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<tr>
<td>Mai 2013</td>
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1 Introduction

In order to ensure perfect logistics it is necessary to conduct the complete process in an EDI system. This documentation describes how to transfer a delivery instruction with supply and transport data, how to print a DFÜ cover letter, bill of delivery, shipping order, VDA Label and how to send the delivery data via DFÜ.

1.1 Requirements

The address of the internet platform is www.hella.com/webedi/jsp/index.jsp. In order to take part in the Web-EDI system the Internet Explorer and the Adobe Acrobat Reader must be installed, each with the latest version. In addition the Barcode Fonts have to be installed. This is described in the course of this documentation.

2 Log In

Log in

On the starting screen of the Web EDI system please enter your user name and password. You get these dates from your contact person.
3 Start Menu

As a registered user you find various menu items on the starting screen.

4 Delivery instructions

Delivery instructions are sent to the internet platform. An e-mail is automatically sent to the supplier within 12 hours. In order to see the delivery instructions please press the “delivery instructions” button. The following window is opened.
After the selection of the part number the window shown beside opens.

Select the plant.

After choice of receiving plant the delivery instructions are shown in detail.
5 Delivery and transport data

5.1 Create a new shipment

Click this button

In order to generate a new shipment and in relation to that to print all delivery documents, click the button “new shipment”.

Installation Barcode-Fonts (One time necessary)

When you have pressed the button “Installation Barcode-Fonts” the window besides opens up. Now you have to click the field “Z3of9.ttf” with the right mouse button. Choose “Ziel speichern unter” and save the file: C / Windows / Fonts
5.2 Handling a shipment

5.2.1 Choosing an order

Internal (consecutive) shipment no. of the supplier.

[2] Kind of Transport
Choose the type of transport

Numeral clear Packing Slip No.

[4] PS-Pos
Always position 1 because one Packing Slip must be generated for each component

[5] PS-Date
Current Date

Click „select“ for selecting the BHTC part no.

[7] Delivery quantity
Delivery quantity of the component

[8] Unit of Measure
ST for pieces

[9] Estimated Arrival Date
Arrival date at BHTC

[10] InCoTerms
Choose the Incoterm

All blue fields (red marked) must be filled in (MUST fields)
Sind alle Pflichtfelder ausgefüllt, muss durch den Button „go“ der Lieferschein zur weiteren Bearbeitung ausgewählt werden.
5.2.2 Choosing a Pack Unit

The sum of Quantity per Pack Unit and Quantity must be the same as Delivery Quantity.

[1] **Pack Unit (Customer)**

Enter the BHTC packaging no. The number can enter manually or if you click on the Button […] a window will open to choose the packaging:

Position 10 = pallet  
Position 20 = container

[2] **Qty per Pack Unit**

Position 10  
Quantity per pallet

Position 20  
Quantity per container

[3] **Quant.**

Position 10  
Complete Quantity of pallets in this delivery

Position 20  
Complete Quantity of boxes in this delivery

[4] **LI Labelprint**

Position 10  
palett = Master

Position 20  
Box = Small load…

[5] **Qty PU**

Position 10  
Quantity of boxes per pallet

Example: 12 EL-Boxes per pallet

[6] **Gross weight**

Enter the gross weight per position

[7] **Line Location**

LHU1

[8] **Ship Date**

Date of the shipping day

[9] **assign additional packaging**

Because additional packaging doesn’t get a Label, you have to enter these on a separate sheet. (Description on the next page)
5.2.3 Enter assign additional packaging

Because additional packaging doesn't get a Label, you have to enter this information on a separate sheet. Since you have entered all packaging information you have to enter the additional packaging:

To enter the additional packaging you have to click on the [Go] Button.

Example: To enter the orange pallet cover you have to click the [Go] Button at position 10 for the pallet.

[1] assign additional packaging

[2] Pack Unit (Customer)

Enter the BHTC packaging no. For the additional packaging. The number can enter manually or if you click on the Button [...] a window will open to choose the packaging:


Complete quantity of the additional packaging in the delivery.

Example: Quantity = 1 for one pallet cover per pallet (will sum with the pallet quantity automatically)

If the pallet will fill up with empty boxes, these empty boxes must also enter in the additional packaging field.

Example: Quantity = 3 for 3 empty boxes on the pallet. (Pay attention: Enter empty boxes only on pallet quantity 1, because the boxes will sum with the pallet quantity.)

[4] Store

After you entered the necessary information you can store the delivery.

[5] Commit

After all necessary information are entered you can commit the delivery.
5.2.4 Commit the delivery

After all necessary information's are entered the delivery has to commit. To commit click on the Commit Button.

After you clicked the Commit-Button, the Single-Units will assign to the Master-Units.

[1] M1 = Master 1 = pallet 1
M2 = Master 2 = pallet 2


## Procedure Description  WEB-EDI

### 5.2.5 Send Order

In this view it is possible to control the complete data and to change some things via the “back” button if necessary.

|-----------|------------------------|-------------|
| EDI-Delivery note, Packing Slips and the Forwarder Instruction | GTL-Print A4 = Print on A4 Paper  
GTL-Print A5 = Print on A5 Paper | Send the EDI-Message with delivery- and packing informations |

### GTL-Master-Label

![GTL-Master-Label](image1)

### GTL-Single-Label

![GTL-Single-Label](image2)
Packing Slips:

A packing slip must be generated for every article position and has to be attached to the goods.

EDI Delivery Notes:

In order to perform a goods receipts accounting the EDI Delivery Notes must be enclosed to the Packing Slip.
### Procedure Description  WEB-EDI

**Forward instructions:**

Order with quantity of pallets for the shipper.

---

**Table:**

<table>
<thead>
<tr>
<th>Client Number</th>
<th>Client Name</th>
<th>.ComboBox</th>
<th>Order Date</th>
<th>Order ID</th>
<th>Order Quantity</th>
<th>Order Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>Company Ltd</td>
<td></td>
<td>2023-09-10</td>
<td>123456</td>
<td>1000</td>
<td>Shipped</td>
</tr>
</tbody>
</table>

---

**Notes:**

- Make sure to include the quantity of pallets in the order.
- Confirm the details with the shipping company for accurate delivery.

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**Additional Information:**

- Contact Person: John Doe
- Contact Number: 123-456-7890
- Delivery Address: 123 Main St, Anytown USA

---

**Barcode:**

- [Barcode Image]
6 Consignment

Menu description

Inventory reports:
Report of the Consignment stock
(daily stock report)

Gross requirements:
Actually not relevant

Goods movement:
Report of incoming goods and stock requisition

Selection - Type of message

Selection of consignment type:
- Inventory reports
- Gross requirements
- Goods movement

Click on the menu Consignations/VMIs
6.1 Inventory reports

The Menu „Inventory reports“ shows the daily consignment stock.

For detailed information, choose the plant

1. localisation by date (= report of all part numbers)

2. localization by part number and by date
6.2 Goods movement

The Menu „Goods movement“ show the report of incoming goods and stock requisition.
Procedure Description  WEB-EDI

Sample report 1 = Report of all incoming goods

- Part number = part number
- BWA = movement type (101 = incoming goods / 102, 122 = cancellation of incoming goods)
- Material slip no. = SAP material slip
- Delivery note no. = delivery note of the supplier
- No. of package = actually not in use
- Warehouse = SAP Warehouse no.
- Booking date = SAP date of booking
- Quantity = quantity of booking
- UM = unit of quantity

Selektionsmöglichkeiten:

1. Report of all incoming goods
2. Report of all stock requisition
- Part number = part number
- BWA = movement type (411 = stock requisition / 412 = actually not in use)
- Material slip no. = daily accumulative delivery note
- Delivery note no. = delivery note of the supplier
- No. of package = actually not in use
- Warehouse = SAP Warehouse no.
- Booking date = SAP date of booking
- Quantity = quantity of booking
- UM = unit of quantity

### 7 credit note

The Menu „ERS/SBI“ show the credit note reports for the material. – Please note: These informations are not invoices according §14UStG.
1. All types of credit notes
2. Only consignment credit notes
3. Only ERS-credit notes (standard deliveries)

For detailed information, choose the plant

For a detailed report, choose „Details“. 

Report of the credit notes
# Procedure Description  WEB-EDI

## 8 General Information

### 8.1 Handbook and help

If any problems occur or if you need any more information please click the button “help”. The menu will lead you to “contact person” or “handbook”.

The Start Menu contains the button “change password”. When clicking the button this window opens up. Now you have the opportunity to change your password.
9 Contact person

User Support
Tel.: (02941) 38-1600
E-Mail: webedi@hella.com