



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

1.1 LOGIN | MFA

Login

<http://kaufland-artwork.com>

You'll receive your log-in data via Wave. Change your password and log in.

The screenshot shows a dark blue login page. In the top left corner is the Kaufland logo, and in the top right corner is the 5FLOW logo. The main content area features a white 'WAVE' logo above a light gray login form. The form has two input fields: 'Username' with a placeholder 'Username...' and 'Password' with a placeholder 'Password...'. Below the fields is a dark gray 'LOGIN' button. At the bottom of the form, there is a link for 'Forgot Password?'.

1.1 LOGIN | MFA

Multi Factor Authentication (MFA) for external users - Procedure

MFA = More requirements before login in!

1 Enter user data



The screenshot shows a login form on a dark blue background. At the top is a white logo consisting of a wavy line and three horizontal bars. Below the logo is a light gray rounded rectangle containing two input fields. The first field is labeled 'Username' and contains the text 'test@test.de'. The second field is labeled 'Password' and contains six dots. Below the password field is a dark blue button with the text 'LOGIN' in white. A hand icon is shown clicking the button. At the bottom of the form area, there is a link that says 'Forgot Password?'. The entire form is set against a dark blue background.

2 Notification via email dispatch incl. Login code

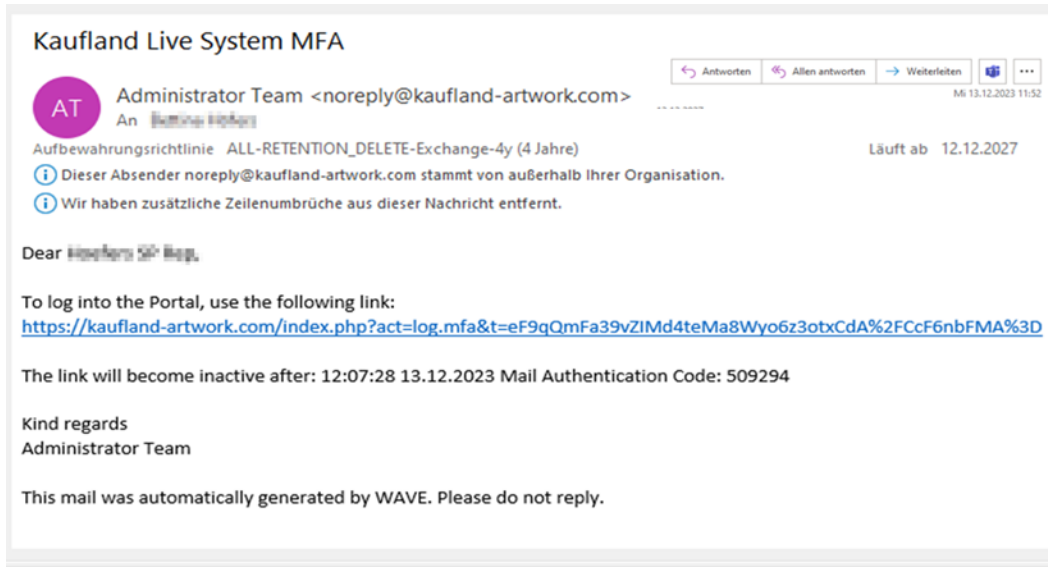


The authentication code mentioned in the field is only used for the correct identification of the e-mail. To log in, please click on the link in the email.

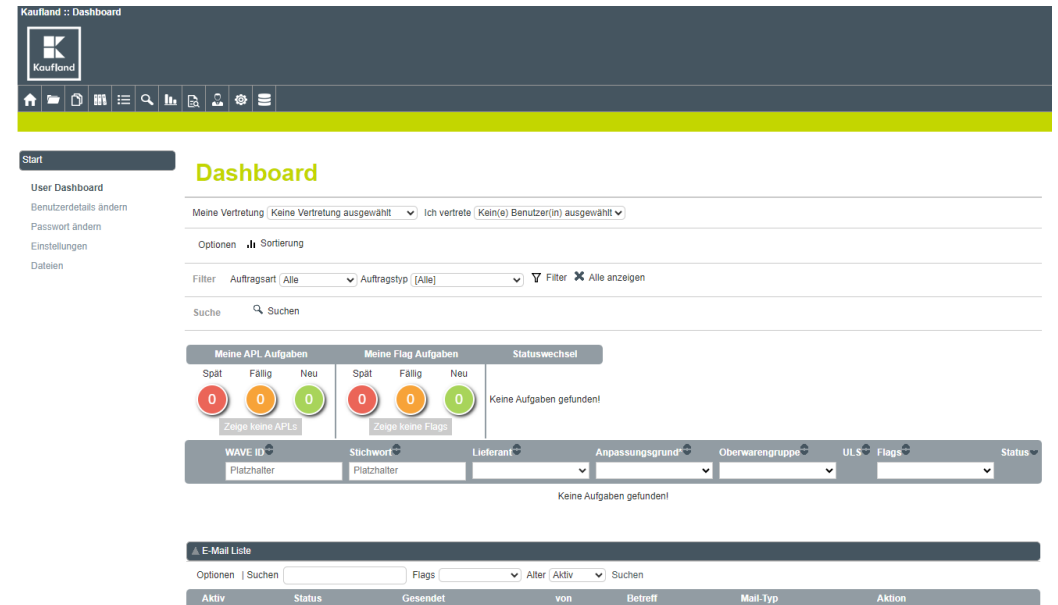
1.1 LOGIN | MFA

Multi Factor Authentication (MFA) for external users - Procedure

3 Click on the link in the email



4 Automatic login in a new tab



1.1 LOGIN | MFA

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

The screenshot shows the Kauffland dashboard. At the top left, the 'Home' icon in the navigation bar is circled in red. Below it, the 'User Dashboard' menu is also circled in red. The main content area features a 'Dashboard' header with a red box around the user selection dropdowns: 'My backup user' (Ranisch, Katharina) and 'User I backup' (Novak, Verena). Below this, there are filter options for 'Job type' (Master Layout) and 'Task type' ([All]). A search bar is present. The dashboard displays three task categories: 'My APL Tasks' (0 Late, 0 Due, 0 New), 'My flag tasks' (0 Late, 0 Due, 0 New), and 'Status change' (1 Status). Below these are filter controls for 'Project Name', 'Status', 'APL', 'Flags', and 'Country Cluster'. At the bottom, an 'E-Mail List' table is shown with two entries. The first entry is dated 27.02.2024 08:15 and the second is dated 27.02.2024 07:49. Red arrows point from the annotations on the right to these specific elements.

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 screenshot shows the Kauffland dashboard interface. At the top left, the Kauffland logo is visible. The main header area includes the user's name 'Lisa Fichte, 27.02.2024' and a navigation menu. Below the header, there's a sidebar with 'Home' and 'User Dashboard' options. The main content area is titled 'Dashboard' and features several filters and search options. The central part of the dashboard is divided into three main task categories, each with a 'Late', 'Due', and 'New' indicator:

- My APL Tasks:** Shows 0 Late, 0 Due, and 0 New tasks. A button below says 'Show no APLs'.
- My flag tasks:** Shows 0 Late, 0 Due, and 0 New tasks. A button below says 'Show no flags'.
- Status change:** Shows 1 Status 15 task. A button below says 'Status'.

Below these categories, there are filters for 'Project Name', 'Status', 'APL', 'Flags', and 'Country Cluster'. At the bottom, there is an 'E-Mail List' section with a table of tasks:

Active	Status	Send	from	Subject
1.	✓	✉	27.02.2024 08:15	Kauffland Briefing Allgemein Flag Bestaetigung "Celum Upload Verpackung" - 20058143 KLC Weizenflocken kernig 500 g BG,CZ,HR,PL,ROMD,SK Sonstiges - LF/ Supplier: Bily mlyn Kepka s.r.o.
2.	✓	✉	27.02.2024 07:49	Jan Alaxin 20063319 KLC Haferflocken Tray - 500 g nht_rel Other - Bonavita spol. s r.o.

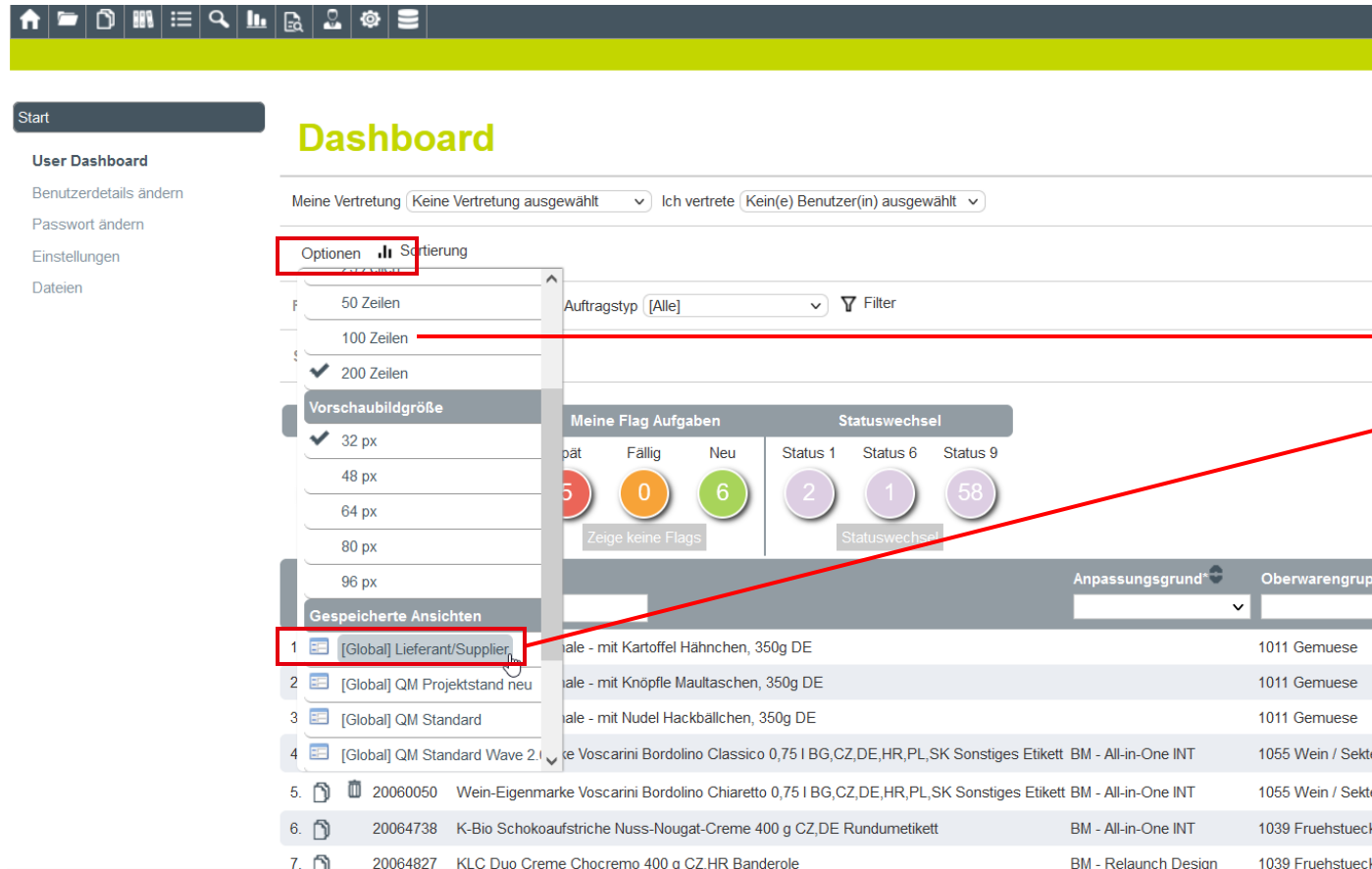
The dashboard is divided into **3 categories**:

- 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

The screenshot shows the 'Kaufland :: Dashboard' interface. At the top right, the user is identified as 'Lisa Fichte, 27.02.2024'. The main content area is titled 'Dashboard' and features two dropdown menus for backup users. The first dropdown, labeled 'My backup user', is set to 'Ranisch, Katharina' with an 'Inactive' status. The second dropdown, labeled 'User I backup', is set to 'Novak, Verena' with an 'Inactive' status. A red box highlights the 'Novak, Verena' selection, with a red arrow pointing to a callout box. Below these dropdowns are 'Options' and 'Sort by' sections, and a filter bar at the bottom with 'Job type' set to 'Master Layout' and 'Task type' set to '[All]'. A callout box on the right contains the text: 'In case of vacation you can function as a backup user for your colleague'.

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“

1.3 PROCESS PACKAGING

Packaging – Setting the columns

Packaging

The screenshot shows a software interface for packaging management. At the top, there are buttons for '+ New Packaging', 'Options', 'CSV export', 'XLS export', and 'Sort by'. Below these is a 'Filter' section with 'Status' and 'Brand Manager' (set to '[All]'). A search bar is also present. The main area is a table of packaging items. The 'Options' menu is open, showing a list of 'Saved Views'. The view '[Global] Wave 2.0 LF Supplier' is highlighted with a red box and a red arrow pointing to it. The main table displays packaging items with columns for ID, description, and packaging type.

ID	Description	Packaging type	Flags
1.	2005... Erdbeere 200 g DE		⚠
2.	2005... rück CZ,DE Pappschuber	Cardboard slipcase	⚠
3.	2006... Foil Lid		
4.	2006...) Jessi 1 g		
5.	2006... Aluminiumdose	Can	⚠
6.	2006... ere 200 g CZ,RO DE		⚠
10.	20062217 K-Bio Test Stanze Jessi 14.11. 300 g DE Aluminiumdose	Can	
11.	20056968 HM divers Test Jessi 22.05. FL2 KMO Erdbeere 200 g CZ,RO Aluminiumdose	Can	🚩📄📄📄📄
12.	20059374 HM divers Test Jessi 23.08. FL2 NAT Erdbeere 200 g DE Aluminiumdose	Can	🚩📄📄📄📄
13.	20058560 K-Bio Test Jessi 18.07. 300 g DE Rückseitenetikett	Back label	📄
14.	20058454 HM divers Test Jessi 04.01. FL2 KMO ohne Feldbef Erdbeere 200 g CZ,RO Platine Foil Lid	Foil Lid	🚩📄📄
15.	20056973 HM divers Test Jessi 22.05. FL1 Erdbeere 200 g DE Aluminiumdose	Can	🚩📄📄
16.	20056989 HM divers Test Jessi 22.05. INT Erdbeere 200 g CZ,DE,HR,SK Aluminiumdose	Can	🚩📄📄📄📄

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".

1.3 PROCESS PACKAGING

Packaging – Search and overview functions

Packaging

Filtering by specific status is possible

Click "Filter" to apply all status filter

Click "Show all" to delete all status filter

Click "Search" to apply all added filters

Click "Show all" to delete all current filters

Filtering by article name

Search for a specific Wave job by Wave ID

New Packaging Options CSV export XLS export Sort by

Filter Status 1 2 3 4 5 6 7 8 9 Flags Brand Manager [All] Filter Show all

Search Search Show all

	WAVE ID	Keyword	Packaging type	Flags	Reason of change
<input type="checkbox"/>	2005276	HM divers Test Jessi 04.01. FL2 KMO ohne Feldbef Erdbeere 200 g CZ,RO Sticker	Sticker		BM - Fast Lane 2 - Mit Repro, mit Musterprüfung (OBE)
<input type="checkbox"/>	20054431	HM divers Test Jessi 14.02.23 Erdbeere 200 g DE Rückseitenetikett	Back label		BM - Fast Lane 2 - Mit Repro, mit Musterprüfung (OBE)
<input type="checkbox"/>	20056968	HM divers Test Jessi 22.05. FL2 KMO Erdbeere 200 g CZ,RO Aluminiumdose	Can		BM - Fast Lane 2 - Mit Repro, mit Musterprüfung (OBE)
<input type="checkbox"/>	20056969	HM divers Test Jessi 22.05. INT Erdbeere 200 g CZ,DE,HR,SK Aluminiumdose	Can		BM - All-in-One INT
<input type="checkbox"/>	20056971	HM divers Test Jessi 22.05. FL2 NAT Erdbeere 200 g DE Aluminiumdose	Can		BM - Fast Lane 2 - Mit Repro, mit Musterprüfung (OBE)
<input type="checkbox"/>	20056973	HM divers Test Jessi 22.05. FL1 Erdbeere 200 g DE Aluminiumdose	Can		BM - Fast Lane 1 - Kleine Änderung
<input type="checkbox"/>	20058454	HM divers Test Jessi 22.05. FL1 Erdbeere 200 g CZ,RO Platine Foil Lid	Foil Lid		BM - Fast Lane 2 - Mit Repro, mit Musterprüfung (OBE)
<input type="checkbox"/>	20058560	K-Bio Test Stanze Jessi 14.11. 300 g DE Rückseitenetikett	Back label		QM - Fast Lane 3 - Ohne Repro, ohne Musterprüfung (Thermoprin
<input type="checkbox"/>	20059374	HM divers Test Jessi 23.08. FL2 NAT Erdbeere 200 g DE Aluminiumdose	Can		BM - Fast Lane 2 - Mit Repro, mit Musterprüfung (OBE)
<input type="checkbox"/>	20060008	Dante Test Jessi 11.09. Apfel 100 DE Aluminiumdose	Can		BM - Relaunch Design
<input type="checkbox"/>	20062184	K-Bio Test Stanze Jessi 14.11. 300 g DE Aluminiumdose	Can		BM - All-in-One INT
<input type="checkbox"/>	20065793	HM divers Test Jessi 26.04. FL1 Erdbeere 4 Stk DE Rückseitenetikett	Back label		BM - Fast Lane 1 - Kleine Änderung
<input type="checkbox"/>	20066765	HM divers Test Jessi 06.03. Relaunch Erdbeere 200 g DE Aluminiumdose	Can		BM - Relaunch Design
<input type="checkbox"/>	20053272	HM divers Test Jessi 23.03. Relaunch Erdbeere 200 g DE Sonstiges Etikett	Other label		BM - Relaunch Design

13.06.2024

15

1.4

Process „Reclamation“

1.4 PROCESS RECLAMATION

Reclamation – Setting the columns

Reclamation

The screenshot shows the 'Reclamation' interface with the 'View Options' dropdown menu open. The 'Select Columns' option is highlighted with a red box. The 'Saved Views' section is also highlighted with a red box, showing the following options:

- [Global] Ansicht Rekla BM
- [Global] Ansicht Rekla LF
- [Global] Ansicht Rekla Repro

The background shows a list of reclamation items with columns for 'Brand Manager', 'Keyword', and 'Placeholder'. The 'Brand Manager' column is set to '[All]'.

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".

1.4 PROCESS RECLAMATION

Reclamation – Functions

Reclamation

+ New Reclamation Options CSV export XLS export Sort by

Filter Status 1 2 3 4 5 6 7 8 Flags Brand Manager [All] Filter Show all

Search Search

Click "Filter" to apply all status filter

Click "Show all" to delete all status filter

Click "Search" to apply all added filters, click "Show all" to delete all current filters

Inspection Reclamation	WAVE ID	Keyword	Packaging type	Status	Brand Manager	Central Pre-Press	Start date	Check Recl
1. Adaptation via Repro	20050929	ktogo Test Jessi Pflichfelder Erdbeere 200 g DE Aluminiumdose	aluminiumdose	2 3 4 5 6 7 8	Wedig, Jessica	RK - Support Repro-Lieferant	Placeholder	26.10.2022
2. Adaptation via Repro	20051650	benita 5Flow Test 123 123 PL Aluminiumdose	aluminiumdose	2 3 4 5 6 7 8	BM, VP Demo	RK - Support Repro-Lieferant	Placeholder	07.11.2022
3. Adaptation via Repro	20051657	KLC 31.10.22 Test Jessi Salami 1 g DE banderole	banderole	2 3 4 5 6 7 8	Wedig, Jessica	RK - Support Repro-Lieferant	Placeholder	10.11.2022
4. Adaptation via Repro	20057369	K-Bio Test BH Rekla Neuart INT Dalim 070623 Apfel 1 l DE,PL Aluminiumdose Can		2 3 4 5 6 7 8	SP BM, Hoefers	RK - Support Repro-Lieferant	Placeholder	15.06.2023
5. Adaptation via Repro	20063061	K-Bio Cashewbruch Cashewbruch 300 g BG,CZ,DE,HR,PL,ROMD,SK Folie Foil		2 3 4 5 6 7 8	Kress, Irina	brandport...	Placeholder	13.12.2023

Search for a specific Wave job by Wave ID

Filtering by article name

Status of the project

