

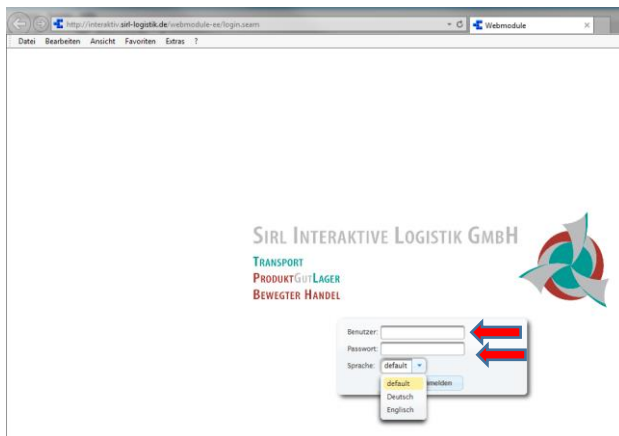


## 0. Prozess Overview




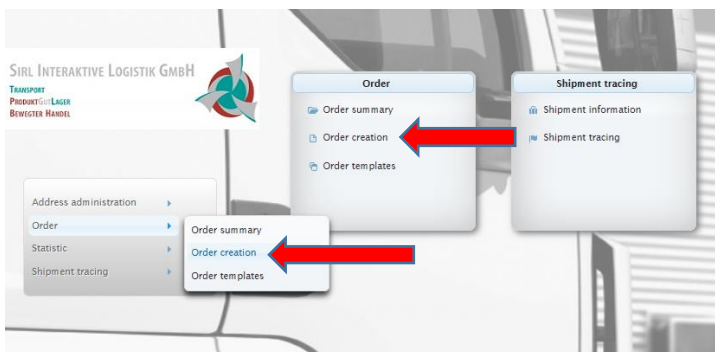
## 1. Web Portal Login

In order to reach the Web Portal please enter <http://interaktiv.sirl-logistik.de> into the address bar in your web browser. Enter your login data (Benutzer = user, Passwort = password, Sprache = language).




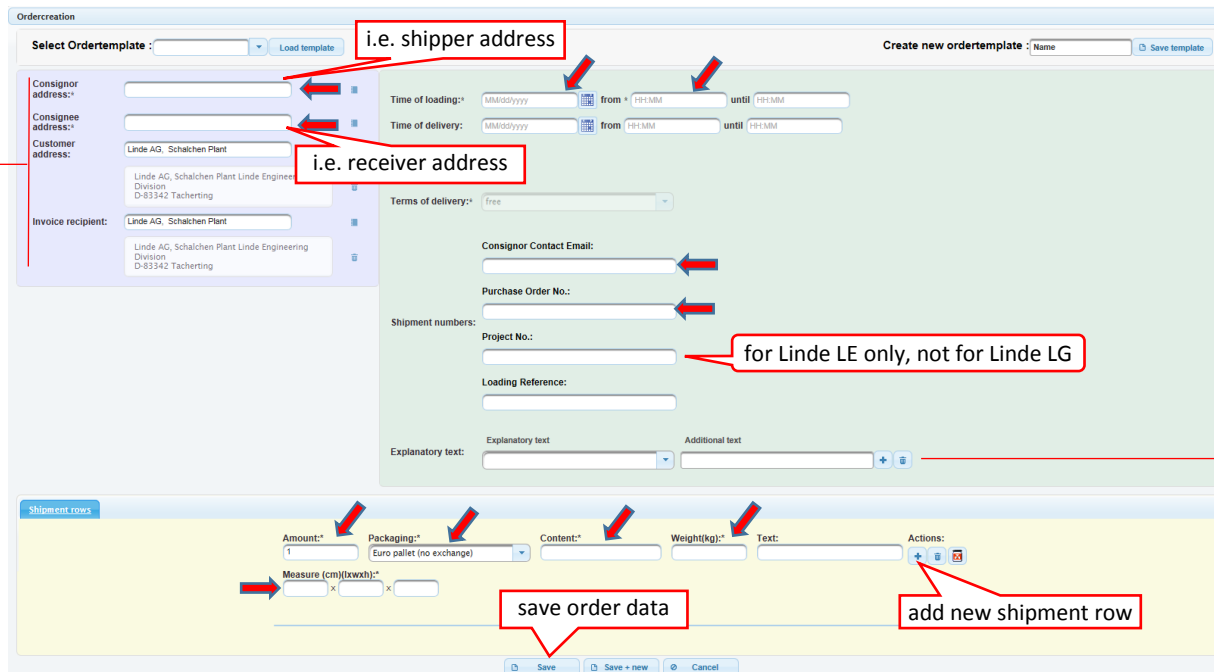
## 2. Transport Order Entry

Open the **Order creation** screen in the initial screen with  marked menu items.





In the **Order creation** screen all with  marked entry fields must be filled. To save your data entries please click on the button **Save**.



**Ordercreation**

Select Ordertemplate:  Load template i.e. shipper address Create new ordertemplate: Name  Save template

Consignor address:\*  i.e. receiver address

Consignee address:\*

Customer address: Linde AG, Schalchen Plant

Invoice recipient: Linde AG, Schalchen Plant

Time of loading:\* MMdSyyyy from \* HH:MM until HH:MM

Time of delivery: MMdSyyyy from HH:MM until HH:MM

Terms of delivery:\* free

Consignor Contact Email:

Purchase Order No.:

Shipment numbers: Project No.:  for Linde LE only, not for Linde LG

Loading Reference:

Explanatory text: Explanatory text  Additional text

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Shipment rows

Amount:\*  Packaging:\*  Content:\*  Weight(kg):\*  Text:

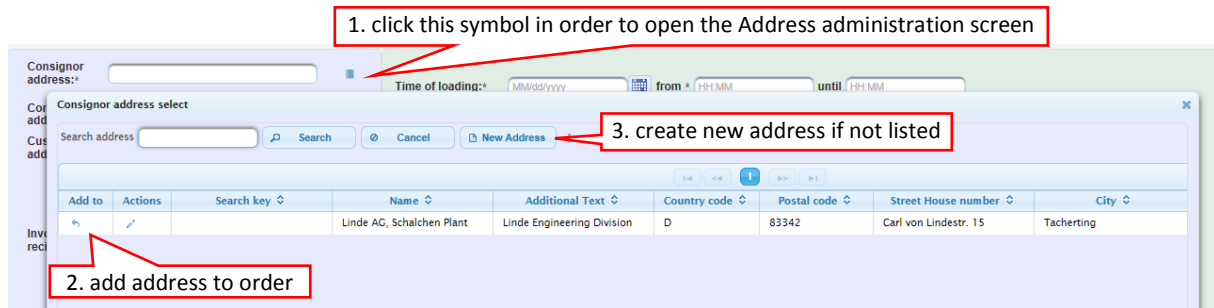
Measure (cm)(ltxwh):\*

Actions:

**save order data** **add new shipment row**

Special order data entry features:

- Consignor address (i.e. shipper address) and Consignee address (i.e. receiver address)



Consignor address:\*

Time of loading:\* MMdSyyyy from \* HH:MM until HH:MM

**1. click this symbol in order to open the Address administration screen**

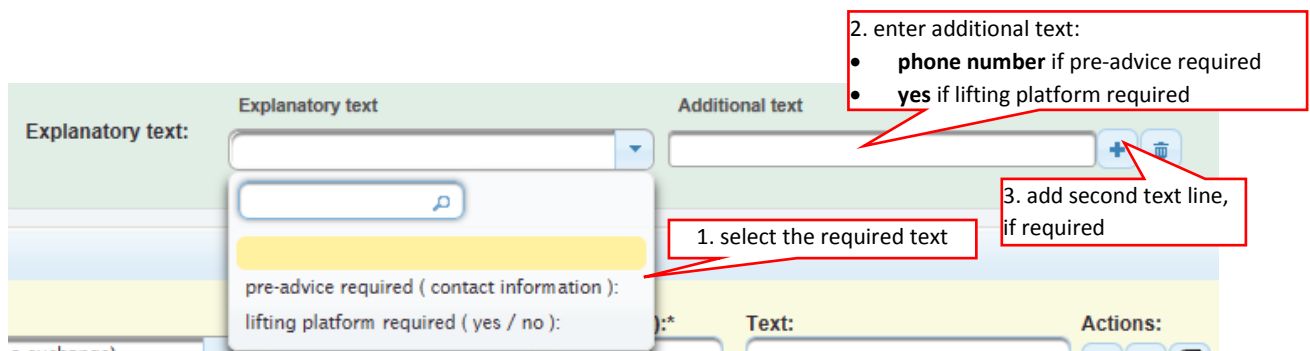
Consignor address select

Search address  Search   **3. create new address if not listed**

| Add to                   | Actions                          | Search key | Name                      | Additional Text            | Country code | Postal code | Street House number   | City       |
|--------------------------|----------------------------------|------------|---------------------------|----------------------------|--------------|-------------|-----------------------|------------|
| <input type="checkbox"/> | <input type="button" value="E"/> |            | Linde AG, Schalchen Plant | Linde Engineering Division | D            | 83342       | Carl von Lindestr. 15 | Tacherting |

**2. add address to order**

- Explanatory text (optional order data)



Explanatory text:

Additional text:

**2. enter additional text:**

- **phone number** if pre-advance required
- **yes** if lifting platform required

**1. select the required text**

**3. add second text line, if required**

pre-advance required ( contact information ):

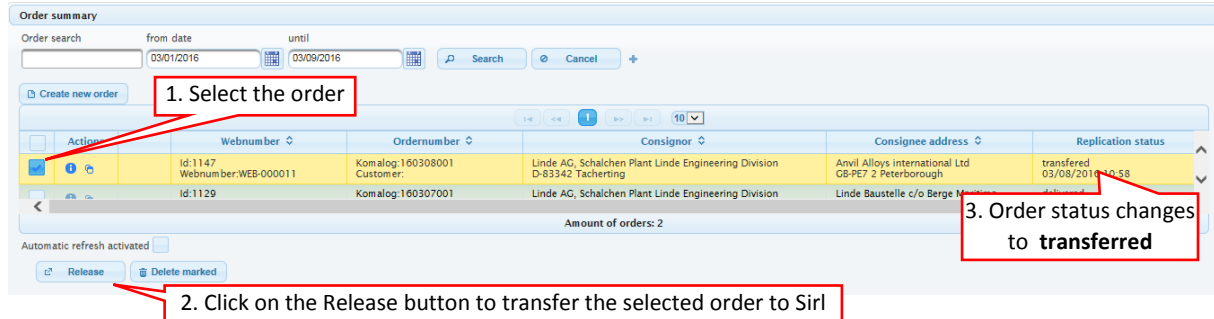
lifting platform required ( yes / no ):

Text:  Actions:



### 3. Order release and order transfer to Sirl

The **Order summary** screen will be automatically displayed when finishing the order data entry. The **Order summary** screen can be reached directly from the initial screen too.




1. Select the order

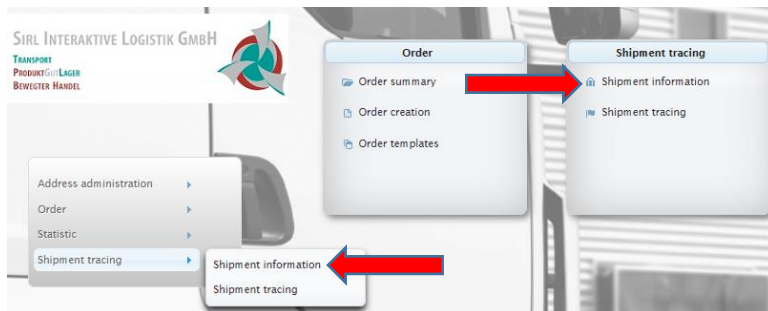
2. Click on the Release button to transfer the selected order to Sirl

3. Order status changes to **transferred**

| Id   | Webnumber  | Ordernumber | Customer | Consignor  | Consignee address                                       | Replication status              |
|------|------------|-------------|----------|--|---|---------------------------------|
| 1147 | WEB-000011 | 160308001   | Komalog  | Linde AG, Schalchen Plant Linde Engineering Division<br>D-83342 Tacherting | Anwil Alloys international Ltd<br>GB-PE7 2 Peterborough | transferred<br>03/08/2016 10:58 |
| 1129 |            | 160307001   | Komalog  | Linde AG, Schalchen Plant Linde Engineering Division                       | Linde Baustelle c/o Berge                               | delivered                       |

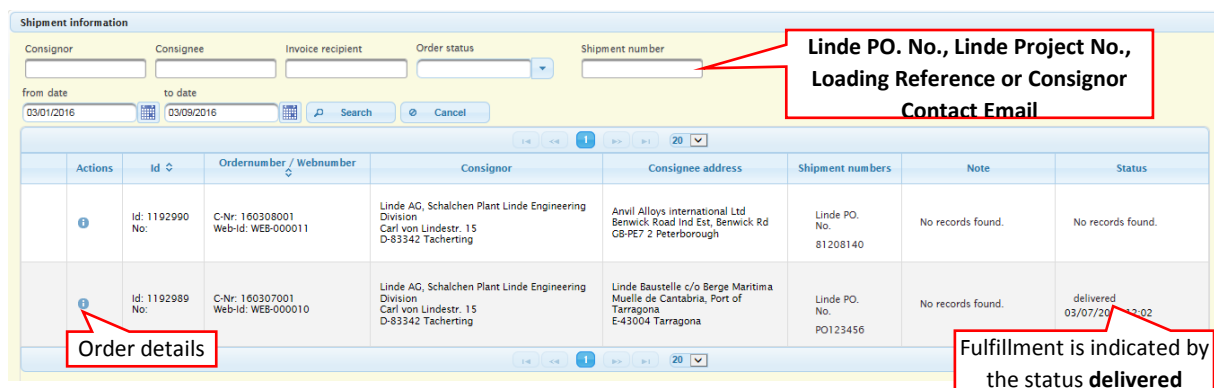
### 4. Shipment information

Open the **Shipment information** screen in the initial screen with  marked menu items.



All your transport orders are easily accessible in the **Shipment information** screen. They can be selected by different filtering criteria. The filtering field **Shipment number** can be filled by the following data:

- Linde PO. No.
- Linde Project No.



Linde PO. No., Linde Project No., Loading Reference or Consignor Contact Email

Order details

Fulfillment is indicated by the status **delivered**

| Actions | Id          | Ordernumber / Webnumber               | Consignor   | Consignee address  | Shipment numbers          | Note              | Status                        |
|---------|-------------|---------------------------------------|---|--|---------------------------|-------------------|-------------------------------|
|         | 1192990 No: | C-Nr: 160308001<br>Web-Id: WEB-000011 | Linde AG, Schalchen Plant Linde Engineering Division<br>Carl von Lindestr. 15<br>D-83342 Tacherting | Anwil Alloys international Ltd<br>Berwick Road Ind Est, Berwick Rd<br>GB-PE7 2 Peterborough          | Linde PO. No.<br>81208140 | No records found. | No records found.             |
|         | 1192989 No: | C-Nr: 160307001<br>Web-Id: WEB-000010 | Linde AG, Schalchen Plant Linde Engineering Division<br>Carl von Lindestr. 15<br>D-83342 Tacherting | Linde Baustelle c/o Berge Maritima<br>Muelle de Cantabria, Port of<br>Tarragona<br>E-43004 Tarragona | Linde PO. No.<br>PO123456 | No records found. | delivered<br>03/07/2016 12:02 |



## 5. Order templates

If specific order data is used in several transport orders, then the use of order templates can speed up order creation. The following data can be stored in order templates:

- Consignor address (shipper address)
- Consignee address (receiver address)
- Explanatory text
- Shipment rows.

The order template can be created directly on the **Order creation** screen. Then the stored order data will be available as an order template for repeated loading on the **Order creation** screen.

2. Select order template and click on the **Load template** button

1. Enter the template name and click on the **Save template** button