

# Shipping Notification Tool @ heyconnect (03/2023)



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## 1) Introduction

In this guide we would like to introduce you to our Shipping Notification Tool. This is a self-developed portal, which contains several helpful functions:

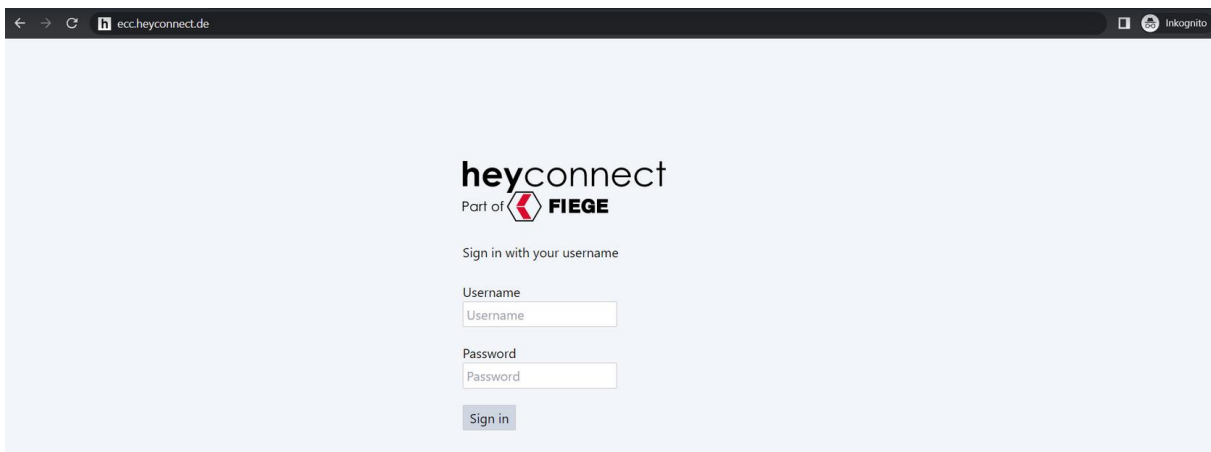
- Simple creation of a delivery notification through user-friendly operation
- Direct validation of the data completeness at creation
- Significant reduction of clarification cases and communication efforts
- Complete transparency about the progress of each storage
- Possibility of automatic e-mail notification of updates

Further features are planned.

## 2) Login

In order to use our Delivery Notification Portal, the Control Center (abbreviated to "CC" in the following) must be accessed via <https://ecc.heyconnect.de>.

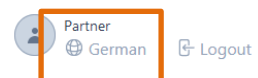
You will see this login window afterwards:



After entering the access data, which will be provided to you by your onboarding or partner manager, you will be taken to the CC overview page.

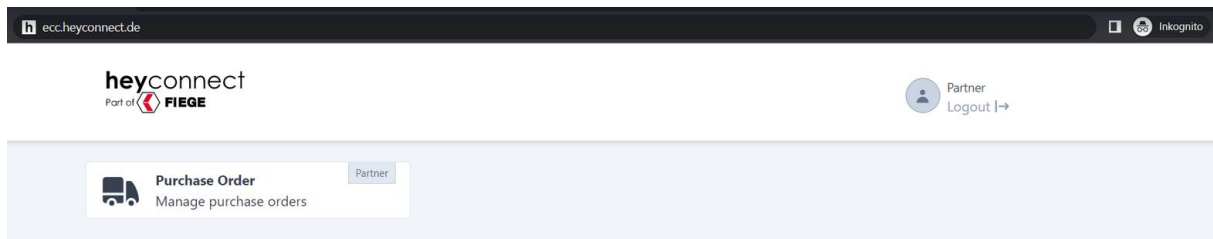
## 3) Language selection

You can choose between German or English language in the tool:



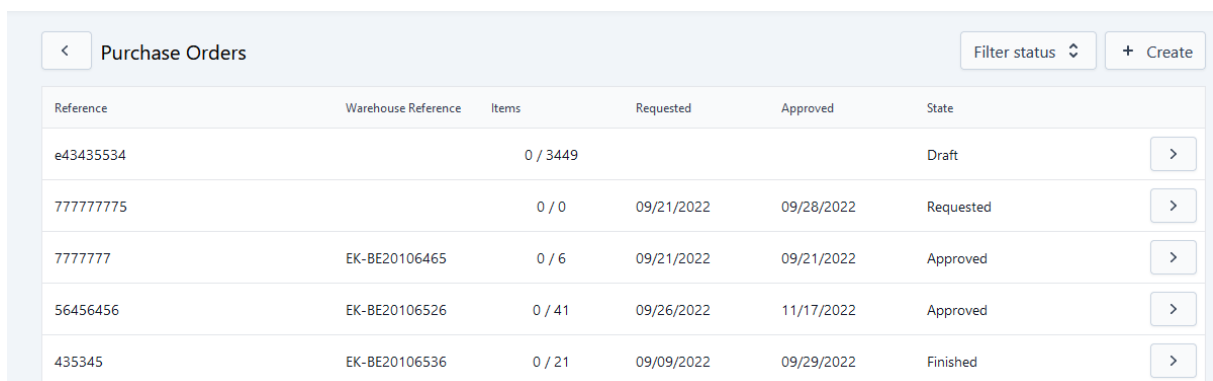
## 4) Purchase Order Overview

Please select the "Purchase Order" item now:



For your information: As soon as additional features are added to the Delivery Notification Tool, they can also be selected via this page.

Next, you will be taken to the Purchase Orders overview page. All your delivery notifications are listed here:



The screenshot shows the 'Purchase Orders' overview page. At the top, there is a header with a back arrow, the title 'Purchase Orders', a 'Filter status' dropdown, and a '+ Create' button. Below the header is a table with the following columns: Reference, Warehouse Reference, Items, Requested, Approved, and State. The table contains five rows of data, each with a right-pointing arrow button.

Reference	Warehouse Reference	Items	Requested	Approved	State
e43435534		0 / 3449			Draft
777777775		0 / 0	09/21/2022	09/28/2022	Requested
7777777	EK-BE20106465	0 / 6	09/21/2022	09/21/2022	Approved
56456456	EK-BE20106526	0 / 41	09/26/2022	11/17/2022	Approved
435345	EK-BE20106536	0 / 21	09/09/2022	09/29/2022	Finished

Below is a description of the columns listed in the Purchase Order section:

Column	Explanation
Reference	Reference number assigned by the partner
Warehouse Reference	<b>heyconnect</b> -internal warehouse reference number
Items	Number of stored quantity / Number of notified quantities
Requested	Requested delivery date
Approved	Delivery date confirmed by the warehouse (may differ from requested date)
State	Status of Purchase Order (see below)

Seven different status exist for a Purchase Order:

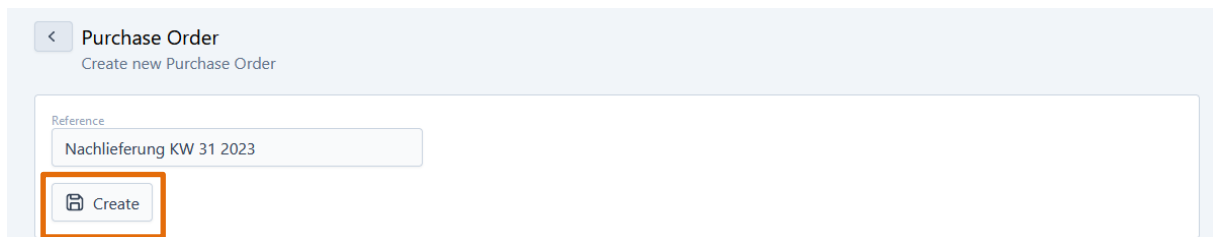
Status	Explanation
Draft	In draft mode all created but not yet requested notifications are located. Both the partner and <b>heyconnect</b> internally can create drafts.
Requested	The notification is requested from <b>heyconnect</b> .
Allocated	The notification is assigned to a warehouse by <b>heyconnect</b> and forwarded there with the request for release.
Approved	The warehouse has approved the notification and confirmed a delivery date (may differ from the requested delivery date).
Arrived	Once the goods have arrived, the warehouse sets the status "Arrived" .
Processing	As soon as storage is started and the stocks are transmitted to <b>heyconnect</b> , the status is automatically set to Processing.
Finished	Once the storage is fully completed, the warehouse manually sets the status to "Finished".

## 5) Creating a shipping notification

A new delivery notification can be created via the "Create" button.

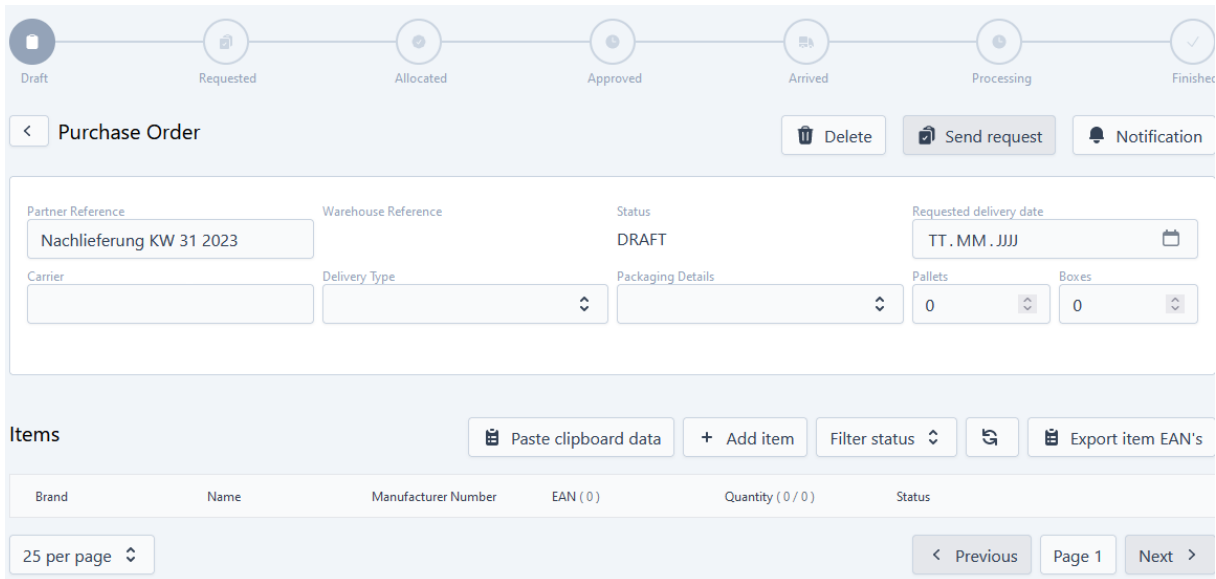


First, a freely selectable reference must be assigned, for example "Delivery, week 31, 2023". This reference may be a maximum of 35 characters long.



By clicking on "Create", the shipping notification is created as a draft.

The following form opens, in which the relevant notification information is to be entered:

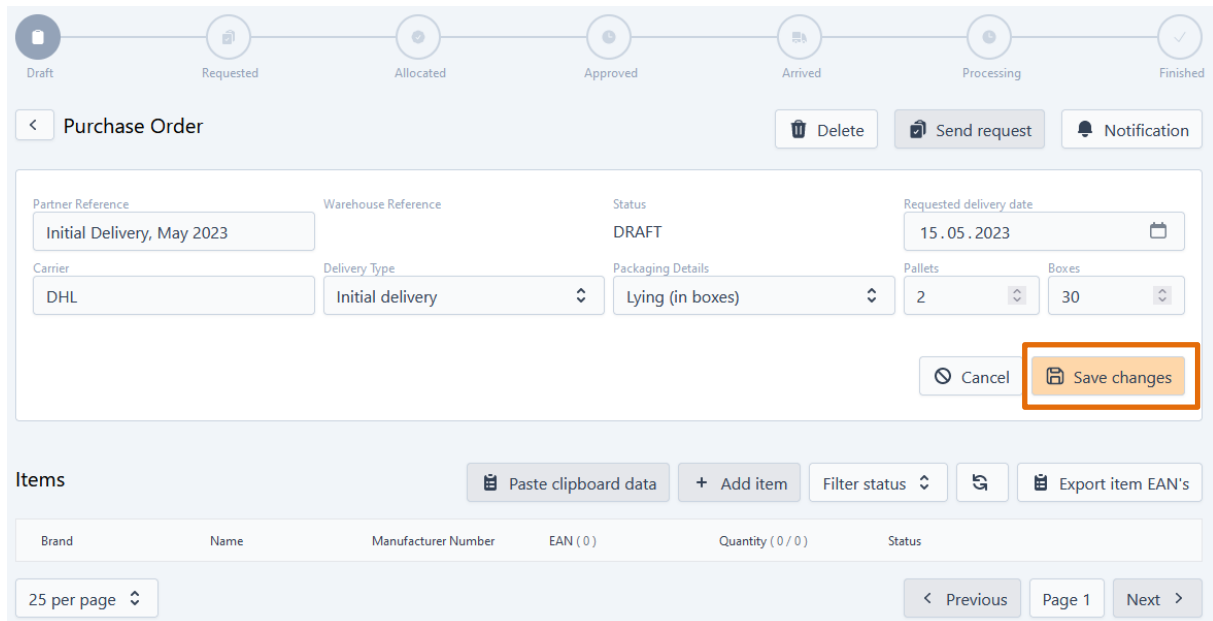


Below you will find explanations for all the fields queried:

Field	Value	Explanation
Reference	alphanumeric, max. 35 characters	Your individual reference for identification and communication purposes
Requested delivery date	Date	Desired delivery date. To be filled in before request can be created.
Carrier	alphanumeric	Name of the carrier or shipping service provider who will deliver the goods to the warehouse.
Warehouse reference	(read only)	<b>heyconnect</b> internal reference number for communication purposes ("EK-BE"...), is set automatically as soon as the notification is processed internally.  <u>Note:</u> Setting the EK-BE does not mean that the shipping notification has been approved. This is only the case when the status is set to "Approved".
Status	(read only)  - Draft - Requested - Allocated - Approved - Arrived - Processing - Finished	The status is set automatically. It indicates the current status of the delivery.  See above for value description.
Delivery Type	- Initial delivery - Initial delivery / Replenishment - Replenishment	Selection of delivery type: new goods (initial delivery), subsequent delivery (replenishment) or both (initial delivery / replenishment).
Packaging Details	- Hanging (on clothes rails) - Shoes	Packaging information about the goods to be stored.

	- Lying (in boxes) - Bags	<u>Note:</u> Only one type of packaging per notification can be selected. Please select the most frequent packaging type within the delivery.
Pallets	numeric	Number of pallets notified
Boxes	numeric	Number of cartons notified

As soon as one of the values is entered, the "Save changes" button appears:



The screenshot shows a 'Purchase Order' form with the following fields and values:

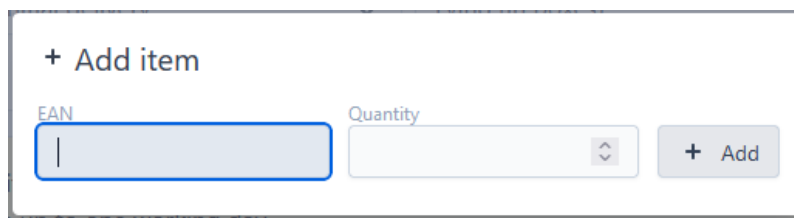
- Partner Reference: Initial Delivery, May 2023
- Warehouse Reference: (empty)
- Status: DRAFT
- Requested delivery date: 15.05.2023
- Carrier: DHL
- Delivery Type: Initial delivery
- Packaging Details: Lying (in boxes)
- Pallets: 2
- Boxes: 30

The 'Save changes' button is highlighted with an orange box.

Once the basic information for the shipping notification has been created and saved, the relevant article information (EAN, quantity) can be added.

There are two input variants for this:

1. **Add item – Entering individual EANs:** A pop-up window opens, in which an EAN and the corresponding quantity can be entered. With the button "Add" further EAN lines can be inserted:



The screenshot shows a pop-up window titled '+ Add item' with the following fields:

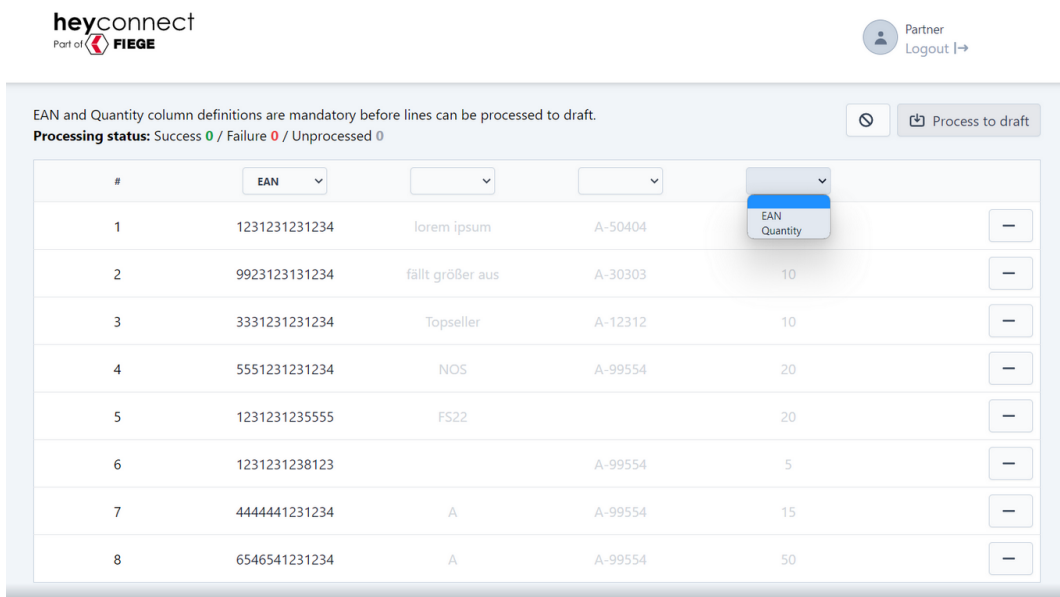
- EAN: (input field)
- Quantity: (input field with a dropdown arrow)
- + Add: (button)


2. **Paste clipboard data – Inserting an EAN list:** A pop-up window opens in which a previously copied EAN and quantity list (e.g., from Excel by selecting it and pressing the key combination Ctrl+C) can be pasted (key combination Ctrl+V):


EAN	Irrelevante Information 1	Irrelevante Information 2	Menge
1231231231234	lorem ipsum	A-50404	10
9923123131234	fällt größer aus	A-30303	10
3331231231234	Topseller	A-12312	10
5551231231234	NOS	A-99554	20
1231231235555	FS22		20
1231231238123		A-99554	5
4444441231234	A	A-99554	15
6546541231234	A	A-99554	50




Any number of columns can be inserted. A selection of the relevant columns is made in the next step.



After the data has been inserted, the following overview appears automatically, in which the relevant columns are to be selected by the dropdown:



heyconnect  
Part of 

Partner  
Logout 

EAN and Quantity column definitions are mandatory before lines can be processed to draft.  
Processing status: Success  / Failure  / Unprocessed 

  Process to draft

#	EAN				
1	1231231231234	lorem ipsum	A-50404		-
2	9923123131234	fällt größer aus	A-30303	10	-
3	3331231231234	Topseller	A-12312	10	-
4	5551231231234	NOS	A-99554	20	-
5	1231231235555	FS22		20	-
6	1231231238123		A-99554	5	-
7	4444441231234	A	A-99554	15	-
8	6546541231234	A	A-99554	50	-

Individual lines (such as a mistakenly inserted heading line) can be removed by clicking on the [-] button.

When the EAN and quantity columns are selected, the inserted lines are read into the draft notification by clicking on "Process to draft". During this process, the EANs are matched with the PIM in the background (see below).

When this process step is completed, the tool automatically jumps back to the detail page, where the articles and quantities are now listed below.

The following applies to both input variants:



- An EAN can be contained in several lines. In this case, the specified quantities are automatically added up during import.
- The name of the brand and the article description (where assigned and/or known) are automatically added from the PIM.

After the EAN input you will see this mask:

Incorrectly imported entries can be removed via the trash can icon.

The status of the EAN is also displayed in this screen. The following values can be displayed:

Status	Explanation	Avisable / storable
OK	Master data sufficiently maintained in PIM	YES
Incomplete Data	Item exists in PIM, but information needed for storage is still missing.	NO
Unknown Product	EAN was not found in the PIM.	NO

Please note: If items are included that either have incomplete data (Incomplete Data) or are completely unknown (Unknown Product) in our PIM system, the delivery notification cannot be sent. The following information will appear:

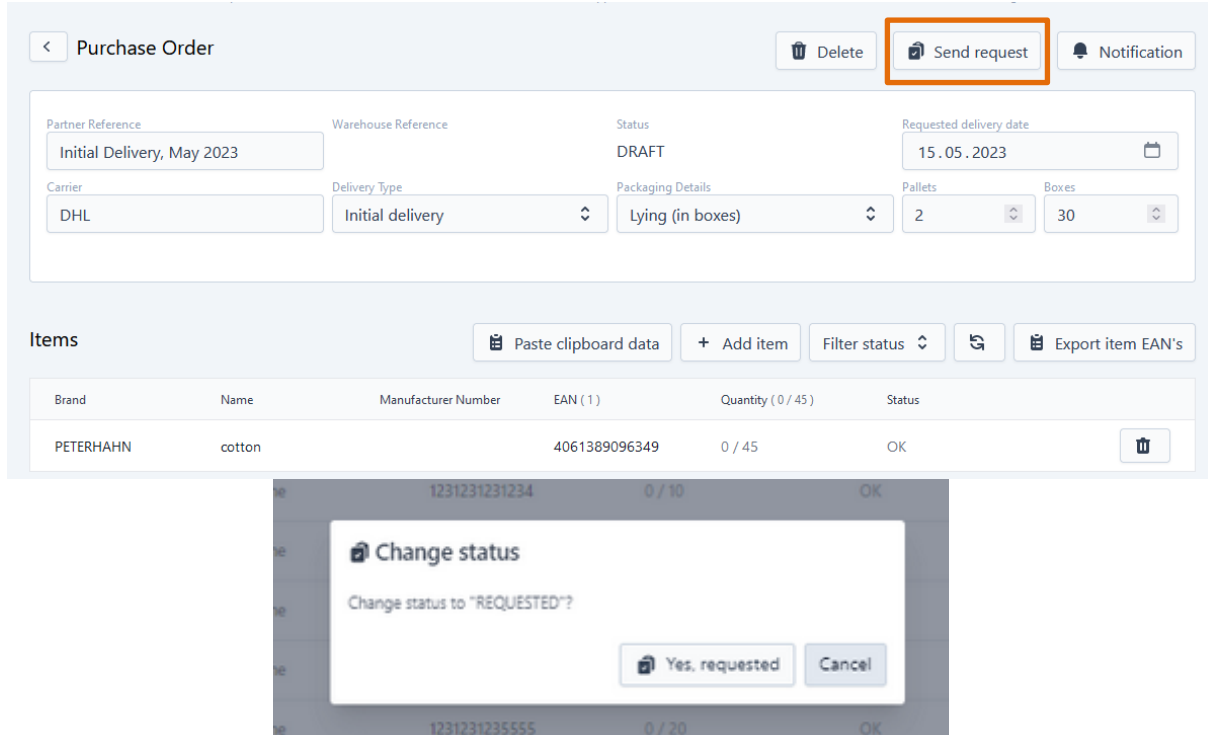
In this case, these functions are available:

- Via "List items" the item list is filtered to the incomplete entries.
- The "iPIM" button takes you to the iPIM. Missing information must be added there. As soon as this is done, the status can be updated via the button "Update items".



Please keep in mind that updating the data in the Delivery Notification Portal after maintaining it in the PIM can take up to one business day.

When the data has been updated and all EANs have the status OK, the yellow info box disappears, and the delivery notification can be sent. To do this, press "Send request" and then confirm:



The screenshot shows a 'Purchase Order' form with the following fields:

- Partner Reference: Initial Delivery, May 2023
- Warehouse Reference: (empty)
- Status: DRAFT
- Requested delivery date: 15.05.2023
- Carrier: DHL
- Delivery Type: Initial delivery
- Packaging Details: Lying (in boxes)
- Pallets: 2
- Boxes: 30

Below the form is an 'Items' table:

Brand	Name	Manufacturer Number	EAN (1)	Quantity (0 / 45)	Status
PETERHAHN	cotton		4061389096349	0 / 45	OK

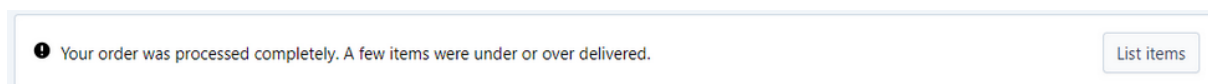
A modal dialog 'Change status' is overlaid on the table, asking to change the status to 'REQUESTED'.

Subsequently, the progress of the shipment notification can be viewed at any time via the purchase order overview page and the detailed view of the shipment notification can be opened.

Here, the individual times of the notification steps are displayed in detail:



As soon as the storage for a notification is completed and the status is set to "Finished", an additional information is displayed on the detail view if the actually stored quantity did not correspond to the notified quantity. The "List items" button can be used to filter the item list to the relevant entries for information purposes:

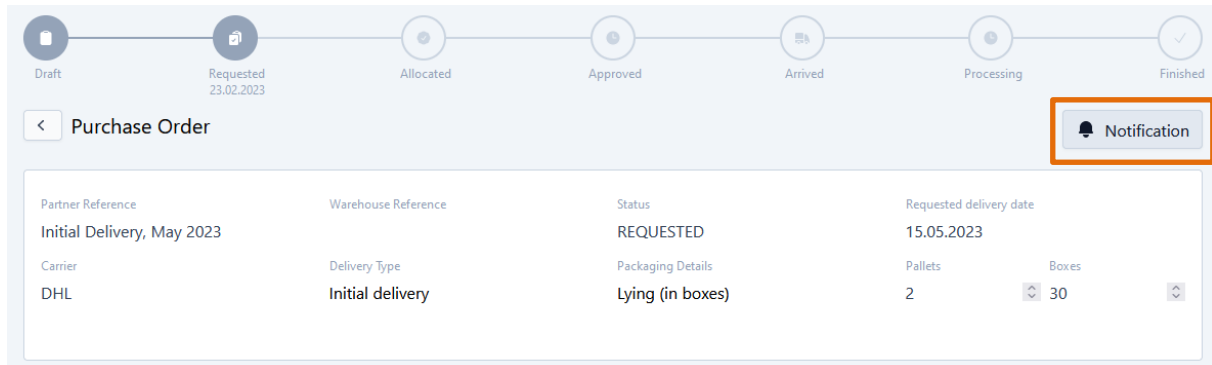


Your order was processed completely. A few items were under or over delivered. [List items](#)

## 6) Email notification setup

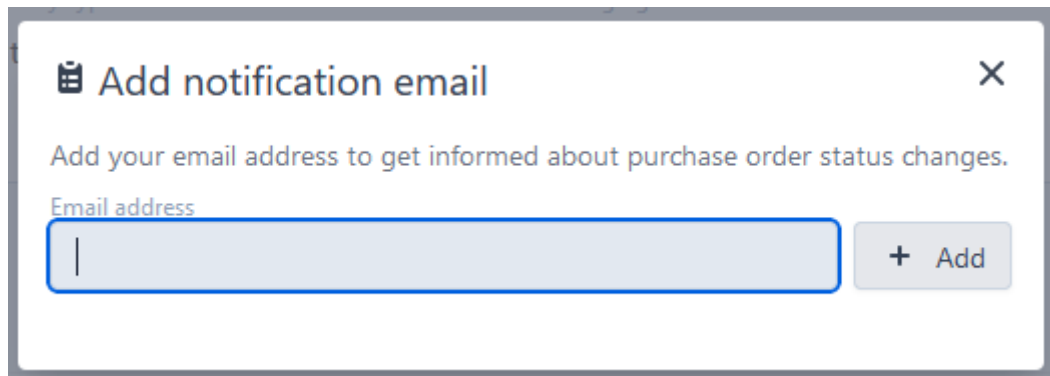
To keep up to date with status changes of the notifications, besides the login in the Control Center, it is also possible to be notified by e-mail.

To do this, the desired email address must simply be entered for the respective notification via the "Notification" button.



Partner Reference	Warehouse Reference	Status	Requested delivery date	
Initial Delivery, May 2023		REQUESTED	15.05.2023	
Carrier	Delivery Type	Packaging Details	Pallets	Boxes
DHL	Initial delivery	Lying (in boxes)	2	30

Multiple entries are possible, so that colleagues can also receive the automatic mails.



**Add notification email** ✕

Add your email address to get informed about purchase order status changes.

Email address

+ Add