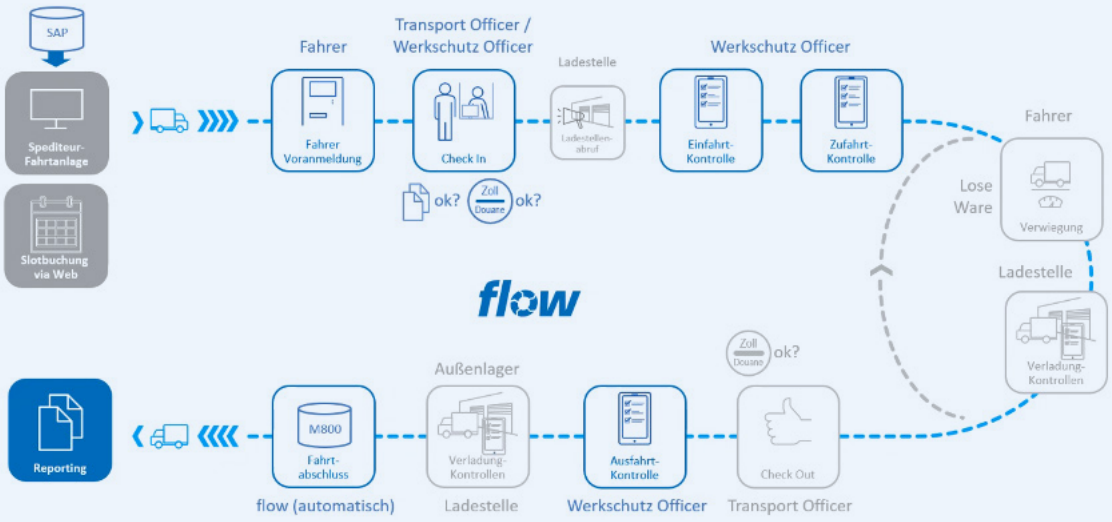
Yard-Management
BASF Schwarzheide GmbH

Check-In for forwarding agents
Bulk goods



Version: 3.0

BASF Schwarzheide GmbH

15.09.2022

BASF
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1. Miscellaneous

1.1. Record of Change

Version- and Change management

Date	Changes	Notes	changed by
19.04.21	Creation		Ingo Sombke
20.05.21	Change: LogIn and Registration		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.

Prozess: Pick-Up of Bulk 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 1:1 relationship between Flow Drive number and the number of transport in SAP!

FLOW Drive number
- SAP Transport number
  - SAP Delivery
  - SAP Delivery

1.3. Glossary

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

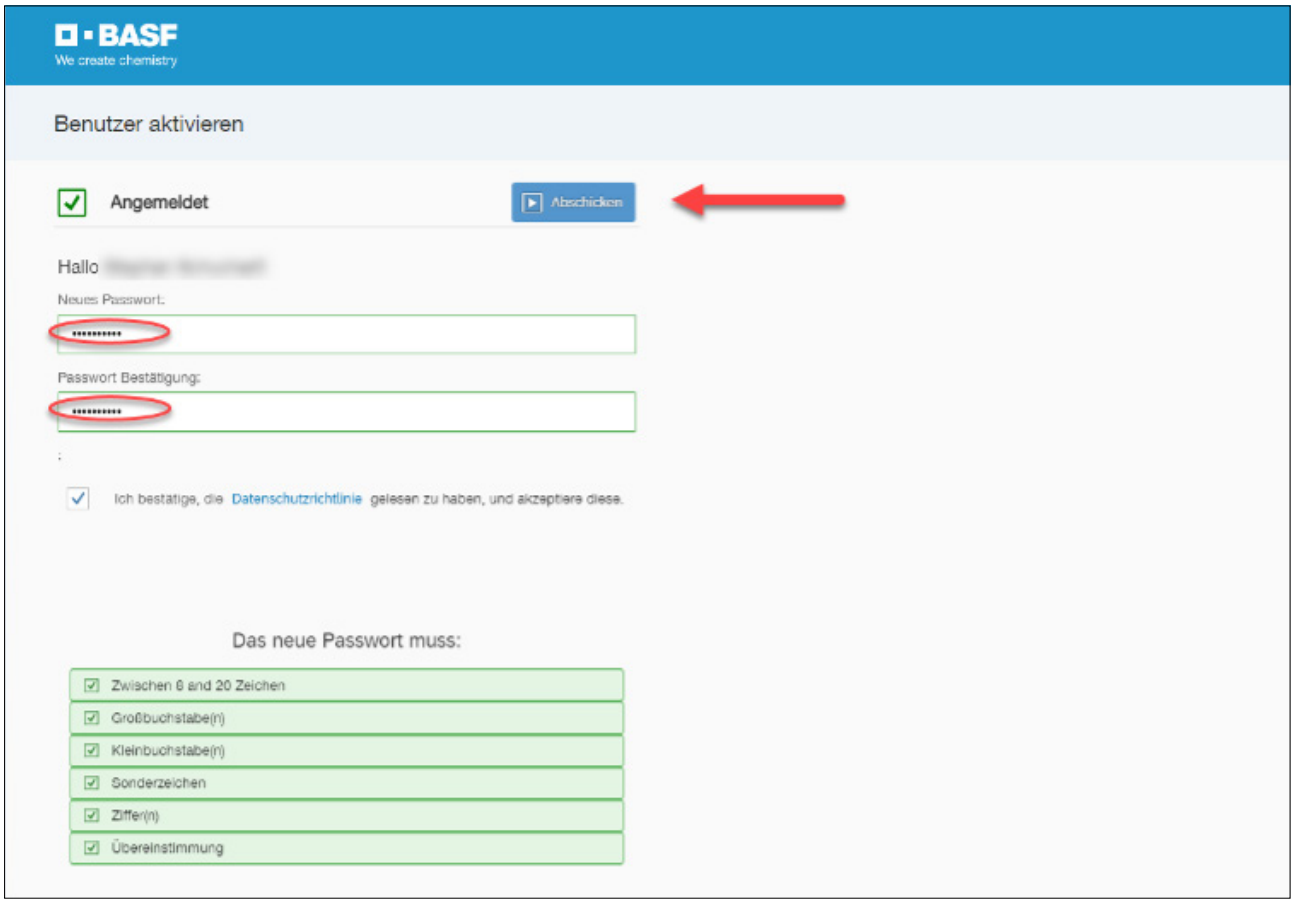
For registration please send a request with the following information to **bsw-bex-logistik@basf.com**.

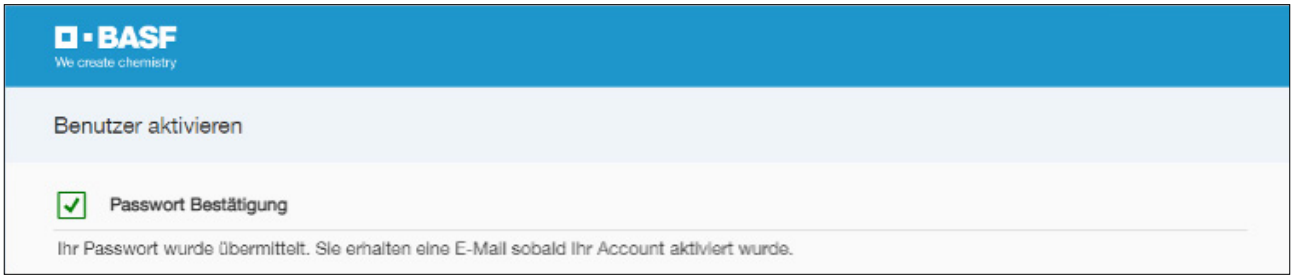
- Person of contact
- E-Mail
- Supplier/Carrier number

2.2. User Activation

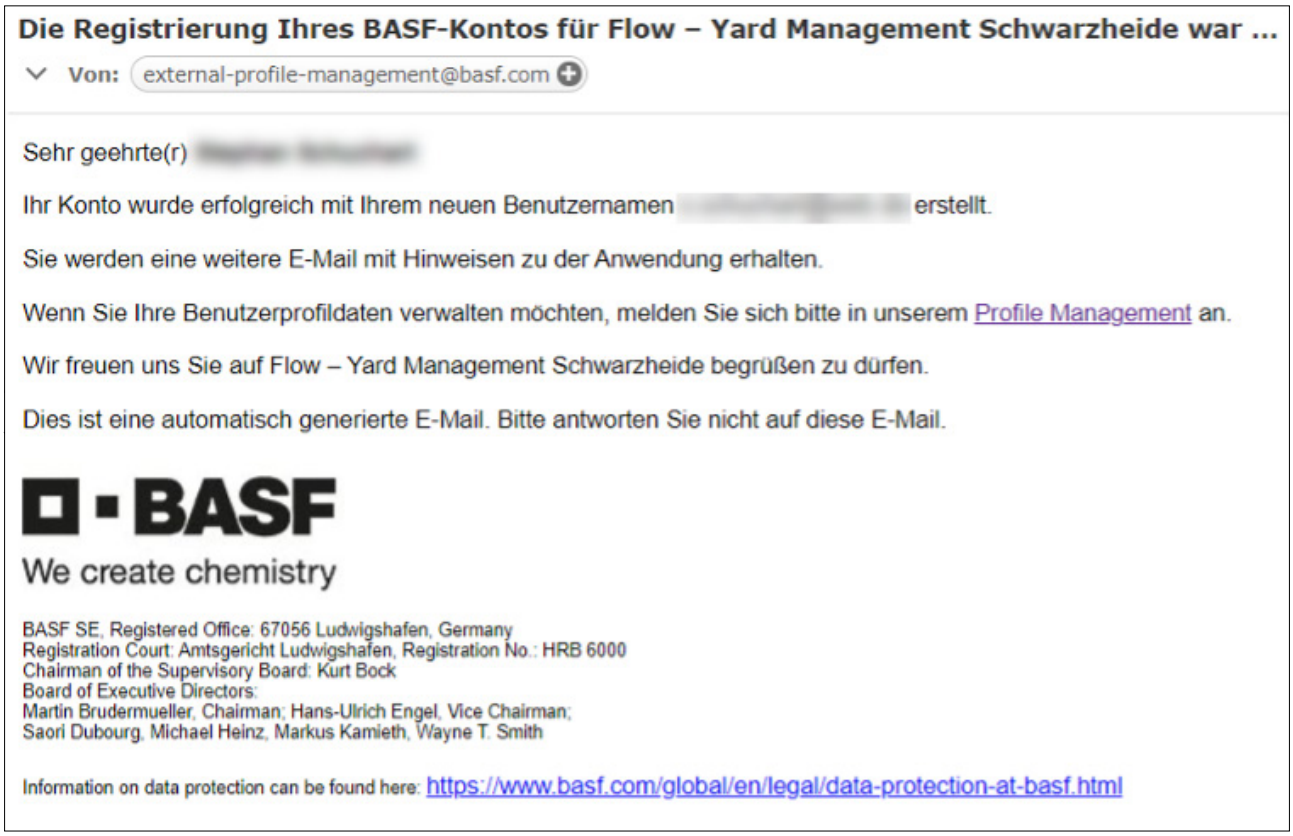
You'll receive a mail from **external-profile-management@basf.com**.

Set a secure password and comfirm.





You'll receive a mail with confirmation of activation.



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.

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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

3. Login

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

4. Check-in

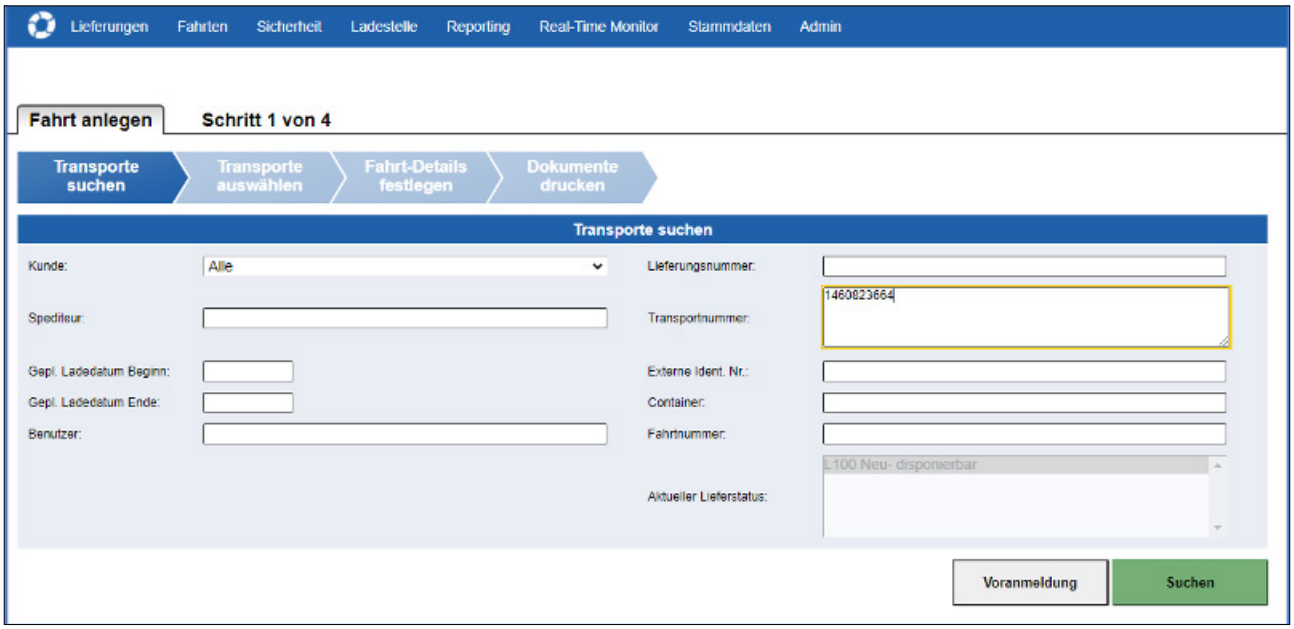
4.1. Overview of relevant Steps

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. Timeslot 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.

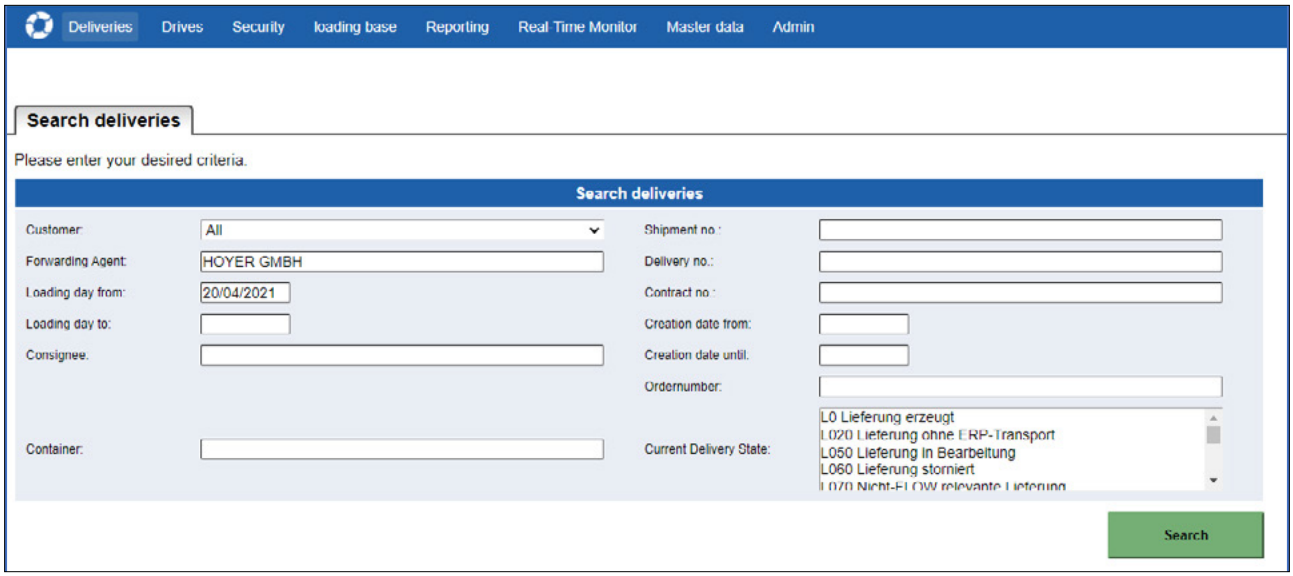


Select **Suchen** .

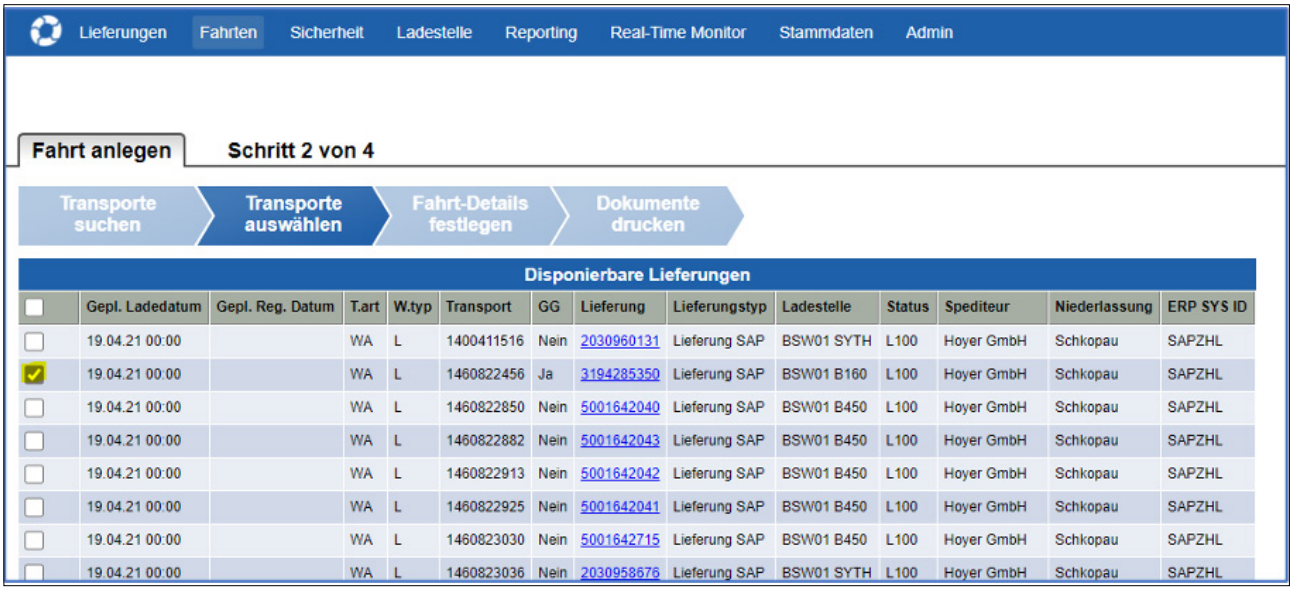
There is also the option to select all transports in a defined period.

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.



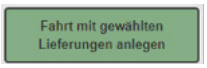
The system shows an overview of all relevant transports which cover the select options.



	Gepl. Ladedatum	Gepl. Reg. Datum	T.art	W.typ	Transport	GG	Lieferung	Lieferungstyp	Ladestelle	Status	Spediteur	Niederlassung	ERP SYS ID
☐	19.04.21 00:00		WA	L	1400411516	Nein	2030960131	Lieferung SAP	BSW01 SYTH	L100	Hoyer GmbH	Schkopau	SAPZHL
☑	19.04.21 00:00		WA	L	1460822456	Ja	3194285350	Lieferung SAP	BSW01 B160	L100	Hoyer GmbH	Schkopau	SAPZHL
☐	19.04.21 00:00		WA	L	1460822850	Nein	5001642040	Lieferung SAP	BSW01 B450	L100	Hoyer GmbH	Schkopau	SAPZHL
☐	19.04.21 00:00		WA	L	1460822882	Nein	5001642043	Lieferung SAP	BSW01 B450	L100	Hoyer GmbH	Schkopau	SAPZHL
☐	19.04.21 00:00		WA	L	1460822913	Nein	5001642042	Lieferung SAP	BSW01 B450	L100	Hoyer GmbH	Schkopau	SAPZHL
☐	19.04.21 00:00		WA	L	1460822925	Nein	5001642041	Lieferung SAP	BSW01 B450	L100	Hoyer GmbH	Schkopau	SAPZHL
☐	19.04.21 00:00		WA	L	1460823030	Nein	5001642715	Lieferung SAP	BSW01 B450	L100	Hoyer GmbH	Schkopau	SAPZHL
☐	19.04.21 00:00		WA	L	1460823036	Nein	2030958676	Lieferung SAP	BSW01 SYTH	L100	Hoyer GmbH	Schkopau	SAPZHL

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

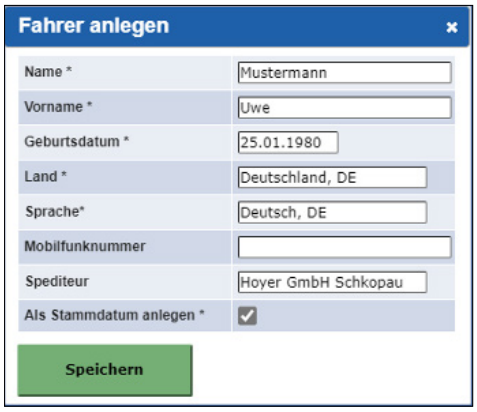
	Gepl. Ladedatum	Gepl. Reg. Datum	T.art	W.typ	Transport	GG	Lieferung	Lieferungstyp	Ladestelle	Status	Spediteur	Niederlassung	ERP SYS ID
	19.04.21 00:00		WA	L	1460823664	Nein	5001644490	Lieferung SAP	BSW01 B450	L110	Hoyer GmbH	Schkopau	SAPZHL

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

4.3.1. Driver Creation



Drivers need to be created in the system once.

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

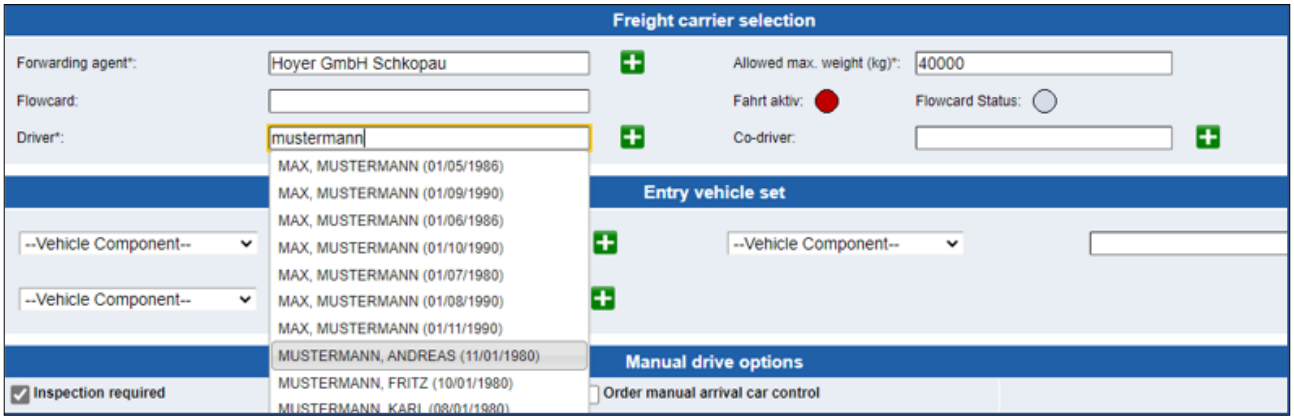
We'd like to ask you to enter also the mobile number, because it'll be requirered for automatic call offs from the gate or loading station.

By selecting the driver data will be stored.

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

4.3.2. Driver already exists

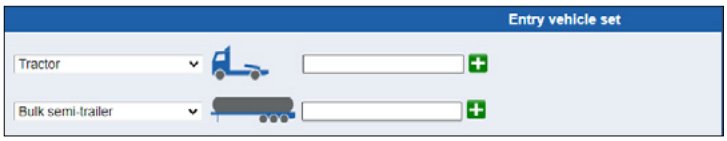
Once a driver is created in the system, he can be searched and selected by entering name and birthdate.



4.4. Entering of means of transport data

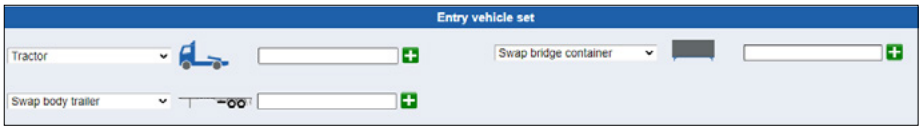
4.4.1. Overview of allowed truck-trailer combinations for bulk goods

Bulk-Trailer

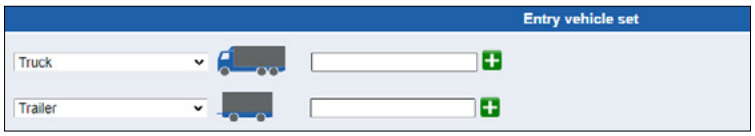


Tractor / Chassis / Container

Tractor / Swap body trailer / Swap bridge



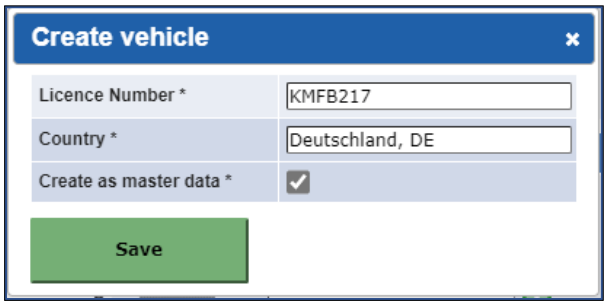
JUMBO LKW



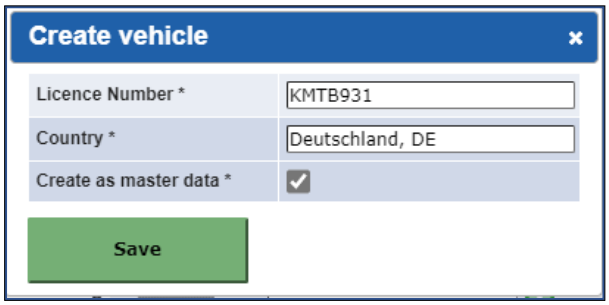
4.4.2. Creation of means of transport

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:

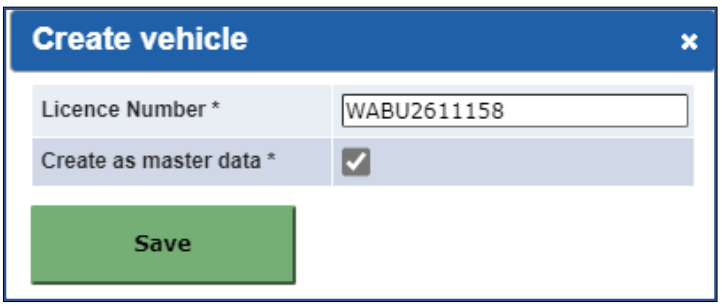
Tractor



Chassis



And container in the lines for Licence Number.

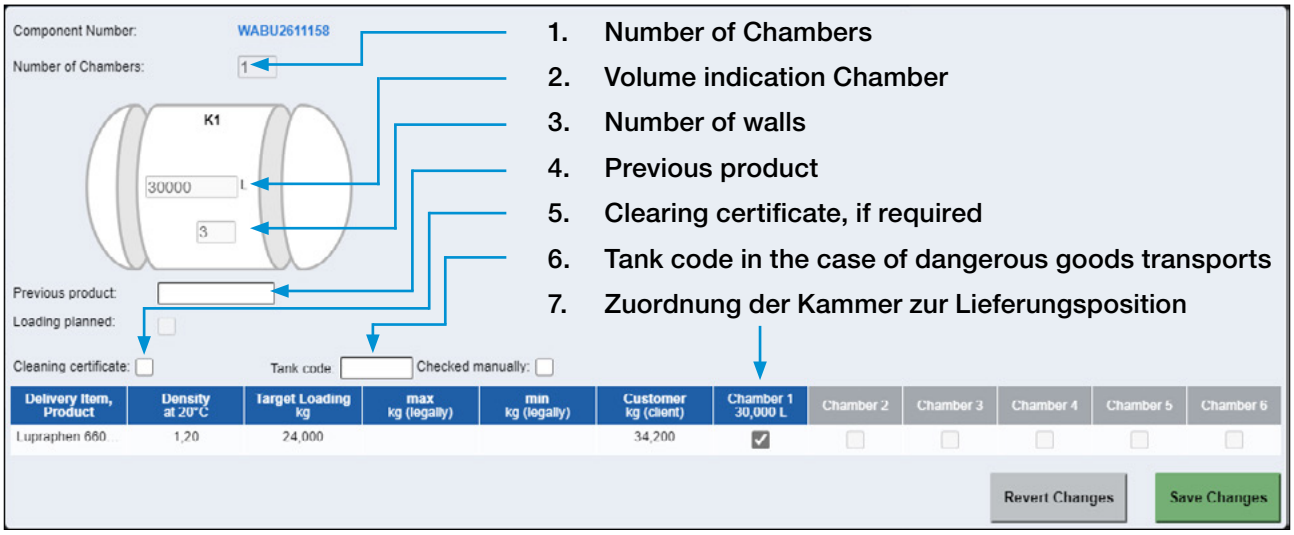


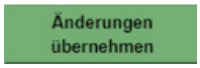
After every entering of the vehicle components, select .

The master data will be created and taken over into the transport.

By selecting you'll be forwarded into the chamber management.

The following data are requested for entering:

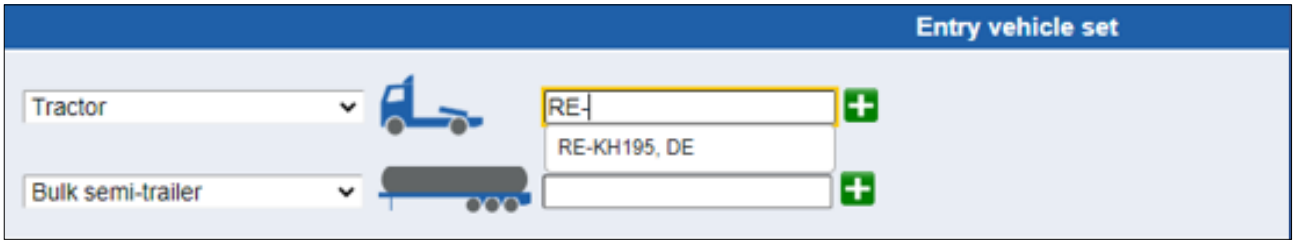


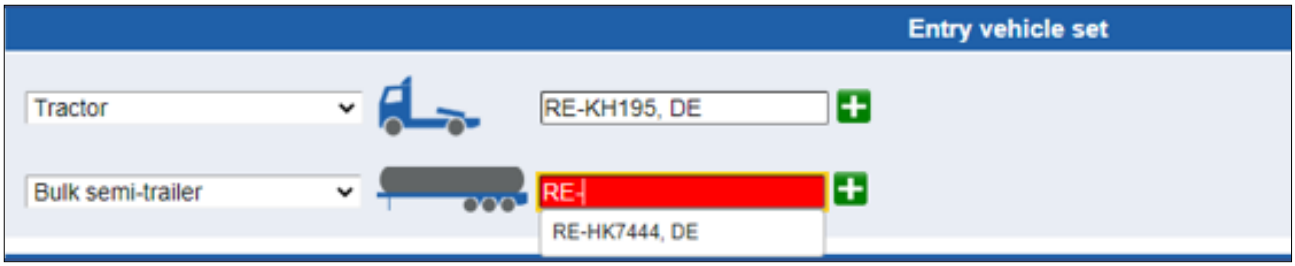
By selecting 

the data will be stored into the master data of the means of transport 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.

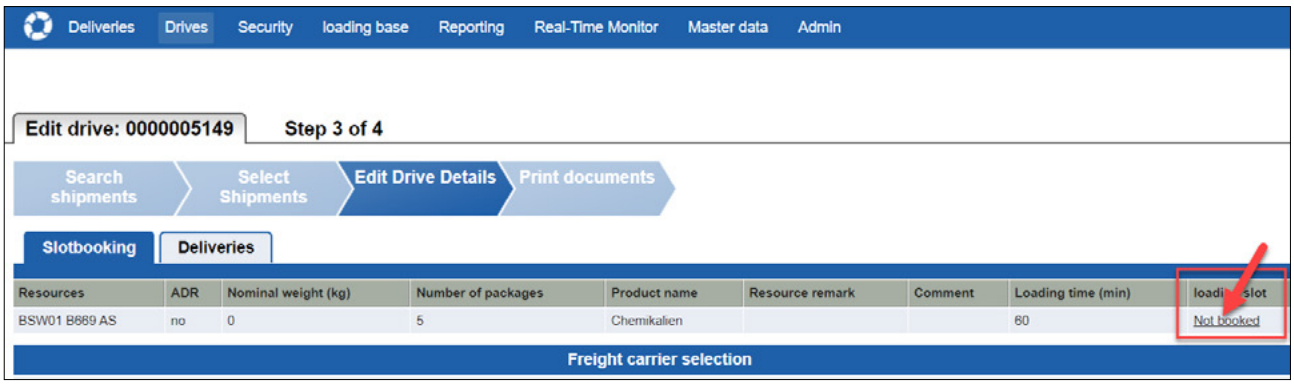


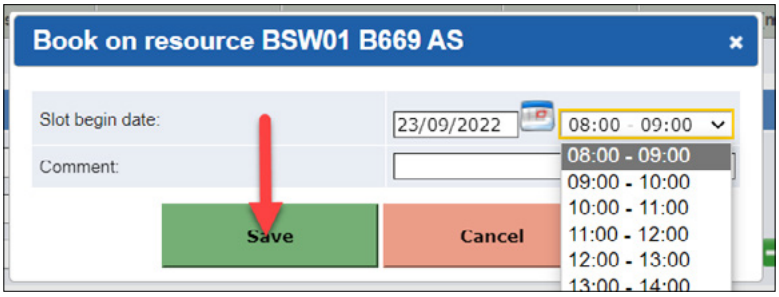


Also the data of the chambers will be available. If necessary, the declaration of previous product needs to be adapted.

4.5. Timeslot reservation

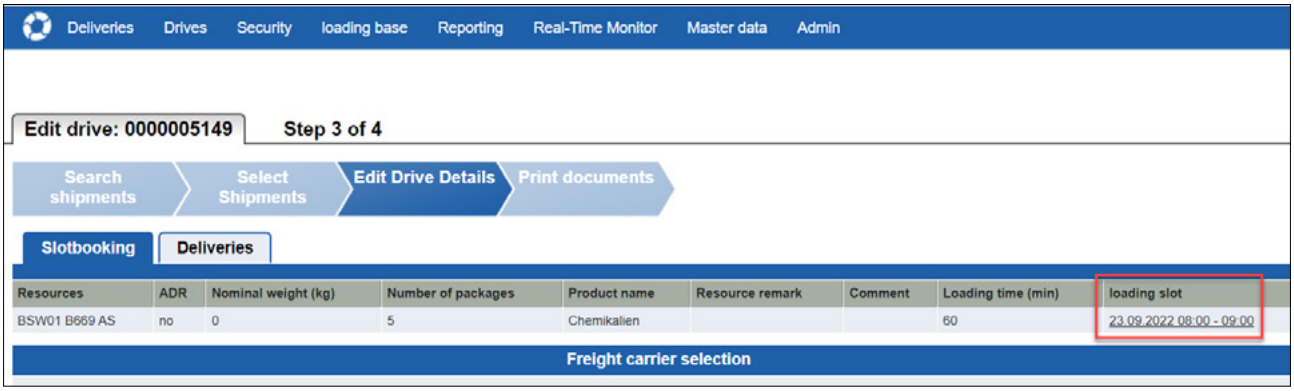
If Slotbooking is activated for the affected Loading station, it is possible to book a timeslot by selecting “Not booked” in the column loading slot.





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

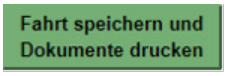
By saving, the selected timeslot will be assigned to the loading in the drive and displayed in the column loading slot.



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

4.6. Save Drive and Print temporary FDS

As a last Step the drive needs to be saved and the documents need to be printed.

Therefore, select 

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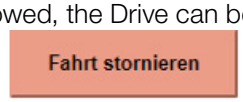
After saving, the drive has the special milestone “Forwarding agent – Drive creation (M090)”.

Nach dem Speichern erreicht die Fahrt den speziellen Meilenstein „Spediteur Fahrtanlage“ (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 

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