

**Truck registration booking portal
for Fibertex Nonwovens a.s. entry**

MANUAL

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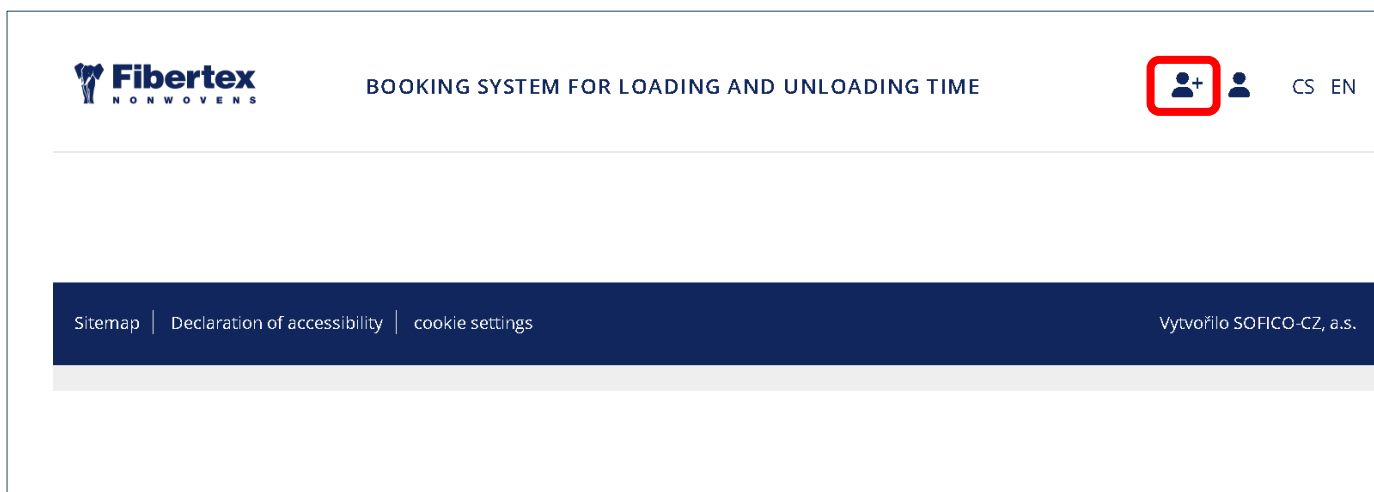
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A/ Registration

1. On the main page of the portal, click on the red-marked icon.



The screenshot shows the main page of the Fibertex Nonwovens Booking System. The header features the Fibertex logo on the left, the text "BOOKING SYSTEM FOR LOADING AND UNLOADING TIME" in the center, and a red-bordered icon of a person with a plus sign on the right, next to language options "CS EN". The footer contains links for "Sitemap", "Declaration of accessibility", and "cookie settings", along with the text "Vytvořilo SOFICO-CZ, a.s."

2. Fill in the registration form and click on the **Send** button.

CUSTOMER REGISTRATION

Billing address

Country: *

IN:

VAT:

Name:

Login / e-mail: *

Repeat login / e-mail: *

Password: *

Repeat password: *

Name: *

Surname: *

Street, No. : *

ZIP CODE: *

City: *

Telephone: *

* required field

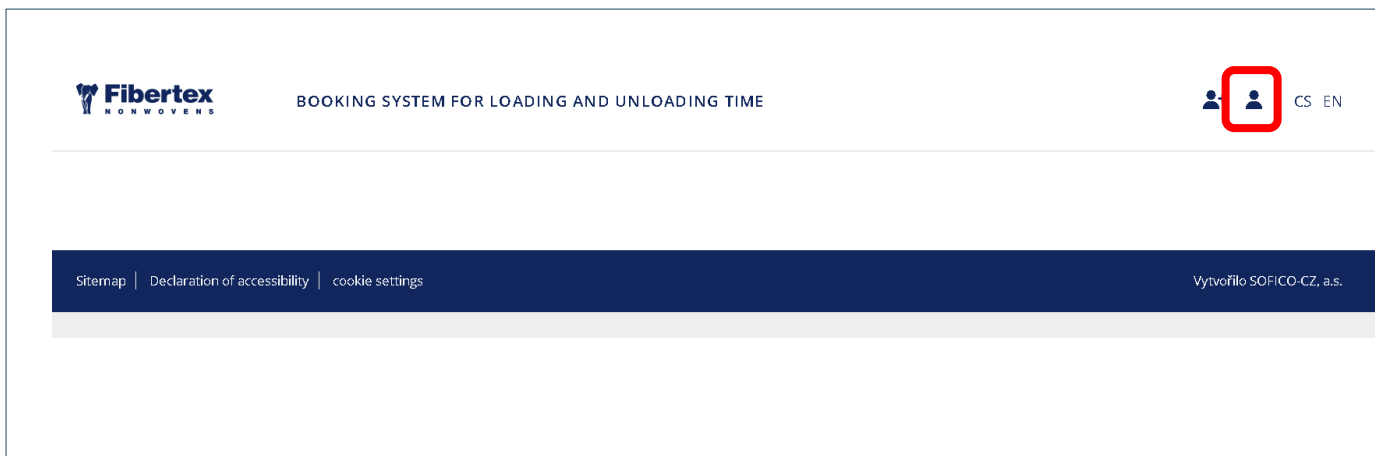
I agree with the terms of personal data protection [... more info](#)

Send

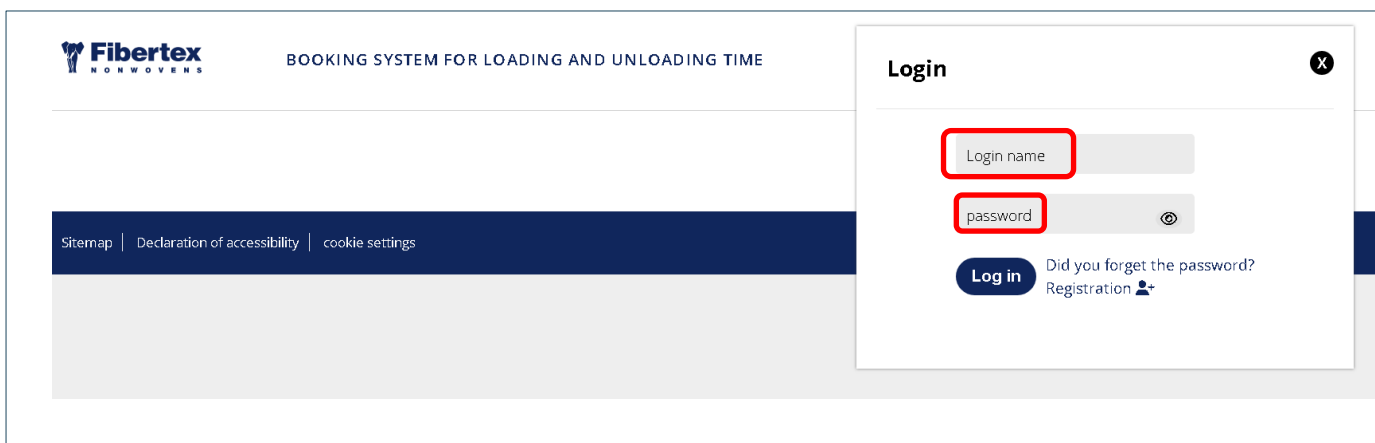
3. After successfully completing the registration, you will receive a confirmation email.

B/ Log in

1. To log in to the system, click on the red-marked icon on the main page of portal.



2. Fill in your login details (username and password) and click on the **Log in** button.



C/ Reservation – Import

1. Select the red-marked field **INBOUND** option to unload goods.

The screenshot shows the 'CHOOSE A DIRECTION' screen of the Fibertex booking system. At the top, there are navigation buttons: 'Reservations - INBOUND' (highlighted in blue), 'Reservations - OUTBOUND', 'My reservations IN', and 'My reservations OUT'. The Fibertex logo and 'NONWOVENS' are on the left, and the text 'BOOKING SYSTEM FOR LOADING AND UNLOADING TIME' is in the center. On the right, there are user icons and the text 'Dopravce TEST SOFICO-CZ, a.s.' and 'CS EN'. The main heading is 'CHOOSE A DIRECTION'. Below it are two large buttons: 'INBOUND →' (highlighted with a red border) and 'OUTBOUND →'. Under 'INBOUND' is the text 'Import of raw materials, import of material'. Under 'OUTBOUND' is 'Export of products'. At the bottom, there is a dark blue footer with links for 'Sitemap', 'Declaration of accessibility', and 'cookie settings', and the text 'Vytvořilo SOFICO-CZ, a.s.' on the right.

2. Select the Průmyslová/Pražská plant according to the delivery address.

The screenshot shows the 'SELECT A FACTORY' screen of the Fibertex booking system. At the top, there are navigation buttons: 'Reservations - INBOUND' (highlighted in blue), 'Reservations - OUTBOUND', 'My reservations IN', and 'My reservations OUT'. The Fibertex logo and 'NONWOVENS' are on the left, and the text 'BOOKING SYSTEM FOR LOADING AND UNLOADING TIME' is in the center. On the right, there are user icons and the text 'Dopravce TEST SOFICO-CZ, a.s.' and 'CS EN'. The main heading is 'IMPORT OF RAW MATERIALS, IMPORT OF MATERIAL'. Below it is the sub-heading 'SELECT A FACTORY'. At the bottom, there are two large buttons: 'PRŮMYSLOVÁ' (highlighted) and 'PRAŽSKÁ'.

3. Select the arrival day in the red-marked filed.
4. Select a time slot in the yellow-highlighted field.

Reservations - INBOUND Reservations - OUTBOUND My reservations IN My reservations OUT

Fibertex BOOKING SYSTEM FOR LOADING AND UNLOADING TIME Doprava TEST SOFICO-CZ, a.s. CS EN

IMPORT OF RAW MATERIALS, IMPORT OF MATERIAL, PRŮMYSLOVÁ

THURSDAY 28.11.2024

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00
1	Occupied	Occupied	Occupied	Occupied	Occupied			
2	Occupied	Occupied	Occupied	Occupied	Occupied			
3	Occupied	Occupied	Occupied	Occupied	Occupied			
4	Occupied	Occupied	Occupied	Occupied	Occupied			
5	Occupied	Occupied	Occupied	Occupied	Occupied			

Off Time has passed Occupied Selected

5. After selecting a time slot, click on the green-marked **Book** button.

Fibertex BOOKING SYSTEM FOR LOADING AND UNLOADING TIME Doprava TEST SOFICO-CZ, a.s. CS EN

IMPORT OF RAW MATERIALS, IMPORT OF MATERIAL, PRŮMYSLOVÁ

THURSDAY 28.11.2024

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00
1	Occupied	Occupied	Occupied	Occupied	Occupied	Selected		
2	Occupied	Occupied	Occupied	Occupied	Occupied			
3	Occupied	Occupied	Occupied	Occupied	Occupied			
4	Occupied	Occupied	Occupied	Occupied	Occupied			
5	Occupied	Occupied	Occupied	Occupied	Occupied			

Průmyslová - 1
28.11.2024 11:00 - 12:00

Book

Off Time has passed Occupied Selected

- Fill in the reference for unloading in the red-marked field. In the case of multiple references, click on the yellow-marked **Add line** button. If you have additional information about the unloading, you can use the blue-marked **Note** field.
- To complete the reservation, click on the green-marked **Reserve** field.

Import of raw materials, import of material, Průmyslová

Reference - Purchase order No

BO1234567

Add line

Note

Reserve

- If your reservation is successful, your time slot will be marked in orange as 'Occupied' and you will receive a confirmation email.

Reservations - INBOUND Reservations - OUTBOUND My reservations IN My reservations OUT

Fibertex NONWOVENS BOOKING SYSTEM FOR LOADING AND UNLOADING TIME Dopravce TEST SOFICO-CZ, a.s. CS EN

IMPORT OF RAW MATERIALS, IMPORT OF MATERIAL, PRŮMYSLOVÁ

November 2024 THURSDAY 28.11.2024

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00
1						Occupied		
2								
3								
4								
5								

Off
 Time has passed
 Occupied
 Selected

D/ Reservation – Export

1. To load a goods click on the red-marked field **OUTBOUND**.

The screenshot shows the 'CHOOSE A DIRECTION' screen. At the top, there are navigation tabs: 'Reservations - INBOUND', 'Reservations - OUTBOUND', 'My reservations IN', and 'My reservations OUT'. The 'Reservations - OUTBOUND' tab is active. Below the tabs is the Fibertex logo and the text 'BOOKING SYSTEM FOR LOADING AND UNLOADING TIME'. On the right, there are user icons and the text 'Dopravce TEST SOFICO-CZ, a.s.' and 'CS EN'. The main heading is 'CHOOSE A DIRECTION'. There are two large buttons: 'INBOUND →' with the subtext 'Import of raw materials, import of material' and 'OUTBOUND →' with the subtext 'Export of products'. The 'OUTBOUND →' button is highlighted with a red border.

2. Based on the loading address, select a plant where you will load (Průmyslová/Pražská).

The screenshot shows the 'EXPORT OF PRODUCTS' screen. At the top, there are navigation tabs: 'Reservations - INBOUND', 'Reservations - OUTBOUND', 'My reservations IN', and 'My reservations OUT'. The 'Reservations - OUTBOUND' tab is active. Below the tabs is the Fibertex logo and the text 'BOOKING SYSTEM FOR LOADING AND UNLOADING TIME'. On the right, there are user icons and the text 'Dopravce TEST SOFICO-CZ, a.s.' and 'CS EN'. The main heading is 'EXPORT OF PRODUCTS'. Below it is the sub-heading 'SELECT A FACTORY'. There are two large buttons: 'PRŮMYSLOVÁ' and 'PRAŽSKÁ'. The 'PRAŽSKÁ' button is highlighted with a red border.

3. Select the arrival day in the red-marked field.
4. Select a time slot in the yellow-highlighted field.

The screenshot shows the 'EXPORT OF PRODUCTS, PRŮMYSLOVÁ' page. At the top, there are navigation tabs: 'Reservations - INBOUND', 'Reservations - OUTBOUND', 'My reservations IN', and 'My reservations OUT'. The Fibertex logo and 'BOOKING SYSTEM FOR LOADING AND UNLOADING TIME' are visible. The user is identified as 'Dopravce TEST SOFICO-CZ, a.s.' with language options 'CS' and 'EN'.

The main content area displays a calendar for November 2024. The date 'THURSDAY 28.11.2024' is selected and highlighted in blue. Below the calendar is a grid showing time slots from 6:00 to 13:00 for five rows. The 8:00-9:00 slot in row 3 is highlighted in orange, indicating it is occupied. The 12:00-13:00 slot in row 1 is highlighted in blue, indicating it is selected. A legend at the bottom identifies the colors: Off (white), Time has passed (grey), Occupied (orange), and Selected (blue).

5. After selecting your time slot, click on the green-marked **Book** button.

This screenshot is similar to the previous one, but with additional changes. The date 'THURSDAY 28.11.2024' remains selected. In the time slot grid, the 12:00-13:00 slot in row 1 is now highlighted in blue, indicating it is selected. Below the grid, a summary box shows 'Průmyslová - 1' for '28.11.2024 12:00 - 13:00'. A green-bordered button labeled 'Book' is positioned below this summary box. The legend at the bottom remains the same.

6. Fill in the loading **reference** in the red-marked field. Fill in the delivery **country** in the yellow-marked field. Fill in the delivery **city** in the green-marked field. Fill in the estimated **delivery date** in the blue-marked field.

Export of products, Pražská

Supplier: SOFICO-CZ, a.s. ▾

Reference - Purchase order No	State	Delivery place	ETA
<input type="text"/>	Czechia ▾	<input type="text"/>	29.11.2024

PO1234567, SO1234567, allowed words

Add line

Note

Reserve

In the case of multiple loading references for one vehicle, click on the green-marked **Add line** button and fill in necessary information again.

Export of products, Pražská

Supplier: SOFICO-CZ, a.s. ▾

Reference - Purchase order No	State	Delivery place	ETA
<input type="text"/>	Czechia ▾	<input type="text"/>	29.11.2024

PO1234567, SO1234567, allowed words

Add line

Note

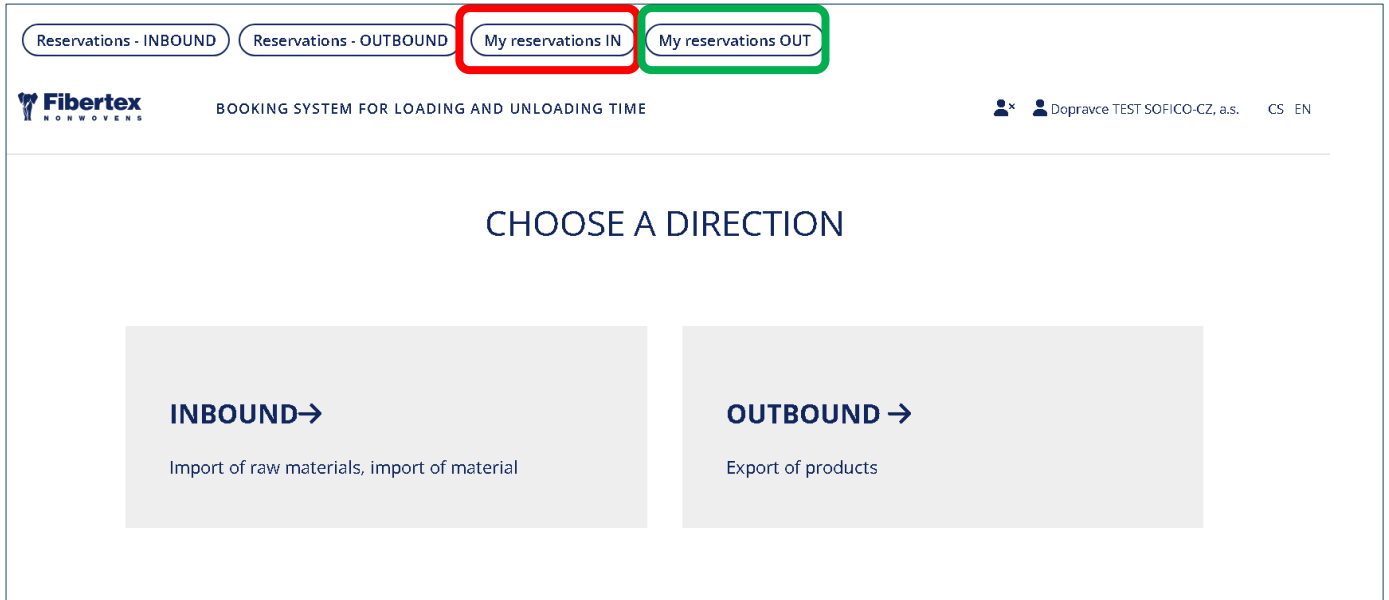
Reserve

7. After filling in, click on the red-marked **Reserve** field.
8. If your reservation is successful, your time slot will be marked in orange as 'Occupied' and you will receive confirmation email.

E/ Checking reserved slots

You can use bookmarks to check your reserved slots.

- **My reservation IN** to check unloadings (red-marked button)
- **My reservations OUT** to check loadings (green-marked button)



The screenshot displays the top navigation bar of the Fibertex booking system. It features four buttons: 'Reservations - INBOUND', 'Reservations - OUTBOUND', 'My reservations IN' (highlighted with a red border), and 'My reservations OUT' (highlighted with a green border). Below the navigation bar, the page title 'Fibertex NONWOVENS' is visible on the left, and the user profile 'Dopravce TEST SOFICO-CZ, a.s.' with language options 'CS' and 'EN' is on the right. The main content area is titled 'CHOOSE A DIRECTION' and contains two large buttons: 'INBOUND →' with the description 'Import of raw materials, import of material' and 'OUTBOUND →' with the description 'Export of products'.