

**TESI TRANSPORTATION MANAGEMENT
SYSTEM**
LSP USER MANUAL



MAIRE

accenture



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1. INTRO


This document describes all the activities to be performed by the Logistics Service Provider (LSP) to manage the material transports of Maire group.

This document is structured in different sections:

1. System access and main sections: this section describes how to log in the system and the main system pages;
2. End to end process: this section contains a brief overview of the transport management process and the list of all status that the transport can have in the system;
3. Transportation phases: this section describes in detail all phases of the process and the actions that the LSP will perform on the system;
4. How to: this section contains the instructions to perform the main activities to be executed on the system;
5. Support: this paragraph details how to request support.

1.1 GLOSSARY

This paragraph displays a list of terms and their related description. These terms are specific to the system or to Maire’s transportation process and will be repeatedly used in this document.

Term	Description
ETA	<u>Expected Time of Arrival</u> . It’s an estimate of when the materials will be delivered and it’s calculated based on the contractual transit times.
Event	Events track the timestamp and user that has performed an activity on a specific TO or TR. Events are mainly status and ETA updates. Also, Events track when a PL revision has updated relevant information on the TO. Events can be referred to the TO or TR and can be opened by clicking on the sheet icon 
Load	Representative of a group of Transport Orders. Different Transport Orders can have the same Load number, to highlight that they are part of the same transport.
LSP	<u>Logistics Service Provide</u> . The Carrier engaged by Maire and owner of the transport activities execution.
MoT	Method of transport
PL	<u>Packing List</u> . It’s a document that contains the packages that are ready to be picked-up and transported.
TMS	<u>Transport Management System</u> . Tesi provides the TMS system that helps to manage and track the shipments.

TO	<u>Transport Order</u> , representative of a group of Transport Requests to be delivered to the final destination clustered by the detailed method of transport included the type of the on-carriage prosecution (e.g. breakbulk-std.truck, breakbulk-cluster A,..).
TR	<u>Transport Request</u> , representative of the single element to be transported (e.g. box). It corresponds to each package of the Packing List document and it represents a single parcel involved in the transport.

2. SYSTEM ACCESS AND MAIN SECTIONS

2.1 LOG-IN PAGE

To access the Tesi TMS system, the user can open this link: <https://mairetecnimont-ext.tesisquare-platform.net/core/framework/login.cfm>

The Log-in page will appear. To access the system, the user will insert the user ID and Password in the related fields.


In case of issues related to the log-in credentials or steps please refer to paragraph [6. Support](#).





2.2 DASHBOARD

Once the user is logged-in, the first page that appears is the dashboard.

In each page of the system, there are some function buttons on top:

1. The  Menu button allows to view all system sections and to navigate through them;
2. The Flag icon displays the language of the system (English);
3. Next to the flag icon, there is the user name that is logged in the system;

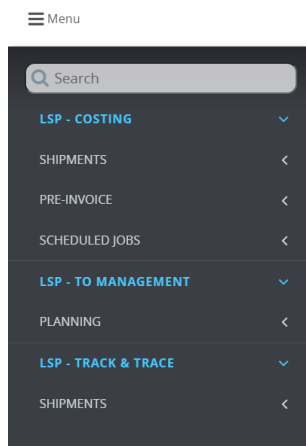
4. The  button opens the dashboard page;
5. The  button logs out of the system.



The dashboard page displays the widgets. Widgets are counters that monitor the number of Transport orders / Transport Requests that are in a specific status. For example, every time there is a new Transport order that has been published, the related widget will be automatically updated to account for the new Order. Widgets are very useful to keep track of pending activities and every user should monitor the dashboard page daily in order to fulfill every activity on time.

It is possible to configure widgets according to the user’s role and activities that they have to perform on the system. The instructions on how to configure widgets are detailed in paragraph [5.5 How to create and manage widgets in dashboard](#).

By opening the Menu, the user can view all sections of system and navigate through them.



The TMS sections reflect the main phases of the transport management process:

1. Planning phase: it’s the first phase of the process. During this stage, the different transport orders are being planned. This phase allows to organize the transport, collect the documentation and it ends with the start of the transport (pickup).

2. Execution phase: this phase starts with the beginning of the transport, when the LSP communicates that the items have been picked-up.

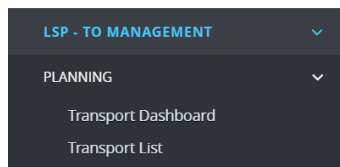
The system has three main sections that are related to the planning and execution phases of the transports:

- a) **Planning phase:**
 - 1) **TO management:** this section allows to view all transport orders that are being planned and for which the forwarder has been engaged. The user will be able to view all transport details, attach documents or insert notes.
- b) **Execution phase:**
 - 2) **Track & Trace:** this section allows to view all Transport Requests that have been shipped and update their status for tracking purposes.
 - 3) **Costing:** this section allows to view all transport orders in the execution phase and their details. In this section, the user will be able to review transport costs and insert accessory and / or extra costs requests to be approved by Maire.


2.3 LSP - TO MANAGEMENT SECTION

During the planning phase, the user will have to operate in the TO management section. This section includes two pages:

1. The Transport Dashboard
2. The Transport List



1. Transport Dashboard

The Transport Dashboard displays a matrix in which the number of Transport orders are split by the LSP engagement date and status. The status are related to the planning phase. By clicking on the numbers in the table, a new page opens (the "Transport list") that displays the list of Transport orders that are in a specific status for a specific LSP engagement date. It is possible to modify the view by clicking on  and changing the filters.





STATUS	LSP ENGAGEMENT DATE - JANUARY/FEBRUARY									
	27	28	29	30	31	01	02	03	04	
18.Pre-booking request										
19.Pre-booking response										
25.Published										
21.Rejected										
23.Rejected - revisions accepte										
22.Rejected - revisions rejecter										
30.Confirmed / Doc. to be coll										
32.Doc. collected										
35.Ready for pickup										
40.Pickup executed										
Closed - managed out of syste	0	0	0	0	0	0	0	0	0	0

2. Transport List

The Transport List is indeed the page that opens up when clicking on a number in the Transport Dashboard. The Transport List displays the Transport Orders that are being planned, their information and status.

Modify Detail Open/Close all bookings Forward Massive forward Export List Export details Print Insert ETD/ETA Send to couriers															
	TRANSPORT ORDER NUMBER	LOAD NUMBER	STATUS	FLOW T...	LSP ENGAGEMENT DATE	CONTRACTUAL ETA	PICK-UP LOCATION	DRIVER	SERVICE	VEHICLE TYPE	GROSS...	NET WE...	VOLUM...	PARCEL...	ETD
>	OT24000079	0723	25 Published		22/03/2024	30/03/2024	PETRO PIPING & FITTING SI	Air	Air Delivery - Std Truck		1,882,71	1,712,71	6,568	9	
>	OT24000077	0654	25 Published		14/03/2024	04/06/2024	EXCELLIFT Lot 2013, Jalan A	Container Vessel	Container BOK 20'		2,420,00	2,060,00	9,830	6	
>	OT24000075	0684	25 Published		13/03/2024	21/03/2024	Gulf Industrial Services Cor	Air	Air Delivery - Small Truck		302,00	272,20	0,660	1	
>	OT24000076	0655	25 Published		13/03/2024	21/03/2024	Coperton GmbH Eisenbahn	Air	Air Delivery - Small Truck		120,00	90,00	0,335	4	
>	OT24000074	0671	40 Pickup executed		08/03/2024	16/03/2024	Chero Piping S.P.A. WEI VILL	Air	Air Delivery - Std Truck		1,366,21	1,201,21	1,022	9	
>	OT24000067	0660	40 Pickup executed		05/03/2024	13/03/2024	PETRO PIPING & FITTING SI	Air	Air Delivery - Small Truck		950,86	870,86	1,469	4	

In this page, the user will be able to perform different actions:

- By clicking on  the user will view the Transport Requests that are included in the related Transport Order and some details, such as their dimensions, weight, departure and destination port, pick-up point and so on;
- By clicking on  the user will view all Events (mainly status updates), with indication of the related timestamp and user that performed the event;
- By clicking on  the user will be able to view and / or insert notes to the TO. The notes inserted in this section will be visible to all users;
- By clicking on  the user will be able to attach documents to each Transport Request that is included in the TO. The documents inserted in this section will be visible to all users;
- By selecting one TO and clicking on “Forward”, the user will update the status of a single TO. If more TOs are selected, the button “Massive Forward” is used to massively update the status on all selected TO;
- By clicking on “Export List”, an Excel file will be downloaded with all the fields that are visible from this page;
- By selecting one or more TOs and clicking on “Export Details”, an Excel file will be downloaded with all details related to the selected Transport Orders. The export contains the list of Transport Request included in the TO and their information (weight, dimensions, pick-up point, and so on);
- By selecting one or more TOs and clicking on “Print”, a pdf file will be saved with the information about the selected TOs.
- By selecting one or more TOs and clicking on “Insert ETD/ETA”, it will be possible to insert a date for the expected time of departure / arrival.
- By selecting one or more TOs and clicking on “Send to couriers”, it will be possible to manually trigger the integration flow to send the transport data to the LSP system (if an integration is in place, after status “30.Confirmed. Doc. to be collected”).

To view all Transport Order details, the user will have to select one and click on “Details” or “Modify”. By clicking on “Details” the user will only view the TO information, whereas by clicking on “Modify”, the user will have the ability to modify some information.

By selecting one Transport Order and clicking on “Modify”, a new page will appear with different tabs:

- 1) The “Detail” tab shows all Transport Requests included in the Transport Order and their details.

LSP - TO MANAGEMENT > PLANNING > TRANSPORT LIST > HEADER

DOCUMENT TYPE ODT DOCUMENT NUMBER OT24000024 LOAD NUMBER OT24000024

Details Notes Sequence Documents PL Documents

More Info Costs

PL-PRO...	PL ISSUE...	DEPART...	DESTIN...	LOAD C...	LOAD R...	LOAD P...	UNLOA...	UNLOA...	UNLOA...	INCOTE...	GROSS ...	NET WEI...	VOLUM...	PIECES ...	NUM. T...	TOTAL K...	CONTAL...	TOTAL K...	PROJECT	RECEIVER	EXPECTE...	DEI
<input type="checkbox"/>																						
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.447,00	10.447,00	35,142	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.439,00	10.439,00	35,142	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.138,00	10.138,00	34,128	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.452,00	10.452,00	35,112	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	9.974,00	9.974,00	33,502	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.446,00	10.446,00	35,142	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.137,00	10.137,00	34,158	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	9.993,00	9.993,00	33,651	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.433,00	10.433,00	35,112	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.145,00	10.145,00	34,158	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.441,00	10.441,00	35,112	0	0	0,000	0	29,02	Borouge4		10/03/2024	
<input type="checkbox"/>		750010582: 19/01/2023	INDIA	123_3 UNIT	51815_2		123_3		N/A	FCA	10.179,00	10.179,00	34,158	0	0	0,000	0	29,02	Borouge4		10/03/2024	

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The user can select one Transport Request and click “More Info” to view further details, or click on “Costs” to view the costs associated with that Transport Request. The user will only be able to view and not modify the information.

- The “Notes” tab displays the notes related to the Transport Order. The user can insert information in both Notes sections. The “vessel technical data” section is intended to be compiled during the pre-booking requests to communicate the information about the vessel that has been identified to perform the transport.

LSP - TO MANAGEMENT > PLANNING > TRANSPORT LIST > HEADER

DOCUMENT TYPE ODT DOCUMENT NUMBER OT26000024 LOAD NUMBER OT26000024

Details Notes Sequence Documents PL Documents

EXTERNAL NOTES

VESSEL TECHNICAL DATA

CARRIER ENGAGEMENT NOTES

Save

- The “Sequence” tab displays the list of all Transport Requests that are included in the Transport Order.

LSP - TO MANAGEMENT > PLANNING > TRANSPORT LIST > HEADER

DOCUMENT TYPE ODT DOCUMENT NUMBER OT24000024 LOAD NUMBER OT24000024

Details Notes Sequence Documents PL Documents

Save

SEQUENCE	PL - PROGRESSIVE	DOC. DATE	DEPARTURE	DESTINATION
1	7500105824/3002/1	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/2	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/3	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/4	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/5	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/6	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/7	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/8	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/9	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/10	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/11	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/12	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/13	19/01/2023	INDIA	UNITED ARAB EMIRATES
1	7500105824/3002/14	19/01/2023	INDIA	UNITED ARAB EMIRATES

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- The "Documents" tab shows the documents that have been attached to the Transport Order. The user can upload new documents by clicking on the "+" button of the attachment type to be uploaded. A new window will appear that allows the user to select the file and attach it. Once the document has been attached, it will appear in the list with indication of the user and time of upload. The related attachment type row will be duplicated to allow the upload of another document of the same type.

ATTACHMENT TYPE	REQUIRED	ATTACHED FILE	CREATED BY	CREATION DATE	DOWNLOAD
B/E - Bill of Export	Yes				+
PCK - Packing List	Yes				+
BL - Bill of Lading	Yes				+
C/O - Certificate of Origin	No				+
MSD - Material Safety Data Sheet	Yes				+
MDG - Multimodal Dangerous Good form	Yes				+
POD - Proof of delivery (delivery note or similar)	Yes				+
INV_ODT - Shipping Invoice	No				+
OTH - Other	No				+

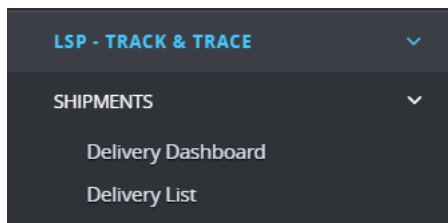
- The "PL documents" tab shows the list of PL that are present in the Transport Order. Next to each PL is a link that can be used to download the document locally. There is also a "Massive download" function that can be used to download all PL documents that are available.

PL NUMBER	STORAGE ID	STORAGE ID LAST UPDATE
7500068332/000026	69822aaa-d8e3-42d7-aa98-e4f472c455fe	19/03/2025 11:11

2.4 LSP - TRACK & TRACE SECTION

During the execution phase, the user will have to operate in the Track & Trace section to update the TR status. As for the TO management section, this section includes two pages:

- The Delivery Dashboard
- The Delivery List



In the execution phase, the status of the transport is associated to the single Transport Requests and not to the overall Transport Order. Therefore, the Delivery Dashboard and Delivery List display the Transport Requests and their status.

1. Delivery Dashboard

As for the Transport Dashboard, the Delivery Dashboard displays a matrix in which the number of Transport Requests are split by expected delivery date and status.

CONTRACTUAL ETA FROM 28/01/2025 CONTRACTUAL ETA TO 04/02/2025

STATUS/DAY	PREVIOUS 90 DAYS	CONTRACTUAL ETA -- JANUARY/FEBRUARY							
		28	29	30	31	01	02	03	04
40.Pickup executed	1								
45.At the departure point									
50.Vessel Shipped									
60.Flight departure									
55.Vessel at Inter. Port									
65.Flight at Inter. Airport									
59.At the destination port									
69.Flight landed									
70.Final leg started									
75.Delivered	2								
90.Document collection completed									
85.Load under review									
	3	0	0	0	0	0	0	0	0

2.Delivery List

By clicking on a number, the Delivery List will open to view the related Transport Requests and their details.

CARRIER

STATUS

LOAD NUMBER

PL- PROGRESSIVE

CONTRACTUAL ETA FROM

CONTRACTUAL ETA TO

LSP ENGAGEMENT DATE FROM

LSP ENGAGEMENT DATE TO

DEPARTURE ZONE

LOADING POINT

DESTINATION ZONE

DESTINATION PROVINCE

DESTINATION LOCATION

DESTINATION CODE

DESTINATION BUSINESS NAME

TRACKING NUMBER

POD (YES/NO)

NEXT STATUS

LSP - TRACK & TRACE > SHIPMENTS > DELIVERY LIST > DELIVERY LIST

At departure point

CARRIER

STATUS

LSP ENGAGEMENT DATE FROM

LSP ENGAGEMENT DATE TO

Export List

Attach dossier

Forward

Massive forward

Manage TO

Delivery Download

Upload outcomes

Adjusted ETA Update

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PL- PROGRESSIVE	PL REVISION	TRANSPORT ...	LOAD NUMBER	LSP ENGAGEMENT DATE	CONTRACTUAL ETA	ADJUSTED ETA	DELIVERY DATE/TIME	STATUS	REASON	LOADING POINT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500109321/3006/1	00	OT24000018	OT24000018	17/01/2024	13/03/2024	18/03/2024		At the departure point	9008 - Adjusted ETA	Petrogas Piping Middle East Fzco LL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500109321/3006/2	00	OT24000018	OT24000018	17/01/2024	13/03/2024	18/03/2024		At the departure point	9008 - Adjusted ETA	Petrogas Piping Middle East Fzco LL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500109321/3006/3	00	OT24000018	OT24000018	17/01/2024	13/03/2024	18/03/2024		At the departure point	9008 - Adjusted ETA	Petrogas Piping Middle East Fzco LL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000020	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/1	02	OT24000019	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7500111433/3002/2	02	OT24000020	100	17/01/2024	28/03/2024			At the departure point	9004 - At the depart	69896_2

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In this page, the user can perform different actions:

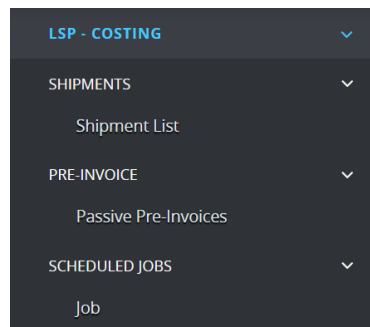
1. By clicking on "Export List", an Excel file will be downloaded with all the fields that are visible in this page;
2. By selecting one Transport Request and clicking on "Attach Dossier", the user can attach documents (like the Proof of Delivery). The document will be attached not to the selected TR but to the whole TO that contains the selected TR;
3. By selecting one TR and clicking on "Forward", the user will update the TR status. The button "Massive Forward" is used to massively update the status on more than one TR. When the user wants to massively update the status, they will have to open the filters section and select the "Next status" and then re-launch the search. Then, they can select the TRs to be updated and click on "Massive Forward" to change the status;

4. By selecting one TR and clicking on “Manage TO”, the Transport Order Detail page will open;
5. The “Delivery Download” button allows to extract the TR information and their status. The LSP can modify the Excel by inserting the updated status of each TR and then upload the file by using the “Upload Outcomes” button. This functionality allows to massively update the TR status. More details on how to use this feature in paragraph [5.2 How to update a Transport Order / Transport Request status](#).
6. By selecting one or more TRs and then clicking on “Adjusted ETA update”, it is possible to update the Expected Time on Delivery. The new date will be visible in the “Adjusted ETA” field.

2.5 LSP - COSTING SECTION

During the execution phase, the user will have to operate in the Costing section. This section includes three pages:

1. The Shipment List
2. The Passive Pre-Invoices
3. The Job



1. Shipment List

The Shipment List section allows the user to view all Transport Orders in the execution phase, their details and costs.

LSP - COSTING > SHIPMENTS > SHIPMENT LIST > SHIPPING LIST

LSP ENGAGEMENT DATE FROM 01/01/2024 LSP ENGAGEMENT DATE TO 23/01/2024

Modify Detail Export Shipment Costs Summary Export List

					TRANSPORT ORDER ...	LOAD NUMBER	DOC. NR.	LSP ENG...	SERVICE	VEHICLE TYPE	GROSS ...	NET WEI...	VOLUM...	TO
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000009	OT24000009	CT2400000	12/01/2024	National Tr	National Truck - Std Truck	3.775,00	3.580,00	18,495	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000010	OT24000010	CT2400000	12/01/2024	Internation	International Truck - Std Truck	17.800,00	16.800,00	72,528	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000011	OT24000011	CT2400000	16/01/2024	National Tr	National Truck - Std Truck	3.775,00	3.580,00	18,495	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000012	OT24000012	CT2400000	16/01/2024	Internation	International Truck - Std Truck	17.800,00	16.800,00	72,528	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000018	OT24000018	CT2400000	17/01/2024	Container V	Container Std HC 40'	4.772,00	4.772,00	2,590	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000019	100	CT2400000	17/01/2024	Container V	Container OT 20'	115.929,50	112.379,50	320,665	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000020	100	CT2400001	17/01/2024	Container V	Container Std HC 40'	120.687,04	118.887,04	327,228	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000021	OT24000021	CT2400001	18/01/2024	Container V	Container Std HC 40'	4.772,00	4.772,00	2,590	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000022	001	CT2400001	18/01/2024	Container V	Container OT 20'	30.268,00	29.768,00	20,810	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT24000023	001	CT2400001	18/01/2024	Container V	Container Std HC 40'	116.288,04	114.588,04	324,316	

In this page, the user can perform different actions:

- By clicking on “Export Shipment Costs”, an Excel file will be downloaded with all the costs related to the Transport Orders;

- By selecting one Transport Order and clicking on “Summary”, a window will open with the main details of the TO;
- By clicking on “Export List”, an Excel file will be downloaded with all the fields that are visible in this page;
- By selecting a Transport Order and clicking on “Modify” or “Detail”, the user will open the TO details. By clicking on “Modify” and navigating the different tabs, the user will be able to insert a request for accessory or extra costs and attach documents. For further details, view paragraph [2.4 LSP - Track & Trace section](#).

COST	REF.	PAID UNIT	UNIT OF MEASUREMENT	CURRENCY	AMOUNT	MULTIPLIER	PO NUMBER	CATEGORY
> Hazardous - International Truck Freight		0,00		USD - American Dollar	10.358,00	0	7500112325	CLOFF - Cluster OFF
> International Truck Freight FCA/EXW (Onshore)		0,00		USD - American Dollar	20.716,00	0	7500112325	CLOFF - Cluster OFF
					0,00	1		

2. Passive Pre-Invoices

The Passive Pre-Invoices section displays the list of all generated Pre-Invoices. The Pre-Invoice document is not an official invoice, but more a final cost report that collects all costs arisen from the different Transport Orders.

LSP - COSTING > PRE-INVOICE > PASSIVE PRE-INVOICES > SUPPLIER PRE-INVOICE MANAGEMENT

Cost report to be reviewed | CARRIER: LSP | PRE-INVOICE DATE FROM: 01/01/2024 | PRE-INVOICE DATE TO: 31/01/2024

Detail | Forward | Export | Print | Summary | Send PDF | Send Xls+PDF

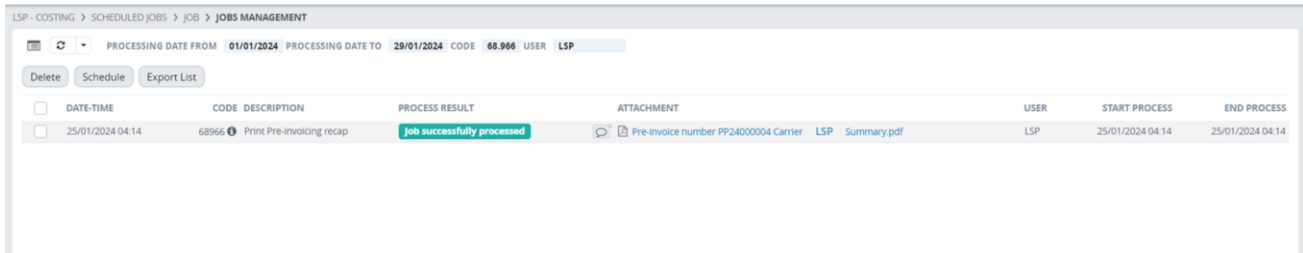
PROJECT	PRE-INVOICE DATE	PRE-INVOICE NUMBER	CARRIER INVOICE NUMBER	CARRIER INVOICE DATE	CARRIER	PRE-INVOICE STATUS
Borouge4	25/01/2024	PP24000004			LSP	Confirmed

In this page, the user can perform different actions:

- By clicking on “Detail”, the user can view (but not modify) the details of the pre-invoice;
- By selecting one pre-invoice and clicking on “Forward”, the user accepts the document and the status of the pre-invoice will be updated from “Provisional” to “Confirmed”;
- By clicking on “Export”, an Excel file will be downloaded with the pre-invoice details;
- By clicking on “Print”, a pdf file will be downloaded with the pre-invoice document;
- By clicking on “Summary”, a pdf file will be downloaded with the summary information of the pre-invoice;

3. Job

The Job section displays the list of jobs that the system has scheduled and their status. Some activities are not immediately performed by the system, but instead are scheduled and processed. Some of them are, for example, the export of the pre-invoice document or download of some reports.



DATE-TIME	CODE	DESCRIPTION	PROCESS RESULT	ATTACHMENT	USER	START PROCESS	END PROCESS
25/01/2024 04:14	68966	Print Pre-invoicing recap	job successfully processed	Pre-invoice number PP24000004 Carrier LSP Summary.pdf	LSP	25/01/2024 04:14	25/01/2024 04:14

In this page, the user can perform different actions:

- By clicking on “Delete”, the user can cancel the selected jobs;
- By clicking on “Schedule” the user can schedule the selected job by indicating the time when he / she wants it to be processed;
- By clicking on “Export List” the user can download and Excel file with the list of Jobs and the information visible in this view;

3. END TO END PROCESS

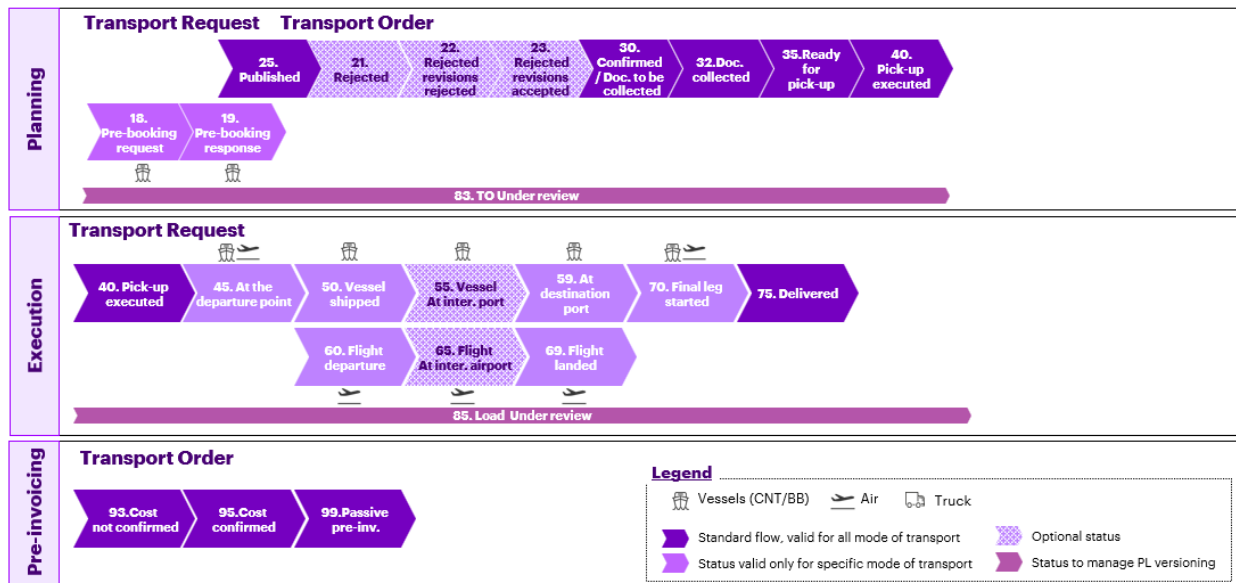
The end-to-end transportation management process is structured in three main phases:

1. **Transportation Planning:** this is the first phase of the transport management workflow. During this stage, the Transport Orders (TOs) are published to the Logistics Service Provider (LSP), who has to review and add further transport information and validate or propose changes the TO.
2. **Transport Execution:** this phase reflects the transportation life cycle. It begins with the communication by the LSP that the transport has started (status “40.pick-up executed”) and ends with the goods arrival at site (status “75.delivered”). This stage includes the transport track and trace and the extra and accessory cost management.
3. **Reconciliation:** the last phase of the transport management workflow relates to the pre-invoicing activity enabled after the collection of the required transport documents.

3.1 TMS STATUS LIST

This section describes the list of status according to the mean of transport.

TMS STATUS SCHEMA



The following table illustrates all the status that a TR or TO can have on the TMS, with indication of the possible status a TR or TO can assume, and the owner of the status update activity. During the planning phase (until the pick-up execution status), the status refers to the Transport Order, whereas in the execution phase it refers to the Transport Request.

ID	TRANSPORT REQUEST STATUS	TRANSPORT ORDER STATUS	NEXT STATUS	Owner from Status to Next
1		18.Pre-booking request	19.Pre-booking response	LSP
2		19.Pre-booking response	25.Published	ACN
3		25.Published	21.Rejected 30.Confirmed / Doc. to be collected	LSP
4		21.Rejected	22.Rejected - revisions rejected 23.Rejected - revisions accepted	MET Logis
5		22.Rejected - revisions rejected	25.Published	ACN
6		23.Rejected - revisions accepted	25.Published	ACN

7		30.Confirmed / Doc. to be collected	32.Doc. collected 35.Ready for pickup	MET Logis
8		32.Doc. collected	35.Ready for pickup	ACN
9		35.Ready for pickup	40.Pickup executed	LSP
10		40.Pickup executed	45.At the departure point 75.Delivered	LSP
11	45.At the departure point		50.Vessel Shipped 60.Flight/Train departure	LSP
12	50.Vessel Shipped		55.Vessel at inter. Port 59.At the destination port	LSP
13	55.Vessel at inter. Port		59.At the destination port	LSP
14	59.At the destination port		70.Final leg started	LSP
15	60.Flight/Train departure		65.Flight/Train at inter. Airport/Station 69.Flight/Train arrived	LSP
16	65.Flight/Train at inter. Airport/Station		69.Flight/Train arrived	LSP
17	69.Flight/Train arrived		70.Final leg started	LSP
18	70.Final leg started		75.Delivered	LSP
19	75.Delivered		90.Document collection completed	MET Logis
20	90.Document collection completed		99.Passive pre-inv.	ACN

4. TRANSPORTATION PHASES

This section illustrates the process steps and activities that the LSP has to perform on the system. The process is fairly similar for all methods of transport. In case there are some peculiarities for a specific MoT, this will be indicated in the description.

4.1 TRANSPORT PLANNING

The planning phase is the first phase of the transport management process. This phase ends with the start of the transport execution (status “40.Pick-up executed”). To perform the planning activities, the LSP will use the menu “TO management”.

Transport Order receival and confirmation

The LSP is formally engaged for the transport at the Transport Order publication (“Transport Order Published”). Once the Transport Order is published by Maire, the related widget available on the dashboard will be automatically updated with the number of published TOs. It is highly recommended to monitor the widgets on the system in order to identify and complete all pending activities.

In addition to the widgets update, the LSP will receive an e-mail notifying him of the publication of a new Transport Order and inviting him to access the system to promptly review and confirm or propose changes to it. The email will be sent from the following no-reply address: MAIRE_Logistics@tesisquare.com

Make sure to save this address so that the emails will not be automatically sent to the “spam” folder.

Opening the Transport Order, the LSP will be able to view all related details, but will not have the possibility to modify them. The “PL documents” tab shows the list of PL that are present in the Transport Order. Next to each PL is a link that can be used to download the document locally. There is also a “Massive download” function that can be used to download all PL documents that are available.

Once the TO is reviewed, the LSP can accept the transport to proceed with the transport management process. To do so, the LSP will update the status by selecting the TO, clicking on “Forward” and selecting the new status “30.Confirmed – doc. to be collected”.

Otherwise, in case the LSP wants to propose some changes to the TO, he will update the status to “21.Rejected” and insert some notes to indicate how he would like to modify the Transport Order.

In case of TO rejection, Maire will evaluate the proposed changes and will provide feedback in case of changes acceptance. The TO will be modified and then re-published for the LSP’s acceptance.

Once the Transport Order has been accepted, the LSP shall provide via TMS:

- Loading plan (mandatory to be attached in the “Documents” tab);
- Starting pick-up date (mandatory);
- Tracking number of the shipment (where possible);
- Documents necessary for transport execution;
- Any other information regarding the shipment that is useful for its tracking and control.

The LSP can also indicate the expected time of departure and arrival, by selecting one Transport Order, clicking on the “Insert ETD/ETA” button and indicating the dates in the related fields.

Once the minimum set of documents necessary for the transport execution have been collected both by LSP and Maire, the LSP will receive authorization to start the transport execution (status “35.Ready for pick-up”). Further documentation can be uploaded during all phases of the transport.

Once the transport has started and the pick-up has been completed, the LSP will update the status of the TO in "40.Pickup executed". This step concludes the transport planning phase and the execution phase starts.

Pre-booking phase

In case of Break-Bulk transports, it is possible that Maire activates the pre-booking phase before of the standard process described into the previous section (Transport Order receival and confirmation).

The pre-booking phase allows Maire to share preliminary information about the transport, so that the LSP can activate the search for a proper vessel to execute the service. The LSP user can monitor the number of pre-booking requests that have been shared by using the related widget available on the Dashboard page.



The LSP has to insert the vessel technical data on the related notes section, available on the TO:

Modify Detail Open/Close all bookings Forward Massive forward Export List Export details Print Insert ETD/ETA Send to couriers

	TRANSPORT ORDER NUMBER	LOAD NUMBER	STATUS	FLOW T...	LSP ENGAGEMENT DATE	CONTRACTUAL ETA	PICK-UP LOCATION	DRIVER	SERVICE	VEHICLE TYPE	GROSS...	NET WE...	VOLUM...	PARCEL...	ETD
>	OT24000079	0723	25 Published		22/03/2024	30/03/2024	PETRO PIPING & FITTING SI		Air	Air Delivery - Std Truck	1,882,71	1,712,71	6,568	9	
>	OT24000077	0654	25 Published		14/03/2024	04/06/2024	EXCELLIFT Lot 2013, Jalan A		Container Vessel	Container BOX 20'	2,420,00	2,060,00	9,830	6	
>	OT24000075	0684	25 Published		13/03/2024	21/03/2024	Gulf Industrial Services Cor		Air	Air Delivery - Small Truck	302,00	272,20	0,660	1	
>	OT24000076	0655	25 Published		13/03/2024	21/03/2024	Coperion GmbH Eisenbahn		Air	Air Delivery - Small Truck	120,00	90,00	0,325	4	
>	OT24000074	0671	40 Pickup executed		08/03/2024	16/03/2024	Chero Piping S.P.A. WEI VILI		Air	Air Delivery - Std Truck	1,366,21	1,201,21	1,022	9	
>	OT24000067	0660	40 Pickup executed		05/03/2024	13/03/2024	PETRO PIPING & FITTING SI		Air	Air Delivery - Small Truck	950,86	870,86	1,469	4	

In the Notes section, the mandatory information to be shared is the following:

- Vessel name;
- Vessel age;
- Vessel flag;
- Laycan;
- Stowage plan;
- Vessel technical equipment;
- Any other information relevant for the transport.

The user will also attach the stowage plan and any other document containing relevant information about the vessel and the transport. To attach a document, select the Transport Order and click on “Modify”. Then go to the “Documents” tab and click on “+” next to the attachment type. Select a document and upload it. For more information on how to attach documents, please refer to paragraph [5.1 How to attach documents](#).

ATTACHMENT TYPE	REQUIRED	ATTACHED FILE	CREATED BY	CREATION DATE	DOWNLOAD
B/E - Bill of Export	Yes				+
PCK - Packing List	Yes				+
BL - Bill of Lading	Yes				+
C/O - Certificate of Origin	No				+
MSD - Material Safety Data Sheet	Yes				+
MDG - Multimodal Dangerous Good form	Yes				+
POD - Proof of delivery (delivery note or similar)	Yes				+
INV_ODT - Shipping Invoice	No				+
OTH - Other	No				+

Once the information is collected, the Transport Order can be forwarded to the next status “19.Pre-booking response” by using the “Forward” button:

TRANSPORT ORDER NUMBER	LOAD NUMBER	STATUS	FLOW T...	LSP ENGAGEMENT DATE	CONTRACTUAL ETA	PICK-UP LOCATION	DRIVER	SERVICE	VEHICLE TYPE	GROSS...	NET WE...	VOLUM...	PARCEL...	ETD
OT24000079	0723	25 Published		22/03/2024	30/03/2024	PETRO PIPING & FITTING SI		Air	Air Delivery - Std Truck	1,882,71	1,712,71	6,568	9	
OT24000077	0654	25 Published		14/03/2024	04/06/2024	EXCELLIFT Lot 2013, Jalan A		Container Vessel	Container BOX 20'	2,420,00	2,060,00	9,830	6	
OT24000075	0684	25 Published		13/03/2024	21/03/2024	Gulf Industrial Services Cor		Air	Air Delivery - Small Truck	302,00	272,20	0,660	1	
OT24000076	0655	25 Published		13/03/2024	21/03/2024	Coperion GmbH Eisenbahn		Air	Air Delivery - Small Truck	120,00	90,00	0,335	4	
OT24000074	0671	40 Pickup executed		08/03/2024	16/03/2024	Chero Piping S.P.A. WEI VLL		Air	Air Delivery - Std Truck	1,366,21	1,201,21	1,022	9	
OT24000067	0660	40 Pickup executed		05/03/2024	13/03/2024	PETRO PIPING & FITTING SI		Air	Air Delivery - Small Truck	956,86	870,86	1,469	4	

In case of acceptance by Maire of the pre-booking response, the Transport Order can be published to start the transport management process.

4.2 TRANSPORT EXECUTION

The transport execution phase starts with the pick-up execution by the LSP. In this phase, the user will navigate two sections of the system:

1. Track & trace: this section allows the user to update the track & trace status related to the single Transport Requests. In this section, he will also be able to communicate potential delays and update the ETA.
2. Costing: this section allows the user to view the Transport Orders in execution and potentially insert accessory or extra costs requests.

Transport track&trace

To update the transport with the following status, the LSP will use the “Track & Trace” menu, where status are assigned to the single Transport Requests that are included in a TO. For more information about the Track & Trace section, please refer to paragraph [2.4 LSP - Track & Trace section](#). The procedure to update the TR status is detailed in paragraph [5.2 How to update a Transport Order / Transport Request status](#).

Some track and trace status differ according to the mean of transport of the TO. Below is a table that displays the track & trace status for each mean of transport.

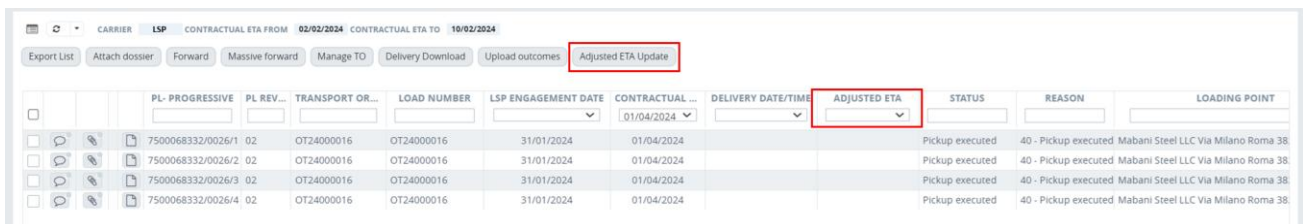
MOT	STATUS 1	STATUS 2	STATUS 3	STATUS 4	STATUS 5	STATUS 6	STATUS 7
Break Bulk vessel	40.Pick-up executed	45.At departure point	50.Vessel shipped	55.Vessel at inter. Port	59.At destination port	70.Final leg started	75.Delivered
Container vessel	40.Pick-up executed	45.At departure point	50.Vessel shipped	55.Vessel at inter. Port	59.At destination port	70.Final leg started	75.Delivered
Air freight	40.Pick-up executed	45.At departure point	60.Flight/ Train departure	65.Flight/ Train at inter. Airport/Station	69.Flight/ Train arrived	70.Final leg started	75.Delivered
National Truck	40.Pick-up executed	-	-	-	-	-	75.Delivered
International Truck	40.Pick-up executed	-	-	-	-	-	75.Delivered


The table above is valid for all transports with incoterms EXW / FCA. In case of other incoterms, the status "40.pick-up executed" is mandatory and indicates the moment when the LSP pick-up the goods from wherever, according to the incoterm. Then, below is a list of the track & trace status to be inserted after "40.pick-up executed" for each incoterm:

- FOB / FAS: status "45.At departure point" - then subsequent status, as per table above.
- CFR / CIF: status "75.Delivered"

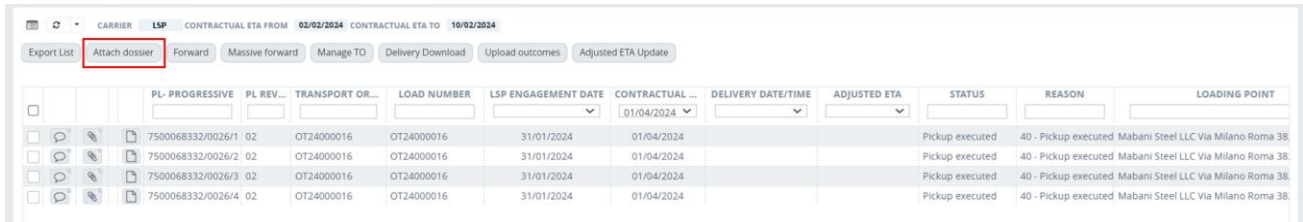
Truck transports will only manage incoterm EXW / FCA.

In case of transport delays, the LSP will have to communicate it by updating the Expected Time of Arrival (ETA). The LSP will select the TRs, click on the "Adjusted ETA" button and insert the new date in the pop-up window. The new date will be displayed in the "Adjusted ETA" field. For more information on how to update the ETA, please refer to paragraph [5.3 How to update the Expected Time of Arrival \(ETA\)](#).



All status and ETA updates will be tracked by the system in the "Events" section, with indication of the date and time of the update and the user who completed the activity. To view the "Events" section, click on .

Once the transport is completed and the status of the TR is updated to “75.Delivered”, the LSP will upload the Proof of Delivery document in the Documents tab. To upload the POD document, the user can select one TR, click on “Attach dossier” and then select the document to be uploaded. This will attach the document to the whole TO in which the selected TR is contained.



Otherwise, it is possible to attach the document to the TO in the Shipment List page. For more information on how to attach documents, please refer to paragraph [5.1 How to attach documents](#). This step concludes the transport execution.

Accessory and extra costs management

During the transport, the LSP will insert additional accessory and/or extra costs (costs not included in the price lists), with indication of their reasons in the notes section and the necessary documentation in the attachments tab. Also costs associated to duties and taxes will be inserted as an extra cost request.

All costs inserted by the LSP will have to be approved by Maire. Every time the LSP inserts an accessory or extra cost, the status of the TO will be automatically updated from “95.Cost Confirmed” to “93.Cost Not Confirmed”. All costs have to be confirmed by Maire before the next phase of the process: the reconciliation. Once all costs have been approved, the TO status will be updated to “95.Cost Confirmed”.

The procedure for accessory and extra costs insertion is detailed in paragraph [5.4 How to insert accessory / extra costs](#).

4.3 TRANSPORT ORDER CHANGES AND PL VERSIONING

At any point during the planning and execution phase of the transport, a new updated version of the Packing List document can be received. This phenomenon is referred to as “PL versioning”. A new PL revision can update:

1. The number of packages in the Packing List;
2. The information of the single packages contained in the Packing List.

Therefore, during the transport management process, the Transport Order created can be subject to changes in terms of number of packages and their information.

In case the PL revision is received during the planning phase of the transport, the TO status will be automatically updated to “83.TO under review”. Otherwise, if the revision is received during the execution phase, the status of the TR contained in the revised PL will be updated to “85.Load under review”.

In both cases, Maire will review the Transport Order and potentially modify its attributes in accordance to the PL revision. Any TO information could be updated, such as packages dimensions and weight, pick-up address, incoterm, number of packages and so on. These changes could also

affect the method of transport and costs that have been calculated. According to the PL changes, Maire will modify the TO and update the status by inserting the TO status prior to the PL revision. Therefore, if a TO is in status “25.Published”, after the PL revision it will become “83.TO under review”. After Maire reviews the TO, the status will go back to “25.Published”.

4.4 RECONCILIATION

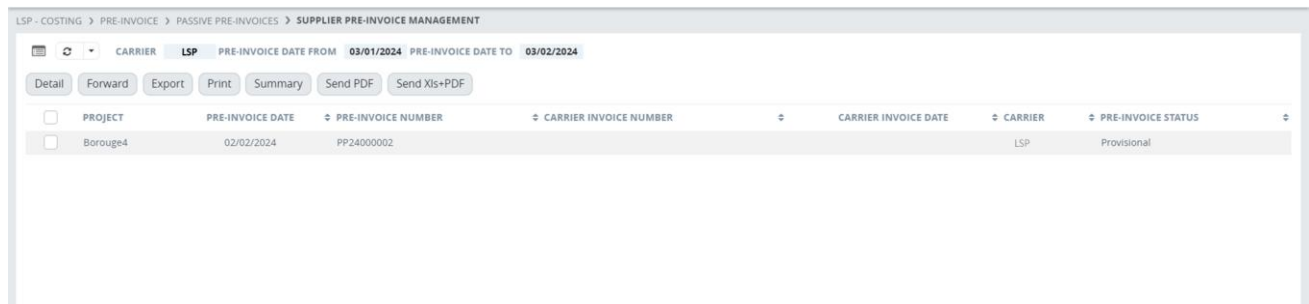
Pre-invoice receival and acceptance

Once the transport has been completed and all costs have been approved, the pre-invoice will be generated and visible to the LSP in the “Passive pre-invoices” section.

The pre-invoice document is a preliminary report of all costs that have arisen on the Transport Orders and will not be the official invoice for the services.

The pre-invoice document can be generated only if the TO status is “Confirmed” and all costs have been approved by Maire. It will be possible to:

1. Download the pre-invoice in excel format by clicking on “Export”.
2. Download the pre-invoice in pdf format by clicking on “Print”.
3. View the pre-invoice by clicking on “Detail”.
4. Confirm the pre-invoice by clicking on “Forward”.



Once the Pre-Invoice is confirmed, the status will change from “Provisional” to “Confirmed”.

In case of issues, it is not possible to reject the Pre-Invoice in the system, therefore it will be necessary to contact Maire offline by email.

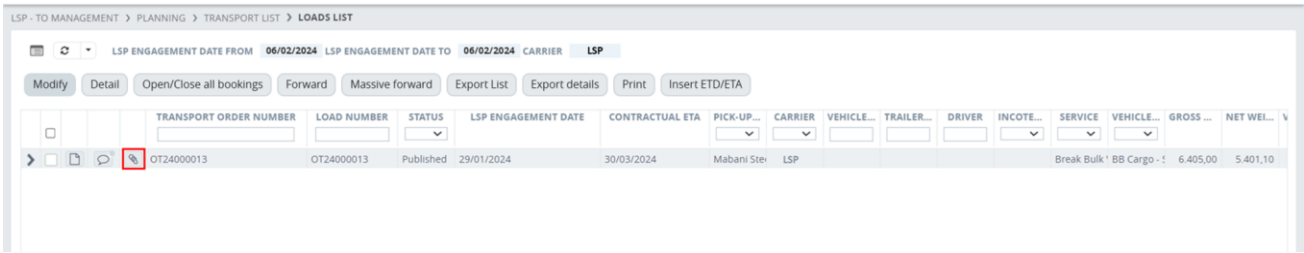
5. HOW TO

5.1 HOW TO ATTACH DOCUMENTS

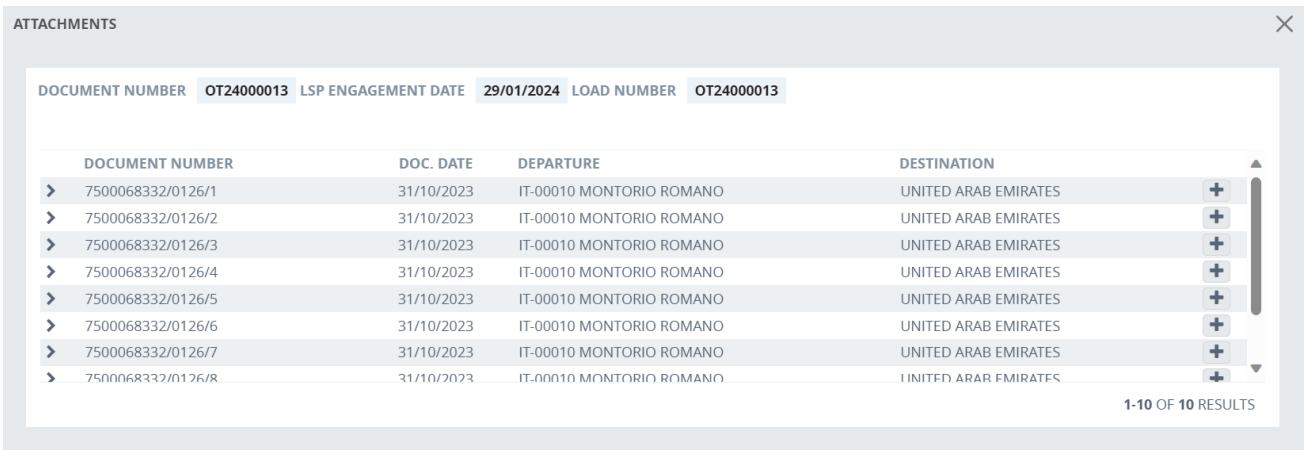
In the planning phase, there are two main ways to attach a document:

1. Attach a document to a single Transport Request
2. Attach a document to a Transport Order

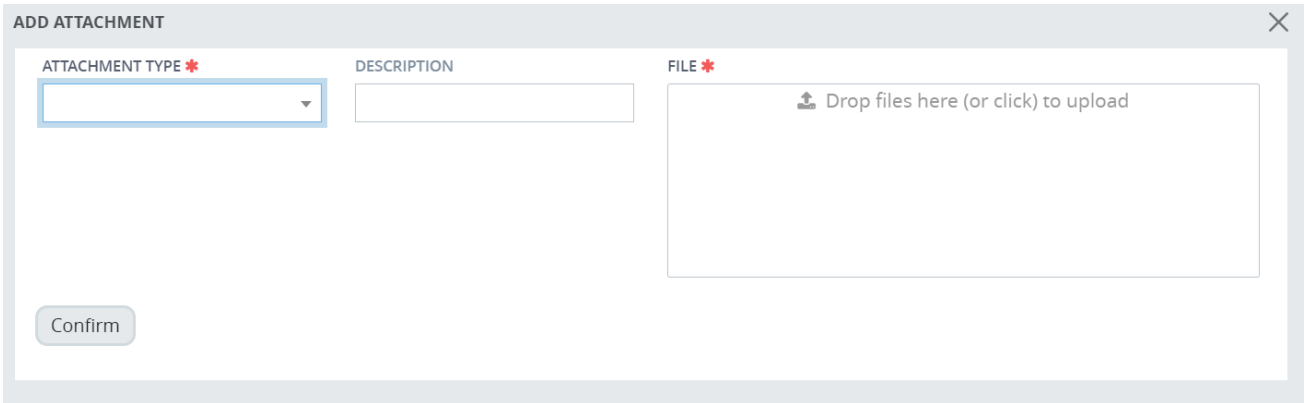
To attach a document to a single Transport Request, go to the TO Management → Planning → Transport List menu, and click on the paper clip icon of the Transport Order in question.



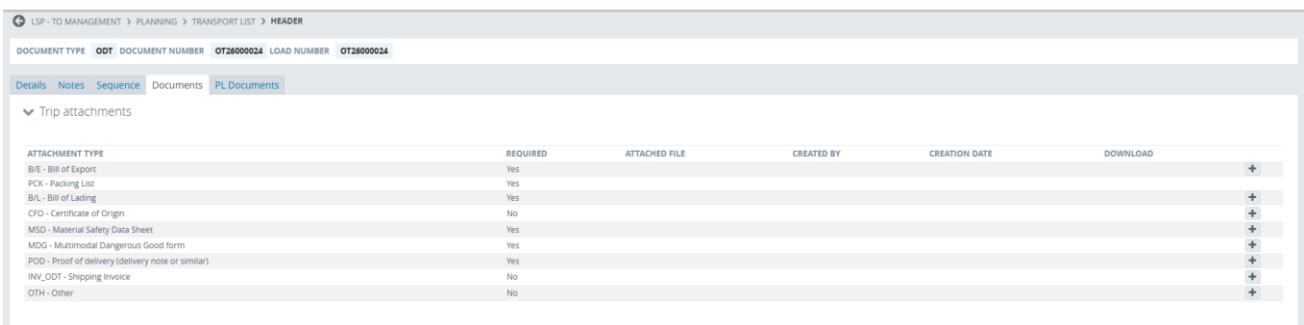
A new window will open with the list of all Transport Requests that are included in the Transport Order.



Click on the “+” button to specify the attachment type and upload the document. Then click on “Confirm”.



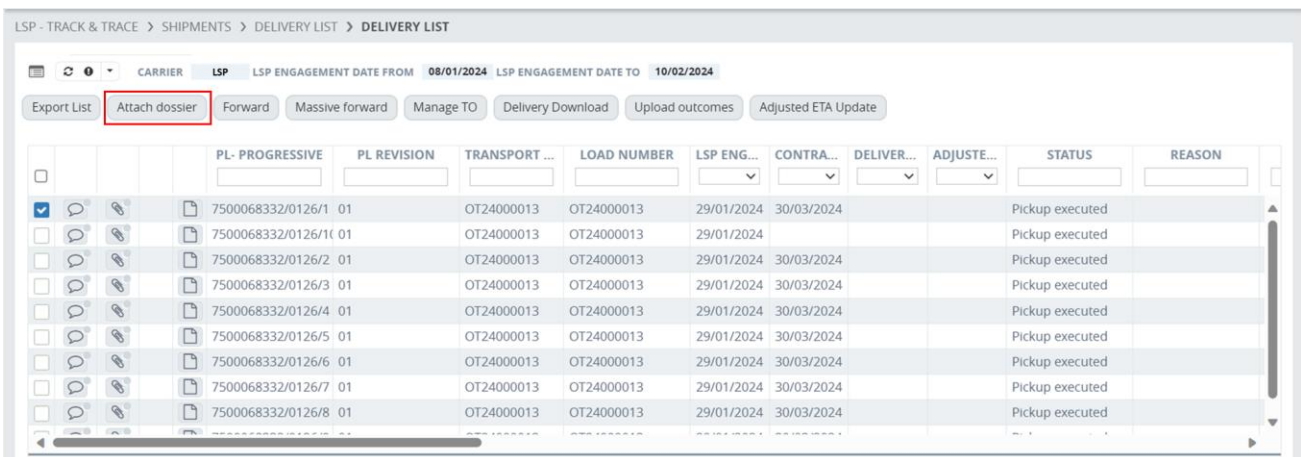
To attach a document to the Transport Order, select the Transport Order and click on “Modify”. Then open the tab “Documents” and click on the “+” button next to the attachment type to be uploaded.



A window will open to let the user select the file and confirm the operation.

During the execution phase, the user has two ways to attach a document:

1. In the Costing → Shipment → Shipment list menu, select the Transport Order and click on “Modify”. Open the “Documents” tab and follow the instructions detailed above. This will attach the document to the whole Transport Order.
2. Another way to attach specifically the Proof of Delivery is to navigate to the Track & Trace → Shipment → Delivery List menu, select one Transport Request and click on “Attach Dossier”. A new window will open to select the document and upload it. The document will be attached to the single Transport Request.



5.2 HOW TO UPDATE A TRANSPORT ORDER/ TRANSPORT REQUEST STATUS

During the planning phase, there are two ways to update the TO status:

1. Update the status on a single TO:
 - a. Go to the TO Management → Planning → Transport List menu.
 - b. Select the Transport Order and click on “Forward”.
 - c. A new window will appear where the user will indicate the updated status in the “Next status field” and potentially insert notes in the related section.
 - d. Click on “Forward”
2. Massive update of more TOs:
 - a. Go to the TO Management → Planning → Transport List menu.
 - b. Select the Transport Orders and click on “Massive Forward”.
 - c. A new window will appear where the user will indicate the updated status in the “Next status field” and potentially insert notes in the related section.
 - d. Click on “Forward”.

LSP - TO MANAGEMENT > PLANNING > TRANSPORT LIST > LOADS LIST

LSP ENGAGEMENT DATE FROM 07/01/2024 LSP ENGAGEMENT DATE TO 01/02/2024 CARRIER LSP

Modify Detail Open/Close all bookings Forward Massive forward Export List Export details Print

	TRANSPORT ORDER...	LOAD NUMBER	STATUS	LSP ENGAGEMENT DATE	CONTRACTUAL ETA	PICK-UP LOCATION	VEHICLE...	DRIVER	INCOTE...	SERVICE	VEHICLE TY...	GROSS WEI...	NET WEI...	VOLUME ...
>	OT24000024	OT24000024	Published	19/01/2024	10/03/2024	Al Madar Oilfield Suppl...				Break Bulk / BB Cargo - Std		370.688,00	370.688,00	1.246,353
>	OT24000021	OT24000021	Pickup executed	18/01/2024	14/03/2024	Petrogas Piping Middle Ear				Container V Container Std I		4.772,00	4.772,00	2,590
>	OT24000022	001	Pickup executed	18/01/2024	29/03/2024	Jiangyin Zhongnan Heavy I				Container V Container OT 2		30.268,00	29.768,00	20,810
>	OT24000023	001	Pickup executed	18/01/2024	29/03/2024	Jiangyin Zhongnan Heavy I				Container V Container Std I		116.288,04	114.588,04	324,316
>	OT24000018	OT24000018	Pickup executed	17/01/2024	13/03/2024	Petrogas Piping Middle Ear				Container V Container Std I		4.772,00	4.772,00	2,590
>	OT24000019	100	Pickup executed	17/01/2024	28/03/2024	Jiangyin Zhongnan Heavy I				Container V Container OT 2		115.929,50	112.379,50	320,665
>	OT24000020	100	Pickup executed	17/01/2024	28/03/2024	Jiangyin Zhongnan Heavy I				Container V Container Std I		120.687,04	118.887,04	327,228
>	OT24000011	OT24000011	Pickup executed	16/01/2024	11/08/2023	MULTI PICK				National Tr National Truck		3.775,00	3.580,00	18,495
>	OT24000012	OT24000012	Pickup executed	16/01/2024	05/02/2024	3W Networks 3rd industria				Internation International T		17.800,00	16.800,00	72,528
>	OT24000007	OT24000007	Published	12/01/2024	11/01/2024	Al Madar Oilfield Suppl...				Break Bulk / BB Cargo - Std		2.039,00	1.993,00	3,928
>	OT24000009	OT24000009	Pickup executed	12/01/2024	12/01/2024	MULTI PICK				National Tr National Truck		3.775,00	3.580,00	18,495
>	OT24000010	OT24000010	Pickup executed	12/01/2024	12/01/2024	3W Networks 3rd industria				Internation International T		17.800,00	16.800,00	72,528

ADMIN - TO MANAGEMENT > PLANNING > TRANSPORT LIST > CARGO FORWARDING

DOCUMENT TYPE ODT DOCUMENT NUMBER OT23000078 LOAD NUMBER OT23000078 LSP ENGAGEMENT DATE 14/11/2023 PROJECT Borouge4 CARRIER LSP STATUS To under review TOTAL KM FOR DELIVERY 0

GROSS WEIGHT (KG) 14.900,00 PARCELS NR. 3 VOLUME (M3) 0

NEXT STATUS * [Dropdown menu]

DATE * 29/01/2024 TIME * 07:15 REASON * [Dropdown menu]

CARRIER * LSP SERVICE / VEHICLE TYPE National Truck - National Truck - OSHL

VEHICLE PLATE TRAILER PLATE DRIVER DRIVER TEL NUMBER

NOTES

SEAL

Detail Forward Attachments

In the execution phase, the status of the TR can be updated in three ways.

1. Update the status on a single TR: go to Track & Trace → Shipment → Delivery List menu. Select the TR and click on “Forward”. A new window will appear to select the new status and the date and time of the event.
2. Massive update of more TRs:
 - a. Go to Track & Trace → Shipment → Delivery List menu.
 - b. Open the filter section (☰) and indicate the new status in the field “Next status” and click on “Search”.
 - c. Select the Transport Requests and click on “Massive Forward”. A new window will appear to indicate the date and time of the event.

LSP - TRACK & TRACE > SHIPMENTS > DELIVERY LIST > DELIVERY LIST

CARRIER: LSP STATUS: [] LOAD NUMBER: [] PL- PROGRESSIVE: []

CONTRACTUAL ETA FROM: dd/mm/yyyy CONTRACTUAL ETA TO: dd/mm/yyyy LSP ENGAGEMENT DATE FROM: 01/01/2024 LSP ENGAGEMENT DATE TO: 30/01/2024

DEPARTURE ZONE: [] LOADING POINT: []

DESTINATION ZONE: [] DESTINATION PROVINCE: [] DESTINATION LOCATION: []

DESTINATION CODE: [] DESTINATION BUSINESS NAME: [] TRACKING NUMBER: []

POD (YES/NO): [] NEXT STATUS: []

Search - Delivered

Delivered CARRIER: LSP LSP ENGAGEMENT DATE FROM: 01/01/2024 LSP ENGAGEMENT DATE TO: 30/01/2024

Export List Attach dossier Forward Massive forward Manage TO Delivery Download Upload outcomes Adjusted ETA Update

	PL- PROGRESSIVE	PL REVISION	TRANSP...	LOAD NUMBER	LSP ENG...	CONTRA...	DELIVER...	ADJUSTE...	STATUS	REASON	CARRIER	LOADING POINT
--	-----------------	-------------	-----------	-------------	------------	-----------	------------	------------	--------	--------	---------	---------------

3. Massive update of more TR by Excel upload:

- a. Go to Track & Trace → Shipment → Delivery List menu.
- b. Click on “Delivery Download”, to export an excel file with the information of the Transport Requests and their status.
- c. Modify the document inserting the date and hour of the event in the related columns. In the “Reason” column select the updated status from the drop-down list. Notes can be inserted in the related column.
- d. After saving the file, upload it by clicking on “Upload outcomes”. A job will be scheduled to update the Transport Requests’ status.

	J	K	L	M
	Delivery Status	Date Event	Hour Event	Reason
1	Pickup executed			
2	Pickup executed			
3	Pickup executed			
4	Pickup executed			
5	Pickup executed			
6	Pickup executed			
7	Pickup executed			
8	Pickup executed			
9	Pickup executed			
10	Pickup executed			
11	Pickup executed			
12				

LSP - TRACK & TRACE > SHIPMENTS > DELIVERY LIST > DELIVERY LIST

Delivered CARRIER: LSP LSP ENGAGEMENT DATE FROM: 01/01/2024 LSP ENGAGEMENT DATE TO: 30/01/2024

Export List Attach dossier Forward Massive forward Manage TO Delivery Download Upload outcomes Adjusted ETA Update

	PL- PROGRESSIVE	PL REVISION	TRANSPORT ORDER NUMBER	LOAD NUMBER	LSP ENGAGEMENT ...	CONTRACTUAL ETA	DELIVERY DATE/TIME	ADJUSTED ETA	STATUS	REASON
	7500068332/0126/1	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/10	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/2	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/3	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/4	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/5	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/6	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/7	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/8	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	
	7500068332/0126/9	01	OT24000013	OT24000013	29/01/2024	30/03/2024			Pickup executed	

Please note that the date and time to be inserted are referred to the event, not the Excel file upload. Therefore, if the user on 30th January wants to communicate that the goods has been delivered two days prior, he / she will insert the date and time of delivery, so 28th January.

5.3 HOW TO UPDATE THE EXPECTED TIME OF ARRIVAL (ETA)

During the planning phase, the carrier can update both the expected time of departure (ETD) and the expected time of arrival (ETA). To do so, follow these steps:

1. Go to TO Management → Planning → Transport List
2. Select one or more Transport Orders and click on “Insert ETD/ETA”. A new window will appear.
3. Indicate into the window the date for ETD and ETA and click on “Add”. The updated ETD and ETA will appear for each Transport Order in the related fields.

LSP - TO MANAGEMENT > PLANNING > TRANSPORT LIST > LOADS LIST

LSP ENGAGEMENT DATE FROM 01/01/2024 LSP ENGAGEMENT DATE TO 22/01/2024

Modify Detail Open/Close all bookings Forward Massive forward Export List Export details Print **Insert ETD/ETA**

	TRANSPORT ORDER ...	LOAD NUMBER	STATUS	LSP ENGAGEMENT DATE	CONTRACTUAL ETA	PICK-UP LOCATION	VEHICLE...	DRIVER	INCOTE...	SERVICE	VEHICLE TY...	GROSS WEI...	NET WEI...	VOLUME ...
	OT24000024	OT24000024	Published	19/01/2024	10/03/2024	Al Madar Oilfield Supplies				Break Bulk' BB Cargo - Std		370.688,00	370.688,00	1.246,353
	OT24000021	OT24000021	Pickup executed	18/01/2024	14/03/2024	Petrogas Piping Middle East				Container V Container Std I		4.772,00	4.772,00	2,590
	OT24000022	001	Pickup executed	18/01/2024	29/03/2024	Jiangyin Zhongnan Heavy I				Container V Container OT 2		30.268,00	29.768,00	20,810
	OT24000023	001	Pickup executed	18/01/2024	29/03/2024	Jiangyin Zhongnan Heavy I				Container V Container Std I		116.288,04	114.588,04	324,316
	OT24000018	OT24000018	Pickup executed	17/01/2024	13/03/2024	Petrogas Piping Middle East				Container V Container Std I		4.772,00	4.772,00	2,590
	OT24000019	100	Pickup executed	17/01/2024	28/03/2024	Jiangyin Zhongnan Heavy I				Container V Container OT 2		115.929,50	112.379,50	320,665
	OT24000020	100	Pickup executed	17/01/2024	28/03/2024	Jiangyin Zhongnan Heavy I				Container V Container Std I		120.687,04	118.887,04	327,228
	OT24000011	OT24000011	Pickup executed	16/01/2024	11/08/2023	MULTI PICK				National Trn National Truck		3.775,00	3.580,00	18,495
	OT24000012	OT24000012	Pickup executed	16/01/2024	05/02/2024	3W Networks 3rd industria				Internation. International T		17.800,00	16.800,00	72,528
	OT24000007	OT24000007	Published	12/01/2024	11/01/2024	Al Madar Oilfield Supplies				Break Bulk' BB Cargo - Std		2.039,00	1.993,00	3,928
	OT24000009	OT24000009	Pickup executed	12/01/2024	12/01/2024	MULTI PICK				National Trn National Truck		3.775,00	3.580,00	18,495
	OT24000010	OT24000010	Pickup executed	12/01/2024	12/01/2024	3W Networks 3rd industria				Internation. International T		17.800,00	16.800,00	72,528

INSERT ETD/ETA

ETD ADJUSTED ETA

Add

During the execution phase, the carrier can update the expected time of arrival (ETA) if it is different by the one calculated leveraging of the contractual Transit Time.

In order to update the ETA date, please follow these steps:

1. Go to Track & Trace → Shipment → Delivery List menu.
2. Select one or more Transport Requests and click on “Adjusted ETA update”. A new window will appear.
3. Indicate into the window the new date and click on “Save”. The updated ETA will appear for each Transport Request in the “Adjusted ETA” field.

CARRIER LSP CONTRACTUAL ETA FROM 02/02/2024 CONTRACTUAL ETA TO 10/02/2024

Export List Attach dossier Forward Massive forward Manage TO Delivery Download Upload outcomes **Adjusted ETA Update**

	PL - PROGRESSIVE	PL REV...	TRANSPORT OR...	LOAD NUMBER	LSP ENGAGEMENT DATE	CONTRACTUAL ...	DELIVERY DATE/TIME	ADJUSTED ETA	STATUS	REASON	LOADING POINT
	7500068332/0026/1	02	OT24000016	OT24000016	31/01/2024	01/04/2024			Pickup executed	40 - Pickup executed Mabani Steel LLC Via Milano Roma 38	
	7500068332/0026/2	02	OT24000016	OT24000016	31/01/2024	01/04/2024			Pickup executed	40 - Pickup executed Mabani Steel LLC Via Milano Roma 38	
	7500068332/0026/3	02	OT24000016	OT24000016	31/01/2024	01/04/2024			Pickup executed	40 - Pickup executed Mabani Steel LLC Via Milano Roma 38	
	7500068332/0026/4	02	OT24000016	OT24000016	31/01/2024	01/04/2024			Pickup executed	40 - Pickup executed Mabani Steel LLC Via Milano Roma 38	

ADJUSTED ETA UPDATE

ADJUSTED ETA *

Save

5.4 HOW TO INSERT ACCESSORY / EXTRA COSTS

During the execution phase, the carrier has the possibility to insert accessory / extra costs. Costs can be inserted at TR or TO level and their insertion procedure depends on the type of cost: manual or accessory.

- Manual costs are entered manually by the user indicating the related amount;
- Accessory costs must be manually triggered but will be calculated by the system.

The table below indicates the list of all costs that the carrier can insert on a Transport Order, with indication of the cost type, how it is calculated (by TR or TO) and how to insert the cost.

COST NAME	COST TYPE	CALCULATED BY	FIELD USED TO CALCULATE THE COST	HOW TO INSERT THE COST	CATEGORY
Consolidation In/Out Cycle	Manual cost	TO/TR		Insert cost amount	Accessory
Consolidation Storage	Manual cost	TO/TR		Insert cost amount	Accessory
Double Stuffing	Accessory cost	TR	N. container	Just click on "+" - do not modify the amount or multiplier fields	Accessory
Pick-up Empty Trip	Manual cost	TO/TR		Insert cost amount	Accessory
Container Positioning Empty Trip	Accessory cost	TR	N. container	Just click on "+" - do not modify the amount or multiplier fields	Accessory
Truck Demurrage at Departure	Accessory cost	TR	N. truck	Insert demurrage hours (exceeding potential grace period) in the multiplier	Accessory
Killed Slot	Accessory cost	TO		Insert the number of killed slot in the multiplier	Accessory
Vessel Detention	Accessory cost	TO		Insert detention hours (exceeding grace period) in the multiplier	Accessory
Container Detention	Accessory cost	TR	N. container	Insert detention days (exceeding grace	Accessory

COST NAME	COST TYPE	CALCULATED BY	FIELD USED TO CALCULATE THE COST	HOW TO INSERT THE COST	CATEGORY
(After Free Time)				period) in the multiplier	
Port Storage Container (After Free Time)	Accessory cost	TR	N. container	Insert storage days (exceeding grace period) in the multiplier	Accessory
Port Storage Bulk Material (After Free Time)	Manual cost	TO/TR		Insert cost amount	Accessory
2nd Driver	Accessory cost	TR	N. truck	Just click on "+" - do not modify the amount or multiplier fields	Accessory
Truck Demurrage at Site	Accessory cost	TR	N. truck	Insert demurrage hours (exceeding potential grace period) in the multiplier	Accessory
Extra cost	Manual cost	TO/TR	-	Insert cost amount	Extra
Duties and Taxes	Manual cost	TO/TR	-	Insert cost amount	Customs / Duties / Taxes

To insert a cost by TO, please follow these steps:

1. Go to Costing → Shipment → Shipment list menu,
2. Select one Transport Order, click on “Modify” and go to the “Costs” tab.
3. Select a cost from the drop-down list and indicate the currency. It is possible to indicate a currency different from USD, however the total transport cost will be converted to USD.
 - a. If it’s a manual cost indicate the amount in the related field, insert the PO number and the related category. Then click on “+” to add the cost.
 - b. If it’s an accessory cost, just click on “+” to add the cost and the system will calculate it automatically. In some cases, the user will have to insert the multiplier, and then click on “+”. To view which accessory costs will require the use of the multiplier and what information has to be inserted in that field, please refer to the table above.

LSP - COSTING > SHIPMENTS > SHIPMENT LIST > HEADER

DOCUMENT TYPE: COT DOCUMENT NUMBER: CT2000005 LOAD NUMBER: 282

Details Costs Notes Emissions Documents

TOTAL COST TRAVEL: 2,499.00 USD

COST	REF	PAID UNIT	UNIT OF MEASUREMENT	CURRENCY	AMOUNT	MULTIPLIER	PO NUMBER	CATEGORY
TRC (Offshore)		0.00		USD - American Dollar	200.00	0	7500114893	GC03P - GC OFF
Sea Freight Container (FCAR/RW (Offshore))		0.00		USD - American Dollar	1,485.00	0	7500114893	GC03P - GC OFF
Duties and taxes (Onshore)		0.00		USD - American Dollar	100.00	1	7500128141	GC01 - Customs / Duties / Taxes
Delivery to final destination (Onshore)		0.00		USD - American Dollar	362.00	0	7500114895	GC01N - GC ON
Unloading / handling (Onshore)		0.00		USD - American Dollar	362.00	0	7500114895	GC01N - GC ON

To insert a cost by TR, please follow these steps:

1. Go to Costing → Shipment → Shipment list menu,
2. Select one Transport Order, click on “Modify” and go to the “Details” tab.
3. Select one Transport Request and click on the button “Costs”.
4. Select a cost from the drop-down list and indicate the currency. It is possible to indicate a currency different from USD, however the total transport cost will be converted to USD.
 - a. If it's a manual cost indicate the amount in the related field, insert the PO number and the related category. Then click on “+” to add the cost.
 - b. If it's an accessory cost, just click on “+” to add the cost and the system will calculate it automatically. In some cases, the user will have to insert the multiplier, and then click on “+”. To view which accessory costs will require the use of the multiplier and what information has to be inserted in that field, please refer to the table above.

LSP - COSTING > SHIPMENTS > SHIPMENT LIST > HEADER

DOCUMENT TYPE: COT DOCUMENT NUMBER: CT2400004 LOAD NUMBER: OT2400013

Details Costs Notes Documents

More Info Costs

PL- PROGRESSIVE	PL ISSUE DATE	DEPART...	DESTIN...	LOAD C...	LOAD R...	LOAD P...	UNLOA...	UNLOA...	INCOTE...	COST PA...	STEP RO...	MOVEM...	GROSS ...	NET WEL...	VOLUM...	PARCEL...	PIECES ...	NUM. T...
7500068332/0126/1	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		788,40	658,50	1,15	1,00		
7500068332/0126/2	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		924,00	804,00	1,15	1,00		
7500068332/0126/3	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		622,80	548,80	0,97	1,00		
7500068332/0126/4	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		633,20	523,20	0,97	1,00		
7500068332/0126/5	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		521,20	411,20	0,97	1,00		
7500068332/0126/6	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		741,20	611,20	1,15	1,00		
7500068332/0126/7	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		712,80	602,80	0,97	1,00		
7500068332/0126/8	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		761,40	651,40	0,70	1,00		
7500068332/0126/9	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		700,00	590,00	1,09	1,00		
7500068332/0126/10	31/10/2023	IT-00010 MI	1073_1 UNI	38241_1	Lazio	RM	1073_1	N/A	FCA	Project	1		788,40	658,50	1,21	1,00		

Once an accessory or extra cost is inserted, it can be modified and deleted or the user can add some notes. In case of insertion of an extra cost, the user will have to indicate in the notes section a description of the cost and any other necessary information.

LSP - COSTING > SHIPMENTS > SHIPMENT LIST > HEADER

DOCUMENT TYPE: COT DOCUMENT NUMBER: CT2000005 LOAD NUMBER: 282

Details Costs Notes Emissions Documents


TOTAL COST TRAVEL: 2,499.00 USD

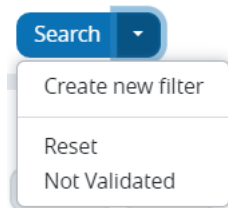
COST	REF	PAID UNIT	UNIT OF MEASUREMENT	CURRENCY	AMOUNT	MULTIPLIER	PO NUMBER	CATEGORY
TRC (Offshore)		0.00		USD - American Dollar	200.00	0	7500114893	GC03P - GC OFF
Sea Freight Container (FCAR/RW (Offshore))		0.00		USD - American Dollar	1,485.00	0	7500114893	GC03P - GC OFF
Duties and taxes (Onshore)		0.00		USD - American Dollar	100.00	1	7500128141	GC01 - Customs / Duties / Taxes
Delivery to final destination (Onshore)		0.00		USD - American Dollar	362.00	0	7500114895	GC01N - GC ON
Unloading / handling (Onshore)		0.00		USD - American Dollar	362.00	0	7500114895	GC01N - GC ON

In the “Documents” tab, the user will also attach any document necessary to justify the insertion of the cost. The current process to notify and manage accessory / extra costs via email will still be maintained.

When an accessory or extra cost is added by the carrier, Maire will have the possibility to delete or confirm it.

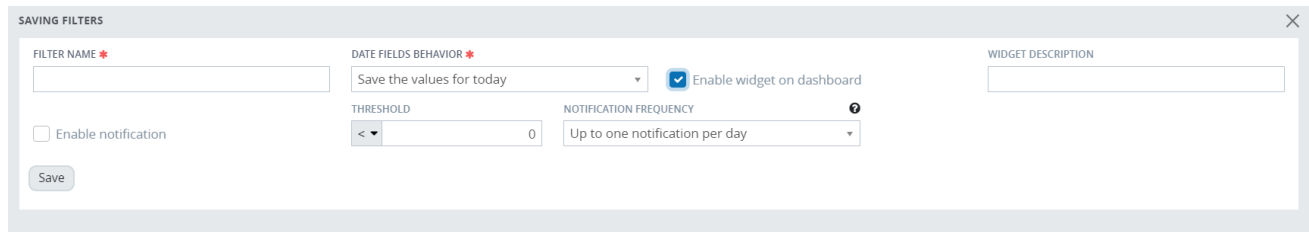
5.5 HOW TO CREATE AND MANAGE WIDGETS IN DASHBOARD

Widgets can be configured in any searching page (Shipment List, Delivery List, Transport List). Open the filters section by clicking on . Then, insert the filters to indicate the search parameters, for example select a particular status of the Transport Order. Click on the arrow next to the button “Search” and select “Create new filter”.



A new window will appear. Insert a filter name and activate the flag “Enable widget on dashboard”. Insert a widget description, which is the name that will appear on the dashboard. Then click on “Save”.

The newly created widget will be visible only to the user who created it.



6. SUPPORT

The new technology solution (Tesi TMS) and new operative process adoption by the LSP will be supported by Accenture.

During the transport management process, the LSP may request support to the Accenture team for:

ID	MACRO CATEGORY	EMAIL SUBJECT	DESCRIPTION
1	Tool	Log-in issues	Problems during log-in
2	Tool	System issues / bug	Any system malfunction
3	Tool	User creation / update	Creation of new user / update of existing user

4	Tool	How to support	Support for any activity performed on the system
5	Delivery	Damage and loss	Report goods damage or loss
6	Delivery	Blocked mean of transport	Report blocked transportation
7	Delivery	Missing documentation	Request missing documentation
8	Delivery	Pick-up issues	Report any issues for pick-up execution
9	Delivery	Unavailability of mean of transport	Report unavailability of means of transport
10	Delivery	Delay management	Report transport delays after ETA update on TMS (view paragraph 5.3 How to update the Expected Time of Arrival (ETA))
11	Delivery	Pre-invoice changes	Request changes to the pre-invoice

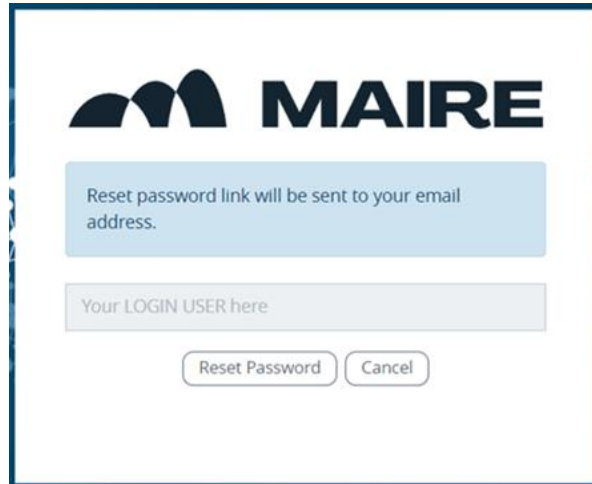
Support requests have to be sent via email in English to the following address "maitransportation@accenture.com", indicating the subject as reported in the table above, with indication of the name of the project and the TO number. In the body of the email, the carrier will indicate the details of the request and attach any supporting documents.

6.1 HOW TO RESET PASSWORD

In case of forgotten password or any issues related to log-in phase, there is a simple procedure to reset the user's password. In the log-in page, click on "Forgot your password?", under the log-in button.



Then, insert the email address in the "user" field and click on "reset password".



An email will be sent to the indicated email address with a link to create a new password. Please note that the new password should follow the requirements below:

1. the length should be between 8 and 50 characters
2. it has to include uppercase and lowercase characters
3. it has to include at least one number
4. it has to include at least one of these special characters: £\$%%&/() *!., ;: @''' =? ^ç°5 - _ \ / [] {} #
5. it can't include more than 2 adjacent repeated characters
6. it can't include your name, surname or user
7. it can't include any of these reserved words: tesi, gruppotesi
8. it must be different from previous 6 passwords

New password must have the following characteristics:

- the length should be between 8 and 50 characters
- includes uppercase and lowercase characters
- includes at least one number
- includes at least one of these special characters: £\$%%&/()*!., ;: @''' =? ^ç°5 - _ \ / [] {} #
- can't include more than 2 adjacent repeated characters
- can't include your name, surname or user
- can't include any of these reserved words: tesi, gruppotesi
- different from previous 6 passwords

USER * NEW PASSWORD * REPEAT NEW PASSWORD *

Confirm

Once the password is set, click on confirm and log-in.