



Urban Supply System: Manual Web-Portal

Version 3

History of the Document Version

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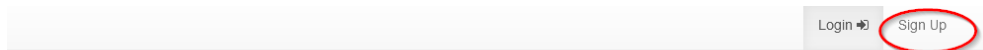
1. Log-In

Registration takes place on the Urban homepage via customer login → Urban Supply System → Open web portal

Or you'll find the registration site directly under following link:

<https://urbansupplysystem.urban-group.com/register>

Please sign up for your first registration



Login into your account



Username or Email

Password

Remember me

After you have completed registration, your account will be activated by Urban.

For access the Urban Supply System please log in with your chosen username and password:



Login into your account



Username or Email

Password

Remember me

2. Start Screen

Please open: <https://urbansupplysystem.urban-group.com/login>

After the log-in you will see the start screen:

The screenshot shows the web portal interface. At the top left, there is a 'Cockpit' icon and a 'Supply System' dropdown menu. The dropdown menu is open, showing three options: 'Manage Delivery Dates', 'Create Transport Order', and 'Overview Transport Order'. To the right of the dropdown, there is a 'Logged in as' field, a 'Logout' button, and a language selector 'EN'. The main content area has a large 'Welcome!' heading, followed by 'Your Contact Person:'. Below this, there is a box containing the name 'John Doe' and three fields: 'Telefon:', 'Fax:', and 'Email:'. The Urban logo is in the top right corner.

Here you can see the responsible contact person at Urban with his/her contact details.

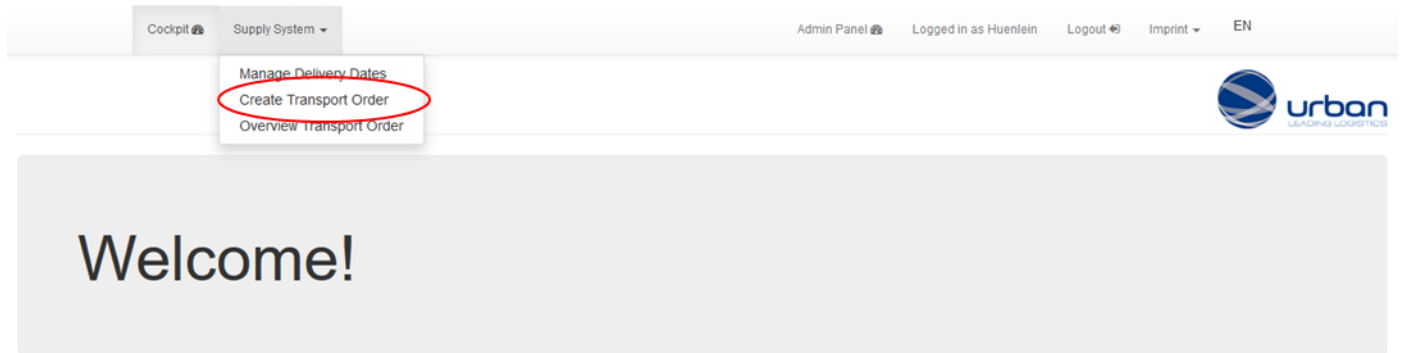
Further contact persons for each delivery location are also displayed separately.

You have access for the following sections at the menu item „Supply System“:

- Create Transport Order
- Overview Transport Order

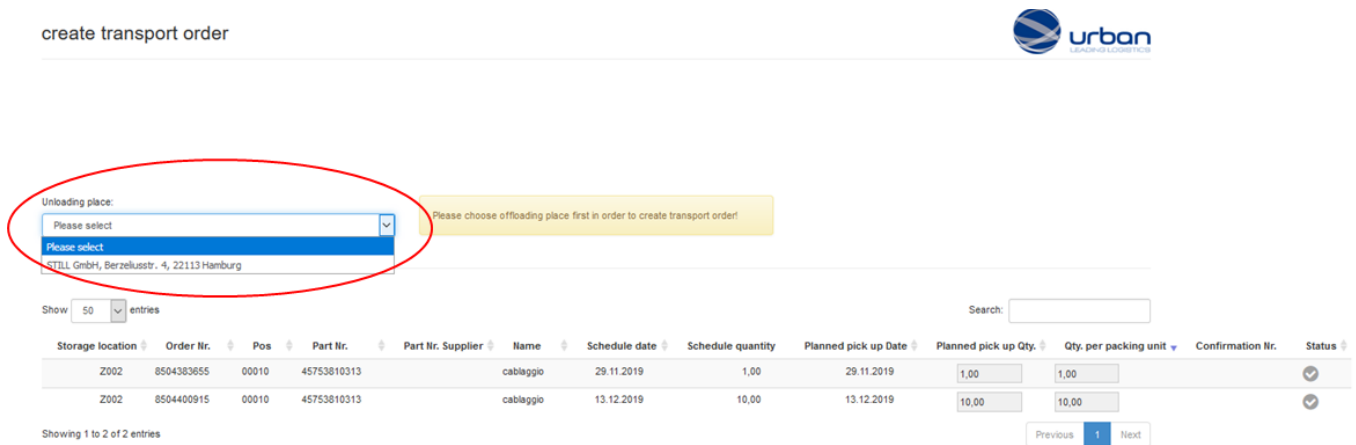
Depending on your assigned role, you may not be able to see and use all sub-areas. (The function “Manage Delivery Dates” is currently deactivated within USS. Please ask your Urban contact for further details about it, if needed)

3. Create Transport Orders



You can create a transport order and transmit it to Urban online in the section „ Create Transport Order“.

Please first select the appropriate unloading point for which the parts are intended.



ATTENTION:

A separate transport order must be created for each delivery address!

Please also make sure that a Transport Order per unloading point is only sent to us once a day!



create transport order

Unloading place:
STLL GmbH, Berzelusstr. 4, 22113 Hamburg

Positionen selektiert: 2

Show: 50 entries

Storage location	Order Nr.	Pos	Part Nr.	Part Nr. Supplier	Name	Schedule date	Schedule quantity	Planned pick up Date	Planned pick up Qty.	Qty. per packing unit	Confirmation Nr.	Status
Z002	8504383655	00010	45753810313		cableggio	29.11.2019	1,00	29.11.2019	1,00	1,00		<input checked="" type="checkbox"/>
Z002	8504400915	00010	45753810313		cableggio	13.12.2019	10,00	13.12.2019	10,00	10,00		<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

create transport order

Please select all positions which should be included in the transport order.

If the pick-up quantity should differ from the scheduled quantity, you can overwrite and adjust it.

You don't have to make any modifications in "quantity per packing unit" if you don't want to print VDA-Labels.

After choosing all positions please click "create transport order"

On the next page you will find a summary (offloading place and all chosen positions) in the upper part.

In the part below please gather details for the loading unit:

Cockpit Supply System Logged in as Logout EN

create transport order



unloading place:
Urban Transporte GmbH
Logistikterminal / LO 1210
Germanenstr. 28
DE 63741 Aschaffenburg

Order number	Position	Part number	Schedule date	Schedule quantity	Pick up date	Quantity for pick up
5500200198	00010	3864305004	08.09.2016	250,00	08.09.2016	250,00
5500183115	00010	3864407720	08.09.2016	300,00	08.09.2016	300,00

*transport unit:
Please select

*number: *gross weight (kg): Loading meter:

Length (cm): Width (cm): Height (cm):

Dangerous goods: Stackable: Comment:

add loading unit

Please choose transport unit and specify number of goods, weight and dimensions.

If the consignment contains dangerous goods, please mark it, also if pallets are stackable.

The area „Comment“ is – for example – for number of delivery note, loading references, further details of dangerous goods and so on.

Please save all details with „add loading unit“.

create transport order



unloading place:
Urban Transporte GmbH
Logistikterminal / LO 1210
Germanenstr. 28
DE 63741 Aschaffenburg

Order number	Position	Part number	Schedule date	Schedule quantity	Pick up date	Quantity for pick up
5500200198	00010	3864305004	08.09.2016	250,00	08.09.2016	250,00
5500183115	00010	3864407720	08.09.2016	300,00	08.09.2016	300,00

*transport unit:
Einwegpalette (EiW)

Number: *gross weight (kg): Loading meter:
 Length (cm): Width (cm): Height (cm):
 Dangerous goods: Stackable: Comment:

Please repeat the procedure if you want to add another loading unit.

„Pick up date“: you can choose the date for the collection

ATTENTION: date is only selectable within the next 7 days.

create transport order



unloading place:
Urban Transporte GmbH
Logistikterminal / LO 1210
Germanenstr. 28
DE 63741 Aschaffenburg

Order number	Position	Part number	Schedule date	Schedule quantity	Pick up date	Quantity for pick up
5500200198	00010	3864305004	08.09.2016	250,00	08.09.2016	250,00
5500183115	00010	3864407720	08.09.2016	300,00	08.09.2016	300,00

pick up date
08.09.2016

September 2016

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

Loading unit	Number of loading units	Gross weight	Length	Width	H	goods	Stackable	Notes	Del
EW	1,00	150,00	100,00	60,00	50		1	delivery note 12345	<input type="checkbox"/>

You will transfer the transport order details to Urban with „create transport order“

Cockpit Supply System Logged in as Logout

Success
Transportauftrag #68040684 erfolgreich erstellt !

You will then receive the USS reference number as confirmation.

If you want to print also the VDA-Labels please proceed as follows:

First of all please choose unloading place.

Then select all positions which should be included in the transport order.

Please fill in the number of parts which are packed in one packing unit in the section „quantity per packing units“
Based on the whole pick-up quantity and the quantity per packing unit the number of VDA-Labels will be calculated.

Cockpit Supply System Logged in as Logout EN

create transport order **urban**
LEADING LOGISTICS

Unloading place:
Urban Transporte GmbH, Germanenstr. 28, 63741 Aschaff

Positionen selektiert: 2 [create transport order](#)

Show entries Search:

storage location	order number	position	part number	schedule date	schedule quantity	planned pick up date	planned pick up quantity	quantity per packing unit	status
1210	5500094598	00010	3864378502	30.09.2016	1.800,00	29.09.2016	<input type="text" value="1.800,00"/>	<input type="text"/>	<input checked="" type="checkbox"/>
1210	5500179624	00010	3914004005	30.09.2016	100,00	29.09.2016	<input type="text" value="100,00"/>	<input type="text"/>	<input checked="" type="checkbox"/>
1210	5500086130	00010	3925273000	30.09.2016	5.000,00	29.09.2016	<input type="text" value="5.000,00"/>	<input type="text" value="5.000,00"/>	<input type="checkbox"/>
1210	5500183115	00010	3864407720	06.10.2016	300,00	05.10.2016	<input type="text" value="300,00"/>	<input type="text" value="300,00"/>	<input type="checkbox"/>
1210	5500168603	00010	3864311004	06.10.2016	250,00	05.10.2016	<input type="text" value="250,00"/>	<input type="text" value="250,00"/>	<input type="checkbox"/>

Showing 6 to 10 of 142 entries (filtered from 442 total entries) Previous 1 2 3 4 5 ... 29 Next

On the next page you will find a summary (offloading place and all chosen positions) in the upper part.

Via click on the blue icon „i“ you will see all details for the VDA-Labels and pop up window will open

create transport order



unloading place:
Urban Transporte GmbH
 Logistikterminal / LO 1210
 Germanenstr. 28
 DE 63741 Aschaffenburg

Order number	Position	Part number	Schedule date	Schedule quantity	Pick up date	Quantity for pick up
5500136176	00010	0009187396	09.09.2016	1.500,00	09.09.2016	1.500,00
5500168705	00010	3874415815	09.09.2016	250,00	09.09.2016	250,00

Example 1: the quantity was splitted equally

Packaging Info

Part number	Quantity for pick up	Quantity / packing unit	Total packing unit	Count compl	á	Count part	á
0009187396	1.500,00	750,00	2,00	2,00	750,00	0,00	0,00
3874415815	250,00	125,00	2,00	2,00	125,00	0,00	0,00

Example 2: the quantity couldn't be splitted equally

Packaging Info

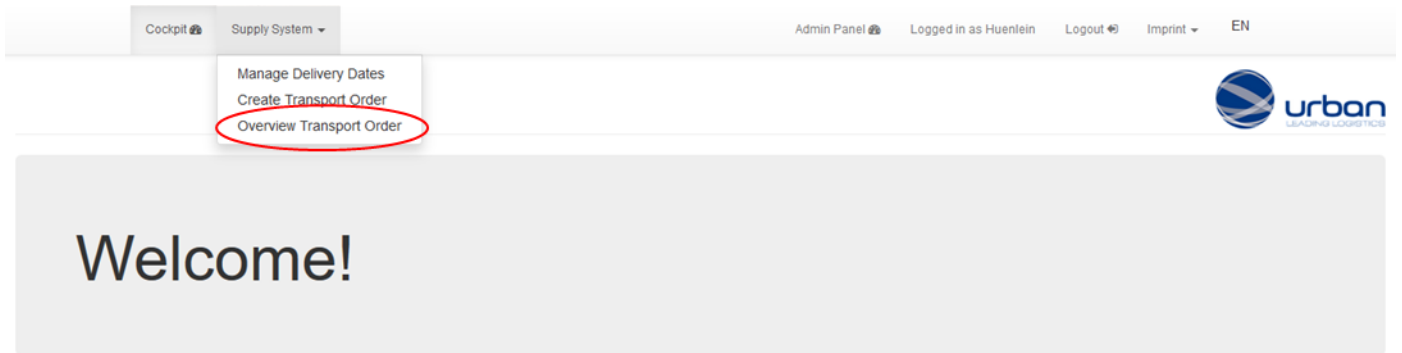
Part number	Quantity for pick up	Quantity / packing unit	Total packing unit	Count compl	á	Count part	á
3864407720	600,00	180,00	4,00	3,00	180,00	1,00	60,00

Dangerous Stackable: Comment:

(How to print the VDA-Label please continue reading)

To complete and transfer the details to Urban please proceed as already described.

4. Overview Transport Orders



In the "Transport order overview" area you can view all the transport orders that have already been created with the corresponding shipment details and the respective status messages.

Also you can print the VDA-Labels here.

All created transport orders are listed in the overview.

In the upper part, you can narrow the display accordingly by filtering according to various criteria.


You can also display a single order directly by entering a USS reference number in the "Search" field

You receive the information on the shipment items of the respective transport order by clicking on the "Details" button.

If required, you'll find additional information from our dispatcher in the field "remark Urban".

All order positions will be shown.



By clicking on the  you will get status information of the chosen consignment:

- 1- Order created (Auftrag erfasst)
- 2- Order scheduled (Auftrag disponiert)
- 3- Order delivered (Auftrag zugestellt)

The value in the brackets of the status states the user/system who has set the status. Also time and date, when status was set ist displayed.

Cockpit Supply System Logged in as Logout EN

Transport orders Supply System

Unloading place:

Part number customer: Order number customer:

Number planner: Reset Find

Show entries Search:

supplier	USS reference number	status	forwarder	pick up date	unloading date	unloading place	Details
	68059714		DSV Road GmbH	06.09.2016	07.09.2016	Linde Hydraulics GmbH & Co. KG	
	68059712		DSV Road GmbH	06.09.2016	07.09.2016	Urban Transporte GmbH	
	68059628		DSV Road GmbH	05.09.2016	06.09.2016	Linde Material Handling GmbH & Co. KG / Werk II	
	68059502		DSV Road GmbH	02.09.2016	05.09.2016	Linde Material Handling GmbH & Co. KG / Werk II	
	68059496		DSV Road GmbH	02.09.2016	05.09.2016	Urban Transporte GmbH	
	68059485		DSV Road GmbH	02.09.2016	05.09.2016	Urban Transporte GmbH	
	68059331		DSV Road GmbH	01.09.2016	02.09.2016	Urban Transporte GmbH	
	68059323		DSV Road GmbH	01.09.2016	02.09.2016	Urban Transporte GmbH	

Auftrag zugestellt 2016-09-02 12:58:00
 Auftrag untenwegs 2016-09-02 09:43:00
 Übergabe VmSpes 2016-09-31 12:58:02
 Manuell Abholauftrag erzeugt 2016-09-31 12:58:00

If required you can print the VDA-Labels via clicking on the Urban reference number

Cockpit Supply System Logged in as Logout EN

Transport orders Supply System

Unloading place:






Part number customer: Order number customer:

Number planner: Reset Find

Show entries Search:

supplier	USS reference number	status	forwarder	pick up date	unloading date	unloading place	Details
	68059714		DSV Road GmbH	06.09.2016	07.09.2016	Linde Hydraulics GmbH & Co. KG	
	68059712		DSV Road GmbH	06.09.2016	07.09.2016	Urban Transporte GmbH	
	68059628		DSV Road GmbH	05.09.2016	06.09.2016	Linde Material Handling GmbH & Co. KG / Werk II	
	68059502		DSV Road GmbH	02.09.2016	05.09.2016	Linde Material Handling GmbH & Co. KG / Werk II	

A pop-up windows will open and you can print out the VDA label on your printer.

(1) Warenempfänger Linde Material Handling GmbH & Co. KG / Werk II Einfahrt Dr.-Hans-Meinhardt-Allee 1 Grossostheimer Str. 198 DE-63741 Aschaffenburg		(2) Abladestelle - Lagerort - Verwendungsschlüssel Linde Material Handling GmbH & Co. KG / Werk II Einfahrt Dr.-Hans-Meinhardt-Allee 1 Grossostheimer Str. 198 DE-63741 Aschaffenburg	
(3) Lieferschein-Nr (N)		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort)	
		(5) Gewicht netto	(6) Gewicht brutto
		(7) Anzahl Packstücke 1 von 1	
(8) Sach-Nr Kunde (P) 1894462500 			
(9) Füllmenge (Q) 253,00 		(10) Bezeichnung, Lieferant, Leistung Halter	
		(11) Sach-Nr Lieferant (30S) 5500011590 	
(12) Lieferanten-Nr (V) 0000000721 		(11.1) Produktions-Nr	
		(13) Datum 05.09.2016	(14) Änderungsstand
(15) Packstück-Nr (S) 68059628 		(16) Chargen-Nr (H) 1231	
Warenanhänger VDA 4902, Version 4			