SPOLCHEMIE

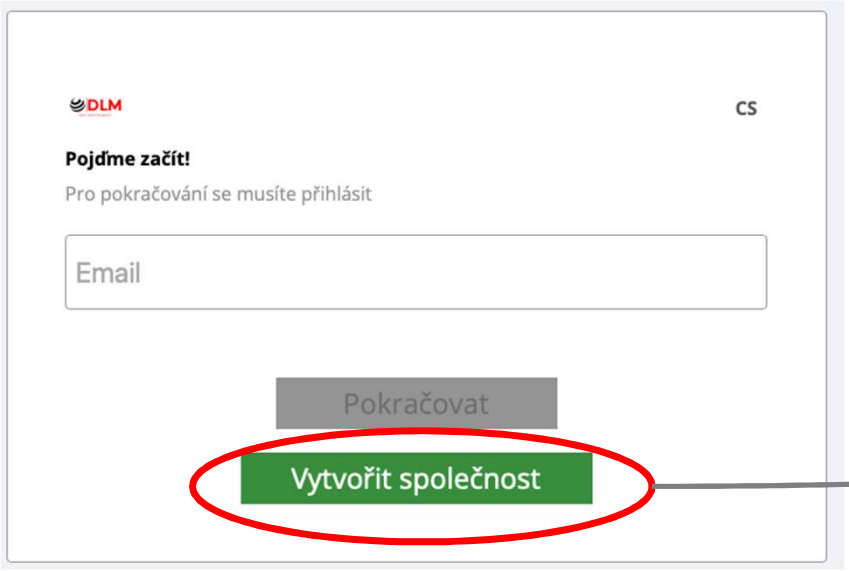
DLM Reservation System

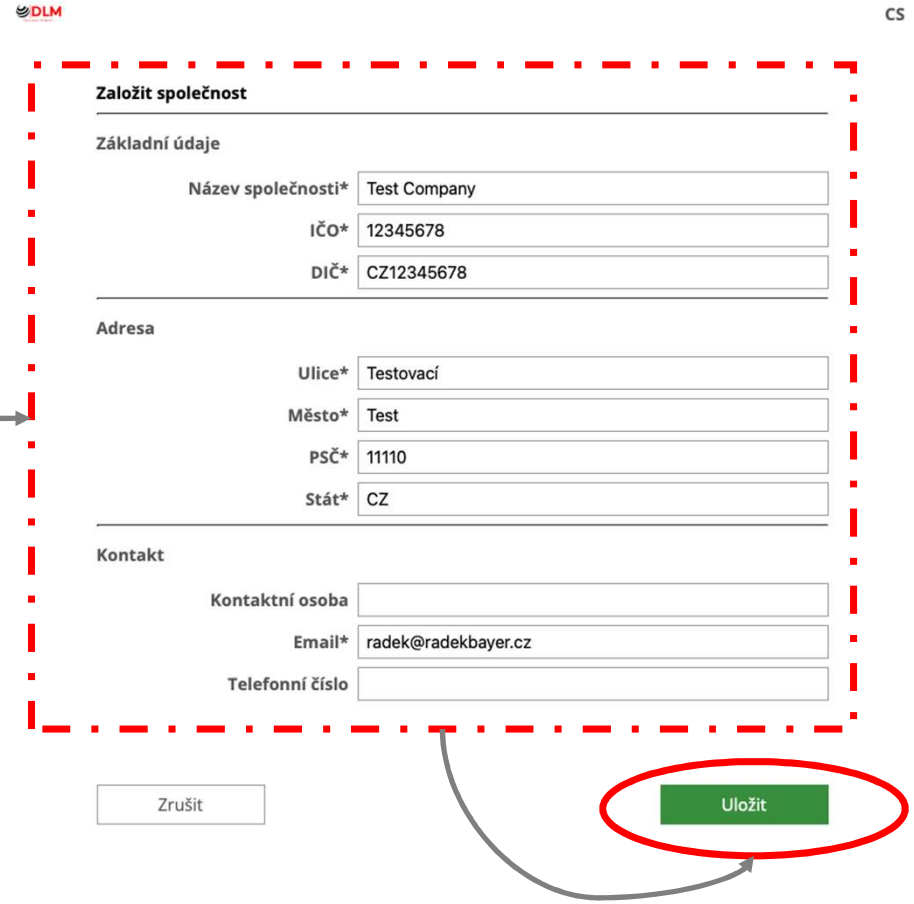
Reservation system: link

Log in to the reservation system at:

https://rs-fe.dlm.spolchemie.cz

Company Formation



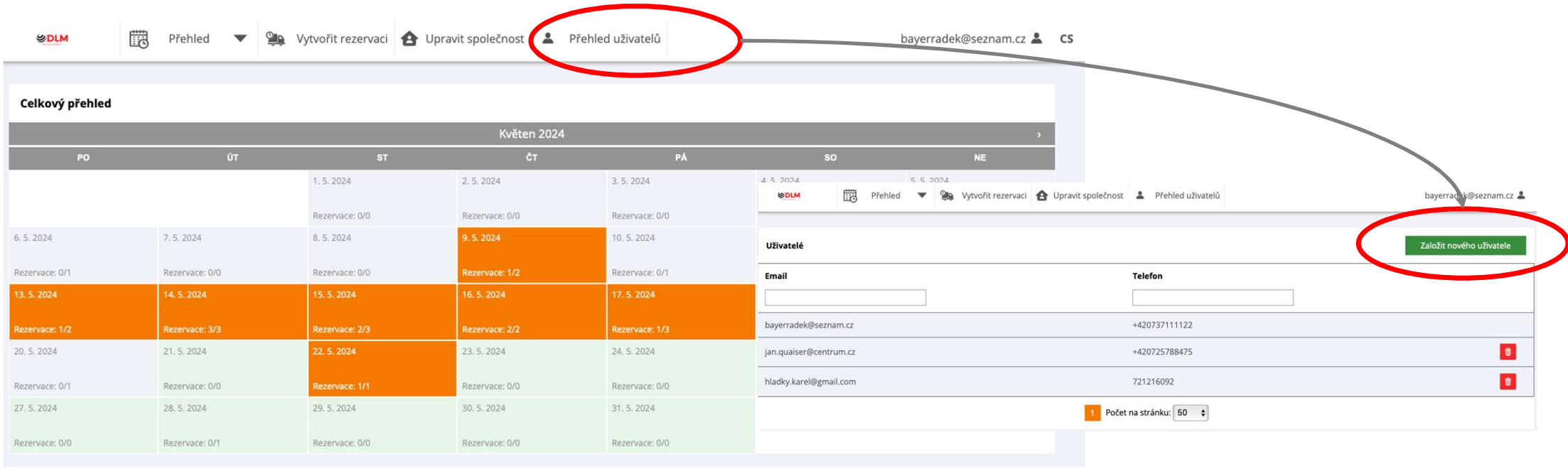


1. Click on "Create Company"
2. Fill in all required fields about company and contact
3. Click "Save"

Account confirmation and password

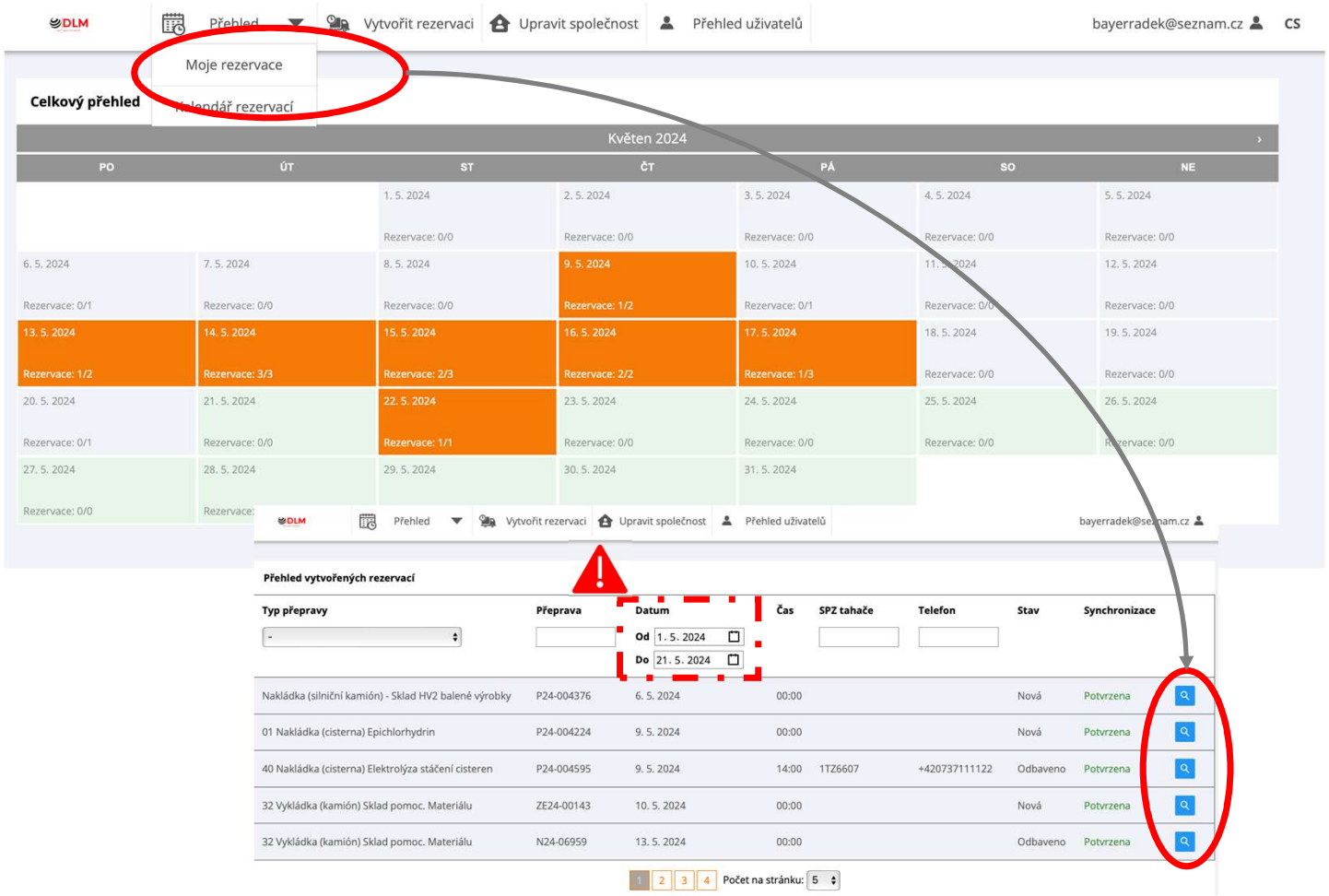
1. After saving, check the entered email
2. Click on the link to complete the registration
3. Choose a password

Basic view, adding another user



Here you see the calendar with reservations ("1/2" = Checked/Reserved)
In the top menu, select "User overview"
In the next window, click "Create a new user" and enter the user's e-mail and phone number

Reservation - loading/transport is ordered by Spolchemie



Click on "Overview" and "My reservations"

Then choose the desired period range

After clicking on the magnifying glass, you will see the details of the transport, where you can fill in the information you know

Transportation = order number

The most common form N24-01234, P24-001234

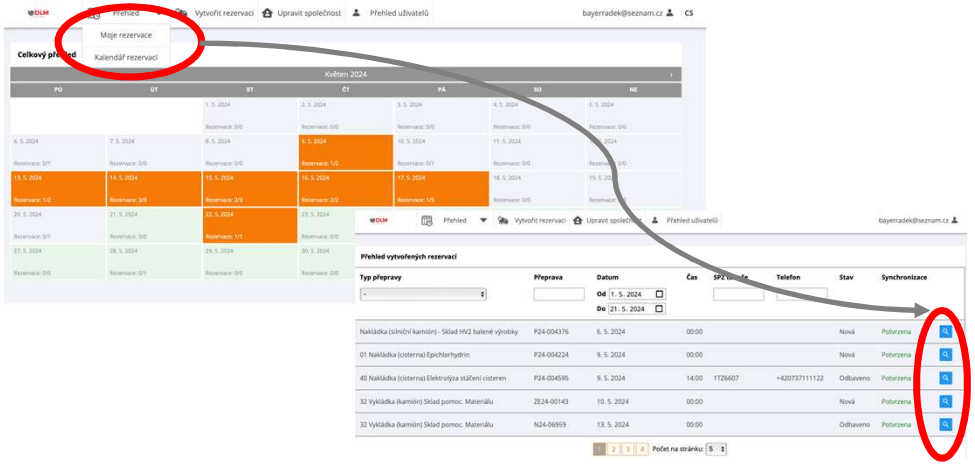
SPOLCHEMIE

Create a reservation

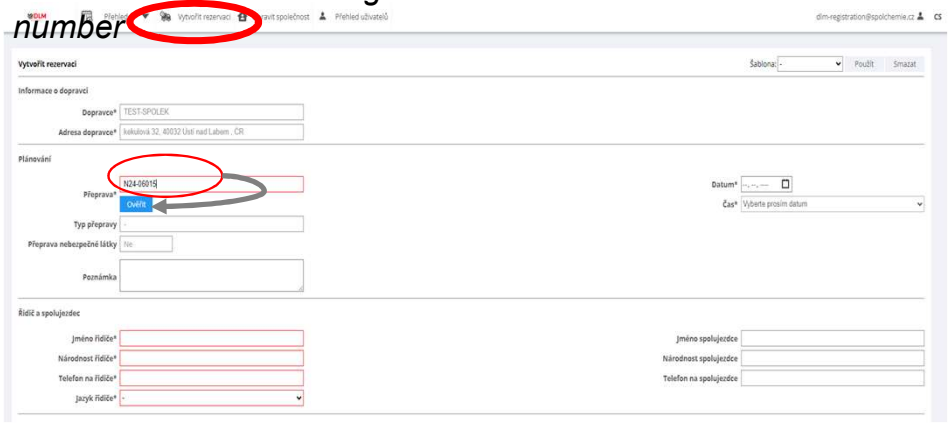
Two ways to make a reservation

1. Automatically generated
   - Check if you don't have a shipment already assigned in the “**Overview” menu** .
   - Click on the **magnifying glass** to **edit the shipment**.
   - If there is a "Trash" icon for the shipment, you can also delete it.
   - **All your reservations are displayed in the overview, which you can then edit**
2. Created based on knowledge of the order number:
   - You received the order number (purchase - you transport the goods, sales - you pick up, other - for example, complaints)
   - The most common form e.g., N24-01234, P24-001234 (*note. The number after the letter usually indicates the year of issue of the order*)
     - Enter in the **“Transportation” field** and click **Verify**
     - Prefills with known information about the shipment, fill in the missing information. The more you fill in, the less time the driver spends at the Terminal .

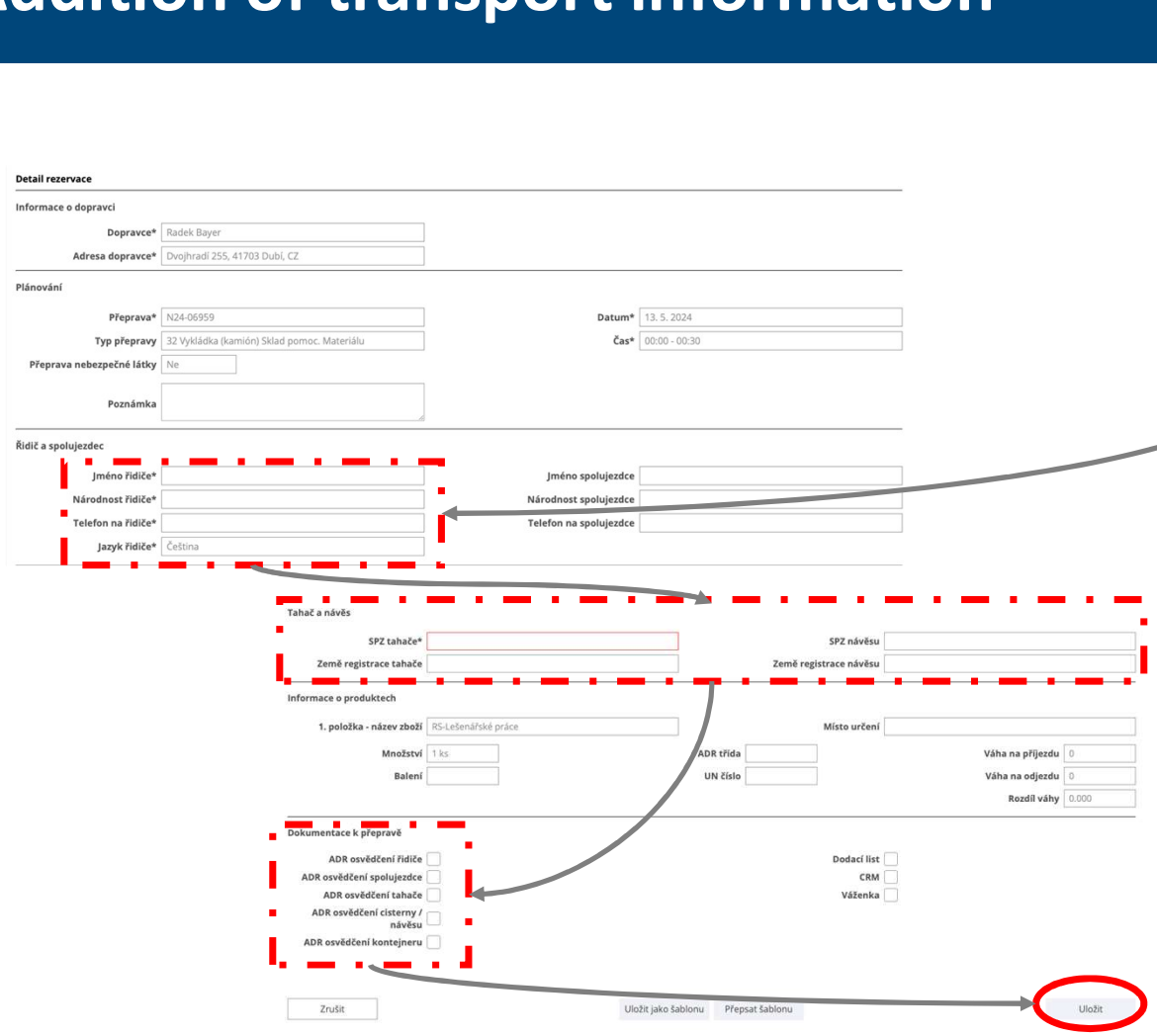
Automatically generated reservation

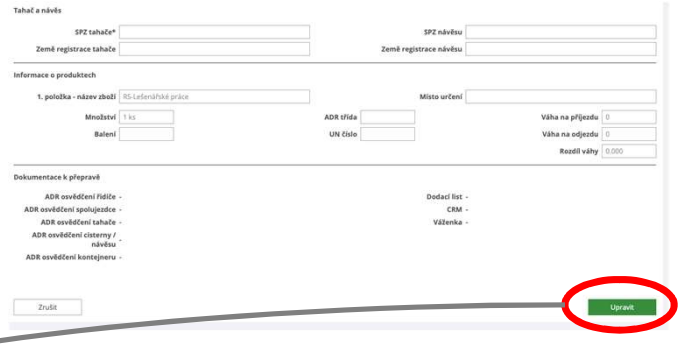


Generated with knowledge of order number



Addition of transport information





Click on "Edit"

Fill in the mandatory data marked with an asterisk and others that you know

The more you fill out, the less work the driver will have at the Terminal

Click "Save"

Reservation I - automatically generated

Detail rezervace

Informace o dopravci

Dopravce*	Radek Bayer
Adresa dopravce*	Dvojhradí 255, 41703 Dubí, CZ

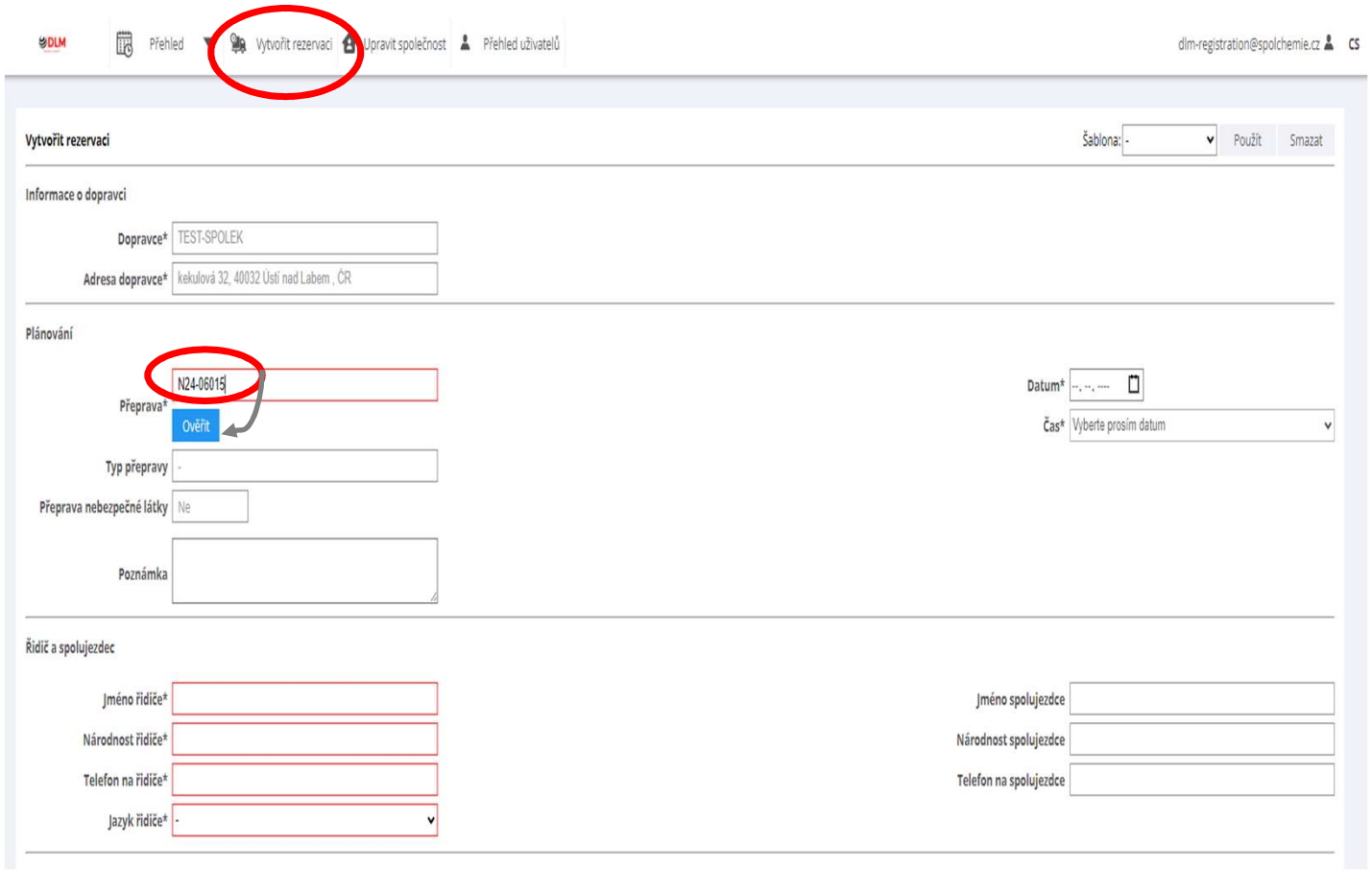
Plánování

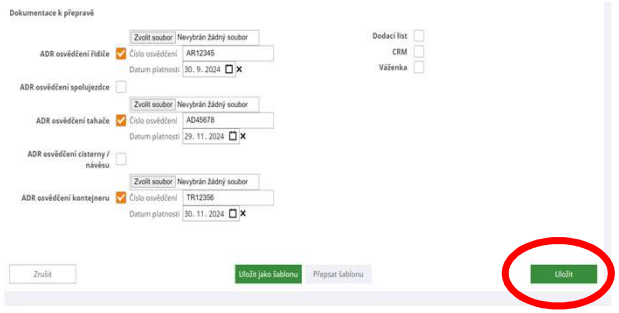
Přeprava*	N24-06959	**Datum***	13. 5. 2024
Typ přepravy	32 Vykládka (kamión) Sklad pomoc. Materiálu	**Čas***	00:00 - 00:30
Přeprava nebezpečné látky	Ne		
Poznámka			

Řidič a spolujezdec

Jméno řidiče*		**Jméno spolujezdce**	
Národnost řidiče*		**Národnost spolujezdce**	
Telefon na řidiče*		**Telefon na spolujezdce**	
Jazyk řidiče*	Čeština		

Reservation II - I know the order number





Click on "Create reservation"

Enter the purchase number or sales orders

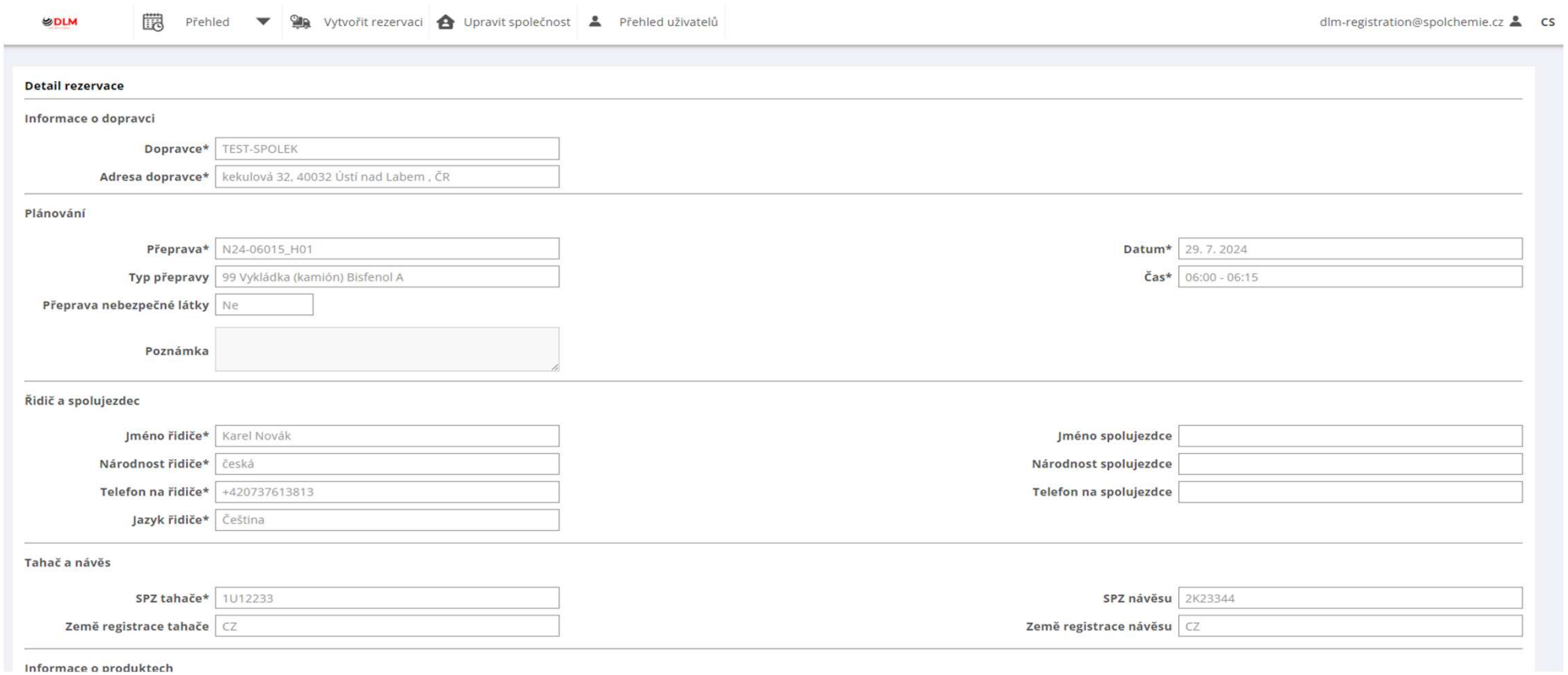
Click "Verify"

Then fill in the required information marked with an asterisk and others that you know

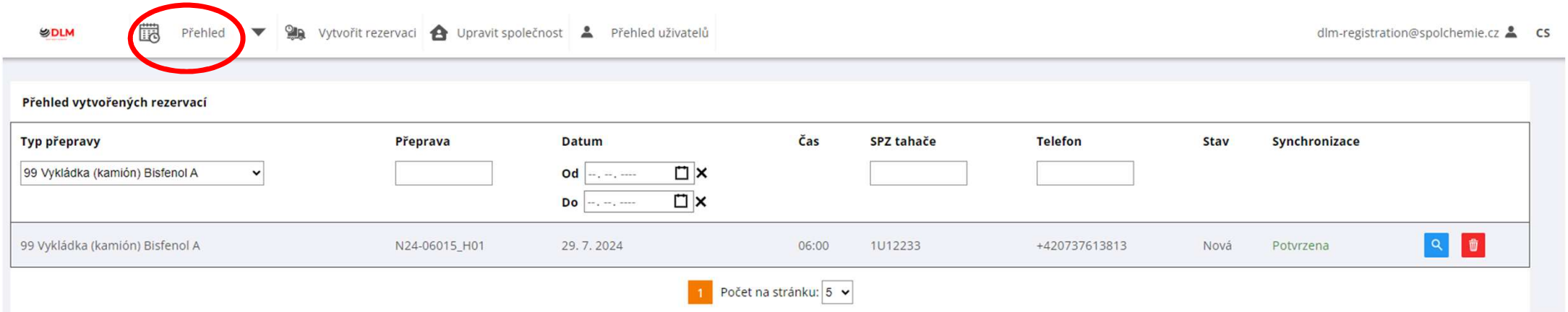
The more you fill out, the less work the driver will have at the Terminal

Click "Save "

Reservation II - I know the order number



Reservation I



You can find all completed reservations in "Overview - My reservations"