

Manual Customer Portal Georgsmarienhütte GmbH

Georgsmarienhütte 21.10.2020 Version: V03



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1. General

The customer portal of Georgsmarienhütte GmbH (GMH) has the task to facilitate the process of scheduling shipments and planning the quantities ready for dispatch between the customers and Georgsmarienhütte GmbH and to ensure the respective transparency in the dispatch process. By means of the web application the quantities ready for dispatch can be called off at any time and the respective requirements and release orders respectively can be transmitted to the shipping department of GMH.

The release orders made in the application are directly transferred to the SAP-system of GMH. The shipping department checks and processes incoming release orders and prepares by means of the application the shipping orders and shipments required. The respective processing status of the release order and the shipment prepared can be seen in the customer portal.





2. Processes in the Customer Platform

The purpose of the web application provided is the basic exchange of information between GMH and the customer. The exchange of information comprises both the notification of finished material in stock at GMH and the transmission of release orders and their status tracking. The chart given below schematically shows the process of the notification of finished material, the entry of release orders and their tracking.



Due to reasons related to the system technology release orders for quantities not ready for shipment so far cannot be processed via the customer portal. In these special cases the documents must be created manually. Alternatively, the user can be granted the option to create the request for shipment in the customer portal in the first instance while allocating the quantities only after final production of the material.

The basic operations on the customer platform are described in detail in the chapters below. The web application allows individual settings of views and filters for every user. Below the process with the default settings is described. Chapter 3 describes how to create individual views.



2.1. Registration for the Customer Platform

The access to the web application is granted via the link <u>https://yms.gmh.de/kundenportal</u>. The web – portal requires a log-in to authenticate the customer. The log-in data (user name and password) are provided by GMH.

Benutzer		
Kennwort		
Sprache	EN - English	~
	Anmelden	
	Kennwort ändern	

2.1.1. Change Password

We recommend to change the password to an individual and secure password the first time you log in. Furthermore it is recommended to change the password at regular intervals.

After entering the user name the dialogue for changing the password can be started with the button "Change Password".



2.2. Working in the Customer Portal

The application basically offers three fields of application which can be used by clicking on the respective "tile".

Kundenportal

Bestandsliste	Disposition	Abrufübersicht
Gesamtbestand 6.077.300kg Bereits disponiert 1.109.655kg Nicht disponiert 4.967.645kg	Ŕ	Ç

Below the individual applications (tiles) and their functions are described in detail.

2.2.1. Stock Overview

The tile "Stock Overview" provides a general overview of all quantities ready for dispatch held in storage at GMH.

The superior filter criteria stated below are available to select according to particular characteristics:

Kunde:	Auftrag:	Pos.:	Material:	Charge:	Lagerort:
Alle 🗸					

Via the button Start the filter criteria entered are confirmed and the data selected accordingly.

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3	tanuaru	× ·	erfor-	itom.	Materia	a.	Batch			Storage Los							THUSE F
	istumer.		a dei .	item.	Matchia	п.	Batti			Storage Loc	-						
1	Item																
~	total of	stock quantitie	is														
			1	otal of quantity deliver	red: 50.780 kg												
			total of the qu	uantity already schedu	led: 206.565 kg								45				
			total of qu	uantity ready for dispa	tch: 372.330 kg												
	e stech																
ope	n stock	(6) DLA1 ~															
	en stock	(6) DLA1 V part numbers o	inventory management	Name 1	diameter/m	length/mm	order	ite_	product gr_	heat	material ready for dispatch	aiready sched	already supplied	TsFirstCreate	Â	notes	
	en stock	(6) DLA1 ✓ part numbers o	inventory management	Name 1	diameter/m	length/mm	order	ite	product gr_	heat	material ready for dispatch 42.000	already sched 83.785	already supplied	TsFirstCreate	Â	notes	
	en stock	(6) DLA1 ~ part numbers o	inventory management	Name 1	diameter/m	length/mm	order	ite.	product gr_	heat	material ready for dispatch 42.000 115.415	already sched 83.785 0	aiready supplied	TsFirstCreate	Â	notes	
	en stock	(6) DLA1 V part numbers o	inventory management	Name 1	diameter/m_	length/mm	order	ite	product gr	heat Internet Internet	material ready for dispatch 42.000 115.415 96.095	already sched 83.785 0 0	already supplied 0 0 0 0	TsFirstCreate	Â	notes	
	en stock ustomer	(6) DLA1 v part numbers o	inventory management	Name 1	diameter/m_	length/mm	order	ite 494 494 494	product gr	heat	material ready for dispatch 42.000 115.415 96.095 54.500	already sched 83.785 0 0 45.600	already supplied 0 0 0 21.600	TsFirstCreate	Â	notes	
	en stock customer	(5) DLA1 V part numbers o	inventory management	Name 1	diameter/m	length/mm	order	ite	product gr	heat	material ready for dispatch 42,000 115,415 96,095 5,4500 39,015	already sched 83.785 0 0 45.600 41.625	already supplied 0 0 21.600 17.625	TsFirstCreate	Â	notes	

In addition to the quantities ready for dispatch the quantities already supplied and/or scheduled are also displayed, so that the user is provided with a detailed overview of the shipping situation of the respective customer/orders.

Furthermore the column Notes can be used to store useful information on the respective order item, where appropriate. The free text field can be edited both by GMH users and by the customer and is automatically saved when entering.



2.2.2. Materials Planning

In the tile "Materials Planning" the finished material can be called off. Furthermore the release and a potential correction of the allocated quantities are offered.

The area of application is divided into two sections. On the left-hand side all documents are listed which still have the status "In Planning Customer" and still have to be released or can be processed by the customer. The search field offers the option to limit the number of documents. On the right-hand side there is the input field used to allocate the quantities ready for dispatch.

2.2.2.1. Planning Shipment and Quantity

Releases from the finished goods inventory of GMH can be made for one delivery date each per mode of transport. If allocations shall be made for several days and/or different modes of transport these allocations must be executed separately.

1. Select Action – Enter Customer and Receiver:

First, the customer who the allocation shall be made for is to be selected in the area 'Select Action'. For each customer, any number of receivers can be determined in the master data so that subsequently it may be necessary to select the receiving center in the field 'receiver'. The respective selection is made via the drop-down menu. If there is only one customer determined for the user or only one receiving center for the customer, the fields are initialised accordingly. Then an alternative selection is not possible.

Select Action		
customer:	2008 Basing Orient Inseld	•
receiver:	control magning terrol to hispan-	հո
selection:	2010 destroy (Press from)	U

2. Selection Planning Type:

The field is usually already initialised with the option "Plan shipment & quantity", so that here no further entry is required.

selection:	plan shipment & quantity
	L

3. Data for Shipping Orders:

In the field of the data relevant to shipping orders, first the desired mode of transport for the shipment must be selected. If transport by road is intended only no further selection is possible.

Afterwards the favoured date of delivery must be selected. By means of the button "Calendar" 🛅 the calendar menu can be opened and the desired date selected by clicking the mouse.

The field 'notes' additionally offer the possibility to provide the shipping department of GMH with information relevant to the current scheduling. (e.g. information regarding deviating delivery times etc.).



data of shipping order	
mode of transport:	LKW .
delivery date:	27.10.2020
notes:	XXX

4. Selection of the Finished Materials:

In the lower section you now can select the individual items from the stock of finished materials which shall be assigned to the current schedule.

For this purpose, the requested order item is to be marked by mouse click. By selecting a customer order item the system first plans the entire quantity ready for dispatch of the respective item.

Se	lect Action						data of	shipping o	rder					
	custom	er: 3000 M - Manual Param	11-14-0-1					mode of tr	ansport:	LKW				
	receiv	er: and the state of the second	11 A 1997					delive	ery date:	27.10.2020				
	selecti	on: plan shipment & quantity							notes:	XXX				
ot bl:	anning data scheduled quant maximum quant quantity of shipping orc ven stock (6) Star	ity: 115415 kg ity: 120000 kg ler: 5 idard 1* ∨										115415kg 120000kg		o 6 - 2
	part numbers of 🚊	Name 1	order	ite_	inventory management	heat	diamet	length/	materia	I ready for dis	quantity	already sup	already sche	notes
	37000200	deput house CDF comm	10.000	000	3989400 0.398003	340670	96.0	14 (14)		54.500	54.500	21.600	45.600	XXX
	27080004	Brand Road (DF Celuit	30x8x0	244	0.000	24508	80.5	00.000		115.415	115.415	0	0	
	2080045	Read Ray (DF Cell)	ICHESS.	241	Transmiss.	2000	90,0	1000		39.015	39.015	17.625	41.625	
	10180-000	Number of Station of Stations	55/25-575	100	10000100	0.000	100,0	-		25.305	25.305	11.555	35.555	
	37986230	Orange Forage COV Stream	10,00044	101	300000	349634	10.0	10,000		96.095	96.095	0	0	
	2000000	Brand From CDP Code!	SCHOOL ST	999	2000000	34947	61.0	0000		42.000	42.000	0	83.785	
													+ save 5	inventory management

If only a partial quantity of a customer order item shall be scheduled (e.g. as unloading) the scheduled quantity can be adjusted in the field 'quantity'.

So the scheduled quantity is shown in the area of the planning data (above the material ready for dispatch). By means of the quantity selected the system checks the number of shipping documents to be prepared. Here minimum and maximum weights for the materials allocated are specified for the specific customers to ensure a sufficient utilisation of the carrier.

In the example given the application thus generated 5 truck documents for the current schedule. The green bar in the chart illustrates that the quantity scheduled is within the defined tolerances.

If the bar in the chart is displayed in red the scheduled quantity is outside the specified tolerance. So the release order cannot be saved. In such a case, the quantity scheduled must be adjusted.

<u>Note:</u> If a respective correction or completion cannot be made the shipment can be scheduled as part of a part load. In such a case, please contact the customer manager in the shipping department of GMH.

By means of the button + speichern the planning data entered are saved. Via the interface the data are transferred to the SAP-system of GMH. Here, the required shipping



documents are automatically created and the requirement transferred to the designated forwarders. After having the documents successfully created the pop-up window shows the created transport yard - document number.

1 Information	
quantity and shipping orders successfully scheduled! Transportyardbelegnummer(n):\n 0000521456 \n 0000521457 \n 0000521458 \n 0000521459 \n 0000521460 \n wurde(n) erstel	llt
	ОК

The pop-up window can be closed by the ok-button.

2.2.2.2. Changing the Allocation of Quantities

The quantities allocated to the created shipping requirement can be changed as long as the planning data have not been released.

To modify the items scheduled for the shipment the requested document must first be selected in the overview of documents on the left. The number of documents displayed can be limited by using the search field.

shipping orders (1)		
521456	⊗	q
28.10.2020		
521456 In Dispositio Kunde	n	
mode of transport: LKW		
delivery date: 28.10.2020		>
loading date: 27.10.2020		
contenter 20 (1996), il travé filosy COP (610-1		
Constant and the state of the second state of		

After selecting the document the planning data of the document are displayed.



shipping orders (1)								single vi	ew					3 0	pen overv	iew of ord
521456 Q	data of shi	pping order														
28.10.2020			inventory management	nt: 521456												
521456			mode of transpo	rt: LKW												
JZ14JO In Disposition			custome	n:	- thread for	or 10 ⁴ Color	-lowers.									
Kunde			receive													
			Teceive	a. It sole		of the same	in the second									
mode of transport: LKW			delivery dat	28.10.2	020											
delivery date: 28.10.2020			loading dat	e: 27.10.20	20											
loading date: 27.10.2020			note	:S:												
concerns 2010 Mill (Marcoll'Argentics) 107 Tables																
terature operation (there is a projection)	planning d	ata	scheduled quantit	y : 24000 kg												
			maximum quantit	y: 24000 kg												
							34000ka									
				_			2400048									
							24000kg									
							-									
	schedules	(1) Standard	11~											g delete	06	• ~ E
	inventory	part numbers	P0 number consumer	order	item	material	product g_	heat	inventory manageme	diameter/	length/mm	quantity	notes			
	521456	37080004	100000840	100.000	0.0	100003	10.00	340000	1044400	0.0	10100	24000				
+ create												Ø	process	-	release	

With the button

the document can be put into the change mode.

Now the allocated items must be marked and subsequently deleted from the shipment by clicking the button delete .



Below the previous planning data the available stock on hand is now listed again. Then the desired material can be selected from this stock. If necessary, the quantity must be manually adapted to the mode of transport selected so that it is within the specified tolerances. With the button
I inventory management
the selected items are allocated to the shipment.

open stock (6) Sta	ndard 1 * 🗸														1	0 0	× I
part numbers of.	Name 1	order	Ite_	Inventory management	heat	dlamet_	length/	material ready for dis	quantity	already sup_	already sche_	notes					
- Manager	INCO TO DO TRAD	304030	118	Status contra	posts	84,04	1048	54.500	54.500	21.600	45.600	XXX					
- Advanced	state inpression	10.000	110	10000	1000	8,0	1000	24.000	24.000	0	91.415						
	International Conference on Contract	and the second	110	10000	-	10,00	1000	39.015	12.000	17.625	41.625						
 Example 	International Contraction	10.000	110	100000	15000	15.0	1000	25.305	12.000	11.555	35.555						
LANSA AND	the second second	0.000	110	199104	1000	1540	1000	96.095	96.095	0	0						
0.000	AND ADDRESS OF	ALC: NO. 1	110		1000	1000		42.000	42.000	0	83.785						
												63 000	nlete processing	E release	+ invento	ny manager	nort

The quantities selected were allocated to the document and the entries are saved by clicking the button & complete processing.



Customer Portal Georgsmarienhütte –	Manual	Customer
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data of shi	ping order															
			inventory mar	nagement: !	521456											
			mode of	transport: I	KW											
				customer:	1.1011	1.00		10 M								
				receiver:	10000											
			deliv	very date:	28.10.2020											
			loa	ding date:	27.10.2020											
				notes:												
planning di	ata		scheduled maximum	i quantity: :	24000 kg 24000 kg		24000	NG 1								
schedules	(2) Standard	1 🗸													📅 delete 🛛 💿	@ ~
inventory_	part numbers	PO number consumer	order	Item	material	product g_	heat	inventory manageme_	diameter/_	length/mm	quantity	notes				
521456	10.000	10000000	30400	100	1000000	100.0	0.000	39803	340	10.00	12000					
521456	10.000	10000	1000	-	10.000	10.0	2010	10000	1.0	-	12000					

2.2.2.3. Release of Individual Documents

In order to enable further processing and the related scheduling of shipments by the shipping department of GMH the release orders entered must be confirmed. This release of release orders can be done individually for every document in the tile 'Materials Planning'. Several documents can be simultaneously released via the tile "Overview of Release Orders"; this is described in chapter 2.2.3.1.

To release an individual shipment, the required document must be selected in the overview shown on the left. The number of the selected documents can be limited by means of the search field. After selecting the document the planning data of the document selected are displayed.

음 < ゐ 🖮 ๛๛๛๛									customer portal 🗸	,					Q
shipping orders (1)										single vi	ew				open overview of ord
support orders (1) 378 10.2020 521456	data of shi	pping order		Inventory ma mode of loa schedulee maximum	nagement: 5 transport: L customer: receiver: ding date: 2 notes: d quantity: 2 d quantity: 2	21456 KW 28.10.2020 7.10.2020 4000 kg			043	single vi					Construction of the second se
								2400	Dig						
								2400	Dig						
	schedules	s (2) Standard	1 🗸												📋 delete 🛛 🚱 🚺 👻
	inventory_	part numbers	PO number consumer	order	item	material	product g.,	heat	inventory manageme.	diameter/_	iength/mm	quantity	notes		
	521456	10.000	1.000		-	10,000	100,0	1000	and the	1.0	10.000	12000			
	521456	1.000	1.000.000				10.0	1000	100000	1.0	-	12000			

By means of the button example the shipping order can now be confirmed and transmitted to the shipping department of GMH for further processing.



[Confirmation
	Shall the shipping order really be released?
l	OK Cancel

The confirmation prompt can be confirmed by clicking on OK.

i Information	
release successful	
	OK

After successful processing the document has now the status "Release customer" and is processed and scheduled by the shipping department of GMH respectively.



2.2.3. Overview of Release Orders

In addition to a general overview of the delivery schedules entered the tile "Overview of Release Orders" also allows to release several shipping requirements at the same time.

The created documents can be called up by using the filter options in the upper area of the application. For this purpose the following filter options are available:

- Delivery date: By means of the button "Calendar" ⁱⁱⁱ the calendar menu can be opened and the requested period selected by clicking the mouse.
- Status: By means of the drop-down list the requested document status can be selected.
 - In Planning Customer → release order created, release by customer has <u>not</u> been effected so far.
 - Release customer→ release order created and released by the customer. The release/processing by the shipping department of GMH has <u>not</u> been effected so far.
 - Release by shipping department GMH effected → release order created, released by customer and shipping department GMH.
 For the shipping order the respective SAP-shipments are created and scheduled.
 - All \rightarrow Irrespective of the respective processing status all documents in the selection list are displayed.
- Customer: By means of the drop-down list the requested customer can be selected (applicable only, if the user is authorised for several customers).

2.2.3.1. Collective Release of Release Orders

In order to enable further processing and the related scheduling of shipments by the shipping department of GMH the release orders entered must be confirmed. The tile 'overview of release orders' allows to release several release orders simultaneously.

To transmit the planning data to the shipping department of GMH the relevant documents have to be selected first. By means of the selection guides all release orders in the status "In Planning Customer" can be called. Now the selected documents can be chosen in the first column.



	8	< 6	2 📫 cara cinar					over	view of release orde	rs 🗸										Q	
	Standa customer 1 Item	rd * ~	DelP 25	rery Date: 10.2020 - 27.10.2	status:													Hide Filter	Bar Filters (2)	60	^
0	verviev	v of rele	ase orders (5) Versand1 *	×														0	0 ×	I
•	deliver	y date _	Inventory_	mode of trans	customer	receiver	part numbe	produc_	inventory manageme_	diameter/mm	length/mm	Batch	order	item	shipment	quantity	Info	status			1
	27.10.2	020	521434	LKW	CONTRACTOR OF STREET	Internet, that tage to what	APRIL 1	122.0	INVESTIGATION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER	19.00	10.000	10000	10.0752	-		12.000	4	in Disposition Kunde			1
	27.10.2	020	521434	LKW	CONTRACTOR AND ADDRESS OF	Internet and support that	12030	12.00	1000101	10.00	100,000	1000	00000			12.000	2,	In Disposition Kunde			1
	27.10.2	020	521436	LKW	CONTRACTOR AND ADDRESS OF	BRANCH STATES	100000	10.01.01	1980 COL	10.0	100.000	1000	10000			21.000	٩.	In Disposition Kunde			1
	27.10.2	020	521437	LKW	District - Hand Supplier Sold	Delivered the free of the	Distance of	10.00	CONTRACT OF	10.1	100,000	140140	20400	112		21.000	۹,	In Disposition Kunde			1
	27.10.2	020	521438	LKW	COMPANY OF A DATE OF A DAT	Deligibility of a long of the set	DOCUMENT.	10.4	CONTRACTOR OF	10.1	Tell Allo	14014	30400	118		20.785	۹,	in Disposition Kunde			1
																					1
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<u>Tip:</u> If all documents selected shall be marked simply mark the line above. Then all documents are automatically highlighted.

By means of the button release the shipping orders can now be confirmed and transmitted to the shipping department of GMH for further processing.

After successful processing the documents are now in the status "Release customer" and processed and scheduled by the shipping department of GMH.



3. Managing Personal Views

The customer portal offers every user the option to modify the view in the respective field of application as requested. The arrangement and way of sorting as well as the functions hiding and displaying of columns/characteristics must be executed and saved once separately for each tile.

Customizing is effected via the button ⁽²⁾ in the respective view. First the desired columns/characteristics must be selected in the view. The columns/characteristics are listed in the sequence of marking. The arrangement or sequence can be altered by using the arrow keys.

View Settings

	CUIUIIIIIS			SOL				
	_	Search	Q	Show Selected	~	· ^	\sim	≈
	Select All (17/31)							^
	delivery date							
~	Inventory management							
~	mode of transport							
~	customer							
~	receiver							
~	part numbers of customer							
~	product group							
~	Inventory management							
~	diameter/mm							
~	length/mm							
•	Batch							
~	order							
~	Item							
~	shipment							
✓	quantity							
~	Info							
1	status							
					OK.			~
					OK	Cancel	Res	tore

Furthermore it can be specified what characteristic is used to sort the entries.

	Views	Settings	
Columns		Sort	
delivery date Inventory management	Ascending Ascending	3 × 8 ×	⊗ + ⊗ +

The settings are adopted by clicking the button OK.

The asterisk above the title of the view indicates that the original view has been changed and not saved yet.

Via the button $\stackrel{\checkmark}{}$ the save dialogue can be started.

- → Save: The view selected before is overwritten with the modifications.
- → Save as: Saves the modifications as the new view.



 Enter name and set as default, if desired (public, if other users shall also be able to select the view.)

Save View		
"View		
My view		
Set as Default		
	ОК	Cancel