

The logo for Ax4, featuring the letters 'A', 'x', and '4' in a bold, blue, sans-serif font. The 'x' is slightly smaller and positioned between the 'A' and the '4'.

# Ax4

The text 'User Guide' and 'EXT Receiver' stacked vertically in a bold, blue, sans-serif font. The background features a faint, light blue map icon with a location pin and a path, and a larger, semi-transparent grey location pin icon.

## User Guide EXT Receiver

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## Login

<https://ax4.cloud/ax4/?ID=3793351>

The screenshot shows the TENNECO login interface. At the top center is the TENNECO logo. Below it are two input fields: 'Username' and 'Password'. A blue arrow points from the text 'TEN User: TEN User ID' to the Username field, and another blue arrow points from 'External: Email address' to the Password field. To the right of the Password field, another blue arrow points from the text 'Received via Email' to the Password field. Below the Password field is a link that says 'Forgotten your password?'. Underneath these fields is a green 'Login' button. At the bottom of the page, there is a link that says 'Want to use AX4?'. A small green icon with a white 'i' is located at the top left of the page.

## GENERAL

### Main Screen

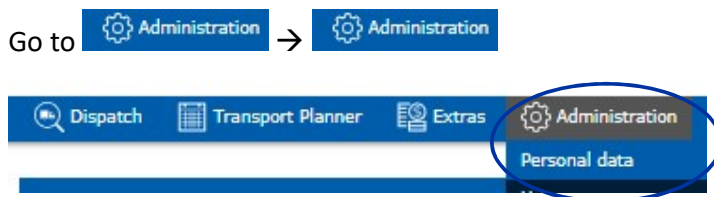
First screen you will see when you log in to the system. If you would like to change it, you will be able to do this in your personal settings (see side 5).



### Administration

In the administration view, you will be able to update / change your personal data and change your log in screen. As a key user you will be as well able to create new users.

### Personal data



In this overview you will see your account details, like name and E-mail address. You will be able to change your E-mail address and password and edit the security questions and answers if you forget your password.

Dispatch Transport Planner Extras Administration Help Feedback

### Your Account

First Name:   
Last Name\*:   
Phone No.:   
Fax No.:

Save

### Change E-mail

Password\*:   
E-mail\*:

Save

### Change Password

Password must be 6 characters long and contain at least 2 from the list: lower and upper case letters, digits or special characters. It will expire in 360 days.

Old Password:   
New Password:   
Confirm New Password:

Save

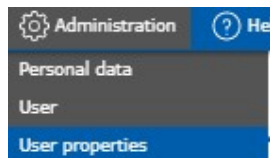
### Edit question and answer

Password:   
Question: Please select   
Answer:   
confirm answer:

Save

## User properties

Go to Administration → [User properties](#)



Within the user properties, you are able to change your first page after login.

## Editing User Properties

First page after login	default (use company settings)
Barcodes - layout subtype	default (use company settings)
PDF barcodes - label's left margin (mm)	empty page
PDF barcodes - label's right margin (mm)	Dispatch > Create Shipment / ASN
PDF barcodes - label's top margin (mm)	Dispatch > Shipment / ASN Overview
PDF barcodes - label's bottom margin (mm)	Dispatch > Create Truck
Starting position for printing barcodes	Dispatch > Truck Overview
Barcodes - page size	Transport Planner > Transport Forecast
Barcodes - print barcodes without displaying them in a window	Transport Planner > Route Cockpit
Barcodes - immediately print when using pdf solution	Administration > Personal data
Barcodes - how many barcodes may be printed without warning	Administration > User
Barcodes - print after short shipment 'Create and release' button	Administration > User properties
Barcodes - print after short shipment 'Create, release and start next' button	Help > Information for support
Session is going to expire alert(in seconds)	Help > Browser check
Hide context menu warning	<input type="checkbox"/>

Apply

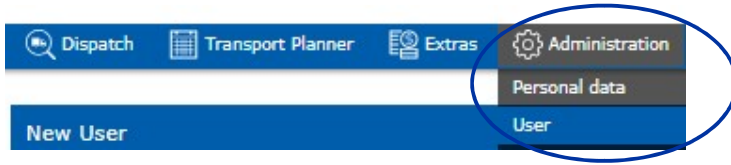


When there is a change, please push **Apply** to save the settings.

## Creation of new Users

As your plants key user you will be able to create new users.

Go to Administration → Administration



Mandatory fields are marked with a \*


The 'New User' form includes the following fields: 'Login\*' (circled in blue), 'First Name:' (circled in blue), 'Last name\*:' (circled in blue), 'Phone No.:', 'Fax No.:', and 'E-mail\*:' (circled in blue). Below these are dropdown menus for 'Language I: English' and 'Language II: German', and a checkbox for 'Use browser language settings'. A green 'Save' button is at the bottom. A blue arrow points from the 'Login\*' field to the text: 'The password will be sent to the e-mail address given below upon successful registration.'

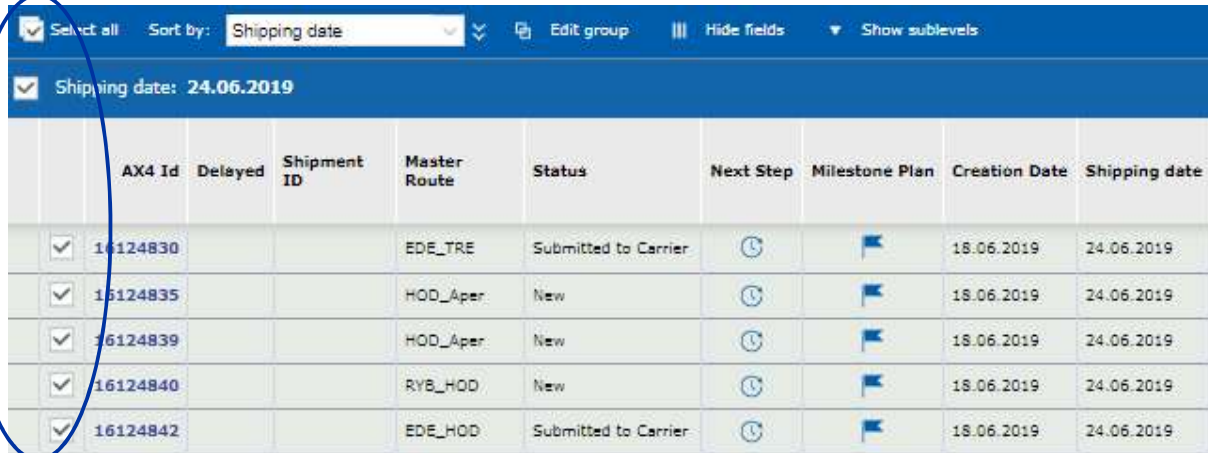
As soon you the user, an automated E-mail will be sent to the new user. The Email only contains a temporary password. The user needs to be informed separately by the key user about his login name.

**NOTE: The temporary password will only be valid for 24 hrs!**

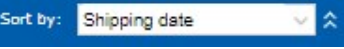
## Customizing Screens

There are different options how to customize the [Transport Forecast](#), [Truck Overview](#) and [Shipment / ASN Overview](#) to only get the data which is relevant for you:


 → selection of all positions (**not applicable in Transport Forecast**)

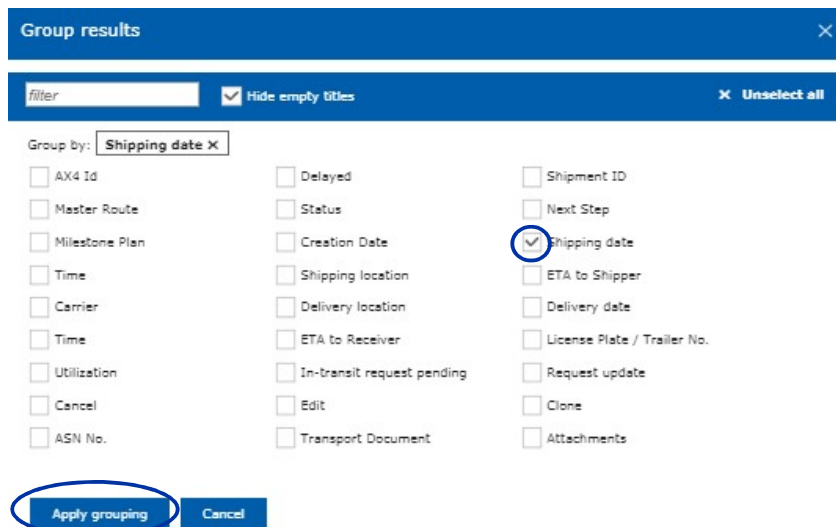


	AX4 Id	Delayed	Shipment ID	Master Route	Status	Next Step	Milestone Plan	Creation Date	Shipping date
<input checked="" type="checkbox"/>	16124830			EDE_TRE	Submitted to Carrier	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124835			HOD_Aper	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124839			HOD_Aper	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124840			RYB_HOD	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124842			EDE_HOD	Submitted to Carrier	🕒	🚩	18.06.2019	24.06.2019

 → sort (ascending or descending) by any field (**only applicable in Truck Overview**)

 → group by any field

Select the fields you would like to group and click 



**Group results** [X]

filter [ ]  Hide empty titles [X] Unselect all

Group by: **Shipping date X**

<input type="checkbox"/> AX4 Id	<input type="checkbox"/> Delayed	<input type="checkbox"/> Shipment ID
<input type="checkbox"/> Master Route	<input type="checkbox"/> Status	<input type="checkbox"/> Next Step
<input type="checkbox"/> Milestone Plan	<input type="checkbox"/> Creation Date	<input checked="" type="checkbox"/> Shipping date
<input type="checkbox"/> Time	<input type="checkbox"/> Shipping location	<input type="checkbox"/> ETA to Shipper
<input type="checkbox"/> Carrier	<input type="checkbox"/> Delivery location	<input type="checkbox"/> Delivery date
<input type="checkbox"/> Time	<input type="checkbox"/> ETA to Receiver	<input type="checkbox"/> License Plate / Trailer No.
<input type="checkbox"/> Utilization	<input type="checkbox"/> In-transit request pending	<input type="checkbox"/> Request update
<input type="checkbox"/> Cancel	<input type="checkbox"/> Edit	<input type="checkbox"/> Clone
<input type="checkbox"/> ASN No.	<input type="checkbox"/> Transport Document	<input type="checkbox"/> Attachments





## Download in Excel

All result screens can be downloaded in Excel

**Results**






Number of results: 211 (1 - 100)    Results per page: 100

[Download results as Excel](#)

AX4 id	Shipment ID	Master Route	Status	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	ASN No.	Attachments
16048152		POZ300	Cancelled	12.06.2019	12.06.2019	01:00	TEN Rybnik		Ewals Cargo Care SRL	TEN Poznan	14.06.2019	01:00			less than 70.0%			16048152
16048198	MET001	SLS100	Cancelled	12.06.2019	12.06.2019	10:00	TEN Rybnik			TEN Saarouis	13.06.2019	10:00		MET001	less than 70.0%			16048198
16048208		POZ300	Rejected by Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik			TEN Poznan	15.06.2019	01:00			less than 70.0%			16048208
16048472		Aper_RYB	Completed	12.06.2019	12.06.2019	10:00	Aperam	27.06.2019 10:00	Ewals Cargo Care SRL	TEN Rybnik	01.07.2019	10:00			less than 70.0%			16048472
16048808		Aper_RYB	Cancelled	12.06.2019	12.06.2019	12:00	Aperam	12.06.2019 12:00	Pamtrans	TEN Rybnik	13.06.2019	06:00		SR_Arek	less than 70.0%	Yes		16048808
16049109		SLS100	Submitted to Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik		Hardt	TEN Saarouis	15.06.2019	01:00			less than 70.0%			16049109
16049705	MET004	SLS100	Cancelled	12.06.2019	12.06.2019	10:00	TEN Rybnik			TEN Saarouis	13.06.2019	10:00		MET004	less than 70.0%			16049705
16049935		POZ300	Submitted to Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik		K-Box	TEN Poznan	21.06.2019	03:00			less than 70.0%			16049935
16049936		POZ300	Submitted to Carrier	12.06.2019	12.06.2019	03:00	TEN Rybnik		K-Box	TEN Poznan	28.06.2019	03:00			less than 70.0%			16049936
16052880		POZ300	Submitted to Carrier	12.06.2019	12.06.2019	01:00	TEN Rybnik		Pamtrans	TEN Poznan	18.06.2019	01:00			less than 70.0%			16052880

## Explanation Icons and Status´

### Icons

-  Delay = later arrival than original delivery date and time
-  Truck utilization  $\geq$  90%
-  Truck utilization between 70% - 89%
-  Truck utilization  $<$  70%
-  Special instructions, shown in the Manifest

### Status

New: Transport Order is created and saved but not yet sent to the carrier

Submitted to Carrier: Transport Order sent to the carrier but waiting on confirmation / rejection

Confirmed by Carrier: Transport Order confirmed by the carrier but not yet picked up

Rejected by Carrier: Transport Order rejected by the carrier

Loading: Carrier arrived at the shipper and is currently loading the goods

In Transit: Shipment is on the way to the receiver

Unloading: Carrier arrived at the receiver and is currently unloading the goods

Completed: Truck is unloaded and carrier left the receiver facility

Cancel: Shipment was cancelled

Declined by Carrier: Carrier declined the shipment

## DISPATCH

### Truck Overview

Detailed overview (i.e. truck utilization, shipping & delivery details, shipment status) of all shipments at their different process steps.

Go to Dispatch → Truck Overview



Choose Inbound, make necessary selections and click Search

View only  
delayed trucks

There is as well the possibility to search for specific shipments if you know any of the following reference types:

On the Results screen, you find all detailed information of the shipments:

AX4 Id	Delayed	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestoneplan	Special Instruction	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	Carrier Reference	Trailer No.	Utilization	Attachments
21364349	Yes		added		EDE_RYB		In Transit				28.05.2020	28.05.2020	15:00	TEN Ederkubem	28.05.2020 15:00	Test Carrier	TEN Rybnik	30.05.2020	16:00	02.06.2020 08:00			0%	
21066688			added	test issue 36.2.2	RYB_EDE		Submitted to Carrier				07.05.2020	15.05.2020	12:00	TEN Rybnik		Test Carrier	TEN Ederkubem	16.05.2020	13:00				0%	
21149045			added		RYB_EDE		Submitted to Carrier				13.05.2020	20.05.2020	01:00	TEN Rybnik		Test Carrier	TEN Ederkubem	22.05.2020	03:00				0%	

Customer would like to get an "in-transit" update

Status of the shipment (explanation side 10)

Milestone Overview - if icon is yellow, Status is missing

AX4 Id	Delayed	In-transit request pending	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestoneplan	Special Instruction
21364349	Yes	Yes		added		EDE_RYB		In Transit			

Click to see the manifest (explanation side 13)

Visible icon = truck later than confirmed ETA / revised ETA

Add next milestone

Visible icon = special instructions shown on the manifest

## Manifest

Detailed overview of the shipment and its content including special instructions for the carrier.

### Manifest

**Pickup address**  
 Tenneco GmbH  
 Luitpoldstrasse 83  
 67480 Edenkoben Germany

**Deliver to address**  
 Tenneco Automotive Polska Sp. z o.o.  
 ul. Przemysłowa 2 c 2  
 44-203 Rybnik Poland

AX4 Id: **21364349**

**Carrier**  
 Test Carrier  
 ul. Daleka 19  
 25-319 Kielce Poland

Route:	Edenkoben - Rybnik	Service Level:	single
Service:	Full Truck Load	Container Type:	Mega Trailer
Pickup Date:	28.05.2020 15:00		
Departure Date:	28.05.2020 16:00		
Delivery Date:	30.05.2020 16:00		

Special instruction: Please ring front door before delivery

## List of shipments

AX4 Id	Delivery No.	ASN No.				
45280458		28052020				
Pickup		Delivery				
<b>Date</b>	28.05.2020 15:00	<b>Date</b>	30.05.2020 16:00			
<b>Address</b>	TEN Edenkoben Luitpoldstrasse 83 67480 Edenkoben Germany	<b>Address</b>	TEN Rybnik ul. Przemysłowa 2 c 2 44-203 Rybnik Poland			
Volume [m3]	Total number of packages	Total weight [kg]				
91.869	90.0	24000.000				
No.	Quantity	Packaging	Gross Weight [kg]	Volume [m3]	Material No.	Material quantity
1.	50	Gitterbox - Standard	15000.000	51.038		
2.	40	Gitterbox - Standard	9000.000	40.831		

## Milestone Overview

Detailed overview of all steps within the shipment. Within this view you will be as well able to add the next process step and to create a non conformity report.

**Milestone overview**

Arrived at pickup... > Departed from pl... > Arrived at destina... > Left destination lo...

AX4 ID: 16121516    Shipment ID:    Licence Plate / Trailer Number: 1111

Shipping location: Ageram  
Delivery location: TEN Rybnik

**Buttons:** Add Next Milestone, Add NCR [TEST]

Milestone	Status	Actual date	Planned date	System Date	Partner	Comment
Truck planned	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Ageram CZ Usti nad Labem	
Submitted to carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Ageram CZ Usti nad Labem	
Confirmed by carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:18	14.06.2019 11:11	18.06.2019 08:18	Pambrana PL Rybnik	1111
Arrived at pickup location	Pending <input type="checkbox"/>		14.06.2019 11:11	18.06.2019 08:18	Pambrana PL Rybnik	
Departed from pickup location	Open <input type="checkbox"/>		15.06.2019 11:11	18.06.2019 08:18	Pambrana PL Rybnik	
Arrived at destination	Open <input type="checkbox"/>		16.06.2019 11:11	18.06.2019 08:18	Pambrana PL Rybnik	
Left destination location (shipment completed)	Open <input type="checkbox"/>		17.06.2019 11:11	18.06.2019 08:18	Pambrana PL Rybnik	

Click **Add NCR** → in the pop up field you will be able to select the non conformities, add comments and upload attachments.

**Non conformities**

- Wrong truck / trailer type
- Health & safety equipment missing
- Incident report
- Truck / trailer w/ technical problems
- Plant accident report

Comments

**Upload attachment**

**Save**

**NOTE: Non conformities will be the basis for the carrier rating.**

Results

Number of results: 2 (1 - 2)    Results per page: 10

Select all    Sort by: AX4 ID    Group results    Hide fields    Hide sublinks    Selected results: 0 on page, 0 in total

AX4 ID	Delayed	Truck No.	Truck Type	Shipment ID	Header Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	Request in-transit update	Attachments
16310904		ax04		888815	T_SU02		Confirmed by Carrier			2019-07-03	2019-07-03	01:00	TEN Rybnik	2019-07-04 10:00	Carrier	Rudolph HU	2019-07-03	02:00		888815	0%			Lieferpapiere UPLOADED
16310787		888815	ax04	888815	T_SU02		Confirmed by Carrier			2019-07-03	2019-07-03	14:00	TEN Rybnik	2019-07-03 14:00	Carrier	Rudolph HU	2019-07-04	01:00		888815	0%			

Expected arrival date / time to shipper

Expected arrival date / time to receiver

Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization
2019-07-03	2019-07-03	01:00	TEN Rybnik	2019-07-04 10:00	Carrier	Rudolph HU	2019-07-03	02:00			0%

Truck utilization

Select all    Sort by: AX4 ID    Group results    Hide fields    Hide sublinks    Selected results: 0 on page, 0 in total

AX4 ID	Delayed	Truck No.	Truck Type	Shipment ID	Header Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	Request in-transit update	Attachments
16310904		ax04		888815	T_SU02		In Transit			2019-07-03	2019-07-03	01:00	TEN Rybnik	2019-07-04 10:00	Carrier	Rudolph HU	2019-07-03	02:00		888815	0%			Lieferpapiere UPLOADED
16310787		888815	ax04	888815	T_SU02		Confirmed by Carrier			2019-07-03	2019-07-03	14:00	TEN Rybnik	2019-07-03 14:00	Carrier	Rudolph HU	2019-07-04	01:00		888815	0%			

If something is attached you can open the document

If something is attached you can open the document in an Email

Request in-transit update	Attachments
	Lieferpapiere UPLOADED

**Request in-transit update** click (only visible for shipments that are in transit) → request an in-transit update from the carrier



Are you sure you want to request an in transit update for this truck?

**Attach file** → any file (i.e. jpg, docx, xlsx) can be attached to a truck while entering a **Title** and uploading the **File**.



# AX4 User Guide

Don't forget to **Save** your input.

## Attachment header

Title\*: Lieferspiele

## Attachment details

File\*:  No file chosen

\*Mandatory entry

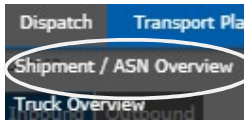
**Save**

[Back to Open Overview](#)

## Shipment / ASN Overview

Overview of all Shipments / ASNs no matter if they have been created manually or via EDI.

Go to Dispatch → Shipment / ASN Overview



Via the different selection fields you will be able to specify your search:

Search for:  From:  To:  Shipping location:  Delivery location:  Material No.:  ASN No. / Delivery No.:

ASN / Delivery Note number of external suppliers

Gross weight of the shipment

TEN internal Delivery Note number

ASN / Delivery Note already attached to a truck



Shipment/ASN Overview

Search for:  From:  To:  Shipping location:  Delivery location:  Material No.:  ASN No. / Delivery No.:

Number of results: 1 (1 - 1) Results per page: 100

Select all Group results Hide fields Show sublevels Selected results: 0 on page, 0 in total

AX4 Id	Delivery No.	ASN No.	Truck Id	Shipping date	Time	Shipping location	Delivery location	Delivery date	Time	Volume	Weight	Status	Creation date	Modification date	Type
35674545	879	1630476		2019-07-03	12:00	Rudolph HU	TEN Rybnik	2019-07-03	21:00	1.9	120.0	sent	2019-07-03 13:23	2019-07-03 13:23	Manual ASN

View details of the ASN / Delivery Note (content of the shipment) → click either  or if you want to see the details of all results click 

AX4 Id	Delivery No.	ASN No.	Truck Id	Shipping date	Time	Shipping location	Delivery location	Delivery date	Time	Volume	Weight	Status	Creation date	Modification date	Type
35674545		879	16304767	2019-07-03	12:00	Rudolph HU	TEN Rybnik	2019-07-03	21:00	1.9	120.0	sent	2019-07-03 13:23	2019-07-03 13:23	Manual ASN

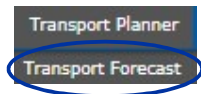
SA	Item No.	Material No.	Mat quantity	Material weight	Net weight	Gross weight	Volume	Pack quantity	Pack code	Pack volume	Pack weight	Invalid Packaging Quantity	Pack unit quantity			
			pcs		0.00	120.00	kg	1.889	cu_m	1	P4-Pallet		1.889	cu_m	120.000	kg

## Transport Planner

### Transport Forecast

Forecast overview of trucks needed per day / week based on SAP releases. It's helpful to see the utilization of the trucks based on the forecast (**Trucks forecasted**) and to compare it to the amount of the **Predefined trucks**. Should help you to plan your trucks in a more optimized way.

Go to Transport Planner → Transport Forecast



Choose your  and click

Week no	Pick up date	Delivery date	Master Route	Truck demand by weight (%)	Truck demand by volume (%)	Truck demand by stackability (%)	Trucks forecasted	Predefined trucks	Ship from	Ship to	AX4 Id
<b>Week no: 25</b>											
25	19.06.2019	19.06.2019	Rybnik - Poznan	56	62	85	0.85	0	TEN Rybnik	TEN Poznan	34852463
25	21.06.2019	21.06.2019	Rybnik - Poznan	37	41	10	0.41	0	TEN Rybnik	TEN Poznan	34852464
<b>Group totals:</b>				<b>103</b>	<b>103</b>	<b>95</b>	<b>1.26</b>	<b>0</b>			
<b>Week no: 26</b>											
26	24.06.2019	24.06.2019	Rybnik - Poznan	34	39	83	0.53	0	TEN Rybnik	TEN Poznan	34852465
26	25.06.2019	25.06.2019	Rybnik - Poznan	58	67	106	1.06	0	TEN Rybnik	TEN Poznan	34852466
26	26.06.2019	26.06.2019	Rybnik - Poznan	27	32	51	0.51	0	TEN Rybnik	TEN Poznan	34852467
26	27.06.2019	27.06.2019	Rybnik - Poznan	30	32	53	0.53	0	TEN Rybnik	TEN Poznan	34852468
26	28.06.2019	28.06.2019	Rybnik - Poznan	53	56	42	0.56	0	TEN Rybnik	TEN Poznan	34852469
<b>Group totals:</b>				<b>202</b>	<b>226</b>	<b>304</b>	<b>3.19</b>	<b>0</b>			

Demand for every day of the week but in total you would only need 3,19 trucks in week 26 to send the required goods → SUGGESTION: try to advance some parts to week 25 to increase truck utilization and only ship 3 trucks in total in week 26