KOCH SOLUTIONS

Manuals and Instructions

VDR Handling Instruction

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			Prep	Check	Appr
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1	03.06.2024	Instructions revised	KuOe	BeBe	BeBe
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Supplier Manual, Version 1.2

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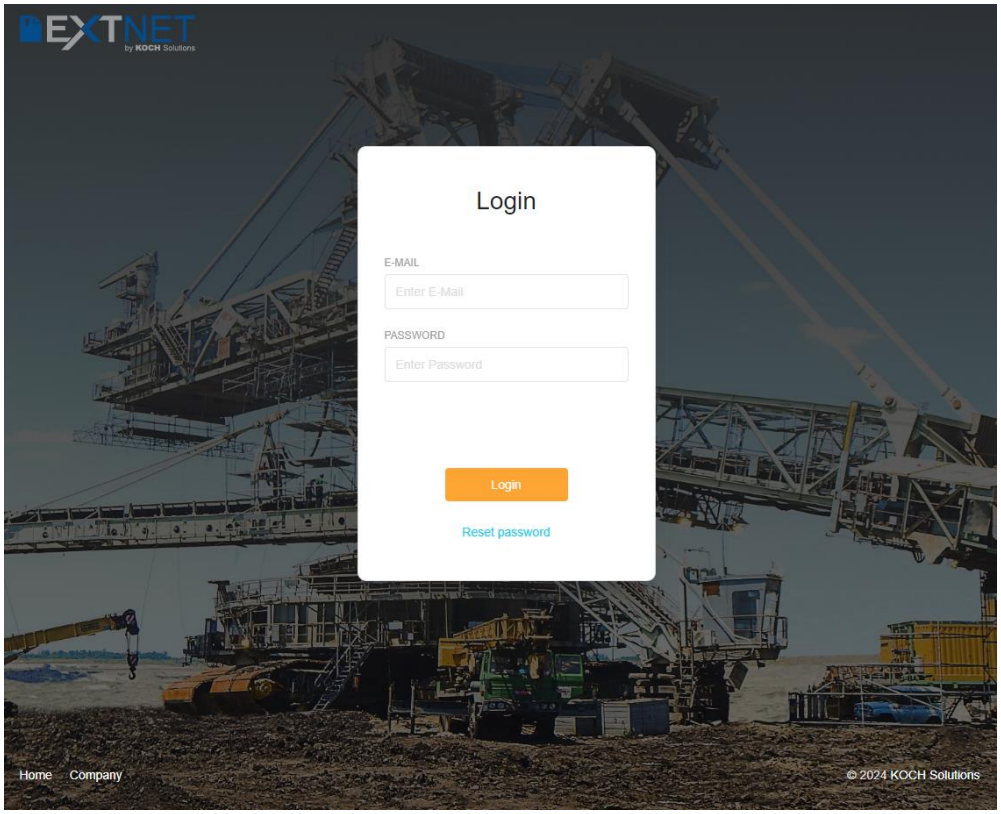
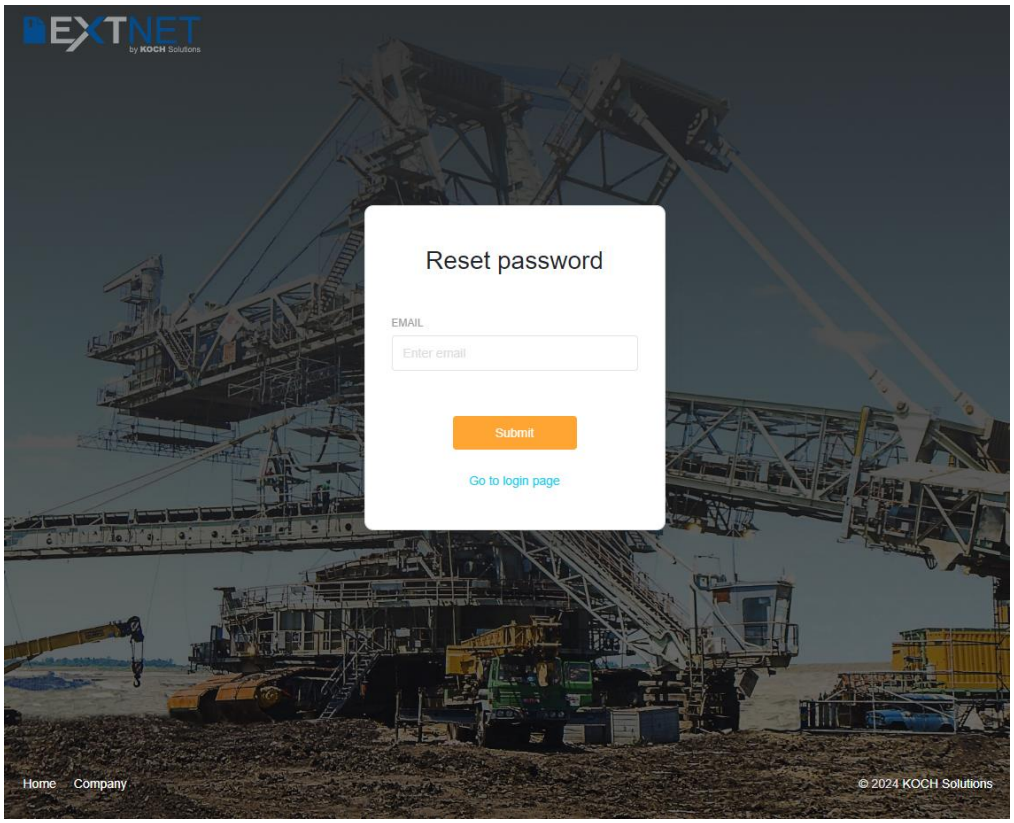
Login

Login page



Upon visiting extnet.koch-solutions.com the login page will display automatically. To log in, please enter your email and password and click the login button.

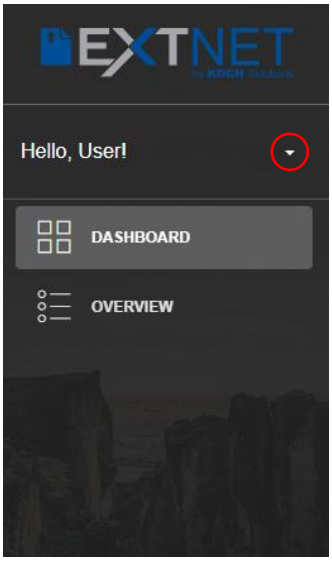
Reset password

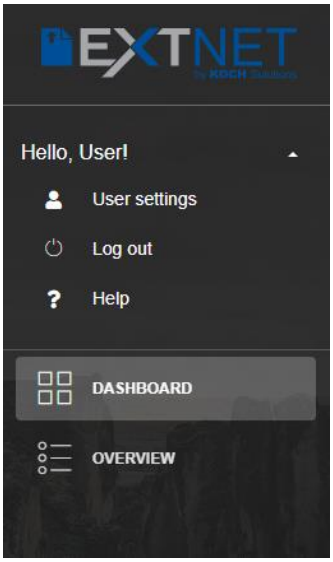


To reset your password, click the link underneath the login button. There, enter your email address to receive a new password.

Sidebar

The sidebar lets you navigate through the web application. You can expand the user section to reveal more options, like the user settings page or the log out button.

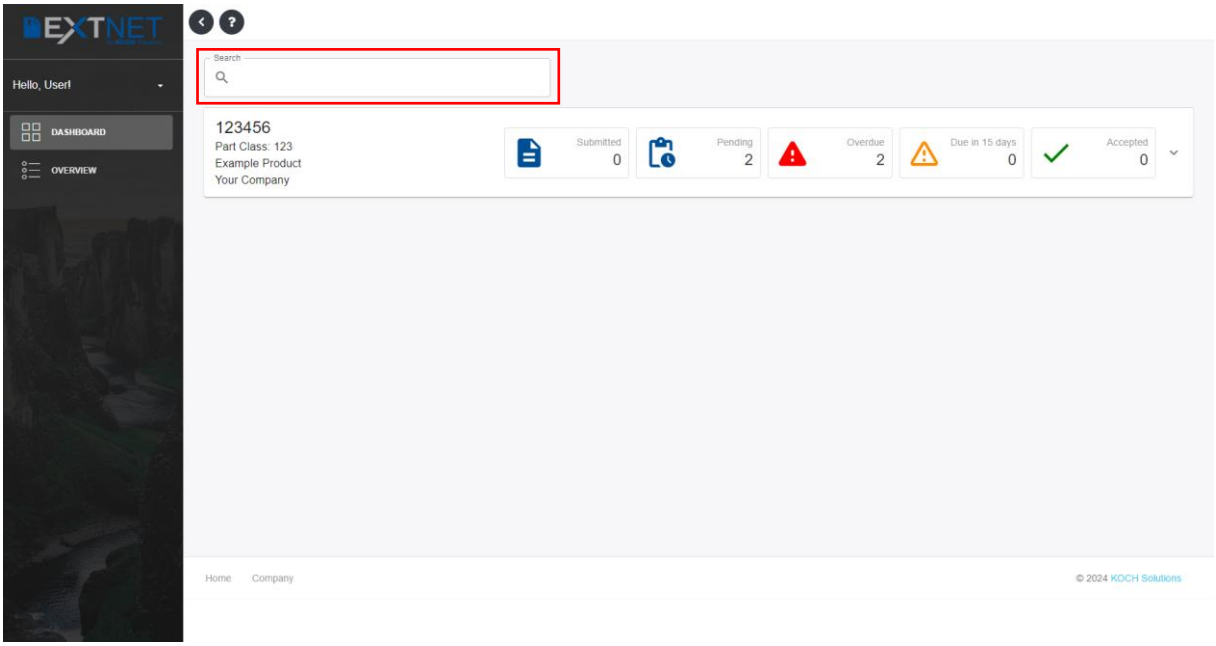




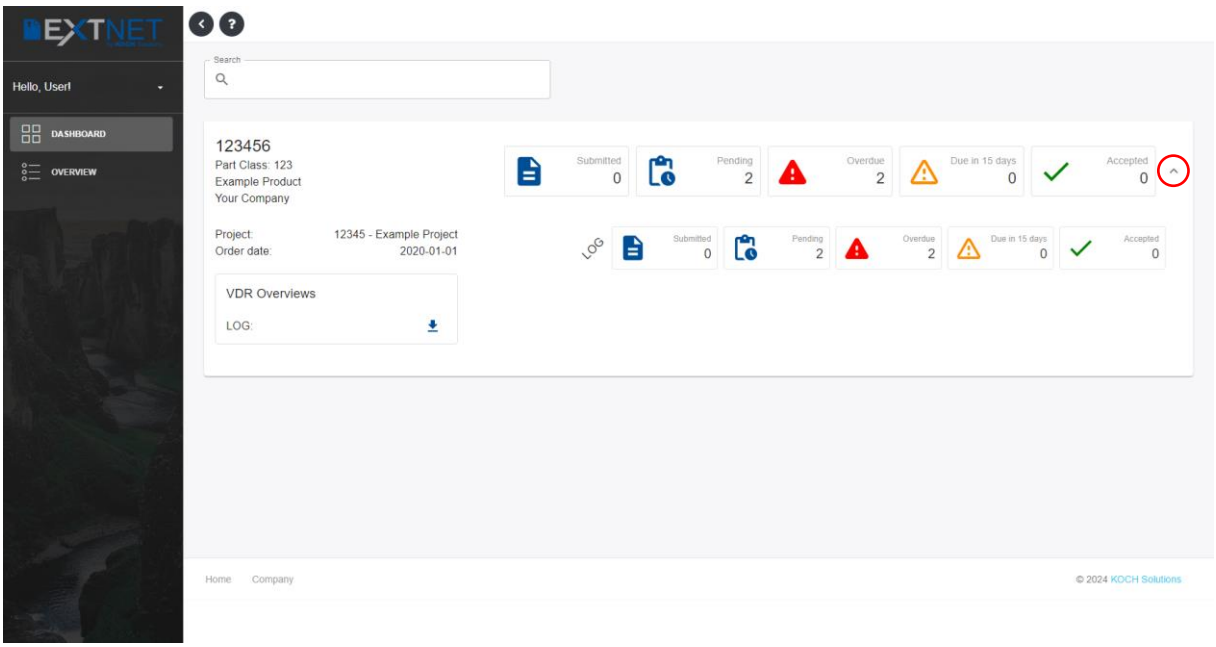
Dashboard

After logging in you will be redirected to the dashboard. This page provides an overview of current purchase orders.

You can search for specific purchase orders by using the search field at the top of the page, and entering any information.



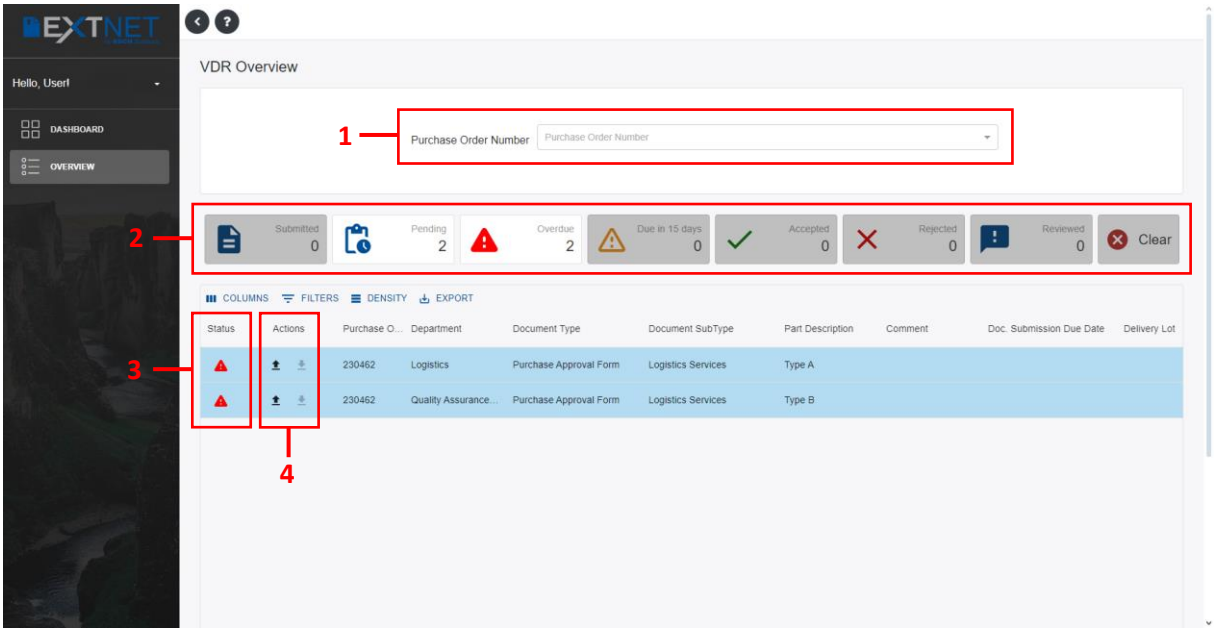
You can expand the purchase orders to reveal more information:



It is also possible to click on the cards on the right to jump directly into the relevant entries in the overview page.

Overview

In the overview page you can find each document that you need to submit.



You can…

1. …filter the documents by purchase order
2. …filter the documents by status
3. …hover over the status icon to get detailed information about the status of the document
4. …upload and download documents via the respective buttons

You are able to scroll to the right of the table to see all the columns.

Uploading Documents

Once your document is ready for submission, head over to the overview tab and find the correct dataset. Make sure the format of your file is correct.

Then, click the upload button in the actions column (4 in the picture above).

In case you want to upload multiple files, for example a folder containing multiple photos, open the folder and then select all of the files you want to upload. You have a few options on how to do this:

1. Select all files in the folder with CTRL + A
2. Select multiple files by left clicking into empty space and dragging the cursor to perform an area selection
3. Select each individual file with CTRL + left click

Afterwards, make sure you selected the correct files and click the submit button.