Yard-Management
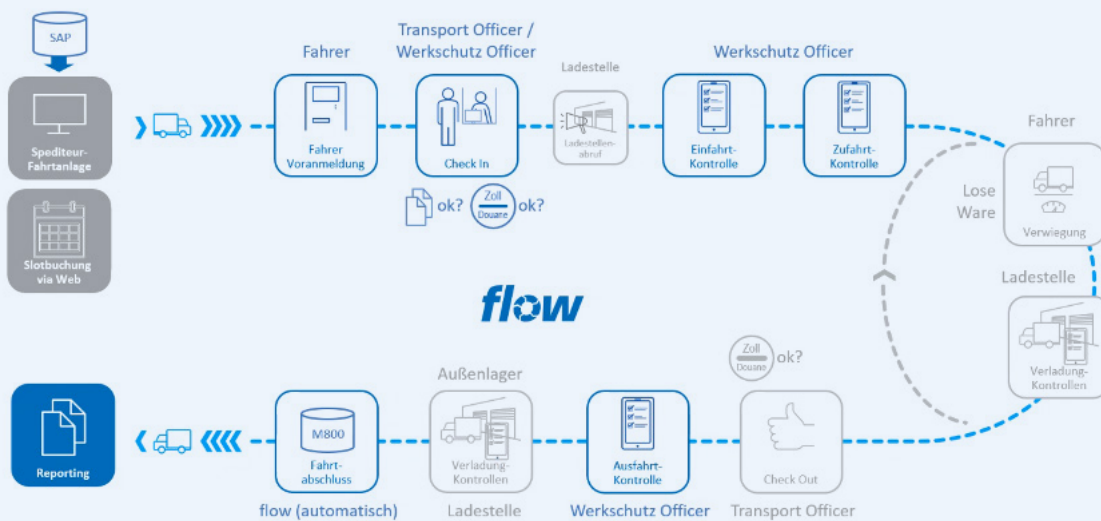# BASF Schwarzheide GmbH

Check-In for forwarding agents for packed goods

Version: 3.0

BASF Schwarzheide GmbH

14.09.2022

Table of contents

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.
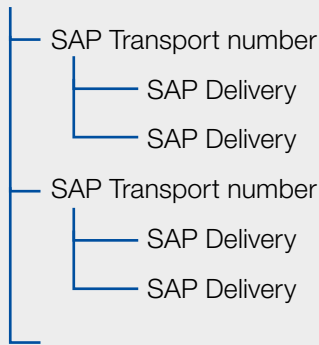
Process: Pick-Up of packed goods

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
  ├─ SAP Transport number
  │     ├─ SAP Delivery
  │     └─ SAP Delivery
  ├─ SAP Transport number
  │     ├─ SAP Delivery
  │     └─ SAP Delivery
  └─ .......
```

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 comfirm.

You'll receive a mail with confirmation of activation.

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.
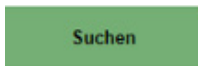

Select [Suchen].

There is also the option to select all transports in a defined period. Therefore, enter Day of Loading, forwarding agent and select [Suchen].
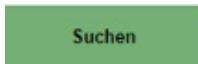
You have also the Option to enter a period by entering Loading Day from – to.

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 WWE.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
☐	4/19/21 12:00 PM		Outbound	V	2010638205	no	4640611765	Lieferung SAP	BSW01 A501	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
☐	4/19/21 8.00 AM		Outbound	V	1460823240	no	5001643445	Lieferung SAP	BSW01 ALST	L100	L.Wackler Wwe.Nachf. GmbH	Göppingen	SAPZHL
☐	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

➕ 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 **Fahrt mit gewählten Lieferungen anlegen** , 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

4.3.1.   Driver Creation

Drivers need to be created in the system once.

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 requirered for automatic call offs from the gate or loading station.

By selecting **Speichern** the driver data will be stored.

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

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.

4.4. Entering of means of transport data

4.4.1. Overview of allowed truck-trailer combinations packed goods

Truck / Trailer

Tractor / Semi trailer

Tractor / Chassis / Container

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   Chassis

And container in the lines for Licence Number.

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:

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

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.

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.

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 Fahrtdokumente 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.   Cancelation of a Drive

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

For cancelation, select .