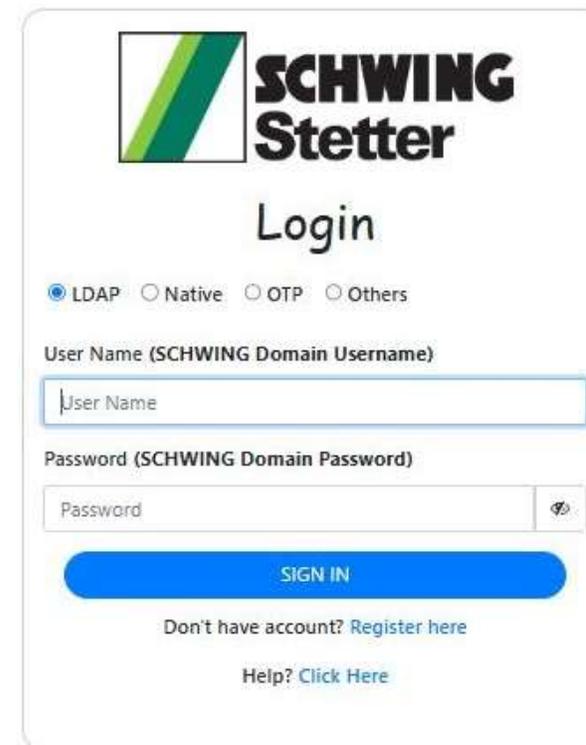


TMS (International travel expense)

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.

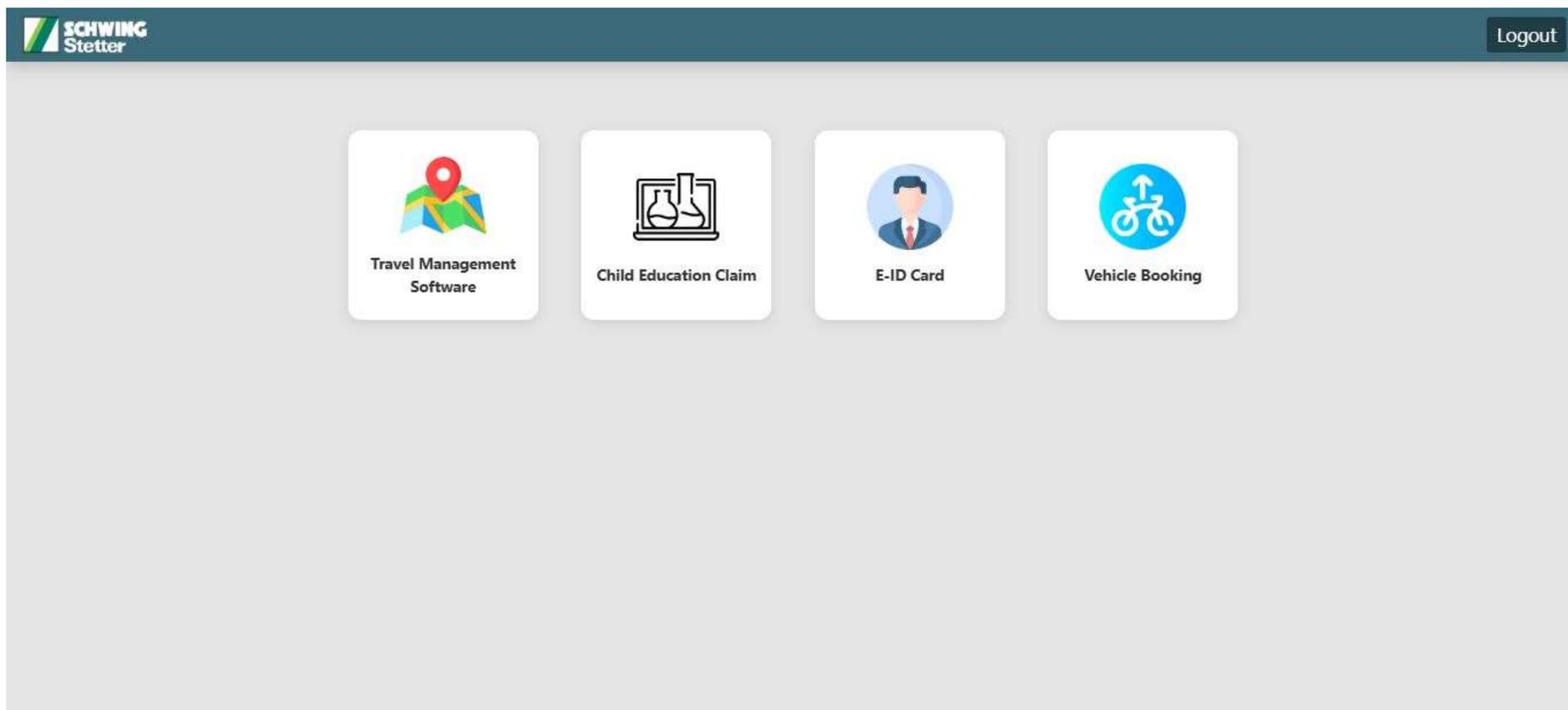


The screenshot shows the login interface for SCHWING Stetter. At the top left is the company logo. Below it, the word "Login" is centered. There are four radio button options: "LDAP" (selected), "Native", "OTP", and "Others". Below these are two input fields: "User Name (SCHWING Domain Username)" and "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

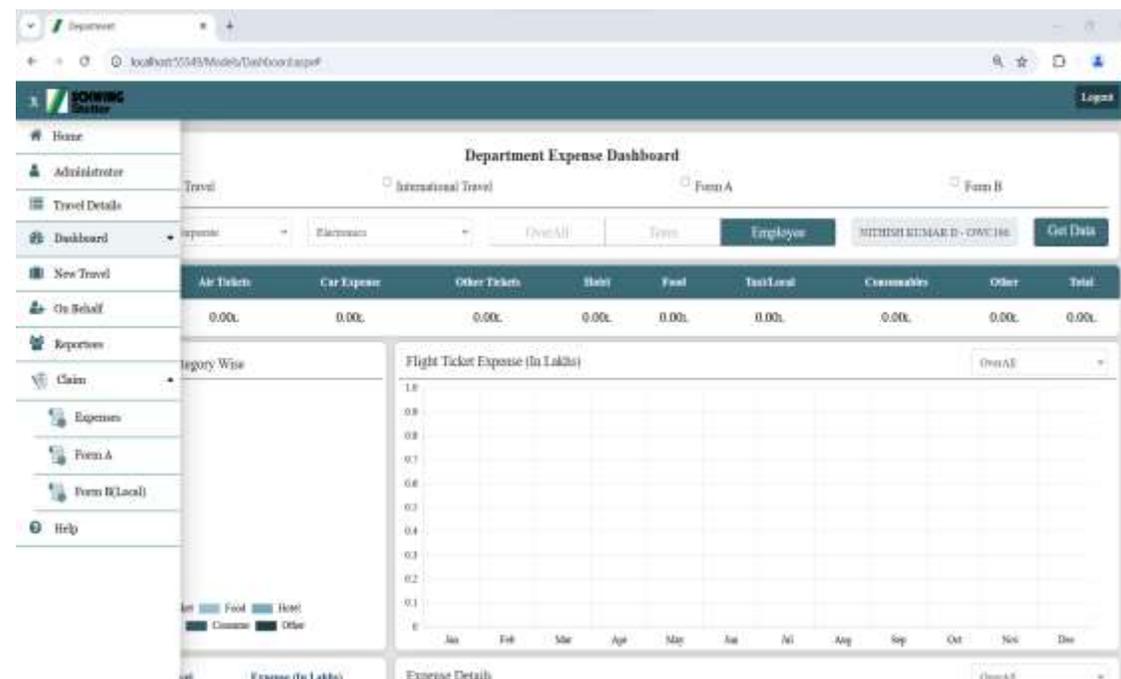
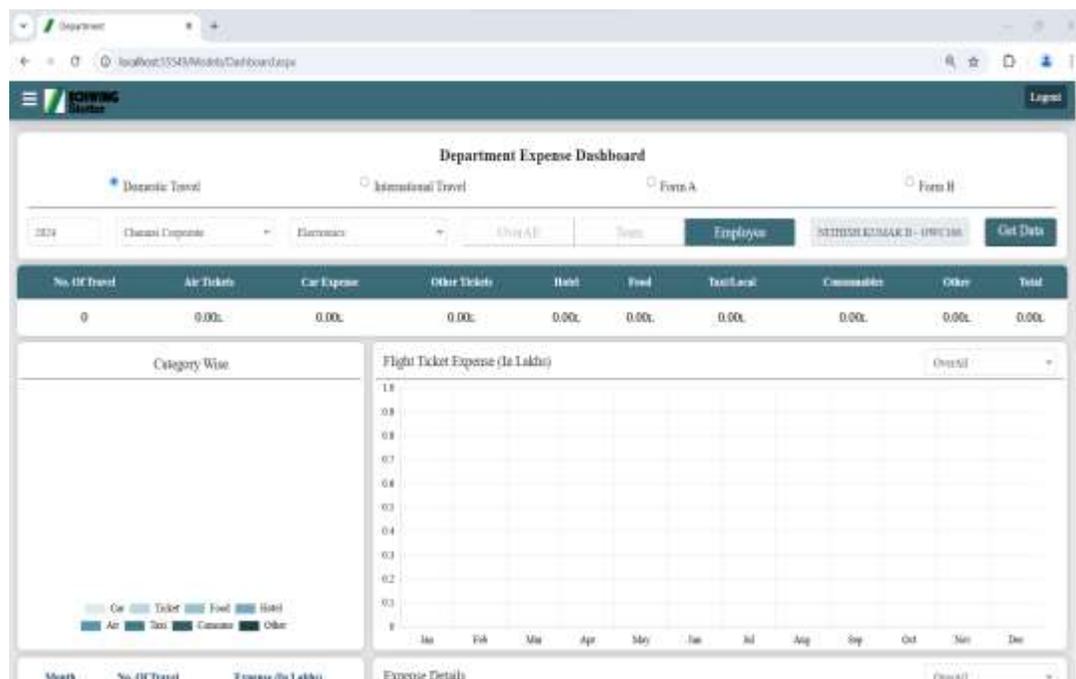
Home page

- To access TMS kindly click the travel management software



Dashboard

- Here, you can view your travel records.
- Use the sidebar and click new travel to create a new travel or click the "Claim" option to create an expense for domestic and international travel



New Travel

- Here, you can apply for a new travel request for domestic and international travel

☰ 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

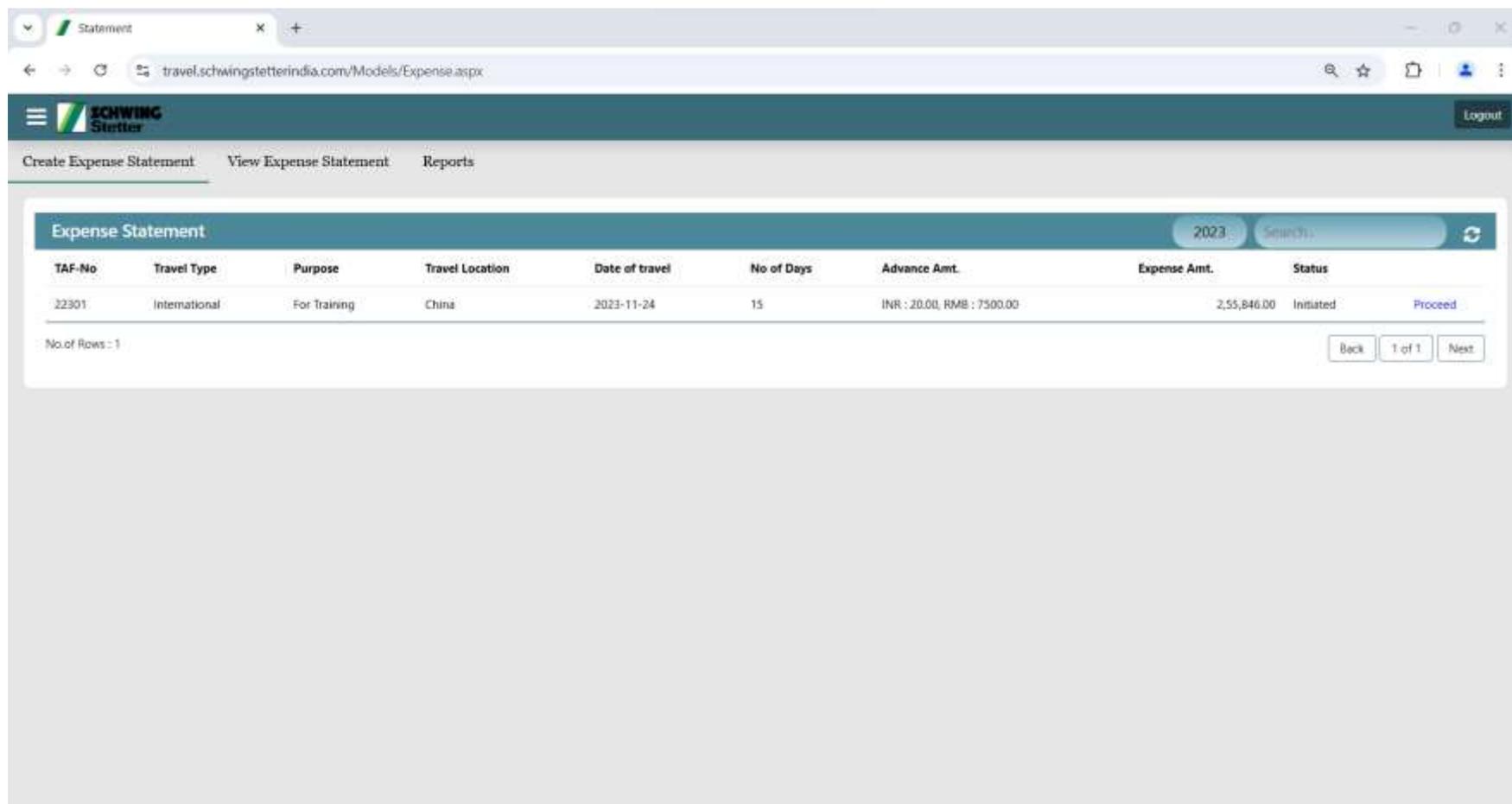
From	To	Date	Mode	Flight No.	Time	Approx Fare	Choose Flight Options
From Location	To Location	Date	MODE	NA	NA	0	Click Here

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

claim

- Here you can enter expense for domestic and international travel



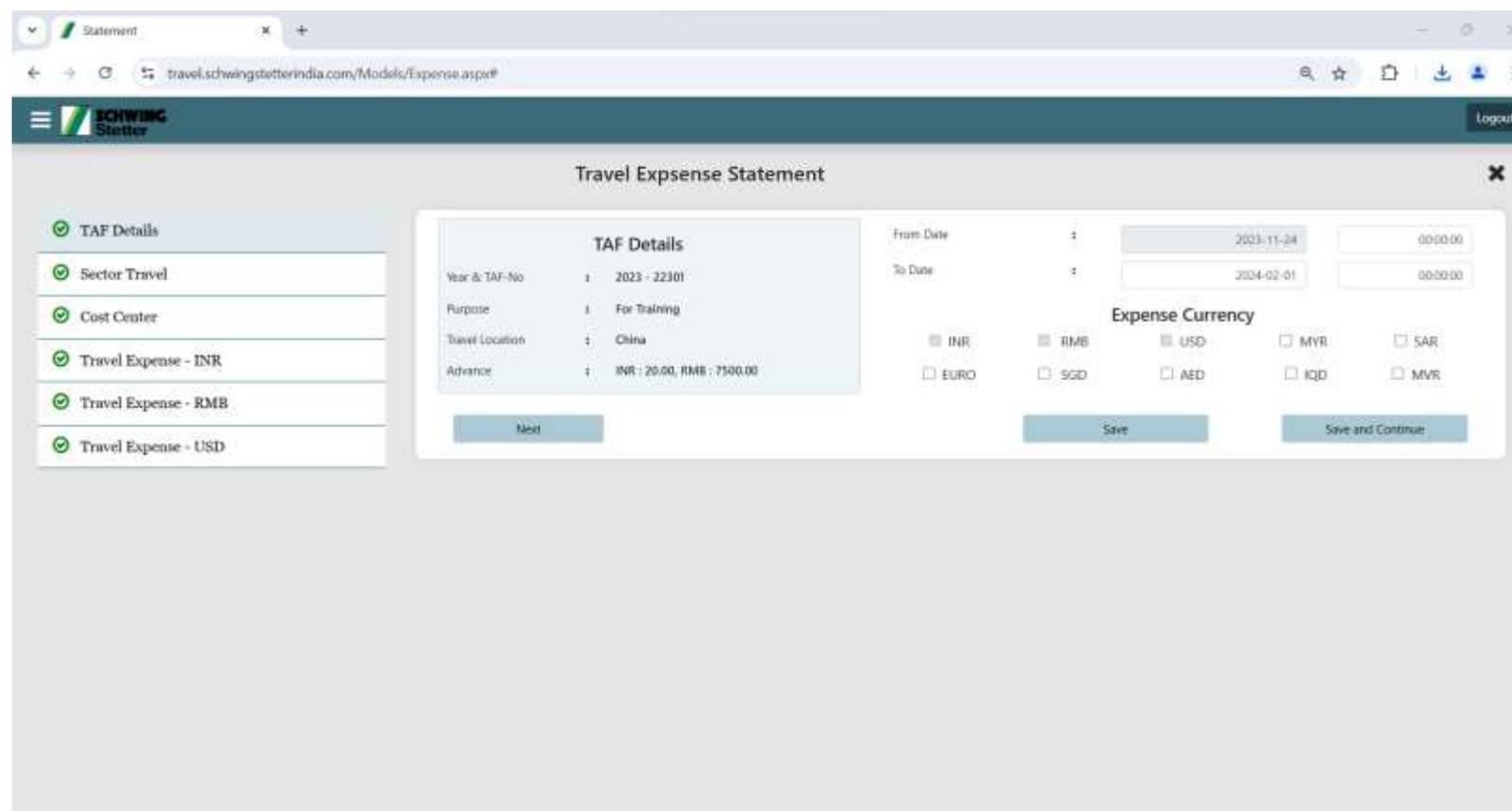
The screenshot shows a web browser window with the URL `travel.schwingstetterindia.com/Models/Expense.aspx`. The page header includes the SCHWING Stetter logo and a 'Logout' button. Below the header, there are navigation links: 'Create Expense Statement', 'View Expense Statement', and 'Reports'. The main content area is titled 'Expense Statement' and features a search bar with the year '2023' and a 'Search' button. Below the search bar is a table with the following data:

TAF-No	Travel Type	Purpose	Travel Location	Date of travel	No of Days	Advance Amt.	Expense Amt.	Status
22301	International	For Training	China	2023-11-24	15	INR : 20.00, RMB : 7500.00	2,55,846.00	Initiated

At the bottom of the table, there is a 'Proceed' link and a pagination control showing 'No. of Rows : 1' with 'Back', '1 of 1', and 'Next' buttons.

TAF details

- Here, you can enter your expense details and select the currency used
- Click save and continue for next process



The screenshot shows a web browser window with the URL `travel.schwingstetterindia.com/Models/Expense.aspx#`. The page title is "Travel Expense Statement". On the left, there is a navigation menu with the following items, all marked with a green checkmark: "TAF Details", "Sector Travel", "Cost Center", "Travel Expense - INR", "Travel Expense - RMB", and "Travel Expense - USD". The main content area is titled "TAF Details" and contains the following information:

Year & TAF-No	:	2023 - 22301
Purpose	:	For Training
Travel Location	:	China
Advance	:	INR : 20.00, RMB : 7500.00

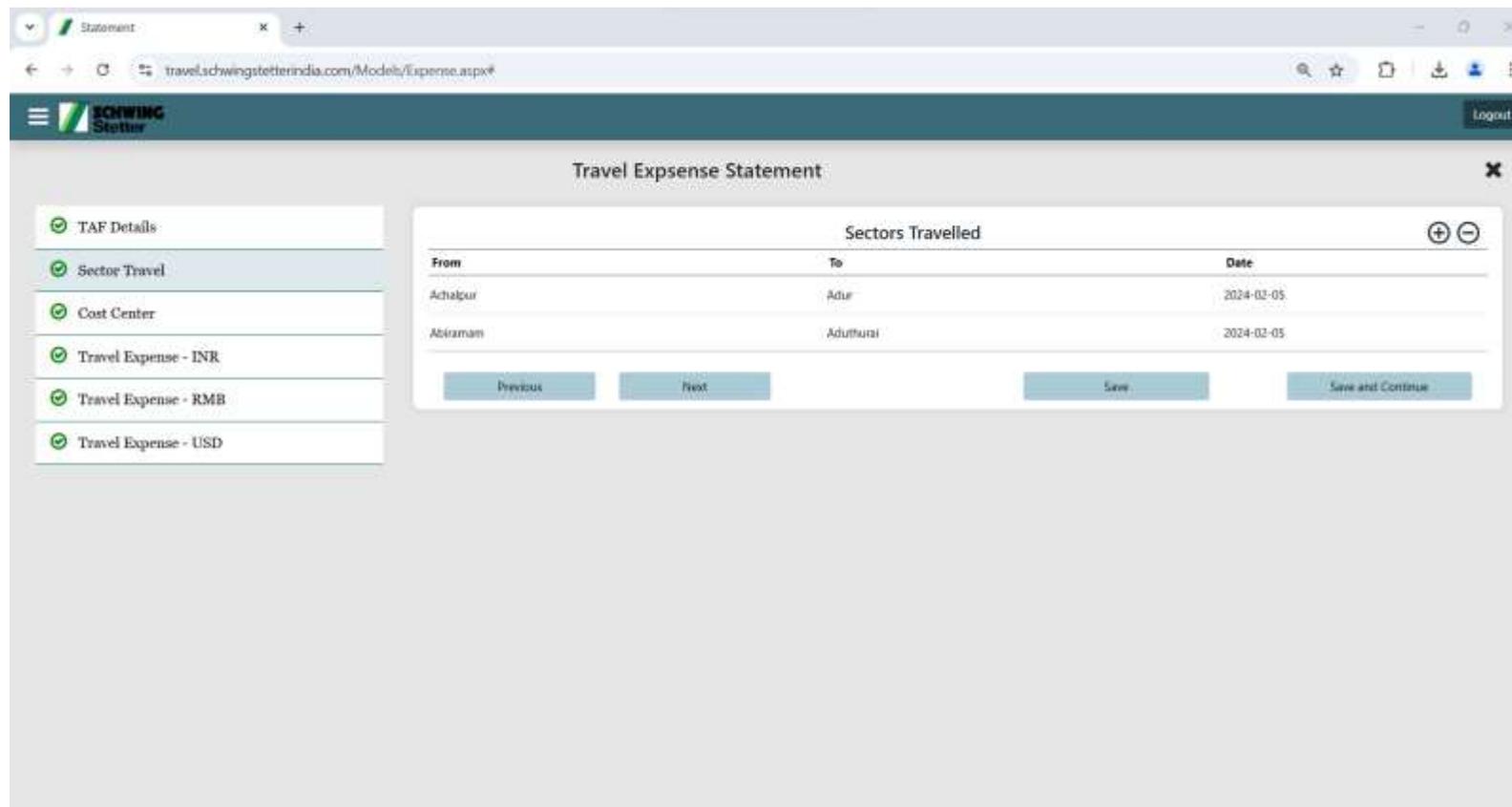
Below the table, there is a "Next" button. To the right of the table, there are date pickers for "From Date" (2023-11-24, 00:00:00) and "To Date" (2024-02-01, 00:00:00). Below the date pickers, there is an "Expense Currency" section with the following options:

<input checked="" type="checkbox"/> INR	<input checked="" type="checkbox"/> RMB	<input checked="" type="checkbox"/> USD	<input type="checkbox"/> MYR	<input type="checkbox"/> SAR
<input type="checkbox"/> EURO	<input type="checkbox"/> SGD	<input type="checkbox"/> AED	<input type="checkbox"/> IQD	<input type="checkbox"/> MVR

At the bottom of the form, there are three buttons: "Next", "Save", and "Save and Continue".

Sector Travel

- Here you can enter the travelled place
- Click save and continue for next process



The screenshot shows a web browser window with the URL `travelschwingstetterindia.com/Models/Expense.aspx#`. The page title is "Travel Expense Statement". On the left, there is a sidebar menu with the following items:

- TAF Details
- Sector Travel
- Cost Center
- Travel Expense - INR
- Travel Expense - RMB
- Travel Expense - USD

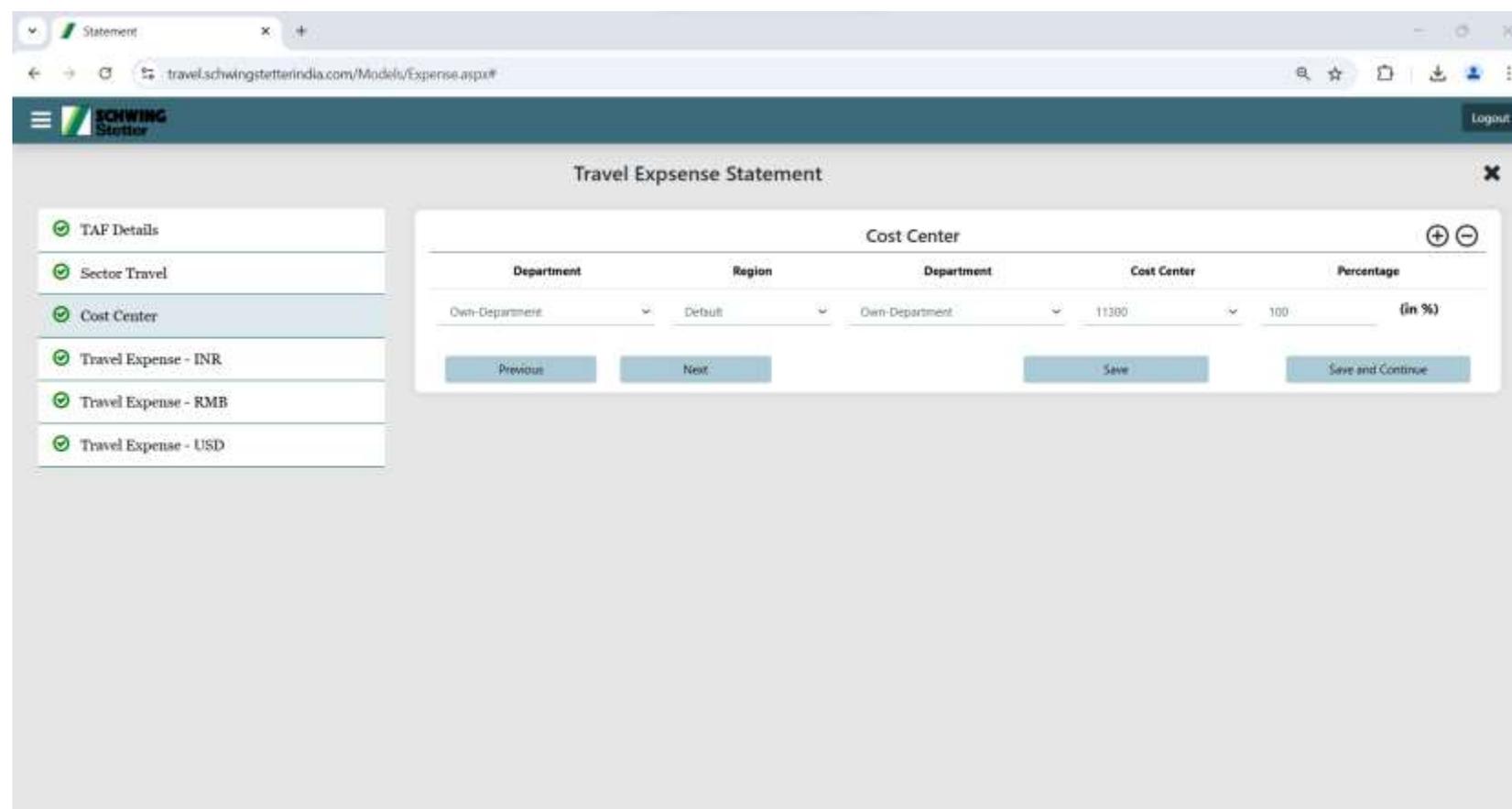
The main content area is titled "Sectors Travelled" and contains a table with the following data:

From	To	Date
Achalpur	Adur	2024-02-05
Abiraman	Aduthurai	2024-02-05

At the bottom of the table, there are four buttons: "Previous", "Next", "Save", and "Save and Continue".

Cost Center

- Here you can add cost center
- Click save and continue for next process



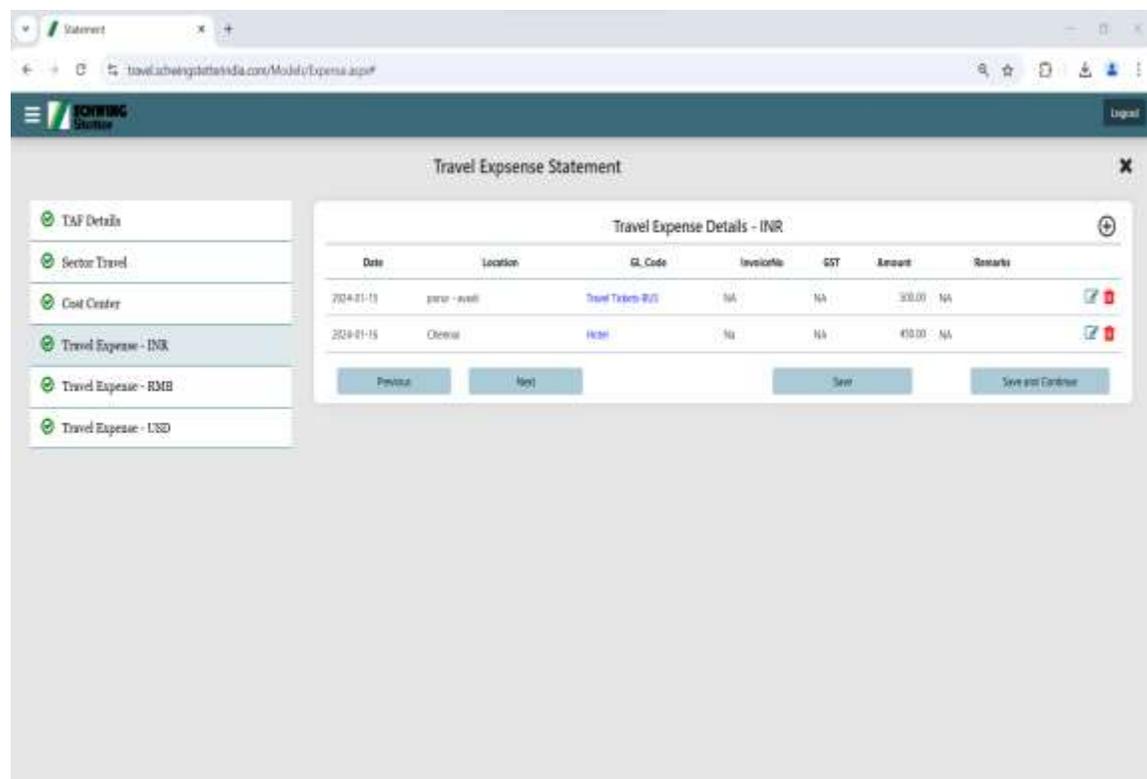
The screenshot displays the 'Travel Expense Statement' form in a web browser. The browser address bar shows the URL: `travel.schwingstetterindia.com/Models/Expense.aspx#`. The page header includes the SCHWING Stetter logo and a 'Logout' button. The main content area is titled 'Travel Expense Statement' and contains a sidebar on the left with a list of menu items: 'TAF Details', 'Sector Travel', 'Cost Center' (highlighted), 'Travel Expense - INR', 'Travel Expense - RMB', and 'Travel Expense - USD'. The 'Cost Center' form section includes a table with the following structure:

Department	Region	Department	Cost Center	Percentage
Own-Department	Default	Own-Department	11300	100 (in %)

At the bottom of the form, there are four buttons: 'Previous', 'Next', 'Save', and 'Save and Continue'.

Travel Expense - INR

- Here, you can add your INR currency expense by clicking the plus icon
- you can view and edit your travel expenses in INR currency
- Click save and continue for next process

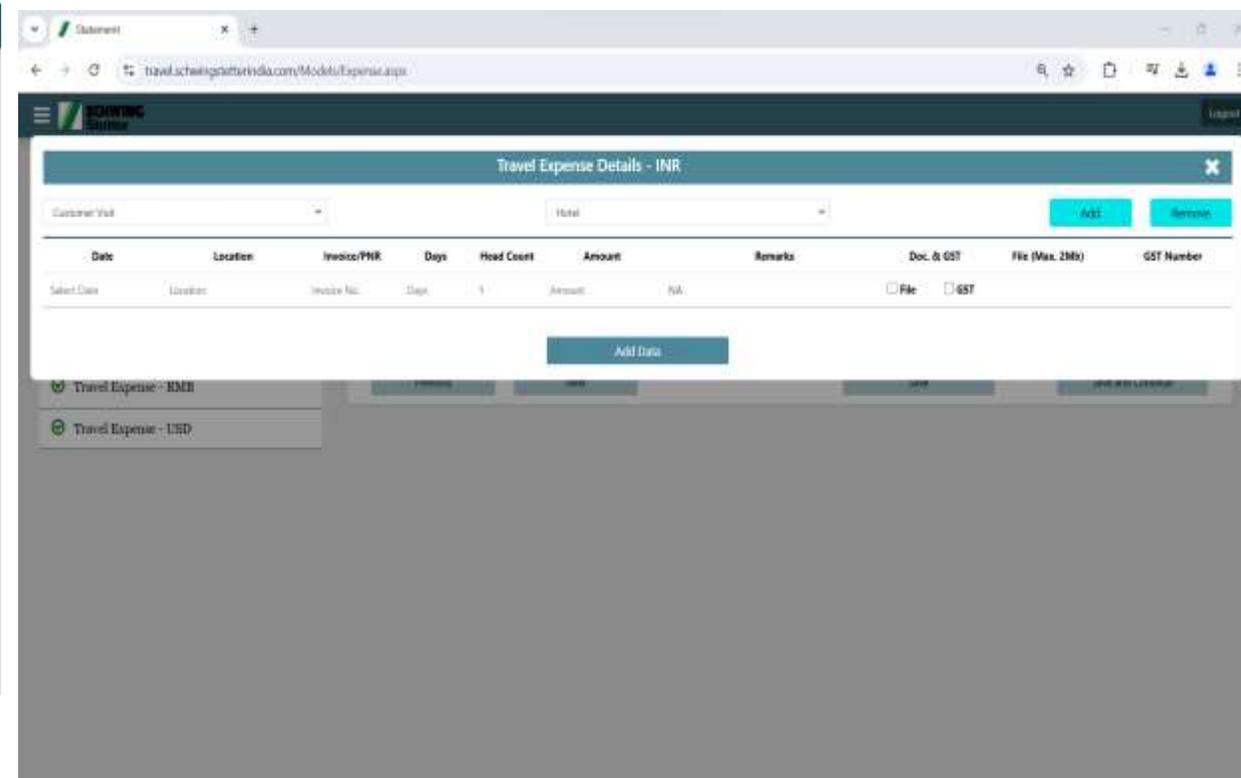


Travel Expense Statement

Travel Expense Details - INR

Date	Location	GL Code	Invoice No	GST	Amount	Remarks
2024-01-18	pune - aveli	Travel Tickets B/L	NA	NA	300.00	NA
2024-01-18	Orewal	Hotel	NA	NA	410.00	NA

Buttons: Previous, Next, Save, Save and Continue



Travel Expense Details - INR

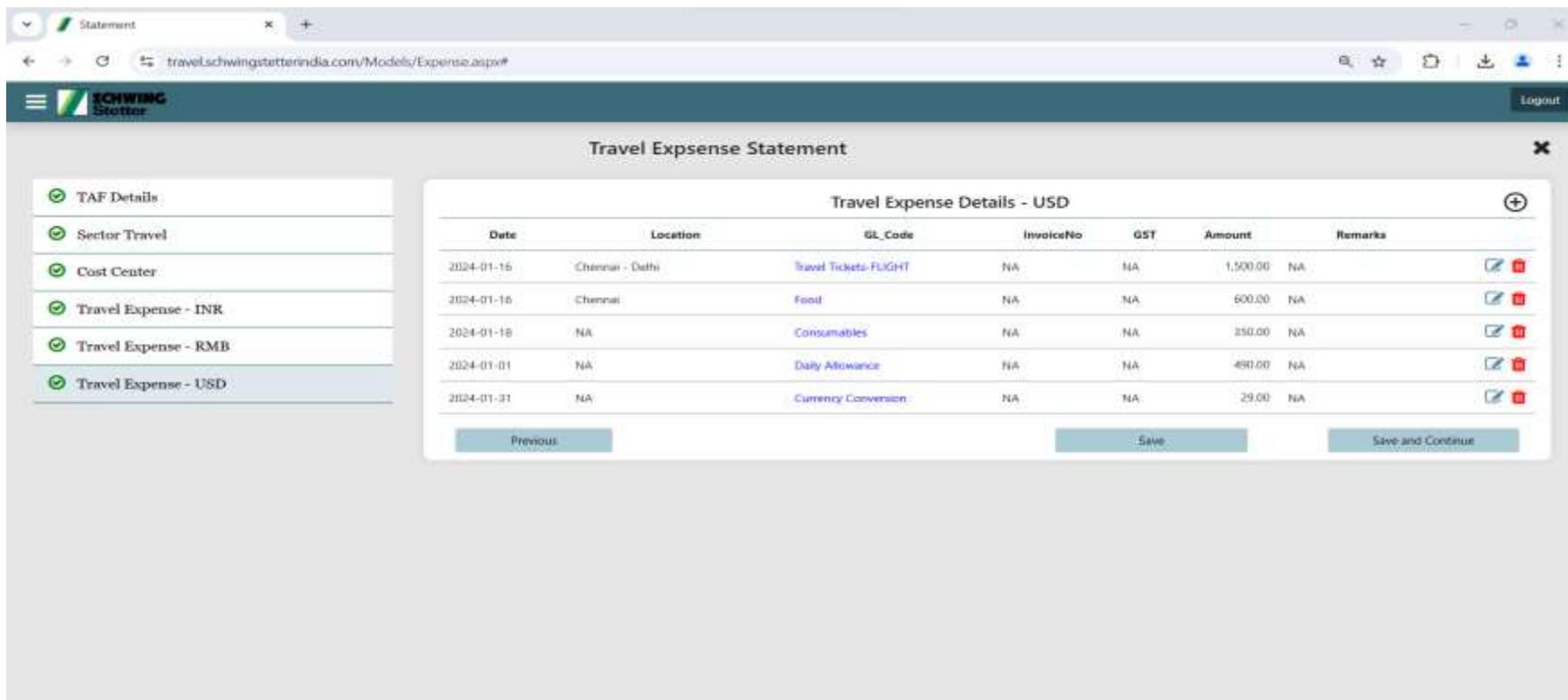
Customer Visit: Hotel [Add] [Remove]

Date	Location	Invoice/PHR	Days	Head Count	Amount	Remarks	Doc. & GST	File (Max. 2Mb)	GST Number
Select Date	Location	Invoice No.	Days	1	Amount	NA	<input type="checkbox"/> File <input type="checkbox"/> GST		

Buttons: Add Data

Travel Expense - USD

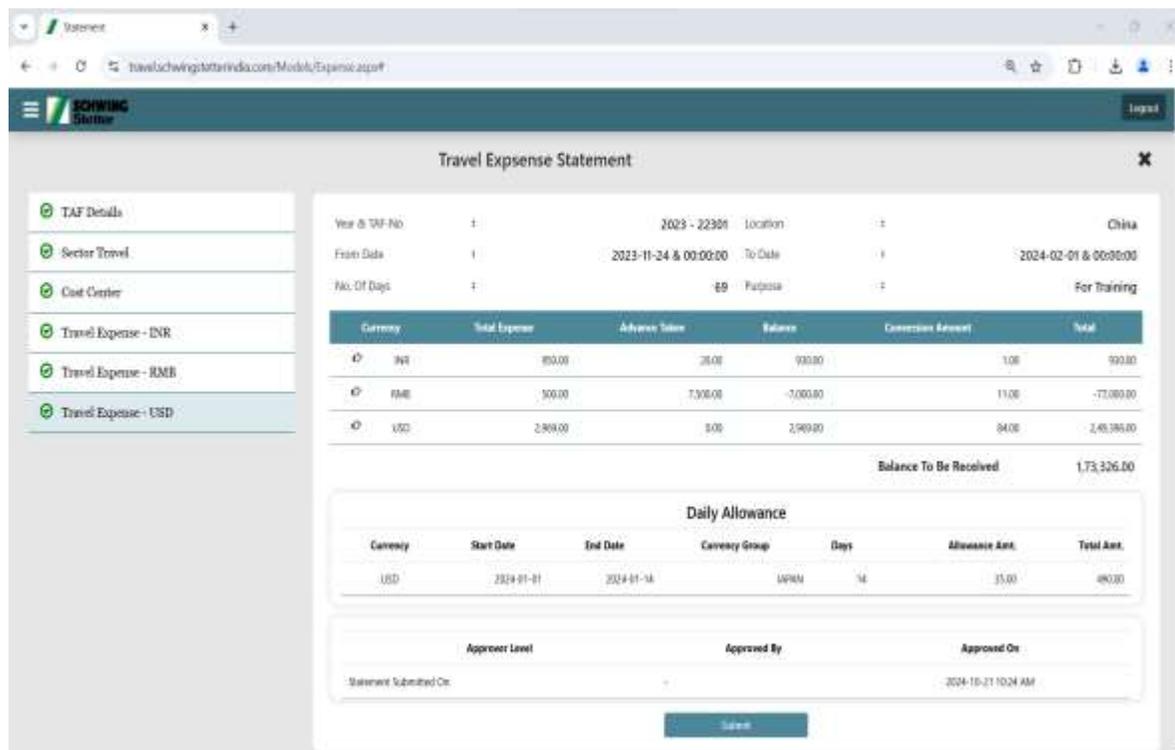
- Here, you can add your USD currency expense by clicking the plus icon
- you can view and edit your travel expenses in USD currency
- Click save and continue for next process



The screenshot shows a web browser window displaying the 'Travel Expense Statement' page. The page title is 'Travel Expense Statement' and the URL is 'travel.schwingstetterindia.com/Models/Expense.aspx#'. The interface includes a sidebar with navigation options: TAF Details, Sector Travel, Cost Center, Travel Expense - INR, Travel Expense - RMB, and Travel Expense - USD (which is currently selected). The main content area displays a table titled 'Travel Expense Details - USD' with a plus icon for adding new entries. The table has columns for Date, Location, GL Code, InvoiceNo, GST, Amount, and Remarks. Below the table are three buttons: 'Previous', 'Save', and 'Save and Continue'.

Date	Location	GL Code	InvoiceNo	GST	Amount	Remarks
2024-01-15	Chennai - Delhi	Travel Tickets-FLIGHT	NA	NA	1,500.00	NA
2024-01-16	Chennai	Food	NA	NA	600.00	NA
2024-01-18	NA	Consumables	NA	NA	350.00	NA
2024-01-01	NA	Daily Allowance	NA	NA	490.00	NA
2024-01-31	NA	Currency Conversion	NA	NA	29.00	NA

- Here, you can view your expense details
- By clicking on a specific currency expense, you can view date-wise consolidated expenses
- Click submit to finish the process



Travel Expense Statement

Year & TAF No: 2023 - 22301 Location: China
 From Date: 2023-11-24 & 00:00:00 To Date: 2024-02-01 & 00:00:00
 No. Of Days: 69 Purpose: For Training

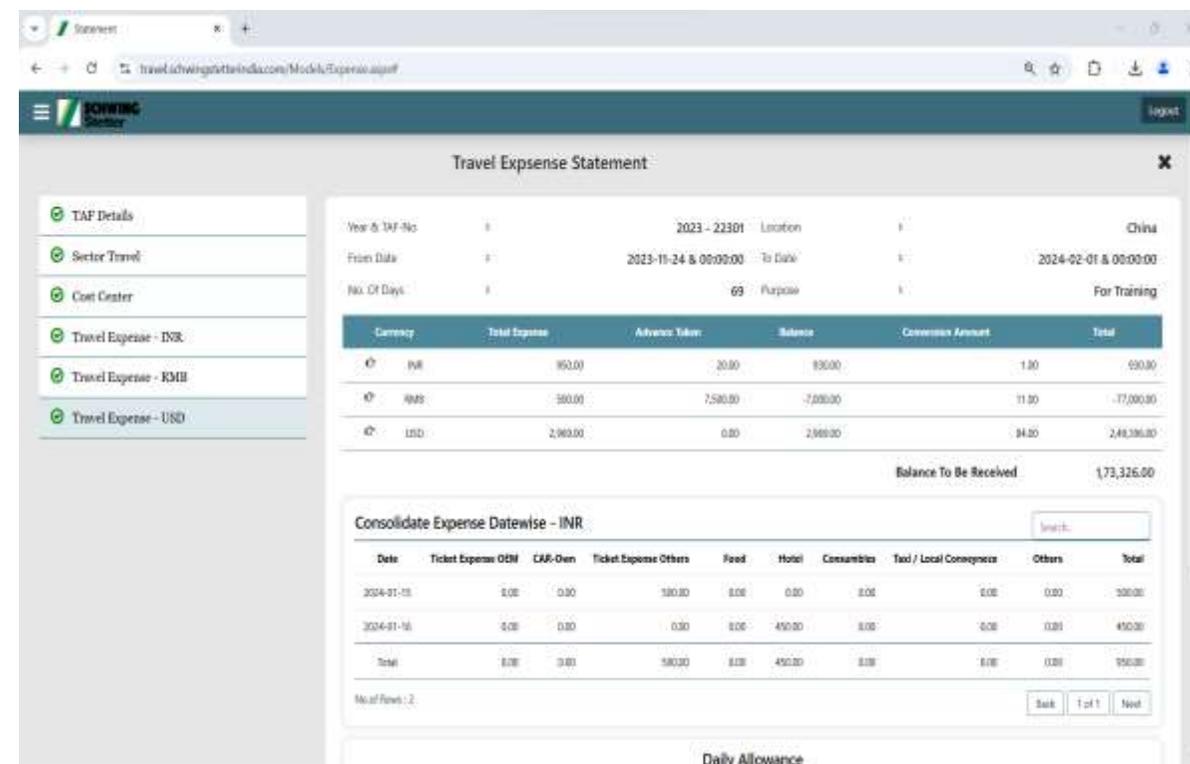
Currency	Total Expense	Advance Taken	Balance	Conversion Amount	Total
INR	850.00	26.00	930.00	1.00	930.00
RMB	500.00	7,300.00	-7,000.00	11.00	-77,000.00
USD	2,900.00	0.00	2,900.00	84.00	2,49,386.00
Balance To Be Received					1,73,326.00

Daily Allowance

Currency	Start Date	End Date	Currency Group	Days	Allowance Amt.	Total Amt.
USD	2024-01-01	2024-01-14	INR	14	35.00	490.00

Approver Level: Approved By: Approved On: 2024-10-21 10:24 AM

Statement Submitted On: 2024-10-21 10:24 AM



Travel Expense Statement

Year & TAF No: 2023 - 22301 Location: China
 From Date: 2023-11-24 & 00:00:00 To Date: 2024-02-01 & 00:00:00
 No. Of Days: 69 Purpose: For Training

Currency	Total Expense	Advance Taken	Balance	Conversion Amount	Total
INR	950.00	20.00	930.00	1.00	930.00
RMB	500.00	7,300.00	-7,000.00	11.00	-77,000.00
USD	2,900.00	0.00	2,900.00	84.00	2,49,386.00
Balance To Be Received					1,73,326.00

Consolidate Expense Datewise - INR

Date	Ticket Expense ODM	CAF-Dien	Ticket Expense Others	Food	Hotel	Consumables	Tax / Local Conspence	Others	Total
2024-01-15	0.00	0.00	180.00	0.00	0.00	0.00	0.00	0.00	300.00
2024-01-16	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	450.00
Total	0.00	0.00	180.00	0.00	450.00	0.00	0.00	0.00	950.00

Max of Rows: 2

Daily Allowance

Thank you