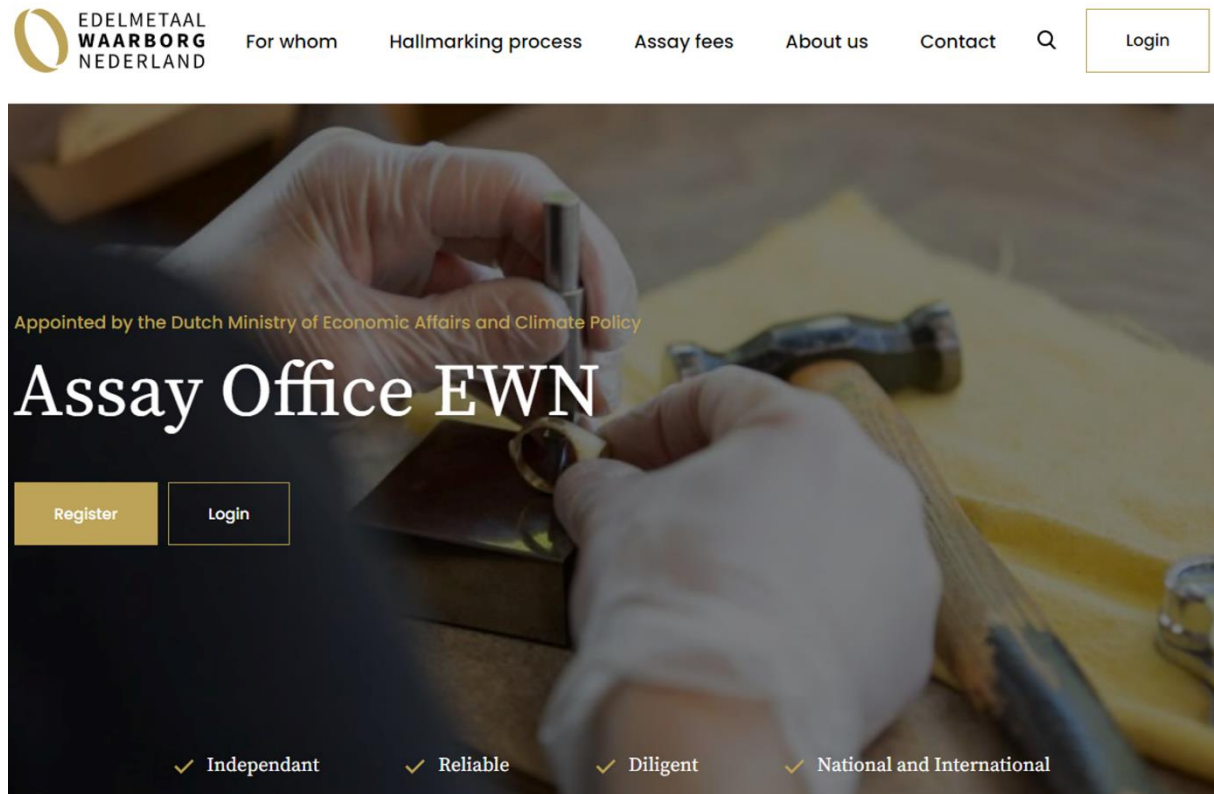


How to register a new shipment with the EWN online portal.

Go to the EWN website: www.ewnederland.nl

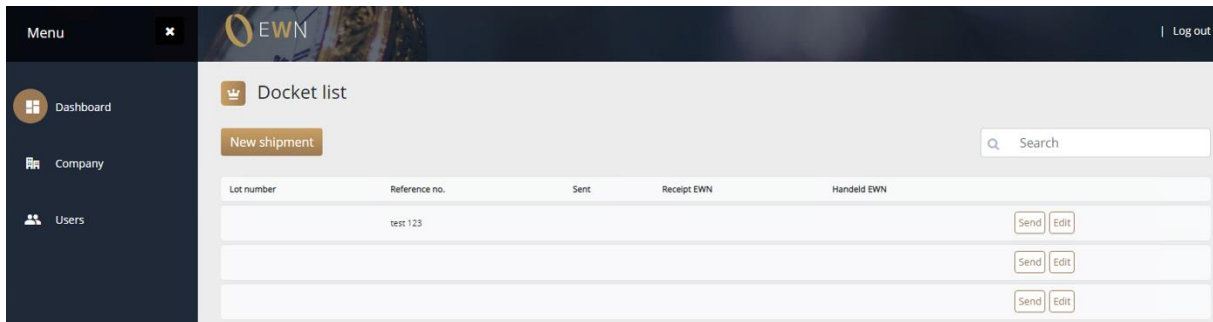
Via the button "login" you will reach the login screen.

No account yet? You can register by clicking the "register" button.

The image shows the login screen of the EWN portal. The title is "Inloggen". Below the title is a dropdown menu labeled "Languages*" with "English" selected. Underneath are two input fields: "Username*" and "Password*", both with asterisks indicating they are required. At the bottom right of the form is an orange button labeled "Inloggen".

Login screen online EWN portal

After entering your username and password, you will see the following screen - dashboard:



In the sidebar on the left you have the following options: dashboard, company and users

Company

edit your company details and add additional locations if necessary.

Users

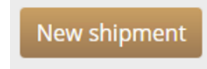
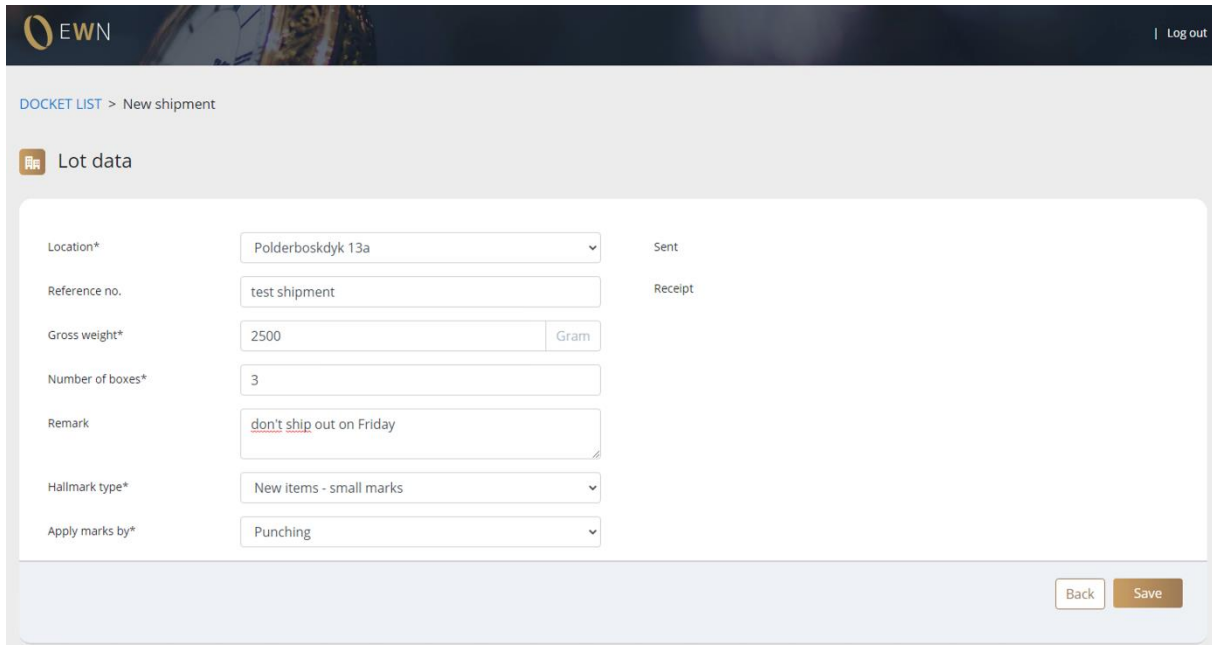
manage your users and create an account for one of your employees. Your account has administrator rights, but you can also hand this over to one your employees.

Register new shipment for hallmarking

You are logged in and have opened the dashboard screen.

Create a new shipment via the "New shipment" button.

The following screen will appear:

First you will be asked to fill in an number of basic fields:

- Location: this is your default address
if you have created multiple locations, you can select the correct one here.
- Reference no.: enter your reference here
- Gross weight: Enter the gross weight of the shipment (weight of total shipment as you send it.)
note: if you cannot determine the weight, enter 0.
- Number of boxes: Enter the number of containers / packages of this shipment here
- Remark: make your remarks here
- Hallmark type: here you can choose from:
 - New items – small marks
 - New items – large marks (with date letter)
 - Occasions
 - CCM (Common Control Marks from Hallmarking Convention)
- Apply marks by: choose from Punching, Laser or Puching & Laser.

note: for the inventory, see next step, a different stamp request can be entered per item for hallmark type and stamp type.

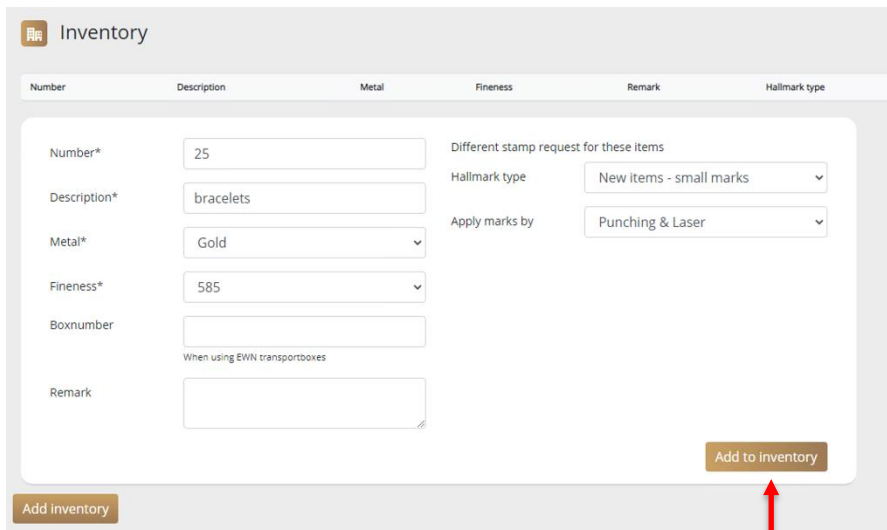
Now click on "save"

It is now possible to complete the inventory (the former inventory list on the docket).

The screenshot shows the EWN online portal interface. At the top left is the EWN logo. The main content area is titled 'DOCKET LIST > Lot' and contains a 'Lot data' form. The form has several input fields: 'Location*' (Polderbosdyk 13a), 'Reference no.' (test shipment), 'Gross weight*' (2500,00 Gram), 'Number of boxes*' (3), 'Remark' (don't ship out on Friday), 'Hallmark type*' (New items - small marks), and 'Apply marks by*' (Punching). To the right of these fields are sections for 'Sent', 'Receipt', and a file upload area with 'Bestand kiezen', 'Geen bestand gekozen', and 'Upload' buttons. Below the form are 'Delete', 'Back', 'Save', and 'Send' buttons, along with a checkbox for 'I hereby agree to Terms and Conditions.'. Below the form is an 'Inventory' table with columns: Number, Description, Metal, Fineness, Remark, Hallmark type, and Boxnumber. An 'Add inventory' button is located below the table, with a red arrow pointing to it.

Click on the button “add inventory”

Add inventory



Inventory

Number	Description	Metal	Fineness	Remark	Hallmark type
Number*	25				
Description*	bracelets				
Metal*	Gold				
Fineness*	585				
Boxnumber					
Remark					

When using EWN transportboxes

Add to inventory

- Number: enter the number of items here, e.g. 56
- Description: enter a description of the items, e.g. Bracelets
- Metaal: choose the metal
- Fineness: choose the fineness (selection is determined by the choose metal type)
- Boxnumber: if you use EWN transportboxes, enter the box no. in this field
- Remark: any remarks, e.g. punching on the inside of the ring at 6 o'clock

In the second column, on the right, you can indicate a different stamp request for these items. E.g.: hallmark by laser engraving or specify these items as occasions.

Click on “add to inventory” (red arrow).

You can repeat this step to add more items to the inventory by clicking on “add inventory”.

DOCKET LIST > Lot

Lot data

Location* Polderboskdyk 13a

Reference no. test shipment

Gross weight* 2500,00 Gram

Number of boxes* 3

Remark don't ship out on Friday

Hallmark type* New Items - small marks

Apply marks by* Punching

Sent

Receipt

Bestand kiezen Geen bestand gekozen Upload

File name Date created

No attachments uploaded

Delete

Back Save

I hereby agree to Terms and Conditions.

Send


Inventory

Number	Description	Metal	Fineness	Remark	Hallmark type	Boxnumber
56	bracelets	Gold	585		New Items - small marks	Edit Delete

Add inventory

When you have completed the inventory you can click on SEND.
A popup will appear with a shipping label:

Print Label



3102

EWN

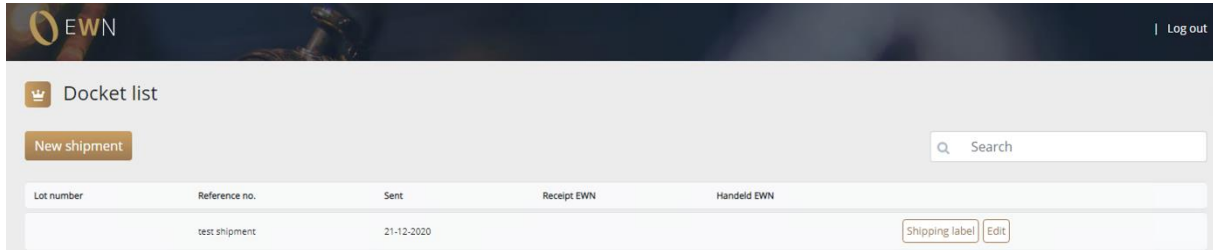
Polderboskdyk 13A
8501 Zj, Joure

Sender

Polderboskdyk 13a
8501 Zj, Joure
Nederland

Print this label and send it within the shipment.

You will now return to the DASHBOARD screen. The shipment you have just created is now in the overview.



The screenshot shows the EWN online portal dashboard. At the top left is the EWN logo. Below it, there is a 'Docket list' section with a 'New shipment' button and a search bar. A table below displays shipment details:

Lot number	Reference no.	Sent	Receipt EWN	Handled EWN
	test shipment	21-12-2020		

Buttons for 'Shipping label' and 'Edit' are visible next to the shipment entry.

As soon as the shipment has arrived at EWN, this will be visible in this portal by means of a date entered under “received EWN”, the shipment will now also be given a EWN-lotnumber. In addition, you can see when the consignment has been shipped again, a shipping date will then be entered under “Handled EWN”.

After your batch has been handled by EWN, you can also view the PROFORMA INVOICE here. The final invoice will then be sent to you by e-mail.

Do you have questions or are you unable to resolve the matter. Get in touch and we'll be happy to help.

Edelmetaal Waarborg Nederland BV

Polderboskdyk 13a
8501 ZJ Joure, The Netherlands
T +31(0)513 468 111
E info@ewnederland.nl