



LOGISTIC & SERVICES

www.kslog.com Unterwegs in den besten Händen

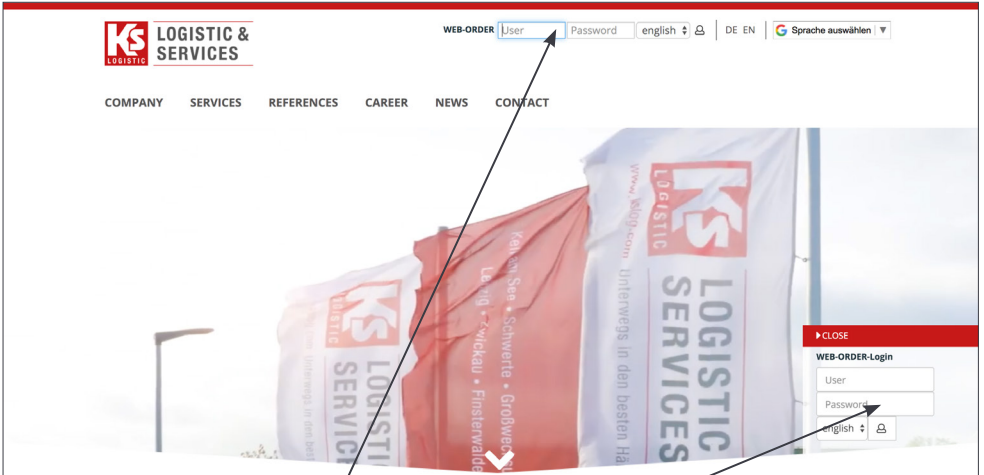


Quick Start Guide Web Order
Version 1.52.0.0

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1 Login web order



After reception of your login information from KS-Logistic & Services GmbH & Co. KG, please visit our website at <https://www.kslog.com/en/>. The access to the web order system is on the right border on the home page. Please enter your username and your password.

Attention! This note applies to the following pages:

red = mandatory field

blue = optional entry field

Any German terms detailed in this manual are due to the fact that the system is not completely translated and these terms appear in the system as you use it.

2 Order entry

Unterwegs in den besten Händen

Welcome VERTRIEB Login time: 2015-08-24 09:52:45
Help | Menü | Logout

WebModule Auftragserfassung

Order entry

Web order

Order summary

Extended order

Address administration

Address book

New address

CSV import

Package tracing

Package tracing

Package information

Absender Adresse(*) VERTRIEE Vertrieb, Am Sportplatz, D-99735 Großwechungen

Empfänger Adresse(*) nicht ausgewählt

Auftraggeber nicht ausgewählt

Rechnungsempfänger VERTRIEE Vertrieb, Am Sportplatz, D-99735 Großwechungen

Deckadresse nicht ausgewählt

Auftragsart

Abholart

Zustellart

Frankatur(*) frei Haus

Produkt

Auftragsnr.

Hinweistext: Zusatztext: DFU - DFU Freitext

Auftragsdatum 2015-08-24

Beladedatum von bis HH.MM

Termin HH.MM

Warenwert EUR SVS-Verichtskunde

Nachnahme EUR Sperrigkeit LDM

Zeichen(*) Anzahl(*) Verpackung(*) Inhalt(*) Gewicht(kg/lt) Text aufin Pal Maße(cm)(lxbxh)

FP Euro Akkumulatoren

--- Packstückketten --- Start: 1

save save + new reset

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2.1 Sender / recipient

Absender Adresse

Your *sender address* (Absender Adresse) is already preset. As far as you have several addresses, please select the desired address either by clicking the address book icon or typing the search keyword (supplier number) directly into the clear field.

Empfänger Adresse

Your *recipient addresses* (Absender Adressen) are already preset. Please select the desired address either by clicking the address book icon or typing the search keyword (see *Suchbegriff*) directly into the clear field. In case you need to add more addresses, reference section 4 – Address administration.

WebModule Adressen

Id	Suchbegriff	Name	Zusatz	LKZ	PLZ	Stadt		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	search reset	
Id	Suchbegriff	Name	Zusatz	Straße Nr.	LKZ	PLZ	Stadt	Gemeinde
445	VERTRIEBFI	Vertrieb FI		Gröbitzer Weg 36	D	03238	Finsterwalde	
446	VERTRIEBHA	Vertrieb HA		Auf dem Graskamp 4	D	58099	Hagen	
447	VERTRIEBZW	Vertrieb ZW		Reichenbacher Str. 89	D	08056	Zwickau	
407	choice			Am Sportplatz	D	99735	Großwechungen	

Absender Adresse(*) VERTRIEE Vertrieb, Am Sportplatz, D-99735 Großwechungen

Empfänger Adresse(*) Vertrieb FI, Gröbitzer Weg 36, D-03238 Finsterwalde

Auftraggeber VERTRIEBFI - Vertrieb FI, Gröbitzer Weg 36, D-03238 Finsterwalde

Rechnungsempfänger VERTRIEBGW - Vertrieb, Am Sportplatz, D-99735 Großwechungen

VERTRIEBHA - Vertrieb HA, Auf dem Graskamp 4, D-58099 Hagen (Bathey)

VERTRIEBZW - Vertrieb Zwickau, Reichenbacher Straße 89, D-08056 Zwickau

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Auftraggeber

If neither the sender nor the recipient is the customer, an additional address can be entered. This address is only an additional information.

Rechnungsempfänger

If a third party is the *recipient of the freight invoice*, please enter here.

2.2 Shipment type

Auftragsart

The *order type* Beschaffungslogistik (procurement logistics) is already preset.

Abholart

The *pick up type* Beschaffung (procurement) is already preset.

Zustellart

If expedited delivery is desired: Select Express options, e.g. KS-Express 10 a.m. If it is a fixed date, date and time have to be filled in.

The image shows two parts of a software interface. On the left is a dropdown menu for 'Zustellart' with the following options: 'KS-Express 10 Uhr', 'KS-Express 12 Uhr', 'KS-Fixtermin' (highlighted in blue), and 'KS-Garantiezustellung'. On the right is a form with fields for 'Beladedatum' (with a calendar icon), 'Termin' (with a 'Kalender öffnen' button), 'Warenwert' (with a dropdown set to 'EUR'), 'Nachnahme' (with a dropdown set to 'EUR'), and a checked checkbox for 'SVS-Verzichtskunde'.

Frankatur

The *Incoterms* are already preset. Please make sure that client and delivery term match (mandatory).

The image shows a vertical list of dropdown menus. The 'Frankatur(*)' dropdown is open, showing the following options: 'frei Haus' (highlighted in blue), 'frei Haus', and 'frei Haus Frachtzahler'.

Beladedatum

The *pick up date and time* can be entered here. Please note that the time is written with a colon between hours and minutes (HH: MM).

Freitext

By pressing the button you can enter *additional text*.

2.3 Shipment line

Zeichen(*)	Anzahl(*)	Verpackung(*)	Inhalt(*)	Gewicht(kg)(*)	Text	auf/in Pal	Maße(cm)(lxbxh)	Stapelfaktor	Hinzufügen
		FP Euro ▾	Stoßdämpferteile ▾			Karto ▾	x x x		

- Zeichen** Please enter *delivery note* no. or shipment no. (mandatory).
- Anzahl** Please type in the *amount of packaging* (mandatory).
- Verpackung** Please select the *type of packaging* from the drop-down list (mandatory).
- Inhalt** Please select the *content type* from the drop-down list (mandatory).
- Gewicht** Please enter the *weight* for the shipment line (mandatory).
- Text** *Additional text* for shipment line.
- auf/in Pal** Please enter the *number of packages on the packaging* (mandatory).
- Maße** Please enter *dimensions* of the packaging in cm (mandatory).
- Stapelfaktor** Please enter how many times the same packaging is stackable (mandatory).
- Hinzufügen** Here you can *add* another shipment line.

2.4 Shipment completion

--- Packstücketiketten --- ▾	Start: 1 ▾	save	save + new	reset
------------------------------	------------	------	------------	-------

- Save + new** Save the order and create a new one.
- Save** Save the order.
- Reset** Data entry screen will be cleared without saving.

3 Order summary

WebModule Auftragsübersicht

Id	WebNummer	Auftragsnr.	Zeichen	Absender	Empfänger	Replikationsstatus	Zeitspanne
					VERTRIEBGW	Alle	von 2015-07-29 bis

Webnummern Auftragsnummern Absender Adresse Empfänger Adresse Status **Alle**

Anzahl: 0

Auswahl: --- Packstückketten --- Start: 1 print notify transmit del

WebModule Auftragsübersicht

Id	WebNummer	Auftragsnr.	Zeichen	Absender	Empfänger	Replikationsstatus	Zeitspanne
					VERTRIEBGW	VERTRIEBFI	Alle
							von 2009-01-03 bis 2015-08-03

Webnummern	Auftragsnummern	Absender Adresse	Empfänger Adresse	Status	Alle
Id: 4974106 Nr: WEB-231534	Komalog: Kunde:	Vertrieb Am Sportplatz D-99735 Großwechungen	Vertrieb FI Gröbitzer Weg 36 D-03238 Finsterwalde	Ladeliste gedruckt 2014-02-25 13:32	
Id: 4896259 Nr: WEB-225912	Komalog: Kunde:	Vertrieb Am Sportplatz D-99735 Großwechungen	Vertrieb FI Gröbitzer Weg 36 D-03238 Finsterwalde	Freigegeben 2013-09-17 16:36	
Id: 2696302 Nr: WEB-127164	Komalog: Kunde:	Vertrieb Am Sportplatz D-99735 Großwechungen	Vertrieb FI Gröbitzer Weg 36 D-03238 Finsterwalde	Fehlerhaft 2010-10-30 15:44	
Id: 1398600 Nr: WEB-073191	Komalog: 109000001 Kunde: A1234	Vertrieb Am Sportplatz D-99735 Großwechungen	Vertrieb FI Gröbitzer Weg 36 D-03238 Finsterwalde	Übertragen 2008-05-07 21:39	

Anzahl: 4

Auftragsübersicht In the *order summary* filters can be set in order to simplify the search for specific items, e.g. order number, recipient, period of time, etc. The order summary displays the current job status.

Colors The colors indicate the transfer status to KS-Logistic:

Grey = Shipment has not yet been transmitted to KS-Logistic





Orange = Shipment is released but not yet transferred (transmission to KS-Logistic may take up to 14 minutes)

Green = Shipment is transmitted to KS-Logistic (can not be changed)

Red = Transmission failed. Please contact our customer support.

Page icon By pressing the button the shipment is called up, including the entire status process documentation.

3.1 Print, notify and transmit a shipment

Webnummern	Auftragsnummern	Absender Adresse	Empfänger Adresse	Status	Alle
 Id: 4844764 Nr: WEB-223232	Komalog: Kunde:	Vertrieb Am Sportplatz D-99735 Großwechsungen	Vertrieb Am Sportplatz D-99735 Großwechsungen	Geändert 2015-07-29 12:19	   <input checked="" type="checkbox"/>

Anzahl: 1

Auswahl: --- Packstücketiketten --- Start: 1
--- Ladeliste ---

Print

First, select the shipment you want to print, notify or transmit by placing a checkmark.

Print package labels (Packstücketiketten)

Print packing list (Ladeliste)

Attention! Should the print dialog not automatically open, make sure that the popup blocker of your browser is disabled.

Auswahl: --- Packstücketiketten --- Start: 1
--- Packstücketiketten ---
Etikett DIN A4
Etikett Thermo.

Auswahl: --- Packstücketiketten --- Start: 1
--- Ladeliste ---
--- Ladeliste ---
KS-Ladeliste Detail

Notify

Notify of the shipment via email to KS-Logistic & Services.

Transmit

Release of shipments (mandatory).

Attention! The classification as dangerous goods can only take place for unreleased orders. For detailed information on dangerous goods shipments, please download the introduction Web Order from <http://www.kslog.com/en/services/downloads/>.

4 Address administration

LKZ ▲▼	PLZ ▲▼	Stadt ▲▼	Gemeinde		
D	45527	Hattingen			
D	54429	Mandern			
D	54427	Kell am See			
D	59423	Unna			
D	58256	Ennepetal			

Show / edit contact
 Show / edit data transmission notes
 Edit address
 Drop / disable address
 Use address as sender (A) or recipient (E)

Address book

In the module **Address book** you can view, edit or delete any already existing address. Just click on the corresponding icon (s. graphic above).

Suchbegriff

You can define your individual *search keyword* here.

New address

With the **New address** feature you can add missing address entries. Before creating a new address, check whether this address is already included in the address book. When entering new addresses, please pay attention to the correct spelling of the company and the address. Avoid duplicates.

Attention! To make sure the location master data is captured correctly, it is important to enter country code (LKZ) and city (Ort) first. In the post code field (PLZ), just type in the percent sign (%) and confirm the entry with pressing Enter. Then select the correct post code from the drop-down list and click Save. The address is now registered.

WebAdresse ändern

Name:

Zusatz:

Straße / Hausnummer:

Ortsstammdaten

LKZ-PLZ Stadt (Gemeinde) ▼

LKZ-PLZ Stadt (Gemeinde) ▼

LKZ-PLZ Stadt (Gemeinde)

LKZ-PLZ Stadt (Gemeinde)

5 Support contacts

5.1 Customer support

D-54427 Kell am See

Mr T. Ihlenfeld
Mr S. Reidenbach

Phone: +49 (0) 6589 / 91921-271
Phone: +49 (0) 6589 / 91921-270
Email: **kel-dispo@kslog.com**

D-58239 Schwerte

Mr T. Lorenz

Phone: +49 (0) 2304 / 94216-62
Email: **ha-dispo@kslog.com**

D-99735 Großwechungen

Mr M. Born

Phone: +49 (0) 36335 / 420-23
Email: **gw-dispo@kslog.com**

D-04356 Leipzig

Mr F. Mikoleiczak

Phone: +49 (0) 341 / 900325-113
Email: **lks@kslog.com**

D-08056 Zwickau

Mr T. Anderfuhr
Mr M. Bauer

Phone: +49 (0) 375 / 39002-14
Phone: +49 (0) 375 / 39002-19
Email: **zw-dispo@kslog.com**

D-03238 Finsterwalde

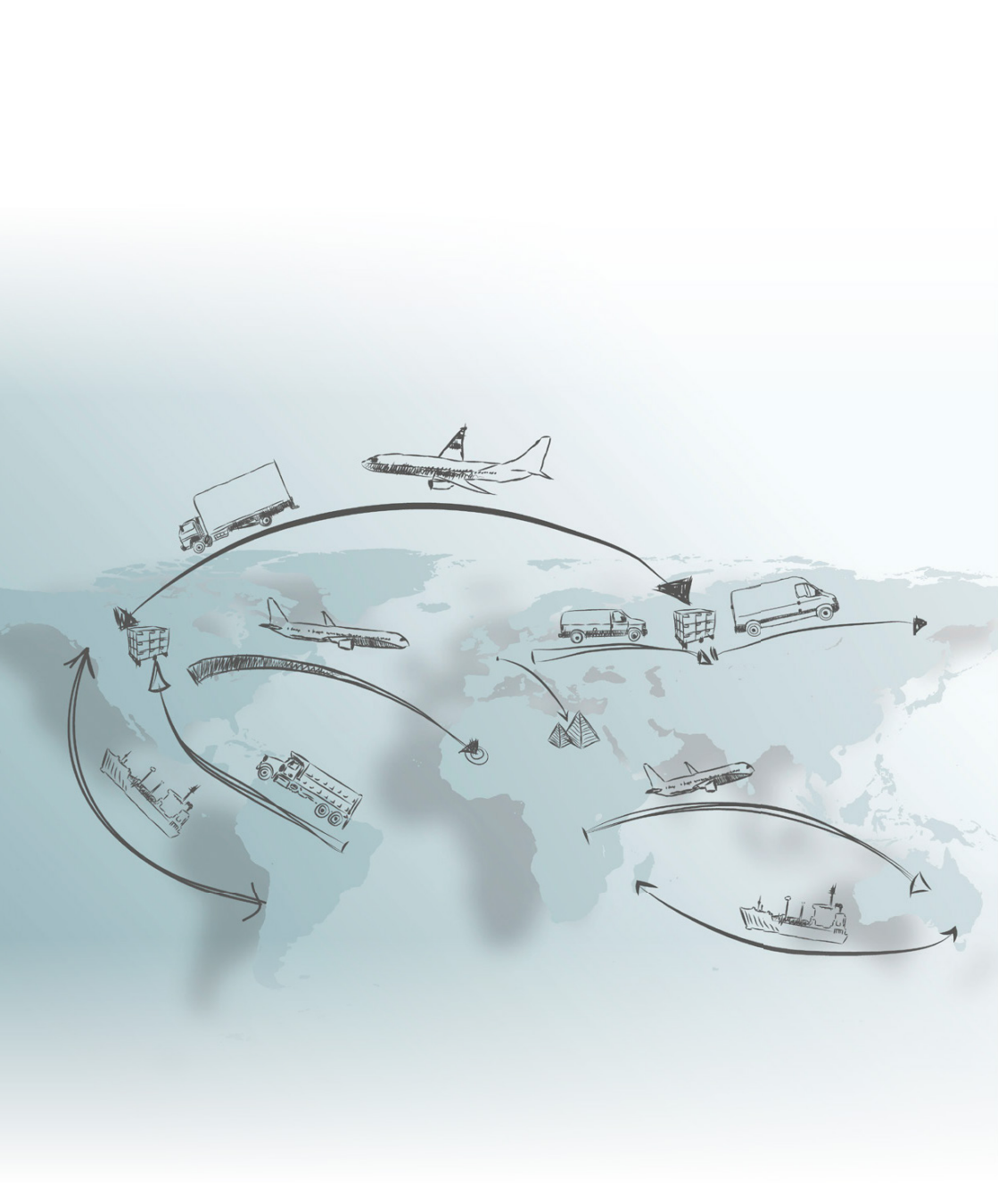
Mr M. Löhnwitz
Mr D. Schmidt

Phone: +49 (0) 3531 / 79700-15
Phone: +49 (0) 3531 / 79700-17
Email: **fi@kslog.com**

5.2 Technical support

Mr Sebastian Porstendorfer

Phone: +49 (0) 2304 / 94216-27



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