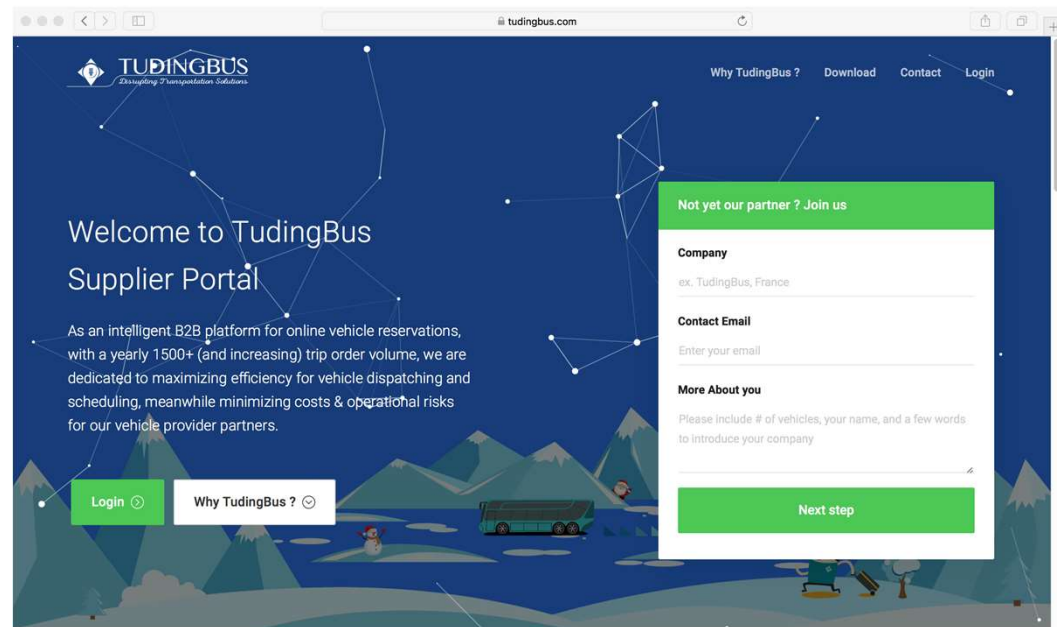# User Manual of Supplier Portal

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.
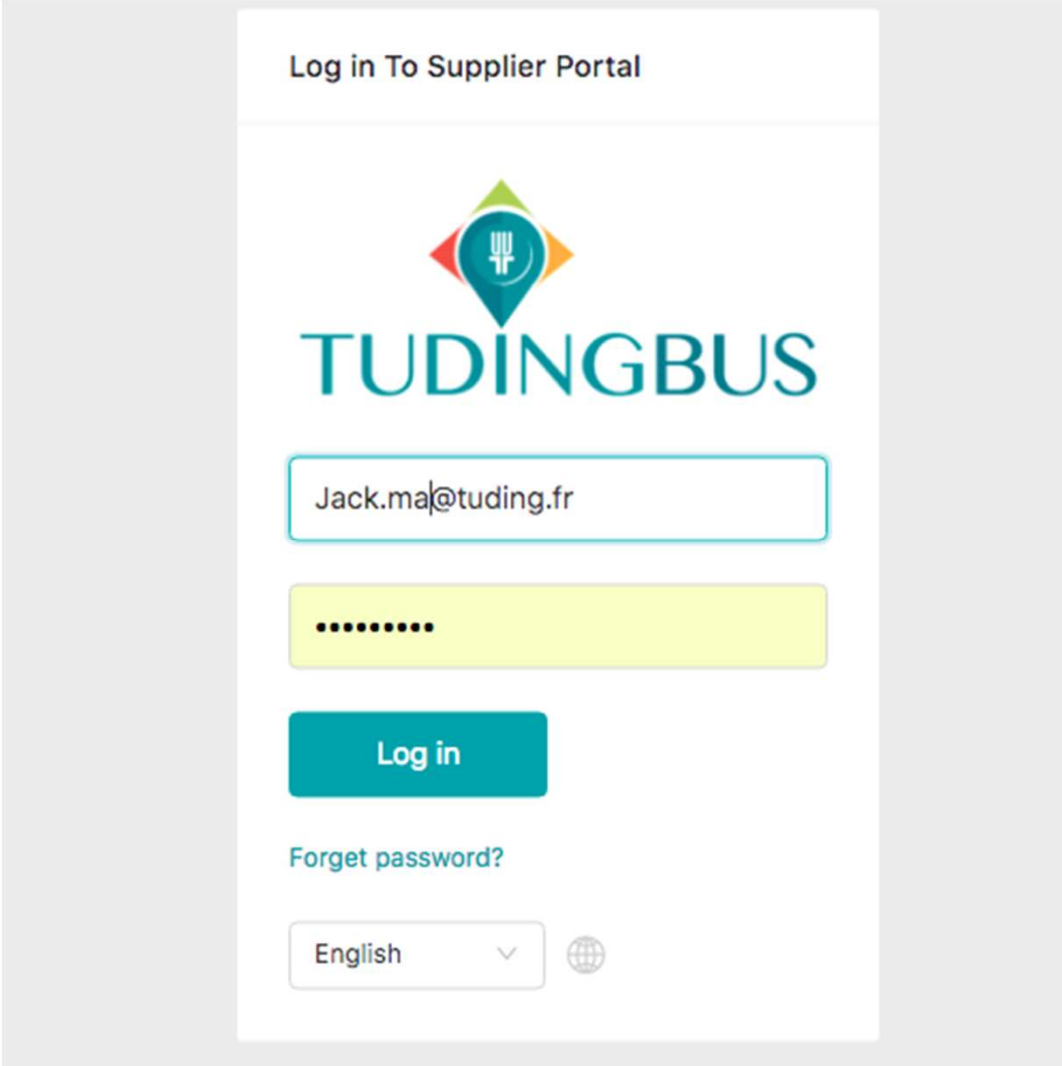
Log into the Supplier Portal

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

Username: the email that is used for
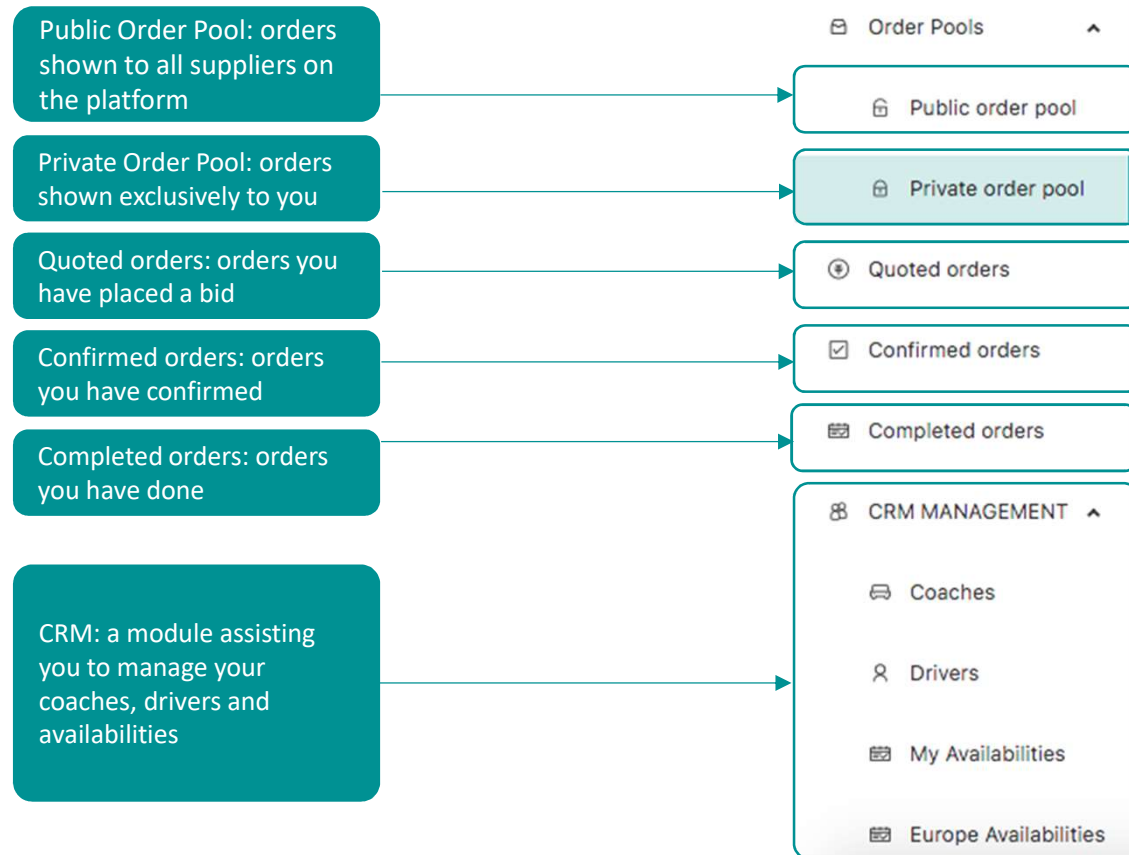registration;

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"

Log in To Supplier Portal

TUDINGBUS

Jack.ma|@tuding.fr

••••••••

Log in

Forget password?

English

Main Menu

Public Order Pool: orders shown to all suppliers on the platform

Private Order Pool: orders shown exclusively to you

Quoted orders: orders you have placed a bid

Confirmed orders: orders you have confirmed

Completed orders: orders you have done

CRM: a module assisting you to manage your coaches, drivers and availabilities

TUDINGBUS

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

Order pools

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

Order Pools

 🔒 Public order pool

 🔒 Private order pool

Quoted orders

Confirmed orders

Completed orders

⌂ 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, Frar		
6564-p7197	👁 ⊕	2018-09-15				
6614-p7196	👁 ⊕	2018-09-12 07:05	2018-09-13 07:35	Charles d Roissy-en		
6598-p7195	👁 ⊕	2018-09-17 10:30	2018-09-22 16:00	Charles d 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, Fra		
6575-p7183	👁 ⊕	2018-09-16 08:00	2018-09-16	Porte Maillot 75017 Paris, France	Porte Maillot 75017 Paris, France	55-60

Zoom – in

| 6616-p7199 | 👁 ¥ | 2018-09-14 05:45 |
| 6564-p7197 | 👁 ¥ | 2018-09-15 |
| 6614-p7196 | 👁 ¥ | 2018-09-12 07:05 |

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

💡 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

Show Details

6564-p7197   👁 ￥   2018-09-15

6614-p7196   👁 ￥   2018-09-12 07:05

Order Details   ✕

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

Place a bid

5327-6084 | | 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) | Seats
Price (EUROS) | Seats

Emission Standard | Year of Manufacture
Emission Standard | Year of manufacture

Driver's Language
Driver's Language

Note
Note

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

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

Home

Order Pools ⌃

🔒 Public order pool

🔒 Private order pool

¥ Quoted orders

☑ Confirmed orders

📖 Completed orders

⌂ TudingBus Supplier / Quoted orders

🔍 Search

Order ID	Actions	Status	Start Dat			Pax	Quotation(€)
2702-4754	👁 ···	🟩 Client accepted	2017-09-		issy-en-	35	1200
2872-4855	👁 ···	🟦 Checking	2017-10-		60547 any	14	4340
2875-4871	👁 ···	🟦 Checking	2017-10-04 07	Richelieu, 75002 Paris, France	5 Rue de e Paris,	25	2670
2958-4923	👁 ···	🟦 Checking	2017-10-		issy-en-	17	20
2971-4936	👁 ···	🟦 Checking	2017-10-		ssy-en-	0	3840
3064-	👁 ···	🟦 Checking	2017-10-		ssy-en-	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

Order ID		Status	Start Date
2875-4871	👁 ···	🟦 Checking	2017-10-04
2958-4923	👁 ···	🟦 Checking	2017-10-01
2971-4936	👁 ···	🟦 Checking	2017-10-16

💡 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.
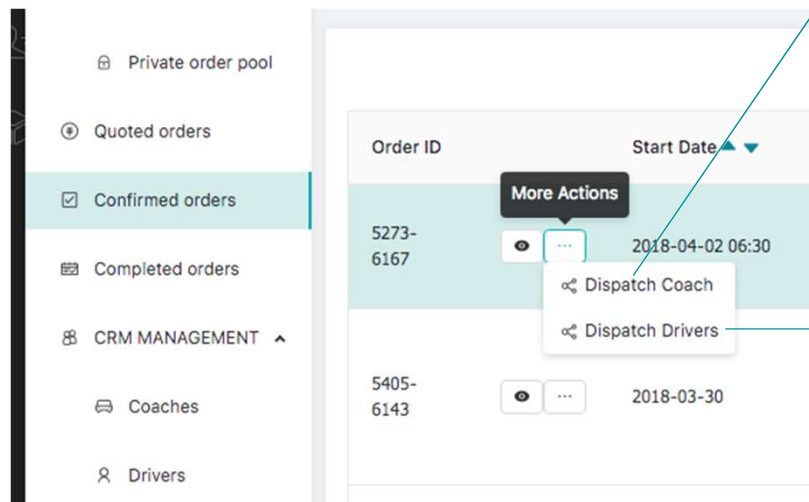
Order ID	Actions	Status	Start Date	End Date
2872-4855	👁 ⋯ More Actions	🟩 Client accepted	2017-10-12	2017-10-24
	☑ Confirm Order			
	☒ Refuse order			
2702-4754	👁 ⋯	🟩 Client accepted	2017-09-16	2017-09-19

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

💡 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.

💡 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.

Add coach info on the platform

Add driver info on the platform

Add availabilities on the platform
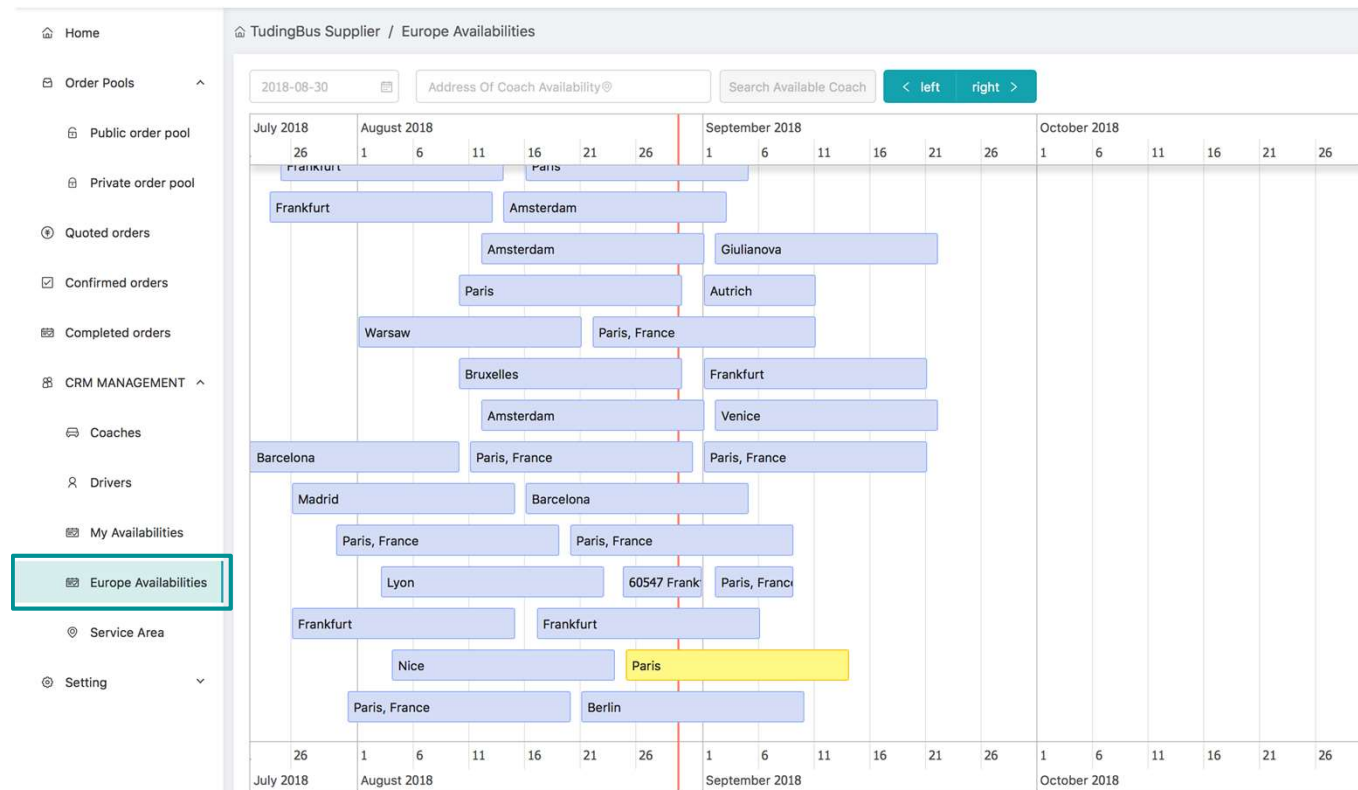
Check all available coaches in Europe

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.

Thanks for reading!