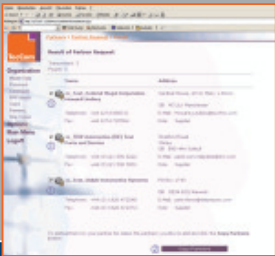
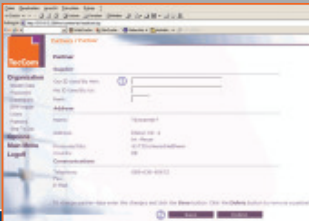


Selection of Suppliers



- 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

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.

Symbols

- ★ Alternative part
- Not available
- ◐ Partially available
- Available
- Open
- Received
- ? Unknown
- ⚡ Not reached
- ! Error
- Request
- Order
- Stock order
- Fax
- Notification
- Order confirmation
- Despatch advice
- Invoice

IDs:

User ID:

Organization:

Password:

Accessible Suppliers



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



Guidelines

- ▶ TecWeb
- ▶ www.tws.teccom-eu.net

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



Login Dialogue

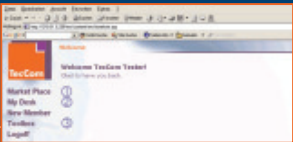


In order to log in to TecWeb type in

- 1 your User ID,
- 2 the name of your Organization and
- 3 your Password. You receive these information either from your IT-Administrator or the TecCom Helpdesk.
- 4 Click the Login button.

To test the TecWeb you can log in to the demo version. Type in the user ID user, the name of the demo organization is test and the password is teccom.

Function Areas



- 1 In the Market Place dialogue you can execute availability requests and orders.
- 2 In the dialogue My Desk you can check all availability requests, orders and responses sent in the past. You can also repeat requests and/or orders completely or partially, at a later point in time.
- 3 The Toolbox dialogue shows you information concerning the users, suppliers, catalogues, etc. Users with administrator rights can change system settings.

Product Selection



A. Manual product entry:

- 1 In the function area Market Place click the Basket button.
- 2 Insert the Quantities needed and
- 3 the supplier's Product Number.
- 4 Select the required articles by marking them with a tick in the first column.
- 5 Click the Transaction button.



B. Product selection from an electronic catalogue:

- 1 In the function area Market Place click the Catalogues button.
- 2 Insert the catalogue file on your computer. For this information please ask your IT Administrator.
- 3 Click the To Basket button. The products contained in your shopping basket are copied automatically to the product order list. After you have finished delete the shopping basket from this catalogue. Otherwise the products from this shopping basket will be copied to the product order list every time you load the catalogue file.

C. Product selection from a merchandise management system (MIS)

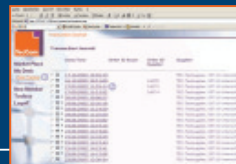
Please ask you IT-Administrator, whether you MMS allows this option. For further information contact the TecCom Help Desk.

Requests and Orders



- 1 Select the name of the Supplier.
- 2 Determine the Dispatch Mode for delivery of the products.
- 3 If the suppliers allows orders to be shipped to different consignees please insert the address here manually or select it from the drop down menu
- 4 To query the availability of products, click the Request button.
- 5 To execute an order, you have to click the Order button.

Transaction Journal



All requests and orders are stored in the Transaction Journal.

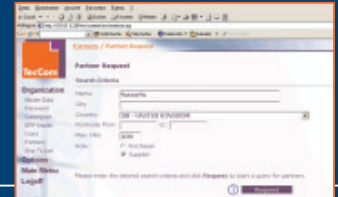
- 1 In the function area Market Place click the Order Tracking button.
- 2 By clicking on an order or request entry you get a list of the requested/ordered products as well as responses received from the supplier.

Selection of Suppliers



To add further suppliers to your partner list administrator rights are needed. Within the function area Toolbox click the Organization button.

- 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.