



ORACLE TRANSPORTATION MANAGEMENT (OTM) CARRIER TRAINING MANUAL

TETRA PAK (PACKAGING SOLUTIONS)

Amendment History

This section to be used to record the changes made to this document. Major Changes are to be summarized and updated in this section. In addition, for detailed amendment history, the document should be reviewed in TRACK CHANGES mode.

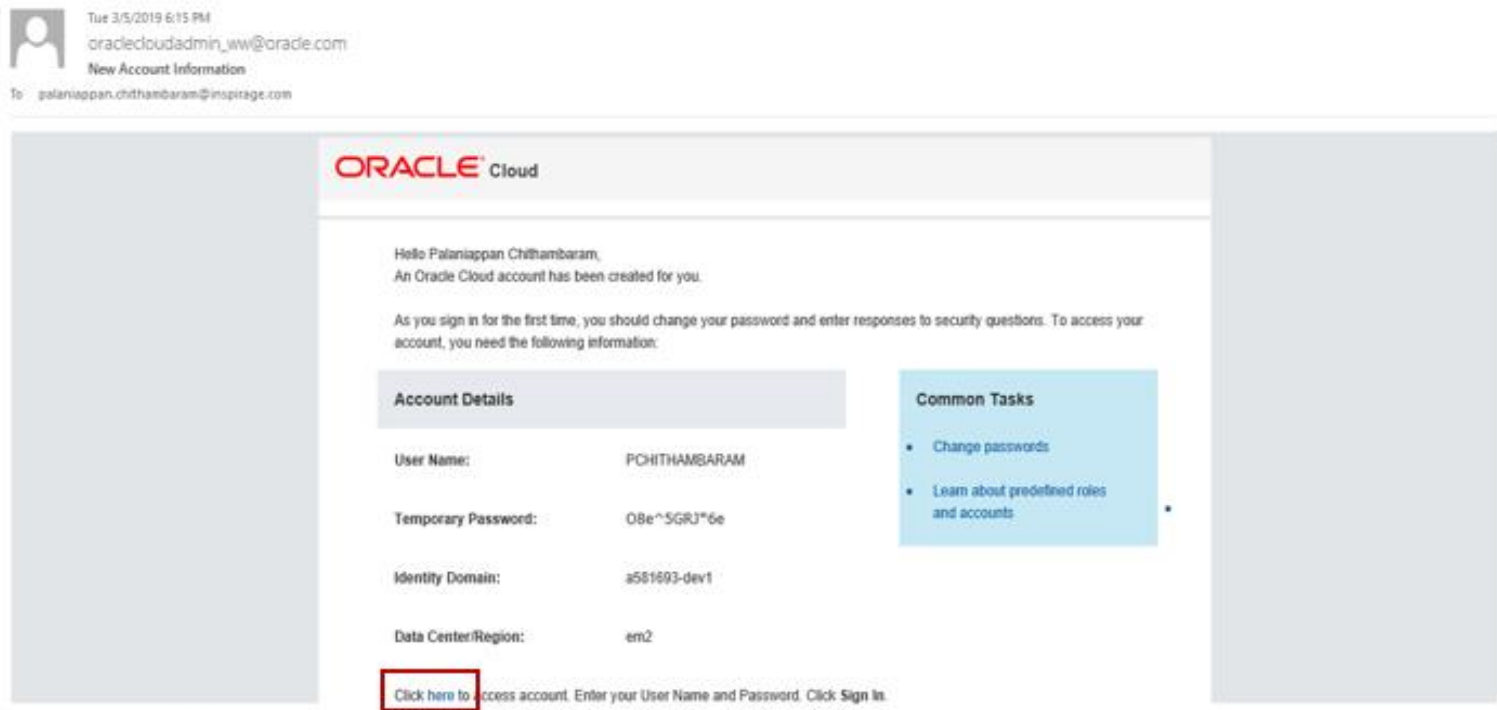
Version	Summary of Changes	Author	Date
1.0	Initial Document	Indraneel C, Roohullah S	22-May-2019
1.1	Dock Scheduling and Conditional Acceptance Process Update	Roohullah S	04-Sep-2020
1.2	Tender Acceptance for Multi Modal Main Leg Shipment, Add Container Related Information and Missing ATA and Fault Codes	Roohullah	08-Mar-2021

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1. User Login

- **Step 1** - Review the email from oraclecloudadmin_ww@oracle.com. This email will be received as soon as the cloud administrator configures you as a user in Oracle Cloud.

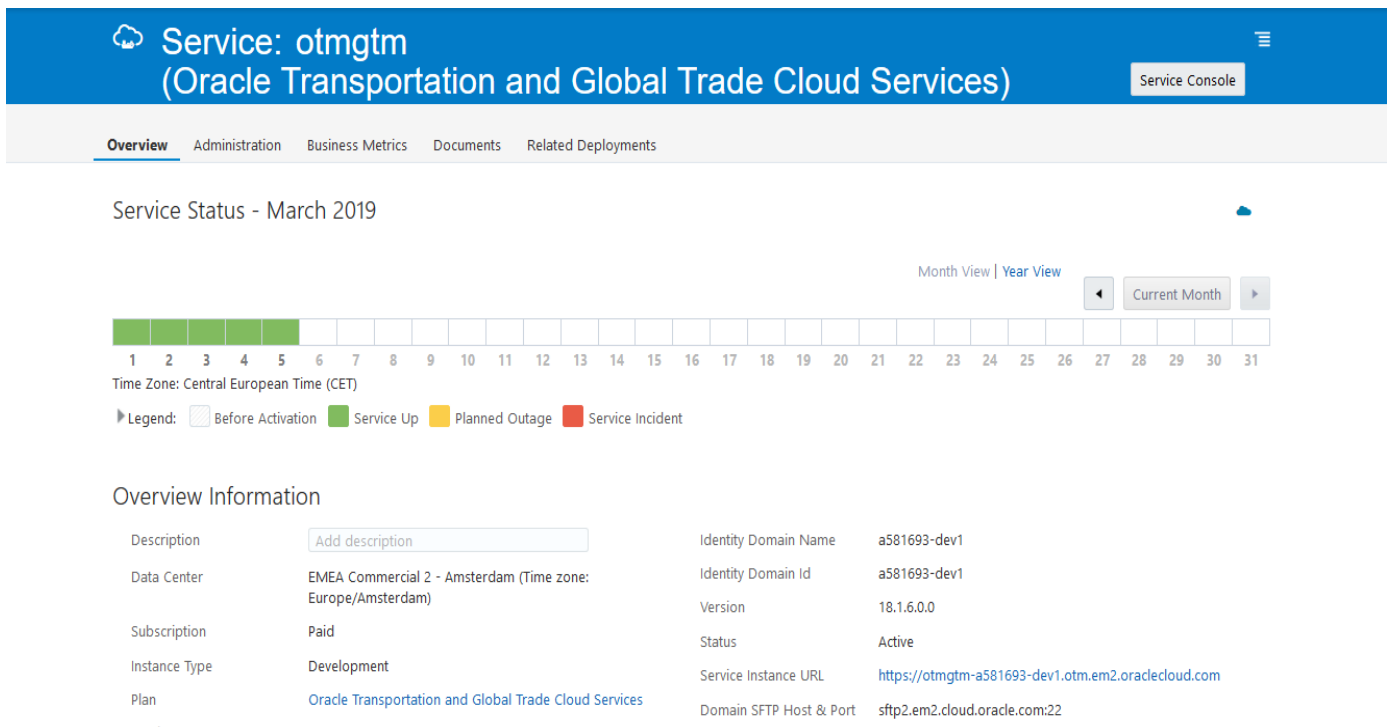


- **Step 2** - Follow the link in the email under “Click [here](#)” section.
- **Step 3** - Enter the Identity Domain (pre-populated) as “a581693-dev1” for “Development” environment and enter the user name and password as per the details provided in email and click on “Sign In”.
(Note - Access will be provided for the “Production” environment similar to this)

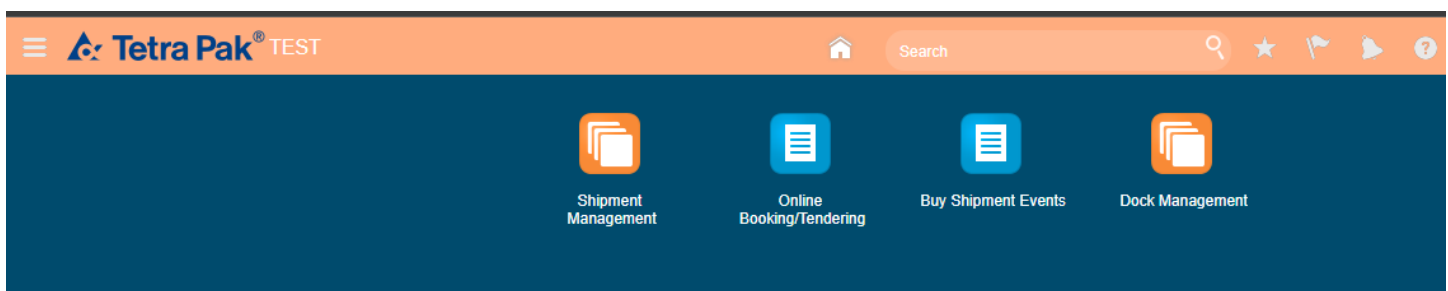


- **Step 4** - Update the new password and few security questions and click “Submit”.

- **Step 5** - The landing page will appear as shown below, click on Service Console to login to OTM.

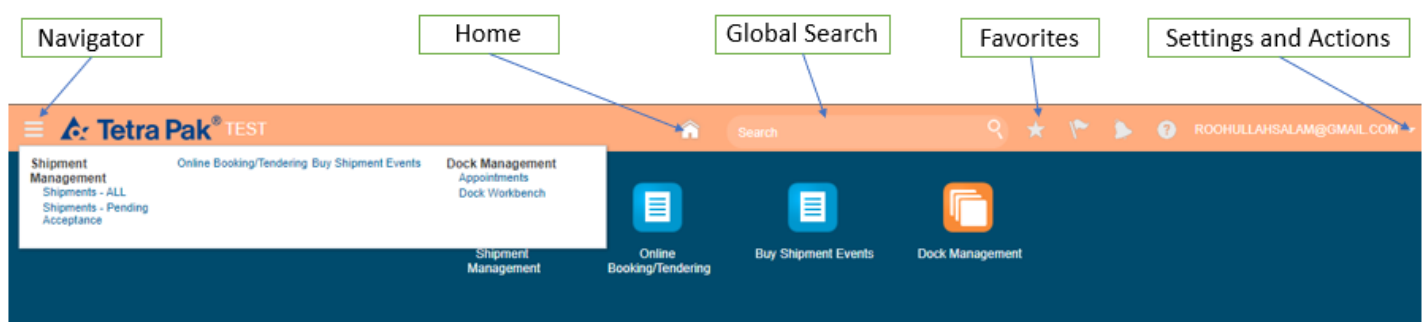


- A new tab will open with Carrier Screen.



Note: The URL for the production environment will be communicated at a later date.
Tips and Tricks: Bookmark the URL - You will be using the application regularly.

2. Know Your Workspace -



- Shipment Result Screen -

The screenshot displays the 'Shipments' section of a software interface. At the top, it says 'Total Found: 31'. Below this is a table with columns: Shipment ID, Indicator, Reference Number, Tender Status, Carrier Code, and Carrier Name. A callout box labeled 'View' points to the 'View' icon in the Actions column. Another callout box labeled 'Favorites' points to the 'Favorites' section in the sidebar, which lists 'Buy Shipment' with IDs BS20190309-0001 and BS20190314-0001.

Shipment ID	Indicator	Reference Number	Tender Status	Carrier Code	Carrier Name
BS20190314-0001	Red square	RS-002 RS-003	Green checkmark		
BS20190309-0001	Red square		Green checkmark		
BS20190312-0040	Red square		Green checkmark		
BS20190318-0008	White circle	129202632			
BS20190308-0001	Red square		Green checkmark		
BS20190312-0041	Yellow triangle	20190312-0014	Green checkmark		

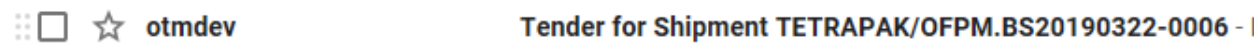
- SmartLinks -

The screenshot shows the same 'Shipments' table. A callout box labeled 'Right Click on Shipment ID for Smartlinks' points to a right-click context menu that appears over the first row. The menu includes options: SmartLinks, TETRAPAK/CFPM BS20190314-0001, Export, View, Documents, Online Booking/Tendering, and View Related Appointments.

Shipment ID	Indicator	Reference Number	Tender Status	Carrier Code	Carrier Name
BS20190314-0001	Red square	RS-002 RS-003	Green checkmark		
BS20190309-0001	Red square		Green checkmark		
BS20190312-0040	Red square		Green checkmark		
BS20190318-0008	White circle	129202632			
BS20190308-0001	Red square		Green checkmark		
BS20190312-0041	Yellow triangle	20190312-0014	Green checkmark		

3. Accept Shipment Tender

- **Step 1** - Once TetraPak tenders Shipment to a carrier, the carrier will receive an Email Notification from OTM with the subject **Tender for Shipment “Shipment ID”** -



- **Step 2** - Carrier can check the email to see the Shipment details and Click on the URL **“Respond Via The Web”** -

Tender for Shipment TETRAPAK/OFPM.BS20190322-0006 Inbox x

otmdev@tetrapak.com
to me ▾

11

Instruction Please reply online using the URL below or reply to the contact below if unable to access this URL. Failure to respond will result in this tender being cancelled.

URL [Respond Via The Web](#)

Reply By 2019-03-22 12:58:11 Europe/Belgrade

- **Step 3** - On clicking the URL, the Carrier will be directed to the OTM Login Page where the Carrier can enter the login ID & Password and login into OTM.
- **Step 4** - Once you log in into OTM, you will see **“Online Booking/ Tendering”** screen, where you can further see the Shipment details.
- **Step 5** - Carrier can Accept or Decline the Tender by clicking on the **“Accept”** or **“Decline”** Button.

Online Booking/Tendering

Identification	Shipment	Equipment	Stops	Financials	Involved Parties
----------------	----------	-----------	-------	------------	------------------

Tender ID 149212 Tender Offer Status OUTSTANDING

Tender Offer Status
OUTSTANDING

Tender Acceptance Status
NO RESPONSE

Origin Location
TETRA PAK CLOSURES FRANCE SAS
Route de Nantes
CHATEAUBRIANT, 44143, FR

Destination Location
GORNJI MILANOVAC
OBILAZNI PUT BB
GORNJI MILANOVAC, 32300, RS

Total Weight
0.00 KG

Temperature Controlled

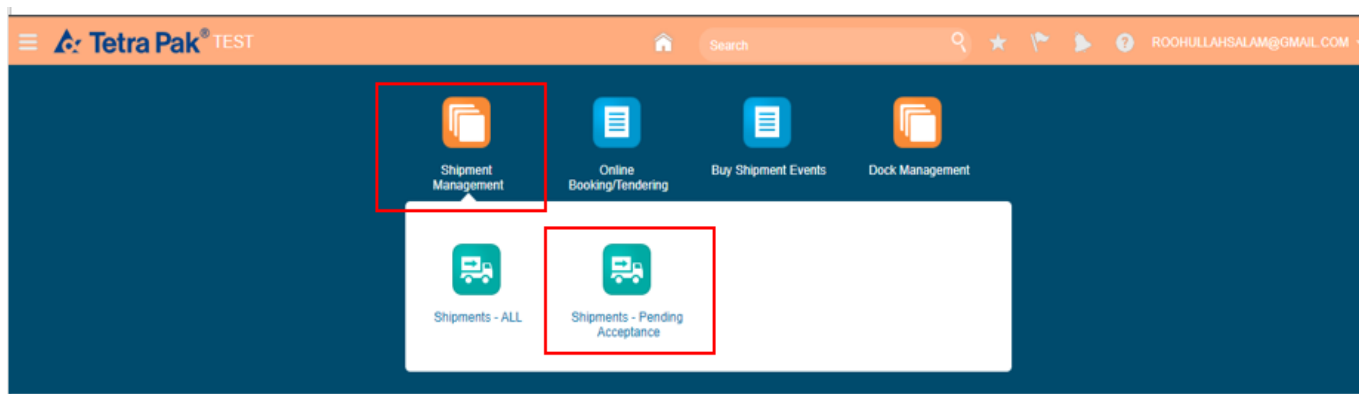

Tender Type
Ordinary

Tender ID
149212

Driver ID

Weight Utilization
0.00

- Carriers can also Accept or Decline the Tender by clicking on the “**Shipment Management**” → “**Shipments - Pending Acceptance**” icons -



	Save
----------------------	-------------------------------------

Remarks

* Remark Qualifier ID 	* Remark Text Save
---	--

Remark for Conditional Booking

Planner Equipment

Shipment Equipment	Equipment Index	Equipment Group	Equipment Type	Equipment ID	Equipment Initial	Equipment Number	Equipment Initial/Number	Check Digit	License Plate
TETRAPAK/OFFM.55614		TRUCK							

Service Provider Updated Equipment

Shipment Equipment	Equipment Index	Equipment Group	Equipment Type	Equipment ID	Equipment Initial	Equipment Number	Equipment Initial/Number	Check Digit	License Plate

- ## Results

You successfully modified the following records:

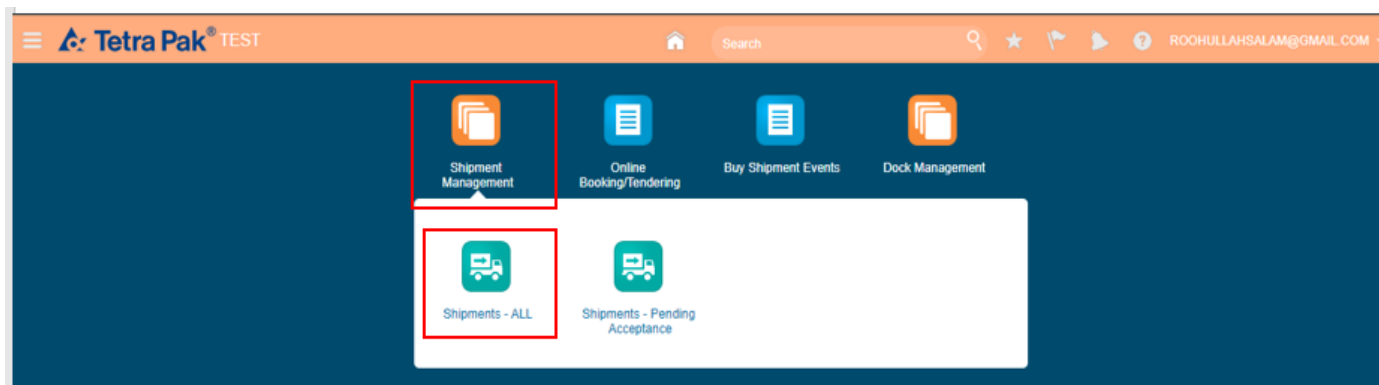
5102	☆	View	Edit
Modify Another			

Actions ▾						
☒	+	★	Shipment ID	Indicator	Reference Number	Tender Status
☒	+	☆	BS20190319-0007	○	20190312-0011	TEN
☐	+	☆	BS20190319-0131	○	0129202634 0129202862	TEN

Shipments - Pending Acceptance Total Found: 1

Actions ▼						
☒	+	★	Shipment ID	Indicator	Reference Number	Tender Status
☐	+	☆	BS20190319-0131	○	0129202634 0129202862	TEN

- The shipment can now be viewed in “Shipments - ALL” screen and the Tender Status of the Shipment will be “Accepted” -



Actions ▼									
☒	+	Shipment ID	Indicator	Tender Status	Doc	DO Number	Loading Day	Delivery Day	Pickup
☐	+	BS20200821-0002	○	ACCEPTED		0131217146 0131217149	30-08-2020 0...	01-09-2020 1...	TETRA PAK LTDA.
☐	+	BS20200824-0009	○	TENDERED		20200824-0001	24-08-2020 1...	26-08-2020 0...	TETRA PAK LTDA.

4. Accept Shipment Tender with Date or Time Change Request – Conditional Acceptance

If carrier wants to change the Shipment Pick-Up Date or, it can be done during Shipment Tender acceptance -

- Step 1** - Once user clicks “Accept Tender”, the Acceptance screen will appear.
- Step 2** - Select the “DATE_CHANGE_REQUEST” Remark Qualifier ID and enter Remark Text.
- Step 3** - Click on “Save” to save the text.

Remarks

* Remark Qualifier ID
DATE_CHANGE_REQUEST

* Remark Text
Driver Not Available

Save

- Step 4 - Enter the new Date and Time value in “Servprov Value” field
- Step 5 - Click on “Finished” -

Planner Equipment

Shipment Equipment	Equipment Index	Equipment Group	Equipment Type	Equipment ID	Equipment Initial	Equipment Number	Equipment Initial/Number	Check Digit	License Plate
TETRAPAK/OFPM.18256		SMALL_TRUCK							

Service Provider Updated Equipment

Shipment Equipment	Equipment Index	Equipment Group	Equipment Type	Equipment ID	Equipment Initial	Equipment Number	Equipment Initial/Number	Check Digit	License Plate
TETRAPAK/OFPM.18256		SMALL_TRUCK							

Conditional Booking Fields

Description	Location ID	Location Long Name	Planner Value	Servprov Value	UOM Code	Location Alias	Location Qualifier	Time Qualifier	Transport Stage Qualifier
Pickup Date	TETRAPAK.SP-RS03	MC RS PM ;GORNJI IV	2020-04-15 11:51:12 Europe/Belgrade	15-04-2020 16:36:00					

Generated Stop Time Fields

Description	Location ID	Location Long Name	Stop Number	Activity	Arrive/Depart	Planner Value	Servprov Value	Location Alias	Location Qualifier	Time Qualifier	Transport Stage Qualifier

Inbound Errors

Finished

- A page will be displayed confirming the acceptance of the shipment tender -

Results

Success

You successfully modified the following records:

6835 ☆ [View](#) [Edit](#)

[Modify Another](#)

- The Shipment Date/ Time Change will require approval from Tetra Pak if they agree with the new date and time. Till the time the request is not accepted by Tetra Pak team, the shipment is considered to partially accepted. It will appear in Shipment All Screen with the status “**Conditionally Accepted**”.

Buy Shipment Total Found: 1 [Replace Curr](#)

Actions [68](#) [Print](#) [Refresh](#) [Reset](#) [Filter](#)

Records 1

	Shipment ID	Indicator	Doc	Tender Status	DO Number	Loading Day	Delivery Day	Pickup	Delivery Customer	D
☐	BS20200415-0005	○		COND. ACCEPTED	20200415-0001	15-04-2020 1...	16-04-2020 1...	MC RS PM	MC CARTER A.S.	DI

The same status can also be seen in Online Booking and Tendering Screen also.

Tender Response

Total Found: 2

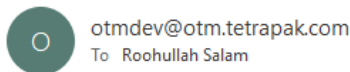
Actions

☒	☒	ID	Shipment	Indicator	Tender Type	Tender Offer Status	Tender Acceptance Status
☐	☒	1352841	BS20200415-0005	☐	Ordinary	CONDITIONALLY ACCEPTED	CONDITIONALLY ACCEPTED

Till the time Tetra Pak Team Accepts or Rejects the Shipment with the change, it will appear as Conditionally Accepted. No further can be performed on the shipment before acceptance.

- ✓ If Tetra Pak team approve the changes, an approval mail will be received by the carrier from OTM.

Conditional Booking on Shipment TETRPAK/OFPM.BS20200804-0001 Approved



Instruction  The conditional booking values you previously submitted on this tender have been approved.

URL [Respond Via The Web](#)

Reply By 2020-08-05 02:20:16 America/Araguaina

Conditional Booking Field

Field Name	Planner Value	Service Provider Value	Approved
Planned Arrival	2020-08-05 06:00:00 America/Araguaina	2020-08-06 10:49:00 America/Araguaina	true
Planned Departure	2020-08-23 06:00:00 America/Mexico_City	2020-08-27 10:49:00 America/Mexico_City	true

- ✓ If Tetra Pak team does not approve the changes, the old tender will be withdrawn and new tender with original date and time will be immediately received by the carrier for the same shipment.
- ✓ If Tetra Pak team rejects the changes totally, the tender will be withdrawn from the carrier. It is now up to Tetra Pak team, if they want to resend the tender to the same carrier or to a new carrier.

5. Accept Multi Modal Main Leg Shipment

- **Step 1** - Once Tetra Pak tenders Shipment to a carrier, the carrier will receive an Email Notification from OTM with the subject **Tender for Shipment “Shipment ID”** -

☐ ☆ otmdev

Tender for Shipment TETRAPAK/OFPM.BS20190322-0006 - |

- **Step 2** - Carrier can check the email to see the Shipment details and Click on the URL **“Respond Via The Web”** -

PO# : TRAINING

Pallet Count	Units	Weight (KG)	Commodity
5	PLT	5774.44	FSC MAURI NON-DAIRY WHIP TOPPING TR1L
5	PLT	5774.44	Total

Receiver Instructions

This is an automated email. Please do not reply.

Please click on the below URL to accept or reject the load.

You will be required to login to accept or reject the load from the links below.

[Respond Via Web](#)

- **Step 3** - On clicking the URL, the Carrier will be directed to the OTM Login Page where the Carrier can enter the login ID & Password and login into OTM.
- **Step 4** - Once you log in into OTM, you will see **“Online Booking/ Tendering”** screen, where you can further see the Shipment details.
- **Step 5** - Carrier can Accept or Decline the Tender by clicking on the **“Accept”** or **“Decline”** Button.

Online Booking/Tendering

Identification	Shipment	Equipment	Stops	Financials	Involved Parties
----------------	----------	-----------	-------	------------	------------------

Tender ID 149212 Tender Offer Status OUTSTANDING

Tender Offer Status
OUTSTANDING

Tender Acceptance Status
NO RESPONSE

Origin Location
TETRA PAK CLOSURES FRANCE SAS
Route de Nantes
CHATEAUBRIANT, 44143, FR

Destination Location
GORNJI MILANOVAC
OBILAZNI PUT BB
GORNJI MILANOVAC, 32300, RS

Total Weight
0.00 KG

Temperature Controlled

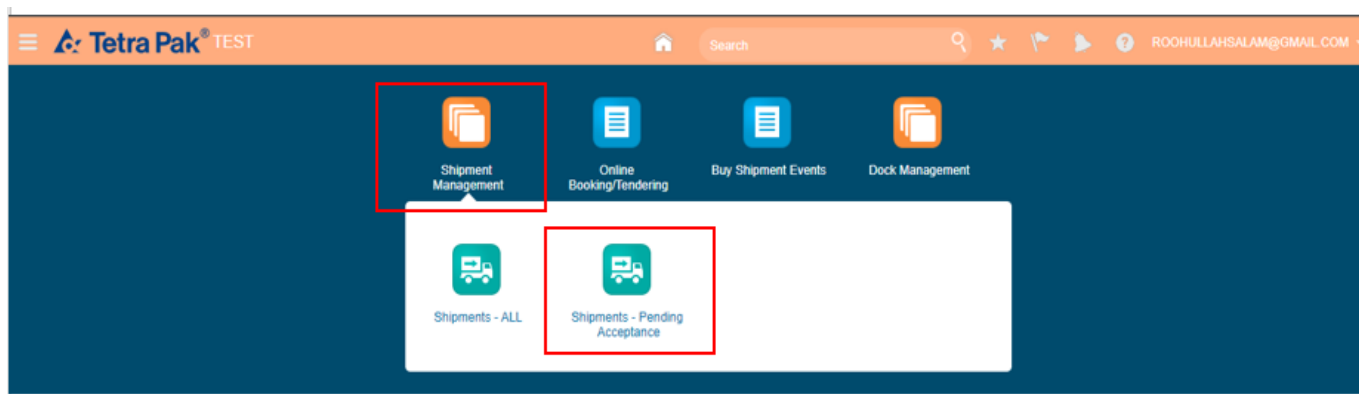

Tender Type
Ordinary

Tender ID
149212

Driver ID

Weight Utilization
0.00

- Carriers can also Accept or Decline the Tender by clicking on the “**Shipment Management**” → “**Shipments - Pending Acceptance**” icons -



Remark for Conditional Booking

Planner Equipment

Shipment Equipment	Equipment Index	Equipment Group	Equipment Type	Equipment ID	Equipment Initial	Equipment Number	Equipment Initial/Number	Check Digit	License Plate
TETRAPAK/OFPM.61003		20-DV							

Service Provider Updated Equipment

Shipment Equipment	Equipment Index	Equipment Group	Equipment Type	Equipment ID	Equipment Initial	Equipment Number	Equipment Initial/Number	Check Digit	License Plate	
TETRAPAK/OFPM.61003		20-DV								Edit

- Other information related to Main Leg shipment as mentioned below
 - Pick up Date
 - Delivery Date
 - Place of Delivery location Id
 - Place of Reception location Id
 - Port of Discharge ETA
 - Port of Exit Date
 - Sail Cut-off date
 - Sail Date
 - SI Cut Off Date

Information related to Date can be selected by clicking on Calendar and information related Location can be entered using the Location ID as described in by Tetra Pak. (Contact Logistic Team to get the concerned location ID)

Conditional Booking Fields

Description	Location ID	Location Long Name	Planner Value	Servprov Value	JOM Code	Location Alias	Location Qualifier	Time Qualifier	Transport Stage Qualifier
Pickup Date	TETRAPAK.10003583	TAOYUAN PORT ,TAOYI	2021-04-10 06:00:00 Asia/Taipei						
Delivery Date	TETRAPAK.10003313	PORT KLANG (PELABUI	2021-04-19 06:00:00 Asia/Kuala_Lumpur						
Place of Delivery Location ID									
Place of Receipt Location ID									
Port of Discharge ETA									
Port of Exit Date									
Sail Cutoff Date			2021-04-19 12:37:00 UTC						
Sail Date									
SI Cutoff Date			2021-04-10 12:31:00 UTC						

- Step 10** - Click on Finished to complete the acceptance process.

SI Cutoff Date			2021-04-10 12:31:00 UTC				
----------------	--	--	-------------------------	--	--	--	--

▲ Generated Stop Time Fields

Description	Location ID	Location Long Name	Stop Number	Activity	Arrive/Depart	Planner Value	Servprov Value	Location Alias	Location Qualifier

▲ Inbound Errors

Sequence	Description	Location ID	Location Long Name	Servprov Value	Location Alias	Location Qualifier	Time Qualifier	Transport

Finished

- A page will be displayed confirming the acceptance of the shipment tender -

Results

Success

You successfully modified the following records:

6835 ☆ [View](#) [Edit](#)

[Modify Another](#)

- The Shipment Date/ Time Change will require approval from Tetra Pak if they agree with the new date and time. Till the time the request is not accepted by Tetra Pak team, the shipment is considered to partially accepted. It will appear in Shipment All Screen with the status “**Conditionally Accepted**”.

Buy Shipment

Total Found: 1

Replace Curr

Actions

Records 1

☒	+ Shipment ID	Indicator	Doc	Tender Status	DO Number	Loading Day	Delivery Day	Pickup	Delivery Customer	D
☐	+ BS20200415-0005	○		COND. ACCEPTED	20200415-0001	15-04-2020 1...	16-04-2020 1...	MC RS PM	MC CARTER A.S.	DI

The same status can also be seen in Online Booking and Tendering Screen also.

Tender Response Total Found: 2								
Actions ▼	68							
☒	★	ID	Shipment	Indicator	Tender Type	Tender Offer Status	Tender Acceptance Status	
☐	★	1352841	BS20200415-0005	○	Ordinary	CONDITIONALLY ACCEPTED	CONDITIONALLY ACCEPTED	

Till the time Tetra Pak Team Accepts or Rejects the Shipment with the change, it will appear as Conditionally Accepted. No further actions can be performed on the shipment before acceptance.

- ✓ If Tetra Pak team approve the changes, an approval mail will be received by the carrier from OTM.

Conditional Booking on Shipment TETRAPAK/OFPM.BS20200804-0001 Approved



otmdev@otm.tetrapak.com
To Roohullah Salam

Instruction



The conditional booking values you previously submitted on this tender have been approved.

URL

[Respond Via The Web](#)

Reply By

2020-08-05 02:20:16 America/Araguaina

Conditional Booking Field

Field Name	Planner Value	Service Provider Value	Approved
Planned Arrival	2021-04-10 06:00:00 Asia/Taipei	2021-03-08 11:52:00 Asia/Taipei	true
Planned Departure	2021-04-19 06:00:00 Asia/Kuala_Lumpur	2021-03-08 11:52:00 Asia/Kuala_Lumpur	true
Place Of Deliver Location ID			
Place Of Receipt Location ID			
Port Of Discharge ETA		2021-03-21 11:52:00 UTC	true
Port Of Exit Date		2021-03-16 11:52:00 UTC	true
Sail Cutoff Date	2021-04-19 12:37:00 UTC	2021-03-10 11:52:00 UTC	true
Sail Date		2021-03-01 11:52:00 UTC	true
SHIPMENT-SI_CUTOFF_DATE	2021-04-10 12:31:00 UTC	2021-03-04 11:52:00 UTC	true

- ✓ If Tetra Pak team does not approve the changes, the old tender will be withdrawn and new tender with original date and time will be immediately received by the carrier for the same shipment.
- ✓ If Tetra Pak team rejects the changes totally, the tender will be withdrawn from the carrier. It is now up to Tetra Pak team, if they want to resend the tender to the same carrier or to a new carrier.

6. Decline Shipment Tender

- **Step 1** - In “Shipments - Pending Acceptance” screen, Select the Shipment to decline the Tender -
- **Step 2** - Click on “Actions” -

Shipments - Pending Acceptance Total Found: 3

Actions    							
☒	+	☆	Shipment ID	Indicator	Reference Number	Tender Status	Carrier Code
☒	+	☆	BS20190319-0007	○	20190312-0011	TEN	
☐	+	☆	BS20190319-0009	○	129202959	TEN	
☐	+	☆	BS20190319-0131	○	0129202634 0129202862	TEN	

- **Step 3** - Click on “Decline Tender” -

Shipments - Pending Acceptance Total Found: 3

Actions    			
☒			Actions 
☒			Accept Tender
☐			Decline Tender
☐			Adjust Shipment Costs
☐			Attach Documents

Reference Number	Tender Status	Carrier Code
20190312-0011	TEN	
129202959	TEN	
0129202634 0129202862	TEN	

- **Step 4** - Enter “Decline Reason Code” -
- **Step 5** - Select “CARRIER_REMARK” from the “Remark Qualifier ID” drop-down and enter the appropriate reason in the “Remark Text” field -

Decline This Shipment

Decline Reason Code
1011  

Remarks

* Remark Qualifier ID CARRIER_REMARK 	* Remark Text Driver Not Available	Save
--	--	-------------

Finished

- **Step 6** - Click on “Finished” -

Decline This Shipment

Decline Reason Code
1011

Remarks

* Remark Qualifier ID	* Remark Text	
CARRIER_REMARK	Driver Not Available	Save

Finished

- A page will be displayed confirming the Shipment tender decline -

Results

Success

You successfully modified the following records:

5109 ☆ View

Modify Another

7. Attach Documents to a Shipment

- **Step 1** - Select the Shipment on which you need to attach a document. Click on “Actions” → “Attach Documents” -

Shipments - Pending Acceptance Total Found: 1

Actions

Accept Tender

Decline Tender

Adjust Shipment Costs

Attach Documents

Reference Number	Tender Status
0130065654	TEN

- **Step 2** - Click on “+” sign, select “Document Type” (e.g. CMR) and click on “Document Details” -

Attach Documents

Document

Search bar with '+' icon highlighted.

Save

Attach

Document 1 of 1

Document Type: CMR (highlighted)

Document Detail (highlighted)

- **Step 3** - Enter ID and click “Upload” -

Document 1 of 1 New Finished

ID: CMR-123 (highlighted)

Domain Name: TETRAPAK/OPPM

Content Management Document ID

Content Management System DATABASE

Generated At

Tracking Number

Document Type: CMR

Owner Type: SHIPMENT

Storage: Binary

Mime Type

Upload (highlighted)

New

Content Management System Parameters

Parameter Name	Parameter Value

Save

- **Step 4** - Click on “Choose File”, select documents from your system and click “Upload” -

Upload Document

* Document File

Choose File (highlighted) No file chosen

Upload (highlighted)

- **Step 5** - "Enter Parameter Name and Parameter Value if required. E.g. - "Parameter Name = Uploaded By"; "Parameter Value = Aleksandar". Click on "Save" → click "Finished". The selected document will be uploaded in the Shipment -

Document

1 of 1 **Finished**

Click "Finished" to upload

ID: CMR-123

Tracking Number:

Document Type: [CMR](#)

Owner Type: SHIPMENT

Storage: Binary

Mine Type:

Upload View

Domain Name: TETRAPAK/OFPM

Content Management Document ID:

Uploaded At:

Owner:

Content Management System [DATABASE](#)

Generated At:

Content Management System Parameters

Parameter Name: Uploaded By

Parameter Value: Aleksandar

Save

Optional

8. View Documents attached in a Shipment

- **Step 1** - To view documents related to Shipment, Right Click on Shipment ID and Click on "Documents"

Shipments Total Found: 1

Actions

Shipment ID	Indicator	Reference Number	Tend
BS20190228-0017		1020190218001	

SmartLinks

TETRAPAK/OFPM.BS20190228-0017

Export

View

Documents

Online Booking/Tendering

View Related Appointments

A Documents screen will open, containing all the documents related to the concern shipment.

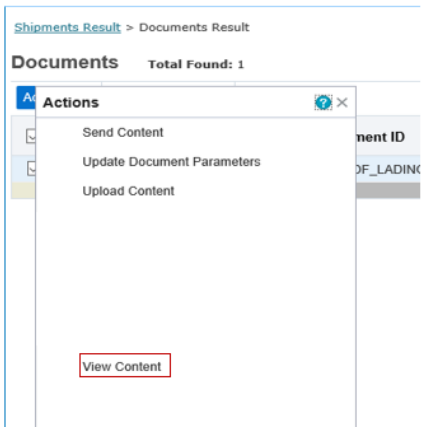
Shipments Result > Documents Result

Documents Total Found: 1

Actions ▾ + 66 ✎ ✕ ↺ 🖨 ☰

☒	★	ID	Document ID	Owner Type	Owner ID	Document Type	Rep
☐	☆	TETRAPAK/OFPM.BILL_OF_LA...	BILL_OF_LADING-201...	SHIPMENT	TETRAPAK/OFPM.BS...	BILL_OF_LADING	

- Step 2 - Click on “Actions” → Click on “View Content” -
-



The document will open in new window (for PDF documents) or will download in the system (for Excel or Word Documents).

9. Add Shipment Events - ATA

- Step 1 - Login into OTM and Click on “Buy Shipment Events” icon -



- **Step 2** - Enter the search criteria such as “Start Time”, “Location”, etc. and Click on “Search” -

Buy Shipments Finder

Shipment

Audit

Shipment Reference Number

Begins With

Shipment Reference Number Qualifier

ACTIVITY_TYPE

AO

Start Time

Same As

End Time

Same As

Indicator

Source Location ID

Q

66

+

Begins With

Destination Location ID

Q

66

+

Begins With

Shipment Type

APPOINTMENT

Search

Sort Order

Actions

Export

Saved Query:

Execute Query

Actions

Edit

Save

- **Step 3** - Select the shipment and Click on “Actions” -

Buy Shipments						
Total Found: 168						
Actions 66 ↺ 🖨						
☒	+	☆	ID	Shipment ID	Indicator	Service Provider ID
☒	+	☆	TETRAPAK/OFPM.BS20190313...	BS20190313-...	○	
☐	+	☆	TETRAPAK/OFPM.3003	3003	⚠	
☐	+	☆	TETRAPAK/OFPM.3021	3021	○	
☐	+	☆	TETRAPAK/OFPM.3024	3024	○	
☐	+	☆	TETRAPAK/OFPM.3025	3025	○	
☐	+	☆	TETRAPAK/OFPM.SGOTS9018...	SGOTS90183...	○	
☐	+	☆	TETRAPAK/OFPM.BS20190305...	BS20190305-...	○	

- **Step 4** - Click on “Add Shipment Tracking Events” -

Buy Shipments

Total Found: 168

The screenshot shows the 'Buy Shipments' page with a table of shipments. An 'Actions' dropdown menu is open, and the 'Add Shipment Tracking Event' option is highlighted with a red rectangle. The table in the background has a header 'Shipment ID' and several rows of IDs.

- **Step 5** - Select the correct Event Reason in the “Quick Code” field and select the related information in Mandatory Fields like ATA, ATD, Border Crossing, Import Custom, etc. -
- **Step 6** - Select “Reason Code Description” (Fault Code Description) as necessary -
When ATA is Early or Later than ETA Date - It is mandatory to select Reason Code.
When ATA is equal to ETA Date- It is not mandatory.
- **Step 7** - Select corresponding Reason Code (Fault Code)
- **Step 8** - Select Shipment Stop where event is occurring -
- **Step 9** - Enter Date and Time -
- **Step 10** - Enter other information like Location, Contact Name, City, Comments, etc. (Optional)
- **Step 11** - Click on Finished.

Event Reason

The screenshot shows the 'Event Reason' form. The 'Quick Code' field contains 'ATA /OFPM'. The 'Status' dropdown is set to 'ACTUAL TIME OF ARRIVAL', and the 'Reason' dropdown is set to 'Arrived at Delivery Location'. The 'Responsible Party' field is set to 'Carrier'. A 'Notify' button is visible.

Event Reason

Quick Code

ATA



* Responsible Party

Carrier

Notify

* Status

ACTUAL TIME OF ARRIVAL

Arrived at Delivery Location

Event Info

* Event Date/Time

Event Location

Shipment ID

BS20190520-0041

Shipment Stop

Reason

Act of Nature
Capacity Exceeded
Communication/General Administrative Error
Customer Unable To Accept Goods On Delivery Date
Customer and TP Mutual Agreement on New ETA
Customs Clearance Delay
Date Change Due To Logistics Optimization
Delay At Border Crossing
Delayed Departure - See NOTD Fault Code
Early / Late Ocean Shipment Within Grace Period
Early Delivery
Early Departure - See NOTD Fault Code
Equipment Breakdown (Truck, Vessel, Aircraft)
Late Incoming Transport
Late Pre Carriage
Missing Documentation
Standing Customer Request For Early Delivery
Traffic/Congestion
Transport Rescheduled

Location ID

Event Reason

Quick Code



* Responsible Party

Carrier

* Status

ACTUAL TIME OF ARRIVAL

Arrived at Delivery Location

Reason

Act of Nature

DAG101

Shipment Tracking Event

1 of

Finished

Identification

Shipment Stop

2. FRESH COMPANY, GJROKASTER, AL

City

Location Name

* Event Date/Time

22-03-2019 10:44:00

Communication

Contact Name

Contact Function Code

Remarks

Event Comments

Save

A confirmation screen will show that event has been successfully added for the shipment.

Results

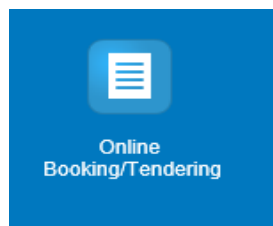
Success

You successfully created the following records:

6826 ☆ [View](#) [View Log](#)

10. Response to Spot Bid Tender

- Step 1 - On receiving Spot Bid Tender, Login into OTM and Click on Online Booking/Tendering -



- Step 2 - Select “Spot Bid” under “Tender Type” and “TENDER OPEN” under Tender Offer Status box -
- Step 3 - Click on “Search” -

Tender Response Finder

Online Booking/Tendering | Transport | Details | Order Release | Booking | General | Advanced | Audit | Calculated

Respond By (Europe/Amsterdam)

Same As

Tender Type

Ordinary
Broadcast Tender
Spot Bid

Indicator

Domain

Begins With

Tender Acceptance Status

ACCEPTED
REJECTED
CONDITIONALLY ACCEPTED

Tender Offer Status

OUTSTANDING
TENDER OPEN
PICKUP NOTIFICATION

Favorites

☐ Yes ☐ No ☒ Both

Begins With

Origin City

Begins With

Origin Province Code

Begins With

Destination Country Code

Begins With

Destination Location ID

Begins With

Destination Location Name

Begins With

Destination City

Begins With

Destination Province Code

Begins With

Destination Country Code

Begins With

Search

Sort Order

Actions

Export

Saved Query:

Execute Query

Actions

Edit

Save

All Shipments that are under Spot Bid status and Tender is open will appear on this screen.

Tender Response		Total Found: 1		Replace Cur				
Actions				Records 1				
☒	★ ID	Shipment	Indicator	Tender Type	Tender Offer Status	Tender Acceptance...	Responding User	
☐	★ 6827	BS20190321-0003	○	Spot Bid	TENDER OPEN			

- **Step 4** - Click on the “Shipment ID” to see the detail of the shipment and to bid for the shipment -
- **Step 5** - Click on different Tabs like Stops, etc. to see the information of the shipment. Bid Close date is the date and time till when you can bid for this shipment. Carrier can enter Bid in New Bid Column Box.

[Tender Response Result](#) > Online Booking/Tendering

Online Booking/Tendering ☆

Identification	Shipment	Equipment	Stops	Financials	Involved Parties	Mode	Remarks	Order Information	Advanced	Shipment Status	Booking	Tracking														
Tender ID 6827 Tender Offer Status TENDER OPEN																										
<table border="1"> <tr> <td>ETA_UPDATE_REQD</td> <td>N</td> </tr> <tr> <td>BN</td> <td>1020190218001</td> </tr> <tr> <td>TRACKING_PROVIDER</td> <td>FOURKITES</td> </tr> <tr> <td>LEG_TYPE</td> <td>SINGLE LEG</td> </tr> <tr> <td>GLOG</td> <td>TETRAPAK/OFFPM.BS20190321-0003</td> </tr> <tr> <td>COG</td> <td>Center of Gravity (x,y,z): TETRAPAK/OFFPM.9149-[3.88 FT,3.44 FT,6.69 FT]</td> </tr> <tr> <td>DATA_SOURCE</td> <td>OTM</td> </tr> </table>													ETA_UPDATE_REQD	N	BN	1020190218001	TRACKING_PROVIDER	FOURKITES	LEG_TYPE	SINGLE LEG	GLOG	TETRAPAK/OFFPM.BS20190321-0003	COG	Center of Gravity (x,y,z): TETRAPAK/OFFPM.9149-[3.88 FT,3.44 FT,6.69 FT]	DATA_SOURCE	OTM
ETA_UPDATE_REQD	N																									
BN	1020190218001																									
TRACKING_PROVIDER	FOURKITES																									
LEG_TYPE	SINGLE LEG																									
GLOG	TETRAPAK/OFFPM.BS20190321-0003																									
COG	Center of Gravity (x,y,z): TETRAPAK/OFFPM.9149-[3.88 FT,3.44 FT,6.69 FT]																									
DATA_SOURCE	OTM																									
Bids																										
<table> <tr> <td>Bid Close Date</td> <td>Current Date</td> </tr> <tr> <td>23-03-2019 10:54 Europe/Amsterdam</td> <td>22-03-2019 10:56 Europe/Amsterdam</td> </tr> </table>													Bid Close Date	Current Date	23-03-2019 10:54 Europe/Amsterdam	22-03-2019 10:56 Europe/Amsterdam										
Bid Close Date	Current Date																									
23-03-2019 10:54 Europe/Amsterdam	22-03-2019 10:56 Europe/Amsterdam																									
Select Service Provider 																										
Bids																										
<table border="1"> <thead> <tr> <th>Service Provider ID</th> <th>Service Provider Name</th> <th>Indicator</th> <th>Last Bid</th> <th>New Bid</th> </tr> </thead> <tbody> <tr> <td>TETRAPAK.5090365</td> <td>MILSPED</td> <td>■</td> <td></td> <td> EUR </td> </tr> </tbody> </table>													Service Provider ID	Service Provider Name	Indicator	Last Bid	New Bid	TETRAPAK.5090365	MILSPED	■		EUR				
Service Provider ID	Service Provider Name	Indicator	Last Bid	New Bid																						
TETRAPAK.5090365	MILSPED	■		EUR																						
Submit Bid																										

- **Step 6** - Enter the Bid amount and Click on “**Submit Bid**”, a confirmation screen will show that Bid has been submitted.

[Tender Response Result](#) > Results

Results

Success

You successfully modified the following records:

6827 ☆

[View](#)

[Edit](#)

[Modify Another](#)

A Carrier can Bid multiple times for the same shipment till the Bid is open. In this case the last bid will be the final bid visible to Tetra Pak to take a decision on awarding the bid.

- To re-enter bid for the same shipment, search for Spot Bid Tender which is open and click on ID (similar to previous step).

In under Last Bid, previous bided value will be available. Enter new value in New Bid Box and Click on Submit Bid. Latest Bid value will be submitted to Tetra Pak for the shipment.

Bids

Bid Close Date
23-03-2019 10:54 Europe/Amsterdam

Current Date
22-03-2019 11:02 Europe/Amsterdam

Select Service Provider

Bids

Service Provider ID	Service Provider Name	Indicator	Last Bid	New Bid
TETRAPAK.5090365	MILSPED	●	1000.00 EUR	1100 EUR ▼

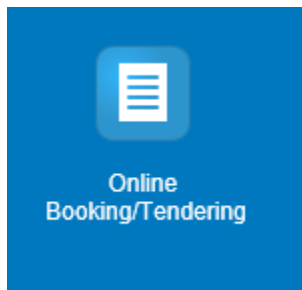
[Submit Bid](#)

Based on Spot Bid values, Tetra Pak will award the shipment to a Carrier.

Once the Shipment is awarded to any Service Provider, the status of this Bid will be changed to “Withdrawn” and the selected Carrier will receive Tender Notification while all other Service provider will receive a withdrawal/ cancellation Notification.

11. Check Previous Tenders

- **Step 1** - To see all previous Tender for different shipments that are tendered to you, Click on “Online Booking/Tendering” Screen -



- **Step 2** - Enter the required search criteria and click on “Search” -
- Alternatively perform Blank Search by Clicking on Search without entering any search criteria.

Tender Response

Total Found: 95

Replace Current Window

Actions 60

Records 25 of 95

More All

Selected: 1

☒	★	ID	Shipment	Indicator	Tender Type	Tender Offer Status	Tender Acceptance...	Responding User	Origin Location
☐	☆	1154	BS20190213-0024	○	Ordinary	WITHDRAWN	NO RESPONSE		0010003257
☐	☆	1160	BS20190214-0004	●	Ordinary	TENDER CONFIRMED	ACCEPTED		PPL391
☐	☆	1177	BS20190214-0005	■	Ordinary	TENDER CONFIRMED	ACCEPTED		PPL391
☐	☆	1189	BS20190213-0029	○	Ordinary	WITHDRAWN	NO RESPONSE		PPL391
☐	☆	1192	BS20190213-0029	○	Ordinary	TIMED OUT	NO RESPONSE		PPL391
☐	☆	1513	BS20190213-0021	■	Ordinary	TENDER CONFIRMED	ACCEPTED		PPL391
☐	☆	1536	BS20190221-0006	○	Spot Bid	MODIFIED			PPL391
☐	☆	1538	BS20190221-0006	○	Spot Bid	WITHDRAWN			PPL391
☐	☆	1540	BS20190221-0006	○	Spot Bid	WITHDRAWN			PPL391
☐	☆	1543	BS20190221-0006	○	Ordinary	TIMED OUT	NO RESPONSE		PPL391
☐	☆	1544	BS20190221-0007	○	Spot Bid	WITHDRAWN			PPL391
☐	☆	1549	BS20190218-0005	○	Spot Bid	WITHDRAWN			PPL391
☐	☆	1551	BS20190218-0005	○	Spot Bid	WITHDRAWN			PPL391
☐	☆	1613	BS20190221-0007	○	Ordinary	TIMED OUT	NO RESPONSE		PPL391
☐	☆	1616	BS20190216-0006	○	Ordinary	TIMED OUT	NO RESPONSE		PPL391

All the Tender information along with Tender Offer Status, Tender Acceptance result, etc. will be present in this screen for carrier’s view.

12. Add Shipment Related – Truck, Trailer and Driver - Information

- **Step 1** - Click on “Shipment - All” Screen -



Shipments - ALL

- **Step 2** - To add Truck and Trailer Plate, Driver Name, Driver Contact, Estimated Pickup Time, No. of Container and Seal Number, search for the shipment, on which information is required to be entered.
- **Step 3** - Scroll Right to see and enter the information.

Shipments Total Found: 1

Actions ▾							
☒	★	Shipment ID	Indicator	Reference Number	Tender Status	Carrier Code	Carrier Name
☐	★	BS20190314-0001		RS-002 RS-003			

- **Step 4** - To enter information, double click on the Box under the required field against the concern shipment. (e.g. Driver Name), enter Driver Name and Click on “OK” -

Shipments Total Found: 1

Actions ▾

☒	★	Trailer Plate	Driver Name	Driver Contact	Estimated Pickup Time	Chat Box
☐	★					(CARRIER)TRUC

Driver Name

Driver Name

OK Cancel

- **Step 5** - Click on “Save” Button to save the information.

Shipments Total Found: 39

Actions ▼				
				
☒	★	Truck and Trailer Plate	Driver Name	Driver Contact
☐	★		NAME-SURNAME	

Shipments Total Found: 39

Actions ▼				
				
☒	★	d Trailer Plate	Driver Name	Driver Contact
☐	★		NAME-SURNAME	

The entered information will be saved and pass on to Shipping Coordinator. Similarly, other information can be entered for the shipment.

☒	+	very City	Delivery ...	Pallet Count	Booking Nu...	Empty Container Pi...	Discharge Location
☐	+	IREB	HR	15	20200812-0005	LEFT BANK PORT	RIGHT BANK PORT

13. To Enter Border Crossing and Import Custom Location

Border Crossing Location	Import Custom Location

- **Step 1** - To enter Border Crossing or Import Custom Location, Double Click on Import Custom or Border Crossing Location -

Border Crossing Location	Import Custom Location	Start Time
		2019/05/22 03:45 As

Border Crossing Location

Border Crossing Location

FRANCE - COUNTRY BORDER

OK

Cancel

- **Step 2** - Update the information and Click on “OK” -

SHIPMENTS - ALL

Total Found: 1

Actions ▼					
🔍 ✎ 🖨 ↶ ↷ 🔄 📄 ☰					
☒	+	★		Border Crossing Location	Import Custom Location
☐	+	☆		FRANCE - COUNTRY BORDER	

- **Step 3** - Click on “Save” Button to save the entered information. The entered information will be saved.
-

Border Crossing Location	Import Custom Location
FRANCE - COUNTRY BORDER	

14. Chat with TetraPak Shipping Coordinator/ Planner

- **Step 1** - Double Click on Chat Box -

Chat Box	Border Crossing Location
	GOSTUN/DOBRAKOVO BOZAJ...

- **Step 2** - Enter the message and Click on “Ok” -

Chat Box

Chat Box

(CARRIER)TRUCK WILL BE LATE.

OK Cancel

- **Step 3** - Click on “Save” Button to save this information and pass the same to Tetra Pak User -

Shipments

Total Found: 37

Actions		
☒	☐	Chat Box
☐	☒	(CARRIER)TRUCK WILL BE LATE.

- **Step 4** - Click on Refresh Button, to see if Planner has sent any message for you to review.

Chat Box

(CARRIER)TRUCK WILL BE LATE.(PLANNER) ITS FINE.

15. Dock Scheduling - Workbench

15.1 Dock Workbench

Step 1 - Login into SERVPROV Role

User Details - SERVPROV.SALAMR

User Role

SERVPROV (Default)

External User

false

Tetra Pak SCCT Project

I

Carrier Training Manual

I

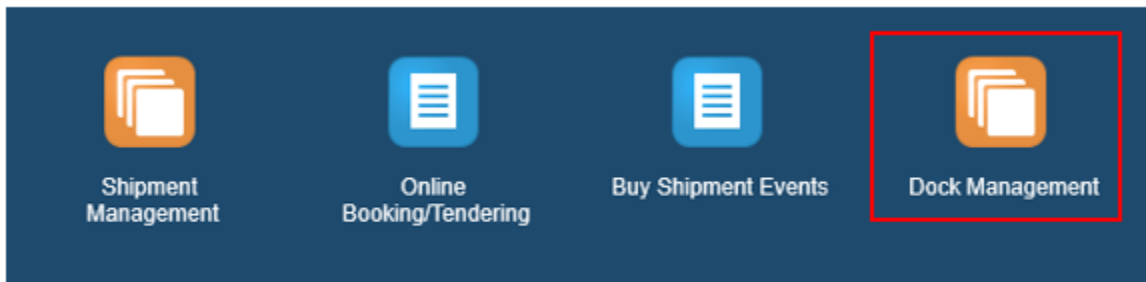
OTM Implementation

I

Page

36

Step 2 - Click on Dock Management



Step 3 - Click on Dock Workbench



15.2 Dock Workbench Overview

The Dock workbench contains three panels (Screen)

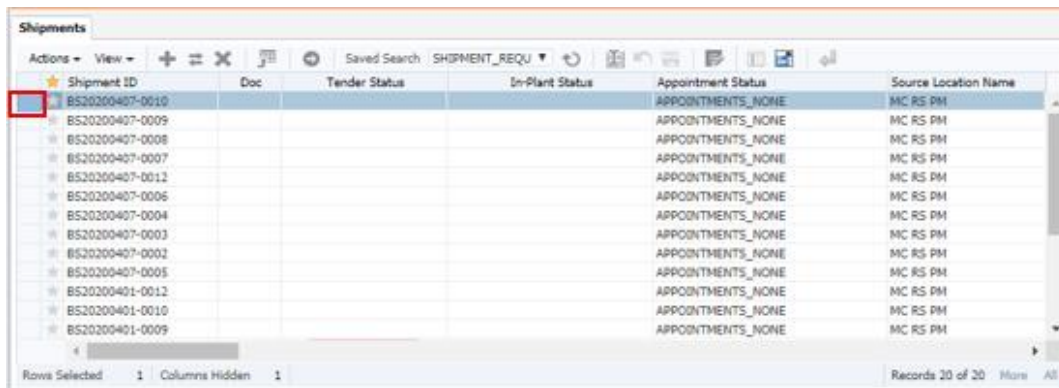
- **Shipments** - All the shipments which are tender accepted and for which appointment has not been booked, will be shown in Shipments Screen.
- **Shipment Stops** - This screen will show all the stops related to the selected shipment
- **Appointment Chart** - Appointment Chart contains
 - All the Docks associated with the Selected Shipment Stop
 - All the slots related to the Dock, booked or empty.

15.3.1 Drag and Drop

To schedule an appointment for a shipment by Drag and Drop method, follow below steps,

Step 1 - Select the Shipment

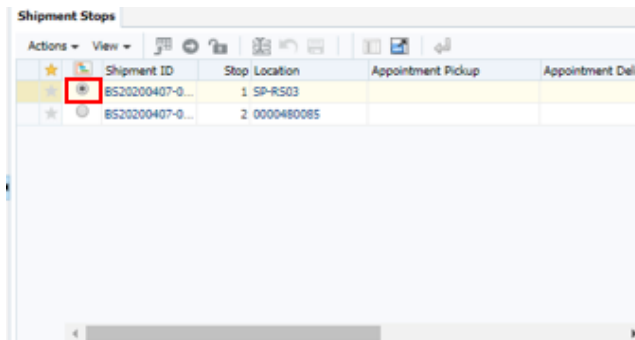
Result - The related stops will appear in the Shipment Stop Screen,



Shipment ID	Doc	Tender Status	In-Plant Status	Appointment Status	Source Location Name
BS20200407-0010				APPOINTMENTS_NONE	MC RS PM
BS20200407-0009				APPOINTMENTS_NONE	MC RS PM
BS20200407-0008				APPOINTMENTS_NONE	MC RS PM
BS20200407-0007				APPOINTMENTS_NONE	MC RS PM
BS20200407-0012				APPOINTMENTS_NONE	MC RS PM
BS20200407-0006				APPOINTMENTS_NONE	MC RS PM
BS20200407-0004				APPOINTMENTS_NONE	MC RS PM
BS20200407-0003				APPOINTMENTS_NONE	MC RS PM
BS20200407-0002				APPOINTMENTS_NONE	MC RS PM
BS20200407-0005				APPOINTMENTS_NONE	MC RS PM
BS20200407-0012				APPOINTMENTS_NONE	MC RS PM
BS20200401-0010				APPOINTMENTS_NONE	MC RS PM
BS20200401-0009				APPOINTMENTS_NONE	MC RS PM

Step 2 - Click on the Radio button against the Stop for which Appointment is needed to be booked.

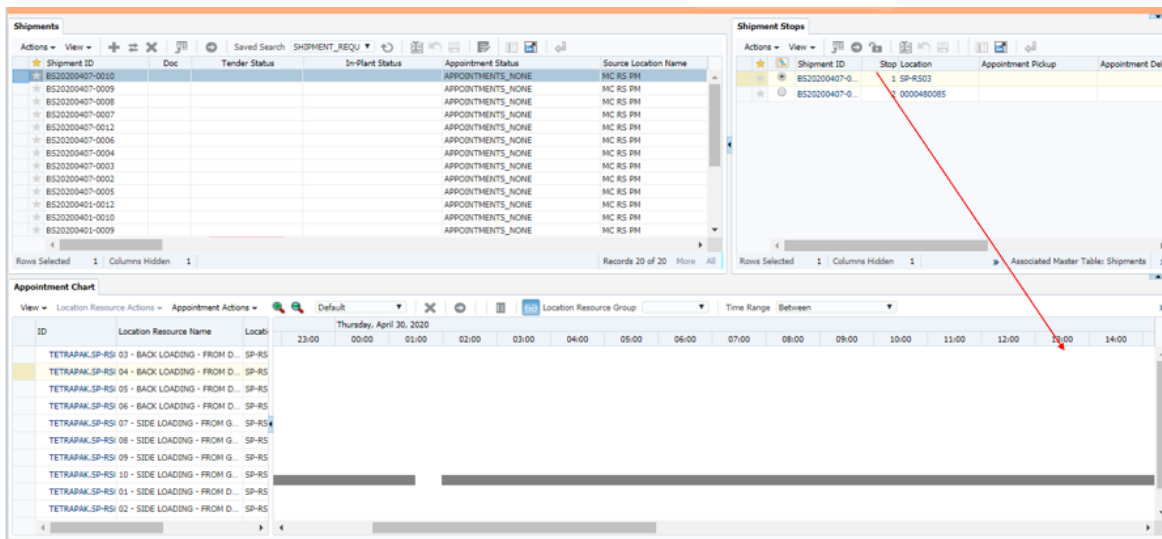
Result - All the Docks and Slots related to the Stop Location selected will appear on the Appointment Chart Screen, to show which Dock-Slot is free to be booked.



Shipment ID	Stop Location	Appointment Pickup	Appointment Deliv
BS20200407-0...	1 SP-R503		
BS20200407-0...	2 0000480085		

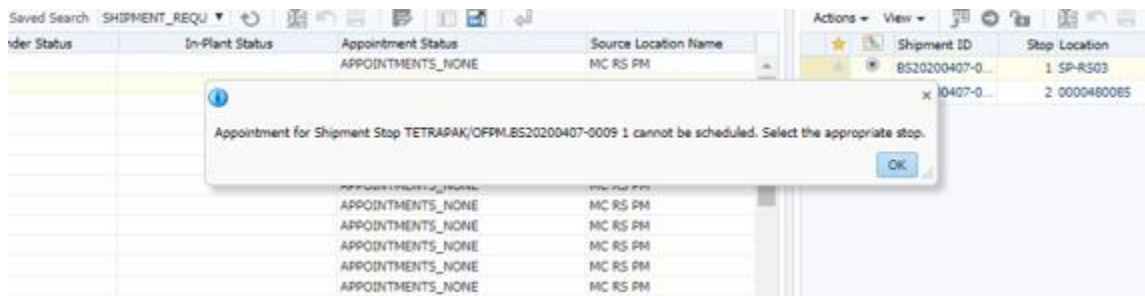
Step 3 - Drag the Shipment Stop Row that has been selected to the slot where it is needed to schedule.

Result - The screen will load for few seconds to complete the scheduling process and a confirmation message will appear as dialog box.

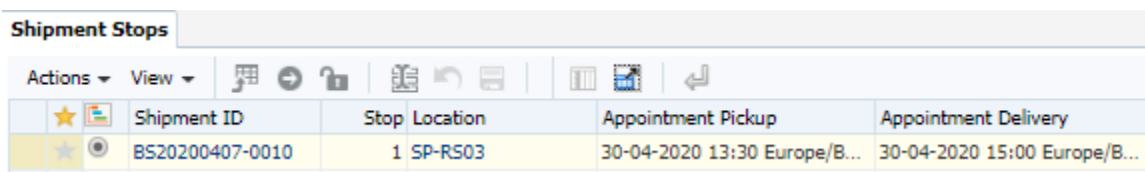


Step 4 - Click on OK to close the dialog box.

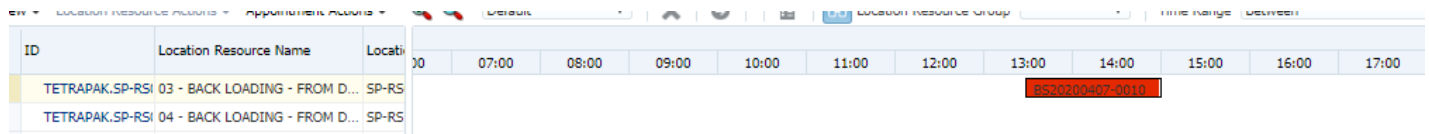
Result - Shipment is successfully scheduled.



Shipment Appointment Time on can be seen on Shipment Stop Screen.



Shipment Appointment can will be visible on Gantt Chart also.

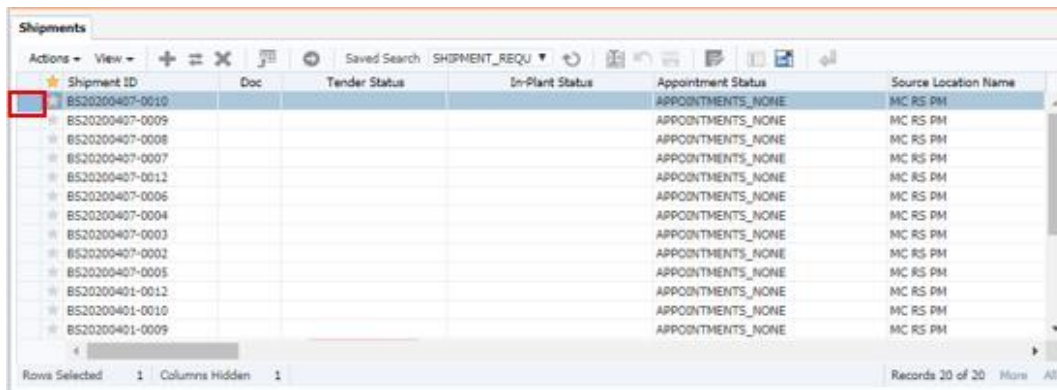


15.3.2 Schedule Appointment Action

To schedule an appointment for a shipment by action, follow below steps,

Step 1 - Select the Shipment

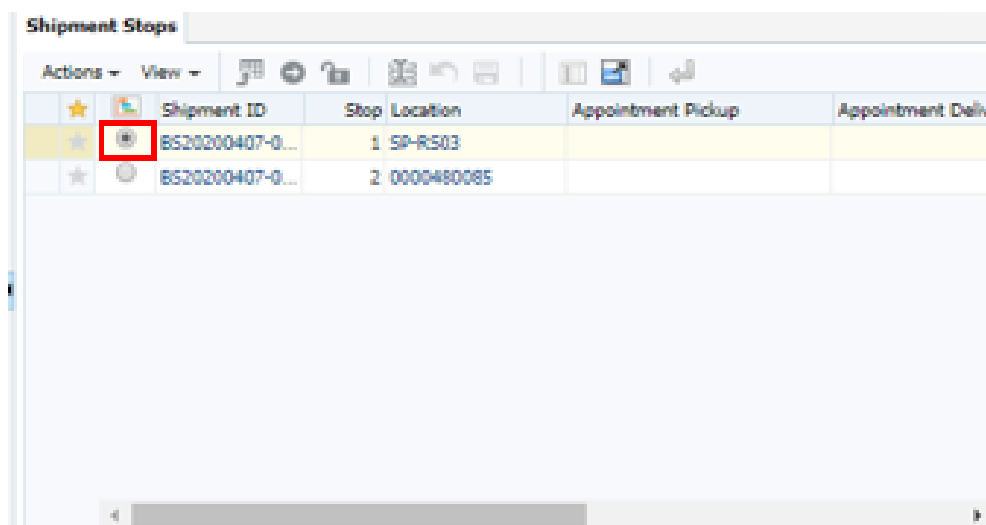
Result - The related stops will appear in the Shipment Stop Screen,



Shipment ID	Doc	Tender Status	In-Plant Status	Appointment Status	Source Location Name
BS20200407-0010				APPOINTMENTS_NONE	MC RS PM
BS20200407-0009				APPOINTMENTS_NONE	MC RS PM
BS20200407-0008				APPOINTMENTS_NONE	MC RS PM
BS20200407-0007				APPOINTMENTS_NONE	MC RS PM
BS20200407-0012				APPOINTMENTS_NONE	MC RS PM
BS20200407-0006				APPOINTMENTS_NONE	MC RS PM
BS20200407-0004				APPOINTMENTS_NONE	MC RS PM
BS20200407-0003				APPOINTMENTS_NONE	MC RS PM
BS20200407-0002				APPOINTMENTS_NONE	MC RS PM
BS20200407-0005				APPOINTMENTS_NONE	MC RS PM
BS20200401-0012				APPOINTMENTS_NONE	MC RS PM
BS20200401-0010				APPOINTMENTS_NONE	MC RS PM
BS20200401-0009				APPOINTMENTS_NONE	MC RS PM

Step 2 - Click on the Radio button against the Stop for which Appointment is needed to be booked.

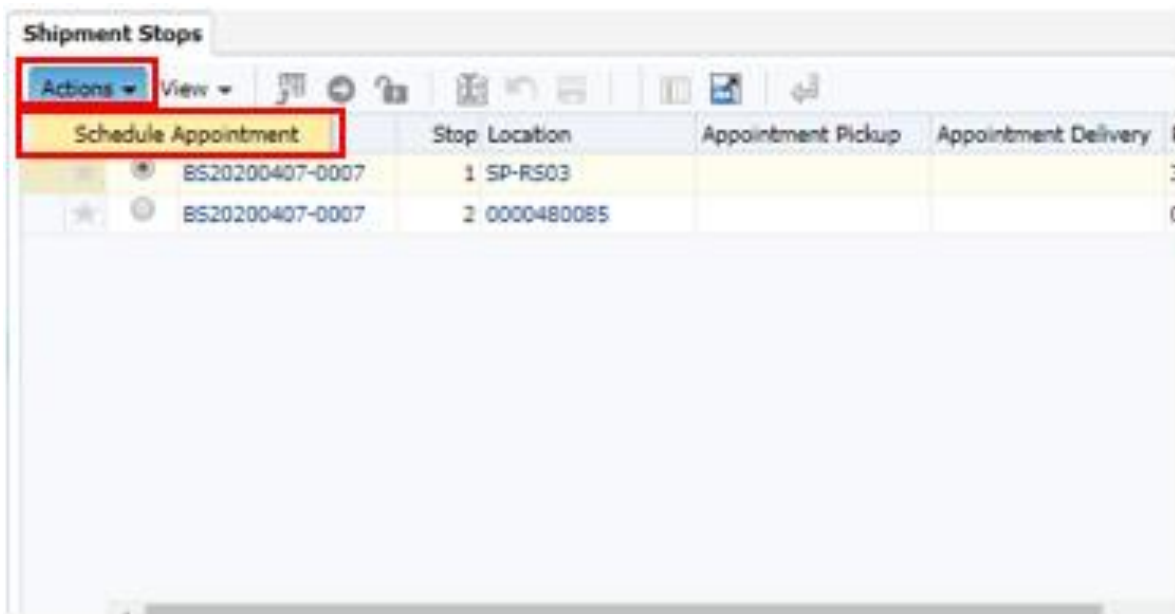
Result - All the Docks and Slots related to the Stop Location selected will appear on the Appointment Chart Screen, to show which Dock-Slot is free to be booked.



Shipment ID	Stop Location	Appointment Pickup	Appointment Deliv
BS20200407-0...	1 SP-R503		
BS20200407-0...	2 0000480085		

Step 3 - Click on Action. Click on Schedule Appointments

Result - A new screen will open to show all the feasible appointment for the selected shipment based on the Shipment Start Time. The appointment will be feasible only when it scheduled after Shipment Start Time.



Step 4 - All feasible slot for Dock 01 will be shown on the screen to select.

Click on Next to see more slots for same Dock

Click on View Group Resources to select another Dock based on the slot selected. All the docks available for the selected slot will be visible for booking.

Once required Dock and Slot has been selected. Click on Save button.

Location
[TETRAPAK-SP-RS03](#)

* Earliest Appointment Start Time
 02-04-2020 07:13:38

Latest Appointment Start Time

Appointment Options

	Location Resource Group	Start Time	End Time	Feasible?
☐	UNGROUPED	2020-04-02 07:30:00 Europe/Belgrade	2020-04-02 09:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 09:00:00 Europe/Belgrade	2020-04-02 10:30:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 10:30:00 Europe/Belgrade	2020-04-02 12:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 12:00:00 Europe/Belgrade	2020-04-02 13:30:00 Europe/Belgrade	☐
☒	UNGROUPED	2020-04-02 13:30:00 Europe/Belgrade	2020-04-02 15:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 15:00:00 Europe/Belgrade	2020-04-02 16:30:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 16:30:00 Europe/Belgrade	2020-04-02 18:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 18:00:00 Europe/Belgrade	2020-04-02 19:30:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 19:30:00 Europe/Belgrade	2020-04-02 21:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 21:00:00 Europe/Belgrade	2020-04-02 22:30:00 Europe/Belgrade	☐

Result - A confirmation screen will appear to show that appointment has been successfully saved.

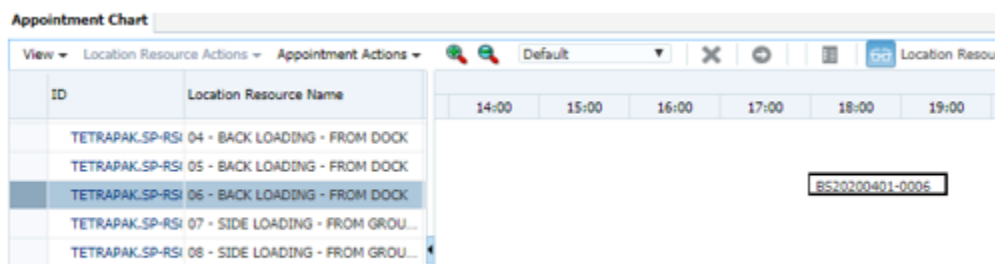
Step 5 - Close the confirmation page

Appointment Option Save Result

✓ Confirmation Appointment option has been saved for shipment TETRAPAK/OFPM.BS20200402-0003 at location TETRAPAK.SP-RS03.

Close

Result - The appointment will be booked on the selected Dock and slot



15.4 Adjust Appointment Time

A slot is booked for a shipment based on shipment activity time that can vary based on truck type, container type, etc. or based on Dock Slot time, which is fixed for a location.

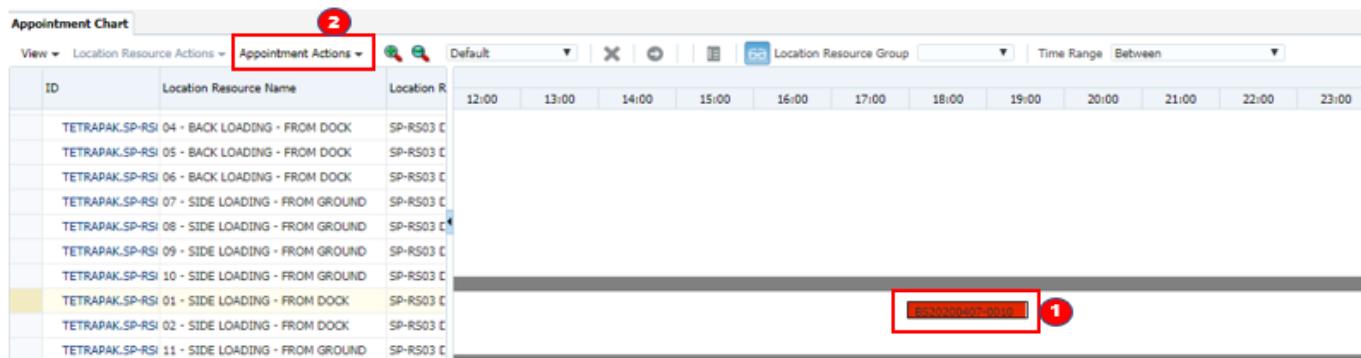
In case the duration of the booked needs to be increased or reduced or Dock is required to change with or without time change, Adjust Appointment Time action is utilized.

Step 1 - Click on the shipment on Gantt Chart.

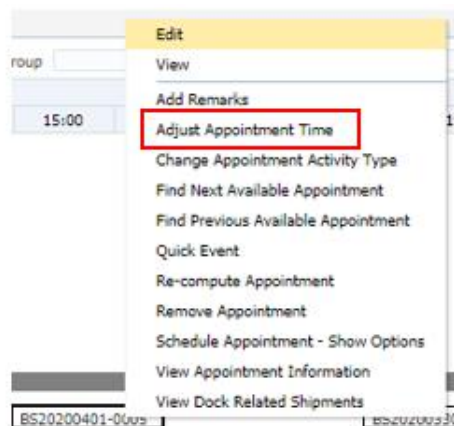
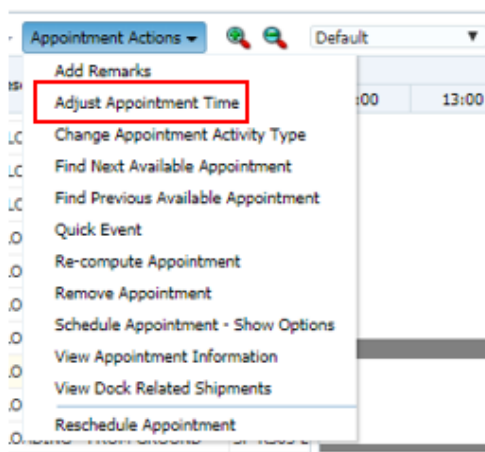
Click on Appointment Actions

OR

Right Click on Shipment on Gantt Chart to show all Appointment Actions.



Step 2 - Click on Adjust Appointment Time



OR

Step 3 - Select the Dock from drop down, in case Dock is required to be changed. Adjust the appointment Start Time and End Time accordingly.

Click on Save

* Location Resource Name
01 - SIDE LOADING - FROM DOCK

* Start Time
30-04-2020 18:00:00

* End Time
30-04-2020 19:30:00

Save

In case selected Dock and slot is not available for appointment, in case blocked by Shipping Coordinator or if another shipment is already scheduled in the selected slot. An error message will show.

Click on Fix Errors to readjust the time and dock.

Error

Error

[086403]

Location Resource TETRAPAK.SP-RS03 DOCK-01 is not available between 2020-04-30 18:00:00 Europe/Belgrade and 2020-04-30 20:30:00 Europe/Belgrade

Fix Errors

Step 4 - Once successfully booked, a confirmation image will be shown with the confirmation. Click on Close.

Confirmation Appointment information has been saved.

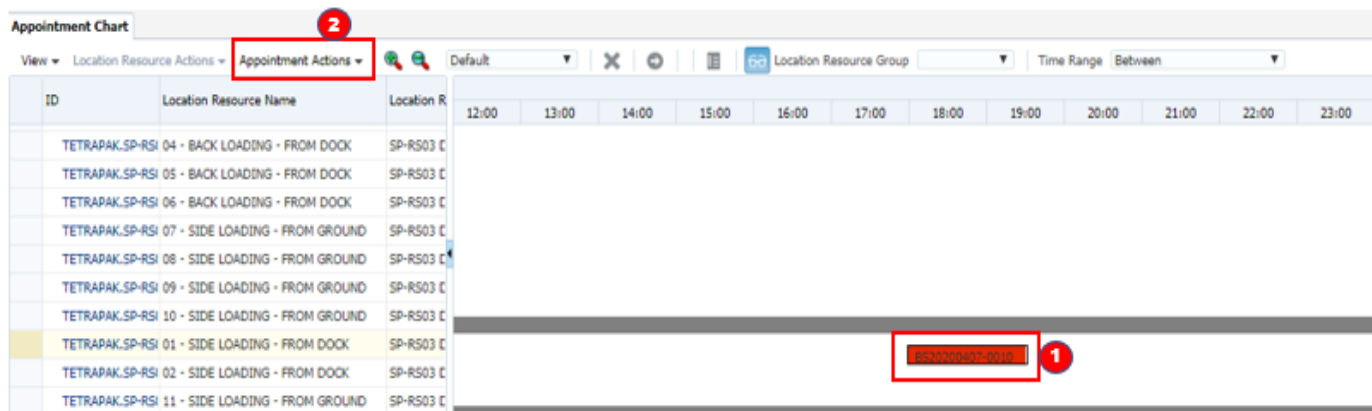
Close

15.5 Schedule Appointment – Show Options

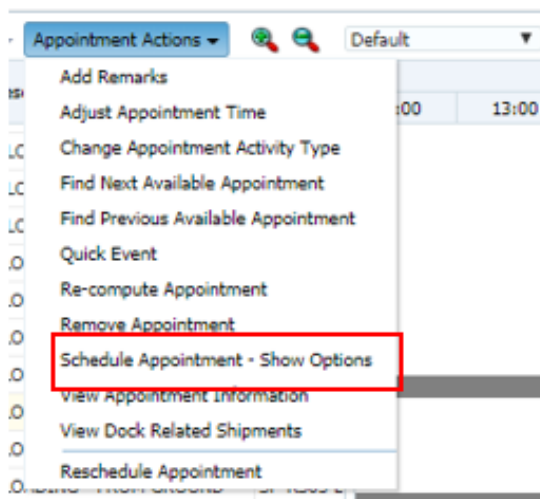
Step 1 - Click on the shipment on Gantt Chart.
Click on Appointment Actions

OR

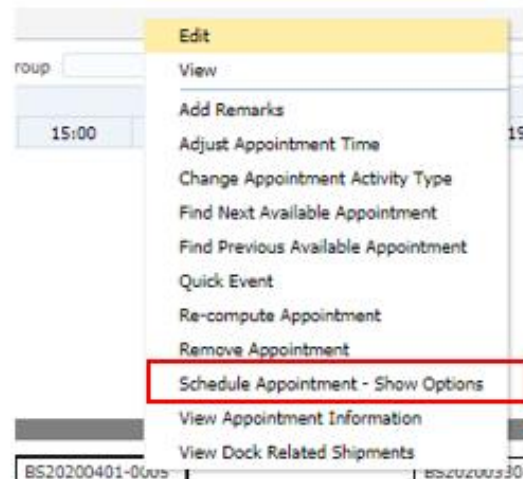
Right Click on Shipment on Gantt Chart to show all Appointment Actions.



Step 2 - Click on Schedule Appointment - Show Options



OR



Step 3 - Based on Shipment Start Time, system will show all options of slot that are available.

All feasible slot for Dock 01 will be shown on the screen to select.

Click on Next to see more slots for same Dock

Click on View Group Resources to select another Dock.

Once required Dock and Slot has been selected. Click on Save button.

Location
TETRAPAK.SP-RS03

* Earliest Appointment Start Time
02-04-2020 07:13:38

Latest Appointment Start Time
[Input Field]

Search

Next

Appointment Options

	Location Resource Group	Start Time	End Time	Feasible?
☐	UNGROUPED	2020-04-02 07:30:00 Europe/Belgrade	2020-04-02 09:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 09:00:00 Europe/Belgrade	2020-04-02 10:30:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 10:30:00 Europe/Belgrade	2020-04-02 12:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 12:00:00 Europe/Belgrade	2020-04-02 13:30:00 Europe/Belgrade	☐
☒	UNGROUPED	2020-04-02 13:30:00 Europe/Belgrade	2020-04-02 15:00:00 Europe/Belgrade	☒
☐	UNGROUPED	2020-04-02 15:00:00 Europe/Belgrade	2020-04-02 16:30:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 16:30:00 Europe/Belgrade	2020-04-02 18:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 18:00:00 Europe/Belgrade	2020-04-02 19:30:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 19:30:00 Europe/Belgrade	2020-04-02 21:00:00 Europe/Belgrade	☐
☐	UNGROUPED	2020-04-02 21:00:00 Europe/Belgrade	2020-04-02 22:30:00 Europe/Belgrade	☐

View Group Resources Save

Result - A confirmation screen will appear to show that appointment has been successfully saved.

Step 5 - Close the confirmation page

Appointment Option Save Result

Confirmation Appointment option has been saved for shipment TETRAPAK/OFPM.BS20200402-0003 at location TETRAPAK.SP-RS03.

Close

Result - The appointment will be booked on the selected Dock and slot

Appointment Chart

ID	Location Resource Name	14:00	15:00	16:00	17:00	18:00	19:00
TETRAPAK.SP-RS04	BACK LOADING - FROM DOCK						
TETRAPAK.SP-RS05	BACK LOADING - FROM DOCK						
TETRAPAK.SP-RS06	BACK LOADING - FROM DOCK						
TETRAPAK.SP-RS07	SIDE LOADING - FROM GROU...						
TETRAPAK.SP-RS08	SIDE LOADING - FROM GROU...						

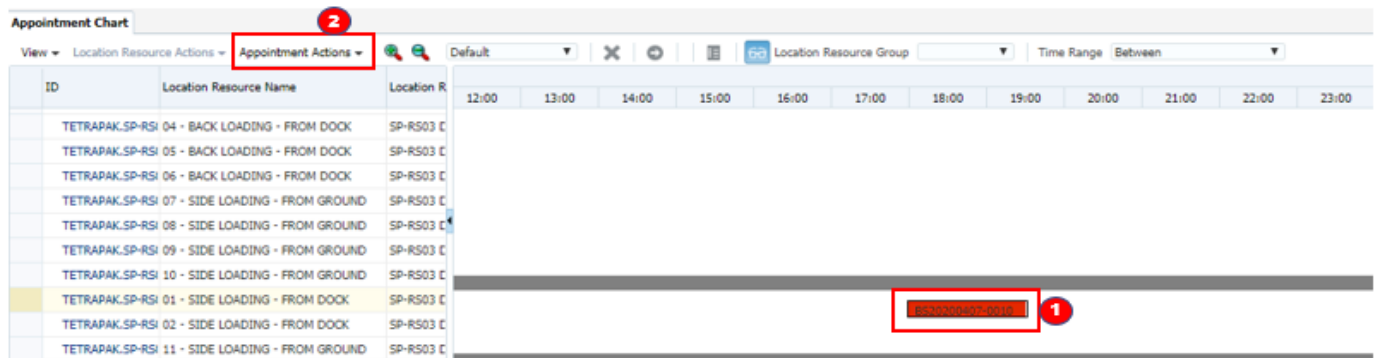
BS20200401-0005

15.6 Remove Appointment

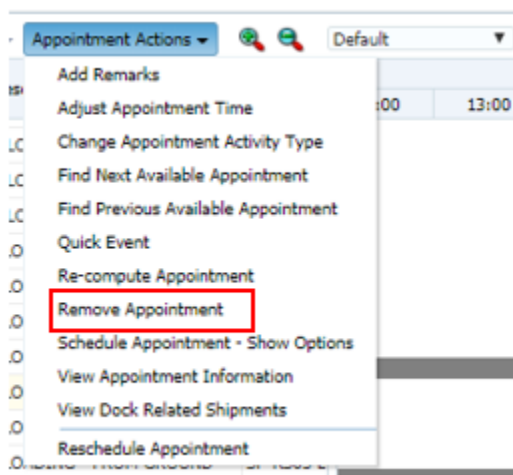
Step 1 - Click on the shipment on Gantt Chart.
Click on Appointment Actions

OR

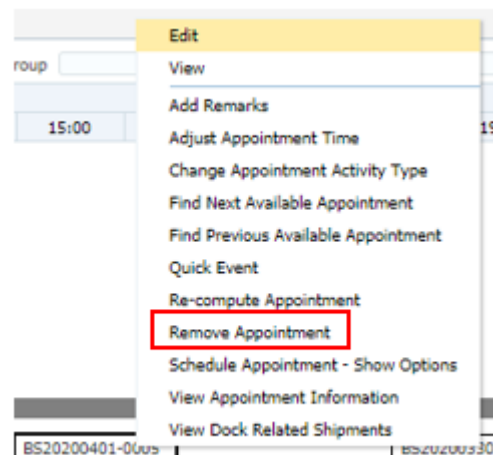
Right Click on Shipment on Gantt Chart to show all Appointment Actions.



Step 2 - Click on Remove Appointment



OR



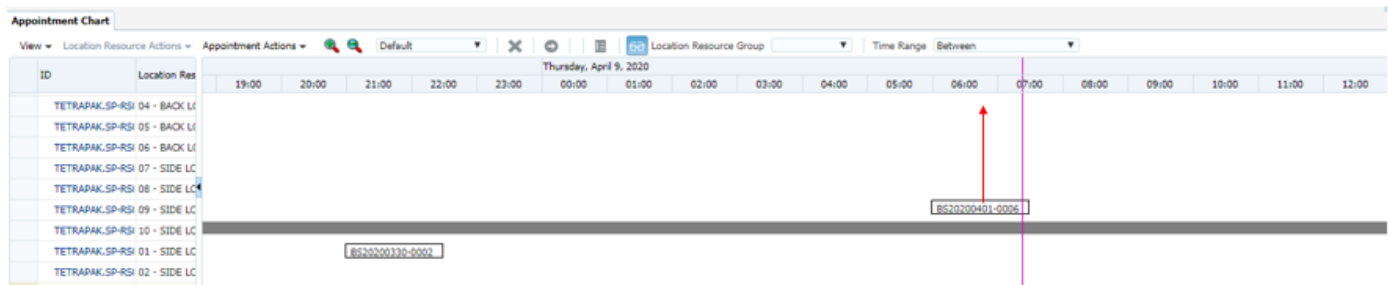
The system will take few seconds to load and complete the removal of shipment appointment from the selected slots. The slot will become empty for further booking.

The shipment will be available in Shipment Panel to schedule again.

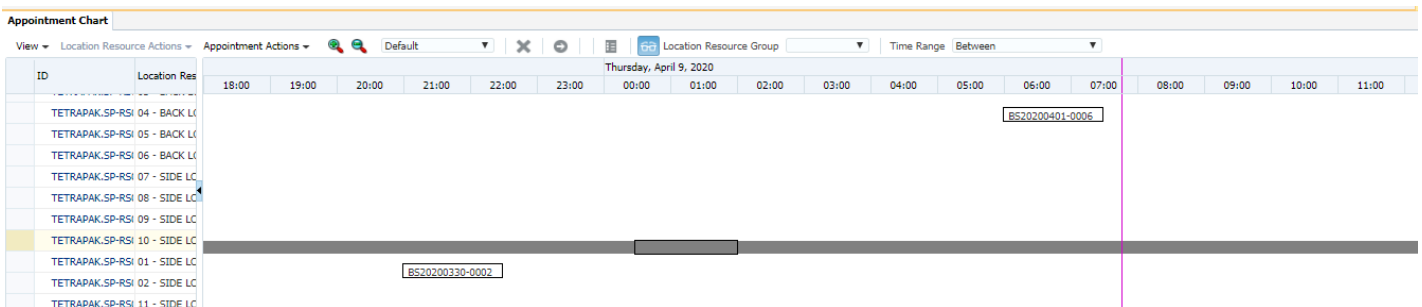
15.7 Reschedule Appointment

Appointment can be rescheduled by Drag and Drop functionality like Schedule appointment.

Step 1 - Left click and drag the shipment that is required to be rescheduled from the old Dock-Slot to new Dock-Slot.

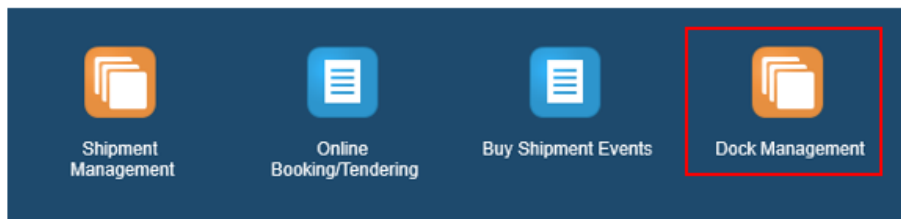


Once the dragged shipment is dropped on to a new slot, the system will take few seconds to process and move the shipment to the new slot on the Gantt Chart.



16. Appointments

Step 1 - Click on Dock and Yard Manager



Step 3 - Click on Appointments Screen



16.1 Appointment Search Screen

Search Appointment based on criteria like Shipment ID, Appointment Start Time, Dock ID, etc.

Click on Search

APPOINTMENT FINDER

Appointment Information

Audit

Shipment ID

Contains

Location ID

Begins With

Dock ID

Contains

Appointment ID

Begins With

Appointment Start Time

Same As

Appointment End Time

Same As

Feasible

☐ Yes ☐ No ☒ Both

Fixed

☐ Yes ☐ No ☒ Both

Blocked

☐ Yes ☐ No ☒ Both

Domain Name

Begins With

Favorites

☐ Yes ☐ No ☒ Both

Search

Sort Order

Actions

Export

Saved Query:

Execute Query

Actions

Edit

Save

16.2 Appointment Result Screen

All the appointment related to the Search Criteria will be shown on the screen.

Example - All the appointments of the Selected Date

All the appointments of the Selected Dock

Appointment of any shipment, etc

APPOINTMENT										Total Found: 50	Always Open in New W
Actions										Records 25 of 50	More All
☒	☒	Appointmen...	Shipment ID	Location	Location Resource Name	Appointment Start T...	Appointment End Ti...	Slot	Shipment Type	Stop	Feasible
☐	☒	1001	TETRAPAK/OFCE 100012	10001	01 TRUCK BAY	05-11-2019 10:00 Euro...	05-11-2019 11:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	2001	TETRAPAK/OFCE 100064	10001	01 TRUCK BAY	20-11-2019 11:00 Euro...	20-11-2019 12:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	3001	TETRAPAK/OFCE 100105	10001	01 TRUCK BAY	31-01-2020 10:00 Euro...	31-01-2020 11:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	5051	TETRAPAK/OFPM BS20190404-0020	PPL391	DOCK 9 - SIDE LOADING - FROM GROUND	25-03-2020 06:00 Euro...	25-03-2020 06:30 Euro...	1H	SHIPMENT	1	☒
☐	☒	4002	TETRAPAK/OFPM BS20200219-0003	PPL391	01 TRUCK BAY	26-02-2020 09:00 Euro...	26-02-2020 10:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	7004	TETRAPAK/OFPM BS20200302-0001	PPL391	DOCK 3 - BACK LOADING - FROM DOCK	02-03-2020 10:30 Euro...	02-03-2020 13:30 Euro...	1H	SHIPMENT	1	☒
☐	☒	5042	TETRAPAK/OFPM BS20200304-0002	PPL391	DOCK 2 - SIDE LOADING - FROM DOCK	04-03-2020 09:00 Euro...	04-03-2020 10:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	5018	TETRAPAK/OFPM BS20200313-0002	PPL391	DOCK 2 - SIDE LOADING - FROM DOCK	13-03-2020 07:00 Euro...	13-03-2020 08:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	7003	TETRAPAK/OFPM BS20200315-0018	PPL391	DOCK 1 - SIDE LOADING - FROM DOCK	17-03-2020 10:00 Euro...	17-03-2020 10:30 Euro...	1H	SHIPMENT	1	☐
☐	☒	5026	TETRAPAK/OFPM BS20200316-0001	PPL391	DOCK 7 - SIDE LOADING - FROM GROUND	16-03-2020 14:00 Euro...	16-03-2020 15:00 Euro...	1H	SHIPMENT	1	☒
☐	☒	6010	TETRAPAK/OFPM BS20200320-0003	SP-RS03	03 - BACK LOADING - FROM DOCK	19-03-2020 10:00 Euro...	19-03-2020 12:00 Euro...	1H 30M	SHIPMENT	1	☐
☐	☒	6012	TETRAPAK/OFPM BS20200330-0001	SP-RS03	01 - SIDE LOADING - FROM DOCK	14-04-2020 18:00 Euro...	14-04-2020 19:30 Euro...	1H 30M	SHIPMENT	1	☒
☐	☒	6095	TETRAPAK/OFPM BS20200330-0002	SP-RS03	01 - SIDE LOADING - FROM DOCK	08-04-2020 21:00 Euro...	08-04-2020 22:30 Euro...	1H 30M	SHIPMENT	1	☒
☐	☒	6018	TETRAPAK/OFPM BS20200401-0001	SP-RS03	07 - SIDE LOADING - FROM GROUND	03-04-2020 10:30 Euro...	03-04-2020 12:00 Euro...	1H 30M	SHIPMENT	1	☐
☐	☒	8050	TETRAPAK/OFPM BS20200401-0005	SP-RS03	01 - SIDE LOADING - FROM DOCK	07-04-2020 13:30 Euro...	07-04-2020 15:00 Euro...	1H 30M	SHIPMENT	1	☒
☐	☒	8054	TETRAPAK/OFPM BS20200401-0006	SP-RS03	05 - BACK LOADING - FROM DOCK	09-04-2020 12:00 Euro...	09-04-2020 13:30 Euro...	1H 30M	SHIPMENT	1	☒

17. Add Container Related Information

- Pick Up Container Terminal Location
- Delivery Container Terminal Location
- Carrier Booking Number
- Container Number
- Seal Number
- Document Draft Deadline Date
- Cargo Deadline Date
- Vessel Name

➤ To enter Container Terminal Location related information.

- **Step 1** - Click on “Shipment - All” Screen -



Shipments - ALL

- **Step 2** - To add Container related information's, Search for the shipment in the Shipment All Result Pag using the search filter criteria.
- **Step 3** - Scroll Right to see information if present or to enter the information.

☒	+	Shipment ID	Indicator	Tender Status	Doc	DO Number	Booking Nu...	Empty Container Pickup Locatio...	Discharge Location
☐	+	BS20200812-0011	○	ACCEPTED		0131216405	20200812-0005		

- **Step 4** - To enter information, double click on the Box under the required field against the concerned shipment. Eg. Empty Container Pick up Location Id, Vessel Name, etc.

- **Step 5** - Enter the Location ID if you remember, else search using Search (Magnifying glass image) button. Once entered Click on OK.

✓	+ ry City	Delivery ...	Pallet Count	Booking Nu...	Empty Container Pickup Locatio...	Discl
☐	+ EB	HR	15	20200812-0005		

Empty Container Pickup Location ID X

Empty Container Pickup Location ID

LEFT BANK PORT

OK Cancel

- **Step 6: Click on “Save” Button to save the information.**

Actions ▾ 📄

✓	+ ry City	Delivery ...	Pallet Count	Booking Nu...	Empty Container Pickup Locatio...	C
☐	+ EB	HR	15	20200812-0005	LEFT BANK PORT 66	

- The date entered will be saved against the shipment and will be visible to Tetra Pak Planner.

Delivery ...	Pallet Count	Booking Nu...	Empty Container Pi...	Discharge Location
HR	15	20200812-0005	LEFT BANK PORT	

Similarly, Container Discharge location can be entered and Saved against the shipment by following above steps.

On those locations defined in the system as terminal can be entered here. To find the terminal location ID to enter, kindly ask concerned Planners.

- To Enter **Document Draft Deadline Date and Cargo Deadline Date.**

- **Step 1 - Click on “Shipment - All” Screen -**



- **Step 2 - Search for the shipment in the Shipment All Result Page using the search filter criteria.**
- **Step 3 - Scroll Right to see information if present or to enter the information.**

Document Draft Deadline Date	Cargo Deadline Date	Pickup Container Terminal L...	Delivery Container Terminal ...	Vessel Name	Domain Name
2021-04-08 21:13 UTC	2021-04-10 21:12 UTC				TETRAPAK/OFPM
					TETRAPAK/OFPM
2021-04-10 12:31 UTC	2021-04-19 12:37 UTC	10003340	10003323	PARADISE	TETRAPAK/OFPM
					TETRAPAK/OFPM

- **Step 4** - To enter information, double click on the Box under the required field against the concerned shipment.

- **Step 5** - Select the concerned date by clicking on the Calendar icon in the box. It will open the calendar to select the date and time. Once entered Click on OK.

- **Step 6: Click on “Save” Button to save the information.**

Shipments - ALL Total Found: 6

Actions ▾ 68     

☒	+	☆		Document Draft Deadline Date	Cargo Deadline Date
☐	+	☆		2021-04-08 21:13 UTC	2021-04-10 21:12 UTC
☐	+	☆		2021-03-04 17:25:00	2021-03-11 17:27:00
☐	+	☆		2021-04-10 12:31 UTC	2021-04-19 12:37 UTC

- The information entered will be saved against the shipment and will be visible to Tetra Pak Planner.

Shipments - ALL Total Found: 6

Actions ▾ 68     

☒	+	☆		Document Draft Deadline Date	Cargo Deadline Date
☐	+	☆		2021-04-08 21:13 UTC	2021-04-10 21:12 UTC
☐	+	☆		2021-03-04 17:25 UTC	2021-03-11 17:27 UTC
☐	+	☆		2021-04-10 12:31 UTC	2021-04-19 12:37 UTC

Similarly, other information related to date can be entered.

- To Enter Carrier Booking Number, Vessel Name, Container Number and Seal Number.

- **Step 1 - Click on “Shipment - All” Screen -**



Shipments - ALL

- **Step 2 - Search for the shipment in the Shipment All Result Pag using the search filter criteria.**
- **Step 3 - Scroll Right to see information if present or to enter the information.**

Carrier Booking Nu...	Container Number	Driver Contact	Seal No.	Vessel Name
BN0100132	SSHAS004265		AFG1234	PARADISE

- **Step 4** - To enter information, double click on the Box under the required field against the concerned shipment.

Carrier Booking Nu...	Container Number	Feasibility Code ID	Pickup
		FEASIBLE	TAOYUAN

Carrier Booking Number

Carrier Booking Number

OK

Cancel

- **Step 5** - Enter the required information/data in the box, . Once entered Click on OK.

Global ID	Carrier Booking Nu...	Container Number	Feasibility Code ID	Pickup
			FEASIBLE	TAOYUAN

Carrier Booking Number

Carrier Booking Number

BN2345

OK

Cancel

- **Step 6:** Click on “Save” Button to save the information.

Shipments - ALL Total Found: 6

Actions 60 🖨 🔄 📄 🔄 🖨

☒	+	★	er Load Date	Container Type	Global ID	Carrier Booking Nu...	Container Number
☐	+	☆		40-DV		BN2345 ✎	

- The information entered will be saved against the shipment and will be visible to Tetra Pak Planner.

Shipments - ALL Total Found: 6

Actions 60 🖨 🔄 📄 🔄 🖨

☒	+	★	Global ID	Carrier Booking Nu...	Container Number	Feasibility Code ID	Pickup
☐	+	☆		BN2345		FEASIBLE	TAOYUAN PORT

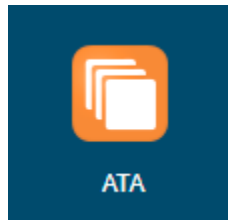
Similarly, enter information like **Vessel Name, Container Number and Seal Number**

18. Missing ATA and Fault Code

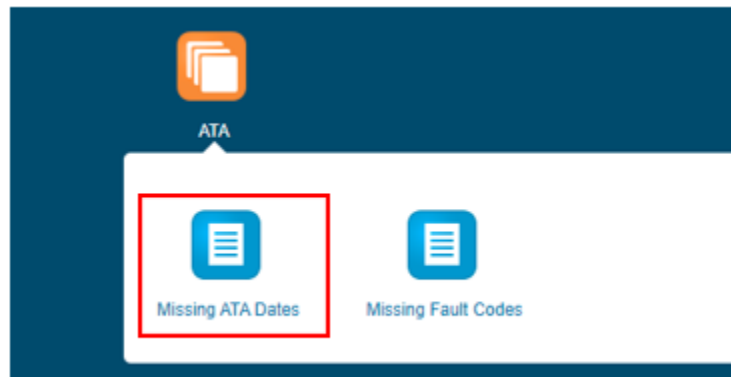
For Shipments where ATA at Customer Place has not been added till date either by Carrier or by inbound GPS transmission, Carrier needs to enter ATA manually using Buy Shipment Event Screen as mentioned in Step 8.

To find shipments where ATA has not been added.

- **Step 1** - Click on “ATA” Cluster

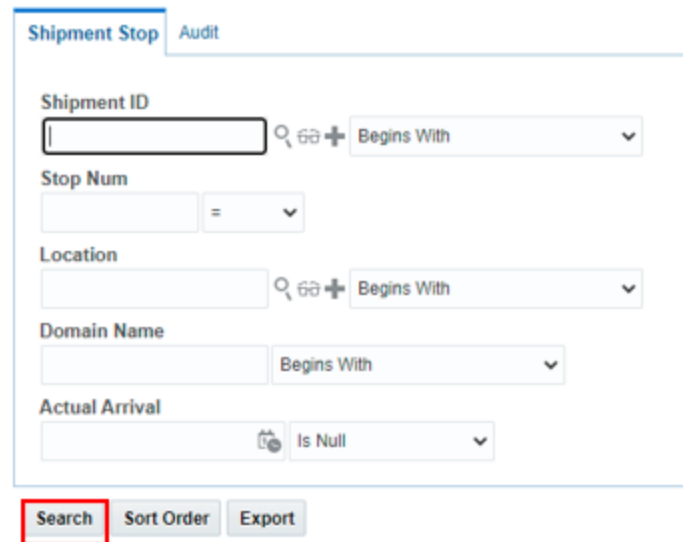


- **Step 2** - Click on “Missing ATA Dates” Screen



- **Step 3** - Enter the filter like Shipment ID, Location ID, etc. to find specific Shipments
Or
Click on Search without any filter criteria to give all the shipments where ATA date is missing.

ATA - Missing ATA Dates Finder

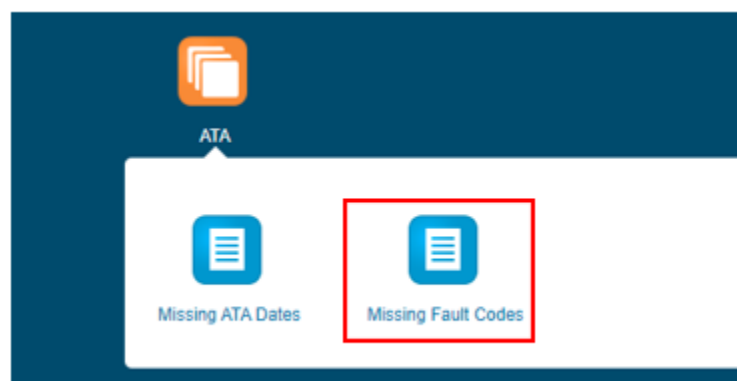


Result Screen will show all the Shipments where ATA has not been recorded.

Once ATA is added to the shipment using Buy Shipment Event screen, Shipment would move out of this screen, thus indicating that ATA has been correctly added and shipment is Enroute Completed in the system.

To search for Shipments where ATA has been added on the shipment either by the Carrier or by inbound GPS Transmission, but the delivery was not completed on Time as per Tetra Pak agreed ETA and thus it is required by Carrier to enter Fault Code (Reason for Early or late delivery) on the shipments.

- **Step 1** - Click on “Missing Fault Codes” screen under ATA group.



- **Step 2** - Enter the filter like Shipment ID, Location ID, etc. to find specific Shipments
Or
Click on Search without any filter criteria to give all the shipments where Fault Code is missing.

ATA - Missing ATA Dates Finder

Shipment Stop Audit

Shipment ID

Begins With

Stop Num

=

Location

Begins With

Domain Name

Begins With

Actual Arrival

Is Null

Search

Sort Order

Export

Result page will give all the Shipments where Fault Code is missing even after successful addition of ATA at Customer place. To enter the Fault Code, use the shipment id from Missing Fault Code Screen and enter ATA again in Buy Shipment Event screen (as mentioned in Step 8) along with the Fault Code.

Once the Fault Code is successfully added on the Shipment, the shipment would disappear from Missing Fault Code Screen.