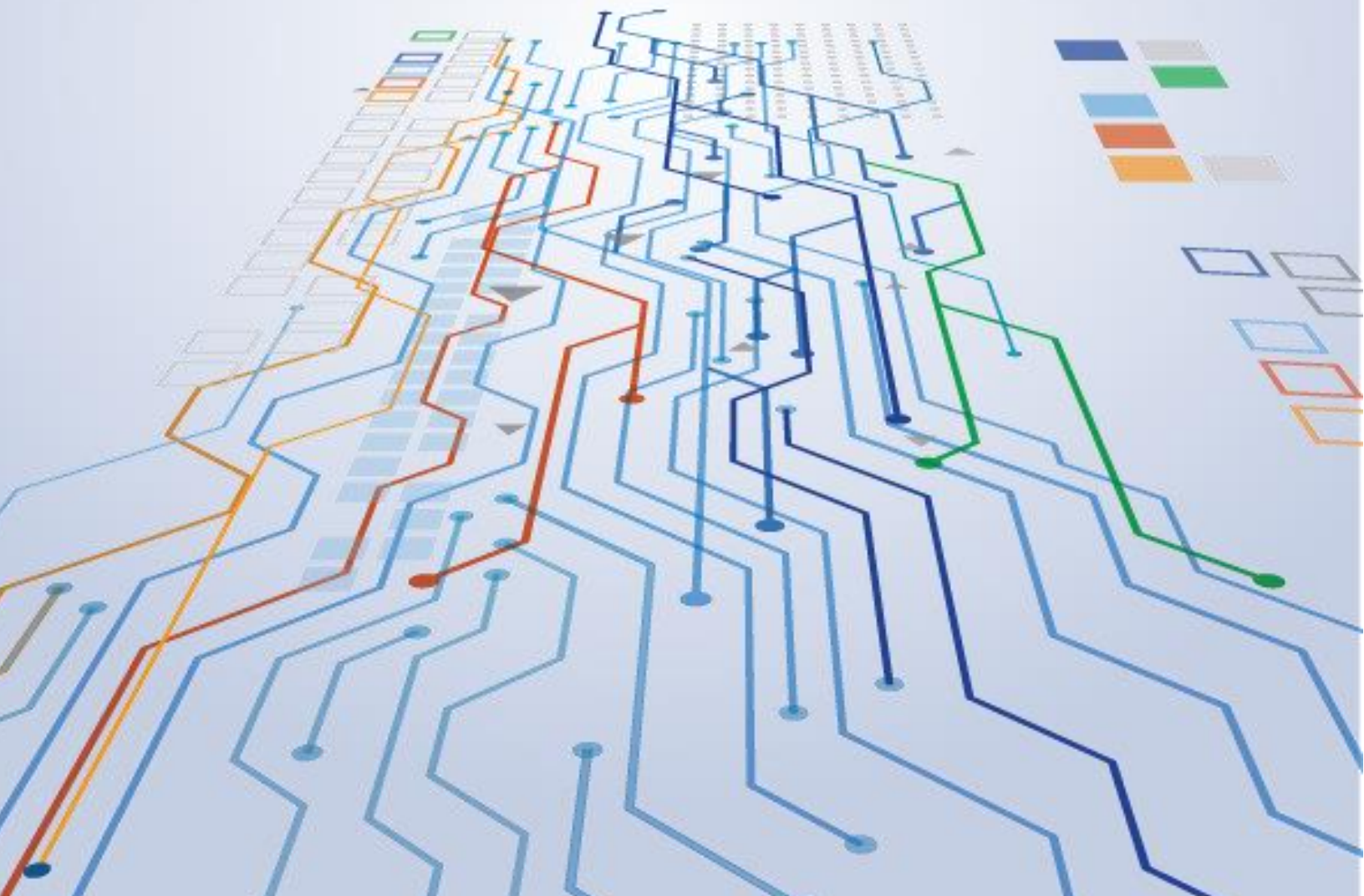


Accessing the Carrier Collaboration Portal (CCP)

January 2019





Dear Vendor,

Welcome to the Carrier Collaboration Portal (CCP).

Before you can access the CCP and begin using it, several important actions need to be completed.

If you are a designated contact person within your company, you will have received an email notification from the United Service Desk (uniteidentity_noreply@un.org) notifying you of your Unite User Name and a **temporary** Unite Password.

Your Unite User Name and Unite Password are collectively referred to as your Unite ID. Your Unite ID will allow you to access the United Nations Carrier Collaboration Portal (CCP) and the Unite Self Service Helpdesk, should you experience any problems with CCP access or subsequent navigation.

Before you can access the CCP, you will need to follow the instructions provided in the email sent to you by the Unite Service Desk with your Unite User Name and temporary Unite Password. Kindly follow the instructions provided in the email and change your temporary password into a new password that you will subsequently use to access the CCP.

Once this step is complete, you can log into the Carrier Collaboration Portal (CCP), using your Unite ID by accessing the following link: [Carrier Collaboration Portal](#) .

Your Unite ID (User name and Password) allow you to access both the CCP and the Unite Self Service Helpdesk.

We hope you find this guidance useful and we look forward to working with you.


UN Procurement Division



Overview: Accessing and Navigating the CCP

Click on the following Link: <https://gwp.umoja.un.org/ccp>

unite identity

 **Login to Unite Identity**

Unite ID:

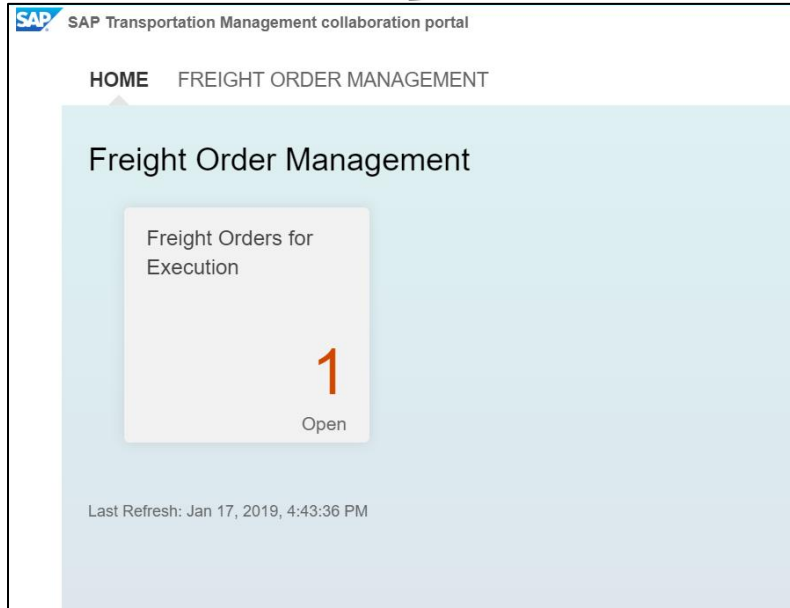
CONTINUE

[Where do I enter my password?](#)
[Forgot your Unite ID?](#)
[Forgot your password?](#)

Please use your **Unite Username** and your **Unite Password** to log into the system.

In case you have problems accessing the system, kindly refer to the Troubleshooting section of this document.

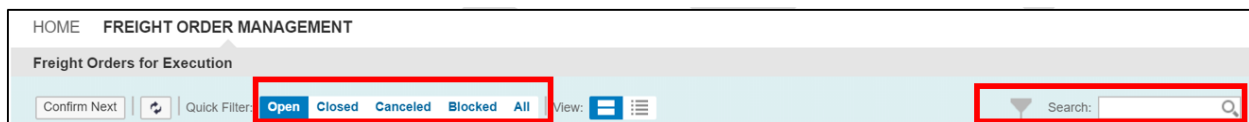
Once you have successfully logged in, you will be directed to the CCP Home Page which will provide you with the number of Open Freight Order assigned to your company. (See example below).



By clicking the FREIGHT ORDER MANAGEMENT tab, you will be provided by a list of Open Freight Orders.

Status	Freight Order	Next Open Event	Source Location	Destination Location	Start Date/Time	Goods PO
	6100010750	Loading Begin At RENAULT TRUCKS SAS On February 14, 2019 at 5:05 PM CET	RENAULT TRUCKS SAS Saint-Priest France	Le Havre-Port Le Havre Seine-Maritime France	February 14, 2019 5:05 PM CET	2200102135

You can view Closed, Cancelled, Blocked or All Freight Orders by clicking on the appropriate tab at the top. You could also search for records by Freight Purchase Order or any other fields listed in table.





By clicking on the actual Freight Order Number, you will be able to see all the details pertaining to the Freight Order and manage the documentation and events associated to it.

Status	Freight Order	Next Open Event	Source Location	Destination Location	Start Date/Time	Goods PO
	6100010750	Loading Begin At RENAULT TRUCKS SAS On February 14, 2019 at 5:05 PM CET	RENAULT TRUCKS SAS Saint-Priest France	Le Havre-Port Le Havre Seine-Maritime France	February 14, 2019 5:05 PM CET	2200102135

In the detailed view you can see list of planned events due for that freight order at their respective locations.

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason
<input type="radio"/>	Loading Begin	February 14, 2019 5:05 PM CET	<input type="text"/>	Enter your comment	<input type="text"/>
<input type="radio"/>	Loading End	February 14, 2019 5:05 PM CET	<input type="text"/>	Enter your comment	<input type="text"/>
<input type="radio"/>	Departure	February 14, 2019 5:05 PM CET	<input type="text"/>	Enter your comment	<input type="text"/>

You can view and then report the event due, by entering date and time and clicking on UPDATE EVENTS. Make sure the time is entered in the required format. Reported event will turn green as shown below.



FREIGHT ORDER DETAILS

Freight Order
6100010750

FREIGHT ORDER DETAILS

Status: Open
Means of Transport: UNOE Truck
Dangerous Goods: No
Distance: 552.171 KM

BUSINESS PARTNERS

Shipper: RENAULT TRUCKS SAS
Consignee: UN Interim Force in Lebanon

NOTES

Events Cargo

Location Events
1/2 RENAULT TRUCKS SAS / 99 Route de Lyon / F-69800 Saint-Priest

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason
<input checked="" type="radio"/>	Loading Begin	February 14, 2019 5:05 PM CET	Feb 12, 2019 4:00 PM CET	Enter your comment	<input type="text"/>
<input type="radio"/>	Loading End	February 14, 2019 5:05 PM CET	<input type="text"/> <input type="text"/>	Enter your comment	<input type="text"/>
<input type="radio"/>	Departure	February 14, 2019 5:05 PM CET	<input type="text"/> <input type="text"/>	Enter your comment	<input type="text"/>

2/2 F- Le Havre

You could also report Damage, Delay, Loss etc. which are referred to as Unexpected Events under 'Tour Events', and upload supporting document as shown in the next step. The button to "Confirm" an unexpected event will be enabled once all the information is typed into the respective text boxes.

FREIGHT ORDER DETAILS

Freight Order
6100010750

FREIGHT ORDER DETAILS

Status: Open
Means of Transport: UNOE Truck
Dangerous Goods: No
Distance: 552.171 KM

BUSINESS PARTNERS

Shipper: RENAULT TRUCKS SAS
Consignee: UN Interim Force in Lebanon

NOTES

Events Cargo

☐ Unloading Begin February 15, 2019
12:00 AM CET

☐ Unloading End February 15, 2019
12:00 AM CET

Tour Events

Add Unexpected Event for Freight Order 6100010750

Event:

Reported:

Comment:

You can also upload attachments like handover documents, proof of delivery etc. which need to be provided to the UN. Select the file in your system and click on **UPLOAD**.



FREIGHT ORDER DETAILS

Freight Order
6100010750

FREIGHT ORDER DETAILS

Status: Open
Means of Transport: UNOE Truck
Dangerous Goods: No
Distance: 552.171 KM

BUSINESS PARTNERS

Shipper: RENAULT TRUCKS SAS
Consignee: UN Interim Force in Lebanon

NOTES

Events Cargo

Unloading End February 15, 2019 12:00 AM CET

Enter your comment

Tour Events

Add Event

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Rec
No data					

Attachments

Type	File Name	Last Changed By	Last Changed On	Delete
	Test Document.pdf	TM_RKIM1 TM_RKIM1	January 17, 2019 at 11:...	

Browse... Upload

For further information and detailed step by step instructions on how to use the CCP, kindly refer to the CCP Training videos.

Troubleshooting: Accessing and Navigating the Unite Self Service

Should you need assistance with any of the following issues, you will be required to raise a ticket using the [Unite Self Service](#).

Kindly log in using your Unite User name and Unite Password.

unite identity

Contact Us Unite

Login to Unite Self Service

Unite ID:

CONTINUE

Where do I enter my password?
Forgot your Unite ID?
Forgot your password?

On the Homepage, click on 'Raise a Request'.



unite self service You are in: -Home: Home Profile Logout Unite

Welcome to Unite Self Service.

Unite Self Service is your portal to perform multiple functions, including submitting requests and questions, managing approvals, checking request status, as well as providing access to a number of additional features. For assistance with using Unite Self Service, please click the Help button below, to access training materials and search the knowledge base.

CHOOSE A FEATURE

Manage Requests My Inbox Unite Identity Other Features Help

CHOOSE AN OPTION 1 - 2 of 2

Raise a Request
Request a product/service, or report an issue/outage via your available service catalogues.

View Request History
Review old tickets and track current requests in real time.

RECENTLY USED 1 - 1 of 1

RFS - Microsoft Office Apps
You have last used it on 01/14/2019 13:53:15
You have used this 1 times.

Please scroll all the way to the right to find 'Umoja Catalogue'

unite self service Home Profile Logout Unite

Raise a Request

This screen enables you to place a request for any service/product available to you, as well as reporting any issues requiring support. Initiate request by first selecting the relevant catalogue. Then use the filters to display the corresponding available services/products below. Please proceed by submitting or sharing the service/product of your selection.

Search Catalogue... Match all words

Choose a catalog from below:

Client Service Centre Enterprise Applications Support Geospatial Services Catalogue OICT Catalogue Records Management Catalogue UNDSS Safety & Security Catalogue UNHQ - Facilities UNHQ BSC IT Catalogue

Filters: Clear

CHOOSE AN ITEM 1 - 7 of 7 YOUR CHOICE

Click of Umoja Catalogue and in the 'Filters' sections, select 'Logistics'. From the dropdown menu next to it (on the right), please select 'Carrier Collaboration Portal (CCP)'.



unite self service

Home Profile Logout Unite

Choose a catalog from below:

Enterprise Applications Support Geospatial Services Catalogue OICT Catalogue Records Management Catalogue UNDSS Safety & Security Catalogue UNHQ - Facilities UNHQ BSC IT Catalogue Umoja Catalogue

Filters: Logistics Carrier Collaboration Portal (CCP) Clear

CHOOSE AN ITEM 1 - 3 of 3 YOUR CHOICE

CCP - Other

Document Management

Event Reporting

CCP - Other Continue Share

You can raise a ticket regarding 'Document Management', 'Event Reporting' or 'CCP-Other' by clicking on the respective item and clicking on 'Continue'.

unite self service

Home Profile Logout Unite

Choose a catalog from below:

Enterprise Applications Support Geospatial Services Catalogue OICT Catalogue Records Management Catalogue UNDSS Safety & Security Catalogue UNHQ - Facilities UNHQ BSC IT Catalogue Umoja Catalogue

Filters: Logistics Carrier Collaboration Portal (CCP) Clear

CHOOSE AN ITEM 1 - 3 of 3 YOUR CHOICE

CCP - Other

Document Management

Event Reporting

CCP - Other Continue Share

Please fill in the form with contact details, summary of the issue and attach a screenshot, if required.



The screenshot shows the 'unite self service' portal. At the top, there's a navigation bar with 'Home', 'Profile', 'Logout', and 'Unite' links. Below this, the 'SUBMIT REQUEST' section is highlighted. It includes buttons for 'Go Back', 'Submit', 'Add Screenshot', and 'Cancel'. A message states 'Please fill out the sections below.' and 'You have requested: CCP - Other'. The form is divided into two main sections: 'Fill out Contact Details' and 'Fill out Request Details'. The 'Fill out Request Details' section contains a 'Summary' field (max 100 characters) with the text 'Request for: CCP - Other', a 'Describe/Justify your Request' field (max 2000 characters), and an 'Asset#:' field.

Once your ticket has been reviewed you will be contacted by a member of the team.

Quick Links

- Carrier Collaboration Portal: [Link](#)
- CCP Training Material and other Resources for Vendors: [Link](#)
- Unite Identity (for managing credentials): [Link](#)
- Unite Service Desk for troubleshooting: [Link](#)