

CLdN Cargo Order Entry Portal

End User Manual

12/06/2019

Version 0.3

CLdN  CARGO

Content

- What is the order entry portal?
- How does it work?
- Contact

What is the order entry portal

The upload portal is for our customers to inform us on your orders. In your own secured environment you can upload your orders which will automatically be received and processed by our customer service.

A upload sheet is defined to ensure that all required information is provided and to prevent information being forgotten or lost.

Via the upload portal you can inform us on new orders and update on existing orders.

How to proceed

When using the Order Entry Portal, the following steps are to be taken:

- Fill in the customer request form.
- We will set up access.
 - We need to whitelist your ip-address and assign user login(s)
- Download the order entry format (xls)

<https://cldncargo.com/manager/file/EDI%20upload%20format%20v0.11.xlsx>

How does it work?

When access to the order entry portal is granted, this is how it works:

- Fill in the order entry format (xls) with the corresponding order information.

Tip! Save a copy of it for future updates

- Browse to the upload portal (<https://orderentry.cldncargo.com>)
- Login using your login and password
- Drag/drop your order format sheet in the upload portal sheet.
 - The upload portal checks your sheet on the correct syntax. You will be informed in case of errors. Please make sure that all mandatory fields are filled in or completed with an update.

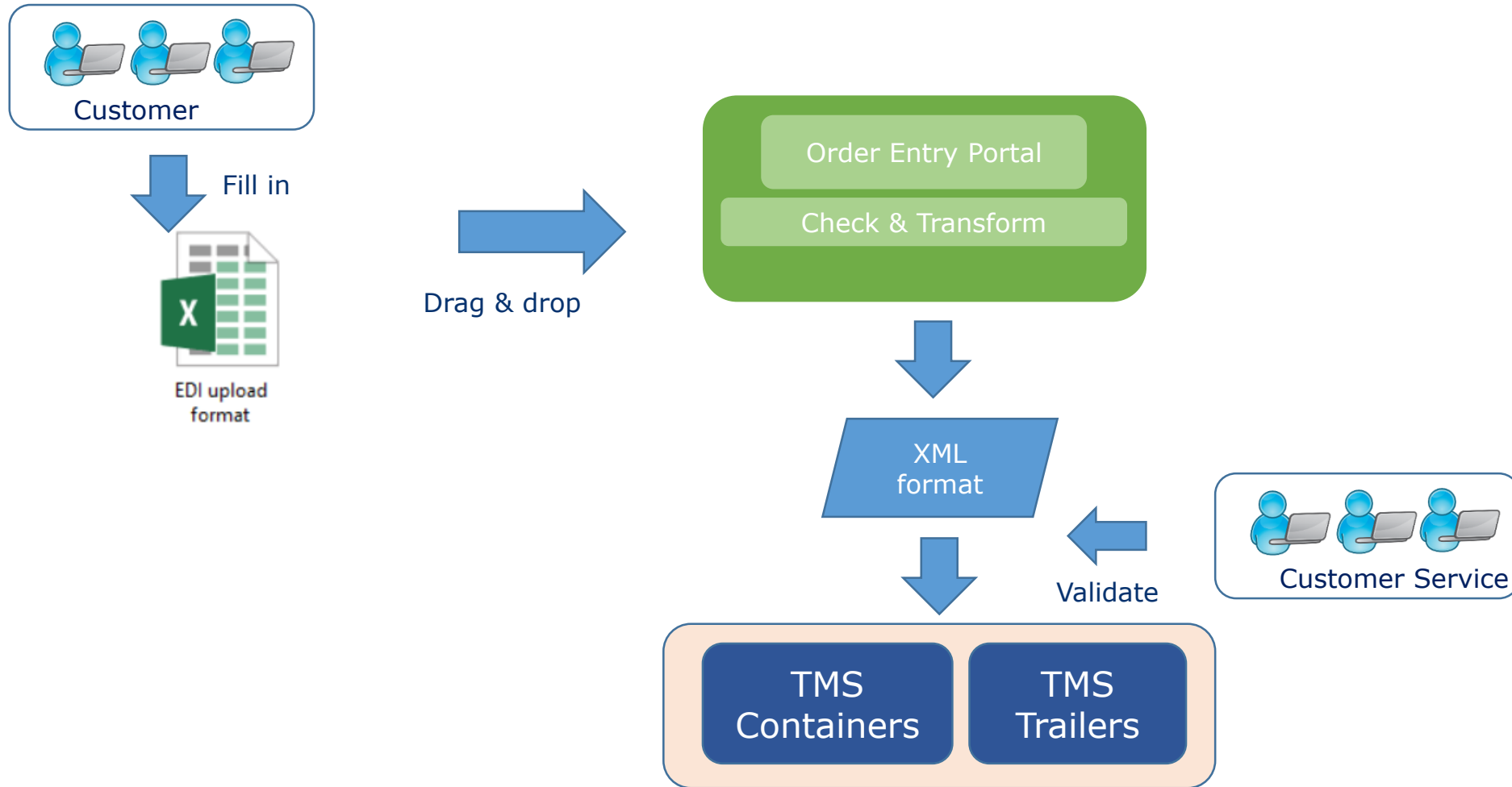
How does it work?

Continue:

- When the order portal sheet is fulfilled (technically), then it is automatically translated into our XML standard.
- The XML order is processed in our TMS and is available in the acceptance module.
- The order will be validated by customer service before it is processed further.
- In case of remarks, our customer service will contact you. If not, your order will be processed further by our transport planning and this will automatically be confirmed.

- Use the order entry format in case you want to inform us on updates on the order. Please ensure that you use the same "Customer reference" and "Customer order reference" (column A+B in the sheet). This is our recognition on your order.

How does it work?



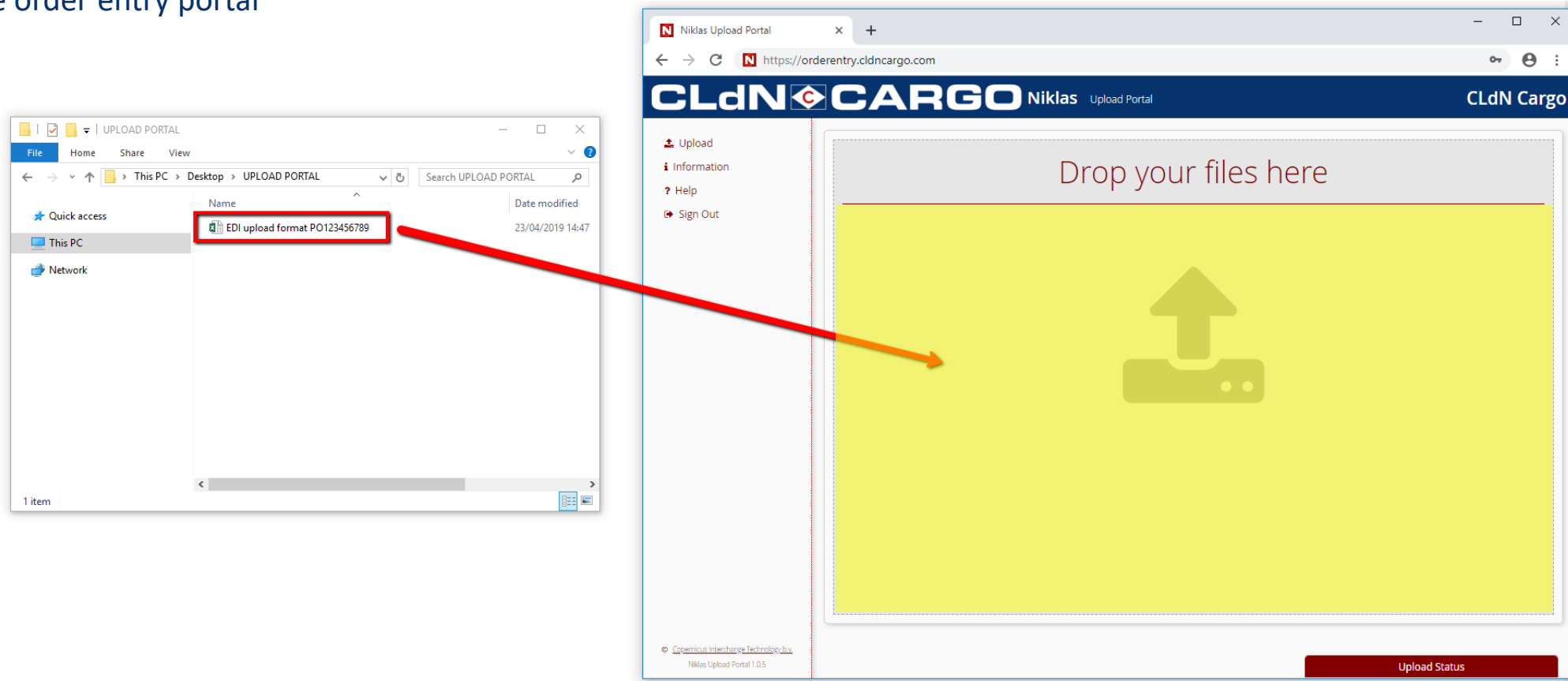
How does it work?

After receiving your login details from our managed EDI partner Copernicus, you can browse to the order entry portal (<https://orderentry.cldncargo.com>) and log in using your username and password.



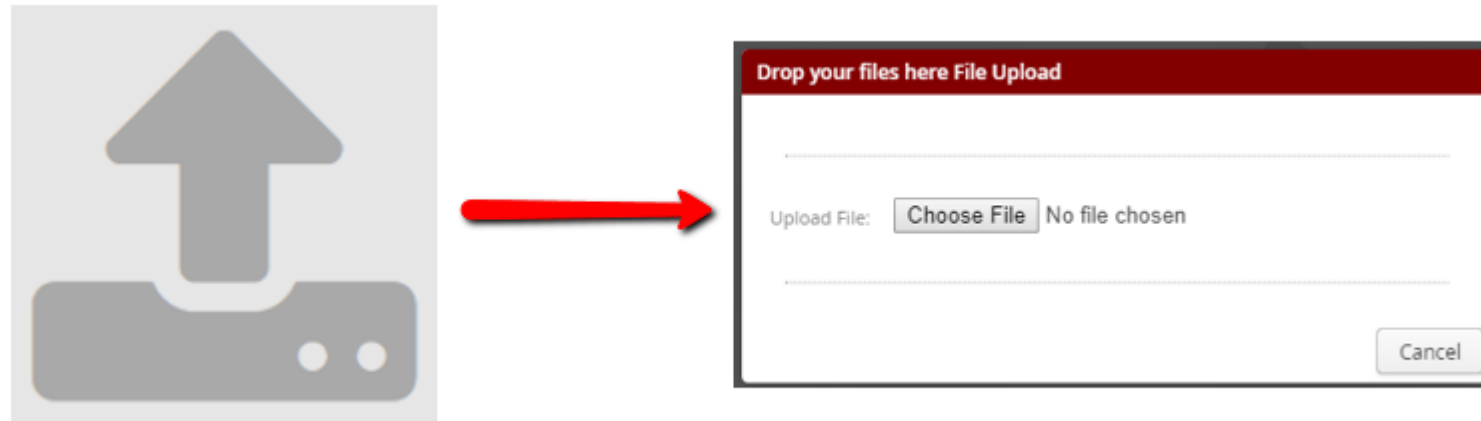
How does it work?

To upload the order entry format, please drag and drop the order entry format excel file in the order entry portal



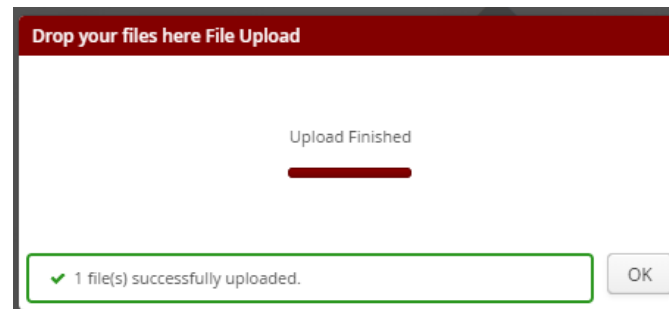
How does it work?

You can also upload the order entry format manually by clicking on the upload symbol and select the order entry format excel file from a location path.



If the order entry format has been successfully uploaded, below notification will appear.

*The order entry portal checks your sheet on the correct syntax.



The assigned customer service representative will process your order and an automatic confirmation will be sent.
