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Overview

This job aid identifies the Transportation Management (TM) master data structures, and describes the detailed steps required to submit data update requests for TM master data objects.

Objectives

This document provides a summary of all TM master data objects, identifies those that can be updated via TM users requests and provides guidelines on how TM master data requests are submitted.

TM Master Data Objects

The full list of TM master data objects is as follows:

| Data Attribute | Description | Management Mechanism |
|-------------------------|--|---|
| Member Countries | UN member states | Created as business partners (BPs) in SAP ECC and migrated to TM |
| Plants | UN entities – missions, HQ, OAHs, other offices, etc. | Configured in SAP ECC as shipping points & migrated to TM |
| Shipping points | Final UN destinations to which UNOE, troops or COE are shipped. | Configured as shipping points in SAP ECC & migrated to TM |
| Vendors | Commercial suppliers of goods and services procured by the UN | Created as BPs in SAP ECC & migrated to TM |
| Carriers | Commercial providers of transportation services procured by the UN | Created as BPs in SAP ECC & migrated to TM |
| Products (ECC) | Goods procured, managed or controlled by the UN | Created as material master records (product IDs) in SAP ECC & migrated to TM |
| Products (direct in TM) | Goods or services procured by the UN for the transportation of COE and / or troops maintained only in TM | Maintained in TM |
| Contact Persons | Individuals from vendors and carriers that are principal contract with the UN and that have external access to Umoja to provide TM updates in relation to procurement and transportation | <ul style="list-style-type: none"> • Unite Id created • TM BP created • Umoja access provisioned |

| Data Attribute | Description | Management Mechanism |
|--------------------------------|--|--|
| Location | Factory, airport and port locations | Maintained in TM |
| COE Pickup Locations | Locations where the UN receives and / or returns contingent owned equipment (COE) from member states | Created as vendors in ECC & migrated to TM |
| Zones | Geographic zones – initially countries and regions defined as zones | Maintained in TM |
| Transshipment point assignment | Transshipment points are where the mode of transport is changed (road to sea, air to road, initial pick-up, etc.). Zones, vendors and COE pickup locations are assigned to transshipment points | Maintained in TM |
| Locations to incoterms | Unique list of handover locations where ownership / responsibility is transferred from the vendor to the carrier or UN | Maintained in TM |
| Transportation Lanes | Individual transport legs with means of transport. For example: factory to departure port (truck/road), departure port to arrival port (sea), arrival port to mission (shipping point) (truck/road) | Maintained in TM |
| Default Routes | Default transportation routes (specifying all legs and means of transport) from departure points to arrival points. Departure and arrival points can be COE locations, vendors, shipping points or zones. Example: Nissan Tokyo to Yokahama port, Yokahama port to Mombasa port, Mombasa port to MINUSCA / Bangui. | Maintained in TM |
| Internal BPs | Missions, offices, UN departments | Maintained in TM |
| Internal Contacts | UN staff and their function in internal BPs – particularly used to specify email addresses for individuals for notifications | Maintained in TM |
| Rates | UNOE, COE and troop rates for transportation (truck, sea, air) | Loaded via business upload tool |

TM Master Data User Requests

Types of Request and TM Data in Scope

There are three types of TM data request:

- **TM Master Data** – standard TM request to add, update or block a TM master data record
- **Contact Person** – a request to provide, modify or remove TM access to an external vendor or carrier user
- **CIF** – in this case the data already exist in SAP ECC and the request is to transfer the data to TM

The following table identifies TM master data objects that can be updated via a TM user request, and indicates the request type for each:

| Data Object | Request Type |
|--|----------------|
| COE Pickup Location | TM Master Data |
| TM Products | TM Master Data |
| Locations | TM Master Data |
| Zones | TM Master Data |
| Assign Transshipment Points | TM Master Data |
| Transportation Lanes | TM Master Data |
| Default Routes | TM Master Data |
| Transportation Management - Contact Person | Contact Person |
| Vendor | CIF |
| Carrier | CIF |

Procedure

All TM master data requests are managed through the standard MDM processes. The MDM process for each TM data object is indicated on the MDM page in iSeek:

https://iseek-external.un.org/departmental_page/master-data-maintenance-0

The relevant section of the iSeek MDM page and the information provided are as follows:

| Transportation Management MDM Templates | | | |
|--|--|----------|---|
| Transportation Management - Contact Person | TM MDM Template - Contact Person (Infopath) | InfoPath | Submit both forms to umoja-mdm@un.org |
| | TM MDM Template - Contact Person (Excel) | MS Excel | |
| 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) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - Assign Transshipment Points (Excel) | MS Excel | 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) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - COE Pickup Location (Excel) | MS Excel | 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) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - Default Routes (Excel) | MS Excel | If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org |
| Transportation Lanes | TM MDM Template - Transportation Lanes (InfoPath) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - Transportation Lanes (Excel) | MS Excel | If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org |
| Locations | TM MDM Template - Locations (InfoPath) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - Locations (Excel) | MS Excel | If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org |
| TM Products | TM MDM Template - TM Products (InfoPath) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - TM Products (Excel) | MS Excel | If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org |
| Zones | TM MDM Template - Zones (InfoPath) | InfoPath | If requesting one item, submit the InfoPath form to umoja-mdm@un.org |
| | TM MDM Template - Zones (Excel) | MS Excel | If requesting multiple items, submit both the InfoPath form and the Excel template to umoja-mdm@un.org |

Submitting a TM Data Object request

TM MDM requests are submitted according to the following steps, actions for the different types of request are indicated:

- 1- Go to https://iseek-external.un.org/departmental_page/master-data-maintenance-0
- 2- Under Master Data Management Forms (UE2)
- 3- Locate Transportation Management MDM Templates
- 4- Locate the specific data object
- 5- For **TM Master Data requests** (COE Pickup Location, TM Products, Locations, Zones, Assign Transshipment Points, Transportation Lanes, Default Routes)
 - For single record requests, download and complete the InfoPath form only
 - For multiple record requests, download the Infopath form and the Excel template, specify one record in the InfoPath form and the additional records in the Excel template
 - Send the Infopath form and Excel template (if used / a multiple record request) via email to umoja-mdm@un.org for processing
- 6- For **Contact Person requests** (Transportation Management – Contact Person)
 - Download the Infopath form and the Excel template
 - Complete the InfoPath form to identify the vendor or carrier and the number of contact persons to create, update and / or expire
 - Complete the Excel template to specify the contact persons to be processed in the corresponding tabs (create, update and / or expire)
 - Send the Infopath form and Excel template via email to umoja-mdm@un.org for processing
- 7- For **CIF requests** (CIF Template)
 - Download and complete the Excel template
 - Use the “iNeed Self Service” link on the iSeek page to navigate to iNeed Self Service
 - Enter your EIDMS username and password and any other information requested
 - Within iNeed Self Service click on the link to Raise a Request
 - In the “Search Catalogue” field, enter “CIF Template”, hit Enter
 - In the results click “CIF Template” and then click the “Continue” button

- Provide the relevant details under “Fill out Request Details”, attach the template under “Attach Documents” the Excel template
- Click the “Submit” button to submit the request
- See the following link for information on submitting iNeed Self Service requests:
https://iseek-external.un.org/departmental_page/ineed-self-service-training-resources

Infopath Forms

Infopath forms have two sheets: a data entry sheet and an instructions sheet. The user submitting the request provides request and requestor data in the data entry sheet. The instructions sheet provides details on the information to be provided.

Data Entry sheet – enter request data and requestor data. Click “Instructions” to see instruction information

Instructions sheet – provides overview and field by field information. Click “Return to form” to go back to the data entry sheet

[Instructions](#)

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Transportation Lanes

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

required
 optional
 not applicable

| General Data | | |
|-----------------------|---|--|
| Action | <input checked="" type="radio"/> Create | <input type="radio"/> Update <input type="radio"/> Block |
| Leg Type | ▼ | |
| Start Location / Zone | | |
| End Location / Zone | | |
| Means of Transport | ▼ | |
| Transportation Costs | ▼ | Unit for Cost Rate KM |
| Remarks | | |

| Requestor Information | |
|-------------------------|--|
| Requestor Business Area | ▼ |
| Requested By | |
| Org Unit | |
| Date | 📅 |
| Reason | |
| Source Data | <input type="checkbox"/> On Form <input type="checkbox"/> Attached |
| Located In/At | |

[Return to form](#)

Instructions

Overview

Individual transport legs with means of transport. For example: factory to departure port (truck/road), departure port to arrival port (sea), arrival port to mission (shipping point) (truck/road)

General Information

| Field | User Instructions |
|-----------------------|---|
| Action | Select the relevant radio button for the following actions: Create - to create new Transportation Lanes Update - to make changes to existing Transportation Lanes Block - to make different types of blocks or completely block Transportation Lanes Note: This is a mandatory field for all request types. |
| Leg Type | Choose one these values: PRE, MAIN, ON This field is not loaded. It is used to validate the data provided. PRE - initial leg of transportation prior to sea or air, from vendor, factory, COE pickup location or mission to a port, airport or factory MAIN - air-air, or port-port transportation leg ON - final leg from port or airport of arrival to the destination location or zone |
| Start Location / Zone | Valid TM Location Id, Zone, COE pickup location, vendor Examples: Location Id: INCHEON_PORT Zone: ML_BKO (Mali, Bamako) COE pickup location: SUNP-00001 (Kathmandu) Vendor: SU1110030197 (KIA MOTORS) |
| End Location / Zone | Valid TM Location Id, Zone, COE pickup location. See examples in start location / zone |
| Means of Transport | Means of Transport Description UNOE_TRK UN owned equipment - truck UNOE_SEA UN owned equipment - sea UNOE_AIR UN owned equipment - air COE_TRK Contingent owned equipment - truck COE_SEA Contingent owned equipment - sea COE_AIR Contingent owned equipment - air TROOPS_AIR Troops - air TROOPS_TRK Troops - truck TROOPS_SEA Troops - sea |
| Transportation Costs | Relative indicator of cost. Values are: 1 or 999. 1 for low cost, 999 for high cost |
| Unit for Cost Rate | This field is default to KM - kilometers |
| Remarks | Provide any remarks or additional information to the MDM team to assist in the creation of the data |

Requestor Information

| Field | User Instructions |
|-------------------------|---|
| Requestor Business Area | Enter your Business Area, this determines who reviews this request. |
| Requested By | Indicate the name of the requestor. |
| Org Unit | Indicate the name of the organizational unit that the requestor belongs to. |
| Date | Indicate the date on which the request was submitted in the format of DD-MMM-YYYY (e.g. 22-MAR-2013). |
| Reason | Indicate the reason why the request is being initiated. |
| Source Data | Indicate whether the source data is on this form or attached, if applicable. |
| Located In/At | Indicate the physical location where the requestor sits. |

[Return to form](#)

Templates

Templates are used to provide input data through an Excel file. They are generally used when there are multiple records in the submission. However, for CIF and contract persons a template must be completed.

Templates consist of one or more data entry sheets and an instruction sheet. The data entry sheet is in tabular format and allows entry of a list of records to be updated. Columns with yellow background and red text are required. Where relevant values are selected from a dropdown list. The instructions tab provides information on the overall data object and the columns to be entered.

Sample data entry sheet:

| Leg Type | Start Location / Zone | End Location / Zone | Means of Transport | Transportation Costs | Unit for Cost Rate | Remarks |
|-------------------|-----------------------|---------------------|--------------------|----------------------|--------------------|---------|
| PRE MAIN ON | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Transportation Lanes Instructions

Sample instructions sheet:

Instructions

| Overview | | | |
|---|--|------------|----------|
| Individual transport legs with means of transport. For example: factory to departure port (truck/road), departure port to arrival port (sea), arrival port to mission (shipping point) (truck/road) | | | |
| Field | User Instructions | Max Length | Required |
| Leg Type | Values: PRE, MAIN, ON This field is not loaded. It is used to validate the data provided. PRE - initial leg of transportation prior to sea or air, from vendor, factory, COE pickup location or mission to a port, airport or factory MAIN - air-air, or port-port transportation leg ON - final leg from port or airport of arrival to the destination location or zone | 4 | Y |
| Start Location / Zone | Valid TM Location Id, Zone, COE pickup location, vendor Examples: Location Id: INCHEON_PORT Zone: ML_BKO (Mali, Bamako) COE pickup location: SUNP-00001 (Kathmandu) Vendor: SU1110030197 (KIA MOTORS) | 20 | Y |
| End Location / Zone | Valid TM Location Id, Zone, COE pickup location. See examples in start location / zone | 20 | Y |
| Means of Transport | Means of Transport Description UNOE_TRK UN owned equipment - truck / land UNOE_SEA UN owned equipment - sea UNOE_AIR UN owned equipment - air COE_TRK Contingent owned equipment - truck / land COE_SEA Contingent owned equipment - sea COE_AIR Contingent owned equipment - air TROOPS_AIR Troops - air TROOPS_TRK Troops - truck / land TROOPS_SEA Troops - sea | 14 | Y |
| Transportation Costs | Relative indicator of cost. Values are: 1 or 999. 1 for low cost, 999 for high cost | | 3 Y |
| Unit for Cost Rate | KM - kilometers | | 2 Y |
| Remarks | Provide any remarks or additional information to the MDM team to assist in the creation of the data | | N |
| Defaulted Fields - Not in Template | | | |
| Start Date | 31/12/2017 | | |
| End Date | 31/12/2099 | | |
| Description | Specified in the form - Start Location->End Location:X_Y Where: Start Location and end location are the values from the start & end location fields, modified as follows: Locations Only the first letter of the location type is included, for example: MOMBASA_PORT becomes MOMBASA_P BANGUI_AIRPORT becomes BANGUI_A Zones If there is an underscore it is replaced by a dash, for example: CD_MN becomes CD-MN COE pickup location, Vendor No change X - corresponds to the first part of the means of transport (see below). i.e. what is being transported: U for UNOE. C for COE. T for troops | | |

TM Request Forms and Templates per Request Type

The following sections show the request forms and / or templates for each request type and provide information on the key elements of each data object request.

Transportation Lanes Request

Form

Key elements of the Transportation Lanes request data entry form:

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Transportation Lanes

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

Legend: required, optional, not applicable

General Data

| | | | |
|-----------------------|---|------------------------------|-----------------------------|
| Action | <input checked="" type="radio"/> Create | <input type="radio"/> Update | <input type="radio"/> Block |
| Leg Type | [Dropdown] | | |
| Start Location / Zone | [Text Field] | | |
| End Location / Zone | [Text Field] | | |
| Means of Transport | [Dropdown] | | |
| Transportation Costs | [Text Field] | Unit for Cost Rate | KM |
| Remarks | [Text Area] | | |

Requestor Information

| | |
|-------------------------|--|
| Requestor Business Area | [Dropdown] |
| Requested By | [Text Field] |
| Org Unit | [Text Field] |
| Date | [Calendar Icon] |
| Reason | [Text Field] |
| Source Data | <input type="checkbox"/> On Form <input type="checkbox"/> Attached |
| Located In/At | [Text Field] |

Instructions
Version 1.0

Callouts:

- PRE - initial leg of transportation prior to sea or air, from vendor, factory, COE pickup location or mission to a port, airport or factory
- MAIN - air-air, or port-port transportation leg
- ON - final leg from port or airport of arrival to the destination location or zone
- Zone: ML_BKO (Mali, Bamako) or Location id: DAKAR_PORT
- Same; valid location or zone
- Means of transport: UNOE_TRK, UNOE_SEA, UNOE_AIR
- Values go from 1 to 999
- Unit is in Km

Template

Similar information is specified in the template:

| Leg Type | Start Location / Zone | End Location / Zone | Means of Transport | Transportation Costs | Unit for Cost Rate | Remarks |
|----------|-----------------------|---------------------|--------------------|----------------------|--------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Locations Request

Form

Key elements of the Locations request data entry form:

UPPER CASE - NAME_TYPE - example: HAMBURG_PORT - type can be AIRPORT, FACTORY, PORT (from location type) - max 20 chars

Airport, Factory, Port

"Y" if this is a vendor handover location - i.e. where responsibility / ownership is transferred to the UN or a freight forwarder

Template

Similar information is specified in the template:

| Location | | | | Handover Location | | | Serves Landlocked Regions | | | | | | | | |
|-------------|----------------------|---------------|-----------|-------------------|-------------------|--------------|---------------------------|---|---|---|---|---|---|---|---|
| Location Id | Location description | Location type | IATA CODE | UN/LOCODE | Handover Location | Supplier BP# | Supplier Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |



further columns

| Geographic Coordinates | | | | | | | | Address | | | | | Remarks | |
|------------------------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|---------|--------------|-------------|------|---------|---------|--------|
| Lon. Sign | Lon. Deg. | Lon. Minutes | Lon. Seconds | Lat. Sign | Lat. Deg. | Lat. Minutes | Lat. Seconds | Street | House Number | Postal Code | City | Country | | Region |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

COE Pickup Location

Form

Key elements of the COE Pick Up Location request data entry form:

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - COE Pickup Location

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

required
 optional
 not applicable

| General Data | |
|------------------------------|--|
| Action | <input checked="" type="radio"/> Create <input type="radio"/> Update <input type="radio"/> Block |
| Contributing Country | <input style="width: 100%;" type="text"/> |
| Name of Location | <input style="width: 100%;" type="text"/> |
| Address | |
| Street | <input style="width: 100%;" type="text"/> |
| Postal Code | <input style="width: 50%;" type="text"/> |
| City | <input style="width: 100%;" type="text"/> |
| Country | <input style="width: 80%;" type="text"/> <input type="button" value="Region"/> |
| Port of Exit | |
| Port/Location Id | <input style="width: 100%;" type="text"/> |
| Country | <input style="width: 80%;" type="text"/> <input type="button" value="Region"/> |
| Remarks | <input style="width: 100%;" type="text"/> |
| Requestor Information | |
| Requestor Business Area | <input style="width: 100%;" type="text"/> |
| Requested By | <input style="width: 100%;" type="text"/> |
| Org Unit | <input style="width: 100%;" type="text"/> |
| Date | <input style="width: 80%;" type="text"/> |
| Reason | <input style="width: 100%;" type="text"/> |
| Source Data | <input type="checkbox"/> On Form <input type="checkbox"/> Attached |
| Located In/At | <input style="width: 100%;" type="text"/> |

Name of the country providing contingent owned equipment

Country of the COE pickup location - 2-digit ISO code

Port of exit - the transport management location id of the port through which the COE will be shipped. Could be deifferent than the country of pick up location
Example: DAKAR_PORT

Template

Similar information is specified in the template:

| Contributing Country | Name of Location | Street | Postal Code | City | Country | Region | Port of Exit | Country of Port of Exit | Region of Port of Exit | Remarks |
|----------------------|------------------|--------|-------------|------|---------|--------|--------------|-------------------------|------------------------|---------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

TM Products Request

Form

Key elements of the TM Products request data entry form:

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Products TM

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

required
 optional
 not applicable

| General Data | |
|---|--|
| Action | <input checked="" type="radio"/> Create <input type="radio"/> Update <input type="radio"/> Block |
| Scenario | <input type="text"/> |
| Product Id | <input type="text"/> |
| Description | <input type="text"/> |
| Item Type | <input type="text"/> |
| Remarks | <input type="text"/> |
| Requestor Information | |
| Requestor Business Area | <input type="text"/> |
| Requested By | <input type="text"/> |
| Org Unit | <input type="text"/> |
| Date | <input type="text"/> |
| Reason | <input type="text"/> |
| Source Data | <input type="checkbox"/> On Form <input type="checkbox"/> Attached |
| Located In/At | <input type="text"/> |
| <input type="button" value="Instructions"/> | |

Applicable for COE or TROOPS. Valid values are COE, TROOPS

Product Id - of the good or service – in UPPER CASE

- ZBRB Break Bulk
- ZCBB Cabin Baggage
- ZCON Container
- ZCRB Cargo Baggage
- ZTRL Trailer
- ZTRS Troop Flight
- ZVEH Vehicle

Template

Similar information is specified in the template:

| Scenario | Product ID | Description | Item Type | Remarks |
|----------|------------|-------------|-----------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Default Routes Request

Form

Key elements of the Default Routes request data entry form:

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Default Route

Please fill out this form, save it locally, and send it as an attachment from your email to umojja-mdm@un.org

required
optional
not applicable

| General Data | |
|--------------------|--|
| Action | <input checked="" type="radio"/> Create <input type="radio"/> Update <input type="radio"/> Block |
| Description | 40 chars |
| Dangerous Goods | <input type="text"/> |
| Sequence | 10 |
| Location | <input type="text"/> |
| Stage Type | <input type="text"/> |
| Means of Transport | <input type="text"/> |
| Sequence | 20 |
| Location | <input type="text"/> |
| Stage Type | <input type="text"/> |
| Means of Transport | <input type="text"/> |
| Sequence | 30 |
| Location | <input type="text"/> |
| Stage Type | <input type="text"/> |
| Means of Transport | <input type="text"/> |
| Sequence | 40 |
| Location | <input type="text"/> |
| Stage Type | <input type="text"/> |
| Means of Transport | <input type="text"/> |

Description of the default route. E.g;
IT>SAVONA_P>ABIDJAN_P>ML

X Dangerous Goods Only
" " Non-Dangerous
"A" All

Sequence of the leg

The start location of the leg. Can be Zone, Vendor, Pick up Location, but it is mandatory TM location id

Pre Carriage, Main Carriage and On Carriage

Means of transport: UNOE_TRK, UNOE_SEA, UNOE_AIR

Template

Similar information is specified in the template:

| Default Route Number | Description | Dangerous Goods | Sequence | Location | Stage Type | Means of Transport | Remarks |
|----------------------|-------------|-----------------|----------|----------|------------|--------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Zones Request

Form

Key elements of the Zones request data entry form:

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Zone

Please fill out this form, save it locally, and send it as an attachment from your email to umoja-mdm@un.org

Note: If the Zone requires multiple lines use the Zones template to define the Zone. In these cases, specify Zone, Description and Country in the form, complete the template, and submit both to the email address above.

Legend:
 required
 optional
 not applicable

| General Data | | | |
|-------------------------|--|------------------------------|-----------------------------|
| Action | <input checked="" type="radio"/> Create | <input type="radio"/> Update | <input type="radio"/> Block |
| Zone | | | |
| Description | | | |
| Country | <input type="text"/> | Region | <input type="text"/> |
| Location | | | |
| Location Excluded | <input type="text"/> | Location Deleted | <input type="text"/> |
| Postal Code From | <input type="text"/> | Postal Code To | <input type="text"/> |
| Geographic Coordinates | | | |
| | Sign | Degree | Minutes |
| Longitude | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Latitude | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Remarks | <input type="text"/> | | |
| Requestor Information | | | |
| Requestor Business Area | <input type="text"/> | | |
| Requested By | <input type="text"/> | | |
| Org Unit | <input type="text"/> | | |
| Date | <input type="text"/> | | |
| Reason | <input type="text"/> | | |
| Source Data | <input type="checkbox"/> On Form <input type="checkbox"/> Attached | | |
| Located In/At | <input type="text"/> | | |

Country (2 digit ISO) or region (Country & Region Code
e.g: US_NY, ML_BKO, AE_DU)

Country where the zone exist

Template

Similar information is specified in the template:

| Zone | Description | Country | Region | Location | Location Excluded | Location Deleted | Post Code From |
|------|-------------|---------|--------|----------|-------------------|------------------|----------------|
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further columns

| Post Code To | Lon. Sign | Lon. Deg. | Lon. Minutes | Lon. Seconds | Lat. Sign | Lat. Deg. | Lat. Minutes | Lat. Seconds | Remarks |
|--------------|-----------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|---------|
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Assign Transshipment Points Request

Form

Key elements of the Assign Transshipment Points request data entry form:

| UNITED NATIONS Umoja Data Maintenance Request Transportation Management - Assign Transshipment Pts | |
|---|--|
| Please fill out this form, save it locally, and send it as an attachment from your email to umojja-mdm@un.org | |
| <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></div> required <div style="width: 15px; height: 15px; background-color: white; border: 1px solid black; margin-right: 5px; margin-left: 10px;"></div> optional <div style="width: 15px; height: 15px; background-color: gray; border: 1px solid black; margin-right: 5px; margin-left: 10px;"></div> not applicable </div> | |
| General Data | |
| Action | <input checked="" type="radio"/> Create <input type="radio"/> Update <input type="radio"/> Block |
| Location | |
| Zone | |
| Transshipment Point | |
| Remarks | |
| Requestor Information | |
| Requestor Business Area | <input type="text"/> |
| Requested By | <input type="text"/> |
| Org Unit | <input type="text"/> |
| Date | <input type="text"/> |
| Reason | <input type="text"/> |
| Source Data | <input type="checkbox"/> On Form <input type="checkbox"/> Attached |
| Located In/At | <input type="text"/> |

Valid transport management location for loading and unloading during transportation. Can be Airport, Port, Factory

Vendor or Pick up Location : Toyota or SUNP-00001 (location)

Country and Region Code. If you select location, no need to enter Zone. Both cannot be specified. e.g ML_BKO

Valid transport management location for loading and unloading during transportation. Can be Airport, Port, Factory

Requestor information

Template

Similar information is specified in the template:

| LOCATION | ZONE | TRANSSHIPMENT LOCATION | Remarks |
|----------|------|------------------------|---------|
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Contact Person Request

Form

UNITED NATIONS
Umoja Data Maintenance Request
Transportation Management - Contact Person

Please fill out this form , save it locally, and send it as an attachment from your email account to umoja-mdm@un.org.
 Attach the corresponding Excel file to the same email.

required
 optional

| General Information | |
|--|---|
| Enter Umoja BP Number for Commercial Vendor * | <input type="text"/> |
| Enter Umoja Commercial Vendor/Freight Forwarder BP Name | <input type="text"/> |
| Enter number of Contacts to be created** | <input type="text" value="0"/> <input type="button" value="v"/> |
| Enter number of Contacts to be updated** | <input type="text" value="0"/> <input type="button" value="v"/> |
| Enter number of Contacts to be expired** | <input type="text" value="0"/> <input type="button" value="v"/> |
| <input type="checkbox"/> List of Contacts must be provided in Excel attachment | |

| Requestor Information | |
|-------------------------------|----------------------|
| Organization | <input type="text"/> |
| Requested by Business Area | <input type="text"/> |
| Requestor Name | <input type="text"/> |
| Org Unit | <input type="text"/> |
| Date | <input type="text"/> |
| Reason | <input type="text"/> |
| Located In/At | <input type="text"/> |
| Additional Comment (Optional) | <input type="text"/> |

* Commercial vendor is the entity that provides shipping or freight forwarding services to the UN.
 ** The number indicated in the InfoPath form is for statistics purposes. It must match the number of rows in the Excel file for each type of change.

BP # of vendor / carrier for who contacts are being created / modified / expired

BP Name for reference

Specify the number of contacts to be created, updated and / or expired

Template

Create Contact – Vendor / Freight Forwarder Request

Transportation Management Contact Person Request - Create

| Mandatory | | | | | | Optional | Mandatory | | | | | | |
|------------------------------|--------|------------------|----------------------|-------------------------------|-----------------|------------|-------------|-----------|----------------------------|---------------|------------------------------------|------------------------------|----------------------------|
| Commercial BP | Action | External Contact | Org ID (Procurement) | Org Description (Procurement) | Title (Mr./Ms.) | First Name | Middle Name | Last Name | Date of Birth (DD/MM/YYYY) | Email | Telephone (including country code) | Valid From Date (DD/MM/YYYY) | Valid To Date (DD/MM/YYYY) |
| <i>Example - SAMPLE DATA</i> | | | | | | | | | | | | | |
| 1.11E+09 | Create | External | XXXXX | DOS | Mr. | John | | Trebec | 01/01/1980 | trebec@un.org | 1-917-222-2222 | 22/05/2019 | 31/12/2020 |
| 1.11E+09 | Create | External | XXXXX | DOS | Mr. | Harold | | Smith | 01/01/1987 | smith@un.org | 1-917-333-4444 | 25/05/2019 | 30/06/2025 |
| 1.11E+09 | Create | External | XXXXX | DOS | Ms. | Elaine | | Gaston | 15/11/1990 | gaston@un.org | 031-456-789-3456 | 30/05/2019 | 01/01/2026 |
| <i>ENTER DATA BELOW</i> | | | | | | | | | | | | | |
| | Create | External | | | | | | | | | | | |
| | Create | External | | | | | | | | | | | |
| | Create | External | | | | | | | | | | | |
| | Create | External | | | | | | | | | | | |
| | Create | External | | | | | | | | | | | |



further columns

| Optional (Address) | | | | | | Entered by OICT | Entered by MDM |
|--------------------|--------|------|--------|-------------|---------|----------------------------|----------------|
| Number | Street | City | Region | Postal Code | Country | Unite ID of Contact Person | TM Contact BP |
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Update Contact – Vendor / Freight Forwarder Request

Transportation Management Contact Person Request - Update

| Mandatory | | | | | | Optional | Mandatory | | | | | | | |
|------------------------------|-----------------|----------------------------|------------------|---------------|----------------------|-------------------------------|-----------------|------------|-------------|-----------|----------------|------------------------------------|------------------------------|-----------------------------|
| Commercial BP | Action | Unite ID of Contact Person | External Contact | TM Contact BP | Org ID (Procurement) | Org Description (Procurement) | Title (Mr./Ms.) | First Name | Middle Name | Last Name | Email | Telephone (including country code) | Valid From Date (DD/MM/YYYY) | Valid To Date (DD/MM/YY YY) |
| <i>Example - SAMPLE DATA</i> | | | | | | | | | | | | | | |
| 1.11E+09 | Update (Before) | sclosas | External | 6000004455 | XXXXX | DOS | Ms. | Susan | | Closas | sclosas@un.org | 1-917-367-6688 | 01/11/2019 | 31/12/2020 |
| 1.11E+09 | Update (After) | | External | 6000004455 | XXXXX | DOS | Ms. | Susan | | Rose | sclosas@un.org | 069-31-789-3456 | 31/05/2019 | 30/06/2025 |
| <i>ENTER DATA BELOW</i> | | | | | | | | | | | | | | |
| | Update (Before) | | External | | | | | | | | | | | |
| | Update (After) | | External | | | | | | | | | | | |
| | Update (Before) | | External | | | | | | | | | | | |
| | Update (After) | | External | | | | | | | | | | | |
| | Update (Before) | | External | | | | | | | | | | | |
| | Update (After) | | External | | | | | | | | | | | |
| | Update (Before) | | External | | | | | | | | | | | |
| | Update (After) | | External | | | | | | | | | | | |
| | Update (Before) | | External | | | | | | | | | | | |
| | Update (After) | | External | | | | | | | | | | | |



further columns

| Optional (Address) | | | | | |
|--------------------|--------|------|--------|-------------|---------|
| Number | Street | City | Region | Postal Code | Country |
| | | | | | |
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Expire Contact – Vendor / Freight Forwarder Request

Transportation Management Contact Person Request - Expire

| Mandatory | | | | Optional | Mandatory | | | | | | |
|------------------------------|--------|----------------------------|------------------|---------------|-----------------|------------|-------------|-----------|-----------------|------------------------------|----------------------------|
| Commercial BP | Action | Unite ID of Contact Person | External Contact | TM Contact BP | Title (Mr./Ms.) | First Name | Middle Name | Last Name | Email | Valid From Date (DD/MM/YYYY) | Valid To Date (DD/MM/YYYY) |
| <i>Example - SAMPLE DATA</i> | | | | | | | | | | | |
| 1.11E+09 | Expire | lgonzalez | External | 6000001234 | Ms. | Louise | | Gonzalez | gonzalez@un.org | 25/05/2019 | 20/05/2020 |
| 1.11E+09 | Expire | cjones | External | 6000004567 | Ms. | Claire | | Jones | jones@un.org | 22/05/2019 | 01/05/2025 |
| <i>ENTER DATA BELOW</i> | | | | | | | | | | | |
| | Expire | | External | | | | | | | | |
| | Expire | | External | | | | | | | | |
| | Expire | | External | | | | | | | | |
| | Expire | | External | | | | | | | | |
| | Expire | | External | | | | | | | | |

Revision History (Soft Copy only)

| Date | Version | Prepared by | Description |
|---------------|---------|-------------------|--|
| November 2019 | 1 | UCS Training Team | Version 1 |
| December 2019 | 1.1 | UCS Data Team | Apply edits and add additional content |
| | | | |