



TRANSPORTATION MANAGEMENT

Master Data Guiding Principles

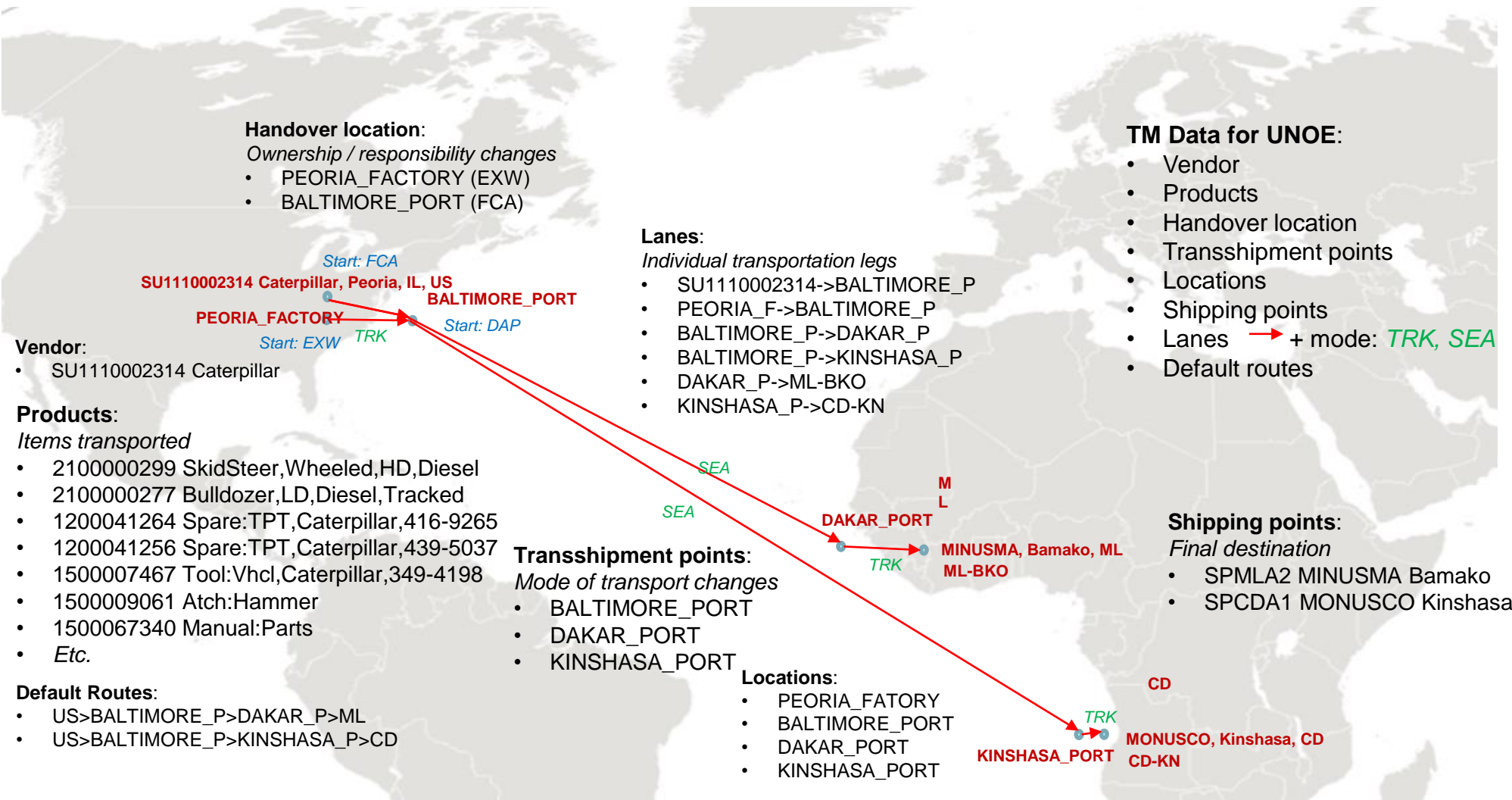
October 2019



- ✓ Master Data Type
- ✓ Key Master Data – Illustration
- ✓ How to request Master Data
- ✓ Other Data

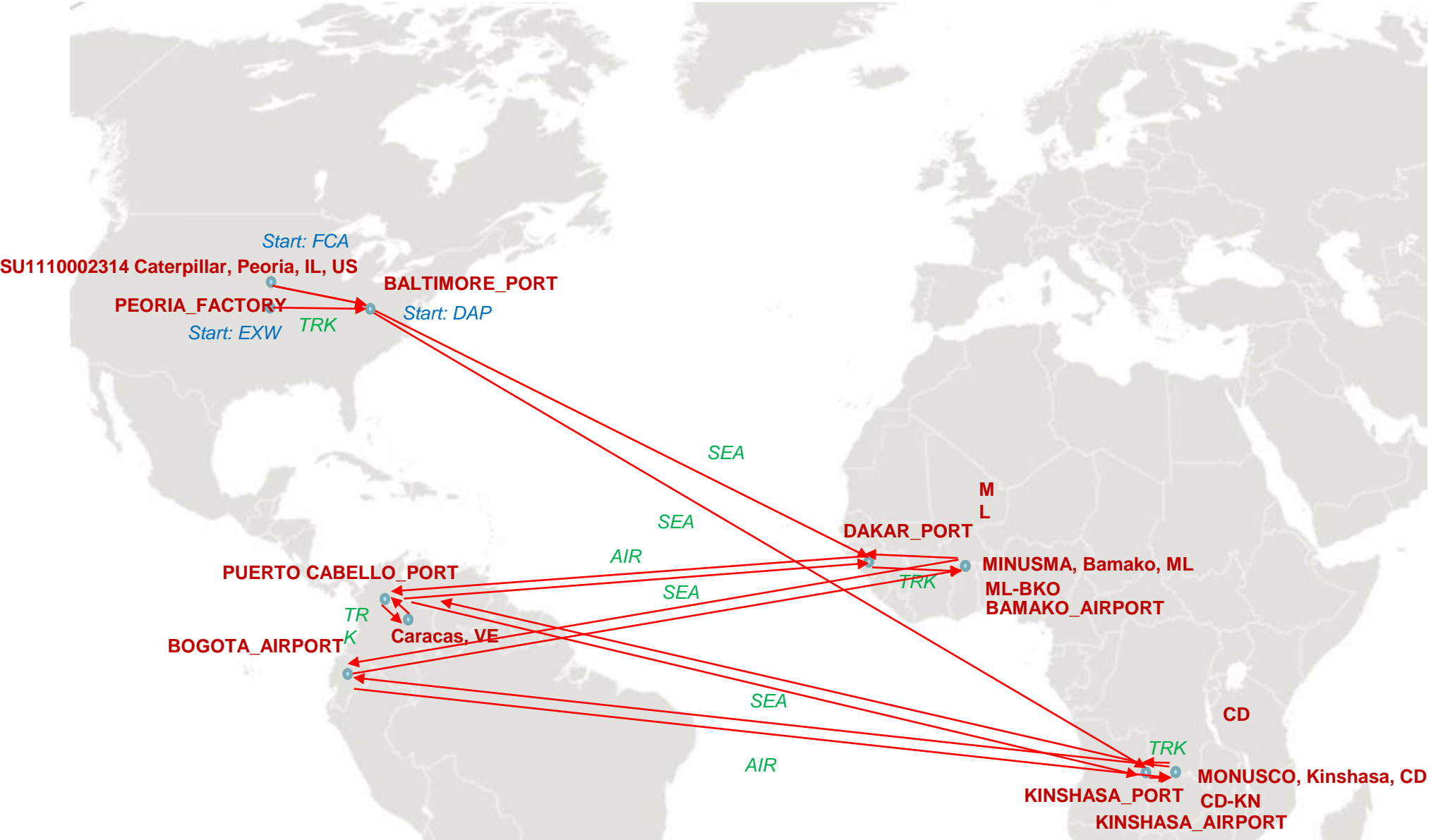


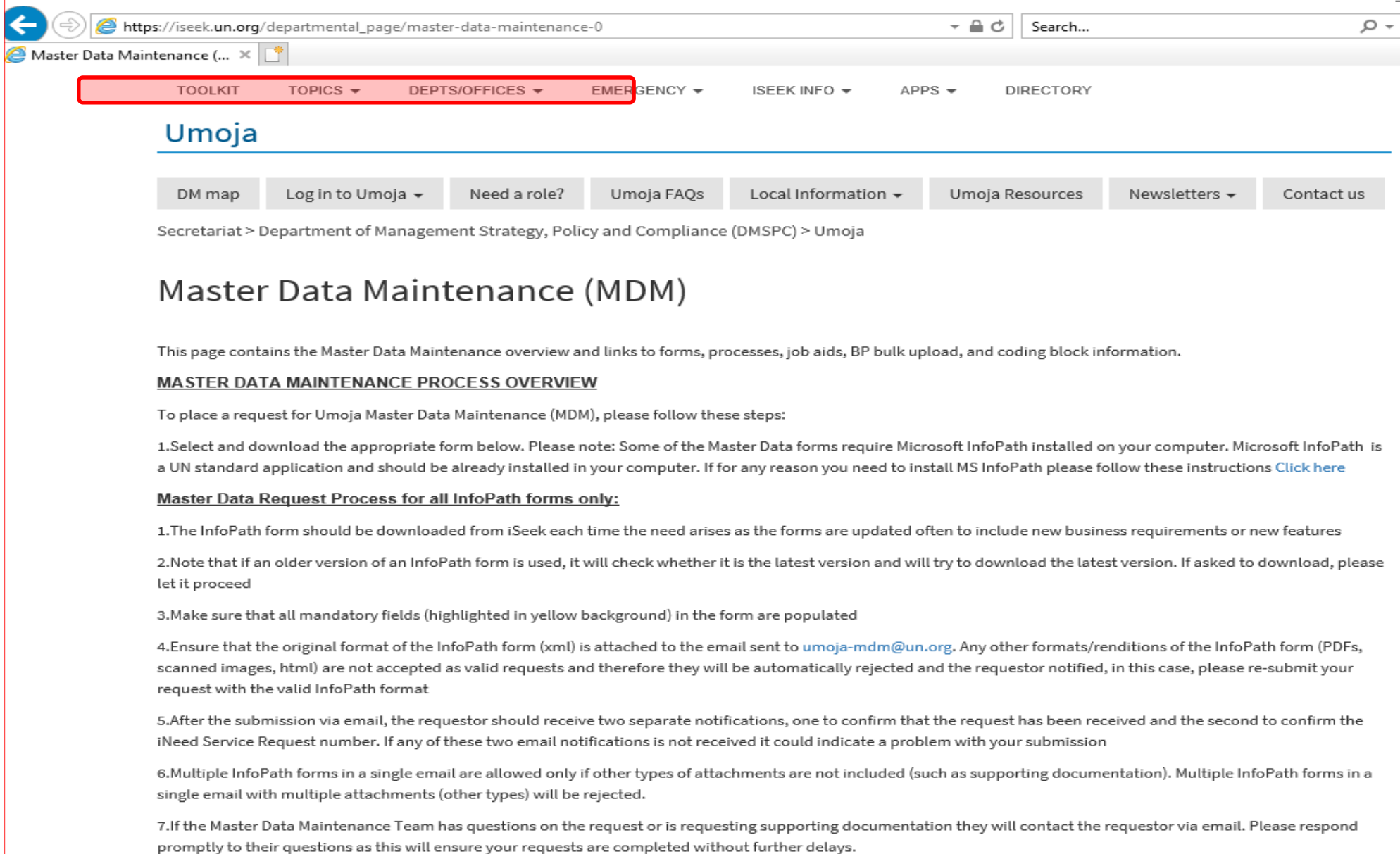
- ✓ UNOE – UN owned equipment – commercial purchases
- ✓ COE – contingent owned equipment – provided by UN member states for UN use
- ✓ Troops – troops to support UN peacekeeping and special political missions
- ✓ Combined – data for UNOE, COE, Troops



The UN has a contract with Caterpillar (BP#: 1110002314) to provide machinery for use by PK and SP missions.

- Items are purchased from the factory in Peoria, IL, US
- Items are shipped by truck, sea and truck to their final destination
- Incoterms EXW, FCA and DAP can apply to individual purchases





https://iseek.un.org/departamental_page/master-data-maintenance-0

Master Data Maintenance (...)

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Secretariat > Department of Management Strategy, Policy and Compliance (DMSPC) > Umoja

Master Data Maintenance (MDM)

This page contains the Master Data Maintenance overview and links to forms, processes, job aids, BP bulk upload, and coding block information.

MASTER DATA MAINTENANCE PROCESS OVERVIEW

To place a request for Umoja Master Data Maintenance (MDM), please follow these steps:

1. Select and download the appropriate form below. Please note: Some of the Master Data forms require Microsoft InfoPath installed on your computer. Microsoft InfoPath is a UN standard application and should be already installed in your computer. If for any reason you need to install MS InfoPath please follow these instructions [Click here](#)

Master Data Request Process for all InfoPath forms only:

1. The InfoPath form should be downloaded from iSeek each time the need arises as the forms are updated often to include new business requirements or new features
2. Note that if an older version of an InfoPath form is used, it will check whether it is the latest version and will try to download the latest version. If asked to download, please let it proceed
3. Make sure that all mandatory fields (highlighted in yellow background) in the form are populated
4. Ensure that the original format of the InfoPath form (xml) is attached to the email sent to umoja-mdm@un.org. Any other formats/renditions of the InfoPath form (PDFs, scanned images, html) are not accepted as valid requests and therefore they will be automatically rejected and the requestor notified, in this case, please re-submit your request with the valid InfoPath format
5. After the submission via email, the requestor should receive two separate notifications, one to confirm that the request has been received and the second to confirm the iNeed Service Request number. If any of these two email notifications is not received it could indicate a problem with your submission
6. Multiple InfoPath forms in a single email are allowed only if other types of attachments are not included (such as supporting documentation). Multiple InfoPath forms in a single email with multiple attachments (other types) will be rejected.
7. If the Master Data Maintenance Team has questions on the request or is requesting supporting documentation they will contact the requestor via email. Please respond promptly to their questions as this will ensure your requests are completed without further delays.



All submissions are sent to umoja-mdm@un.org

Instructions

UNITED NATIONS
Umoha Data Maintenance Request
Transportation Management - Contact Person

Please fill out this form, save it locally, and send it as an attachment from your email account to umoja-mdm@un.org.
 Attach the corresponding Excel file to the same email.

required
 optional

General Information	
Enter Umoha BP Number for Commercial Vendor *	
Enter Umoha Commercial Vendor/Freight Forwarder BP Name	
Enter number of Contacts to be created**	<input type="text" value="0"/>
Enter number of Contacts to be updated**	<input type="text" value="0"/>
Enter number of Contacts to be expired**	<input type="text" value="0"/>
<input type="checkbox"/> List of Contacts must be provided in Excel attachment	

Requestor Information	
Organization	
Requested by Business Area	
Requestor Name	
Org Unit	

For single item, submit the InfoPath form

For multiple items, submit both the InfoPath form and the Excel template

Mandatory		Optional	Mandatory										
Commercial BP	Action	External Contact	Org ID (Procurement)	Org Description (Procurement)	Title (Mr./Ms.)	First Name	Middle Name	Last Name	Date of Birth (DD/MM/YY)	Email	Telephone (including country code)	Valid From (DD/MM/YYYY)	Valid To (DD/MM/YYYY)
<i>Example - SAMPLE DATA</i>													
111000000	Create	External	XXXXX	DOS	Mr.	John		Trebek	01/01/1980	treber@un.org	1-917-222-2222	22/05/2019	31/12/2020
111000000	Create	External	XXXXX	DOS	Mr.	Harold		Smith	01/01/1987	smith@un.org	1-917-333-4444	25/05/2019	30/06/2025
111000000	Create	External	XXXXX	DOS	Ms.	Elaine		Gaston	15/11/1990	gaston@un.org	031-456-789-3456	30/05/2019	01/01/2026
<i>ENTER DATA BELOW</i>													
	Create	External											
	Create	External											
	Create	External											
	Create	External											
	Create	External											



UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Transportation Lanes

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

	required
	optional
	not applicable

General Data			
Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Leg Type			
Start Location / Zone			
End Location / Zone			
Means of Transport			
Transportation Costs		Unit for Cost Rate	KM
Remarks			

Requestor Information	
Requestor Business Area	
Requested By	
Org Unit	
Date	
Reason	
Source Data	<input type="checkbox"/> On Form <input type="checkbox"/> Attached
Located In/At	

Instructions
Version 1.0

PRE - initial leg of transportation prior to sea or air, from vendor, factory, COE pickup location or mission to a port, airport or factory
 MAIN - air-air, or port-port transportation leg
 ON - final leg from port or airport of arrival to the destination location or zone

Zone: ML_BKO (Mali, Bamako) or Location id: DAKAR_PORT

Same; valid location or zone

Means of transport: UNOE_TRK, UNOE_SEA, UNOE_AIR

Values go from 1 to 999

Unit is in Km



Document Hierarchy	S...	Planning S...	Source Location	Destination Location	Costs	Distance	Mode of Tra...	Means of Transpor
▼ Transportation Proposal 1	<input type="checkbox"/>		SU1110015341	IT01-42	3855.68			UNOE_SEA
▼ Freight Unit 4100000667	<input type="checkbox"/>		SU1110015341	IT01-42	3.93			UNOE_SEA
Stage 00001	<input type="checkbox"/>		SU1110015341	DUBAI_PORT	0.00			UNOE_TRK
Stage 00002	<input type="checkbox"/>		DUBAI_PORT	BRINDISI_PORT	0.00	3,843.012		UNOE_SEA
Stage 00003	<input type="checkbox"/>		BRINDISI_PORT	IT01-42	0.00	5.743		UNOE_TRK



UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Location

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

required
 optional
 not applicable

General Data

Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Location Id	<input type="text"/>		
Location Description	<input type="text"/>		
Location Type	<input type="text"/>		
IATA CODE	<input type="text"/>	UN/LOCODE	<input type="text"/>
Handover Location			
Handover Location	<input type="text"/>	Supplier BP#	<input type="text"/>
Supplier Name	<input type="text"/>		
Serves Landlocked Regions - list up to 8 regions below			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geographic Coordinates			
	Sign	Degree	Minutes
Longitude	<input type="text"/>	<input type="text"/>	<input type="text"/>
Latitude	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			
Street	<input type="text"/>		
Street 2	<input type="text"/>		
House Number	<input type="text"/>	Postal Code	<input type="text"/>
City	<input type="text"/>		
Country	<input type="text"/>	Region	<input type="text"/>
Remarks	<input type="text"/>		

UPPER CASE - NAME_TYPE - example:
 HAMBURG_PORT - type can be AIRPORT, FACTORY, PORT (from location type) - max 20 chars

Airport, Factory, Port

"Y" if this is a vendor handover location - i.e. where responsibility / ownership is transferred to the UN or a freight forwarder

Requestor Information

Requestor Business Area	<input type="text"/>
Requested By	<input type="text"/>
Org Unit	<input type="text"/>
Date	<input type="text"/>
Reason	<input type="text"/>
Source Data	<input type="checkbox"/> On Form <input type="checkbox"/> Attached
Located In/At	<input type="text"/>

Instructions



Edit	Transportation Cockpit	Create Deliveries in ERP	Scheduling	Create Load Plan	Set Status	Load Plan Status	Execution Status	Set Manual Block
Document	Calculate Charges	Customs	Cancel Document	Mass Output	Mass Change	Export	Refresh	
Source Location Description	Source Location Address	First Activity	Destination Location Descripti	Destination Location Address				
Dubai-Port	Dubai	30.12.2019 09:58:45 UTC+3	Brindisi-Port	I- Brindisi BR				
Brindisi-Port	I- Brindisi BR	10.01.2020 08:05:47 CET	UNLB Brindisi	c/o Aeroporto Militare "O. Piero...				

Name	Street	H... Numt	Post...	City	Region	Country
International Arm...	P.O. Box 50060			Ras Al Khaimah		AE
UN Logistics Base	Piazza del Vento ...		72011	Brindisi	BR	IT
Scan Global Logi...	Kirstinehoj	7	2770	Kastrup		DK



<i>Geographic Coordinates - not required - defaulted</i>		N
Longitude Sign	+ or -	N
Longitude Degree	0-180	N
Longitude Minutes	0-59	N
Longitude Seconds	0-59	N
Latitude Sign	+ or -	N
Latitude Degree	0-180	N
Latitude Minutes	0-59	N
Latitude Seconds	0-59	N
Address		
Street	Street address of the location	N
House Number	House number of the location	N
Postal Code	Post code of the location	Y
City	City of the location	Y
Country	Country of the location - 2-digit ISO code	Y
Region	Region of the location - Country_Region. For example: US_NY, valid TM region	Y
Remarks	Provide any remarks or additional information to the MDM team to assist in the creation of the data	N



UNITED NATIONS Umoja Data Maintenance Request Transportation Management - Products TM

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

required
 optional
 not applicable

General Data

Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Scenario	[Dropdown]		
Product Id	[Text Field]		
Description	[Text Field]		
Item Type	[Dropdown]		
Remarks	[Text Field]		

Applicable for COE or TROOPS. Valid values are COE, TROOPS

Product Id - of the good or service – in UPPER CASE

- ZBRB Break Bulk
- ZCBB Cabin Baggage
- ZCON Container
- ZCRB Cargo Baggage
- ZTRL Trailer
- ZTRS Troop Flight
- ZVEH Vehicle

Requestor Information

Requestor Business Area	[Dropdown]
Requested By	[Text Field]
Org Unit	[Text Field]
Date	[Calendar]
Reason	[Text Field]
Source Data	<input type="checkbox"/> On Form <input type="checkbox"/> Attached
Located In/At	[Text Field]

Items

Item Hierarchy	Item	Item Description	Dangerous Goods	Product
Product	10	Ambulance, Amrd, Diesel, L...		2100001218

Pick Up Locations







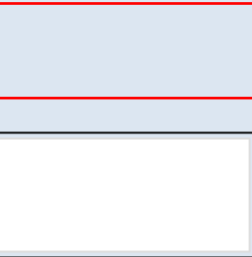
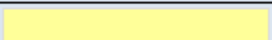
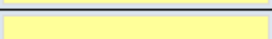
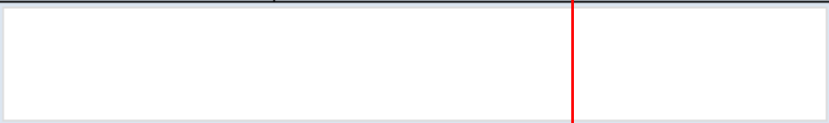
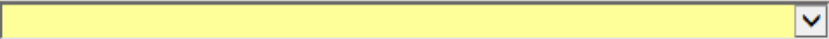

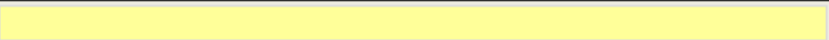
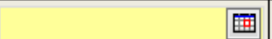

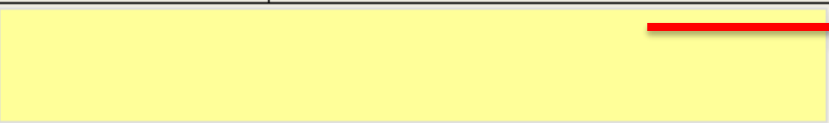
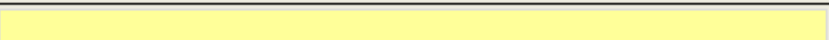
General Data			
Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Contributing Country			
Name of Location			
Address			
Street			
Postal Code			
City			
Country	<input type="text"/>	Region	*
Port of Exit			
Port/Location Id			
Country	<input type="text"/>	Region	*
Remarks			
Requestor Information			
Requestor Business Area	<input type="text"/>		
Requested By			
Org Unit			
Date	<input type="text"/>		
Reason			
Source Data	<input type="checkbox"/> On Form <input type="checkbox"/> Attached		
Located In/At			
<input type="button" value="Instructions"/>			

Name of the country providing contingent owned equipment

Country of the COE pickup location - 2-digit ISO code

Port of exit - the transport management location id of the port through which the COE will be shipped. Could be deifferent than the country of pick up location
Example: DAKAR_PORT



UNITED NATIONS			
Umoja Data Maintenance Request			
Transportation Management - Assign Transshipment Pts			
Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org			
		 required	
		 optional	
		 not applicable	
General Data			
Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Location			
Zone			
Transshipment Point			
Remarks			
Requestor Information			
Requestor Business Area			
Requested By			
Org Unit			
Date			
Reason			
Source Data	<input type="checkbox"/> On Form <input type="checkbox"/> Attached		
Located In/At			

Valid transport management location for loading and unloading during transportation. Can be Airport, Port, Factory

Vendor or Pick up Location : Toyota or SUNP-00001 (location)

Country and Region Code. If you select location, no need to enter Zone. Both cannot be specified. e.g ML_BKO

Valid transport management location for loading and unloading during transportation. Can be Airport, Port, Factory

Requestor information



UNITED NATIONS Umoja Data Maintenance Request Transportation Management - Default Route			
Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org			
		 required	
		 optional	
		 not applicable	
General Data			
Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Description	<input style="background-color: yellow;" type="text"/>		40 chars
Dangerous Goods	<input style="background-color: yellow;" type="text"/>	<input type="text"/>	
Sequence	<input type="text" value="10"/>	<input type="text"/>	
Location	<input style="background-color: yellow;" type="text"/>		
Stage Type	<input type="text"/>	<input type="text"/>	
Means of Transport	<input type="text"/>		
Sequence	<input type="text" value="20"/>	<input type="text"/>	
Location	<input style="background-color: yellow;" type="text"/>		
Stage Type	<input type="text"/>	<input type="text"/>	
Means of Transport	<input type="text"/>		
Sequence	<input type="text" value="30"/>	<input type="text"/>	
Location	<input style="background-color: yellow;" type="text"/>		
Stage Type	<input type="text"/>	<input type="text"/>	
Means of Transport	<input type="text"/>		
Sequence	<input type="text" value="40"/>	<input type="text"/>	
Location	<input type="text"/>		
Stage Type	<input type="text"/>	<input type="text"/>	
Means of Transport	<input type="text"/>		

Description of the default route. E.g;
IT>SAVONA_P>ABIDJAN_P>ML

X Dangerous Goods Only
" " Non-Dangerous
"A" All

Sequence of the leg

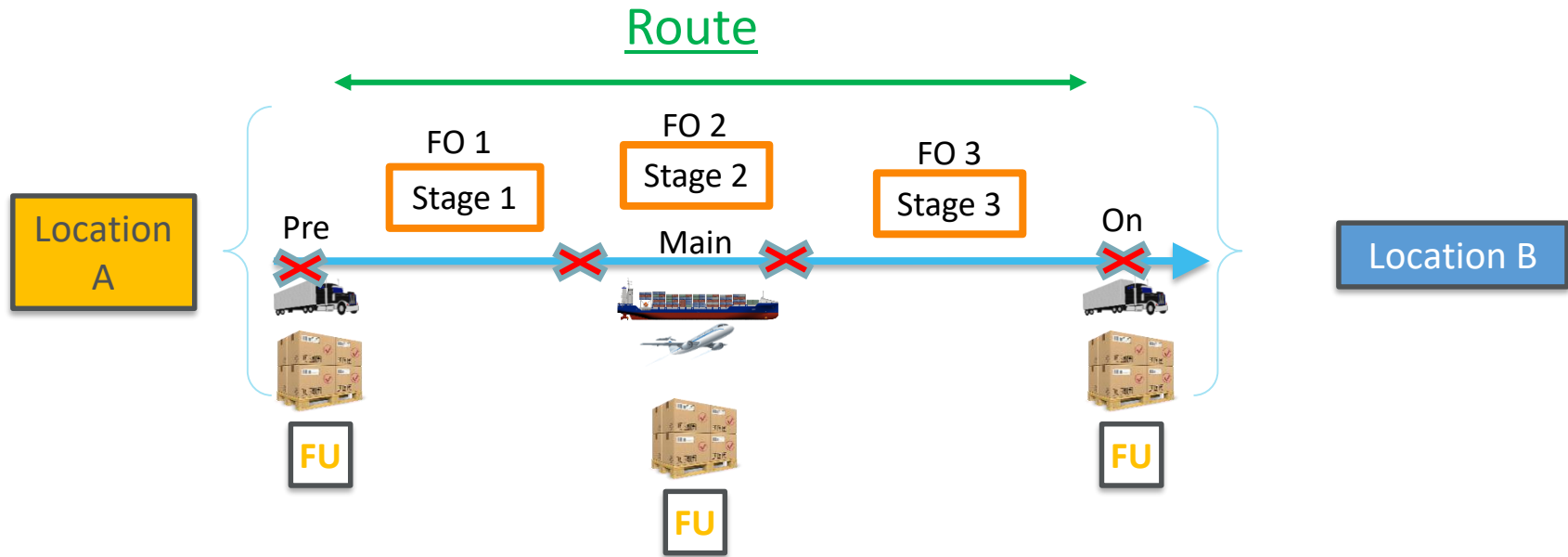
The start location of the leg. Can be Zone, Vendor, Pick up Location, but it is mandatory TM location id

Pre Carriage, Main Carriage and On Carriage

Means of transport: UNOE_TRK, UNOE_SEA, UNOE_AIR



IT>SAVONA_P>ABIDJAN_P>ML



Transportation Proposals

Define Filter

Document Hierarchy	S..	P	M	Means of Transport	Source Location	Destination Location	Loadi...	Unloa...
Transportation Proposal 1	<input type="checkbox"/>			UNOE_AIR	SPITA2	SPIQA3	30.09....	07.10....
Freight Unit 4100001238	<input type="checkbox"/>			UNOE_AIR	SPITA2	SPIQA3	30.09....	07.10....
Stage 00001	<input type="checkbox"/>			UNOE_TRK	SPITA2	BRINDISI_PORT	30.09....	30.09....
Stage 00002	<input type="checkbox"/>			UNOE_TRK	BRINDISI_PORT	BRINDISI_AIRPORT	30.09....	30.09....
Stage 00003	<input type="checkbox"/>			UNOE_AIR	BRINDISI_AIRPORT	BAGHDAD_AIRPORT	07.10....	07.10....
Stage 00004	<input type="checkbox"/>			UNOE_TRK	BAGHDAD_AIRPORT	SPIQA3	07.10....	07.10....



- ✓ Carriers
 - BPs contracted by the UN to transport goods – transferred to TM when a carrier is first awarded a transport contract / engagement

- ✓ Contact persons
 - Contacts from vendors and carriers that log into TM CCP to provide information and updates on transport
 - Requested by PD when new vendors are engaged

- ✓ Rates
 - Rates for transportation – loaded by a business tool

- ✓ Zones
 - Geographic zones – currently countries and regions (ML, ML-BKO) used in lanes, transshipment points, default routes – all currently loaded

- ✓ Member states
 - UN member states – all currently loaded



UNITED NATIONS Umoja Data Maintenance Request Transportation Management - Zone

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

required
 optional
 not applicable

Note: If the Zone requires multiple lines use the Zones template to define the Zone. In these cases, specify Zone, Description and Country in the form, complete the template, and submit both to the email address above.

General Data			
Action	<input checked="" type="radio"/> Create	<input type="radio"/> Update	<input type="radio"/> Block
Zone			
Description			
Country	<input type="text" value=""/>	Region	<input type="text" value=""/>
Location			
Location Excluded	<input type="text" value=""/>	Location Deleted	<input type="text" value=""/>
Postal Code From	<input type="text" value=""/>	Postal Code To	<input type="text" value=""/>
Geographic Coordinates			
	Sign	Degree	Minutes
Longitude	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Latitude	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Remarks	<input style="width: 100%; height: 40px;" type="text"/>		
Requestor Information			
Requestor Business Area	<input type="text" value=""/>		
Requested By	<input type="text" value=""/>		
Org Unit	<input type="text" value=""/>		
Date	<input type="text" value=""/>		
Reason	<input style="width: 100%; height: 40px;" type="text"/>		
Source Data	<input type="checkbox"/> On Form <input type="checkbox"/> Attached		
Located In/At	<input type="text" value=""/>		

Country (2 digit ISO) or region (Country & Region Code e.g; US_NY, ML_BKO, AE_DU)

Country where the zone exist

Loading Location	Unloading Location	Country/Region (Loading)	Country/Region (Unloading)	Items	Stage	Freight Unit
DUBAI_PORT	IT01-42	AE DU	IT BR		20	410000667
DUBAI_PORT	IT01-42	AE DU	IT BR		20	410000673
DUBAI_PORT	IT01-42	AE DU	IT BR		20	410000680
DUBAI_PORT	IT01-42	AE DU	IT BR		20	410000689

Create - Contact Person



Mandatory					Optional	Mandatory							
Commercial BP	Action	External Contact	Org ID (Procurement)	Org Description (Procurement)	Title (Mr./Ms.)	First Name	Middle Name	Last Name	Date of Birth (DD/MM/YYYY)	Email	Telephone (including country code)	Valid From Date (DD/MM/YYYY)	Valid To Date (DD/MM/YYYY)
<i>Example - SAMPLE DATA</i>													
111000000	Create	External	XXXXX	DOS	Mr.	John		Trebek	01/01/1980	trebec@un.org	1-917-222-2222	22/05/2019	31/12/2020
111000000	Create	External	XXXXX	DOS	Mr.	Harold		Smith	01/01/1987	smith@un.org	1-917-333-4444	25/05/2019	30/06/2025
111000000	Create	External	XXXXX	DOS	Ms.	Elaine		Gaston	15/11/1990	gaston@un.org	031-456-789-3456	30/05/2019	01/01/2026
<i>ENTER DATA BELOW</i>													
	Create	External											
	Create	External											
	Create	External											
	Create	External											
	Create	External											



Mandatory									Optional	Mandatory				
Commercial BP	Action	Unite ID of Contact Person	External Contact	TM Contact BP	Org ID (Procurement)	Org Description (Procurement)	Title (Mr./Ms.)	First Name	Middle Name	Last Name	Email	Telephone (including country code)	Valid From Date (DD/MM/YYYY)	Valid To Date (DD/MM/YYYY)
<i>Example - SAMPLE DATA</i>														
1110000000	Update (Before)	sclosas	External	6000004455	XXXXX	DOS	Ms.	Susan		Closas	closas@un.org	1-917-367-6688	01/11/2019	31/12/2020
1110000000	Update (After)		External	6000004455	XXXXX	DOS	Ms.	Susan		Rose	closas@un.org	069-31-789-3456	31/05/2019	30/06/2025
ENTER DATA BELOW														
	Update (Before)		External											
	Update (After)		External											
	Update (Before)		External											
	Update (After)		External											
	Update (Before)		External											
	Update (After)		External											
	Update (Before)		External											
	Update (After)		External											



Mandatory					Optional	Mandatory					
Commercial BP	Action	Unite ID of Contact Person	External Contact	TM Contact BP	Title (Mr./Ms.)	First Name	Middle Name	Last Name	Email	Valid From Date (DD/MM/YYYY)	Valid To Date (DD/MM/YYYY)
<i>Example - SAMPLE DATA</i>											
1110000000	Expire	lgonzalez	External	6000001234	Ms.	Louise		Gonzalez	gonzalez@un.org	25/05/2019	20/05/2020
1110000000	Expire	cjones	External	6000004567	Ms.	Claire		Jones	jones@un.org	22/05/2019	01/05/2025
ENTER DATA BELOW											
	Expire		External								
	Expire		External								
	Expire		External								
	Expire		External								
	Expire		External								

