


The logo for Ax4, featuring the letters 'A', 'x', and '4' in a bold, blue, sans-serif font. The 'x' is slightly smaller and positioned between the 'A' and the '4'.

Ax4

The text 'User Guide' and 'EXT Receiver' is centered on the page. The background features a faint, light blue map outline with several grey location pins and a cyan line connecting some of the pins.

User Guide
EXT Receiver

Index of Contents

Login.....	2
GENERAL	3
Main Screen	3
Administration	3
Personal data.....	3
User properties.....	4
Creation of new Users.....	6
Customizing Screens	7
Saving or restoring the customization.....	8
Download in Excel.....	9
Explanation Icons and Status'	10
Icons.....	10
Status.....	10
DISPATCH	11
Truck Overview	11
Manifest.....	13
Shipment / ASN Overview	17
Transport Planner	19
Transport Forecast	19

Login

<https://ax4.cloud/ax4/?ID=3793351>

TEN User: TEN User ID
External: Email address

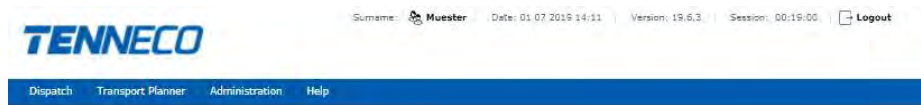
The image shows a screenshot of the TENNECO login page. At the top center is the TENNECO logo. Below it are two input fields: 'Username' and 'Password'. A blue arrow points from the text 'TEN User: TEN User ID' to the 'Username' field. Another blue arrow points from the text 'External: Email address' to the 'Password' field. Below the 'Password' field is a link that says 'Forgotten your password?'. At the bottom of the form is a green 'Login' button. Below the button is the text 'Want to use AX4?'.

Received via Email

GENERAL

Main Screen

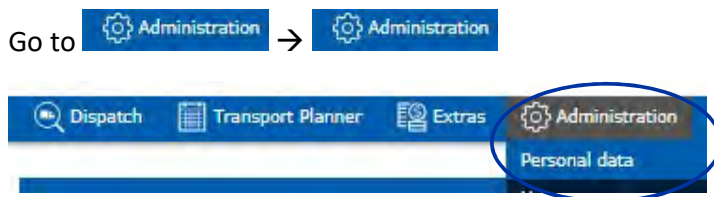
First screen you will see when you log in to the system. If you would like to change it, you will be able to do this in your personal settings (see side 5).



Administration

In the administration view, you will be able to update / change your personal data and change your log in screen. As a key user you will be as well able to create new users.

Personal data



In this overview you will see your account details, like name and E-mail address. You will be able to change your E-mail address and password and edit the security questions and answers if you forget your password.

Dispatch Transport Planner Extras Administration Help Feedback

Your Account

First Name:
Last Name*:
Phone No.:
Fax No.:

Save

Change E-mail

Password*:
E-mail*:

Save

Change Password

Password must be 6 characters long and contain at least 2 from the list: lower and upper case letters, digits or special characters. It will expire in 360 days.

Old Password:
New Password:
Confirm New Password:

Save

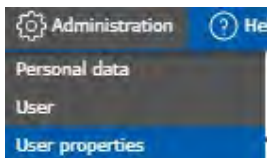
Edit question and answer

Password:
Question: Please select
Answer:
confirm answer:

Save

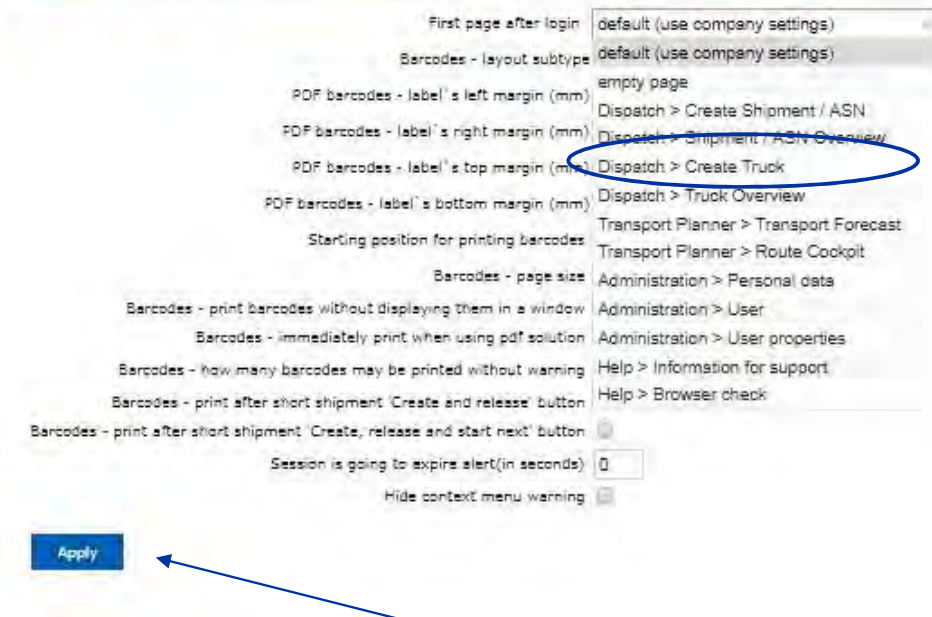
User properties


Go to Administration →



Within the user properties, you are able to change your first page after login.

Editing User Properties



When there is a change, please push  to save the settings.

Creation of new Users

As your plants key user you will be able to create new users.

Go to Administration →



Mandatory fields are marked with a *

A screenshot of the 'New User' registration form. The form has a blue header with the text 'New User'. Below the header, there are several input fields: 'Login*', 'First Name:', 'Last name:', 'Phone No.:', 'Fax No.:', and 'E-mail*'. The 'Login*' and 'E-mail*' fields are circled in blue. A blue arrow points from the right towards the 'Login*' field. Below the input fields, there are two dropdown menus for 'Language I:' (set to 'English') and 'Language II:' (set to 'German'). There is also a checkbox labeled 'Use browser language settings'. At the bottom of the form, there is a green 'Save' button.

As soon you the user, an automated E-mail will be sent to the new user. The Email only contains a temporary password. The user needs to be informed separately by the key user about his login name.

NOTE: The temporary password will only be valid for 24 hrs!

Customizing Screens

There are different options how to customize the **Transport Forecast**, **Truck Overview** and **Shipment / ASN Overview** to only get the data which is relevant for you:

Select all → selection of all positions (**not applicable in Transport Forecast**)

<input checked="" type="checkbox"/>	AX4 Id	Delayed	Shipment ID	Master Route	Status	Next Step	Milestone Plan	Creation Date	Shipping date
<input checked="" type="checkbox"/>	16124830			EDE_TRE	Submitted to Carrier	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124835			HOD_Aper	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124839			HOD_Aper	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124840			RYB_HOD	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124842			EDE_HOD	Submitted to Carrier	🕒	🚩	18.06.2019	24.06.2019

Sort by: Shipping date → sort (ascending or descending) by any field (**only applicable in Truck Overview**)

Edit group → group by any field

Select the fields you would like to group and click **Apply grouping**

Group results

filter: Hide empty titles ✕ Unselect all

Group by: **Shipping date** ✕

- AX4 Id
- Master Route
- Milestone Plan
- Time
- Carrier
- Time
- Utilization
- Cancel
- ASN No.
- Delayed
- Status
- Creation Date
- Shipping location
- Delivery location
- ETA to Receiver
- In-transit request pending
- Edit
- Transport Document
- Shipment ID
- Next Step
- Shipping date
- ETA to Shipper
- Delivery date
- License Plate / Trailer No.
- Request update
- Clone
- Attachments

Apply grouping **Cancel**

Hide fields → hide the fields which are **not** relevant for you

Select the fields you would like to hide and click **Apply grouping**

Show sublevels → collapsing detailed information of the shipment (**not** applicable in **Transport Forecast**)

Saving or restoring the customization

Download in Excel

All result screens can be downloaded in Excel



The screenshot shows an Excel spreadsheet with the following data:

AX4 id	Shipment ID	Master Route	Status	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	ASN No	Attachment
16048152	POZ300	Cancelled	12.06.2019	12.06.2019	01:00	TEN Rybnik			Ewals Cargo Care SRL	TEN Poznan	14.06.2019	01:00			less than 70.0%			16048152
16048198	MET001	SLS100	Cancelled	12.06.2019	12.06.2019	10:00	TEN Rybnik			TEN Saarouis	13.06.2019	10:00		MET001	less than 70.0%			16048198
16048208	POZ300	Rejected by Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik				TEN Poznan	15.06.2019	01:00			less than 70.0%			16048208
16048472	Aper_RYB	Completed	12.06.2019	12.06.2019	10:00	Aperam	27.06.2019 10:00		Ewals Cargo Care SRL	TEN Rybnik	01.07.2019	10:00			less than 70.0%			16048472
16048808	Aper_RYB	Cancelled	12.06.2019	12.06.2019	12:00	Aperam	12.06.2019 12:00		Pantrans	TEN Rybnik	13.06.2019	06:00		SR_AreX	less than 70.0%	Yes		16048808
16049109	SLS100	Submitted to Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik			Hardt	TEN Saarouis	15.06.2019	01:00			less than 70.0%			16049109
16049705	MET004	SLS100	Cancelled	12.06.2019	12.06.2019	10:00	TEN Rybnik			TEN Saarouis	13.06.2019	10:00		MET004	less than 70.0%			16049705
16049935	POZ300	Submitted to Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik			K-Box	TEN Poznan	21.06.2019	03:00			less than 70.0%			16049935
16049936	POZ300	Submitted to Carrier	12.06.2019	12.06.2019	03:00	TEN Rybnik			K-Box	TEN Poznan	28.06.2019	03:00			less than 70.0%			16049936
16052880	POZ300	Submitted to Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik			Pantrans	TEN Poznan	18.06.2019	01:00			less than 70.0%			16052880

Explanation Icons and Status´

Icons



Delay = later arrival than original delivery date and time



Truck utilization \geq 90%



Truck utilization between 70% - 89%



Truck utilization $<$ 70%



Special instructions, shown in the Manifest

Status

New: Transport Order is created and saved but not yet sent to the carrier

Submitted to Carrier: Transport Order sent to the carrier but waiting on confirmation / rejection

Confirmed by Carrier: Transport Order confirmed by the carrier but not yet picked up

Rejected by Carrier: Transport Order rejected by the carrier

Loading: Carrier arrived at the shipper and is currently loading the goods

In Transit: Shipment is on the way to the receiver

Unloading: Carrier arrived at the receiver and is currently unloading the goods

Completed: Truck is unloaded and carrier left the receiver facility

Cancel: Shipment was cancelled

Declined by Carrier: Carrier declined the shipment

DISPATCH

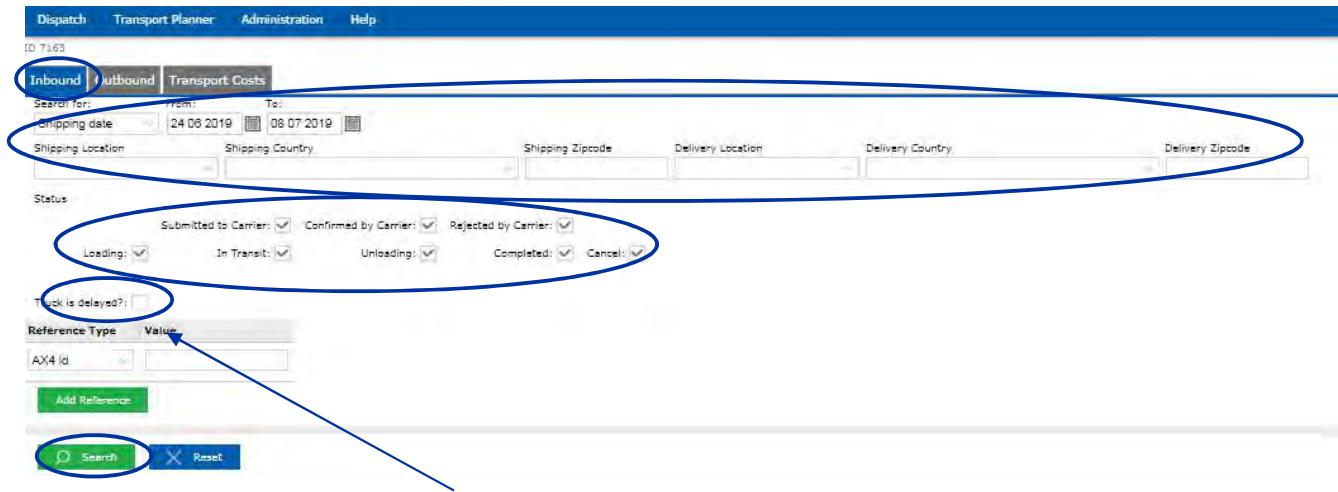
Truck Overview

Detailed overview (i.e. truck utilization, shipping & delivery details, shipment status) of all shipments at their different process steps.

Go to Dispatch → Truck Overview



Choose Inbound, make necessary selections and click Search



View only
delayed trucks

There is as well the possibility to search for specific shipments if you know any of the following reference types:



On the Results screen, you find all detailed information of the shipments:

AX4 Id	Delayed	In-transit request pending	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestoneplan	Special Instruction	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	Carrier Reference	Trailer No.	Utilization	Attachments
21364349	Yes		added		EDE RYB		In Transit					28.05.2020	28.05.2020	13:00	TEN Garmersheim	05.05.2020 13:00	TEN Carrier	TEN Ryma	30.05.2020	18:00	02.06.2020 08:00			100%	
21066688			added	Leaf Wauer 30 2 2	RYS R2P		Submitted to Carrier					07.05.2020	13.05.2020	12:00	TEN Ryma		TEN Carrier	TEN Sankelohr	18.05.2020	13:00				100%	
21149046			added		RYS R2P		Submitted to Carrier					13.05.2020	20.05.2020	09:00	TEN Ryma		TEN Carrier	TEN Fahrenholz	22.05.2020	03:00				100%	

Customer would like to get an "in-transit" update

Status of the shipment (explanation side 10)

Milestone Overview - if icon is yellow, Status is missing

AX4 Id	Delayed	In-transit request pending	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestoneplan	Special Instruction
21364349	Yes		added		EDE RYB		In Transit				

Click to see the manifest (explanation side 13)

Visible icon = truck later than confirmed ETA / revised ETA

Add next milestone

Visible icon = special instructions shown on the manifest

Manifest

Detailed overview of the shipment and its content including special instructions for the carrier.

Manifest

Pickup address
 Tenneco GmbH
 Luitpoldstrasse 83
 67480 Edenkoben Germany

Deliver to address
 Tenneco Automotive Polska Sp. z o.o.
 ul. Przemysłowa 2 c 2
 44-203 Rybnik Poland

AX4 Id: **21364349**

Carrier
 Test Carrier
 ul. Daleka 19
 25-319 Kielce Poland

Route:	Edenkoben - Rybnik	Service Level:	single
Service:	Full Truck Load	Container Type:	Mega Trailer
Pickup Date:	28.05.2020 15:00		
Departure Date:	28.05.2020 16:00		
Delivery Date:	30.05.2020 16:00		

Special instruction: Please ring front door before delivery

List of shipments

AX4 Id		Delivery No.		ASN No.		
45280458				28052020		
Pickup			Delivery			
Date	28.05.2020 15:00		Date	30.05.2020 16:00		
Address	TEN Edenkoben Luitpoldstrasse 83 67480 Edenkoben Germany		Address	TEN Rybnik ul. Przemysłowa 2 c 2 44-203 Rybnik Poland		
Volume [m3]		Total number of packages		Total weight [kg]		
91.869		90.0		24000.000		
No.	Quantity	Packaging	Gross Weight [kg]	Volume [m3]	Material No.	Material quantity
1.	50	Gitterbox - Standard	15000.000	51.038		
2.	40	Gitterbox - Standard	9000.000	40.831		

Milestone Overview

Detailed overview of all steps within the shipment. Within this view you will be as well able to add the next process step and to create a non conformity report.

Milestone overview

Arrived at pickup... > Departed from pickup... > Arrived at destination... > Left destination location...

AX4 ID: 16121516 Shipment ID: Licence Plate / Trailer Number: 1111

Shipping location: Ageram
Delivery location: TEN Rybnik

Buttons: Add Next Milestone, Add NCR [TEST]

Milestone	Status	Actual date	Planned date	System Date	Partner	Comment
Truck planned	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Ageram CZ Usti nad Labem	
Submitted to carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Ageram CZ Usti nad Labem	
Confirmed by carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:18	14.06.2019 11:11	18.06.2019 08:18	Pambrano PL Rybnik	1111
Arrived at pickup location	Pending <input type="checkbox"/>		14.06.2019 11:11	18.06.2019 08:18	Pambrano PL Rybnik	
Departed from pickup location	Open <input type="checkbox"/>		15.06.2019 11:11	18.06.2019 08:18	Pambrano PL Rybnik	
Arrived at destination	Open <input type="checkbox"/>		16.06.2019 11:11	18.06.2019 08:18	Pambrano PL Rybnik	
Left destination location (shipment completed)	Open <input type="checkbox"/>		17.06.2019 11:11	18.06.2019 08:18	Pambrano PL Rybnik	

Click **Add NCR** → in the pop up field you will be able to select the non conformities, add comments and upload attachments.

Non conformities

- Wrong truck / trailer type
- Health & safety equipment missing
- Incident report
- Truck / trailer w/ technical problems
- Plant accident report

Comments

Upload attachment

Save

NOTE: Non conformities will be the basis for the carrier rating.

Expected arrival date / time to shipper

Expected arrival date / time to receiver

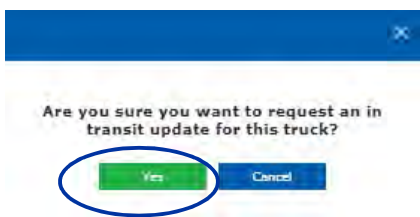
Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization
2019-07-03	2019-07-03	01:00	TEN Rybnik	2019-07-04 10:00	Carrier	Rudolph HU	2019-07-03	02:00			0%

Truck utilization

If something is attached you can open the document

If something is attached you can open the document in an Email

Request in-transit update (only visible for shipments that are in transit) → request an in-transit update from the carrier



Attach file → any file (i.e. jpg, docx, xlsx) can be attached to a truck while entering a **Title** and uploading the **File**.

AX4 User Guide

Don't forget to **Save** your input.

Attachment header

Title* | Lieferspiele

Attachment details

File* | Choose File | No file chosen

*Mandatory entry

Save

Back to Open Overview

Shipment / ASN Overview

Overview of all Shipments / ASNs no matter if they have been created manually or via EDI.

Go to Dispatch → Shipment / ASN Overview



Via the different selection fields you will be able to specify your search:

Search for:	From	To	Shipping location	Delivery location	Material No.	ASN No. / Delivery No.
Delivery Date	23.08.2019	30.08.2019				

ASN / Delivery Note number of external suppliers

Gross weight of the shipment

AX4 ID	Delivery No.	ASN No.	Truck Id	Shipping date	Time	Shipping location	Delivery location	Delivery date	Time	Volume	Weight	Status	Creation date	Modification date	Type
35674545	879	1630476		2019-07-03	12:00	Rudolph HU	TEN Rybnik	2019-07-03	21:00	1.9	120.0	sent	2019-07-03 13:23	2019-07-03 13:23	Manual ASN

TEN internal Delivery Note number

ASN / Delivery Note already attached to a truck

View details of the ASN / Delivery Note (content of the shipment) → click either or if you want to see the details of all results click

The screenshot shows two tables from the AX4 software. The top table is a summary of ASN data, and the bottom table shows the sublevels for a selected ASN. Red circles highlight the 'Show sublevels' button in the top table and the sublevels table itself in the bottom table.

AX4 Id	Delivery No.	ASN No.	Truck Id	Shipping date	Time	Shipping location	Delivery location	Delivery date	Time	Volume	Weight	Status	Creation date	Modification date	Type
35674545		879	16304767	2019-07-03	12:00	Rudolph HU	TEN Rybnik	2019-07-03	21:00	1.9	120.0	sent	2019-07-03 13:23	2019-07-03 13:23	Manual ASN

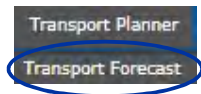
SA Item No.	Material No.	Mat quantity	Material weight	Net weight	Gross weight	Volume	Pack quantity	Pack code	Pack volume	Pack weight	Invalid Packaging Quantity	Pack unit quantity			
		pcs		0.00	120.00	kg	1.889	cu_m	1	P4-Pallet	1.889	cu_m	120.000	kg	pcs

Transport Planner

Transport Forecast

Forecast overview of trucks needed per day / week based on SAP releases. It's helpful to see the utilization of the trucks based on the forecast (**Trucks forecasted**) and to compare it to the amount of the **Predefined trucks**. Should help you to plan your trucks in a more optimized way.

Go to Transport Planner → Transport Forecast



Choose your and click

Search by

Master Route:

Search for: From: To: Delivery Date: 19.09.2019 To: dd.MM.yyyy

Results

Number of results: 24 (1 - 24) Results per page: 100

Week no: 25

Week no	Pick up date	Delivery date	Master Route	Truck demand by weight (%)	Truck demand by volume (%)	Truck demand by stackability (%)	Trucks forecasted	Predefined trucks	Ship from	Ship to	AX4 Id
25	19.06.2019	19.06.2019	Rybnik - Poznan	56	61	85	0.83	0	TEN Rybnik	TEN Poznan	34852463
25	21.06.2019	21.06.2019	Rybnik - Poznan	37	41	10	0.41	0	TEN Rybnik	TEN Poznan	34852464
Group totals:				103	103	95	1.26	0			

Week no: 26

Week no	Pick up date	Delivery date	Master Route	Truck demand by weight (%)	Truck demand by volume (%)	Truck demand by stackability (%)	Trucks forecasted	Predefined trucks	Ship from	Ship to	AX4 Id
26	24.06.2019	24.06.2019	Rybnik - Poznan	34	39	83	0.53	0	TEN Rybnik	TEN Poznan	34852465
26	25.06.2019	25.06.2019	Rybnik - Poznan	58	67	106	1.06	0	TEN Rybnik	TEN Poznan	34852466
26	26.06.2019	26.06.2019	Rybnik - Poznan	27	32	51	0.51	0	TEN Rybnik	TEN Poznan	34852467
26	27.06.2019	27.06.2019	Rybnik - Poznan	30	32	53	0.53	0	TEN Rybnik	TEN Poznan	34852468
26	28.06.2019	28.06.2019	Rybnik - Poznan	53	56	42	0.56	0	TEN Rybnik	TEN Poznan	34852469
Group totals:				202	226	304	3.19	0			

Demand for every day of the week but in total you would only need 3,19 trucks in week 26 to send the required goods → SUGGESTION: try to advance some parts to week 25 to increase truck utilization and only ship 3 trucks in total in week 26