

# **KN Login Order**

# **Quick Start Guide**





Welcome to **KN Login**: Kuehne + Nagel's Logistics Information solution, powering Web Solutions, Systems Integration (EDI) and Analytical Reporting.

**KN Login** provides reliable, secure solutions allowing streamlined visibility, monitoring and information management, which drives efficient transportation, order and inventory flows.

Kuehne + Nagel captures and validates operational information related to your business processes through its global logistics network. With **KN Login**, this information is put to work for you to satisfy your business needs.

We have configured **KN Login** to support your company's specific visibility and management needs. This Quick Start Guide provides you with basic instructions to help you get started in **KN Login Order**.

# KN Login: Information to move >> forward

May 2011



# 1. Access to KN Login Order

## 1.1. Sign-on

There are two main web pages, from which you can access KN Login Order.

#### **Option 1: Access via the KN Portal**

Direct your browser to http://www.kuehne-nagel.com or http://www.kn-portal.com



Enter your User name (User-ID) and Password and click on <Login>

#### Option 2 (recommended): Access via the Single Sign-on (SSO) screen

Direct your browser to http://kuehne-nagel.com/portal/login.do



Enter your User name (User-ID) and Password and click on <Login>

Kuehne + Nagel sends you the Username (User-ID) only, before you can access KN Login Order for the first time, you must execute the "Generate Password" procedure as described in following.



# 1.2. Forgot Password / Generate Password / Reactivate Account

For first time access to new KN Login, should your account have become deactivated or should you ever forget your password, you can reactivate your account and password online immediately, as follows:

Help	
My Profile	
Generate Password KN Login Feedback	

On the SSO screen (Single Sign-on screen), click "Generate Password" in the upper left corner.

Generate Password		
Username or E-Mail * judith.guthoff@kuehne-nagel.com		
Submit Cancel		

Enter your User name or e-mail address and click <Submit>.

You will receive an e-mail with a system generated password.

Follow the instructions in the e-mail to reset your password and activate -respectively reactivate- your account.

### Important Advice regarding User names and Passwords

Each person who wishes to access KN Login (Shipment and/or Order) needs to have his/her own User name and Password. For your own security and to enable Kuehne + Nagel to communicate with each KN Login user, we **do not** recommend the same User name and Password be used by more than one person.

### 1.3. Log out

Please remember to either log out or close your browser to end your session.

KUEHNE+NAGE	L				Ĵ
KN Portal Services	View	Interact	Report	Configure	Support 🛞
Customer Portal Change Password Airfreight Rates Log Out					

To log out of KN Login, select KN Portal Services from the header menu, then select <Log Out> from the drop-down menu.

You can also end your session by closing your browser. Clicking on the 😢 button in the top right corner securely logs you out of KN Login.



# 1.4. Support

Support information for individual KN Login functionalities can be found in the "Support" menu.

Configure	Support	×
	Screen Help	
	KN Login Highlights	
	My Manuals	
	Important Links	_

"Screen Help" is available on each KN Login screen, and it always relates to the KN Login feature you are currently accessing.

Under "My Manuals" you will find links to several KN Login user manuals, including the detailed KN Login Order User Manual.



It is recommended that you save the PDF document, by right-clicking on the link and selecting "save target as", respectively "save link as".

# 1.5. Request Help via "KN Login Feedback"

Help	
My Profile	
Generate Password	
KN Login Feedback	

Should additional help be required, you can generate a Support Request directly from the Logon ("Single Sign-on") screen.

Click on the "KN Login Feedback" link to generate a feedback request.

	Apply for Feedback
First name	•
Last name	*
Company	*
City	*
Country	Please select
E-Mail	*
Phone	
My Request	* Please select
KN Product	Please select
Remarks	
*Mandatory F	ïelds
	Submit Cancel

You will be presented with this screen.

Make sure to fill out all fields with a red asterisk as well as the "Remarks" field, so the KN Login specialist can contact you promptly.



## **1.6. Contacts for Support**



For additional KN Login support, or to request the setup of a new user (User ID etc.), please contact your Kuehne + Nagel account representative or the KN Login Support Team in your region.

Support for KN Login is available through any Kuehne + Nagel office worldwide.



To locate the Kuehne + Nagel office nearest you, please visit our home page at <u>http://www.kuehne-nagel.com</u>. Choose your country from the dropdown list <Choose Country> in the upper left of the screen, or click on the button <Location Map> or <Contacts>.



# 2. Navigation in KN Login



After the successful sign-on, navigation in KN Login is done by placing your mouse pointer over the available menu headers, as marked above, and then selecting the feature or function from the drop-down menu or sub menu.

#### Navigation Trail

KII Portal Services	View	Interact	Report	Configure
I HOME * ORDER SEARCH * ORDER SEARCH	ORDER OVERVIEW » ORDER	<u>t DETAIL SCREEN</u> » Order Line	Detail Screen (64)	

The Navigation Trail allows you to quickly and easily step back into KN Login screens you have visited, before you came to the screen you are currently viewing. Simply click on the screen name to move back to the respective screen.

#### KN Login Page Numbers

KN Portal Services	View	
⟨⊨   <u>HOME</u> » <u>ORDER SEARCH</u> »	Order Overview (65)	

For your convenience we have assigned reference numbers to all web pages in KN Login.

When talking with your account representative, please refer to the screen title and the respective screen number.

### 2.1. Location of Important Functions in the Main Menu

FUNCTION	Ратн
Purchase Order Visibility	View » Order » Purchase Order
Shipment Visibility for a specific mode or across modes	View » Shipment
My Profile	Configure » My Profile
Data Extract	Report » Data Extract
KN Login Highlights	Support » KN Login Highlights



# 2.2. Icons used in KN Login

This table shows you the icons used for various actions in KN Login.

×	Close / Exit the Screen / Window	<b>†</b>	Add / Create Information
P	View Details	+	Show next lower Level
Ì	Delete Information	Ξ	Hide lower Level
PD6	Print to PDF	<b>P</b>	Access Look-up Table
٠	Show (expand) Section / Panel	2	Modify Information
+	Hide (collapse) Section / Panel	Ēg	Copy Information
徻	Upload (Document Images)	<b>₽</b>	Download (Document Images)
$\boxtimes$	Send (Document Images via) E-mail	Z	Select



# 3. Visibility – Order

With KN Login Order Visibility you can search and view the details of orders and order lines based on defined references, date, party or location criteria.

## 3.1. Order >> Search

NOTE: For full details please refer to "Visibility" in the KN Login Order User Manual

KN Portal Services	View		Interact
	Shipment	Ð	
	Order	Ø	Purchase Order
	Equipment	Θ	

To access Order Visibility, move your mouse to "View" on the header menu, select "Order" from the drop-down menu and then "Purchase Order" from the submenu.

You are presented with the Order Search screen.

	Order	Search			
1st Filter	Shipping Window (Start) 👻	is between 🛛 👻	<u>e</u> 100 m		
Order References	Purchase Order Number 👻	begins with 📃 👻			
		Main Process	Any Process		
Process	equals 👻	Sub Process	Any Sub Process		
		Status	Any Status		
Monitoring results			0 m		
Max.	10 💌				
Show Results as	Orders O Order Line	s			
Extended Search					
Search Clear					

None of the search filters in this screen are mandatory.

You can use one or all of the filter options to define a simple or complex search.

Applying none of the filter options will result in a complete summary of all your orders / order lines in our system up to a maximum of 100 orders, respectively 2000 order lines.

### Explanation of the different search options

#### **Planning Dates**



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#### **Order References**

Order References	Purchase Order Number 👻	begins with	Ŧ	

Purchase Order Number Purchase Order Number Product Number Line Item No EAN No Shipment No

KN Login offers flexible search options to search against various types of order references, e.g. purchase order number or article number (product number).

The available order references are customer-specific and agreed upon between the customer and Kuehne + Nagel.



Don't know the exact reference value? No problem! You may enter the first few characters of the value. The search result will show all the orders / order lines that match your entered search value (begins with).

#### **Process**

		Main Process	Any Process
Process	equals 💽	Sub Process	Any Sub Process 📃 💌
		Status	Any Status

You can use these filter options to search for orders / order lines, which are within a certain stage of the order progress.



KN Login automatically associates every order / order line status with a pre-defined order progress Main Process step (e.g. "Ordered", "Origin", "In-Transit" etc.) and Sub Process step ("Booked by Supplier", "Received at Origin").



These are the available Qualifier options.

#### **Monitoring Results**



Use this filter to search for orders / order lines, which fall into the respective exception or confirmation criterion. To do so, click on the look-up <sup>(1)</sup> icon and select the desired Monitoring Results criterion from the table. The number of active Monitoring results is shown in brackets behind the title of the Monitoring definition.

This filter option will only be displayed, if Monitoring definitions have been set up for your company and you have the corresponding user rights.



#### <u>Max.</u>

	Max.	10 💌				
--	------	------	--	--	--	--

Use this option to define the number of rows per page to be displayed on the search result summary list (Order -respectively Order Line- Summary screen).

#### Show Results as

Show Results as	Orders	O Order Lines

Use this option to select whether the search results should be displayed on Order or on Order Line level.

Choosing "Orders" will provide you with a general overview of the respective orders. If you are looking for detailed information on individual order lines, you should select "Order Lines".

Use the Order View Options under "Configure / **My Profile**" to change the default setting, either search on Orders or Order Lines.

#### **Extended Search**

Subject to user rights, you may have access to the Extended Search panel as well.

Ше	ND	Order Reference	Purchase order number 💌 begins with 💌
		Order Reference     Party/Address	
		Departure Location Arrival Location	OR
		Process Status	
È e	ND	Order Reference	Purchase order number 💌 begins with 💌

By default this section is closed (collapsed), which is indicated by the downward pointing arrow **!**. To open this section, click on the arrow **!** and you will be presented with the window for additional filter settings as shown above.

The Extended Search panel offers additional filter options including, "Party/Address", "Departure Location" and "Arrival Location".

Within this panel -if you set up multiple additional filters- you can choose whether the individual filter definition lines shall have an "And" or an "Or" relationship.



Examples (based on "Results as Order Lines"):

- a.) Filter on Departure Location = US (USA) **AND** on Arrival Location = AU (Australia): Only those order lines will be found which shall be shipped from the USA **and** to Australia
- b.) Filter on Departure Location = US (USA) **OR** Departure Location = BR (Brazil): Only those order lines will be found which shall be shipped **either** from the USA **or** from Brazil
- c.) Filter on Departure Location = US (USA) AND Departure Location = BR (Brazil): No order lines will be found, as one order line cannot be shipped from two departure locations (it is either / or, not both)

In order to set up additional filter options for your search, click on the 🔤 ("Add new Filter Condition") icon or the 🗟 ("Add new Filter Group") icon. You can create up to 3 "Filter Groups" and use up to 10 "Filter Conditions".

To delete a filter line, click on the *inclusion* ("Delete Filter Condition") icon.

For explanations regarding the use of the filter relations options "And" versus "Or", please refer to "Visibility" in the KN Login Order User Manual.

### 3.2. Search Results for Output Option "Orders"



NOTE: For full details please refer to "Visibility" in the KN Login Order User Manual

If KN Login finds more than one order that matches your search criteria, you will be presented with the Order Summary screen.

### 3.2.1. Order Summary Screen

<b>P</b>																		
					Shipment / House Airway Bill	Ordered		Received				Delivered Quantity	Outstanding	Party Types	Commodity	Mode	Departure	Arrival
	+	RO-2777	Multiple	Multiple	4351-0166-003.036	575	575	0	575	0	0	0	575	Hans Young	Multiple	Sea	Shanghai	Constanta
የ	+	A-3595	Multiple	Multiple	4359-0203-003.146	1,001	1,001	0	0	0	0	0	1,001	Hans Young	Multiple	Sea	Ningbo	Rotterdam
የ	÷	E-2813	4513470	1	4359-0316-004.015	2,445	2,445	0	0	0	0	0	2,445	Industrial Ltd.	Rotary Hammer	Sea	Ningbo	Valencia
የ	+	EGR-2120	Multiple	Multiple	4351-0183-004.011	2,430	2,430	0	2,430	0,	0	0	2 430	Hans Young	Multiple	Sea	Shanqhai	Piraeus
প্র	÷	H-2820	4340760	1	<u>4351-0203-004.050</u>	496	496	0	496	496		a Window	Required	Process St	tep			

This table includes key order reference information (additional references optional), Kuehne + Nagel shipment references (displayed as hyperlink to the Shipment Detail screen, described later in this document), quantities of product in different processes (order progress steps), order party information, commodity name, order mode of

6	Shipping	Window	Required	Process Step									
	Start 🛆	End		Main Process	Sub-Process	First Date	Last Date						
	21Apr10	27Apr10		Origin	Container loaded	26Apr10	26Apr10						
	22Apr10	28Apr10		Origin	Booked by Supplier	27Mar10	20Apr10						
	22Apr10	05May10		Origin	Booked by Supplier	13Apr10	21Apr10						
	22Apr10	28Apr10		Origin	Container loaded	26Apr10	26Apr10						
	22Apr10	28Apr10		In-transit	Shipped/In-Transit	27Apr10	27Apr10						

transport, order due dates / deadlines (windows), as well as the last reached Main and Sub-Process including Sub-Process Dates.



If the order has several order lines (e.g. different article numbers under one purchase order), or there have been several shipments against the purchase order, the word "multiple" will be shown instead of the reference value.

Click on the 4<sup>th</sup> icon to view the details of a specific order in the "Order Detail" screen.



To sort the order data within the table, click on the column header. The colour of the sort-by column header is darker and the arrow shows the direction of the sort (ascending/descending).





To help you manage efficiently inventory in transit, the new release of KN Login provides quantity count by each process step i.e. Received Quantity, Loaded into Container Quantity, Shipped, Arrived and Delivered.



Download your search results from the Overview screen to an Excel spreadsheet simply by clicking on the download 🗟 icon.

### 3.2.2. Order Detail Screen

The Order Details screen groups data elements into several individual panels. You may hide or show a panel by clicking on the **I** icon next to every panel header.

				Ord	er Detail	Screen									
Order References															
Purchase Order Numb	er	AA0501													
Shipping Instructions															
Incoterm		FOB			Ine	oterm Location				НКНКО					
Country Of Origin		CHINA			Co	untry Of Destinati	on			GERMANY					
Departure Port		Hong Kong			Ar	rival Port				Bremen					
Final Destination		DEDET			M	de Of Transport				Sea					
Expected Packages		75			Ex	pected Package 1	ype			PKG					
Total Gross Weight					То	tai Volume									
Dangerous Goods		N		In	surance				Not arranged	l by KN					
Letter Of Credit Value			Letter Of Credit Currency USD							USD	3D				
Sending Office		Ningbo / CN													
Order Planning Dates															
Shipping Window Star	t:	01 Apr 2010			Sh	ipping Window En	id:			11 Apr 2010					
Required Date Of Deliv	ery:	29 Apr 2010													
Order Lines															
						Qua	ntity								
Purchase Order Number	Dispo-Order- No./-Position-No	Dispo- Position-No.	Booke Ordered Export		Received	Loaded Into Container	Shippe	d Arrived	Delivered	Cancelled O	utstanding	Shipment / House Airwaj Bill			
AA0501	151945/01	01	720	720	0	72	0 720	· 0	0	0	0	4359-0220-003.763			
00	151945/02	02	180	180	0	18	0 180	0	0	0	0	4359-0220-003.763			
P AA0501		Total:	900	900	0	90	0 90	0 0	0	0	0				
AA0501							0 0		900	900					



#### Order Reference Information

Order References	
Purchase Order Number	AA0501

This panel displays the main order reference number, typically the Purchase Order Number.

#### **Shipping Instructions (Order)**

Shipping Instructions			
Incoterm	FOB	Incoterm Location	HKHKG
Country Of Origin	CHINA	Country Of Destination	GERMANY
Departure Port	Hong Kong	Arrival Port	Bremen
Final Destination	DEDET	Mode Of Transport	Sea
Expected Packages	75	Expected Package Type	PKG
Total Gross Weight		Total Volume	
Dangerous Goods	N	Insurance	Not arranged by KN
Letter Of Credit Value		Letter Of Credit Currency	USD
Sending Office	Ningbo / CN		

In this section transport-relevant information from the purchase order is displayed

#### Order Planning Dates

Order Planning Dates			
Shipping Window Start:	01 Apr 2010	Shipping Window End:	11 Apr 2010
Required Date Of Delivery:	29 Apr 2010		

In this segment you will find order due dates, such as the Delivery Window, the Shipping Window and the Required Date of Delivery (if applicable).

#### Order Lines

• 0	der Lines												
				Quantity									
	Purchase Order Number	Dispo-Order- No./-Position-No	Dispo- Position-No.		Booked To Export		Loaded Into Container		Arrived	Delivered	Cancelled	Outstanding	Shipment / House Airway Bill
門	AA0501	151945/01	01	720	720	0	720	720	0	0	0	0	4359-0220-003.763
2	AA0501	151945/02	02	180	180	0	180	180	0	0	0	0	4359-0220-003.763
			Total:	900	900	0	900	900	0	0	0	0	
			Balance:	0	0	900	0	0	900	900	900		

In this panel you can view the transportation progress of the individual order lines. In the column "Outstanding" you will see the quantity of product against the order line, which has not been shipped yet.

If you click on the hyperlink on the Shipment / House Airway Bill number (in the column farthest to the right), you will be taken to the respective shipment details screen, where you will find the complete transportation details. Use the **KN Login Navigation Trail** to go back to the Order Line Summary screen.

You can click on the  $2^{\circ}$  icon to view the respective Order Line Details.



# 3.3. Search results for Output Option "Order Lines"



If more than one result was found, you are presented with the Order Line Summary screen.

### 3.3.1. Order Line Summary Screen

۶	<b>a</b>							Order Lii	ne s	Sumn	nary										
				Shipment / House Airway Bill	Ordered		Received Quantity	Loaded Into Container Quantity			Arrived Quantity			nding	Party Types Supplier	Comm	odity I	Mode	Departe	ure Arriva	al
<b>/</b> 2	A3631	450136	1	4359-0203-003.109	1,618	1,618	0	1,618		1,618	0		0	0	Tools Manufactu	Chain	Saw	Sea	Ningbo	Rotter	rdam
肣	EB0334	340035	20000		525	0	0	0		Shippi	ng Winde			Proce	ess Step					Status	
肣	13847	234216	1	4351-0304-003.094	1,232	1,232	0	1,232		Start	≏ End	D	Required Date Of Delivery	Main Proce	ess Sub-P	ocess	First Date			Last	Last Status Date
肣	13847	235110	2	4351-0304-003.094	360	360	0	360		05Apr	10 11Apr	r10		In-tra	nsit Shippe	d/In-Transit	09Ap	r10 I	09Apr10	Order Line Shipped	08Apr1
-	-	-	-		_		_	_		05Apr	10 15Apr	r10 1	17May10	Order	ed Order	lace	26Fet	b10 :	26Feb10	Order Confirmed at KN Origin	26Feb1
										05Apr	10 18Apr	r10		In-tra	nsit Shippe	d/In-Transit	19Ap	r10	19Apr10	Order Line Shipped	17Apr1
										05Apr	10 18Apr	r10		In-tra	nsit Shippe	d/In-Transit	19Ap	r10 ·	19Apr10	Order Line Shipped	17Apr1

This table includes key order reference

information (additional references optional), Kuehne + Nagel shipment references, quantities of product in different processes (order progress steps), order party information, commodity name, order mode of transport, order due dates / deadlines (windows), as well as the last reached Main and Sub-Process including Sub-Process Dates.

In case the order line has been split into different shipments, the highest event reached by any part of the order line will be shown.

#### **Order Lines with Exception Alerts**

If an Exception Alert has been triggered against an order line, an alert symbol - for instance like this this - will be shown in the Order Line Summary screen.

٩									Orde	r Line Sı	ummary									
		Dispo-Order-No./ -Position-No	Dispo- Position- No.	Supplier ID / Customer Code	Article		Shipment / House Airway Bill				Loaded Into Container Quantity				Outstanding	Party Types Supplier	Commo	dity Mode	Departure	Arrival
	A00184	151767/02	02	966900/	105609	9/03/25	4110-0220-004.208	180	180	0	0	0	0	0	180	MANN	Shoes	Sea	Hong Kong	Bremen
	A00184	151767/03	03	966900/	105609	9/03/25	4110-0220-004.208	180	180	0	0	0	0	0	180	MANN	Shoes	Sea	Hong Kong	Bremen
2	A00184	151767/04	04	966900/	105609	9/03/25	4110-0220-004.208	120	120	0	0	0	0	0	120	MANN	Shoes	Sea	Hong Kong	Bremen
	_									Shipping	Window			Process	s Step				Status	
		ils about n in the		•			rt will be screen.			Start 🛆		Required Date Of Delivery	-	Main Process	s Sub-Pr	ocess	First Date	Last Date	Last Status	Last Status Date
С	lick	on the	P ic	on to	view	/ the	e details	ofa		11Apr10	21Apr10	09May10		Origin	Booked Supplie		15Apr10	15Apr10	Ready at Supplier	15Apr1
-	-				-		Line De		"	11Apr10	21Apr10	09May10	•	Origin	Booked Supplie		15Apr10	15Apr10	Ready at Supplier	15Apr1
	cree									11Apr10	21Apr10	09May10	•	Origin	Booked Supplie		15Apr10	15Apr10	Ready at Supplier	15Apr1

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#### 3.3.2. Order Line Detail Screen

The Order Line Detail screen groups data elements into several individual panels. You may hide (collapse) or show (expand) a panel by clicking on the 🖪 icon next to every panel header.

#### Order Line References

	Order	Line Detail Screen	
🖲 🖓 Order Line References			
Purchase Order Number	A00143	Dispo-Order-No./-Position-No	152448/02
Dispo-Position-No.	02		

This panel lists the order line key references. The Order Reference structure is customised, so your information will look different.

#### **Order Line Information**

Order Line Information			
Ordered Quantity	60	Ordered Quantity UOM	PCS
Buying Price	0		
Commodity	Shoes		
Supplier ID / Customer Code	9669/	Supplier Article No.	10565
Article No.	4407/25	Colour	541
Sortiment-No.	222		

In this segment you will find various pieces of additional information, e.g. further order line references. The contents also varies from customer to customer, "Ordered Quantity" and "Commodity" will always be displayed.

#### **Shipping Instructions**

Incoterm	FOB	Incoterm Location	Antwerpen
Country Of Origin	BELGIUM	Country Of Destination	AUSTRALIA
Departure Port	Antwerp	Arrival Port	Melbourne
Final Destination	3908-VER	Mode Of Transport	Sea
Expected Packages	4,890		
Total Gross Weight	0.00	Total Volume	978.000
Dangerous Goods	N	Insurance	Not arranged by KN
Letter Of Credit Number	ТЛТ		
Letter Of Credit Value		Letter Of Credit Currency	USD

In this section transportrelevant information from the purchase order is displayed.

#### Order Line Planning Dates

Intermediate Planning Dates				
Shipping Window Start:	13 Apr 2010	Shipping Window End:	23 Apr 2010	
Required Date Of Delivery:	11 May 2010			
				_

In this section you will find the Order Line due dates / deadlines.

#### **Order Line Progress Details**

🖲 Orde	er Line Progress Details							
View	Shipment / House Airway Bill	Sub-Process	Load Unit	First Status Date And Time	Quantity	Latest Status	Date & Time	Remarks
		Order place		04 Mar 2010 09:35	60	Order Confirmed at KN Origin	24 Mar 2010 18:59	
2	<u>4110-0220-003.321</u>	Booked by Supplier		01 Apr 2010 08:10	60	Order Line Allocated to Shipment	Exp.Del.On 17 Apr 2010 04:00	
የ		Container loaded	MSKU6280820	16 Apr 2010 12:00	60	FCL Container at CY	16 Apr 2010 12:00	
2		Shipped/In-Transit	MSKU6280820	18 Apr 2010 00:00	60	Import File Opened	20 Apr 2010 14:08	



This segment shows the dates and times of the events which have taken place on this order line, including the indication on the product quantity involved.

Click on the  $\checkmark$  icon to view the details of all events, which happened in this specific sub process (Transaction History).

#### Hyperlink to Shipment / Container

KN and Prime Reference I		ation										
Drigin Kuehne + Nagel Refer Destination Kuehne + Nagel	ence		220-003.3									
Reference		0010-41	103-005.2	17								
OBL No.		582679	116									
JET.												
Planned and Actual C	argo F	low Statuses										
`≣ 🗟 🛛 🖸	ordei	r Summary	1	Time				narks		Alert		
Duro	haco	Shipment /		21:3	_	-		MAEU 'PER'S ARRANC	PEMENIT			
Purchase Orde		House	Ordere		_		SHIF	PER'S ARRANG	JEWIEINT			
Order   Positi		Airway Bill	Quantit		_		EDI I	MAEU				
		A CONTRACT OF	~		Hong Ki	ong						
💾 🕀 502739 Multi;	pie	Multiple	21	4 07:3			EDI I	MAEU				
xpected Arrival	_	_	d E Marc 2	040	Hong Ke							
xpected Arrival Expected Arrival Place of Deli	verv		15 May 2 17 May 2		Hambu Breme							
	,											
💾 Actual Document and	Inforn	nation Flow St	atuses									
Status Event			Date	Tir	ne Loca	tion	Re	emarks		Alert		
Booked by Supplier			26 Mar			Kong						
BAL ECB Issued			20 Apr			Kong						
Import File Opened			20 Apr	2010 14	:08 Brem	en						
Obination Info												
Shipping Information												
Port of Loading		Hong K	-		E.T.S.					pr 2010		
Port of Discharge Place of Delivery		Hambu Bremer	-		E.T.A.					4ay 2010 4ay 2010		
erms of Delivery			I NG KONO	2	Insura	anca				arranged l	hv I/N	
Dn-carriage Type of Transpo	ort		er Termin		moure	ance			NOL	anangeu	by PAN	
Voyage Details												
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Once an Order Line has been assigned to an export file, a hyperlink to a Shipment / Container Detail screen will be provided. Simply click on the Shipment / House Airway Bill / Container No. (Load Unit) to access the respective details. Use the KN Login Navigation Trail to go back to the Order Line Detail screen.

If an order / order line is split between 2 or more different shipments, the word "Multiple" will be shown as a hyperlink.

Clicking on that hyperlink will take you to the Shipment Summary screen, on which the respective shipments will be listed. From there you can then access the individual Shipment Details screens

Having clicked on the KN Reference hyperlink, you are taken to the Shipment Detail screen, where in the Line Item Details section you will find information on all order lines allocated to this shipment.

You will also find such hyperlinks on the Order Summary, Order Detail and Order Line Summary screen.

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May 2011



The Line Item Details section in the Container Detail screen looks similar.

#### As shown in the screenshot:

If you click on the  $\mathcal{P}$  "View Details" icon in front of an order line, you will be taken to the respective Order Line detail screen.

If you click on the  $\mathcal{P}$  icon in front of the container number, you will be taken to the Container Details screen.

So you can easily switch back and forth between the Order Details, Shipment and Container Detail screens.

#### **Quantity Summary**

Quantity Per Process Step	Line Splits	Balance	Quantity Of Lines Of This PO		Order Summary	
	50			91		29,923
	50					29,008
	50					14,054
	50					14,054
		Ouantity Per Process Step Line Splits 60 60 60 60	60 60 60	60 60 60	60 91 60 60	60 91 60 60 60 60

This table provides an overview of the Order Line quantities, which have reached different process steps, outstanding quantities on certain process steps and a summary of quantities on Order level.

#### Monitoring Results

If "Monitoring" has been activated for your company, subject to your user rights you will see the section "Monitoring Results".

Monitoring Result	lts				
Created 🗢	Alert	First Event	Second Event	Variance	Level
24Apr10 01:04	Late Departure or Departure not confirmed - past Shipping Window End Status Late	Shipping Window End 23 Apr 2010 00:00	ET_1300 (missing)	≻1 Day	(

If a Confirmation or an Exception Alert has been generated, such an information line will be displayed.

KN Login has a monitoring engine that -based on customer-specific setup- shows exceptions, such as a late booking, departure or late arrival, or confirmations of specific events, such as a booking or a departure confirmation, etc. Whenever KN Login raises an exception or confirms an event, this exception or confirmation is listed in this panel, and, subject to user rights, you will be able to view it here.

KN Login allows the use of an **Escalation Routine** to indicate the severity of the **Exception Alerts**. Pre-assigned colour-coded symbols support easy recognition of the 3 escalation levels:

The **Attend** symbol represents the lowest level, **Alert** the medium level, and **Alarm** the highest level.



# 4. My Profile – KN Login Order

KN Portal Services View	Interact	D		
	interact	Report	Configure	Support
			My Profile	

The "My Profile" module allows you to set up several personal viewing

options, based on your user rights, which will be valid throughout the entire KN Login system.

Under the "User Settings" tab you can for instance customise your settings for date or number format, the number of rows to be displayed on the overview screen, and select the start screen you wish to be taken to after sign-on.

And under the "Order View Options" tab, you can select which data columns in the order and order line summary screens should be shown and which ones not.

		MyProfile		
er Settings Shipment Viev	w Options Ord	er View Options Container V	iew Options	Booking View Op
rder Search	_			
Please set up your order so Order Or Display Result by ⓒ (C	rder Line			
rder Summary View Opti				
lease select the columns	to be displayed	on the order and order line sum	mary screen	
Order Summary View Optic	ons	Order Summary	Order	Line Summary
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ine Item Number		$\checkmark$	$\checkmark$	
rticle number		$\overline{\vee}$	$\checkmark$	
rticle World		$\checkmark$	$\checkmark$	
rticle Category				
nport Co-ordinator				
epot Code / Handling Gro				
hipment / House Airway E rdered Quantity	3111	N N	<ul> <li>▼</li> </ul>	
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Key Order References will always be displayed, all other data columns can be deselected.

The available data columns depend on the customer-specific settings in our system.

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Shipped Quantity			
Arrived Quantity		V	
Delivered Quantity			
Outstanding Quantity			
Party Types			
Commodity			
Mode			
Departure			
Arrival			
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Delivery Window Start			
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Shipping Window Start			
Required Date Of Delivery			
Alert		V	
Process Step First Date			
Process Step Last Date			
Process Step Main Process			
Process Step Sub-Process			
Status Last Status			
Status Last Status Date			
Note: Key References are always visible!			
	Save Save & Return		

On the User Settings screen you can also select "Order Search" as the start page into KN Login.

For full details please refer to "Visibility / My Profile" in the KN Login Order User Manual



# 5. Monitoring – Order

KN Login Monitoring is an Event Management and Exception Monitoring tool. As an integral part of KN Login, it monitors order (as well as shipment) progress and, once set up, proactively notifies you when a specified event or exception occurs.

**Event manager** – Proactively keeps you and your extended supply chain partners informed of reached events.

**Exception Monitor** – Enables you to manage your Procurement Supply Chain based on your own customer-specific, pre-defined exceptions.

E-mail messages generated by KN Login Order Monitoring can be set up to include customer reference information, and they always contain hyperlinks to the respective Order Line Details screen.

For details please refer to "Monitoring" in the KN Login Order User Manual

If you wish to start using **KN Login Order Monitoring**, please contact your Kuehne + Nagel office. Our KN Login specialists will be happy to configure KN Login Order Monitoring according to your business needs.

# 6. Data Extract – Order

Within the suite of KN Login Information Management tools, KN Login Data Extract is a powerful utility that supplies data to support reporting solutions such as In-Transit Activity, Forecasting and Planning, Scorecards, Statistics, etc.

Data Extract can also be used to generate data files and post them to a pre-defined folder on your FTP server in support of basic electronic information exchange.

It offers the flexibility to save definitions to run again at a later time or use as a template for new definitions. Data Extracts can run either on a schedule or on an ad hoc basis.

For details please refer to "Data Extract" in the KN Login Order User Manual



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# KN Login: Information to move >> forward



For information about the different features available in **KN Login** and the value they can generate for your business, please contact your Kuehne + Nagel account representative.

# KN Login provides powerful Information Solutions in following modules:

Visibility

Monitoring

Collaboration

### **Information Management**

### System-to-System Communication (EDI)

### About Kuehne + Nagel

As one of the world's top freight forwarding and logistics groups, Kuehne + Nagel provides seafreight and airfreight forwarding, arranges the transportation of goods by road and rail, offers customs brokerage services, with a clear focus on providing IT-based supply chain management services. The company's contract logistics unit offers warehousing and distribution services presenting solutions for logistics outsourcing and management of complex supply chains.

To increase processes efficiency and customer satisfaction, Kuehne + Nagel continues to invest greatly in information technology. Through leveraging globally standardized, leading-edge information technology Kuehne + Nagel insures visibility and control of each transport movement across the supply chain.

To learn more about Kuehne + Nagel, please visit our website at www.kn-portal.com .