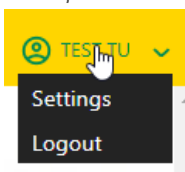


Table of content

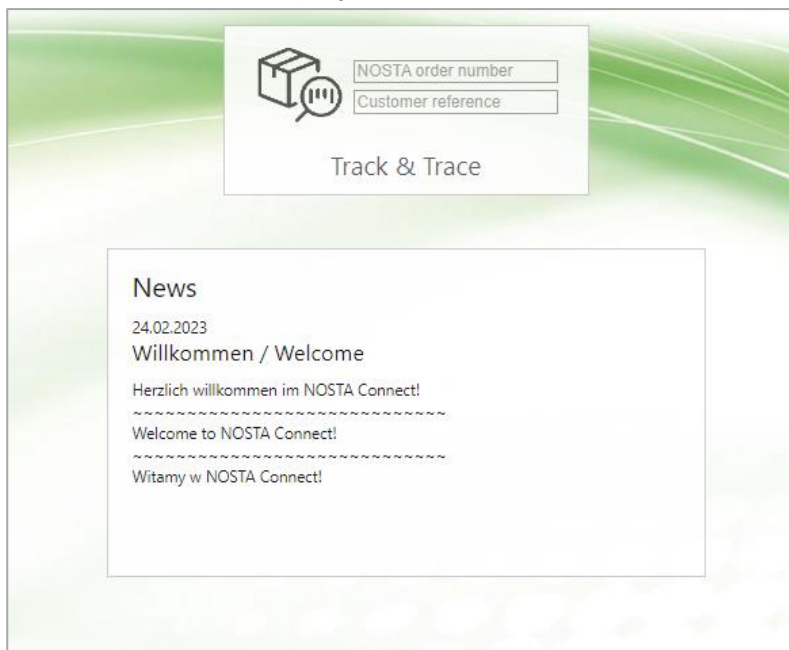
1	Login and Master data	1
2	„Track & Trace“	2
2.1	Search Tours	2
2.2	View and filter options	2
2.3	Upload documents	4
3	Any questions or problems?	5

1 Login and Master data

You may have already received your login data for the first registration by e-mail. Under „Settings“ you can change the language and the password. Please change your password first before proceeding.



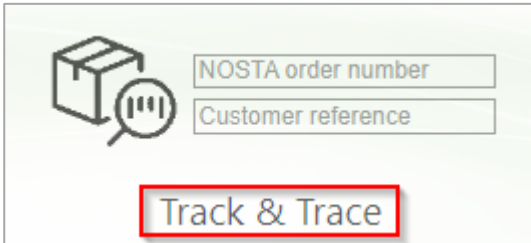
On the start page you will find both the „Track & Trace“ and the „News“ section, where current information will be displayed.



2 „Track & Trace“

2.1 Search Tours

First click on „Track & Trace“ on the start page to open it.

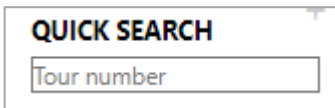


There you have two options to search and to call up a tour,

1. Quick search in „Track & Trace“

You will find the „Quick Search“ tab on the left-hand side.

There, simply enter the 7-digit NOSTA journal reference and then search with „Enter“.



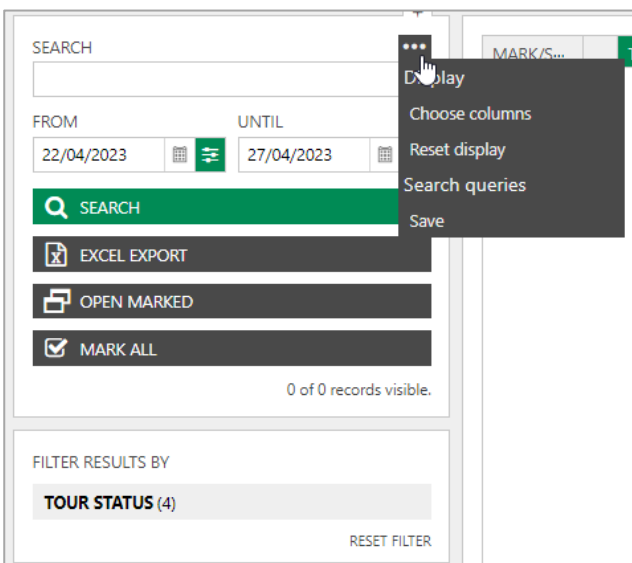
2. With „Search“


Alternatively, you can call up a tour via the "Search" field.



In the course of this, you can use further filter settings, which are presented in section 2.2.

2.2 View and filter options



You can filter which columns are displayed by selecting the three dots  above the search bar and then click **Spalten wählen**.

The following view opens in which you can select the desired columns and confirm with

OK

Choose columns

Select the columns to be displayed in the search results:

☐ SELECT ALL

☒ MARK/SELECT

☒ ID

☒ TOUR NUMBER

☒ CARRIER

☒ TOUR STATUS

☒ TOUR LOADING DATE

☒ STOP COUNT

☒ VEHICLE

☒ INVESTMENT DATE

OK CANCEL

Use **Save** to save your filter settings.

MARK/S...

Display

Choose columns

Reset display

Search queries

Save

Now you can name the filter and confirm with

OK

Save search query

Please enter a name for the search query

CREATE NEW OR OVERWRITE EXISTING SEARCH QUERY

Create new filter or choose existing

OK CANCEL

Saved filters can be found under the three dots.

TOUR LOADI...

Display

Choose columns

Reset display

Search queries

Test_Filter

Save

In the tour overview you will find the filtered columns.

MARK/S...	TOUR NUMBER	CARRIER	TOUR LOADING DATE	STOP C...	INVESTMENT DATE
<input type="checkbox"/>	4414376	1	20.04.2023	2	20.04.2023 14:16:47 Uhr
<input type="checkbox"/>	4408628	1	11.04.2023	2	11.04.2023 09:10:16 Uhr

Via  **EXCEL EXPORT** you can download the columns according to your filters as an Excel table.

Various filters can be set in the Tour Status area:

FILTER RESULTS BY

TOUR STATUS (4)

☐ Launched

☐ Retrieved


☐ Accessed

☐ Settled



RESET FILTER

- *Launched: Order has been submitted to you*
- *Retrieved: All order on the tour have a pick-up status*
- *Accessed: All orders on the tour have a delivery status*
- *Settled: POD and invoice have been uploaded for all the orders on the tour*

2.3 Upload documents

Once the statuses have been set, the POD and, if available, the pallet documents must be uploaded. To do this, simply press the  button.

Stops

#	ADRESSE	STOP TYPE	STOP STATUS	ZEITFENSTER	ESTIMATED ARRIVAL (ETA)	BROADCAST	STATE OF TRANSMISSION
1		Collection	Open			783022778	<input type="checkbox"/> 
2	NOSTA Logistics GmbH, Lengericher Strasse 31, 49549 LADBERGEN, DE	Delivery	Open			783022778	<input type="checkbox"/> 

In the following window you can choose between „Delivery Documents“ and „Pallet Documents“ (1). Then „Select files“ (2) and „Upload“ (3).

Documents


DATA TYPE FILE NAME TIME OF RECEIPT

Upload

DATA TYPE

Packaging documents 1

UPLOAD FILES (PDF TYPE ONLY)

 Keine ausgewählt 2

DESCRIPTION/REASON

3 **UPLOAD**

Note: Only PDF's may be uploaded.

Important: Credit notes and invoices can only be asserted AFTER the PODs have been uploaded. Once the POD's have been uploaded, invoices and credit note requests can be inserted. First select the appropriate file type (1) and then the PDF Document (2). After that you can proceed with the upload (3).

Note: In case of a credit note request, it is mandatory to enter the agreed freight price under „Credit note amount“.

Documents

DATA TYPE

FILE NAME

TIME OF RECEIPT

DESCRIPTION/REASON

Upload

DATA TYPE

Invoices

UPLOAD FILES (PDF TYPE ONLY)

Datei auswählen

Keine ausgewählt

DESCRIPTION/REASON

CREDIT AMOUNT

3

UPLOAD

3 Any questions or problems?

If you have any questions or problems, please do not hesitate to contact one of the persons you know.