



IloP Quick Start Guide

November 2020

I LoP Quick Start Guide

Agenda

I. Basic functions

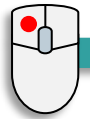
1. Access & log in
2. Transport Order “New“
3. Transport Order “New“ - without Purchase Order number
4. Locations
5. Freight Forwarder(s)
6. Documents
7. Transport Order “in Progress“
8. Transport Order “Completed“
9. Maintaining Pick-up Addresses

II. Extended functions

1. Maintaining Opening Times
2. User Administration

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Access & log in



<https://ax4.com/ax4/?ID=3719631>

SIEMENS
Ingenuity for life

Username

Password

[Forgot password?](#)

Login



Please enter login data received from Siemens (user name and initial password).

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Terms of Use



Welcome

SIEMENS
AX4 - The Digital Supply Chain

Dear business partner,
As agreed with you, the logistics service providers (LSP) as shown in the subsequent entry masks are to be used on a mandatory basis for the transportation of products to be delivered to Siemens AG or any of its affiliated companies.
Those LSP will receive a transport order through the Inbound Logistics Plants (ILoP) tool on your behalf and invoiced to Siemens.
Basis are existing frame-/ project-/ single contracts resp. the Siemens terms & conditions for orders, as well as orders for products with the incoterms EXW, FCA and FOB.
The notification over the ILoP tool is allowed for transport orders exclusively for consignments paid by the entities mentioned above. Please note that missing routes or transportation methods required for your transport, please contact the responsible person in receiving plant. They could provide you further directions for your transport.

Please keep in mind that forwarding the order needs to take place within a certain time before pick-up (domestic standards transports up to two days, non-domestic transports could take longer, special transports up to four weeks). This is the time the forwarder needs for arranging the pickup, transports or permits.
In case you will not follow the above mentioned terms resp. any further applicable agreements Siemens reserves the right not to pay the freight invoice.

Do not show this page next time

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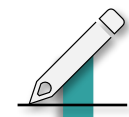
Transport Order “New”

Transport Order

+ New

in Progress
not yet sent to Freight Forwarder

Completed
sent to Freight Forwarder



1. Enter one order number, if known (either complete information or e.g. 70008*)
or choose “multiple Purchase Order numbers”.

Purchase Order(s) Locations > Packing details > Freight forwarder(s) > Documents > Summary

Purchase Order number or multiple Purchase Order numbers

find Purchase Order

or **show all Purchase Orders** with delivery dates from to



2a. Click to search

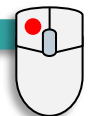


- 2b.** Or as an alternative
Show **all** open Purchase Orders
(note the limited time period on the right).

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Transport Order “New” - multiple Purchase Order numbers

Purchase Order(s) > Locations > Packing details > Freight forwarder(s) > Documents > Summary

Purchase Order number or **multiple Purchase Order numbers** 

or with delivery dates from to

1. Choose “multiple Purchase Order number”.

Purchase Order(s) > Locations > Packing details > Freight forwarder(s) > Documents > Summary

Purchase Order number

Alternatively you can



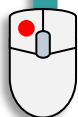
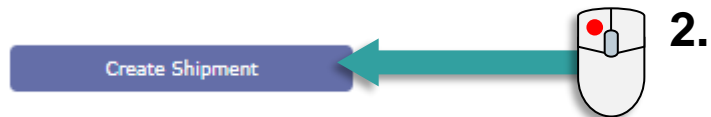
2. Type in different order numbers.

Alternatively you can upload a .csv file.

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Transport Order “New”

	Order no.	Incoterm® Place	Creation date (dd/mm/yyyy)	Modification date (dd/mm/yyyy)	SAP Instance Client Purchasing Organization Purchasing group				
▼ <input type="checkbox"/>	3203354995	(FCA) Free Carrier	02/07/2020	24/09/2020	P22 XXX 7X7X FXX				
	Line Item no.	Schedule Line	Schedule Line Quantity	Short Description	Address	Delivery Date	Supplier MatNo.	Siemens MatNo.	Plant
<input type="checkbox"/>	00010	0001	10		Siemens Siemensstraße 100 22222 Braunschweig DE	25/09/2020	123456789	123456789	
	Order no.	Incoterm® Place	Creation date (dd/mm/yyyy)	Modification date (dd/mm/yyyy)	SAP Instance Client Purchasing Organization Purchasing group				
^ <input type="checkbox"/>	P22 XXX 7X7X FXX	(FCA) Free Carrier	02/07/2020	24/09/2020	P22 XXX 7X7X FXX				

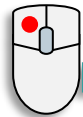


1. Click on the boxes to select the order items or a whole order.

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Transport Order “New” - without Purchase Order number

1. If the order was not found, **first** please refresh the database.



Purchase Order(s) > Locations > Packing details > Freight forwarder(s) > Documents > Summary

Purchase Order number or

or with delivery dates from to

Unfortunately we could not find your Purchase Order. Please ensure you have entered a valid number and that it has an E- or F-Incoterms®.

Alternatively you can where we will take the latest available data out of our ERP system; this might take up to 30 minutes.

Or you can also where you need to add a few more details on your own.

2. If the order is **still** not found or the order number is unknown, please continue manually.



In order to identify the correct freight payer please enter an SOR (Siemens Organizations Reference) below.

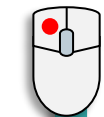
This number is stated on your Purchase Order. In some cases instead of the SOR the Purchase Order states an OrgID (Organization Identification).

If you do not have a Purchase Order at hand please contact your responsible Siemens Buyer.

Please enter at least 4 characters

Freight Payer

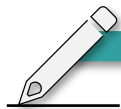
<< Back



4.

>> Continue

3. Fill in the OrgID of the freight payer (from your Purchase Order or from the location of your operative buyer).



I LoP Quick Start Guide

Locations

Purchase Order(s) > **Locations** > Packing Details > Freight Forwarder(s) > Documents > Summary

Pick-up details (from...)

Name*
XY Company GmbH

Street*
Example Street 123

Country*
Germany

Zip Code*
12345

Additional Address Text

Region/ Province/ State

City*
Erlangen

Incoterm®*
(EXW) Ex Works

Contact name*
Jon Doe

Phone No.*
0123456789

E-Mail*
Jon.doe@supplier.com

Stored pick-up details from your address book

Consignee details (to...)

Name*
Siemens

Street*
Example Street

Country*
Germany

Zip Code*
12345

Additional Address Text

Region/ Province/ State

City*
Erlangen

Contact name
Jane Doe

Phone No.
987654321

E-Mail(s) Siemens Buyer (comma separated)*
Jane.doe@siemens.com

Stored consignee details from our database

1a. Complete missing shipment data and change if necessary:

Either each field can be edited/overwritten individually...

1b. ...or you can select an address from the corresponding drop-down menu.
In the [address book](#) you can manage your own addresses.

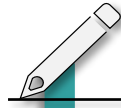
« Back Save & Close » Continue

If you want to complete the transport order at a later time, you can save it for now (saved transport orders can be found under "in Progress").

2.

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Packing Details



Change quantity if necessary (for partial deliveries).

Purchase Order(s) > Locations > **Packing Details** > Freight Forwarder(s) > Documents > Summary

Purchase Order number*
123456789

Your Delivery Note no.*
001

Line Item no.	Quantity	Your Material no.	Siemens Material no.
10	500	MN001	SMN002
Line Item no.	Quantity	Your Material no.	Siemens Material no.
11	150	MN003	SMN005

+ Add Line Item - Remove Line Item

+ Add Purchase Order

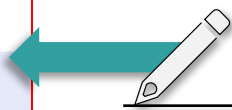
metric (cm) metric (kg)

Quantity*	Unit / Packaging*	Length*	Width*	Height*	Single Weight*	Total Weight	Stacking Factor*	trans-shippable	Dangerous Goods
5	_Disposable flat palle	120.00	90.00	60.00	50.00	250.00	No stacking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Dangerous Goods class
5

Is Dangerous Goods class LQ?

UN no.
005



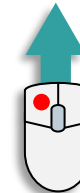
1. Fill in packing details.

+ Add Packing Unit

<< Back

Save & Close

>> Continue



2.

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Freight Forwarder(s)

Purchase Order(s) > Locations > Packing Details > **Freight Forwarder(s)** > Documents > Summary

Freight Forwarder	Earliest Pick-up Date (dd/mm/yyyy)	Comment	Transport Mode	Service Code
<input checked="" type="checkbox"/> [Redacted]	21/10/2020		Ground-Groupage	Groupage - standard truck interior height 220 cm

Your shipment is ready for pick-up on

21/10/2020

Your opening hours for pick-up are from*

10:00

to*

12:00

hours

Rush/ Urgent Shipment



Expected Pick-up Date (dd/mm/yyyy)

19/10/2020



Estimated Time of Arrival (dd/mm/yyyy)

N/A

<< Back

Save & Close

>> Continue

1. Select a forwarder.

2. If necessary you may postpone the pick-up date.

3.

Attention - Rush/ Urgent Shipment

As this option will switch the transport to a mode/ service with higher cost you need to have a written approval from the Siemens buyer which you need to attach here in the Documents section.

If this approval is missing we reserve the right to charge you with the additional cost incurring.

Are you sure to continue?

No, revert back

Yes, proceed

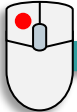
I LoP Quick Start Guide

Documents

Purchase Order(s) > Locations > Packing Details > Freight Forwarder(s) > **Documents** > Summary

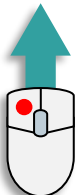
Uploaded documents

Example Doc.xls	×	Example Doc.xlsx	×
Example Doc.docx	×	Example Doc.pdf	×
Example Doc.pptx	×		

 **Upload document(s)**

Maximum file upload size: 10 MB
Allowed file types are: bmp, doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, tiff, xls,xlsx

« Back Save & Close >> Continue

 **2.**

1. Upload delivery note or other freight documents necessary for the transport.

I LoP Quick Start Guide

Summary

Purchase Order(s) >

Locations >

Packing Details >

Freight Forwarder(s) >

Documents >

Summary

Packing Details

5x _Disposable flat pallet, 120x90x60cm each, total weight: 250kg / No stacking / transshipping possible

Freight Forwarder

Ground-Groupage

Expected pick-up on (dd/mm/yyyy)

03/11/2020

between 10:00 and 12:00 hours

Estimated arrival on (dd/mm/yyyy)

N/A

From

XY Company GmbH
Example Street 123

12345 Erlangen
Germany

Jon Doe
0123456789
Jon.doe@supplier.com

To

Siemens
Example Street

12345 Erlangen
Germany

Jane Doe
987654321

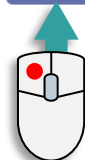
Your Remarks (max. 350 characters)

Send Out Transport Order

<< Back

Save & Close

or



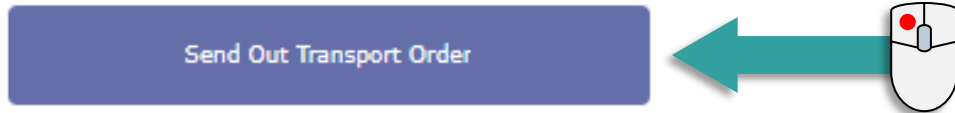
1a. After saving your transport you can find it under „in Progress“. **Your transport order is not completed yet.**



1b. Check the summary and send the transport request.

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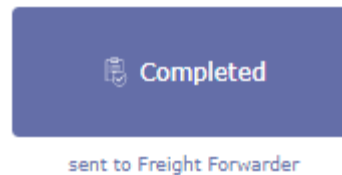
Complete a Transport Order and then...



By clicking this button the system automatically sends a transport order to the selected forwarder, as well as a copy to the e-mail address stored in your account and the Siemens Buyer(s) you entered in the corresponding field under *Locations*.

- Please note: The following attachments can be included in this confirmation mail:
- documents uploaded by you
 - Label (e.g. DHL Express, FedEx/TNT, UPS)
 - a Bill of Lading is automatically generated for North American ground transport

You can find all completed transport orders under



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Transport Order “in Progress”

Hereunder you will find all orders "in Progress" that have not been sent out yet.

Transport Order

New

In Progress
not yet sent to Freight Forwarder

Completed
sent to Freight Forwarder

Results: 189 (1 - 189) 500 per page Selected: 0 on this page, 0 in total

Results Creation date, time

	Creation date, time	Modification date, time	UCR	Purchase Order number	Pick-up Date Time from Time to	Delivery Date	Organization SOR or OrgID	Pick-up Address	Consignee
<input type="checkbox"/>	19.10.2020 17:29	19.10.2020 17:29					SMO A1201036		
<input type="checkbox"/>	19.10.2020 16:31	19.10.2020 17:25			20/10/2020 12:00 14:00		SMO A5016063		

Delete Shipment(s)

Click on the pen to edit a Transport Order in progress
or
if you want to delete open transport orders, check the corresponding box and then click “Delete Shipment(s)”.

As soon as a Pick-up Date has been defined, you will find a note on the start page regarding transport orders that have **not been completed yet**.

I LoP Quick Start Guide

Transport Order “Completed“

Under "Completed" you will find all transport orders that have been sent to a freight forwarder.

Transport Order

New

In Progress

not yet sent to Freight Forwarder

Completed

sent to Freight Forwarder

Results: 9 (1 - 9) 10 per page Selected: 0 on this page, 0 in total

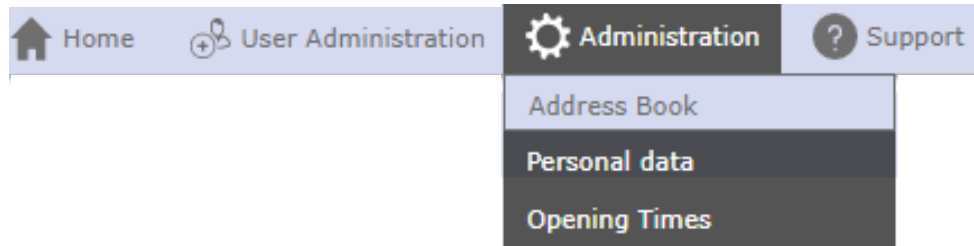
Results		UCR		Pick-up Date						
Creation date, time	Modification date, time	Label	UCR	Purchase Order number	Pick-up Date Time from Time to	Delivery Date	Division SOR or OrgID	Pick-up Address	Consignee	Freight Forwarder
13.10.2020 13:04	16.10.2020 13:45			1234578, 9875642	16/10/2020 12:00 15:00					
20.10.2020 09:34	20.10.2020 09:38			1234566	23/10/2020 08:00 12:00					



For e.g. parcel services (DHL Express, FedEx/TNT, UPS) you can access the label here.

I LoP Quick Start Guide

Maintaining Pick-up Addresses



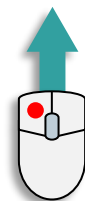
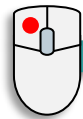
Hover with the cursor over "Administration" and click on "Address Book".

Unique drop down name Company City

Results: 2 (1 - 2) per page Selected: 0 on this page, 0 in total

Addresses									
	Edit	Copy	Delete	Unique drop down name	Company	Street	Country	Region/State	City
<input type="checkbox"/>				Test Address 1234	Company 1234	1234 Street	USA	California	San Francisco
<input type="checkbox"/>				Test Address 5678	Company 5678	5678 Street	USA	California	San Francisco

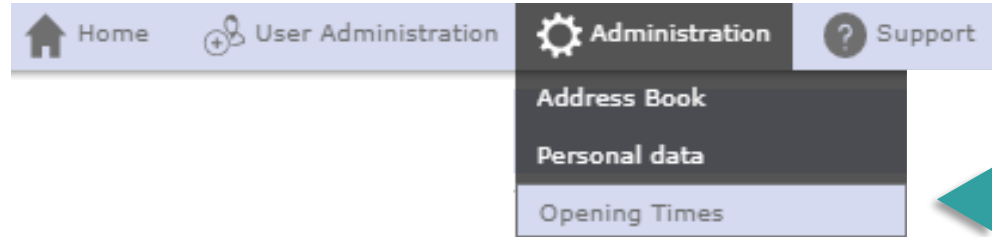
Click on the pen to edit an address.



Click on "New Address" to add a new company address.

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Maintaining Opening Times



Hover with the cursor over "Administration" and click on "Opening Times".

Enter your opening hours here.



Opening Times		
	Opening Times from	Opening Times to
Monday	<input type="text" value="08:00"/>	- <input type="text" value="16:00"/>
Tuesday	<input type="text" value="08:00"/>	- <input type="text" value="16:00"/>
Wednesday	<input type="text" value="12:00"/>	- <input type="text" value="18:00"/>
Thursday	<input type="text" value="10:00"/>	- <input type="text" value="16:00"/>
Friday	<input type="text" value="07:00"/>	- <input type="text" value="12:00"/>
Saturday	<input type="text" value="10:00"/>	- <input type="text" value="15:00"/>
Sunday	<input type="text" value="10:00"/>	- <input type="text" value="14:00"/>

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User Administration



a. Only as Master User the function "User Administration" is active for you, i.e. in that case you can add more users to your company account.

b. You can lock and/or delete those additional users any time.

Home User Administration Administration Support

New User

Login*:

The password will be sent to the e-mail address given below upon successful registration.

First Name:

Last Name*:

Phone No.:

Fax No.:

E-mail*:

Language:

ADR language:

Use browser language settings

Save

User

Login	First name	Surname	E-mail	Active	Lock	Delete	Menu
[blurred]	[blurred]	[blurred]	[blurred]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="▶"/>

Save



Thank you for your attention!

