



Important information about the logistics software MyLeo

1. The A-number (advice-number, for example A000123) must be indicated on all delivery documents, as the driver needs it for the on-site check-in at the terminal in order for the delivery to take place. Please pass on the A-number to your carrier with the same urgency note. Without the A-number, on-site check in is no longer possible.

In addition, punctual delivery (check-in) will have an impact on our supplier evaluation in the future.

2. An order consists of two steps: 1. Advice and 2. time slot booking. Multi-Advice (combining several orders in one Advice) is no longer possible. However, several Advice can still be combined in one time slot. Please note that one time slot is sufficient for one truck.
3. A time slot booking is possible up to 24 hours before the confirmed delivery date at the latest. For this reason, we recommend booking the time slot at least two days before the delivery. We also recommend the use of personal notifications, which you can activate in your account settings; you can find help on this on the following pages.



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Click-Guide – Supplier, Slot & Yard Management

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Agenda

1. General information
2. Advice Process
3. Time slot booking process
4. Team maintenance



1. General information