

WPT Transport Portal

Follow the steps in this manual to get access to the WPT Transport Portal and see how this portal works.

If you still have any questions regarding the portal after following these steps, please contact transport@wpt-nl.com.

Created By
Maartje Kuilman

Updated
Jun 08, 2026

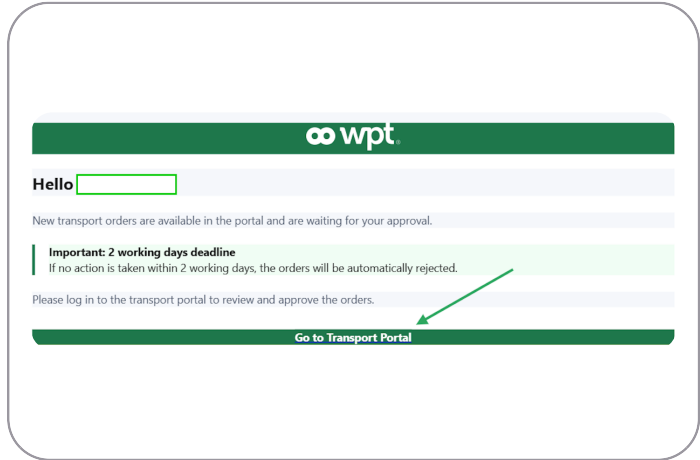
View latest

[Open in Tango](#) 

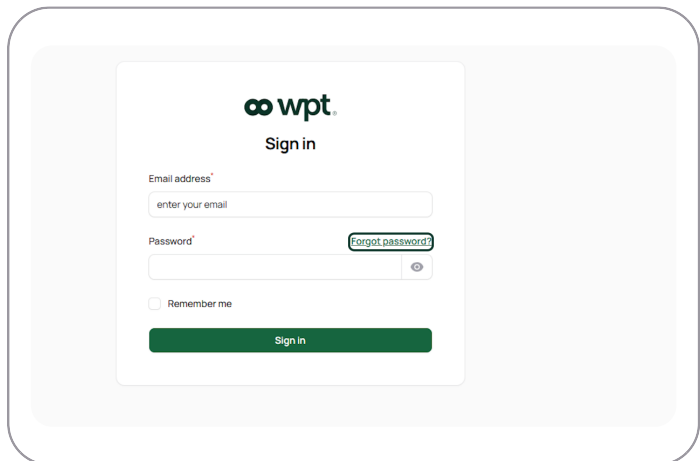
Login - Waste Paper Trade

You have received an email from WPT in which we refer to our Transport Portal.

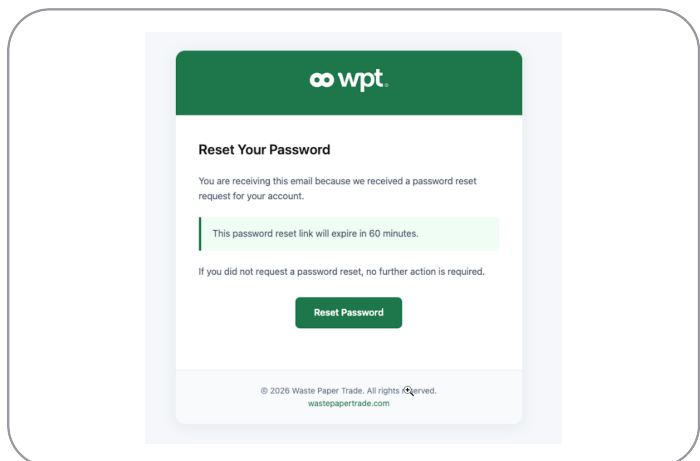
1 Click on "Go to Transport Portal"



2 Click on Forgot password?
When you need have to acces for the first time, you can click Forgot password in order reset your password. After that, you will have access. If you have logged in before, you can log in using your own login details.



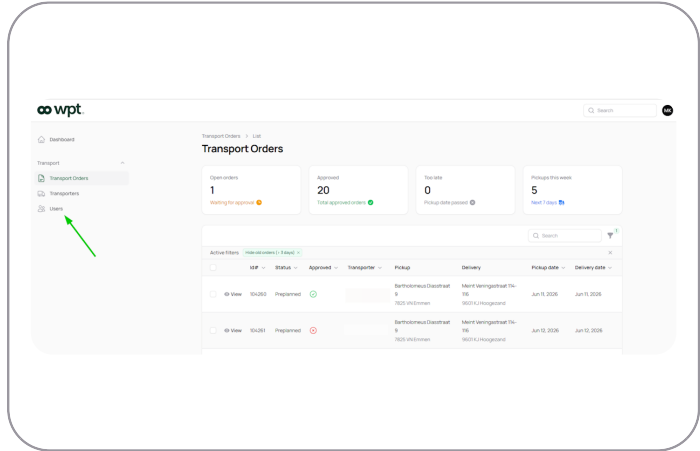
3 Reset your password



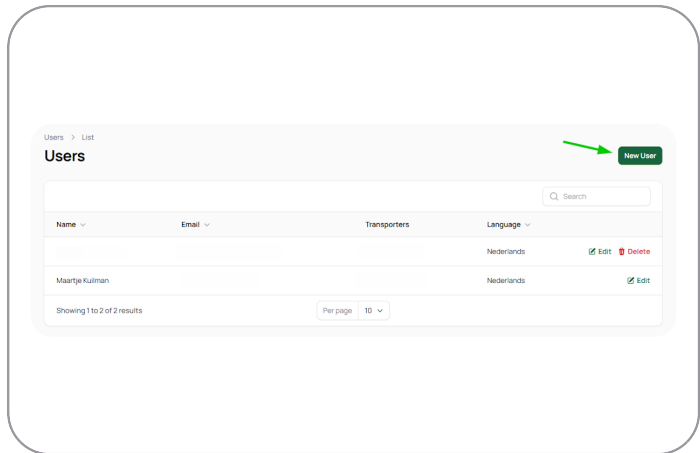
How to add extra users

You can add extra users to the portal in order to give access to all the colleagues who are responsible for your planning.

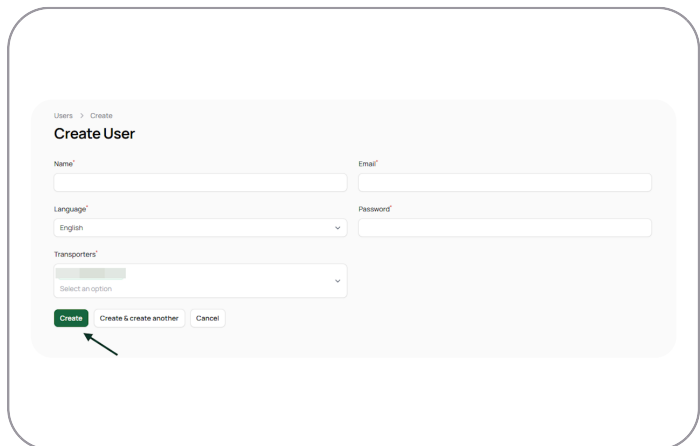
4 Click on Users



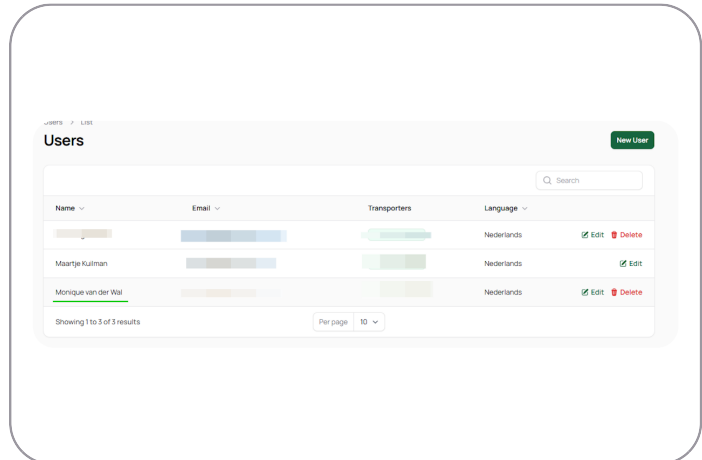
5 Click on New User



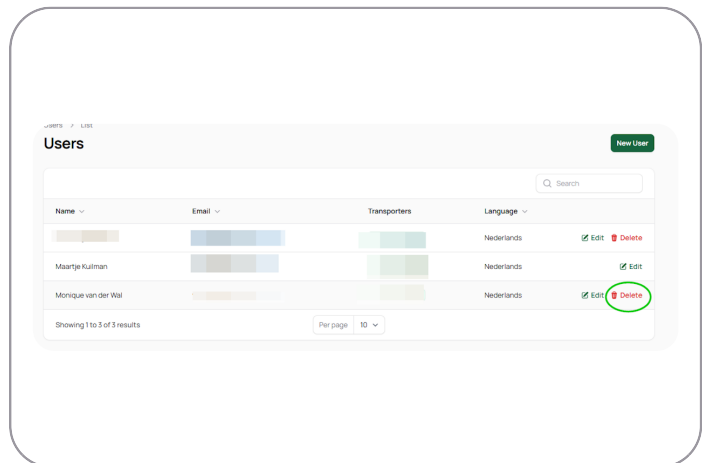
6 Fill out the requested fields
And click on create



- 7 Extra user is now added
You can add as many people as you need.



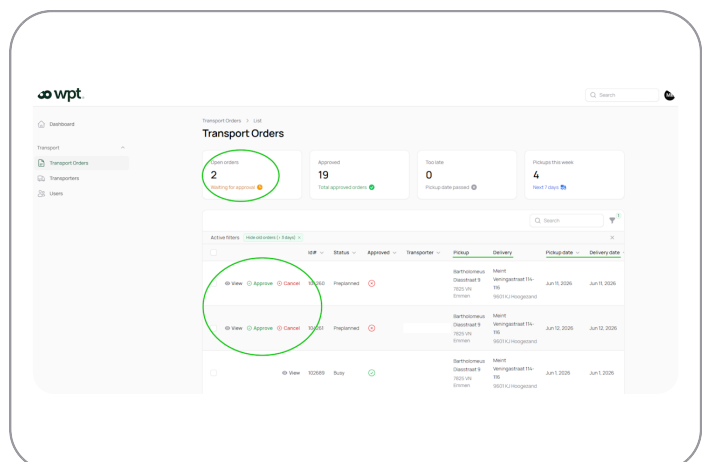
- 8 Delete a user
You can also delete persons, if they don't need access anymore by using the button "delete"



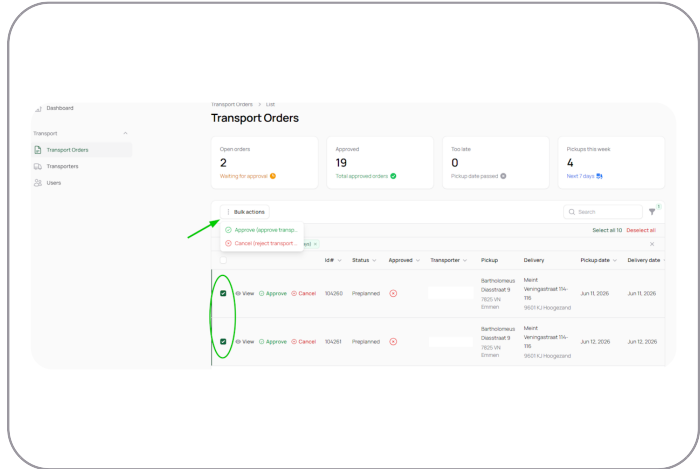
How does the portal work?

- 9 Once you accessed the system, you can find your assigned orders.

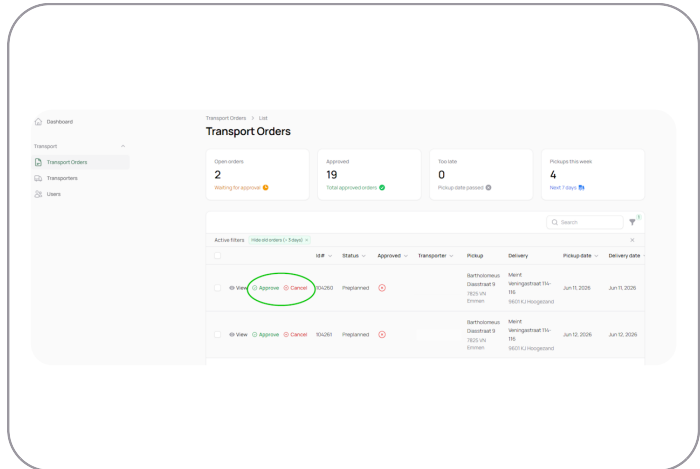
In this example there are 2 orders waiting for approval. Each line gives you the pick up and delivery location + the pick up and delivery date for that order.



10 You can select multiple orders to do a bulk action

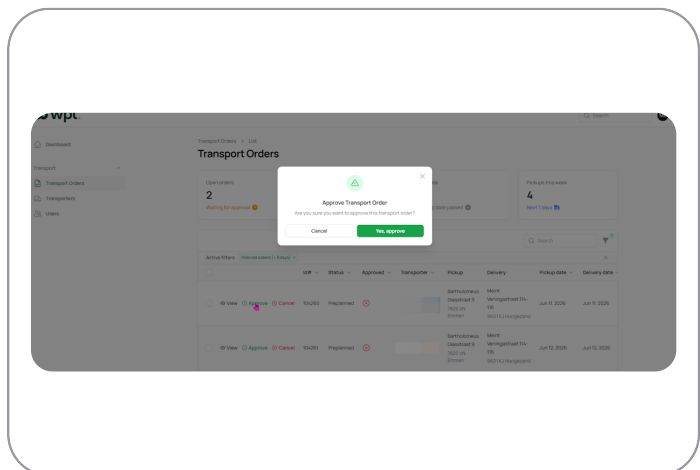


11 Or, you can click each order separate "Approve" or "Cancel"



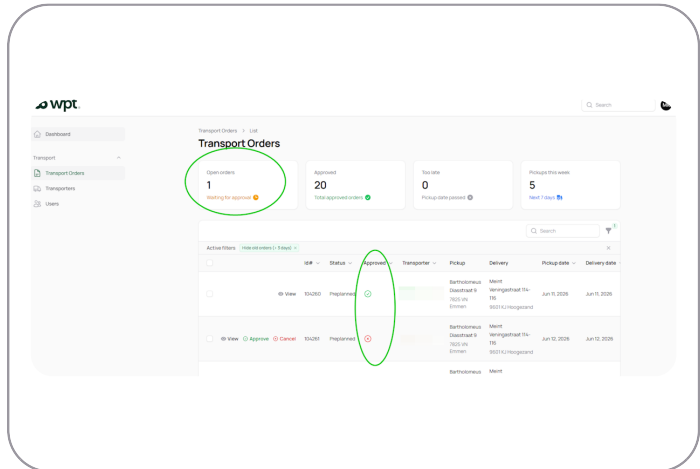
i Important: 2 working days deadline
If no action is taken within 2 working days, the orders will be automatically rejected.

12 Click on approve
You will receive a pop up to confirm your approval.

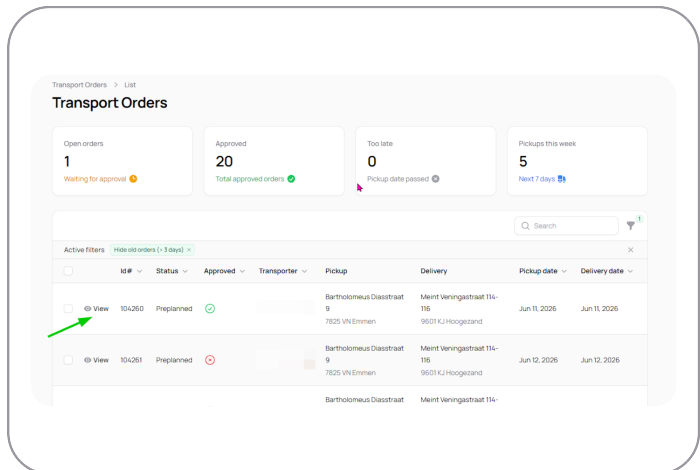


13 You will see it right away in your order list.

For this example now only still 1 order waiting for approval

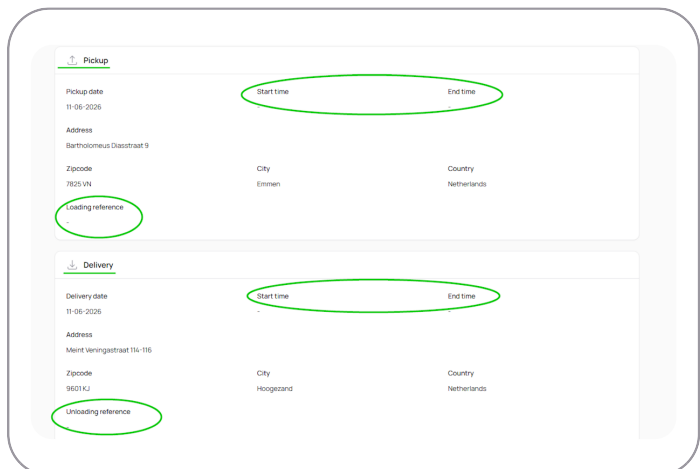


14 Click on view to open the order



15 Transport documents & specific references and/or time slots

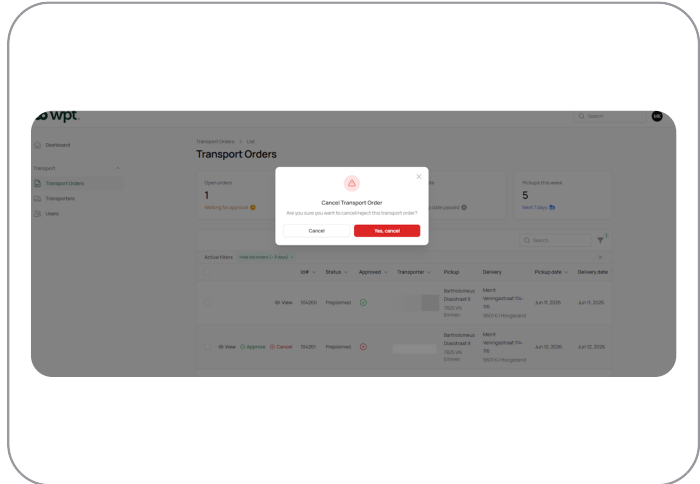
All necessary transport documents, any specific loading/unloading references and/or time slots when needed, can be found in each order. Maybe not right away, but 1 day before loading you should find everything here.



i After you have confirmed orders, you will still receive an email with our transport confirmation in due time.

16 If you cancel an order, you will also receive a pop up to confirm the cancellation

After clicking, the order will be removed from your list immediately.



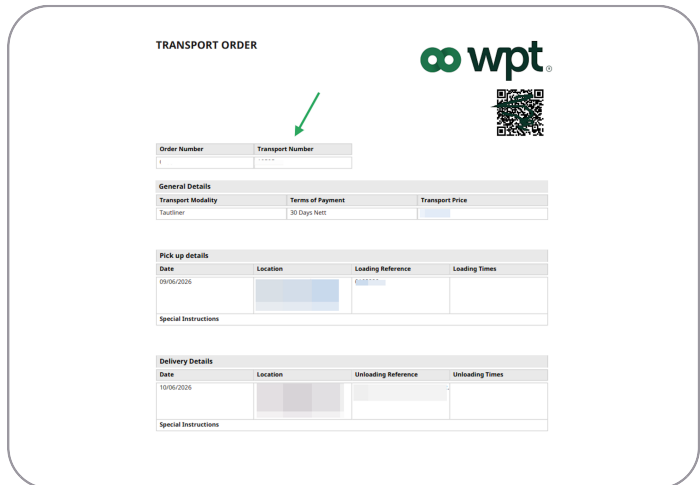
Convenient for your driver(s)

17 QR code or link

You'll always find the most up-to-date transport documents + loading/unloading references and/or time slots via the QR code on the confirmation (top right corner), at the latest one day before shipment.

You, or your driver(s), can scan this code or they can open the link: [Transport Information | WPT](#)

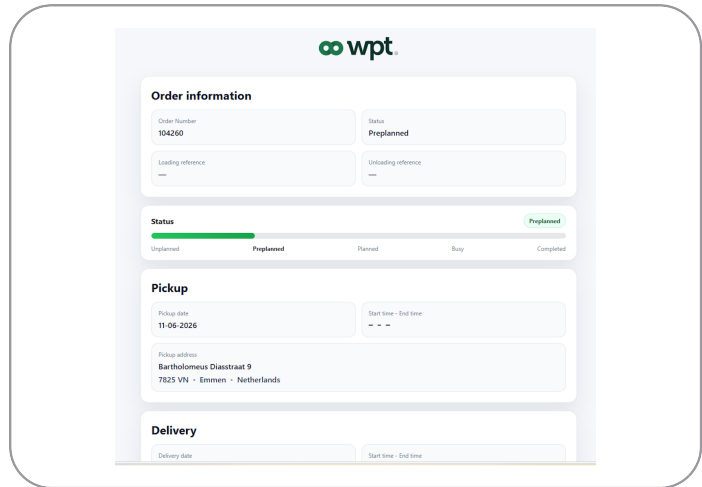
If they fill out the transport number + their pick up zip code, they can also see the details of the load.



18

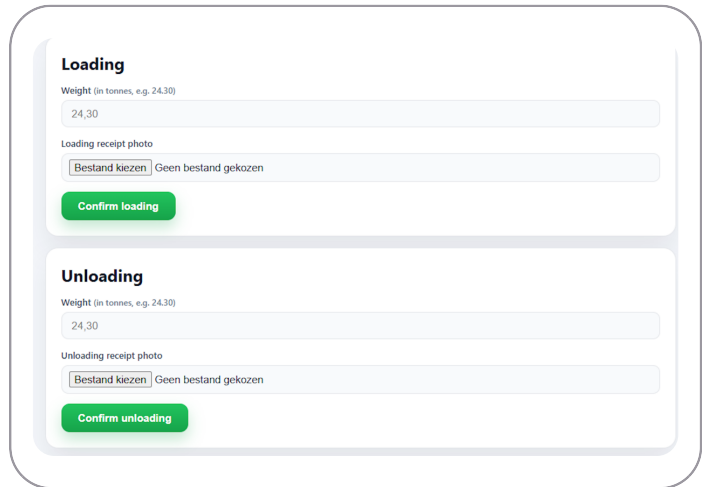
The order is shown on their screen

They can scroll through the order to see all the necessary information.



19

They can enter load and unload weights



20

Necessary documents

At the bottom of the order, they can find all the necessary documents.

