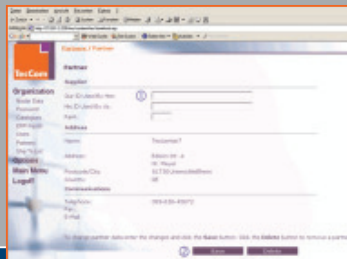
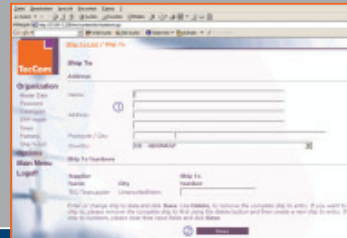


V. Partner Data



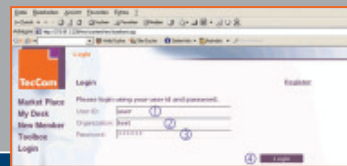
In the function area Toolbox - Organization - Partners click on the partner added.

- 1 For each partner insert your ID Used By Him, which the supplier uses to identify you. You receive this ID from your supplier by calling his telephone no.
- 2 Click the Save button.



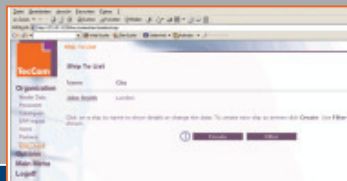
- 1 Type in the consignee's name and address.
- 2 Click the Save button.

Now the TecWeb is ready for use for all users defined.



In order to log in to TecCom Web the user needs to know his User ID, the name of the Organization and the initial Password defined by you.

VI. Defining ship to names



Within the function area Toolbox - Organization - Ship To List names and addresses of frequently used consignees can be saved. Please ask your suppliers, whether they allow orders to be shipped to different consignees and in which way their MMS supports this option.

- 1 Click the Create button.

Accessible Suppliers



V 2.2/State 1.10.2002 - Further suppliers will be attainable within short

TecCom GmbH
Steinheilstr. 10
85737 Ismaning / Germany
www.teccom.eu
teccom@teccom.eu



Support: support@teccom.eu
Help Desk: +49 (0)1805 - 65 65 56



TecGo Online Web

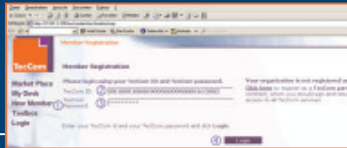
▶ Your Access to TecCom

▶ www.tws.teccom-eu.net

Support: support@teccom.eu
Help Desk: +49 (0)1805 - 65 65 56

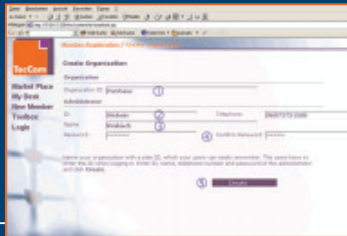


I. Access to the TecWeb



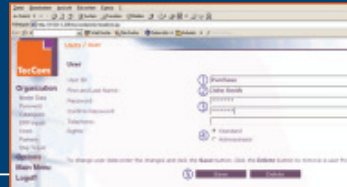
- 1 If you access the TecWeb for the first time click the New Member button.
- 2 Type in your TecCom ID without using the space bar and the TecCom Password you received with your access data. (Please ensure you match the characters of your password correctly)
- 4 Click the Login button.

II. Activating Your TecCom Sales ID



- 1 Now define a name for your Organization. This later on will be used by the users to log in to the system.
- 2 Define a User ID for the System Administrator.
- 3 Type in your Name and your Telephone number.
- 4 Define your Password and confirm it.
- 5 Click the Create button

III. Defining Further Users

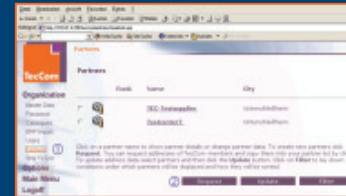


Within the function area Toolbox – Organization – Users permission for further users to log in to TecWeb can be given.

- 1 Define a User ID for the additional user.
- 2 Type in his First and Last Name.
- 3 Define an initial Password and confirm it. It can be changed by the user during his first log in.
- 4 Define the user's Rights. – As a Standard-User he will not be allowed to change organizational data.
- 5 Click the Save button.

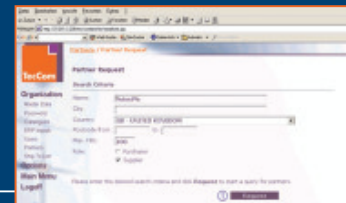
IV. Selection Of Suppliers

To execute availability requests and orders, you need to copy the relevant suppliers to your partner list.



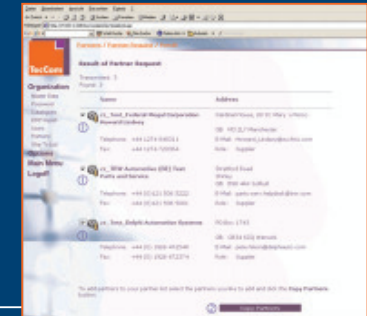
For a list of all suppliers click the Organization button in the function area Toolbox.

- 1 Select the Partners area.
- 2 Click the Request button.



Please enter the desired search criteria. Use the '%' – sign as wildcard character.

- 1 Click the Request button.



- 1 After the member list has been transmitted, select the required suppliers by marking them with a tick in the first column.
- 2 Click the Copy Partners button to copy them to the partner list.