

# MYCRANE MANUAL

## Supplier



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# 1 Introduction

Welcome to MYCRANE. We are glad to have you as a Supplier on our Platform!

This manual will give you a complete overview of all functionalities of the MYCRANE Crane Rental Platform. The manual can be used to assist you in completing your first bid on our platform, and to walk you through the services we provide and how to navigate the platform.

Some of our users have extensive experience with digital tools. If that's you, a manual may not be required, and you can start using the MYCRANE product immediately. We have included a short explanation in section 3 if this applies to you.

If you have any questions, don't hesitate to contact our support department. We are available 24 / 7 to help you with all questions related to MYCRANE. You can reach us at [in.info@my-crane.com](mailto:in.info@my-crane.com), or by phone at +91 93210 03850.

Thank you again for joining MYCRANE! We look forward to working with you.

# 2 Registration

## 2.1 MYCRANE webpage

Visit [in.my-crane.com](http://in.my-crane.com) and click in the top right corner on register (see Figure 1). A pop-up will open, enter the required information and agree with the user agreement to use the website.

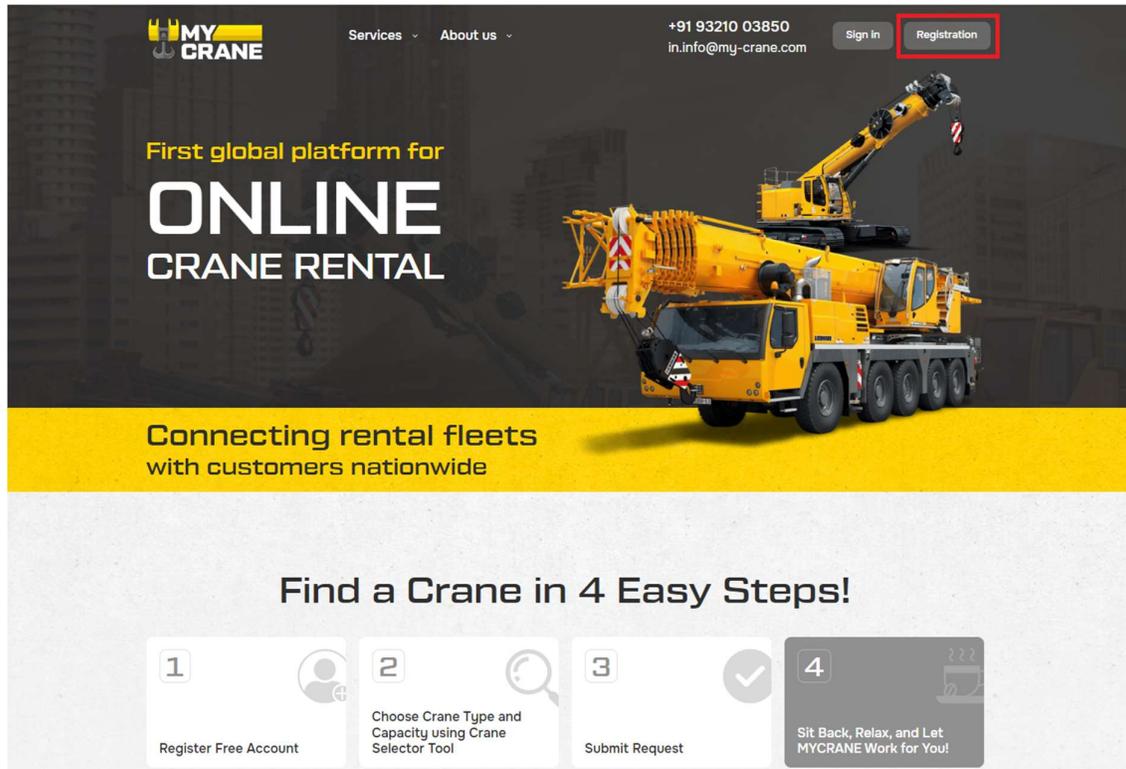
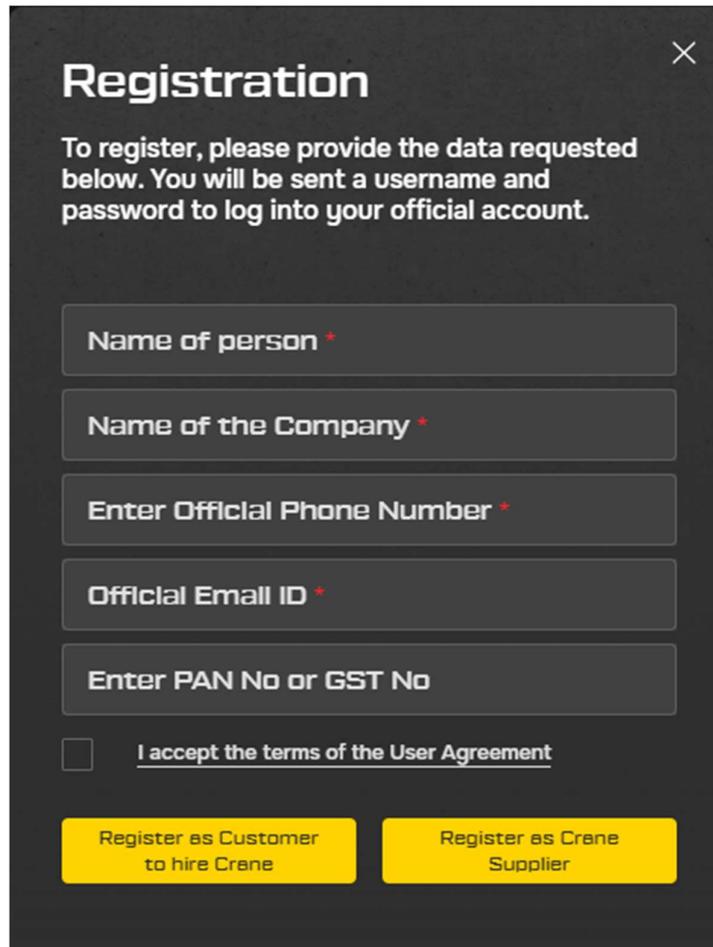


Figure 1: Register at [us.my-crane.com](http://us.my-crane.com)

## 2.2 User registration form

After clicking on the registration link, the pop-up with the registration form will open (see Figure 2). Select the option 'Register as Crane Supplier' to register as Crane Supplier.

A dark-themed registration form pop-up with a close button (X) in the top right corner. The title is "Registration". Below the title is a paragraph: "To register, please provide the data requested below. You will be sent a username and password to log into your official account." The form contains five input fields: "Name of person \*", "Name of the Company \*", "Enter Official Phone Number \*", "Official Email ID \*", and "Enter PAN No or GST No". Below the input fields is a checkbox labeled "I accept the terms of the User Agreement". At the bottom, there are two yellow buttons: "Register as Customer to hire Crane" and "Register as Crane Supplier".

**Registration** ✕

To register, please provide the data requested below. You will be sent a username and password to log into your official account.

Name of person \*

Name of the Company \*

Enter Official Phone Number \*

Official Email ID \*

Enter PAN No or GST No

I accept the terms of the User Agreement

Register as Customer to hire Crane

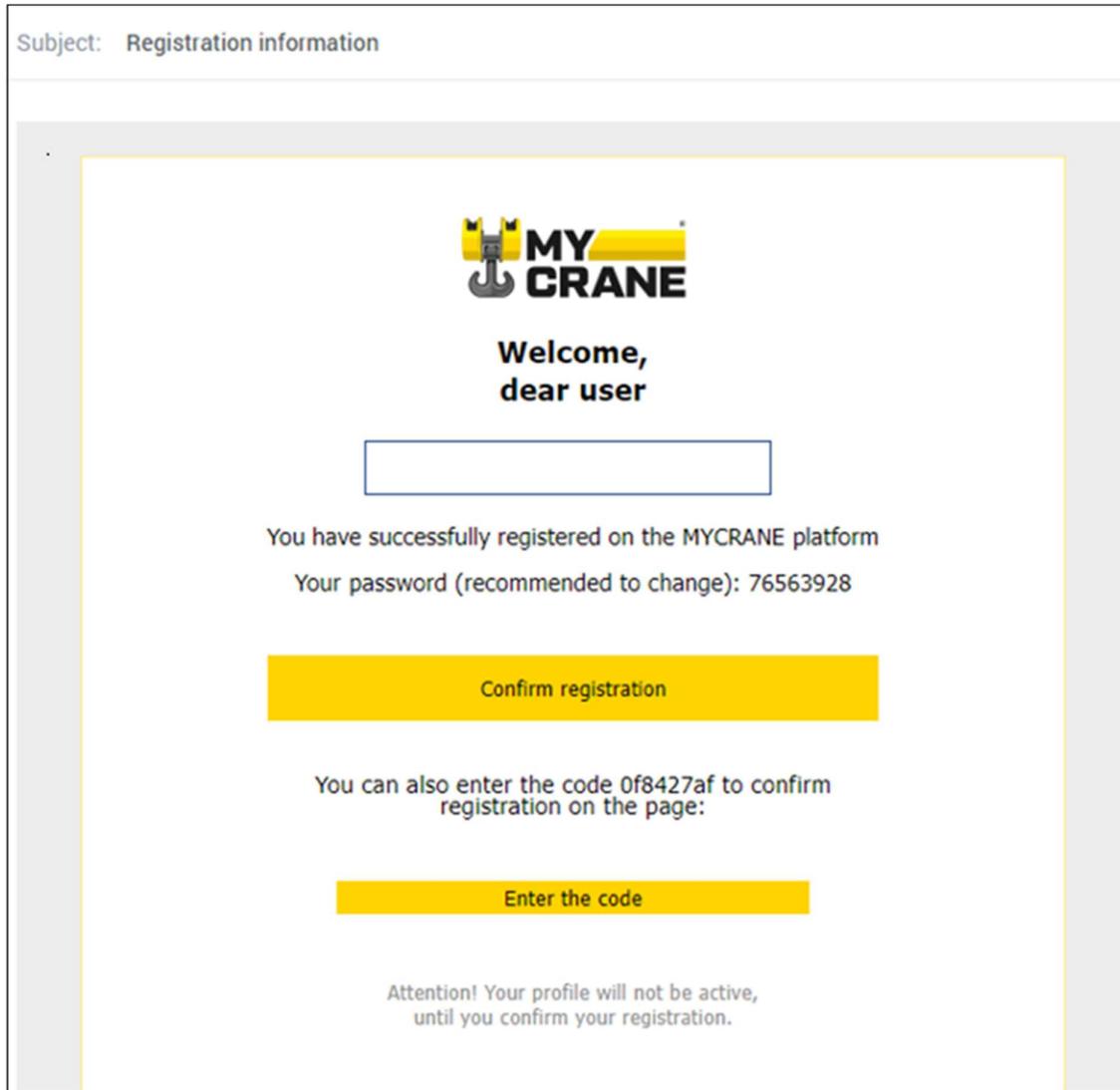
Register as Crane Supplier

Figure 2: Complete the registration form

## 2.3 Validation of your account

After registration you will receive an email with a verification link & your password. The first step is to validate your e-mail address (and account) by clicking on the 'Confirm Registration' button.

After your email address is verified, you can login using the automated password provided.



*Figure 3: Welcome email*

## 3 Summary in 7 steps

*This section is for people that don't like to read the manual. It gives a short summary of the steps required to bid on the first inquiry.*

Step 1: To bid on quotes, you have to add your cranes to the platform. If you have added your cranes and when you choose the right geographical region, you will be able to see any open crane inquiries. You can upload your cranes on 'My cranes' section.

Step 2: Set the right location. You will only have access to view crane inquiries in the states that you service. You can set your service area on the 'My cranes' section.

Step 3: When you have set your service area and uploaded the right capacity cranes, you will see any open crane inquiries under 'My Inquiries' -> 'Available Inquiries'.

Please Note: If you have not set your service area and entered in your available equipment, you will not be able to see any open inquiries. If your location or equipment type doesn't match the information in any of the open crane inquiries, you will not see any open inquiries on your "My Inquiries" page. For example, if you added a crawler crane on the platform, but the only open crane inquiries are for mobile cranes, you won't be able to see the requests because you don't have a mobile crane listed as available. Similarly, you won't be able to see a inquiry if your available crane's capacity is not in the correct range. You will only be able to see open crane inquiries for a capacity lower than or equal to the largest crane in your available fleet.

Step 4: If you're interested in an open inquiry you can Quote on the project using the MYCRANE platform.

Step 5: The customer will review the Quote. You will be notified about actions (accept/decline) from the customer by e-mail.

Step 6: When the customer selects your company to execute the work, you will need to accept MYCRANE's User Agreement at that time. The contract will still be directly with the Crane Supplier, which ensures that you can use your standard T&C's, payment terms and insurance details.

Step 7: Upon completion, you will send the invoice directly to the Customer, who will make their payment directly to your company. MYCRANE will send you an invoice for the commission amount after you have been paid by your customer.

# 4 Crane Rental Dashboard

After your first login, the Crane Rental Dashboard will open. (see Figure 4). This is the main screen that will be used throughout the manual.

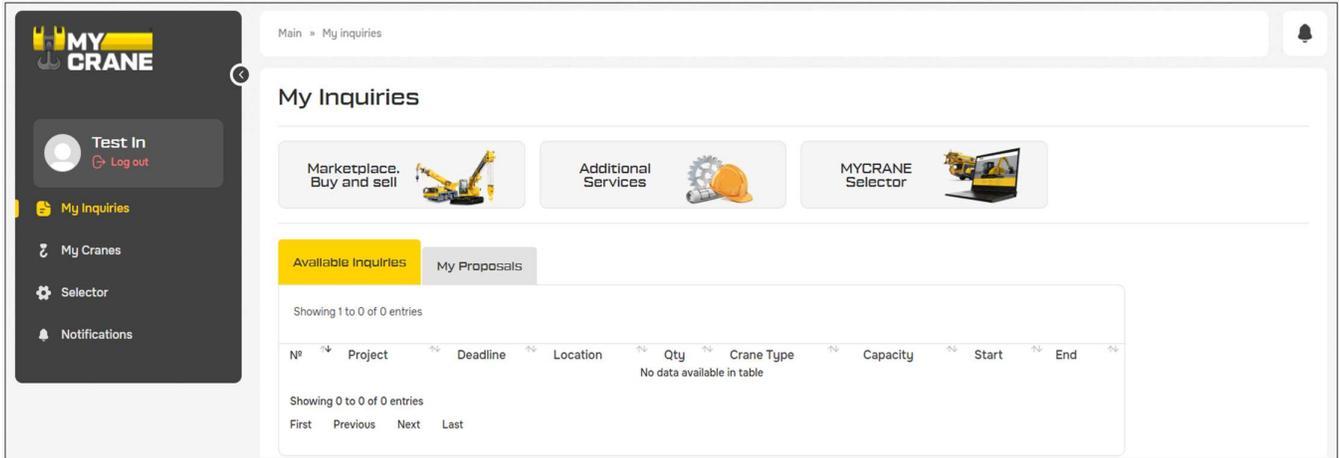


Figure 4: Crane Rental Dashboard

There are several options available:

- |                         |   |
|-------------------------|---|
| 1. Profile Section:     | Manage your profile & account settings.             |
| 2. Log-out:             | Securely log-out of your account.                   |
| 3. My Inquiries:        | This gives an overview of your ongoing projects.    |
| 4. My Cranes:           | Manage your fleet of equipment.                     |
| 5. Selector:            | Our FREE Crane Selector to size the crane capacity. |
| 6. Notifications:       | Notifications about inquiries (new bids).           |
| 7. My Proposals:        | An overview of your historical proposals.           |
| 8. Available Inquiries: | An overview of the inquiries available for bid.     |

# 5 Set the Location

The first action is to set the location where you want to offer your crane services. You will only be able to see crane inquiries for your set location/region.

To set your region, go to 'My Cranes' (see Figure 5).

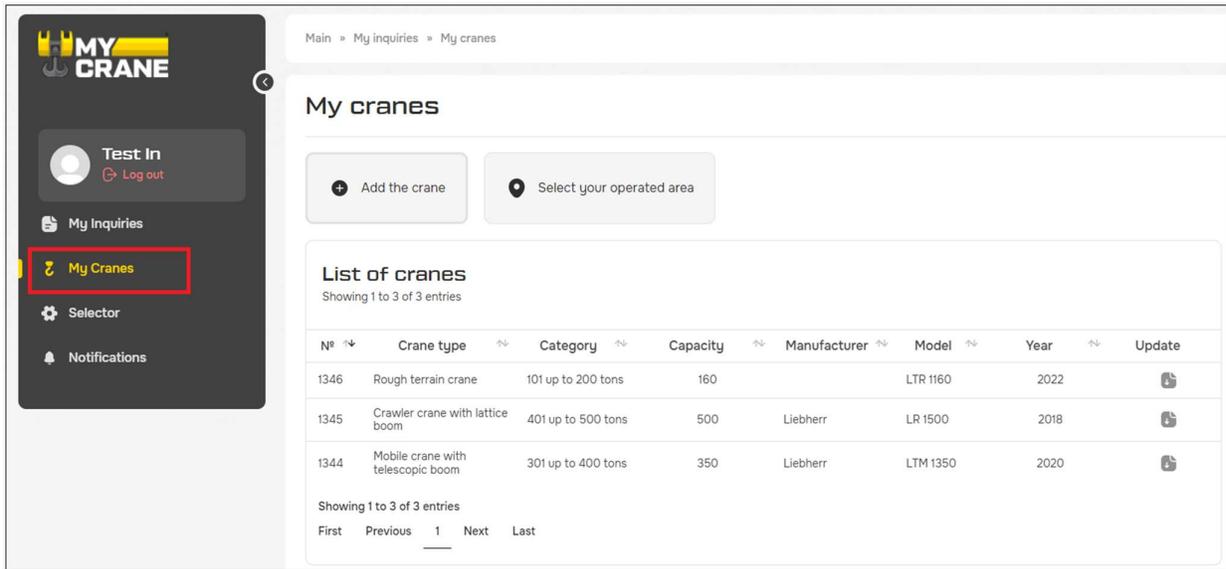


Figure 5: Open the Equipment fleet and subscriptions page

Click on 'Select your operated area,' and select the states you want to work in. You can select all states by clicking 'All'. Click on 'Save' to save the changes to your account. You can return to this screen anytime to make changes to your account if needed.

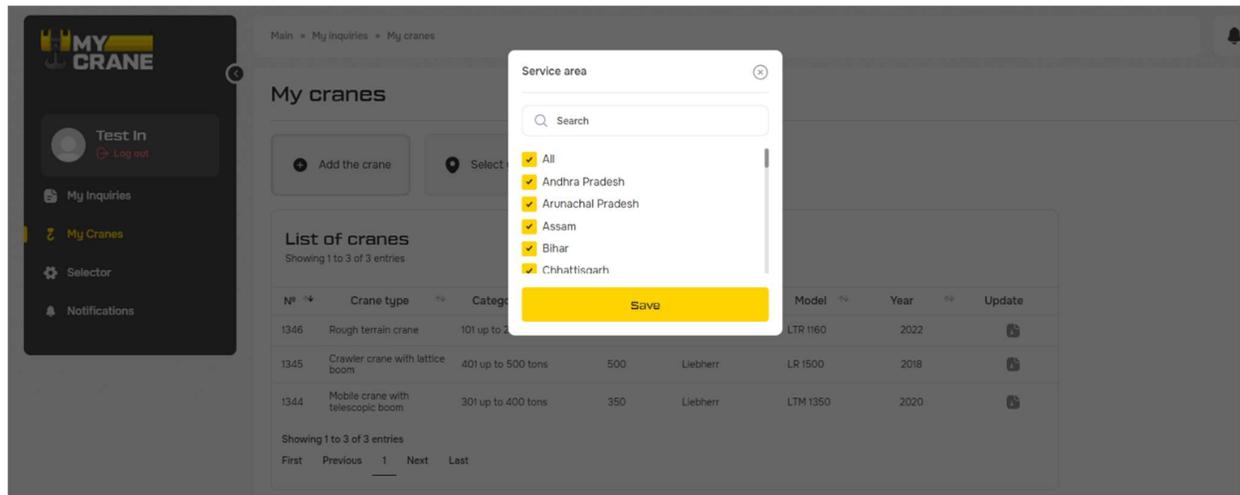


Figure 6: Select the right state

# 6 Add Your Cranes to MCRYRANE

To quote the Inquiry, you must add your available cranes to the platform. You will only be able to see the open opportunities that require a crane equal to or smaller than the largest crane you have added. For example, if you have a 500T crane added to your profile, you will see all opportunities for 500T crane capacity and below.

### Add the crane

Type of crane *	Type of boom
Type of crane	Type of crane
Lifting Capacity Range *	Crane serial number *
Category of capacity	Example: N <sup>o</sup> W0983200GEL0511
Capacity of the crane	Manufacturer of the crane
Capacity of the crane	Manufacturer
Model of the crane *	Year of manufacture *
LTM-1250-6.1	Year of manufacture
Main boom length *	Jib length
70	20
Crane Configuration	
SW	

Date of expiry third party inspection Certificate

Specify the expiration date of the certificate

dd.mm.yyyy

List of documents:

Attach

Additional characteristic of the crane

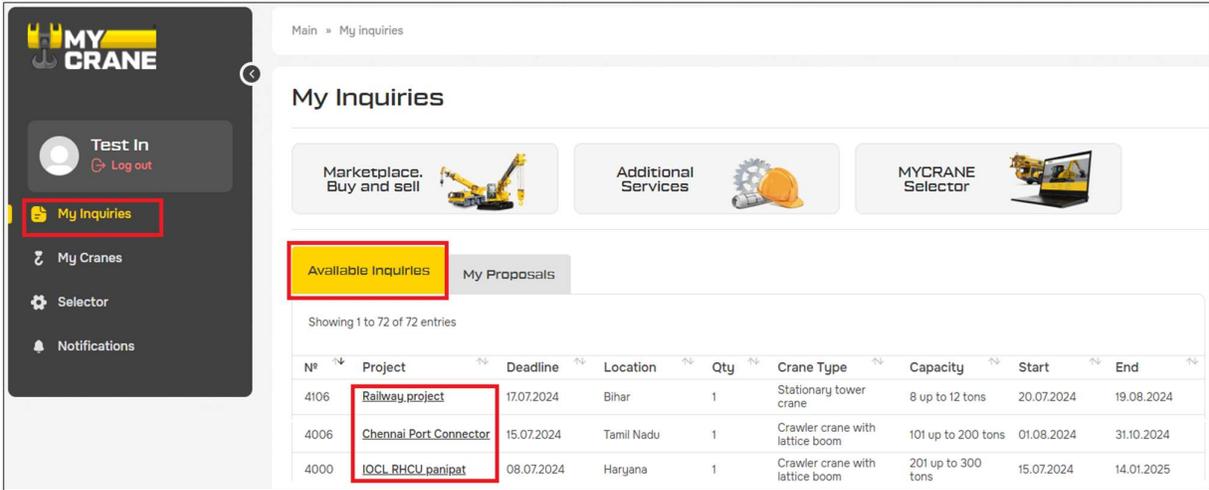
Save

Figure 7: Enter all Crane Details

# 7 View Available Opportunities

After you have successfully set your location and added your available equipment, you are all set to see the current open inquiries.

Go to the 'My inquiries' page and select 'Available inquiries'.



The screenshot shows the 'My Inquiries' page in the MYCRANE system. On the left is a dark sidebar with the MYCRANE logo and navigation options: 'Test In' (with a 'Log out' link), 'My Inquiries' (highlighted with a red box), 'My Cranes', 'Selector', and 'Notifications'. The main content area has a breadcrumb 'Main » My Inquiries' and a title 'My Inquiries'. Below the title are three buttons: 'Marketplace. Buy and sell' (with a crane icon), 'Additional Services' (with gear and hard hat icons), and 'MYCRANE Selector' (with a laptop and crane icon). A yellow box highlights the 'Available Inquiries' tab, with 'My Proposals' as an alternative. Below the tabs, it says 'Showing 1 to 72 of 72 entries'. A table lists three inquiries:

Nº	Project	Deadline	Location	Qty	Crane Type	Capacity	Start	End
4106	Railway project	17.07.2024	Bihar	1	Stationary tower crane	8 up to 12 tons	20.07.2024	19.08.2024
4006	Chennai Port Connector	15.07.2024	Tamil Nadu	1	Crawler crane with lattice boom	10t up to 200 tons	01.08.2024	31.10.2024
4000	IOCL RHCU panipat	08.07.2024	Haryana	1	Crawler crane with lattice boom	20t up to 300 tons	15.07.2024	14.01.2025

Figure 8: Overview of available opportunities

You can view the inquiries, send your offer or ask questions about the job on this screen.

## 8 Quote on a Job

To quote a job, click on one of the Project (Figure 8).

A new screen will open with the customer details. Clicking on Job details it will open the project information screen. If you want to bid on the job, click on 'Send Offer'.

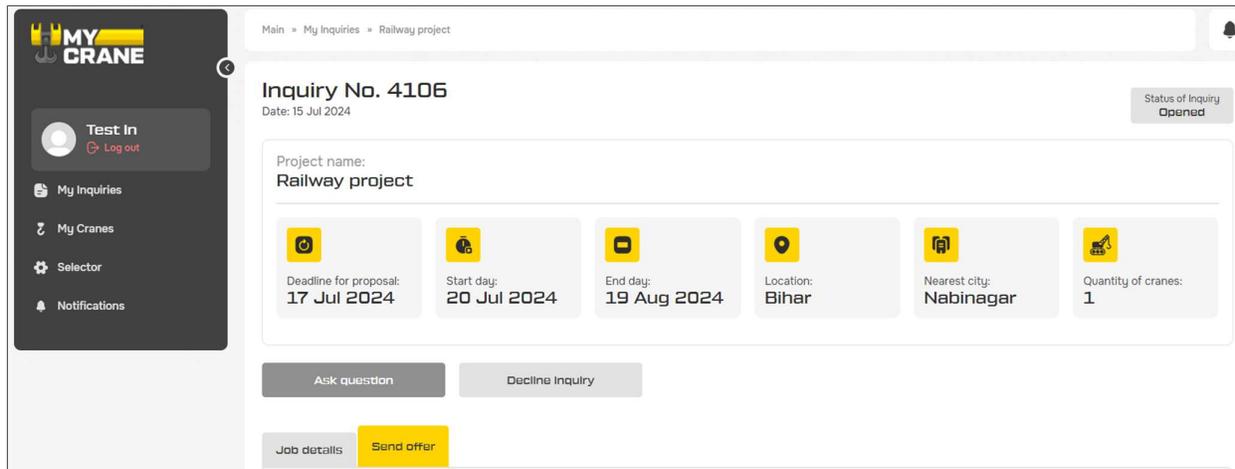


Figure 9: Detailed overview of the opportunity

When you click on 'Send Offer' a detailed overview will open to include your pricing for the open opportunity (Figure 10).

<b>Choose Crane:</b>	The Crane that you want to provide to the customer
<b>Mobilization:</b>	Costs for the mobilization
<b>Demobilization:</b>	Costs for the demobilization
<b>Equipment for dis/assemble:</b>	Cost for erection or assembly and disassembly of the crane
<b>Rent price hour/months:</b>	Monthly/Hourly rate of the crane
<b>Stand by price:</b>	Hourly rate of the crane during stand by
<b>Other costs:</b>	If necessary
<b>Total expected Costs:</b>	This field is automatically calculated based on the rate

Only the items that are marked (\*) as your responsibility on the Responsibility Matrix are required. The fields for Method Statement, Rigging, and Riggers will be visible if the customer expects you to deliver these services.

Job details
Send offer

**Crane N°1**

Mobile crane with telescopic boom  
 Capacity 10t up to 200 tons

<p>Choose crane *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">-</div> <p>Demobilization Charges for Contractor's crane *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p>Supporting Crane Charges for Assembly and dismantling (if not in Customers scope)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p>Rent price, month *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p><small>Includes provision of qualified personnel required to operate the crane</small></p> <p>Other cost for the Crane N°1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p><small>if supposed</small></p> <p>Expected Total cost of Crane N°1 *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div>	<p>Price of mobilization and of the Contractor's crane *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p>Auxiliary equipment for assemble/dissemble (if necessary)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p>Rent price, hour *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p><small>Includes provision of qualified personnel required to operate the crane</small></p> <p>Stand by price, hour</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div> <p><small>Includes provision of qualified personnel required to operate the crane</small></p> <p>Current Location of the Crane</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"></div>
---	---

Total expected cost

Proposal valid till \*

dd.mm.yyyy

Comments

-

📎 Attach

Send

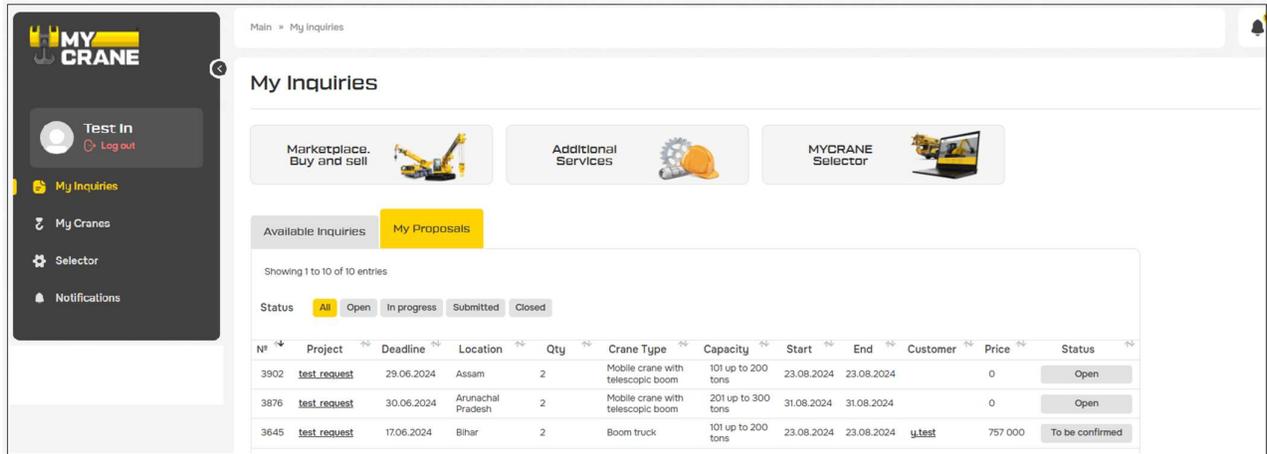
Figure 10: Quote online on the opportunity

You can add a proposal expiration date if you like. In the field for 'Additional Information,' you can make any extra comments you may have. The customer will see this additional information when they compare all quotes received.

Click on 'Send offer' to submit the offer to the customer, and the customer will be notified about a new bid on their opportunity. If you want to change your proposal, you can return to this screen at any time. Before the offer is binding, you will have to confirm the bid. This will be done after the customer has made the decision on which crane supplier to use.

# 9 View your Bids

If you go back to your Crane Rental Dashboard, you can select the option: 'My Proposals'. In this overview, you have access to all of your historical project bids. You can click on an individual opportunity to view all details of the opportunity.



The screenshot shows the 'My Inquiries' dashboard in the MYCRANE system. On the left is a dark sidebar with navigation options: 'Test In' (with a 'Log out' link), 'My Inquiries', 'My Cranes', 'Selector', and 'Notifications'. The main content area is titled 'My Inquiries' and features three cards: 'Marketplace. Buy and sell', 'Additional Services', and 'MYCRANE Selector'. Below these is a tabbed interface with 'Available Inquiries' and 'My Proposals' (the active tab). A status filter bar shows 'All' (selected), 'Open', 'In progress', 'Submitted', and 'Closed'. The table below displays three bid entries with columns for ID, Project, Deadline, Location, Qty, Crane Type, Capacity, Start, End, Customer, Price, and Status.

Nº	Project	Deadline	Location	Qty	Crane Type	Capacity	Start	End	Customer	Price	Status
3902	test_request	29.06.2024	Assam	2	Mobile crane with telescopic boom	101 up to 200 tons	23.08.2024	23.08.2024		0	Open
3876	test_request	30.06.2024	Arunachal Pradesh	2	Mobile crane with telescopic boom	201 up to 300 tons	31.08.2024	31.08.2024		0	Open
3845	test_request	17.06.2024	Bihar	2	Boom truck	101 up to 200 tons	23.08.2024	23.08.2024	Utest	757 000	To be confirmed

Figure 11: Overview of your bids

# 10 Closing of the Contract, Terms and Conditions

After the customer selects which crane supplier he wants to work with, a direct contract between the Customer and Crane Supplier will be created. This ensures you can use your standard Terms & Conditions, Insurance Requirements and Payment Terms.

MYCRANE support will guide you through this process if necessary.

# 11 MYCRANE Selector

The MYCRANE Selector is an independent free-to-use crane selection tool. This helps you get an accurate idea what crane capacity is required for your project.

There are 2 main types of equipment included: Crawler Cranes & Mobile Cranes. Multiple makes of each are included in our selector. We are continuously adding new makes and models to our database as well (Liebherr, Demag, Tadano, Grove, XCMG, Sany, etc.).

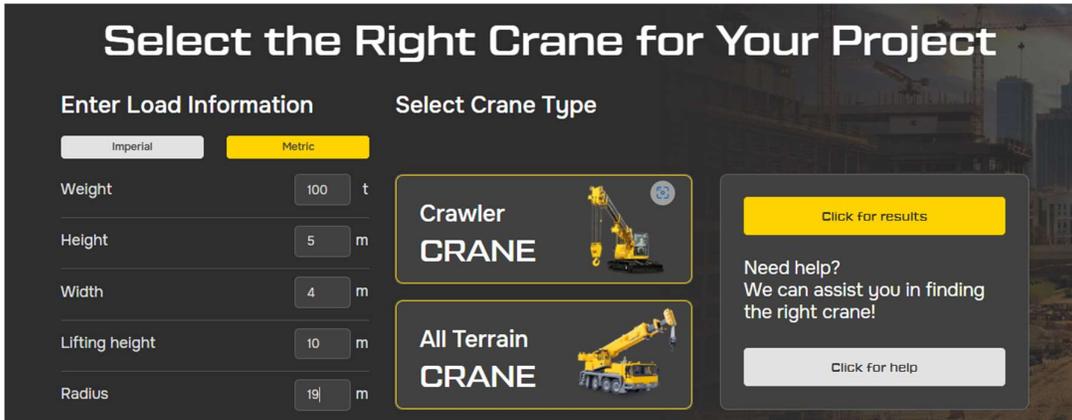


Figure 12: MYCRANE Selector input screen

The information you enter here is what will be used to adequately size your crane. Figure shows the definition of the radius and lifting height, 2 parameters you will want to include.

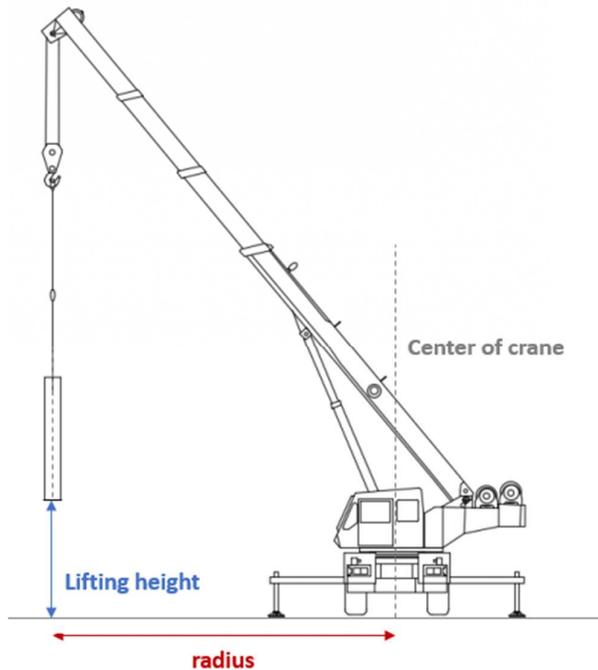


Figure 13: Lifting Height & Radius

The result of the Crane Selector is shown in Figure . On the left side of the screen the different Crawler Crane options are shown. On the right side, the Mobile Crane options are shown.

We take a safety margin of 3-meter, into account for the lifting height. This includes hook + hoist clearance and rigging. There is 1-meter, clearance included between the ground surface and bottom of the load. All of our load charts are utilized up to 100%.

MYCRANE can provide you with a method statement/lift drawing with our Engineering Services if needed. Please contact MYCRANE support to learn more about this option.

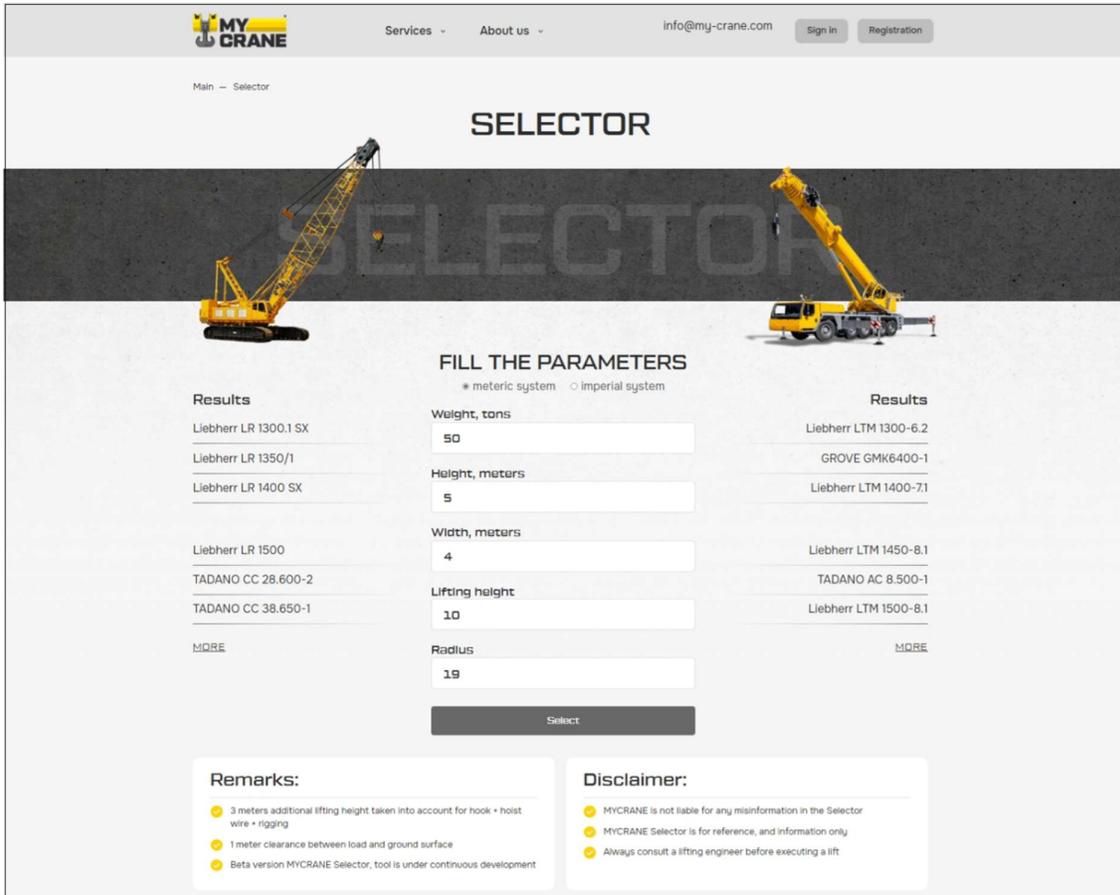


Figure 14: MYCRANE Selector results