DEPARTMENT OF OPERATIONAL SUPPORT

Carrier Collaboartion Portal

Account Creation



Technical Support



Account Creation

Two (2) Main Steps...

- 1. UN sends form
- 2. BP returns form



1. UN sends form

UN (PD/EOS) Focal Point will send the TM Contact Sheet to the Business Partner (BP) by email.



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12		Create	External										
13		Create	External										
14		Create	External										
15		Create	External										

Only one (1) line per User Account
Primary Company Email Address
Up to five (5) User Accounts
Review the Example for the correct format

- No Duplicates / Blanks
- 8 No Private / Generic
- 8 Do not add extra lines
- On not change formats



2. BP returns form

The Business Partner (BP) will complete and return the TM Contact Sheet to the UN (PD/EOS) Focal Point.



What happens next?

3. Service Request



What happens next?

✓ User Account

✓ TM Master Data



✓ Account Creation



Account Activation



User Activates Account

 The User ID & Temporary password are sent by email.

Unite Identity Activation/Reset



Unite Identity <uniteidentity_noreply@un.org> To test-unlb-ccp01@testun.org Cc Adrian Thomas Pugh

Enterprise Vault

Dear Test-Unlb Ccp01,

This email contains your authentication credentials and instructions on how to activate/reset your Unite Identity ("one login for your apps") account. Unite Identity is an application that will allow you to log in to various systems using the same User ID and password combination.

To activate/reset your account, please follow the instructions below:

1. Go to: <u>https://uniteid.un.org</u> 2. Enter the following User ID and click "Continue". **User ID:** tstccp01

3. Enter your temporary password as below and then enter your new password: Temporary Password: #ky2uzhblsBh

Click "Submit"

Follow the instructions on your screen and set your security questions (if needed);
Logout when completed.

After activating your account, you will be able to access Unite Identity immediately, unless otherwise instructed by the application owner.

About Unite Identity

Unite Identity, formally the Enterprise Identity Management Service (EIDMS), is used by various global Secretariat systems, such as Umoja and iNeed,

1. Stronger password standards;

2. Password expiration rules;

3. Real-time change password functions;

4. Management of security questions;

5. Standardisation of user ids for enterprise applications.

Thank you,



User Activates Account

 Simply follow the instructions to Activate the account.

Unite Identity Activation/Reset



Unite Identity <uniteidentity_noreply@un.org> To test-unlb-ccp01@testun.org

Cc Adrian Thomas Pugh

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Click "Submit"

Follow the instructions on your screen and set your security questions (if needed);
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- 2. Password expiration rules;
- 3. Real-time change password functions;
- 4. Management of security questions;
- 5. Standardisation of user ids for enterprise applications.

Thank you,





Update Your Profile

 Add your recovery email address

	🔒 Update your profile					
B	Official information					
nite identity	★ Add/Update recovery email address					
	Recovery Email (Your Email Address) Your recovery email will be used to send you the "reset password" notification					
	► Add/Update personal image					
	SUBMIT					



User Confirms Email

 Confirm you email Address

Unite Identity - Confirm your Recovery Email Address



Unite Identity <uniteidentity_noreply@un.org>

Dear (Your Name)

A request to register your recovery email address has been received. If you did not request to register a

To confirm your recovery email address, please click (or copy and paste to browser) the link below.

https://eidmsidf.un.org/verifyemail/trueAction?

About Unite Identity

Unite Identity, formally the Enterprise Identity Management Service (EIDMS), is used by various Secreta Unite Identity, "one login for your apps", is designed to enforce:

- 1. Stronger password standards;
- 2. Password expiration rules;
- 3. Real-time password updating;
- 4. Management of security questions;
- 5. Standardisation of user IDs for enterprise applications.

Thank you,

United Nations | Office of Information and Communications Technology <u>About Unite Identity</u> | <u>FAQs</u>

unite@un.org | http://unite.un.org/ Follow CITO on Twitter | Like Unite on Facebook

Unite Service Desk





Secure your account

- Select a secret image and phrase
- Select your secret questions and answers

Your New Security Profile

Setting up your new security profile enhances your online protection. It adds new layers of security to your account by helping us identify you and will help you identify our site.

Security Image and Phrase

Enhanced data security

Your new personalised security image and phrase will help safeguard your identity and personal information while you're online.

Security Questions and Answers

Additional layer of security

You will register three security questions to add another layer of security. During subsequent visits, we will ask you to answer one of these questions. These questions and answers should be kept secret just like your password.

CONTINUE



What happens Next?

 The User will be provisioned with access to CCP.



✓ Account Creation

✓ Account Activation



Technical Support

How to get support for CCP



DPERATIONAL DPERATIONAL SUPPORT



🖄 umojasupport@un.org







Frequently Asked Questions ???









Q. I haven't activated my Account or my User ID is no longer active/valid. What do I do?









A. Contact the <u>Umoja Support Centre</u> (who will resubmit the Activation Email or will re-provision the Access for you)









Q. I have forgotten my User ID. What do I do?









A. To retrieve your User ID, do the following: Go to https://uniteid.un.org Click on the link "Forgot your Unite ID?"



umojasupport@un.org







Q. I have forgotten my password for Unite Identity. What do I do?









A. To reset your password, do the following: Go to https://uniteid.un.org Click on the link "Forgot your Password?"



umojasupport@un.org







Q. I cannot access CCP. What do I do?









A. Contact the <u>Umoja Support Centre</u> (who will analyse and assist in resolving the issue)















✓ Account Creation

✓ Account Activation

✓ Technical Support







Carrier Collaboartion Portal (CCP)

Session 1 with Adrian Pugh

Session 2
with Bryan Barrachina Barreres





Notes & Attachments





Access to CCP

 Freight Order Search & Access

Display Settings



https://gwp.umoja.un.org/ccp





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DEPARTMENT OF OPERATIONAL SUPPORT



https://gwp.umoja.un.org/ccp



Login to Unite Identity

Unite ID:

CONTINUE

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





https://gwp.umoja.un.org/ccp



Freight Order Management

Freight Orders for Execution

> **18** Open


Click on the Freight Orders for Execution box to access the Freight Orders

HOME FREIGHT ORDER MANAGEMENT

Freight Order Management

Freight Orders for Execution

18 Open



Refresh & Export

HOME FREIGHT ORDER MANAGEMENT

Freight Orders for Execution

Confirm Next	Export	Quick Filter: Open	n Closed Can	celed Blocked	All View:	= 🔳
Status	Freight Or	rder ≡ Next O	pen Locatio	n (Planne	d D Del	ayed (Next Open Event)
	6100029584	4 Tax Exer	nption El Daein	Airp August 3	30, 2	\checkmark
	6100029583	3 Loading	Begin El Daein	Airp Septemb	ber 1	\checkmark
	6100029582	2 Loading	Begin Lenovo (Unit Septemb	ber 7	\checkmark
	6100029574	4 Loading	Begin John F K	Cenn Septemb	ber 1	\checkmark
	6100029573	3 Cargo In	form Lenovo (Unit Septemb	ber 7	\checkmark
	6100029572	2 Tax Exer	mption El Daein	Airp August 3	30, 2	\checkmark
	610002957	1 Loading	Begin El Daein	Airp Septemb	ber 1	\checkmark



DEPARTMENT OF OPERATIONAL SUPPORT

Quick Filters

HOME FREIGHT ORDER MANAGEMENT

Co	onfirm Next	Export Quick Filt	ter: Open Clos	ed Canceled	Blocked All	View: 📕 🧮
	Status	Freight Order ≡	Next Open	Location (Planned D	Delayed (Next Open Event)
		6100029584	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
		6100029583	Loading Begin	El Daein Airp	September 1	\checkmark
		6100029582	Loading Begin	Lenovo (Unit	September 7	\checkmark
		6100029574	Loading Begin	John F Kenn	September 1	\checkmark
		6100029573	Cargo Inform	Lenovo (Unit	September 7	\checkmark
		6100029572	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
		6100029571	Loading Begin	El Daein Airp	September 1	\checkmark



Detail View & <u>Table View</u>

HOME FREIGHT ORDER MANAGEMENT

Freight Orders for Execution

firm Next	Export Quick Filt	er: Open Clos	ed Canceled	Blocked All	View:
Status	Freight Order =	Next Open	Location (Planned D	Delayed (Next Open Event)
	6100029584	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
	6100029583	Loading Begin	El Daein Airp	September 1	\checkmark
	6100029582	Loading Begin	Lenovo (Unit	September 7	\checkmark
	6100029574	Loading Begin	John F Kenn	September 1	\checkmark
	6100029573	Cargo Inform	Lenovo (Unit	September 7	\checkmark
	6100029572	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
	6100029571	Loading Begin	El Daein Airp	September 1	\checkmark
	irm Next	Image: Next Image: Export Quick Filt Status Freight Order Image: Preight Order	Imm NextImm NextImm NextImm NextImm NextImm NextImm NextOpenClossStatusFreight OrderImm Next OpenImm Next Op	Imm NextExportQuick Filter:OpenClosedCanceledStatusFreight OrderNext OpenLocation (6100029584Tax ExemptionEl Daein Airp6100029583Loading BeginEl Daein Airp6100029582Loading BeginLenovo (Unit6100029574Loading BeginJohn F Kenn6100029573Cargo InformLenovo (Unit6100029572Tax ExemptionEl Daein Airp6100029571Loading BeginEl Daein Airp	irm NextImage: ExportQuick Filter:OpenClosedCanceledBlockedAllStatusFreight OrderImage: Next OpenLocation (Planned DImage: Status6100029584Tax ExemptionEl Daein AirpAugust 30, 2Image: Status6100029583Loading BeginEl Daein AirpSeptember 1Image: Status6100029582Loading BeginLenovo (UnitSeptember 7Image: Status6100029574Loading BeginJohn F KennSeptember 1Image: Status6100029573Cargo InformLenovo (UnitSeptember 7Image: Status6100029572Tax ExemptionEl Daein AirpAugust 30, 2Image: Status6100029571Loading BeginEl Daein AirpSeptember 7Image: Status6100029571Loading BeginEl Daein AirpSeptember 1Image: Status6100029571Tax ExemptionEl Daein AirpSeptember 1Image: Status6100029571Loading BeginEl Daein AirpSeptember 1



DEPARTMENT OF OPERATIONAL SUPPORT

Freight Orders

HOME FREIGHT ORDER MANAGEMENT

Freight Orders for Execution

_	Confirm Next	Export Quick Filt	er: Open Clos	ed Canceled	Blocked All	View:
ſ	Status	Freight Order ≡	Next Open	Location (Planned D	Delayed (Next Open Event)
		6100029584	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
		6100029583	Loading Begin	El Daein Airp	September 1	\checkmark
		6100029582	Loading Begin	Lenovo (Unit	September 7	\checkmark
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		6100029573	Cargo Inform	Lenovo (Unit	September 7	\checkmark
		6100029572	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
		6100029571	Loading Begin	El Daein Airp	September 1	\checkmark



DEPARTMENT OF OPERATIONAL SUPPORT



Filters

t t	From (Start Date of F To (Start Date of Freig Apply Filter Clear	reight Order Execution)	7	Search: Street Name (Source Loca	Q	
	\checkmark	Boston Logan International Airport				
	\checkmark	El Daein Airport				
	\checkmark	Lenovo (United States) Inc		1009 Think Place	2756(
	\checkmark	John F Kennedy International Airport				





Search

HOME FREIGHT ORDER MANAGEMENT

Со	nfirm Next	Export Quick Filte	er: Open Clos	ed Canceled	Blocked All	View:		Search: 6100029584	X
Γ	Status	Freight Order ≡	Next Open	Location (Planned D	Delayed (Next Open Event)	Source Location	Street Name (Source Loca	Postal (
		6100029584	Tax Exemption	El Daein Airp	August 30, 2	√			





Settings





Settings

General	Freight Order Management		
Time Zone			
	Your Time Zone:	CET 🗸	·
	Location-Specific Time Zone:	\checkmark	
Distance			
	Unit for Distances:	 Kilomet 	ters
		O Miles	
Refresh Int	erval of the Home Screen		
	Interval (in Seconds):	30	
Reset Pers	onalization		
When you re	eset your personal settings, the defa	ault settings fo	r the
sequence, a	and filters are reapplied.	ot	
Reset	ou have to log on again after the rest	el.	



General tab



Settings

General Freight Order Management		
Display Items		
Start Date of Freight Order Execution:	• Days in the Past and All Future Dates 30	
	O All Dates	
Мар		
Show Map:		
		OK Cancel



Freight Order Management





✓ CCP Navigation

• Expected & Unexpected Events









Events



Loading Start Loading End Departure Arrival Handover Document Unloading Start Unloading End **Proof of Delivery**

and many more...



Freight Orders

HOME FREIGHT ORDER MANAGEMENT

Confirm Next	Export Quick File	ter: Open Clos	ed Canceled	Blocked All	View:
Status	Freight Order 🔤	Next Open	Location (Planned D	Delayed (Next Open Event)
	6100029584	Tax Exemption	El Daein Airp	August 30, 2	V
	6100029583	Loading Begin	El Daein Airp	September 1	\checkmark
	6100029582	Loading Begin	Lenovo (Unit	September 7	\checkmark
	6100029574	Loading Begin	John F Kenn	September 1	\checkmark
	6100029573	Cargo Inform	Lenovo (Unit	September 7	\checkmark
	6100029572	Tax Exemption	El Daein Airp	August 30, 2	\checkmark
	6100029571	Loading Begin	El Daein Airp	September 1	\checkmark





Next Event

HOME FREIGHT ORDER MANAGEMENT

С	onfirm Next	Export Quick Filter: Open Closed	Canceled Blocked	All View:		
	Confirm Tax Ex	emption at El Daoin Airport of Ereight ()rdor 6100020594		I (Next Open Event)	Source Location
		emption at El Daem Aliport of Freight C	71del 0100029304		\checkmark	Boston Logan International Airport
	Planned	August 30, 2020 at 6:33 AM CAT				
	Reported	1	CAT			
	Comment			~		
	Confirm Cance					





Next Event

HOME FREIGHT ORDER MANAGEMENT

Сс	onfirm Next	Export Quick Filter: Open Close	d Canceled	Blocked	All View	:			Ţ
Π	Confirm Tax Exc	motion at El Daoin Airport of Eroig	ht Ordor 61(0020594			I (Next Open Event)	Source Location	
		anption at Er Daein Anport of Freig		10023304		L	\checkmark	Boston Logan International Airport	
	Planned	August 30, 2020 at 6:33 AM CAT							
	Reported	1) CAT						
	Comment				~	L			
	Confirm Cancel								





	Status	Freight Order =	Next Open	Location (Planned D
		6100029584	Tax Exemption	El Daein Airp	August 30, 2…

1/2 New York NY

Add Event Update Events								
Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions		
0	Loading Begin	September 21, 2020 12:00 AM EST		Enter your comment	~	~		
0	Loading End	September 21, 2020 12:00 AM EST		Enter your comment	~	1		
0	Departure	September 21, 2020 12:00 AM EST		Enter your comment	~	~		





Status Event Planned Date/Time Reported Date/Time Comment Reason Actions Image: Deading Begin September 17, 2020 Image: Deading Complete Image: Deading Complete	dd Eve	ent 🗸 Update Even	Events that occ	ur at a stop			
Loading Begin September 17, 2020 7:56 PM CAT I2:05 PM CAT	Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions
	0	Loading Begin	September 17, 2020 7:56 PM CAT	Sep 17, 2020 12:05 PM CAT	Loading Complete		► ✓

*Under the "Actions" column a green checkmark will indicate a pending action is needed in order to submit the event.





Location Events							
1/2 El Daein Events that occur at a stop							
Add Eve	nt 🗸 Update Even	ts					
Status	Event	Planned Date/Time	Reported Date/Time	Comment	Reason	Actions	
•	Loading Begin	September 17, 2020 7:56 PM CAT	Sep 17, 2020 1 12:05 PM CAT	Loading Complete	~	1	

Clicking on "Update Events" will refresh the page in case of pending items.





Add Events

Add Unex	pected Eve	nt at El Da	aein Airport	of Freight (Order 61000)29568	
Event					~		
Reported			1	G	CAT		
Comment							





Add Events

Event		-		~	
Reported		1	С с	AT	
Comment					~
Confirm Cance	el				



Unexpected Events

Cost Change Damage Delay Loss **Partial Delivery** Quality issue **Route Change**





Unexpected Events

Tou	r Events							
E	Add Event							
_	Add Une	pected	Event for Fre	eight Order 61	100029568			
	Event					~		
	Reported			1	6	CET		
A	Comment							~
	Confirm	Cancel]					





Unexpected Events

Tour	Tour Events							
E	Add Event							
-	Add Unexpected	Event for Freight Order 6100029568						
	Event		~					
L	Reported	1 CE	т					
A	Comment		~					
	Confirm Cancel							







Notifications





Email notifications are sent automatically for certain Expected Events as well as delays on Expected Event submissions





Email notifications are sent automatically when Unexpected events are reported

.....





Procurement Division will be notified when the unexpected event is either "Cost Change" or "Route Change"





Email - Example Notification

Inbound relevant Event Handover Document on Freight Order 6100021566 reported
 This message was sent with High importance.
 Dear SPSSA6 UNMISS Juba R&I team,
 Please note that event Handover Document for freight order 6100021566 took place. ETA 21.02.2019 at destination mission SPSSA6 UNMISS Juba.
 Goods PO 2200098742 originating from Nissan Trading Co., Ltd. / YOKOHAMA, KANAGAWA 220-. Corresponding freight PO 220001111



✓ CCP Navigation

✓ Expected & Unexpected Events

• Notes & Attachments





EPARTMENT OF OPERATIONAL SUPPORT

Add Notes to Freight Orders



FREIGHT ORDER DETAILS



Freight Order 6100029568

FREIGHT ORDER DETAILS

Status: Open

Means of Transport: UNOE Truck

Dangerous Goods: No

Distance: 324.259 KM

BUSINESS PARTNERS

Shipper:

Consignee: UN Security Force for Abyei

NOTES

Adding Notes - Should be used only for generic message not for critical events.



The 'Notes' box is available for communication between CCP (Good Vendors/Freight Forwarders) and TM (TM planner).







*The option of adding notes SHOULD NOT be used for Critical events which require UN input or action, but as a log of the events and for generic messages between the carriers and the UN.





To Submit a Note, click on <u>Add Note</u> in the bottom navigational menu to submit







FREIGHT ORDER DETAILS

Status: Open Means of Transport: UNOE Truck Dangerous Goods: No

Distance: 324.259 KM

BUSINESS PARTNERS

Shipper:

Consignee: UN Security Force for Abyei

NOTES

TM_MAATREYI; September 17, 2020 at 12:32 PM CET:

Adding Notes - Should be used only for generic message not for critical events.



Once a note is submitted, the message added will appear bellow the Notes box.





Clicking on "Update Events" will refresh the page in case of pending items.




Attachments





To attach a document in CCP, click on '**Browse**', at the bottom of the page, select a document an click on "**Upload**" to upload it to CCP.

1		2		
Attachments		Attachments		
Туре	File Name	Туре	Type File Name	
	Browse Upload	Screen Shot 20	19-09-2: Browse	Upload



The document will be visible under the 'Attachments' section in CCP.







Clicking on "Update Events" will refresh the page in case of pending items.









Infographic





Glossary Of Terms



Freight Order - Stages in a transportation Route

PO - Purchase Order

STO - Stock Transfer Order

MOU Reference - Memorandum of Understanding

Tour Events - Unexpected Events

Shipper - Origin Location

Consignee - Destination Location





CCP Tutorials



https://bit.ly/3oGudEU







CCP Materials



https://umoja.un.org/ccp



✓ CCP Navigation

✓ Expected & Unexpected Events

✓ Notes & Attachments





3 Thank you

