

## Transportdesk Manual [Shipment Entry by Supplier]

### 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**

Draft name	Modification date	Pickup	Consignee	Logistics Provider	Editor	Select	Edit draft
	11.04.2017			Sostmeier Automotive GmbH 49090 Osnabrück	admin_1593500	<input checked="" type="checkbox"/>	

- 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.

Pickup Address:  [Edit](#) [Search](#) [Delete](#)

Please insert your Mubea Order-No.

Item	Mubea Order.-No.*
1.	<input type="text" value="123456789"/>

[Save as template](#) Draft name:

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

**Shipment header**

Entered data is invalid:  
Position 1: Loading meters or volume has to be filled!??  
Position 1: If loading meters is not filled, you need to set the stack factor

Pickup Address:  
!Delivery Address:  
Sender reference number: Freight paid by: Consignee  
!Requested pickup date:  
!Requested delivery date:  
Comments / Notes:  
!Transport Mode:

**Shipment line items**

Item	Number	PC	Product	Gross weight	Loading Meters	L (cm)	W (cm)	H (cm)	Volume /cbm	Stacking factor	Mubea Order.-No.
1.	!										4500221549

[Edit](#) [Advice](#)

[Enter next order by same template](#)

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- You get to the Shipment entry screen

**Shipment header**

Entered data is invalid:  
Position 1: Loading meters or volume has to be filled!??

Position 1: If loading meters is not filled, you need to set the stack factor

Pickup Address: **Mubea Motorkomponenten GmbH**, Mubea-Platz 1, 57439 Attendorn, Germany

! Delivery Address\*: Any

Sender reference number:  Freight paid by: **Consignee**

! Requested pickup date\*:  Time:  To time:

! Requested delivery date\*:  Time:  To time:

Comments / Notes:

! Transport Mode\*: Please select

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**Shipment line items**

Item	Number*	PC*	Product*	Gross weight*	Loading Meters	L (cm)	W (cm)	H (cm)	Volume /cbm	Stacking factor	Mubea Order-No.
1. !	<input type="text"/>	Please select <input type="button" value="v"/>	<input type="text"/>	4500089183							
2.	<input type="text"/>	Please select <input type="button" value="v"/>	<input type="text"/>								

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Save copy as draft:  Draft name:

- 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**

The screenshot shows the 'Shipments' section of the Mubea interface. At the top, there is a navigation bar with 'Shipments' and 'Administration' tabs. Below this is a search bar with a 'Default' button and a '+' icon. A search filter bar contains fields for 'Logistics Provider', 'Search for:' (with a dropdown for 'Modification date'), 'From:', 'To:', and 'Status:'. Below the search bar are buttons for 'Search', 'Reset', and 'Hide'.

- Shipment can be released by our 4PL-provider by sending the request by e-mail ([sma-4pl@sostmeier.de](mailto: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.

Tracking status Tracking status/reason	Status	Comments Date of last comment
Order assigned ●	sent	0
Order assigned ●	sent	0
●	New	0

A red arrow points to a blue button with a right-pointing arrow, located in the 'Status' column of the third row.

- 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

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