

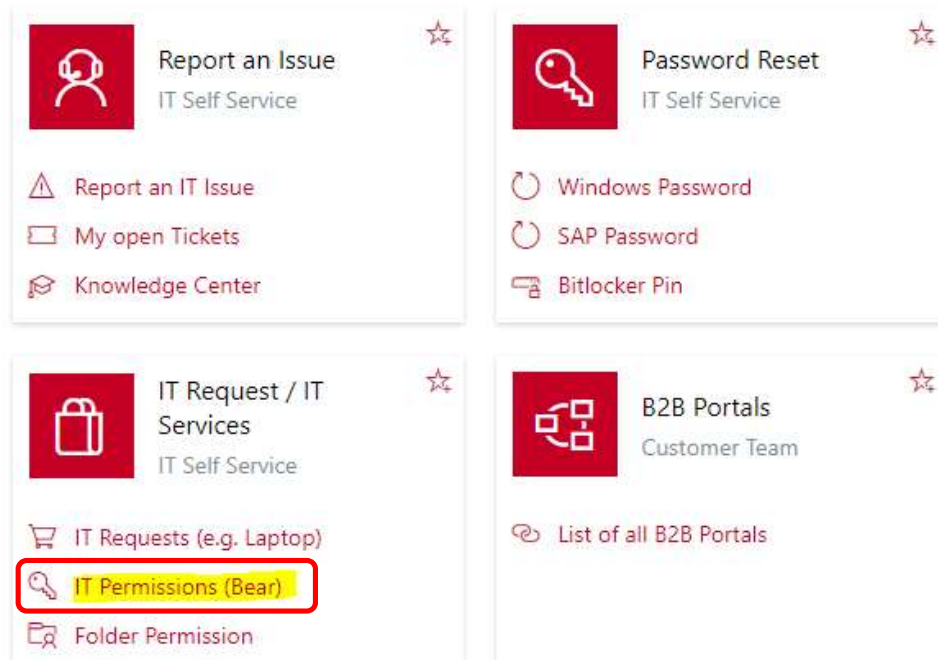
BroTAP – Brose Transport Advising Portal

= a tool for advising the transport orders to BTM team (Brose Transport Management)

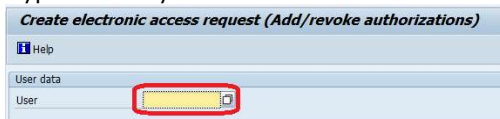
1. How to get an access:

Open IT service portal  and open application below...

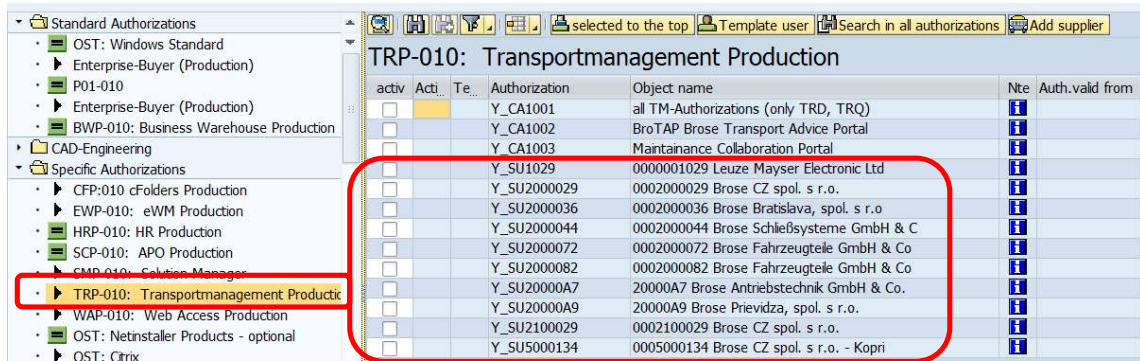
Top Services

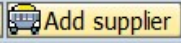


Type in SAP your user ID:



Choose TRP-010 system



Select ONLY your location from the overview. Or in case you cannot find it in the overview, click on button  and write here number of your plant - location (party you are going to advice for).

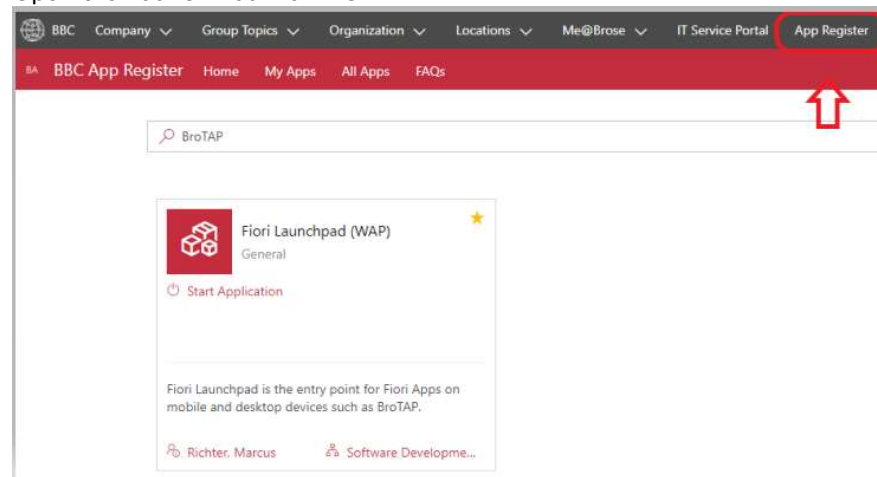


As soon as authorization is approved by your superior and us, you can add BroTAP application in Launch Pad.

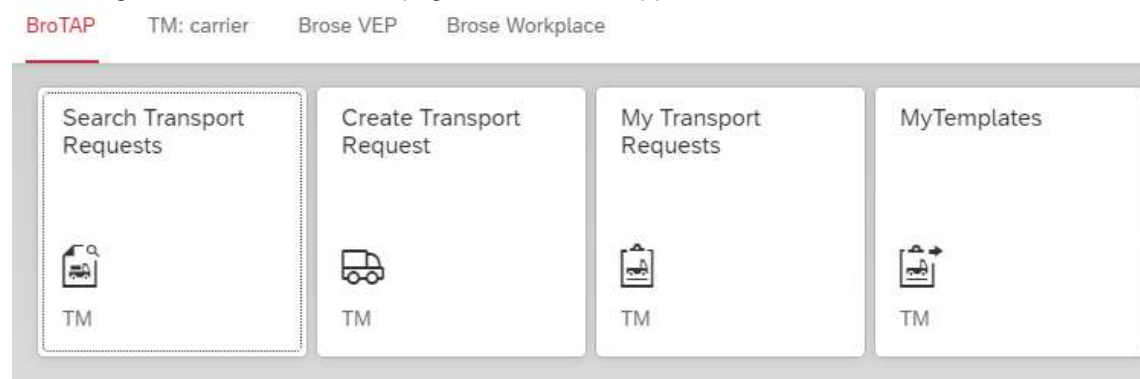
Now you are ready to use BroTAP portal.

2. BroTAP – the first usage:

Open the Launch Pad via BBC:



You will get to the Basic BroTAP page with BroTAP Apps:



In case you can't see BroTAP widgets, please activate them by following steps:

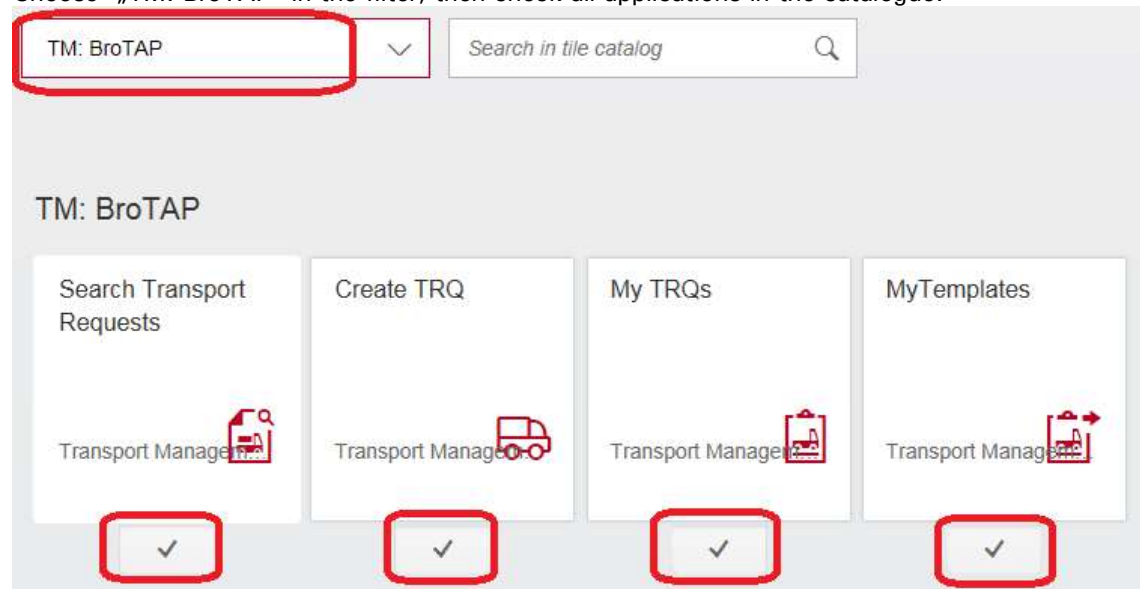
Personalize your main page by clicking on symbol of Pencil at right bottom corner:



Click on „+ Add Group“ to create new group of applications, type group name (e.g. BroTAP), and click on „+“



Choose „TM: BroTAP“ in the filter, then check all applications in the catalogue.



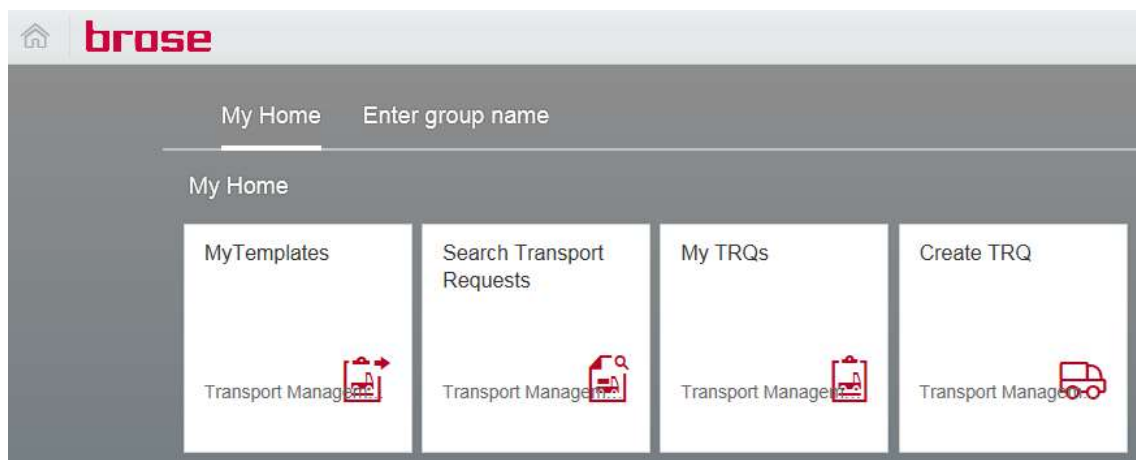
Finish editing mode by clicking on the „pencil“:



3. BroTAP – how to work with:

Now you are ready to work with BroTAP applications below. Please respect the cut-off for new orders = **latest advice is possible until 11:30 working day before loading** (or more days before loading in defined particular cases).

- **My templates** - list of templates for forwarding orders to be used for easy ordering on regular pick up days
- **Search Transport Request** – overview of all booked transport requests from/to your company location
- **My TRQs** –Short list of recently executed forwarding orders
- **Create TRQ** – exceptional!! creation of a manual transport request out of regular scheduled transportation

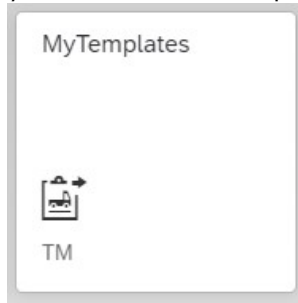


- **Create MISC Transport request** – only for authorized persons

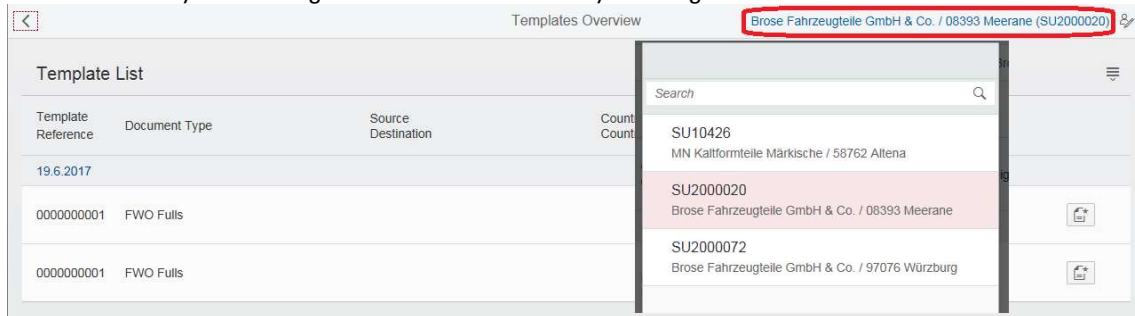


3.1. New Transport request creation

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



Please choose your loading location from the list by clicking on the link:



Choose the template order you want to switch to real transport request:

Template List				
Template Reference	Document Type	Source Destination	Country / Postal Code / City Country / Postal Code / City	Pickup Date Delivery Date
20.6.2017				
0000000001	FWO Fulls	Brose Fahrzeugteile GmbH & Co. HUB Rhenus Hilden	DE 97076 Würzburg DE 40721 Hilden	21.6.2017 10:00 - 12:00 23.6.2017 11:00 - 13:00

The first five steps – documentation type (fulls or empties), sender and receiver locations, general information and delivery terms will be pre-filled from the template in the order. You may change a contact person in step 2 if it should not be you and a reference to the shipment in the step 4 (delivery note, reference number etc.). This information will be visible in freight order to the carrier but cannot be read by BTM team. All information you want to inform us about, please give us per e-mail. Then continue to „Step 6“.

In step 6 click on „+“ to add an item to be sent.

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				0	

Select the proper packaging type you are going to send.

Trq Item

*Item: 

*Quantity:

Gross Volume:

*Length: mm

*Width: mm

*Height: mm

*Stacking factor: 1+

Content:

If you choose a standard type of packaging, the mandatory fields Length, Width and Height will be filled automatically from SAP master data. You have to fill all other mandatory fields: Quantity = number of colli, Gross Weight = total weight of the item, Stacking factor 1 + x.

Trq Item

*Item:  EP Full KLT- height 980mm

*Quantity: PC

*Gross Weight: KG

Gross Volume: 9.41 m3

*Length: mm

*Width: mm

*Height: mm

*Stacking factor: 1+

Content:

If you choose any type of non-standard packaging, also the fields Length, Width and Height has to be put according reality.

In case you order a transport for empties, the weight will be added automatically for all standard packaging. If you put non-standard packaging, you have to click on weight and add it manually.

*Item:  Miscellaneous Box

*Quantity: PC

*Gross Weight: 0 KG ☐ Manual Weight

Gross Volume: 0.06 m3

*Length: mm

*Width: mm

*Height: mm

*Stacking factor: 1+

Content:

The field Content is not mandatory, but you can fill it and this information will be visible in the freight order to the carrier.

If more items (packaging types) should be sent, repeat the procedure from beginning. Then continue to „Step 7“.

Load an available attachment by clicking „+“ if needed. Please note, that only files in format .pdf or .jpg can be loaded.

Click on review when done:

7. Attachments

Attachments (0) 

No data

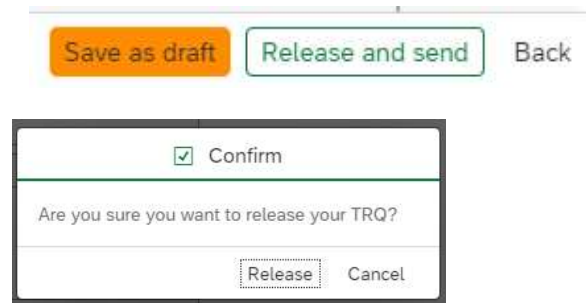


You can check all input data on one screen. If you find a mistake, you can go back with a button "Back".

By clicking on a button „**Release and send**“ you will order the delivery by BTM.



Please keep in mind: if you just „**Save as draft**“ but not push „**Release and send**“, the order will not be released and the transport will not be ordered! Of course, you can filter the draft order in the overview, event. change and release later.



In case you release an order and confirm it, you cannot change the order anymore. In such a case please send us an e-mail on transport@brose.com.



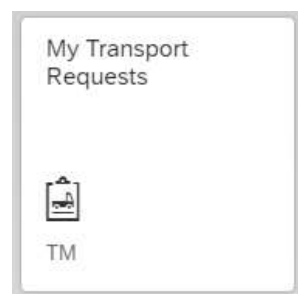
As well all details and information you want us to know to the order, send us in an e-mail, we cannot notice any of the remark in the order.



If the system freezes up in any step, try to push the button "F5" on your keyboard first, very often it helps 😊

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

3.2. My TRQs



In this app you can find most recent forwarding orders leaving / arriving your location. The orders are displayed until scheduled delivery date and until final destination.

The orders coloured in red have status „**New**“ – these orders have not been released yet and they are not valid for transport planning until the sender will not release them. If you are an owner of such an order, you can change and release it any time.

Order List						
Forwarding Order Number	Source Destination	Country / Postal Code / City Country / Postal Code / City	Gross Weight	Gross Weight	Pickup Date Delivery Date	
New						
→ 120000028	Brose Fahrzeugteile GmbH & Co. Brose Fahrzeugteile GmbH & Co.	DE 08393 Meerane DE 97076 Würzburg	56 PAL 5600 M3	56.03 M3		

The orders coloured in green have status „Released“, the orders in blue have status „In Planning“ – these orders have been released already and will be planned with next transport optimisation run.

released						
→ 120000031	Empty	Brose Melfi Automotive s.r.l. Arkai Automotive GmbH	IT 85025 San Nicola di Melfi (Potenza) DE 98673 Auengrund (OT Crock)	25 PAL 2000 KG	23 M3	
→ 120000027	Empty	Brose Melfi Automotive s.r.l. Arkai Automotive GmbH	IT 85025 San Nicola di Melfi (Potenza) DE 98673 Auengrund (OT Crock)	25 PAL 2000 KG	23 M3	
in planning						
← 110000435	Fulls	Arkai Automotive GmbH Brose Melfi Automotive s.r.l.	DE 98673 Auengrund (OT Crock) IT 85025 San Nicola di Melfi (Potenza)	3 PAL 646 KG	2.88 M3	
← 110000768	Fulls	Arkai Automotive GmbH Brose Bamberg, Standort Hallstadt	DE 98673 Auengrund (OT Crock) DE 96103 Hallstadt	2 PC 1000 KG	1.75 M3	05.07.2017 08:00 - 10:00 CET 06.07.2017 10:00 - 12:00 CET

The orders coloured in blue with status „Planned“ – these orders have been already assigned to a carrier:

Planned						
→ 120000107	Brose Fahrzeugteile GmbH & Co. Brose Fahrzeugteile GmbH & Co.	DE 08393 Meerane DE 97076 Würzburg	10 PAL 5000 M3	10 M3	24.7.2017 22:00 - 25.7.2017 21:59	 

The direction of the arrows besides forwarding order number indicates the direction of the transport:

- ← Outbound – the delivery going out from your location
- Inbound – the delivery going to your location



E.g. you can see in BroTAP not only your orders but all transport orders made for your plant (from your suppliers, D+S, etc.)

By order number formatting you can distinguish full/empty pallets shipment:

11xxxxxxx – full pallets (materials)

12xxxxxxx – empty packaging

After the order is planned in our TM system, you can find in the order following information – click on the order number for detail (part 4 General information):

Tour ID = number of the template, Document = number of freight order sent to carrier,
Schedule: description of transport type, Partner = dedicated carrier.

4. General Information

*Forwarding Order Number: 110219990 Tour ID: 6880

*Service: Road Freight

Reference Nr.: Purchase Order Nr.:

Delivery Note Nr.: Export Deklaration Nr.:

Zast ávka	Dokl.	Harmonogram	Partner
10	610203121	MLK110629_I	SU3 - Schenker Deutschland AG

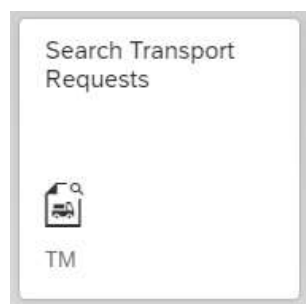


Please note, that if you come in entering data to the step 4, the number of FWO is already created and even if you will not continue to the end to the last step and not save the order, you can still find it in the app My TRQs under "new" orders. You have possibility to change it any time (click on pen symbol) or delete (bin symbol). Please clean by delete all not relevant orders every day.

←120061715 Empty Brose CZ spol. s r.o. CZ 756 61 Roznov pod Radhostem 0 04.05.2021 06:00 - 21:30 CET
Otto Vollmann GmbH & Co. KG DE 58285 Gevelsberg 0 06.05.2021 07:00 - 15:00 CET

3.3. Transport request overview

You can display all transport requests related to your location with App **Search Transport requests**



You can display all transport requests stored in the database and related to your location with App **Search Transport requests**. You can filter by number of forwarding order, FWO type, sender or receiver ID – number or name, order, pick up or delivery date (always as a range).

Search form

Transport Request Selection

Dokl.:

Druh dokl.:

State:

Sender ID:

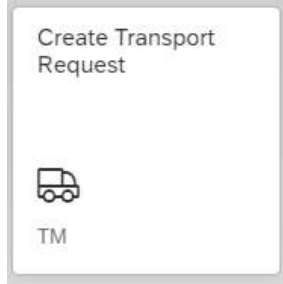
Receiver ID:

Datum zakázky: 03.04.2021 - 03.05.2021

Pickup Date:

Delivery Date:

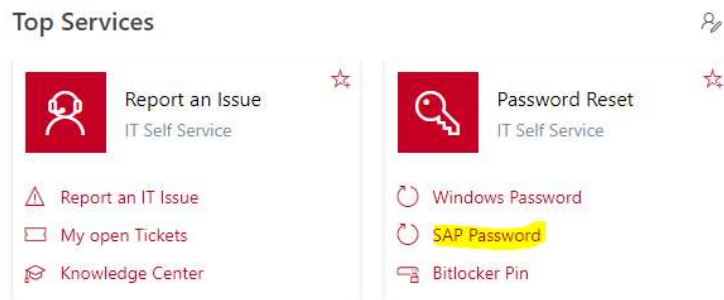
3.4. Create transport request



This application is used for shipments out of regularly scheduled departures (e.g. because of bank holiday). The steps are same as for ordering via template order, but without any prefilled data. It means the ordering takes time and typing/data error can occur. Therefore please use this way of advising just in **exceptional cases** which do not fit to regular schedules. About such a special order give us an info on our e-mail address.

4. New password

Initiate new password via IT service portal if needed:



Type your user ID and select all systems.
Choose WAP-010 system and request for the new password.

A screenshot of a web form titled 'Request new Password for SAP-Systems'. The form has a light blue header. Below the header, there are two input fields: 'User *' with a text box and 'System *' with a dropdown menu showing 'WAP-010'. Below these fields are two radio buttons: 'Standardsystems only' and 'All systems', with 'All systems' being selected. At the bottom of the form is a yellow button labeled 'Request new password'.

You will receive the password into your mailbox.

5. BroTAP help

Whenever you will need a support you may display BTM team contact details by clicking sign „i” in the Application. Do not hesitate to call us and let us help you to solve your issues. Or just send an e-mail.

