

## **Portal for Carriers 2020.**

Functions of the Portal as of January 27, 2020

### **Recommendation**

*For smooth operation of the Carrier Portal application, we recommend using Google Chrome web browser from version 78 with a screen resolution of at least 1024x768px. Other browsers and resolutions are not officially supported, have not been tested, and may not provide all features and data views. The JAVA script must always be enabled in the browser.*

The Carrier Portal (hereinafter referred to as the "Portal") is an application providing basic communication between the Carrier registered in the ČEPRO system (the "Carrier") and the central dispatching center of ČEPRO, a.s. ("CD") for the registration and timeliness of basic data. Through the Portal, the Carrier has an overview of registered vehicles, drivers, and approved subcontracting links to other Carriers registered in the ČEPRO system. Requests for vehicle, driver and other data amendments are submitted through the Portal. Also subcontracting links between carriers are to be confirmed through the Portal.

### **The Carrier may be registered for the Portal only after signing the Agreement.**

#### **Carrier Portal Features:**

##### **Registration of vehicles:**

- The Carrier submits vehicles to the ČEPRO system via an electronic request from the Portal. For registration, they must provide scans of the technical certificate, ADR certificate (according to ADR 9.1.3) and inspection certificate (according to 6.8.2.4.5 ADR). Without these documents, registration cannot be performed.
- Once the vehicle is registered, the information stored in the system is available to the Carrier, including the names of other Carriers who register the vehicle as subcontracting.
- **CAUTION:**  
**The preview of basic vehicle data from the registry is updated only once every 24 hours in the Carrier section,** always in the early morning hours. All changes made to vehicles are not reflected in the Portal until the following day. In the system for vehicle loading the changes can be seen earlier. An e-mail notification of the change made to the contractual e-mail address is received by the Carrier at the moment of the change in the central database. The effect of the change will be reflected in all ČEPRO warehouses by default in 4 hours after the change was made in the central database.

##### **Maintenance of the certificate validity**

- The Portal automatically checks the validity of all vehicle certificates and always sends 2 alerts of pending expiration. First 30 days in advance, second 7 days before expiration. Vehicles with any expired checked parameter will not be allowed to load.
- Individual vehicles are clearly displayed in the list and are marked by pictograms based on their expiration date. There is a preview of the registered data.
- All lists can be searched and sorted by parameters.
- The Carrier shall use the "Test validity" or "ADR extension" button to extend the validity after performing its actions (e.g. after the Roadworthiness Inspection - RI).
- This creates a request to which a valid required document in PDF format is to be attached to proof that the RI has been successfully completed and the request is submitted. The CD will check the application and extend the deadline by checking of the valid document. By default, renewal is performed by CD night shift.

- By default, the extension is performed within the next working day and there is no need to contact the CD otherwise than by this request. For urgent renewal it is necessary to contact the dispatching center (CD), but urgent services in this matter may be charged.
- The Carrier shall be informed of any modifications made to the data in the vehicle register by an automatic notification of a change in the registered data. The notification is sent to one contractual e-mail address specified by the Carrier for the registration of the Portal upon signing the Agreement. Sending messages to multiple addresses is not technically possible. The Carrier can self-distribute these messages, for example, by automatically forwarding this mail in Outlook Web App.

#### **Registration of drivers:**

- The Carrier can access the current drivers in the “Drivers” tab
- The tab includes both own drivers and registered subcontractor drivers.
- For a new driver, the Carrier submits an electronic application from the Portal to apply for his/her registration and to issue an access card.
- The Carrier submits applications only for its own drivers, not for the drivers of its sub-carriers.
- The driver is always registered by the main Carrier (e.g. usually by the employer of the driver concerned).
- Drivers approaching the Card Certificate Expiration or ADR Training Expiration are highlighted in yellow in the Driver List. Drivers whose card certificate or ADR training is after the expiration date are highlighted in red. Further details (training) are available after opening the driver's detail.
- Notification of pending certificate expiration, ADR training or validity of warehouse entry training shall continue to be made without modification to the established method (e-mail).
- In the driver's detail, basic information and a list of Carriers with which this driver has been approved as a subcontractor are available.
- Training dates for individual warehouses are in the driver's detail view. The driver is informed of the approaching training expiration date at the ETR terminal (Golem) at each check-in for a period of 30 days prior to its expiry until its completion.
- Repeated extension of training to individual warehouses where the driver has already been trained can be performed any time based on the agreement with the operator of that warehouse.
- The button “Renewal of ADR training” can be used to create a simplified application for the extension of the standard mandatory ADR training (5 years cycle) and attach a scan of a new valid ADR from both sides (template according to 8.2.2.8.5 ADR).
- The button "Provide the driver to another Carrier" can be used to share the driver with another Carrier. The functionality and other aspects of this service are described below.

#### **Applications and Requests**

- The Carrier is shown a list, where all requests for vehicles and drivers that the Carrier submitted through the Portal (data modifications, vehicle and driver registration) as well as requests to other Carriers registered in the Portal (contracts with subcontractors) can be seen.
- The Carrier may display the list according to the processing status (Unprocessed / Processed).
- The Carrier has the possibility to edit or delete requests not yet processed.
- Processed requests can no longer be edited or deleted.
- If information on a driver or vehicle needs to be updated, for example, because of an error after processing an erroneous request, this can only be done by a new request.

## Provision and approval of subcontracted drivers and vehicles

- From the driver or vehicle details, the Carrier may send an application to its contractor (another Carrier registered in ČEPRO) for approval of the driver / vehicle as a subcontractor.
- **The subcontractor takes the first step to approve the driver or vehicle.** The request to the other Carrier shall be submitted through the Portal. Use the "Provide the driver to another carrier" button for the driver in detail, and "Provide the vehicle as a subcontracting" to perform these operations. In order to send a request, it is necessary for the Carrier to know and enter in the application the identification number of the recipient of the application (second Carrier) under which this Carrier is registered in ČEPRO. After entering the correct number, the correct name of the Carrier to whom the application is addressed must be displayed in the application and only then it will be possible to submit the application. The other Carrier receives the application on the Portal, has the possibility to view the approved vehicle / driver and has the possibility to approve or reject the application.
- **By approving the application, the Carrier will be immediately able to display the approved vehicle / driver in its list** and both Carriers will receive notification of the change in the central database. For subcontracted vehicles and drivers, only a view of the operational data and the possibility of being excluded from the approved list is possible.
- **By default, the effectiveness of the approval of the application will be reflected in ČEPRO warehouses automatically within 4 hours of the change in the Portal.**
- Registration of the driver and vehicle as a subcontractor in the list of drivers and vehicles of the Carrier allows the subcontractor to access the orders released to the Carrier and thus also to collect goods from ČEPRO warehouses by its subcontractors and drivers. At the same time, both Carriers have all their links to approved vehicles and drivers of their sub-carriers in the ČEPRO system displayed in their lists.
- **In case of need to cancel these subcontracts, the Carrier may take measures immediately. In the detail of the subcontracted vehicle or driver the link to this subcontractor or driver is removed by the button "Remove from the list approved by us". The technical delay (efficiency) in making the change is described below.**
- Both partner Carriers have the option of removing the vehicle or driver from the subcontracting lists. It can be carried out for each driver / vehicle in the list as shown.
- The approval of subcontracting relations is carried out exclusively between Carriers without the participation of ČEPRO. The Portal allows Carriers full control over their links with subcontractors, and the Carrier is responsible for the timeliness of the data. Subcontracting links affect the availability of Carrier's released orders to their subcontractors in the ČEPRO system.
- Changes and updates are always notified to Carriers in the central database; it is the time of execution of the request by the Carrier and not the effective time of the change at the warehouses;
- **The actual effectiveness of the change made by the Carrier on the ČEPRO warehouses will normally be reflected within 2 hours after the change in the central database, which is confirmed by the notification. The Carrier's responsibility for its subcontractors lasts until the change is made by automatic batch data transmission in the warehouse system. Should there be a risk of delay due to technical delays in data transmission, the Carrier must contact the CD and request a manual update of the data.**

**We recommend to check the timeliness and possible correction, including data on registered drivers and vehicles of subcontractors, immediately after making the data available on the Carrier Portal.**