DEPARTMENT OF OPERATIONAL SUPPORT

Day 1 - Table of Contents:

Overview

- ✓ TM Solution Overview & Change Impact
- ✓ End to End Process
- ✓ TM related concepts
- ✓ TM Enterprise Roles

Upload File Navigation & Updates

- ✓ Upload files COE & TROOPS
- ✓ Master Data Request process
- ✓ FWO, FU, FO Documents
- ✓ FWO, FU, FO Document Search, Navigation & Set Up

COE / TROOPS Overview

Upload Files

TROOPS & **COE**
Load List
(Ari, Sea, Land)

.xlsx .txt

Generate TM Documents

Forwarding Order

Freight Unit

TROOPS OR Equipment

Manage Transportation

Generate Transportation Proposals

SOW (Statement of Work)
- Transportation Proposal

Freight Orders
- Estimated Cost

Track & Trace

SOLICITATION
- Actual Transportation route
- Actual Charges
- Actual Dates

Main Carriage

Stage 2

Manage Events

Stage 1
Pre-Carriage

Stage 3
On Carriage

Monitoring & Communication
- Real Time
- Centralized
- Transparent

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COE / TROOPS Change Impact

Optimization:

Better route selection for movements & resource utilization, improving transportation management effectiveness and efficiency

Consolidation of volume across missions adopting more flexible bundled delivery methods

More regular deliveries, maximizing use of existing resources increasing agility and flexibility of the Supply Chain process

Cost:

Reduce operating cost by considering total landed cost in compliance with the UN Financial Rules and Regulations

SOW generation used for freight solicitation with estimated costs, routes and goods transported

Visibility:

View different routes and modes of transport with Track and Trace ability for shipments

Data Analytics:

Availability of more data analytics by capturing all movements in one single system

More historical data collected for rates

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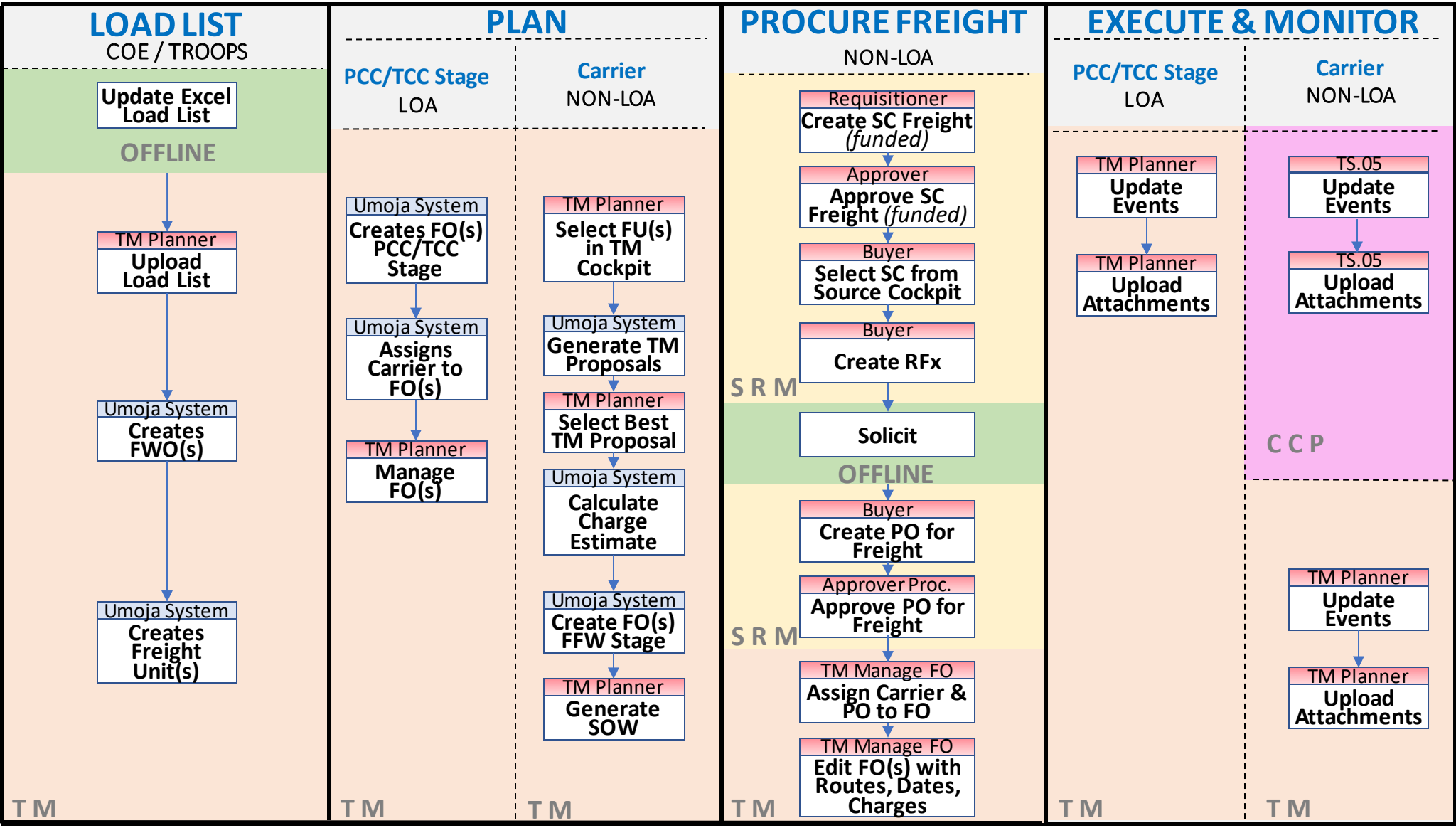
COE / TROOPS END To END Process



TM RELATED CONCEPTS

CONCEPT	DESCRIPTION	CONCEPT	DESCRIPTION
TM	Transportation Management	**CCP**	Carrier Collaboration Portal
FWO	Forwarding Order	**FU**	Freight Unit
PLANNING & EXECUTION GROUP	Refers to the Planning and Execution Group in TM in charge or Planning Transportation and Executing and Monitoring Events	**SOW/SOR**	Statement of Work / Statement of Requirement
FO	Freight Order	**PLANNING PROFILE**	Allows TM Planners to access a range FUs for planning
TRANSPORTATION COCKPIT	Allows TM Planners to select and manage transportation for a range FUs	**EXPECTED EVENTS**	List of Expected events to be monitored and submitted through CCP and TM
UNEXPECTED EVENTS	Events submitted manually through CCP and TM which are not part of the list of expected events	**EDI**	Electronic Data Interchange: Instant Communication between Umoja and Freight Forwarder systems

TM RELATED CONCEPTS

CONCEPT	DESCRIPTION	CONCEPT	DESCRIPTION
LOA (DAP)	Letter of Assist: Legally binding contractual documents between the UN and a Government (Transportation is Provided under Letter of Assist)	**Non-LOA (EXW)**	Transportation is not provided under Letter of Assist
EM	Event Management	**FPO**	Freight Purchase Order

TRANSPORTATION MANAGEMENT ENTERPRISE ROLES

COE/TROOPS

Transactional Roles in TM

TS.01 TM TRANSPORTATION PLANNER

TS.02 TM MANAGE FREIGHT ORDER

COE/TROOPS

TM related roles

TS.04 TM MASTER DATA MAINTAINER

TS.05 COLLABORATION PORTAL

TRANSPORTATION MANAGEMENT ENTERPRISE ROLES

TS.01 TM TRANSPORTATION PLANNER

The Transportation Planner enterprise role enables the user to plan, organize and optimize the movement of freight and personnel to be undertaken by freight forwarders, third party logistics providers, short-term and long-term flight charter or other resources contracted by the UN. The Transportation Planner for COE is responsible for planning the movement of contingent-owned equipment (COE) between the TCC location and the mission location. Transportation Planner for TROOPS is responsible for planning the deployment, repatriation or rotation of TCC/PCCs between the TCC and the mission.

In Umoja, the Transportation Planner provides access to the below functions:

- Display / Query Delivery-based Transportation Requirement-DTR (UNOE): This will enable the User to display the Transportation requirements coming from ECC Inbound deliveries.
- Create / Change / Display / Query Forwarding Order-FWO (COE/Troops): This will enable the User to manage the forwarding orders in TM which act as transportation requirements for COE and Troops Processes.
- Create / Change / Display / Query Freight Unit (-FU): This will enable the User to create / change / display or query the freight units which act as the core-input for the planning in the transportation Cockpit.
- Plan / Change / Display / Query Freight Orders (-FO): This will enable the user to execute the transportation plan in the cockpit on the freight units selected, select or accept the planning output to create the freight orders by means/mode of transport. Allows the user to estimate the charges, print preview the statement of work (SOW) along with ability to download it.
- Submit events against the Freight Order: Allows the user to submit expected and unexpected events against the freight order in TM system.

TRANSPORTATION MANAGEMENT ENTERPRISE ROLES

TS.02 TM MANAGE FREIGHT ORDER

The TM Manage Freight Order (TS.02) enterprise role in Transportation Management (TM) enables the user to display, amend, update and enter events in a Freight Order for a movement of freight and personnel being undertaken by freight forwarders, third party logistics providers, short-term and long-term flight charter or other resources contracted by the UN.

There are 3 variations to the TM Manage Freight Order role segregated to movements of UNOE, COE & TROOPS.

In Umoja, the TM Manage Freight Order (TS.02) role provides access to the below functions:

- Display / Query DTR (UNOE): This will enable the User to display the Transportation requirements coming from ECC Inbound deliveries.
- Display / Query Forwarding Order (COE/Troops): This will enable the User to display the forwarding orders in TM which act as transportation requirements for COE and Troops Processes.
- Change / Display / Query Freight Orders: This will enable the user to update the freight order stages, dates, actual charges, carrier and Freight PO.
- Change / Display / Query Freight Units: This will enable the user to update the freight unit routes and dates.
- Submit events against the freight order: Allows the user to submit expected and unexpected events against the freight order in TM system.

TRANSPORTATION MANAGEMENT ENTERPRISE ROLES

TS.04 TM MASTER DATA MAINTAINER

TM Master Data Maintainer enterprise role in TM and ECC provides access to the below Functions:
Create, Change and Display Vendor in ECC.
Enable the user to manage Core Interface (CIF) Master Data (Business Partners, Vendors, materials, plants, shipping points etc) from ECC to TM.
Enable the user to Maintain TM Master Data (i.e Locations, Transshipment Points, Handover Locations, Lanes, Zone, Network, Org. Structure, Default Routes, Rates, Rate Tables).

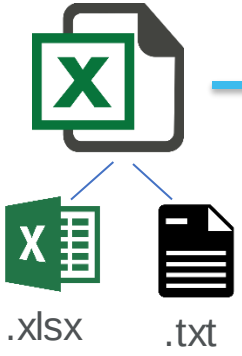
TS.05 COLLABORATION PORTAL

The TS.05 Collaboration Portal enterprise role is provided to enable access to on Carrier Collaboration Portal (CCP) to perform the following:
Query the Freight Order
Submit/ Review and Display events corresponding to the Freight Order
The CCP is web-based. As a technical pre-requisite, the TS.05 Collaboration Portal user requires internet access to be able to login and use the CCP.

UPLOAD FILES: COE & TROOPS

Upload Files

TROOPS & **COE**
Load List
(Air, Sea, Land)



Source Loc Desc	Source Loc	Dest Loc Description	Dest Loc	Pick-Up (From) Date	Delivery (To) Date	Cargo Load List Items	Product	Item_Type	Weight	Weight UoM	Volume	Volume UoM	Quantity	Base BTD Ref
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020	Cargo Load List	LoadList	ZLOL						UNIFIL_NPLBatt_COE_ROTO_010
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020	Total Containers	CONTAINER20	ZCON	30,000	KG	115	M3	3	UNIFIL_NPLBatt_COE_ROTO_010
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020	Total Break Bulk	BREAKBULK	ZBRB	0	KG	0	M3	0	UNIFIL_NPLBatt_COE_ROTO_010
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020	Total Trailers	TRAILER	ZTRL	0	KG	0	M3	0	UNIFIL_NPLBatt_COE_ROTO_010
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020	Total Vehicles	VEHICLE	ZVEH	0	KG	0	M3	0	UNIFIL_NPLBatt_COE_ROTO_010
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020		DEPOSITIONIN	ZTRS					1	UNIFIL_NPLBatt_COE_ROTO_010
Beirut	BEIRUT_AIRPORT	Kathmandu	KATHMANDU_A	01/05/2020	14/05/2020		OUTBOUND_F	ZTRS					1	UNIFIL_NPLBatt_COE_ROTO_010

FWO UPLOAD | **Summary** | **Reference_loc** | **Reference TCC-Mission**

SENEGALESE AIR ROTATION (AVU)
UNIFIL
COE SUMMARY

Reference number	UNIFIL_NPLBatt_COE_ROTO_01052020	Pick Up date	01/05/2020
Nepal	NPL	Delivery date	14/05/2020
UNIT:	Batt	Incoterm	EXW
Movement Type	ROTO		
TCC:	Nepal	Date Prepared:	19/03/2019
Cargo Collection Point:	Beirut	Element:	Main Body
Sea/Airport of Embarkation:	Beirut	Final Destination:	Kathmandu
Sea/Airport of Disembarkatio	Kathmandu		
No of estimated outb. flights (no	1		

Basrah	BASRAH_PORT
Batumi	BATUMI_AIRPORT
Batumi	BATUMI_PORT
Beijing	BEIJING_NAY_AIRPORT
Beijing	BEIJING_PEK_AIRPORT
Beirut	BEIRUT_AIRPORT
Beirut	BEIRUT_PORT
Bejaia	BEJAIA_AIRPORT
Bejaia	BEJAIA_PORT

AFGHANISTAN	1111000000
ALBANIA	1111000001
ALGERIA	1111000002
ANGOLA	1111000003
ANTIGUA AND BARBUDA	1111000004
ARGENTINA	1111000005
ARMENIA	1111000006
AUSTRALIA	1111000007

COE_SEA_UPLOAD_FORM_SeveralLocations_EXW
FWO_Upload_file_10022020_1151_13
FWO_Upload_file_10022020_1151_13

TM MASTER DATA REQUEST FORMS

To Request TM Master data, access the following link: TM Master Data

Transportation Management MDM Templates			
Transportation Management - Contact Person	TM MDM Template - Contact Person (Infopath) TM MDM Template - Contact Person (Excel)	InfoPath MS Excel	Submit both forms to umoja-mdm@un.org
CIF Template	TM MDM Template - CIF	MS Excel	Submit via iNeed Self Service In iNeed Self Service, choose "Umoja Catalogue". Choose "Master Data Maintenance" in the filter. Then, choose "CIF Template"
Assign Transshipment Points	TM MDM Template - Assign Transshipment Points (InfoPath) TM MDM Template - Assign Transshipment Points (Excel)	InfoPath MS Excel	If requesting one item, submit the InfoPath form to umoja-mdm@un.org If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org
COE Pickup Location	TM MDM Template - COE Pickup Location (InfoPath) TM MDM Template - COE Pickup Location (Excel)	InfoPath MS Excel	If requesting one item, submit the InfoPath form to umoja-mdm@un.org If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org
Default Routes	TM MDM Template - Default Routes (InfoPath) TM MDM Template - Default Routes (Excel)	InfoPath MS Excel	If requesting one item, submit the InfoPath form to umoja-mdm@un.org If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org

EXCEL LOAD LIST: COE Copy and Paste

Source Loc Desc	Source Loc	Dest Loc Description	Dest Loc
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT
Addis Ababa	ADDIS ABABA_AIRPORT	Mogadishu	MOGADISHU_AIRPORT

The data added under the **Source Loc Desc** and **Dest Loc Description** populated from the Summary Tab may not automatically populate the **Source Loc** and **Dest Loc** columns with the desired Locations. This occurs mostly because the formulas in the Load Lists will select the first of the locations under the Reference Loc tab.

The **TS.01** can then copy and paste the desired location into the **Source** and **Destination Loc** columns but should not save the changes in the template Load List. as this will affect the default settings of the Load List.

EXCEL LOAD LIST: COE Movement Types

Senegalese Air Rotation			
UNSOS			
COE SUMMARY			
Reference number	UNSOS_ETHAVU_COE_DEPLOY_23032020	Pick Up date	23/03/2020
Republicofethiopia	ETH	Delivery date	25/03/2020
UNIT:	AVU	Incoterm	EXW
Movement Type	DEPLOY		
TCC:	Republicofethiopia	Date Prepared:	20/03/2020
Cargo Collection Point:	Addis Ababa	Element:	Main Body
Sea/Airport of Embarkation:	Addis Ababa	Final Destination:	Mogadishu
Sea/Airport of Disembarkation:	Mogadishu		
No of estimated inb. flights (no range)	1		

The Movement Type field in the Summary Tab is used to define if the Contingency Movements refer to Deployment "DEPLOY", Rotation "ROTO" and Repatriation "REPAT".

Changing the **Movement Type** will update the MOU (Reference Number).

EXCEL LOAD LIST: COE SEA Several Locations

Source Loc Desc	Source Loc	Dest Loc Description	Dest Loc
Port-au-Prince	PORT-AU-PRINCE_PORT	Mumbai	MUMBAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Mumbai	MUMBAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Mumbai	MUMBAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Mumbai	MUMBAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Mumbai	MUMBAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Chennai	CHENNAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Chennai	CHENNAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Chennai	CHENNAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Chennai	CHENNAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Chennai	CHENNAI_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Kolkata	KOLKATA_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Kolkata	KOLKATA_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Kolkata	KOLKATA_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Kolkata	KOLKATA_PORT
Port-au-Prince	PORT-AU-PRINCE_PORT	Kolkata	KOLKATA_PORT

Vs

Source Loc Desc	Source Loc	Dest Loc Description	Dest Loc
Laayoune	SPEH10	Buenos Aires	BUENOS AIRES_PORT
Laayoune	SPEH10	Buenos Aires	BUENOS AIRES_PORT
Laayoune	SPEH10	Buenos Aires	BUENOS AIRES_PORT
Laayoune	SPEH10	Buenos Aires	BUENOS AIRES_PORT
Laayoune	SPEH10	Buenos Aires	BUENOS AIRES_PORT
Laayoune	SPEH10	Durres	DURRES_PORT
Laayoune	SPEH10	Durres	DURRES_PORT
Laayoune	SPEH10	Durres	DURRES_PORT
Laayoune	SPEH10	Durres	DURRES_PORT
Laayoune	SPEH10	Durres	DURRES_PORT
Laayoune	SPEH10	La Paz	LA PAZ_PORT
Laayoune	SPEH10	La Paz	LA PAZ_PORT
Laayoune	SPEH10	La Paz	LA PAZ_PORT
Laayoune	SPEH10	La Paz	LA PAZ_PORT
Laayoune	SPEH10	La Paz	LA PAZ_PORT

Using the COE SEA Several Locations Load List template, TS.01 can add different locations in a country as delivery or pick up locations. Like this, they will be able to consolidate movements in TM when generating proposals.

Using the COE SEA Several Locations Load List template, TS.01 can add different countries as delivery or pick up locations. However, they will not be able to consolidate movements in TM when generating proposals.

EXCEL LOAD LIST: COE Upload File M2 Field

Base BTD Ref	Goods Value	IncoTerm	TCC	Member Country [Shipper]	Mission	Receiving Plant [Consignee]	Area (M2)
UNIFIL_NPLBAT_COE_REPAT_0107YYYY		EXW	Nepal	1111000114	UNIFIL	LB10	
UNIFIL_NPLBAT_COE_REPAT_0107YYYY	753,000	EXW	Nepal	1111000114	UNIFIL	LB10	72
UNIFIL_NPLBAT_COE_REPAT_0107YYYY	175,000	EXW	Nepal	1111000114	UNIFIL	LB10	131
UNIFIL_NPLBAT_COE_REPAT_0107YYYY	4,912,000	EXW	Nepal	1111000114	UNIFIL	LB10	833
UNIFIL_NPLBAT_COE_REPAT_0107YYYY	0	EXW	Nepal	1111000114	UNIFIL	LB10	0

The COE Load List template now includes a Square Meter field. This unit of area field is directly connected to the formulas in the summary tab. The data added under M2 is also reflected in the Statement of Work (SOW) form in the Transportation Management system.

EXCEL LOAD LIST: TROOPS Several Locations

Product	Weight (KG)	Volume (M3)	Quantity	TOD	FWO Group	Mov.Type	Base BTD Ref
CHALKS			1	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
CARGOBAGGAGE	8280	45	360	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
CABINBAGGAGE	720	9	90	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
DEPOSITIONING_FLIGHT			0	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
OUTBOUND_FLIGHT			0	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
INBOUND_FLIGHT			1	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
POSITIONING_FLIGHT			1	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
TROOPS			90	12	1	ZDE	MINUSCA_PAKTAU_PAX_DEP_25032020
				Unit			
				TAU			
				Movement			
				DEP			
				Seq. No			
				25/03/2020			

The Movement field in the Summary Tab for the TROOPS Load Lists is used to define if the Troops Movements refer to Deployment "DEPLOY", Rotation "ROTO" and Repatriation "REPAT".

Changing the **Movement** will update the MOU (Reference Number).

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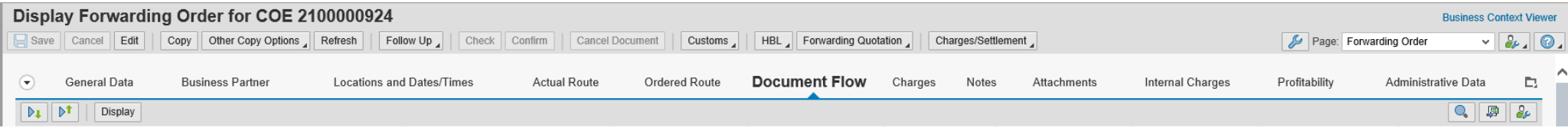
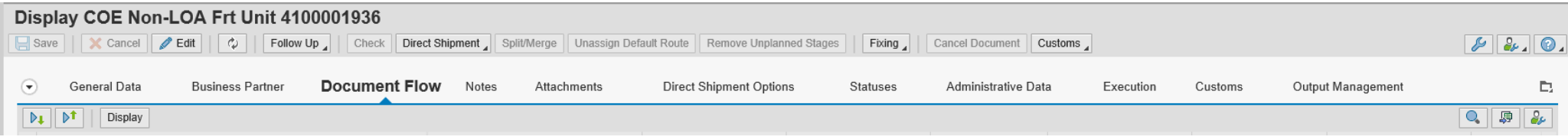
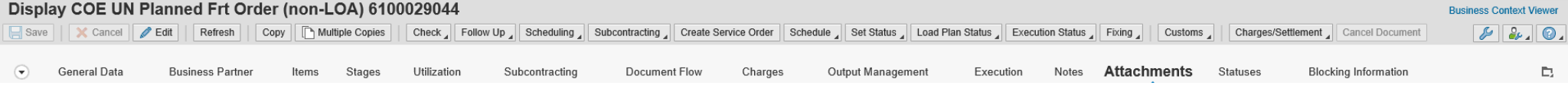
FWO, FU and FO – Search and Set Up

The FWO, FU and FO document's main sections as well as subsections are displayed by default in a certain fashion. The tabs displayed, the order in which they are displayed, and format can be changed by the TM user.

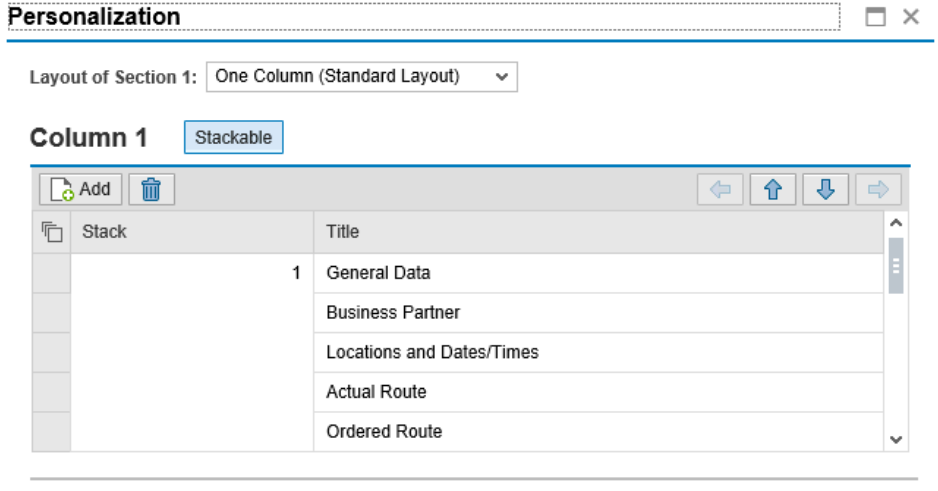






Open Personalization Dialogue Box

The FWO, FU and FO document default settings can be personalized by clicking on the **Open Settings Dialogue** icon. The changes performed can be set as default.



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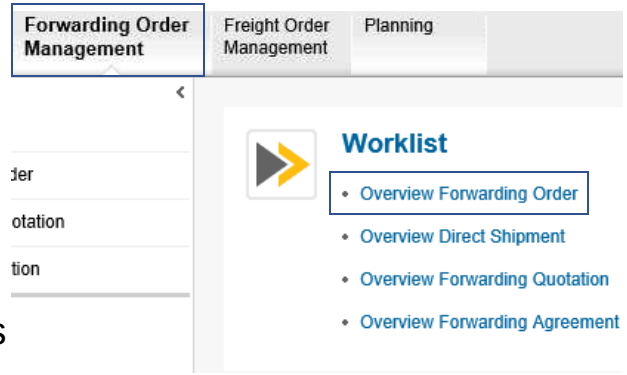
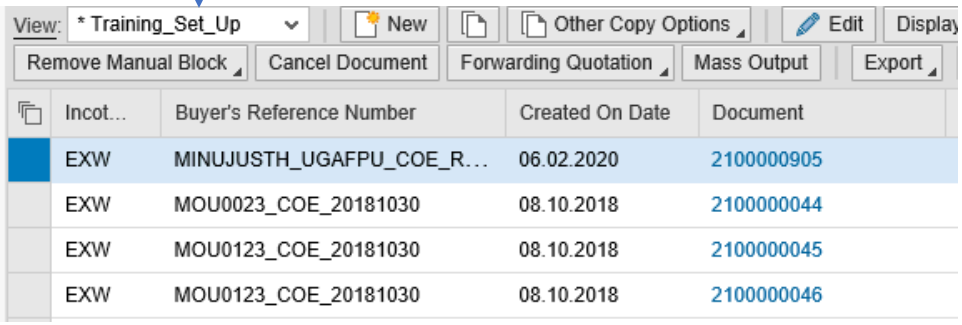
FWO, FU and FO – Search and Set Up

To Search for Forwarding Orders the TS.01 selects:

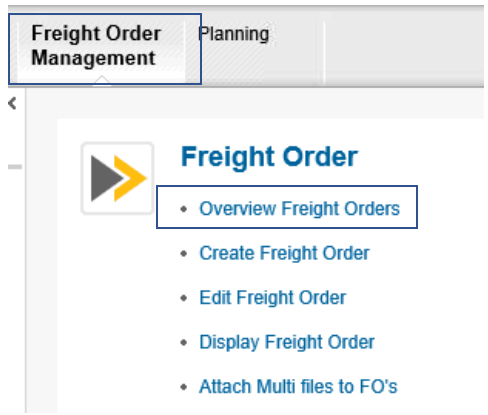
- Forwarding Order Management tab
- Clicks Overview Forwarding Orders

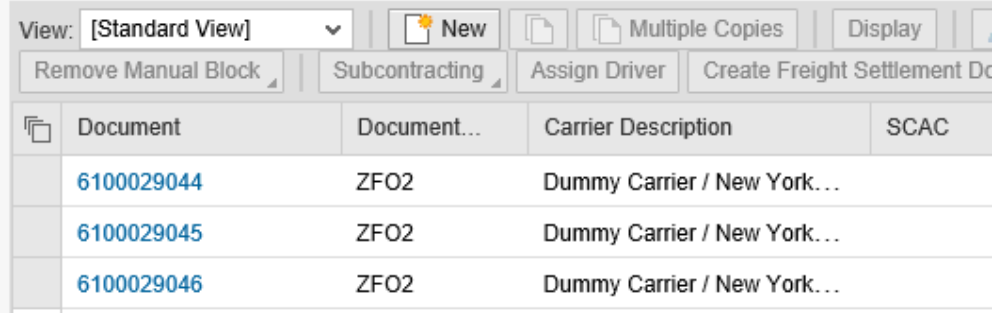




To Search for Freight Orders the TS.02 selects:

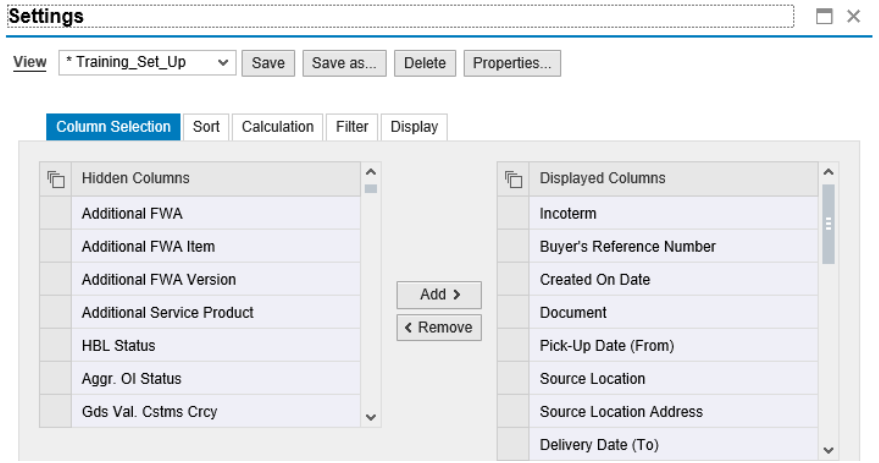
- Freight Order Management tab
- Clicks on Overview Freight Orders





Open Settings Dialogue

The TS.01 and TS.02 can personalize the default settings by clicking on the Open Settings Dialogue icon. The changes performed can be set as default.



Job Aids – Transportation Management:

Transportation Management

- ✓ Combine Freight – Generate a Combined Proposal
- ✓ Using TM Map Analysis
- ✓ Performing Packing on Inbound Delivery
- ✓ Requesting TM Master Data
- ✓ Electronic Data Interchange (EDI)

Transportation Management Reporting

- ✓ BI: Delivery Requirements and Forwarding Orders
- ✓ BI: End to End – Freight Orders Items and Charges
- ✓ BI: Freight Orders Events
- ✓ BI: Event Details

THANK YOU!

Questions?