



Manual for the user – Supplier
for the working with
RLS
(Recycled Paper Logistic System)

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Launch the website by using Google's Internet Explorer browser, entering <https://rls.slovpaper.sk/> in the search field. Login with your username and password.

Fields marked with * are required and must be filled out!

I. Login into the RLS system

1. Login into the RLS system by your username and password received in your e-mail.
2. Press the "Login" button!

3. After the login you can see the main page where you can find notifications for all suppliers of the Paper for Recycling.

II. Changing the user profile settings

1. Change your profile settings by clicking on "User Name" in the upper right corner of the screen..
2. Click the "Profile" button and change the data. It is also possible to change the password there.
3. Click on the button "Save".
4. It is also possible to change the password here by pressing the "Change password" button.

III. Request for transport

1. In the left part of the Screen in "Menu" click on the option "Transport organization" and select "Request for transport".

2. Fill in the "Request for transport" form as follows:

- 2.1. **Supplier** - The supplier name is filled in automatically by the system
- 2.2. **Expected loading date** - Enter the date you expect the shipment to be ready to load
- 2.3. **From** - Enter the time interval when the delivery will be ready for delivery; from which time the truck can arrive at the place of loading
- 2.4. **To** - enter the time interval when the delivery will be ready for delivery; by which time the truck can arrive at the place of loading
- 2.5. **Purchasing order** – select the purchase order which the delivery will be linked to.
- 2.6. **Minor point of interest** – select the place of loading, the name of the Loading place
- 2.7. **Assortment** – when selecting an order (point 2.5.), the Assortment (description of the Paper for Recycling according to EN643, e.g. 1.05.00 ...) is automatically filled in with the possibility of change
- 2.8. **Material** – select the Material - Assortment together with the Waste Catalog Number (e.g. 1.05.00 - 15 01 01 ...)
- 2.9. **Declared weight (t)** – indicate the estimated delivery weight in tonnes
- 2.10. **Storage type** – when selecting the Purchase order (point 2.5.), the Storage type (bales or Lose material) is automatically filled in with the possibility of change
- 2.11. **Supplier subcontractor** – if the delivery is made by your subcontractor, it can be assigned to the delivery
- 2.12. **Cancel if not served** – if you mark this item, the validity of the Request for transport will be valid for only one day and the request will be available to carriers for planning only until the expected date of loading. If the delivery does not have a scheduled transport (vehicle registration number) by that day, it will be marked as unattended.
- 2.13. **Contacts** – when selecting the place of loading (point 2.6.) the system automatically fills in the phone number (contact to the place of loading) which can be changed
- 2.14. **Mpoi characteristic** - when selecting the place of loading (point 2.6.) the system automatically fills in the characteristic - specifics of the Loading place if it was reported in advance (e.g. loading is possible only at a certain time, loading from the top...)
- 2.15. **Supplier delivery note external number** – it is possible to enter additional information - the external number of the supplier's delivery note
- 2.16. **Customer delivery note external number** – it is possible to enter additional information - the external number of the customer's delivery note
- 2.17. **Note** – this field is intended for the messages that the supplier directs to the carrier (eg on March 1, 2021 loading will not be possible for technical reasons)

SAMPLE - COMPLETION OF THE REQUEST FOR TRANSPORT

Request for transport
Transport organization / Request for transport

Supplier	Test Dodavateľ	Storage type *	Bales
Expected loading date *	02/25/2021	Supplier subcontractor	
From *	07:00	Cancel if not served	<input type="checkbox"/>
To *	15:00	Contacts	0123 456 789
PurchasingOrder *	NO000168 Mondl SCP - Ružomberok 11/24/2020 - 4/30/2021 EXW	Mpei characteristic	Mond - Fri: 07:00 - 15:00, loading possible till 14:00 o'clock
Description		Supplier delivery note external number	
Minor point of interest	153442* 040001 - TEST Odborná adresa/Address of Collection	Customer delivery note external number	
Assortment *	1.04.00 - Corrugated paper and board pack_IN	Note	
Material	1.04.00 - 15 01 01 - paper and cardboard packaging		
Declared weight [t]	22		

Print empty delivery note Print empty Area Vlt Clear Save

Deliveries history title

Delivery number	Order number	Minor point of interest	Expected loading date	Assortment	Material	Cancel if not served
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3. After filling in the form press the "Save" button. The link "Delivery saved successfully" will then appear.

4. After entering the Request for transport, the number of the created delivery is displayed. If you have a request for more than 1 transport, you can create a new record by editing the data:

- Expected loading date
- Assortment – if it is a different quality grade of Paper for Recycling
- Material – if it is a different Waste Catalogue Number of Paper for Recycling
- Delivery note external number

After entering all the details of the new delivery, it is necessary to press "Save as new".

NOTICE: If you press the "Save" button, you will overwrite an existing Request for transport/Delivery with new data.

5. You can see all deliveries under the "Deliveries history title" form. The history of created deliveries is shown in the window below:

slov paper

Request for transport
Transport organization / Request for transport

There is no enough capacity of deliveries for expected day

Supplier	Test Dodavateľ	Storage type *	Bales
Expected loading date *	02/25/2021	Supplier subcontractor	
From *	07:00	Cancel if not served	<input type="checkbox"/>
To *	15:00	Contacts	0123 456 789
PurchasingOrder *	NO000168 Mondl SCP - Ružomberok 11/24/2020 - 4/30/2021 EXW	Mpei characteristic	Mond - Fri: 07:00 - 15:00, loading possible till 14:00 o'clock
Description		Supplier delivery note external number	
Minor point of interest	153442* 040001 - TEST Odborná adresa/Address of Collection	Customer delivery note external number	
Assortment *	1.04.00 - Corrugated paper and board pack_IN	Note	
Material	1.04.00 - 15 01 01 - paper and cardboard packaging		
Declared weight [t]	22		

Print empty delivery note Print empty Area Vlt Clear Save as new Save

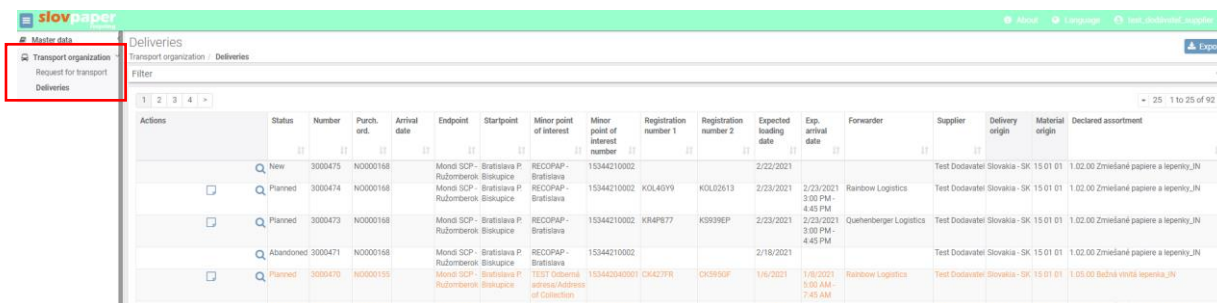
Deliveries history title

Delivery number	Order number	Minor point of interest	Expected loading date	Assortment	Material	Cancel if not served
3000475	NO000168	15344210002 - RECCPAP - Bratislava	02/22/2021 7:00 AM - 7:00 AM	1.02.00 - Mixed paper and board_IN	1.02.00 - 15 01 01 - paper and cardboard packaging	<input type="checkbox"/>

IV. Deliveries

You can get an overview of all deliveries by selecting in the section "*Transport organization*" - "*Deliveries*" in the Menu on the left side of the screen.

1. Press the "*Deliveries*" button - you can see the status of your deliveries and all data about them



2. **Delivery detail** - after pressing the symbol or double-clicking the delivery detail will be displayed

3. **Delivery request** – if the delivery is in the status „New“, it contains the data entered in the „*Delivery request*“ section within the delivery details. In this status, the data on the carrier in the section "*Transport*" and the data from the acceptance in the section "*Acceptance*" are not filled in.

4. Downloading the **Delivery Note** and **Acceptance Protocol** – by using the symbols in the relevant Delivery:



V. Delivery searching

Search for specific deliveries - in the upper part of the table of deliveries after clicking on "*Filter*" it is possible to selectively find deliveries after entering the relevant criteria (e.g. by entering the Truck number, Delivery number, etc.) by pressing the "*Search*" button. By using the filter, limit the required list of deliveries according to the:

- Expected loading date from
- Expected loading date to
- Number – Delivery Number (e.g. 3000**317**, or **317**)
- External number (if it was entered)
- Status

After selecting one of the above parameters press the "*Search*" button:

The screenshot shows the 'Deliveries' search interface. The 'Filter' section on the left contains various input fields for searching deliveries. A red box highlights the 'Search' button in the bottom right corner of the filter section.

VI. Delivery Status

The screenshot shows the 'Deliveries' search interface with the 'Status' filter expanded. The 'Status' dropdown menu is highlighted with a red box, showing options: New, Planned, Abandoned, and Accepted. The table below displays delivery records with their respective statuses.

In the overview table of Deliveries the Delivery can be shown in one of the following STATUS:

- **New** – after the entering the Request for transport, in the delivery detail there is the data entered in the Request for transport. In this status, the data about the Carrier in the section "*Transport*" and the data from the acceptance in the section "*Acceptance*" are not filled in.
- **Planned** – the truck numbers has been added into the RLS system, the carrier has a car at its disposal. By clicking on the „*Download delivery note*“ icon, a Delivery note will be generated, which will need to be printed out and handed over to the carrier. The delivery contains information about the carrier in the section "*Transport*" in the delivery detail.
- **Abandoned** – deleted / canceled transport
- **Registered** – the material was delivered to the End point but the Acceptance not yet completed
- **Accepted** – the Acceptance of the delivery is completed. This Delivery contains details of the Carrier in the section "*Transport*" and the data from the acceptance in the section "*Acceptance*". In this part you can find Main data, data about the Accepted assortments and Claims. By clicking on the „*Download acceptance note*“ icon, the document - an Acceptance note will be generated.
- **Checked** – the delivery is under the controll in the RLS system.
- **Sent purchase / Sent sales** - the delivery is under the financial controll in the RLS system, the data has been sent for invoicing, a "Goods Receipt Report" will be sent to the supplier.
- **Closed** - all controll on delivery are performed

VII. Edit the Delivery Request

Delivery in the status „New“ can be edited by clicking on the button „*Edit Delivery Request*“. After clicking on the button, the system redirects you to the page " *Request for transport* ". After editing the request, save it again by pressing the "Save" button.

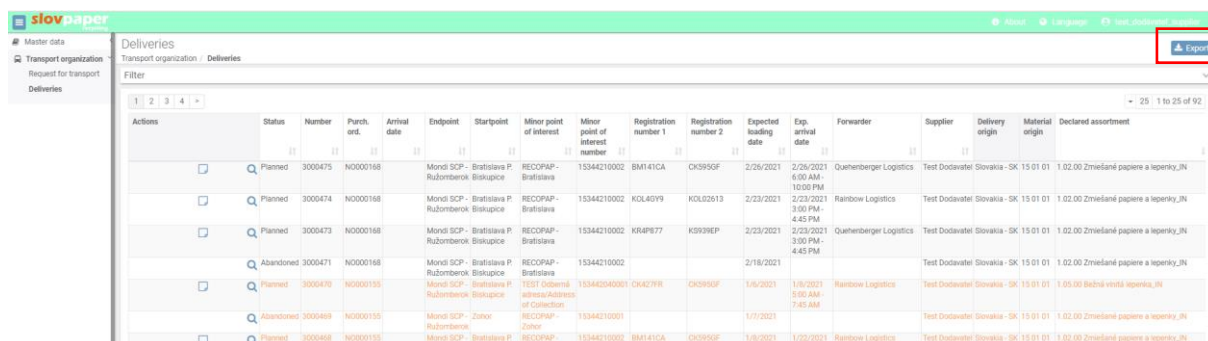
The screenshot displays the 'Edit delivery' interface in the 'slovpaper' application. The page title is 'Edit delivery' and the breadcrumb trail is 'Transport organization / Deliveries / 3000465 / Edit delivery'. The delivery number '3000465' is shown. The form is organized into three tabs: 'Delivery request', 'Transport', and 'Acceptance'. The 'Delivery request' tab is selected and contains the following fields:

- Supplier: Test Dodavatel
- Delivery groups
- Expected loading date: 28/11/2020
- From: 6:00
- To: 15:00
- Purchasing order: N0000155
- Delivery origin: SK
- Purchasing order description
- Minor start point: 153442040001 TEST Odběrná adresa/Address of Collection
- Assortment: 1.02.00 Zrnělané papíre a lepenky_IN
- Material: 1.02.00 - 19 12 01 papír a lepenka Q, Odpady z mechanické spracov odpadů
- Storage type: Bales
- Sub supplier
- Declared weight: 22.000
- Customer external number
- Supplier external number: 456
- Category: Default minor point category
- Category description: 0123 456 789
- Contact phone number: 0123 456 789
- Specific condition loading place: Po - Pl: 07:00 - 15:00, auto prístavil najneskôr 14:00
- Road transport difficulty: ZON A1 100
- Cancel if not served: No
- Road transport difficulty description

A red rectangular box highlights the 'Edit delivery request' button located at the bottom right of the form.

VIII. Export deliveries

By pressing the "Export" button on the top right, the deliveries will be downloaded in the form of an Excel file.



Actions	Status	Number	Pnrch. ord.	Arrived date	Endpoint	Start point	Minor point of interest	Minor point of interest number	Registration number 1	Registration number 2	Expected loading date	Exp. arrival date	Forwarder	Supplier	Delivery origin	Material origin	Declared assortment
<input type="checkbox"/>	Planned	3000475	N0000168		Mondri SCP - Bratislava P. Ružomberok	RECOFAP - Bratislava		15344210002	BM141CA	CK59SGF	2/26/2021	2/26/2021 6:00 AM - 10:00 PM	Quartermberger Logistics	Test Dodávateľ Slovakia - SK	15 01 01	1 02 00	Znížené papiera a lepenky_RN
<input type="checkbox"/>	Planned	3000474	N0000168		Mondri SCP - Bratislava P. Ružomberok	RECOFAP - Bratislava		15344210002	KOLA0Y9	KOLA02613	2/23/2021	2/23/2021 3:00 PM - 4:45 PM	Rainbow Logistics	Test Dodávateľ Slovakia - SK	15 01 01	1 02 00	Znížené papiera a lepenky_RN
<input type="checkbox"/>	Planned	3000473	N0000168		Mondri SCP - Bratislava P. Ružomberok	RECOFAP - Bratislava		15344210002	KRAF877	KSR9NEP	2/23/2021	2/23/2021 3:00 PM - 4:45 PM	Quartermberger Logistics	Test Dodávateľ Slovakia - SK	15 01 01	1 02 00	Znížené papiera a lepenky_RN
<input type="checkbox"/>	Abandoned	3000471	N0000168		Mondri SCP - Bratislava P. Ružomberok	RECOFAP - Bratislava		15344210002			2/18/2021			Test Dodávateľ Slovakia - SK	15 01 01	1 02 00	Znížené papiera a lepenky_RN
<input type="checkbox"/>	Planned	3000476	N0000135		Mondri SCP - Bratislava P. Ružomberok	TEST Odborná služba/Adresy, of Collection		153442040001	OK427FR	CK59SGF	1/6/2021	1/6/2021 5:00 AM - 7:45 AM	Rainbow Logistics	Test Dodávateľ Slovakia - SK	15 01 01	1 05 00	Bežná vlnita papiera_RN
<input type="checkbox"/>	Abandoned	3000469	N0000135		Mondri SCP - Znojmo - Ružomberok	RECOFAP - Znojmo		15344210001			1/7/2021			Test Dodávateľ Slovakia - SK	15 01 01	1 02 00	Znížené papiera a lepenky_RN
<input type="checkbox"/>	Planned	3000468	N0000135		Mondri SCP - Bratislava P. Ružomberok	RECOFAP - Bratislava		15344210002	BM141CA	CK59SGF	1/6/2021	1/22/2021 4:00 AM - 4:45 PM	Rainbow Logistics	Test Dodávateľ Slovakia - SK	15 01 01	1 02 00	Znížené papiera a lepenky_RN

IX. Logging out

When finished working with the RLS system, log out by clicking on your name and pressing the "Logout" button.