

## Quick Guide to PASS on Point

### For booking deliveries to Indeks Retail A/S at DSV Solution

We look forward to welcoming you to our new Warehouse at DSV Solution, Mossvej 27 in Horsens.

In connection with the inauguration of the new location in Horsens, full access control for vehicles is introduced through DSV's access system PASS on Point. This means high security, minimized waiting times, and even better resource management.

All vehicles delivering goods to and/or picking up goods from DSV Solutions' warehouses at Mossvej in Horsens can only access through the gate at Mossvej 27. Access requires a prior booking via PASS on Point for the desired arrival time slot. This ensures fast and secure access for incoming vehicles, ensures the designated gate is available, and that personnel are ready to load or unload the goods.

Follow the instructions below to access the PASS on Point system, from where you can book and notify your arrival time to the warehouse.

If you do not wish to handle the booking and notification of delivery yourself, please forward the instructions below to your transportation company, who will then manage the booking for Indeks Retail A/S.

If you are already registered in PASS on Point, contact DSV Solutions to connect Indeks Retail A/S to your account.

### Getting Started

Go to <https://dsveurope.passonpoint.com/> and then follow the steps below to register and then make time bookings. **Should you need assistance, please contact DSV using the following contact information:** [dk.sha.indeksretail@dk.dsv.com](mailto:dk.sha.indeksretail@dk.dsv.com)

The screenshot displays the PASS on Point web application interface. At the top, there is a blue header with the text "PASS on Point" and three icons: a calendar, a bookmark, and a location pin. Below the header, there is a dropdown menu showing "Horsens Solution" and a date selector for "23.02.2024". The main area is a booking grid with columns for time slots (07:00, 07:15, 07:30, 07:45, 08:00, 08:15, 08:30, 08:45, 09:00, 09:15, 09:30, 09:45, 10:00, 10:15, 10:30, 10:45, 11:00, 11:15, 11:30, 11:45, 12:00, 12:15, 12:30, 12:45, 13:00, 13:15, 13:30) and rows for "Entity 1/1", "Inbound Indeks Retail", and "Outbound Indeks Retail". The grid cells are currently empty. At the bottom, there is a navigation menu with links for "Visits", "Arrivals", "Book a visit", and "Profile". To the right, it says "Powered by Certus Port Automation" with the Certus Automation logo.

## Introduction

PASS on Point allows you to schedule a delivery to DSV's warehouse. Through the technology at the gate, your truck will be automatically verified in relation to the pre-booked delivery, enabling the driver to check in quickly and easily.

In this guide, we explain in three easy steps how you can use the PASS on Point system.

### STEP 1: Create an Account (first-time users only)

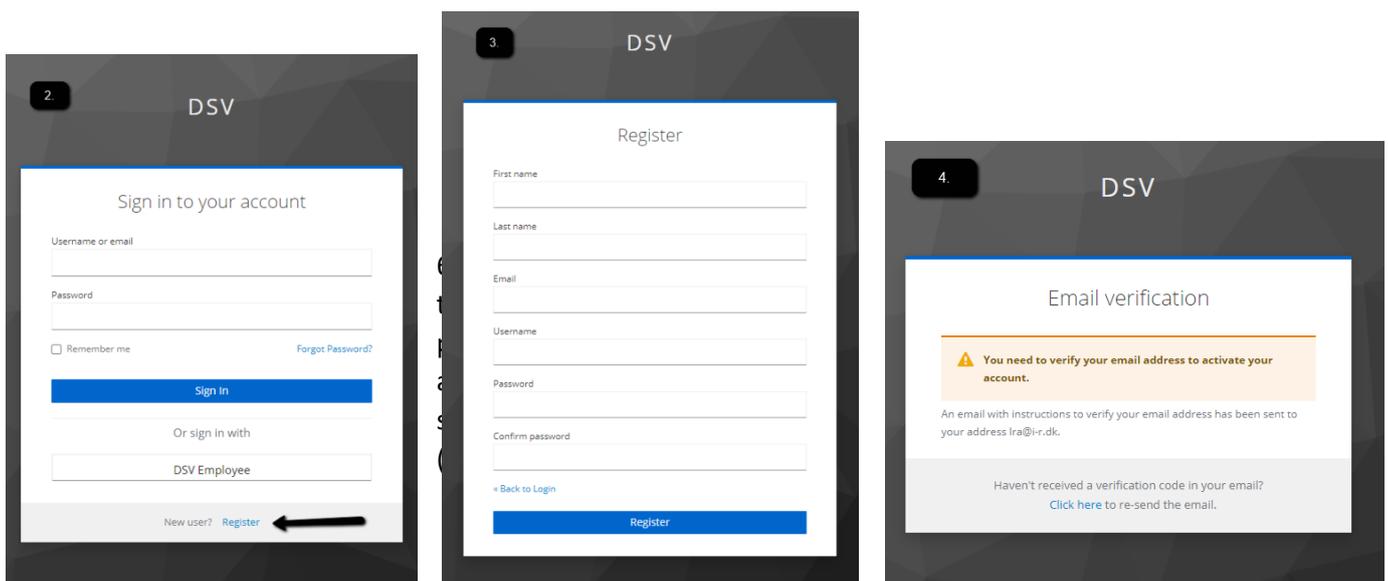
#### STEP 2: Make a Reservation

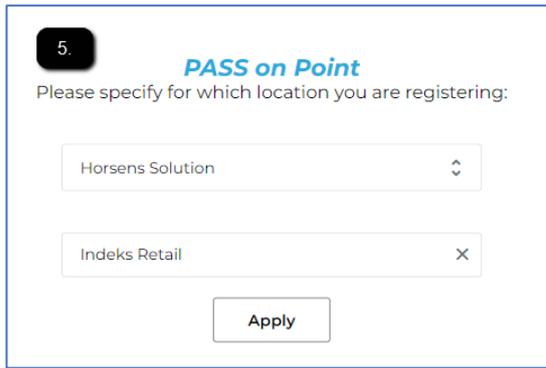
#### STEP 3: Arrival at the Gate

### Step 1: Create an Account

Before you can make a reservation, you need to create an account that provides access to the PASS on Point system.

1. Go to <https://dsveurope.passonpoint.com/>
2. Click on "register" at the bottom of the field to create a new account. (See image 2)
3. Enter the following information: "First name", "Last name", "Email", "Username", "Password", "Confirm password" (See image 3)
4. Click the "register" button (see image 3)
5. An email will be sent to the provided email address (subject: Verify email). Open this email and click on the link to confirm your email address. (See image 4)





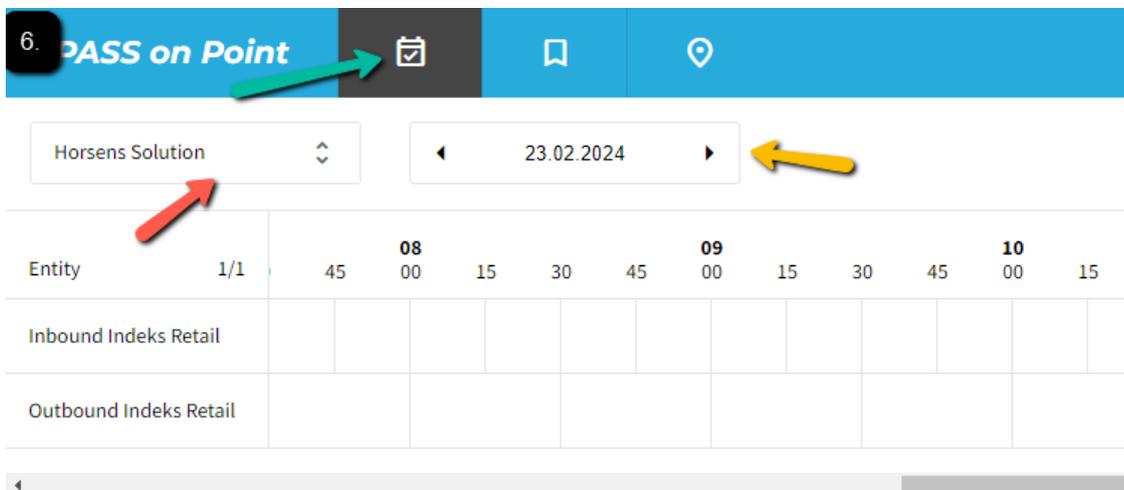
7. Fill in the "message" field with Indeks Retail. This way, DSV knows which customer you are delivering to. (See image 5) Click "Apply".

The administrator from the selected location will approve your account and assign a customer, location, and role. Once the administrator has completed your account, you can log in.

### Step 2: Make a Reservation

Make your reservation in PASS on Point for one of the locations available to you. This will ensure automatic access to our facility and avoid waiting time.

1. Go to <https://dsveurope.passonpoint.com>, log in, and find the "visits" tab. (Green arrow in image 6)
2. Select the desired location (red arrow in image 6)
3. Choose the desired delivery date (yellow arrow in image 6)



4. Select the desired time slot under 'Inbound Indeks Retail' if you are delivering, and 'Outbound Indeks Retail' if you are picking up. If the field is grayed out, the time slot is occupied (you can edit the time slot later in the booking process).
5. Select the customer (here Indeks Retail) (Green arrow in image 7)
6. Check if the location is correct (Red arrow in image 7)
7. Check if the date is correct (Yellow arrow in image 7)

**PASS on Point** [Calendar] [Bookmark] [Location]

**7.** New Visit Summary

Customer: Select customer (dropdown) → Indeks Retail

Location: Horsens Solution (dropdown) →

Arrival date: 23.02.2024

8. Select a start time by choosing a time slot. (See image 8)
9. Fill in these fields – see image 8
  - a) Truck license plate + Trailer license: It is advisable to provide the truck and trailer license plate numbers to expedite entry through the gate, as there are cameras that read both license plates.
  - b) Number of pallets: Here you write how many pallets you are delivering. This also applies if you are delivering containers to be emptied. If you are not delivering on pallets, write 0 (zero).
  - c) Quantity (CLL): Here you write how many pieces you are delivering.
  - d) PO number: must be filled in with Indeks Retail order numbers. You can deliver multiple orders in the same shipment, just write all order numbers separated by commas. E.g., 245108,245232,241432.
  - e) PASS on Point calculates how much time is needed and alerts if you are booking too much or too little time, depending on how many pallets or pieces you are loading.
  - f) Email: Fill in additional emails if you want to send the confirmation to different people. Press the blue plus sign if more people need to receive the confirmation email (See image 9)

**PASS on Point** [Calendar] [Bookmark] [Location]

**8.** New Visit Summary

Select time slot

Entity	09	10	11	12
Inbound Indeks Retail	45 00 15 30 45	00 15 30 45	00 15 30 45	00 15 30 45
Outbound Indeks Retail				

Truck license plate Caps only, no special characters, no spaces: TRU123

Trailer license plate Caps only, no special characters, no spaces: TRA123

Pincode: 592785

Number of pallets:

PO number:

Quantity (CLL):

Selected time slot length: 30 minutes  
Required time slot length: 15 minutes

**9.** Email address

servicesupplychain@i-r.dk

[Empty input box] +

10. Click "validate" to check your booking proposal.
11. Verify your booking in the summary report. If everything is fine, click "confirm"
12. The booking is now created, and you will see the following notification: "The visit has been successfully booked!"
13. An email with the booking confirmation will be sent to you and the provided emails.
14. Please forward the booking reference number (PIN code) to your driver. The driver will need the PIN code to access the warehouse in case the license plate is not filled in.

### STEP 3: Arrival at the Gate

Follow the instructions below when you arrive at the gate barrier to enter the facility quickly and easily.

1. If the truck's license plate is registered (truck and trailer), it will be automatically recognized and granted access to the facility.
2. If you have not registered the license plate, follow these instructions.
  - a. Select the desired language on the display and press continue (see image 2)
  - b. Confirm that you have a booking reference or a PIN code (see image 3)
  - c. Enter your PIN code or booking reference on the display and press continue. (image 4)
  - d. If the PIN code or booking reference is OK, you will be granted access to the facility.
  - e. No PIN code or booking reference? Then you cannot access the facility; contact your transport company to obtain the PIN code or booking reference.

