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Booking a Time Slot in MyLiquin



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Goal of the training

Training Objective

In this training, you will learn how a time slot can be booked by customers and/or hauliers in MyLiquin.

Meaning of abbreviations

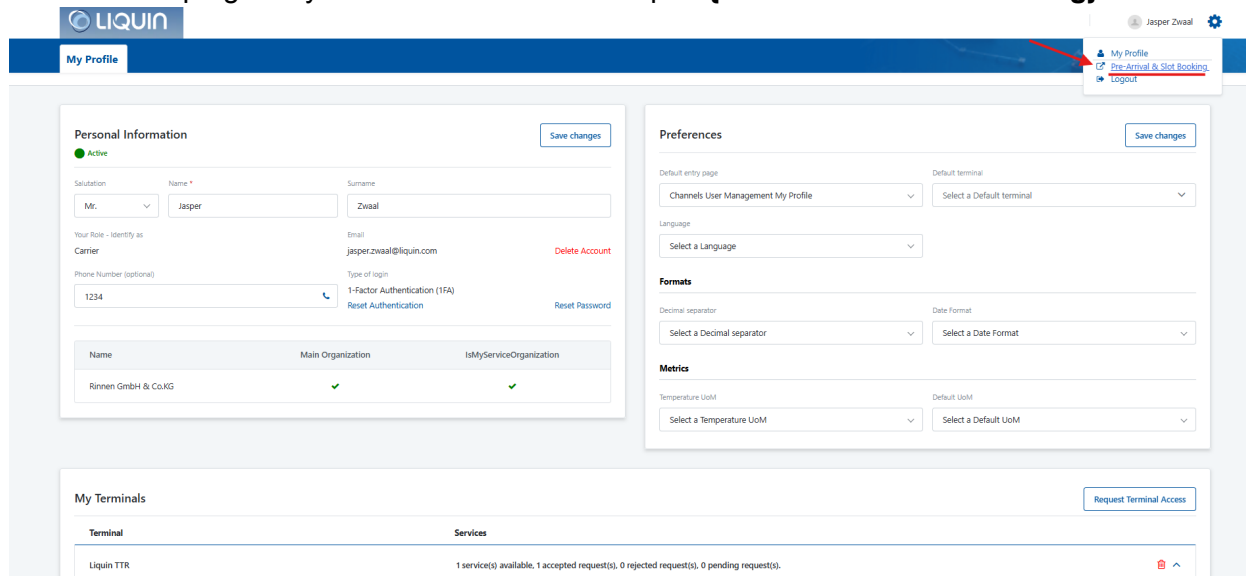
PO = **P**roduction **O**der

Booking a Time Slot

Step 1:

Go to the MyLiquin website. This is the starting point for booking time slots. As a haulier, you have almost no rights in MyLiquin and will land on your **My Profile** screen.

Click at the top right of your screen on  and open **{Pre-Arrival & Slot Booking}**.



LIQUIN

My Profile

Personal Information Save changes

Active

Salutation: Mr. Name: Jasper Surname: Zwaal

Your Role - Identify as: Carrier Email: jasper.zwaal@liquin.com Delete Account

Phone Number (optional): 1234 Type of login: 1-Factor Authentication (1FA) Reset Authentication Reset Password

Name	Main Organization	IsMyServiceOrganization
Rinnen GmbH & Co.KG	✓	✓

Preferences Save changes

Default entry page: Channels User Management My Profile Default terminal: Select a Default terminal

Language: Select a Language

Formats

Decimal separator: Select a Decimal separator Date Format: Select a Date Format

Metrics

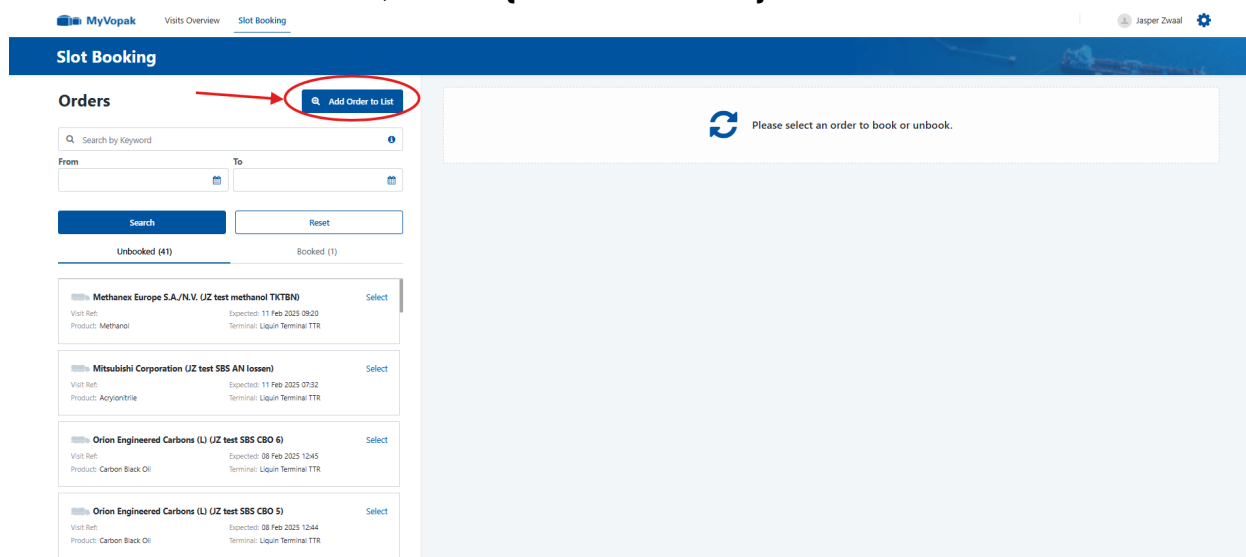
Temperature UoM: Select a Temperature UoM Default UoM: Select a Default UoM

My Terminals Request Terminal Access

Terminal	Services
Liquin TTR	1 service(s) available, 1 accepted request(s), 0 rejected request(s), 0 pending request(s).

Step 2:

You will now enter the screen where you can see all orders available for you to book. These are orders that have been created in the haulier's name or that you have previously added yourself. To add a new order to the list, click on **{Add Order to List}**.



MyVopak Visits Overview **Slot Booking**

Slot Booking

Orders Add Order to List

Search by Keyword

From: To:

Search Reset

Unbooked (41) Booked (1)

Methanex Europe S.A./N.V. (UZ test methanol TKTBN) Select
Visit Ref: Expected: 11 Feb 2025 09:20
Product: Methanol Terminal: Liquin Terminal TTR
Mitsubishi Corporation (UZ test SBS AN lossen) Select
Visit Ref: Expected: 11 Feb 2025 07:32
Product: Acrylonitrile Terminal: Liquin Terminal TTR
Orion Engineered Carbons (L) (UZ test SBS CBO 6) Select
Visit Ref: Expected: 08 Feb 2025 12:45
Product: Carbon Black Oil Terminal: Liquin Terminal TTR
Orion Engineered Carbons (L) (UZ test SBS CBO 5) Select
Visit Ref: Expected: 08 Feb 2025 12:44
Product: Carbon Black Oil Terminal: Liquin Terminal TTR

Please select an order to book or unbook.

Step 3:

Enter the reference number (PO Reference) you received from the customer. Then enter the correct product and click on **{Find Order}**. The order will then appear under **Orders found**. Click on **{Select}** if this is the correct order.

MyVopak Visits Overview Slot Booking Jasper Zwaal

Slot Booking

Orders [Add Order to List](#)

Please select an order to book or unbook.

Add order(s) to your list

Please enter the customer reference to find your order.

Customer/PO Reference [Find Order](#)

Product

1 Orders found

Mitsubishi Chemical UK Ltd (JZ training MyLiquin) [Unbooked](#) [Select](#)

Visit Ref:
Product: Methyl Methacrylate Stabilized

Expected: 18 Feb 2025 06:20
Terminal: Liquin Terminal TTR

0 Orders to be added

0 orders added

[Cancel](#) [Add to List](#)

Orion Engineered Carbons (LJ UZ test SBS CBO 5) [Select](#)

Visit Ref:
Product: Carbon Black Oil

Expected: 08 Feb 2025 12:44
Terminal: Liquin Terminal TTR

The order will now move from the left side of the screen to the right side. Click on **{Add to List}**.

MyVopak Visits Overview Slot Booking Jasper Zwaal

Slot Booking

Orders [Add Order to List](#)

Search by keyword

Please select an order to book or unbook.

Add order(s) to your list

Please enter the customer reference to find your order.

Customer/PO Reference [Find Order](#)

0 Orders found

0 orders to show

0 Orders to be added

Mitsubishi Chemical UK Ltd (JZ training MyLiquin) [Unbooked](#) [Remove](#)

Visit Ref:
Product: Methyl Methacrylate Stabilized

Expected: 18 Feb 2025 06:20
Terminal: Liquin Terminal TTR

[Cancel](#) [Add to List](#)

Orion Engineered Carbons (LJ UZ test SBS CBO 5) [Select](#)

Visit Ref:
Product: Carbon Black Oil

Expected: 08 Feb 2025 12:44
Terminal: Liquin Terminal TTR

Step 4:

You can now select the order from the list. Click on the correct order and then enter the date you want to load.

MyVopak Visits Overview Slot Booking Jasper Zwaal

Slot Booking

Orders Add Order to List

Search by Keyword

From To

Search Reset

Unbooked (42) Booked (1)

- Mitsubishi Chemical UK Ltd (JZ training MyLiquin)**
 - Visit Ref: Expected: 18 Feb 2025 08:20
 - Product: Methyli Methacrylate Stabilized Terminal: Liquin Terminal TTR
- Methanex Europe S.A./N.V. (JZ test methanol TKTBN)**
 - Visit Ref: Expected: 11 Feb 2025 09:20
 - Product: Methanol Terminal: Liquin Terminal TTR
- Mitsubishi Corporation (JZ test SBS AN lossen)**
 - Visit Ref: Expected: 11 Feb 2025 07:32
 - Product: Acrylonitrile Terminal: Liquin Terminal TTR
- Orion Engineered Carbons (JZ test SBS CBO 6)**
 - Visit Ref: Expected: 08 Feb 2025 12:45
 - Product: Carbon Black Oil Terminal: Liquin Terminal TTR

Book Mitsubishi Chemical UK Ltd (JZ training MyLiquin)

Unbooked Remove from List

Visit Reference: Terminal: Liquin Terminal TTR Expected Execution Date: 18 Feb 2025 08:20 Carrier: Rinnen GmbH & Co.KG

Sequence of Execution Book a Slot Overview

Please select a date

YYYY-MM-DD

February 2025

Sun Mon Tue Wed Thu Fri Sat

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 1

Today

Step 5:

Select the available time at which the order should be loaded or discharged, then click on **{Select}**. A checkmark will now appear next to the selected time. Click on **{Book}**.

MyVopak Visits Overview Slot Booking Jasper Zwaal

Slot Booking

Orders Add Order to List

Search by Keyword

From To

Search Reset

Unbooked (42) Booked (1)

- Mitsubishi Chemical UK Ltd (JZ training MyLiquin)**
 - Visit Ref: Expected: 18 Feb 2025 08:20
 - Product: Methyli Methacrylate Stabilized Terminal: Liquin Terminal TTR
- Methanex Europe S.A./N.V. (JZ test methanol TKTBN)**
 - Visit Ref: Expected: 11 Feb 2025 09:20
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 - Visit Ref: Expected: 11 Feb 2025 07:32
 - Product: Acrylonitrile Terminal: Liquin Terminal TTR
- Orion Engineered Carbons (JZ test SBS CBO 6)**
 - Visit Ref: Expected: 08 Feb 2025 12:45
 - Product: Carbon Black Oil Terminal: Liquin Terminal TTR

Book Mitsubishi Chemical UK Ltd (JZ training MyLiquin)

Unbooked Remove from List

Visit Reference: Terminal: Liquin Terminal TTR Expected Execution Date: 18 Feb 2025 08:20 Carrier: Rinnen GmbH & Co.KG

Sequence of Execution Book a Slot Overview

Please select a date

2025-02-19

Please select a slot

Arrival at Terminal	At Loading Bay	Expected Departure	Slots Remaining	
07:00	07:30	08:45 (105 min)	1	Select
07:45	08:15	09:30 (105 min)	1	Select
08:30	09:00	10:15 (105 min)	1	Select
09:15	09:45	11:00 (105 min)	1	Select
10:00	10:30	11:45 (105 min)	1	Select
10:45	11:15	12:30 (105 min)	1	Select

Book

Step 6:

The slot has been booked. Everything is green, and at the top of the screen it says **Booked**. From this screen, you can now click on **{Change Booking}** and **{Cancel Booking}**. When you use **{Change Booking}**, you can follow the same steps as above. With **{Cancel Booking}**, the entire booking will be cancelled.

The screenshot shows the 'Slot Booking' interface. On the left, there's an 'Orders' section with a search bar and a list of orders. The main area displays a booking for 'Mitsubishi Chemical UK Ltd (JZ training MyLiquin)' with a status of 'Booked'. A progress bar at the top indicates three steps: 'Sequence of Execution', 'Book a Slot', and 'Overview', with the third step being active. Below this, an 'Overview' table shows the arrival at the terminal (07:45), loading bay (08:15), and expected departure (09:30). At the bottom, an 'Order Sequence' table lists the booking details.

Sequence of Execution	Customer Reference	Service Name	Product	Quantity
1	JZ training MyLiquin	Load truck	Methyl Methacrylate Stabilized	25000 kg

Step 7:

After a successful booking, you will receive a booking confirmation with a barcode. Please assure this barcode is shared with your driver as he needs to perform a driver self check-in at the terminal. This can be performed by scanning a paper or device.

Booking Confirmation

Liquin Terminal TTR
 Torontostraat 19
 Havennr 4530
 Rotterdam-Botlek
 Netherlands



Booked by Liquin

A booking has been made in your name by Liquin Liquin Terminal TTR