# Transportdesk Manual
## [Shipment Entry by Supplier]

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## Introduction

- Based on the Mubea Shipping Instructions, transports are booked in the Mubea Transportdesk directly by the FCA and EXW suppliers.
- Each supplier receives an account with user name and password.

## 1. Login AX4-Portal

- URL: https://ax4.com/ax4/
- Enter user name and password



## 2. Order entry

- Set a checkmark in the template and click on *Quick entry*



- Use only the given templates and if a loading place is missing please contact the Mubea Corporate Logistics

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- Fill in the Mubea purchase order number
  → If you have more than one purchase order no. (with same delivery address) just use one number.



- Click on *Save order entry* and in the next screen on *Edit*

- You get to the Shipment entry screen



- Fields marked with a (*) are mandatory fields
- In field "Sender reference number" you can enter your reference(s)
- In case more than one PO no. are ready to dispatch please create only 1 shipment entry. Further purchase order numbers can be listed under "Comments / Notes"
- After you finished the order entry click on **Save order entry**
- The next screen shows a summary of all entries
- If you need to change something you can correct them by a click on **Edit**
- If the order entry is finished and correct you need to click on **Advice**
- A pop-up screen appears and confirms if the entry was successful.

**Attention: Just after click on the button *Advice*, the order will be transmitted to the forwarder.**


## 3. Oversea Deliveries for Mubea Plants

→ **You will receive a reference purchase order number for Oversea deliveries by contacting the persons below**

- Purchase orders from the Non-European plants (USA, Mexico, Brazil, China, Japan, South Korea and India) are processed as well via this Portal
- Delivery Address = plant of the purchase order
- Transport mode = Sea Freight (LCL)

→ **In case of complete containers please contact your Mubea Corporate Logistics in Attendorn.**

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## 4. Shipment modifications after confirmation

- No changes in the shipment possible when transport is confirmed by 4PL-provider
- A shipment overview can be opened as follow: *Shipments → Shipment Overview*



- Shipment can be released by our 4PL-provider by sending the request by e-mail (sma-4pl@sostmeier.de) with the AX4-number.
- Shipment status changes to *Advice* and modifications can be done by pushing the blue button on the right side in your shipment overview.



- Please finally inform our 4PL-Provider when you finished and saved the changes to close the shipment again.

## 5. Contact persons

In case of any questions or support demand regarding the administration or usage of the Mubea Transportdesk you can contact the corporate logistics

*Christian Schürholz*
*Corporate Logistics*
*Tel: +49 (0)2722 62 9632*

*Sebastian Voß*
*Corporate Logistics*
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