

FairlogSTM

– User Guide for Registration and Time Slot Booking for MCH Venues, Switzerland

1. Create a SYNCROSUPPLY CENTRAL Account

Open the following website:

<https://central.syncro.supply>

If you are not registered yet, click **Create Account**.

Complete the registration process by entering the required information:

- User data
- Company data
- Data privacy confirmation

After completing the registration, you will receive an email verification link. Click the link in the email to activate your account. Once your email address has been verified, log in with your user account.



Please Login

User

Password

 Deutsch
  English
  Čeština
  Français
  Italiano
  Română
  Srpski
  Polski

[Login](#) [Imprint](#) / [Privacy Statement](#)

Experiencing problems with your login? Please contact SySu-Central-Support@inform-software.com

[Not registered yet: create SYNCROSUPPLY CENTRAL account](#)

[Forgot your password?](#)
[Download Truck App](#)

Once your email address has been verified, log in with your user account.

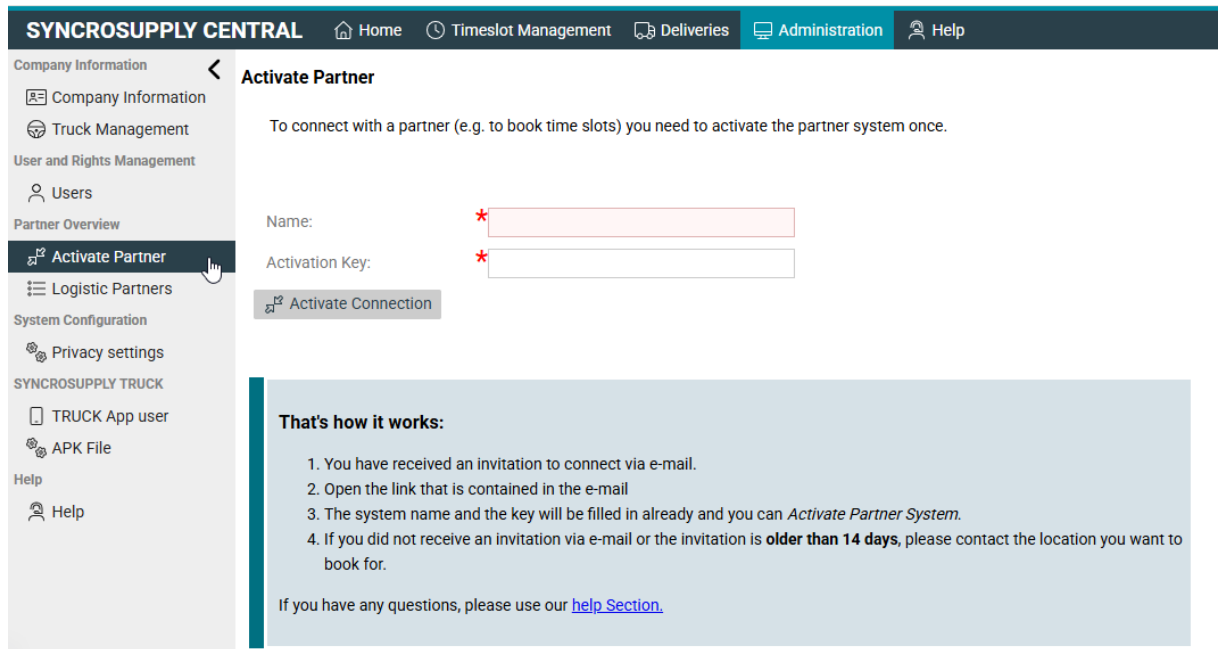
2. Activate a Partner System

After logging in, go to **Administration**.

To connect with a partner system, for example to book time slots, the partner system must be activated once.

Click **Activate Partner** and enter the following information:

- Name
- Activation Key



SYNCROSUPPLY CENTRAL Home Timeslot Management Deliveries Administration Help

Company Information
 Company Information
 Truck Management
 User and Rights Management
 Users
 Partner Overview
Activate Partner
 Logistic Partners
 System Configuration
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 SYNCROSUPPLY TRUCK
 TRUCK App user
 APK File
 Help
 Help

Activate Partner

To connect with a partner (e.g. to book time slots) you need to activate the partner system once.

Name: *

Activation Key: *

Activate Connection

That's how it works:

1. You have received an invitation to connect via e-mail.
2. Open the link that is contained in the e-mail
3. The system name and the key will be filled in already and you can *Activate Partner System*.
4. If you did not receive an invitation via e-mail or the invitation is **older than 14 days**, please contact the location you want to book for.

If you have any questions, please use our [help Section](#).

3. Registration Codes by Trade Fair Location

Use the appropriate registration code for the location you want to connect to.

Trade Fair Location Basel

- Name: **Registrationcode**
- Activation Key: **MCH-Zürich**

Trade Fair Location Zurich

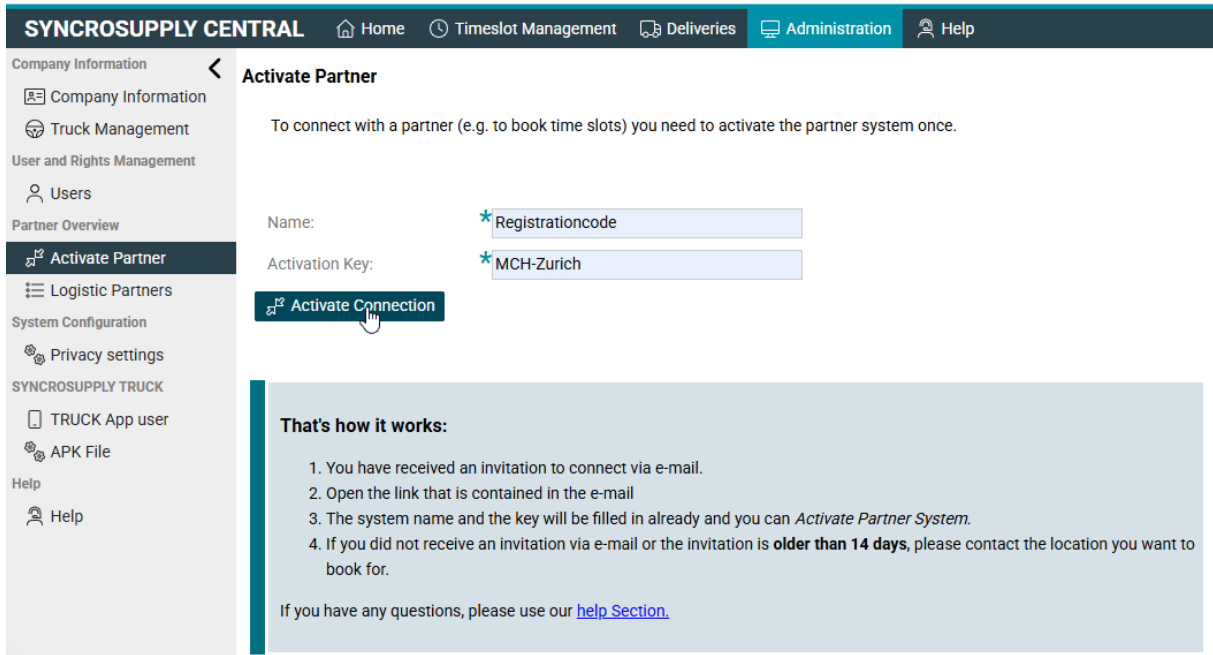
- Name: **Registrationcode**
- Activation Key: **MCH-Zürich**

Exhibition Location Lausanne

- Name: **Registrationcode**
- Activation Key: **MCH-Lausanne**

After entering the correct data, click **Activate Connection**.

Once the connection has been successfully activated, the connected location will appear in your dropdown list.



SYNCROSUPPLY CENTRAL Home Timeslot Management Deliveries Administration Help

Company Information <

- Company Information
- Truck Management

User and Rights Management

- Users

Partner Overview

- Activate Partner**
- Logistic Partners

System Configuration

- Privacy settings

SYNCROSUPPLY TRUCK

- TRUCK App user
- APK File

Help

- Help

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Name: *Registrationcode

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3. The system name and the key will be filled in already and you can *Activate Partner System*.
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If you have any questions, please use our [help Section](#).

4. Book a Time Slot

Go to:

Timeslot Management > Tenant Selection

Select the correct location where you want to place your booking.

Choose the correct event name and click **Continue**.

Enter all required delivery details.

Vehicle details and driver information can also be added later, a few days before the delivery.

Select the customer or exhibitor from the dropdown list.

Search for a suitable time slot.

Confirm your booking.

SYNCROSUPPLY CENTRAL

Home

Timeslot Management

Deliveries

Administration

Help

Book Timeslot

Book Timeslot

Select Location

Tenant Selection:

*MCH Zürich

Book Timeslot

That's how it works:

1. Select the location / company where you want to book a time slot.

2. Press "Book Timeslot" to proceed.

3. After you have entered all relevant booking information you get possible time slot options.

4. Confirm your booking after selecting one of the offered options.

I cannot select the desired location / company:

1. Via the menu "Administration" you can add new locations / companies. This is only possible if your organization has received an invitation from the location / company.

2. If you are not the administrator of your company please contact the regarding person.

If you have any questions, please use our [help section](#).

Plan your Event

Event Name:

*MCH ZÜRICH

Continue

Delivery Data

Delivery Date:

*07/06/2026

Service:

*

Reference:

Internal Reference Fair Forwarder

Remark:

Add Remark here

Requested Time:

*

Booker:

Kühne + Nagel (AG & Co.) KG

Build Up/Break Down:

*

Fair forwarder:

*Kühne + Nagel

Resource and Driver Information

Vehicle Licence Plate:

Driver Name:

Driver Language:

Trailer Licence Plate:

Mobile Number:

Vehicle Type:

Loading Positions and Loading Units

Customer	Hall	Booth	Loading Type	Vehicle Loading Volume
*	*	*	*Unloading	*

5. Edit Your Booking

You can edit your booking later under **Deliveries**.

This allows you to update the booking, for example when the planned vehicle arrives or when vehicle and driver details need to be added.

Trips

Search Deliveries

Create Delivery

Current Deliveries

Completed Deliveries

Search in Archived Deliveries

Current Deliveries

2

Delivery No.	Tour Date	Hall	Event Name	Time Slot Blo...	Build Up/...	Planned Arrival T
					Select Filter	
3	8/25/2026	Halle 5	SGDV Kongress 2026		Build Up / In...	8/25/2026 7:00 /
2	8/25/2026	Halle 5	SGDV Kongress 2026		Build Up / In...	

Delivery 3

Vehicle Licence Plate:

Planned Arrival Time:

08/25/2026 07:00

Delivery	Times	Vehicle / Driver	References
Current State:	Planned	Relation:	Laden mit 3 t Stapler / Lc
Current Position:		Un-/loading:	Ladefahrt
Next Position:		Carrier:	Testbucher
Priority:	Priority 4		

- Edit
- Refresh
- Replan
- Create Delivery Slip
- Lock
- Unlock
- Cancel Delivery

Actions	Events	Calls	Comments (0)	Phases
4				
Creation Time	Event Class	Name	Action	Remark
	Select Filter			
7/3/2026 1:34:38 PM	Information	Delivery planned		25.08.2026 07:00 ->
7/3/2026 1:31:31 PM	Information	Delivery planned		-> 25.08.2026 07:00
7/2/2026 11:11:16 A...	Information	Action created	3	Unloading at bookab
7/2/2026 11:11:16 A...	Information	Delivery created		