



SCANIA PACKAGING TEAM

NILE INTRO MANUAL



IMPORTANT INFORMATION

- THIS IS AN INTRODUCTION MANUAL ABOUT NILE PACKAGING APPLICATION (REPLACEMENT FOR THE CURRENT EMBASY SYSTEM)
- PLEASE REFER TO THE MANUALS TO PERFORM DAY-TO-DAY OPERATIONS USING THE FUNCTION IN NILE.
- THE MANUALS ARE UNDER THE SUPPLIER PORTAL (PICTURE FORMAT, TEXT FORMAT & VIDEOS). YOU CAN ALSO REFER TO THESE BY CLICKING ON FAQ AT THE BOTTOM OF THE NILE DASHBOARD.
- NILE APPLICATION: NILE.SCANIA.COM
- EMBASY WILL BE CLOSED AT THE START OF DECEMBER
- PACKAGING.PLANNING@SCANIA.COM SHOULD BE YOUR POINT OF CONTACT REGARDING THE NILE APPLICATION.



IMPORTANT INFORMATION

- **CLEAR COOKIES FOR THE WEB PAGE, IF YOU HAVE TROUBLE LOGGING INTO THE APPLICATION (AFTER SOME TIME OF INACTIVITY): REFER THE MANUAL**
- **PLEASE REGULARLY CHECK THE IMPORTANT INFORMATION THAT WILL BE PUBLISHED ON THE NILE DASHBOARD UNDER THE NEWS SECTION (RIGHT SIDE OF THE HOME PAGE)**

Nile Functions for Suppliers



- As a supplier you will have access to:
 - **Create Order**
 - Packaging Order
 - Return Order
 - **Order**
 - Find Order
 - Change Order
 - **Balance**
 - Supplier Balance
 - Manual Dispatch Order
 - **Deviation**
 - Create Deviation
 - View Deviation
 - **Settings**
 - Organisation Settings
 - **Calendar, Dashboard**

Packaging Order



- Now you can order in Units or Pcs.
 - When you enter Pcs, we will round it up in Units and display it.
 - Please also Check the order specs table on the right side of the page.
- Now you can choose the Delivery dates instead of the Delivery week.
 - If the ordered truck fill rate is less than 80%, the earliest delivery dates you can select are a bit further with 5-day delivery scope.
 - If the ordered truck fill rate is more than 80%, the earliest delivery date you can select is earlier than the other case with a 3-day delivery scope.
- You can also see the outer packaging you will get along with the order you place on the final order overview page.
- ***You don't need to confirm the received packaging order.*** The ***system will automatically change the order status to delivered*** at the end of the day on the ETA of the order.

Return Order



- Now you can enter in Units or Unfinished Pcs (not a part of the unit).
 - You need to check the box “Outer packaging Included (Pcs)” if the unit is packed according to PackIT instructions.
 - You need to upload a picture for every packaging material you create a return for.
 - If you can’t find the packaging material, then add the packaging using the button “Add Packaging Number.”
- You can choose a pick-up date for this return order.
 - 3 day pick-up buffer.
- ***You can't create a return order for more than 1 truck at a time.***

Find Order



- You can see all the orders linked to your organisation on this page.
- *Order types:*
 - *Normal Order (N)*
 - *Return Order (U)*
 - *Dispatch Order (D)*
- *Status:*
 - *Created*
 - *Planned*
 - *Released*
 - *Printed*
 - *Pickedup*
 - *Delivered*

Change Order Supplier



- You can check all the details regarding the order.
- You can edit the Normal Order or Return Order until 24 hours or until the order is planned (Whichever is earliest).
 - You can add the new packaging material to the current order.
 - You can delete the packaging material in the current order.
 - If you want to cancel the order, then delete all the rows in the order.
 - You can edit the quantity of the content in the order.
- After you have made the necessary changes, please click Submit to save the updated order.
- You can also print the necessary documents on this page.

Supplier Balance



- Here you can check the balance of your organisation
 - DU in Stock (*Units in Stock at your warehouse*)
 - Pcs in Stock (*Translation of above Units*)
 - Work in Progress Pcs (*Pcs at your production line/Pcs you are working with currently*)
 - Incoming DU
 - Return DU
- You can *press edit balance* to update the stock :
 - Du in Stock (Units in stock at your warehouse)
 - Extra Pcs in Warehouse (Pcs in stock at your warehouse)
 - Work in Progress Pcs (*Pcs at your production line/Pcs you are working with currently*)
- Click Save to update the balance
- You can also export data into CSV

Manual Dispatch Order



- Here, you can create a dispatch order to Production Units and Subflows, if any.
- If you have any previously created dispatch orders, please choose that from the dropdown Previous orders. (Tip: You can open the previous orders dropdown; press CTRL F on your keyboard to search for the old dispatch order)
 - Load data
 - Add Packaging using the button, if required.
 - Enter the Quantity
 - If you want to delete the packaging material from the list, then enter the quantity as zero for the packaging material you wish to delete.
 - If you're sending the parts packed in Scania Packaging to any Production Unit (Scania/MAN) within Europe, please select Scania Europe.
 - If you're sending the parts packed in Scania Packaging to the Production Unit (Scania/MAN) within Latin America, please select Scania Latin America.
 - If you're sending the parts packed in Scania Packaging to the Production Unit within Asia (Scania/MAN), please select Scania Asia.
 - Please select Blank in dropdown 1, to select the list from dropdown 2.
- **Click Submit**

Create and View Deviation



- Under Create Deviation
 - Normal Deviation not linked to the order, using the button on top right
 - Deviation linked to order, using the button on that respective row of the order number
 - Upload the Load Note/CMR under Documentation
 - Upload a photo of the packaging material for which you are creating a deviation.
 - Click Submit
- Under View Deviation
 - As soon as you create a deviation, the system will generate a row with a deviation id for every packaging material.
 - You can use the reference “order number” to search for the deviations related to the order.
- Deviations status:
 - Approved
 - Rejected
 - Required More Information

Organisation Settings & Calendar



- Under Organisation Settings:
 - Contact packaging.planning@scania.com with your 7-digit supplier number, if you want to change any information like Contact, Phone, or Email.
- Under Calendar Icon:
 - **By Default the Calendar for your organisation will be closed.**
 - **You can open the calendar at once for only 2 months ahead.**
 - Incoming Deliveries Tab: To check the Incoming Packaging Deliveries from Scania
 - Outgoing Deliveries Tab: To check the Return Packaging Deliveries to Scania
 - History Tab: All the delivered packaging orders from Scania.