

User Guide

Business @ Booking



Date	Issued by	Version	Changes (with indication of chapter)
27.02.2007	Susann Gittke	1.4	Cargo Description 3.4.1 – Dimensions
24.10.2006	Susann Gittke	1.3	New Corporate Design – DB, print function
25.01.2006	Susann Gittke	1.2	3

Preliminary note:

This booking application is subject to permanent further development. Changes are possible in the course of time in order to simplify this tool as much as possible and on the other hand to follow the necessary changes caused by changed business processes.

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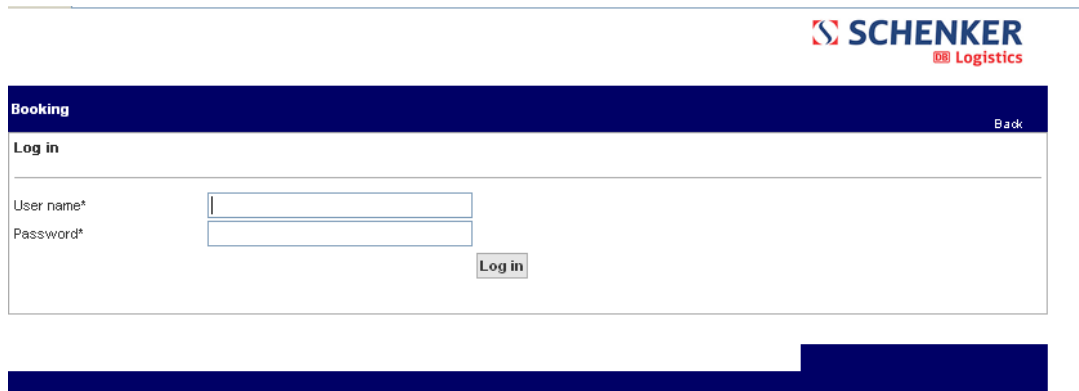
1. REQUIREMENTS

The USER needs access to the Internet. For unrestricted use of the application you need the Microsoft Internet Explorer 5.5 or Netscape version 6.0 or more. If your browser doesn't fulfil the technical requirements a message will appear and you will be able to download the current version of your browser.

2. LOGIN

After activating the URL

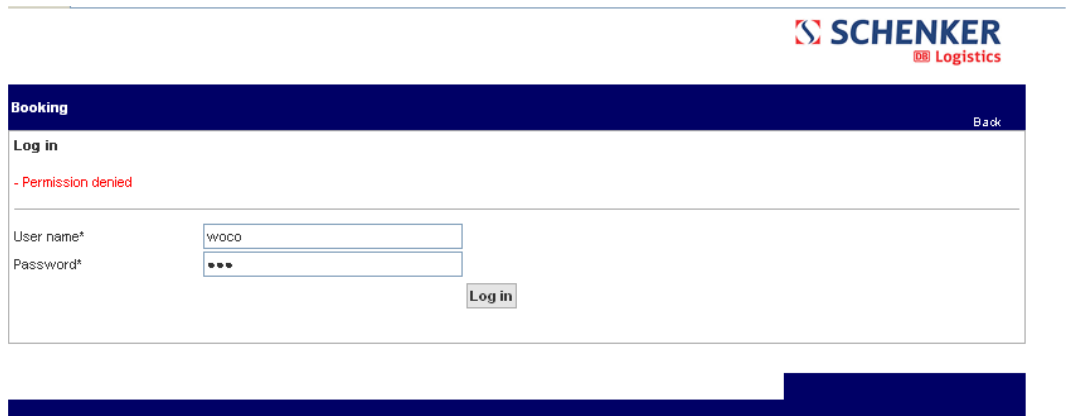
http://www.schenker.nu/online_network/prod/WebCos_001/Booking1 you will be welcomed by this screen.



The screenshot shows the Schenker Booking Login interface. At the top right is the Schenker Logistics logo. Below it is a dark blue header bar with the word "Booking" on the left and a "Back" link on the right. The main content area is titled "Log in" and contains two input fields: "User name*" and "Password*". A "Log in" button is positioned to the right of the password field. The entire form is enclosed in a white border.

Screenshot 1: LOGIN screen

Please enter USER ID and password into the corresponding fields. The password will only be shown encrypted. The input is case sensitive. The login can be started either with the return-key or with a mouse-click on "LOG IN". In the case of wrong input you will get an error message.



The screenshot shows the Schenker Booking Login interface after an error. The Schenker Logistics logo is at the top right. The dark blue header bar contains "Booking" and a "Back" link. Below the header, the "Log in" section displays a red error message: "- Permission denied". The "User name*" field contains the text "woco" and the "Password*" field contains three dots. A "Log in" button is located to the right of the password field.

Screenshot 2 : LOGIN error message

If you don't get access to the booking page in spite of correct input please contact Schenker. We will announce the contact persons at short notice. They will check your settings.

After successful Login you will see the Booking page.

Important remark!

Please note, that the webpage will close after about 20 minutes if it is inactive. In this case you have to log in again.

3. BUSINESS BOOKING

Booking Back | Logout

[→ Support](#)
[→ Help](#)

New Booking

User
Customer number: WABCO Customer name: WABCO

Templates
Template:

Consignor
209006
WOCO INDUSTRIE TECHNIK
HANAUER LANDSTR. 16
BADSDODEN-SALMUENSTER, DE

Consignee

References and dates

Sales Order No	<input type="text"/>	Pick up date	<input type="text" value="20070228"/> (yyyymmdd)
		Pick up time	from <input type="text"/> to <input type="text"/> (hhmm)
		Delivery date	<input type="text"/> <input type="radio"/> On <input type="radio"/> By <input type="radio"/> After
		Delivery time	from <input type="text"/> to <input type="text"/> (hhmm)

Cargo description

Marks & Numbers*	Units*	Type of Packages*	Cargo Description*	Gross Weight (kg)*	Volume (m3)*	Loading Meters (ldm)
<input type="text"/>	<input type="text"/>	<input type="text" value="Please choose"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Order lines

Service information

Incoterms	<input type="text" value="EXW - EX WORKS"/>	Shipping instructions (Max 42 characters / line)	<input type="text"/>
Cash on delivery	<input type="checkbox"/>		<input type="text"/>

Screenshot 3 : Booking screen

3.1 USER INFORMATION

In this part you will find the customer account WABCO.

3.2 TEMPLATES

You can create templates to fill data which you reuse quite often. Insert the name of the template into the field "Template name". For saving the template use the field "SAVE AS TEMPLATE" in the bottom of the screen. All data that have been inserted into these fields will be saved under the name of the template. To select the templates use the pull-down menu behind the field "TEMPLATE NAME". To get the stored templates double click with your mouse on the field "Get template".

3.3 CONSIGNEE & REFERENCES & DATES

In this part of the Booking you can enter the transport information. The fields marked with a “*” are mandatory. It is impossible to create a Booking if one of these fields is empty.

consignee & references & dates	description
Consignor Information	Supplier address – appears automatically - linked to login
Sales Order Number	Here you can enter a Sales Order no. or leave empty.
Pick up date	Here you can enter the pick up day. Earliest date can only be the following calendar day. Normally the pick up is one day after booking. It is recommended to key in deviating times. MANDATORY
Pick up time from - to	Here you can enter the time frame for the pick up day.
Consignee*	Select the consignee address by the drop down menu. MANDATORY
Delivery date	Here you can enter the required delivery day.

Table 1 : consignee & references & dates

Please never use umlauts or other country specific special characters. Use the transformation (ß=ss., ä=ae, ü=ue; ö=oe). In case of entering decimal figures, please use dot instead of comma, e.g. 1.2 instead of 1,2

3.4 CARGO DESCRIPTION

In this part of the Booking page you enter basic information about the shipment being necessary for the forwarder.

Cargo description	Details
Marks & Numbers *	Please enter how the packages are labelled - MANDATORY
No of Units *	No of units per type of package – MANDATORY
Type of package *	Please choose from drop down menu – MANDATORY
Cargo Description *	Short description of package or content of package – MANDATORY .
Weight *	Gross weight of package – MANDATORY
Volume* (m3)	MANDATORY
Loading meters (ldm)	If known, key in.
Temperature control	Click in case of yes
Dangerous goods	Click in case of yes

Table 2: cargo description

3.4.1 ADD DIMENSIONS

By pushing the + button an additional line will be visible offering the possibility to enter Length, Height and Width of each package type (in metre). Furthermore the values about net weight and stackability can be provided by you to Schenker.

After all data is entered – please choose either „SAVE“, „CANCEL“ or „RESET“.

IMPORTANT: The volume field is calculated automatically via the values in the dimensions and the amount of packages.

Changes of volume then can only be done by changing the dimensions and activating the „SAVE“ button again.

Cargo description						
Marks & Numbers*	Units*	Type of Packages*	Cargo Description*	Gross Weight (kg)*	Volume (m3)*	Loading Meters (ldm)
<input type="text"/>	<input type="text"/>	Please choose <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>						
<input type="button" value="Add goods line"/>						
Length (m)	Width (m)	Height (m)	Net Weight (kg)	Temp. Control	Dangerous Goods	Stackable
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

3.4.2 ADD GOODS LINE

By pressing this button a new line appears for new packages, provided that the first line is filled out completely.

Cargo description							Temp Control	Dangerous Goods
Marks & Numbers*	Units*	Type of Packages*	Cargo Description*	Gross Weight (kg)*	Volume (m3)	Loading Meters (ldm)		
test	120	EURO PALLET <input type="button" value="v"/>	test	1200	20	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Please choose <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="X"/>								
<input type="button" value="Add goods line"/>								

Screenshot 4 : Add goods line

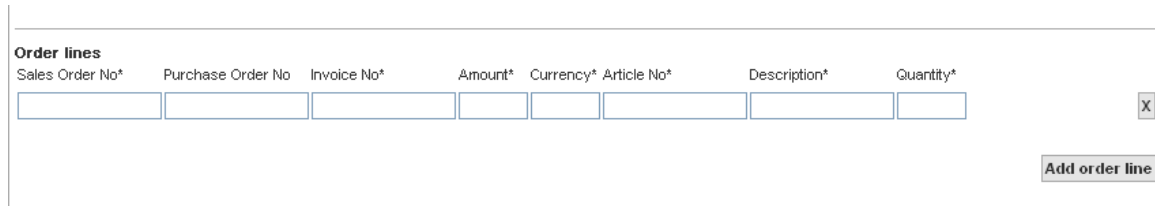
3.4.3 DELETE

The delete-button is the “X” on the right side of every new added line to remove this complete line.

3.5 ADD ORDER LINE

By clicking on the button “ADD ORDER LINE” you can add information on order level including purchase order data, etc.

Nearly all fields are mandatory. You can add new order lines only if you have filled out all mandatory fields in the line before. Use the delete button on the right side to remove added orderlines.



Screenshot 5 : Add order lines

New orderlines	Description
Invoice number*	Please key in your WABCO invoice no. - MANDATORY
Sales Order No*	If not known please enter „0“ – MANDATORY
Purchase Order No	
Article ID*	Please key in the WABCO part number. For every new part number add a new line– MANDATORY
Article Description*	MANDATORY
Quantity*	No of parts per EPN - MANDATORY
Invoice Amount*	Please key in the goods value – MANDATORY
Invoice currency	e.g. „EUR“.

Table 3: order line details

3.6 SERVICE INFORMATION

The field “shipping information” is free editable and can be used for special shipment information. Incoterm is always EXW.

3.7 STANDARD ICONS

With the standard icons you can move through the standard functionalities of the Business Booking.

3.7.1 RESET

By activating the Reset-field all fields will be deleted and the page will be set to standard. No information will be stored and there will be no Booking.

3.7.2 BACK

By activating the "Back"-field you arrive at the previous page. Normally this is the Login-page. No information will be stored and there will be no Booking.

3.7.3 LOGOUT

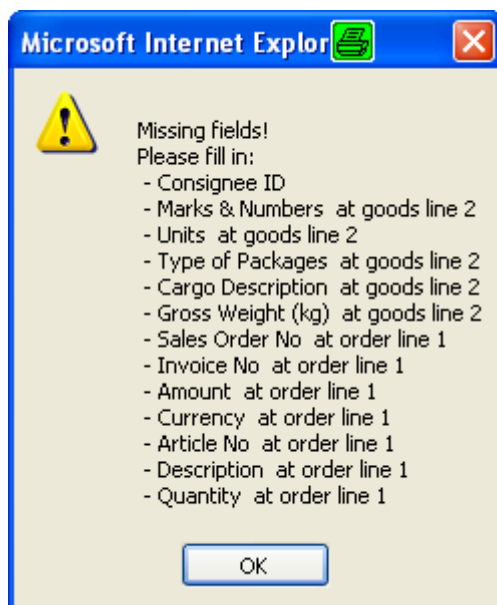
By activating the Logout-field you finish the current application. You will return to the Login-page. No information will be stored and there will be no Booking.

3.7.4 SAVE AS TEMPLATE

By activating the „SAVE AS TEMPLATE“-field all current fields will be stored under the templates name. How to get a template is described in point 3.2. No information will be stored and there will be no Booking.

3.7.5 CONTINUE


By clicking the CONTINUE-button a **review** of your input will be created. The booking process is not yet finished. If your Input is not complete or wrong you will receive an error-message. The fields listed in the message box are mandatory. They must be entered into the system.



Screenshot 6 : error message Booking

After you press the „OK“ button you can add the missing fields. If all essential fields are available you will receive the booking review. Again: At this step your booking is not yet activated.

3.8 REVIEW OF BOOKING



Booking

[Back](#) | [Logout](#)

Booking Confirmation - Step 1(2)

[→ Support](#)
[→ Help](#)

Please review and confirm your booking!

User
Customer number: WABCO

Customer name: WABCO

Consignor
209006
WOCO INDUSTRIE TECHNIK
HANAUER LANDSTR. 16
BADSODEN-SALMUNSTER
DE

Consignee
UK01
WABCO AUTOMOTIVE U.K.
TEXAS STREET
BEACON WORKS
MORLEY /LEEDS
GB

References and dates

Pick up date

20061025

Marks & Numbers	Units	Type of Packages	Cargo Description	Gross Weight (kg)	Volume (m3)	Loading Meters (ldm)
test	120	EURO PALLET	test	1200	20	-

Service information
 Incoterms EXW - EX WORKS

Screenshot 7 : Review of booking


3.8.1 CANCEL BOOKING

This is the last possibility to cancel or change your booking. Pressing this button you will return to the previous page. All entered data for this booking are still available.

3.8.2 FINAL CONFIRMATION OF BOOKING

To finish the booking process, please press the BOOK-button. Now your booking is transmitted and registered. As result for a successful booking you will receive the booking confirmation screen including

Your booking reference – e.g. WS69086557.



Booking Back | Logout

Booking Confirmation - Step 2(2) → Support
→ Help

Thank you for your booking!
It has been successfully registered.

Your Shipment ID: WS69086557

User
Customer number: WABCO Customer name: WABCO

<p>Consignor 209006 WOCO INDUSTRIE TECHNIK HANAUER LANDSTR. 16 BADSDODEN-SALMUENSTER DE</p>	<p>Consignee UK01 WABCO AUTOMOTIVE U.K. TEXAS STREET BEACON WORKS MORLEY /LEEDS GB</p>
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References and dates

	Pick up date	20061025
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Marks & Numbers	Units	Type of Packages	Cargo Description	Gross Weight (kg)	Volume (m3)
test	120	EURO PALLET	test	1200	20

Service information
Incoterms EXW - EX WORKS

Printer friendly (pdf)
Back to start

Screenshot 8 : Confirmation of Booking

3.8.3 BACK TO START

You will return to the booking screen and start a new booking.

3.8.4 PRINTER FRIENDLY (PDF)

Save your confirmation as pdf and / or print.

3.9 MISTAKES & SUPPORT

For any booking mistakes get in contact with [Schenker Central Service Desk](mailto:wabco.csd@dbschenker.com) in Hannover (wabco.csd@dbschenker.com).