PIONIRA NV
e -Documents, Data Sharing & Smart Contracts Provider

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Manual for Transport Companies in eWastra

Dated: 1/12/2023

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Step-by-Step Instructions for Transport Companies in eWastra

1. Introduction

Instructions for Transporters driving with digital waste identification forms issued on the Pionira Platform eWastra, accessible via portal.ewastra.com.
Any organisation not creating their own documents, commonly transport companies do not require a contract with Pionira; they can be invited by their partners to register on the platform and can perform all steps described below, except for the issuing of documents.
This document may be distributed by Pionira Customers to internal users or to their Transport Companies .

2. App Installation

- Drivers should install the app “eWastra” from the Google Playstore or the Apple Store on their smartphone or tablet .

- The app inherits its language from the language settings on the smartphone.
- Before being able to use the app, the driver will need a user account. Follow the steps in section 5 to create the user accounts.
- Ensure the app has the location and file system permissions. These permissions will be requested the first time the app requires them.

3. Registration of the Transporter Company

- Transporters should receive a "Connection" email from the Collector.
    - If your company does not have an account yet, select the “Register Account” option. Then enter information for one User Account within your Company , click OK and accept the connection request.
        - User Account information
            - User Name (should be unique over the platform))
            - Password
            - First Name
            - Last Name
            - Email address (not required to be unique, this is used when the user requests a password reset link)

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- Company Details
  - Name
  - VAT number
  - Address
- If your company already has an account, simply log in and accept the connection request.

- On the **Inbox** tab, you will now see the documents made available to you by the "Connected" issuer.
- In the **Contacts** list, you see which Contacts you are connected with .

4. Change the preferences for your Organisation

You may want to change the settings for your organization.

- To change your settings click on your own name in the top right corner of the screen and choose **'administration'**.
- In the left sidebar, choose 'contact details'.
- Click on '**settings'** in the grey bar at the top.
- A list of relevant settings and their purpose for carriers is:

  - Enable sending large files over the cellular network: please activate
  - On the driver app show only the planned orders for today and started orders
  - Show order state instead of document state in the app
  - Disable consignor signature

Note 1: It takes about 30 minutes for the changed settings on the Xynaps platform, to become active.

Note 2: The other available settings have to be activated on the organisation of the issuer of the document. They will not have any effect when activated on the Carrier organisation.

5. Adding your drivers

- Before you can assign drivers to a document, they need to be created in the admin panel. Click on your own name in the top right of the screen and click administration. If you do not have this button, contact Pionira support or an admin User in your organisation to be granted admin access.
- In the left bar, navigate to users > active users.
- Click on the arrow in the grey bar at the top and select add driver.

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- Fill out the driver's information, be sure to add their legal name in the name fields. These will be added to signatures.

6. Register Device of the driver

- Ensure the driver already has an account on the platform.
- On the first screen in the app, select **Register**.
- On the platform, navigate to the driver's account in the admin pages and select **Register Device** in the grey bar at the top.
- You will be presented with a QR code and a security code underneath.
- On the app, choose to register with either QR code or security code and use the code you just created on the platform.

7. Manage your fleet

This is not mandatory, you can also add the relevant vehicles to the document on the fly as you are creating them.

- Go to the admin panel by clicking on your own name in the top right and choosing **'administration'**.
- Navigate to **'fleet'** in the left sidebar and select **'vehicles'**.
- Click on **'add vehicle'** and fill in the correct info. This will add it to the autocomplete when you are choosing a vehicle to add to a document.

8. Connect your Subcarriers

Before your subcarriers can be added to a document, you need to create a contact for them.

- From the inbox, click on **'contacts'** on the left.
- At the top of this screen, click on **'new'**.
- Fill in the company information. If you fill in the company registration number first, most of the data will be retrieved automatically.
- After saving your contact, find it in the contact list and click on the **'connect´** button.
- Fill in the email address of your contactperson at the company.
- They will receive an email from us asking them to accept your Connection Request (either via direct login or by registering first). Once accepted, If you assign a transport to a Subcarrier ,they will get access to the transport in real time.

9. Get instructions from your clients which signature methods they want to use

It is also possible that your drivers get these instructions at the pickup and delivery location.

10. Receive Transport Orders in your Inbox

Happens automatically if you are connected to the issuer of the document. If you are not connected, you need to contact the issuer, else you cannot use their digital documents.

11. Enter Transport Planning

- Click on the document you want to schedule.
- In the grey bar at the top, choose **'assign driver'**.
- Fill in the name of the driver and their license plate. License plate is not required and can be added by the driver.

12. Driver uses his app at pickup and unloading location

- The driver selects the relevant transport in the app.
- The driver declares that he has arrived at the location with the **'arrived'** button. If no license plates have been filled in, they will be asked to provide this information.
- He is presented with a number of options at the bottom of his screen, depending on settings:
    - **Reservations:** allows the drivers to make a remark during loading, with the possibility of adding one or more photos.
    - **Empties**: not always available, depends on settings; allows the driver to manage the empties listed on the document.
    - **Not executed:** not always available, depends on settings; allows the driver to refuse a pickup
    - **Sign** : Driver confirms that he wants to sign and is presented with a number of options to gather the signatures
        - **QR codes:** show or scan.
        - **Sign in absence**.
        - **Sign on glass** (sometimes).
- When arriving at the unloading location, the driver once again declares as such with the button at the bottom of the screen.
- The driver can add a weight registration at this point using the second tab at the top of the screen or, the **'edit product'** button on the document page.

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- With the sign button, he can gather the delivery location's signatures.

13. Driver is stopped by the authorities during the transport

It is legally not allowed for the driver to show the document on their own proper screen, but the document needs to be handed over to the authorities.

To do this:

1. Select the document.
2. Click on the three dots in the top right.
3. Choose **'document link'**.
4. A QR code appears which can be scanned to gain access to the documents.

Alternatively:

1. Select the document
2. Click on the three dots in the top right.
3. Enter e-mail and send.
4. The driver inputs the receiver's email address and selects which documents need to be included.

14. Driver Can create own Transport Orders

This is an optional feature.
A driver can be requested to create a new Transport Order, with a DIGID, a CMR or both.

To do this:

1. Click on the three dots in the top right.
2. Press "Create document" OR
3. "Create e-doc from template"

   In this case, templates can be provided to the driver to start the new document from, prepared by his own Transport Company or issued by another Company and shared with the Transport Company..

   To make proper use of this feature, please contact Pionira support before usage. This requires a number of settings to be configured.

15. Transport follow up

When the driver leaves the delivery location, the transport order is in status "delivered".

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The driver can find their own finished documents in the archive tab in the app, the third tab on the main screen.
When the transport order is archived, it gets the status "completed".

16. Get Pionira Support for the steps described above

Admin Users of the Transport Company can contact the Pionira Support Helpdesk during Business Hours

- Via Telephone: +32 (0) 9 338 84 53
- Via email : support@pionira.be