

A member of TRATON GROUP

QUICK GUIDE **OUTBOUND ORDER BOOK**

Focus on New Car Logistics

Version 1.2 - 28.05.2024

public | internal | confidential | secret





- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information





- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information



1. Intro Outbound Order Book

- The Outbound Order Book (OOB) is an advanced digital platform that allows shippers of vehicles to share transport and service orders with their logistics service providers and to report order confirmations and status messages back to the shippers.
- You can access the OOB through following Links:
 - 1. https://outbound-order-book.rio.cloud/#/transport-orders
 - 2. https://rio.cloud/





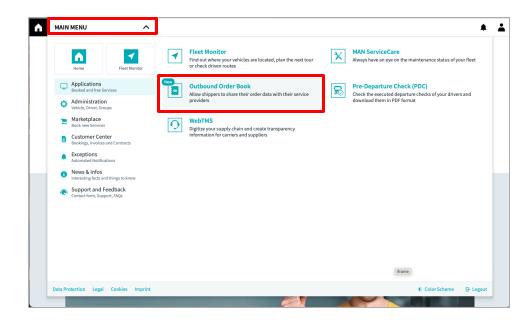
- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information

2. Go to the **OOB** webpage and log in using your username and password. The OOB administrator in your company can create and change accounts or passwords if needed.



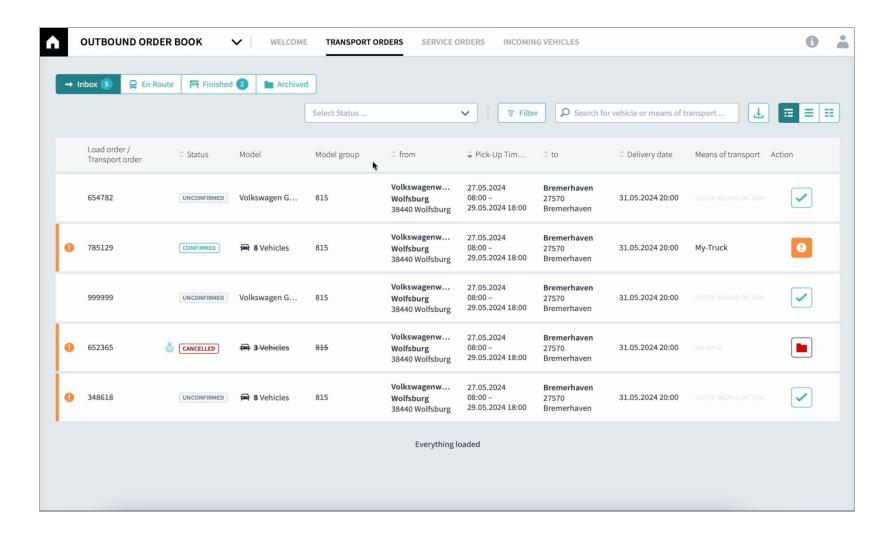






2. After logging in to OBB, the user is presented with an overview of transport orders. Each row contains additional attributes related to the resprective vehicle, such as delivery location and model.





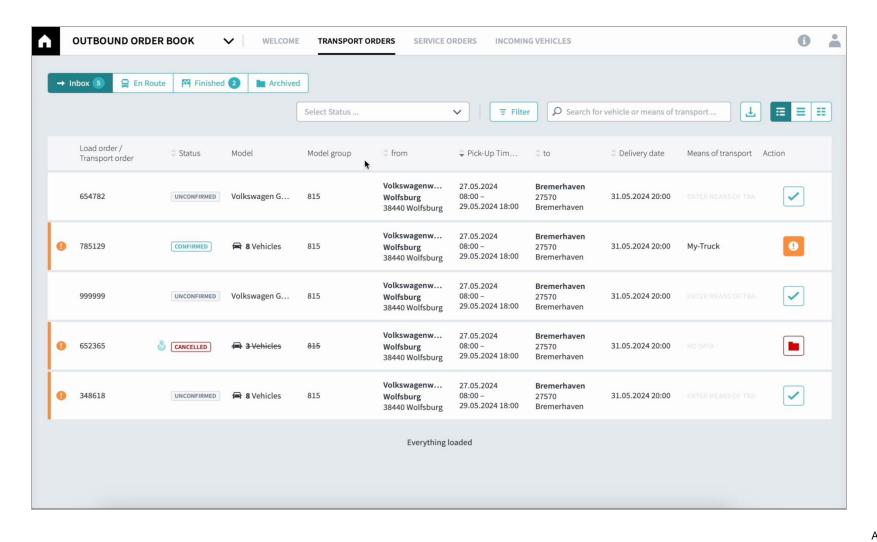




- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information

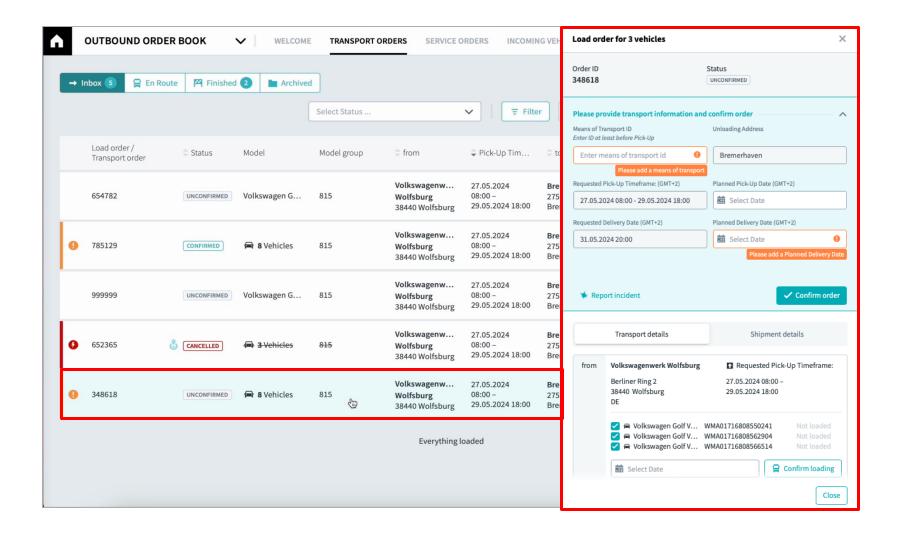
3. After logging into the OOB, the user is presented with an overview of transport bundles or single transport orders. Each row contains additional attributes related to the respected vehicle(s), such as delivery location and model.





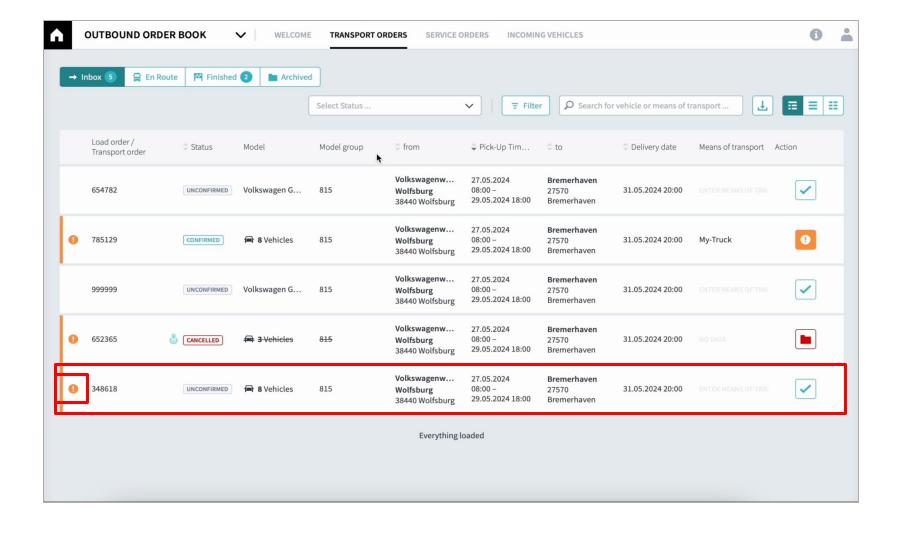
3. The user can access **futher details about each transaction** by clicking on the corresponding row. On the right-hand side, the **detailed view** opens up.





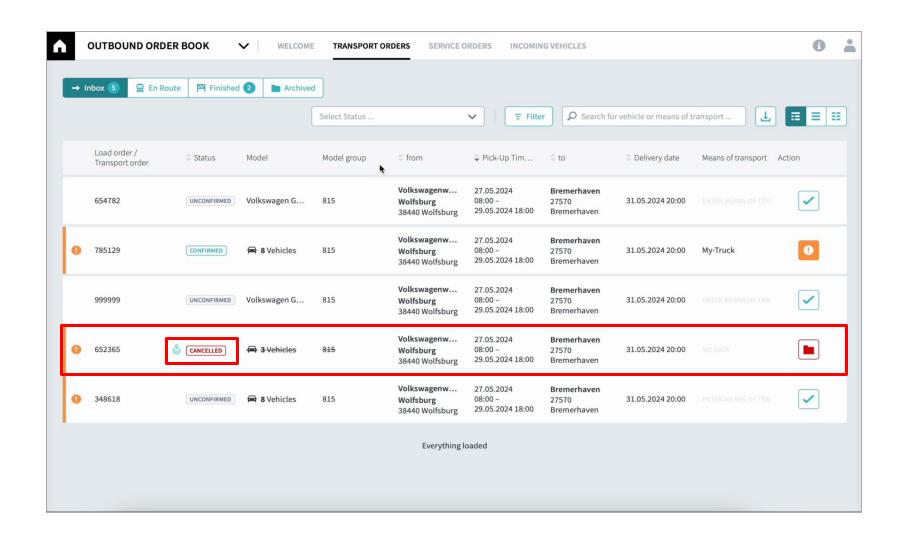
3. The **orange exclamation mark** indicates that the **transport bundle/order** has beed **updated by Volkswagen**. The means that some data within the transport bundle/order has been modified.





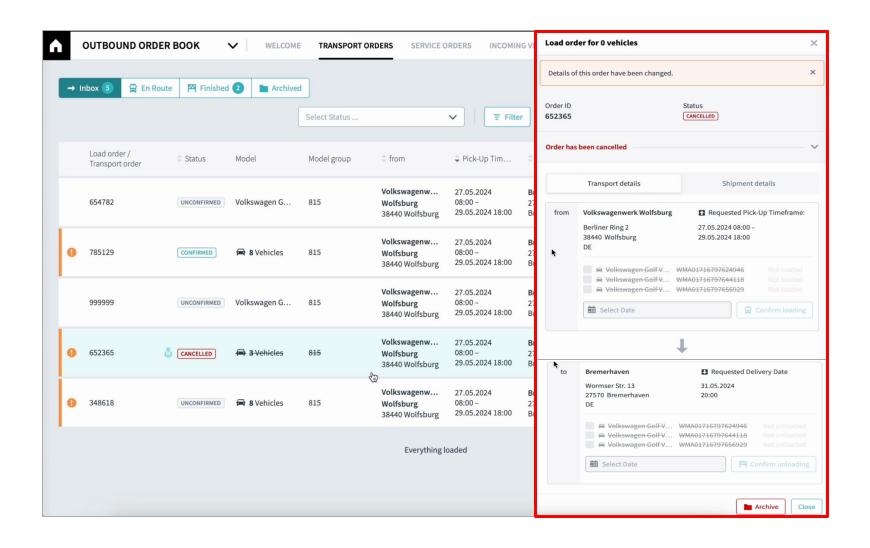
3. Cancelled orders are marked with a red lightning bolt symbol.





3. Once a transport bundle/order has been **cancelled**, it is no longer possible to input any further information.





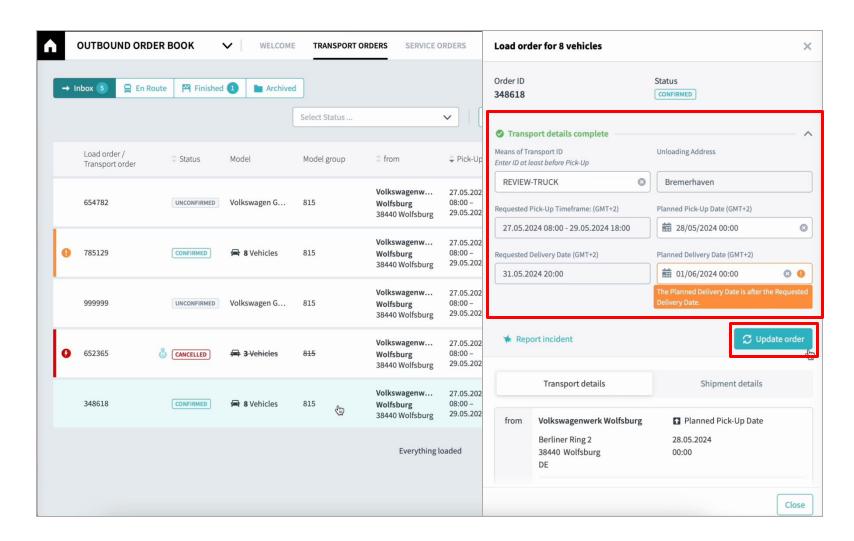




- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information

4. By clicking on a row, the input form for **confirming a transport bundle/order** opens up





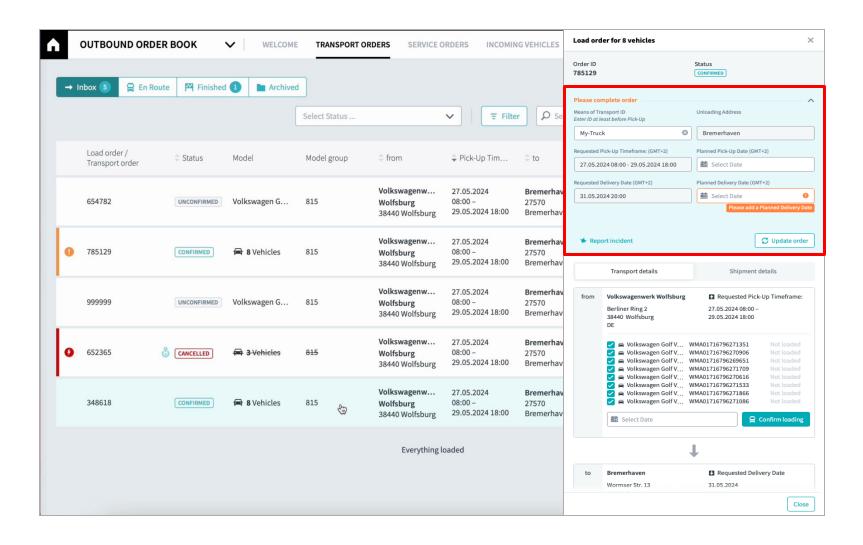
The following fields need to be filled out:

- Truck License Plate
- Pickup Date and Time
- Delivery Date and Time

Once the fields are completed, click on "**Update order**".

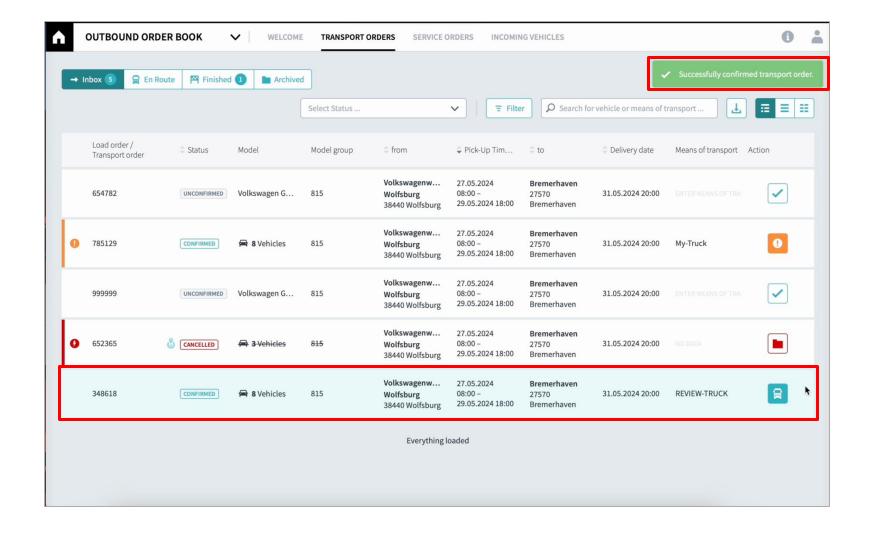
4. After confirming the transport order, the data can be updated any time.





4. The transport bundle/order is **complete when all necessary data** has been entered. In this case, it is marked as "Confirmed" and does not have any special labeling or tag.





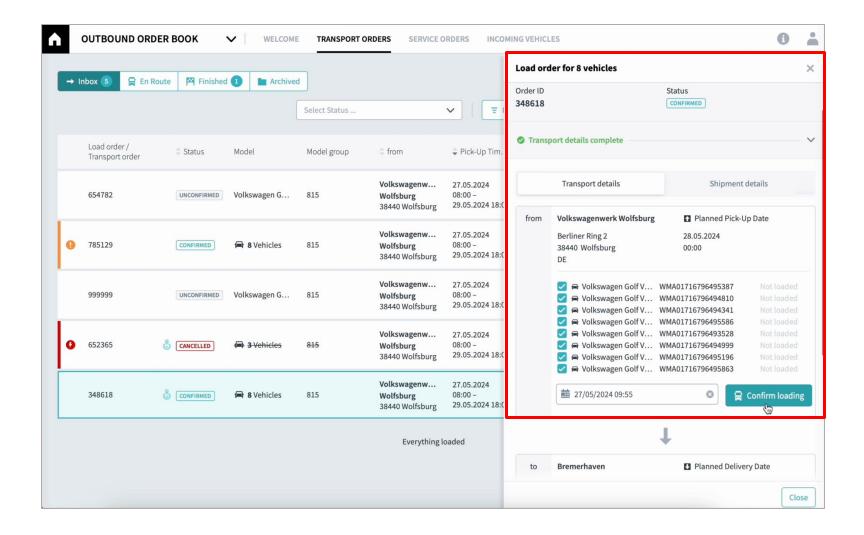




- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information

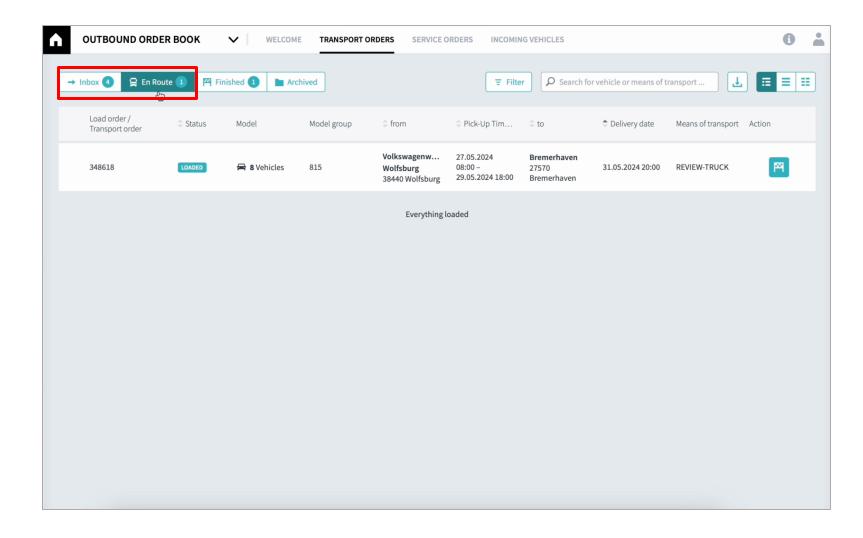
5. To input the loading date and time, click on the desired row, and then click the "Confirm loading" button. This action opens an input form where you can enter the data. Confirm the input by clicking "Confirm loading" again.





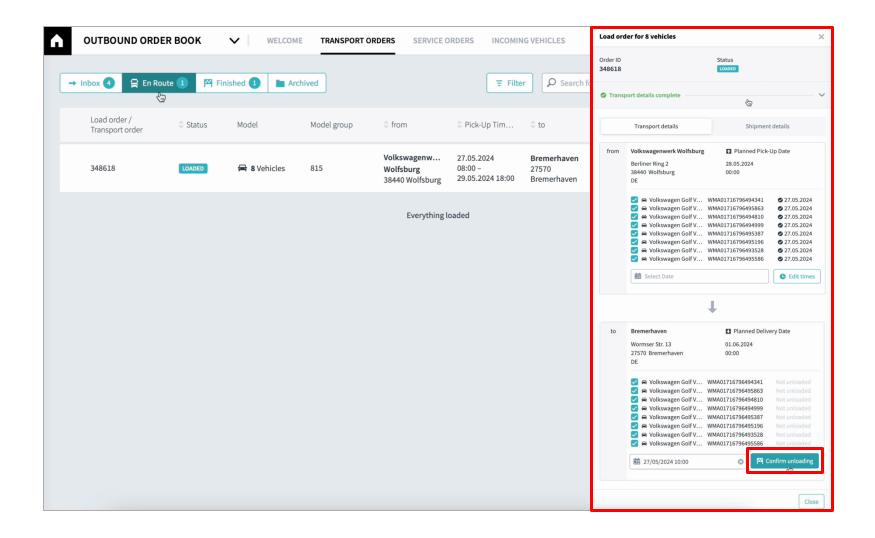
5. **After successfully loading the vehicle**, the status of the transport bundle/order changes from "**Inbox**" to "**En route**". Be aware that you find these orders now in a different tab (as shown below).





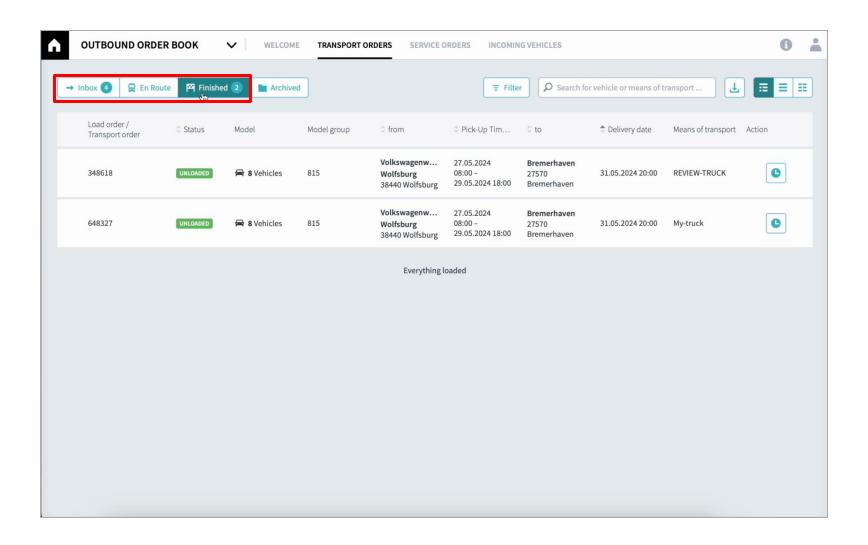
5. To **confirm unloading or delivery of a vehicle**, the use of the input form is necessary. Confirmation is done via the **"Confirm unloading"** button.





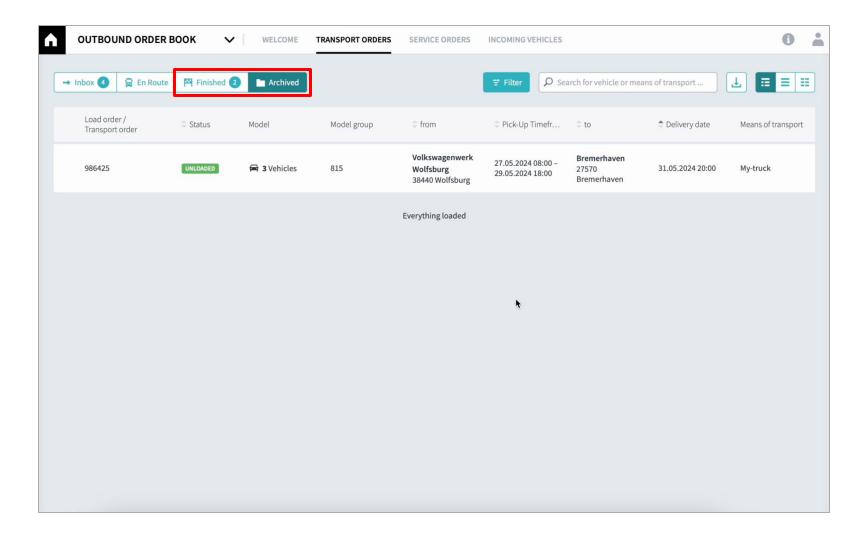
5. After successfully unloading or delivering the vehicle, the status of the transport bundle/order changes from "En route" to "Finished".





5. **72 hours after the first "unloaded" status message** for a Transport Order has been received, the transport order is **finalized**. After the finalization **no further updates are possible and can be archived.**









- 1. Intro Outbound Order Book (OOB)
- 2. Login and System Overview
- 3. Transport Order Overview
- 4. Transport Order Confirmation
- 5. Transport Status Updates
- 6. FAQs and Contact information



6. FAQs & Contact information

- We recommend that you check our **FAQ documentation** regularly for updates. The documents are always kept up to date on these websites:
 - RIO: Outbound Order Book (rio.cloud)
 - Volkswagen: Outbound Order Book (vwgroupsupply.com)
- For **technical and procedural** questions/concerns please reach out to:
 - **Volkswagen Support**
 - Website: Outbound Order Book (vwgroupsupply.com)
 - VW-Team Outbound Order Book Email: outbound.portal.vwag.r.wob@volkswagen.de
- For **technical** questions/concerns please reach out to:
 - RIO Support
 - Website: https://rio.cloud/de/
 - RIO-Team Outbound Order Book Contact form
 - RIO Support Email: support@rio.cloud