

TMS

By
IT Department

Login page

- Input your registered **schwing domain username/email** and **password** in the respective fields and click **Login** to access your account.
- If you don't have **schwing domain username** try to login with **Native**
- In case of an emergency, if you do not have access to the Schwing domain, please attempt to log in using **OTP**
- If you're new, click on the "**Register here**" link to start the account creation process.



The screenshot shows the login interface for SCHWING Stetter. At the top left is the company logo. Below it, the word "Login" is centered. There are four radio button options: "LDAP" (selected), "Native", "OTP", and "Others". Below these are two input fields: "User Name (SCHWING Domain Username)" and "Password (SCHWING Domain Password)". The password field has a toggle icon for visibility. A blue "SIGN IN" button is positioned below the fields. At the bottom, there are two links: "Don't have account? Register here" and "Help? Click Here".

Image 1

New Registration

- Enter the required details to create a new account
- Click **Submit** to finish the registration process and wait for the approval.
- If your request is approved, you will receive an email from Support Automation. If it is rejected, please correct the issue and resubmit.
- If you don't have an official email, click "Personal" and enter your personal email address.

TMS Profile Activation

Employee Name :

Employee No. :

Gender : Male Female

Mail ID : Official Personal
@schwingstetterindia.co

Posting Location :

Branch Office :

Department :

Designation :

Mobile No. :

Date of Birth :

Date of Joining :

Manager 1 :

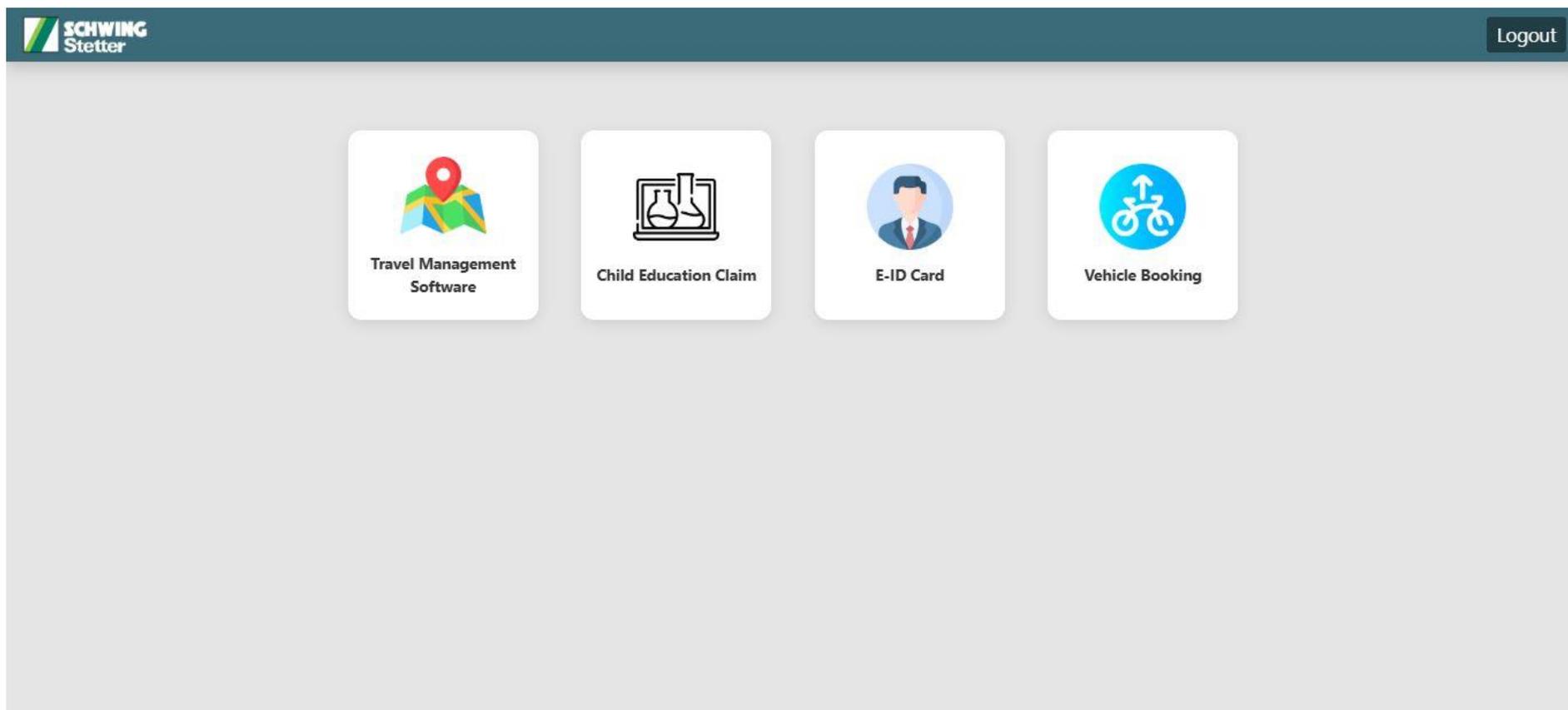
Manager 2 :

Vendor Type :

Submit

Home page

- To access TMS kindly click the travel management software



Travel details

- On this page, you can view the TAF applied, TAF status, statement status, and reportees status.
- To view the details of the status (approved or pending), click on the respective status to access the information.

The screenshot displays a dashboard for SCHWING Stetter. The top navigation bar includes the company logo, a menu icon, a notification bell, and a user profile icon labeled 'NK'. The main content area is divided into four panels:

- TAF APPLIED:** Features a year selector set to '2024' and a refresh icon. It shows two categories: 'Domestic' with a green button containing '0' and 'International' with an orange button containing '0'.
- TAF STATUS:** Shows three status categories: 'Approved' (green button, '0'), 'Pending' (orange button, '0'), and 'Cancel/Rejected' (red button, '0').
- STATEMENT STATUS:** Shows three status categories: 'Approved' (green button, '0'), 'Submitted' (orange button, '0'), and 'Pending' (red button, '0').
- REPORTEE STATUS:** Shows three status categories: 'TAF Pending' (green button, '0'), 'Advance Pending' (orange button, '0'), and 'Statement Pending' (red button, '0').

New Travel

- Here, you can apply for a new travel request.

☰ SCHWING Stetter
Logout

Name: <input type="text" value="NITHISH KUMAR D"/>	Emp ID: <input type="text" value="OWC10618"/>	Designation: <input type="text" value="GET - Electronics"/>	Travel Type: <input type="text" value="Select"/>
Reporting Manager: <input type="text" value="GOWTHAMAN A"/>	Reporting Manager 2: <input type="text" value="ARUN PRAKASH S P"/>	Location: <input type="text" value="Chennai Corporate"/>	Advance + -
Travel Location/Address: <input type="text" value="Travel Location/Address"/>	Purpose: <input type="text" value="Customer Visit"/>	If Purpose Others: <input type="text"/>	Currency <input type="text" value="INR"/> Amount <input type="text"/>
No. Of Days: <input type="text"/>	Remarks: <input type="text"/>		

Journey Details Add Remove

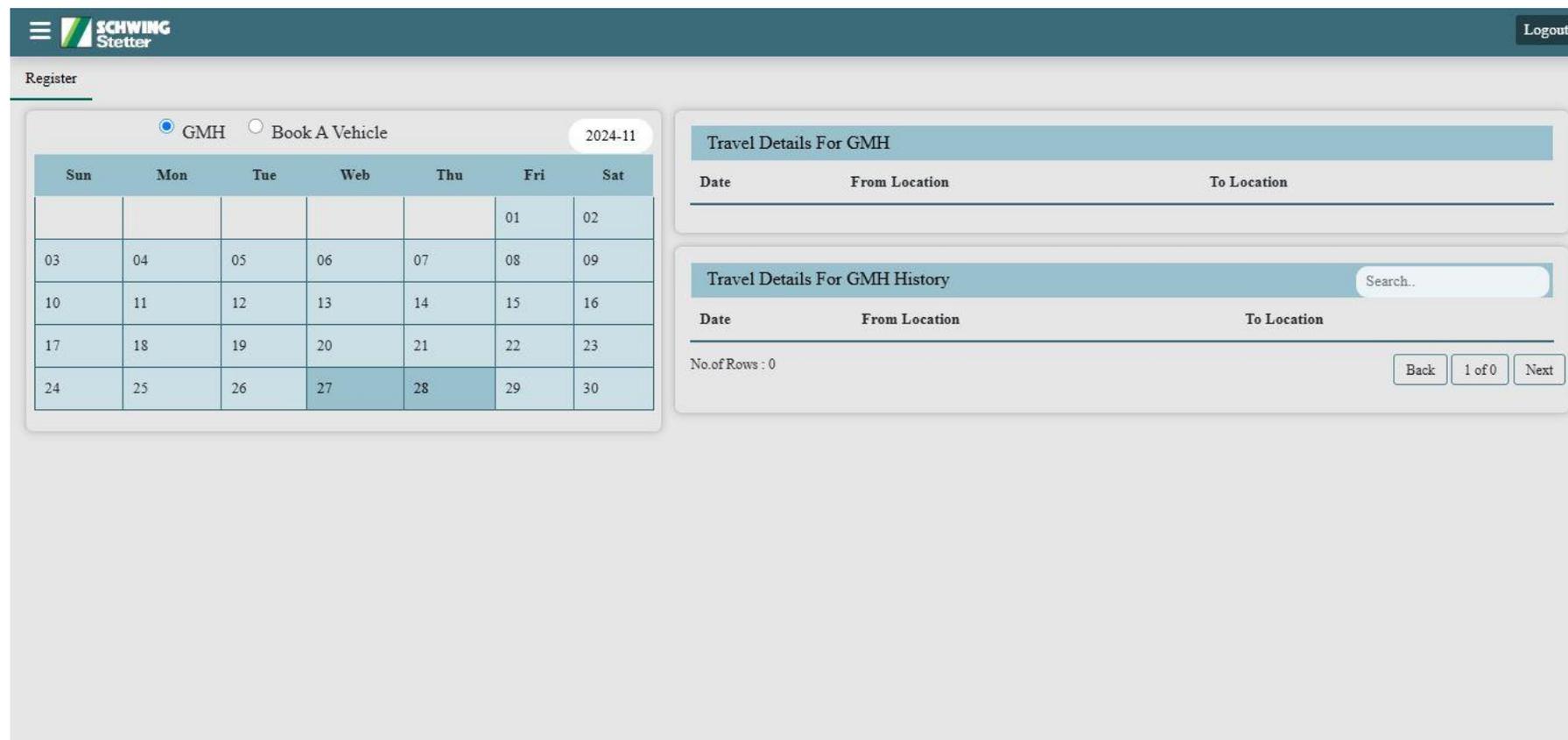
From	To	Date	Mode	Flight No.	Time	Approx Fare	Choose Flight Options
From Location	To Location	Date	MODE	NA	NA	0	Click Here

Note: If not mentioning booking details or remarks kindly mention 'NA'.
Note: If Flight No. and flight timings are not mentioned, kindly mention 'NA'
Note: If Your Travel Flight mention Flight Approx Amount

SUBMIT

Register Local Travel

- Here, you can register a local travel request from Chennai to Cheyyar.
- You can book vehicle here



The screenshot shows the 'Register' page in the SCHWING Stetter application. At the top, there is a navigation bar with the company logo and a 'Logout' button. Below the navigation bar, the page title 'Register' is displayed. The main content area is divided into two sections. The left section contains a calendar for November 2024, with the date '2024-11' selected. The calendar has columns for Sun, Mon, Tue, Web, Thu, Fri, and Sat. The right section contains two forms. The first form is titled 'Travel Details For GMH' and has a table with columns for Date, From Location, and To Location. The second form is titled 'Travel Details For GMH History' and has a search bar and a table with columns for Date, From Location, and To Location. Below the second table, there is a 'No.of Rows : 0' label and three buttons: 'Back', '1 of 0', and 'Next'.

Reportees (TAF Approval Pending)

- To view the pending TAF approvals




[Logout](#)

[TAF Approvals Pending](#)
[Additional Advance](#)
[Statement Approvals](#)
[Form-B Claim](#)
[Form-A Claim](#)
[Booked Vehicle](#)

Domestic TAF Pending For Approval

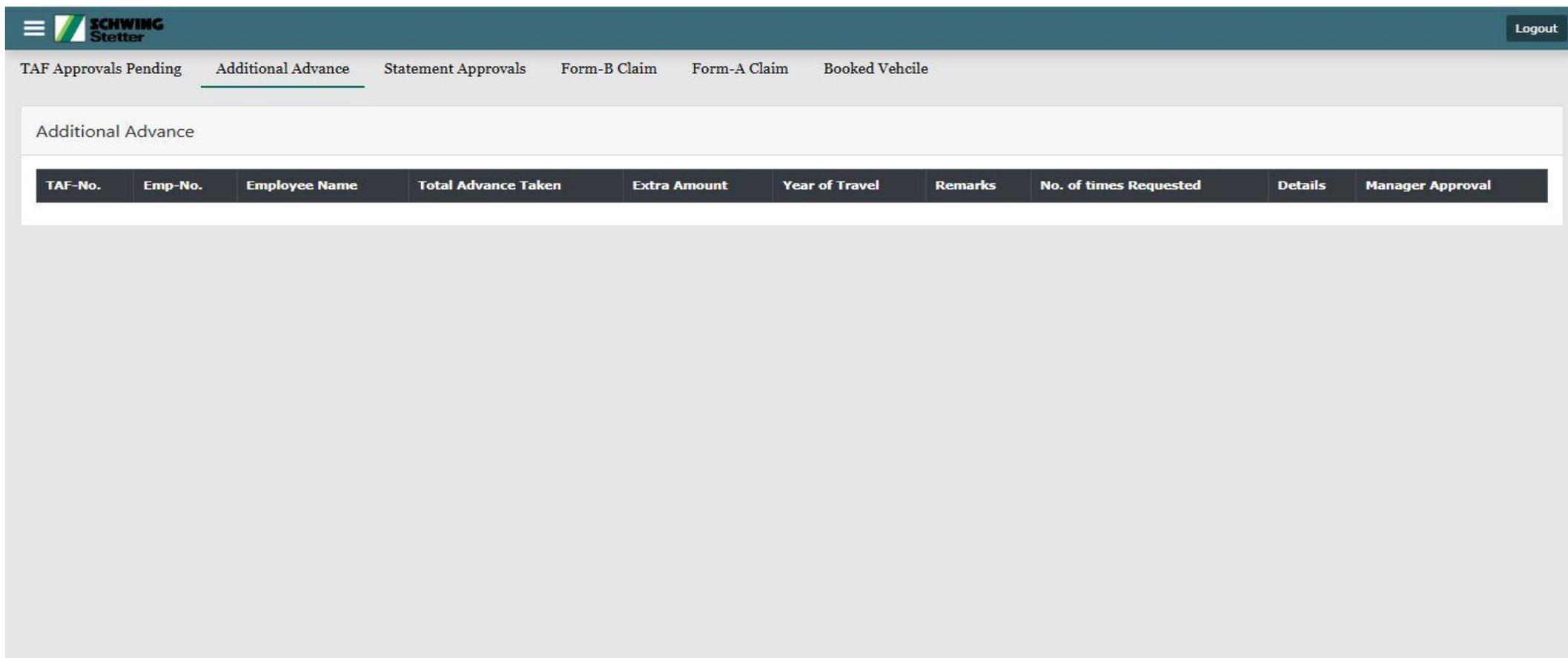
TAF-No.	TID-No.	Employee Name	Employee No.	Location of Visit	No. of days	Advance(INR)	Manager Approval
No. of Rows : 0							

International TAF Pending For Approval

TAF-No.	TID-No.	Employee Name	Employee No.	Location of Visit	No. of days	Advance	Manager Approval
No. of Rows : 0							

Reportees (Additional Advance)

- To view additional advance list



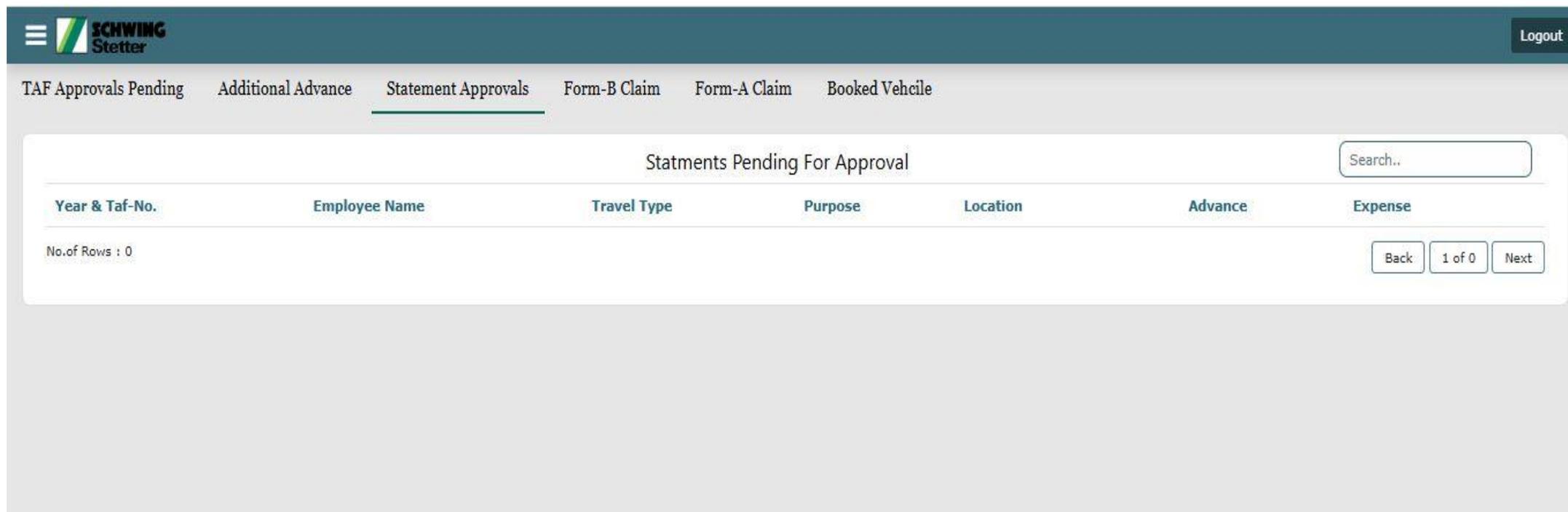
TAF Approvals Pending Additional Advance Statement Approvals Form-B Claim Form-A Claim Booked Vehicle Logout

Additional Advance

TAF-No.	Emp-No.	Employee Name	Total Advance Taken	Extra Amount	Year of Travel	Remarks	No. of times Requested	Details	Manager Approval
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Reportees (Statement Approvals)

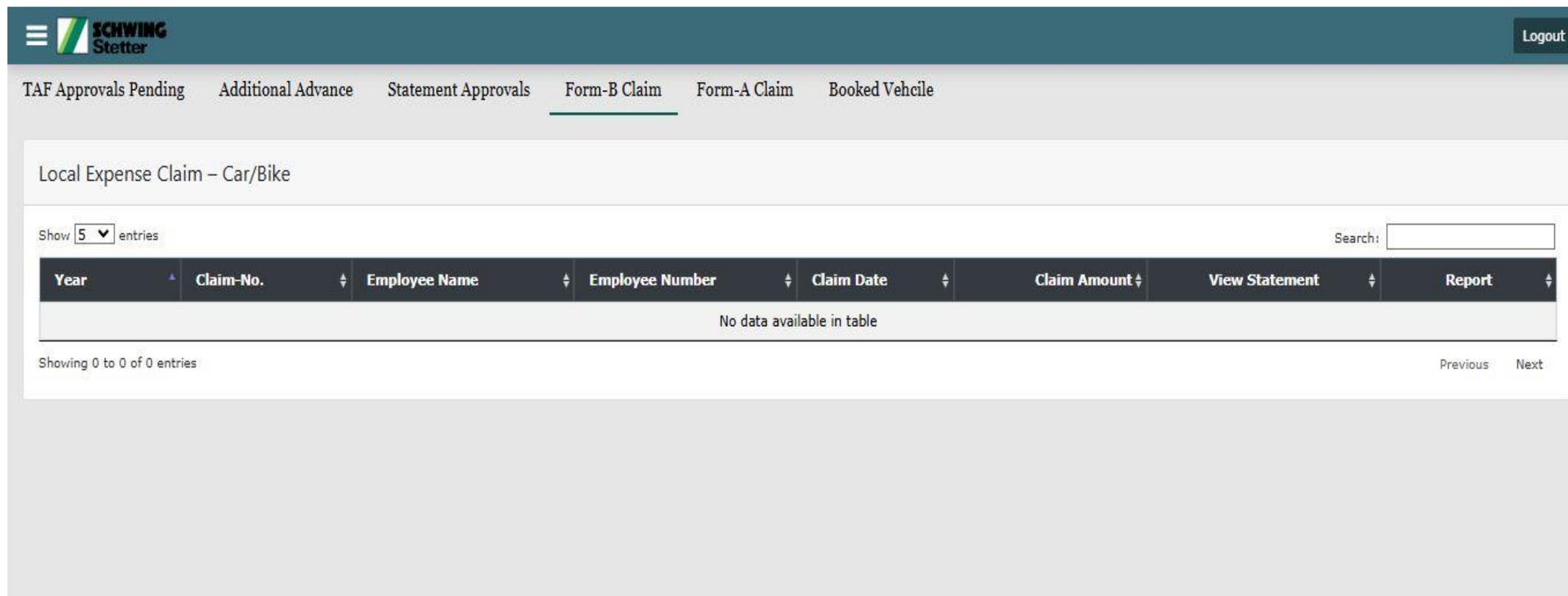
- To view statement approvals list



The screenshot displays the SCHWING Stetter web application interface. At the top left, there is a menu icon and the SCHWING Stetter logo. On the top right, there is a 'Logout' button. Below the header, a navigation bar contains several menu items: 'TAF Approvals Pending', 'Additional Advance', 'Statement Approvals' (which is currently selected and underlined), 'Form-B Claim', 'Form-A Claim', and 'Booked Vehicle'. The main content area is titled 'Statments Pending For Approval' and features a search box on the right. Below the title, there is a table with the following columns: 'Year & Taf-No.', 'Employee Name', 'Travel Type', 'Purpose', 'Location', 'Advance', and 'Expense'. The table currently shows 'No.of Rows : 0'. At the bottom right of the table area, there are three buttons: 'Back', '1 of 0', and 'Next'.

Reportees (Form-B claim)

- To view the Form-B claims



Local Expense Claim – Car/Bike

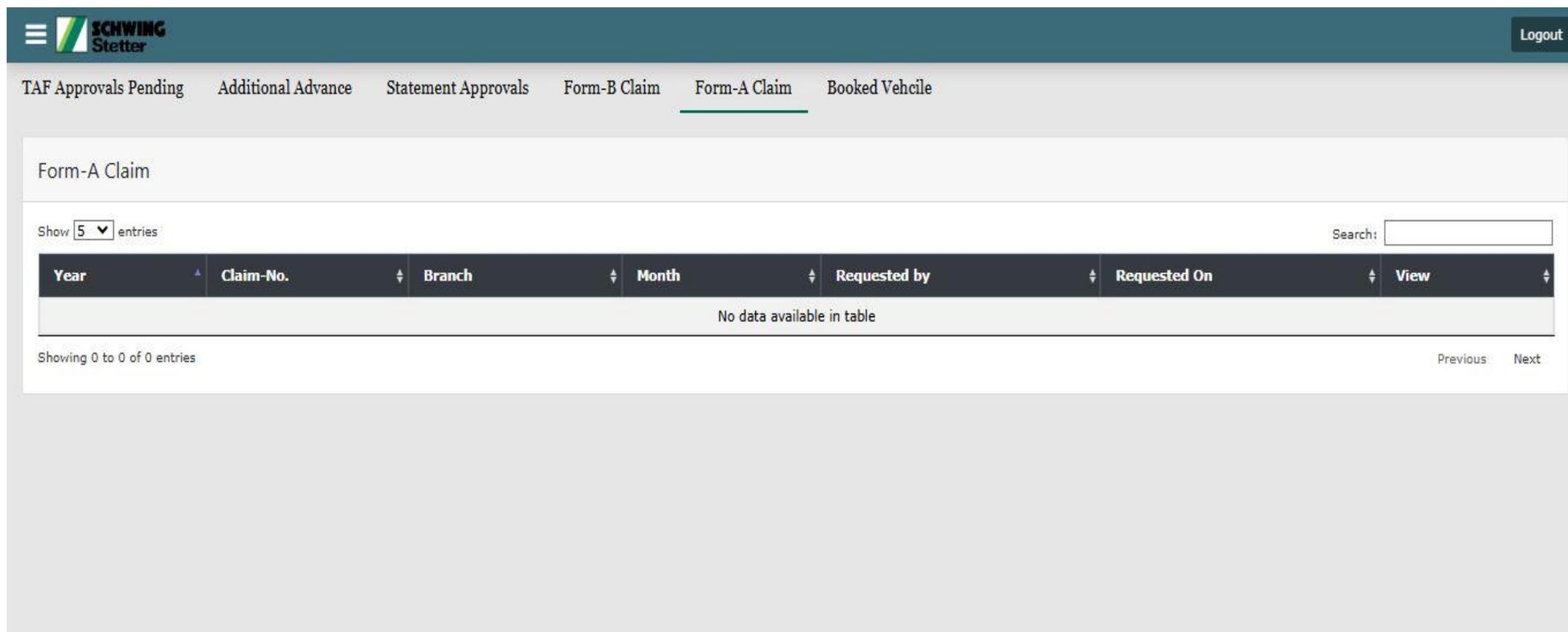
Show entries Search:

Year	Claim-No.	Employee Name	Employee Number	Claim Date	Claim Amount	View Statement	Report
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Reportees (Form-A claim)

- To view the Form-A claims



Form-A Claim

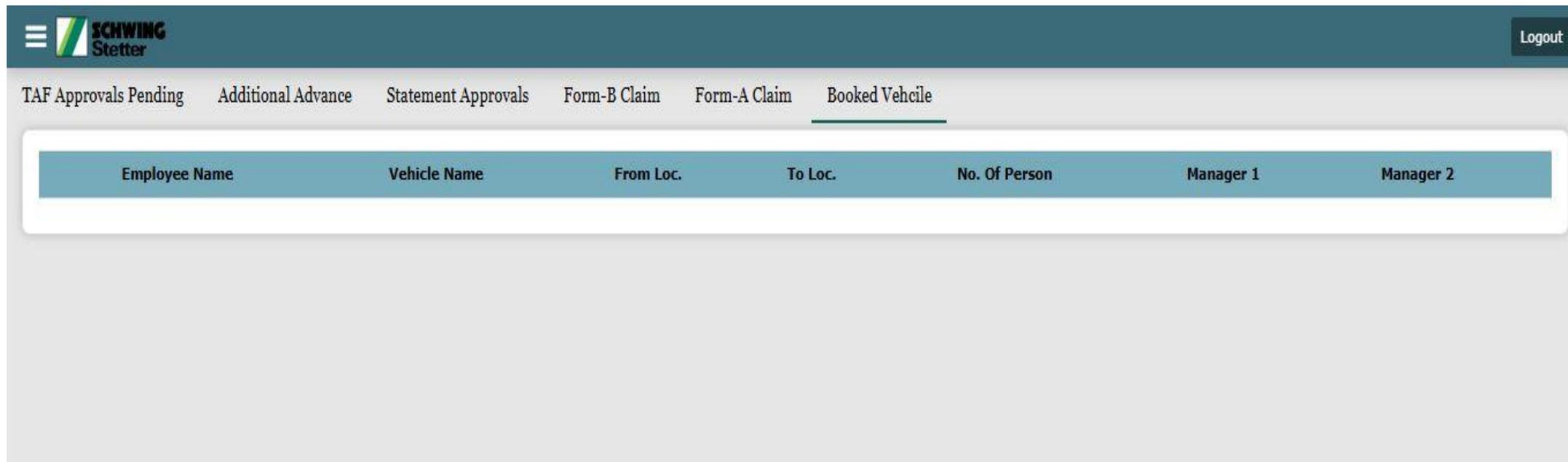
Show entries Search:

Year	Claim-No.	Branch	Month	Requested by	Requested On	View
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Reportees (Booked vehicle)

- To view the booked vehicle

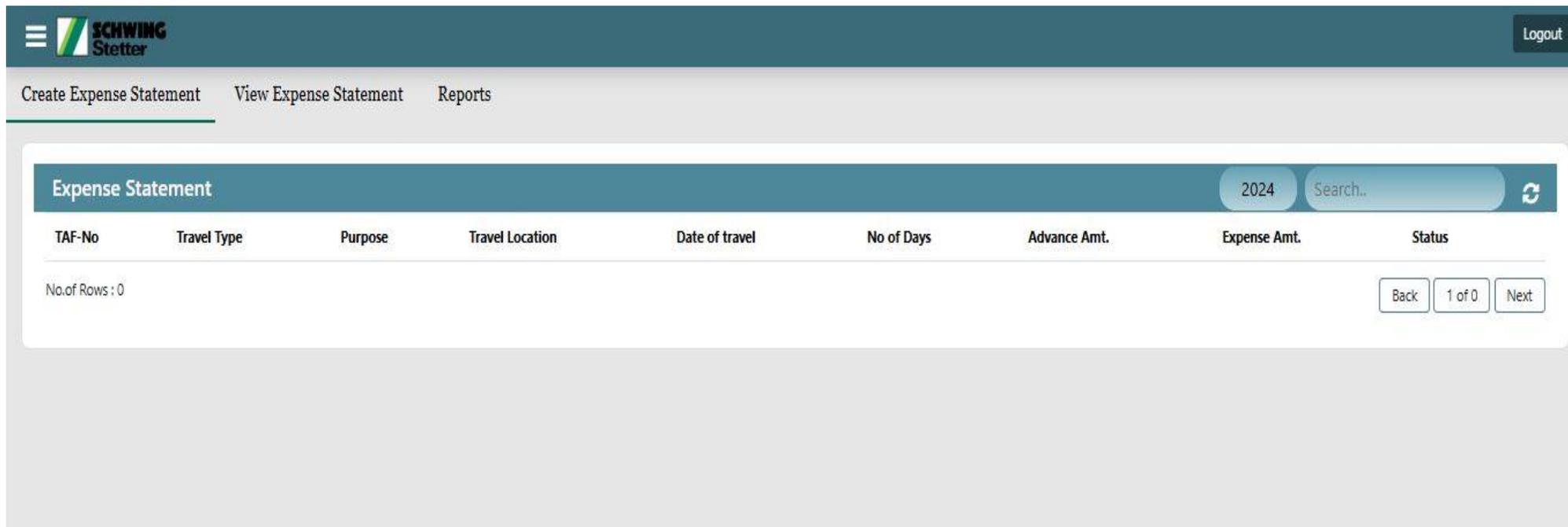


The screenshot displays the SCHWING Stetter web application interface. At the top left is the company logo and a menu icon. On the top right is a 'Logout' button. Below the header is a navigation bar with several menu items: 'TAF Approvals Pending', 'Additional Advance', 'Statement Approvals', 'Form-B Claim', 'Form-A Claim', and 'Booked Vehicle'. The 'Booked Vehicle' item is underlined, indicating it is the active page. Below the navigation bar is a table with the following columns: 'Employee Name', 'Vehicle Name', 'From Loc.', 'To Loc.', 'No. Of Person', 'Manager 1', and 'Manager 2'. The table body is currently empty.

Employee Name	Vehicle Name	From Loc.	To Loc.	No. Of Person	Manager 1	Manager 2
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Claim (Create Expense Statement)

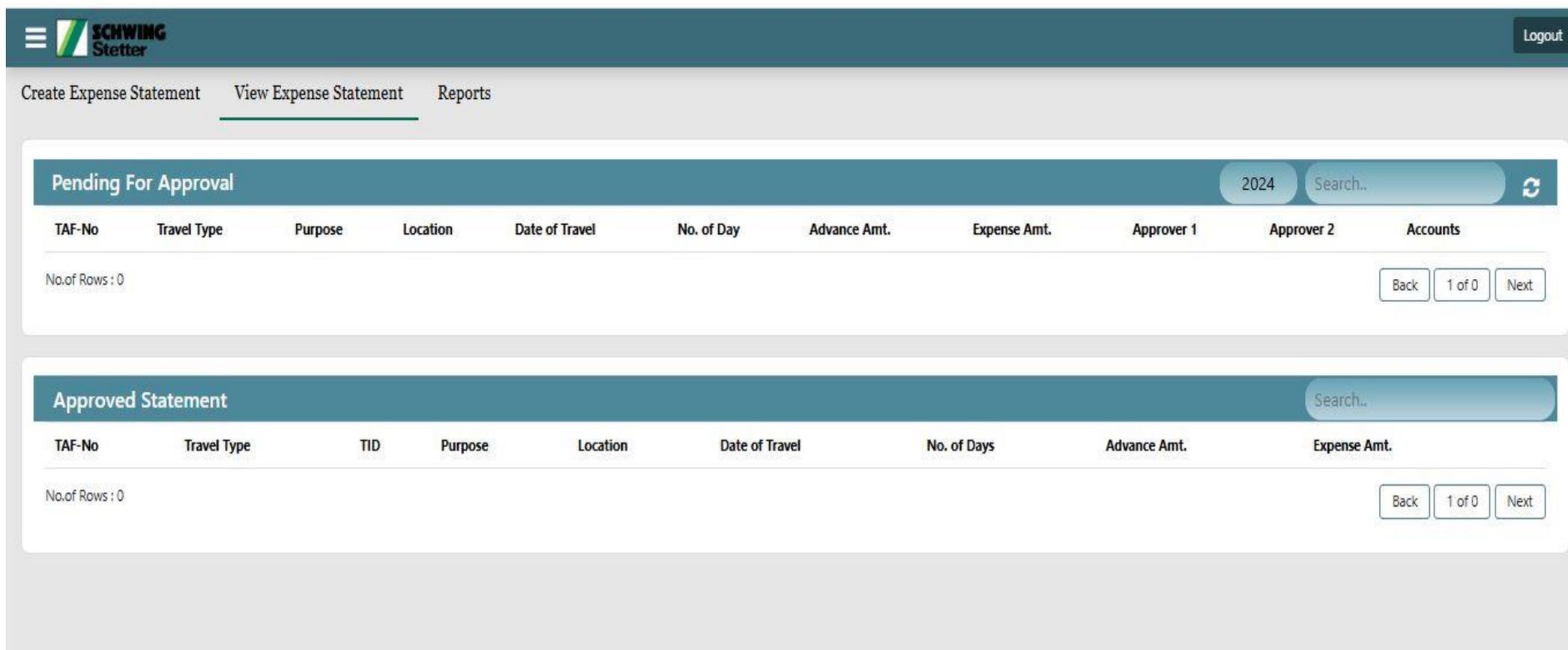
- Here, you can create an expense statement.
- To create an expense statement, once you have completed your travel, you can enter your expenses.



The screenshot displays the 'Create Expense Statement' page in the SCHWING Stetter system. The page features a dark blue header with the company logo and a 'Logout' button. Below the header, there are navigation tabs for 'Create Expense Statement', 'View Expense Statement', and 'Reports'. The main content area is titled 'Expense Statement' and includes a search bar with the year '2024' and a 'Search..' button. A table with the following columns is visible: TAF-No, Travel Type, Purpose, Travel Location, Date of travel, No of Days, Advance Amt., Expense Amt., and Status. The table currently shows 'No. of Rows : 0'. At the bottom right of the table area, there are 'Back', '1 of 0', and 'Next' buttons.

Claim (View Expense Statement)

- To view the expense statement



Pending For Approval 2024 Search..

TAF-No	Travel Type	Purpose	Location	Date of Travel	No. of Day	Advance Amt.	Expense Amt.	Approver 1	Approver 2	Accounts
No. of Rows : 0										

Back 1 of 0 Next

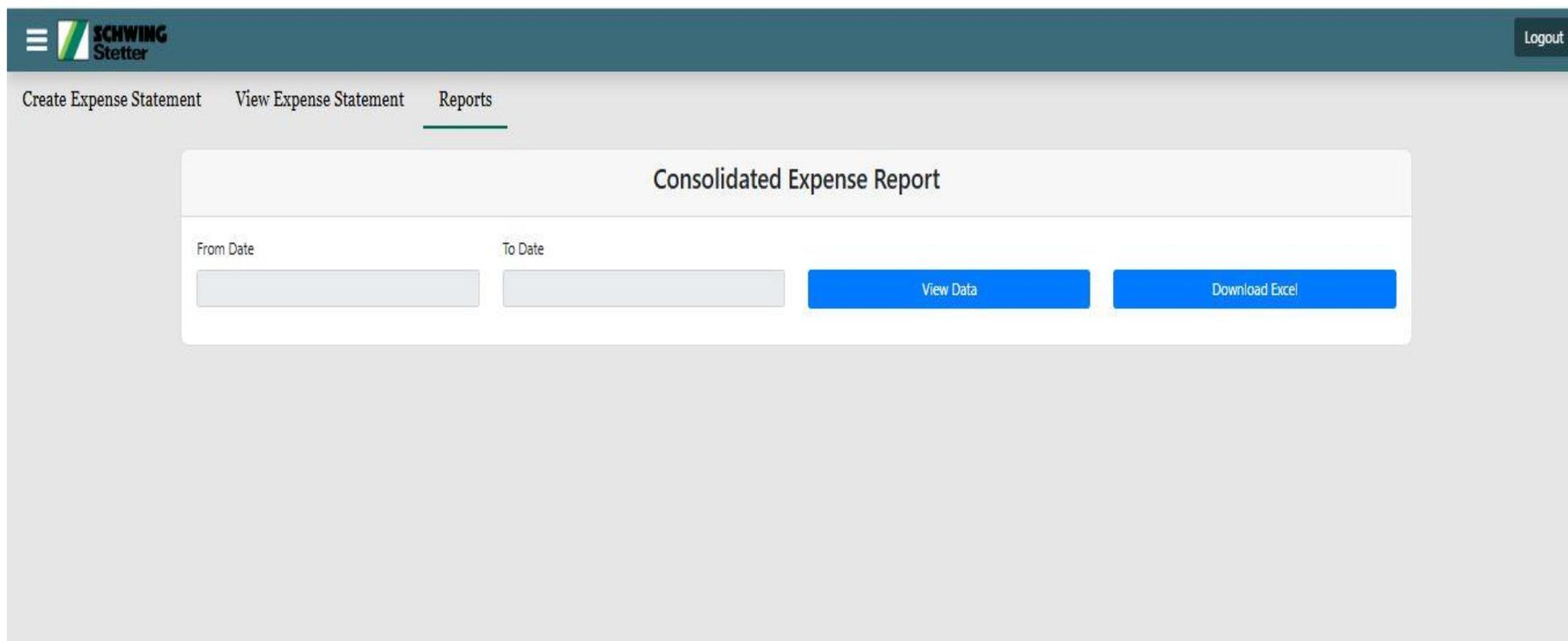
Approved Statement Search..

TAF-No	Travel Type	TID	Purpose	Location	Date of Travel	No. of Days	Advance Amt.	Expense Amt.
No. of Rows : 0								

Back 1 of 0 Next

Claim (Reports)

- To view the reports



The screenshot displays the SCHWING Stetter web application interface. At the top left, there is a menu icon and the SCHWING Stetter logo. On the top right, there is a 'Logout' button. Below the header, there are three navigation tabs: 'Create Expense Statement', 'View Expense Statement', and 'Reports', with 'Reports' being the active tab. The main content area is titled 'Consolidated Expense Report'. It features two input fields for 'From Date' and 'To Date'. To the right of these fields are two blue buttons: 'View Data' and 'Download Excel'.

Claim(Form B Local)

Create Statement

- Here you can create a statement
- To create a statement first you need to add vehicle master

[Create Statement](#) [Draft](#) [View Statement](#) [Reports](#) [Vehicle Master](#)

Month of the Claim:	Claim ID:	Vehicle:	Vehicle No.:	Fuel Type:	Refresh	i
<input type="text"/>	<input type="text"/>	Car ▼	<input type="text"/>	Petrol ▼		

Note: As a control and hygiene measure, no claim will be processed if the claim is lodged after 10 days of the invoice date unless the exception is approved by the concerned approving authority.

Claim(Form B Local)

Draft

- Here you can check your created statements



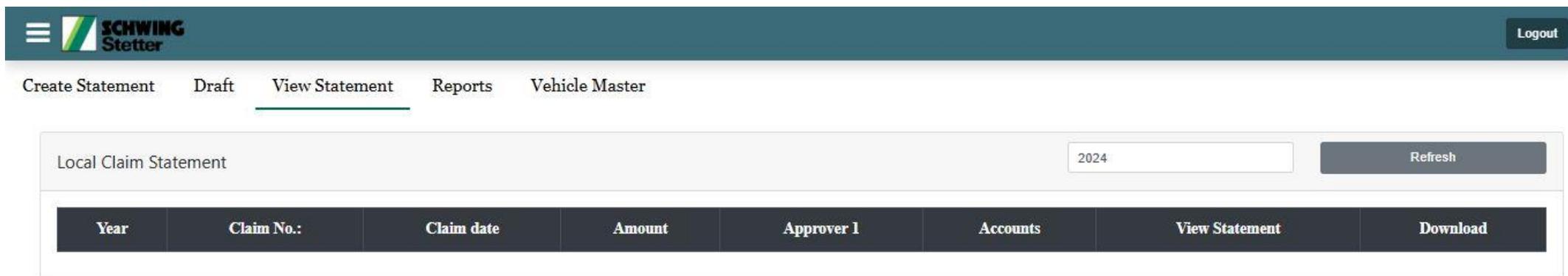
The screenshot shows the SCHWING Stetter web application interface. At the top, there is a dark teal header with the SCHWING Stetter logo on the left and a 'Logout' button on the right. Below the header, there is a navigation menu with the following items: 'Create Statement', 'Draft' (which is underlined), 'View Statement', 'Reports', and 'Vehicle Master'. Below the navigation menu, there is a table with the following columns: 'SLNo.:', 'Year', 'Claim No.:', 'Claim Month', 'Amount', 'status', and an action column. The table contains one row of data.

SLNo.:	Year	Claim No.:	Claim Month	Amount	status	
1	2023	5358	March-2023	0.00	NA	Proceed 

Claim(Form B Local)

View Statement

- To view your statement and you can download it



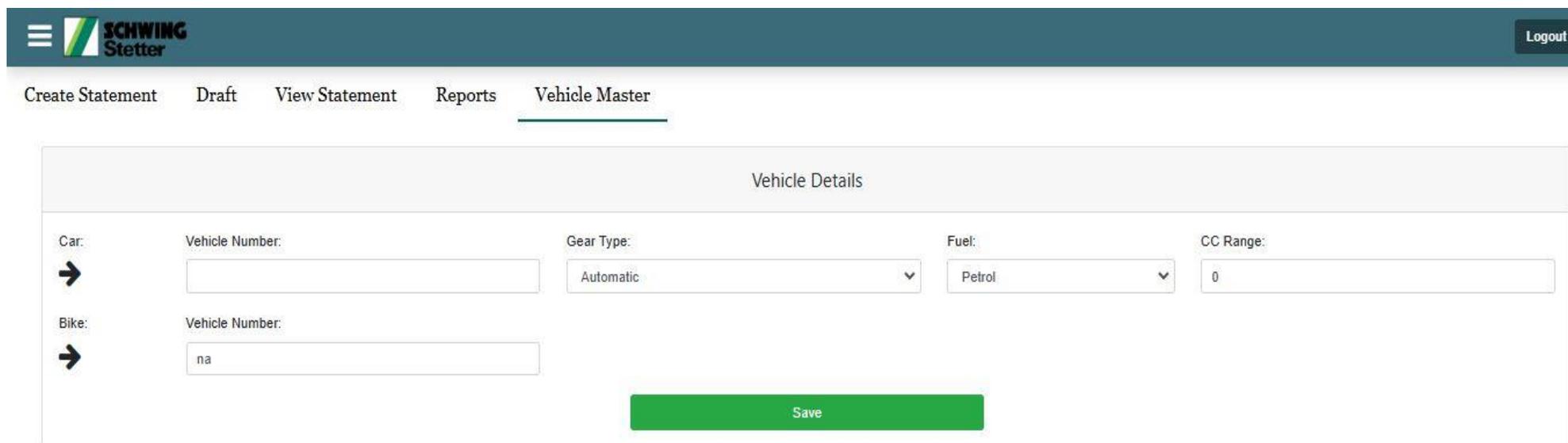
The screenshot shows the SCHWING Stetter web application interface. At the top, there is a dark teal header with the SCHWING Stetter logo on the left and a 'Logout' button on the right. Below the header is a navigation menu with the following items: 'Create Statement', 'Draft', 'View Statement' (which is underlined), 'Reports', and 'Vehicle Master'. The main content area is titled 'Local Claim Statement'. It features a text input field containing '2024' and a 'Refresh' button to its right. Below this is a table with a dark teal header and a white body. The table has the following columns: 'Year', 'Claim No.', 'Claim date', 'Amount', 'Approver 1', 'Accounts', 'View Statement', and 'Download'.

Year	Claim No.:	Claim date	Amount	Approver 1	Accounts	View Statement	Download
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Claim(Form B Local)

Vehicle Master

- Here you can add your vehicle



The screenshot shows the 'Vehicle Master' form in the SCHWING Stetter application. The form is titled 'Vehicle Details' and contains two sections for adding vehicle information. The 'Car' section includes fields for 'Vehicle Number', 'Gear Type' (set to 'Automatic'), 'Fuel' (set to 'Petrol'), and 'CC Range' (set to '0'). The 'Bike' section includes a 'Vehicle Number' field with the value 'na'. A green 'Save' button is located at the bottom center of the form. The application header includes the SCHWING Stetter logo, a 'Logout' button, and a navigation menu with options: 'Create Statement', 'Draft', 'View Statement', 'Reports', and 'Vehicle Master' (which is currently selected).

Thank you