

Important Pre-Settings

Content

Adobe Reader	2-3
Internet Explorer	3-7

Please set following settings before using the Internet Portal of Schmalz + Schön



Adobe Reader

Step 1 – Start, Edit



Step 2 – Pre-Settings

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Click at the button "Preferences".



Schritt 3 – Internet

	3D & Multimedia	How to set up your browser to use Adobe products to view PDF documents
	Accessibility	
	Adobe Online Services	
	Email Accounts	Display in Read Mode by default
	Forms	Allow fast web view
	Identity	
	Internet	Allow speculative downloading in the background
	JavaScript	
	The three Deves in the	a coto comulato most dom't house to he sheely ad
	The three Boxes in the	category internet don't have to be checked.
-	If there are one or mo	re boxes checked please uncheck them.

Save the Settings with a click on the button "OK"

Internet Explorer

Step 1 – Start,	Internet	options
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Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings Internet options	Print File Zoom (105%) Safety Add site to Apps View downloads	☆	In the right upper corner you can find the symbol (gear-wheel) which is blue in the screenshot. There you can find the button "Internet options". Please click it. Alternative: Press the keys "Alt" to open a hidden taskbar at the top of Internet Explorer. Here you can find the area "Tools".
	Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings		Eile Edit View Favourites Tools Help
A here the last and the second	Internet options		



Step 2 – General, browsing history, settings

		1	nternet	Options		?	×	In the tab "General" you can
General Home p	Security	Privacy	Content	Connections	Programs	Advance	ed	find the area "Browsing history". Please click the button "Settings"
	http:	ate home //fujitsu1 //www.fu	page tabs, 3.msn.com ijitsu.com/	type each add 1/?pc=FSJB 'fts	iress on its o	own line.		
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Step 3: Temporary Internet Files



choose the Radio-Button "Every time I visit the webpage". Accept the new settings with the button "OK".



Step 4: AutoComplete

2 X	
General Security Privacy Content Connections Programs Advanced Certificates Use certificates for encrypted connections and identification.	Click on the tab "Content" In the area "AutoComplete" you can find the button "Settings". Click on settings.
AutoComplete AutoComplete Settings AutoComplete AutoComplete Settings Settings Settings Feeds and Web Slices Feeds and Web Slices provide updated Content from websites that can be read in Internet Explorer and other programs. Step 5: AutoComplete Settings	
AutoComplete Settings	Check the boxes "forms" and "Usernames and passwords on forms". Accept the changed settings with a click on the button "OK".
 Address bar Browsing history Favourites Feeds Use Windows Search for better results Suggesting URLs Suggesting URLs Forms Usernames and passwords on forms Ask me before saving passwords 	
Manage Passwords Delete AutoComplete history OK Cancel	



Step 6: Add-Ons Settings

Print File	*	In the Internet Explorer in the right upper corner you have to click the symbol (gear-wheel) again. Choose the point "Manage add-ons"
Zoom (105%) Safety Add site to Apps	*	Alternative: Press the keys "Alt" to open a hidden taskbar at the top of Internet Explorer. Here you can find the area "Tools".
View downloads (Manage add-ons	Ctrl+J	
F12 Developer Tools		())
Go to pinned sites		<u>File E</u> dit <u>V</u> iew F <u>a</u> vourites <u>Tools</u> <u>H</u> elp
Compatibility View settings		
Internet options		
About Internet Explorer		



Step 7: Disable Add-Ons "Adobe PDF Reader"

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Adobe PDF Reader	Adaba Sustanas Income					
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APN LLC						
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Ask Toolbar	APN LLC	Disabled	32-bit and			
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Search for "All add-ons".

Choose the add-on "Adobe PDF Reader" and disable it with the button "Disable" in the right lower corner.

Accept the Changes with a click on "Close"



Capture a Shipment WebPoint

Overview Transports	2
How to search or create an adress	3-4
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How to finish a shipment	9-11
How to reprint documents of a shipment	12



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Stand: 04.06.2015



SCHMALZ+SCHÖN Business Solution WebPoint Order Entry

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SCHMALZ+SCHÖN Business Solution WebPoint Order Entry

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Stand: 04.06.2015



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Gross Weight Freight Volume	444.00 kg 0.00 ldm	0.21 cbm					Place shipment immediately	
							Previo	ous Finish
Here you get a	a overview	about the i	nformatior	n you cap	otured.			

If you check the checkbox "Place shipment immediately" the shipment will bi assigned with a click on "Finish".

If you click on "Finish" without checked, you can change your capture later and SCHMALZ+SCHÖN will receive the order after a seperate assignment later.



	Web	pPoint										Logoff
	Home	Transport	Tracking	Ware	house Proje	ect	Admin	Info		-		
	Fransp Selectio	o <mark>ort</mark> on of saved Shipi	ments									
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		Shipping No. References	Service + Term	s	Transport details		Pick up address		Delivery address	Last Status		
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-	To a che	ppoint one ckbox at the	or severa beginnin	l shipm g of the	ents to be a e line.	iss	signed to SC	CHMA	ALZ+SCHÖ	N, first mark	the	
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Stand: 04.06.2015



WebPoi	nt					Logo
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/olume	1.92 cbm	3. Print Loading-List	Loadin	g-List ▼	Print	
		4. Finish shipments		Order now		
		IMPORTANT: In	order to commis	ssion the subseque	nt shipments,	
		please click on t	he button "Orde	r now"		
hipping No. leferences	Forwarder	Service + Terms	Transport details	Pick up address	Delivery address	Creation date
N2507923 14014644	71WAAXSY00	ST Service 29 May 15 07:00-16:00 31 Dec 99 23:59-23:59	1Collo 200.00kg 0.0ldm / 0.960cbm	Testkunde Klingenberg 9-10 DE 71332 Waiblingen	Songmics Int. GmbH Bahnstr. 23 DE 42327 Wuppertal	29 May 2015 14:55
N2507924 14014650	71WAAXSY00	ST Service 29 May 15 07:00-16:00 31 Dec 99 23:59-23:59	1Collo 200.00kg 0.0ldm / 0.960cbm	Testkunde Klingenberg 9-10 DE 71332 Waiblingen	PR Handel und Service UG Ahornring 79b DE 15749 Mittenwalde	29 May 2015 14:55
Horova	u oon prist di	fforont documon	to to the chiev	nont		
With the	e first button y	/ou can print labe rints the truck wa	els for each pa hybill of the sh	ackage from the	e shipment.	
At the th	nird button yo	ou can print the c	argo list of the	e shipments.		
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KIICK this	S DUTTON After	you have printe	a the shipping	g accuments, to	assign the shipmer	ITS TO



Home Transport Tracking Warehouse Project Admin Info Transport Selection of saved Shipments New shipment Transport order entry 1 Shipments / 1 Collo Shipment status assigned Totar weight 1,253.50 kg Loadingmeter 0.50 km Order date from 06 Oct 2014 Volume 0.00 cbm Sort by Shipping No: References Print Scrvice + Terms Transport details Pick up address IN2128268 1 Collo 11 Step 14 07:00- 1 Collo 15:00 1 Sort by 1 Sep 14 07:00- 1 Collo 19 Sep 14 07:00- 0.5 km 16:00 0.5 km 16:00 0.5 km 16:00 0.5 km	Hone Transport Tracking Warehouse Project Admin Info Transport Selection of saved Shipments New shipment Transport order entry 1 Shipments / 1 Colo Shipment status assigned 1 Shipments / 1 Colo Shipping Label A6 Print Coadingmeter 0.50 idm Order date from 06 Oct 2014 Yoluwe 0.00 cbm Stripping No. Service + Terms 1 Shipping No. Service + Terms Transport details Pick up address 1 N2150268 PY Service 1 Colo SchMALZ+SCHON Logistics 1 N2150268 PY Service 1 Colo SchMALZ+SCHON Logistics 1 N2150268 19 Son 14 07.00- 1 Colo SchMALZ+SCHON Logistics 1 N2150268 19 Son 14 07.00- 1 Solo SchMALZ+SCHON Logistics 1 N2150268 19 Son 14 07.00- 1 Solo SchMALZ+SCHON Logistics 1 N2150268 19 Son 14 07.00- 1 Solo SchMALZ+SCHON Logistics 1 N2150268 19 Son 14 07.00- 1 Solo 1 Solo SchMALZ+SCHON Logistics SchMALZ+SCHON Logistics 1 N2150268 19 Son 14 07.00- 1 Solo 1 Son 19 Son 10 Son 10	WebPoint							<u>Logoff</u>
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Mark the snipment for which you want to reprint the snipping documents.		To reprint ship "assigned". If r	ping docu necessary	ments for assig , you still need	gned shipments, firs to change the orde	st select the r date.	e shipment	status	
To reprint shipping documents for assigned shipments, first select the shipment status "assigned". If necessary, you still need to change the order date.	To reprint shipping documents for assigned shipments, first select the shipment status "assigned". If necessary, you still need to change the order date.								

Stand: 04.06.2015



SCHMALZ+SCHÖN Business Solution WebPoint

Tracking + Trace

Stand: 22.03.2012



Tracking

Filter selection shipments

lte Gr Lo Vo	ems / Pieces ross Weight eading meter olume	1 / 1 55.00 kg 0.00 ldm 0.11 cbm	Order date from Shipment status Sort by	 ✓ 03 Jul 2014 ✓ assigned ✓ Shipping No. 	 ✓ ← ➡ ✓ □ incl. Archive da ✓ 	ta
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IN2 Te	2012679 st	ST Service 03 Jul 2014 16:00 31 Dec 2999 00:00	1 Collo 55.00 kg 0.0 ldm / 0.110 cbm	Testkunde Klingenberg 9-10 DE 71332 Waiblingen	SCHMALZ+SCHÖN Logistics GmbH Ringstrasse 39-41 DE 70736 Fellbach	beauftragt 03 Jul 2014 14:16
	. Here yo	u can see the s	hipments which	are assigned.		
	Here yo	u can see deta	ils of all assigne	d shipments.		
	Here you	ı can search fo	r certain shipme	ents which equals	your searching-criteria.	
	Here you	ı can set your s	earching-criteria	a.		-



Tracking

Events		
Shipping No. Customer references Type of service	IN2012679 Test	Back
Delivery address	SCHMALZ+SCHÖN Logistics GmbH Region Stuttgart Ringstrasse 39-41 DE 70736 Fellbach	
Last status	03 Jul 2014 14:16 beauftragt	
Timestamp 03 Jul 2014 14:16	Description Sendung IN2012679 wurde von TestKunde (1212) am 03 Jul 2014 14:16 beauftragt"	
Here y "assigr • SI • SI	ou can finde the shipping-events to your shipment. In the exa ned from". Other events are: hipment arrived in Hall-entrance hipment left the hall elivery-Event	ample we just have the event
Shows	details to the shipment you had selected.	

Datasheet for SCHMALZ+SCHÖN Logistic-Portal

Data filled in by Customer/Su	pplier			
1. Company Data for registratio	n in the SCHMALZ+SCHÖN Logistic-Port	tal		
company name				
street + house number				
country				
postal code				
city				
2. Persons, who need a system	authorisation			
	person 1	person 2	person 3	person 4
first name				
family name				
phone				
fax				
email				
3. Transmission of system auth	lorisations			
	person 1	person 2	person 3	person 4
(please mark)				
available: english. german				
(please fill in prefered				
language)	english			
4. Affirmation of technical requi	rements (please mark)			
all a	authorized persons have internet access			
	a standard laser printer is available			
Data filled in by SCHMALZ+S	CHÖN Logistic-Group			
Portalgebundener Zugang?				
Portal von Kunde…				
allg. Zugang?				
Matchcode FlowStore				
Datum Weiterleitung				
an axsysNet AG			required field	
			optional field	



SHIPPINGORDER / COLLECTIONORDER / EXPRESSORDER / PARCELSERVICE

Consignee:		Please checkmark applicable options:		
		-	Express next day:Cash on delivery:Express until 10 o'clock:Parcel serviceExpress until 12 o'clock:Image: Cash on delivery:	
Forwarder:		-	, Comment:	
		-	Appoint.:	
Number	Quantity	- Packcaging	g Content Gross-Weight	
TOTAL:				
			$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	
Europalett		swapped	not swapped	
Box		swapped	not swapped	
Merchandise value (for 3rd recip. of invoice:	r Transport	ation Insuran	Ince): Cover Up Insurance Yes No	
			Consignment received in good condition	
Name in block letters			Signature:	
SCHMALZ+SCHÖN Logistics G	mbH Region Stu	ttgart Ringstraße 3	39-41 D-70736 Fellbach	
Telefon: +49 711 57567-0 Telefax: +49 711 57567-269 249 258 Internet: www.schmaiz-scheen.com E-Mail: stufgart@schmaiz-scheen.de SLVS bel Schunck, Stuttgart gezeichnet. Wir arbeiten ausschließlich auf Grundlag gen nicht gelten – nach den Logistik-AG 23 hinsichtlich des Haftungshöchstb einer Seebeförderung und bei unbek Schadenfall sowie 25 Millionen Furo	Ust-IdNr: G DE 223 096 340 T Gerichtsstand: H Waiblingen A H Uge der Allgemeinen D B, Stand März 2006, etrages für Güterscl anntem Schadenor ie Schadenoreinnie	eschäftsführer: homas Brettschneider landelsregister: mtsgericht Stuttgart HRB 264 auptsitz der Gesellschaft um -70736 Feilbach, Ringstraße leutschen Spediteurbedin; mit der Maßgabe, dass al näden (§ 413 HGB) vom t auf 2 SZR/kg und im L nindestens aber 2 SZR	Bankverbindungen: Commerzbank, Stuttgart BMN: DE46 8004 8071 1722 1559 00 BW Bank, Stuttgart and Erfüllungsort: is 39-41 BC COLADEST600 BUT Direct Colad Bank Stuttgart BW Bank, S	