

Manual

Business @ Booking

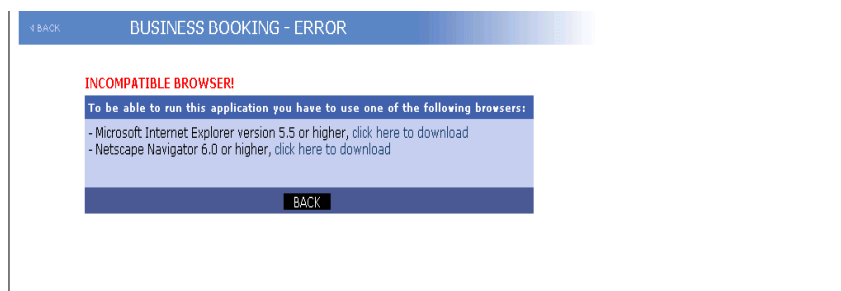
Datum	Ersteller	Version	Bemerkungen
11.03.02	Sven Hansen	1.0	
08.04.02	Sven Hansen	2.0	Anmerkungen Jens und Tanja
14.11.02	Sven Hansen	2.1	Get address
21.01.03	Sven Hansen	2.1.1	Add countries
16.06.2003	Sven Hansen	2.2	Multiple contact persons

Business Booking

1. Requirements

The USER needs access to the Internet. The USER will get the URL from Schenker's customer. If you haven't received the URL from Schenker's customer please get in contact with WABCO.

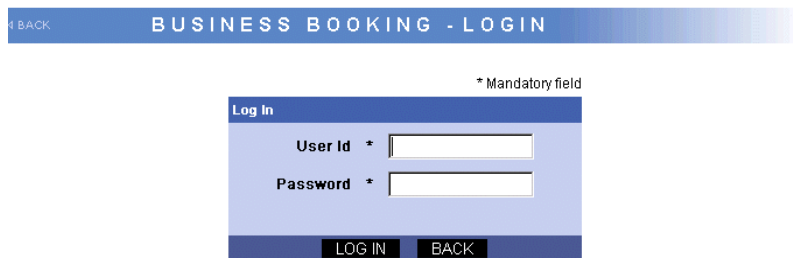
For unrestricted use of the application you need the Microsoft Internet Explorer 5.5 or Netscape version 6.0 or more. If your browser doesn't fulfil the technical requirements a message will appear and you will be able to download the current version of your browser.



Screenshot 1: Incompatible browser

2. LOGIN

After activating the URL you will be welcomed by this screen.



Screenshot 2 : LOGIN screen

You should get a USER ID and a password from Schenker's customer. Please enter this information 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.

Error: Permission denied (101) * Mandatory field

Log In

User Id *

Password *

LOG IN **BACK**

Screenshot 3 : Login error message

If you don't get access to the booking page in spite of correct input please contact WABCO. They will check your settings. After successful Login you will see the Booking page.

3. Business Booking

BUSINESS BOOKING - NEW BOOKING * Mandatory field

User information
Consignor Id: WABCO Name: WABCO

Templates
Template name GET TEMPLATE

Shipment information

Dispatcher / Pickup from ID Address
 Consignee / Ship to ID Address

ID * GET ADDRESS
 Name
 C/O
 Address1
 Address2
 Zip
 Country
 Phone Number
 E-mail
 Sales Order No
 Pickup Date (yyyymmdd)
 Pickup Time (hhmm)

ID * GET ADDRESS
 Name
 C/O
 Address1
 Address2
 Zip
 Country
 Phone Number
 E-mail
 Purchase Order No
 Delivery Date On By After
 Delivery Time from to (hhmm)

HIDE INFO

Cargo / Description

Marks & Numbers *	No of Units *	Type of Package *	Cargo Description *	Weight (kg) *	Volume (m3)	Load.M.(ldm)
<input type="text"/>	<input type="text"/>	Please choose	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD NEW ROW

Service Information
 Temp Controlled Dangerous Goods Cash on Delivery

Shipping Instructions

BACK **LOGOUT** **SAVE AS TEMPLATE** **RESET** **BOOK**

Abbildung 4 : Business Booking

Please don't use umlauts or other country specific special characters. Use this transformation (ß=ss., ä=ae, ü=ue; ö=oe).

3.1 User information

In this part you will find information about the customer. These fields are fixed. They are linked to the USER ID and Password. In this case the customer is WABCO.

3.2 Templates

The application can a template. Insert the name of the template into the field “Template name”. For saving the template use the field “SAVE AS TEMPLATE” in the top of the document. 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 Shipment information

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.

Information about the Despatcher	Description			
FLAG Address / ID	choose if you want to enter an address or if you know a Despatcher ID. The ID must be known by COS			
ID ^(*)	You can only enter an address if you mark the FLAG with ID – be sure that the DESPATCHER is known by COS – For U.K. please use the agreed ID.			
Name [*]	Enter the name of the DESPATCHER – mandatory			
C/O	Additional information about the DESPATCHER			
Address 1 [*]	Street or other information that identifies the pickup address – mandatory			
Address 2	Additional information about the address			
Zip [*]	Zip code of the pickup city – mandatory			
City [*]	The city where the shipment should be picked up - mandatory			
Country [*]	2-letter code of the country where the shipment should be picked up – mandatory			
	AT	Austria	HU	Hungary
	BA	Bosnia and Herzegovina	IT	Italy
	BE	Belgium	LT	Lithuania
	BG	Bulgaria	LU	Luxembourg
	CH	Switzerland	NL	Netherlands
	CZ	Czech Republic	PL	Poland
	DE	Germany	PT	Portugal
	DK	Denmark	RO	Romania
	ES	Spain	RU	Russia
	FI	Finland	SE	Sweden
	FR	France	SI	Slovenien
	GB	Great Britain	SK	Slovak Republic
	GR	Greek	TR	Turkey
HR	Croatia	YU	Yugoslavia	
Phone Number	The Schenker employee can get in contact with you if there are any questions			
E-mail				
Sales Order No	This field can be used for additional information about the shipment. If you fill in this field you can find this number in the COS track&trace system			
Pickup Date	Detailed information about the Pickup Time and Pickup Date			
Pickup Time				

table 1 : information about the consignor

Information about the Consignee	Description
FLAG Address / ID	choose if you want to enter an address or if you know a consignee ID. The ID must be known by COS
ID ^(*)	You can only enter an address if you mark the FLAG with ID – be sure that the consignee is known by COS. – For U.K. please use the agreed ID.
Name*	Enter the name of the consignee – mandatory
C/O	Additional information about the consignee
Address 1*	Street or other information that identifies the pickup address – mandatory
Address 2	Additional information about the address
Zip*	Zip code of the delivery city – mandatory
City*	The city where the shipment should be delivered - mandatory
Country*	2-letter code of the country where the shipment should be delivered – mandatory
	AT Austria HU Hungary
	BA Bosnia and Herzegovina IT Italy
	BE Belgium LT Lithuania
	BG Bulgaria LU Luxembourg
	CH Switzerland NL Netherlands
	CZ Czech Republic PL Poland
	DE Germany PT Portugal
	DK Denmark RO Romania
	ES Spain RU Russia
	FI Finland SE Sweden
	FR France SI Slovenien
	GB Great Britain SK Slovak Republic
	GR Greek TR Turkey
HR Croatia YU Yugoslavia	
Phone Number	The Schenker employee can get in contact with you if there are some questions
E-mail	
Sales Order No	This field can be used for additional information about the shipment. If you fill in this field you can find this number in the COS track&trace system
Pickup Date	Detailed information about the delivery time and delivery date
Pickup Time	

table 2 : information about the consignee

The other parameters are not relevant for the current release.

3.3.1 Get address

For the **U.K.** it is necessary to use either the Despatcher ID (if you are WABCO) or the consignee ID (if you are WABCO’s supplier) or both. Please enter the agreed ID into the field and press the blue Link marked “Get address”.

After a short time the mandatory fields will be filled in (ID, Name, Address1, Zip, City, Country) and when they have been filled in the non-mandatory fields (C/O, Address2) will be filled in as well.

If COS doesn’t know your ID a read error message on the top left hand corner of you screen pops up reading “No search result”. Please contact the person named in paragraph 3.7.

3.4 Cargo/ Description

In this part of the Booking you enter information about the shipment

Informationen about the cargo	Description	
Marks & Numbers*	Marks and numbers – mandatory	
No of Units*	Number of units– mandatory	
Type of package*	Only those type of package mentioned below are available– mandatory	
	BLOCK BOTTLES BUNDLE CAN CARBOY CARTON CARTONS CASE CRATE	DRUM EURO PALLE FRAME GBOX PACKAGE PALLET PALLETS ROLL SACK TANK UNPACKED
Cargo Description*	Description or content of the shipment– mandatory.	
Weight*	Weight of the shipment – mandatory	
Volume (m3)	Volume of the shipment	
Load.M.(ldm)	Loading meters	

table 3: information about the shipment

3.4.1 Add new row

If you activate this field an empty row will be added. For this new row the same fields are mandatory. It is only possible to add a new row if the previous row is completely filled. Please add as few rows as possible.

3.4.2 Delete

If you have added too many rows you delete them with the „DELETE“ field.

3.5 Standard Icons

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

3.5.1 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.

3.5.2 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.

3.5.3 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 2.1.2 . No information will be stored and there will be no Booking.

3.5.4 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.

3.5.5 Booking

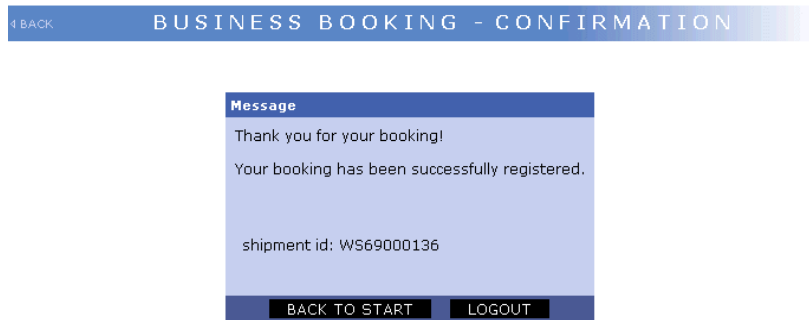
By activating the Booking-field all input fields will be transferred via the Internet to Schenker's IT-System. If your Input is not complete you will receive an error-message. The fields listed in the message box are mandatory. They must be entered into the system.



Screenshot 5 : error message Booking

After you press the „OK“ button you can add the missing fields. If all essential fields are available you can make a successful Booking. If the Booking was successful you will get a Booking confirmation with an unique number (shipping ID). This could last a while because the data will be transferred to the backup system and an acknowledgement will be transferred back to the Web.

3.6 Confirmation of Booking



Screenshot 6 : confirmation of booking

Your Booking was successful. From the system you receive a unique number. You can use this number (shipment ID) to get various information about your shipment.

3.6.1 BACK TO START

By activating the Back-to-start-field you will return to an empty new Booking screen. A new Booking can be entered.

3.6.2 LOGOUT

By activating the Logout field you will go back to the Login-screen. Your session is over.

3.7 mistakes

For any booking mistakes get in contact with Mr. David Alary + 33 14185 1494 (David.Alary@Schenker.com) for France.

For any booking mistakes get in contact with Mr. Harald Folprecht +49511 7408 313 : (harald.folprecht@schenker.com) for all other European countries.