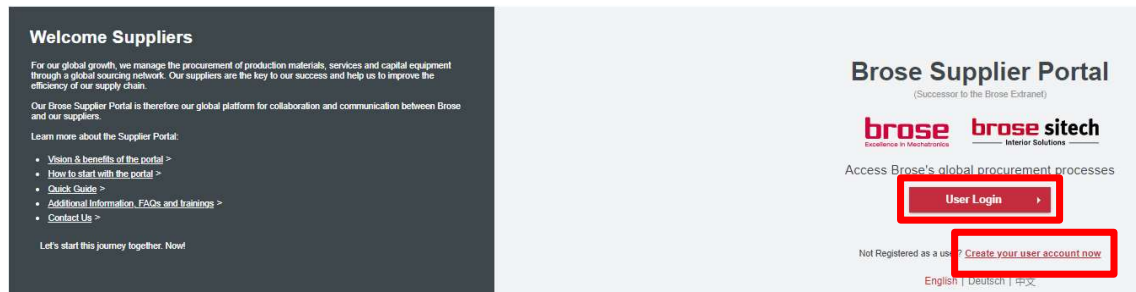


BroTAP – Brose Transport Advising Portal

1. How to get an access:

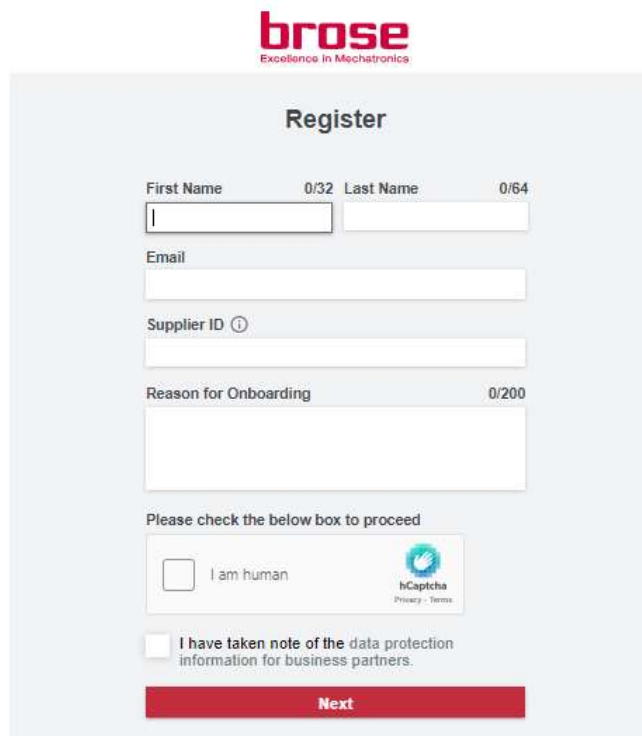
BroTAP application for external users is a part of Brose Supplier Portal (<https://supplierportal.brose.com>). You need therefore the account and authorization into Supplier Portal first, to be able to advice the transport pick-up via BroTAP. In case you have already an access, step in User Login.



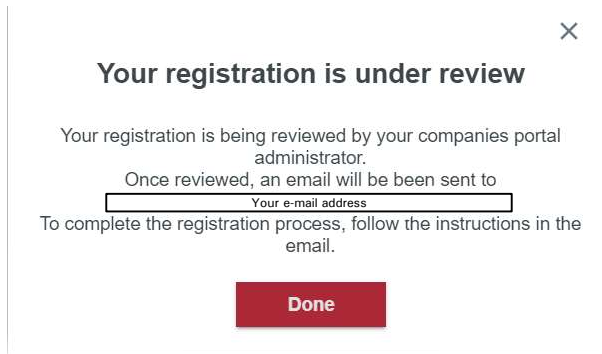
If you have no access so far, please Create your user account first.

Not Registered as a user? [Create your user account now](#)

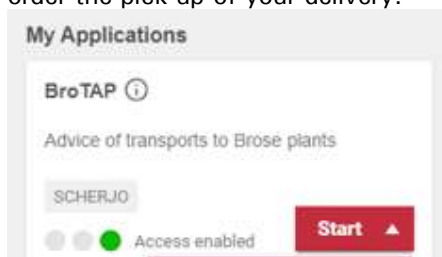
Please register:



After registration, your access has to be released by administrator of your company for Supplier Portal. The administrator should give you the role Logistics.

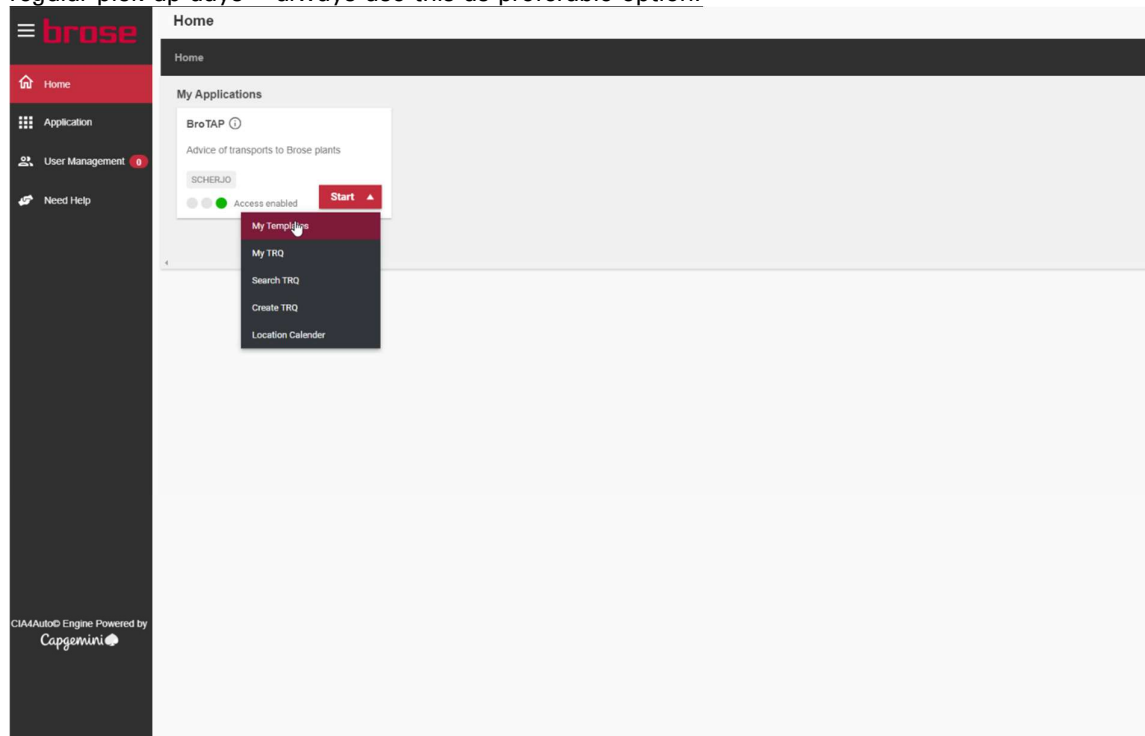


After administrator 's release and password setting (instruction in the automatically coming e-mail) you are prepared now to work in the BroTAP App (Brose Transport Advising Portal) and order the pick-up of your delivery.

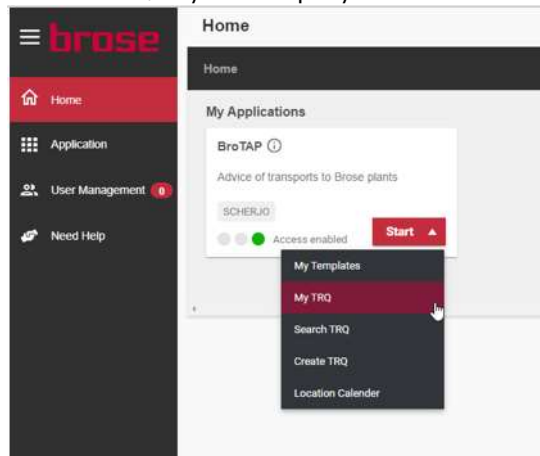


2. BroTAP – how to work with:

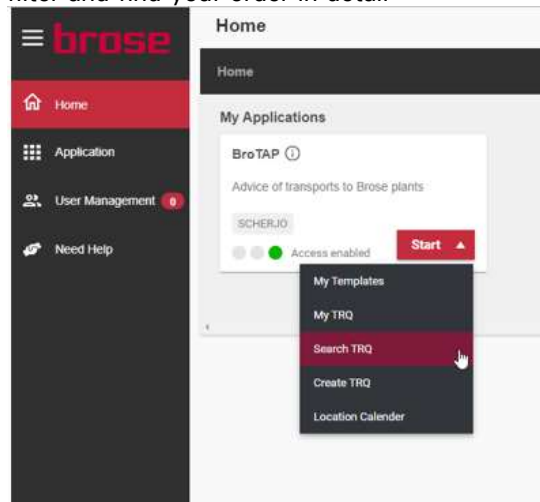
- **My Templates** - list of templates for forwarding orders to be used for easy ordering on regular pick up days – always use this as preferable option!



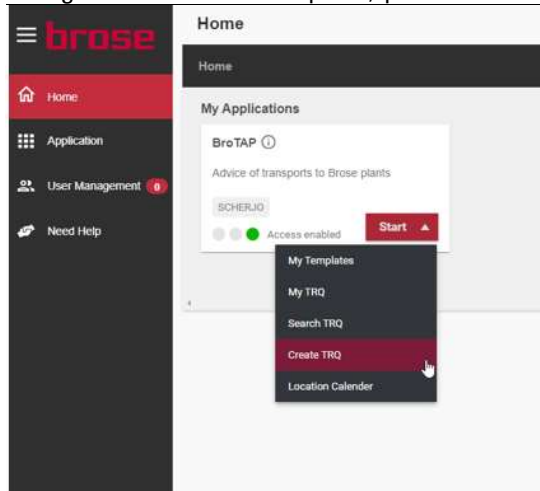
- **My TRQ (Transport Requests)** – overview of recently executed forwarding orders from/to your company location



- **Search TRQ (Transport Request)** – searching for particular transport request(s), you can filter and find your order in detail



- **Create TRQ (Transport Request)** – exceptional!! creation of manual transport request out of regular scheduled transports, please inform us about the reason per e-mail



- **Location Calendar**
An application for setting working and non-working standard days and hours for goods receipt and expedition as well as exceptional closure days of your location.

2.1. My Templates: New Transport request creation

For regular transportation request please use exclusively predefined orders under the link **My Templates**. Please choose from already predefined template orders. It will save your effort and you can be sure about proper time slots and addresses agreed with all parties.

In case you are responsible for deliveries from more loading locations, please choose right loading location by clicking on the link in right up corner.

The screenshot shows a 'Select User' dropdown menu with three options: 'SU2000029 Brose CZ spol. s r.o. / CZ-742 21 Koprivnice', 'SU2100029 Brose CZ spol. s r.o. / CZ-756 61 Roznov pod Radho', and 'SU5000134 Brose CZ spol. s r.o. - Building 5 / CZ-742 21 Kop'. To the right, a preview of a transport template is shown with fields for 'Doc. Type', 'Days in Future' (set to 0), 'Pickup Date', and 'Delivery Date'. It also displays two time slots: '20.06.2023 06:00 - 22:00 CET' and '22.06.2023 08:00 - 12:00 CET'.

From displayed overview please choose the template order you want to switch to real transport request (set eventually more days in "Days in Future"):

Template List					
		Destination	Doc. Type	Days in Future	
Template Reference	Type Desc.	Source Destination	Country / Postal Code / City Country / Postal Code / City	Pickup Date Delivery Date	
19.06.2023					
6986	Empty	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	20.06.2023 06:00 - 22:00 CET 22.06.2023 08:00 - 12:00 CET	
		Supplier			
6990	Empty	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	20.06.2023 06:00 - 18:00 CET 22.06.2023 08:00 - 16:00 CET	
		Supplier			
6994	Empty	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	20.06.2023 06:00 - 22:00 CET 21.06.2023 06:00 - 16:50 CET	
		Supplier			

The first five steps – document type (fulls or empties), sender and receiver, general information about the sender and delivery terms will be pre-filled from the template in the order automatically. You can just continue in step 6 or adjust the data in the steps 2 and 4.

Step 2: Add a contact person if should be different then yourself

2. Sender	
Return Address	Contact Person
Sender ID: SU2000029	Full Name:
Company Name: Brose CZ spol. s r.o.	Phone:
Street / No.: Prumyslový park 302	Fax:
ZIP Code / City: 742 21 Koprivnice	Email:
Country: Czech Republic	State/Province:

Step 4: You may add a reference to the shipment (delivery note# etc.)

4. General Information	
Forwarding Order Number: * 110324030	Tour ID: 7010
Service: * Road Freight	
Reference Nr.:	Purchase Order Nr.:
Delivery Note Nr.:	Export Declaration Nr.:

Step 6 Items:

[Jump to overview](#) Brose CZ spol. s r.o. / CZ-742 21 Koprivnice (SU2000029) i

1 - 2 Sender - 3 Receiver - 4 General Information - 5 Delivery Terms - **6 Items** - 7 Attachments

6. Items

+ -

☐	Pos	Item	Item Description	Quantity	Item Category	Gross Weight [kg]	Length [mm]	Width [mm]	Height [mm]	Gross Volume [m3]	Stacking factor
No data											
				0		0				0	

Click on „+“ to add new item – details of delivery. Select the proper packaging type you are going to send. Type information about quantity, dimensions of the packaging (standard packaging pre-defined) and stacking factor (1 + x-layers) of the item.

Trq Item

Item: * 

Quantity: *

Gross Volume:

Length: *

Width: *

Height: *

Stacking factor: * 1+

Content:

Ok Close

All required items marked by * have to be filled out. Then click on „ok“.

If more items (packaging types) should be sent, repeat the procedure by clicking on “+” again.

In step 7 you can add some relevant documents (pdf, jpg).

Click on **Review** and check all the data you inserted.

You will order the transport by clicking on „**Release and send**“.

Please keep in mind:

If you just click on „**Save as a draft**“ but not on „**Release and send**“, the order will not be released and the truck will not be ordered!

If you save the order as a draft, you can filter the order in the overview and “Release and send” it later.

Save as draft Release and send Back

By click on “Release and send” you have ordered the pick-up and transport.

Cut off time for advising of transport orders is 11:30 a.m. previous day!

2.2. My TRQ (Transport requests)

You can display all transport requests related to your location with this App. You can see here the transport orders from  and to  your location.

The orders coloured in red have status „not released“ – these orders have not been released yet and are not valid for transport planning until you release them (open with pen, add or change and release)

not released									
	120110765		Empty	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	0	0	29.05.2023 06:00 - 20:00 CET	
	120110821		Empty	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	0	0	02.06.2023 06:00 - 21:00 CET	

The orders coloured in green have status „released“ – these orders have been already released and valid for transport planning during next transport optimization run

released									
	110386018		Fulls	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	18 KS	1440 KG	12.96 M3	08.06.2023 14:00 - 16:00 CET
	110386016		Fulls	Brose CZ spol. s r.o.	CZ 742 21 Koprivnice	11 KS	1210 KG	10.08 M3	08.06.2023 14:00 - 16:00 CET

The orders coloured in blue have status „in planning“ (the orders are processing by BTM team) or „planned“ (these orders have been already assigned to a carrier)

in planning									
	120111123		Empty	Brose CZ spol. s r.o. CZ 742 21 Koprivnice		18 KS	17.28 M3	02.06.2023 06:00 - 22:00 CET	
				Supplier		1440 KG			
	120111264		Empty	Brose CZ spol. s r.o. CZ 742 21 Koprivnice		63 KS	60.48 M3	06.06.2023 06:00 - 22:00 CET	
				Supplier		5040 KG			
planned									
	110384442		Fulls	Supplier		1 KS	0.4 M3	31.05.2023 08:00 - 16:00 CET	
				Brose CZ spol. s r.o. CZ 742 21 Koprivnice		130 KG			
	110384056		Fulls	Supplier		2 KS	1.08 M3	31.05.2023 08:00 - 16:00 CET	
				Brose CZ spol. s r.o. CZ 742 21 Koprivnice		414 KG			

You can filter also the orders acc. following criteria:

Overview Transport Requests

Brose CZ spol. s r.o. / 742 21 Koprivnice (SU2000029) 

FWO Number:	User:	FWO Type:	State:	Pickup Start Date range:
FWO Number	User	FWO Type	State	Pickup Start Date range
Destination:	Schedule Agreement:			
Destination	Schedule Agreement			
Reset				

2.3. Search TRQ (Transport requests)

You can type a criteria for search to look up particular order or directly press „search“ to display all open orders.

Search form

Transport Request Selection

Document:

Doc. Type:

State:

Sender ID: *

Receiver ID: *

Order Date: 05.05.2023 - 05.06.2023

Pickup Date: dd.MM.yyyy

Delivery Date: dd.MM.yyyy

Search Cancel

BroTAP help

Whenever you will need a support you may display BTM team contact details by clicking sign „i“ in right up corner. Do not hesitate to call/write us and let us help you to solve your issue.

Brose CZ spol. s r.o. / 742 21 Koprivnice (SU2000029) **i**

Service Desk Contact

i Brose Transport Management
Europe

Address:
1. máje 2636 , CZ-75661 Rožnov pod
Radhoštěm

Phone:
[+420 556 84 4870](tel:+420556844870)

Email:
transport@brose.com