



WebSlot 
Carrierinformation

External
documentation

The Fiege WebSlot Portal serves as interface between the Fiege logistics warehouse Oftringen and You! The portal allows you to book time slots for a smooth handling of the cargo.

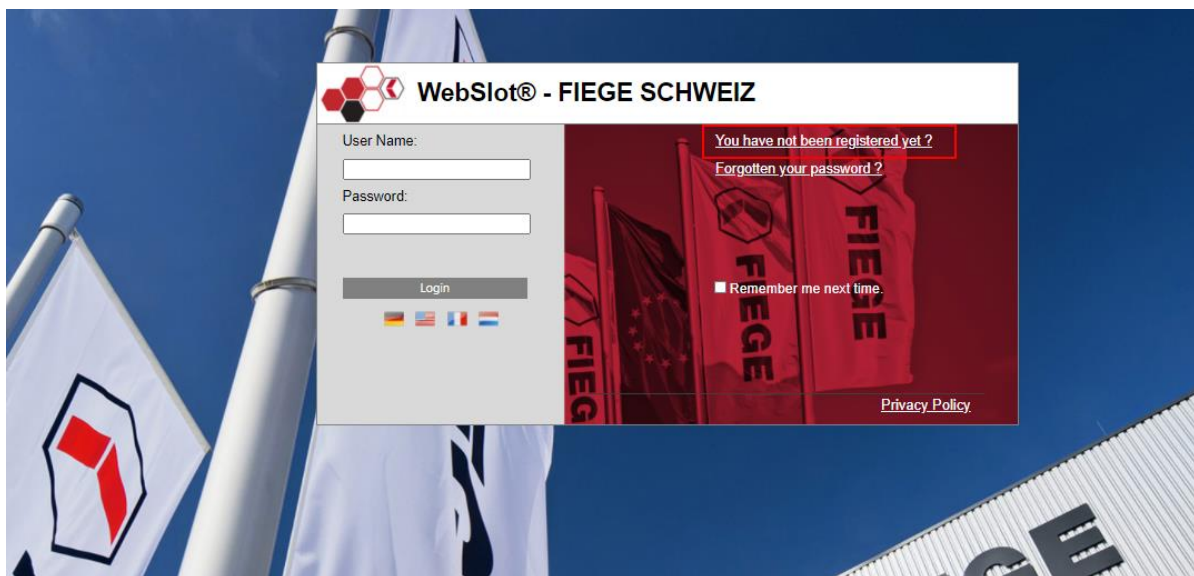
Sitemap

Registration	2
Booking a Slot.....	4
Alteration of Slots.....	7
Deviation Process.....	8

Registration

Your personal account is granted after a registration via <https://webslot-schweiz.fiege.com>

If you have already registered, you can log in directly with your user and password. Otherwise follow the registration link: “You have not been registered yet?” (see next page). Once logged in auto-log-off due to idle timeout will occur in 3 hours.



Underneath you will also find a link which allows you to request your password. For change the language please use the different flags under the bottom Login.

You define your User Name and the password when registering.

Please enter your data's to sign up for a new account.

Please note, that the password must be at least 6 characters and one of them must be a special character!

User Name: **Field UserName is required**

Password: **Password is required!**

Confirm password:

E-Mail: **Email is required!**

Salutation:

Last Name: **Last Name is required!**

FirstName: *

Company Name: *

Address 1: *

Address 2:

Country: / P/c: / City:

Phone: *

Fax:

Mobile Phone:

Language:

Location: *

Note:

Register

Cancel

For registration please fill in the required fields. Fields with an asterisk (*) are mandatory. It is recommended to create one user as per company. All other fields are optional. However, we would be very pleased if you could fill in the registration form as complete as possible. In case of inconsistencies, it will help us to solve them faster.

Field Name	Description
User Name	No space character is accepted
Password	When selecting your password, be aware that it is at least six digits long and must contain a special character
Location	Please choose the correct location.
Note	Please fill in the name of the customer.
Language	You choose the language for the e-mails, created by the system.

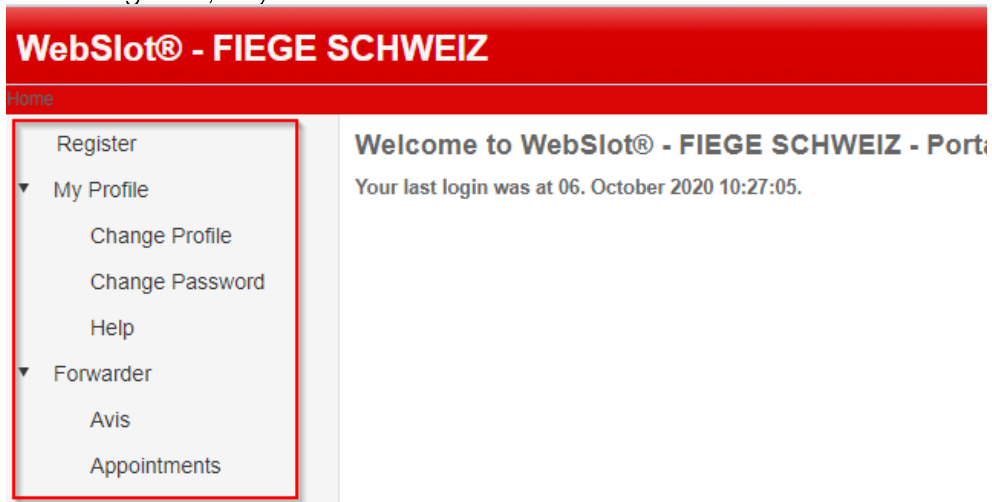
As soon as you have filled in all required fields you can complete the process by clicking the "Register" button.

You will receive a confirmation by e-mail once your profile has been activated by Fiege.

Booking a Slot

Please note that trucks with no proper registration upon arrival will be deferred until the next free slot is available. This can result in longer waiting times for the truck driver.

Once you have logged on, you will be taken to the main screen. On the left side you will find the menu options “Register”, “My Profile” and “Forwarder”.



“Register”: You can return to the registration screen for registering additional users.

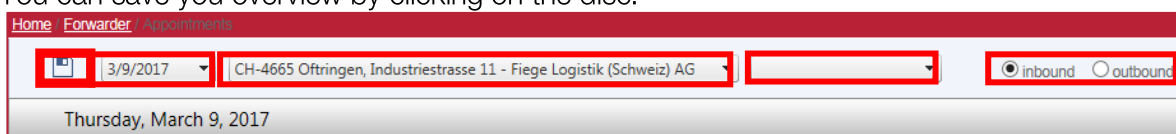
“My Profile”: You can manage your profile information.

“Forwarder”: You reach the booking screen by using the button “Appointments”.

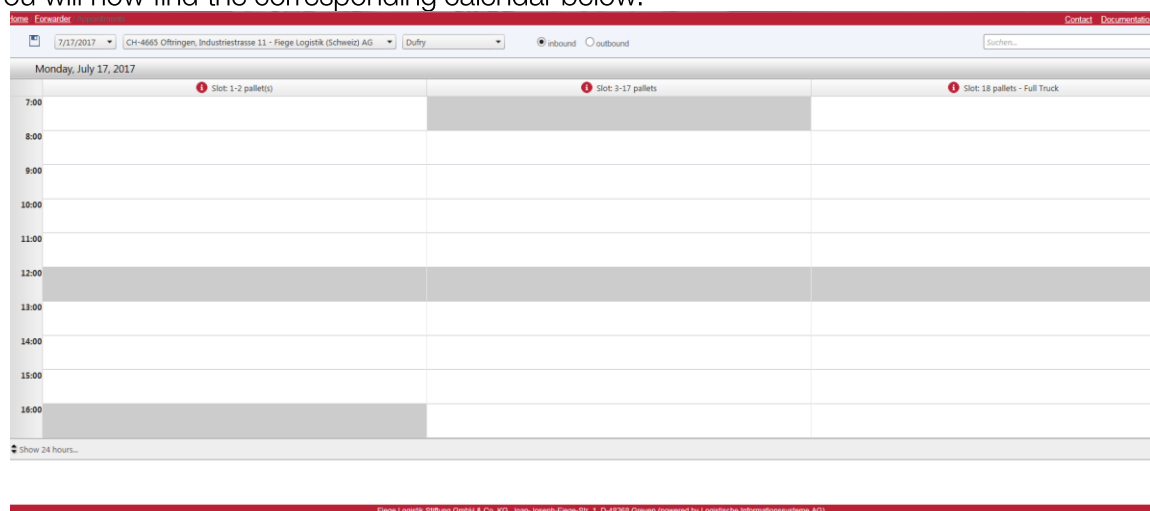
In the calendar you can now select following:

- the date
- the delivery location
- the company you want to deliver to (e. g. Dufry)
- in- or outbound delivery

You can save you overview by clicking on the disc.




You will now find the corresponding calendar below.



To book a time slot double-click on the desired time window in the calendar to make a booking screen pop up.


Booking-Id: 100011458

Loading station:  Loeb A
 Inbound
 12/7/2021 3:00 PM

Details PO-No Shipments **Documents**

Truck

license n° 1
 license n° 2
 phone n°

PO-No* 

Container-No

Shipment

order n°
 supplier no*
 origin country
 origin city
 weight* kg
 pallets*
 cartons

Remarks (internal)

Save Cancel

Please populate the following mandatory fields which are indicated by an *:

1. PO number (if your shipment comprises more than one PO please enter any and provide remaining PO-numbers in the “Remarks” field at the bottom of the screen). Only if there is no PO number please enter supplier’s invoice number.
2. Enter the weight of the shipment.
3. Enter the number of pallets in the field “pallets”.
4. Attach shipping documents using the tab “documents” (see image below). This is meant to be any of the below documents:
 - a. Invoice or/and delivery note and/or packing list.
 - b. Transit document (if any available) and/or CMR/national waybill.

Booking-Id: 27266209

Loading station: i Dufry Slot: 1-2 pallet(s)
 Inbound
 10/6/2020 7:00 AM Bulk (60 min.)

Details PO-No Shipments **Documents**

After the fields have been filled in confirm the slot by pressing on "Save". Afterwards your booking is displayed as a lucent grey field in the overview. The creation and fixing consequently of the booking are confirmed via e-mail by Fiege.
PLEASE KEEP THE BOOKING ID (8-digit- string) to present it upon arrival.

Booking-Id: 27266209

Loading station: i Dufry Slot: 1-2 pallet(s)
 Inbound
 10/6/2020 7:00 AM Bulk (60 min.)

Fiege Oftringen will validate the displayed bookings which will then get fixed and can only be changed by Fiege as far as required. If any changes for your booking occur, the person in charge will get in touch with you.

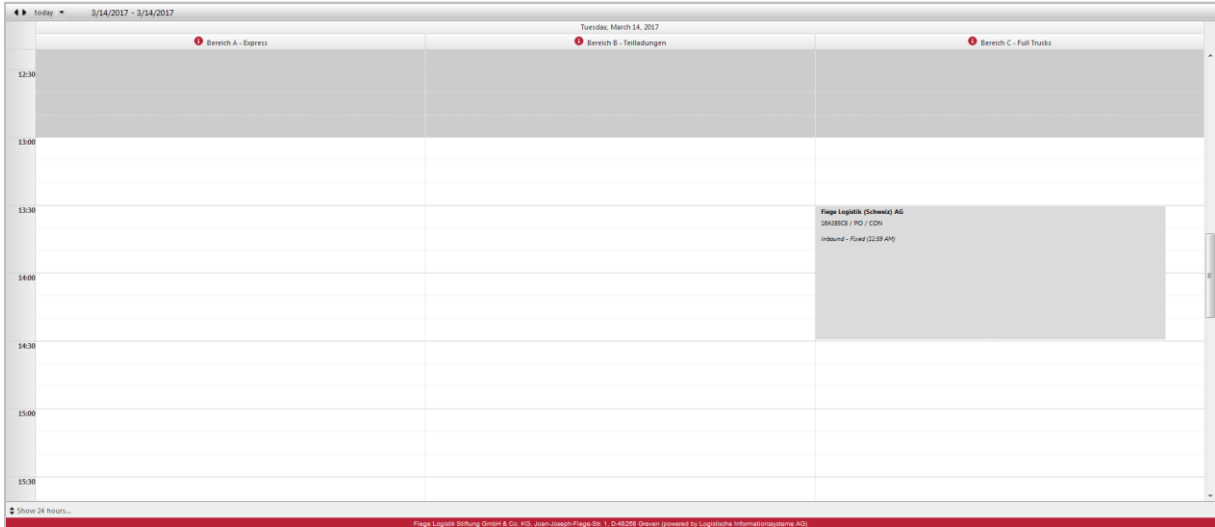
Before fixing:

Friday, March 10, 2017		
Bereich A - Express	Bereich B - Teilladungen	Bereich C - Full Trucks
12:30		
12:45		
13:00		
13:15		
13:30		
13:45		
14:00		
14:15		
14:30		
14:45		
15:00		
15:15		
15:30		
15:45		

Fiege Logistik Österreich AG
 4051137 / PO-4300000464 / COM
 Inbound

Fiege Logistik Stiftung GmbH & Co. KG, Joan-Joseph-Fiege-Str. 1, D-40200 Greven (powered by Logistika Informationssysteme AG)

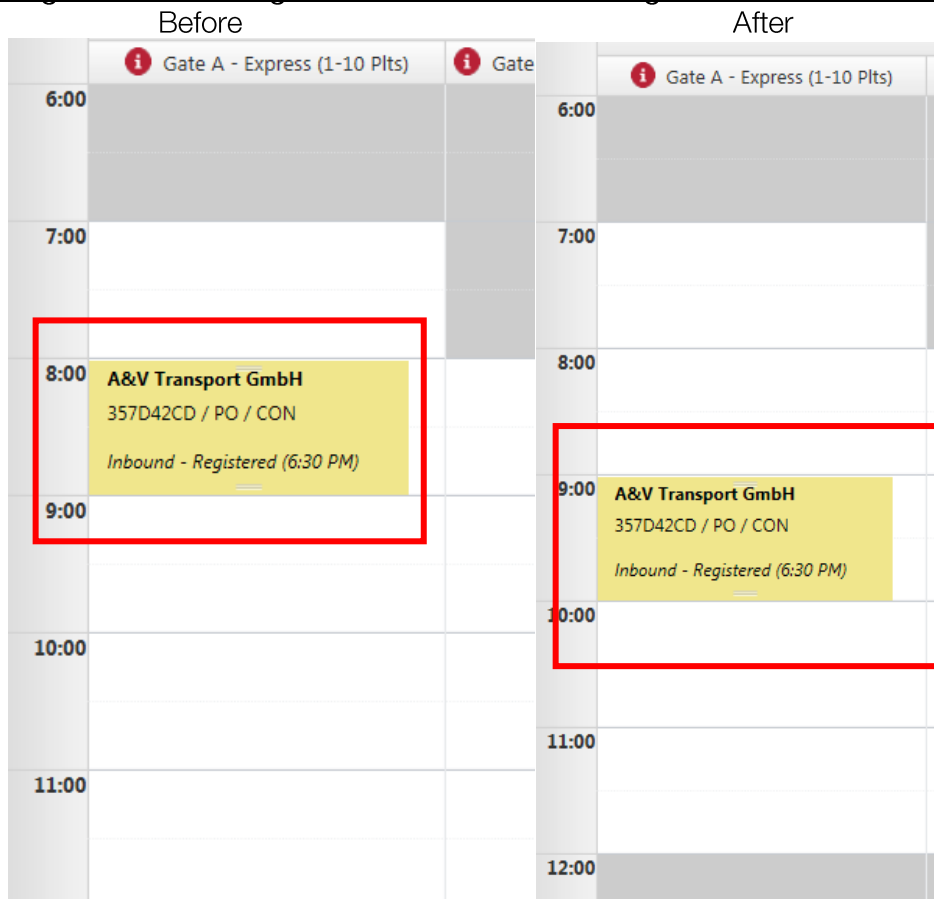
After fixing:



Alteration of Slots

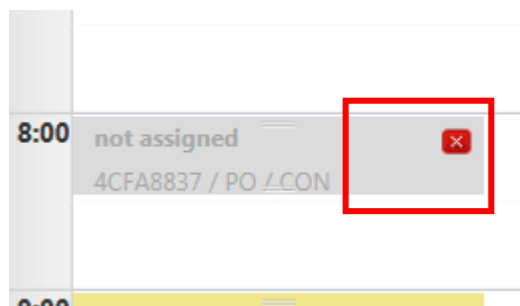
You can move slots by drag&drop, providing that there is unoccupied space available and the booking hasn't been fixed yet.

You will not get a new booking confirmation as the booking ID remains the same!



A slot can be deleted by pressing on the “x” in the slot entry in the calendar, if it hasn't been fixed by Feige.

A cancellation confirmation will be sent by the system.



Changes at fixed slots must be requested at Fiege.

Deviation Process

Please note that the deviations from the afore mentioned process will automatically trigger an action as follows:

Reason	Description	Action
Insufficient data provision or disregard of mandatory fields at time of slot booking	-	Please always ensure data provision (see chapter 2) as incomplete data will result in a cancellation of the booking attempt
Dummy slot booking(s)	Slots booked in advance with no content and no delivery on the respective day	Do not attempt to make empty/dummy bookings in advance (to serve as a blocker). Fiege reserves the right to cancel such bookings without further notice.
Arrival with no slot booked.	-	Truck will be put at the end of the queue. An intake in-between cannot be guaranteed.
Arrival >10 min behind schedule	-	Truck will be put at the end of the queue. An intake in-between cannot be guaranteed. Fiege will not be able to provide an indication of the waiting time.
Arrival >10 min ahead of schedule	Arriving and registering much earlier than scheduled	An immediate processing might occur but will not be guaranteed.
Arrival with no or not correct PO	Incorrect PO(s)	Truck will be put at the end of the queue in conjunction with correct PO provision. An intake in-between cannot be guaranteed
Arrival with missed or expired transit documents	-	Truck will be put at the end of the queue as expired transit documents will always lead to a delay in processing. It is in your own interest to ensure proper validity dates. Deviations will be tracked in coordination with customs authority.
Booked volume (units or weight) does not match with physical delivery	-	Documentation of insufficient data provision. Additional measures can occur in case of recurrence. Forwarder can always update their booking in the „Remarks“field or send an e-mail in advance.

When booking time slots please observe the following restrictions:

1. Your booking can be considered successful only after our system sends you a booking fixing.
2. Once driver enters our premises please make sure a registration at our inbound office is made ("Registration Office", Section 2, red door), providing booking ID and the paper-based consignment documentation. The unloading process will be initiated afterwards only.
3. Arriving in time and with a valid slot ensures that Fiege will initiate the procedure as according to the schedule. Fiege will not guarantee that the procedure will take 60 minutes exactly as this an average.
4. Deliveries are subject to analysis for continuous improvement. Thus, a communication outside of the time slot booking portal may occur occasionally.