

GLOB—
SpedLogistics GmbH

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1 INTRODUCTION

1.1 General

This short manual is intended for clients of the company Würth who use the AX4 WebOrderTool to enter forthcoming shipments.

1.2 System Requirements

Browser requirements:

- Internet Explorer 6
- Firefox 2

or higher.

Attention:

- JavaScript must be set “enabled”
- Cookies must be set “enabled”
- PopUp windows must be set “enabled”

2 LOGIN

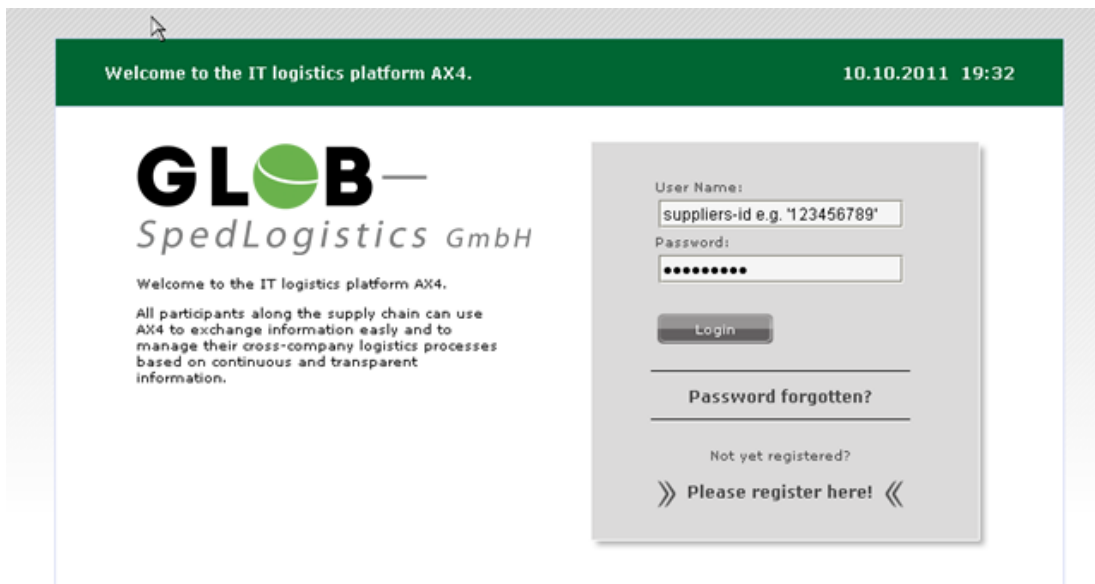
2.1 General

Please register on the homepage of the service provider. Your user name and password for the WebOrderTool will be given to the supplier during the first session / phone call by GLOB – SpedLogistics.

The supplier must ensure that no unauthorized person has access to the login-files to prevent any type of abuse.

2.2 Access Data

Url to AX4: <https://www.ax4.com/ax4/?ID=605425>



Welcome to the IT logistics platform AX4. 10.10.2011 19:32

GLOB
SpedLogistics GmbH

Welcome to the IT logistics platform AX4.
All participants along the supply chain can use AX4 to exchange information easily and to manage their cross-company logistics processes based on continuous and transparent information.

User Name:
suppliers-id e.g. '123456789'

Password:
••••••••

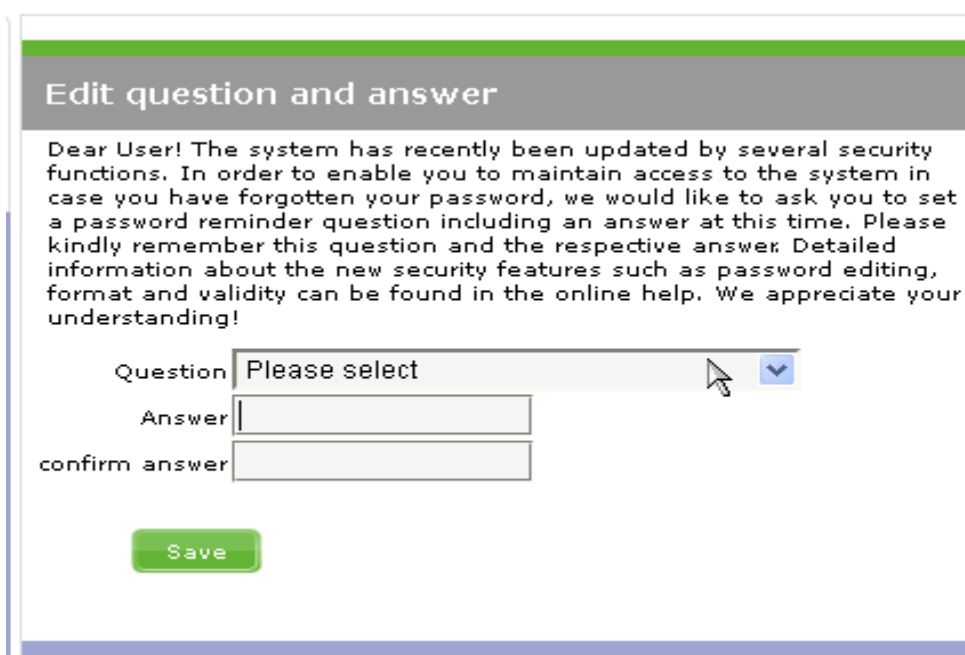
Login

Password forgotten?

Not yet registered?
» Please register here! «

2.3 Password Recovery Question

After the account has been activated by GLOB – SpedLogistics, the user will be guided through the process of setting up the question and answer for password recovery. Details see below.



Edit question and answer

Dear User! The system has recently been updated by several security functions. In order to enable you to maintain access to the system in case you have forgotten your password, we would like to ask you to set a password reminder question including an answer at this time. Please kindly remember this question and the respective answer. Detailed information about the new security features such as password editing, format and validity can be found in the online help. We appreciate your understanding!

Question

Answer


confirm answer

Save

3 ORDER ENTRY (QUICK ENTRY MODE)

Please choose the „Quick Entry“ item for entering the relevant data for the job. All required fields are marked (*) with an asterisk. The delivery address will be retrieved from an address book (consignee → „search“ button) which is administrated by GLOB – SpedLogistics in cooperation with Würth, and cannot be changed.


Only shipments in state ‘released’ are visible for GLOB – SpedLogistics!



[Home](#) Surname: Müller | Date: 29.04.2014 10:25 | Version: 14.4.2 | Session: 00:18:50 [Logout](#)

Shipments
Dispatch
Addresses
Administration

Quick entry
Templates



[Home](#) Surname: Müller | Date: 29.04.2014 10:32 | Version: 14.4.2 | Session: 00:13:30 [Logout](#)

Shipments
Dispatch
Addresses
Administration

Shipments > Quick entry
[Feedback](#)

Shipment header

Consignor
not selected

Shipper*: [Edit](#) [Search](#) [Delete](#)

Consignee*: [Wareneingang VZ-Süd, Reinhold-Würth-Straße 12-17, 74653 Künzelsau-Gaisbach, Germany](#) [Edit](#) [Search](#)

Opt. Collection Address: [Edit](#) [Search](#) [Delete](#)

Shipment details

! Requested pickup date*: Time*: To Time*: Remarks:

Shipment Reference:

Order-/DNote-No.:

Order-/DNote-No.:

Order-/DNote-No.:

Order-/DNote-No.:

Shipment line items

Item	Number*	PC*	L (cm)	W (cm)	H (cm)	Contents	Gross-KG*	Loading Meters*	Volume /cbm	Reference	Stackable
1.	<input type="text" value="1"/>	<input type="text" value="EURO-Pallet"/>	<input type="text" value="120.0"/>	<input type="text" value="80.0"/>	<input type="text" value="100.0"/>	<input type="text" value="tools"/>	<input type="text" value="250.00"/>	<input type="text" value="0.2"/>	<input type="text" value="0.960"/>	<input type="text" value="change yes/no"/>	<input checked="" type="checkbox"/>
	Add Dangerous Goods Data										
2.	<input type="text" value="1"/>	<input type="text" value="EURO-Pallet"/>	<input type="text" value="120.0"/>	<input type="text" value="80.0"/>	<input type="text" value="100.0"/>	<input type="text" value="tools"/>	<input type="text" value="250.00"/>	<input type="text" value="0.4"/>	<input type="text" value="0.960"/>	<input type="text" value="change yes/no"/>	<input type="checkbox"/>
	Add Dangerous Goods Data										
3.	<input type="text"/>	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	Add Dangerous Goods Data										
4.	<input type="text"/>	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	Add Dangerous Goods Data										

Confirm order entry

Save copy as draft Draft name

Enter next order

3.1 User Interface of the Quick Entry Mode

The button of the “Quick Entry” mode initiates various phases of the workflow.

3.1.1 Adding Dangerous Goods Data

Please press the button ‘Add Dangerous Goods Data’ for opening a separate window which follows the guidelines of ADR2013 for entering dangerous goods data. (ADR = European Agreement Concerning the International Carriage of Dangerous Goods by Road)

Item1 1, GOTH, Cleaning Solution, 15.00 kg, 0.1Lm, 0.096 m3, 1 of 1 Edit Delete

Dangerous goods information

UN-Number Classification code

Classification Packing group

2000, 4.1, F1, III, ZELLULOID in Blöcken, Stangen, Platten, Rohren usw.

Please note restrictions for loading:
MP11(Zusammenpackung höchstens in Mengen von 5 kg je Innenverpackung).

Number*

Packaging Code*

Mass*

Remarks

*Mandatory entry

3.1.2 Confirming the Order Entry Process

The data entered into the system will be saved. A window will open and display the saved information for review. Important: No information has been sent to GLOB – SpedLogistics at this point!

3.1.3 Enter the Next Order

The data entered into the system will be saved, and a new window will open for entering the next order. Orders are saved in the system and may be released later over the Shipment Overview for submission to Glob-SpedLogistics.

Important!!! Orders will only be submitted to GLOB - SpedLogistics after release!!!

3.2 Display the Order Information for verification before saving

The screenshot displays the GLOB - SpedLogistics GmbH web interface. At the top left is the company logo. The top right shows user information: Home, Surname: Müller, Date: 29.04.2014 10:35, Version: 14.4.2, Session: 00:19:00, and a Logout button. Below this is a navigation menu with 'Shipments', 'Dispatch', 'Addresses', and 'Administration'. A green banner states: 'This data was received by our server. You can edit it if necessary.'

Shipment header

AX4 No.: **136459775**
Shipper: **GLOB - SpedLogistics GmbH**, 70794 Filderstadt, Germany
Logistics provider: **GLOB - SpedLogistics GmbH**, Raiffeisenstraße 16, 70794 Filderstadt, Germany
Consignee: **Wareneingang VZ-Süd**, Reinhold-Würth-Straße 12-17, 74653 Künzelsau-Gaisbach, Germany
Opt. Collection Address:

Shipment details

Requested pickup date: **29.04.2014** , From **08:00** To **17:00**

Shipment Reference: **e.g. inv.-nr. of the supplier**
Order-/DNote-No.: **123456789a**
Order-/DNote-No.: **123456789b**
Order-/DNote-No.: **123456789c**
Order-/DNote-No.: **123456789d**
Remarks: **TEST**

Shipment line items

Item1	1, EURO-Pallet, tools, 250.00 kg, 0.2Lm, 0.960 m3, change yes/no,
Item2	1, EURO-Pallet, tools, 250.00 kg, 0.4Lm, 0.960 m3, change yes/no,

Buttons: Edit, Release order, Enter next order, PDF barcode

The button „Release Order” will transmit the pick-up order directly to GLOB – SpedLogistics. After transmission the pick-up order cannot be changed or altered anymore. Important: If the user noticed that something went wrong during the order entry process and the data has already been transmitted to GLOB – SpedLogistics, please contact GLOB - SpedLogistics immediately. (Contact details see page 9)

By choosing ‘Edit’ the user can revise or update order details as long as the order entry has not been released!

3.3 Shipment Overview

By entering a specified time period (from/to, e.g. 10.05.2011 to 07.10.2011) the search result can be narrowed.

The screenshot displays the GLOB SpedLogistics GmbH web application interface. At the top, there is a navigation bar with the company logo and a menu containing 'Shipments', 'Dispatch', 'Addresses', and 'Administration'. The current page is 'Dispatch Overview'. A search bar is prominently featured, allowing users to filter results by shipper, search criteria (e.g., creation date), time range (from/to), and status. The search criteria are currently set to 'All' for shipper and search for, 'Creation date' for search criteria, '29.04.2014' for both from and to dates, and 'All' for status. A specific 'AX4 Sendungs-Nr.' of 136459775 is entered in the search field.

Below the search bar, the 'Results' section shows 'Number of results: 1 (1 - 1)'. The results are presented in a table with the following columns: Manifest, AX4 Sendungs-Nr., Shipment Reference, Requested Pick up date / Supply date, Shipper, Consignee, Rec. country, Weight, Volume, Package quantity, Tracking Status, Status, and Comments / Date of last comment. The table contains one entry for the shipment with AX4 number 136459775, which is currently in a 'new forw' status.

At the bottom of the results section, there are summary statistics: Total units: 0, Total gross weight: 0.00 [kg], and Total volume: 0.000 [m3]. A list of action buttons is provided for the selected shipment, including 'Select all', 'Create Pick-up', 'Create cargo manifest', 'Delete selected shipments', 'Release selected shipments', 'Change tracking state', 'Download shipment as CSV', 'Cancel selected shipments', and 'Print document'.

Manifest	AX4 Sendungs-Nr.	Shipment Reference	Requested Pick up date Supply date	Shipper	Consignee	Rec. country	Weight	Volume	Package quantity	Tracking Status	Status	Comments Date of last comment
	136459775	e.g. inv.-nr. of the supplier	29.04.2014 08:00 - 17:00	GLOB - SpedLogistics GmbH 70794 Filderstadt	Wareneingang VZ-Süd 74653 Kunzelsau-Gaisbach	DE	500.00	1.920	2		new forw	

4.0 Contact

4.1 Contact

Please contact us should you have questions or need additional information.

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<http://www.glob-spedlogistics.de>

ncaputo@glob-spedlogistics.de

4.2 Office Hours

Monday to Friday from 08:00am to 05:00pm.