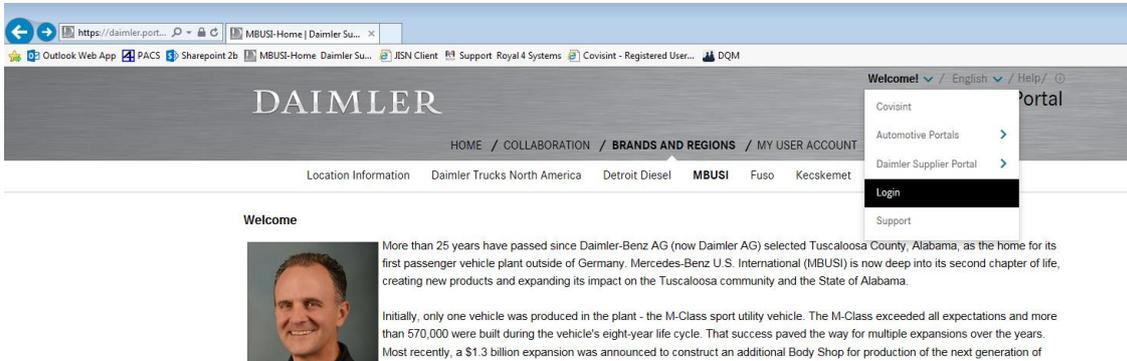


# 1. DQM Work Instructions

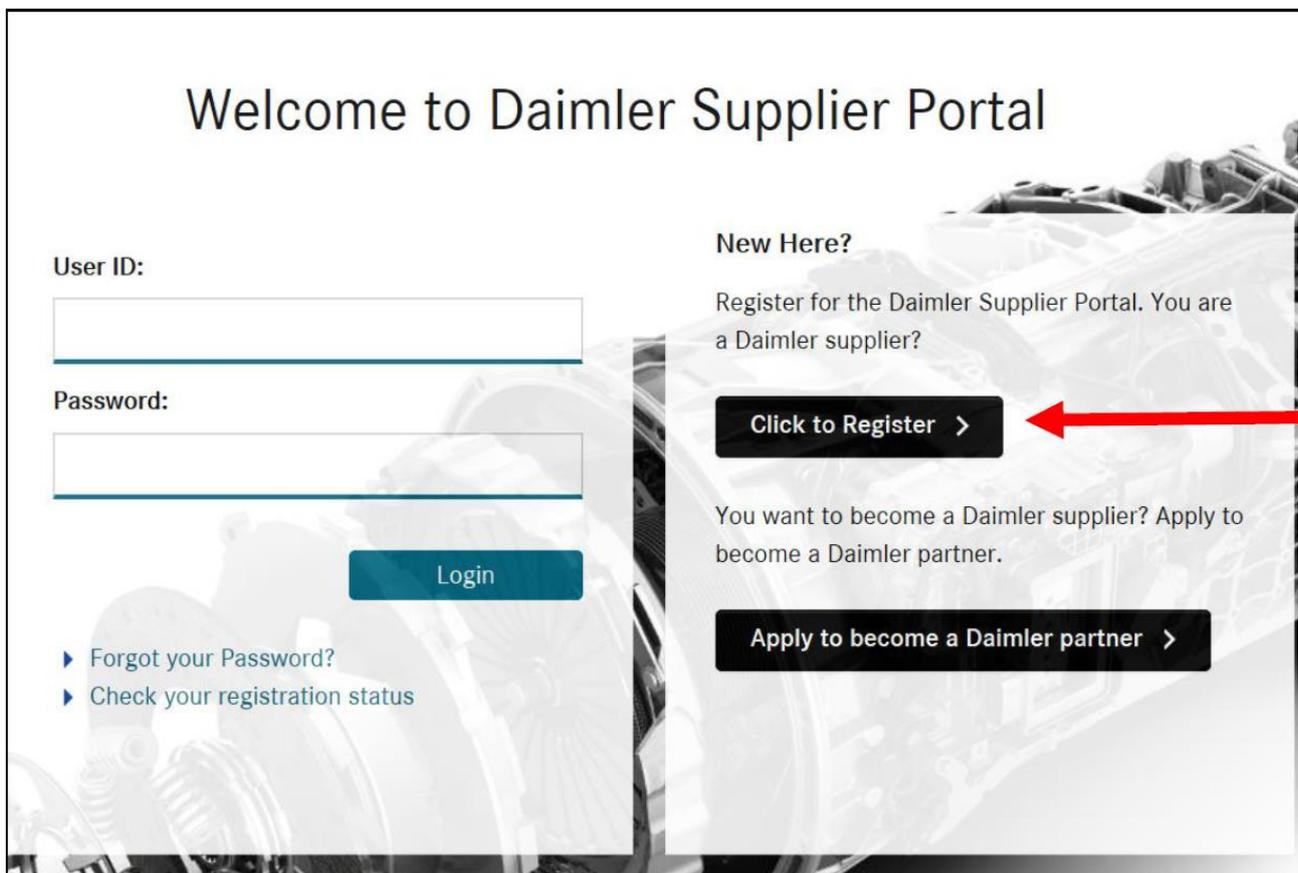
- 1.1. How to Register for Covisint ..... 2
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- 1.3. Changing Personal Settings in DQM..... 7
- 1.4. Searching Consignments and ASN Error Handling ..... 11
- 1.5. Manual JIS ASN Creation..... 33
- 1.6. Manual Non-JIS ASN Creation..... 45

# 1.1. How to Register for Covisint

Step	Action
(1)	Navigate to <a href="https://daimler.portal.covisint.com/web/portal/home">https://daimler.portal.covisint.com/web/portal/home</a> , the Daimler Supplier Portal.



Step	Action
(2)	In the right upper hand corner, click Welcome → then Login.



Step	Action
(3)	Click to Register.

**Registration for the Daimler Supplier Portal**

The Daimler Supplier Portal provides our suppliers access to applications and information from Daimler. All Daimler business partners with a supplier number can register free-of-charge.

The following questions will support you during registration and familiarize you with registration:

**Are you already familiar with the registration process for the Daimler Supplier Portal?**

No, I am registering for the first time.  Yes, I am familiar with the registration process.

**Do you know your Daimler supplier number?**

Yes  No

**Do you already have access to the Daimler Supplier Portal with this supplier number?**

Yes  No

**Note:**  
Even without registering, you already have access to approximately 80% of the information on the portal. After registering, you receive access to the Daimler applications and special documents.

Step	Action
(4)	Answer the questions from the screenshot above. The answers above are for first time users.

**"User administration in your own company":**  
The Daimler Supplier Portal is based on "self-administration". Users register themselves and each supplier manages its own users. Daimler AG only checks and approves the group or company registration once.  
IMPORTANT: Should your company (group, firm, etc.) have several Daimler supplier numbers, the group only has to be registered once. Registration per supplier number is unnecessary!

**Show Registration Options**

Show all Hide all

[+] Group Registration

[+] Divisions-, Department- or Location-Registration

[+] User registration

Step	Action
(5)	Scroll down and click on User registration.

DAIMLER Portal Help

**Begin Registration**

**Select Registration Type**

**Organization search result**

Your search has returned these organizations already registered for the Daimler Supplier Portal and covering the given Supplier Code. If you don't know which organization to select, please clarify in your company or contact your company administrator.

The company structure(s) shown are defined by your company administrators and are not relevant for the use of Daimler applications. Your selection will have no effect for the Daimler applications you will use, but defines your administrator(s) in your company.

**Step 1: Select an Organization**  
You searched for: 15605955 Found: 1 results

select	Organization Name	Address	Name Change Request & Email Administrator
<input type="radio"/>	SUNDARAM CLAYTON LIMITED (MWC Plant)	PLOT NO AAS, VI AVENUE, AUTO, KANCHIPURAM IN-TN 603002	

**Step 2: I would like to...**

Register as a new user with the selected organization

Register a new division with the selected organization

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Step	Action
(6)	Begin registration.

Step	Action
(6)	Complete Registration and then Save.

## 1.2. How to Request Access for IBL – Inbound Logistics - DQM TM Rekla in Covisint

Step	Action
(1)	Login to Covisint

Step	Action
(2)	Go to Daimler Portal
(3)	Scroll down to see your applications

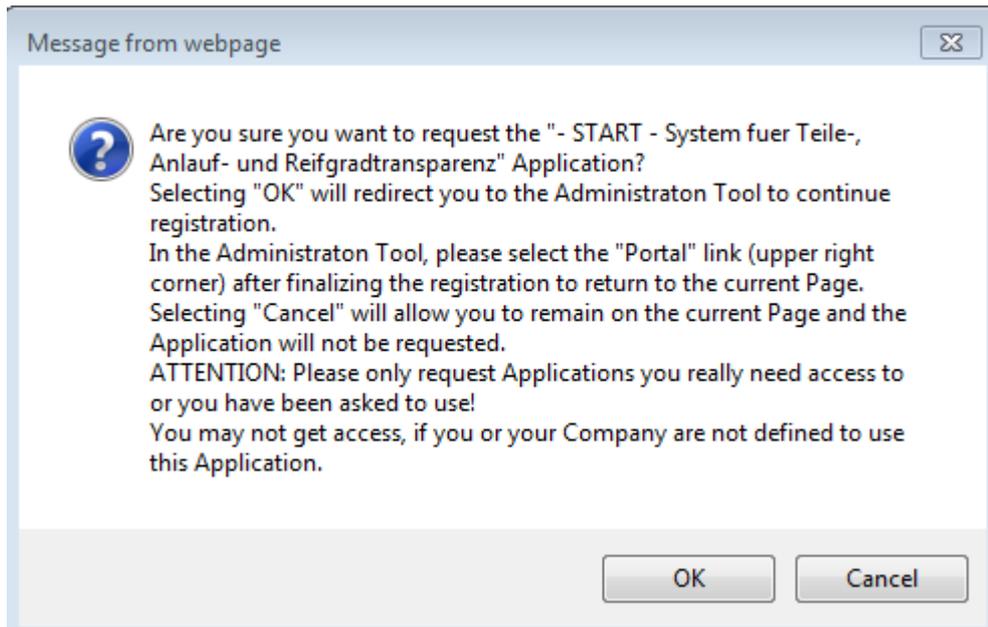
Your Applications

Step	Action
(4)	Make sure this is your 'Filter by' criteria

Your Applications

Access	Icon	Name	Summary	Functional Area	Manual	FAQ	Request
		- AEMA-DB - AEMA Datenbank	<a href="#">▶ Detail</a>	ALL			
		- AmSECAM - Lohnbearbeitung	<a href="#">▶ Detail</a>	Supply & Logistics			

Step	Action
(5)	Click Request on the 'pencil' in the last column by IBL – Inbound Logistics - DQM TM Rekla



Step	Action
(6)	Once Request has been selected, this notice will appear. Click "OK".

= per user fees apply  
  = subscribed to by your parent company  
  = additional information needed  
  = role required  
  = not available for user's Supplier Code

service packages	Business Unit	Functional Area	notes	more info
<input checked="" type="checkbox"/> - START - System für Teile-, Anlauf- und Reifgradtransparenz	Mercedes Car Group and Commercial Vehicles	Supply & Logistics	<input checked="" type="checkbox"/>	<a href="#">more info</a>

Please enter any additional details that may assist the approving administrator in understanding your request.

**\*request reason**

TEST - no need to approve

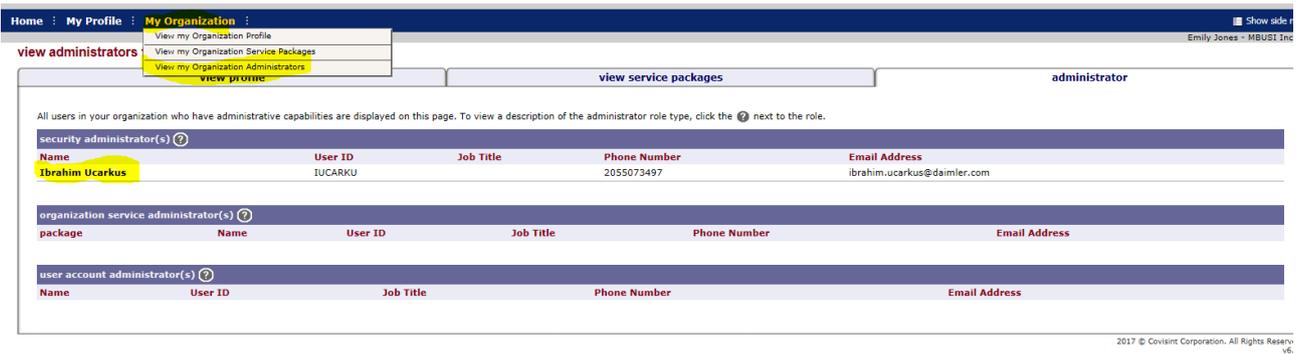
Step	Action
(7)	Enter request reason. Click "Continue"

You have successfully submitted the following requests for Emily Jones.  
 Your requests are now pending administrator approval. Email notifications regarding these sub-package requests has been sent to the administrator(s).

**pending requests**

<b>description</b>	Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks
<b>owner organization</b>	Mercedes-Benz Cars and Daimler Trucks
<b>subpackages requested</b>	- START - System für Teile-, Anlauf- und Reifgradtransparenz

Step	Action
(8)	You have successfully requested DQM. Continue reading to find out who your Security Administrator is to approve your request and grant DQM access.

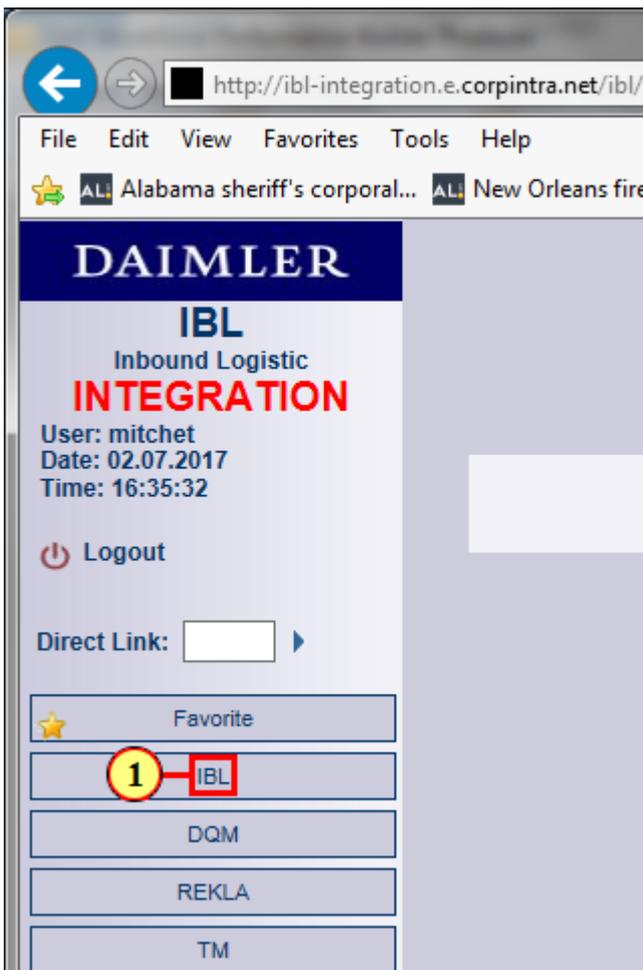


Step	Action
(9)	At the top of the screen, there will be a "Home", "My Profile", and "My Organization" tab. Click "My Organization" → View my organization administrators

Whoever your security administrator is will approve Covisint requests. This will be unique to each supplier (WILL NOT be Ibrahim).

Please use this to contact YOUR security administrator to expedite access requests.

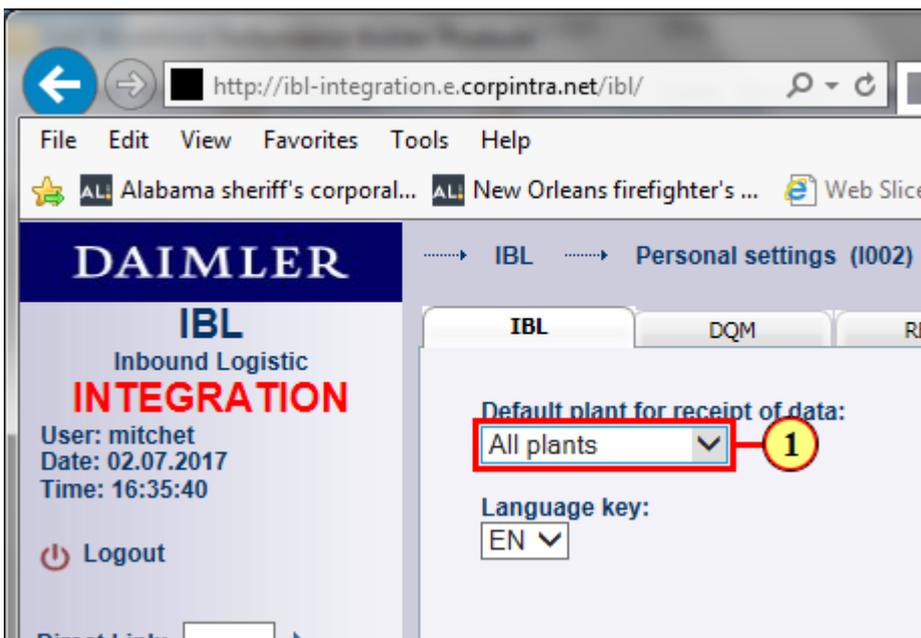
### 1.3. Changing Personal Settings in DQM



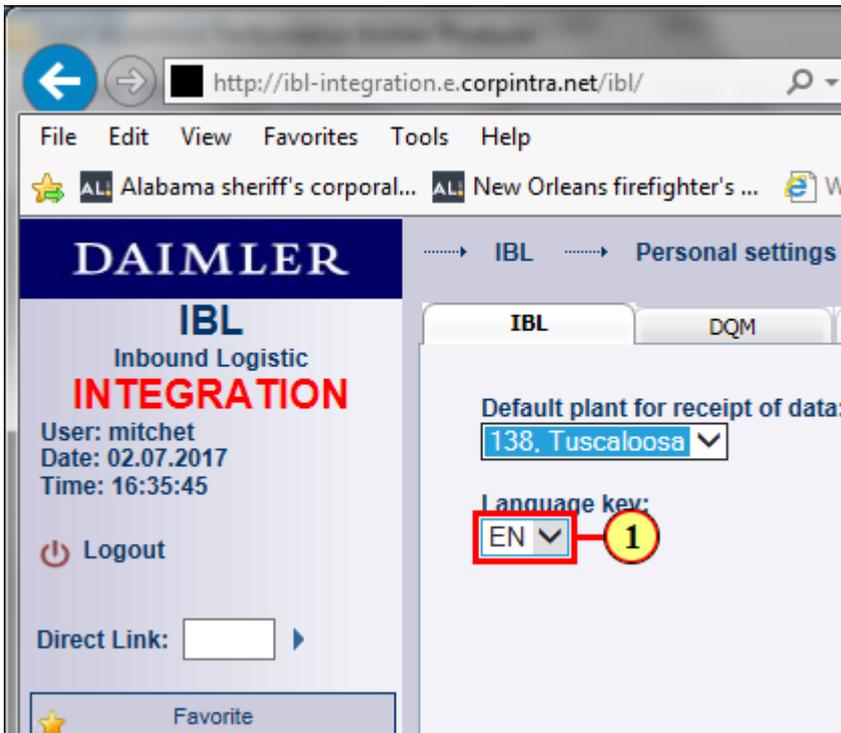
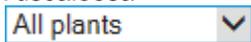
(1) Click **IBL**.



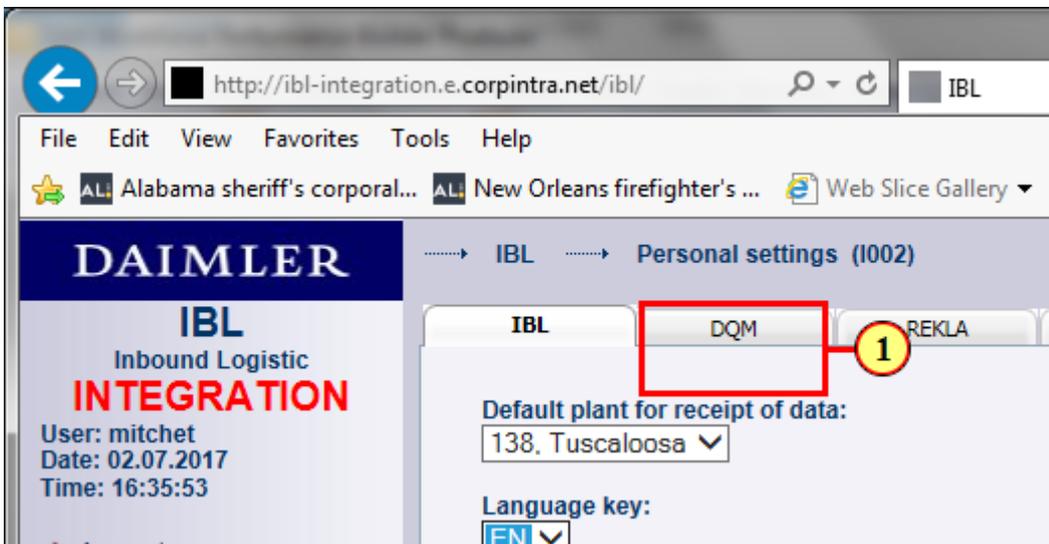
(2) Click [Personal settings \(1002\)](#).



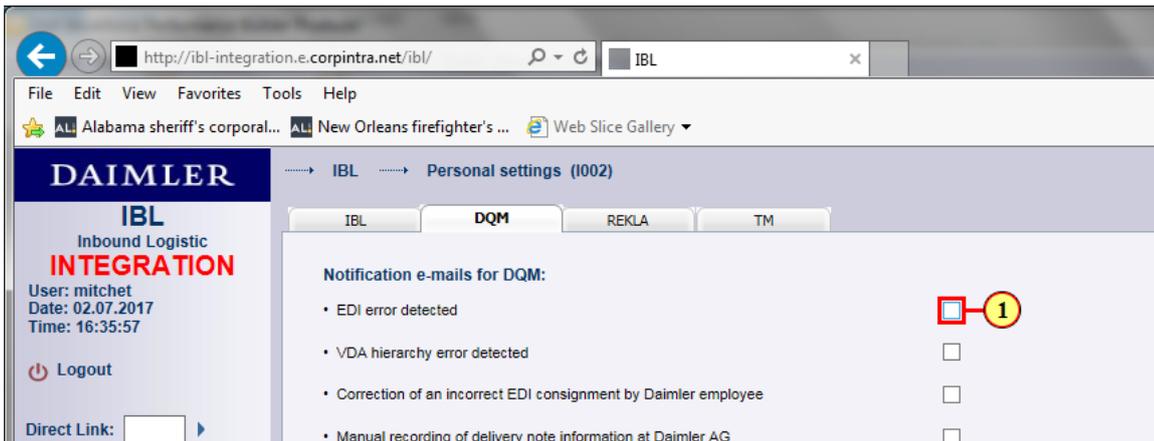
(3) Click on the drop down and select 138.  
Tuscaloosa



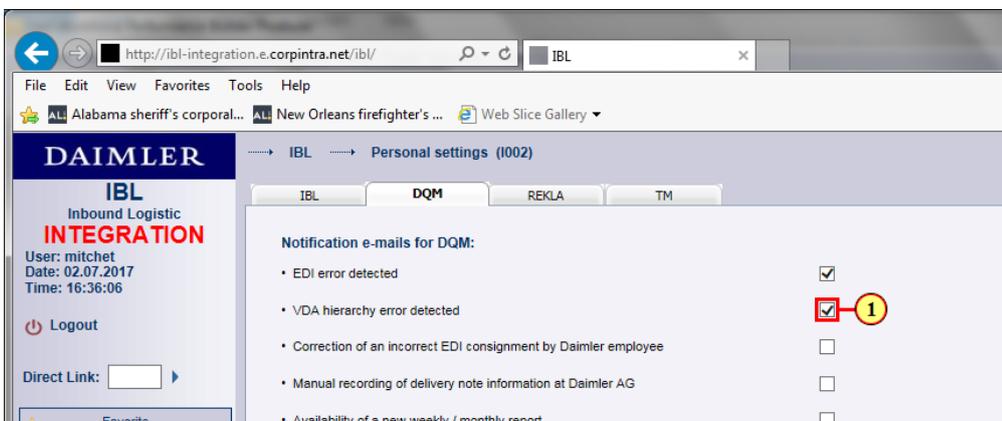
(4) Select **EN** as the language.



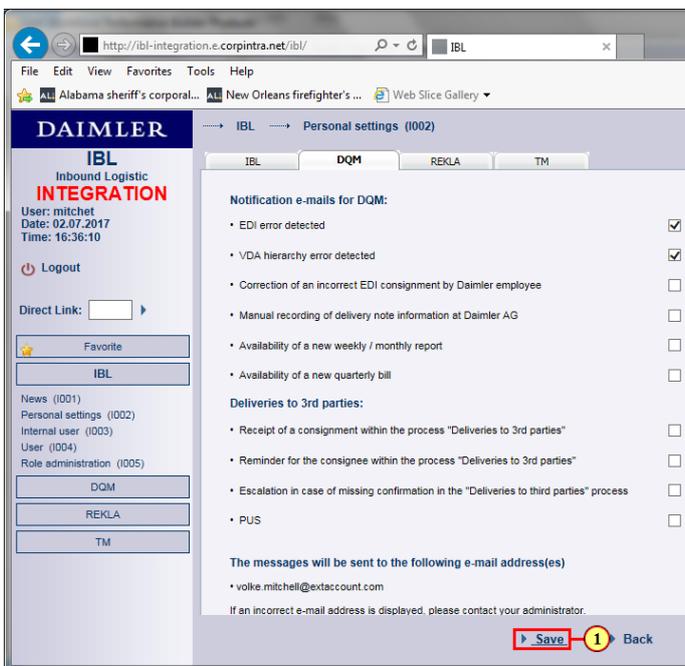
(5) Click on to setup email notification from DQM



(6)  Check this box to receive email notification for EDI errors



(7)  Check this box to receive email notification about hierarchy errors.



(8) Click .

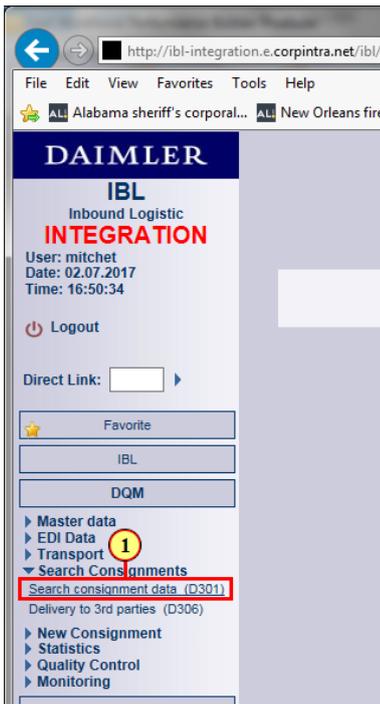
# 1.4 Searching Consignments and ASN Error Handling



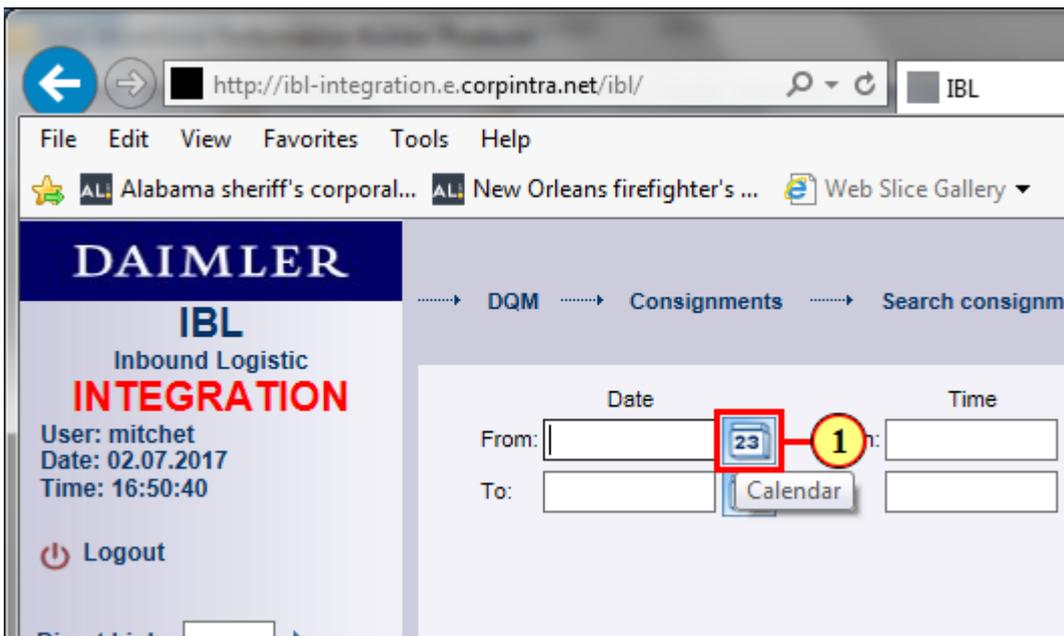
(1) Click **DQM**



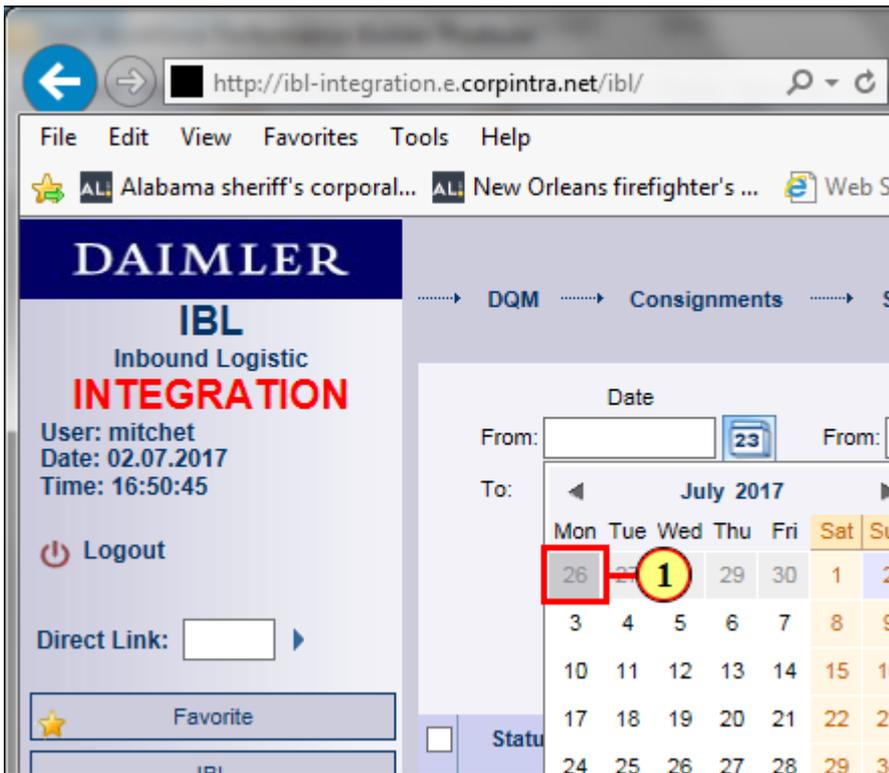
(2) Click **Search Consignments**



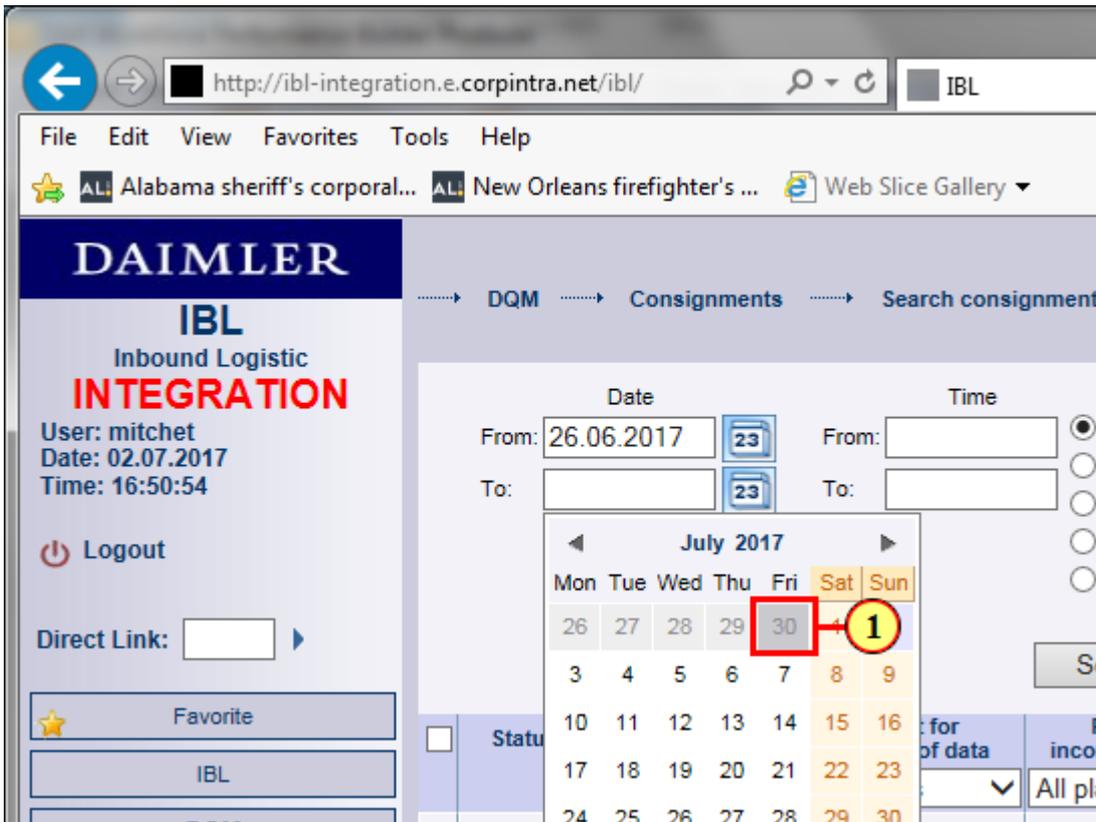
(3) Click [Search consignment data \(D301\)](#)



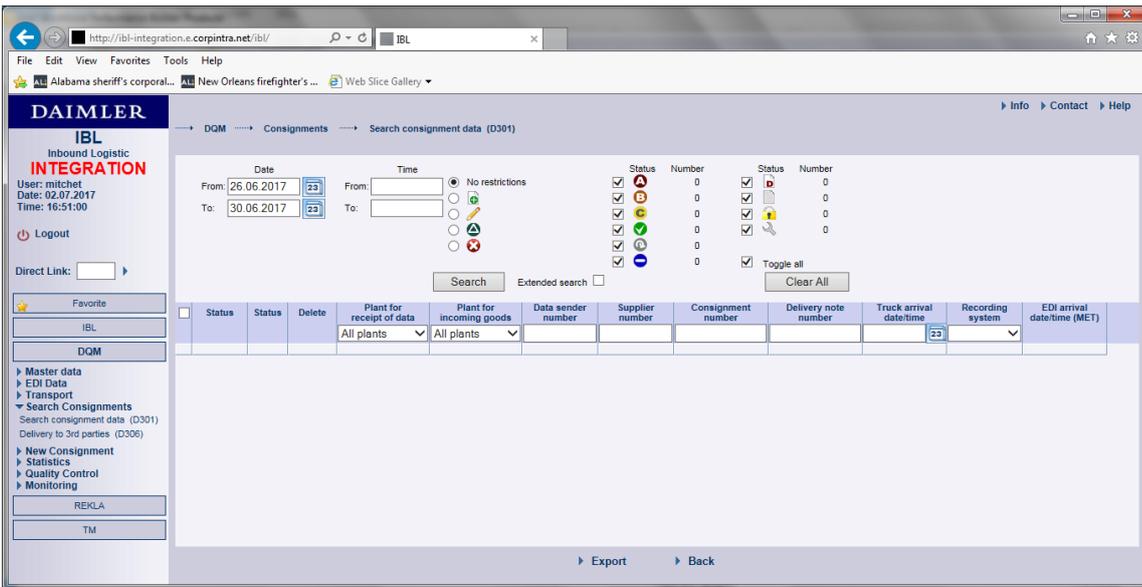
(4)  Click on the calendar icon to search by a date range



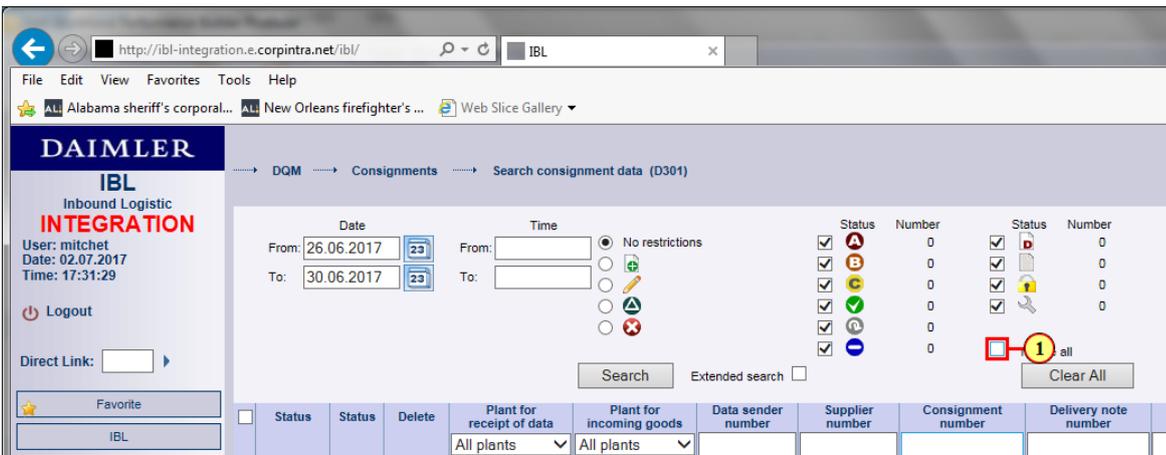
(5) Select the To date



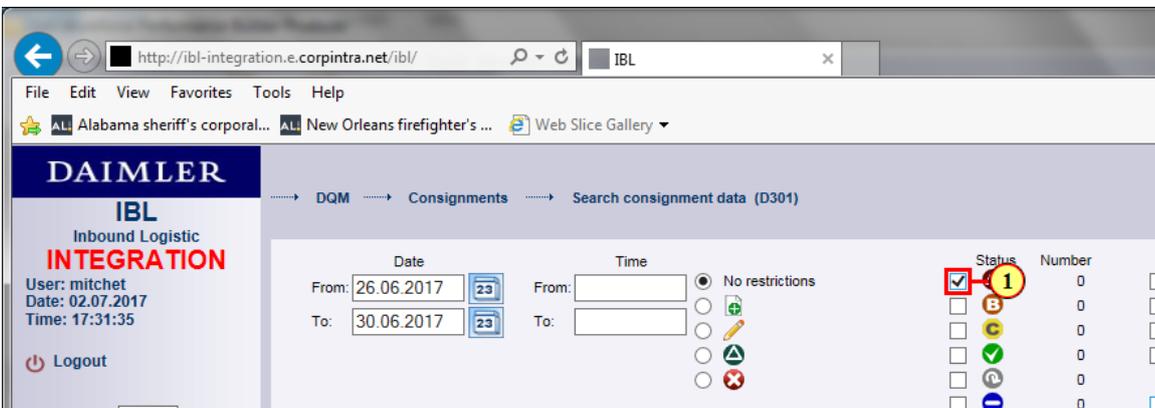
(6) Enter the From date



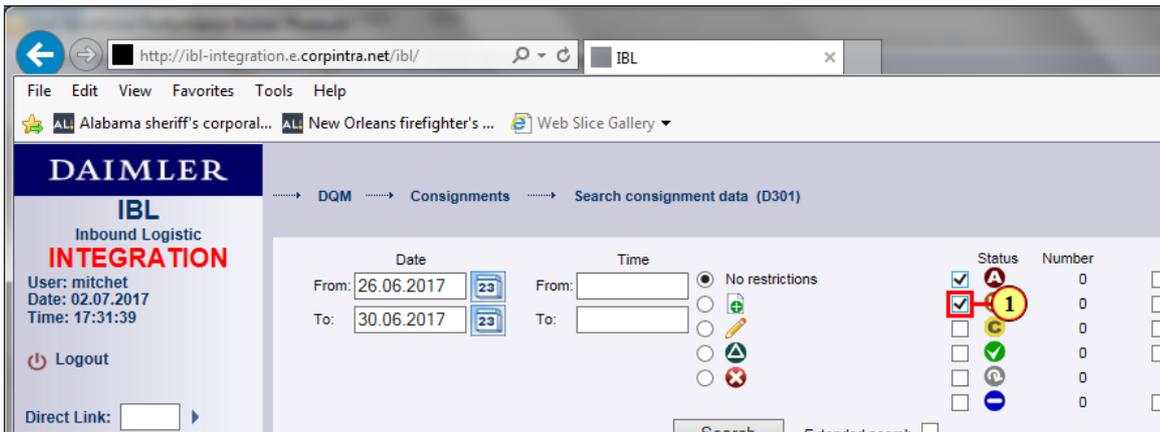
 Consignments can also be searched by the status. The default in DQM is to search by all consignments. Uncheck the Toggle all to only search for consignments by a particular status.



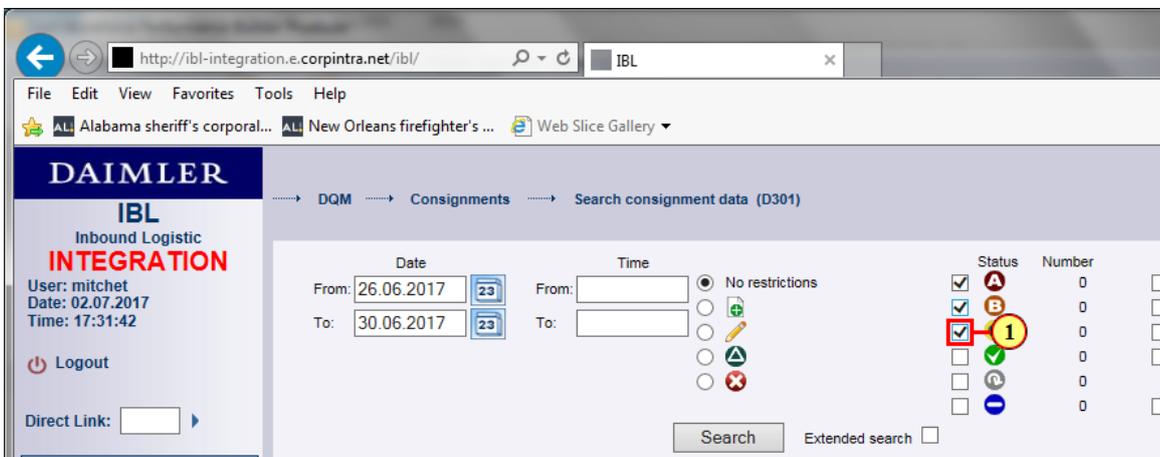
(7)  Uncheck the Toggle all box



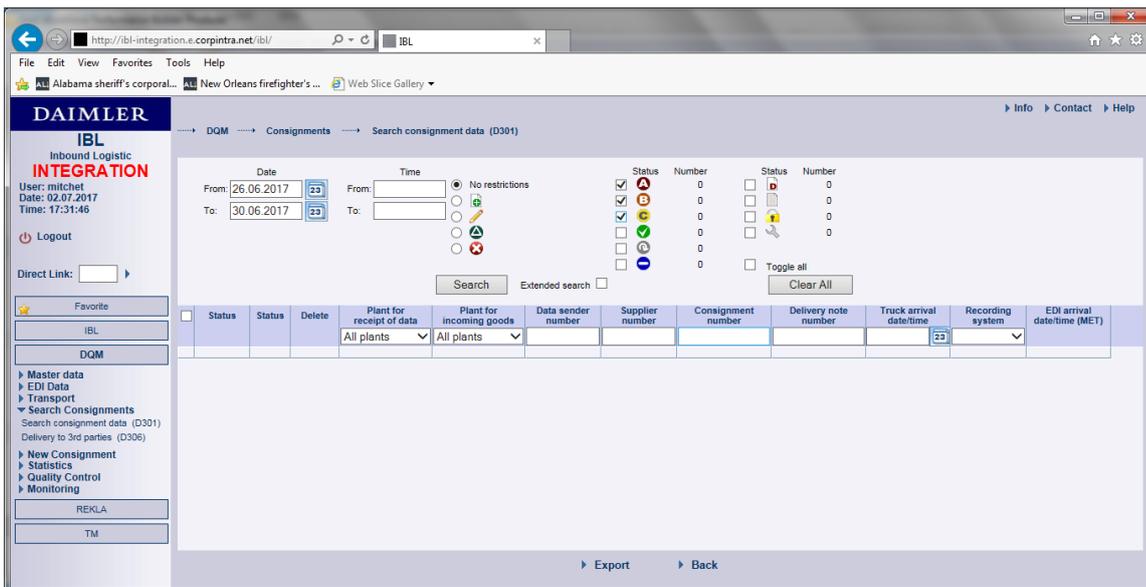
(8)  Check to select A status errors

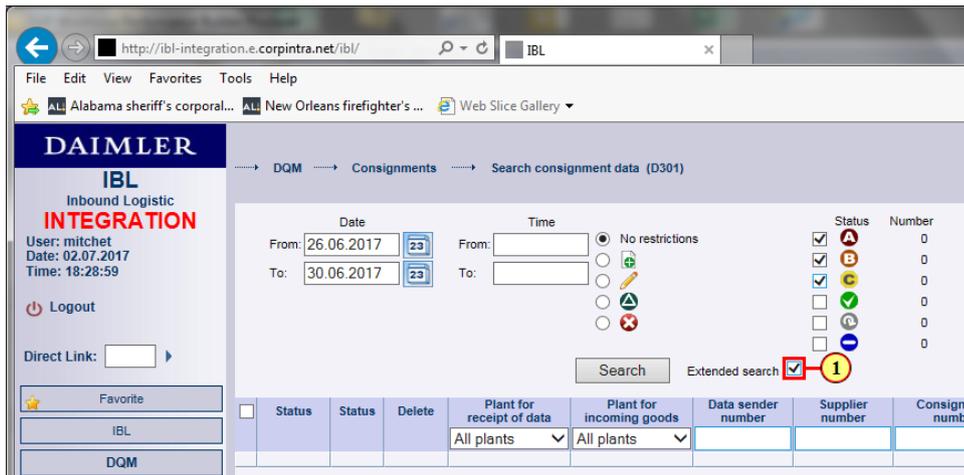


(9)  Check to select B status errors

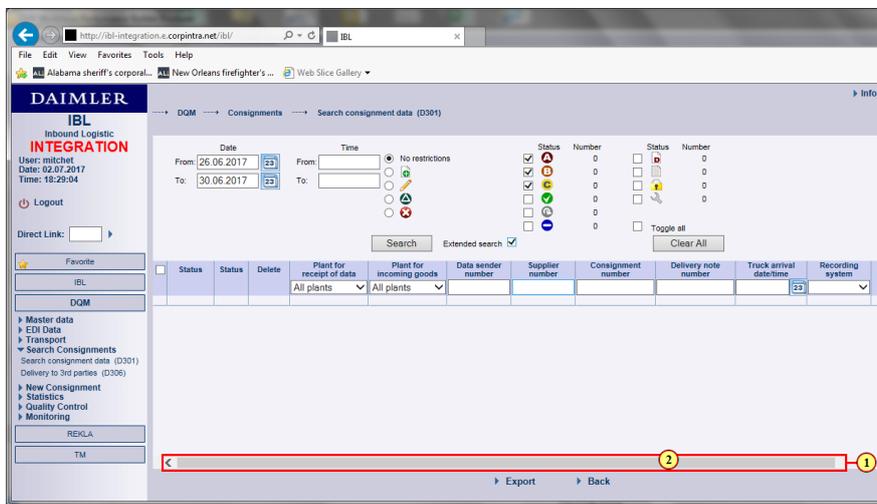


(10)  Check to select C status errors

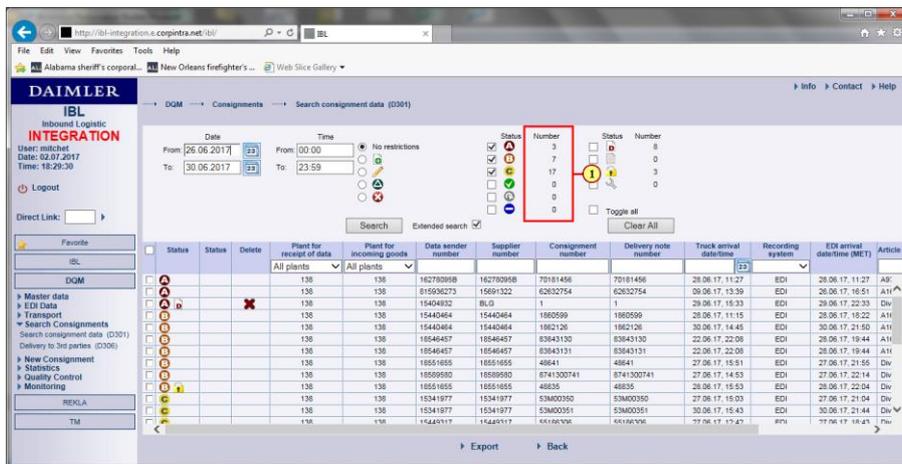




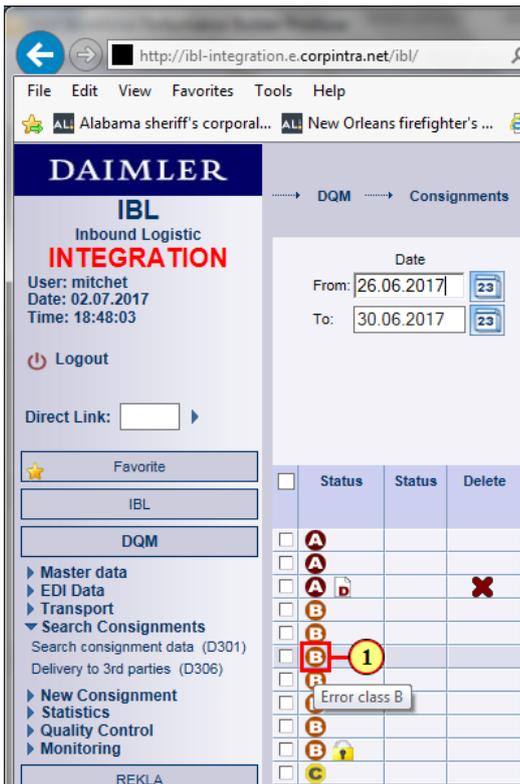
(11)  Check the Extended search box to view more search criteria.



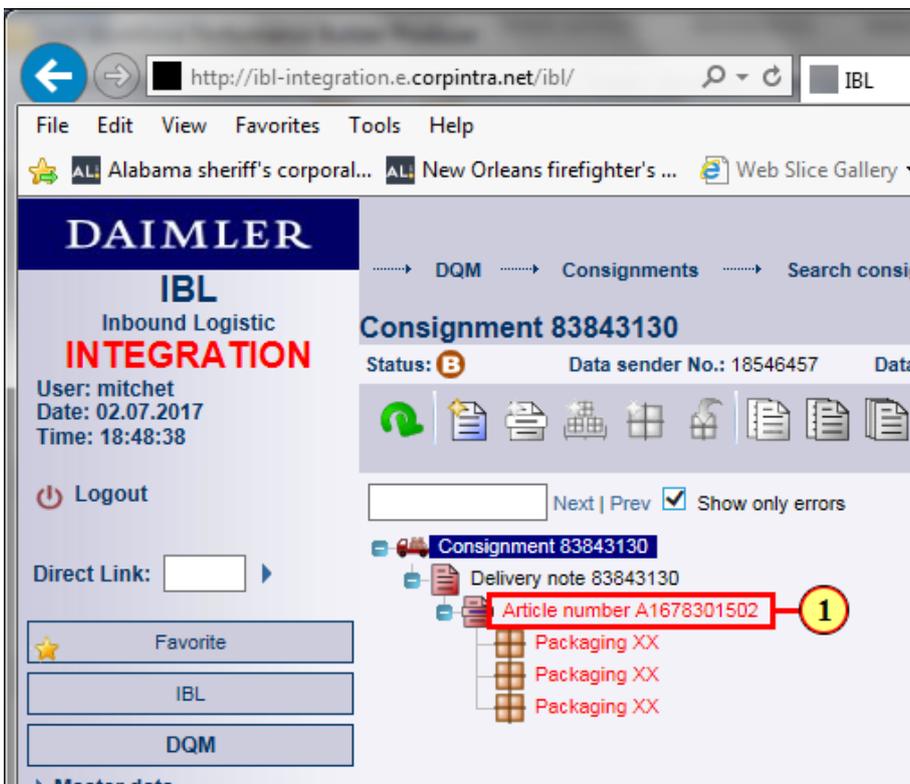
(12) Click .



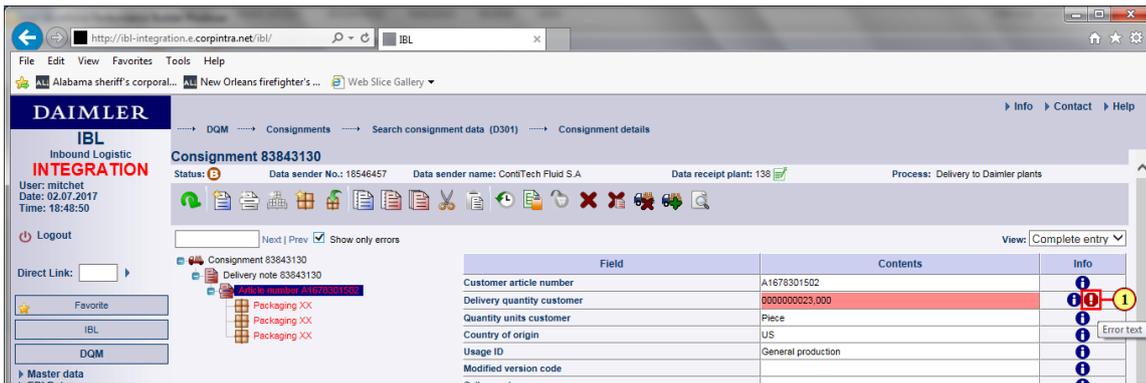
(13) The number of consignments found for each status is displayed.



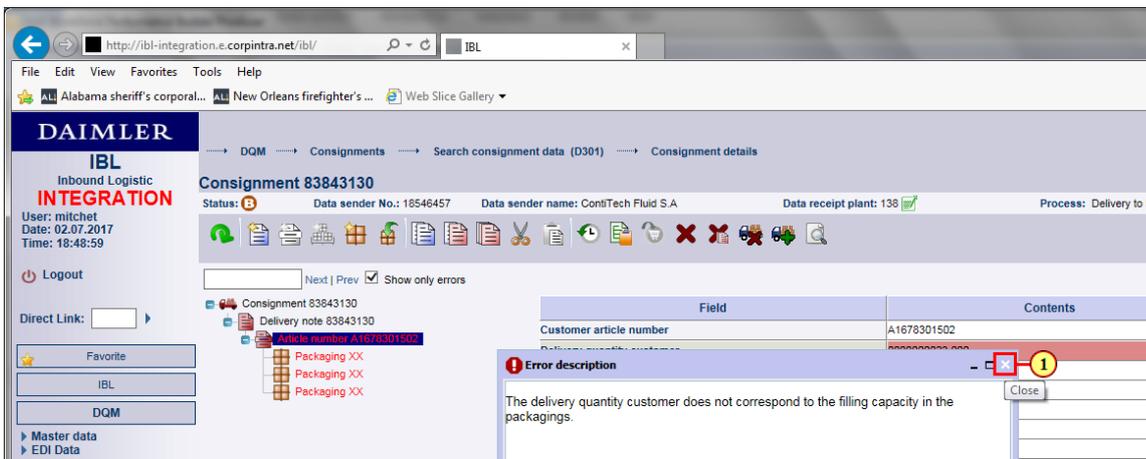
(15) Click on the status icon to view the details of a consignment **B**



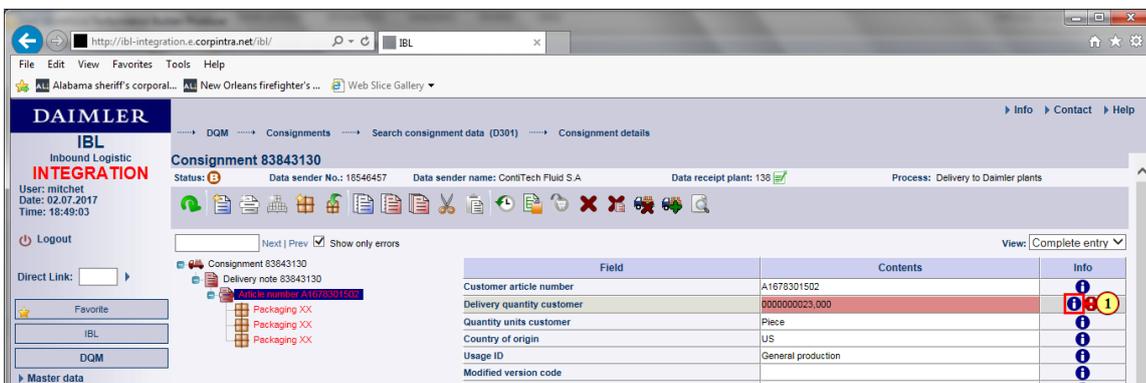
(16) Click on the line to view detail information **Article number A1678301502**



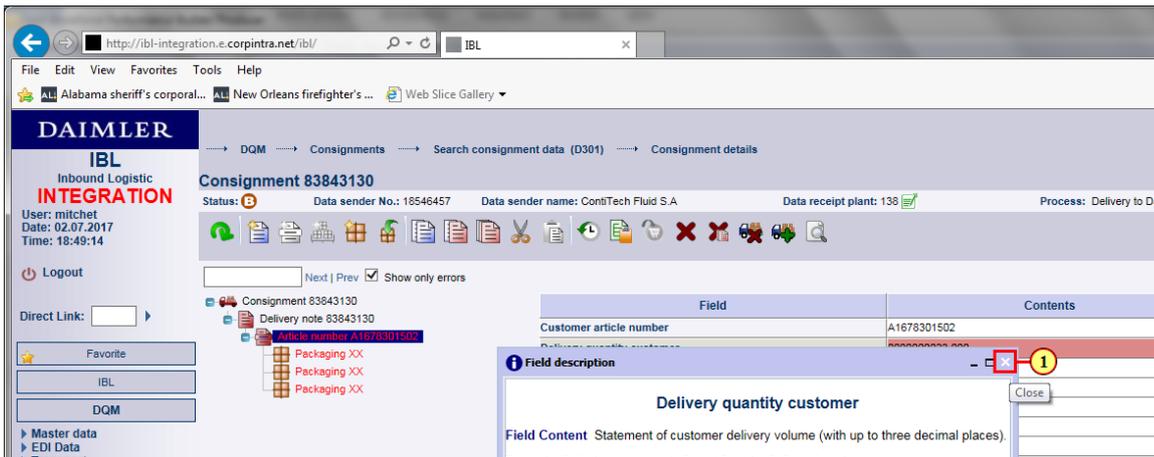
(17) Click on ⓘ icon to view the error text



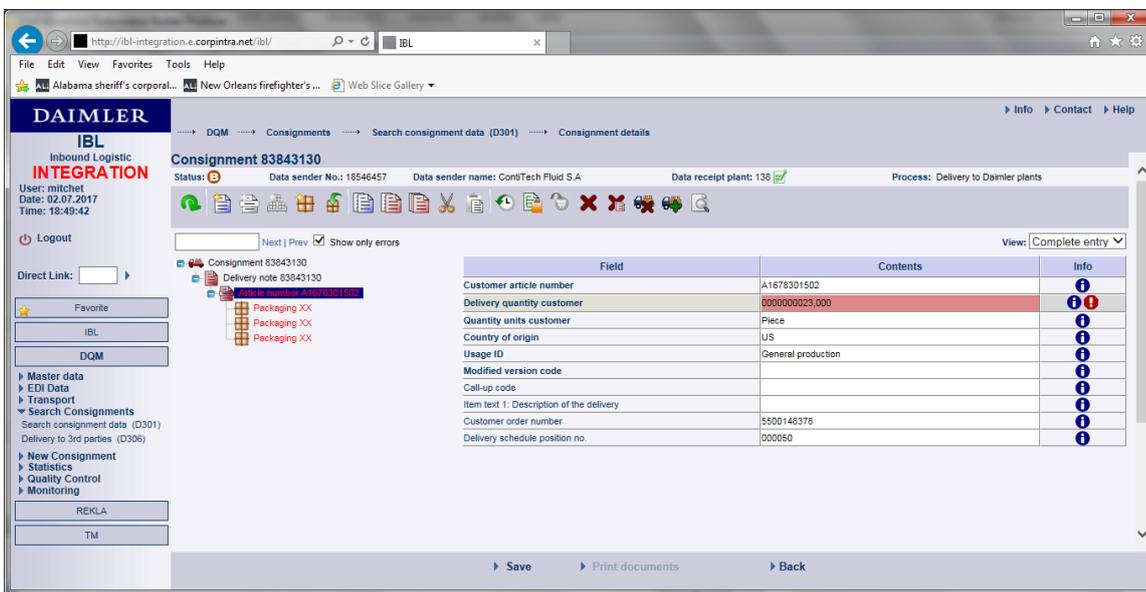
(18) Click ✕.



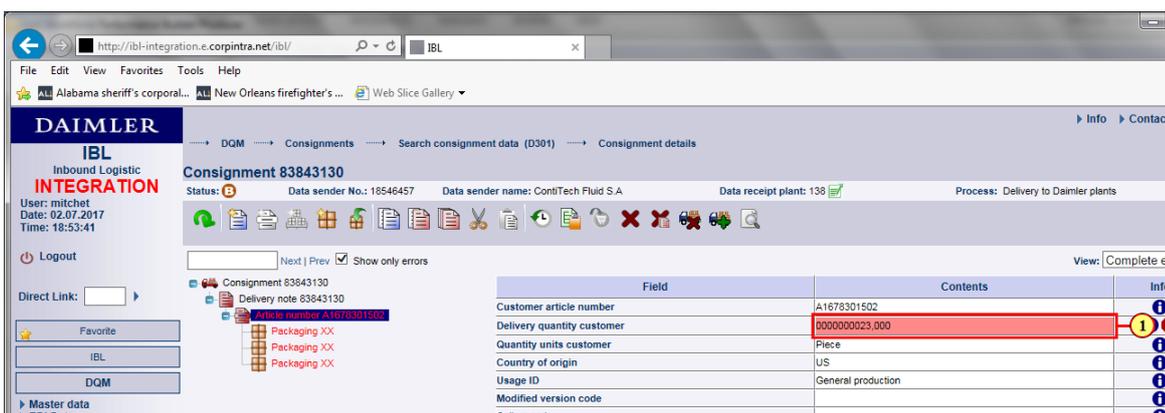
(19) Click on the ⓘ icon to info text

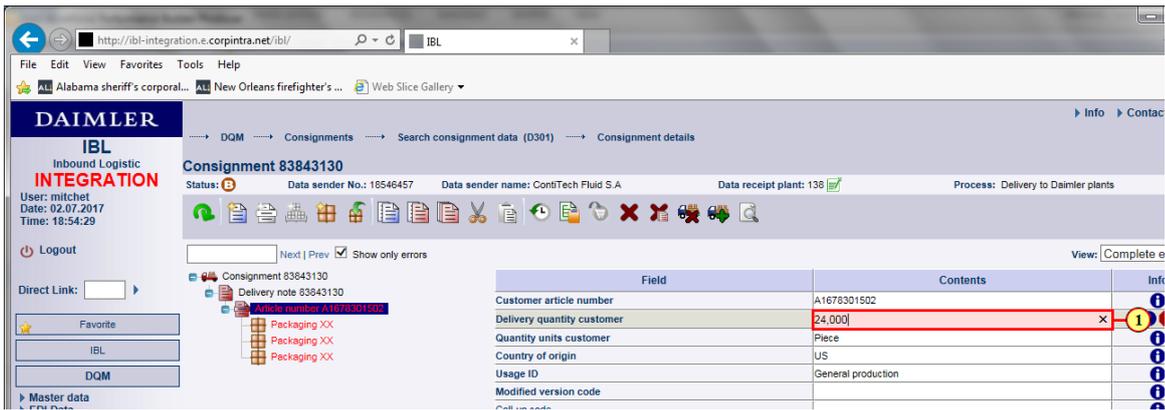


(20) Click

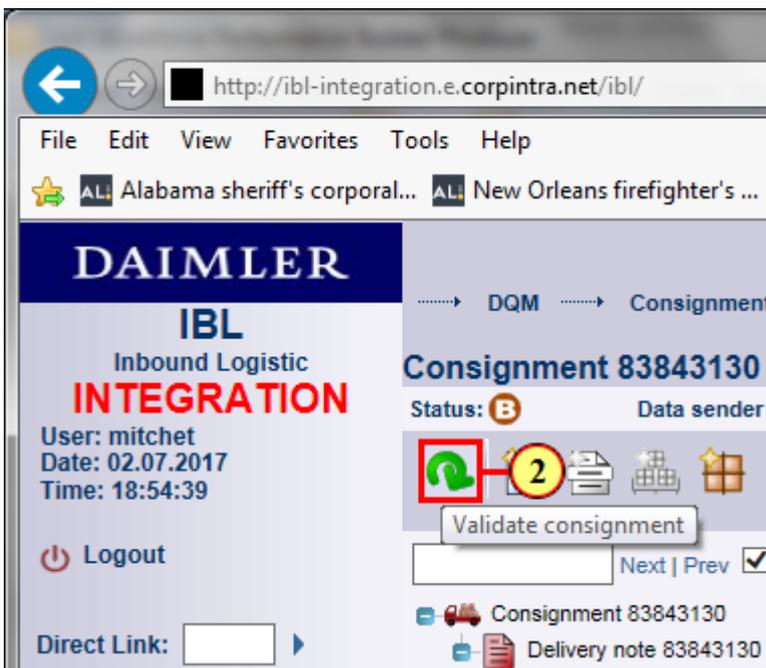


(21) Select the line with the error.





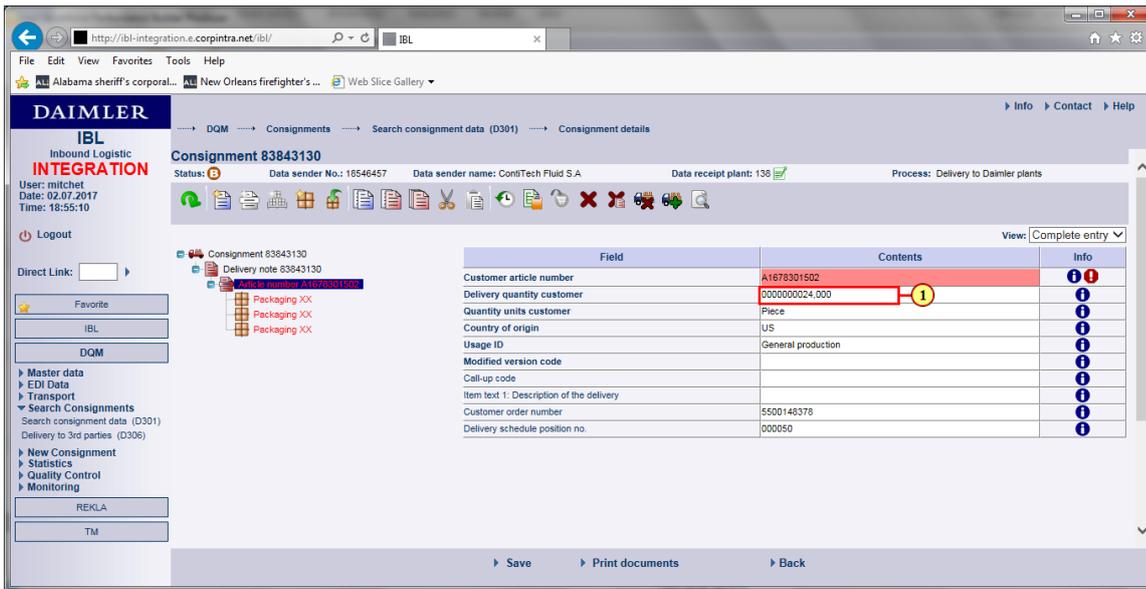
(22) Enter the correct value.



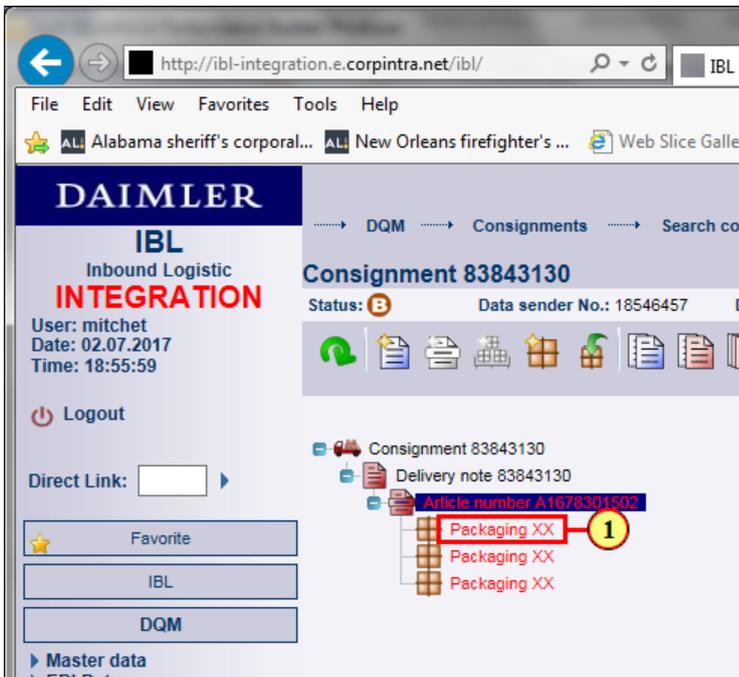
(23) Enter the correct value.

(24) Click  to validate the consignment

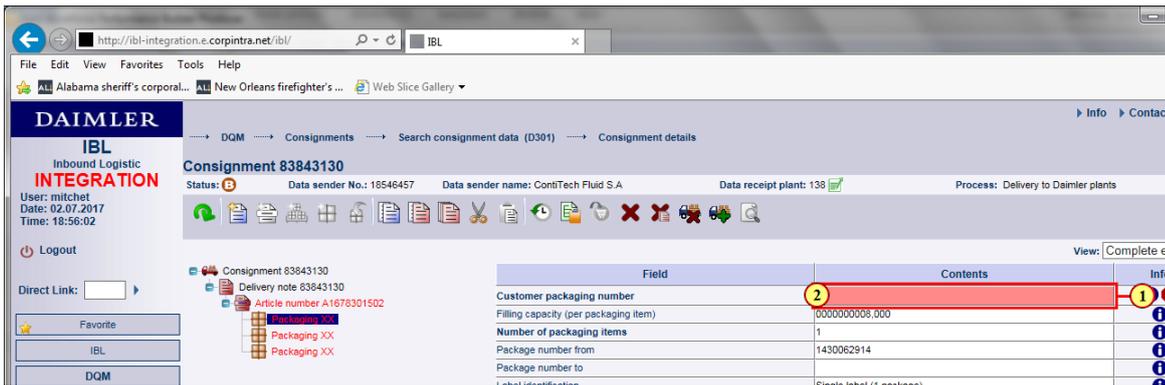
 The Validate consignment function checks the current consignment for errors. If the consignment has been saved at least once, the current change status is saved temporarily in the cache.



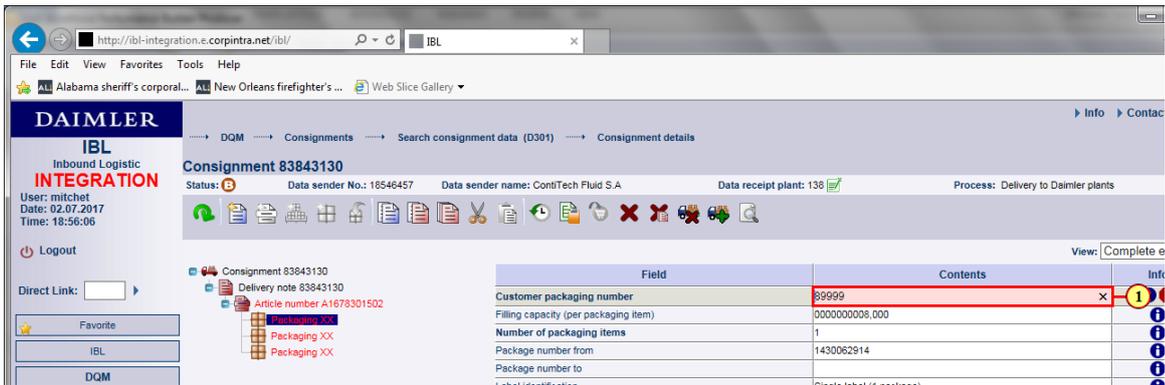
(25) Select the line again to verify the changes are correct



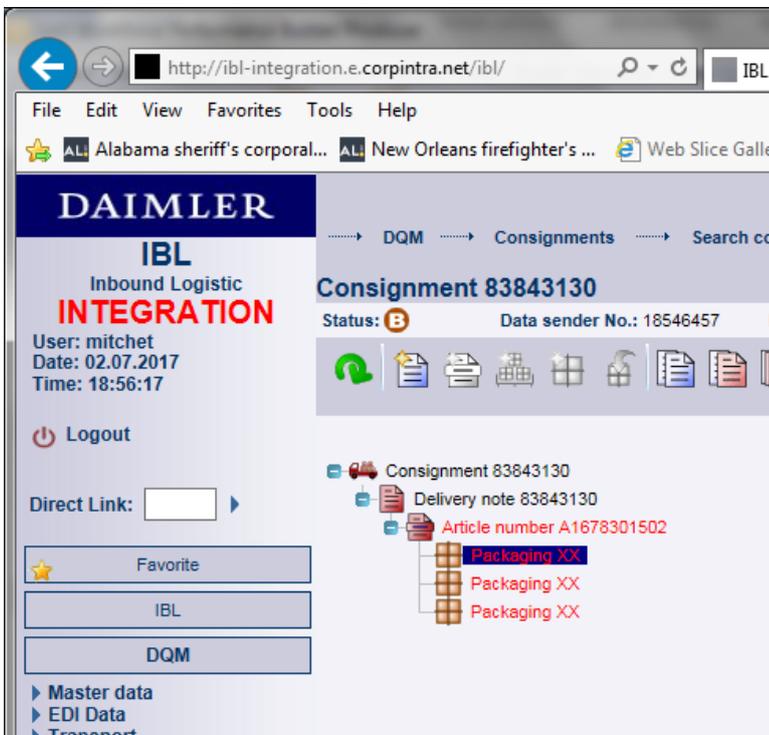
(26) Click on the next line with errors.



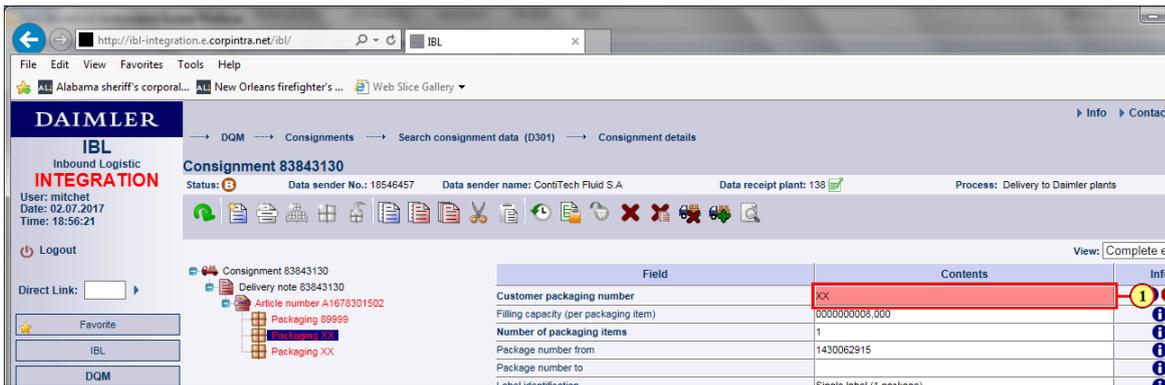
(27) Select the field with the errors.



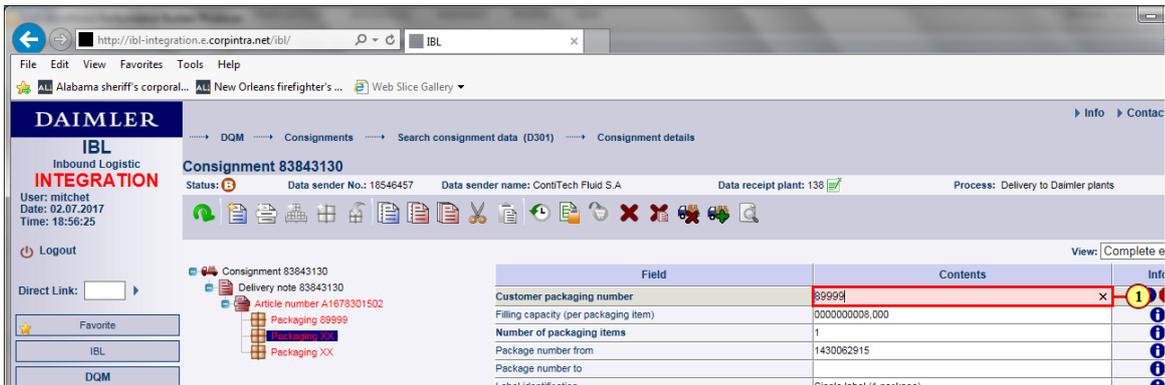
(28) Enter the correct value.



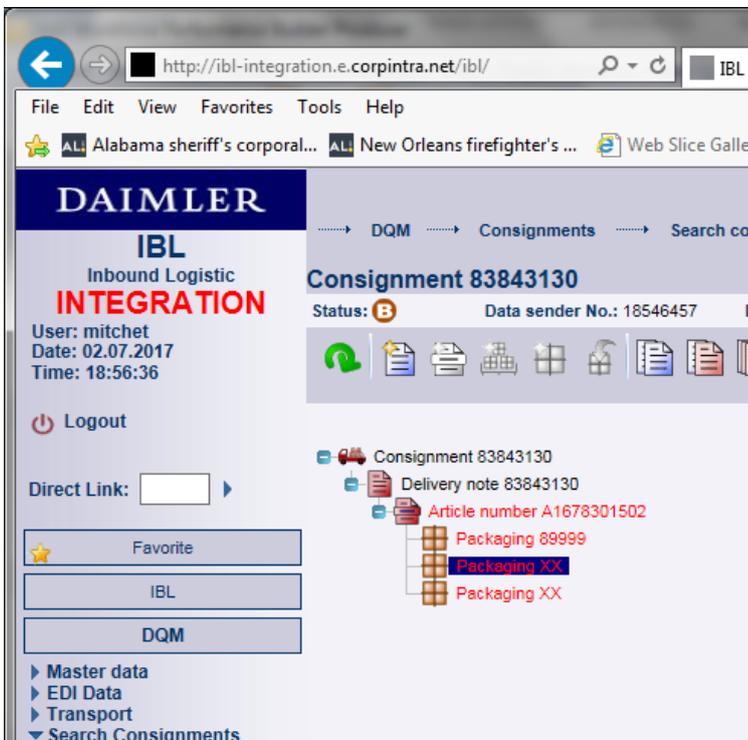
(29) Enter the correct value.

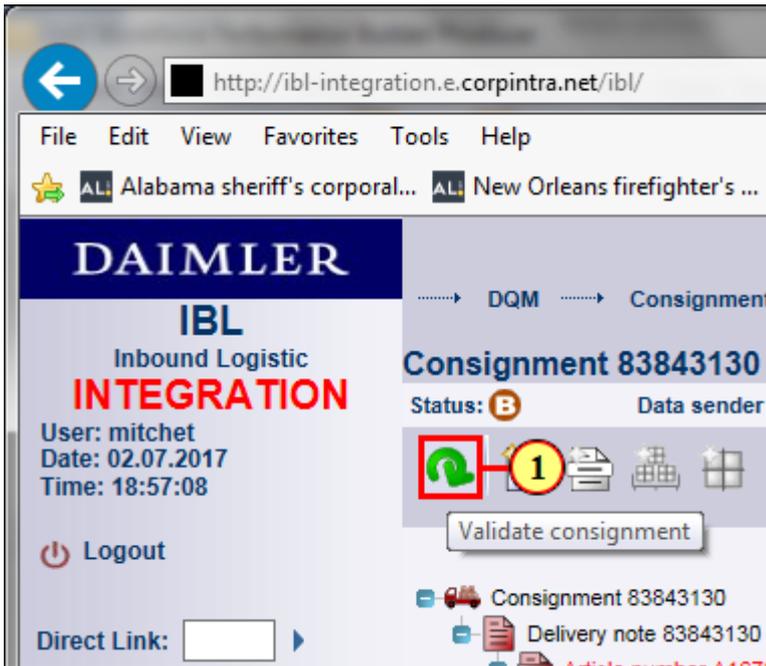
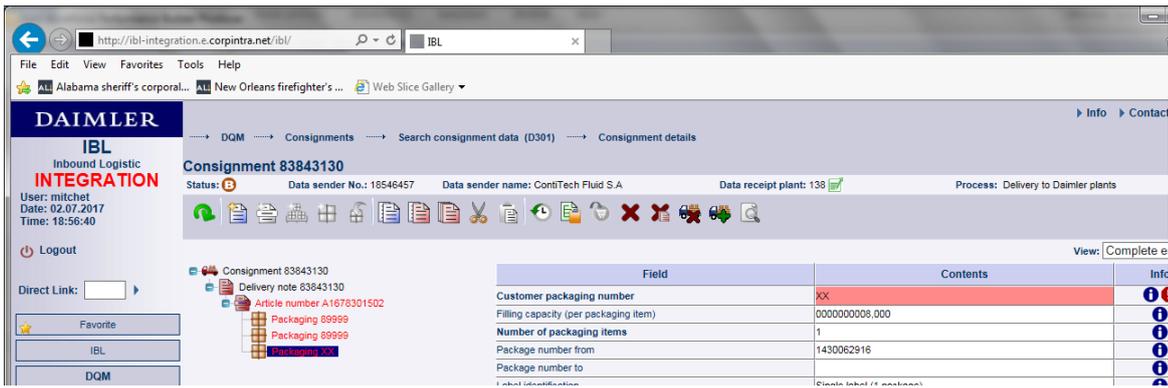


(30) Continue correcting errors until all are fixed.

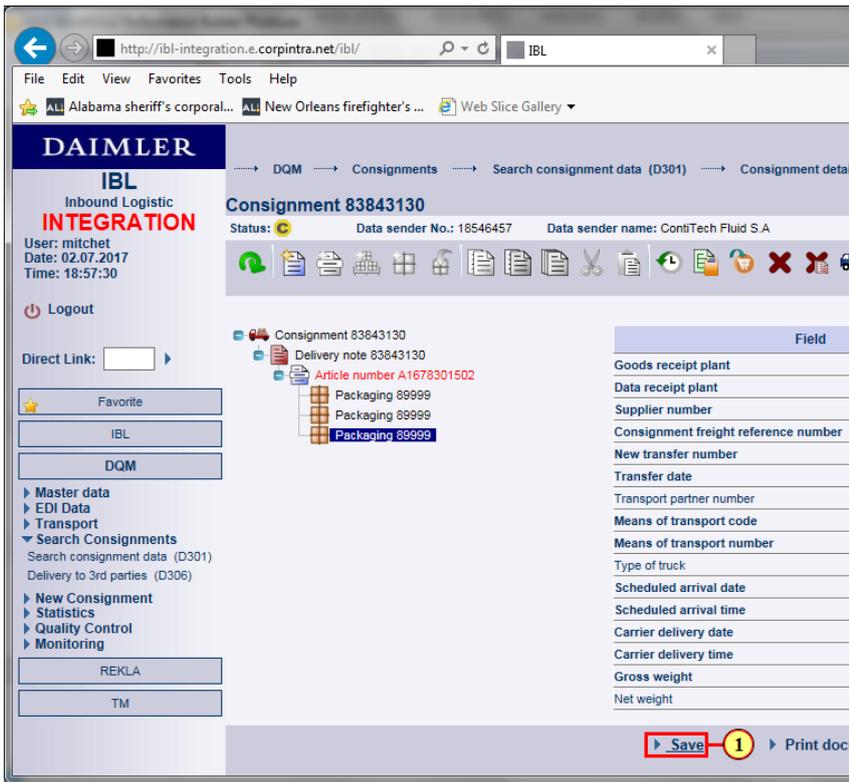


(31) Enter the correct value.

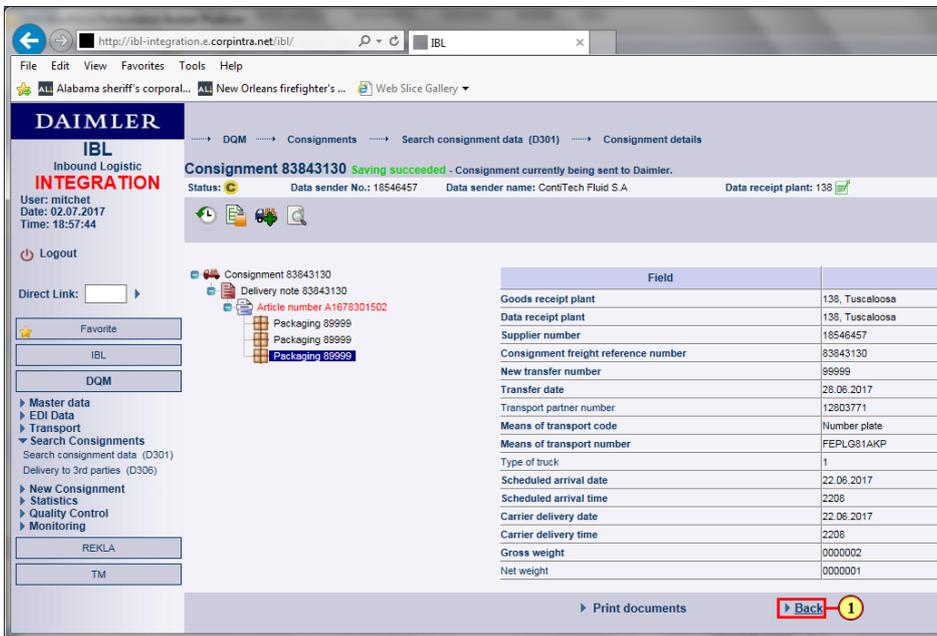




(32) Click on  to validate the consignment.



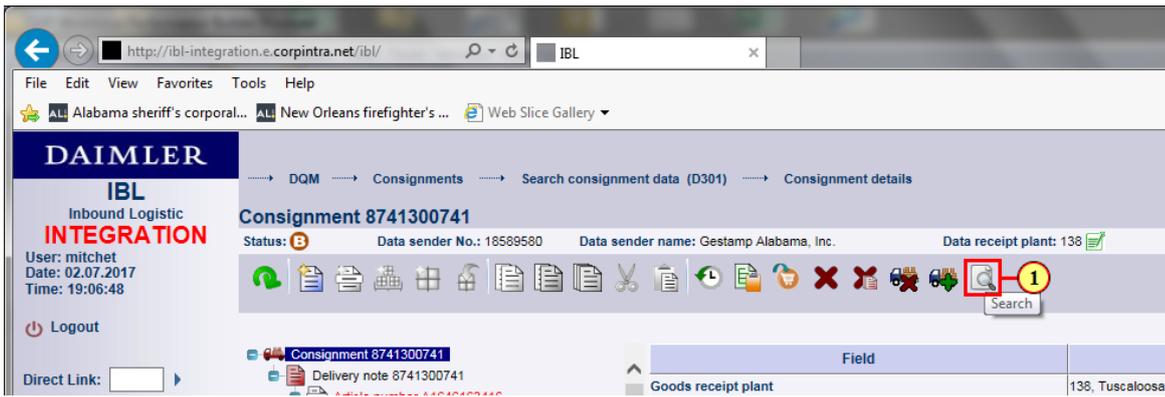
(33) Click **Save** to save the changes.



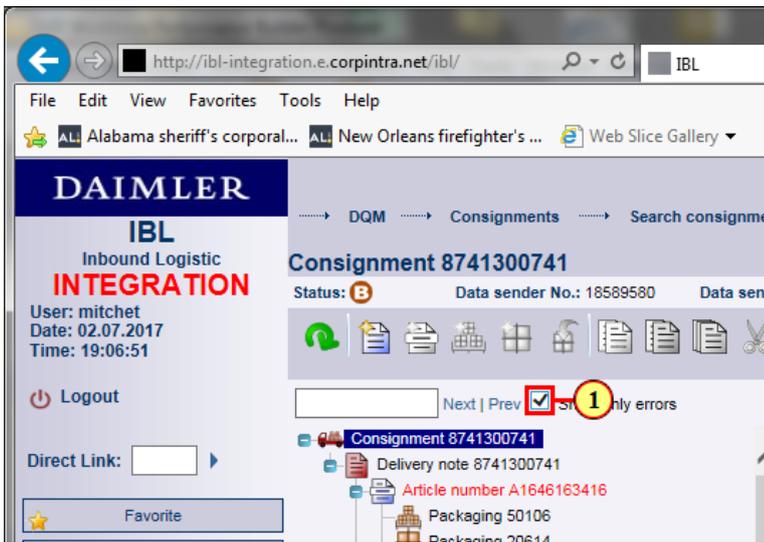
 Changes will only be sent to Daimler if the consignment is error free or at C error status.

(34) Click on **Back** to return to the search screen

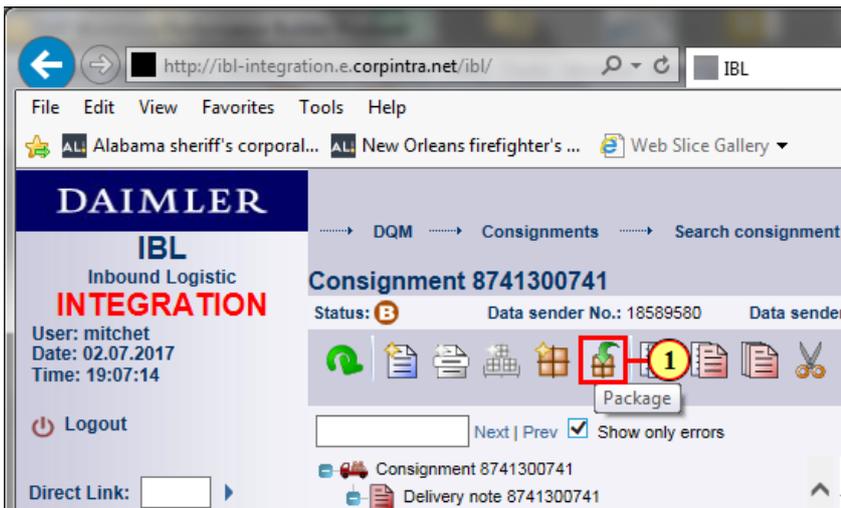




(36) Click  to only search for the lines with errors.

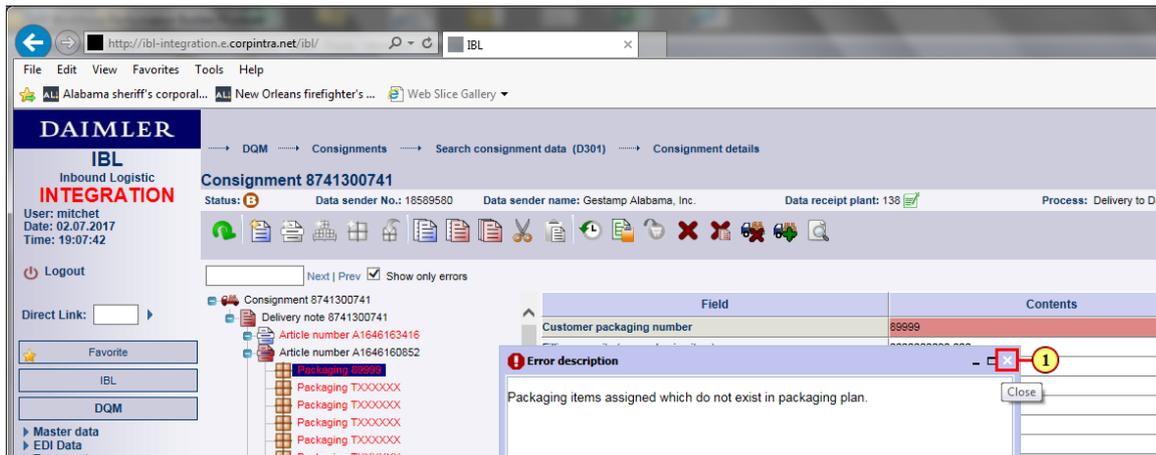


(37)  Check the Show only errors box

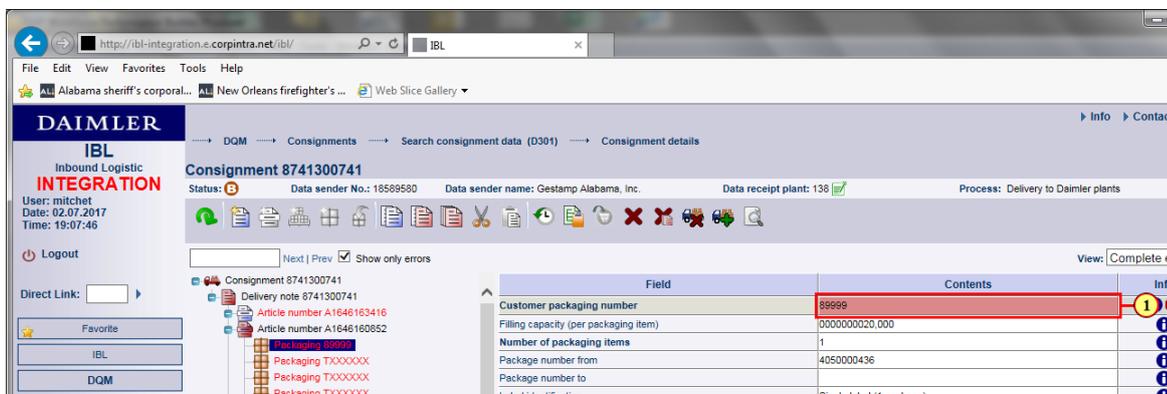


(38) Errors in this consignment relate to packaging. To view the packaging plan for an item select the item and click on the  icon

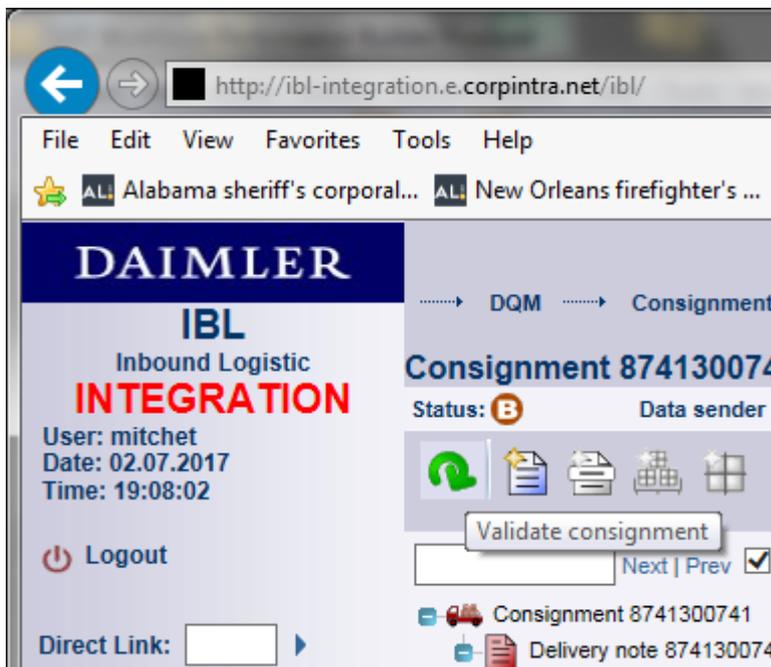




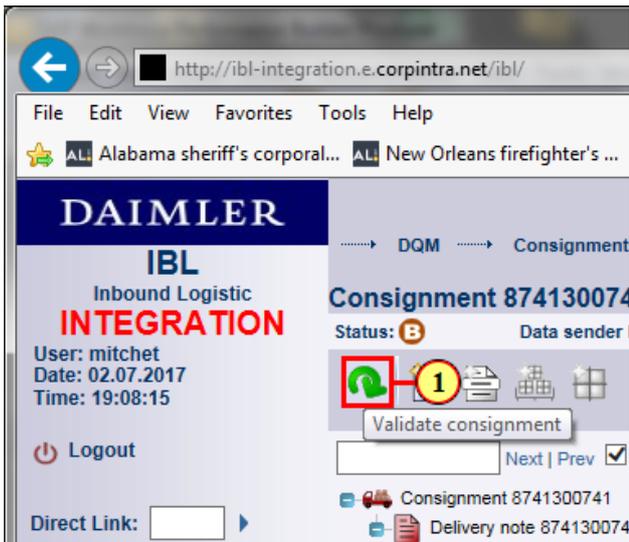
(42) Click on  to close



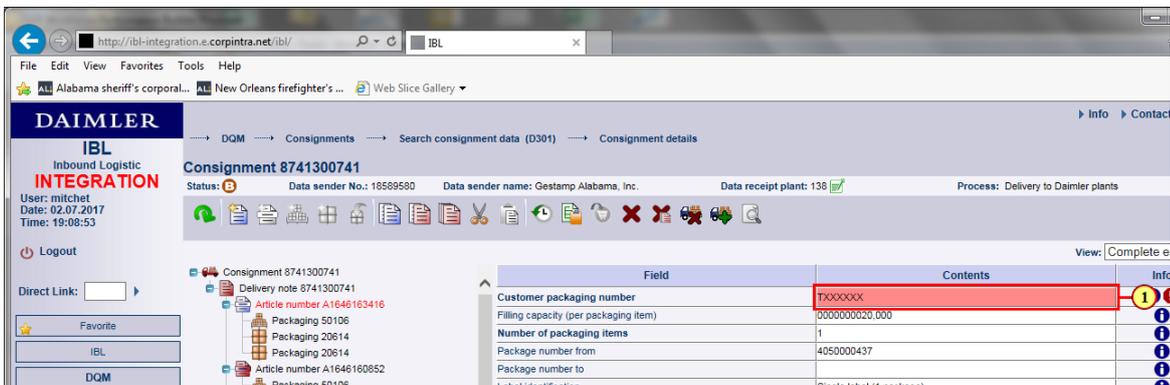
(43) Click inside the line to enter correct value.



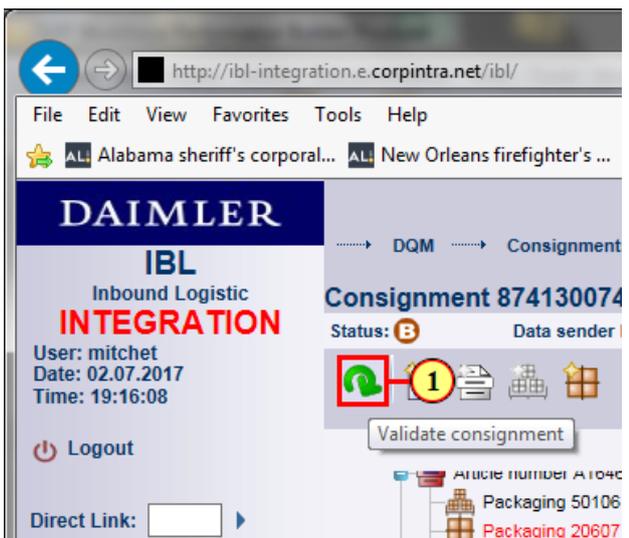
(44) Enter the correct values.



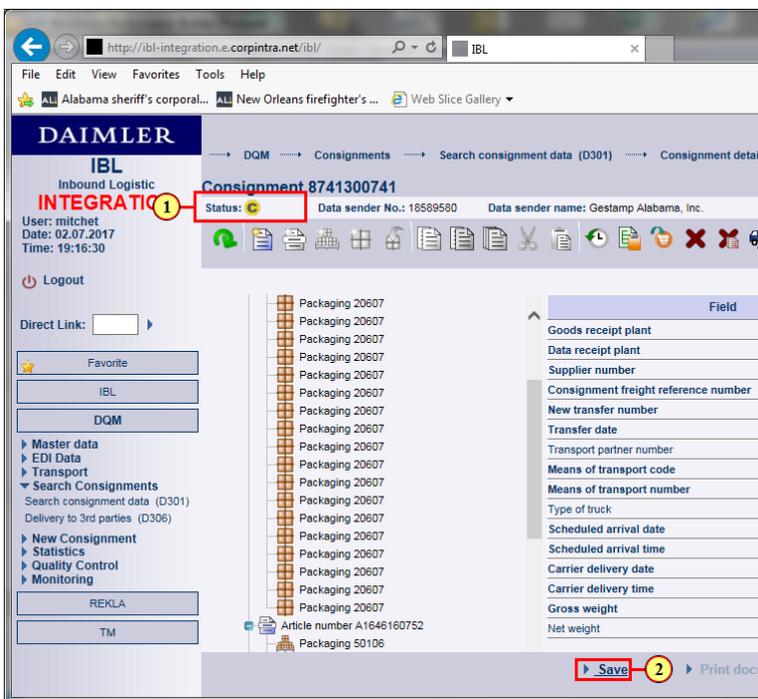
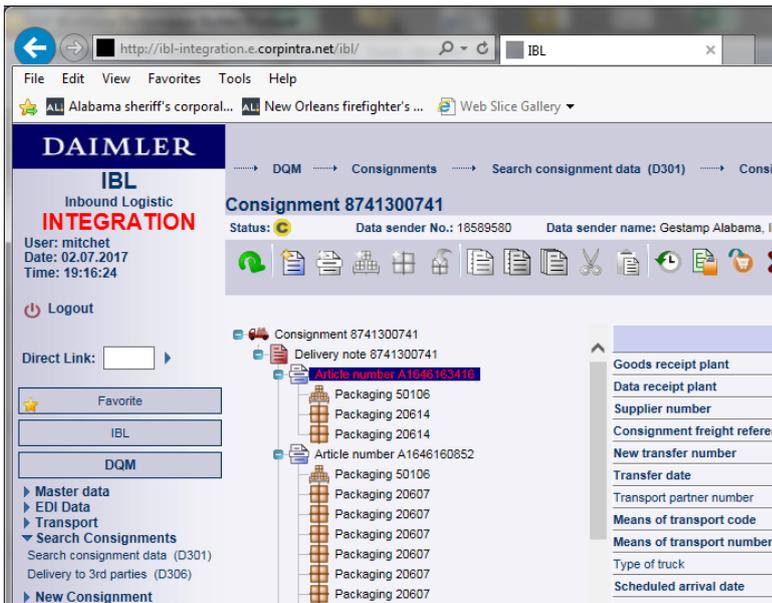
(45) Click  to validate the consignment



(46) Continue the process to fix all errors in consignment.

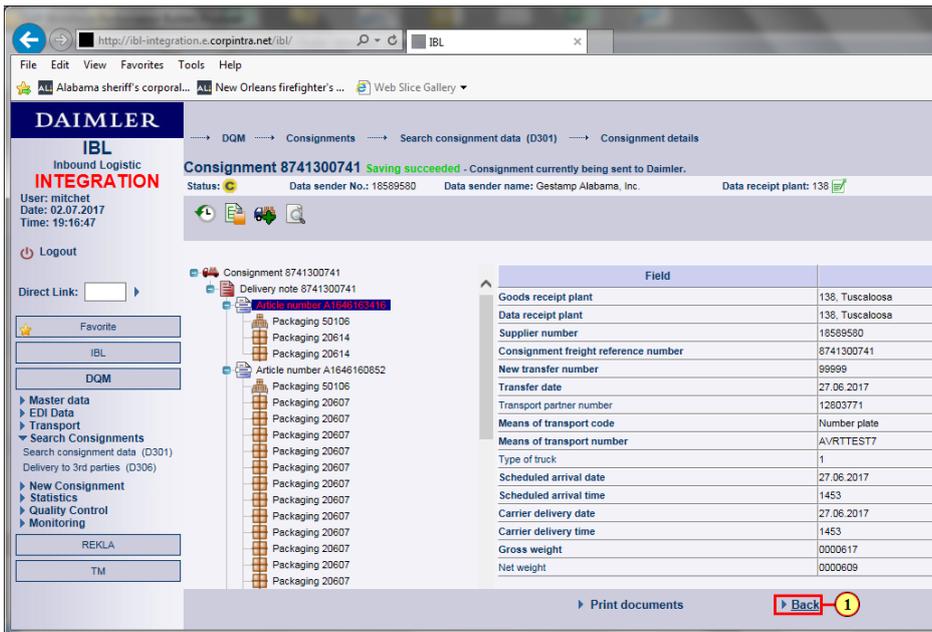


(47) After all errors have been corrected. Click  to validate the consignment

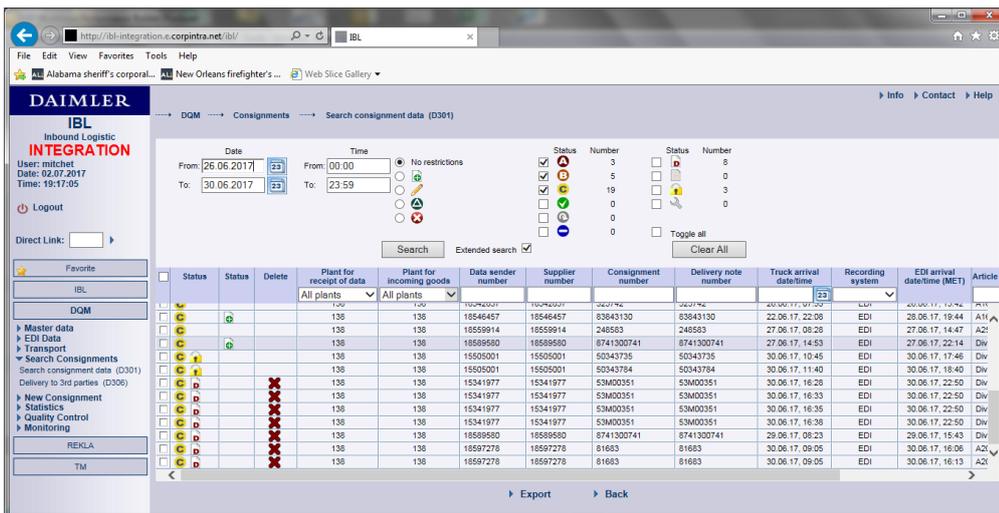


(48) Check the status to ensure that consignment is error free or at C status.

(49) Click **Save**.



(50) Click [Back](#) to return to the search screen



**Additional common errors include:**

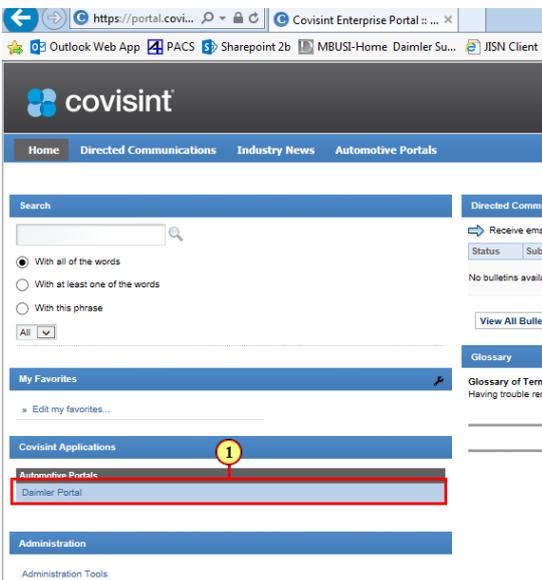
- Invalid unloading point
- Invalid unit of measure
- Duplicate HU numbers
- Invalid vendor code

The process to fix these are the same as shown in the previous examples to correct quantities and packaging. Simply select the line that contains error and input the correct value.

### DQM – Error Class Description

<p><b>A Class Errors</b> </p> <p>A Class errors are serious errors and will typically stop the delivery from being processed further in AM Supply</p> <p><b>Examples of A class:</b></p> <ul style="list-style-type: none"> <li>-Delivery date and time</li> <li>-Invalid vendor code</li> <li>-Invalid unit of measure</li> <li>-Delivery quantity total</li> </ul>	<p><b>B Class Errors</b> </p> <p>B Class errors are may or may not be errors that stop the ASN from processing, however B class errors will cause potential issues in future processes</p> <p><b>Examples of B class:</b></p> <ul style="list-style-type: none"> <li>-Duplicate HU numbers within the ASN</li> <li>-Invalid unloading point</li> <li>-Invalid packaging code</li> </ul>	<p><b>C Class Errors</b> </p> <p>C class errors are warnings. These errors do not stop the ASN from being processed.</p> <p><b>Examples of C class:</b></p> <ul style="list-style-type: none"> <li>-Packaging codes not assigned to the material packaging instruction</li> <li>-Pack order</li> <li>-Label ID</li> </ul>
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## 1.5 Manual JIS ASN Creation



Step	Action
(1)	Click <b>Daimler Portal</b>



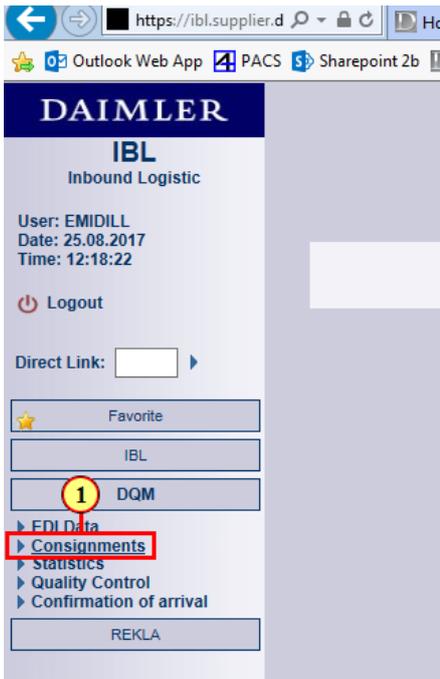
Your Applications

Filter		
Show results for: <input type="radio"/> all filters <input checked="" type="radio"/> any filter		
		Filter by: Access
Access	Icon	Name
<input checked="" type="checkbox"/>		- AppAdmin-Tool - Application Administration Tool
<input checked="" type="checkbox"/>		- Application Specific Administrators
<input checked="" type="checkbox"/>		- CCS - Corporate Certificate Service
<input checked="" type="checkbox"/>		- CERTUS - Zertifikatemanagement
<input checked="" type="checkbox"/>		- DocMaster
<input checked="" type="checkbox"/>		- ECM-PP - Enterprise Content Management Product
<input checked="" type="checkbox"/>		- IBL - InBound Logistics - DQM TM Rekla <b>1</b>
<input checked="" type="checkbox"/>		- JISN - Plant 138 - Tuscaloosa
<input checked="" type="checkbox"/>		- SDB - Supplier Database
<input checked="" type="checkbox"/>		- SMB - Lieferantenmanagement

Step	Action
(2)	Click - <b>IBL - InBound Logistics - DQM TM Rekla</b> - IBL - InBound Logistics - DQM TM Rekla.



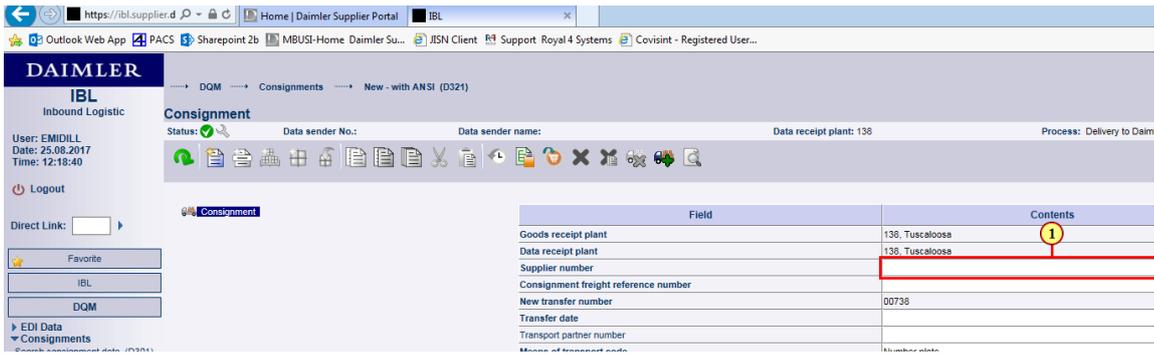
Step	Action
(3)	Click  .



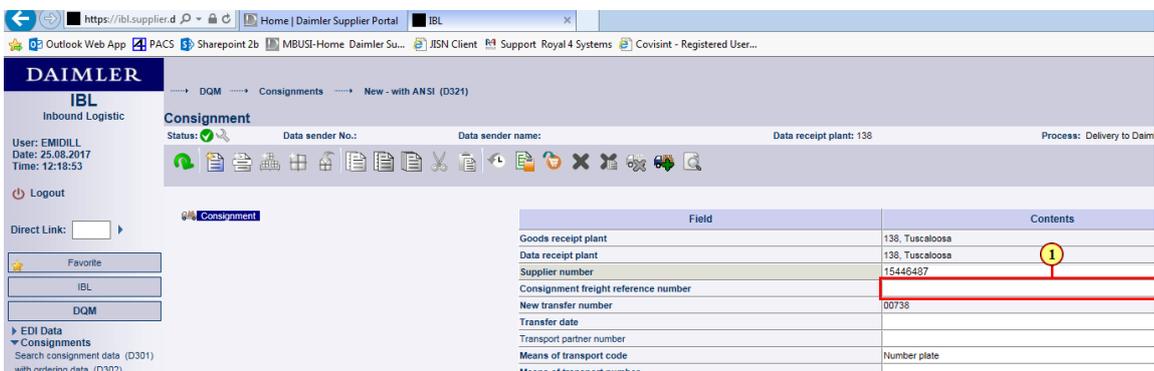
Step	Action
(4)	Click <a href="#">Consignments</a> .



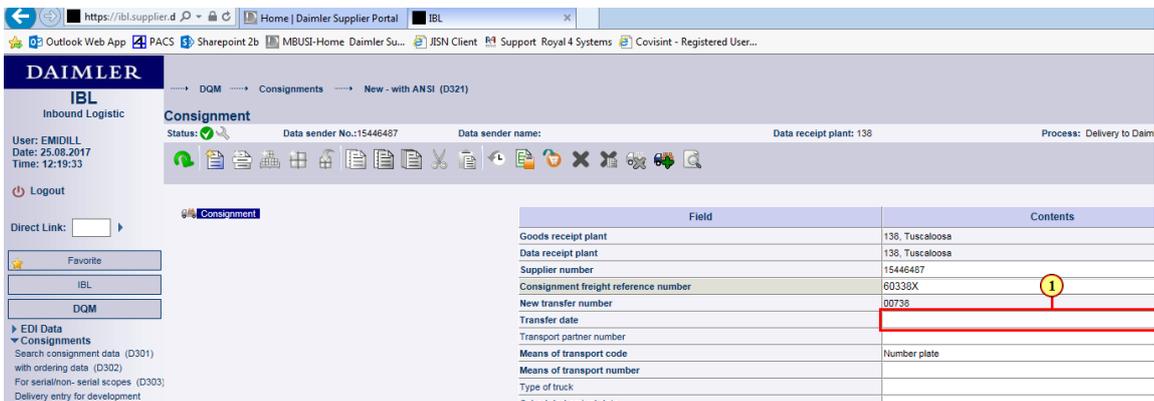
Step	Action
(5)	Click <a href="#">New - ASN (D321)</a> .



Step	Action
(6)	Click <b>to enter your Daimler Supplier Number.</b>



Step	Action
(7)	Click <b>to enter the delivery note number.</b>



Step	Action
(8)	Click <b>to enter the transfer date.</b>

DAIMLER IBL Inbound Logistic Consignment 60338X

Status: Data sender No.:15446487 Data sender name: Data receipt plant: 138 Process: Delivery to Daimler

Field Contents

Goods receipt plant	138, Tuscaloosa
Data receipt plant	138, Tuscaloosa
Supplier number	15446487
Consignment freight reference number	60338X
New transfer number	00738
Transfer date	25.08.2017
Transport partner number	
Means of transport code	Number plate
Means of transport number	
Type of truck	
Scheduled arrival date	
Scheduled arrival time	
Carrier delivery date	
Carrier delivery time	
Gross weight	
Net weight	

Step	Action
(9)	Use the calendar to choose which date.

DAIMLER IBL Inbound Logistic Consignment 60338X

Status: Data sender No.:15446487 Data sender name: Data receipt plant: 138 Process: Delivery to Daimler

Field Contents

Goods receipt plant	138, Tuscaloosa
Data receipt plant	138, Tuscaloosa
Supplier number	15446487
Consignment freight reference number	60338X
New transfer number	00738
Transfer date	25.08.2017
Transport partner number	
Means of transport code	Number plate
Means of transport number	
Type of truck	
Scheduled arrival date	
Scheduled arrival time	
Carrier delivery date	
Carrier delivery time	
Gross weight	
Net weight	

Step	Action
(10)	Enter a means of transport number.

DAIMLER IBL Inbound Logistic Consignment 60338X

Status: Data sender No.:15446487 Data sender name: Data receipt plant: 138 Process: Delivery to Daimler

Field Contents

Goods receipt plant	138, Tuscaloosa
Data receipt plant	138, Tuscaloosa
Supplier number	15446487
Consignment freight reference number	60338X
New transfer number	00738
Transfer date	25.08.2017
Transport partner number	
Means of transport code	Number plate
Means of transport number	999999
Type of truck	
Scheduled arrival date	
Scheduled arrival time	
Carrier delivery date	
Carrier delivery time	
Gross weight	
Net weight	

Step	Action
(11)	Click <b>to enter the arrival and delivery dates and times.</b>

The screenshot shows the SAP IBL Consignment 60338X interface. On the left, there is a navigation menu with options like 'EDI Data', 'Consignments', 'Statistics', 'Quality Control', and 'Confirmation of arrival'. The main area displays a table with the following data:

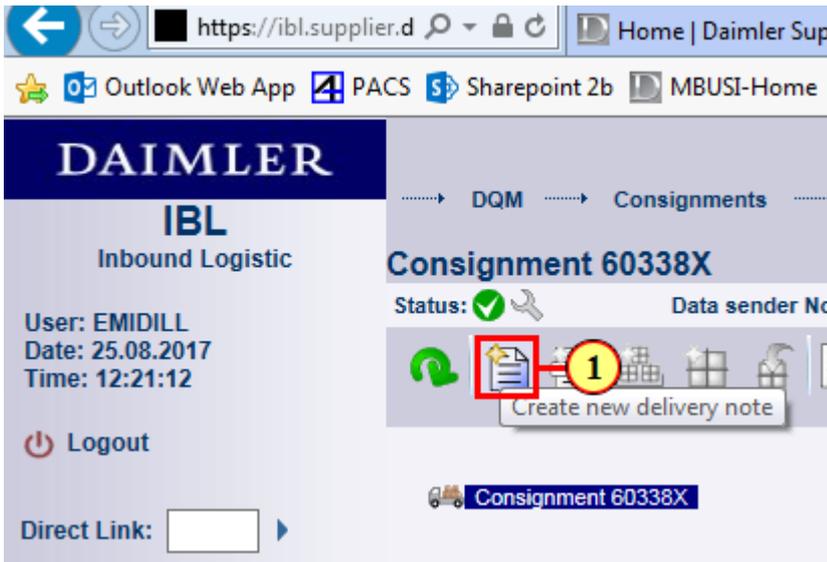
Field	Contents
Goods receipt plant	138, Tuscaloosa
Data receipt plant	138, Tuscaloosa
Supplier number	15446487
Consignment freight reference number	60338X
New transfer number	00738
Transfer date	25.08.2017
Transport partner number	
Means of transport code	Number plate
Means of transport number	999999
Type of truck	
Scheduled arrival date	25.08.2017
Scheduled arrival time	1500
Carrier delivery date	25.08.2017
Carrier delivery time	1550
Gross weight	
Net weight	
Warehouse keeper code	EDI created by supplier

A red circle with the number '1' highlights the 'Carrier delivery time' field.

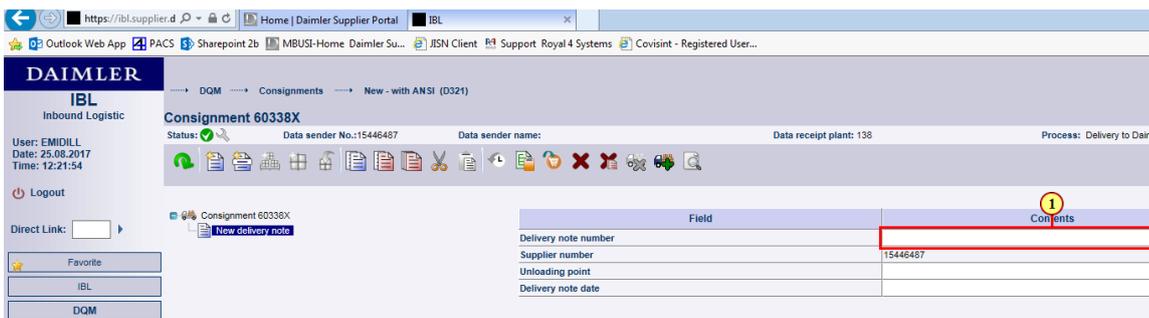
Step	Action
(12)	Click <b>to enter the gross weight.</b>

This screenshot is identical to the previous one, showing the SAP IBL Consignment 60338X interface. In this view, a red circle with the number '1' highlights the 'Gross weight' field in the table.

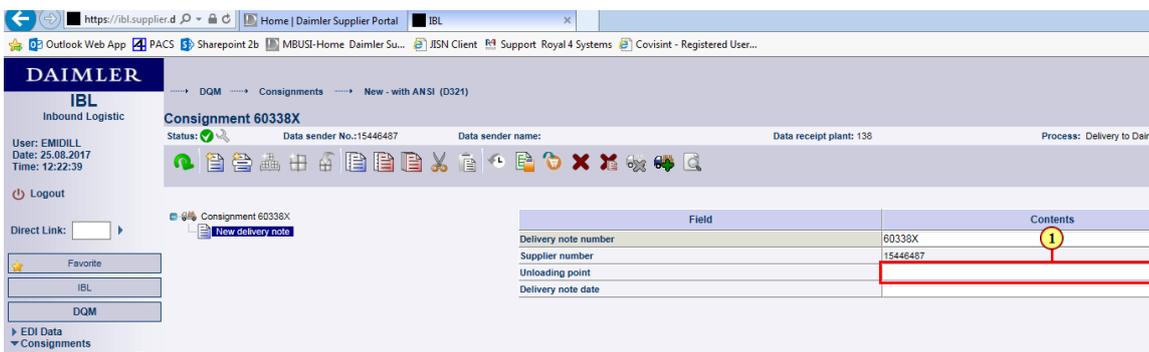
Step	Action
(13)	Click <b>to enter the net weight.</b>



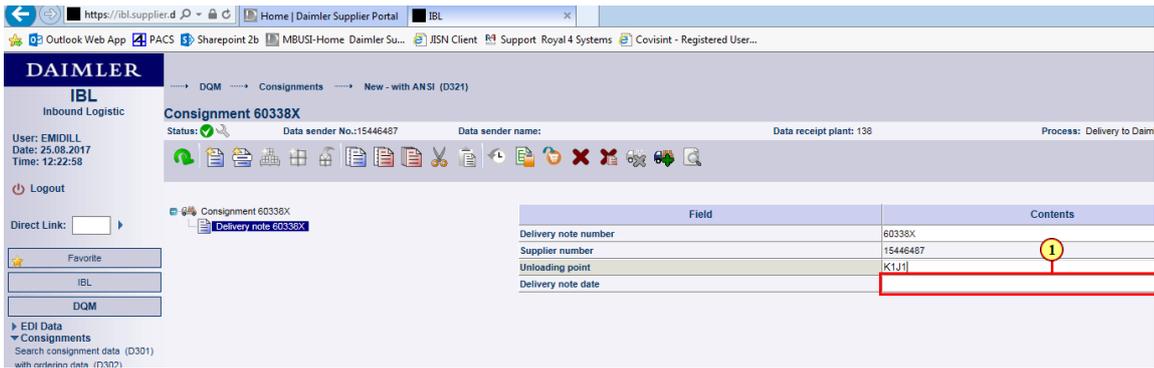
Step	Action
(14)	Click  to add the delivery note to the consignment.



Step	Action
(15)	Click <b>to enter the delivery note number.</b>



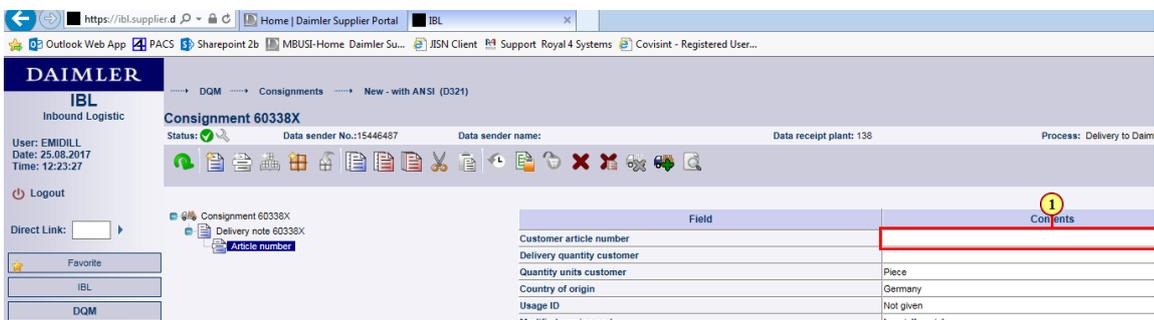
Step	Action
(16)	Click <b>to enter the unloading point.</b>



Step	Action
(17)	Click <b>to enter the delivery note date.</b>



Step	Action
(18)	Click  .



Step	Action
(19)	Enter the material number.

DAIMLER IBL Inbound Logistic

Consignment 60338X

Status: Data sender No.:15446487 Data sender name: Data receipt plant: 138 Process: Delivery to Daimler

Field	Contents
Customer article number	A1667404000.....1B88
Delivery quantity customer	1
Quantity units customer	Piece
Country of origin	Germany
Usage ID	Not given
Modified version code	[empty][empty]

Step	Action
(20)	Enter the delivery quantity.

DAIMLER IBL Inbound Logistic

Consignment 60338X

Status: Data sender No.:15446487 Data sender name: Data receipt plant: 138 Process: Delivery to Daimler

Field	Contents
Customer article number	A1667404000.....1B88
Delivery quantity customer	000000001.000
Quantity units customer	Piece
Country of origin	Germany
Usage ID	Turkey
Modified version code	Trinidad and Tobago
Call-up code	Tuvalu
Item text 1: Description of the delivery	Taiwan
Customer order number	United Republic of Tanzania
Delivery schedule position no.	Ukraine
	Uganda
	United States Minor Outlying Island
	United States of America
	Uruguay

Step	Action
(21)	Enter the country of origin.

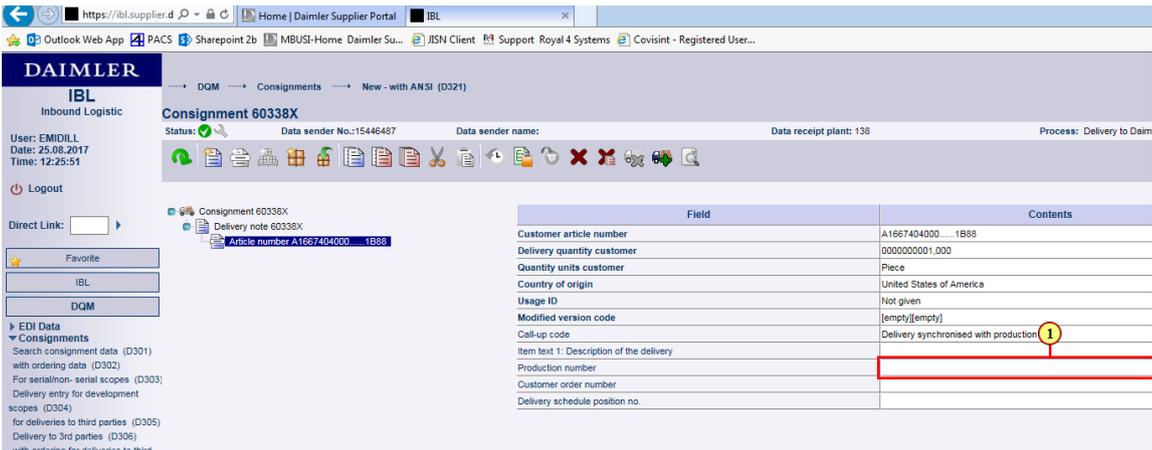
DAIMLER IBL Inbound Logistic

Consignment 60338X

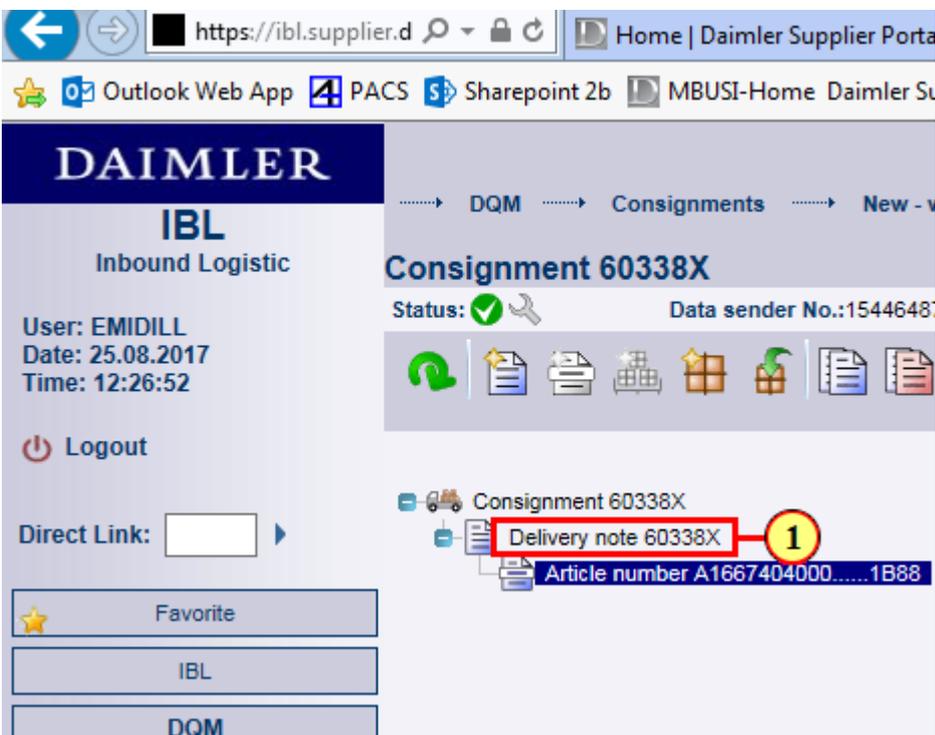
Status: Data sender No.:15446487 Data sender name: Data receipt plant: 138 Process: Delivery to Daimler

Field	Contents
Customer article number	A1667404000.....1B88
Delivery quantity customer	000000001.000
Quantity units customer	Piece
Country of origin	United States of America
Usage ID	Not given
Modified version code	[empty][empty]
Call-up code	Normal delivery
Item text 1: Description of the delivery	
Customer order number	
Delivery schedule position no.	

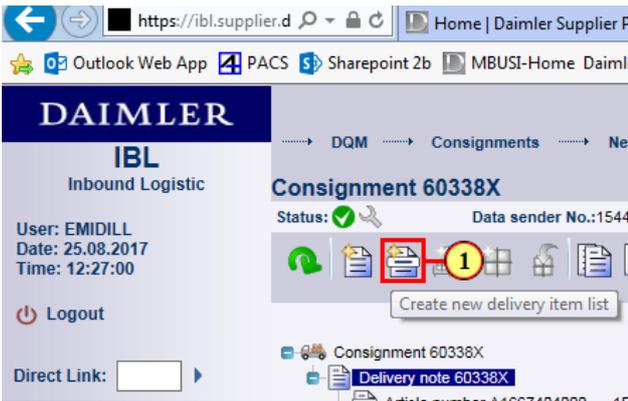
Step	Action
(22)	For JIS - Delivery Synchronized with Production needs to be selected for the Call-up code.



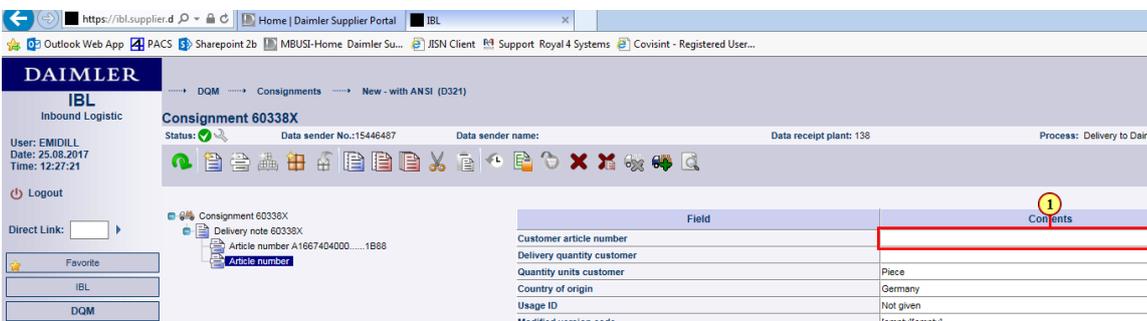
Step	Action
(23)	Click to enter the production numbers.



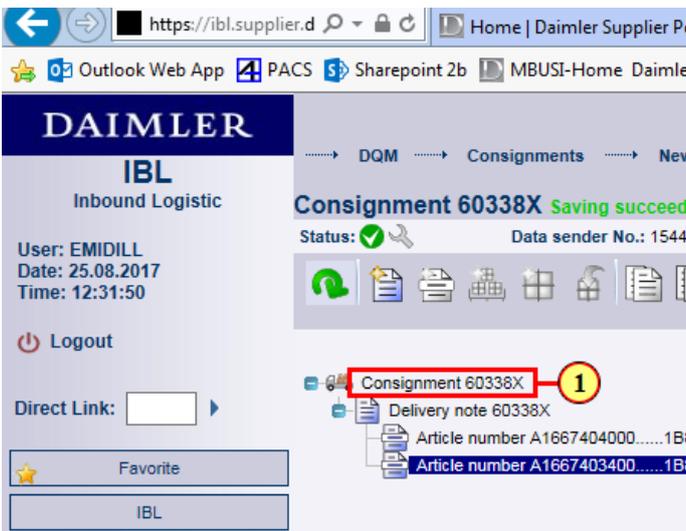
Step	Action
(24)	Click <b>Delivery note 60338X</b> this must be done to add another material to the delivery.



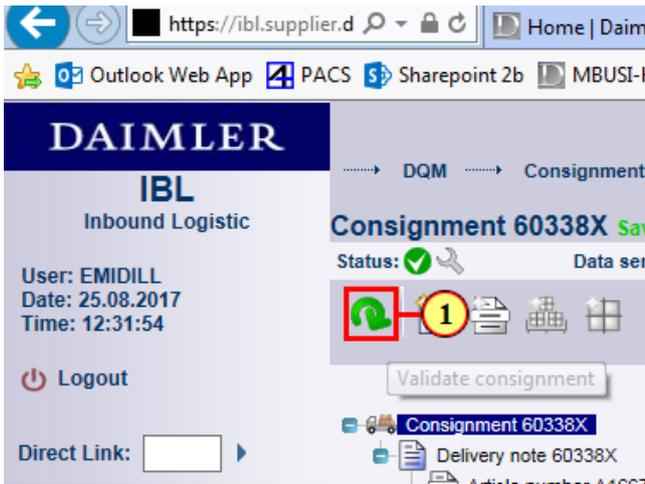
Step	Action
(25)	Click  to add another material to the delivery.



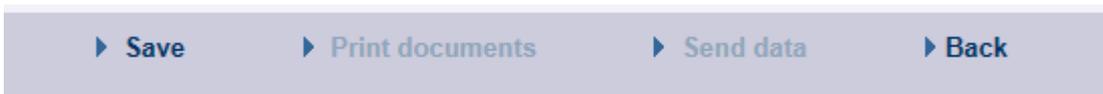
Step	Action
(26)	Repeat steps from previous material.



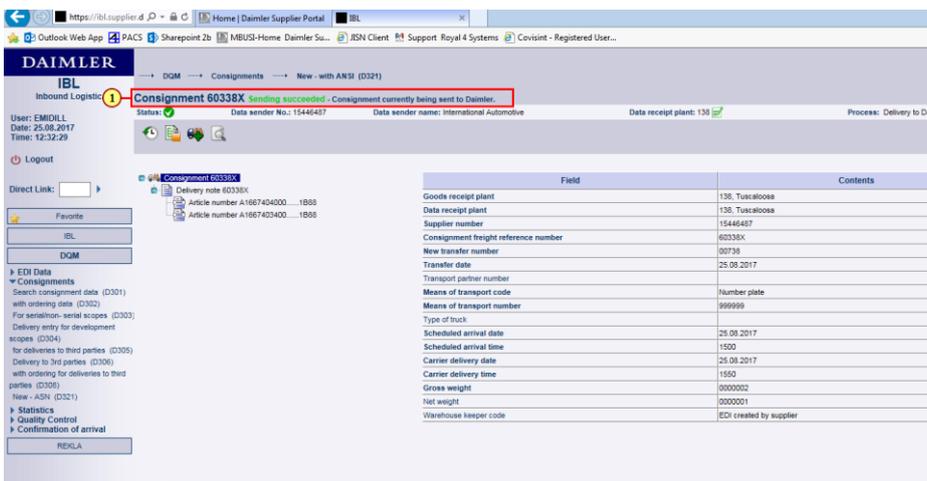
Step	Action
(27)	Once all information has been entered at the item level, you can validate the consignment - checking for any errors - before submitting the ASN. Click Consignment.



Step	Action
(28)	Click  to validate.

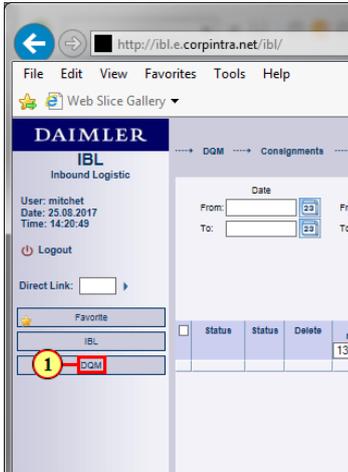


Step	Action
(29)	There will be a <b>Save, Print Documents, Send Data</b> and <b>Back</b> . Once your consignment has been validated, you can click <b>save</b> , then <b>Print Documents</b> . <b>Print Documents</b> triggers the <b>Send Data</b> button to activate. Once <b>Send Data</b> is activated, click it and the ASN will be sent to Daimler.



Step	Action
(30)	This confirms the ASN has been sent.

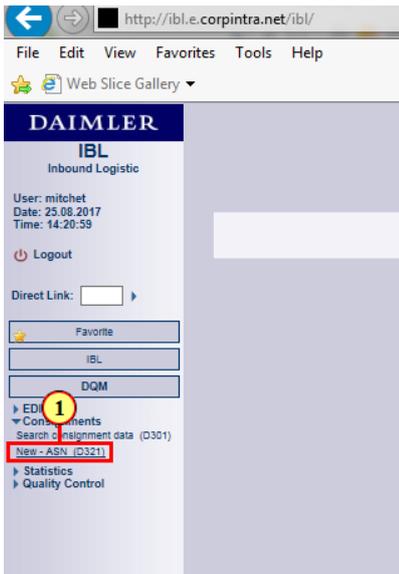
# 1.6 Manual Non-JIS ASN Creation



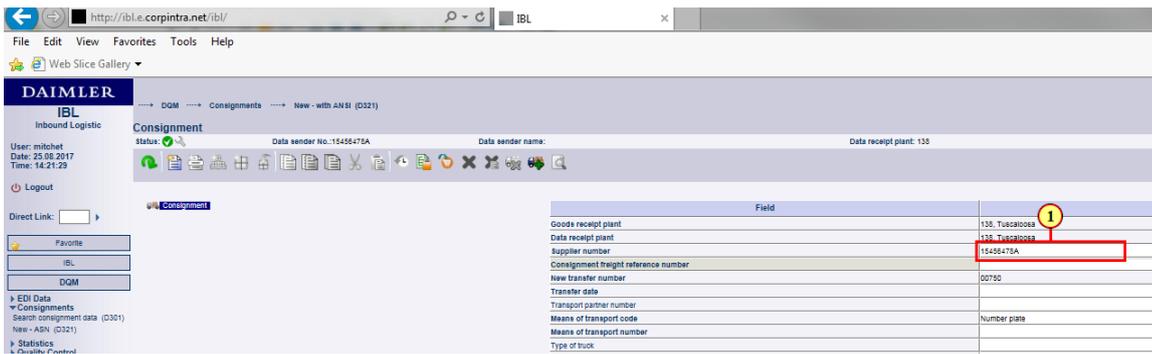
Step	Action
(1)	Click <b>DQM</b> .



Step	Action
(2)	Click <b>Consignments</b> .

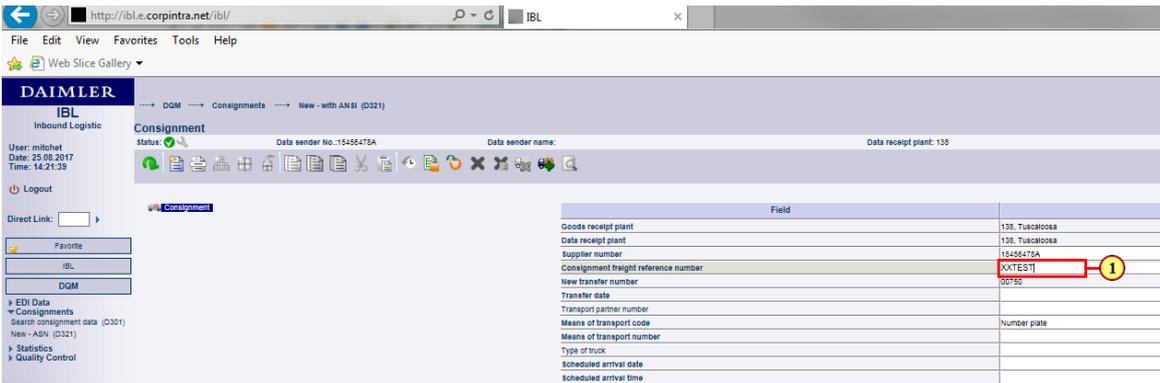


Step	Action
(3)	Click <a href="#">New - ASN (D321)</a> .

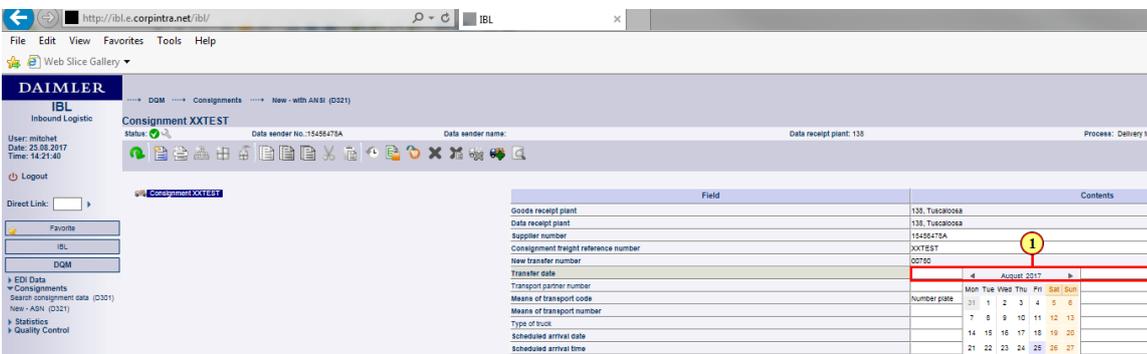


The Goods receipt plant and the Data receipt plant will always be 138, Tuscaloosa regardless of the ship to location

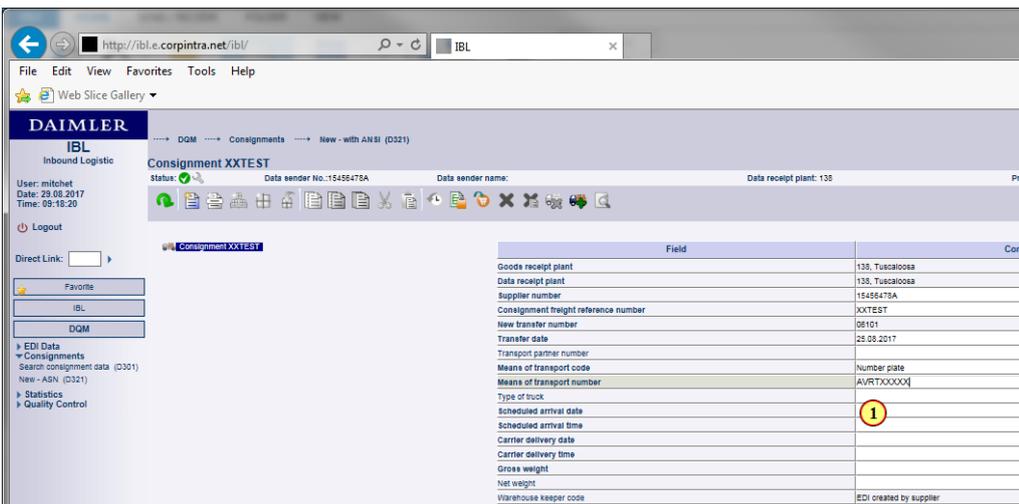
Step	Action
(4)	Enter the supplier number in this field.



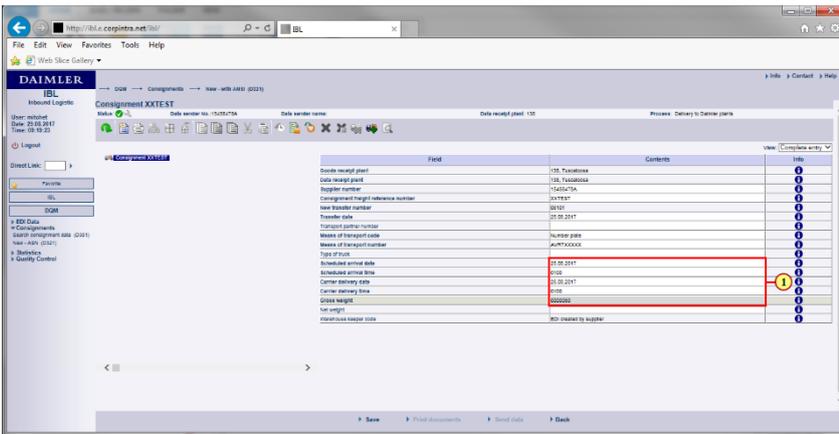
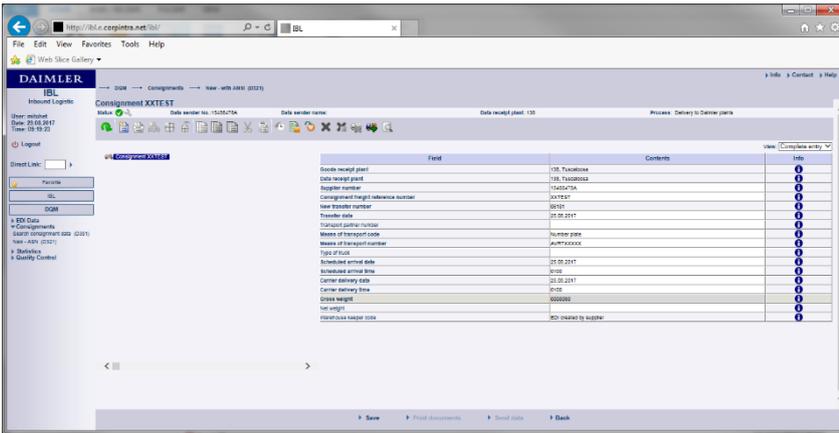
Step	Action
(5)	Enter the external delivery note.



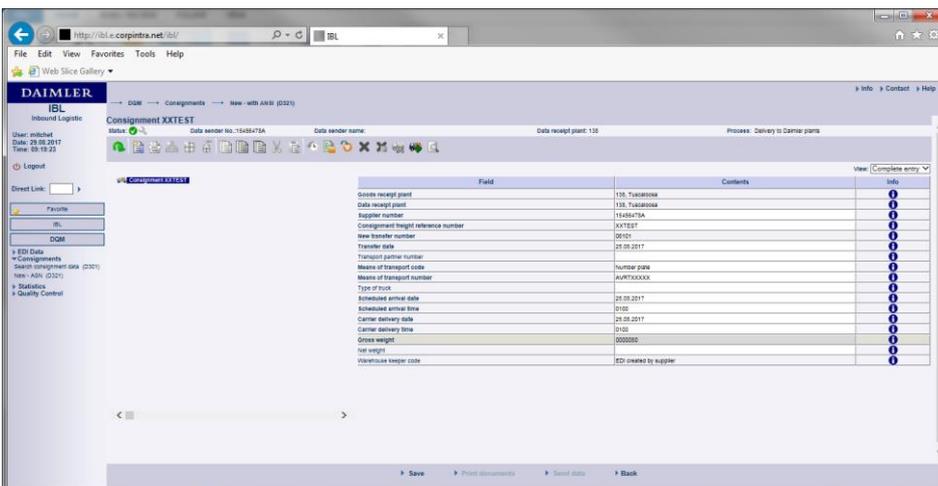
Step	Action
(6)	Enter the transfer date.

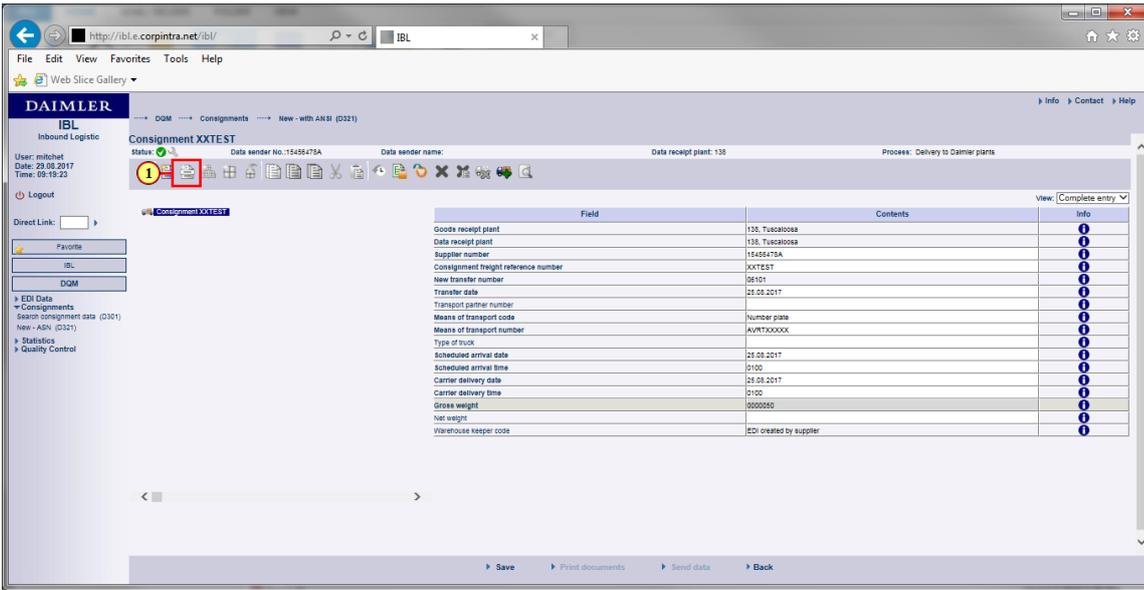


Step	Action
(7)	Enter the trailer number.

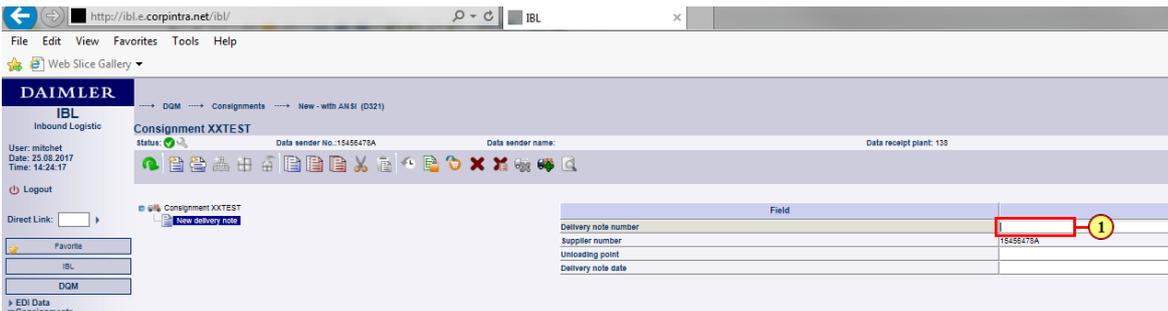


Step	Action
(8)	Enter: <b>Scheduled arrival date</b> <b>Scheduled arrival time - Must be entered in 24 hour format</b> <b>Carrier delivery date</b> <b>Carrier delivery time- must be entered in 24 hour format</b> <b>Gross weight</b>

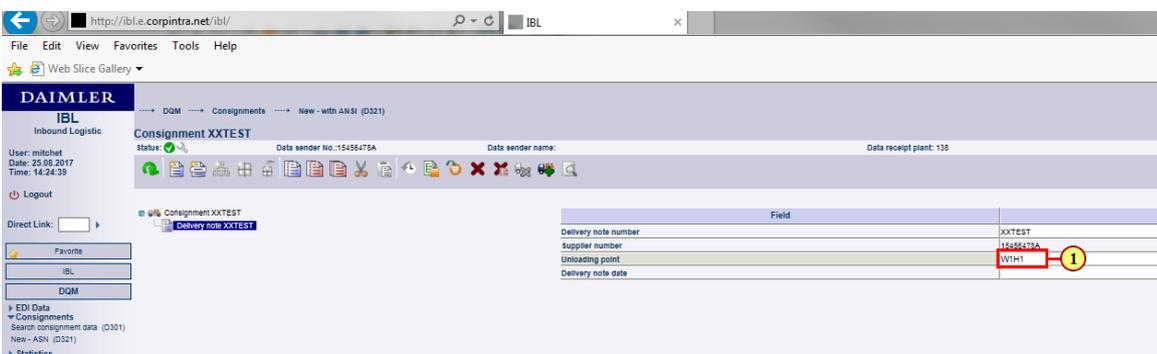




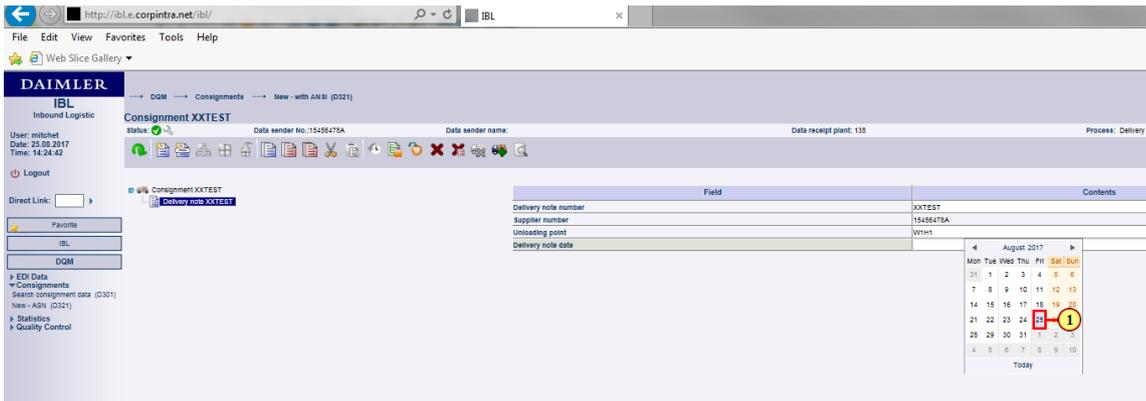
Step	Action
(9)	Click on the Create new delivery note icon.



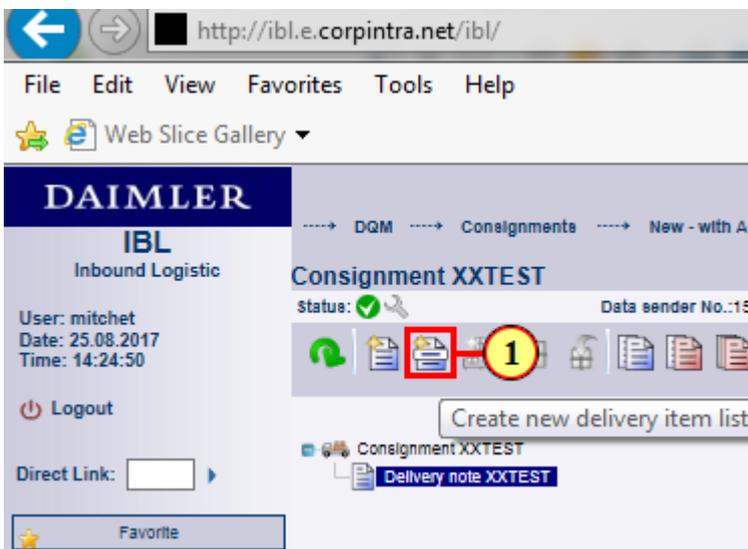
Step	Action
(10)	Enter the external delivery note. This will be the same number as the Consignment Freight Reference Number that was used in the prior step.



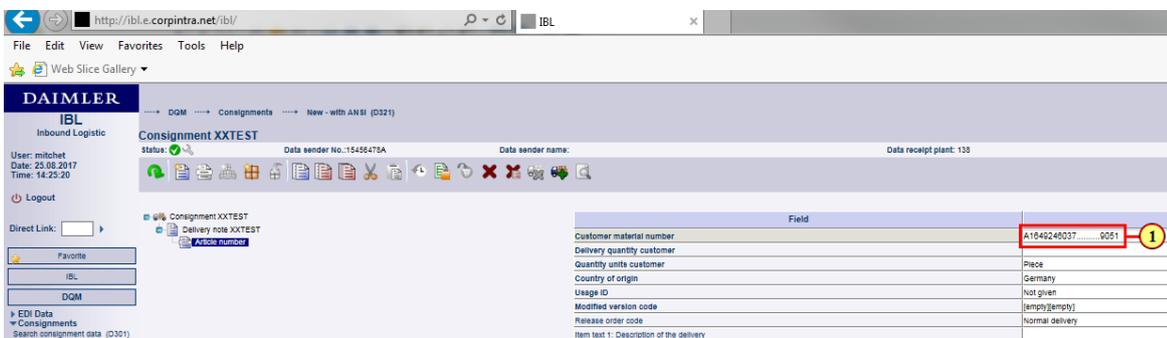
Step	Action
(11)	Enter the Unloading point for the shipment. Only one unloading point for each ASN.



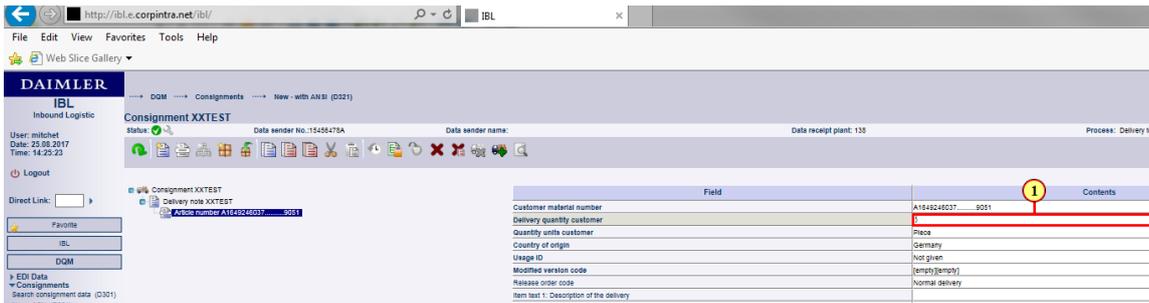
Step	Action
(12)	Enter the Delivery note date.



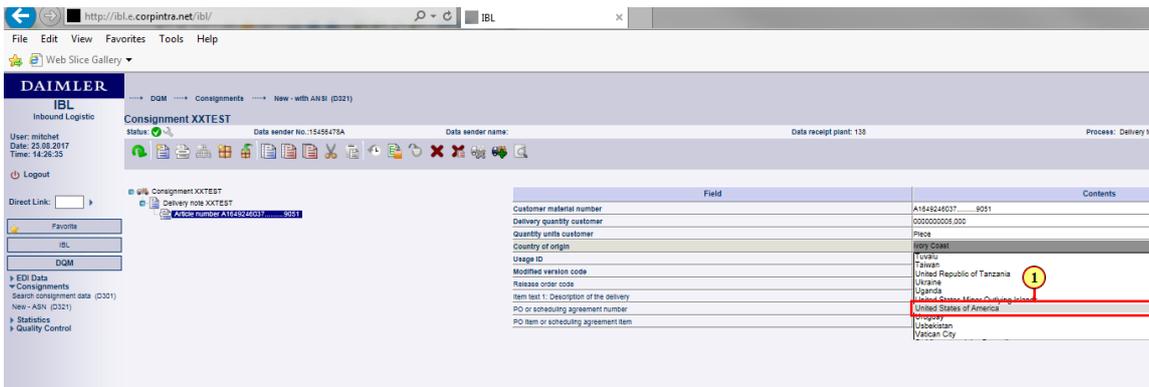
Step	Action
(13)	Click  to enter item information for the delivery.



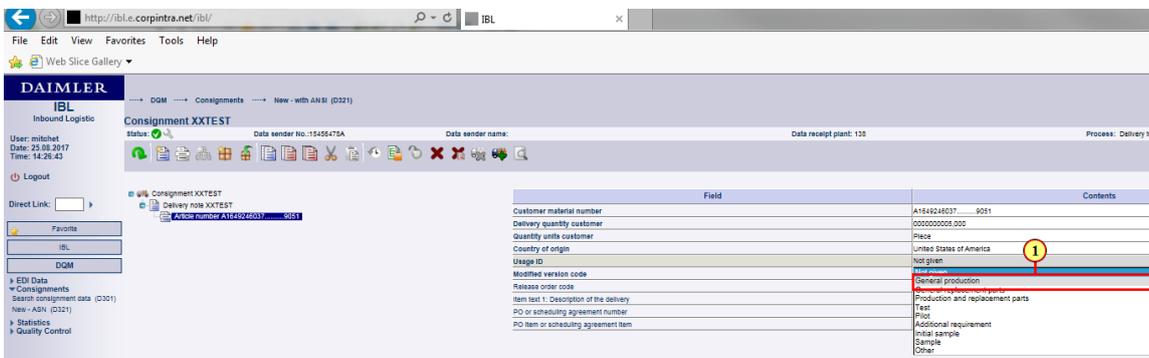
Step	Action
(14)	Enter the article number.



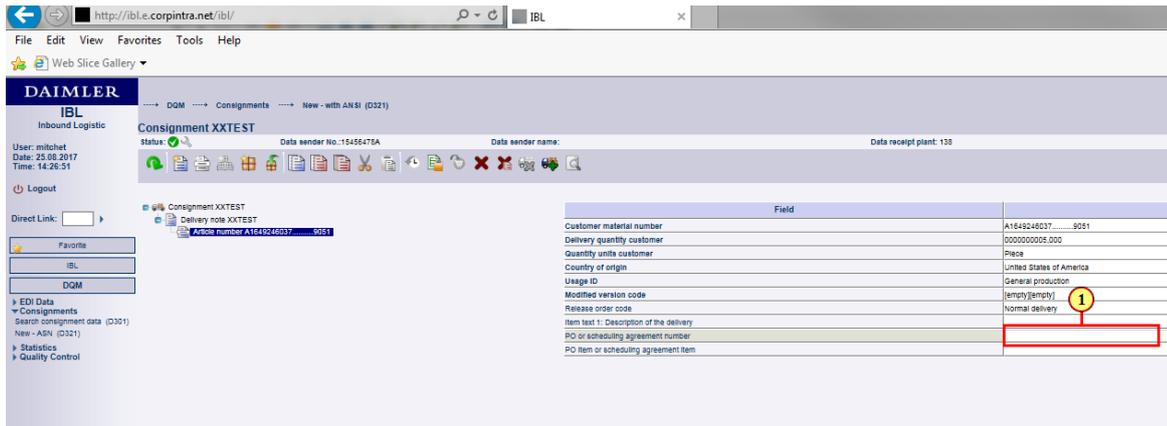
Step	Action
(15)	Enter the item quantity.



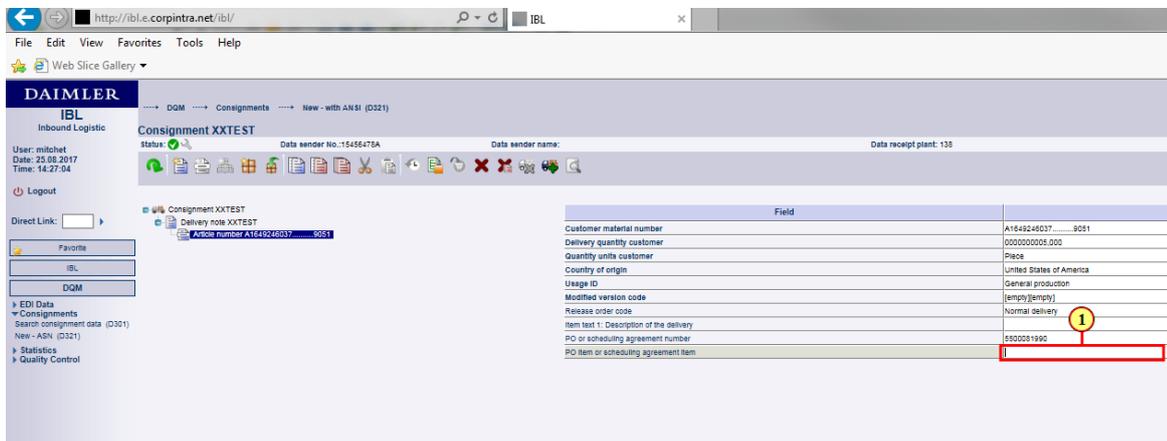
Step	Action
(16)	Click on the drop down to select the Country of origin.



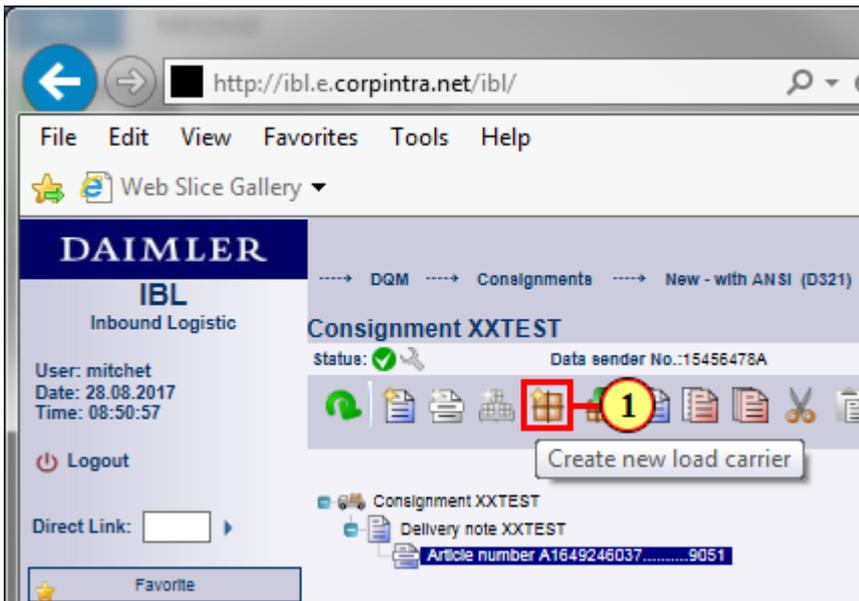
Step	Action
(17)	Select the Usage ID from the drop down. This is typically General production.



Step	Action
(18)	Enter the Scheduling Agreement number for the article number.

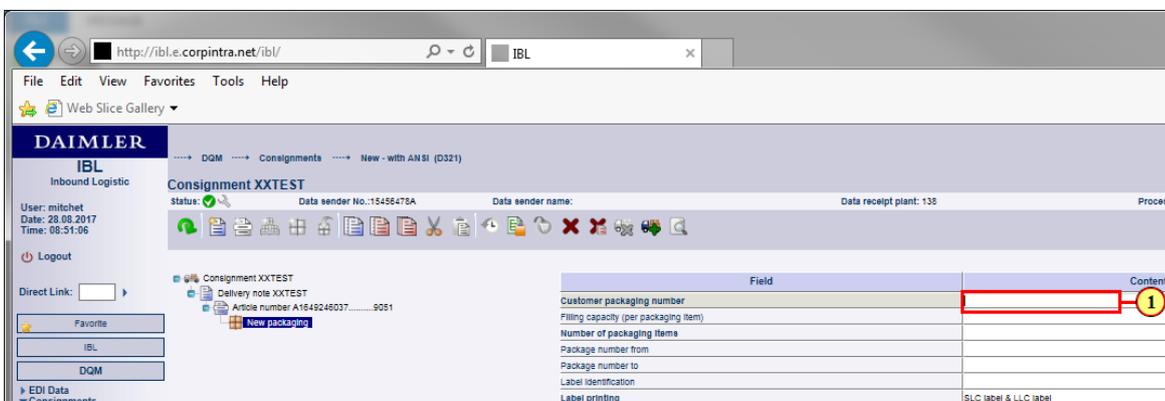


Step	Action
(19)	Enter the Scheduling Agreement item number.



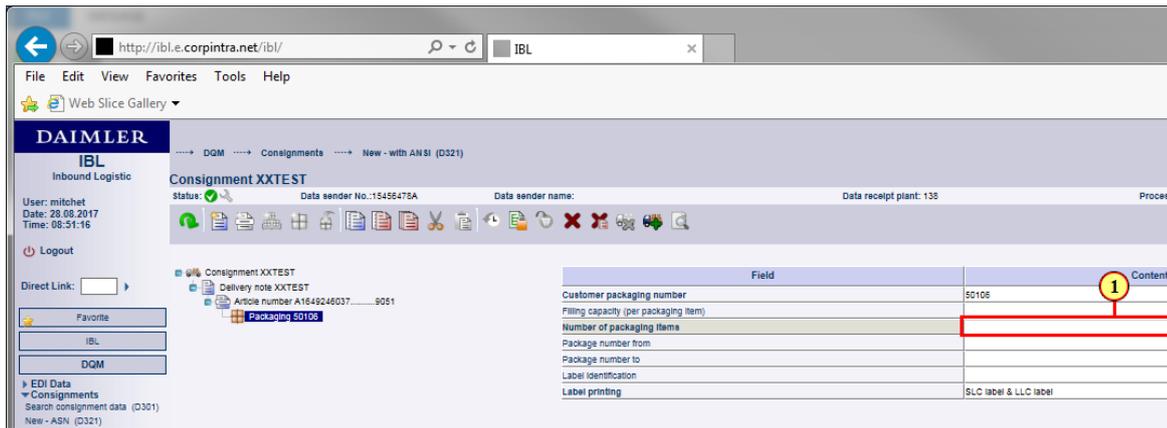
 **The following steps show you how to enter packaging information for a master pallet structure.**

Step	Action
(20)	Click  to insert the packaging and HU information.

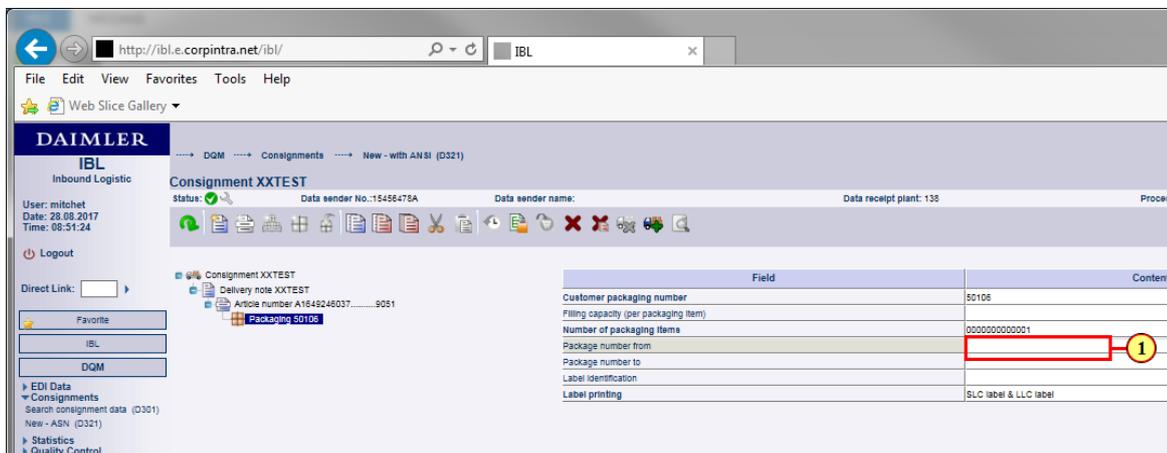


 **The first packaging item you enter should be for the master pallet.**

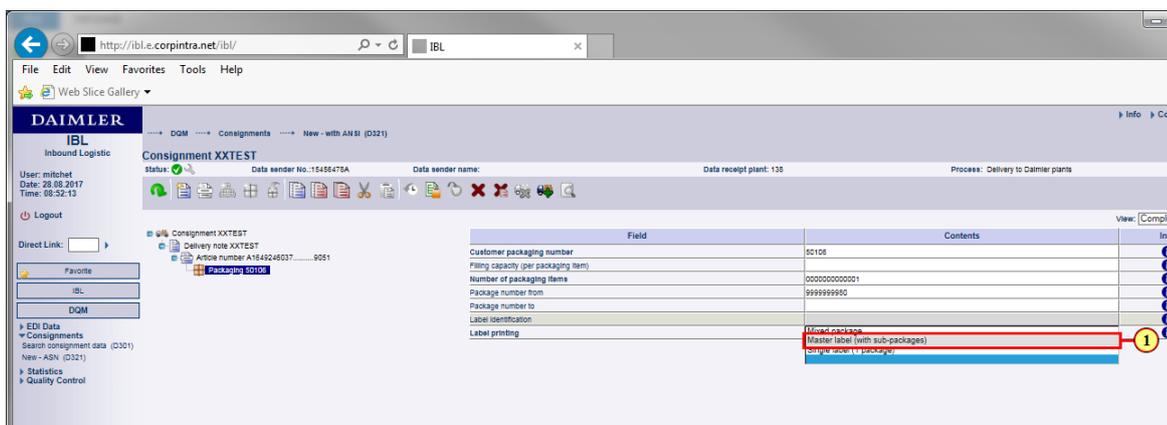
Step	Action
(21)	Enter the packaging code. The T5 prefix is not needed.



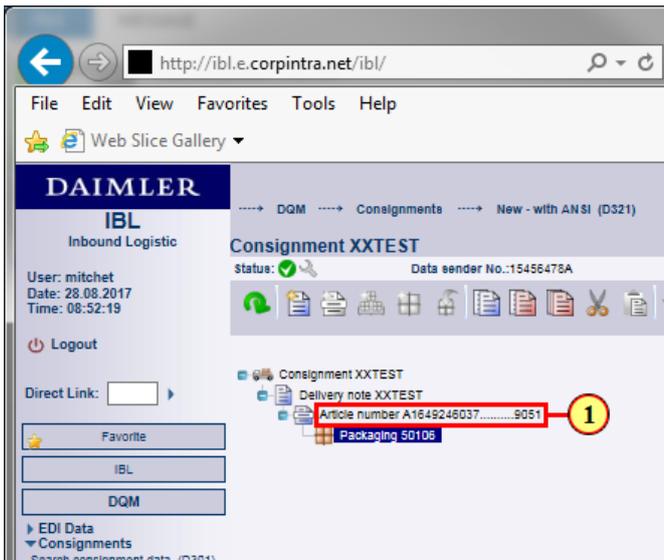
Step	Action
(22)	Enter the number of packaging items. This will always be 1.



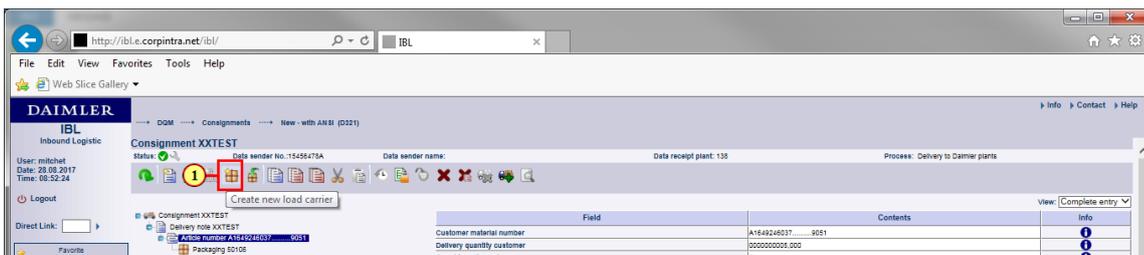
Step	Action
(23)	Enter the HU number for the master HU.



Step	Action
(24)	Select the Label identification field and select Master label from the drop down.

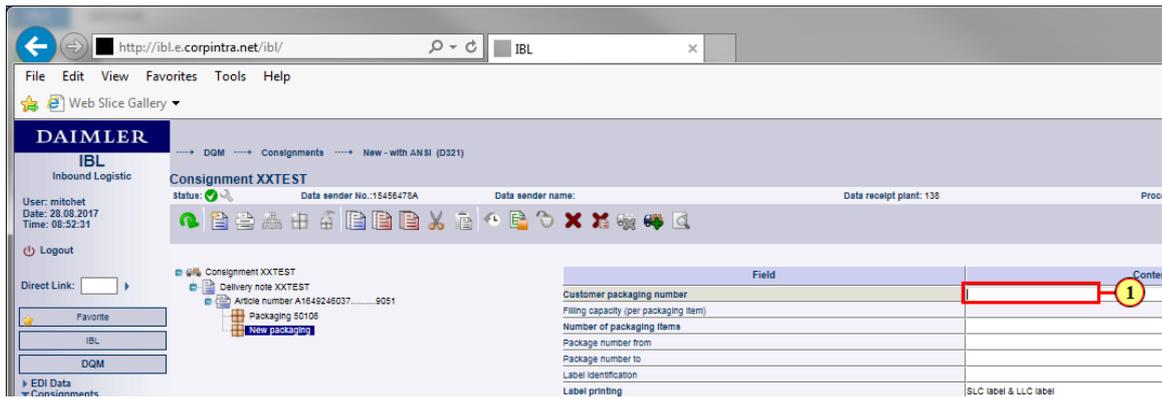


Step	Action
(25)	Select the Article number field to continue to enter the packaging and HU information for the pallet.

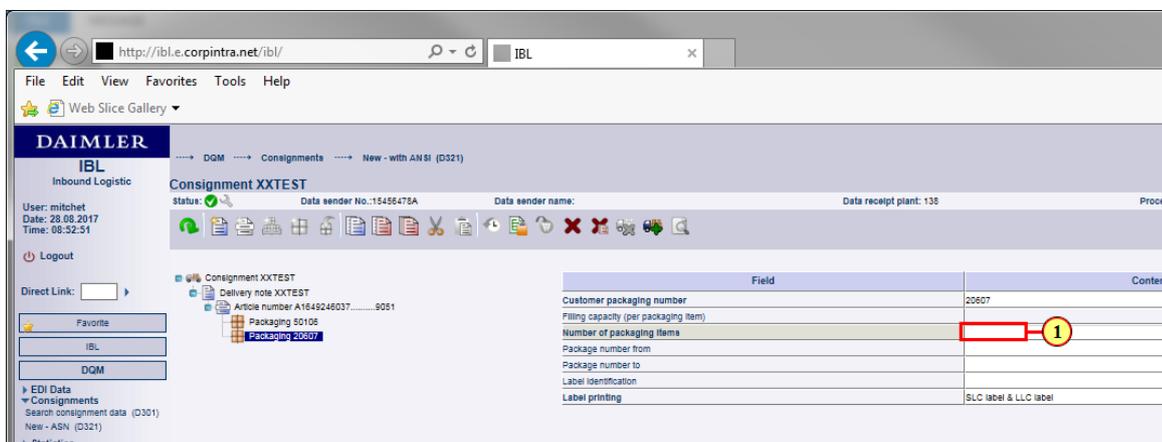


Step	Action
(26)	Select the Create new load carrier icon.

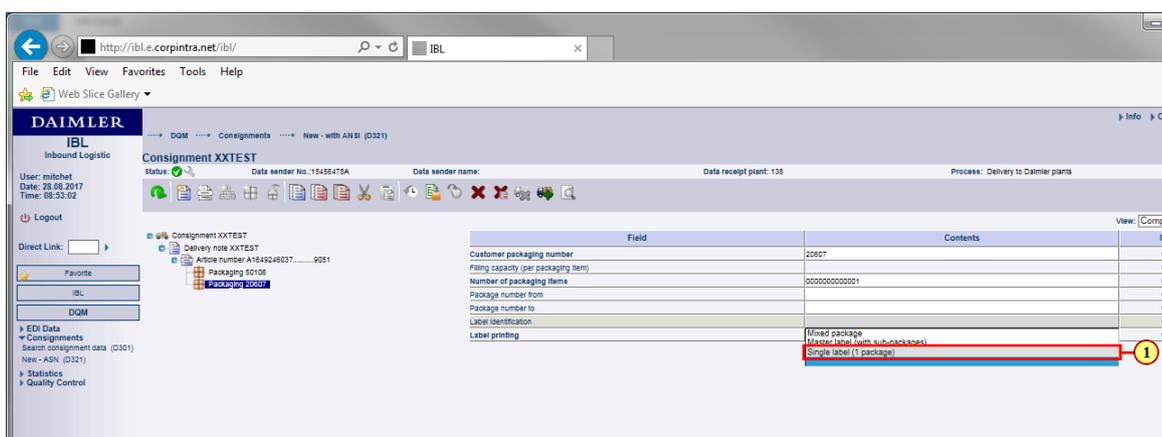
	<p>The next steps will show you how to enter the single HUs on the pallet.</p>
---	--



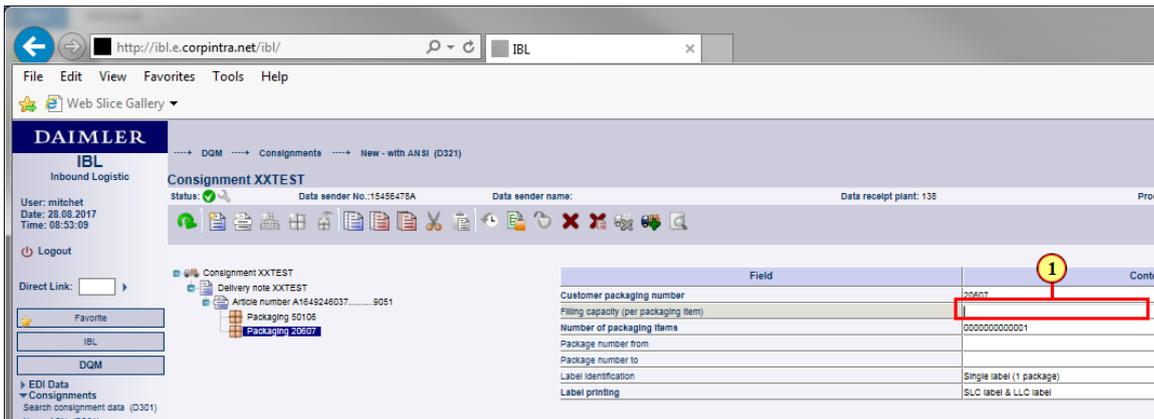
Step	Action
(27)	Enter the packaging code for the tote.



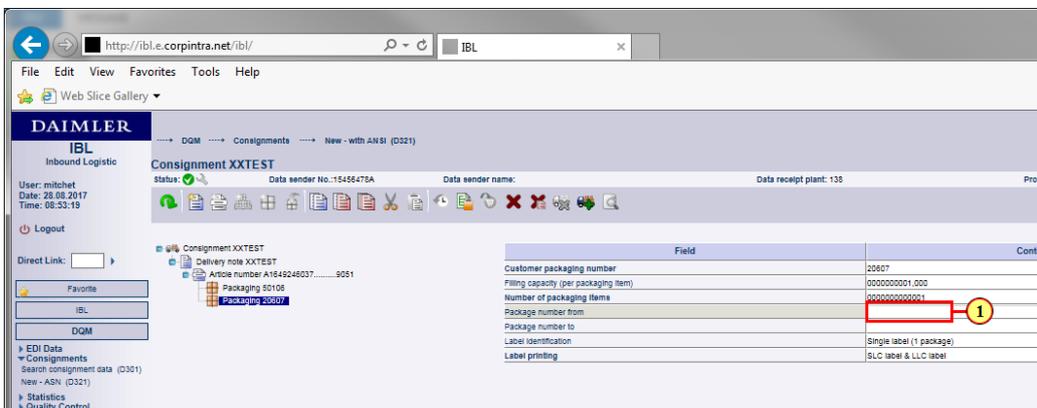
Step	Action
(28)	Enter the number of packaging items. This will always be 1.



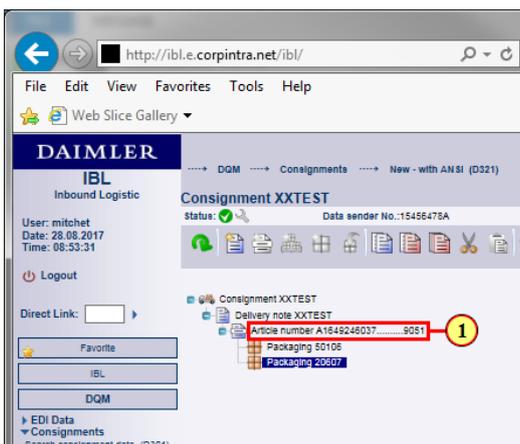
Step	Action
(29)	Click on Label identification and select <b>Single label (1 package)</b> .



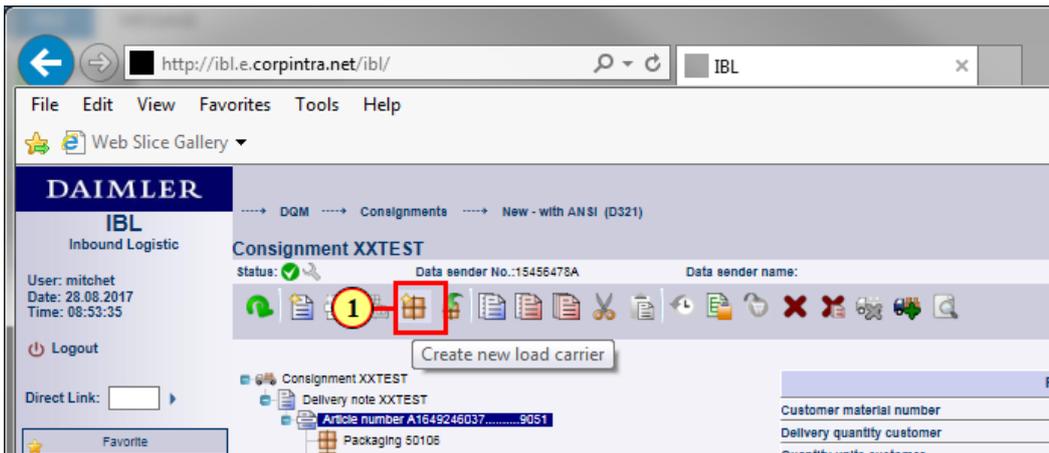
Step	Action
(30)	Enter the quantity in the tote.



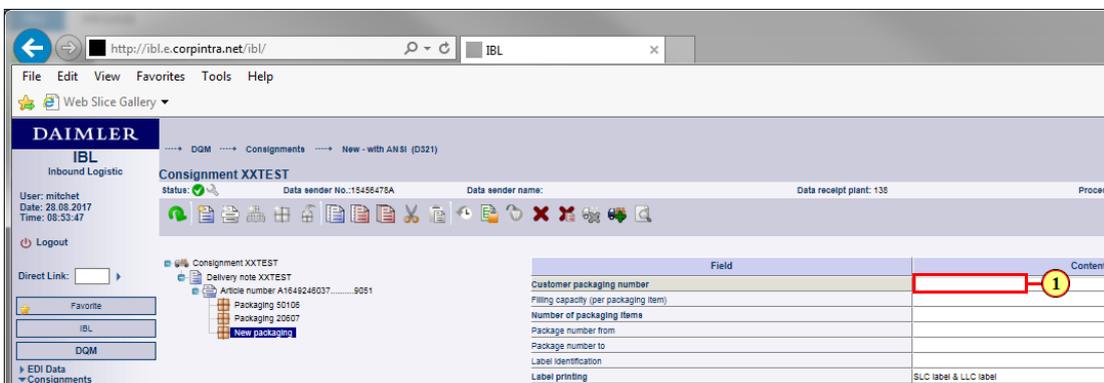
Step	Action
(31)	In the Package number from field enter the HU number for this tote.



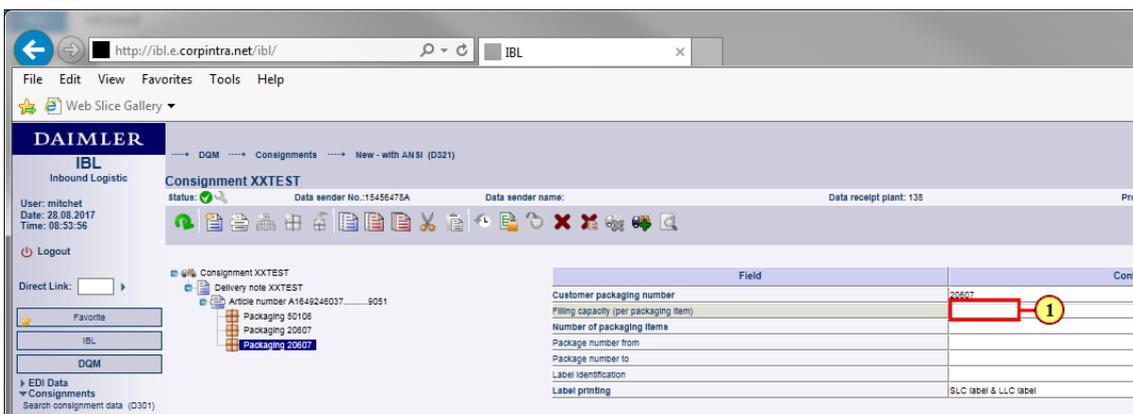
Step	Action
(32)	Select the Article number field to enter more packaging items.



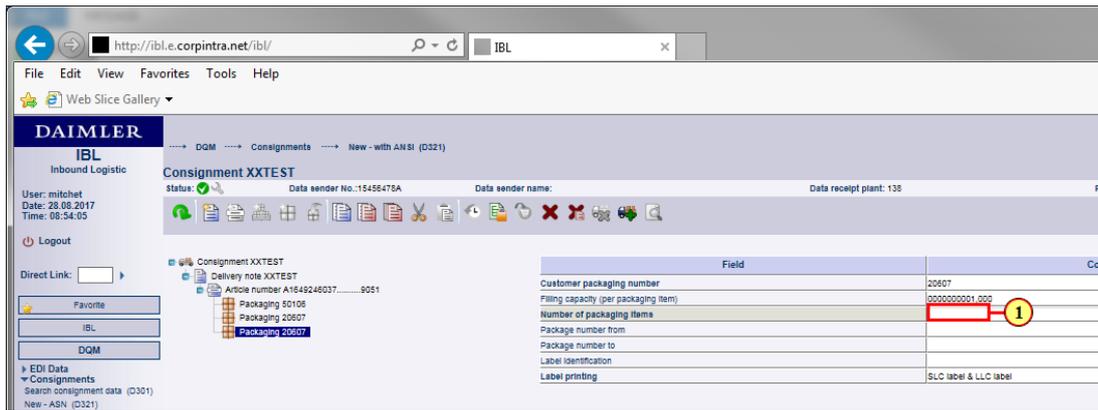
Step	Action
(33)	Click on the Create new load carrier icon.



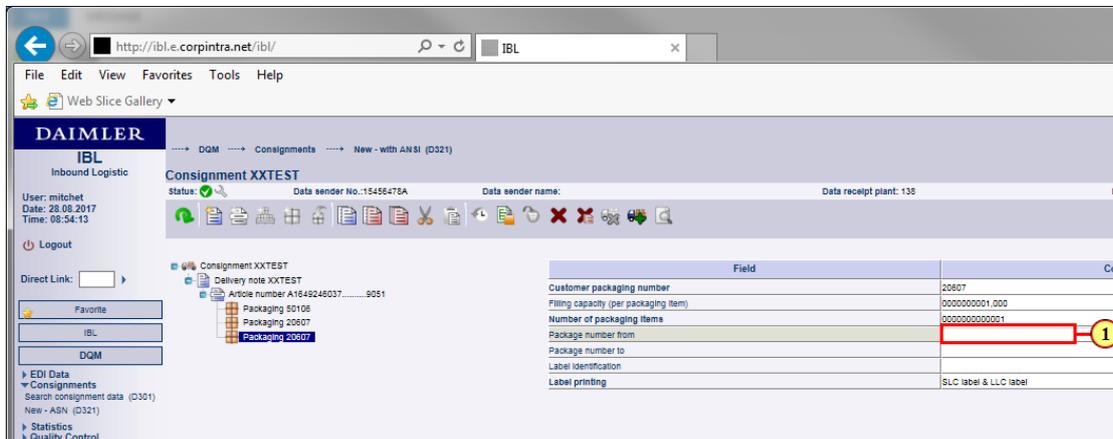
Step	Action
(34)	Enter the packaging code.



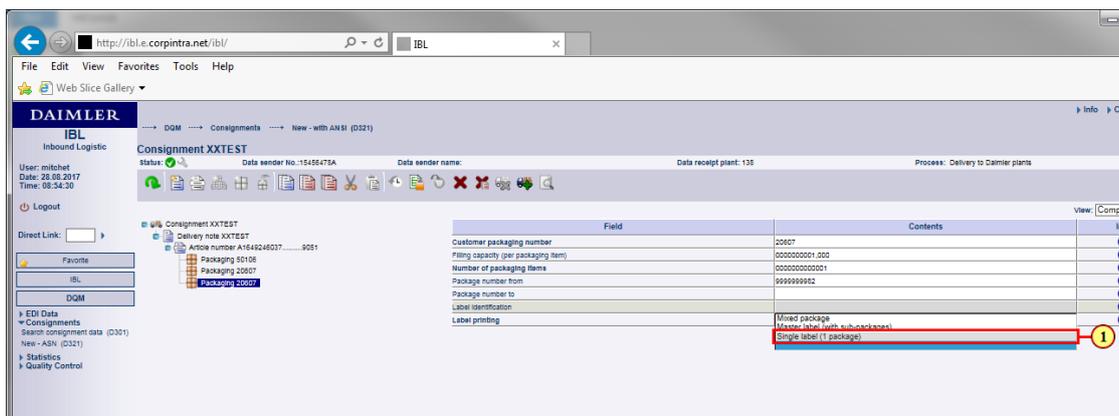
Step	Action
(35)	Enter the total item quantity for the tote.



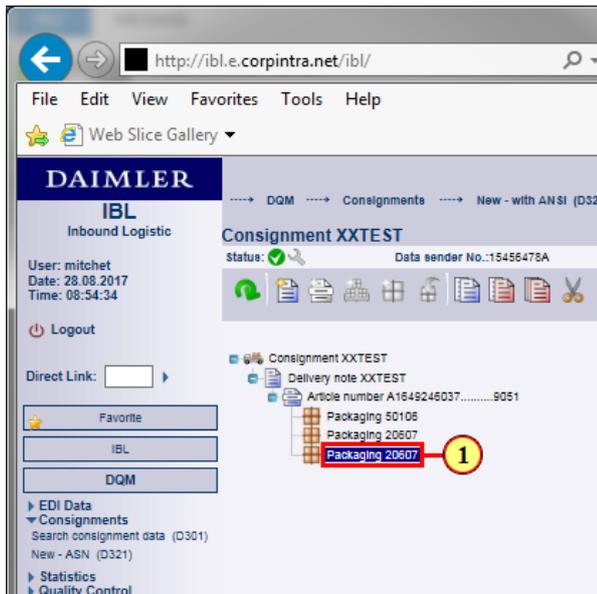
Step	Action
(36)	Enter the number of totes. This will always be 1.



Step	Action
(37)	Enter the HU number for the tote.

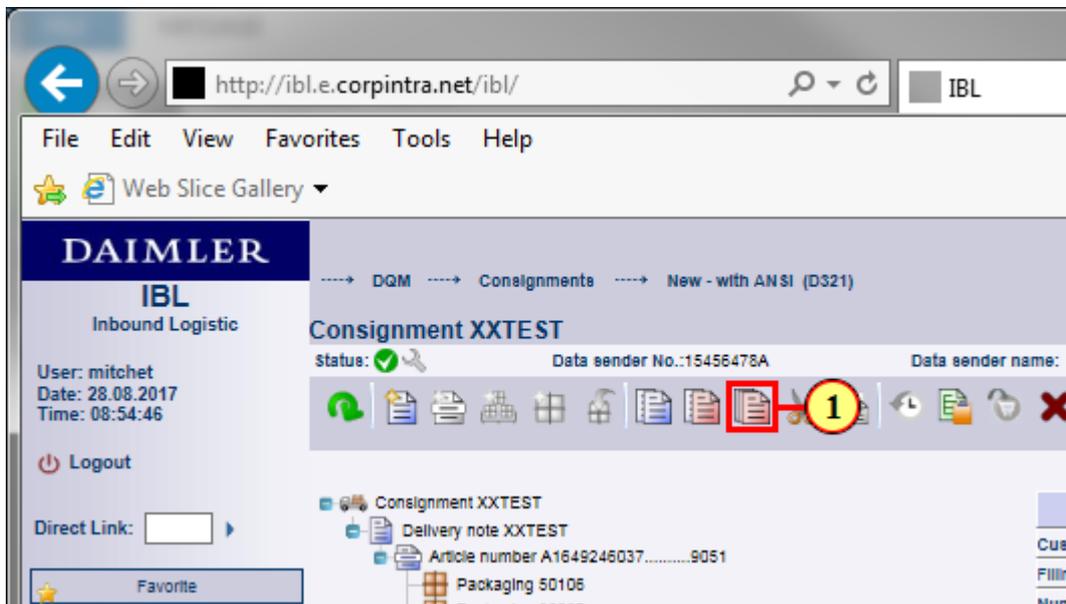


Step	Action
(38)	Select <b>Single label (1 package)</b> from the Label identification drop down.

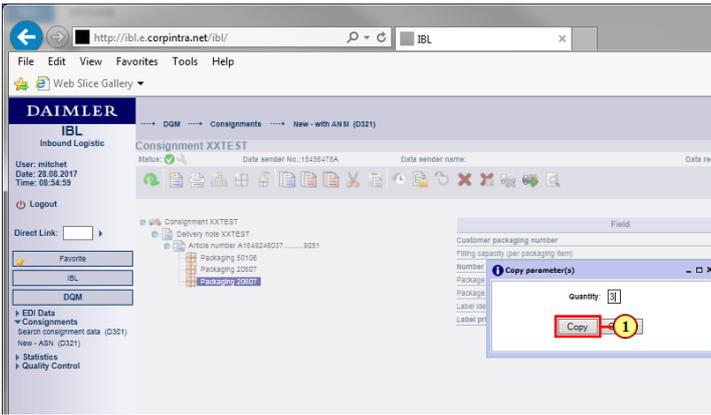


 Segments in DQM can be duplicated.

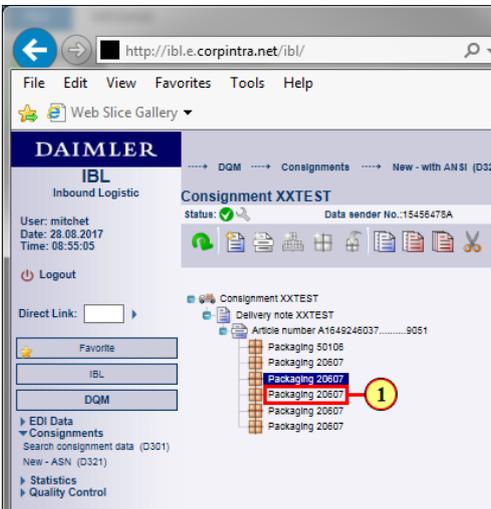
Step	Action
(39)	Click on the segment you want to duplicate. In this case we will duplicate the packaging segments.



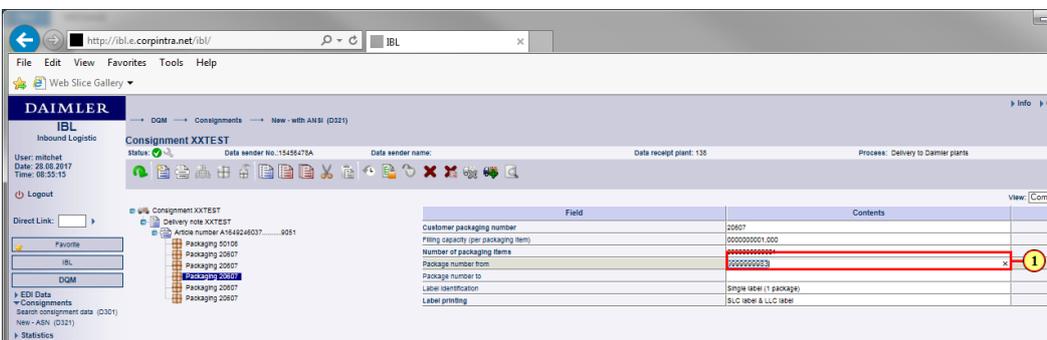
Step	Action
(40)	Click  this will icon lets you duplicate the segment multiple times.



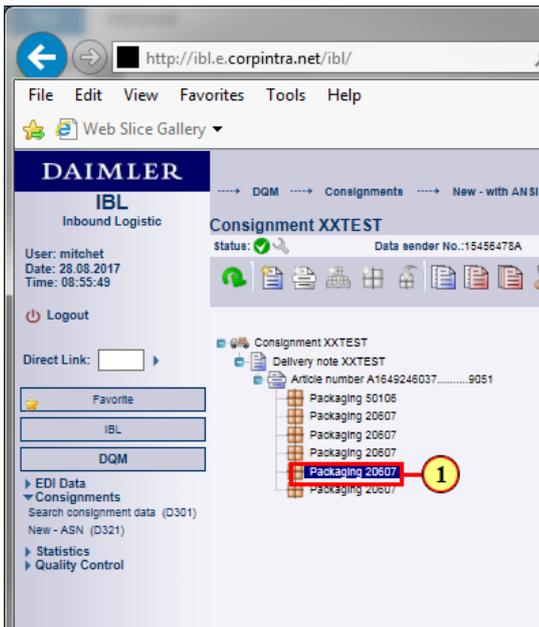
Step	Action
(41)	Enter the number of times the segment should be duplicated and click Copy.



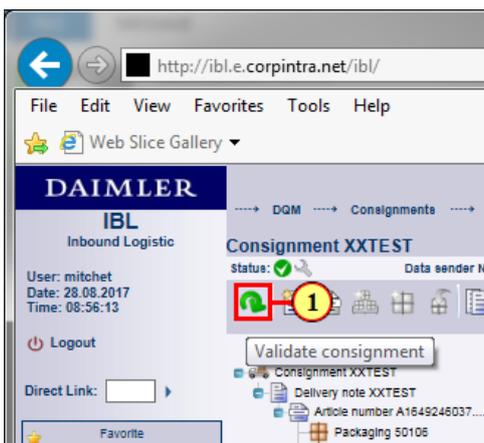
Step	Action
(42)	Segment will be duplicated.



Step	Action
(43)	Change the necessary information in the duplicated segments. In this case we only need to change the HU number.

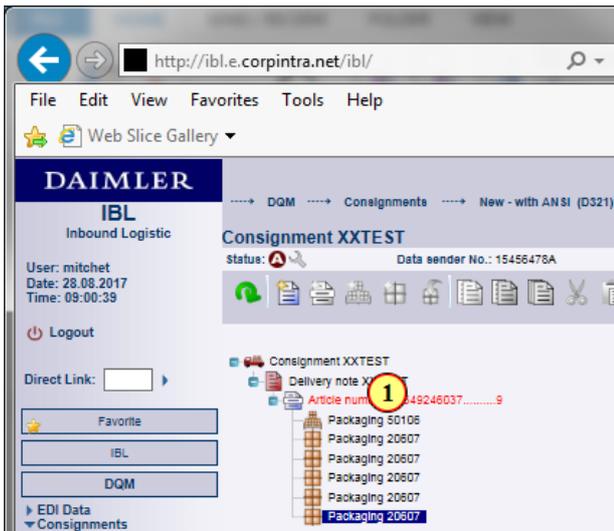


Step	Action
(44)	Continue the steps above to change all copied elements.

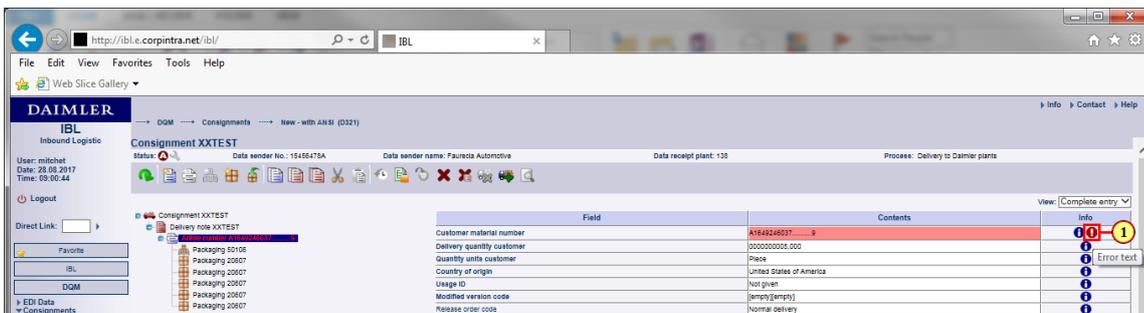


Step	Action
(45)	After all changes have been made click  to validate the Consignment.

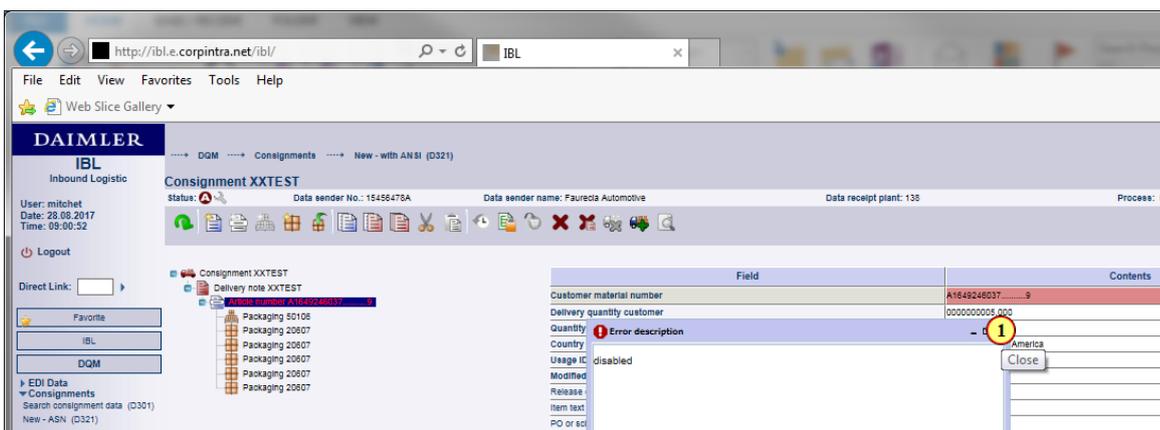
	This validates the data entered into the Consignment. If there are errors with the data entered the status will be updated accordingly.
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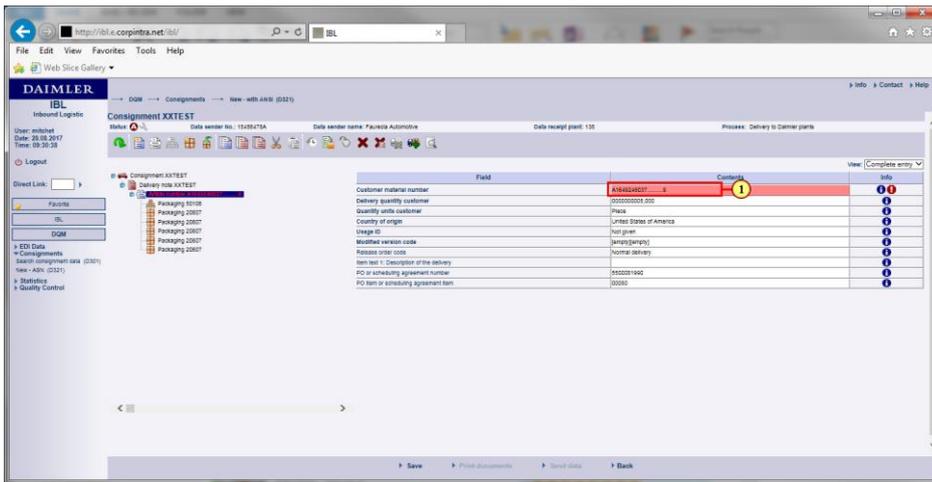
Step	Action
(46)	Segments with errors will be in red font.



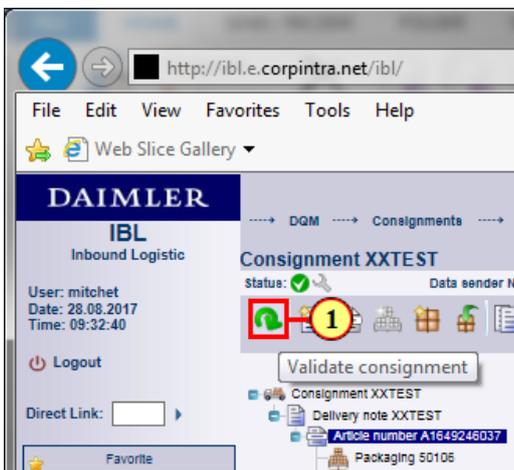
Step	Action
(47)	Click  icon to view a description of the error.



Step	Action
(48)	A brief description of the error will be displayed.



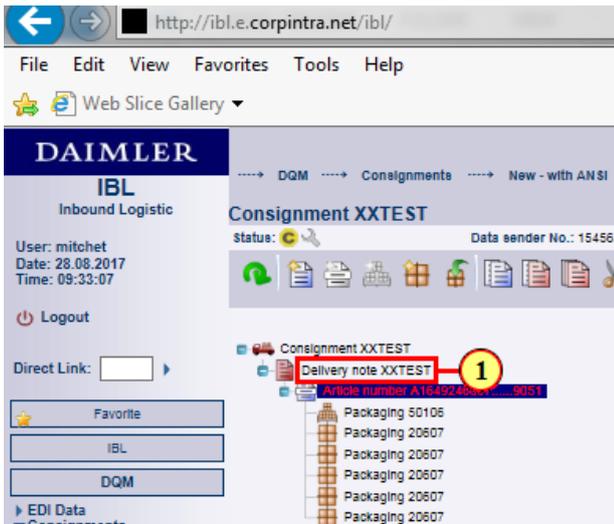
Step	Action
(49)	Enter the correct value.



Step	Action
(50)	Click  again to validate the changes.



 Consignments can only be submitted to MBUSI if the consignment is error free or only has C class errors.

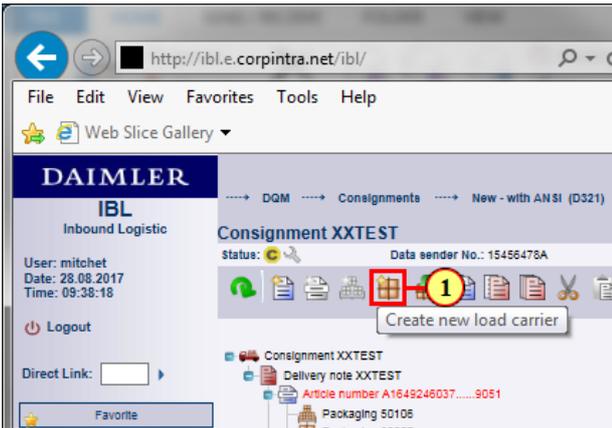


 Next examples will display creating a mixed pallet structure.

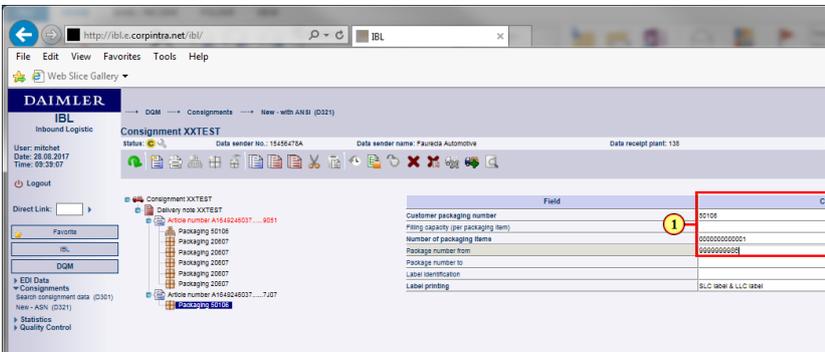
Step	Action
(51)	Click on the Delivery note segment to add additional items to the consignment.



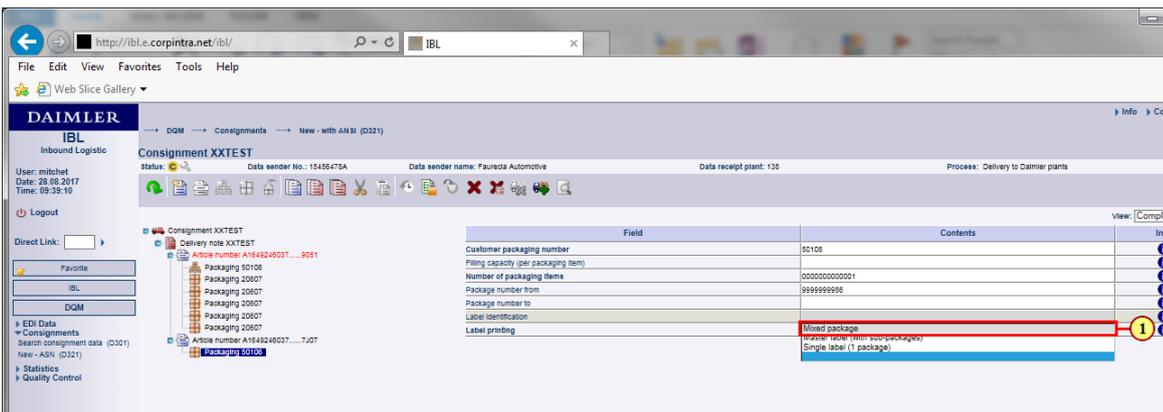
Step	Action
(52)	Click  .



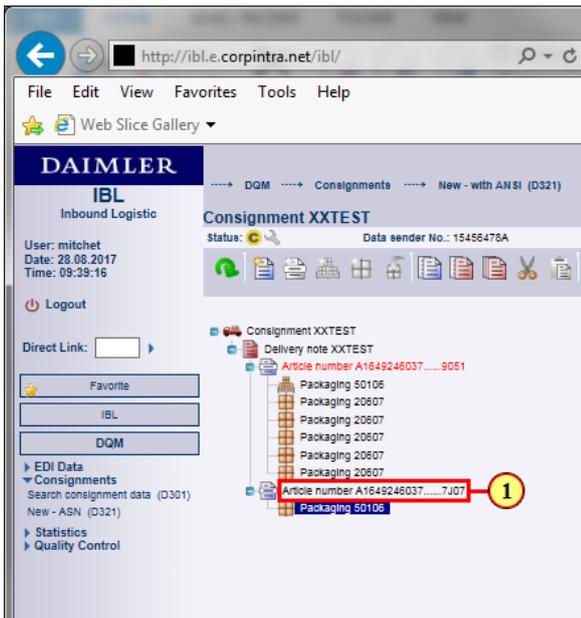
Step	Action
(53)	Enter the item detail and click  to add packaging and HU information



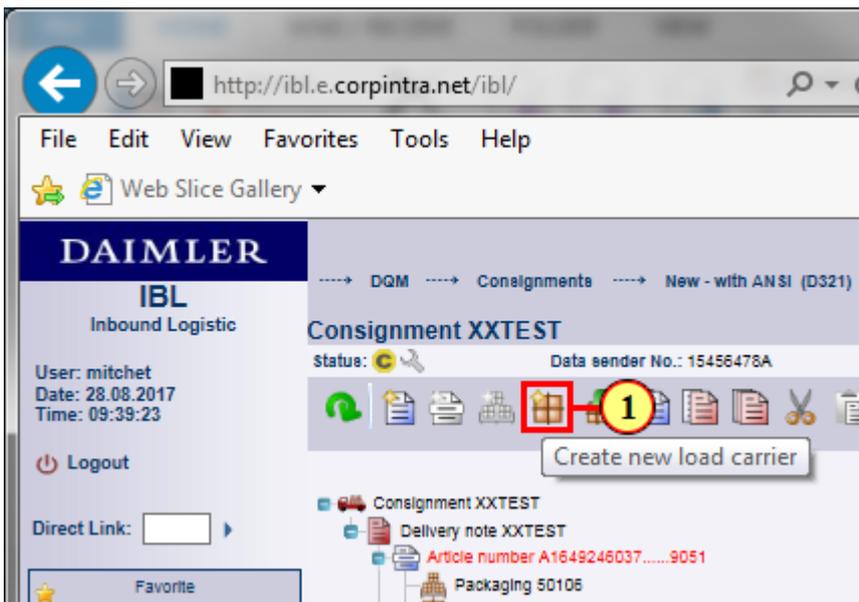
Step	Action
(54)	Enter the pallet information.



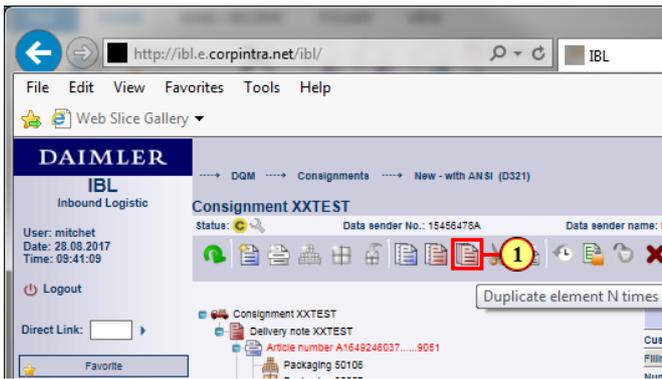
Step	Action
(55)	In the <b>Label identification</b> field select Mixed package from the drop down menu.



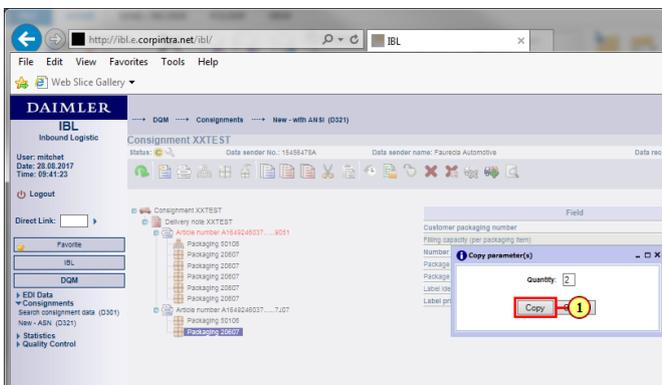
Step	Action
(56)	Select the Article number segment to continue adding packaging and HU information.



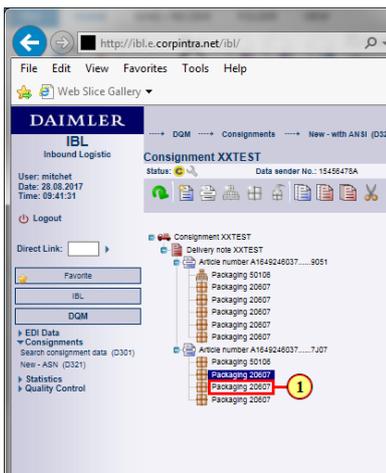
Step	Action
(57)	Click  .



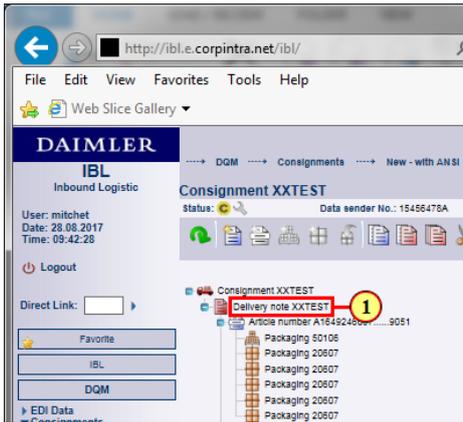
Step	Action
(58)	Enter all packaging information and click  to duplicate the packaging segments.



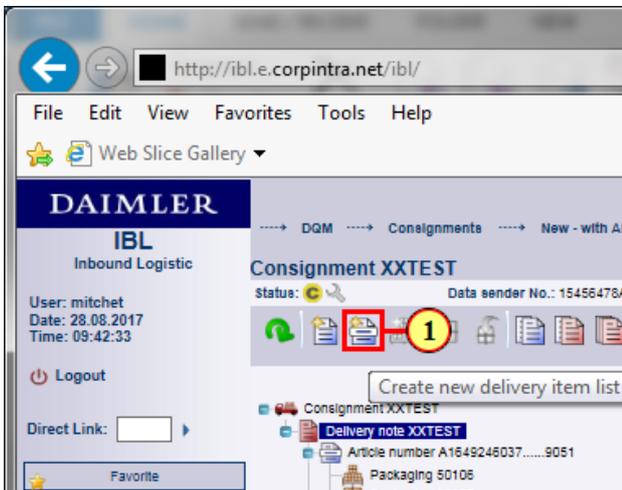
Step	Action
(59)	Enter the number of times to duplicate and click <b>Copy</b> 



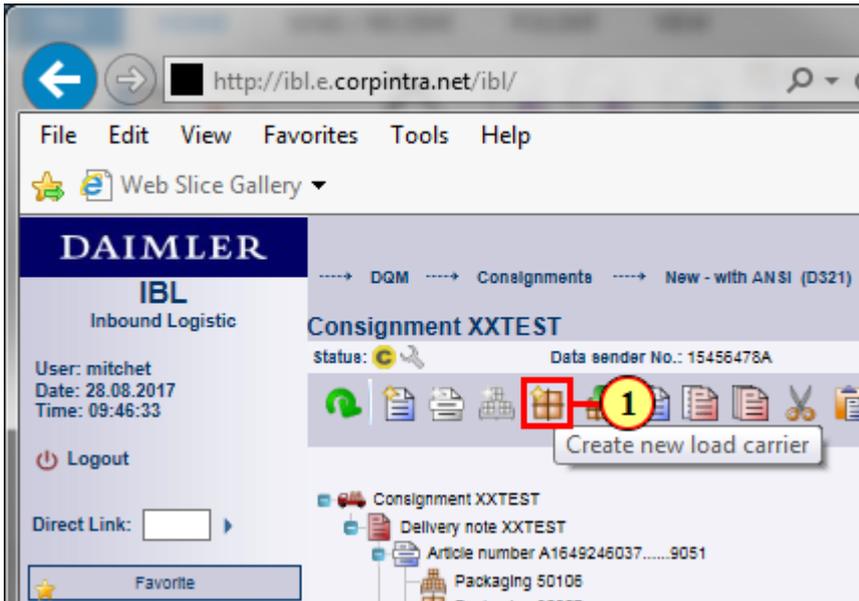
Step	Action
(60)	Select each packaging segment to update the information.



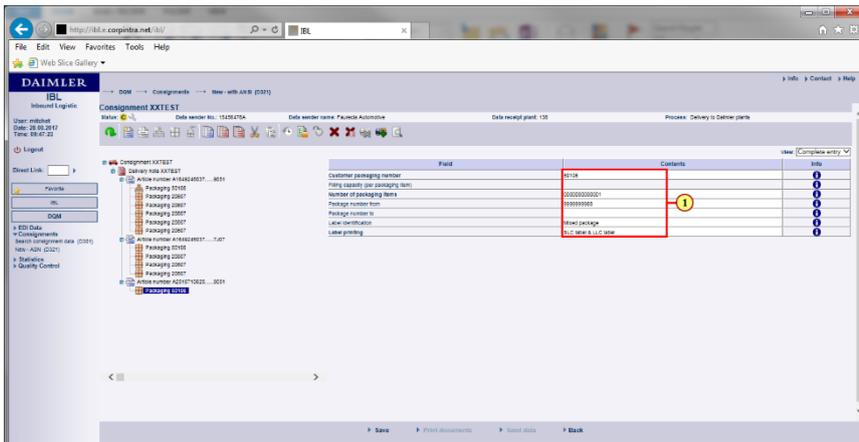
Step	Action
(61)	After all updates are complete Select the Delivery note segment



Step	Action
(62)	Click  to add another item segment.



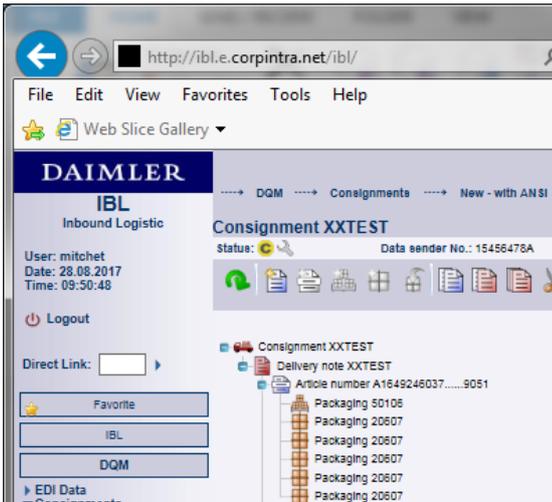
Step	Action
(63)	Click  to add packaging
(64)	Add all required information.



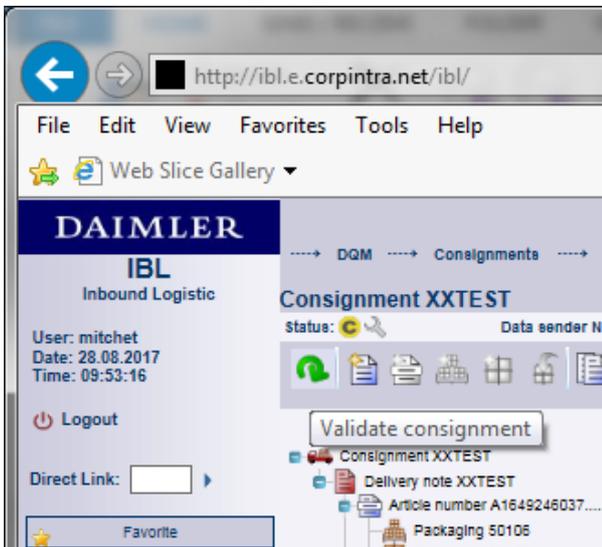
Step	Action
(65)	Enter the required information.



For mixed pallets the master HU will be the same number for each item segment.

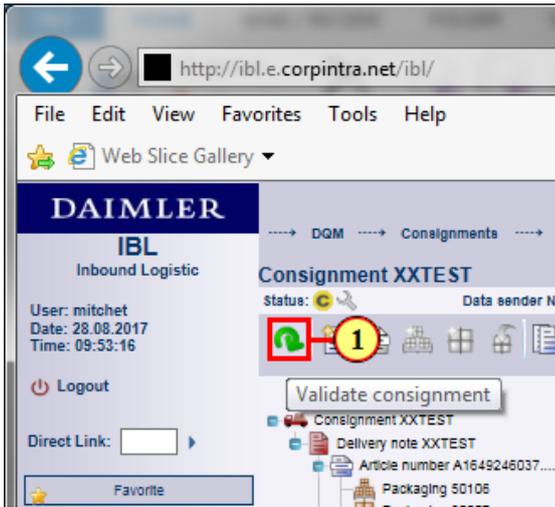


Step	Action
(66)	Follow the steps above to add additional packaging and item segments.

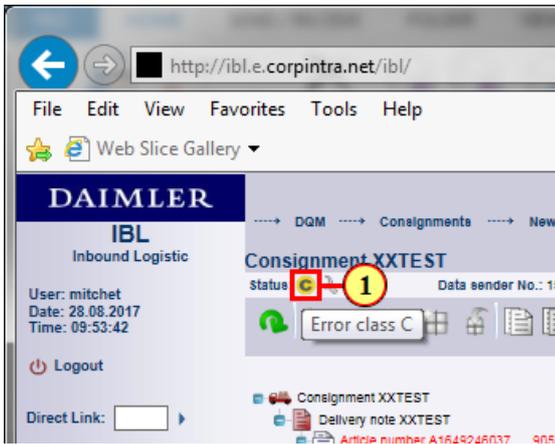


Step	Action
(67)	Enter the required packaging information

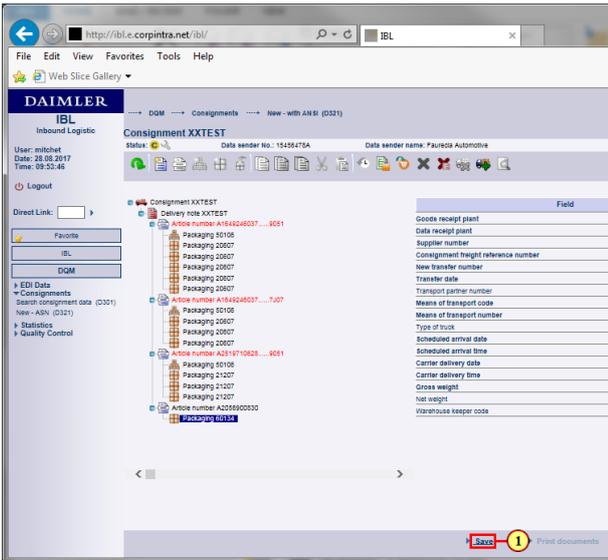
	<p>If the item you are shipping does not require the master pallet structure simply omit the packaging segment for the pallet.</p>
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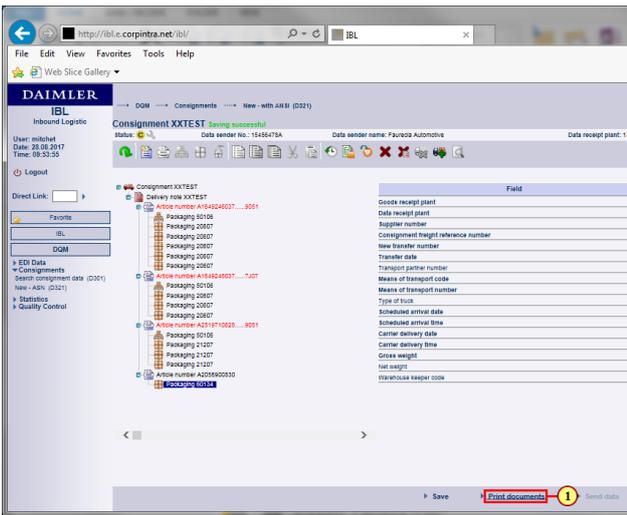
Step	Action
(68)	Click  to validate the consignment before saving.



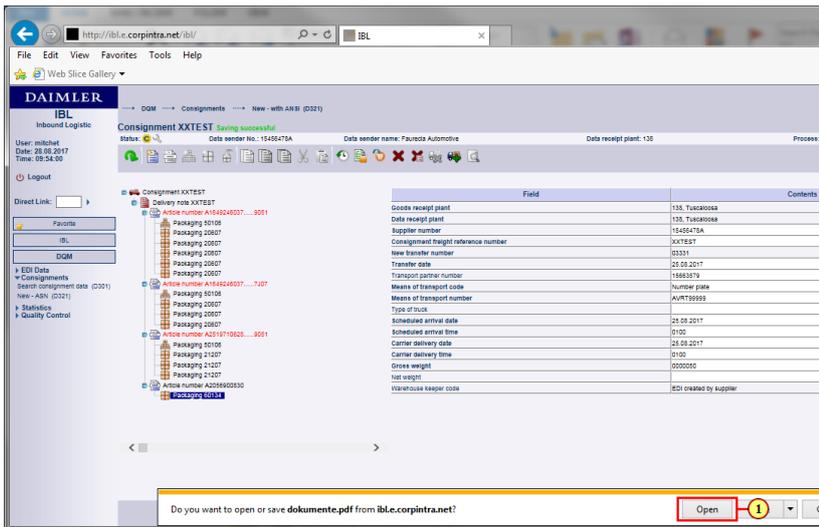
Step	Action
(69)	Consignments must either be Error free or have a C status before being sent to MBUSI.



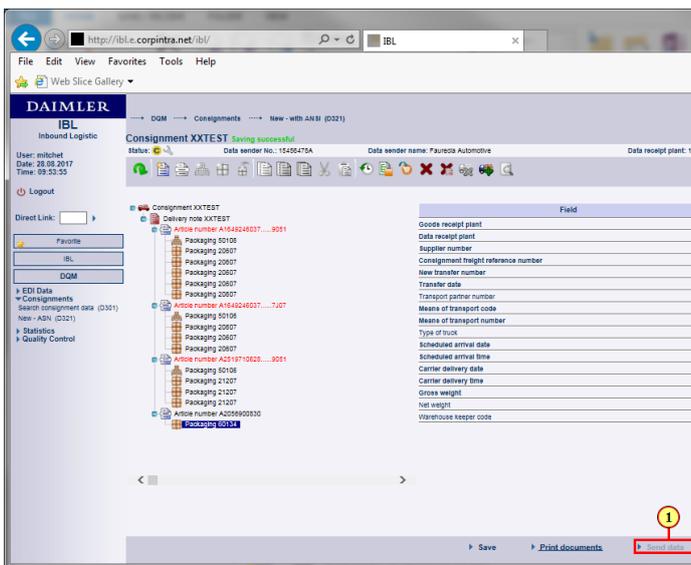
Step	Action
(70)	Click <b>Save</b> .



Step	Action
(71)	Click <b>Print documents</b> <a href="#">Print documents</a> .



Step	Action
(72)	DQM creates a BOL and labels for the consignment that was created. If you would like to use these documents click Open otherwise click Cancel.



Step	Action
(73)	Click Send data to send the consignment to MBUSI.