Online Notification Guidelines
for suppliers, forwarders and customers
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2 Online notification

The Wieland online notification is intended for registered suppliers/forwarders and customers who deliver virgin metals or metal scrap or collect metal scrap at the Vöhringen plant.

In the application, certain time windows can be booked for the deliveries/collection. In addition, it is possible to book free booking slots in a certain time window on the current day.

3 Registration

 Basically, you must first register and then have your account activated in order to be able to notify metal deliveries online.

You can reach the link via www.wieland.com via the menu "Services \ Online Notification".

You can then register here:
Please fill in the fields, mandatory fields are marked with "+", enter the characters from the picture and click on "Register". As soon as we have accepted your registration within one day, you will receive an e-mail from us.
Enter your user and your password.

The login can only take place if you have registered and then been activated by Wieland.

After logging in, you will see an overview of the tiles assigned to you:

In the menu you can log out or change your password via "User".

Under "Settings" you can select a language. You have the choice between German or English.
4.1 My account

Here you can view and change your account details.
4.2 Notification login

4.2.1 Entry of header data

Mandatory fields (marked with *) must be filled in!

- Select vehicle type
- Then enter the vehicle number plate in the mandatory field and the trailer or semi-trailer number plate in the field below. These fields appear only after the vehicle type has been selected.
- Enter name and location of forwarder
- If you commission a subcontractor, please enter name
- Click on country, then enter supplier/customer with location
- With "Next step" you come to the entry of the positions.
4.2.2 Entry of the position data

1. Select material group:
   Collections ABH: Collection of metal scrap
   Operating supplies: Operating supplies or spare parts
   Semi-finished products: Semi-finished products as return shipments for or for further processing
   Copper: Copper metal deliveries
   Empties ALP: Empty packaging such as pallets, boxes
   Empties workshops: Stems, steel reels or customer racks
   Other metals: Metal deliveries of brass, bronze, nickel, zinc, etc.
   Swarf: Brass swarf, other swarf

2. Select material
   Depending on which material group you select, the system displays the materials that can be selected in the selection list.

3. Select packaging from selection list

4. Enter number of packages (not necessary for bulk delivery)

5. Enter weight in kg

6. Reference number (optional)

7. Supplier/customer: The data from the header is copied and can be overwritten here if necessary.

8. Location supplier/customer: Is copied from the header data and can be overwritten.
• With "Previous step" you go back to the header data.
• "Next step" takes you to the booking of a time window (block).
• With "Add position" you can enter further items.
• You can send/delegate the time slot reservation to a carrier by email with “Send notification”.

Please note that the information forms the basis for the incoming goods procedure and material evaluation at the Vöhringen plant.

It is therefore essential that you create a separate item with the necessary information:

• for each material and surface (e.g. tinned, foil-coated, etc.)
• for each customer/supplier (in the case of collective deliveries)
• and for each type of packaging (lots, piece goods, etc.)!

If you do not know the means of transport or registration number of the vehicle, enter dummy values. The carrier must then update these when reserving the time slot.

4.2.3 Send notification

Enter the carrier’s email address here. It is also possible to send a personal message.

Click “OK” to send an email to yourself for your information and to the address you entered.
This e-mail was created on behalf of the sender and was sent without personal intervention. Diese E-Mail wurde im Auftrag des Absenders erstellt und von einem IT System automatisiert versandt.

===============================================================================

Sehr geehrte Damen und Herren.

Es wurde eine Online-Avisierung mit Kopf- und Positionsdaten angelegt.

Sie wurden von

gebeten ein Zeitfenster für diese Tour auszuwählen

Zugangsdaten
Benutzername: ********
Passwort: Tt4DZnMY
https://www.wieland.de/online-avisierung/app/?oavn0=83542
Bitte verwenden Sie den oben aufgeführten Link um die Kopfdaten (Fahrzeug und Kennzeichen) zu pflegen und Ihr Zeitfenster zu buchen

Viele Grüße
Ihr OAV-Team

The carrier can then log in here with the link sent. A user name with password is sent the first time this is done. These login details then apply for future time slot reservations. If the user is not used for a certain period of time, it is deleted.

This login takes you to the OAV

Open the OAV jobs assigned to you by clicking “My notifications”.
Click an item.

Click the pencil.

Then proceed through steps 1-3 as follows.

Step 1 → Correct the registration number of the vehicle if necessary

Step 2 → Nothing can be changed here

Step 3 → Book a time slot (next chapter)
### 4.2.4 Selecting the time block

All freely available blocks are displayed in a calendar view. Click on the corresponding rectangle=block to select the block.

The selected block is displayed as follows:

With "Save" you receive the message "Storage successful - Notification number XXXXX". Please use this notification number to register at gate 17 at the Vöhringen plant.
4.3 My notifications

Your notifications are displayed here.

The icons on the left provide information about the status of the online notification.

- Carrier announced but not yet entered
- Carrier has entered the plant.
- Carrier has left the plant.

With the following icons you can...

- change the respective online notification
- delete the respective online notification
By clicking on a line, the corresponding online notification is displayed in another window with all data:

With the following icons you can change and/or print your online notification.

- Change
- Print
5 General information

- Please be sure to note the unloading and loading times at Wieland-Werke AG, see website.
- If your truck does not arrive at the time (day) notified, please do not forget to postpone your notification. Otherwise you will occupy a free space that could possibly be occupied by someone else.
- If you have any questions about online notification and metal unloading procedures, our online notification team will be happy to help you:
  
  onlineavisierung@wieland.com

  Telephone +49(0)731 944-3368