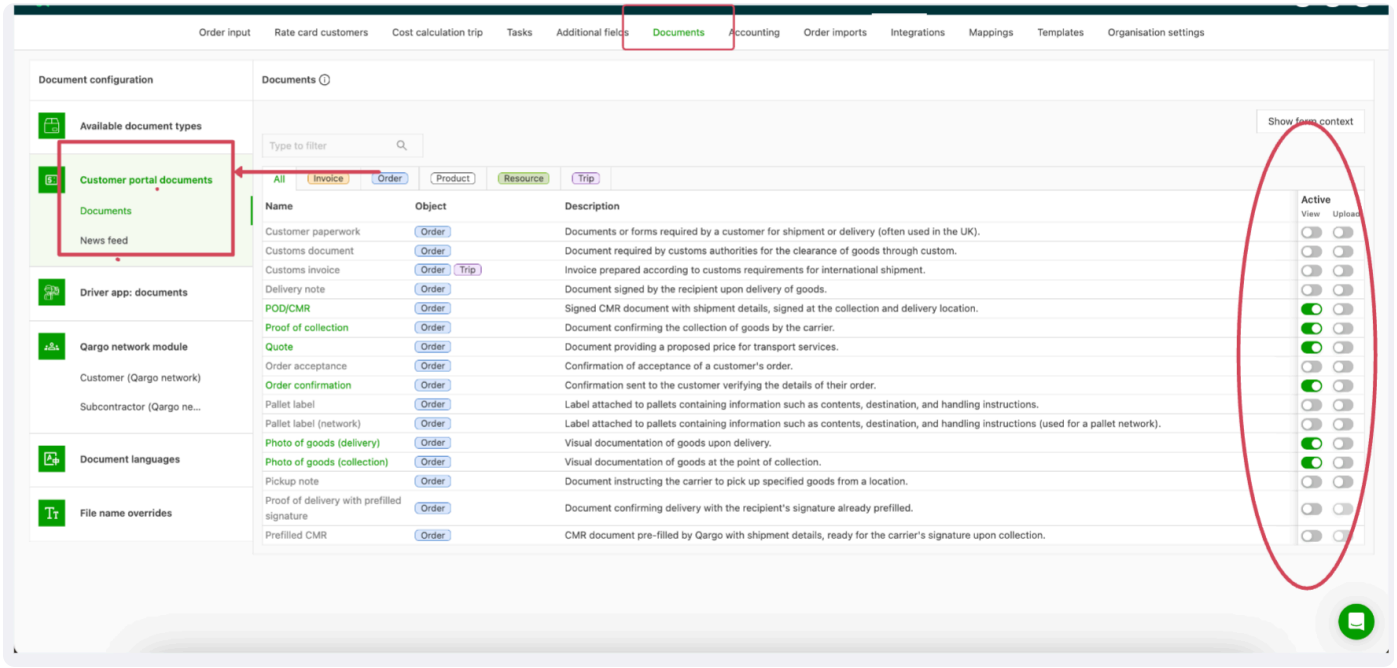
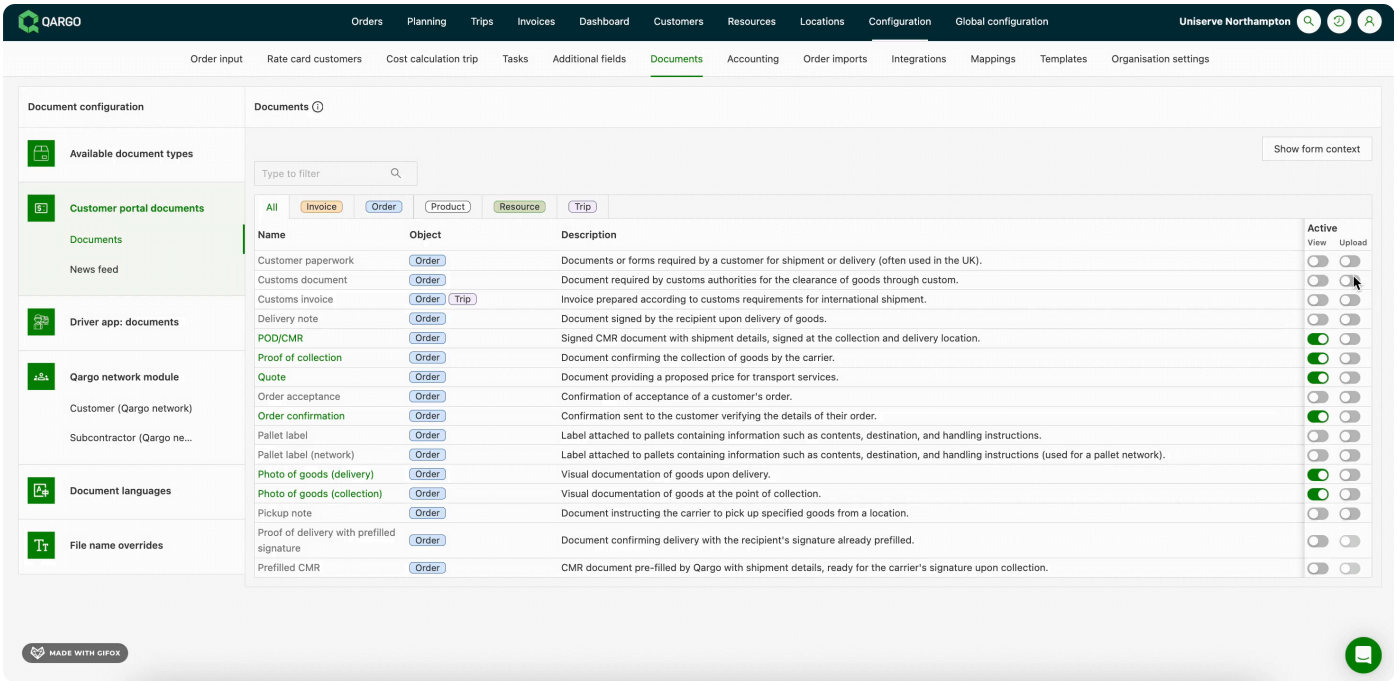
Document configuration for customer portal

Updated January 25, 2026

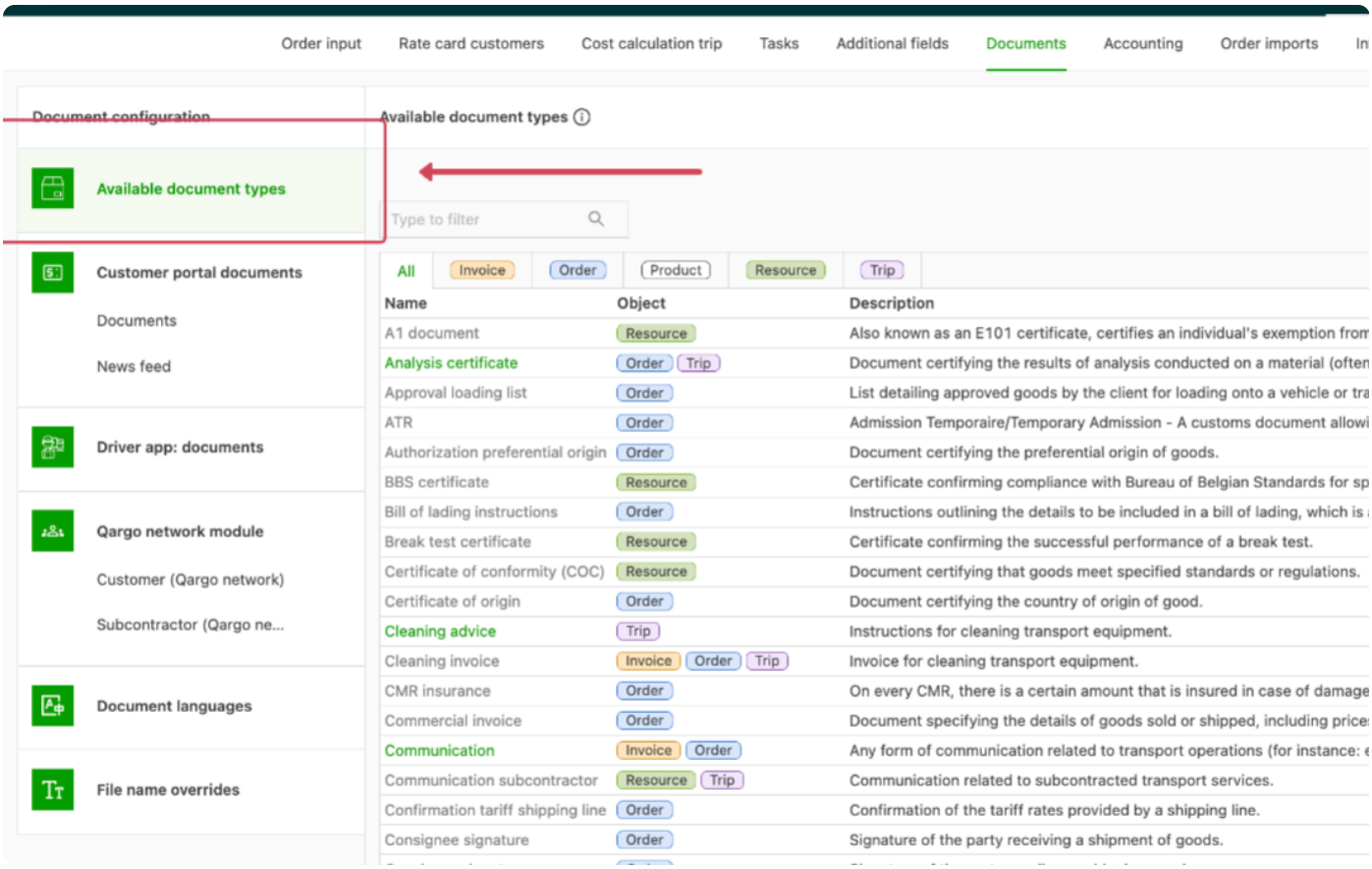
- Navigate to **Configuration > Documents**.
- Select the **View** or **Upload** options located under the **Customer portal** field.



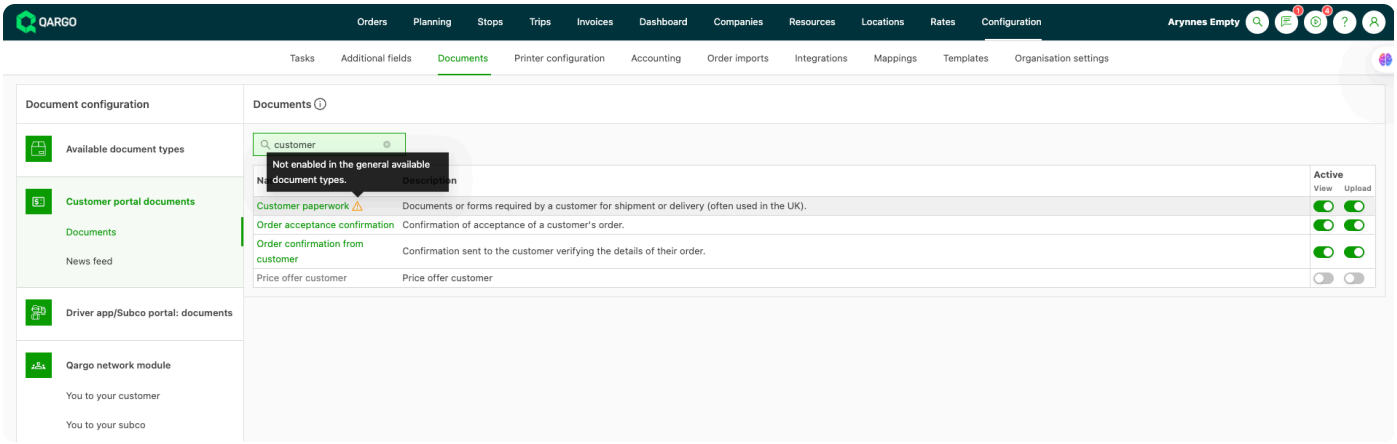
- Activate the documents that should be visible or uploadable for customers by toggling them on or off.
- Save the changes.



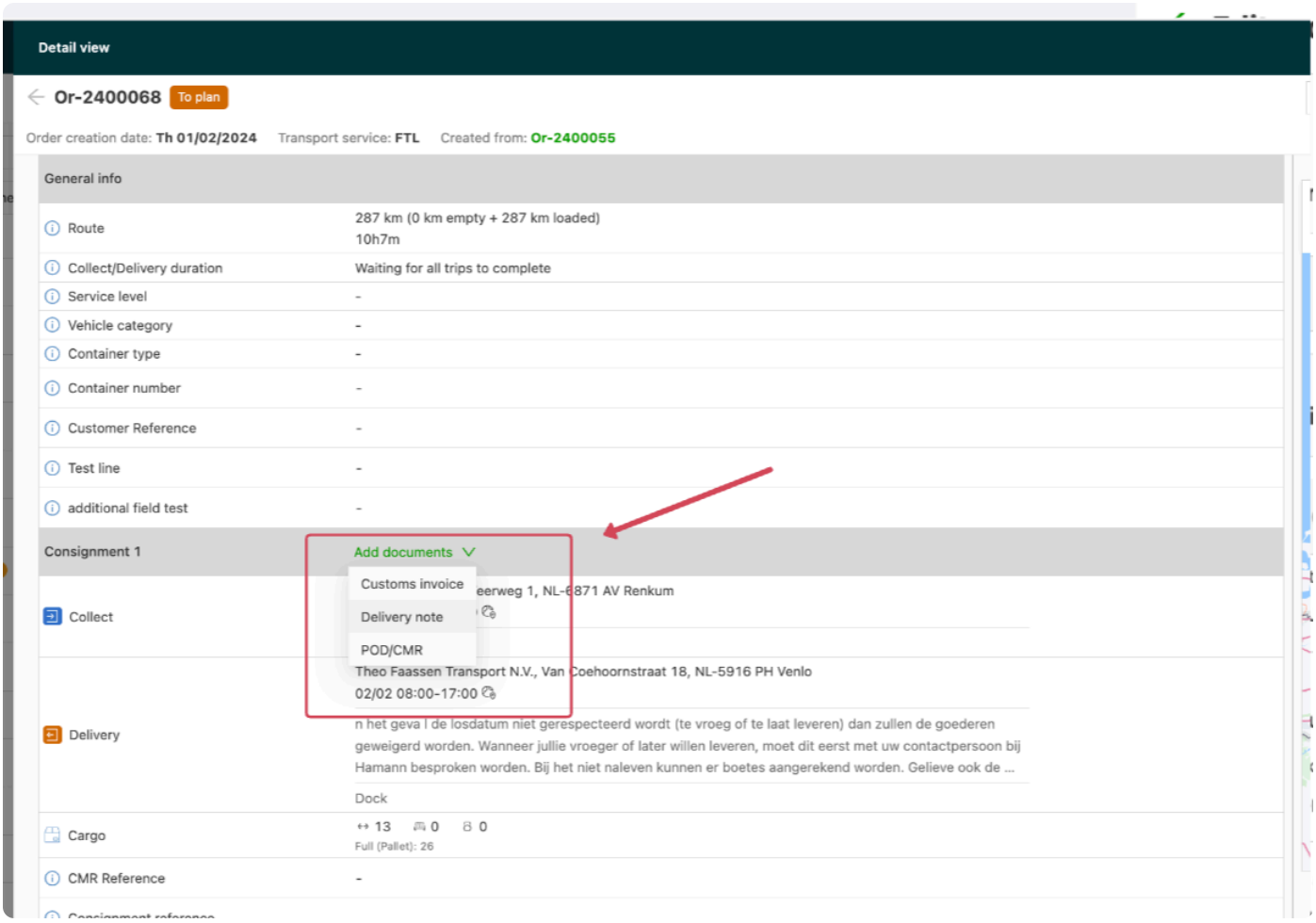
Attention: Make sure that the same document types are also available in the **Available document types** option. Otherwise, customers will not be able to view or upload them.



- The following warning message is displayed if the document has not been set to active in **Available document types**.



- Customers can then upload or view the related documents on their portal pages.


Detail view
Or-2400068
To plan
Order creation date: Th 01/02/2024
Transport service: FTL
Created from: Or-2400055
General info
Route
287 km (0 km empty + 287 km loaded)
10h7m
Collect/Delivery duration
Waiting for all trips to complete
Service level
Vehicle category
Container type
Container number
Customer Reference
Test line
additional field test
Consignment 1
Add documents
Customs invoice
Delivery note
POD/CMR
Collect
Delivery
Theo Faassen Transport N.V., Van Coehoornstraat 18, NL-5916 PH Venlo
02/02 08:00-17:00
Dock
Cargo
13
0
0
Full (Pallet): 26
CMR Reference