



info@tbp.nl • www.tbp.eu

order tracking instructions

log on

When you log on, the above screen appears, enter your (personal and confidential) information that we sent to you. If the information is entered incorrectly three times consecutively, a message will appear informing you that you have to log on again. Close down your internet connection with tbp completely and start again from the beginning. Once you have logged on, you will enter the order tracking section of our website:

current order overview

Orders that have already been fulfilled more than 5 weeks previously will no longer be listed in order tracking.

interrupted connection

If you have not used the secure connection with our order tracking system for more than twenty minutes, a pop-up will appear informing you that the connection has been interrupted. Click the **OK** button and then the **order tracking** button again. Your connection will then be restored immediately.

buttons

You can only call up information within order tracking if your order reference, or part of it, or your item number is known.

- Enter your complete order reference or item number and click the **Display** button;
- If only part of your order reference, the description, or your item number is known, click on the **Search** button. An overview of all options containing your entry will appear.

The screenshot shows the tbo Electronics website header with the slogan "The bussines of perfection". Below the header are language selection buttons for English, Nederlands, and Deutsch. The main content area is titled "Ordertracking" and contains a "Purchase order status" section. This section has a form for entering an order reference (6205574) with "Display" and "Search" buttons. Below this is a search section with a search box containing the letter '6' and "Search" and "Hide search" buttons. A table lists order references with columns for Order Reference, Ord.ref. tbp, Part description, and Partcode tbp. The first row (6193797) is highlighted with a blue bar.

Order Reference	Ord.ref. tbp	Part description	Partcode tbp
6193797	0013237/100/000	here your part number appears	here our part number appears
6202887	0013648/100/000	here your part number appears	here our part number appears
6205574	0013765/100/000	here your part number appears	here our part number appears

You can now make a selection from the overview; the blue bar indicates the selection. Once you have made your selection you can click on the "previous" button to return to the items found to make another selection.

entering the order reference

If your order reference is incorrect (only orders from your organisation will be displayed), the following message will appear:

**The provided order reference does not exist in the system.
Please try again.**

your order details

When the reference entered is correct (or if you made a selection from the list), the order details appear: order reference, the description and the item number. The quantity and a button [click for details](#) will appear in the blue bar. When you click this button the delivery date, quantity sent and quantity to be sent will appear:

Order reference
6238432 here your part description is shown
Purchase order 0015170/100/000

Order amount: 10 [Click for details](#)

Expected shipdate 07-07-2006 Shipped: 0
To be shipped: 10

[Show available stock](#)

When you click on the button [display available stock](#), a new field appears giving you an overview of the quantity of stock at tbp for the relevant board as well as the next expected stock transactions. These appear per production quantity in a coloured bar and you can click beside them for details which gives you a complete display of the production process, for example:

The screenshot shows the tbp Ordertracking interface. On the left, the 'Purchase order status' and 'Available stock' search forms are visible. An arrow points from the 'Show purchase order status' button to a detailed view on the right. This detailed view shows a production process table for order 6235900, with steps 1-14 marked as 'Finished', step 15 as 'Not started', and step 16 as 'Started'. Below this, another order 6235901 is shown with its own production process table.

Ordertracking

Purchase order status
Your order reference: [Display](#) [Search](#)

Available stock
Your partcode: 4022.437.29902 [Display](#) [Search](#)

Available stock
Partcode: 4022.437.29902 Partcode tbp: 1834079
Description: here your part description is shown
Available stock: 55 pc(s)
[Show purchase order status](#)

Stock order 216311 (50 pc(s))	Click for details
Expected stock transaction date: 29-06-2006	
1 repeat PIM complete	Finished
2 outsourcing	Finished
3 milestone materials complete	Finished
4 set-up time SMT line	Finished
5 SMD assembly	Finished
6 set-up time (conventional dept.)	Finished
7 mechanical assembly	Finished
8 performing	Finished
9 manual assembly (conventional dept.)	Finished
10 final assembly	Finished
11 set-up time test dept.	Finished
12 ICT testing	Finished
13 VXI	Finished
14 final inspection	Finished
15 receipt internal production order	Not started
16 packaging	Started
Stock order 216773 (50 pc(s))	Click for details
Expected stock transaction date: 29-06-2006	
Stock order 216774 (50 pc(s))	Click for details
Expected stock transaction date: 13-07-2006	

Ordertracking

Purchase order status
Your order reference: [Display](#) [Search](#)

Available stock
Your partcode: [Display](#) [Search](#)

6235900 here your part description is shown
Purchase order 0015053/100/000
Order amount: 20 [Click for details](#)

[Show available stock](#)

6235901 here your part description is shown
Purchase order 0015054/100/000
Order amount: 10 [Click for details](#)

[Show available stock](#)

with one click of the button

As you can see here, with one click of the button [your current orders](#) brings you to the total overview of all current production-related orders that have been entered into our ERP system.

entering the item code

As with your order reference, the same applies to your item reference: if this is incorrect (only details of your organisation will be displayed) the message as given at the top of page 3 will appear.

When the correct reference is entered (or you made a selection from the list), an overview of the current productions at tbp will be given. The button [click for details](#) gives you details as can be seen on the image at the bottom of page 3.

When you click on the [your current orders](#) button, you will see (displayed on page 3) an overview of all your current product-related orders and corresponding information, such as item description, tbp order number, quantity and by clicking on the [click for details](#) button you can also call up the delivery date.

definition of the colours

blue	= information or selection bar
green	= ready
orange	= started
red	= not started

security

To guarantee security of your information within the website, we highly recommend that you close down the internet connection when you are not using order tracking; simply visiting another internet page is not sufficient.

for your convenience

We have made this order tracking application available for your convenience and we hope that you enjoy using it. If you have any remarks or additional requirements please do not hesitate to contact us.

