MIGROS

All TGIS functions at a glance

Contents

General information

- Terms:

  MTM: *Migros Exchange Equipment Management*

  TGIS: *Exchange Equipment Information System (Internet-based software for delivery, ordering as well as inventory control of exchange equipment)*

  EE: *Exchange equipment (e.g. EUR pallets or plastic containers, etc.)*

- The MTM partner (supplier) is responsible for account management in TGIS (e.g. monitoring of inventory, booking of deliveries, EE orders, correcting bookings).

- For MTM partners, there is no one-for-one exchange (step-by-step) of EUR pallets upon delivery.

- The MTM partner enters an outgoing booking in TGIS for a delivery (delivery of goods on pallets).

- With an order, the required EE is ordered by the MTM partner via TGIS for a desired date and location. Migros provides the EE for the MTM partner. The MTM partner must organize the pickup of the EE. The transport costs are borne by the MTM partner.

Login and access to TGIS from MTM

1. Go to website www.logistiktransport.ch
2. Select language, then the **MTM** area.
3. On the home page "**Migros Exchange Equipment Management**" you will see on the right-hand side the area "**TGIS Login**" under: Login for MTM-Partners
   www.logistiktransport.ch/mtm/

Each MTM partner has a defined username and an associated password. This login can be used, even simultaneously, on several workstations. Open browser and call up TGIS

4. Enter the **user**
5. Enter the **password**
6. Button **Login**

The computer must have an active Internet connection.

- The username consists of the character string **tgv-** and the **MTM partner number** (e.g. tgv-7779800543)

- The **user has to change the password** when logging in for the first time

  (See "Reset password")

- The user can log out using the "**Logout**" button in the **menu**

Reset password

If the password has been forgotten or the password needs to be changed, it can be reset using the "Reset password" button in the login window.

For the new password to be changed, it must meet all the criteria listed.

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Account balance inquiry

General information

- The current account balance can be queried at any time and must correspond to the physical exchange equipment inventory.
- The current account balance already includes all transactions from senders who have posted to this account. But the goods may also still be in transit.
- Bookings from electronic interfaces within Migros are not imported and become effective until midnight.

Current account balance inquiry
Select the account balance function tab → the account balance of the current date is displayed

Past account balance inquiry
The account balance can be queried for any date in the past

– Select the account balance function tab
(The account balance of the current date is displayed)
– Enter desired date in the Date field
– Confirm entry with Enter
→ The account balance of the chosen date is displayed

Querying movements (account transactions)

Target search for a booking

This type of query requires the TGIS delivery note or booking number.

The targeted search can be used only for a booking or delivery.

1. Select the function tab **Movement**.
2. Enter the booking number or delivery note number in the appropriate field
3. Start the search via the magnifying lens icon in the top right corner

Further query options:

DN reference 1: for manual delivery notes entered
DN reference 2: for order numbers for deliveries to MVN, TKN, MVS
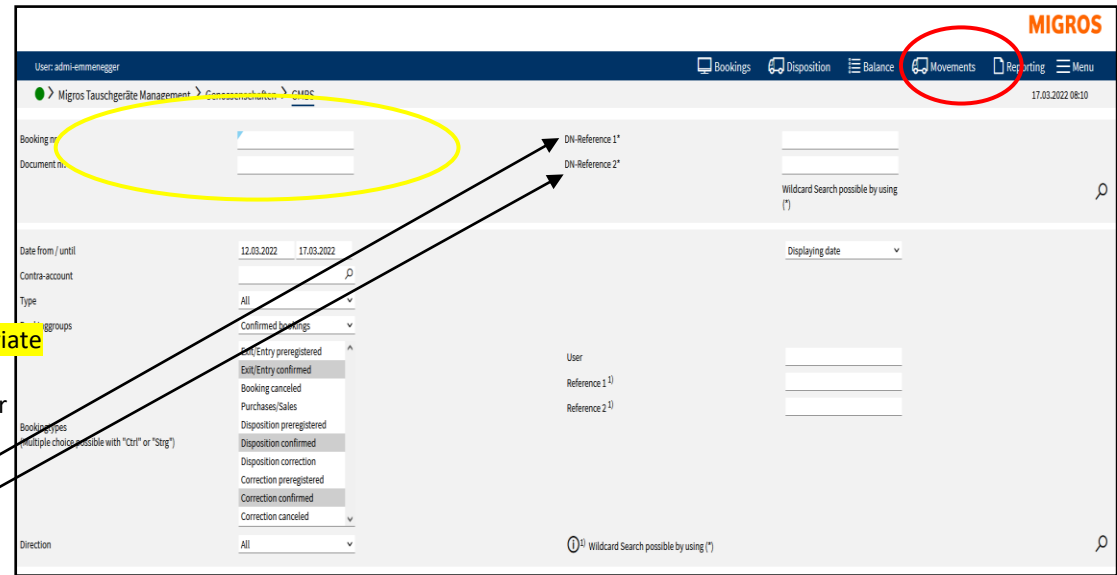
Period search for one or more bookings

Narrowing down of period, contra account, EE type, booking groups, booking types and direction to find bookings for a period (year, month, week, day, etc.).
Example of search for: account movements affecting the inventory

1. Select date from/to (period) (**DD.MM.YYYY**). (max. 400 days prior)
2. Enter contra account (e.g. **GMAA**)
3. Type -> **EE type (e.g. AN, BN, CN, Pal)** or **All**
4. Booking groups: **Confirmed bookings**
5. Direction: **All** (incoming and outgoing)

Start the search via the magnifying lens icon at the bottom right.
A list of all confirmed bookings is displayed.

(Incoming bookings less than seven days ago can be corrected with the pencil icon. For more information, see: Correcting bookings)

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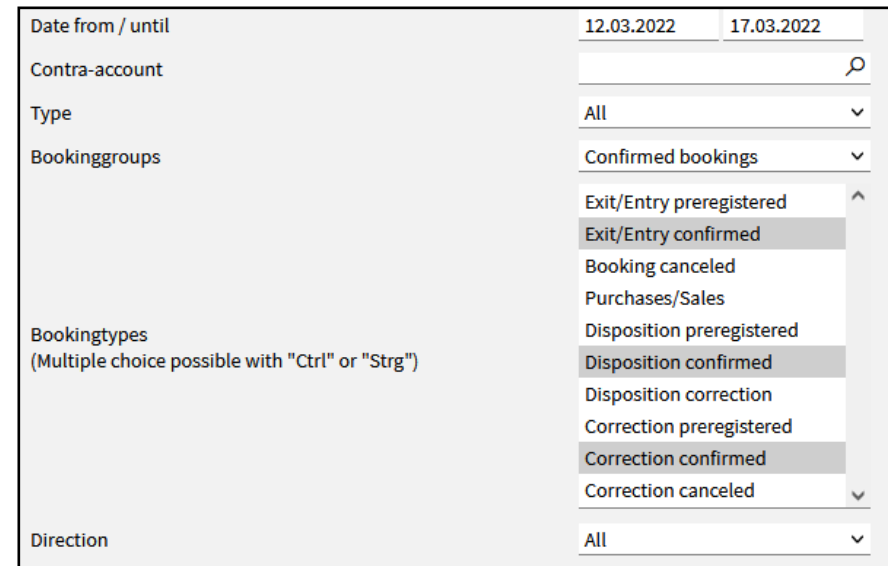
Search for contra account

To limit the search, the account name of the MTM partner must be entered in the **Contra Account** field.

1. Parts of the account name can be entered in the Contra Account field.
2. Start the search via the magnifying lens icon or with the "Enter" key.
3. All MTM partners are displayed that have this text in their account name.

The search window can be called up even without entering text. To do so, leave the field empty and then start a search via the magnifying lens icon or with the "Enter" key.
A detailed search is then possible in the search window (account number, account name, town/city, street, etc.).
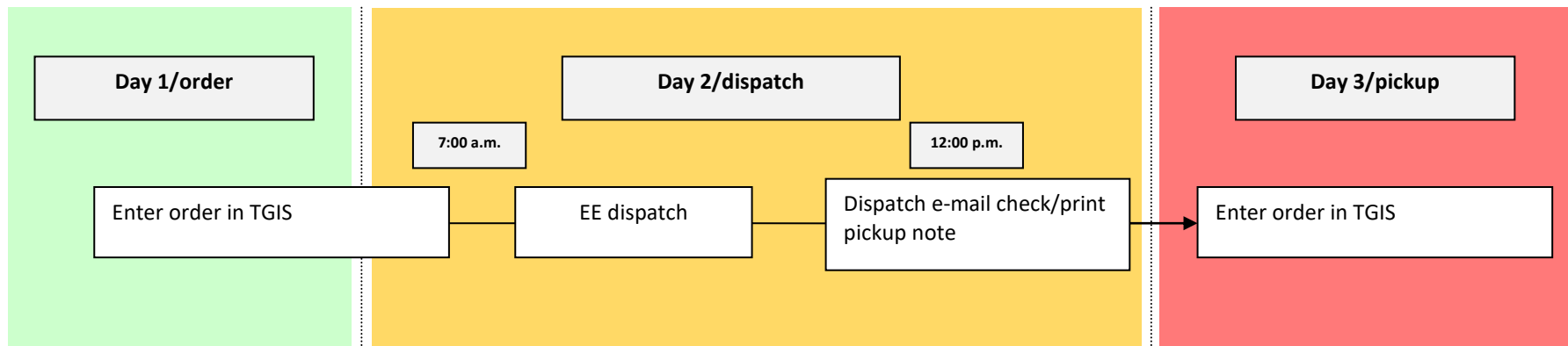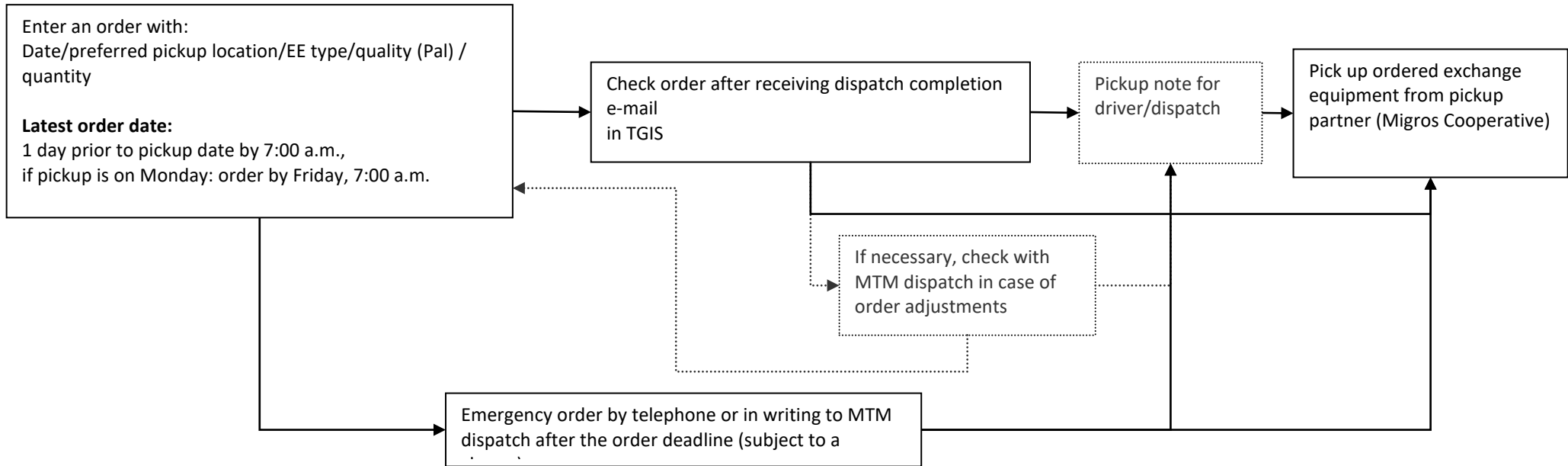An MTM partner account can be selected by clicking on the account number.

Procedure for ordering exchange equipment in TGIS

```
Enter an order with:
Date/preferred pickup location/EE type/quality (Pal) /
quantity

Latest order date:
1 day prior to pickup date by 7:00 a.m.,
if pickup is on Monday: order by Friday, 7:00 a.m.
```

```
Check order after receiving dispatch completion
e-mail
in TGIS
```

```
Pickup note for
driver/dispatch
```

```
Pick up ordered exchange
equipment from pickup
partner (Migros Cooperative)
```

```
If necessary, check with
MTM dispatch in case of
order adjustments
```

```
Emergency order by telephone or in writing to MTM
dispatch after the order deadline (subject to a
```

Day 1/order

Day 2/dispatch

7:00 a.m.

12:00 p.m.

Day 3/pickup

```
Enter order in TGIS
```

```
EE dispatch
```

```
Dispatch e-mail check/print
pickup note
```

```
Enter order in TGIS
```

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Enter order in TGIS

- Open **Bookings** tab ①

- **New Bookings** tab②

- **Orders** booking type③

- Select/enter **Order date** ④

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Booking for account "SPAVETTI, KERZERS" - Order

1. **Select EE type** (e.g. Pal or AN) and enter desired quantity (note dispatch unit per pallet)
2. If the field for preferred pickup partner is empty, select the desired cooperative.
3. (In case of washed EE or EE on plastic pallets, the appropriate checkboxes must be marked)
4. If necessary, a comment about transport can be added

Floor pallets do not have to be ordered separately!
Use the disk button to save the booking.

Emergency orders/emergency dispatch
After the order deadline (7:00 a.m.), an emergency order for the same or the following day can be initiated in exceptional cases by calling or e-mailing MTM dispatch. MTM dispatch will then initiate an emergency dispatch. The partner will be billed CHF 50.– for each emergency dispatch.

The order has been entered, but has not been dispatched yet. The order is dispatched a day before pickup (order date). The MTM partner must check the dispatch after receiving the dispatch completion e-mail.

Information about the completion of dispatch is sent to the e-mail address stored in TGIS at noon.

(See next page)

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		Type Quality	washed	PPal	Scheduled	confirmed	Means of transportation	Transportation organizer	Transportation note	Booking number
	New booking	Preregistered booking								
Posting type			Incoming disposition	→						
Offset account										
Date of dispatch				✓	☐ incl. total release		Means of transportation			
Date of dispatch	**Offset account**	**Type Quality**	**washed**	**PPal**	**Scheduled**	**confirmed**	**Means of transportation**	**Transportation organizer**	**Transportation note**	**Booking number**
17.03.2022	DENNER, LYSS 7774780011	U change			1024 units	0 units	street	Receiver		
17.03.2022	GMAA 7770030000	BN change			3432 units	0 units	street	Receiver		
17.03.2022	GMAA 7770030000	CN change			480 units	0 units	street	Receiver		
17.03.2022	GMAA 7770030000	U change			1056 units	0 units	street	Receiver		
17.03.2022	GMNE 7770080000	BN change			1716 units	0 units	street	Receiver		
17.03.2022	GMNE 7770080000	BN change			1716 units	0 units	street	Receiver		
17.03.2022	GMZH 7770150000	AN change			3432 units	0 units	street	Receiver		
TOTAL		AN change			3432 units	0 units				
		BN change			6864 units	0 units				
		CN change			480 units	0 units				
		U change			2080 units	0 units				

Check dispatched EE:
– Select Bookings tab
– Select Parked Bookings tab
– Select booking type dispatch Incoming → note possible adjustments (e.g.
reduction of the quantity or change of the pickup location of the ordered EE)

If no dispatch for ordered EE is found in TGIS = order cannot be executed.
(Cancelled by MTM, telephone MTM dispatch: +41 (0)58 571 31 13)

Print pickup note for EE 🖨 and hand to the driver.
Pick up ordered EE from the selected cooperative.
Incoming goods check of empty EE and pallets (Checked by the Truck-Driver
directly on the ramp).
In case of defects, correct in coordination with the sender or call the sender.

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	New booking	Preregistered booking									

Booking type: Orders →

Order date: 19.03.2022 ✓

Order date	Type	Quality	Quantity	preferred means of transportation	prefered collection partner	washed	PPal	Transportation note	Message number	
19.03.2022	1/2 Migros-GK	change	36	street	GMAA				1588442	📝
	AN	change	3432	street	GMAA					
	BN	change	1716	street	GMAA					
	U	change	1696	street	GMAA					
19.03.2022	BN	change	3432	street	GMNE				1588443	📝
	U	change	1056	street	GMNE					

Edit or delete an order (existing, parked)

Orders already entered can be displayed and edited:
- Select Bookings function tab.
- Select Parked Bookings booking tab.
- Select Orders booking type.
  The order of a specific date can be displayed by entering a date.
- The selected order can be edited using the pencil and notepad icon.
- The order is edited as described in the previous step.

It is possible to call up **past orders** by the order date at any time.
– Select Bookings function tab.
– Select Parked Bookings function tab.
– Select Past Orders booking type.
– Select a date.

If orders have already been entered for the specified day, the screen with the parked booking will be displayed and can be edited as described.
Another order for the same day can be entered by switching to the New Bookings tab
Examples:

- Another partial quantity for the same EE from another preferred pickup partner.
- **Where an order is to be deleted**, it will be displayed and set to 0 as described above. Input of 0 is mandatory in this case (field must not be left empty).

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Booking outbound deliveries

– Enter a delivery (outgoing) today

Function tab **Bookings**
Booking tab **New Booking**
Booking type **Outgoing**

- Enter contra account of the recipient (e.g. GMAA) and confirm with the "Enter" key.
- Select EE type and enter quantity delivered.
- DN reference 1 field: Enter number of manual delivery note where a manual delivery note was used and the booking is entered subsequently in TGIS.
- Document date field: Add effective delivery date if outgoing booking is not entered on the same day (outgoing is in the past, max. 30 days ago), e.g. for a manual delivery note.
- The outgoing transaction is saved definitively with the Book button (bottom right).
- When the booking is complete, the TGIS delivery note (TGIS DN) is displayed.

– Enter a future delivery (outgoing)

Function tab **Bookings**
Booking tab **New Booking**
Booking type **Future Outgoing**

- Enter contra account of the recipient (e.g. GMAA) and confirm with the "Enter" key.
- Enter future **delivery date** (= date of performance)**, up to seven days in the future.**
- The outgoing transaction is saved definitively with the Book button (bottom right).
- When the booking is complete, the TGIS delivery note is displayed.
- The delivery note can also be printed at a later time by going to: Booking type-> **Future Outgoing.**

General information

- Every outgoing transaction of filled exchange equipment must be entered in TGIS.
- A distinction is made between immediate outgoing (today) or future outgoing (one to seven calendar days in advance).
- All EE dispatched of a delivery including floor pallets is indicated.
- The TGIS DN is created in triplicate for the outgoing booking. The copies are labeled, with a copy for the sender, shipper, and recipient.
- The sender's copy is checked (possibly corrected) by the sender and the shipper when loading the EE.
- The shipper's copy is checked (possibly corrected) by the sender and the shipper when loading the EE. During unloading, the shipper's copy is checked by the recipient and the shipper (corrected if necessary).
- The recipient's copy is checked (possibly corrected) by the shipper and the recipient during unloading (incoming goods).
- If TGIS is not available, the Migros manual DN must be filled in, and the sender must enter subsequently the outgoing transaction in TGIS.

Entering a delivery today

I. Select booking type and contra account

After logging into TGIS, select the desired booking type, enter the outgoing transaction and book it.

- Select Bookings tab. ①
- Select New Bookings tab. ②
- Select Booking type «Exit». ③

II. Enter or search contra account of the recipient.

The contra account of an MTM partner must be entered for outgoing bookings.
Note: Some Migros branches do not have separate TGIS accounts.
Outgoing transactions must be booked to the appropriate cooperative!

- Parts of the account name can be entered in the Contra Account field positioning.
- Start a full-text search with the "Enter" key.
- All MTM partners are displayed that have the entered text in their account name.
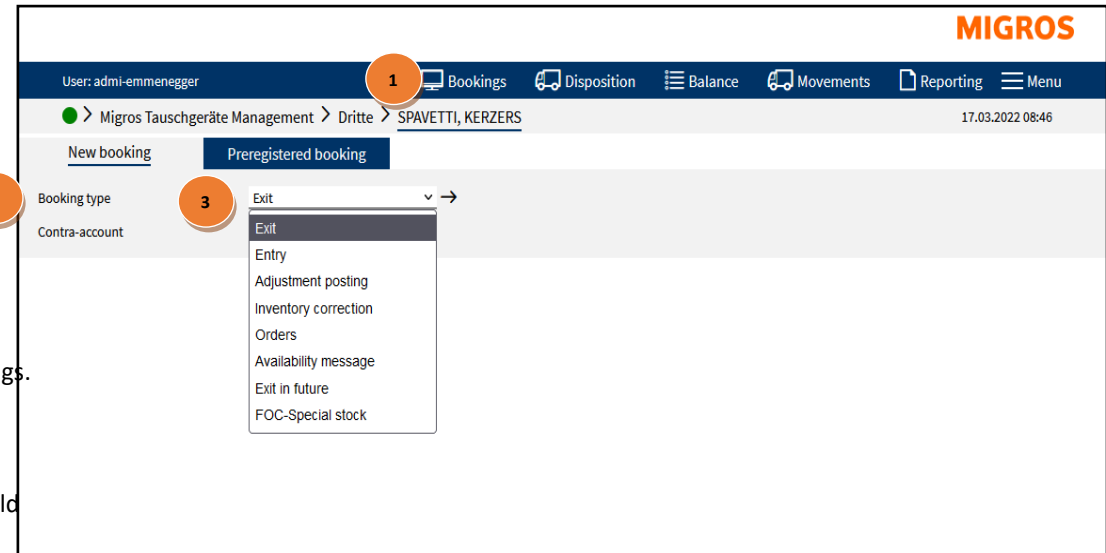
After the contra account has been selected, the entry screen for outgoing transactions is displayed. Only input fields for the EE (e.g. Pal) are displayed that can be exchanged between the two partners concerned.
You can describe different fields for the recipient or for your verification:

① Enter the number of pallets and/or EE delivered "**Units**" field
② **Goods delivery note no**. (optional). You can enter further details about the delivery (delivery documents) here. Rail car/shipper (optional), name of shipper or rail car no.
If the outgoing booking is **not** entered on the same day (i.e. in the past), enter in the **DN reference 1**③ field the number of the manual delivery note.
In the **Document Date**④ field, enter the effective outgoing date **subsequently** in TGIS**.** (F.e.by using a hand-delivery-note)
Using the **disk icon,** ⑤ you save the outgoing transaction definitively. The TGIS delivery notes are generated, displayed, and can be printed.

When the booking is complete, the TGIS DN is displayed and can be printed.
The TGIS DN is printed in triplicate:
Sheet 1: Copy for sender, signature: sender/shipper
Sheet 2: Copy for shipper, signature: sender/recipient
Sheet 3: Copy for recipient: signature, shipper/recipient

Suppliers who do not use a shipper do not require Sheet 2. Both the sender and recipient sign Sheet 1; the sender and recipient also sign Sheet 3.

Entering a future delivery

A future outgoing transaction <u>cannot</u> be edited further later

After logging into TGIS, select the desired booking type, enter the outgoing transaction and book it.
•   Select Bookings function tab.
•   Select New Bookings booking tab.
•   Select booking type "Exit in future".
•   Enter or search contra account of the recipient.
        (See Search Contra Account work instruction.)
After the contra account has been selected, the entry screen for future outgoing transactions is displayed.
Only input fields for the EE (e.g. AN) are displayed that can be exchanged between the two partners concerned
You can describe different fields for the recipient or for your verification:
•   Enter future delivery date (= date of performance).
The date may be only up to <u>seven weekdays</u> (including Saturday and Sunday) in the future.

Guidelines for selecting correct dates:
1. The date corresponds to the effective dispatch date (e.g. outgoing is entered on Friday for dispatch/delivery on Monday morning) and/or
2. The date must be identical to the received list notification (e.g. order number) at a Migros logistics facility, e.g. MVS (Suhr), MVN (Neuendorf) or TKN.
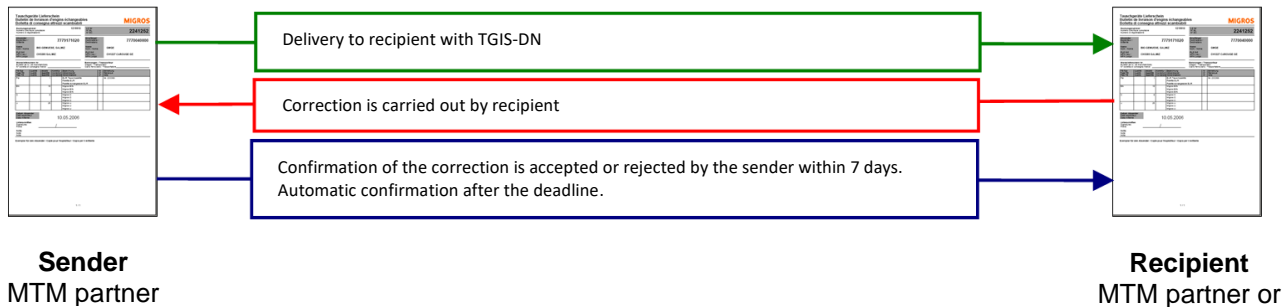•   Enter the delivery as usual.

Use the Book button to set the outgoing transaction to a parked status. <u>An error message is displayed if the date of performance is too far in the future.</u> The outgoing transaction has not been booked yet.
The book-out takes place on the date of performance.

But the TGIS DN is generated and displayed, and it can also be printed.
(The delivery note can also be printed at a later time.)

Correcting bookings

- Each incoming exchange equipment (EE) is accompanied by a TGIS delivery note (TGIS DN) or a Migros manual delivery note (manual DN).
- After an outgoing transaction has been entered, the delivery note can no longer be modified (also applies Future Exit).
- Only the recipient of exchange equipment can make corrections in TGIS. In order for a correction to be made, the entry must have been made no more than seven calendar days ago.

Delivery to recipient with TGIS-DN

Correction is carried out by recipient

Confirmation of the correction is accepted or rejected by the sender within 7 days. Automatic confirmation after the deadline.

Sender
MTM partner

Recipient
MTM partner or

- There are two options available in TGIS for entering a correction.
- Upon receipt of the goods, any corrections are noted on the relevant delivery note and are visually verified by both the shipper and the recipient.
- If the sender notices an error in his booking, he reports the correct quantity to the recipient by indicating the booking number.
- Based on this information, the recipient enters a correction booking in TGIS with reference to the booking number. In case of a negative adjustment (quantity adjusted downwards), a parked outgoing entry is created.
- Negative correction bookings must be confirmed by the sender. If these correction entries are not confirmed by the recipient, the parked entry is automatically confirmed and accepted after seven days.
- If the original sender does not accept a correction booking, he must contact the contra account so that the latter can delete the correction.
- If the two parties (sender and recipient) cannot reach an agreement, the case must be escalated to MTM with appropriate evidence.
- Simultaneous corrections of a booking in different directions (plus and minus, +/–) are possible.

Notes regarding the delivery note
In addition to the TGIS DN and the manual DN, the following provisions apply:

- For EE movements from suppliers to Migros that are booked via an electronic interface, the EE details on the standardized Migros goods delivery note apply.
- For EE movements from the Migros distribution centers to the stores, the EE details on the standardized goods delivery note of these logistics companies apply.
- Other delivery notes are not permitted for EE.

Corrections to bookings in movements (account transactions)
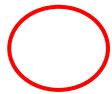
Where incorrect bookings are made, it is possible to correct them in the "Movements (Account Transactions)" screen.

But it is important to remember that the contra account must be notified before any correction is made.

An incorrect booking in movements (account transactions) can be corrected using the pencil icon. **The entry must not be more than seven days old, otherwise the icon will no longer be displayed, and must then be corrected in**

Displaying date ▾ / Date of booking	Shipper	Type	Pcs	Consignee	Reference 1	Reference 2	Booking type Booking nr.	User	Document nr.	Correction
17.03.2022 / 17.03.2022 09:15	ORIOR, BOECKTEN	Pal BN	+13 +703	BINA			Exit/Entry confirmed 260299172-010	tgv-7779585053	458346471	✏

consultation with the contra account via outgoing/incoming.

The following screen opens when you click on the pencil icon in movements (account transactions):

The quantity of the EE received can be adjusted in this field.	

You can explain the reasons for the correction in the "Reference 1" field or in "Comment".

Once the quantity has been adjusted, you can save the correction with the disk icon. The correction will then have to be confirmed by the contra account. The correction booking will become effective only once it has been confirmed.

Negative corrections (quantity corrected downwards) become effective only after manual confirmation by the original sender stock. Without confirmation of the sender, this correction is automatically confirmed after seven days and stock effective.

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Correction using the booking number

Select the booking type and booking number
- Select **Bookings** function tab.
- Select **New Bookings** booking tab.
- Select **Adjustment posting** booking type.
- Enter the **booking number** of the DN to be corrected and press "Enter".

Enter and book correction by the recipient
After you have entered the booking number, the booking is displayed, and the quantities can be entered on the DN by way of manual correction.

- Enter the effectively received EE in the fields **Total Received**.
- Use the **disk icon** to save the correction booking definitively.

Based on this information, a parked outgoing transaction is created for the original sender.
Corrections can be made in different directions (+ and –).

Positive corrections (quantity corrected upwards) are automatically confirmed and are immediately effective in terms of the booking.
Negative corrections (quantity corrected downwards) will only become effective in terms of the booking after manual confirmation by the original sender. Without confirmation of the sender, this correction will be automatically confirmed and effective in terms of the booking after seven days.

Type	Pcs	Reference 1	Note
Pal	0		
AN	0		
BN	0		
P1-01	0		
Pal Br	0		
1/2KN-Pal	0		
M-FALT	0		
1/4 CC Euro D	0		
Displaying date:			✕ 🖫

Confirmation of the correction booking

Once the recipient has entered a correction booking, the original sender must confirm it **within seven days** as follows:

- Select **Bookings** function tab.
- Select **Parked Bookings** booking tab.
- Select **Correction Incoming** booking type.
  All parked correction bookings (Correction Incoming) are displayed.
  The display can be limited by entering a contra account (see Search Contra Account work instruction).
- The parked correction booking can be confirmed via the key ✔.
  An outgoing booking is created for the difference in quantity from the original sender to the original recipient.
  If the original sender does not agree with the correction, he can contact the creator of the correction. The latter can cancel the correction.

Reverse a correction booking

If a parked correction booking is to be cancelled, the creator of the correction can proceed as follows:

- Select Bookings function tab.
- Select Parked Bookings booking tab.
- Select Correction Outgoing booking type.
  All parked correction bookings (Outgoing) are displayed.
  The display can be limited by entering a contra account.
- The parked correction booking can be cancelled via the key ✖.

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Reporting

In order to analyze the booking history, the booking data from TGIS can be created in Excel using the analysis function.

1. Booking date: The time period to be analyzed.
2.   Account: Enter your own account.
3. Contra account: The contra account to be used for the analysis.
                                          (Can be left empty if you want to view all bookings.)
4. Booking group: "Confirmed Bookings" must be selected.
5. Booking types: Selected automatically when the booking group is selected.
6. Booking direction: If only incoming or outgoing transactions are to be displayed for the analysis.
7. Type: Filter by package type (several EE can be selected by holding the CTRL key)

As soon as the criteria are set, the analysis can be generated using the arrow icon at the bottom right.
The analysis is created and sent to the e-mail address stored in TGIS (the creation may take some time).