

BOOKING, GOODS LOADING AND UNLOADING INSTRUCTIONS

WAREHOUSES OF

- CREDERA
- TICENGO
- SANTA MARIA DI SALA
- MADIGNANO

INDEX:

- **CREATE AN ACCOUNT:** [page 2](#)
- **FOR CUSTOMERS:**
OPERATING INSTRUCTIONS: LUMSON S.P.A PORTAL FOR GOODS LOADING SLOTS BOOKING [page 4](#)
- **FOR SUPPLIERS:**
OPERATING INSTRUCTIONS: LUMSON S.P.A PORTAL FOR GOODS UNLOADING SLOTS BOOKING [page 8](#)
- **CALENDAR, BOOKINGS CHANGES AND CANCELATIONS** [page 11](#)
- **USEFUL INFORMATION** [page 13](#)

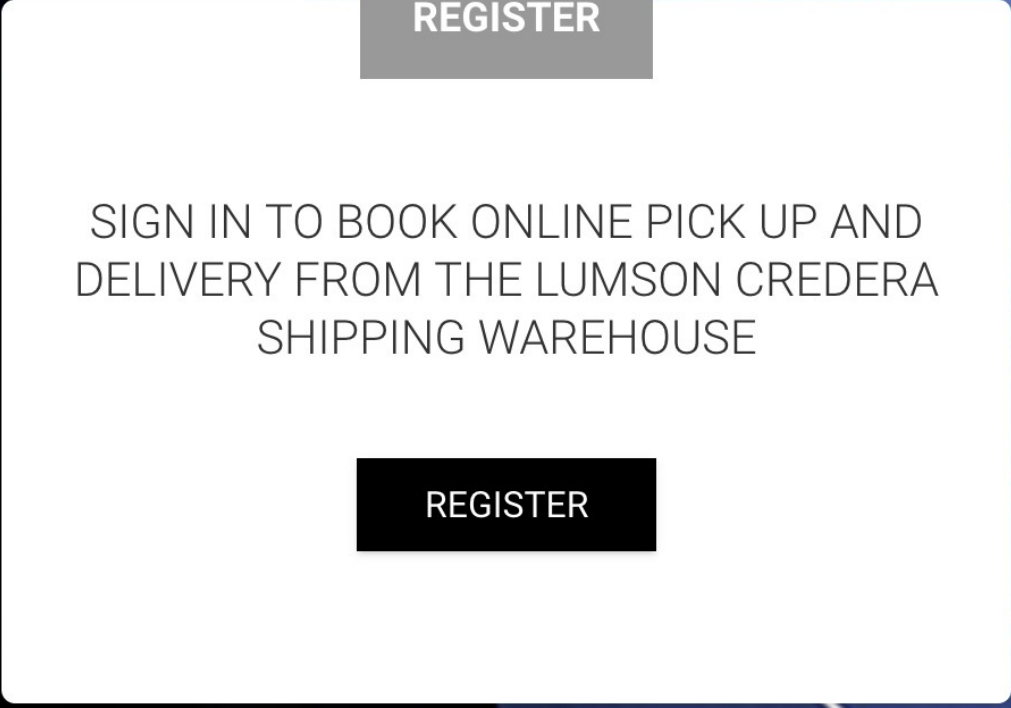
CREATE AN ACCOUNT

CLICK ON THE LINK BELOW:
<https://booking.lumson.com>

AND FLAG:



REGISTER

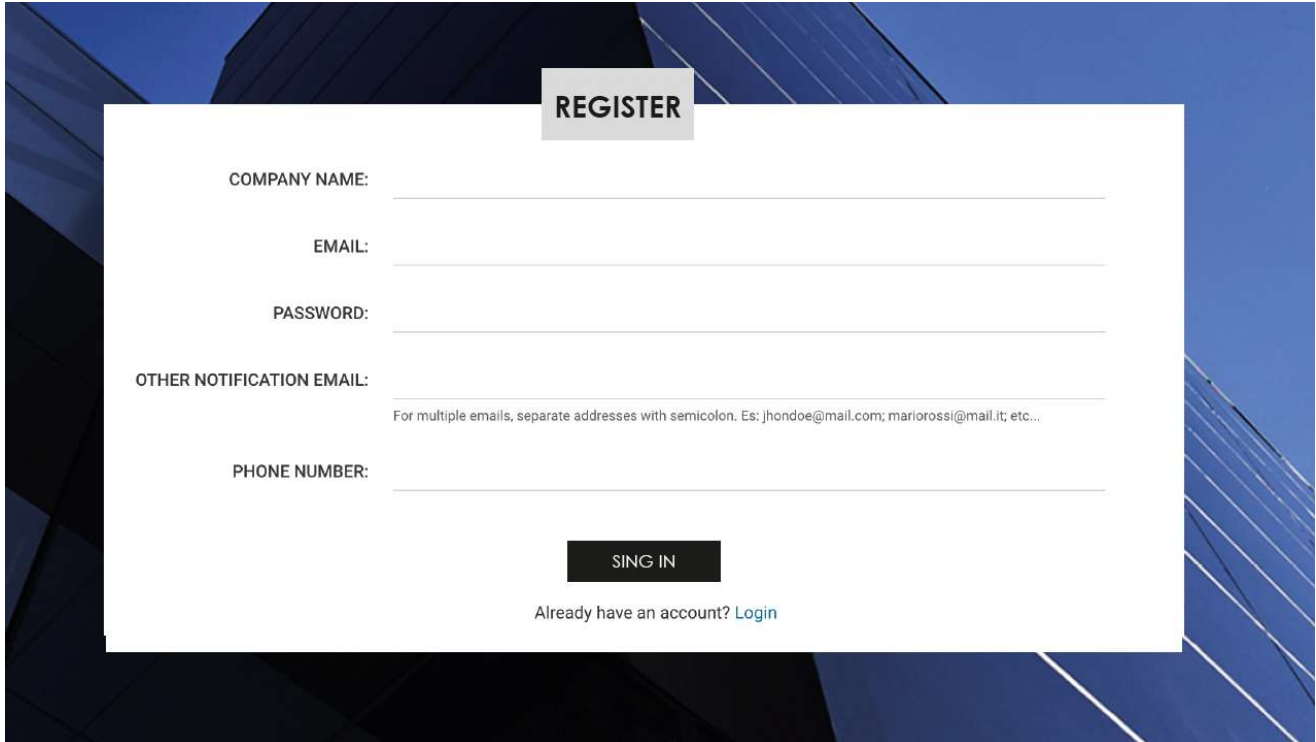


SIGN IN TO BOOK ONLINE PICK UP AND
DELIVERY FROM THE LUMSON CREDERA
SHIPPING WAREHOUSE



REGISTER

THEN THE FOLLOWING PAGE OPENS:



The screenshot shows a registration form on a website. At the top center is a grey button labeled "REGISTER". Below it are five input fields: "COMPANY NAME:", "EMAIL:", "PASSWORD:", "OTHER NOTIFICATION EMAIL:", and "PHONE NUMBER:". Under the "OTHER NOTIFICATION EMAIL:" field, there is a small text note: "For multiple emails, separate addresses with semicolon. Es: jhondoe@mail.com; mariorossi@mail.it; etc...". At the bottom center of the form is a black button labeled "SIGN IN". Below the "SIGN IN" button is a link: "Already have an account? [Login](#)". The background of the page is a blue and black geometric pattern.

COMPANY NAME: please indicate the business name of your company

EMAIL: please indicate the main email to enter the portal

PASSWORD: please indicate the password to enter the portal

OTHER NOTIFICATION EMAIL: please indicate other emails to which slot booking confirmations will be sent

PHONE NUMBER: please indicate the phone number to contact in case of problems

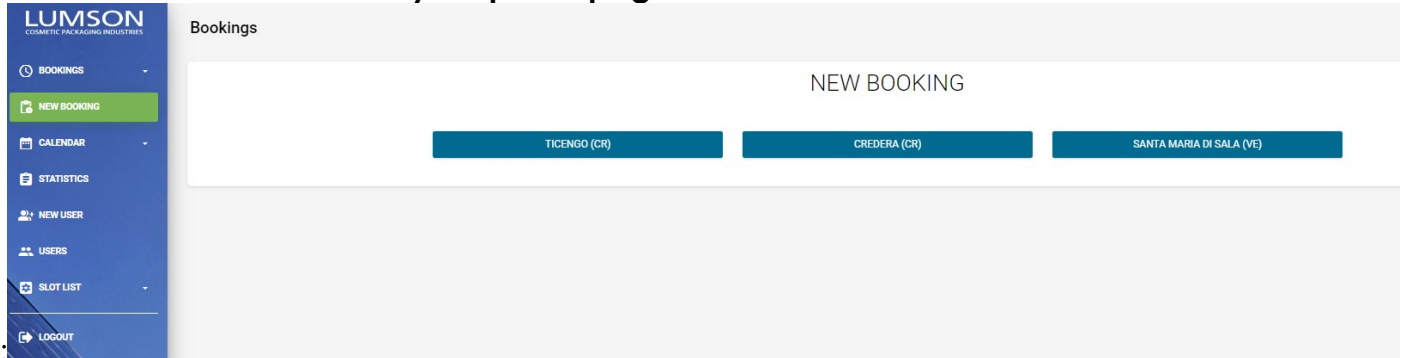
You will receive a confirmation email of successful registration.

FOR CUSTOMERS:

OPERATING INSTRUCTIONS: LUMSON S.P.A PORTAL FOR GOODS LOADING SLOTS BOOKING

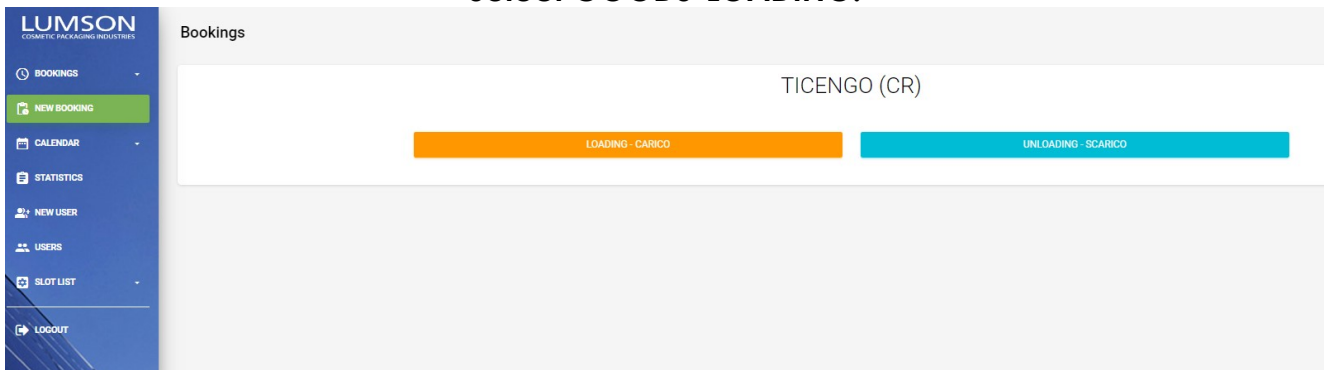
Once you receive the packaging data from our Customer Service Department, you can access our portal with your credentials. In the email you will find the link to get access to.

On your portal page click on **NEW BOOKING**

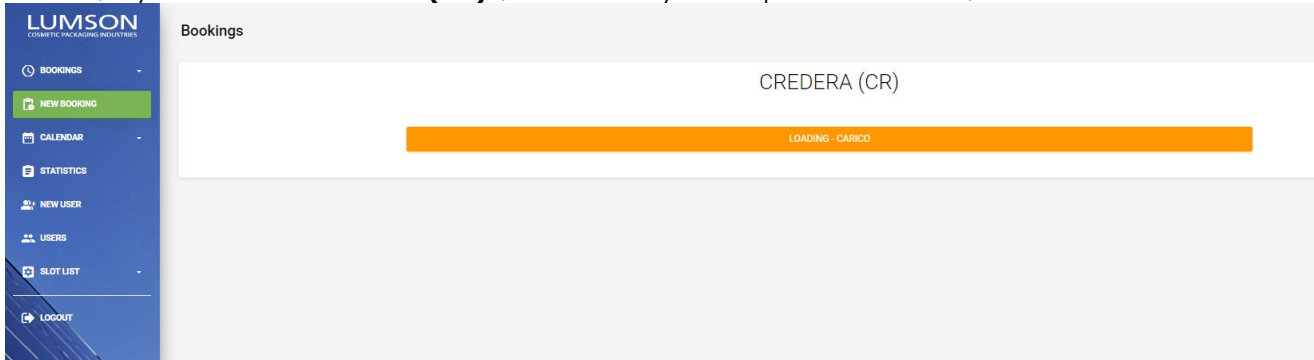


Select the warehouse where the goods are stored.
If you select "**TICENGO (CR)**" or "**SANTA MARIA DI SALA (VE)**",
the portal will ask you if you need to load or unload goods.

Select **GOODS-LOADING**:



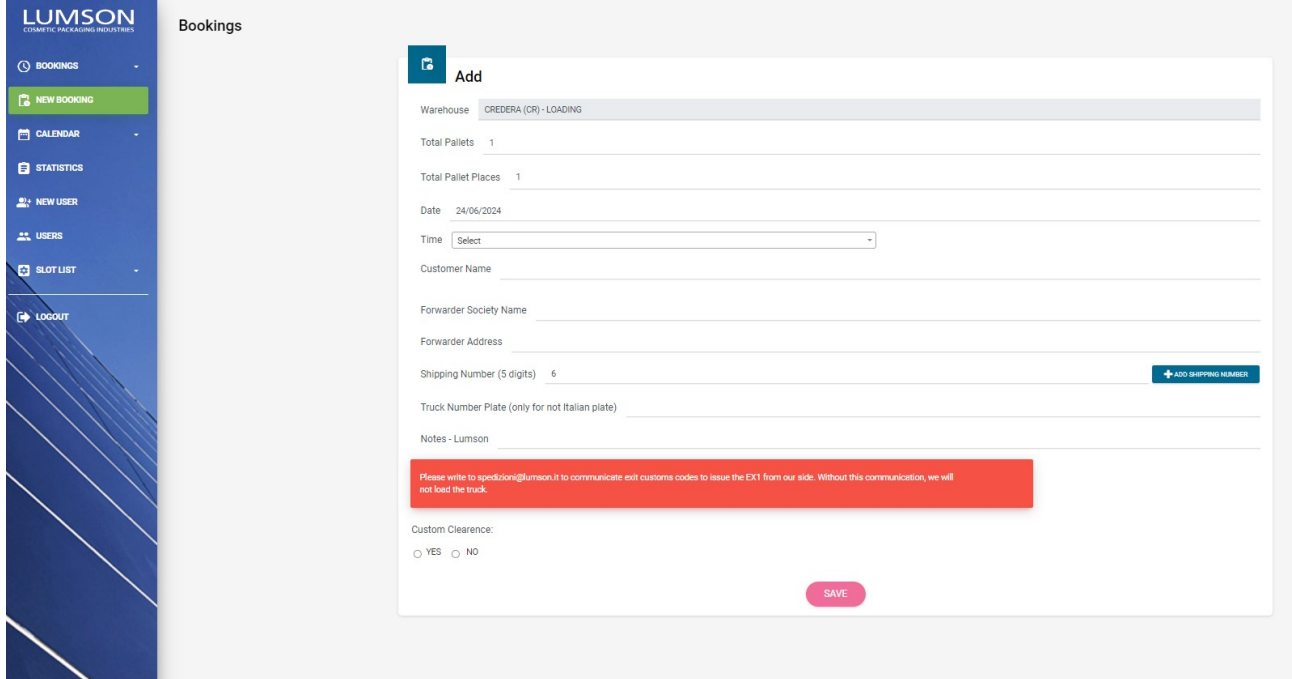
Instead, if you select "**CREDERA (CR)**", there is only one option available, that is **GOODS-LOADING**:



In the following view in the first line, you will see the name of the warehouse you chose:

TOT PLTS 00025
GROSS WEIGHT IN KG 00011038

Pallet places: 13



Compilation instructions:

TOTAL PALLETS: Please indicate the number of ready pallets communicated by our Customer Service Department. You can find this data in the selection of the email in the section above.

TOTAL PALLET PLACES: Please indicate the number of pallets places communicated by our Customer Service Department. The system will assign the availability according to the pallets places you have indicated. You can find this data in the selection of the email in the section above.

- **CAUTION:** The calculated loading time is the following:
 From 1 to 15 pallets places: the system will assign a 30-minute slot
 From 16 pallets places on: the system will assign an hour slot

DATE and TIME: Please select the date in which you will collect the goods and the portal will assign you the available times of loading according to the indicated number of pallets/ pallets places.

CUSTOMER NAME: Please indicate the company name of the customer commissioning the transport

FORWARDER SOCIETY NAME: Please indicate the complete company name of the haulier that will collect the goods

FORWARDER ADDRESS: Please indicate the complete address of the haulier.

SHIPPING NUMBER: Please indicate the shipping number. This number is available in the email subject sent by our Customer Service Department.

Example:

Oggetto Shipment info for PO for Lumson shipping number 63181

CAUTION: If you receive more than one mail with different shipping numbers, you must indicate all of them in the **ADD SHIPPING NUMBER** entry.

Lumson Shipping Number (5 digits) [+ ADD SHIPPING NUMBER](#)

Truck Number Plate (only for not Italian plate)

Notes - Lumson

Please write to spedizioni@lumson.it to communicate exit customs codes to issue the EX1 from our side. Without this communication, we will not load the truck.

Custom Clearance:

YES NO

SAVE

TRUCK NUMBER PLATE: The field must be indicated only for international foreign trucks.

CUSTOM CLEARANCE:

Select **YES** or **No** depending on whether the shipping is subject to customs or not.

Click on **SAVE** and you will receive an email of booking confirmation with a serial number. This serial number + the “Lumson shipping number” must be communicated to the driver who will present himself for the loading.

Failure to provide these references will lead to a delayed loading, thus losing the reserved slot.

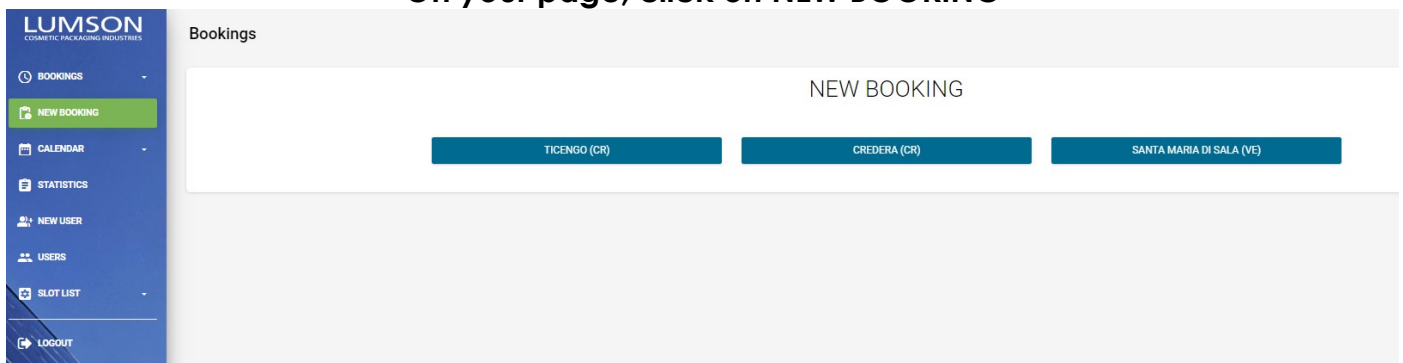
FOR SUPPLIERS:

OPERATING INSTRUCTIONS: LUMSON S.P.A PORTAL FOR GOODS UNLOADING SLOTS BOOKING

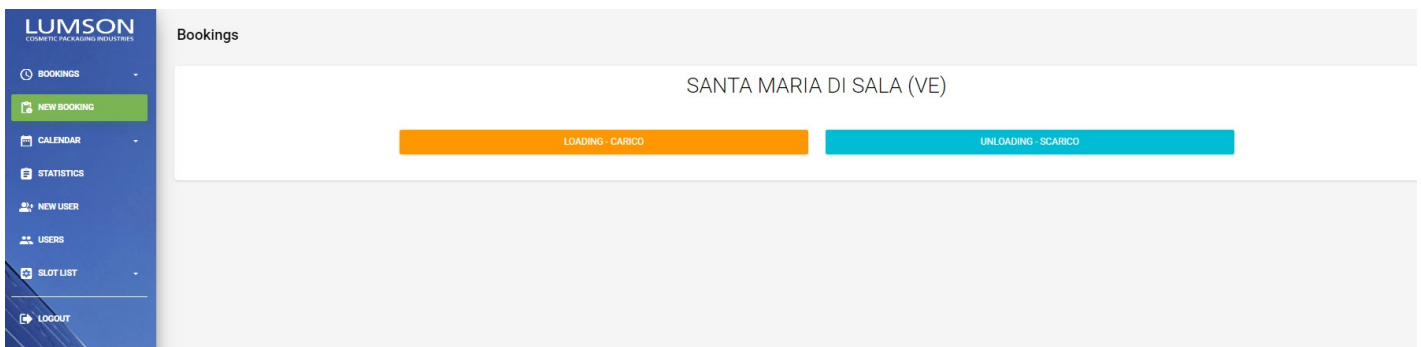
To book the goods unloading being delivered to Lumson warehouses of **CREDERA, TICENGO, SANTA MARIA DI SALA and MADIGNANO**, you will have to access the portal with your credentials on the website:

<https://booking.lumson.com>

On your page, click on **NEW BOOKING**

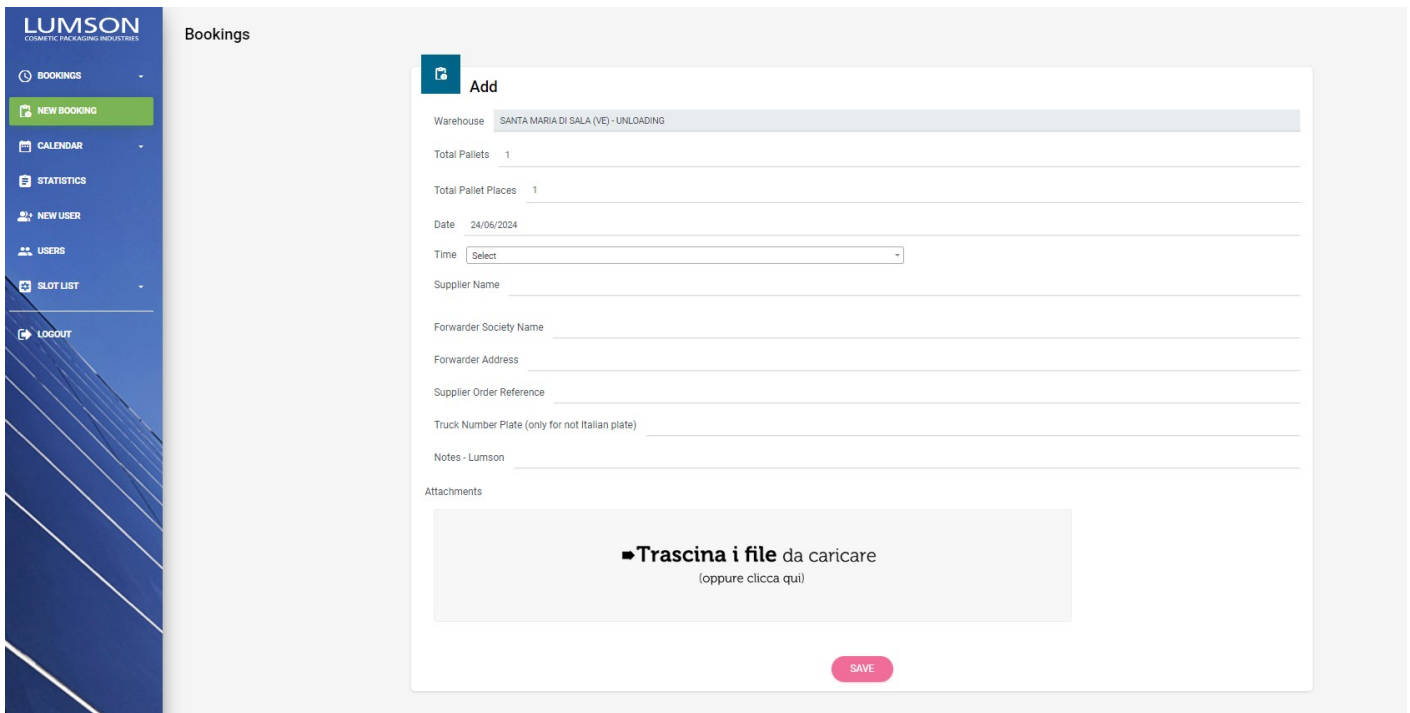


And select the warehouse in which you have to deliver the goods between **CREDERA, TICENGO, SANTA MARIA DI SALA and MADIGNANO**.



Select **UNLOADING**.

In the following view in the first line, you will see the name of the warehouse you chose:



TOTAL PALLETS: Please indicate the number of pallets you have to deliver.

TOTAL PALLETS PLACES: Please indicate the related number of pallets places.

DATE and **TIME:** Please select the date in which you will collect the goods and the portal will assign you the available timetable of loading according to the indicated number of pallets/ pallets places.

SUPPLIER NAME: Please indicate the name of the supplier.

FORWARDER SOCIETY NAME: Please indicate the complete company name of the haulier that will deliver the goods.

FORWARDER ADDRESS: Please indicate the complete address of the haulier.

SUPPLIER ORDER REFERENCE: Please indicate the shipping number of the goods you are delivering.

TRUCK NUMBER PLATE: The field must be indicated only for international foreign trucks.

ATTACHMENTS: Please insert in the underlying field the shipping documents and/or the supplier invoices.

► **Trascina i file** da caricare
(oppure clicca qui)

Click on **SAVE** and you will receive an email of booking confirmation with a serial number.

This serial number must be communicated to the driver that will present himself to the loading.

The field **SUPPLIER ORDER REFERENCE** and **ATTACHMENTS** are not mandatory, but failure to fill them in might lead to delays of the unloading vehicle.

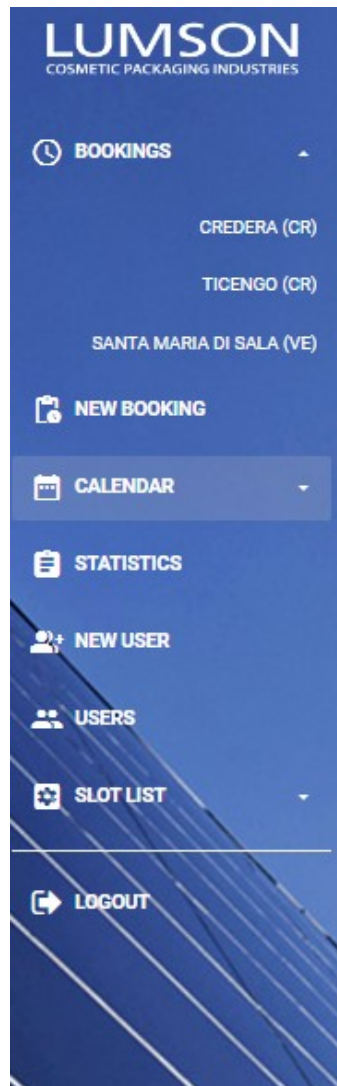
Total failure to provide these references during the unloading time will lead to a delayed unloading, thus losing the reserved slot.

In the **CALENDAR** section you can see the slots linked to your account booked in the selected month/week/day, divided by warehouses



The slots can be booked, cancelled or changed **NO LATER** than **4.30 p.m.** on the day prior to pick-up/delivery.

For changes and cancellations, select the **BOOKING** page and select the warehouse where you have booked.



Detail



To change a booking, click on .
The changeable fields are: Pallets – Pallets Places – Date – Time – Plate

Cancel



To cancel a booking, click on .

USEFUL INFORMATION:

Exceptional impediments to be reported on the day of the goods loading/unloading must be reported at:

CREDERA WAREHOUSE:

- GOODS UNLOADING: 0373 2331 ask for the warehouse manager
- GOODS LOADING: email spedizioni@lumson.it - phone number 0373 2331

TICENGO WAREHOUSE:

- GOODS UNLOADING: 0373 2331 ask for the warehouse manager
- GOODS LOADING: email spedizioni@lumson.it – phone number 0373 2331

SANTA MARIA DI SALA WAREHOUSE:

- GOODS UNLOADING: 0373 2331 ask for the warehouse manager
- GOODS LOADING: email spedizioni@lumson.it – phone number 0373 2331

MADIGNANO WAREHOUSE:

- Phone number 0373 2331 ask for the Logistics Manager.