



vts *transport & logistics*



Manual VTS Order portal



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General

The web page of our VTS web portal is <http://portal.vts.nl>

An account is required to login to the VTS web portal. Your customer can create an account for you.

As soon as you are logged in you will see the page below:



The screenshot shows the VTS Webportal interface. At the top, there is a dark blue header with the VTS logo and the text "VTS Webportal". Below the header, the main content area is divided into two columns. The left column features a large blue banner with the VTS logo and the text "VTS Transport B.V.". Below the banner, there are two buttons: "New Order" and "Address Management". Underneath these buttons, there is a section for manuals, with a circular arrow icon indicating a refresh or update. The right column has a "Home" button at the top, followed by the text "Portal » VTS Transport B.V.". Below this, there are two blue buttons: "New Order" and "Address Management". The "New Order" button has a circular badge with the number "1" in the top right corner. At the bottom of the left column, there is another section for manuals, with a circular badge with the number "2" in the top right corner. A blue arrow points from a text box to this badge. The text box contains the text: "The latest version of the manual is always available on the web portal."

1. New Order

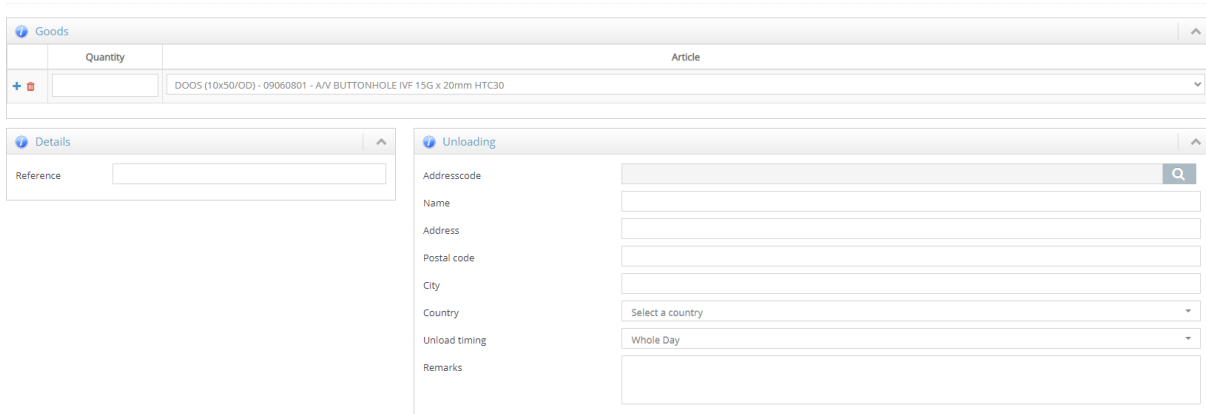
Create a new order.

2. Settings


On this page you will find the user settings. You can change your password, phone number or email address.

1. New order

Order Entry



The screenshot shows the 'Order Entry' interface. It features three main sections: 'Goods', 'Details', and 'Unloading'. The 'Goods' section has a table with columns for 'Quantity' and 'Article'. The 'Details' section has a 'Reference' field. The 'Unloading' section has fields for 'Addresscode', 'Name', 'Address', 'Postal code', 'City', 'Country' (with a dropdown menu), 'Unload timing' (with a dropdown menu), and 'Remarks'.

Advice: each header consists an information button:  By moving the mouse over this button, specific information is shown, in relation to the chapter.

Goods:

Fill in the quantity and choose the article you would like to receive. Behind the article, push the arrow to show more articles. In the description is shown how many pieces are placed in a box.



Add an additional line



Delete the line

Details:

Here you can fill in the reference of the order. This reference is also visible on the packing list.

Unloading:

Here you can fill in the information where the order needs to be delivered. The field remarks can be used for general information, deviations and/or special instructions for delivery. The driver will see your remarks.

Postal code check

After selecting the country, the required format for the country will appear in the postal code field. An order can only be forwarded if the postal code corresponds to the required format.

Advice: Click on the magnifying glass to select previously used addresses.

Push the button “Submit” to place the order.

2. Settings

Settings

User	
E-mail	<input type="text"/>
Name	<input type="text"/>
Phone	<input type="text"/>
Current password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

On the settings page, you can customize user settings such as password and phone number.