



## USERGUIDE FOR USING THE WEB APPLICATION FOR COMPLYING WITH THE DOCUMENTATION REQUIRED IN OTHER EU COUNTRIES REGARDING POSTED DRIVERS

Before reading this guide, you should be become familiar with the obligations that certain EU Countries require to transport companies that post workers (drivers) to them. Otherwise, please read the information "*Further info*" at the website "*www.serviciosbagem.com*".

**FOR TRANSPORT COMPANIES WITH WORKERS (DRIVERS) POSTED TO OTHER E.U. COUNTRIES** (currently France and Italy)

You can register your Company:

- As "**carrier**" for managing your own data and documentation.
- As "**agent\_purchasing\_centre\_cooperative**" for registering clients and managing their data and documentation with each of them.

By registering here, your Company electronically hires the network of representatives of SERVICIOS BAGEM in the E.U. Countries where you send posted workers to, and you can make the required documents available to them by uploading them via the Internet to a server application.

User  Password

**Further information**

- The easiest way for complying with 2014/67/EU Directive for road carriers with posted workers to other EU Countries.
- When are workers supposed to be posted in Law sense?
- What is needed?
- What are the minimum labour conditions in France?
- What are the minimum labour conditions in Italy?
- Which are the documents and online "attestation" required in France?
- Which are the documents and the prior communication required in Italy?
- What to do if the ordinary hourly wage of the driver is below the minimum set forth in the other Country?
- Service fees
- How does the service work?
- How to hire the service?
- No minimum permanence period is required.
- When is it understood that the service is bee hired?
- The service will be extended to any other EU-Country that follow suit, pursuant Directive 2014/67/EU

### 1. How does it work?

Any Company can be registered as:

- "Carrier" for managing its own data and documentation and to comply with the legal requirements in the countries where it posts drivers to. The carrier has its own credential for login and managing its documentation.
- "Agent, Purchasing center, Cooperative" (hereinafter "agent") for registering and managing data and documentation of its customers. the "agent" can assign the credentials to clients to share work with them.

An "agent" can register "carriers" without limit and at any time assign them a credential, which in its turn each "carrier" can change at any time for security reasons. The "agent" can also record



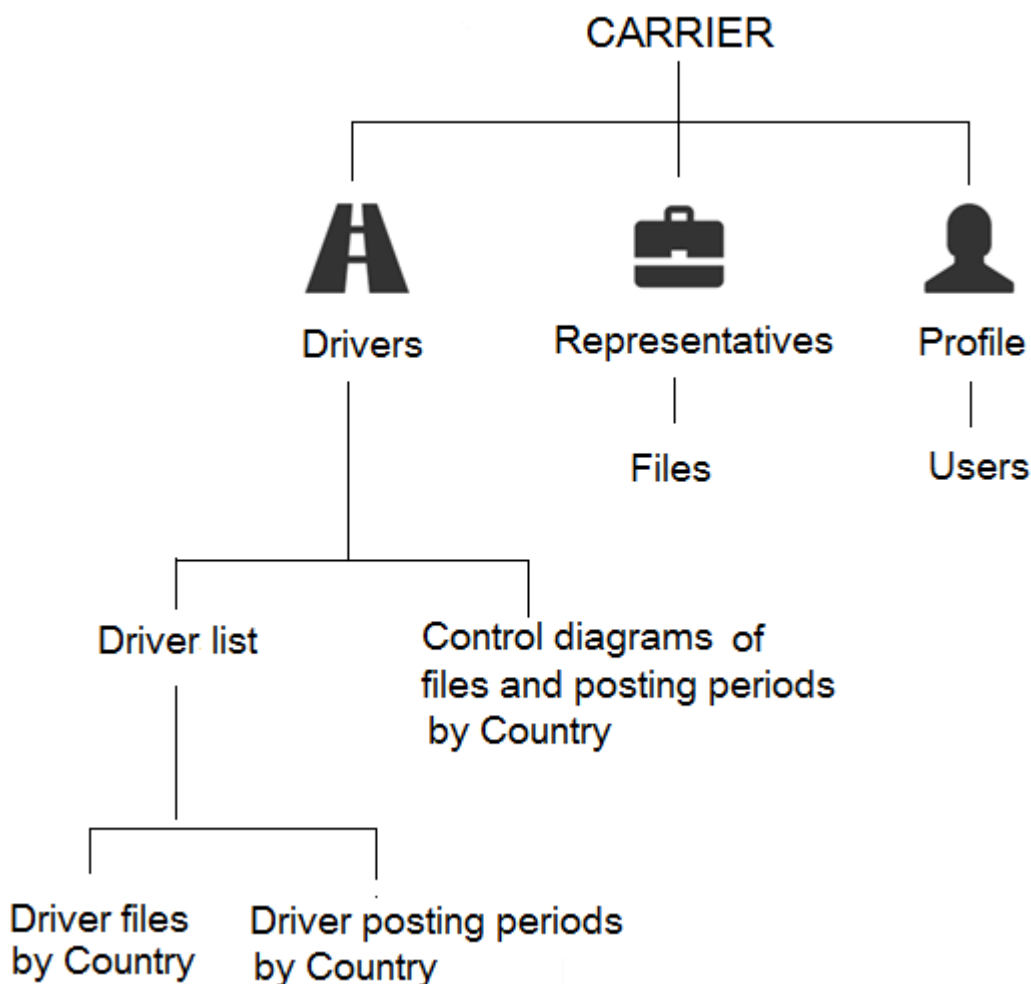
posted drivers, their posting times, as well as upload, update and delete data and documentation linked to the driver on behalf of its registered "carriers".

With the hiring of the service you will get what you need to fulfill the obligations of representation and documentation of the posted workers in the EU countries. Your company, by registering and uploading documents via internet, will have hired the service and will have its representatives in each EU host Country where drivers are posted to.

According to the Terms and Conditions of the contract this will be deemed accepted when the client had performed the following acts:

- Mark at the website the check-in box as sign of acceptance.
- Send identification details to server through the relevant Forms.
- Start effective use of the application for any country.

It shall be noted that the customer can end the contract at any time, what occurs automatically when the client stops using the service. It is not required any minimum permanence period.





## 2. Registration Form

You must select the type of account you want to create., either "carrier" or "agent".

Registration form for acting as...

Please select your user type

**Carrier**  
manage your own documentation  
Register

**Agent**  
manage your customer's documentation  
Register

User Access Company data Represented by

User ★  
Username

Password ★

Name ★  
Fullname

E-mail ★  
Email address to be used if you don't remember the PASSWORD

I have read and I accept the SERVICE CONDITIONS for users' new registrations ★

→ Next step: set company data

Required fields: ★

## 3. Acces to the application (login)

For "login" you can use “**1** username” and “**2** password” chosen as credential at the registration Form or its subsequent ones (account administrator credential), or any other additional credential created with it for other persons as employees or collaborators which are simple user credential (see point 8 of this guide)

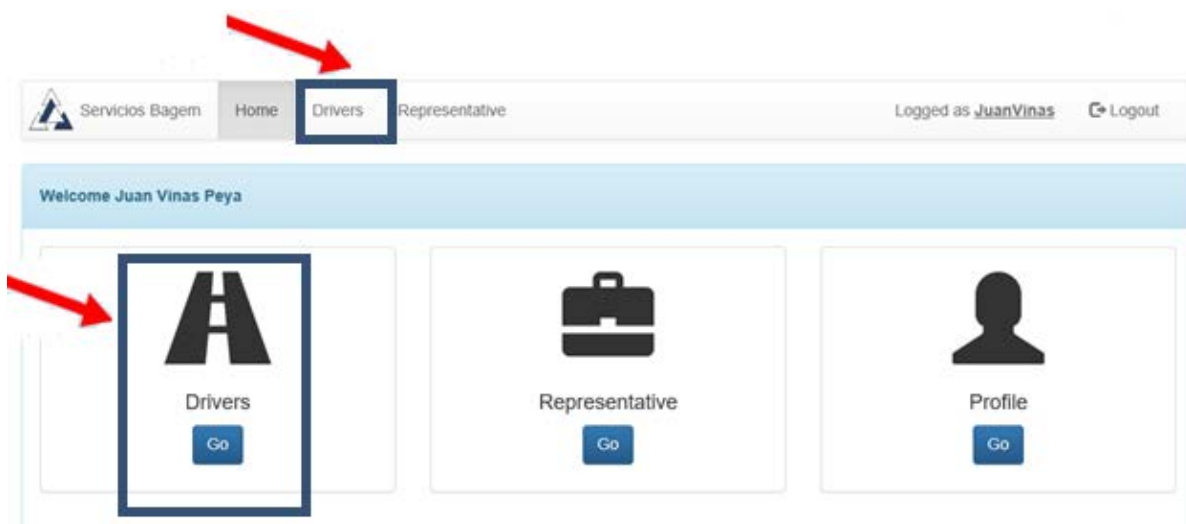


4 If you do have forgotten your password you can request a new one by entering your username. You will receive an email to the address that you indicated when registering with a link to the SERVICIOS BAGEM server "[www.serviciosbagem.EU-bagem.com](http://www.serviciosbagem.EU-bagem.com)". As you can see, the domain is "EU-bagem.com" and the link leads to a window where you can enter your new password with which you can login from now on.

It is important that the email address is correct because it is the means of communication used by the application for notifications and incidents

#### 4. Driver registration of drivers and their associated documentation

After login at "Home" you select "Drivers" or select tab.



The pop up a window has two tabs:




The "Driver list" tab where from you can:

 Register new driver.

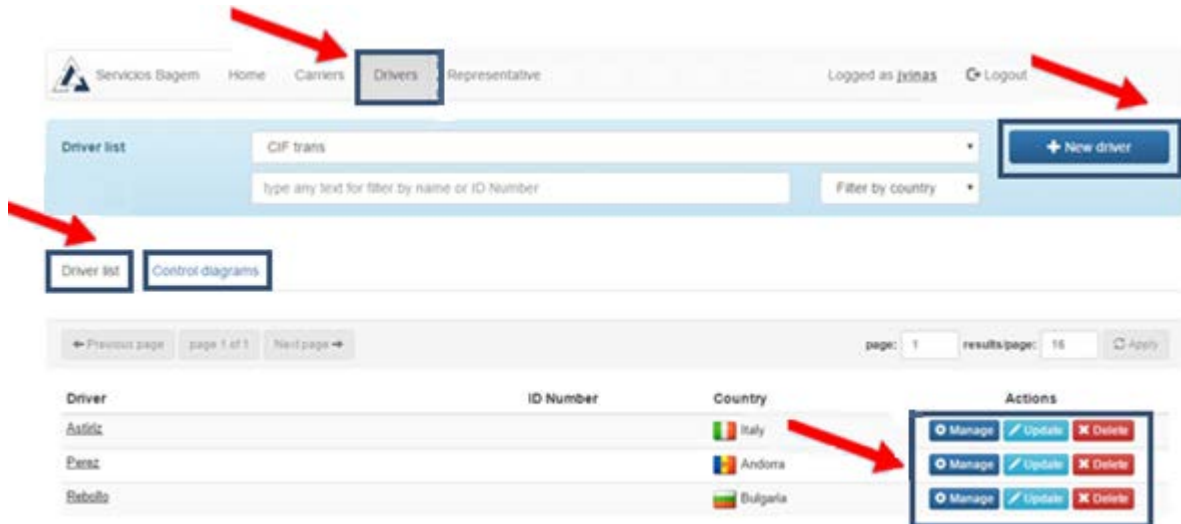
 Remove selected registered driver




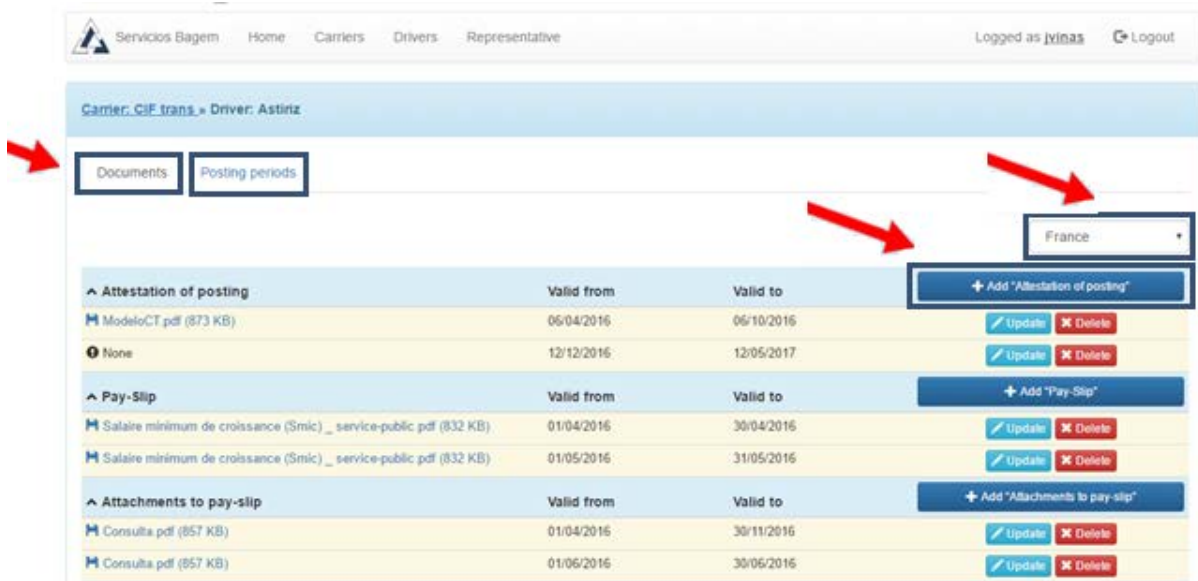
 Update Change selected driver details

 Manage Manage documents linked to a selected driver and its posting period in every EU host Country.

**Control diagrams** "Control diagrams" tab is explain in point 6 of this guide.



Clicking on "manage"  bottom of a driver's from "Drivers list" tab leads to the following window...



...with the following tabs:

**Documents** "Documents" for uploading/downloading the required documents linked to the selected driver

**Posting periods** "...Posting periods" for managing the posting periods of the selected driver in other host EU Country. They are explained with more detail in point 5 of this guide.



## 5. Documents linked to a driver

On every driver "*Documents*" tab Documents, the user can upload documents linked to the driver on the server in PDF format, accordingly to every EU host Country.

Documents are recorded with their "*validity period*" (start and end dates) for being shown in "*Control diagrams*"

It is important to record the period of validity of each document uploaded to server because doing so is the only way to know through "*control diagrams*" at a glance if they provide a complete coverage of posting periods of the driver as well as when they have to be renewed.

## 6. Record of posting periods

On every driver "*Posting periods*" tab Posting periods, the user can record his "*posting periods*" with their start and end dates. A same "*posting period*" can include several trips. For example, if a driver travels to the same host Country continuously, he /she can record an open posting period, with no end date, to cover many of them until it is appropriated closing it.

It is important to fill in the "*Posting periods*" of each driver and Country, since, entering their start and end dates, you can verify with "*control diagrams*" if the documentation uploaded to the server covers those, using the appropriate filters.

Destination	Start date	End date	Country	Actions
n	01/04/2016		France	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Document list</a>

Open Posting Period

## 7. Diagramas de control

At "*control diagrams*" tab Control diagrams you can visualize, for each driver and Country, if the documentation uploaded to server covers his "*posting periods*". At this tab you can manage "*documentation*" and "*posting periods*".

This control with its filters will only be useful if the "*posting periods*" of each driver have been fulfilled.

**Green bars** indicate the *documentation* linked to the driver and their *validity periods*. When there are no *documents* the space is empty.

**Orange lines** indicate the "*posting periods*" linked to the driver and their *validity periods*. When there are no "*posting periods*" the space is empty



- 1 Dropdown list for selecting Country.
- 2 Dropdown list for filtering kinds of documents.
- 3 Dropdown list for selecting drivers.
- 4 Dropdown list for selecting special searches, as for selecting document expiration terms. For example, viewing documents that expire within next week.

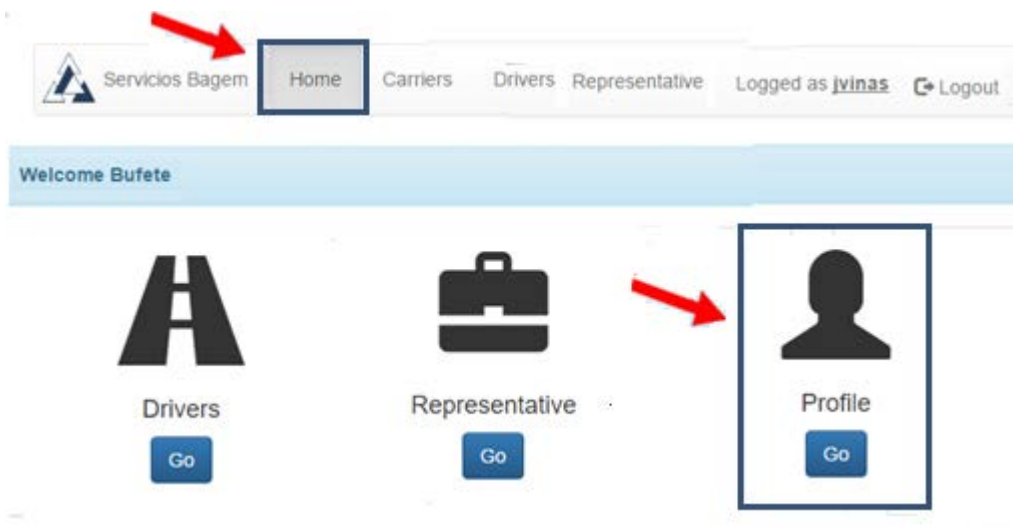
## 8. Representatives

The management of the resident representatives in the EU Countries where the postings take place, who act as a "liaison" between the "carrier" and the authorities of these Countries, is carried out by SERVICIOS BAGEM on behalf of the relevant carrier. The representation agreement deed is uploaded by SERVICIOS BAGEM to the server available to the "carrier".

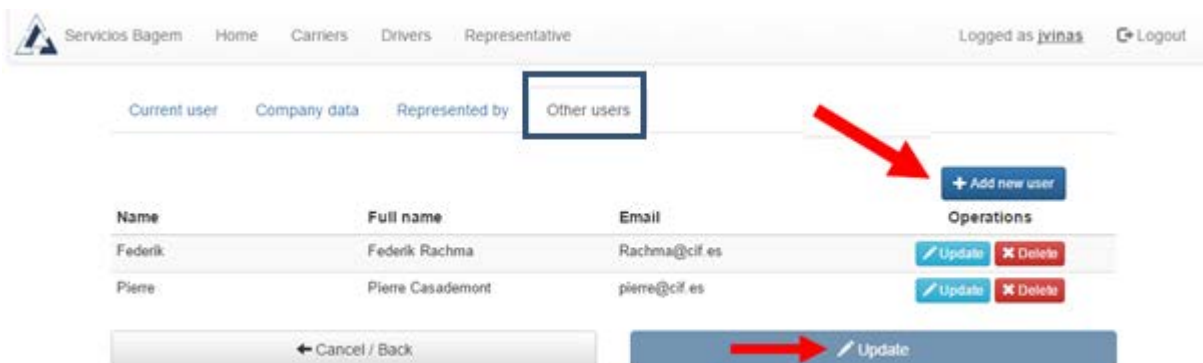


The documentation associated to posted drivers is available to the representative of the host Country during the period required in that Country by Regulation after the end of the posting period (18 months in France, 24 months in Italy)

## 9. Profile - Account administrator and other user credentials



The "credential" (name and passwords) with which the account is "registered" is that of the account administrator. With it you can create other "credentials" to assign to other users on the same account, you can run any action with respect to such account, except create new "credentials" because they are not administrators.



These other non-admin users can also manage all driver data, carrier files and "posting periods". It is advisable that each user of the account uses their own "credential" so the server will record in a "log" user activity performed by user.

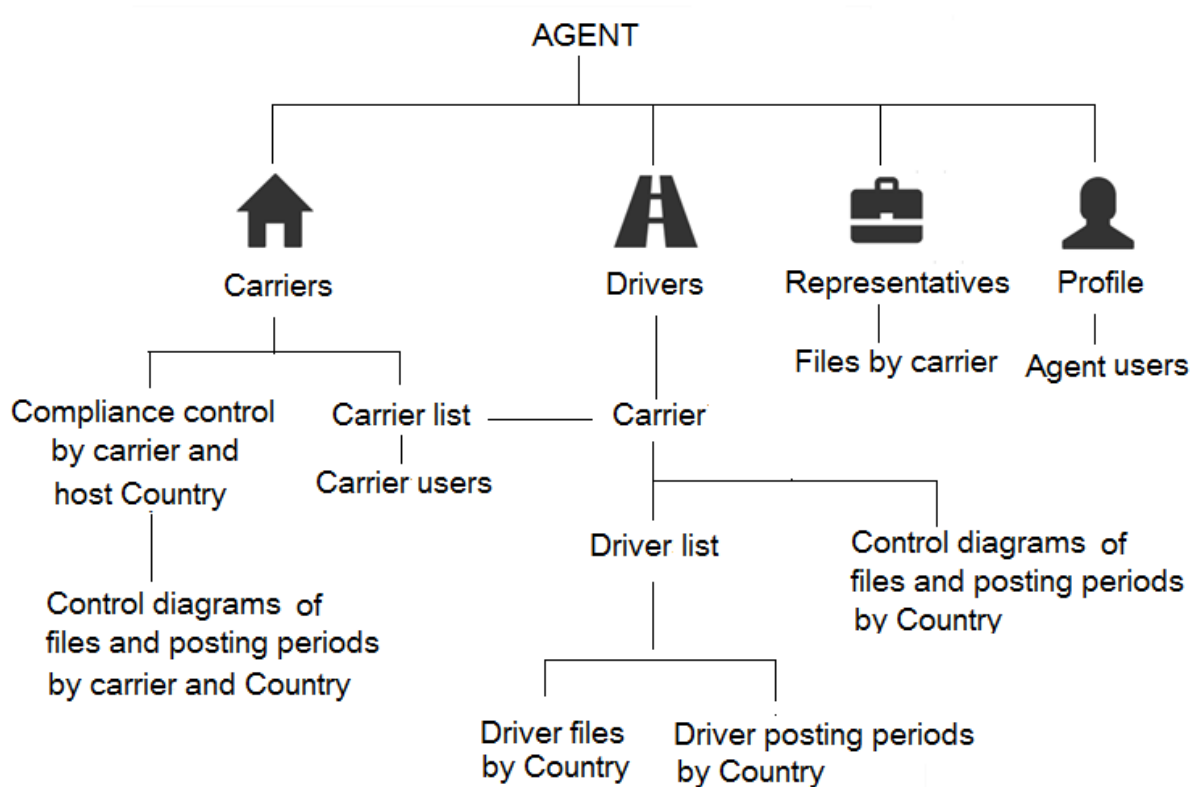




## 10. Registering as "agent"

Users who register as "agents" have the same functionalities as the "carriers" plus the ability to register and manage their customers as "carriers" and assign them "credentials" (username and password) to share management with each of them.

SERVICIOS BAGEM provides "agents" with an independent sub-domain on the server for their landing page to the application. So it can be customized with their own logo and image. By this way agent's clients will access to server, either through a "link" on agent's website or directly to the sub-domain. However, at the bottom of the page it is shown that the service is provided by "SERVICIOS BAGEM" and that CIF, SL, has developed the application.



## 11. Agents can register and manage all their client's documentation, but clients can only access to their own one

An "agent" may register and manage its "carrier" customers without any limit and at any time provisionally assign them "credentials" (username and password), which in turn the "carrier" may change for safety reasons.

The "agent" can also record posted drivers of the "carriers" they have registered, their "posting periods", as well as uploading, updating and deleting data and "documentation" associated to drivers.

On the contrary, each "carrier" with its "credential" only has access to its own data and documents.



## **12. Account administrator and other account users**

The user who has registered as "agent" becomes the account administrator. The "credential" for a "carrier" registered by and "agent" becomes the account administrator of the carrier. Each one of them can within its respective scope, create other "credentials" (name and password) for other users of the respective account, which are for employees and collaborators. These other users can also manage all the data and files of the account, but as they are not its administrators, they can't create new credentials. It is recommended that each employee uses their own credential so that the server can record his activity as a user.

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