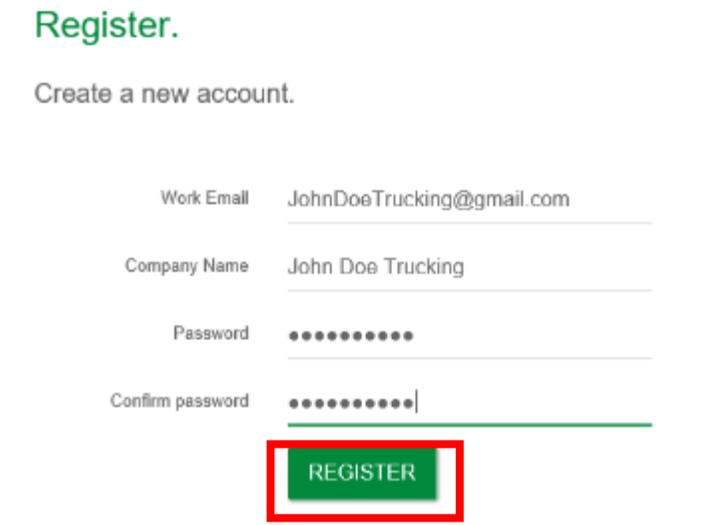
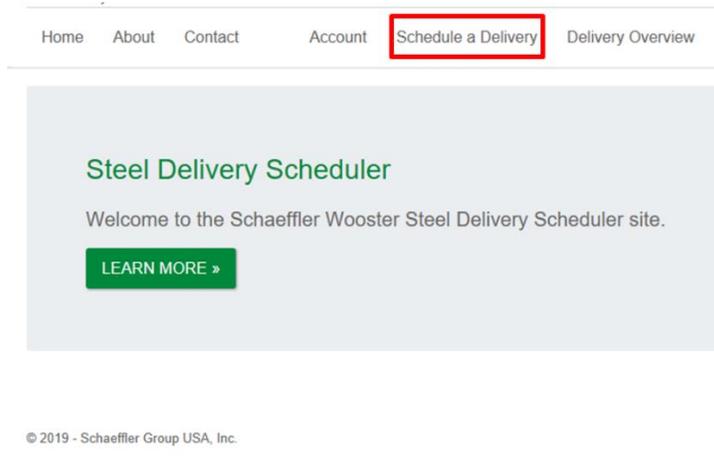
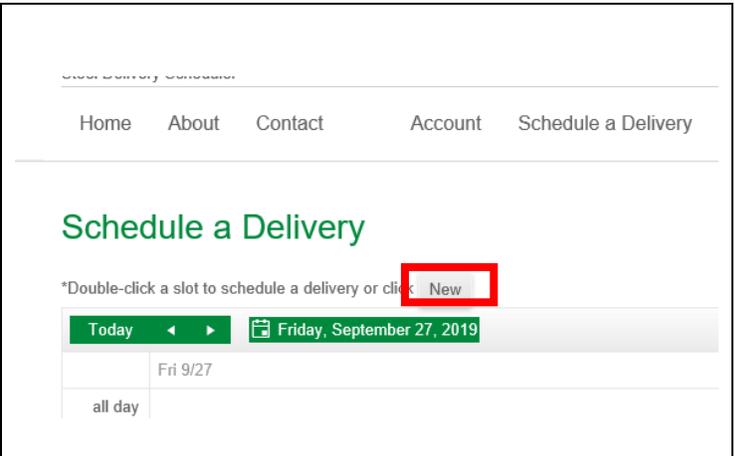


<u>Procedure:</u>	<u>Visual:</u>
<p>1. Go to <a href="http://www.schaeffler-delivery.us">http://www.schaeffler-delivery.us</a> and Select register to create an account.</p>	 <p>The screenshot shows the top navigation bar of the Schaeffler website. On the left, there is a 'Register' button highlighted with a red rectangular box. To its right is a 'Log in' link. On the far right is the 'SCHAEFFLER' logo in green capital letters.</p>
<p>2. Complete the form and select "REGISTER". account activation will take 1-3 business days.</p>	 <p>The screenshot shows the 'Register' page. At the top, it says 'Register.' and 'Create a new account.' Below this are four input fields: 'Work Email' (filled with 'JohnDoeTrucking@gmail.com'), 'Company Name' (filled with 'John Doe Trucking'), 'Password' (filled with dots), and 'Confirm password' (filled with dots). At the bottom of the form, a green 'REGISTER' button is highlighted with a red rectangular box.</p>
<p>3. Select the "Schedule a Delivery" tab.</p>	 <p>The screenshot shows the website's navigation menu. The menu items are 'Home', 'About', 'Contact', 'Account', 'Schedule a Delivery', and 'Delivery Overview'. The 'Schedule a Delivery' link is highlighted with a red rectangular box. Below the navigation menu is a section titled 'Steel Delivery Scheduler' with a 'LEARN MORE &gt;' button. At the bottom of the page, there is a copyright notice: '© 2019 - Schaeffler Group USA, Inc.'</p>

- Find the day you would like to schedule a Steel deliver and click the new button or double click the time.



- Complete the “Event” pop up
  - Bay: Select “ Wooster Steel Delivery Bay” from the drop down.
  - Start Time: Select desired delivery Time
  - End Time: Automaticlly populated (45 min)
  - Steel Company: Select steel supplier
  - Carrier Company : Automaticlly populated
  - Material Master: Put the 13 digit steel number of every steel being delivered with the Kgs of that steel being delivered.
  - Hit Save and this will be scheduled.
  - \*If the time is booked it will not allaow you to save

