



User Manual of Supplier Portal

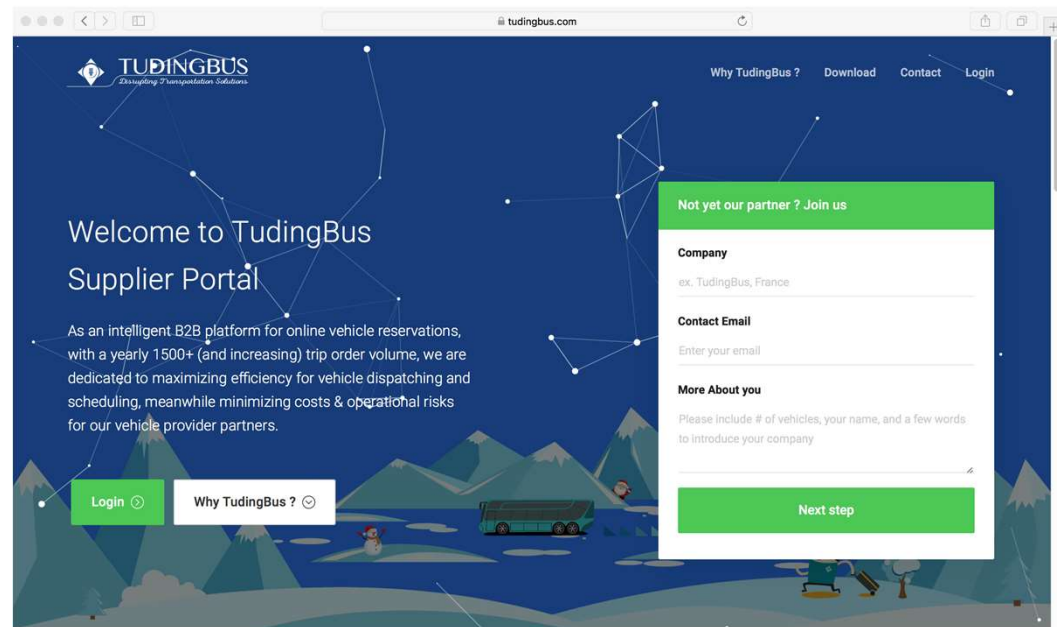


Homepage of the supplier portal

To visit the homepage of the supplier portal, please type into the web address below in any of the browser installed in your computer:

<https://www.tudingbus.com/Home/Supplier>

By clicking the button “Login”, you will be directed to the login page.



Log into the Supplier Portal

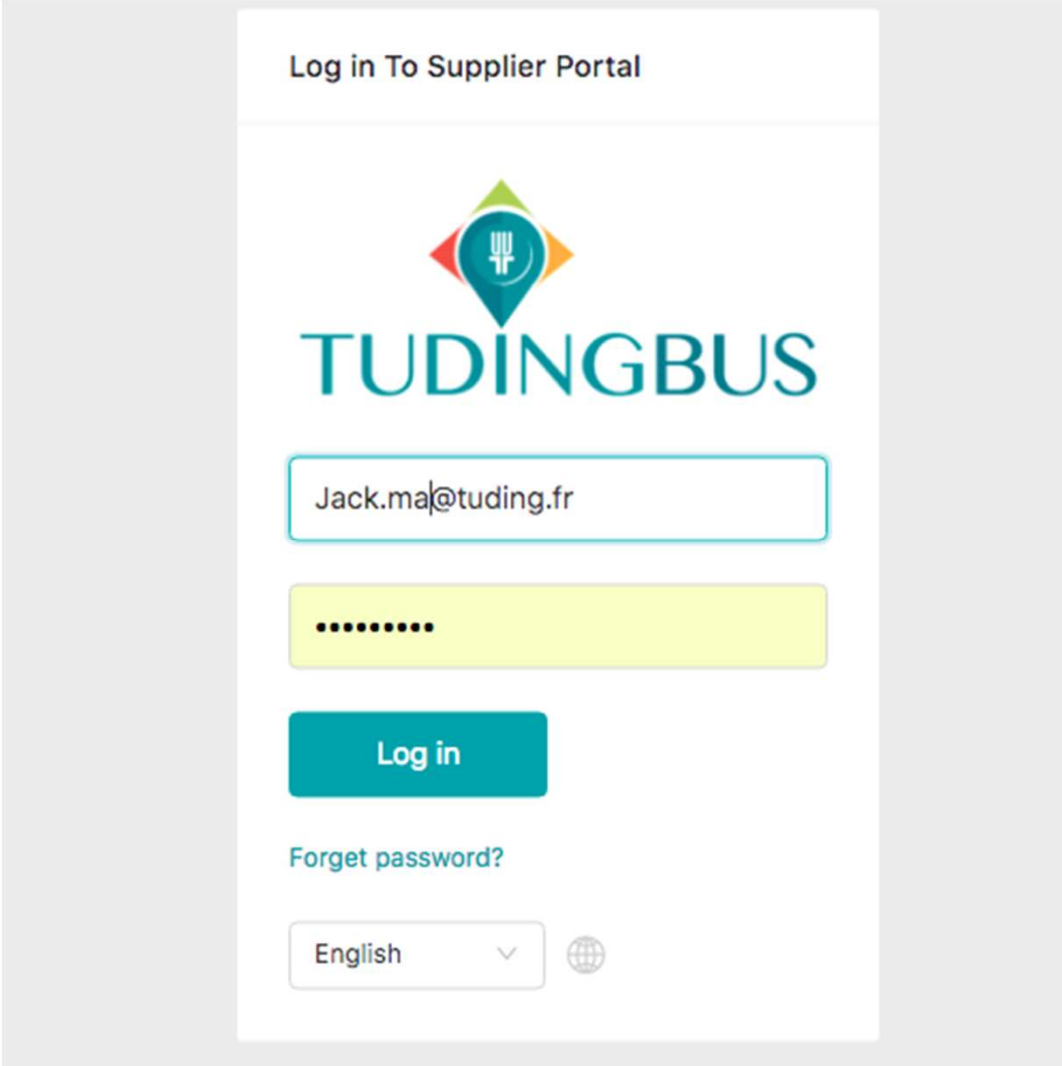
After being directed to this page, please type in the credentials to log into the supplier portal.

Username: the email that is used for registration;

Password:

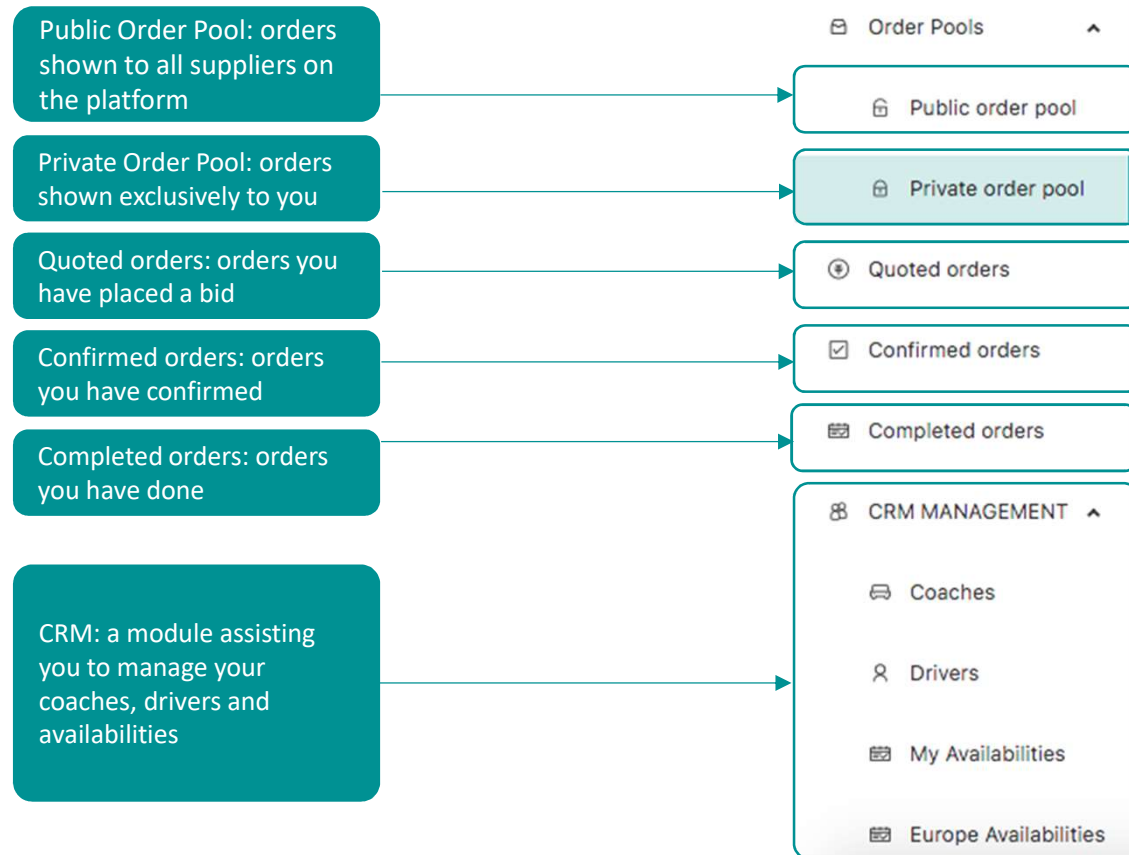
- If you have never changed your password, the default password would be the same as your registered email.
- If you have changed it, please type into the new password you set for your account.

Then click “Log in”





The screenshot shows the login interface for the TUDINGBUS Supplier Portal. At the top, the text "Log in To Supplier Portal" is displayed. Below this is the TUDINGBUS logo, which consists of a stylized diamond shape with a fork icon inside, followed by the word "TUDINGBUS" in a bold, sans-serif font. Under the logo, there are two input fields: the first contains the email address "Jack.ma|@tuding.fr", and the second is a password field with masked characters ".....". Below the password field is a teal "Log in" button. Underneath the button is a link that says "Forget password?". At the bottom, there is a language selection dropdown menu showing "English" with a downward arrow, and a small globe icon to its right.


Main Menu





Order pools


 Home


 Order Pools ^


 Public order pool

 Private order pool















 Quoted orders

 Confirmed orders

 Completed orders


 By clicking “public/private order pool”, you can see all available orders for you to check the detailed itinerary or to place a bid.


TudingBus Supplier / Order pool public

Order ID	Actions	Start Date	End Date	Start City	End City	Pax
6616-p7199	 	2018-09-14 05:45	2018-09-14 19:00	4 Rue St V Paris, Fran		
6564-p7197	 	2018-09-15				
6614-p7196	 	2018-09-12 07:05	2018-09-13 07:35	Charles de Roissy-en		
6598-p7195	 	2018-09-17 10:30	2018-09-22 16:00	Charles de Roissy-en		
6613-p7191	 	2018-09-19 08:05	2018-09-20 13:00	Malpensa Italy		
6599-p7188	 	2018-09-01	2018-09-01	Paris, Fran		
6575-p7183	 	2018-09-16 08:00	2018-09-16	Porte Maillot 75017 Paris, France	Porte Maillot 75017 Paris, France	55-60

Total: 61 < 1 2 3 4 5 6 7 > 10 / page

Zoom – in

 By clicking the icon with a small eye, you can check the detailed itinerary of the tour

 By clicking the small currency icon, you can place a bid for the tour

How to check the itinerary

6616-p7199

2018-09-14 05:45

6564-p7197

2018-09-15

6614-p7196

2018-09-12 07:05

Show Details

Order Details

Client Group Number	Tuding Order Number
2018-09-15	TD6564-0
Start Date	End Date
2018-09-15	2018-09-16
Start Place	End Place
Saint-Étienne, France	Saint-Étienne, France

Client Required emission standard	Number of passengers
	20-40
Required coach seats	Required coach year
Client Required Driver Speaking languages	Tuding Budget (in euro)
Note From Client	

Coach company covers the following expenses

Highway (including but not limited to: France)



Tax Road (including but not limited to: Switzerland)

Day 1	2018-09-15	Total
		222.68 km
Pick Up	Saint-Étienne, France	
	Geneva, Switzerland	CityTour +50 KM
		222.68 km
Day 2	2018-09-16	Total
		499.77 km
Pick Up	Geneva, Switzerland	
	Lavaux Garden Center Route de Savigny 110, 1090 Lutry, Switzerland	73.13 km
	Montreux, Switzerland	CityTour +50 KM
		24.97 km
	Saint-Étienne, France	351.67 km

Cancel

OK

How to place a bid

Order ID	Actions	Start Date
5327-6084	<div>Place a bid</div> <div> </div>	2018-04-21

Order ID : 5327-6084

Client Group Number NP331-210418	Tuding Order Number TD5327-6084
Start Date 2018-04-21	End Date 2018-05-02
Start Place Leonardo da Vinci International Airport Via dell' Aeroporto di Fiumicino, 00054 Fiumicino RM, Italy	End Place Charles de Gaulle Airport 95700 Roissy-en-France, France
Client Required emission standard euro5 euro6	Number of passengers 30
Required coach seats	Required coach year
Client Required Driver Speaking languages english	Tuding Budget (in euro) 4300

Price (EUROS) *

Price (EUROS)

Emission Standard

Emission Standard

Driver's Language

Driver's Language

Note

Note

Seats

Seats

Year of Manufacture

Year of manufacture

Cancel

Submit

💡 Put your quotation for the whole tour here.

💡 Giving more details of your coach and driver may increase the possibility of getting the order !

💡 Click "Submit" to complete your bidding process

Order pools

- Home
- Order Pools
 - Public order pool
 - Private order pool
- Quoted orders**
- Confirmed orders
- Completed orders

⚠ After submitting your quotation, you can find all orders you have placed a bid in the section of "Quoted orders".

TudingBus Supplier / Quoted orders

Order ID	Actions	Status	Start Date	Pax	Quotation(€)
2702-4754		Client accepted	2017-09-	35	1200
2872-4855		Checking	2017-10-	14	4340
2875-4871		Checking	2017-10-04	25	2670
2958-4923		Checking	2017-10-	17	20
2971-4936		Checking	2017-10-	0	3840
3064-		Checking	2017-10-	11	30

⚠ Status indicates the status of the orders you have placed bids:

- Client accepted: clients accept the price you propose
- Checking: clients have not yet made his decision
- Cancelled: quotation refused by clients

💡 By clicking the button with a small eye, you can check the detailed itinerary of the tour

💡 By clicking the button with ellipsis, you can reconfirm the order or refuse the order after clients having accepted your quotation

How to place a bid

⚠ Since it might take a few days for clients to accept your quotation after you place a bid, you might no longer have any availability by then. Hence we give all suppliers a possibility of confirming or refusing the order before the order is formally confirmed.

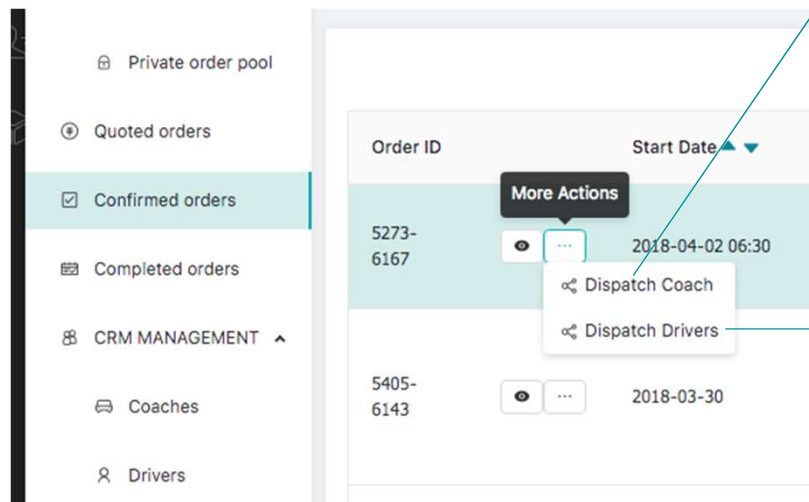
Order ID	Actions	Status	Start Date	End Date
2872-4855	<div>More Actions</div> <div> ...</div>	Client accepted	2017-10-12	2017-10-24
2702-4754	<div> ...</div> <div><input checked="" type="checkbox"/> Confirm Order <input checked="" type="checkbox"/> Refuse order</div>	Client accepted	2017-09-16	2017-09-19

For orders already accepted by clients, by clicking the button with "...", you can make a decision on whether you will formally confirm the order or refuse it.

After clicking "Confirm Order", the order will be formally confirmed.

This order will be therefore no longer available in the section of quoted order but in the section of "Confirmed Order".

Dispatch Driver & Coach



Dispatch to coach

Coach: Start Date: Time:

End Date: Time:

Note:

Coachs dispatched

Coach	Start Date	End Date	Note	operation
MTK-TB881	2018-04-02 17:00	2018-04-03 16:00		Delete

< 1 >

💡 By clicking dispatch coach, you will see the page on the left, on which you can select the coaches you have registered on the platform.

You can also define the time frame during which this coach will provide service by selecting the start and end date.

Cancel Submit

💡 By clicking dispatch driver, you will see the page on the left, on which you can select the drivers you have registered on the platform.

You can also define the time frame during which this driver will provide service by selecting the start and end date.

Dispatch to drivers

Driver: Start Date: Time:

None

WA Yo

Kozak Lubomir

Walter Sterberger

Drivers dispatched

Driver	Start Date	End Date	Note	operation
No data				

Cancel Submit

Add coach info on the platform

The image shows the TudingBus platform interface. On the left, a sidebar menu includes 'Public order pool', 'Private order pool', 'Quoted orders', 'Confirmed orders', 'Completed orders', 'CRM MANAGEMENT', and 'Coaches' (highlighted with a red box). The main area displays 'TudingBus Supplier / Coaches' with a '+ Coach' button (also highlighted with a red box) and a table of existing coaches. A red arrow points from the '+ Coach' button to the 'Create Coach' modal form on the right. The modal form contains the following fields:

- Plate Number * (text input)
- Brand (text input)
- Emission Standard * (dropdown menu)
- Coach Seats * (text input)
- Year (text input)
- Note (text area)

At the bottom of the modal are 'Cancel' and 'Submit' buttons.

Plate Number
KPN3635
ITA 7126
R692JE
R149JF
R167YH

Add driver info on the platform

The image shows a web application interface for managing drivers. On the left is a sidebar with navigation links: Home, Order Pools (Public and Private), Quoted orders, Confirmed orders, Completed orders, CRM MANAGEMENT, and Coaches. The 'Drivers' link is highlighted. The main content area is titled 'TudingBus Supplier / Drivers' and contains a '+ Driver' button and a table of existing drivers. A modal window titled 'Create Driver' is open, showing a form to add a new driver. A red arrow points from the '+ Driver' button to the modal.

Navigation Sidebar:

- Home
- Order Pools
 - Public order pool
 - Private order pool
- Quoted orders
- Confirmed orders
- Completed orders
- CRM MANAGEMENT
- Coaches
- Drivers**

Drivers Table:

Name	
Mr Fanis	...
Mr DIMITRIOS	...
Mr Elemir	...

Create Driver Modal Form:

First Name *
Last Name *

Gender *
Nationality *

Phone 1 *
Phone 2

Speaking Language *

Note

Buttons: Cancel, Submit

Add availabilities on the platform

The screenshot illustrates the process of adding coach availability on the platform. On the left, a sidebar menu contains several options: 'Private order pool', 'Quoted orders', 'Confirmed orders', 'Completed orders', 'CRM MANAGEMENT', 'Coaches', 'Drivers', 'My Availabilities' (highlighted with a red box), 'Europe Availabilities', and 'Service Area'. A red arrow points from the 'My Availabilities' menu item to a modal window titled 'Create coach availability'. Inside this modal, there are several input fields: 'Coach' (with a dropdown menu showing 'NR167YH' and 'NR784QE'), 'Available Date' (with 'Start date' and 'End date' fields), 'Available Start Area' (with a 'Start Area' field), 'End Area' (with an 'End Area' field), and 'Note' (with a 'Some note...' field). There are also fields for 'Price per Day (12h):' and 'Transfer Price:'. At the bottom right of the modal, there are 'Cancel' and 'OK' buttons. A red box highlights the '+ Coach availability' button in the modal, and a red arrow points from it to the 'Coach' dropdown menu.

Create coach availability

* Coach : Price per Day (12h) :

* Available Date : ~

* Available Start Area :

End Area :

Note :

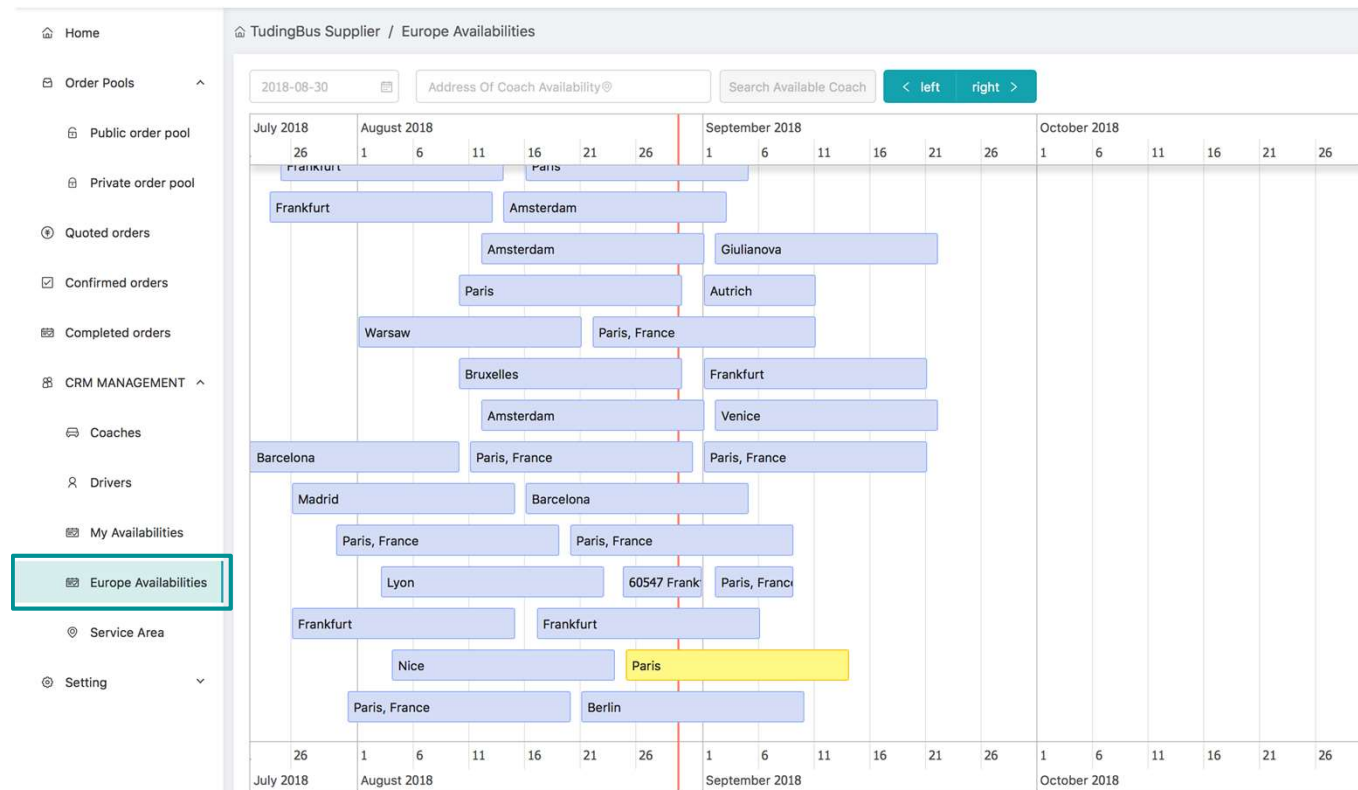
Cancel OK

Check all available coaches in Europe

By clicking Europe Availabilities, you can find all available buses throughout Europe.

Your availabilities will also appear on this dashboard after submitting your availabilities.

For availabilities from other companies, you can take it as a replacement for any emergency



Add Service Area

In the section of “Service Area”, you can select the areas where you can/cannot provide services.

By clicking the button “Add New Service Area”, a small window will jump out, on which you can “include” or “exclude” a certain place to define your service area.

With this information, we can automatically assign you the tours within the scope of your service area in the upcoming version, which will effectively reduce your workload while increasing the transaction rate.

The screenshot shows the TudingBus Supplier / Service Area management interface. The sidebar on the left contains navigation options: Home, Order Pools, Public order pool, Private order pool, Quoted orders, Confirmed orders, Completed orders, CRM MANAGEMENT, Coaches, Drivers, My Availabilities, Europe Availabilities, Service Area, and Setting. The main content area displays a table of service areas with columns for Type, Name, Address, and Action. A modal window titled "Create Service Area" is open, allowing users to add new service areas by selecting a type (Include or Exclude) and a location (Service Area). The table lists several service areas, including Italy and France, with a "Delete" button for each. The "Add New Service Area" button is highlighted in the top left of the main content area.

Type	Name	Address	Action
Include	TudingBus Supplier / Service Area		Delete
Include			Delete
Include			Delete
Include			Delete
Include			Delete
Include			Delete
Include			Delete
Include			Delete
Include			Delete
Include	Italy	Italy	Delete
Include	France	France	Delete



Thanks for reading!