

Login to the booking system

1. After having logged in, you can check your company details, such as notifications, address and billing data, under 'My company'.

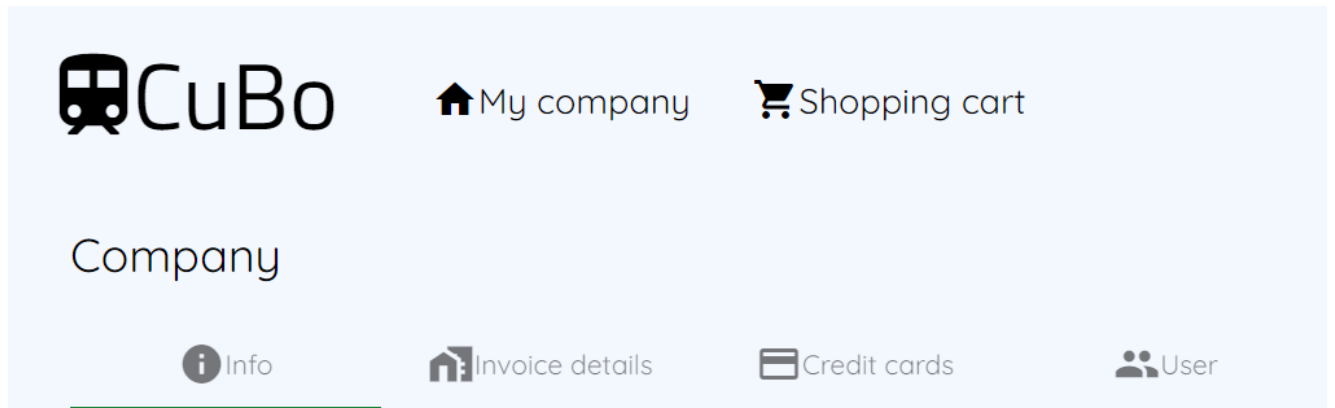


Image 1: Company details

2. From the 'Users' tab you can add your co-workers and dispatchers.

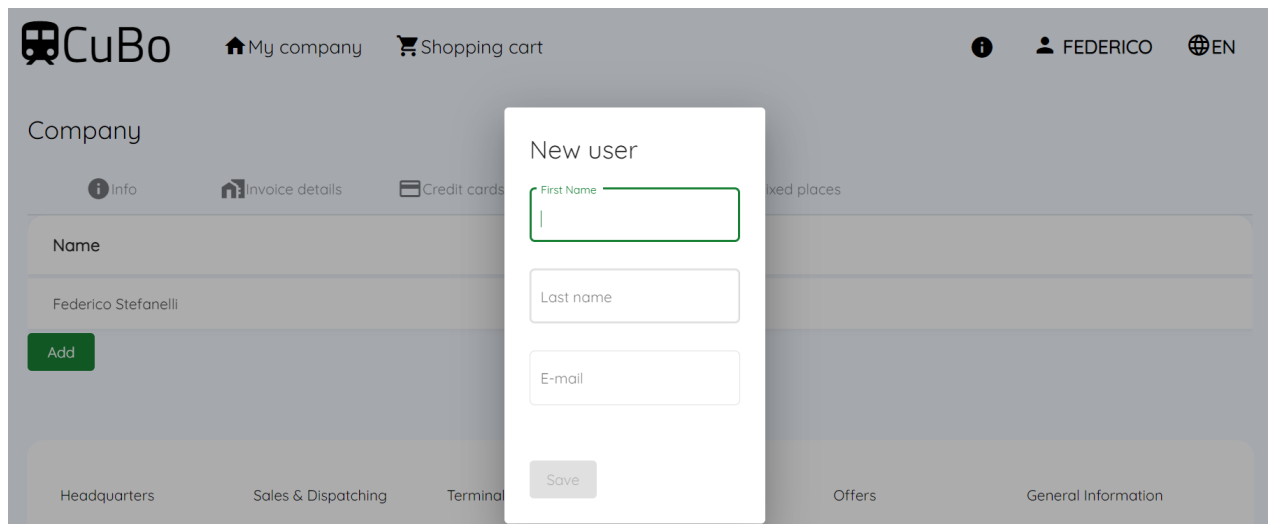
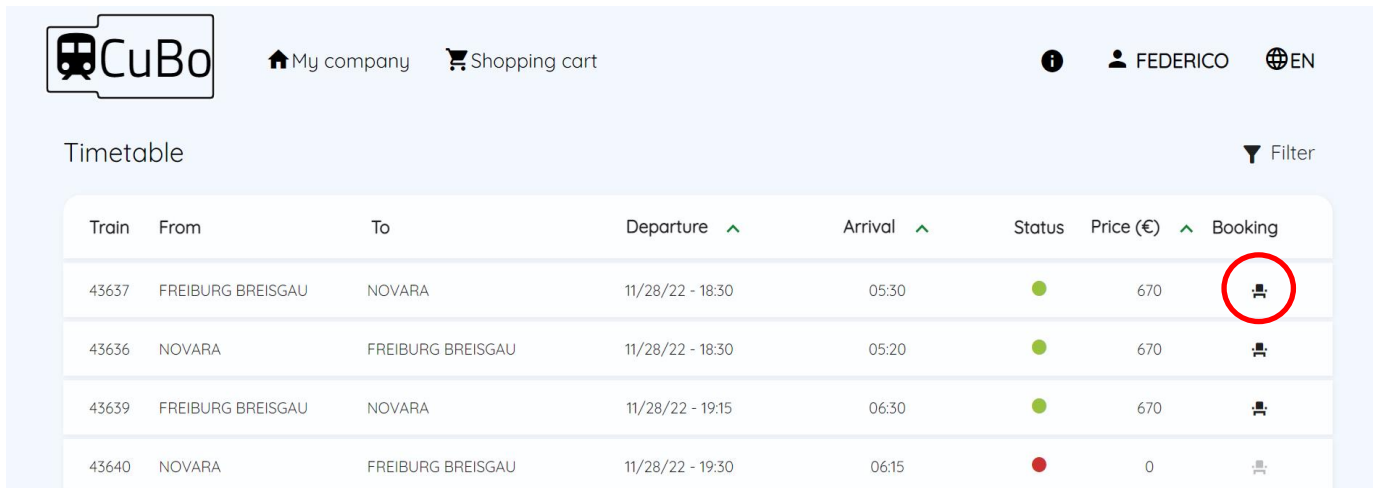


Image 2: Create a User

Booking

<https://cubo.ralpin.com>

1. After you have logged in, the timetable summary page will open. You can select the desired train by clicking on the chair symbol (see image 3).







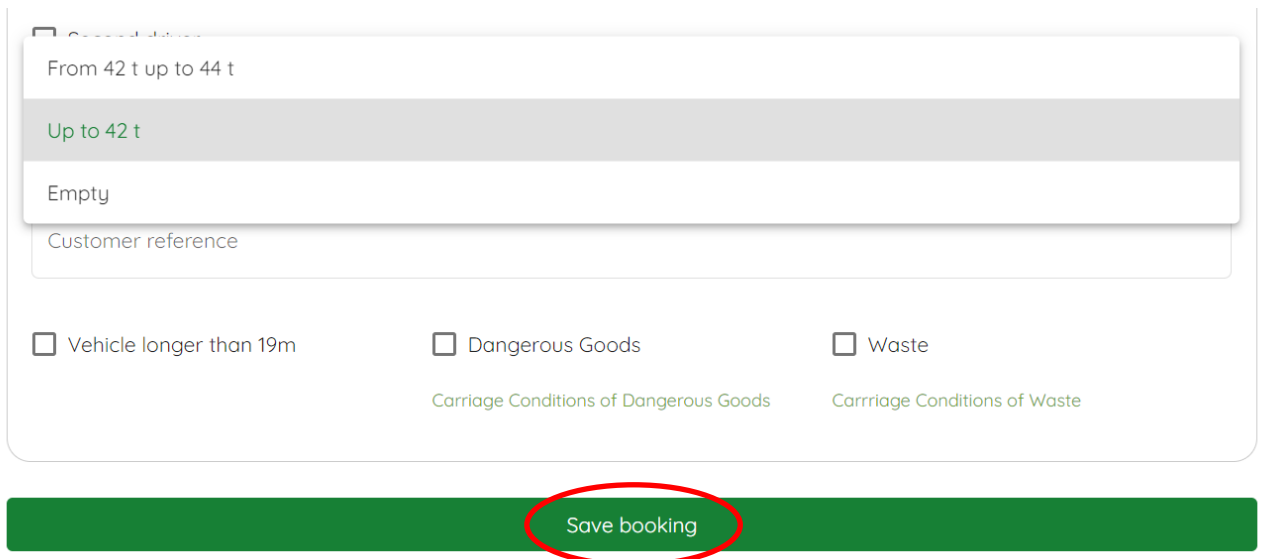
Train	From	To	Departure	Arrival	Status	Price (€)	Booking
43637	FREIBURG BREISGAU	NOVARA	11/28/22 - 18:30	05:30	●	670	
43636	NOVARA	FREIBURG BREISGAU	11/28/22 - 18:30	05:20	●	670	
43639	FREIBURG BREISGAU	NOVARA	11/28/22 - 19:15	06:30	●	670	
43640	NOVARA	FREIBURG BREISGAU	11/28/22 - 19:30	06:15	●	0	

Image 3: Timetable overview

2. From here (see image 4) it is possible to select the booking details and eventual additional services, e.g. second driver, dangerous goods or empty truck.



From 42 t up to 44 t

Up to 42 t

Empty

Customer reference

Vehicle longer than 19m

Dangerous Goods

Waste

Carriage Conditions of Dangerous Goods

Carriage Conditions of Waste

Save booking

Image 4: Window for booking details

- Once you have clicked on 'save booking', the shipment will be added to the shopping cart 'Shipments in shopping cart'.

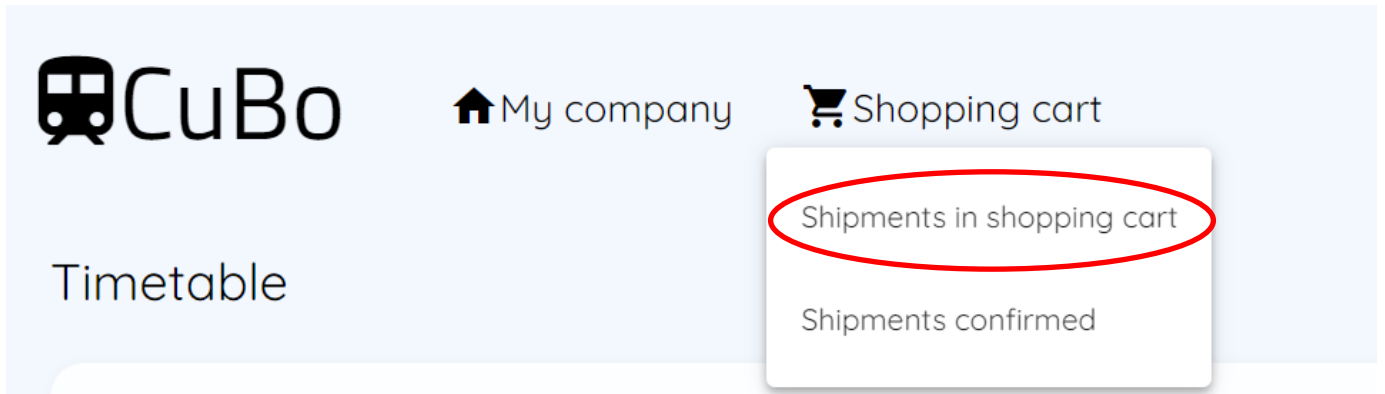


Image 5: Recall to the shopping cart

- In the shopping cart it is possible to modify the saved bookings and to proceed with the payment

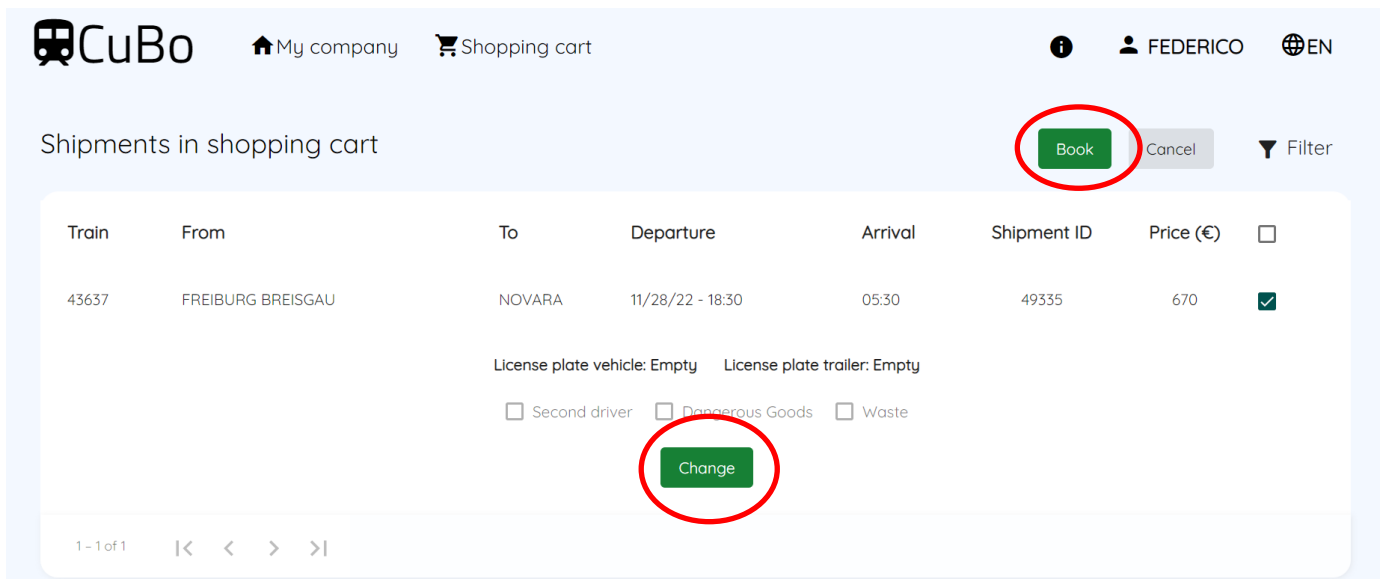


Image 6: Finishing of the booking process

5. Once you have paid by credit card it is possible to save the card details

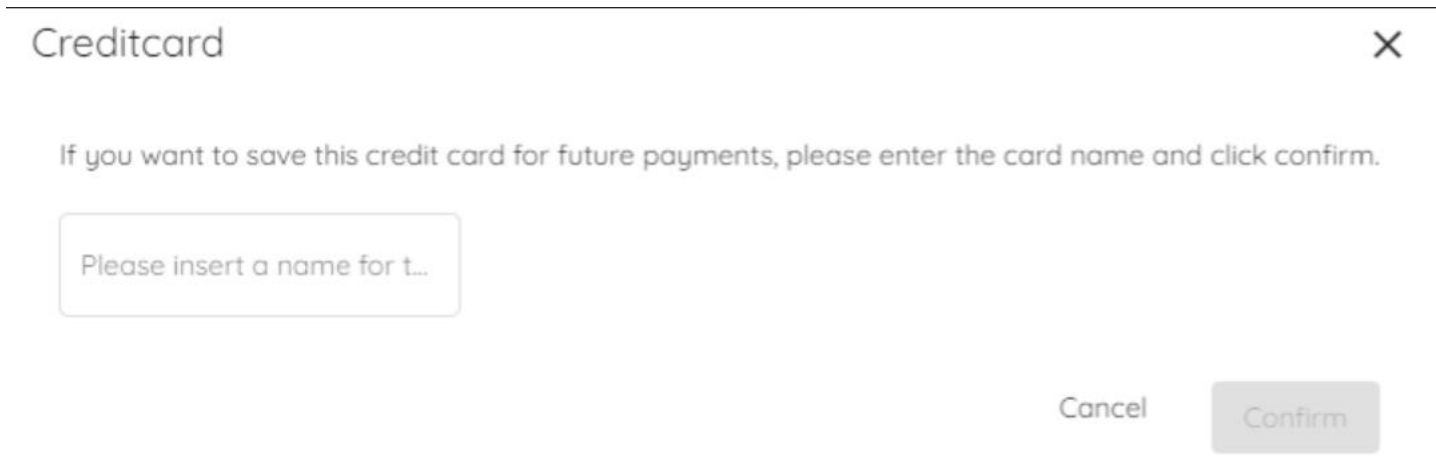


Image 7: Saving of credit card data

6. After payment and confirmation of shipment, you can view and modify your booking under 'Shipments confirmed'.

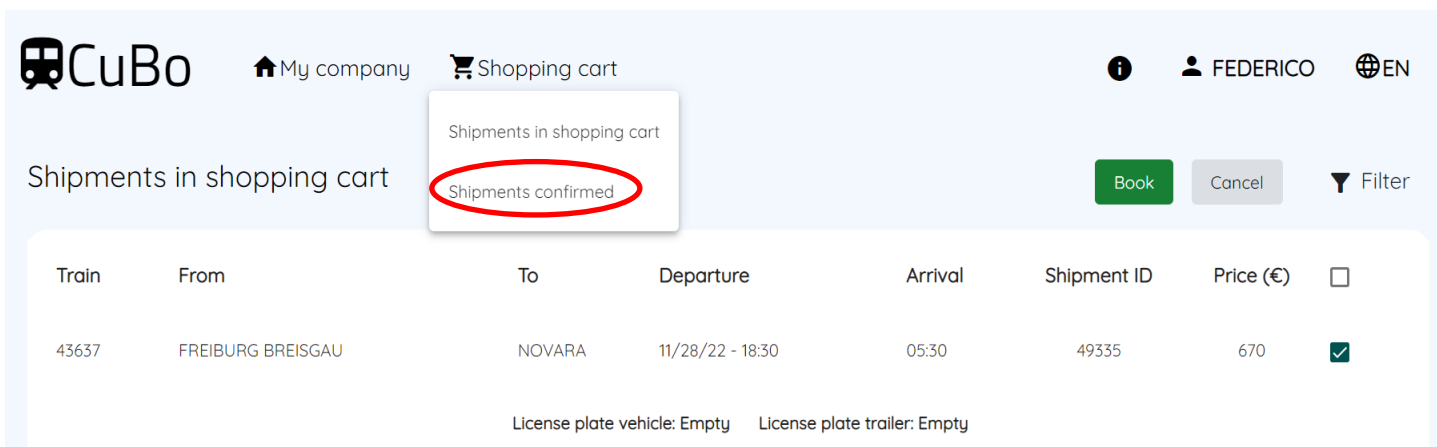


Image 8: Shipments confirmed