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Dashboard User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under the *Home* Page.
3. You can view:
 - a. Calendar (You can see the closed days marked in Red)
 - b. Reminder Dates for Stocktaking (Yellow Colour- Delayed Date, Blue Colour- Upcoming Date): **You're advised to take and update Stock under Balance----->Supplier Balance on those dates.**
4. Upcoming 5 Incoming orders: Date, Order Number, Status (You can click on the order number to see more details about the order)
5. Upcoming 5 Return Orders: Date, Order Number, Status (You can click on the order number to see more details about the order)
6. Upcoming 5 Deviations: Date, Deviation ID, Status (You can click on the Deviation to see more details about the deviation)
7. News section along with pictures (if any)
8. To check more details regarding your organisation:
 - a. You can select Settings--->Organisation Settings in the menu.
 - b. Check if all the details are correct; if you need to update any, please get in touch with packaging.planning@scania.com
9. Click on the Calendar icon in the menu to check/edit your organisation calendar.
10. If you scroll to the bottom of the screen, select "***Additional Info/FAQ***" on the bottom left of the screen, and you can check all the **user manuals** related to NILE. (You will be redirected to the Nile home page on the Scania Supplier Portal.)

Calendar User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, *click on Calendar Icon* (Next to Settings). 
3. You will view:
 - a. 4-month Calendar
 - b. 3 Tabs: Incoming Deliveries, Return Deliveries, History
 - c. Edit Availability on the bottom middle of the screen to *Open/Close* the Calendar days.
 - d. Packagings Table on the right side of the screen with a search box (ETA/Pickup Date, Order Number, Packaging Number, Description, Units/Collis, PCs, Status)
4. You can click on any date to check all deliveries on that day.
 - a. *Example:* If you want to check the Incoming deliveries on September 29, Click on September 29, and you will see the packagings you will receive from us in the table on the right side of the screen.
 - b. *Example:* If you want to check the Return deliveries on September 25, Click on September 25, and you will see the packagings you will send back to us in the table on the right side of the screen.
5. Dates are colour-coded in the calendar:
 - a. **Black Circle:** Current Day
 - b. **Blue Circle:** Incoming Deliveries (in Incoming Deliveries Tab), Pickup Dates (in Return Deliveries tab)
 - c. **Yellow Circle:** Delayed Deliveries/Delayed Pickup (All the dates with the orders ETA/Pickup date before today will be highlighted in this colour)
 - d. **Closed Day:** Days that your organisation is closed. (Weekends: Saturday and Sunday are closed by Default)

Closing the Calendar:

Note: You can at once close the calendar days within the next 2 months/60 days.

1. Click---> Calendar Icon (from the Main Menu)
2. Scroll to the bottom of the screen.
3. Click “*Edit Availability*”.
4. Click on the Dates you want to close the calendar (Unmarked/White Dates).
5. As soon as you click on the dates, you can see that dates are highlighted in **RED Colour**.

6. If you want to undo/delete your changes, you can click “*Discard Changes*” to delete the changes you made in the previous step.
7. If you are happy with the changes you made, click on “*Save Changes*”.
8. On the pop-up, Click “*Confirm*” to save the changes or Click “*Cancel*” to go back to the editing page.
 - a. *Note: By clicking Confirm you are informing us that your organisation is closed on that day.*
9. **Your Calendar changes are saved successfully.**
10. You can check the dates you clicked earlier, those are in **Red Colour**.

Opening the Calendar:

Note: You can at once open the calendar days within the next 2 months/60 days.

1. Click---> Calendar Icon (from the Main Menu)
2. Scroll to the bottom of the screen.
3. Click “*Edit Availability*”.
4. Click on the Dates, you want to Open (**Red Colour Dates, Except Weekend**).
5. As soon as you click on **Red Colour Date**, the date will change to **Light Blue Colour/White Colour**.
6. If you want to undo/delete your changes, you can click “*Discard Changes*” to delete the changes you made in the previous step.
7. If you are happy with the changes you made, click on “*Save Changes*”.
8. On the pop-up, Click “*Confirm*” to save the changes or Click “*Cancel*” to go back to the editing page.
 - a. *Note: By clicking Confirm you are informing us that your organisation is Open on the non-coloured dates between 08:00-17:00, for any loading/unloading operations.*
9. **Your Calendar changes are saved successfully.**
10. You can check the dates you clicked earlier, those are in **White Colour**.



Create Packaging Order User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Create Order--->Packaging Order.
3. Check the details and edit if necessary:
 - a. Name
 - b. Email, change if necessary
 - c. Delivery Address, change if necessary
 - d. Phone, change if necessary
4. Enter the quantity to order in the respective row of the desired packaging number; you can also find the packaging number by using the search button (search by Packaging Number/Packaging Description) at the top of the table.
 - a. Enter the Number of Units/Enter the Number of PCs to order.
 - b. Check the load information next to the table.
 - c. If desired, you can check the incoming deliveries by clicking the incoming deliveries to view.
5. Click submit order.
6. Select the desired delivery date. (**Note: Possible Unloading times between 08:00 and 17:00**)
 - a. Once you select the date, you will see the date range highlighted in a green circle.
 - b. If you feel like editing the order, click edit at the bottom (Scroll down) of the pop-up.
7. Click Order Overview.
8. Check the Order details in the pop-up:
 - a. Delivery Address
 - b. ETA
 - c. Packagings Ordered
 - d. Extra Packaging/Outer packaging included with the order you made.
9. Click Edit if necessary to edit the above information or Confirm if everything is okay with the order.
10. If the order is confirmed, you will see the order number on top of the pop-up or the pop-up at right top of the screen
11. **Congrats, your order has been successfully placed.**
12. If necessary you can edit the order placed, from the change order page.

Create Return Order User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Create Order---> Return Order.
3. Check the details and edit if necessary:
 - a. Name
 - b. Email, change if necessary
 - c. Pickup Address, change if necessary
 - d. Phone, change if necessary
4. Enter the quantity to return in the respective row of the desired packaging number; you can also find the packaging number by using the search button (search by Packaging Number/Packaging Description) at the top of the table.
 - a. Enter the Number of Units to return/Enter the Number of unfinished PCs to return.
 - b. Select the checkbox under *Outer pack.Incl.(Pcs)* if the material is packed according to PackIT instructions
 - c. Upload images by clicking the image icon.
 - i. Press the select button to select a photo on your desktop/phone.
 - ii. After selecting a photo, click upload if you're satisfied.
 - d. Check the load information next to the table.
 - e. If desired, you can check the Return deliveries by clicking the Return deliveries to view.
5. Click submit order.
6. Select the desired pickup date. (**Note: Possible loading times between 08:00 and 17:00**)
 - a. Once you select the date, you will see the date range highlighted in a green circle.
 - b. If you feel like editing the order, click edit at the bottom (Scroll down) of the pop-up.
7. Click Order Overview.
8. Check the Order details in the pop-up:
 - a. Pickup Address
 - b. Pickup Dates
 - c. Packagings Returned
9. Click Edit if necessary to edit the above information or Confirm if everything is okay with the order.



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RETURN ORDER USER MANUAL
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10. If the order is confirmed, you will see the order number on top of the pop-up or the pop-up at right top of the screen
11. **Congrats, your order has been successfully placed.**
12. you can edit the order placed from the change order page if necessary.



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Find Order User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Order---> Find Order.
3. Search the Order Based on:
 - a. Order
 - b. TO (Transport Order)
 - c. Load Number
 - d. Original Order (Parent Order before Split/Merged)
 - e. Type (N- Normal Order, U- Return Order, M- Manual Order)
 - f. Status (Created, Planned, Released, Printed, Picked up, Delivered)
 - g. Carrier
 - h. Created (Date)
 - i. Receiver Org. Number
 - j. Receiver
 - k. Receiver Country
 - l. From
 - m. Sender
 - n. Sender Country
 - o. ETA (Date)
 - p. Truck Plate Number
 - q. Remarks
4. Check the Order details in the pop-up:
 - a. Pickup Address
 - b. Pickup Dates
 - c. Packagings Returned
5. You can also Export all the orders in CSV Format using the button to the bottom left of the screen.
6. You can click on any order number and you will be redirected to change order page to see more details related to that order.



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Change Order User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Order---> Change Order.
3. You can type the concerned order number and click search to see the details or be redirected to this page directly from the find order page.
4. You can check:
 - a. Order Type
 - b. Email
 - c. Order Status
 - d. Carrier
 - e. Transport Type
 - f. Sender
 - g. Senders Address
 - h. Actual Pickup Date (Selected by Planners)
 - i. Receiver
 - j. Receiver Address
 - k. Delivery Scope (Your selected desired date while creating the order)
 - l. ETA (Arrival) (Delivery/Pickup Date displayed according to lead time)
 - m. Load Information
 - i. Load Volume (m3)
 - ii. Load Meter (m)
 - iii. Weight (KG)
 - iv. Number of Trucks
 - n. Order Relations (If the order is Split/Merged)
 - o. Order History

Edit Order:

1. You can edit the order in status “created” or within 24 hours from the time of creation (Whichever is earliest):
2. If it’s a Normal Order, **you can edit (directly by clicking on the cell to edit):**
 - a. DU
 - b. PCs
 - c. Add new Packaging Number and Quantity (DU & PCs)
 - d. Delete the Entire Row in the table



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3. If it's a Return Order, you can edit (directly by clicking on the cell to edit):
 - a. Units to Return
 - b. Unfinished Pcs to Return
 - c. Select/Unselect the box under Outer Pack.Incl.(PCs)
 - d. Add or Remove Images
 - e. Add New Packaging Number and Quantity (DU & Unfinished Pcs to Return)
4. After Editing the order, you can click "*submit*" to update the order with new data.
5. **Congrats, your order is successfully updated.**

Print Documents:

1. You can select the box next to Load Note, Delivery Note, Consignation Note, Proforma Invoice, and Package Labels; click print to open the related documents in a new tab in a PDF format.



Balance User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Balance--->Supplier Balance.
3. You can *view the balance* for any packaging material at your storage location; you can sort or use the search box to find your desired packaging material and check the details:
 - a. Packaging Number
 - b. Description
 - c. DU in Stock
 - d. PCs in Stock
 - e. Unfinished PCs in Stock
 - f. Incoming DU's
 - g. Return DU's
4. You can also export the current balance into CSV format using the button at the bottom right of the screen.

Steps to do Stock Taking:

1. Login to Nile using your credentials
2. In the Main Menu, under Balance--->Supplier Balance.
3. Click "*Edit Balance*" at the bottom left of the screen
4. You will now see two columns, "*DU in Stock*" & "*Unfinished PCs in Stock*", enabled to edit.
5. Please fill in the respective row of the packaging number under *DU in Stock* (**Units/Collis in stock**) or under *Unfinished PCs in Stock* (**PCs that are not part of a DU**).
6. After updating the balance, Press "*Save*" to update the balance in the system.
7. **Congrats, now your balance is updated successfully**

Create Deviation User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Deviation--->Create Deviation.
3. You can search any order based on Order ID, Transport Order ID, Load Note ID, ETA, Action (Deviation).

Create Order Deviation:

1. If you feel a problem with the order you received, you can create a deviation on that order.
2. You can create an order deviation by clicking the “*Create Deviation*” button in the same row of the respective order.

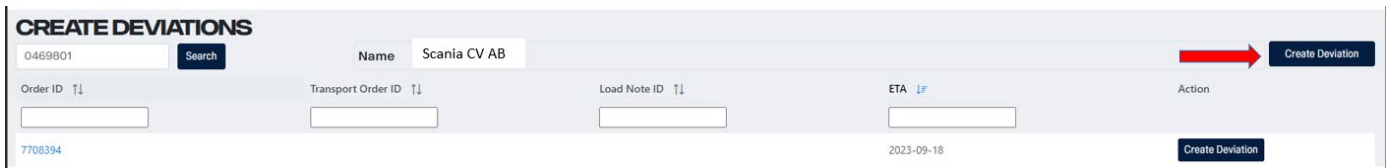
| Order ID ↑↓ | Transport Order ID ↑↓ | Load Note ID ↑↓ | ETA ↓↑ | Action |
|----------------------|-----------------------|----------------------|----------------------|--------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 7708394 | | | 2023-09-18 | Create Deviation ← |
| 7708351 | | | 2023-08-29 | Create Deviation |

3. Then you see a pop-up with the contents and quantity of the order; you can edit the following:
 - a. New DU Quantity (**Enter The quantity you actually received**)
 - b. Balance Change: Increase or Decrease (**Select if it would increase or decrease the balance**)
 - c. Documentation (**Please Upload CMR, Load Note**)
 - d. Photos of unit Label (**Please upload a picture of the packaging label**)
 - e. Reason (**Please select a reason for deviation**)
 - f. Click Submit.
 - g. Check the Deviation Overview.
 - h. Click Save
 - i. **Congrats, your deviation is successfully created.**
 - j. You can view the deviation created on the View Deviations Page on the same menu.

Create Normal Deviation (Not linked to any of the orders):


1. If you feel a problem with any Scania packaging in your storage, you can create a deviation.

2. You can create a deviation by clicking on the “*Create Deviation*” button on the top right button of the screen.




3. You will see a pop-up with the packaging materials with the following information used to create a deviation:
 - a. Packaging Number.
 - b. Deviation Distribution Quantity (**Enter the number of Units/Collis, you want to create a deviation for**)
 - c. Deviation Pieces Quantity (**Enter the number of PCs, you want to create deviation for**)
 - d. Balance Change: Increase or Decrease (**Select if it would increase or decrease the balance**)
 - e. Documentation (**Please Upload CMR, Load Note**)
 - f. Photos of unit Label (**Please upload a picture of the packaging label**)
 - g. Reason (**Please select a reason for deviation**)
 - h. Click Submit.
 - i. Check the Deviation Overview.
 - j. Click Save
 - k. **Congrats, your deviation is successfully created.**
 - l. You can view the deviation created on the View Deviations Page on the same menu.

View Deviation User Guide:

1. Login to Nile using your credentials
2. In the Main Menu, under Deviation--->View Deviation.
3. You can search the deviation using the search box on the top right box of the screen based on:
 - a. Deviation ID
 - b. Order ID
 - c. Created Date
 - d. Updated Date
 - e. Order Number
 - f. TO Number (Transport Number)
 - g. Deviation Type
 - h. Created By
 - i. Deviation Status (Created, Rejected, Approved, Cancelled)
 - j. Action (Edit , Delete **X**)

Edit/Update Deviation

1. If you wish to update the created deviation or request to update the deviation by planners.
2. You can click the “Pencil Symbol ()” under actions to update the Deviation created.
3. After the edit is done, you can click save to update the deviation.
4. **Congrats the deviation is updated successfully.**

Delete Deviation

1. If you wish to delete a created deviation, you can click the “**X**” next to the Pencil symbol under the Action column.
2. You will see a pop-up for confirming to delete the deviation, press “Yes” to delete the deviation (“Cancel” to undo the delete).
3. **Congrats the deviation is deleted successfully.**