

Get to know with Tradeshift & Quyntess SCM apps













Content

- Onboarding campaign
- Process in Scope
- Order Collaboration App (OC App)
- Delivery Schedules App (DS App)
- E-Logistics App (EL App)

Onboarding Campaign

Tradeshift account activation and App activation process



How does the on-boarding process work?

- Tradeshift is a global business platform
- As a MAN supplier, you will be receiving an account activation eMail from Tradeshift (<u>information@tradeshift.com</u>)
- On clicking or navigating to the URL you have received via eMail, you can activate your account and setup your password.
- Once you have activated your account, you will be receiving a connection request email, which will setup a connection between you as a supplier and the different MAN plants.
- After these steps you will be getting connected with MAN Truck and Bus AG.



What should I do after getting connected with MAN?

 Once you are in connection with MAN, you will be receiving another email to activate the 3 different apps.







Order Collaboration

Delivery Schedules

E-Logistics

- You should log-in to your Tradeshift account and then click on the apps one after another to get the SCM apps activated.
- As a supplier you are supposed to open the apps at least once after activation to make sure it is 100% activated.



What should I do, if I am seeing this message after activating and opening the apps?

Quyntess App: Unknown user or account

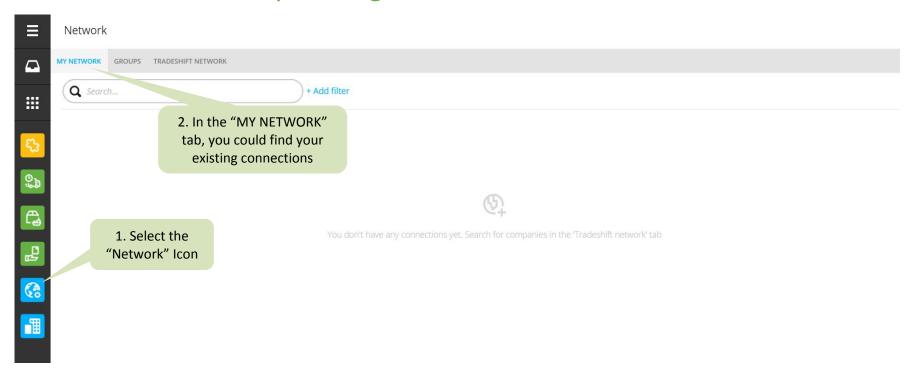
Thanks for using the Quyntess SCM apps, but we cannot allow you to view any content for now. Your account is not currently fully configured. Please get in touch with your customer contact in order to finalize configuration.

If you see that screen after being invited in an Onboarding Campaign, you have correctly followed the procedure. Please wait for further communication or check later on when content will be available for you.

- If you are seeing this message, you have correctly followed the steps and no further actions needed from you until further notice from MAN.
- All the data within the apps will be visible only after Go-Live.



Where can I check my existing connections in Tradeshift network?

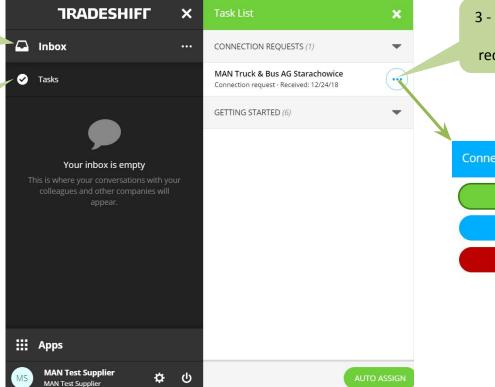




Where can I accept the connection request from MAN plants within my Tradeshift profile?

1 - Click on the Inbox

2 - In the Task List, the connection requests and the incoming documents from MAN can be found



3 - By clicking here, you could accept the connection request from the MAN plant

Connection options

ACCEPT

VIEW COMPANY

REJECT



Processes in Scope





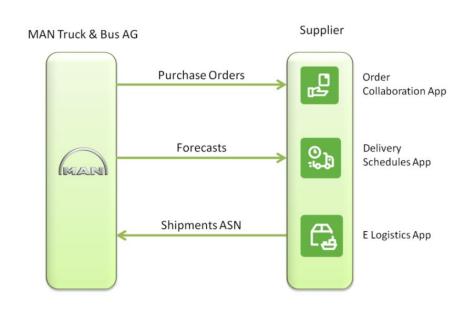






What are the processes in scope for this new platform

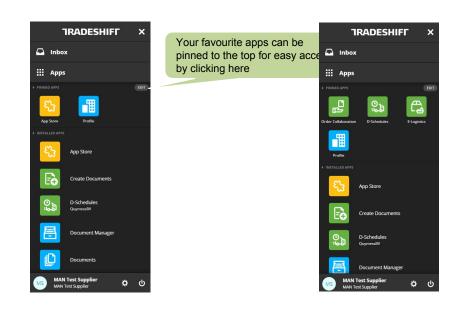
- MAN will be sending the PO,
 Forecasts (New, Update) to its
 suppliers via Order collaboration
 and D-Schedules apps.
- The supplier supposed to create shipments against those POs and forecast in the E-Logistics app.
- Note: All 3 apps are interconnected.
- Functionalities are separately describes in upcoming chapters





Good to know these basic information

- https://go.tradeshift.com/ is the Tradeshift Production URL.
- Your email address used for account creation is always your username.
- If you have troubles logging in, feel free to click forget password and reset your password.
- After logging-in, user can select the Quyntess apps from the list of installed apps.



Order Collaboration App

For purchase orders



How do I get notified for new/updated PO from MAN?

• The supplier users will be notified via eMail for every new and updated PO from MAN (apps@quyntess.com).



MAN Truck & Bus Plauen sent you Order PO-2412004





MAN Truck & Bus Plauen modified Order PO-2412004



New order received

New order received from MAN Truck & Bus Plauen



If for any reason the above button is disabled or does not work you can also copy the following link into your browser address field:

https://sandbox.tradeshift.com/#/apps/QuyntessBV.OrderCollaboration001/?documentId=7583827376506530

Order has been modified

Order modified by MAN Truck & Bus Plauen





https://sandbox.tradeshift.com/#/apps/QuyntessBV.OrderCollaboration001/?documentId=7583827376506530



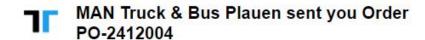
Ways of navigating to a PO

- There are several ways a supplier user can navigate to a PO
 - Via URL from the notification email
 - Via Tasklist within your Tradeshift account Inbox
 - Search manually for a PO within the Order collaboration app.



Navigating to a PO from the notification email

 Click on the "Respond to this order" button or by copy pasting the url below, you could easily navigate to a PO





New order received

New order received from MAN Truck & Bus Plauen

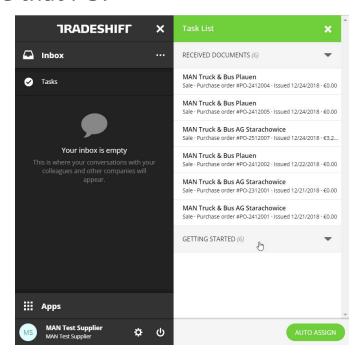


If for any reason the above button is disabled or does not work you can also copy the following link into your browser address field:



Navigating to a PO from Tasklist

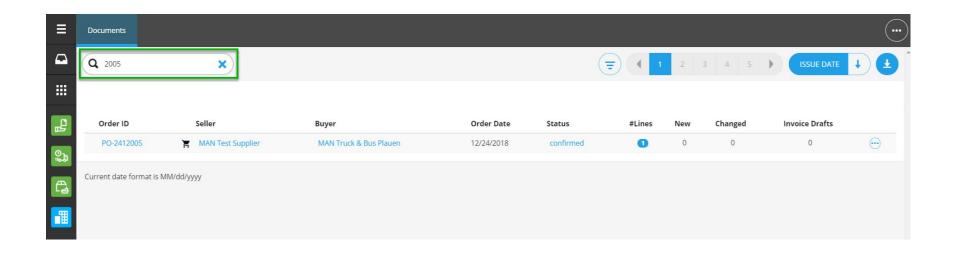
 Click on Inbox → Tasks→ Click on the PO from the list of "Received Documents" to see that PO.





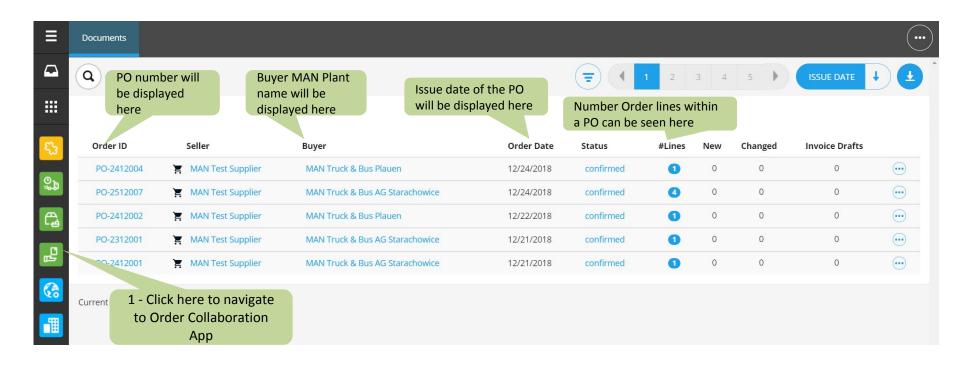
Searching for a PO within the OC app

- A PO can also be found by searching manually within the OC app
- Type in Order ID completely or part of it in search tab \rightarrow Press Enter
- To navigate into the PO, click on a PO under the Order ID.



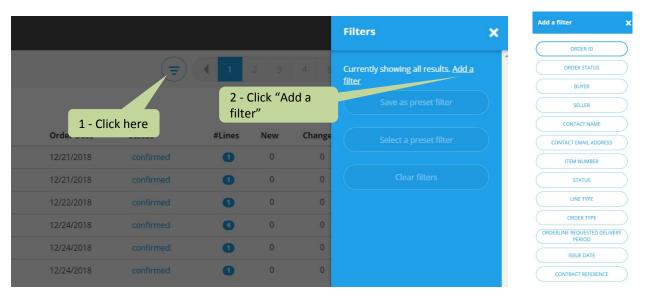


Orders overview screen





Filter function in OC app

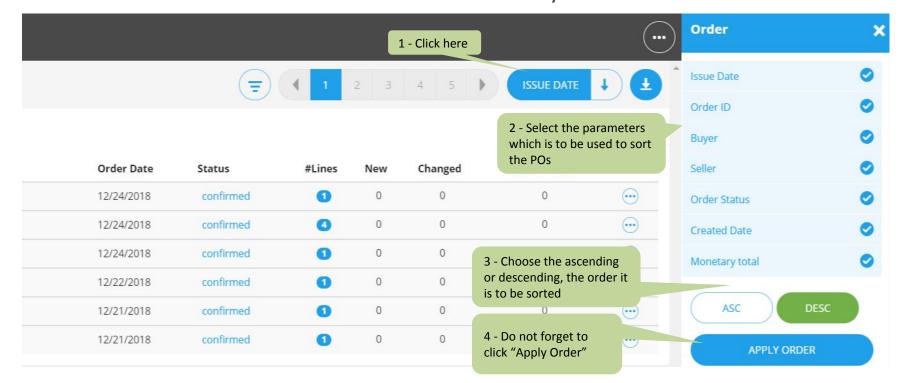


After adding the filter using the listed parameters of your wish in sidebar,
 you could save as preset filter to use it again.



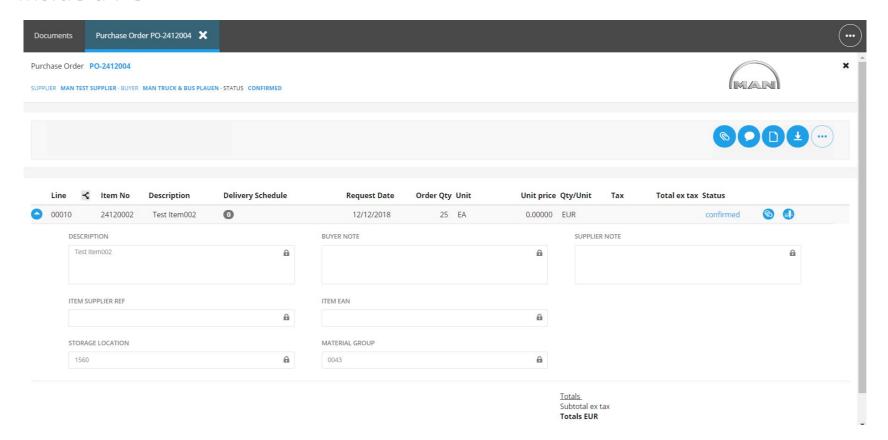
Sort function in OC app

The list of orders can be sorted in an order of your convenience.



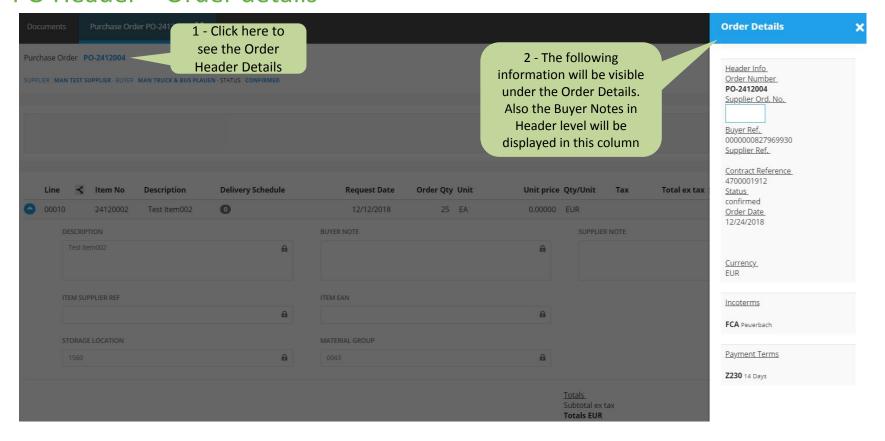


Inside a PO



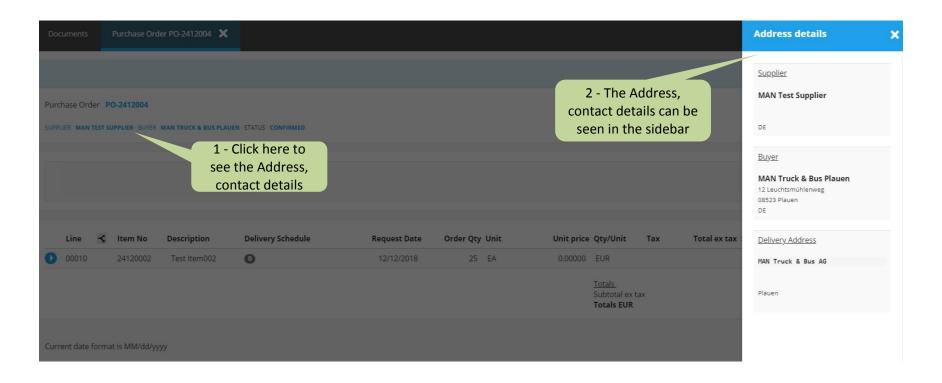


PO Header – Order details



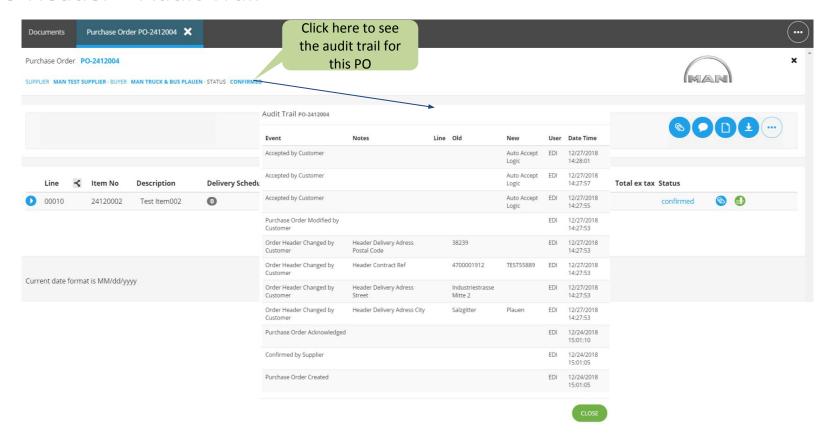


PO Header – Address details





PO Header – Audit Trail





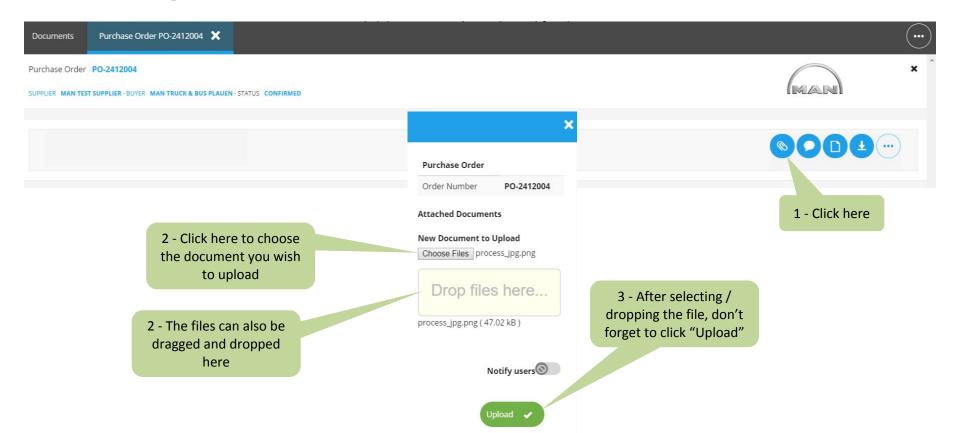
PO Header – Other useful functionalities



- Document can be attached to a PO by clicking <a>
- Supplier can comment to a PO via
- PO can be printed via
- PO can be downloaded in .xls via

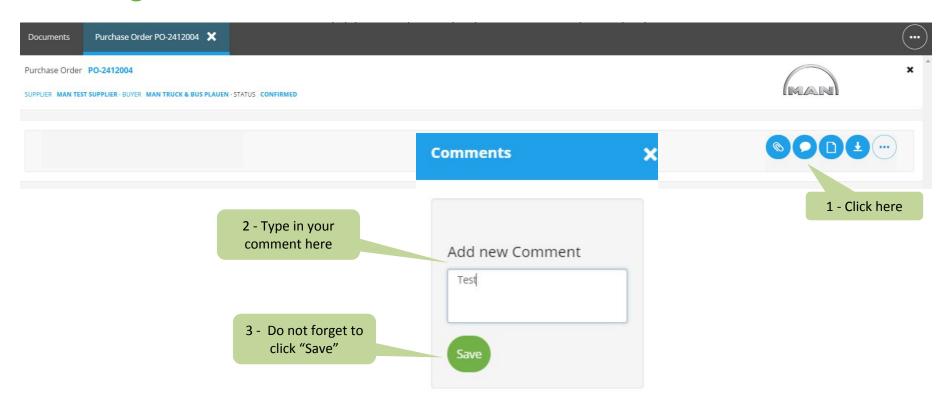


Attaching Document to a PO



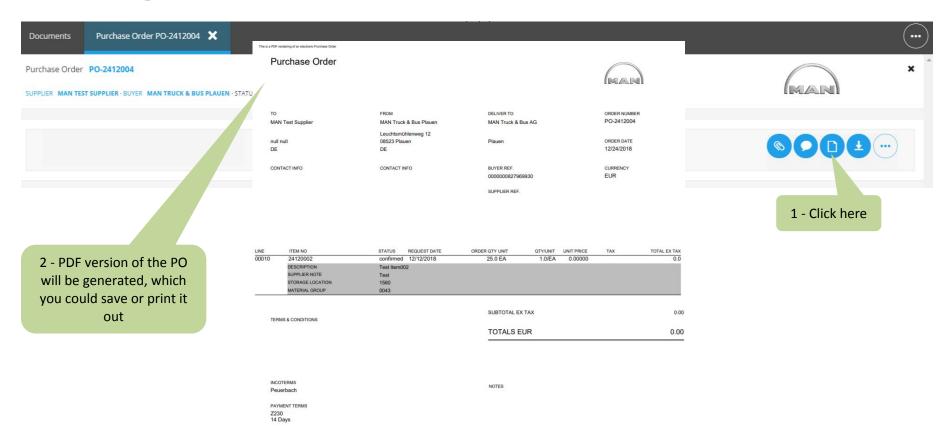


Adding comment to a PO



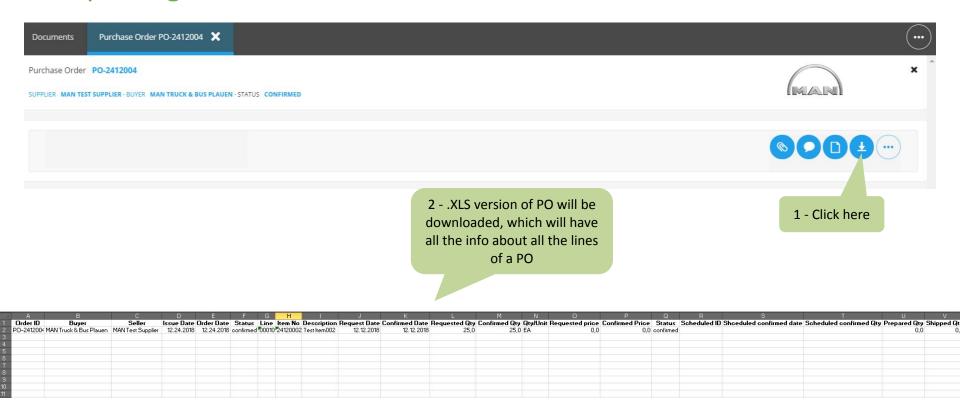


Printing a PO



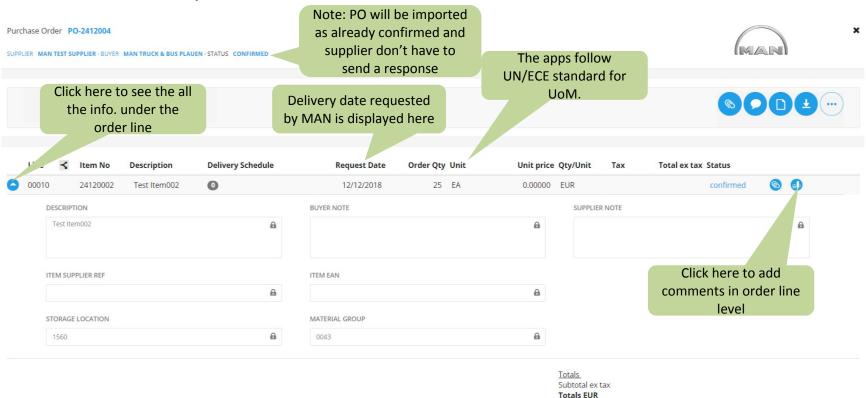


Exporting a PO in .XLS





PO – Order line / Item level



D-Schedules App

For Forecasts



How do I get notified for new/updated Forecast from MAN?

• The supplier users will be notified via eMail for every new and updated PO, Forecast from MAN (apps@quyntess.com).



MAN Truck & Bus AG Starachowice sent you Delivery Schedule N2412002





MAN Truck & Bus AG Starachowice modified Delivery Schedule N2412002



Delivery schedule has been created

New delivery schedule received from MAN Truck & Bus AG Starachowice



If for any reason the above button is disabled or does not work you can also copy the following link into your browser address field:

https://sandbox.tradeshift.com/#/apps/QuyntessBV.dschedules001/?documentId=7583820574951058

Modified delivery schedule received from MAN Truck & Bus AG Starachowice

Delivery Schedule is modified by MAN Truck & Bus AG Starachowice



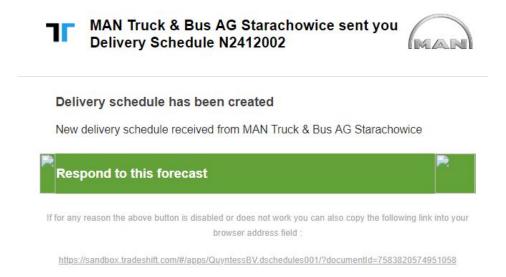
If for any reason the above button is disabled or does not work you can also copy the following link into your browser address field :

https://sandbox.tradeshift.com/#/apps/QuvntessBV.dschedules001/?documentId=7594888510637759



Navigating to a forecast from the notification email

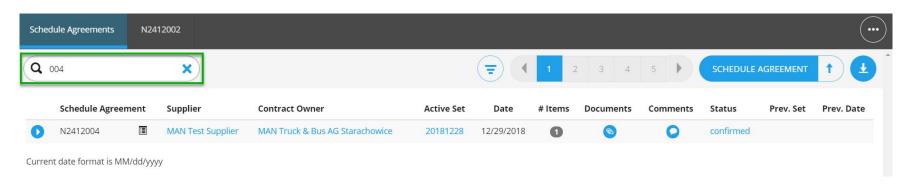
 Click on the "Respond to this forecast" button or by copy pasting the url below, you could easily navigate to a forecast



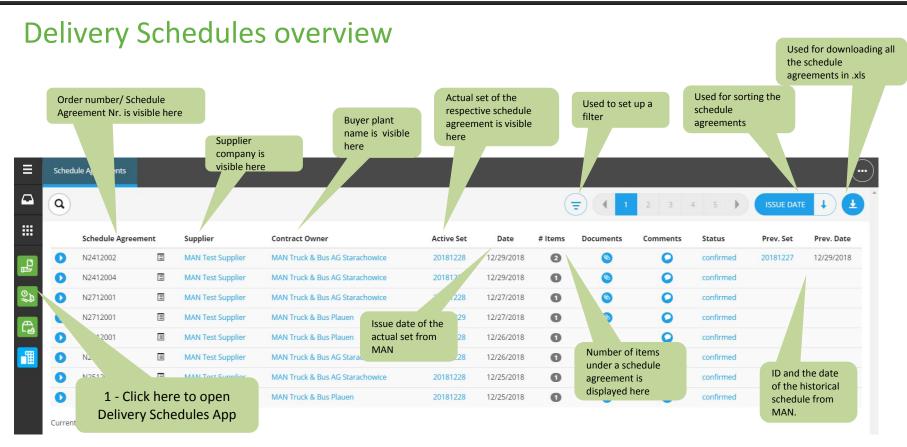


Searching for a Schedule agreement/Forecast within the DS app

- A Schedule Agreement can also be found by searching manually within the DS app
- Type in Schedule agreement/Order ID completely or part of it in search tab → Press Enter



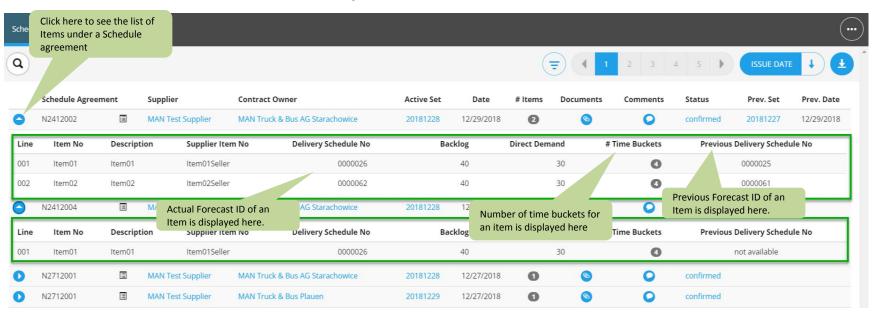






Delivery Schedules overview

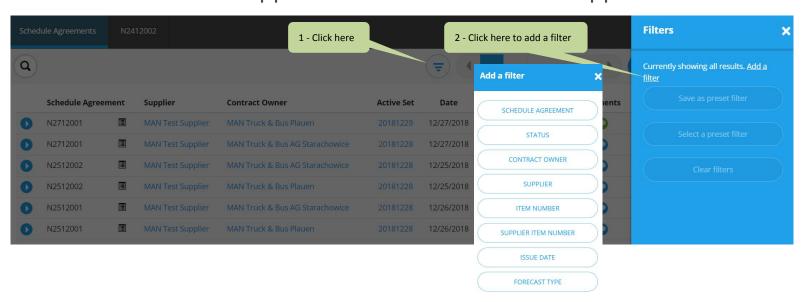
Note: The number displayed under the "Delivery Schedule No" is the Actual Forecast ID of the Item sent by MAN, not the one under "Active Set"





Filter function in DS app

Filter function in DS app is similar to the one in OC app

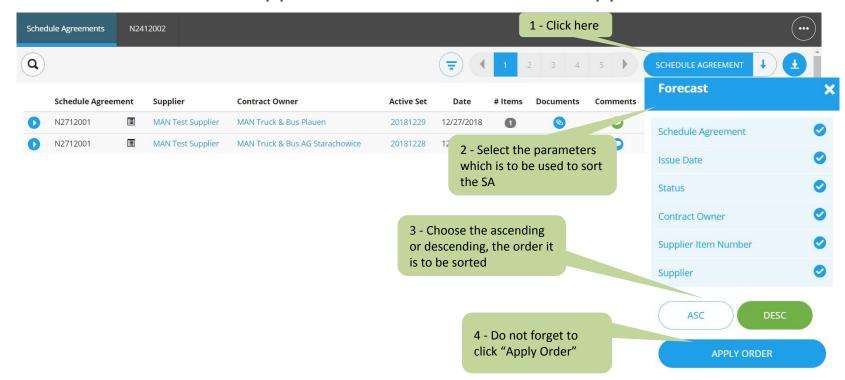


 After adding the filter using the listed parameters of your wish in sidebar, you could save as preset filter to use it again.



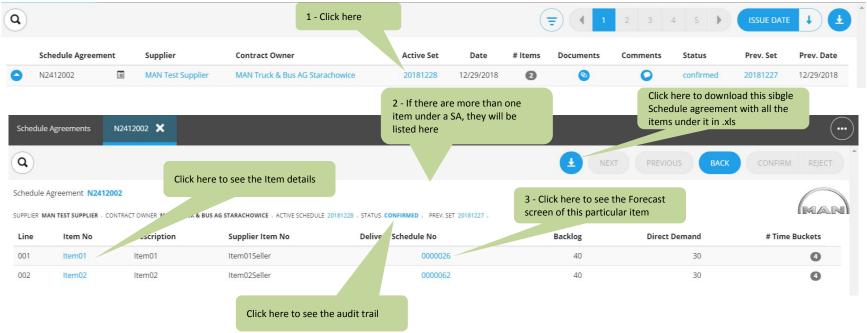
Sort function in DS app

Sort function in DS app is similar to the one in OC app





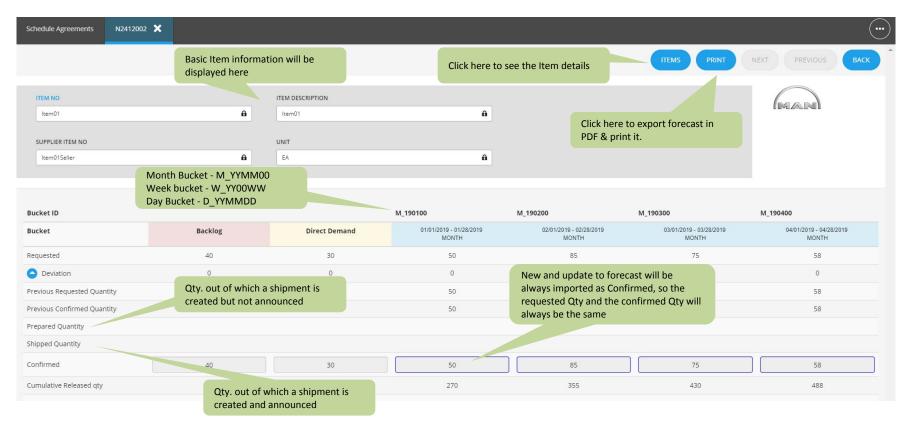
Inside the "Active set"



 Note: If a Schedule agreement have only one item, you will be navigated to the forecast screen of the item on clicking the "Active Set"

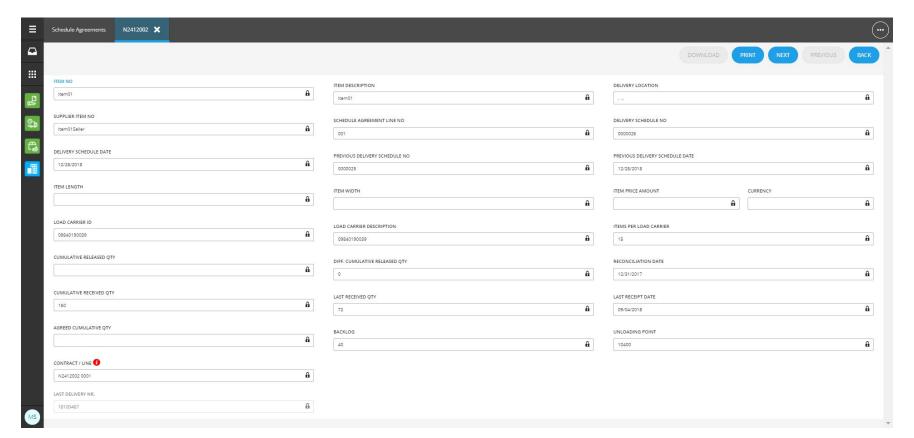


Forecast screen of an Item





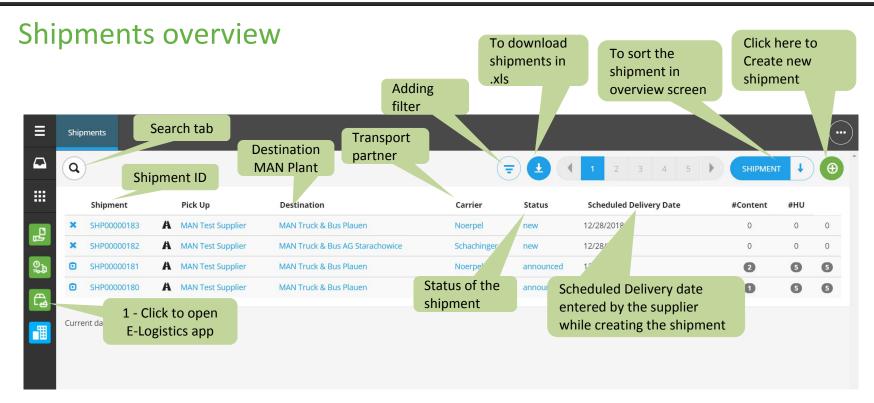
Item details screen



E-Logistics App

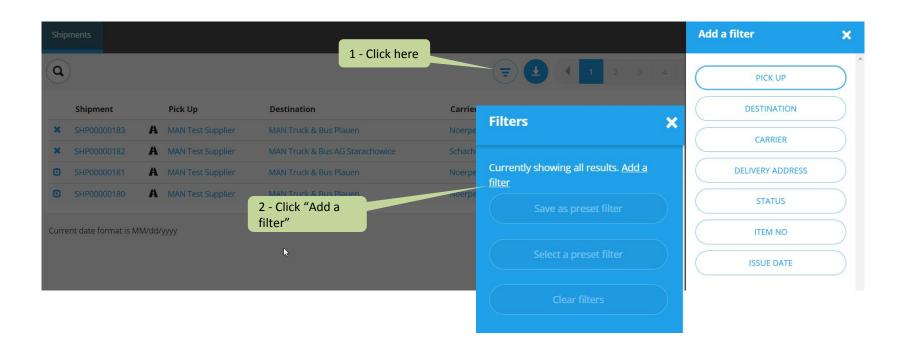
For creating shipments





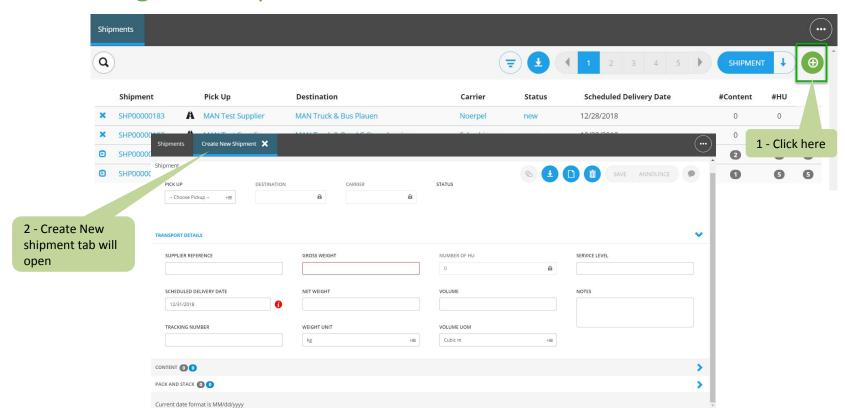


Adding filter to shipments overview

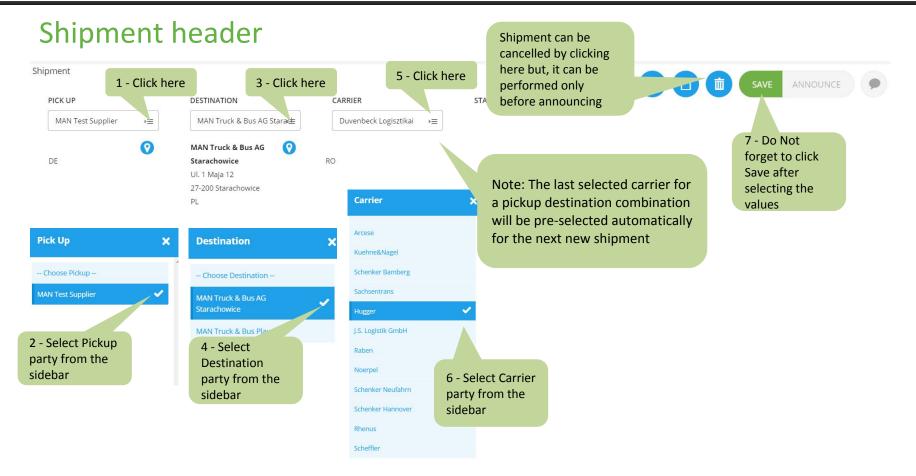




Creating new shipment



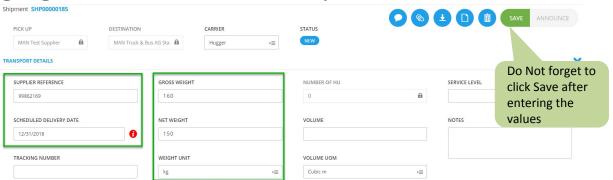






Entering Transport details

All the highlighted fields are mandatory

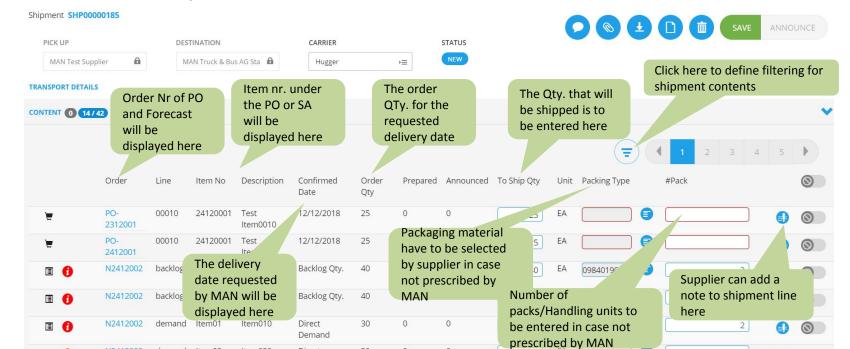


- Supplier Reference: Max. 8 Numeric digits allowed
- Scheduled delivery date: Date on which the goods expected to arrive at MAN plant and not the date of creating the shipment. Initially the date will be defaulted to current date and the supplier can change it manually.
- Gross weight will be always greater than Net weight



Shipment contents section

 Based on the entered Scheduled delivery date the shipment content will be filtered by default.



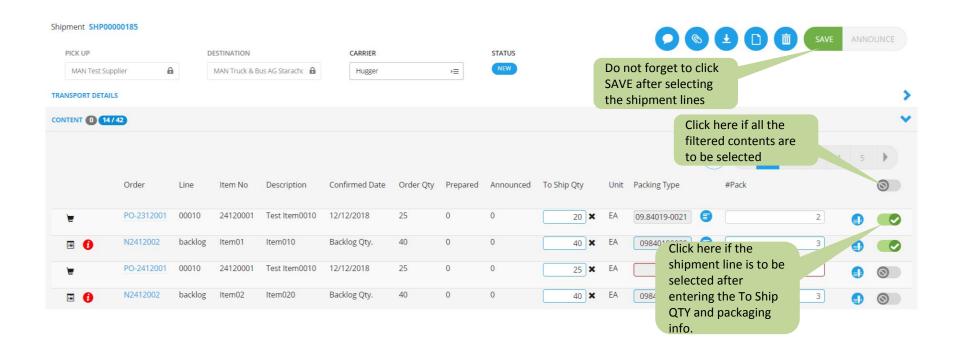


Filter Contents



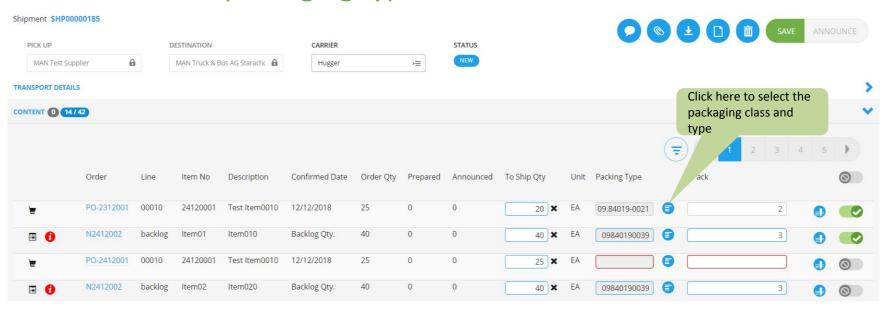


Selecting shipment content



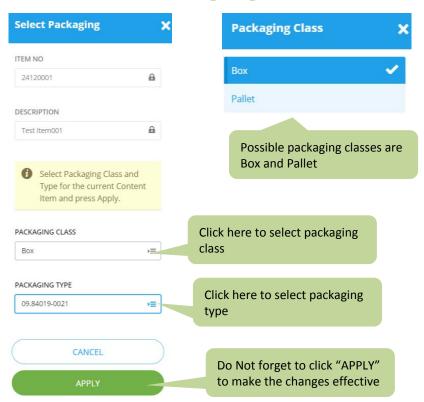


How to select a packaging type





Possible Packaging class and Packaging types



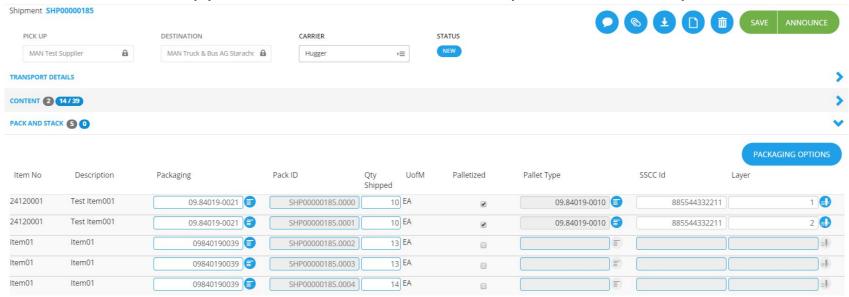


Supplier can choose a packaging type with or without a lid. If you are shipping a packaging material with a Lid to it, choose a one with "+COVER" in end, else without "+COVER"



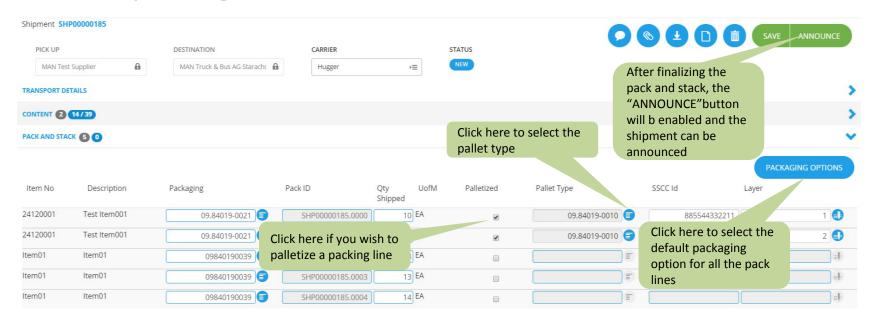
Pack and stack section

- Once the shipment lines are selected in contents section, based on the number of packs entered, the pack and stack section will be enabled
- There the supplier can decide whether to palletize the shipment or not.





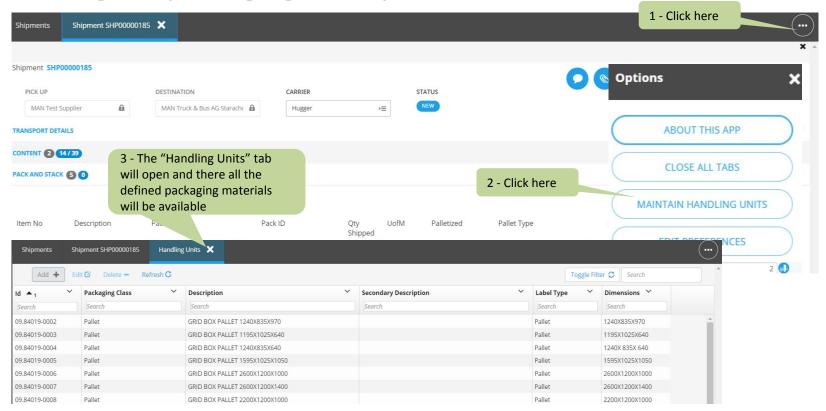
Palletize packing lines



- If multiple packaging lines are stacked on the same pallet, the "SSCC id" supposed to be the same for all the ones stacked on the same pallet.
- Only if the shipment is announced, ASN will b sent to MAN.
- Once the shipment is announced, it cannot be cancelled anymore.

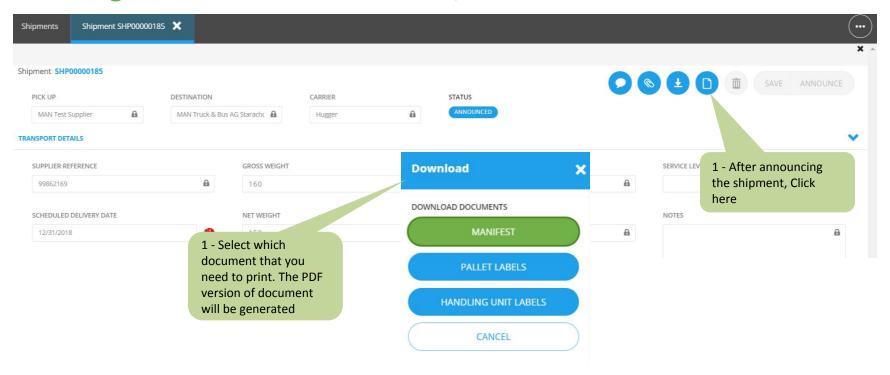


Checking the packaging description





Printing Documents like Manifest, HU & Pallet labels

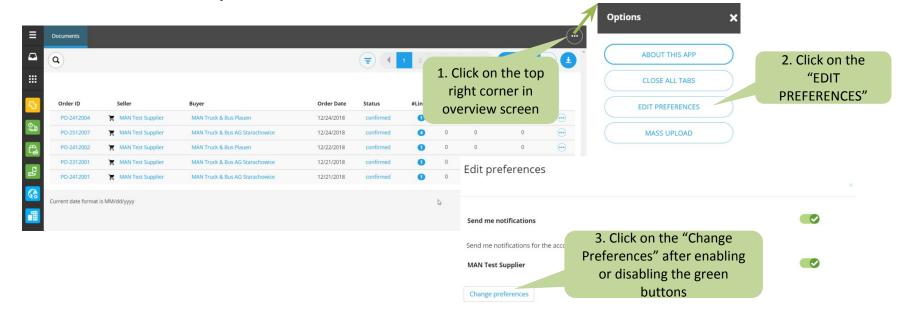


Notification settings



How can I enable or disable notification from apps?

- Every user within the supplier company can decide whether to receive notifications from apps or not.
- Follow the steps below to enable or disable the email notifications





How do I disable notifications from Tradeshift?

Every user could control notifications from Tradeshift

