# Manual „Wave“

Suppliers

June 2024

# AGENDA

1.1 Login | MFA

1.2 Home | Dashboard | Representative | User Account etc.

1.3 Process „Packaging“

1.4 Process „Reclamation“

# 1.1
# Login | MFA

# Login

http://kaufland-artwork.com

You‘ll recieve your log-in data via Wave. Change your password and log in.

# Multi Factor Authentification (MFA) for external users - Procedure

MFA = More requirements before loggin in!

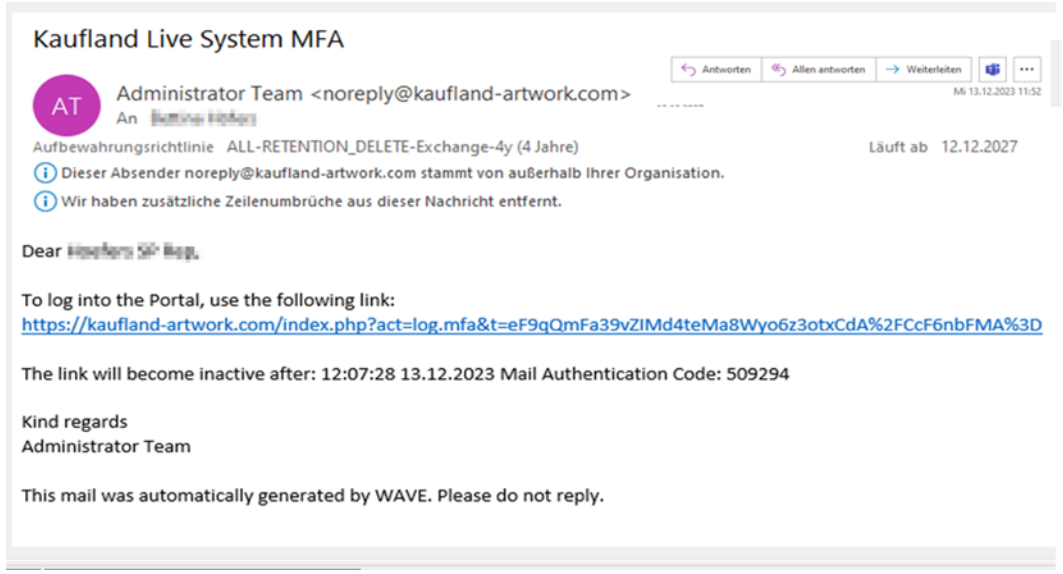
**1** Enter user data

**2** Notification via email dispatch incl. Login code

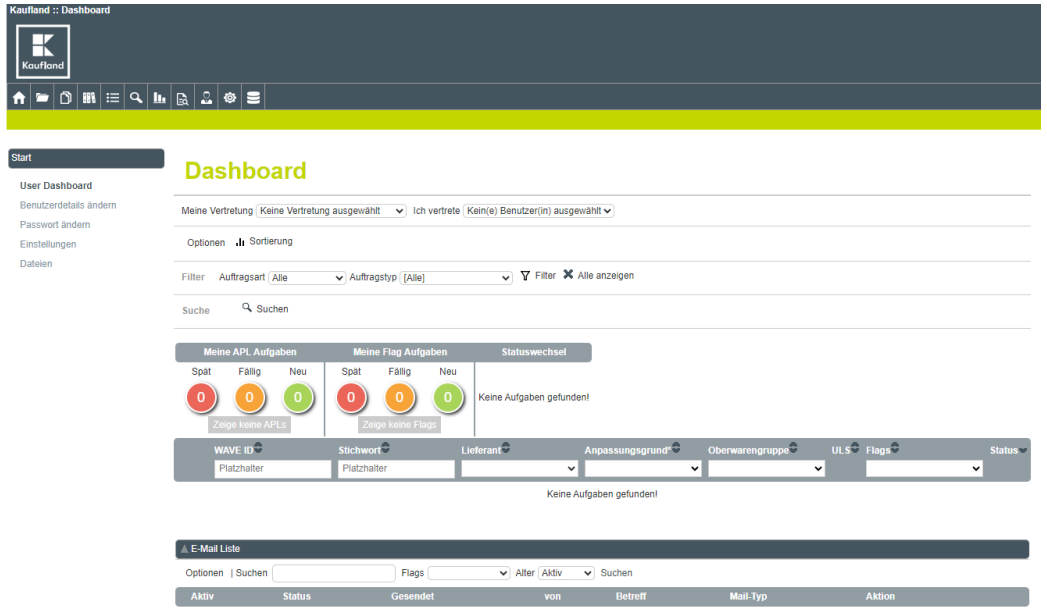
*The authentication code mentioned in the field is only used for the correct identification of the e-mail. To log in, please click on the link in the email.*

# Multi Factor Authentification (MFA) for external users - Procedure

**3** Click on the link in the email




**4** Automatic login in a new tab

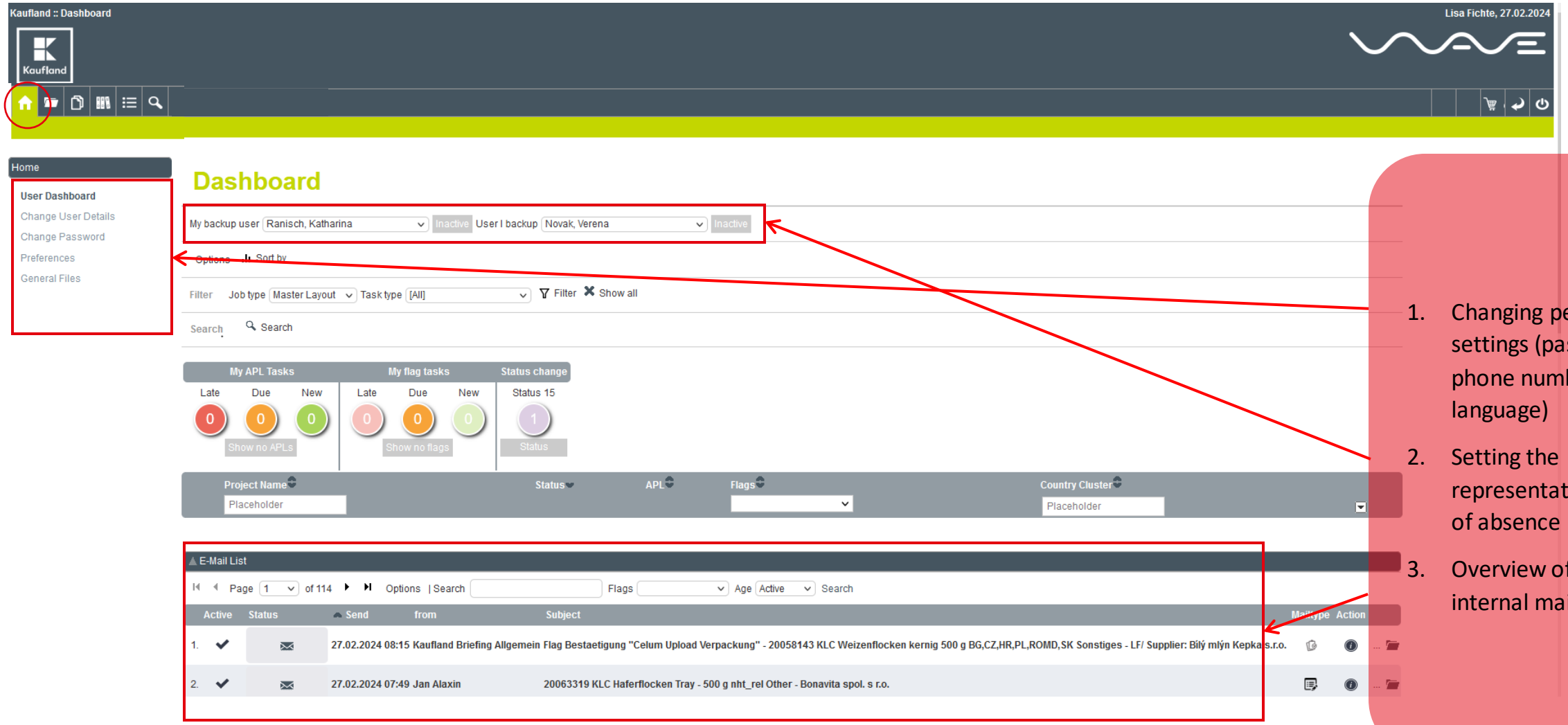


# Please pay attention to the following specifications regarding the MFA login

- The E-Mail will be sent from WAVE **immediately**
- If you do not receive an e-mail, please check your **spam folder**
- The token is valid for **15 minutes** only. If you do not login within this time, you need to click on the login button again to receive a new code.
- After the login you will be directed to the WAVE landing page or to the job you wanted to open (make sure, that the link will be open in the same browser as before)
- If you repeatedly encounter problems, please check you e-mail server settings with your local IT (network protocol must be at least **TLS 1.2**)

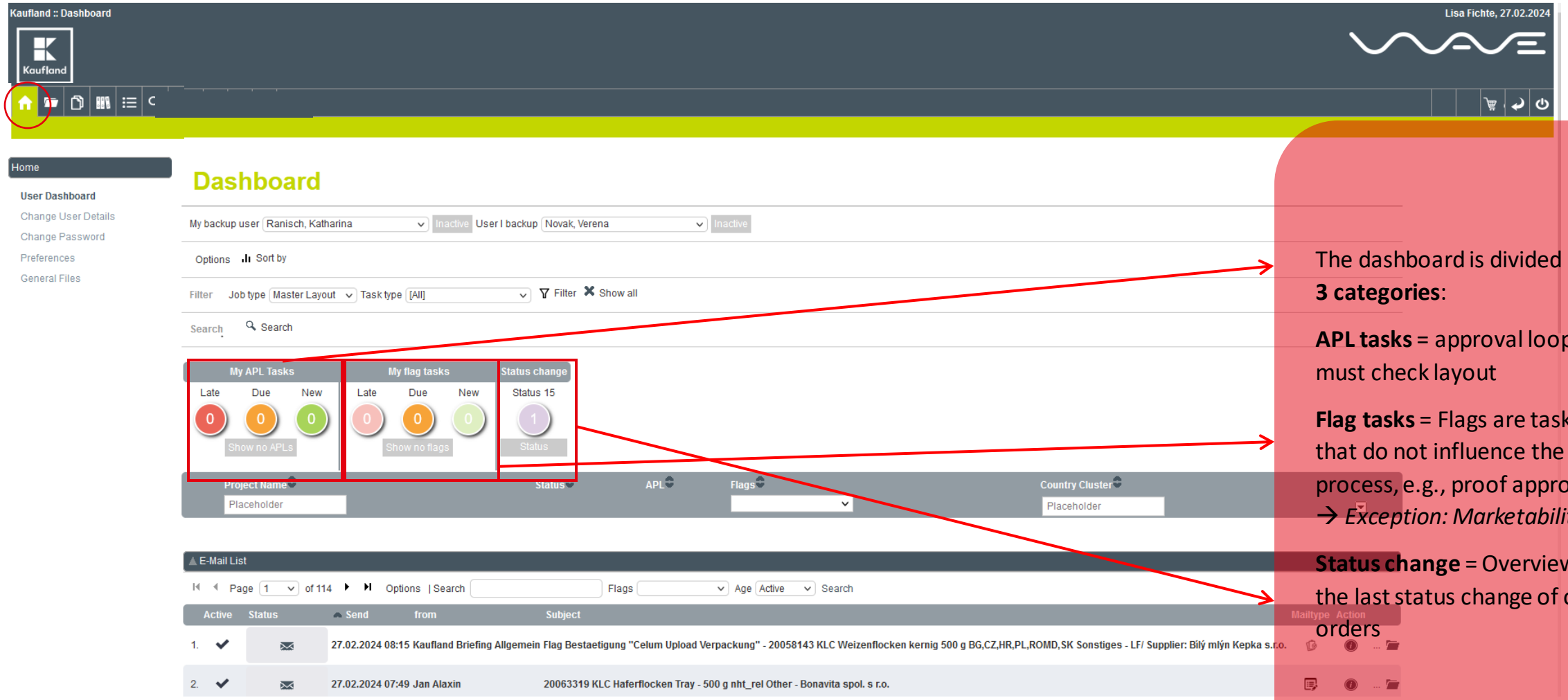
# 1.2
# Home | Dashboard | Representative | User Account etc.

# Home – All tasks in a overview




1. Changing personal settings (password, phone number, language)
2. Setting the representative in case of absence
3. Overview of the wave internal mails

# Home – All tasks in a overview



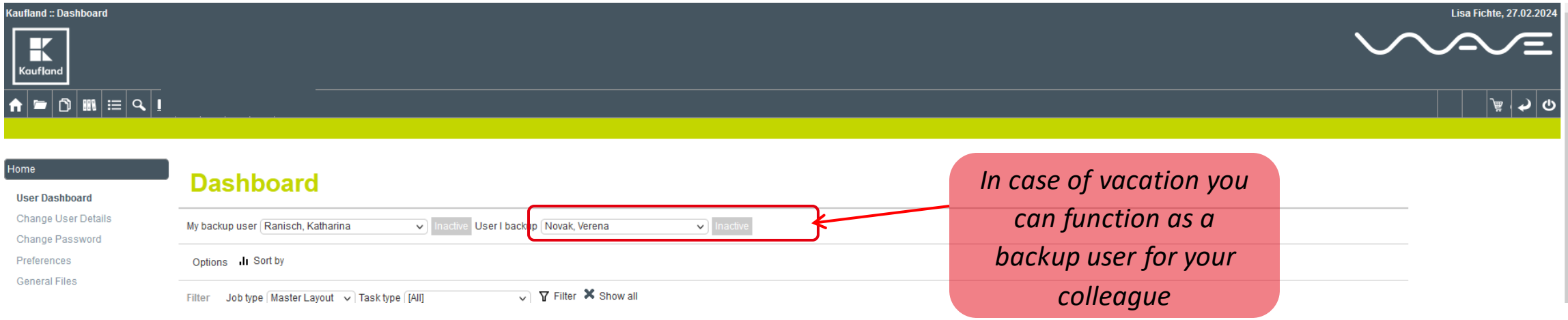

The dashboard is divided into **3 categories**:

**APL tasks** = approval loop, BM must check layout

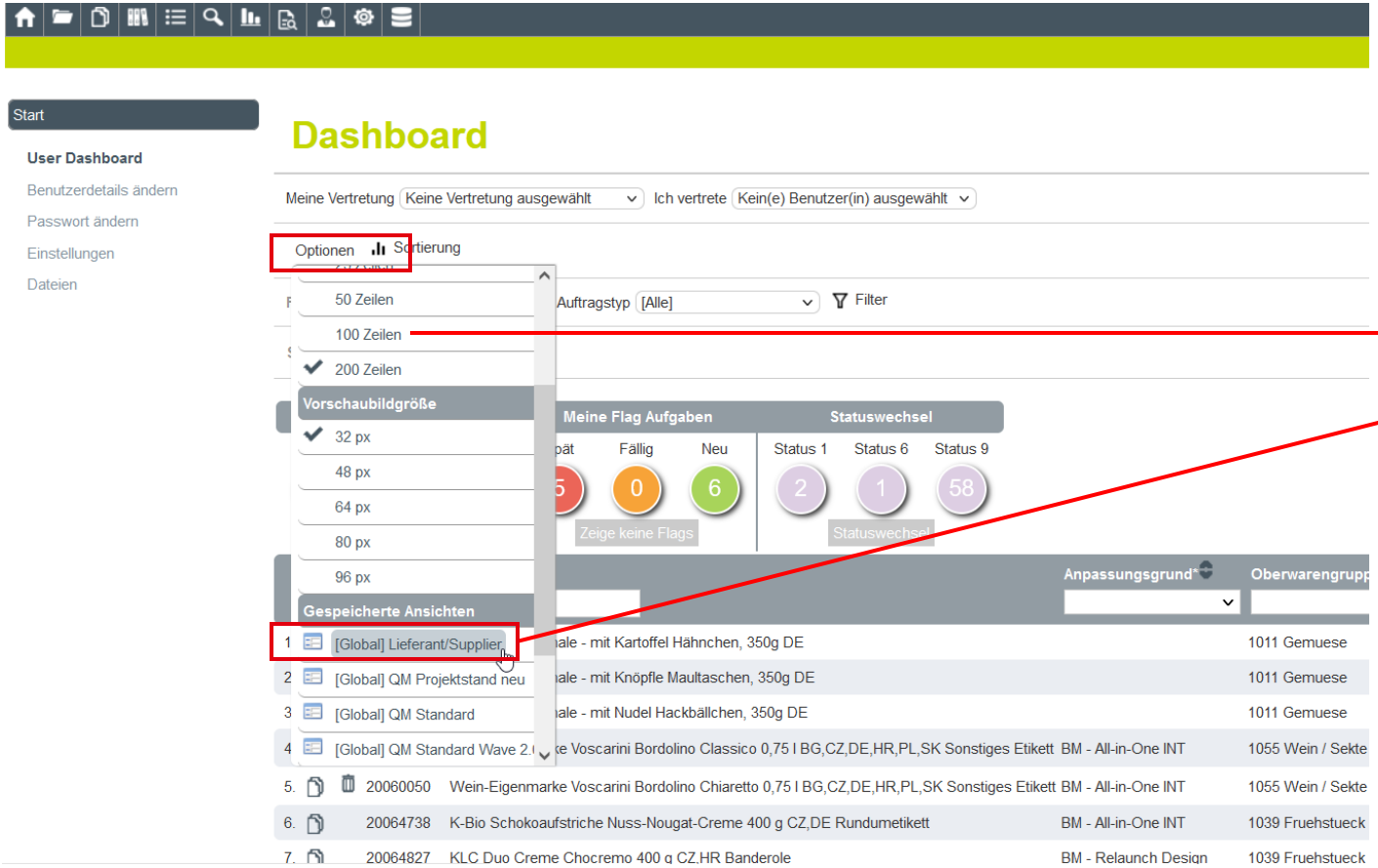
**Flag tasks** = Flags are tasks that do not influence the process, e.g., proof approval → *Exception: Marketability*

**Status change** = Overview of the last status change of own orders

# Representative



# Home – Change Global View in the dashboard

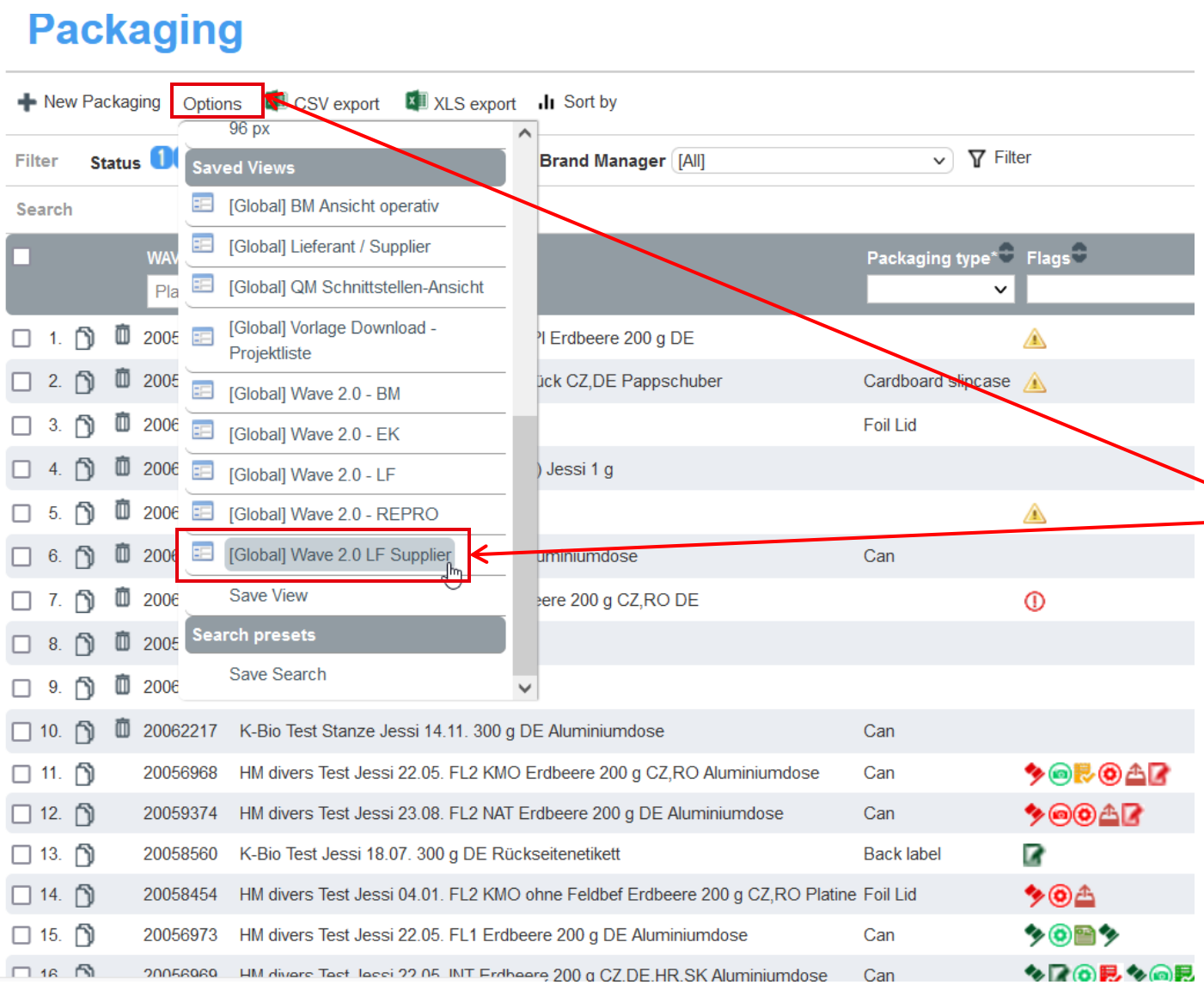



You can change the global view to a preset to see more information in your overview.

1. Click on options
2. Scroll down until you see “[Global] Lieferant/Supplier”
3. Click on the button, Wave will reload and you will see more information from now on.

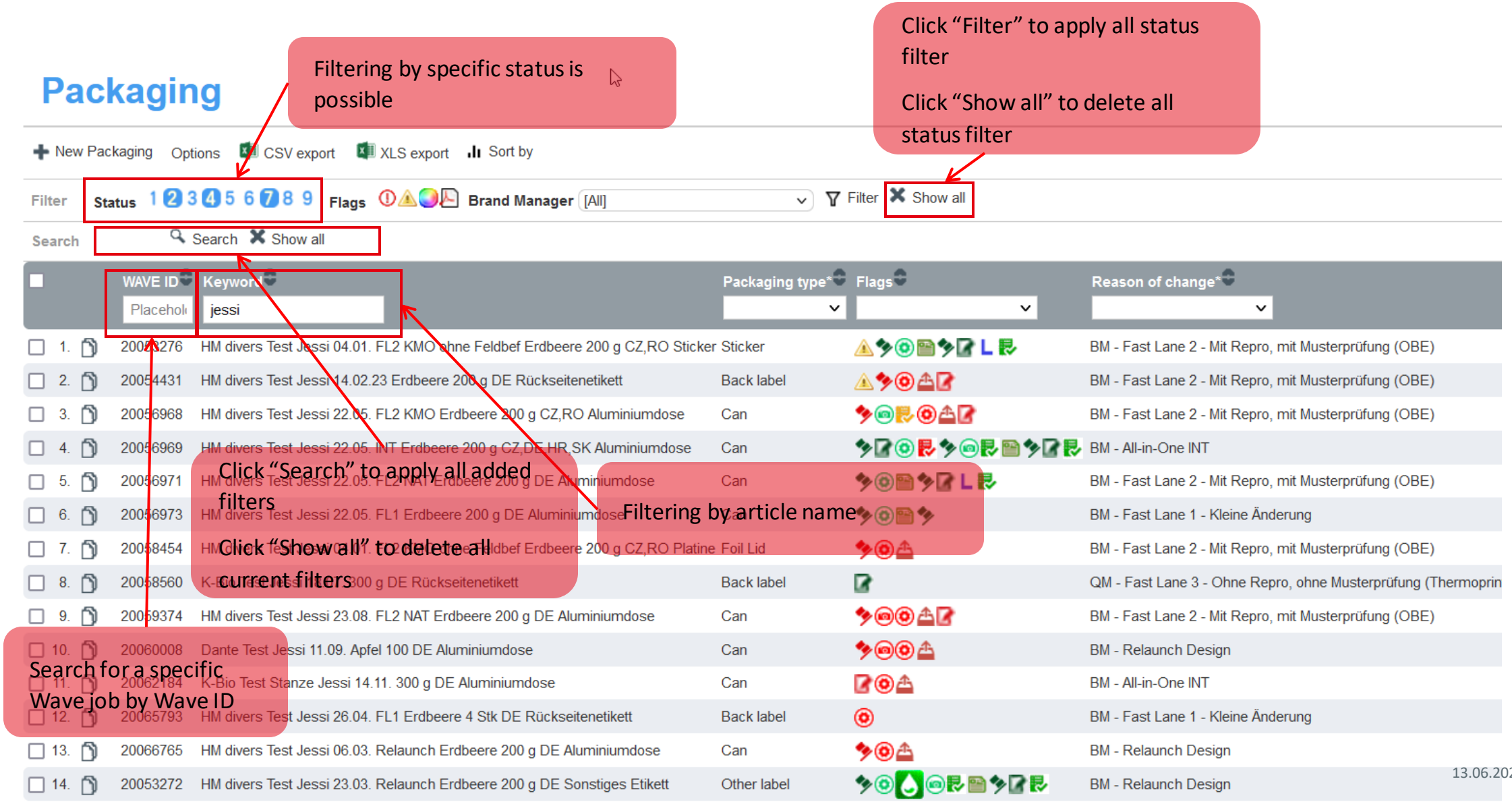
# 1.3
# Process „Packaging“

# Packaging – Setting the columns



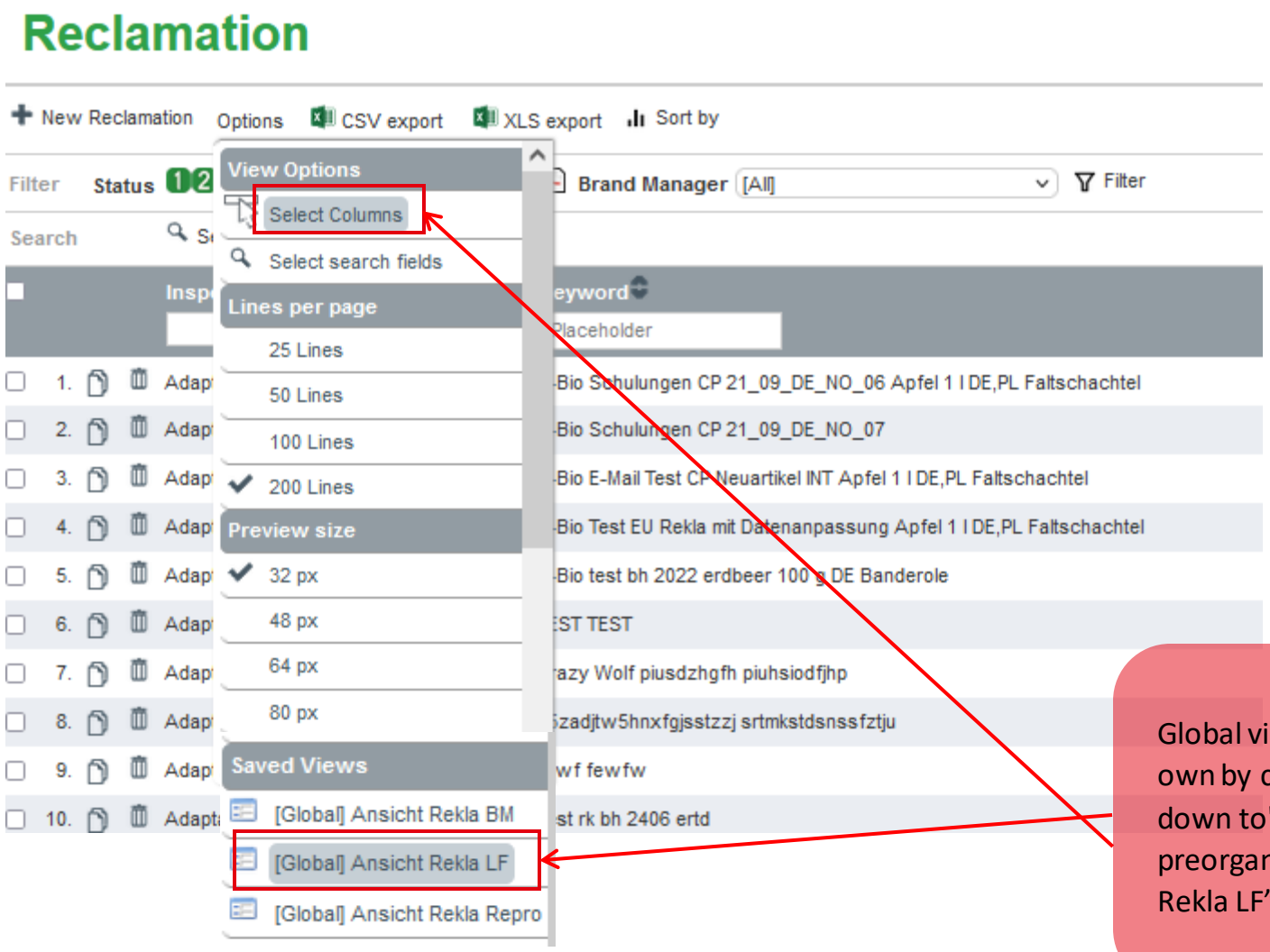

Global view can be selected on your own by clicking on "Options": Scroll down to"Saved views“ to choose a preorganized view “[Global]Wave 2.0 LF Supplier”.

# Packaging – Search and overview functions



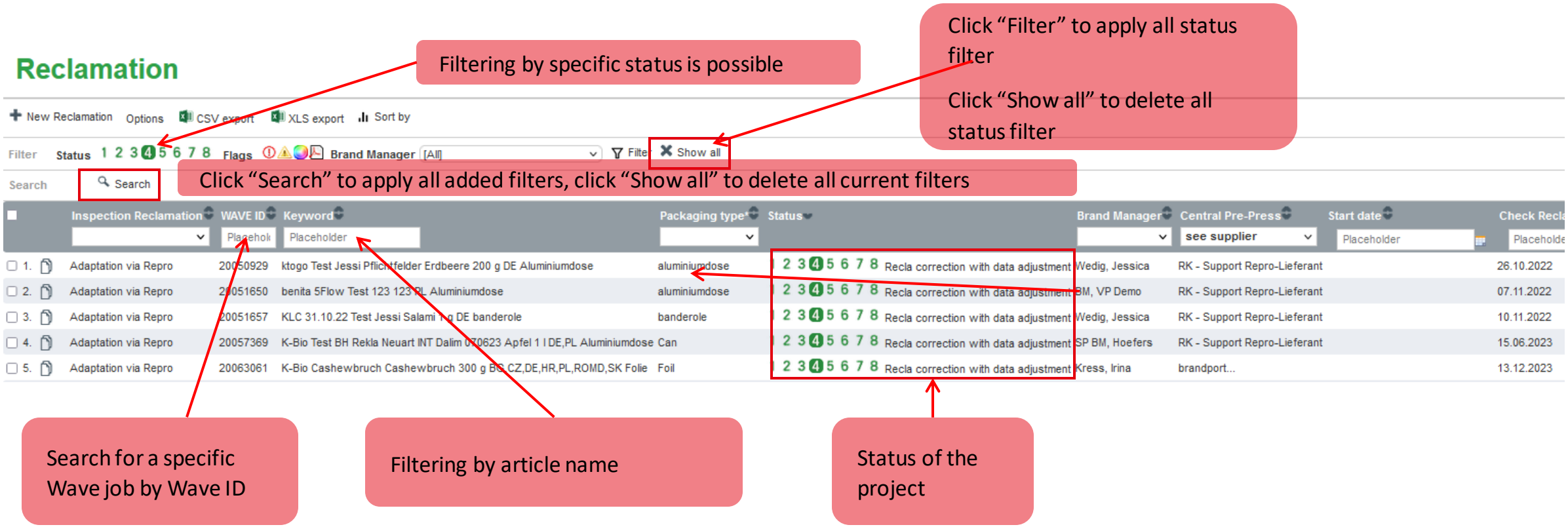
# 1.4
# Process „Reclamation“

# Reclamation – Setting the columns




Global view can be selected on your own by clicking on "Options": Scroll down to"Saved views“ to choose a preorganized view “[Global] Ansicht Rekla LF”.

# Reclamation – Functions



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