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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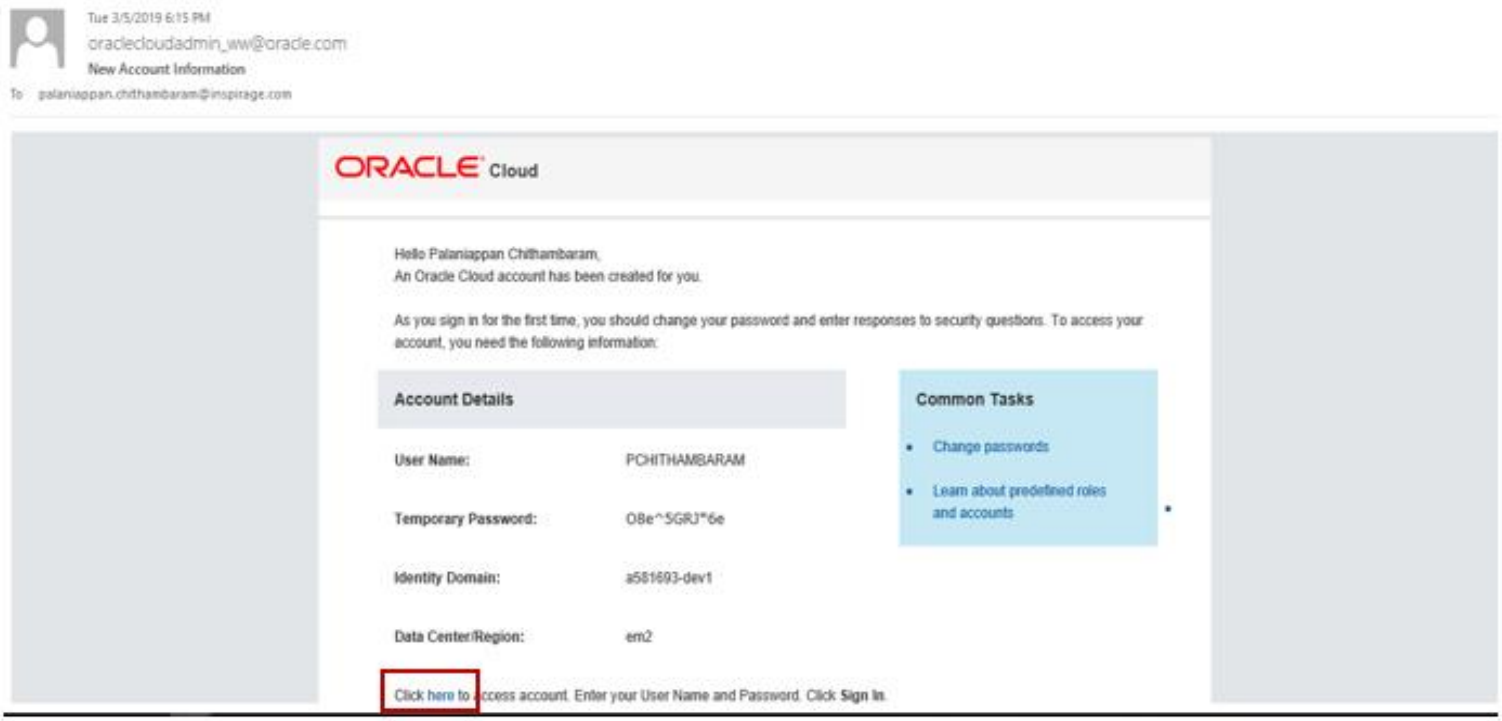
1. User Login

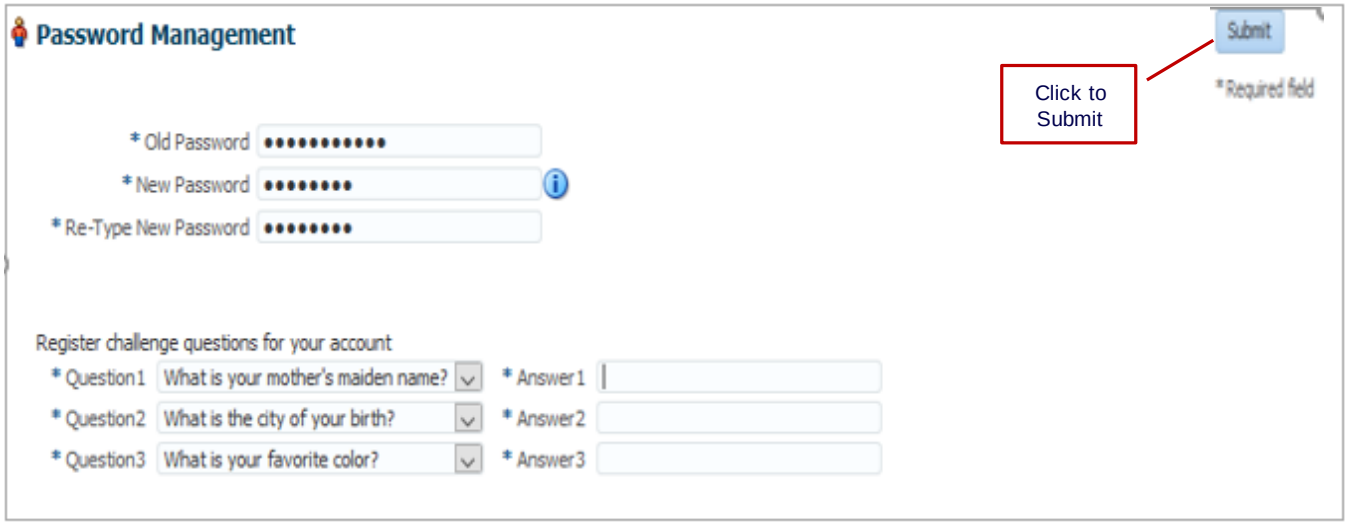
- **Step 1** - Review the email from oracleclouddadmin_ww@oracle.com. This email will be received as soon as the cloud administrator configures you as a user in Oracle Cloud.



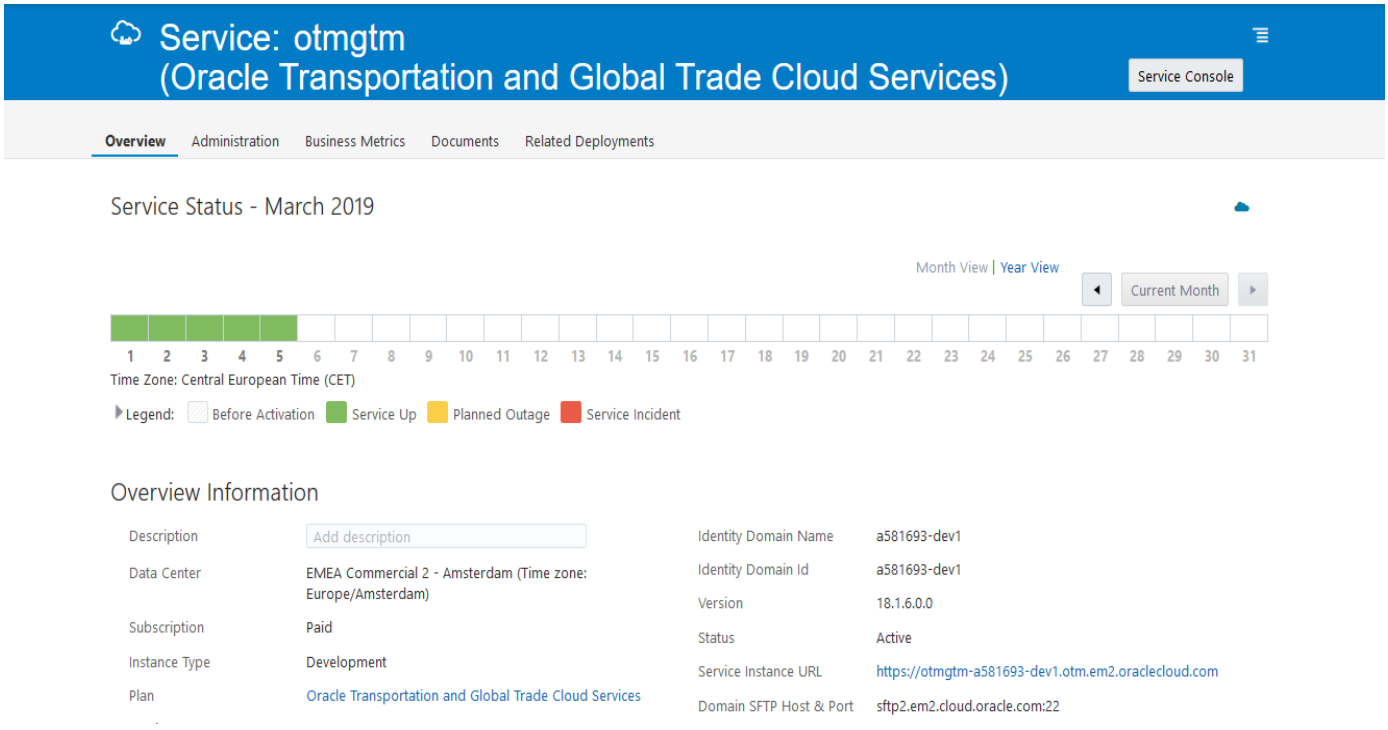
- **Step 2** - Follow the link in the email under "**Click here**" section.

- **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)

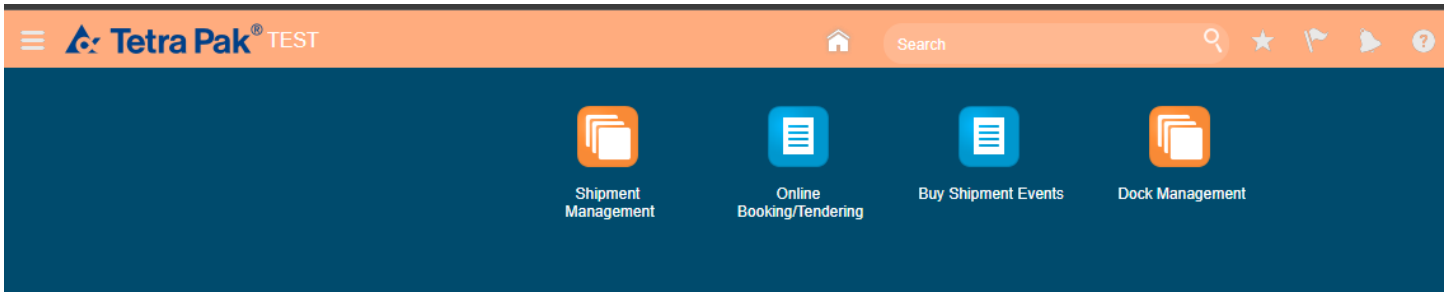
- **Step 4** - Update the new password and few security questions and click **"Submit"**.
-



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

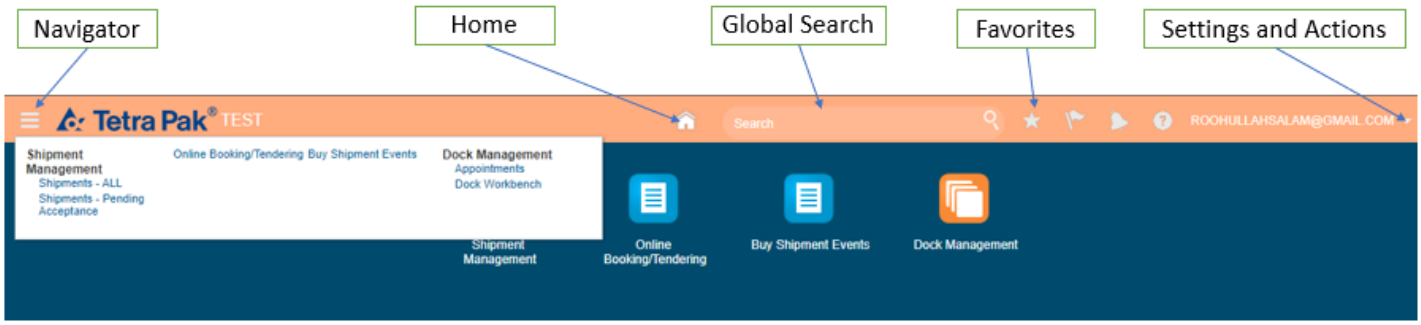


- A new tab will open with Carrier Screen.

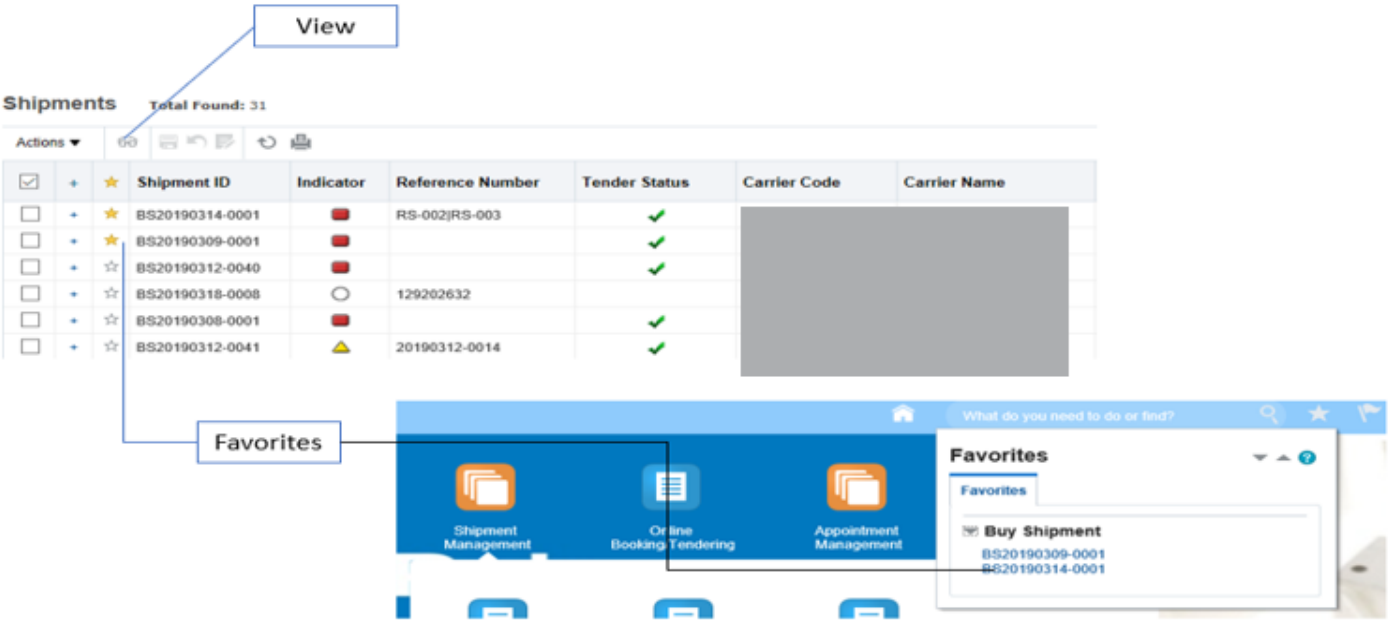


Note: The URL for the production environment will be communicated at a later date.
Tips and Tricks: Bookmark the URL – You will be using the application regularly.

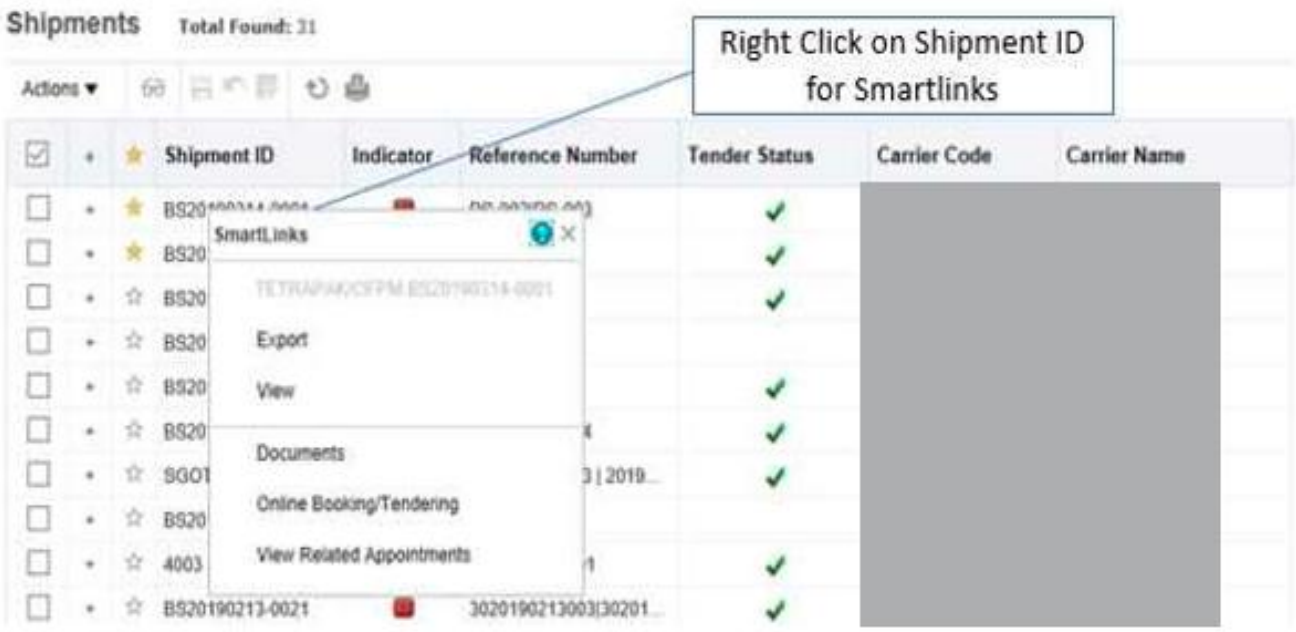
2. Know Your Workspace –



- **Shipment Result Screen -**

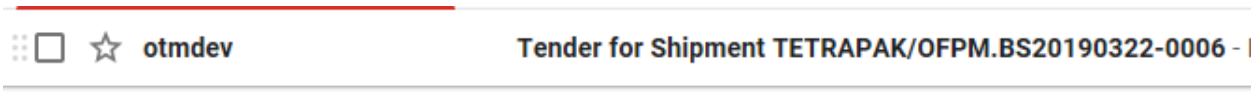


- **SmartLinks -**



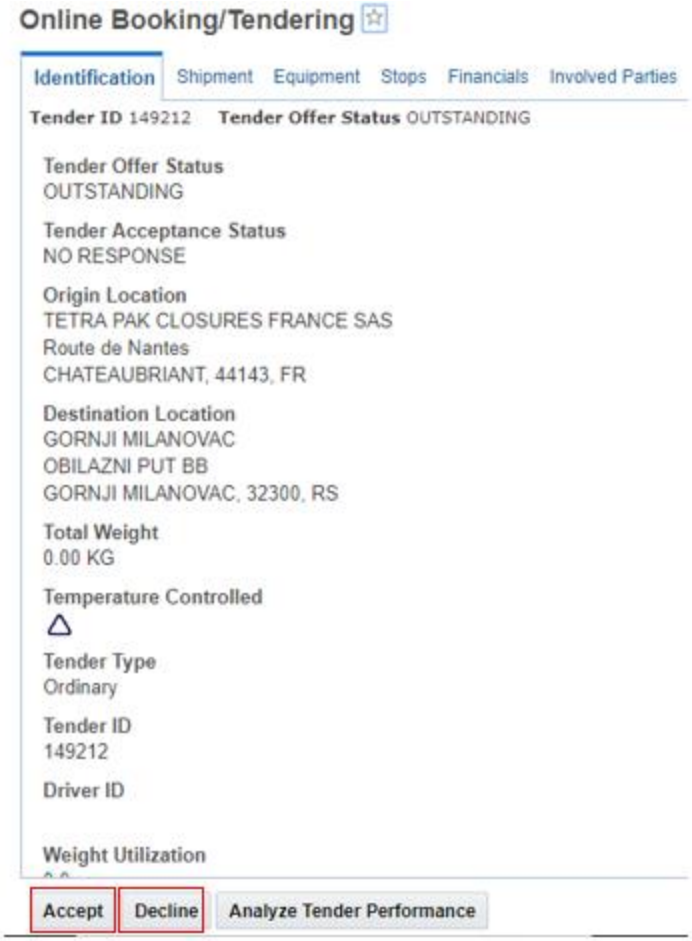
3. Accept Shipment Tender

- **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' -**

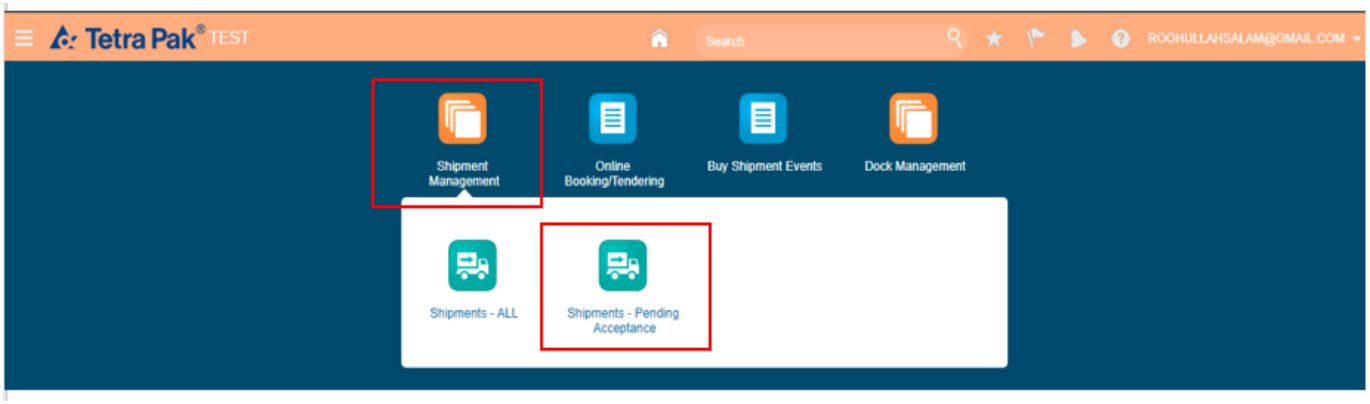


- **Step 2** - Carrier can check the email to see the Shipment details and Click on the URL **"Respond Via The Web"** -

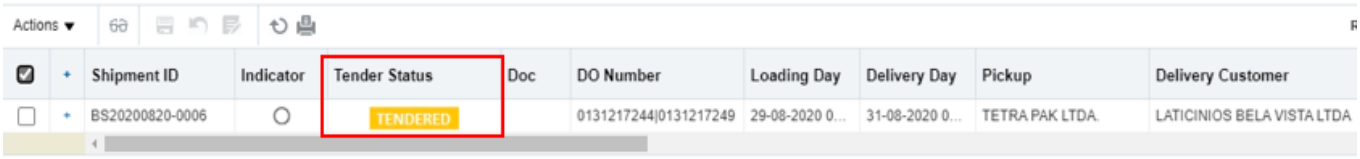
- **Step 3** - On clicking the URL, the Carrier will be directed to the OTM Login Page where the Carrier can enter the login ID & Password and login into OTM.
- **Step 4** - Once you log in into OTM, you will see **"Online Booking/ Tendering"** screen, where you can further see the Shipment details.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

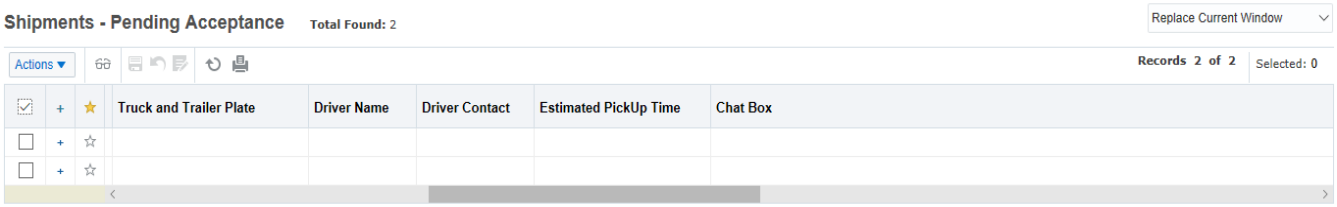


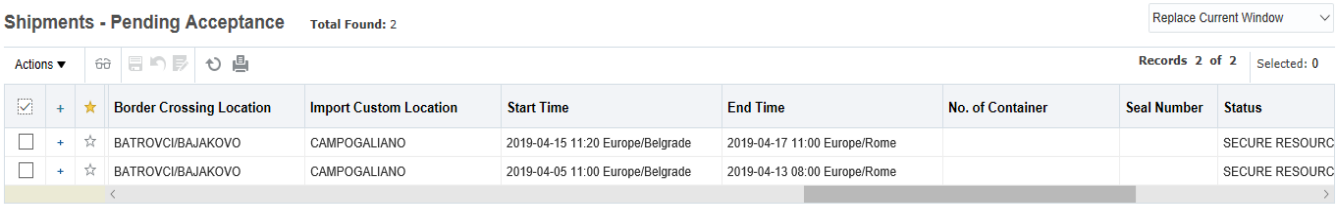
- Carriers can also Accept or Decline the Tender by clicking on the **"Shipment Management"** → **"Shipments - Pending Acceptance"** icons -



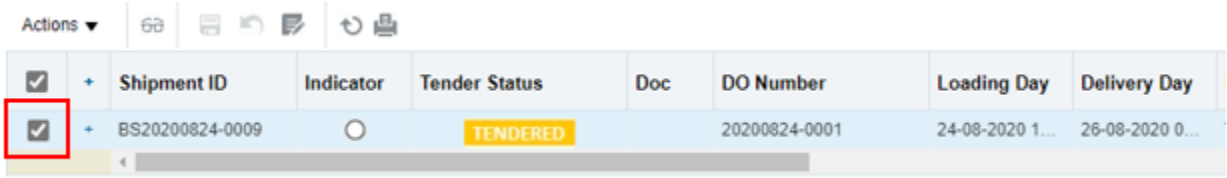
- **Step 6** - Scroll Right to overview Shipment information, the status of the shipment is Tendered.
-

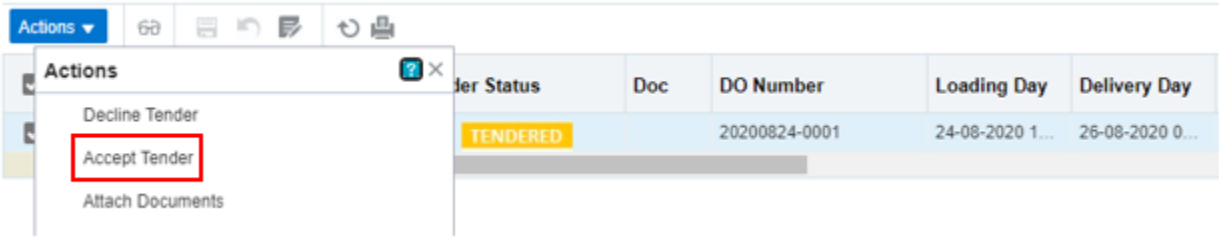




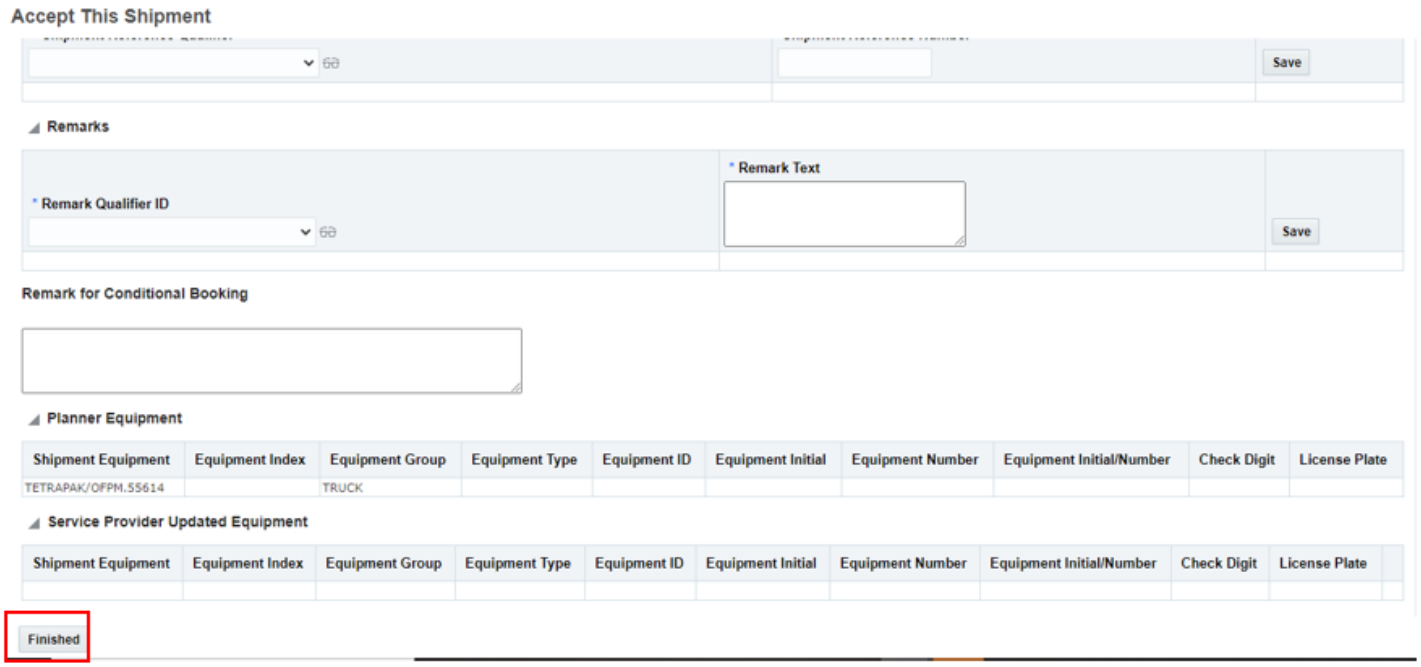


- **Step 7** - Select the shipment for which the tender is required to be accepted and Click on "**Actions**" → Click on "**Accept Tender**" -

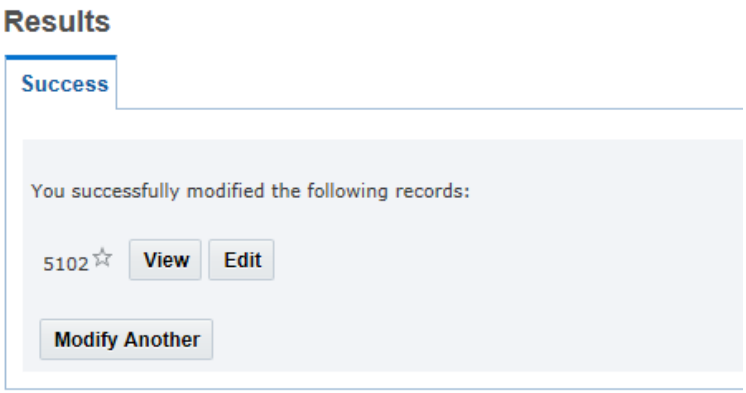


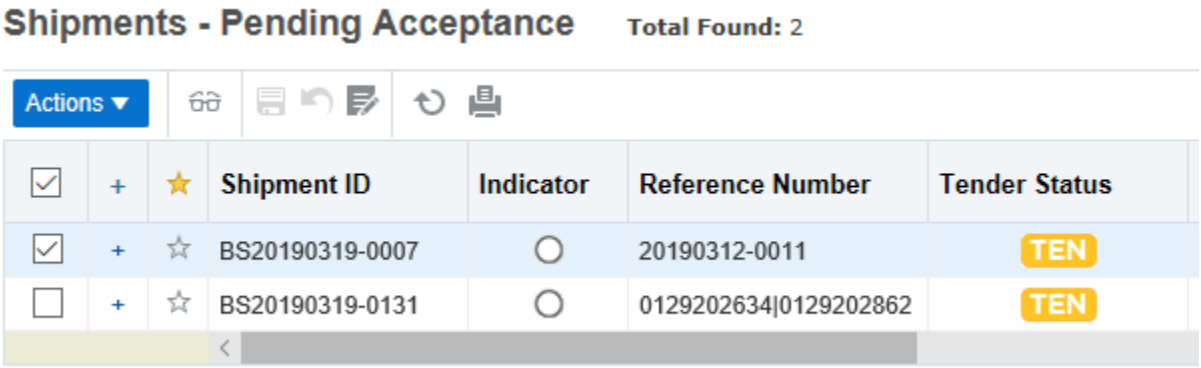


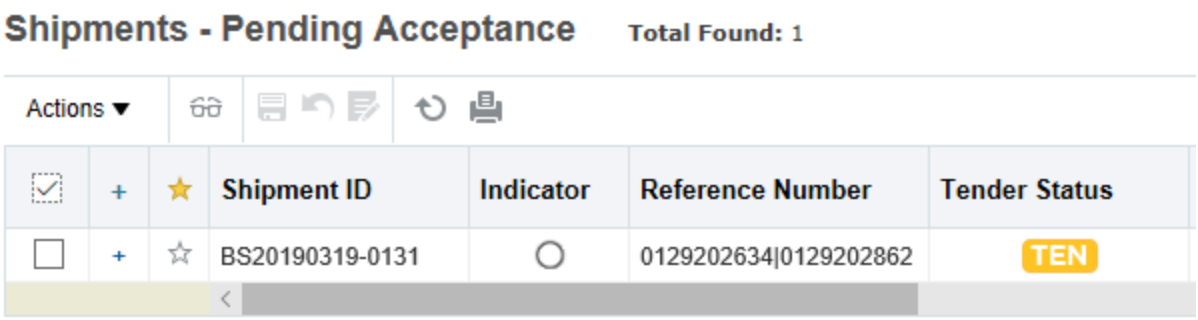
- **Step 8** - Click on "**Finished**" to accept Tender -



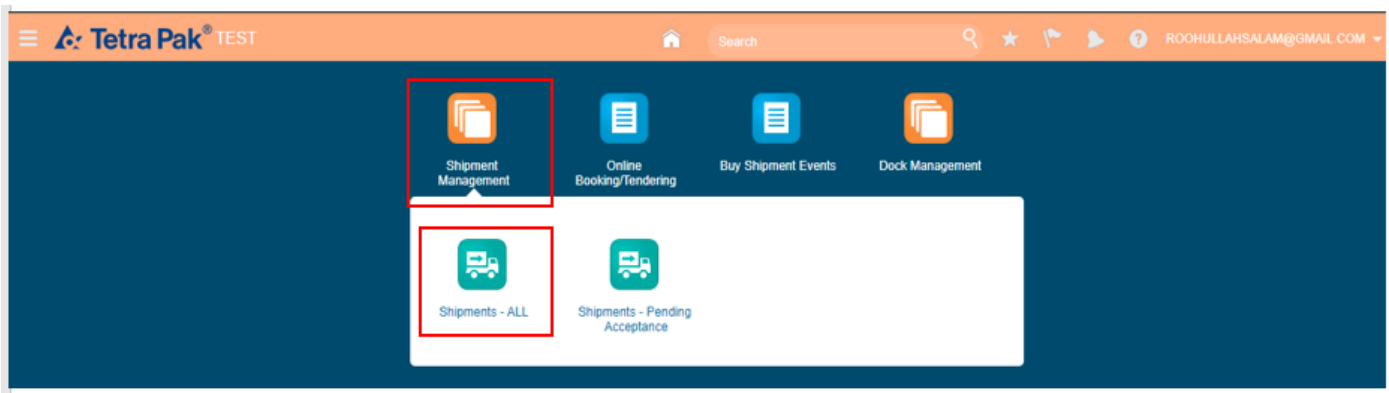
- A confirmation will show that tender has been accepted and the shipment will move out of Shipments – Pending Acceptance Screen -







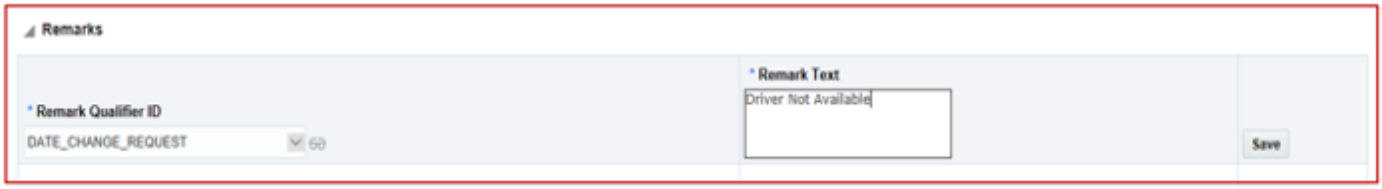
- The shipment can now be viewed in **"Shipments - ALL"** screen and the Tender Status of the Shipment will be **"Accepted"** -



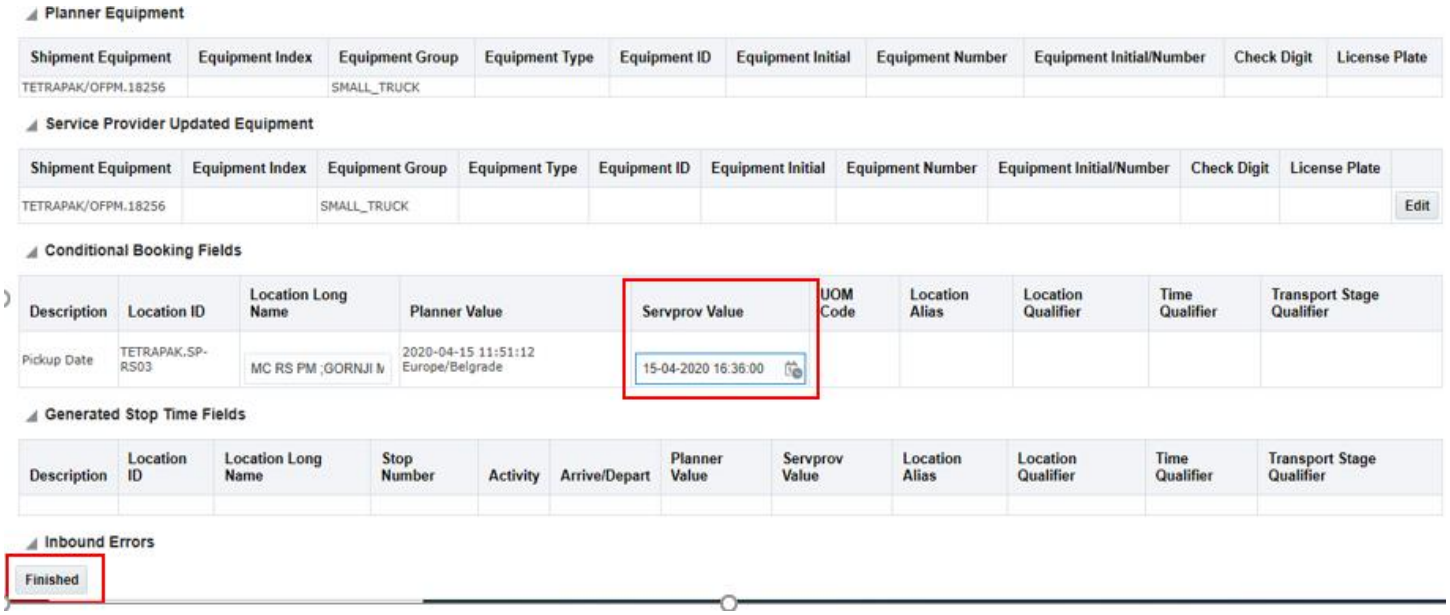
4. Accept Shipment Tender with Date or Time Change Request – Conditional Acceptance

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

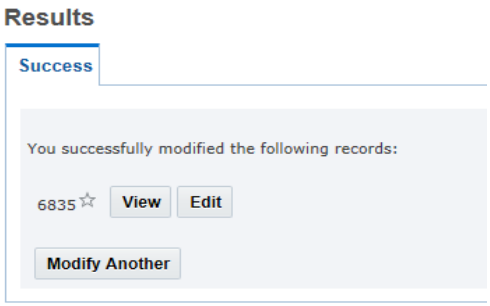
- **Step 1** - Once user clicks "Accept Tender", the Acceptance screen will appear.
- **Step 2** - Select the "DATE_CHANGE_REQUEST" Remark Qualifier ID and enter Remark Text.
- **Step 3** - Click on "**Save**" to save the text.



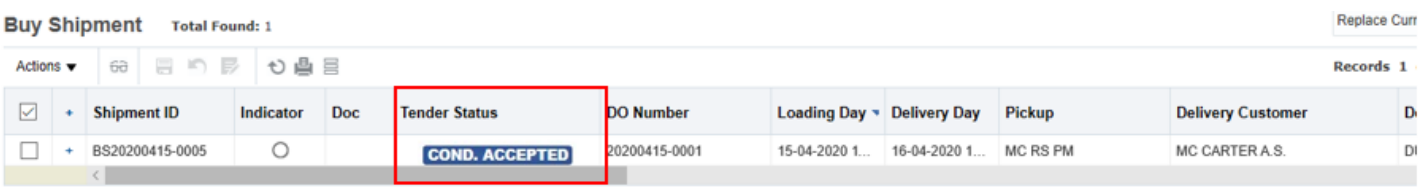
- **Step 4** – Enter the new Date and Time value in **"Servprov Value"** field
- **Step 5** - Click on **"Finished"** -



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



- 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"**.



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 TETRAPAK/OFPM.BS20200804-0001 Approved

otmdev@otm.tetrapak.com
To Roohullah Salam

Instruction Tetra Pak® **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**

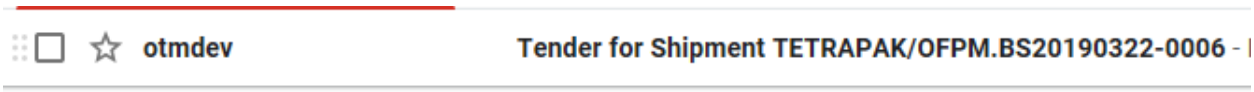
Conditional Booking Field

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

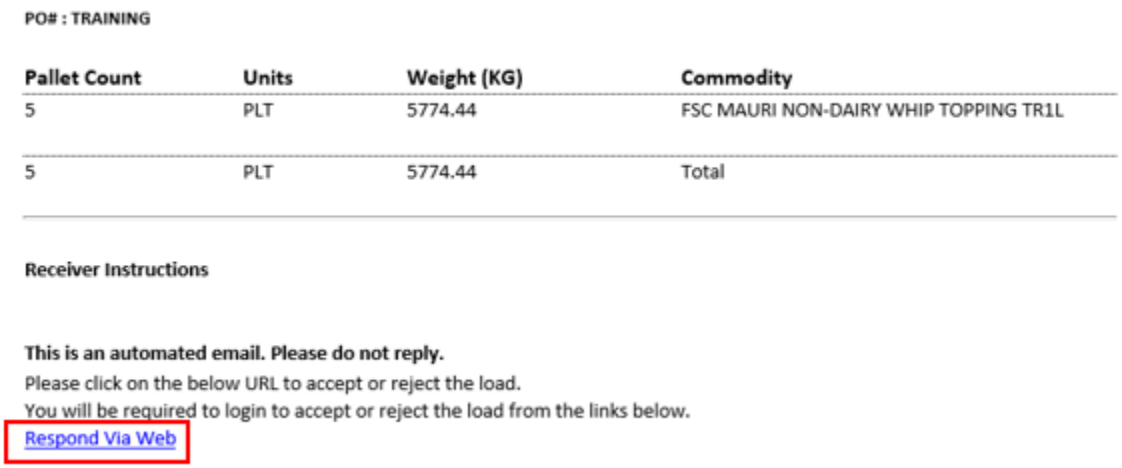
- ✓ If Tetra Pak team does not approve the changes, the old tender will be withdrawn and new tender with original date and time will be immediately received by the carrier for the same shipment.
- ✓ If Tetra Pak team rejects the changes totally, the tender will be withdrawn from the carrier. It is now 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' -**



- **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

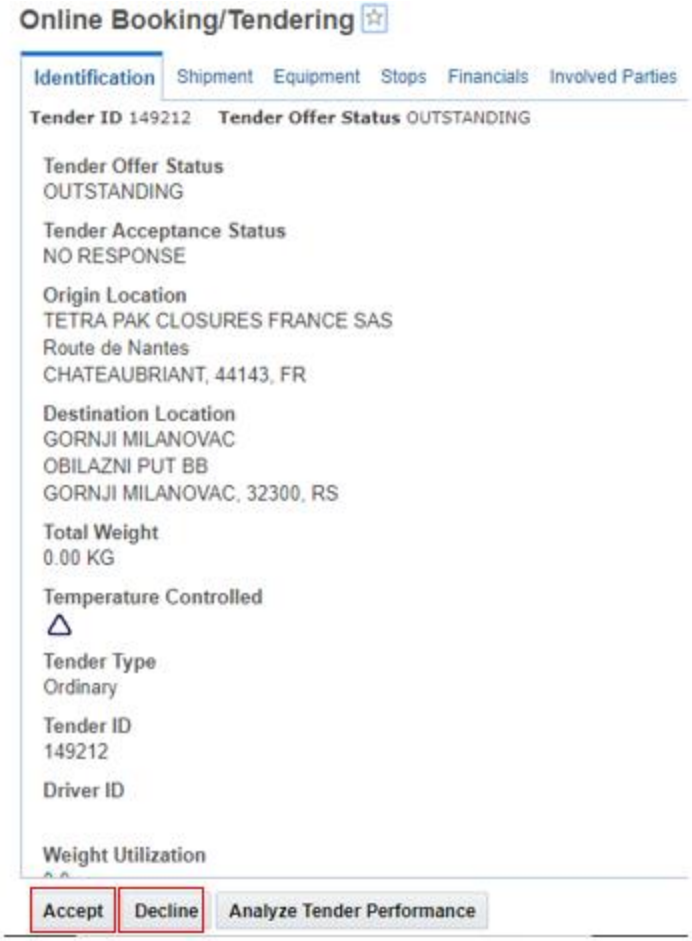
Receiver Instructions

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.



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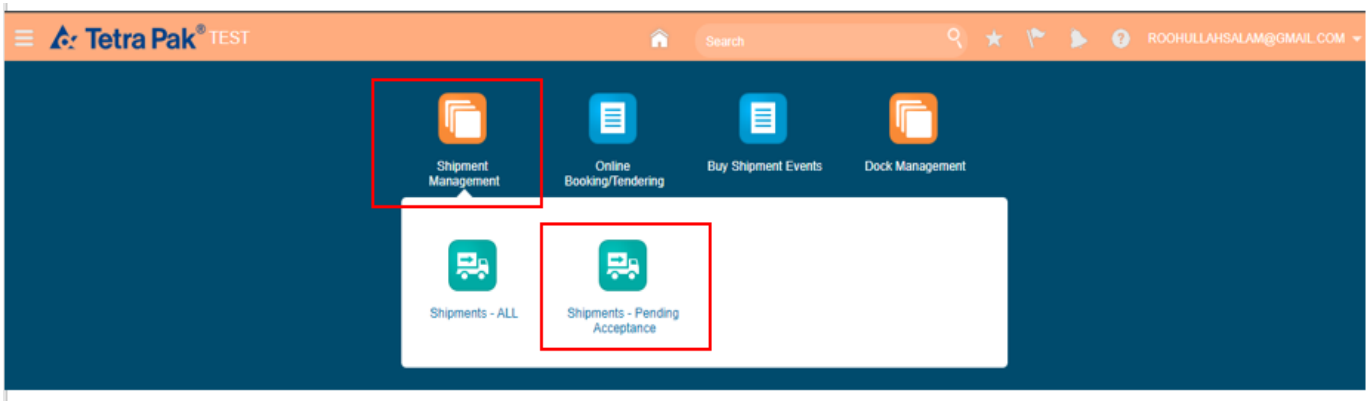
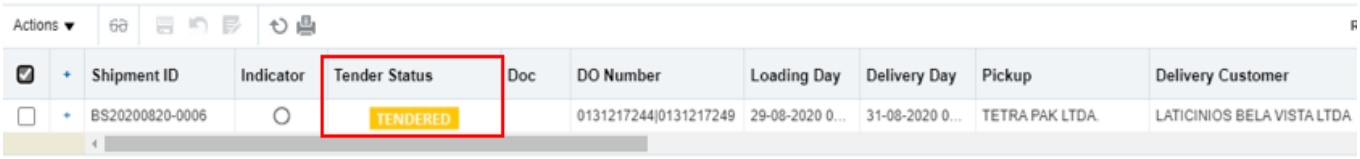
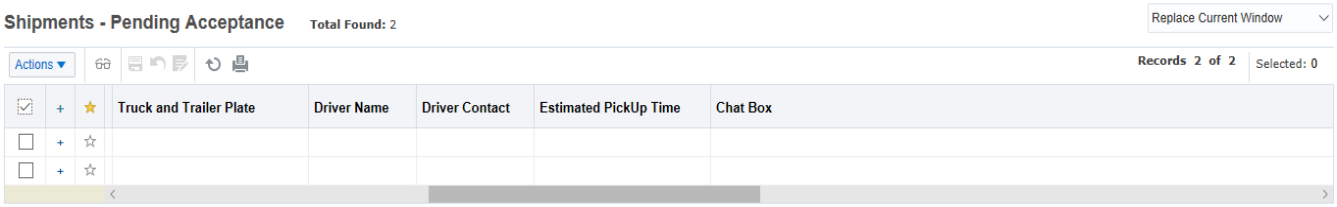
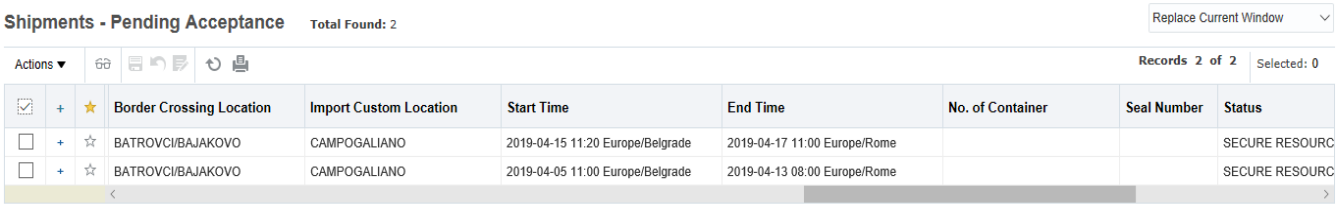


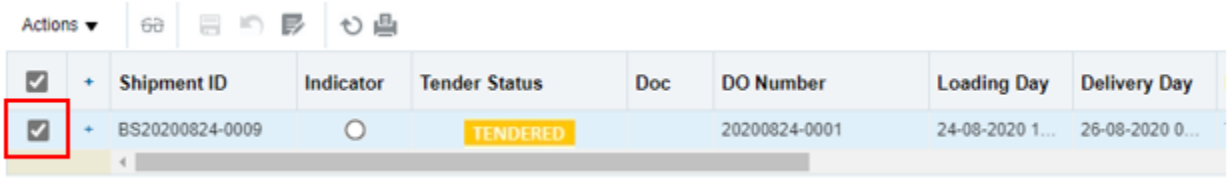
- **Step 6** - Scroll Right to overview Shipment information, the status of the shipment is Tendered.
-

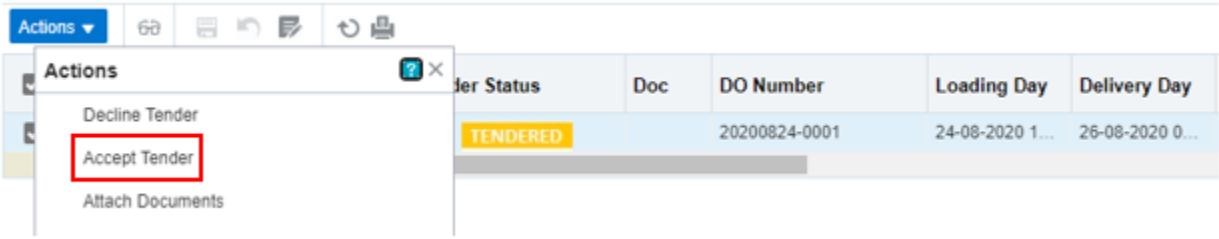






- **Step 7** - Select the shipment for which the tender is required to be accepted and Click on "**Actions**" → Click on "**Accept Tender**" -





- **Step 8** - Once user clicks "Accept Tender", the Acceptance screen will appear where all the necessary information for Main Leg Shipments can be entered.

- **Step 9** – Enter the information in Servprov Value column as and where required. None of the information is mandatory to filled.
  - Remark for Conditional Booking – Reason for changing/adding any value by Carrier

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

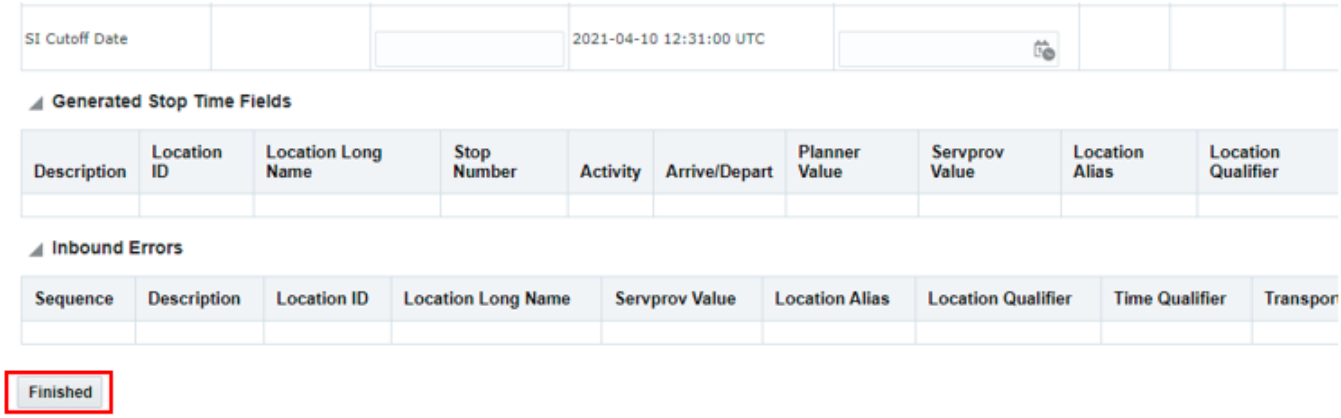
- Other information related to Main Leg shipment as mentioned below
  - Pick up Date
  - Delivery Date
  - Place of Delivery location Id
  - Place of Reception location Id
  - Port of Discharge ETA
  - Port of Exit Date
  - Sail Cut-off date
  - Sail Date
  - SI Cut Off Date

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)

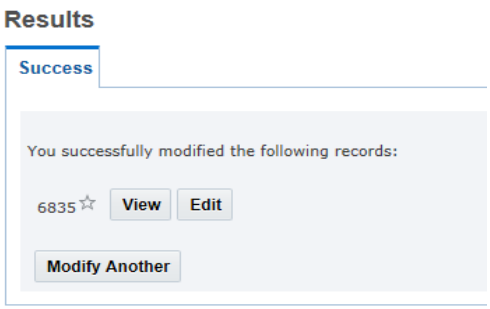
Conditional Booking Fields

Description	Location ID	Location Long Name	Planner Value	Servprov Value	UOM 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						

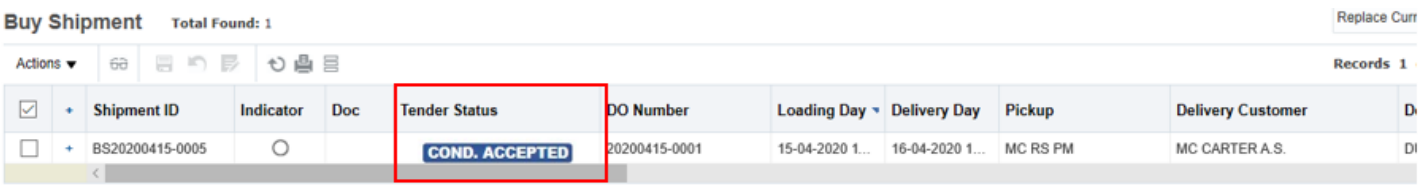
- **Step 10** – Click on Finished to complete the acceptance process.



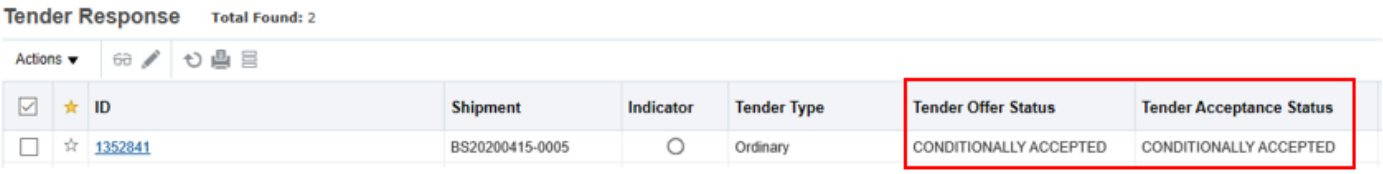
- A page will be displayed confirming the acceptance of the shipment tender -



- 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"**.



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



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**

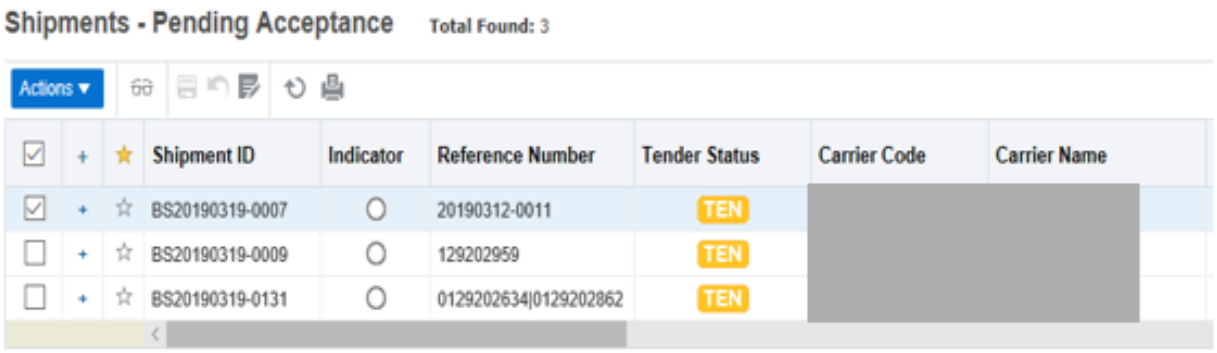
Conditional Booking Field

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

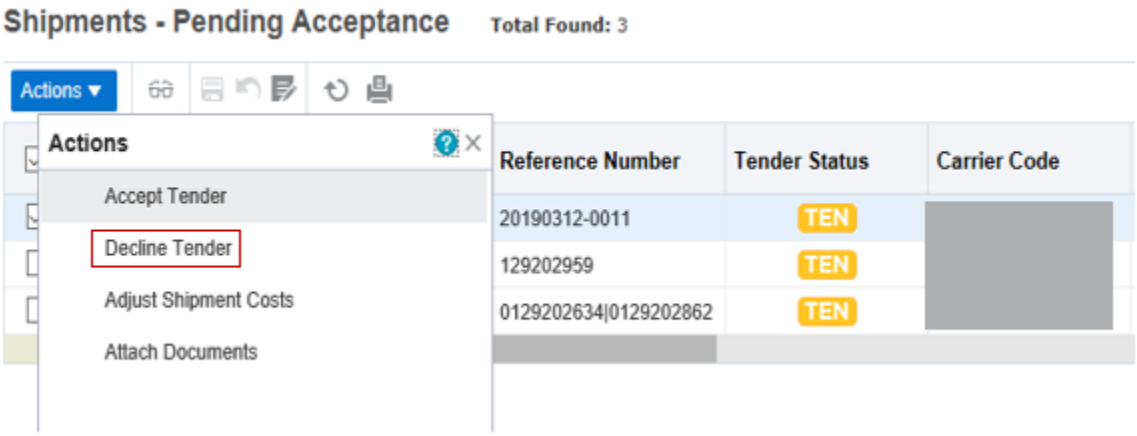
- ✓ If Tetra Pak team does not approve the changes, the old tender will be withdrawn and new tender with original date and time will be immediately received by the carrier for the same shipment.
- ✓ If Tetra Pak team rejects the changes totally, the tender will be withdrawn from the carrier. It is now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

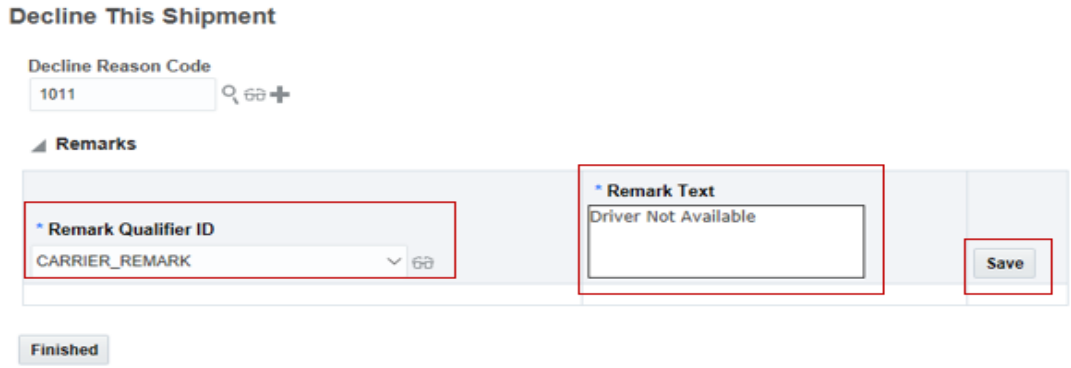
- **Step 1** - In **"Shipments - Pending Acceptance"** screen, Select the Shipment to decline the Tender -
- **Step 2** - Click on **"Actions"** -



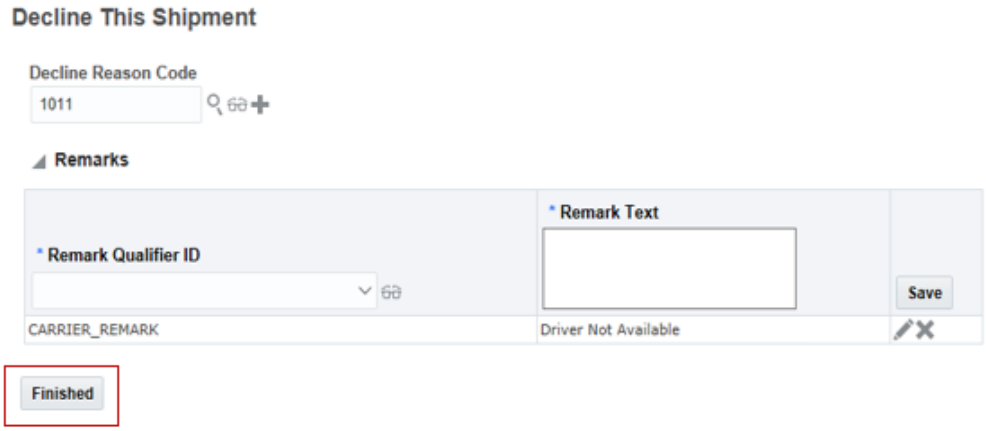
- **Step 3** - Click on **"Decline Tender"** -



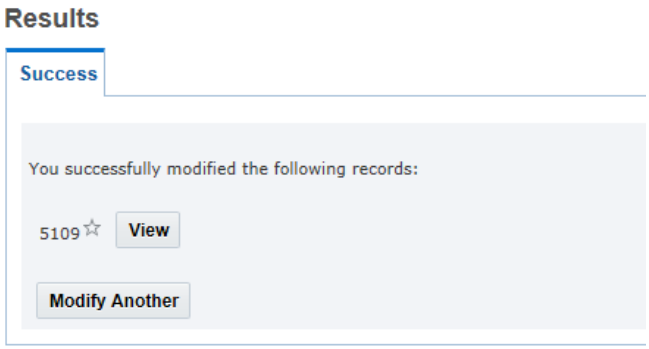
- **Step 4** - Enter **"Decline Reason Code"** -
- **Step 5** - Select **"CARRIER_REMARK"** from the **"Remark Qualifier ID"** drop-down and enter the appropriate reason in the **"Remark Text"** field -



- **Step 6 -** Click on **"Finished" -**

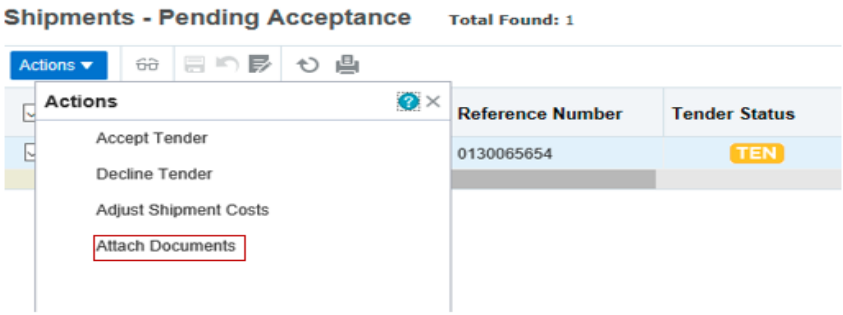


- A page will be displayed confirming the Shipment tender decline -

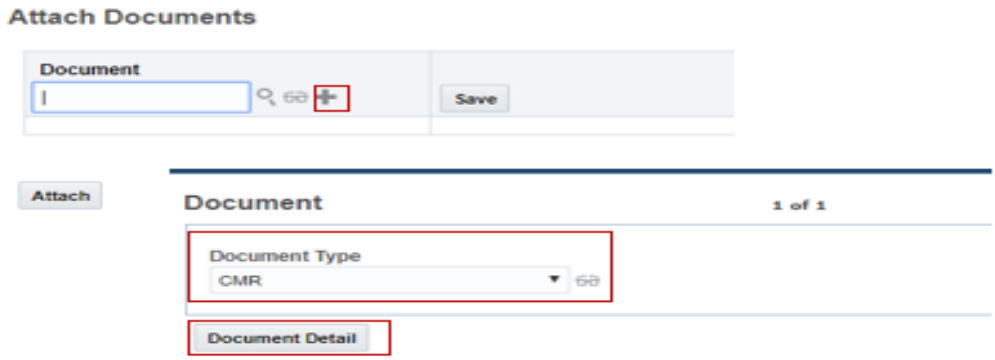


7. Attach Documents to a Shipment

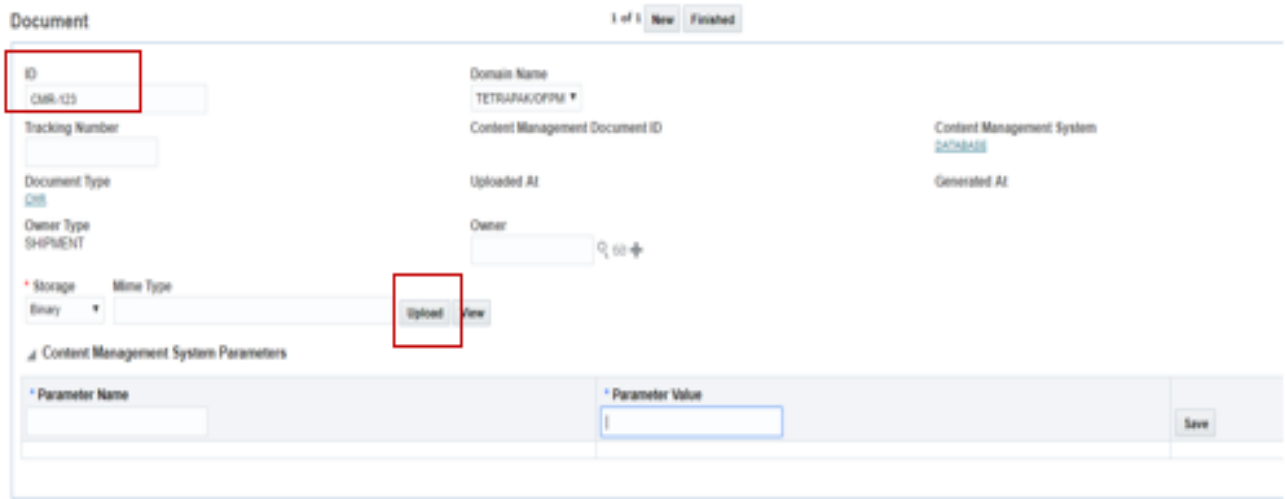
- **Step 1** – Select the Shipment on which you need to attach a document. Click on **"Actions" → "Attach Documents" -**



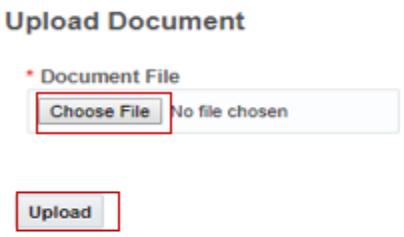
- **Step 2** – Click on "+" sign, select "**Document Type**" (e.g. CMR) and click on "**Document Details**" -



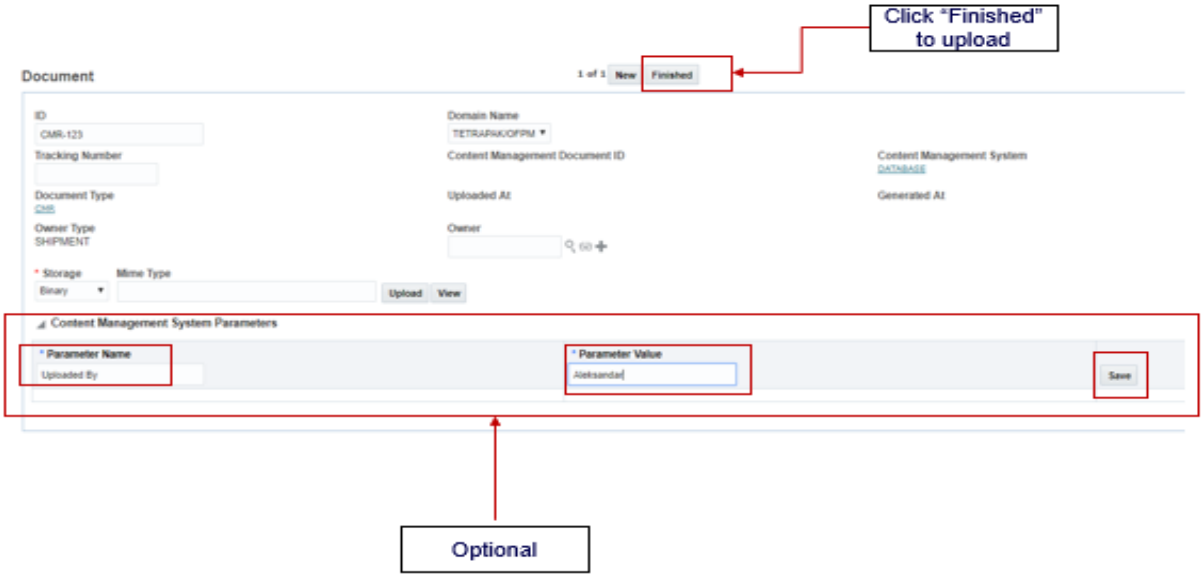
- **Step 3** – Enter ID and click "**Upload**" -



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

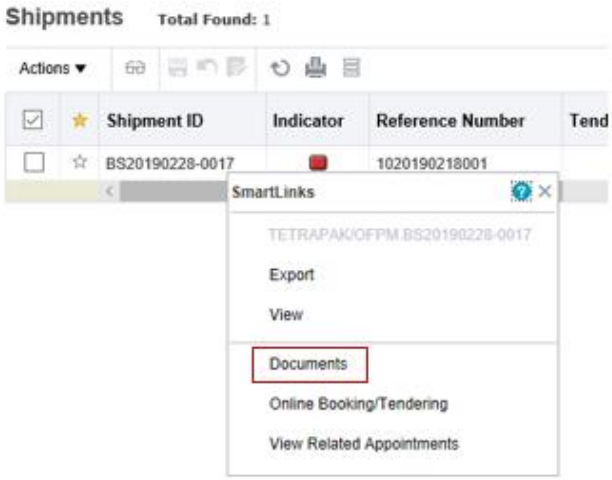


- **Step 5** – "Enter Parameter Name and Parameter Value if required. E.g. – "Parameter Name = Uploaded By"; "Parameter Value = Aleksandar". Click on **"Save"** → click **"Finished".** The selected document will be uploaded in the Shipment –

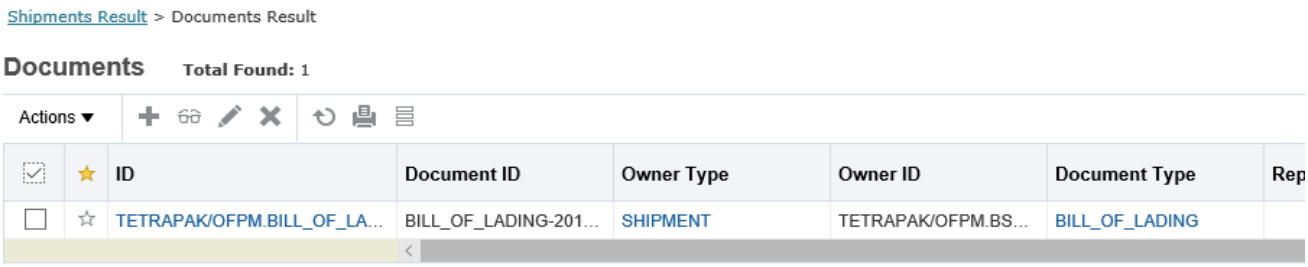


8. View Documents attached in a Shipment

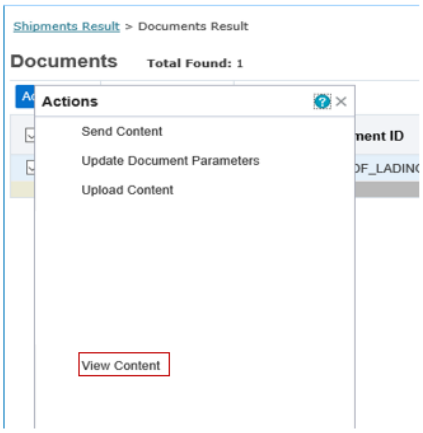
- **Step 1** – To view documents related to Shipment, Right Click on Shipment ID and Click on "**Documents**" –



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



- **Step 2** – Click on **"Actions"** → Click on **"View Content"** -
-

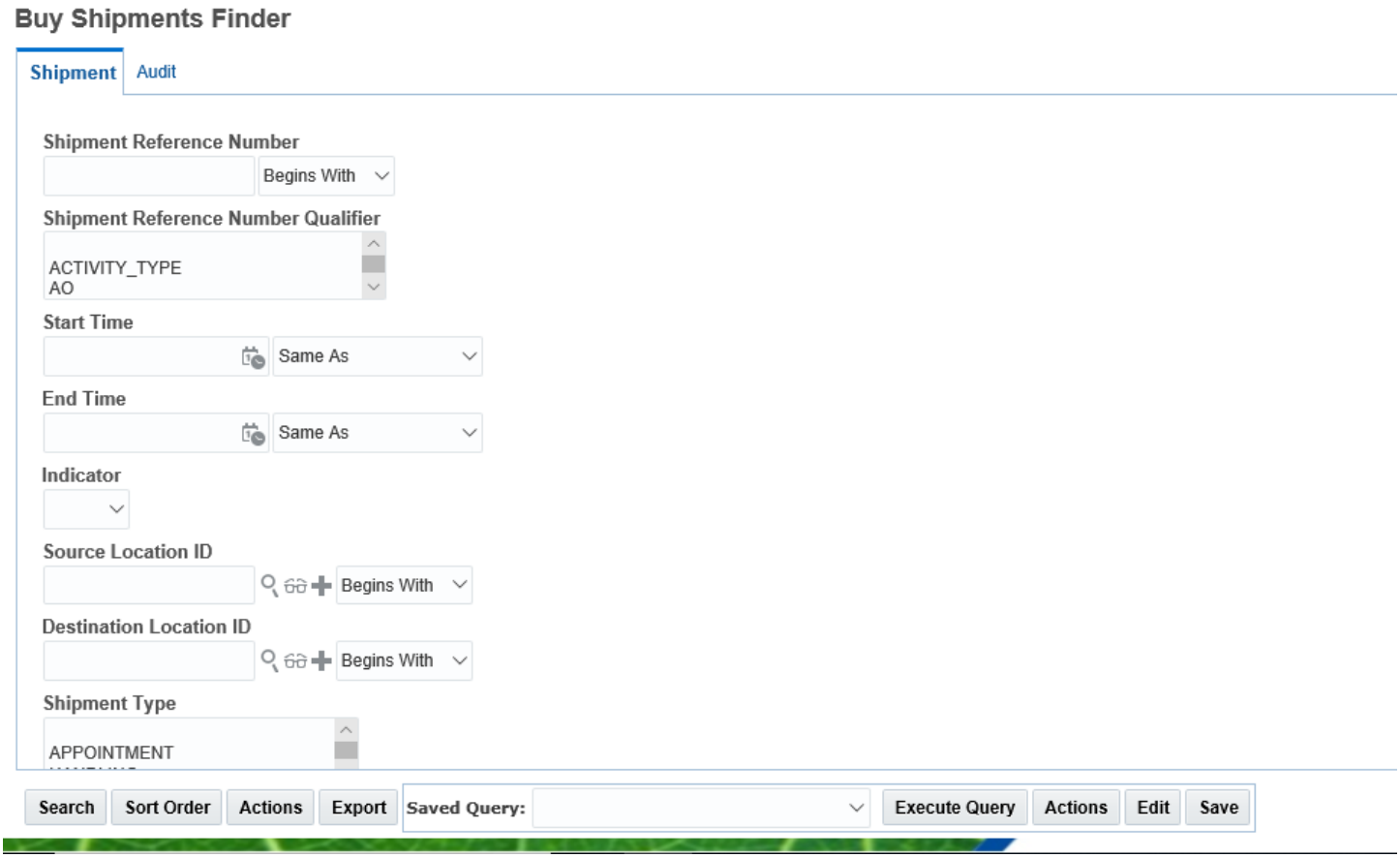


The document will open in new window (for PDF documents) or will download in the system (for Excel or Word Documents).

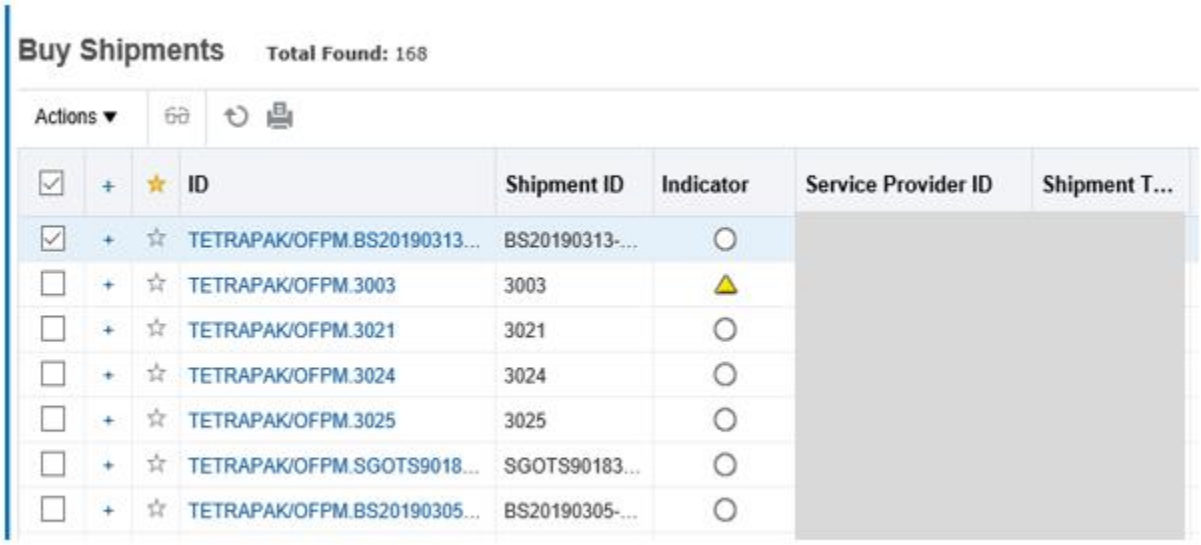
9. Add Shipment Events - ATA

- **Step 1** – Login into OTM and Click on **"Buy Shipment Events"** icon -

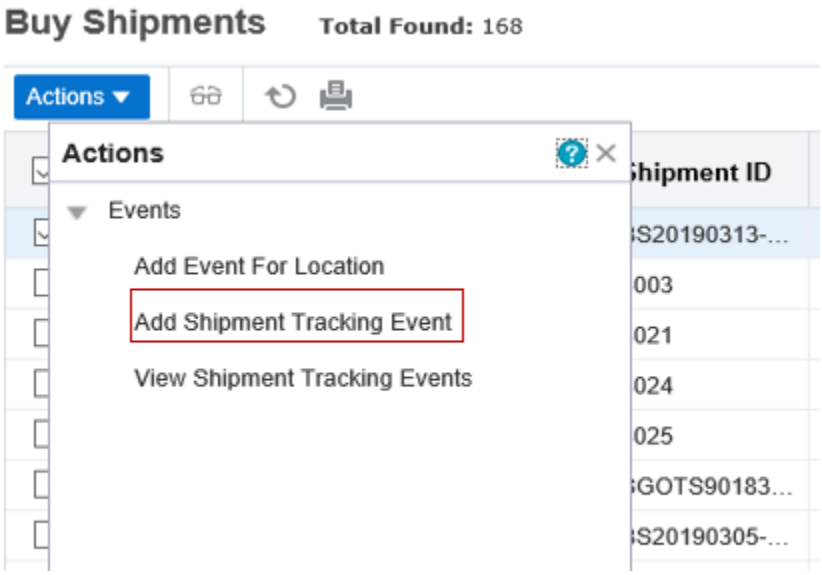
- **Step 2** - Enter the search criteria such as “Start Time”, “Location”, etc. and Click on “**Search**” -



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

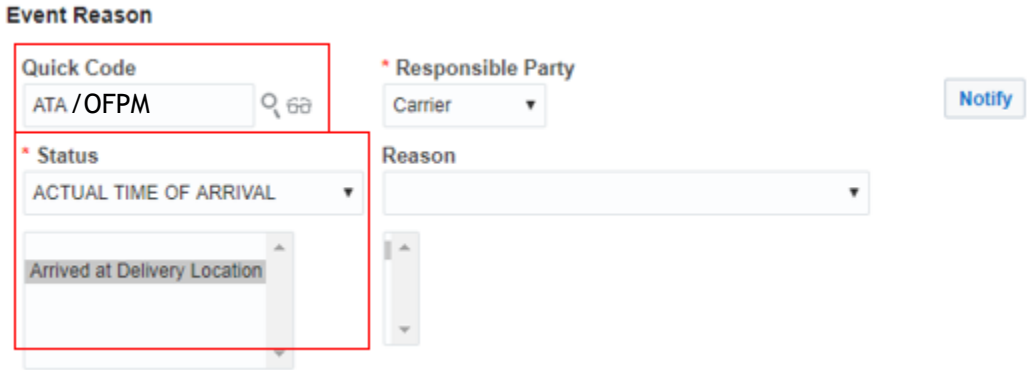


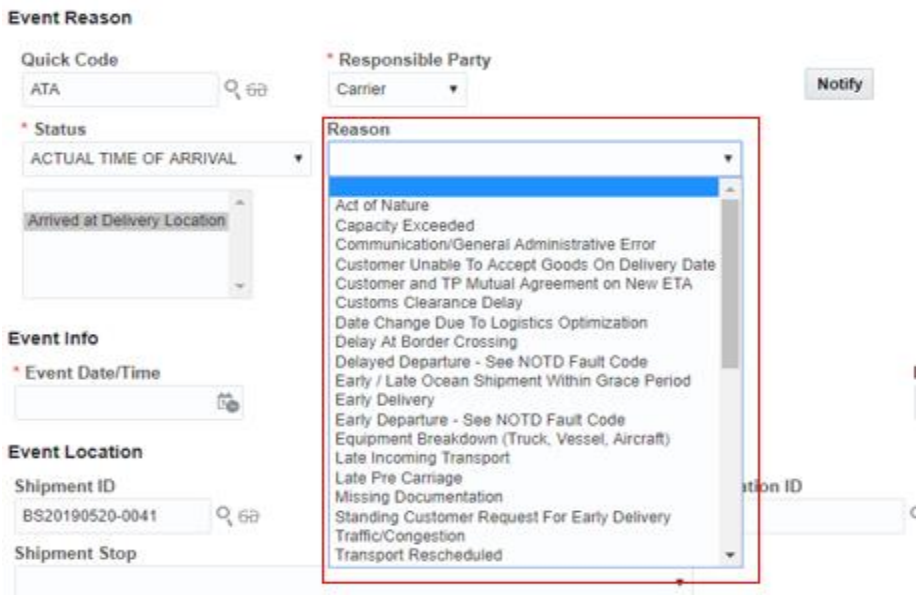
- **Step 4** - Click on "**Add Shipment Tracking Events**" -



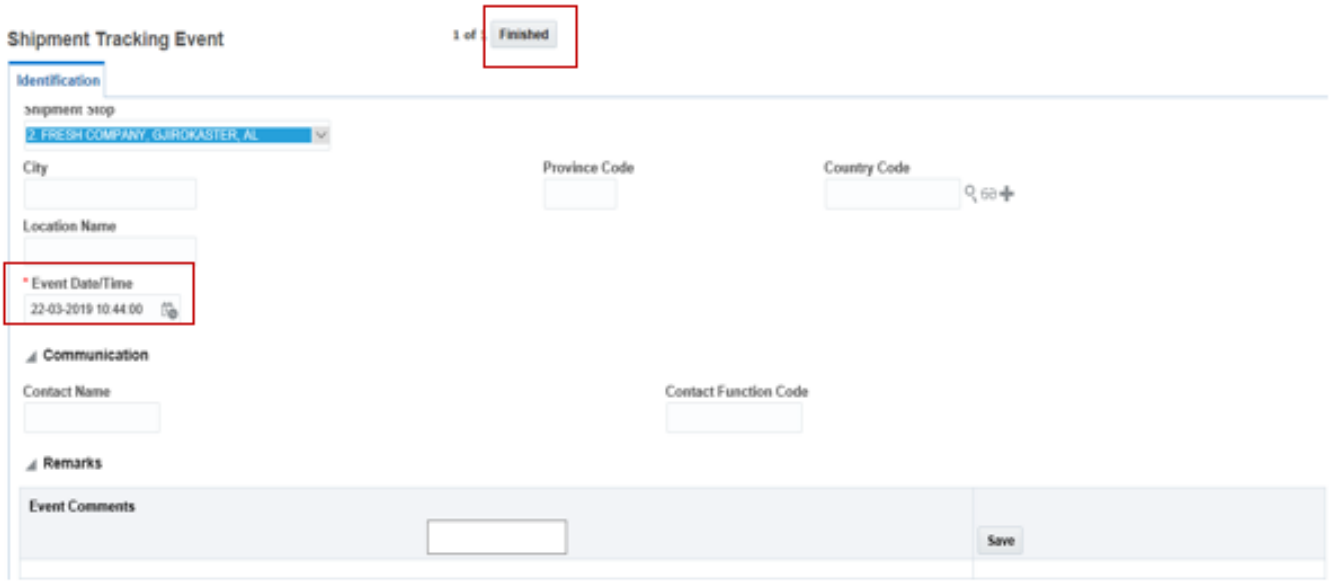
- **Step 5** – Select the correct Event Reason in the "**Quick Code**" field and select the related information in Mandatory Fields like ATA, ATD, Border Crossing, Import Custom, etc. -

- **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.

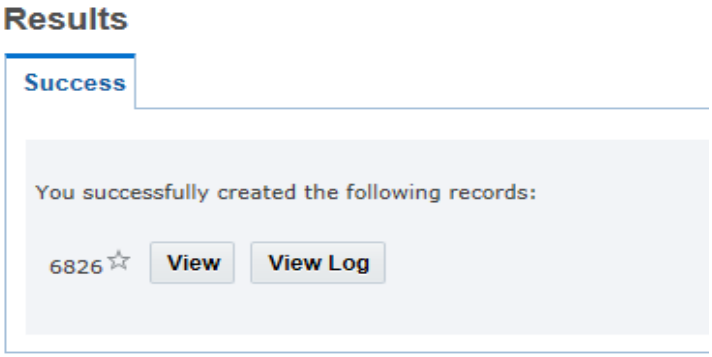



Event Reason
Quick Code
ATA
* Responsible Party
Carrier
Notify
* Status
ACTUAL TIME OF ARRIVAL
Reason
Arrived at Delivery Location
Act of Nature
Capacity Exceeded
Communication/General Administrative Error
Customer Unable To Accept Goods On Delivery Date
Customer and TP Mutual Agreement on New ETA
Customs 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
Event Info
* Event Date/Time
Event Location
Shipment ID
BS20190520-0041
Shipment Stop

Event Reason
Quick Code
* Responsible Party
Carrier
* Status
ACTUAL TIME OF ARRIVAL
Reason
Act of Nature
Arrived at Delivery Location
DAG101

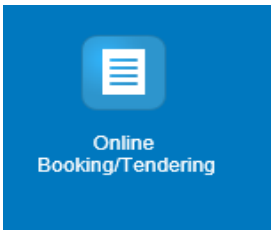

Shipment Tracking Event
1 of 1
Finished
Identification
Shipment Stop
2. FRESH COMPANY, GJIROKASTER, AL
City
Province Code
Country Code
Location Name
* Event Date/Time
22-03-2019 10:44:00
Communication
Contact Name
Contact Function Code
Remarks
Event Comments
Save

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

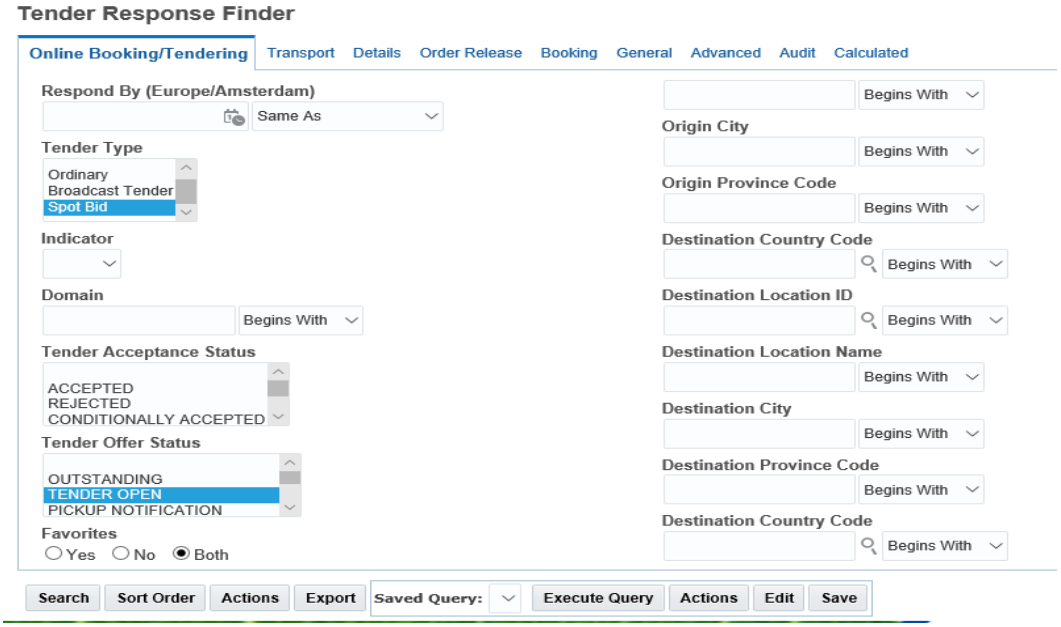


10. Response to Spot Bid Tender

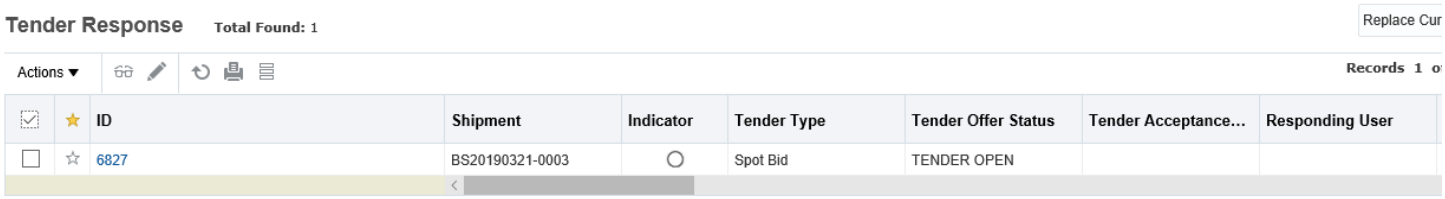
- Step 1 - On receiving Spot Bid Tender, Login into OTM and Click on Online Booking/Tendering –



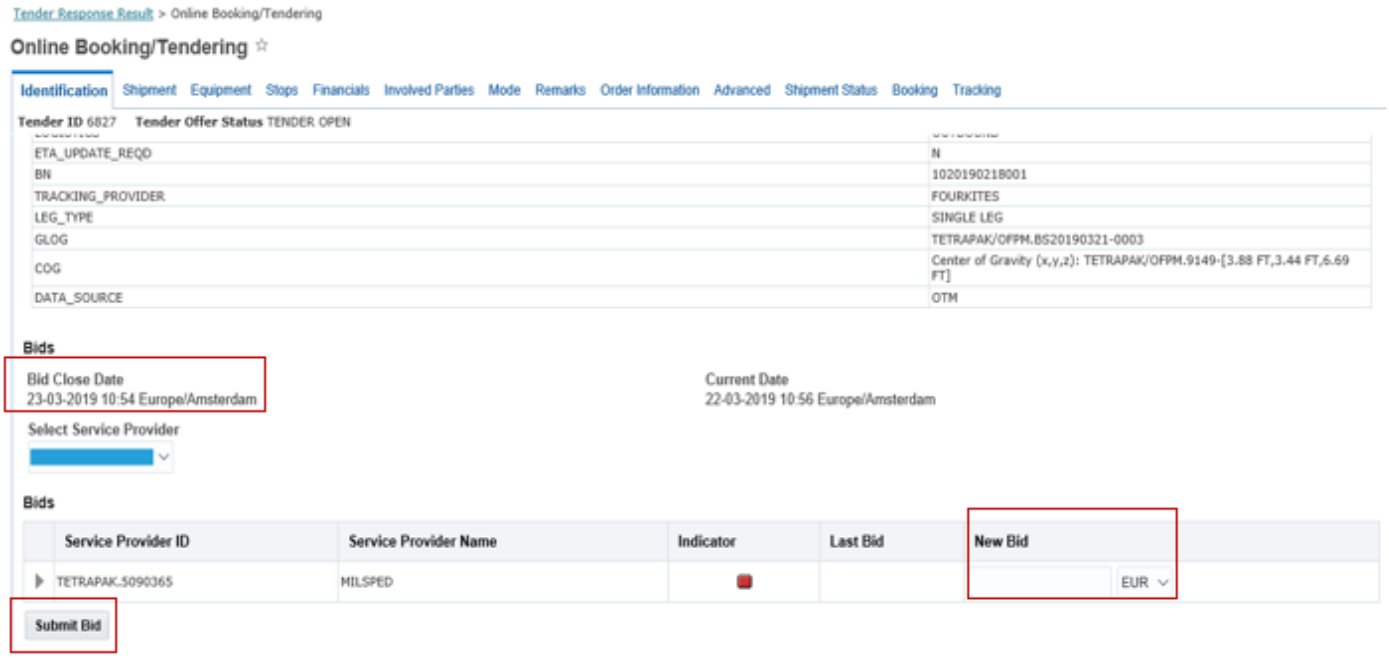
- **Step 2** - Select "Spot Bid" under "Tender Type" and "TENDER OPEN" under Tender Offer Status box -
- **Step 3** - Click on "**Search**" -



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



- **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.

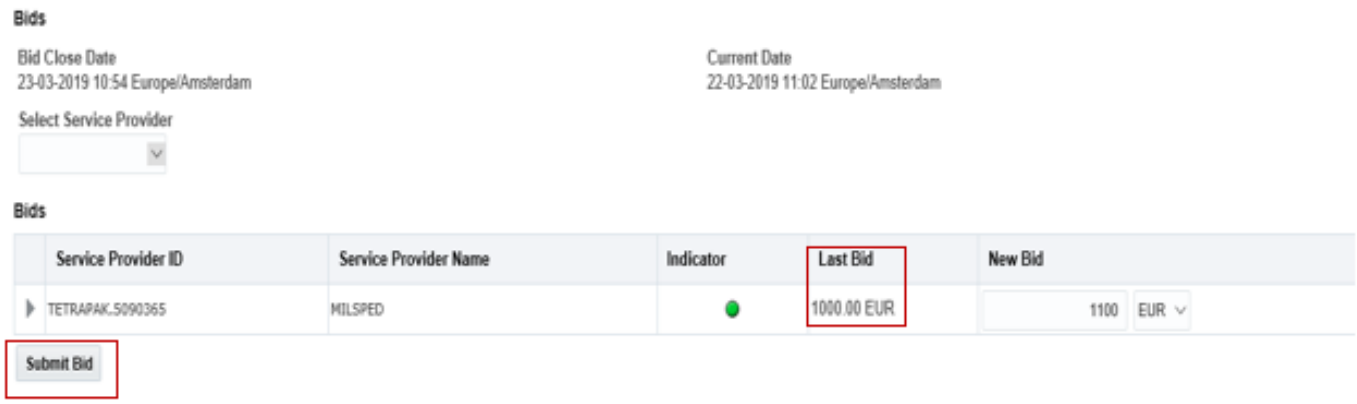


- **Step 6** - Enter the Bid amount and Click on "**Submit Bid**", a confirmation screen will show that Bid has been submitted.

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.

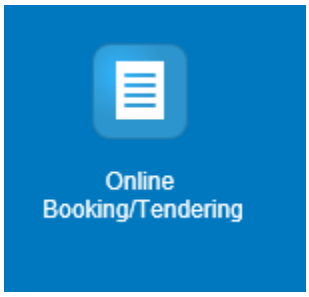


Based on Spot Bid values, Tetra Pak will award the shipment to a Carrier.

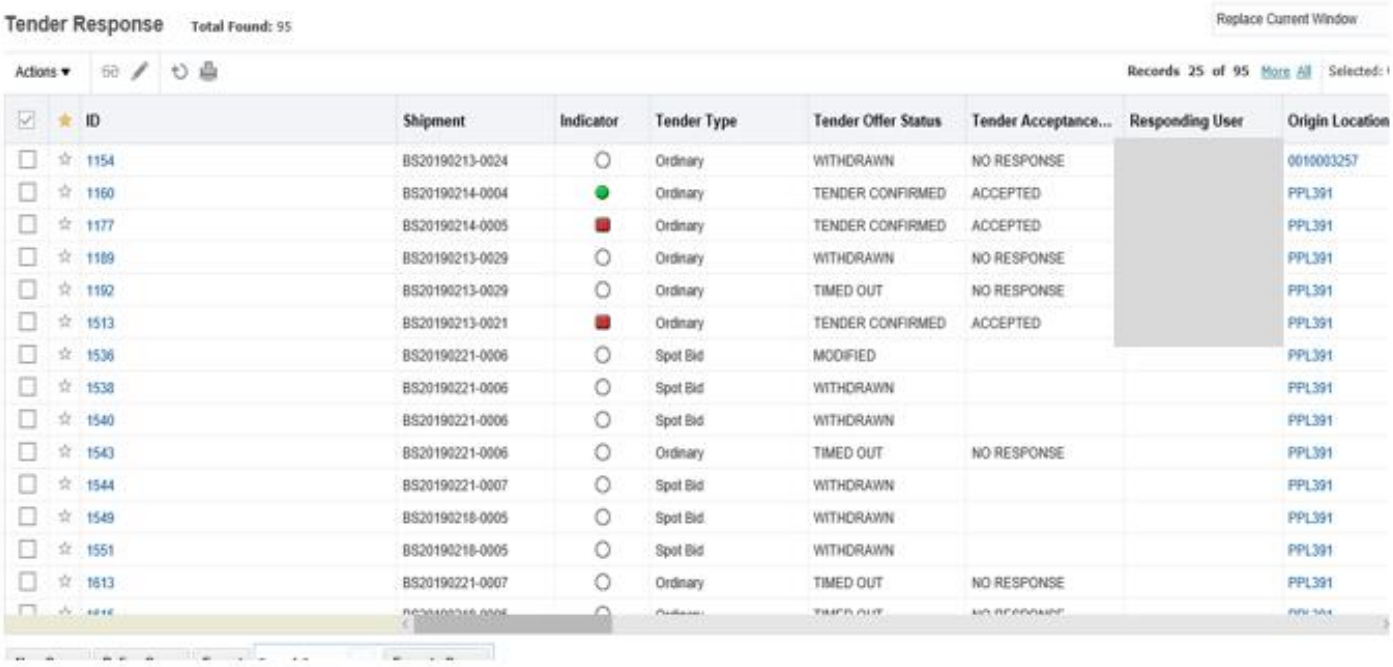
Once the Shipment is awarded to any Service Provider, the status of this Bid will be changed to "Withdrawn" and the selected Carrier will receive Tender Notification while all other Service provider will receive a withdrawal/ cancellation Notification.

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.



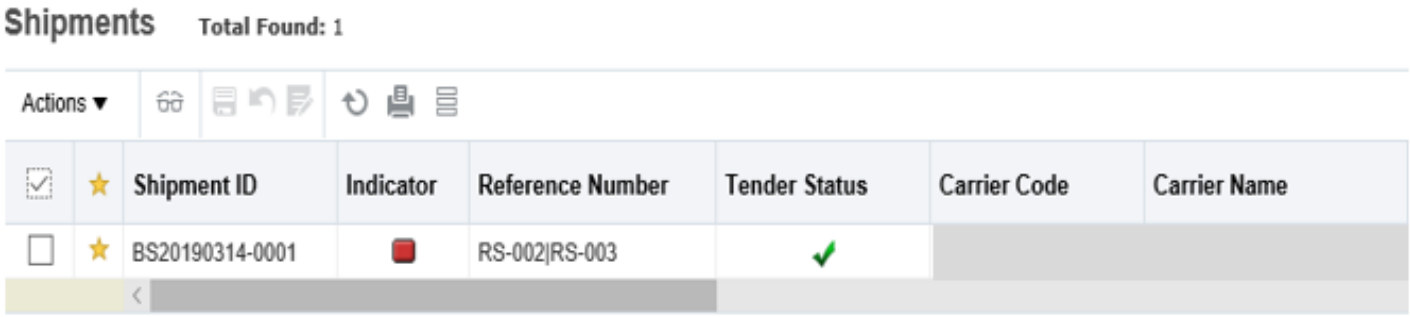
ID	Shipment	Indicator	Tender Type	Tender Offer Status	Tender Acceptance...	Responding User	Origin Location
1154	BS20190213-0024		Ordinary	WITHDRAWN	NO RESPONSE		0010003257
1160	BS20190214-0004		Ordinary	TENDER CONFIRMED	ACCEPTED		PPL391
1177	BS20190214-0005		Ordinary	TENDER CONFIRMED	ACCEPTED		PPL391
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

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

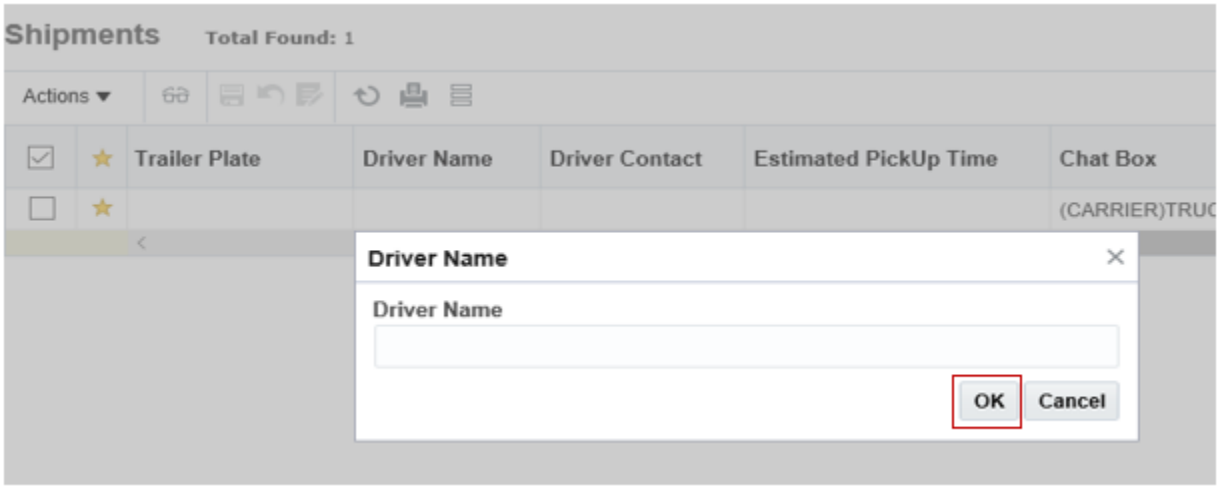
12. Add Shipment Related – Truck, Trailer and Driver - Information

- **Step 1** - Click on "**Shipment - All**" Screen -

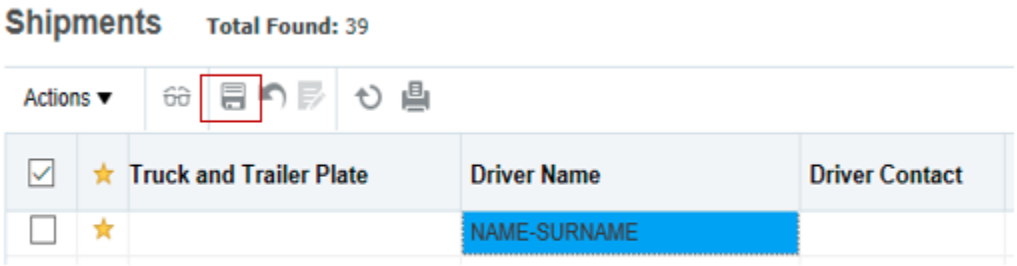
- **Step 2** - To add Truck and Trailer Plate, Driver Name, Driver Contact, Estimated Pickup Time, No. of Container and Seal Number, search for the shipment, on which information is required to be entered.
- **Step 3** - Scroll Right to see and enter the information.

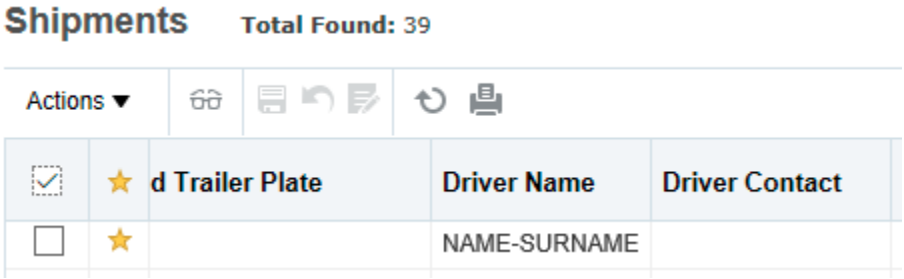


- **Step 4** - To enter information, double click on the Box under the required field against the concern shipment. (e.g. Driver Name), enter Driver Name and Click on "**OK**" -

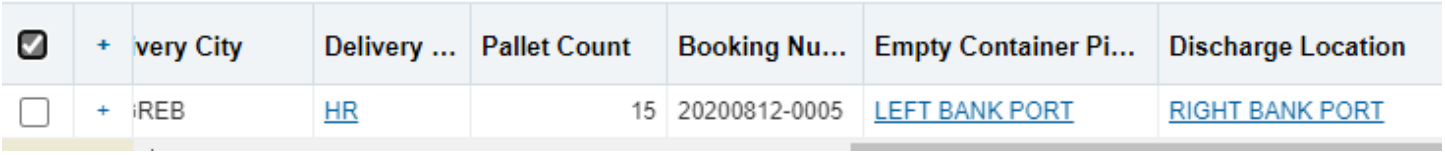


- **Step 5** - Click on "**Save**" Button to save the information.

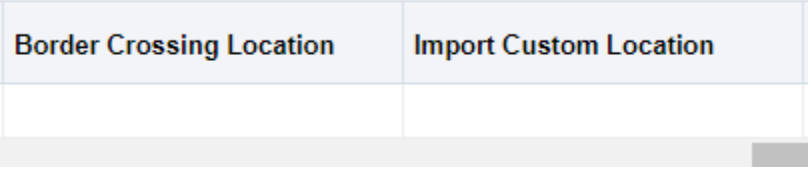




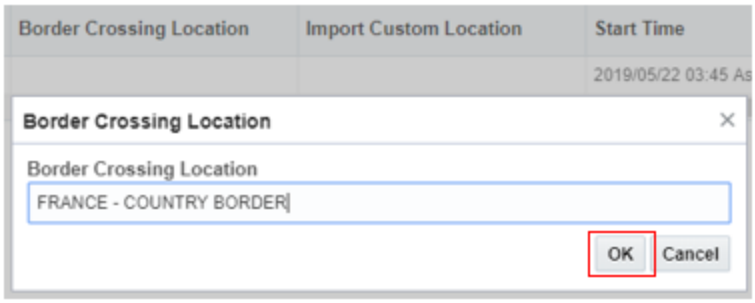
The entered information will be saved and pass on to Shipping Coordinator. Similarly, other information can be entered for the shipment.



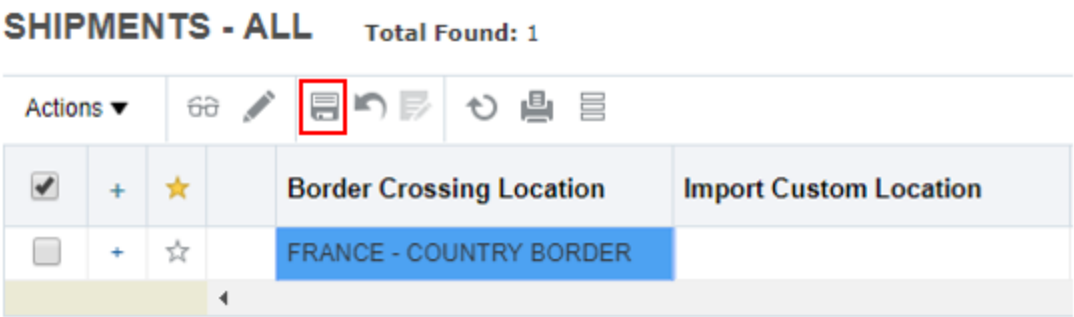
13. To Enter Border Crossing and Import Custom Location



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



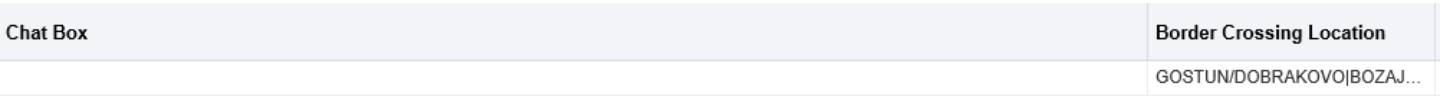
- **Step 2** - Update the information and Click on "**OK**" -



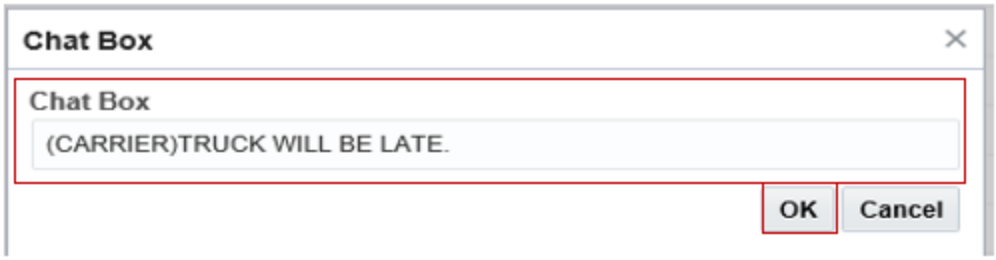
- **Step 3** - Click on "**Save**" Button to save the entered information. The entered information will be saved.
-

14. Chat with TetraPak Shipping Coordinator/ Planner

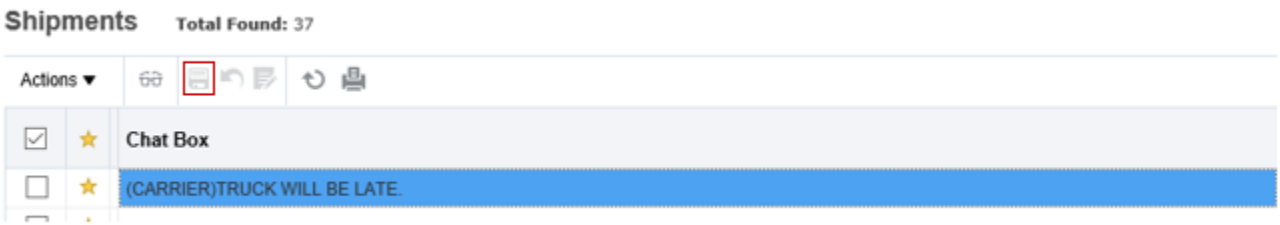
- **Step 1** - Double Click on Chat Box -



- **Step 2** - Enter the message and Click on "**Ok**" -



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



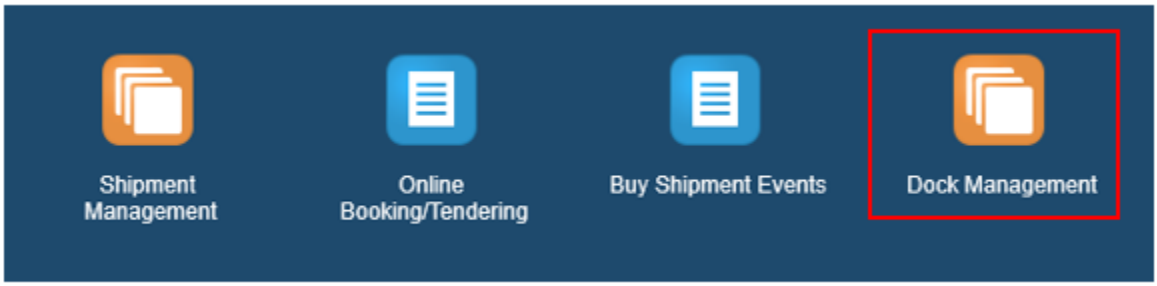
- **Step 4** - Click on Refresh Button, to see if Planner has sent any message for you to review.

15. Dock Scheduling - Workbench

15.1 Dock Workbench

Step 1 – Login into SERVPROV Role

Step 2 – Click on Dock Management



Step 3 – Click on Dock Workbench

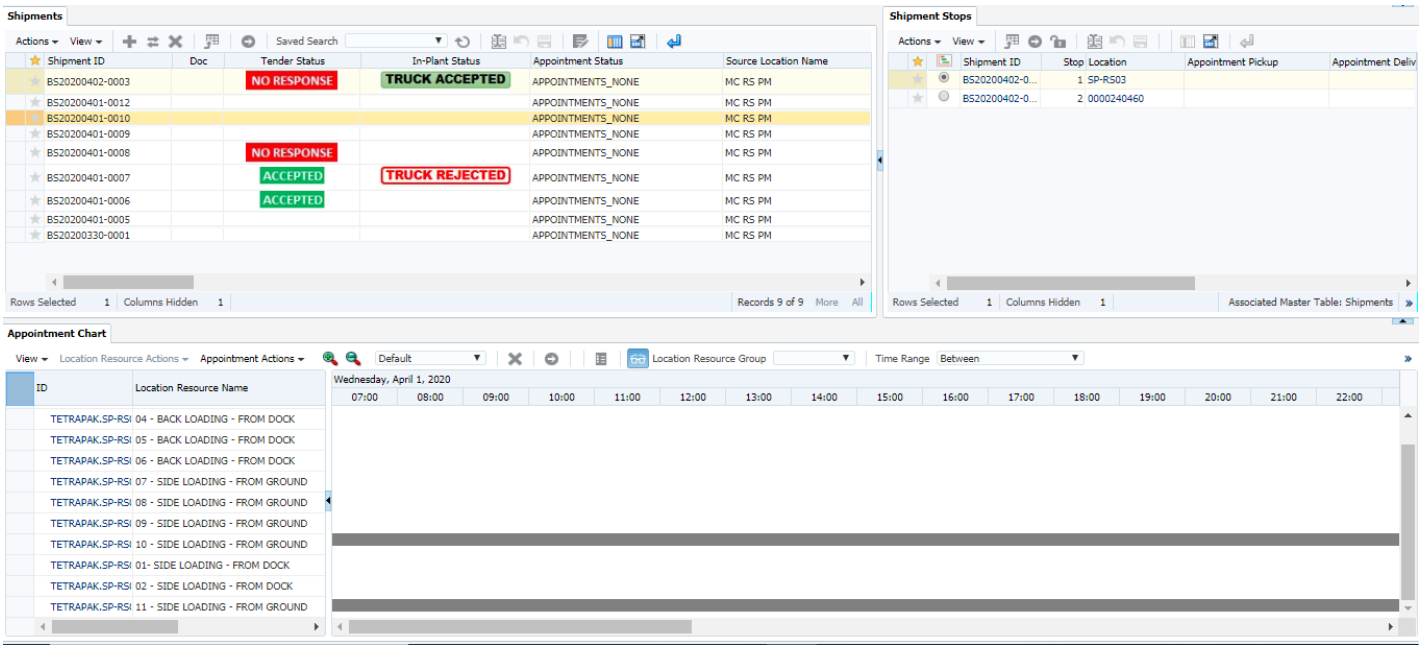
15.2 Dock Workbench Overview

The Dock workbench contains three panels (Screen)

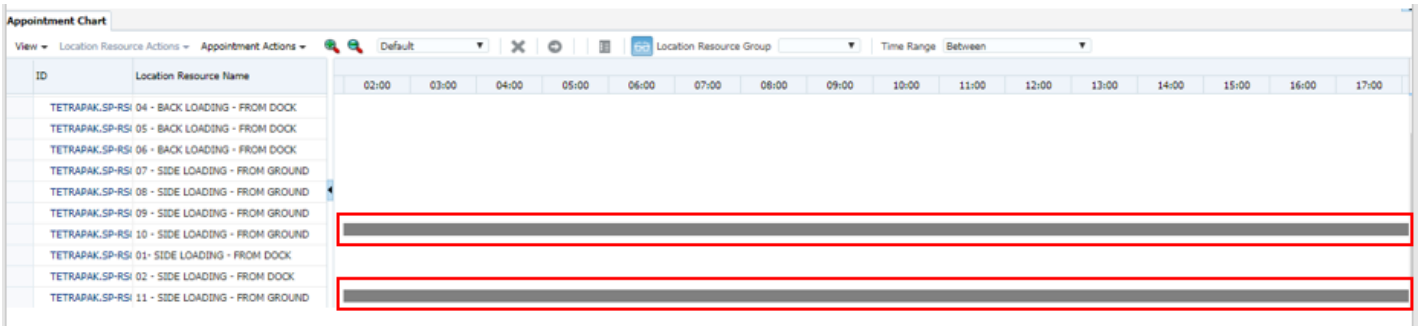
- **Shipments** - All the shipments which are tender accepted and for which appointment has not been booked, will be shown in Shipments Screen.

- **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.



- The shaded portion of the slot against a dock indicates that the concerned slot related to the Dock is blocked and can be unblocked by the Shipping Coordinator only, in case required to schedule a shipment. Carrier can not unblock any slot.



- Whereas the remaining white portion indicates that the slot is open for booking unless a shipment has already been scheduled on any of the slot.
- If a shipment is scheduled which is of another carrier, then it will appear as shaded block, which means the slot is blocked for the logged carrier.
- All shipments of the logged carrier will show the Shipment Id, indicating that the shipments belong to the carrier who is working on it.

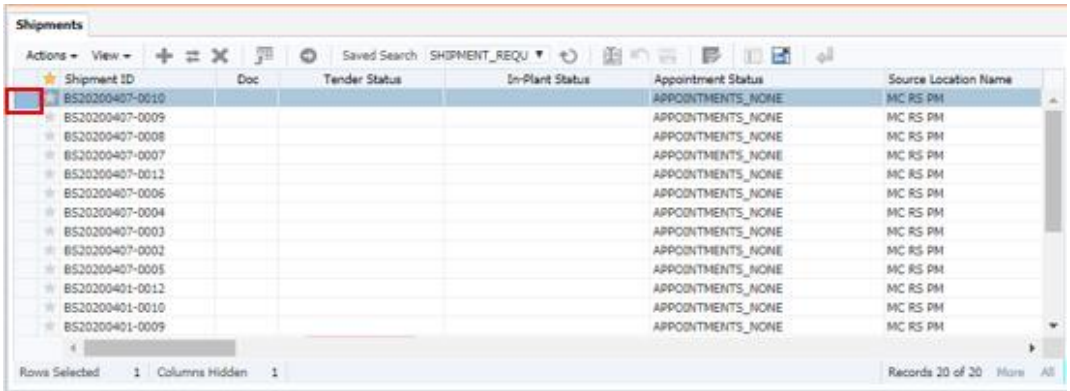
15.3 Schedule Appointment

15.3.1 Drag and Drop

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

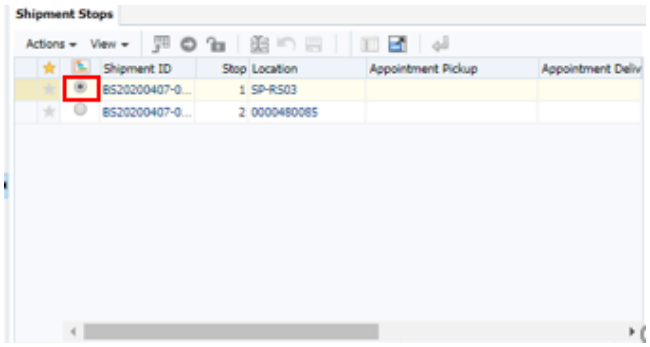
Step 1 - Select the Shipment

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



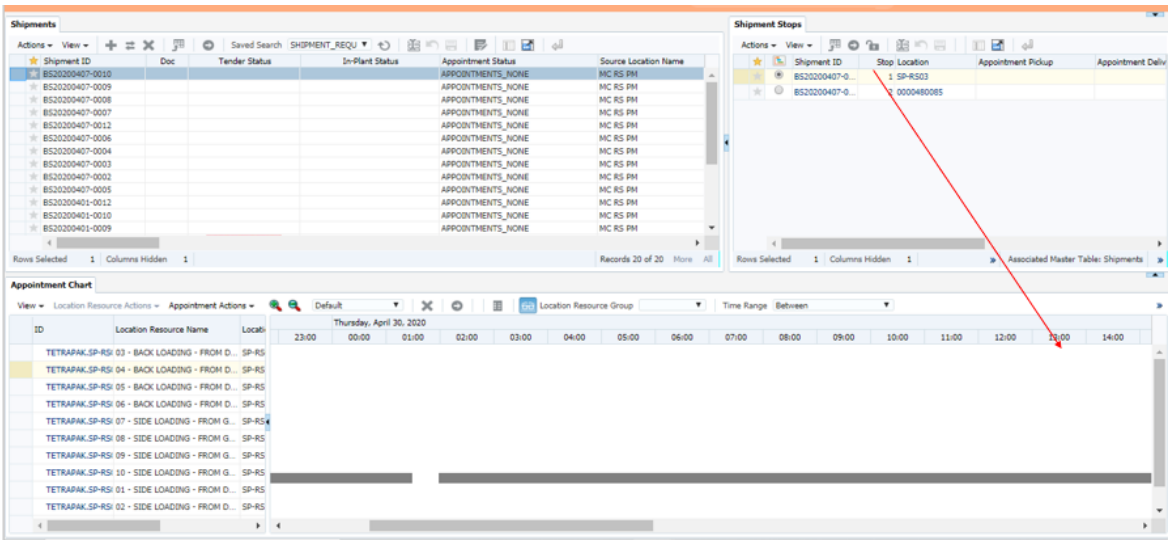
Step 2 - Click on the Radio button against the Stop for which Appointment is needed to be booked.

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.



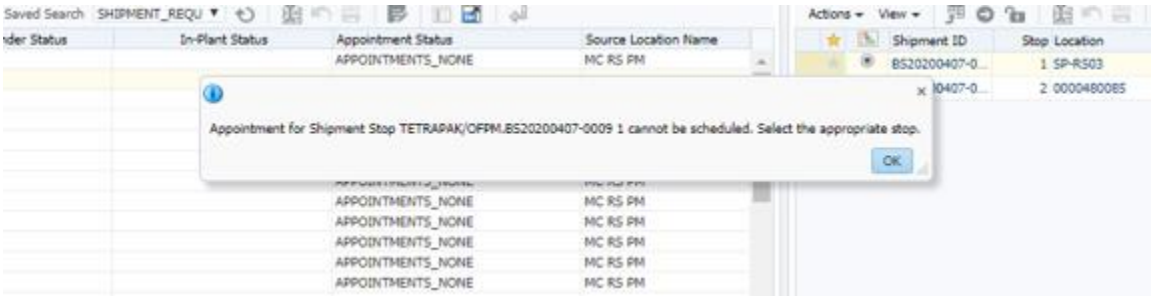
Step 3 - Drag the Shipment Stop Row that has been selected to the slot where it is needed to schedule.

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

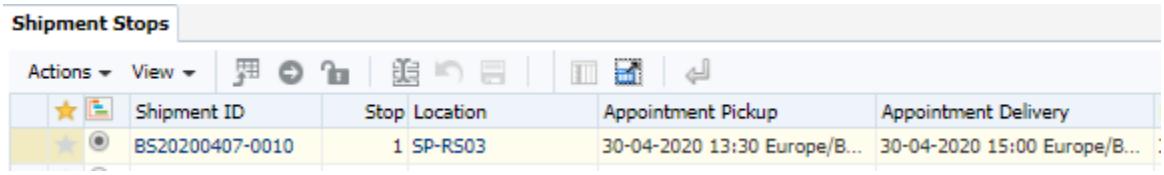


Step 4 - Click on OK to close the dialog box.

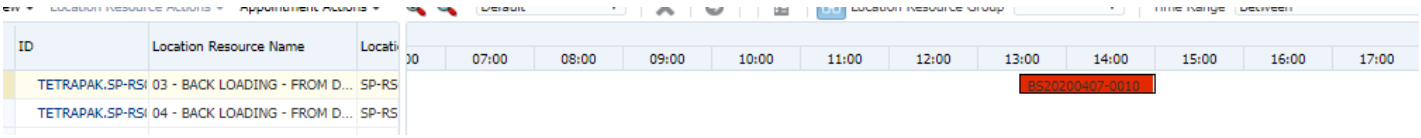
<u>Result</u> – Shipment is successfully scheduled.



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



Shipment Appointment can will be visible on Gantt Chart also.

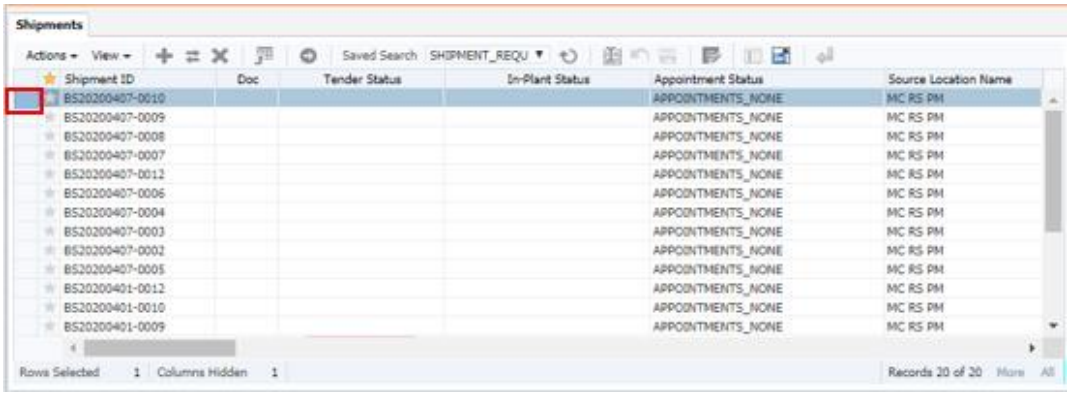


15.3.2 Schedule Appointment Action

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

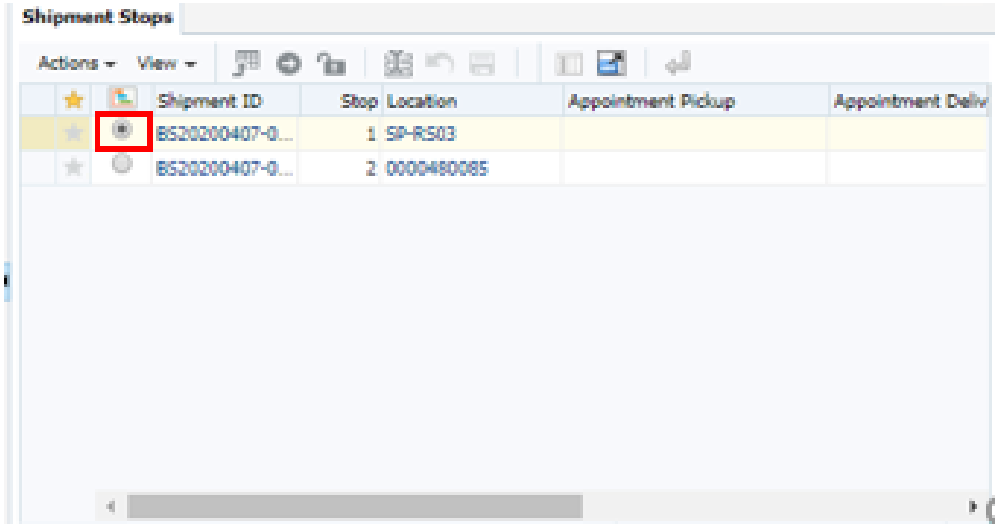
Step 1 - Select the Shipment

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



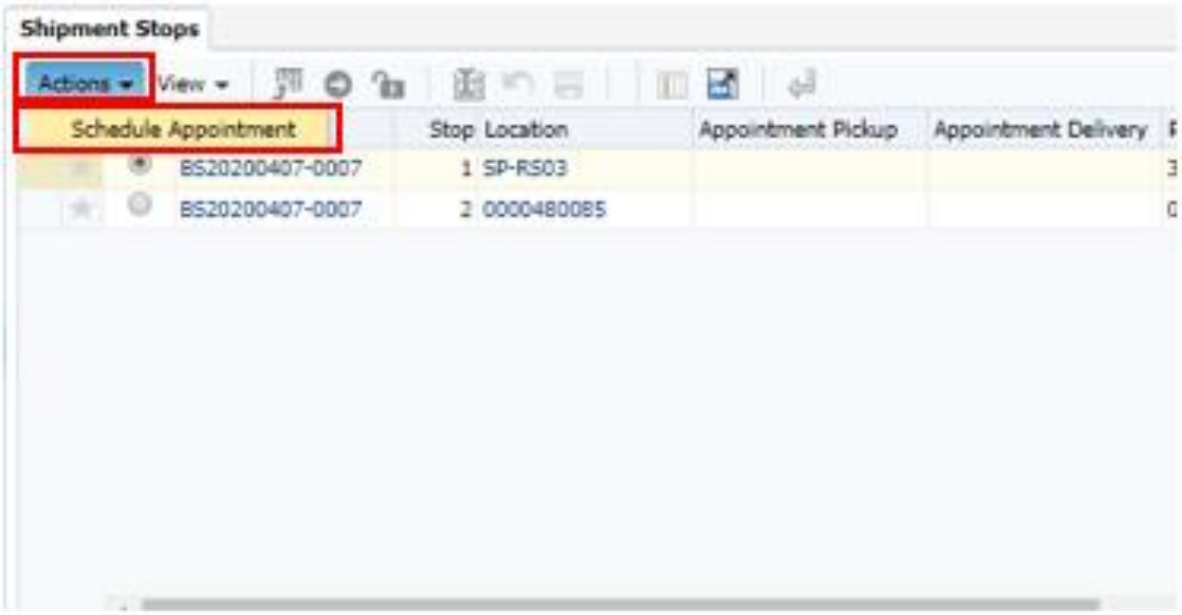
Step 2 - Click on the Radio button against the Stop for which Appointment is needed to be booked.

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.



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.

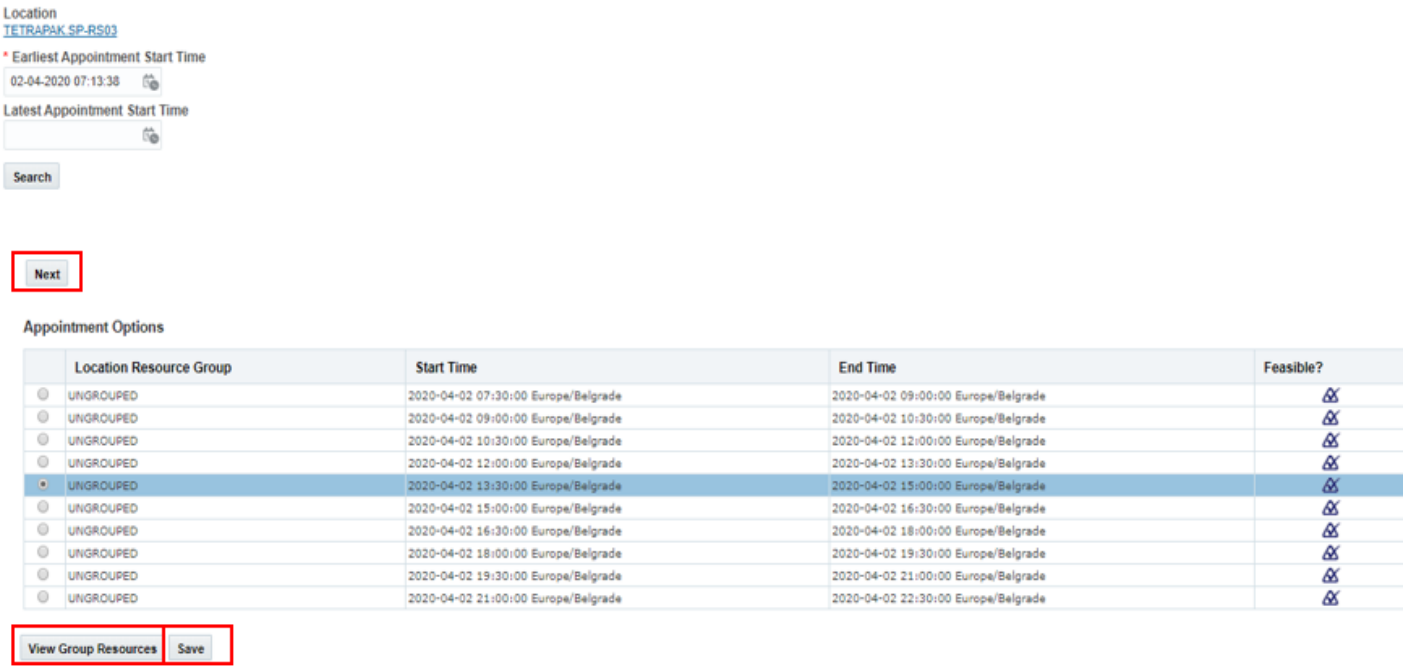


Step 4 - All feasible slot for Dock 01 will be shown on the screen to select.

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.

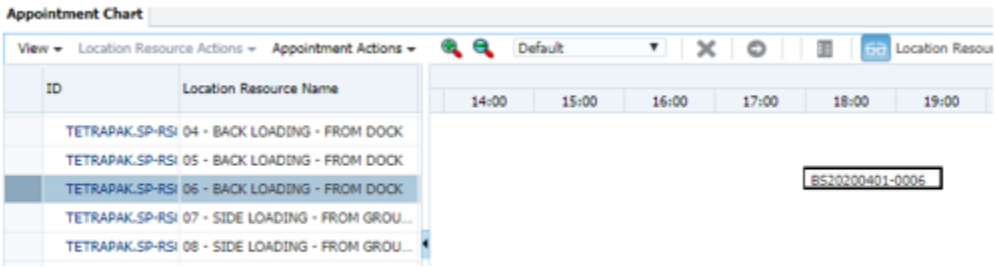
Once required Dock and Slot has been selected. Click on Save button.



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

Step 5 - Close the confirmation page

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



15.4 Adjust Appointment Time

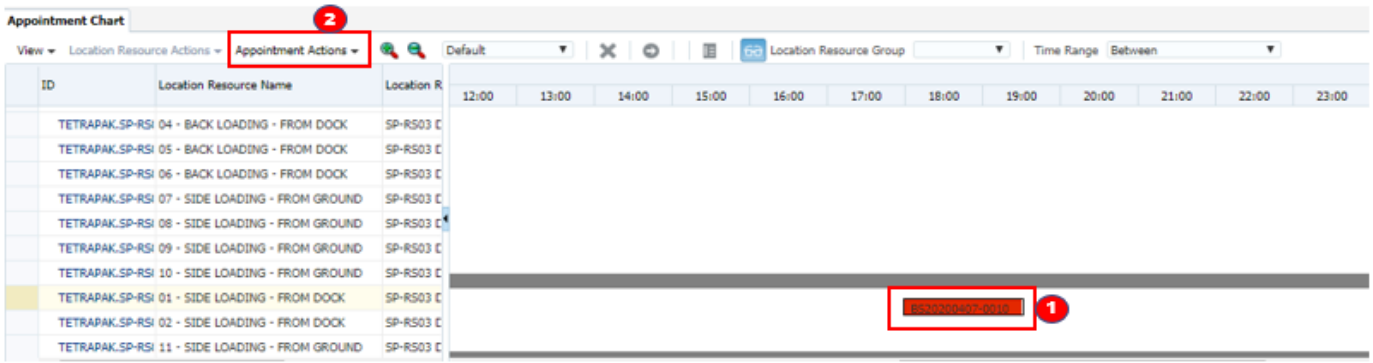
A slot is booked for a shipment based on shipment activity time that can vary based on truck type, container type, etc. or based on Dock Slot time, which Is fixed for a location.

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.

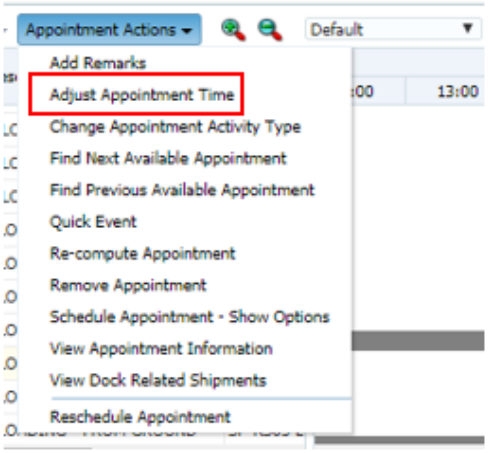
Step 1 - Click on the shipment on Gantt Chart.
Click on Appointment Actions

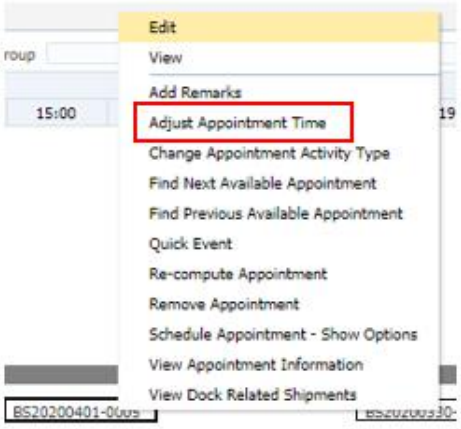
OR

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



Step 2 - Click on Adjust Appointment Time

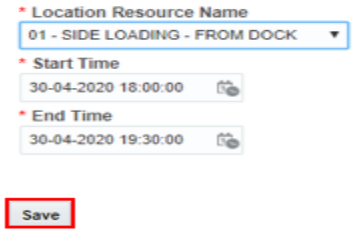




OR

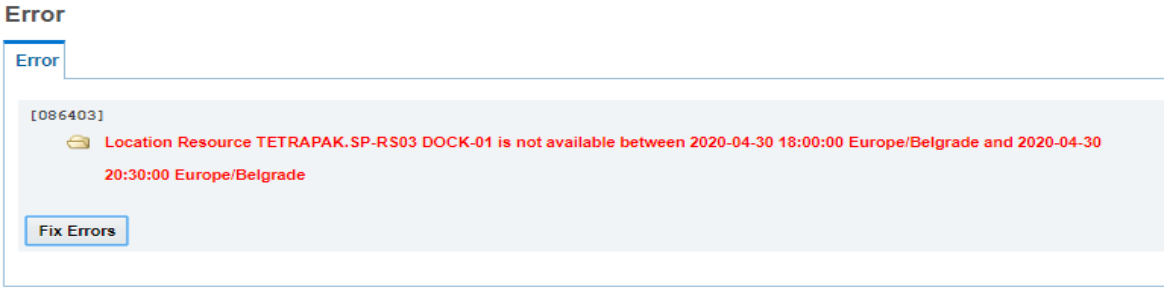
Step 3 - Select the Dock from drop down, in case Dock is required to be changed.
Adjust the appointment Start Time and End Time accordingly.

Click on Save



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.



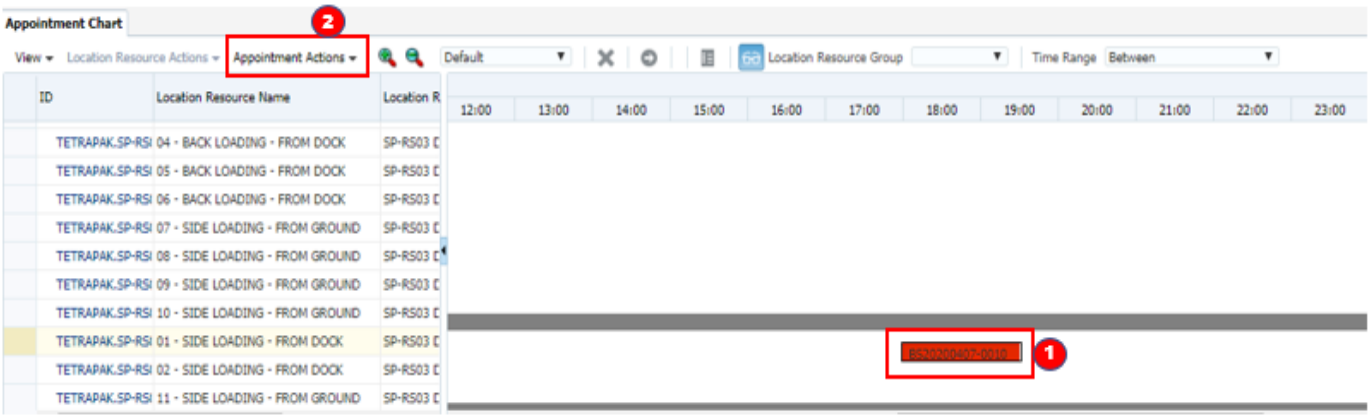
Step 4 - Once successfully booked, a confirmation image will be shown with the confirmation.
Click on Close.

15.5 Schedule Appointment – Show Options

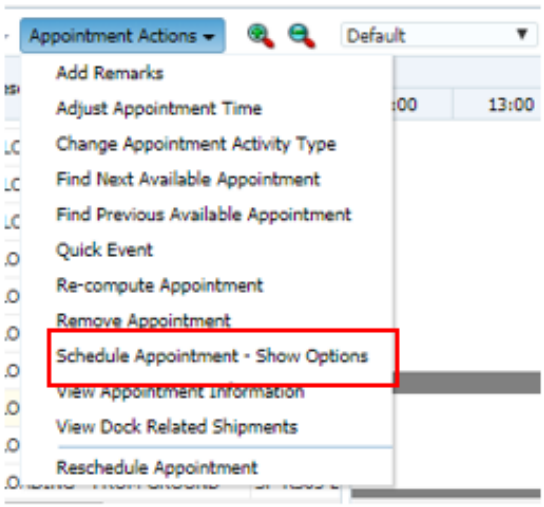
Step 1 - Click on the shipment on Gantt Chart.
Click on Appointment Actions

OR

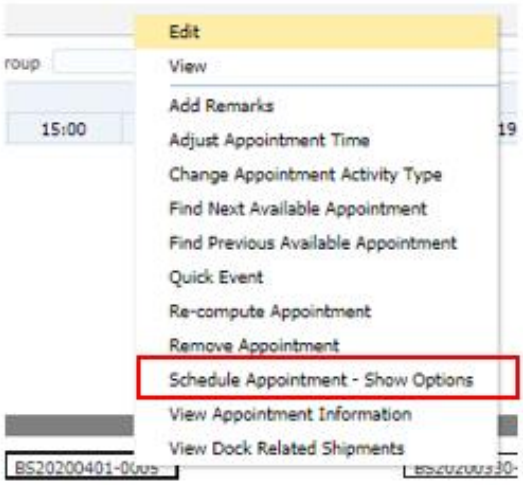
Right Click on Shipment on Gantt Chart to show all Appointment Actions.



Step 2 - Click on Schedule Appointment – Show Options



OR



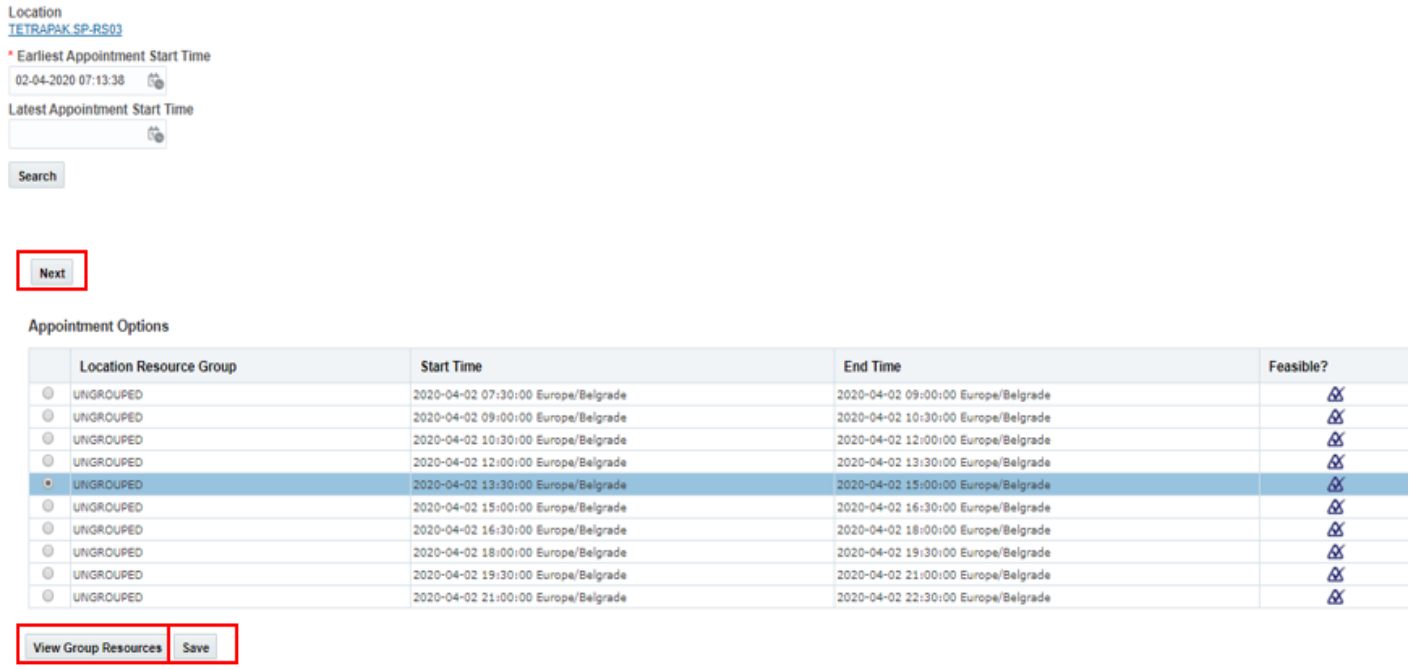
Step 3 - Based on Shipment Start Time, system will show all options of slot that are available.

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

Click on Next to see more slots for same Dock

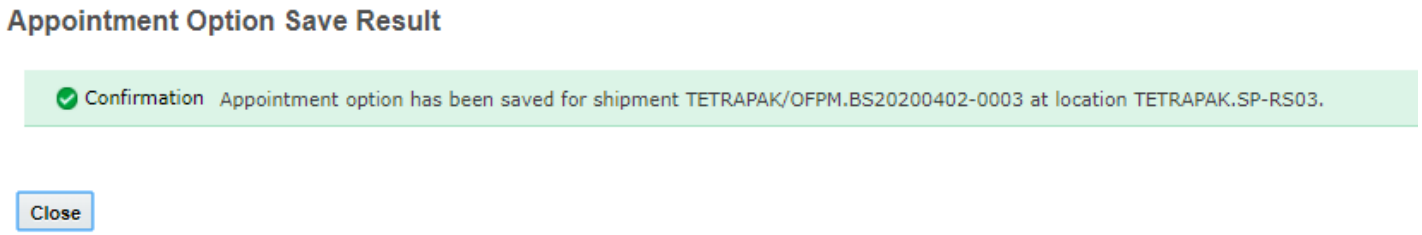
Click on View Group Resources to select another Dock.

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

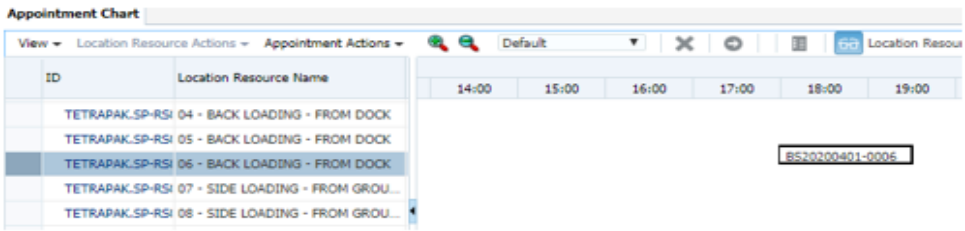


Result – A confirmation screen will appear to show that appointment has been successfully saved.

Step 5 - Close the confirmation page



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

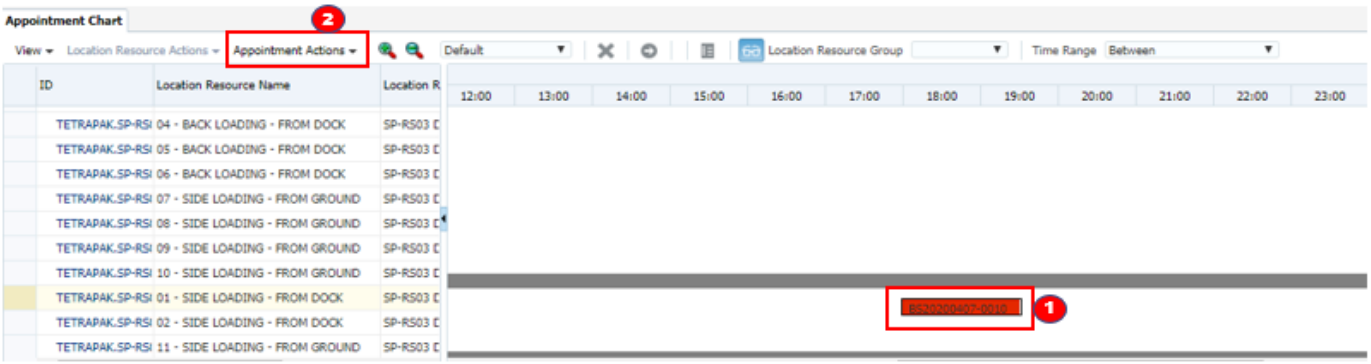


15.6 Remove Appointment

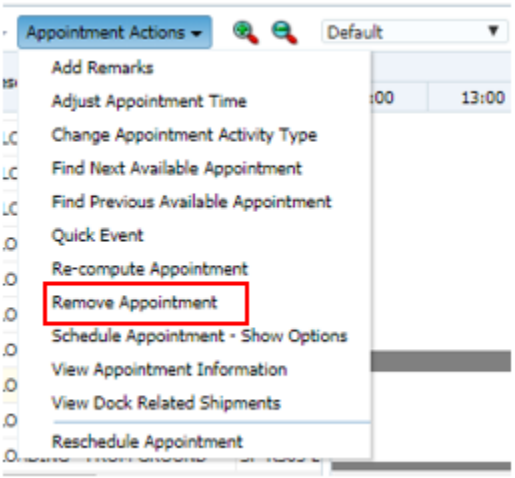
Step 1 - Click on the shipment on Gantt Chart.
Click on Appointment Actions

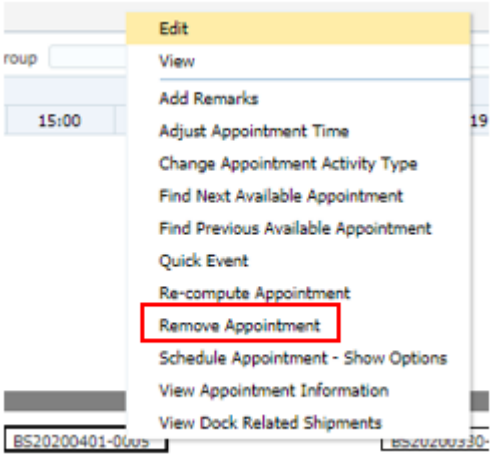
OR

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



Step 2 - Click on Remove Appointment





OR

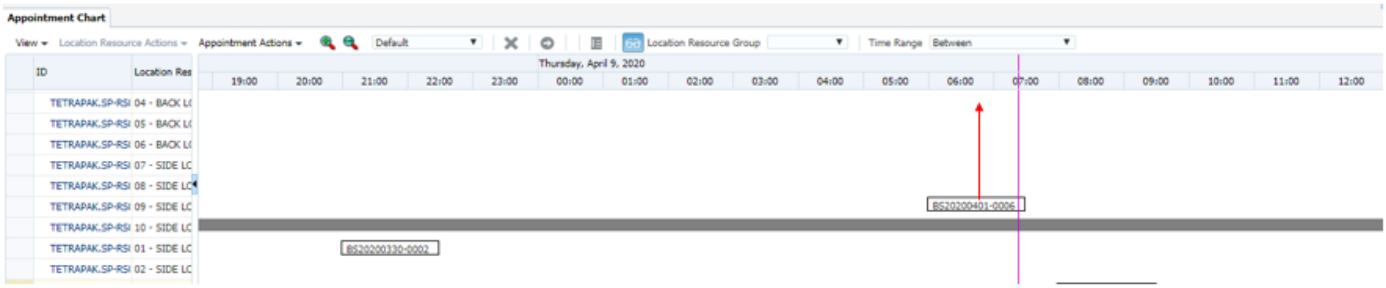
The system will take few seconds to load and complete the removal of shipment appointment from the selected slots. The slot will become empty for further booking.

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

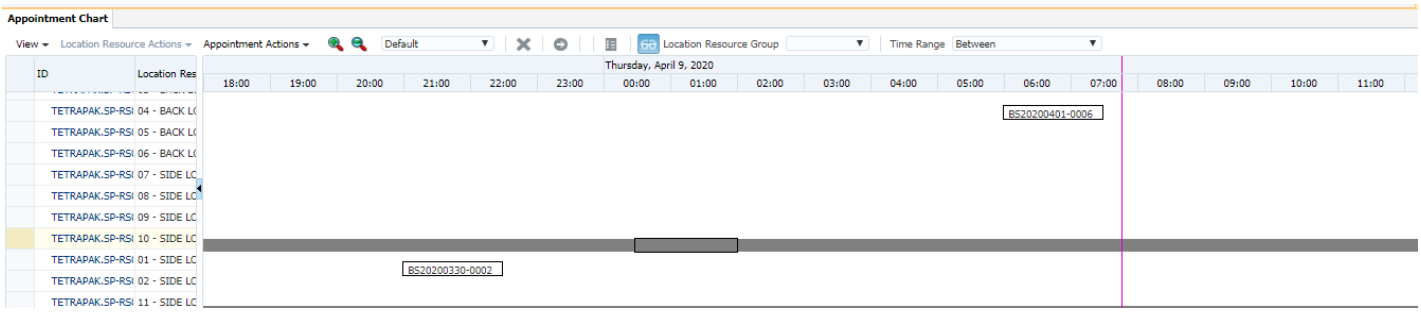
15.7 Reschedule Appointment

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.

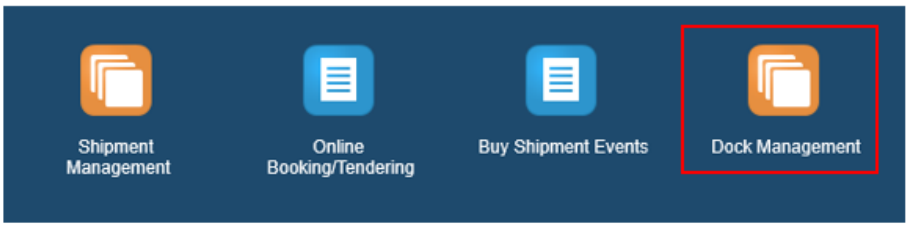


Once the dragged shipment is dropped on to a new slot, the system will take few seconds to process and move the shipment to the new slot on the Gantt Chart.



16. Appointments

Step 1 – Click on Dock and Yard Manager

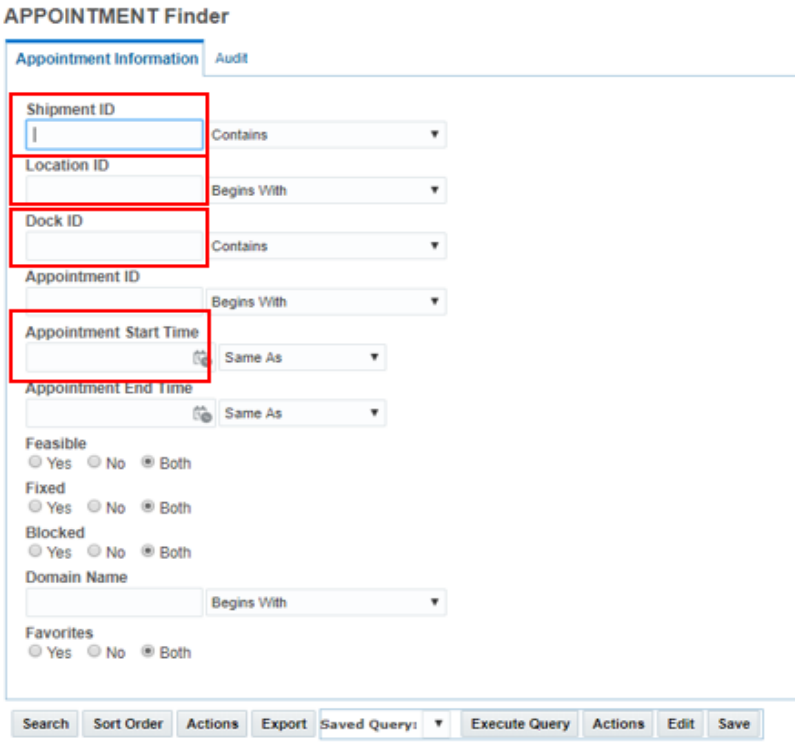


Step 3 – Click on Appointments Screen

16.1 Appointment Search Screen

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

Click on Search



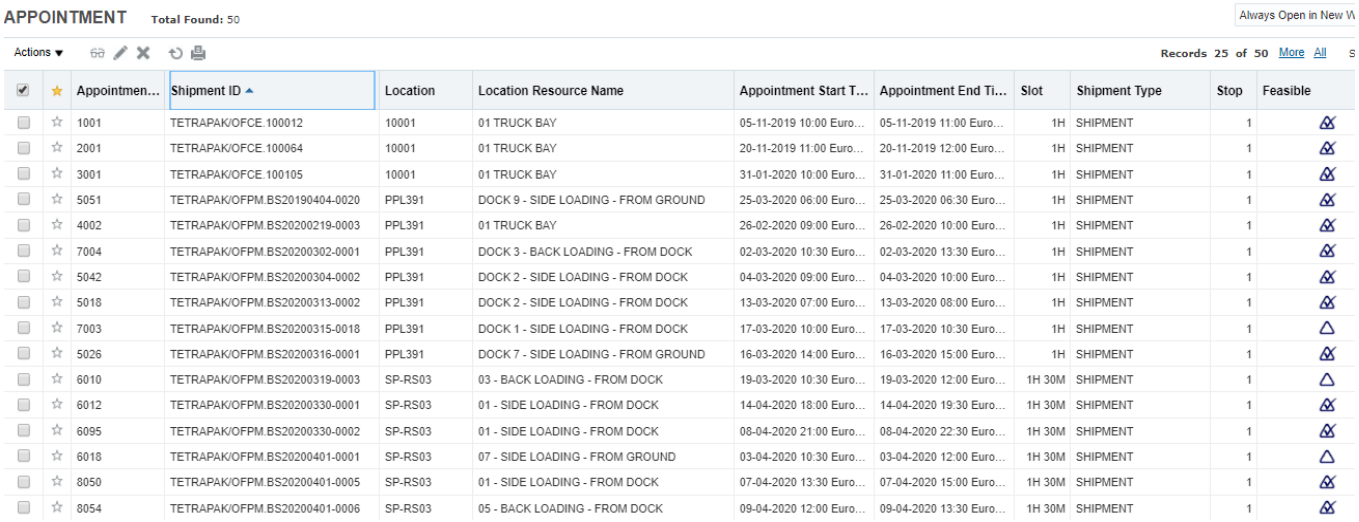
16.2 Appointment Result Screen

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.BS20200319-0003	SP-RS03	03 - BACK LOADING - FROM DOCK	19-03-2020 10:30 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

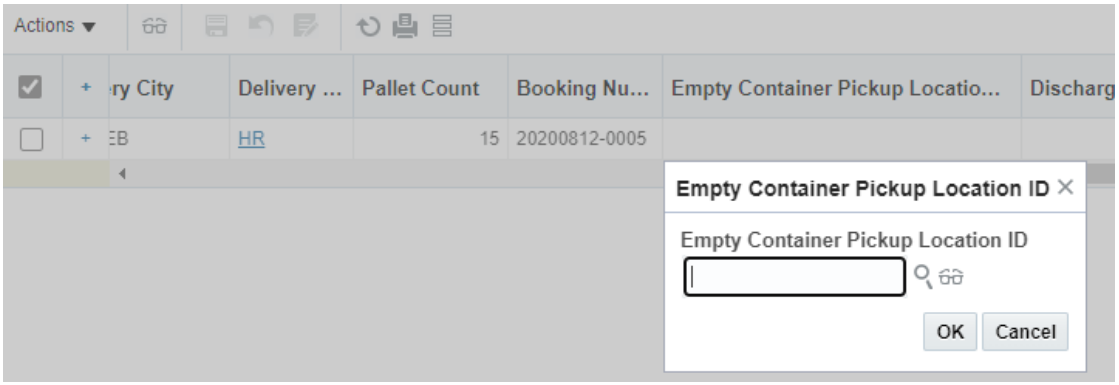
- Pick Up Container Terminal Location
- Delivery Container Terminal Location
- Carrier Booking Number
- Container Number
- Seal Number
- Document Draft Deadline Date
- Cargo Deadline Date
- Vessel Name

- **<u>To enter Container Terminal Location related information.</u>**

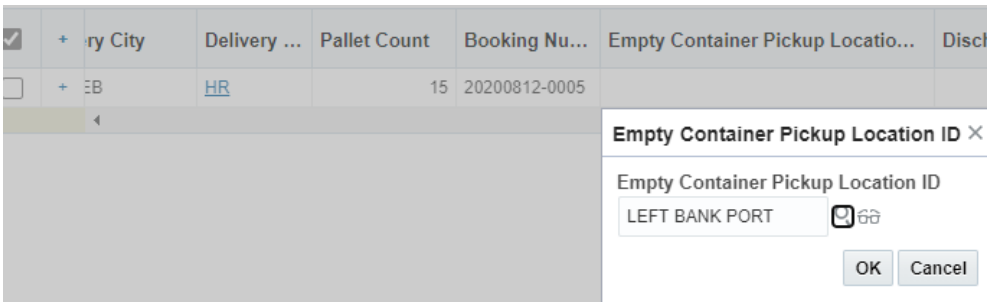
- **Step 1** - Click on **"Shipment - All"** Screen -

- **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.

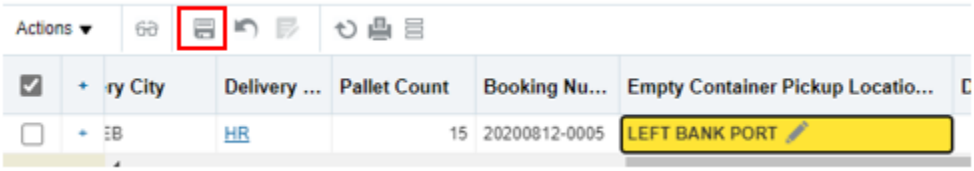
- **Step 4** - To enter information, double click on the Box under the required field against the concerned shipment. Eg. Empty Container Pick up Location Id, Vessel Name, etc.



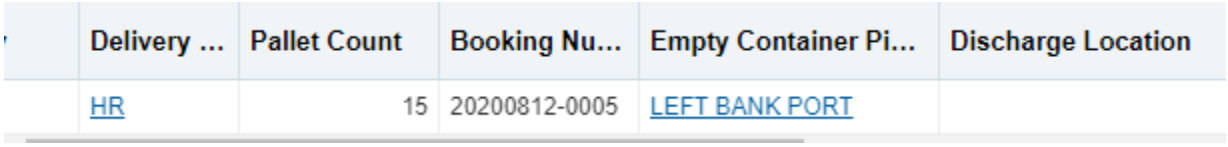
- **Step 5** – Enter the Location ID if you remember, else search using Search (Magnifying glass image) button. Once entered Click on OK.



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



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



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.**

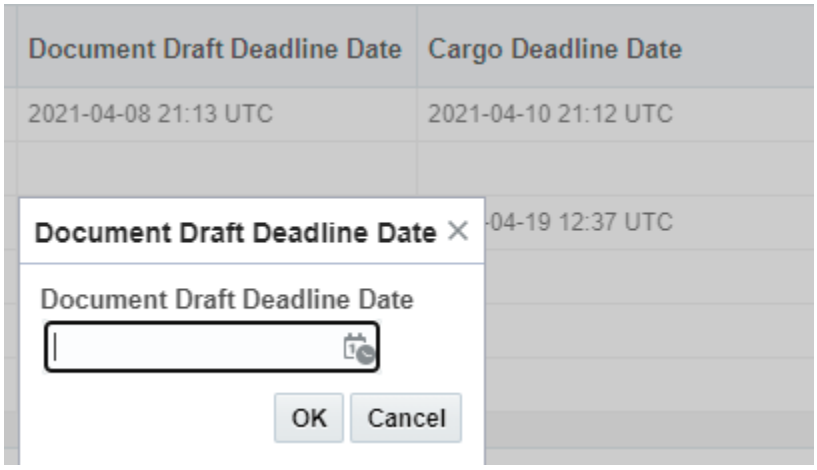
- **Step 1** - Click on "**Shipment - All**" Screen -

- **Step 2** – Search for the shipment in the Shipment All Result Page using the search filter criteria.

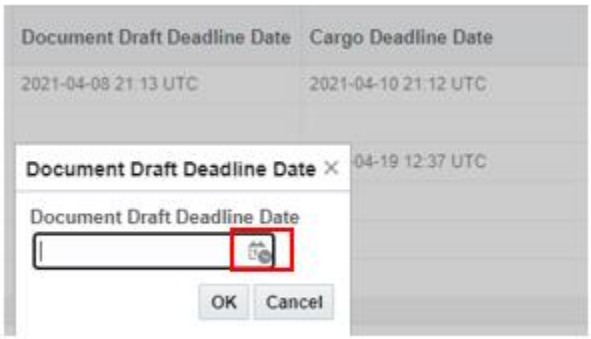
- **Step 3** - Scroll Right to see information if present or to enter the information.

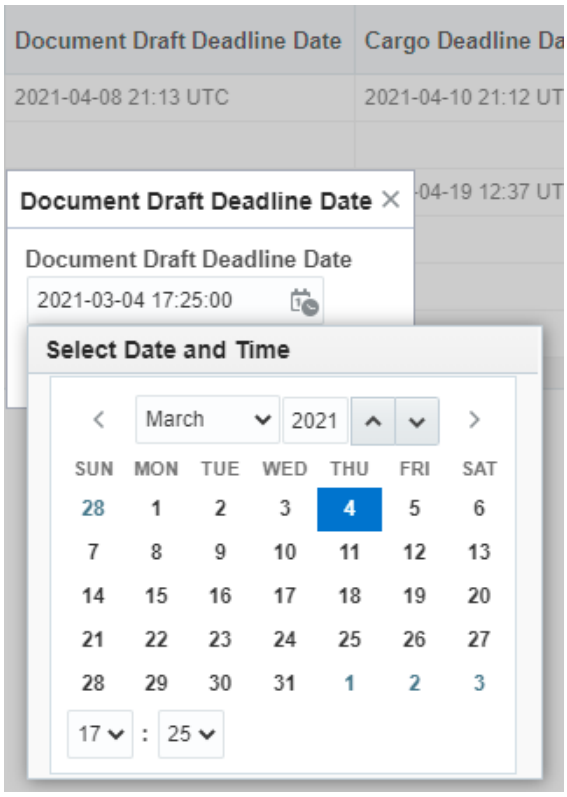
Document Draft Deadline Date	Cargo Deadline Date	Pickup Container Terminal L...	Delivery Container Terminal ...	Vessel Name	Domain Name
2021-04-08 21:13 UTC	2021-04-10 21:12 UTC				TETRAPAK/OFPM
					TETRAPAK/OFPM
2021-04-10 12:31 UTC	2021-04-19 12:37 UTC	10003340	10003323	PARADISE	TETRAPAK/OFPM

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

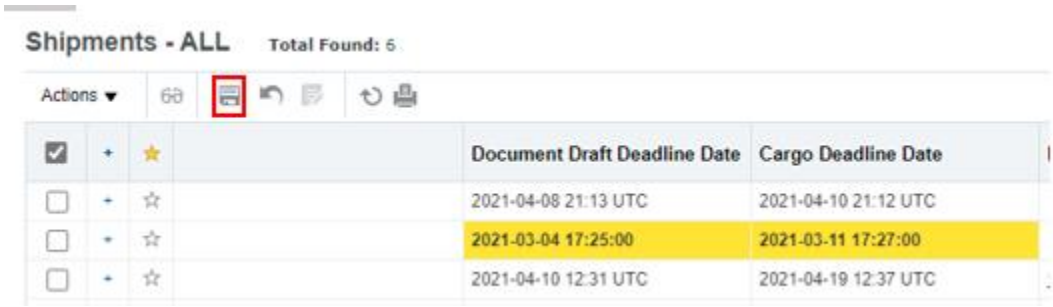


- **Step 5** – Select the concerned date by clicking on the Calendar icon in the box. It will open the calendar to select the date and time. Once entered Click on OK.

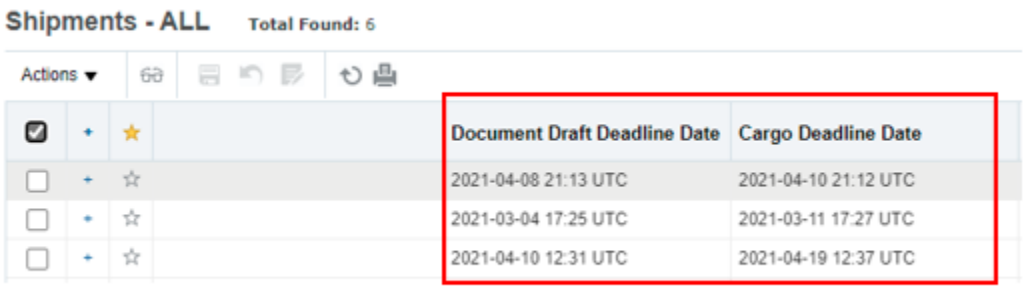




- **Step 6: Click** on **"Save"** Button to save the information.



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

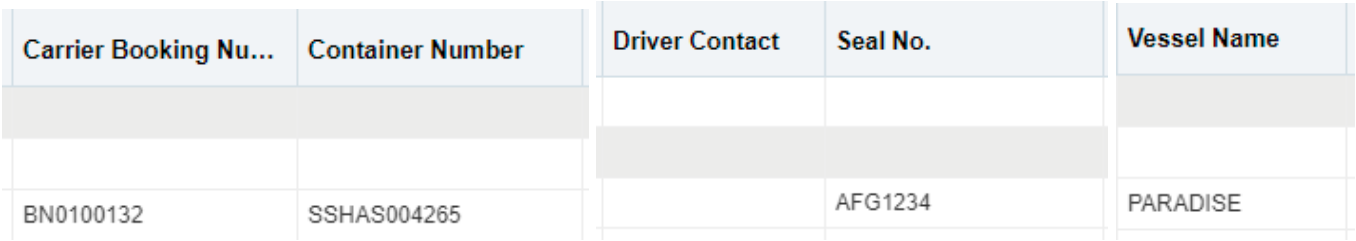


Similarly, other information related to date can be entered.

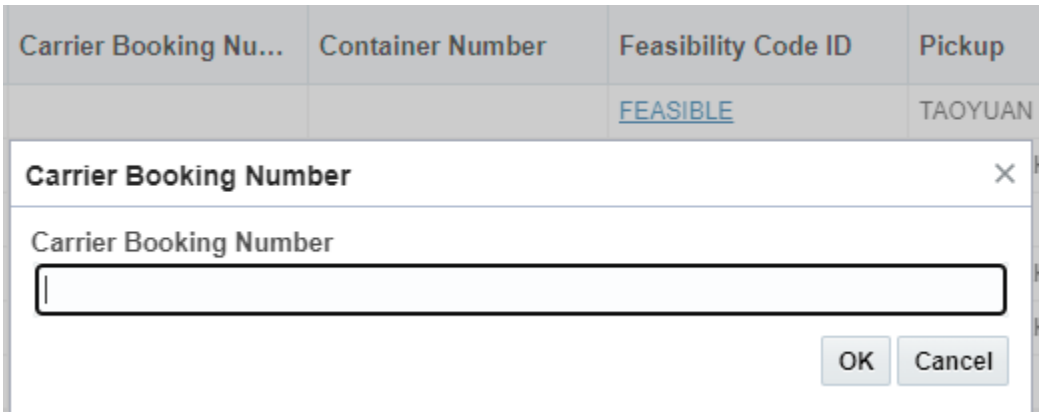
➢ To Enter **<u>Carrier Booking Number, Vessel Name, Container Number and Seal Number.</u>**

- **Step 1** - Click on **"Shipment – All"** Screen -

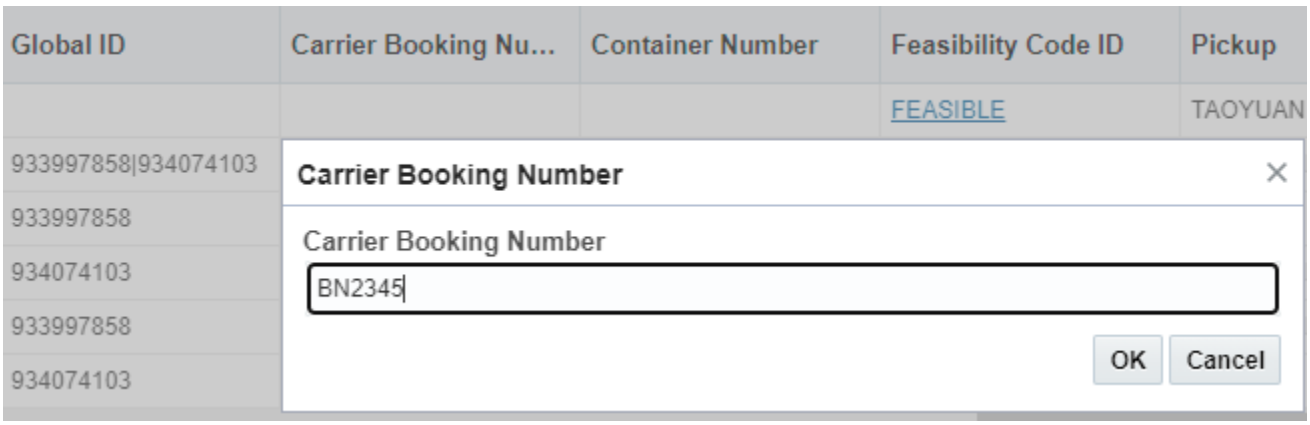
- **Step 2** – Search for the shipment in the Shipment All Result Pag using the search filter criteria.
- **Step 3** - Scroll Right to see information if present or to enter the information.



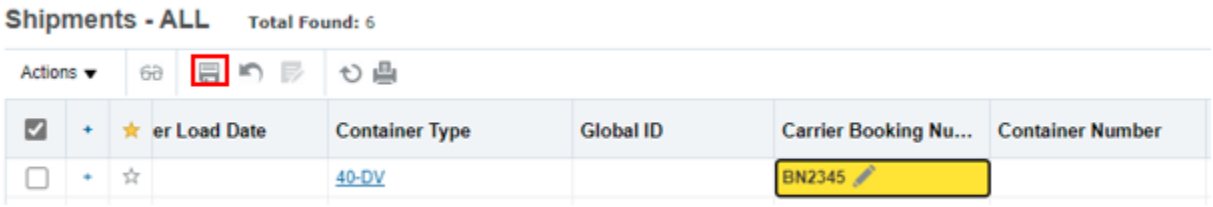
- **Step 4** - To enter information, double click on the Box under the required field against the concerned shipment.



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



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



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

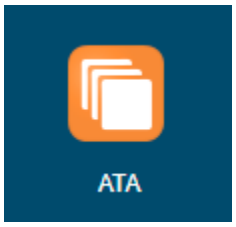
Similarly, enter information like **<u>Vessel Name, Container Number and Seal Number</u>**

18. Missing ATA and Fault Code

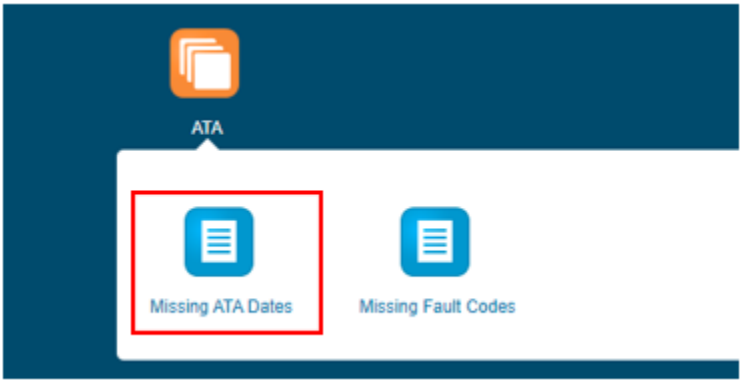
For Shipments where ATA at Customer Place has not been added till date either by Carrier or by inbound GPS transmission, Carrier needs to enter ATA manually using Buy Shipment Event Screen as mentioned in Step 8.

To find shipments where ATA has not been added.

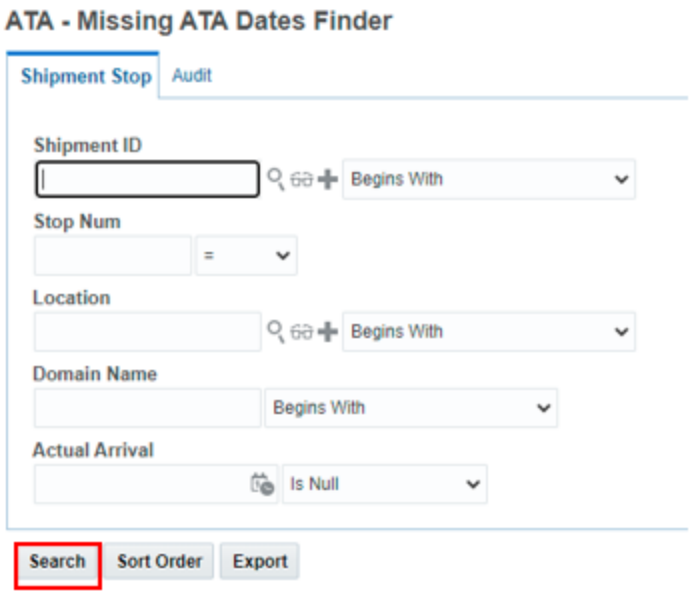
- **Step 1** - Click on "ATA" Cluster



- **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.

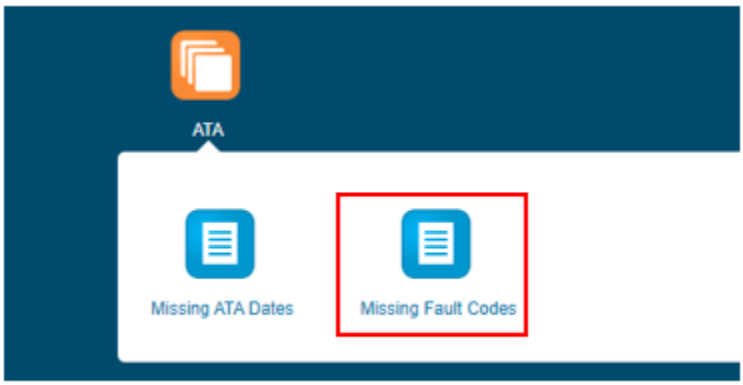


Result Screen will show all the Shipments where ATA has not been recorded.

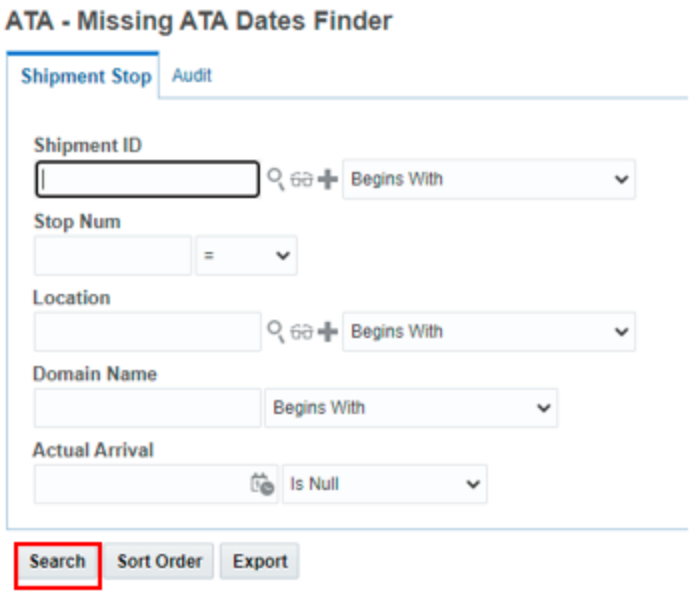
Once ATA is added to the shipment using Buy Shipment Event screen, Shipment would move out of this screen, thus indicating that ATA has been correctly added and shipment is Enroute Completed in the system.

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.



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.