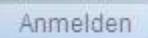
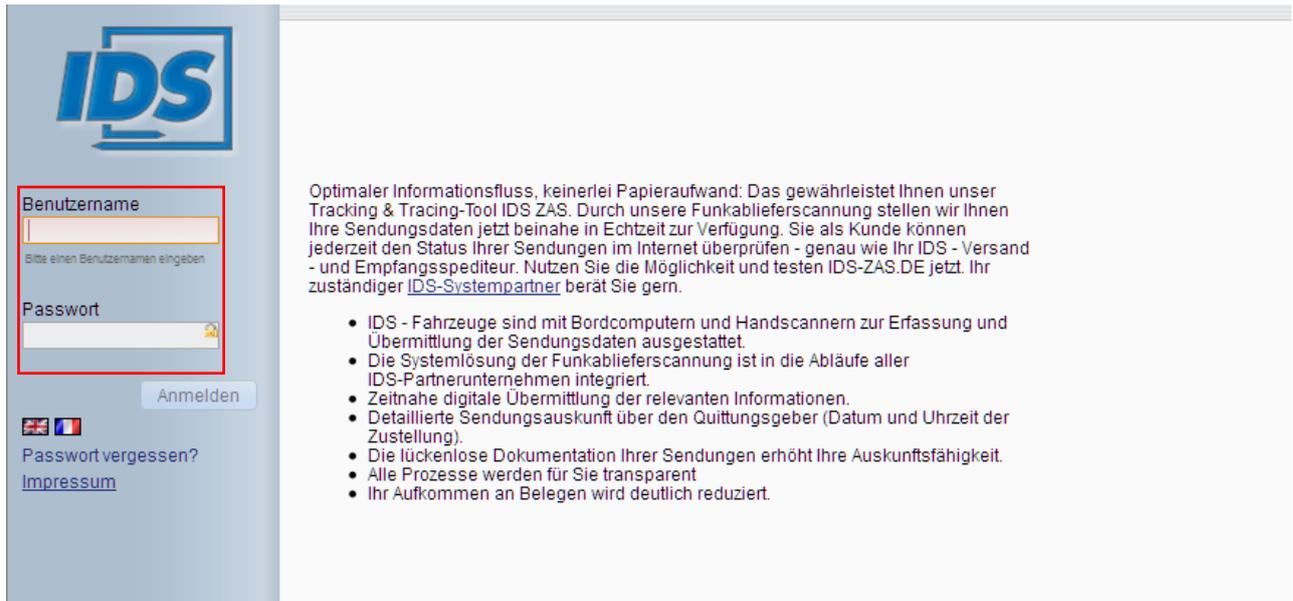


1. Technical requirements

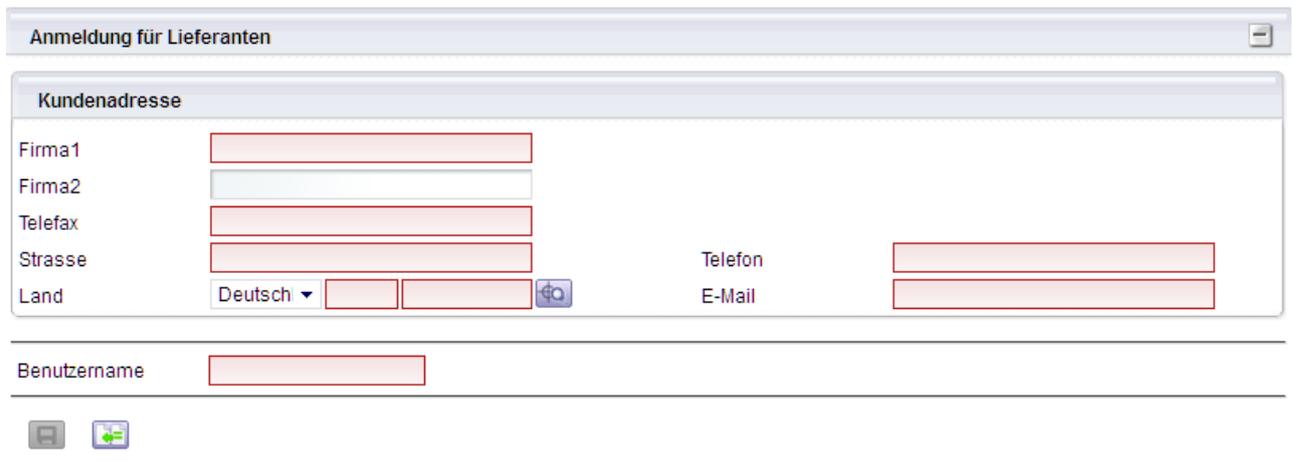
- Internet access
- Web browser (Internet Explorer Version 8 and up, Mozilla, Firefox Version 7 and up)
- Acrobat Reader (Version 9.0 and up)

2. First registration:

2.1 For first registration in the online system please start your Internet Explorer (or another web browser), go to the website <https://www.ids-portal.com> and register once under the user “gardnerlief” and the password “gardnerlief1” and press the button  .



Picture 1: Start page <https://www.ids-portal.com>



Picture 2: First registration Gardner Denver suppliers

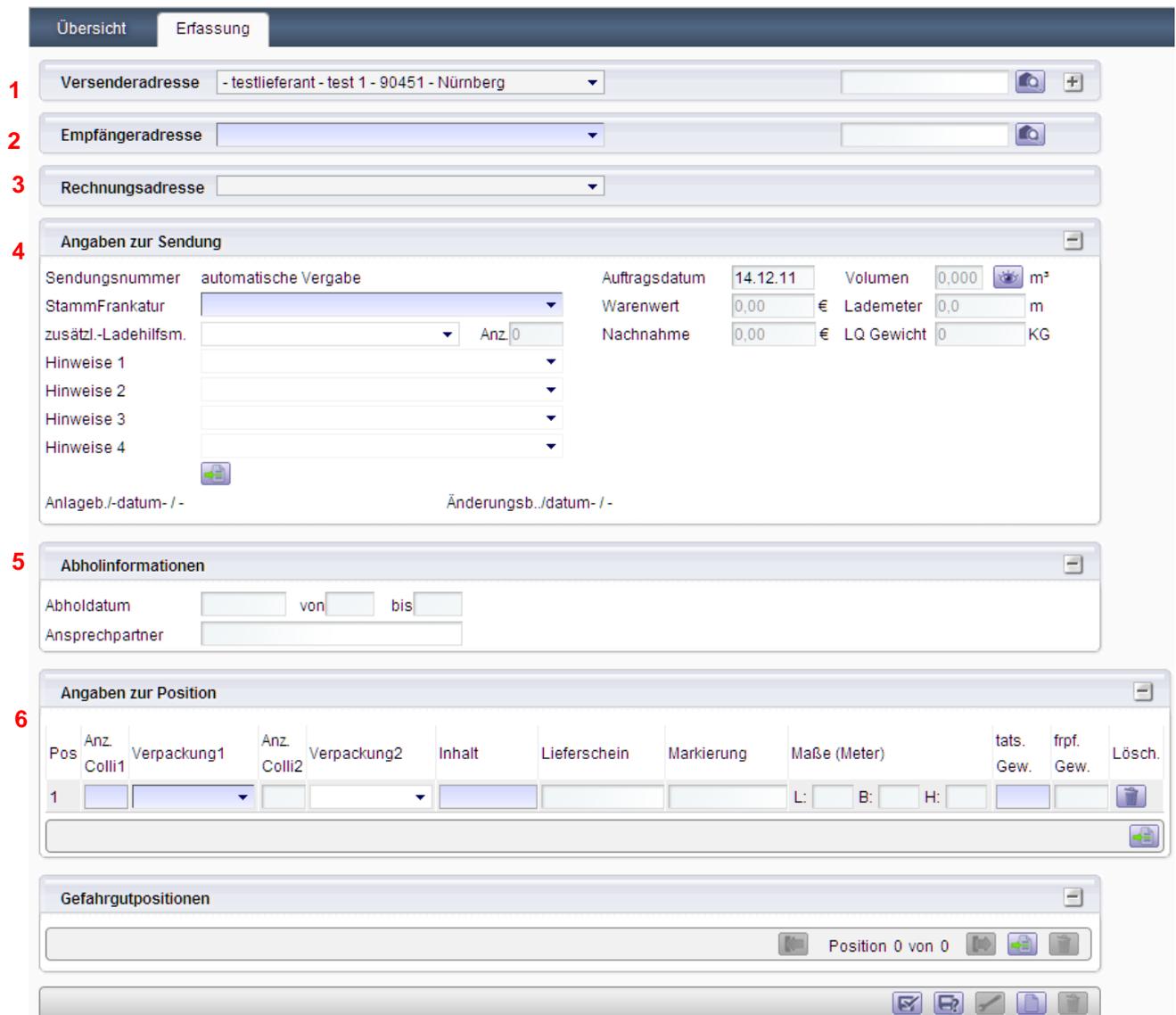
2.2 Please record your address for dispatch and contact data on the Internet page which is opening now (Picture 2).

If you do not have an e-mail account, please enter “its-kd@geis-group.de” in the e-mail field. You can then ask Spedition Geis for your access data (refer to 6. contact data).

Complete data entry using the button  , after that an e-mail with your user data and a password is sent to the e-mail address indicated. With this personalized user data log in again under <https://www.ids-portal.com>.

3. Shipment entry

- 3.1 Enter your user name and password in your Internet Explorer (or another web browser) on the website <https://www.ids-portal.com> and confirm this entry.
- 3.2 Should you have forgotten your assigned password as an already registered user, you can change access data on the IDS order start page (refer to picture 1) after entering your user name and pressing the button [Passwort vergessen?](#) (Password forgotten)
- 3.3 After log-in, you can enter a shipment under “IDS ORDER.COM” via the menu item “Standard” (Picture 3) by clicking on “Erfassung (Entry)”.



1 Versenderadresse - testlieferant - test 1 - 90451 - Nürnberg

2 Empfängeradresse

3 Rechnungsadresse

4 **Angaben zur Sendung**

Sendungsnummer automatische Vergabe Auftragsdatum 14.12.11 Volumen 0,000 m³

StammFrankatur Warenwert 0,00 € Lademeter 0,0 m

zusätzl.-Ladehilfsm. Anz. 0 Nachnahme 0,00 € LQ Gewicht 0 KG

Hinweise 1
Hinweise 2
Hinweise 3
Hinweise 4

Anlageb./-datum- / - Änderungs./-datum- / -

5 **Abholinformationen**

Abholdatum von bis

Ansprechpartner

6 **Angaben zur Position**

Pos	Anz. Colli1	Verpackung1	Anz. Colli2	Verpackung2	Inhalt	Lieferschein	Markierung	Maße (Meter)	tats. Gew.	frpf. Gew.	Lösch.
1								L: B: H:			

Gefahrgutpositionen

Position 0 von 0

Picture 3: Shipment entry

- | | | |
|---|--|---|
| 1 | Vers.-ADR
(Sender's address) | Preallocated automatically with own address, another collection address shall be entered, open address using the button  and record a new one. If further shipping addresses have already been entered and saved, they can be searched and selected in analogy to the recipient's address. |
| 2 | Empf.-ADR
(Recipient's address) | Select relevant Gardner Denver recipient's address
No other addresses can be recorded! |
| 3 | Rech.-ADR
(Invoice address) | An invoice recipient can be selected here to whom the invoice shall be addressed. |
| 4 | Angaben zur Sendung
(Details about consignment) | Recording of all necessary shipping data:

Information delivery date: Recording date of delivery (if required)

Further note 1/2: Free text fields for further information on the consignment. |
| 5 | Abholinformationen
(Collection information) | Collection date
Enter collection date and time (Format Datum dd.mm.yyyy, Uhrzeit hh:mm) |
| 6 | Angaben zur Position
(Details about position) | Content: Content must be recorded in analogy to order with Gardner Denver
Marking: Delivery note number/order number |

Button:



Delete entries



Save preliminarily



Save (**Attention: After saving, the order still needs to be transmitted, refer to chapter 3 order overview**)



Hazardous goods details (if shipping hazardous goods in the sense of ADR)



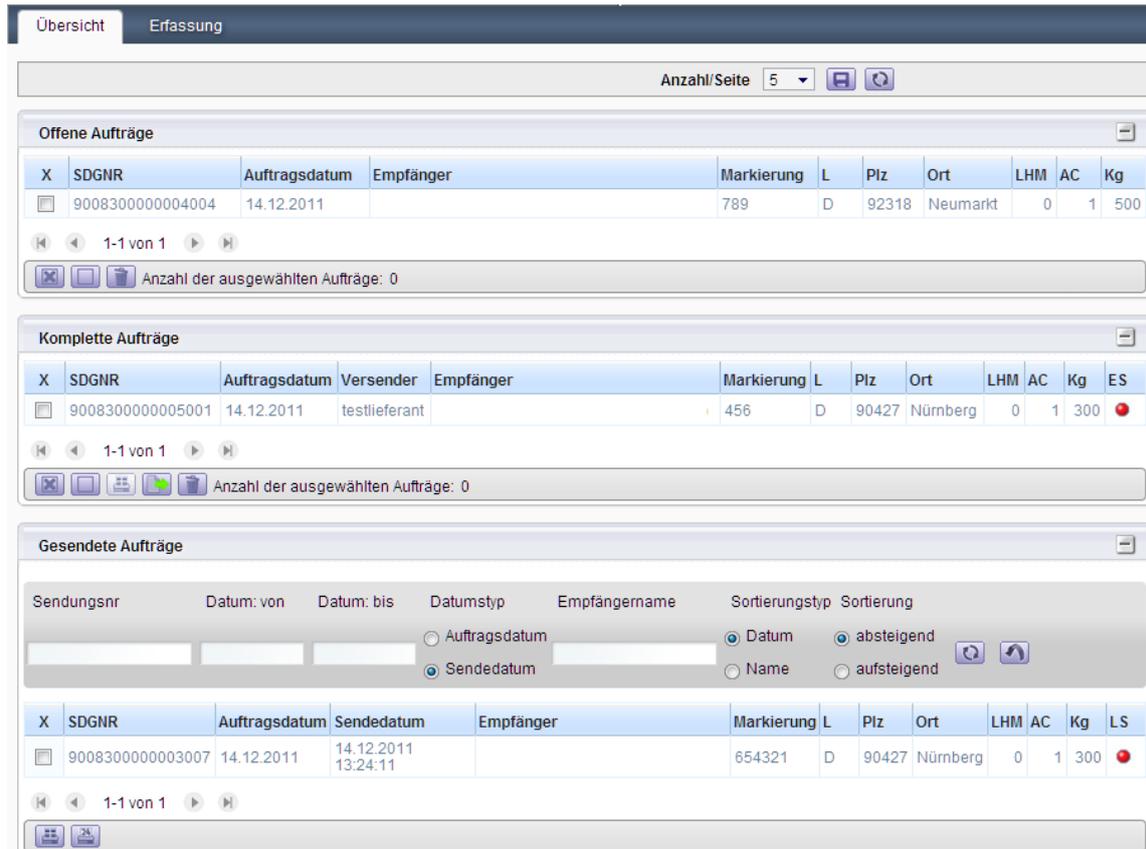
For recording further positions select requested number and click button.

4. Order overview

- 4.1 Under the menu item "AUFTRAGSVERWALTUNG (ORDER ADMINISTRATION)" -> "Auftragsübersicht (Order overview)" the saved orders are managed.

The order overview is divided in three areas, separated according to the order status.

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The screenshot shows the 'Erfassung' (Entry) tab with a navigation bar at the top. Below it is a table for 'Offene Aufträge' (Open orders) with columns: X, SDGNNR, Auftragsdatum, Empfänger, Markierung, L, Plz, Ort, LHM, AC, Kg. A red '1' is next to the first row. Below this is a table for 'Komplette Aufträge' (Completed orders) with columns: X, SDGNNR, Auftragsdatum, Versender, Empfänger, Markierung, L, Plz, Ort, LHM, AC, Kg, ES. A red '2' is next to the first row. Below this is a table for 'Gesendete Aufträge' (Sent orders) with columns: X, SDGNNR, Auftragsdatum, Sendedatum, Empfänger, Markierung, L, Plz, Ort, LHM, AC, Kg, LS. A red '3' is next to the first row. Each table has a '1-1 von 1' indicator and a 'Anzahl der ausgewählten Aufträge: 0' status bar.

Picture 4: Order overview

Important!

After label printing, orders **must** be sent to the shipping company for collection by pressing the button  !

- 1 **Offene Aufträge**
“Open orders” Here those orders are displayed that have been saved as preliminary during entering because e.g. the weight was still missing and the information shall be completed later. Double-click on the shipment number enables order processing.

Button:



select all / select nothing / delete several

- 2 **Komplette Aufträge**
Orders completely entered – shipping company not yet instructed In this overview your orders are listed that are ready for label printing and for sending orders.

Button:



 Label not yet printed  Label printed

  Select everything / select nothing

   Print (note landscape format!) / send /delete for several positions

- 3 **Gesendete Aufträge**
Sent orders – transmitted to shipping company This overview displays consignments for which a cargo list can be printed.

Button:



 Cargo list not yet printed  Cargo list printed

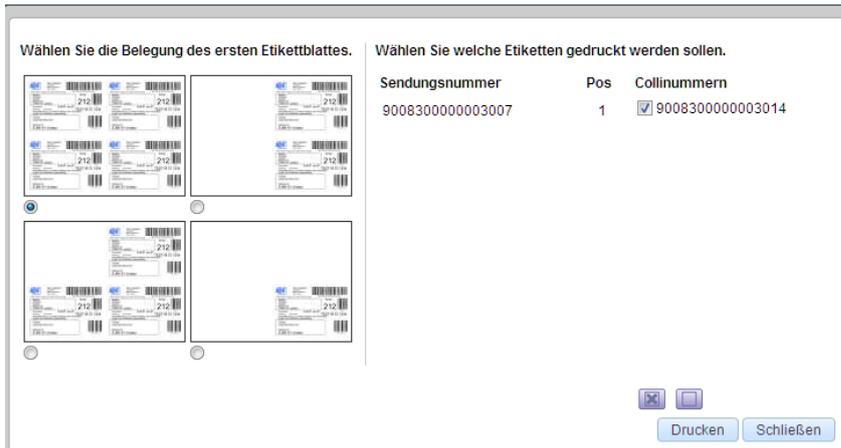
  Reprinting label / Print cargo list

Note regarding order overview:

Only if the order is displayed under “Gesendete Aufträge – an Spedition übermittelt (Sent orders – transmitted to shipping company)”, it is transmitted to the shipping company for collection.

- 4.2 Pressing the button “Label drucken (Printing labels)”, you will get to the selection “Etiketten drucken“ (refer to picture 5):

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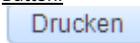


Picture 5: Label printing

1 Selection of label

As an option, you can select individual labels or package numbers even in the event of reprinting labels.

Button:



Create printout



Select all packaging items / Cancel selection

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Note regarding label printing

- **Label format**

Should you not use a label printer but a laser printer, please contact the customer connection service of Spedition Geis, and ask them to adapt this authorization.

For this, the person in charge requires your user name.

- **Printing labels in HTML instead of in PDF format**

If printing labels, please note that the page set-up of your browser is generally set on landscape format.

Please delete entries for headers and footers and set the margins on zero.

You can find this setting in the Microsoft Internet Explorer and in Mozilla Firefox in **Menü Datei** (menu file) and **Seite einrichten** (set up page) and it is available only if you have connected and set up a printer.

5. Contact

For further questions regarding collection or shipment inquiries please contact:



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97616 Bad Neustadt a. d. Saale

Mrs. Daniela Reichelt
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Fax: +49 9771 / 603-99-343
Mail: belog.nes@geis-group.de

For further questions regarding the Internet order entry please contact:



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