

User guide nTAS for TUI suppliers

Hanover, February 2009





Table of contents

Title	Page
Accessing the web-based archive system over the internet	3
System requirements	4
The menu bar on the web browser	5
Logging on to TUI's web-based archive system	6
The start screen	7
Job 1 – Preparing searches	8
Sample document "Masterbill/Koala"	9
Sample document "Payment advice"	10
Job 2 – "Download documents as Zip file" and "Change password"	11
Job 3 – Fields in the hit list	12
Your search result	13
Display documents from the hit list	14
Downloading documents in the hit list	15
Log off from the web-based archive system	16



Accessing the web-based archive system over the internet

- The web-based archive system is used for searching for masterbills and payment advice documents.
- If you have not until now had access to the web-based archive system, you can apply for access formlessly by sending an email to our Accounts Receivable service centre (<u>tui-sc@tui.com</u>). Please let us know the email address to which the access data shall be sent.
- The login address is: http://archivsystem.tui.com/extern. When you go this address you will see a login screen. Please log on using your login data.
- To save this web page as a shortcut on your Desktop:
 - 1) open the web browser
 - 2) enter the address given above in the address line.

3) click "File" in the menu bar, then move cursor over "Send" in the dropdown menu to show and select/click on "Shortcut to Desktop".



 \rightarrow You can, if you like, rename the shortcut.

Alternatively, you can add the web address to your Favourites or Bookmarks.





System requirements

- You can login with any of the latest generation of browsers (e.g. Internet Explorer version 5.5 or higher, Mozilla FireFox).
- To display documents you need Adobe Acrobat Reader 6.0 or higher. If this is not installed on your PC, you can download and install it from <u>http://www.adobe.de/products/acrobat/readstep2.html</u>
- The PC must support Java Runtime Environment (JRE) version
 6.0 or higher to ensure the display of TIFF files.
- WinZip or a similar zip program must be installed to handle multiple file downloads.
 - → These are the essential system requirements to ensure that the documents stored in the system as PDF or TIFF files are displayed..



The menu bar on the web browser



- The usual internet functions are available
 - 1. Move back to show previous page with the "Back" button
 - 2. Show next page with the "Forwards" button
 - 3. Stop loading current page
 - 4. Reload the current page
 - 5. Print current page (the displayed page content)

	🚰 Login TUI Archivsystem - Microsoft Inte	ernet Explorer provided by TUI InfoTec GmbH
	Datei Bearbeiten Ansicht Favoriten	Extras ?
	💽 Zurück 🖌 🕤 🖌 💌 🗾	Ś
	Adresse 🔄 🖌 🔺	
1		
		· · · · · · · · · · · · · · · · · · ·
	2	Willkommen im Web Archivsystem der TUI 😈 现
		Anmelden
	5	Geben Sie Ihren Benutzernamen und das Kennwort für
		die Anmeldung ein und klicken Sie auf "Anmelden".
		Benutzername:
		Hilfe
		Kennwort:
		Anmelden Kennwort vergessen
	4	
		Wichtige Informationen



Logging on to TUI's web-based archive system

- The login page is displayed once you have navigated to the nTAS web address.
 - 1. Enter your user name and password

 \rightarrow Please note: You must have received your password in advance by email – enter this password (at least 8-figure).

- 2. Click on the Login button (or Enter key) to log on
- 3. You can obtain a new password by email by pressing the "Forgot your password" button.

Willkommen im Web Archi	vsystem der TUI 😈 📆
Anmelden	
Geben Sie Ihren Benutzernamen und das Kennwort für die Anmeldung ein und klicken Sie auf "Anmelden".	
Benutzername: Hilfe	
Kennwort:	TE 2
Anmelden Kennwort vergessen	



TUI

The start page



- The start page is sub-divided into 3 areas:
 - Area 1 \rightarrow contains document classes, search masks and filter options
 - Area 2 \rightarrow contains "Download documents as Zip file" and "Change password" buttons
 - Area 3 \rightarrow contains the hit list from your search

Document Classes								
Masterbill	mark u	unread entri	es undo marking				?	
Zahlungsallonge	celected t	read -	Document Type ÷	Firm +	Supplier +	Achievement Key 🗧	Document ID 🕈	Creation Date 🗧
Status		0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>914</u>	24.02.09
ngelesene 💌		0	Masterbill	TUI Deutschland GmbH	89764	11111	915	24.02.09
Firm		0	/ahlungsallonge	IIII Deutschland GmbH	89763	11111	<u>916</u>	24 112 119
· · · ·		0	Masterbill	TUI Deutschland GmbH	89763	111111	<u>916</u>	24.02.09
Subbuer		0	Zahlungsallonge	TUI Deutschland GmbH	69763	11111	<u>913</u>	24.02.09
Achievement Key		~	Masterbill	TUI Deutschland GmbH	89764	11111	123	24.02.09
	=	Y	Zahlungsallonge	TUI Deutschland Gmbi I	09763	11111	245	24.02.09
Creation Date	=	V	Masterbill	TUI Deutschland Gmbl I	09764	11111	<u>120</u>	24.02.09
m		Y	Zahlungsallonge	TUI Doutschland OmbH	80763	11111	<u>678</u>	24.02.00
Document ID		Y	Mactorbill	TUI Deutschland GmbH	89763	11111	<u>911</u>	24.02.09
	m	4	Zahlungsallonge	TUI Deutschland GmbH	89764	11111	<u>912</u>	24.02.09
Document Date	=	۲	Masterbill	TUI Deutschland GmbH	89763	11111	<u>913</u>	24.02.09
m	=	*	Zahlungsallninge	HIIDeutschland GmhH	89263	11111	914	24 112 119
,	=	4	Masterbill	II II Deutschland GmbH	89764	11111	815	24 112 119
search		4	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	916	24.02.09
download as zip-file 🕤		V	Masterbill	TUI Deutschland GmbH	89763	11111	913	24.02.09



τυι

Job 1 – Preparing searches





Sample document "Masterbill/Koala"



- Search mask search criteria for masterbill:
 - 1. \rightarrow Supplier number (here, e.g. 33333)
 - 2. \rightarrow Document number (here, e.g. 1002307)
 - 3. \rightarrow Service code (here, e.g. XYZ99999)
 - 4. \rightarrow Company (here, e.g. TUI Deutschland GmbH)

	33333]							MASTERBILL / GUTSCHRIFTSANZEIGE MASTERBILL / CREDIT ADVICE					4	•	
	Muster Musterstadt Musterland	TA					HO BEZ DE	MB-NO. IN RE DATUM INV DATE DE CST-SCHL XY DTEL CODE XY EICHNUNG SCRIPTION	3.12.2008 72.99999 3			T K H G H A	UI Deutschland G arl-Wiechert-Allee andelsregister: An eschäftsführung: I enrik Homann, Ro ufsichtsratsvorsitz	mbH 23, D-30625 Hannov Itsgericht Hannover H Dr. Volker Böttcher(Vo land Keppler ender: Dr. Michael Fri	er IRB 56512,UID: DE812777076 Irsiltzender), enzel
											WÂHRUNG CURRENCY:	EUR		SEITE/P/	AGE 1 VON/OF 1
NR NO	VORGANGS-NR. POS BOOKING NO.	S. NAME	ALTER AGE	LST-ANF. DATUM HOTEL ARRIVAL:	PM	PA	SONDER EXTRA	CODE	LST-ENDE-DAT. HOTEL DEPARTURE	NÁCHTE NIGHTS	BETRAG AMOUNT		KORR ZUR MB CORR TO MB	REFERENZ	BEMERKUNGEN REMARKS
1 2 3 4 5 6	29438 01 29438 02 23439 01 23439 02 14926 01 14926 02				IT IT IT IT	F00 F00 F00 F00 U00 U00		DBHH02 DBHH02 JEBMH02 JEBMH02 DBHH02 DBHH02 DBHH02	28.09.06 28.09.06 04.10.06 04.10.06 05.10.06 05.10.06					BU-Dat.: BU-Dat.: BU-Dat.: BU-Dat.: BU-Dat.: BU-Dat.:	23.08.2006 23.08.2006 29.08.2006 29.08.2006 01.07.2006 01.07.2006



Sample document "Payment advice"



- Search mask searh criteria for a payment advice:
 - 1. \rightarrow Document number (here, e.g. 1002307)
 - 2. \rightarrow Service code (here, e.g. XYZ22222)
 - 3. \rightarrow Company (here, e.g. TUI Deutschland GmbH)

C TUI Deutschland	2				
TUI Deutschland GmbH - D - 30620 FAM Muster Musterhausen	Hannover J	Seite Zahlung Unsere Zahlung Ihre Ba Ihre Ba Ihre Ko	gsdatum Referenz gsweise hk hk-Nummer htonummer	1 von 1 30.12.2008 00002-4664 Deutsche Au ERSTE BAN 100000-222 123456789	-635 uslandszahlungen IK AG/SPARKASSE
Zahlungsavis Wir teilen Ihnen mit, dass	wir in den nächst	en Tagen die nachf	olgend aufgei	führten Rechn	ungen vergüten werden.
Ihre Rechnungsnummer 1001283-MB	Leistungs schlüssel XYZ 22222	Rechnung Währung / Be EUR	 trag 238,00	Abzug	Zahlung (EUR) 238,00



Job 2 – "Zip file" and "Password"



- 1 If you have marked more than one document in the hit list, you can download these together as a Zip file to your local PC. Select "Download documents as Zip file" to start this process.
- 2 Whenever you want you can change the password you receive by email by pressing this button.





Job 3 – Fields in the hit list





The default setting means that the list shows all "unread" documents. "Unread" status is changed by marking each individual document and reading it or by pressing the "Mark all unread documents" button. Remove this marking with the "Remove mark" button.

Once the change has been made from "unread" to "read", the day's date is added and a green check mark is prefixed to the document.







Your search results

mark	unread en	tries undo marking						
selected #	read v	Document Type \$	Firm \$	Supplier +	Achievement Key \$	Document ID \$	Creation Date 🕈	Docun
	0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>914</u>	24.02.09	c
	0	Masterbill	TUI Deutschland GmbH	89764	11111	<u>915</u>	24.02.09	с
	0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>916</u>	24.02.09	с
	0	Masterbill	TUI Deutschland GmbH	89763	11111	<u>916</u>	24.02.09	с
	0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>913</u>	24.02.09	c
	4	Masterbill	TUI Deutschland GmbH	89764	11111	<u>123</u>	24.02.09	с
	4	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>245</u>	24.02.09	с
	4	Masterbill	TUI Deutschland GmbH	89764	11111	<u>123</u>	24.02.09	с
	4	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>678</u>	24.02.09	c
	4	Masterbill	TUI Deutschland GmbH	89763	11111	<u>911</u>	24.02.09	c
	4	Zahlungsallonge	TUI Deutschland GmbH	89764	11111	<u>912</u>	24.02.09	с
	4	Masterbill	TUI Deutschland GmbH	89763	11111	<u>913</u>	24.02.09	с
	4	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>914</u>	24.02.09	c
	~	Masterbill	TUI Deutschland GmbH	89764	11111	<u>915</u>	24.02.09	c
	4	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>916</u>	24.02.09	c
	4	Masterbill	TUI Deutschland GmbH	89763	11111	<u>913</u>	24.02.09	c_



Display documents from the hit list



- To show individual documents from the hit list, either click the relevant document entry or mark the document and download it.
- If you only want to display one document, you only have to click it and it will be opened by Adobe Acrobat Reader or the PC's own viewer.
- You have to use the "Download documents as Zip file" to be able to view a number of documents.



Downloading documents in the hit list



mark	unread entries	undo marking					?		
elected	read v	Document Type +	Firm +	Supplier +	Achievement Key +	Decument ID +	Creation Date +	Document Date 🖡	read =
●	0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>914</u>	24.02.09	04.07.09	
	0	Masterbill	TUI Deutschland GmbH	89764	11111	<u>915</u>	24.02.09	04.07.09	
●	0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>916</u>	24.02.09	04.07.09	
	0	Masterbill	TUI Deutschland GmbH	89763	11111	<u>916</u>	24.02.09	04.07.09	
	0	Zahlungsallonge	TUI Deutschland GmbH	89763	11111	<u>913</u>	24.02.09	04 07.09	
	0	Masterbill	TUI Deutschland GmbH	89761	11111	<u>123</u>	24.02.09	04.07.09	



- 1. To select all unread documents at once.
- 2. To "unmark" marked documents.
- Press the "Download documents as Zip file" button to download the documents



Log off from the web-based archive system



- Use the o button in the top right corner of the screen to log off from the web-based archive system.
- It is advisable to always use this log off button to exit from the application. Closing the browser window, as opposed to signing off properly, causes a lag and occupies server memory.

Document Classes	mark	unread entries	undo marking				0 =	
Masterbil Zathungsalange	a obseted	read -	Dosument Type +	Firm +	Supplier +	Achievement Key +	Document ID +	Creation Date +
Status	٠	0	Zainbung onlion ge	TUI Deutschland Onlik	89762	11111	914	90.03.09
ungelesene 💌	٠	0	Masterbil	TUI Deutschland Gribh	89764	14111	915	24.02.09
Firm	•	0	/ and ing safetings	IIII Deutschland Gribh	HH/HSI	11111	916	24102186
		0	Mosterioll	TUI Deutschliend OnteH	60763		210	24.02.09
Supplier	п	0	Zantung salonge	TUI Deutschlend OnteH	80763	11111	91.3	24.02.09
Achievement Key		~	Maskerfull	TUI Ceutschland Goldt	09704	11111	120	24.02.09
		~	Zahiung salonge	TUI Deutschland Gritii I	09700	11111	245	24.02.09

