

TRANSPORT MANAGEMENT SYSTEM (TMS) VENDORS

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2.2

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1 Introduction

Welcome to the FLSmidth Transport Management System. The system is an Oracle standard cloud solution which enables the FLSmidth Vendors easily to create correct packing lists and in the same time ensure that the packing lists are sent and immediately received by FLSmidth.

The purpose with this user guide is to explain how to access and use the system.

Further it shall be mentioned that FLSmidth is currently operating in several different ERP systems, but this Transport Management System will handle all orders, despite the different ERP system.

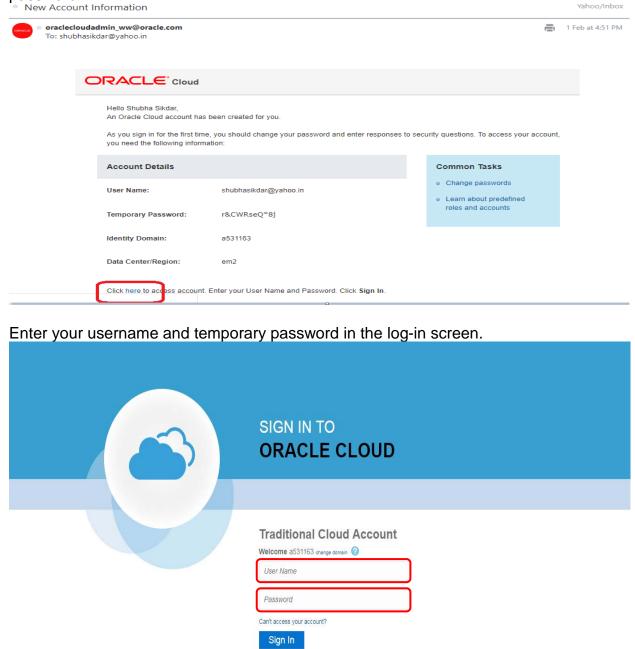
The following FLS instructions in English language are available in PDF-format in our web page https://www.flsmidth.com/en-gb/company/about-us/for-suppliers → Logistic Operation Procedures

- Instr. 28031, Handling Orders from FLS
- Instr. 520530, General Workshop Instruction
- Instr. 12951-08-3.1, Packing and packaging of goods for FLSmidth

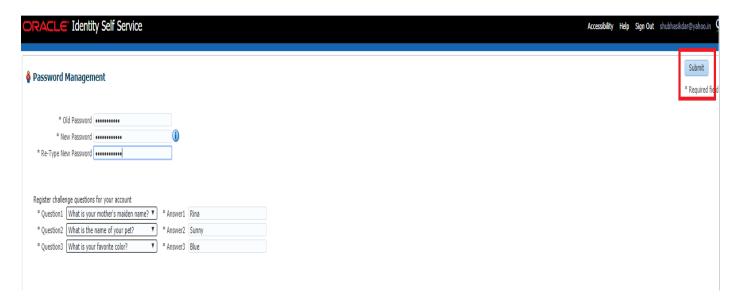
2 Step by Step User Guide

2.1 Log In

You will receive a system generated email directly from Oracle with your username and temporary password.

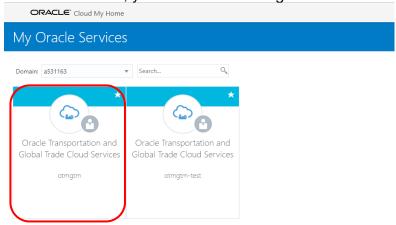


You will be re-directed to the screen where you can change your temporary password into your own private password.



When all information required has been filled in, click Submit.

After this is done, you will be able to sign in to Oracle.



Click on the otmgtm to get to the main screen of TMS.

For future log-in, pls. use the below link:

https://otmgtm-a531163.otm.em2.oraclecloud.com

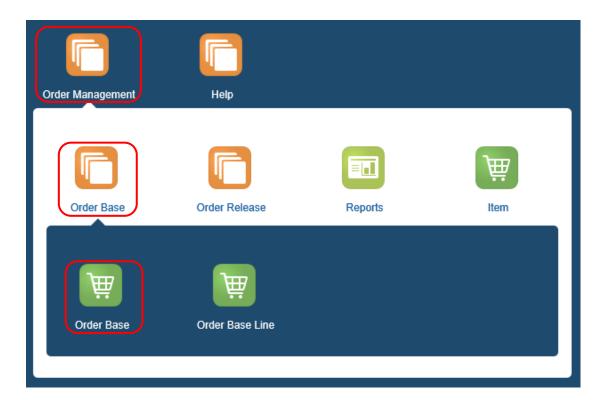
It is possible for one Vendor to have multiple users.

Please contact Mrs. Sathya Rajasekeran, <u>satra-in @flsmidth.com</u> for User names and Passwords.

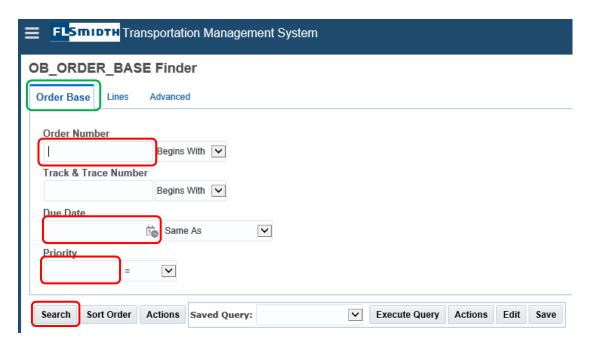
3 How to create a standard shipment

As part of the FLSmidth Transport Management System the vendor will receive the purchase order lines automatically from the FLS source system.

Navigation: Order Management → Order Base → Order Base

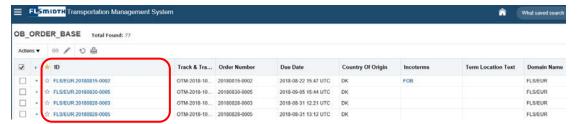


Search will be initiated once vendor click on the Search button.



The Order Base result will show the selected order.

To choose a specific order, it must be ticked off.



Here the first field ID means Order Base number this is hyperlink and User can directly click there and open the order base to view.

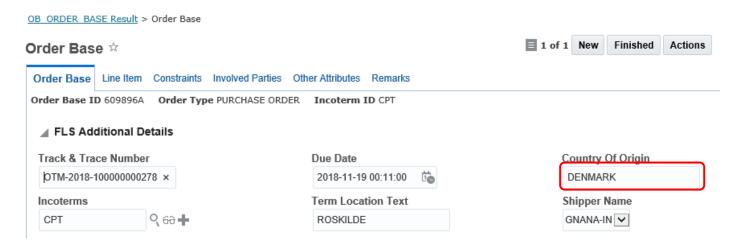
The <u>Order Base</u> will open and Vendor will be able to view all the relevant information for the Purchase order.

If Country of origin is different from what is already stated, it must be changed in here.

Click on the hyperlink ID to open the purchase order.



To change the Country of Origin delete the existing country mentioned and add the correct one.

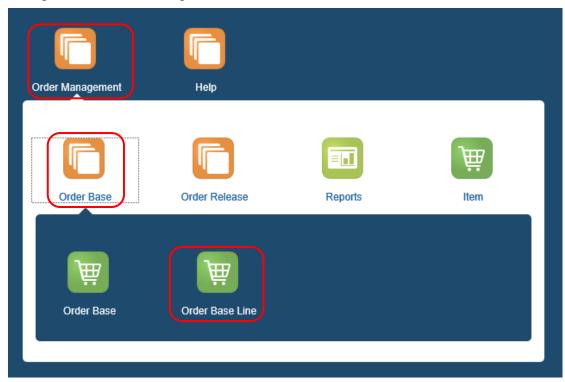


Write the name of the Country of Origin and click on Finished to save the change.

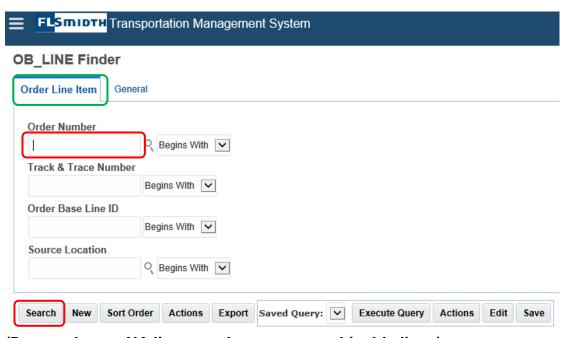
3.1.1 Release Order Quantity

How to open the Order Base Line and release the total quantity.

Navigation: Order Management → Order Base → Order Base Line



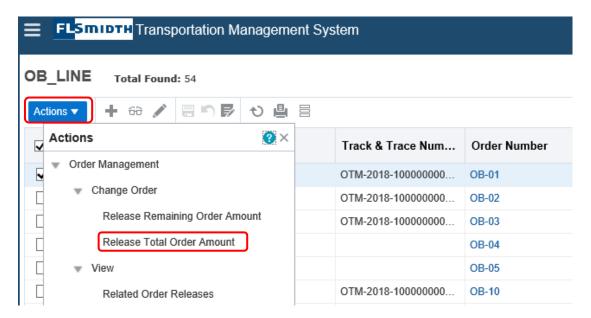
Enter the purchase order number and click on the Search button.



(Do not choose NA lines, as these are non-shipable lines)

Select the lines that needs to be released by ticking them off.

Navigation: Action drop-down list → Release Toal Order Amount



Total quantity is now successfully released.

Close the pop-up window and click on the refresh icon to update the Released Count.

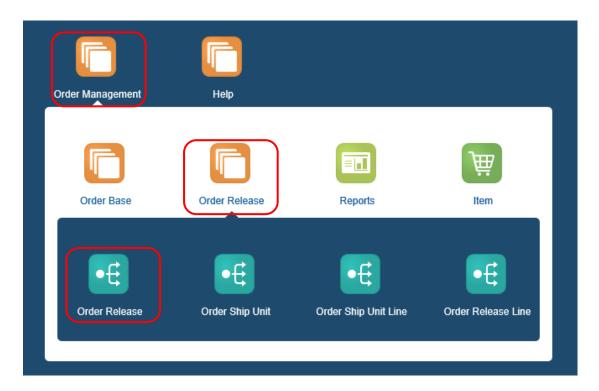
Click on the Home icon to return to the main screen.



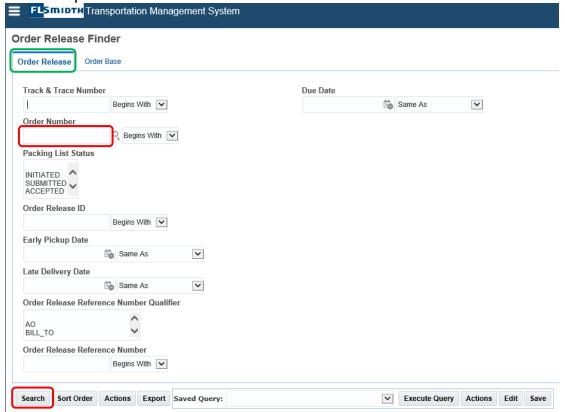
3.1.2 How to release the order

To release the actual purchase order.

Navigation: Order Management → Order Release → Order Release

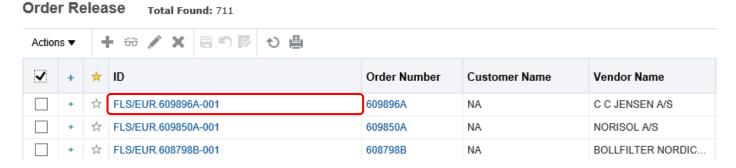


Enter the purchase order number and click on the Search button.



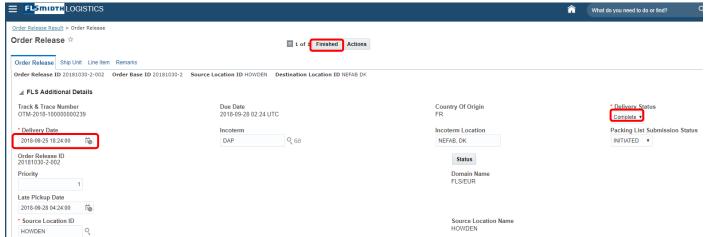
The recommended search field is the Order Number.

Click on the ID-hyperlink to open the actual Order Release.



The mandatory fields are;

- 1. Delivery Date.
- 2. Delivery Status.
- 3. Collection address
- 4. Supplier reference



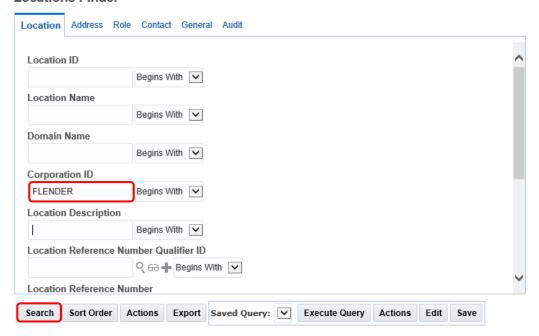
'Early Pickup Date' and 'Late Pickup' Date' will automatically be populated on the predefined logic.

If the collection address is the same as the address already mentioned in the field *Source Location ID*, just add the same in the *Collection* address field.

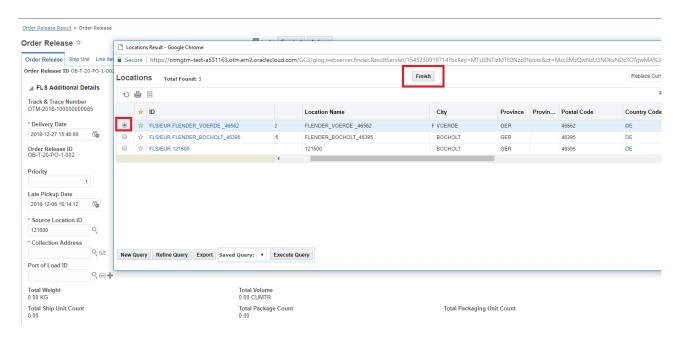
If the address is different, it needs to be changed.

To change the actual collection address, go to the filed *Collection address* and click on the search icon.

Locations Finder

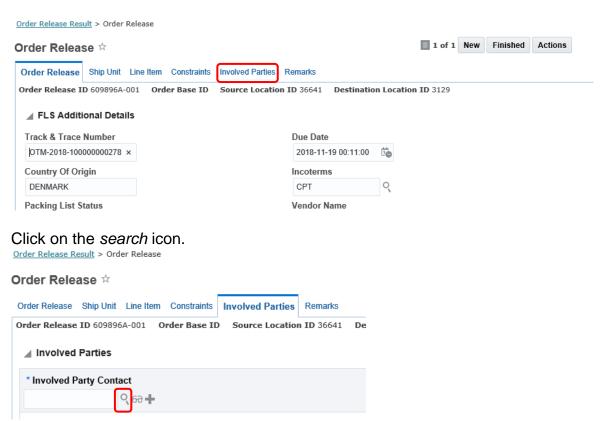


Enter the Corporation ID and click on the search bottom. All the locations for the specific supplier will show on a list.

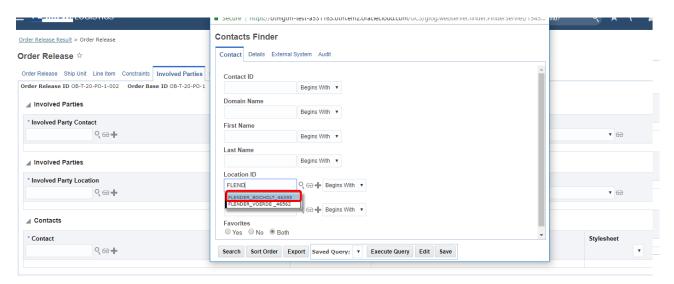


Select the correct location and click on Finish to save the changes.

To change the contact person on the location, choose the TAB Involved Parties.



Enter the Location ID to get the list of already created contact persons.



Select the correct location from the drop-down list and click on the search button.

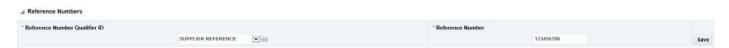
The name will show on the list. Select and click on the Finish button.



Select the *Communication Method* as email and the *Involved Party Qualifier ID* as Supplier_contact.

Click on the Save button and then the Finish button.

To enter the supplier reference number, go to the chapter *Reference numbers* at the bottom of the page.

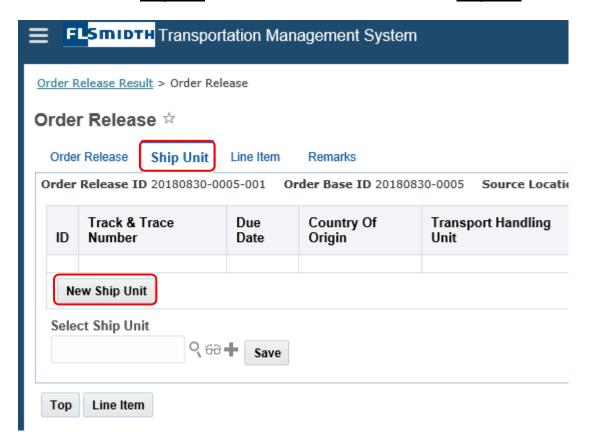


Choose Supplier Reference from the drop down and enter the reference number in Reference Number.

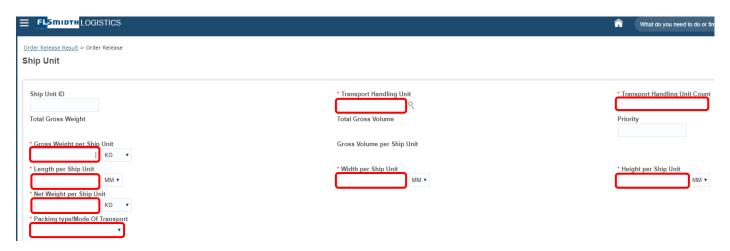
Click on the Save button to save the changes.

3.1.3 How to create the ship unit

Choose the TAB Ship Unit in order to be able to create a new Ship Unit.



All the mandatory fields are marked with a red star *

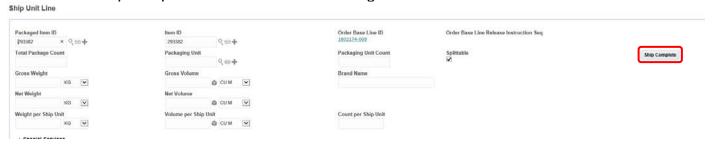


Go to the bottom of the page to add the actual lines to the Ship Unit. Click on the Save button.

Select Line

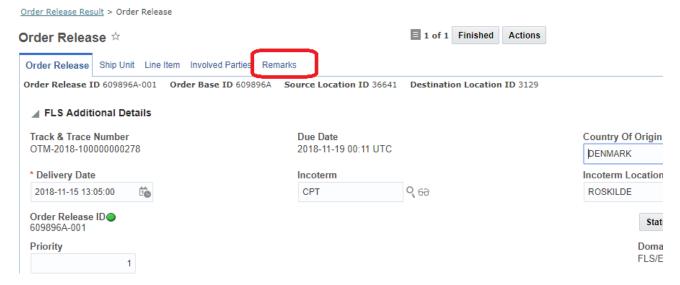


Click on the Ship complete button and click Save again.

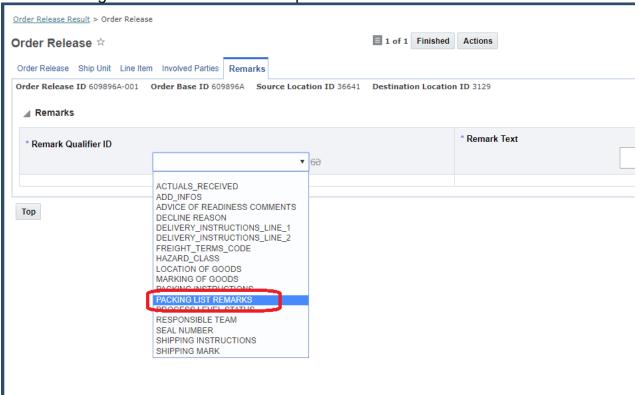


Click on Finished - very important.

To add additional information, go to the TAB Remarks.



Select Packing List Remarks from the drop dow list.

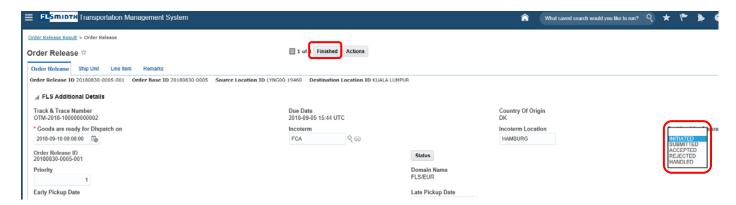


Add the comments in the Remark Text field.

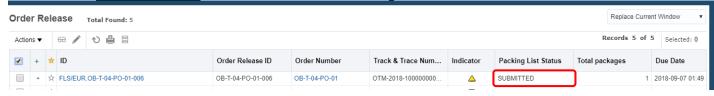


Click on Save and then on Finished.

Select the Packing List status as Submitted and then on the *Finished* button.



Click on the Order Release result to check the Packing List status.

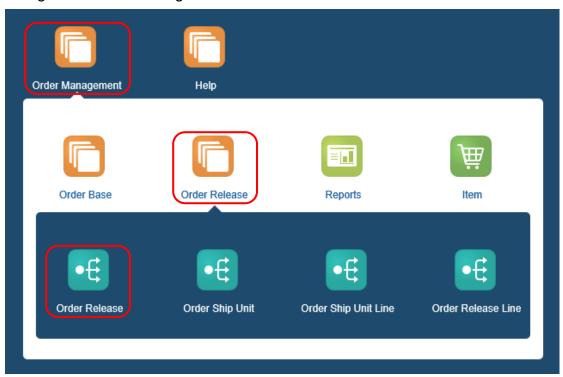


3.2 Dangerous goods

If <u>Ship Unit</u> already exists, but packing list is not yet submitted, type in the purchase order number and choose Packing List Status as Initiated and click the *Search* button.

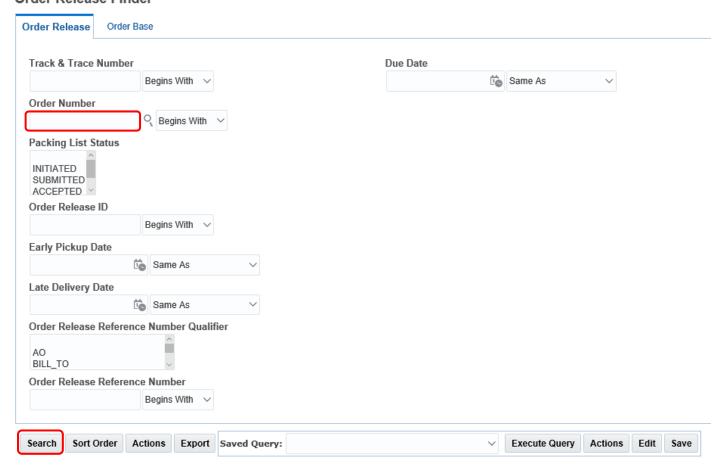
If the packing list is already submitted, pls. contact FLSmidth and request them to reject the packing list.

Navigation: Order Management → Order Release → Order Release

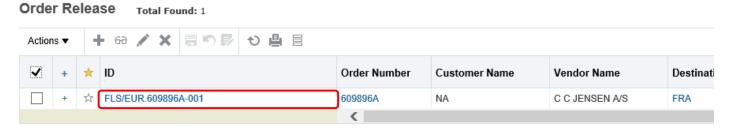


Enter the order number and click on the *Search* button.

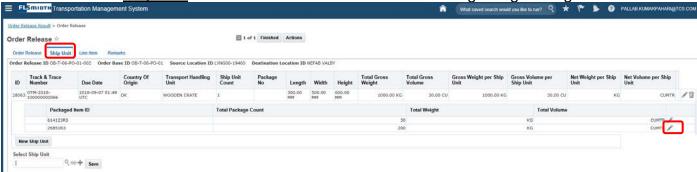
Order Release Finder



Open the specific Ship Unit by clicking the ID hyperlink.



Choose the TAB Ship Unit and click *Edit* icon on the line containing Dangerous goods.



Go all the way down on the site and choose **YES** from the drop-down to be able to enter the information and then click on *Details*.

Hazardous

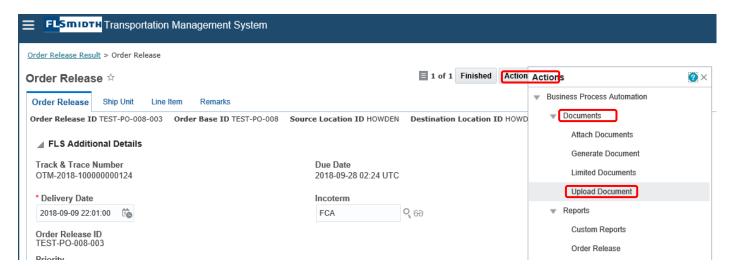


Fill in all the information required and click on the Save button.



To attach the MSDS open the Order Release and select from the Action drop down list.

Navigation: Action → Business Process Automation → Upload Document



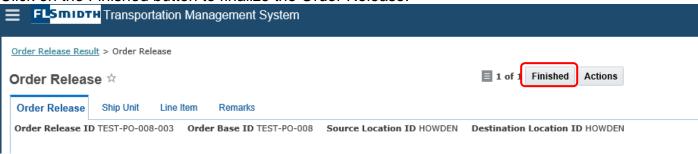
Click on the *Browse* button to find and attach the document. Click on the *Upload* button to upload the file.



* Document File Browse... Content Management System DATABASE 🕶 🙃

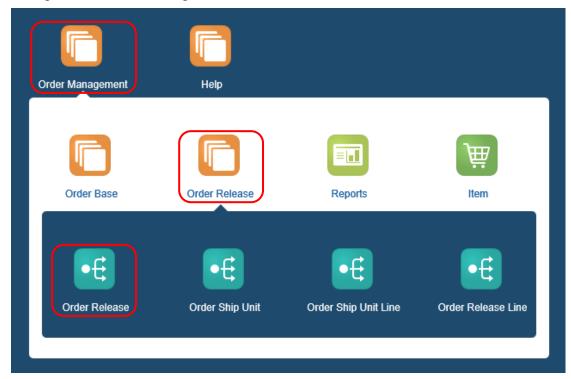
Upload

Click on the Finished button to finalize the Order Release.



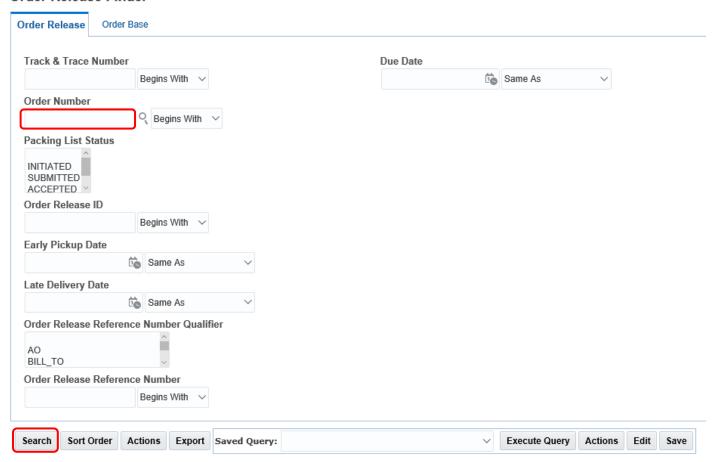
3.3 How to create partial delivery – entire lines

Navigation: Order Management → Order Release → Order Release

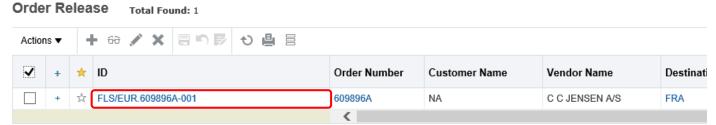


Enter the order number and click on the *Search* button.

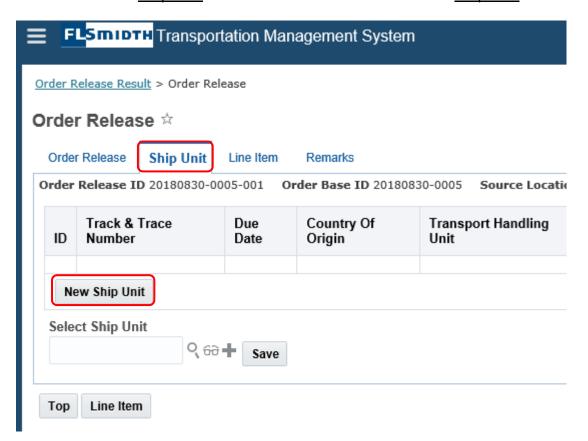
Order Release Finder



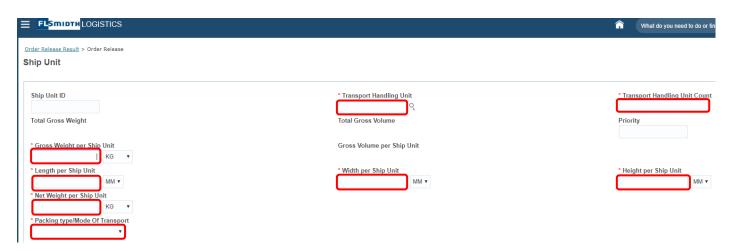
Open the specific Ship Unit by clicking the ID hyperlink.



Choose the TAB Ship Unit in order to be able to create a new Ship Unit.

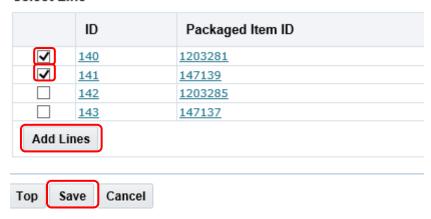


All the mandatory fields are marked with a red star *



Go to the bottom of the page to add the actual lines to the Ship Unit. Click on the Save button.

Select Line



Click on the Ship complete button and click Save again.

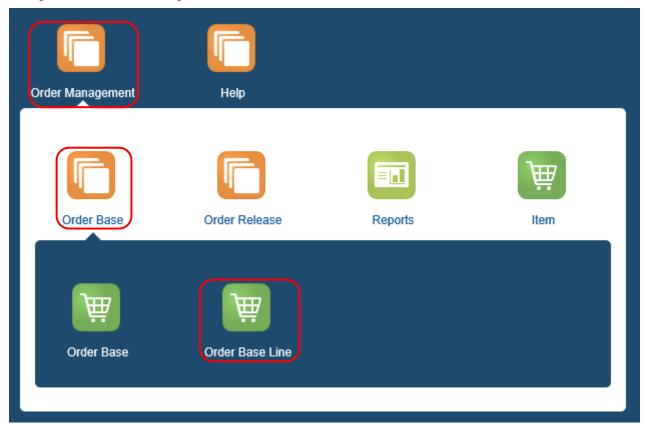


Click on *Finished* – very important.

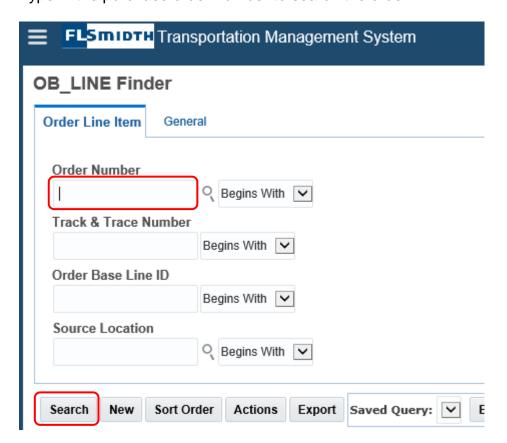
3.4 How to create partial delivery – split lines

To be able to split quantity on more ship units.

Navigation: Order Management → Order Base → Order Base Line



Type in the purchase order number to search the order.

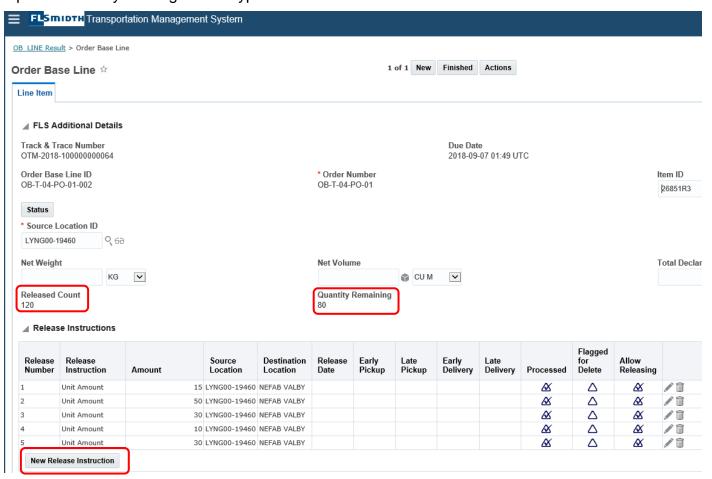


Item number is showing along with Package Count (quantity) 200 and 120. Open the specific <u>Order Release</u> by clicking the ID hyperlink.



Respective <u>Order Base Line</u> opens, and vendor can now see Quantity Remaining for release and already Released Count.

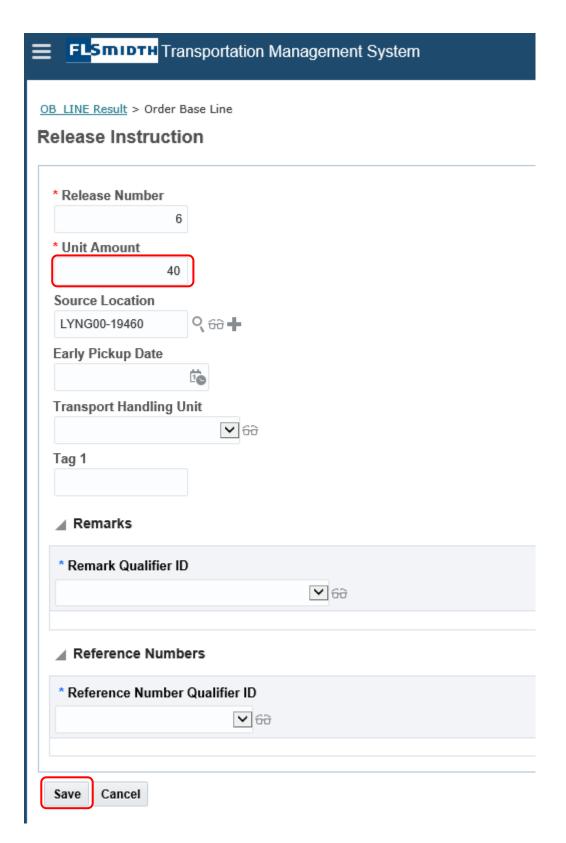
Open the line by clicking the ID hyperlink.



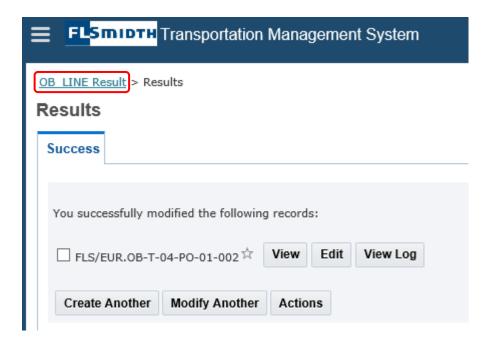
Click on the New Release Instruction button to initiate the partial releasing process.

Enter the release number.

Enter the quantity that needs to be released, click on *Save* and then on the *Finished* button.



Click on the OB Line Result to see the new release.

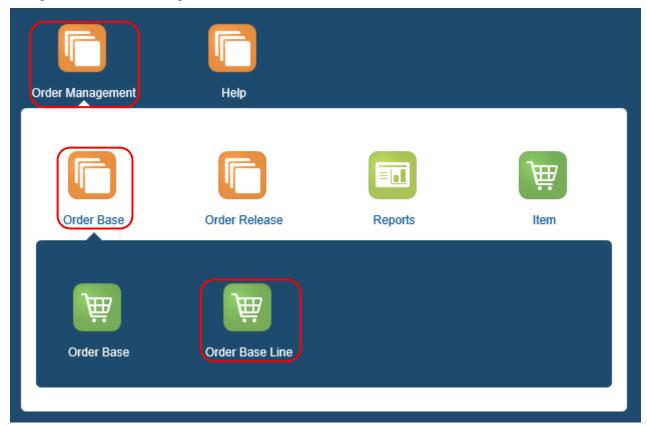


The Released amount has now changed from 120 to 160.

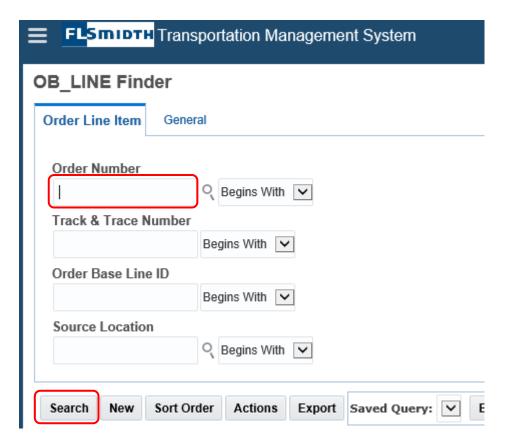


3.4.1 If more than one line is partial

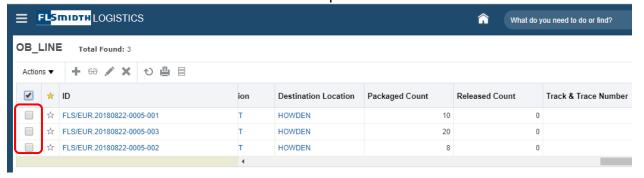
Navigation: Order Management → Order Base → Order Base Line



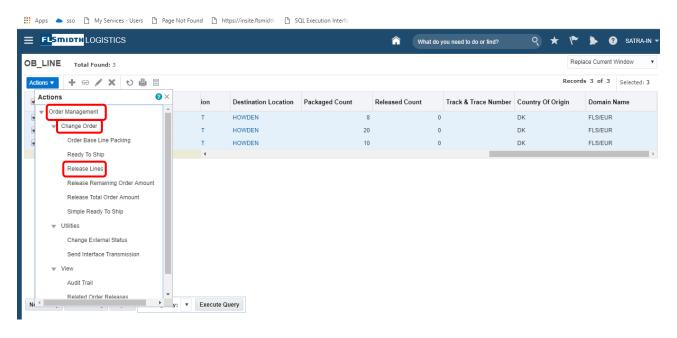
Type in the purchase order number to search the order.



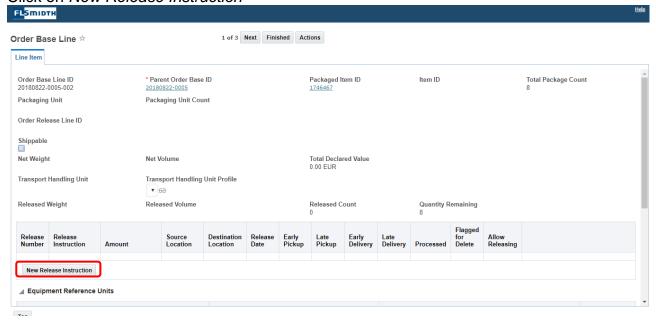
Select all the lines that needs to be delivered partial.



Navigation: Actions → Order Management → Change Order → Release Lines

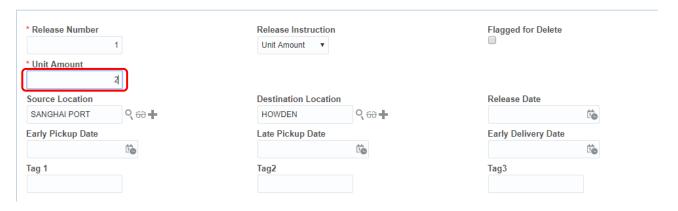


Click on New Release Instruction

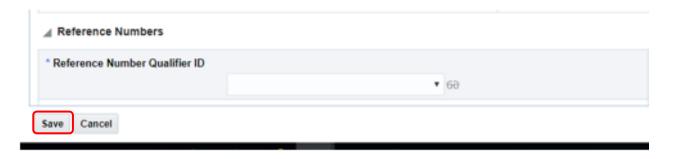


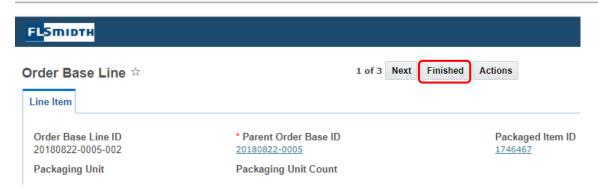
Enter the number of quantity that needs to be released.

Release Instruction

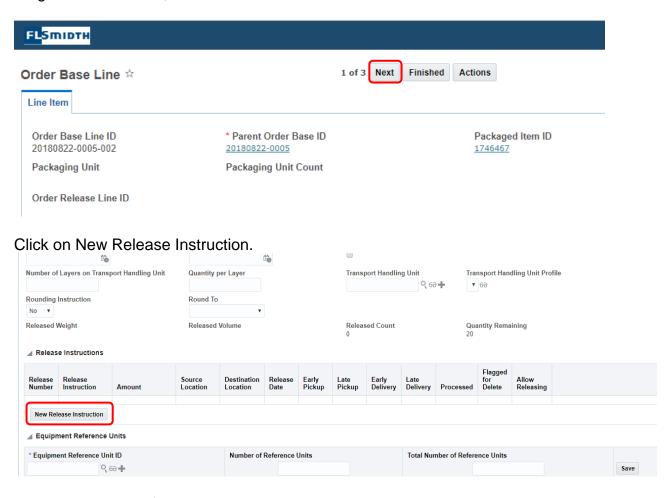


Click on Save and then on Finished.



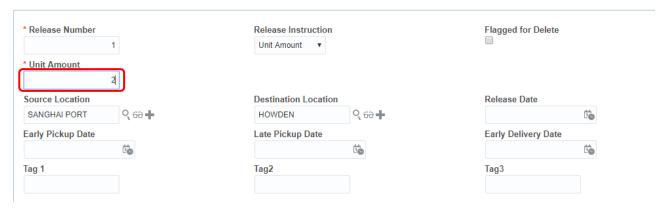


To go to the next line, click on Next.



Enter the number of quantity that needs to be released.

Release Instruction



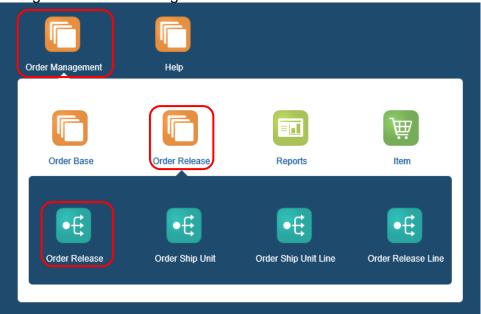
Click on Save and then on Finished.





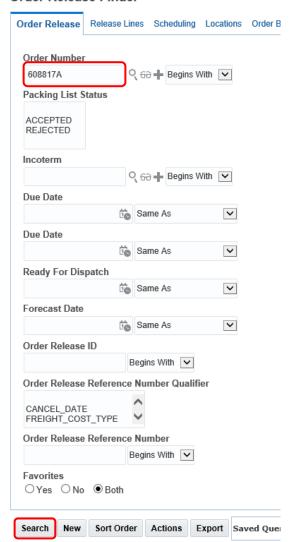
3.5 Net Weight on line level

Navigation: Order Management → Order Release → Order Release



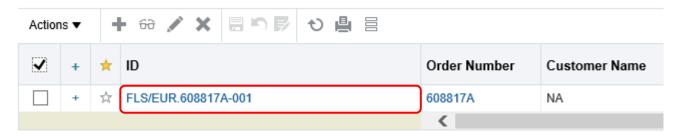
Enter the order number and click on the Search button.

Order Release Finder



Click on the ID hyperlink to open the Order Release.

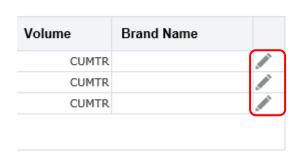
Order Release Total Found: 1



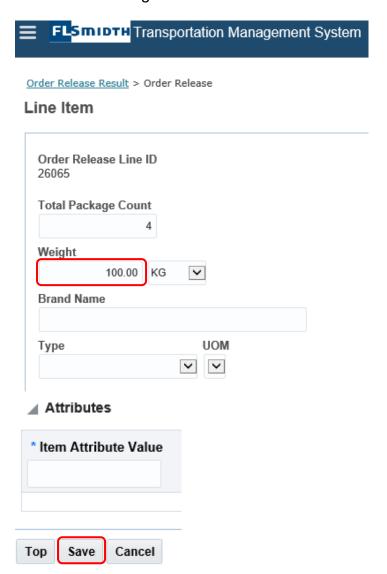
Make sure Delivery Date and and Delivery Status is filled in and click on Line Item.



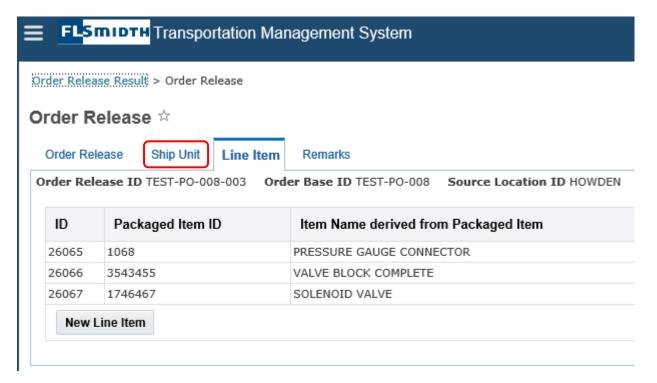
Click on the *Update Icon* to enter the net weight on the item.



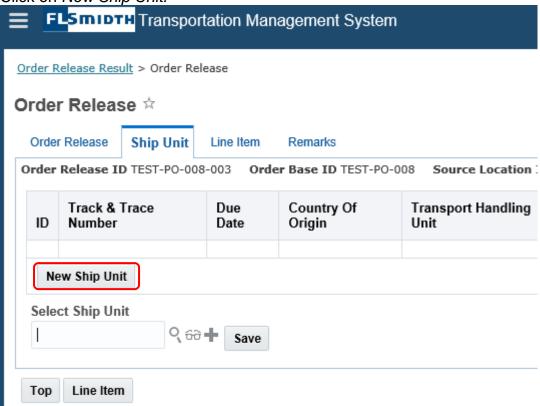
Enter the Net Weight and click on the Save button.



Click on the Ship Unit TAB.



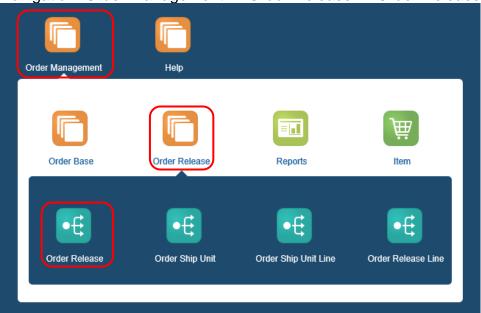
Click on New Ship Unit.



Enter the information required for creating a new Ship Unit, see paragraph 3.1.3 How to create the ship unit.

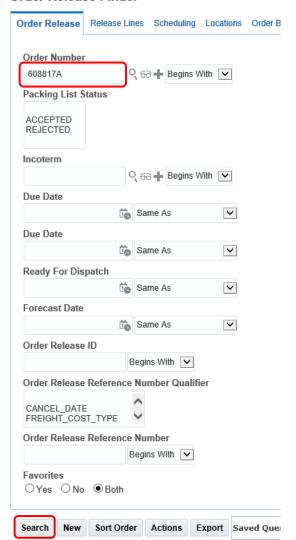
3.6 Country of Origin on Line level

Navigation: Order Management → Order Release → Order Release



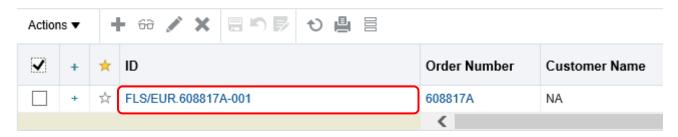
Enter the order number and click on the Search button.

Order Release Finder

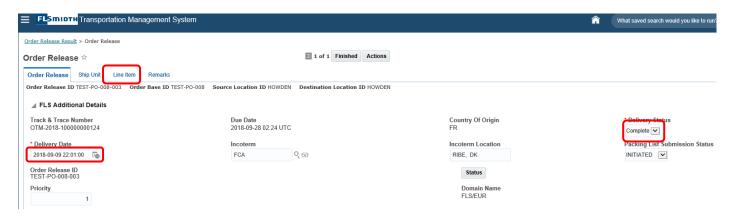


Click on the ID hyperlink to open the Order Release.

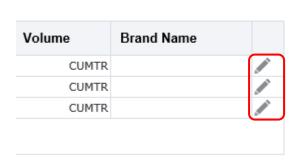
Order Release Total Found: 1



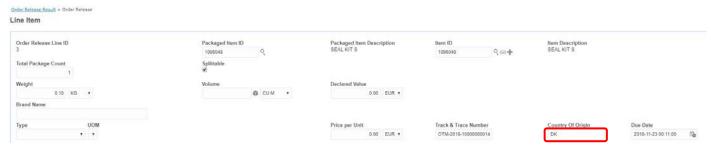
Make sure Delivery Date and and Delivery Status is filled in and click on Line Item.



Click on the *Update Icon* to enter the country of origin on line level.

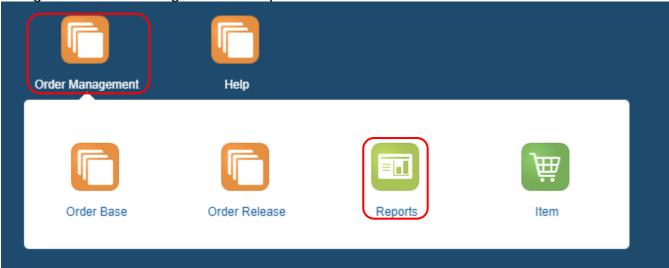


Change the country of origin and click on the Save button to save the changes.

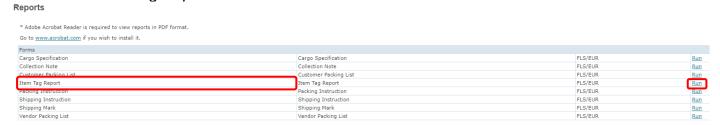


3.7 Printing tags

Navigation: Order Management → Reports

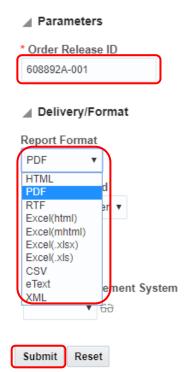


Select the Items Tag Report and click on Run.



Enter the *Order Release ID* no. and choose the *Report Format*. Click on the *Submit* button.

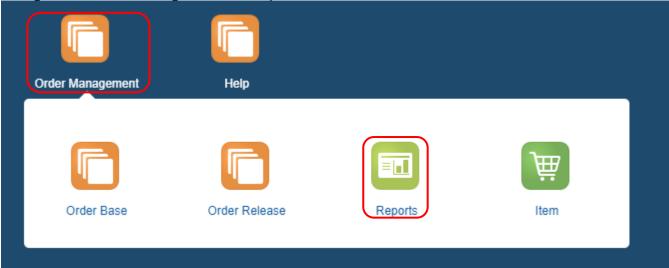
Item Tag Report



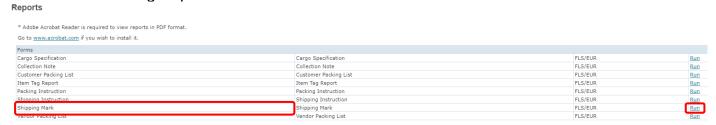
The Report will open and can hereafter be printed.

3.8 Printing Shipping Mark

Navigation: Order Management → Reports

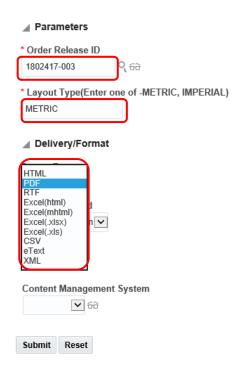


Select the Items Tag Report and click on Run.



Enter the *Order Release ID* no., choose whether you want the report in Metric or Imperial and choose the *Report Format*.

Shipping Mark

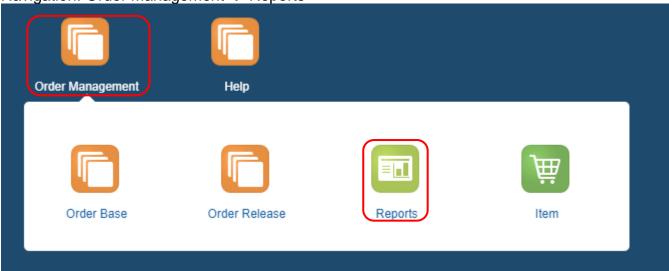


Click on the Submit button.

The Report will open and can hereafter be printed.

3.9 Printing Vendor Packing List.

Navigation: Order Management → Reports

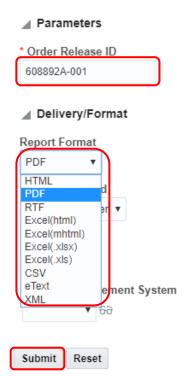


Select the Items Tag Report and click on Run.



Enter the *Order Release ID* no. and choose the *Report Format*. Click on the *Submit* button.

Item Tag Report



The Report will open and can hereafter be printed.

3.10 TMS Glossary

SL#	Terminology	Explanation
1	Buy Service Provider	This field determines the specific service provider that can be used when building a shipment for the order.
2	Communication Method	Determines whether a contact can receive messages such as an email, a fax, an TMS message in the Message Center or an EDI transmission.
3	Country of Origin	Material source from country.
4	Delivery Date	Is the final date by which the underlying commodity for a future or forward contract must be delivered for the terms of the contract to be fulfilled.
5	Delivery Status	Complete/Additional/Partial/Balance.
6	Destination Location ID	Identifies where the item is shipped to. TMS uses these fields to identify appropriate itineraries and service providers during shipment planning.
7	Due Date	For purchase orders = need-by date. For sales orders = delivery date.
8	Early and Late Pickup and Delivery Dates	Early and late pickup and delivery dates can be used to determine the time window in which the line item can be picked up from its place of origin and delivered to the consignee.
9	Equipment Group	Identifies a specific equipment group that is used when building a shipment for the order.
10	Equipment Group Profile	Considers the set of equipment groups in the profile when building shipments for the order.
11	Forecast Date	The supplier updates this field when there is any deviation from the Due Date.
12	Incoterm	Are the series of pre-defined commercial terms published by the International Chamber of Commerce that are widely used in international commercial transactions.
13	Incoterm Location	This field is used to specify additional location information for the applicable Incoterms.
14	Invoice	When an Invoice is generated from a shipment, the invoice is also automatically matched to that shipment. The Invoice is then ready to be approved for payment.
15	Involved Party	An Involved Party identifies a contact that has some interest in what happens to a business object (I.e. an order) as it moves through the transportation life cycle. A contact can be defined as a person or a location; however, only a location with a primary contact can be assigned as an Involved Party.
16	Involved Party Contact	Involved Party Contact identifies a specific contact or contact group with attributes such as a name, email address, phone and fax numbers etc. Contacts and contact groups are

		defined in the Communication Manager. When you perform a search in this field, contacts as well as contact groups are returned.
17	Involved Party Location	Identifies a specific location with a primary contact defined.
18	Involved Party Qualified ID	Identifies the role that a contact is playing regarding the business object.
19	Length/Width/Height per Ship Unit	Length, Width, Height, Diameter, and Core Diameter (per ship unit) can be used to describe the dimensions of Ship Unit.
20	Line Item	Item Number/PDB Number of respective order line.
21	Mode of Transport	Sea/Air/Local Transport
22	Load/Unloading Points	These are specific loading and unloading points assigned to a location. You can set load/unload points for the source/destination locations as well as the planned from/to locations on an order.
23	Manual Plan	We can use this action to manually create a shipment for order releases. The order release cannot already be on a shipment and must have a status value of either PLANNING_NEW, PLANNING_UNSCHEDULED, or PLANNING_PLANNED - FAILED
24	Mode Profile	This field only considers a set of transportation modes included in the profile when building a shipment for the order.
25	Net Weight/Net Volume	The net weight and/or net volume can be supplied directly on an order or calculated based on the package weight defined for packaged item in the item manager and the total package count.
26	Order Base	An order base represents the detailed information about the sales order/purchase order created in various source system of FLS and interfaced to TMS. I.e. an order ID, the involved party, scheduling information, source and destination locations, special services, as well as the content of the order. This is basically TMS representation both sales order and purchase order.
27	Order Base Line ID	Provides a cross-reference to order base line that was released to create the order release
28	Order Base Line Release Instruction Sequence	The Release Instruction Sequence indicates which release instruction generated the shipping unit for the order release
29	Order Movement	An order movement allows you to plan portions of an order release based on routing.
30	Order Movement ID	This is generated by the Business Number Generator and cannot be changed after the order movement is created.
31	Order Release	Can be created from the release instructions specified on an Order Base or independently of an Order Base. An Order Release always contains at least one ship unit or one-line

		item. Some details are copied from the Order base, other field values can be entered to control shipment planning and while some values are calculated during the order release process.
32	Order Release ID	Is assigned when the Order Release is created and cannot be changed.
33	Order Release Line ID	The Order Release Line ID is a link to the order release line that was created from this line
34	Original Leg ID	This field shows the original ID. If two order movements are planned together, the alphabetically or numerically first original ID is used.
35	Original Leg Position	Original Leg Position is a relative position of the original leg to the primary leg in the itinerary such that a primary leg's position is 0 and positions for legs to left of the primary legs (pre-transport) are -1, 2 etc. Positions for legs after the primary leg are 1, 2 etc.
36	Packaged Item ID	Is where you define the classification hierarchy between the items, packaged items, and packaging units. I.e. coca cola cans are always sold together in packages of 6. So, a package of 6 coca cola refer to a packaged item.
37	Packaging Unit	Is the shippable unit of packaged items.
38	Packaging Unit Count	Corresponds to the item package specification and defines the number of item package specifications. For example, if your item package specification is CASE, the item package count represents the number of cases.
39	Packing List Submission Status	Initiated/Submitted/Approved/Rejected
40	Parent Source/Destination Location ID	These fields only appear if this order movement was created using the Build Buy Shipment on Primary Leg action.
41	Payment Method Code	This field is used to identify the conditions for payment.
42	Perspective	This field identifies whether this is a buy or sell order movement. The perspective is determined by the perspective of the shipment or itinerary depending on how the order movement is created.
43	Plan From/To Location	Allows us to overwrite the default alternate location to or from which an order will be sourced/delivered for transportation planning purposes.
44	Priority	Enter a Priority if you want to differentiate some order releases as a high, medium or low priority for planning purposes. Valid values are 1-999, the higher the number, the higher and the priority. You can define its use as well as the upper limit of the low priority and medium priority by using parameters.
45	Quantity Remaining	Quantity Remaining is the difference between the Total Package Count and the Released Count.

46	Released (Weight, Volume, Count)	Applicable values that result from releasing packaged items.
47	Secure Resources	This action provides a shortcut for tendering a shipment since it automatically performs the approve for execution and tender Shipment actions for us. I.e. when you run this action for a shipment, TMS approves the shipment for execution and automatically tenders it to a service provider. You can secure resources for shipments with the shipment status type SECURE RESOURCES and the status value NOT_STARTED.
48	Sell Service Provider	This field is used by planning when building a sell side shipment from this order.
49	Sell Service Provider Profile	This field is used by planning when building a sell side shipment.
50	Shipment ID	If there is a shipment associated with this order release, we can use the Shipment ID field to identify it.
51	Shippable	Controls whether the packaged item can be automatically released for the full amount. By default, this check box is clear - meaning that the packaged item is not released when the order is saved.
52	Ship Unit ID	Identifies the ship unit that you are shipping.
53	Source Location ID	Identifies where the item originates. TMS uses these fields to identify appropriate itineraries and service providers during shipment planning.
54	Splittable	Describes whether a line item can be split into multiple ship units and placed on multiple shipments or multiple equipment when the total weight or volume of the line item cannot be handled by the equipment group associated with the shipment during planning.
55	Status	The planning status of an order movement changes as actions are performed. We can click Status to display the current order movement status.
56	Tags	Tag fields are used to enter ship unit or line item attributes so they can be used when searching for order bases, order releases, shipments, and freight forwards. Tags entered on an order base ship unit or line item also appear on any order release.
57	Tender	When a shipment is tendered, notice is sent to a service provider with an offer to carry the shipment. After you tender the shipment to a service provider, the service provider accepts or declines the tender. Service providers can respond to a tender by sending a transmission through the integration layer, by fax, by email.
58	Total Declared Value	The Declared Value is for describing the value of line items in a specific currency.
59	Total Package Count	Is the total number of packaged items that you are ordering.

		On an order release ship unit line, this number represents the number of packaged items on a ship unit.
60	Total Weight/Volume/Ship Unit Count	These fields are all calculated from the ship units on the order movement and are read-only.
61	Transport Handling Unit	Is used to define what the item is shipped on, I.e. a pallet.
62	Transport Handling Unit Count	Use this field to record that a Transport Handling Unit consists of I.e. 4 boxes.
63	Transport Mode	Identifies a specific transportation mode when building a shipment for the order.
64	Track & Trace Number	Track & trace number is common tracking number which works as common linkage between all the purchase order raised to fulfil the demand of a sales order. Track & trace number will be used as common searching factor between the respective sales order and all linked purchase order.
65	Voucher	A Voucher is an authorization to pay all or part of the amount due on a payment invoice. Vouchers are typically created when an invoice is approved for payment. The actual payment of a Voucher is performed by an accounts payable system once the Voucher has been issued.