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AX4 User Guide

Login

https://ax4.cloud/ax4/?ID=3793351

TEN User: TEN User ID
External: Email address

Received via Email

Want to use AX4?
GENERAL

Main Screen
First screen you will see when you log in to the system. If you would like to change it, you will be able to do this in your personal settings (see side 5).

Administration
In the administration view, you will be able to update / change your personal data and change your log in screen. As a key user you will be as well able to create new users.

Personal data

Go to Administration → Administration

In this overview you will see your account details, like name and E-mail address. You will be able to change your E-mail address and password and edit the security questions and answers if you forget your password.
Within the user properties, you are able to change your first page after login.
When there is a change, please push Apply to save the settings.
Creation of new Users

As your plants key user you will be able to create new users.

Go to  

Mandatory fields are marked with a *

As soon you the user, an automated E-mail will be sent to the new user. The Email only contains a temporary password. The user needs to be informed separately by the key user about his login name.

NOTE: The temporary password will only be valid for 24 hrs!
Customizing Screens

There are different options how to customize the Transport Forecast and Truck Overview to only get the data which is relevant for you:

- **Select all** → selection of all positions (not applicable in Transport Forecast)

- **Sort by: Shipping date** → sort (ascending or descending) by any field (only applicable in Truck Overview)

- **Edit group** → group by any field

Select the fields you would like to group and click **Apply grouping**
→ hide the fields which are **not** relevant for you

Select the fields you would like to hide and click **Apply grouping**

→ collapsing detailed information of the shipment (**not** applicable in Transport Forecast)

**Saving or restoring the customization**
Download in Excel
All result screens can be downloaded in Excel
Explanation Icons and Status

Icons

- 🔄 Delay = later arrival than original delivery date and time
- 🚛 Truck utilization ≥ 90%
- 🚛 Truck utilization between 70% - 89%
- 🚛 Truck utilization < 70%
- 🔄 Special instructions, shown in the Manifest

Status

New: Transport Order is created and saved but not yet sent to the carrier
Submitted to Carrier: Transport Order sent to the carrier but waiting on confirmation / rejection
Confirmed by Carrier: Transport Order confirmed by the carrier but not yet picked up
Rejected by Carrier: Transport Order rejected by the carrier
Loading: Carrier arrived at the shipper and is currently loading the goods
In Transit: Shipment is on the way to the receiver
Unloading: Carrier arrived at the receiver and is currently unloading the goods
Completed: Truck is unloaded and carrier left the receiver facility
Cancel: Shipment was cancelled
Declined by Carrier: Carrier declined the shipment
DISPATCH

Truck Overview
Detailed overview (i.e. truck utilization, shipping & delivery details, shipment status) of all shipments at their different process steps.

Go to Dispatch 🔄 Truck Overview

Choose Inbound, make necessary selections and click Search

There is as well the possibility to search for specific shipments if you know any of the following reference types:
On the Results screen, you find all detailed information of the shipments:

- **Customer would like to get an “in-transit” update**
- **Status of the shipment** (explanation side 10)
- **Milestone Overview** - if icon is yellow, Status is missing
- **Visible icon = truck later than confirmed ETA / revised ETA**
- **Click to see the manifest** (explanation side 13)
- **Add next milestone**
- **Visible icon = special instructions shown on the manifest**
Manifest
Detailed overview of the shipment and its content including special instructions for the carrier.

- **Pickup address**: Tenncos Gmbh, Luitpoldstrasse 83, 67480, Edenkoben Germany
- **Deliver to address**: Tenncos Automotive Polska Sp. z o.o., ul. Przemysłowa 2 c 2, 44-203, Rybnik Poland

**Route**: Edenkoben - Rybnik
**Service**: Full Truck Load
**Pickup Date**: 28.05.2020 15:00
**Departure Date**: 28.05.2020 16:00
**Delivery Date**: 30.05.2020 16:00

**Special instruction**: Please ring front door before delivery

**List of shipments**

<table>
<thead>
<tr>
<th>AX4 Id</th>
<th>Delivery No.</th>
<th>ASN No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>45280458</td>
<td></td>
<td>28052020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AX4 Id</th>
<th>Delivery No.</th>
<th>ASN No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>28052020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Date</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.05.2020</td>
<td>TEN Edenkoben, Luitpoldstrasse 83, 67480, Edenkoben Germany</td>
<td>30.05.2020</td>
<td>TEN Rybnik, ul. Przemysłowa 2 c 2, 44-203, Rybnik Poland</td>
</tr>
</tbody>
</table>

- **Volume [m³]**: 91.869
- **Total number of packages**: 90.0
- **Total weight [kg]**: 24000.000

<table>
<thead>
<tr>
<th>No.</th>
<th>Quantity</th>
<th>Packaging</th>
<th>Gross Weight [kg]</th>
<th>Volume [m³]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>50</td>
<td>Gitterbox - Standard</td>
<td>15000.000</td>
<td>51.038</td>
</tr>
<tr>
<td>2.</td>
<td>40</td>
<td>Gitterbox - Standard</td>
<td>9000.000</td>
<td>40.831</td>
</tr>
</tbody>
</table>
Milestone Overview

Detailed overview of all steps within the shipment. Within this view you will be as well able to add the next process step and to create a non conformity report.

Click in the pop up field you will be able to select the non conformities, add comments and upload attachments.

NOTE: Non conformities will be the basis for the carrier rating.
**Request in-transit update** click (only visible for shipments that are in transit) → request an in-transit update from the carrier

**Attach file** ➔ any file (i.e. jpg, docx, xlsx) can be attached to a truck while entering a **Title** and uploading the **File**.

---

**Expected arrival date / time to shipper**

**Expected arrival date / time to receiver**

**Truck utilization**

If something is attached you can open the document

If something is attached you can open the document in an Email
Don’t forget to Save your input.
Shipment / ASN Overview
Overview of all Shipments / ASNs no matter if they have been created manually or via EDI.

Go to Dispatch → Shipment / ASN Overview

Via the different selection fields you will be able to specify your search:

<table>
<thead>
<tr>
<th>Search for:</th>
<th>From</th>
<th>To</th>
<th>Shipping location</th>
<th>Delivery location</th>
<th>Material No.</th>
<th>ASN No. / Delivery No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Date</td>
<td>23.05.2019</td>
<td>30.05.2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **ASN / Delivery Note number of external suppliers**
- **Gross weight of the shipment**
- **TEN internal Delivery Note number**
- **ASN / Delivery Note already attached to a truck**
AX4 User Guide

View details of the ASN / Delivery Note (content of the shipment) → click either ▼ or if you want to see the details of all results click ▼ Show sublevels.
Transport Planner

Transport Forecast

Forecast overview of trucks needed per day / week based on SAP releases. It’s helpful to see the utilization of the trucks based on the forecast (Trucks forecasted) and to compare it to the amount of the Predefined trucks. Should help you to plan your trucks in a more optimized way.

Go to Transport Planner → Transport Forecast

Choose your Master Route and click Search

Demand for every day of the week but in total you would only need 3,19 trucks in week 26 to send the required goods ➔ SUGGESTION: try to advance some parts to week 25 to increase truck utilization and only ship 3 trucks in total in week 26