Important information about the logistics software MyLeo

1. The A-number (advice-number, for example A000123) must be indicated on all delivery documents, as the driver needs it for the on-site check-in at the terminal in order for the delivery to take place. Please pass on the A-number to your carrier with the same urgency note. Without the A-number, on-site check in is no longer possible.

__In addition, punctual delivery (check-in) will have an impact on our supplier evaluation in the future.__

2. An order consists of two steps: 1. Advice and 2. time slot booking. Multi-Advice (combining several orders in one Advice) is no longer possible. However, several Advice can still be combined in one time slot. Please note that one time slot is sufficient for one truck.

3. A time slot booking is possible up to 24 hours before the confirmed delivery date at the latest. For this reason, we recommend booking the time slot at least two days before the delivery. We also recommend the use of personal notifications, which you can activate in your account settings; you can find help on this on the following pages.

Connecting Strength

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Click-Guide – Supplier, Slot & Yard Management
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Agenda

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1. General information

1.1 Personal settings

Changing the personal settings

For example: dispaly language

Note : In the booking calendar, certain data fields are only displayed in English or German. All other data fields and texts are displayed in the selected language.

1.2 Setting notifications
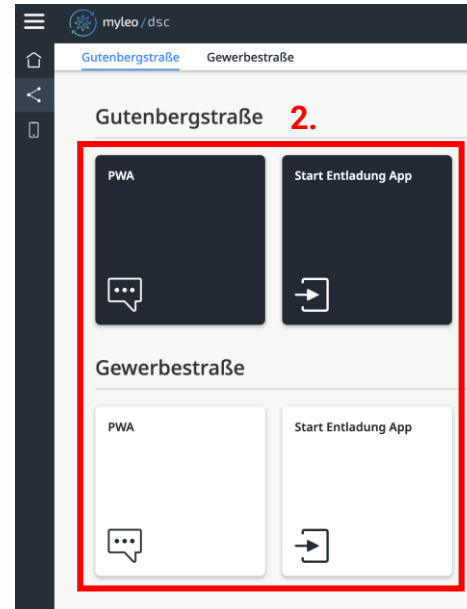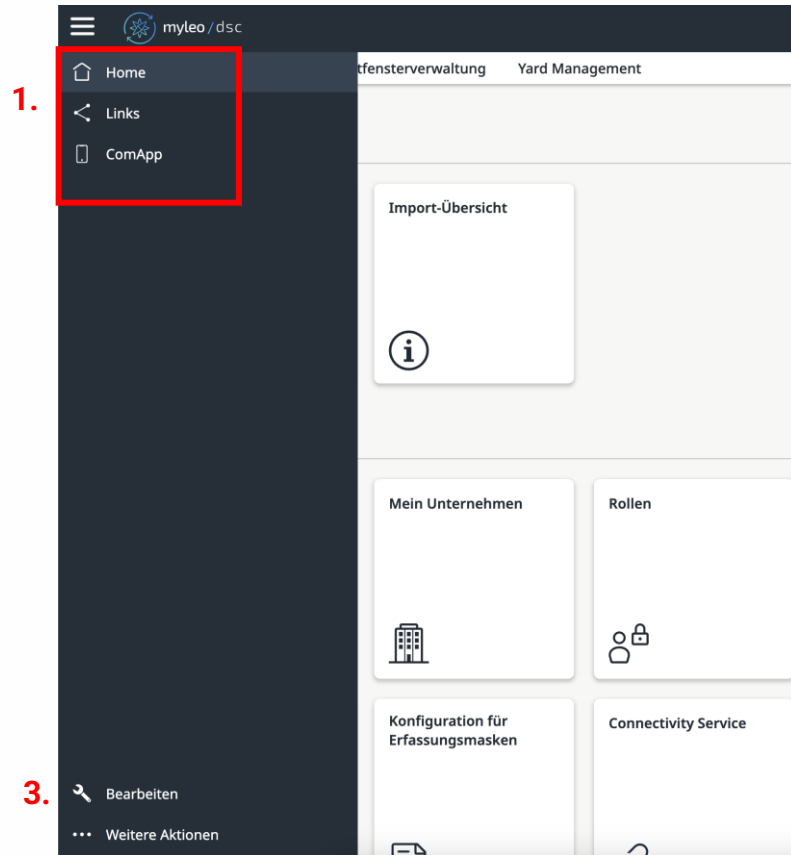
Changing the personal settings
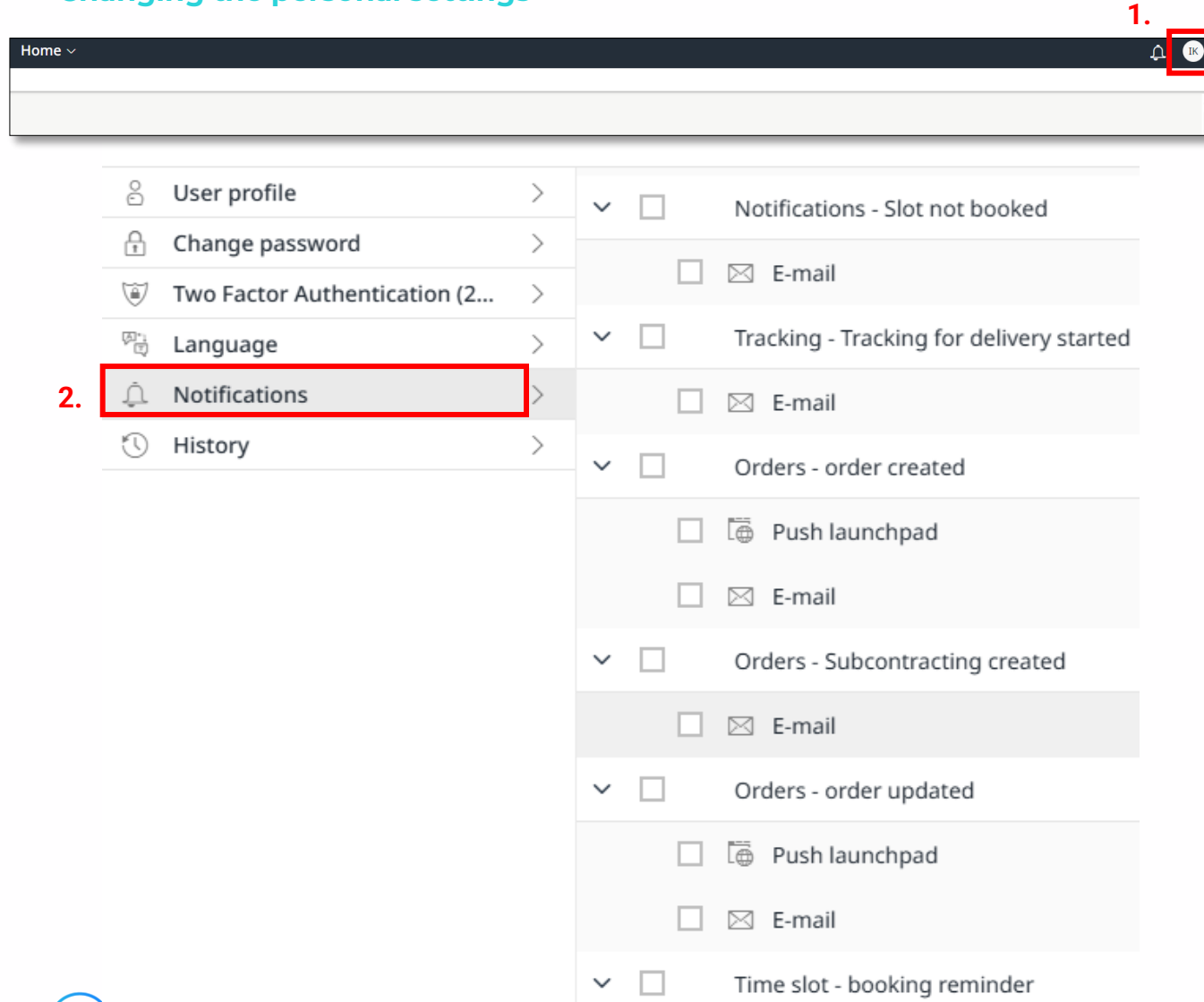
Notifications can be activated in your personal settings.

If, for example, no time slot has yet been booked for an Advice or a new order has been created, a notification is sent to the email address stored.
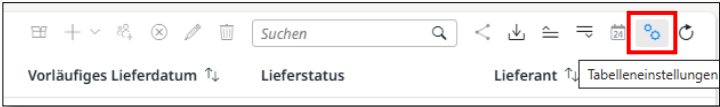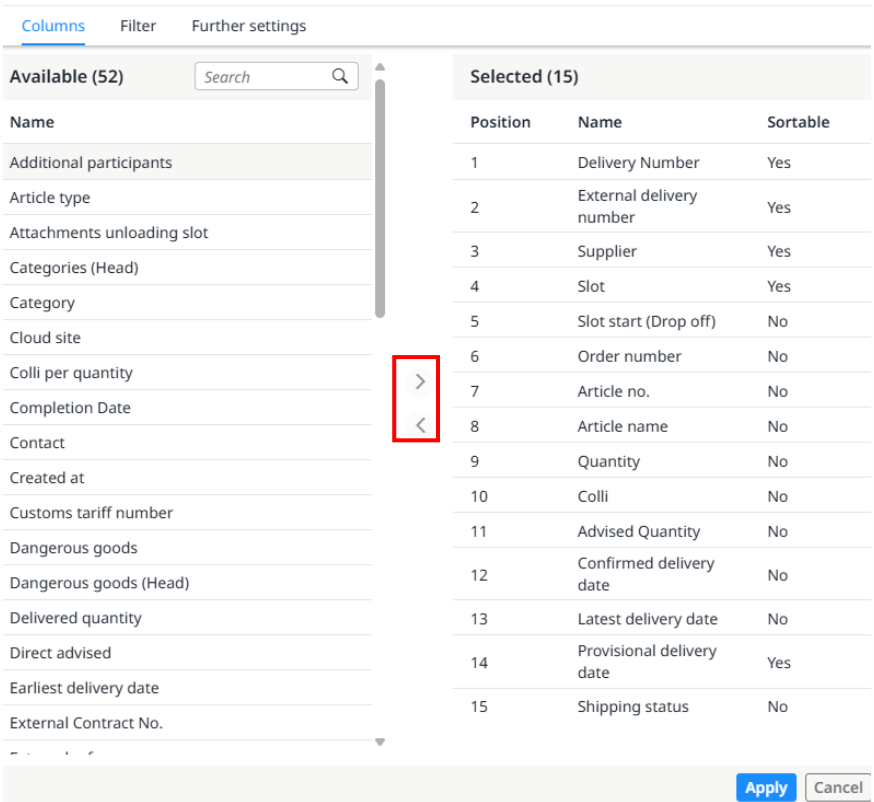
1.3 Navigation-Menu

Menu

1. Under Small Home you will find a slimmed-down version of the Home.

2. Under Links to apps you will find the links to MicroApps and the messaging app for drivers and staff.

3. You can create your own menu items using the wrench at the bottom left.

Note : You can also make menu items visible only to yourself.

1.4 Creating variants

Creating overview variants and saving them as standard view

Personal variants can be stored in the various masks and saved as standard.

We recommend them for the order- and Advicescreen.

1. To do this, go to the gear wheels.

2. Select the desired lines and move them to the selected ones using the arrow buttons. You can also determine the order within the selected lines.

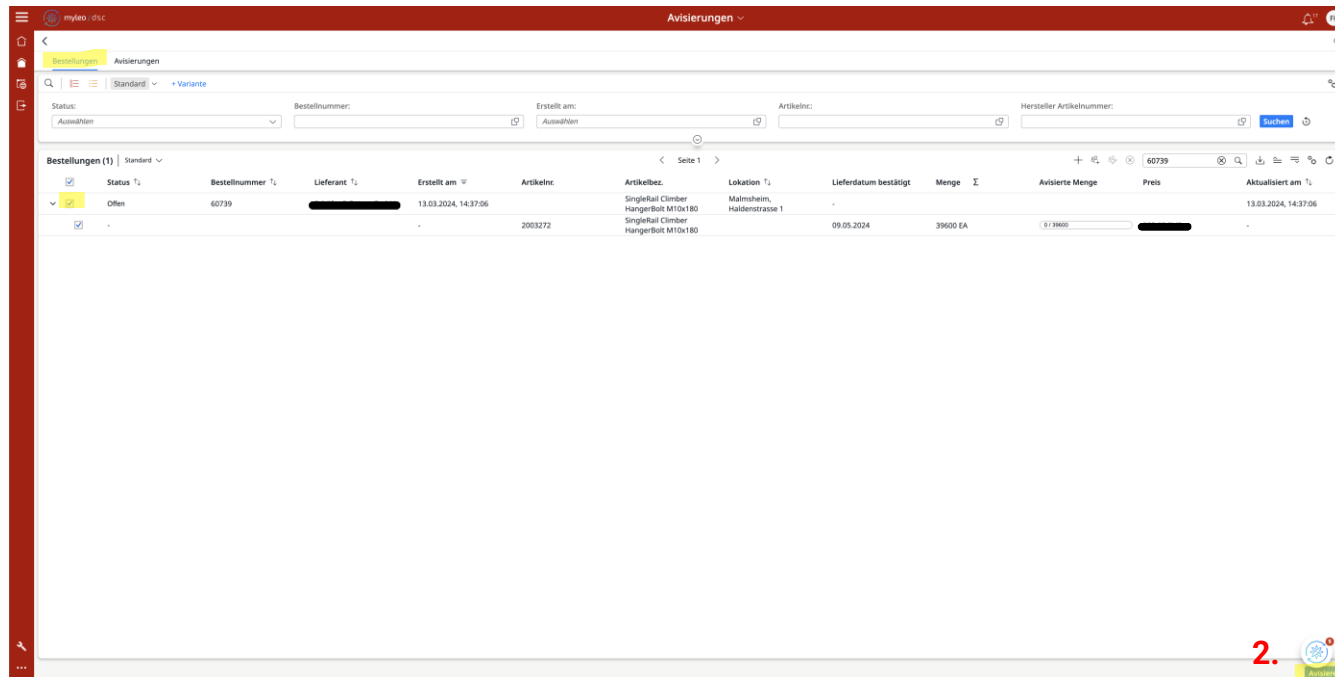3. We suggest the selection fields as shown in the screenshot.

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2. Advice-process

2.1 Selecting an order for Advice

Supplier Management
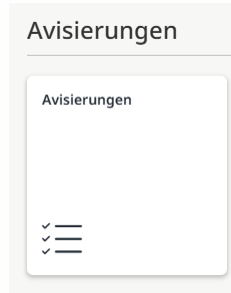
To create Advice and time slot bookings, select the "Advice" tile on the start page.

1.

2.

Advising an order- in the „orders"-tab

1. Marking the order

2. Click on „advise"

Important: Each order must be advised individually. However, several notifications can be combined into one delivery when booking a time slot.

2.2 Advising an order

Supplier Management

Advising the order

1. Select a provisional delivery date and the quantity you wish to advise of this order. The date should correspond to the delivery date confirmed delivery date.

   ➢ If only a partial quantity is to be advised in the first step, the open remaining quantity remains in the "Orders" tab and can be advised for another time.

2. Click on Advise

Note: Also add a pick-up address if necessary.

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2.3 Advising under- and over deliveries

Supplier Management

Team:

K2 Einkauf

Type: ⓘ

Booking

Start:

3/25/25, 2:00 PM

End:

3/25/25, 3:00 PM

Reference: *

Comment:

We will deliver 95 instead of 100 pc

In the event of a **short delivery** that is **not** followed by a subsequent delivery, for example due to an agreed 10% regulation, the complete quantity ordered by K2 must still be advised. If a remaining quantity delivery is planned, advice must be given via the partial Advice (see 2.2).

In the event of an overdelivery, the actual delivery quantity will be advised.

In the time slot booking, reference must then be made to the under- or overdeliveries under remarks.

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3. Time slot booking process

3.1 Booking a time slot for Advice

Supplier Management

Open the "Advice" tile on the start page (see 2.1)

1. Select the "Advice" tab

2. Select the Advices that you want to deliver in one time slot. Only one time slot can be reserved per booking

   ➢ If you want to deliver several orders together, select all the relevant Advices to deliver them in **one** time slot

3. Select the calendar icon to jump to the booking calendar

Note: The delivery number (A00xxxx) is mandatory for the check-in. The driver must have this number ready for every delivery! Please note this number on every delivery bill.

3.2 Adapting an existing time window

Supplier Management

Select the Advice(s) for which you want to change the time slot:

1. Select the "Advice" tab

2. Select the Advice that is to be changed

3. Select the calendar icon to jump to the booking calendar

4. The date can now be adjusted

Note: The time slot can only be booked or adjusted up to 24 hours before the planned date (depending on the provisional delivery date in MyLeo). If changes are still required, please contact your buyer.

Give your drivers the delivery number for registration at K2!

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3.3 Excursus: Sending a one-time link

Supplier Management

Select the Advice(s) that you want to deliver in a time slot.

1. Select the "Advice" tab

2. Select the Advice(s) that you want to deliver in a time slot.

3. Select the link icon to create a one-time link

4. Select the team and resources that can be booked to

5. Click on "Create" and send the link to any person.

Further explanations can be found under 4.4

3.4 Excursus: Selecting resources

Slot Management
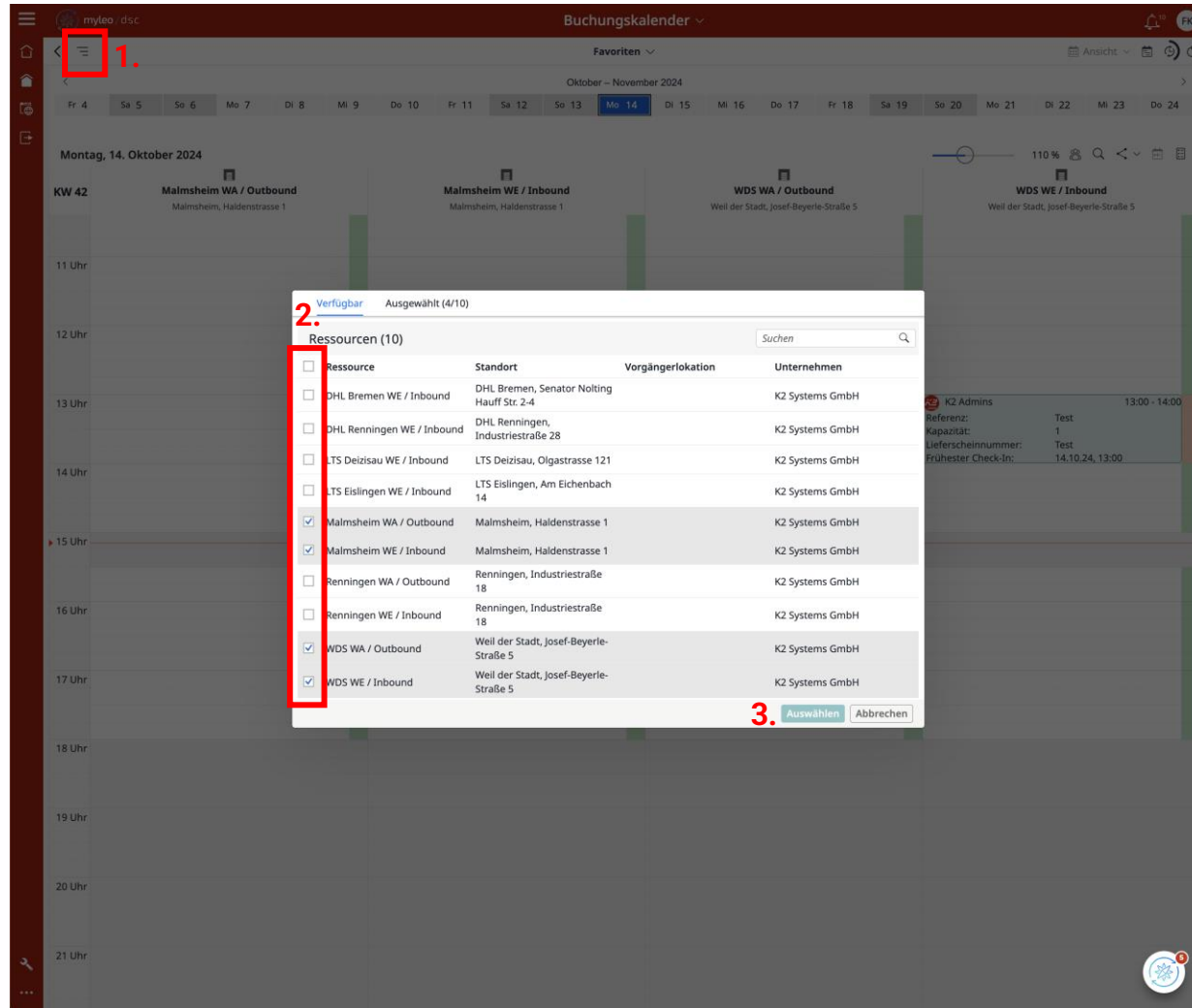
You can display various resources simultaneously in the booking calendar (tile on the start page).

1. Click on the icon to view the available resources

2. Select resources. Alternatively, you can also search for the resource using the search bar.

3. Click on „select"

Note: As soon as more than one resource has been selected, only the daily view is available.

3.5 Excursus: Parcel deliveries

Slot Management

Team:

| K2 Leitstand Lager | v |

Type: ⓘ

| Booking | v |

Start:

| 3/24/25, 8:00 AM | 🗓 |

End:

| 3/24/25, 9:00 AM | 🗓 |

Reference:*   **3.**

Comment:

Delivery number:

Earliest Check-In:

| 3/24/25, 8:00 AM |

Latest Check-In:

| 3/24/25, 9:00 AM |

Type of delivery:*

| | v |

Package

Pallet

Error message:

| Anzahl Paletten muss >0 sein. |

For simple parcel deliveries (without a pallet), a time slot must be booked for the delivery location "Parcel deliveries" after notification. This only applies to goods orders, but not to sample deliveries, for example.

1. Select a time slot in the "Parcel delivery" calendar

2. Select date and time as described in 3.1

    ➢ Only the approximate delivery date should be selected here, as parcel services cannot deliver on the exact day and time

3. Fill in the time slot and confirm the type of delivery with "Parcel" in the drop-down menu

Important: The parcel deliveries resource **only** applies to parcel consignments

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4. Team maintenance

04.07.2025

4.1 Add employee to the team

How do I add an employee to a team?

Click on the detailed view of the team.

1. Click on the Team members tab.

2. click here on the **+**

3. To add a user to the team, enter the e-mail address in the field provided and save.

Note: Always leave the default settings at "manual"

4.2 Assign roles

What are the supplier and supplier forwarder roles and what are they for?

Click on the detailed view of the team.

1. Click on the user you have created

2. In the Team roles tab, click on the **+**

3. Select the role(s) you want to assign to users from this team

4. Then click on select

Explanation of the roles

→ Roles assign defined authorizations

Supplier: Authorizations for notifications and time slot bookings.

Supplier forwarding agent: Authorizations for time slot bookings only. Should be assigned to carriers who regularly transport for you. In the case of changing carriers, the time slot bookings should be processed via the one-time link (see 3.3)

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