

INSTRUCTION FOR USERS SCHEDULING APPOINTMENTS FOR LOADING

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1. Introduction

Welcome to HIP-Petrohemija a.d. Pančevo online application for scheduling appointments for goods loading.

To start using this application visit our web site:
<https://load.schedule.hip-petrohemija.com/>

The first step is to create a user account. After creating an account and data verification you may log in and start using the application.

Once you are logged in, by entering the reference number provided by HIP-Petrohemije a.d. Pančevo or your principal applicant, you will be able to schedule, cancel, or re-schedule a term for loading, and to review or print all your scheduled terms.

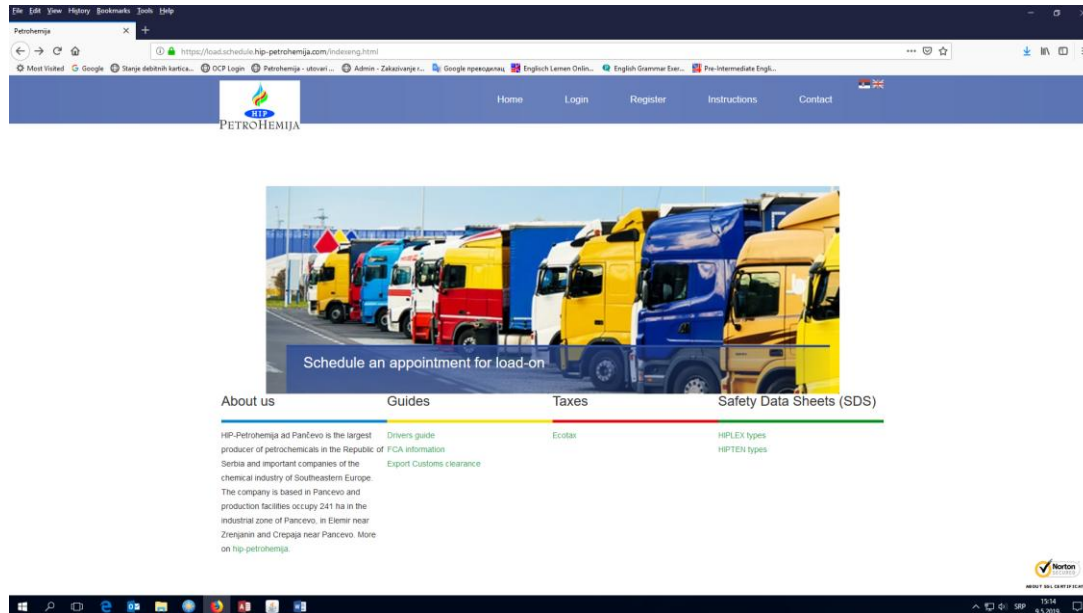
You may schedule your loading every day. In order to have your loading successfully scheduled for the desired date, it is necessary to schedule appointments before 3 o'clock p.m. on the last working day before the desired date of loading.

The application will enable you to plan your loadings in advance.

We appreciate your choosing to use our application “**Scheduling appointments for loading**“.

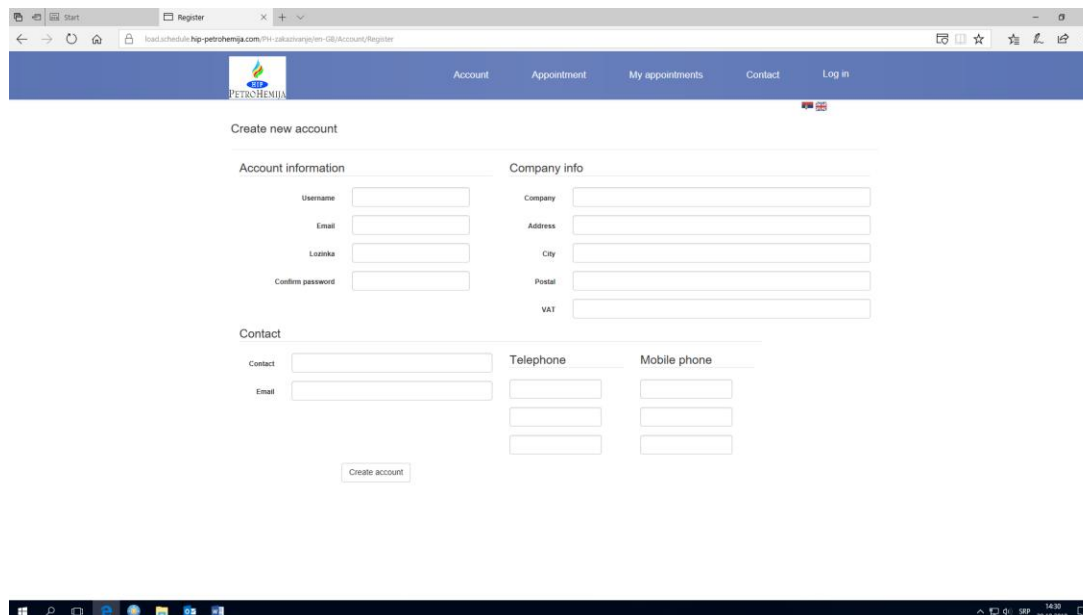
2. New user registration

When you enter the link <https://load.schedule.hip-petrohemija.com/> in your web browser, the following screen will appear:



In the main menu select your preferred language (Serbian/English).

In order to register choose the option “**Registration**“ in the main menu. The following screen will appear:



It is mandatory to fill in the following fields:

- Account data
- Company data
- Contact

After filling in the required data, click on the “**Create account**“ button.

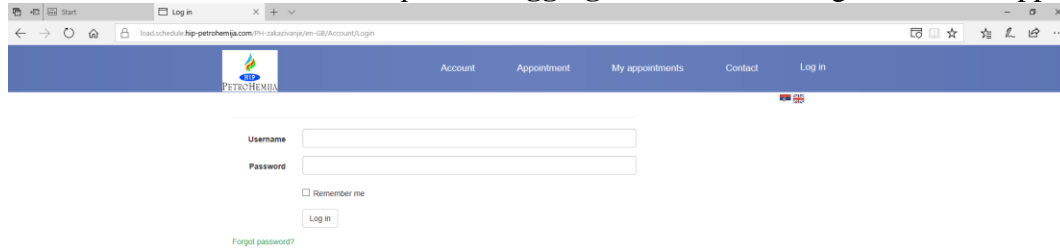
Soon after creating an account you will get an e-mail to the e-mail address you entered, with a link which you should follow to verify your registration. Once your registration is verified you may start using the application.

If you have any problem with registration, please do not hesitate to contact the administrator:

- Phone: +381 13 307667; +381 13 351392
- E-mail: admin.zakazivanje@hip-petrohemija.rs

3. Logging in

In the main manu choose the option “**Logging in**“. The following screen will appear:



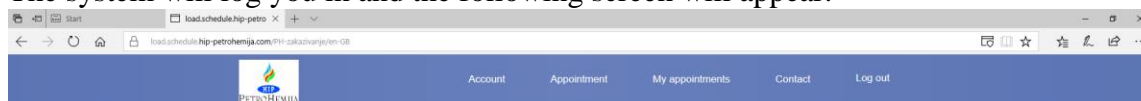
Fill in the fields:

- User's name
- Password

entering the same data as in your registration.

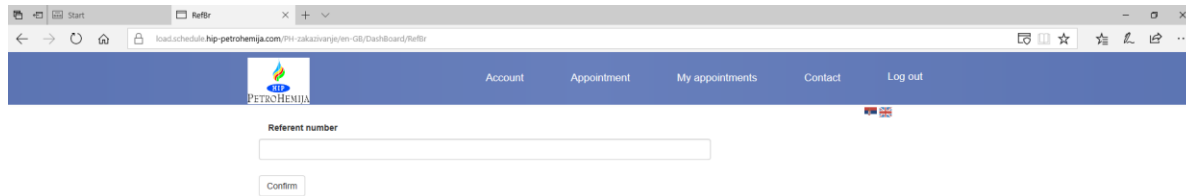
Click on “**Log in**“ button.

The system will log you in and the following screen will appear:



4. Scheduling appointments

In the main menu choose the option “**Appointment**“. The following screen will appear:



In the field “**Reference number**“ enter the reference number provided by HIP-Petrohemije a.d. Pančevo or by your principal applicant.

The reference number you enter must be in the form you received it including slashes/dashes. After entering the correct reference number click “**Verify**“ button to confirm it. A new screen will appear, which may vary depending on your reference number.

The reference number defines the terminal at which the loading will be scheduled. If the same vehicle should be loaded at two terminals, you will be given two reference numbers. Use either of them to schedule loading appointment for one terminal, and the term for another terminal will be automatically scheduled either just before or just after the term scheduled for the first terminal.

Depending on the reference number, there are two options:

- Option 1 – loading at one terminal, a screen will appear with the name of terminal for scheduled loading
- Option 2 – loading at two terminals, a screen will appear which will offer you to choose at which terminal you want to have the loading first.

4.1. Option 1 – Loading at one terminal

A calendar with available terms for loading will appear on the screen as follows:

PEVGR

Oct 28 – Nov 3, 2018

	Sun 28/10	Mon 29/10	Tue 30/10	Wed 31/10	Thu 01/11	Fri 02/11	Sat 03/11
08:00 a				08:00 - 08:30 Available	08:00 - 08:30 Available	08:00 - 08:30 Available	
08:30 a				08:30 - 09:00 Available	08:30 - 09:00 Available	08:30 - 09:00 Available	
09:00 a				09:00 - 09:30 Available	09:00 - 09:30 Available	09:00 - 09:30 Available	
09:30 a				09:30 - 10:00 Available	09:30 - 10:00 Available	09:30 - 10:00 Available	
10:00 a				10:00 - 10:30 Available	10:00 - 10:30 Available	10:00 - 10:30 Available	
10:30 a				10:30 - 11:00 Available	10:30 - 11:00 Available	10:30 - 11:00 Available	
11:00 a				11:00 - 11:30 Available	11:00 - 11:30 Available	11:00 - 11:30 Available	
11:30 a				11:30 - 12:00 Available	11:30 - 12:00 Available	11:30 - 12:00 Available	
12:00 p				12:00 - 12:30 Available	12:00 - 12:30 Available	12:00 - 12:30 Available	
12:30 p				12:30 - 13:00 Available	12:30 - 13:00 Available	12:30 - 13:00 Available	
01:00 p				13:00 - 13:30 Available	13:00 - 13:30 Available	13:00 - 13:30 Available	
01:30 p				13:30 - 14:00 Available	13:30 - 14:00 Available	13:30 - 14:00 Available	
02:00 p				14:00 - 14:30 Available	14:00 - 14:30 Available	14:00 - 14:30 Available	
02:30 p				14:30 - 15:00 Available	14:30 - 15:00 Available	14:30 - 15:00 Available	
03:00 p				15:00 - 15:30 Available	15:00 - 15:30 Available	15:00 - 15:30 Available	
03:30 p				15:30 - 16:00 Available	15:30 - 16:00 Available	15:30 - 16:00 Available	
04:00 p							
04:30 p							

Use the arrows in the top left corner to choose the date. You may also choose the desired display choosing the appropriate button (day, week, month). The button “Today“ will return you to today’s date.

Click on the desired term to schedule your appointment. After you complete your scheduling you will be returned to the page with your scheduled terms.

4.2. Option 2 – Loading goods at two terminals

A calendar with available terms for loading will appear on the screen.

These are joint terms, when the loading at one terminal is completed, loading at another terminal will begin.

PEVG/PENG

Nov 4 – 10, 2018

	Sun 04/11	Mon 05/11	Tue 06/11	Wed 07/11	Thu 08/11	Fri 09/11	Sat 10/11
08:00 a		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
09:00 a		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
10:00 a		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
11:00 a		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
12:00 p		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
01:00 p		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
02:00 p		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
03:00 p		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
04:00 p		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	
		PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	PEVG - PENG	

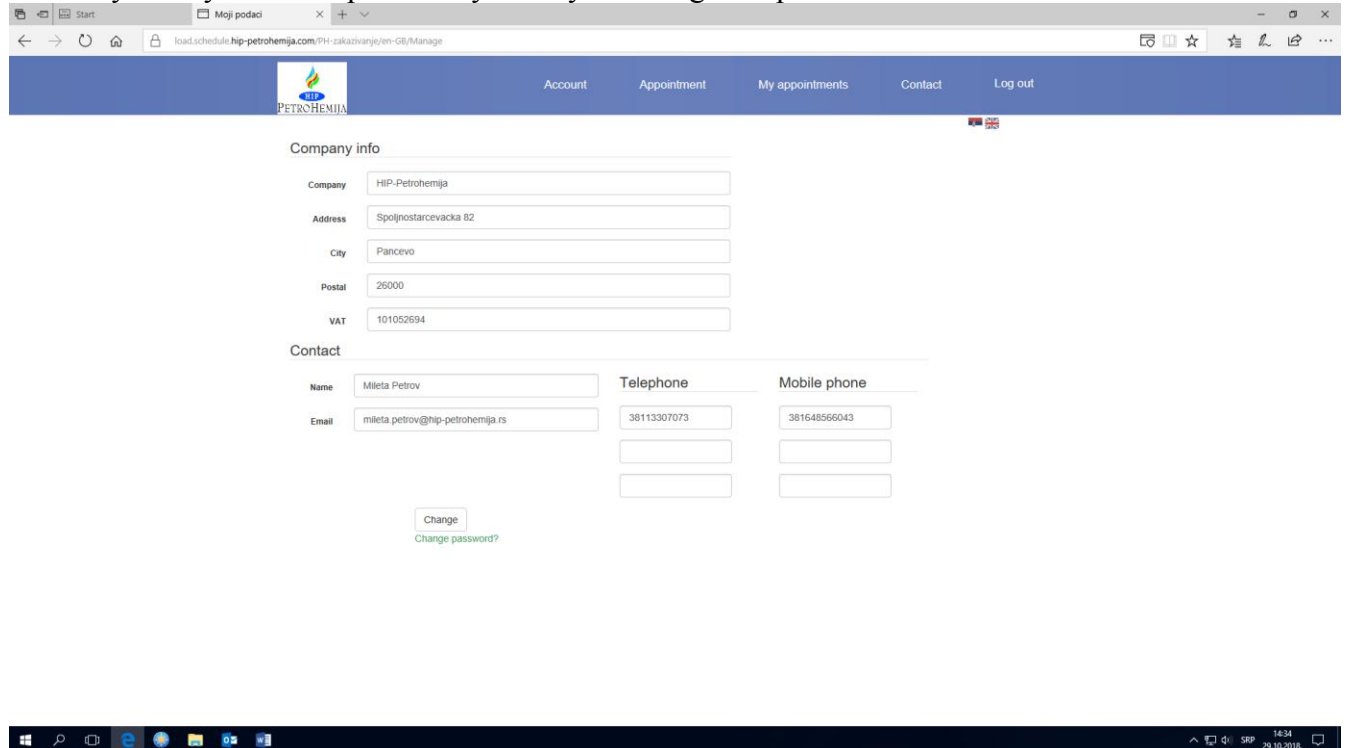
You are required to choose at which terminal you want to have your first loading.

Use the arrows in the top left corner to choose the date. You may also choose the desired display choosing the appropriate button (day, week, month). The button “**Today**“ will return you to today’s date.

Click on the desired term to schedule your appointment. After you complete your scheduling you will be returned to the page with your scheduled terms.

5. Updating existing data

You may have your data updated anytime by selecting the option “**Account**”.



load.schedule.hip-petrohemija.com/PH-zakazivanje/en-GB/Manage

Account Appointment My appointments Contact Log out

Company info

Company: HIP-Petrohemija

Address: Spoljnostarcevačka 82

City: Pancevo

Postal: 25000

VAT: 101052694

Contact

	Name	Telephone	Mobile phone
Name	Mileta Petrov	38113307073	381648566043
Email	miletta.petrov@hip-petrohemija.rs		

Change
Change password?

Enter the desired changes and press “**Change**” button. Your data will be updated.

6. Scheduled appointments review, printing and cancellataion

In order to check the reference numbers used and appointments scheduled, select the option “**Scheduled appointments**“ in the main menu:

Reserved appointments

<input type="button" value="Cancel appointment"/> <input type="button" value="Print"/>		
Terminal	Date	Referent number
PEVG	05.11.2018 12:00 - 12:30	2-322318-0-10418-1-3-97
PENG	05.11.2018 12:30 - 13:00	2-322318-0-10418-1-3-88

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By clicking on the desired term, it will become blue. For the marked term you will have the options to cancel that term or to print the data which refer to it.

If you want to cancel the choosen term, just press the “**Cancel**“ button. After a few minutes the system will allow you to use the reference number for which you have cancelled the term for making a new appointment.

If you want to print the data referring to choosen term / reference number, just press the “**Print**“ button and your data will be printed.

***THANK YOU FOR USING
THE APPLICATION FOR
SCHEDULING APPOINTMENT
FOR LOADING***

HIP-PETROHEMIJA A.D. PANČEVO