CARRIER COLLABORATION PORTAL

Transportation Planning and Management and Track & Trace (TPTM – T&T project)

Valentina Barca
Bryan Barrachina

UCS Training Team

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CCP – LEARNING OBJECTIVES

Main purpose of this presentation is:

❖ To identify the transactions in the Carrier Collaboration Portal (CCP) performed by Vendors or Freight Forwarders. These CCP Transactions are:

✓ *Navigation*

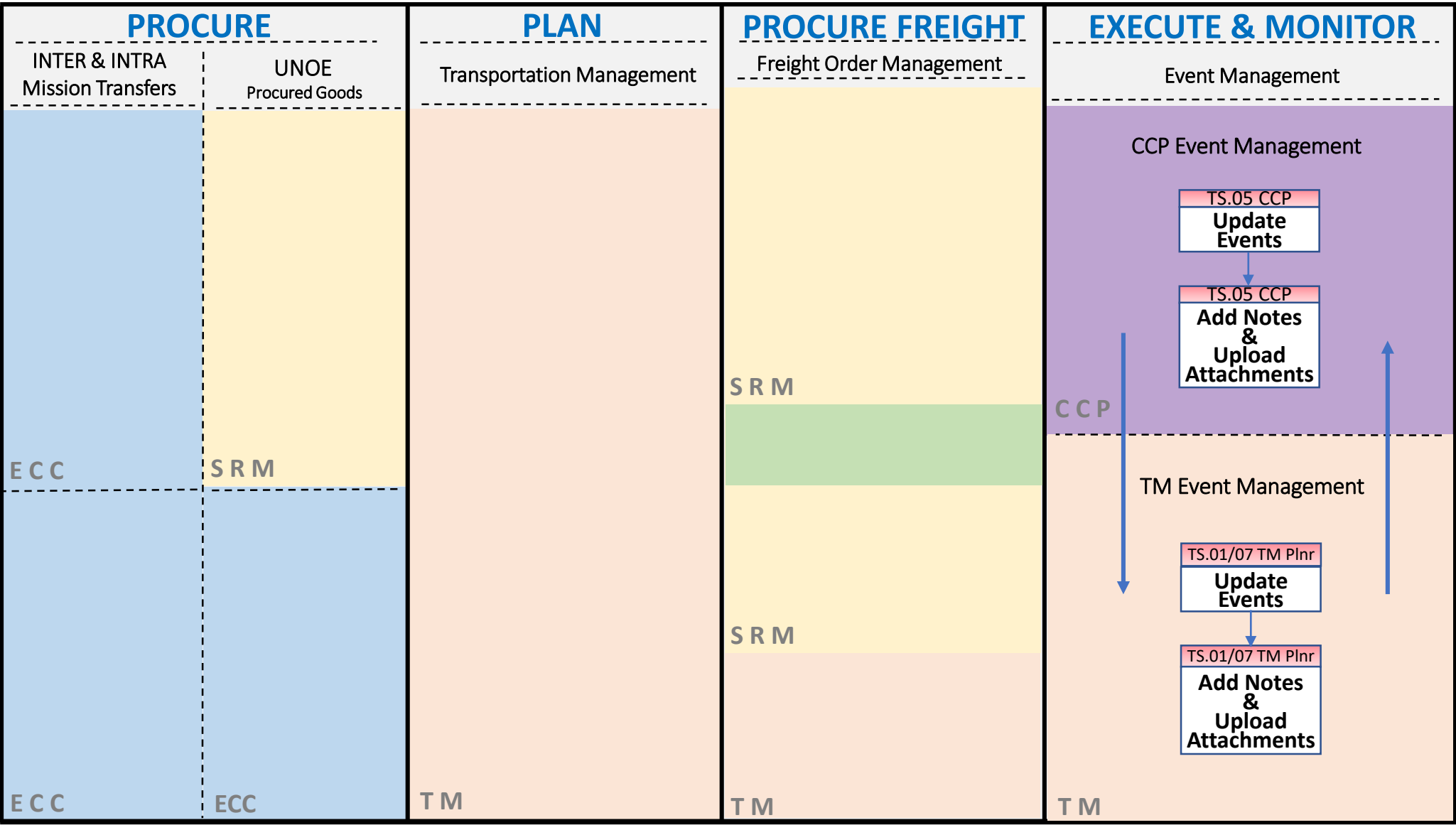
✓ *Adding Notes*

✓ *Adding Attachments*

✓ *Reporting Expected Events*

✓ *Reporting Unexpected Events*

DEPARTMENT OF OPERATIONAL SUPPORT



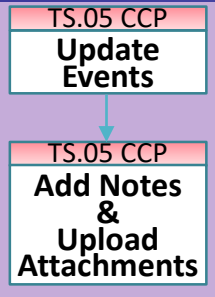
COLLABORATION PORTAL ROLES

TS.05 COLLABORATION PORTAL

The TS.05 Collaboration Portal enterprise role is provided to enable access to on Carrier Collaboration Portal (CCP) to perform the following:

- Query the Freight Order
- Submit/ Review and Display events corresponding to the Freight Order
- The CCP is web-based. As a technical pre-requisite, the TS.05 Collaboration Portal user requires internet access to be able to login and use the CCP.

CCP – EXECUTE & MONITOR PHASE



- The Carrier Collaboration Portal (CCP) allows Carriers (Vendors/Freight Forwarders) to update information about the Freight Orders they are responsible for the Transportation.

- Vendors and Freight Forwarders are provided with login credentials for the Umoja Carrier Collaboration Portal.

- They will be able to submit Expected and Unexpected Events, add **Notes** and upload **Attachments**:
  - ✓ Examples of **Events Planned**: Loading Start/End, Departure, Arrival, etc.
  - ✓ Examples of **Events Unexpected**: Delay, Damage, etc.
  - ✓ Examples of **Attachments**: Packing List, Bill of Lading, Proof of Delivery, etc.
  - ✓ Examples of **Notes**: Loading Successful

- All Events/Attachments submitted via CCP are displayed in TM.

- In case the Carrier cannot connect to CCP, Umoja role "**TS.01/07 TM Planner**" can update the related events/attachments directly in the TM module. These Events/Attachments will also be displayed in CCP

- Once the first event is submitted, the FO execution status changes to "**In Execution**". No changes in the route are further allowed

CCP – EXECUTE & MONITOR PHASE - NAVIGATION

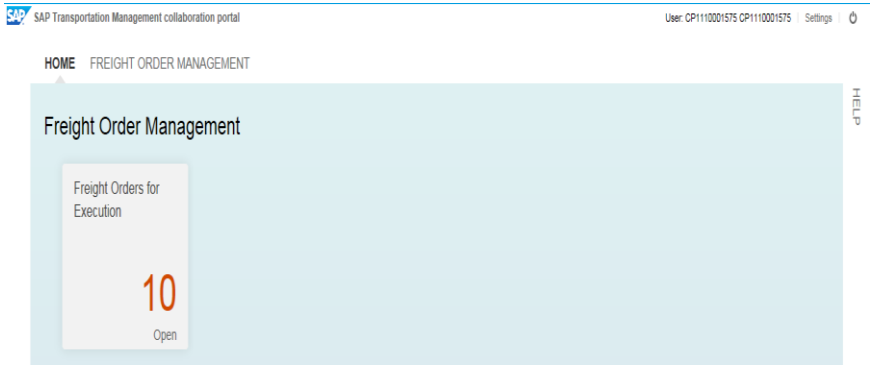
TS.05 CCP
Update Events

TS.05 CCP
Add Notes & Upload Attachments

C C P

Navigating the Carrier Collaboration Portal

- The Home page of the Carrier Collaboration Portal (CCP) shows the number of FOs ready for Execution.
- In this case there are 10 FOs we can report Events for. These FOs are in 'Open' status.
- Clicking on the Box with open FO or select the tab 'Freight Order Management' allows the user to navigate through the list of the FOs.



CCP – EXECUTE & MONITOR PHASE - NAVIGATION

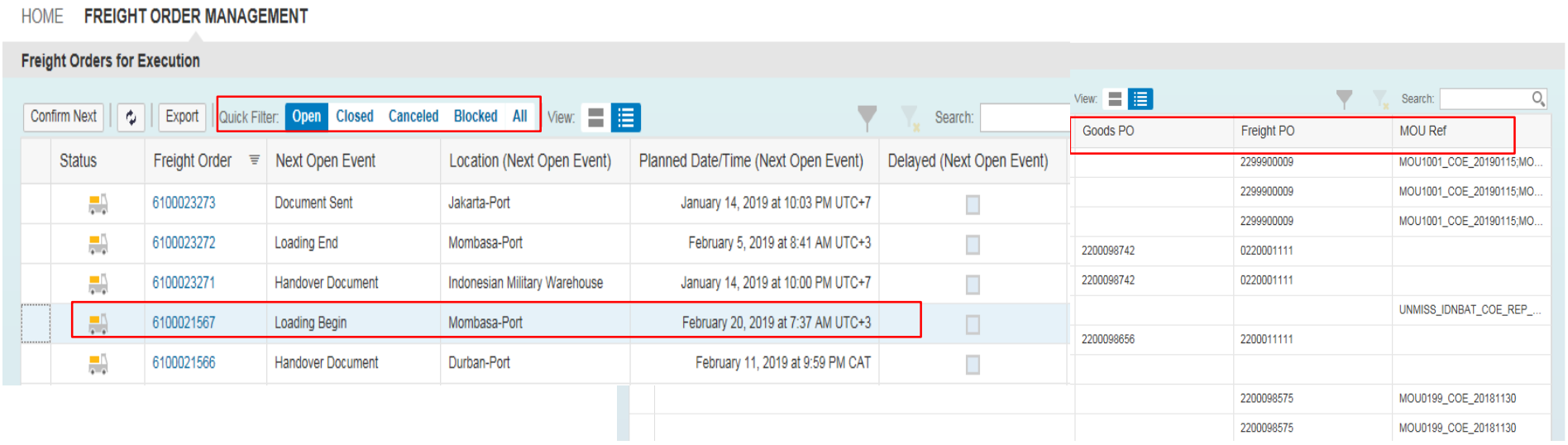
TS.05 CCP
Update Events

TS.05 CCP
Add Notes & Upload Attachments

C C P

Navigating the Carrier Collaboration Portal

- FOs can be sorted as Open, Closed, Cancelled and Blocked.
- For each FO, The Freight Order Management tag displays all the information linked to it, including the Goods PO numbers, Freight PO numbers and MOU Reference Numbers.



CCP – EXECUTE & MONITOR PHASE – ADD NOTES

TS.05 CCP
Update Events

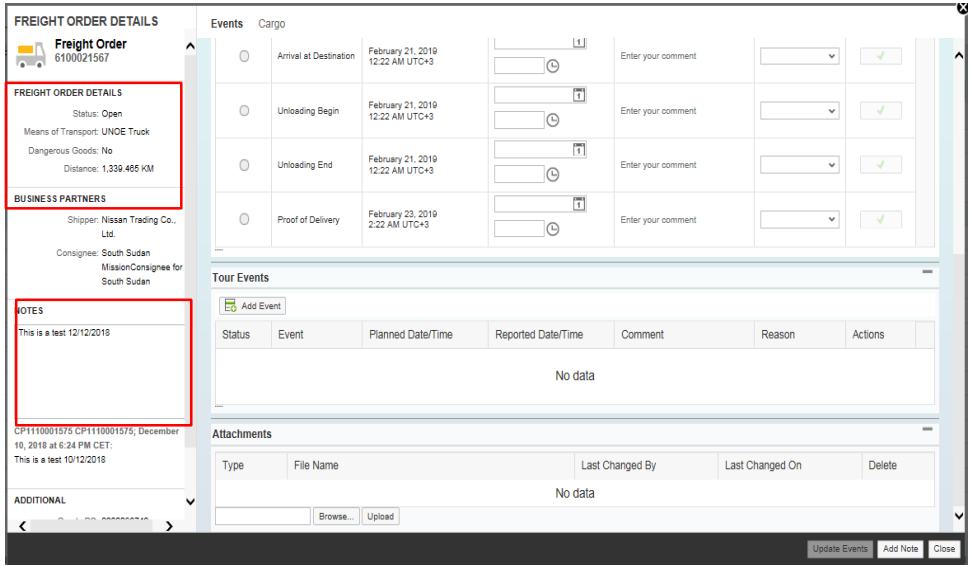
TS.05 CCP
Add Notes & Upload Attachments

C C P

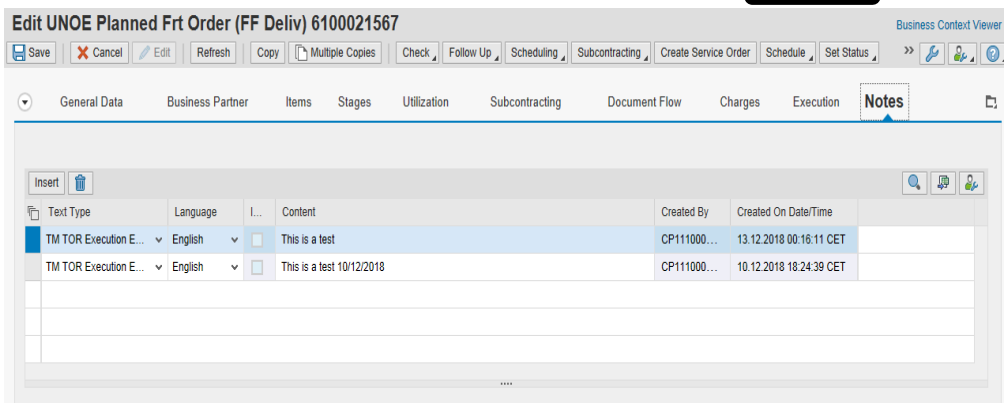
Adding Note to a selected FO

- Once we select the FO, the system opens a window with information such as FO status, Means of Transport, Business Partner, etc.
- A 'Notes' box is available for communication between CCP (Good Vendors/Freight Forwarders) and TM (TM planner). The notes will be visible in the 'Notes' tag for the selected FO in TM.

CCP



TM



CCP – EXECUTE & MONITOR PHASE – ATTACHMENTS

TS.05 CCP
Update Events

TS.05 CCP
Add Notes & Upload Attachments

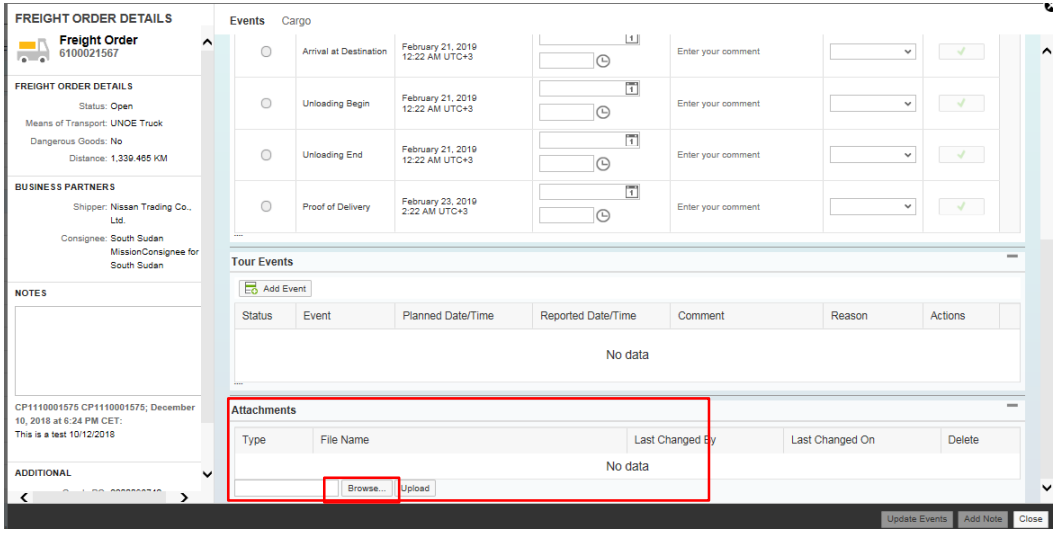
C C P

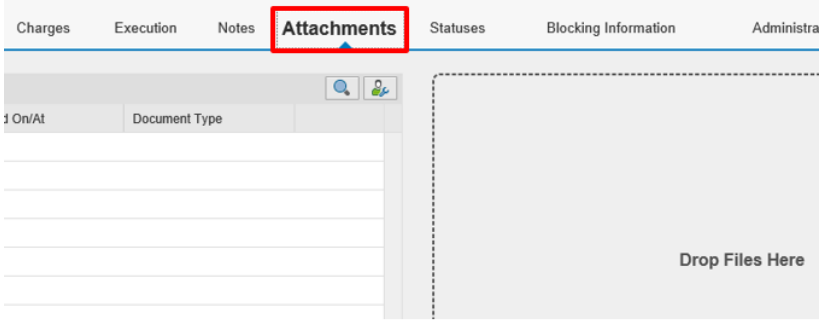
Attaching a Document to a selected FO

- In order to attach a document in CCP, the user will click on 'Browse', at the bottom of the page, select the document an upload.
- The document will be visible in the 'Attachment tag' for the selected FO in TM.

TM

CCP





CCP – EXECUTE & MONITOR PHASE - EVENTS

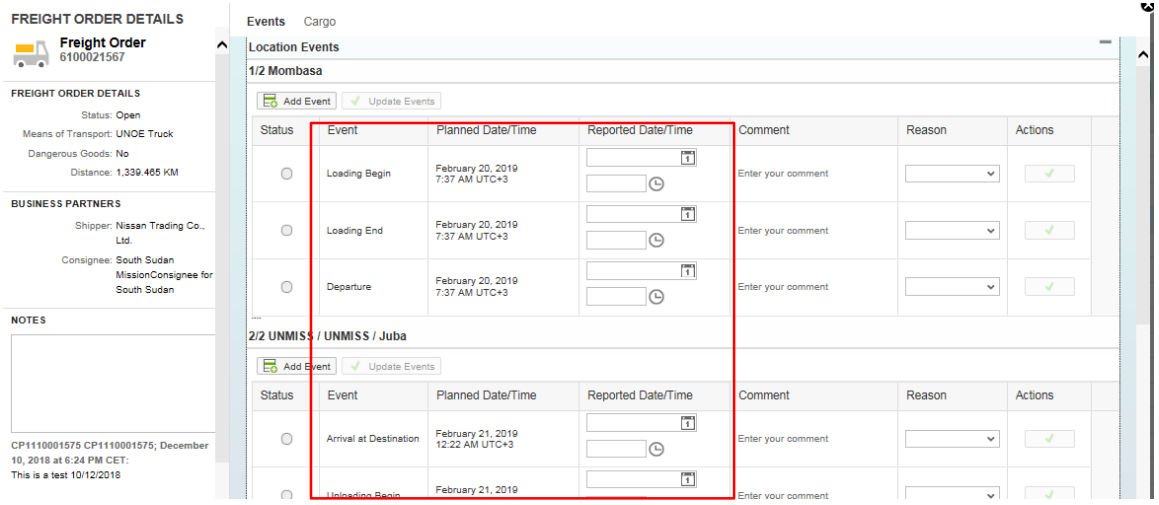
TS.05 CCP
Update Events

TS.05 CCP
Add Notes & Upload Attachments

C C P

How to Submit an Expected Event in CCP

- Once we select the FO, the system opens a window with information displaying event details for Expected Events at each location.



CCP – EXECUTE & MONITOR PHASE - EVENTS

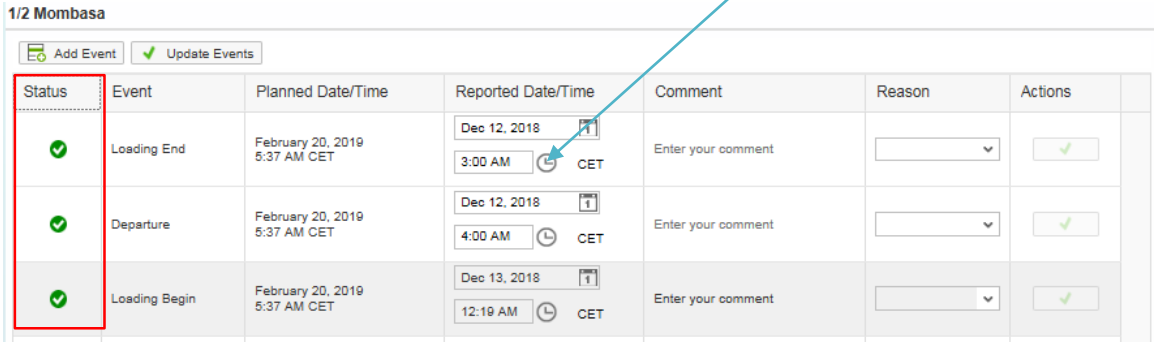
TS.05 CCP
Update Events

TS.05 CCP
Add Notes & Upload Attachments

C C P

How to Submit an Expected Event in CCP

- To report on an **Expected Event** the user can simply add 'Date' and 'Time' for the Event to report. (i.e. Loading End)
- In this case a green checkmark will appear under the Status Column.



CCP – EXECUTE & MONITOR PHASE - EVENTS

TS.05 CCP
Update Events

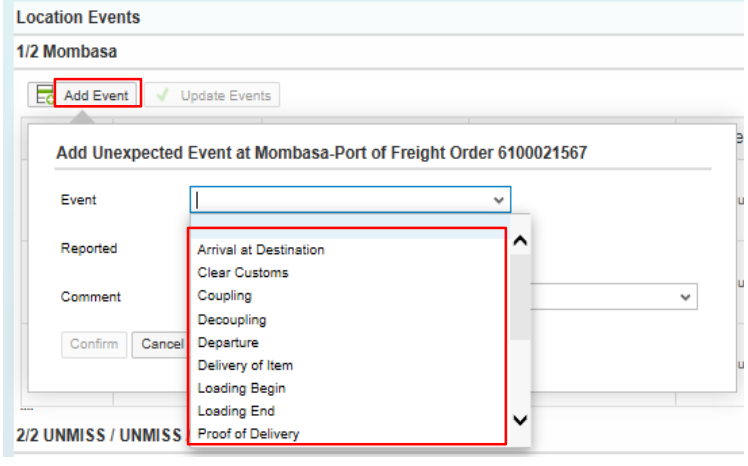
TS.05 CCP
Add Notes & Upload Attachments

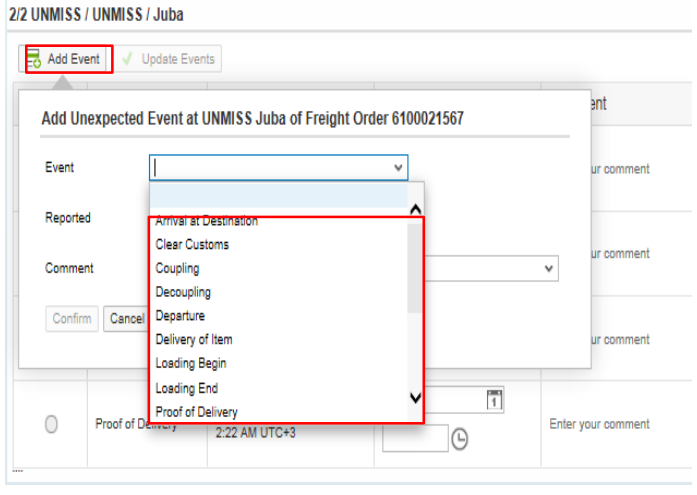
C C P

How to Submit an Unexpected Event in CCP

- An Unexcepted Event at Departure or Arrival Location can be reported by clicking on 'Add Event'. The following process can also be followed to report an Expected Event.

- Once the user clicks on 'Add Event', a drop-down menu of possible Events opens for the Departure and Arrival locations of the FO.





CCP – EXECUTE & MONITOR PHASE - EVENTS

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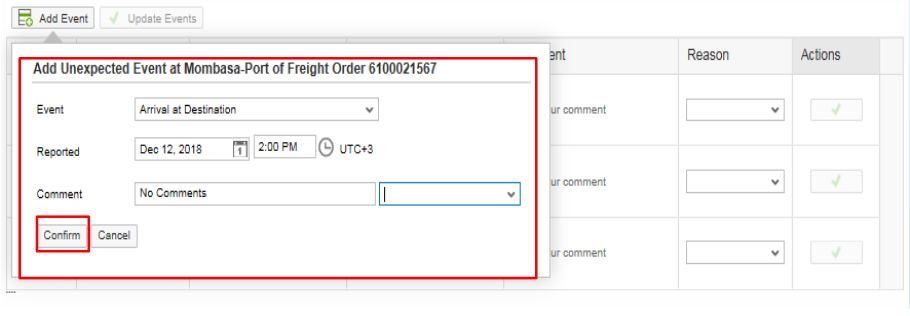
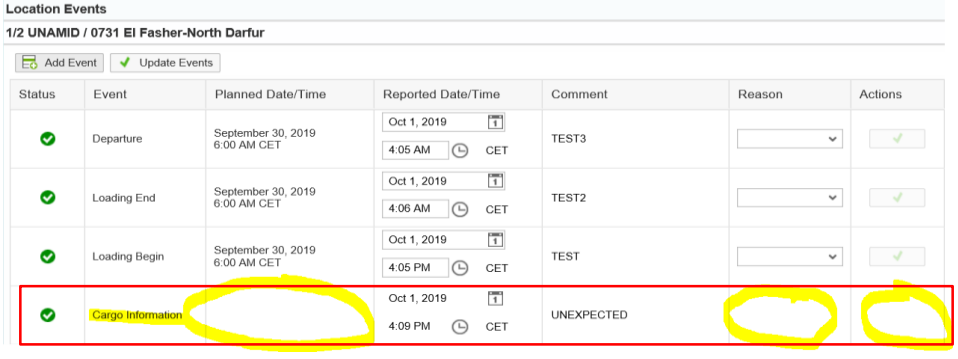
How to Submit an Unexpected Event in CCP

- Once Event is selected and 'Date' and 'Time' stated, the user will click on 'Confirm'

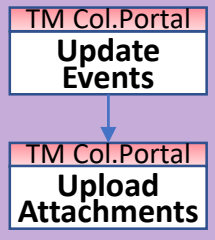


- The Expected or Unexpected Event will be updated. CCP will flag the transaction with a green checkmark under the Action Column.



Note: The **Tour of Events** section in CCP allows Carriers to submit Unexpected events that occurred during travel from one location to another.

CCP – EXECUTE & MONITOR PHASE -NOTIFICATIONS



Email notifications are sent automatically when some **specific events** are **reported** or **overdue**:

- **Planned Events**:
  - ✓ "**Handover document**" event:
    - When the event is reported an email is sent to the TM Planner contact in the destination Plant
    - If the event is overdue more than **48 hours** *(from the planned date)* an email is sent to MovCon.
  - ✓ "**Documentation Sent**" event *(only for "main carriage" leg)*:
    - When the event is reported an email is sent to the R&I contact in the destination Plant
    - If the event is overdue more than **10 days** *(from the planned date)* an email is sent to MovCon.
  - ✓ "**Documentation Complete**" & "**Custom Clearance**" events *(only for "main carriage" leg)*:
    - If the event is overdue more than **10 days** *(from the planned date)* an email is sent to MovCon.
- **Unexpected Events**:
  - ✓ An email notification to the TM Planner is sent when any of this type of events is reported *(delay, damage, loss, etc.).*
  - ✓ Procurement Division will also be notified in case the unexpected event is either "Cost Change" or "Route Change"

THANK YOU!

Questions?