

How to book a delivery slot in Mercareon

Step 1 – How to activate the Shipping Notice ID

- 1a. **Login** to *Mercareon* (Transporeon Group Software – [link](#)).
- 1b. Click on **Bookings** and then **Open bookings**.



The screenshot shows the Mercareon software interface. The top navigation bar is green and contains the Mercareon logo, a shopping cart icon, and the text 'Bookings', 'Administration', 'Reporting', 'Help', and 'Session'. Below the navigation bar, the 'Open bookings' menu item is highlighted with a red box. Below the 'Open bookings' menu item, there is a 'Booking overview' menu item. Below the 'Booking overview' menu item, there is a 'QUICK reference' section with the text 'How to use MERCAREON:'. Below the 'QUICK reference' section, there are three menu items: 'Menu item "Open bookings"', 'Menu item "Booking overview"', and 'Menu item "Help & FAQs"'. Below the 'Menu item "Help & FAQs"' section, there is text: 'In "Help & FAQs" details of the selected recipients, contact data of the MERCAREON support team, and the current user guide of MERCAREON can be found.'

Open bookings

Booking overview

QUICK reference

How to use MERCAREON:

Menu item "Open bookings"

Click "Open bookings" to book time slots for activated orders.

Menu item "Booking overview"

Click "Booking overview" to see the list of booked orders for the selected recipient.

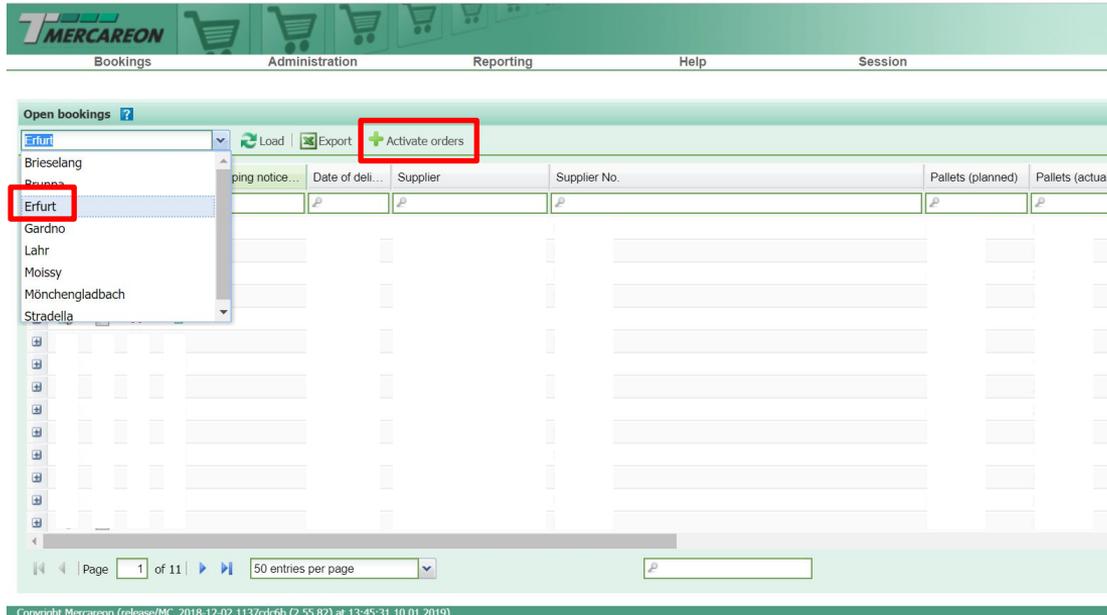
Menu item "Help & FAQs"

In "Help & FAQs" details of the selected recipients, contact data of the MERCAREON support team, and the current user guide of MERCAREON can be found.

How to book a delivery slot in Mercareon

1c. Select the **warehouse** (e.g. Erfurt).

1d. Click on **Activate orders**.



The screenshot shows the Mercareon web interface. At the top, there is a navigation bar with icons for shopping carts and a menu with items: Bookings, Administration, Reporting, Help, and Session. Below this is a section titled 'Open bookings' with a dropdown menu currently showing 'Erfurt' (highlighted with a red box). To the right of the dropdown are buttons for 'Load', 'Export', and '+ Activate orders' (highlighted with a red box). Below the dropdown is a table with columns: 'Shipping notice...', 'Date of del...', 'Supplier', 'Supplier No.', 'Pallets (planned)', and 'Pallets (actual)'. The table contains several rows of data, some with icons in the first column. At the bottom, there is a pagination bar showing 'Page 1 of 11' and '50 entries per page'.

How to book a delivery slot in Mercareon

1e. Insert the **Zalando Shipping Notice ID** (8-digit number – for ZFS it starts with 99)

1f. Click on **Activate orders**.

The screenshot displays the Mercareon web interface for managing bookings. At the top, there is a navigation bar with the Mercareon logo and icons for shopping carts. Below this, a menu bar contains the following items: Bookings, Administration, Reporting, Help, and Session. The main content area is titled "Open bookings" and includes a "Back" button. A message prompts the user to "Enter order details to activate one or more orders." Below this message is a form with a field for "Zalando shipping notice No." which is highlighted with a red box. Underneath the form are three buttons: "Activate orders" (highlighted with a red box), "Reset table", and "Import". Below the buttons is a table with the following columns: "Zalando shipping notice...", "Date of deli...", "Supplier", "Supplier No.", "Pallets (planned)", "Pallets (actual)", "Boxes (Planned)", and "Boxes (Actual)". The table is currently empty. At the bottom of the page, there is a pagination control showing "Page 1 of 1", a dropdown menu for "50 entries per page", and a search input field. The footer text reads "Copyright Mercareon (release/MC_2018-12-02-11:37zedtch (2.55.82) at 13:45:31 10.01.2019)".

How to book a delivery slot in Mercareon

The shipping notice ID (e.g. 99202243) is now active!

MERCAREON  

Bookings Administration Reporting Help Session

Open bookings [?](#)

[Back](#)

Enter order details to activate one or more orders.

Zalando shipping notice No.

[Activate orders](#) [Reset table](#) [Import](#)

	Zalando shipping notice No.	Date of deli...	Supplier	Supplier No.	Pallets (planned)	Pallets (actual)	Boxes (Planned)	Boxes (Actual)
 	99202243	2019-02-04	Partner's name	Merchant ID No.	12		40	

Page 1 of 1 50 entries per page

Displayed entries 1 - 1 of 1

bit Mercareon (release/MC_2018-12-02_1137cd6b (2.55.82) at 13:45:31 10.01.2019)

How to book a delivery slot in Mercareon

Step 2: How to book a time slot

2a. Click on the pencil icon (✎) and insert the actual quantities of pallets, boxes, and hanging garments.

2b. Select the delivery type (e.g. Truck without tail lift).

Only when 2a. and 2b. are correctly completed, the icon  will be activated.

Zalando shipping notice...	Date of deli...	Supplier	Supplier No.	Pallets (planned)	Pallets (actual)	Boxes (Planned)	Boxes (Actual)	Hanging garments (...)	Hanging garments (...)	Delivery type	Carrier	Recepti
 ✖ 99202243	2019-02-04	Partner's name	MerchantID	12		40		0		All	Default Carrier	Erfurt

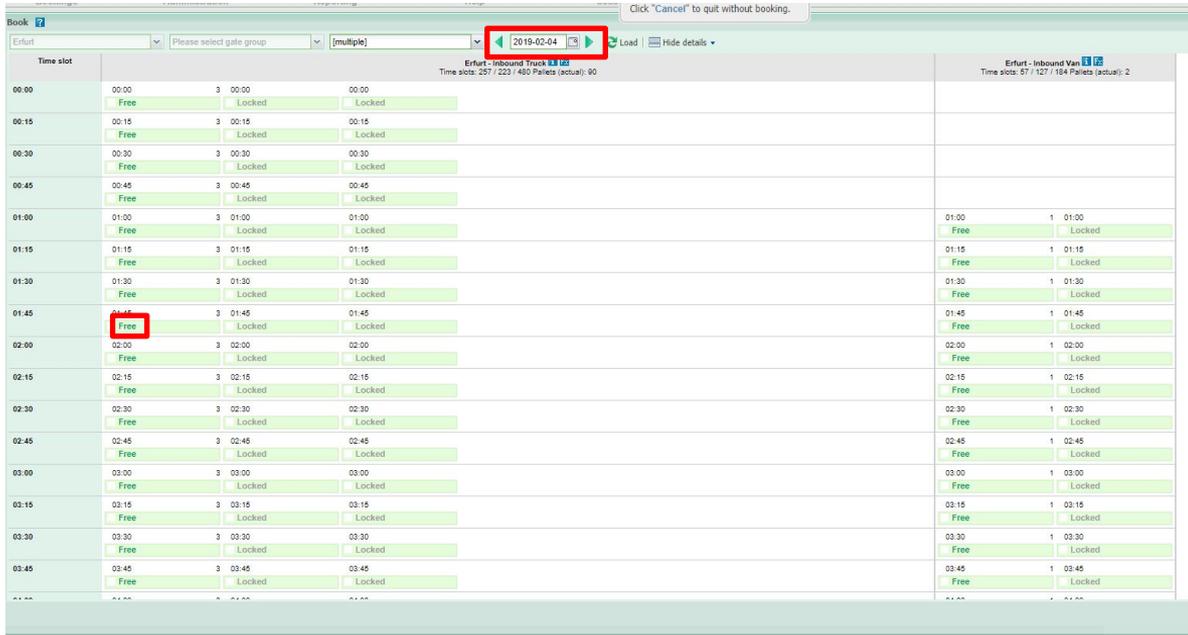
Zalando shipping notice...	Date of deli...	Supplier	Supplier No.	Pallets (planned)	Pallets (actual)	Boxes (Planned)	Boxes (Actual)	Hanging garments (...)	Hanging garments (...)	Delivery type	Carrier	Recepti
 ✖ 99202243	2019-02-04	Partner's name	MerchantID	12	13	40	45	0	0	Truck without tail lift	Default Carrier	Erfurt

↑ ↑ ↑ ↑ ↑

How to book a delivery slot in Mercareon

2c. Click on the  icon.

2d. Select the time slot clicking on the word **Free**.



Book  Erfurt [multiple] 2019-02-04  Load  Hide details ▾

Click "Cancel" to quit without booking.

Time slot	Erfurt - Inbound Truck  181				Erfurt - Inbound Van  17			
	Time slots: 257 / 223 / 480 Pallets (actual): 90				Time slots: 57 / 127 / 184 Pallets (actual): 2			
00:00	Free	Locked	Locked					
00:15	Free	Locked	Locked					
00:30	Free	Locked	Locked					
00:45	Free	Locked	Locked					
01:00	Free	Locked	Locked		Free	Locked		
01:15	Free	Locked	Locked		Free	Locked		
01:30	Free	Locked	Locked		Free	Locked		
01:45	Free	Locked	Locked		Free	Locked		
02:00	Free	Locked	Locked		Free	Locked		
02:15	Free	Locked	Locked		Free	Locked		
02:30	Free	Locked	Locked		Free	Locked		
02:45	Free	Locked	Locked		Free	Locked		
03:00	Free	Locked	Locked		Free	Locked		
03:15	Free	Locked	Locked		Free	Locked		
03:30	Free	Locked	Locked		Free	Locked		
03:45	Free	Locked	Locked		Free	Locked		

How to book a delivery slot in Mercareon

2e. Update the information in the cells (where needed).

2f. Click on **Book**.

Book
Please select a free time slot to book.
Click "Cancel" to quit without booking.

Create booking on Tuesday 2019-02-05 10:00

Book Cancel

Booking

For company * 0.1A-Dummy-Carrier

Delivery type * Truck without tail lift

Country code

Zip code

City

Pallet exchange * Direct

E-mail of scheduler

Vehicle type * Panel VAN

Licence plate No.

Driver name

Driver mobile No.

Seal number

Comment (non-binding)

Internal comment

Duration (minutes) * 30

Pallets (actual) 12

Boxes (Actual) 186

Hanging garments (Actual) 0

Date of delivery 2019-02-05

Booking No.

Laterunner * No

Previous delivery date/time

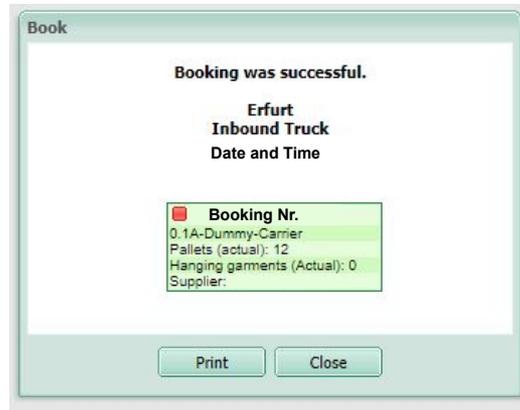
Order details

Identification No.	Status shipping ...	Zalando shi...	Supplier	Date of deli...	Delivered p...	Delivere
00000000		99202243	Partner	2019-02-04		

How to book a delivery slot in Mercareon

The time slot is now booked!

Click on **Print** for downloading the PDF booking confirmation.



How to book a delivery slot in Mercareon

Step 3: How to update the final quantities

Once the goods are picked, packed and ready to be shipped, the final number of pallets, boxes and hanging goods may differ from those populated in step 2a. If these final quantities do differ the carrier must update the figures in Mercareon to reflect the actual number of boxes, pallets & hanging goods.

3a. Open the **Booking overview**



The screenshot displays the Mercareon web application interface. At the top, there is a green header bar with the 'MERCAREON' logo on the left and a series of shopping cart icons on the right. Below the header, a navigation menu is visible with the following items: 'Bookings', 'Administration', 'Reporting', 'Help', and 'Session'. Under the 'Bookings' menu, there are two sub-items: 'Open bookings' and 'Booking overview'. The 'Booking overview' item is highlighted with a red rectangular box. Below the navigation menu, there is a section titled 'QUICK REFERENCE' with the subtitle 'How to use MERCAREON:'. This section contains three menu items: 'Menu item "Open bookings"', 'Menu item "Booking overview"', and 'Menu item "Help & FAQs"'. Each menu item has a brief description of its function.

Bookings Administration Reporting Help Session

Open bookings

➔ Booking overview

QUICK REFERENCE

How to use MERCAREON:

Menu item "Open bookings"

Click "Open bookings" to book time slots for activated orders.

Menu item "Booking overview"

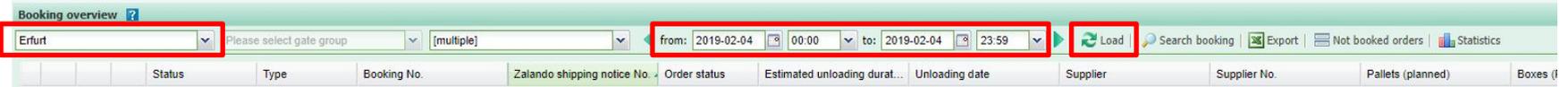
Click "Booking overview" to see the list of booked orders for the selected recipient.

Menu item "Help & FAQs"

In "Help & FAQs" details of the selected recipients, contact data of the MERCAREON support team, and the current user guide of MERCAREON can be found.

How to book a delivery slot in Mercareon

3b. Select the correct **warehouse** and **the delivery date range**; then click on  or reload the page.

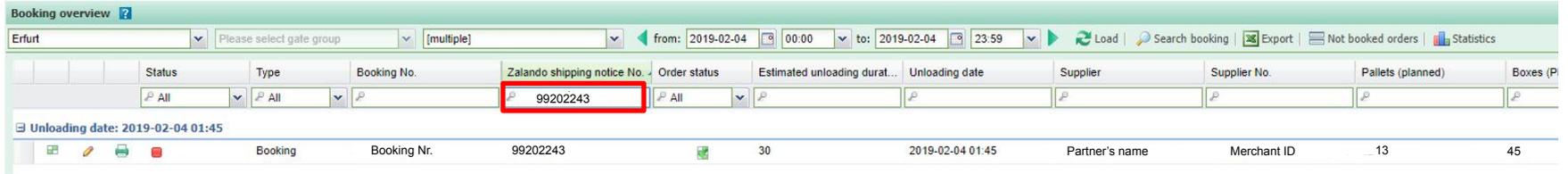


Booking overview [?](#)

Erfurt Please select gate group [multiple] from: 2019-02-04 00:00 to: 2019-02-04 23:59 Load Search booking Export Not booked orders Statistics

Status	Type	Booking No.	Zalando shipping notice No.	Order status	Estimated unloading durat...	Unloading date	Supplier	Supplier No.	Pallets (planned)	Boxes (t
--------	------	-------------	-----------------------------	--------------	------------------------------	----------------	----------	--------------	-------------------	----------

3c. Insert the Zalando shipping notice No. and the order will appear automatically below.



Booking overview [?](#)

Erfurt Please select gate group [multiple] from: 2019-02-04 00:00 to: 2019-02-04 23:59 Load Search booking Export Not booked orders Statistics

Status	Type	Booking No.	Zalando shipping notice No.	Order status	Estimated unloading durat...	Unloading date	Supplier	Supplier No.	Pallets (planned)	Boxes (P
All	All		99202243	All						

Unloading date: 2019-02-04 01:45

Booking	Booking Nr.	Zalando shipping notice No.	Order status	Estimated unloading durat...	Unloading date	Partner's name	Merchant ID	Pallets (planned)	Boxes (P
		99202243		30	2019-02-04 01:45			13	45

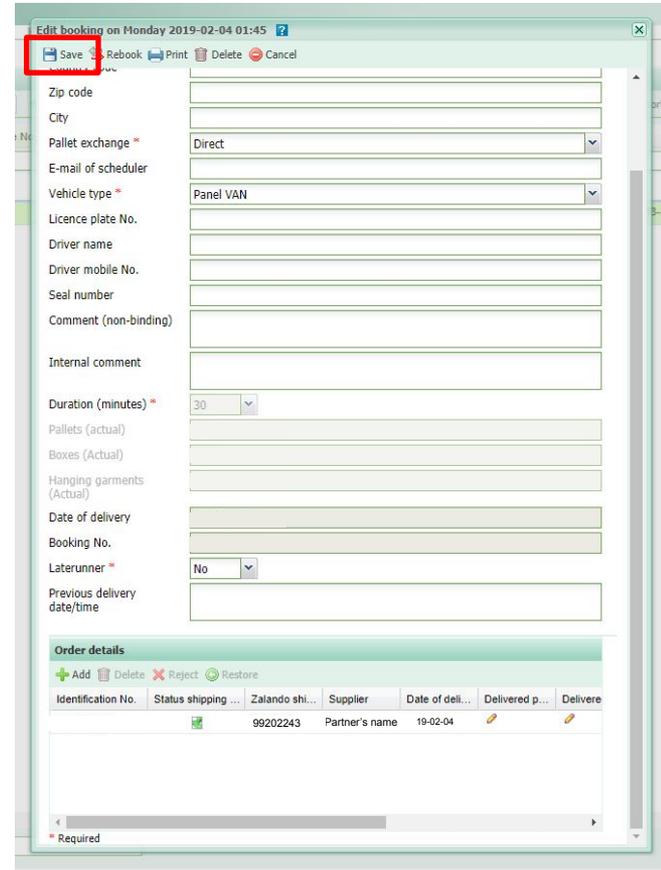
3d. Click on .

How to book a delivery slot in Mercareon

3e. Scroll down and to the right to **update** the final quantities clicking on .

3f. Click on **Save**.

3g. Click on **Print** for downloading again the PDF booking confirmation.



Edit booking on Monday 2019-02-04 01:45 ?

Save Rebook Print Delete Cancel

Zip code

City

Pallet exchange * Direct

E-mail of scheduler

Vehicle type * Panel VAN

Licence plate No.

Driver name

Driver mobile No.

Seal number

Comment (non-binding)

Internal comment

Duration (minutes) * 30

Pallets (actual)

Boxes (Actual)

Hanging garments (Actual)

Date of delivery

Booking No.

Laterunner * No

Previous delivery date/time

Order details

+ Add Delete Reject Restore

Identification No.	Status shipping ...	Zalando shi...	Supplier	Date of deli...	Delivered p...	Delivere
		99202243	Partner's name	19-02-04		

* Required

How to book a delivery slot in Mercareon

FAQ

Open bookings ?

Back

Enter order details to activate one or more orders.

Zalando shipping notice No. ▾

99202243	The entered purchase order number was not found, please verify your entry.
----------	--

Activate orders Reset table Import

1. Why the carrier cannot find the shipping notice ID in open bookings? (e.g. in the figure)

It might mean that ZFS has not confirmed the delivery date yet. Please reach out to ZFS within the original ZPU Shipping Notice Case

2. What happens if the carrier has not updated the final quantities (pallets, boxes, and hanging goods)?

The delivery may be rejected.

3. What happens if the delivery date has changed?

If the delivery date has changed (e.g. it has been postponed), the carrier is not able to change the delivery date in *Mercareon* and it needs the ZFS Team support. Please go to the original ZPU Shipping Notice Case and submit a Rescheduling Request.

4. Does the carrier have to book a time slot also for parcel deliveries?

No, the carrier does not have to book a time slot for parcel deliveries. The carrier has -/+2 days from the confirmed delivery date to deliver the goods to the assigned warehouse.

5. When does the Partner have to submit the confirmation of final quantities/EANs being shipped?

The submission of the final quantities has to be latest 24 hours prior to delivery. The slot booking must be completed before 23.59 of the day before the confirmed delivery date.

How to book a delivery slot in Mercareon

Video Tutorial ([link](#))

