User Manual

4WARDER / Carrier's Guide

(Tracking & Tracing)

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(meeting **AVERY DENNISON** standards)

Carrier's Page (WEB)

You need a PC and an Internet Browser (usually Microsoft Internet Explorer).

- **ATTENTION**
  If you do not use 4WARDER (carriers with small business) you need an e-mail address where we can provide you with the required transfer order numbers for all your shipments to be tracked. All untracked transfer order numbers will be sent to you periodically. This so called POD Worksheet will be sent to the e-mail address you provide.

Fig. 2   JERICH Homepage, follow the 4warder link…
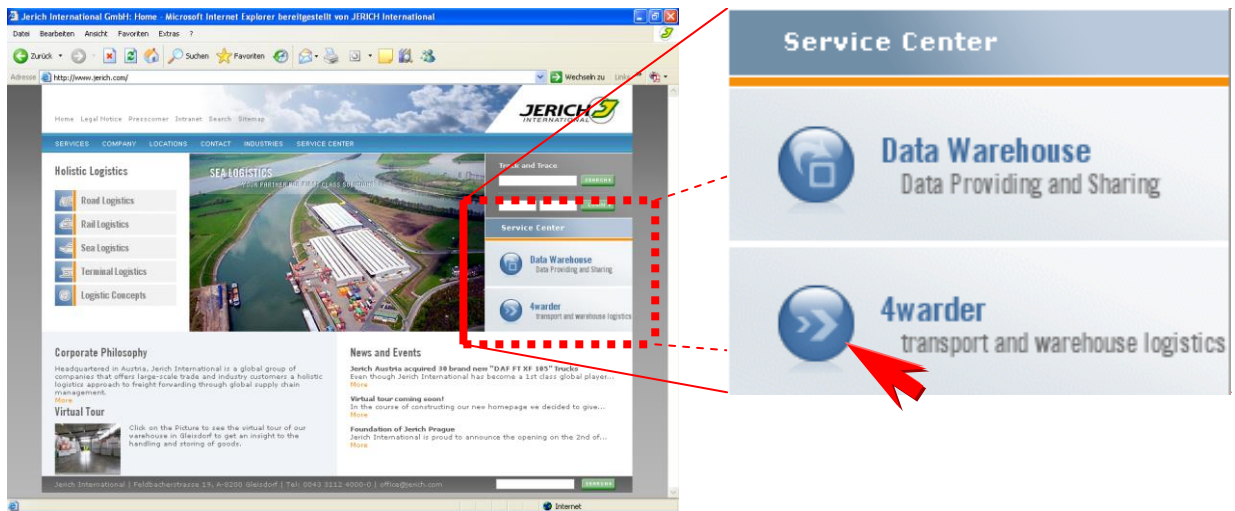
Open the JERICH Homepage www.jerich.com, navigate to Service Center and select **4warder** (transport and warehouse logistics).
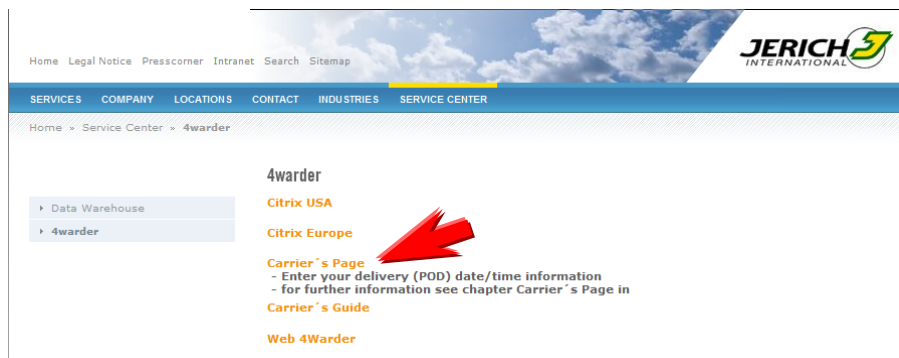
On the next page please select:
- **Carrier's Page**, to enter the POD data.

Using the Carrier's Page

Fig. 3   Carrier's Page

The structure of the Carrier's page is very similar to the Shipment status screen.
You can enter events such as delivery date/time at the MOT (truck) level for all orders or at the CMR (delivery note) level distinct for each order. If there is only one single order, it doesn't matter which level you use.

Authorization within the MOT (Truck) Scope

- **ATTENTION**
  To get access to your shipments you have to enter the Business Area code for your business, one actual (not tracked) Transfer Order number (truck) and your e-mail address.

Fig. 4   Carrier POD Worksheet

PL	Departure	BA#	TO#	CMR(Dlv.Note)	WL#	Cpny	Order	Item	Cntry	ZIP	City	[kg]	[n]	Pr.
JLU	31.07.07 16:40	46	36919	188114	-	75	265166004	1	FR	42800	ST.MARTIN.LA.PLAINE	573	1	CH
						75	265166005	2	FR	42800	ST.MARTIN.LA.PLAINE	590	1	CH
						75	265166006	3	FR	42800	ST.MARTIN.LA.PLAINE	164	1	CH
					507080039	75	264931001	1	FR	42800	ST.MARTIN.LA.PLAINE	2,948	8	CH
				188115	27080040	72	265150702	3	FR	42800	ST.MARTIN.LA.PLAINE	239	1	CH
				188116	-	74	265166501	2	FR	42800	ST.MARTIN.LA.PLAINE	247	1	CH
			36921	188093	27080041	72	265127101	1	FR	87220	FEYTIAT	354	1	CH
				188094	27080044	72	265087701	1	FR	16100	COGNAC	182	1	CH
				188095	-	74	265138301	1	FR	76320	ST.PIERRE.LES.ELBEUF	348	1	CH
				188096	27080043	72	264666001	1	FR	21121	FONTAINE.LES.DIJON	12	1	CH
						72	264666002	2	FR	21121	FONTAINE.LES.DIJON	12	1	CH
						72	264666003	3	FR	21121	FONTAINE.LES.DIJON	12	1	CH
						72	264763801	1	FR	21121	FONTAINE.LES.DIJON	12	1	CH
						72	264763802	2	FR	21121	FONTAINE.LES.DIJON	12	1	CH
						72	264763803	3	FR	21121	FONTAINE.LES.DIJON	12	1	CH
	31.07.07 18:00	46	36852	188097	507080037	75	264960201	1	FR	86170	CISSE	265	1	CH
				188098	27080038	72	265100602	1	FR	59710	AVELIN	3,294	6	CH
				188099	-	75	265174601	1	FR	59710	AVELIN	193	1	CH
				188100	-	75	428747701	1	FR	57380	FAULQUEMONT	156	1	CH
						75	428747702	2	FR	57380	FAULQUEMONT	176	1	CH

The Carrier POD Worksheet contains the Business Area code BA# at the top of the sheet, here **46**. In this example the Transfer Order number TO# is **36919, 36921** and so on and the CMR (Dlv.Note) number is **188114, 188115, 188116** and so on.

Now you can scroll through all your untracked trucks and your e-mail address is saved for later use. So, if you'll enter the Carrier's page the next time, your untracked trucks will be listed immediately after pressing **retrieve**. If you want to change your e-mail address press **change e-Mail**.

In this example you can see a truck with Transfer Order number **97912** dark blue highlighted. This truck contains some delivery notes **333353, 333354** and so on. If all would have the same delivery address you could enter the delivery date/time at the MOT (truck) level (dark blue column header). The dark red column header at the bottom of the page represents the CMR (delivery note) level you have to use, if there are different delivery addresses. Press **Insert** to add an Event. When your done inserting all your Events, press **submit** to save your work. After pressing **submit** you'll be redirected to the login page. The next time you try to enter the same Transfer Order number, you will not be allowed to change your data, the truck is closed for POD reporting. To select the appropriate events press **Help** to get help about the available events.

Event	Description	
		JERICH INTERNATIONAL
1	Loading point arrival Ankunft Ladestelle aankomst laadlokatie arrivée au lieu de chargement luogo del carico merci llegada al lugar de carga	
2	Loading point depature Abfahrt Ladestelle vertrek laadlokatie départ du lieu de chargement partenza dal luogo dove salida del lugar de carga	
3	Delay begin Verögerung Beginn vertraging aanvang début de l´attente l'inizio di un eventuale ritardo comienzo de la espera	
4	Delay end Verzögerung Ende vertraging einde fin de l´attente fine di un eventuale ritardo final de la espera	
5	Customer arrival Ankunft Kunde aankomst bij klant l´arriveé au lieu de déchargement l'arrivo dal cliente llegada al lugar de descarga	
6	Customer depature Abfahrt Kunde vertrek bij klant départ du lieu de déchargement salida del lugar de descarga llegada al lugar de carga	

MOT (Truck) based Events

Move the cursor to a new line in the dark blue headed block column **Event**.

Enter the date/time stamp and a comment if you like. Press **Insert** to add this Event, use the scroll bar at the MOT (truck) level to get the next Transfer Order to track and so on. When your done inserting all your Events, press **submit** to save your work. After pressing **submit** you'll be redirected to the login page.

Order based Events

Select a specific CMR (delivery note, here ***333353***) and move the cursor to a new line in the dark red headed block column **Event**.

Enter the date/time stamp and a comment if you like. Select the next CMR (delivery note) and enter your events till all delivery notes are tracked. Press **Insert** to add this Event, use the scroll bar at the MOT (truck) level to get the next Transfer Order to track and so on. When your done inserting all your Events, press **submit** to save your work. After pressing **submit** you'll be redirected to the login page.