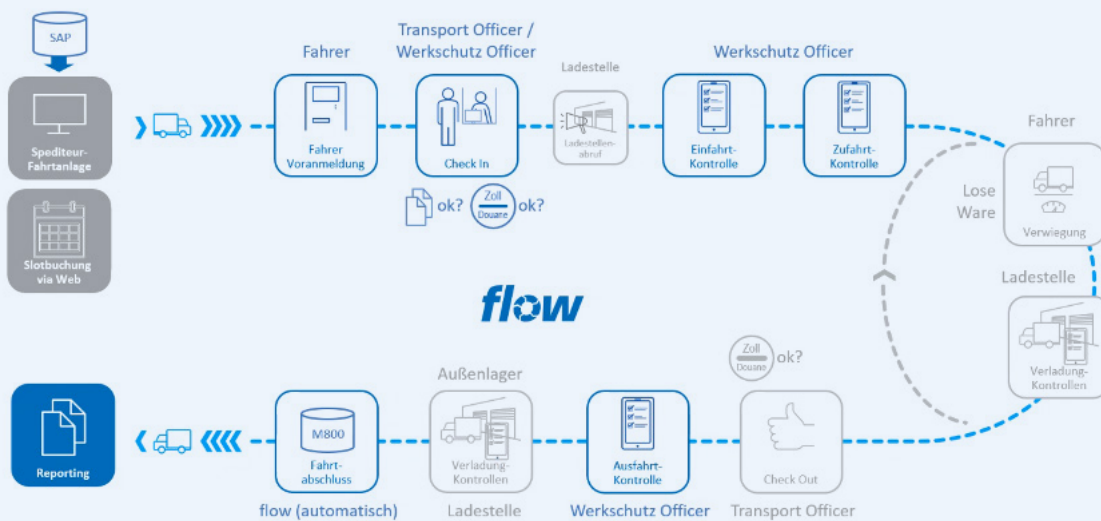


Yard-Management BASF Schwarzheide GmbH

Check-In for forwarding agents for packed goods



Version: 3.0

BASF Schwarzheide GmbH

14.09.2022

BASF
We create chemistry

Table of contents

1. Miscellaneous	1
1.1. Record of Change	1
1.2. Framework conditions	1
1.3. Glossar	1
2. Registration	2
2.1. User Request	2
2.2. User Activation	2
2.3. User Data	3
3. Login	3
4. Check-In Process	3
4.1. Overview of relevant Steps	3
4.2. Selection of transports	4
4.3. Entering of Driver Data	6
4.3.1. Driver Creation	6
4.3.2. Driver already exists	6
4.4. Entering of means of transport data	7
4.4.1. Overview of allowed truck-trailer combinations packed goods	7
4.4.2. Creation of means of transport	7
4.4.3. Means of transport already exists	9
4.5. Timeslot reservation	9
4.6. Save Drive and Print temporary FDS	10
4.7. Cancelation of a Drive	10

1. Miscellaneous

1.1. Record of Change

Version- and Change management

Datum	Änderung	Bemerkung	geändert von
19.04.21	Creation		Ingo Sombke
20.05.21	Change: Registration and LogIn		Stephan Schuchart
21.09.2021	Change: Slotbooking		Stephan Schuchart

1.2. Framework conditions

Additionally to the existing user manual of the company: star/trac, this document describes in detailed the handling of Check-In for forwarders at BASF Schwarzheide GmbH beginning with April, 19'th 2021.

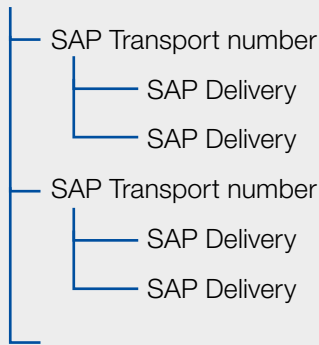
Process: Pick-Up of packed goods

The registration has to be done for transports of BASF Schwarzheide GmbH and BASF Coatings GmbH Schwarzheide.

The hitherto used SAP Internet Check-In will no longer be valid may not be used.

For Bulk goods there is always a 1:n relationship between Flow Drive number and the number of transport in SAP!

FLOW Drive number



1.3. Glossar

AWAS	Automatic Scale System
BSW	BASF Schwarzheide GmbH
FDS	Fahrzeug-Durchlass-Schein
SAP Cobalt	BASF ERP Software for the handling of economical procedures

2. Registration

2.1. User Request

For registration please send a request with the following information to bsw-bex-logistik@basf.com

- Person of contact
- E-Mail
- Supplier/Carrier number

2.2. User Activation

You'll receive a mail from external-profile-management@basf.com.

Set a secure password and confirm.

The screenshot shows the 'Benutzer aktivieren' (Activate user) page on the BASF website. The page has a blue header with the BASF logo and the tagline 'We create chemistry'. Below the header, the title 'Benutzer aktivieren' is displayed. The main content area shows a progress indicator with a green checkmark and the text 'Angemeldet'. To the right of this indicator is a blue button labeled 'Abschicken' with a right-pointing arrow. A red arrow points to this button from the right. Below the progress indicator, there is a greeting 'Hallo' followed by a blurred name. There are two input fields: 'Neues Passwort:' and 'Passwort Bestätigung:', both containing masked characters (asterisks) and circled in red. Below these fields is a checkbox with a checkmark and the text 'Ich bestätige, die [Datenschutzrichtlinie](#) gelesen zu haben, und akzeptiere diese.' At the bottom, there is a section titled 'Das neue Passwort muss:' followed by a list of requirements, each with a green checkmark in a box: 'Zwischen 6 and 20 Zeichen', 'Großbuchstabe(n)', 'Kleinbuchstabe(n)', 'Sonderzeichen', 'Ziffer(n)', and 'Übereinstimmung'.

The screenshot shows the 'Benutzer aktivieren' (Activate user) page on the BASF website, showing the next step in the process. The page has a blue header with the BASF logo and the tagline 'We create chemistry'. Below the header, the title 'Benutzer aktivieren' is displayed. The main content area shows a progress indicator with a green checkmark and the text 'Passwort Bestätigung'. Below this indicator, there is a message: 'Ihr Passwort wurde übermittelt. Sie erhalten eine E-Mail sobald Ihr Account aktiviert wurde.'

You'll receive a mail with confirmation of activation.

Die Registrierung Ihres BASF-Kontos für Flow – Yard Management Schwarzheide war ...

✓ Von: external-profile-management@basf.com +

Sehr geehrte(r) **[REDACTED]**


Ihr Konto wurde erfolgreich mit Ihrem neuen Benutzernamen **[REDACTED]** erstellt.

Sie werden eine weitere E-Mail mit Hinweisen zu der Anwendung erhalten.

Wenn Sie Ihre Benutzerprofildaten verwalten möchten, melden Sie sich bitte in unserem [Profile Management](#) an.

Wir freuen uns Sie auf Flow – Yard Management Schwarzheide begrüßen zu dürfen.

Dies ist eine automatisch generierte E-Mail. Bitte antworten Sie nicht auf diese E-Mail.

 - BASF
We create chemistry

BASF SE, Registered Office: 67056 Ludwigshafen, Germany
Registration Court: Amtsgericht Ludwigshafen, Registration No.: HRB 6000
Chairman of the Supervisory Board: Kurt Bock
Board of Executive Directors:
Martin Brudermueller, Chairman; Hans-Ulrich Engel, Vice Chairman;
Saori Dubourg, Michael Heinz, Markus Kamieth, Wayne T. Smith

Information on data protection can be found here: <https://www.basf.com/global/en/legal/data-protection-at-basf.html>

2.3. User Data

You can manage your user under <https://external-profile-management.basf.com/mydata>.

3. Login

The login can be reached via the following Link <https://bsw.flow-digital-yards.de>.

4. Check-In Process

4.1. Overview of relevant Steps

To check-in into the FLOW Yardsystem you need to follow the next steps:

1. Selection of transports
2. Enter Driver data
3. Enter means of transport data
4. Time Slot reservation
5. Save Drive
6. Print temporary FDS (Fahrzeug-Durchlass-Schein)

4.2. Selection of transports

As far as known, enter the number of the transport in field shipment no. Multiple transport numbers can be entered, divided by comma.

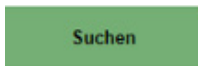
Create drive **Step 1 of 4**

Search shipments
Select Shipments
Edit Drive Details
Print documents

Search shipments

Customer:	<input type="text" value="All"/>	Delivery no.:	<input type="text"/>
Forwarding Agent:	<input type="text"/>	Shipment no.:	<input type="text" value="1460823663, 1400411506"/>
Planned loading date beginning:	<input type="text"/>	External ident. no.:	<input type="text"/>
Plan loading date end:	<input type="text"/>	Container:	<input type="text"/>
User:	<input type="text"/>	Drive number:	<input type="text"/>
		Current Delivery State:	<input type="text" value="L100 Neu- disponierbar"/>

Select



Fahrt anlegen **Schritt 2 von 4**

Transporte suchen
Transporte auswählen
Fahrt-Details festlegen
Dokumente drucken

Disponierbare Lieferungen

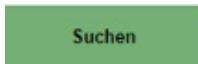
	Gepl. Ladedatum	Gepl. Reg. Datum	T.art	W.typ	Transport	GG	Lieferung	Lieferungstyp	Ladestelle	Status	Spediteur	Niederlassung	ERP SYS ID
<input checked="" type="checkbox"/>	19.04.21 00:00		WA	V	1400411506	Nein	5001644401	Lieferung SAP	BSW01 O369	L100	L.Wackler Wwe.Nachf. OmbH	Göppingen	SAPZHL
<input checked="" type="checkbox"/>	19.04.21 00:00		WA	V	1460823663	Nein	5001644480	Lieferung SAP	BSW01 G369	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL

+ Ausgewählte Lieferungen/Transporte zur Fahrt hinzufügen

Disponierte Lieferungen

	Gepl. Ladedatum	Gepl. Reg. Datum	T.art	W.typ	Transport	GG	Lieferung	Lieferungstyp	Ladestelle	Status	Spediteur	Niederlassung	FRP SYS ID
--	-----------------	------------------	-------	-------	-----------	----	-----------	---------------	------------	--------	-----------	---------------	------------

There is also the option to select all transports in a defined period. Therefore, enter Day of Loading, forwarding agent and select



You have also the Option to enter a period by entering Loading Day from – to.

Create drive Step 1 of 4

Search shipments | Select Shipments | Edit Drive Details | Print documents

Search shipments

Customer: All Delivery no.:

Forwarding Agent: L.WACKLER WVE.NACHF.GMBH Shipment no.:

Planned loading date beginning: 19/04/2021 External Ident. no.:

Plan loading date end: Container:

User: Drive number:

Current Delivery State: L100 Neu- disponierbar

Pre-registration Search

The system shows an overview of all relevant transports which cover the select options.

Create drive Step 2 of 4

Search shipments | **Select Shipments** | Edit Drive Details | Print documents


Available deliveries

	Loadingdate	Reg. date	S.art	G.type	Shipment	DG	Delivery	Deliverytype	Loadingsite	Status	Fowarding agent	BranchOffice	ERP SYS ID
<input type="checkbox"/>	4/19/21 12:00 PM		Outbound	V	2010638205	no	4640611765	Lieferung SAP	BSW01 A501	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
<input type="checkbox"/>	4/19/21 8.00 AM		Outbound	V	1460823240	no	5001643445	Lieferung SAP	BSW01 ALST	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
<input type="checkbox"/>	4/19/21 5:00 AM		Outbound	V	1460823327	no	5001643464	Lieferung SAP	BSW01 ALST	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL

Assign selected shipments/transports to drive

Included deliveries in drive

Loadingdate	Reg. date	S.art	G.type	Shipment	DG	Delivery	Deliverytype	Loadingsite	Status	Fowarding agent	BranchOffice	ERP SYS ID
-------------	-----------	-------	--------	----------	----	----------	--------------	-------------	--------	-----------------	--------------	------------

By marking the desired transport and selecting , the transport will be picked for a Flow Drive and displayed in the list for disposed deliveries.

Create drive Step 2 of 4




Search shipments | **Select Shipments** | Edit Drive Details | Print documents

Available deliveries

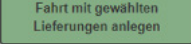
	Loadingdate	Reg. date	S.art	G.type	Shipment	DG	Delivery	Deliverytype	Loadingsite	Status	Fowarding agent	BranchOffice	ERP SYS ID
<input type="checkbox"/>	4/19/21 12:00 PM		Outbound	V	2010638205	no	4640611765	Lieferung SAP	BSW01 A501	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
<input type="checkbox"/>	4/19/21 8.00 AM		Outbound	V	1460823240	no	5001643445	Lieferung SAP	BSW01 ALST	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
<input type="checkbox"/>	4/19/21 5:00 AM		Outbound	V	1460823327	no	5001643464	Lieferung SAP	BSW01 ALST	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL

Assign selected shipments/transports to drive

Included deliveries in drive

	Loadingdate	Reg. date	S.art	G.type	Shipment	DG	Delivery	Deliverytype	Loadingsite	Status	Fowarding agent	BranchOffice	ERP SYS ID
	4/19/21 12:00 PM		Outbound	V	2010638205	no	4640611765	Lieferung SAP	BSW01 A501	L110	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
	4/19/21 8.00 AM		Outbound	V	1460823240	no	5001643445	Lieferung SAP	BSW01 ALST	L110	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
	4/19/21 5:00 AM		Outbound	V	1460823327	no	5001643464	Lieferung SAP	BSW01 ALST	L110	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL

Create drive with selected deliveries

By selecting , the Flow Drive will be created automatically and the Screen switches to the next step for entering of driver and means of transport data.

4.3. Entering of Driver Data

Freight carrier selection

Forwarding agent*: L. Wackler Wwe. Nachf. GmbH Göppingen +

Flowcard: []

Driver*: [] +

Allowed max. weight (kg)*: 40000

Fahrt aktiv: [red dot]

Flowcard Status: [radio]

Co-driver: [] +

4.3.1. Driver Creation

Drivers need to be created in the system once.

Create driver

Name * Schmidt

First name * Uwe

Date of birth * 17/01/1980

Country * Deutschland, DE

Language* Deutsch, DE

Mobile phone number []

Forwarding agent L. Wackler Wwe. Nachf. Gm

Create as master data *

Save

Therefore, select  and enter all data in the following box:

We'd like to ask you to enter also the mobile number, because it'll be required for automatic call offs from the gate or loading station.

By selecting  the driver data will be stored.

For the creation of a co-driver, please act analog.

Freight carrier selection

Forwarding agent*: L. Wackler Wwe. Nachf. Gm | Göppingen +

Flowcard: []

Driver*: SCHMIDT, UWE (17/01/1980) +

Allowed max. weight (kg)*: 40000

Fahrt aktiv: [red dot]

Flowcard Status: [radio]

Co-driver: [] +

4.3.2. Driver already exists

Once a driver is created in the system, he can be searched and selected by entering name and birthdate.

Freight carrier selection

Forwarding agent*: L. Wackler Wwe. Nachf. GmbH Göppingen +

Flowcard: []

Driver*: schm +

SCHMIDT, UWE (17/01/1980)

Allowed max. weight (kg)*: 40000

Fahrt aktiv: [red dot]



Flowcard Status: [radio]

Co-driver: [] +



4.4. Entering of means of transport data

4.4.1. Overview of allowed truck-trailer combinations packed goods





Truck / Trailer

Entry vehicle set			
Truck		<input type="text"/>	<input data-bbox="783 389 810 421" type="button" value="+"/>
Trailer		<input type="text"/>	<input data-bbox="783 456 810 488" type="button" value="+"/>

Tractor / Semi trailer


Entry vehicle set			
Tractor		<input type="text"/>	<input data-bbox="783 658 810 689" type="button" value="+"/>
Semi trailer		<input type="text"/>	<input data-bbox="783 725 810 757" type="button" value="+"/>

Tractor / Chassis / Container

Entry vehicle set							
Tractor		<input type="text"/>	<input data-bbox="703 927 730 958" type="button" value="+"/>	Container		<input type="text"/>	<input data-bbox="1390 927 1417 958" type="button" value="+"/>
Chassis		<input type="text"/>	<input data-bbox="703 994 730 1025" type="button" value="+"/>	Container		<input type="text"/>	<input data-bbox="1390 994 1417 1025" type="button" value="+"/>

4.4.2. Creation of means of transport

As long as the used means of transport are not registered, they must be created once.

Therefore, select  .

Example: Tractor/ Chassis / Container

Please enter all relevant data in the box:

Tractor

Create vehicle		<input type="button" value="x"/>
Licence Number *	<input type="text" value="HH-WL 712"/>	
Country *	<input type="text" value="Deutschland, DE"/>	
Create as master data *	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/>		

Chassis

Create vehicle		<input type="button" value="x"/>
Licence Number *	<input type="text" value="HH-WL 6252"/>	
Country *	<input type="text" value="Deutschland, DE"/>	
Create as master data *	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/>		

And container in the lines for Licence Number.

Create vehicle		<input type="button" value="x"/>
Licence Number *	<input type="text" value="EITU9133728"/>	
Create as master data *	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/>		

Einfahrtsgepann			
Zugmaschine		HH-WL 712, DE	+
Fahrgestell		HH-WL 6252, DE	+
Container			+
Container		ETTU9133728	+



After every entering of the vehicle components, select **Speichern**. The master data will be created and taken over into the transport.

Example Truck with Trailer (if no trailer is used, keep the field blank)

Please enter all relevant data in the box:

Create vehicle	
Licence Number *	55BNS4
Country *	Niederlande, NL
Create as master data *	<input checked="" type="checkbox"/>
Save	

Create vehicle	
Licence Number *	OS96BS
Country *	Niederlande, NL
Create as master data *	<input checked="" type="checkbox"/>
Save	

Entry vehicle set			
Truck		55BNS4, NL	+
Trailer		OS96BS, NL	+

After every entering of the vehicle components, select **Speichern**. The master data will be created and taken over into the transport.

Example Tractor / Semi Trailer



Please enter all relevant data in the box:

Tractor

Semi-Trailer

Create vehicle	
Licence Number *	LOSHA491
Country *	Polen, PL
Create as master data *	<input checked="" type="checkbox"/>
Save	

Create vehicle	
Licence Number *	OS80DY
Country *	Polen, PL
Create as master data *	<input checked="" type="checkbox"/>
Save	

Entry vehicle set			
Tractor		LOSHA491, PL	+
Semi trailer		OS80DY, PL	+

After every entering of the vehicle components, select **Speichern**. The master data will be created and taken over into the transport.

4.4.3. Means of transport already exists

Once a means of transport is created in the system, it can be searched and selected by entering the licence plate. All relevant data will be available for the next check-in.

4.5. Timeslot reservation

If Slotbooking is activated for the affected Loading station, it is possible to book a timeslot by selecting "Not booked" in the column loading slot.

Resources	ADR	Nominal weight (kg)	Number of packages	Product name	Resource remark	Comment	Loading time (min)	loading slot
BSW01 B669 AS	no	0	5	Chemikalien			80	Not booked

The length of the slot is calculated automatically by the system. A comment can, but must not be entered.

By saving, the selected timeslot will be assigned to the loading in the drive and displayed in the column loading slot.

Resources	ADR	Nominal weight (kg)	Number of packages	Product name	Resource remark	Comment	Loading time (min)	loading slot
BSW01 B669 AS	no	0	5	Chemikalien			80	23.09.2022 08:00 - 09:00

With double click on the displayed slot, the time can again be adapted.

4.6. Save Drive and Print temporary FDS

Als letzte Aktion auf dem Übersichtsbild bitte die Fahrt speichern und Fahrt Dokumente drucken.

Fahrt speichern und
Dokumente drucken

After saving, the drive has the special milestone "Forwarding agent – Drive creation (M090)".

There'll be a hint, that the driver should go directly to the ticket window for Online Registration.

Please notice the Flow drive number and communicate to the driver. With the created drive number he needs to check in at the counter for internet Check-In at BASF Schwarzheide.

4.7. Cancellation of a Drive

As long as editing is allowed, the Drive can be canceled via "Edit Drive". Otherwise there'll be an error message.

For cancellation, select

Fahrt stornieren

.