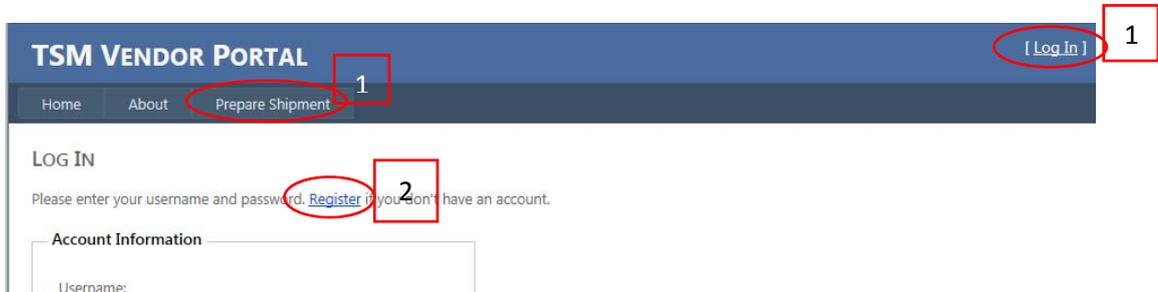


### How To Register For A New Username/Password

1. You can go to register page through [Log in] on the top right of page or on Prepare Shipment



2. When go to Log in page click on Register
3. On Register page you will see box like below

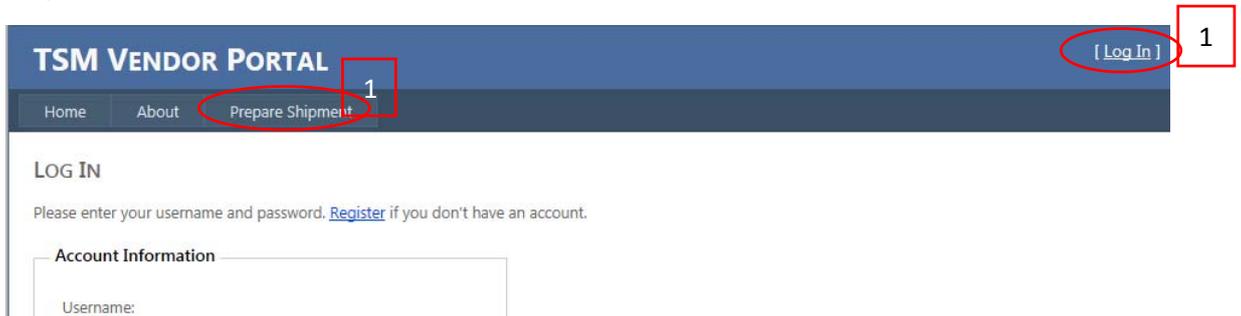
#### Details:

- |                     |                                                                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Username         | You will create with yourself but it will not same other username on system.                                                                   |
| 2) E-mail           | This is Email that you sent to TSM for use to register.                                                                                        |
| 3) Secret           | Code that TSM sent to you (5 characters)                                                                                                       |
| 4) Password         | Rules of password are:<br>- Password must minimum length 6 characters.<br>- Password must contain with Non-Alphanumeric at least one character |
| 5) Confirm Password | Enter Same Password                                                                                                                            |

4. Click **Create User** button if Register Complete Web will redirect to Prepare Shipment page

## How To Login

1. You can go to Login page through [Log in] on the top right of page or on Prepare Shipment



2. When go to Log in Page you will see box like below

The screenshot shows the 'Account Information' login form. It has a title 'Account Information' and a 'Username:' label above an input field. Below that is a 'Password:' label above another input field. There is a checkbox labeled 'Keep me logged in' and a blue link labeled 'Forgot Password'. Below the form is a blue 'Log In' button.

### Details:

- |                      |                                                                                                                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Username          | This is username that you register                                                                                                                                                            |
| 2) Password          | This is password that you create for this username                                                                                                                                            |
| 3) Keep me logged in | Tick on this check box if you want program to remember that you log in.<br>Remarks: This function will remember your login status for one day that mean on the next day you will login again. |
| 4) Forgot Password   | If you didn't remember your password you can click on this link system will sent your password to your email that you use to register.                                                        |

## How To Prepare Your Shipping Document

- When you login successful go to Prepare Shipment page you will see table like below

1

PO No  Filter Reset

<input type="checkbox"/>	PO No.	Line	Release	Item	Order Date	Due Date	Qty Ordered	Qty O/S	Shipping Qty
<input type="checkbox"/>	[REDACTED]				29-Mar-2013	30-Apr-2013	3,000.0000	3,000.0000	3000.0000

### Details:

- Filter: You can filter you data by PO No, Item, Order Date, Due Date
- Qty Ordered: Ordered Quantity.
- Qty O/S: Outstanding Quantity is the remain quantity that you not sent to TSM yet. Outstanding will change after TSM received your item and receive to ERP System for a few minutes.
- Shipping Qty: Quantity that you want to delivery to TSM. It must not greater than Qty O/S
- Invoice Number: Your invoice number same invoice number you sent to TSM on that delivery.

REMARKS: Data on website will update after in TSM ERP System update for a few minutes.

- Select check box at the line you want to delivery or if you want to select all you can check box on top.
- If you want to change Shipping Qty you will enter new qty on Shipping Qty.
- Enter Invoice Number.
- Click Generate button.
- Program will generate Purchase Order Delivery Sheet like below you must print this page and sent to TSM on this Delivery. You can save this page for print later. (You can print or save with tool bar like in picture or Press keyboard with CTRL+P. )

Thai Summit Mitsuba Company Limited

Purchase Order Delivery Sheet

[REDACTED]

Invoice No: INV7777 Printed : 4/24/2013 6:33:46 PM

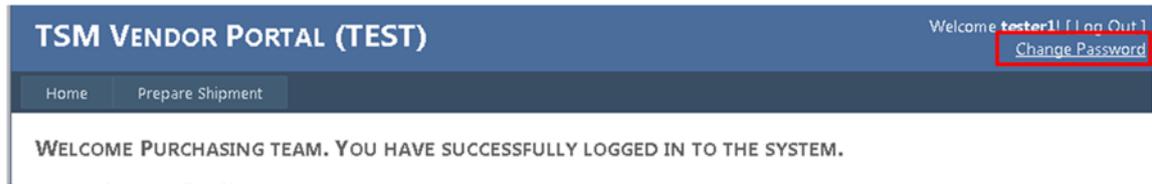
---

<b>1</b>	PO No: [REDACTED]	Line: 1	Release: 0	Order Date: 1/20/2012 12:00:00 AM	
	E6001-00368 : [REDACTED]				
	Ordered: 1.0000	O/S: 1.0000		Shipping: 1.0000	

---

## How To Change Password

1. On top right of page click on Change Password.



2. Input your old password, new password and confirm new password.

### CHANGE PASSWORD

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

**Account Information**

Old Password:

New Password:

Confirm New Password: