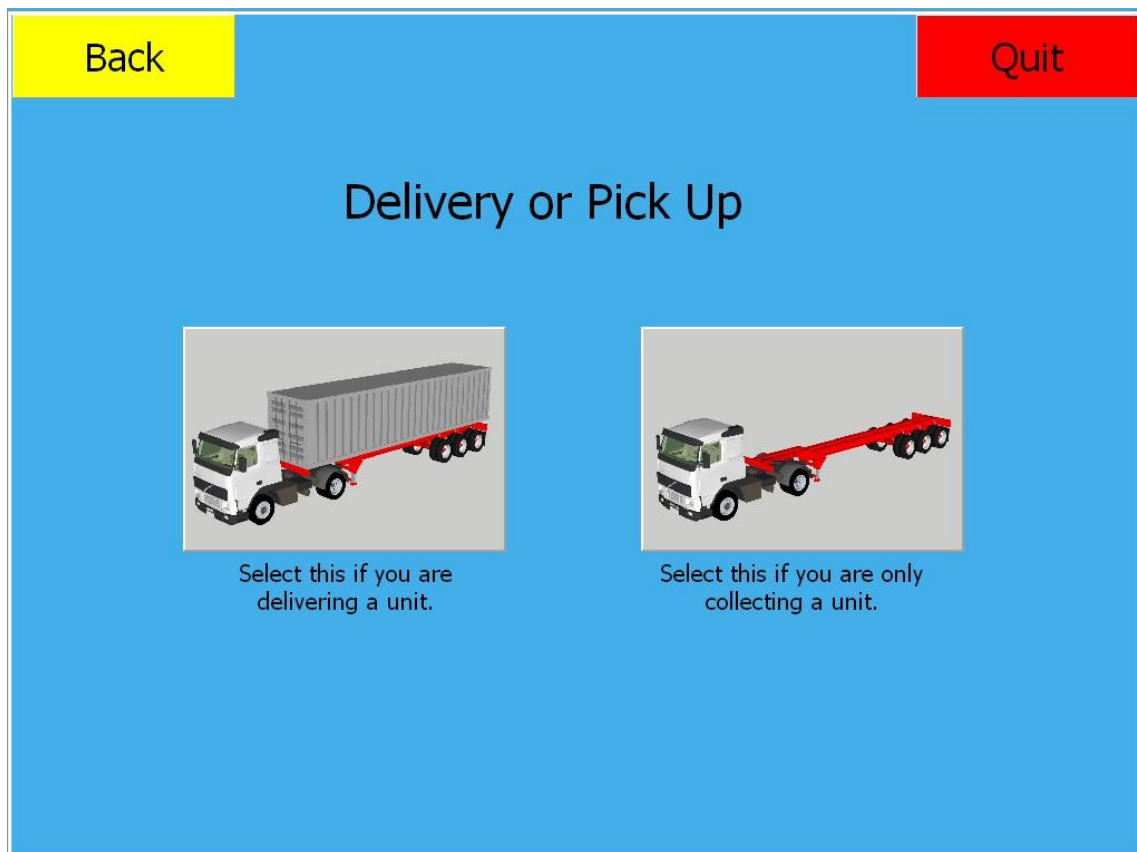


2. Once parked his truck in the Check In Lane, he can enter his data into the Self Check in computer.

Manual for Self-Check In computer



1. Choose your preferred language by touching the flag with your finger or the provided pen.



2. Press the picture on the left for delivering a loading unit at the terminal.
 - Loading unit = Box, tank, trailer, swap bodies, open-top container...

BackQuit

Do you have a season pass?

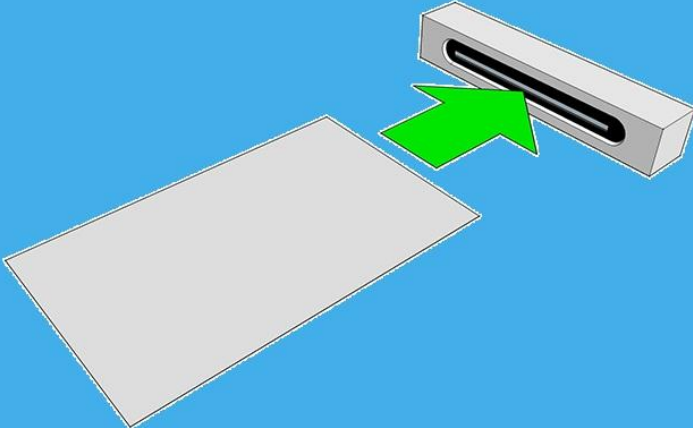
YesNo

3. Request: Do you hold a permanent ID to the agency?

- By choosing "YES" → continue with **step 4.**
- By choosing "NO" → continue with **step 5.**

BackQuit

Show your RFID card to the reader...



4. Please insert your permanent ID into the reading device

Back
Quit

Enter Personal Details

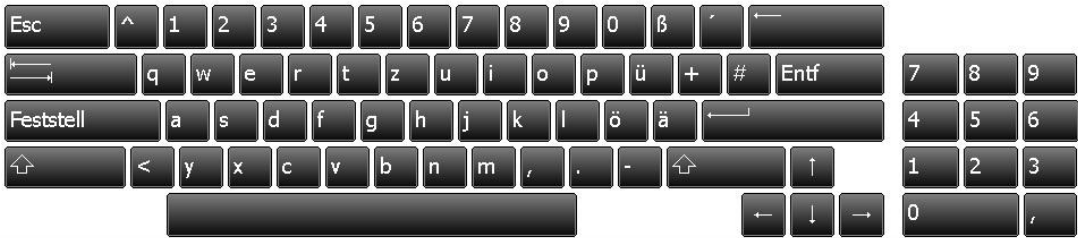
Firstname*

Lastname*

Company*

License Plate*

Next



5. If you do not hold a permanent ID, please fill in the description fields with the provided keyboard on the display and press **"NEXT"**

Back
Quit

Enter Units

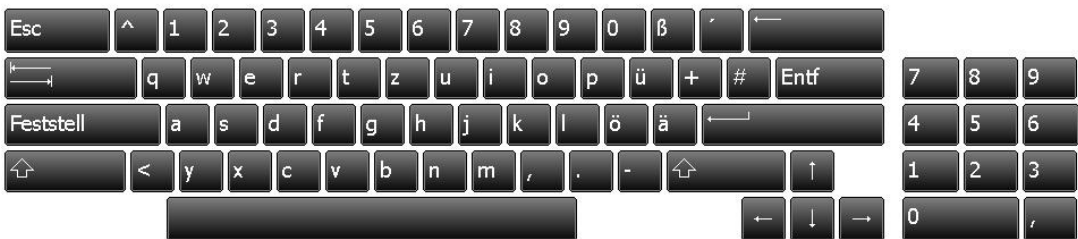
Unit 1*

(ABCD 123456-7)

Unit 2

(ABCD 123456-7)

Next



6. Please enter the requested code of your loading unit and press **"NEXT"**
- If you are delivering trailers and swap bodies please use the ILU-Code

Back

Quit

Accept House Rules and Sign

Date: **09.10.2014**
 Name: **Max Mustermann**
 Company: **Musterfirma**
 License Plate: **AB-CD 1**
 Unit 1: **ABCD 123456-7**
 Unit 2:

Edit

KTL House Rules with date from:
16.05.2014

☐ Please check here to confirm to know the above mentioned KTL house rules.

Sign here

Clear

Next

7. Please confirm the acceptance of the local house rules by clicking the box on the left and sign in the provided field. Subsequently press **“NEXT”**

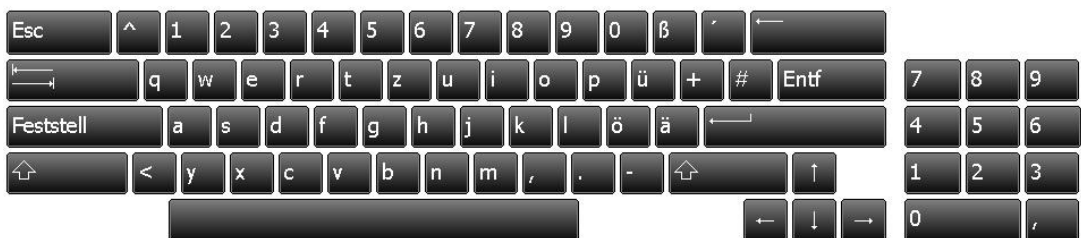
Back

Quit

Enter details for ABCD 123456-7 and press Next

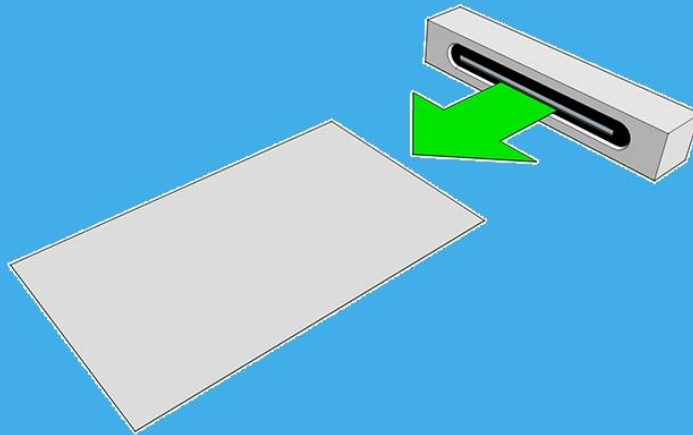
Destination e.g. Hamburg
 Gross Weight / kg e.g. 24000
 Net Weight / kg e.g. 20000

Next



8. Please enter the details of your loading unit und press **“NEXT”**
- Destination station, gross weight of the unit, net weight of the entire payload

Please collect RFID card from the reader!



9. Please take your ID Card and remain with your truck until an employee of the Check In staff arrives.