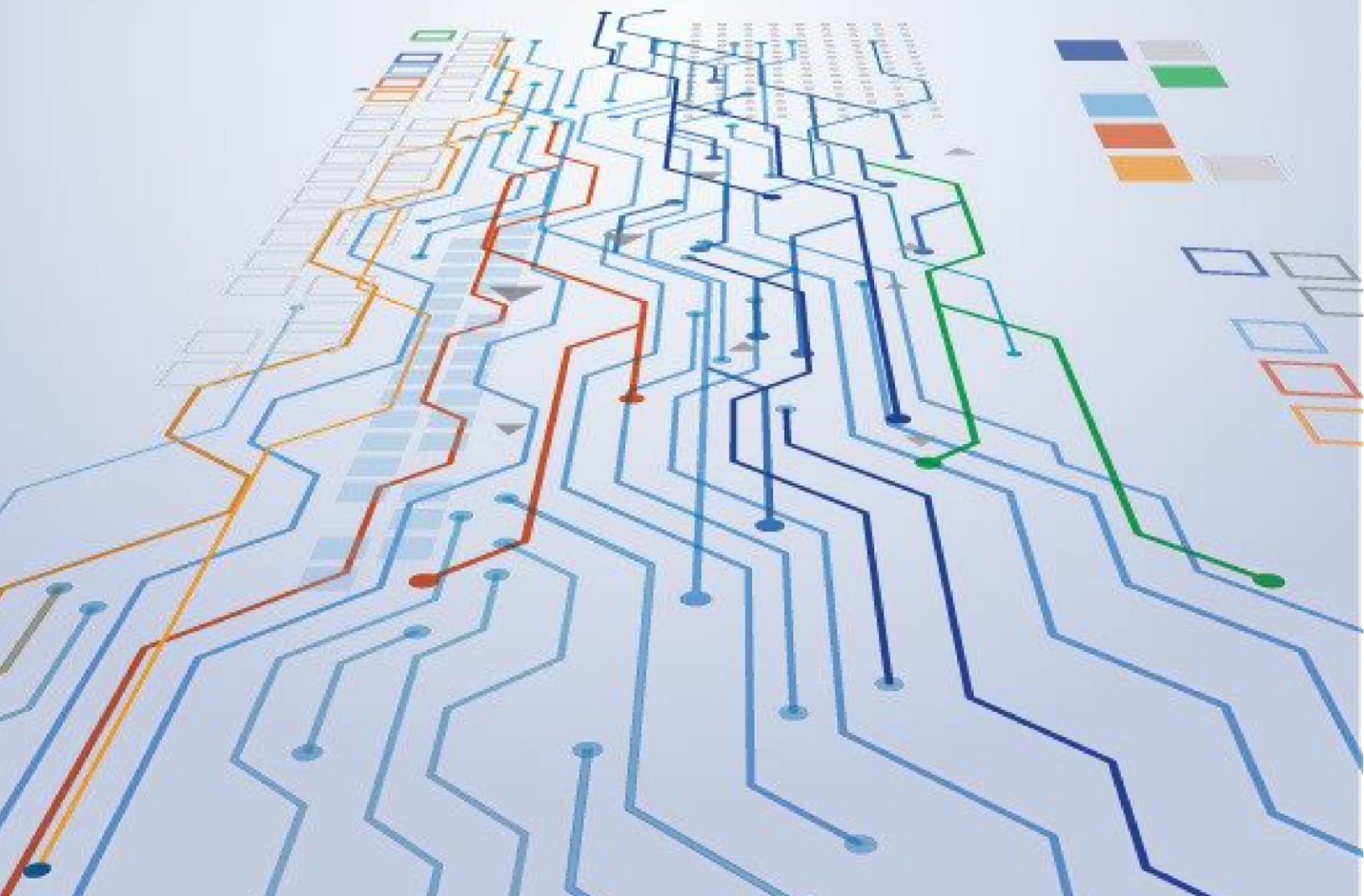


Accessing the Carrier Collaboration Portal (CCP)

January 2019





Dear Vendor,

Welcome to the Carrier Collaboration Portal (CCP).

Please use the credentials that were given to you by the UN in a separate email. Below is a description how to log into the CCP and how to submit events, upload documents and report issues.

UN Procurement Division



Overview: Accessing and Navigating the CCP

Login to CCP Using Azure - Instructions

Instructions how to activate your Azure account please see here:



After activating your UN Azure account, you will see the following screen when browsing to <https://gwp.umoja.un.org/ccp>.

Enter the email address you have registered for your new UN Azure account.

UNITED NATIONS

Sign in

test.user@un.org

[Can't access your account?](#)

Next

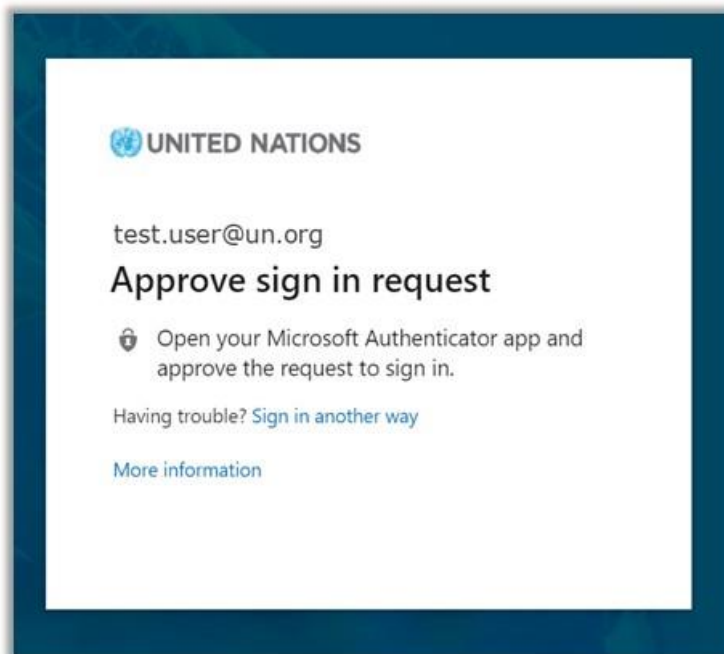
Click “Next”

Enter your Azure password.

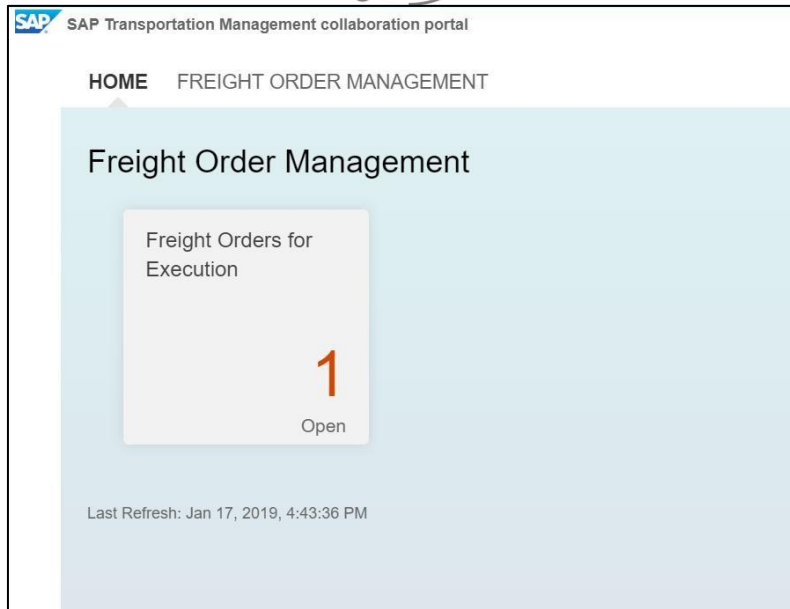


Click on “Sign In”.

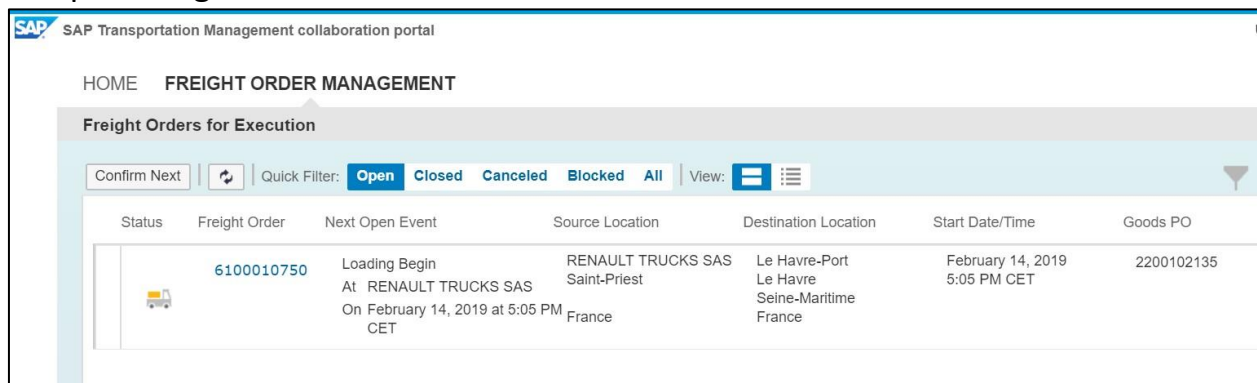
In the next step you will be prompted to authenticate your login via phone call, entering a code received by text message, or by using the Microsoft Authentication app on your smart phone.



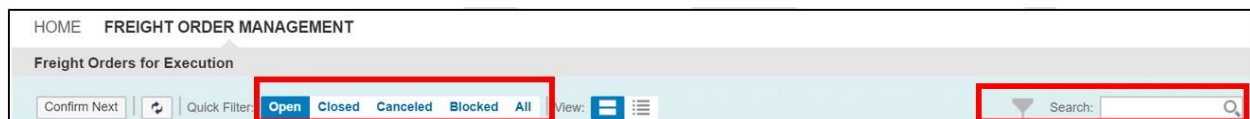
Once you have successfully logged in, you will be directed to the CCP Home Page which will provide you with the number of Open Freight Order assigned to your company. (See example below).



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



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.



SAP Transportation Management collaboration portal

HOME FREIGHT ORDER MANAGEMENT

Freight Orders for Execution

Confirm Next | Quick Filter: **Open** Closed Canceled Blocked All | View: [List Icon] [Table Icon]

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.

FREIGHT ORDER DETAILS		Events	Cargo																								
Freight Order 6100010750		Location Events 1/2 RENAULT TRUCKS SAS / 99 Route de Lyon / F-69800 Saint-Priest Add Event Update Events																									
FREIGHT ORDER DETAILS Status: Open Means of Transport: UNOE Truck Dangerous Goods: No Distance: 552.171 KM		<table border="1"> <thead> <tr> <th>Status</th> <th>Event</th> <th>Planned Date/Time</th> <th>Reported Date/Time</th> <th>Comment</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Loading Begin</td> <td>February 14, 2019 5:05 PM CET</td> <td><input type="text"/> [Calendar Icon]</td> <td>Enter your comment</td> <td><input type="text"/></td> </tr> <tr> <td><input type="radio"/></td> <td>Loading End</td> <td>February 14, 2019 5:05 PM CET</td> <td><input type="text"/> [Calendar Icon]</td> <td>Enter your comment</td> <td><input type="text"/></td> </tr> <tr> <td><input type="radio"/></td> <td>Departure</td> <td>February 14, 2019 5:05 PM CET</td> <td><input type="text"/> [Calendar Icon]</td> <td>Enter your comment</td> <td><input type="text"/></td> </tr> </tbody> </table>		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"/> [Calendar Icon]	Enter your comment	<input type="text"/>	<input type="radio"/>	Loading End	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>	<input type="radio"/>	Departure	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>
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<input type="radio"/>	Departure	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>																						
BUSINESS PARTNERS Shipper: RENAULT TRUCKS SAS Consignee: UN Interim Force in Lebanon		2/2 F- Le Havre Add Event Update Events																									
NOTES																											

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		Events	Cargo																								
Freight Order 6100010750		Location Events 1/2 RENAULT TRUCKS SAS / 99 Route de Lyon / F-69800 Saint-Priest Add Event Update Events																									
FREIGHT ORDER DETAILS Status: Open Means of Transport: UNOE Truck Dangerous Goods: No Distance: 552.171 KM		<table border="1"> <thead> <tr> <th>Status</th> <th>Event</th> <th>Planned Date/Time</th> <th>Reported Date/Time</th> <th>Comment</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Loading Begin</td> <td>February 14, 2019 5:05 PM CET</td> <td>Feb 12, 2019 [Calendar Icon] 4:00 PM [Clock Icon] CET</td> <td>Enter your comment</td> <td><input type="text"/></td> </tr> <tr> <td><input type="radio"/></td> <td>Loading End</td> <td>February 14, 2019 5:05 PM CET</td> <td><input type="text"/> [Calendar Icon]</td> <td>Enter your comment</td> <td><input type="text"/></td> </tr> <tr> <td><input type="radio"/></td> <td>Departure</td> <td>February 14, 2019 5:05 PM CET</td> <td><input type="text"/> [Calendar Icon]</td> <td>Enter your comment</td> <td><input type="text"/></td> </tr> </tbody> </table>		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 [Calendar Icon] 4:00 PM [Clock Icon] CET	Enter your comment	<input type="text"/>	<input type="radio"/>	Loading End	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>	<input type="radio"/>	Departure	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>
Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason																						
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<input type="radio"/>	Loading End	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>																						
<input type="radio"/>	Departure	February 14, 2019 5:05 PM CET	<input type="text"/> [Calendar Icon]	Enter your comment	<input type="text"/>																						
BUSINESS PARTNERS Shipper: RENAULT TRUCKS SAS Consignee: UN Interim Force in Lebanon		2/2 F- Le Havre																									
NOTES																											



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

<input type="radio"/>	Unloading Begin	February 15, 2019 12:00 AM CET		Enter your comment
<input type="radio"/>	Unloading End	February 15, 2019 12:00 AM CET		Enter your comment

Tour Events

Add Event

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

<input type="radio"/>	Unloading End	February 15, 2019 12:00 AM CET		Enter your comment
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Tour Events

Add Event

Status	Event	Planned Date/Time	Reported Date/Time	Comment	Rea
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:...	

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



Troubleshooting:

In the event of any issues encountered during access to systems, please contact umojasupport@un.org so that they can raise a support ticket on your behalf.

Quick Links

- Carrier Collaboration Portal: [Link](#)
- CCP Training Material and other Resources for Vendors: [Link](#)