

TecWeb via TecCom

Quick Start Guide

Contents

1. Logging In	2
2. Requests and Orders: The Basket	3
A Entering Products	3
B Entering Header Information	4
C Request and Order Responses	5
3. Viewing Transaction Journal	7
4. Quick Ways To Enter Regular Order Items	8
A Product Selection from previous Requests or Orders	8
B Import Order Proposals through Excel	8
5. Further Information	11

1. Logging In

Access TecWeb from any Web Browser at the following link:

<http://www.teccom.de/TecWeb>

You will see the member's login screen:

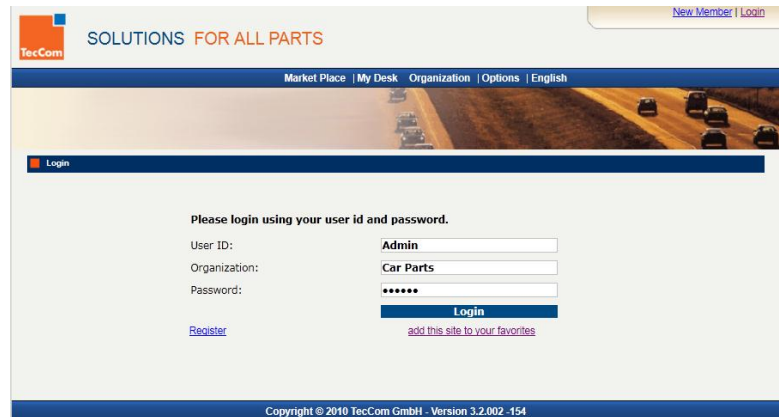


Figure 1 Logging in to TecWeb

Using the information provided from TecCom, enter the following information:

- User ID
- Organisation
- Password

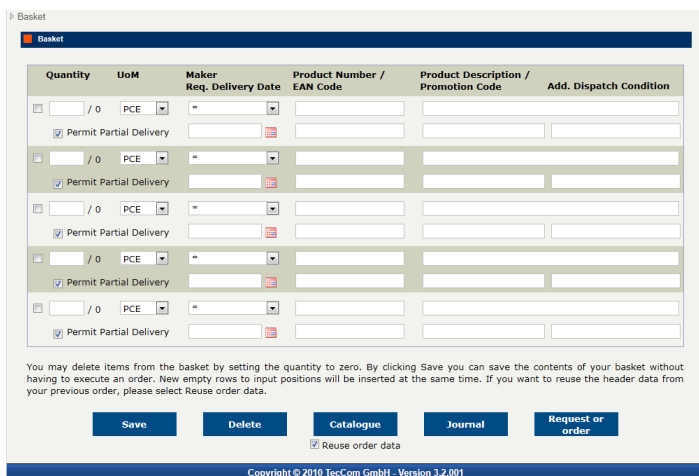
Remember to copy the information exactly as all fields are case and space sensitive; watch out for the CAPS LOCK key and trailing spaces!

Tip: Notice the Toolbar towards the top of the screen: All day to day functions can be accessed through the toolbar option: *Market Place*



Figure 2: The TecWeb Toolbar

2. Requests and Orders: The Basket



After logging in you will see the Basket.

Tip: You can get back to the basket at any time by selecting *Basket* from the *Market Place* drop down menu on the *Toolbar*

Figure 3: The Basket

The Availability Request and Order procedures are similar - both involve the following 3 steps

A Entering Products

Tip: Once you are familiar with entering product details described here you can save a considerable amount of time by using one of the *Quick Ways to Enter Regular Order Items* in Section 4 below.

For each item in the order you MUST enter:

- a. Enter the Quantity needed
- b. Enter the supplier's Product Number.
- c. UoM (Unit of Measure) should be left as PCE.

The following fields are optional:

- d. Tick the box if partial delivery is acceptable.
- e. Add delivery date only if different from the usual delivery from this supplier.
- f. Make sure the lines to be ordered are selected in the left tick box

When all items have been entered correctly:

- g. Click the *Request or Order* button at the bottom of the Basket

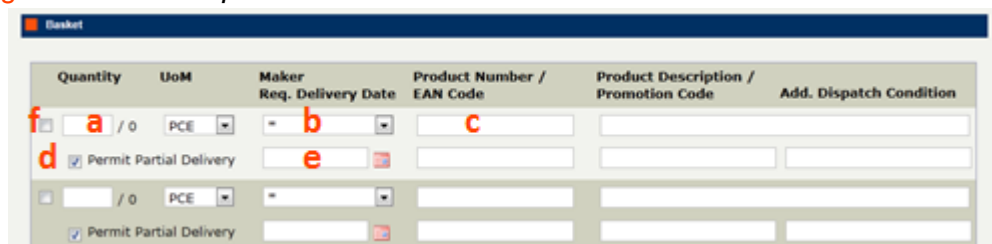


Figure 4: Product Entry Screen

Other Button Options from the Basket

- Save Save the contents of your basket without having to execute an order. If you have more than 5 items in an order, use the Save button to create 5 empty lines.
Note that any items with zero quantity will be removed when saved.
- Delete Deletes all items from the basket. **Note there is no confirmation** request to do this. Individual items can be removed by setting quantity to zero.
- Catalogue Outside the scope of this document

B Entering Header Information

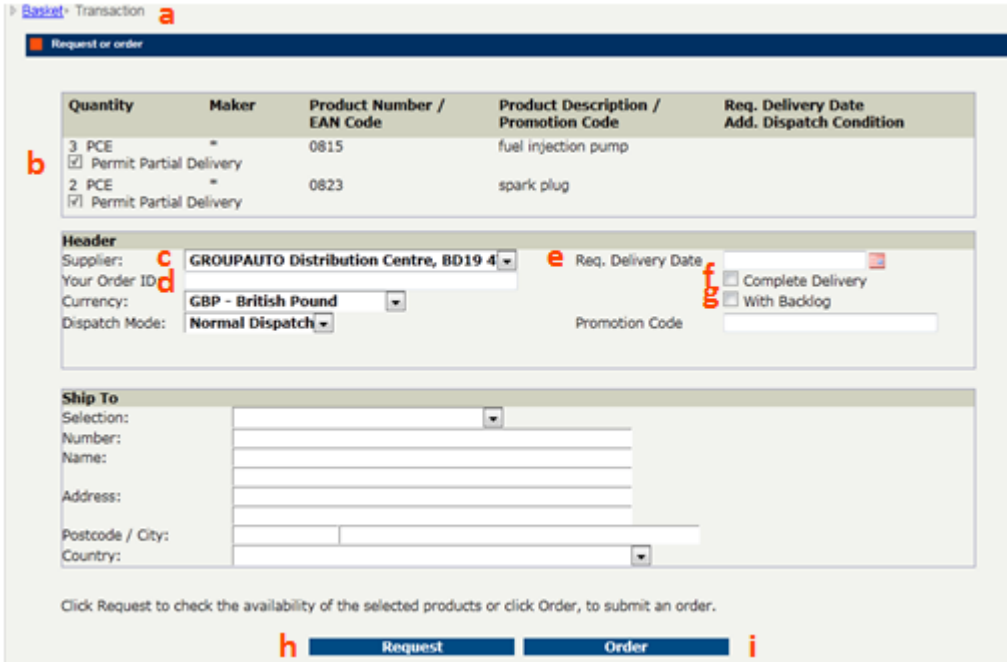
Order Items (Letters refer to Figure 5 below)

- you can return to the Basket at any time by clicking the word *Basket* in the breadcrumbs at the top of the screen
- Only the items that were selected in the Basket appear in the top part of the screen.

Header Section

- Supplier: Select the supplier from the dropdown list..
- Your Order ID Although not a required field, it is recommended that you use this field to uniquely identify this order so that it can be traced if problems occur.
- Req. Delivery Date This is an optional field, to be used ONLY if the required delivery date is not the same as the normal delivery policy with the supplier.
- Complete Delivery: Tick this box if all items should be delivered in a single consignment.
- With Backlog: Tick this box to make this a Stock Order (A stock order does NOT provide an immediate response)

The Currency, Dispatch mode and Promotion Code should not normally be altered.



The screenshot shows a web application interface for creating a request or order. At the top, there's a breadcrumb 'Basket > Transaction' and a title 'Request or order'. Below this is a table with columns: Quantity, Maker, Product Number / EAN Code, Product Description / Promotion Code, and Req. Delivery Date Add. Dispatch Condition. The table contains two rows of items: 3 PCE fuel injection pump and 2 PCE spark plug. Below the table is the 'Header' section with fields for Supplier (GROUPAUTO Distribution Centre, BD19 4), Your Order ID, Currency (GBP - British Pound), Dispatch Mode (Normal Dispatch), Req. Delivery Date, Complete Delivery (checkbox), and With Backlog (checkbox). At the bottom is the 'Ship To' section with fields for Selection, Number, Name, Address, Postcode / City, and Country. A blue 'Request' button is highlighted at the bottom.

Figure 5: Request or Order Header information

Ship To Section

This should be left blank unless you have set up an alternative despatch address with the agreement of your supplier.

Submit Request or Order

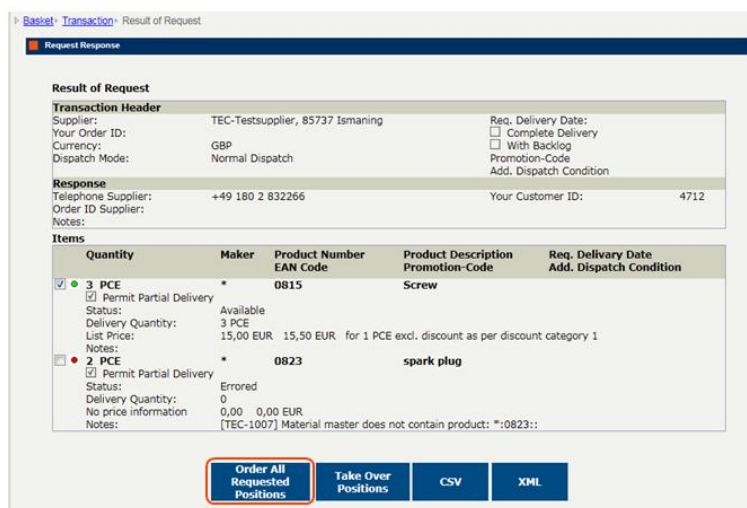
When you are happy with the header and order details click

- h. Request for availability of items. Note that a request for availability does not reserve the order items.
- i. Order to make an order. This will be an express order unless the “With Backlog” box was ticked.

C Request and Order Responses

The result of the Availability Request or Order is displayed with a symbol to the left of each line indicating its status.

The Availability **Request Response** screen includes the option to “Order All requested positions”. Make sure there is a tick in each box next to the items to be ordered before clicking the button.



Request Response

Result of Request

Transaction Header

Supplier: TEC-Testsupplier, 85737 Ismaning
 Your Order ID: [blank]
 Currency: GBP
 Dispatch Mode: Normal Dispatch

Req. Delivery Date: [blank]
 Complete Delivery
 With Backlog
 Promotion-Code [blank]
 Add. Dispatch Condition [blank]

Response

Telephone Supplier: +49 180 2 832266
 Order ID Supplier: [blank]
 Notes: [blank]

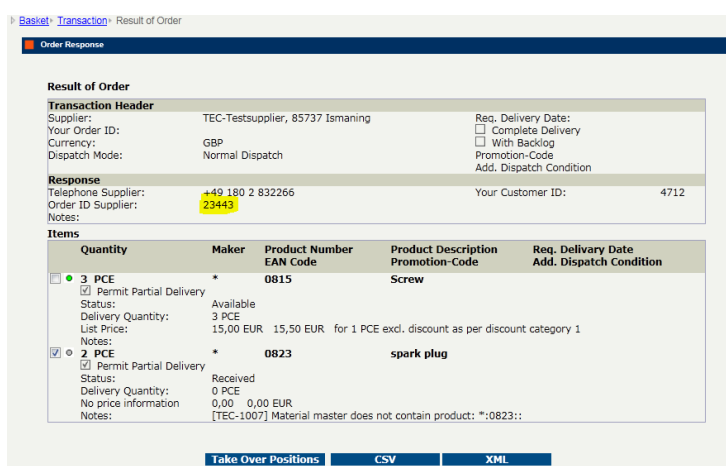
Your Customer ID: 4712

Quantity	Maker	Product Number EAN Code	Product Description Promotion-Code	Req. Delivery Date Add. Dispatch Condition
<input checked="" type="checkbox"/> 3 PCE	*	0815	Screw	
<input type="checkbox"/> Permit Partial Delivery Status: Available Delivery Quantity: 3 PCE List Price: 15,00 EUR 15,50 EUR for 1 PCE excl. discount as per discount category 1 Notes: [blank]				
<input type="checkbox"/> 2 PCE	*	0823	spark plug	
<input type="checkbox"/> Permit Partial Delivery Status: Errored Delivery Quantity: 0 No price information 0,00 0,00 EUR Notes: [TEC-1007] Material master does not contain product: *:0823:				

Buttons: **Order All Requested Positions** (highlighted), Take Over Positions, CSV, XML

Figure 6: Request Response includes button to order selected items

The **Order Response** screen includes the Suppliers Order number



Order Response

Result of Order

Transaction Header

Supplier: TEC-Testsupplier, 85737 Ismaning
 Your Order ID: [blank]
 Currency: GBP
 Dispatch Mode: Normal Dispatch

Req. Delivery Date: [blank]
 Complete Delivery
 With Backlog
 Promotion-Code [blank]
 Add. Dispatch Condition [blank]

Response

Telephone Supplier: +49 180 2 832266
 Order ID Supplier: **23443**
 Notes: [blank]

Your Customer ID: 4712

Quantity	Maker	Product Number EAN Code	Product Description Promotion-Code	Req. Delivery Date Add. Dispatch Condition
<input type="checkbox"/> 3 PCE	*	0815	Screw	
<input type="checkbox"/> Permit Partial Delivery Status: Available Delivery Quantity: 3 PCE List Price: 15,00 EUR 15,50 EUR for 1 PCE excl. discount as per discount category 1 Notes: [blank]				
<input checked="" type="checkbox"/> 2 PCE	*	0823	spark plug	
<input type="checkbox"/> Permit Partial Delivery Status: Received Delivery Quantity: 0 PCE No price information 0,00 0,00 EUR Notes: [TEC-1007] Material master does not contain product: *:0823:				

Buttons: Take Over Positions, CSV, XML










Figure 7: Order Response includes Order ID from Supplier

Result Status Symbols


All possible results symbols are shown below in Figure 8.

If you see the symbols *Unknown*, *Not Reached* or *Error* and you do not know the cause of the problem then please contact Support at support@teccom.eu






Availability Symbols

-  Available
-  Not Available
-  Partially Available
-  Open
-  Received
-  Alternative Part
-  Increased Order Quantity
-  Reduced Order Quantity
-  Reply to Order Tracking Request

Reverse Message Documents

-  Order Response
-  Dispatch Advice
-  Invoice
-  Credit Note
-  Debit Note
-  Notification

Transaction Documents

-  Request
-  Order
-  Stock Order
-  Fax
-  Special Notice Available

Error Messages





-  Unknown
-  Not Received
-  Error
-  Error in Order Line Item

Figure 8: Symbol Overview

3. Viewing Transaction Journal

All requests and orders are stored in the Transaction Journal.

Click the Journal button at the bottom of the Basket screen to access the Transaction Journal.



Figure 8: Basket Menu button to access Transaction Journal

Tip: An alternative way of accessing the Transaction Journal is by selecting *Order Tracking* option from My Desk

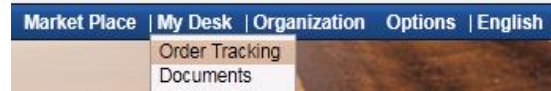


Figure 9: The TecWeb Toolbar

The Transaction Journal displays all Availability Requests and Orders that have been made, together with their status. See Figure 8 above for key to symbols.

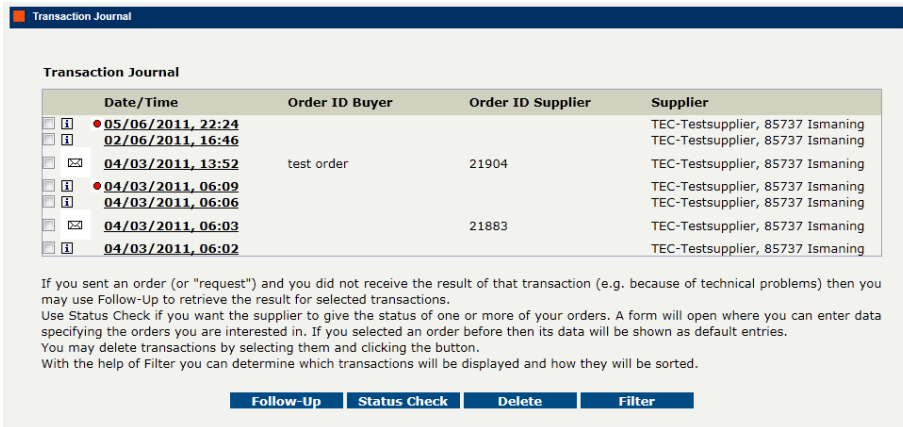


Figure 10: Transaction Journal

To view any request or order in detail, click on the underlined date.



Figure 11: Transaction Details

4. Quick Ways To Enter Regular Order Items

A Product Selection from previous Requests or Orders

For repeat orders or part orders it saves time to be able to copy information from previous requests or orders.

Tip: Create a request with all your regular order items listed, send it and it will then be available as a template for future orders.
In the Header information name the Order ID *Template*, so that it can be identified in the list.

- 1 Follow the instructions for viewing the Journal and selecting a previous request or order in Section 3.
- 2 Select the request or order to be copied by clicking the date. (Figure 11)
- 3 Select or unselect the products to be copied to the basket. (Figure 12)
- 4 Click the *To Basket* button at the bottom of the Transaction Details screen (Figure 12)
- 5 The basket is displayed with all the selected items from the order as items in the list.
- 6 To remove an item at this stage, change the quantity to zero.
- 7 Complete the order as usual. (Section 2.B)

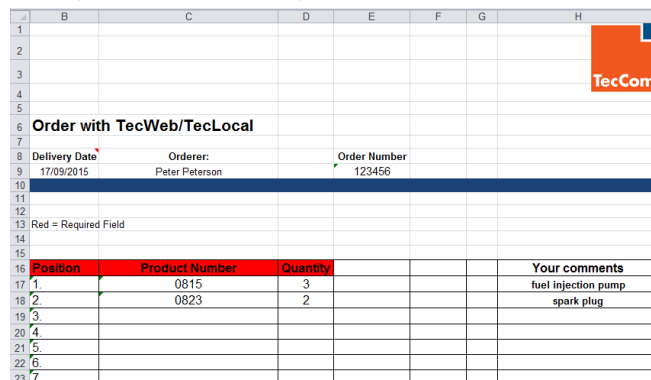
B Import Order Proposals through Excel

Note: In order to use this feature you must have loaded the ifd formatting file. Please see *Administration Guide to WebClient* for more details.

- 1 If you have not already done so, download the Excel template file from the TecCom Website
Go to: www.teccom.de/internet/siteshome/products/download.php
Select the link [Excel Order Form for TecWeb and TecLocal](#)
Save the file *order_form_TecOrder.xls* on your hard drive
- 2 Open the Excel spreadsheet and enter product list:

Delivery Date	Only if required for the order (See 2.B.e above)
Orderer	Name of the person submitting the order
Order Number	Your reference for this Order (See 2.B.d above)
Position	Do not change this cell
Product Number*	Id of product (See 2.A.b above)
Quantity*	Number required (See 2.A.a above)
Your comments	Product Description

* = required field



Position	Product Number	Quantity	Your comments
1.	0815	3	fuel injection pump
2.	0823	2	spark plug
3.			
4.			
5.			
6.			
7.			

Figure 12: Excel Order Template

3 Save as a .csv file (Comma separated file) From Excel click

- File
- Save As
- Save as type CSV
- Enter a file name
- Close the file & do not save changes when exiting

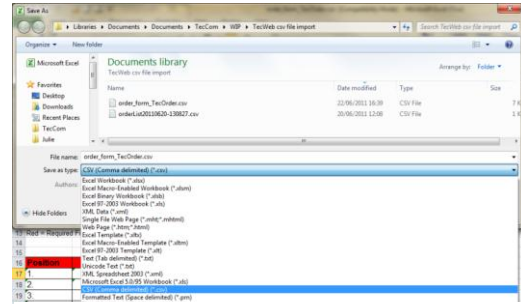


Figure 13: Saving as a csv file

Tip: Create csv files with all your regular order items as a template for future orders.

4 Back In the WebClient

- Select *Order Proposals* from the Toolbar



Figure 14: TecWeb Toolbar

- Click *Load ERP File*

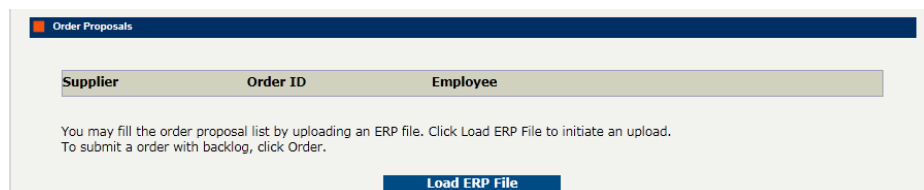


Figure 15: Order Proposals

- Use the *Browse* button to locate your csv file
- Click *To Proposals*

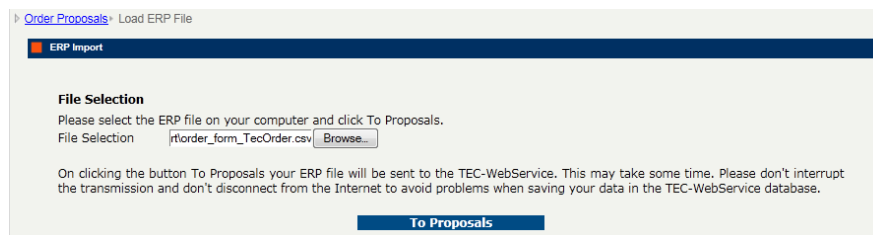


Figure 16: Upload ifd file

- Click *Request or Order* Button



Order Proposals

Supplier	Order ID	Employee
	123456	Julie

Currency:
Dispatch Mode: Normal Dispatch
Comment:
Supplier ID:

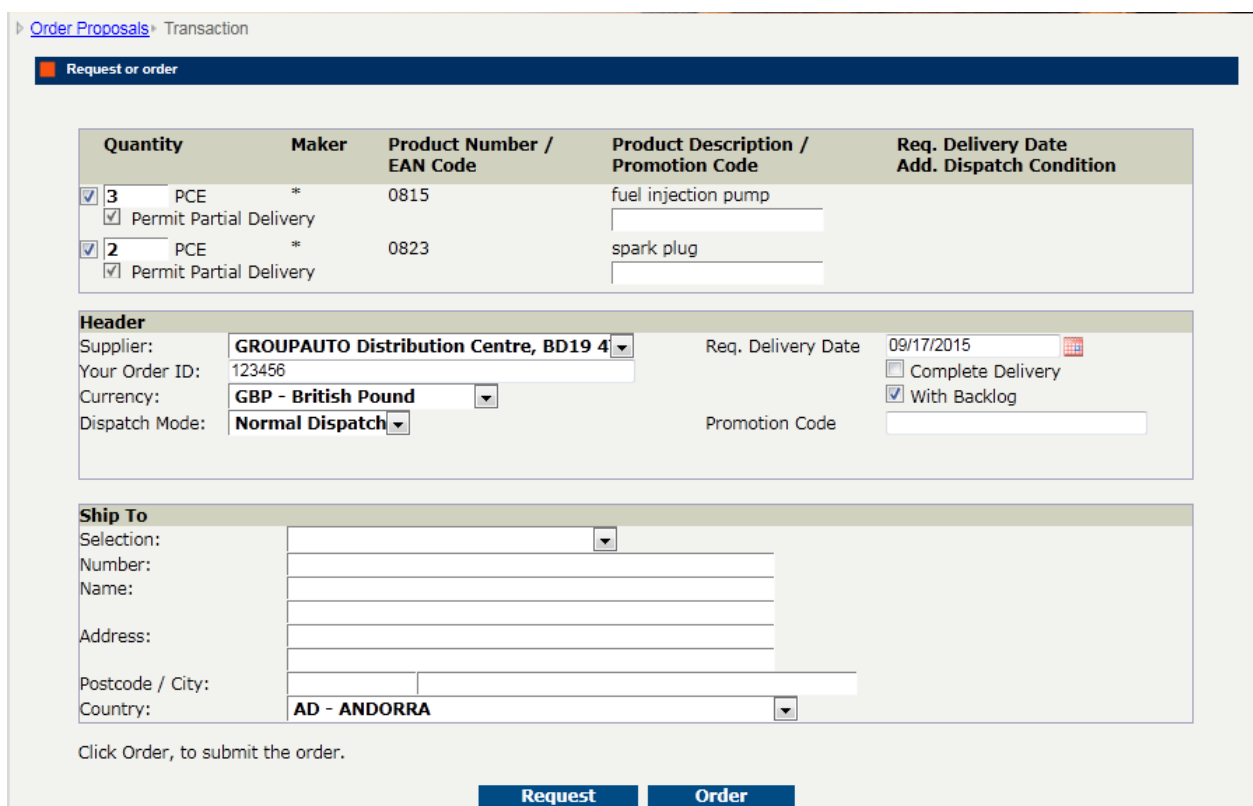
Request or order

You may fill the order proposal list by uploading an ERP file. Click Load ERP File to initiate an upload.
To submit a order with backlog, click Order.

Load ERP File

Figure 17: Order Proposal Uploaded

- The Request or Order header information is displayed.



Order Proposals Transaction

Request or order

Quantity	Maker	Product Number / EAN Code	Product Description / Promotion Code	Req. Delivery Date	Add. Dispatch Condition
<input checked="" type="checkbox"/> 3	PCE *	0815	fuel injection pump		
<input checked="" type="checkbox"/>	Permit Partial Delivery				
<input checked="" type="checkbox"/> 2	PCE *	0823	spark plug		
<input checked="" type="checkbox"/>	Permit Partial Delivery				

Header

Supplier: **GROUPAUTO Distribution Centre, BD19 4** Req. Delivery Date: 09/17/2015
 Your Order ID: 123456 Complete Delivery
 Currency: **GBP - British Pound** With Backlog
 Dispatch Mode: **Normal Dispatch** Promotion Code:

Ship To

Selection:
 Number:
 Name:
 Address:
 Postcode / City:
 Country: **AD - ANDORRA**

Click Order, to submit the order.

Request Order

Figure 18: Imported Order Proposal

- Complete the order in the usual way. (Section 2.B)

5. *Further Information*

More information on topics not covered in this guide can be obtained from:

- *Administration Guide to TecWeb* downloadable from the [TecCom website](#)
- TecCom Help and Support Desk: support@teccom.eu