

Customer Order Shop

User Manual

Business segment: Blasting abrasives

Version 2.0

Table of Contents

Table of Contents.....	II
List of Figures.....	III
List of Abbreviations	IV
1 Foreword.....	- 1 -
2 Logging in to the COS.....	- 2 -
2.1 Registering as a customer	- 2 -
2.2 Logging in to the COS	- 4 -
2.3 Resetting your password / Trouble logging in	- 4 -
3 COS - Basic structure and use	- 6 -
3.1 Logging in for the first time	- 6 -
3.2 My profile.....	- 7 -
3.3 Logging out.....	- 8 -
3.4 Hyperlinks, mouse-over and hidden information	- 8 -
3.5 Search box / Matrix search	- 8 -
3.6 Sorting function	- 8 -
3.7 Excel export function	- 8 -
3.8 PDF export function.....	- 9 -
3.9 Selecting columns for display	- 9 -
3.10 Selecting period.....	- 10 -
3.11 Choosing the number of records for display.....	- 10 -
3.12 Assistance & contact	- 10 -
4 COS - Menu	- 11 -
4.1 Dashboard.....	- 11 -
4.2 Overview of orders	- 14 -
4.3 Overview of offers.....	- 16 -
4.4 New order.....	- 17 -
4.4.1 Step 1: Select delivery address	- 17 -
4.4.2 Step 2: Select requested delivery date and Incoterm.....	- 18 -
4.4.3 Step 3: Select offer	- 19 -
4.4.4 Step 4: Select material / product.....	- 20 -
4.4.5 Step 5: Enter order options.....	- 21 -
4.4.6 Step 6: Overview	- 22 -
4.5 Reordering	- 23 -

List of Figures

Figure 1: Login screen	- 2 -
Figure 2: Registration form	- 3 -
Figure 3: Account activation notification e-mail	- 4 -
Figure 4: Reset password screen	- 5 -
Figure 5: Password reset e-mail	- 5 -
Figure 6: Acceptance of the GTC.....	- 6 -
Figure 7: My profile: Customer information 1/2	- 7 -
Figure 8: My profile: User information 2/2	- 7 -
Figure 9: Selecting columns for display.....	- 9 -
Figure 10: Selection of data period	- 10 -
Figure 11: Overview of contact data	- 10 -
Figure 12: Dashboard screen	- 11 -
Figure 13: Detailed view of "Reorder" function in the dashboard calendar	- 12 -
Figure 14: Detailed view of List of the "Top 5" delivery addresses on the dashboard screen ..	- 12 -
Figure 15: Reordering.....	- 13 -
Figure 16: Annual development - Data of the last 12 months.....	- 13 -
Figure 17: Annual development - Current year	- 13 -
Figure 18: Overview of functions.....	- 15 -
Figure 19: Overview of offers.....	- 16 -
Figure 20: Overview of offers - Mouse-over	- 16 -
Figure 21: Offer details	- 16 -
Figure 22: Selection of delivery address	- 17 -
Figure 23: Selection of requested delivery date and Incoterm.....	- 18 -
Figure 24: Select relevant offer.....	- 19 -
Figure 25: Offer selection - mouse-over.....	- 19 -
Figure 26: Selection of products and quantities	- 20 -
Figure 27: Selection of unloading options	- 21 -
Figure 28: Entering order-relevant information.....	- 21 -
Figure 29: New order summary	- 22 -
Figure 30: Confirmation of receipt of order request.....	- 22 -
Figure 31: Reorder input screen	- 23 -

List of Abbreviations

GTC	General Terms and Conditions
COS	Customer Order Shop
FCA	Free Carrier named place [Incoterm]
FOB	Free on Board [Incoterm]
DAP	Delivered at Place [Incoterm]
e.g.	for example

1 Foreword

Ladies and Gentlemen,

We are pleased that you have chosen to use our Customer Order Shop. Our customer satisfaction survey in 2016 has once again made it clear how important it is for you and other customers to have flexibility and accessibility when ordering products from our company. Our Customer Order Shop allows you to place orders around the clock, even from your smartphone. For us, this is a further step towards meeting your needs and optimizing our service accordingly.

In addition, our Customer Order Shop gives you the best possible control over your past orders. You can call up all information about your previous orders at any time and have them evaluated for the last 12 months.

This manual gives you a brief overview of the functions of our Customer Order Shop. Should you have any further questions, please refer to section 3 "Assistance & contact" for the contact details for your specific request. If you have any suggestions regarding improvements to this manual, please feel free to contact us.

Yours sincerely,

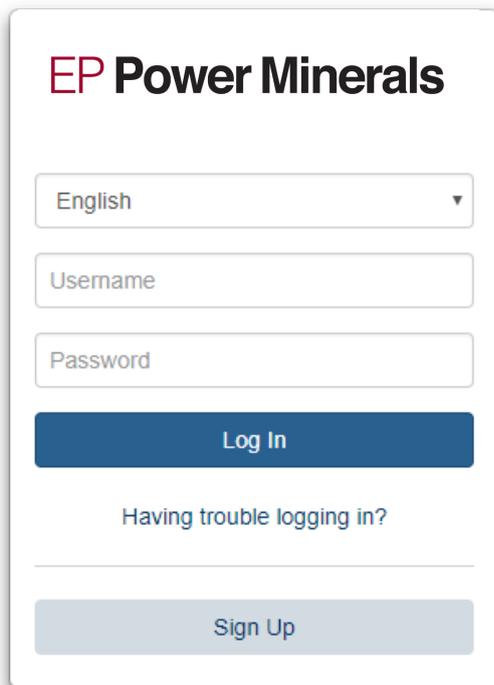
Your Process and Requirements Management Team

EP Power Minerals GmbH

2 Logging in to the COS

2.1 Registering as a customer

The Customer Order Shop (“COS” in short) can either be accessed via the EP Power Minerals website or directly at <https://www.spm-cos.com>. The following sign-in screen is displayed:



EP Power Minerals

English ▼

Username

Password

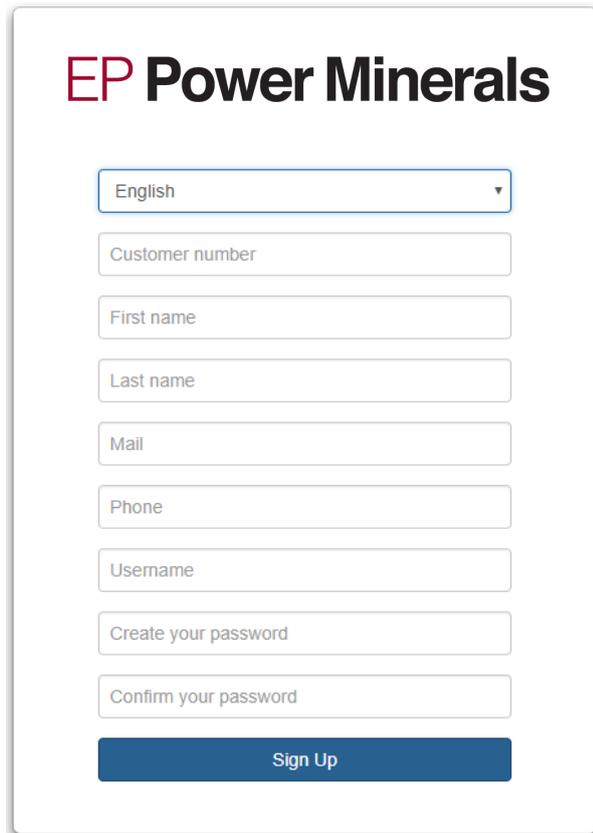
Log In

Having trouble logging in?

Sign Up

Figure 1: Login screen

Click on “Sign up” to access the customer registration form. There you have to choose your menu language and enter your customer number, first name, last name, e-mail address, phone number, a user name of your choice (e.g. e-mail address) and a password of your choice (please re-enter your password in the “Confirm password” box). Click on the “Sign up” button of the registration form to send the data to EP Power Minerals.



The image shows a registration form for EP Power Minerals. At the top left is the logo 'EP Power Minerals' in red and black. Below the logo is a dropdown menu with 'English' selected. The form contains several input fields: 'Customer number', 'First name', 'Last name', 'Mail', 'Phone', 'Username', 'Create your password', and 'Confirm your password'. At the bottom is a blue button labeled 'Sign Up'.

Figure 2: Registration form

In the COS you can choose between German and English as the menu language.

The password must have at least 8 characters and contain at least one uppercase and one lowercase letter as well as a number.

Please note that the user name is case sensitive.

The registration data is then manually checked and your user account is activated by EP Power Minerals. As soon as the check and account activation have taken place, you will receive the following e-mail:

Dear customer,

Your account has been activated.

Sign in

If you have any questions, please contact your IT Service Desk.

Figure 3: Account activation notification e-mail

2.2 Logging in to the COS

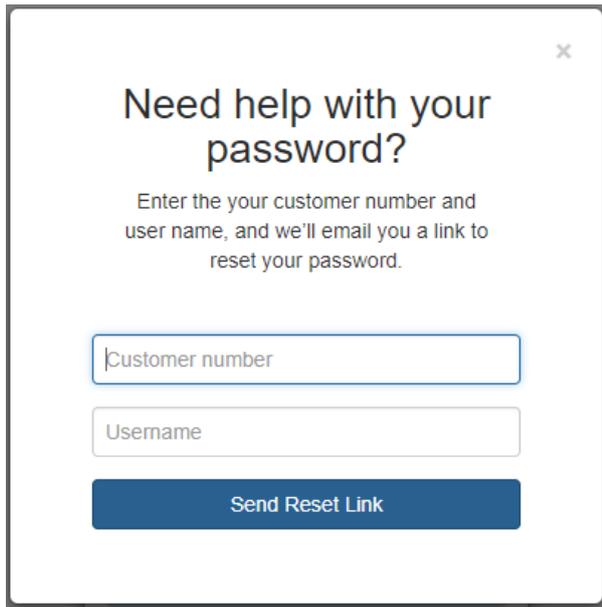
The COS can either be accessed via the EP Power Minerals website or directly at <https://www.spm-cos.com>. The login screen shown in Figure 1 now is displayed, where you must enter your user name and password and then click on the “Log in” button. You will then get to the dashboard in the COS.

2.3 Resetting your password / Trouble logging in

If you have forgotten your password, you can reset your password by clicking on the “Having trouble logging in?” button.

For this purpose, you must enter your customer number and your user name and then click on the “Send reset link” button.

After a successful password reset you will receive the following e-mail within a few seconds, and by clicking on the link you can reset your password. The password rules mentioned above apply. If logging in is still not possible, please contact us via e-mail: info@ep-pm.com.



A screenshot of a web form titled "Need help with your password?". The form contains two input fields: "Customer number" and "Username". Below the fields is a blue button labeled "Send Reset Link". The form is enclosed in a white box with a thin black border and a close button (x) in the top right corner.

Figure 4: Reset password screen

Dear customer,

we have received a request to reset your password.

If you have not sent this request, simply ignore this e-mail. Otherwise, you can reset your password via this link:

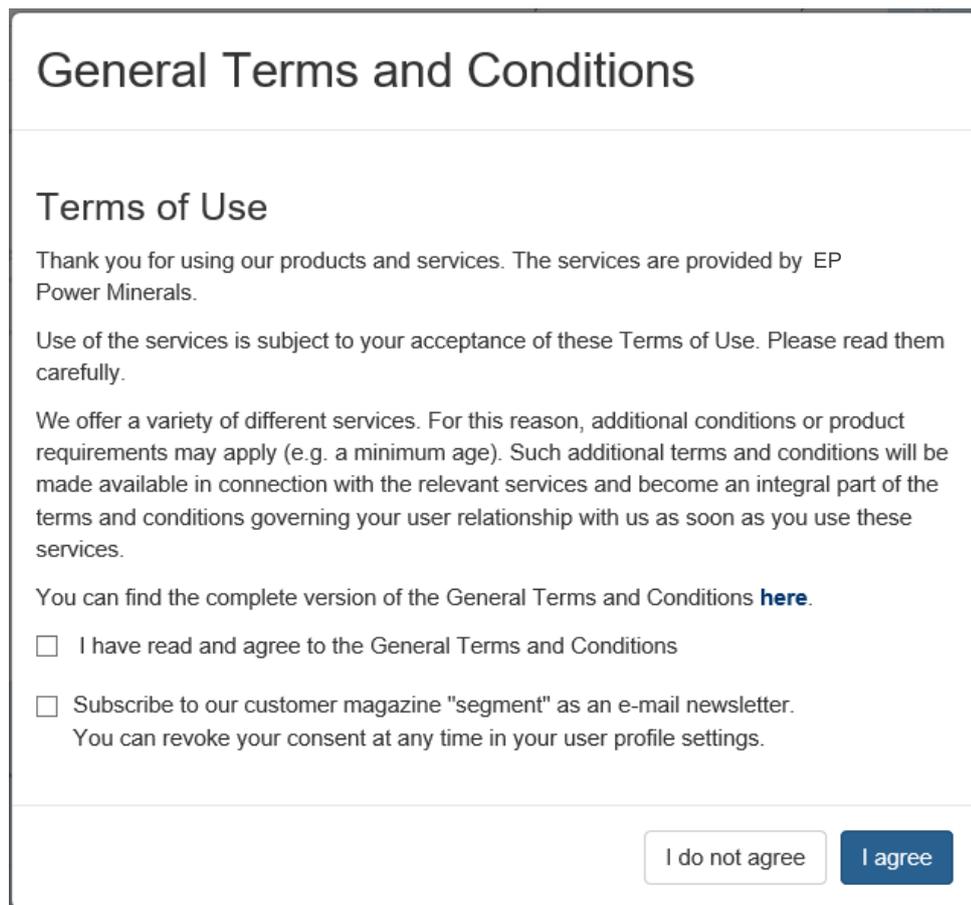
[Click here to reset your password](#)

Figure 5: Password reset e-mail

3 COS - Basic structure and use

3.1 Logging in for the first time

After you first log in, you must accept the General Terms and Conditions (GTC) of EP Power Minerals by checking the box and clicking the “I agree” button. By clicking on “here”, you can download and view the GTC in full.



General Terms and Conditions

Terms of Use

Thank you for using our products and services. The services are provided by EP Power Minerals.

Use of the services is subject to your acceptance of these Terms of Use. Please read them carefully.

We offer a variety of different services. For this reason, additional conditions or product requirements may apply (e.g. a minimum age). Such additional terms and conditions will be made available in connection with the relevant services and become an integral part of the terms and conditions governing your user relationship with us as soon as you use these services.

You can find the complete version of the General Terms and Conditions [here](#).

I have read and agree to the General Terms and Conditions

Subscribe to our customer magazine "segment" as an e-mail newsletter.
You can revoke your consent at any time in your user profile settings.

Figure 6: Acceptance of the GTC

If you refuse to accept the GTC of EP Power Minerals, click on “I do not agree”. In this case, however, you will be unable to use the COS.

If EP Power Minerals GmbH amends or modifies the GTC, you will receive a confirmation request the next time you log in to the COS.

Furthermore you have the possibility to subscribe to our E-Mail Newsletter. You can revoke your consent at any time in your user profile settings. In conclusion you will receive an E-Mail confirmation.

3.2 My profile

In the “My profile” section, the customer data (company data and user information) of the logged in user are displayed.

Customer info

Customer number	22112854
Full Name	Max Mustermann GmbH / Musterfachbetrieb
Street	Muster Straße
House Number	1
Country	DE
Postal Code	46535
City	Dinslaken
Telephone no.	+49 206460810

Figure 7: My profile: Customer information 1/2

In the “User information” subsection, you can choose to have the order confirmation also sent to the user who created the new order, in addition to the previous address. The setting can be changed by the user at any time. If this setting is chosen in the “User information” subsection, it will be used as a permanent default setting for all orders, and order confirmations will always be sent. It is also possible to request in each individual order that an additional order confirmation be sent. The user can also change the user password here and you can unsubscribe the E-Mail Newsletter.

User info

User name	<input type="text" value="Kaluzny_MM"/>
Last seen	<input type="text" value="26.04.2018 09:32:37"/>
First name	<input type="text" value="Benjamin"/>
Last name	<input type="text" value="Kaluzny"/>
Mail	<input type="text" value="benjamin.kaluzny@steag.com"/>
Phone	<input type="text" value="02064/608-229"/>

Settings

- Send order confirmation
- Subscribe to newsletters

Figure 8: My profile: User information 2/2

3.3 Logging out

By clicking on “Logout” you log out of the COS. After 240 minutes of inactivity, the connection is automatically disconnected for security reasons and no more activity (e. g. order creation) can be carried out. Within this time you can update the order overview with the F5 key.

3.4 Hyperlinks, mouse-over and hidden information

If there are hyperlinks in lists such as the overview of orders or the overview of offers, this means that further information can be displayed. The user can view such further information either by clicking on hyperlinks that allow the user to navigate deeper into the respective structure or by hovering the mouse pointer over the list item to display a small popup window with the relevant information. In addition, less important information is collected behind a placeholder in result lists. These can be shown and hidden by clicking on the button . The results list is then extended vertically with further information.

3.5 Search box / Matrix search

The search box appears in the various screens and the full text search also affects hidden information. As an example, you may wish to view only those orders that have been delivered to a specific town. It is sufficient if you enter the name of the town (or even part of the town name, e.g. Oberh = Oberhausen) in the search box. In this case, only records containing the search string (alphanumeric search box) will be displayed in the list.

3.6 Sorting function

Click on the arrows to sort the list in descending  or ascending  order.

3.7 Excel export function

Click on the  button to export the overview of orders to Excel. When exporting, additional information such as the vehicle registration number (license plate) or order PIN is displayed, which has been hidden in the normal list for the sake of clarity.

3.8 PDF export function

Click on the  button to view the overview of orders as a PDF file. When converting to PDF, additional information such as the vehicle registration number (license plate) or order PIN is displayed, which has been hidden in the normal list for the sake of clarity.

3.9 Selecting columns for display

By clicking on the  column (“Select columns for display”) you can adjust the columns displayed in the overview of orders.

Clicking on columns permanently hides them. If you click again, the columns are displayed again.

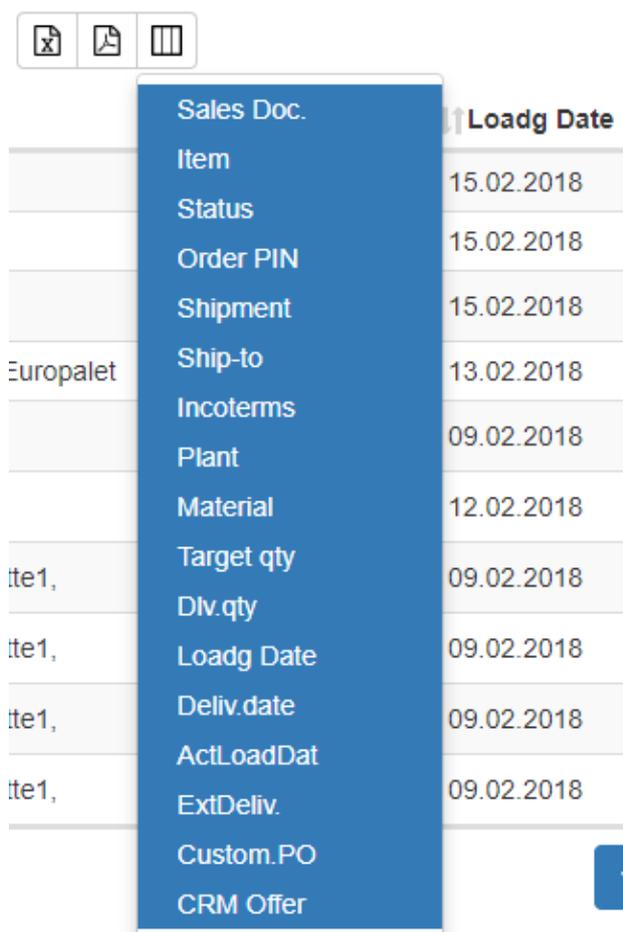


Figure 9: Selecting columns for display

White background = hidden

Blue background = displayed

3.10 Selecting period

By clicking on one of the options offered in the “Period of the last *n* months” dropdown list, the overview of orders list can be narrowed down. The default value is 1 month. You can choose between several periods up to a maximum of 12 months.

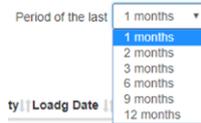


Figure 10: Selection of data period

3.11 Choosing the number of records for display

By clicking on the (number of records for display) dropdown list, you can reduce or increase the number of data records displayed on the list screen at the same time.

If there are more data records than can be displayed with the chosen setting on one screen page, they will be shown on several pages .

3.12 Assistance & contact

If you need help with the COS or other issues, please click on the "Assistance and e-mail contact" link located at the bottom right of the screen. There you can find information on whom you can turn to at EP Power Minerals.

4 COS - Menu

4.1 Dashboard

After logging in, you will first be directed to the start page or dashboard, which you can also reach via the function symbol  in the upper left corner of the menu bar. The dashboard provides you with the most important information on your TOP 5 delivery addresses and displays your orders in a calendar view. You can use both the TOP 5 delivery addresses and the calendar to execute the "Reorder" function (see section 4.5, Reordering) without having to search for the respective order via the order list. In addition, the dashboard also displays for the TOP 5 delivery addresses the number of the last 5 orders of the selected delivery address, the planned quantities in metric tons and the quantities actually delivered in metric tons. At the bottom of the screen, the quantities actually procured are displayed as a bar chart for all delivery addresses, optionally for the current year or the last 12 months.

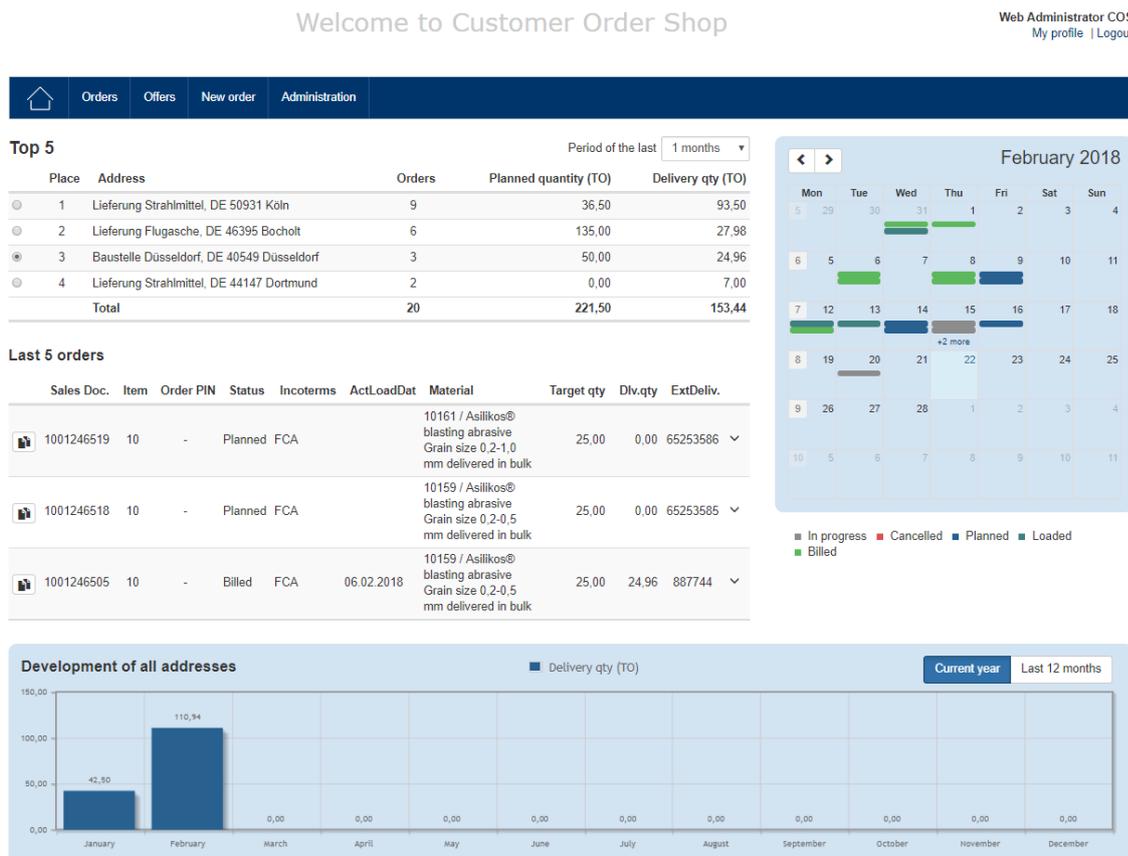


Figure 11: Dashboard screen

By clicking on an order line in the calendar, an existing order can be copied. The calendar displays all order data in the selected period/month. Using the “Reorder” button (see section 4.5, Reordering), the same order can be placed again with identical information and a new delivery date.

Sales Document: 1001246505

Loading Date: 06.02.2018
 Status: billed
 Ship-to party: Baustelle Düsseldorf / c/o Mustermann GmbH / Am Heerdter Hof 40, DE 40549 Düsseldorf

Item	Material	Div.qty
10	10159 / Asilikos® blasting abrasive Grain size 0,2-0,5 mm delivered in bulk	24,96 TO

Reorder

Div.qty	ExtDeliv.
0,00	65253586

Legend: In progress (grey), Cancelled (red), Planned (blue), Loaded (green), Billed (dark green)

Figure 12: Detailed view of “Reorder” function in the dashboard calendar

Alternatively, you may also select one of the last 5 orders for one of the Top 5 delivery addresses for reordering. For this purpose, you must first select the delivery address from the list of the TOP 5 delivery addresses. The last 5 orders for this delivery address are then displayed in descending order, sorted by sales document number.

Top 5 Period of the last: 1 months

Place	Address	Orders	Planned quantity (TO)	Delivery qty (TO)
1	Lieferung Strahlmittel, DE 50931 Köln	9	36,50	93,50
2	Lieferung Flugasche, DE 46395 Bocholt	6	135,00	27,98
3	Baustelle Düsseldorf, DE 40549 Düsseldorf	3	50,00	24,96
4	Lieferung Strahlmittel, DE 44147 Dortmund	2	0,00	7,00
Total		20	221,50	153,44

Last 5 orders

Sales Doc.	Item	Order PIN	Status	Incoterms	Act.LoadDat	Material	Target qty	Div.qty	ExtDeliv.
1001246519	10	-	Planned	FCA		10161 / Asilikos® blasting abrasive Grain size 0,2-1,0 mm delivered in bulk	25,00	0,00	65253586
1001246518	10	-	Planned	FCA		10159 / Asilikos® blasting abrasive Grain size 0,2-0,5 mm delivered in bulk	25,00	0,00	65253585
1001246505	10	-	Billed	FCA	06.02.2018	10159 / Asilikos® blasting abrasive Grain size 0,2-0,5 mm delivered in bulk	25,00	24,96	887744

Figure 13: Detailed view of List of the “Top 5” delivery addresses on the dashboard screen

A click on the  button opens the Reorder function as a pop-up menu; here you can place the same order again, specifying a new desired delivery date. It is also possible to enter an order number or special comments on the order.

Reorder

Order details

CRM Offer	4000017254	Ship-to party	108269
CRM offer descrpt.	Asilikos Lose	Address	Baustelle Düsseldorf / c/o Mustermann GmbH / Am Heerdter Hof 40, DE 40549 Düsseldorf
Customer PO number		Sold-to party	22112854
Incoterms	FCA Lünen	Address	Max Mustermann GmbH / Mustertachbetrieb / Muster Straße 1, DE 46535 Dinslaken
Means of transp	Silo lorry		
Kind of transp.			

Item	Material	Incoterms	Delivery qty	Sales unit
10	101159 / Asilikos® blasting abrasive Grain size 0,2-0,5 mm delivered in bulk	FCA Lünen	25,00	TO

Date: Customer PO number:

Note: Number of copies:

Send order confirmation ()

Figure 14: Reordering

In the lower part of the dashboard, the quantities actually delivered are displayed as a bar chart. The period for displaying the data refers to all delivery addresses that have received quantities in the selected period and is not related to the TOP 5 delivery addresses. The buttons in the upper right-hand corner of the diagram can be used to display the values for the current year or the last 12 months.



Figure 15: Annual development - Data of the last 12 months



Figure 16: Annual development - Current year

4.2 Overview of orders

The overview of orders lists all orders for the selected period (e.g. the last month), together with their respective order status and data. For the sake of clarity, some of the information is not displayed in plain text but coded in IDs. By hovering the mouse pointer over the code, you can view such information in full. Currently, this includes information on the delivery address, vehicle registration number, plant name etc.

When you use the export function to download the content currently displayed as a PDF or an Excel file, all information in the exported file will appear in plain text . This enables the user to use the information for further processing.

In addition, the data selection period can be set to 1, 2, 3, 6 , 9 or 12 months. The Status management function allows you to narrow down your selection by status. The following order statuses are used:

Reserved	The order has been entered in the online portal and has not yet been transferred.
In progress	The order has been recorded in the target system and is being processed.
Planned	The oder has been processed and is thus ready for loading.
Loaded	The order has been loaded and ACTUAL data is available.
Billed	The order has been invoiced.
Canceled	The order was canceled by the user or by EP Power Minerals GmbH.

If more than one status has been selected, the status selection is displayed with two or more elements selected. This means that different statuses can be selected at the same time. For example, by selecting the statuses “Planned” and “Loaded” in combination with a date, you can create daily lists that reflect the current order situation.

On the following page, the most important buttons and configuration options are summarized in an overview of functions.

Welcome to Customer Order Shop

Web Administrator COS
My profile | Logout

Logout
My profile
Time period
Quantity of orders

Period of the last: 3 months
10

4 items selected

Orders | Offers | New order

Orders

108256

Sales Doc.	Status	Order PIN	Shipment	Ship-to	Incoterms	Plant	Material	Target qty	Deliv date	ActLoadDat	Custom:PO
1001246523	Planned	338797	108258	DAP	2580	10189	Asilit0.A0 blasing abrasive 0,04-0,09mm 25kg	5.250	0.000	15.02.2018	8500/45-2017
1001246523	Planned	338797	108258	DAP	2580	10193	Asilit0.04-0,18AsililP525kgEuropalette1,	5.250	0.000	15.02.2018	8500/45-2017
1001246523	Planned	338797	108258	DAP	2580	10197	Asilit0.09-0,25AsililP525kgEuropalette1,	5.250	0.000	15.02.2018	8500/45-2017
1001246523	Planned	338797	108258	DAP	2580	10201	Asilit0.09-0,30AsililP525kgEuropalette1,	5.250	0.000	15.02.2018	8500/45-2017
1001246522	Planned	338796	108258	DAP	2583	10554	Steel Grit, Grain Size GH18, 25kg bag	3.000	0.000	16.02.2018	SAP4500664411
1001246522	Planned	338796	108258	DAP	2583	10555	Steel Grit GH25 in 25kg Bags on europallet	2.000	0.000	16.02.2018	SAP4500664411
1001246521	Planned	338795	108258	DAP	2580	10011	Afesikos® blasing abrasive Grain size 0,04-0,18 mm, in 25 kg bags	5.250	0.000	14.02.2018	8500/45-2017
1001246521	Planned	338795	338792	Shipment Number:	338792	97	Asilit0.09-0,25AsililP525kgEuropalette1,	5.250	0.000	14.02.2018	8500/45-2017
1001246517	Billed	338792	338792	Order PIN:	338792	04	Container - Collection	2.000	2.000	08.02.2018	M3-5487-2018
1001246517	Billed	338792	338792	License Plate:	BOR M 123	00	NLAG - Container-Bewegung PFT 8/10	2.000	2.000	08.02.2018	M3-5487-2018

Total: 29

1 2 3

Assistance and e-mail contact | Imprint | Data protection

Column configuration
PDF-Export
Excel-Export
Hyperlinks / MouseOver
Assistance and e-mail contact
Imprint
Data protection

Dash Board
Orders
Offers
New order

Search engine
Column sorting
Result list
Reorder

Figure 17: Overview of functions

4.3 Overview of offers

Your active offers are displayed in the overview of offers. There you can view the materials offered to you as well as the scale prices [these will only displayed to the COS user if explicitly released by the customer]. If there is something missing in this overview, please do not hesitate to contact our sales backoffice staff at abrasives@ep-pm.com.

Offer	Means of Transp	Customer PO number	Valid from	Valid to	Description
4000017254	Silo lorry		01.01.2018	31.12.2019	Aslikos Lose
4000017250	Silo lorry	M3-5487-2018	01.01.2018	31.12.2018	Silogestellung Köln
4000017249	Lorry	M3-4563-2018	01.01.2018	31.12.2019	Lieferung Glasperlen Strecke
4000017244	Lorry	8500/45-2017	01.01.2017	31.12.2019	Afesikos Asllit DAP Köln
4000017241	Silo lorry	SAP45006600445	01.01.2017	31.12.2020	Lieferung SFA DAP Bocholt

Total: 5

Figure 18: Overview of offers

Mouse-over functionality is also provided in the overview of offers, so that the relevant information can be viewed without having to open the full offer.

Item	Product	Incoterms	Quantity from	Net price	Valid to
10	10285 / Glass beads Grain size 100-200 µm in 25 kg bags on europallet	DAP	1.000	660.00	2.2019
20	10286 / Glass beads Grain size 150-250 µm in 25 kg bags on europallet	DAP	1.000	660.00	2.2019
30	10289 / Glass beads Grain size 200-300 µm in 25 kg bags on europallet	DAP	1.000	660.00	2.2020

Total: 5

Figure 19: Overview of offers - Mouse-over

In the case of more complex offers, you use the search function to restrict your selection to a specific article, for instance. In addition, it is always possible to select an offer to view further information in addition to articles and prices.

Item	Plant	Product	Quantity from	Quantity to	Net price	Sales unit	Incoterms	Address
10	2504 / Dinstaken	10285 / Glass beads Grain size 100-200 µm in 25 kg bags on europallet	1.00	3.00	660.00 EUR	TO	DAP	108260 Lieferung Strahnmittel c o Mustermann GmbH Kaiserstraße 103, DE 44147 Dortmund
20	2504 / Dinstaken	10286 / Glass beads Grain size 150-250 µm in 25 kg bags on europallet	1.00	3.00	660.00 EUR	TO	DAP	108260 Lieferung Strahnmittel c o Mustermann GmbH Kaiserstraße 103, DE 44147 Dortmund
30	2504 / Dinstaken	10289 / Glass beads Grain size 200-300 µm in 25 kg bags on europallet	1.00	3.00	660.00 EUR	TO	DAP	108260 Lieferung Strahnmittel c o Mustermann GmbH Kaiserstraße 103, DE 44147 Dortmund

Total: 3

[Back](#)

Figure 20: Offer details

4.4 New order

4.4.1 Step 1: Select delivery address

The “New order” tab lets you create new orders with reference to existing and active offers. You can choose between the product ranges “Fly ash” and “Steel abrasive & Industry minerals” Then select the delivery address.

The screenshot displays the 'New order' interface. At the top, there are three tabs: 'New order' (selected), 'Fly ash', and 'Steel abrasive & Industry minerals'. Below the tabs is a progress bar with six steps: 1. Address, 2. Term & Incoterm, 3. Offer, 4. Product, 5. Options, and 6. Overview. The 'Address' step is highlighted in orange. Below the progress bar, the word 'Address' is written in orange. There is a search bar with the placeholder text 'Search...' and a dropdown menu showing '10'. Below the search bar, there is a section titled 'Address' with three entries, each with a radio button and a description: 'Lieferung Strahlmittel / c/o Mustermann GmbH / Aachener Straße 201-209, DE 50931 Köln', 'Baustelle Düsseldorf / c/o Borfeldt / Am Heerdter Hof 40, DE 40549 Düsseldorf', and 'Lieferung Strahlmittel / c/o Mustermann GmbH / Kaiserstraße 103, DE 44147 Dortmund'. Below the entries, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there is a blue 'Next' button.

Figure 21: Selection of delivery address

If the desired delivery address is missing, please contact our backoffice. (See section 3.12, Assistance & Contact)

4.4.2 Step 2: Select requested delivery date and Incoterm

In the next step, the Incoterms and a requested delivery date must be selected. Generally, a distinction is made here between DAP = price including delivery to the delivery address and FCA = price for self-collection at the plant/storage facility.

New order

1 2 3 4 5 6
Address Term & Incoterm Offer Product Options Overview

Term & Incoterm

Incoterms

DAP

Date

22.02.2018

Next

Februar 2018							
#	Mo	Di	Mi	Do	Fr	Sa	So
5	29	30	31	1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	1	2	3	4
10	5	6	7	8	9	10	11

Figure 22: Selection of requested delivery date and Incoterm

4.4.3 Step 3: Select offer

In the third step you can choose from the different offers for the selected delivery address. Here, a distinction is commonly made between products that are transported by a tarpaulin covered lorry or a silo lorry.

Offer	Means of Transp	Customer PO number	Valid from	Valid to	Description
<input type="radio"/> 4000017250	Silo lorry	M3-5487-2018	01.01.2018	31.12.2018	Silogestellung Köln
<input checked="" type="radio"/> 4000017249	Lorry	M3-4563-2018	01.01.2018	31.12.2019	Lieferung Glasperlen Strecke

Figure 23: Select relevant offer

Hovering the mouse pointer over the offer number opens a small pop-up window showing offer information.

Item	Product	Incoterms	Quantity	Net price
10	10285 / Glass beads Grain size 100-200 µm in 25 kg bags on europallet	DAP undefined	1,00	660,00 EUR
20	10286 / Glass beads Grain size 150-250 µm in 25 kg bags on europallet	DAP undefined	1,00	660,00 EUR
30	10289 / Glass beads Grain size 200-300 µm in 25 kg bags on europallet	DAP undefined	1,00	660,00 EUR

Figure 24: Offer selection - mouse-over

4.4.4 Step 4: Select material / product

In this step, you can select the different materials and quantities taking into account the minimum order quantity. Click on the radio button at the beginning of the line to select the material. The smallest value of the quantity scale is proposed as the supply quantity. If other products are ordered together with this product, the supply quantity must be corrected in accordance with the order quantity shown in the totals line. For the time being, it is not possible to order a small product quantity than the minimum quantity shown in the quantity scale. Should you need a smaller quantity than that offered in the COS, please contact our backoffice staff at abrasives@ep-pm.com.

New order

1 Address 2 Term & Incoterm 3 Offer **4 Product** 5 Options 6 Overview

Product

Product	Plant	Incoterms	Sales unit	Quantity from	Pack size	Packages	Delivery qty
<input checked="" type="checkbox"/> 10285 / Glass beads Grain size 10 0-200 µm in 25 kg bags on europallet	2504 / Dinslaken	DAP	TO	1,00		2	2,00
<input checked="" type="checkbox"/> 10286 / Glass beads Grain size 15 0-250 µm in 25 kg bags on europallet	2504 / Dinslaken	DAP	TO	1,00	1,00	1	1,00
<input type="checkbox"/> 10289 / Glass beads Grain size 20 0-300 µm in 25 kg bags on europallet	2504 / Dinslaken	DAP	TO	1,00	1,00	0	0,00
Total:				1,00			3,00*

* max. 25 TO
* In BigBags basically the minimum order of 10 TO applies sorted packed

Figure 25: Selection of products and quantities

The selection of quantities is limited to a maximum of 25 metric tons.

(25 metric tons = fully loaded lorry)

4.4.5 Step 5: Enter order options

In the Options step, you can enter additional information concerning an order (comments and/or customer's order number). In addition, you can order the unloading of the goods as necessary, if this has not yet been considered in the offer (please note that an additional fee applies if you select an unloading option here).

New order

1 Address 2 Term & Incoterm 3 Offer 4 Product 5 Options 6 Overview

Options

Customer PO number
M3-4563-2018

Unloading
Crane
Forklift
Hydraulic lift
Optional

Add. Info. delivery addr.
Please submit the delivery note to Mr. Schmidt at Gate 1 (phone: +49174/588774)

Back Next

Figure 26: Selection of unloading options

New order

1 Address 2 Term & Incoterm 3 Offer 4 Product 5 Options 6 Overview

Options

Customer PO number
M3-4563-2018

Unloading

Send order confirmation

Note
Optional message box for any information for the distribution

Add. Info. delivery addr.
Please submit the delivery note to Mr. Schmidt at Gate 1 (phone: +49174/588774)

Back Next

Figure 27: Entering order-relevant information

4.4.6 Step 6: Overview

Finally, the new order is summarized in one screen showing all recorded information:

New order

1 2 3 4 5 6

Address Term & Incoterm Offer Product Options Overview

Overview

Offer 4000017249 **Customer PO number** M3-4563-2018
Description Lieferung Glasperlen Strecke **Means of Transp** Lorry
Address Lieferung Strahlmittel
c/o Mustermann GmbH / Kaiserstraße 103, DE 44147 Dortmund **Unloading**
Date 28.02.2018 **Note** Optional message box for any information for the distribution
Incoterms DAP

Product

Product	Plant	Incoterms	Sales unit	Quantity from	Pack size	Packages	Delivery qty
10285 / Glass beads Grain size 10 0-200 µm in 25 kg bags on europa llet	2504 / Dinstaken	DAP	TO	1,00	1,00	2	2,00
10286 / Glass beads Grain size 15 0-250 µm in 25 kg bags on europa llet	2504 / Dinstaken	DAP	TO	1,00	1,00	1	1,00
Total:				1,00			3,00

Figure 28: New order summary

If the data is correct, click on the “Submit” button to send your order request to EP Power Minerals GmbH.

Thanks for your order request. The Logistics Distribution team will process them immediately within our normal business hours from Mon - Thu from 8 am to 5 pm and on Friday from 8 am to 4 pm. After the examination you will receive a written order confirmation from us. Please refer to the binding delivery times and prices.

Figure 29: Confirmation of receipt of order request

4.5 Reordering

You can use the “Reorder” function  to reorder a past order. In this case all order data of the past order is copied to the new order, except for the requested delivery date for the new order, which you must enter yourself. In addition, you may enter comments (e. g. information on loading and delivery times) and your own order number. If several identical orders are needed on the same day, you can increase the number of copies accordingly. As soon as you click on “Submit”, the order request will be sent. The Reorder function is available in the “Overview of orders” list, and in the “Top 5 delivery addresses” and in the “Calendar” function in the dashboard.

Reorder

Order details

CRM Offer	4000017254	Ship-to party	108269
CRM offer descript.	Asilikos Lose	Address	Baustelle Düsseldorf / c/o Mustermann GmbH / Am Heerdter Hof 40, DE 40549 Düsseldorf
Customer PO number		Sold-to party	22112854
Incoterms	FCA Lünen	Address	Max Mustermann GmbH / Musterfachbetrieb / Muster Straße 1, DE 46535 Dinslaken
Means of transp	Silo lorry		
Kind of transp.			

Item	Material	Incoterms	Delivery qty	Sales unit
10	10159 / Asilikos® blasting abrasive Grain size 0,2-0,5 mm delivered in bulk	FCA Lünen	25,00	TO

Date	<input type="text"/>	Customer PO number	<input type="text" value="Optional"/>
Note	<input type="text" value="Optional"/>	Number of copies	<input type="text" value="1"/>

Send order confirmation ()

Figure 30: Reorder input screen

For security reasons, no more than 20 tours per customer may be pending to be processed in total. As soon as these have been processed and finally scheduled by our Logistics Distribution Team, you can place further orders in the COS.