# Handbook – AX4 for suppliers of DEUTZ AG



# **Contact:**

**DEUTZ AG - Disposition** 

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Your contact person is the respective DEUTZ AG dispatcher

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# 1 Introduction

#### 1.1 Project Objective

In the future, the logistic processes involved in material procurement between supplier and DEUTZ AG will be improved. For this, we are implementing the internet-based platform (AX4) from the companc AXIT AG to improve exchange of data between DEUTZ AG and suppliers and freight forwarders (LDL).

It gives the suppliers the chance to process DEUTZ AG material orders easily and transparent in the internet.

The supplier only requires an internet connection

Usage of the internet platform is free of charge for suppliers

Suppliers have the following advantages from using the logistics platform:

- Controlling and processing of in-going call-off orders
- Organisation of deliveries with regard to packaging regulations and creation of delivery notes
- Creation of the standardised DEUTZ AG received goods labelling
- Automatic ordering of freight forwarder
- Creation of deliveries by the freight forwarder
- Notification of deliveries and mailings to DEUTZ AG
- Delivery tracking
- Automated data exchange helps save time and avoid manual entry errors
- Controlling of the supply chain from order placement to receipt of goods
- Simplified and clear processes
- Automation and reduction of extra work caused by manual coordination

# 1.2 Supplier Definition in AX4

It is necessary to observe two differences in the process of delivery note creation:

Suppliers that have a direct connection to DEUTZ via VDA4913 electronic delivery note, and suppliers that cannot send DEUTZ an electronic delivery note.



## 1.2.1 Suppliers Using EDI

EDI suppliers who send DEUTZ AG delivery notes in the form of VDA 4913 or EDIFACT DESADV.

Suppliers already tied to DEUTZ **do not have to create delivery notes in AX4**. Supplier data that is already exchanged with DEUTZ AG logistics data (among others, delivery notes VDA 4913) via EDI ("Electronic Data Interchange") will be directed to the logistics platform by DEUTZ AG and can be used by the suppliers to print labelling for received goods and for planning deliveries. The supplier only has to print the labels (based on the specified packaging requirements) and attach them to DEUTZ AG carriers.

#### Notes for EDI suppliers for special deliveries and UPS deliveries

Integrating our logistics service providers into the control of our logistics processes via AX4 internet platform makes it possible to see in the electronic delivery note's delivery data (VDA 4913) whether our logistics services provider is to pick up the goods or whether they will be delivered by special delivery, UPS, etc.

We thus expect in record type 712 (delivery data) of the VDA 4913

in data element 05 freight forwarder

an "X" in position 1 as classification code, ex. "XSPECIAL DELIVERY" or "XCOURIER" or just "X".

The X means your delivery notes are advised not to be picked up by our freight forwarder.

If there is no "X" for a UPS delivery and our freight forwarder makes the trip unneeded, the supplier will have to pay for the costs in future.

For FREE (delivery) suppliers, the box Freight Forwarder is usually set to "Self Delivery". That means that the registration by electronic delivery note (VDA 4913) will not be sent to our freight forwarder.

Please forward this information to applicable departments/ posts in your company.

## 1.2.2 Suppliers Who Do Not Use EDI

Suppliers who do not send delivery notes via EDI to DEUTZ AG Suppliers who do not have the required infrastructure for sending electronic data in VDA format 4913 now have the chance to collect delivery note information online from existing call-offs using AX4. For this, a supplier employee can log on to AX4 online to create a delivery note and approve it. The supplier has to print the labels (based on the specified packaging requirements) and attach them to DEUTZ AG carriers.



# 1.3 Processes in AX4

### General depiction of information transfer

#### \*1) EDI Lieferanten:

Übertragung der Lieferabrufe im Format DFÜ 4905 von DEUTZ

#### \*2) EDI Lieferanten:

Resultat aus DFÜ im Format 4913 vom Lieferanten

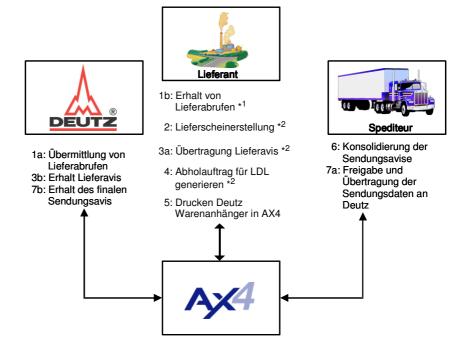


Figure 1: Overview Information transfer

DEUTZ AG enters all call-off information into the logistics platform AX4 (1a). The supplier receives a notification via e-mail asking the supplier to check the information ASAP (1b)(compare figure 2).

Sehr geehrte Damen und Herren,
Sie haben neue Lieferabrufe von der DEUTZ AG erhalten.
Bitte melden Sie sich in AX4-Deutz an:

<a href="https://www.ax4.com/ax4/?ID=153117">https://www.ax4.com/ax4/?ID=153117</a>

Figure 2: E-mails for new call-offs



Based on the call-off available online, the supplier is now able to plan deliveries and create a dispatch notification(2), which is directed to the respective shipping department of DEUTZ AG(3a+3b)via interface. In addition, pick-up notification is sent to the logistics services provider in the same step (4).

**Please note:**To ensure delivery dispatching via LDL, pick-up notification must **be created by the supplier by 4 pm** on the day prior to pick-up. <u>If this deadline is not met, the delivery</u> will not be picked up the following day!

#### Planning transport requirements

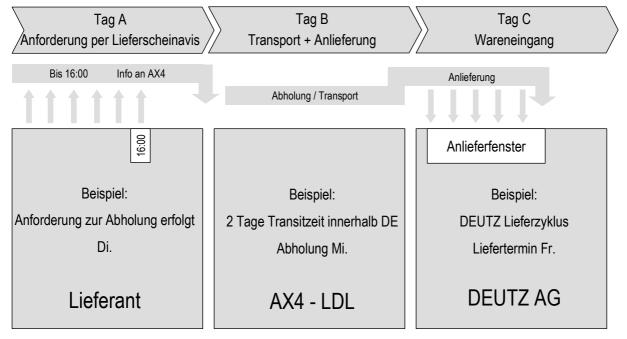
Following the introduction of AX4 and its process standardisation, the transport requirements and transport will also be standardised.

Notification via fax, e-mail or telephone used to be standard in informing our logistics services provider of your transport requirements.

This non-standardised way of notification used to mean that information was wrongly understood or even lost. This is why we have installed a standard process for transport requirements.

This process includes set delivery times for deliveries depending on location and transport volume. In connection with the delivery date known to you (delivery DEUTZ AG), the delivery date relevant for you is made clear. This guarantees punctual delivery and gives you the chance to have a positive influence on your delivery specifications.

The transport data will only be forwarded via AX4 to the logistics services provider and guarantees the flow of information between you and our logistics service center.



Hinweis: Dies ist ein exemplarisches Beispiel, welches vom jeweiligen Lieferanten und Liefertermin variieren kann

#### Handbook – AX4 for suppliers of DEUTZ AG



The goods are labelled directly with the right receipt labels of DEUTZ AG that can be printed out (5).on the basis of the delivery note information.

On the pages of LDL it is possible to summarise/group the pick-up notification included in the delivery note into one complete transport delivery(6) and to pick them up from the supplier using delivery note information, which is printed out on the transport document.

After LDL has approved the delivery, DEUTZ AG automatically receives a final delivery notification containing information about the actual content of the delivery (7a+7b).



# 1.4 Premise for delivery date and quantity

#### AX4 premise for the calculation of delivery and pick-up dates

#### General note for suppliers who do not unsing EDI and suplliers using EDI

- The supplier must pay for delivery if delivery registration deviates from DEUTZ delivery date (with the exception of sepcial deliveries)
- The freight forwarder only accepts delivery data that has been sent in at the latest by 4 pm on the day before pick-up date

Exception: For **delivery plan items that are behind**(pick-up date=date of delivery note=current date), pick-up only follows on the current date if specifically ordered (by telephone) by the responsible AV4 freight forwarder; Without this information, the delivery is picked up the next day

Delivery time = Delivery date - pick-up date = 2 (within Germany)

#### Suppliers using EDI

#### Supplier with consignment goods

The pick-up date depends on delivery service Date (electronic 4913) set to **earliest possible** delivery cycle by supplier

DEUTZ delivery cycle Tue. & Thur. - Supplier delivery cycle Fri. & Tue.

Example: Delivery service date 11 November 09

For delivery date 01 December 09, the pick-up date is 13 November 09

Example: Delivery service date 09 November 09 - DEUTZ delivery cycle Tue. & Thur.

For delivery date 01 December 09, the pick-up date is 10 November 09

#### Supplier with no consignment goods

The pick-up date depends on delivery service Date (electronic 4913) set to **earliest possible** (according to allocation)by supplier

Example: Delivery service date 11 November 09

For delivery date 16 Novmeber 09, the pick-up date is 12 November 09

For delivery date 01 December 09, the pick-up date is 27 November 09

Exception: Pick-up date for delivery plan items that are **behind** (pick-up date <= current date) depends on delivery service Date (electronic 4913) set to the next day

Example: Delivery service date 11 November 09

For delivery date 11 November 09, the pick-up date is 12 November 09



#### AX4 premise for the calculation of delivery and pick-up dates

#### Suppliers who do not use EDI

#### Supplier with consignment goods

• Pick-up date is set to **editable** and the supplier can deliver delivery plan items with a maximum pick-up date, ex. **20 calender days** (according to consignment contract)

Example: Date today 01 November 09	Maximum 20 caler	ndar days
Pick-up date (editable)	15 November 09	100 pcs. OK
Pick-up date (editable)	20 November 09	100 pcs. OK
Pick-up date	22 November 09	100 pcs. No

Creation of delivery note possible until maximum pick-up date 20 November 09

#### Supplier with no consignment goods

• Pick-up date is set to **not editable** and the supplier can deliver delivery plan items with a maximum pick-up date, ex. **5 calender days** ahead

Example: Date today 01 November 09	Maximum 5 work of	days	
Pick-up date (not editable)	06 November 09	100 pcs.	OK
Pick-up date	09 November 09	100 pcs.	No

Creation of delivery note possible until maximum pick-up date 06 November 09

 Exception: Delivery schedule item that are behind (pick-up date <= current date) are editable

Example: Date today 01 November 09

Pick-up date (editable) 01 January 09 100 pcs. OK

Supplier defines the box Pick-up Date under compliance with delivery cycles and degree of urgency



#### AX4 premise for calculation of maximum delivery quantity

### General note for suppliers who do not unsing EDI and suplliers using EDI

The following quantities are considered for the maximum delivery quantity unspecified quantities from the past (i.e. red bar with delivery date < today) unspecified quantity for delivery date (i.e. red bar with delivery date = delivery date on delivery plan item)

unspecified quantities for x days in the future (i.e. red bar with delivery date > today + x days)

#### Suppliers using EDI

#### Supplier with consignment goods

- Electronic (4913) delivery note can be created for maximum quantities
- Warning "over delivery" via e-mail to the dispatcher
- Actions: Cancellation of delivery or return of delivery at the cost of the supplier

#### Supplier with no consignment goods

- Electronic (4913) delivery note can be created for maximum quantities
- Warning "over delivery" via e-mail to the dispatcher
- Actions: Cancellation of delivery or return of delivery at the cost of the supplier



#### AX4 premise for calculation of maximum delivery quantity

#### Suppliers who do not use EDI

#### Supplier with consignment goods

The supplier can deliver all open quantities plus the arranged max. **consignment quantity**, **ex. 20 calendar days** (according to consignment contract) in the future

The quantity, for which a delivery note can be created, has a maximum limit

To carry over quantities from the past (item 1) to the current delivery plan item (item 2), the

delivery quantity of the current delivery plan item is raised by the default quantity (100 pcs.)

Example: Date today 01 November 09	Maximum 20 calen	dar days
Item1 unspecified quantity pick-up date	01 October 09	100 pcs. OK
Item 2 unspecified quantity pick-up date	20 November 09	100 pcs. OK
Item 3 unspecified quantity pick-up date	22 November 09	100 pcs. No

Supplier creates delivery note for item 2 for 200 pcs.

#### Supplier with no consignment goods

The supplier can deliver all**undefined** amounts plus the arranged quantity for **2 days** in the future

The delivery note can only be created for maximum quantities

To carry over quantities from the past (item 1) to the current delivery plan item (item 2), the delivery quantity of the current delivery plan item is raised by the default quantity (100 pcs.)

Example: Date today 01 November 09	Maximum 2 work da	ays
Item 1 unspecified quantity pick-up date	01 October 09	100 pcs. OK
Item 2 unspecified quantity pick-up date	02 November 09	100 pcs. OK
Item3 unspecified quantity pick-up date	04 November 09	100 pcs. No

Supplier creates delivery note for item 2 for 200 pcs.



# 2 Password and Login

Before you can work on the platform, you receive a user name and password for the "master user" from DEUTZ AG. The master user can create further supplier users. Should you not receive your account information, contact the responsible dispatcher at DEUTZ AG.

Via a following e-mail, you are given your user name (compare figure 3) and can be directed to AX4's main page by clicking on the provided link.

Dear Sir or Madam,

Welcome to the AX4 DEUTZ logistics platform!

HTTPS://WWW.AX4.COM/AX4/?ID=153117

Your user name is d3400717 Your password will be sent to you via e-mail shortly.

The internet link to AX4 Sign In and to AX4 Training Centre can also be found at the DEUTZ website unter the heading Logistics http://www.deutz.com

After registration, you receive the user handbook available at AX4 DEUTZ logistics platform unter the menu item Administration/Downloads

Yours sincerely, DEUTZ AG

Figure 3: E-mail for first sign in



Our website can also be reached manually <a href="http://www.deutz.com">http://www.deutz.com</a>.



Wir über uns Chronik Standorte Unsere Vision Internes Einkauf Logistik ►

# Logistik



#### Die DEUTZ Logistikplattform AX4

Um sowohl die Abstimmung mit der DEUTZ AG, als auch die Kommunikation mit den von DEUTZ eingesetzten Logistikdienstleistern zu optimieren, hat sich die DEUTZ AG entschieden eine webbasierte Plattform einzusetzen (AX4 – die Logistikplattform der Frankenthaler AXIT AG). Diese ist in der Lage, alle Lieferanten direkt an DEUTZ anzubinden und sie kann unterstützend in der Kommunikation mit dem Logistikdienstleister (LDL) eingesetzt werden.

Mit der Logistikplattform AX4 können Sie weltweite Logistikdaten mit der DEUTZ AG austauschen und Anwendungen zum Auftragsmanagement sowie zur Sendungsverfolgung nutzen. Der DEUTZ Service unterstützt alle beteiligten Parteien der Supply Chain bei ihren Aufgaben und erweitert ihre Möglichkeiten zur Steuerung der Logistikprozesse.



#### Figure 4 DEUTZ AG website

Under the DEUTZ AG logo, on the left side (compare figure 4), select the menu item "Logistics". Two sub items appear: a link to "Logistics Platform AX4" and a link to "AX4 Training Center", which provides you with information about the trainings.



The AX4 main page (compare figure 5) requests you to enter your user name and password (all users receive an e-mail from DEUTZ AG



Figure 5: Main page AX4

After the first time you sign in (compare figure 6), you are requested to change your temporary password, which is only valid for 24 hours.



Figure 6: Changing you password after registration



In addition, you are requested to enter a synonym to help you remember your password, should you forget yours (compare figure 7).



Figure7Question and Answer

After registration, you are directed to an empty main page (compare figure 8).



Figure 8: Main page



Each user sets up the main page according to his/her needs. Click on the menu item "Administration / User Definitions".

Here you can select the menu item (compare figure 9) that should appear automatically after each registration.

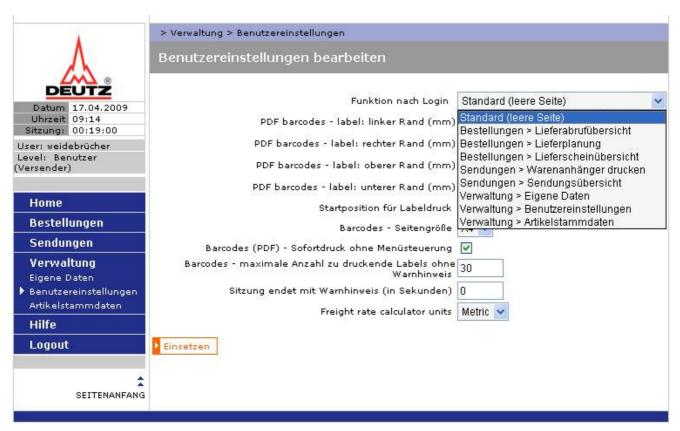


Figure 9: Main page selection



# 3 Orders Options

In AX4, the supplier has the following options under the menu item Orders:

- Overview of the supplier data (packaging and pick-up)
- Overview of in-going call-offs (compact and detailed)
- Creation of delivery notes and pick-up notices
- Printing delivery notes
- Printing freight forwarder orders
- Overview of the delivery note
- Changing the delivery notes

#### 3.1 Call-off Overview

The call-off overview (compare figure 10) offers all information pertaining to call-offs, compact and concise. The supplier has the chance to narrow down the information shown in the overview by selecting certain filter criteria (orderer = unloading address, material no., delivery plan no., etc.) DEUTZ AG call-offs are sorted by date, with the newest first.

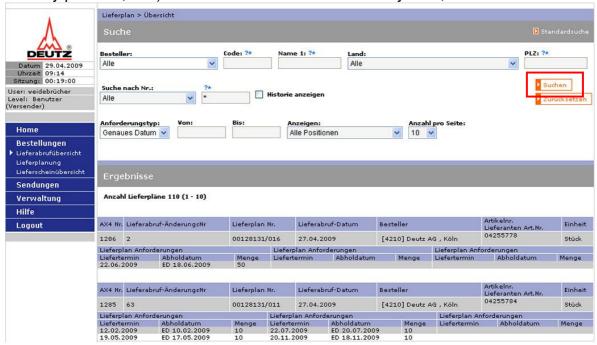


Figure 10:Delivery overview

The difference to the call-offs from before are shown in figure 11.



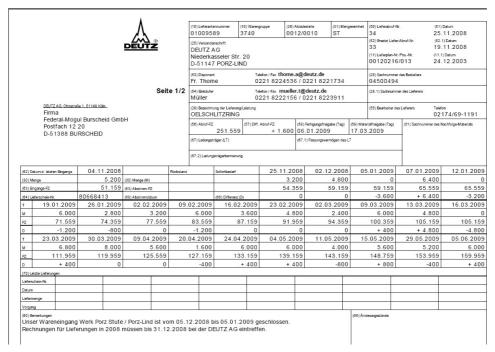
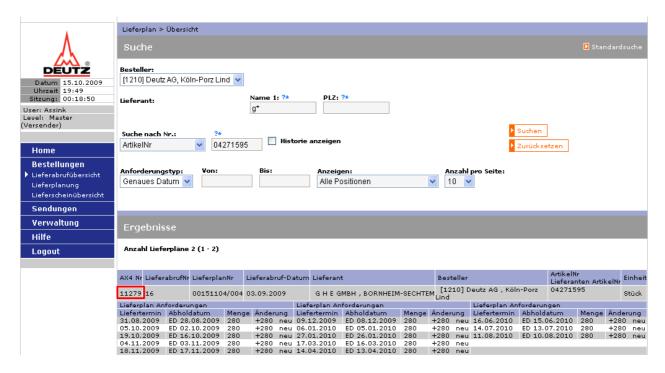


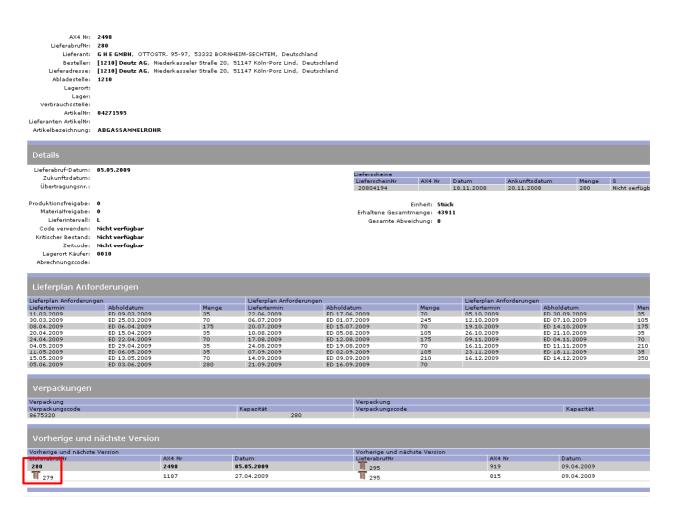
Figure 11: previous call-offs

## 3.1.1.Call-off History



By clicking on the AX4 no. in Call-off Overview, you can view the call-off history





Under the menu item "Previous and Next Version", the user can use the call-off number (call-off no.) to view a previous version of DEUTZ AG's call-off.



# 3.1.2 Display of Individual Orders

Individual orders can also be shown individually via Filter Criteria By selecting the delivery plan no., search by "02\*", all individual orders are shown.

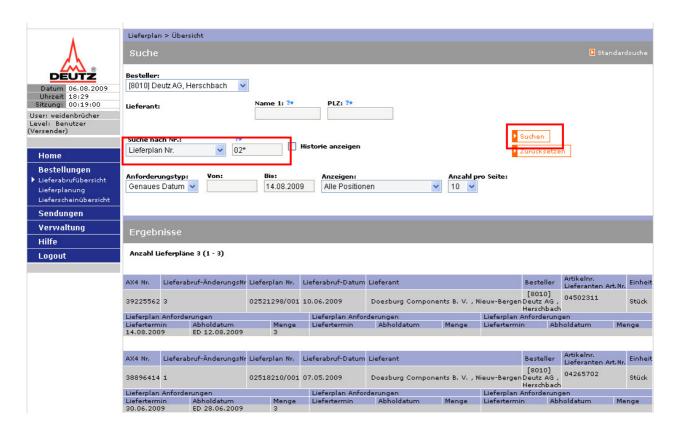


Figure 12 Selection individual orders



## 3.2 Delivery Planning

The delivery planning includes information about up-coming deliveries based on the up-to-date number of call-offs and transport time (compare figure 13). Contrary to the delivery overview, which only offers a quick overview, planning offers information on article, pick-up date, delivery date and delivery quantity, as well as information on packing requirements of DEUTZ AG and information about the current processing status of a certain call-off.

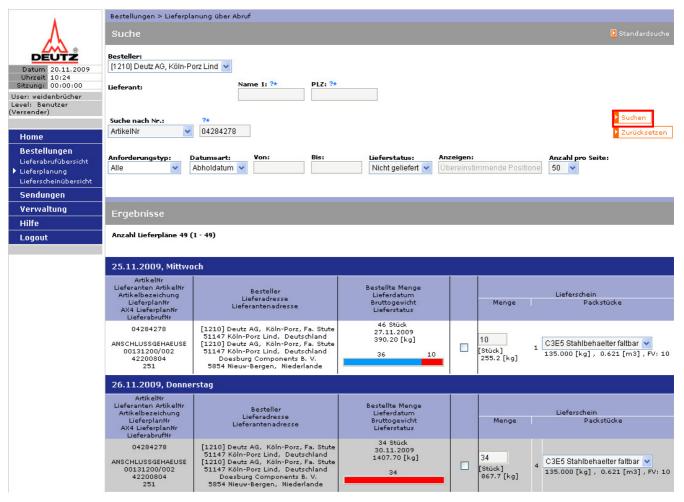


Figure 13: Delivery plan

The current processing status is shown by a colored bar on the right end of each call-off:

- red = new call-off, not processed (yet) + delivery note must be created by supplier
- blue = delivery note has been created + data has been sent to DEUTZ AG as well as to the logistics service provider
- blue/red = partial call-off (reduced) quantity split into a blue and a red area

**Note:** It is only possible to create and release delivery notes 5 days ahead of the pick-up date.



## 3.2.1 Packing

Under "Delivery Plan", the supplier can see and the packing data of DEUTZ AG and compare them to their own.



Figure 14: Packing

In the example (compare figure 14) there is a C3E5 container with a deadweight of 145 kg and a capacity of 20 pcs. per part number.

A detailed description of the packing data can be found in chapter 5.3 Article data.

If there is a deviation in one of the points, the supplier must contact DEUTZ AG as soon as possible.

DEUTZ AG
Packing plan
Mr Uwe Wess
Tel. +49 221 822 3704
Fax +49 221 822 3372
E-mail: wess.uw@deutz.de
Ottostr. 1 / Building 33

D-51149 Köln-Porz



# 3.2.2 Pick-up / Supplier address

DEUTZ AG would like to inform suppliers with more than one pick-up stations that each participant can**only**state one pick-up station.

Lieferplan Nr. AX4 Lieferplan Nr. Lieferabruf-ÄnderungsNr	Artikelnr. Lieferantenartikelnr. Materialbezeichung	Besteller Lieferadresse	Lieferantenadresse
00151000/010 953 15	04297795	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	Doesburg Components B. V. 5854 Nieuw-Bergen, Niederlande
00151000/008 951 17	04295438	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	ARBIN MACHINING 5916 PS VENLO, Niederlande
00151000/006 949 15	04284273	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	Doesburg Components B, V, 5854 Nieuw-Bergen, Niederlande
00151000/005 948 20	04284271	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	Doesburg Components B. V. 5854 Nieuw-Bergen, Niederlande
00151000/004 947 15	04271659	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	Doesburg Components B. V. 5854 Nieuw-Bergen, Niederlande
00151000/002 946 16	04259059	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	Doesburg Components B. V. 5854 Nieuw-Bergen, Niederlande
00151000/003 942 15	04271176	[1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland [1210] Deutz AG, Köln-Porz, Fa. Stute 51147 Köln-Porz Lind, Deutschland	G H E GMBH 53332 BORNHEIM-SECHTEM, Deutschland

Figure 15 A supplier's pick-up station

Freight forwarder orders via AX4 platform depend on part number and the respective pick-up station (compare figure 15). Should the pick-up station not coincide with the correct pick-up station, contact you buyer at DEUTZ AG immediately.



#### 3.2.3 Deliveries "ex works"

The creation of delivery notes in AX4 has two functions. First, this process creates a preliminary delivery notice for incoming goods at DEUTZ AG. Second, it informs the LDL of the goods to be picked up after the supplier has sent them.

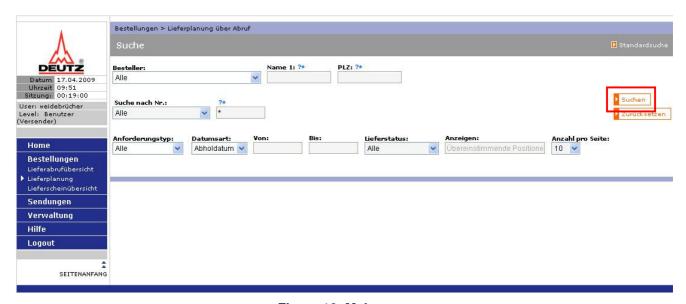


Figure 16: Main page

Narrow down search by defining a variety of search criteria, ex. material no., orderer and date. Confirming the search by clicking the button "search" shows you the criteria selected before.

To create a delivery note, the supplier searches the call-off in the delivery plan and clicks on the button "create delivery note" at the end of the overview page (compare figure 17).

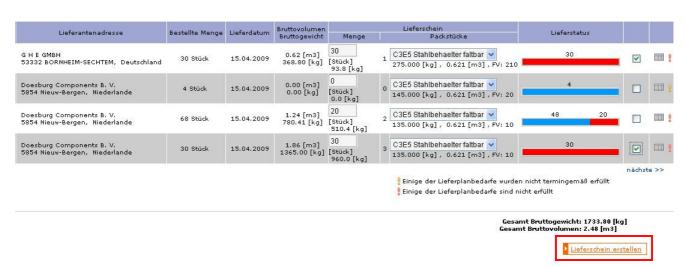


Figure 17: Get delivery note option in call-off



The employee is then taken to another page (compare figure 18) on which he/she can enter more specific information on the delivery, ex. delivery note number, freight forwarding company and deliverer pick-up time.

The most important information is carried over to the delivery note from the call-off and therefore no longer has to be entered manually in the delivery note. That means, for example, that volumes and weights are calculated automatically and saved in the delivery note. The supplier can change certain entries here, if for example, the ordered quantities cannot be delivered.

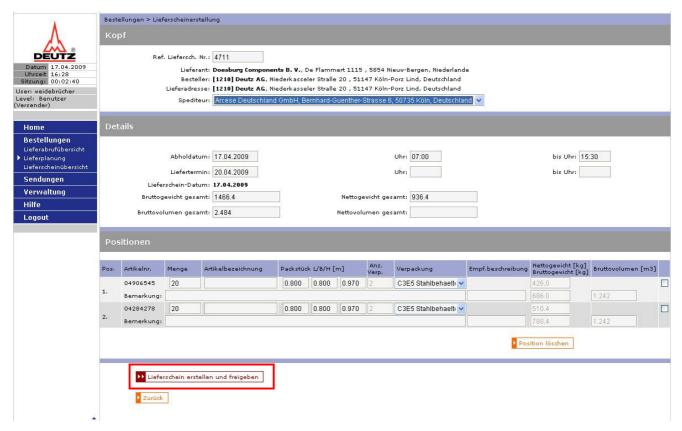


Figure 18: Delivery note creation

If the supplier has no previous information about DEUTZ AG, all missing data, ex. gross weight and number of items for missing packing data must be entered manually.

If data is to be added to existing data, the delivery note can be released (compare figure 18) by clicking on the option "create and release delivery note".



After that the DEUTZ AG's standardized delivery note can be printed by clicking on the button (compare figure 19) "print delivery note".

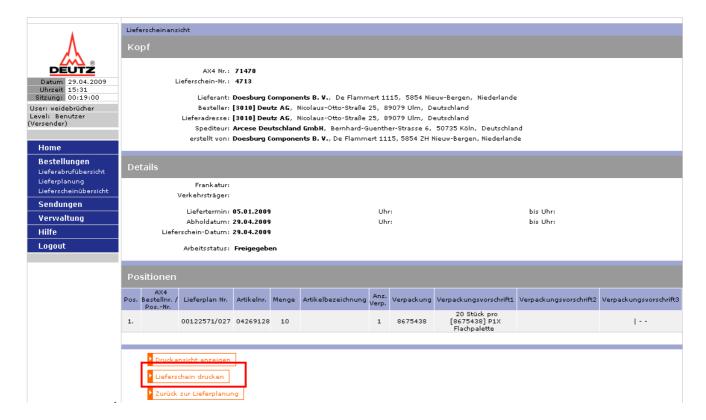


Figure 19: Print delivery note

#### Please note:

- The user must enter the delivery note number in the box "delivery note no." to be able to identify the delivery later (compare figure 18).
- The AX4 delivery note number must be identical to the delivery note number (transfer for DEUTZ credit note procedure) and entered into AX4.
- Selection of the freight forwarding company follows after specification of the pickup station.
- The corresponding label is created later under the menu item "deliveries / print labels" (see chapter 4.1)



# 3.2.4 Deliveries "Free of Charge, Special Deliveries, Courier Service"

For free deliveries, special deliveries or UPS deliveries sent to DEUTZ AG, delivery note creation is as described in chapter 3.2.3; the supplier (compare figure 20) selects self delivery in the box "freight forwarder".

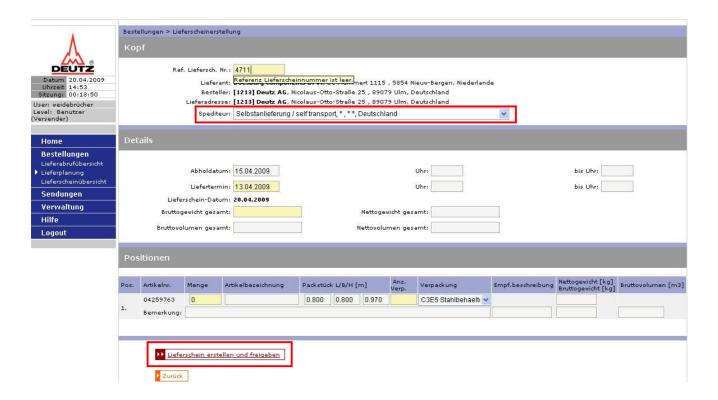


Figure 20: Create delivery note for free deliveries

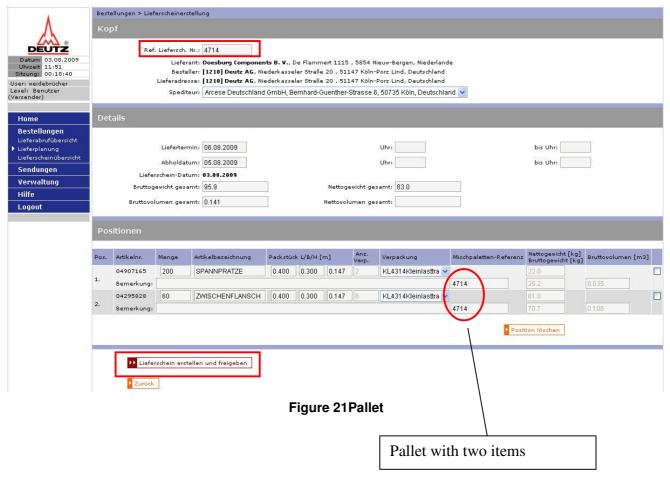


## 3.2.5 Creating a Pallet with a Delivery Note for N Items

Variants: **One** delivery note with **two** different material numbers on **one** pallet

The beginning of this option is described in chapter 3.2.3. To create a pallet, the supplier searches the call-off (two items) and clicks on the button "create delivery note" at the end of the overview page (compare figure 21).

The box "enclosure" has been created so that the freight forwarder does not have to have an individual packing list for each item. Selecting this option means no additional packing slip will be created.



#### Example:

Creating a pallet with one delivery note number and two items

- 1) Delivery note number entry (compare figure 21 yello box at the top)
- 2) For item 1 (material 04907165 / 2 KLT), in pallet reference, the option "enclosure" is selected (compare figure 21).
- 3) Continue by clicking on the button "create and release delivery note" (figure 21).
- 4) The freight forwarder receives onepacking slip withonedelivery note with items 1 + 2



#### 3.2.6 Creating a Pallet with more than one Delivery Note for N Positions

Variants: Two delivery notes with two different material numbers on one pallet

The beginning of this option is described in chapter 3.2.3. To create a pallet, the supplier searches the call-off (one item) and clicks on the button "create delivery note" at the end of the overview page (compare figure 21).

The box "enclosure" has been created so that the freight forwarder does not have to have an individual packing list for each item. Selecting this option means no additional packing slip will be created.

#### Example:

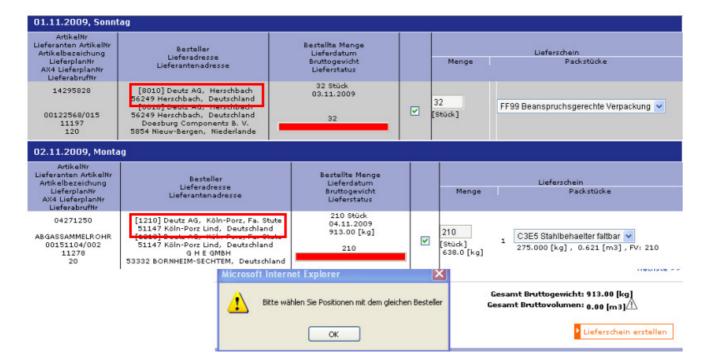
Creating a pallet with two delivery note numbers and two items

- 1) For item1 (Material 04907165 / 2 KLT) entry of delivery note number (compare figure 21 yellow box at the top)
- 2) For item 1 (material 04907165 / 2 KLT), in pallet reference, **no** enclosure is selected (figure 21).
- 3) Continue by clicking on the button "create and release delivery note" (figure 21).
- 4) For item 2 (Material 04295828 / 8 KLT) entry of delivery note number (compare figure 21 yellow box at the top)
- 5) For item 2 (material 04295828 / 8 KLT), in pallet reference, **enclosure** is selected (figure 21).
- 6) The freight forwarder receives onepacking slip withtwodelivery notes with items 1 + 2



#### 3.2.7 Extras

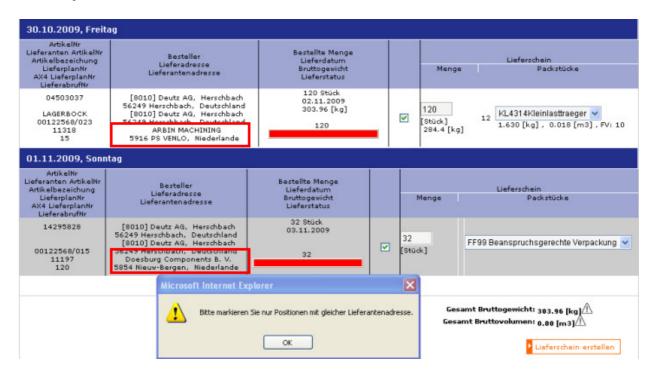
#### Delivery note creation is blocked for some DEUTZ order addresses



- The delivery note for DEUTZ should only be created in a point-to-point manner (one delivery note per DEUTZ order address)
- Mistakes made manually are corrected

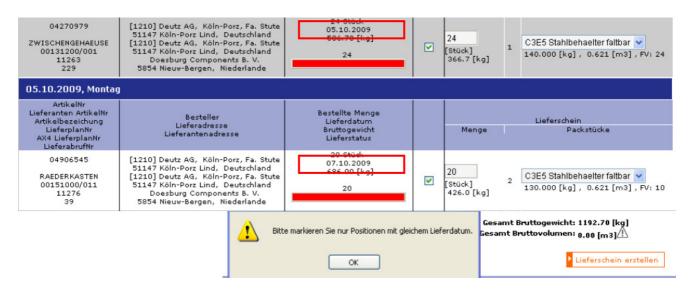


#### Delivery note creation is blocked for some DEUTZ order addresses



- The delivery note for DEUTZ should only be used in a point-to-point manner (one delivery note per DEUTZ order address)
- Mistakes made manually are corrected

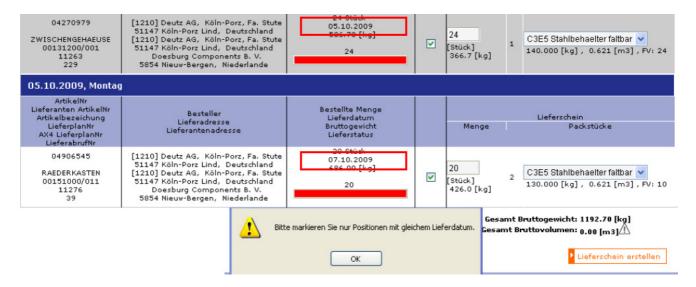
#### Delivery note creation is blocked for some delivery dates



- Mix-up of old and new delivery plan items is avoided
- Creation of paradox delivery notes is avoided (ex. delivery note with 3 items with the same material no. / wrong labels / wrong notification)
- Supplier's dependability can be calculated

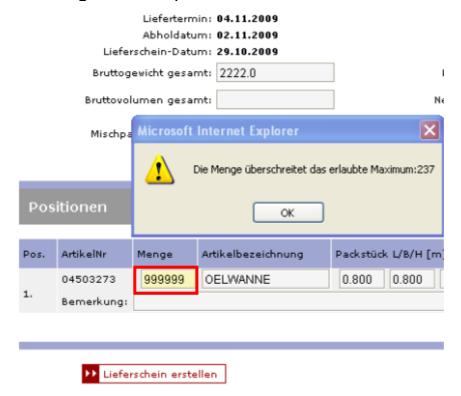


# Creation of delivery note not possible for suppliers without consignment goods for pick-up date > 5 days in the future



- Delivery notes can only be created for current delivery plan items
- Precessing mistakes, ex. in delivery notes are corrected (for example, today's date: 29 October 09, for 01 January 10)

# Creation of delivery notes blocked for excess delivery (aside from consignment goods according to contract)



Entry mistakes, for example amount 99999, are corrected



### 3.3 Delivery Note Overview

The menu Delivery Note Overview offers an overview of created delivery notes.

Processing status shows whether or not DEUTZ AG has received the delivery (delivery status).

- Processing status released = delivery note has been created
- Processing status Receiving = delivery has been marked as recieved by DEUTZ AG and has been erased from freight goods inventory
- Processing status Partly Received = a delivery note with more than one item has not been completely received by DEUTZ AG

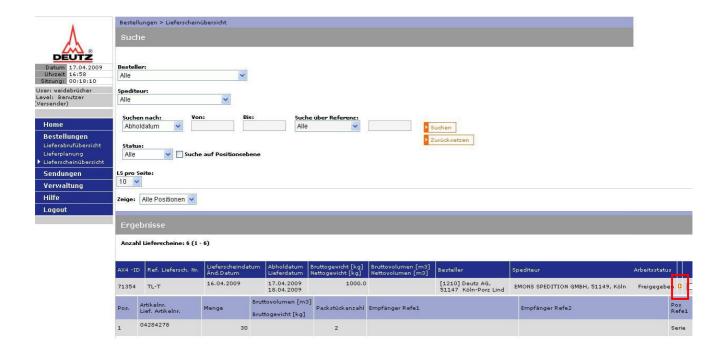


Figure 22: Delivery Note Overview

Furthermore, it is also possible to make changes to the creation of the delivery note (chapter 3.3.1). This is possible by clicking on the orange coloured triangle.



# 3.3.1 Edit Delivery Note

This gives you the option of editing delivery notes that have already been created. Among others, you can change the date, packing and amount.

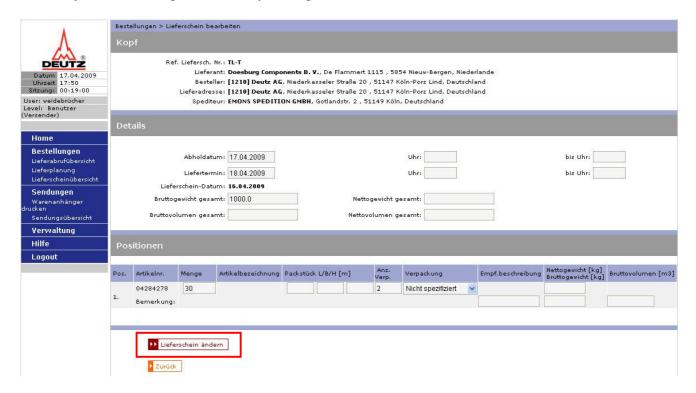


Figure 23: Edit Delivery Note

The changes become valid by clicking on the button "Edit Delivery Note".

#### Please note:

- Changes can only be made before the freight forwarder receives clearence (delivery status released in AX4).
- Should changes be made, ex. in amount, AX4 automatically readjusts the labels in accord with specified packing requirements. In this case, the labels might have to be printed again.



The edited delivery notes (compare figure 24) can be printed after validation by clicking on "Print Delivery Note".

History shows an overview of the changes made to each delivery note.

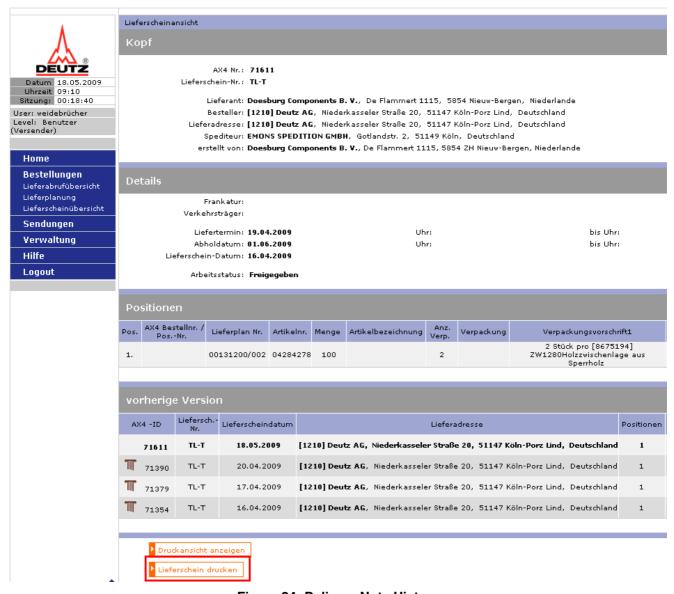


Figure 24: Delivery Note History



# 4 Option Deliveries

## 4.1 Printing Labels

To speed up processing in incoming goods delivery sites at DEUTZ AG, it is helpful to print the corresponding incoming goods delivery label right at the supplier and attach them to DEUTZ AG carriers or main carriers. For this, there is the option "Print Labels" (compare figure 25).

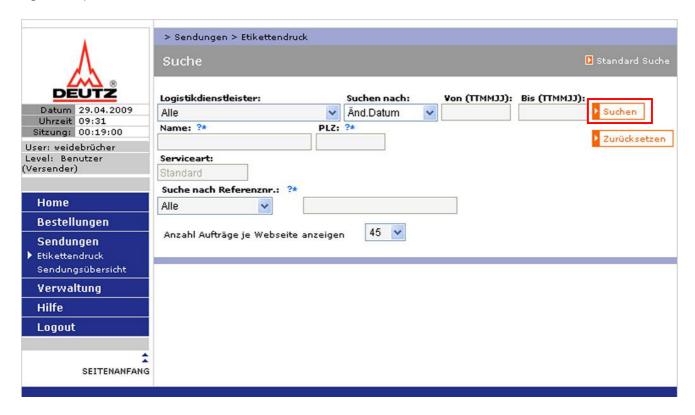


Figure 25: Main Page Print Incoming Goods Label

Here, you can serch for the deliveries for which goods labels need to be printed. Search items, ex. date, delivery note number and freight forwarder help find the delivery notes more easily.

After clicking on the "Search" button, a result list appears (see figure 26) with a list of created delivery notes, for which an incoming goods label can be created.



By clicking on the PDF symbol (print 1x), or by checking and clicking on the button "print label for selected delivery" (more than one) (see figure 26), a new page appears that shows the incoming goods label and corresponding information.

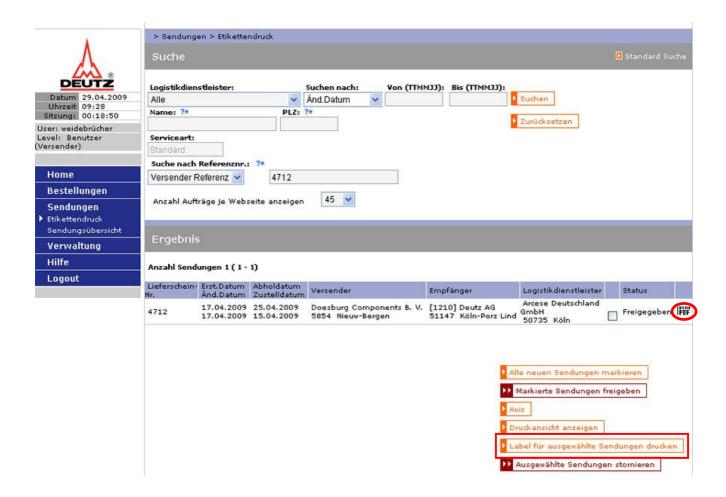


Figure 26: Overview Print Incoming Goods Label



**Note:** To speed up label printing process, it is possible to mark more than one delivery note and click on the button "print label(s) for selected deleveries". By clicking on the printer symbol (see figure 27), the goods labels are printed in DIN A4 size on the connected printer.

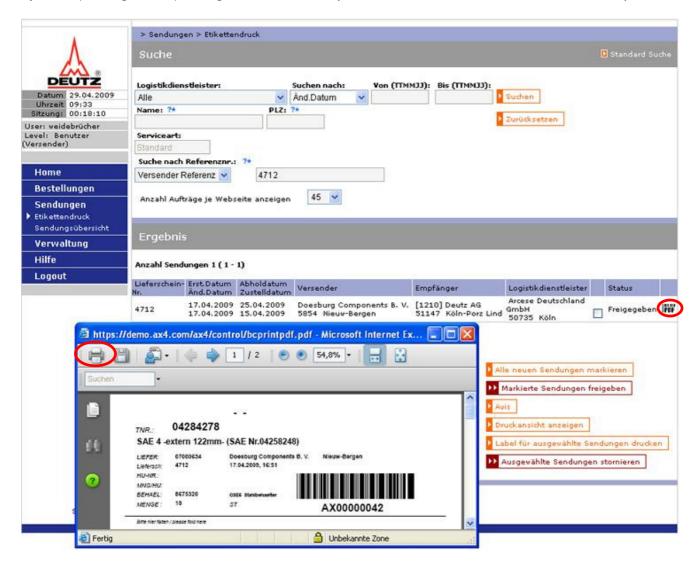


Figure 27: Print Incoming Goods Label

The printed label has a marking, indicating where it must be folded. Folding the labels is necessary so that they cannot be ripped off of the carriers during transport.

After the containers to be picked up are labelled, the pick-up and delivery process can be completed by LDL.



#### Please note:

- A current version of Acrobat Reader must be installed on the computer used to be able to see the label.
- Use the designated standardised label paper to print the labels. They can be ordered from the company Sibo Verpackung Bernd Hesse GmbH, contact: s.picker@sibo.com, part number: 01017524.

Contact:

Sabrina Picker

Tel.: 02761/808-141 Fax: 02761/808-6-141 s.picker@sibo.com

Pos.	Bezeichnung	Menge*	ME	Preis € / ME	Lieferzeit
1.	Blätter "Blanko" 170 g/qm 4 Abschnitte Format: 210 x 297 mm Zu 500 St. / Karton TN 0101 7524 S. Muster!	1000 (MM) 2000 3000 4000 5000 5500-7500 8000-10.000 ab 10.500	Stück Stück Stück Stück Stück Stück Stück	56,- €/1000 51,- €/1000 45,- €/1000 39,- €/1000 33,- €/1000 30,- €/1000 27,- €/1000 24,- €/1000	Nach Absprache

Figure 28: Order Form for AX4 Labels



## 4.2 Cancelling a Delivery Notification

To make cancellation of a preliminary delivery notification possible, the option has been created and can be found in AX4 under "Label Printing".

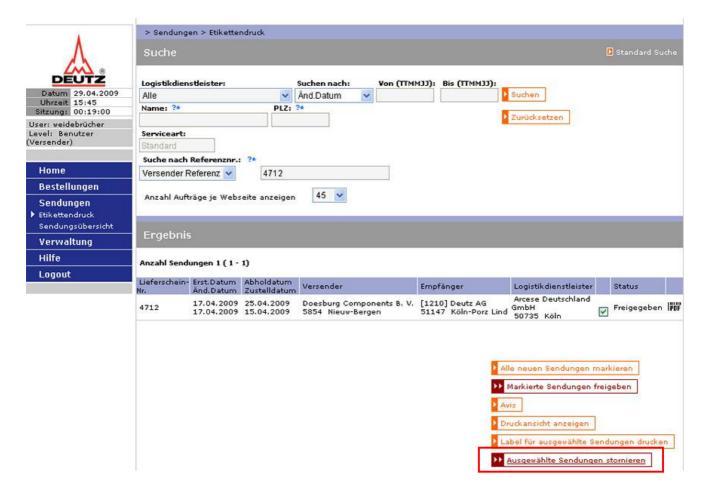


Figure 29: Cancel Delivery Notification

In the example (figure 29), a certain delivery note has been filtered out using reference search. By marking (clicking on the select box) and clicking on the option "Cancel Selected Delivery", the delivery note is marked as cancelled or erased in all overviews. At the same time, the information is also transferred to DEUTZ AG so that the delivery note can be erased in all DEUTZ AG internal systems.



## 4.3 Delivery Overview for the Supplier

In addition to all the process options described above, AX4 logistics platform also gives the supplier the chance to control all materials to be delivered to DEUTZ AG using the internet options available for this.

By using the option "Delivery Overview" (figure 30), all transport orders sent to LDL can be accessed. The tracking ball and tracking status are used to show the status of each delivery.

- Status "freight forwarder notification" / black ball = "ex works" LDL has been notified of delivery
- "Release" status / black ball = delivery released by LDL or self delivery
- Status "sent" / green ball = delivery has been sent by LDL to DEUTZ AG
- Status "cancelled" / black ball = delivery has been cancelled by supplier
- Status "not sent" / red ball = delivery has not been sent

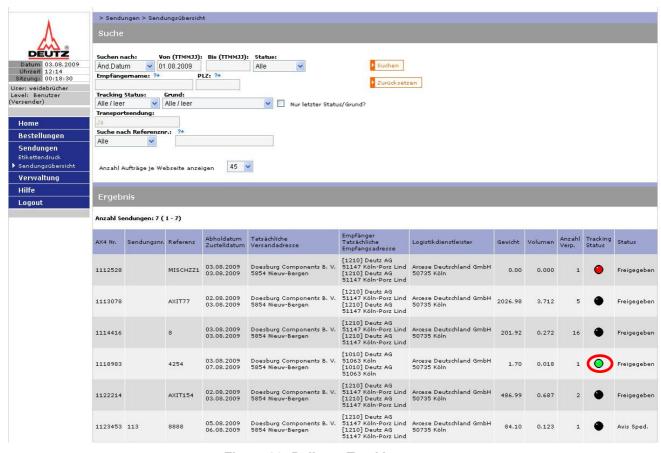


Figure 30: Delivery Tracking



By clicking on the tracking ball, the reason for cancellation is shown (see figure 31).



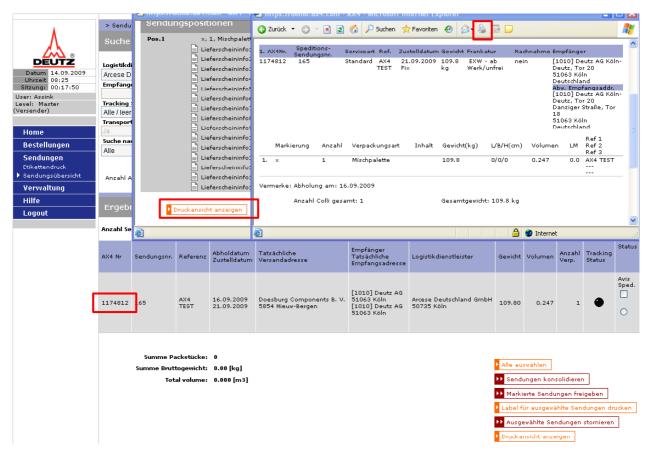
Figure 31: Status History

Everyone involved in the logistics process chain (DEUTZ AG, supplier, LDL) are automatically informed of cancellations as soon as they log on to status information in AX4.



## 4.4 Printing Freight Forwarder Order for the Supplier

In addition to all the process options described above, the introduction of AX4 logistics platform also gives the supplier the chance to print freight forwarder orders for DEUTZ AG.



**Figure 32 Print Freight Forwarder Order** 

By clicking on the AX4 number and then on the button "Print Preview" (figure 32), all deliveries can be accessed and printed.



# 5 Option Administration

### 5.1 Administer Personal Data in the Master Account

In the master account, various data can be administered independently (without intervention from AXIT AG support) by the "best user" of an entity (supplier or LDL) (figure 33).

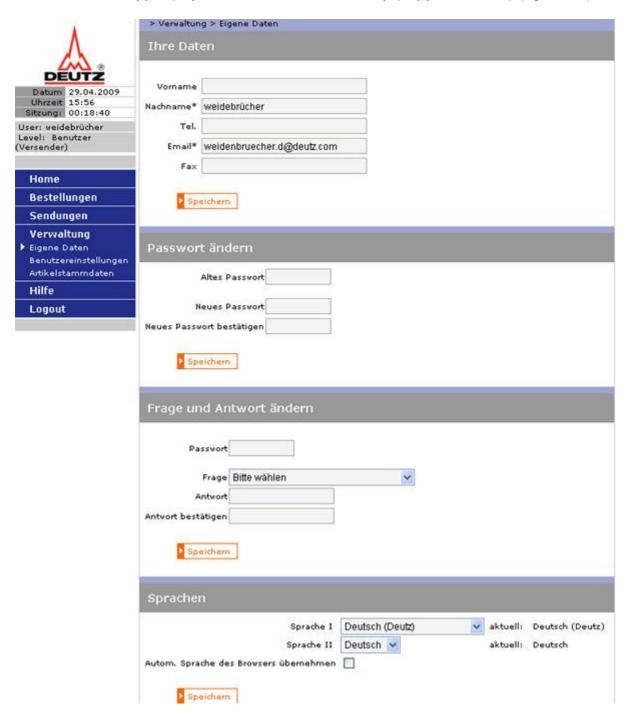


Figure 33: Administration Personal Data



On the page (figure 33) for administration of personal data, the master account password, e-mail address and the language settings of each account can be administered, among other options.

Regarding language settings, please note that the master account language settings are automatically valid for all further user accounts created from this account. Should another language be used in a new user account, the language setting must be changed individually.

## 5.2 Creating New Users in one Account

After an account is created for the first time, each supplier receives the access information needed for a so-called AX4 master account (by automated e-mail). Only a person in a trusted position should reveive this master login information (i.e. administrator or similar).

Should the supplier have more than one employee who needs to work with the logistics platform AX4, the master user can create further users independently. For this, the option "Administer Users" must be clicked on in the administration menu (figure 34).

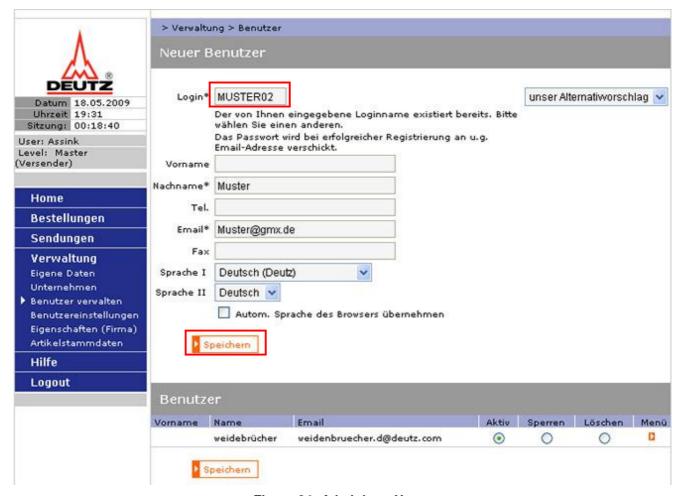


Figure 34: Administer Users



First, a login (user name) must be created by the administrator and additional information (at least name and e-mail address) must be saved (figure 34).

By saving the information, the new user is created (a new line appears underneath the grey title "users").

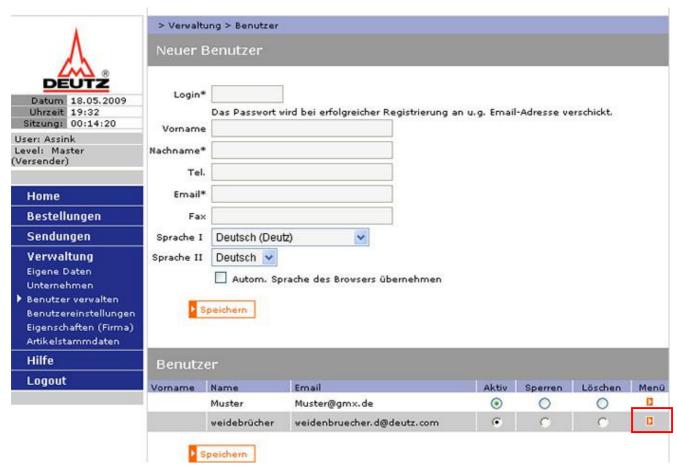


Figure 35 View New Users

The next step involves activating the user in the corresponding menu. For this, the small orange colored box (figure 35) must be accessed by the white triangle.



The administrator is then sent to another page, where he/she can define the menu of each user by specifying the options.



Figure 36: Assign Menu

by "saving" the data, all preferences created will be active after the first login of the user.

**Please note:** If a change is made during operation, the users affected must log off once and then back on to activate the changed preferences.



#### 5.3 Article Data

Under "Article Data" (figure 37), the supplier can compare their records, ex. pertaining to containter type or capacities, with data from DEUTZ AG. If there is a deviation in one of the points, the supplier must contact DEUTZ AG as soon as possible.

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Packing plan
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D-51149 Köln-Porz



Figure 37Article Data

By clicking on the orange clolured triangle (see figure 37), you access the detailed view of the respective material.

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Figure 38Article Data Overview

In this overview (compare figure 38), user information, such as container type, weight, measurements and capacities can be viewed.