

United Nations
Department of Operational Support



Changes in Requisitioning to Receiving Processes Using Transportation Management (TM) for SRM/ECC transactions

CHANGES IN REQUISITIONING & RECEIVING PROCESSES USING TM

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A. PURPOSE

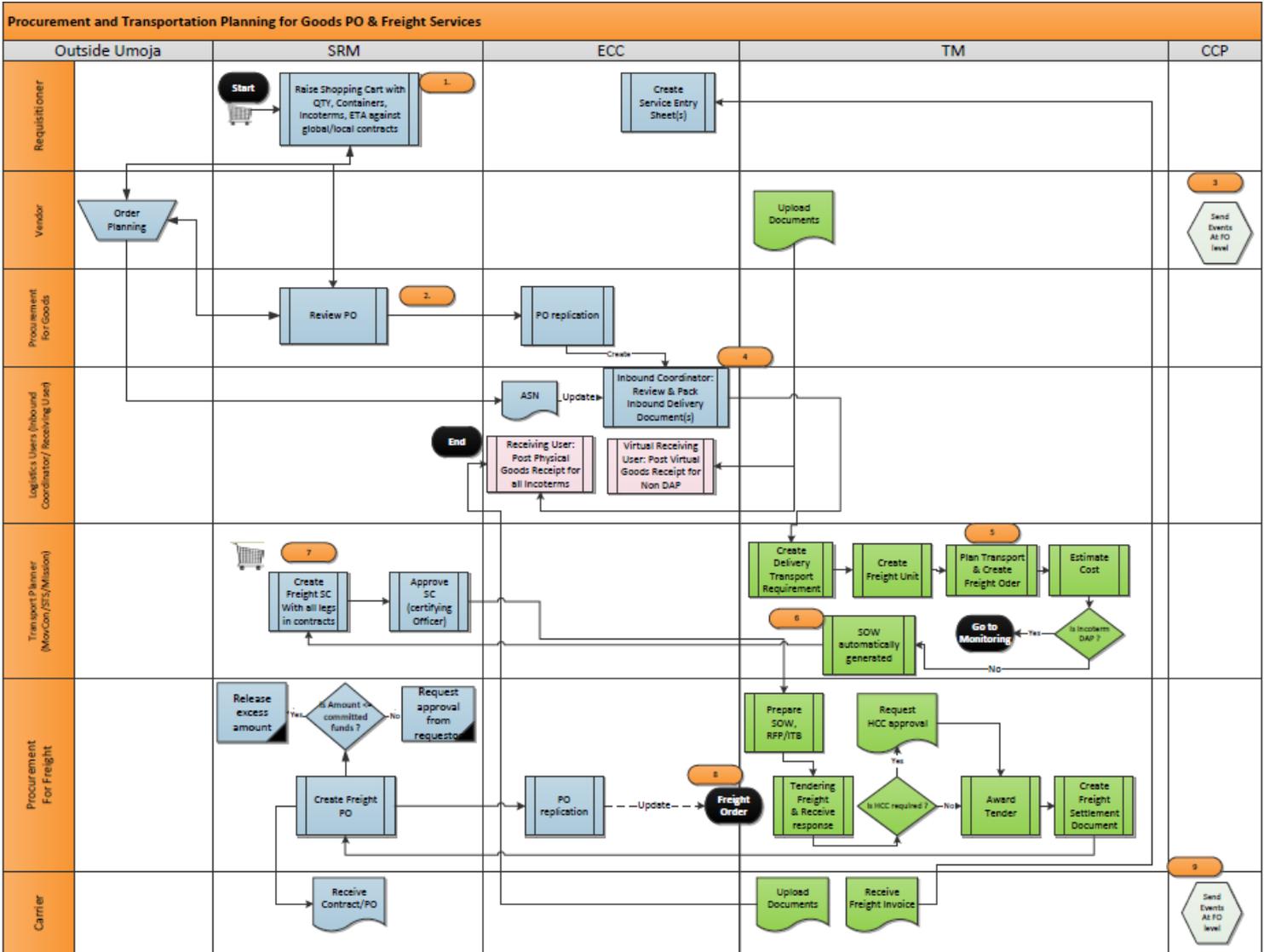
1. The purpose of this document is to highlight the changes in the requisitioning to receiving processes (Supply Chain) using the Transportation Management and Track & Trace (TM) Solution, Go Live of which is scheduled for 2nd December 2019.

B. SCOPE

1. The provisions of this document apply to all personnel involved in raising shopping carts, purchase orders and the related approvals, scheduling goods delivery, packing, receiving and inspection, putting-away, and carrying out transactions with goods and freight vendors.
2. The scope of TM Go Live for Phase II extends to all commodities. The details herein are specifically for goods that are ordered through existing global and local contracts, and for new solicitations.

C. PROCESS FLOW

1. The flow chart for the revised process for go live is shown below with TM activities indicated in green boxes. The following section expands on the new/revised steps indicated in orange:



Note: The current approval process for shopping carts and purchase orders will not change

D. CHANGES IN WORKFLOW

With respect to the above flowchart- points indicated in orange, below is a point wise description of the changes in the workflow using TM:

1. The new process with TM requires that the shopping cart line for the goods is raised first, and then once the planning is completed in the TM Cockpit, the freight shopping cart line is raised for Non-DAP Incoterm movements. Please note the shopping carts raised for DAP Incoterms does not change as no freight line is required please refer to training guide - https://umoja.un.org/sites/umoja.un.org/files/318_umoja_requisitioning_user_guide_v3_-_09_dec_16_1.pdf)

During the creation of the goods shopping cart, the following changes should be noted:

- 1.1. The “**Ship To**” address while creating the shopping cart must be selected from the drop down menu. This can no longer be manually entered.
- 1.2. While submitting the goods shopping cart without a line item for freight for non-DAP, the requisitioner will now see a yellow warning and not a red error message regarding the freight line item and can therefore submit the shopping cart for approval without it.
- 1.3. The responsibility to have an accurate Incoterm and Incoterm location (Incoterm 2) rests with the **buyers**. To that effect, a requisitioner can choose to put an Incoterm in the shopping cart. However, this is not necessarily required.

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- 1.4. If a requisitioner puts an Incoterm in the shopping cart, it gets transferred to the PO. If it is incorrect the buyer can amend this before submitting the purchase order for approval. It is essential that the buyer ensure that this information is entered correctly.
 - 1.5. As a systems contract has an Incoterm and Incoterm location, if the shopping cart Incoterm fields are left blank, the PO replicates the Incoterm and Incoterm location from the contract.
 - 1.6. If requisitioner changes Incoterm and location in SC which is different from the PO contract Incoterm and location, then the PO item level takes the updated Incoterm and location from the shopping cart.
 - 1.7. If Incoterm is changed at header level in PO, the IBD will have 1 incoterm location at header level and another at item level (the incoterm and location from SC). The ECC PO Item level dominates the header level and flows into TM accordingly. It is thus the Buyer's responsibility to check Incoterm and Incoterm Location for each line item level.
2. During the review of the goods PO, the following items should be checked and updated if required:
- 2.1. The **Incoterm** should be correctly selected from the drop down menu only
 - 2.2. The **Handover Location** should be correctly selected from the drop down menu for Non DAP Scenarios
 - 2.3. The **Ship-To** address should be reviewed in the goods Purchase Order before ordering it and if a change is required, please select from the drop down menu only.
 - 2.4. If free text is entered in the Ship-To address, a new SRM address is created which is not mapped to any shipping point. TM then creates a one-time location as a result of it and further TM enrichment is required from a master data point of view in order to be able to proceed with planning. Current addresses from dropdown menu should also not be further amended.
 - 2.5. **Do not manually change the drop down menu detail. If the correct address cannot be found, it must be requested through the normal production support process.**
 - 2.6. Only the following Incoterms should be used in Shopping Carts/ Purchase Orders: **DAP, DDU, EXW, FCA, DAT, FOB**. This is based on the United Nations Procurement Manual dated 30th Sept 2019 "*When establishing systems contracts for commodities, Procurement Officers shall use FCA, FOB or EXW as the default Incoterm, with DAP/DAT included on an exceptional basis, unless it is a turnkey contract. Due to the typically higher costs associated with DAP/DAT shipments, the usage of DAP/DAT under a subsequent commodity Purchase Order should also be undertaken on an exceptional basis only, with FCA/FOB/EXW the preferred Incoterm.*" Therefore Purchase Orders with all other Incoterms such as CIF, CPT, CIP, CMR etc will not flow into TM.
 - 2.7. It is critical that all POs (goods or services) must have PIDs. It is critical not only for the accuracy of the purchase order but also for collecting data for reporting analysis. It is thus the Requisitioners and Buyers' responsibility to ensure that shopping cart and POs have **valid PIDs and are not empty**.

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3. The Goods Vendors indicated in the goods Purchase Order are required to have access to the TM Carrier Collaboration Portal (CCP). For all DAP Incoterm movements, the goods vendor must submit all expected events, documents and any unexpected events associated to the movements in CCP as shown in Annex I. This will reflect directly in TM. The current method of coordinating with goods vendors outside of Umoja will change to now have all communication through using the CCP for track and trace, as opposed to emails/phonecalls etc. If the goods vendor does not have access to CCP, the procurement focal point should provide the contact information of the goods vendor focal points to EOS. EOS will then request for CCP access through an InfoPath form wherein unite IDs will be created for the external partners.
4. The goods vendor submits "Cargo Information event" in the CCP indicating the packing details. The Inbound Coordinator/Requisitioner/Buyer (depending on the entity) using the "Cargo Information" provided by the goods vendor must update the Inbound Delivery Document with the packing functionality in ECC. The packing details in ECC will then be automatically available in TM. This is a new function in ECC that used to be done by asking for the information from the vendor and updating the freight forwarder. This streamlines the process and ensures all the information is in one place.
5. The TM Planner is required to login to TM, find the Delivery-based Transportation Requirement & Freight Unit and in the case of a non-DAP shipment, plan in the TM cockpit. In case of DAP shipments, TM Planner reviews the automatically generated freight orders.
6. After planning is done for non-DAP movements by the TM planner in the TM Cockpit, an automatic **Statement of Work** (SOW) is generated in TM. There are 2 SOW forms available in TM to support freight solicitation activities:
 - 6.1. Short Form- this can be customized by entities once downloaded, by adding additional terms of reference and other details
 - 6.2. Long Form- this SOW is specifically for freight solicitation for Vehicles. This too can be downloaded and edited.
7. Once the SOW is produced, the requisitioner should attach the correct SOW to the shopping cart that is now created for freight. The Buyer reviewing the Freight PO should then use the attached SOW for freight solicitation.
8. Once the freight solicitation process is complete, the procurement buyer with the TM Freight Order Management role is required to go into TM and find the freight orders associated to the movement they have completed solicitation for. The procurement buyer is required to update the Freight Orders with the following details:
 - 8.1. **SRM Freight Purchase Order** Number
 - 8.2. **Carrier BP Number** i.e. the freight forwarder that was awarded the contract
 - 8.3. **Rates**- the estimated rate available in TM may vary from the actual rate and this exact amount needs to be updated
9. Once the freight solicitation has been completed and the freight forwarder has been selected with the PO issued, the Freight Forwarder is then required to have access to the TM Carrier Collaboration Portal (CCP). For all non-DAP Incoterm movements, the Freight Forwarder must submit all expected events, documents and any unexpected events associated to the movements in CCP as shown in Annex I. This will reflect directly in TM. The current method of coordinating with Freight Forwarders outside of Umoja will change to all communication through using the CCP for track and trace. If the Freight Forwarder does not have access to CCP, the procurement focal point should provide the contact information of the goods vendor focal points to EOS. EOS will then request for CCP access through an InfoPath form wherein unite IDs will be created for the external partners.

E. ROLES AND RESPONSIBILITIES

The following are the new roles in TM. Please refer to the role guide for further details

1. TS.01 : TM Transportation Planner
2. TS.02 : TM Manage Freight Order
3. TS.03 : TM Display All
4. TS.04 : TM Master Data Maintainer
5. TS.05 : Collaboration Portal
6. TS.06 : TM/EM Production Support
7. TS.07 : TM STO Transportation Planner
8. TS.08 : TM STO Freight Procurement
9. TS.09 : TM STO Display All

F. ABBREVIATIONS AND DEFINITIONS OF TERMS

The abbreviations and definitions of all terms given in this glossary are for the purposes of this publication only. They are in no way intended to reflect or imply a broader or more general meaning or definition beyond the scope of this publication.

Abbreviations:

TM	Transportation Management
CCP	Carrier Collaboration Portal
EDI	Electronic Data Interchange
IBD	Inbound Delivery Document
OBD	Outbound Delivery Document
STO	Stock Transport Order
FU	Freight Unit
FO	Freight Order
SOW	Statement of Work
ECC	ERP Central Component
IDC	Inbound Delivery Coordinator
Movcon	Movement Control
PGR	Physical Goods Receipt
PID	Product ID
PO	Purchase Order
R2A	Request to Acquire
RFQ	Request-for-Quotation

SC	Shopping Cart
SCOR	Supply Chain Operations Reference
SCM	Supply Chain Management
SOW	Statement of Work
SRM	Supplier Relationship Management
VGR	Virtual Goods Receipt
VRU	Virtual Receiving User
ASN	Automatic Shipment Notification

G. REFERENCES

This SOP should be read in conjunction with the following documents.

G.1. Normative or Superior References

1. Provisional Guidance on Supply Chain Management Processes- Execute Buy (SR2)- 2018
2. SOP for Inbound Coordination- Revised in September 2019

G.2. Related Policies and Guidance

1. United Nations Procurement Manual dated 30th Sept 2019
2. UAM Role Guides UE2

H. Annex I

