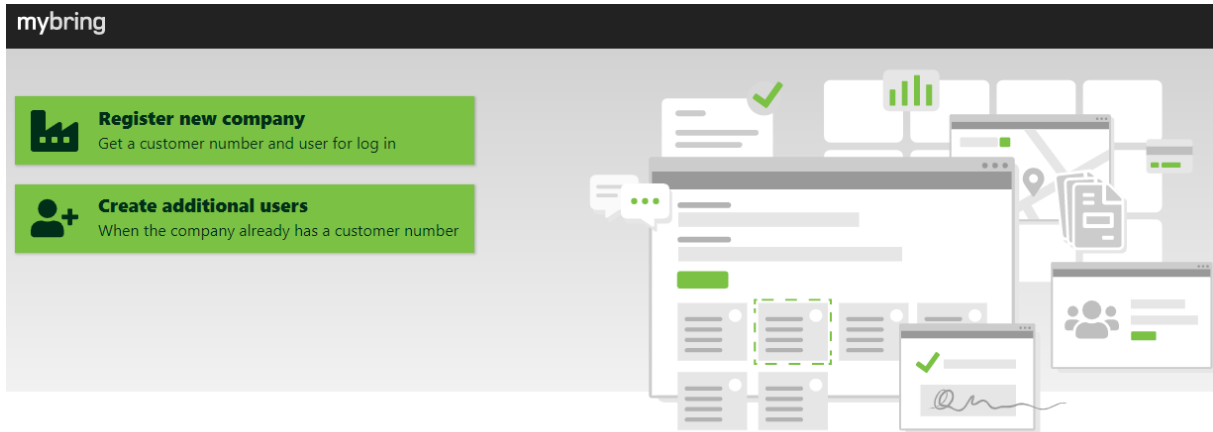


Guidelines: Processing of Purchase Orders via Order Management in Mybring

1. Go to <https://www.mybring.com> and log into Mybring:



Get an overview of your logistics with Mybring

Booking

Book services included in your agreement. Order shipments to single or multiple recipients.

Tracking

Provides expanded information to the sender as well as access to signature, costs and modification services.

Reports

Get an overview of status, delivery quality, deviations and costs associated with your shipments.

Invoices

Get a list of your invoices in a 12-month archive with payment due dates and status.

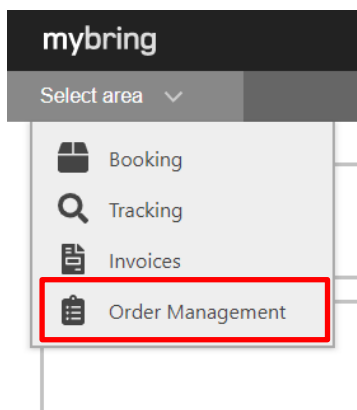
Customer service

Create cases directly in Mybring and see the status of all cases linked to your customer number.

Administration

As an administrator you have full control of the company's customer number and Mybring users.

2. In Mybring, click on «Select area» and choose «Order Management» from the menu:



3. Here you will get an overview of the purchase orders assigned to you:

Customer AS (0000-0000) ▾

10 ▾

All order types ▾

All statuses ▾

All incoterms ▾

Search

Search

Date type ▾

From date

To date

Clear selection (all pages)

Book transport (0)

Order number	Status	Incoterms	Supplier ID	Delivery point	Created	Requested delivery	Updated
123456789	Delivered	FCA	LEV-01	Example 1	14.12.2018	11.01.2019	17.12.2018 13:37:27
234567891	Delivered	FCA	LEV-02	Example 2	14.11.2018	28.11.2018	14.11.2018 20:00:21
345678912	Delivered	FCA	LEV-03	Example 3	14.11.2018	30.11.2018	14.11.2018 20:00:41
<input type="checkbox"/> 456789112	In transit	FCA	LEV-04	Example 4	02.10.2018	12.10.2018	02.10.2018 12:00:55
<input type="checkbox"/> 452678927	Received	FCA	LEV-05	Example 5	20.08.2018	04.11.2018	20.08.2018 16:35:28
<input type="checkbox"/> 4786423764	Received	FCA	LEV-06	Example 6	11.07.2018	20.07.2018	11.07.2018 12:01:38
<input type="checkbox"/> 4590109634	In transit	FCA	LEV-07	Example 7	06.07.2018	19.07.2018	06.07.2018 11:53:29
<input type="checkbox"/> 4590109216	In transit	FCA	LEV-08	Example 8	04.07.2018	05.07.2018	04.07.2018 12:00:57
<input type="checkbox"/> 4590108873	Received	FCA	LEV-09	Example 9	02.07.2018	03.07.2018	02.07.2018 16:02:01
<input type="checkbox"/> 4590107121	In transit	FCA	LEV-10	Example 10	20.06.2018	25.06.2018	20.06.2018 16:00:38

< 1 2 3 4 >

4. You can use the search field to find a purchase order that you want to view or book transport for. You can also see all new purchase orders by selecting the status “received”:

10 ▾

All order types ▾

Received ▾

All incoterms ▾

Search

Search

Date type ▾

From date

To date

5. Click on the order you want to process:

Customer AS (0000-0000) ▾

10 ▾

All order types ▾

All statuses ▾

All incoterms ▾

Search

Search

Date type ▾

From date

To date

Clear selection (all pages)

Book transport (0)

Order number	Status	Incoterms	Supplier ID	Delivery point	Created	Requested delivery	Updated
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< 1 2 3 4 >

6. Here you will see details for the selected order. To quickly order transport for one or more of the order lines, click “book transport for this order”:

Customer AS (0000-1000) ▼

Orders > 12345678

[Book transport](#) for this order.

Order status Received
Created 20.06.2018
Requested delivery 25.06.2018
Incoterms FCA
Supplier ID LEV-01

Delivery address
 Base A

Example platform
 6517 Kristiansund
 NO

Line	Article	Number of items	Dates
10	Klammer PC12-400 (article number)	Requested: 3 Remaining: 0.00	Requested: 25.06.2018
20	Klammer PC11-050 (article number)	Requested: 10 Remaining: 0.00	Requested: 25.06.2018
30	Klammer PC11-080 (article number)	Requested: 10 Remaining: 0.00	Requested: 25.06.2018
40	Klammer PC11-200 (article number)	Requested: 5 Remaining: 0.00	Requested: 25.06.2018

7. If you can't find the purchase order you are looking for, you can enter it manually by clicking on “Book transport” on the left. Enter the order number and click the green button “Book transport”. After this, you fill in the address and other details as normal.

mybring
Order Management ▼

Orders overview
[Book transport](#)

Customer AS (1000-1000) ▼

Book transport

Order number *

8. If you have more than one purchase order with the same incoterms and sender- and receiver address, you can book transport for several POs simultaneously.

Customer AS (0000-0000) ▼

10 ▼ All order types ▼ All statuses ▼ All incoterms ▼ Search Search Date type ▼ From date To date

Clear selection (all pages) **Book transport (3)**

Order number	Status	Incoterms	Supplier ID	Delivery point	Created	Requested delivery	Updated
123456789	Delivered	FCA	LEV-01	Example 1	14.12.2018	11.01.2019	17.12.2018 13:37:27
234567891	Delivered	FCA	LEV-02	Example 2	14.11.2018	28.11.2018	14.11.2018 20:00:21
345678912	Delivered	FCA	LEV-03	Example 3	14.11.2018	30.11.2018	14.11.2018 20:00:41
456789112	In transit	FCA	LEV-04	Example 4	02.10.2018	12.10.2018	02.10.2018 12:00:55
<input checked="" type="checkbox"/> 452678927	Received	FCA	LEV-05	Example 5	20.08.2018	04.11.2018	20.08.2018 16:35:28
<input checked="" type="checkbox"/> 4786423764	Received	FCA	LEV-06	Example 6	11.07.2018	20.07.2018	11.07.2018 12:01:38
<input checked="" type="checkbox"/> 4590109634	In transit	FCA	LEV-07	Example 7	06.07.2018	19.07.2018	06.07.2018 11:53:29
<input type="checkbox"/> 4590109216	In transit	FCA	LEV-08	Example 8	04.07.2018	05.07.2018	04.07.2018 12:00:57
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< 1 2 3 4 >

9. Sender and receiver details are automatically transferred to Mybring Booking, where it makes a coverage reach between the two zip numbers. Select “Groupage and Partload”:

Single outbound

SEND FROM
Norway Supplier AS, Bygnes, 4291

SEND TO
Norway Customer AS, 6517

Find services

BUSINESS DELIVERIES

 Groupage and Partload Delivered to the door	Max weight: 35000 kg	Expected delivery: Delivered Wednesday before 16	Price from: NOK 839
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All prices shown are leading excluding VAT. You will be billed according to your contract price
Submission deadlines may vary, [check the submission deadlines](#) where you are sending from.

10.Fill out the shipping details and select pickup time:

Shipping details

Price calculation

Standard calculation

Extended calculation options

type	items	weight/item	volume/item	or l x w x h/item
Full pallet	2	25	100	cm x cm x cm
<div>COPY ROW</div> <div>ADD ITEM</div>				
Total:	2	50	200	

Additional services

☐ Agreed time of delivery (delivery advice) ?
For deliveries to private/unattended addresses, we provide this service even if it has not been ordered in advance.

☐ Dangerous goods ?

☐ Simplified delivery ?

☐ Non freeze ?

Pickup

29.08.2019

We pickup between 08:00 and 16:00.

☒ I want to book the pickup now. The shipment will be ready for pickup

☐ I want to book the pickup later ?

11.Fill out the goods description, select the right customer number as the invoice recipient, and check off for Third party:

Goods description

Invoice Recipient

Please select the customer number to bill

☐ Sender

☐ Recipient

☒ Third Party

UPDATE

12. To proceed, click on «Update» and then «Next». You will now see the sender- and receiver details, and the PO-number belonging to the transport booking. Fill out the missing details

Sender and recipient

WHERE ARE YOU SENDING FROM?	WHERE ARE YOU SENDING TO?
Company name * <input type="text" value="Supplier AS"/>	Name * <input type="text" value="Forsyningsbase Kr.sund"/>
Street * <input type="text" value="Street 2"/>	Address line 1 * <input type="text"/>
Postal code <input type="text" value="4291"/>	Address line 2 <input type="text"/>
City <input type="text" value="Kopervik"/>	Postal code <input type="text" value="6517"/>
Phone * <input type="text"/>	City <input type="text" value="Kristiansund N"/>
E-mail <input type="text"/>	Phone <input type="text" value="47-71588500"/>
Contact person * <input type="text" value="Ola Nordmann"/>	E-mail <input type="text"/>
Senders- /invoice reference <input type="text"/>	Contact person <input type="text" value="Kristin platform"/>
Pickup instructions for courier <small>(Floor number, directions, etc.)</small> <input type="text"/>	Recipient's reference <input type="text"/>
Save contact as: <input type="button" value="PERSONAL CONTACT"/>	Delivery instructions for courier <small>(Floor number, directions, etc.)</small> <input type="text"/>
	Save contact as: <input type="button" value="PERSONAL CONTACT"/>

13.To finish the order, click on «Place order». On the next page, you will find the package list. Fill out how much of the total order is being delivered in the current transport, and click on “submit packing list”.

Package List

Before you get the shipping label please fill in the consignment contents.

Purchase Order: 4500207873					
Line no.	Article no.	Description	Total Ordered	Remaining	Delivered now <input type="checkbox"/> Empty fields
10	Rørmerker iht vedlegg	Rørmerker iht vedlegg	4	0	<input type="text" value="4"/>
20	Ventilmerker iht vedlegg	Ventilmerker iht vedlegg	2	0	<input type="text" value="2"/>

SUBMIT PACKING LIST

14.The order is submitted, and you will receive a booking confirmation. This will also be sent on email:

Booking Confirmation

Thank you for your order! An invoice will be issued when Bring receives the shipment.

A confirmation e-mail has been sent to your provided e-mail.

The shipment label is a PDF document. We recommend you download the latest version of [Adobe Reader](#).

We presuppose that the provided package measures are correct.

- [PRINT CONFIRMATION](#)
- [VIEW THE ORDER IN ORDER MANAGEMENT](#)
- [MAKE NEW BOOKING](#)



From: Supplier 1, Veien 2, 4050 Sola, Norway
To: Customer AS, Street 2, Hall A, 0100 Mongstad, Norway
Shipment number: 70438103430573525
Earliest pickup: 30.08.2019 08:00
Associated PO: [4500207873](#)

REMEMBER!

- The label can only be used once
- Attach the shipment label safely to your package and have it ready for pickup!
- The cargo must be packed in accordance with current guidelines
- Ensure sufficient loading/unloading facilities
- This is a preliminary booking confirmation. You will receive a final confirmation shortly.

PRINT SHIPMENT LABEL

PRINT WAYBILL

- [REUSE BOOKING](#)
- [SAVE AS FAVOURITE](#)
- [EMAIL ME WHEN DELIVERED](#)

15. Print the shipment label and attach it to the shipment. In addition, print the waybill (4 copies). Keep the senders copy, and attach the other 3 when the shipment is being picked up. Both the shipment label and the waybill can be printed directly from the Booking Confirmation page, or via the confirmation sent on email:

From:
Supplier AS
Eksempelveien 50
NO-4313 SANDNES
NORWAY

To:
Sentrallager Nord
Att: Sentrallager Nord
Eksempelgate 10
NO-5411 STORD
Phone: 90123456

NORWAY

License plate no:
370438103429783035

Consignment ID:
70438103429969384

Transport instructions:

Product:
Stykksgods
Product ID: 3050

Sender's reference:

Recipient's reference:

License plate no:
370438103429783035

SG2

1 UTLEVERINGSSTED FRAKTBREV

1 Senders navn/kode
Supplier AS
Eksempelveien 50
4313 SANDNES

15 Senders kunde/ hos transportør
17 Utleveringsdato
15.01.2019

4 Mottakers navn/kode
Sentrallager Nord
Eksempelgate 10
5411 STORD

19 Anvender fraktpolitikken navn/kode
20 Kunden:

21 Adresse

22 Stednavn: Sted

23 Mottakers kunde/ hos transportør
25 Mottakers referanse

24 Varforbringsverdi - kategori
26 Pollsentr: Skal forslåes

27 Leveringsbetingelse

28 Frakt og omkostninger
Betaltes av: ☐ Sender ☐ Mottaker ☒ Anvender fraktpolitikken

29 Transportkode
30 Leveringsinstruks

31 Senders postbank konto:
32 Girobeløp

14 Transportord
Stykksgods

33 Merking
34 Art. kull
35 Type pakning - godslag
36 Bruttovekt kg
37 Mål (x b x h i dm)

38 Kontaktperson:
Avs: Ole Nordmann Tlf: 90909090 Epost: null
Mott: Sentrallager Nord Tlf: 90123456 Epost: null

Un nr. Klasse Gruppe N.o.innh. Fareseddel Tun.rest.kode

Beskrivelse

40 Tekst 41 Beløp

Frakt
Utkjøring
SUM
MVA
TOTAL

42 Dato/stempel/bet.jagt
43 Dato/stempel/bet.jagt
44 Dato
Kvittering (Full navn)

Do you have any questions?

In the need of assistance, we have a dedicated customer service team, which are specialized in Mybring-support. Call customer service on 04045, and press 6 in the menu, or send an email to: kundeservice.mybring@bring.com