



Intereuropa[®]

Globalni logistični servis, delniška družba



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INSTRUCTIONS FOR REGISTRATION
IN THE TRANSPORTATION PORTAL
»DRIVE WITH INTEREUROPA«

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1. TECHNICAL REQUIREMENTS

To access the portal, you need a device with Internet access and the web browser MS Edge, Firefox or Google Chrome.

2. USER REGISTRATION

- Before logging in for the first time, you must register as a user, which you start by clicking the button **New user** at the link: <https://mycarrier.intereuropa.net/login>
- Select the language before starting the process by clicking on the flag icon    .

DRIVE WITH INTEREUROPA



Sign in

Username / E-mail

Password

- The **User account registration** form will open, in which the mandatory fields are marked with *.

User account registration ✕

Country * Tax number * Im not from EU Not a VAT payer

Name *

Address *

Registry number Website

Contact person * Phone number *

Mobile number * Email *


Activity data

Number of vehicles * Number of drivers *


Refrigerators FTL LTL Transport of vehicles
 Transport of Containers Intermediation

International transport
 Domestic transport


Comment


 I agree to the [Terms and Conditions](#)
 I agree to the [Code of Ethics](#)
* You are required to read these before you can select them

Enter CAPTCHA *

- Select the country and enter the tax number. By clicking on , company data from Slovenia and also within the EU will be automatically retrieved and you can add or correct details.
- If you are not from the EU, indicate this with a checkmark Im not from EU and click on the text Please fill out the form and upload it to open, fill in, save, and upload the completed form to the portal.

User account registration ✕

Country • Tax number •  Im not from EU Not a VAT payer Please fill out the form and upload it

 Drop file here

- If you are not a VAT payer, indicate this with a checkmark and manually enter the remaining information.

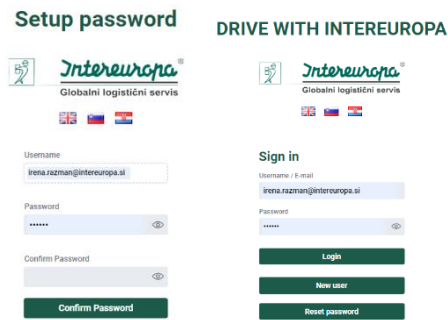
User account registration ✕

Country • Tax number •  Im not from EU Not a VAT payer

- **Complete the following fields:**
 - Company registration number and website (optional)
 - Contact person, phone numbers (landline and mobile)
 - Email address: **this will also be your USERNAME**
 - Number of vehicles and drivers
 - Indicate your activities (refrigerated transport, FTL, LTL, vehicle transport, container transport, brokerage)
 - Indicate the area of transport (international, domestic)
 - Comment (add any information you think is important for us to know when making a selection)
 - Bank details.
- Carrier rating will be visible when you are included in the annual evaluation based on the volume of business.
- Before submitting the registration, you must read and agree to the **General Terms** and the **Code of Ethics**. You can open these documents by clicking on the green text. After reading and checking that you agree with the content of the documents, you need to enter the **CAPTCHA letters and numbers** displayed above the field. Click the **Send** button to submit the registration form.

3. REGISTRATION CONFIRMATION AND PASSWORD SETTING

Once the database administrator reviews your information and approves your registration, you will receive an email with a link to the portal and **your username** (the email address you provided during registration), **which cannot be changed**. On the link, you need to set and confirm your password and log in to the portal by clicking the Login button.



4. INSTRUCTIONS AND TERMS

In the *Instructions* folder, you have access to a link to detailed instructions for using the portal. The language of the instructions depends on the language selected before starting the registration on the portal.

In the *Intereuropa* folder, you can access links to our General Terms and the Code of Ethics.

5. USER DATA

When logging into the portal, you need to complete all the missing information through **4 tabs** and upload the required documents to ensure smooth cooperation and high-quality, targeted communication between the carrier and the operational teams across the entire Intereuropa group. On all tabs, **every change or entry must be confirmed by clicking the "Save" button** at the bottom left of the screen.


5.1. General Information Tab

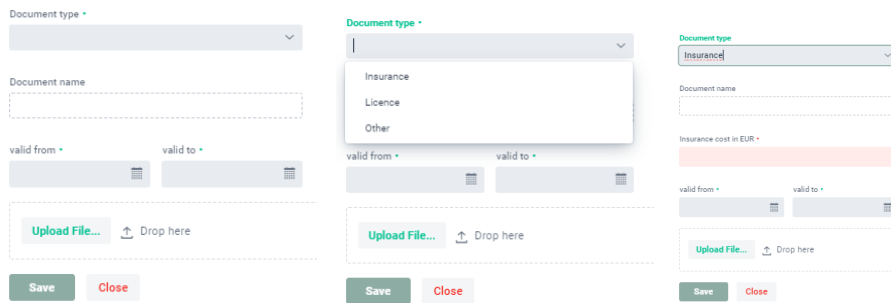
- Complete the information and enter the **operational contact that will be used for ongoing operational communication** and execution (this is not always the same as the responsible person).
- The **Carrier Comment** field is intended for highlighting changes, introducing new routes, directions, services, vehicle availability at specific locations (e.g., we have trucks daily in the D-80 Munich area; we load twice a week in the IT-20 Milan area and are looking for LTL shipments to Zagreb; every Friday we can load about 5 Idm from Ljubljana to ES-08 Barcelona,...)

5.2. Fleet Tab

- Fleet information helps us identify and effectively segment carriers according to our performance needs based on vehicle type, age, equipment, and emission levels. As reducing the carbon footprint is increasingly important when selecting suppliers, please pay special attention to this information.
- If you only have vehicles up to 3.5 tons, be sure to mark this with a checkmark. Only vehicles under 3,5 ton

5.3. Documents Tab

- In this tab, you can add documents by clicking the button  **Add**. The required documents are a valid **License** for road transport of goods and a Carrier **Liability Insurance Policy**.
- If you only have vehicles up to 3.5 tons and have marked the field in the **Fleet** tab accordingly, the system will automatically consider this, and entering the license will not be mandatory.



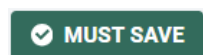
- When you select the **Document Type** (Insurance, License, Other Document) and mark the **validity dates from – to** in the calendar, click the **Upload File** button to select a file on your device (you can select only one document per entry) and click the **Save** button to complete the entry. When the document is added, the "Document Name" field will automatically be filled based on the file name. When entering the insurance policy, you need to enter the insured amount and the name of the insurance company.
- Systemically, you will always receive 2 emails regarding the due date of an individual document:
 - **7 days before** the document expires
 - **1 day before** the document expires.
- If you do not upload a valid document to the portal on time (by the due date of the document), the system will automatically block your ID code and you will be prevented from assigning transports and sending loading orders. After this date, the user will exceptionally be able to be reactivated only with the intervention of the database administrator, which may affect the uninterrupted operation and also the annual assessment of the carrier.

5.4. Target Markets Tab (Countries)

- In this tab, select only **those countries where you actually perform transport**, have regularly available vehicles, and which are your primary market. Based on this information, mailing lists will be generated for individual transports and directions.
- Incorrectly selected countries will result in receiving inquiries that do not interest you. You can add and change countries at any time, so we recommend that you initially select only those that are most important to you.

Country	Selected
[AL] Albania - Albanija	<input type="checkbox"/>
[AQ] Antigua - Antigua	<input type="checkbox"/>
[AM] Armenia - Armenija	<input type="checkbox"/>
[AT] Austria - Avstrija	<input checked="" type="checkbox"/>
[AZ] Azerbaijan - Azerbajdžan	<input type="checkbox"/>
[BA] Bosnia - Bosna i Hercegovina	<input type="checkbox"/>
[BG] Bulgaria - Bugarska	<input type="checkbox"/>
[HR] Croatia - Hrvatska	<input checked="" type="checkbox"/>
[CZ] Czech - Češka	<input type="checkbox"/>
[DK] Denmark - Danska	<input type="checkbox"/>
[EE] Estonia - Estonska	<input type="checkbox"/>

6. USEFUL TIPS



It is **VERY** important to confirm each change or newly uploaded document by clicking the **SAVE** button before exiting the tab/portal. If you do not do this, the data will not be recorded.

If you still need additional help, please contact the administrator: mycarrier@intereuropa.si