

TUTORIAL

HOW TO CREATE A SHIPMENT IN TMIS

**CAUTION: SOLELY SHIPMENTS (PALETTES AND PARCELS) FOR WÜRTH
INDUSTRIE SERVICE GMBH & Co. KG ARE SUPPOSED TO BE
ANNOUNCED ON THE TMIS PORTAL.**

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Date: 28.09.2018

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1. LOGIN

Start your internet browser and type in the following address:

<https://tmis.wuerth-logistics.com/ls/Login?Branding=wuerth&Lang=en>

Log in with your personal access data (1) which you have previously received from us. Afterwards click **START** (2).

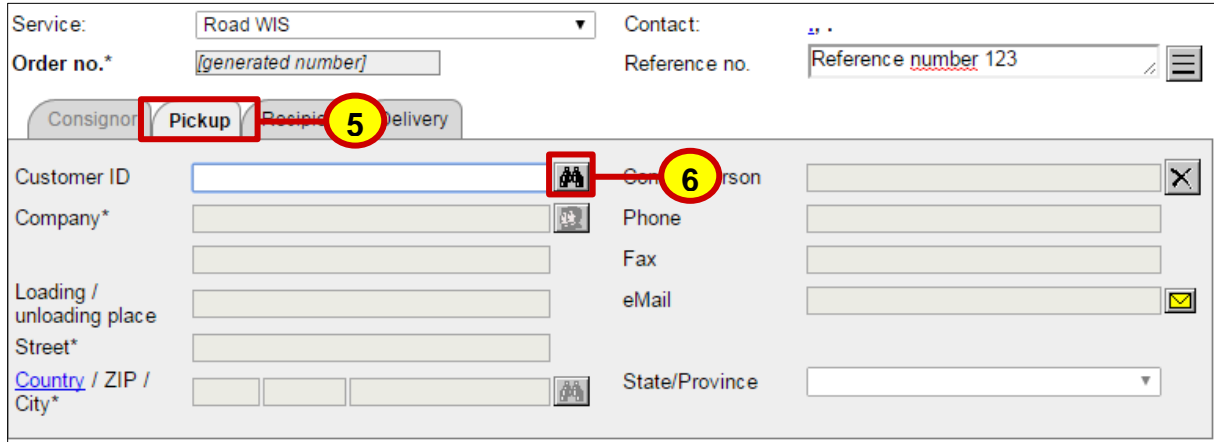
2. CREATE AN ORDER

Press **NEW ORDER** (3).

1.1 ORDER PROCESSING

In the order processing area, you can first enter a **REFERENCE NUMBER (01)** of your choice, for example the Würth order number. This corresponds to an internal number for the traceability of your order. The **ORDER NUMBER** is automatically generated by TMIS. The **SERVICE** is always preset with Road WIS..

The **SENDER** address is always preset. On the **PICK-UP** tab (02), select the desired pickup address by clicking on the **REMOTE GLASS** (03). If several collection addresses are available, a pop-up window opens in which the correct address can be selected. If the correct loading point is not stored, send it to WOP@wuerth-industrie.com , including the customer ID from the **SENDER** tab.



Service: Road WIS Contact: ..

Order no.* [generated number] Reference no. Reference number 123

Consignor Pickup **5** Recipient Delivery

Customer ID **6** Remote Glass Person

Company* Phone

Loading / unloading place Fax

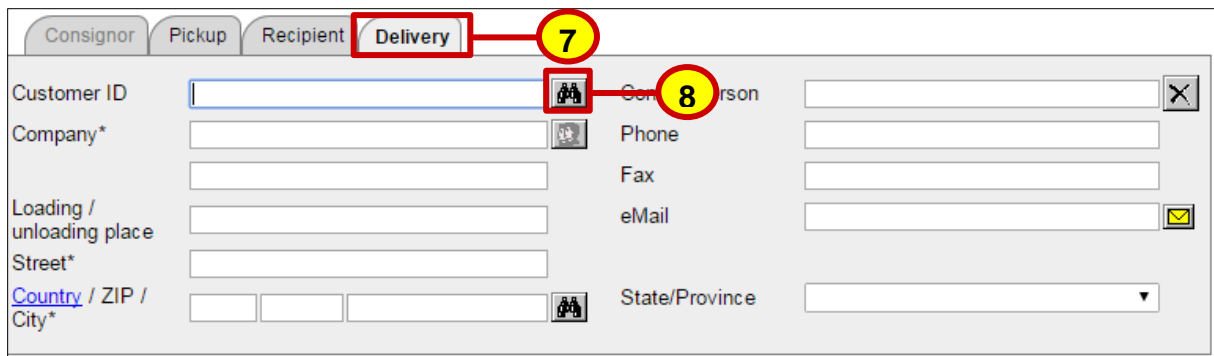
Street* eMail

Country / ZIP / City* State/Province

Würth Industrie Service in Bad Mergentheim is automatically registered as **RECIPIENT**. This address **CANNOT BE CHANGED**.

The delivery address must be entered under the **DELIVERY-ADDRESS (07)** tab. If the shipment is to be delivered to Würth Industrie Service in Bad Mergentheim, the storage location number (2300, 2390, 2399...) can be entered under **CUSTOMER ID** and the address is completed by clicking on the **REMOTE GLASS (08)**. The number of the correct storage location can be found on our order. If there are several deliveries with different storage locations for one shipping day, these can be combined into one shipment under the highest of the storage locations.

If the shipment is to be delivered to a different location, this address must be entered manually.



Consignor Pickup Recipient **7** Delivery

Customer ID **8** Remote Glass Person

Company* Phone

Loading / unloading place Fax

Street* eMail

Country / ZIP / City* State/Province

1.2 SHIPMENT INFORMATION

The planned pick-up and delivery date is maintained in the **TRANSPORT INFORMATION** area. To do this, you must click in the field **PICK-UP DATE (09)**. In the field that opens, you can select the relevant date. The **CUSTOMER RATIO** is +2 working days starting from the pick-up date.

The screenshot shows the 'Shipment information' form. The 'Pick-up date*' field is highlighted with a red box and a yellow circle containing the number 9. A calendar for February 2017 is open, showing dates from 29 to 4. Other fields include 'Delivery date' (not later then), 'Incoterm*' (EXW), 'Destination', 'Service' (Neutral Shipment), 'Value of goods/Curr.', 'Remarks', and 'Remarks internals'.

You also enter the **PERIOD (10)** in which the goods can be collected here. These must be specified in XX:XX format (separated by a colon)

The screenshot shows the 'Shipment information' form. The 'Pick-up date*' field is highlighted with a red box and a yellow circle containing the number 10. The date is 13.02.2017 and the time range is 08:00 to 16:00. The 'Delivery date' is 16.02.2017.

If you have further information for the shipment, you can enter it in **REMARKS (11)**.

The screenshot shows the 'Shipment information' form. The 'Remarks' field is highlighted with a red box and a yellow circle containing the number 11. The text 'Remarks 123' is entered in the field. Other fields include 'Pick-up date*' (13.02.2017, 08:00 to 16:00), 'Delivery date' (16.02.2017), 'Incoterm*' (EXW), 'Destination', 'Service' (Standard), 'Value of goods/Curr.', 'Neutral Shipment', and 'Remarks internals'.

1.3 PACKAGES

In the field **PACKAGES** please use a new line for each collie-type and enter the following information:

- **QUANTITY (12)** – if you type in one collie per link, always type in 1
- **COLLIE TYPE (13)** – Select the type from the drop-down-list
- **DESCRIPTION (14)** - always use *Installation material*
- **GROSS [KG] (15)** – TYPE IN THE WEIGHT IN KG.
- **DIMENSIONS (16)** - Please state these in centimeter (cm), so e.g. for 1,2 m type in 120 cm.
- **DESIGNATION (17)** - Use, if available, a collie identification number otherwise, you can leave it empty.

No comma may be used for weight and dimensions; these must be specified in XX.XX format (separated by a POINT).

Pos	Qta.*	Code*	Description*	Gross [kg]	L [cm]	W [cm]	H [cm]	Quant.	Unit	Designation
1	1	EUP	Fastener products	340	120	80	65			Mark123
2	1	EUP	Fastener products	365	120	80	75			Mark321
3			Fastener products							

1.4 ARTICLE DETAILS

To add the article data to the shipment press (16). Afterwards click on (17). A pop-up-window will appear.

Pos	Part Number	Description of Goods	Qty*	Unit*	Origin	EUR1 / Form
	Order Number	Position	HS Code	Key	Add. Quantity	Unit ECCN
	Lot	Statistic value	Unit Price	Curr.	Alcohol[%]	Valid un
	Remarks					Gross[kg]
						Net[kg]

Click on the **FILTER (18)**. All outstanding orders will be listed. You can also search for specific **ORDER NUMBERS (19)** or **PART NUMBERS (20)**.

Order position summary.

Filter

19 20 18

Order No *	Pos.	Part number *	Short Description *	Quantity ordered	Delivery date	ArtRefNo *	Stock location *

Select the orders you want to add to the shipment by clicking on the **CHECK MARK (21)**. Use if you want to add more orders, use if you have selected all orders and want to add them and quit the window.

Order position summary.

Filter

83931880

Order No *	Pos.	Part number *	Short Description *	Quantity ordered	Delivery date	ArtRefNo *	Stock location *
83931880	00002	0991400689092 40	MU-KRO-DIN937-AUTOM.STAHL-(A3C)-M30X2	200.00	22.02.2017	null	2390

21

The article data will now be added to the shipment. If articles are packed on to several collies, the articles must be added multiple times and the quantity must be adjusted in **QTY (25)**.

- First assign the orders to the packages. For doing this write the Position number of the packages, in which the items are packed, in the **Pos** box in article details **(22)**.
- In **LOT (23)** the lot number (or Batch Number) must be filled in.
- The field **STATISTIC VALUE (24)** should be filled with the invoice amount for the quantity of the article entered in **QTY (25)**. The Currency must be selected in the drop-down-list **CURR. (26)**.
- If the field **ORIGIN** contains no entry, enter the ISO 3166 Code (two digits, e.g. *DE* for Germany) for the Country where the goods were manufactured **(27)**.
- In the field **NET [KG] (28)** the net weight of the item has to be entered.

These information has to be exactly, because they will be used for customs clearance of the shipment.

Pos	Part Number	Description of Goods	Qty*	Unit*	Origin	EUR1 / Form A
Order Number	Position	HS Code	Add. Quantity	Unit	ECCN	Valid until
Lot	Remarks	Key	Unit Price	Curr.	Alcohol[%]	Gross[kg]
		Statistic value				Net[kg]
1	0991400689092 40	MU-KRO-DIN937-AUTOM.S	200.00	ST	TW	
	83931880	00002				
	LOT123	3000.58			EUF	
	2390					320

1.5 COMPLETION

To complete the shipment click at the top or the bottom of the page. Now the shipment is saved.

To look up completed orders go to **TRANSPORT LIST (29)**. If the order is waiting for completion by Würth you can find them by clicking on the button . If the order is already been placed by the transport department of Würth, you can find them by clicking on (31).

Transport list
New order
Loading list / EDI
Extras
Logout

Username: lohnhaus Client: A & W Mauthe GmbH & Co. KG - WI

T&T	Status	Entry	Order no.	Recipient	Country / ZIP/ City	Service
	in process	13.02.2017	6000069081	Würth Industrie Service GmbH + Co. KG	DE 97980 Bad Mergentheim	Road WIS

3. UPLOAD OF DOCUMENTS

To upload documents, the order must be completed and saved. Afterwards click on the **DOCUMENT (30)** button



In the new window select the **DOCUMENT TYPE (31)** and the **FILE (32)** on your computer. Then press **ADD (33)**. To return to the Order processing screen press **← (34)**.



4. BEST PRACTICE EXAMPLE

- The two address tabs that are relevant for the transport are **COLLECTION** and **DELIVERY**. These must also be maintained.

Order processing
Status: Shipment in process
Fields marked with * are obligatory

Service: Road WIS
Order no.*: 600102948 from 24.10.2017
Type of business*:
Contact: Abholreferenz123
Reference no.:

Consignor: Pickup Recipient: Delivery

Customer ID: 109208
Company*: Adolf PuH GmbH & Co. KG
Loading / unloading place: Herscheider Str. 33
Country / ZIP / City*: DE 56840 Plattenberg
Contact person:
Phone: 02391 8107-23
Fax: 02391114512
eMail: g0stapowicz@PUEHL.de
Billing partner:
State/Province:

Shipment information
Pick-up date*: 25.10.2017 from 08:00 to 15:45
Delivery date: 26.10.2017 from to
Incoterms*: EXW Destination: not later than
Value of goods: Service: Standard
Remarks:
Remarks internal:

Pos	Qua.	Code	Description*	Gross* [kg]	L [cm]	W [cm]	H [cm]	Quant.	Unit	Designation
1	1	LEIP	Fastener products	158.700	120.00	80.00	54.00	0.52	MG	Packstück 1 Ref.
2	1	LEIP	Fastener products	108.000	120.00	80.00	66.00	0.63	MG	Packstück 2 Ref.
3	1	MIDA	Fastener products	65.000	80.00	80.00	40.00	0.40	MG	Packstück 3 Ref.
4	1	KUJP	Fastener products							
5	1	KUJP	Fastener products							
6	1	KUJP	Fastener products							
7	1	KUJP	Fastener products							
8	1	KUJP	Fastener products							

Pos	Part Number	Order Number	Lot	Remarks	Description of Goods	HS Code	Key	Statistic value	Qty*	Unit	Origin	EUR1 / Form A	Valid until
1	480220	092_200			SHB-DIN126-A 210-22				12000.00	ST	DE		
	85298464		00001			731822000950							0.00
	2300												0.00
1	0991321624090	250			SCHEIBEN VERZ.TOL DIN 522 C 40x				2000.00	ST	DE		
	85519784		00001			731822000950							0.00
	2390												0.00
1	484280616	092_200			SHB-DIN126-A 210-22				12000.00	ST	DE		
	85298464		00001			731822000950							0.00
	2300												0.00
2	484280616	092_100			SHB-ISO7090-200HV-16				3000.00	ST	DE		
	85520961		00001			731822000950							0.00
	2300												0.00
1	4851600040000	1000			SHB-ISO645-S-311716-160				500000.00	ST	DE		
	85520962		00001			731822000950							0.00

- Please put only one packing unit per line.
- Then add the articles and use the leftmost **POSITION (Pos)** to select the packaging unit that contains the article.
- If an article exists in several packaging units, it must be added several times and the quantities adjusted accordingly.

- Aa **REFERENCE** please enter a number with which you can assign the shipment internally.
- Here you can specify the delivery date and the timeframe in which the shipment can be stored. The times must be entered in the form 00:00.
- If necessary, the country of origin must be preserved. This must be entered in two capital letters according to the ISO 3166 ALPHA – 2 county code list.
- If the origin is not known, QU can be entered for Source unknown.