



# CARRIER COLLABORATION PORTAL

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

Valentina Barca  
Bryan Barrachina

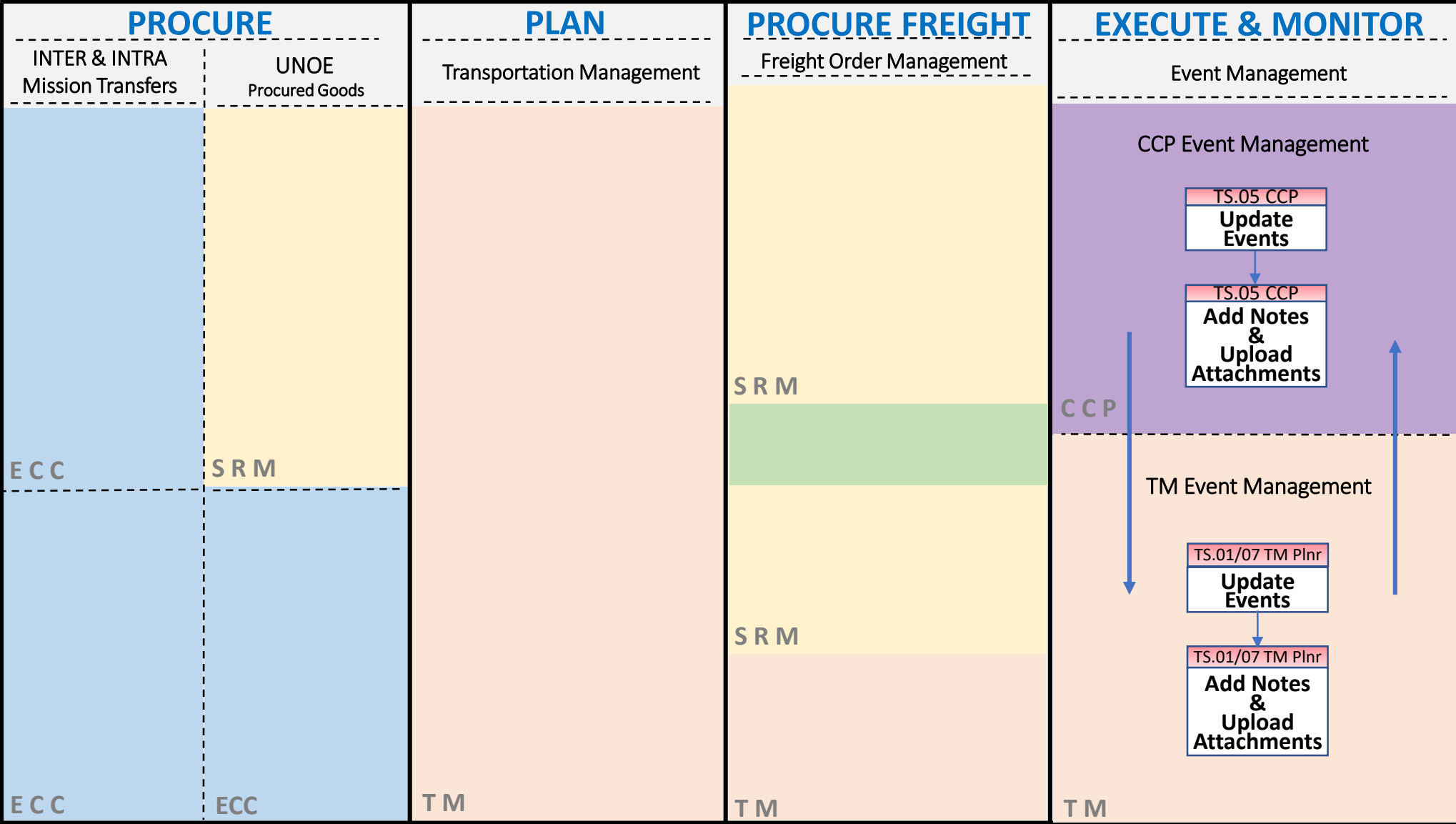
UCS Training Team

Tuesday, October 15, 2019

# 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*



# 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

TS.05 CCP

Update  
Events

TS.05 CCP

Add Notes  
&  
Upload  
Attachments

CCP

- 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

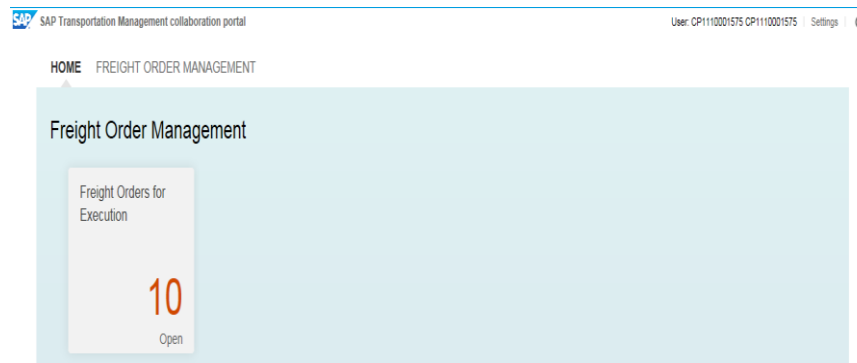
TS.05 CCP

Add Notes  
&  
Upload  
Attachments

CCP

## 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

## 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

HOME FREIGHT ORDER MANAGEMENT

Freight Orders for Execution

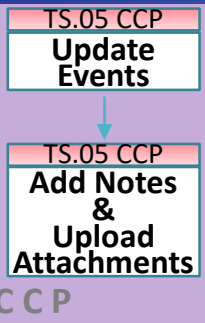
Confirm Next  Export Quick Filter: **Open** Closed Canceled Blocked All View:

Search:

Status	Freight Order	Next Open Event	Location (Next Open Event)	Planned Date/Time (Next Open Event)	Delayed (Next Open Event)	Goods PO	Freight PO	MOU Ref
	6100023273	Document Sent	Jakarta-Port	January 14, 2019 at 10:03 PM UTC+7	<input type="checkbox"/>		2299900009	MOU1001_COE_20190115,MO...
	6100023272	Loading End	Mombasa-Port	February 5, 2019 at 8:41 AM UTC+3	<input type="checkbox"/>		2299900009	MOU1001_COE_20190115,MO...
	6100023271	Handover Document	Indonesian Military Warehouse	January 14, 2019 at 10:00 PM UTC+7	<input type="checkbox"/>	2200098742	0220001111	MOU1001_COE_20190115,MO...
	6100021567	Loading Begin	Mombasa-Port	February 20, 2019 at 7:37 AM UTC+3	<input type="checkbox"/>	2200098742	0220001111	UNMISS_IDNBAT_COE_REP_...
	6100021566	Handover Document	Durban-Port	February 11, 2019 at 9:59 PM CAT	<input type="checkbox"/>	2200098656	2200011111	
							2200098575	MOU0199_COE_20181130
							2200098575	MOU0199_COE_20181130



# CCP – EXECUTE & MONITOR PHASE – ADD NOTES



## 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

**FREIGHT ORDER DETAILS**

Freight Order 6100021567

**FREIGHT ORDER DETAILS**

Status: Open  
 Means of Transport: UNOE Truck  
 Dangerous Goods: No  
 Distance: 1,339,465 KM

**BUSINESS PARTNERS**

Shipper: Nissan Trading Co. Ltd.  
 Consignee: South Sudan Mission/Consignee for South Sudan

**NOTES**

This is a test 12/12/2018

CP1110001575 CP1110001575, December 10, 2018 at 6:24 PM CET: This is a test 10/12/2018

**ADDITIONAL**

Update Events Add Note Close

**Edit UNOE Planned Frt Order (FF Deliv) 6100021567**

Save Cancel Edit Refresh Copy Multiple Copies Check Follow Up Scheduling Subcontracting Create Service Order Schedule Set Status

General Data Business Partner Items Stages Utilization Subcontracting Document Flow Charges Execution **Notes**

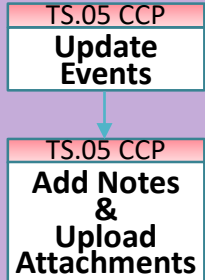
Insert

Text Type	Language	I...	Content	Created By	Created On Date/Time
TM TOR Execution E...	English	<input type="checkbox"/>	This is a test	CP111000...	13.12.2018 00:16:11 CET
TM TOR Execution E...	English	<input type="checkbox"/>	This is a test 10/12/2018	CP111000...	10.12.2018 18:24:39 CET





# CCP – EXECUTE & MONITOR PHASE – ATTACHMENTS



## 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 and upload.
- The document will be visible in the 'Attachment tag' for the selected FO in TM.

CCP

TM

CCP

**FREIGHT ORDER DETAILS**  
 Freight Order 6100021567  
 Status: Open  
 Means of Transport: UNOE Truck  
 Dangerous Goods: No  
 Distance: 1,339,465 KM

**BUSINESS PARTNERS**  
 Shipper: Nissan Trading Co., Ltd.  
 Consignee: South Sudan Mission/Consignee for South Sudan

**Events**

Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions
Arrival at Destination	February 21, 2019 12:22 AM UTC+3		Enter your comment		
Unloading Begin	February 21, 2019 12:22 AM UTC+3		Enter your comment		
Unloading End	February 21, 2019 12:22 AM UTC+3		Enter your comment		
Proof of Delivery	February 23, 2019 2:22 AM UTC+3		Enter your comment		

**Attachments**

Type	File Name	Last Changed By	Last Changed On	Delete
No data				

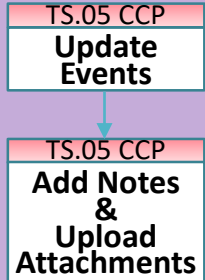
**Buttons:** Browse... Upload

Charges Execution Notes **Attachments** Statuses Blocking Information Administra

On/At Document Type

Drop Files Here

# CCP – EXECUTE & MONITOR PHASE - EVENTS



## 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

**FREIGHT ORDER DETAILS**  
**Freight Order**  
 6100021567

**FREIGHT ORDER DETAILS**  
 Status: Open  
 Means of Transport: UNOE Truck  
 Dangerous Goods: No  
 Distance: 1,339,485 KM

**BUSINESS PARTNERS**  
 Shipper: Nissan Trading Co., Ltd.  
 Consignee: South Sudan Mission/Consignee for South Sudan

**NOTES**

CP1110001575 CP1110001575; December 10, 2018 at 6:24 PM CET:  
 This is a test 10/12/2018

Events Cargo

Location Events

1/2 Mombasa

Add Event Update Events

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions
<input type="radio"/>	Loading Begin	February 20, 2019 7:37 AM UTC+3	<input type="text"/>	Enter your comment	<input type="text"/>	<input type="checkbox"/>
<input type="radio"/>	Loading End	February 20, 2019 7:37 AM UTC+3	<input type="text"/>	Enter your comment	<input type="text"/>	<input type="checkbox"/>
<input type="radio"/>	Departure	February 20, 2019 7:37 AM UTC+3	<input type="text"/>	Enter your comment	<input type="text"/>	<input type="checkbox"/>

2/2 UNMISS / UNMISS / Juba

Add Event Update Events

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions
<input type="radio"/>	Arrival at Destination	February 21, 2019 12:22 AM UTC+3	<input type="text"/>	Enter your comment	<input type="text"/>	<input type="checkbox"/>
<input type="radio"/>	Unloading Begin	February 21, 2019	<input type="text"/>	Enter your comment	<input type="text"/>	<input type="checkbox"/>

# CCP – EXECUTE & MONITOR PHASE - EVENTS

TS.05 CCP  
Update  
Events

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CCP

## 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.

1/2 Mombasa

Add Event Update Events

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions
✓	Loading End	February 20, 2019 5:37 AM CET	Dec 12, 2018 3:00 AM CET	Enter your comment	<input type="text"/>	
✓	Departure	February 20, 2019 5:37 AM CET	Dec 12, 2018 4:00 AM CET	Enter your comment	<input type="text"/>	
✓	Loading Begin	February 20, 2019 5:37 AM CET	Dec 13, 2018 12:19 AM CET	Enter your comment	<input type="text"/>	

# CCP – EXECUTE & MONITOR PHASE - EVENTS

TS.05 CCP

Update  
Events

TS.05 CCP

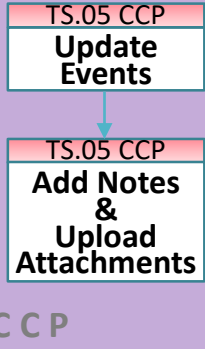
Add Notes  
&  
Upload  
Attachments

CCP

## How to Submit an Unexpected Event in CCP

- An Unexpected 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



## How to Submit an Unexpected Event in CCP

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

Add Event Update Events

Add Unexpected Event at Mombasa-Port of Freight Order 6100021567

Event: Arrival at Destination

Reported: Dec 12, 2018 2:00 PM UTC+3

Comment: No Comments

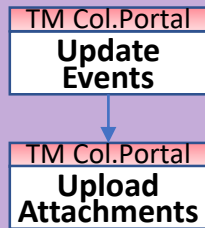
Confirm Cancel

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

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions
✓	Departure	September 30, 2019 6:00 AM CET	Oct 1, 2019 4:05 AM CET	TEST3		✓
✓	Loading End	September 30, 2019 6:00 AM CET	Oct 1, 2019 4:06 AM CET	TEST2		✓
✓	Loading Begin	September 30, 2019 6:00 AM CET	Oct 1, 2019 4:05 PM CET	TEST		✓
✓	Cargo Information		Oct 1, 2019 4:09 PM CET	UNEXPECTED		✓

**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



CCP

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?