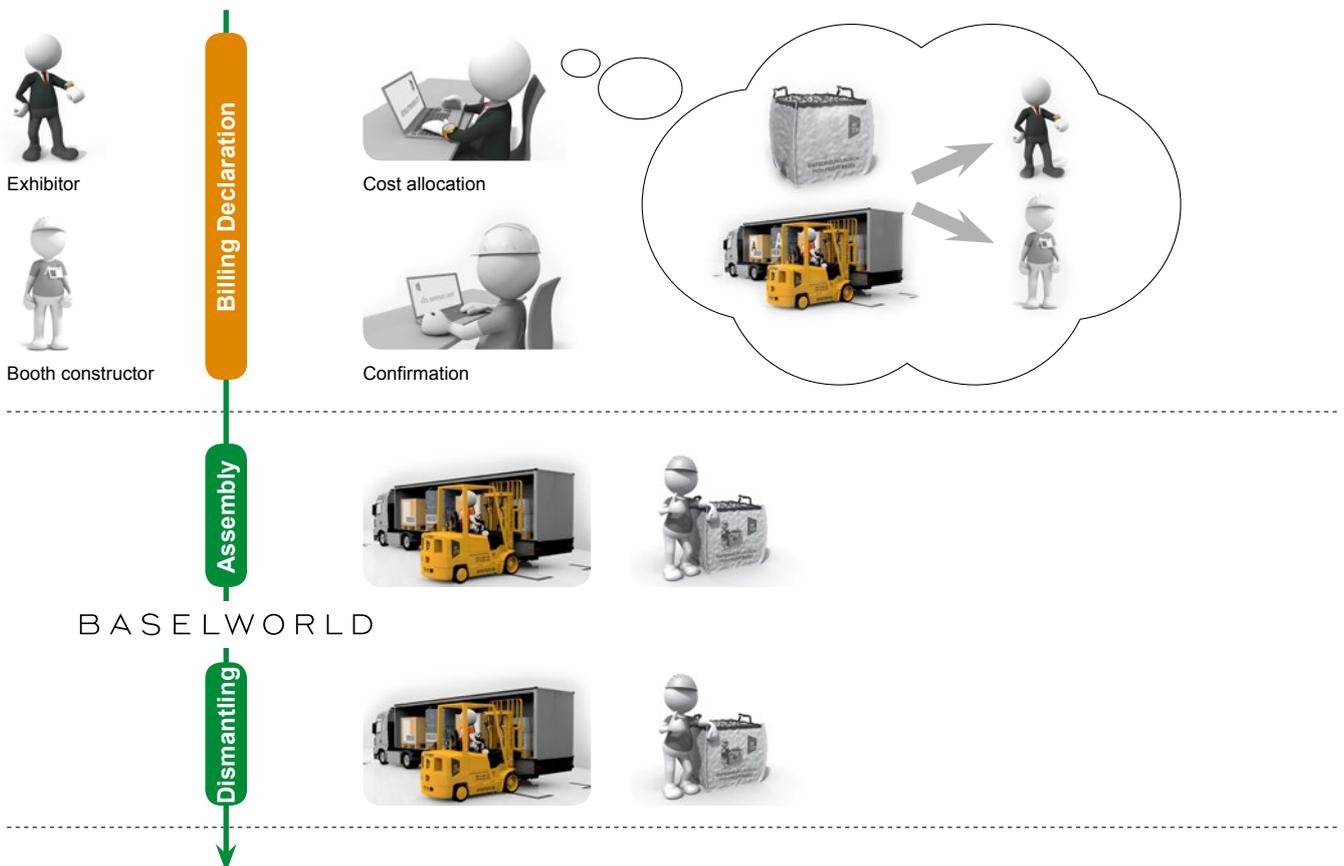


**Billing Declaration for MCH logistics and waste disposal services**

The Billing Declaration clarifies in advance whether it is the exhibitor or the stand constructor who will bear the costs of the logistics and waste disposal services.

With a declaration that has been filled-out and electronically signed by the exhibitor and stand constructor in the logistics tool, the billing process will be clearer, simpler, more transparent and, above all, more efficient.

**Editing process**



The exhibitor compiles a declaration for his stand constructor(s) in the Logistics Tool and the stand constructor confirms the declaration.

The declaration can only be compiled or edited within the valid deadline: between the activation of the Logistics Tool and one day before first assembly day for individual stands.

Subsequent changes can only be made by Coordination Baselworld and are subject to a charge.



**Important:**

- If the exhibitor does not compile a declaration, notifying transports in the Logistics Tool will not be possible.
- If the deadline for compiling a declaration has elapsed without the services being allocated, the exhibitor will automatically be defined as the recipient of the invoice for all logistics and waste disposal services.

## Step 1: Log on to the Logistics Tool

Log on via <https://ims.messe.ch/> with your existing login and password.

## Step 2: Entry by the exhibitor

- 1 Click on the "Declaration" tab and "create declaration"
- 2 Select event and stand constructor
- 3 Select invoice recipient for each service during assembly/dismantling and during the show
- 4 Read and accept the Logistics Regulations
- 5 Click on "Register declaration"

**MCH** Messe Basel  
Global Logistic Tool

Deutsch | English | Français | Italiano | Logout | About |

YLT\_Aussteller1, Vorname (YLT\_AUSSTELLER), YLT\_Aussteller1

Home
1 Declaration
Notification
Container
Work Pass
Order
Configuration
Help

**Declaration details (LTWEB\_AUSSTELLER)**

Event: Baselworld 2017

Contract: YLT777 - TESTVERTRAG 7 (for inte...

Stand constructor: YLT\_Standbauer3

Installation start: 25.11.2016  
 Fair start: 24.03.2017  
 Disassembly start: 31.03.2017  
 Disassembly end: 22.04.2017

Articles	Invoice recipient		
	Installation	Fair	Disassembly
350 Waste disposal	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>
350.000 - Rubbish bags 35 litres (For details see Logistics Tool)	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>
350.001 - Waste bags, 60 litres, pack of 5 (For details see Logistics Tool)	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>
350.002 - Rubbish bags, 110 litres, pack of 5 (For details see Logistics Tool)	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>
350.015 - Big Bag for waste, 800 litres (For details see Logistics Tool)	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>
350.020 - Used oil disposal container 25 litres (For details see Logistics Tool)	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>
350.021 - Organic waste disposal container 50 litres (For details see Logistics Tool)	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Aussteller1</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">YLT_Standbauer3</span>

I accept the logistics regulations.

**Action**

5 Register declaration

## Step 3: Confirmation by stand constructor

Message in the Logistics Tool after the exhibitor's entry:

The screenshot shows the top navigation bar of the MCH Messe Basel Global Logistic Tool. The language is set to Deutsch. The user is logged in as YLT\_Standbauer1. The main navigation menu includes Home, Declaration (highlighted with a green circle 1), Notification, Container, Work Pass, Order, Configuration, and Help. Below the navigation bar, an information message states: "A Billing Declaration has been compiled for you. We kindly ask you to check this declaration." A green circle 1 is next to a "Check Declaration" button.

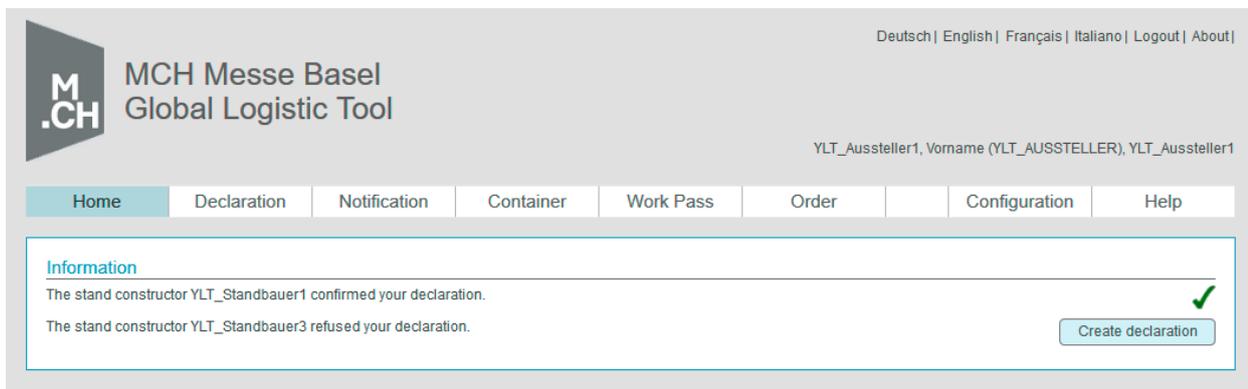
- 1 In the information message, click on "Check Declaration" or click on the "Declaration" tab and "Search Declaration"
- 2 Check the specified invoice recipient: exhibitor/stand constructor (during assembly/ dismantling, show)
- 3 Read & accept the Logistics Regulations
- 4 Select "Confirm declaration" or "Reject information"

If "Reject information" is selected, the reason can be written in the text box and then click on "Reject information".

The screenshot shows the "638 Charges" section of the Logistics Tool. It contains a table with columns for charge type, exhibitor, stand constructor, and recipient. The charges listed are: 638.100 - Verification and registration of the customs papers with a WANo. (For details see Logistics Tool); 638.101 - Renotification at the checkpoint or with dispatcher (< 48 h prior to delivery - For details see Logistics Tool); 638.102 - Transport journeys that are not made and not cancelled (no-shows) (For details see Logistics Tool); and 638.103 - Exceeding the time slot in the delivery zone. Below the table, there is a checkbox labeled "I accept the logistics regulations." which is checked. A green circle 2 is next to the table, and a green circle 3 is next to the checkbox. Below this, there is an "Action" section with two buttons: "Reject information" (highlighted with a green circle 4) and "Confirm declaration". Below the "Action" section, there is a "Rejected declaration" section with a text box for specifying the reason for rejecting the Declaration. A green circle 5 is next to the text box. Below the text box is a "Reject information" button.

## Step 4: Verification or editing of the declaration by the exhibitor

In the event of a rejection by the stand constructor, the exhibitor can edit the declaration within the valid deadline until his stand constructor confirms it.



The screenshot shows the user interface of the MCH Messe Basel Global Logistic Tool. At the top left is the logo 'M.CH' and the text 'MCH Messe Basel Global Logistic Tool'. At the top right are language options: 'Deutsch | English | Français | Italiano | Logout | About'. Below the logo is the user identifier 'YLT\_Aussteller1, Vorname (YLT\_AUSSTELLER), YLT\_Aussteller1'. A navigation bar contains the following tabs: 'Home', 'Declaration', 'Notification', 'Container', 'Work Pass', 'Order', 'Configuration', and 'Help'. The 'Declaration' tab is active. Below the navigation bar is a message box with the heading 'Information'. It contains two lines of text: 'The stand constructor YLT\_Standbauer1 confirmed your declaration.' and 'The stand constructor YLT\_Standbauer3 refused your declaration.' To the right of the message box is a green checkmark icon and a button labeled 'Create declaration'.

## Retroactive editing

Once the deadline has expired, i.e. as of the first assembly day for individual stands, the exhibitor can submit a written notification of any desired changes to the Baselworld Coordination Team after consultation with his stand constructor:

