

INSTRUÇÕES REGISTOS LONDRES/ REINO UNIDO



INDEX

1 - REGISTO ULEZ	2
2 - REGISTO DVS	7
3 - REGISTO COVID REINO UNIDO	12
(FORMULÁRIO DE LOCALIZAÇÃO DE PASSAGEIROS)	



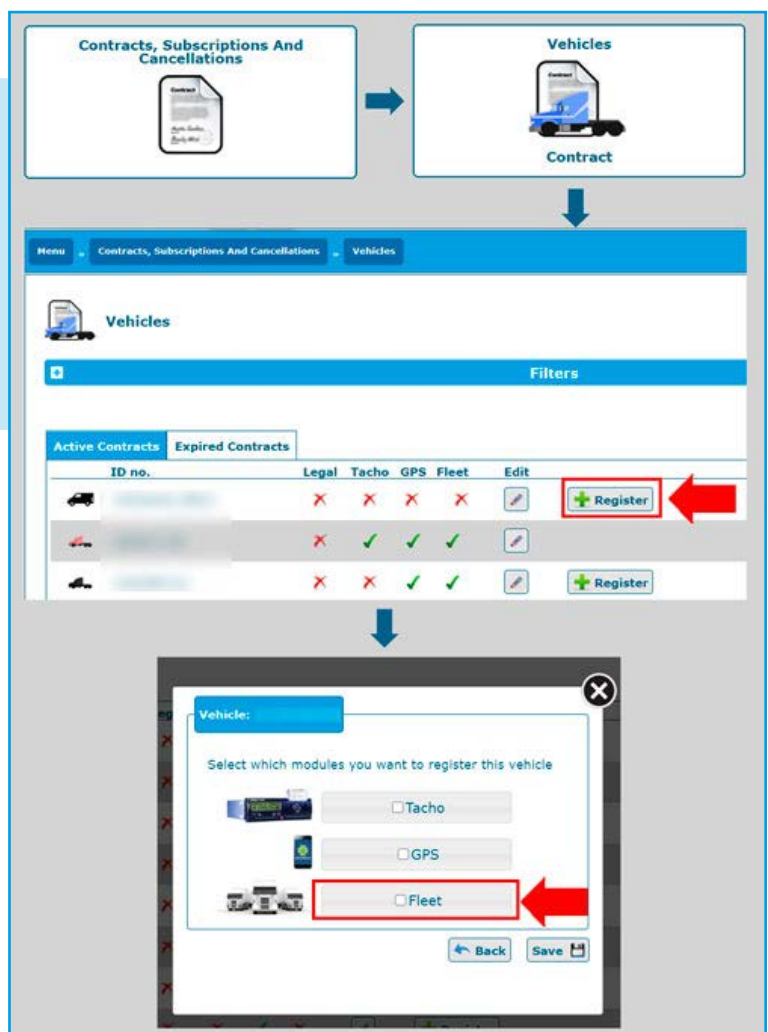
1. REGISTO ULEZ

DEVE TER PADRÕES DE EMISSÃO EURO 6 PARA REGISTRAR.

Os registros da ULEZ estão vinculados aos veículos, por isso é imprescindível ter esses veículos contratados para o módulo **Fleet Manager**, deve preencher as informações do seu veículo para se cadastrar. Os registros ulez podem demorar até 10 dias a ficar disponíveis (geralmente disponíveis em 2-3 dias)

PASSO 1: CONTRATE O FLEET MANAGER

Para contratar o **"Fleet Manager"** (**"Gestão de Frotas"**), a partir menu principal clique em **"Contratos, gestão de baixas e renovações"** » **"Histórico do Veículo"**, clique em **"Registrar"** e ative a opção **"Fleet"**, depois guardar.



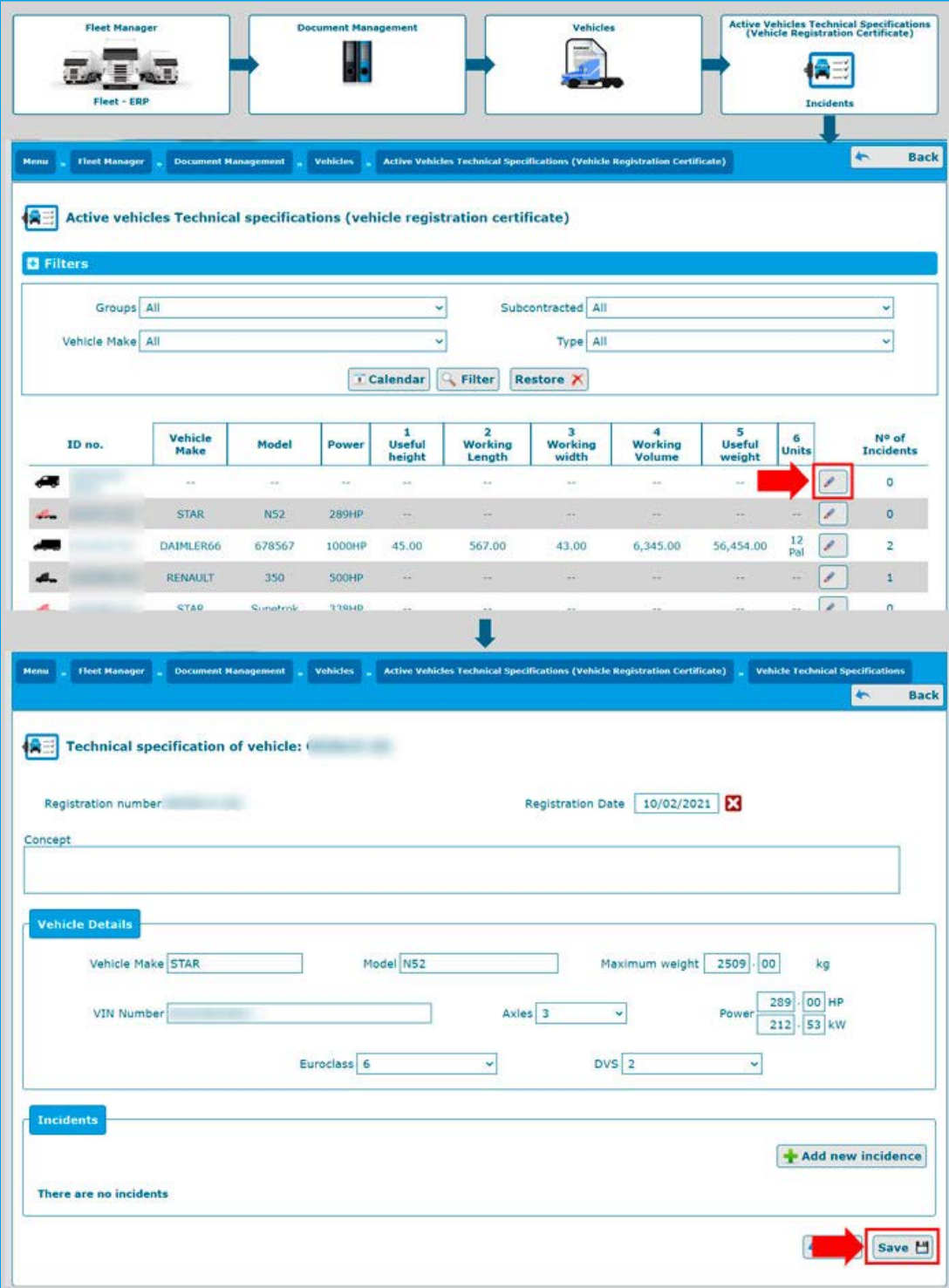
The screenshot illustrates the steps to register a vehicle for the Fleet Manager module. It shows the navigation from the 'Contracts, Subscriptions And Cancellations' menu to the 'Vehicles' section. A table of vehicles is displayed with columns for 'Legal', 'Tacho', 'GPS', and 'Fleet'. A red arrow points to the '+ Register' button for a specific vehicle. Below the table, a modal window titled 'Vehicle:' is shown with checkboxes for 'Tacho', 'GPS', and 'Fleet'. A red arrow points to the 'Fleet' checkbox, indicating it should be selected. The 'Save' button is also visible at the bottom of the modal.

ID no.	Legal	Tacho	GPS	Fleet	Edit	Register
[blurred]	X	X	X	X	[edit icon]	+ Register
[blurred]	X	✓	✓	✓	[edit icon]	
[blurred]	X	X	✓	✓	[edit icon]	+ Register

1. REGISTO ULEZ

PASSO 2: PREENCHA OS DADOS TÉCNICOS DO VEÍCULO

A partir do menu principal, clicar em **"Gestão de frotas" » "Manutenção e documentação" » "Veículos" » "Dados técnicos de veículos em vigor (incidências)"** e **selecione o lápis (para editar), clique e complete a informação do veículo, para finalizar faça guardar.**



Active vehicles Technical specifications (vehicle registration certificate)

Filters

Groups: All | Subcontracted: All | Vehicle Make: All | Type: All

Calendar | Filter | Restore

ID no.	Vehicle Make	Model	Power	1 Useful height	2 Working Length	3 Working width	4 Working Volume	5 Useful weight	6 Units	Nº of Incidents
...	STAR	N52	289HP	0
...	DAIMLER66	678567	1000HP	45.00	567.00	43.00	6,345.00	56,454.00	12 Pel	2
...	RENAULT	350	500HP	1
...	STAR	Sinetrek	1384HP	0

Technical specification of vehicle:

Registration number: ... | Registration Date: 10/02/2021

Concept: ...

Vehicle Details

Vehicle Make: STAR | Model: N52 | Maximum weight: 2509.00 kg

VIN Number: ... | Axles: 3 | Power: 289.00 HP / 212.53 kW

Euroclass: 6 | DVS: 2

Incidents

There are no incidents

+ Add new incidence

Save

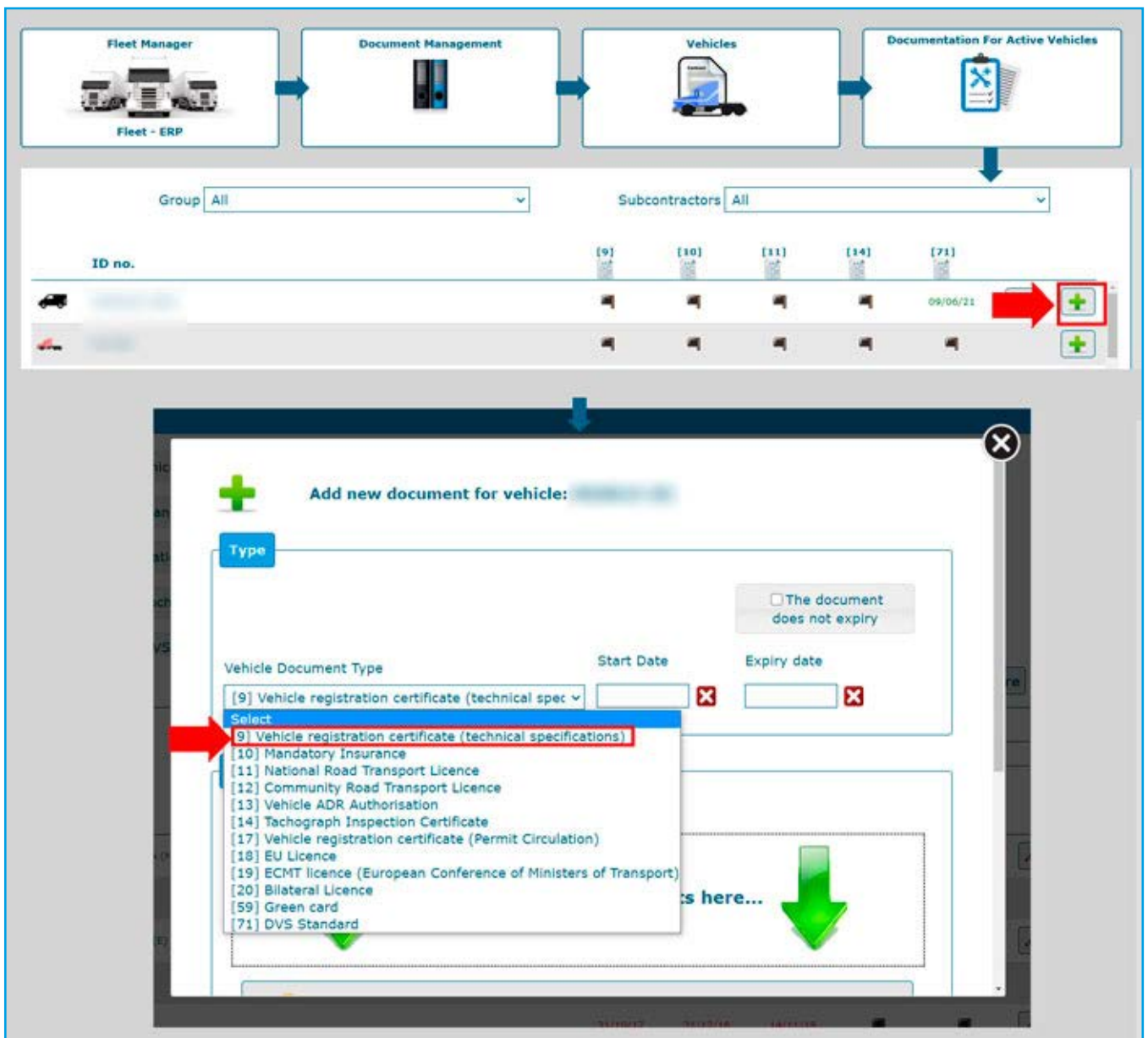
1. REGISTO ULEZ

PASSO 3: CARREGAR DOCUMENTOS DE SUPORTE

A partir do menu principal, clicar em **" Gestão de frotas" »" Manutenção e documentação "» "Veículos" »" Dados técnicos de veículos em vigor**

Clique no sinal + do veículo e selecione o tipo de documento:

- [9] Ficha técnica [para o registo ULEZ]] **[NOTA: Se tem mais do que um documento para a especificação técnica / detalhes de registo, incluída na norma de emissão Euro, crie um documento ÚNICO e carregue-o . É obrigatório que o documento mostre o padrão da emissões Euro]**
- Complete a "data de inicio" . Coloque um visto na caixa (o documento não caduca). De seguida arraste e solte o documento ou selecione-o. A continuação, arraste e suelte su documento



The screenshot illustrates the software interface for document management. At the top, a navigation bar shows four main sections: Fleet Manager (Fleet - ERP), Document Management, Vehicles, and Documentation For Active Vehicles. Below this, there are filters for 'Group' (set to 'All') and 'Subcontractors' (set to 'All'). A table lists vehicles with columns for ID no., [9], [10], [11], [14], and [71]. A red arrow points to a green plus sign (+) in the rightmost column of the first row, indicating the action to add a document.

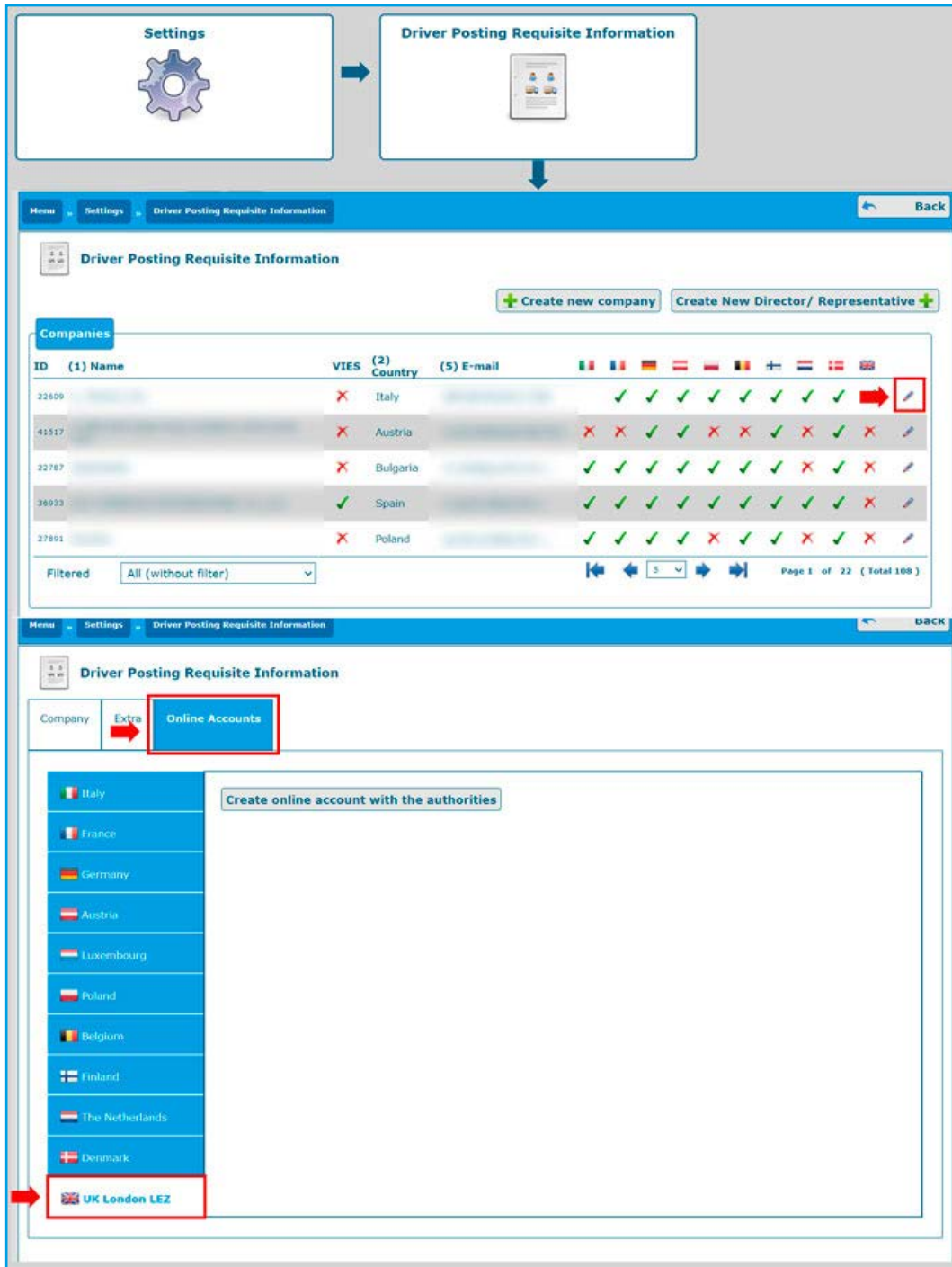
The second part of the screenshot shows a modal window titled 'Add new document for vehicle:'. It features a 'Type' dropdown menu with a list of document types. A red arrow points to the first option: '[9] Vehicle registration certificate (technical specifications)'. Other options include Mandatory Insurance, National Road Transport Licence, Community Road Transport Licence, Vehicle ADR Authorisation, Tachograph Inspection Certificate, Vehicle registration certificate (Permit Circulation), EU Licence, ECMT licence, Bilateral Licence, Green card, and DVS Standard. The form also includes fields for 'Start Date' and 'Expiry date', each with a red 'X' icon, and a checkbox for 'The document does not expiry'. A large green arrow points downwards at the bottom of the modal.

1. REGISTO ULEZ

PASSO 4: CRIAR CONTA NAS AUTORIDADES DO REINO UNIDO PARA A ZONA DE BAIXAS EMISSÕES

A partir do menú principal, clique em **"Configurações" » "Certificados de Empresas e representantes"**

No campo **"Empresas"**, clique no lápis (para editar). De seguida seleccione o separador **"Uso online"**, seleccione Reino Unido, clique em **"Solicitar criação de empresa"**, e siga os passos que aparecem no ecrã, No final Guarde.



The screenshot shows the 'Driver Posting Requisite Information' screen. At the top, there are two boxes: 'Settings' (with a gear icon) and 'Driver Posting Requisite Information' (with a document icon). Below these is a navigation bar with 'Menu', 'Settings', and 'Driver Posting Requisite Information', and a 'Back' button. The main content area is titled 'Driver Posting Requisite Information' and contains a table of companies. The table has columns for ID, Name, VIES, Country, and E-mail. A red box highlights the edit icon (pencil) for the first company (ID 22609, Italy). Below the table, there are navigation controls and a 'Filtered' dropdown. The bottom part of the screenshot shows the 'Online Accounts' tab selected, with a list of countries. A red box highlights 'UK London LEZ' at the bottom of the list.

ID	(1) Name	VIES	(2) Country	(5) E-mail	IT	FR	DE	ES	PL	UK	DK	SE	NO	FI	BE	LU	PT	GR	IE	
22609		X	Italy		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
41517		X	Austria		X	X	✓	✓	X	X	✓	X	✓	X	✓	X	✓	X	✓	X
22787		X	Bulgaria		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
36933		✓	Spain		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27891		X	Poland		✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Filtered: All (without filter) Page 1 of 22 (Total 108)

Company: **Online Accounts**

- Italy
- France
- Germany
- Austria
- Luxembourg
- Poland
- Belgium
- Finland
- The Netherlands
- Denmark
- UK London LEZ**

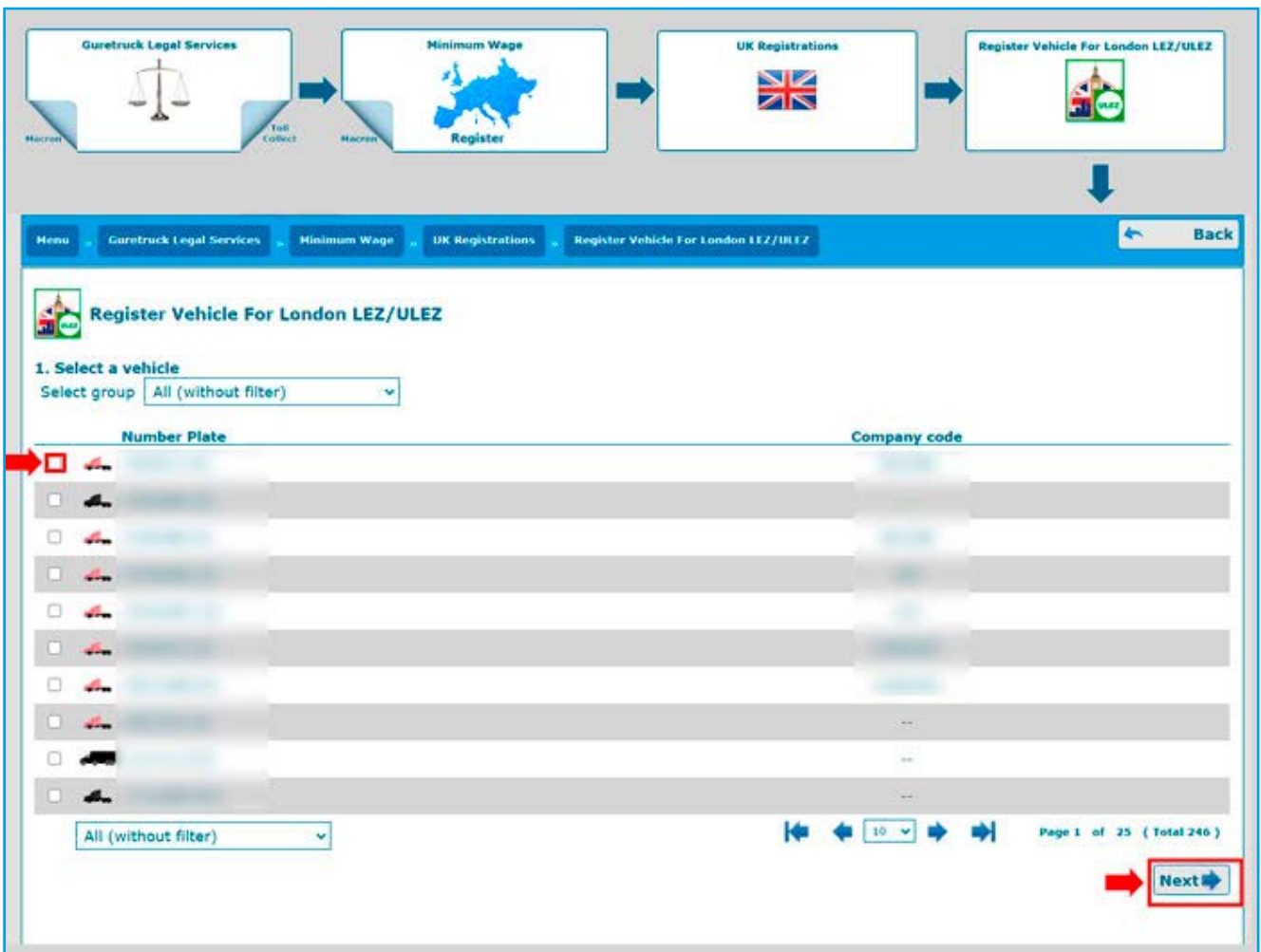
1. REGISTO ULEZ

PASSO 5: REGISTRAR O VEÍCULO PARA A ZONA DE EMISSÕES ULTRA BAIXAS DE LONDRES (ULEZ)

A partir do menú principal, clique em "**Serviços legais Guretruck**" » "**Salário Mínimo-Registos**" » "**KENT ACCESS PERMIT**" » "**Novo certificado Londres LEZ/ ULEZ**".

NOTA: O VEÍCULO DEVE TER COMO PADRÃO MÍNIMO EURO 6 PARA QUE O POSSA REGISTRAR.

Siga os passos que aparecem no ecrã



The screenshot displays the 'Register Vehicle For London LEZ/ULEZ' interface. At the top, a navigation bar shows the path: Menu > Guretruck Legal Services > Minimum Wage > UK Registrations > Register Vehicle For London LEZ/ULEZ. Below the navigation bar, the title 'Register Vehicle For London LEZ/ULEZ' is displayed. The main content area is titled '1. Select a vehicle' and includes a 'Select group' dropdown menu set to 'All (without filter)'. Below this, there is a table with two columns: 'Number Plate' and 'Company code'. The table contains several rows of vehicle data, each with a checkbox on the left. A red arrow points to the first checkbox. At the bottom of the table, there is a 'Next' button with a right-pointing arrow, also highlighted with a red arrow. The bottom of the screen shows a pagination bar with 'Page 1 of 25 (Total 246)' and a 'Next' button.



2. REGISTO DVS

DEVE TER UMA QUALIFICAÇÃO DVS DE 1 A 5 ESTRELAS PARA PODER REGISTRAR O VEÍCULO.

Se ainda possui a sua certificação DVS , deverá contactar o fabricante da viatura, para solicitar a qualificação DVS do veículo. Abaixo encontra os dados de contacto dos fabricantes ;

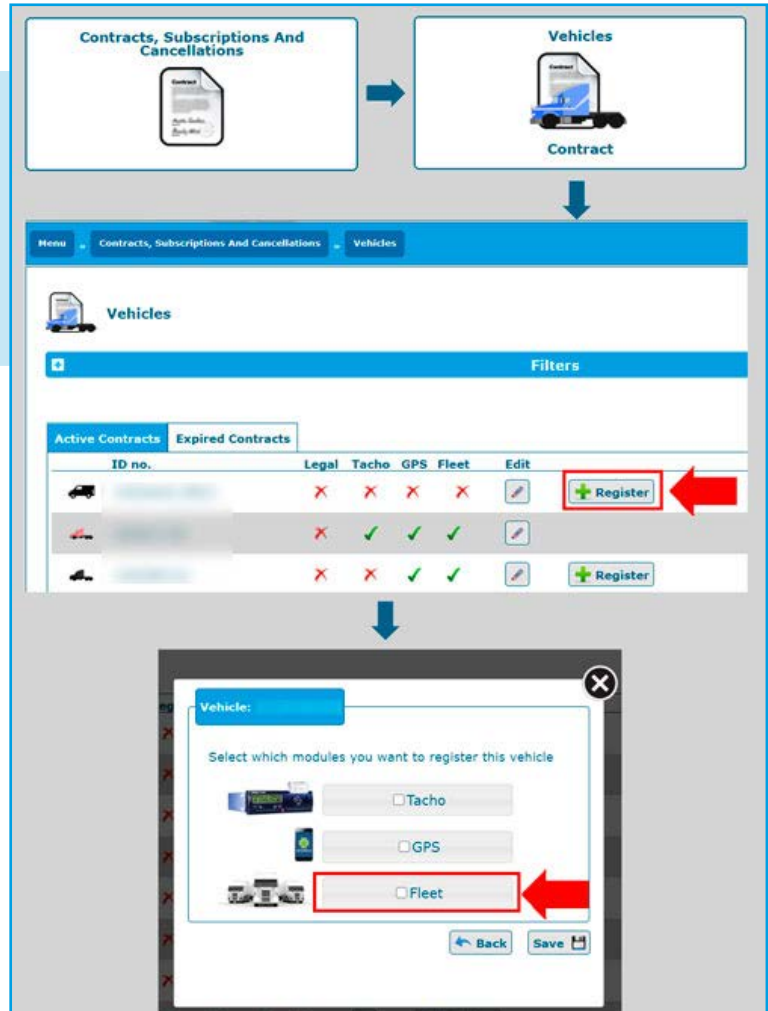
FABRICANTE	EMAIL/FORMULÁRIO ON LINE
DAF	ukwvta@daftrucks.com
MAN	salesengineering@man.eu
RENAULT	dvs@renault-trucks.com
SCANIA	product.engineeringuk@scania.com
VOLVO	dvs@volvo.com
MERCEDES-BENZ	kevin.storey@daimler.com
IVECO	productengineering@iveco.com

Os registos de DVS estão vinculados aos veículos, pelo que é imprescindível ter os veículos contratados no módulo " Gestão de frotas " ("Fleet Manager") deverá completar a informação do seu veículo para efetuar o registo. **Os registos DVS podem demorar até 10 días (geralmente ficam disponíveis em en 2-3 días)**

2. REGISTO DVS

PASSO 1: CONTRATAR " GESTÃO DE FROTAS " (FLEET MANAGER)

Para contratar o **"Fleet Manager"** (**"Gestão de Frotas"**), a partir menu principal clique em **"Contratos, gestão de baixas e renovações"** » **"Histórico do Veículo"**, clique em **" Registrar"** e ative a opção **"Fleet"** , depois guardar.



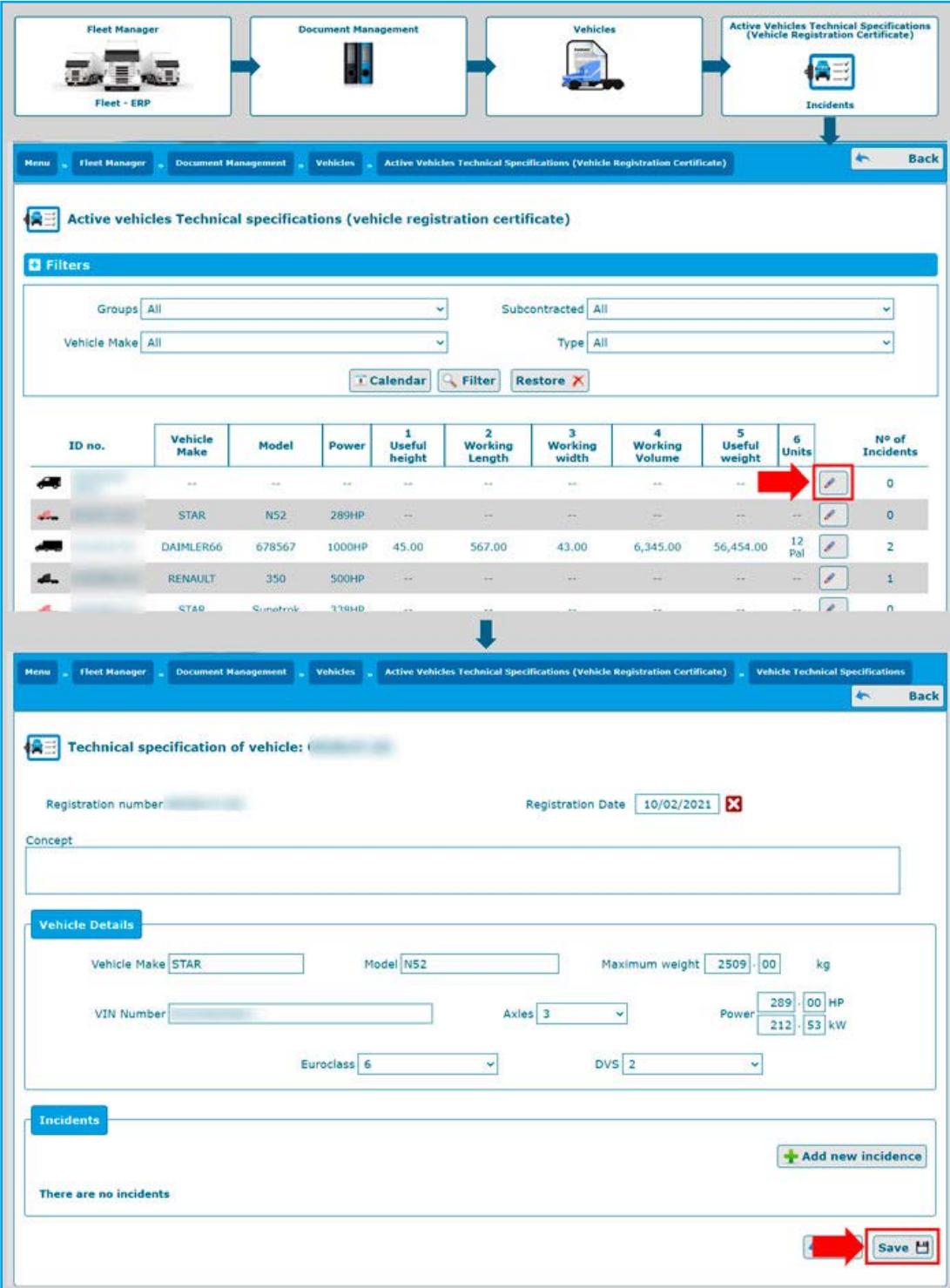
The screenshot illustrates the steps to register a vehicle with the Fleet Manager module. It shows the navigation from the 'Contracts, Subscriptions And Cancellations' menu to the 'Vehicles' section. A table of vehicles is displayed, with a red box highlighting the '+ Register' button for a specific vehicle. Below the table, a modal window titled 'Vehicle:' is shown, where the user can select which modules to register for the vehicle. The 'Fleet' checkbox is highlighted with a red box and a red arrow, indicating it should be selected. The 'Back' and 'Save' buttons are also visible at the bottom of the modal.

ID no.	Legal	Tacho	GPS	Fleet	Edit	Register
[blurred]	X	X	X	X	[edit icon]	+ Register
[blurred]	X	✓	✓	✓	[edit icon]	
[blurred]	X	X	✓	✓	[edit icon]	+ Register

2. REGISTO DVS

PASSO 2: PREENCHA OS DADOS TÉCNICOS DO VEÍCULO

Apartir do menu principal, clicar em **"Gestão de frotas" » "Manutenção e documentação" » "Veículos" » "Dados técnicos de veículos em vigor (incidências)"** e **selecione o lápis (para editar), clique e complete a informação do veículo, para finalizar faça guardar.**



Active vehicles Technical specifications (vehicle registration certificate)

Filters

Groups: All | Subcontracted: All | Vehicle Make: All | Type: All

Calendar | Filter | Restore

ID no.	Vehicle Make	Model	Power	1 Useful height	2 Working Length	3 Working width	4 Working Volume	5 Useful weight	6 Units	Nº of Incidents
	STAR	N52	289HP							0
	DAIMLER66	678567	1000HP	45.00	567.00	43.00	6,345.00	56,454.00	12 Pel	2
	RENAULT	350	500HP							1
	STAR	Simetrik	1384HP							0

Technical specification of vehicle:

Registration number: | Registration Date: 10/02/2021

Concept:

Vehicle Details

Vehicle Make: STAR | Model: N52 | Maximum weight: 2509.00 kg

VIN Number: | Axles: 3 | Power: 289.00 HP / 212.53 kW

Euroclass: 6 | DVS: 2

Incidents

There are no incidents

[+ Add new incidence](#)

[Save](#)

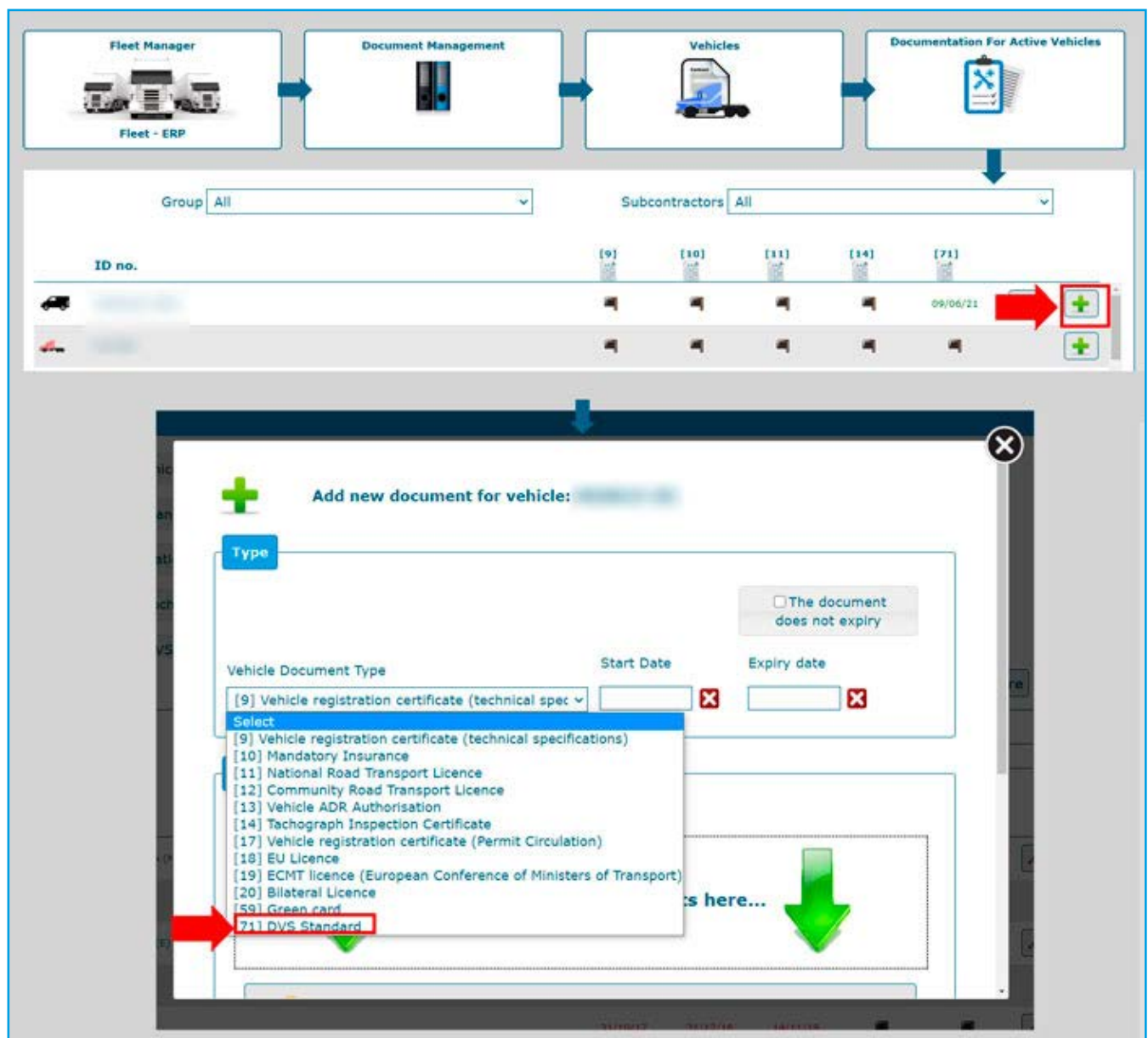
2. REGISTO DVS

PASSO 3: CARREGAR DOCUMENTOS DE SUPORTE

A partir do menu principal, clicar em " **Gestão de frotas**" » " **Manutenção e documentação**" » " **Veículos**" » " **Dados técnicos de veículos em vigor**"

Clique no sinal + do veículo e selecione o tipo de documento:

- [71] DVS STANDARD [para o registo DVS]
- Complete a "**data de inicio**". Coloque um visto na caixa (o documento não caduca). De seguida arraste e solte o documento ou selecione-o. A continuación, arraste y suelte su documento



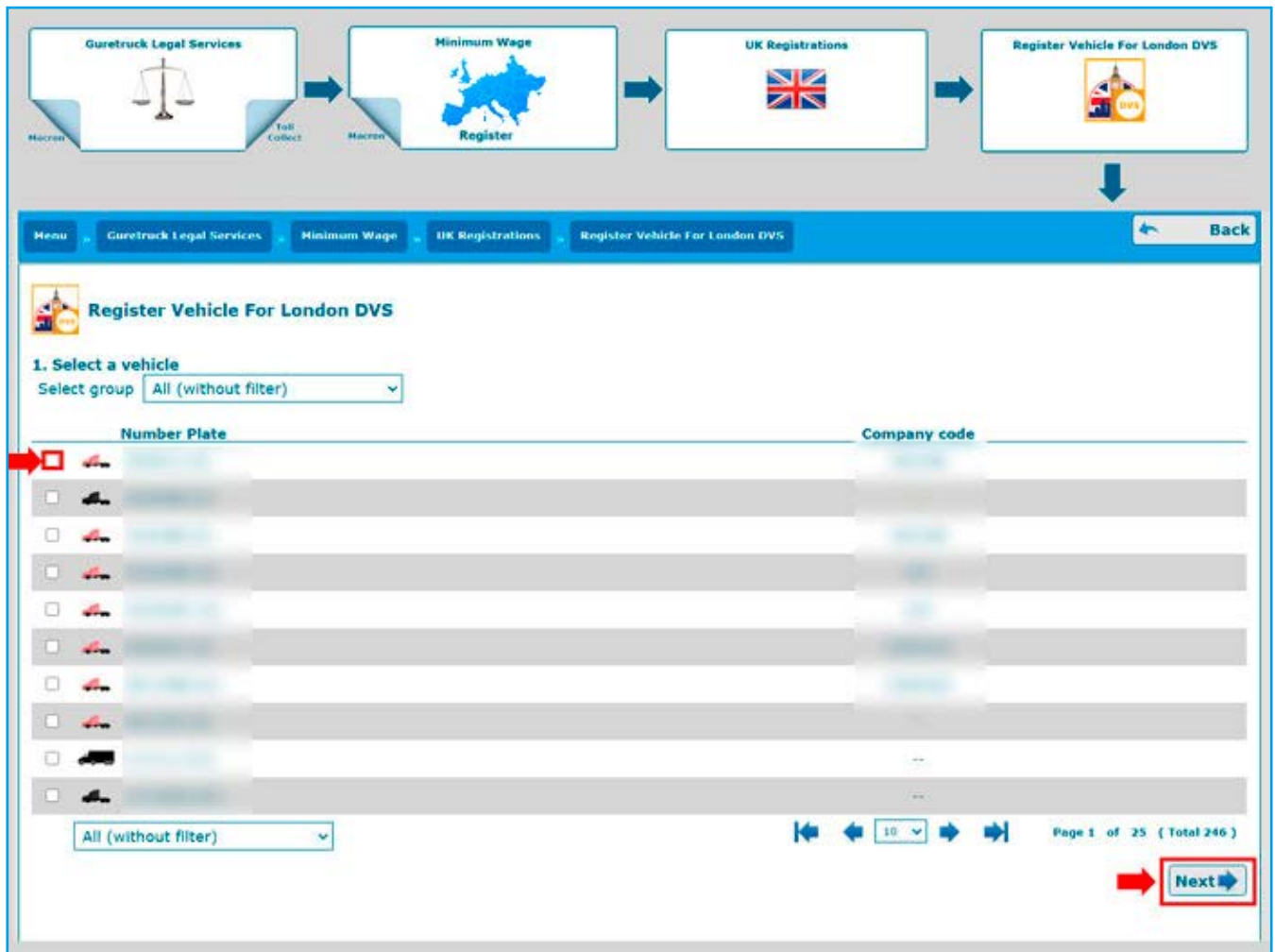
The screenshot displays the 'Documentation For Active Vehicles' interface. At the top, there are four main sections: Fleet Manager, Document Management, Vehicles, and Documentation For Active Vehicles. Below these are filters for 'Group' (All) and 'Subcontractors' (All). A table lists vehicle entries with columns for ID no., [9], [10], [11], [14], and [71]. A red arrow points to a '+' icon next to the entry with ID no. 09/06/21. Below the table, a modal window titled 'Add new document for vehicle:' is open. It features a 'Type' dropdown menu with a list of document types. The selected type is '[71] DVS Standard'. A green arrow points down from the selected option. There are also fields for 'Start Date' and 'Expiry date', and a checkbox for 'The document does not expiry'.

2. REGISTO DVS

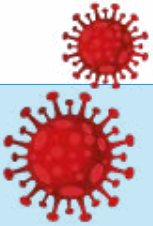
PASSO 4: REGISTRAR VEÍCULO PARA LONDRES DVS

A partir do menu principal, clique em **"Serviços legais Guretruck" » "Salário Mínimo-Registos" » "KENT ACCESS PERMIT" » "Novo certificado Londres DVS"**.

Siga os passos que se encontram no ecrã.



The screenshot displays a navigation flow at the top: Guretruck Legal Services (Macros) → Minimum Wage Register (Macros) → UK Registrations → Register Vehicle For London DV5. Below this, a breadcrumb trail shows: Menu > Guretruck Legal Services > Minimum Wage > UK Registrations > Register Vehicle For London DV5. The main content area is titled "Register Vehicle For London DV5" and includes a "1. Select a vehicle" section with a "Select group" dropdown set to "All (without filter)". A table lists vehicles with columns for "Number Plate" and "Company code". The first row is selected, indicated by a red arrow pointing to its checkbox. At the bottom right, a "Next" button is highlighted with a red box and a red arrow.



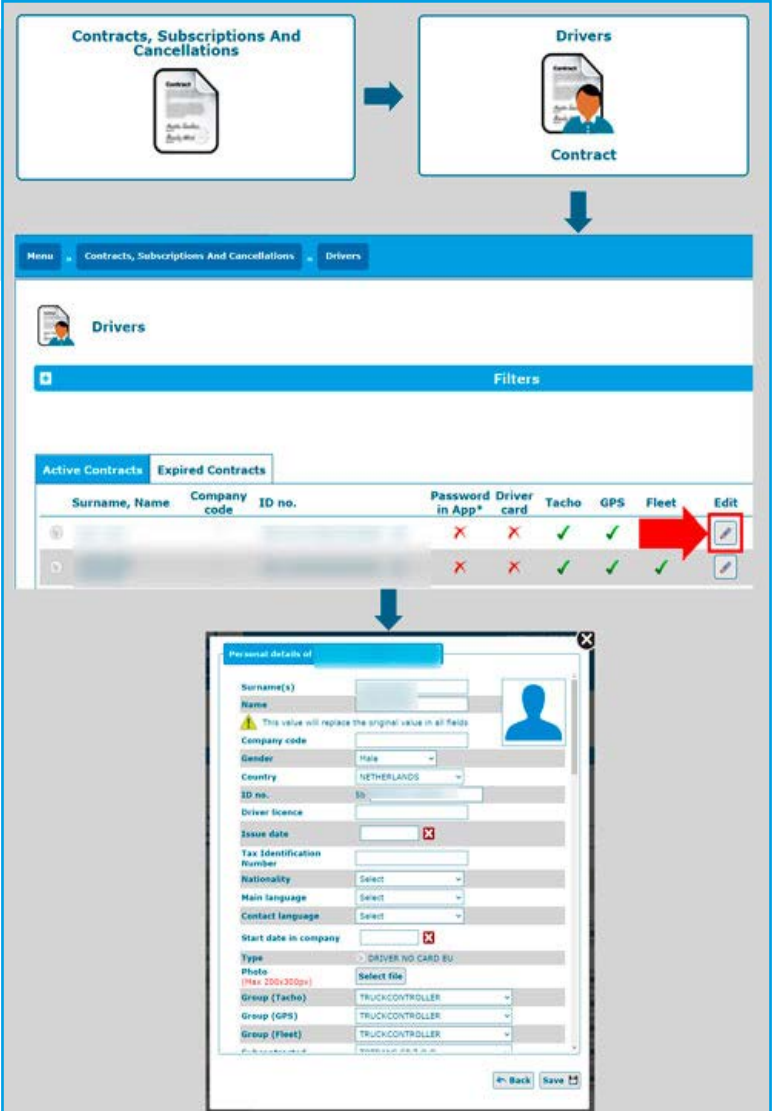
3. REGISTO COVID REINO UNIDO (FORMULÁRIO DE LOCALIZAÇÃO DE PASSAGEIROS)

O REGISTO COVID DEVE REALIZAR- SE ANTES DE ENTRAR NO REINO UNIDO (NO MÁXIMO 48 HORAS ANTES DA ENTRADA).

Os registos de Covid estão vinculados aos condutores. O condutor deve estar contratado na Truckcontroller e deverá ter toda a informação registada para poder emitir os ditos certificados. Estes registos são imediatos.

PASSO 1: PREENCHA OS DADOS DO CONDUTOR

A partir do menú principal, aceda a **"Contratos, Gestão de baixas e renovações"** » **"Histórico de motoristas"** de seguida clique no lápis (para editar), complete a informação do condutor.



The screenshot illustrates the navigation process in the Truckcontroller system. It starts with the 'Contracts, Subscriptions And Cancellations' menu, leading to the 'Drivers' section. A table lists drivers with columns for Surname, Name, Company code, ID no., Password in App, Driver card, Tacho, GPS, Fleet, and Edit. A red arrow points to the 'Edit' icon (pencil) for a driver. Below the table, the 'Personal details of' form is shown, containing fields for Name, Company code, Gender, Country (NETHERLANDS), ID no., Driver licence, Issue date, Tax Identification Number, Nationality, Main language, Contact language, Start date in company, Type (DRIVER NO CARD BU), Photo (max 200x200px), Group (Tacho), Group (GPS), and Group (Fleet).

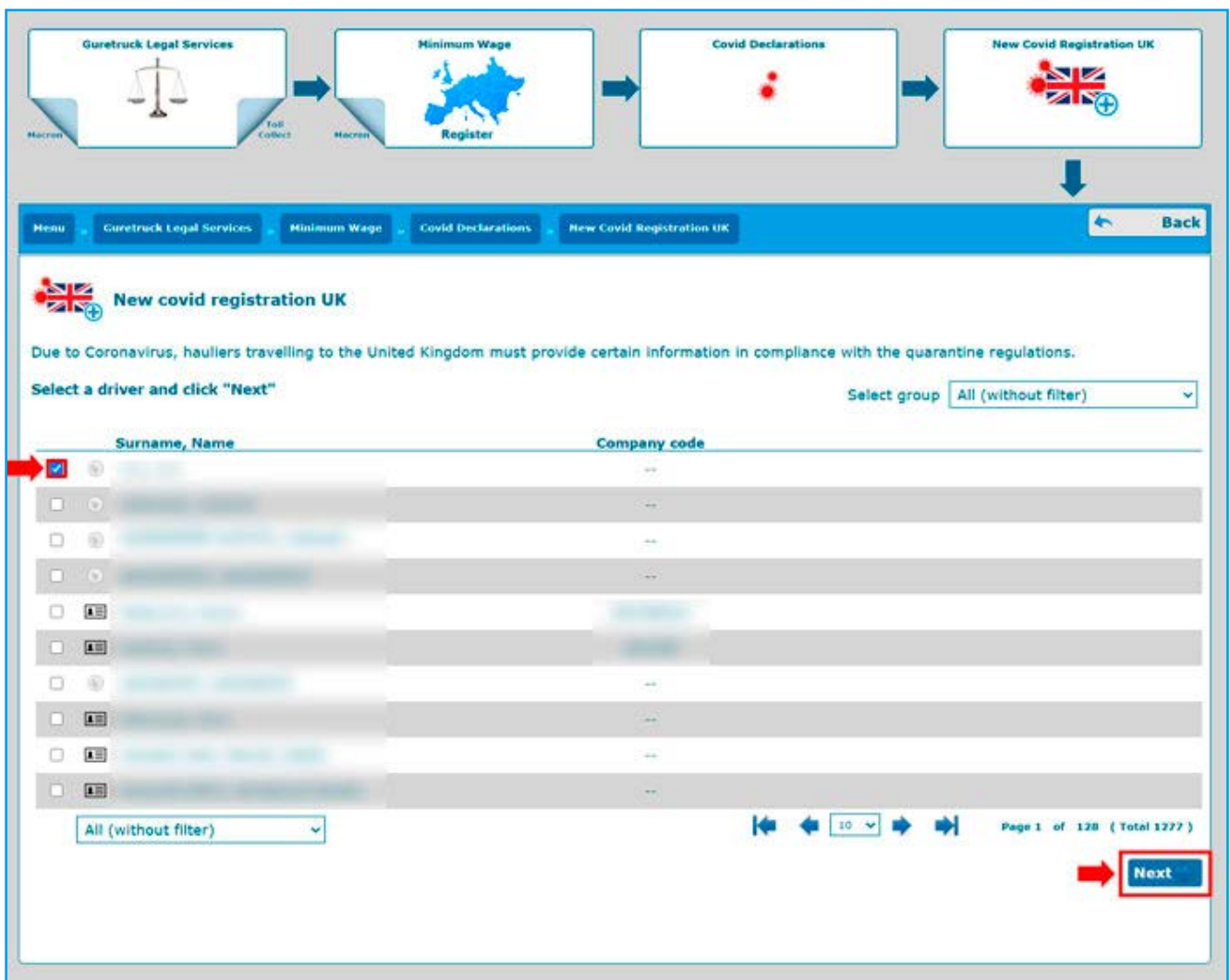
3. REGISTO COVID REINO UNIDO (FORMULÁRIO DE LOCALIZAÇÃO DE PASSAGEIROS)

PASSO 2: PREENCHA O REGISTO DO COVID

A partir do menú principal, aceda a **"Serviços legais Guretruck" » "Salário Mínimo-Registos" » "Registo Covid" » "Novo registo de Covid UK"**.

Selecione o motorista e clique em "Seguinte".

Siga os passos que se encontram no ecrã



The screenshot displays the 'New Covid Registration UK' interface. At the top, there is a navigation bar with the following items: 'Menu', 'Guretruck Legal Services', 'Minimum Wage', 'Covid Declarations', 'New Covid Registration UK', and a 'Back' button. Below the navigation bar, the page title is 'New covid registration UK' with a UK flag icon. The main content area contains the text: 'Due to Coronavirus, hauliers travelling to the United Kingdom must provide certain information in compliance with the quarantine regulations. Select a driver and click "Next"'. There is a 'Select group' dropdown menu set to 'All (without filter)'. Below this is a table with two columns: 'Surname, Name' and 'Company code'. The first row in the table has a red arrow pointing to a checked checkbox in the left margin. At the bottom of the page, there is a pagination control showing 'Page 1 of 128 (Total 1277)' and a 'Next' button with a red arrow pointing to it.

**EM CASO DE DUVIDAS OU ESCLARECIMENTOS ADICIONAIS,
POR FAVOR CONTACTE COM O SEU GESTOR DE CLIENTE DA
GURETRUCK**