

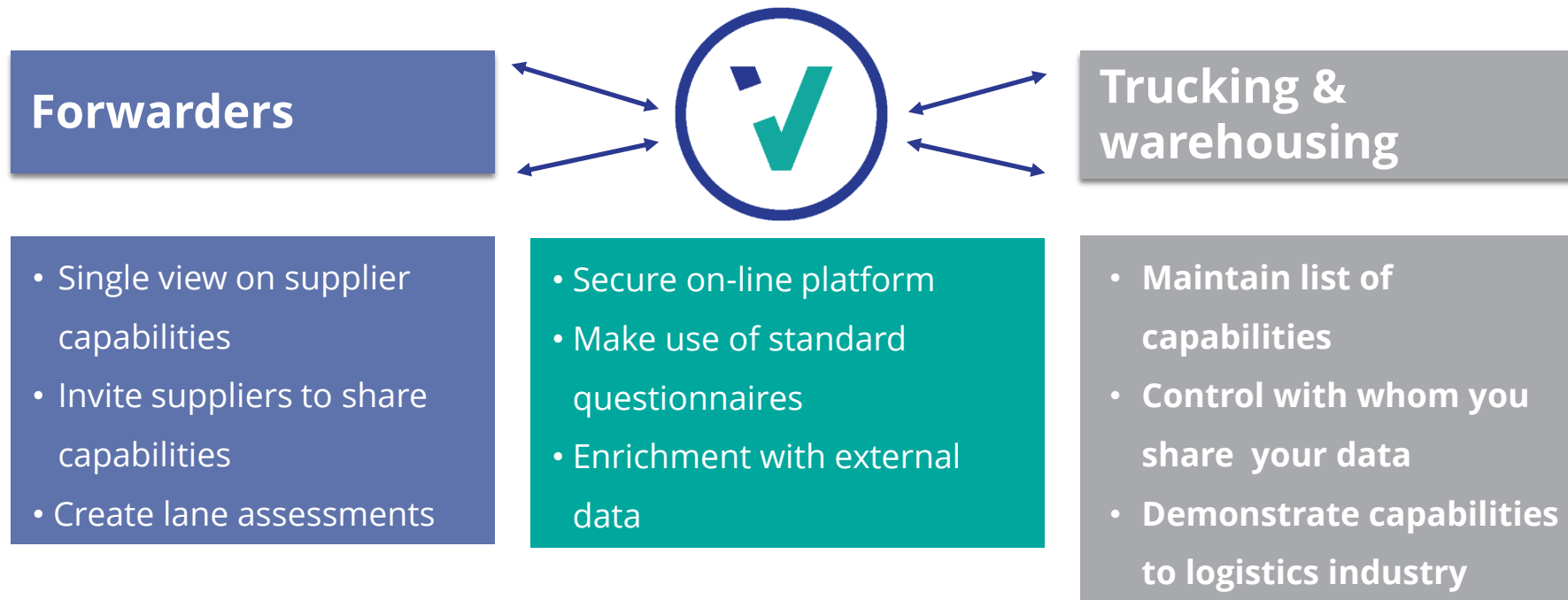
**Validaide**

**Logistics Capabilities Platform  
Guide for Trucking &  
Warehousing**

# Logistics Capabilities Platform Overview

# Logistics Capabilities Platform Overview

On Validaide we replace inefficient and repetitive processes by a central online communication platform for the benefit of all supply chain partners



Companies can easily **create, manage and share** all supplier qualification and lane risk assessment information

# Companies and locations

Validaide follows the product:

- Companies: trucking, air carriers, ocean carriers
  - Companies that move goods
- Locations: GHAs, warehouses, port terminals
  - Locations where product is stored
  - So even though these are also incorporated, what is relevant for Validaide is the information at location level

# Define Company Capabilities

# How to get started - 1

The screenshot displays the Validaide Warehousing & Trucking dashboard. On the left, the 'Company Network' sidebar has 'My Company' circled in red. The main navigation bar includes 'Profile', 'Configuration', 'Capabilities', 'Questionnaire', 'Data Sharing', 'Map', 'Users', 'Locations', 'Invitations', and 'Files'. The 'Questionnaire' tab is circled in red. In the top right corner, the 'Define Capabilities' button is circled in red. The main content area shows the company profile for 'Validaide Warehousing & Trucking' with details like 'Warehouse and Trucking • Amsterdam, Netherlands' and 'Available Commodities'.

1. Go to My Company
2. If Questionnaire tab is not available, Select Define Capabilities
3. Go to Questionnaire tab

# How to get started - 2

My Company / Validaide Warehousing & Trucking

Validaide Warehousing & Trucking **In Progress**

Profile Configuration Capabilities **Questionnaire** Data Sharing Map Users Locations Invitations Files

Capability Profile ⓘ

Standard Profile Questionnaire Progress: 0%

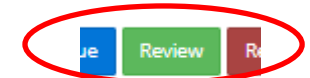
1. Quality Management

1.1 General Quality 0%

1.1.1 ● Does the company have a valid ISO 9001 certification?  
 No  
 Yes

1.1.2 ● Is there a documented quality management system (QMS) in place which incorporates relevant guidelines and regulations (e.g. GDP, ADR)?  
 No  
 Yes

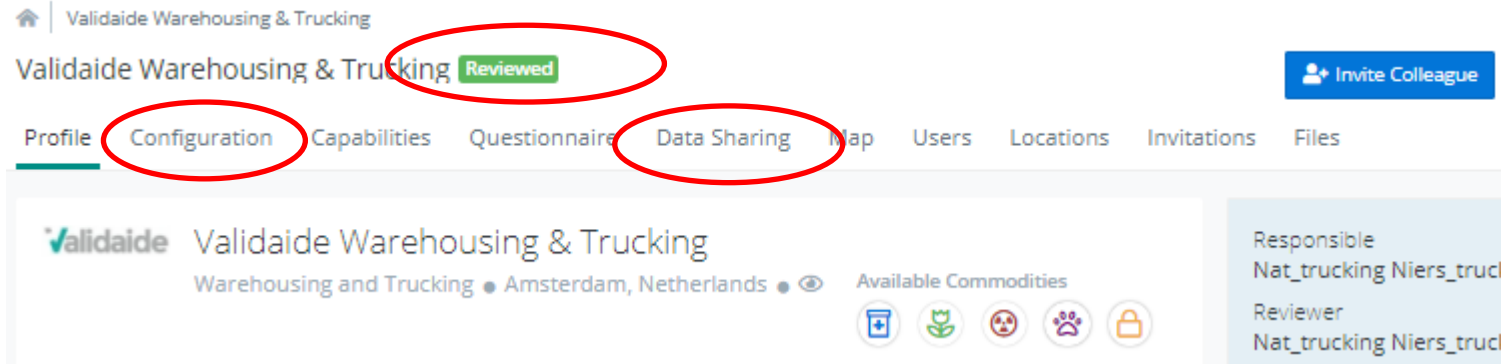
1.1.3 ● Does the management have a formal process for reviewing the Quality Management System (QMS) on a periodic basis?



Review button becomes available once you have pressed Submit for Review

1. Answer questions by clicking on selected answer
2. When done answering the questionnaire, click Submit for Review
3. Then click, Review button when it comes available

# How to get started - 3

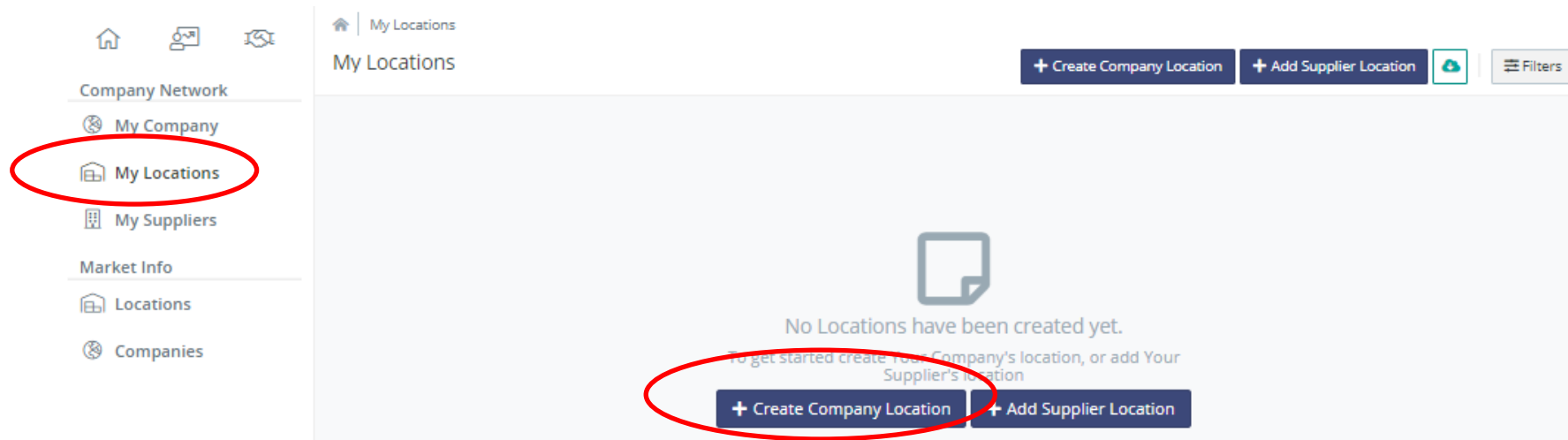


1. Ensure your company profile is in Reviewed Status
2. Check any other settings you may want to change under Configuration
  - Contact information
  - Opening hours
3. Click on **Data sharing** to accept any sharing request that was sent to you
4. And you are done with the company profile

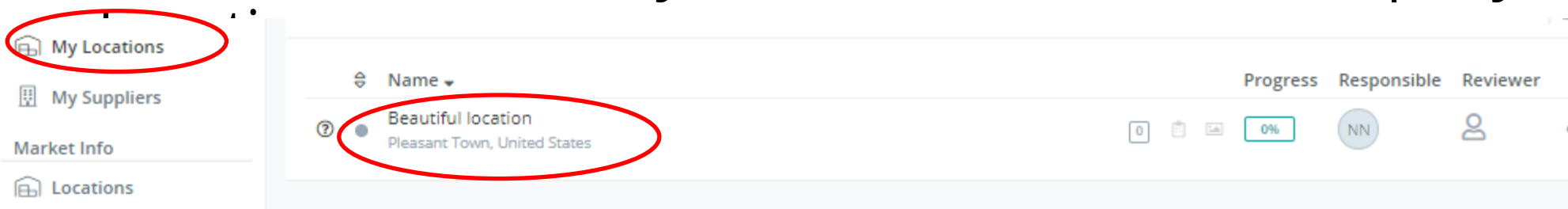
# Define Location Capabilities

applicable if you have warehouse  
locations

# How to get started – locations - 1

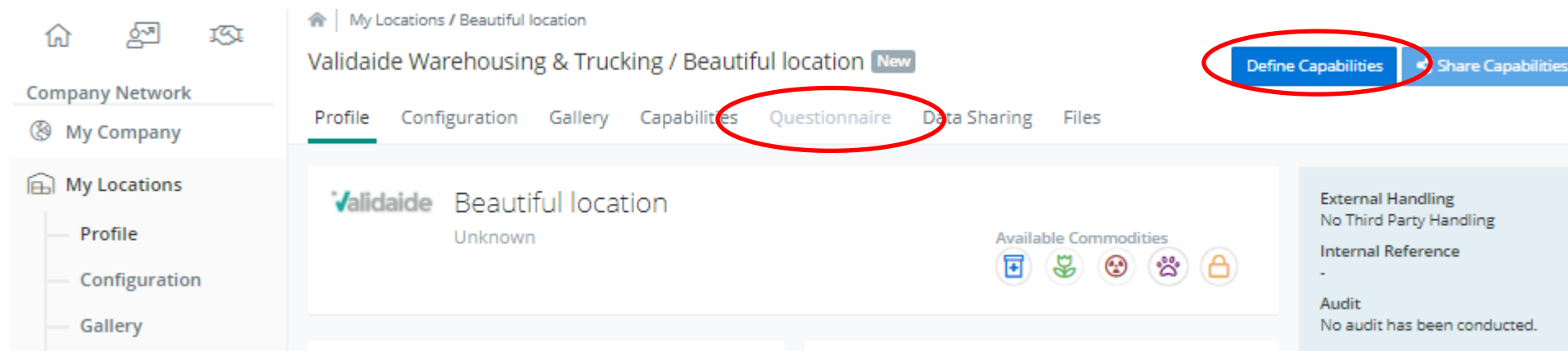


1. Go to My Locations
2. If the location is not yet there, click Create Company



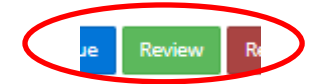
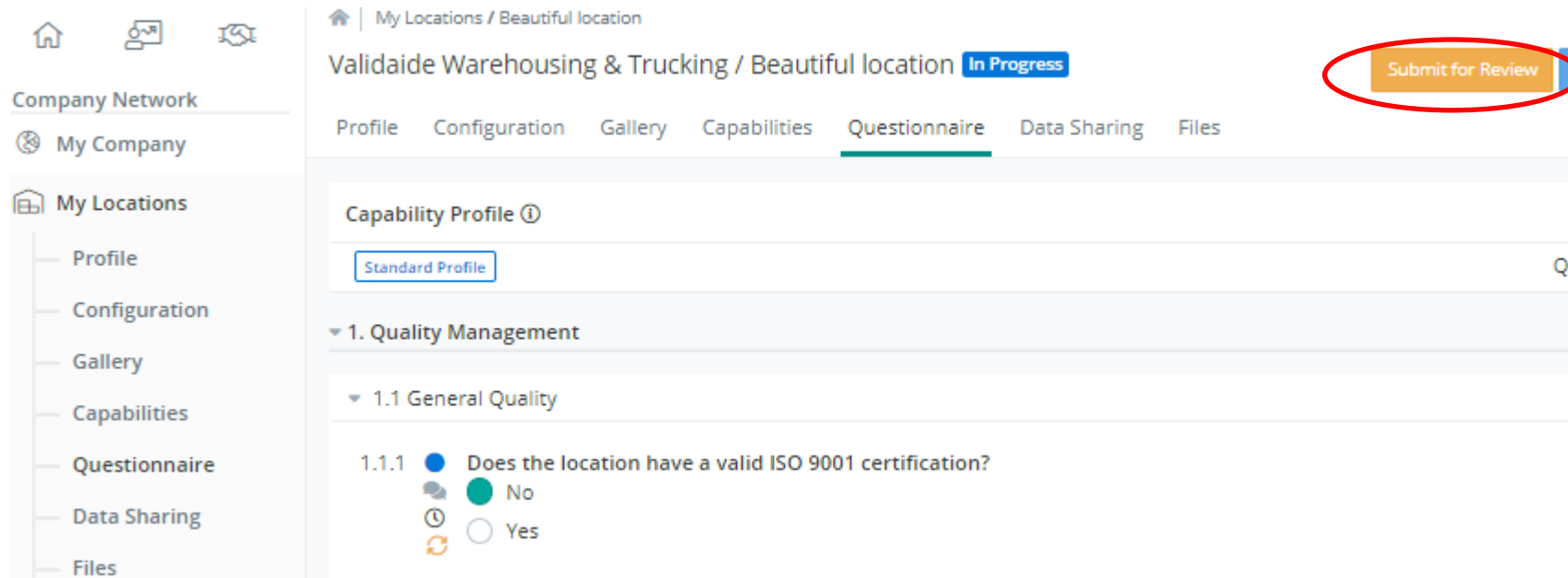
1. Go to My Locations
2. Double click on the location name

# How to get started – locations - 2



1. Go to My Locations
2. If Questionnaire tab is not available, Select Define Capabilities
  - If you did not define the location yourself, please press Request Capabilities first
3. Go to Questionnaire tab

# How to get started – locations - 3



Review button becomes available once you have pressed Submit for Review

1. Answer questions by clicking on selected answer
2. When done answering the questionnaire, click Submit for Review
3. Then click, Review button when it comes available

# How to get started - 4

The screenshot displays a web interface for managing location profiles. On the left, a sidebar under 'Company Network' shows 'My Locations' selected. The main header indicates the current location is 'Validaide Warehousing & Trucking / Beautiful location' with a 'Reviewed' status badge. Below the header, a navigation bar includes tabs for 'Profile', 'Configuration', 'Gallery', 'Capabilities', 'Questionnaire', 'Data Sharing', and 'Files'. The 'Configuration' and 'Data Sharing' tabs are circled in red. The main content area is divided into six panels, each with an edit icon:

- General Information:** Define the name, type and services performed at this location.
- User Roles:** Manage who is responsible to define and review the capabilities of this location.
- Capability Profile:** Choose between Standard Profile and Extended Profile.
- Audit:** Document and manage if this location has been audited.
- Contact Information:** Update the address and contact details of this location.
- Operating Hours:** Update the operating hours of this location.

1. Ensure your location profile is in Reviewed Status
2. Check any other settings you may want to change under Configuration
  - Contact information
  - Opening hours
3. Click on **Data sharing** to accept any sharing request that was sent to you
4. And you are done with this location profile

Other information

# Define User roles

2 main user roles per each location:

- **Responsible:** This person is responsible for the data that is being collected and for filling in the questionnaire, then submitting it for review. This person is also responsible for responding to incoming sharing requests.
- **Reviewer:** This person reviews the Capabilities.

*For larger companies with an internal workflow it makes sense to have 2 different people. In smaller companies, these are often the same person.*

# Define Core and informational questions

In the questionnaire there are 2 types of questions:

- **Standard Profile** includes **Core questions**: these questions are highlighted with blue color in the questionnaire. It is important that you fill them in as they have an impact on the lane assessment.
- **Extended profile** includes **Informational questions**: these questions are not considered for the lane assessment, they provide additional information for your customers.

# Help Center

- If you have any further question, please visit our Help Center at

<https://validaide.zendesk.com/hc/en-us>

**Validaide**

**Thank you!**